



# goAML Web Guide

Office of Information and Communications Technology

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## Change Log

Version	Date	Author	Status	Comment
01	14/9/17	Neenah Payne	Draft	This is a revision of the document for which the author and date of the first version are not known.
02	30/9/17	Wangshu Wu	Draft	Re-aligned footers.
03	3/10/17	Neenah Payne	Draft	Check colors or orange call outs and links. Updated cover page date to be consistent with date in footer.

## Foreword

You must be granted access to the goAML web application described in this guide. For a description of the goAML desktop application, please refer to the *goAML Client User Guide*.

goAML is an integrated, modular system designed for Financial Intelligence Units.

The goAML solution is executed in the following steps:

- Collection
- Collation
- Analysis (rule-based, risk score, and profiling)
- Case Workflow
- Intelligence Dissemination.

The data sent by the financial institutions goes to a common database where it becomes accessible to the FIU compliance and analysis staff. The goAML system processes and analyzes high volumes of reports on suspicious transactions or cash transactions of any kind. The reports are fully populated with all the information needed for analysis -- from full customer details through to transactional details for multiple time frames. The system also permits electronic data collection and dissemination from other sources such as tax and law enforcement authorities, property registrars, vehicle registrars, etc.

The investigator can drill down through the information at the click of a button to build a detailed picture of events. The fully-automated profiling creates a base line for persons, occupation groups, business types, accounts, etc. Link analysis aids in recognizing patterns and identifying common links across cases, customers, accounts, transactions, and other information. The graphic representations of these links make it easy to understand the relationships across different parameters.

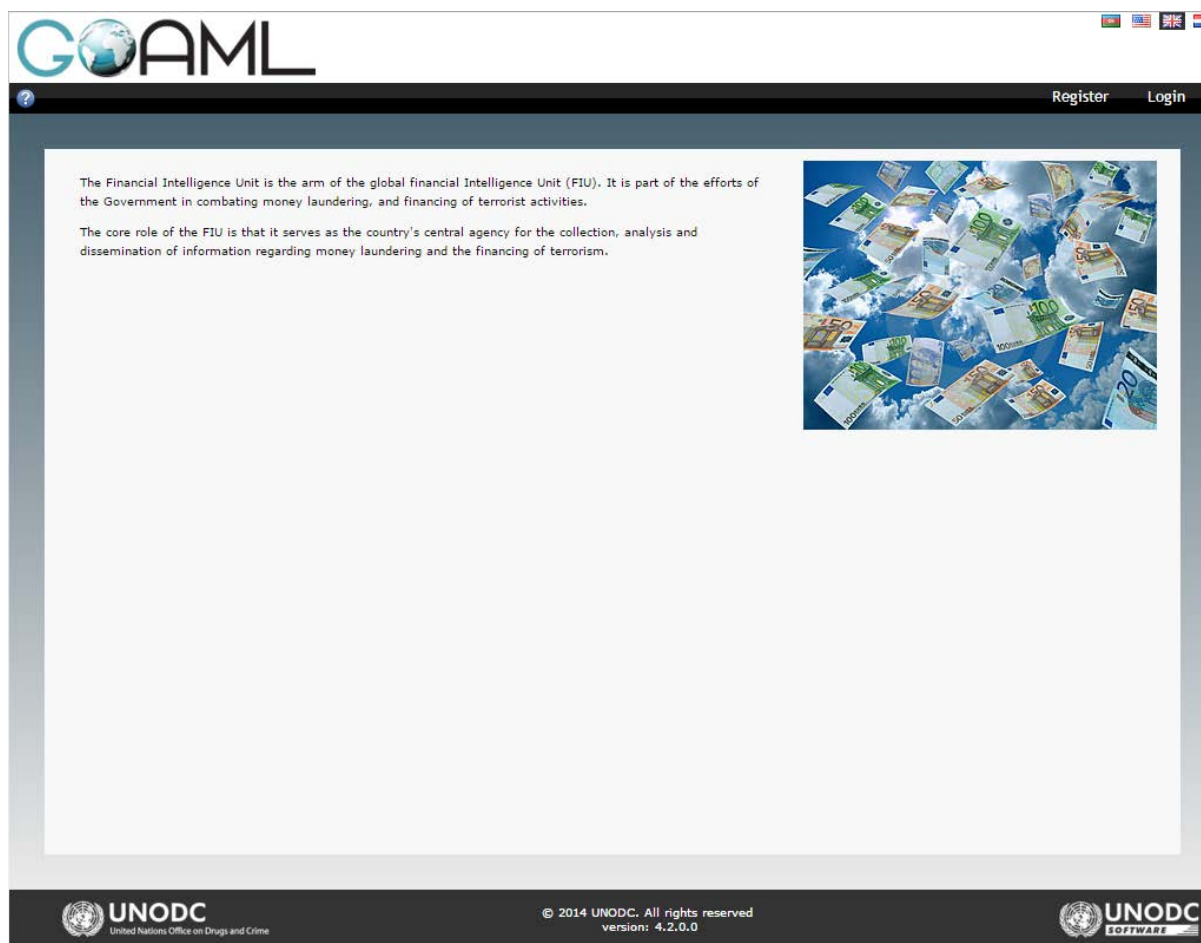
The analysis feature of goAML provides tactical and strategic support to investigative and analytical teams. It utilises highly-sophisticated but user-friendly reporting features to chart high volumes of data. The rule-based analysis of the goAML application enables the design of rules with dynamic risk-scores. Continuous scanning of data ensures that reporting transactions fit the patterns.

The goAML system is driven by a security model that specifies the access rights of each user and provides an audit trail and full logging of every transaction by each user. goAML offers other versatile options such as dynamic user filtering, grouping of data, export data to Excel, watch list integration, analyst workspace, and alert management. The system supports a wide range of data volume depending on the reporting mandate of individual jurisdictions.

In conclusion, goAML is an ideal anti-money laundering system that replaces several disparate approaches with an integrated solution.

# 1 Getting Started

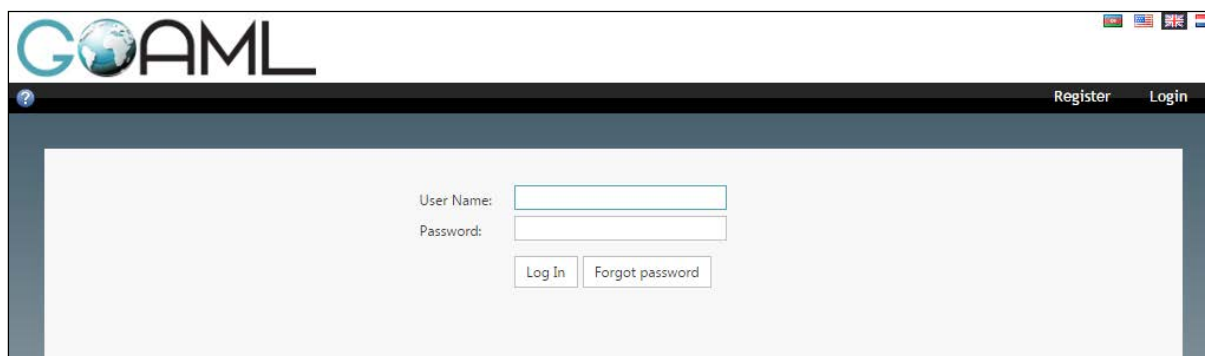
The goAML Home Page is launched when you enter the URL in your Web browser window. To log in to the application, click **Login** on the top-right corner of the screen. If you have your user credentials, you can use them to log in. See **Section 1.1: [Login to goAML Web](#)**. If not, you must first register as a user. See **Section 1.2: [Register for goAML Web](#)**.



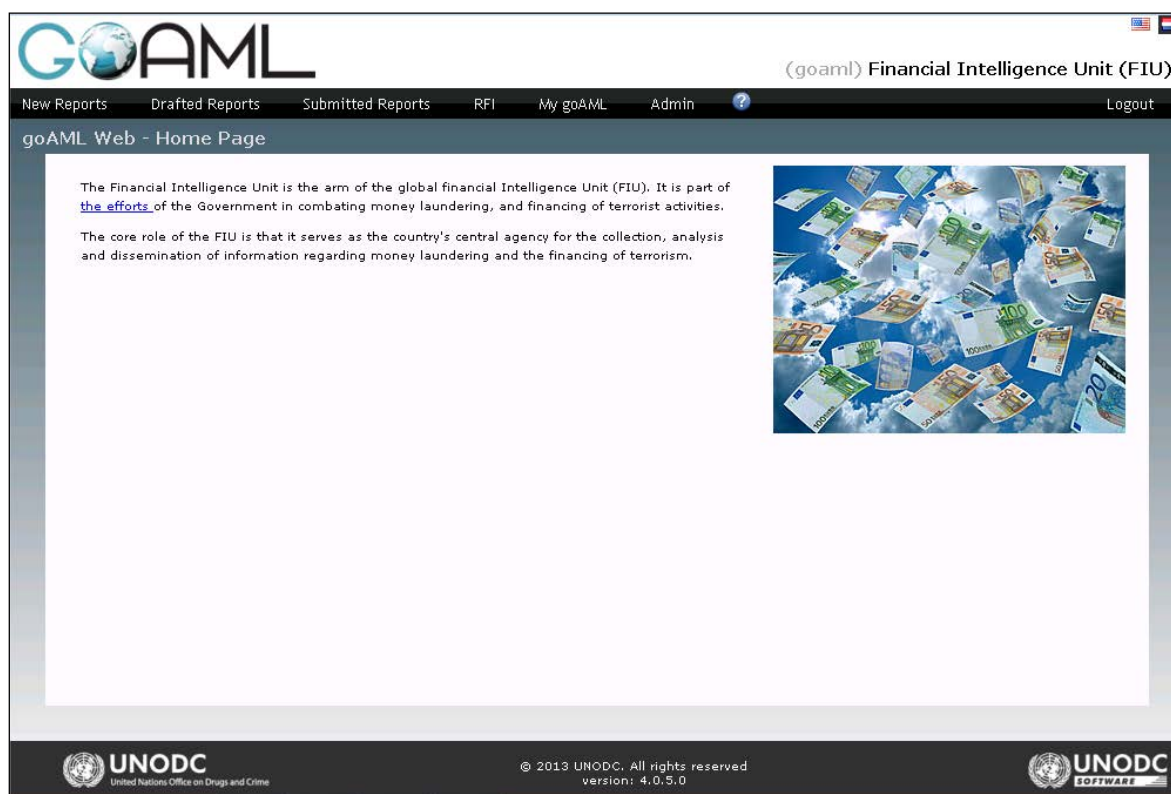
## 1.1 Login to goAML Web

To log in and start a goAML Web session:

1. Click **Login** in the navigation bar if the login screen is not active.
2. Enter your login name in the **User Name** field.
3. Enter your password in the **Password** field.



4. When you click **Login**, the goAML home page is displayed.

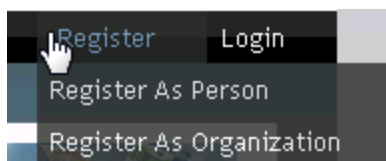


**Note:** The Home page may look different from this screenshot because it is configurable.

See **Section 1.4.4: [Registration Form: Individual User](#)** for a description of the user interface details and **Section 8.1: [Customiz](#)** for details on how to configure them.

