



Banc Ceannais na hÉireann  
Central Bank of Ireland

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Eurosystem

# Online Reporting System User Manual

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## (for Investment Firms)

Version 1.1

## Disclaimer

The guidance in this document is correct at date of publication. The Central Bank regularly issues guidance to ensure compliance by regulated firms with their legal and regulatory obligations. Up to date guidance is available on the Central Bank website at the following address: [www.centralbank.ie](http://www.centralbank.ie)

## Typographical Conventions

The table below explains the typographical conventions used in this document:

| Typeface                                                                            | Indicates                                                                                                                         | Example(s)                                                                                                                                                                                                                                              |
|-------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Bold</b>                                                                         | Reference to an account type, to a return form, button, or link or to a page on the Online Reporting System.                      | The <b>Monthly Metrics</b> form provides information on an investment firm's revenue and expenses.                                                                                                                                                      |
| <i>Italics</i>                                                                      | The name of a reference document, or a reference to another section within this user manual.                                      | The document also provides an overview of the Online Reporting System – more detailed information on how to use the Online Reporting System is contained in the document <i>Online Reporting System User Manual for Investment Firms and branches</i> . |
|    | This symbol is used to indicate whether a function is available to Business Administrator and/or User account types.              |  This function is available to <b>Business Administrators</b> only.                                                                                                    |
|    | This symbol is used to bring the reader's attention to useful information.                                                        |  The steps outlined below are intended as a quick guide to getting started with completing a return. Full instructions are contained within the referred sections.     |
|  | This symbol is used to bring the reader's attention to vital information regarding the use of the system or a business procedure. |  Store passwords safely. Replacement passwords will <u>only</u> be issued by post, not over the telephone.                                                           |

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## 1. Introduction

### 1.1 Purpose of this User Manual

This user manual provides instructional support to investment firm personnel who use the Online Reporting System to submit or view Regulatory Returns.

The manual focuses on navigation and use of the system. This manual does not cover the content of individual returns or the definitions of fields within returns. Should you have any queries in relation to filling out the Annual Conduct of Business Return please contact a member of the support team as outlined below.

### 1.2 Support

For queries in relation to the submission of returns through the Online Reporting System please see the below contact details.

|                                                                                                                                                                      |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                                                                                                                                                                      |
|  01-2244585                                                                         |
|  <a href="mailto:onlinereporting@centralbank.ie">onlinereporting@centralbank.ie</a> |

## 2. The Online Reporting System

### 2.1 About the System

The Online Reporting System is a web-based application through which firms will be required to submit their regulatory returns. There are two types of returns that can be submitted through the Online Reporting System - structured returns and unstructured returns. The Annual Conduct of Business Return you will be submitting is a structured return.

#### Minimum System Requirements

The Online Reporting System may be accessed using the following Internet browsers:

- Internet Explorer v6.0 (or later)
- Mozilla Firefox v2.0 (or later)

The Online Reporting System allows returns to be exported to Microsoft™ Excel 2000 or later.

#### Points on using the System

---

##### Drop-down List Boxes

Some fields require you to select an entry from a drop-down list box. If a suitable entry is not available, please choose the entry *Other*.

---

##### Adding and Deleting Rows

You may add and delete rows to/from tables as required by clicking the **Add Row** or **Delete** links where available.

---

##### Amounts

Enter amounts in thousands of Euro. Decimals should not be entered for amounts.

---

##### Negative Amounts

Prefix negative amounts with a minus sign where applicable.

---

##### Navigation

Use the Breadcrumb menu across the top of the page to navigate through the Online Reporting System.

---

##### Inactivity

You will be logged out after 20 minutes of inactivity.

## 2.2 System Accounts

### Account Types

Two different types of system account are available:

- **Business Administrator accounts**
- **User accounts**

#### **Business Administrator Accounts**

- Provides the ability to view, create, submit and amend returns, depending on the roles assigned.
- The **Business Administrator** is responsible for setting up and managing all **User** accounts associated with the investment firm (i.e. notifying the user of their login credentials and resetting passwords when necessary).

#### **User Accounts**

- Provides the ability to view, edit and amend returns, depending on the roles assigned.
- User accounts are available only from the investment firm **Business Administrator** (not the Central Bank of Ireland).
- The **Business Administrator** may setup one or more **User** accounts for their investment firm.
- The user account cannot create or edit **Business Administrator** accounts or other **User** accounts

### Account Passwords

- The Online Reporting System prompts you to change your password when you login to the system for the first time.
- You must choose a strong password – i.e. your password must contain at least one uppercase letter and at least one number.
- It is your responsibility to store your login name and your password securely.
- The Central Bank will reset passwords for **Business Administrator** accounts only. Contact the Central Bank on:
  - ☎ 01-2244585
  - ✉ [onlinereporting@centralbank.ie](mailto:onlinereporting@centralbank.ie)
- The Central Bank will not reset **User** account passwords – these should only be reset by the investment firm's **Business Administrator**.

## System Functions Available to Account Types

| Function               | Business Administrator Account | User Account |
|------------------------|--------------------------------|--------------|
|                        |                                |              |
| View a Return          | ✓                              | ✓            |
| Amend a Return         | ✓                              | ✗            |
| Submit a Return        | ✓                              | ✗            |
|                        |                                |              |
| Edit Profile           | ✓                              | ✓            |
| Change Password        | ✓                              | ✓            |
|                        |                                |              |
| Add a User Account     | ✓                              | ✗            |
| Reset a User Password  | ✓                              | ✗            |
| Edit a User Profile    | ✓                              | ✗            |
| Disable a User Account | ✓                              | ✗            |
| Delete a User Account  | ✓                              | ✗            |
| Edit a User's Access   | ✓                              | ✗            |
|                        |                                |              |
| Export to Excel        | ✓                              | ✓            |
| Messages               | ✓                              | ✓            |
| Print Return           | ✓                              | ✓            |
| Tasks                  | ✓                              | ✗            |

## 2.3 Logging In



Refer to section [2.2 System Accounts](#) for information related to login names and passwords.

- 1) Open a web browser and enter the address [www.centralbank.ie](http://www.centralbank.ie).
- 2) Click on the Financial Regulation Homepage link on the menu on the breadcrumb menu at the top of the page.

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Online Reporting System  
Registers  
Public Information

**Central Bank Inspection Identifies Compliance Concerns in Contracts for Difference and Financial Spread Betting Firms**  
The Central Bank today (16 June) published the findings of a themed inspection of contracts for difference (CFD) and financial spread betting firms.

**Website Re-Organisation**  
The Central Bank website content has been re-organised. The aim of the changes is to provide easier and more intuitive access to information you require from the Central Bank.

**Annual report 2010**  
The Central Bank today (30 May) published its [Annual Report 2010](#). The [Annual Performance Statement Financial Regulation 2010 - 2011](#) and the [Irish Economic Statistics 2011](#) were also published.

**Design Competition for Collector Coin**  
In 2012, the Central Bank of Ireland will issue a €10 silver proof coin as part of the European Silver Coin Programme, which provides an opportunity for each Eurosystem country to issue a collector coin.

**Financial Statistics**  
The Central Bank publishes a range of money, banking and financial statistics which can be viewed [here](#)

**ECB Interest Rates**  
Deposit facility: 0.50%  
Main refinancing operations, fixed rate tender: 1.25%  
Marginal lending facility: 2.00%  
Maintenance Period 11/05/2011 - 14/06/2011  
Remuneration Rate: 1.25%

**Euro Exchange Rates**  
ECB Reference Rates at 27/06/2011  
US Dollar: \$ 1.4205  
UK Pound: £ 0.88970  
Japanese Yen: ¥ 114.74  
The Central Bank of Ireland does not buy or sell foreign currency from or to the public.

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- 3) Click the **Online Reporting System** button on the bottom right of the page.

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Advanced Search

Monetary Policy & Operations | Financial Stability | **Financial Regulation** | Consumer Protection | Economic Policy & Statistics | Payments Systems & Currency

**Financial Regulation**  
Industry Sectors  
Our Business Processes  
Securities Markets Regulation  
Consultation Papers  
Codes  
Unauthorised firms

**Useful Links**  
Approved Prospectuses  
Online Reporting System  
Registers  
Sanctions Imposed

Home > Financial Regulation

**Financial Regulation Industry Sectors**

Are you looking for regulatory information about:

|                                          |                                              |
|------------------------------------------|----------------------------------------------|
| > Credit Institutions                    | > Investment Intermediaries                  |
| > Credit Unions                          | > Moneylenders                               |
| > Electronic Money Institutions          | > Bureaux de Change                          |
| > Funds                                  | > Mortgage Intermediaries                    |
| > Fund Service Providers                 | > Payment Institutions                       |
| > Insurance / Reinsurance Intermediaries | > Regulated Markets                          |
| > Insurance / Reinsurance Undertakings   | > Retail Credit Firms / Home Reversion Firms |

> Investment Firms

**Click Online Reporting System**

**Industry Regulation - What's New**

10 June 2011: Solvency II - Frequently Asked Questions

27 May 2011: Central Bank publishes guidance on frequently asked questions on the Corporate Governance Code for Credit Institutions and Insurance Undertakings

24 May 2011: EU Restrictive Measures in View of the Situations in Libya and Syria

10 May 2011: EU Restrictive Measures in View of the Situation in Syria

04 May 2011: Review of the Consumer Protection Code - Second consultation

**Are you interested in:**

- > Establishing in Ireland?
- > the Authorisation Process?
- > the Supervision Process?
- > Consumer Protection?
- > Minimum Competency?
- > Enforcement?
- > International Financial Sanctions?
- > Industry Funding Levy?
- > Anti-Money Laundering?

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- 4) The **Login to Online Reporting** page appears. Enter your login credentials and click **Login**.

**Online Reporting System**

**Login Instructions**

Enter the Institution Code and Login Name given to you by your administrator and the password you use to identify yourself, and click the 'Login' button.

If you have forgotten your login details, please contact your Firm Administrator.

If you are unsure who your administrator is you can [contact us](#) for assistance (make sure to include your name and institution in the message).

[Central Bank Website](#)

**Login to Online Reporting**

Institution Code: C12345

Login Name: User1

Password: .....

**Login**

Enter Login Details and Click Login

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If logging on to the Online Reporting System for the first time you will be prompted to change your password at this point. You should choose a strong password. See [2.2 System Accounts –Account Passwords](#).

- 5) The Home Page appears.

**C10000: Investment Firm 1**

**business admin2**

[Logout](#) [Help](#)

**Home Page**

From here, you can perform any of the actions shown opposite.

Messages about the system and industry reporting requirements are displayed on the right of this page. Click on a message to see its full text.

The Task List at the bottom of the page shows what you need to do now.

You can click the 'Help' button at the top right to get help on any page.

[View Online Help](#)  
[Administration Manual \(pdf\)](#)  
[Central Bank Website](#)

**View / Edit Data**  
View or edit return data

**Administration**  
Configure how your Institution uses the system.

**My Profile**  
View or update the information the system stores about you.

**Messages**  
View user messages

**Manage User Accounts**  
Setup new users, reset their passwords, etc.

**Tasks**

OVERDUE: [Monthly Metrics Report return for 01-Jun-2011 has been unlocked and needs to be revised.](#)

30-Jun-2011: [Related party Annual Accounts Upload return for 13-Jun-2011 needs to be completed. This return must be submitted in 2 days.](#)

30-Jun-2011: [Investment Firms Annual Accounts return for 15-Jun-2011 needs to be finalised. This return must be submitted in 2 days.](#)

OVERDUE: [Investment Firms Annual Accounts return for 16-Jun-2011 is late and needs to be completed. This return should have been submitted 3 days ago.](#)

**New Messages**

23-Jun-2011  
This system will be unavailable from 1st July 2011 9am - 11am [\[more\]](#)

[Go to Message Archive >>](#)

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## 2.4 Logging Out

- 1) On the **Home** page, click the **Logout** button which is located at the top right of every screen.

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**C10000: Investment Firm 1**  
business admin2

**Logout**  
**Help**

**Home**

**Home Page**

From here, you can perform any of the actions shown opposite.

Messages about the system and industry reporting requirements are displayed on the right of this page. Click on a message to see its full text.

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Setup new users, reset their passwords, etc.

**Tasks**

|             |                                                                                                                                               |
|-------------|-----------------------------------------------------------------------------------------------------------------------------------------------|
| OVERDUE     | Monthly Metrics Report return for 01-Jun-2011 has been unlocked and needs to be revised.                                                      |
| 30-Jun-2011 | Related party Annual Accounts Upload return for 13-Jun-2011 needs to be completed. This return must be submitted in 2 days.                   |
| 30-Jun-2011 | Investment Firms Annual Accounts return for 15-Jun-2011 needs to be finalised. This return must be submitted in 2 days.                       |
| OVERDUE     | Investment Firms Annual Accounts return for 16-Jun-2011 is late and needs to be completed. This return should have been submitted 3 days ago. |

**New Messages**

23-Jun-2011  
This system will be unavailable from 1st July 2011 9am - 11am [\[more\]](#)

[Go to Message Archive >>](#)

**Always click Logout to leave the system**

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If there has been no activity for 20 minutes, the system will automatically log you out. Clicking on the links or icons will prevent the system from becoming inactive.



Always click the **Logout** button to leave the **Online Reporting System**.

## 2.5 The Home Page

Your Institution's number is displayed at the top of the screen, followed by your name.

### Home Page

Click to Return to the **Home** page from any other page.

### View Online Help

Click to view guide to each logical area of the online reporting system

### Administration Manual (pdf)

User Guidelines

### Central Bank Website

Central Bank of Ireland homepage

[www.centralbank.ie](http://www.centralbank.ie)

### Tasks

Tasks that are due for completion are listed here. (Only visible to **Business Administrators**).

### Manage User Accounts

Click to setup new users, reset their passwords etc. (Only visible to **Business Administrators**).

### Messages

This page shows all the messages from Central Bank that applies to you or your institution.

### My Profile

Click to display or edit information stored about you by the system.

### Logout

Click to logout of the system.

### Help

Click to view page-specific Help Information.

### New Messages

General Announcements related to the system appear here.

### View/Edit Data

Displays the types of data reported by your institution.

### Administration

Manage existing and setup new user accounts, View / Edit your user profile details, Change your password.

The screenshot displays the home page of the C10000: Investment Firm 1 system. At the top, the header identifies the user as 'business admin2' and provides links for 'Logout' and 'Help'. The main navigation area on the left includes a 'Home' link and a 'Home Page' section with instructions on how to use the system. The central content area features five main functional blocks: 'View / Edit Data' (for viewing or editing return data), 'Administration' (for configuring the institution's use of the system), 'My Profile' (for viewing or updating user information), 'Messages' (for viewing user messages), and 'Manage User Accounts' (for setting up new users or resetting passwords). Below these is a 'Tasks' section listing overdue reports, such as 'Monthly Metrics Report return for 01-Jun-2011' and 'Investment Firms Annual Accounts return for 15-Jun-2011'. On the right, a 'New Messages' section displays a system unavailability notice from July 1st, 2011. The footer contains copyright information for the Central Bank of Ireland and a 'Contact Us' link.

