UNRESTRICTED





# goAML Web Portal End-User Guide

**Document Version 2.1** 

Updated for goAML Web Portal

v5.5.3.5645

19th June 2025



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# 1. Version History

Version	Description	Date
1.0	Created a new web user guide for goAML web portal	03/03/2022
	version 4.9	
2.0	Updated the web user guide to reflect the upgraded	11/09/2024
	goAML web portal version 5.4.	
	What's new.	
	- New Responsive User Interface	
	- New Message Board	
	- Improved Web Forms	
	- Security Improvements	
2.1	Updated the web user guide to reflect the upgraded	19/06/2025
	goAML web portal version 5.5.3.5645	
	What's new.	
	- Security Improvements - Recovery Codes - Pg. 05	
	- New Message board Features - Pg. 61	
	- Statistics - Pg. 71	



# 2. Introduction

The scope of this document is to assist the reporting entity and the end user in being able to register to the FIAU goAML Web Portal. The FIAU web portal will provide the reporting entity the possibility to;

- Register the obliged Maltese entity with FIAU Malta, the MLRO as the responsible main contact and the required personnel to assist with the reporting obligations.
- Administer the registered obliged entity and manage the permission of the respective compliance team.
- Securely communicate with the FIAU in both directions via the secure message board to address any RFIs and other message topics.
- To submit suspicious reports according to the information at hand via the web forms or by uploading through previously prepared XML files based on the FIAUs XSD.
- Provide statistical information of the reports submitted.



# 3. Login

### 3.1 Logging in to goAML

To access the goAML web portal and manage your submissions or profile, follow these steps:

### Navigate to:

https://goaml.fiaumalta.org/PROD/Identity/Account/Login

### Login Credentials:

- **Username**: [Insert your registered username]
- **Password:** [Insert your password]

Once you enter your login credentials, youd be prompted to complete the Two-Factor Authentication (2FA) setup if this is your first time logging in.



Please sign in with your username and password. If you do not have a username and password you have to register before logging in.

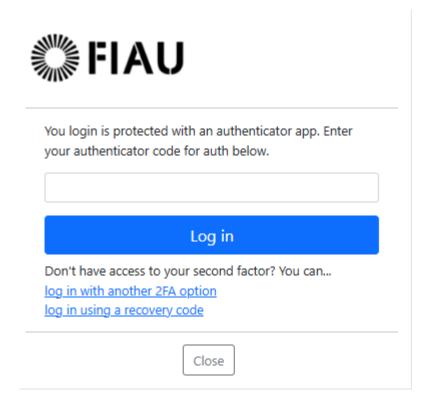
User Name	
Password	
	LOGIN >>
Register	Forgot Password
	Close



### 2.2 Two-Factor Authentication (2FA)

As part of goAML version 5.5.1, all users are required to configure 2FA on first login. This enhancement improves portal security but still includes the use of email for authentication/fallback purposes.

To use the email fallback, click "Log in with another 2FA option" and a onetime code will be sent to your registered email.



### 2FA Setup Process:

### 1. Download an Authenticator App:

Use a mobile authenticator app such as:

- Google Authenticator (<u>Android</u>, <u>iOS</u>)
- Microsoft Authenticator (<u>Android</u>, <u>iOS</u>)

### 2. Scan the QR Code:

Upon login, a QR code will be displayed on your screen. Open your authenticator app and scan the QR code.



### 3. Enter the Code:

The app will generate a 6-digit code. Enter this code into the portal to verify and complete the 2FA setup.

	ticator app
1. Download a two-factor auth	nenticator app like Microsoft Authenticator or Google Authenticator
Google Authenticator: Andro	oid, IOS
Microsoft Authenticator: And	droid. IOS
24rl ug≩m 3bbu	enter the following key into your two factor authenticator app. Spaces and casing do not matter. dndb tu37 545t canx xuie
confirmation box below.	
confirmation box below.	Verification Code 514734

### **Important Note:**

After completing the 2FA process, the system will display a set of **Recovery Codes**. These are backup codes you can use in case you lose access to your authenticator app.

### • Save these codes in a secure place.

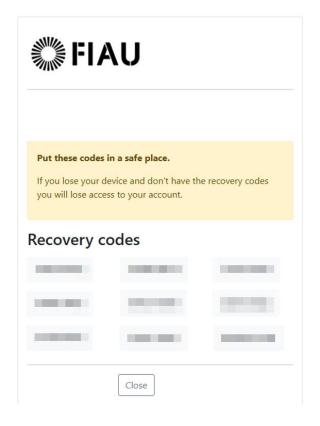
These are shown only once and cannot be retrieved later.

- **Recovery codes** allow login without the app in emergencies (e.g., lost phone).
- Do not share these codes with anyone.

▲ If you lose both your authenticator app and recovery codes, you may be locked out of your goAML account which will require assistance from goAML support via

goamlsupport@fiaumalta.org







### 3.2 Change Password

### 3.2.1 Manual password change

You can change your password at any time directly in the web application, providing you know your existing password.

- Select the user profile dropdown at the top right and select > Change Password
- 2. Enter your existing password and the new password in the **New Password** and **Confirm New Password** input boxes respectively.



Change	our Password
Password:	
New Passwor	
Confirm New	Password:
	Change Password
	Close



### 3.2.2 Forgot Password and Reset Password

In order to reset a forgotten password either the **user** can request a link from the login screen:

- 1. Click the Forgot Password button on the login screen.
- 2. Fill out the username and email address for the account you wish to reset the password for and click submit

Or, the FIU or RE Admin can initiate a password reset

- 1. In the menu Admin > Active Users grid, select a user and click 2
- 2. If 2FA is configured for the user as well, then this will be reset, and the user will need to scan the QR code again at login.

Once the password reset has been initiated by one of the methods above, the following occurs:

3. An email similar to the one below is sent to the user.

A request to reset your goAML password was created. Please click on the following link to reset your password: <u>http://www.mygoamlsite.com/Account/pwLink/8d48a9d9-b21f-4af1-9cea-1ac905b27b59</u> If you did not make this request, please contact your FIU immediately. Please do not reply, this is an automated message.

- 4. The link will take the user to the following screen where they must supply their username, email and new password.
- 5. Select Change Password for the changes to take effect.

**Note**: If the user cannot recall their username or email address associated with their account, they must contact the FIU or RE Admin to reset the password.

SAML.	
Reset Pass	word Request
User Name:	
new password	
confirm password	
	Reset
	Close



### 3.2.3 Password Lockout

A user is locked out for **5** minutes if they put in an incorrect password **5** times in a row.



# 4. Users and Organisations

### 4.1 Active Users Grid

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

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

Active	Users	;								C	Refre	sh
rag a colun	nn header	and drop it	here to	group by that column								
User Nam	e	Org ID		Org Name	First Name	Last Name	Last Updated On	User Status	Created On 4			
Му	<b>T</b> Y		\$ 7	T	T	T	month/ 🗎	*	month/			
MyDelega	tingBankl	206		MyDelegatingBank	James	Smith	11/11/2020	Active	11/11/2020	60	0	C
MyNewBa	nkUser	205		MyNewBank	MyNewBankUser	MyNewBankUser	12/22/2021	Active	11/11/2020	2 .	0	0
MyNewBa	nk	205		MyNewBank	MyNewBank	MyNewBank	12/22/2021	Active	11/11/2020	2 👁	0	0
Tommy		173		Tom	Tom	Jerry	9/22/2020	Active	9/22/2020		0	0
myuser_6		100		myuser_6	t	h	11/15/2019	Active	11/15/2019	C 👁	0	C
myuser_4		67		Bank	a	aaa	11/14/2019	Active	11/14/2019		0	C

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



Active User Action	lcon	Description
New Change Request	3	This opens a new dialog to allow the update and submission of a user's details. The change request must be finalized for the update to be persisted. The new form opens in a new browser window that may be prevented by pop-up blockers. Ensure that pop ups are allowed for the goAML application.
Preview	۲	This opens a new form to view a user's details. This will be the most recently approved change request for that user. The new form opens in a new browser window that may be prevented by pop-up blockers. Ensure that pop ups are allowed for the goAML application.
Disable / Enable	0	This deactivates or activates a user to prevent or allow them to log in and use the goAMLWeb application. If an account is deactivated, an error is shown when the user tries to log in. • Your account has been disabled. Please contact your administrator to activate your account. User Name: test_first_admin_user Password: Log In Forgot Password?
Reset Password	C	This will reset the password for the current user. This creates a new random password and emails it to the user. For details on passwords, see the Passwords section



# 5. Registrations and Change Requests

### 5.1 Submitting a New Registration

### 5.1.1 Selecting Registration Type

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

Register	goAML Onboarding	Contact
Please note that in order to get access to the system, you first need to register as a reporting entity under "Register as an Organisation". Once the registration process has been succesfully completed, you can log in with the credentials you have previously defined.	Reporting entities can now submit their reports in bulk directly through XML. To automate the upload process of multiple STRs with goAML, a technical package has been provided to assist the reporting entities.	For more information on goAML please contact the Intelligence Analysis Unit via email or phone (+356) 21231333 Email
Guide to Register	Technical Package Web User Guide	

Selecting this button will open the Registration Selection page shown in the next section below.

