

SECURE STORE USER GUIDE – DEVOLVED ADMINISTRATORS

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1 WHAT IS SECURE STORE?

1.1 About Secure Store

Lloyd's Secure Store is a secure web-based facility that allows Lloyd's Market users to exchange files with Lloyd's Corporation users.

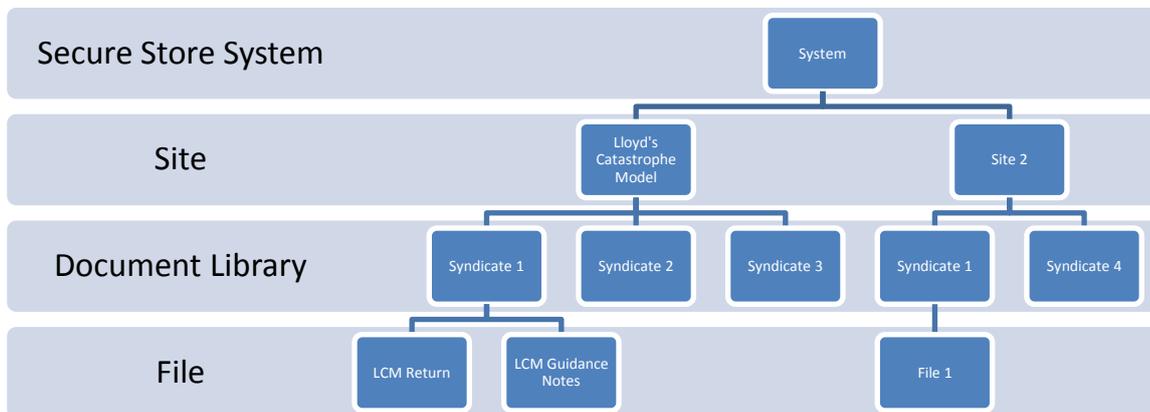
Secure Store may be used by the Corporation to distribute information to market users, and also by market users to upload information to Corporation users.

Where previously we may have used, for example, CDs, DVDs, or email, Secure Store now provides a single, convenient, secure location, where information can be delivered between Corporation departments and market entities.

1.2 Secure Store Structure

Secure Store consists of many 'sites', a site contains libraries which in turn contain files.

The following diagram illustrates the structure of a typical Secure Store.



Secure Store sites can be based on different entities: Syndicates, Managing Agents, Brokers, Members or Members Agents. Depending on the entity used the Secure Store site will contain a series of folders with each folder restricted to a specific organisation, e.g. Syndicate 0123 or Managing Agent XYZ.

1.3 Access to Secure Store

- **Each Syndicate, Managing Agent, Broker etc. has a nominated Devolved Administrator for Secure Store.**
- **Access to a Secure Store folder is provided by the Devolved Administrator at that organisation**
- **New sites will only be accessible once access has been provided by a Devolved Administrator**

The rest of this guide is designed specifically for Devolved Administrators of Secure Store. For information about general use of Secure Store please refer to the Market Users guide here: www.lloyds.com/securestore

2 DEVOLVED ADMINISTRATOR RESPONSIBILITIES

2.1 What do I need to do?

As the Devolved Administrator for your organisation you will have received a SecureID FOB to access the Lloyd's Access Framework website (LAF).

You have responsibility for adding and removing your colleagues into security groups which then allow them to see areas of Secure Store which are relevant to them. These groups are managed from the Lloyd's Access Framework website which can be accessed here: <https://lafadmin.lloyds.com>

A Devolved Administrator can only manage users from his or her email domain for example @lloyds.com.

Lloyd's have published documentation for general Devolved Administrators here:

www.lloyds.com/.../the%20market/tools%20and%20resources/tools/laf_userguide_devolved_administration.pdf

2.2 Secure Store LAF Group names

Each group used on Secure Store conforms to the following naming convention:

Secure Store_sitename_entityID_permissionlevel

For example this is a group for Syndicate 0123 in the Lloyd's Catastrophe Model site:

Secure Store_lcm01_sy0123_contribute

Another example for Managing Agent 0123A within the Analytics User Group site:

Secure Store_analyticsergroup_ma0123A_read

The permission level is always "contribute" for Read and Write or "read" for read only.

