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.

- 1. PAYMENTS
- 2. CROSS-BORDER PAYMENTS AND OPERATIONS WITH FOREIGN CURRENCIES
- 3. REMOTE SIGNING
- 4. ADDRESS BOOK
- 5. QUALIFIED DIGITAL CERTIFICATE ONE FOR ALL
- 6. REVIEW OF BALANCE, TRANSACTIONS AND STATEMENTS
- 7. BANK NOTICES AND MESSAGES TO BANK
- 8. ADDITIONAL TOOLS AND SETTINGS
- 9. E-INVOICES

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Tools

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Image: Constraint of the second state of the seco	encu Paument details
Description Search Operation Currency conversion	, · · · · · · · · · · · · · · · · · · ·
⊘ forms Service programs ►	

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

- Personal number (PIN) change
- Settings
 - o TCP/IP
 - o Payment details
 - o *E-forms*
 - Import/Export
 - o Balance overview
 - My accounts and descriptive names
 - o Diverse
 - o Address book
- Smart card or USB key test
- Exchange of smart card or USB key
- Program upgrade
- Address book
- Database cleanup
- Database backup
- Search
- Service programs
 - o Repair database
 - o Gather system information
 - Delete client profiles
 - o Update bookmarks
 - o Import bank directory
 - o Update bank register
 - Unblock personal number (PIN code)
 - Re-import of e-forms

Personal Number (PIN) Change

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

File View Communicati	ion Tools Help
1 A B B	1 Personal number (PIN) change 🛛 🦹 🦹 😨 🔀 🖉 Domestic payments 💽
(hale)bank	Settings Smart card or USB key test Exchange of smart card or USB key Program upgrade
P reparation	Aarl
🔠 orders	Sum The program for changing smart card's or USB key's personal number (PIN code) will terminate your work with E-bank.
🔐 batches 🦳	Would you like to conduct the required action anyway?
 Cfiles Øforms messages 	<u>Yes</u>
Did personal number (Old personal number: New personal number: Confirm new per. number	(PIN) change

- 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**.

My accounts and descriptive names Diverse Address book P/IP Payment details E-Forms Import/Export Balance overvie taximal number of batches at Import/Export Balance overvie Delivery While sending data to the bank: Import/Export Import/Export Import/Export Import/Export Import/Export Import/Export Import/Export Import/Export Import/Export Import/Export While sending data to the bank: Import/Export only Import/Export Import/Export Import of batches at Import/Export only Import/Export only Import/Export only Import of batches at the bank: Import on accounts Import only Import only Import of batches data on all my accounts Import only Import only Import only Import on the fresh data on active account only Import only on the set on the process Import only Import on the fresh data from a selected bank's server: Import only the last exchange rate lists Import only Import on the coept bank exchange rate lists Import only the last exchange rate lists Import only the exclustery on the presend data W	ings			
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Asimal number of batches at Delivery While sending data to the bank:	P/IP Pa	syment details E-Forms	Import/Export	Balance overview
Delivery While sending data to the bank:	laximal numb	er of batches at	- (3	
While sending data to the bank: Image: Provide the sender of th	Delivery			
	While sends	ng data to the bank:		
	<u> </u>	refresh data on all my accou	unts	
do not refresh data on my accounts Refreshing/sending data While refreshing data from a selected bank's server: accept all exchange rate lists accept only the last exchange rate list don't accept bank exchange rate lists WARNING Bank exchange rate lists are necessary in particular for currency while reviewing balances for international payment system when checking correctness of pay, order entry for payments abroad.	4) o	refresh data on active acco	unt only	
Refreshing/sending data While refreshing data from a selected bank's server:		do not refresh data on my a	ccounts	
Refreshing/sending data While refreshing data from a selected bank's server:				
While refreshing data from a selected bank's server:	Refreshing/s	ending data		
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accept only the last exchange rate list onl accept bank exchange rate lists WARNING Bank exchange rate lists are necessary in particular for currency while reviewing balances for international payment system when checking correctness of pay, order entry for payments abroad.	œ	accept all exchange rate list	ts	
C don't accept bank exchange rate lists WARNING Bank exchange rate lists are necessary in particular for currency while reviewing balances for international payment system when checking correctness of pay, order entry for payments abroad.	C	accept only the last exchan	ge rate list	
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when checking correctness of pay. order entry for payments abroad.	while review	ing balances for international	payment system	ancy
I would like to refresh data when starting the program	when check	ing correctness of pay. order	entry for payments	
Z I would like to refresh data when starting the program	dbrodd.			
a mound into the removal miner reacting the program	7 I would like	e to refresh data when startin	g the program	
I only wish to refresh data for the selected account	I only wish	to refresh data for the select	ed account	
			_	
			(5) OK	Cancel
S OK Caroo				001001