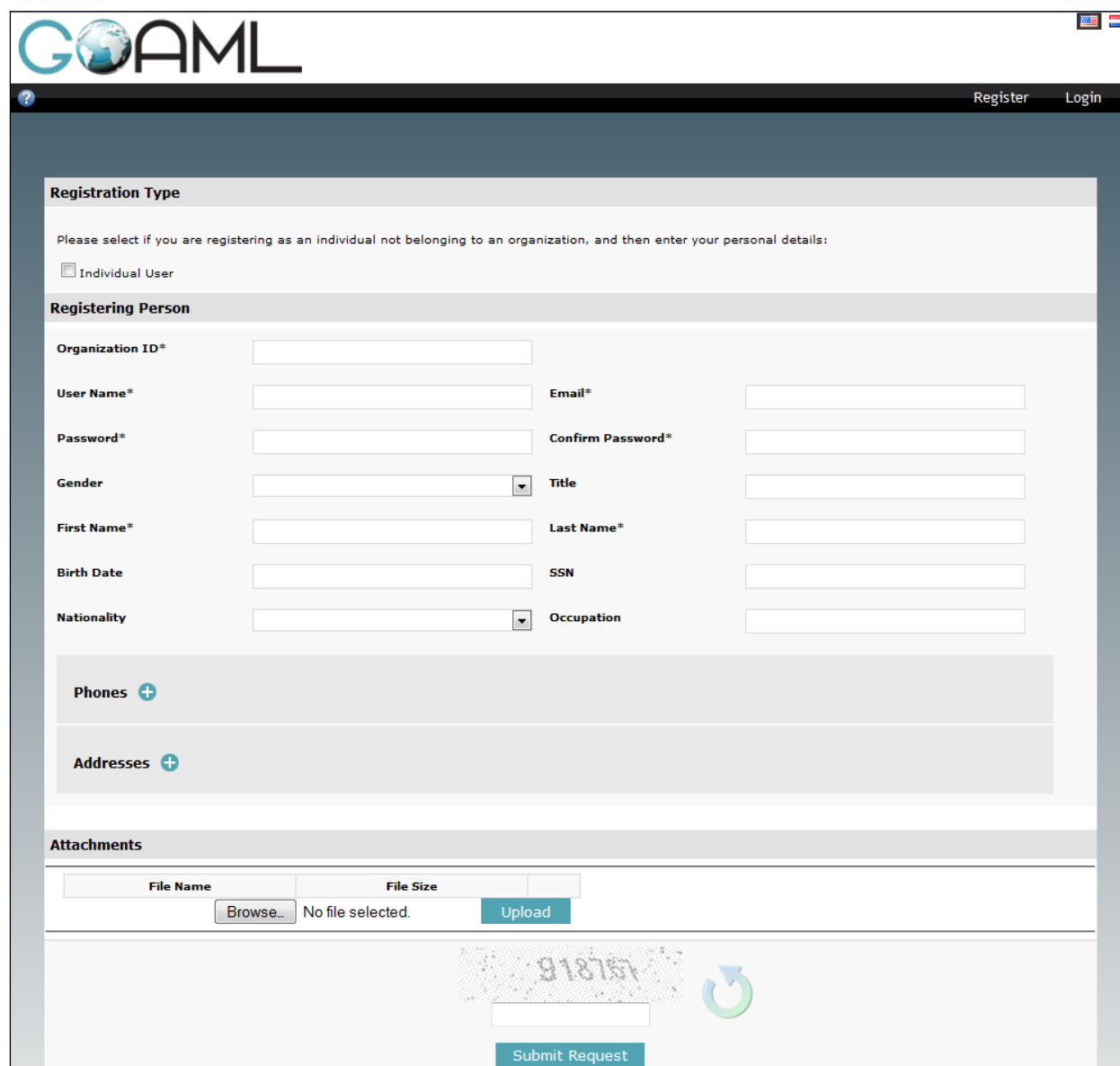
## 1.2 Register for goAML Web

To apply for a goAML user account, click **Register** in the navigation bar.



1. Click **Register As Person** or **Register As Organization** (Reporting Entity, Stake Holder, or Supervisory Body). The registration form is adjusted accordingly.
2. Fill in the fields of the form with your data (\* = mandatory field).
3. Enter the security code from the image into the field at the bottom of the form.
4. Click **Submit Request**. The data is sent to the goAML administrators who will send you an email notification from goAML indicating whether your application was accepted or rejected.

## 1.3 Registration Form: Individual User



**GOAML** US ES

[Register](#) [Login](#)

**Registration Type**

Please select if you are registering as an individual not belonging to an organization, and then enter your personal details:

☐ Individual User

**Registering Person**

Organization ID\*

User Name\*  Email\*

Password\*  Confirm Password\*

Gender  Title

First Name\*  Last Name\*

Birth Date  SSN


Nationality  Occupation

Phones +

Addresses +

**Attachments**

File Name	File Size
<input type="button" value="Browse..."/>	No file selected.



Complete the following fields as shown below.

**Organization ID** - A number between 0-10,000,000

**User Name:** The login name you want to use between 4-50 characters

**Email:** The email address you want to use for communication with goAML

**Password / Confirm Password:** The password you want to use

**First Name / Last Name:** Your real name

**Birth Date:** Your date of birth in the UN format: DD/MM/YYYY

**SSN:** Your Social Security Number

**Nationality:** Your current nationality

**Occupation:** Your current occupation

### 1.3.1 Phones

Complete the following fields as shown below.

**Contact Type:** Business, Operational, Private, Public, etc.

**Communication Type:** Landline, Mobile, Satellite, Pager, etc.

**Comments:** If any

**Phones** +

**Phone**

**Contact Type\***

**Communication Type\***

**Country Prefix Type**


**Number\***

**Extension**


**Comments**

Cancel

Add

Click the **Add** button to add any number of phone records associated with you as a new reporting person. The phone records will appear in a grid on the Registration form. Click  to delete any of these records.

**Phones** +

Type	Country Prefix	Number	
2		88768878	
2	IND	788	

### 1.3.2 Addresses

Complete the following fields as shown below.

**Type:** Business, Operational, Private, Registered, etc.

**City:** The name of the city

**Country:** The name of your country of residence

**Address:** House number, street name, apartment number, etc.

**Zip:** The Zip Code of your neighborhood

**State:** The state where you live

**Comments:** If any

Addresses +

Address

Type\*

Address\*

City\*

Zip


Country\*

State



Comments

Cancel Add

Click the **Add** button to add any number of Address records associated with you (as a new reporting person). The address records will appear in a grid.

Click  to delete any of these records.

Addresses +

Address	City	State	Zip	Country	
4, Waagramerstrasse	BEILBA			CHINA	
5, Mayfair	CAMERONS CREEK			CAMEROON	

## 1.4 Registration Form: Organization ( Reporting Entity, Stake Holder, Supervisory Body)

Complete the following field as shown below.

**Organization Business Type:** Bank, Life Insurance Company, Postal Office, Credit Unions, etc.

### 1.4.1 Phones

See [Section 1.3.1 Phones](#).


### 1.4.2 Addresses

See [Section 1.3.2 Addresses](#).

### 1.4.3 Reporting Obligation

Reporting Entities are required to report threshold transactions, suspicious transactions, etc. You can choose the relevant reporting obligations and the selected options will be displayed in the grid.

### Reporting Obligation




ID	Schedule	Item	Description	
2	schedule1	item2	Lending institution	

Close

ID	Schedule	Item	Description
2	schedule1	item2	Lending institution
3	schedule2	item1	selling items over 1000 dollars
4	schedule2	item2	anonymous accounts

## 1.4.4 Attachments

Select any file from your respective File Browser window to upload and click the **Upload** button to upload it in the system.

Attachments		
File Name	File Size	
BankTransactions - April 2013.xls	257024	
Bank Transactions_2.xls	241152	
Bank Transactions_1.xls	241152	

Browse...
No file selected.
Upload

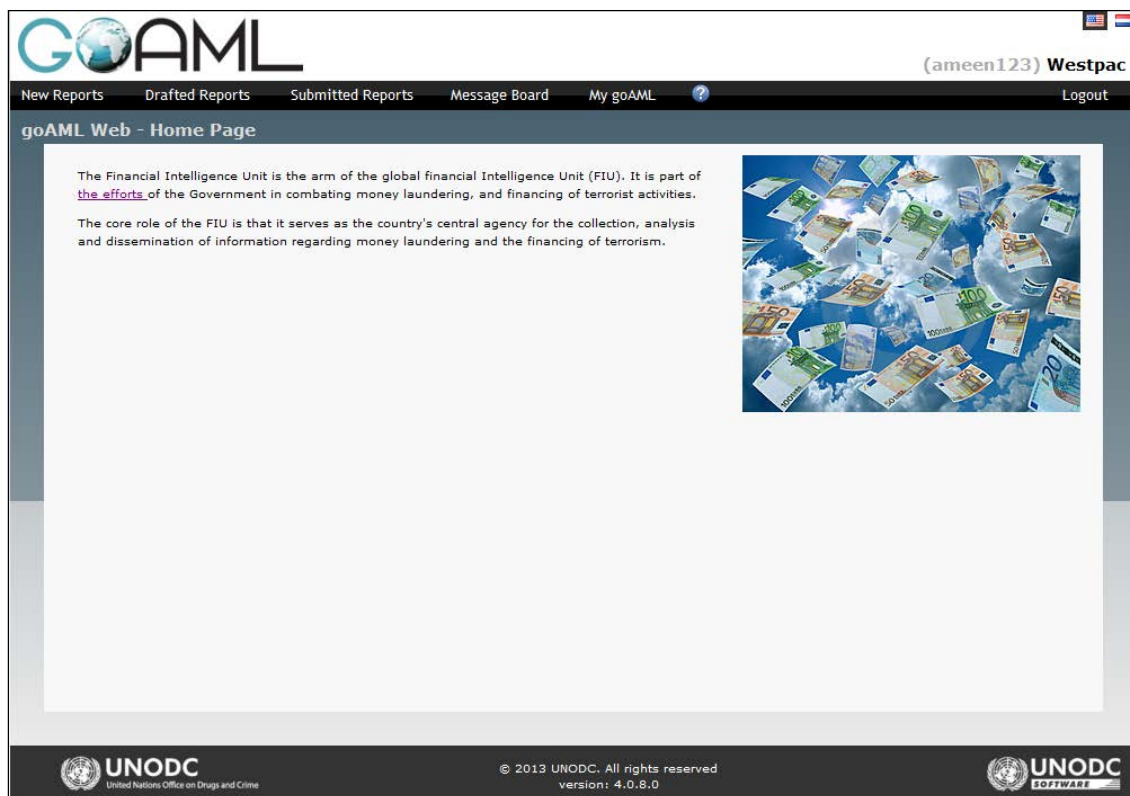
## 1.4.5 Captcha

Type the Captcha (the sequence of digits on the screen) into the box. The Captcha test ensures that you are not a robot and will not let you proceed if there are any errors. After you submit the **Registration Form**, a notification is displayed confirming submission.

## 1.5 The User Interface

The goAML WEB user interface is divided into the sections shown below.

**Note:** The availability of menu entries depends on your access permissions. In addition, goAML Web administrators can customize the application. See **Section 8.1: [Customiz](#)**. Therefore, while the basic setup is standard, the window can look quite different from the default settings shown below.



Complete the following fields as shown below.

**Header:** Contains the goAML logo with the Home link. Click the logo to return to the goAML home page. It also displays the country flags corresponding to the language options available in the application. Click a flag to switch to the required application language.

**Menu Bar:** The element for navigating to the goAML Web functions. Hover over a link in the menu bar with the mouse pointer to see the functions it contains.

**Information Bar:** Shows the title of the current application page, a link to the online help and your login name and reporting entity name.

**Footer:** Provides a link to the UNODC home page plus the copyright and version information.

**Body:** The largest part of the application window; contains the functional elements of the current working context.

## 1.6 Logout

To log off from goAML, click **Logout** in the Navigation Bar. Your goAML session is terminated.

**Note:** You will be logged out automatically after some time without activity. The default is one hour, but you can configure the log out time.



## 2 New Reports

The goAML Web allows you to submit financial reports to the goAML system. Reporting entities and persons who do not have access to the goAML database can use goAML Web to submit data. This is one of the main reasons for working with the goAML Web.

You can upload reports as XML files or enter them directly into the Web interface. See **Section 2.1: [Upload XML report files](#)** and **Section 2.2: [Create Web Report](#)**.

**Note:** Only reporting entities can upload XML reports. Reporting individuals must apply for permission to upload XML reports although they can create Web reports.

### 2.1 Upload XML report files

You can upload your financial transaction reports to the goAML database if they are goAML-compliant XML files.

**Note:** To learn more about the XML structure of these reports, ask a goAML application administrator for the latest version of the goAML Schema.

1. Select **New Reports ▶ XML Upload** from the menu bar. The upload screen is loaded and displayed.

2. Click **Browse** and select the XML file to be uploaded. You can select either a plain XML file or a zipped file. In either case, the maximum file size is 10 MB.
3. Click **Upload**. The data is uploaded to the goAML database in the name of your reporting entity or, if you work as an individual, in your name. A goAML user will check your submitted data and accept or reject it.
4. Click the **XML Upload List** to see the list of all the uploaded XML Reports.



## XML Reports

Start Date 09 November 2014

End Date 09 December 2014



Drag a column header here to group by that column

Report ID	Report Type	File	Created By	Last Updated By	Org Name	Transactions	Status	Submitted On	#
8-0-0		ab_casino.xml	edco	edco	Ab Casino		Processed	03/12/2014	
5-0-0	Additional Information File	ab_casino_11.xml	edco	edco	Ab Casino	1	Failed Validation	02/12/2014	

Page 1 of 1 (2 items) &lt;&lt; &lt; [1] &gt; &gt;&gt;

Page size: 20

**Note:** You will be notified via the goAML message board whether the file is accepted or rejected. See **Section 6:** [Message Board](#).



## 2.2 Create Web Report

You can enter the report directly into goAML web if you want to submit a report to goAML but the data is not a goAML-compliant XML file. See **Section 2.1:** [Upload XML report files](#).

1. Select **New Reports > Web Reports** from the menu bar. The form for creating new reports is loaded and displayed. **Note:** The **Entity ID** and **Reporting Person** fields are automatically filled in and cannot be changed.
2. Select the **Report Type** you want to submit (STR, CTR...) from the **Type** drop-down field. The fields in the page are adjusted to match the input requirements for the report.
3. Fill in the data fields of the **Report Cover**. See below for details. Fields marked with an asterisk are mandatory.
4. Save the report.

