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# *Central Access*

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## *via OeKB Login Portal*

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*User Manual*

*Version 6.0*

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*September 2015*

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For the sake of better readability, gender-neutral language has been waived in part. All designations of functions, offices and persons shall be interpreted in a gender-neutral manner.

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# 1 General information

## 1.1 General information on the OeKB Login Portal

The OeKB Login Portal provides easy and central access to web applications for OeKB Services and OeKB CSD Services. All underlying applications are accessible through a uniform User name. Since access is facilitated via “single sign-on”, it is no longer necessary to log in again in order to access further applications. The objective is to make available progressively all OeKB and OeKB CSD applications via the OeKB Login Portal.

Login Portal Users may opt to use a **Service Journal**, which displays major (subject-specific and technical) reports relating to a particular service. The Task List includes tasks attributed to a particular organisation.

You can access the OeKB Login Portal via this web address: →<http://login.oekb.at>.

## 1.2 General information on this User Manual

This User Manual describes the OeKB Login Portal’s online client for practical use in the daily workflow. It explains how to operate the User interface, show you the specific results of various entries and activities in the OeKB Login Portal and introduce you to the available functions.

Important information and tips for the User are specifically highlighted.

## 2 User interface

### 2.1 Screen segments

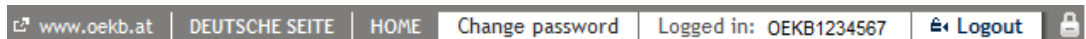
This Section describes the structure of the OeKB Login Portal user interface. You will learn which functions are available in the various segments of the OeKB Login Portal user interface.

The user interface is divided into the following main segments:

- [Meta navigation](#)
- [Information bar](#)
- [Menu bar](#)
- [Work environment](#)

#### 2.1.1 Meta navigation bar

The Meta navigation bar is located at the top of the user interface. It is available for your convenience in all frames of the OeKB Login Portal at any time.



*Fig. 1: Meta navigation bar*

The following functionalities are available via the Meta navigation bar:

- →[www.oekb.at](http://www.oekb.at): This button opens the OeKB homepage.
- **Deutsche Seite**: This button takes you to the German site.
- **Home**: If you are logged in this button takes you to the overview page of the OeKB Login Portal where a list of OeKB and CSD Services that are available to you is displayed and this User Manual is available as PDF-file.
- **Change password**: Here you can change your password
- **Logged in**: Here you see which User is currently logged in.
- **Logout**: Via this link, you log out the OeKB Login Portal and close the application.
- **Encryption**: The encryption symbol indicates that you are in a secure environment that is accessible through login only.

### 2.1.2 Information bar

The information bar is located at the bottom of the screen. It is displayed in all frames of the Login Portal.

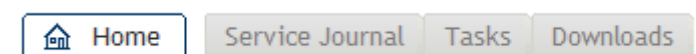


*Fig. 2: Information bar*

The information bar includes the following information:

- © OeKB – Oesterreichische Kontrollbank AG 2014: copyright notice
- Privacy policy: link to privacy policy
- Legal notice: link to the legal notice

### 2.1.3 Menu bar



*Fig. 3: Menu bar*

You can select the following menu items from the menu bar:

- Home: In this menu item, you can access the various applications, call up your outstanding tasks, and open a PDF-file of this User Manual.
- Service Journal: In this menu item, you can review updated status reports for the applications assigned to you in the OeKB Login Portal.
- Task list: This tab allows you to run a search by outstanding or completed tasks.
- Downloads: This menu item provides you with manuals and important documentation.

### 2.1.4 Work environment

In the work environment, you carry out all activities that are supported by the OeKB Login Portal. The work environment is defined as the segment located below the menu bar. According to your selection, different contents are displayed in the work environment, i.e. the following views:








- Search frames
- Detailed views
- Various lists

The frames and views in the work environment include all boxes, buttons and links you need to operate the OeKB Login Portal.

## 2.2 Action links and symbols in the OeKB Login Portal










The user interface of the OeKB Login Portal includes action links and symbols you can use to work with the system. The table below includes images of these elements, which are used in the OeKB Login Portal and explains where these occur and how to use these.

### 2.2.1 Action links in OeKB Login Portal frames

| Element   | Used in                         | Purpose   |
|---|---------------------------------|---|
| <i>Action links</i>   |                                 |   |
|  TOP           | Work environment                | This symbol will take you to the top of the current page.   |
|  Go to login. | Work environment (after logout) | This link will take you to the login frame on the start page.   |
|  Logout      | Meta navigation                 | Use this link to log off the OeKB Login Portal and close all active services.   |
|  Home        | Work environment                | Use this link to return to the initial list including all indicated services. Moreover, there is a link to this User Manual.  |
|              | Lists                           | Indicates the number of pages of a particular list. The number of the active page is displayed in bold print and highlighted. |
|  next        | Lists                           | This link takes you to the next page of a particular list.  |
|  previous    | Lists                           | This link takes you to the previous page of a particular list.  |