Settings			X
My ounts and descriptive r	names	Diverse	Address book
TC(2) Payment details	E-Forms	Import/Export	Balance overview
Details settings for quick select	ion of payn	nent details:	
Details 1:			_
Details 2:			
Details 3:			
Details 4:		9	
Details 5:			
Details 6:			
Details 7:			
Details 8:			
Details 9:			
Details 10:			
Details 11:			_
Details 12:			_
		4 OK	Cancel
		<u> </u>	

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**.

Bank	
Payment	
Domestic pay	nents 🔳 【
Folder	e-form
Preparation	
Archive	
Review	×
E-invoices Automatic the select Use stand visualizatio	creation of payment order when receiving an E-invoice from ad bank server ard visualization to view E-invoices in e-style format only if in is not set by the e-invoice issuer

Import/Export

Market SERBIA 3	ed type or document
Payment Domestic payments	
Document type	(4) -
DPS Payment order	
List of converters (import)	ist of converters (export)
DPS order, TKDIS	DPS order, TKDIS
ORDER_TKDIS.exe Export DPS order, TKDIS ORDER_TKDIS.exe	5 Set as default Converter parameters
Move successfully imported files with ACCEPTED subfolder	h payment orders into the

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.

Payment Domestic payments		
Document type		
List of converters (import) DPS order, TKDIS	•	List of converters (export) DPS order, TKDIS
Import DPS order, TKDIS ORDER_TKDIS.exe Export DPS order, TKDIS ORDER_TKDIS.exe		Add converter Remove converter Set as default Converter parameters
ACCEPTED subfolder	ted files (with payment orders into the

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.

	Settings	×		
Ċ	CP/IP Payment details E-Forms Import/Ex My accounts and descriptive names Diverse	e Address book		
	List of accounts and their descriptive names			
	Bank V Account no. Descriptiv	e nam		
	ebank M 1501001231112			
	ebank M 1501150115011	Edit account list		×
	Contemporary 1501001002441	List of accounts		Edited account list
	Show accounts with	1501001000822264 1501001231112583 1501150115011515	4 Add > Add all >> < Remove << Remove all	1501001002441485
(3	descriptive namesAdd?			
9	Display bank name next to the account Editing account list			* (4d) * *
	C By user account name (default)	175 @bank	(4e OK Cancel
(4 Sybank name		`	
	C By market	4a Edit list		
	5	OK Cancel		

- 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

				1
TCP/IP	Payment deta	ils E-Form	mport/Export	Balance overvie
My acco	unts and descri	ptive names	Diverse	Address book
Market	SERBIA		<u> </u>	
Database:		PERSONA	LEBANK	
Database	archiving remine	der:	Never	-
🔽 Display	ing notifications	of certificate	expiration	
Notification	n of certificate e	xpiry (no. of da	ys prior to expiry):	14
Maximal n	umber of display	ed documents	5000	_ 3
Default ac	tive account nu	mber at the		
Last selec	ted account			¥
Default de	al type for a pay	ment order:		
Check Review Payme Credito	of adjustment o v of unread mes nt orders r information en	f time between sages when in try without the	n local computer an itializing program use of address bo	nd server
Check Review Payme Credito	of adjustment o v of unread mes nt orders r information en	f time between sages when in try without the	n local computer ar nitializing program use of address bo	ad server
Check Review Payme Credito	of adjustment o v of unread mes nt orders r information en	f time between sages when in try without the	n local computer an itializing program use of address bo	ad server
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Check	of adjustment o v of unread mes nt orders « information en	f time between sages when in ity without the	n local computer an itializing program	ad server
Check	of adjustment o v of unread mes nt orders « information en	f time between sages when in	n local computer an itializing program	ad server
Check	of adjustment o v of unread mes nt orders « information en	f time between sages when in iny without the	n local computer an ritializing program use of address bo	ad server

