HAL E-BANK MANUAL

ADDITIONAL TOOLS AND SETTINGS

Hal E-Bank version: 17.X.X.21

Content of Manual

The manual consists of eight content sections and two sub-sections. The current section is highlighted on the list. The manual's content sections are also available online at **www.halcom.rs**.

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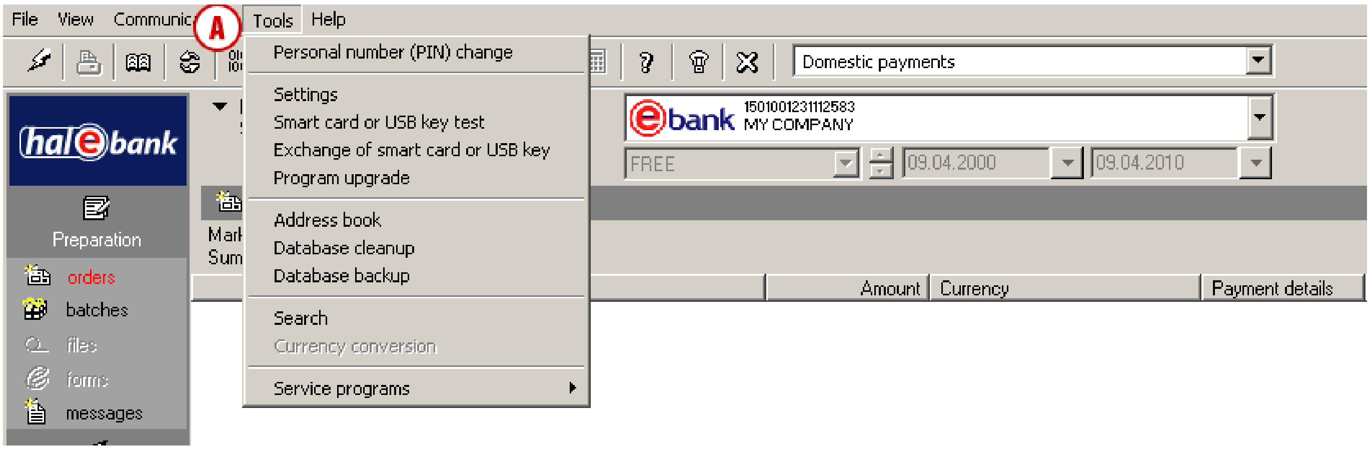

In Hal E-Bank, through the **Tools** function **(A)** you can access the following functionalities:

- Personal number (PIN) change
- Settings
  - *TCP/IP*
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  - *E-forms*
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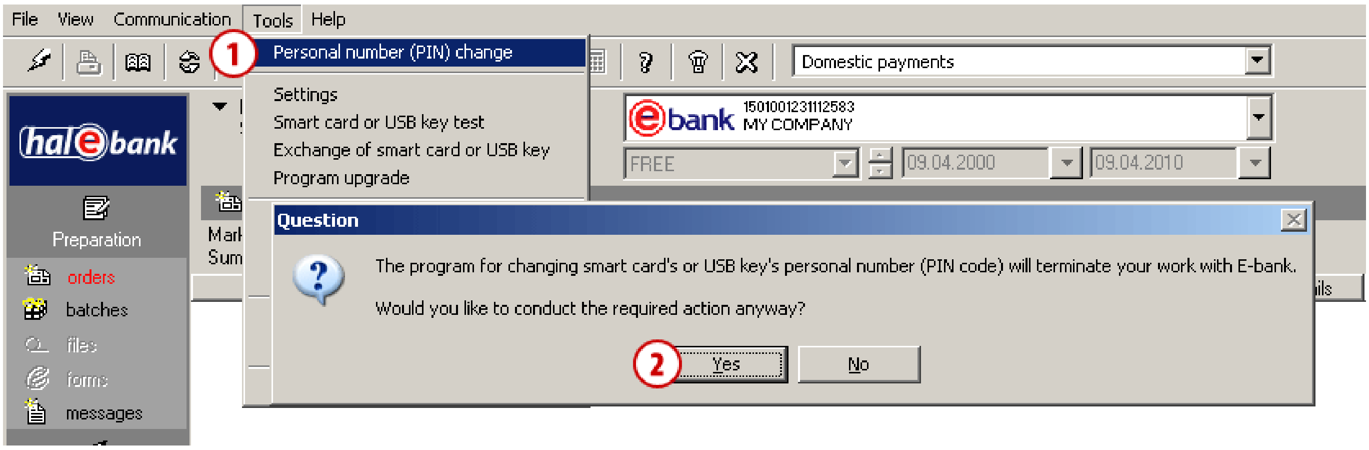
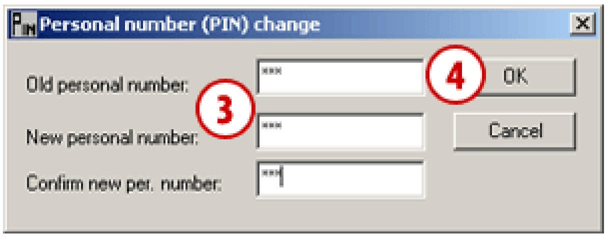
Personal Number (PIN) Change

Due to security reasons, we recommend to change the personal number (PIN code) on a monthly basis.



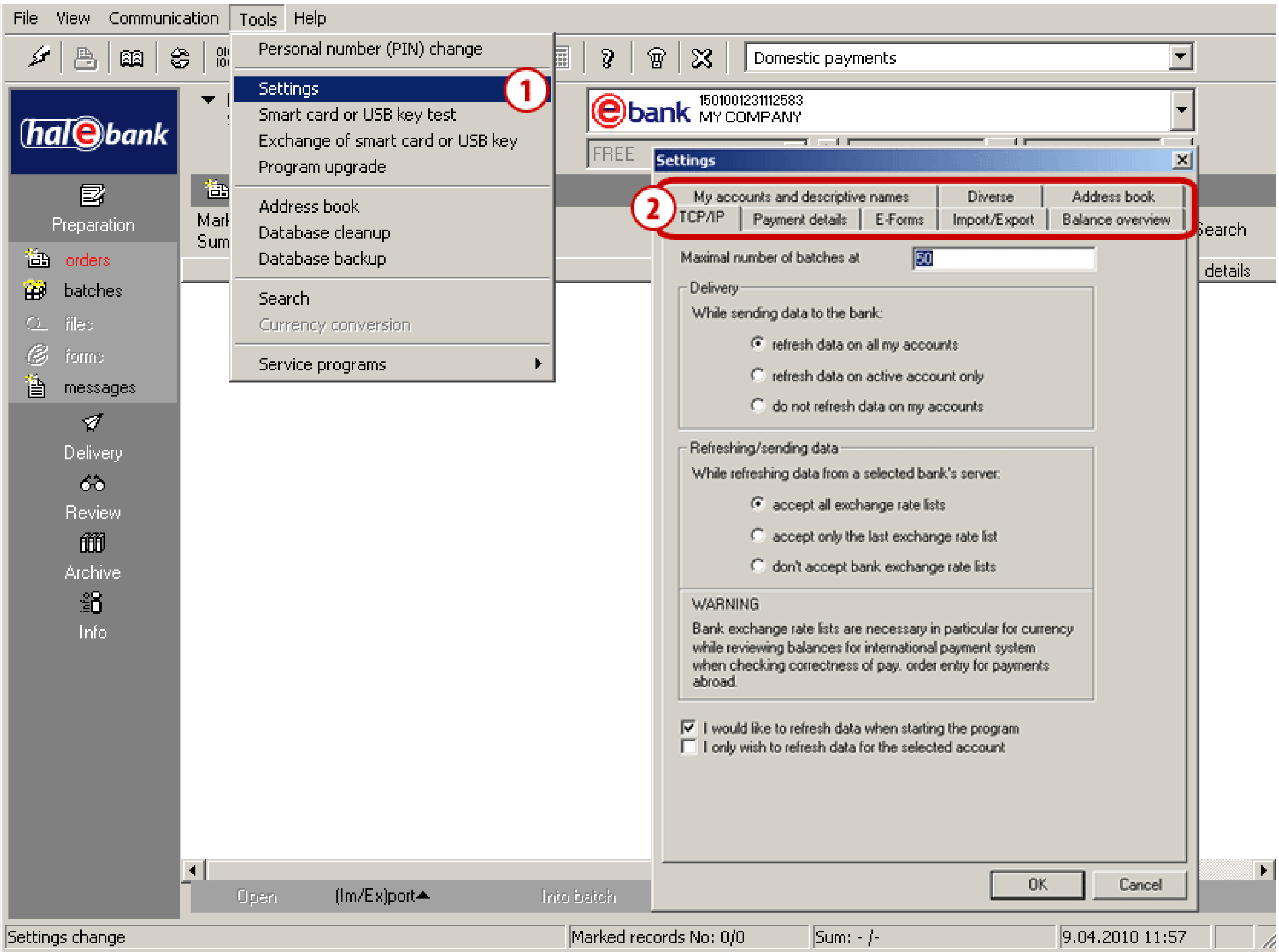


1. Select the command **Tools > Personal number (PIN) change**.
2. A warning will appear informing you that Hal E-Bank will close down. If you have completed your work, confirm this window. Otherwise, first complete the work and repeat the procedure.
3. Hal E-Bank will close down. The window Personal number (PIN) change will appear. Enter the old and the new personal number. Confirm the new personal number due to security reasons by entering it again.
4. Confirm the entry by clicking **OK.**

In order to continue working with Hal E-Bank, you need to sign up again.