### AIF / CTR / IFT Cover

**Submission Date:** Automatically generated once the report is submitted.

**Reporting Entity Reference:** The internal reference number of the Reporting Entity.

### STR / UTR Cover

**Reason:** Enter an explanation why you are suspicious about the reported information.

**Action:** (STR only) The actions already taken for this suspicious report.

**Reporting Entity Reference:** The internal reference number of the reporting entity

### Location

**Type /Address/ City / Country:** These are mandatory fields and need to be entered.


### Report Indicators

1. To add report indicators (e.g. “confidential”), select from the **Indicators** grid. You can choose the relevant code/indicator and select the check-box next to it.
2. To remove a report indicator, select it in the list and click ✕.



## Transaction


When you complete and save the report cover, you can add transactions to the Web report.

1. Click  to add Transactions to the Web Report
2. Fill in all the relevant transaction details on the Transaction form.
3. Click **Add Transaction and Save Report**.

**Transaction**

Number\*

TRNWEB0287 02 OCT 13



Transmode Code\*

ATM

Local Amount\*

90000

Late Deposit?

☐ Yes

☐ No

Teller

Location

Description

Internal Reference Number

Transmode Comment

Date\*

10/02/2013

authorized

Transaction Type:

☐ MultiParty

☒ BiParty

From Type

☐ My Client

☐ Not My Client

To Type

☐ My Client

☒ Not My Client

To \*

Person / Account / Entity	Name	Identification	Date	
Person	Adam Smith	SSN:	DoB:	 

Goods and Services



Add Transaction and Save Report







Cancel

Click on this icon to generate Transaction Number







4. The Transactions grid displays all the Transactions that have been added and saved.

Transactions * +						
#	Number	Date	Local Amount	Transmode Code	Status	
1	TRNWEB0286 02 OCT 13	10/03/2013	3000000	Electronic transaction	Require at least one party	 
2	TRNWEB0290 02 OCT 13	10/02/2013	90000	ATM	Missing From Party	 
3	TRNWEB0291 02 OCT 13	10/17/2013	348989434890890234	Electronic transaction	Require at least one party	 

5. Fill in the transaction details. **Note:** Fields marked with an asterisk are mandatory.

**Transaction Type:** When you define whether the transaction is **bi-party** or **multi-party**, the screen layout is adjusted accordingly.

**Transaction No.:** Enter a unique identification number for the transaction or click  to generate one automatically.

**Transaction Date:** Enter the transaction date (DD/MM/YYYY) in the field or select it from the pop-up calendar ().

**Transmode Code:** Select one of the transaction types (e.g. "Courier") from the drop-down list.

**Transaction Mode Comment:** You may add a comment to the transaction mode. This is especially helpful if your choice is "other" or "unknown".

**Amount (local):** The exact amount in the local currency of the Financial Investigation Unit using this installation of goAML Web.

**Late Deposit:** Specify whether the transaction was a late deposit or not.


**Date Posting:** If the transaction is a late deposit, fill in this field with the date.

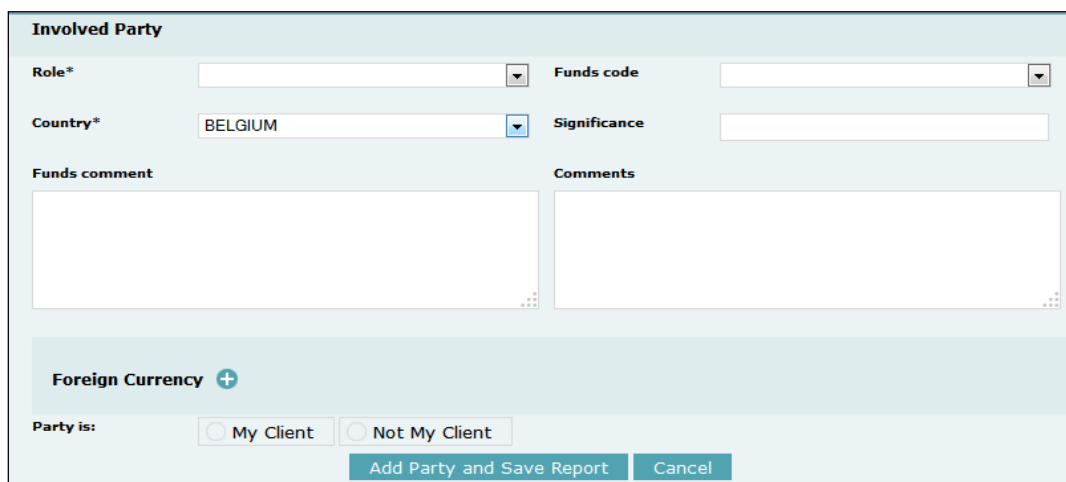
**Location:** The branch or location where the transaction took place.

**Description:** Use this free-text field to describe the purpose of the transaction.

6. Click **Save Transaction** to add the data to the Web report.

## Involved Parties

For every submitted transaction, the involved parties must be defined. When you click the  icon for the **Involved parties** in the transaction window, an input window is shown.




**Involved Party**

Role\*  Funds code

Country\*  Significance

Funds comment

Comments

Foreign Currency 


Party is: ☐ My Client ☐ Not My Client

1. Enter the details for the involved party. Fields marked with an asterisk are mandatory.

**Role:** Define which role the party plays in the transaction (sender, receiver...).

**Funds Comment:** If you want, add a comment about the type of funds transferred.

**Country:** Select the country of this transaction party.

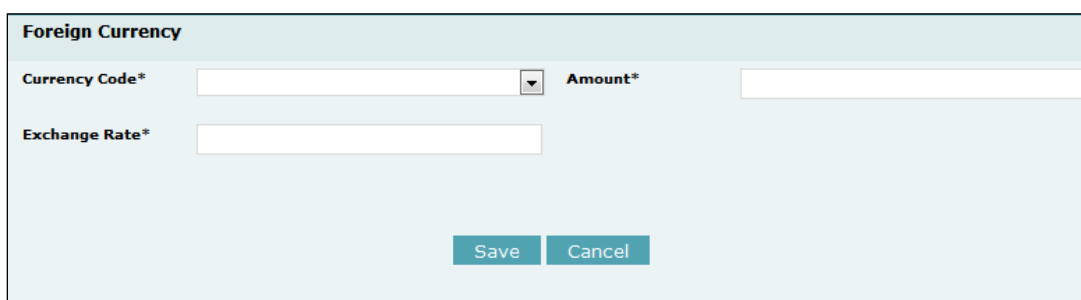
**Foreign Currency:** Click on the  icon to open up the Foreign Currency window.

**Currency Code :** The currency in which the transaction was at this state. Select one from the drop-down list.

**Amount:** The amount of the transaction in the foreign currency.

**Exchange rate:** The exchange rate between the foreign currency and the default currency of your FIU's country.

2. Click **Save** to add it to **Involved Parties** transaction.



**Foreign Currency**

Currency Code\*  Amount\*

Exchange Rate\*




3. Select one of the check-boxes for **Party is: My Client** or **Not My Client**.
4. Select the **Party Type** checkbox: **Person**, **Account** or **Entity**.
5. Depending on the **Party Type** selection, the corresponding form for the details opens.

## Transaction Person

If the transaction party (see above) is a person, the following input window appears.

Person			
Title	<input type="text"/>	Gender	<input type="text"/>
First Name*	<input type="text"/>	Last Name*	<input type="text"/>
Middle Name	<input type="text"/>	Prefix	<input type="text"/>
DOB	<input type="text"/>	Birth Place	<input type="text"/>
Mothers Name	<input type="text"/>	Alias	<input type="text"/>
SSN	<input type="text"/>	Id Number	<input type="text"/>
Nationality 1	<input type="text"/>	Nationality 2	<input type="text"/>
Nationality 3	<input type="text"/>	Residence	<input type="text"/>
Occupation	<input type="text"/>	Employer Name	<input type="text"/>
Tax Number	<input type="text"/>	Tax Reg. Number	<input type="text"/>
Source of Wealth	<input type="text"/>		
Passport?	<input checked="" type="radio"/> No <input type="radio"/> Yes		
Deceased?	<input checked="" type="radio"/> No <input type="radio"/> Yes		
Phones +			
Addresses +			
Identification +			
Emails +			
Employer Address +			
Employer Phone +			
Comments			
<input type="text"/>			



1. Click  to add a new Person (Party) to the transaction.
2. Enter the **Person Details** (fields marked with an asterisk are mandatory; however, try to submit as much information as possible):

**Gender:** Select whether the person is male or female.


**First / Middle / Last name:** The name of the person.

**Title:** The form of address.

**Prefix:** Any name prefix (e.g. titles of nobility).

**SSN:** The Social Security Number of the person.

**Mother's name:** Can be used as father, mother, second name, other name etc. as per country's regulation.

**Date of birth:** Enter the date of birth of the person in the **UN** format: DD/MM/YYYY or select it from the calendar pop-up ().


**Place of birth:** The reported place of birth of the person.


**Nationality:** Select the nationality the person currently uses from the drop-down list.

**Residence:** Select the current country in which the person resides.

**Occupation:** The person's reported occupation.


**Email:** Enter an email address for the person.

3. Click the  icon to add an ID if you have an identity document of the person.

Identification			
Type*	<input type="text"/>	Number*	<input type="text"/>
Issue Date	<input type="text"/>	Expiry Date	<input type="text"/>
Issued by	<input type="text"/>	Issue Country*	BANGLADESH 
Comments	<input type="text"/>		
Save		Cancel	

**Type:** Select the type of the document from the drop-down list (e.g. a passport).


**Number:** The identification number of the document.


**Issue Date:** Enter the issue date of the document in the **UN** format: DD/MM/YYYY or select it using the calendar pop-up ().

**Expiry Date:** The last date of validity of this document.

**Issue Country:** Select the country issuing the document.



4. If you know the address of the person, click on  icon to unfold this section of the window. Fill in the mandatory fields with the address details.



Address			
Type*	<input type="text"/>	Address*	<input type="text"/>
Town	<input type="text"/>	City*	<input type="text"/>
Zip	<input type="text"/>	Country*	BANGLADESH 
State	<input type="text"/>	Comments	<input type="text"/>
		Save	Cancel

**Type:** Select the type of address: Business, Private, etc.


**Address:** Address of the selected Type i.e. House #, Street name, etc.

**City:** Name of the city.

**Country:** Select the country from the drop-down list.

5. For Email of the person, click on  icon to unfold this section. Enter the known Email address of the person in the given field.
6. If you have details about the employer of the person, click on the  icon of the **Employer Address** and/or **Employer Phone** to unfold the appropriate sections of the window. Fill in the mandatory fields and also other fields with the known details.
7. Click on **Save**. The person information is added to the transaction and the dialogue window closes.
8. Save the transaction again.

## Goods and Services

If the transaction includes items define them here. When you click the  icon in the transaction window for **Transaction items**, an input window is shown.

Transaction Item

Item Type\*

Item Make

Description

Previously Registered To

Presently Registered To

Estimated Value

Status Code

Disposed Value

currency Code

Size


Size UOM

Registration Date

Registration Number

Identification Number

Comments

Address 

Status Comments

Save

Cancel

1. Enter the details for the item. **Note:** Fields marked with an asterisk are mandatory.

**Item Type:** Select the type of item (e.g. a weapon) from the drop-down list.

**Description:** Describe the item (e.g. a "Walther PPK").

**Previously Registered To / Presently Registered To:** Enter the name of the previous and current owners.

**Status:** Select the status of the item (donated, sold, destroyed. Etc/).

**Size:** The measure of the item.

**Note:** Available units can be anything from square meters for real estate to calibre for weapons and are defined via customization. If you need an additional unit, contact your goAML Web representative.

**Registration number / Registration date:** If the item is registered, enter the number and date of the registration here.


**Item make:** The manufacturer of the item.

**Comments:** Add personal comments here.

**Estimated value:** Assign a reasonable value to the item.

**Disposed value:** The effective value for this item in the transaction.



2. If the item is a property, click the  icon to unfold the **Address** section.
3. Enter all the available address details. Click **Save**.
4. Add any comments up to 500 characters in the **Status Comments** field.
5. Click **Save Item**. The information is added to the transaction and the dialogue window closes.
6. Save the transaction again.

## Submit Report

After you have completed the Web Report, added all the transactions as well as the transaction parties and items associated with the transactions, you can save all the details and **Preview** it before clicking the **Submit** button.

Click the **Submit Report** link. After a security check, the report is added to the submitted reports in the goAML Web database.



## 3 Drafted Reports

The Drafted Reports menu allows you quick access to the report you are working on. See **Section 3.1:** [Current Report](#). See **Section 3.2:** [Not Submitted Web Reports](#).