## 3. Completing a Structured Return

### 3.1 Overview

The Annual Conduct of Business Return you will be submitting is a structured return.

### 3.2 Validations

Automatic checks, known as validations, have been built into the Online Reporting System. These help the investment firm ensure that the information it submits is complete and consistent. The types of validations are described below.

---

#### Data Validations

Data-type validations are automatically conducted on each field on the structured returns. These data validations restrict the type of data that can be entered into each field on a return. For example, the user will only be able to enter numerical data into applicable fields where € amounts are requested. If the user attempts to save the return with an invalid data entry an error message will appear.

---

#### On-Form Validations

Some returns consist of a number of forms (each displayed on a separate page). Each form in the structured returns consists of a number of fields. When the user moves between fields or moves away from the current form, the Online Reporting System automatically checks that the data you have entered is of the correct type and that it conforms to one or more rules set within the system. If these validations are not passed, a message will appear outlining why the data is not valid and the field or fields will be highlighted in red. You may 'hover' your mouse over the highlighted field(s) to view the associated error message(s).

### 3.3 Open a Structured Return

This function is available to both **Business Administrator** and **User** account types.

- 1) Login to the **Online Reporting System** (see [2.3 Logging In](#))
- 2) The **Home** page appears. Click the **View/Edit Data** button.

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**C10000: Investment Firm 1**  
**business admin2**

[Logout](#)  
[Help](#)

Home

**Home Page**

From here, you can perform any of the actions shown opposite.

Messages about the system and industry reporting requirements are displayed on the right of this page. Click on a message to see its full text.

The Task List at the bottom of the page shows what you need to do now.

You can click the 'Help' button at the top right to get help on any page.

[View Online Help](#)  
[Administration Manual \(pdf\)](#)  
[Central Bank Website](#)

**View / Edit Data**  
View or edit return data  
[View or edit return data](#)

**Administration**  
Configure how your Institution uses the system.

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View user messages

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Setup new users, reset their passwords, etc.

**Tasks**

OVERDUE [Monthly Metrics Report return for 01-Jun-2011 has been unlocked and needs to be revised.](#)

30-Jun-2011 [Related party Annual Accounts Upload return for 13-Jun-2011 needs to be completed. This return must be submitted in 3 days.](#)

30-Jun-2011 [Investment Firms Annual Accounts return for 15-Jun-2011 needs to be finalised. This return must be submitted in 3 days.](#)

OVERDUE [Investment Firms Annual Accounts return for 16-Jun-2011 is late and needs to be completed. This return should have been submitted 2 days ago.](#)

**New Messages**

23-Jun-2011  
This system will be unavailable from 1st July 2011 9am - 11am [\[more\]](#)

[Go to Message Archive >>](#)

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- 3) A list of return types appears. Click on the relevant return (Monthly Metrics Report in this example).

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**business admin2**

[Logout](#)  
[Help](#)

Home ▶ Data

**Return Types**

This page shows the types of data reported by your institution.

(Only the return types which you have access to are shown here)

Click on a return type name to view or enter data or to upload a file.

**Investment Services**

| Name                                                 | Description                          |                   |
|------------------------------------------------------|--------------------------------------|-------------------|
| <a href="#">Annual Audited Accounts Upload</a>       | Annual Audited Accounts Upload       | <a href="#">?</a> |
| <a href="#">Investment Firms Annual Accounts</a>     | Investment Firms Annual Accounts     | <a href="#">?</a> |
| <a href="#">Monthly Metrics Report</a>               | Monthly Metrics Report               | <a href="#">?</a> |
| <a href="#">Related party Annual Accounts Upload</a> | Related party Annual Accounts Upload | <a href="#">?</a> |

Click Monthly Metrics Report

- 4) A further screen appears, click on the View/Edit Returns button. On the following screen click on the reporting date to open the associated return.

| Reporting Date              | Status    | Submission Due Date | Last Updated By | Last Updated        |  |  |
|-----------------------------|-----------|---------------------|-----------------|---------------------|--|--|
| <a href="#">01-Jun-2011</a> | SignedOff | 02-Jun-2011         | Enda Nolan      | 21-Jun-2011 (14:30) |  |  |

| Section                                | Status | Required  | Last Updated By | Last Updated        |  |  |
|----------------------------------------|--------|-----------|-----------------|---------------------|--|--|
| <a href="#">Monthly Metrics Report</a> | Valid  | Mandatory | business admin  | 21-Jun-2011 (14:27) |  |  |

[Sign-Off](#)

The following table following describes each column on the individual return page.

| Column                            | Description                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
|-----------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b><u>Reporting Date</u></b>      | The reports are listed by default in chronological order. A return will become available for completion the first day <u>after</u> the reporting date.                                                                                                                                                                                                                                                                                                                                                           |
| <b><u>Status</u></b>              | <p>Possible status:</p> <p><b>Not Started</b> – no data has yet been entered into the return.</p> <p><b>Created</b> – data has been entered into the return, but the return has not yet been submitted.</p> <p><b>Submitted</b> – the return has been submitted by the reporting institution</p> <p><b>Unlocked</b> – a member of Central Bank staff has unlocked a return for amendment or resubmission.</p> <p><b>Re-Submitted</b> – the reporting institution has re-submitted an <b>Unlocked</b> return.</p> |
| <b><u>Submission Due Date</u></b> | The date by which the reporting institution must submit the return is shown here.                                                                                                                                                                                                                                                                                                                                                                                                                                |

| Column                                                                                                | Description                                                                                                                                                                     |
|-------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b><u>Last Updated By</u></b>                                                                         | The name of the person who last modified the return is shown here. If the return has been most recently updated by a member of Central Bank staff, this will read Central Bank. |
| <b><u>Last Updated By</u></b>                                                                         | The date on which the return was last modified.                                                                                                                                 |
| <b>Excel Icon</b>    | Export the return to a Microsoft Excel Spreadsheet (see <a href="#">5.1 Export to Excel</a> )                                                                                   |
| <b>Clear Return</b>  | Clears all data entered in a return which is in 'Created' status i.e. contains data but has not been submitted                                                                  |
| <b>Validations</b>   | Validate the selected return. (see <a href="#">Validations 3.2</a> )                                                                                                            |

- 5) The selected return is displayed. Scroll to the bottom of the page and select the 'Edit Data' button to edit the data in the return. The user can also Export the Data to an Excel Spreadsheet, for viewing puposes only.



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**C10000: Investment Firm 1**  
 business admin2(C10000)

[Logout](#)  
[Help](#)

[Home](#) ▶ [Data](#) ▶ [Monthly Metrics Report](#) ▶ [Returns](#) ▶ 01-Jun-2011 ▶ [Monthly Metrics Report](#)

### View Form Data

**Monthly Metrics Report**

(All amounts are in €000's)

Current Month

|                                                            |      |
|------------------------------------------------------------|------|
| <b>1 Client Assets Held</b>                                |      |
| 1.1 Total Amount of Client Funds                           | 10   |
| 1.2 Total Amount of Client Assets                          | 10   |
| <b>2 Assets Under Management</b>                           |      |
| 2.1 Total AUM                                              | 10   |
| <b>3 Financial Data</b>                                    |      |
| 3.1 Total Income                                           | 10   |
| 3.2 Total Expenditure                                      | 10   |
| 3.3 Net profit/loss (before tax/dividends)                 | 10   |
| 3.4 Debtors as at month end                                | 10   |
| 3.5 Bank and cash                                          | 10   |
| <b>4 Investment business services</b>                      |      |
| 4.1 Total Number of clients                                | 12   |
| 4.2 of which Professional                                  | 6    |
| 4.3 of which Retail                                        | 6    |
| <b>5 Staff</b>                                             |      |
| 5.1 Total Staff                                            | 10   |
| <b>6 Material Issues</b>                                   |      |
| 6.1 Has any material issue occurred in the previous month? | Yes  |
| 6.2 If yes please Explain                                  | abcd |

Click **Edit Data** to amend the report.

Click **Export to Excel** to copy data to a spreadsheet.

[Edit Data](#)
[Back](#)
[Export to Excel](#)

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### 3.4 Edit a Structured Return

- 1) For this Example refer to steps 1-5 in [3.3 Open a Structured Return](#), until the user arrives at the following page. Click Edit Data.



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Central Bank of Ireland

Eurosystem

C10000: Investment Firm 1

business\_admin2(C10000)

Logout

Help

Home ▶ Data ▶ Monthly Metrics Report ▶ Returns ▶ 01-Jun-2011 ▶ Monthly Metrics Report

View Form Data

Monthly Metrics Report

(All amounts are in €000's)

Current Month

|     |                                                        |      |
|-----|--------------------------------------------------------|------|
| 1   | Client Assets Held                                     |      |
| 1.1 | Total Amount of Client Funds                           | 10   |
| 1.2 | Total Amount of Client Assets                          | 10   |
| 2   | Assets Under Management                                |      |
| 2.1 | Total AUM                                              | 10   |
| 3   | Financial Data                                         |      |
| 3.1 | Total Income                                           | 10   |
| 3.2 | Total Expenditure                                      | 10   |
| 3.3 | Net profit/loss (before tax/dividends)                 | 10   |
| 3.4 | Debtors as at month end                                | 10   |
| 3.5 | Bank and cash                                          | 10   |
| 4   | Investment business services                           |      |
| 4.1 | Total Number of clients                                | 12   |
| 4.2 | of which Professional                                  | 6    |
| 4.3 | of which Retail                                        | 6    |
| 5   | Staff                                                  |      |
| 5.1 | Total Staff                                            | 10   |
| 6   | Material Issues                                        |      |
| 6.1 | Has any material issue occurred in the previous month? | Yes  |
| 6.2 | If yes please Explain                                  | abcd |

Click to Edit Data

Edit Data

Back

Export to Excel

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- 2) Enter data into textboxes. Save Form.



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Ecosystem

C10000: Investment Firm 1

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Logout

Help

Home ▶ Data ▶ Monthly Metrics Report ▶ Returns ▶ 01-Jun-2011 ▶ Monthly Metrics Report ▶ Edit Data

Edit Form Data

Monthly Metrics Report

(All amounts are in €000's)

Current Month

1 Client Assets Held

1.1 Total Amount of Client Funds

1.2 Total Amount of Client Assets

2 Assets Under Management

2.1 Total AUM

3 Financial Data

3.1 Total Income

3.2 Total Expenditure

3.3 Net profit/loss (before tax/dividends)

3.4 Debtors as at month end

3.5 Bank and cash

4 Investment business services

4.1 Total Number of clients

4.2 of which Professional

4.3 of which Retail

5 Staff

5.1 Total Staff

6 Material Issues

6.1 Has any material issue occurred in the previous month?

6.2 If yes please Explain

10

10

10

10

10

10

10

10

10

12

6

6

10

Yes

abcd

Enter Data in textboxes

Click Save Form to save.

Save Form

Cancel

18

- 3) For all Structured Returns, on-form validations (see [Validations 3.2](#)) are applied. The following is an example of how on-form validations are applied. In this example, the 'Total Number of clients' field is entered with an incorrect value of 100. If we hover over the highlighted cells we can see the reason for the error message. In this example,  $50 + 60 \neq 100$ .



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**C10000: Investment Firm 1**  
 User User (C10000)

[Logout](#)  
[Help](#)

[Home](#) ▶ [Data](#) ▶ [Monthly Metrics Report](#) ▶ [Returns](#) ▶ [01-Jun-2011](#) ▶ [Monthly Metrics Report](#) ▶ [Edit Data](#)

### Edit Form Data

There were errors on the form which prevented it from being saved. Hover over the highlighted cells to see a shortened version of the error messages or click on [View Errors](#) to view all errors, with detailed error messages. Alternatively click on 'Save With Errors' to save the form as a draft version, and you can fix the errors at a later time.

| Monthly Metrics Report |                                                        | (All amounts are in €000's) |
|------------------------|--------------------------------------------------------|-----------------------------|
| <b>1</b>               | <b>Client Assets Held</b>                              | <b>This month</b>           |
| 1.1                    | Total Amount of Client Funds                           | 10                          |
| 1.2                    | Total Amount of Client Assets                          | 10                          |
| <b>2</b>               | <b>Assets Under Management</b>                         |                             |
| 2.1                    | Total AUM (Discretionary Portfolio Managers only)      | 10                          |
| <b>3</b>               | <b>Financial Data</b>                                  |                             |
| 3.1                    | Total Income                                           | 100                         |
| 3.2                    | Total Expenditure                                      | 100                         |
| 3.3                    | Net profit/loss (before tax/dividends)                 | 10                          |
| 3.4                    | Debtors as at month end                                | 10                          |
| 3.5                    | Bank and cash                                          | 10                          |
| <b>4</b>               | <b>Investment business services</b>                    |                             |
| 4.1                    | Total Number of clients                                | 100                         |
| 4.2                    | of which Professional                                  | 60                          |
| 4.3                    | of which Retail                                        | 50                          |
| <b>5</b>               | <b>Staff</b>                                           |                             |
| 5.1                    | Total Staff                                            | 12                          |
| <b>6</b>               | <b>Material Issues</b>                                 |                             |
| 6.1                    | Has any material issue occurred in the previous month? | Yes ▾                       |
| 6.2                    | If yes please Explain                                  | abcd                        |

[View Errors](#)
[Save Form](#)
[Save With Errors](#)
[Cancel](#)

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- 4) The user has the option to 'Save Form' or 'Save with Errors'. If the form is saved with errors however it cannot be finalised later. This is discussed in the next section, [3.5 Finalise And Sign-Off of Structured Returns](#).

Note: All **monetary** values should be entered in €000's. Please see Appendix 1 for details of rounding numbers on the Online Reporting System. Non monetary values should be entered as whole numbers.

## 3.5 Finalise and Sign-Off of Structured Returns

- 1) Structured returns must be both **Finalised** and **Signed-Off** to be completed. Note that these processes cannot be completed by the same person. Recall [3.3 Open a structured return](#) and [3.4 Edit a structured return](#). After the user either selects the 'Save Form' or 'Save with Errors' button, select the 'Back' button.
- 2) The user can finalise the Return by clicking the '**Finalise**' Button. If the Return was saved with errors however, the user will not be permitted to finalise the return. Forms that contain errors must be fixed and saved again before the return can be finalised. See below.

The screenshot shows the 'C10000: Investment Firm 1' interface. The user is logged in as 'business admin2'. The breadcrumb trail is 'Home > Data > Monthly Metrics Report > Returns > 01-Jun-2011'. The main heading is 'Monthly Metrics Report , 01-Jun-2011 - Sections'. A table lists the sections:

| Section                                | Status  | Required  | Last Updated By | Last Updated        |
|----------------------------------------|---------|-----------|-----------------|---------------------|
| <a href="#">Monthly Metrics Report</a> | Invalid | Mandatory | business admin2 | 22-Jun-2011 (16:30) |

Below the table, a yellow error box states: 'This Return cannot be Finalised yet because not all Templates have been properly completed - some Forms have been 'saved with errors' (i.e. saved even though the data entered was invalid). Each Form that contains errors must be fixed and saved again before the Return can be finalised.' An 'OK' button is at the bottom of the error box. A 'Finalise' button is visible to the right of the error box.

