ONB Express Deposit

ADMINISTRATOR USER GUIDE

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Treasury Management Service | 800-844-1720

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If you have questions, please contact Treasury Management Service:

Old National Bank Treasury Management Service

Monday-Friday 8am to 6pm CT | 7am to 5pm CT (except bank holidays)

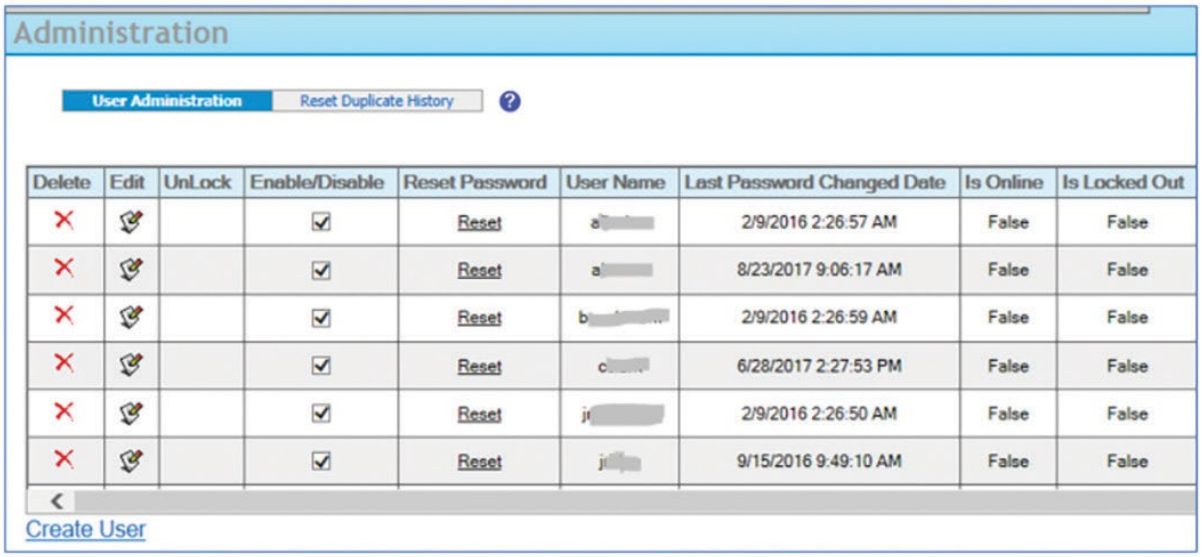
800-844-1720 | tmsupport@oldnational.com

Accessing Administrative Functions

Administrators MUST be logged into Web Client for these functions.

Choose Administration from the top navigation menu.

First screen is the user administration table:



Create a User

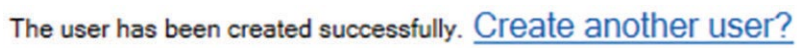
Click the **Create User** option beneath the user table.

Enter contact information for the user – their permanent user name, email address, phone number(s). Select their roles, accounts, location, and scanner.

To choose the appropriate Role, see pages 5-6 under the heading that best describes your setup. Web Client is for users that log in to the Express Deposit website; Smart Client is Express Deposit software that has been installed on the local PC (less common). Deposit Approval is whether users can submit deposits to ONB on their own, or if another user must approve the deposits first.

After clicking the **Create User** button, a confirmation message is loaded under the user table:

An email is immediately sent to the user's email address with their temporary password.



Modify User

Click the paper icon in the edit column for the user.

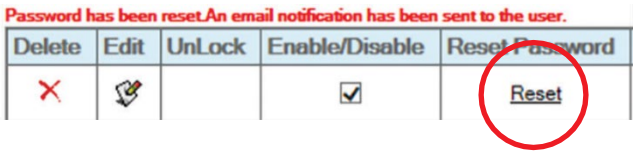
Administrator can change the user's email address, phone numbers, roles, accounts (from a list), location (from a list), and scanner (from a list).

Unlock User

Click the lock icon for the user to unlock their access.