### 3.1 Current Report

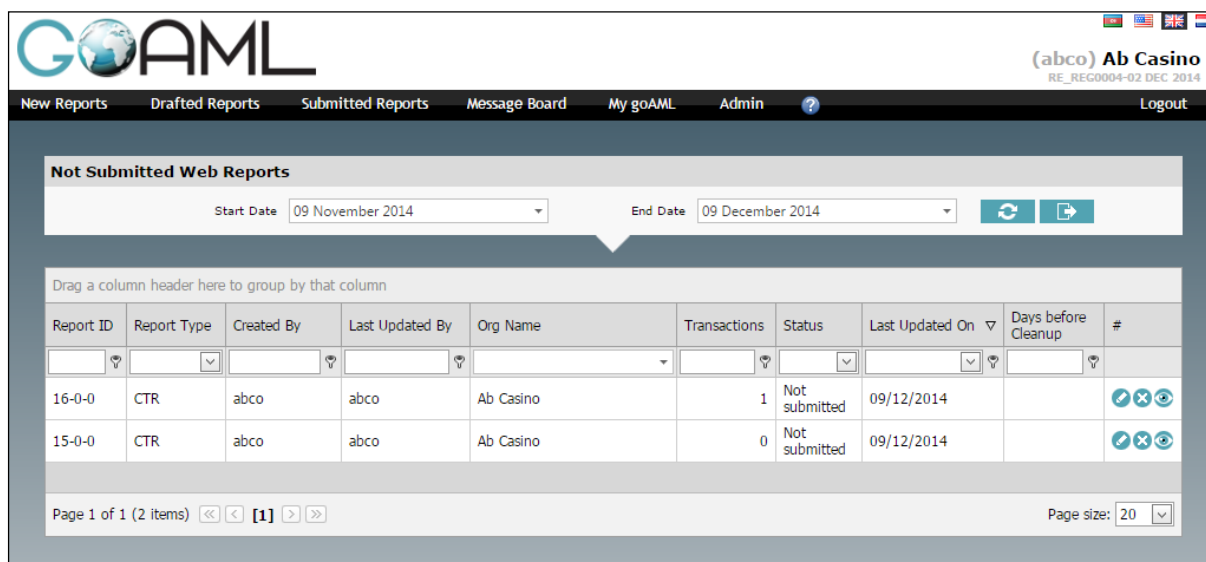
The term “current report” refers to the unfinished goAML Web report you were last working on. To get back to that report, select **Drafted Reports ▶ Current Report** from the menu bar. The report sheet is loaded and displayed.

**Note:** See **Section 2.2:** [Create Web Report](#) for details on creating Web reports.

## 3.2 Not Submitted Web Reports

While working with goAML Web, you will probably have a number of unfinished reports. These reports can be viewed, resumed, or deleted. You can also filter the list of reports.

Select **Drafted Reports** ▶ **Not Submitted Web Reports** from the menu bar. The list is loaded and displayed:



**Not Submitted Web Reports**

Start Date: 09 November 2014 End Date: 09 December 2014

Drag a column header here to group by that column


Report ID	Report Type	Created By	Last Updated By	Org Name	Transactions	Status	Last Updated On	Days before Cleanup	#
16-0-0	CTR	abco	abco	Ab Casino	1	Not submitted	09/12/2014		
15-0-0	CTR	abco	abco	Ab Casino	0	Not submitted	09/12/2014		

Page 1 of 1 (2 items) [1] Page size: 20

### Filter View

The list is automatically set to show the reports created during the last month.


To view reports over a different date range:

1. Change the **Start Date** and **End Date** fields.
2. Click the **Refresh** button .

Each of the columns has its own filter which can be used to refine the reports list.

### Resume Editing a Report

To proceed with an unfinished report:


1. Click  icon or the report's ID hyperlink. The report sheet is loaded and displayed.
2. Continue editing as required.

**Note:** See Section 2.2: [Create Web Report](#) for details on creating Web reports.



## Preview Report Document

To preview the document of an unfinished report:

1. Click **Preview** . The report form is displayed. Click the **Expand All** link to see the report in its entirety or click **Collapse All** link to see the abridged form.
2. Click **Print** link to make a printout.

[Expand All](#) [Collapse All](#) [Print](#)

CTR			
<b>Report: 16-0-0</b>			
<b>Ab Casino</b>			
<b>Reason</b> n/a			
<b>Action</b> n/a			
<b>Reporting Person</b>			
▶ Ab's Casino			
<b>Location</b>			
<b>Indicators</b>			
<b>Transactions</b>			
▶ 0012/09 DEC 2014	Date: 12/12/2014	Local Amount: 232	Transmode Code: Barter/Non Monetary

## Delete a Report

To delete an unfinished report, Click . After a security check, the report is deleted.



## 4 Submitted Reports

You can view your submitted reports. goAML Web separates them into two lists containing uploaded XML reports and manually created Web Reports. See [Section 4.1: Submitted XML reports](#) and [Section 4.2: Submitted Web Reports](#).

### 4.1 Submitted XML reports

To view the uploaded XML reports, select **Submitted Reports** ► **XML Reports** from the menu bar.

**XML Reports**

Start Date: 09 November 2014 End Date: 09 December 2014

Drag a column header here to group by that column

Report ID	Report Type	File	Created By	Last Updated By	Org Name	Transactions	Status	Submitted On	#
8-0-0		ab_casino.xml	edco	edco	Ab Casino		Processed	03/12/2014	
5-0-0	Additional Information File	ab_casino_11.xml	edco	edco	Ab Casino	1	Failed Validation	02/12/2014	

Page 1 of 1 (2 items) Page size: 20

### Filter View

The list is automatically set to show the reports created during the last month.

To view reports over a different date range:

1. Change the **Start Date** and **End Date** fields.
2. Click the **Refresh** button

Each column has its own filter which can be used to refine the reports list.

### Preview Report Document

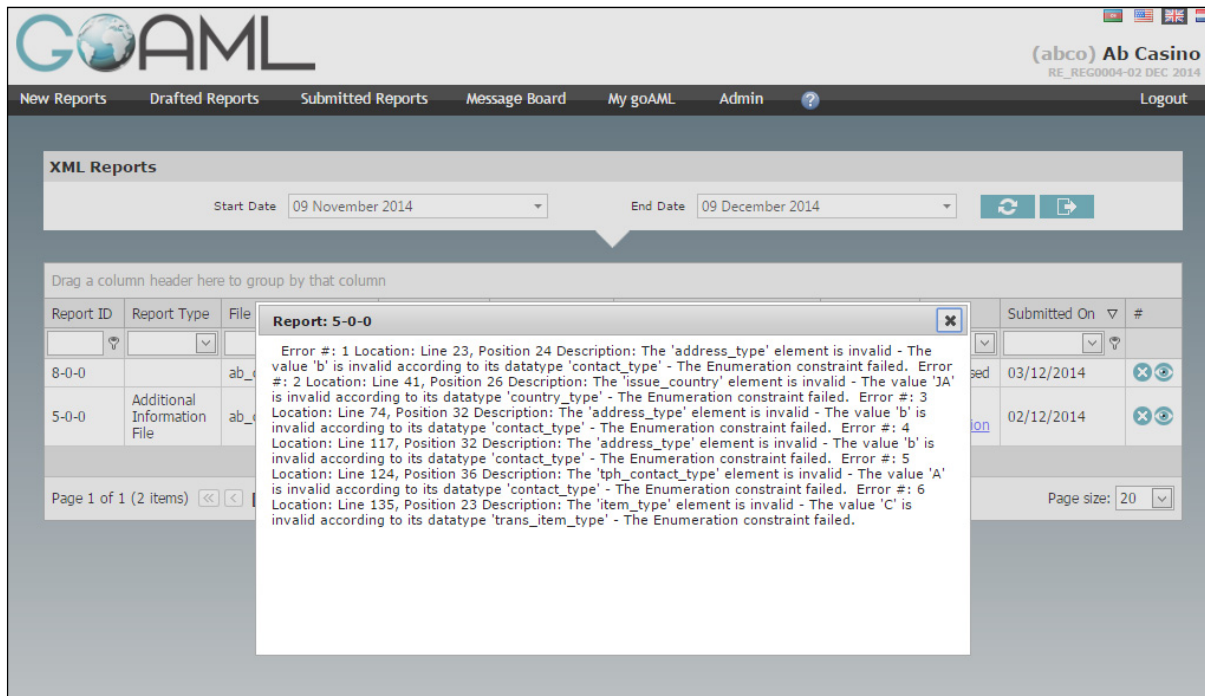
To preview an unfinished report:

1. Click . The report form is displayed.
2. Click **Print this page** to make a printout.

## Check Failures

To view the reason for a failed upload, click the failure link in the **Status** column.

The following error message is displayed:



The screenshot shows the goAML web interface. At the top, there's a header with the goAML logo and the text "(abco) Ab Casino" and "RE\_REG0004-02 DEC 2014". Below the header is a navigation bar with links: New Reports, Drafted Reports, Submitted Reports, Message Board, My goAML, Admin, and Logout. The main content area is titled "XML Reports" and includes filters for Start Date (09 November 2014) and End Date (09 December 2014). A table lists reports with columns: Report ID, Report Type, File, Submitted On, and #. A modal window titled "Report: 5-0-0" is open, displaying a detailed error message. The error message lists six errors, each with a location (Line and Position) and a description of the failure (e.g., "The 'address\_type' element is invalid - The value 'b' is invalid according to its datatype 'contact\_type' - The Enumeration constraint failed. Error #: 1").

Report ID	Report Type	File	Submitted On	#
8-0-0		ab_	03/12/2014	
5-0-0	Additional Information File	ab_	02/12/2014	

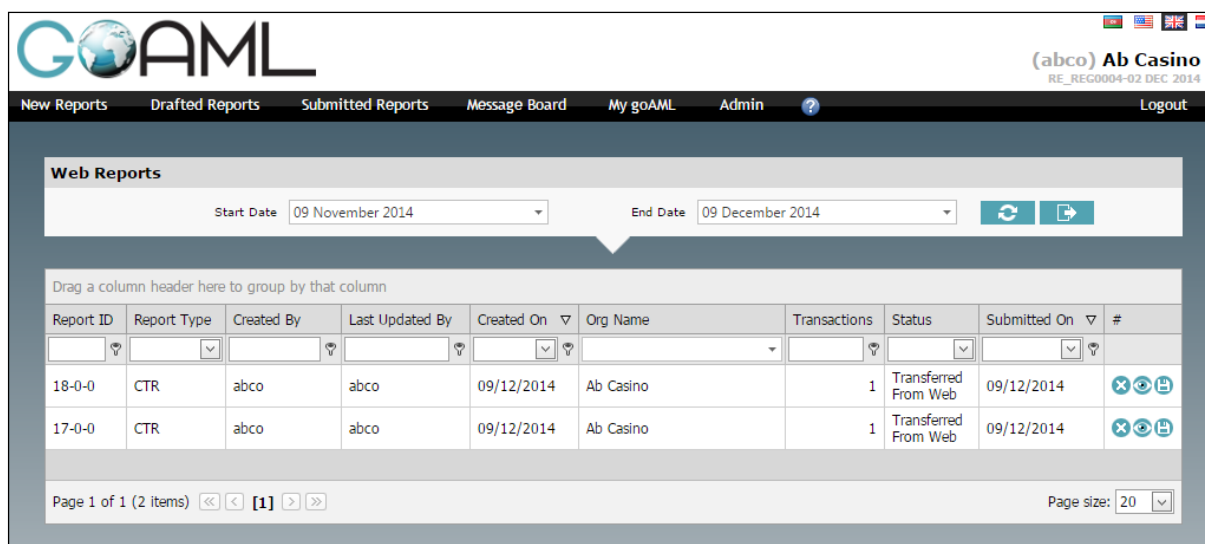
**Report: 5-0-0**

Error #: 1 Location: Line 23, Position 24 Description: The 'address\_type' element is invalid - The value 'b' is invalid according to its datatype 'contact\_type' - The Enumeration constraint failed. Error #: 2 Location: Line 41, Position 26 Description: The 'issue\_country' element is invalid - The value 'JA' is invalid according to its datatype 'country\_type' - The Enumeration constraint failed. Error #: 3 Location: Line 74, Position 32 Description: The 'address\_type' element is invalid - The value 'b' is invalid according to its datatype 'contact\_type' - The Enumeration constraint failed. Error #: 4 Location: Line 117, Position 32 Description: The 'address\_type' element is invalid - The value 'b' is invalid according to its datatype 'contact\_type' - The Enumeration constraint failed. Error #: 5 Location: Line 124, Position 36 Description: The 'tph\_contact\_type' element is invalid - The value 'A' is invalid according to its datatype 'contact\_type' - The Enumeration constraint failed. Error #: 6 Location: Line 135, Position 23 Description: The 'item\_type' element is invalid - The value 'C' is invalid according to its datatype 'trans\_item\_type' - The Enumeration constraint failed.

## 4.2 Submitted Web Reports

To view the submitted Web Reports and their current state:

1. Select **Submitted Reports** ▶ **Web Reports** from the menu bar. The list is displayed.



### Filter View

The list is set to show the reports created during the last month.


To view reports over a different date range:

1. Change the **Start Date** and **End Date** fields.
2. Click the **Refresh** button 

Each of the columns has its own filter which can be used to refine the reports list.

### Preview Report Document


To preview the document of a submitted report:

1. Click . The report form is displayed.
2. Click **Print this page** to make a printout.

### Delete a Report

To delete submitted report, click . After a security check, the report is deleted.

### Save a Report


To download a report in XML format to the local machine, click . After a security check, the report is downloaded.