- 3) Thus the user must correct the errors on the form before the return can be finalised.

The screenshot shows the same interface as before, but the status of the 'Monthly Metrics Report' section is now 'Valid'. The error box is no longer present. The 'Finalise' button is now highlighted with a mouse cursor.

| Section                                | Status | Required  | Last Updated By | Last Updated        |
|----------------------------------------|--------|-----------|-----------------|---------------------|
| <a href="#">Monthly Metrics Report</a> | Valid  | Mandatory | business admin2 | 22-Jun-2011 (16:39) |

At the bottom of the page, there is a footer with the text: '© 2010 Central Bank of Ireland | Conditions Of Use | Privacy Statement' and a 'Contact Us' link.

- 4) If the return is error-free the form will be finalised. The form is then required to be signed off by an alternative user.



**C10000: Investment Firm 1**  
business admin2

Home ▶ Data ▶ Monthly Metrics Report ▶ Returns ▶ 01-Jun-2011 ▶ Finalise Return

**Finalise Return Instance**

This page shows the results of Finalising a Return. The return will only be finalised if it has passed all cross form rule checks.

**Monthly Metrics Report, 01-Jun-2011 has been finalised**

This Return is 'Finalised' - it must now be 'Signed-Off' to be submitted to the Central Bank. Use the back button to navigate to the previous page.

[Back](#)

- 5) We can see below that the system will not allow the same person to both finalise and sign off the return.



**C10000: Investment Firm 1**  
business admin2

Home ▶ Data ▶ Monthly Metrics Report ▶ Returns ▶ 01-Jun-2011

**Sections**

The 'Monthly Metrics Report' return is divided into sections.

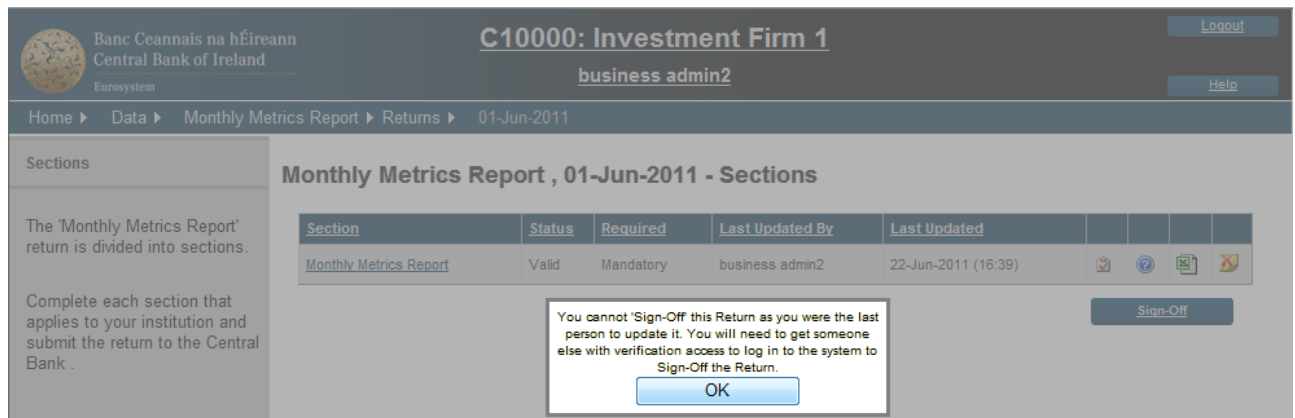
Complete each section that applies to your institution and submit the return to the Central Bank .

**Monthly Metrics Report , 01-Jun-2011 - Sections**

| Section                                | Status | Required  | Last Updated By | Last Updated        |  |  |  |  |
|----------------------------------------|--------|-----------|-----------------|---------------------|--|--|--|--|
| <a href="#">Monthly Metrics Report</a> | Valid  | Mandatory | business admin2 | 22-Jun-2011 (16:39) |  |  |  |  |

[Sign-Off](#)

You cannot 'Sign-Off' this Return as you were the last person to update it. You will need to get someone else with verification access to log in to the system to Sign-Off the Return.



**C10000: Investment Firm 1**  
business admin2

Home ▶ Data ▶ Monthly Metrics Report ▶ Returns ▶ 01-Jun-2011

**Sections**

The 'Monthly Metrics Report' return is divided into sections.

Complete each section that applies to your institution and submit the return to the Central Bank .

**Monthly Metrics Report , 01-Jun-2011 - Sections**

| Section                                | Status | Required  | Last Updated By | Last Updated        |  |  |  |  |
|----------------------------------------|--------|-----------|-----------------|---------------------|--|--|--|--|
| <a href="#">Monthly Metrics Report</a> | Valid  | Mandatory | business admin2 | 22-Jun-2011 (16:39) |  |  |  |  |

[Sign-Off](#)

You cannot 'Sign-Off' this Return as you were the last person to update it. You will need to get someone else with verification access to log in to the system to Sign-Off the Return.

[OK](#)

- 6) To Sign-Off on a return, an alternative user must sign in and proceed to the return following the path to the Monthly Metrics Return. The user must then click 'Sign-Off'.



**C10000: Investment Firm 1**  
Enda Nolan

Home ▶ Data ▶ Monthly Metrics Report ▶ Returns ▶ 01-Jun-2011

**Sections**

The 'Monthly Metrics Report' return is divided into sections.

Complete each section that applies to your institution and submit the return to the Central Bank .

**Monthly Metrics Report , 01-Jun-2011 - Sections**

| Section                                | Status | Required  | Last Updated By | Last Updated        |  |  |  |  |
|----------------------------------------|--------|-----------|-----------------|---------------------|--|--|--|--|
| <a href="#">Monthly Metrics Report</a> | Valid  | Mandatory | business admin2 | 22-Jun-2011 (16:39) |  |  |  |  |

[Sign-Off](#)

If the Return is complete, it must be 'submitted' to the Central Bank.

- 7) The user is then asked to accept the accompanying declaration. Tick the checkbox and click the 'Sign-Off Return' button. The user is then notified that the return is signed off and has been submitted to Central Bank.

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**C10000: Investment Firm 1**  
Enda Nolan

Home ▶ Data ▶ Monthly Metrics Report ▶ Returns ▶ 01-Jun-2011 ▶ SignOff Return

Sign Off Return Instance

### Sign-Off Return

**The Return is ready to be signed-off.**

The Monthly Metrics Report return for 01-Jun-2011 must be 'signed-off' to complete the process of submitting data to the Central Bank. This return is being revised for the sixth time – it was originally due for submission by 02-Jun-2011.

*After you sign-off the return, it will be 'locked' once again, and you will no longer be able to make changes.*

**Declaration**

To signify your acceptance of this statement, tick the box below:

☒

I declare that the information which has been entered for the Monthly Metrics Report return for 01-Jun-2011 is complete and correct to the best of my knowledge.

Once you have verified the correctness of the data to your satisfaction, click the 'Sign-Off Return' button below to sign-off the return and submit the data to the Central Bank. This will complete the process of submitting the return (for this period).

[View Online Help](#)  
[Central Bank Website](#)

[Cancel](#) [Sign-off Return](#)

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Signing-Off a Return declares that the data is complete and correct, and ready for submission to the Central Bank

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Eurosystem

**C10000: Investment Firm 1**  
Enda Nolan

Home ▶ Data ▶ Monthly Metrics Report ▶ Returns ▶ 01-Jun-2011 ▶ SignOff Return

Sign Off Return Instance

### Sign-Off Return

**The return has been successfully signed-off**

You have successfully 'signed-off' the Monthly Metrics Report return for 01-Jun-2011 – it has now been submitted to the CFBFSAI. This return has been revised for the sixth time – it was originally due for submission by 02-Jun-2011.

*This return is now locked once again and cannot be changed.*

Use the back button to navigate to the previous page.

[Back](#)

Note - All returns submitted by firms on the Online Reporting System will be required to be signed-off by the Branch Manager).

### 3.6 Amend a Return

This function is available to **Business Administrator** and **User** account types.



Only returns with a status of **Unlocked** can be amended.

- When a return is signed off, the system automatically sets the status of the return to **SignedOff**
- A return with a status of **SignedOff** cannot be amended.
- To amend the return, you must first contact Central Bank by telephone on 01-2244585 or email [onlinereporting@centralbank.ie](mailto:onlinereporting@centralbank.ie) and request that the return be unlocked.
- Once the return is unlocked, follow the steps below to amend the return.
  - 1) Open the unlocked return to be amended (refer to [3.3 'Open a Structured Return'](#)). See the Status has been changed to 'Unlocked'.



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**C10000: Investment Firm 1**  
**business admin2**

Logout  
Help

Home ▶ Data ▶ Monthly Metrics Report ▶ Returns

Returns  

This page shows all the 'Monthly Metrics Report' returns entered by your institution.

**Monthly Metrics Report Returns**

| Reporting Date              | Status   | Submission Due Date | Last Updated By | Last Updated        |  |  |  |  |
|-----------------------------|----------|---------------------|-----------------|---------------------|--|--|--|--|
| <a href="#">01-Jun-2011</a> | Unlocked | 02-Jun-2011         | (Central Bank)  | 23-Jun-2011 (10:30) |  |  |  |  |

- 2) Make the required amendments to the return (refer to [3.4 'Edit a Structured Return'](#)).
- 3) Submit the return when amendments are complete (refer to [3.5 'Finalise and Sign-Off Structured Returns'](#)).

## 4. Other Features of the Online Reporting System

### 4.1 Export a Return to Excel

This function is available to both **Business Administrator** and **User** account types.

The Online Reporting System provides methods to export a partially or fully completed Return to Microsoft Excel:

- 1) Refer to [3.3 'Open a Structured Return'](#). Follow the steps until we reach the following screen. Click the Export to Excel button to the extreme right of the return you wish to export.

**Monthly Metrics Report**

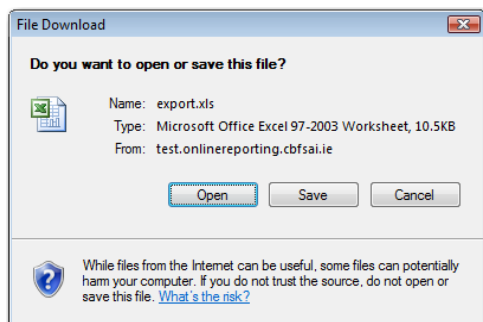
(All amounts are in €000's)

|                                                            |                   |  |
|------------------------------------------------------------|-------------------|--|
| <b>1 Client Assets Held</b>                                | <b>This month</b> |  |
| 1.1 Total Amount of Client Funds                           | 10                |  |
| 1.2 Total Amount of Client Assets                          | 10                |  |
| <b>2 Assets Under Management</b>                           |                   |  |
| 2.1 Total AUM (Discretionary Portfolio Managers only)      | 10                |  |
| <b>3 Financial Data</b>                                    |                   |  |
| 3.1 Total Income                                           | 10                |  |
| 3.2 Total Expenditure                                      | 10                |  |
| 3.3 Net profit/loss (before tax/dividends)                 | 10                |  |
| 3.4 Debtors as at month end                                | 10                |  |
| 3.5 Bank and cash                                          | 10                |  |
| <b>4 Investment business services</b>                      |                   |  |
| 4.1 Total Number of clients                                | 12                |  |
| 4.2 of which Professional                                  | 6                 |  |
| 4.3 of which Retail                                        | 6                 |  |
| <b>5 Staff</b>                                             |                   |  |
| 5.1 Total Staff                                            | 10                |  |
| <b>6 Material Issues</b>                                   |                   |  |
| 6.1 Has any material issue occurred in the previous month? | Yes               |  |
| 6.2 If yes please Explain                                  | abcd              |  |

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Export Form to Excel

- 2) Click open and the Return will open on an excel spreadsheet.



export[1] [Compatibility Mode] - Microsoft Excel

Home Insert Page Layout Formulas Data Review View

Clipboard Font Alignment Number Styles Cells Editing

Times New Roman 11

General Conditional Formatting Format as Table Cell Styles Insert Delete Format Sort & Find & Filter Select

E31

|    | A                             | B                                                                            | C                      | D | E |
|----|-------------------------------|------------------------------------------------------------------------------|------------------------|---|---|
| 1  | Return:                       | Investment Service Providers Supervision - Monthly Metrics Report            |                        |   |   |
| 2  | Institution Name:             | Investment Firm 1                                                            |                        |   |   |
| 3  | Report Date:                  | 01 Jun 2011                                                                  |                        |   |   |
| 4  | <b>Monthly Metrics Report</b> |                                                                              |                        |   |   |
| 5  |                               |                                                                              | (All amounts are in I) |   |   |
| 6  | <b>1</b>                      | <b>Client Assets Held</b>                                                    | <b>This month</b>      |   |   |
| 7  | 1.1                           | Total Amount of Client Funds                                                 | 10                     |   |   |
| 8  | 1.2                           | Total Amount of Client Assets                                                | 10                     |   |   |
| 9  |                               |                                                                              |                        |   |   |
| 10 | <b>2</b>                      | <b>Assets Under Management</b>                                               |                        |   |   |
| 11 | 2.1                           | Total AUM (Discretionary Portfolio Managers only)                            | 10                     |   |   |
| 12 |                               |                                                                              |                        |   |   |
| 13 | <b>3</b>                      | <b>Financial Data</b>                                                        |                        |   |   |
| 14 | 3.1                           | Total Income                                                                 | 10                     |   |   |
| 15 | 3.2                           | Total Expenditure                                                            | 10                     |   |   |
| 16 | 3.3                           | Net profit/loss (before tax/dividends)                                       | 10                     |   |   |
| 17 | 3.4                           | Debtors as at month end                                                      | 10                     |   |   |
| 18 | 3.5                           | Bank and cash                                                                | 10                     |   |   |
| 19 |                               |                                                                              |                        |   |   |
| 20 | <b>4</b>                      | <b>Investment business services</b>                                          |                        |   |   |
| 21 | 4.1                           | Total Number of clients                                                      | 12                     |   |   |
| 22 | 4.2                           | of which Professional                                                        | 6                      |   |   |
| 23 | 4.3                           | of which Retail                                                              | 6                      |   |   |
| 24 |                               |                                                                              |                        |   |   |
| 25 | <b>5</b>                      | <b>Staff</b>                                                                 |                        |   |   |
| 26 | 5.1                           | Total Staff                                                                  | 10                     |   |   |
| 27 |                               |                                                                              |                        |   |   |
| 28 | <b>6</b>                      | <b>Material Issues</b>                                                       |                        |   |   |
| 29 | 6.1                           | Has any material issue occurred in the previous month?                       | Yes                    |   |   |
| 30 | 6.2                           | Has any material issue occurred in the previous month? If so please Explain" | abcd                   |   |   |
| 31 |                               |                                                                              |                        |   |   |

Sheet1 Sheet2 Sheet3

Ready Scroll Lock 100%



The Export to Excel file is not editable in Excel. It facilitates the viewing and printing of the Return only.

## 4.2 Tasks

This function is available to **Business Administrator** and **User** account types.