Reset Password

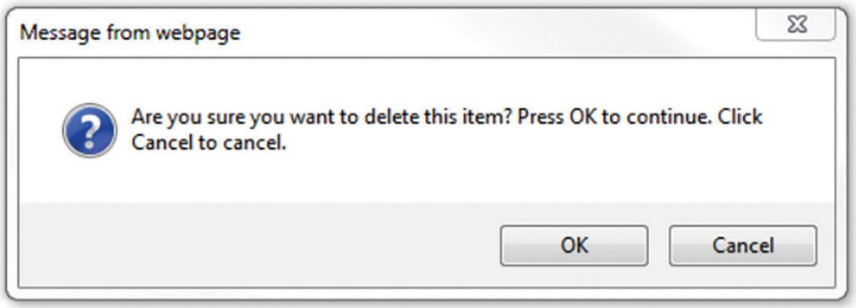
Click the Reset link for the user. An email is immediately sent to the user with a new password.



Delete User

Click the red X in the user table.

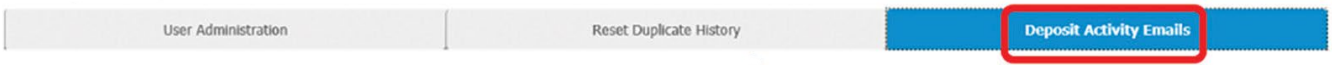
Admin will be prompted to Press OK to continue with the deletion.



Deposit Activity Emails

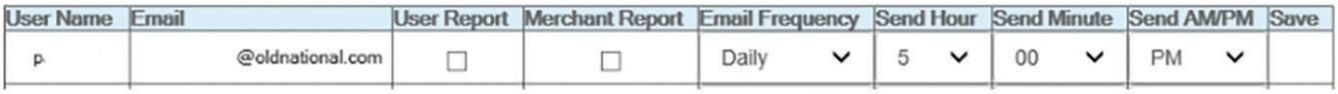
ONB Express Deposit can send deposit activity emails to users and non-users. The emails contain a summary of what was processed either by the user or for the entire merchant.

To send emailed reports to a non-user, click on the Administration tab at the top of the page, and then on Deposit Activity Emails.

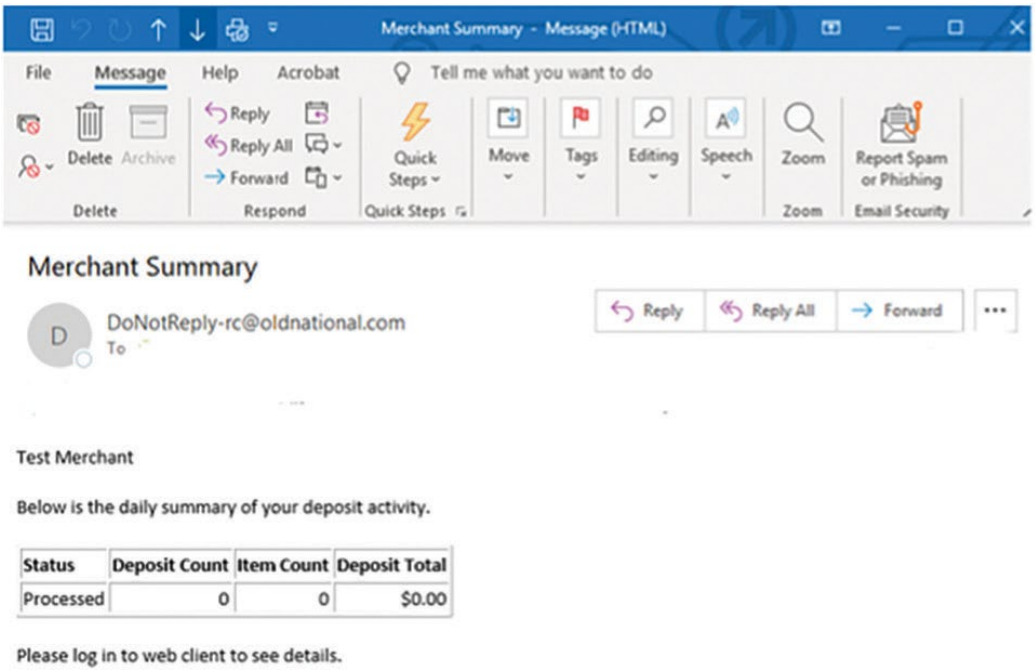


Enter the person's email address in the External Email Recipients field. Select the email frequency and time of day for the delivery of the email, then click the Save button.