## 2.2.2 Symbols used in the OeKB Login Portal frames

| Element   | Used in              | Purpose   |
|---|----------------------|---|
|    | Meta navigation      | This symbol indicates that you have entered an open-access environment where no login is required.  |
|   | Lists                | This symbol illustrates that any internet user may access the relevant service without any restriction.   |
|    | Meta navigation      | This symbol indicates that you have entered a restricted environment that is accessible through login only.   |
|   | Lists                | This symbol indicates that the relevant service requires authentication by User name and password. Such authentication is automatically carried out when the relevant service is accessed via the Login Portal (single sign on). It is not necessary to enter your user data again.   |
|    | Lists                | This symbol indicates that the relevant service requires authentication by User name, password and PIN+Tokencode. If you are already logged in the Login Portal with your RSA Key Fob Token or SMS Token, such authentication is automatically carried out (single sign on). It is not necessary to enter your user data again. |
|  | Lists                | Click this symbol to download the relevant file.  |
|  | Work environment     | Click this symbol to print the current page.  |
|  | Search frames        | This symbol opens the calendar window, where you can select a date that is automatically inserted in the relevant date box in the entry frame.<br><br>The calendar window closes automatically, once you have selected a date.  |
|  | Hyperlinks, menu bar | Whenever you see the hand symbol, a left mouse click will carry out the function over which the mouse cursor is hovering.   |
|  | Lists                | Click the pencil symbol to edit the relevant entry.   |
|  | Menu bar             | The tab displaying the home symbol indicates the initial page of the OeKB Login Portal.   |
| *   | Search frames        | In search frames, boxes marked by an asterisk <*> must be completed.  |

## 3 Working with the OeKB Login Portal

### 3.1 Start page

Once you have called up the OeKB Login Portal at → <http://login.oekb.at>, the OeKB Login Portal start page will open.

The start page includes:

- **Meta navigation:** The Meta navigation bar includes the [www.oekb.at](http://www.oekb.at) and Home navigation buttons as well as an encryption symbol.
- **Login frame:** Enter your user data here to log on to the OeKB Login Portal.
- **Contact box:** Here, you see the data of the responsible Service Center. Via the **send e-mail** link, you can send an e-mail to that Service Center.
- **Service Center box:** Via the links displayed here, you can call up a list of all Service Centers of OeKB respectively OeKB CSD including contact details.
- **Information bar:** Here, you see the copyright notice, a link to the privacy policy and a link to the legal notice.
- **Login with RSA Key Fob Token:** Here, you branch into the RSA Key Fob Token login page, where additional authentication by Token is required. Use this authentication if you are authorised to use services that require PIN+Tokencode in addition to User name and password, and you use RSA Key Fob Token (see Chapter →3.2.2).
- **Login with SMS Token:** Here, you branch into the SMS Token login page, where additional authentication by Token is required. Use this authentication if you are authorised to use services that require PIN+Tokencode in addition to User name and password, and you use SMS Token (see Chapter →[3.2.3](#)).

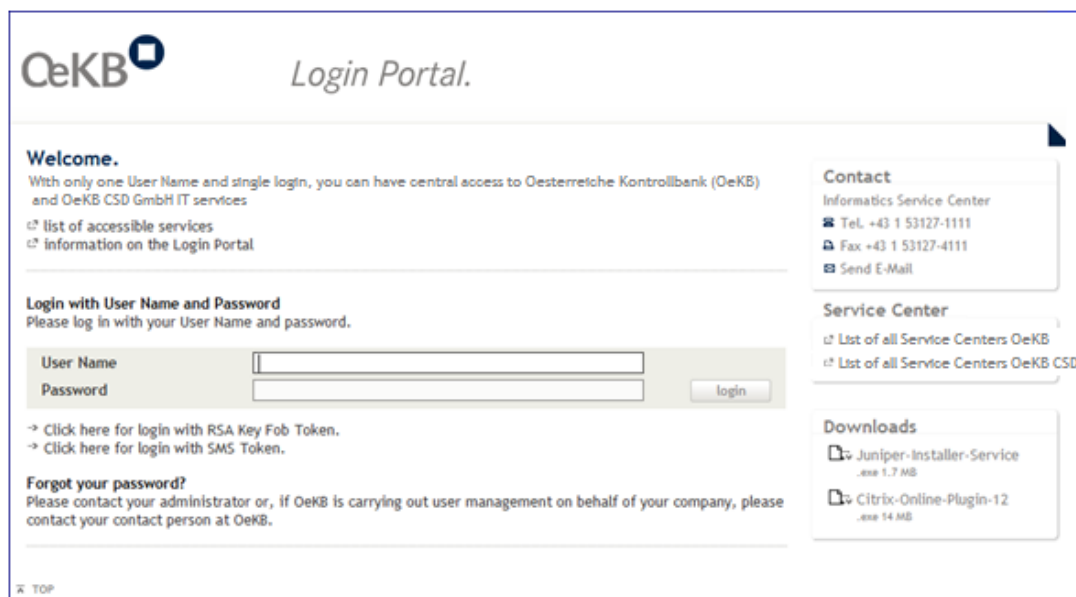


Fig. 4: OeKB Login Portal start page

## 3.2 Login

Enter your user data in the login frame and thus log on to the Login Portal. According to the service you wish to call up, you may have to login with a Token (RSA Key Fob Token or SMS Token).