Settings

The Hal E-Bank program enables you to set functions which will make your work easier.



1 Select the command **Tools > Settings**.

2 The **Settings** window opens. On top of the window, tabs are located. Select the desired tab. In continuation, the description is provided about which items can be set in each tab.

TCP/IP

In the TCP/IP tab, you can set the way of refreshing data. You can specify whether during sending data to the bank you want to refresh data, accept bank's exchange rate lists or if you wish to refresh data when starting the program.

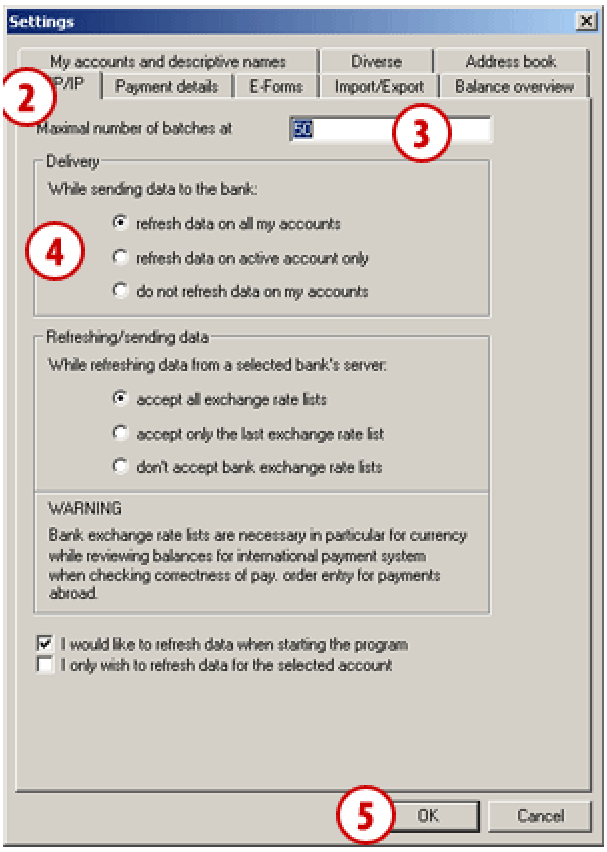
1 Select the command **Tools > Settings** (see the Settings chapter).

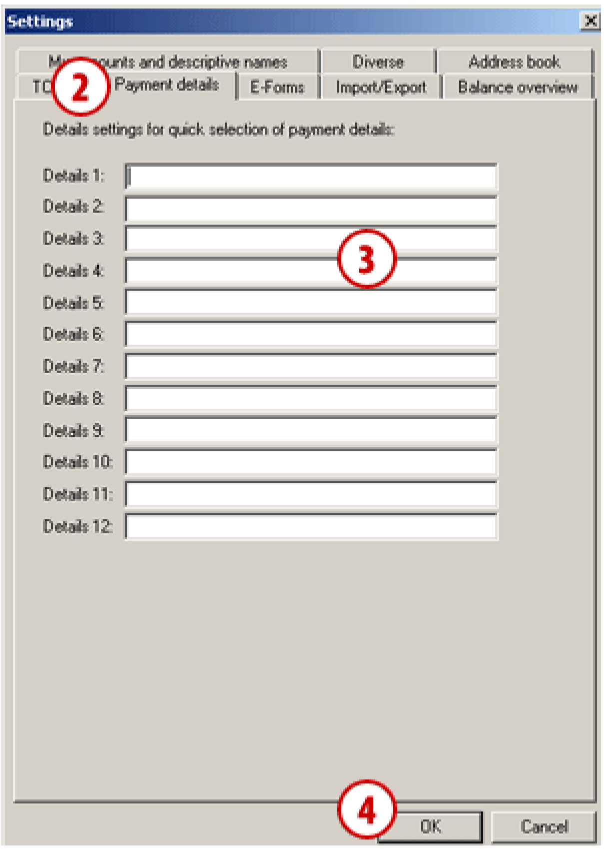
2 Select the **TCP/IP** tab.

3 Enter the maximum number of batches at sending into the field.

4 Select the desired content regarding sending, receiving and refreshing of data.

5 Confirm the selection by clicking **OK**.





Payment Details

The tab enables you to set in advance 12 payment details, which you use most frequently when completing payment orders. In the payment order, you can call them by clicking on »?« or by selecting the appropriate function button.

1 Select the command **Tools > Settings** (see the Settings chapter).

2 Select the **Payment details** tab.

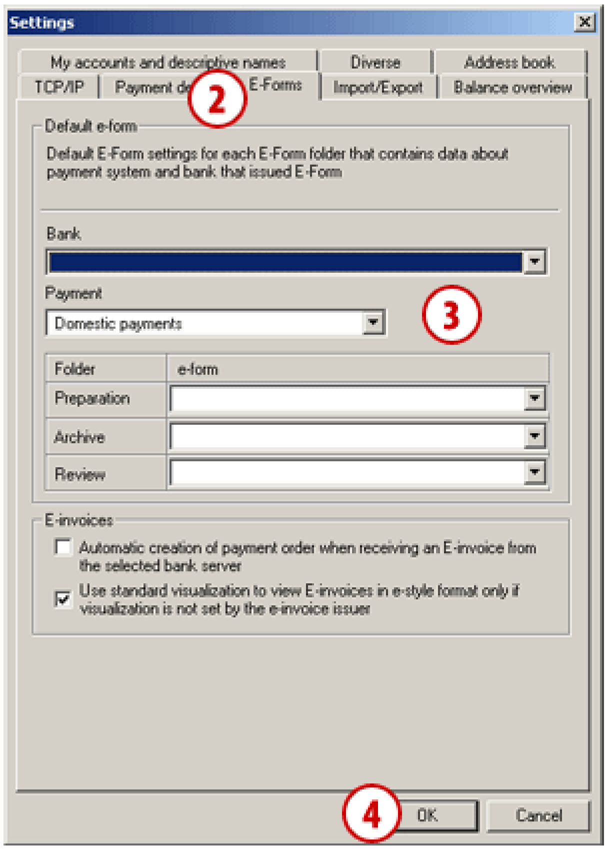
3 In the fields, enter desired payment details. At completing the order, you can enter payment details faster by using function buttons (F1, F2 ...), namely »F1« for »Payment details 1«, »F2« for »Payment details 2« ...

4 Confirm the selection by clicking **OK**.

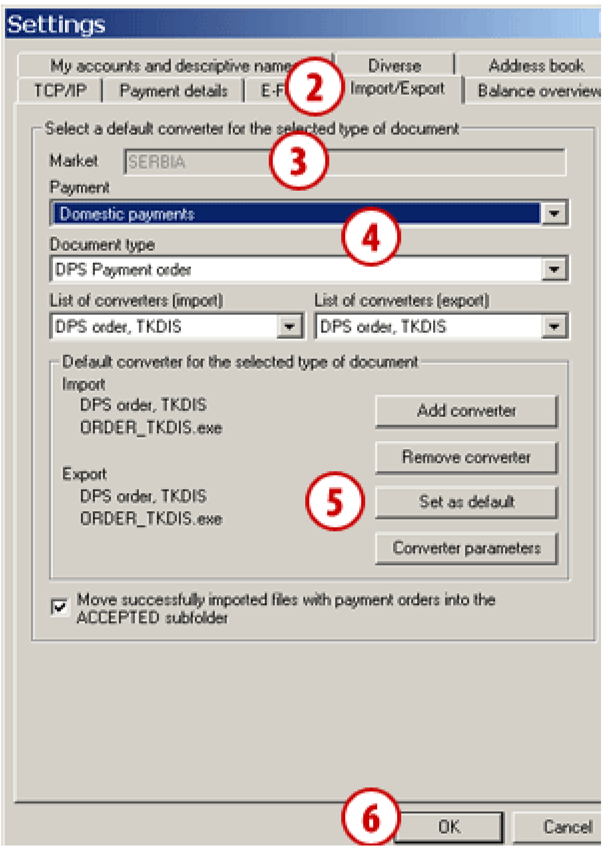
E-forms

The bank defines available e-forms (overnight deposits, etc.). They are available in the **Preparation/Forms**. By default settings, this folder is empty.

1 Select the command **Tools > Settings** (see the Settings chapter).
2 Select the **E- forms** tab**.**
3 Select default e-forms for different folders.
4 Confirm the selection by clicking **OK**.



Import/Export



Setting converters of import and export

Payment orders for import in domestic payment system can be prepared in two formats:

- Text file, which corresponds to Hal E-Bank specifications of import-export formats.
- Orders are prepared by banks' instructions for submission and reception of data with payment orders.