To send emailed reports to a user, check the box next to the user for User Report, Merchant Report, or both. Select the frequency and time of delivery, and click the Save button at the end of the row.



Sample Merchant Report Email



Web Client User Roles without Deposit Approval

Role	Privileges
Administrator	Add or delete users and assign roles
	Modify users – reset password, unlock, enable/disable, change email address
	Reset duplicate item history
Supervisor	Register users with location and scanner
	Modify users (no other Supervisors) – reset password, unlock, enable/disable, change email address
Reviewer	View reports (all users)
	View history (all users)
	Run and view queries (all users)
Depositor	Create, capture, correct and balance deposits
	Transmit and finish deposits
	View reports (own deposits only)
	View history (own deposits only)
	Run and view queries (own deposits only)
	Mark items
	Register users with location and scanner
Operator	Same as Depositor
Assessor	Respond to scheduled self-assessment survey, if enabled

Web Client User Roles with Deposit Approval

Role	Privileges
Administrator	Add or delete users and assign roles
	Modify users – reset password, unlock, enable/disable, change email address
	Reset duplicate item history
Supervisor	Register users with location and scanner
	Modify users (no other Supervisors) – reset password, unlock, enable/disable, change email address
Reviewer	View reports (all users)
	View history (all users)
	Run and view queries (all users)
Depositor	Transmit and finish deposits (own deposits only)
	View reports (own deposits only)
	View history (own deposits only)
	Run and view queries (own deposits only)
	Mark items
	Register users with location and scanner
Operator	Create, capture, correct and balance deposits (own deposits only)
	View open deposits (own deposits only)
	Submit deposits for approval (own deposits only)
	Register user with location and scanner
Approver	View pending deposits (all users)
	Approve and reject deposits (users assigned only the Operator role)
Assessor	Respond to scheduled self-assessment survey, if enabled

Smart Client User Roles without Deposit Approval

Role	Privileges
Administrator	Reset duplicate item history
	View and change own scanner information
	Mark items
	Reset passwords
Supervisor	Register merchant and scanner
	Reset own password
	Mark items
	View own scanner information
Reviewer	View reports (all deposits and accounts on workstation)
	View closed deposits (all deposits and accounts on workstation)
	Search for items
	Reset own password
	Mark items
	View own scanner information
Depositor	Create, capture, correct, balance and finish deposits (own deposits only)
	View closed deposits (own deposits only)
	View reports (own deposits only)
	Reset own password
	Mark items
	View own scanner information
	Search for items
	Finish deposits of users with Operator role
Operator	Create, capture, correct and balance deposits (own deposits only)
	View closed deposits (own deposits only)
	Reset own password
	Mark items
	View own scanner information
Assessor	Respond to scheduled self-assessment survey, if enabled

Smart Client User Roles with Deposit Approval

Role	Privileges
Administrator	Reset duplicate item history
	View and change own scanner information
	Mark items
	Reset passwords
Supervisor	Register merchant and scanner
	Reset own password
	Mark items
	View own scanner information
Reviewer	View reports (all deposits and accounts on workstation)
	View closed deposits (all deposits and accounts on workstation)
	Search for items
	Reset own password
	Mark items
	View own scanner information
Depositor	Transmit and finish deposits (own deposits only)
	View closed deposits (own deposits only)
	View reports (own deposits only)
	Reset own password
	Mark items
	Search for items
	View own scanner information
	Update deposit approval status
Operator	Create, capture, correct and balance deposits (own deposits only)
	View closed deposits (own deposits only)
	Submit deposits (own deposits only)
	Reset own password
	Mark items
	View own scanner information
	Update deposit approval status
Assessor	Respond to scheduled self-assessment survey, if enabled