

# Common Reference Data Management for TIPS

## User Handbook

V0.1.0

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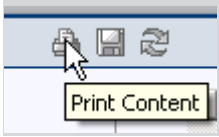

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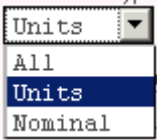
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## Terms and Abbreviations

The terms and abbreviations used in the User Handbook are shown in the table below. You find terms with their description and the abbreviations, both in an alphabetical order.

Letter	Description
<b>A</b>	
Alert icon 	An <i>alert</i> icon is an icon that is shown on an active CRDM screen for those users with appropriate rights to approve a pending action.
A2A	Application-to-application
<b>B</b>	
BIC	Bank identifier code
<b>C</b>	
Check box 	Square box which can be filled with a checkmark by clicking on it with the mouse. In contrast to the radio button, you can select more than one option with a check box.
<b>D</b>	
DD	Day (e.g. used within the timestamp, every letter stands for one digit)
d	Decimal number
<b>E</b>	
e.g.	For example (Latin: 'exempli gratia')
<b>G</b>	
GUI	Graphical user interface which is a type of user interface which allows users to interact with electronic devices.
<b>H</b>	
hh	Hour (e.g. used within the timestamp, every letter stands for one digit)
<b>I</b>	
i.e.	That is (Latin: 'id est')
IP port	Internet Protocol address port, is the port which

Letter	Description
	connects a numerical label assigned to each device (e.g., computer, printer) participating in a computer network that uses the Internet Protocol for communication.
Incl.	Including
<b>M</b>	
Mouse-over 	Additional information for some elements of the GUI is only shown when you move the mouse-pointer to these elements.
MM	Month (e.g. used within the timestamp, every letter stands for one digit)
mm	Minute (e.g. used within the timestamp, every letter stands for one digit)
µsµsµsµsµs	Microsecond (e.g. used within the timestamp, every 'µs' stands for one digit)
min.	Minimum
max.	Maximum
10m	10 million
<b>N</b>	
NRO	Non-repudiation of origin (NRO) provides the recipient (CRDM) with the evidence NRO which ensures that the originator (CRDM actor) will not be able to deny having sent the U2A instruction. The evidence of origin is generated by the originator and held by the recipient.
<b>Q</b>	
QQ	Quarter, indicates a time span of three months, e.g. Q2 stands for the second quarter of the year.
<b>R</b>	
Radio button 	A type of GUI element which allows the user to choose only one of a predefined set of options.
<b>S</b>	

Letter	Description
Select box 	A select field in the GUI with an arrow on the right side. By clicking on the arrow, all possible input values are shown and can be selected with a mouse-click.
SS	Semester, indicates a time span of six months, e.g. S1 stands for the first semester.
ss	Second (e.g. used within the timestamp, every letter stands for one digit)
<b>T</b>	
10t	10 thousand
Timestamp	A sequence of characters, denoting the date and the time in CRDM.
<b>U</b>	
UHB	User Handbook
U2A	User-to-application
<b>Y</b>	
YYYY	Year (e.g. used within the timestamp, every letter stands for one digit)

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# 1 Introduction

## 1.1 Overview of the User Handbook

The CRDM User Handbook, hereinafter called UHB, aims at facilitating the use of the Graphical User Interface of the Common Reference Data Management (CRDM GUI). It is intended for any CRDM user regardless of the focus of activities and describes the full range of functionalities available in user-to-application (U2A) mode. The UHB provides detailed reference information on all GUI screens and step-by-step instructions for typical workflows.

**Target Audience**

There is only one handbook addressing all actors: central banks (CBs) and payment banks/settlement banks. By referring to the table of contents as well as to the usage indication list, each reader can easily identify the relevant parts.

**Related Documentation**

The UHB is part of the functional documentation and complements the UDFS. In particular, chapter one of the UDFS contains a detailed description of the business concepts used in CRDM, which are also relevant when using the GUI.

**Updates**

Updated versions of the UHB will be provided on a regular basis.

### 1.1.1 UHB Methodology

Several symbols and methodological elements are used throughout the CRDM UHB to ease orientation and help you to find your desired information quickly.



**Page Layout**

Every page of the main UHB parts has a similar page layout. You can find four different elements:

- the header, which shows the chapter and sub-chapter title
- the margin column on the left side of each page, which is used for subheadings and information signs
- the text column, which contains the main information, tables and screenshots
- the footer, which shows the name and the release of the document as well as the page number

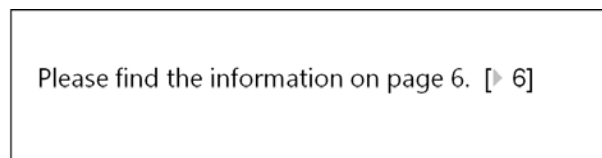


## Information Signs

Name	Icon	Description
Notice sign		Notice signs are used to highlight useful information. Read its content to find out about hints, action alternatives or other details helping you to improve your usage of the CRDM GUI.
Example sign		Example signs are used to highlight examples, which illustrate the corresponding text, especially when a verbal description is difficult or too extensive.

## Links

Links are illustrated throughout the UHB with a little triangle followed by a page number within squared brackets. These links help you to jump to related sections by clicking on them or turning to the relevant page.



*Illustration 1: Link illustration*

## Tables

Tables are used to present information in a clearly arranged format. They consist of a table head and a table body. The body is divided into a left and a right column. The left column contains keywords, for example field names, which are explained in the right column. Subsections within a table are preceded by a heading. The order of the description follows the appearance on the screen from left to right and from top to bottom.

## Type Set

Regular text in the UHB is written in Arial Unicode MS font with a size of 11pt. Screen and button names are written in italic letters, GUI paths use the Courier New font. Field names and field values are put in quotation marks if they appear in a context other than their dedicated description.

Element	Format	Example
Screen name	Italic letters	<i>Data changes – search/list</i> screen
Button name	Italic letters	<i>New</i> button
GUI path	PC code	Refence Data >> Parties >> Parties
Field name or value quotation	'...'	'Opening Date' ; 'Active'

### Action Steps

Business scenarios are divided into single action steps. These action steps are numbered sequentially. Intermediate results are described where appropriate and marked with an indented arrow. Each business scenario ends with a final result, indicated by an arrow.



#### Example

1. Action step 1
2. Action step 2
  - ➔ Intermediate result
3. Action step 3
  - ➔ Result

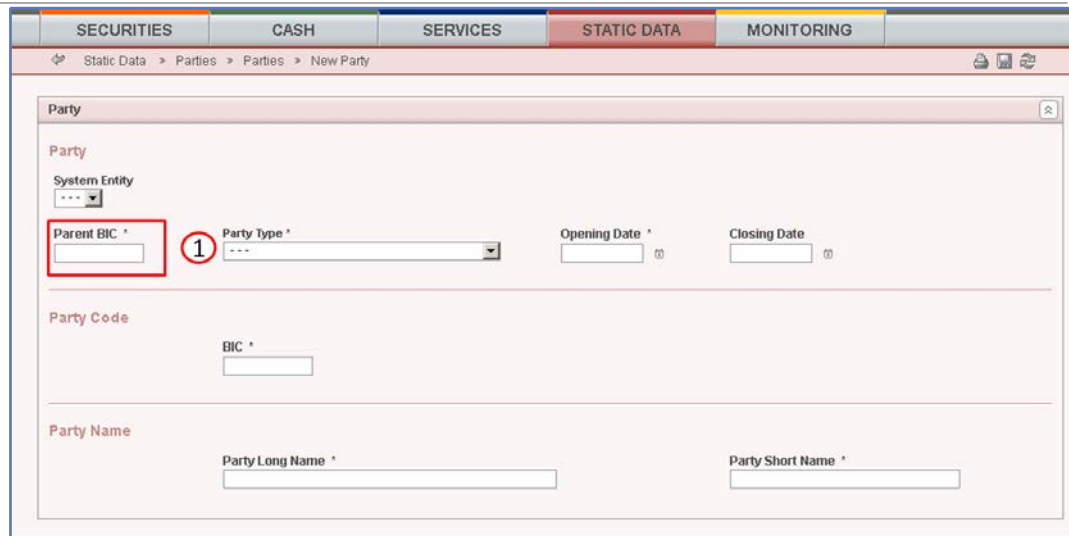
### Screenshots

Screenshots are used to illustrate the corresponding text. Note that there might be minor deviations between the screenshot and your screen appearance, according to your access rights or a specific selection you have made. Also, some functions are mutually exclusive and cannot be represented in a single screenshot. In these cases, the screenshot illustrates the more prevalent use of the screen.

Values shown on a screenshot might also deviate from the default values indicated in the description. In these cases, the description is valid rather than the screenshot.

Wherever relevant, specific parts of a screenshot are highlighted with a red box. If there is more than one box, position numbers point out the relation to the corresponding description.

**For this first draft of the UHB the screenshots are taken from the T2S GUI, therefore they are not to be considered as definitive, they will be replaced by the real screenshots as soon as the CRDM GUI will be developed.**



The screenshot shows a web application interface for creating a new party. The top navigation bar includes tabs for SECURITIES, CASH, SERVICES, STATIC DATA, and MONITORING. The current page is 'Static Data > Parties > Parties > New Party'. The main form is titled 'Party' and contains the following fields:

- System Entity:** A dropdown menu.
- Parent BIC \*:** A text input field, highlighted with a red box.
- Party Type \*:** A dropdown menu, marked with a circled '1'.
- Opening Date \*:** A date input field.
- Closing Date \*:** A date input field.
- Party Code:** A section containing a **BIC \*** text input field.
- Party Name:** A section containing **Party Long Name \*** and **Party Short Name \*** text input fields.

Illustration 2: Screenshot with red box and position number

## 1.1.2 UHB Structure

The UHB is structured in three parts and is complemented by an annex.

### Part 1

The **introduction** explains the aim, the content and the approach of both the UHB and the GUI. While the first section explains how to use the UHB, the second section focuses on the design and common functionalities of the GUI.

The overview of the UHB includes information about:

- The UHB structure [▶ 11]
- The UHB methodology

The overview of the GUI consists of information about:

- Setup and login procedures
- GUI structure, including information about the menu structure, screen structure, screen types, field types and properties, and common buttons and icons
- Validation
- Communication network and services
- User administration
- Security and certification services
- Online help

Refer to this part if you need information on how to use the UHB or on common functionalities of the GUI.

### Part 2

The **screen reference part** starts with a general section serving as a reader's guide for this part. It is followed by the screen descriptions of all screens contained in the GUI. Each description follows an identical structure which comprises detailed information on all screen fields.

The screen reference part is structured along the first and second GUI menu level, followed by the screens in alphabetical order. Within this alphabetical order, all screen types belonging to the same business function are grouped together to follow the business logic (*search/list* screen, *details* screen, *new/edit* screen).

Refer to this part if you need detailed and precise information on a screen, field or button.

### Part 3

The **user instructions part** starts with a general section serving as a reader's guide for this part. It is followed by step-by-step instructions for typical GUI workflows, called business scenarios. Each description follows an identical structure.

Related business scenarios are grouped into comprehensive business packages, which are further grouped into categories.

Refer to this part if you need to know how to carry out an action using the GUI.

### Annex

The **annex** supplies detailed information complementing the UHB:

- Annex A - Indication of usage [▶ (To be provided in a later version)]: List of primary users (CB) for each screen and business scenario
- Annex B - Sitemap [▶ (To be provided in a later version)]: Hierarchical, structured illustration of all screens and their interrelations
- Annex C - List of privileges [▶ (To be provided in a later version)]: For each screen, all privileges and their corresponding description are listed
- Annex D - List of references for error messages [▶ (To be provided in a later version)]: For each screen, all references for error messages, the error text and the corresponding description are listed

## 1.2 Overview of the Graphical User Interface

### 1.2.1 Setup and Login Procedures

### 1.2.2 GUI Structure

#### 1.2.2.1 Menu Structure

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### 1.2.2.2 Screen Structure

### 1.2.2.3 Screen Types

### 1.2.2.4 Field Types and Properties

### 1.2.2.5 Common Buttons and Icons

### 1.2.3 Validation

### 1.2.4 Communication Network and Services

### 1.2.5 User Administration

### 1.2.6 Security and Certification Service

### 1.2.7 Online Help

## 2 Screen Reference Part

### 2.1 General

The screen reference part offers a complete overview of all CRDM GUI screens that are available in U2A mode. Each screen description focuses on a single screen and explains all fields contained therein. An exception is made for the *new* and *edit* screens, which are largely similar and therefore included in a single screen description. The description is always based on and contains only the screenshot of the *edit* screen, but describes deviations for the *new* screen in a separate row for each field or button description.

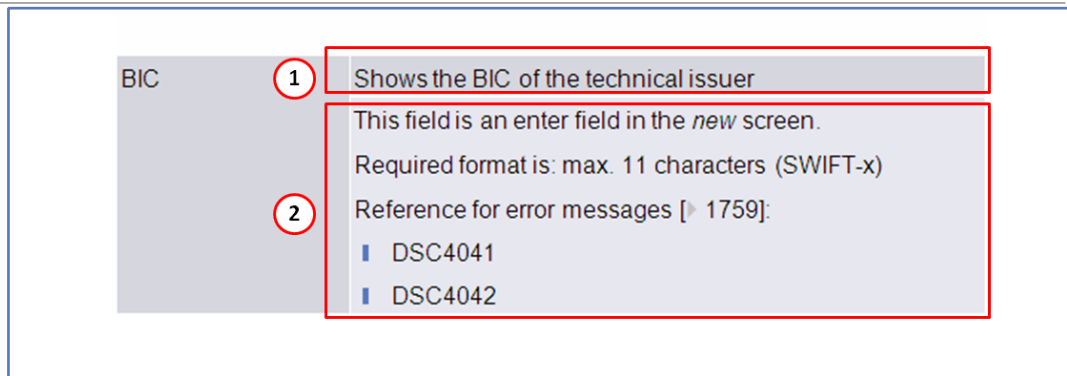


Illustration 3: Example of a *new* and *edit* screen description

Position No.	Element
1	Description relevant for <i>edit</i> mode.
2	Description relevant for <i>new</i> mode.

In detail, every screen description has the same structure and contains the following elements.

**Context of Usage**

The context of usage explains what a screen displays, what you can do with the screen and which special features are available for the screen, for example the need for confirmation in 4-eyes mode or usage restrictions. If the export functionality produces more data than shown on the screen (if a *list* screen is based on a detailed query), this is also indicated in the context of usage.

**Screen Access**

The screen access lists all possible ways to access the screen. This includes navigation via the menu and navigation via other screens.



**Examples**

Navigation via the menu:

Reference Data >> Cash Accounts >> Cash Account >> *cash accounts – search/list* screen

Navigation via other screens:

Reference Data >> Parties >> Parties >> *Technical Address Network Service Link* >> Click on the *new* or *edit* button

When navigating via a *search/list* or *list* screens, a data record has to be selected by clicking on a table row. Afterwards, you can click on specific buttons in the button bar, e.g. the *edit* or *details* button.

**Privileges**

The privileges segment lists all necessary privileges to access the screens and to use its functions. First, the privileges to access a screen are mentioned, followed by the privileges that are necessary to use all functions on the screen. For further information, refer to the list of privileges [▶ To be provided in a later draft, under the Annex chapter].

**Reference** The reference lists all business scenarios containing the respective screen (reference to the user instructions part).

**Screenshot** You can use the screenshot as orientation for your work with the UHB. All screenshots are based on the maximum of access rights, so deviations are possible if you do not own all privileges which are necessary to use the screen in its full extent. In addition, deviations between the screenshot and the field/button description are possible in the case of mutually exclusive functions and based on a specific selection you have made. Values shown on the screenshot might also deviate from the default values indicated in the description.

In the case of the *new/edit* screen description, the screenshot of the *edit* screen is used. Differences appearing in the *new* screen are explained in the field description.

**Field Description** The field description provides all the relevant information related to the respective field name. It is structured in table format with a separate table for each frame. Subframes are indicated by subsection headings in the table. The following illustration explains the structure of a field description.

Field Description	Amendment Instruction
	Referenced Instruction
<p>1 Instructing Party BIC</p>	<p>2</p> <p>3</p> <p>4 Enter the BIC of the instructing party for the instruction to be linked to.</p> <p>5 Required format is: max. 11 characters (SWIFT-x)</p> <p>6 If the "T2S Reference" field is not filled in, this field is mandatory.</p> <p>7 Reference for error message: [ 1392]</p> <ul style="list-style-type: none"> <li>■ MVDC026</li> <li>■ MVCV107</li> <li>■ MVCV232</li> </ul> <p>8 This field is only available, if the referenced instruction is a settlement instruction.</p>

Illustration 4: Example of a screen description

Position No.	Element	Description
1	Field name	<p>... indicates the respective name of each screen field.</p> <p>Mandatory fields are marked with an asterisk after the field name. In the case of the <i>new/edit</i> screen description, the mandatory field is marked with an asterisk in brackets, which indicates that the respective field is either mandatory in the edit or in the new mode. Input and select fields without an asterisk are always optional.</p>
2	Frame name	... indicates the respective name of each screen frame.
3	Sub-frame name	... indicates the respective name of each screen sub-frame.
4	Field description	<p>... indicates the field type and required content. Each field description starts with a keyword, which illustrates your required activity:</p> <ul style="list-style-type: none"> <li>■ 'Shows...' indicates a read-only field [ ▶ 13]</li> <li>■ 'Select...' indicates a select field [ ▶ 13]</li> <li>■ 'Enter...' indicates an input field [ ▶ 13]</li> </ul> <p>If there is an exhaustive list of possible values, these are listed.</p>
5	Required/Displayed format	<p>... indicates all field format requirements related to the fields. If there is more than 1 format requirement, they are separated with a comma.</p> <p>In read-only fields the displayed format is only mentioned, if the field content is ambiguous. This applies especially to date fields.</p> <p>The following keywords are used for the format requirements:</p> <ul style="list-style-type: none"> <li>■ 'Digit' indicates numbers</li> <li>■ 'Character' indicates a character from</li> </ul>



Position No.	Element	Description
		<p>the SWIFT-x character set [ ▶ 13]</p> <ul style="list-style-type: none"> <li>'Letter' indicates upper and lower case letters of the Latin alphabet</li> </ul>
6	Cross-field validations	<p>... indicate interdependencies between fields relevant for the validation of your input.</p> <p>For further details on the validation process, refer to validation [ ▶ 13].</p>
7	References for error messages	<p>... indicates the code of all possible errors applying to the field during the back-end validation. The corresponding error text and error description is listed in the annex (list of references for error messages [ To be provided in a later draft, under the Annex chapter]).</p> <p>For further details on the validation process, refer to validation [ ▶ 13].</p>
8	Additional information	<p>... section indicates the useful information that is for filling in the field.</p>

## Buttons

All buttons specific to the screen are listed and described in a table at the end of the screen description. The following illustration explains the structure of a button description.

