



goAML

WEB APPLICATION

User Manual



UNODC

United Nations Office on Drugs and Crime





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1 Overview

This document provides a full comprehensive guide for goAML Web. It is divided into 4 main chapters. The first chapter explains the administration side of the application and is tailored for IT staff responsible for configurations. The second chapter is tailored for Reporting Entity and Stakeholder users dealing with compliance. The last two chapters are to be used as a reference guide and troubleshooting common scenarios.

1.1. Features

Module	Feature	Attributes
Registration	Reporting Entity	Initial User, Group email, Reporting User, Delegation, change requests, Approval Workflow
	Stakeholder	
	Supervisory Body	
	Individual User	
User Administration	Users	New users, approvals, new entities, approvals, entity user hierarchy, change requests, roles, delegations, supervisory bodies, user details, disabling/enabling status, passwords
	Roles	
	Permissions	
	Change Requests	
Reporting	Web Reports	Zip archives, attachments, file size limits, report workflow, rejections, drafts, preview, auto-populated fields, reporting persons, reusable objects, generated numbers, dropdowns
	XML Uploads	
	B2B Uploads	
	Validator	
Statistics	Reports Statistics	Exporting and browser support, grouping, sorting, date filter, big data treatment, graphs, pivot summary charts
	Transaction Statistics	
	Entity Statistics	



	User Statistics	
	Registration Statistics	
Message Board	Notifications	Message attributes, cleanup, archiving, size limits, attachments
	Messages	
	Announcements	

2 Managing Users and Entities

The security model of the web application uses roles and permissions to determine what pages the current logged in user is able to see, what data they can see and what actions they can perform. See the Appendix for a full list of permissions and descriptions.





2.1 Active Users Grid

The **Active Users** Grid shows all the user registrations that have been through the registration workflow and approved by the FIA (**[Activated]**)

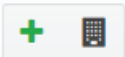

As in the image below, the grid also shows users that are in status **Deactivated**. This is not the same as either **Recalled** or **Rejected**. For a user to be deactivated, the registration should first be finalized bringing the user to an activated state. That means that a deactivated user was at some point able to log in.

Active Users								Refresh
User Name	Org ID	Org Name	First Name	Last Name	Last Updated On	User Status	Created On	
My					month/...		month/...	
MyDelegatingBankL	206	MyDelegatingBank	James	Smith	11/11/2020	Active	11/11/2020	
MyNewBankUser	205	MyNewBank	MyNewBankUser	MyNewBankUser	12/22/2021	Active	11/11/2020	
MyNewBank	205	MyNewBank	MyNewBank	MyNewBank	12/22/2021	Active	11/11/2020	
Tommy	173	Tom	Tom	Jerry	9/22/2020	Active	9/22/2020	
myuser_6	100	myuser_6	t	h	11/15/2019	Active	11/15/2019	
myuser_4	67	Bank	a	aaa	11/14/2019	Active	11/14/2019	

Depending on the permissions of the user, several actions can be performed on each user.

Active User Action	Icon	Description
New Change Request		<p>This opens a new dialog to allow the update and submission of a user's details. The change request must be finalized for the update to be persisted.</p> <p>The new form opens in a new browser window that may be prevented by pop-up blockers. Ensure that pop ups are allowed for the goAML application.</p>
Preview		<p>This opens a new form to view a user's details. This will be the most recently approved change request for that user.</p> <p>The new form opens in a new browser window that may be prevented by pop-up blockers. Ensure that pop ups are allowed for the goAML application.</p>
Disable / Enable		<p>This deactivates or activates a user to prevent or allow them to log in and use the goAMLWeb application.</p> <p>If an account is deactivated, an error is shown when the user tries to log in.</p> <p><i>• Your account has been disabled. Please contact your administrator to activate your account.</i></p> <div style="border: 1px solid #ccc; padding: 5px; width: fit-content;"> <p>User Name: <input type="text" value="test_first_admin_user"/></p> <p>Password: <input type="password"/></p> <p><input type="button" value="Log In"/> <input <="" p="" type="button" value="Forgot Password?"/> </p></div>
Reset Password		<p>This will reset the password for the current user. This creates a new random password and emails it to the user. For details on passwords, see the Passwords section</p>

2.1.1 Create a new Delegating Organization

- Select the button  in the **Active Organizations** grid to create a new delegating organisation (or if you are logged in as FIA you can create a new Supervisory Body delegating Organization by pressing the button )
- It will open a form to allow the submission of a new entity request that, if finalized, will create a new Entity that is delegating to the current logged in Entity.



Note: The advantage of this is that it is not necessary to create another reporting admin. This also means that the newly created Entity does not and will not contain any users.

2.1.2 Supervisory Body Business Type Mapping

1. Select the button Supervisory Body Business Type Mapping in the Active Organizations grid
2. It opens the supervisory body business type-mapping grid.

Supervisory Body Business Type Mapping
✕

Drag a column header and drop it here to group by that column

agency type	RE or SH ↑	Org Name	
<input type="text"/>	<input type="text"/>	<input type="text"/>	
UNKNOWN	Reporting Entity	Financial Intelligence Unit	Edit
Accountant	Reporting Entity	I Watch Everyone	Edit
BANK	Reporting Entity	ed_sup_2	Edit
Postal Office	Reporting Entity	ed_sup_1	Edit
Customs	Reporting Entity	I Watch Everyone	Edit
Securities Commission	Reporting Entity	Financial Intelligence Unit	Edit
Casino	Reporting Entity	QAT SB	Edit
Credit Unions	Reporting Entity	adtest_sup	Edit
Foreign Exchange Dealer	Reporting Entity	Central Bank of Kenya	Edit
Non Life Insurance Company	Reporting Entity	SUPBODYQAT	Edit

◀ 1 2 ▶ 20 items per page
1 - 20 of 24 items

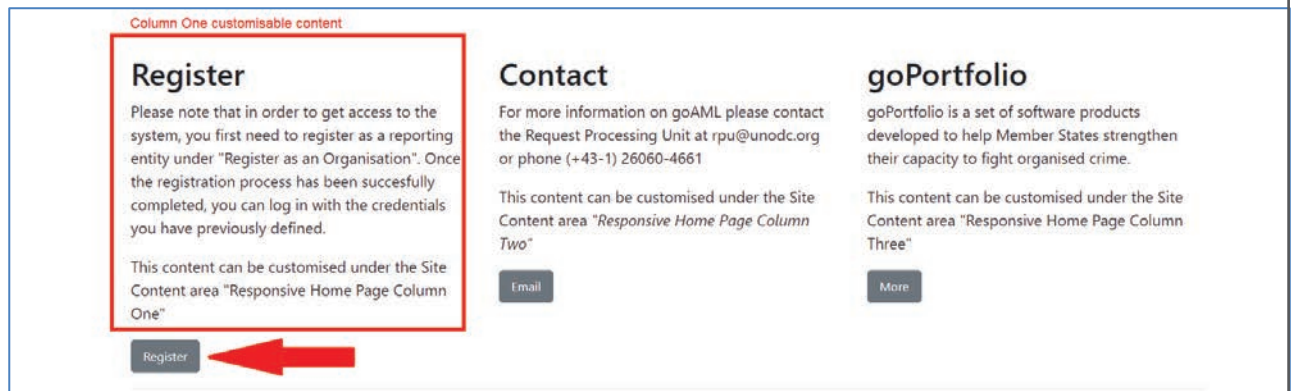
3. This allows to select which organization will be the supervisory body for each agency type (agency type refers to the types of both Reporting Entities and Stake Holders)
4. The default supervisory body is the **FIA** this means that if there are no changes to the default mappings, the 'supervisory body' will be the **FIA** in the workflow and so once the **FIA** approves the change request it will be finalized.
5. To change a mapping for a row, select the edit icon on the left-hand side, then select the organization that you want to be the supervisory body for that agency type
6. Select the save icon (or cancel to return without making any changes)

3 Registrations and Change Requests

3.1 Submitting a New Registration

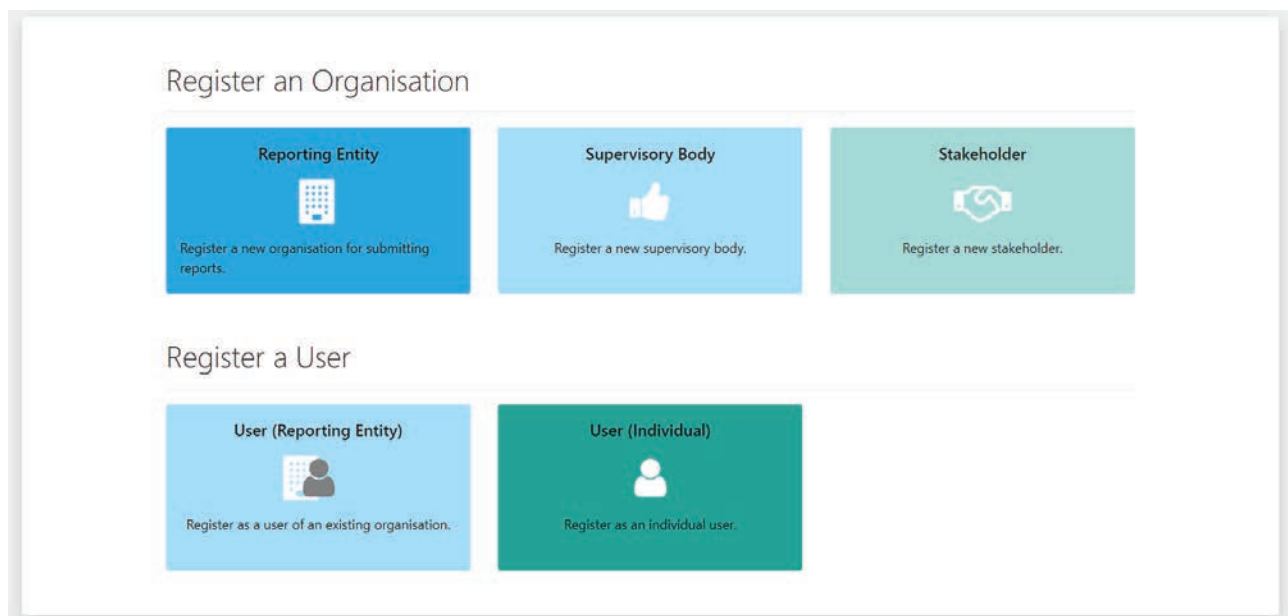
3.1.1 Selecting Registration Type

The button to access the registration selection screen is located under the customizable content of column one on the home page.



NRF 1

Selecting this button will open the Registration Selection page shown below



NRF 2

There are 5 cards that will open a registration form for the corresponding registration form.



3.1.2 Filling out a Registration Form

After selecting a registration type a form similar to the images below will be shown.

For an Organization registration there will be 4 tabs in the navigator on the left. **Organization, Administrator, Attachments** and **Preview and Submit**

For a User registration there will be 3 tabs in the navigator on the left. **User, Attachments** and **Preview and Submit**

NRF 3 – Organization Registration

NRF 4 – User Registration

Before the **Preview and Submit** tab is activated each tab above it must be completed and they can be completed in any order. Mandatory fields are marked with an asterisk and highlighted when they are empty. Tooltips also provide further information for the field.

The fields and the collections (Addresses and Phones) are displayed in the same manner as in the web report. [Please follow this link to the section below for more details.](#)

NRF 5

Once all the sections are complete the **Preview and Submit** tab is available.

NRF 6

3.1.3 Preview and Submit a Registration

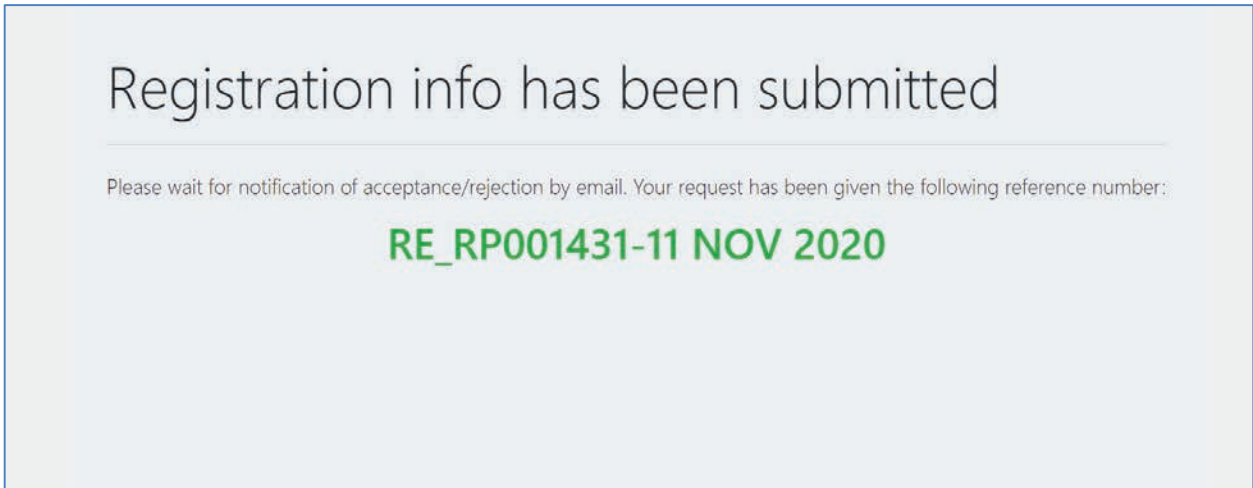
When the **Preview and Submit** tab is available, selecting it shows a preview of all the data provided for the registration and opens the CAPTCHA box in the tab ready to submit the form.

NRF 7

Once the data is reviewed and the user is ready to submit. The CAPTCHA code needs to be entered that corresponds to the image above it. The select **Submit New Organization** (or **Submit New User**)

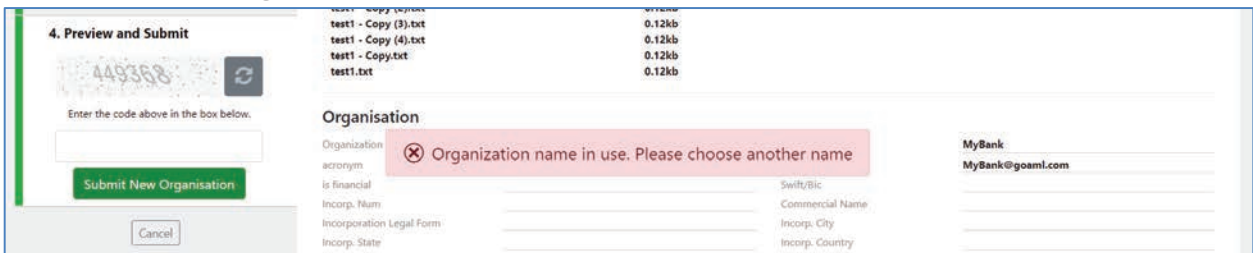


The registration will be submitted, and the user will see a confirmation screen similar to the image below. The user should take note of the registration number provided as this can be used to reference the change request if they need to contact the FIA.



NRF 8

If there are any errors, a notification will be displayed so that the user can change the data and submit again.



NRF 9

A Registration is a **New Entity/Person Change Request** and will appear in the **Org Request Management** or the **User Request Management** grid as appropriate.

Organization Change Requests									
All Pending my actions In progress Refresh									
Drag a column header and drop it here to group by that column									
Change Request Ref.	Type	Request Status	Org Name	Org ID	Reg. Number	agency type	User Name	Created On	
RE_RP002521-14 FEB 2022	New Entity	Waiting for Supervisory Body to Verify	MyBankABC12:			BANK		2/14/2022	
RE_RP002520-14 FEB 2022	New Entity	Waiting for Supervisory Body to Verify	MyBankABC			BANK		2/14/2022	
RE_RP002519-11 FEB 2022	Existing Entity	Activated	adtest_sup	1341	RE_REG1341-07 FEB 2022	Supervisory ...	adtu_sup	2/11/2022	
RE_RP002518-11 FEB 2022	Existing Entity	Activated	adtest_sup	1341	RE_REG1341-07 FEB 2022	Supervisory ...	adtu_sup	2/11/2022	

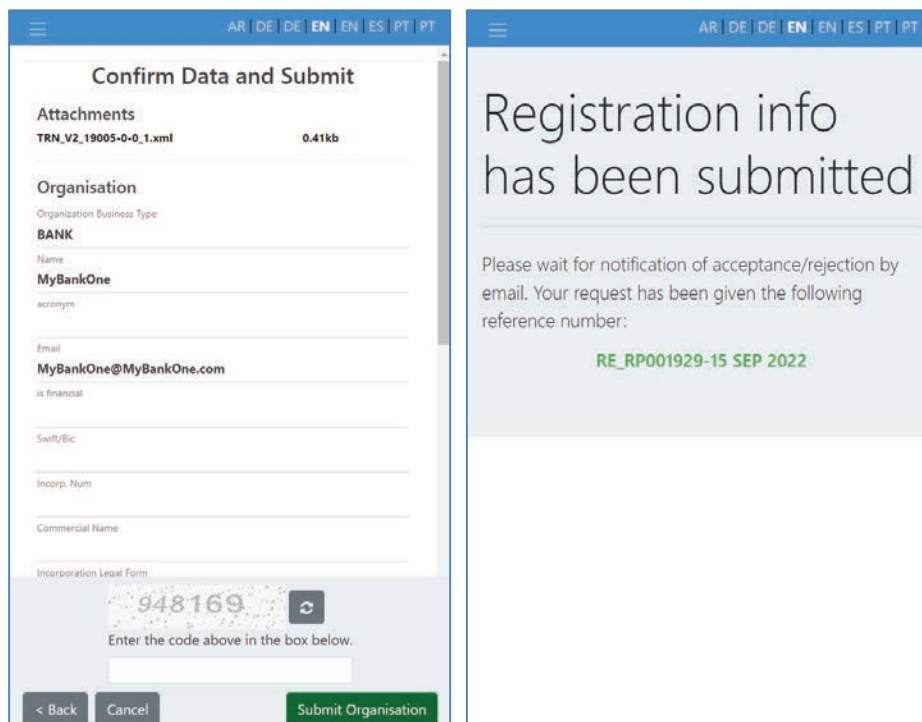
NRF 10

3.2 Mobile Registration

When the goAML Web app is viewed on mobile devices, or when the browser width is less than 768 pixels, the mobile registration view is shown which optimizes the registration forms for mobile devices. The layout shows either 2 or 1 columns of fields depending on the size of the display.

The mobile view is different in that the navigator is fixed at the bottom of the screen, and each section must be filled out before the user can navigate to the next section. Once the section is valid the **Next** button will be available. The user can also move **Back** to the previous section or **Cancel** which will show a dialog to confirm the cancellation before returning to the Registration Selection screen.

After the final section has been completed the **Confirm Data and Submit** screen is shown where the user enters the CAPTCHA code as normal and submits. The confirmation screen is then shown with the reference number as per the desktop registration.



3.3 Change Requests

3.3.1 Submitting New Change Requests

Most change requests are initiated by a user to update the details for their account or their Reporting Entity. These change request via the menu **My GoAML > My User Details** and **My GoAML > My Org Details**

3.3.1.1 My User Details

If the user has the permission **View My User Details** but NOT **Person Change Request submit change** then they will see a read only view of their details when **My User Details** is selected. An example of this view is shown below:

Request: RE_RP001432-11 NOV 2020

Request Type: **New User**
 Request Status: **Activated**

User

Organization ID	205	User Name	MyNewBank
Title		First Name	MyNewBank
Last Name	MyNewBank	Email	MyNewBank@goaml.com
Gender		Birth Date	11/5/2020
PersonReg SSN		Nationality	
Occupation		ID Number	
Passport Number		Passport Country	

Addresses

Type	Business	Address	MyAddress
Town		City	MyCity
Zip		Country	SWITZERLAND

NRF 11

If the user has the permission **View My User Details** AND **Person Change Request submit change** then they will see an editable form of their details when **My User Details** is selected.

My User Details

User

Attachments

Submit Request

Organization ID	205	* User Name	MyNewBank
* First Name	MyNewBank	* Last Name	MyNewBank
Gender	<input type="text"/>	* Birth Date	11/5/2020 <input type="text"/>
Nationality	<input type="text"/>	Occupation	<input type="text"/>
Passport Number	<input type="text"/>	Passport Country	<input type="text"/>
+ Addresses*			
	#1		
* Type	Business	* Address	MyAddress
		Town	MyCity
		* City	MyCity

NRF 12

This form can be updated, and the request submitted via the **Submit Request** button.

After submission the change request is shown along with any available actions that the user can do on this change request. An example is given below. While this change request is pending, this is what the user will see when they navigate to **My User Details** until the request is finalised (i.e. either recalled, rejected or approved)



Comments

Actions:

Recall

Reject

Verify

Approve

Finalize

Change Request History

Request: RE_RP001433-11 NOV 2020

Request Type: **Existing User**
Request Status: **Waiting for RE Admin to Verify**

Attachments:

User

Organization ID: 205	User Name: MyNewBank
Title: _____	First Name: MyNewBank
Last Name: MyNewBank	Email: MyNewBank@goaml.com
Gender: _____	Birth Date: 11/5/2020
PersonReg SSN: _____	Nationality: _____
Occupation: _____	ID Number: 1234567
Passport Number: _____	Passport Country: _____

Addresses

Type: Business	Address: MyAddress	_____
Town: _____	City: MyCityChange	MyCity
Zip: _____	Country: SWITZERLAND	_____
State: _____	Comments: _____	_____

NRF 13

3.3.1.2 My Organization Details

If the user has the permission **View My Org Details** but NOT **Entity Change Request submit change** then they will see a read only view of the Organization details when **My Org Details** is selected. An example of this view is shown below:

Request: RE_RP001432-11 NOV 2020

Request Type: **New Entity**
Request Status: **Activated**

Organisation

Organization Business Type: BANK	Name: MyNewBank
acronym: MyNewBank	Email: MyNewBank@goaml.com
is financial: _____	Swift/Bic: _____
Incorp. Num: _____	Commercial Name: _____
Incorporation Legal Form: _____	Incorp. City: _____
Incorp. State: _____	Incorp. Country: _____
Name of holding company: _____	Contact Person: _____
URL: _____	_____

Administrator

User Name: MyNewBank	Title: _____
First Name: MyNewBank	Last Name: MyNewBank
Email: MyNewBank@goaml.com	Gender: _____
Birth Date: 11/5/2020	PersonReg SSN: _____

NRF 14

If the user has the permission **View My Org Details** AND **Entity Change Request submit change** then they will see an editable form of their Reporting Entity details when **My Org Details** is selected. The Reporting Entity details in the form in **My Org Details**



are for the users Reporting Entity that they are registered with, regardless of which entity they may be logged in as if there are Reporting Entities delegating.

Organisation	Organization ID 205	* Organization Business Type BANK	* Name MyNewBank
Delegate	* acronym MyNewBankChange	* Email MyNewBank@goaml.com	is financial <input type="checkbox"/>
Attachments	Swift/Bic Incorporation Legal Form Incorp. Country URL	Incorp. Num 123456789 Incorp. City Name of holding company	Commercial Name Incorp. State Contact Person
Submit Request	+ Addresses + Phones		

NRF 15

This form can be updated, and the request submitted via the **Submit Request** button.