### 5.1.2 Filling out a Registration Form

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

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

Reporting Entity	Supervisory Body	Stakeholder
Maltese Registered Reporting Entities	Maltese Supervisory Bodies know to the FIAU	Stakeholder known to the FIAU
a User		
a User User (Reporting Entity)		

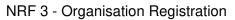
#### NRF 2

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





Reporting Entity	Reporting Entity							
Administrator	* Organization Business Type is required!		* Name is required!			* acronym is required!		
Attachments	* Email is required!	~				* Swift/Bic is required!		_
Preview and Submit			<ul> <li>is financial</li> </ul>					
	Incorp. Num		* Commercial Name is	required!		* Incorporation Legal For	m is required!	
not submit until the form is complete	Incorp. City		Incorp. State			<ul> <li>Incorp. Country</li> </ul>		
_						MALTA		
Cancel	Name of holding company		* Contact Person is rea	quired!		URL		
	+ Addresses*	<ul> <li>Address #1</li> </ul>			<i>2</i> 1			
		* Type is required!	~	* Address is required!	Town		* City is required!	
		Zip	193	* Country	State			_
				MALTA	~			
		Comments						



Register a User						
1. User (Reporting Entity)	User (Reporting Entity)					
2. Attachments	* Organization ID is required!	* User Name is required!	* Password is req	uired!	* Confirm Password is required!	
3. Preview and Submit	* Title is required!	* First Name is required!	* Last Name is rea	quired	* Email is required!	
Cannot submit until the form is complete	* Gender is required!	* Birth Date is required!	PersonReg SSN		* Nationality is required!	
	-	day/month/year	m			~
Cancel	* Occupation is required!	* ID Number is required!	Passport Number		Passport Country	~
	+ Addresses	<ul> <li>Address #1</li> </ul>				Ê
			address is required!	Town	* City is required!	
		Zip * C	Country	State		
			IALTA	×		
		Comments				
						1.
	+ Phones*	Phone #1				
		* Contact Type is required! * C	Comm. Type is required!	* Country Prefix is requ	ired! * Number is required!	

NRF 4 - User Registration

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

Mandatory fields are marked with an asterisk and highlighted when empty. Tooltips can provide more information about the field.

The fields and the collections (Addresses and Phones) are displayed in the same manner as in the web report.

The indicator on the left of each tab shows whether the section is complete. In the image below the Organisation tab is complete so the indicator is green.





gister an Organisation				
1. Reporting Entity	Reporting Entity			
2. Administrator	Organization Business Type	* Name	* acronym	
	Accounting Professionals	✓ Accountant LTD	ALTD	
Attachments • Email			* Swift/Bic	
4. Preview and Submit	accountant@test.com.mt	<ul> <li>is financial</li> </ul>	NA	
A Treview and Submit	Incorp. Num	* Commercial Name	<ul> <li>Incorporation Legal Form</li> </ul>	
annot submit until the form is complete		Accountant LTD	LTD	
	Incorp. City	Incorp. State	* Incorp. Country	
			MALTA	
Cancel	Name of holding company	* Contact Person	URL	
_		Test Acc		

#### NRF 5

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

1. Organisation	Administrator			
2. Administrator	* User Name	* Password	Confirm Password	Title
3. Attachments 5	MyAdmin	- Password	- Contirm Password	Hoe
4. Preview and Submit	* First Name	Last Name	• Email	Gender
A. Freview and Submit	John	Smith	Admin@goaml.com	
Cancel	* Birth Date	PersonReg SSN	Nationality	Occupation
Cancer	11/7/2020		×	

NRF 6

### 5.1.3 Preview and Submit a Registration

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

Register an Organisation			
1. Reporting Entity	New Registration		
2. Administrator	Organisation		
3. Attachments	Organization Business Type Auditors	Name	acronym
4. Preview and Submit	Email	is financial	Swift/Bic
614295 =	Incorp. Num	Commercial Name	Incorporation Legal Form
Enter the code above in the box below.	Incorp. City	incorp. State	Incorp. Country
Submit New Organisation	Name of holding company	Contact Person	URL.

#### NRF 7

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

The registration will be submitted, and the user will see a confirmation screen similar to the image below. The user should take note of the registration number provided as this can be



used to reference the change request if they need to contact the FIAU.

Registrati	on info has been submitted
Please wait for notification	of acceptance/rejection by email. Your request has been given the following reference number:
	RE RP000054-2024

NRF 8

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

4. Preview and Submit	test1 - Copy (3).txt test1 - Copy (4).txt test1 - Copy.txt test1.txt	0.12kb 0.12kb 0.12kb 0.12kb	
Enter the code above in the box below.	Organisation		
	Organization	me in use. Please choose another name	MyBank
	acronym	ne in use. Flease choose another name	MyBank@goaml.com
Submit New Organisation	is financial	Swift/Bic	
	Incorp. Num	Commercial Name	
	Incorporation Legal Form	Incorp. City	
Cancel	Incorp. State	Incorp. Country	

NRF 9

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

Organization C	hange R	equests			A	I Pending m	y actions	n progress	C Refresh
rag a column header an <mark>d</mark>	drop it here to	group by that column							
Change Request Ref.	Туре	Request Status	Org Name	Org ID	Reg. Number	agency type	User Name	Created On ↓	
T	•		T	÷ T	T	•	T	m 🛅	
RE_RP002521-14 FEB 2022	New Entity	Waiting for Supervisory Body to Verify	MyBankABC12			BANK		2/14/2022	۲
RE_RP002520-14 FEB 2022	New Entity	Waiting for Supervisory Body to Verify	MyBankABC			BANK		2/14/2022	۲
RE_RP002519-11 FEB 2022	Existing Entity	Activated	adtest_sup	1341	RE_REG1341-07 FEB 2022	Supervisory	adtu_sup	2/11/2022	+ @
RE RR002518-11 EER 2022	Evisting Entity	Activated	adtest sun	13/11	RE REG13/1-07 FEB 2022	Supervisory	adtu sun	2/11/2022	+ @

**NRF 10** 



### 5.2 Mobile Registration

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

Organization Business Type is required!		* Name is required!	
	~	R	
icronym		* Email is required!	
is financial		Swift/Bic	
ncorp. Num		Commercial Name	
ncorporation Legal Form		Incorp. City	
	~		
ncorp. State		Incorp. Country	~
Name of holding company		Contact Person	·
JRL			
+ Addresses			
+ Phones			

ппер	orting Entity
* Organization Business Type is	required!
	~
* Name is required!	
acronym	
* Email is required!	
□ is financial	
Swift/Bic	
Incorp. Num	
Commercial Name	
Incorporation Legal Form	
Incorp. City	Y
incorp. city	
Incorp. State	
Incorp. Country	
Name of holding company	v
Name of holding company	

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

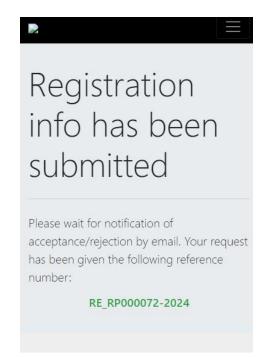


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AR DE DE EN EN ES PT PT	AR   DE   DE   EN   EN   ES   PT   PT	AR DE DE EN ES PT PT
1. Reporting Entity	2. Administrator	2. Administrator
Organization Business Type	* User Name is required!	* User Name
BANK Y		MyBankOneAdmin
* Name	* Password is required!	Password
MyBankOne		
acronym	* Confirm Password is required!	* Confirm Password
* Email	Title	Title
MyBankOne@MyBankOne.com		
□ is financial	First Name	First Name
Swift/Bic	Last Name	Last Name
Incorp. Num	* Email is required!	• Email
		MyBankOneAdmin@mybankone.com
Commercial Name	Gender	Gender
	~	~
Incorporation Legal Form	Birth Date	Birth Date
►	M/d/yyyy 🛗	M/d/yyyy 🛍
Incorp. City	PersonReg SSN	PersonReg SSN
Incorp. State	Nationality	Nationality
Incorp. Country	×	↓ Cccupation
v	Occupation	a second second
Name of holding company	This section must be complete before you can continue	ID Number
Cancel Next >	< Back Cancel	< Back Cancel Next >

