ATOME
Vortex

User Guides

v. 1.1.25.1

Use case based user guides

This guide provides practical, step-by-step instructions tailored to specific tasks that users perform within the application. It covers key functionalities and processes to ensure users can efficiently navigate and utilize the system for their roles and responsibilities.

User Guide version 1.1.25.1 (based on Vortex version 1.1.25)

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1. Reporting Entity user perspective

This section provides guidance tailored to the needs of users operating within a Reporting Entity. It covers processes such as managing users within the Reporting Entity, submitting reports, and switching between Reporting Entities for users assigned to multiple Reporting Entities. These guides are designed to help Reporting Entity (RE) users fulfill their reporting requirements to the regulator/institution that they are reporting to, referred to as the Data Authority (DA), with clarity and efficiency.

1.1 User and roles

This section outlines the roles available in the application and their associated permissions within the context of a Reporting Entity. It provides clarity on the scope of each role, ensuring users understand their responsibilities and capabilities within the application.

1.1.1 Inviting a new Reporting Entity user and assigning roles

Required user role: RE Admin

This guide explains how an RE Admin can invite a new user to a Reporting Entity (RE), assign roles, and manage roles for users within the RE.

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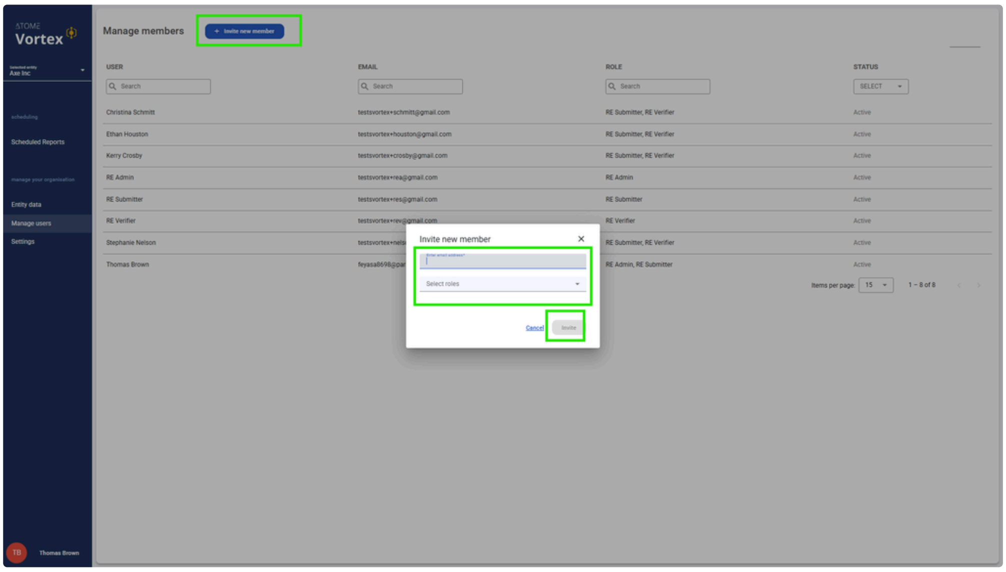
1. Inviting a new RE user

1. **Navigate to the "Manage Users" page:**
   Log in to the application, select the proper RE if the user is assigned to multiple Reporting Entities (covered in chapter 1.3 of this guide) and from the main menu (dark blue menu on the left), go to **Manage Users**.
2. **Click "Invite new member":**
   On the Manage Users page, locate and click the **Invite new member** button.



3. **Enter the new user's email address:**
   - In the invitation form, type the email address of the person you want to invite.
4. **Assign roles for the RE user:**
   - Select one or more of the following roles for the user:
     - **RE Admin**: Can manage users within this RE.
     - **RE Submitter**: Can view the list and details of Scheduled Reports and submit reports.
     - **RE Verifier**: (For future use) Will be able to verify submissions before they are sent to the Data Authority (Regulator), currently can view Submissions .
5. **Send the invitation email:**
   - Review the details and click **Invite**.
   - An invitation email is sent to the new user, containing a link and a temporary password.