**Buttons**

<p>① Search</p>	<p>② This function enables you to start a search according to the criteria entered. The results are displayed in a list on the same screen.</p> <p>③ Next screen:</p> <ul style="list-style-type: none"> <li>Roles – search/list screen</li> </ul> <p>④ If the deletion status of the selected role is already set to "Active", this function is not available.</p> <p>⑤ Reference for error messages: [ ▶ 1702]</p> <ul style="list-style-type: none"> <li>DRR6001</li> <li>DRR6002</li> </ul> <p>⑥ If you have accessed this screen via another screen, this function is not available.</p>
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Illustration 5: Example of a button description

Position No.	Element	Description
1	Button name	... indicates the respective name of each button.
2	Button description	... indicates the action that is triggered when clicking on the button. Each button description starts with 'This function enables you...'
3	Next screen	... element lists the screen which is displayed after clicking on a button. If there are various possible next screens depending on your previous actions, all of them are listed.
4	Cross-field validations	<p>... indicate interdependencies between a field and the button relevant for the validation of your input.</p> <p>For further details on the validation process, refer to validation [▶ 13].</p>
5	References for error messages	<p>... indicates the code of all possible errors applying to the button during the back-end validation. The corresponding error text and error description is listed in the annex (list of references for error messages [▶ To be provided in a later draft, under the Annex chapter]).</p> <p>For further details on the validation process, refer to validation [▶ 13].</p>
6	Additional information	... section indicates useful information regarding the button and/or its function.

For further information on common buttons, refer to Common Buttons and Icons.

## 2.2 Services

### 2.2.1 Additional Services

#### 2.2.1.1 Data Changes – Search/List Screen

#### 2.2.1.2 Data Change – Details Screen

## 2.3 Reference Data

### 2.3.1 Parties

#### 2.3.1.1 Parties - Search/List Screen

#### Context of Usage

This screen contains a number of search fields. By inputting the relevant data, you can search for parties. The search results will be displayed in a list, which is sorted by the values of the 'Short Name' column in ascending order (default setting). After selecting an entry, you can proceed further by clicking on the buttons below.

Party reference data can only be created and edited by users belonging to the responsible CB or by the Service operator (for 'NCB' party type). Party reference data can only be viewed by users belonging to the responsible CB or to the party itself, while the Service operator can view all party data.

#### Screen Access Privileges

- | Reference Data >> Parties >> Parties

To use this screen, you need the following privileges [[▶ To be provided in a later draft, under the Annex chapter](#)**Error! Bookmark not defined.**]:

- | Party list query
- | Delete party

#### References

#### User Instructions Part

This screen is part of the following business scenarios:

- | Add a new technical address to a party [[▶ 97](#)]
- | Create a new participant [[▶ 96](#)**Error! Bookmark not defined.**]
- | Edit an existing participant [[▶ 95](#)**Error! Bookmark not defined.**]
- | Delete an existing participant [[▶ 95](#)]
- | Create a new technical address service link [[▶ 98](#)]

Screenshot

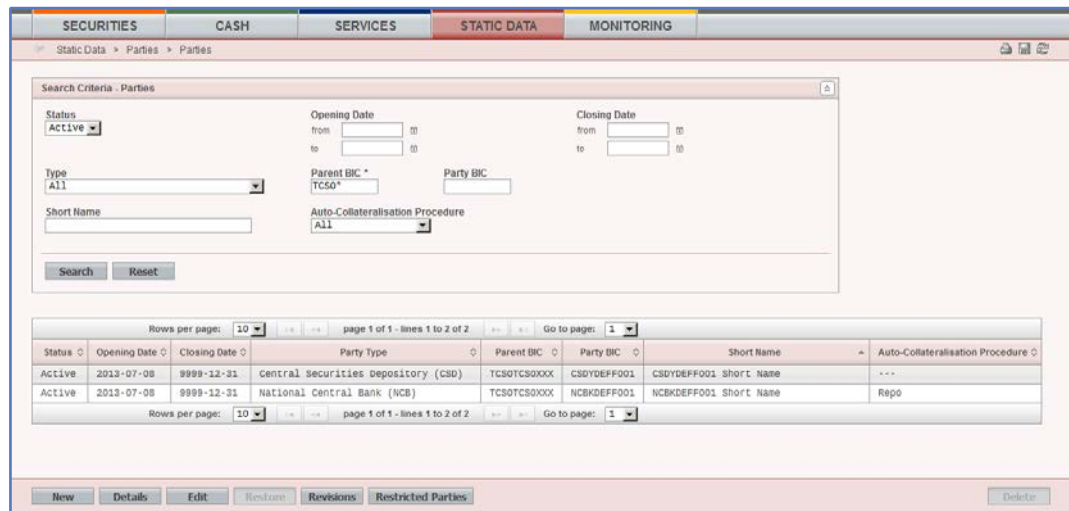


Illustration 6: Parties – search/list screen

Field Description

Party - Search Criteria	
Status	<p>Select the status of the party from the possible values:</p> <ul style="list-style-type: none"> <li>■ All</li> <li>■ Active (default value)</li> <li>■ Deleted</li> </ul> <p>References for error messages [ To be provided in a later draft, under the Annex chapter <b>Error! Bookmark not defined.</b>]:</p> <ul style="list-style-type: none"> <li>■ DPD1003</li> <li>■ DPD1004</li> </ul>
Opening Date - From	<p>Enter the lower bound of the date from which the party is open or use the <i>calendar</i> icon.</p> <p>Required format is: YYYY-MM-DD</p> <p>The lower bound of the opening date must be earlier than or equal to the upper bound.</p> <p>References for error messages [ To be provided in a later draft, under the Annex chapter]:</p> <ul style="list-style-type: none"> <li>■ DPD1003</li> <li>■ DPD1004</li> </ul>
Opening Date - To	<p>Enter the upper bound of the date from which the party is open or use the <i>calendar</i> icon.</p> <p>Required format is: YYYY-MM-DD</p> <p>The upper bound of the opening date must be later than or equal to the lower bound.</p>

Party - Search Criteria	
	<p>References for error messages [ To be provided in a later draft, under the Annex chapter]:</p> <ul style="list-style-type: none"> <li>■ DPD1003</li> <li>■ DPD1004</li> </ul>
Closing Date - From	<p>Enter the lower bound of the date from which the party is closed or use the <i>calendar</i> icon.</p> <p>Required format is: YYYY-MM-DD</p> <p>The lower bound of the closing date must be earlier than or equal to the upper bound and later than the lower bound of the opening date.</p> <p>References for error messages [ To be provided in a later draft, under the Annex chapter]:</p> <ul style="list-style-type: none"> <li>■ DPD1003</li> <li>■ DPD1004</li> </ul>
Closing Date - To	<p>Enter the upper bound of the date from which the party is closed or use the <i>calendar</i> icon.</p> <p>Required format is: YYYY-MM-DD</p> <p>The upper bound of the closing date must be later than or equal to the lower bound and later than the lower bound of the opening date.</p> <p>References for error messages [ To be provided in a later draft, under the Annex chapter]:</p> <ul style="list-style-type: none"> <li>■ DPD1003</li> <li>■ DPD1004</li> </ul>
Party Type	<p>Select the type of party from the possible values:</p> <ul style="list-style-type: none"> <li>■ All (default value)</li> <li>■ Service Operator</li> <li>■ Payment bank</li> <li>■ National Central Bank (NCB)</li> </ul> <p>Reference for error message [ To be provided in a later draft, under the Annex chapter]:</p> <ul style="list-style-type: none"> <li>■ DPD1005</li> </ul> <p>This field can be already filled in or have fewer values depending on your screen access.</p>

Party - Search Criteria	
Parent BIC*	<p>Enter the parent BIC of the party.</p> <p>Required format is: max. 11 characters (SWIFT-x)</p> <p>References for error messages [ To be provided in a later draft, under the Annex chapter]:</p> <ul style="list-style-type: none"> <li>  DPD1001</li> <li>  DPD1013</li> <li>  DPD1180</li> </ul>
Party BIC	<p>Enter the BIC of the party.</p> <p>Required format is: max. 11 characters (SWIFT-x)</p> <p>References for error messages [ To be provided in a later draft, under the Annex chapter]:</p> <ul style="list-style-type: none"> <li>  DPD1013</li> <li>  DPD1180</li> </ul>
Party Short Name	<p>Enter the short name of the party.</p> <p>Required format is: max. 35 characters (SWIFT-x)</p>
Parties - List	
Status	<p>Shows the status of the party from the possible values:</p> <ul style="list-style-type: none"> <li>  Active</li> <li>  Deleted</li> </ul> <p>References for error messages [ To be provided in a later draft, under the Annex chapter]:</p> <ul style="list-style-type: none"> <li>  DPD1003</li> <li>  DPD1004</li> </ul>
Opening Date	<p>Shows the date from which the party is open.</p> <p>Displayed format is: YYYY-MM-DD</p> <p>References for error messages [ To be provided in a later draft, under the Annex chapter]:</p> <ul style="list-style-type: none"> <li>  DPD1003</li> <li>  DPD1004</li> </ul>
Closing Date	<p>Shows the date from which the party is closed.</p> <p>Displayed format is: YYYY-MM-DD</p> <p>References for error messages [ To be provided in a later</p>

Parties - List	
	<p>draft, under the Annex chapter]:</p> <ul style="list-style-type: none"> <li>  DPD1003</li> <li>  DPD1004</li> </ul>
Party Type	<p>Shows the type of party from the possible values:</p> <ul style="list-style-type: none"> <li>  Service Operator</li> <li>  Payment bank</li> <li>  National Central Bank (NCB)</li> </ul> <p>Reference for error message [ To be provided in a later draft, under the Annex chapter]:</p> <ul style="list-style-type: none"> <li>  DPD1005</li> </ul>
Parent BIC	<p>Shows the parent BIC of the party.</p> <p>References for error messages [ To be provided in a later draft, under the Annex chapter]:</p> <ul style="list-style-type: none"> <li>  DPD1001</li> <li>  DPD1013</li> <li>  DPD1180</li> </ul>
Party BIC	<p>Shows the BIC of the party.</p> <p>References for error messages [ To be provided in a later draft, under the Annex chapter]:</p> <ul style="list-style-type: none"> <li>  DPD1013</li> <li>  DPD1180</li> </ul>
Party Short Name	Shows the short name of the party.

## Buttons

Search	<p>This function enables you to start a search according to the filled in criteria. The results are displayed in a list on the same screen.</p> <p>If the search retrieves a single record, the <i>details</i> screen is displayed directly.</p> <p>Next screens:</p> <ul style="list-style-type: none"> <li>  <i>Parties – search/list</i> screen [ ▶ 19]</li> <li>  <i>Party – details</i> screen [ ▶ 26]</li> </ul>
Reset	This function enables you to set default search criteria and

	<p>blanks out all other criteria.</p> <p>Next screen:</p> <ul style="list-style-type: none"> <li>  <i>Parties – search/list</i> screen</li> </ul>
New	<p>This function enables you to create a new party.</p> <p>Next screen:</p> <ul style="list-style-type: none"> <li>  <i>Party – new</i> screen [ ▶ 32]</li> </ul> <p>If you have accessed this screen via another screen, this function is not available.</p>
Details	<p>This function enables you to display the details of the selected party.</p> <p>Next screen:</p> <ul style="list-style-type: none"> <li>  <i>Party – details</i> screen [ ▶ 26]</li> </ul> <p>If you have accessed this screen via another screen, this function is not available.</p>
Edit	<p>This function enables you to edit the details of the selected party.</p> <p>Next screen:</p> <ul style="list-style-type: none"> <li>  <i>Party – edit</i> screen [ ▶ 32]</li> </ul> <p>If the status of the selected party is set to 'Deleted', this function is not available.</p> <p>If you have accessed this screen via another screen, this function is not available.</p>
Restore	<p>This function enables you to restore a previously deleted party.</p> <p>Next screen:</p> <ul style="list-style-type: none"> <li>  <i>Parties – search/list</i> screen</li> </ul> <p>If the status of the selected party is already set to 'Active', this function is not available.</p> <p>References for error messages [ To be provided in a later draft, under the Annex chapter]:</p> <ul style="list-style-type: none"> <li>  DPD1001</li> <li>  DPD1004</li> <li>  DPD1005</li> <li>  DPD1013</li> </ul>



	<ul style="list-style-type: none"> <li>■ DPD1021</li> <li>■ DPD1024</li> <li>■ DPD1040</li> <li>■ DPD1180</li> <li>■ DPD1207</li> <li>■ DPD1208</li> <li>■ DPD1252</li> <li>■ DPD1254</li> <li>■ DPD1256</li> <li>■ DPD1257</li> </ul> <p>If you have accessed this screen via another screen, this function is not available.</p>
Revisions	<p>This function enables you to display the revisions of the selected party.</p> <p>Next screen:</p> <ul style="list-style-type: none"> <li>■ <i>Revisions/audit trail – list</i> screen [▶ 86]</li> </ul> <p>If the status of the selected party is set to 'Deleted', this function is not available.</p> <p>If you have accessed this screen via another screen, this function is not available.</p>

Delete	<p>This function enables you to delete the selected party, after confirmation.</p> <p>Next screen:</p> <ul style="list-style-type: none"> <li>■ <i>Parties – search/list</i> screen</li> </ul> <p>If the status of the selected party is already set to 'Deleted', this function is not available.</p> <p>References for error messages [ To be provided in a later draft, under the Annex chapter]:</p> <ul style="list-style-type: none"> <li>■ DPD1001</li> <li>■ DPD1003</li> <li>■ DPD1030</li> </ul> <p>If you have accessed this screen via another screen, this function is not available.</p>
Select	<p>This function enables you to transfer the data of the party you have searched for and return to the previous screen.</p> <p>If you have accessed this screen via menu navigation, this function is not available.</p>
Cancel	<p>If you have accessed this screen via screen navigation, this function enables you to cancel the party selection process and return to the previous screen.</p> <p>If you have accessed this screen via menu navigation, this function is not available.</p>

### 2.3.1.2 Party - Details Screen

**Context of Usage**

This screen displays detailed information on the selected party. You can check the data and proceed further by clicking on the buttons below.

Party reference data can only be viewed and edited by users belonging to the responsible CB, or by the Service operator (for 'NCB' party type). Users belonging to the party itself can only view their data.

**Screen Access**

- Reference Data >> Parties >> Parties >> *Parties – search/list* screen >> Click on the *search* and/or *details* button

**Privileges**

To use this screen, you need the following privileges [ To be provided in a later draft, under the Annex chapter]:

- Party reference data query
- Delete party

- Technical address network service link details query

References

User Instructions Part

This screen is part of the following business scenarios:

- Add a new technical address to a party [▶ 97]
- Create a new technical address service link [▶ 98]
- Delete an existing participant [▶ 95]
- Edit an existing participant [▶ 95]

Screenshot

Illustration 7: Party – details screen

Field Description	Party
Status	<p>Shows the status of the party from the possible values:</p> <ul style="list-style-type: none"> <li>■ Active</li> <li>■ Deleted</li> </ul> <p>If the status is set to 'Active', the selected party cannot be restored. If the status is set to 'Deleted' the selected party cannot be edited or deleted.</p> <p>References for error messages [ To be provided in a later draft, under the Annex chapter]:</p> <ul style="list-style-type: none"> <li>■ DPD1003</li> <li>■ DPD1004</li> </ul>
<b>Party</b>	
Parent BIC	<p>Shows the parent BIC of the party.</p> <p>References for error messages [ To be provided in a later draft, under the Annex chapter]:</p> <ul style="list-style-type: none"> <li>■ DPD1001</li> <li>■ DPD1013</li> <li>■ DPD1180</li> </ul>
Party Type	<p>Shows the type of party from the possible values:</p> <ul style="list-style-type: none"> <li>■ Service Operator</li> <li>■ Payment bank</li> <li>■ National Central Bank (NCB)</li> </ul> <p>Reference for error message [ To be provided in a later draft, under the Annex chapter]:</p> <ul style="list-style-type: none"> <li>■ DPD1005</li> </ul>
Opening Date	<p>Shows the date from which the party is open.</p> <p>Displayed format is: YYYY-MM-DD</p> <p>References for error messages [ To be provided in a later draft, under the Annex chapter]:</p> <ul style="list-style-type: none"> <li>■ DPD1003</li> <li>■ DPD1004</li> </ul>
Closing Date	<p>Shows the date from which the party is closed.</p> <p>Displayed format is: YYYY-MM-DD</p>

Party	
	References for error messages [ To be provided in a later draft, under the Annex chapter]: <ul style="list-style-type: none"> <li>  DPD1003</li> <li>  DPD1004</li> </ul>
Party Code	
Valid from	Shows the date from which the BIC of the party is valid. Displayed format is: YYYY-MM-DD
BIC	Shows the BIC of the party. References for error messages [ To be provided in a later draft, under the Annex chapter]: <ul style="list-style-type: none"> <li>  DPD1013</li> <li>  DPD1180</li> </ul>
Party Name	
Valid from	Shows the date from which the name of the party is valid. Displayed format is: YYYY-MM-DD
Long Name	Shows the full name of the party.
Party Short Name	Shows the short name of the party.
Address	
Actual Address	
Valid from	Shows the date from which the address of the party is valid. Displayed format is: YYYY-MM-DD
Street	Shows the street name of the address of the party.
House Number	Shows the house number of the address of the party.
Postal Code	Shows the postal code of the address of the party.
City	Shows the city of the address of the party.
State or Province	Shows the state or province of the address of the party.
Country Code	Shows the country code of the address of the party. Reference for error message [ To be provided in a later draft, under the Annex chapter]: <ul style="list-style-type: none"> <li>  DPD1021</li> </ul>

Technical Addresses	
Technical Address	
Technical Address	<p>Shows the unique technical address of the party.</p> <p>Reference for error message [ To be provided in a later draft, under the Annex chapter]:</p> <ul style="list-style-type: none"> <li>DPD1040</li> </ul> <p>There can be more than 1 technical address, but each one must be unique.</p>

## Buttons

Edit	<p>This function enables you to edit the details of the selected party.</p> <p>Next screen:</p> <ul style="list-style-type: none"> <li><i>Party – new/edit</i> screen [▶ 322]</li> </ul> <p>If the status of the selected party is set to 'Deleted', this function is not available.</p>
Revisions	<p>This function enables you to display the revisions of the selected party.</p> <p>Next screen:</p> <ul style="list-style-type: none"> <li><i>Revisions/audit trail – list</i> screen [▶ 86]</li> </ul>
Cash Accounts	<p>This function enables you to display the cash accounts related to the selected party.</p> <p>Next screen:</p> <ul style="list-style-type: none"> <li><i>Cash accounts – search/list</i> screen [▶ 47]</li> </ul>

<p>Technical Addresses Network Links</p>	<p>This function enables you to display the network services linked to the party's technical addresses.</p> <p>Next screen:</p> <ul style="list-style-type: none"> <li>■ <i>Technical addresses network services links – details</i> screen [ ▶ 42]</li> </ul>
<p>Restore</p>	<p>This function enables you to restore the displayed party</p> <p>Next screen:</p> <ul style="list-style-type: none"> <li>■ <i>Parties – search/list</i> screen [ ▶ 19]</li> </ul> <p>If the status of the selected party is already set to 'Active', this function is not available.</p> <p>References for error messages [ To be provided in a later draft, under the Annex chapter]:</p> <ul style="list-style-type: none"> <li>■ DPD1001</li> <li>■ DPD1004</li> <li>■ DPD1005</li> <li>■ DPD1013</li> <li>■ DPD1021</li> <li>■ DPD1024</li> <li>■ DPD1040</li> <li>■ DPD1180</li> <li>■ DPD1207</li> <li>■ DPD1208</li> <li>■ DPD1252</li> <li>■ DPD1254</li> <li>■ DPD1256</li> <li>■ DPD1257</li> </ul>
<p>Delete</p>	<p>This function enables you to delete the selected party, after confirmation.</p> <p>Next screen:</p> <ul style="list-style-type: none"> <li>■ <i>Parties – search/list</i> screen [ ▶ 19]</li> </ul> <p>If the status of the selected party is already set to 'Deleted', this function is not available.</p> <p>References for error messages [ To be provided in a later draft, under the Annex chapter]:</p>

- | DPD1001
- | DPD1003
- | DPD1030

### 2.3.1.3 Party - New/Edit Screen

#### Context of Usage

This screen contains a number of fields regarding parties. You can enter new data or edit existing data. Afterwards you can proceed further by clicking on the buttons below.