You can select whether summary and title row are also taken into account at import:

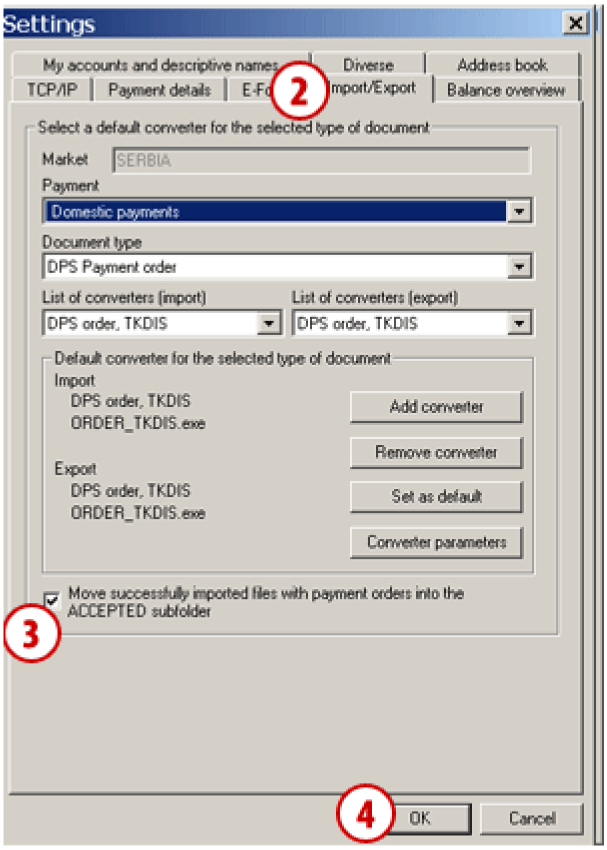
1 Select the command **Tools > Settings** (see Settings chapter).
2 Select the **Import/Export** tab.
3 Select »Market«, if this option is available.
4 In drop-down menus, select the desired values.
5 Select the command **Set as default**; otherwise the converters will remain unchanged.
6 Confirm the selection by clicking **OK**.

Formats of Import/Export Files

For more information on import/export formats, see the web page:

www.halcom.rs.

Moving Imported Files into the ACCEPTED Folder



The file with orders, which was successfully imported into the E-Bank program, can be marked by the program as imported and moved into the ACCEPTED folder. In this way, you can avoid undesired repeated import of the same file.

The procedure of activating the movement of imported files into the ACCEPTED folder:

1 Enter **Tools** > **Settings** (see Settings chapter).

2 Select the **Import/Export** tab**.**

3 Mark the field Move successfully imported files with payment orders into the subfolder ACCEPTED.

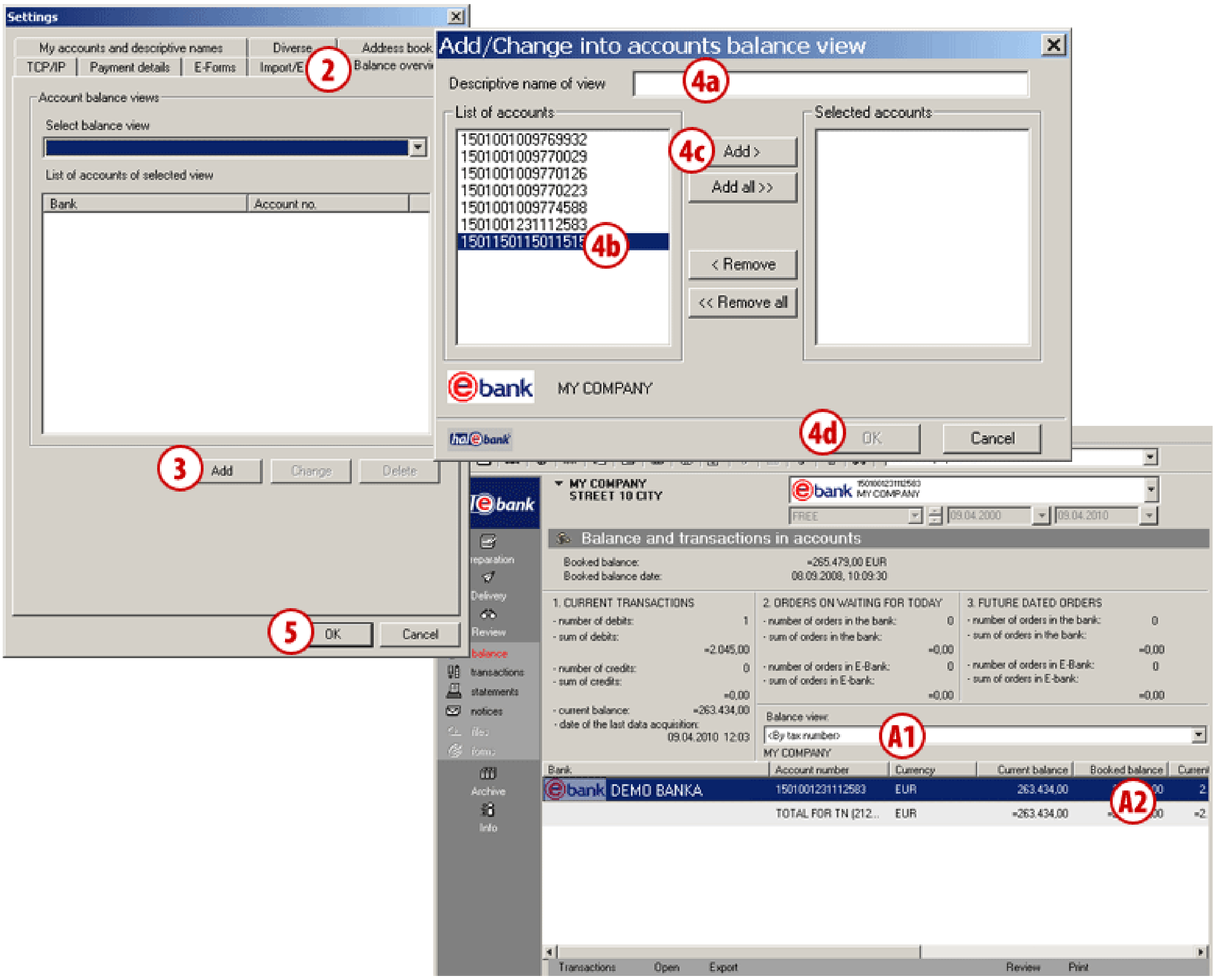
4 Confirm the selection by clicking **OK**.

The ACCEPTED folder is created in the folder, from which you are importing files with orders. Examples: the file **Payments** is imported into Hal E-Bank from the folder **My documents**. In the folder **My documents,** the folder ACCEPTED is created, where the file **Payments** is moved. Therefore, the file **Payments** cannot be imported again by mistake, as it is no longer in the folder **My documents**.

If the option of moving successfully imported files into the ACCEPTED folder is not activated, the successfully imported file remains at the same location unchanged.

Balance Overview

In the Balance overview tab, you can set the balance overview for selected accounts.



1 Enter **Tools** > **Settings**
(see the Settings chapter).

2 Select the **Balance overview** tab**.**

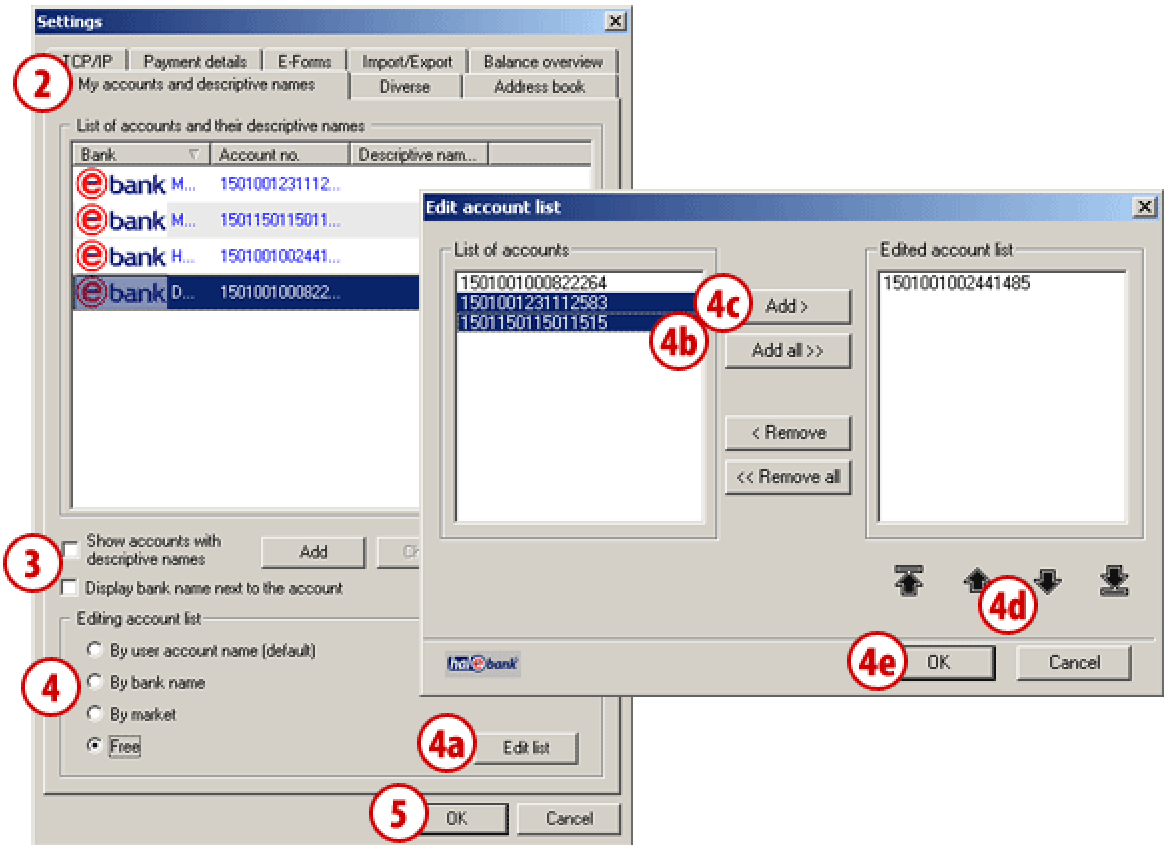
3 Select the **Add** command.