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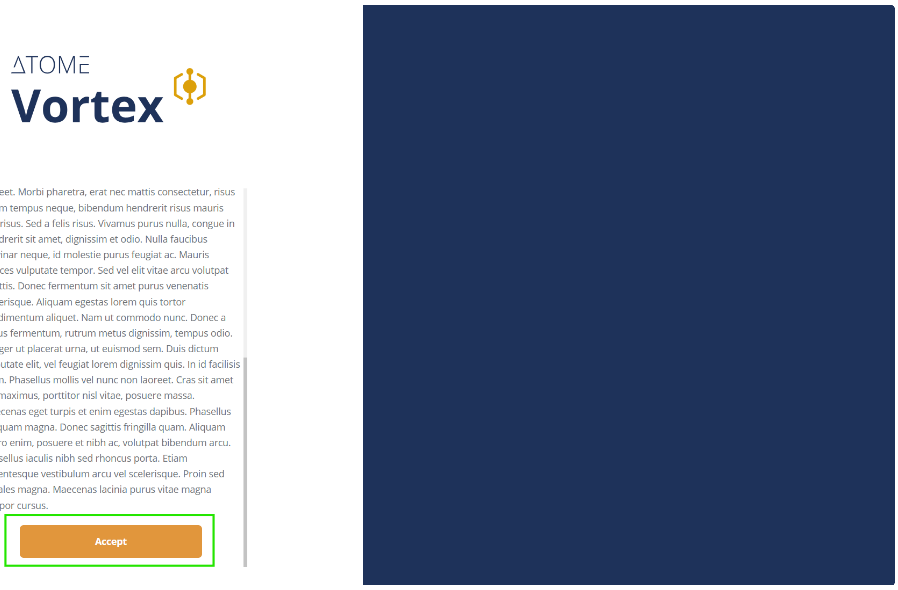
2. First-time login for RE users

1. **Open the invitation email:**

- The invited user should locate the email, copy the temporary password and click the provided link.

2. **Log in with the temporary password:**
   - Use the temporary password from the email to log in for the first time.

3. **Accept the application Terms and Conditions**
   - The application Terms & Conditions are presented. Read them carefully. In order to proceed with the registration process you need to accept them.



4. **Set a new password:**
   - The user is prompted to create a new password. Ensure the password meets security requirements (e.g., a mix of letters, numbers, and symbols).

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3. Setting up two-factor authentication (if Multi Factor Authentication is required)

1. **Prompt to set up MFA:**
   - If in your environment MFA is required, the user will be prompted to set up an authenticator app (e.g., Google Authenticator or Microsoft Authenticator).

2. **Set up the authenticator:**
   - Open the chosen authenticator app (like Microsoft Authenticator) on your mobile device.
   - Scan the QR code displayed in the application using the app.
   - Enter the device name (any text)
   - Enter the verification code generated by the app to complete setup.

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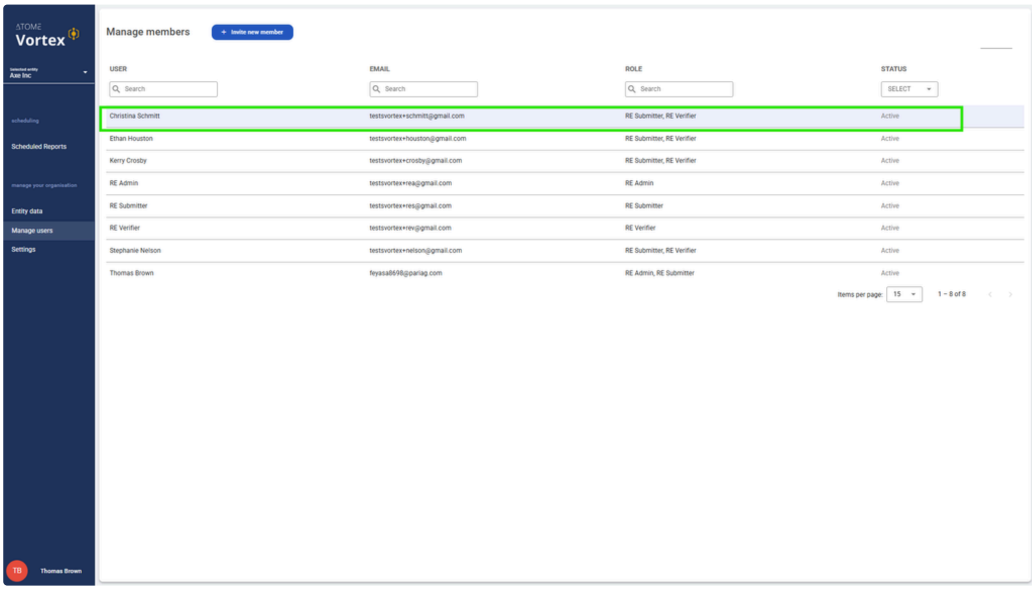
4. Managing roles for RE users