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

		AR   DE   DE   EN   EN   ES   PT   PT
С	onfirm Dat	ta and Submit
Attachme		0.41kb
100_02_1500		0.4160
Organisa	tion	
Organization Bu	isinoss Type	
BANK		
Name		
MyBankOne	Ð	
acronym		
Email		
MyBankOne	e@MyBankOne.co	m
is financial		
Swift/Bic		
Incorp. Num		
Commercial Nar	ne	
Incorporation Le	saal Form	
	9481( Enter the code al	59 C
< Back	Cancel	Submit Organisation





### 5.3 Change Requests

### 5.3.1 Submitting New Change Requests

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

#### My User Details

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

Request Type:	New Entity			
Request Status:	Activated			
Organisation				
Organization ID		Delegate Organization ID		Organization Business Type
1289				Financial Institutions – Others
Name		acronym		Email
ABC_01		ABC		abc@abc.com
is financial		Swift/Bic		Incorp. Num
		MT00000000		
Commercial Name		Incorporation Legal Form		Incorp. City
ABC		Α		
Incorp. State		Incorp. Country		Name of holding company
		MALTA		
Contact Person		URL		
Person				
Addresses				
#1				
Type Business			Address ABC_01 Street	

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



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User							
	Organization ID		* User Name			Title	
Attachments	205		MyNewBa	ank			
	* First Name		* Last Name			* Email	
Submit Request	MyNewBank		MyNewBa	ank		MyNewBar	nk@goaml.com
	Gender		* Birth Date			PersonReg SSN	4
		~	11/5/2020	1	<b>#</b>		
	Nationality		Occupation			ID Number	
		~					
	Passport Number		Passport Cou	intry			
					~		
	+ Addresses*	❤ #1					
		* Type		* Address	Town		* City
		Rusiness	~	MyAddress			MyCity

This form can be updated, and the request submitted via the Submit Request button. After submission the change request is shown along with any available actions that the user can do on this change request. An example is given below. While this change request is pending, this is what the user will see when they navigate to My User Details until the request is finalized (i.e. either recalled, rejected or approved).

nents		Request: RE_RP00	0078-2024	
Demun	st Type: Existing User st Status: Waiting for RE Admi	in to Verify		
IS:	Nating for Re Auto	into verify		
Recall	ments			
Reject	r			
Verify Organiz	ration ID	User Name		Title
1289		abc_admin		mr
Approve First Na	me	Last Name		Email
Finalize		ABC		abc@abc.com.mt
Gender		Birth Date		PersonReg SSN
	NMON	01/01/2024		
Change Request History Nationa		Occupation		ID Number
MALT	Ά	N/A		
Passon	rt Number	Person Passport Country		
Addr	esses			
#1				
	Туре		Address	
	Business		Address Field	
	Town		City	
			City Field	
	Zip		Country	
			MALTA	
	State		Comments	

#### NRF 12



#### My Organisation Details

If the user has the permission View My Org Details but NOT Entity Change Request submit change then they will see a read only view of the organisation details when My Org Details is selected. An example of this view is shown below: Request: RE\_RP000056-2024

Request Type:	New Entity			
Request Status:	Activated			
Organisation				
Organization ID		Delegate Organization ID		Organization Business Type
1289				Financial Institutions – Others
Name		acronym		Email
ABC_01		ABC		abc@abc.com
is financial		Swift/Bic		Incorp. Num
		MT00000000		
Commercial Name		Incorporation Legal Form		Incorp. City
ABC		Α		
ncorp. State		Incorp. Country		Name of holding company
		MALTA		
Contact Person		URL		
Person				
Addresses				
#1				
Туре			Address	
Business			ABC_01 Street	
Town			City	

### NRF 13

If the user has the permission View My Org Details AND Entity Change Request submit change then they will see an editable form of their Reporting Entity details when My Org Details is selected. The Reporting Entity details in the form in My Org Details are for the Reporting Entity users that they are registered with, regardless of

rganisation	Organization ID	* Organization Business Type	* Name
elegate	205	BANK	✓ MyNewBank
	* acronym	* Email	is financial
ttachments	MyNewBankChange	MyNewBank@goaml.com	
	Swift/Bic	Incorp. Num	Commercial Name
Submit Request		123456789	
	Incorporation Legal Form	Incorp. City	Incorp. State
		~	
	Incorp. Country	Name of holding company	Contact Person
		~	
	URL		
	+ Addresses		
	+ Phones		

#### **NRF 14**



which entity they may be logged in as if there are Reporting Entities delegating.

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

nents		Request: RE_RI	2000079-2024	
ns:	Request Type: Request Status:	Existing Entity - REPORTING ENTITY Waiting for Supervisory Body to Verify		
Recall	Attachments			
Change Request History	Organisation			
	Organization ID	Delegate Organization ID		Organization Business Type
	1289			Financial Institutions – Others
	Name	acronym		Email
	ABC_01	ABC		abc@abc.com
	is financial	Swift/Bic		Incorp. Num
		MT00000000		C01234
	Commercial Name	Incorporation Legal Form		Incorp. City
	ABC	Α		
	Incorp. State	Incorp. Country		Name of holding company
		MALTA		
	Contact Person	URL		
	Person			
	Addresses			
	Addresses			
	#1			
	Type		Address	
	Business		ABC_01 Street	
	Town		City	
			City Field Change	
			Wriehel	

**NRF 15** 



### 5.3.2 Users

Change requests can be raised for other users from the Active Users grid by selecting the Solution on the right-hand side of the grid for that user. The button may not be available depending on the configuration. The following rules apply:

Users from Delegating Organisations will only appear in the grid if the setting **AllowManagementOfDelegates** is enabled (Admin > Settings > Site Configuration)

The Add New Change Request button for Users will not be visible if the 3<sup>rd</sup> Party Portal Auto Form Population setting is enabled (Admin > Settings > 3<sup>rd</sup> Party Portal)

Active Users								2 Refresh
Drag a column header and	drop it here to group by tha	t column						
User Name	Org ID	Org Name	First Name	Last Name	Last Updated On	User Status	Created On 4	
Ŧ	\$ T	T	T	T	month/day/		month/day/	
MyDelegatingBankUser	206	MyDelegatingBank	James	Smith	11/11/2020	Active	11/11/2020	C . O C
MyNewBankUser	205	MyNewBank	MyNewBankUser	MyNewBankUser	12/22/2021	Active	11/11/2020	8 . 0 3
MyNewBank	205	MyNewBank	MyNewBank	MyNewBank	12/22/2021	Active	11/11/2020	

NRF 16

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

User	Organization ID		* User Na	ne		Title	
Attachments	205			BankUser			
	* First Name	* Last Nan	* Last Name		* Email		
Submit Request	MyNewBankUser	MyNewBankUser				MyNewBan	kUser@goaml.com
	Gender		* Birth Dat	e		PersonReg SSN	
		~	11/6/20	20	<b>#</b>		
	Nationality		Occupatio	n		ID Number	
		~					
	Passport Number		Passport C	Country			
	2334232		AUSTR	ALIA	~		
	+ Addresses*	<b>∨</b> #1					
		* Type		* Address	Towr	ı	* City
		Operati	onal 👻	HighStreet			232332
		Zip		* Country	State	i i	
				SWITZERLAND	~		

**NRF 17** 



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

nents		Request:	RE_RP000080-2024	
	Request Type:	Existing User		
ions:	Request Status:	Waiting for RE Admin to Verify		
Recall	Attachments			
Reject	20 80			
	User			
Verify	Organization ID	User Name		Title
1.00110	1289	abc_admin		mr
Approve	First Name	Last Name		Lmail
	ABC	ABC		abc@abc.com.mt
Finalize	Gender	Birth Date		PersonReg SSN
	UNKNOWN	01/01/2024		
Change Request History	Nationality	Occupation		ID Number
	MALTA	N/A		00000A
	<ul> <li>Statute of the Deliver and</li> </ul>	Person		
	Passport Number	Passport Country		
	Phones			
	#1			
	Contact Type		Comm. Type	
	Business		Landline Phone	
	Country Prefix		Number	
	а		00000000	
	Extension		Comments	

**NRF 18** 

### 5.3.3. Organisations

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



Active O	rganiz	ations					Change Selected Delagat	ting Organization 🔻 🕇	C Refresh
Drag a column h	ieader and	I drop it here to group	y that column						
Org ID		Org Name	is delegating		Reg. Number	agency type	Org Status	Created On ↓	
	‡ T		T	\$ <b>T</b>	T	*	•	month/day/ 🛱	
206		MyDelegatingBank	205			BANK	Active	11/11/2020	۲
205		MyNewBank				BANK	Active	11/11/2020	۲
		1	Chango S	olor	tod Dolagat	ing Organiza	tion <b>v</b>	+ =	C Rof
				1022	ted Delagat	ing Organiza	ition 🔻	+	C Refr
				1022	ted Delagati g <b>Bank</b> (206)	ing Organiza	ition 🔻	+	C Refi

### NRF 19

Selecting a Reporting Entity from this list and then clicking  $\square$  will open the change request for form for that Organisation.