4 A new window will open. In the field »Descriptive name of view«, enter the name **(4a)** for a new view. Select accounts **(4b)** and add them **(4c)** to the list. Then confirm the selection **(4d)**.

5 Confirm with the **OK** command.
You can review the new view for selected accounts in the folder Review > Balance. Select the view in the drop-down menu »Balance view« **(A1)**. The balance for accounts is written in the new view **(A2)**.

My Accounts and Descriptive Names

In the tab **My accounts and descriptive names**, you specify the way of displaying account data (display of accounts with descriptive names, display of bank's name next to the account) and you edit the list of displayed accounts.



1 Enter **Tools** > **Settings** (see the Settings chapter).

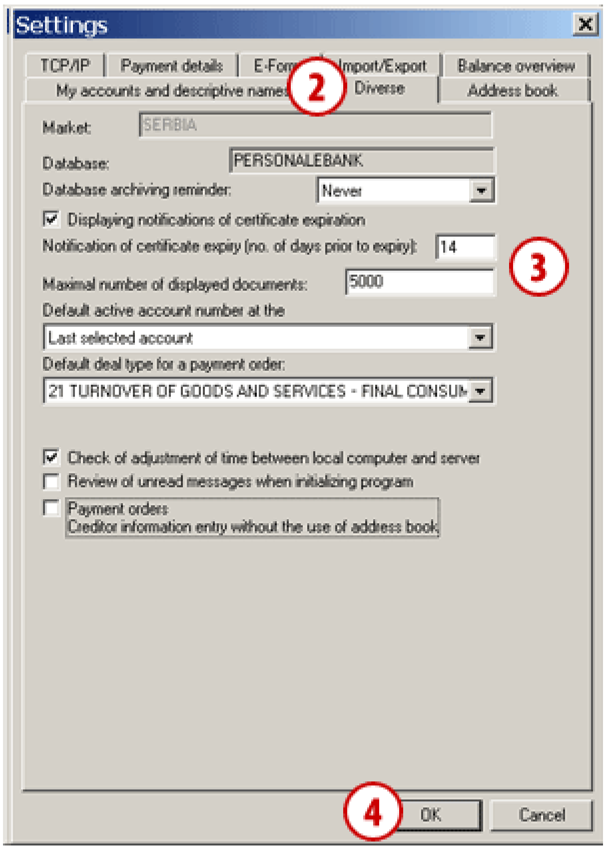
2 Select the tab **My accounts and descriptive names.**

3 Select whether you want also the descriptive name and bank's name next to the account.

4 Select the way of editing account list.
In case you select »Free«, you can specify which accounts you will see in the drop-down menu in Hal E-Bank. Select the **Edit list** command **(4a)**. Mark the accounts **(4b)** and add them **(4c)** to the list. By using arrows **(4d)**, you can set the order of accounts on the list. For confirmation of the list, select **OK** **(4e)**.

5 Confirm the selection by clicking **OK**.

Diverse



In the **Diverse** tab, you can set the following:

- Reminder for database archiving,
- Activate displaying of notifications about certificate expiration and specify number of days for notification prior to expiration,
- maximum number of displayed documents,
- default account at program start,
- default deal type for a payment order,
- amount limit on special payment slip.

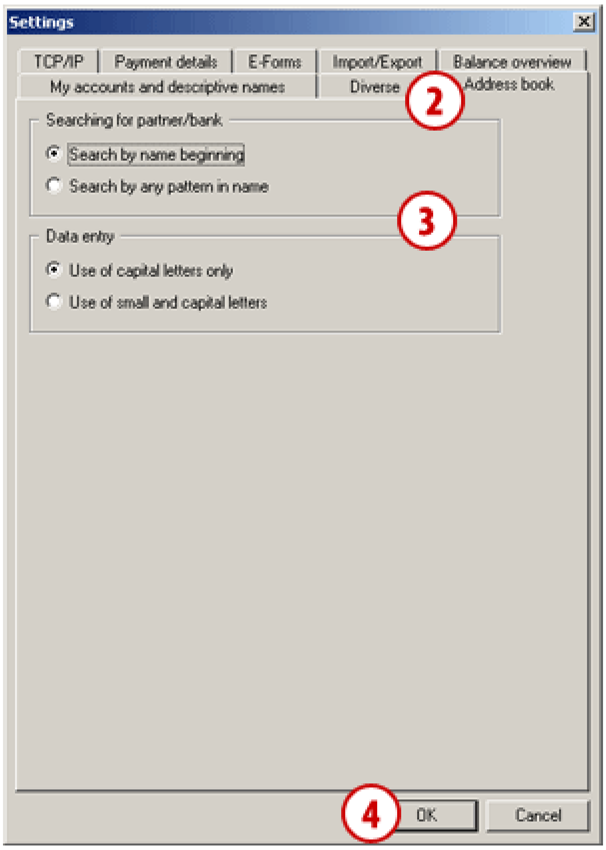
You can also activate the checking of adjustment of time on a local computer and on server, review of unread messages at program start and for payment orders entry of data without use of address book.

1 Select the command **Tools > Settings** (see Settings chapter).

2 Select the **Diverse** tab.

3 Enter and select the desired data.

4 Confirm the selection by clicking **OK**.



Address Book

In the **Address book** tab, you can specify whether at entering partner or bank on payment order the program will search by the beginning of name or by any pattern in name.

You can enable use of only capital letters or use of small and capital letters in address book.

1 Select the command **Tools > Settings** (see the Settings chapter).

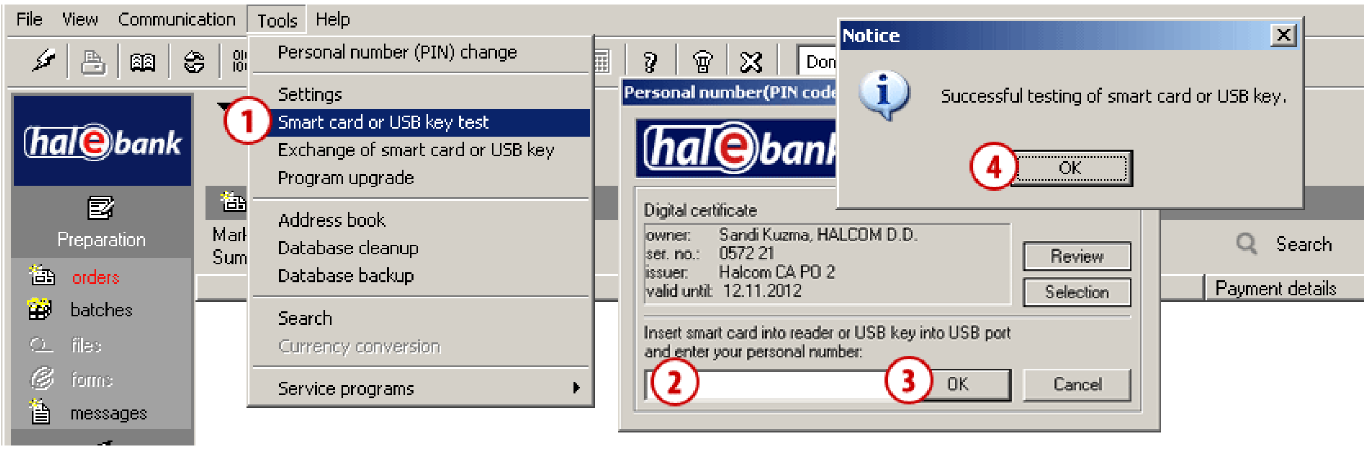
2 Select the **Address book** tab.

3 Select the desired settings.

4 Confirm the selection by clicking **OK**.

Smart Card or USB Key Test

You can test your smart card or USB key.