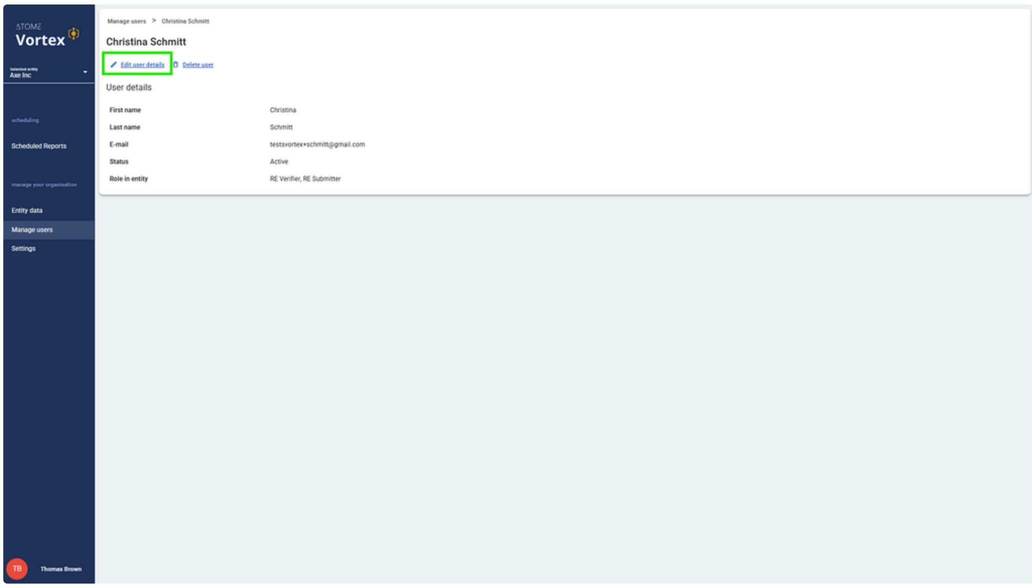
If the roles of an RE user need to be updated, RE Admin can follow these steps:

1. **Navigate to the user details page:**

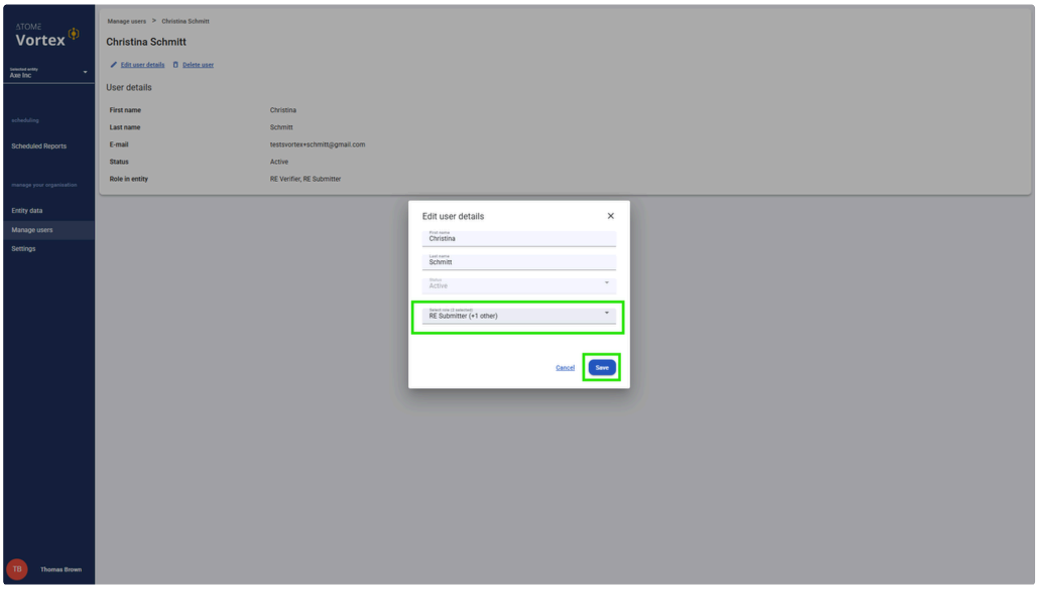
- On the **Manage Users** page, find the user whose roles need to be updated and click their table row to open the **User Details** page.