After submission, the change request is shown along with any available actions that the user can do on this change request. An example is given below. While this change request is pending, this is what the user will see when they navigate to **My Org Details** until the request is finalized (i.e. either recalled, rejected or approved)

Request: **RE_RP001434-11 NOV 2020**

Request Type: **Existing Entity**
Request Status: **Waiting for Supervisory Body to Verify**

Attachments

Organisation

Organization Business Type	BANK	Name	MyNewBank
acronym	MyNewBankChange	Email	MyNewBank@goaml.com
is financial	<input type="checkbox"/>	Swift/Bic	
Incorp. Num	123456789	Commercial Name	
Incorporation Legal Form		Incorp. City	
Incorp. State		Incorp. Country	
Name of holding company		Contact Person	
URL			

NRF 16

3.3.2 Users

Change requests can be raised for other users from the **Active Users** grid by selecting the button in the right-hand side of the grid for that user.



Active Users								Refresh
Drag a column header and drop it here to group by that column								
User Name	Org ID	Org Name	First Name	Last Name	Last Updated On	User Status	Created On	
MyDelegatingBankUser	205	MyDelegatingBank	James	Smith	11/11/2020	Active	11/11/2020	
MyNewBankUser	205	MyNewBank	MyNewBankUser	MyNewBankUser	12/22/2021	Active	11/11/2020	
MyNewBank	205	MyNewBank	MyNewBank	MyNewBank	12/22/2021	Active	11/11/2020	

NRF 17

Selecting the button will cause a new dialog to open containing the form for the change request as shown below.

User: MyNewBankUser

User

Attachments

[Submit Request](#)

Organization ID: 205

* First Name: MyNewBankUser

Gender:

Nationality:

Passport Number: 2334232

+ Addresses*

* Type: Operational

* Address: HighStreet

Zip:

* Country: SWITZERLAND

Comments:

Title:

* Email: MyNewBankUser@goaml.com

PersonReg SSN:

ID Number:

Town:

* City: 232332

State:

NRF 18

It is not possible to submit a change request for a user who currently has a pending change request. If this is the case the new window will open containing the pending change request and any actions that are available, for example:

Comments

Actions:

Recall

Reject

Verify

Approve

Finalize

Change Request History

Request: RE_RP001437-11 NOV 2020

Request Type: **Existing User**
Request Status: **Waiting for RE Admin to Verify**

Attachments

User

Organization ID: 205	User Name: MyNewBankUser
Title: _____	First Name: MyNewBankUser
Last Name: MyNewBankUser	Email: MyNewBankUser@goaml.com
Gender: _____	Birth Date: 11/6/2020
PersonReg SSN: _____	Nationality: _____
Occupation: _____	ID Number: _____
Passport Number: 233423232 <small>2334232</small>	Passport Country: AUSTRALIA

Addresses

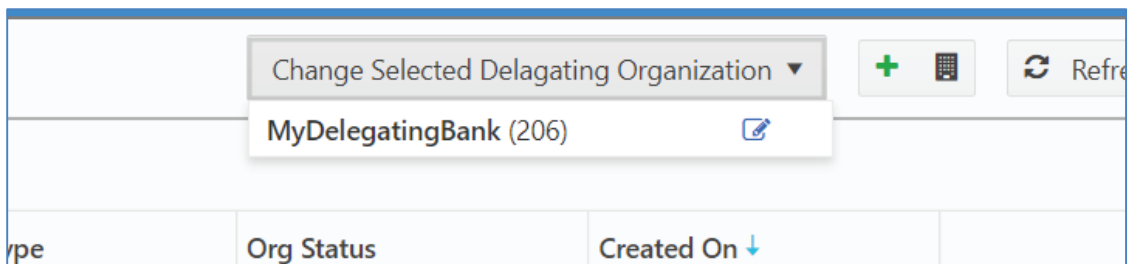
Type: Operational	Address: HighStreet
Town: _____	City: 232332
Zip: _____	Country: SWITZERLAND
State: _____	Comments: _____

NRF 19

3.3.3 Organizations

Change Requests for other Organizations can be raised from the **Active Organizations** page. In order to do this at the top of the page there is a drop down called **Change Selected Delegating Organization** that contains the list of Organizations that are delegating to the reporting entity of the logged in user.

Active Organizations							Change Selected Delegating Organization ▼	+ 📄 🔄 Refresh
Org ID	Org Name	is delegating	Reg. Number	agency type	Org Status	Created On		
206	MyDelegatingBank	205		BANK	Active	11/11/2020	👁	
205	MyNewBank			BANK	Active	11/11/2020	👁	



NRF 20

Selecting a Reporting Entity from this list and then clicking will open the change request form for that Organization.



3.4 Managing Change Requests

3.4.1 Change Request Preview

The user can also preview all change requests in a print-friendly view by clicking on the button for any row in either of the change requests grids. When logged in as Reporting Entity, the Change Request history will mask any FIA users and replace with the user **“FIA”** as in the example below:

Request: RE_RP001452-11 NOV 2020

Request Type: **Existing User**
 Request Status: **Waiting for FIU to Verify**

Change Request History

Date	User	State From	State To	Comments
11/11/2020	FIU	Not Exists	Waiting for RE Admin to Verify	Final approval
11/11/2020	FIU	Waiting for RE Admin to Verify	Waiting for RE Admin to Approve	
11/11/2020	FIU	Waiting for RE Admin to Approve	Waiting for Supervisory Body to Verify	
11/11/2020	FIU	Waiting for Supervisory Body to Verify	Waiting for FIU to Verify	

NRF 21

3.4.2 Change Request Workflows

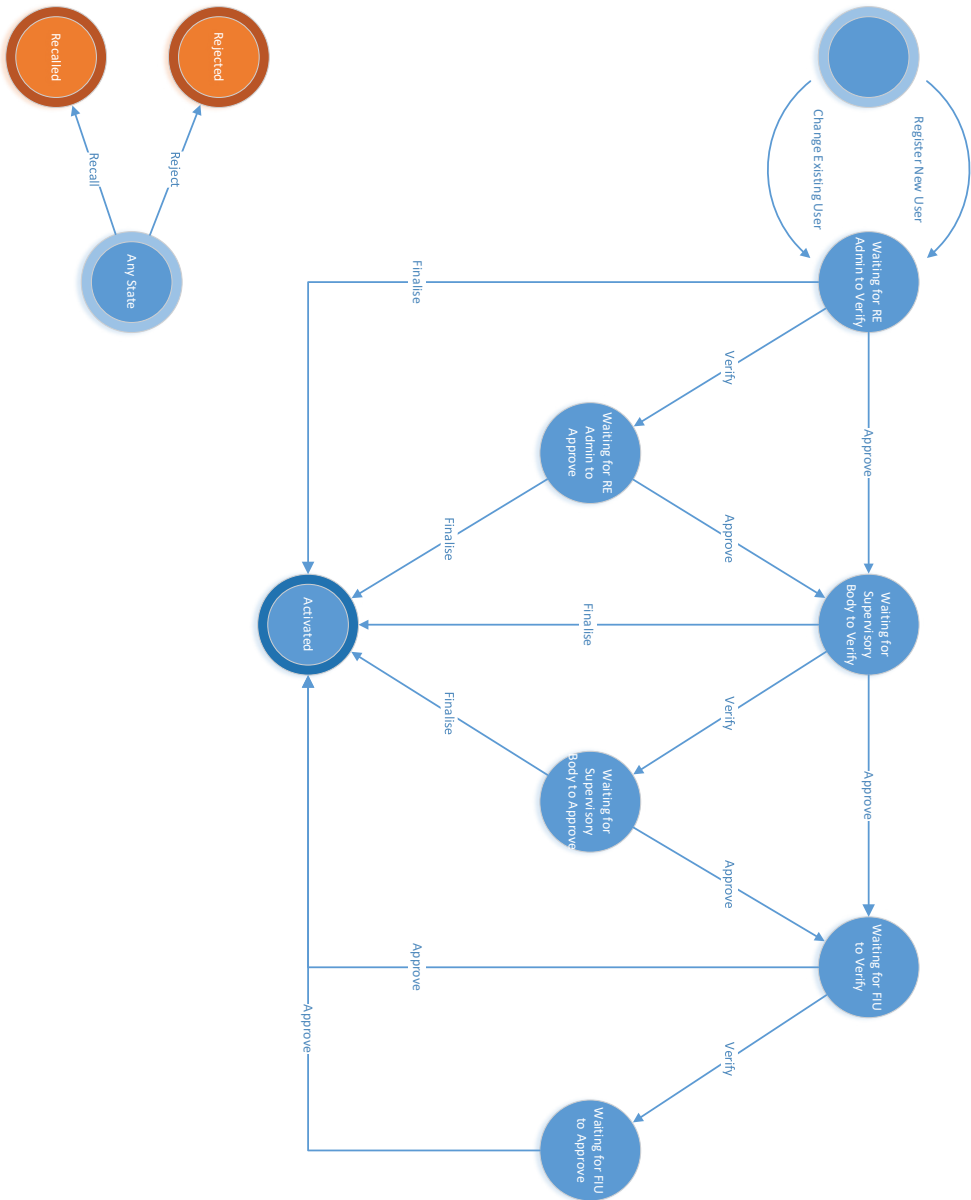
The state transition diagrams show the possible flows of a change request from being created to being **Activated, Recalled** or **Rejected**

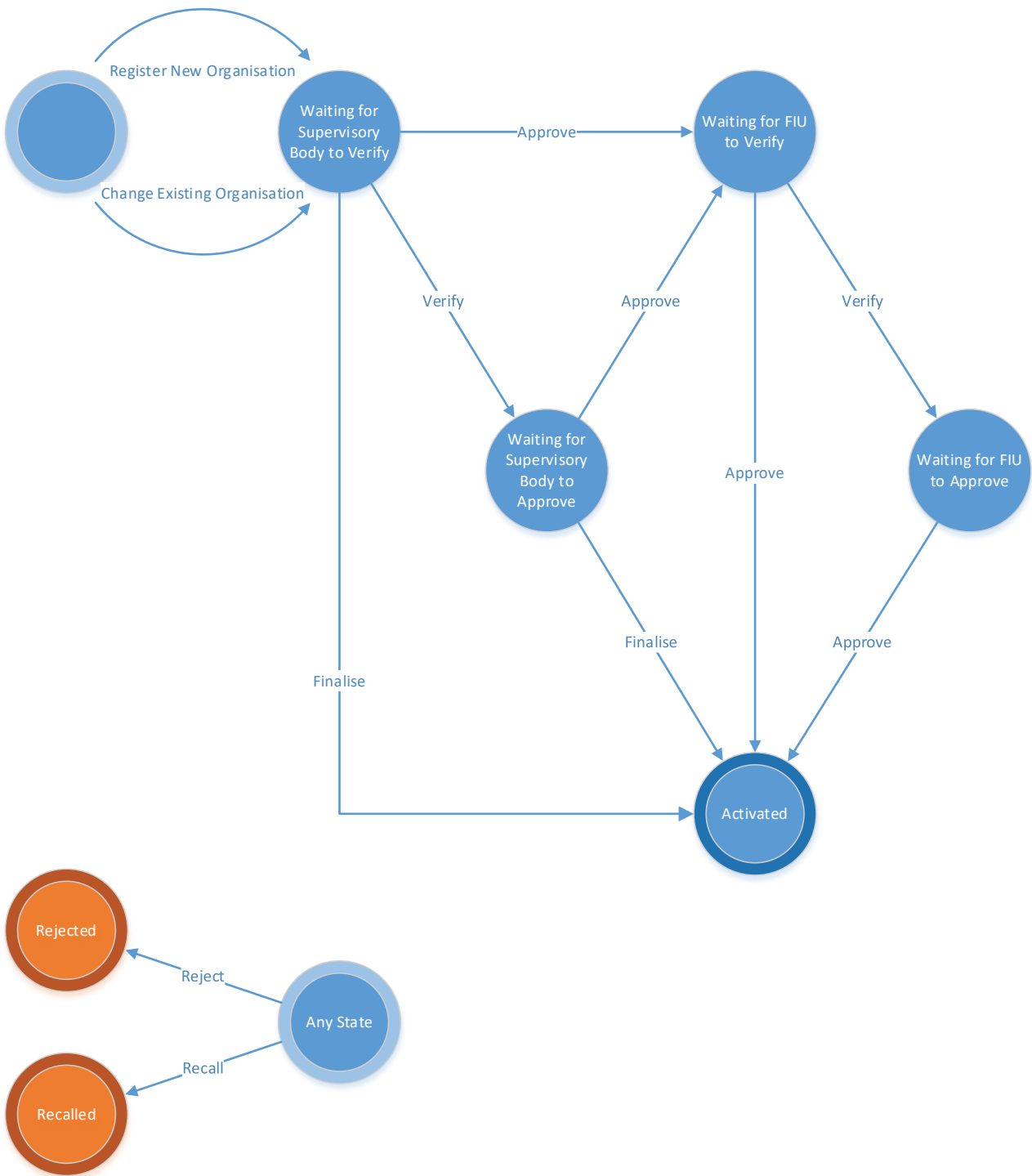
Each transition represents an Action button that can appear in the Change Request. The permissions a user has determines what Actions the user sees at each state in the workflow. The table below gives some examples:

Change Request	Current State	Action	Required Permission
New User Registration	Waiting for RE Admin to Verify	Approve	RE Admin Approve new Person Change Request
Change Existing User	Waiting for Supervisory Body to Approve	Finalise	Sup Body Finalise change Person Change Request
New Entity Registration	Waiting for Supervisory Body to Approve	Finalise	Sup Body Finalise new Entity Change Request
Change Existing Entity	Waiting for FIA to Approve	Reject	FIA Reject change Entity Change Request

Table 1 - Change Request Workflow permission examples

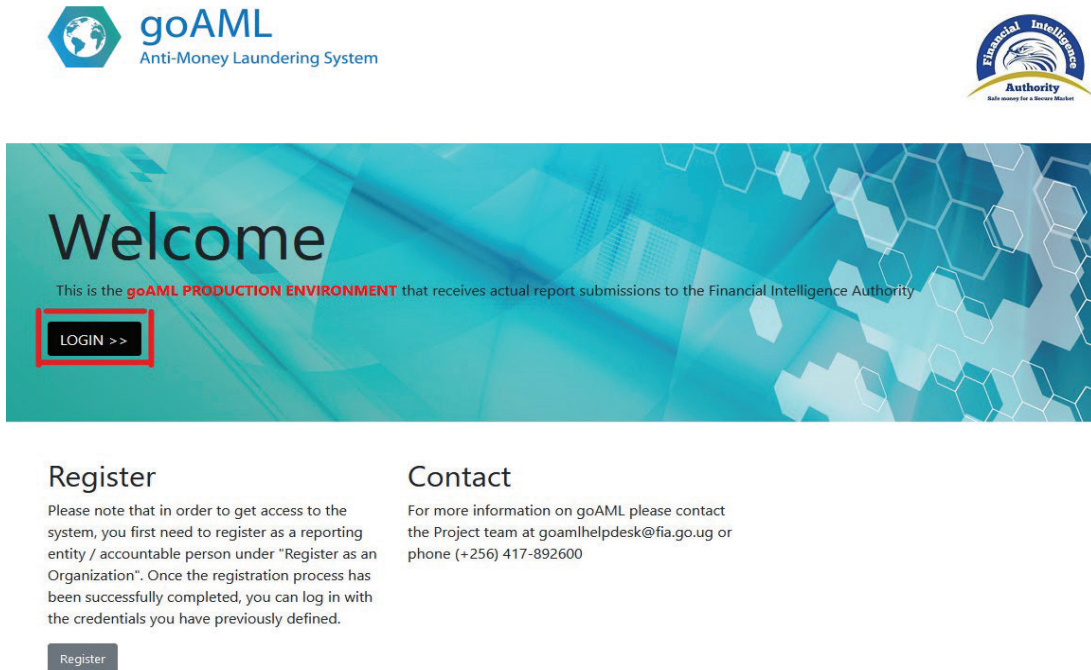
3.4.2.1 User Change Request Workflow





4 Log in and Selecting or Changing RE for a session

From the home page the user selects the **Log in** button



The screenshot shows the goAML home page. At the top left is the goAML logo (Anti-Money Laundering System) and at the top right is the Financial Intelligence Authority logo. The main banner features the word "Welcome" and a sub-header: "This is the goAML PRODUCTION ENVIRONMENT that receives actual report submissions to the Financial Intelligence Authority". A "LOGIN >>" button is highlighted with a red box. Below the banner are two columns: "Register" and "Contact".

Register

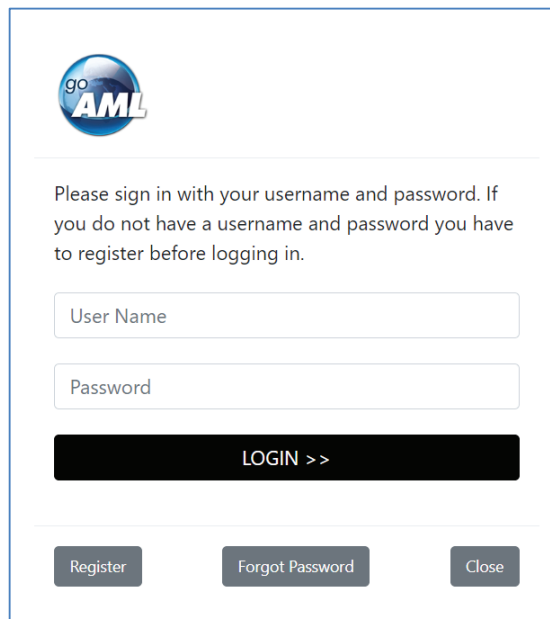
Please note that in order to get access to the system, you first need to register as a reporting entity / accountable person under "Register as an Organization". Once the registration process has been successfully completed, you can log in with the credentials you have previously defined.

[Register](#)

Contact

For more information on goAML please contact the Project team at goamlhelpdesk@fia.go.ug or phone (+256) 417-892600

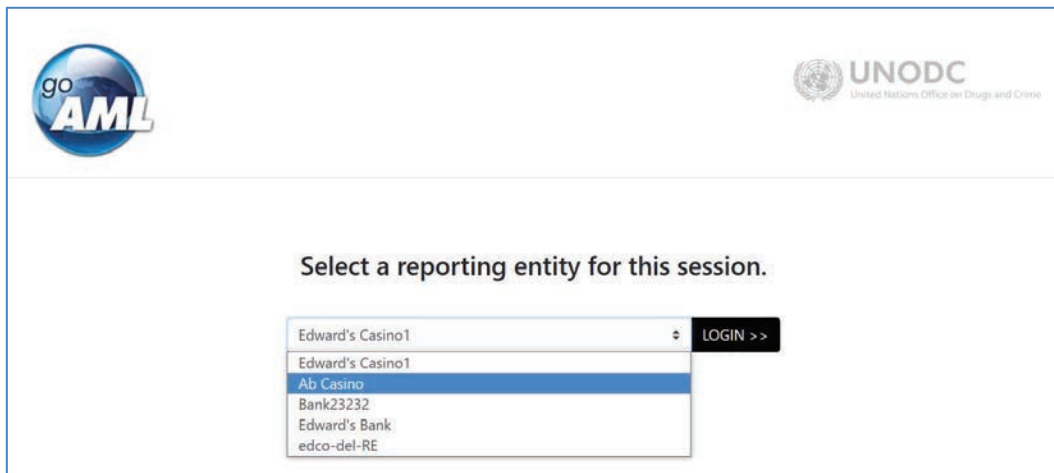
This brings up the login dialog where the user enters their credentials and the presses login.



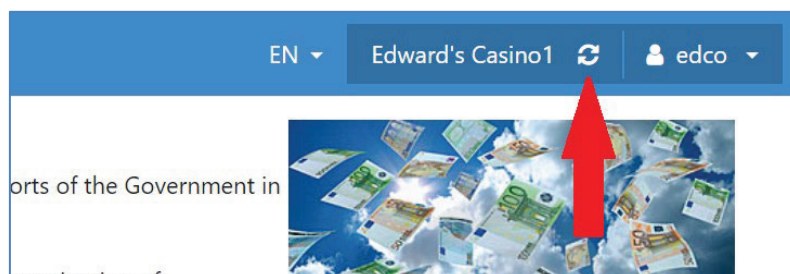
The screenshot shows the goAML login dialog. It features the goAML logo at the top left. The main text reads: "Please sign in with your username and password. If you do not have a username and password you have to register before logging in." Below this are two input fields: "User Name" and "Password". A large black "LOGIN >>" button is positioned below the fields. At the bottom of the dialog are three buttons: "Register", "Forgot Password", and "Close".

If Two Factor Authentication is enabled then the use will then be required to enter their second factor authentication.

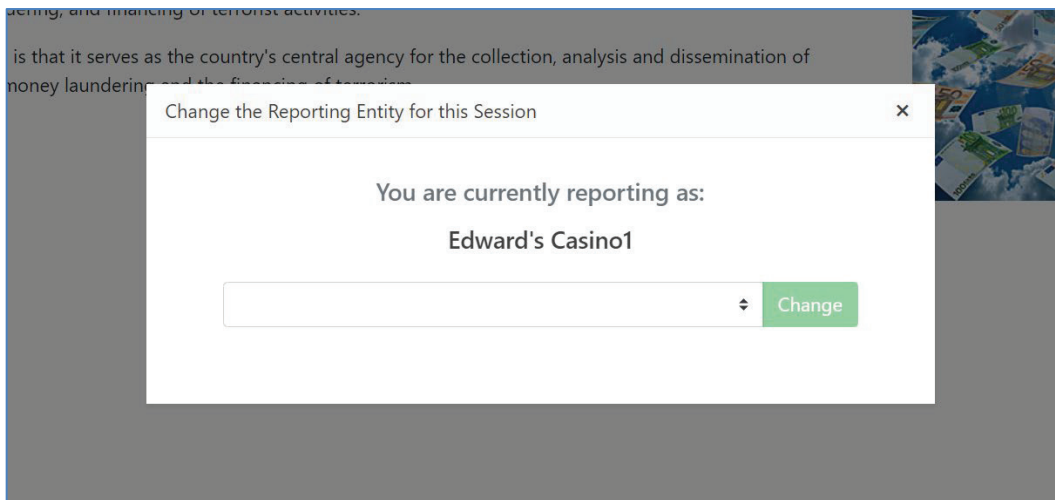
If there are delegating entities to this users Organization, they will be shown a Reporting Entity selection screen before they login to determine which reporting entity will be used for this session.



When the user is logged in, if there are other reporting entities delegating to this user, it is possible to switch between them without having to log out



Selecting the **Switch Organization** icon in the image above will show the **Switch Organization** selection dialog shown below. From here the user can change the reporting entity that is being used for this session.



5 New Web Report Forms

5.1 Creating a Web Report

Manual web reports can be created by opening the menu item **New Reports > Web Reports** from the main menu.

Before a report can be created, the report type must be selected as different report types have different fields and layouts. In particular each report type is either a **Transactions** Report or and **Activity Report**. Select the required report type, for example **STR** as shown in the image below and then select **Create Report**.