If there are old, current and future data available in the *edit* screen, the old and the current data are displayed above the entry fields, which contain the future values. Only one future value is possible at a time. If there is no future value, the current values can be edited. If you edit a future value, the current value is reset.

You can use this screen either in 2-eyes or in 4-eyes mode.

#### Screen Access

- | Reference Data >> Parties >> Parties >> *Parties – search/list* screen >> Click on the *new* or *edit* button
- | Reference Data >> Parties >> Parties >> *Parties – search/list* screen >> Click on the *search* and/or *details* button >> *Party – details* screen >> Click on the *edit* button
- | Reference Data >> Parties >> Parties >> *Parties – search/list* screen >> Click on the *restricted parties* button >> *Restricted parties – search/list* screen >> Click on the *edit* button

#### Privileges

To use this screen, you need the following privileges [▶To be provided in a later draft, under the Annex chapter]:

- | Create party
- | Update party
- | Create technical address network service link

#### References

##### User Instructions Part

This screen is part of the following business scenarios:

- | Add a new technical address to a party [▶ 97]
- | Create a new participant [▶ 95]
- | Edit an existing participant [▶ 95]
- | Create a new technical address service link [▶ 98]



Screenshot

The screenshot shows the 'Party - edit' screen. At the top, there are navigation tabs: SECURITIES, CASH, SERVICES, STATIC DATA (selected), and MONITORING. Below the tabs is a breadcrumb trail: Static Data > Parties > Parties > Party Details > Edit Party.

**Party Section:**

- Parent BIC \*: TCSTC80XXX
- Party Type \*: Central Securities Depository (CSD)
- Opening Date: 2013-07-08
- Closing Date: 9999-12-31

**Party Code Section:**

- Valid from: 2013-07-08
- BIC \*: CSDYDEFF001
- 2 changes left

**Party Name Section:**

- Valid from: 2013-07-08
- Party Long Name \*: CSDYDEFF001 Long Name 1- neu neu
- Party Short Name \*: CSDYDEFF001 Short Name

**Address Section:**

- Valid from: 2013-07-08
- Street \*: CSDYDEFF001 Strasse
- House Number \*: 1
- Postal Code \*: 12345
- City \*: Berlin Neu
- State or Province: [empty]
- Country Code \*: DE

**Technical Addresses Section:**

Technical Address *	Options
CSDYDEFF001PTA	[edit] [delete]
T2SDEFAULTPTA	[edit] [delete]
TEST0TEST0TEST0	[edit] [delete]

**Market-Specific Attributes Section:**

Attribute Name *	Attribute Value *	Options
No records found.		

**Restrictions Section:**

Restriction *	Valid from *	Valid to *	Options
No records found.			

At the bottom, there are buttons for Submit, Cancel, Reset, and a link for Technical Addresses Network Services Links.

Illustration 8: Party – edit screen

Field Description

Party	
Party	
Parent BIC(*)	Shows the parent BIC of the party. This is a mandatory enter field in the <i>new</i> screen. Required format is: max. 11 characters (SWIFT-x) References for error messages [ ] To be provided in a later

Party	
	<p>draft, under the Annex chapter]:</p> <ul style="list-style-type: none"> <li>■ DPC1001</li> <li>■ DPU1001</li> <li>■ DPU1013</li> </ul>
Party Type*	<p>Select the type of the party from the possible values:</p> <ul style="list-style-type: none"> <li>■ Payment bank</li> </ul> <p>References for error messages [ To be provided in a later draft, under the Annex chapter]:</p> <ul style="list-style-type: none"> <li>■ DPC1002</li> <li>■ DPC1005</li> <li>■ DPC1303</li> <li>■ DPC1304</li> <li>■ DPC1306</li> <li>■ DPU1303</li> <li>■ DPU1304</li> <li>■ DPU1305</li> <li>■ DPU1306</li> </ul>
Opening Date*	<p>Enter the date from which the party is open or use the <i>calendar</i> icon.</p> <p>Required format is: YYYY-MM-DD</p> <p>References for error messages [ To be provided in a later draft, under the Annex chapter]:</p> <ul style="list-style-type: none"> <li>■ DPC1205</li> <li>■ DPU1206</li> <li>■ DPU1208</li> </ul> <p>The opening date must be equal to or later than the current date.</p> <p>If the current date is later than the opening date, this field is read-only.</p>
Closing Date	<p>Enter the date from which the party is closed or use the <i>calendar</i> icon.</p> <p>Required format is: YYYY-MM-DD</p> <p>References for error messages [ To be provided in a later draft, under the Annex chapter]:</p>

Party	
	<ul style="list-style-type: none"> <li>  DPC1206</li> <li>  DPU1003</li> <li>  DPU1205</li> <li>  DPU1207</li> <li>  DPU1208</li> </ul> <p>The closing date must be equal to or later than the current date and later than the opening date.</p>
Party Code	
Status	<p>Shows the status of the corresponding party code.</p> <p>Possible values are:</p> <ul style="list-style-type: none"> <li>  Active</li> <li>  Deleted</li> </ul>
Options	<p>Information on functions (icons) can be found in Common Buttons and Icons. Deletion is possible for all items but the current party code. The update is possible for future record only.</p>
Valid from(*)	<p>Shows the date from which the BIC of the party is valid.</p> <p>Displayed format is: YYYY-MM-DD</p> <p>References for error messages [ To be provided in a later draft, under the Annex chapter]:</p> <ul style="list-style-type: none"> <li>  DPC1300</li> <li>  DPU1009</li> <li>  DPU1500</li> <li>  DPU1501</li> </ul> <p>If you want to add a future value in the <i>edit</i> screen, this field is a mandatory enter field.</p> <p>This field is not available in the <i>new</i> screen.</p>
BIC*	<p>Enter the BIC of the party.</p> <p>Required format is: max. 11 characters (SWIFT-x)</p> <p>References for error messages [ To be provided in a later draft, under the Annex chapter]:</p> <ul style="list-style-type: none"> <li>  DPC1013</li> <li>  DPC1180</li> </ul>

Party	
	<ul style="list-style-type: none"> <li>■ DPU1001</li> <li>■ DPU1005</li> <li>■ DPU1013</li> <li>■ DPU1180</li> </ul> <p>If you leave this field blank in the <i>edit</i> screen, the existing future value is cancelled.</p>
Party Name	
Valid from(*)	<p>Shows the date from which the party name is valid.</p> <p>Displayed format is: YYYY-MM-DD</p> <p>References for error messages [ To be provided in a later draft, under the Annex chapter]:</p> <ul style="list-style-type: none"> <li>■ DPC1302</li> <li>■ DPU1009</li> <li>■ DPU1500</li> </ul> <p>If you want to add a future value in the <i>edit</i> screen, this field is a mandatory enter field. This field is not available in the <i>new</i> screen.</p>
Party Long Name*	<p>Enter the full name of the party.</p> <p>Required format is: max. 350 characters (SWIFT-x)</p> <p>If you leave this field blank in the <i>edit</i> screen, the existing future value is cancelled.</p> <p>Reference for error message: [▶ To be provided in a later draft, under the Annex chapter]</p> <ul style="list-style-type: none"> <li>■ DPU1005</li> </ul>
Party Short Name*	<p>Enter the short name of the party.</p> <p>Required format is: max. 35 characters (SWIFT-x)</p> <p>If you leave this field blank in the <i>edit</i> screen, the existing future value is cancelled.</p> <p>Reference for error message: [▶ To be provided in a later draft, under the Annex chapter]</p> <ul style="list-style-type: none"> <li>■ DPU1005</li> </ul>

Address	
Actual Address	
Valid from(*)	<p>Shows the date from which the address of the party is valid.</p> <p>Displayed format is: YYYY-MM-DD</p> <p>References for error messages [ To be provided in a later draft, under the Annex chapter]:</p> <ul style="list-style-type: none"> <li>■ DPC1301</li> <li>■ DPU1009</li> <li>■ DPU1010</li> <li>■ DPU1500</li> </ul> <p>If you want to add a future value in the <i>edit</i> screen, this field is a mandatory enter field.</p>
Street*	<p>Enter the street name of the address of the party.</p> <p>Required format is: max. 70 characters (SWIFT-x)</p> <p>References for error messages [ To be provided in a later draft, under the Annex chapter]:</p> <ul style="list-style-type: none"> <li>■ DPC1305</li> <li>■ DPU1005</li> <li>■ DPU1305</li> </ul>
House Number*	<p>Enter the house number of the address of the party.</p> <p>Required format is: max. 16 characters (SWIFT-x)</p> <p>References for error messages [ To be provided in a later draft, under the Annex chapter]:</p> <ul style="list-style-type: none"> <li>■ DPC1305</li> <li>■ DPU1005</li> <li>■ DPU1305</li> </ul>
Postal Code*	<p>Enter the postal code of the address of the party.</p> <p>Required format is: max. 16 characters (SWIFT-x)</p> <p>References for error messages [ To be provided in a later draft, under the Annex chapter]:</p> <ul style="list-style-type: none"> <li>■ DPC1305</li> <li>■ DPU1005</li> <li>■ DPU1305</li> </ul>

Address	
City*	<p>Enter the city of the address of the party.</p> <p>Required format is: max. 35 characters (SWIFT-x)</p> <p>References for error messages [ To be provided in a later draft, under the Annex chapter]:</p> <ul style="list-style-type: none"> <li>■ DPC1305</li> <li>■ DPU1005</li> <li>■ DPU1305</li> </ul>
State or Province	<p>Enter the state or the province of the address of the party.</p> <p>Required format is: max. 35 characters (SWIFT-x)</p> <p>References for error messages [ To be provided in a later draft, under the Annex chapter]:</p> <ul style="list-style-type: none"> <li>■ DPC1305</li> <li>■ DPU1005</li> <li>■ DPU1305</li> </ul>
Country Code*	<p>Select the country code of the address of the party from the drop-down menu.</p> <p>References for error messages [ To be provided in a later draft, under the Annex chapter]:</p> <ul style="list-style-type: none"> <li>■ DPC1021</li> <li>■ DPC1305</li> <li>■ DPU1005</li> <li>■ DPU1021</li> <li>■ DPU1305</li> </ul>

Technical Addresses	
Address Value(*)	<p>Enter the technical address of the party.</p> <p>Required format is: max. 256 characters (UTF-8 except '&gt;', '&lt;', '&amp;')</p> <p>References for error messages [ To be provided in a later draft, under the Annex chapter]:</p> <ul style="list-style-type: none"> <li>■ DPU1005</li> <li>■ DPU1006</li> </ul> <p>At least 1 technical address has to be defined.</p> <p>There can be more than 1 technical address, but each one must be unique.</p> <p>You can add, edit or remove only 10 rows at a maximum.</p> <p>This field is also available as a show field for existing records.</p>
Options	<p>Information on functions (icons) can be found in Common Buttons and Icons.</p>

## Buttons

### Submit

This function enables you to create or edit a party.

Next screen:

- *Party – details* screen [ ▶ 26]

References for error messages [ - To be provided in a later draft, under the Annex chapter]:

- DPC1001
- DPC1002
- DPC1005
- DPC1013
- DPC1021
- DPC1024
- DPC1025
- DPC1180
- DPC1205
- DPC1206
- DPC1207
- DPC1208
- DPC1252
- DPC1254
- DPC1256
- DPC1257
- DPC1300
- DPC1301
- DPC1302
- DPC1303
- DPC1304
- DPC1305
- DPC1306
- DPU1001
- DPU1003
- DPU1005
- DPU1006



	<ul style="list-style-type: none"> <li>  DPU1009</li> <li>  DPU1010</li> <li>  DPU1013</li> <li>  DPU1021</li> <li>  DPU1024</li> <li>  DPU1025</li> <li>  DPU1030</li> <li>  DPU1180</li> <li>  DPU1205</li> <li>  DPU1206</li> <li>  DPU1207</li> <li>  DPU1208</li> <li>  DPU1252</li> <li>  DPU1254</li> <li>  DPU1255</li> <li>  DPU1256</li> <li>  DPU1257</li> <li>  DPU1258</li> <li>  DPU1300</li> <li>  DPU1303</li> <li>  DPU1304</li> <li>  DPU1305</li> <li>  DPU1306</li> <li>  DPU1308</li> <li>  DPU1500</li> <li>  DPU1501</li> </ul>
Cancel	<p>This function enables you to cancel the process and return to the previous screen.</p> <p>Next screen:</p> <ul style="list-style-type: none"> <li>  <i>Parties – search/list</i> screen [▶ 18]</li> </ul>
Reset	<p>This function enables you to set all fields to default value and blanks out all optional fields.</p> <p>Next screen:</p>

	<ul style="list-style-type: none"> <li>Party – new/edit screen</li> </ul>
Technical Addresses Network Links	<p>This function enables you to associate the technical addresses, already defined to the party, to a network service.</p> <p>This button is not available in the new screen. The button is enabled when you enter the edit screen. As soon as an item is added to the ‘Technical addresses’ subtable, the button is disabled until you submit all the changes.</p> <p>Next screen:</p> <ul style="list-style-type: none"> <li>Technical addresses network services links – new/edit screen [ 43]</li> </ul>

### 2.3.1.4 Technical Addresses Network Services Link – Details Screen

**Context of Usage**

This screen displays detailed information on the selected technical addresses network services link. You can check the data and proceed further by clicking on the buttons below.

This function is only available in U2A mode.

**Screen Access**

- Reference Data >> Parties >> Parties >> Parties – search/list screen >> Click on the search and/or details button >> Party – details screen >> Click on the technical address network services links button

**Privileges**

To use this screen, you need the following privilege [**(To be provided in a later draft, under the Annex chapter)**]:

- Technical address network service link details query

**References**

**User Instructions Part**

This screen is not part of a business scenario.

**Screenshot**

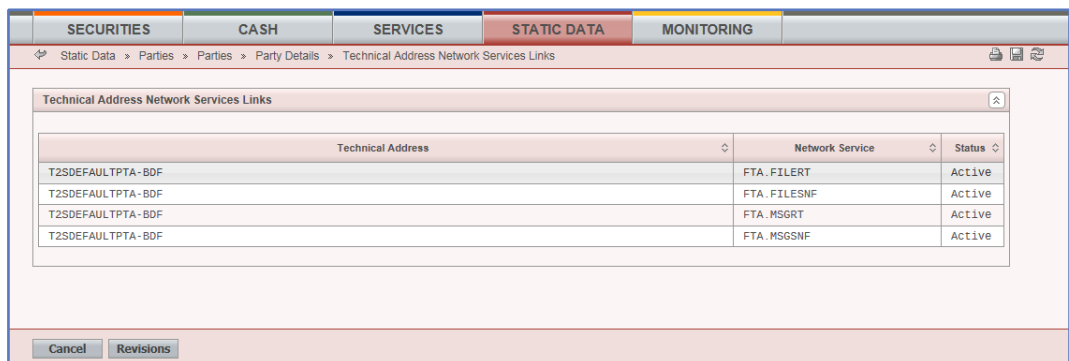


Illustration 9 Technical addresses network services link – details screen

Field Description	Technical Address Network Services Links	
Status	Shows the status of the corresponding technical address network service link.	
Technical Address	Shows the unique technical address of the party.	
Network Service	Shows the name of the network service.	

Buttons		
Revisions	This function enables you to display the revisions of the selected technical addresses network services link.  Next screen: <ul style="list-style-type: none"> <li>▮ <a href="#">Revisions/audit trail – list screen</a> [▶ 86]</li> </ul>	

### 2.3.1.5 Technical Addresses Network Services Link - New/Edit Screen

**Context of Usage** This screen contains a number of fields regarding technical addresses network services links. You can enter new data or edit existing data. Afterwards you can proceed further by clicking on the buttons below.

You can use this screen either in 2-eyes or in 4-eyes mode.

This function is only available in U2A mode.

This screen is not relevant for payment bank users.

**Screen Access**

- ▮ Reference Data >> Parties >> Parties >> *Parties – search/list* screen >> Click on the *new* or *edit* button >> *Parties – new/edit* screen >> Click on the *technical addresses network services links* button
- ▮ Reference Data >> Parties >> Parties >> *Parties – search/list* screen >> Click on the *search* and/or *details* button >> *Party – details* screen >> Click on the *edit* button >> *Party – edit* screen >> Click on the *technical addresses network services links* button

**Privileges** To use this screen, you need the following privileges [▶To be provided in a later draft, under the Annex chapter]:

- ▮ Create technical address network service link
- ▮ Delete technical address network service link

**References** **User Instructions Part**  
This screen is part of the following business scenario:

- ▮ Create a new technical address service link [▶ 98]

Screenshot

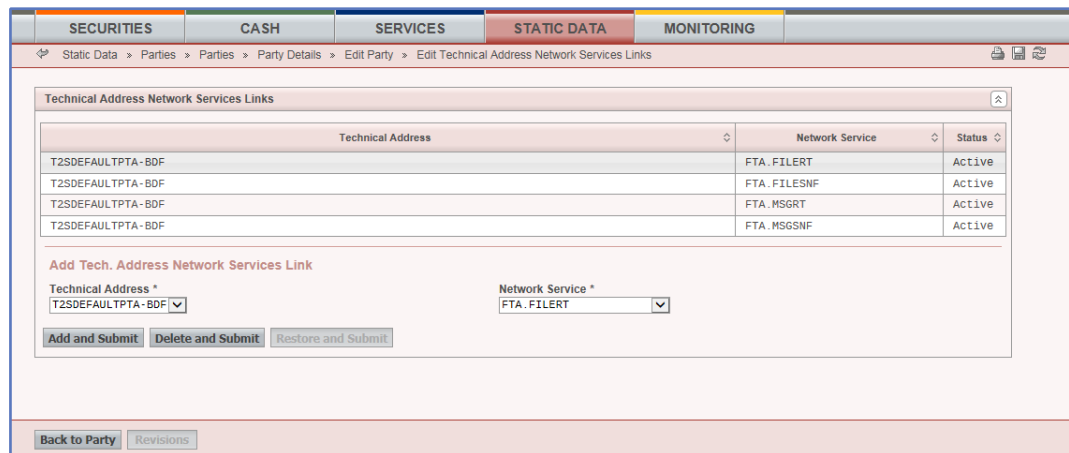


Illustration 10: Technical addresses network services link – edit screen

Field Description

Technical Address Network Services Links	
Status	Shows the status of the corresponding technical address network service link.
Technical Address	Shows the unique technical address of the party.
Network Service	Shows the name of the network service.
Add/Delete Tech. Address Network Service Link	
Technical Address*	Select the unique technical address of the party from the drop-down menu.  References for error messages [ To be provided in a later draft, under the Annex chapter]: <ul style="list-style-type: none"> <li>■ DPC3003</li> <li>■ DPC3005</li> </ul>
Network Service*	Select the name of the network service from the drop-down menu.  Reference for error message [ To be provided in a later draft, under the Annex chapter]: <ul style="list-style-type: none"> <li>■ DPC3004</li> </ul>

## Buttons

Buttons	
Submit Row	<p>This function enables you to create a new technical address network service link according to the information entered.</p> <p>Next screen:</p> <ul style="list-style-type: none"> <li>■ <i>Technical addresses network services link – new/edit screen</i></li> </ul> <p>References for error messages [ To be provided in a later draft, under the Annex chapter]:</p> <ul style="list-style-type: none"> <li>■ DPC3001</li> <li>■ DPC3002</li> <li>■ DPC3003</li> <li>■ DPC3004</li> <li>■ DPC3005</li> </ul>
Delete Row	<p>This function enables you to the delete the selected technical address network service link from the list.</p> <p>Next screen:</p> <ul style="list-style-type: none"> <li>■ <i>Technical addresses network services link – new/edit screen</i></li> </ul> <p>If the status of the selected technical address network service link is already set to 'Active', this function is not available.</p> <p>References for error messages [ To be provided in a later draft, under the Annex chapter]:</p> <ul style="list-style-type: none"> <li>■ DPD3001</li> <li>■ DPD3003</li> </ul>

Common Reference Data Management	
Restore Row	<p>This function enables you to restore a previously deleted technical address network service link.</p> <p>Next screen:</p> <ul style="list-style-type: none"> <li>■ <i>Technical addresses network services link – new/edit</i> screen</li> </ul> <p>If the status of the selected technical address network service link is already set to 'Deleted', this function is not available.</p>
Back to Party	<p>This function enables you to cancel the process and return to the previous screen.</p> <p>Next screen:</p> <ul style="list-style-type: none"> <li>■ <i>Party – new/edit</i> screen [▶ 322]</li> </ul>
Revisions	<p>This function enables you to display the revisions of the selected technical addresses network services link.</p> <p>Next screen:</p> <ul style="list-style-type: none"> <li>■ <i>Revisions/audit trail – list</i> screen [▶ 86]</li> </ul>

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### 2.3.1.6 Party service link – Search/List Screen

### 2.3.1.7 Party Service Link – New/Edit Screen

## 2.3.2 Cash Account

### 2.3.2.1 Limits – Search/List Screen

### 2.3.2.2 Limit – New/Edit Screen

### 2.3.2.3 Cash Accounts – Search/List Screen

### 2.3.2.4 Cash Account – Details Screen

### 2.3.2.5 Cash Account – New/Edit Screen

## 2.3.3 Access Rights

### 2.3.3.1 Certificate Distinguished Names – Search/List Screen

**Context of Usage** This screen contains a number of search fields. By inputting the relevant data, you can search for certificate distinguished names. The search results will be displayed in a list. After selecting an entry, you can proceed further by clicking on the buttons below.