Data required for the first login is transmitted to the Administrator who is responsible for your company, once your User has been created within the OeKB User Administration.

If a Portal User fails to log on to the system within 24 months, the Administrator receives an e-mail that the User will be disabled for security reasons after 30 days unless he logs in before that time.

### 3.2.1 Login with User name and password

To centrally login, you need to complete the two entry boxes below:

- **User name:** Enter your User name here.
- **Password:** Enter your password here.

|           |  |                                      |
|-----------|--|--------------------------------------|
| User name | <input style="width: 90%;" type="text"/>     | <input type="button" value="login"/> |
| Password  | <input style="width: 90%;" type="password"/> |                                      |

Fig. 5: Login frame with User name and password

Once the system has verified and recognized your user data, you can select one of the services available to you →*List of Services*

### 3.2.2 Login with User name, password and RSA Key Fob Token

For reasons of security, certain services require login with additional identification by PIN+Tokencode. To log in with Token, click on the relevant link on the Login Portal start page: If you use RSA Key Fob Token, click here:

[-> Click here for login with RSA Key Fob Token.](#)

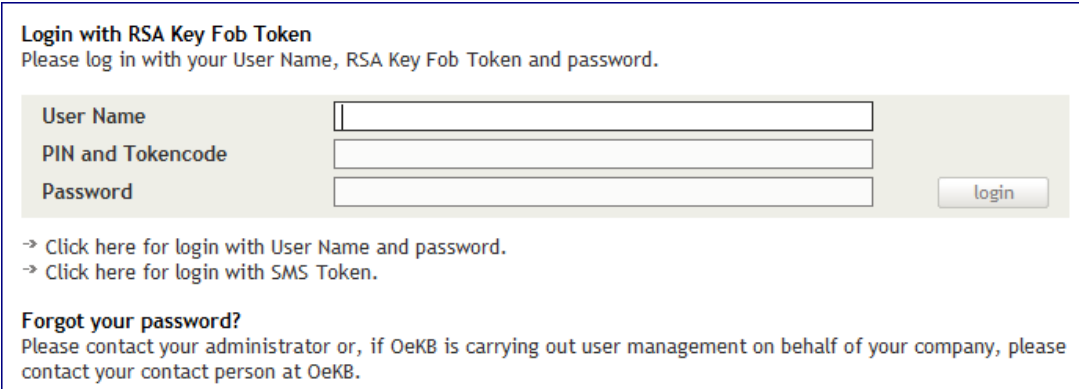
Fig. 6: Link to login with RSA Key Fob Token

Alternatively, you can use the directlink below to call up the login with RSA Key Fob Token:

→<https://login.oebk.at/rsa>.

You will be prompted to fill in the following entry boxes:

- **User name:** Enter your User name.
- **PIN and Token Code:** Enter your four-digit PIN, followed by the six-digit figure generated by your RSA Key Fob Token. Please note that the Token code changes at 60-second intervals.
- **Password:** Enter your password.



The screenshot shows a login form titled "Login with RSA Key Fob Token". Below the title is the instruction "Please log in with your User Name, RSA Key Fob Token and password." The form contains three input fields: "User Name", "PIN and Tokencode", and "Password". To the right of these fields is a "login" button. Below the input fields, there are two links: "→ Click here for login with User Name and password." and "→ Click here for login with SMS Token." At the bottom, there is a section titled "Forgot your password?" with the text "Please contact your administrator or, if OeKB is carrying out user management on behalf of your company, please contact your contact person at OeKB."

Fig. 7: Login frame with User name, password and RSA Key Fob Token

### 3.2.3 Login with User name, password and SMS Token

For reasons of security, certain services require login with additional identification by PIN+Tokencode. To log in with Token, click on the relevant link on the Login Portal start page: If you use SMS Token, click here:

[-> Click here for login with SMS Token.](#)

Fig. 8: Link to login with SMS Token

Alternatively, you can use the directlink below to call up the login with SMS Token:

→<https://login.oebk.at/sms>.

You will be prompted to fill in the following entry boxes:

- **User name:** Enter your User name.
- **PIN:** Enter your four-digit PIN. If you are logging on for the first time, the PIN must be changed after login.
- **Password:** Enter your password.

**Login with SMS Token**  
Please log in with your User Name, SMS Token and password.

|           |  |                                      |
|-----------|--|--------------------------------------|
| User Name | <input style="width: 95%;" type="text"/>     | <input type="button" value="login"/> |
| PIN       | <input style="width: 95%;" type="text"/>     |                                      |
| Password  | <input style="width: 95%;" type="password"/> |                                      |

→ Click here for login with User Name and password.  
 → Click here for login with RSA Key Fob Token.