2. **Click “Edit user details”**
    - On the User Details page locate and click the **Edit user details** button.



3. **Update roles for the user:**
    - In the Edit user details dialog, update the assigned roles by selecting or deselecting the following options in the “Select role” dropdown:
        - **RE Admin**
        - **RE Submitter**
        - **RE Verifier** (role for future purposes, currently not granting additional permissions)
4. **Save changes:**
    - Confirm the updates and save the changes by clicking the button **Save**.



Key notes

- **Role-specific permissions:**
  - All roles assigned to RE users are valid only within the scope of the specific RE.
- **Managing user roles:**
  - RE Admins can revisit the **Manage Users** page at any time to update user roles as needed.

By following these instructions, RE Admins can successfully invite and manage users within their Reporting Entity, ensuring they have the appropriate roles to perform their tasks.

1.1.2 Updating roles for Reporting Entity users

Required user role: RE Admin

This guide explains how an RE Admin can update roles for existing Reporting Entity users (RE users). All roles for RE users apply only within the context of a specific Reporting Entity (RE).

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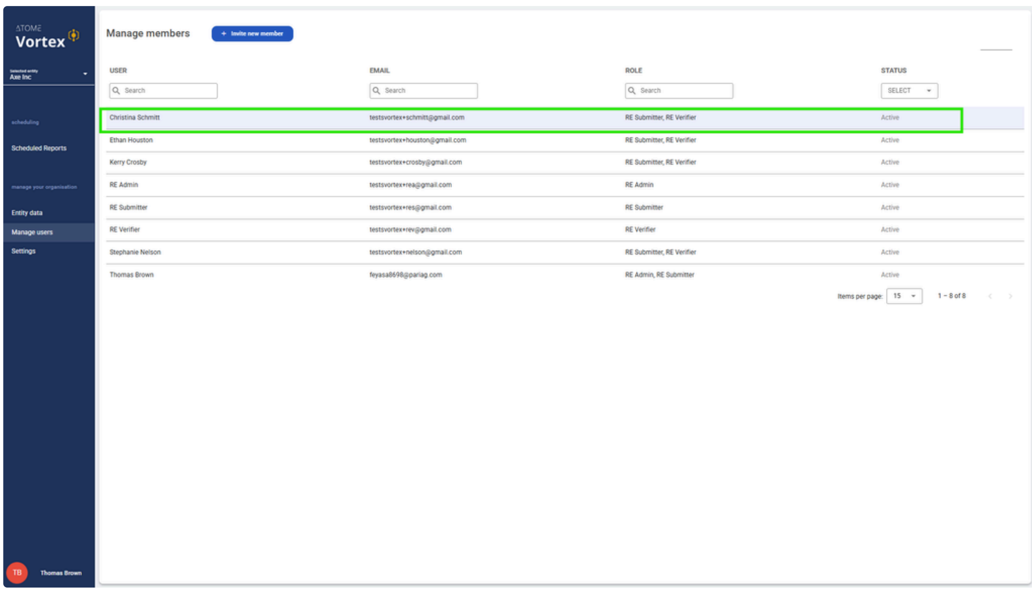
1. Accessing the user details page

1. **Navigate to the "Manage Users" page:**
   Log in to the application, select the proper RE context if the user is assigned to multiple Reporting Entities (covered in chapter 1.3 of this guide) and from the main menu, go to **Manage Users**.
2. **Locate the user:**
   Find the user whose roles you want to update in the user list.
3. **Open the user details page:**
   Click on the user's name to view their details.



