OneGate

User manual

March 2024

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1 INTRODUCTION

OneGate is an internet application for the collection of data from businesses, banks and insurers. The data are collected based on legal obligations and are then used for statistical, economic and prudential purposes.

2 TERMINOLOGY

Declarer: the declarer is the natural person or legal entity whose data are collected. The declarer has a unique identifier in OneGate, either a recognized code (Central Business Databank code, BIC code, etc.) or a separate code specific to the application.

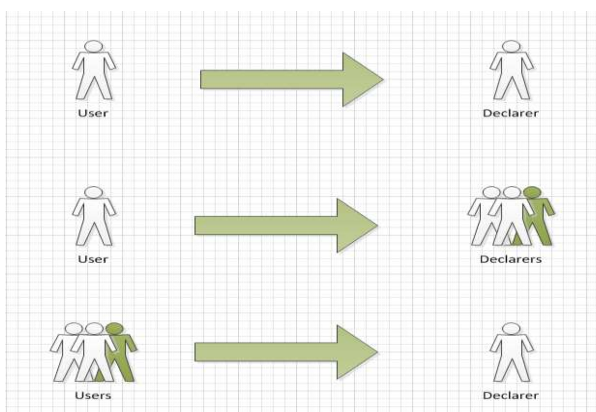
User: the user is the actual person who submits a declarer's data via the OneGate application. That person is identified either by an electronic certificate or by a user ID combined with a password.

There are many forms of relationship between users and declarers:

1. The simplest case is where the declarer is represented by a single internal user. For example, in the case of a legal entity, the business manager or person in charge of the accounts declaresthe data for his organization, or in the case of a natural person, the individual declares his own data himself.

2. A user may also represent multiple different declarers. He will then be known as a "declaring third party" for all declarers for whom he is not a direct internal representative. Let us take the example of an accountancy firm that manages the accounts and declarations of multiple client companies which must declare data in OneGate. Users belonging to the accountancy firm will act as declaring third parties for all the clients for whom they declare data. Conversely, they willnot be classed as declaring third parties where they declare data for their own organization, theaccountancy firm itself.

Figure 1 – User- declarer relationships



3. Finally, a declarer may be represented by more than one user. The commonest example is thatof a large firm with multiple establishments. In each establishment, one or more persons may beresponsible for part of their firm's declarations. Each of those persons will therefore act as a user. Note that these users may be either direct internal representatives or declaring third parties.

Domain: a domain is a cohesive set of statistical reports.

Report: a report is a statistical declaration for a given period. It may recur at set intervals. The report is subdivided into forms. The forms are divided into sections.

Form: a form is a subdivision of a report.

Section: a section is a subdivision of a form.

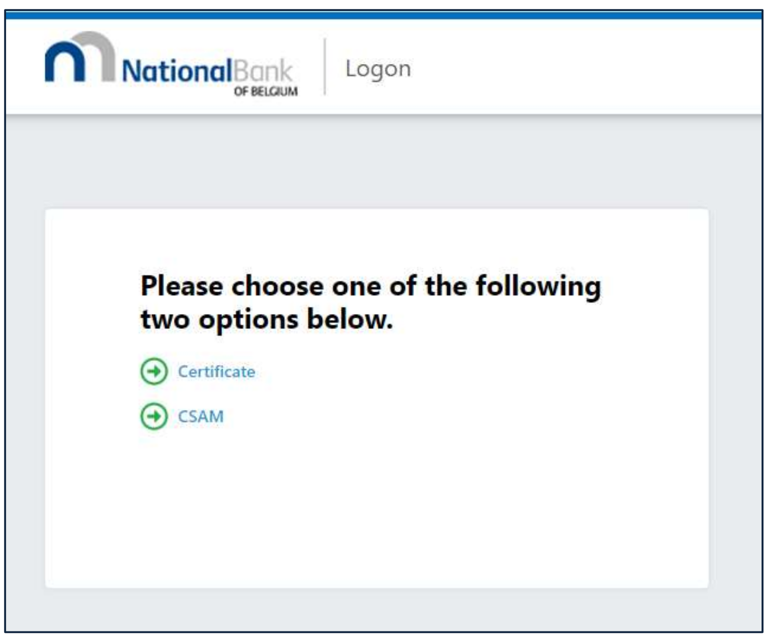
Collection manager: the collection manager is the person within the data collecting institution who ensures that data are properly collected from declarers.

Domain manager: the domain manager is the person within the data collecting institution who is responsible for creating reports and classifying them by domain.

Data collecting institution: Entity that uses the OneGate application to collect data from itsdeclarers.

3 IDENTIFICATION

The primary aim of OneGate is not to collect data anonymously but, on the contrary, to collect the data stipulated by law from clearly identified declarers. The users must be identified to ensure that the data collected can be correctly traced, and to facilitate contact between the declarer and the institution responsible for collecting the data. There are two ways of identifying users in OneGate: either by means of a recognized electronic certificate or via CSAM.



3.1 IDENTIFICATION BY CSAM

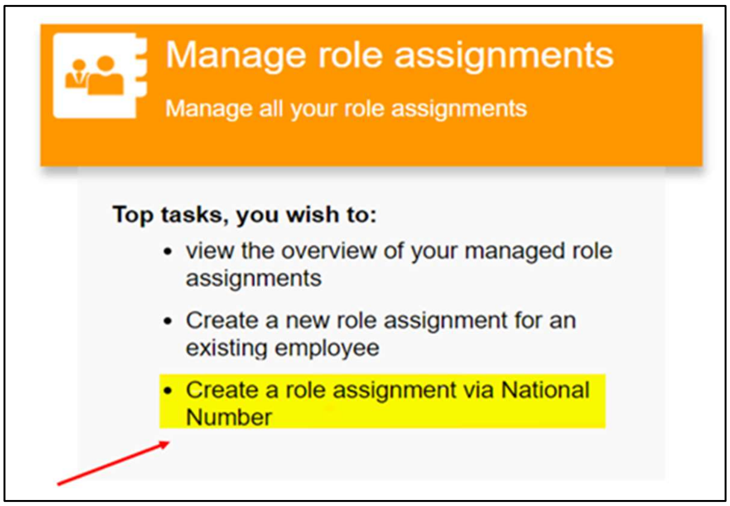
To log in via the online identification and access management portal for Belgian government services CSAM, with an electronic identity card issued in Belgium, you must follow the steps below:

✓ **Assign a Chief Access Manager**

You assign in CSAM a Chief Access Manager for your company number via Management of Access Managers - CSAM.be.

✓ **Role assignment «Onegate Admin»**

Via https://iamapps.belgium.be/rma/ on the CSAM e-Gov platform, the Chief Access Manager must grant the "OneGate Admin" role to himself or a colleague, by clicking on:



✓ **Manage access to Onegate**

By logging on https://onegate.nbb.be/ using CSAM (eID or Itsme), the OneGate administrator can create access for colleagues or third parties.

You now should be able to assign access to yourself, a colleague, or a third-party user.

- Select «in the name of a company».
- Select the domain(s) or appropriate report(s).
- The option «invite users» lets you determine who will submit the reports:
  - Internal user: you need his national number. In the second part of the screen, you assign the domain(s) or appropriate report(s).
  - Third-party declarer: select «third-party declarer».
    By checking off the corresponding box, you delegate the submission. In the second part of the screen you assign the domain(s) or appropriate report(s).

For more information on CSAM identification, please consult this user guide: https://www.nbb.be/doc/dd/onegate/data/onegate_access_management_manual_for_administrators.pdf

3.2 IDENTIFICATION BY CERTIFICATE

An electronic certificate can be seen as a digital ID card. It contains the information identifying its holder (a real person) and information on the entity to which the person belongs. A password is also supplied with the certificate and will be required when connecting to the application. Before the certificate can be used it has to be installed, in the same way as software, on the device used to access OneGate.

An electronic certificate gives you greater security over access to your data.