- 1) Tasks are displayed at the bottom of the **Home** page, alerting you to take an action on a specific return.

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Central Bank of Ireland  
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**C10000: Investment Firm 1**  
business admin2

Logout Help

Home

**Home Page**

From here, you can perform any of the actions shown opposite.

Messages about the system and industry reporting requirements are displayed on the right of this page. Click on a message to see its full text.

The Task List at the bottom of the page shows what you need to do now.

You can click the 'Help' button at the top right to get help on any page.

[View Online Help](#)  
[Status and Due Date of returns is displayed on left](#)  
[Administration Manual \(pdf\)](#)  
[Central Bank Website](#)

**View / Edit Data**  
View or edit return data

**Administration**  
Configure how your Institution uses the system.

**My Profile**  
View or update the information the system stores about you.

**Messages**  
View user messages

**Manage User Accounts**  
Setup new users, reset their passwords, etc.

**Tasks**

OVERDUE: [Monthly Metrics Report return for 01-Jun-2011 has been unlocked and needs to be revised.](#)

30-Jun-2011: [Related party Annual Accounts Upload return for 13-Jun-2011 needs to be finalised. This return must be submitted in 3 days.](#)

30-Jun-2011: [Investment Firms Annual Accounts return for 15-Jun-2011 needs to be finalised. This return must be submitted in 3 days.](#)

OVERDUE: [Investment Firms Annual Accounts return for 16-Jun-2011 is late and needs to be completed. This return should have been submitted 2 days ago.](#)

**New Messages**

23-Jun-2011  
This system will be unavailable from 1st July 2011 9am - 11am [\[more\]](#)

[Go to Message Archive >>](#)

Click on the task link to open associated task

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- There are 3 types of tasks
  - Due
  - Overdue
  - Revised (when the return is unlocked)
- Only one task is displayed per return

- 2) The task link opens the page for the associated return. Refer to [3.3 'Open a Structured Return'](#).

## 4.3 New Messages

### View New Messages



The 5 newest messages are displayed underneath **New Messages**.

- 1) The Online Reporting System includes a **New Messages** facility to notify Investment Firms of general announcements related to Returns or to the Online Reporting System, such as planned Online Reporting System down time or documentation updates.
- 2) **New Messages** are displayed to the right of the **Home** page. The five most recent messages are displayed here; older messages are displayed in the **Message Archive**.
- 3) Login to the Online Reporting System (refer to Logging in)
- 4) **New Messages** are displayed on the right-hand pane of the **Home** page. Click **[more]** to the right of any message to view its contents.

**Home Page**

From here, you can perform any of the actions shown opposite.

Messages about the system and industry reporting requirements are displayed on the right of this page. Click on a message to see its full text.

The Task List at the bottom of the page shows what you need to do now.

You can click the 'Help' button at the top right to get help on any page.

**View / Edit Data**  
View or edit return data

**Administration**  
Configure how your Institution uses the system.

**My Profile**  
View or update the information the system stores about you.

**Messages**  
View user messages

**Manage User Accounts**  
Setup new users, reset their passwords, etc.

**New Messages**

23-Jun-2011  
This system will be unavailable from 1st July 2011 9am - 11am [\[more\]](#)

[Go to Message Archive >>](#)

Click [more] to view full message contents.  
To view older messages click [Go to Message Archive>>](#)

- 5) When the user clicks **[more]**, the full content of the message is displayed. Click **Back** to return to the homepage.



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C10000: Investment Firm 1

business admin2

Logout

Help

Home ▶ Messages ▶ This system will be unavailable from 1st July 2011 9am - 11am

System Message

This page shows a message from Central Bank to you or your institution.  
  
Central Bank support use messages to inform you of changes to the system or to your data reporting requirements.

Message: This system will be unavailable from 1st July 2011 9am - 11am

Applies From: 23-Jun-2011 to 02-Jul-2011

Message Body:  
  
This system will be unavailable from 1st July 2011 9am - 11am

Back

## View Message Archive

- 6) Click **Go to Message Archive >>** to view older messages. The **All Messages** page appears. Click the title of the message under the **Message Summary** column to view its contents.



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Logout

Help

Home ▶ Messages

Message Archive

This page shows all the messages from the Central Bank that apply to you or your institution.  
  
Central Bank support use messages to inform you of changes to the system or your data reporting requirements.

View Online Help

Administration Manual (pdf)

Central Bank Website

All Messages

| Message Summary                                                               | Start Date  | End Date    |
|-------------------------------------------------------------------------------|-------------|-------------|
| <a href="#">This system will be unavailable from 1st July 2011 9am - 11am</a> | 23-Jun-2011 | 02-Jul-2011 |
| <a href="#">The Online Reporting System Unavailable</a>                       | 16-Jun-2011 | 20-Jun-2011 |
| <a href="#">Essential maintenance on Friday 4 December at 17.00</a>           | 30-Nov-2009 | 06-Dec-2009 |

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Contact Us

7) Click **Back** to return to the previous page.



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C10000: Investment Firm 1

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Logout

Help

Home ▶ Messages ▶ This system will be unavailable from 1st July 2011 9am - 11am

System Message

This page shows a message from Central Bank to you or your institution.

Central Bank support use messages to inform you of changes to the system or to your data reporting requirements.

**Message: This system will be unavailable from 1st July 2011 9am - 11am**

Applies From: 23-Jun-2011 to 02-Jul-2011

Message Body:

This system will be unavailable from 1st July 2011 9am - 11am

Back



## 5. My Profile

### 5.1 Edit Profile

This function is available to both **Business Administrator** and **User** account types.

- 1) Login to the Online Reporting System (see [2.3 Logging in](#)). The **Home** page appears. Click **My Profile**.

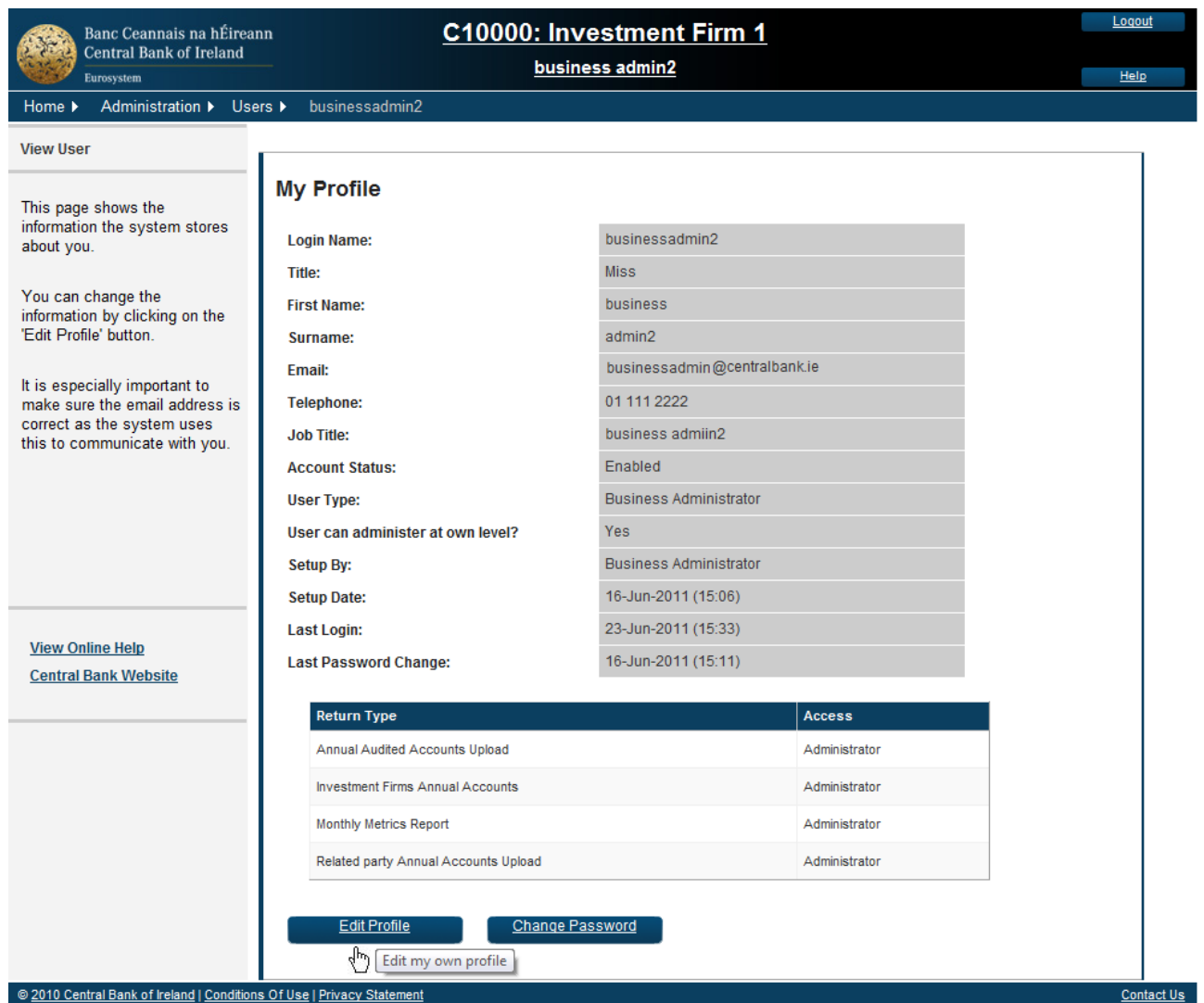
The screenshot shows the 'Home' page of the Central Bank of Ireland's Online Reporting System. The header includes the Central Bank of Ireland logo and name in Irish and English, the user identifier 'C10000: Investment Firm 1', and the username 'business admin2'. Navigation links for 'Logout' and 'Help' are in the top right. The main content area is divided into several sections:

- Home Page:** A sidebar on the left containing instructions on how to use the system, a message about system requirements, a task list, and links to 'View Online Help' and the 'Central Bank Website'.
- View / Edit Data:** A button with a folder icon to 'View or edit return data'.
- Administration:** A button with a gear icon to 'Configure how your Institution uses the system'.
- My Profile:** A button with a person icon to 'View or update the information the system stores about you'. This button is highlighted with a mouse cursor.
- Messages:** A button with a speech bubble icon to 'View user messages'.
- Manage User Accounts:** A button with a group of people icon to 'Setup new users, reset their passwords, etc.'.
- Tasks:** A table listing overdue tasks with their due dates and descriptions.
- New Messages:** A section on the right showing a message from 23-Jun-2011 about system unavailability from 1st July 2011, with a link to 'Go to Message Archive >>'.

The footer contains copyright information for 2010, links to 'Conditions Of Use' and 'Privacy Statement', and a 'Contact Us' link.

| Tasks       |                                                                                                                                             |
|-------------|---------------------------------------------------------------------------------------------------------------------------------------------|
| OVERDUE     | <a href="#">Monthly Metrics Report return for 01-Jun-2011 has been unlocked and needs to be revised.</a>                                    |
| 30-Jun-2011 | <a href="#">Related party Annual Accounts Upload return for 13-Jun-2011 needs to be finalised. This return must be submitted next week.</a> |
| 30-Jun-2011 | <a href="#">Investment Firms Annual Accounts return for 15-Jun-2011 needs to be finalised. This return must be submitted next week.</a>     |
| 24-Jun-2011 | <a href="#">Investment Firms Annual Accounts return for 16-Jun-2011 needs to be completed. This return must be submitted tomorrow.</a>      |

2) The **My Profile** page appears. Click **Edit Profile**.



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Central Bank of Ireland  
Eurosystem

**C10000: Investment Firm 1**  
**businessadmin2**

Home ▸ Administration ▸ Users ▸ businessadmin2

**View User**

This page shows the information the system stores about you.

You can change the information by clicking on the 'Edit Profile' button.

It is especially important to make sure the email address is correct as the system uses this to communicate with you.

[View Online Help](#)  
[Central Bank Website](#)

### My Profile

**Login Name:** businessadmin2  
**Title:** Miss  
**First Name:** business  
**Surname:** admin2  
**Email:** businessadmin@centralbank.ie  
**Telephone:** 01 111 2222  
**Job Title:** business admin2  
**Account Status:** Enabled  
**User Type:** Business Administrator  
**User can administer at own level?** Yes  
**Setup By:** Business Administrator  
**Setup Date:** 16-Jun-2011 (15:06)  
**Last Login:** 23-Jun-2011 (15:33)  
**Last Password Change:** 16-Jun-2011 (15:11)

| Return Type                          | Access        |
|--------------------------------------|---------------|
| Annual Audited Accounts Upload       | Administrator |
| Investment Firms Annual Accounts     | Administrator |
| Monthly Metrics Report               | Administrator |
| Related party Annual Accounts Upload | Administrator |

[Edit Profile](#) [Change Password](#)  
 [Edit my own profile](#)

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3) The **Update My Profile** page appears. Make the required changes to your profile and click **Save**, or click **Cancel** to return to the previous screen without saving any changes.



Fields that cannot be edited appear in light grey font (e.g. **Login**).  
Fields that must contain a value are asterisked (e.g. **Title**).



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**C10000: Investment Firm 1**  
**business admin2**

[Logout](#)  
[Help](#)

Home Administration Users businessadmin2 Edit Profile

Edit User

To change the information the system stores about you, enter the required details and click the Save button.

It is especially important that the email address is correct as the system uses this to communicate with you.

[View Online Help](#)  
[Central Bank Website](#)

### Update My Profile

Login:

Title\*:

Miss

First Name\*:

Surname\*:

Email\*:

Telephone\*:

Job Title\*:

Account Type\*:

Business Administrator

User can administer at own level?

☒

Save

Cancel

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[Contact Us](#)

The following table contains a description of each field on the **Update My Profile** screen.

| Field               | Description                                                                     |
|---------------------|---------------------------------------------------------------------------------|
| <b>Login</b>        | The name used to logon to the system. This field is non-editable.               |
| <b>Title</b>        | Choose from the drop-down list - options are:<br>Dr, Miss, Mr, Mrs, Ms, n/a     |
| <b>First Name</b>   | This will be displayed at the top of every page on the Online Reporting System. |
| <b>Surname</b>      | This will be displayed at the top of every page on the Online Reporting System. |
| <b>Email</b>        | The business administrator/user's email address.                                |
| <b>Telephone</b>    | The business administrator/user's phone number.                                 |
| <b>Job Title</b>    | The business administrator/user's job title.                                    |
| <b>Account Type</b> | The account type. This field is non-editable.                                   |

## 5.2 Change Password

This function is available to both **Business Administrator** and **User** account types.

- 1) There are two routes in which the user can change their password.
  - (i) On the **Home** page, click **Administration**, then on the following page click **Change My Password**

The screenshot shows the 'Home' page of the 'C10000: Investment Firm 1' system. The header includes the Central Bank of Ireland logo, the system name, and the user 'business admin2'. A 'Logout' button is in the top right. The main content area has a left sidebar with 'Home Page' and instructions. The central area contains four tiles: 'View / Edit Data', 'Administration' (highlighted with a mouse cursor), 'My Profile', and 'Messages'. A 'Manage User Accounts' tile is at the bottom. A right sidebar shows 'New Messages' with a system unavailability notice.