1 Select the command **Tools > Smart card or USB key test**.

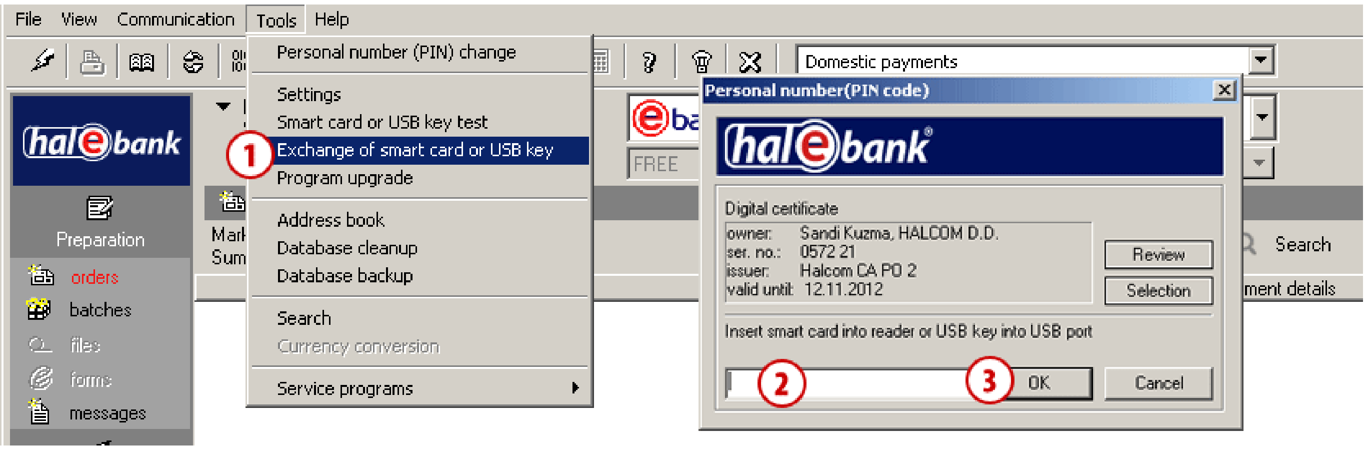
2 The window Personal number (PIN code) opens. Enter the number (PIN code) of your smart card or USB key.

3 Select the **OK** command.

4 A notification will appear on success of testing smart card or USB key. Confirm the notification by clicking **OK.**

Exchange of Smart Card or USB Key

If you would like to continue your work with a different smart card or USB key, you can do that without the need to close down Hal E-Bank and start it again.



1. Select the command **Tools > Exchange of smart card or USB key**.
2. The window Personal number (PIN code) opens. Enter a different smart card or USB key you would like to continue working with. Enter the number (PIN code) of smart card of USB key.
3. Confirm the entry by clicking **OK**. You can continue working with Hal E-Bank.

Program Upgrade

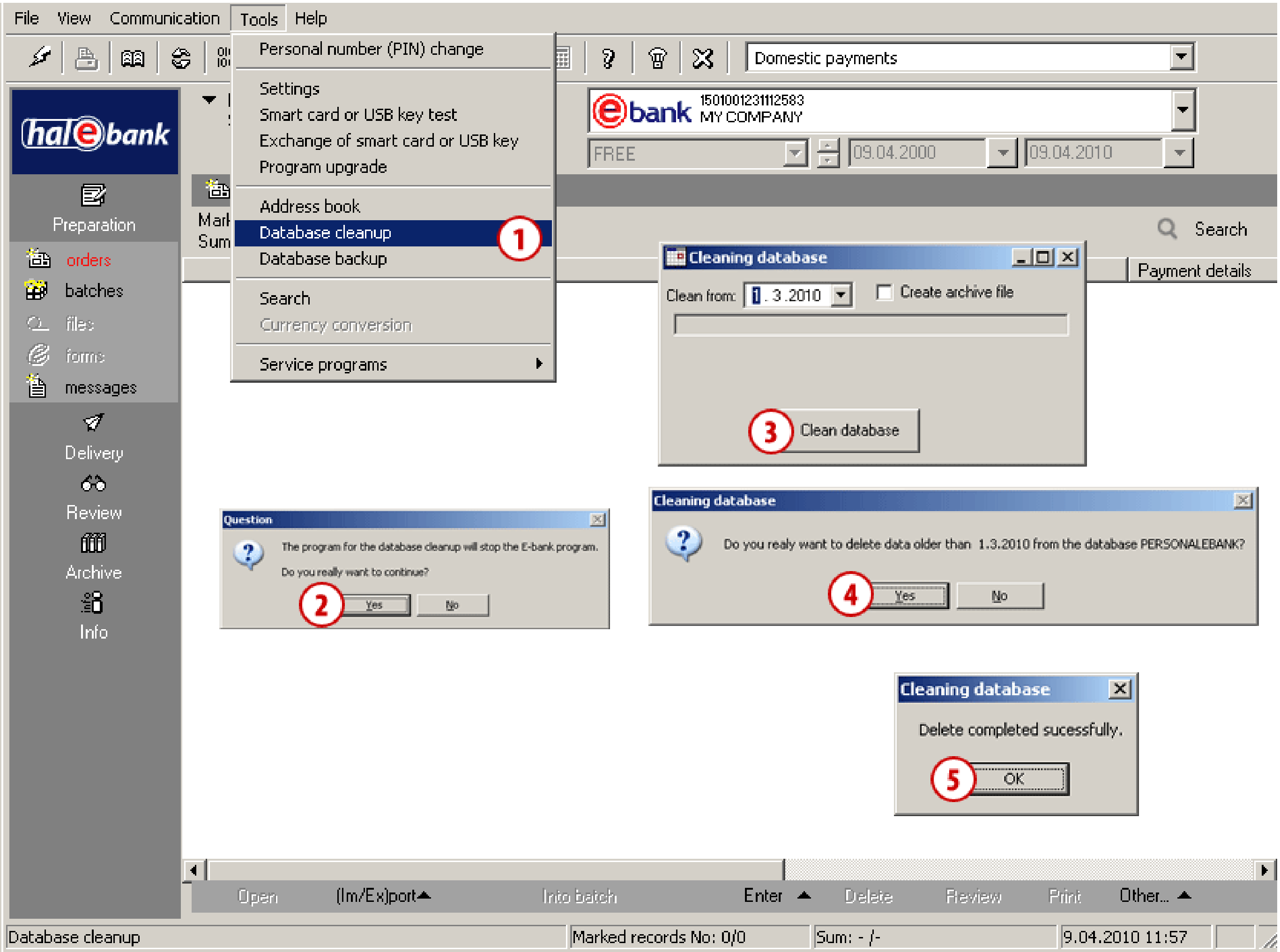
Program upgrade is described in the section **INSTALLATION AND UPGRADE**, which is written on the installation CD.

Address Book

Work with the address book is described in section **ADDRESS BOOK**. It is also available online at the following address *www.halcom.rs*.

Deleting Old Data (Database Cleanup)

From Hal E-Bank, you can delete old data (data without address book, template or files). Such data can be saved or archived, but they will not be visible in the Hal E-Bank program any more. In case there is a lot of old data, deleting it enables faster functioning of the program.



1 Select the command **Tools > Database cleanup.**

2 A notification will appear informing you that Hal E-Bank will close down. Confirm if you want to conduct database cleanup**.**

3 In the »Cleaning database« window, enter the date until which the data will be deleted. If you want to save or archive data, check »Create archive file«. Select the **Clean database** command.

4 In the »Clean database«, confirm if you really want to delete data.

5 A notification will appear informing you that deletion is completed successfully. Close the window by clicking **OK**.

Database Backup

Usually, we are not aware of the importance of data backup until we face a loss of data. Statistics indicate that a loss of data when using Hal E-Bank occurs most frequently due to errors on hardware (hard disk), while occasionally problems also occur in functioning of databases.