This function is only available in U2A mode.

There is no usage restriction for this screen.

**Screen Access** | Reference Data >> Access Rights >> Certificate Distinguished Names

**Privileges** To use this screen, you need the following privileges [▶To be provided in a later draft, under the Annex chapter]:

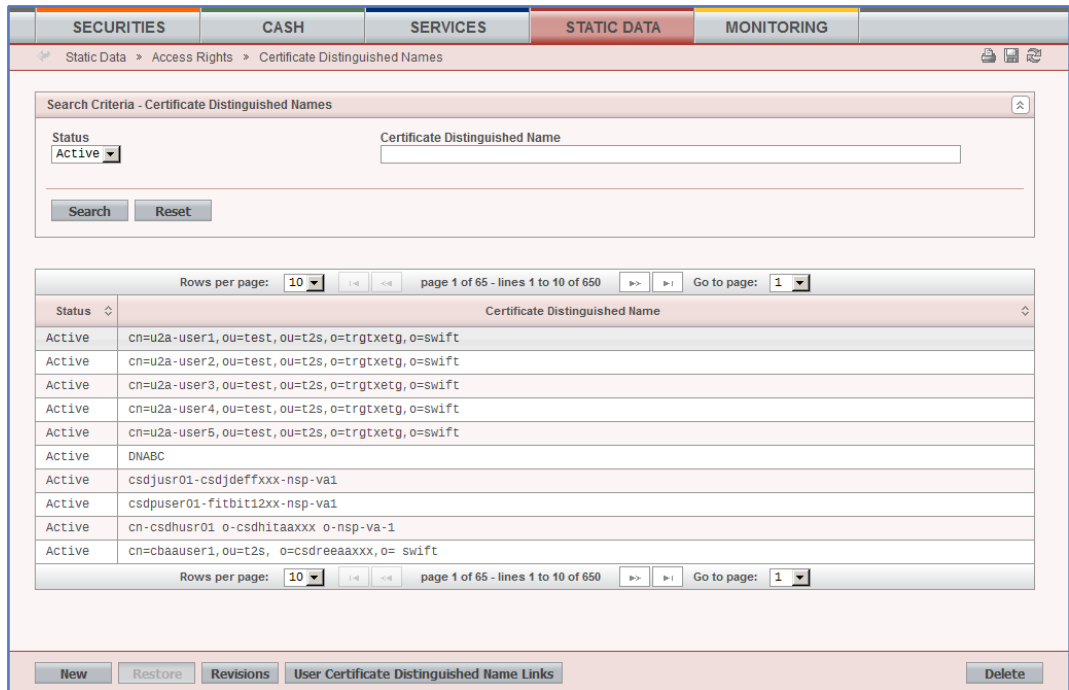
- | Certificate query
- | Delete certificate distinguish name

**References** **User Instructions Part**

This screen is part of the following business scenario:

- 1 Create a new user certificate distinguished name [▶ 92]

**Screenshot**



*Certificate distinguished name – search/list screen*

**Field Description**

Certificate Distinguished Names – Search Criteria	
Status*	<p>Select the status of the certificate distinguished name from the possible values:</p> <ul style="list-style-type: none"> <li>1 All</li> <li>1 Active (default value)</li> <li>1 Deleted</li> </ul> <p>References for error messages [ To be provided in a later draft, under the Annex chapter]:</p> <ul style="list-style-type: none"> <li>1 DRDA003</li> <li>1 DRDA004</li> </ul>
Certificate Distinguished Name	<p>Enter the distinguished name of the certificate.</p> <p>Required format is: max. 256 characters (UTF-8 except '&gt;', '&lt;', '&amp;')</p> <p>Reference for error message [ To be provided in a later draft, under the Annex chapter]:</p> <ul style="list-style-type: none"> <li>1 DRDA002</li> </ul>



Certificate Distinguished Names - List	
Status	<p>Shows the status of the certificate distinguished name from the possible values:</p> <ul style="list-style-type: none"> <li>  Active</li> <li>  Deleted</li> </ul> <p>If the status is set to 'Deleted', the selected certificate distinguished name cannot be deleted.</p> <p>If the status is set to 'Active', the selected certificate distinguished name cannot be restored.</p> <p>References for error messages [ To be provided in a later draft, under the Annex chapter]:</p> <ul style="list-style-type: none"> <li>  DRDA003</li> <li>  DRDA004</li> </ul>
Certificate Distinguished Name	<p>Shows the distinguished name of the certificate.</p> <p>Reference for error message [ To be provided in a later draft, under the Annex chapter]:</p> <ul style="list-style-type: none"> <li>  DRDA002</li> </ul>

## Buttons

Buttons	
Search	<p>This function enables you to start a search according to the criteria entered. The results are displayed in a list on the same screen.</p> <p>Next screen:</p> <ul style="list-style-type: none"> <li>  <i>Certificate distinguished names – search/list</i> screen</li> </ul>
Reset	<p>This function enables you to set default search criteria and blanks out all optional criteria.</p> <p>Next screen:</p> <ul style="list-style-type: none"> <li>  <i>Certificate distinguished names – search/list</i> screen</li> </ul>
New	<p>This function enables you to create a new user certificate distinguished name.</p> <p>Next screen:</p> <ul style="list-style-type: none"> <li>  <i>Certificate distinguished name – new</i> screen [▶ 50]</li> </ul>
Delete	<p>This function enables you to delete the selected certificate distinguished name, after confirmation.</p> <p>Next screen:</p>

	<ul style="list-style-type: none"> <li>■ <i>Certificate distinguished names – search/list</i> screen</li> </ul> <p>If the status of the selected certificate distinguished name is already set to ‘Deleted’, this function is not available.</p> <p>References for error messages [ To be provided in a later draft, under the Annex chapter]:</p> <ul style="list-style-type: none"> <li>■ DRDA001</li> <li>■ DRDA003</li> <li>■ DRDA010</li> </ul>
Restore	<p>This function enables you to restore a previously deleted certificate distinguished name.</p> <p>Next screen:</p> <ul style="list-style-type: none"> <li>■ <i>Certificate distinguished names – search/list</i> screen</li> </ul> <p>If the status of the selected certificate distinguished name is already set to ‘Active’, this function is not available.</p> <p>References for error messages [ To be provided in a later draft, under the Annex chapter]:</p> <ul style="list-style-type: none"> <li>■ DRDA001</li> <li>■ DRDA002</li> <li>■ DRDA004</li> </ul>
Revisions	<p>This function enables you to display the revisions of the selected certificate distinguished name.</p> <p>Next screen:</p> <ul style="list-style-type: none"> <li>■ <i>Revisions/audit trail – list</i> screen [ ▶ 86]</li> </ul>
User certificate Distinguished Name Links	<p>This function enables you to display the user certificate distinguished name links.</p> <p>Next screen:</p> <ul style="list-style-type: none"> <li>■ <i>User certificate distinguished name links – search/list</i> screen [ ▶ 76]</li> </ul>

### 2.3.3.2 Certificate Distinguished Names – New Screen

This screen contains a number of fields regarding certificate distinguished names. You can enter new data. Afterwards you can proceed by clicking on the

**Context of Usage**

buttons below.  
You can use this screen in 2-eyes or in 4-eyes mode.  
This function is only available in U2A mode.  
There is no usage restriction for this screen.

**Screen Access**

Reference Data >> Access Rights >> Certificate Distinguished Names >> *Certificate distinguished names – search/list* screen >> Click on the *new* button

**Privileges**

To use this screen, you need the following privilege [▶ To be provided in a later draft, under the Annex chapter]:

- Create certificate distinguished name

**References**

**User Instructions Part**

This screen is part of the following business scenario:

- Create a new user certificate distinguished name [▶ 92]

**Screenshot**

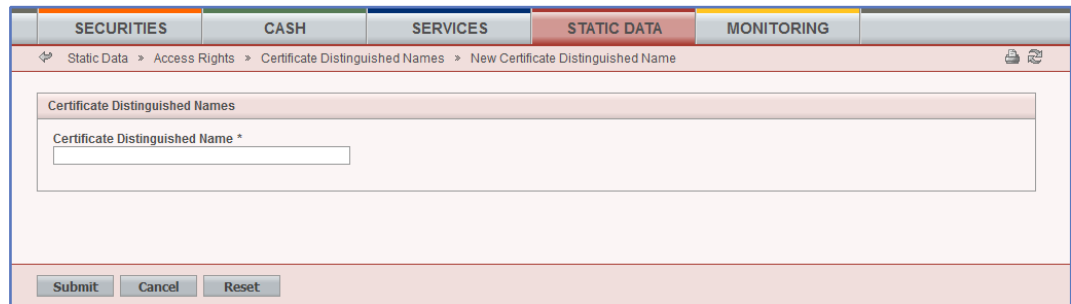


Illustration 9: Certificate distinguished name - new screen

**Field Description**

Certificate Distinguished Name	
Certificate Distinguished Name*	<p>Enter the distinguished name of the certificate.</p> <p>Required format is: max. 256 characters (UTF-8 except '&gt;', '&lt;', '&amp;')</p> <p>Reference for error message [▶ To be provided in a later draft, under the Annex chapter]:</p> <ul style="list-style-type: none"> <li>DRCA002</li> </ul>

## Buttons

Buttons	
Submit	<p>This function enables you to create a new certificate distinguished name according to the information entered in the fields.</p> <p>Next screen:</p> <ul style="list-style-type: none"> <li>■ <i>Certificate distinguished name – new screen</i></li> </ul> <p>References for error messages: [▶ To be provided in a later draft, under the Annex chapter]</p> <ul style="list-style-type: none"> <li>■ DRCA001</li> <li>■ DRCA002</li> </ul>
Reset	<p>This function enables you to set all fields to default value and blanks out all optional fields.</p> <p>Next screen:</p> <ul style="list-style-type: none"> <li>■ <i>Certificate distinguished name – new screen</i></li> </ul>
Cancel	<p>This function enables you to cancel the process and return to the previous screen.</p> <p>Next screen:</p> <ul style="list-style-type: none"> <li>■ <i>Certificate distinguished names – search/list screen</i> [▶ 47]</li> </ul>

### 2.3.3.3 Grant/Revoke Privileges – Search Screen

### 2.3.3.4 Granted Roles - Search/List Screen

### 2.3.3.5 Grant/Revoke Role - New/Edit Screen

**Context of Usage** This screen contains a number of fields regarding roles. You can grant new roles to users or parties or revoke those that have been previously granted.

This screen is not relevant for payment bank users.

You can use this screen either in 2-eyes or in 4-eyes mode.

This function is only available in U2A mode.

**Screen Access**

Reference Data >> Access Rights >> Grant/Revoke Roles >> *Granted roles - search* screen >> Click on the *search* button

Reference Data >> Access Rights >> Roles >> *Roles - search/list* screen >> Click on the *grant/revoke role* button

**Privileges**

To use this screen you need the following privilege [▶ To be provided in a later draft, under the Annex chapter]:

- Grant/revoke role

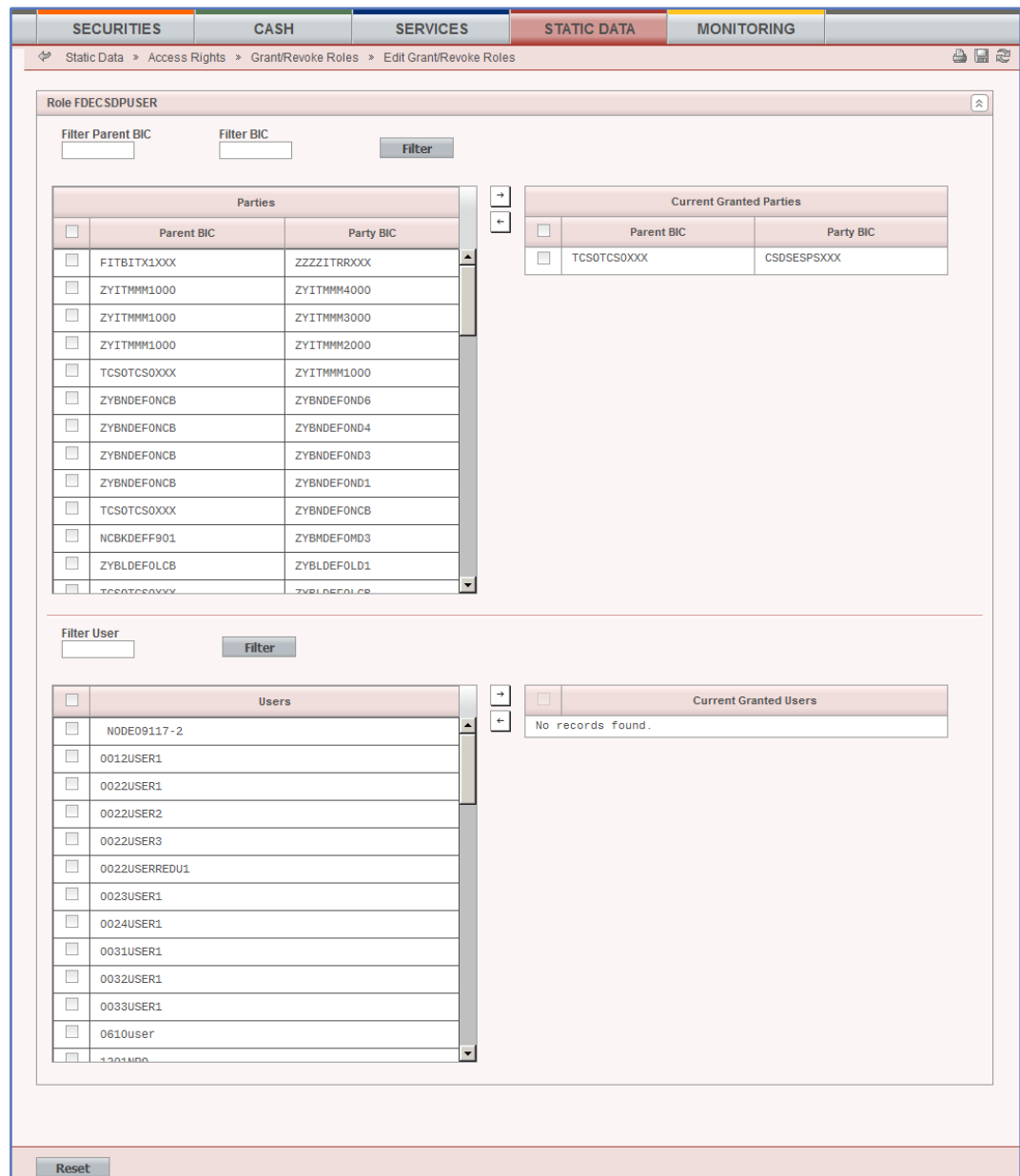
**References**

**User Instructions Part**

This screen is part of the following business scenarios:

- Assign a role to a user [▶ 90]
- Assign a role to a party [▶ 89]

**Screenshot**



Static Data > Access Rights > Grant/Revoke Roles > Edit Grant/Revoke Roles

Role FDECSDPUSER

Filter Parent BIC:  Filter BIC:  Filter

Parties	
Parent BIC	Party BIC
<input type="checkbox"/>	FITBITX1XXX
<input type="checkbox"/>	ZZZZITRRXXX
<input type="checkbox"/>	ZYITMM1000
<input type="checkbox"/>	ZYITMM4000
<input type="checkbox"/>	ZYITMM1000
<input type="checkbox"/>	ZYITMM3000
<input type="checkbox"/>	ZYITMM1000
<input type="checkbox"/>	ZYITMM2000
<input type="checkbox"/>	TCSOTCS0XXX
<input type="checkbox"/>	ZYITMM1000
<input type="checkbox"/>	ZYBDEFONCB
<input type="checkbox"/>	ZYBDEFOND6
<input type="checkbox"/>	ZYBDEFONCB
<input type="checkbox"/>	ZYBDEFOND4
<input type="checkbox"/>	ZYBDEFONCB
<input type="checkbox"/>	ZYBDEFOND3
<input type="checkbox"/>	ZYBDEFONCB
<input type="checkbox"/>	ZYBDEFOND1
<input type="checkbox"/>	TCSOTCS0XXX
<input type="checkbox"/>	ZYBDEFONCB
<input type="checkbox"/>	NCBKDEFF901
<input type="checkbox"/>	ZYBDEFOND3
<input type="checkbox"/>	ZYBLDEFOLCB
<input type="checkbox"/>	ZYBLDEFOLD1
<input type="checkbox"/>	ZYBLDEFOLCB

Current Granted Parties

Parent BIC	Party BIC
<input type="checkbox"/>	TCSOTCS0XXX
<input type="checkbox"/>	CSDSESPSXXX

Filter User:  Filter

Users	
<input type="checkbox"/>	NODE09117-2
<input type="checkbox"/>	0012USER1
<input type="checkbox"/>	0022USER1
<input type="checkbox"/>	0022USER2
<input type="checkbox"/>	0022USER3
<input type="checkbox"/>	0022USERREDU1
<input type="checkbox"/>	0023USER1
<input type="checkbox"/>	0024USER1
<input type="checkbox"/>	0031USER1
<input type="checkbox"/>	0032USER1
<input type="checkbox"/>	0033USER1
<input type="checkbox"/>	0610user
<input type="checkbox"/>	12011000

Current Granted Users

No records found.