3.2.1 Requesting an electronic certificate

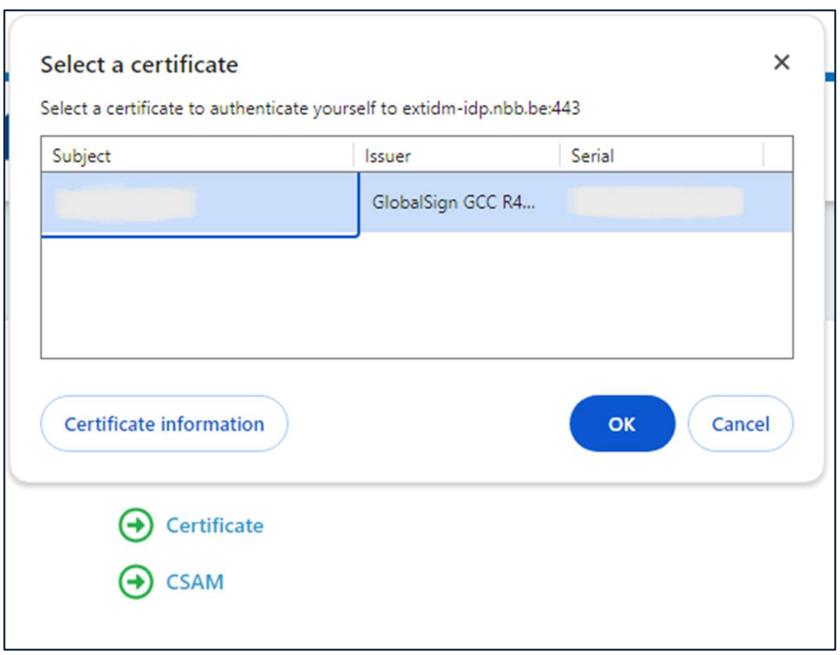
To obtain an electronic certificate for access to OneGate, you must contact one of the issuers recognized by your data collecting institution and follow the procedure according to the issuer's instructions. Once the certificate has been issued, you will need to identify it on the OneGate application.

You will find more information on recognized certificate issuers on the OneGate website.

3.2.2 Identification process

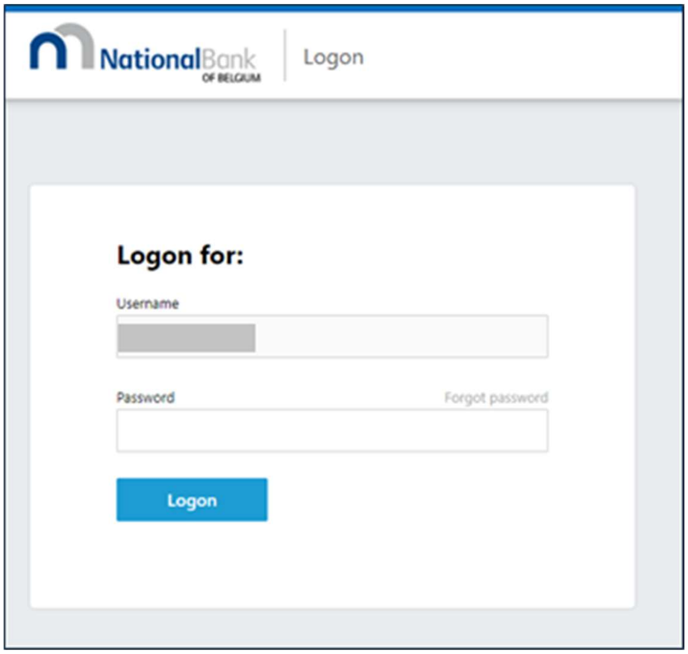
After installing his electronic certificate at his workstation, the user can connect to the OneGate application. He will be asked to choose one ofthe certificates installed on his workstation, detected automatically (see Figure 3 – Selecting an electronic certificate).

Figure 3 – Selecting an electronic certificate



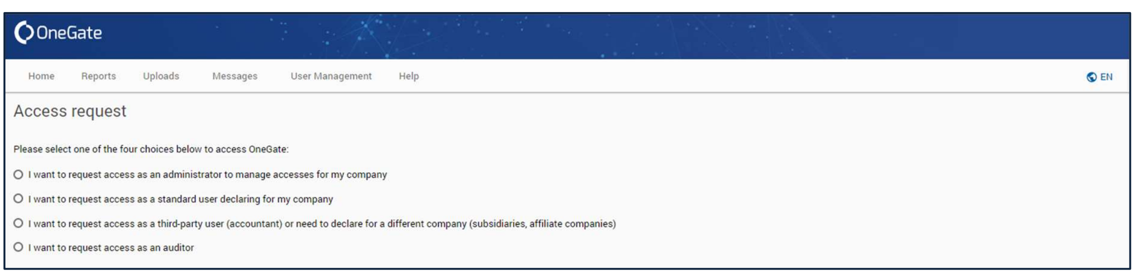
If the selected certificate is recognized, the user will then have to enter the password for that certificate (see Figure 4 – Screen for identification by certificate). Finally, if the “certificate/password” combination is correct, the identification is validated, and the user is taken to the OneGate home page.

Figure 4 – Screen for identification by certificate



NB: when using the certificate for the first time in OneGate, there is an additional step in which the user is asked to enter data on the organization (see Figure 5 – Requestingan electronic certificate linked to a declarer), even if when acting as a declaring third party. In the latter case, he can state the declaring third party for whom he wants access. When all the required data fields have been completed, the user must validate the request for identification by certificate by clicking on the ‘send access request’ button. The request will then be processed by the company's designated administrator, or after which the user will be notified automatically by email.Only once this request has been approved can the user connect to the application by following the procedure described in the first paragraph above.

Figure 5 – Requesting an electronic certificate linked to a declarer



On the OneGate website you will find further information on the application and identification procedure : https://www.nbb.be/doc/dd/onegate/data/certificate_access_management_guide.pdf

3.3 PROFILE

When connecting to OneGate for the first time, the user is taken to his profile page (Figure 6 – Profile). Subsequently, the user can access his profile by clicking on the cell containing his OneGate ID number (at the top right of the screen), then clicking on "**Profile"** (Figure 7 – Profile page access).

Figure 6 – Profile screen

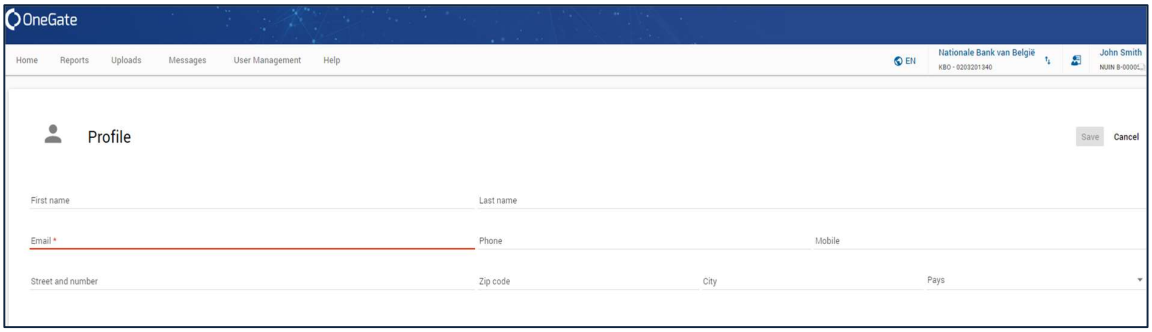


Figure 7 – Profile page access

On his **Profile** screen the user is asked to define his details (full name, address, e-mail, etc.) to identify himself and facilitate subsequent contact with the institution in charge of data collection. Thefield containing the email address is mandatory. OneGate will use that email address to send notifications, and the collection manager will use it to contact the user when necessary. The details recorded by the user are stored by the application and are available continuously in his profile. The user can change them at any time by clicking on the Edit button.

Remarks

- ✓ The details specified in the **"Profile"** screen are stored in a cookie. To retrieve them each time the user connects, it is essential for the internet browser to permit the use of cookies, otherwise the **"Profile"** screen will appear blank, as if the user were connecting for the first time.
- ✓ If the field containing the email address is not completed, the "**Save"** button remains inactiveand new data cannot be saved.
- ✓ If the format of the email address is incorrect (e.g. if it does not contain the @ sign), the "**Save"** button will likewise be inactive, and the data cannot be saved.

4 FUNCTIONALITIES OF THE APPLICATION

4.1 USER INFORMATION

The active user and declarer are indicated at the top right of the screen:

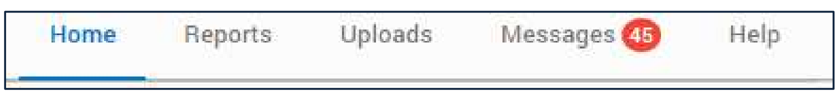
Figure 8 – User information

1. **Language**: the user can change the language of the application by clicking on the cell "EN". Note that the user can only change the language if he has completed his profile.
2. **Declarer**: the second cell contains the name of the currently selected declarer and his ID number.
3. **Change of declarer**: a user responsible for the declarations of multiple declarers ("declaring third party") can select the declarer for whom he wishes to see or submit data by clicking on the third icon . The application then displays a selection window with the name and ID of available declarers, enabling the user to select the desired one. The list of available reports will depend directly on the selected declarer.
4. **OneGate** ID: The fourth cell contains the user's name and his OneGate ID number.