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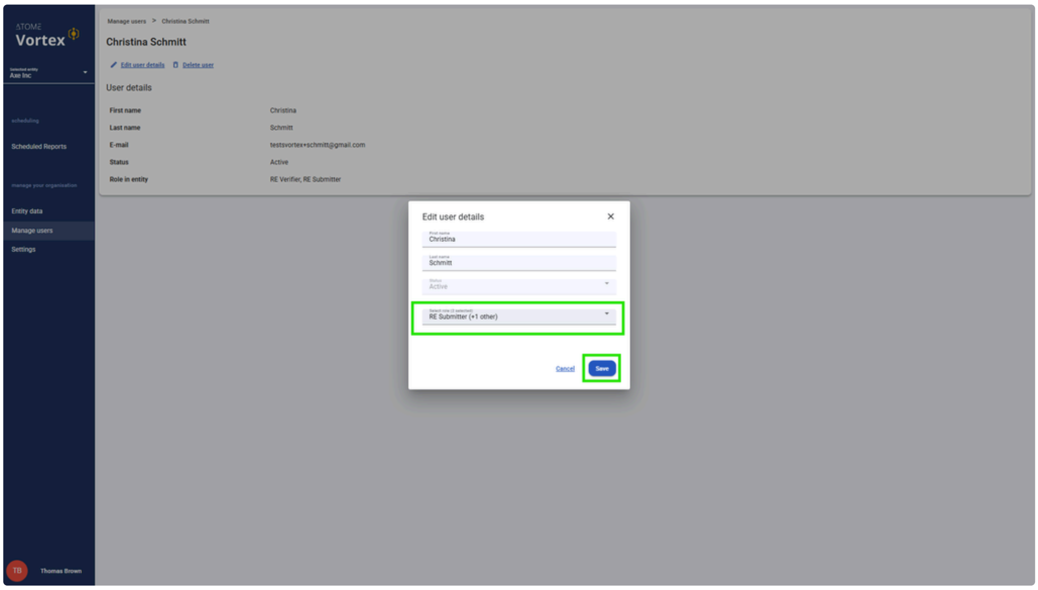
2. Updating RE-specific roles

1. **Review the current roles:**
   - On the user details page, find the section listing the user’s roles for this RE.
2. **Modify the roles:**
   a. **Click “Edit user details”**
      - On the User Details page locate and click the **Edit user details** button.

   b. In the Edit user details dialog, update the assigned roles by selecting or deselecting the following options in the “Select role” dropdown:
      - **RE Admin**: Can manage users within this RE.
      - **RE Submitter**: Can view the list and details of Scheduled Reports and submit reports.
      - **RE Verifier**: (For future use) Will be able to verify submissions before they are sent to the Data Authority (Regulator), currently can view Submissions .
3. **Save the changes:**

- Confirm and save your updates by clicking the **Save** button.



Key notes

- **Role-specific permissions:**
  - All roles assigned to RE users are valid only within the scope of the specific RE.
- **Managing user roles:**
  - User roles can be updated at any time via the **Manage Users** page.

By following these instructions, RE Admins can effectively manage user roles to ensure that users have the appropriate permissions for their responsibilities.

1.2 Viewing Scheduled Reports and submitting against them

Required user role: RE Submitter

This guide explains how RE Submitters can view their Reporting Entity's Scheduled Reports, review Scheduled Report details, and submit reports against them.

Note: RE Admin role is not sufficient to perform this actions. RE Submitter role needs to be granted.

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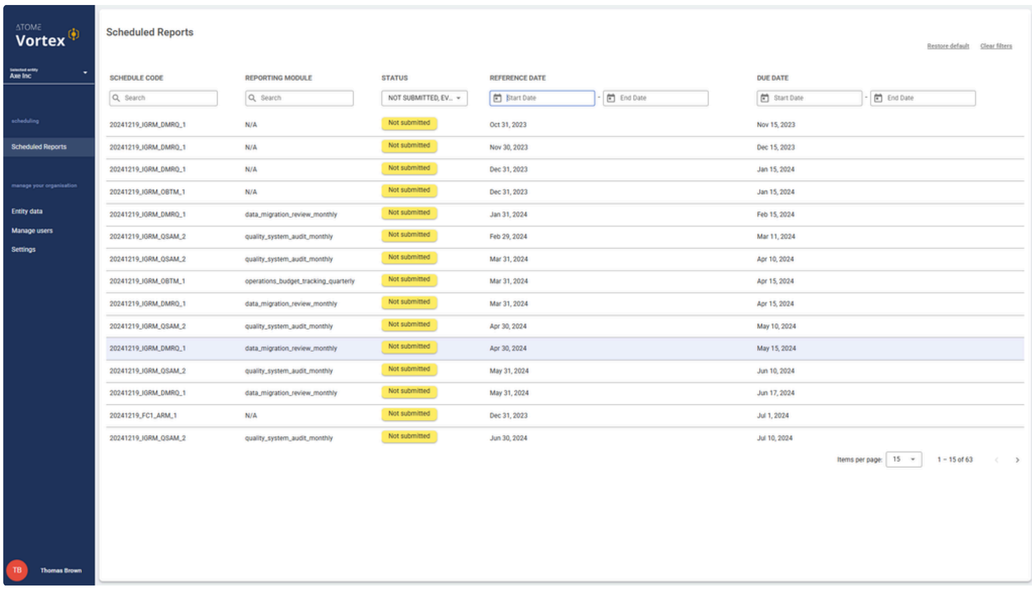
1. Accessing the Scheduled Reports list