Reset



Illustration 12 Grant/revoke role - edit screen

Field Description	Role <Role Name> OR Party <Parent BIC + BIC> OR User <User Login Name>
Filter Parent BIC	Enter the parent BIC of the party to filter the 'Parties' and the 'Current Granted Parties' lists. Required format is: max. 11 characters (SWIFT-x) This field is only available in the 'Role' mode.
Filter BIC	Enter the BIC of the party to filter the 'Parties' and the 'Current Granted Parties' lists. Required format is: max. 11 characters (SWIFT-x) This field is only available in the 'Role' mode.
<b>Parties</b>	
Parent BIC	Shows the parent BIC of the party. References for error messages [ To be provided in a later draft, under the Annex chapter]: <ul style="list-style-type: none"> <li>■ DRGR002</li> <li>■ DRGR005</li> </ul> This field is only available in the 'Role' mode.
Party BIC	Shows the BIC of the party. References for error messages [ To be provided in a later draft, under the Annex chapter]: <ul style="list-style-type: none"> <li>■ DRGR002</li> <li>■ DRGR005</li> </ul> This field is only available in the 'Role' mode.
<b>Current Granted Parties</b>	
Parent BIC	Shows the parent BICs of the parties which are currently granted the role. This field is only available in the 'Role' mode.
Party BIC	Shows the BICs of the parties which are currently granted the role.

Role <Role Name> OR Party <Parent BIC + BIC> OR User <User Login Name>	
	This field is only available in the 'Role' mode.
Filter User	Enter the login name of the user to filter the 'Users' and 'Current Granted Users' lists.  Required format is: max. 35 characters (SWIFT-x)  This field is only available in the 'Role' mode.
Users	Shows the login name of the user.  References for error messages [ To be provided in a later draft, under the Annex chapter]: <ul style="list-style-type: none"> <li>■ DRGR002</li> <li>■ DRGR005</li> </ul> This field is only available in the 'Role' mode.
Current Granted Users	Shows the names of the users which are currently granted the role.  This field is only available in the 'Role' mode.
Filter Role	Enter the name of the role to filter the 'Roles' and 'Current Granted Roles' lists.  Required format is: max. 35 characters (SWIFT-x)  This field is only available in the 'Party Roles' and 'User Roles' mode.
Roles	Shows the name of the role.  References for error messages [ To be provided in a later draft, under the Annex chapter]: <ul style="list-style-type: none"> <li>■ DRGR001</li> <li>■ DRGR003</li> <li>■ DRGR007</li> </ul> This field is only available in the 'Party Roles' and 'User Roles' mode.
Current Granted	Shows the name of the roles which are currently granted to

Role <Role Name> OR Party <Parent BIC + BIC> OR User <User Login Name>	
Roles	the user or party.  Reference for error message [ To be provided in a later draft, under the Annex chapter]: <ul style="list-style-type: none"> <li>■ DRGR004</li> </ul> This field is only available in the 'Party Roles' and 'User Roles' mode.

## Buttons

Grant 	This function enables you to grant the selected role to the party or the user by moving the selected items from the 'Not Granted' list to the 'Granted' list. Upon clicking on the <i>grant</i> button you will be asked to enter your PIN for digital signature purposes (NRO). With the entry of the PIN, CRDM attaches a digital signature to the instruction entered by the CRDM actor.  Next screen: <ul style="list-style-type: none"> <li>■ <i>Grant/revoke role – new/edit</i> screen</li> </ul> References for error messages [ To be provided in a later draft, under the Annex chapter]: <ul style="list-style-type: none"> <li>■ DRGR001</li> <li>■ DRGR002</li> <li>■ DRGR003</li> <li>■ DRGR005</li> <li>■ DRGR007</li> </ul>
Revoke 	This function enables you to revoke the selected role from the party or the user by moving the selected items from the 'Granted' list to the 'Not Granted' list. Upon clicking on the <i>revoke</i> button you will be asked to enter your PIN for digital signature purposes (NRO). With the entry of the PIN, CRDM attaches a digital signature to the instruction entered by the CRDM actor.  Next screen:



<ul style="list-style-type: none"> <li>  <i>Grant/revoke role – new/edit screen</i></li> </ul> <p>References for error messages [ To be provided in a later draft, under the Annex chapter]:</p> <ul style="list-style-type: none"> <li>  DRGR001</li> <li>  DRGR002</li> <li>  DRGR004</li> <li>  DRGR005</li> </ul>

### 2.3.3.6 Grant/Revoke System Privilege - Details Screen

### 2.3.3.7 Grant/Revoke System Privilege - New/Edit Screen

### 2.3.3.8 Roles - Search/List Screen

**Context of Usage**

This screen contains a number of search fields. By inputting the relevant data, you can search for roles. The search results will be displayed in a list, which is sorted by the values of the 'Role Name' column in ascending order (default setting). After selecting an entry, you can proceed further by clicking on the buttons below.

This screen is not relevant for payment bank unless specifically granted with the relevant privilege.

This function is only available in U2A mode.

**Screen Access Privileges**

| Reference Data >> Access Rights >> Roles

To use this screen, you need the following privileges [▶To be provided in a later draft, under the Annex chapter]:

- | Role list query
- | Delete role

**References**

**User Instructions Part**

This screen is part of the following business scenario:

- | Create a new role [▶ 88]

Screenshot

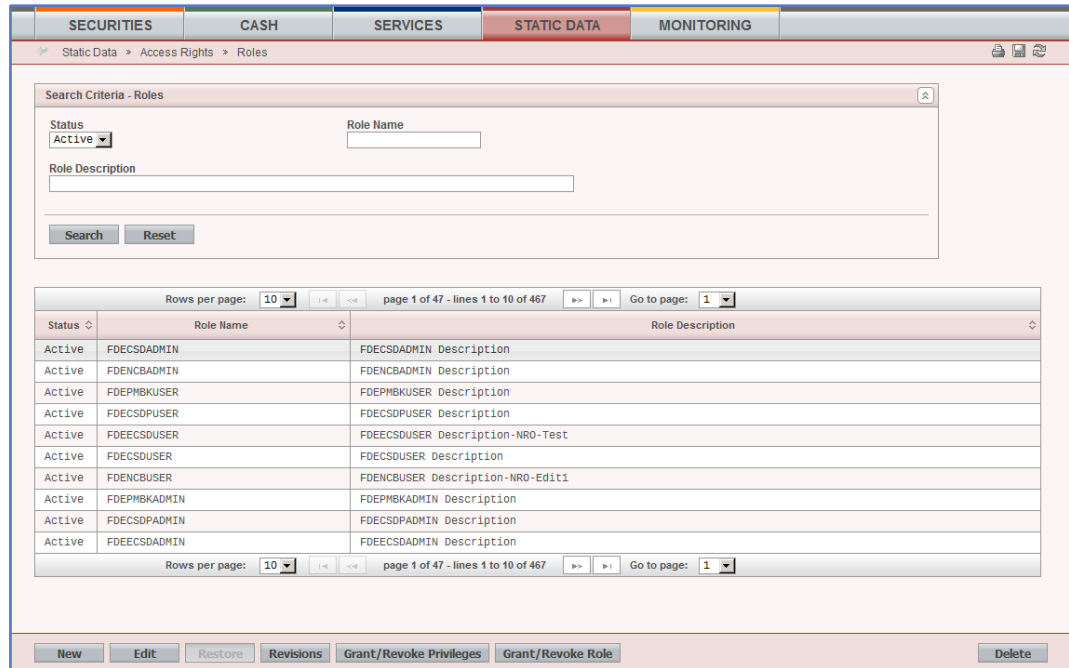


Illustration 10: Roles - search/list screen

Field Description

Roles - Search Criteria	
Status	<p>Select the status of the role from the possible values:</p> <ul style="list-style-type: none"> <li>■ All</li> <li>■ Active (default value)</li> <li>■ Deleted</li> </ul> <p>References for error messages [ To be provided in a later draft, under the Annex chapter]:</p> <ul style="list-style-type: none"> <li>■ DRD6003</li> <li>■ DRD6044</li> </ul>
Role Name	<p>Enter the name of the role.</p> <p>Required format is: max. 35 characters (SWIFT-x)</p> <p>Reference for error message [ To be provided in a later draft, under the Annex chapter]:</p> <ul style="list-style-type: none"> <li>■ DRD6002</li> </ul>
Role Description	<p>Enter the description of the role.</p> <p>Required format is: max. 127 characters (SWIFT-x)</p>

Roles - List	
Status	<p>Shows the status of the role from the possible values:</p> <ul style="list-style-type: none"> <li>  Active</li> <li>  Deleted</li> </ul> <p>If the status is set to 'Deleted', the selected role cannot be edited. If the status is set to 'Active', the selected role cannot be restored.</p> <p>References for error messages [ To be provided in a later draft, under the Annex chapter]:</p> <ul style="list-style-type: none"> <li>  DRD6003</li> <li>  DRD6044</li> </ul>
Role Name	<p>Shows the name of the role.</p> <p>Reference for error message [ To be provided in a later draft, under the Annex chapter]:</p> <ul style="list-style-type: none"> <li>  DRD6002</li> </ul>
Role Description	Shows the description of the role.

## Buttons

Search	<p>This function enables you to start a search according to the criteria entered. The results are displayed in a list on the same screen.</p> <p>Next screen:</p> <ul style="list-style-type: none"> <li>  <i>Roles – search/list</i> screen</li> </ul>
Reset	<p>This function enables you to set default search criteria and blanks out all optional criteria.</p> <p>Next screen:</p> <ul style="list-style-type: none"> <li>  <i>Roles – search/list</i> screen</li> </ul>
New	<p>This function enables you to create a new role.</p> <p>Next screen:</p> <ul style="list-style-type: none"> <li>  <i>Role – new</i> screen [ ▶ 62]</li> </ul>
Edit	<p>This function enables you to edit the details of the selected role.</p> <p>Next screen:</p> <ul style="list-style-type: none"> <li>  <i>Role – edit</i> screen [ ▶ 62]</li> </ul>

	<p>If the status of the selected role is already set to 'Deleted', this function is not available.</p>
Restore	<p>This function enables you to restore a previously deleted role. Upon clicking on the <i>restore</i> button you will be asked to enter your PIN for digital signature purposes (NRO). With the entry of the PIN, CRDM attaches a digital signature to the instruction entered by the CRDM actor.</p> <p>Next screen:</p> <ul style="list-style-type: none"> <li>■ <i>Roles – search/list</i> screen</li> </ul> <p>If the status of the selected role is already set to 'Active', this function is not available.</p> <p>References for error messages [ To be provided in a later draft, under the Annex chapter]:</p> <ul style="list-style-type: none"> <li>■ DRD6001</li> <li>■ DRD6002</li> <li>■ DRD6044</li> </ul>
Revisions	<p>This function enables you to display the revisions of the selected role.</p> <p>Next screen:</p> <ul style="list-style-type: none"> <li>■ <i>Revisions/audit trail – list</i> screen [ 86]</li> </ul>

### Delete

This function enables you to delete the selected role, after confirmation. Upon clicking on the *delete* button you will be asked to enter your PIN for digital signature purposes (NRO). With the entry of the PIN, CRDM attaches a digital signature to the instruction entered by the CRDM actor.

Next screen:

- *Roles – search/list* screen

If the status of the selected role is already set to 'Deleted', this function is not available.

References for error messages [ To be provided in a later draft, under the Annex chapter]:

- DRD6001
- DRD6003
- DRD6050

### Grant/Revoke Privileges

This function enables you to grant and/or revoke privileges for the selected role, depending on your access rights.

Next screens:

- *Grant/revoke system privileges – new/edit* screen [ ▶ 57]
- *Grant/revoke system privileges – details* screen [ ▶ 57]

If you have the 'Grant privileges' or 'Revoke privileges' privilege assigned, the *grant/revoke system privileges – new/edit* screen [ ▶ 57] is displayed.

If you have the 'Privileges Query' privilege assigned, the *grant/revoke system privileges – details* screen [ ▶ 57] is displayed.

### Grant/Revoke Role

This function enables you to grant and/or revoke the selected role, depending on your access rights.

Next screens:

- *Grant/revoke roles – new/edit* screen [ ▶ 52]

If you have a 'Grant role' or 'Revoke role' privilege assigned, the *grant/revoke role – new/edit* screen [ ▶ 52] is displayed.

### 2.3.3.9 Role - New/Edit Screen

**Context of Usage** This screen contains a number of fields regarding roles. You can enter new data or edit existing data. Afterwards you can proceed further by clicking on the buttons below.

This function is only available in U2A mode.

This screen is not relevant for payment bank users.

**Screen Access** | Reference Data >> Access Rights >> Roles >> Roles - search/list screen >> Click on the *new* or *edit* button

**Privileges** To use this screen, you need the following privileges [▶ To be provided in a later draft, under the Annex chapter]:

- | Create role
- | Update role

**References** **User Instructions Part**

This screen is part of the following business scenario:

- | Create a new role [▶ 88]

**Screenshot**

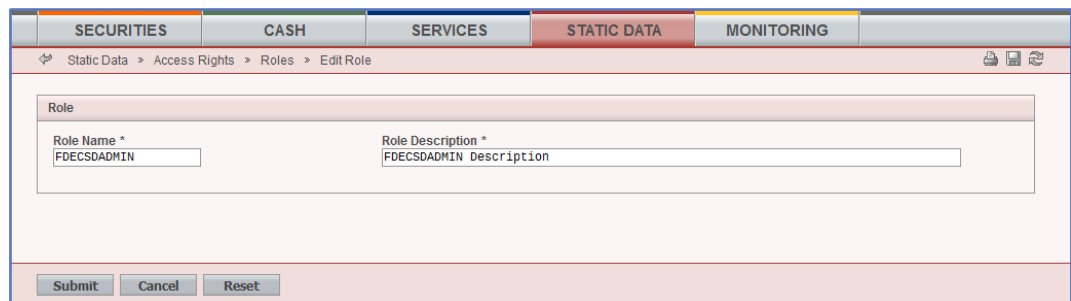


Illustration 11: Role - edit screen

**Field**

**Description**

Role	
Role Name*	Enter the name of the role. Required format is: max. 35 characters (SWIFT-x) References for error messages [▶ To be provided in a later draft, under the Annex chapter]: <ul style="list-style-type: none"> <li>  DRC6006</li> <li>  DRU6006</li> </ul>
Role Description*	Enter the description of the role. Required format is: max. 127 characters (SWIFT-x)

## Buttons

Buttons	
Submit	<p>This function enables you to create or edit a role. Upon clicking on the <i>submit</i> button you will be asked to enter your PIN for digital signature purposes (NRO). With the entry of the PIN, CRDM attaches a digital signature to the instruction entered by the CRDM actor.</p> <p>Next screen:</p> <ul style="list-style-type: none"> <li>  <i>Role – new/edit</i> screen</li> </ul> <p>References for error messages [ To be provided in a later draft, under the Annex chapter]:</p> <ul style="list-style-type: none"> <li>  DRC6001</li> <li>  DRC6006</li> <li>  DRU6001</li> <li>  DRU6003</li> <li>  DRU6006</li> </ul>
Cancel	<p>This function enables you to cancel the process and return to the previous screen.</p> <p>Next screen:</p> <ul style="list-style-type: none"> <li>  <i>Roles – search/list</i> screen [ ▶ 57]</li> </ul>
Reset	<p>This function enables you to set all fields to default value and blanks out all optional fields.</p> <p>Next screen:</p> <ul style="list-style-type: none"> <li>  <i>Role – new/edit</i> screen</li> </ul>

### 2.3.3.10 Users - Search/List Screen

#### Context of Usage

This screen contains a number of search fields. By inputting the relevant data, you can search for users. The search results will be displayed in a list, which is sorted by the values of the 'Login Name' column in ascending order (default setting). After selecting an entry, you can proceed further by clicking on the buttons below.

This function is only available in U2A mode.

When exporting the content of this screen, you receive the list and the corresponding details for each data record.

**Screen** | Reference Data >> Access Rights >> Users

**Access Privileges**

To use this screen, you need the following privileges [To be provided in a later draft, under the Annex chapter]:

- | system user query
- | Delete user

**References**

**User Instructions Part**

This screen is part of the following business scenario:

- | Create a new user [▶ 91]

**Screenshot**

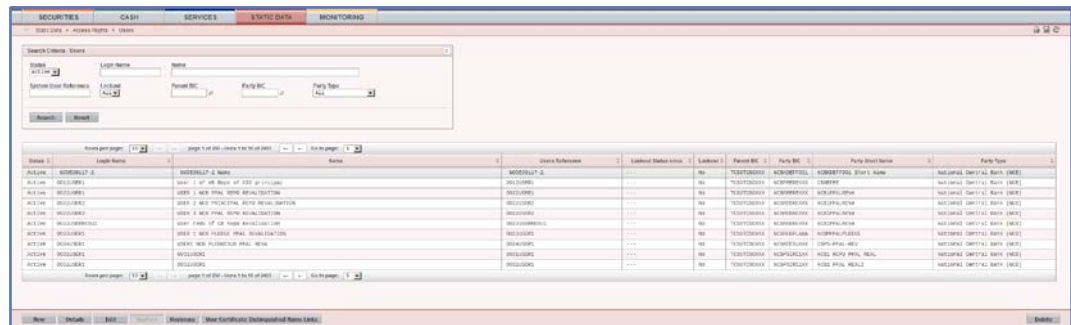


Illustration 12: Users - search/list screen

**Field Description**

Users – Search Criteria	
Status*	Select the status of the user from the possible values: <ul style="list-style-type: none"> <li>  All</li> <li>  Active (default value)</li> <li>  Deleted</li> </ul> References for error messages [ To be provided in a later draft, under the Annex chapter]: <ul style="list-style-type: none"> <li>  DRD7003</li> <li>  DRD7004</li> </ul>
Login Name	Enter the login name of the user. Required format is: max. 35 characters (SWIFT-x) Reference for error message [ To be provided in a later draft, under the Annex chapter]: <ul style="list-style-type: none"> <li>  DRD7002</li> </ul>
Name	Enter the name of the user. Required format is: max. 127 characters (SWIFT-x)
System User Reference	Enter the system user reference associated to the user. Required format is: max. 35 characters (SWIFT-x)



Users – Search Criteria	
	<p>Reference for error message [ To be provided in a later draft, under the Annex chapter]:</p> <ul style="list-style-type: none"> <li>  DRD7005</li> </ul>
Lockout Status*	<p>Select the lockout status of the user from the possible values:</p> <ul style="list-style-type: none"> <li>  All (default value)</li> <li>  Yes</li> <li>  No</li> </ul>
Parent BIC	<p>Select the parent BIC of the party related to the user from the drop-down menu or search via the <i>magnifier</i> icon.</p> <p>Required format is: max. 11 characters (SWIFT-x)</p> <p>References for error messages [ To be provided in a later draft, under the Annex chapter]:</p> <ul style="list-style-type: none"> <li>  DRD7007</li> <li>  QMPC084</li> </ul>
Party BIC	<p>Select the BIC of the party related to the user from the drop-down menu or search via the <i>magnifier</i> icon.</p> <p>Required format is: max. 11 characters (SWIFT-x)</p> <p>References for error messages [ To be provided in a later draft, under the Annex chapter]:</p> <ul style="list-style-type: none"> <li>  DRD7007</li> <li>  QMPC032</li> <li>  QMPC084</li> </ul>
Party Type*	<p>Select the type of party related to the user from the possible values:</p> <ul style="list-style-type: none"> <li>  All (Default value)</li> <li>  Service operator</li> <li>  Payment bank</li> <li>  National central bank (NCB)</li> </ul>

Users - List	
Status	<p>Shows the status of the user from the possible values:</p> <ul style="list-style-type: none"> <li>  Active</li> <li>  Deleted</li> </ul> <p>If the status is set to 'Deleted', the selected user cannot be edited or deleted. If the status is set to 'Active', the selected user cannot be restored.</p> <p>References for error messages [ To be provided in a later draft, under the Annex chapter]:</p> <ul style="list-style-type: none"> <li>  DRD7003</li> <li>  DRD7004</li> </ul>
Login Name	<p>Shows the login name of the user.</p> <p>Reference for error message [ To be provided in a later draft, under the Annex chapter]:</p> <ul style="list-style-type: none"> <li>  DRD7002</li> </ul>
Name	Shows the name of the user.
System User Reference	<p>Shows the system user reference associated to the user.</p> <p>Required format is: max. 35 characters (SWIFT-x)</p> <p>Reference for error message [ To be provided in a later draft, under the Annex chapter]:</p> <ul style="list-style-type: none"> <li>  DRD7005</li> </ul>
Lockout Status since	<p>Shows the date and time from which the user is locked out of the system or the date and time from which the user is locked in again.</p> <p>Displayed format is: YYYY-MM-DD hh:mm</p>
Lockout Status	<p>Shows the lockout status of the user from the possible values:</p> <ul style="list-style-type: none"> <li>  Yes</li> <li>  No</li> </ul>
Parent BIC	<p>Shows the parent BIC of the party related to the user.</p> <p>Reference for error message [ To be provided in a later draft, under the Annex chapter]:</p> <ul style="list-style-type: none"> <li>  DRD7007</li> </ul>

Users - List	
Party BIC	Shows the BIC of the party related to the user. References for error messages [ To be provided in a later draft, under the Annex chapter]: <ul style="list-style-type: none"> <li>  DRD7007</li> <li>  QMPC032</li> <li>  QMPC084</li> </ul>
Party Short Name	Shows the short name of the party related to the user.
Party Type	Shows the party type of the party related to the user.