4.2 TABS

The top left of the screen shows the main menu, divided into tabs:

Figure 9 - Tabs

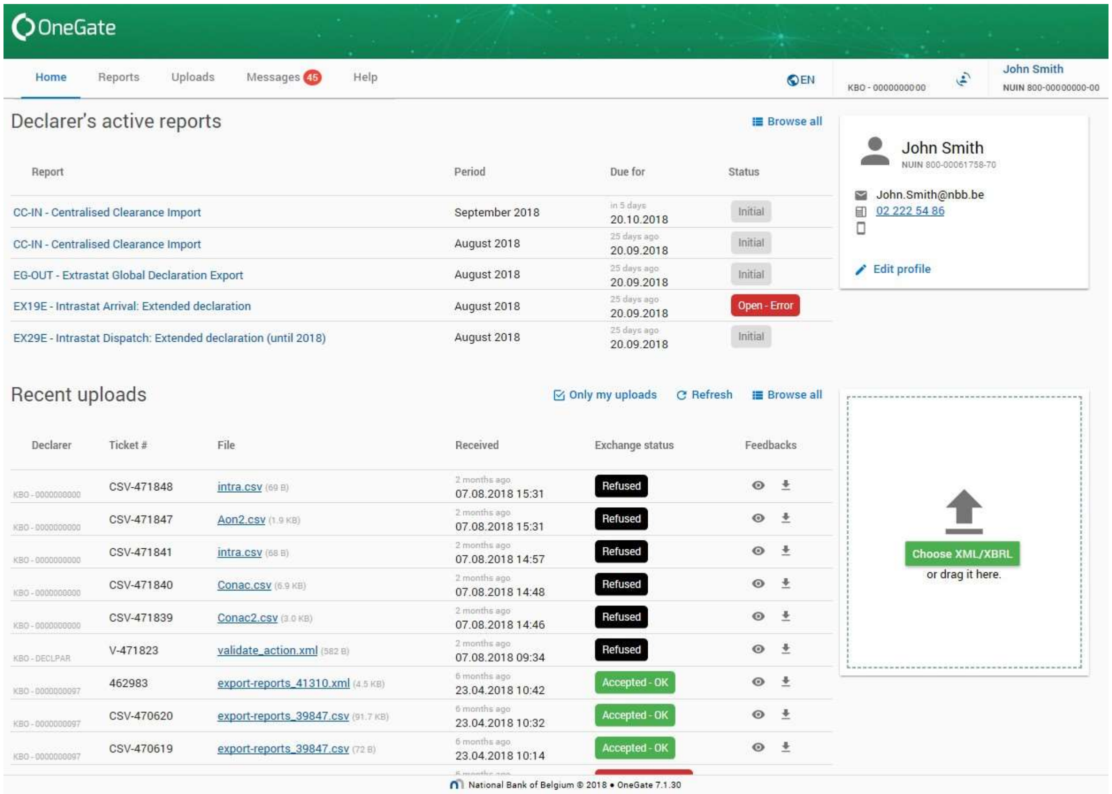


- **Home:** OneGate home page listing current declarations
- **Reports:** contains the list of declarations for the selected declarer and permits access to them
- **Uploads:** displays information on the XML or XBRL files uploaded by the user
- **Messages:** gives access to the user's message inbox internal to the application
- **Help:** contains links to documentation on the OneGate application and miscellaneous declarations.

4.2.1 Home Page

When the user logs on, they are immediately taken to the "Home" screen (Figure 10 - Home page).

Figure 10 – Home page



The user's home page is in 4 sections:

1. Active reports: this section displays a maximum of five reports by the declarer which have not yet been completed, with the submission date closest to the current date. The user can access the full list of his reports by clicking on the button "Browse All". By clicking on one of the reports, the user gains access to the list of forms in that report.
   Each report and each form display a status indicating its progress:
   - "Initial" status means that the report/form is blank.
   - "Open" status means that the report/form is being completed; a second word indicates whether the report/form contains errors or warnings.
   - Finally, "closed" status means that the report/form is complete, and that user has validated its content.

   The report's overall status always reflects the most critical state of progress of the forms that it contains. For example, if the report contains ten forms, nine having "open – OK" status and one with "open – error" status, then the report's overall status will be "open – error".
2. Profile information: in this section the user can see and modify his ID information and contact details.
3. Latest uploads: in this section the user sees the list of the latest data files that he has imported, and their status. When the button "Only my files" is activated, the user only sees the files that he has uploaded himself. The exchange status definitions are stated in 4.2.3 File processing.
4. Importing files: in this section the user can import an XML or XBRL file in two ways:
   - Drag and drop: the user can drag a file straight into the box in dotted-line and drop it there.
   - Browse: by clicking on browse XML/XBRL Choose XML/XBRL, the user can browse the files saved on his device and select the one he wants.

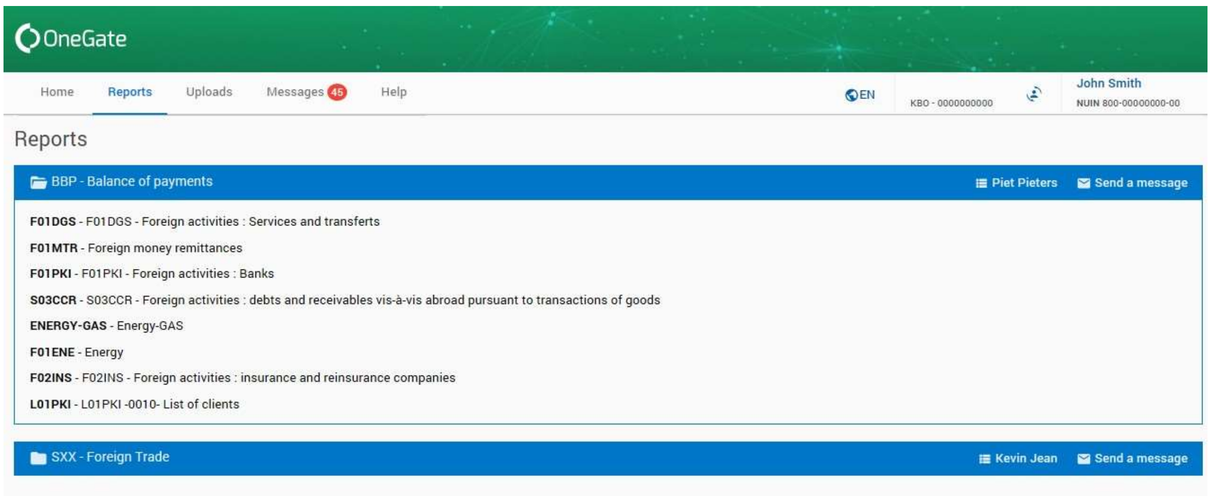
4.2.2 Reports

The "Reports" menu contains the consultation and declaration submission functionalities.

4.2.2.1 List of reports by domain

Under the "Reports" tab, the OneGate application displays the list of reports concerning the selected declarer (Figure 11 – List of reports by domain). These reports are classified by domain. Note that the user will only see here the declarer’s domains for which he has been given access. If the user does not see the domain he is looking for, it means either that the selected declarer does not submitany reports in that domain, or that the user’s current access does not include the domain sought.

Figure 11 – List of reports by domain



The  icon to the right of the title of each domain enables the user to open a window where he can write a message for the manager of that domain, within the data collecting institution, and send it direct via the application’s internal messaging system. Note that such messages are not authorizedfor certain specific domains. If that is the case, a pop-up window will indicate an alternative email address that the user can contact via the messaging system of his choice.

4.2.2.2 Control Panel

Navigating in the structure of a report is rather intuitive. If you click on a report in the list, the application displays a control panel specific to that report (Figure 12 – Control panel), in the form of a calendar. The calendar shows the collection status of a report for each expected period. The periods are automatically based on the reporting frequency applicable to the declarer. By clicking ona period shown in the control panel, the declarer can navigate in the structure of the report for the corresponding period. The meanings of the indicators used in the control panel are given in Table 1, followed by the meanings of the colors.