The report type can be changed after a report is created, see [‘Switching Report Types’](#) below.

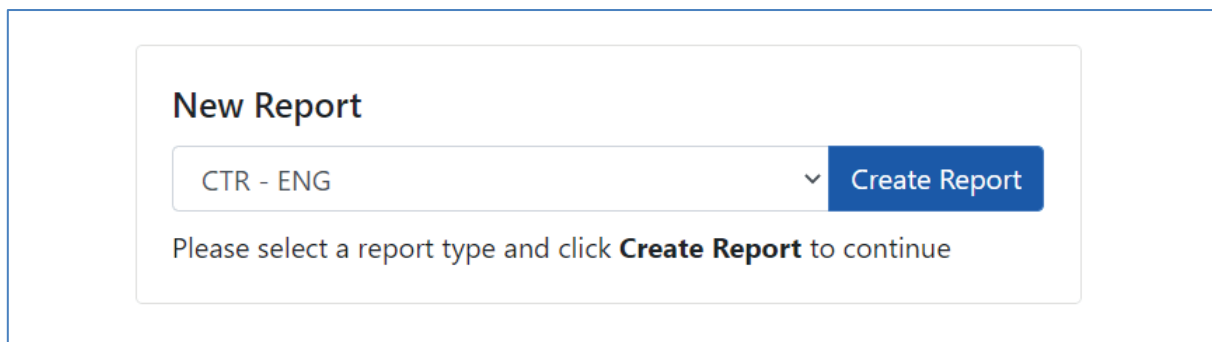
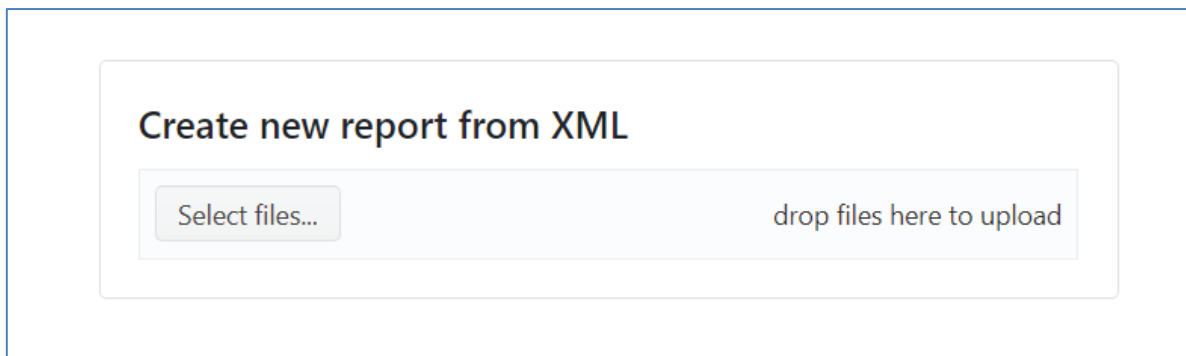


Figure 1

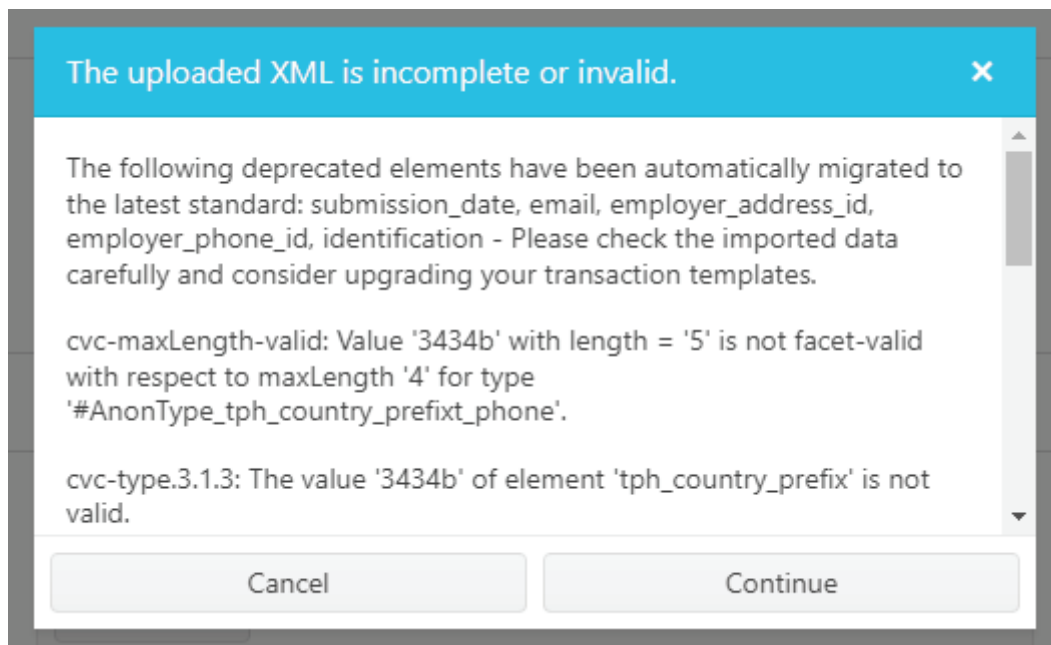


Manual web reports can also be created by uploading partial or full XML reports that are in the same structure as determined by the goAML schema. The **report type** must exist in the XML so that the correct templates can be loaded for the manual report.

Dragging the XML to the **Create new report from XML** box or clicking **Select files...** to open the file selector will load the XML report into a new web report and assign it a new web report ID. The web report can now be edited, saved to draft and submitted as a normal web report.



If the XML that is uploaded is either invalid or from a previous schema and has data in deprecated elements there will be a dialog informing the user that the XML should be corrected upgraded.



There will be a best effort to migrate the data in the deprecated elements to the new schema elements. The transformation that is applied is from the XLST that can be found in Appendix II.

5.3 Report Main Page

5.3.1 Report Main Page Tab

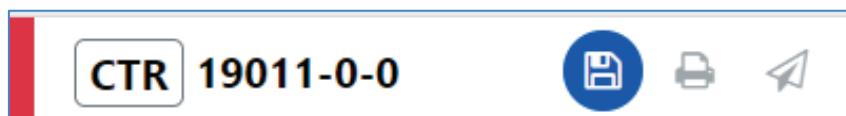
The Web Report Form is split into two main areas. On the left is the Navigation panel that allows the user to jump to different areas of the report and to see which areas are still missing or have invalid information. The image below is an example of how the navigation panel is shown for a new Transactions web report.



Figure 2

The **Report Tab** in the Navigation Panel is selected by default and is the Report Main Page. In this tab is the report ID and the actions that can be associated with a report.

The **Red** bar on the left of a tab indicates that the data for that tab is incomplete or invalid. Also, for the Report tab, the bar is also red if ANY of the other sections below are red. All of the red bars must be green for the report to be submitted. Tabs without a red or green bar are optional.



NRF 22





Figure 3

Once the whole report is complete and valid the bar on the left of the Report tab will appear green as shown below.



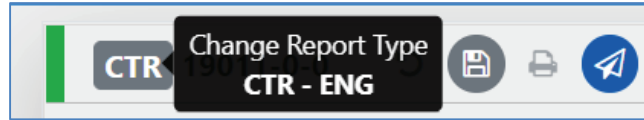
Figure 4

The actions on the **Report Tab** are

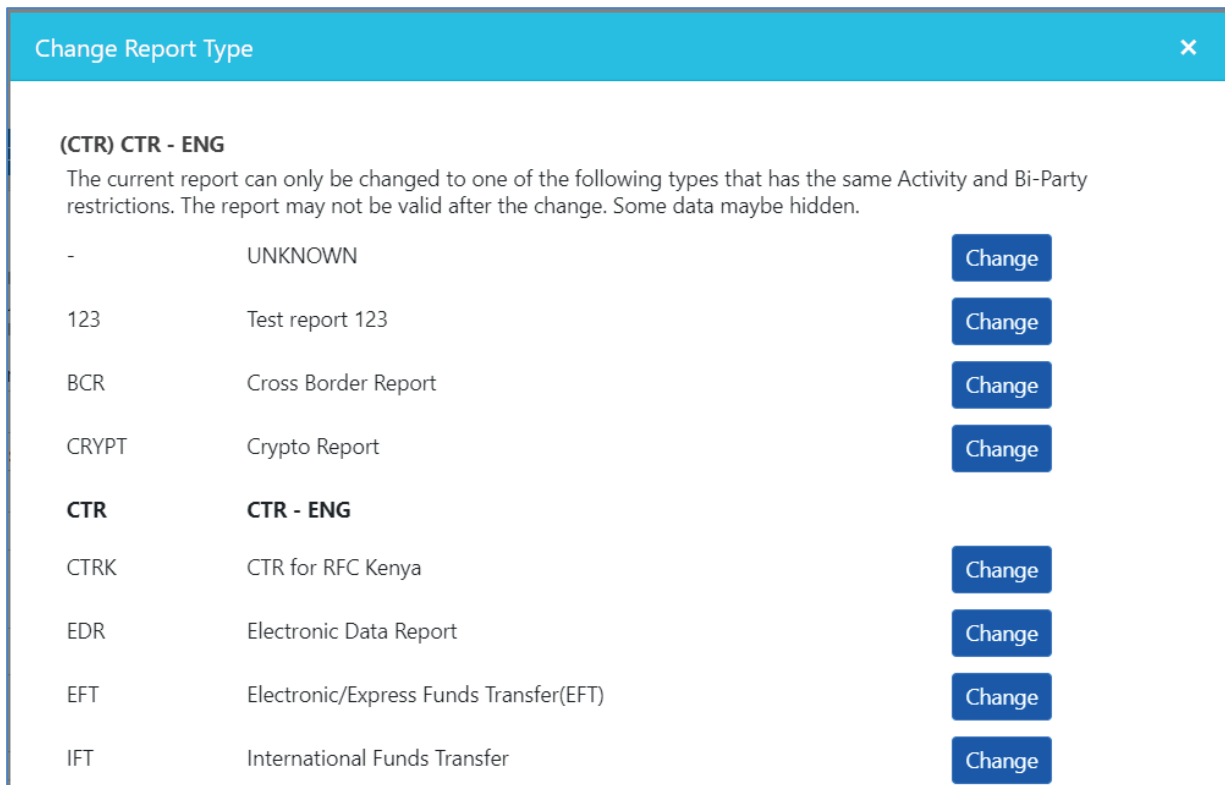
	<p>Undo Delete</p> <p>This is only shown after a Delete operation. When clicked the deleted object will be restored.</p>
	<p>Save</p> <p>Saves the report. This can be done at any time and allows the user to reload the report in its current state to be completed later.</p>
	<p>Print Preview</p> <p>This opens the report in a new tab in a print ready format. If there are changes made in the report form since the report was last saved the button will be disabled. Once the report is saved it will be enabled again. This is because the preview shows the report that was last saved, so that there is no discrepancy between what is shown in the form and what is shown in the preview.</p>
	<p>Submit</p> <p>Once the form is complete and valid the bars on the right of each tab will appear green and the submit button will be enabled.</p> <p>Clicking the submit button will show the dialogue below</p> <div data-bbox="395 1447 979 1709" style="border: 1px solid gray; padding: 5px; margin: 10px 0;"> <p>Submit Report ×</p> <hr/> <p>Once the form is submitted it will be locked for editing, do you want to proceed?</p> <p style="text-align: center;"> <input type="button" value="No"/> <input type="button" value="Yes"/> </p> </div> <p>Once the form is submitted it will not be possible to edit or re-submit the report. Selecting yes will submit the report and return the user to the report type selection screen, The report will now be available in Submitted Reports grid.</p>

5.3.2 Switching Report Types

When a report is being edited, if the incorrect Report Type was used when the report was created either by creating a new Web Report or uploading and XML, the report type can be changed in the Web Report Editor. Hovering the cursor over the Report Type in the **Report Main Page Tab** shows the current report type translation.



Clicking this button opens the **Change Report Type** dialog box




This dialog lists all of the report types that the current report can be changed to. This is a list of report types with same restrictions for Activity and Bi-Party Transactions as the current report. For example, a Multi-Party Report cannot be changed to a report type that is Bi-Party only.

Selecting a **change** button for one of the listed report types will reload the report page with the new report type).

5.3.2.1 Hidden fields when Switching Report Types

The image below shows an example when a Report of type **CTR** that contains data in the **reason** and **action** fields is switched to a report type **EDR** where the fields for **reason** and **action** are hidden for this report type.



The form recognises that there is hidden data and shows a warning. This data will be submitted with the report, even though the fields are hidden for this report type the data is still valid for the goAML schema. There is the option to delete the data for these fields by clicking on the  icon. It is not possible to edit the data, to do this the report must be changed back to a report type where these fields are not hidden.

5.3.3 Report Main Page Form

The Report Main page shows the Report Headers, the Reporting Person and the Location sections of the Report. The report type is displayed at the top and underneath the **Local Currency Code** as determined by the site wide setting, the **Reporting Entity** and **Reporting Entity ID** are for the RE that the user is logged in as and the **Report ID** for the current report.

CTR - ENG

Local Currency Code: **ZAR**
Reporting Entity: **Financial Intelligence Unit**
Entity ID: **1**
Report ID: **19058-0-0**

Reporting Entity Branch

Reporting Entity Reference

* Report Date

FIU Reference

Previously Rejected Report Ref Number

Reason

Action

+ Location
🗑️

House Number

Apartment Number

Add. Address 1

Add. Address 2

* Type

* Address

Town

* City

Zip

* Country

State

Comments

+ Geo Location

+ Additional Information

Figure 5

5.4 Attachments

5.4.1 Attachments Tab

Selecting the attachments tab will show the attachments upload form. The total number of attachments uploaded to the report is shown in a badge next to the **Attachments** header.



Figure 6

5.4.2 Attachments Form

The attachments form displays a list of the attachments that have been uploaded for the report. Each attachment can be deleted by clicking the button and new attachments can be uploaded by clicking the button in the top right of the form. When adding an attachment, a Category, Identification and Description can be added.

Attachment ✕

Category
AttachCat2 ▼

Identification

Description

Select files... drop files here to upload

Identification.png
8.75 KB
✕

Clear Upload files

Attachments +					
File Name	Category	Identification	Description	File Size	
Identification.png	AttachCat2	Ident2	Person 1 driving license	9 KB	
attachment2.txt				144 bytes	

Figure 7

Attachment meta data can be edited after upload.

Attachments +					
File Name	Category	Identification	Description	File Size	
Identification.png	AttachCat2	Ident2	Person 1 driving license	9 KB	
attachment2.txt	▼	<input style="width: 100%;" type="text" value="List of Id's"/>	<input style="width: 100%;" type="text"/>	144 bytes	

5.5.1 Indicators Tab

Selecting the indicators tab will show the indicators selection form. The total number of indicators that have been selected for the report is shown in a badge next to the **Indicators** header.

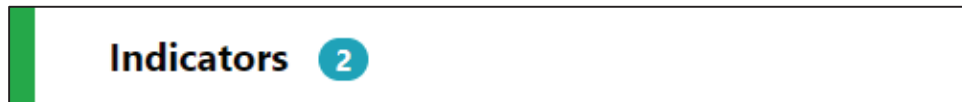


Figure 8

5.5.2 Indicators Form

The indicators form allows the navigation, selection and deletion of Report Indicators associated with the report. To select an indicator, check the box on the left of the indicators code in the main list. For example, in the image below, codes **DRUG** and **TAX** have been checked.

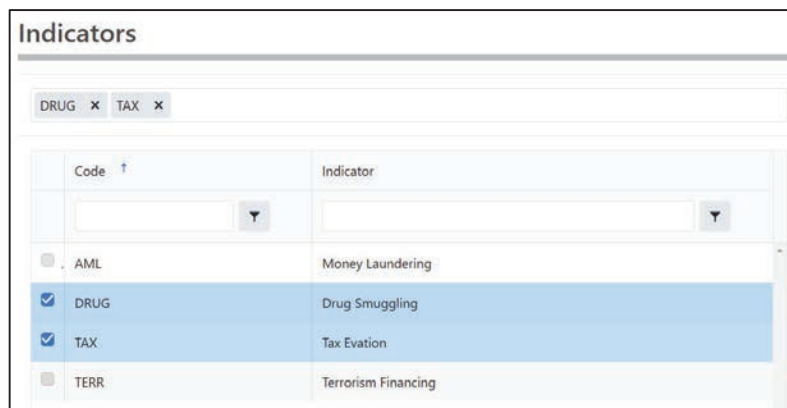


Figure 9

The list at the top of the indicators form shows all the selected indicators at a glance. They can be removed as necessary by selecting the **x** next to the code.



The list can be sorted alphabetically (forward A-Z or reverse Z-A) by code or by indicator. This is done by clicking next on the header. A blue arrow will be shown in the header that is sorted and the direction in which they are sorted. The image below shows the default sorting which is by code, forward A-Z.



Code ↑	Indicator
--------	-----------

Figure 10

The list can also be filtered by text that is in the code or indicator. The image below shows the list filtered to show all indicators whose code contains the text **ML**

Code ↑	Indicator
<input type="text" value="ML"/>	<input type="text"/>
<input checked="" type="checkbox"/> AML	Money Laundering

Figure 11

5.5.3 Indicators Categories

If indicators have been assigned to categories* then the **Categories** column will also be displayed in the indicators grid.

Select Indicators from the table below...

<input type="checkbox"/>	Code	Indicator ↑	Categories
<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="checkbox"/>	DRUG	Drug Smuggling	3 2 8
<input type="checkbox"/>	3	indic123	Unknown
<input type="checkbox"/>	INDA	Indicator A	2 3 1 5 Category A
<input type="checkbox"/>	INDB	Indicator B	Category A Category A
<input type="checkbox"/>	INDC	Indicator C	2 3
<input type="checkbox"/>	INDD	Indicator D	1 Category A 8
<input type="checkbox"/>	INDE	Indicator E	1 3 5 Category A 8
<input type="checkbox"/>	INDF	Indicator F	3

The **Categories** column can be filtered to only show indicators in a particular category by either selecting the category from the drop-down list or selecting the category name in one of the indicator rows.

Select Indicators from the table below...

<input type="checkbox"/>	Code	Indicator ↑	Categories
<input type="checkbox"/>			Category A
<input type="checkbox"/>	INDA	Indicator A	2 3 1 5 Category A
<input type="checkbox"/>	INDB	Indicator B	Category A Category A
<input type="checkbox"/>	INDD	Indicator D	1 Category A 8
<input type="checkbox"/>	INDE	Indicator E	1 3 5 Category A 8
<input type="checkbox"/>	TERR	Terrorism Financing	5 Category A

5.6 Transactions

5.6.1 Transactions List Tab

Selecting the Transactions List tab will show the list of Transactions in a grid containing the Transaction Number, Date, Amount and Transmode code for each transaction. The total number of Transactions in the report is shown in a badge next to the **Transactions** header and the total amount of all the values of the transactions in the report are shown on the right of the tab.

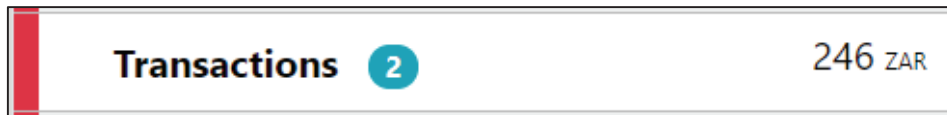


Figure 12

The image below is an example of when the mouse pointer is hovered over the Transactions List Tab. This shows the actions that can be done on the transactions list.

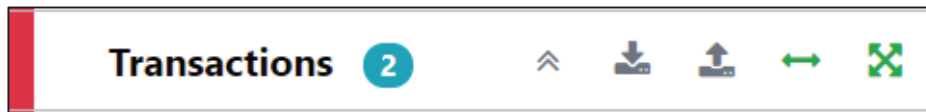


Figure 13

The actions on the transactions list are:

	<p>Expand / Collapse</p> <p>Expand or collapse the transaction trees in the navigator. When the trees are collapse there is only a tab for each transaction in the list under the Transactions List tab.</p>
	<p>Download all the transactions in the report</p> <p>See the section below on uploading/downloading transactions</p>



	<p>Upload transactions</p> <p>See the section below on uploading/ downloading transactions</p>
	<p>Create a new Bi-Party transaction</p>
	<p>Create a new Multi-party transaction</p> <p>This button will not be visible for Report types that are configured to be Force Bi-Party</p>

5.6.2 Transactions List

Transactions

Status	Number	Date	Local Amount	Transmode Code	
✘	TRNWEB0819 21 NOV 19	11/8/2019	123	ATM	
✘	TRNWEB0820 21 NOV 19	11/7/2019	123	Remittance	

Figure 14

5.6.3 Transaction Tab

Selecting the Transaction tab, the transaction form in the editor for that particular transaction. The indicator or shows if the transaction is a Bi-Party or Multiparty and the transaction number and amount are also displayed.

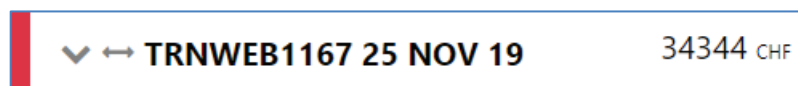


Figure 15

When the mouse pointer is hovered over the transaction tab the actions to download or delete the transactions are displayed.

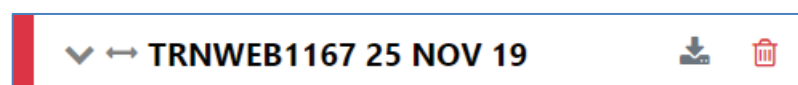


Figure 16

shows a Bi-Party transaction from and Account called *MyAccName* to a Person called *James Smith*. The account contains an Entity called *MyEntityName* which in turn contains director (which is a person object) called *MyDirectorName*. Each of these sub-tabs can be selected to navigate immediately to that object in the transaction.

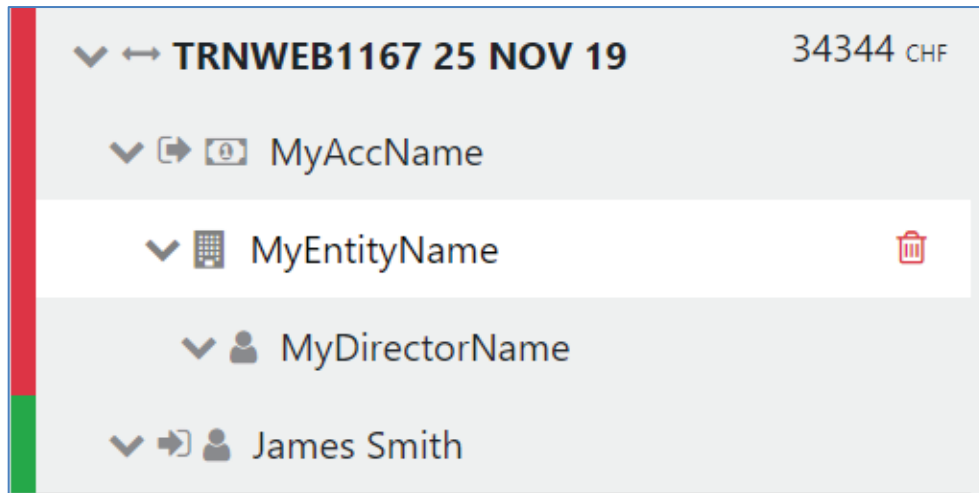










Figure 17

	Expand / Collapse
	Bi-Party Transaction
	Multi-Party Transaction
	From
	To
	Account (account name is shown as title)
	Entity (entity name is shown as title)
	Person including Directors (first name and last name are shown as title)



5.6.4 Transaction Form

Once a transaction is added the Transaction form will be shown. An example of a Bi-Party transaction form is given below. The fields which are mandatory will be displayed in pink with a red outline and depend on how the schema is configured.