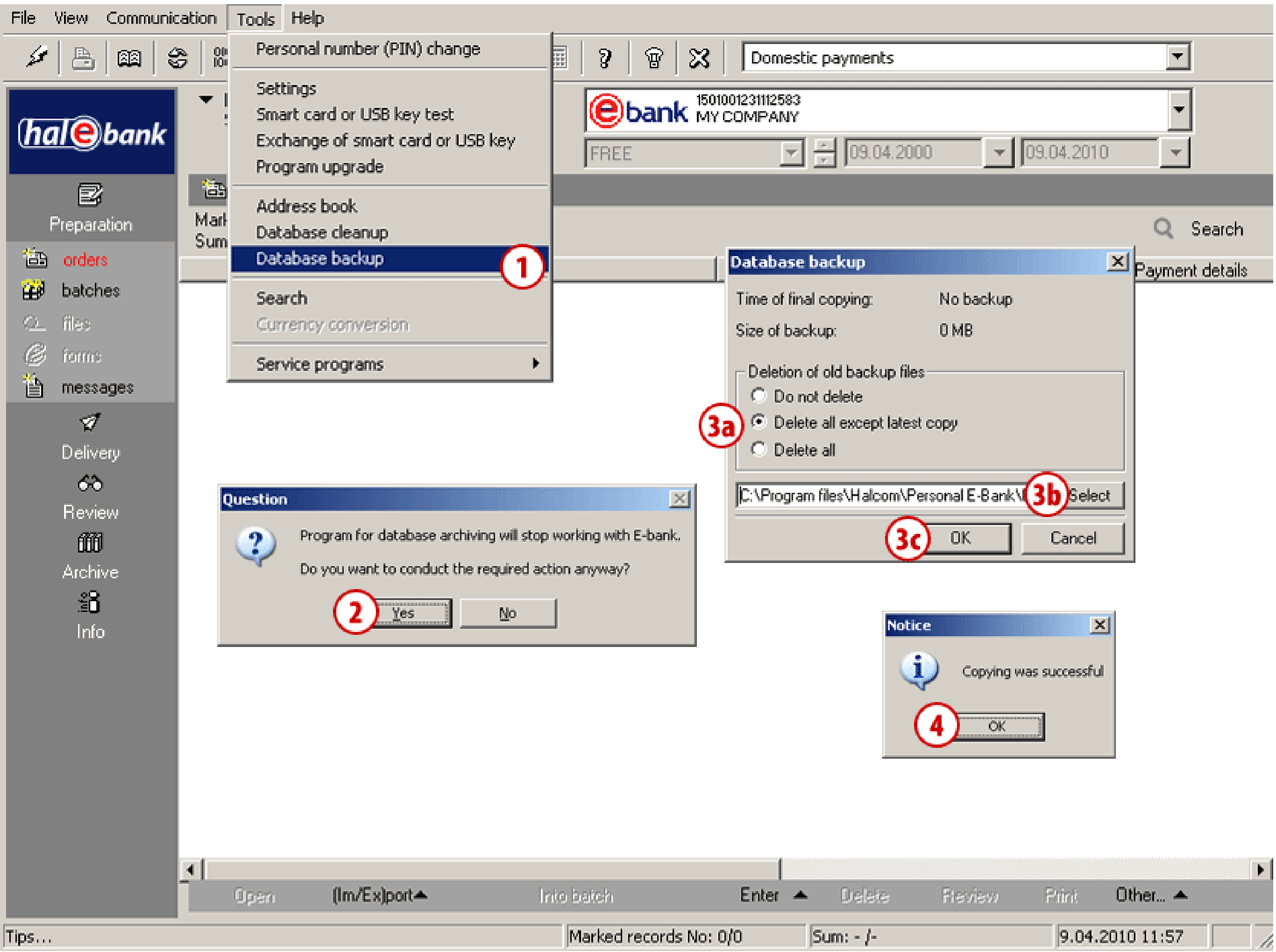
The responsibility for data backup lies with the user!

The procedure for creating data security backup depends on the type of Hal E-Bank program you are using.

Hal E-Bank / Personal

In **Hal E-Bank / Personal,** the data (payment orders, statements, transactions, balance, e-invoices, etc.) are saved on your computer's local disk.

You can archive the up-to-date database (all data without address book, e-invoices and templates) in the Hal E-Bank / Personal program. In this way, you create a security backup of the data.



1. Select **Tools > Database backup.**
2. A notification will appear informing you that Hal E-Bank will close down. Confirm if you want to conduct database backup**.**

Continued on next page ...

3 A window will open, where you select whether you want to delete archive copies or not **(3a)**. Then, you can change the path **(3b),** where archive data will be saved on your local disk and click **OK (3c).**

4 A notification will appear informing you that archiving was successful. Select the **OK** command.

TIP

You can set a reminder for data backup. By using the command Tools > Settings, the Diverse tab in the field »Database archiving reminder«, set the frequency of reminders (see chapter Tools/Settings/Diverse).

If you want to create a security backup of address book, see section **ADDRESS BOOK**, the chapter **Exporting and Importing Data from/into Address Book**, sub-chapter **Procedure of exporting data from address book.**

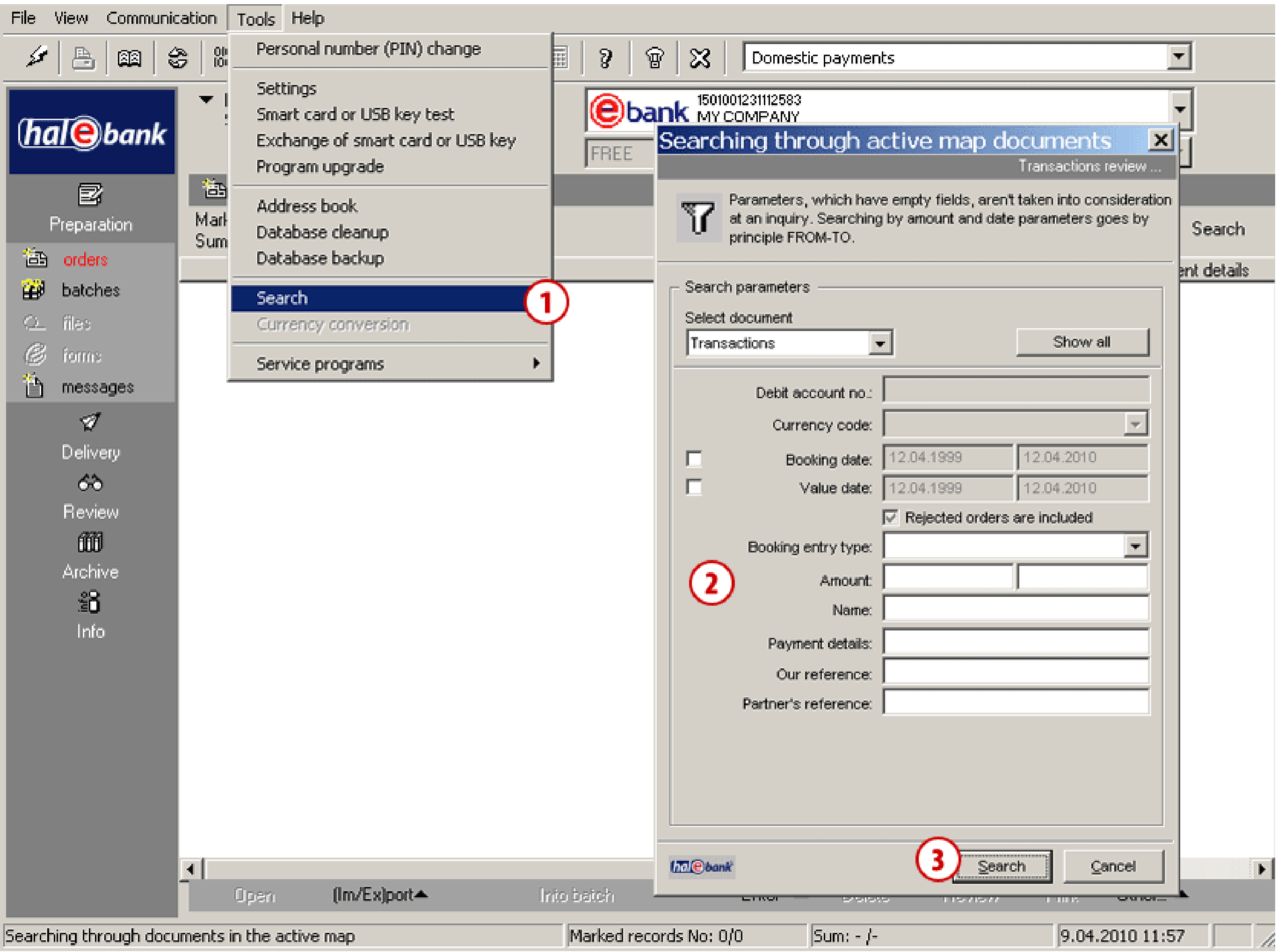
Hal E-Bank / Corporate

In **Hal E-Bank / Corporate** program, the data (payment orders, statements, transactions, balance, e-invoices, etc. are saved on server located in your company. Data security backup can be created by the system administrator in a company. He can also set periodical creation of backup copies. Upon such setting, the data is saved automatically.

For help, please contact EBB's help desk at **helpdesk@halcom.rs** or by phone at **033 658 289** *(working hours are published on the web page: www.halcom.rs*.

Search

You can make search of individual transaction items, orders or batches in the archive easier by using filter.