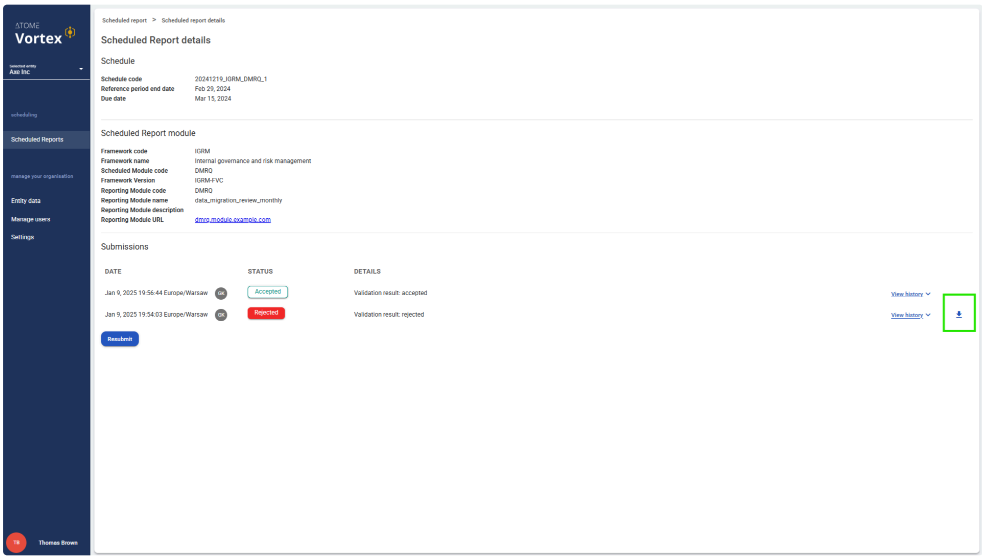
1. **Navigate to the "Scheduled Reports" page:**
   Log in to the application, select the proper RE context if the user is assigned to multiple Reporting Entities (covered in chapter 1.3 of this guide) and from the main menu, go to **Scheduled Reports**.



2. **Default sorting and filtering:**
   - By default, the list is:
     - **Sorted by due date in ascending order:** Reports with the nearest due dates appear at the top, making it easier to prioritize upcoming obligations.
     - **Filtered to relevant statuses:** Only Scheduled Reports with the following statuses are displayed:
       - **Not submitted**: No submission has been made yet.
       - **Requested resubmission**: A prior submission was rejected, and a new one is required.
       - **Rejected:** A prior submission was rejected,
       - **Evaluation**: The submission is under review by Data Authority (Regulator) users.
     - These filters ensure you focus on Scheduled Reports that require action or are still being processed.
3. **Status column information:**
   - The **Status** column represents the status of the latest submission made against each Scheduled Report.
4. **Adjusting filters and sorting (if needed):**
   - Use the filter and sorting tools to customize the list based on additional criteria, such as reporting period or specific statuses.
5. **Select a Scheduled Report:**
   - Click on the desired Scheduled Report to open its details.

2. Viewing Scheduled Report details

1. **Review the report details:**
   - On the Scheduled Report details page, view information such as Reporting Module, reporting reference date or period and due date.
2. **Check the submission history (if applicable):**
   - If submissions have already been made, you can view a list of past submissions along with their timestamps, statuses, and any attached log files, such as validation logs.
   - Attached log files can be downloaded by clicking the download links on the right side of the submission history steps list.