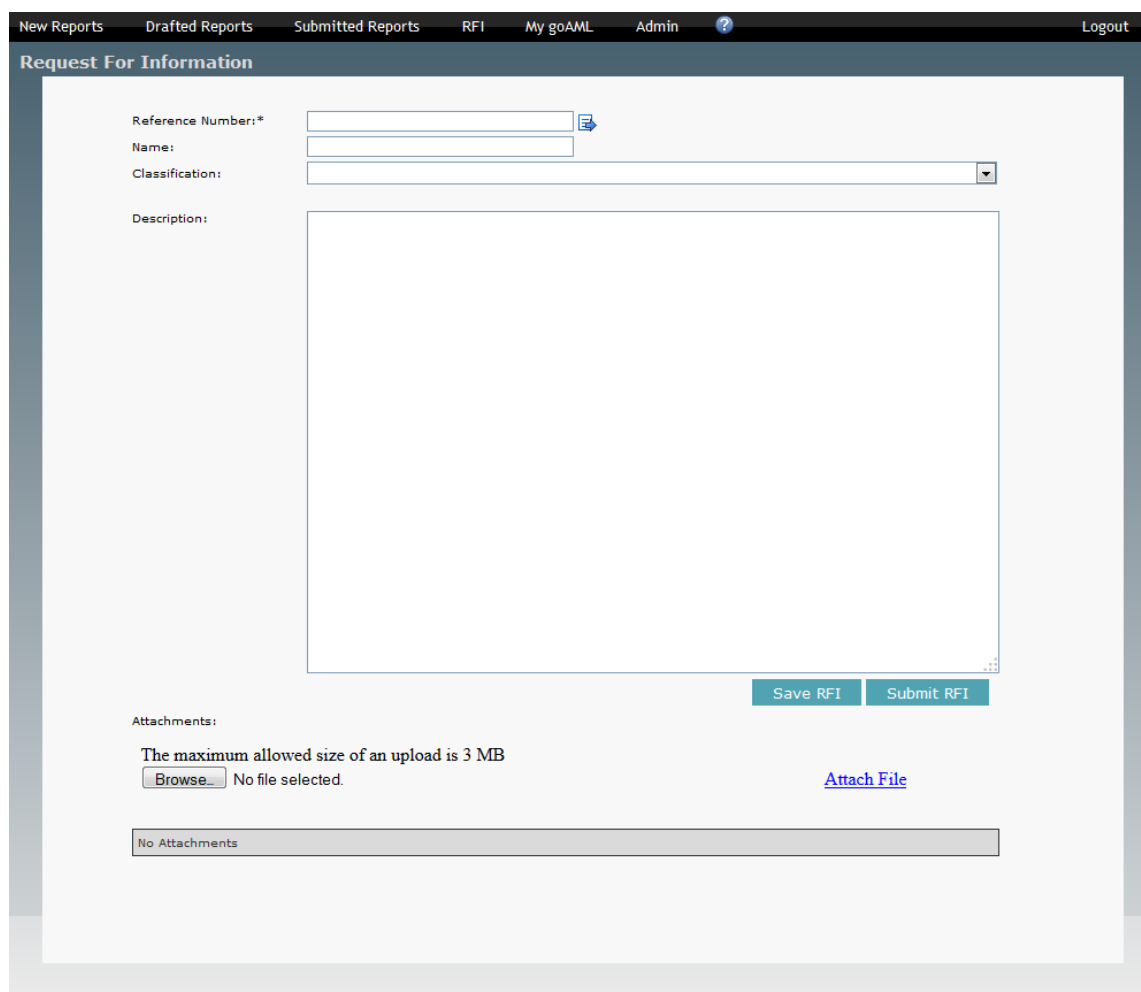


## 5 RFI (Request for Information)

### 5.1 New RFI

To submit a request for information (RFI) report:

1. Select **RFI > New RFI**. A new RFI (Request for Information) form opens.
2. Click  to auto-generate a **Reference Number** or enter it manually.
3. Select the **Classification** from the drop-down menu and enter a brief description in the **Description** field.
4. Attach a file by selecting it in your browser file upload window and click **Attach File** link. **Note:** You can attach more than one file. The maximum allowed size of the upload is 3 MB.
5. Once the RFI report is ready, click the **Save RFI** button to save it or click the **Submit RFI** button to submit it.



The screenshot shows the 'Request For Information' form in the goAML system. The form is titled 'Request For Information' and is located under the 'RFI' tab in the top navigation bar. The form fields include:

- Reference Number:** A text input field with a document icon button next to it.
- Name:** A text input field.
- Classification:** A dropdown menu.
- Description:** A large text area.
- Attachments:** A section with a message 'The maximum allowed size of an upload is 3 MB', a 'Browse...' button, and a link 'Attach File'.

At the bottom of the form, there are two buttons: 'Save RFI' and 'Submit RFI'. Below the attachments section, there is a box labeled 'No Attachments'.

## 5.2 RFI List

Select **RFI List** to view all the RFI reports.

## 6 Message Board

The goAML message board is the internal means of communication between goAML users. The intention is to connect the users of the goAML application with the reporting entities and stakeholders using the goAML Web Portal.

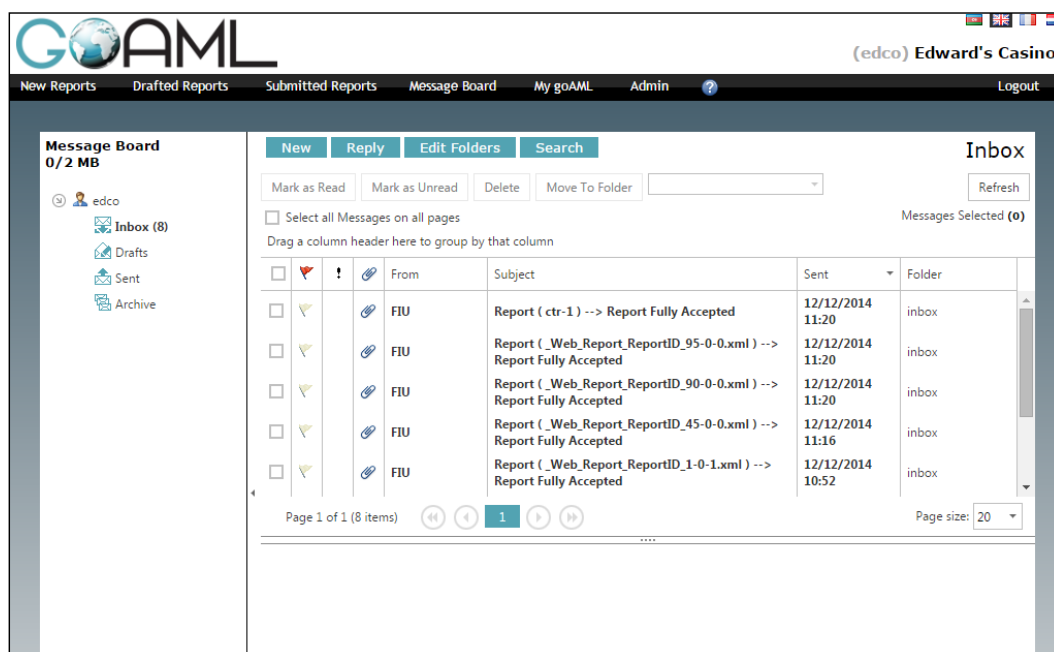
The advantage of an internal communication channel is that the two parties mentioned above can communicate from within the system. Reporting entities and stakeholders are notified immediately and automatically if their reports are accepted or rejected.

### Properties

For practical reasons, the message board is organized like an email client. However, messages can be sent only to and from the users of the **Financial Investigation Unit** to which they report. All users of a reporting entity or a stakeholder see the same messages. There are no individual message boxes

### Load Message Board

To view your messages, elect **Message Board** from the menu bar. The goAML message board is loaded and the **Inbox** is displayed.







The screenshot shows the goAML web portal interface. The top navigation bar includes links for New Reports, Drafted Reports, Submitted Reports, Message Board (selected), My goAML, Admin, and Logout. The user is logged in as (edco) Edward's Casino. The left sidebar shows the Message Board (0/2 MB) with folders for Inbox (8), Drafts, Sent, and Archive. The main content area displays the Inbox with a list of messages. The messages are all from FIU and are marked as 'Report Fully Accepted'. The table below shows the details of the messages:

	From	Subject	Sent	Folder
<input type="checkbox"/>	FIU	Report ( ctr-1 ) --> Report Fully Accepted	12/12/2014 11:20	inbox
<input type="checkbox"/>	FIU	Report ( _Web_Report_ReportID_95-0-0.xml ) --> Report Fully Accepted	12/12/2014 11:20	inbox
<input type="checkbox"/>	FIU	Report ( _Web_Report_ReportID_90-0-0.xml ) --> Report Fully Accepted	12/12/2014 11:20	inbox
<input type="checkbox"/>	FIU	Report ( _Web_Report_ReportID_45-0-0.xml ) --> Report Fully Accepted	12/12/2014 11:16	inbox
<input type="checkbox"/>	FIU	Report ( _Web_Report_ReportID_1-0-1.xml ) --> Report Fully Accepted	12/12/2014 10:52	inbox

The interface also includes a search bar, a 'Mark as Read' button, and a 'Messages Selected (0)' indicator. The bottom of the page shows 'Page 1 of 1 (8 items)' and a 'Page size: 20' dropdown.

## The User Interface


The message board interface consists of a navigation panel and a tabular list of messages. The navigation panel offers hyperlinks for the following views:

- New** Write a new message.
- Reply** Reply to the currently-selected message.
- Edit Folders** Edit, Create, and Delete folders.
- Search** Search all messages.
- Mark as Read** Mark selected messages as Read.
- Mark as Unread** Mark selected messages as Unread.
- Delete** Delete selected messages.
- Move To Folder**  Move selected messages to another folder.
- Refresh** Reload currently selected Folder.
-  **Inbox (8)** All incoming messages.
-  **Drafts** All draft messages.
-  **Sent** All outgoing messages.
-  **Archive** All archived message.
- Flag (♥):** An optical reminder you can set if you want to draw your attention to that message (no processing features).

**Note:** The number in brackets indicates the number of unread messages in the inbox or the number of unsent drafts respectively.

## 6.1 Read Message

To read a message, click the message row. The selected message is displayed in the section underneath the list of messages. Click **the attachment link(s)** to download and view the attachment(s).

**Message Board**  
0/2 MB  
 edco  
Inbox (6)  
Drafts  
Sent  
Archive

New
Reply
Edit Folders
Search

Mark as Read
Mark as Unread
Delete
Move To Folder

Refresh

☐ Select all Messages on all pages
Messages Selected (0)

Drag a column header here to group by that column

<input type="checkbox"/>			From	Subject	Sent	Folder
<input type="checkbox"/>			FIU	Report ( ctr-1 ) --> Report Fully Accepted	12/12/2014 11:20	inbox
<input checked="" type="checkbox"/>			FIU	Report ( _Web_Report_ReportID_95-0-0.xml ) --> Report Fully Accepted	12/12/2014 11:20	inbox
<input type="checkbox"/>			FIU	Report ( _Web_Report_ReportID_90-0-0.xml ) --> Report Fully Accepted	12/12/2014 11:20	inbox
<input type="checkbox"/>			FIU	Report ( _Web_Report_ReportID_45-0-0.xml ) --> Report Fully Accepted	12/12/2014 11:16	inbox
<input type="checkbox"/>			FIU	Report ( _Web_Report_ReportID_1-0-1.xml ) --> Report Fully Accepted	12/12/2014 10:52	inbox

Page 1 of 1 (8 items)
Page size: 20

**Report ( \_Web\_Report\_ReportID\_95-0-0.xml ) --> Report Fully Accepted 12/12/2014 11:20:02**

Please refer to the attachment for details.  
  
[\\_Web\\_Report\\_ReportID\\_95-0-0.pdf](#)

## Reply to Messages

To reply to an incoming message:

1. Click **Reply**. An input form is loaded and displayed.

### Send Message

To

Financial Intelligence Unit (FIU)

Priority

☐ High
 ☒ Normal
 ☐ Low

Ref. Num.

Subject\*

RE: Report ( \_Web\_Report\_ReportID\_95-0-0.xml ) --> Report Fully Accepted

Message\*

-----

Please refer to the attachment for details.

Select attachments for upload...

Click here to browse files...

Browse...

Upload

Allowed file types: .doc, .docx, .xml, .png, .jpg, .pdf, .xls, .xlsx, .rtf

Maximum file size: 2929KB

Uploaded Files

Send

Cancel

Save as Draft

2. Select the **Priority** of your reply (high - normal - low).
3. Enter your reply into the text field.
4. If you want to attach one or more files, click **Browse** and select the file(s).
5. Click **Send** to dispatch the message or on **Save Draft** to save it for later use.

## 6. Write Message

To write a new message:

1. Click **New** in the message board. An input window pops up.

### Send Message

To

Financial Intelligence Unit (FIU)

Priority

☐ High
 ☒ Normal
 ☐ Low

Ref. Num.

Subject\*

Message\*

Select attachments for upload...

Click here to browse files...

Browse...