### 5.4 Managing Change Requests

### 5.4.1 Change Request Actions and History

In the User Change Request grid, when an action is still pending on a request the Request Status column will be shown as a hyperlink.

User Change Requests All Pending my actions									2 Refresh
rag a column header and	drop it here to	group by that column							
Change Request Ref.	Туре	Request Status	User Name	Org Name	Org ID	First Name	Last Name	Created On 4	
T	*	•	T	Ŧ	\$ <b>T</b>	T	Ŧ	m 🛅	
RE_RP002532-16 FEB 2022	New User	Activated	MyNewBank2	MyNewBank2	2351	MyNewBank2	MyNewBank2	2/16/2022	+ .
RE_RP002531-16 FEB 2022	Existing User	Waiting for RE Admin to Verify	MyNewBank	MyNewBank	205	MyNewBank	MyNewBank	2/16/2022	+ 2 .

### Clicking on the link will open the change request as in the example below

omments		Request: RE	_RP000064-2024	
	Request Type:	Existing User		
tions:	Request Status:	Waiting for RE Admin to Verify		
Recall	Attachments			
Reject				
	User			
Verify	Organization ID	User Name	Tit	le
	1268	usertest2	M	s
Approve	First Name	Last Name	En	nail
	test2	test2	te	st2@test
Finalize	Gender	Birth Date	Pe	rsonReg SSN
	UNKNOWN	01/01/1980		
Change Request History	Female			
	Nationality	Occupation	ID	Number
	MALTA	na		
	Passport Number	Passport Country		
	Phones			
	#1			
	Contact Type	e	Comm. Type	
	Private		Mobile Phone	
	Country Pret	fix	Number	
	+356		111111111	
	Extension		999999999 Comments	
	+355		Comments	

#### NRF 21

Fields that have changed are highlighted in yellow; fields that are new are highlighted in green and fields that are deleted are highlighted in red.

On the left-hand side are the available actions. These actions are determined by the



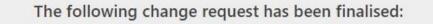
permissions that have been granted to the user. Each action moves the change request along in the workflow. Comments can be assigned to each transition which are logged in the Change Request history.

The Change Request History can be viewed by clicking on the Change Request History button which will show a dialog in the change request, for example:

			Request: RE_RP000069-2	024	
		Request Type:	Existing User		
Actions:		Request Status:	Waiting for RE Admin to Approve		
	Recall	Attachments			
	Reject				
		User			
	Approve	Organization (C	User Name	Title	
	Finalize	1268	usertest2	Ms	
ange Reque	st History				×
Date	User	State From	State To	Comments	
28/08/2024	usertest2	Not Exists	Waiting for RE Admin to Verify		
28/08/2024	FIU	Waiting for RE Admin to Venify	Waiting for RE Admin to Approve		

NRF 22

When a change request is moved to a final state, the state and the change request number will be shown similar to the image below. Here the change request has been



Activated

RE\_RP000069-2024

approved which results in state Activated. The other possible final states are Rejected and Recalled.

**NRF 23** 

### 5.4.2 Change Request Preview

The user can also preview all change requests in a print-friendly view by clicking on the ③ button for any row in either of the change requests grids. An example of the



### preview is given below.

		Reques	t: RE_RP000054-2024		
Request Type: Request Status:	New User Waiting for RE Admin to Verif	fy			
Change Request History					
Date User 27/08/2024	State From Not Exists		State To Waiting for RE Admin to Verify	Comments	
Attachments					
User					
Organization ID		User Name		Title	
35		admin123		Mr	
First Name		Last Name		Essail	
Joe		Borg		joe.borg@joeborg.com	
Gender		Birth Date		PersonReg SSN	
UNKNOWN		01/01/2024			
Nationality		Occupation		ID Number	
MALTA		Human			
Passport Number		Passport Country			
Phones					
#1					
Contact Type			Camm. Type		
Business			Mobile Phone		
Country Prefix			Narriber		
+356			99		



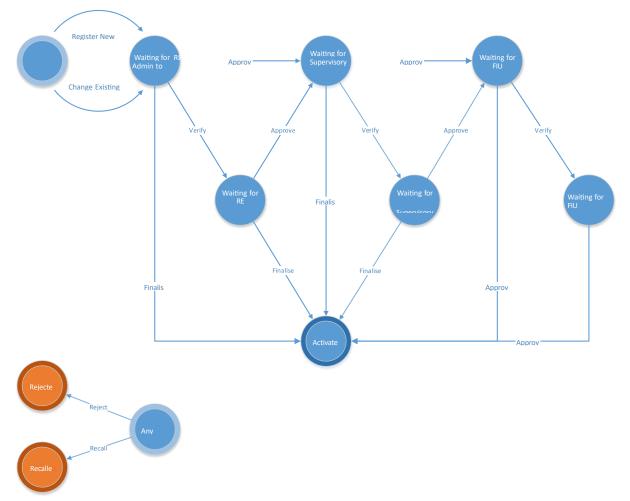
### 5.4.3 Change Request Workflows

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

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

Change Request	Current State	Action	Required Permission
New User	Waiting for RE Admin to		RE Admin Approve new
Registration	Verify	Approve	Person Change Request

Table 1: Change Request Workflow permission examples



#### User Change Request Workflow



# 6. New Web Report Forms

### 6.1 Creating a Web Report

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

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

New Report		
STR	<ul> <li>Create Report</li> </ul>	t
Please select a report type and click <b>Cr</b>	eate Report to continue	



### 6.2 Creating a Web Report from existing XML

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

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

Create new report from XML	
Select files	drop files here to upload

as a normal web report.

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

The uploaded XML is incomplete or invalid.			
The following deprecated elements have been automatically migrated to the latest standard: submission_date, email, employer_address_id, employer_phone_id, identification - Please check the imported data carefully and consider upgrading your transaction templates.			
cvc-maxLength-valid: Value '3434b' with length = '5' is not facet-valid with respect to maxLength '4' for type '#AnonType_tph_country_prefixt_phone'.			
cvc-type.3.1.3: The value '3434b' of element 'tph_country_prefix' is not valid.			
Cancel	Continue		

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



found in Appendix II.

### 6.3 Report Main Page

### 6.3.1 Report Main Page Tab

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



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

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



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





The actions on the Report Tab are:

	Undo Delete
้ว	This is only shown after a Delete operation. When clicked the deleted object will be restored.
	Save
	Saves the report. This can be done at any time and allows the user to reload the report in its current state to be completed later. Print Preview
÷	This opens the report in a new tab in a print ready format. If there are changes made in the report form since the report was last saved the button will be disabled. Once the report is saved it will be enabled again. This is because the preview shows the report that was last saved, so there is no discrepancy between what is shown in the form and what is shown in the preview.
	Submit
1	Once the form is complete and valid the bars on the right of each tab will appear green and the submit button will be enabled.
	Clicking the submit button will show the dialogue below.          Submit Report       ×         Once the form is submitted it will be locked for editing, do you want to proceed?       No         No       Yes
	Once the form is submitted it will not be possible to edit or re-submit the report. Selecting yes will submit the report and return the user to the report



type selection screen. The report will now be available in Submitted Reports grid.

#### 6.3.2. Switching Report Types

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

New Report		Set FIAU New Report	5 -
STR	Create Report	Save Report	
lease select a rep	ort type and click Create Report to continue	STR 111583-0-0	
Change Report	Туре		×
(STR) STR			
The current r	eport can only be changed to one of the following types that	has the same Activity and Bi-Party restrictions. The report may not be valid after the change.	
Some data m	aybe hidden.		
AIF	Additional Information File	Change	
CFATR	Call for Action Transaction Report	Change	
CFATR PEPTR	Call for Action Transaction Report Politically Exposed Person Transaction Report	Change Change	
PEPTR	Politically Exposed Person Transaction Report		

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



Selecting a change button for one of the listed report types will reload the report page with the new report type. This will also load all of the templates for that report type (see Form Customisation below).

#### 6.3.3 Report Main Page Form

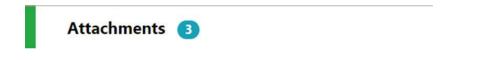
The Report Main page shows the Report Headers, the Reporting Person and the Location sections of the Report. The report type is displayed at the top and underneath the Local Currency Code as determined by the site wide setting, the Reporting Entity and Reporting Entity ID are for the RE that the user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

Local Currency Code: EUR	Reporting Entity: Financial Intelligence Analysis Unit (FIAU)	Entity ID: 1	Report ID: 8407-0-0
* Reporting Entity Branch is required:	* Reporting Entity Reference is required:	• Report Date 28/08/2024	FIU Reference
Reason			
Neddull			
Action			
+ Location*			8
House Number	Apartment Number	Add. Address 1	Add, Address 2
* Type	* Address	Town	* City
Private 🗸	Trident Park, No. 5, Triq I-Mdina, Central Business	Birkirkara	Birkirkara
Zip	* Country	State	
CBD 2010	MALTA ~		

# 6.4 Attachments

#### 6.4.1 Attachments Tab

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





## 6.4.2 Attachments Form

The attachments form displays a list of the attachments that have been uploaded for the report.