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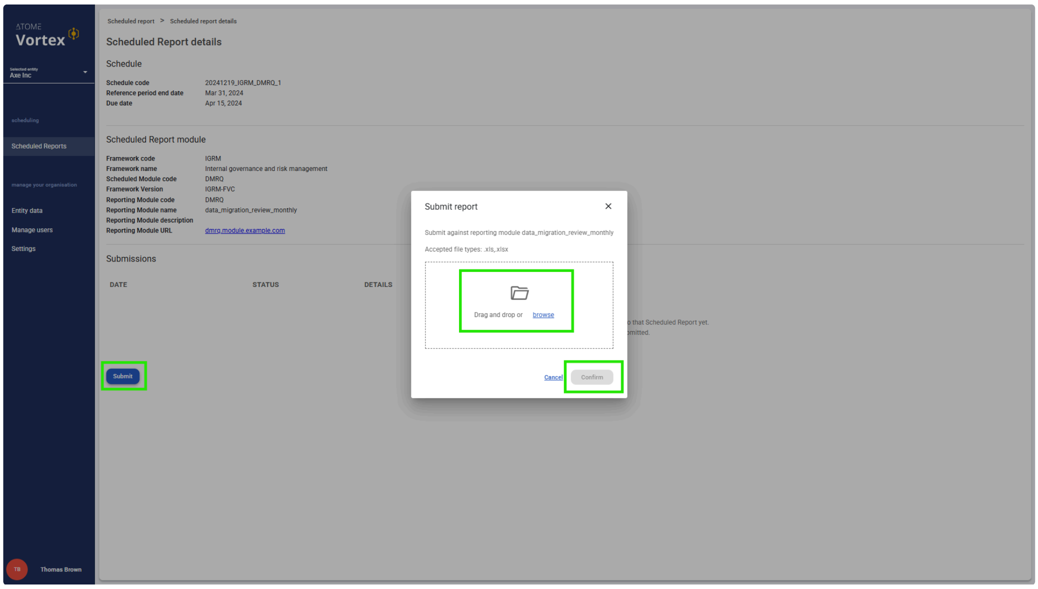
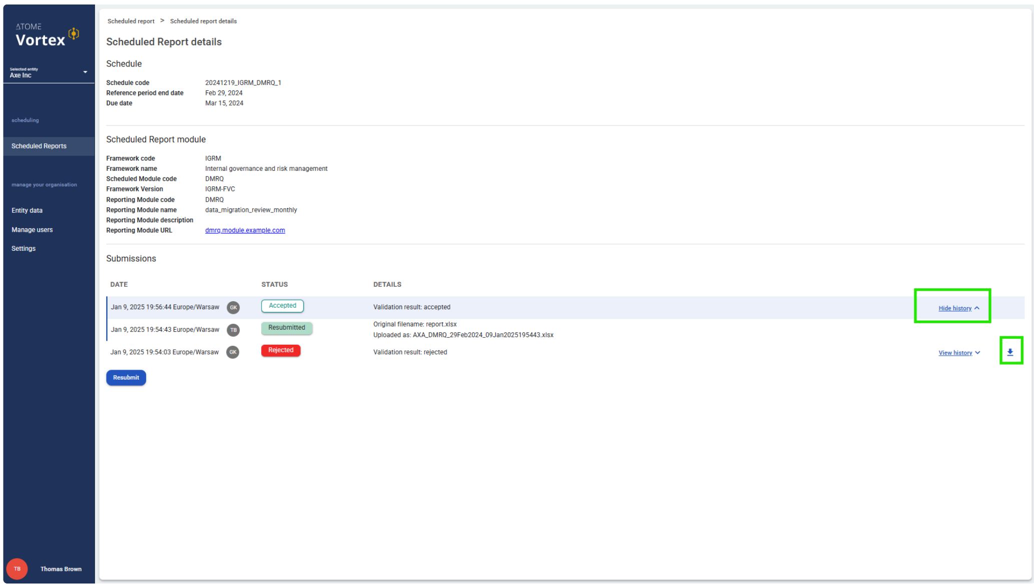
3. Submitting against a Scheduled Report

1. **Prepare your submission:**
   - Download the reporting template indicated in Reporting Module URL section of the Scheduled Report details page.
   - Ensure the required data or files are ready for submission.
2. **Submit the report:**
   - Click "**Submit**" button in the **Submissions** section
   - In the dialog select the Report file to be submitted
   - Click **Confirm** to finalize the report submission.