The screenshot shows the 'User Administration' page. The header is the same as the previous page, but the breadcrumb trail shows 'Home > Administration'. The left sidebar is labeled 'Administration'. The main content area has three tiles: 'Change My Password' (highlighted with a mouse cursor and a tooltip), 'View / Edit My Profile', and 'Manage Accounts'. The tooltip for 'Change My Password' reads: 'Change the password you use to log into the system.'

- (ii) The other route the user can take is to follow the steps in [6.1 'Edit Profile'](#) and instead of clicking the 'Edit Profile' button click the 'Change Password' button



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Eurosystem

C10000: Investment Firm 1

business admin2

Logout

Help

Home ▸ Administration ▸ Users ▸ businessadmin2

View User

This page shows the information the system stores about you.

You can change the information by clicking on the 'Edit Profile' button.

It is especially important to make sure the email address is correct as the system uses this to communicate with you.

View Online Help

Central Bank Website

### My Profile

|                                   |                                 |
|-----------------------------------|---------------------------------|
| Login Name:                       | businessadmin2                  |
| Title:                            | Miss                            |
| First Name:                       | business                        |
| Surname:                          | admin2                          |
| Email:                            | anthony.reynolds@centralbank.ie |
| Telephone:                        | 01 111 2222                     |
| Job Title:                        | business admin2                 |
| Account Status:                   | Enabled                         |
| User Type:                        | Business Administrator          |
| User can administer at own level? | Yes                             |
| Setup By:                         | Neil McKenna                    |
| Setup Date:                       | 16-Jun-2011 (15:06)             |
| Last Login:                       | 23-Jun-2011 (15:33)             |
| Last Password Change:             | 16-Jun-2011 (15:11)             |

| Return Type                          | Access        |
|--------------------------------------|---------------|
| Annual Audited Accounts Upload       | Administrator |
| Investment Firms Annual Accounts     | Administrator |
| Monthly Metrics Report               | Administrator |
| Related party Annual Accounts Upload | Administrator |

Edit Profile

Change Password

Change my own password

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- 2) Both routes will bring the user to the following window. To change your password, enter your current password in the first text box, your new password (refer to '[2.2 Account passwords](#)') in the next text boxes and confirm the new password in the third textbox. Click **Change** to save the new password (or click **Cancel** to return to the previous screen).

The screenshot shows the 'Change Your Password' form within the 'C10000: Investment Firm 1' interface. The header includes the Central Bank of Ireland logo and the user's session information: 'business admin2'. The breadcrumb trail is 'Home > Administration > Change Password'. The form itself has a title 'Change Your Password' and instructions: 'To change your password, enter your current password in the first text box and your new password in the next two text boxes.' There are three input fields: 'Enter Old Password\*', 'Enter New Password\*', and 'Confirm New Password\*', each with a masked password (dots). Below the fields is a link 'What is a strong password?'. At the bottom are two buttons: 'Change' and 'Cancel'. A sidebar on the left contains password security advice and links to 'View Online Help' and 'Central Bank Website'. The footer shows copyright information for 2010 and a 'Contact Us' link.



You should choose a strong password; a strong password is at least eight characters in length with at least two of those characters being non-alphabetical.



If the text in the **Enter New Password** and the text in the **Confirm New Password** text boxes do not match, or if you leave any field blank and click **Change**, you will see the error messages as shown below:

This screenshot shows the same 'Change Your Password' form as above, but with error messages displayed next to the input fields. The 'Enter Old Password\*' field has the error: 'You must enter your current password. The current password has been left blank or consists of only spaces.' The 'Enter New Password\*' field has the error: 'You must enter a new password. The new password has been left blank or consists of only spaces.' The 'Confirm New Password\*' field has the error: 'Incorrect password. Please confirm your new password. The confirm password field has been left blank or consists of only spaces.' The rest of the interface, including the sidebar and footer, remains the same.

- 3) If the passwords match, the **Change Your Password** page appears, confirming that the password has been successfully changed.



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C10000: Investment Firm 1

[business admin2](#)

[Logout](#)

[Help](#)

Home ▶ Administration ▶ Change Password

Change Password

You should change your password regularly to ensure that it remains secret.

Your password should be kept secret at all times - it should never be written down or disclosed to anyone else.

[View Online Help](#)

[Central Bank Website](#)

### Change Your Password

Your password has been successfully changed.



Home Page

Go back to the Home page.



Administration Page

Go back to the System Administration Page.

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## 6. Manage User Accounts

### 6.1 Overview

|                                                                                   |                                                                                                                                                                                                                           |
|-----------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|  | Only a <b>Business Administrator</b> can manage other accounts.                                                                                                                                                           |
|  | If you are not a <b>Business Administrator</b> and wish to update your profile information or change your password, please refer to <a href="#"><u>6.1 Edit Profile</u></a> or <a href="#"><u>6.2 Change Password</u></a> |

**Manage User Accounts** provides the ability to:

- Add a **User** account
- Reset a **User** account password
- Edit a **User** account profile
- Disable a **User** account
- Enable a **User** account
- Delete a **User** account

## 6.2 Add a User Account

This function is available only to **Business Administrator** account types.

- 1) Login to the Online Reporting System (see [2.3 Logging in](#)). The **Home** page appears. Click the **Manage User Accounts** button.

The screenshot shows the 'Home' page of the Online Reporting System for 'C10000: Investment Firm 1' as a 'business admin2'. The page layout includes a top header with the Central Bank of Ireland logo and navigation links for 'Logout' and 'Help'. A left sidebar contains a 'Home Page' section with instructions and links to 'View Online Help', 'Administration Manual (pdf)', and 'Central Bank Website'. The main content area features several functional boxes: 'View / Edit Data' (View or edit return data), 'Administration' (Configure how your Institution uses the system), 'My Profile' (View or update the information the system stores about you), 'Messages' (View user messages), and 'Manage User Accounts' (Setup new users, reset their passwords, etc.). Below these is a 'Tasks' section with a table of overdue items. A tooltip is visible over the 'Manage User Accounts' box, displaying the text 'Setup new users, reset their passwords, etc.'. On the right, a 'New Messages' section shows a message from 23-Jun-2011 about system unavailability from 1st July 2011 9am - 11am, with a 'Go to Message Archive >>' link. The footer contains copyright information for 2010 and links to 'Conditions Of Use' and 'Privacy Statement', along with a 'Contact Us' link.

**Home**

**Home Page**

From here, you can perform any of the actions shown opposite.

Messages about the system and industry reporting requirements are displayed on the right of this page. Click on a message to see its full text.

The Task List at the bottom of the page shows what you need to do now.

You can click the 'Help' button at the top right to get help on any page.

[View Online Help](#)  
[Administration Manual \(pdf\)](#)  
[Central Bank Website](#)

**View / Edit Data**  
View or edit return data

**Administration**  
Configure how your Institution uses the system.

**My Profile**  
View or update the information the system stores about you.

**Messages**  
View user messages

**Manage User Accounts**  
Setup new users, reset their passwords, etc.

**Tasks**

|             |                                                                                                                                                               |
|-------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------|
| OVERDUE     | <a href="#">Monthly Metrics Report return for 01-Jun-2011 has been unlocked and needs to be revised.</a>                                                      |
| 30-Jun-2011 | <a href="#">Related party Annual Accounts Upload return for 13-Jun-2011 needs to be finalised. This return must be submitted in 3 days.</a>                   |
| 30-Jun-2011 | <a href="#">Investment Firms Annual Accounts return for 15-Jun-2011 needs to be finalised. This return must be submitted in 3 days.</a>                       |
| OVERDUE     | <a href="#">Investment Firms Annual Accounts return for 16-Jun-2011 is late and needs to be completed. This return should have been submitted 2 days ago.</a> |

**New Messages**

23-Jun-2011  
This system will be unavailable from 1st July 2011 9am - 11am [\[more\]](#)

[Go to Message Archive >>](#)

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- 2) The **Investment Firm's User Accounts** page appears. The Investment Firm's **Business Administrator** Account appears in blue. Click the **Add User** button.



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Eurosystem

**C10000: Investment Firm 1**

**business admin2**

[Logout](#)  
[Help](#)

[Home](#) ▶ [Administration](#) ▶ [Users](#)

**Users**

This page shows your institution's user accounts.

Click on any user to view his or her details.

As an administrator, you must make sure that user accounts are disabled if that person leaves the job, or no longer performs that role.

[View Online Help](#)  
[Administration Manual \(pdf\)](#)  
[Central Bank Website](#)

**Investment Firm 1 User Accounts**

| User                           | Full Name       | Type                   | Logged In | Last Login          | Last Password Change |  |  |  |  |  |
|--------------------------------|-----------------|------------------------|-----------|---------------------|----------------------|--|--|--|--|--|
| <a href="#">businessadmin</a>  | business admin  | Business Administrator | No        | 24-Jun-2011 (16:22) | 16-Jun-2011 (12:48)  |  |  |  |  |  |
| <a href="#">businessadmin2</a> | business admin2 | Business Administrator | Yes       | 27-Jun-2011 (09:04) | 23-Jun-2011 (16:39)  |  |  |  |  |  |
| <a href="#">enolan04</a>       | Enda Nolan      | User                   | No        |                     |                      |  |  |  |  |  |
| <a href="#">enolan1</a>        | Enda Nolan      | User                   | No        |                     |                      |  |  |  |  |  |
| <a href="#">enolan12</a>       | Enda Nolan      | User                   | No        |                     |                      |  |  |  |  |  |
| <a href="#">enolan2</a>        | Enda Nolan      | User                   | No        |                     |                      |  |  |  |  |  |
| <a href="#">enolan3</a>        | Enda Nolan      | User                   | No        |                     |                      |  |  |  |  |  |
| <a href="#">enolan4</a>        | Enda Nolan      | User                   | No        |                     |                      |  |  |  |  |  |
| <a href="#">enolan6</a>        | Enda Nolan      | User                   | No        |                     |                      |  |  |  |  |  |
| <a href="#">enolan7</a>        | Enda Nolan      | User                   | No        |                     |                      |  |  |  |  |  |

[<< Previous](#)
Show Rows: 
Page  of 2
[Next >>](#)

[Add User](#)

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[Contact Us](#)

- 3) The **Add User** page appears. Enter the **User** account details. When all fields on the page are complete, click the **Add User** button to add the new **User** account.



Fields that must contain a value are asterisked (e.g. **Title**).

**Add User**

To set up a new user on the Online Reporting system, enter the required details and click the 'Add' button.

The login name must be unique for all users within an institution.

You must assign a default password which the user will then need to change the first time they log in to the system.

It is especially important to ensure the email address is correct as the system will use that address to communicate with the user.

[View Online Help](#)  
[Administration Manual \(pdf\)](#)  
[Central Bank Website](#)

[What is a strong password?](#)

**Add User** **Cancel**

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The following table contains a description for each field on the **Add User** page.

| Field             | Description                                                                                                                                                                                                                                                |
|-------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Login Name</b> | The name used to logon to the system. This name must be unique within the system. If it is not a unique name, the system will display an error message when you click <b>Add User</b> . Refer to <i>2.2 System Account – Account Login Names</i> on Page 3 |
| <b>Title</b>      | Choose from the drop-down list; options are:<br>Dr, Miss, Mr, Mrs, Ms, n/a                                                                                                                                                                                 |
| <b>First Name</b> | Enter the user's first name here; this will be displayed at the top of every page on the Online Reporting System.                                                                                                                                          |
| <b>Surname</b>    | Enter the user's surname; this will be displayed at the top of every page on the Online Reporting System.                                                                                                                                                  |
| <b>Password</b>   | Choose a strong password which is at least 8 characters in length, at least 2 of which are non-alphabetical.                                                                                                                                               |

| Field                   | Description                                                                                               |
|-------------------------|-----------------------------------------------------------------------------------------------------------|
| <b>Confirm Password</b> | This password must match the password entered in the above field. The password must be a strong password. |
| <b>Account Type</b>     | Create a <b>Business Administrator</b> account or <b>User</b> account for the new User.                   |
| <b>Email Address</b>    | Enter the user's email address.                                                                           |
| <b>Telephone Number</b> | Enter the user's phone number.                                                                            |
| <b>Job Title</b>        | Enter the user's job title.                                                                               |

## 6.3 Edit User Access

- 1) Click **Home > Manage User Accounts**. The investment firm's **User Accounts** page appears.

**C10000: Investment Firm 1**  
business admin2

**Home Page**

From here, you can perform any of the actions shown opposite.

Messages about the system and industry reporting requirements are displayed on the right of this page. Click on a message to see its full text.

The Task List at the bottom of the page shows what you need to do now.

You can click the 'Help' button at the top right to get help on any page.

[View Online Help](#)  
[Administration Manual \(pdf\)](#)  
[Central Bank Website](#)

**View / Edit Data**  
View or edit return data

**Administration**  
Configure how your Institution uses the system.

**My Profile**  
View or update the information the system stores about you.

**Messages**  
View user messages

**Manage User Accounts**  
Setup new users, reset their passwords, etc.

**Tasks**

OVERDUE: Monthly Metrics Report return for 01-Jun-2011 has been unlocked and needs to be revised.

30-Jun-2011: Related party Annual Accounts Upload return for 13-Jun-2011 needs to be finalised. This return must be submitted in 3 days.

30-Jun-2011: Investment Firms Annual Accounts return for 15-Jun-2011 needs to be finalised. This return must be submitted in 3 days.

OVERDUE: Investment Firms Annual Accounts return for 16-Jun-2011 is late and needs to be completed. This return should have been submitted 2 days ago.

**New Messages**

23-Jun-2011  
This system will be unavailable from 1st July 2011 9am - 11am [\[more\]](#)

[Go to Message Archive >>](#)

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- 2) Click the 'Edit User Access icon (  )

**C10000: Investment Firm 1**  
business admin2

**Home > Administration > Users**

**Users**

This page shows your institution's user accounts.

Click on any user to view his or her details.

As an administrator, you must make sure that user accounts are disabled if that person leaves the job, or no longer performs that role.

[View Online Help](#)  
[Administration Manual \(pdf\)](#)  
[Central Bank Website](#)

**Investment Firm 1 User Accounts**

| User                           | Full Name       | Type                   | Logged In | Last Login          | Last Password Change |  |  |  |  |
|--------------------------------|-----------------|------------------------|-----------|---------------------|----------------------|--|--|--|--|
| <a href="#">businessadmin</a>  | business admin  | Business Administrator | No        | 30-Jun-2011 (09:35) | 16-Jun-2011 (12:48)  |  |  |  |  |
| <a href="#">businessadmin2</a> | business admin2 | Business Administrator | Yes       | 30-Jun-2011 (15:59) | 23-Jun-2011 (16:39)  |  |  |  |  |
| <a href="#">enolan04</a>       | Enda Nolan      | User                   | No        |                     |                      |  |  |  |  |
| <a href="#">enolan1</a>        | Enda Nolan      | User                   | No        |                     |                      |  |  |  |  |
| <a href="#">enolan12</a>       | Enda Nolan      | User                   | No        |                     |                      |  |  |  |  |
| <a href="#">enolan2</a>        | Enda Nolan      | User                   | No        |                     |                      |  |  |  |  |
| <a href="#">enolan3</a>        | Enda Nolan      | User                   | No        |                     |                      |  |  |  |  |
| <a href="#">enolan4</a>        | Enda Nolan      | User                   | No        |                     |                      |  |  |  |  |
| <a href="#">enolan6</a>        | Enda Nolan      | User                   | No        |                     |                      |  |  |  |  |
| <a href="#">enolan7</a>        | Enda Nolan      | User                   | No        |                     |                      |  |  |  |  |

<< Previous Show Rows: 10 Page 1 of 2 Next >>

[Add User](#)

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3) The **Edit Access** page appears.