**Forgot your password?**  
Please contact your administrator or, if OeKB is carrying out user management on behalf of your company, please contact your contact person at OeKB

Fig. 9: Login frame with User name, password and SMS Token

After clicking the login-button you will receive a SMS with the token code and a new window will pop up. Please enter the code in the displayed window.

### 3.2.4 Taking over an active browser session

Once you have logged on to the Login Portal and want to open a new session via another internet browser (e.g. login from another workstation) you have the option to take over your active session. The following warning will be displayed:

i There is already an active session.

|                  |                                |
|------------------|--------------------------------|
| login IP address | 143.245.83.21                  |
| last access time | 2011-10-19 09:05:12 +0200 CEST |

The current session will be terminated if you proceed. Please select one of the following options:

Fig. 10: Taking over a session

Click the **continue this session** button to take over your current browser session and continue with your activities. If you click the **cancel** button, the warning notice will close and you will be able to continue your activities only in the previously opened browser.

### 3.2.5 Login-error reports

If you try to log on to the Login Portal and the error report **'Invalid user data. Please re-enter data.'** pops up, try to re-enter your User name and password. Ensure correct spelling of the entered information, including upper and lower cases. If you incorrectly enter your user data three times, you will be blocked by the system. If you are a **User**, please contact your in-house Administrator; if you are an **Administrator**, please contact the Informatics Service Center at +43 1 53127-1111 or send an e-mail to →[helpdesk@oekb.at](mailto:helpdesk@oekb.at).



Make sure the shift key is de-activated.

### 3.2.6 Synchronising the RSA Key Fob Token

Your RSA Key Fob Token needs to be synchronised from time to time to ensure that your RSA Key Fob Token and the server are running synchronically and to protect your data against unauthorised access at any time. The system will automatically prompt you to synchronise your your RSA Key Fob Token from time to time as well as after three attempts to log on with an incorrect token code. The following notice will be displayed:

**⚠ Token Resync Required**

Please enter an additional token code to continue.

The server requires that you enter an additional token code to verify that your credentials are valid. To continue, wait for the token code to change and then enter the new code in the SecurID Token Code field.

SecurID Token Code:

Fig. 11: Token resync

For reasons of security, you are required to re-enter the six-digit token code in the **SecurID Token Code** box and press **Enter** to confirm your entry.



When re-entering the token code, you must use the new code that is displayed. Wait for the display on your Key Fob to switch to the next figure, since previously used Key Fob numbers are inadmissible.

## 3.3 Forgot your password?

If you are a **User** and forgot your password, please contact your responsible in-house Administrator who will either generate a new password for you or contact OeKB. If you are an **Administrator** and

have forgotten your password, please contact the IT Service Center at tel. +43 1 53127-1111 or send an e-mail to → [helpdesk@oekb.at](mailto:helpdesk@oekb.at).

### 3.4 Prompt to change password

You will be prompted to change your password:

- Upon your first login at the OeKB Login Portal
- When you have been using your password for at least 18 months
- If your password has been newly generated by an Administrator

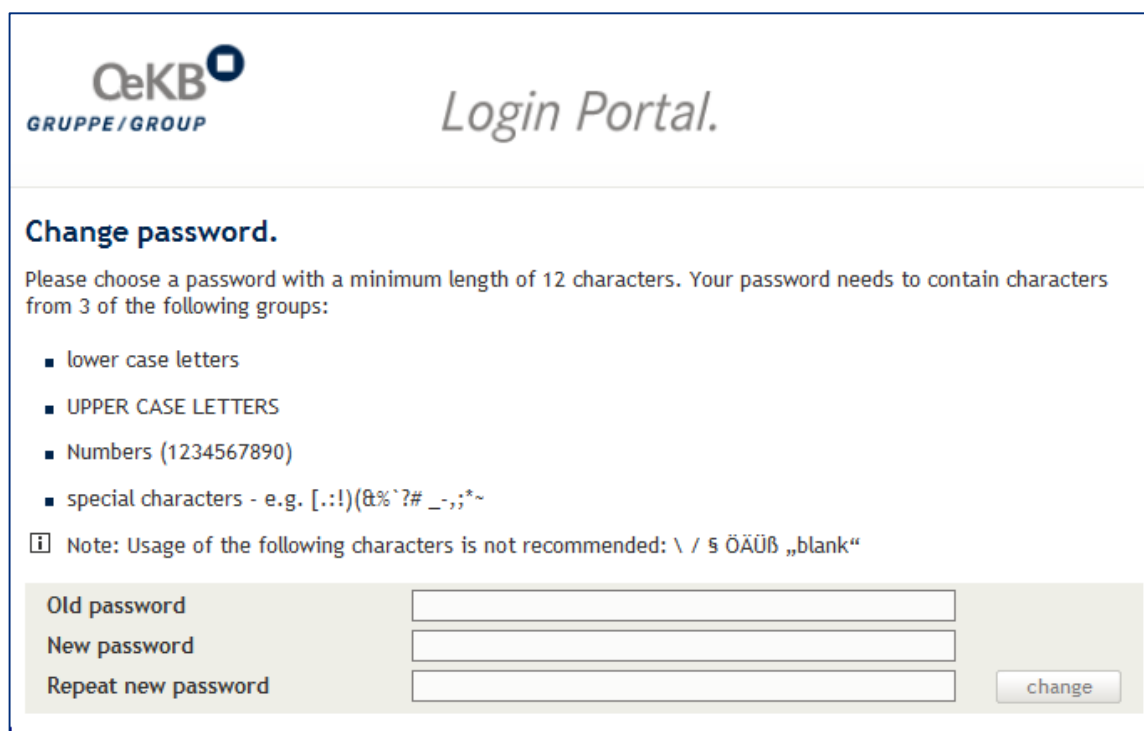


Fig. 12: Changing your password

### 3.5 Change password

For reasons of security, it is recommended to change the password frequently, not only every 18 months as required.

Click "Change password" in the Meta navigation bar:

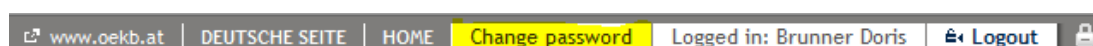


Fig. 13: Meta navigation bar - "Change password"

The following screen is displayed:

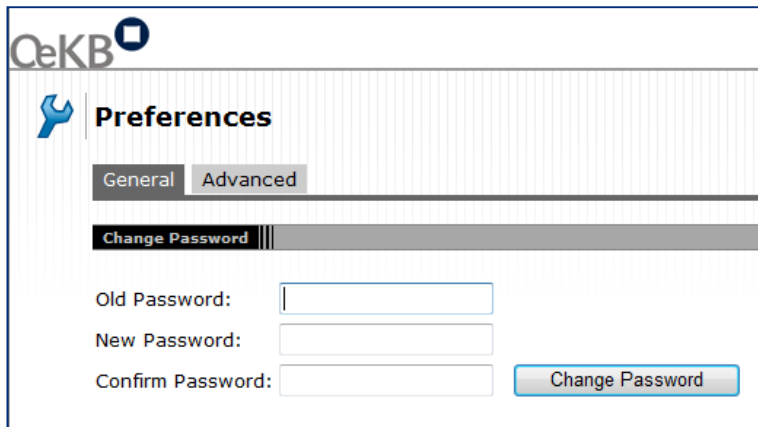


Fig. 14: Screen "Change password"

## 3.6 Logout

### 3.6.1 Leaving the OeKB Login Portal

Select the menu item **Logout** from the navigation bar and thus go to the logout page to close and leave the OeKB Login Portal. Click the → **Go to login** link to login again. Alternatively, the start page will automatically open after a few seconds and you can login again.

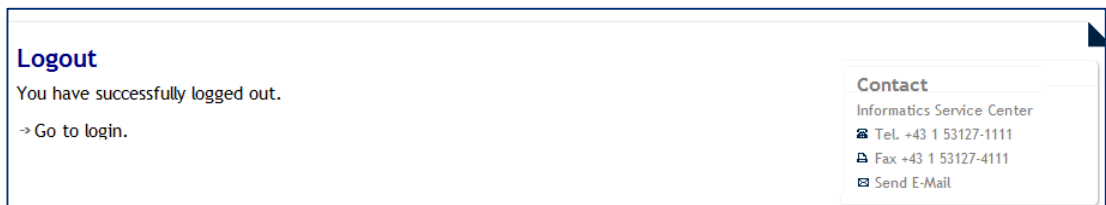


Fig. 15: Logging off the OeKB Login Portal

### 3.6.2 Automatic logout

If you remain inactive for a period of 20 minutes in the Login Portal, or in the relevant application, you will be logged out automatically.

## 3.7 Menu bar

After successful login, select one of the following three tabs from the menu bar:

→ **Home**

→ **Service Journal**



→ Task list

→ Downloads

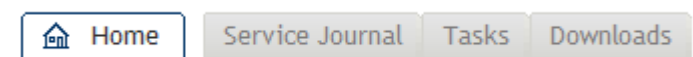


Fig. 16: Menu bar

### 3.7.1 Home

In the menu item **Home**, the number of your outstanding tasks is displayed. Click on that number to display a list of all outstanding tasks.

Below this, a list of all services, you are authorised to use will be displayed. Moreover, there is a link to a PDF-file of this User Manual.

To start an application, simply click the link displaying the name of that application. You are not required to login again with your user data.

**Services**

You are authorised to use the services indicated below. To access a service, click on its name. Please contact your company's in-house administrator if you need further authorisations. If OeKB is managing your company's Users, please contact the competent Service Center.

**Downloads**

Login Portal User Manual .pdf

**General Services**

| Service-Description        | Service Center                     | Contact                                      |
|----------------------------|------------------------------------|--|
| → Account Information      | Service Center Account Information | ✉ account.info@oebk.at<br>☎ +43 1 53127-2220 |
| → Account Information Test | Service Center Account Information | ✉ account.info@oebk.at<br>☎ +43 1 53127-2220 |

**OeKB Services**

| Service-Description  | Service Center  | Contact                                  |
|--|---|--|
| → ISIN Services<br>Request and edit ISINs                                  | Securities Data Service Center<br>Mo - Fr: 09:00 a.m. - 04:00 p.m.                        | ✉ isin@oebk.at<br>☎ +43 1 53127-2030     |
| → ISIN Services<br>(test system, in German only)<br>Request and edit ISINs | Securities Data Service Center<br>Mo - Fr: 09:00 a.m. - 04:00 p.m.                        | ✉ isin@oebk.at<br>☎ +43 1 53127-2030     |
| → Fund Upload Client<br>Transmission of Fund Reporting Data                | Fund Data Service Center<br>Mo - Thu: 08:30 a.m. - 05:00 p.m. Fr: 08:30 a.m. - 04:00 p.m. | ✉ funddata@oebk.at<br>☎ +43 1 53127-2040 |

**OeKB CSD Services**

| Service-Description               | Service Center  | Contact                                    |
|-----------------------------------|---|--|
| → Direct Settlement Advanced Simu | Settlement Service Center<br>Mo - Fr: 08:00 a.m. - 05:30 p.m. | ✉ settlement@oebk.at<br>☎ +43 1 53127-2020 |
| → Direct Settlement Advanced      | Settlement Service Center<br>Mo - Fr: 08:00 a.m. - 05:30 p.m. | ✉ settlement@oebk.at<br>☎ +43 1 53127-2020 |
| → Asset Servicing Client          | Custody Service Center<br>Mo - Fr: 08:00 a.m. - 05:00 p.m.    | ✉ custody@oebk.at<br>☎ +43 1 53127-2010    |

Fig. 17: Services



Services that are attributed to you but require login via Token (RSA Key Fob Token or SMS Token) are greyed out on your list (see → [Chapter 3.2.2](#)).

### 3.7.1.1 Display boxes in the service list

| Name                | Purpose  | Notice   | Type        |
|---------------------|--|--|-------------|
| Service-Description | Displays the application name                            | Click on the name of the relevant application to open that application.  | Display box |
| Service Center      | Indicates the competent Service Center                   | Moreover, the business hours are displayed during which you can contact employees of the responsible Service Center. | Display box |
| Contact             | Displays contact details of the competent Service Center | Click on the indicated e-mail address to open a window in your mail software and create a new message.               | Display box |

### 3.7.1.2 Outstanding tasks

If any outstanding tasks are attributed to your organisation, the number of these is displayed above the service list.

## 3.7.2 Service Journal

In the menu item **Service Journal**, you can review and filter updated status reports concerning applications that are attributed to you.

The screenshot shows a search interface with the following elements:

- Service\***: A dropdown menu.
- Organisation**: A dropdown menu with "All organisations" selected.
- Description**: A text input field.
- Date from**: A date input field with a calendar icon.
- Date to**: A date input field with a calendar icon.
- Type**: A dropdown menu with "all" selected.
- Hits per page**: A dropdown menu with "10" selected.
- filter**: A button to execute the search.

Fig. 18: Service Journal search frame

### 3.7.2.1 Boxes in the Service Journal search frame

| Element       | Purpose  | Notice  | Type          |
|---------------|--|---|---------------|
| Service*      | Select a service from the drop-down menu to review the relevant Service Journal.                               | The Service Journal search frame displays all applications that are attributed to the logged-in User.<br><br>Mandatory boxes are marked with an asterisk <*> and must be filled.  | Selection box |
| Organisation  | Select an organisation from the drop-down menu to review the relevant Service Journal.                         | The Service Journal search frame displays all organisations that are attributed to the logged-in User.  | Selection box |
| Description   | Enter the name of a journal item you want to search for.   |   | Entry box     |
| Date, from    | In this date box, you select a date to review the Service Journal results for that date.                       | You can enter a date (format: DD.MM.YY) manually, or select a date via the calendar symbol.   | Date box      |
| Date, to      | In this date box, you set the end date of the period for which you want to review the Service Journal results. | You can enter a date (format: DD.MM.YY) manually, or select a date via the calendar symbol.   | Date box      |
| Type          | Select a query type from these options: info query, error query or warning query.                              | INFO: Includes a current status report on the relevant application.<br><br>ERROR: The relevant process within the application is faulty and cannot be executed.<br><br>WARNING: Restrictions apply with regard to carrying out processes within the relevant application. | Selection box |
| Hits per page | Select the number of hits per page to be displayed.  | You can select 10, 20 or 50 hits per page.  | Selection box |



In the Service Journal search frame, the logged-in User can select any of the applications and organisations that are attributed to that User's user profile.

### 3.7.2.2 List of Service Journal search results


Once you have filtered your selection by specific criteria, your selection will be displayed in the form of a list. In the Service Journal search results list, results are sorted by date, in descending order.

| Date             | Organisation | Description   | Type | File |
|------------------|--------------|---|------|------|
| 01.06.2011 11:41 |              | Dokumentenübermittlung: Kapitalerhöhung (DokID: 36128), asdfasdf, Deutsch, 2011-06-01 11:41:47.723                                    | INFO |      |
| 01.06.2011 11:40 |              | Dokumentenübermittlung: Zwischenmeldung des Vorstandes oder Quartalsbericht (DokID: 36123), asdfasd, Deutsch, 2011-06-01 11:40:34.466 | INFO |      |
| 01.06.2011 11:38 |              | Dokumentenübermittlung: Einberufung Hauptversammlung (DokID: 36120), sadf, Deutsch, 2011-06-01 11:38:03.543                           | INFO |      |
| 01.06.2011 11:37 |              | Dokumentenübermittlung: Jahresfinanzbericht (DokID: 36116), asdfasdf, Deutsch, 2011-06-01 11:37:35.491                                | INFO |      |
| 01.06.2011 10:16 |              | Dokumentenübermittlung: Sonstige Kapitalmaßnahmen (DokID: 36113), adsfad, Englisch, 2011-06-01 10:16:55.180                           | INFO |      |
| 01.06.2011 10:13 |              | Dokumentenübermittlung: Ausschüttung (DokID: 36109), asdfas, Deutsch, 2011-06-01 10:13:24.783   | INFO |      |
| 01.06.2011 10:12 |              | Dokumentenübermittlung: HV-Ergebnisse (DokID: 36106), test, Deutsch, 2011-06-01 10:12:53.029  | INFO |      |
| 01.06.2011 10:06 |              | Dokumentenübermittlung: Jahresfinanzbericht (DokID: 36099), Test, Deutsch, 2011-06-01 10:06:54.143                                    | INFO |      |
| 01.06.2011 10:03 |              | Dokumentenübermittlung: Ad-hoc Meldung (DokID: 36095), Test, Deutsch, 2011-06-01 10:03:31.474   | INFO |      |
| 01.06.2011 10:00 |              | Dokumentenübermittlung: Ad-hoc Meldung (DokID: 36090), Test, Deutsch, 2011-06-01 10:00:39.162   | INFO |      |

Fig. 19: Example: Service Journal search results list

### 3.7.2.3 Boxes in the Service Journal search results list

| Name         | Purpose  | Notice   | Type        |
|--------------|--|--|-------------|
| Date         | Indicates the date on which the relevant journal entry was created       |  | Display box |
| Organisation | Indicates the selected organisation                                      | Results are returned exclusively on organisations attributed to the relevant User.   | Display box |
| Description  | Indicates the relevant journal entry                                     |  | Display box |
| Type         | Indicates the selected type; available types are info, error or warning. | <p>INFO: Includes a current status report on the relevant application.</p> <p>ERROR: The relevant process within the application is faulty and cannot be executed.</p> <p>WARNING: Restrictions apply with regard to carrying out processes within the relevant application.</p> | Display box |

| Name | Purpose                              | Notice  | Type |
|------|--------------------------------------|---|------|
| File | Download the relevant document here. | According to the application by which you are filtering your search, the Service Journal search results list includes a “file” column where you can download the relevant document by clicking the “download file” symbol  . |      |

### 3.7.3 Task list

OeKB Services utilise the option to assign individual tasks to an organisation. Such tasks are necessary for smooth processing.

Select the menu item “Task List” to display a list including all outstanding tasks, sorted by TaskID in descending order. Moreover, you can run a search for outstanding or completed tasks. Again, you can modify your search and filter by specific criteria.

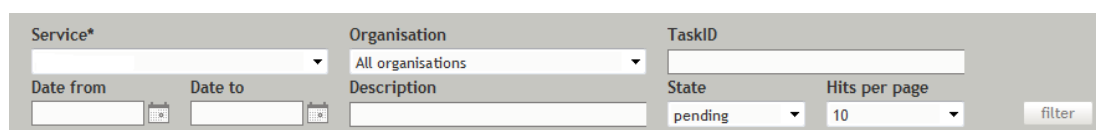


Fig. 20: Task list search frame



If you have outstanding tasks, you will be made aware of these immediately after each new login. In the Task List, you can then review details on your outstanding tasks and edit these.

#### 3.7.3.1 Boxes in the Task List search frame

| Element      | Purpose  | Notice  | Type          |
|--------------|--|---|---------------|
| Service*     | Select an application from the drop-down menu to review the relevant Task List.  | The Task List search frame displays all applications that are attributed to the logged-in User.<br><br>Mandatory boxes are marked with an asterisk <*> and must be completed. | Selection box |
| Organisation | Select an organisation from the drop-down menu to review the relevant Task List. | The Task List search frame displays all organisations that are attributed to the logged-in User.  | Selection box |

| Element       | Purpose   | Notice   | Type          |
|---------------|---|--|---------------|
| TaskID        | Enter the TaskID by which you want to search for a task.  | Each task is assigned a TaskID that is automatically issued by OeKB.   | Entry box     |
| Date, from    | In this date box you set the date as of which you want Task List results to be returned.                          | You can enter a date (format: DD.MM.YY) manually, or select a date via the calendar symbol.                  | Date box      |
| Date, to      | In this date box, you set the date on which the period ends for which you want Task List results to be displayed. | You can enter a date (format: DD.MM.YY) manually, or select a date via the calendar symbol.                  | Date box      |
| State         | Here, you can select the state for your search.   | Here, you can select either “pending” or “closed”; alternatively, you can opt for all tasks to be displayed. | Selection box |
| Hits per page | Select the number of hits per page to be displayed.   | You can select 10, 20 or 50 hits per page.   | Selection box |



In the Task List search frame, the logged-in User can select any of the applications and organisations that are attributed to that User’s user profile.

### 3.7.3.2 Task List search results list

Once you have filtered your selection by specific criteria, your selection will be displayed in the form of a list. In the Task List search results list, results are sorted by date, beginning with the most recent activity.

| TaskID | Due date   | Date from        | Organisation   | Description   | Contact  | State |
|--------|------------|------------------|--|---|--|-------|
| 9053   | 22.04.2011 | 08.04.2011 13:49 | Oesterreichische Kontrollbank Aktiengesellschaft Name3 Name4 | Bitte übermitteln Sie die endgültigen Emissionsbedingungen zum Antrag mit ID 1.105. | Service Center Wertpapierdaten<br>isin@oekb.at<br>+43 1 53127-2030 | OFFEN |
| 9052   | 21.04.2011 | 08.04.2011 11:18 | Oesterreichische Kontrollbank Aktiengesellschaft Name3 Name4 | Bitte übermitteln Sie die endgültigen Emissionsbedingungen zum Antrag mit ID 504.   | Service Center Wertpapierdaten<br>isin@oekb.at<br>+43 1 53127-2030 | OFFEN |
| 9051   | 27.04.2011 | 07.04.2011 11:39 | Oesterreichische Kontrollbank Aktiengesellschaft Name3 Name4 | Bitte übermitteln Sie die endgültigen Emissionsbedingungen zum Antrag mit ID 485.   | Service Center Wertpapierdaten<br>isin@oekb.at<br>+43 1 53127-2030 | OFFEN |

Fig. 21: Example – Task List search results list



All Users of a particular organisation can review and edit the Task List. Tasks are always attributed to an organisation (rather than an individual).

### 3.7.3.3 Task List results boxes

| Name         | Purpose   | Notice  | Type        |
|--------------|---|---|-------------|
| TaskID       | Indicates the TaskID attributed to that particular task                               | Each task is assigned a TaskID that is automatically issued by OeKB.                              | Display box |
| Due date     | Indicates the date on which a particular task is due                                  | Once the due date has passed, the customer will be notified by e-mail.                            | Display box |
| Date from    | Indicates the date on which the entry was made in the Task List                       |   | Display box |
| Organisation | Indicates the organisation by which you have filtered                                 |   | Display box |
| Description  | Explains the relevant task  |   | Display box |
| Contact      | Contact person for queries on the relevant task                                       | Here, you find contact details to which you can address your query.                               | Display box |
| State        | Indicates the current status of the relevant task.                                    | Possible statuses: outstanding or completed.  | Display box |
| Edit         | Click on the pencil symbol to edit the status of a particular task and add a comment. | You can select either “outstanding” or “completed”.<br><br>For further information, see →3.7.3.4. |             |

### 3.7.3.4 Editing

Once you have completed an outstanding task, you can change the status of that task from **outstanding** to **completed**. If you wish to add a comment, enter a text in the text box. Then, click the **save** button to save the information you have entered. Click the **return** button to return to the Task List.



The User who has initiated a particular task is notified by e-mail every time that task is saved, when a change of status has occurred and when a comment has been entered.

### Aufgabe bearbeiten

|                   |   |
|-------------------|---|
| AufgabenID:       | 17068   |
| Fälligkeitsdatum: | 17.08.2011  |
| Erstelldatum:     | 03.08.2011  |
| Applikation:      | ISIN-Services Test  |
| Beschreibung:     | Bitte übermitteln Sie die endgültigen Emissionsbedingungen zum Antrag mit ID 8. |
| Kontakt:          | Service Center<br>Wertpapierdaten<br>☎ +43 1 53127-2030<br>✉ E-Mail senden      |
| Status:           | OFFEN   |
| Kommentar:        | <input type="text"/>  |

Fig. 22: Change of status of a task

### 3.7.4 Downloads

This menu item provides you with manuals for your services and important documentation.











| Home  |  | Downloads  |
|---|--|--|
| <a href="#">&gt; Home</a> > <a href="#">Downloads</a>                             |  |  |
| <h2>Downloads</h2>  |  |  |
|   | Service-Description                          | Documents  |
|  | -> Account Information (OeKB, OeKB CSD)      |  Account Information Userguide |
|  | -> Account Information Test (OeKB, OeKB CSD) |  Account Information Userguide |
|  | -> OLEF Abnahme (OeKB)                       |  |
|  | -> OLEF Produktion (OeKB)                    |  |
|  | -> EFV Reporting Test (OeKB)                 |  |
|  | -> EFV Reporting (OeKB)                      |  |

Fig. 23: Example: Downloads





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