Figure 18

Multi-party transactions appear the same except there is a section for **Involved Parties** as shown below instead of the **From** and **To** sections

Figure 19

To add a party to either the **From**, **To** or **Involved Parties** select one of the 6 buttons **Account**, **Account My Client**, **Person**, **Person My Client**, **Entity** or **Entity My Client**

5.6.4.1 Fields

Mandatory fields are shown by a red asterisk next to the field name.

* Address

If there are validation errors on the field the field is highlighted pink and the error is shown in place of the field name.

Address is required!

Hovering the mouse pointer over the field name provide a Tooltip for the field. There may be extra information available here to determine what values should be entered.

First Name Tooltip

* First Name

Tooltips also show the error messages if there is not enough room to show them in the form.

Birth Date Tooltip

* The date must not be later than the field: Date of Death

The date must not be later than the ...

Some fields are mutually exclusive, such as the **institution code** and **swift** in the Account object. Only one of them can be selected and is required. Use the radio buttons on the left of the field to activate the field before entering data.

Institution Code is required!

* Swift

Date fields depend on what culture is selected in the language selector at the top right of the application. For example the images below show the same date field with the **en-US** culture code selected which shows a different placeholder with the date format when the field is empty.

Date is required!

* Date

5.6.4.2 Collections

Some objects contain a collection of other objects, for example Figure 21 below shows some of the collections for a **Person** object.

Clicking on the **+** button on the left of the collection name adds another object to this collection. Once the maximum number of objects have been added the button is greyed out. In the image below the **Employer Address** button is greyed out because only a maximum of 1 object can be added. Whereas the **Addresses** Collection button is still active even though there are 2 two objects already added as there is not limit on the objects for the Addresses collection. If there is a minimum of 1 object required in the collection then the object will be added automatically when the Person, Account or Entity is created. These minimum and maximums vary from system to system and are defined by the administrators.

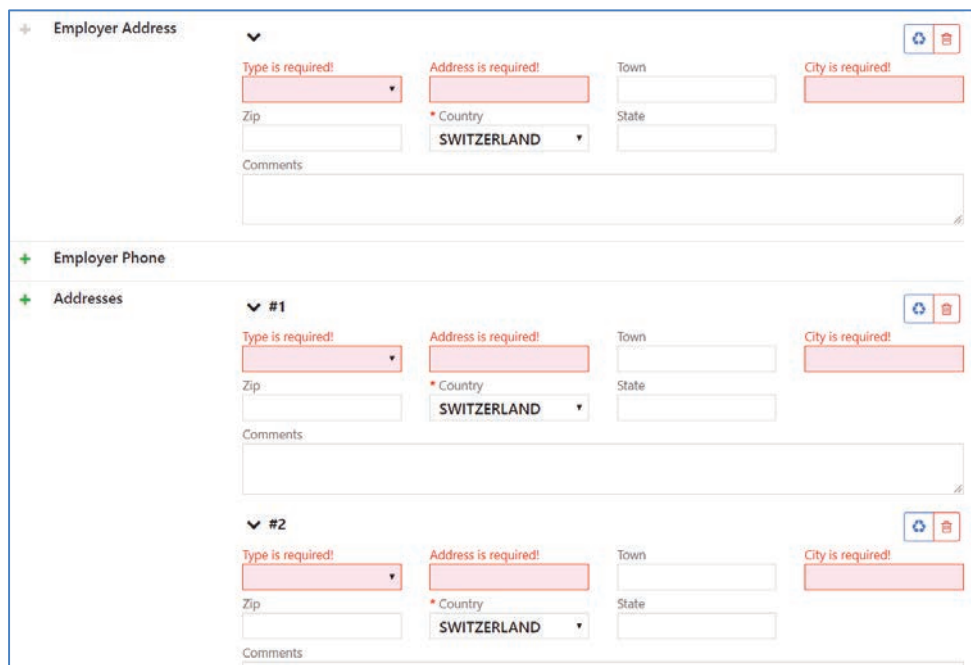

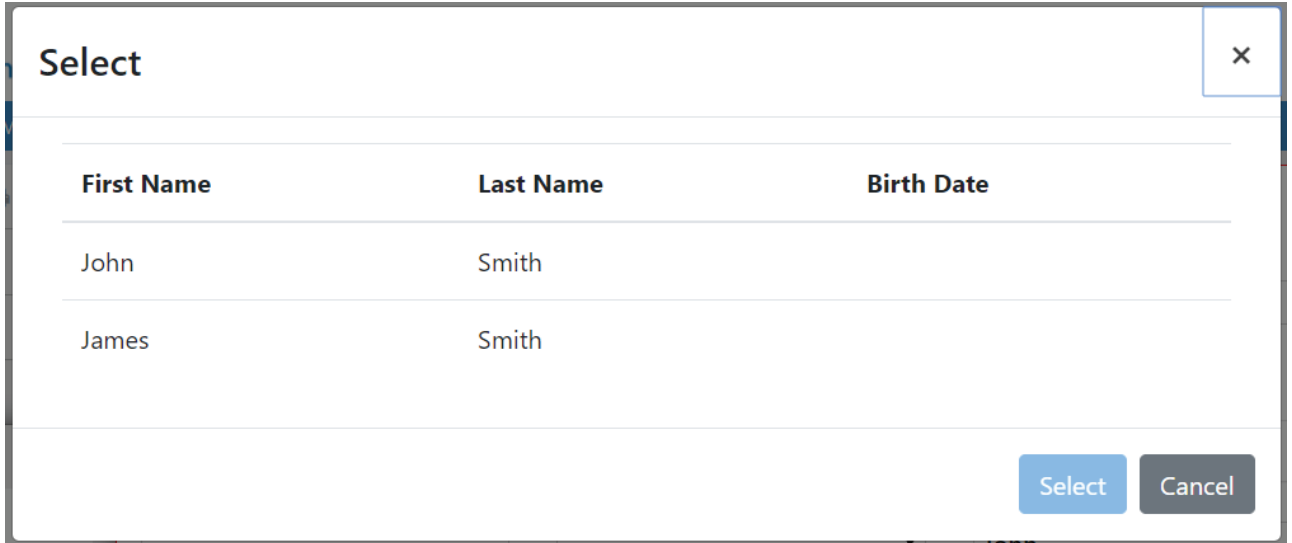


Figure 20

5.6.5 Reuse of objects

Several objects in the web form can be reused to prevent having to repeat filling out the data multiple times. The objects are **Account**, **Person**, **Entity** and **Address**. (and the associated **'My Client'** objects)

This is done by selecting the  icon in the top right corner of a reusable object this will open a dialog, like the one shown below for **Persons** below.



First Name	Last Name	Birth Date
John	Smith	
James	Smith	

Figure 21

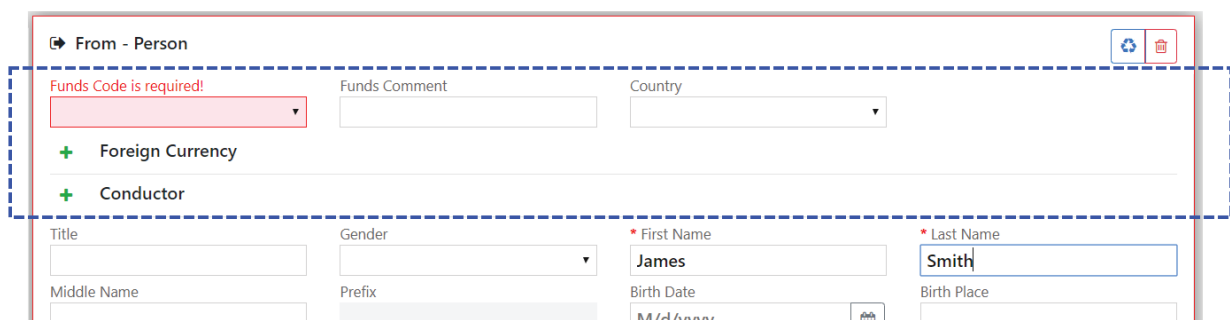
Select a row for the object you wish to re-use and then select the **Select** button. The data from the object will be copied into the form from where the dialog was opened.

N.B. Once an object is re-used it is linked. This means that when an object is reused, any changes in either of those objects will be reflected in the other. So, for example if a **Person** *John Smith* was re-used in several transactions in the form. If the last name was changed in one of those objects it will be reflected in all of the other instance. The headers of the reusable object are **NOT** copied or linked.

When adding a party to a Transaction the headers of the object are slightly different depending on where the party is being added to the transaction.

For example, the three images below show a **Person** object added as a **From**, **To** and **Involved Party** respectively. The headers of the party are shown with a blue dotted line.

These headers are **NOT** copied across when an object is re-used and are specific to that particular party instance.



From - Person

Funds Code is required! Funds Comment Country

+ Foreign Currency

+ Conductor

Title Gender * First Name * Last Name

Middle Name Prefix Birth Date Birth Place

Figure 22



Figure 23

Figure 24

When objects are re-used, they are linked. There is a linked badge that is shown next to the object buttons along with a number that identifies how many other objects are linked to this one.

> Person	First Name John	Last Name Smith	Birth Date	
> Person	First Name John	Last Name Smith	Birth Date	
> Person	First Name John	Last Name Smith	Birth Date	

Figure 25

In the Navigation panel – selecting a re-used object also identifies which other objects are linked to that one. In the figure below, when selecting the *John Smith* person, both *John Smith* person objects show an icon indicating there are linked.

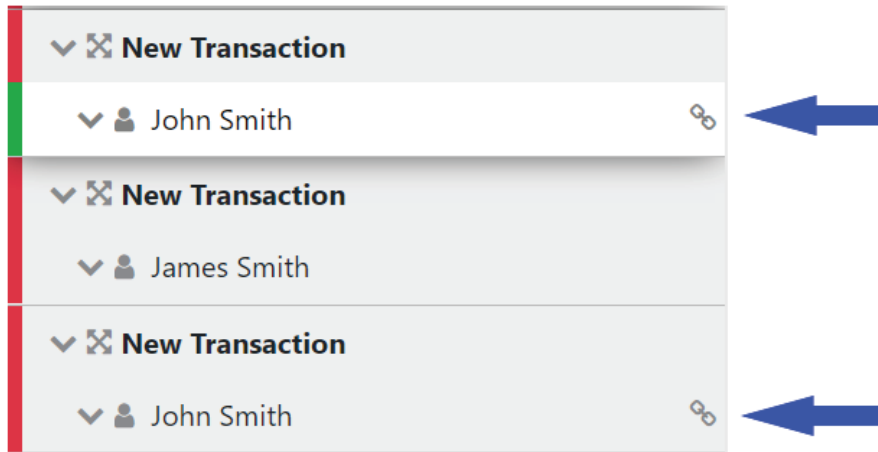


Figure 26

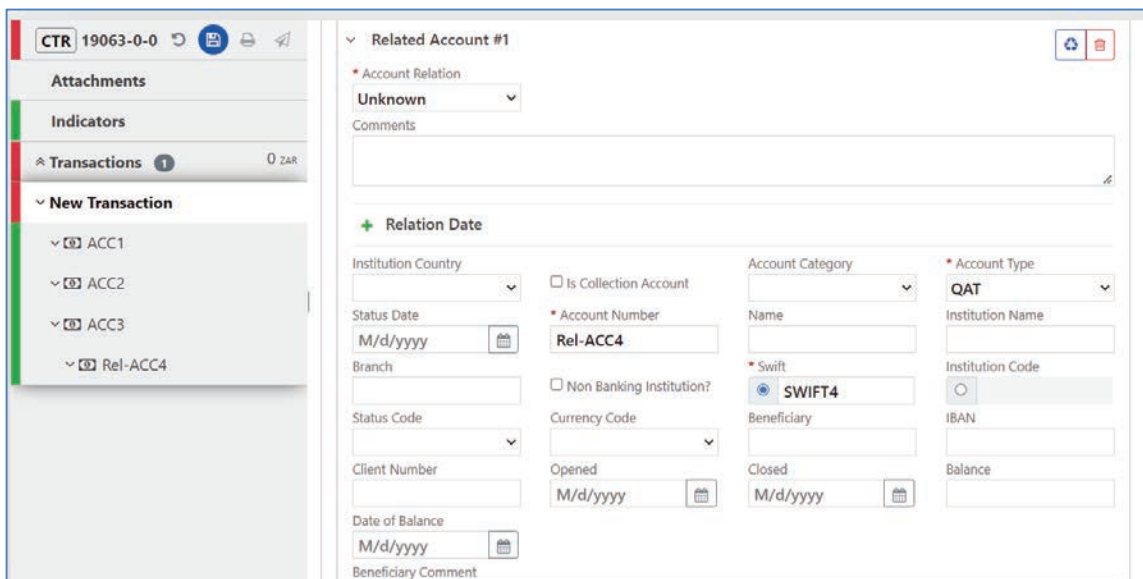
5.6.5.1 Limitation of hierarchy levels in object relations.

Accounts, Entities and Person objects can all have the ability to assign related re-usable objects.

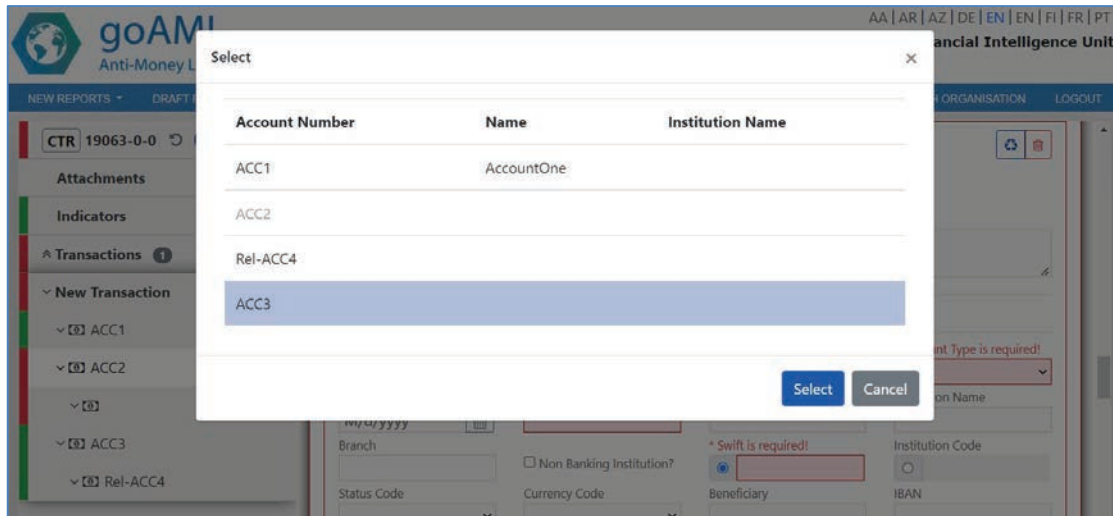
- **Accounts** can have related **Accounts**, **Entities** and **Persons**.
- **Entities** can have related **Entities** and **Persons**.
- **Persons** can have related **Persons**.

Between 2 objects of the same type, there can only be a hierarchy of one level deep. So, an Entity can have a related Entity, but the child Entity cannot also have a related Entity.

In the example below there are 4 accounts. 3 Accounts are involved parties of the transaction **ACC1**, **ACC2** and **ACC3**. **Rel-ACC4** is a related Account of **ACC3**.

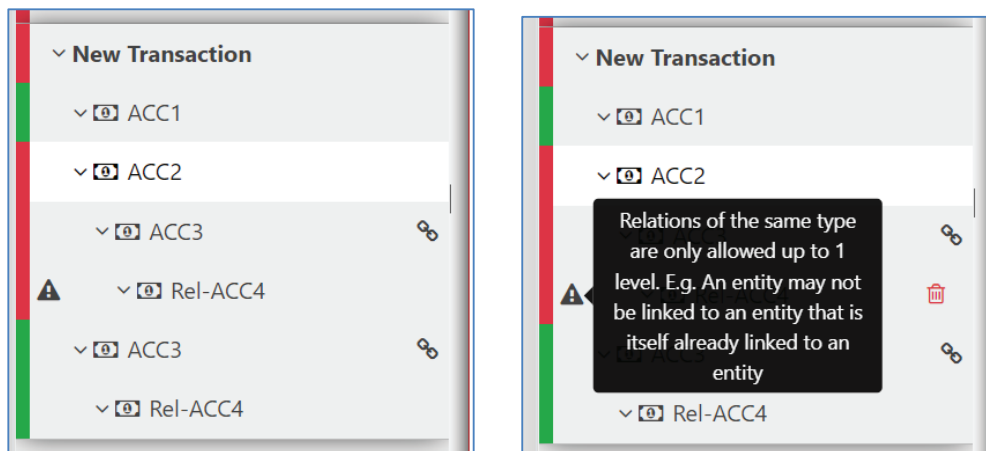


When adding a related Account for **ACC2** it is possible to select **ACC3** even though this Account also has a related Account.

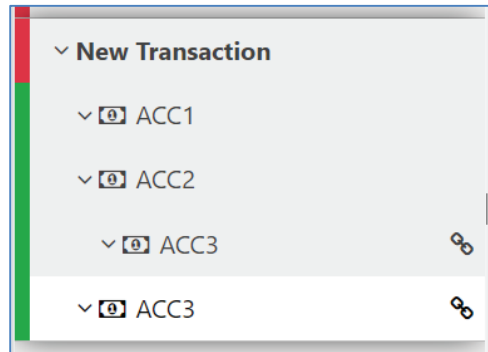


When **ACC3** is added as a related Account to **ACC2**, **ACC2** becomes **invalid**. This is because it has a related object of the same type (Account) that also has a related Account.

In the navigator this is shown by a Warning symbol and hovering over the warning symbol shows a tooltip explaining why the object is invalid.



Removing the **Rel-ACC4** account will validate the form

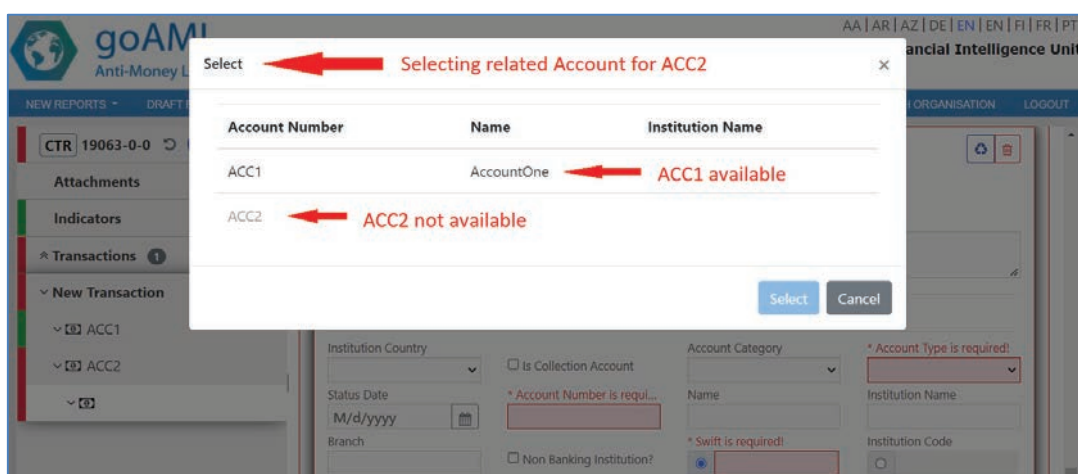


The hierarchy restriction of 1 level deep is only for objects of the same type. The following shows what is allowed and not allowed in the hierarchy.

- Account
 - Related Account
 - ~~Related Account~~ (not allowed)
 - Related Entity
 - Related Entity
 - ~~Related Entity~~ (not allowed)
 - Related Person
 - Related Person
 - ~~Related Person~~ (not allowed)
 - Related Person
 - Related Person
 - ~~Related Person~~ (not allowed)
 -
 - Related Entity
 - Related Entity
 - ~~Related Entity~~ (not allowed)
 - Related Person
 - Related Person
 - ~~Related Person~~ (not allowed)
 - Related Person
 - Related Person
 - ~~Related Person~~ (not allowed)
 - Related Person
 - Related Person
 - ~~Related Person~~ (not allowed)
- Entity
 - Related Entity
 - ~~Related Entity~~ (not allowed)
 - Related Person
 - Related Person
 - ~~Related Person~~ (not allowed)
 - Related Person

- Related Person
 - ~~Related Person~~ (not allowed)
- Person
 - Related Person
 - ~~Related Person~~ (not allowed)

Also, when adding an existing object as a related object it is not possible to select the parent. In the example below, a related account is being added to Account **ACC2** (the parent). The re-use existing object dialog is opened and the two available accounts in the report are shown. **ACC1** is available for selection, but **ACC2** (the parent object) is not available and cannot be added as a related account to itself.



5.6.5.2 Role element when re-using Directors

The Director object in an Entity is a person object that also has **Role** element. When re-using and linking a director object, the role field is not linked, so changing the value of the role field will not be reflected in the other linked person objects. This is to prevent invalid XML being generated where role is not an expected element in the other person objects.

5.7 Activity Reports

Activity Reports are filled out in the same way as Transaction Reports and the objects in the navigator can be selected to jump directly to that object in the form. There are no actions on the Activity tab.

N.B. Activities cannot be downloaded or uploaded like transactions can.

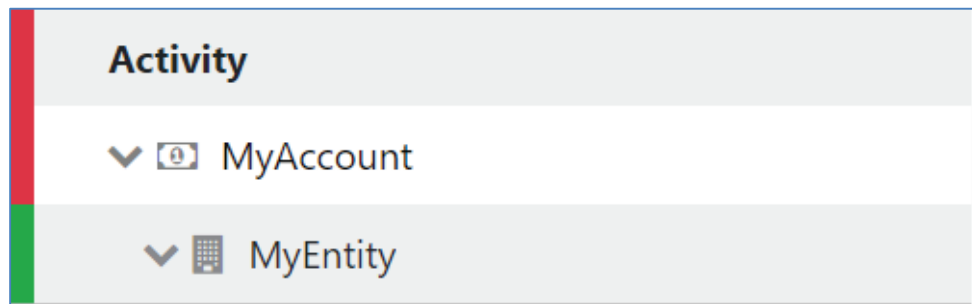


Figure 27

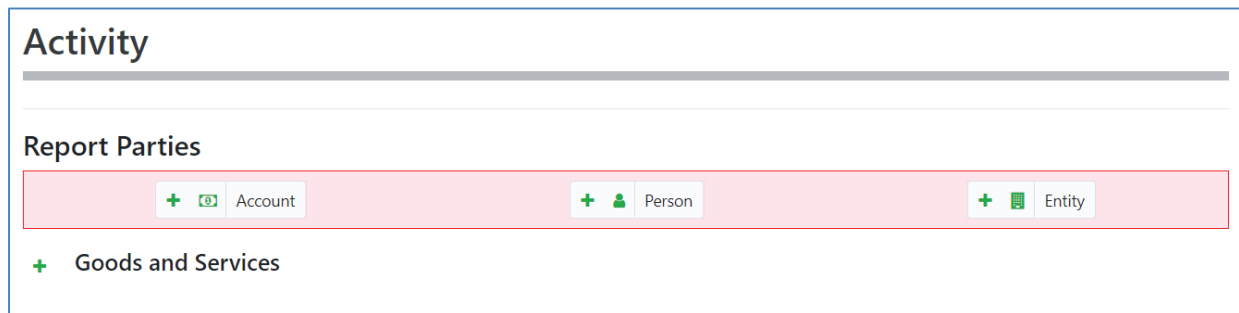


Figure 28

5.8 Transactions Upload/Download

The goAML Web Form provides the ability to upload and download, full and partial transactions as XML files. This allows users to create and re-use templates that can speed up the manual entry of reports.