Settings	×
Settings TCP/IP Payment details E-Forms Imp My accounts and descriptive names C Searching for partner/bank Imp Imp Imp Search by name beginning Imp Imp Search by name beginning Imp Imp Search by name beginning Imp Imp Search by any pattern in name Imp Data entry Imp Imp Imp Use of capital letters only Imp Imp Use of small and capital letters Imp	xoot/Export Balance overview Diverse 2 Address book
(4 OK Cancel

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.

File View Communica	ation Tools Help	Notice
🖌 🕒 📾 🔮	Personal number (PIN) change	
	Settings	Personal number(PIN code U) Successful testing of smart card or USB key.
(hall have	(1) Smart card or USB key test	
(naie) bank	Exchange of smart card or USB key Program upgrade	
e	Address book	Digital certificate
Preparation	Marł Cum Database cleanup	owner: Sandi Kuzma, HALCOM D.D. Q Search
🔠 orders	Database backup	issuer: Halcom CA PO 2
避 batches	Search	
O files	Currency conversion	Insert smart card into reader or USB key into USB port and enter your personal number:
🥝 forms	Service programs	(2) (3) OK Cancel
🗎 messages		

- 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.

File View Communic	cation Tools Help
🖌 👌 📾 🔮	😤 🔯 Personal number (PIN) change 📰 🤉 😨 🔀 Domestic payments
	Settings
(hal@bank	Exchange of smart card or USB key
	Program upgrade
e	Address book
Preparation	Sum Database cleanup Search Search Search
	Database backup valid untit 12.11.2012 Selection ment details
🔐 batches	Search Insert smart card into reader or USB key into USB port
Cfiles	Currency conversion
🧭 ioms	Service programs
messages	

- 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.

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.

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).

Hal E-Bank / Corporate

In Hal E-Bank / Corporate program, the data (payment orders, statements, transactions, balance, einvoices, 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.



- 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**.

<u>File View Communication Iools Help</u>								
✓ △ ○ ○ ○ ○ ○ ○ ○ ○ ○ ○ ○ ○ ○ ○ ○ ○ ○ ○								
halebank	▼ MY COMPANY STREET 10 CITY	EDUID 1501001231112583	•					
		FREE 🔽 🔀 09.04.2000 💌 09.04.2010	<u> </u>					
e	🛍 Order preparation		4					
Preparation	Marked records No: 0/0 Sum: - /-		🗶 Show all					
🔁 orders	Value/paym 🛆 Credit	Amount Currency	Payment details					

4 The data will remain filtered until you turn the search off by clicking the icon 12.

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.

<u>File View Communication Tools Help</u>								
✓ 告 (編) 会 (88) 告 (図) (載) (社) (マ) (Ⅲ) (マ) (Ⅲ) (マ) (Ⅳ) (Domestic payments)								
		1501001231112583						
(hale hank	STREET 10 CITY	C Dank MY COMPANY	-					

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.

back Account owner and the trustee for the selected account.									
Account owner : Name : MY COMPANY Address STREET 10 CITY				Phone : Fax : Register number : 98765432 Tax number : 12345678					
Trustee for the selected account: Barbara Jeram (AR:192, ID:12) Trustee's smartcard number: Authorizations for the accound data entry batches preparation signing data sending reviewing administration signature category	3456811 8113 ant マ マ マ マ マ マ マ マ マ マ マ マ	 ▼ Vie 839 [−] Work with the files − file import signing file sending files reviewing 	w certificate	Signing: No. of left signatures: 0 No. of right signatures: 1					

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

- 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.

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- 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.

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- 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**.