**C10000: Investment Firm 1**  
business admin2

Home ▸ Administration ▸ Users ▸ Businessadmin9 ▸ Edit Access

**'Jane Smith' - Edit Access**

| Return Type                          | Role   |
|--------------------------------------|--------|
| Annual Audited Accounts Upload       | (none) |
| Investment Firms Annual Accounts     | (none) |
| Monthly Metrics Report               | (none) |
| Related party Annual Accounts Upload | (none) |

Cancel Set Access

4) From the **Role** drop-down list box on the right-hand side, select the access you wish to grant the user for each relevant return. Click the **Set Access** button.

**C10000: Investment Firm 1**  
business admin

Home ▸ Administration ▸ Users ▸ User10 ▸ Edit Access

**'Jane Smith' - Edit Access**

| Return Type                          | Role   |
|--------------------------------------|--------|
| Annual Audited Accounts Upload       | Edit   |
| Investment Firms Annual Accounts     | (none) |
| Monthly Metrics Report               | Edit   |
| Related party Annual Accounts Upload | Verify |
|                                      | View   |
|                                      | (none) |

Cancel Set Access

Set user access (Role) to:  
Edit  
Verify  
View

| Role   | Access                               |
|--------|--------------------------------------|
| Edit   | Upload, Edit, View and Finalise data |
| Verify | View and sign off data               |
| View   | View data                            |



If this step is not completed, the **User** account will not have access to view any returns

- 5) The **User Details** page appears displaying the both user details and access granted to this user. Click the link in the access column to view role details.



Banc Ceannais na hÉireann

Central Bank of Ireland

Eurosystem

C10000: Investment Firm 1

business admin

Logout

Help

Home Administration Users User10

View User

This page shows the information the system stores about 'Jane Smith'.

You can change the information by clicking on the 'Edit Profile' button.

It is especially important to make sure the email address is correct as the system uses this to communicate with that user.

View Online Help

Administration Manual (pdf)

Central Bank Website

Jane Smith - User Details

Login Name:

User10

Title:

Miss

First Name:

Jane

Surname:

Smith

Email:

Jane.Smith@centralbank.ie

Telephone:

012345678

Job Title:

Risk Analyst

Account Status:

Enabled

User Type:

User

User can administer at own level?

No

Setup By:

business admin

Setup Date:

01-Jul-2011 (15:30)

Last Login:

Last Password Change:

Return Type

Access

Annual Audited Accounts Upload

Edit

Investment Firms Annual Accounts

Verify

Monthly Metrics Report

View

Edit Profile

Edit Access

Disable

Reset Password

Delete User

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Banc Ceannais na hÉireann

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C10000: Investment Firm 1

business admin

Logout

Help

Home Administration Users User10 User Role

View Role

This page displays the access granted by this return type role.

The roles that people are assigned to determine the level of access that they have to the different types of data that your firm reports.

Role 'Edit' Details

Return Type

Annual Audited Accounts Upload

Role Name

Edit

Description

Edit Annual Accounts Returns

Back

## 6.4 Reset a Password for another user's account

This function is available only to **Administrator (Central Bank)** and **Business Administrator** account types.

- 1) Login to the Online Reporting System (see [2.3 Logging in](#)). The **Home** page appears. Click the **Manage User Accounts** button.

The screenshot shows the 'Home' page of the Online Reporting System. The header includes the Central Bank of Ireland logo, the text 'Banc Ceannais na hÉireann Central Bank of Ireland Eurosystem', and the user information 'C10000: Investment Firm 1' and 'business admin2'. There are 'Logout' and 'Help' buttons in the top right.

The main content area is divided into several sections:

- Home Page:** A sidebar on the left with instructions: 'From here, you can perform any of the actions shown opposite.', 'Messages about the system and industry reporting requirements are displayed on the right of this page. Click on a message to see its full text.', 'The Task List at the bottom of the page shows what you need to do now.', and 'You can click the 'Help' button at the top right to get help on any page.' It also contains links for 'View Online Help', 'Administration Manual (pdf)', and 'Central Bank Website'.
- View / Edit Data:** A box with a folder icon and the text 'View or edit return data'.
- Administration:** A box with a gear icon and the text 'Configure how your Institution uses the system.'
- My Profile:** A box with a person icon and the text 'View or update the information the system stores about you.'
- Messages:** A box with a speech bubble icon and the text 'View user messages'.
- Manage User Accounts:** A box with a group of people icon and the text 'Setup new users, reset their passwords, etc.'. A mouse cursor is hovering over this box, and a tooltip appears with the text 'Setup new users, reset their passwords, etc.'.
- Tasks:** A section at the bottom with a table of tasks:

| OVERDUE     | Task Description                                                                                                                              |
|-------------|-----------------------------------------------------------------------------------------------------------------------------------------------|
|             | Monthly Metrics Report return for 01-Jun-2011 has been unlocked and needs to be revised.                                                      |
| 30-Jun-2011 | Related party Annual Accounts Upload return for 13-Jun-2011 needs to be finalised. This return must be submitted in 3 days.                   |
| 30-Jun-2011 | Investment Firms Annual Accounts return for 15-Jun-2011 needs to be finalised. This return must be submitted in 3 days.                       |
| OVERDUE     | Investment Firms Annual Accounts return for 16-Jun-2011 is late and needs to be completed. This return should have been submitted 2 days ago. |

The right sidebar contains a 'New Messages' section with a date '23-Jun-2011' and a message: 'This system will be unavailable from 1st July 2011 9am - 11am [more]'. Below this is a link 'Go to Message Archive >>'.

The footer contains the copyright notice '© 2010 Central Bank of Ireland | Conditions Of Use | Privacy Statement' and a 'Contact Us' link.

- 2) The **User Accounts** page appears. Click the **Reset User Password** icon to the right of the name of the user whose password you wish to reset.

**C10000: Investment Firm 1**  
business admin2

Home Administration Users

**Investment Firm 1 User Accounts**

| User                           | Full Name       | Type                   | Logged In | Last Login          | Last Password Change |  |  |  |  |
|--------------------------------|-----------------|------------------------|-----------|---------------------|----------------------|--|--|--|--|
| <a href="#">businessadmin</a>  | business admin  | Business Administrator | Yes       | 27-Jun-2011 (10:36) | 16-Jun-2011 (12:48)  |  |  |  |  |
| <a href="#">businessadmin2</a> | business admin2 | Business Administrator | Yes       | 27-Jun-2011 (11:29) | 23-Jun-2011 (16:39)  |  |  |  |  |
| <a href="#">Businessadmin9</a> | Jane Smith      | Business Administrator | No        |                     |                      |  |  |  |  |
| <a href="#">enolan04</a>       | Enda Nolan      | User                   | No        |                     |                      |  |  |  |  |
| <a href="#">enolan1</a>        | Enda Nolan      | User                   | No        |                     |                      |  |  |  |  |
| <a href="#">enolan12</a>       | Enda Nolan      | User                   | No        |                     |                      |  |  |  |  |
| <a href="#">enolan2</a>        | Enda Nolan      | User                   | No        |                     |                      |  |  |  |  |
| <a href="#">enolan3</a>        | Enda Nolan      | User                   | No        |                     |                      |  |  |  |  |
| <a href="#">enolan4</a>        | Enda Nolan      | User                   | No        |                     |                      |  |  |  |  |
| <a href="#">enolan6</a>        | Enda Nolan      | User                   | No        |                     |                      |  |  |  |  |

Click the Reset User Password Button

View Online Help  
Administration Manual (pdf)  
Central Bank Website

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- 3) The **Reset Password** page appears. Enter and confirm the new password (refer to 2.2 System Accounts – Account Passwords) and click **Reset** (or click **Cancel** to return to the previous screen without changing the password).



Choose a strong password which is at least 8 characters in length, with at least one uppercase letter and one number.

**C10000: Investment Firm 1**  
business admin2

Home Administration Users Businessadmin9 Reset Password

**Reset Password**

You can reset someone's password if they forget what it is.

They will need to change this password as soon as they log in to the system again.

**Reset Password For 'Jane Smith'**

Enter New Password:

Confirm New Password:

[What is a strong password?](#)

**Reset** **Cancel**

- 4) The **Reset Password** confirmation page appears.

**Reset Password**

You can reset someone's password if they forget what it is.

They will need to change this password as soon as they log in to the system again.

**Reset Password For 'Jane Smith'**

Users password has been successfully changed.

**Home Page**  
Go back to the Home page.

**Back to Administration Page**  
Back to Administration Page

- 5) When the user next logs in to the Online Reporting System, the **Change Your Password** page will be displayed, and the user will be prompted to enter their old password, then enter and confirm a new password of their choice. The user will also be required to enter a Verification Code.

**Change Your Password**

To change your password, enter your new password in the first two text boxes and your verification code in the third text box.

Enter New Password\*: [password field]

Confirm New Password\*: [password field]

Enter Verification Code\*: [verification code field]

[What is a strong password?](#)

**Change** **Cancel**

**Change Password After Reset**

You should change your password regularly to ensure that it remains secret.

Your password should be kept secret at all times - it should never be written down or disclosed to anyone else.

[View Online Help](#)  
[Administration Manual \(pdf\)](#)  
[Central Bank Website](#)

- 6) The verification code will be sent to the email address provided in 'My Profile' Home/My Profile.

**Home**

From here, you can perform any of the actions shown opposite.

Messages about the system and industry reporting requirements are displayed on the right of this page. Click on a message to see its full text.

**View / Edit Data**  
View or edit return data

**Administration**  
Configure how your Institution uses the system.

**My Profile**  
View or update the information the system stores about you.

**New Messages**

23-Jun-2011  
This system will be unavailable from 1st July 2011 9am - 11am [more](#)

[Go to Message Archive >>](#)



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Central Bank of Ireland  
Eurosystem

## C10000: Investment Firm 1

Jane Smith

Logout

Home Administration Users Businessadmin9

View User

This page shows the information the system stores about you.

You can change the information by clicking on the 'Edit Profile' button.

It is especially important to make sure the email address is correct as the system uses this to communicate with you.

[View Online Help](#)  
[Administration Manual \(pdf\)](#)  
[Central Bank Website](#)

### My Profile

|                                   |                        |
|-----------------------------------|------------------------|
| Login Name:                       | Businessadmin9         |
| Title:                            | Miss                   |
| First Name:                       | Jane                   |
| Surname:                          | Smith                  |
| Email:                            | invest@centralbank.ie  |
| Telephone:                        | 01234567               |
| Job Title:                        | Risk Analyst           |
| Account Status:                   | Enabled                |
| User Type:                        | Business Administrator |
| User can administer at own level? | Yes                    |
| Setup By:                         | business admin2        |
| Setup Date:                       | 27-Jun-2011 (09:47)    |
| Last Login:                       | 27-Jun-2011 (14:08)    |
| Last Password Change:             | 27-Jun-2011 (14:09)    |

Edit Profile
Change Password

Verification code will be sent to email address provided in My Profile

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Contact Us

- 7) Ensure that the email address provided in 'My Profile' is valid. See below an example of the verification code email the user will receive. The verification code is highlighted in red.

From: Website@TestOnlineReporting.cbfsai.ie
Sent: Mon 27/06/2011 14:05

To:

Cc:

Subject: Your Online Reporting Verification Code

Your Online Reporting password has been reset by your Administrator for the user account below. Your System Administrator will provide you with a temporary password. You should use this temporary password to login to the Online Reporting system. You will be directed to a Change Password page where you must enter your new password along with the verification code provided below.

Institution Code: C10000  
Login Name: Businessadmin9

Your verification code is: wpjh1wrf

Please use this verification code to change your password in the Online Reporting system.

- 8) Enter the verification code provided in the email and click change. Your password is now successfully changed.



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C10000: Investment Firm 1

Jane Smith

Logout

Help

Home Administration ChangePasswordAfterReset

Change Password After Reset

You should change your password regularly to ensure that it remains secret.

Your password should be kept secret at all times - it should never be written down or disclosed to anyone else.

[View Online Help](#)  
[Administration Manual \(pdf\)](#)  
[Central Bank Website](#)

Change Your Password

To change your password, enter your new password in the first two text boxes and your verification code in the third text box.

Enter New Password\*

.....

Enter and Confirm New Password

Confirm New Password\*

.....

Enter Verification Code\*

.....

Enter Verification code. Verification code will be sent via email to email address provided in My Profile

[What is a strong password?](#)

Change

Cancel

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Eurosystem

C10000: Investment Firm 1

Jane Smith

Logout

Help

Home Administration ChangePasswordAfterReset

Change Password After Reset

You should change your password regularly to ensure that it remains secret.

Your password should be kept secret at all times - it should never be written down or disclosed to anyone else.

Change Your Password

Your password has been successfully changed.



Home Page

Go back to the Home page.



Administration Page

Go back to the System Administration Page.

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## 6.5 Edit a User Account Profile

This function is available only to **Business Administrator** account types.

- 1) Login to the Online Reporting System (see [2.3 Logging in](#)). The **Home** page appears. Click **Manage User Accounts**.

The screenshot shows the 'Home' page of the Online Reporting System. The header includes the Central Bank of Ireland logo and name in Irish and English, the system name 'C10000: Investment Firm 1', the user 'business admin2', and 'Logout' and 'Help' buttons. The main content area is divided into several sections:

- Home Page:** A sidebar on the left with instructions on how to use the system, including links to 'View Online Help', 'Administration Manual (pdf)', and 'Central Bank Website'.
- View / Edit Data:** A button with a folder icon to 'View or edit return data'.
- Administration:** A button with a gear icon to 'Configure how your Institution uses the system'.
- My Profile:** A button with a person icon to 'View or update the information the system stores about you'.
- Messages:** A button with a speech bubble icon to 'View user messages'.
- Manage User Accounts:** A button with a group of people icon to 'Setup new users, reset their passwords, etc.'. A tooltip is visible over this button with the text 'Setup new users, reset their passwords, etc.'.
- Tasks:** A table listing overdue tasks:

| OVERDUE     | Task Description                                                                                                                              |
|-------------|-----------------------------------------------------------------------------------------------------------------------------------------------|
|             | Monthly Metrics Report return for 01-Jun-2011 has been unlocked and needs to be revised.                                                      |
| 30-Jun-2011 | Related party Annual Accounts Upload return for 13-Jun-2011 needs to be finalised. This return must be submitted in 3 days.                   |
| 30-Jun-2011 | Investment Firms Annual Accounts return for 15-Jun-2011 needs to be finalised. This return must be submitted in 3 days.                       |
| OVERDUE     | Investment Firms Annual Accounts return for 16-Jun-2011 is late and needs to be completed. This return should have been submitted 2 days ago. |
- New Messages:** A section on the right showing a message from 23-Jun-2011 about system unavailability from 1st July 2011, with a 'Go to Message Archive >>' link.