N.B. A note on back-compatibility from 5.2 onwards: Previous versions of goAMLWeb used the following wrapper for uploading and downloading transactions. *Transaction elements were surrounded by a `<transactions>` element and a `<reportdata>` element.* For convenience and for extending ability to allow full report uploads to the web report, the upload and download of transactions now use the same structure as defined by the goAML Schema. That is that the `<transaction>` objects are only surrounded by a `<report>` element. The upload is back compatible with previous transaction uploads so the templates should not need to be changed.

5.8.1 How to Download a Transactions

Figure 30 shows a goAMLWeb report that has been partially completed. It contains a single multiparty transaction with an Account. It may be required that the user wishes to submit several multiparty transactions that contain this account and will therefore, want to download the transaction as it is so that it can be re-used as a template.



Any transactions can be downloaded, it is not necessary for a transaction to be valid or complete.

In order to download the transaction as XML, hover the mouse over the Transaction in the navigator pane on the left of the report and the download icon  will appear. Hovering over this will show the tooltip **Download Transaction (XML)**.

Clicking this button will download the transaction.

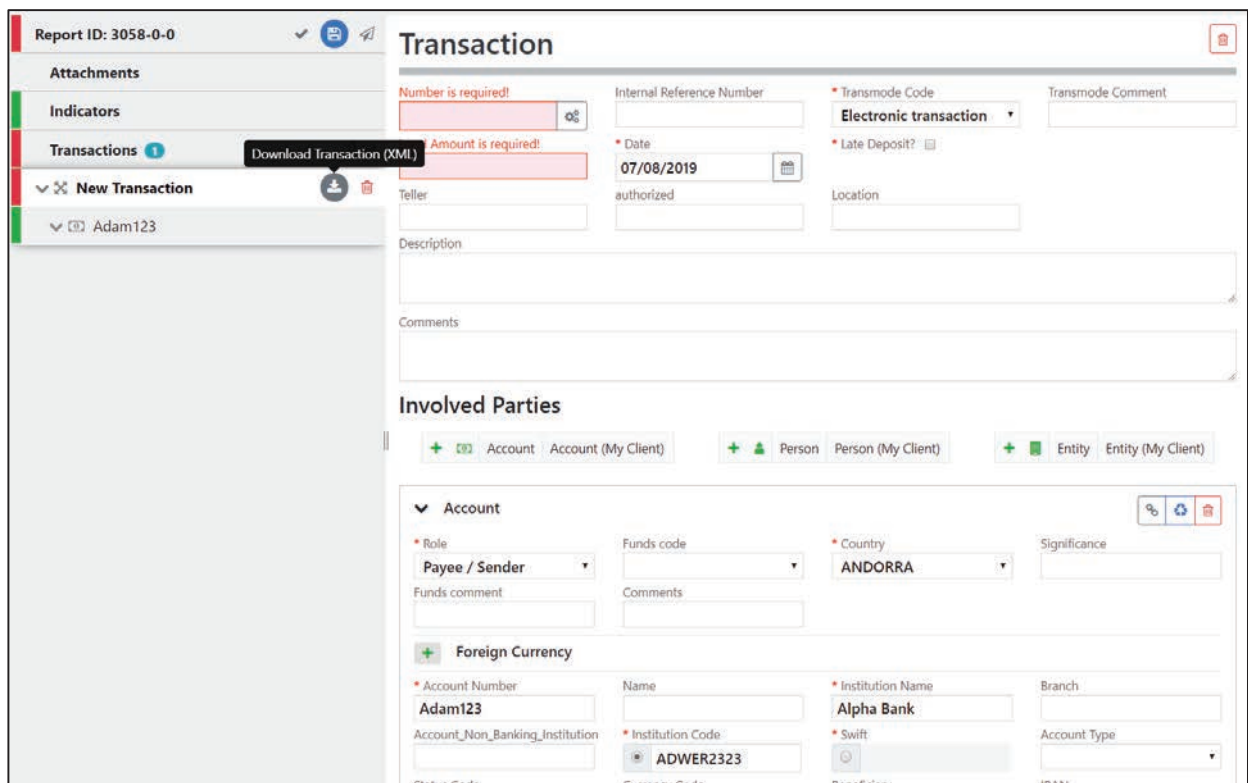


Figure 29

Figure 31 - Downloaded Transaction XML below shows the resulting XML that is downloaded. Only the fields that are provided in the report are given in the XML.


```

<?xml version="1.0"?>
- <report>
  - <transaction>
    <date_transaction>2022-09-08T00:00:00</date_transaction>
    <transmode_code>C</transmode_code>
    <amount_local>232323</amount_local>
    - <involved_parties>
      - <party>
        <role>B</role>
        - <account>
          <swift>ALP123</swift>
          <account>AlphaAccount</account>
          <account_name>AlphaBank</account_name>
          <account_type>2</account_type>
        </account>
        <funds_code>D</funds_code>
        <country>AF</country>
      </party>
    </involved_parties>
  </transaction>
</report>
  
```

Figure 30 - Downloaded Transaction XML

Everything inside the `<report>` tag follow the structure of the goAML Schema.

Figure 32 - Download All Transactions shows where to download all the transactions in the report. Hovering the mouse pointer over the **Transactions** header in the left navigator will display the button.

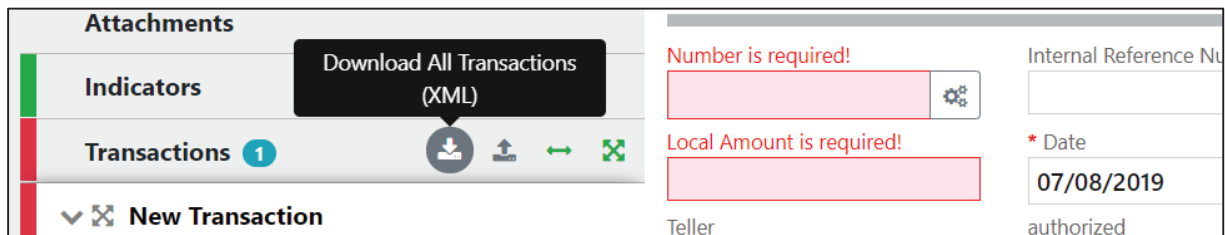


Figure 31 - Download All Transactions

Downloading all transactions will result in repeated `<transaction>` elements, for example



```

<?xml version="1.0"?>
- <report>
  - <transaction>
    <date_transaction>2022-09-08T00:00:00</date_transaction>
    <transmode_code>C</transmode_code>
    <amount_local>232323</amount_local>
    - <involved_parties>
      - <party>
        <role>B</role>
        - <account>
          <swift>ALP123</swift>
          <account>AlphaAccount</account>
          <account_name>AlphaBank</account_name>
          <account_type>2</account_type>
        </account>
        <funds_code>D</funds_code>
        <country>AF</country>
      </party>
    </involved_parties>
  </transaction>
  - <transaction>
    - <involved_parties>
      - <party>
        <role>C</role>
        - <person>
          <first_name>James</first_name>
          <last_name>Smith</last_name>
        </person>
        <funds_code>K</funds_code>
        <country>AF</country>
      </party>
    </involved_parties>
  </transaction>
</report>

```

5.8.2 How to Upload Transactions

The first thing to do before uploading transactions is to make sure that the XML is correct.

Each transaction should be inside a `<transaction>` tag and must follow the goAML schema structure, however it does not have to be valid, i.e. the data does not have to be complete or conform to the restrictions of the schema such as mandatory, min/max, decimal etc.

The transactions should then be placed inside `<reportdata>` and `<transactions>` tags as shown in Figure 33 below. It is also possible to upload each transaction individually in separate files however, even a single transaction must be contained in these *wrapper* tags for it to be uploaded successfully.

```

- <reportdata>
  - <transactions>
    - <transaction>
      <transactionnumber/>
      <date_transaction>2019-08-07T00:00:00</date_transaction>
      <transmode_code>C</transmode_code>
      <amount_local/>
      - <involved_parties>
        - <party>
          <role>A</role>
          - <account>
            <institution_name>Alpha Bank</institution_name>
            <institution_code>ADWER2323</institution_code>
            <account>Adam123</account>
          </account>
          <country>AD</country>
        </party>
      </involved_parties>
    </transaction>
    - <transaction>
      <transactionnumber/>
      <date_transaction>2019-08-10T00:00:00</date_transaction>
      <transmode_code>C</transmode_code>
      <amount_local/>
      - <involved_parties>
        - <party>
          <role>A</role>
          - <account>
            <institution_name>Alpha Bank</institution_name>
            <institution_code>ADWER2323</institution_code>
            <account>Adam123</account>
          </account>
          <country>AD</country>
        </party>
      </involved_parties>
    </transaction>
  </transactions>
</reportdata>

```

Figure 32

Once the file is ready for upload, place the mouse over the **Transactions** header in the left-hand navigator so that the **Upload Transactions (XML)** button is displayed as shown in Figure 34 and click it to open the file dialog.

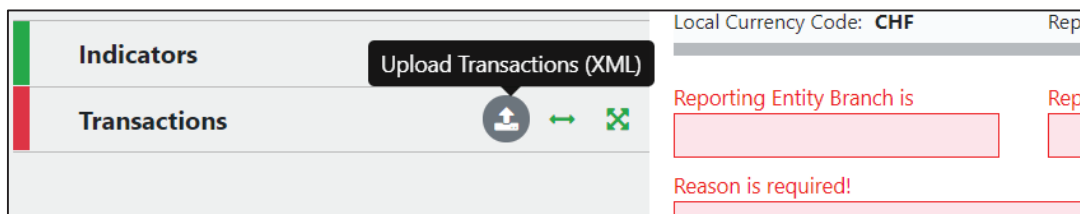


Figure 33

Select the file containing the transactions and click the **Upload** button as shown in Figure 35

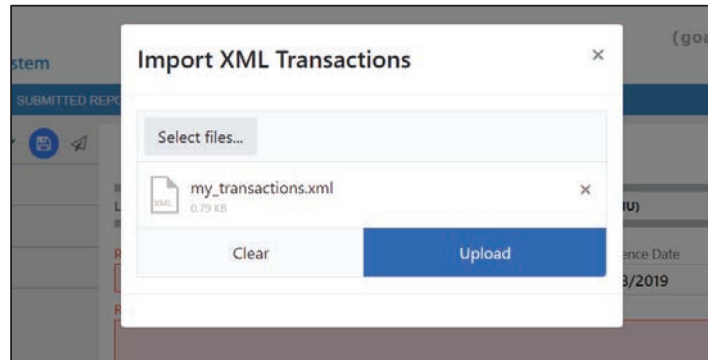


Figure 34

The file will be read and the transactions will be added to the report as shown in Figure 36.

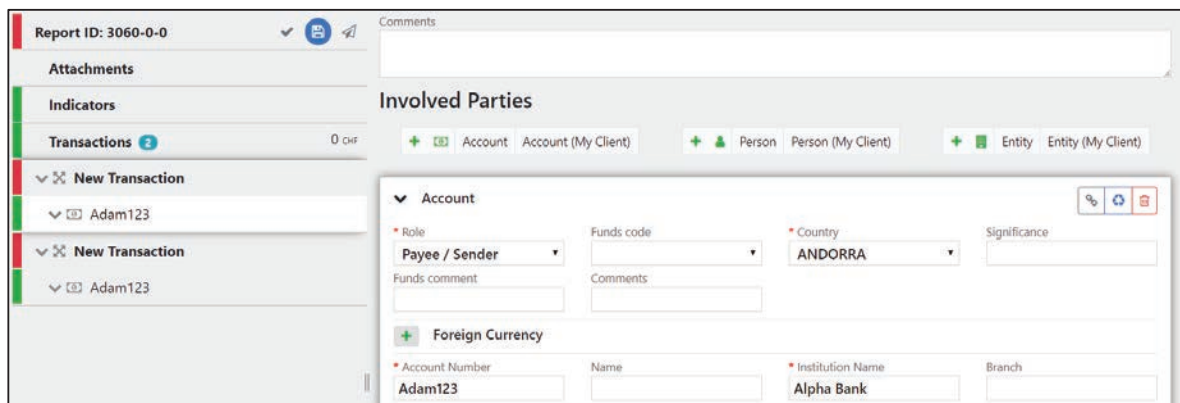
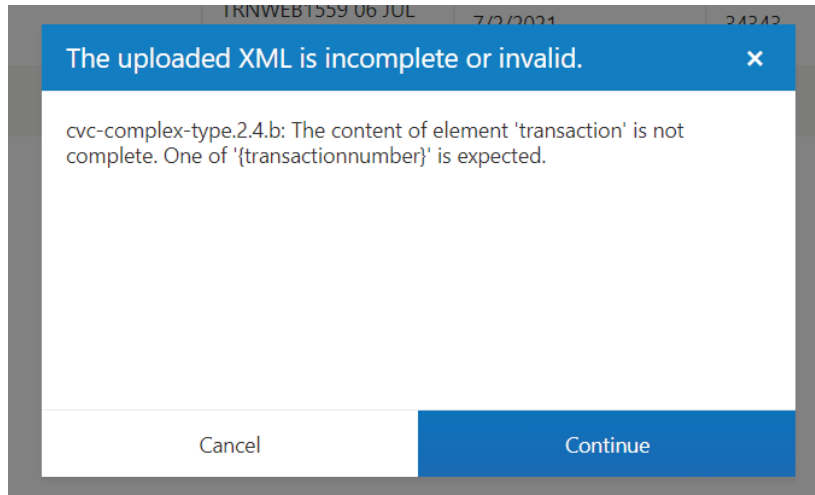


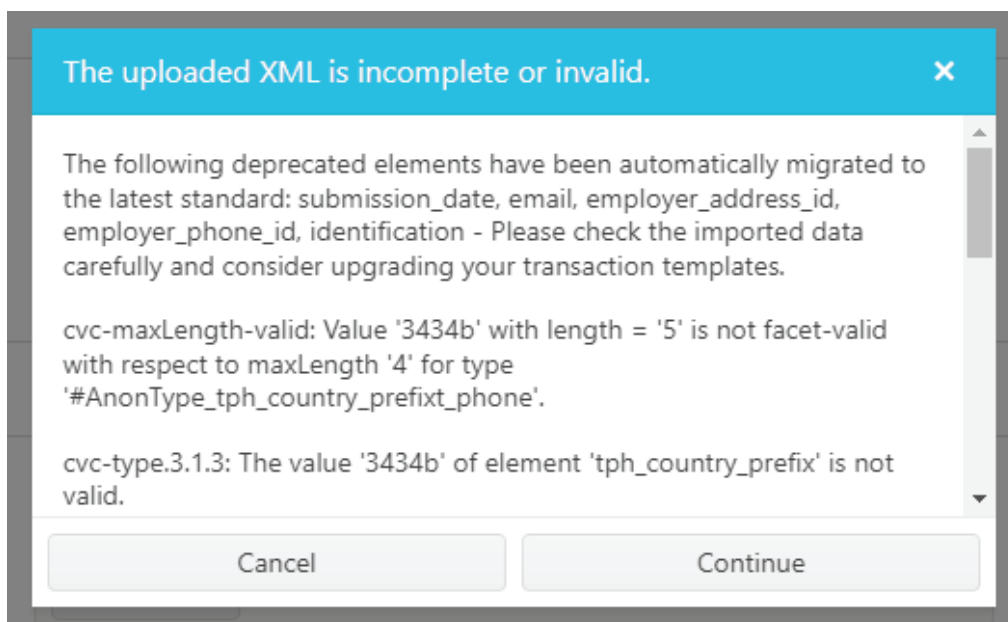
Figure 35

All transactions are added to the report as they are shown in the file. There is no processing on the report or file. For example, if there is an existing transaction in the report with the same number as one in the file, it will result in two transactions in the report with the same number. Any linking of accounts must also be done manually after the transactions have been uploaded.

When uploading a transaction, the system will validate the file and if there are any warnings that the XML is incomplete these will be shown as in the image below. However, this is just for reference, or to allow you to make any changes and try again, you can still click **Continue** and the XML will be processed into the report.



If the transactions contain data for deprecated elements from a previous schema, there will be a best effort to migrate the data in the deprecated elements to the new schema elements. The transformation that is applied is from the XLST that can be found in Appendix II.



5.8.3 Linking of Accounts

After transactions have been uploaded, all objects such as Persons, Accounts and Entities are treated individually, that means that changing the data on one object will not change the data on any of the other objects even if they have the same data.

For Accounts, it is possible to link objects that share a matching **Account Key** so that any changes to one of those Account objects will be reflected in all others. The Account key is based on the *IBAN* ignoring other account information for matching. Lacking the IBAN, a combination of *Account Number* + *Institution Name* + *Institution Code* or Swift makes up the account key. See “

Account matching logic” for examples.

For example:

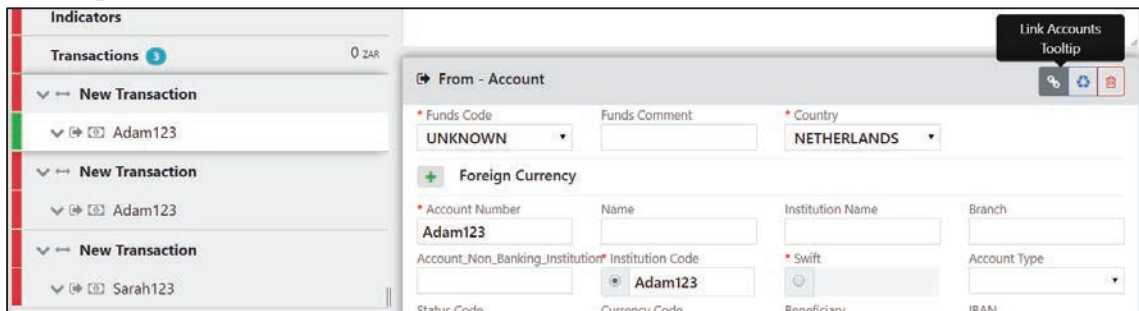



Figure 36

In Figure 37, there are three uploaded transactions each with an Account. The first two Accounts have the same Account number **Adam123**. The first account is selected and highlighted in the editor.

By clicking on the **Link Accounts** button  of the first account, all the information of the first account will be copied to the second account (and any other accounts that have this number). After this any change to either of these accounts will be reflected in the other. The account **Sarah123** is not affected.

The green box in Figure 38 shows the areas that contain the linked account data. The red boxes show **From** and **Foreign Currency** objects which are not part of the **Account** object and are therefore, not linked.

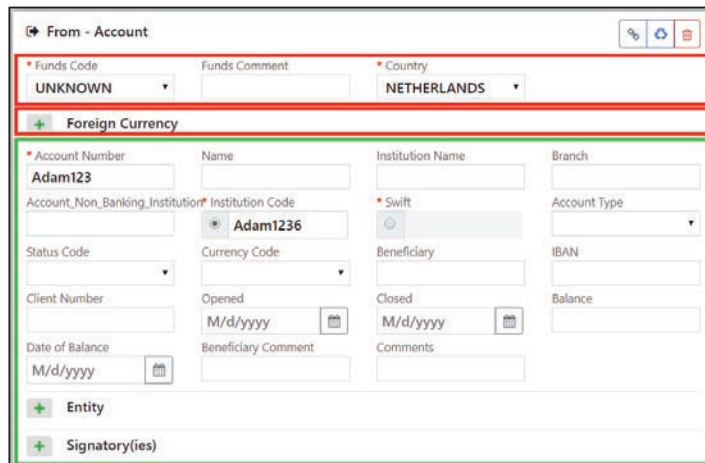
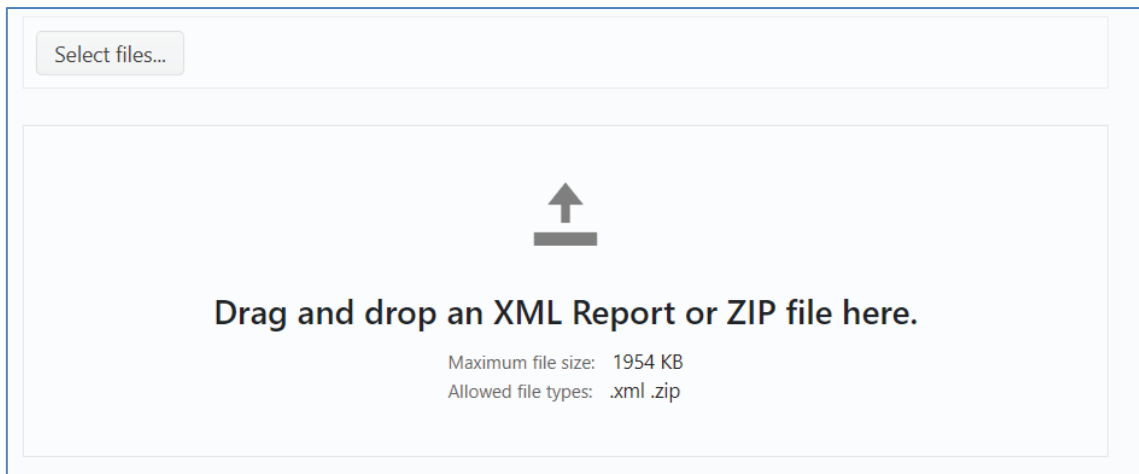


Figure 37

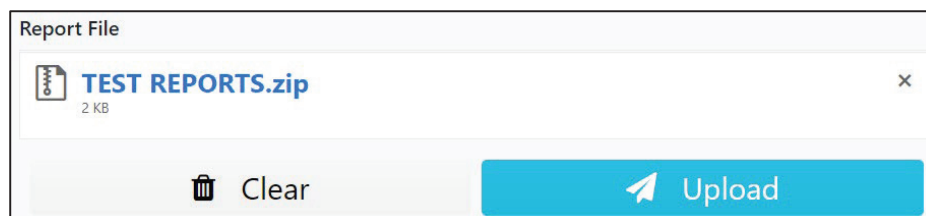
6 XML and ZIP Upload

The XML Upload screen is accessed via the main menu **New Reports > XML Upload**

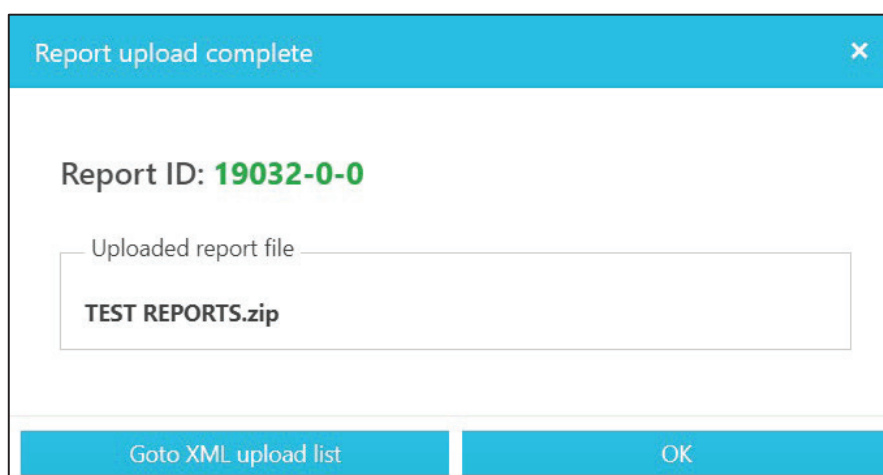
The initial page shows a file input to select an XML or ZIP file. Alternatively, the user can drag and drop the files to upload



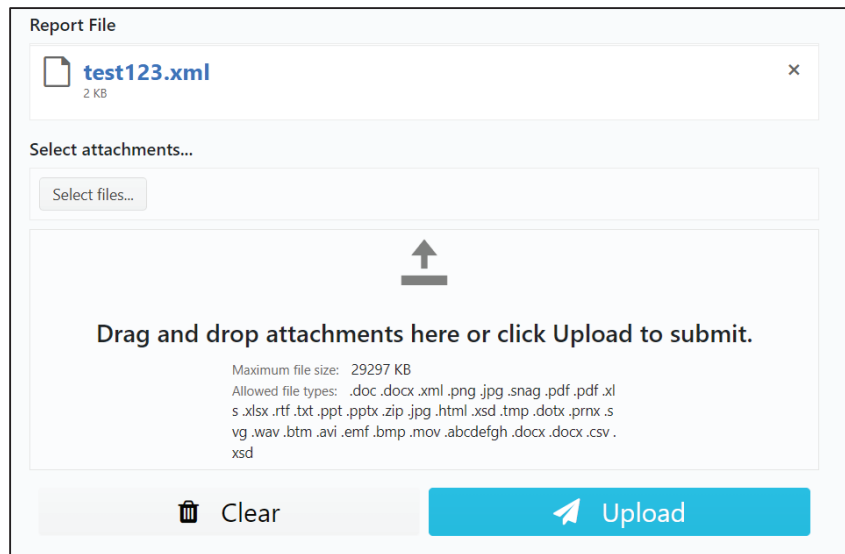
If a ZIP is selected the user has the option to **Upload** the file or **Clear** the file.