Figure 12 – Control panel

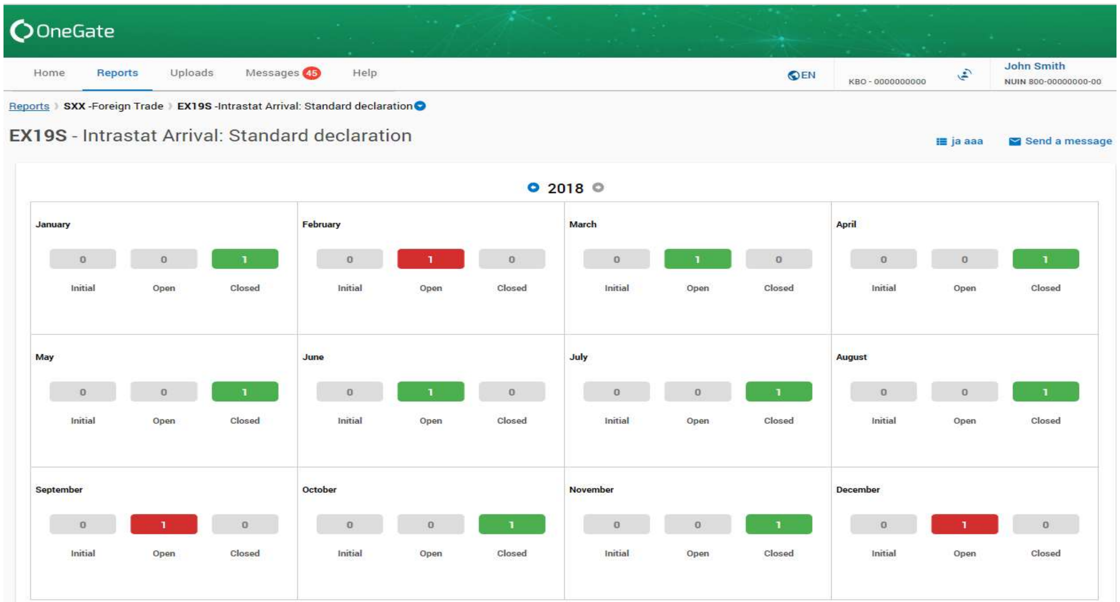


Table 1 – Status description

Fields	Description
Period	The collection period format is always of the year-month type. In the case of quarterly, half-yearly or annual collection, each period is identified by the last month in the period.
Initial	This field indicates the number of blank forms for the period concerned
Open	The **Open** field mentions the number of forms which have been (partly) completed. Forsuch form(s), the declarer can still change or supplement his declaration
Closed	The **Closed** field indicates that collection has ended. In all cases, the declarer can nolonger change the content of his declaration. However, he can still consult it.

<u>Meaning of the colors</u>

The status ratings “**Error”** (red), “**Warning”** (orange) and “**OK”** (green) are mutually exclusive. This means that they cannot be displayed simultaneously for a given period of a report. These three colors indicate the collection status.

The status “Error” (red) means that the data collected do not conform to the expected format (according to the validation rules specific to that report) and that the form therefore cannot be closed. The status “Warning” (orange) means that the data collected do not conform strictly to the validation rules but are still acceptable subject to certain conditions. Finally, the status “OK” (green) indicates that the data entered respect the validation rules. If the report forms have different status colors, it is always the color of the most worrying status that will be displayed in the report’s control panel or on the home page, namely in the following order: Error > Warning > OK. The color grey has no special meaning.

For example: if a report’s control panel contains 2 forms with “open” status marked in red, that means that at least one of the forms is incorrect. Conversely, if the report status is green, that means that all its forms have OK status.

4.2.2.3 Form selection and management

4.2.2.3.1 Selection

If you select a period in the control panel (calendar), the application displays the first level of the report's structure for the selected period, i.e. the list of its component forms (Figure 13 – Form selection screen). The list of forms is presented in the form of a table. The fields that make up the form are described in Table 2.

Figure 13 – Form selection screen

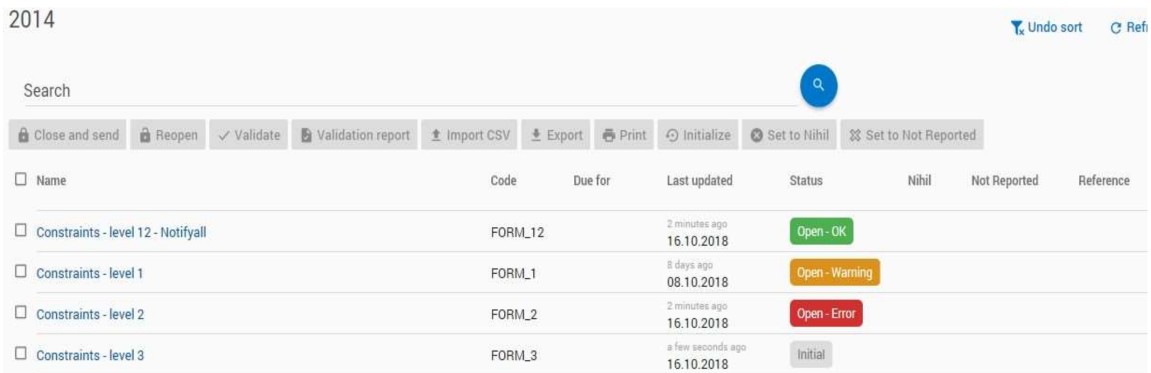


Table 2 - Description of the fields describing a form

Fields	Descriptions
Name	Name of form
Code	Form code
Due date	Deadline for declaring data for the period.
Last updated	Date when the form was last altered.
Status	This field indicates the form's collection status. Three collection stagesmay be displayed: Initial, Open or Closed (see Table 1). For the "open"and "closed" stages, a color also indicates the status of the data entered: Error, Warning, OK (see Table 3).
Nil	This field indicates whether the declarer has set his declaration to "nil",or in other words, whether he has submitted a blank declaration. The nil setting is a useful option if the declarer is obliged to complete a givenreport or form but has nothing to declare. He can thus indicate that he has fulfilled his declaration obligation even though he has not entered any data for the period concerned.
Reference	In some cases, a form can be completed more than once for the same period. In that case, the user will be asked to specify a reference so that the various versions of the form can be distinguished from one another.

Table 3 - Description of a form's status

Status (colors)	Descriptions
Red	This color indicates that at least one data item entered on the form fails to conform to the expected format. The form cannot be closed in that condition.
Orange	This color indicates that at least one data item entered on the form fails to conform entirely to the expected format. That does not prevent theform from being processed. The form can be closed.
Green	The data entered are acceptable.
Blue	The data entered are being validated.

A series of available actions is displayed above the list of forms. There are buttons for performing those actions.

Close and send	Close and send: closes a form
Validate	Validate: initiates execution of the form validation rules
Validation report	Validation report: displays the form validation report in xml or html format
Import CSV	Import CSV: imports data in CSV format into a form
Export	Export: exports data contained in a form
Print	Print: prints the declaration collection status in PDF format
Initialize	Initialize: restores a form to blank status ("initial" status)
Set to Nihil	Set to nihil: sets a form to "nihil" (nothing to declare)

Remark:

- The list of forms in a report may vary from one period to another because the reporting frequency may vary between forms.
- To perform one of the actions in the above table, you must first select a form in the list.
- Certain actions cannot be applied to multiple selected forms (example: import a declaration in CSV format).
- Certain actions are specific to certain types of report:
- Reopen : Reopen: reopens a closed form; only active if the report permits that action

  - Set to Not Reported same as "set to nil", but only for XBRL-type reports
  - + New : New: creates one or more report forms on request; only available forreports with no set frequency
  - Delete : Delete: simply deletes a form; only available for reports with no set frequency, for which the forms are created on request.

4.2.2.3.2 Closing a form

A period of a selected form is closed via the "Close and send" button. It means that the reported data are finally confirmed. After confirmation that the form has been closed, it is therefore no longer possible to modify the data, and the form's status changes from open to "closed".

Remark:

- If the status of the form is "error" or "initial", it is not possible to close the period. The "close and send" button will be colored grey.
- For some reports, this button is never available. That applies, for instance, to reports which close automatically after a period defined by the domain manager, or to reports which remain open indefinitely. The latter can be modified at will.
- For some reports, the domain manager may authorize a declarer to reopen a closed declaration. In that case, the "Reopen" button will be displayed above the list of forms.

4.2.2.3.3 Importing data

This function, accessible via the "Import CSV" button, can be used to import data into the form in a CSV file. It is not available systematically for every form. This is an option defined by the domain manager.

This functionality is described in more detail below.

4.2.2.3.4 Exporting data

This function can be used to export data entered in the selected form as a CSV or XML file. There are three available export options. They are described in Table 4. When exporting data, the user can save the file locally or open it direct.

Table 4 - Description of the declaration data export formats

Export options	Descriptions
CSV	The data from the (single) form selected are exported in a CSV file. The exported file has the appropriate structure to be imported later if necessary. The lower part of the export window shows the structure of the data in the CSV file that will be generated.
XML	The data from the selected form(s) are exportedin an XML file. The format of the XML file is specific to each report.
XML report	The data from all the forms in the report are exported in a single XML file. The format of theXML file is specific to each report.

Remark:

- If multiple forms are selected, the application only offers XML or XML Report format for exporting data.
- If no form is selected, the application only offers to export the full report in XML Report format

4.2.2.3.5 Printing a collection statement

The print button can be used to generate two types of report in PDF format (Figure 14 – Printing a collection statement).