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- 2) The **User Accounts** page appears. Click the **Edit User Profile** icon to the right of the name of the user whose profile you wish to edit.



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Central Bank of Ireland  
Eurosystem

**C10000: Investment Firm 1**

business admin2

[Logout](#)  
[Help](#)

[Home](#) > [Administration](#) > [Users](#)

**Users**

This page shows your institution's user accounts.

Click on any user to view his or her details.

As an administrator, you must make sure that user accounts are disabled if that person leaves the job, or no longer performs that role.

[View Online Help](#)  
[Administration Manual \(pdf\)](#)  
[Central Bank Website](#)

### Investment Firm 1 User Accounts

| User                           | Full Name       | Type                   | Logged In | Last Login          | Last Password Change |  |  |  |  |  |
|--------------------------------|-----------------|------------------------|-----------|---------------------|----------------------|--|--|--|--|--|
| <a href="#">businessadmin</a>  | business admin  | Business Administrator | Yes       | 27-Jun-2011 (10:36) | 16-Jun-2011 (12:48)  |  |  |  |  |  |
| <a href="#">businessadmin2</a> | business admin2 | Business Administrator | Yes       | 27-Jun-2011 (13:39) | 23-Jun-2011 (16:39)  |  |  |  |  |  |
| <a href="#">Businessadmin9</a> | Jane Smith      | Business Administrator | Yes       | 27-Jun-2011 (12:27) | 27-Jun-2011 (12:26)  |  |  |  |  |  |
| <a href="#">enolan04</a>       | Enda Nolan      | User                   | No        |                     |                      |  |  |  |  |  |
| <a href="#">enolan1</a>        | Enda Nolan      | User                   | No        |                     |                      |  |  |  |  |  |
| <a href="#">enolan12</a>       | Enda Nolan      | User                   | No        |                     |                      |  |  |  |  |  |
| <a href="#">enolan2</a>        | Enda Nolan      | User                   | No        |                     |                      |  |  |  |  |  |
| <a href="#">enolan3</a>        | Enda Nolan      | User                   | No        |                     |                      |  |  |  |  |  |
| <a href="#">enolan4</a>        | Enda Nolan      | User                   | No        |                     |                      |  |  |  |  |  |
| <a href="#">enolan6</a>        | Enda Nolan      | User                   | No        |                     |                      |  |  |  |  |  |

[<< Previous](#)
Show Rows: **10**
Page **1** of 2
[Next >>](#)

[Add User](#)

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[Contact Us](#)



Fields that cannot be edited appear in light grey font (e.g. **Login**).

Fields that must contain a value are asterisked (e.g. **Title**).

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Central Bank of Ireland  
Eurosystem

**C10000: Investment Firm 1**  
business admin2

Logout Help

Home Administration Users Businessadmin9 Edit Profile

**Edit User**

To change the information the system stores about 'Jane Smith', enter the required details and click the Save button.

It is especially important that the email address is correct as the system uses this to communicate with the user.

[View Online Help](#)  
[Administration Manual \(pdf\)](#)  
[Central Bank Website](#)

**Jane Smith - Edit Profile**

Login: Businessadmin9

Title\*: Miss

First Name\*: Jane

Surname\*: Smith

Email\*: invest@centralbank.ie

Telephone\*: 01234567

Job Title\*: Risk Analyst

Account Type\*: Business Administrator

User can administer at own level? ☒

Save Cancel

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The following table contains a description of each field on the **Edit User Details** page:

| Field               | Description                                                                                                                          |
|---------------------|--------------------------------------------------------------------------------------------------------------------------------------|
| <b>Login</b>        | The name used to logon to the system. This is a non-editable field.                                                                  |
| <b>Title</b>        | Choose from the drop-down list - options are:<br>Dr, Miss, Mr, Mrs, Ms, n/a                                                          |
| <b>First Name</b>   | Enter the user's first name – this will be displayed at the top of every page on the Online Reporting System.                        |
| <b>Surname</b>      | Enter the user's surname – this will be displayed at the top of every page on the Online Reporting System.                           |
| <b>Email</b>        | Enter the user's email address.                                                                                                      |
| <b>Telephone</b>    | Enter the user's phone number.                                                                                                       |
| <b>Job Title</b>    | Enter the user's job title.                                                                                                          |
| <b>Account Type</b> | The only option here is user - (i.e. an account which provides the ability to view returns and change own profile information only). |

## 6.6 Disable a User Account

This function is available only to **Business Administrator** account types.

- 1) Login to the Online Reporting System (see [2.3 Logging in](#)). The **Home** page appears. Click the **Manage User Accounts** button.

**C10000: Investment Firm 1**  
business admin2

**Home Page**

From here, you can perform any of the actions shown opposite.

Messages about the system and industry reporting requirements are displayed on the right of this page. Click on a message to see its full text.

The Task List at the bottom of the page shows what you need to do now.

You can click the 'Help' button at the top right to get help on any page.

[View Online Help](#)  
[Administration Manual \(pdf\)](#)  
[Central Bank Website](#)

**View / Edit Data**  
View or edit return data

**Administration**  
Configure how your Institution uses the system.

**My Profile**  
View or update the information the system stores about you.

**Messages**  
View user messages

**Manage User Accounts**  
Setup new users, reset their passwords, etc.

**Tasks**

OVERDUE [Monthly Metrics Report return for 01-Jun-2011 has been unlocked and needs to be revised.](#)

30-Jun-2011 [Related party Annual Accounts Upload return for 13-Jun-2011 needs to be finalised. This return must be submitted in 3 days.](#)

30-Jun-2011 [Investment Firms Annual Accounts return for 15-Jun-2011 needs to be finalised. This return must be submitted in 3 days.](#)

OVERDUE [Investment Firms Annual Accounts return for 16-Jun-2011 is late and needs to be completed. This return should have been submitted 2 days ago.](#)

**New Messages**

23-Jun-2011  
This system will be unavailable from 1st July 2011 9am - 11am [\[more\]](#)

[Go to Message Archive >>](#)

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- 2) The **User Accounts** page appears. Locate the user account to be disabled and click the name in the **User** column.

**C10000: Investment Firm 1**  
business admin2

Home ► Administration ► Users

**Users**

This page shows your institution's user accounts.

Click on any user to view his or her details.

As an administrator, you must make sure that user accounts are disabled

**Investment Firm 1 User Accounts**

| User                           | Full Name       | Type                   | Logged In | Last Login          | Last Password Change |  |  |  |  |  |
|--------------------------------|-----------------|------------------------|-----------|---------------------|----------------------|--|--|--|--|--|
| <a href="#">businessadmin</a>  | business admin  | Business Administrator | Yes       | 27-Jun-2011 (14:12) | 16-Jun-2011 (12:48)  |  |  |  |  |  |
| <a href="#">businessadmin2</a> | business admin2 | Business Administrator | Yes       | 27-Jun-2011 (14:46) | 23-Jun-2011 (16:39)  |  |  |  |  |  |
| <a href="#">Businessadmin9</a> | Jane Smith      | Business Administrator | No        | 27-Jun-2011 (14:08) | 27-Jun-2011 (14:09)  |  |  |  |  |  |
| <a href="#">enolan04</a>       | Enda Nolan      | User                   | No        |                     |                      |  |  |  |  |  |

3) The **User Details** page appears. Click **Disable** on the following two screens.

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Central Bank of Ireland  
Eurosystem

**C10000: Investment Firm 1**  
business admin2

Home ▸ Administration ▸ Users ▸ Businessadmin9

**View User**

This page shows the information the system stores about 'Jane Smith'.

You can change the information by clicking on the 'Edit Profile' button.

It is especially important to make sure the email address is correct as the system uses this to communicate with that user.

[View Online Help](#)  
[Administration Manual \(pdf\)](#)  
[Central Bank Website](#)

**Jane Smith - User Details**

|                                   |                        |
|-----------------------------------|------------------------|
| Login Name:                       | Businessadmin9         |
| Title:                            | Miss                   |
| First Name:                       | Jane                   |
| Surname:                          | Smith                  |
| Email:                            | invest@centralbank.ie  |
| Telephone:                        | 01234567               |
| Job Title:                        | Risk Analyst           |
| Account Status:                   | Enabled                |
| User Type:                        | Business Administrator |
| User can administer at own level? | Yes                    |
| Setup By:                         | business admin2        |
| Setup Date:                       | 27-Jun-2011 (09:47)    |
| Last Login:                       | 27-Jun-2011 (14:08)    |
| Last Password Change:             | 27-Jun-2011 (14:09)    |

[Edit Profile](#) [Edit Access](#) [Disable](#) [Reset Password](#)  
[Delete User](#)

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Central Bank of Ireland  
Eurosystem

**C10000: Investment Firm 1**  
business admin2

Home ▸ Administration ▸ Users ▸ Businessadmin9 ▸ Disable

**Disable User**

You should disable a user account if that user no longer needs to use the Online Reporting system.

You can re-enable the user later if you want to allow him or her to use the Online Reporting system again.

**Disable 'Jane Smith' ?**

Are you sure you want to disable user 'Jane Smith'?

This will prevent that user from logging into the Online Reporting system in the future.

[Disable](#) [Cancel](#)

- 4) The **User Details** screen is displayed, showing an **Account Status** of **Disabled**.

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Central Bank of Ireland  
Eurosystem

**C10000: Investment Firm 1**  
business admin2

Home ► Administration ► Users ► Businessadmin9

**View User**

This page shows the information the system stores about 'Jane Smith'.

You can change the information by clicking on the 'Edit Profile' button.

It is especially important to make sure the email address is correct as the system uses this to communicate with that user.

[View Online Help](#)  
[Administration Manual](#)  
[Central Bank Website](#)

**Jane Smith - User Details**

|                                   |                        |
|-----------------------------------|------------------------|
| Login Name:                       | Businessadmin9         |
| Title:                            | Miss                   |
| First Name:                       | Jane                   |
| Surname:                          | Smith                  |
| Email:                            | invest@centralbank.ie  |
| Telephone:                        | 01234567               |
| Job Title:                        | Risk Analyst           |
| Account Status:                   | Disabled               |
| User Type:                        | Business Administrator |
| User can administer at own level? | Yes                    |
| Setup By:                         | business admin2        |
| Setup Date:                       | 27-Jun-2011 (09:47)    |
| Last Login:                       | 27-Jun-2011 (14:08)    |
| Last Password Change:             | 27-Jun-2011 (14:09)    |

[Enable](#)

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- 5) Click **Home > Manage User Accounts**. The **User Accounts** page appears. The **User** account details still appear in the list of user accounts, but with grey font to signify that the account has been disabled:

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Central Bank of Ireland  
Eurosystem

**C10000: Investment Firm 1**  
business admin2

Home ► Administration ► Users

**Users**

This page shows your institution's user accounts.

Click on any user to view his or her details.

**Investment Firm 1 User Accounts**

| User                           | Full Name       | Type                   | Logged In | Last Login          | Last Password Change |  |  |  |  |
|--------------------------------|-----------------|------------------------|-----------|---------------------|----------------------|--|--|--|--|
| <a href="#">businessadmin</a>  | business admin  | Business Administrator | Yes       | 27-Jun-2011 (14:12) | 16-Jun-2011 (12:48)  |  |  |  |  |
| <a href="#">businessadmin2</a> | business admin2 | Business Administrator | Yes       | 27-Jun-2011 (14:46) | 23-Jun-2011 (16:39)  |  |  |  |  |
| <a href="#">Businessadmin9</a> | Jane Smith      | Business Administrator | No        | 27-Jun-2011 (14:08) | 27-Jun-2011 (14:09)  |  |  |  |  |

The Disabled account appears in grey.

- 6) When the user next logs in, a message will be displayed on the **Login** screen, stating that the account has been disabled and advising the user to contact their **Firm Administrator**.



The **Firm Administrator** is the **Business Administrator**.



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Central Bank of Ireland  
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## Online Reporting System

### Login Instructions

Enter the Institution Code and Login Name given to you by your administrator and the password you use to identify yourself, and click the 'Login' button.

If you have forgotten your login details, please contact your Firm Administrator.

If you are unsure who your administrator is you can [contact us](#) for assistance (make sure to include your name and institution in the message).

### Login to Online Reporting

Institution Code:

Login Name:

Password:

The system could not log you in as your account has been disabled. Please contact your Firm Administrator.

## 6.7 Enable a User Account

This function is available only to **Business Administrator** account types.

- 1) Login to the Online Reporting System (see [2.3 Logging in](#)). The **Home** page appears. Click the **Manage User Accounts** button.

**C10000: Investment Firm 1**  
business admin2

**Home Page**

From here, you can perform any of the actions shown opposite.

Messages about the system and industry reporting requirements are displayed on the right of this page. Click on a message to see its full text.

The Task List at the bottom of the page shows what you need to do now.

You can click the 'Help' button at the top right to get help on any page.

[View Online Help](#)  
[Administration Manual \(pdf\)](#)  
[Central Bank Website](#)

**View / Edit Data**  
View or edit return data

**Administration**  
Configure how your Institution uses the system.

**My Profile**  
View or update the information the system stores about you.

**Messages**  
View user messages

**Manage User Accounts**  
Setup new users, reset their passwords, etc.

**Tasks**

OVERDUE [Monthly Metrics Report return for 01-Jun-2011 has been unlocked and needs to be revised.](#)

30-Jun-2011 [Related party Annual Accounts Upload return for 13-Jun-2011 needs to be finalised. This return must be submitted in 3 days.](#)

30-Jun-2011 [Investment Firms Annual Accounts return for 15-Jun-2011 needs to be finalised. This return must be submitted in 3 days.](#)

OVERDUE [Investment Firms Annual Accounts return for 16-Jun-2011 is late and needs to be completed. This return should have been submitted 2 days ago.](#)

**New Messages**

23-Jun-2011  
This system will be unavailable from 1st July 2011 9am - 11am [\[more\]](#)

[Go to Message Archive >>](#)

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- 2) In the list of users, locate the **User** account to be enabled (in grey font), and click the relevant name under the **User** column.

**C10000: Investment Firm 1**  
business admin2

Home > Administration > Users

**Users**

This page shows your institution's user accounts.

Click on any user to view his or her details.

**Investment Firm 1 User Accounts**

| User                           | Full Name       | Type                   | Logged In | Last Login          | Last Password Change |  |  |  |  |   |
|--------------------------------|-----------------|------------------------|-----------|---------------------|----------------------|--|--|--|--|---|
| <a href="#">businessadmin</a>  | business admin  | Business Administrator | Yes       | 27-Jun-2011 (14:12) | 16-Jun-2011 (12:48)  |  |  |  |  |   |
| <a href="#">businessadmin2</a> | business admin2 | Business Administrator | Yes       | 27-Jun-2011 (14:46) | 23-Jun-2011 (16:39)  |  |  |  |  |   |
| <a href="#">Businessadmin9</a> | Jane Smith      | Business Administrator | No        | 27-Jun-2011 (14:08) | 27-Jun-2011 (14:09)  |  |  |  |  | X |

Click on the Disabled Account (grey font)

3) The **User Details** screen appears. Click **Enable** on the following two screens.