Selecting **Upload** will show a confirmation dialog box for the **ZIP** file

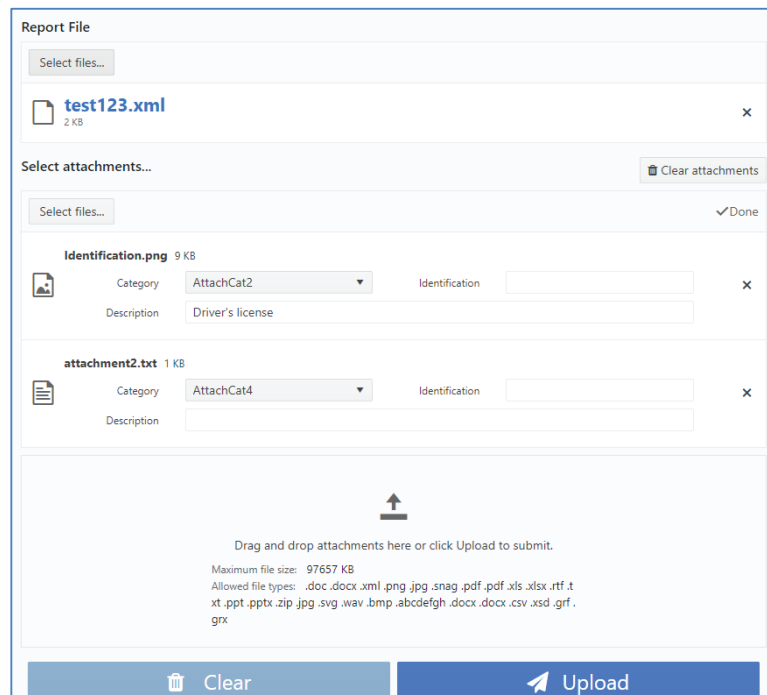


If an XML file is selected, an attachments area is shown so that the user can select files to upload with the XML file as attachments.

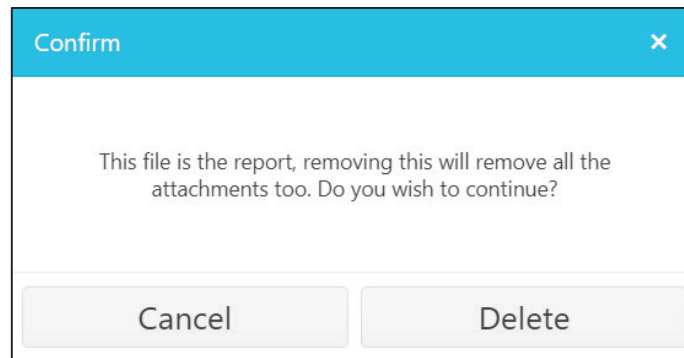


Attachments can either be added by checking **Select files...** or by dragging and dropping the files into the attachments area.

The attachments can be individually removed by clicking the **x** button for that attachment or selecting the **Clear attachments** button to remove all attachments. Attachment metadata such as Category, Identification and Description can also be added

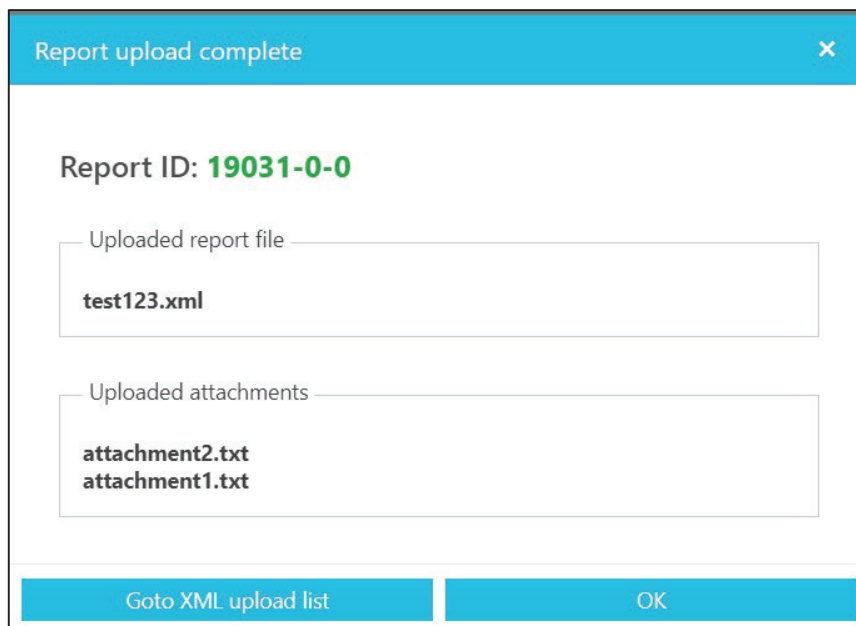


Deleting the XML report at any point will also remove all the attachments



Click on the **Upload Report File** button to ensure that the XML and attachments (or ZIP file) are uploaded

A confirmation dialog box appears to confirm that the files have been uploaded



6.1 File rules

XML Files should be encoded in **UTF-8**

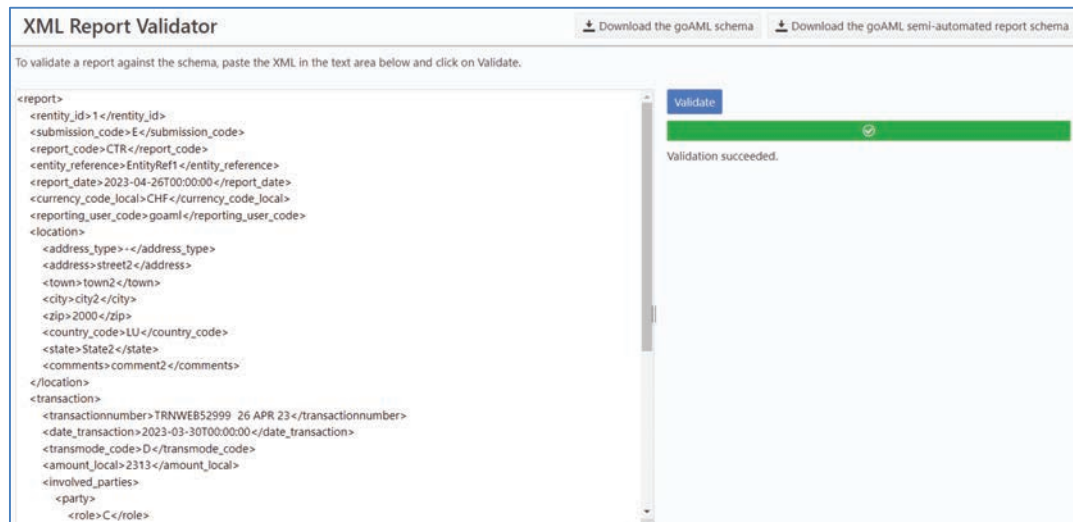
Zip files are used to group together XML reports and attachments to upload as one file. The files inside the zip file must be structured in a specific way to be accepted by the goAML Web application.

The zip file must contain one of the following file arrangements

- A single XML report file with zero or more non-XML attachments
- Multiple XML report files with no attachments
- One or more folders that each contain:
 - One XML report file with zero or more non-XML attachments

6.2 XML Report Validator

1. The XML report Validator is accessed via the main menu **New Reports > XML Report Validator**
2. This allows the user to verify their XML reports prior to upload. Simply paste the XML into the text area and click **Validate**.
3. Any errors will be shown on the right of the text area and are from the Microsoft XML schema validation code, so the output will be in English unless the server and **.Net** environment that IIS is using is configured otherwise.
4. The images below show examples of successful and unsuccessful validation.



XML Report Validator [Download the goAML schema](#) [Download the goAML semi-automated report schema](#)

To validate a report against the schema, paste the XML in the text area below and click on Validate.

```
<report>
  <entity_id>1</entity_id>
  <submission_code>E</submission_code>
  <report_code>CTR</report_code>
  <entity_reference>EntityRef1</entity_reference>
  <report_date>2023-04-26T00:00:00</report_date>
  <currency_code_local>CHF</currency_code_local>
  <reporting_user_code>goaml</reporting_user_code>
  <location>
    <address_type></address_type>
    <address_street2</address>
    <town>town2</town>
    <city>city2</city>
    <zip>2000</zip>
    <country_code>LU</country_code>
    <state>State2</state>
    <comments>comment2</comments>
  </location>
  <transaction>
    <transactionnumber>TRNWEB52999 26 APR 23</transactionnumber>
    <date_transaction>2023-03-30T00:00:00</date_transaction>
    <transmode_code>WRONG_CODE</transmode_code>
    <amount_local>2313</amount_local>
  </transaction>
  <involved_parties>
    <party>
      <role>C</role>
    </party>
  </involved_parties>
</report>
```

Validate

cvc-enumeration-valid: Value 'WRONG_CODE' is not facet-valid with respect to enumeration '[1, 18, 19, A, B, C, D, E, F, MB]': It must be a value from the enumeration. cvc-type.3.1.3: The value 'WRONG_CODE' of element 'transmode_code' is not valid.

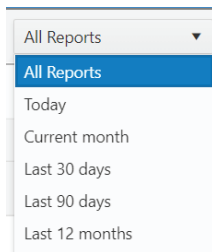


7 Report Grids



Three grids in the Web Application show the report data. The following image shows the header how each grid appears

Report Key	Report Type	Last Updated By	Created On	Entity Name	Transactions	Entity Ref	No. Rejected	Status	Submitted On
14941-0-0	STR	ad_Fiu_user	2/9/2022	Financial Intelligenc...	1	12324	0	Processed	2/9/2022
14942-0-0	CTRA	ad_Fiu_user	2/9/2022	Financial Intelligenc...	0	1234	0	Processed	2/9/2022
14954-0-0	STR	adre_user1	2/9/2022	ad_CreditUnion	1	dsgdsg	0	Processed	2/9/2022
14967-0-0	CTR - ENG	adtu_creditunion	2/10/2022	ad_CreditUnion	1	123	0	Processed	2/10/2022

1. Each grid can be filtered by a date range by entering the Start Date and End Date or using one of the quick filters. The start and end dates filter based in the date the report was initially created.



The **Current Month** filters all the reports from the 1st day of the current month until today.

2. The Export PDF and Export Excel buttons   opens a dialog to export the currently viewed grid as a PDF or Excel document.
3. Each grid can be filtered by selecting from the drop-down box, the date selector or entering a value, depending on the column type, in the filter boxes at the head of the columns.

Report Key	Report Type	Last Updated By
932	STR	Mar
9322-0-0	STR	MARIO

4. Column headers can also be dragged into the grouping header to group by that column.

Report Key	Report Type	Last Updated By	Created On
932	STR	Mar	
Report Type: STR			
9322-0-0	STR	MARIO	2021-07-06T08:32:16.213

- A column selector shown by the button in the header allows the user to add or hide columns from the current grid view:

All Reports

Columns

- Report Key
- Report Type
- File Name
- Created By
- Last Updated By
- Created On
- Entity Name
- Submitting Entity

Reset Apply

7.1 Not Submitted Web Reports

The **Not Submitted Web Reports** grid (**Draft Reports**) is where all **Web Reports** that have been saved but not submitted are sent, as well as reports that have been reverted.

Report Key	Report Type	Last Updated By	Created On	Entity Name	Transactions	Status	Days before Cleanup
9331-0-0	STR	goaml	7/6/2021	Financial Intelligen...	0	Not submitted	
9328-0-0	STR	ADAM_3	7/6/2021	ADAM_3	0	Not submitted	
9327-0-0	STR	goaml	7/6/2021	Financial Intelligen...	0	Not submitted	
9326-0-0	STR	MARIO1	7/6/2021	QA2106	0	Not submitted	
9325-0-0	MIXEDRE2.0	MARIO1	7/6/2021	QA2106	0	Not submitted	

Actions available for the Not Submitted Reports grid

Action Name	Description
Edit	Opens the report for editing. This is only visible for reports that have not been archived.
Delete	Deletes the report, this is only visible if the report has not been archived



Preview	Opens the report in the preview format for viewing and printing. This is only visible for reports that have not been archived.
---------	--

7.2 XML Reports

The XML Reports grid is where all the files and reports from the **XML Upload** page are displayed. For zip files that are uploaded, there will be one row for the zip file and one row for each of the contained XML reports. The status column will contain a link if there are actions or error data available for that row.

XML Reports								
All Reports Start Date... End Date... Export PDF Export Excel Refresh								
Drag a column header and drop it here to group by that column								
Report Key	Report Type	File Name	Last Updated By	Entity Name	Transactions	Status	Submitted On	
9330-0-0	ACT-TRANS Report	_Web_Report_Repo...	goaml	Financial Intelligenc...	1	Processed	7/6/2021	
9329-0-0		RPA007_2021531.xml	MARIO	QA2106	0	Failed Validation: Invalid Structure	7/6/2021	
9316-0-0	STR	xmlreport0507.xml	goaml	ADAM_3	1	Processed	7/6/2021	
9315-0-0	STR	xmlreport0507.xml	ADAM_3	ADAM_3	1	Failed Validation: Invalid Structure	7/6/2021	
9307-0-0	STR	xmlreport0507.xml	goaml	SubvRF	1	Processed	7/5/2021	

Actions available for the XML Reports grid

Action Name	Description
Preview	Opens the report in the preview format for viewing and printing. This is only visible for the XML documents not the ZIP files and only if the report has not been archived.
Save	Download the report as an XML document. Not available if the report fails validation.

7.3 Web Reports

The Web Reports grid is where all of the submitted web reports are displayed. The status column will contain a link if there are actions or error data available for that row.



Report Key	Report Type	Last Updated By	Created On	Entity Name	Transactions	Entity Ref	No. Rejected	Status	Submitted On
14941-0-0	STR	ad_Fiu_user	2/9/2022	Financial Intelligenc...	1	12324	0	Processed	2/9/2022
14942-0-0	CTRA	ad_Fiu_user	2/9/2022	Financial Intelligenc...	0	1234	0	Processed	2/9/2022
14954-0-0	STR	adre_user1	2/9/2022	ad_CreditUnion	1	dsgdsg	0	Processed	2/9/2022
14967-0-0	CTR - ENG	adtu_creditunion	2/10/2022	ad_CreditUnion	1	123	0	Processed	2/10/2022

Actions available for the Not Submitted Reports grid

Action Name	Description
Preview	Opens the report in the preview format for viewing and printing. This is only visible for reports that have not been archived. Not available if the report fails validation.
Save	Download the report as an XML document Not available if the report fails validation.
Revert (from Failed Validation)	Creates a new revision for editing that will appear in the Not Submitted Reports grid. Please refer to the Report Workflow
Reset (from <i>Unexpected Error</i> or <i>Processing</i>)	Resets the report status to Uploaded so that the report can be processed again. This can only be done by the FIA.
Reject (from <i>Unexpected Error</i> or <i>Processing</i>)	Reject the report that has become stuck in processing or failed due to an unexpected error. This can only be done by the FIA.

7.3.1.1 5.2.3.4 Report Grid Column Definitions

Each report grid uses columns from the same set of columns. The screen shots above show which columns are available in each grid.

Column Name	Description
Report ID	The report key for the report.
Report Type	The type of report (lookup table ref: lk_report_type)
File	The file name for XML and ZIP uploads
Created By	The user who added the report
Last Updated By	The user who last edited or changed the status of the report
Created On	The date the row was added to the database (in <code>r_file_drop</code> this is rfd_date)



Org Name	The Reporting Entity name that is in the report. If the REID in the report is invalid for the user that is uploading the report, then this value will appear as the user's Reporting Entity
Submitting Org	The Reporting Entity of the user that submitted the report.
Transactions	The number of transactions in the report
Entity Ref	The value given in the Report's Reporting Entity Reference field. If there is one.
No. Rejected	The number of transactions in the report that have been rejected (if any) by the client. This is only populated once the report is processed on the client.
Status	The status of the report
Last Updated On	(in r_file_drop this is lup_date)
Submitted On	<p>The date when a report is submitted. This is not extracted from the report, which might contain a different submission date. (in r_file_drop this is rfd_submit_date)</p> <p>In the web report the translation for Report Submission Date should be Reference Date not 'Submission Date'</p> <p>This is understandably confusing since the tag in the XML is still <submission_date>. In the next schema a new tag <reference_date> is proposed that will run alongside the submission date tag which will eventually be deprecated.</p>
Days before Cleanup	The number of days before the row is archived. (Refer to the Cleanup settings)



8 User-Role Management

The User-Role Management page is accessed via **Admin > User-Role Management**

The permission required to see the **User-Role Management** page is **User Management**

For a full list of permissions and their definitions please see Appendix III

Important Changes to security from 5.3

- To use the Role Management features (creating, editing, deleting roles) you will **also** need the **Role Management** permission. It is not possible to change roles with only the Role Management permission without the **User Management** permission too.
- There has been some tightening on the Security model from version 5.3 which will not affect any of the permissions that users have, but it will affect how you apply permissions, create roles and assign roles to users. **In particular, you can no longer assign permissions to users or roles that you have not been granted yourself. When saving the roles for a user. If any of the permissions for any of the roles checked are not assigned to the current user. It will not be possible to save.**

The **Entity Selection Drop Down** is initially selected to the current Entity that the user is logged in as.

The **Users Grid** shows all the users for the selected Entity. The columns **User Name**, **First Name** and **Last Name** are all sortable, initially sorted by **User Name** and the first user in the list is selected.

The **A** next to a user in the Users Grid indicates that the user is in an Admin role. This could either be FIA admin, RE admin, SH admin or SUP admin

The **Role Selection Tree** shows all the available roles for the currently selected user, with checked boxes showing the roles that are currently assigned to this user. The tree is split into two parts. The first are **Roles for RE** that are only available for that Entity. The second are **Universal Roles** that are available for all **Reporting Entities**.

The **Permissions Tree** shows all the permissions that are assigned to the selected user which is a union of all the permissions in the roles that are assigned to that user.



8.1.1 System Roles

The web application has a fixed set of system roles for each type that are required and automatically assigned to new users. The roles should never be deleted from the system. The table below shows how these roles are automatically applied however, they can be given to other users provided the role association is valid for the user and the entity type.

System Role	Organization or Individual Type	Who the role is automatically assigned to
RE admin	RE	The user that is registered at the time of a Reporting Entity registration
RE user	RE	Users that are created for a Reporting Entity
individual	IND	Users that are registered as individuals.
sup body admin	SUP	The user that is registered at the time of a Supervisory Body registration
sup body user	SUP	Users that are created for a Supervisory Body
stake holder admin	SH	The user that is registered at the time of a Stake Holder registration
stake holder user	SH	Users that are created for a Stake Holder

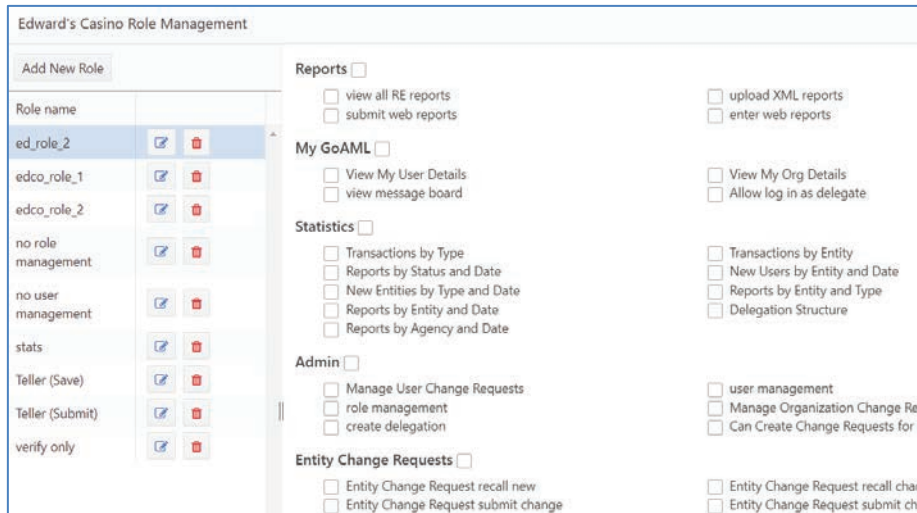
8.1.2 Roles for an Organization

All roles that are not universal roles are only available for a specific Organization.