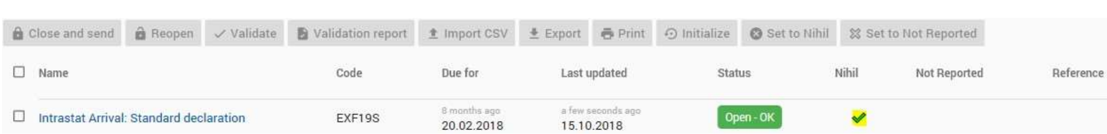
Figure 14 – Printing a collection statement.

The first type (*"Overview"*) simply reports the collection status of a form at a given moment. The second type of report is more complete (*"Detail"*), since it also reproduces the whole of the declaration.

4.2.2.3.6 Nil declaration for a form

If the declarer has nothing to declare for a given form and period, he can give the form *"Nil"* status by using the "set to nil" button. In that case, the form will be deemed to have been completed even though no data were entered. The status of the form will therefore change from *"Initial"* to *"Open"*. In the list of a report's forms, the column *"Nihil"* indicates whether the form has been set to nil (Figure 15 – Setting a form to "nil" to "nil").

Figure 15 – Setting a form to "nil"



4.2.2.3.7 Reinitializing a form

With the "initialize" button the user can restore the selected form to blank status ("*initial*" status), including forms set to nil. As a result, all the form's previously declared data for the selected period are deleted.

4.2.3 Completing forms

OneGate offers three ways of completing reports:

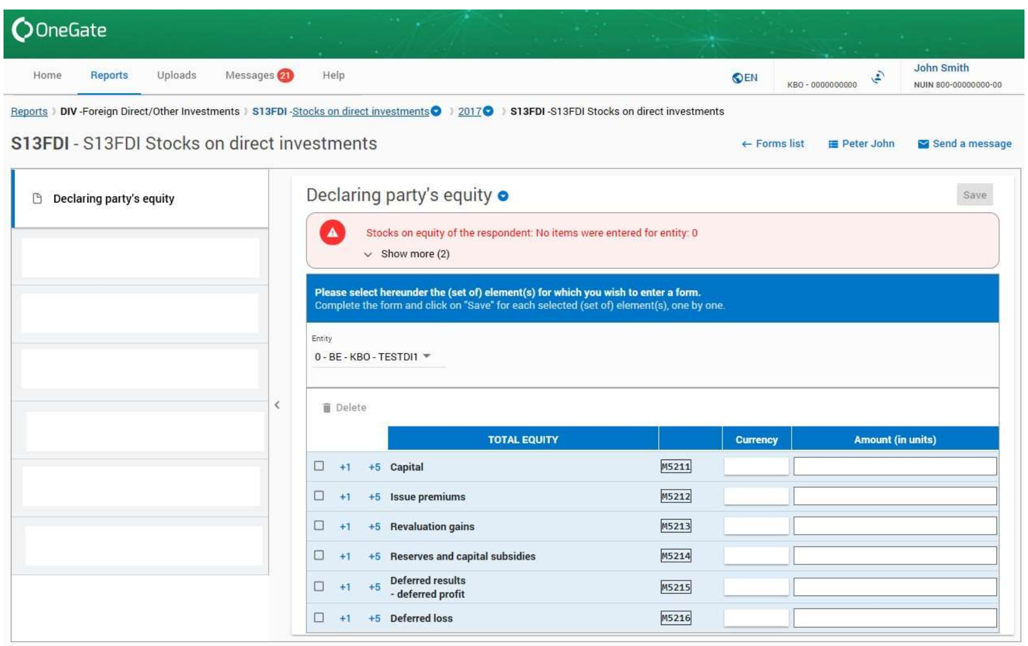
A. Manually (manual data entry),
B. By uploading a CSV file
C. By uploading an XML or XBRL file.

These three options are not systematically available for all reports. It is the report manager within thedata collecting institution who determines the available options.

4.2.3.1 Manually

In selecting a report form in a given period, the user is taken to a screen where he can see the content of the form's component sections (Figure 16 – Form and sections screen). He can navigate in these various sections by using the tabs on the left of the section being viewed.

Figure 16 – Form and sections screen



Remark:

- - If the form contains only one section, no section tab is displayed.

a) <u>Entering data</u>

The elements that make up a section (called "items") in which the declarer will enter his data may appear in 3 different forms:

- a file,
- a list,
- a table.

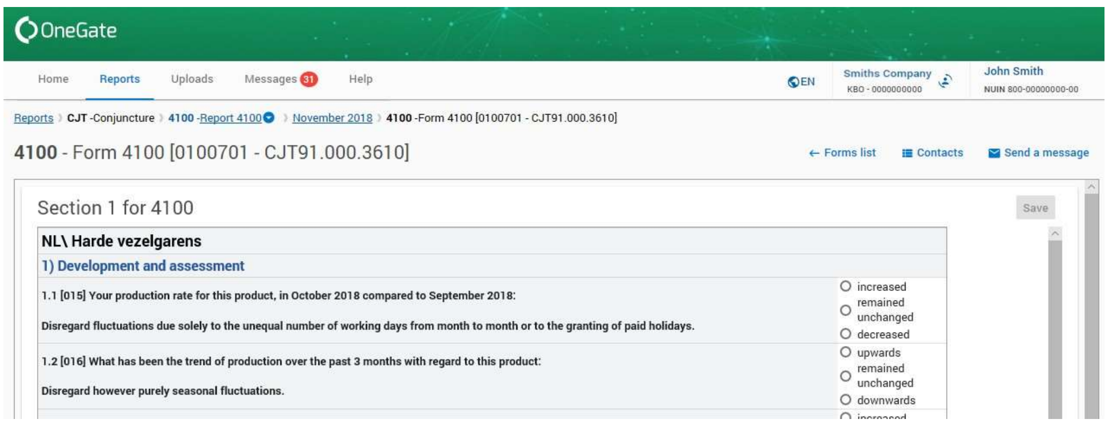
The buttons in the upper part of the section screen can be used respectively:

Save	to save and validate the data entered
Send a message	to send a message (information or questions) to the manager responsible for collecting your data in the data collecting institution
	to designate a person to complete the selected form (person identified in the list ofcontacts; see below)
Forms list	to return to the list of report forms

Files

Files present the items to be declared one below another (Figure 17 - Example of a fil). Each item can only be given a single value for the selected period.

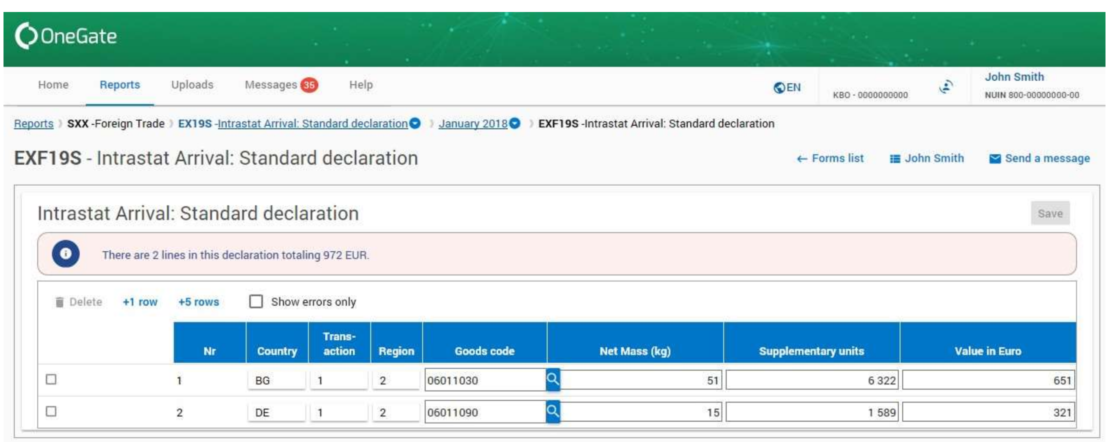
Figure 17 - Example of a file



Lists

Lists can be used to declare a variable number of items (lines) with a common set structure (Figure 18 - Example of a list).