1 Select the command **Tools > Search** (selection is also available by clicking on the icon in the tool bar).

2 The window opens where you enter search criteria.

3 Perform the search by clicking **Search.**

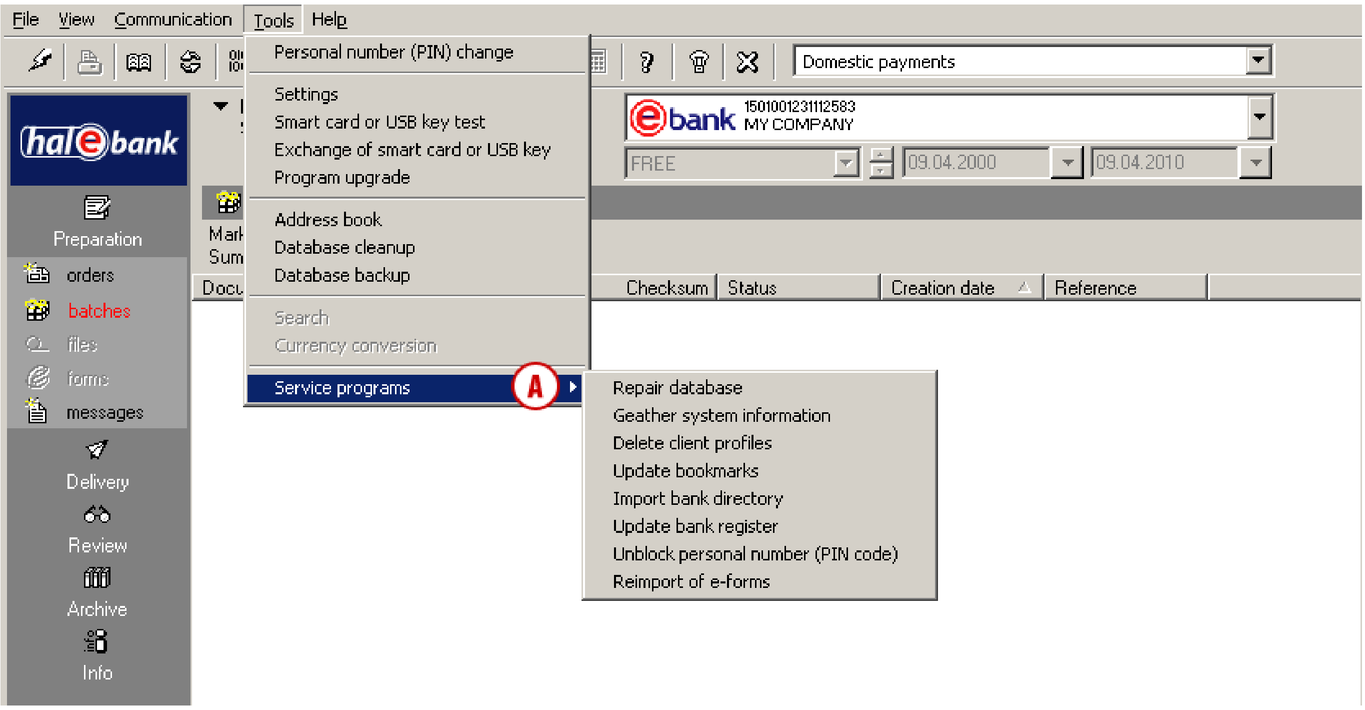
4 The data will remain filtered until you turn the search off by clicking the icon .

Service Programs

Service programs are additional programs installed on your computer with Hal E-Bank. They enable the conduction of operations, which need to be performed rarely. You can access them through the command **Tools > Service programs (A).**

WARNING

Do not start the service programs on your own! They are intended for use under expert supervision of the technical support to electronic banking users.



Repair database starts the program, which checks the databases used by Hal E-Bank. Use this program in case of slow functioning of the program, missing data or problems at entering new partners into the Address book.

Gather system information starts the program, which collects data on the computer on which you are using Hal E-Bank. Start the program before contacting technical support for use of electronic banking.

Delete client profiles deletes the list of accounts you are authorized for.

Update bookmarks starts the program, which acquires data from the bank's server again. You can specify the data you would like to acquire, the date (the latest data will be acquired) and the account for which you would like to acquire data again.

Import bank directory starts the program, which updates the bank directory in Hal E-Bank. Start the program only when needed upon receiving adequate files from the bank.

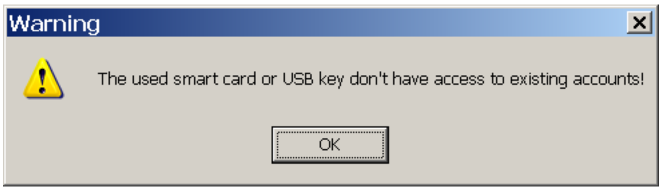
Update bank register starts the program, which updates the list of banks which use the Hal E-Bank solution. Start the program only when needed upon receiving adequate files.

Unblock personal number (PIN code) starts the program, by which you can unblock the locked qualified digital certificate.

Reimport of e-forms starts the preparation of forms for re-import into the database.

Authorizations for Work with Hal E-Bank

Hal E-Bank operates on the basis of the authorizations system, which the bank grants to different users based on the request by the account owner. The account owner can authorize multiple persons for work with Hal E-Bank. If data on the user's qualified digital certificate are not yet entered into the local database (new user of Hal E-Bank in this local network), the program informs the user accordingly.



Confirm the warning by clicking OK. The list of banks, to which the new user can connect, opens up. Follow the instructions in the chapter Communication/My first connection (page 24).

The user's authorizations are linked to the selected account. Authorizations for different accounts can differ. The authorizations, which apply to the currently selected account, are always used.

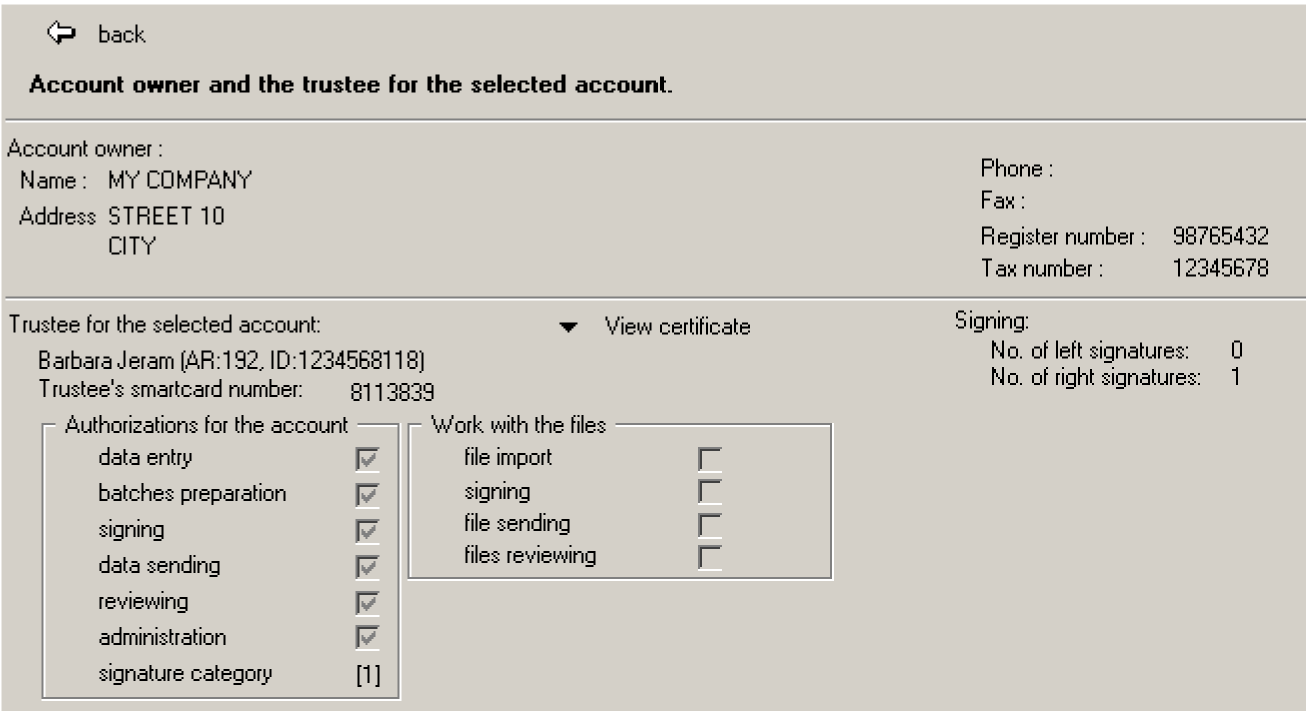
At entering the Hal E-Bank program, some buttons, icons and menu commands will be activated or deactivated (colored in grey) depending on the user's authorizations. You will not be able to use some functions. The icons for changing personal number (PIN), for first connection to the bank and for closing the program (cross mark) are not dependent on the authorizations and are always active. The authorizations are written in the bank in coded format. The user's profile is adjusted with the current state of authorizations at the bank during each connection with the bank.

System of Authorizations for Work with Hal E-Bank

The authorizations for work with Hal E-Bank are divided into the authorizations for work with the selected account and authorizations for work with files.

You can check the authorizations of the user currently using the Hal E-Bank program by clicking the button next to the account owner's name.

The window »Account owner and the trustee for the selected account« will open. Detailed information on the user currently using Hal E-Bank are displayed (authorizations, digital certificate information, etc.), for the selected account.



You close the review of data on the account owner and the account trustee by clicking the Back button .

1. **Authorizations for work with the selected account:**
    - **Authorization for entering data** is intended for using the Address book of business partners and their accounts and for preparation or import of payment orders.
    - **Authorization for preparation of batches** is intended for forming payment orders in batches (in case you don't have the authorization for preparation of batches, prepare orders individually).
    - **Authorization for signing** is intended for reviewing payment orders and signing batches, but at the same time also for changing and completing the Address book. For signing orders and batches, the signature category described in continuation, is also important.

- **Authorization for sending data** is intended for transfer of data between the bank's server and the Hal E-Bank local database.
- **Authorization for reviewing** is intended for review of transaction items, statements, balances, notifications, etc.
- **Authorization for administering** is intended for administrative operations in Hal E-Bank, such as deleting local database, refreshing program from the bank's server, etc.

2. **Authorizations for work with files:**
    - **Authorization for entering files** is intended for preparation or import of files.
    - **Authorization for signing** is intended for reviewing files and signing.
    - **Authorization for sending files** is intended for transfer of files between the bank's server and the Hal E-Bank local database.
    - **Authorization for reviewing files** is intended for review of files.

Apart from authorizations, there is also the **signature category**; it defines which signature the user can perform on each account. Namely, for each account the number of required left (minimum 0, maximum 3) and right (minimum 1 and maximum 3) signatures is specified.