Upload

Allowed file types: .doc, .docx, .xml, .png, .jpg, .pdf, .xls, .xlsx, .rtf

Maximum file size: 2929KB

Uploaded Files

Send

Cancel

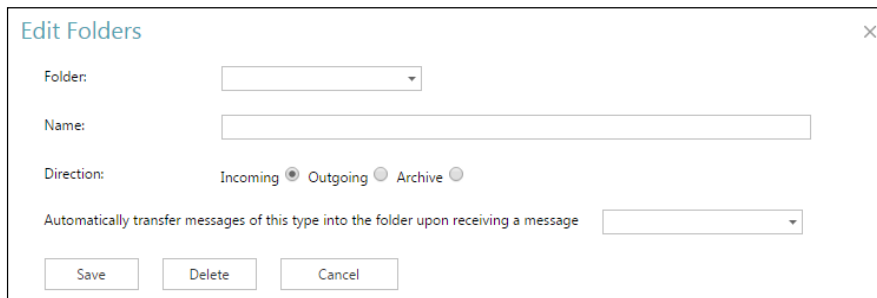
Save as Draft

2. Select the **Priority** of your reply (high - normal - low).
3. Type a meaningful subject in to the field **Subject**.
4. Enter your message into the text field **Message**.
5. If you want to attach a file, click **Browse** and select the file(s) you want to send with the message.
6. Click **Send** to dispatch the message or **Save Draft** to save it for later use.



## 6.2 Edit / Create / Delete Folders

Click the **Edit Folders** button to bring up the following dialogue.



The 'Edit Folders' dialog box contains the following fields and controls:

- Folder:** A dropdown menu.
- Name:** A text input field.
- Direction:** Three radio buttons labeled 'Incoming', 'Outgoing', and 'Archive'. 'Incoming' is selected by default.
- Automatically transfer messages of this type into the folder upon receiving a message:** A dropdown menu.
- Buttons:** 'Save', 'Delete', and 'Cancel' at the bottom.

To create a new folder:

1. Select **Add New...** from the **Folder** dropdown list.
2. Type the folder's name in the **Name** field.
3. Select whether the messages in the folder will be incoming, outgoing or archived.
4. If you wish to automatically transfer messages of a certain type to this folder, select the type.
5. Select **Save**.

To delete a folder:

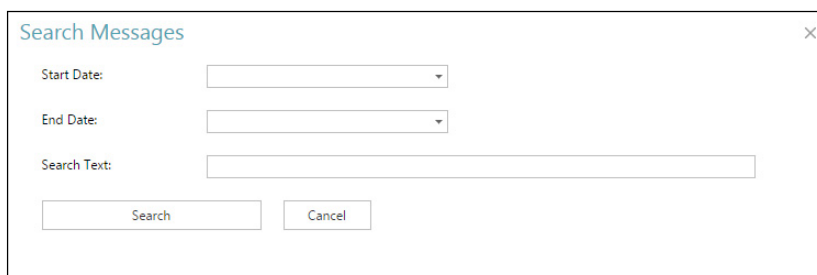
1. Select the folder to be deleted from the **Folder** dropdown list.
2. Select **Delete**.

To edit a folder:

1. Select the folder to be edited from the **Folder** dropdown list.
2. Make the necessary changes to the name, direction, or message type
3. Select **Save**.

## 6.3 Search Message

Any message that has been written, sent, or archived can be searched using the **Search** feature. Enter the text you want to search for in the **Search Text** field and click **Search**. If you want to see only messages within a certain date range, enter the values in the **Start Date** and **End Date** boxes.



The 'Search Messages' dialog box contains the following fields and controls:

- Start Date:** A date input field.
- End Date:** A date input field.
- Search Text:** A text input field.
- Buttons:** 'Search' and 'Cancel' at the bottom.

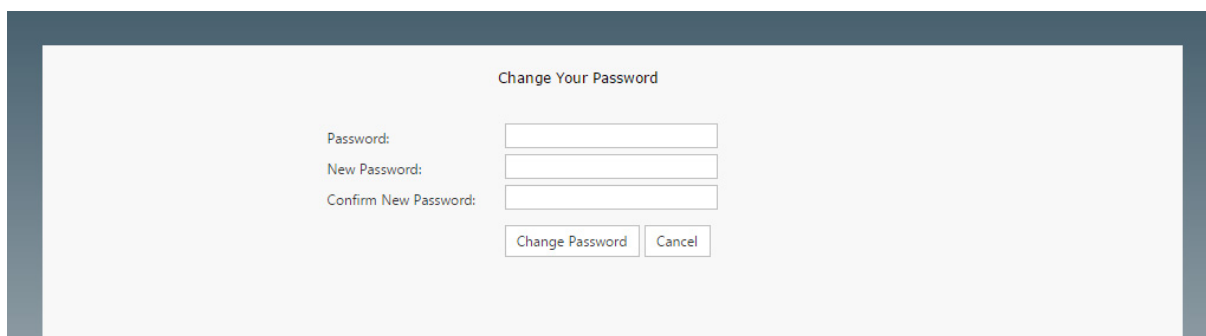
## 7 My goAML

My goAML is the personal maintenance section for the individual goAML Web users. Here you can change your password, modify your personal data, and read the release notes for the current goAML Web version. See **Section: 7.1 [Change Password](#)**, **Section 7.2: [My User Details](#)**.

### 7.1 Change Password

To change your goAML web password:

1. Select **My goAML ► Change Password** from the menu bar. The password maintenance screen is displayed.



2. Enter your current password into the Web field.
3. Enter your new password (at least 5 characters) in the New Password and **Confirm New Password**. fields.
4. Click **Change Password**. The new password is stored in the database and will be available for your next login.

**Note:** If your password has been reset by a goAML administrator, changing the password is the only action you can do right after your next login. After changing the system password to your own one, your full functionality will be available again.



## 7.2 My User Details

When something in your user data changes (e.g. you get a new phone number or change in the office address), you must update your goAML Web user data accordingly.

1. Select **My goAML ► My User Details** from the menu bar. The user details screen with your user data is displayed.
2. Adjust the data in the fields as necessary.
3. Click **Save**. The changes are stored in the goAML Web database.

**Note:** You cannot change your login name or form of address this way.

The screenshot shows the 'My User Details' page in the goAML Web interface. The top navigation bar includes links for 'New Reports', 'Drafted Reports', 'Submitted Reports', 'RFI', 'My goAML', 'Admin', and a 'LogOut' button. The main content area is titled 'Registering Person' and contains the following fields:

- Organization ID:** 1
- User Name\*:** goaml
- Email\*:** scott.fulford@unodc.org
- Gender:** Male (dropdown menu)
- Title:** (empty text field)
- First Name\*:** goaml
- Last Name\*:** goaml
- Birth Date:** (empty text field)
- SSN:** (empty text field)
- Nationality:** (empty dropdown menu)
- Occupation:** (empty text field)

Below the main fields are two expandable sections:

- Phones +**: A table with columns 'Type', 'Country Prefix', and 'Number'. It contains one entry with Type 'UNKNOWN', Country Prefix (empty), and Number '0'. A red 'X' icon is next to the number.
- Addresses +**: An empty section for adding addresses.

At the bottom is the **Attachments** section, which includes a table with columns 'File Name' and 'File Size'. Below the table is a 'Browse...' button, the text 'No file selected.', and an 'Upload' button. At the very bottom is a 'Submit Request' button.



## 7.3 My Org Details

If there is a change in the registering organization details (e.g. change in the phone number or address), you must update your goAML Web user data accordingly. When you select **My goAML > My Org Details** from the menu bar, the **Registering Organization** details screen is displayed.

The screenshot shows the 'Registering Organization' form in the goAML system. The form is divided into several sections:

- Change Delegation**: A checkbox labeled 'Change Delegation' is present.
- Organization ID**: A text field containing the value '1'.
- Delegate Organization ID**: A text field.
- is financial**: Radio buttons for 'yes' and 'no'.
- Name\***: A text field containing 'Financial Intelligence Unit (FIU)'.
- acronym\***: A text field containing 'FIU'.
- Incorp. Num**: A text field containing 'FIU'.
- Swift/Bic\***: A text field containing 'FIU'.
- Incorp. City**: A text field.
- Incorp. State**: A text field.
- Incorp. Country**: A dropdown menu.
- Name of holding company**: A text field.
- Contact Person**: A text field.
- Email\***: A text field.
- URL**: A text field.
- Phones**: A section with a plus icon for adding phone numbers.
- Addresses**: A section with a plus icon for adding addresses.
- Attachments**: A section for uploading files, including a table with columns for File Name and File Size, a 'Browse...' button, and an 'Upload' button.
- Submit Request**: A button at the bottom of the form.



## 8 Administration

For goAML Web users with administration rights, an additional **Admin** menu is available in the menu bar. Here you can customize the looks of the user interface, and get access to the role and user management. See **Section 8.1:** [Customiz](#), **Section 8.3:** [Role Management](#), and **Section** Error! Reference source not found.: [Error! Reference source not found.](#).

**Note:** If you see the menu but not all entries mentioned above, you do not have permission for all of them.

### 8.1 Customization

goAML comes with a standardized layout complying with the UNODC design regulations. However, you are free to adjust it to your needs: You can change the base colours, replace the logos, and provide your own content for the application's home page.

1. Select **Admin ► Customization** from the menu bar. The website customization page is loaded and displayed.
2. The first tab is '**Site Settings**'

Site Settings

Site Images

Save

Discard Current Changes

Restore Defaults

Page Colors

Header Section

Footer Section

Background Gradient Start

Background Gradient End

FFFFFF

333333

48616F

EAEAEA

Page Links

Bottom Left Link

Bottom Right Link

current: <http://www.unodc.org/>

current: <http://www.unodc.org/>

Email Settings

Validation Email Subject Prefix

Validation Email Body Prefix

Validation Email Body Postfix

FIU :

Start-of-Mail

End-of-Mail

HTML Settings

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The Financial Intelligence Unit is the arm of the global financial Intelligence Unit (FIU). It is part of the efforts of the Government in combating money laundering, and financing of terrorist activities.

The core role of the FIU is that it serves as the country's central agency for the collection, analysis and dissemination of information regarding money laundering and the financing of terrorism.

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+

Normal

Arial

(Font Size)

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A

The Financial Intelligence Unit is the arm of the global financial Intelligence Unit (FIU). It is part of the efforts of the Government in combating money laundering, and financing of terrorist activities.

The core role of the FIU is that it serves as the country's central agency for the collection, analysis and dissemination of information regarding money laundering and the financing of terrorism.

## Page Colours

**Header section:** The background color of the page header.

**Footer section:** The background color of the page footer.

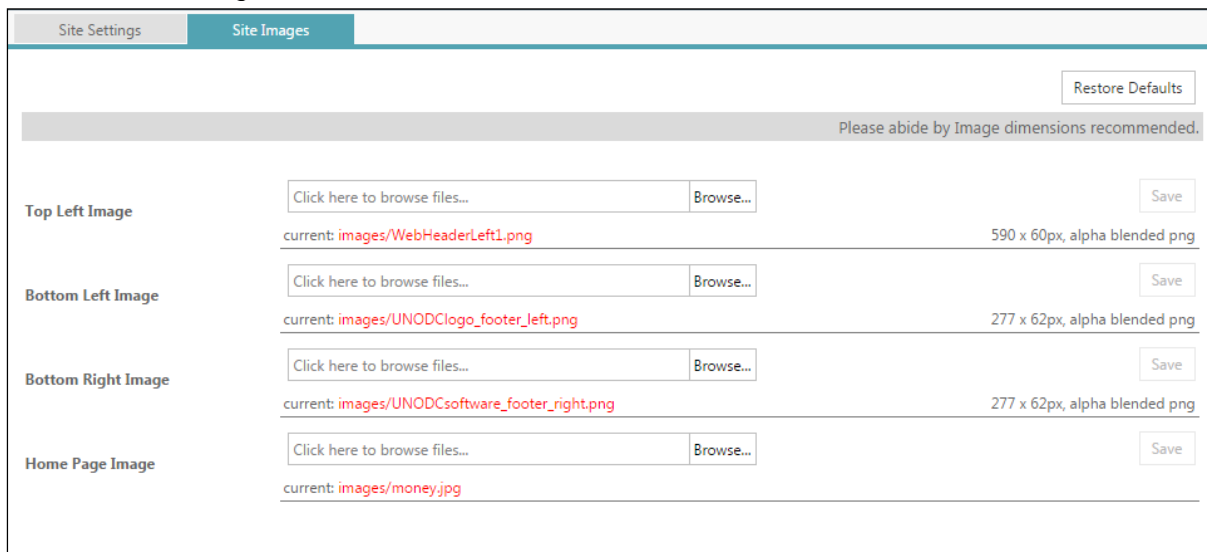
**Background Gradient Start:** The top color of the background gradient.

**Background Gradient End:** The bottom color of the background gradient.

## Home Page

**HTML Text:** The text content shown on the goAML Web home page. It can be formatted with the most common HTML text properties.

**Logged-in HTML Text:** The text content shown on the goAML Web home page when a user is logged in. It can be formatted with the most common HTML text properties. The Second tab is 'Site Images'



**Top left image:** The image in the top left corner of the window, being a link to the goAML Web home page (default: a goAML Web logo).