Each attachment can be deleted by clicking the button and new attachments can be uploaded by clicking the button in the top right of the form. When adding an attachment, a Category, Identification and Description can be added.

Attachment				×
Category				
AttachCat2				•
Identification				
ldent2				
Description				
Person 1 driving	license			11
Select files		dro	p files here to upl	oad
Identificat 8.75 KB	ion.png			×
		C	Clear Upload file	es
Attachments				
File Name	Category	Identification	Description	File Size

Attachment meta data can be edited after upload.

Ident2

Attachments							+
File Name	Category	Identification	Description	File Size			
Identification.png	AttachCat2	ldent2	Person 1 driving license	9 KB	*	<b>e</b>	*
attachment2.txt	•	List of Id's		144 bytes	*		-

Person 1 driving

license

9 KB

144 bytes

**a** 

± 🖉 💼

\*

AttachCat2

Identification.png

attachment2.txt



## 6.5 Indicators

#### 6.5.1 Indicators Tab

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



#### 6.5.2 Indicators Form

The indicators form allows the navigation, selection and deletion of Report Indicators associated with the report. To select an indicator, check the box on the left of the indicators code in the main list. Each of the indicators are assigned to categories as can be shown below.

## Indicators

Code 1	Indicator	Categories
T	T	•
Amount-01	EUR 0-10,000	Amount
Amount-02	EUR 10,001-50,000	Amount
Amount-03	EUR 50,001-100,000	Amount
Amount-04	EUR 100,001-500,000	Amount
Amount-05	EUR 500,001-1,000,000	Amount

DRUG × TAX × TERR	ERR ×
-------------------	-------



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



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



#### 6.5.3 Indicators Categories

The indicators' categories are as follows, which column can be filtered to only show indicators in a particular category by either selecting the category from the dropdown list or selecting the category name in one of the indicator rows.

Categories				
	Ŧ			
Amount				
Internal				
Predicate Offence				
Product				
Reason for Suspicion: Account				



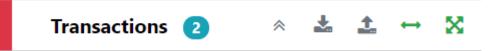
## 6.6 Transactions

#### 6.6.1 Transactions List Tab

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



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





The actions on the transactions list are:

Expand / Collapse
Expand or collapse the transaction trees in the navigator.
When the trees collapse there is only a tab for each transaction in the list under the
Transactions List tab.
Download all the transactions into the report.
See the section below on uploading/downloading transactions
Upload transactions
See the section below on uploading/downloading transactions.
Create a new Bi-Party transaction.
Create a new Multi-party transaction.
This button will not be visible for Depart types that are configured to be Force Di
This button will not be visible for Report types that are configured to be Force Bi-
Party

## 6.6.2 Transactions List

#### Transactions

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

#### 6.6.3 Transaction Tab

Selecting the Transaction tab the transaction form in the editor for that particular

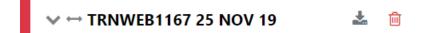
↔ 🗙



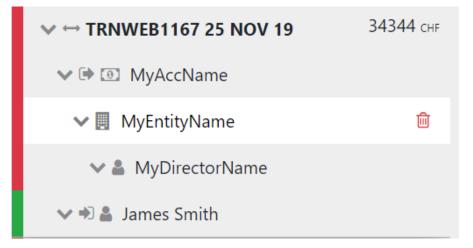
transaction. The indicator  $\leftrightarrow$  or  $\aleph$  shows if the transaction is a Bi-Party or Multiparty and the transaction number and amount are also displayed.

 ✓ ← TRNWEB1167 25 NOV 19
 34344 CHF

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



When a transaction is populated, a sub-Tab is created under the Transaction Tab for each Account, Person or Entity that is added to the transaction. The image below shows a Bi- Party transaction from an Account called MyAccName to a Person called James Smith. The account contains an Entity called MyEntityName which in turn contains director (which is a person object) called MyDirectorName. Each of these sub-tabs can be selected to navigate immediately to that object in the transaction.



~>	Expand / Collapse
↔	Bi-Party Transaction



×	Multi-Party Transaction
	From
•	То
0	Account (account name is shown as title)
	Entity (entity name is shown as title)
2	Person including Directors (first name and last name are shown as title)

#### 6.6.4Transaction Form

Once a transaction is added the Transaction form will be shown. An example of a Bi-Party transaction form is given below. The fields which are mandatory will be displayed in pink with



a red outline and depend on how the schema is configured.

Transaction			
Number is required!	Internal Reference Number	Transmode Code is required!	Transmode Comment
Local Amount is required!	Date is required!	Late Deposit?	Posting Date M/d/yyyy
Teller  Description is required!	authorized	Location	
Comments			
From + 🗈 Account	Account (My Client) + 🛔	Person Person (My Client)	+ 🖪 Entity Entity (My Client)
To     +      Account     +      Goods and Services	Account (My Client) +	Person (My Client)	+ 🖪 Entity Entity (My Client)

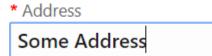
Multi-party transactions appear the same except there is a section for Involved Parties as shown below instead of the From and To sections.

Involv	ved P	arties									
	+	Account	Account (My Client)	+	4	Person	Person (My Client)	+	Entity	Entity (My Client)	

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

#### Fields

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



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

#### Address is required!

Hovering the mouse pointer over the field name provides a Tooltip for the field. There may



be extra information available here to determine what values should be entered.

First Name Tooltip
* First Name
James Smith

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

Birth Date Tooltip			
* Firsthe date must not be later			
Jan than the field: Date of Death			
The date must not be later than the .			
11/1/2019			

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

Instit	ution Code is required!	*	Swift
۲			$\bigcirc$

Date fields depend on what culture is selected in the language selector at the top right of the application. For example, the two images below show a date field for the fr-FR culture code when empty and filled out with 21st November 2019.

Date de la transaction is required!	* Date de la transaction	
dd/MM/yyyy	21/11/2019	

The second two images below show the same date field but with the en-US culture code selected which shows a different placeholder with the date format when the field is empty.

Date is required!	* Date	
M/d/yyyy	11/21/2019	

#### Collections

Some objects contain a collection of other objects, for example Error! Reference source not found. Below shows some of the collections for a Person object.



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

÷	Employer Address	~			O 🛍
		Type is required!	Address is required!	Town	City is required!
			*		
		Zip	* Country	State	
			SWITZERLAND *		
		Comments			
÷	Employer Phone				
+	Addresses	<b>∨</b> #1			0 🖻
		Type is required!	Address is required!	Town	City is required!
			•		
		Zip	* Country	State	
			SWITZERLAND *		
		Comments			
					11
		<b>∨</b> #2			O B
		Type is required!	Address is required!	Town	City is required!
			*		
		Zip	* Country	State	
			SWITZERLAND *		
		Comments			



#### 6.6.5 Reuse of objects

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

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

Select		×
First Name	Last Name	Birth Date
John	Smith	
James	Smith	
		Select Cancel

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

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

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

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

These headers are NOT copied across when an object is re-used and are specific to



#### that party instance.

From - Person				0 8
Is Suspected	* Funds Code is required!	Funds Comment	Country	
		*	MALTA	v
Foreign Currency				
Conductor				
To - Person				O B
	* Funds Code is required!	Funds Comment	* Country	
s Suspected		~	MALTA	~
Foreign Currency				
Additional Info				
✓ Person				<b>3</b> 🗊
Role is required!	Funds code is required!	Country	Significance	
	•	•	•	
Funds comment	Comments is required!			
+ Foreign Currency				
Title	Gender	* First Name	* Last Name	
		• John	Smith	
Middle Name	Prefix	Birth Date	Birth Place	
	гепх			
		M/d/vvvv	m	

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

> Person	First Name John	Last Name Smith	Birth Date	<b>%</b> 3 🙆 💼
> Person	First Name John	Last Name Smith	Birth Date	<b>€</b> 3 <b>©</b>
> Person	First Name John	Last Name Smith	Birth Date	<b>€</b> 3 🙆 💼

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



✓ ⊠ New Transaction		
🗸 🛓 John Smith	Q	-
✓ ➢ New Transaction		
🗸 🛔 James Smith		
✓ ➢ New Transaction		
🗸 💄 John Smith	с С	

#### Limitation of hierarchy levels in object relations.

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

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

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

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

Attachments	* Account Relation	~					
Indicators	Comments						
Transactions 1 0 ZAR							
New Transaction							,
∽ I ACC1	+ Relation D	ate					
	Institution Country			Account Category		* Account Type	
Y I ACC2		~	□ Is Collection Account		~	QAT	`
~ 🖸 ACC3	Status Date		* Account Number	Name		Institution Name	
- EL ACCS	M/d/yyyy	<b>#</b>	Rel-ACC4				
✓ I Rel-ACC4	Branch			* Swift		Institution Code	
			□ Non Banking Institution?	SWIFT4		0	
	Status Code		Currency Code	Beneficiary		IBAN	
		~	~				
	Client Number		Opened	Closed		Balance	
			M/d/yyyy 🛗	M/d/yyyy	<b>m</b>		
	Date of Balance						
	M/d/yyyy	6					
	Beneficiary Comm	ent					

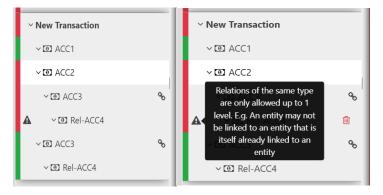


When adding a related Account for ACC2 it is possible to select ACC3 even though this Account also has a related Account.

