SNBT HOME

Administration Tab

Employee

Profile & Permissions- to add and delete users

Accounts- to add or delete accounts access for users

Inquire Funds Transfer Access- to look up what transfer capabilities each user has

Change Fund Transfer Access- to change the transfer capabilities of each user

Business

Role Definitions- to add, modify or delete User roles

Accounts- to change the account nickname

Merchant Capture Locations- when there are multiple locations using Desktop Deposits

Fund Transfer

Add Template- to add templates for transferring between accounts

Add Using Template- to add transfer templates to users

Change Template- to make changes to an existing template

Delete Template- to delete current transfer template

Groups

Inquire Account Group- to look up how accounts are grouped

Change Account Group- to add, modify or delete account groups

Inquire Employee Group- to look up how employees are grouped

Change Employee Group- to add, modify or delete employee groups

Inquire Fund Transfer Group- to look up how transfers are grouped

Change Fund Transfer Group- to add, modify or delete fund transfers groups

*Default groups are created for each Business Bank Online customer for Accounts and Fund Transfers. Employee groups can be created by the System Administrator