**Top right image:** The image in the background of the top right corner of the window (default: a transparent placeholder).

**Bottom left image:** The image in the bottom left corner of the window (default: a UNODC logo being a link to the UNODC home page).

**Bottom right image:** The image in the bottom left corner of the window (default: a UNODC software logo).

**Logo image:** The image for the top right corner (default: a transparent placeholder).

## 8.2 Cleanup

An important issue in goAML is data security. This also covers the Web reports created and submitted via goAML Web.

To control how long they should stay online before goAML disposes of the data:

1. Select **Admin ► Cleanup** from the menu bar. The security settings page is displayed.
2. Adjust the settings as needed (see below for details).
3. Click on **Save** to store the changes in the goAML Web database.

☐ Do not send summary of cleaned objects to RE-admins

---

Send RE-Admins warning message about objects that will be cleaned within 
  
☒ Do not send cleanup warning emails to users

---

Dispose of web-report information  days after creation and not yet submitted
   
☒ Do not delete report information based on creation date

---

Dispose of web-report information  days after submission and acceptance or failure on invalid structure
   
☒ Do not delete reports that have been accepted or failed on invalid structure







---

Dispose of web-report information  days after submission and rejection or failed validation - waiting to be reverted
   
☒ Do not delete reports that are waiting to be reverted

---

Dispose of web-report information  days after being reverted
   
☒ Do not delete reports that are in a reverted state

---

Message Type	Days before cleanup	
Dissemination (Automated Process)	Do not delete messages of this type	
Manual	Do not delete messages of this type	
Report Fully Accepted	Do not delete messages of this type	
Report Partially Accepted	Do not delete messages of this type	
<input type="text" value="4"/> <input type="checkbox"/> Do not delete messages of this type	<input type="button" value="Update"/> <input type="button" value="Cancel"/>	
Report Rejected	Do not delete messages of this type	
Section 17	Do not delete messages of this type	

## Dispose of Web Report information

**Dispose of web-report information [n] days after creation:** Set a value in the input field if you want to get rid of created but unfinished (i.e. not submitted) Web reports after a certain number of days. Activate the ☒ checkbox if you do not want to check for outdated submitted reports.

**Dispose of web-report information [n] days after submission and acceptance:** Set a value in the input field if you want to get rid of already submitted and accepted Web reports after a certain number of days. Recommended only if you have strict approval procedures.

**Dispose of web-report information days after submission and rejection or failed validation-waiting to be reverted:** Specify in the input field if you want to get rid of already submitted and rejected Web reports after a certain time. Activate the check-box if you do not want to delete reports that are waiting to be reverted.

**Dispose of web-report information days after being reverted:** Specify in the input field if you want to get rid of the web-reports after a certain period of being reverted. Activate the ☒ checkbox if you do not want to delete reports that are in a reverted state.

**Dispose of message-board information[n] days after sending and having been received by FIU:** Activate the check-box if you do not want to delete messages of this type.

## 8.3 Role Management

Roles in goAML are permission groups. To fulfil certain tasks, you need a certain set of access permissions. For instance, a controller needs wide access, but not to the maintenance modules as this is intended for administrators only.

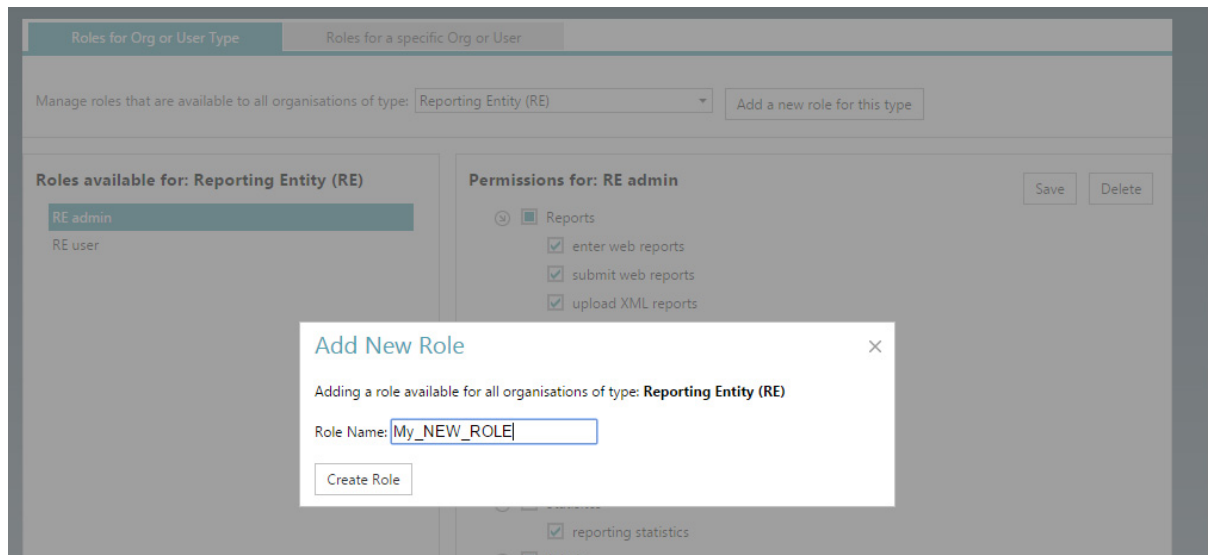
Use the **Role Maintenance** page to set up permission groups (“controller”, “administrator” etc.). Every role defines specific permissions for goAML Web. These roles are assigned to user accounts and thus define the users’ permissions. See **Section** Error! Reference source not found.: [Error! Reference source not found.](#) for details on users.

1. Select **Admin ► Role Management** from the menu bar. The **Role Management** page is displayed.
2. For a GoAML super user, roles can be created and edited for a specific Entity Type or for an individual Reporting Entity.

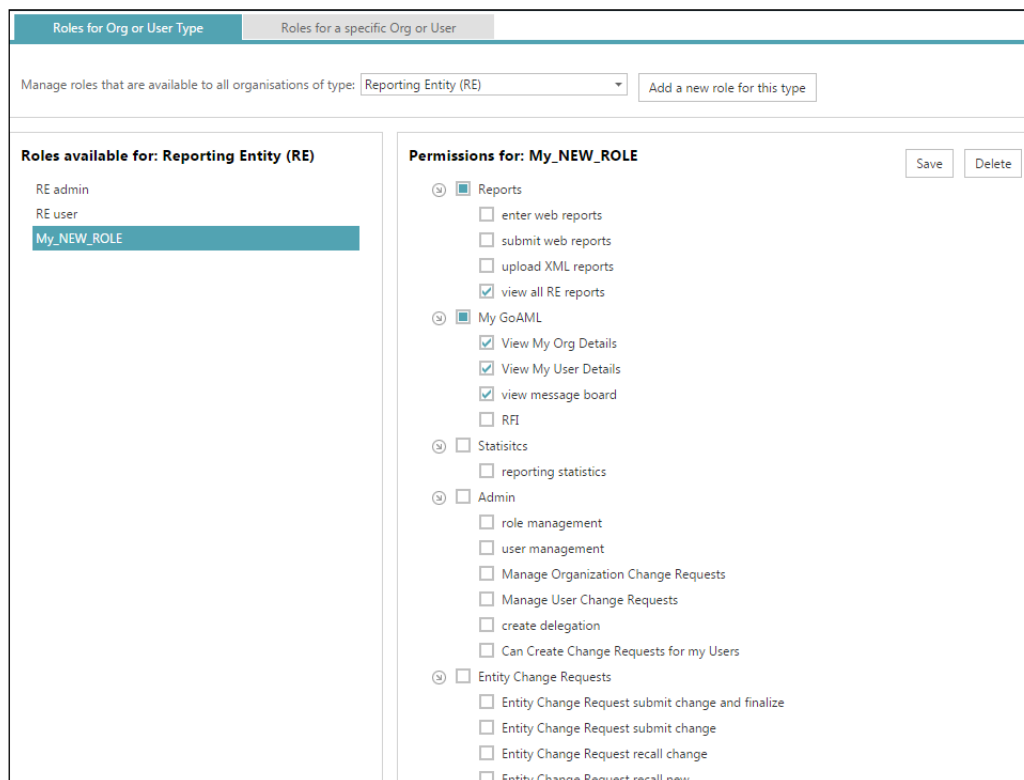
Roles for Org or User Type	Roles for a specific Org or User
Manage roles that are available to all organisations of type: <input type="text"/> <input type="button" value="Add a new role for this type"/>	

## Add Role

1. To create a new role, select the Entity Type (or the Organisation from the **Roles for Specific Org or User** tab) and **Add new role**. The following dialog is shown.



2. After the role has been created, select the role in the **Roles Available** list and check/uncheck the permissions you want to associate with the role.
3. Click **Save**.



Three roles are available for every reporting entity: One for minimum access, one general permissions package, and one for the reporting entity's administrators. The permissions for these roles are part of the goAML Web setup and thus cannot be modified. However, administrators can create their own roles with tailor-made access permissions at any time.

## Edit Role

To edit a role:

1. Select the role by clicking its **Role name**.
2. Add permissions by activating (☒) or remove them by deactivating (☐) the respective checkboxes.
3. Click **Save**. The role is updated accordingly in the goAML Web database.

## Delete Role

To delete an obsolete role from the database:

1. Select the role by clicking its **Role name**.
2. Click on **Delete**. After a security check, the role is deleted and removed from all users having it.

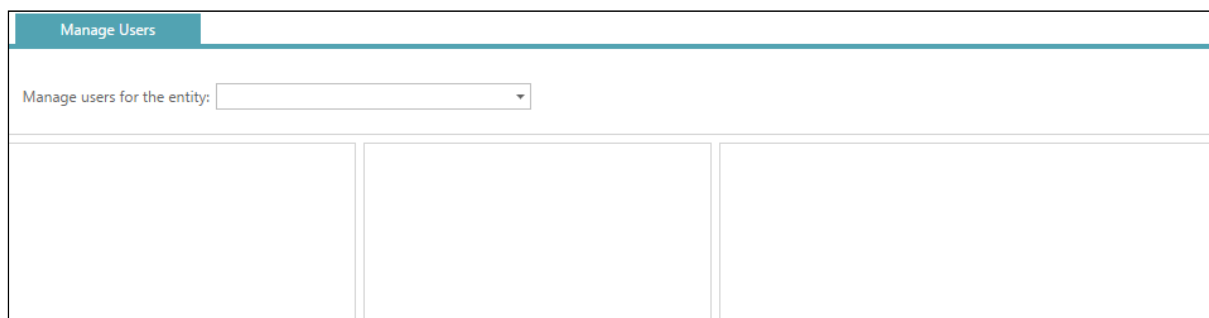
**Note:** When the role deleted is the last role a user had, the user cannot login to goAML Web until a new role is assigned.

## 8.4 User-Role Management

The **User-Role Management** page allows administrators to manage the roles that are mapped to each of the users in an entity.

You can configure the roles and the permissions associated with it here.

1. Select **Admin ► User-Role Management** from the menu-bar. The User Management page is displayed.



2. Select the **Collaborating Agency** from the drop-down menu.
3. Select the **User** in the left-most column by clicking the **Select** link to see the associated **Roles** and **Permissions** configured with the selected user.

4. You can update the roles and permissions of the selected user by activating/de-activating some of the checkboxes in the Roles and Permissions Preview column.
5. After making these changes, click **Save** to save the changes made. A message appears indicating that the user has been updated successfully.

**Note:** Lower-level administrators can edit only the users of their own reporting entity. The field is visible but deactivated for them.