GOAMI Anti-Money L	elect			AA   AR   AZ   DE   EN   EN   F ancial Intellige	
NEW REPORTS - DRAFT I	Account Number	Name	Institution Name	IORGANISATION	LOGOUT
CTR 19063-0-0 つ	ACC1	AccountOne	instruction frame	0 8	·
Indicators	ACC2				
* Transactions	Rel-ACC4			4	
✓ New Transaction	ACC3				
✓ I ACC1				int Type is required!	
~ ⓓ ACC2 ~ ₪			Select	Cancel on Name	
× ⓓ ACC3	Branch	Non Banking Instit	* Swift is required!	Institution Code	
✓ ⓓ Rel-ACC4	Status Code	Currency Code	Beneficiary	IBAN	

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

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



Removing the Rel-ACC4 account will validate the form.





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

A goAM					AAIARIA	Z   DE   EN   EN   FI   FR   PT
	ielect	Selecting re	lated Account for	ACC2	×	ancial Intelligence Unit
NEW REPORTS - DRAFT I						ORGANISATION LOGOUT
CTR 19063-0-0 D	Account Number	Nam	e I	nstitution Name		
Attachments	ACC1	Accor	untOne	ACC1 available		
Indicators	ACC2 - AC	C2 not availal	ble			
* Transactions 1						4
~ New Transaction				Select	Cancel	
∽⊡ ACC1						
∽ © ACC2	Institution	Country	Is Collection Account	Account Category	<ul> <li>Accourt</li> <li>Accourt</li> </ul>	nt Type is required!
~ (8)	Status Dat M/d/yy		* Account Number is requi.	Name	Institutio	on Name
	Branch		Non Banking Institution?	* Swift is required!	Institutio	on Code

#### Role element when re-using Directors

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



# 6.7 Activity Reports

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

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

Activity		
♥ 🖲 MyAccount		
🗸 📃 MyEntity		
Activity		
Report Parties		
+ 🖸 Account	+ 🛔 Person	+ 🔲 Entity
+ Goods and Services		

# 6.8 Transactions Upload/Download

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

#### 6.8.1 How to Download a Transactions

Error! Reference source not found. shows a goAMLWeb report that has been partially completed. It contains a single multiparty transaction with an Account. It may be required that the user wishes to submit several multiparty transactions that contain this account and will therefore want to download the transaction as it is so that it can be re-used as a template.

Any transactions can be downloadable. It is not necessary for a transaction to be valid or complete.

In order to download the transaction as XML, hover the mouse over the Transaction in the navigator pane on the left of the report and the download icon (2) will appear.



Hovering over this will show the tooltip Download Transaction (XML) or the equivalent translation for the selected culture.

Clicking this button will download the transaction.

Report ID: 3058-0-0	🗸 😑 🖈	Transaction
Attachments		le series de la complete de
Indicators		Number is required!
Transactions <b>1</b>	Download Transaction	(XMIL) Amount is required!
✓ X New Transaction	۵ 🕯	Teller
✓ 🖾 Adam123		Description



## 6.8.2 How to Upload Transactions

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

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

The transactions should then be placed inside <reportdata> and <transactions> tags as shown in Error! Reference source not found. below. It is also possible to upload each transaction individually in separate files, however even a single transaction must be contained in these wrapper tags for it to be uploaded successfully.

```
    <reportdata>

    <transactions>

    <transaction>

             <transactionnumber/>
            <date_transaction>2019-08-07T00:00:00</date_transaction>
            <transmode_code>C</transmode_code>
            <amount_local/>

    <involved_parties>

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

    <involved_parties>

               <party>
                   <role>A</role>
                   <account>
                       <institution_name>Alpha Bank</institution_name>
                       <institution_code>ADWER2323</institution_code>
                       <account>Adam123</account>
                   </account>
                   <country>AD</country>
                </party>
            </involved_parties>
         </transaction>
     </transactions>
  </reportdata>
```



Once the file is ready for upload, place the mouse over the Transactions header in the left-hand navigator so that the Upload Transactions(XML) button is displayed as shown in Error! Reference source not found. and click it to open the file dialog.

		Local Currency Code: CHF	Repo
Indicators	Upload Transactions (XML)		
Transactions		Reporting Entity Branch is	Rep
		Reason is required!	

Select the file containing the transactions and click the Upload button as shown in Error! Reference source not found.

stem	Import XML Transaction	S	×	(goa
SUBMITTED REPO				
· 🖹 🔊	Select files			
L	my_transactions.xml		×	IU)
B	Clear	Upload		ence Date
				3/2019
F				

The file will be read, and the transactions will be added to the report as shown in Error! Reference source not found.

Report ID: 3060-0-0 🛛 🗸 🕒 🖉	Comments					
Attachments						
Indicators	Involved Parties					
Transactions 2 0 CHF	+ 🖸 Account Acc	count (My Client)	🕂 🛔 Person	Person (My Client)	+	Entity Entity (My Client)
✓ ⊠ New Transaction						
✓ ⓓ Adam123	Account     * Role	Funds code		* Country		Significance
✓ ⊠ New Transaction	Payee / Sender	▼	•	ANDORRA	۲	Significance
♥ ⓓ Adam123	Funds comment	Comments				
	+ Foreign Currency	/				
	* Account Number	Name		* Institution Name		Branch
	Adam123			Alpha Bank		



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

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

The uploaded XML is incompl	ete or invalid.	<b>X</b>
cvc-complex-type.2.4.b: The content o complete. One of '{transactionnumber		
Cancel	Continue	

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





The uploaded XML is incomplete or invalid.					
The following deprecated elements have been automatically migrated to the latest standard: submission_date, email, employer_address_id, employer_phone_id, identification - Please check the imported data carefully and consider upgrading your transaction templates.					
cvc-maxLength-valid: Value '3434b' with length = '5' is not facet-valid with respect to maxLength '4' for type '#AnonType_tph_country_prefixt_phone'.					
cvc-type.3.1.3: The value '3434b' of element 'tph_country_prefix' is not valid.					
Cancel Continue					

#### 6.8.3 Linking of Accounts

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

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

XML and ZIP Upload

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

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



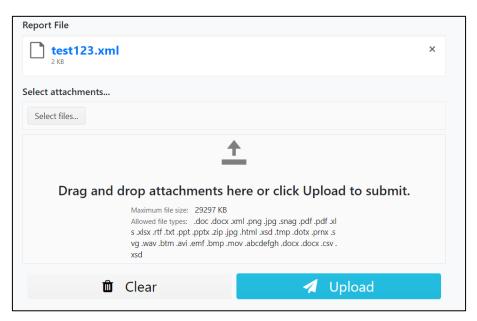
Select files		
	•	
	<b>Ť</b>	
Drag and d	rop an XML Report or ZIP file here.	
	Maximum file size: 1954 KB Allowed file types: .xml .zip	

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



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

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



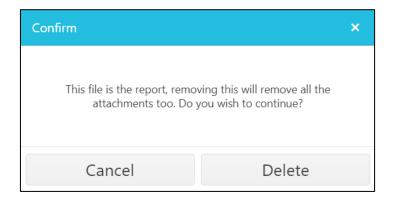
Attachments can either be added by checking Select **files...** or by dragging and dropping the files into the attachments area.