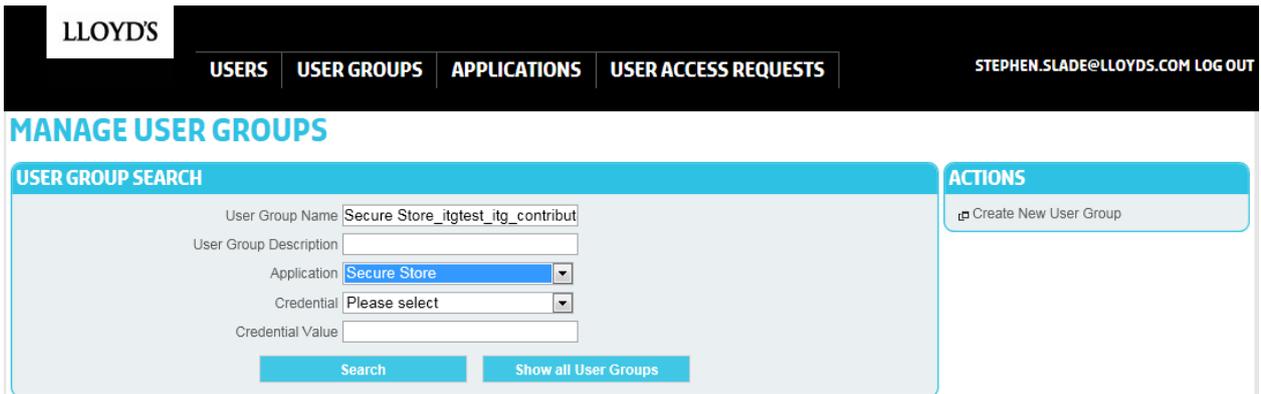
If you have any problems locating your Group please contact your Lloyd's representative.

2.3 Adding a user into a Secure Store group

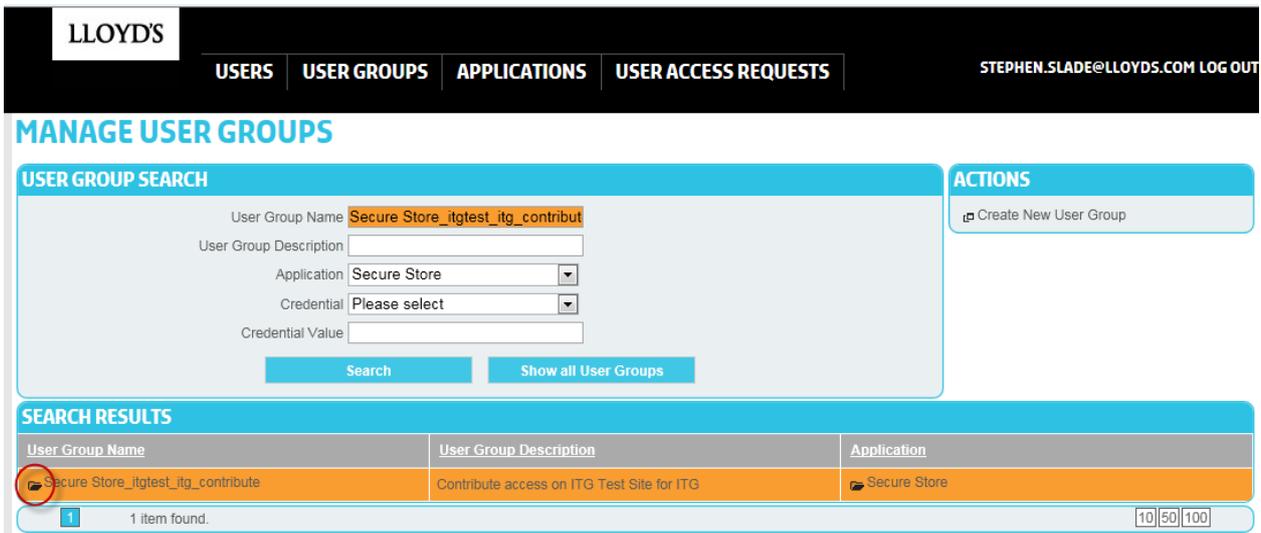
1. Using the navigation bar, select "User groups".