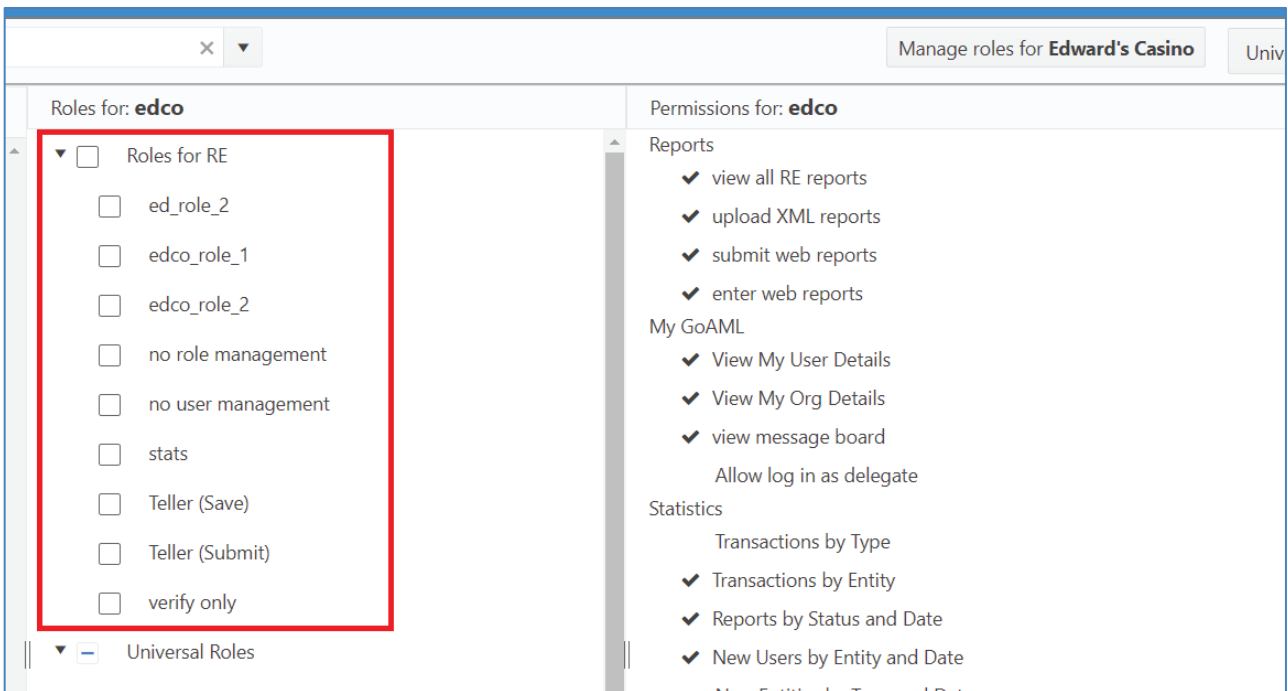
The ability to open the **Role Management dialog** for a particular Organization can only be done by users with the **user management** and **role management** permissions and who can manage that particular Organization.

If you can only manage one Organization, this will be selected in the **Entity Selection drop down** – if you manage more than one Organization and wish to change roles for another Organization, change the selected Entity in the **Entity Selection drop down** and the **Manage Roles for...** button will be updated with the **‘Organization Name’**

Select the **Manage Roles for ‘Organization Name’** button. This opens the Role Management dialog where roles can be created, edited and deleted that are only used for this Organization



The roles created and edited in the Role Management dialog box here will be available only to the selected Organization under the **Roles for RE** part of the **Role Selection Tree**.





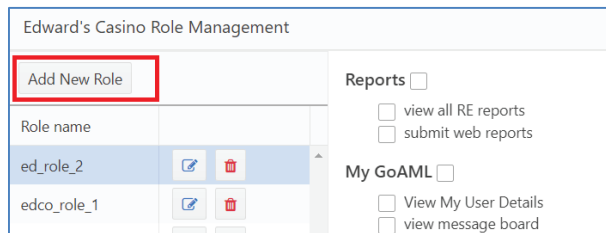
8.1.3 Creating, Editing and Deleting Roles

For both **Universal Roles** and **Roles for RE** editing, creating and delete roles is the same in the **Role Management dialog**


In the examples below, the **Role Management dialog** will be opened in the context of management roles for a specific Organization.

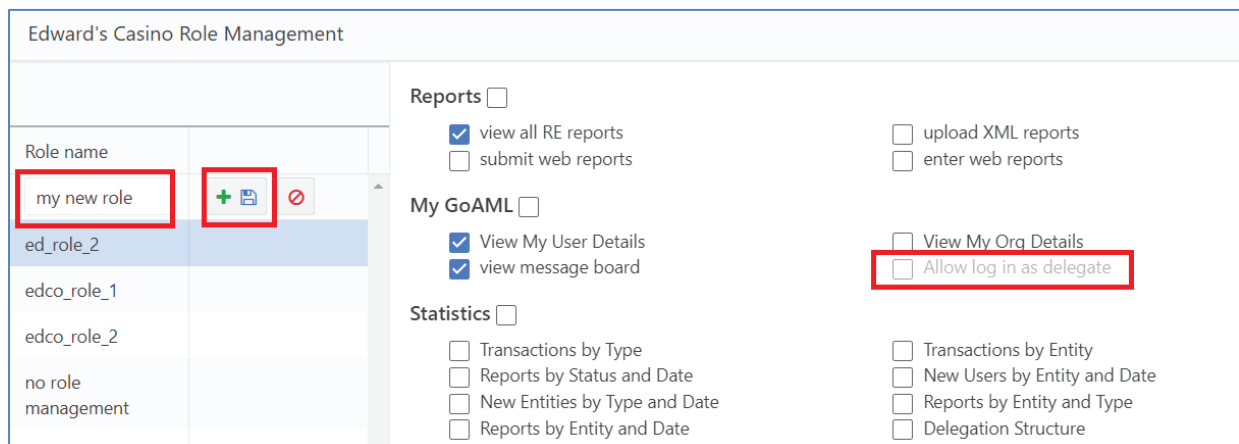
8.1.3.1 Adding a role

Select the **Add New Role** button



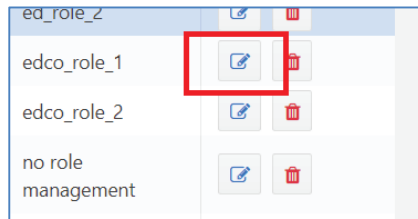
This will create a new row in the Role list. Enter a unique name for the role and select any permissions you want to be in the role. You do not have to select any permissions, these can be added later. Permissions that are available for this Organization Type but are not assigned to the current user will be disabled, for example as per the *Allow log in as delegate* permission below.

Selecting the  button. Saves the role and the role is now available in the Roles list and the **Role Selection Tree**.



8.1.3.2 Editing a role

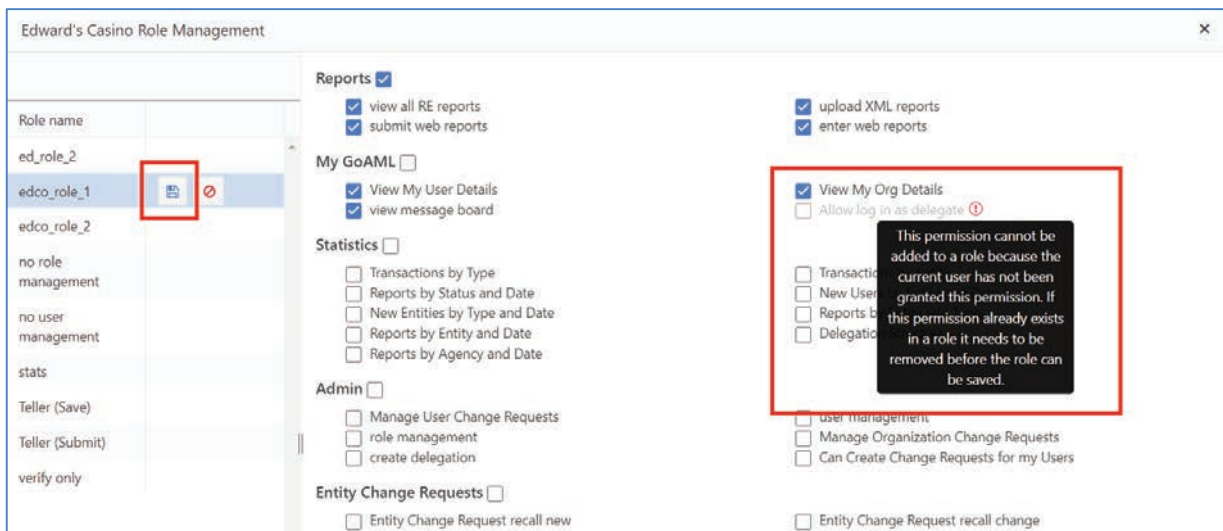
Select the **Edit ROLE** command button for the role you wish to edit



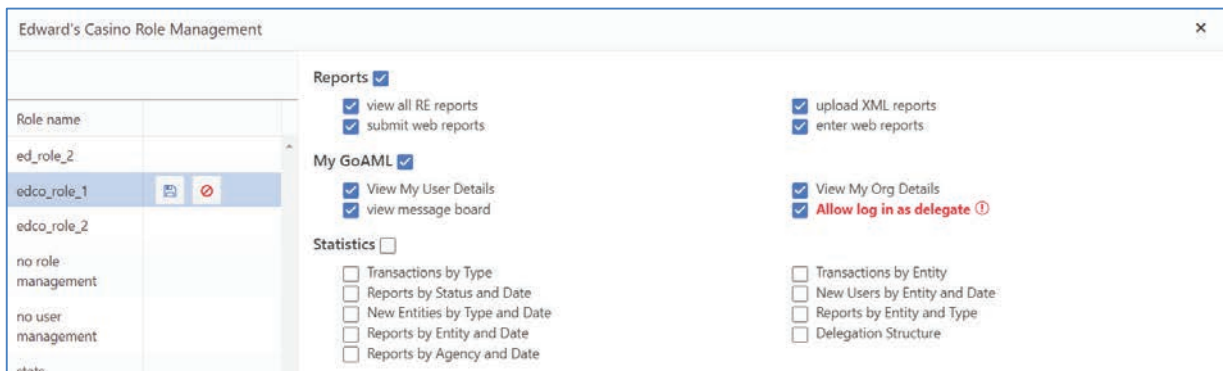
All of the permissions that are associated with that Organization Type are displayed. The ones that are not assigned to the current user are disabled and the tool tip on the warning gives the explanation.

Once all the roles have been selected click the **Save** icon to save the Role.

The changes will be promulgated to all the users that are assigned this role.



If a permission already exists in a role that is not allowed for the current user, it will be **highlighted red** and it will not be possible to save the role until the permission is removed. It is still possible to cancel the edit and the permission will remain.

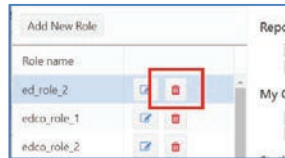




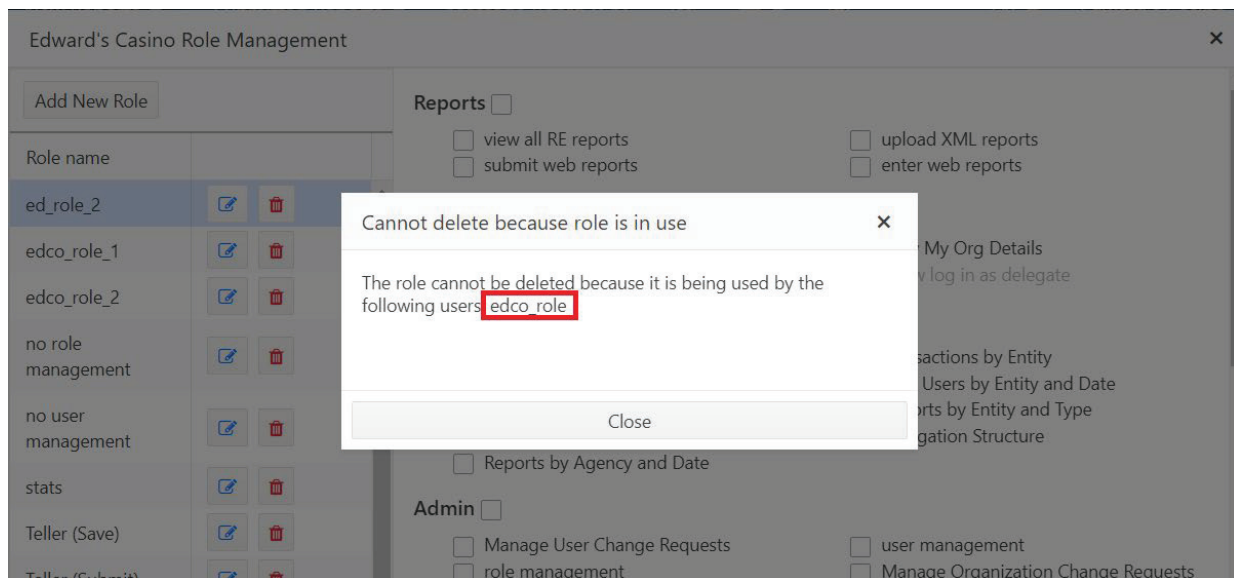
8.1.3.3 Deleting a role

Roles can be deleted provided they are not System Roles (see list above) and they are not assigned to any users.

Select the **Delete Role** command button to delete a role

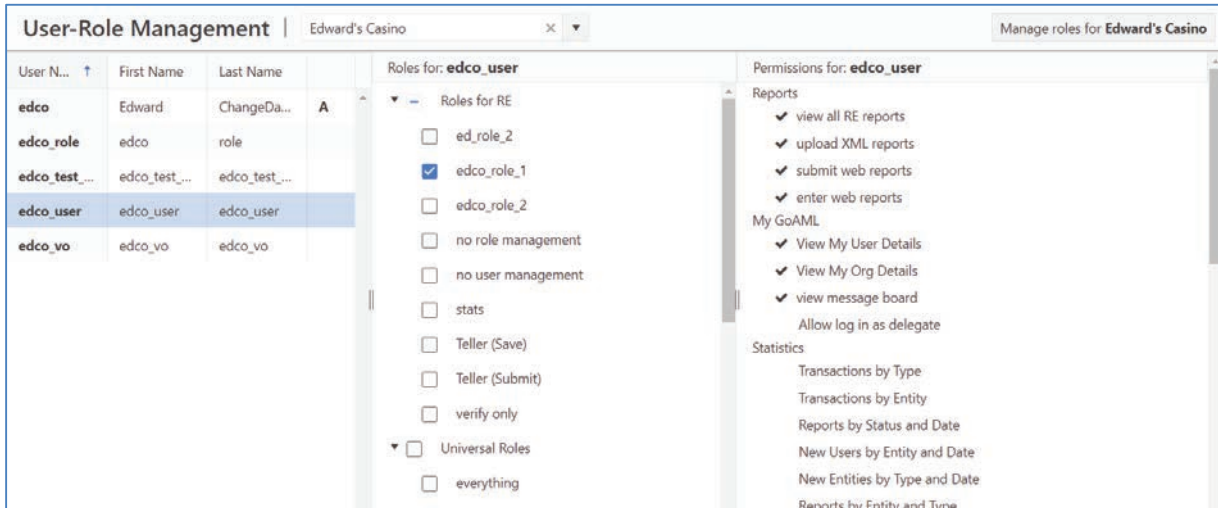


If a role is assigned to any users, a dialog similar to the one in the image below will give a list of the user names for which that role is assigned so that you can unassign them before removing the role.



8.1.4 Assigning Roles

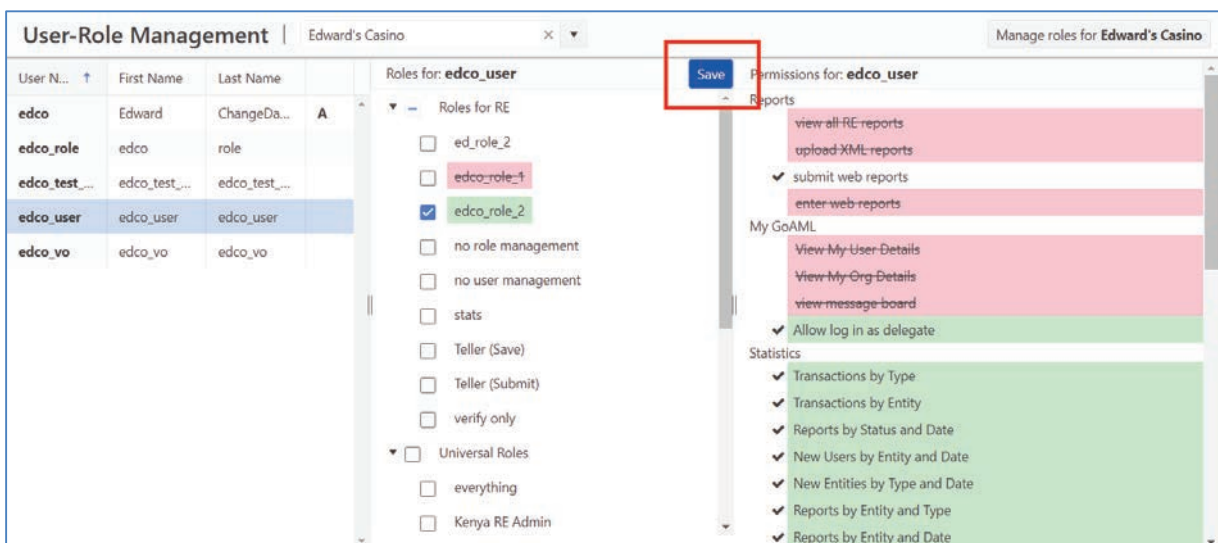
The image below shows an RE admin logged in to the **User-Role Management** page with a user selected. The roles for that user are shown in the **Role Selection Tree** and the resulting Permissions from those roles are shown in the **Permissions Tree**



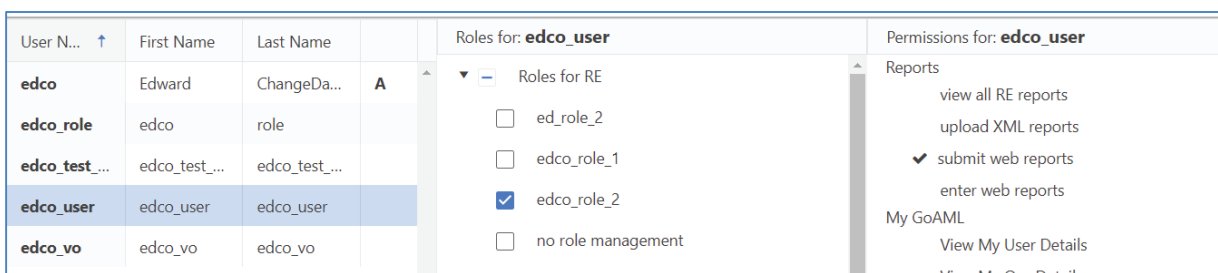
When a role is added or removed, it is highlighted in the Role Selection Tree. Red highlights the removed Roles and Green highlights the added roles

Similarly, the result in change of permissions, if any, are also highlighted.

Only when the role selection is different to the currently saved selection does the **Save** button appear to save the changes.

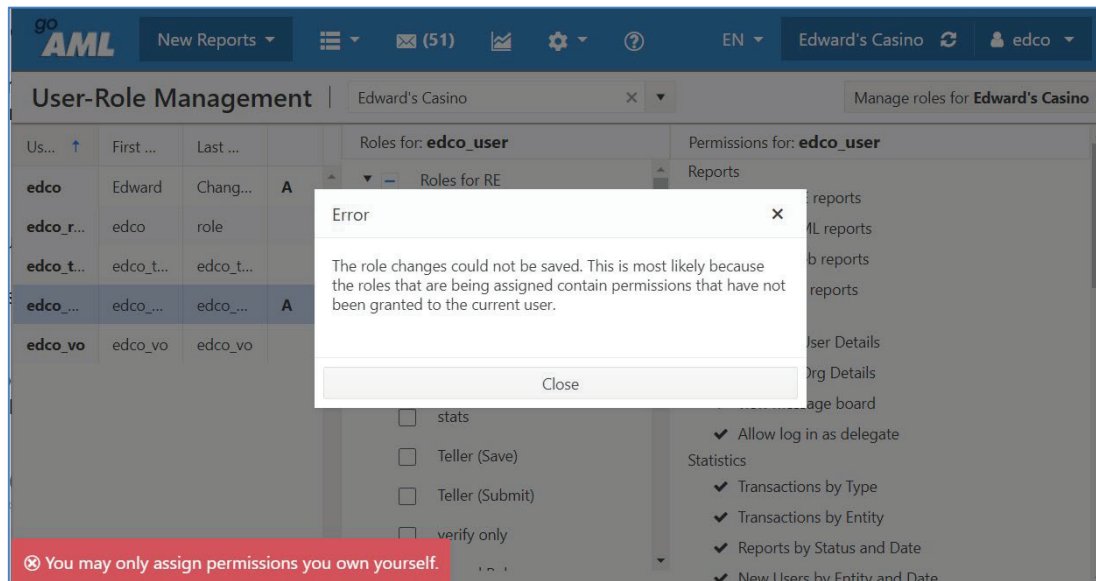


Once the changes are saved the page is refreshed.



Removing the last Admin for that entity will show a warning.

Caveat, if there is role that has permissions that the current user does not (even if it is already checked and saved) the save button will return an error that permissions are attempted to be applied that are not granted. You will need to remove the role that is causing the error (or update the permissions of that role) and try again. If you are not sure you may need to remove all the roles first. An example of this error is given below.



9 Message Board

The message board allows the user to send and receive messages from the FIA.

1. You can launch the **Message Board** from the Main Menu.

Note: *Communication is only with the FIA; messages cannot be sent or received from other Reporting Entities or Organizations.*

2. When the message board is open, you will only see messages for the reporting entity for which you are logged in.
3. You will not see messages for any of the delegating entities,
4. To view and send messages for a delegating entity, you need to log in as that entity.

9.1 Messages and Folders

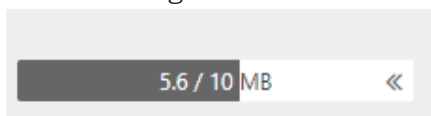
1. When a message is received or sent, it is associated with a folder.
2. You can create folders for organizing messages, however, there are four system folders that are static and cannot be edited or deleted.

System Folder Name	Direction
broadcast	Incoming (no reply)
inbox	Incoming [0]
draft	Outgoing [1]
sent	Outgoing [1]
archive	Both [null]

3. A message has a direction, either incoming (sent from the FIA) or outgoing (sent from the Reporting Entity).
4. Folders are also assigned a direction, either incoming, outgoing or archive. Only incoming messages can be put into incoming folders and only outgoing messages can be put into outgoing folders. Archive folders can contain all messages.

9.2 Message Board Size Limit

The 'size of the inbox' that is displayed in the lower left of the message board is only calculated against the size of the attachments for messages that are **not archived**.