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

Repor	rt File				
Sele	ect files				
	test123.xml 2 KB				×
Select	attachments				🛱 Clear attachments
Sel	ect files				✓Done
	Identification.png 9	KB			
	Category	AttachCat2 🔹	Identification		×
	Description	Driver's license			
	attachment2.txt 1K	В			
	Category	AttachCat4 🔹	Identification		×
	Description				
Drag and drop attachments here or click Upload to submit.         Maximum file size:       97657 KB         Allowed file types:       .docdocx.xml.png.jpg.snag.pdf.pdf.xisdsx.rtf.t.         xt.ppt.pptx.zip.jpg.svg.wav.bmp.abcdefghdocxdocxcsv.xsdgrf.grx					
	Ū.	J Clear		🛃 Upload	

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



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

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



Report upload complete					
Report ID: <b>19031-0-0</b>					
Uploaded report file					
test123.xml					
Uploaded attachments					
attachment2.txt attachment1.txt					
Goto XML upload list	ОК				



## 6.9 File rules

XML Files should be encoded in UTF-8

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

The zip file must contain one of the following file arrangements

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

## 6.10 XML Report Validator

- The XML report Validator is accessed via the main menu New Reports > XML Report Validator
- This allows the user to verify their XML reports prior to upload. Simply paste the XML into the text area and click **Validate**.
- Any errors will be shown on the right of the text area and are from the Microsoft XML schema validation code, so the output will be in English unless the server and .Net environment that IIS is using is configured otherwise. It is possible to hide this menu item altogether via the setting Show\_XML\_Report\_Validator in the Site configuration page. The



XML Report Validator	▲ Download the goAML schema	➡ Download the goAML semi-automated report schema
To validate a report against the schema, paste the XML in the text area below and click on Va	lidate.	
<pre><report> <report> <report> <report< pre=""> <report_ode> Cfs/ubmission_code&gt; <report_code> Cfs/ubmission_code&gt; <report_code> CTs/report_code&gt; <report_dote> CTs/report_code&gt; <report_date> &gt; Currency_code_local&gt; <report_date> &gt; Currency_code_local&gt; <report_date> &gt; Code &gt;</report_date></report_date></report_date></report_dote></report_code></report_code></report_ode></report<></report></report></report></pre>	enumeration '[-, 1,	alid: Value "WRONG_CODE" is not facet-valid with respect to     18, 19, A, B, C, D, E, F, MBJ', it must be a value from the     ype3.1.3: The value "WRONG_CODE" of element     s not valid.

XML Report Validator	▲ Download the goAML schema	★ Download the goAML semi-automated report schema
o validate a report against the schema, paste the XML in the text area below and click on Validate.		
:report> <rentity_id>1</rentity_id>	Validate	
<submission_code>E</submission_code>		$\odot$
<report_code>CTR</report_code>	Validation succeede	ed.
<entity_reference>EntityRef1</entity_reference>		
<report_date>2023-04-26T00:00:00</report_date> <currency_code_local>CHF</currency_code_local>		
<reporting code="" user="">goaml</reporting>		
<li><li><li><li><li><li><li><li><li><li></li></li></li></li></li></li></li></li></li></li>		
<address_type>-</address_type> <address>street2</address>		
<town>town&gt;</town>		
<city>city2</city>		
<zip>2000</zip>	in the second	
<country_code>LU</country_code>		
<state>State2</state>		
<comments>comment2</comments>		
<td></td> <td></td>		
<transaction></transaction>		
<transactionnumber>TRNWEB52999_26 APR 23</transactionnumber>		
<date_transaction>2023-03-30T00:00:00</date_transaction>		
<transmode_code>D</transmode_code>		
<a href="mailto:amount_local">amount_local&gt;</a>		
<involved_parties></involved_parties>		
<pre> <pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre>		
<role>C</role>	*	



# 7. Message Board

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

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

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

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

## 7.1 Messages and Folders

- 1. When a message is received or sent, it is associated with a folder. Folders are stored in the t\_msg\_board\_folder table.
- 2. You can create folders for organizing messages, however, there are four system folders that are static and cannot be edited or deleted.

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

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



# 7.2 Message Board Size Limit

The message board size limit setting is defined by the system setting MessageBoardMaxSizeWarning, refers to section Administration - Site Configuration Tab for details on configure this setting.

The Message Board indicates the current size in the

The messages are stored in two tables in the database **t\_msg\_board** for messages that are in non-archive folders and **t\_msg\_board\_archive** for messages that are in archive folders. The csize of the inboxôthat is displayed in the lower left of the message board is only calculated against the size of the attachments for messages that are **not archived**.

#### 5.6 / 10 MB 《

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

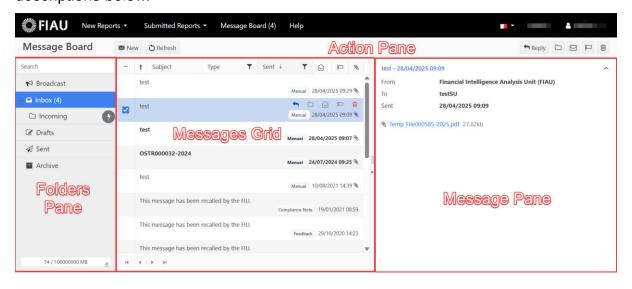
Search	Subject	Type	Sent 🦊			Subject *			_
➡ Broadcast	RE: test wi	RE: test with type 2			*		2.xml )>	<ul> <li>Report Rejected</li> </ul>	
•	564654					Ref. Num.			
🖸 🖸 Inbox (4)		Manual	12/1/2022 11:	34 AM					
🗅 Incoming	RE: test wi	th type 2				Priority		Type *	
	564654					High	~	Report Rejected	
Image: Construction of the second		Manual	12/1/2022 11:	:34 AM		Message *			
🖈 Sent	Report (			<u>ا</u>					
Auching	R	eport Rejected	10/10/2022 11	:00 PM					
Archive	Report (	0032.xml )	> Report Reje	ected		>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>	>>>>>>	>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>	>
	R	eport Rejected	10/10/2022 11	:00 PM		From: MOFO			
	Report (	0032.xml )	> Report Reje	ected		To: Financial I	e Unit (FIU)		
	R	eport Rejected	10/10/2022 11	:00 PM	•	Sent: 10/10/2	2		ort
	Report (	0032.xml )	> Report Reje	ected		Priority: H			
	R	eport Rejected	10/10/2022 11	:00 PM		Subject: Repo	rt ( 0032.	xml )> Report	
	Report (	0032.xml )	> Report Reje	ected		Rejected			
	R	eport Rejected	10/10/2022 11	:00 PM					
$\frown$	Report (	0032.xml.)	> Report Reje	ected		Message:	o the atta	chment for details.	
Message board limit		and the second second second	10/10/2022 11			Flease relet to	) the attac	chiment for details.	
reached. Please archive	11 N 1	0032 vml )	Report Reje	octod					
some of your messages. Ar		The second s	10/10/2022 11						
messages attempted to be sent will be placed into the		0000 11							
Drafts folder.	Report (		> Report Reje 10/10/2022 11		-	Select attachment	s for uploa	d	
						Select files		Drop files here to sel	ler



# 7.3 Message Board Features

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

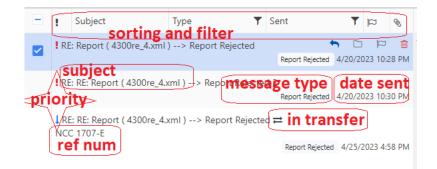
The message board is divided into four areas, **Folders Pane, Actions Pane, Messages Grid** and the **Message Pane**. These areas are referenced in the feature descriptions below.





## 7.3.1 Message Grid

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



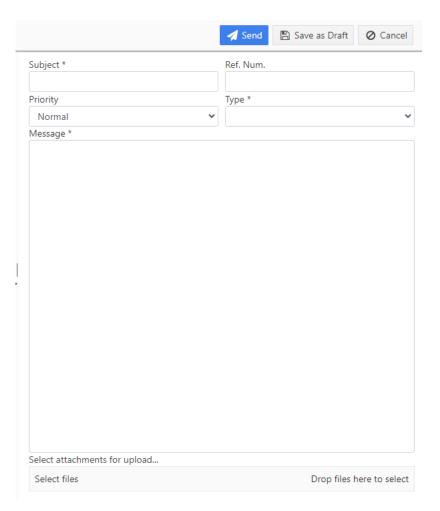
#### 7.3.2 Viewing Messages

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



## 7.3.3 Sending and Replying

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



- The fields Type, Subject and Message must be filled out before a message can be sent. The types available are those that have a value of 1 in the web\_refresh column in the lk\_msg\_type table. This is configured in the client and pushed to the web.
- 3. Attachments can be added; Click Select filesé and then choose a file or drop files in the designated zone.
- 4. Click Send to send the message. The message will appear in the Sent Folder
- 5. Click Cancel to discard the message. The message will not be saved.
- 6. Click Save as Draft to save the message into the Drafts Folder
- 7. To reply to a message, select the message that you want to reply to in the Messages Grid and select Reply from the Actions Pane. This will open the



Send Message dialog again; however, this message will be included in the selected message thread, so that it will be visible in the list of messages when that thread is viewed again in the Message Pane.

- 8. When replying to a message, the message type is fixed; it is not possible to change the message type when replying.
- 9. Note: The buttons on the right hand-side of the Action Pane apply only for the currently displayed message below.