## Buttons

Search	<p>This function enables you to start a search according to the criteria entered. The results are displayed in a list on the same screen.</p> <p>If the search retrieves a single record, the <i>details</i> screen is displayed directly.</p> <p>Next screen:</p> <ul style="list-style-type: none"> <li>  <i>Users – search/list</i> screen</li> <li>  <i>User – details</i> screen [ ▶ 70]</li> </ul> <p>References for error messages: [ ▶To be provided in a later draft, under the Annex chapter]</p> <ul style="list-style-type: none"> <li>  QMPC032</li> <li>  QMPC084</li> </ul>
Reset	<p>This function enables you to set default search criteria and blanks out all optional criteria.</p> <p>Next screen:</p> <ul style="list-style-type: none"> <li>  <i>Users – search/list</i> screen</li> </ul>
New	<p>This function enables you to create a new system user.</p> <p>Next screen:</p> <ul style="list-style-type: none"> <li>  <i>User – new</i> screen [ ▶ 73]</li> </ul>
Edit	<p>This function enables you to edit the details of the selected system user.</p> <p>Next screen:</p> <ul style="list-style-type: none"> <li>  <i>User – edit</i> screen [ ▶ 73]</li> </ul>

	<p>If the status of the selected user is already set to 'Deleted', this function is not available.</p>
Delete	<p>This function enables you to delete the selected system user, after confirmation. Upon clicking on the <i>delete</i> button you will be asked to enter your PIN for digital signature purposes (NRO). With the entry of the PIN, CRDM attaches a digital signature to the instruction entered by the CRDM actor.</p> <p>Next screen:</p> <ul style="list-style-type: none"> <li>■ <i>Users – search/list</i> screen</li> </ul> <p>If the status of the selected user is already set to 'Deleted', this function is not available.</p> <p>References for error messages [ To be provided in a later draft, under the Annex chapter]:</p> <ul style="list-style-type: none"> <li>■ DRD7001</li> <li>■ DRD7003</li> <li>■ DRD7008</li> </ul>

Details	<p>This function enables you to display the details of the selected system user.</p> <p>Next screen:</p> <ul style="list-style-type: none"> <li>■ <i>User – details</i> screen [ 70]</li> </ul>
Restore	<p>This function enables you to restore a previously deleted system user. Upon clicking on the <i>restore</i> button you will be asked to enter your PIN for digital signature purposes (NRO). With the entry of the PIN, CRDM attaches a digital signature to the instruction entered by the CRDM actor.</p> <p>Next screen:</p> <ul style="list-style-type: none"> <li>■ <i>Users – search/list</i> screen</li> </ul> <p>If the status of the selected user is already set to 'Active', this function is not available.</p> <p>References for error messages [ To be provided in a later draft, under the Annex chapter]:</p> <ul style="list-style-type: none"> <li>■ DRD7001</li> <li>■ DRD7002</li> <li>■ DRD7004</li> <li>■ DRD7005</li> <li>■ DRD7007</li> </ul>
User Certificate Distinguished Name Links	<p>This function enables you to access the <i>User certificate distinguished name links</i> screen for the selected user.</p> <p>Next screen:</p> <ul style="list-style-type: none"> <li>■ <i>User certificate distinguished name links – search/list</i> screen [ 76]</li> </ul>

### 2.3.3.11 User - Details Screen

#### Context of Usage

This screen displays detailed information on the selected user. You can check the data and proceed further by clicking on the buttons below.

This function is only available in U2A mode.

#### Screen Access

- Reference Data >> Access Rights >> Users >> *Users – search/list* screen >> Click on the *search* and/or *details* button >> *User – details* screen

**Privileges** To use this screen you, need the following privileges [▶ To be provided in a later draft, under the Annex chapter]:

- System user query
- Delete user

**References** **User Instructions Part**

This screen is not part of a business scenario.

**Screenshot**

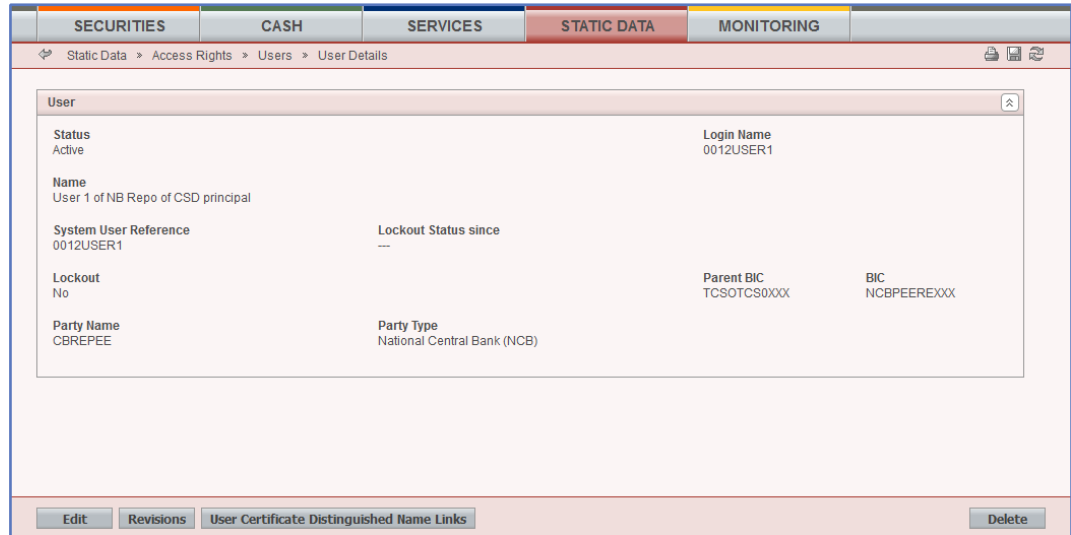


Illustration 13: User - details screen

**Field**

**Description**

User	
Status	<p>Shows the status of the user from the possible values:</p> <ul style="list-style-type: none"> <li>■ Active</li> <li>■ Deleted</li> </ul> <p>If the status is set to 'Deleted', the selected user cannot be edited or deleted. If the status is set to 'Active', the selected user cannot be restored.</p> <p>References for error messages [▶ To be provided in a later draft, under the Annex chapter]:</p> <ul style="list-style-type: none"> <li>■ DRD7003</li> <li>■ DRD7004</li> </ul>
Login Name	<p>Shows the login name of the user.</p> <p>Reference for error message [▶ To be provided in a later draft, under the Annex chapter]:</p> <ul style="list-style-type: none"> <li>■ DRD7002</li> </ul>
User Name	Shows the name of the user.

User	
System User Reference	Shows the system user reference associated to the user. Reference for error message [ To be provided in a later draft, under the Annex chapter]: <ul style="list-style-type: none"> <li>  DRD7005</li> </ul>
Lockout Status since	Shows the date and time from which the user is locked out from the system or the date and time from which the user is locked in again according to the lockout status shown in the 'Lockout Status' field.  Displayed format is: YYYY-MM-DD hh:mm
Lockout Status	Shows the lockout status of the user from the possible values: <ul style="list-style-type: none"> <li>  Yes</li> <li>  No</li> </ul>
Parent BIC	Shows the parent BIC of the party related to the user. Reference for error message [ To be provided in a later draft, under the Annex chapter]: <ul style="list-style-type: none"> <li>  DRD7007</li> </ul>
Party BIC	Shows the BIC of the party related to the user. Reference for error message [ To be provided in a later draft, under the Annex chapter]: <ul style="list-style-type: none"> <li>  DRD7007</li> </ul>
Party Short Name	Shows the short name of the party related to the user.
Party Type	Shows the party type of the party related to the user from the possible values: <ul style="list-style-type: none"> <li>  Service operator</li> <li>  Payment bank</li> <li>  National central bank (NCB)</li> </ul>

## Buttons

Buttons	
Edit	<p>This function enables you to edit the details of the selected system user.</p> <p>Next screen:</p> <ul style="list-style-type: none"> <li>■ <i>User – edit</i> screen [▶ 73]</li> </ul> <p>If the status of the selected user is already set to 'Deleted', this function is not available.</p>
Delete	<p>This function enables you to delete the selected system user, after confirmation. Upon clicking on the <i>delete</i> button you will be asked to enter your PIN for digital signature purposes (NRO). With the entry of the PIN, CRDM attaches a digital signature to the instruction entered by the CRDM actor.</p> <p>Next screen:</p> <ul style="list-style-type: none"> <li>■ <i>Users – search/list</i> screen [▶ 64]</li> </ul> <p>If the status of the selected user is already set to 'Deleted', this function is not available.</p> <p>References for error messages [ To be provided in a later draft, under the Annex chapter]:</p> <ul style="list-style-type: none"> <li>■ DRD7001</li> <li>■ DRU7003</li> </ul>



Revisions	<p>This function enables you to display the revisions of the selected CRDM user.</p> <p>Next screen:</p> <ul style="list-style-type: none"> <li>■ <a href="#">Revisions/audit trail - list screen [▶ 86]</a></li> </ul>
Restore	<p>This function enables you to restore a previously deleted user. Upon clicking on the <i>restore</i> button you will be asked to enter your PIN for digital signature purposes (NRO). With the entry of the PIN, CRDM attaches a digital signature to the instruction entered by the CRDM actor.</p> <p>Next screen:</p> <ul style="list-style-type: none"> <li>■ <a href="#">Users – search/list screen [▶ 64]</a></li> </ul> <p>If the status of the selected user is already set to ‘Active’, this function is not available.</p> <p>References for error messages [ To be provided in a later draft, under the Annex chapter]:</p> <ul style="list-style-type: none"> <li>■ DRD7001</li> <li>■ DRD7002</li> <li>■ DRD7004</li> <li>■ DRD7005</li> <li>■ DRD7007</li> <li>■ DRD7008</li> </ul>
User Certificate Distinguished Name Links	<p>This function enables you to access the <i>User certificate distinguished name links</i> screen for the selected CRDM user.</p> <p>Next screen:</p> <ul style="list-style-type: none"> <li>■ <a href="#">User certificate distinguished name links – search/list screen [▶ 76]</a></li> </ul>

### 2.3.3.12 User - New/Edit Screen

This screen contains a number of fields regarding users. You can enter new data or edit existing data. Afterwards you can proceed further by clicking on the buttons below.

**Context of Usage**

This screen enables lockouts to be applied to and removed from users in order to prevent or allow them to enter the system.

You can use this screen either in 2-eyes or in 4-eyes mode. This function is only available in U2A mode.

**Screen Access**

- | Reference Data >> Access Rights >> Users >> *Users – search/list* screen >> Click on the *new* or *edit* button
- | Reference Data >> Access Rights >> Users >> *Users – search/list* screen >> Click on the *search and/or details* button >> *User - details* screen >> Click on the *edit* button

**Privileges**

To use this screen, you need the following privileges [▶To be provided in a later draft, under the Annex chapter]:

- | Create user
- | Update user

**References**

**User Instructions Part**

This screen is part of the following business scenario:

- | Create a new user [▶ 91]

**Screenshot**

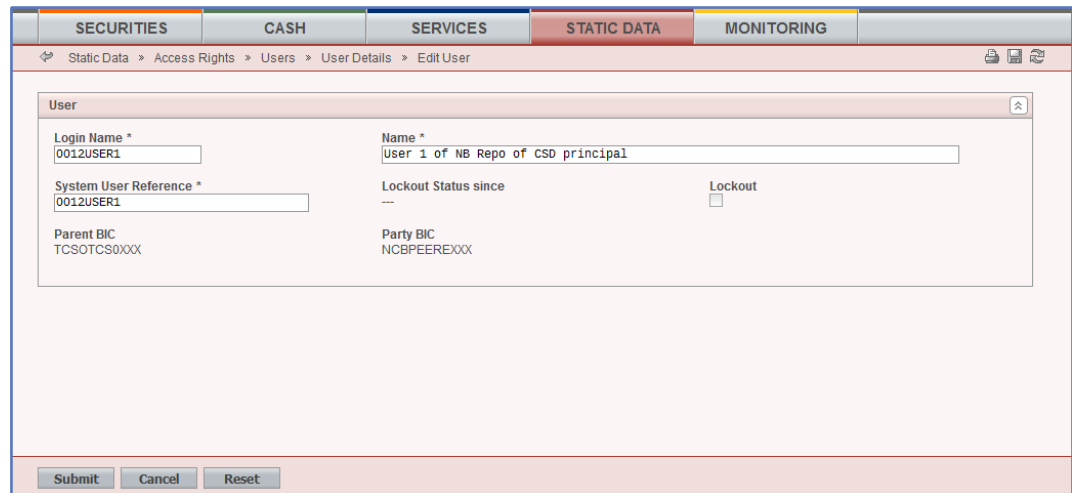


Illustration 14: User - edit screen

**Field Description**

User	
Login Name*	Enter the login name of the user. Required format is: max. 35 characters (SWIFT-x) References for error messages [▶ To be provided in a later draft, under the Annex chapter]: <ul style="list-style-type: none"> <li>  DRC7006</li> <li>  DRU7008</li> </ul>
Name*	Enter the name of the user.

User	
	Required format is: max. 127 characters (SWIFT-x)
System User Reference*	<p>Enter the unique system user reference associated to the user.</p> <p>Required format is: max. 35 characters (SWIFT-x).</p> <p>References for error messages [ To be provided in a later draft, under the Annex chapter]:</p> <ul style="list-style-type: none"> <li>■ DRC7007</li> <li>■ DRU7005</li> </ul>
Lockout Status since (*)	<p>Shows the date and time from which the user is locked out of the system.</p> <p>Displayed format is: YYYY-MM-DD hh:mm</p> <p>If the 'Lockout Status Since' field is selected, this field is a mandatory enter field in the <i>new</i> screen. You can enter or edit the lockout date and time.</p> <p>Required format is: YYYY-MM-DD hh:mm</p> <p>The default value is the current date. If the 'Lockout Status' field is deselected this field is read-only and empty.</p>
Lockout Status	Select the lockout status. When the select field is selected the user cannot log into the system as from the date specified in the 'Lockout Status since' field.
Parent BIC*	<p>Shows the parent BIC of the party related to the user.</p> <p>This field is a mandatory enter field in the <i>new</i> screen.</p> <p>Required format is: max. 11 characters (SWIFT-x)</p> <p>Reference for error message [ To be provided in a later draft, under the Annex chapter]:</p> <ul style="list-style-type: none"> <li>■ DRC7005</li> </ul>
Party BIC*	<p>Shows the BIC of the party related to the user.</p> <p>This field is a mandatory enter field in the <i>new</i> screen.</p> <p>Required format is: max. 11 characters (SWIFT-x)</p> <p>Reference for error message [ To be provided in a later draft, under the Annex chapter]:</p> <ul style="list-style-type: none"> <li>■ DRC7005</li> </ul>

## Buttons

Buttons	
Submit	<p>This function enables you to create or edit a system user according to the information entered in the fields. Upon clicking on the <i>submit</i> button you will be asked to enter your PIN for digital signature purposes (NRO). With the entry of the PIN, CRDM attaches a digital signature to the instruction entered by the CRDM actor.</p> <p>Next screen:</p> <ul style="list-style-type: none"> <li>■ <i>User – details</i> screen [▶ 70]</li> </ul> <p>References for error messages [ - To be provided in a later draft, under the Annex chapter]:</p> <ul style="list-style-type: none"> <li>■ DRC7001</li> <li>■ DRC7005</li> <li>■ DRC7006</li> <li>■ DRC7007</li> <li>■ DRU7001</li> <li>■ DRU7003</li> <li>■ DRU7005</li> <li>■ DRU7008</li> </ul>
Cancel	<p>This function enables you to cancel the process and return to the previous screen.</p> <p>Next screen:</p> <ul style="list-style-type: none"> <li>■ <i>Users – search/list</i> screen [▶ 64]</li> </ul>
Reset	<p>This function enables you to set all fields to default value and blanks out all optional fields.</p> <p>Next screen:</p> <ul style="list-style-type: none"> <li>■ <i>User – new/edit</i> screen</li> </ul>

### 2.3.3.13 User Certificate Distinguished Name Links - Search/List Screen

This screen contains a number of search fields. By inputting the relevant data, you can search for user certificate distinguished name links. The search results

**Context of Usage**

will be displayed in a list. After selecting an entry, you can proceed further by clicking on the buttons below.

There is no usage restriction for this screen.

This function is only available in U2A mode.

