RegData user guide

Changing user details

This user guide explains how to:

- change a user's details within RegData
- copy a user's permissions

1. Changing user details

As a firm's Principal User or Firm Administrator, you can change a user's details.

After logging in, hover over Firm & User Administration, then hover over User Administration, and then click on **Manage User**:
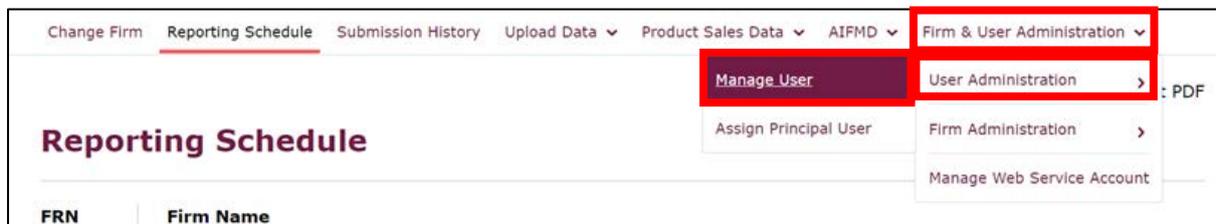
Select the user you wish to change details for, and click on **Edit**:

You can edit any field that isn't greyed out (eg user ID). This includes the type of access the user has on RegData (whether they are a Firm Administrator or Firm User):

When you scroll down the screen, you'll find the permissions the user has for each item.

Tick or untick the relevant boxes to change what a user can do on a data item:

Data Item	Read Only	Editor	Submitter	Reminder Email(s)
	☑	☐	☐	☐
AIF001 - AIFMD - Manager Data	☑	☑	☐	☐
AIF002 - AIFMD - Fund Data	☑	☐	☑	☐
CCR002 - Consumer Credit data: Volumes	☑	☐	☐	☑
CCR003 - Consumer Credit data: Lenders	☑	☐	☐	☐
CCR007 - Consumer Credit data: Key data for credit firms with limited permission	☑	☐	☑	☐
Complaints - Complaints DISP 1 Ann 1R	☑	☑	☐	☑
COR001 - COREP Own Funds and Leverage	☑	☑	☐	☐

Data Item Permissions Copy Existing User Data Item Permissions

The different options for user permissions on each form are:

- **Read only** – the user can view the form but can't edit it

- **Editor** – the user can input and change data in the form

- **Submitter** – the user can edit and submit the completed form

- **Reminder Email(s)** – the user can receive reminder emails about upcoming submissions

After making your changes, click on **save details**:

	Read Only	Editor	Submitter	Reminder Email(s)
MLA-A4 - Analysis of second charge loans to customers	☑	☐	☐	☐
PSD001 - Product Sales Data - Mortgage	☑	☐	☐	☐
PSD002 - Product Sales Data - Retail	☑	☐	☐	☐
REP006 - Recovery Plans	☑	☐	☐	☐
REP010 - List of Overseas Regulators and	☑	☐	☐	☐

CANCEL   **SAVE DETAILS**

At the top of the screen, you'll see confirmation once these details have been successfully updated.

2. Copying a user's permissions

If you wish to give a user the same permissions as another user, click on **Copy Existing User Data Item Permissions**:

Select the user you wish to copy permissions for, and click on **copy permissions**:

At the top of the screen, you'll see confirmation once these details have been successfully updated.