Figure 18 - Example of a list

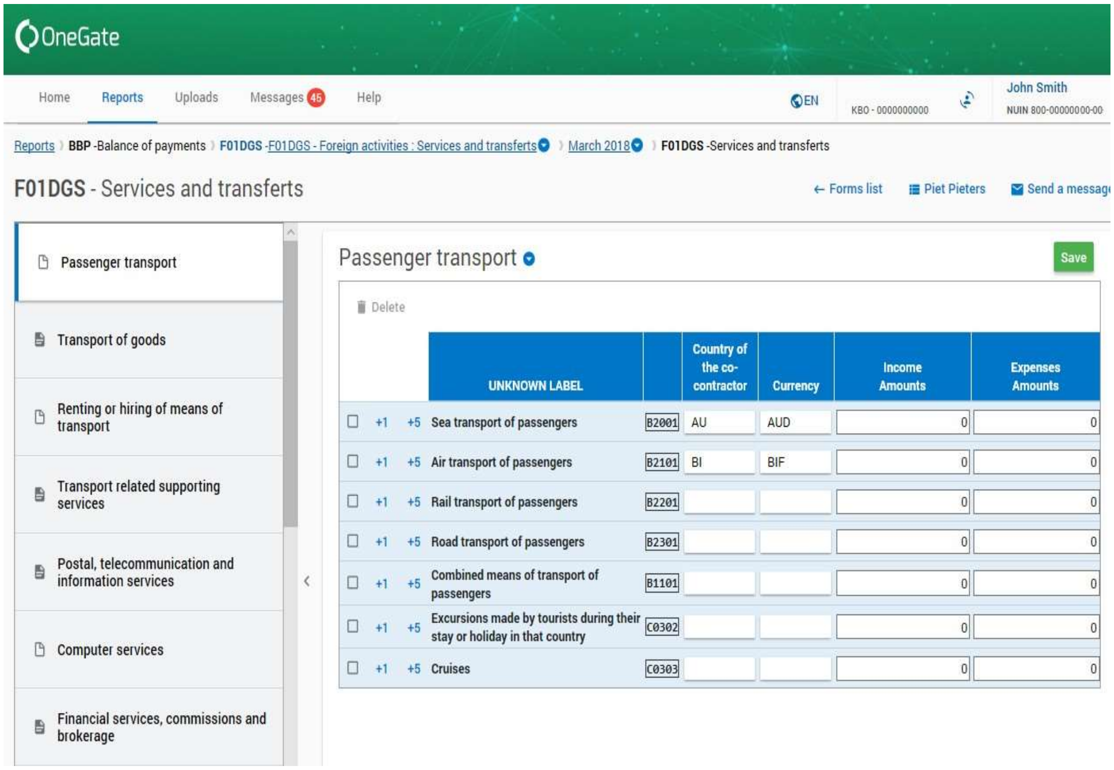


Above the list, the delete button **Delete** enables the user to delete the selected lines in the list. The buttons **+1 row** and **+5 rows** enable the user to add blank lines to the list, if necessary. Finally, the box *"Only display errors"* can be used to display only the lines in which the application has detected an error (for example: incorrect date format). If this box is ticked, the form's validation rules are executed, and errors appear in red in the table.

Tables

A table can be seen as a list in which the first column is fixed and predetermined (Figure 19 - Example of a table). Nonetheless, for some of these tables the icons " +1 " and "+5" enable the user to add lines at a specific place in the table, and the delete icon " Delete " can be used to delete them.

Figure 19 - Example of a table



b) <u>Validation rules</u>

The report manager can define the validation rules for each report. Among other things, those rules are used to verify the data entered by the declarer (example: the value entered must be between €10 and €100) or to deduce certain values (example: calculate the total amount of such transactions declared).

These validation rules are executed automatically by the application when the user saves the data entered. If the data do not satisfy the validation conditions, the application points that out, and the errors appear in red in the form. By placing the cursor over the red area, the user can see the message relating to the error detected (Figure 20 – Validation).

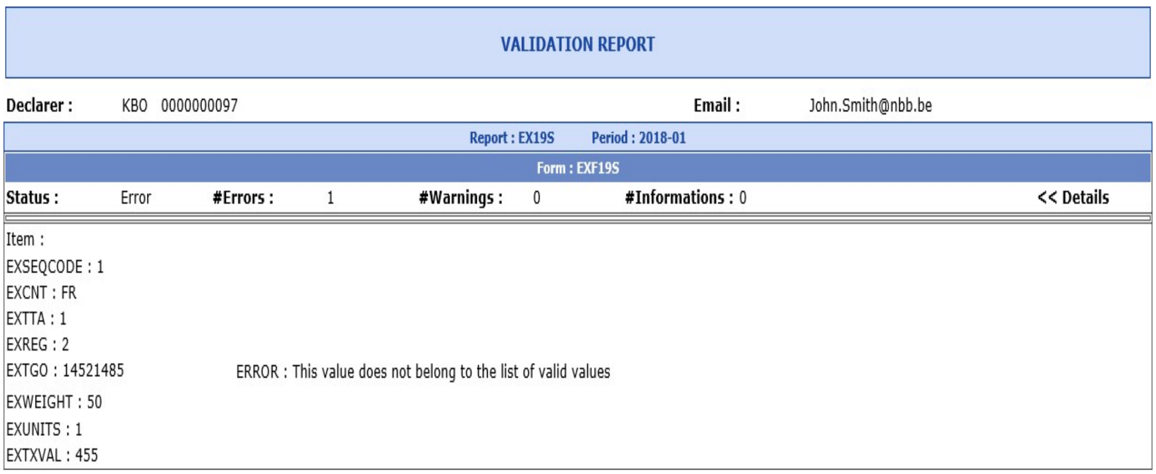
Figure 20 – Validation rules

All the validation errors are put together in a report (*"Validation Report"*). This can be exported in twodifferent formats: HTML or XML. With this button, the application allows the user to choose the format in which the validation errors are displayed (Figure 21 – Validation report formats).

Figure 21 – Validation report formats

Figure 22 shows an example of a validation report in HTML format.

Figure 22 – Validation report



- The first line below the title "Validation report" shows the declarer's ID and the user's details.
- The second line shows the report code and the period concerned.
- The third line shows the code of the form concerned.
- The fourth line shows the form's general status, the number of errors, warnings and notifications generated by the validation rules.
- Finally, the table contains the list of items for which an error (or warning) has been found, and a description of the error.

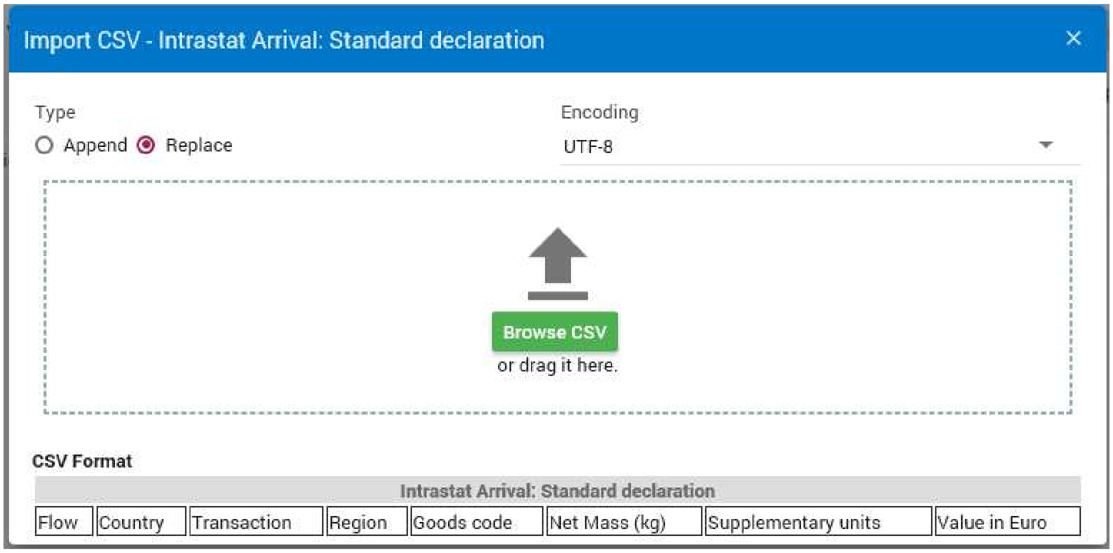
If the validation report is in XML format, it contains the whole of the form's declaration with an error message relating to each incorrect item.

4.2.3.2 Importing a CSV file

For some reports, the declarer has the option of submitting his declaration by means of a CSV file. However, there is a restriction: the CSV file can only contain data relating to **one form at a time**.

When the function is available, the "Import CSV" button appears above the list of report forms. By clicking on that button after selecting a single form, the user gains access to a new screen shown in Figure 23. Via this screen, by clicking on the *"Browse"* button, the user can select a file in CSV format on his device.