The users, who sign documents, are classified in four signature categories:

a. **First (1.) category** enables the user to perform all missing left and right signatures, which means that he/she can sign the document on his/her own,

b. **Second (2.) category** enables the user to perform the left or the right signature, depending on the order of signing,

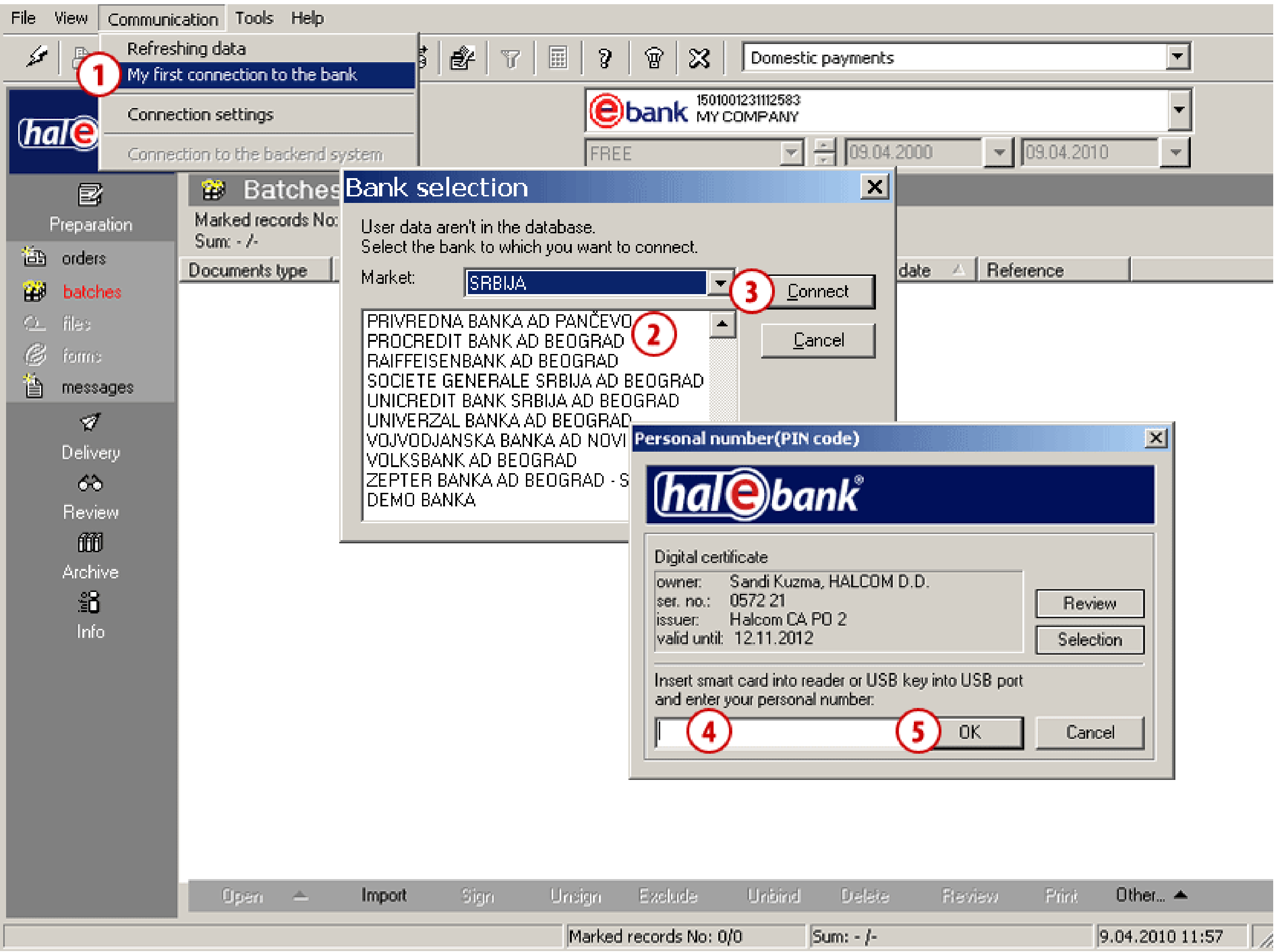
c. **Third (3.) category** enables only the left signature,

d. **Fourth (4.) category** enables only the right signature.

Communication

My First Connection

If you open a new account with the bank, you have to establish the first connection to the bank in Hal E-Bank.



1 Select **Communication > My first connection to the bank**.

2 The window opens, where you select the bank with which you want to establish the first connection.

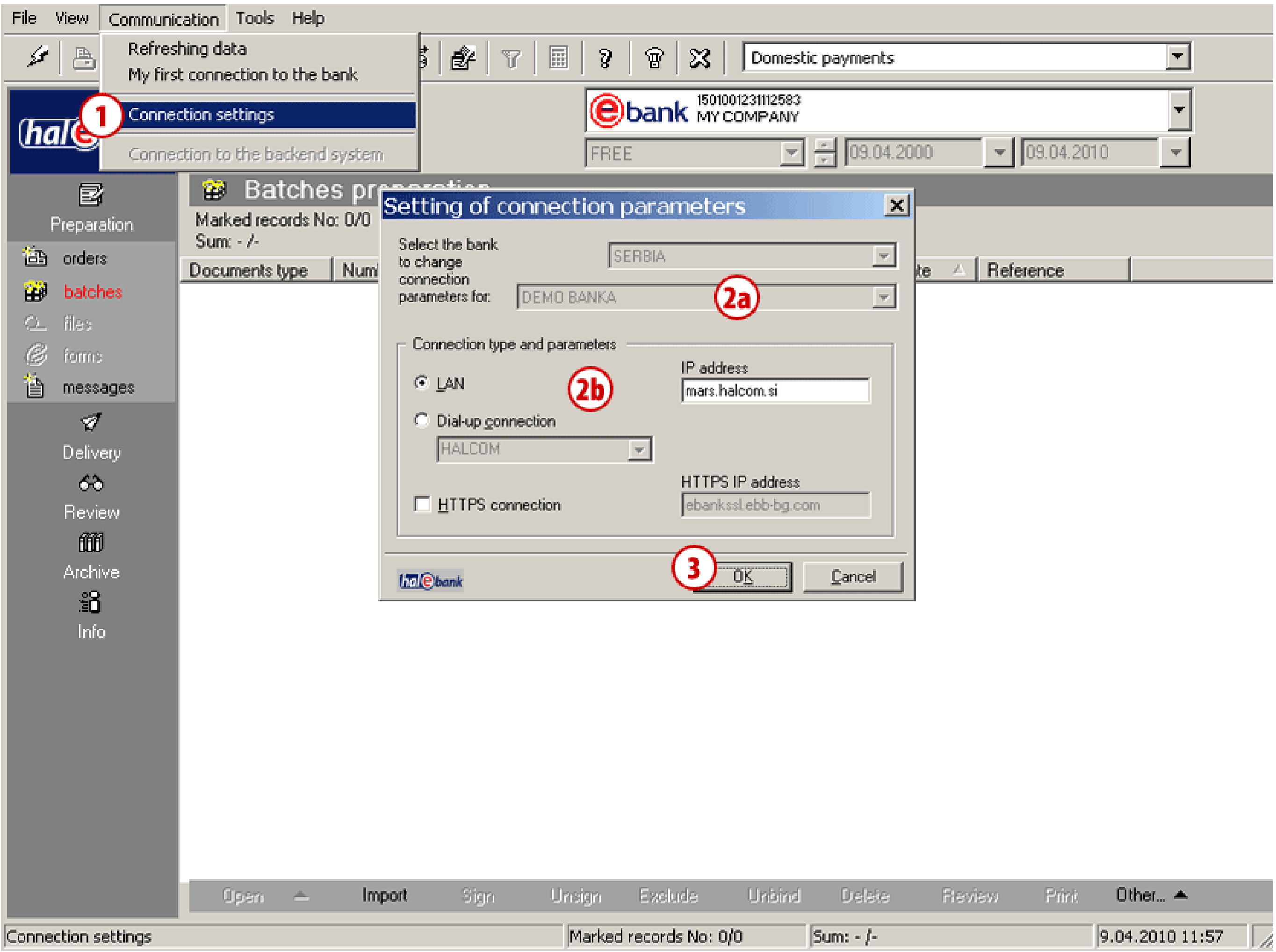
3 Confirm the selection by clicking **Connect**.

4 A window opens, where you enter the personal number (PIN code).

5 Confirm the entry of personal number by using the **OK** command.
The connection with the bank is established. The data are transferred from the bank. If the notification window opens, close it.

Connection Settings

In Hal E-Bank, you can specify for each bank separately the type of connection, IP address and name of dial-up connection, if you use the dial-up connection. In case of the HTTPS connection, you can also specify the HTTPS IP address.



1 Select **Communication > Connection settings**.

2 The window opens, where you select the bank from the list **(2a)**. If necessary, change the settings **(2b)**.
The connection with the bank's server will be successful only if all connection parameters are set correctly. Correct settings have to be entered before the first start of the client. The bank will send you all the settings details.

3 Confirm the entry by clicking **OK**.