3. **Verify the submission:**
    - Once submitted, check the submission status. The application may process the submission automatically or the submission might be reviewed manually.



4. **Resubmission possibilities:**
    - The application allows you to submit or resubmit against any Scheduled Report at any time. However, please consider the official deadlines set by the data authority (regulator or any other entity that you are reporting to).
    - Submissions can be made:
        - Before or after the due date.
        - Regardless of whether a submission has already been made for the Scheduled Report.
    - The number of submissions per Scheduled Report is not limited by the application.
    - **Important:** Each Data Authority may handle overdue submissions and resubmissions differently, but all submissions will be collected by the application.

Key notes

- **Filtering and sorting:**

    - Use these features to efficiently locate Scheduled Reports relevant to your Reporting Entity.
- **Submission history:**
    - The history of submissions provides transparency but due to the security reasons does not give an access to previously submitted data.
- **Attachments:**
    - Log files (such as validation logs) attached to submission steps are available for download to help resolve issues or review submission outcomes.

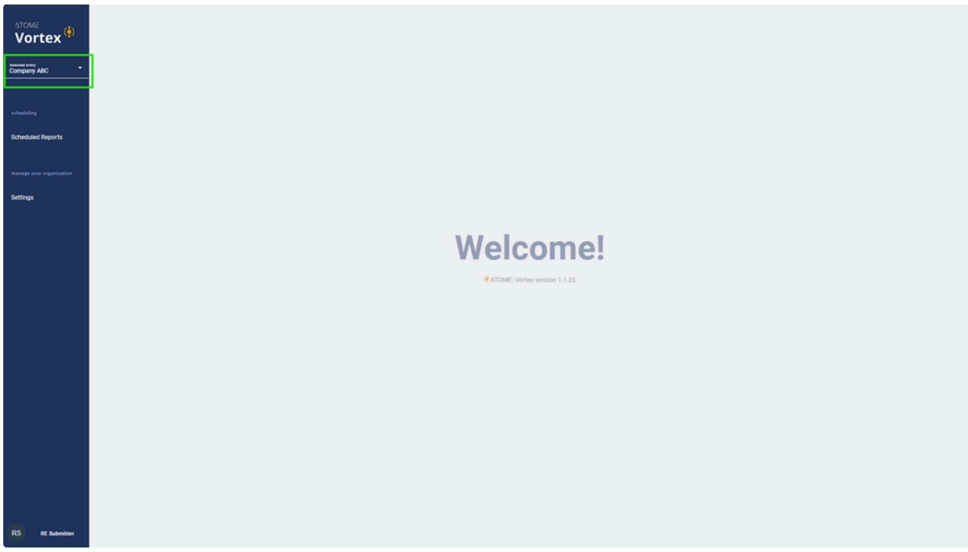
1.3 Switching between reporting entities

Required user role: Any role assigned to multiple Reporting Entities

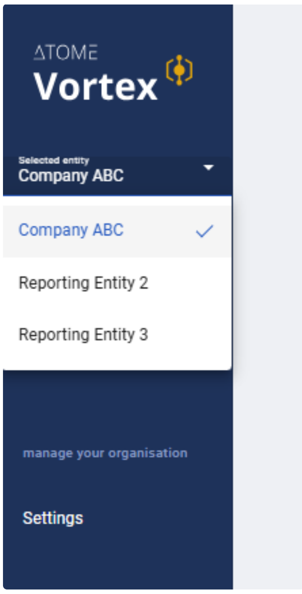
This guide explains how RE Users assigned to more than one Reporting Entity (RE) can switch between them within the application.

Accessing the dropdown to switch between Reporting Entites

1. **Locate the dropdown menu:**
    - After logging in, find the dropdown menu in the top-left corner of the application.



    - This dropdown lists all Reporting Entities (REs) to which you are assigned a role.



2. **Switch to another Reporting Entity:**
    - Click the dropdown to view the list of available REs.

- Select the name of the RE you want to operate in.
- The application will automatically switch to the selected RE’s.

3. **Confirm the switch:**
    - Verify that the application now displays the selected RE data. You can proceed to view or manage data related to that RE.

By using this dropdown, users can seamlessly switch between Reporting Entities they are assigned to, ensuring efficient management of their tasks within each RE.