Once this limit is reached, it is not possible to send any messages. To reduce the size either delete unwanted messages or move them to an Archive folder.

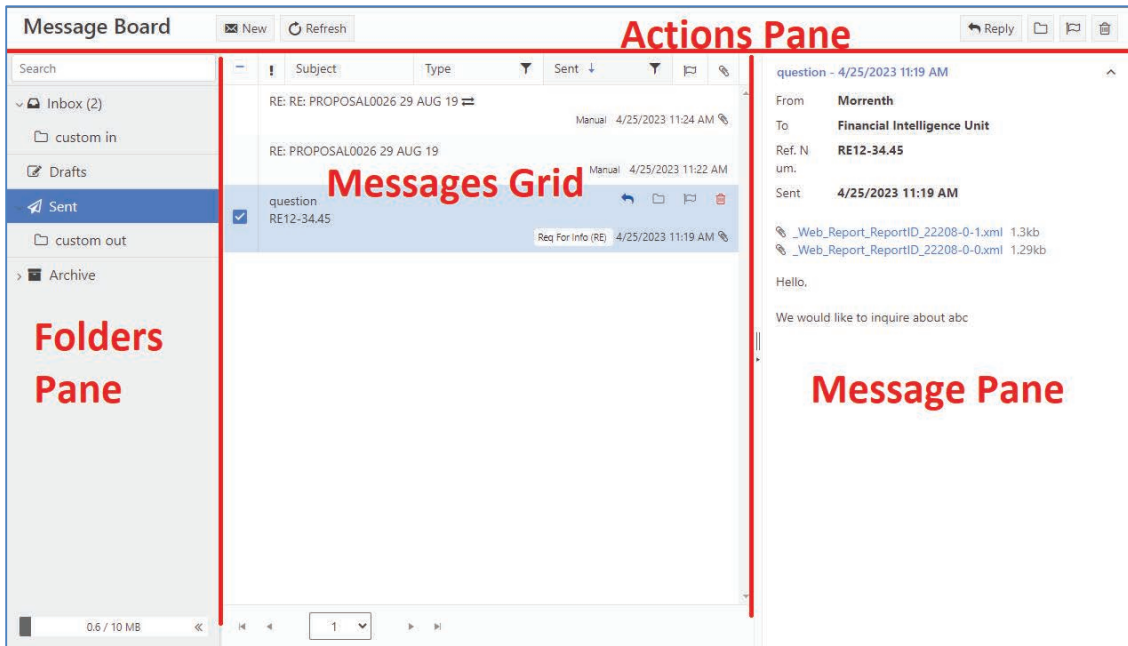


The screenshot displays the goAML Message Board interface. At the top right, there are buttons for 'Send', 'Save as Draft', and 'Cancel'. A yellow warning icon is present next to the 'Send' button. A message board limit error is visible at the top right, stating 'Message board limit reached. Please archive some...'. The main area shows a list of messages, including 'RE: test with type 2' and several 'Report (0032.xml) --> Report Rejected' messages. The right pane shows the details of a selected message, including the subject, reference number, priority, and type. The message content includes a long string of '>' characters and a header from MOFO to the Financial Intelligence Unit (FIU). A red circle highlights the 'Send' button and the error message. A red box highlights the 'Message board limit reached' notification in the bottom left corner, which reads: 'Message board limit reached. Please archive some of your messages. Any messages attempted to be sent will be placed into the Drafts folder. 19.7 / 1 MB'.

9.3 Message Board Features

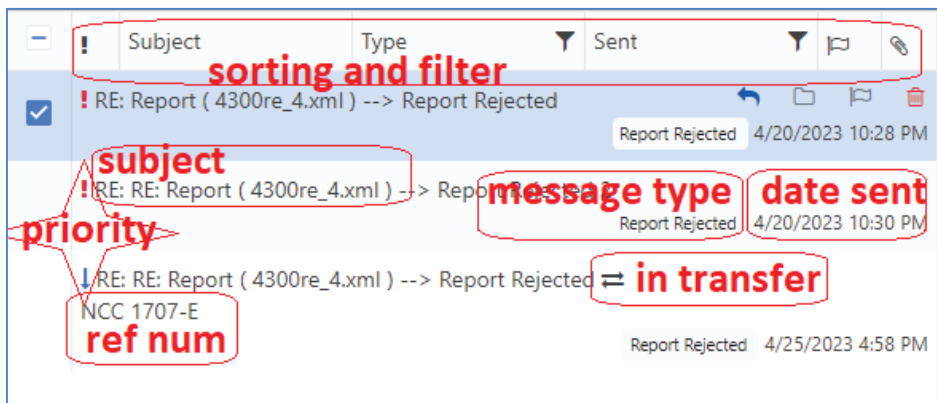
Note that Broadcast messages is a one-way communication only. Such messages cannot be marked as read or moved to custom folders. However, during a defined duration broadcast messages will be marked as unread.

The message board is divided into four areas, **Folders Pane**, **Actions Pane**, **Messages Grid** and the **Message Pane**. These areas are referenced in the feature descriptions below.



9.3.1 Message Grid

The message board has an adaptive layout that offer less functionality on smaller screens (like mobile phones)



9.3.2 Viewing Messages

1. Select a folder in the Folders Pane to load all the messages from that folder into the Messages Grid.
2. Select a row in the Messages Grid to load that message into the Message Pane.



3. If the message is part of a thread of messages between the FIA and the RE, all the messages from that thread will be shown in the messages pane, with all but the selected message collapsed.
4. You can expand and collapse the individual messages using the up / down indicator in the top right corner of each message.
5. Messages with attachments are identified with a paperclip icon in the messages grid; the links to download the attachments appear in the Message Pane underneath the header of the message.

9.3.3 Sending and Replying

1. To send a new message, select the **New** button in the Actions Pane. This will open the Send Message dialog.

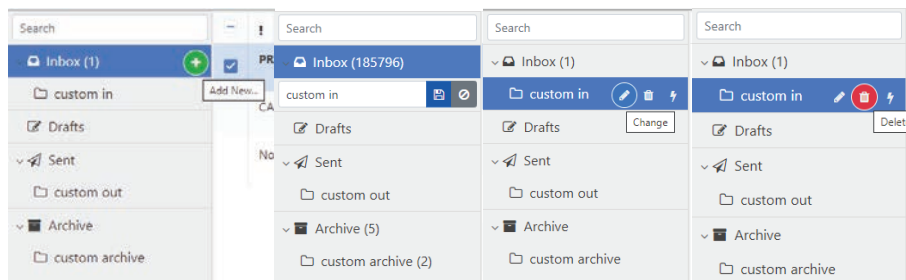
A screenshot of the "Send Message" dialog box. At the top, there are three buttons: "Send" (with a paper plane icon), "Save as Draft" (with a floppy disk icon), and "Cancel" (with a close icon). Below the buttons are several input fields: "Subject *" (required), "Ref. Num." (reference number), "Priority" (a dropdown menu currently set to "Normal"), and "Type *" (required, a dropdown menu). A large text area labeled "Message *" is provided for the message content. At the bottom, there is a section for attachments with the text "Select attachments for upload..." and two options: "Select files" and "Drop files here to select".




2. The fields **Type**, **Subject** and **Message** must be filled out before a message can be sent.
3. Attachments can be added; Click **Select files...** and then choose a file or drop files in the designated zone.
4. Click **Send** to send the message. The message will appear in the Sent Folder
5. Click **Cancel** to discard the message. The message will not be saved.

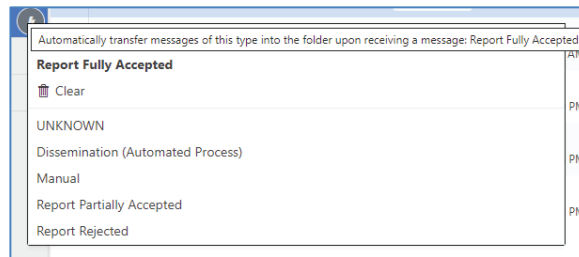
6. Click **Save as Draft** to save the message into the Drafts Folder
7. To reply to a message, select the message that you want to reply to in the Messages Grid and select **Reply** from the Actions Pane. This will open the Send Message dialog again; however, this message will be included in the selected message thread, so that it will be visible in the list of messages when that thread is viewed again in the Message Pane.
8. When replying to a message, the message type is fixed; it is not possible to change the message type when replying.
9. Note: The buttons on the right hand-side of the Action Pane apply only for the currently displayed message below.




9.3.4 Editing Folders

Folders can be edited in the folder tree directly. Once a folder is focused extra buttons for adding, renaming, and deleting appear on the right-hand side of that folder.








1. Select one of the root folders in the folders pane and click the  button to create a new sub folder.
2. Enter a folder name and click the  button to save the new folder.
3. Folders can also be used to automatically store certain types of messages. For example, if there are many messages of type **Report Fully Accepted** being sent to the message board and you want to automatically have these moved into a separate folder, simply click the  button and select a message type from the drop-down list.



4. It is possible to change the name, associated message type, or delete an existing folder. Select the folder you wish to edit and click the  button then change the name or message type and then click . Alternatively, click the  button to remove the folder completely.
5. Deleting a folder does not delete the messages that are inside. These are moved to the parent folder in the Folder Menu (i.e. Inbox, Sent or Archive)
6. Note that it is not possible to change the direction of an existing folder i.e. from “Inbox” to “Sent”.

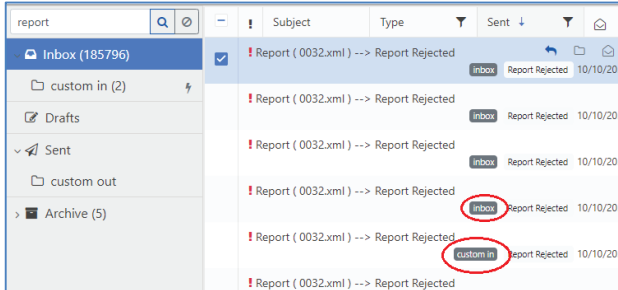
9.3.5 Move, Delete, Mark Messages

1. Moving, Deleting and Marking messages can be done on a single message or a selection of messages all at once.
2. To select multiple messages, check the boxes in the rows of the Messages Grid. The checkbox in the header row will select all the messages on that page.
3. Once the message(s) are selected, click the  button on any of the selected messages and chose a target folder. All selected messages will be moved. Alternatively, you can drag and drop the selected messages onto a target folder.
4. To delete a selection of messages, click the  button on any of the selected messages.
5. To mark messages as read or unread, use the buttons  and  on any of the selected messages.
6. Messages can also be flagged in the same fashion by clicking the  icon on any of the selected messages.

9.3.6 Search Messages

Text search for the message board is available via the bar in the Folders Pane.

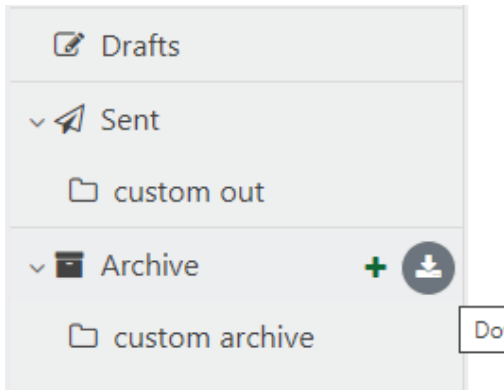
1. The value in **Search Text** will be searched in the currently selected folder. However, top level folders (Inbox, Sent, Archive) will include results from sub level folders as well. The grey tags (see image below) indicate the location of the message.



2. The filter options on the grid can be applied as to further narrow down the results.

9.3.7 Message Download

Messages can be downloaded by clicking on the download symbol in the MB folder menu - either per custom (sub) folder or per root folder (In / Out / Archive) which includes all sub folders.



The messages will be downloaded including attachments unless the attachments have been removed by the cleanup service.

10 Statistics

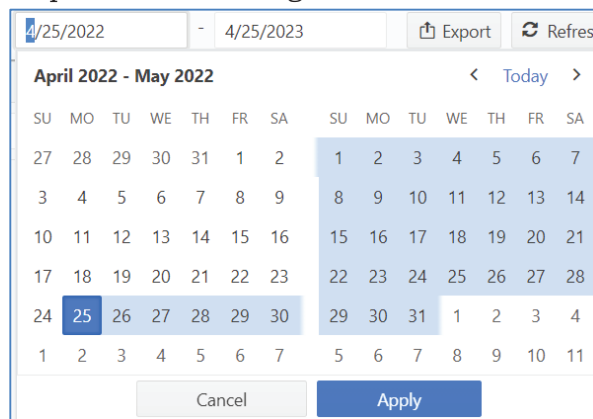
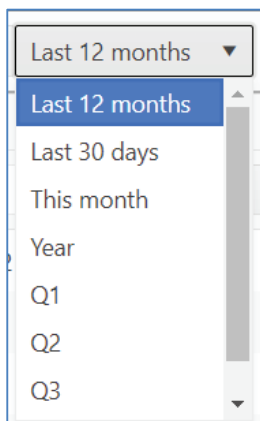
The statistics page provides fixed reports and charts pertaining to reports and change requests that have been submitted to the system. The reports that are available are



determined by the permissions of the logged in user. However, regardless of the permissions, some reports are only available for FIA and Supervisory Bodies and some reports are only available for Reporting Entities and Stakeholders. The reports that are available are described in the table below.

Report	Reporting Entities and Stakeholders	FIA and Supervisory Bodies
Reports and Transactions by Entity and Type	✓	
Reports and Transactions by Agency and Type		✓
Reports by Entity and Date	✓	
Reports by Agency and Date		✓
Reports by Entity and Type	✓	
Reports by Status and Date	✓	
Transactions by Entity	✓	
Transactions by Type	✓	✓
New Entities by Type and Date	✓	✓
New Users by Entity and Date	✓	✓
Delegation Structure	✓	✓

Each report is displayed for a specific date range that is shown in the toolbar. The initial range is set to the **Last 12 Months**. There is a quick date range selector that allows the user to set the date range to several common preset values, e.g. **Last 30 days**, **Current month** etc. Selecting either the start or end date opens a date range editor to allow the user to select a specific date range. When the date range editor is open, the **Apply** button needs to be clicked to update the current report with the new range, else **Cancel** to close the editor and revert back to the previous date range.



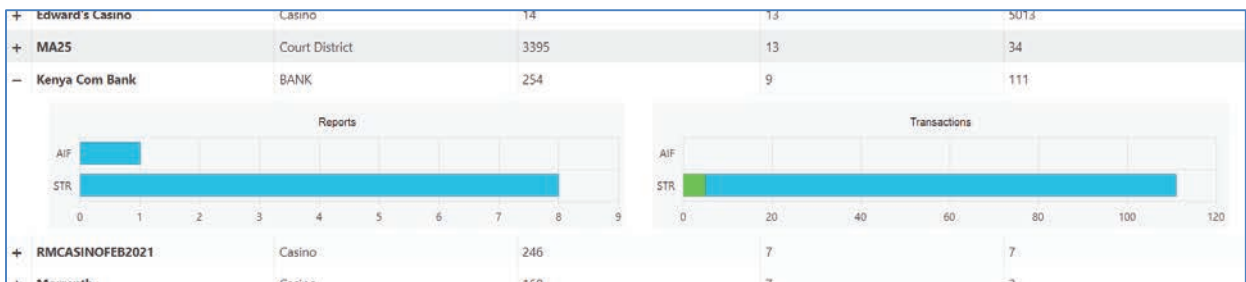
10.1 Grid Reports

There are two main statistics grids. **Reports and Transactions by Entity and Type** and **Reports and Transactions by Agency and Type**. These grids can only be exported as an Excel file.

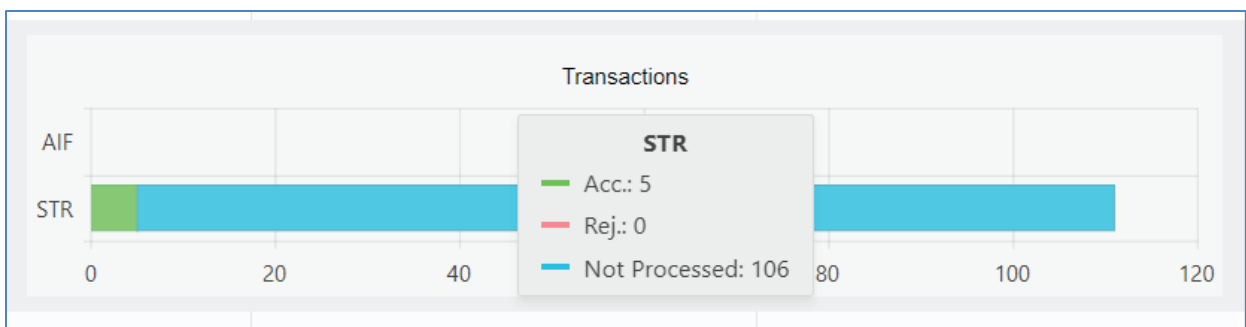


Org Name	agency type	Org ID	All Reports	Transactions
+ ad_CreditUnion	Credit Unions	2342	325	446
+ Financial Intelligence Unit	Postal Office	1	269	406
+ RubyRE	BANK	32	198	5333
+ abco	Casino	31	109	100
+ Test Stakeholder	Police Region	62	25	19
+ Individuals Reporting Entity	Individual Reporting Entity	2	17	30
+ Edward's Casino	Casino	14	13	5013
+ MA25	Court District	3395	13	34
+ Kenya Com Bank	BANK	254	9	111
+ RMCASINOFEB2021	Casino	246	7	7
+ Morrenth	Casino	160	7	2
+ Westpac	BANK	3	7	7
+ Police Region2020	Police Region	3384	7	8
+ SH21022022_1	Police Region	2362	7	8

Each Entity row can be expanded to show the breakdown of the number of Reports and Transactions by Report Type for that Entity (or Agency Type for the **Reports and Transactions by Agency and Type** grid)



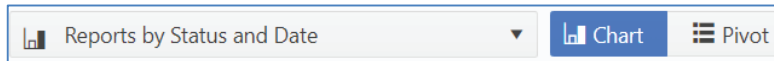
The Transactions breakdown also highlights the number of transactions that have been **Accepted, Rejected** or **Not Processed**. Hovering the mouse over the bars in the graph provides these numbers in the tooltip.





10.2 Chart and Pivot Reports

The Chart and Pivot reports can be visualized either by as Bar chart or a Pivot grid. A radio button switch is displayed next to the Report Selector for these reports to change which view is shown.



In the chart view, the categories are displayed on the x-axis with a bar for each series in each category. The y-axis corresponds to the total amount for the series.



Charts can be exported as **png**, **pdf**, **svg** and **excel**

In the Pivot Grid view the data is shown with the categories as columns and the series' as rows. The total amounts for a particular series in a particular category are shown in the grid cells and the total amounts for the whole series and the whole category are shown at the end of the row and the bottom of the column respectively.

For example, in the image below for the given date range there are:

- **50** reports in status **archived - accepted** that were submitted in **2022/10** (Oct 2022)
- **59** reports in total that were submitted in **2022/10** (Oct 2022)
- **98** reports in total that are in status **archived - accepted** over the whole date range.
- **129** reports in total over the whole date range.



Statistics | Reports by Status and Date | Chart | Pivot | Last 12 months | 4/25/2022 - 4/25/2023 | Export | Refresh

Reports by Status and Date (4/25/2022 - 4/25/2023)

		MONTH							MONTH
		2022/07	2022/08	2022/09	2022/10	2022/11	2023/01	2023/03	2023/04
STATUS TYPE	Processed								1
	Transferred From ...		1		1		1		1
	archived - accepted	1		18	50	3	7	19	
	archived - invalid ...	2	3		2		6		
	archived - reverte...				1				
	archived - waiting ...		2		5		5		
STATUS TYPE		3	6	18	59	3	19	19	2

Pivot Grids can be exported as **excel** only.



Appendix I. Permissions Definitions

The following table provides descriptions of what each of the permissions allows the user to do. The **User Change Request** and **Organization Change Request permissions** are part of the change management workflow and descriptions of these are provided in the **Change Requests** section.

Permission	Description
Reports	
enter web reports	Allow the user to fill out a web report form Shows the Web reports menu item. Allows saving of web reports at API. Shows the Save button in the Web Reports Form.
submit web reports	Allow a user to submit a web report form. Shows the Web reports menu item. Allows submitting of web reports at the API, Shows the submit button in Web Reports Form. Users with just this permission can still open draft reports and change them before submitting them. But the changes cannot be saved as Draft report.
upload XML reports	Allow a user to upload XML reports and ZIPs Shows the XML Upload menu item. Allows the upload of XML/ZIP reports.
view all RE reports	Allow a user to view the reports for their RE and for the delegating RE's. Without this permission the user can only view reports that they have created or if they are the last ones to update the report.
FIA Manage All Reports	Allow a user to view all reports in the DB
My GoAML	
Allow log in as delegate	Allow the user to log in as a delegating RE. This permission also means that the reports for the delegating RE's will be shown in the Reports Grid
View My Org Details	View the details of the users RE under Admin > My Org Details
View My User Details	View the details of the user under Admin > My



	<p>User Details</p> <p>The permission Person Change Request submit change is also required for this menu item.</p>
view message board	Allow the user to view and use the message board
Statistics	
Reporting Statistics	View the reporting statistics page under Admin > Statistics
Reports	View the Reports grid
Reports by Agency and Date	View the charts of Reports pivoted by Agency and Date
Reports by Entity and Type	View the charts of Reports pivoted by Entity and Type
Reports by Entity and Date	View the charts of Reports pivoted by Entity and Date
Reports by Status and Date	View the charts of Reports pivoted by Status and Date
Transactions	View the Transactions grid
Transactions by Entity	View the Transactions by Entity
Transactions by Type	View the Transactions by Report Type
Entity Requests	View the Entity Requests grid
Delegation Structure	View a grid showing a list of Delegate Entities with their respective Delegating Entities in the details.
Entity Registration Statistics	View the Entity Registrations grid
New Entities by Type and Date	View the charts of New Entities pivoted by Agency Type and Date
User Requests	View the User Requests grid
New Users by Entity and Date	View the charts of New Users pivoted by Entity and Date
User Registration Statistics	View the User Registration grid
Admin	
Role Management	View and perform actions on the Admin > Role Management page
User Management	View and perform actions on the Admin > User Management page
Security Cleanup	<i>Deprecated.</i> Admin > Site Customization is used



	instead.
Site Customization	View and perform actions on the Admin > Settings page
Manage Organization Change Requests	View and perform actions on the Admin > Org Request Management page
Manage User Change Requests	View and perform actions on the Admin > User Request Management page
edit Supervisory Bodies Associations	View and perform actions on the Supervisory Body mapping grid that is accessible from Admin > Active Organizations .
Create delegation	Allow the creation of the new delegating organization with the Create New Delegating Organization button from Admin > Active Organizations
Can Create change Requests for my Users	From the Admin > User Request Management page, allow creation of a Delegating Entity.
Release Notes	<i>Deprecated.</i>
Entity Change Requests	<i>Refer to the section Organization Change Request Permissions</i>
Person Change Requests	<i>Refer to the section User Change Request Permissions</i>