**Screen Access**

- Reference Data >> Access Rights >> User Certificate Distinguished Name Links
- Reference Data >> Access Rights >> Users >> *Users – search/listscreen* >> Click on the *user certificate distinguished name links* button
- Reference Data >> Access Rights >> Users >> *Users – search/listscreen* >> Click on the *search* and/or the *details* button >> *User – details* screen >> Click on the *user certificate distinguished name links* button
- Reference Data >> Access Rights >> Certificate Distinguished Names >> *Certificate distinguished names – search/list screen* >> Click on the *user certificate distinguished name links* button

**Privileges**

To use this screen, you need the following privileges [To be provided in a later draft, under the Annex chapter]:

- Delete user certificate distinguish name link
- System user link query

**References**

**User Instructions Part**

This screen is part of the following business scenario:

- Create a new user certificate distinguished name link [▶ 93]

**Screenshot**

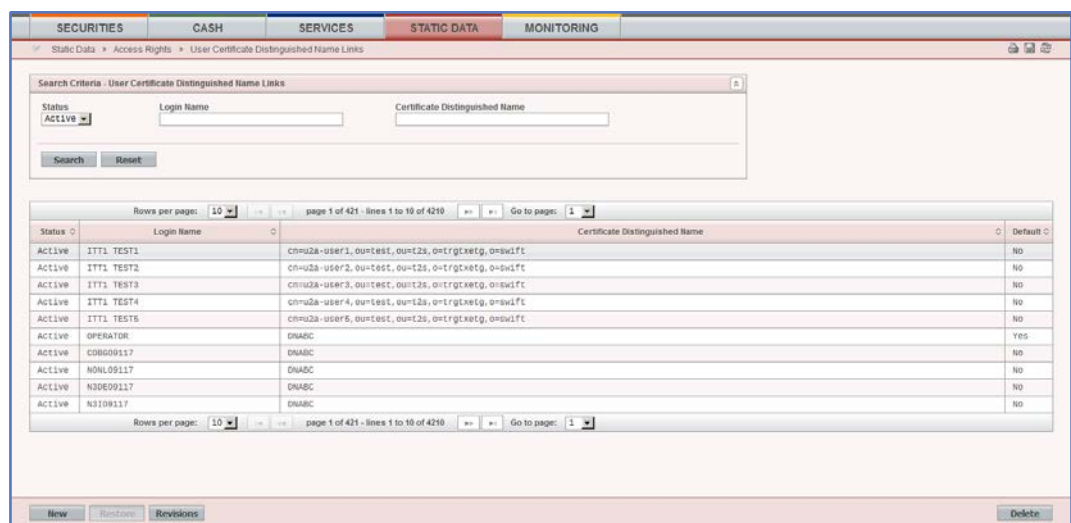


Illustration 15: User certificate distinguished name links - search/list screen

**Field**

**Description**

User Certificate Distinguished Name Links – Search Criteria	
Status *	<p>Select the status of the user certificate distinguished name link from the possible values:</p> <ul style="list-style-type: none"> <li>■ All</li> <li>■ Active (default value)</li> <li>■ Deleted</li> </ul> <p>References for error messages [ - To be provided in a later draft, under the Annex chapter]:</p> <ul style="list-style-type: none"> <li>■ DRD0002</li> <li>■ DRD0007</li> </ul>
Login Name	<p>Enter the login name of the user.</p> <p>Required format is: max. 35 characters (SWIFT-x)</p> <p>If you have accessed this screen via the <i>users - search/list</i> or <i>user - details</i> screen, this field is already filled in.</p> <p>References for error messages [ - To be provided in a later draft, under the Annex chapter]:</p> <ul style="list-style-type: none"> <li>■ DRD0003</li> <li>■ DRD0005</li> </ul>
Certificate Distinguished Name	<p>Enter the distinguished name of the certificate.</p> <p>Required format is: max. 256 characters (UTF-8 except '&gt;', '&lt;', '&amp;')</p> <p>If you have accessed this screen via the <i>certificate distinguished names – search/list</i> screen, this field is already filled in.</p> <p>References for error messages [ - To be provided in a later draft, under the Annex chapter]:</p> <ul style="list-style-type: none"> <li>■ DRD0004</li> <li>■ DRD0005</li> </ul>

User Certificate Distinguished Name Links - List	
Status	<p>Shows the status of the user certificate distinguished name link from the possible values:</p> <ul style="list-style-type: none"> <li>  Active</li> <li>  Deleted</li> </ul> <p>If the status is set to 'Deleted', the selected user certificate distinguished name link cannot be deleted.</p> <p>If the status is set to 'Active', the selected user certificate distinguished name link cannot be restored.</p> <p>References for error messages [ To be provided in a later draft, under the Annex chapter]:</p> <ul style="list-style-type: none"> <li>  DRD0002</li> <li>  DRD0007</li> </ul>
Login Name	<p>Shows the login name of the user.</p> <p>References for error messages [ To be provided in a later draft, under the Annex chapter]:</p> <ul style="list-style-type: none"> <li>  DRD0003</li> <li>  DRD0005</li> </ul>
Certificate Distinguished Name	<p>Shows the distinguished name of the certificate linked to the user.</p> <p>References for error messages [ To be provided in a later draft, under the Annex chapter]:</p> <ul style="list-style-type: none"> <li>  DRD0004</li> <li>  DRD0005</li> </ul>
Default	<p>Shows whether the displayed certificate is the default certificate for the user.</p> <p>Reference for error message [ To be provided in a later draft, under the Annex chapter]:</p> <ul style="list-style-type: none"> <li>  DRD0006</li> </ul>
Main User	<ul style="list-style-type: none"> <li>  Shows the main certificate for the TIPS User</li> </ul> <p>Reference for error message [ To be provided in a later draft, under the Annex chapter]:</p> <ul style="list-style-type: none"> <li>  (to be defined)</li> </ul>

## Buttons

Search	<p>This function enables you to start a search according to the criteria entered. The results are displayed in a list on the same screen.</p> <p>Next screen:</p> <ul style="list-style-type: none"> <li> <a href="#">User certificate distinguished name links – search/list screen</a> </li> </ul>
Reset	<p>This function enables you to set default search criteria and blanks out all optional criteria.</p> <p>Next screen:</p> <ul style="list-style-type: none"> <li> <a href="#">User certificate distinguished name links – search/list screen</a> </li> </ul>
New	<p>This function enables you to create a new link between an existing user and an existing certificate distinguished name.</p> <p>Next screen:</p> <ul style="list-style-type: none"> <li> <a href="#">User certificate distinguished name link – new screen</a> </li> </ul> <p>[ 82]</p>



## Restore

This function enables you to restore a previously deleted user certificate distinguished name link. Upon clicking on the *restore* button you will be asked to enter your PIN for digital signature purposes (NRO). With the entry of the PIN, CRDM attaches a digital signature to the instruction entered by the CRDM actor.

Next screen:

- *User certificate distinguished name links – search/list screen*

If the status of the selected user certificate distinguished name link is already set to 'Active', this function is not available.

References for error messages [ To be provided in a later draft, under the Annex chapter]:

- DRD0001
- DRD0003
- DRD0004
- DRD0005
- DRD0006
- DRD0007

## Revisions

This function enables you to display the revisions of the selected user certificate distinguished name link.

Next screen:

- *Revisions/audit trail – list screen* [▶ 86]

## Delete

This function enables you to delete the selected user certificate distinguished name link, after confirmation. Upon clicking on the *delete* button you will be asked to enter your PIN for digital signature purposes (NRO). With the entry of the PIN, CRDM attaches a digital signature to the instruction entered by the CRDM actor.

Next screen:

- *User certificate distinguished name links – search/list screen*

If the status of the selected user certificate distinguished name link is already set to 'Active', this function is not available.

<p>References for error messages [ To be provided in a later draft, under the Annex chapter]:</p> <ul style="list-style-type: none"> <li>■ DRD0001</li> <li>■ DRD0002</li> </ul>

### 2.3.3.14 User Certificate Distinguished Name Link - New Screen

**Context of Usage** This screen contains a number of fields regarding user certificate distinguished name links. You can enter new data. Afterwards you can proceed further by clicking on the buttons below.

There is no usage restriction for this screen.

This function is only available in U2A mode.

**Screen Access**

- Reference Data >> Access Rights >> User Certificate Distinguished Name Links >> *User certificate distinguished name links search/listscreen* >> Click on the *new* button
- Reference Data >> Access Rights >> Users >> *Users – search/listscreen* >> Click on the *user certificate distinguished name links* button >> *User certificate distinguished name links – search/list screen* >> Click on the *new* button
- Reference Data >> Access Rights >> Users >> *Users – search/list screen* >> Click on the *search* and/or the *details* button >> *User – details screen* >> Click on the *user certificate distinguished name links* button >> *User certificate distinguished name links – search/list screen* >> Click on the *new* button
- Reference Data >> Access Rights >> Certificate Distinguished Names >> *Certificate distinguished names – search/list screen* >> Click on the *user certificate distinguished name links* button >> *User certificate distinguished name links – search/list screen* >> Click on the *new* button

**Privileges** To use this screen, you need the following privilege [▶To be provided in a later draft, under the Annex chapter]:

- Create user certificate distinguish name link

**References** **User Instructions Part**

This screen is part of the following business scenario:

- Create a new user certificate distinguished name link [▶ 93]

**Screenshot**

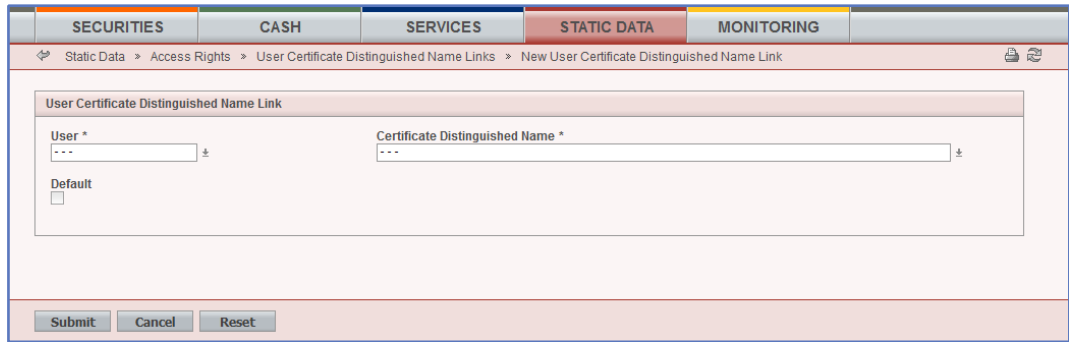


Illustration 16: User certificate distinguished name link - new screen

**Field Description**

User Certificate Distinguished Name Links	
<b>Login Name *</b>	Select the login name of the user that you want to link to the certificate from the drop-down menu.  References for error messages [ To be provided in a later draft, under the Annex chapter]: <ul style="list-style-type: none"> <li>  DRC0002</li> <li>  DRC0003</li> <li>  DRC0005</li> </ul>
<b>Certificate Distinguished Name *</b>	Select the distinguished name of the certificate that you want to link to the user from the drop-down menu.  References for error messages [ To be provided in a later draft, under the Annex chapter]: <ul style="list-style-type: none"> <li>  DRC0004</li> <li>  DRC0005</li> </ul>
<b>Default</b>	Select whether this should be the default certificate for the selected user.  Reference for error message [ To be provided in a later draft, under the Annex chapter]: <ul style="list-style-type: none"> <li>  DRC0006</li> </ul>

## Buttons

Buttons	
Submit	<p>This function enables you to create a new user certificate distinguished name link. Upon clicking on the <i>submit</i> button you will be asked to enter your PIN for digital signature purposes (NRO). With the entry of the PIN, CRDM attaches a digital signature to the instruction entered by the CRDM actor.</p> <p>Next screen:</p> <ul style="list-style-type: none"> <li>■ <i>User certificate distinguished name link – new screen</i></li> </ul> <p>References for error messages [ To be provided in a later draft, under the Annex chapter]:</p> <ul style="list-style-type: none"> <li>■ DRC0001</li> <li>■ DRC0002</li> <li>■ DRC0003</li> <li>■ DRC0004</li> <li>■ DRC0005</li> <li>■ DRC0006</li> </ul>
Reset	<p>This function enables you to set all fields to default value and it blanks out all optional fields.</p> <p>Next screen:</p> <ul style="list-style-type: none"> <li>■ <i>User certificate distinguished name link – new screen</i></li> </ul>
Cancel	<p>This function enables you to cancel the process and return to the previous screen.</p> <p>Next screen:</p> <ul style="list-style-type: none"> <li>■ <i>User certificate distinguished name links – search/list screen [ ▶ 76]</i></li> </ul>

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2.3.3.15 Distinguished Name-BIC Routing– Search/list Screen

2.3.3.16 Distinguished Name-BIC Routing - New/Edit Screen

2.3.3.17 Authorized Account User – Search/list Screen

2.3.3.18 Authorized Account User - Details Screen

2.3.3.19 Authorized Account User - New/Edit Screen

## 2.3.4 Message and Reports

2.3.4.1 Message Subscription Rules - List Screen

2.3.4.1 Message Subscription Rule - New/Edit Screen

2.3.4.2 Message Subscription Rule Sets - Search/List Screen

2.3.4.3 Message Subscription Rule Set - Details Screen

2.3.4.4 Message Subscription Rule Set - New/Edit Screen

2.3.4.5 Report Configurations - Search/List Screen

2.3.4.6 Report Configuration - Details Screen

2.3.4.7 Report Configuration - New/Edit Screen

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## 2.3.5 Revisions

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## 2.3.5.1 Revisions/Audit Trail - List Screen

## 2.3.5.2 Revisions/Audit Trail - Details Screen

# 3 User Instructions Part

## 3.1 General

The user instructions part comprises scenarios adapted from typical user workflows. They are grouped into related activities, called business packages, which are further grouped into categories.

Furthermore, you can find business scenarios dedicated only to the Service operator are highlighted by the adding 'Service operator only' in the title.

### Categories

The categories are a structural element and do not contain any information.

### Business Packages

The business packages define an overall task. They include an overview and a list of the business scenarios. In detail, each business package description has the same structure and contains the following elements.

#### Overview

The overview describes the aim and the background of the business package. It also explains the interrelation of the business scenarios.

#### List of Business Scenarios

This section contains a list of all business scenarios belonging to the business package.

The list is unordered if the business scenarios represent alternative ways to achieve the aim of the business package. It is ordered if the business scenarios have to be carried out sequentially. Sequential business scenarios do not necessarily have to be carried out directly after each other. The sequence only implies that 1 business scenario is a prerequisite for the following ones.

### Business Scenarios

Each business scenario represents a single workflow and consists of single action steps, intermediate results and a final result. In detail, each business scenario description has the same structure and contains the following elements.

#### Context of Usage

The context of usage describes the aim of the business scenario and indicates whether this business scenario is mandatory or optional in order to fulfil the overall business package. It also contains the usage restrictions and the prerequisites (excluding the privileges), if available.

---

<b>Privileges</b>	In this section, all the necessary privileges to access and use the involved screens are listed. First the privileges to access the first screen are mentioned, followed by the privileges necessary to proceed with the business scenario. Afterwards, the privileges for the following screens are mentioned in the same order.
<b>Reference</b>	This section lists all references to the screens involved, in order of their appearance in the business scenario.
<b>Instructions</b>	Each workflow is described from the start to the end, beginning with the access to the starting screen. The instructions involve a number of separate steps which lead you through a series of screens and actions. Each action step is focused on 1 single action. Intermediate results are included and the instructions end with a final result. Possible alternatives and repetitions are highlighted with a notice sign.



### Example

1. Action step 1
  2. Action step 2
    - ➔ Intermediate result
  3. Action step 3
    - ➔ Result
- 

## 3.2 Access Rights

### 3.2.1 Configuration of a Role

<b>Overview</b>	<p>This business package describes the configuration of a role.</p> <p>To configure a role, you first have to create a new role and then to assign privileges or other roles to the created role.</p> <p>Afterwards you can assign the new role to a user or to a party.</p> <p>To configure a role, carry out the business scenarios in the predefined order and choose the business scenario relevant to you whenever options are given.</p>
<b>Business Scenarios</b>	<ol style="list-style-type: none"> <li>1. Create a new role [▶ 88]</li> <li>2. Grant System Privileges to a Role [▶ 99]           <ul style="list-style-type: none"> <li>■ Assign a role to a party [▶ 89]</li> <li>■ Assign a role to a user [▶ 90]</li> </ul> </li> </ol>

### 3.2.1.1 Create a New Role

**Context of Usage** This business scenario describes how to create a new role.  
A role is a set of privileges, which can be granted to users and parties. You can create a new role for your participant and for yourself.  
Creating a new role is mandatory for configuration of a role.  
This business scenario is not relevant for payment bank users.

**Privileges** To carry out this business scenario, you need the following privileges:

- Role list query
- Create role

**Reference** Further information on screens involved can be found in the screen reference part:

- *Roles – search/list* screen [▶ 57]
- *Role – new/edit* screen [▶ 62]

**Instructions**

1. Go to the *roles – search/list* screen:  
Reference Data >> Access Rights >> Roles
2. Click on the *new* button.  
⇒ The *role – new* screen is displayed.



The screenshot shows a form titled "Role" with two input fields: "Role Name" and "Role Description". Both fields have asterisks indicating they are mandatory. The "Role Name" field contains the text "Role Name" and the "Role Description" field contains the text "Role Description".

3. Enter all mandatory information about the role you want to create.



**Alternatives**

To set all fields to default value and blank out all optional fields, click on the *reset* button.

To cancel the process and return to the previous screen, click on the *cancel* button.

4. Click on the *submit* button.
5. Enter your PIN for digital signature purposes (NRO).  
➔ The new role has been created.



### 3.2.1.2 Grant System Privileges to a Role

### 3.2.1.3 Assign a Role to a Party

This business scenario describes how to assign a role to a party.

#### Context of Usage

A role is a homogenous group of privileges. To grant a role to a party, you must own that role.

You can grant a role to a party not belonging to your system entity only if you are the party administrator of the party that owns the role.

This business scenario is not relevant for payment bank users.

#### Privileges

To carry out this business scenario, you need the following privileges:

- Role list query
- Grant/revoke role

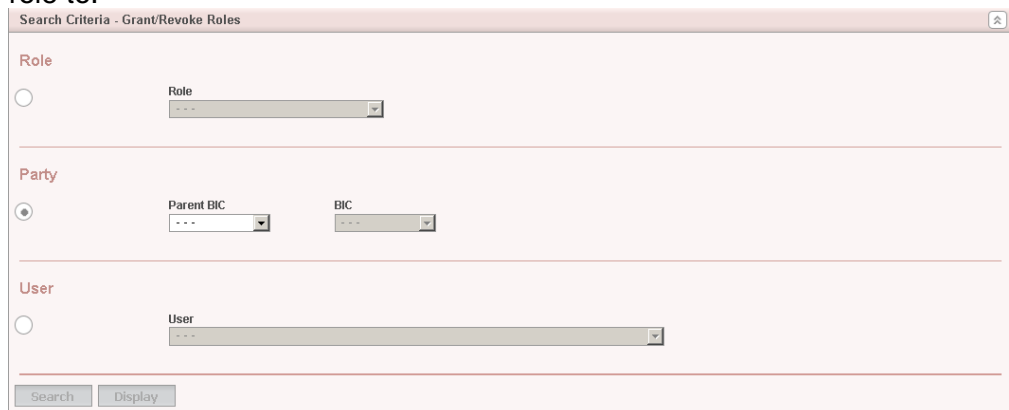
#### References

Further information on screens involved can be found in the screen reference part:

- *Grant/revoke privileges – search* screen [▶ 52]
- *Grant/revoke role – new/edit* screen [▶ 52]

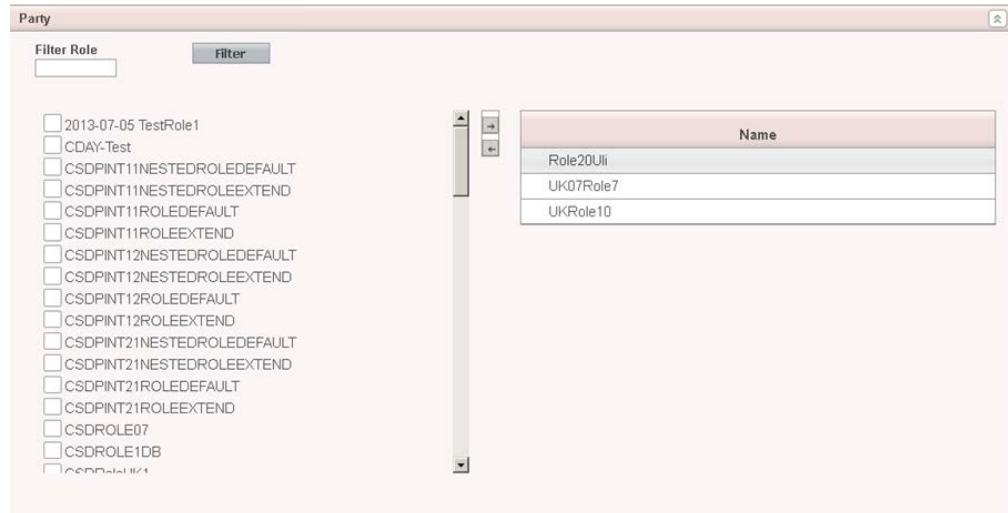
#### Instructions

1. Go to the *grant/revoke privileges – search* screen:  
Reference Data >> Access Rights >> Grant/Revoke Roles
2. Select the parent BIC and the BIC of the party you would like to assign the role to.