Figure 23 – Importing a CSV file



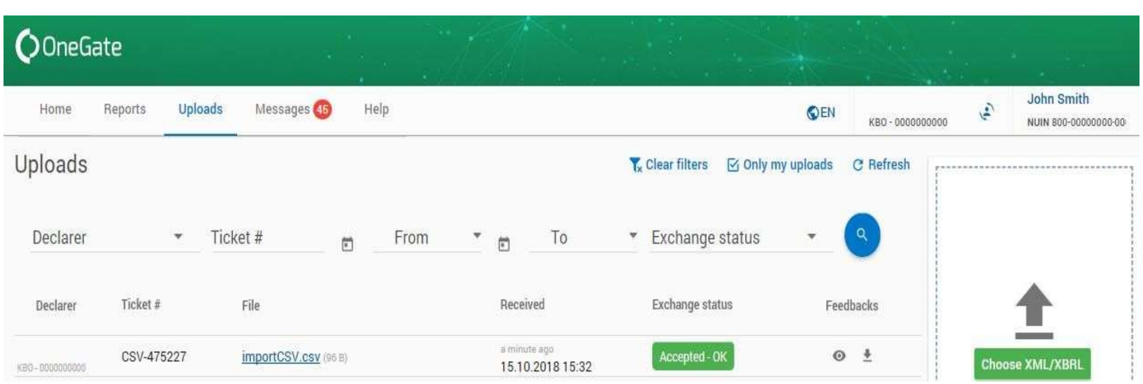
The data format that the CSV file must respect for the selected form is described in the lower part ofthe screen. After the user has selected a file and confirmed that it is to be uploaded, the file is sent to the server and the following message appears:

Figure 24 – Message on importing a CSV file

The OneGate application also generates a ticket, i.e. a unique number identifying the data import (Figure 25 - Importing CSV). This ticket number ensures that the transfer can be traced. The "Files Exchanged" tab can be used to track the progress of the processing of the files submitted and enables you to conduct a search based on the import ticket number.

Note that before uploading a CSV file, the user must specify whether the data that it contains are meant to replace any existing data altogether, or to be added to the data already declared for that form and period.

Figure 25 - Importing CSV



4.2.3.3 Importing an XML file

OneGate also allows you to import data in the form of XML files to complete the reports. This functionality can be accessed via the *"Home" and "Uploads"* tabs.

For any report, the declarer can always submit his declaration by means of an XML file. This file has a structure specific to each type of report.
Interested users should contact their domain manager to find out the exact structure of the XML filevalid for domain reports. However, you should note that an XML file valid for a given report can be generated from the screen for selecting that report's forms, by exporting in XML format all the formsfor a period **previously completed in full (**see Figure 13 – Form selection screen).

Whatever the type of report, the XML file is structured so that it contains the identifiers of the declarer,the report and the period covered by the data which it contains. That file can be submitted via threedifferent channels:

- via the Web interface
- by e-mail,
- via Web services (B2B / A2A).

Under the *"Home" and "Uploads"* tabs, the user can upload an XML file in two ways:

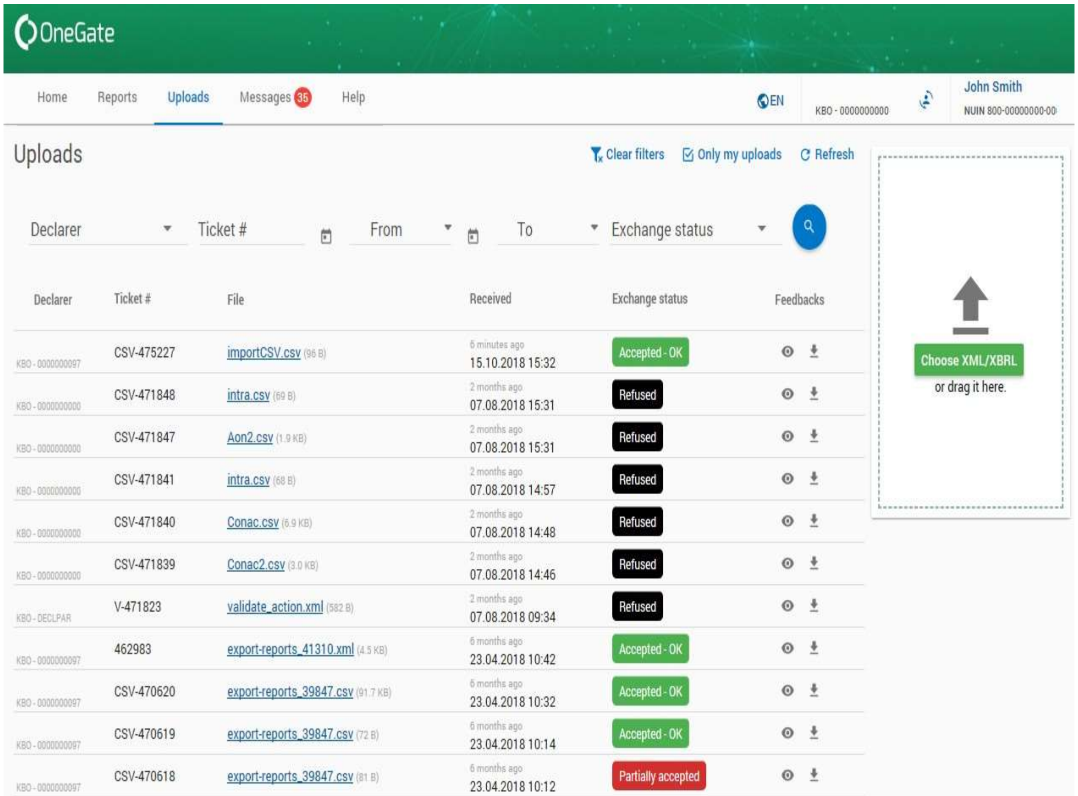
1. "Drag and drop": drag one or more files and drop them in the specified zone (Figure 26 –Importing XML).
2. Upload XML/XBRL: select a file by using the "Choose XML/XBRL" button.

Figure 26 - Importing XML

4.2.4 File Processing

When a declaration is submitted via a data file (CSV, XML or XBRL), the file is received by the application. The application issues a ticket number that identifies the submission. Next, the application tries to process the file, i.e. to read the file's structured content in order to identify the data that need to be entered in the declarer's declaration. The report on the processing of uploaded filescan be consulted via the "*Messages*" and "*Uploads*" tabs. The screen shown in Figure 27 enables you to consult the information on the processing of the files submitted.

Figure 27 – File processing



Under the "Uploads" tab (and on the home page) there is a summary table of the files exchanged and their result (Figure 27 – File processing). The user can search anywhere in the entire history of his uploaded files.

In the upper part of the screen you can enter search criteria to filter the list of recorded file transactions. Those criteria are:

- Declarer's name
- Ticket number
- Date of uploading
- Status
- Feedback

It is also possible to view only the uploaded files of the currently selected declarer by ticking the box "only my files".

The processing status of the files submitted is described in Table 5.

Table 5 - Description of the processing status of the files submitted

File processing status	Description
Received	The file has been received but has not yet been processed.
Processing	Data are currently being imported into the file.
Refused	The importing of data into a declaration has failed because the file does not have the expected structure.
Cancelled	The importing of data into a declaration has beencancelled.
Partly accepted	Either the data in the file have been accepted butat least one error has been detected by the validation rules, or only part of the uploaded file hasbeen extracted and the rest has been rejected.
Accepted - Warning	The data in the file have been successfullyextracted, but the report validation rules have generated at least one warning (and no error).
Accepted – OK	The data in the uploaded file have beensuccessfully extracted.

OneGate regards the submission of a file by a user as the sending of a message (internal email) with the uploaded file as an attachment. Each time the user uploads a file, the application responds by sending the declarer a message containing the unique ticket number of the transaction. For each file submitted, there are therefore at least two associated messages: one generated by the user (submission), the other generated by the application (generation of the ticket number). When the user clicks on a line in the table showing the file transactions, he accesses the messages relating to the transactions. Clicking on one of the messages in the list causes the application to display its content, which is simply a text and an attached file. This is also described in the chapter on 'Messaging' (see Figure 28 - Messaging).