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[Logout](#)

[Help](#)

Home Administration Users Businessadmin9

View User

This page shows the information the system stores about 'Jane Smith'.

You can change the information by clicking on the 'Edit Profile' button.

It is especially important to make sure the email address is correct as the system uses this to communicate with that user.

[View Online Help](#)  
[Administration Manual \(pdf\)](#)  
[Central Bank Website](#)

Jane Smith - User Details

|                                   |                        |
|-----------------------------------|------------------------|
| Login Name:                       | Businessadmin9         |
| Title:                            | Miss                   |
| First Name:                       | Jane                   |
| Surname:                          | Smith                  |
| Email:                            | invest@centralbank.ie  |
| Telephone:                        | 01234567               |
| Job Title:                        | Risk Analyst           |
| Account Status:                   | Disabled               |
| User Type:                        | Business Administrator |
| User can administer at own level? | Yes                    |
| Setup By:                         | business admin2        |
| Setup Date:                       | 27-Jun-2011 (09:47)    |
| Last Login:                       | 27-Jun-2011 (14:08)    |
| Last Password Change:             | 27-Jun-2011 (14:09)    |

Enable

Enable the user

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[Logout](#)

[Help](#)

Home Administration Users Businessadmin9 Enable

Disable User

You should disable a user account if that user no longer needs to use the Online Reporting system.

You can re-enable the user later if you want to allow him or her to use the Online Reporting system again.

Enable 'Jane Smith' ?

Are you sure you want to enable user 'Jane Smith'?

This will allow that user to log into the Online Reporting system again.

NOTE: you must reset the user's password before they login to the Online Reporting system.

Enable

Cancel

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- 4) The **user Details** screen appears, showing an **Account Status** of **Enabled**. The account is now enabled and the user can login to the Online Reporting System again.



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Logout

Help

Home ▶ Administration ▶ Users ▶ Businessadmin9

View User

This page shows the information the system stores about 'Jane Smith'.

You can change the information by clicking on the 'Edit Profile' button.

It is especially important to make sure the email address is correct as the system uses this to communicate with that user.

[View Online Help](#)

[Administration Manual \(pdf\)](#)

[Central Bank Website](#)

Jane Smith - User Details

|                                   |                        |
|-----------------------------------|------------------------|
| Login Name:                       | Businessadmin9         |
| Title:                            | Miss                   |
| First Name:                       | Jane                   |
| Surname:                          | Smith                  |
| Email:                            | invest@centralbank.ie  |
| Telephone:                        | 01234567               |
| Job Title:                        | Risk Analyst           |
| Account Status:                   | Enabled                |
| User Type:                        | Business Administrator |
| User can administer at own level? | Yes                    |
| Setup By:                         | business admin2        |
| Setup Date:                       | 27-Jun-2011 (09:47)    |
| Last Login:                       | 27-Jun-2011 (14:08)    |
| Last Password Change:             | 27-Jun-2011 (14:09)    |

Edit Profile

Edit Access

Disable

Reset Password

Delete User

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## 6.8 Delete a User Account

This function is available only to **Business Administrator** account types.



Once a user has been deleted, the account cannot be reactivated and the **Login Name** cannot be re-used.

- 1) Login to the Online Reporting System (see [2.3 Logging in](#)). The **Home** page appears. Click the **Manage User Accounts** button.

The screenshot shows the 'Home' page of the Online Reporting System. The header includes the Central Bank of Ireland logo and name, the user's role 'C10000: Investment Firm 1' and 'business admin2', and buttons for 'Logout' and 'Help'. The main content area is divided into several sections:

- Home Page:** A sidebar on the left with instructions: 'From here, you can perform any of the actions shown opposite.', 'Messages about the system and industry reporting requirements are displayed on the right of this page. Click on a message to see its full text.', 'The Task List at the bottom of the page shows what you need to do now.', and 'You can click the 'Help' button at the top right to get help on any page.'
- Navigation Menu:** A vertical list on the left with links: 'View Online Help', 'Administration Manual (pdf)', and 'Central Bank Website'.
- Main Action Buttons:** A central column of buttons with icons and text:
  - View / Edit Data:** View or edit return data.
  - Administration:** Configure how your Institution uses the system.
  - My Profile:** View or update the information the system stores about you.
  - Messages:** View user messages.
  - Manage User Accounts:** Setup new users, reset their passwords, etc. (This button is highlighted with a mouse cursor and a tooltip that says 'Setup new users, reset their passwords, etc.').
- Tasks:** A table at the bottom listing overdue tasks:

| Task        | Details                                                                                                                                       |
|-------------|-----------------------------------------------------------------------------------------------------------------------------------------------|
| OVERDUE     | Monthly Metrics Report return for 01-Jun-2011 has been unlocked and needs to be revised.                                                      |
| 30-Jun-2011 | Related party Annual Accounts Upload return for 13-Jun-2011 needs to be finalised. This return must be submitted in 3 days.                   |
| 30-Jun-2011 | Investment Firms Annual Accounts return for 15-Jun-2011 needs to be finalised. This return must be submitted in 3 days.                       |
| OVERDUE     | Investment Firms Annual Accounts return for 16-Jun-2011 is late and needs to be completed. This return should have been submitted 2 days ago. |
- New Messages:** A section on the right showing a message from 23-Jun-2011: 'This system will be unavailable from 1st July 2011 9am - 11am [more]'. A link 'Go to Message Archive >>' is also present.

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- 2) In the list of users, locate the **User** account to be deleted, and click the delete icon in the last column on the right.

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**business admin2**

Home Administration Users

**Users**

This page shows your institution's user accounts.

Click on any user to view his or her details.

As an administrator, you must make sure that user accounts are disabled if that person leaves the job, or no longer performs that role.

[View Online Help](#)  
[Administration Manual \(pdf\)](#)  
[Central Bank Website](#)

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**Investment Firm 1 User Accounts**

| User                           | Full Name       | Type                   | Logged In | Last Login          | Last Password Change |  |  |  |  |  |
|--------------------------------|-----------------|------------------------|-----------|---------------------|----------------------|--|--|--|--|--|
| <a href="#">businessadmin</a>  | business admin  | Business Administrator | Yes       | 27-Jun-2011 (14:12) | 16-Jun-2011 (12:48)  |  |  |  |  |  |
| <a href="#">businessadmin2</a> | business admin2 | Business Administrator | Yes       | 27-Jun-2011 (15:11) | 23-Jun-2011 (16:39)  |  |  |  |  |  |
| <a href="#">Businessadmin9</a> | Jane Smith      | Business Administrator | No        | 27-Jun-2011 (14:08) | 27-Jun-2011 (14:09)  |  |  |  |  |  |
| <a href="#">enolan04</a>       | Enda Nolan      | User                   | No        |                     |                      |  |  |  |  |  |
| <a href="#">enolan1</a>        | Enda Nolan      | User                   | No        |                     |                      |  |  |  |  |  |
| <a href="#">enolan12</a>       | Enda Nolan      | User                   | No        |                     |                      |  |  |  |  |  |
| <a href="#">enolan2</a>        | Enda Nolan      | User                   | No        |                     |                      |  |  |  |  |  |
| <a href="#">enolan3</a>        | Enda Nolan      | User                   | No        |                     |                      |  |  |  |  |  |
| <a href="#">enolan4</a>        | Enda Nolan      | User                   | No        |                     |                      |  |  |  |  |  |
| <a href="#">enolan6</a>        | Enda Nolan      | User                   | No        |                     |                      |  |  |  |  |  |

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[Add User](#)

[Delete User](#)

- 3) The **Delete** page appears. Click **Delete**.

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Home Administration Users Businessadmin9 Delete User

**Delete User**

You should delete a user account if you know that person will never use the system again.

Even after you delete 'Jane Smith', you will not be able to use the login name 'Businessadmin9' for anyone else in the future.

**Delete 'Jane Smith'?**

Are you sure you want to delete user 'Jane Smith' from the Online Reporting system?

This deletion is permanent and cannot be undone.

[Delete](#) [Cancel](#)

- 4) The **User Accounts** page appears; the **User** account is no longer listed.



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**C10000: Investment Firm 1**

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[Logout](#)  
[Help](#)

[Home](#) ▶ [Administration](#) ▶ [Users](#)

Users

This page shows your institution's user accounts.

Click on any user to view his or her details.

As an administrator, you must make sure that user accounts are disabled if that person leaves the job, or no longer performs that role.

[View Online Help](#)  
[Administration Manual \(pdf\)](#)  
[Central Bank Website](#)

### Investment Firm 1 User Accounts

| User                           | Full Name       | Type                   | Logged In | Last Login          | Last Password Change |  |  |  |  |  |
|--------------------------------|-----------------|------------------------|-----------|---------------------|----------------------|--|--|--|--|--|
| <a href="#">businessadmin</a>  | business admin  | Business Administrator | Yes       | 27-Jun-2011 (14:12) | 16-Jun-2011 (12:48)  |  |  |  |  |  |
| <a href="#">businessadmin2</a> | business admin2 | Business Administrator | Yes       | 27-Jun-2011 (15:11) | 23-Jun-2011 (16:39)  |  |  |  |  |  |
| <a href="#">enolan04</a>       | Enda Nolan      | User                   | No        |                     |                      |  |  |  |  |  |
| <a href="#">enolan1</a>        | Enda Nolan      | User                   | No        |                     |                      |  |  |  |  |  |
| <a href="#">enolan12</a>       | Enda Nolan      | User                   | No        |                     |                      |  |  |  |  |  |
| <a href="#">enolan2</a>        | Enda Nolan      | User                   | No        |                     |                      |  |  |  |  |  |
| <a href="#">enolan3</a>        | Enda Nolan      | User                   | No        |                     |                      |  |  |  |  |  |
| <a href="#">enolan4</a>        | Enda Nolan      | User                   | No        |                     |                      |  |  |  |  |  |
| <a href="#">enolan6</a>        | Enda Nolan      | User                   | No        |                     |                      |  |  |  |  |  |
| <a href="#">enolan7</a>        | Enda Nolan      | User                   | No        |                     |                      |  |  |  |  |  |

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[Add User](#)

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## 7. Appendix 1

### 7.1 Rounding numbers on the Online Reporting System

All non monetary values should be entered onto the structured returns on the Online Reporting System in whole numbers. All monetary/financial data should be entered onto structured returns in thousands of Euros. When entering financial data in thousands of euro the following rules apply:

In general values of €1 to €499 should be rounded down and values of €500 to €999 should be rounded up. However, in cases where a system validation is in place to ensure that a number of sub-fields add correctly to a total field, and firms are encountering validation errors due to rounding issues, the convention to be used is as follows:

- i. The total field should be entered according to the general rounding rule (i.e. round values of €1 to €499 down and values of €500 to €999 up). It is most important that the total field is correct.
- ii. Firms should then pick the sub-field(s) to round up or down as necessary so that the least difference from the actual values is reported. In the case where more than one sub-field (or more than one combination of sub-fields) satisfies this criterion, firms should simply pick one of these sub-fields (or combination of sub-fields) at their discretion.

The following three examples are illustrative:

| Example 1          |              |                                                                                                  |                                                                                                                                                                                                                                                                                                   |
|--------------------|--------------|--------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Field Heading      | Actual value | Value that would be input on the Online Reporting System according to the general rounding rules | Value to be input in order to fix the validation error                                                                                                                                                                                                                                            |
|                    |              | €000                                                                                             | €000                                                                                                                                                                                                                                                                                              |
| <i>Field 1.1.1</i> | €1,000       | 1                                                                                                | 1                                                                                                                                                                                                                                                                                                 |
| <i>Field 1.1.2</i> | €3,400       | 3                                                                                                | 4<br><br>The entry here is changed to '4' in order to fix the validation error. There is a difference of €600 between '4' (representing €4,000) and the actual value of €3,400. Changing the entry in either of the other sub-fields here would create a larger difference from the actual value. |
| <i>Field 1.1.3</i> | €3,300       | 3                                                                                                | 3                                                                                                                                                                                                                                                                                                 |
| Total Field        | €7,700       | 8                                                                                                | 8                                                                                                                                                                                                                                                                                                 |

|     |  |                                                   |                      |
|-----|--|---------------------------------------------------|----------------------|
| 1.1 |  | Validation error!<br>[1 + 3 + 3 does not equal 8] | Total left unchanged |
|-----|--|---------------------------------------------------|----------------------|

| Example 2       |              |                                                                                                          |                                                                                                                                                                                                                                                                                                   |
|-----------------|--------------|----------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Field Heading   | Actual value | Value that would be input on the Online Reporting System according to the general rounding rules<br>€000 | Value to be input in order to fix the validation error<br>€000                                                                                                                                                                                                                                    |
| Field 1.1.1     | €2,000       | 2                                                                                                        | 2                                                                                                                                                                                                                                                                                                 |
| Field 1.1.2     | €3,600       | 4                                                                                                        | 4                                                                                                                                                                                                                                                                                                 |
| Field 1.1.3     | €3,500       | 4                                                                                                        | 3<br><br>The entry here is changed to '3' in order to fix the validation error. There is a difference of €500 between '3' (representing €3,000) and the actual value of €3,500. Changing the entry in either of the other sub-fields here would create a larger difference from the actual value. |
| Total Field 1.1 | €9,100       | 9<br><br>Validation error!<br>[2 + 4 + 4 does not equal 9]                                               | 9<br><br>Total left unchanged                                                                                                                                                                                                                                                                     |

| Example 3          |              |                                                                                                          |                                                                                                                                                                                                                                                                                                                                                                                         |
|--------------------|--------------|----------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Field Heading      | Actual value | Value that would be input on the Online Reporting System according to the general rounding rules<br>€000 | Value to be input in order to fix the validation error<br>€000                                                                                                                                                                                                                                                                                                                          |
| <i>Field 1.1.1</i> | €3,000       | 3                                                                                                        | 3                                                                                                                                                                                                                                                                                                                                                                                       |
| <i>Field 1.1.2</i> | €4,600       | 5                                                                                                        | 4<br><br>The entry here is changed to '4' in order to fix the validation error. There is a difference of €600 between '4' (representing €4,000) and the actual value of €4,600. Changing the entry in sub-field 1.1.3 to '4' would have also created a difference of €600 from the actual value. Hence we could have picked either sub-field 1.1.2 or 1.1.3 to change in this instance. |
| <i>Field 1.1.3</i> | €4,600       | 5                                                                                                        | 5                                                                                                                                                                                                                                                                                                                                                                                       |
| Total Field 1.1    | €12,200      | 12<br>Validation error!<br>[3 + 5 + 5 does not equal 12]                                                 | 12<br>Total left unchanged                                                                                                                                                                                                                                                                                                                                                              |