3. Click on the *search* button.  
⇒ The *grant/revoke role – new/edit* screen is displayed.

4. Check if the party has been already granted to the relevant roles in the left column.
  - ⇒ If the party has been already granted to the role, you can finish the business scenario with this step.
  - ⇒ If the party has not been granted to the role, proceed with the next step.
5. Select the role(s) you want to grant to the party in the 'Roles' frame.
6. Click on the *arrow* icon.



7. Enter your PIN for digital signature purposes (NRO).
  - ➔ The role has been granted to the party.



### Repetition

To grant more roles to the party, repeat step 4 and 5 or select all the roles you want to grant before clicking the *arrow* icon.

## 3.2.1.4 Assign a Role to a User

## 3.2.2 Configuration of a User

### Overview

This business package describes the configuration of a user.

A user is a reference data object that allows an individual or an application to interact with the shared services. The functions that can be triggered depend on the privileges granted to the user.

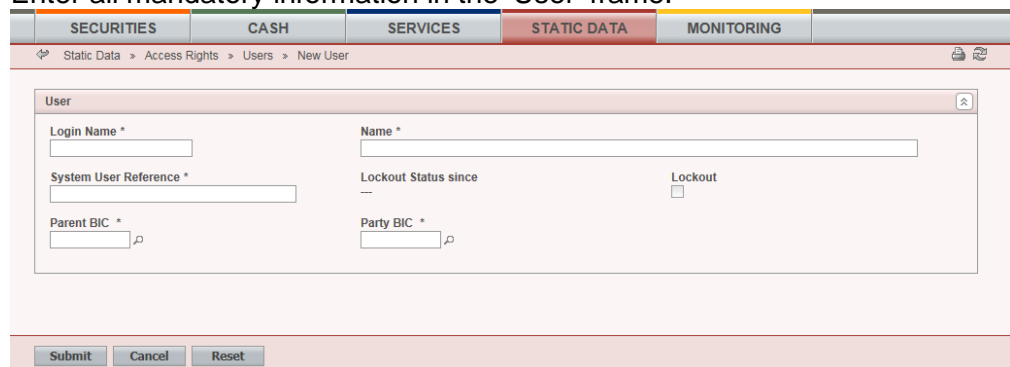
It is possible to grant privileges or roles to the new user after its creation.

To configure a user, carry out the following business scenarios in the predefined order.

- Business Scenarios**
1. Create a new user [▶ 91]
  2. Create a new user certificate distinguished name link [▶ 93]
  3. Assign a role to a user [▶ 95]

### 3.2.2.1 Create a New User

- Context of Usage** This business scenario describes how to create a new user.
- A user is a reference data object that allows an individual or an application to interact with one or many Eurosystem Market Infrastructure services. The functions that can be triggered within each service depend on the privileges granted to the user.
- The user is mainly defined by the 'Login Name' and 'System User Reference' that must be unique in the system. All the users are linked to a specific party and can be created by another authorised user.
- There is no usage restriction for this business scenario.
- Privileges** To carry out this business scenario, you need the following privileges:
- system user query
  - Create user
- Reference** Further information on screens involved can be found in the screen reference part:
- *Users – search/list* screen [▶ 64]
  - *User – new/edit* screen [▶ 73]
- Instructions**
1. Go to the *users – search/list* screen:  
Reference Data >> Access Rights >> Users
  2. Click on the *new* button.  
⇒ The *user – new* screen is displayed.
  3. Enter all mandatory information in the 'User' frame.



The screenshot shows a web application interface for creating a new user. At the top, there are navigation tabs: SECURITIES, CASH, SERVICES, STATIC DATA (selected), and MONITORING. Below the tabs is a breadcrumb trail: Static Data > Access Rights > Users > New User. The main content area is a form titled 'User' with a close button in the top right corner. The form contains the following fields:

- Login Name \***: A text input field.
- Name \***: A text input field.
- System User Reference \***: A text input field.
- Parent BIC \***: A text input field with a dropdown arrow.
- Party BIC \***: A text input field with a dropdown arrow.
- Lockout Status since**: A text input field.
- Lockout**: A checkbox.

At the bottom of the form, there are three buttons: 'Submit', 'Cancel', and 'Reset'.



### Alternatives

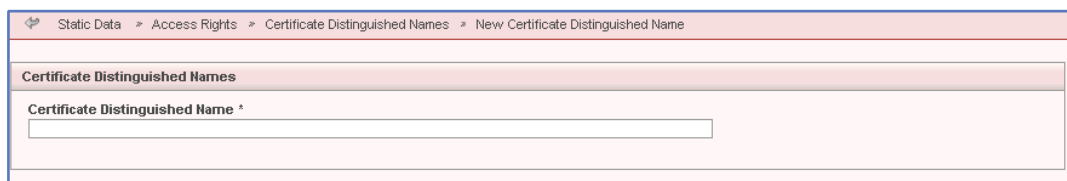
To set all fields to default value and blank out all optional fields, click on the *reset* button.

To cancel the process and return to the previous screen, click on the *cancel* button.

4. Click on the *submit* button.
  5. Enter your PIN for digital signature purposes (NRO).
- ➔ The new user has been created.

## 3.2.2.2 Create a New User Certificate Distinguished Name

<b>Context of Usage</b>	<p>This business scenario describes how to create a new user certificate distinguished name.</p> <p>This business scenario is not relevant for payment bank users.</p>
<b>Privileges</b>	<p>To carry out this business scenario, you need the following privileges:</p> <ul style="list-style-type: none"> <li>■ Certificate query</li> <li>■ Create certificate distinguish name</li> </ul>
<b>Reference</b>	<p>Further information on screens involved can be found in the screen reference part:</p> <ul style="list-style-type: none"> <li>■ <i>Certificate distinguished names – search/list</i> screen [▶ 47]</li> <li>■ <i>Certificate distinguished name – new</i> screen [▶ 50]</li> </ul>
<b>Instructions</b>	<ol style="list-style-type: none"> <li>1. Go to the <i>certificate distinguished name – search/list</i> screen: Reference Data &gt;&gt; Access Rights &gt;&gt; Certificate Distinguished Name</li> <li>2. Click on the <i>new</i> button. ⇒ The <i>certificate distinguished name– new</i> screen is displayed.</li> <li>3. Enter all mandatory information in the ‘Certificate Distinguished Name’ field.</li> </ol>




### Alternative

To set default criteria and blank out all optional fields, click on the *reset* button.  
To cancel the process and return to the previous screen, click on the *cancel* button.

---

4. Click on the *submit* button.

➔ The new certificate distinguished name has been created.

### 3.2.2.3 Create a New User Certificate Distinguished Name Link

#### Context of Usage

This business scenario describes how to create a new user certificate distinguished name link.

You need to create a link between a certificate distinguished name and a user login name in order to allow your users or applications to access to the system via the interface.

Before you start please check if a certificate distinguished name has been available and if a link between the selected user and the certificate distinguished name has been already created.

You can link more than one certificate to a single login name and one certificate to more than one user.

This business scenario is not relevant for payment bank users.

#### Privileges

To carry out this business scenario, you need the following privileges:

- Create user certificate distinguish name link
- Query user certificate distinguish name link
- system user link query

#### References

Further information on screens involved can be found in the screen reference part:

- *User certificate distinguished name links – search/list* screen [▶ 76]
- *User certificate distinguished name link – new* screen [▶ 82]

#### Instructions

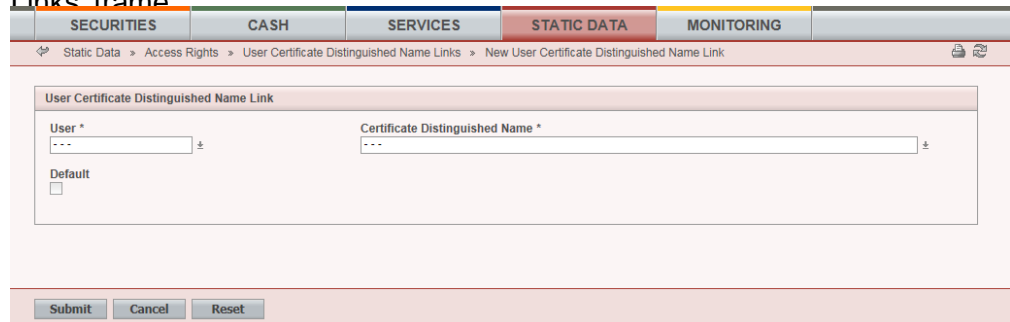
1. Go to the *user certificate distinguished name links – search/list* screen:

Reference Data >> Access Rights >> User Certificate Distinguished Name Links

2. Click on the *new* button.

⇒ The *user certificate distinguished name link – new* screen is displayed.

### 3. Enter all mandatory information in the 'User Certificate Distinguished Name Links' frame




#### Alternatives

To set default criteria and blank out all optional fields, click on the *reset* button. To cancel the process and return to the previous screen, click on the *cancel* button.

4. Click on the *submit* button.
  5. Enter your PIN for digital signature purposes (NRO).
- ➔ The new user certificate distinguished name link has been created.

---

### 3.2.2.4 Assign a Role to a User

### 3.2.3 Usage of the 4-Eyes Mode

#### 3.2.3.1 Initiate an Action in 4-Eyes Mode

#### 3.2.3.2 Approve an Action in 4-Eyes Mode

## 3.3 Rule Sets

### 3.3.1 Configuration of a New Message Subscription Rule Set

### 3.3.2 Create a New Message Subscription Rule Set

## 3.4 Party Management

### 3.4.1 Administration of Participants

#### 3.4.1.1 Create a New Participant

#### 3.4.1.2 Edit an Existing Participant

#### 3.4.1.3 Delete an Existing Participant

## 3.5 Reports

### 3.5.1 Report Management

#### 3.5.1.1 Create a New Report Configuration

---

## 3.6 Revisions

### 3.6.1 Monitoring of Revisions

#### 3.6.1.1 View Revisions

## 3.7 Account Management

### 3.7.1 Administration of Cash Accounts

#### 3.7.1.1 Create a New Cash Account

#### 3.7.1.2 Edit an Existing Cash Account

#### 3.7.1.3 Delete an Existing Cash Account

### 3.7.2 Configuration for a Central Bank

#### 3.7.2.1 Create a new Cash Account

#### 3.7.2.2 Create a New Participant

## 3.8 Technical Addresses

### 3.8.1 Configuration of a Technical Address

#### Overview

This business package describes the configuration of a technical address.

The technical address is used by the shared services to exchange data with the party. A complete configuration foresees the specification of a technical address connected to a network service via a technical address service link.

To configure a technical address, carry out the following business scenarios in the predefined order:

#### Business Scenarios

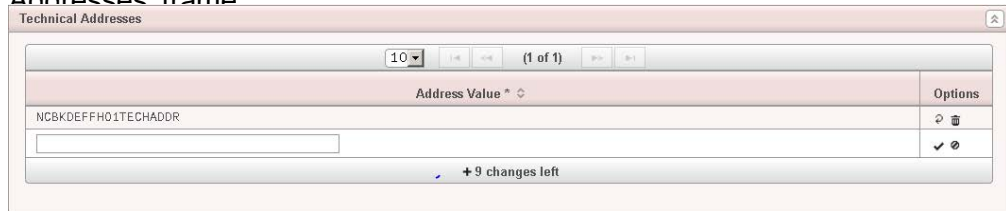
1. Add a new technical address to a party [[▶ 97](#)]
2. Create a new technical address service link [[▶ 98](#)]



### 3.8.1.1 Add a new Technical Address to a Party

<b>Context of Usage</b>	<p>This business scenario describes how to add a new technical address to a party. Each CB is responsible for defining all the required technical addresses for its parties as a first step to have a complete routing configuration.</p> <p>Adding a new technical address to a party is mandatory for the configuration of a technical address.</p> <p>Before you add a technical address to yourself or one of your participants, check whether the technical address exists in CRDM.</p> <p>You have to add at least one technical address for each of your participants.</p> <p>This business scenario is not relevant for payment bank users.</p>
<b>Privileges</b>	<p>To carry out this business scenario, you need the following privileges:</p> <ul style="list-style-type: none"> <li>■ Party list query</li> <li>■ Party reference data query</li> <li>■ Technical address network service link details query</li> <li>■ Update party</li> </ul>
<b>Reference</b>	<p>Further information on screens involved can be found in the screen reference part:</p> <ul style="list-style-type: none"> <li>■ <i>Parties – search/list</i> screen [▶ 18]</li> <li>■ <i>Party – details</i> screen [▶ 26]</li> <li>■ <i>Party – new/edit</i> screen [▶ 32]</li> </ul>
<b>Instructions</b>	<ol style="list-style-type: none"> <li>1. Go to the <i>parties – search/list</i> screen: Reference Data &gt;&gt; Parties &gt;&gt; Parties</li> <li>2. Enter all search criteria known to you about the party to which you want to add the technical address.</li> <li>3. Click on the <i>search</i> button. <ul style="list-style-type: none"> <li>⇒ A list containing the search results is displayed on the screen.</li> <li>⇒ If the search retrieves only one party, the <i>party – details</i> screen is displayed directly. Proceed with step 5.</li> </ul> </li> <li>4. Select the relevant party by clicking on an entry in the list.</li> <li>5. Click on the <i>edit</i> button. <ul style="list-style-type: none"> <li>⇒ The <i>party – edit</i> screen is displayed.</li> </ul> </li> </ol>

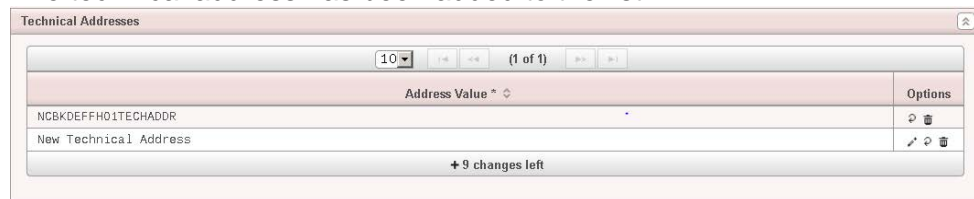
- To add a technical address, click on the *add row* icon in the 'Technical Addresses' frame



Address Value *	Options
NCBKDEFFH01TECHADDR	

+ 9 changes left

- Enter the name of the technical address.
  - Click on the *submit changes* icon in the 'Options' column.
- ⇒ The technical address has been added to the list.



Address Value *	Options
NCBKDEFFH01TECHADDR	
New Technical Address	

+ 9 changes left



### Repetition

To add more technical addresses, repeat steps from 6 to 8.  
You can add up to 10 technical addresses.



### Alternatives

To set all fields to default value and blank out all optional fields, click on the *reset* button.

To cancel the process and return to the previous screen, click on the *cancel* button.

- Click on the *submit* button.
- ➔ The new technical address has been created.

## 3.8.1.2 Create a New Technical Address Service Link

### Context of Usage

This business scenario describes how to create a new technical address in order to connect a party technical address to a specific network service. This connection allows the shared services to route outbound communication.

You can assign the same network service to more than one technical address of the same party and you can also assign more than one network service to the same technical address.

Before you start, check whether the network service and the technical address exist in CRDM.

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This business scenario is not relevant for payment bank users.

### Privileges

To carry out this business scenario, you need the following privileges:

- Party list query
- Party reference data query
- Update party
- Create technical address network service link

### Reference

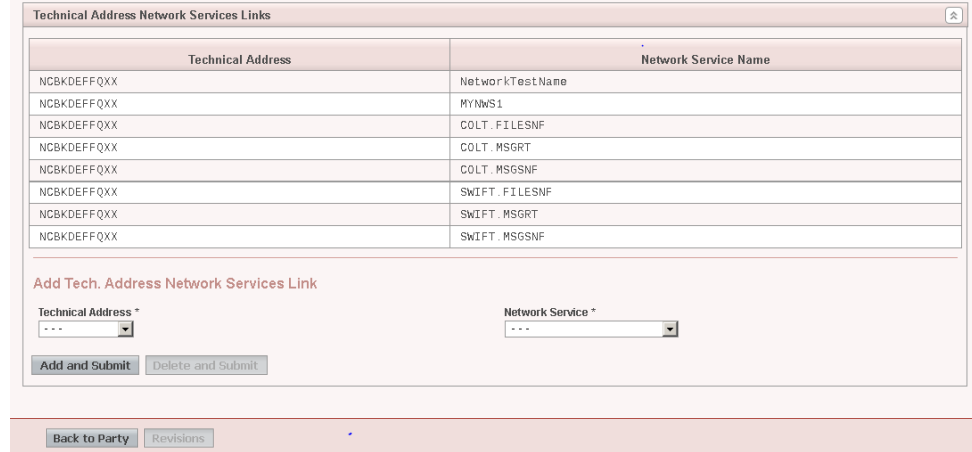
Further information on screens involved can be found in the screen reference part:

- *Parties – search/list* screen [▶ 18]
- *Party – details* screen [▶ 26]
- *Party – new/edit* screen [▶ 32]
- *Technical addresses network services link – new/edit* screen [▶ 43]

### Instructions

1. Go to the *parties – search/list* screen:  
Reference Data >> Parties >> Parties
2. Enter all search criteria known to you about the party, for which you want to create a new technical address service link.
3. Click on the *search* button.
  - ⇒ A list containing the search results is displayed on the screen.
  - ⇒ If the search retrieves only one party, the *party - details* screen is displayed directly. Proceed with step 6.
4. Select the relevant party by clicking on an entry in the list.
5. Click on the *details* button.
  - ⇒ The *party - details* screen is displayed.
6. Click on the *edit* button
  - ⇒ The *party - edit* screen is displayed.
7. Click on the *technical addresses network services links* button.

⇒ The *technical addresses network services link - edit* screen is displayed



Technical Address	Network Service Name
NCBKDEFFQXX	NetworkTestName
NCBKDEFFQXX	MYNWS1
NCBKDEFFQXX	COLT . FILESNF
NCBKDEFFQXX	COLT . MSGRT
NCBKDEFFQXX	COLT . MSGSNF
NCBKDEFFQXX	SWIFT . FILESNF
NCBKDEFFQXX	SWIFT . MSGRT
NCBKDEFFQXX	SWIFT . MSGSNF

Add Tech. Address Network Services Link

Technical Address \*  
...

Network Service \*  
...

Add and Submit Delete and Submit

Back to Party Revisions

8. Enter all mandatory information in the 'Add Tech. Address Network Service Link' frame.

9. Click on the *add and submit* button.



### Repetition

To add more technical addresses network services links, repeat steps 8 and 9. You can add up to 10 technical addresses network services links.

10. Click on the *back to party* button.

⇒ The *party - edit* screen is displayed.

11. Click on the *submit* button.

➔ A new technical address network service link has been created.

## 4 Annex