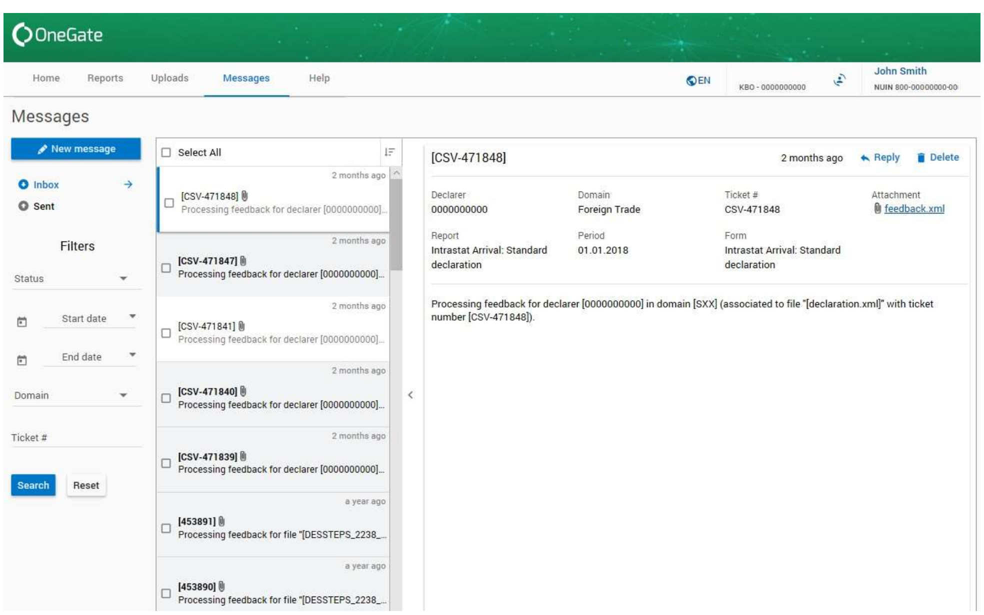
4.2.5 Messaging

OneGate offers a secure environment for exchanging messages and files between declarers and the data collecting institution. In other words, all the messages and files sent via OneGate are encrypted and saved in the OneGate environment.

The *"Messages"* tab gives access to the OneGate internal messaging system, which manages two types of communication:

- "standard" messages (emails) exchanged between the user and the data collecting institution
- notifications relating to the uploading and processing of the declarer's data files

Figure 28 - Messaging



Via the inbox or the outbox, the user can create a new message by clicking on New message. He can send a message to the collection manager for a specific report (by selecting a domain and a report in the message creation window) or to the manager of an entire domain (by just selecting thedomain).

A number on the messaging tab indicates how many unread messages there are (if any).

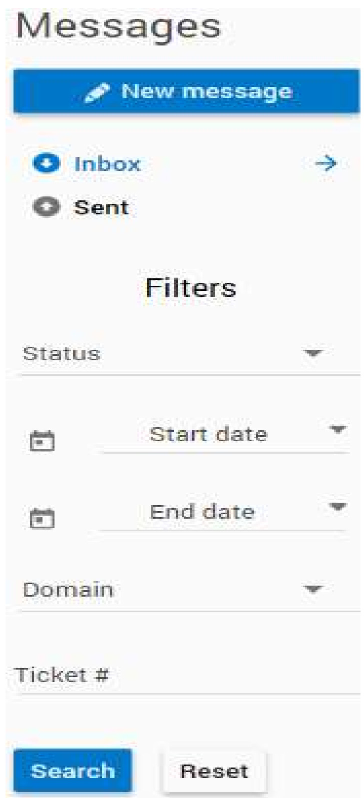
4.2.5.1 Consulting messages

4.2.5.1.1 Inbox

This inbox (Figure 29 - Inbox) offers the user several possible actions:

- **New message**: the user can write a new message.
- **Filter**: the user can filter his messages according to status, date sent, domain and ticketnumber.

Figure 29 - Inbox



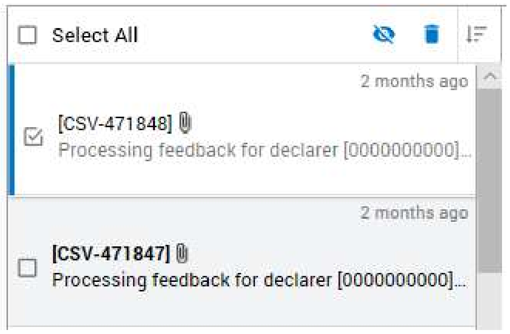
By clicking on one of the messages, the user can view the message in detail. The message metadata are displayed at the top, namely:

- Issuer
- Addressee
- Date
- Time of receipt

No issuer will be shown if the message is generated automatically by the OneGate application (example: a validation report). Next comes the actual content of the message followed by the list of any attached files.

The user can reply to a message being viewed or delete it by clicking on the corresponding icons in the top right-hand corner of the message (see Figure 30 – Managing messages). He can also mark multiple messages at a time as read or unread, or delete them, by selecting them from the list in the inbox and clicking on the corresponding icons which then appear above that list.

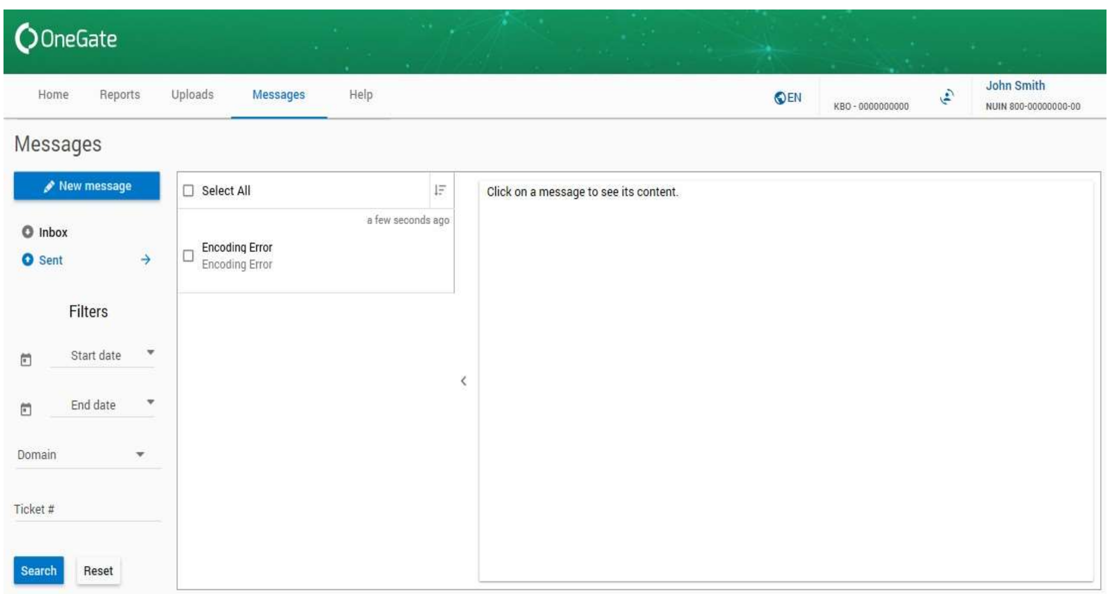
Figure 30 – Managing messages



4.2.5.2 Outbox

The outbox is presented the same way as the inbox (Figure 31 – Outbox), except that the user does not have the option of marking a message as read or unread.

Figure 31 – Outbox



4.2.6 Help

Under the “Help” tab there are useful documentation resources that the data collecting institutionmakes available to its declarers and OneGate application users.

For instance, you will find a Quick-Start Guide to the application and a series of links to the documentation specific to various reports available in the application.

The content of this tab may change at any time to meet the OneGate users’ information needs.

5. APPENDICES

5.1.1 APPENDIX 1 – BROWSER COMPATIBILITY

OneGate supports the commonest browsers. They are listed below. If browsers not included inthis list are used, we cannot guarantee how the application will respond.

- **Windows**: Internet Explorer 11*, Edge, Mozilla Firefox, Chrome or Opera.
- **Linux**: Mozilla Firefox, Chrome or Opera.
- **Mac**: Mozilla Firefox or Safari.

* *Like Microsoft, for performance reasons we recommend that you use the Edge browser instead of Internet Explorer 11*

5.1.2 APPENDIX 2 – BROWSE/SEARCH/FILTER

Breadcrumbs

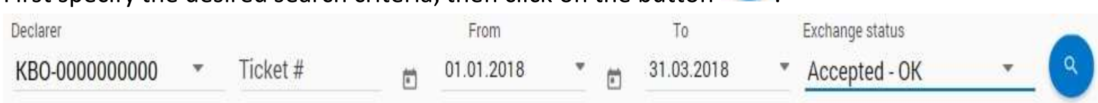
A "breadcrumbs"-type menu is available in each report and allows you to navigate quicklyfrom one level to another using the button

For example, to switch from one report to another:

Search

Some screens, such as the one under the "Files exchanged" tab, allow you to conduct searches.

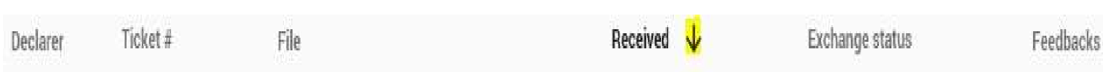
First specify the desired search criteria, then click on the button .



Filter

By clicking at the top of certain columns in a table, you can rearrange their content and consequently the content of the entire table. For example, click at the top of the "Received" column in the "Files exchanged" table to arrange the files exchanged in chronological order(up or down):

Refresh



You can track the status of an action that you have taken by clicking on the Refresh button. For example, you can then track the processing of a file you have sent under the "Home" tab. Click on the "Refresh" button to track the upload status: