SUMMARY

This program document contains a user guide for the Client-Bank (WEB) Software System of the Client module (hereinafter referred to as the System) for working with incoming documents, letters and information messages sent to the System user. The user guide contains:

- Overview;
- Incoming Letters;
- Incoming Payment Requests;
- Registries and Notifications.

This program document is developed by Belarusbank.

CONTENTS

1. OVERVIEW

1.1. Intended use of incoming documents

In the Inbox tab, the System user is given the opportunity to work with incoming letters, documents and information messages sent by Belarusbank officers or automatically generated on the bank's server, as well as the possibility to view incoming payment requests, registries and notifications.

1.2. System Functions while Working with Incoming Documents

The program performs the following functions:

1) Viewing incoming letters and information messages delivered to the System user both for a separate date and for a period specified by the user, searchable by keyword in the letter header;

2) Viewing incoming requests with an indication of the period, searchable by documents (filter settings) by the following details: document number, sender's bank code, payer's account, sender's UNP, recipient's bank code, beneficiary's account, recipient's UNP and the amount of the payment request;

3) Viewing incoming letters and information messages delivered to the System user both for a separate date and for a period specified by the user, with the possibility to search by keyword in the letter header;

4) Displaying of an external representation of incoming documents in a separate browser tab for viewing and, if necessary, printing;

2. INCOMING DOCUMENTS

2.1 Logging in the System

1. Launch any web-browser (Opera (64-bit version), Firefox (64-bit version), Chrome, Microsoft Edge) and go to https://icb.asb.by/.

2. Enter your name and password to log in to the system and undergo identification and authentication (Fig.1). Working with the system without successful authentication and authorization of a user is impossible. Authentication and authorization of a user are executed at the Data Base Management System (DBMS) level with consideration of access rights to system modules. Logging in is executed using login and password ("Password Entry" bookmark) or using a key ("Key Entry" bookmark).

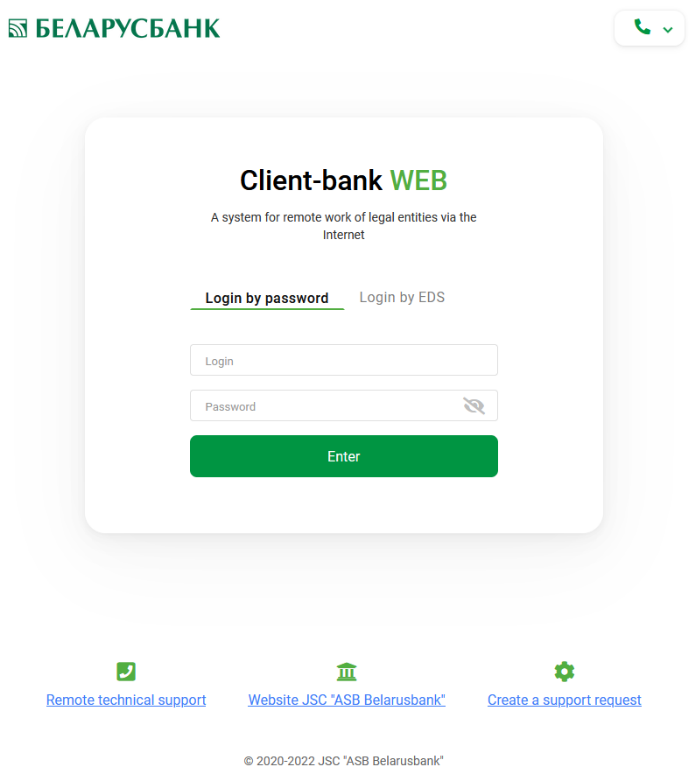

Fig.1 Page for user data input

To prevent unauthorized access to the User's data through "Client-Bank (WEB)", there is an opportunity to enter the password three times when logging in the System, upon which the access is blocked. For unblocking, the User need to contact the corporate business service of the bank's structural subdivision serving the customer and provide an identity document to check that the data in the System is matching the client user data in the System.

3. Select the "Inbox" item on the left from the menu of the main application form (Fig. 2). Inbox to go to the list of documents available for work(Fig. 2).

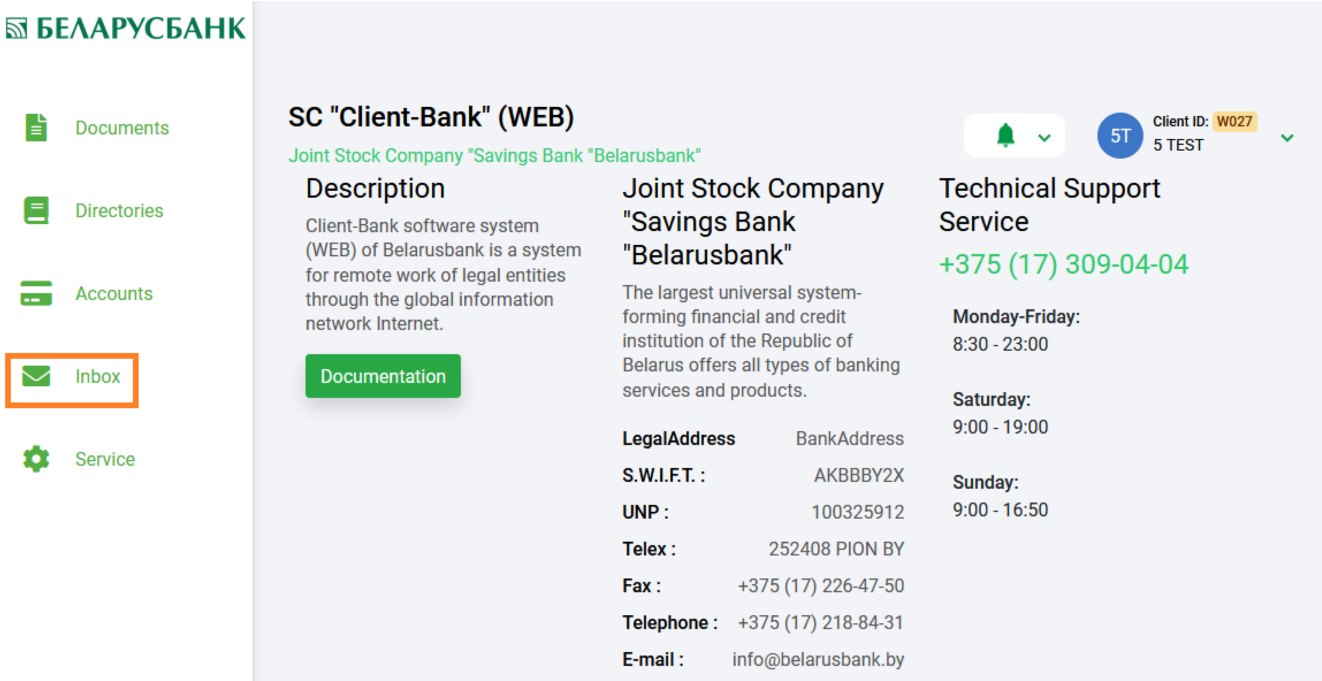

Fig. 2. Main menu of the System page.

2.2. Incoming Letters

1. Three buttons are available at the top of the form, above the table of incoming documents: "Incoming letters", "Incoming payment requests" and "Registries and Notifications". By default, when entering the Inbox tab, the "Incoming letter" menu item is active. The table with the list of documents will display, if any, incoming unread letters by the user. (Fig. 3). The list of incoming letters specifies the date of sending, the letter heading and the full name of the bank's executing officer (if the message is not generated automatically) (Fig. 3).