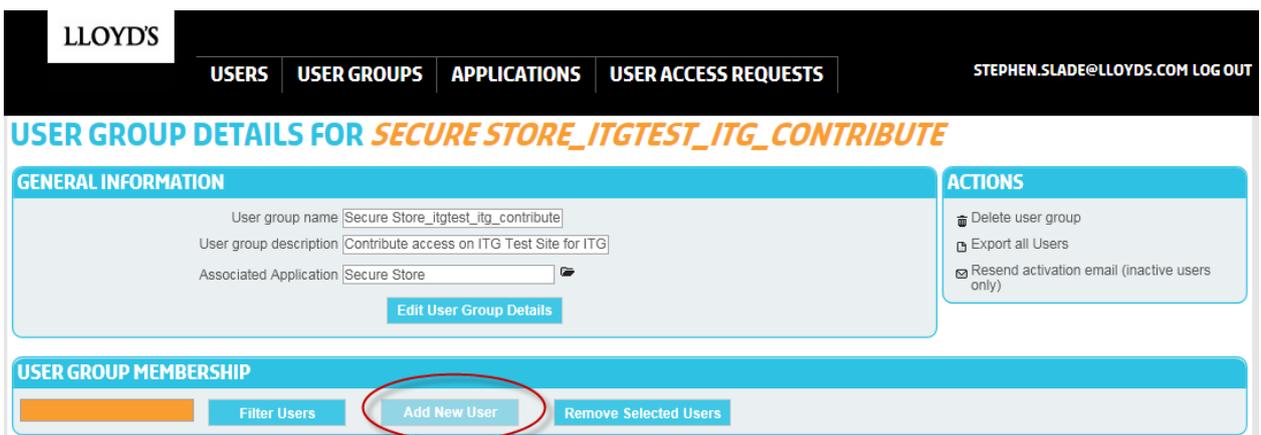
2. Enter the name of the Group into the User Group Name field and click Search. You can use the * symbol at the end or beginning if you are unsure what the exact name of the group is.



3. Click the folder icon to see the group membership



4. To add a new user to the group, click on the "Add New User" button.



5. From the following screen use the email address field to search for the user from your organisation you want to add.

6. Check the tick-boxes for the users you wish to add, followed by the "Add Users to User Group" button, located at the bottom of the screen.

If you experience any problems whilst adding users into groups please try to first search for the user and then add that user to the group:

1. Enter the user email address

LLOYD'S **USERS** **USER GROUPS** **APPLICATIONS** **USER ACCESS REQUESTS** **STEPHEN.SLADE@LLOYDS.COM LOG OUT**

MANAGE USERS

USER SEARCH

Email Address: Date Registered:

First Name: Last Login:

Last Name: Activated:

Company Name:

ACTIONS

- Create New User
- Export Application Administrators
- Export Devolved Administrators
- Change email domain

2. Click search

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SEARCH RESULTS

Email Address	First Name	Last Name	Company Name	Date Registered	Last Login Date
 stephen.slade@lloyds.com	Stephen	Slade	Lloyds	05/07/2011	04/12/2014 15:47:40

1 item found.

3. Click the Icon to open the user details.
4. Click the Add new User Group button.

USER GROUP MEMBERSHIP

5. From the screen that follows search for the group name
6. Select the group and then click "Add User Groups to User"

2.4 Removing a user from a Secure Store group

- 1 Using the navigation bar, select “User groups”
- 2 On the user group search screen, use the search options provided to locate the user group which requires management, and click on the “File” symbol next to the User Group Name.
- 3 The user group membership can be viewed in the second section of the user group details screen, titled “User Group Membership”.
- 4 If required, use the user search function within the user group membership section to identify users you wish to remove from the user group.
- 5 For the users that require to be removed, click on the checkbox for those users, and then click on “Remove Selected Users”.

2.5 Other responsibilities of a Devolved Administrator

The Devolved Administrators also has the ability to

1. Create new users
2. Locking/unlocking a user account
3. Resending password reset links
4. Amend users email details (first part only)
5. View a list of other Devolved Administrators in their organisation.

For information on all these topics please refer to the Devolved Administration guide on Lloyd’s.com

www.lloyds.com/.../the%20market/tools%20and%20resources/tools/laf_userguide_devolved_administration.pdf