## 7.3.4 Editing Folders

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

Search	Ξ.	Search	Search	Search
→ 🕰 Inbox (1)	<b>•</b>	∨ 🖸 Inbox (185796)	~ 🕰 Inbox (1)	
🗅 custom in	Add New	custom in 🕒 🥥	🗅 custom in 🕜 🛍 🧚	🗅 custom in 🖉 👩 🦅
🗷 Drafts		🕼 Drafts	☑ Drafts Change	☑ Drafts
∽ 🖈 Sent	١	∽ 🖈 Sent	∽ 🖈 Sent	∽ 🖈 Sent
🗅 custom out		🗅 custom out	🗅 custom out	C custom out
~ 🖬 Archive		~ 🖬 Archive (5)	~ 🖬 Archive	~ TArchive
🗅 custom archive		🗅 custom archive (2)	🗅 custom archive	C custom archive

folder.

1. Select one of the root folders in the folders pane and click the 🙂 button to create a new sub folder.

- 2. Enter a folder name and click the E button to save the new folder.
- 3. Folders can also be used to automatically store certain types of messages.
- For example, if there are many messages of type Report Fully Accepted being sent to the message board and you want to automatically have these moved into

a separate folder, simply click the 🕑 button and select a message type from the drop-down list.

	-
Automatically transfer messages of this type into the folder upon receiving a message: Report Fully Accep	ted
Report Fully Accepted	AM
1 Clear	PM
UNKNOWN	
Dissemination (Automated Process)	PM
Manual	
Report Partially Accepted	PM
Report Rejected	J

4. It is possible to change the name, associated message type, or delete an existing folder., Select the folder you wish to edit and click the button then change the name or message type and then click . Alternatively, click the button to remove the folder completely.



- 5. Deleting a folder does not delete the messages that are inside. These are moved to the parent folder in the Folder Menu (i.e. Inbox, Sent or Archive)
- Note that it is not possible to change the direction of an existing folder i.e. from finboxòto fSentò

#### 7.3.5 Move, Delete, Mark Messages

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



#### 7.3.6 Search Messages

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

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

report	Q	0	-	1	Subject	Туре	T	Sent	ε∔ <b>γ</b>	
~ 🖴 Inbox (185796)				I R	leport ( 0032.xml ) -	> Report Rej			Sana Diadad	
🗀 custom in (2)		4		10	leport ( 0032.xml ) -	> Report Rei		inbox	Report Rejected	10/10/202
🕼 Drafts					(0052.xiii)	- Report Rej		inbox	Report Rejected	10/10/202
∽ 🖈 Sent				! R	Report ( 0032.xml ) -	> Report Rej		inbox	Report Rejected	10/10/202
🗅 custom out				! R	leport ( 0032.xml ) -	> Report Rej	ected	_		
> 🖬 Archive (5)							(	inbox	Report Rejected	10/10/202
				I R	leport ( 0032.xml ) -	> Report Rej	-	om in	leport Rejected	10/10/202
				I R	(0032.xml ) -	> Report Rej	ected			

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



### 7.3.7 Message Download

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

🕑 Drafts		
∽ 🚀 Sent		
🗅 custom out		
~ 🖬 Archive	+ 🕑	
🗅 custom archive	[	Do

The messages will be downloaded including attachments unless the attachments have been removed by the clean-up service.



# 8. Statistics

The statistics page provides fixed reports and charts pertaining to reports and change requests that have been submitted to the system. The reports that are available are determined by the permissions of the logged in user. The reports that are are available are described in the table below.

Statistics	Reporting Entities and	Permissions Required
	Stakeholders	
Reports and Transactions by Entity and Type	~	Reports by Entity and Type, Reports by Entity and Date
Reports by Entity and Date	~	Reports by Entity and Date
Reports by Entity and Type	~	Reports by Entity and Type
Reports by Status and Date	~	Reports by Status and Date
Transactions by Entity	~	Transactions by Entity
Transactions by Type	~	Transactions by Type
New Entities by Type and Date	~	New Entities by Type and Date
New Users by Entity and Date	~	New Users by Entity and Date
Delegation Structure	~	Delegation Structure

Each report is displayed for a specific date range that is shown in the toolbar. The initial range is set to the Last 12 Months. There is a quick date range selector that allows the user to set the date range to several common preset values, e.g. Last 30 days, Current month etc. Selecting either the start or end date opens a date range editor to allow the user to select a specific date range.



When the date range editor is open, the **Apply** button needs to be clicked to update the current report with the new range, else **Cancel** to close the editor and revert back to the previous date range.

Last 12 months 🔻	٦	4/25	/2022	2		-	4/25	/2023			Ċ	Expo	ort	C F	Refresh
	_	Ар	r <b>il 20</b> 2	22 - 1	May 2	2022						<	Т	oday	>
Last 12 months		SU	MO	TU	WE	TH	FR	SA	SU	MO	TU	WE	TH	FR	SA
Last 30 days	-	27	28	29	30	31	1	2	1	2	3	4	5	6	7
This month		3	4	5	6	7	8	9	8	9	10	11	12	13	14
Year		10	11	12	13	14	15	16	15	16	17	18	19	20	21
Q1		17	18	19	20	21	22	23	22	23	24	25	26	27	28
		24	25	26	27	28	29	30	29	30	31	1	2	3	4
Q2		1	2	3	4	5	6	7	5	6	7	8	9	10	11
Q3						Ca	ncel			Ар	ply				

## 8.1 Grid Reports

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

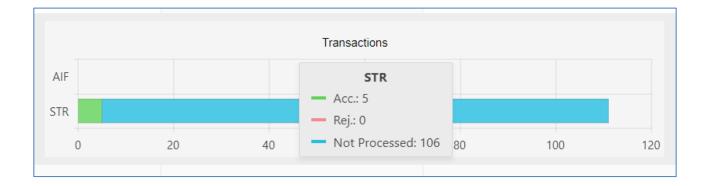
Org Name	agency type	Org ID		All Reports 🕴		Transactions	
	Ŧ	•	\$ T		\$ <b>T</b>		\$ T
ad_CreditUnion	Credit Unions	2342		325		446	
Financial Intelligence Unit	Postal Office	1		269		406	
RubyRE	BANK	32		198		5333	
abco	Casino	31		109		100	
Test Stakeholder	Police Region	62		25		19	
Individuals Reporting Entity	Individual Reporting Entity	2		17		30	
Edward's Casino	Casino	14		13		5013	
MA25	Court District	3395		13		34	
Kenya Com Bank	BANK	254		9		111	
RMCASINOFEB2021	Casino	246		7		7	
Morrenth	Casino	160		7		2	
Westpac	BANK	3		7		7	
Police Region2020	Police Region	3384		7		8	
SH21022022_1	Police Region	2362		7		8	



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

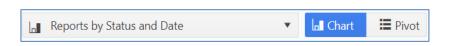
+	Edward's Ca	sino			Casino				14			13			5013		
+	+ MA25				Court District				3395			13			34		
-	Kenya Com	Bank			BANK				254			9			111		
					Repo	rts.								Transactions			
	AIF										AIF						
	STR										STR						
	o	1	2	з	4	5	6	7	8	g	0	20	40	60	80	100	120
+	+ RMCASINOFEB2021			Casino					246			7			7		
10	Morrowth				Carina				160			7			2		

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



# 8.2 Chart and Pivot Reports

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



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



#### UNRESTRICTED

Statistics	Reports by Status	and Date	▼ Ы С	hart 📰 Pivot	Last 12 months	▼ 4/25/2022	- 4/25/20	23 🗅 Export 📿 Refres
60			Reports by	Status and Date	(4/25/2022 - 4/2	5/2023)		
50								
40								
10								<ul> <li>archived - accepted</li> <li>archived - invalid structure</li> <li>archived - waiting to be reverted</li> <li>Transferred From Web</li> <li>archived - reverted original copy</li> </ul>
20	1.1							- Processed
10								
0 Jul 22	Sep 22	Oct 22	Nov 22	Jan 23	Mar 23	Aug 22	Apr 23	

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

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

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

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

Statistics	Reports by Status and Date			Lall Chart	Pivot Last	12 months 🔻	4/25/2022	- 4/25/202	з с	🗅 Export 🛛 😂 Refresh	
			Repo	orts by Status ar	nd Date (4/25,	/2022 - 4/25/20	23)				
	~ MONTH										
		2022/07	2022/08	2022/09	2022/10	2022/11	2023/01	2023/03	2023/04		
STATUS TYPE	Processed								1	1	
	Transferred From		1		1		1		1	4	
	archived - accepted	1		18	50	3	7	19		98	
	archived - invalid	2	3		2		6			13	
	archived - reverte				1					1	
	archived - waiting		2		5		5			12	
STATUS TYPE	STATUS TYPE		6	18	59	3	19	19	2	129	
		4									

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