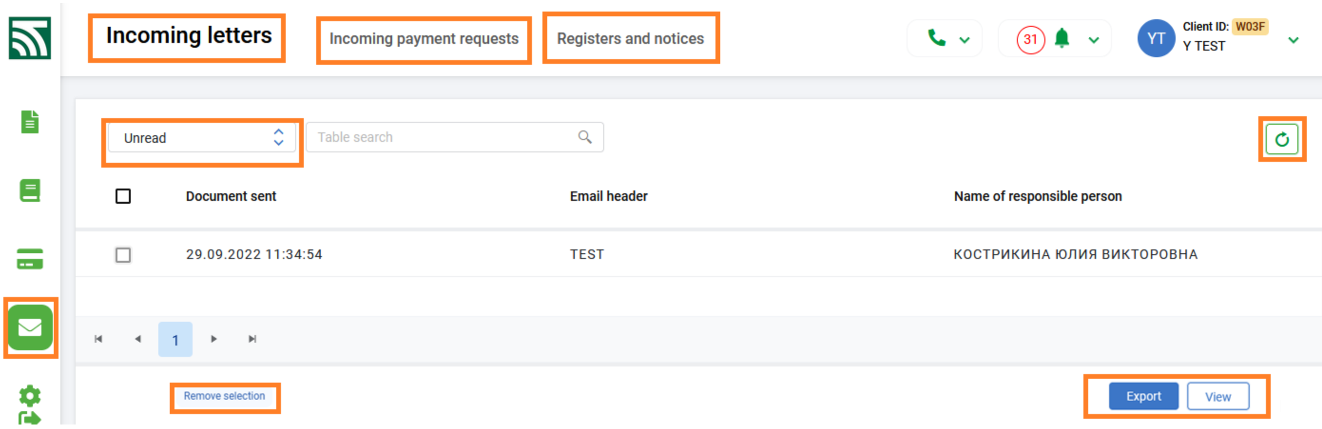

Fig. 3 Incoming unread letters.

2. To view previously read letters, select the "Read" mode in the form window, specify the period for viewing .
3. To search for letters, enter the necessary information in the "Table Search" field, the search is performed in all fields of the table (heading of letters), to reset the previously installed filter, click the "Deselect" button at the bottom left (Fig.3).
4. To view the letter content, it is necessary to place the cursor on an entry in the documents list and click the "View Document" button . Due to the presence in

the list of incoming letters of documents both in text and PDF format, the program does not provide an option to view several documents selected at the same time.

5. After clicking the "View Document" button, an external representation of the letter content will be formed in a separate browser tab (Fig.6). If necessary, you can print this document using the browser.

2.3. Incoming Payment Requests

1. To view incoming payment requests, click the "Incoming Payment Requests" button at the top of the form above the documents list .
2. If there is no information in the list, it is necessary to specify another period for viewing (the current date is suggested by default) .
3. To search for the required document, click the "Table Search" button. When clicking the button, a window with input form for entering documents details is opened for searching . The input form makes it possible to search for data in certain fields of the document. After filling in all the necessary details for documents search, it is necessary to click the "Apply Filter" button. It is also possible to clear previously entered information (the "Clear form" button) to further fill in the form with new data or to reset the filter. The "Cancel" button for documents search will leave the information on the user's screen unchanged.
4. After applying the filter, the documents list corresponding to the search conditions for the previously entered details will be displayed on the screen. If the documents were not found, the list will be empty. For further work with documents, you can change the search conditions by clicking the "Clear" button, or reset the filter to get a complete list of documents by clicking the "Update" button.
5. To view the content of an incoming payment request, it is necessary to place the cursor on an entry in the documents list and click the "View Document" button. The program provides the possibility to view several payment requirements selected at the same time. To do this, you need to select the required number of documents to view, meanwhile the basic information on the document will be shown below the line, then click the "View" button at the bottom .
6. After clicking the "View" button, an external representation of the selected documents content will be formed in a separate browser tab. If necessary, you can print these documents using the browser.

2.4. Registries and Notifications

1. To view incoming registries and notifications, click the "Registries and Notifications" button at the top of the form above the documents list .
2. If there is no information in the list, it is necessary to set the period and enter the necessary information in the "Table search" field, the search is performed in all fields of the table, to reset the previously installed filter, you need to clear the search field, or click the "Reset Filter" button at the bottom left.

To reset the previously installed filter, you can also use the "Update" button.

3. To view the incoming document content, it is necessary to place the cursor on an entry in the documents list and click the "View Document" button. The program provides the possibility to view at the same time several documents selected. To do this, select the required number of documents to view and click the "View" button at the bottom.

4. After clicking the "View Document" button or the "View" group button, an external representation of the document content or selected documents will be formed in a separate browser tab. If necessary, you can print these documents using the browser.

5. Registries can be exported to an external file (for further use in the Client's software). You need to place the cursor on the document and click the button , or select several documents and click the "Export" group button .

6. After clicking the "Export" button, you will be prompted to save or view the export file, data on the selected registries will be placed in one external file.