Manage Users

Manage users for the entity: Ab Casino (RE)

Users for: Ab Casino (RE)

abco	Ab's	Casino
john_smith	John	Smith

Roles for: john\_smith

☐ Roles For RE
 ☒ Universal Roles
 ☐ RE admin
 ☒ RE user
 ☒ My\_NEW\_ROLE

Save

Permissions for: john\_smith

☒ Reports
 ☒ enter web reports
 ☒ submit web reports
 ☒ upload XML reports
 ☒ view all RE reports

☒ My GoAML
 ☒ View My Org Details
 ☒ View My User Details
 ☒ view message board
 ☐ RFI

☐ Statistics
 ☐ reporting statistics

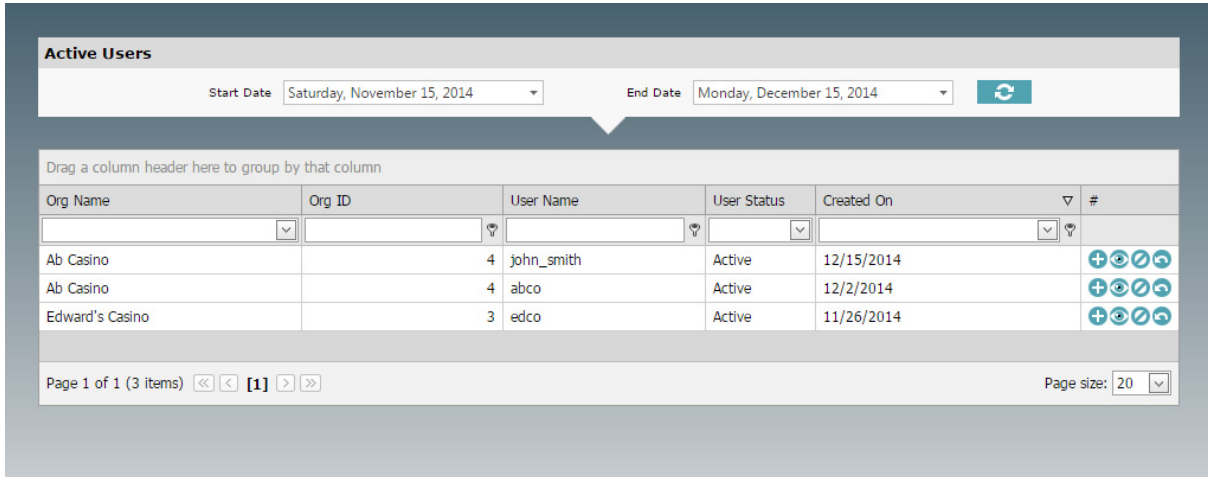
☐ Admin
 ☐ role management
 ☐ user management
 ☐ Manage Organization Change Requests
 ☐ Manage User Change Requests
 ☐ create delegation
 ☐ Can Create Change Requests for my Users

☐ Entity Change Requests
 ☐ Entity Change Request submit change and finalize
 ☐ Entity Change Request submit change
 ☐ Entity Change Request recall change
 ☐ Entity Change Request recall new

☒ Person Change Requests
 ☐ RE Admin Approve change Person Change Request

## 8.5 Admin > Active User

The **Active User Management Grid** allows you to view and manage all the currently active users. The grid is initialised to show the users created in the last month.







**Active Users**

Start Date: Saturday, November 15, 2014 End Date: Monday, December 15, 2014

Drag a column header here to group by that column

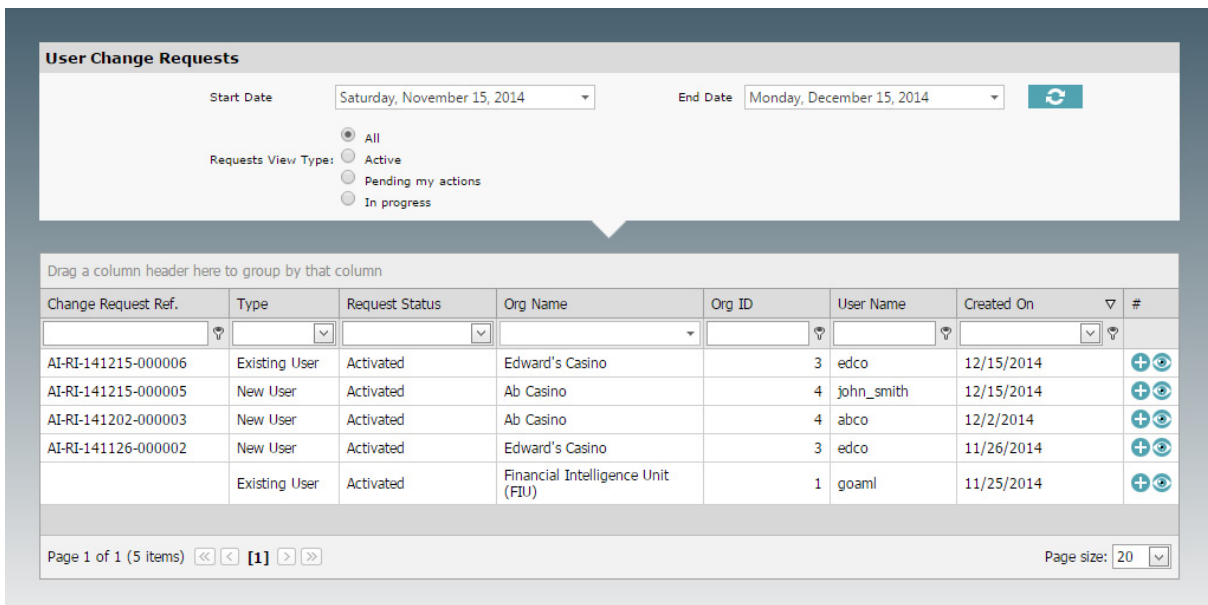
Org Name	Org ID	User Name	User Status	Created On	#
Ab Casino	4	john_smith	Active	12/15/2014	
Ab Casino	4	abco	Active	12/2/2014	
Edward's Casino	3	edco	Active	11/26/2014	

Page 1 of 1 (3 items) Page size: 20

1. Click  to create a new change request for this user.
2. Click  to view the details of this user
3. Click  to disable this user
4. Click  to reset the password for this user

## 8.6 Admin > User Request Management

This allows the user to view and manage all the user change requests. The grid is initialized to show the user change requests created in the last month.



**User Change Requests**


Start Date: Saturday, November 15, 2014 End Date: Monday, December 15, 2014


Requests View Type: ☒ All ☐ Active ☐ Pending my actions ☐ In progress

Drag a column header here to group by that column

Change Request Ref.	Type	Request Status	Org Name	Org ID	User Name	Created On	#
AI-RI-141215-000006	Existing User	Activated	Edward's Casino	3	edco	12/15/2014	
AI-RI-141215-000005	New User	Activated	Ab Casino	4	john_smith	12/15/2014	
AI-RI-141202-000003	New User	Activated	Ab Casino	4	abco	12/2/2014	
AI-RI-141126-000002	New User	Activated	Edward's Casino	3	edco	11/26/2014	
	Existing User	Activated	Financial Intelligence Unit (FIU)	1	goaml	11/25/2014	

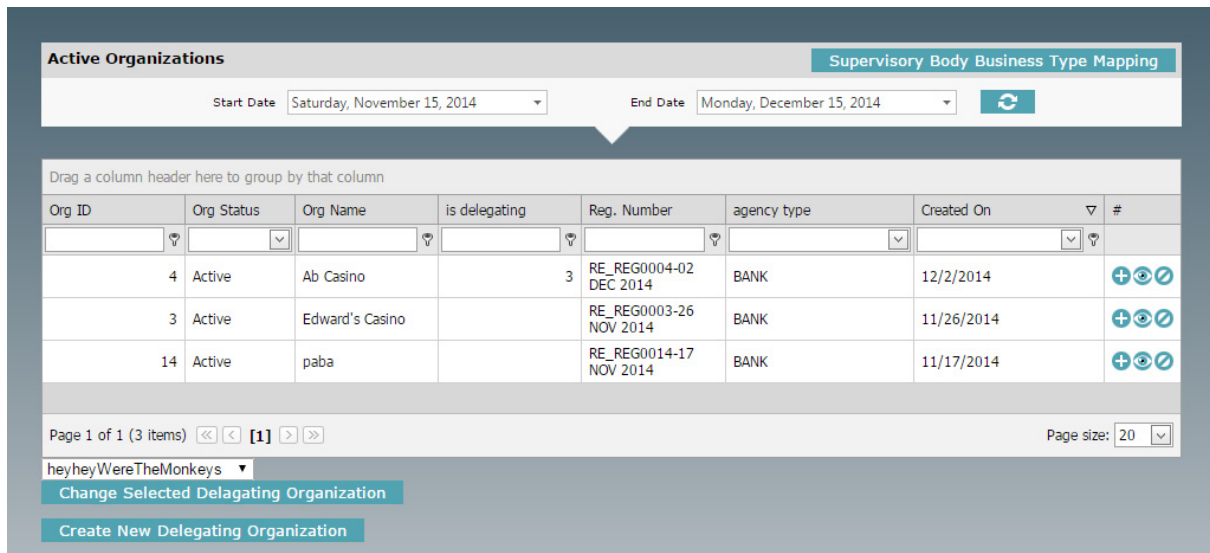
Page 1 of 1 (5 items) Page size: 20

1. Click  to create a new change request for this user.


- Click  to view the details of this user

## 8.7 Admin > Active Organisations










The **Active User Management Grid** allows the user to view and manage all the currently active Organisations. The grid is initialised to show the organisations created in the last month.








**Active Organizations** Supervisory Body Business Type Mapping


Start Date: Saturday, November 15, 2014 End Date: Monday, December 15, 2014 

Drag a column header here to group by that column

Org ID	Org Status	Org Name	is delegating	Reg. Number	agency type	Created On	#
4	Active	Ab Casino	3	RE_REG0004-02 DEC 2014	BANK	12/2/2014	  
3	Active	Edward's Casino		RE_REG0003-26 NOV 2014	BANK	11/26/2014	  
14	Active	paba		RE_REG0014-17 NOV 2014	BANK	11/17/2014	  




Page 1 of 1 (3 items)   [1]  

Page size: 20 

heyheyWereTheMonkeys 

[Change Selected Delegating Organization](#)

[Create New Delegating Organization](#)

- Click  to create a new change request for this organization.
- Click  to view the details of this organization.
- Click  to disable this organization.
- Click [Change Selected Delegating Organization](#) to make a change request for the selected delegating organization.
- Click [Create New Delegating Organization](#) to create a new delegating organization.
- Click [Supervisory Body Business Type Mapping](#) to open the following dialog that allows you to determine which organization is the supervisory body for each agency type.



## Supervisory Body Business Type Mapping



Drag a column header here to group by that column

#	agency type	RE or SH	Org Name
	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input checked="" type="checkbox"/>	Business Entity	Reporting Entity	Financial Intelligence Unit (FIU)
<input checked="" type="checkbox"/>	RE-2	Reporting Entity	Financial Intelligence Unit (FIU)
<input checked="" type="checkbox"/>	Accountant	Reporting Entity	Financial Intelligence Unit (FIU)
<input checked="" type="checkbox"/>	BANK	Reporting Entity	Financial Intelligence Unit (FIU)
<input checked="" type="checkbox"/>	Postal Office	Reporting Entity	Financial Intelligence Unit (FIU)
<input checked="" type="checkbox"/>	Customs	Reporting Entity	Financial Intelligence Unit (FIU)
<input checked="" type="checkbox"/>	Securities Commission	Reporting Entity	Financial Intelligence Unit (FIU)
<input checked="" type="checkbox"/>	Credit Unions	Reporting Entity	Financial Intelligence Unit (FIU)
<input checked="" type="checkbox"/>	Foreign Exchange Dealer	Reporting Entity	Financial Intelligence Unit (FIU)
<input checked="" type="checkbox"/>	Life insurance Broker or Agent	Reporting Entity	Financial Intelligence Unit (FIU)
<input checked="" type="checkbox"/>	Individual Reporting Entity	Reporting Entity	Financial Intelligence Unit (FIU)
<input checked="" type="checkbox"/>	Life insurance Company	Reporting Entity	Financial Intelligence Unit (FIU)
<input checked="" type="checkbox"/>	Money Services Business	Reporting Entity	Financial Intelligence Unit (FIU)
<input checked="" type="checkbox"/>	Provincial Savings Office	Reporting Entity	Financial Intelligence Unit (FIU)
<input checked="" type="checkbox"/>	Real Estate Broker or Sales Representative	Reporting Entity	Financial Intelligence Unit (FIU)
<input checked="" type="checkbox"/>	Securities Dealer	Reporting Entity	Financial Intelligence Unit (FIU)
<input checked="" type="checkbox"/>	Trust & Loan Company	Reporting Entity	Financial Intelligence Unit (FIU)
<input checked="" type="checkbox"/>	Reporting Entity	Reporting Entity	Financial Intelligence Unit (FIU)
<input checked="" type="checkbox"/>	Supervisory Body	Reporting Entity	Financial Intelligence Unit (FIU)
<input checked="" type="checkbox"/>	Stake holder - Unknown	Stakeholder	Financial Intelligence Unit (FIU)

Page 1 of 2 (24 items)



## 8.8 Admin > Org Request Management

This allows you to view and manage all the organization change requests. The grid is initialized to show the organization change requests created in the last month.

**Organization Change Requests**

Start Date
Saturday, November 15, 2014

End Date
Monday, December 15, 2014

Requests View Type:
☒ All
☐ Active
☐ Pending my actions
☐ In progress

Drag a column header here to group by that column

Change Request Ref.	Type	Request Status	Org Name	Org ID	Reg. Number	agency type	User Name	Created On	#
	Existing Entity	Activated	scott postal office	50081		Postal Office	goaml	12/10/2014	
AI-RI-141202-000004	Existing Org. Delegation Modification	Activated	Ab Casino	4	RE_REG0004-02 DEC 2014	BANK	goaml	12/2/2014	
AI-RI-141126-000002	New Entity	Activated	Edward's Casino	3	RE_REG0003-26 NOV 2014	BANK		11/26/2014	

Page 1 of 1 (3 items)
Page size: 20

## 8.9 Admin > Reporting Statistics

This page provides statistical analysis of reports that have been submitted over a particular date range initialized to the last month.

1. Set the **Start Date** and **End Date** to the range you want your statistics to cover.
2. Select one of the pre-configured reports from the list under **Report Type**.

