

CreationOnline: Getting started with Vestima

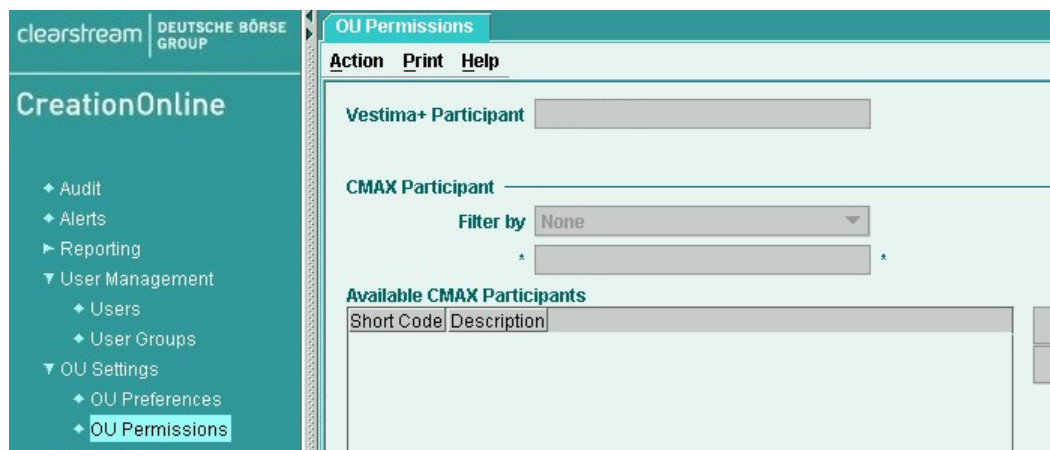
You can access the Vestima order routing service for investment funds via a link in CreationOnline. This allows simpler management of user access and security for all services as all activities are carried out through the one CreationOnline browser.

If you are an existing Vestima customer, currently using CreationOnline and would like to take advantage of this new link, you should contact the Product Information Group of the Investment Funds Services Department to discuss your particular set up needs.

If you are an existing CreationOnline user and interested in taking up the Vestima service, you should contact the Product Information Group of the Investment Funds Services Department or your Relationship Officer.

To access the Vestima platform from CreationOnline, you must agree to the terms for both Vestima and CreationOnline. Once this has been done, your Vestima participant identification will be linked with your CreationOnline OU (Organisational Unit) by the Clearstream customer support teams. You will then be advised that you can proceed with the granting of User Group and User permissions for Vestima.

The Vestima Participant identification can be seen by the OU Administrator under OU Settings - OU Permissions in the Participants tab.



OU Administrator tasks

It is assumed that CreationOnline has been setup in accordance with Chapter 1: Getting Started of the CreationOnline User Manual.

Once the credentials for the local system administrator have been created, the OU administrator can perform the initial tasks required to prepare CreationOnline for use at the location.

New credentials will be created in CreationOnline for Vestima users, deactivation of any certificates previously granted for direct access to Vestima are the responsibility of the customer.

Creating a new User Group

1. In the navigator panel, select User Management-User Groups.
2. From the Action menu, select the Create command to display the User Groups page.
3. Adjust the depth of the alerts panel to reveal the list of user groups as required.
4. On the User Groups tab, do one of the following:
5. Select Create from the Action menu.
6. Right-click anywhere on the list of user groups and select Create from the popup menu.
7. On the New User Group tab, give the user group a (unique) name; then select the user profile (authority level) that you want the users in the user group to share.
8. On the User Group Permissions subtab click on the box to the left of the Vestima permissions, as only the full set of Vestima permissions can be selected for the User Group.
9. Before submitting your create user group, do one and/or other of the following if required:
 - If you decide to change the user group, use the Reset button or Action menu command to return all the specifications to their default values so that you can start again.
 - If you decide to abandon creation of the user group, use the Discard button or Action menu command to cancel the operation and return to the User Groups page.
10. Select Submit to create the new user group.

Note: If there is an error in the creation of the user group (for example, no value input in a mandatory field), you will be informed by a pop-up. You can use the Modify button or Action menu command, correct the fault and re-submit the user group.

On successful creation of the user group, it will appear in list views with status "New".

Note: For Business Users, the whole set of accounts and report groups that a user can work with is defined at the level of the user group to which the user belongs. Individual users cannot use more than this set but can be defined to use a restricted subset of them.

A newly created user group must be confirmed or rejected. If (as OU Administrator) you have "authorise own" privileges, then you can confirm or reject your own action on user groups. Otherwise, a second OU Administrator must do this.

Modifying an existing User Group

Note: Only user groups with status "Pending Rejected" or "Confirmed" can be modified.

1. In the navigator panel, select User Management-User Groups to display the User Groups page
2. From the Action menu, select the Refresh command to list the user groups.
3. Adjust the depth of the alerts panel as required.

Note: You can customise the displayed list.

4. On the User Groups tab, do one of the following to display a tab for the selected user group:
 - Highlight the appropriate user group in the list and select Modify from the Action menu.
 - Right-click on the appropriate user group in the list and select Modify from the popup menu.
5. On the User Group tab, change the name of the user group if required and use the available subtabs to modify further details of the user group as follows:
6. On the User Group Permissions subtab click on the box to the left of the Vestima permissions, as only the full set of Vestima permissions can be selected for the User Group.

Note: You cannot modify the user profile assigned to a user group.

7. Before submitting your modification, do one and/or other of the following if required:
 - If you decide to change the modification, use the Reset button or Action menu command to return all the specifications to their default values so that you can start again.
 - If you decide to abandon the modification, use the Discard button or Action menu command to cancel the operation and return to the User Groups page.
8. Select Submit to implement your changes to the user group.

Note: If there is an error in the modification (for example, no value input in a mandatory field), you will be informed by a pop-up. You can use the Modify button or Action menu command, correct the fault and re-submit the modification.

On successful modification of the user, it will appear in list views with status "Modified".

Note: A modification must be confirmed or rejected before it can be effective. If (as OU Administrator) you have "authorise own" privileges, then you can confirm or reject your own action on user groups. Otherwise, a second OU Administrator must do this.

The screenshot shows the 'User Groups' configuration page in the Clearstream CreationOnline system. The interface includes a sidebar with navigation options like 'Audit', 'Alerts', 'Reporting', 'User Management', and 'User Groups'. The main content area is titled 'User Groups' and 'New User Group'. It features a table with columns for 'Action', 'Link', 'Print', and 'Help'. Below this, there are several permission tables for the 'Vestima+' user group. Each table has a 'Select' column with a checked checkbox and a 'Permissions' column. The tables are:

- Base Permissions:** Includes 'Vestima+ Access'.
- OI Permissions:** Includes 'Create Order / Modify / Copy', 'Cancel Order', 'Verify / Fail Verify', and 'Authorise / Fail Authorise'.
- Reports Permissions:** Includes 'Reports Access'.
- Business Archive Permissions:** Includes 'Archived Orders Access' and 'Archived Reports Access'.

 Each table has 'Select All' and 'Deselect All' buttons. At the bottom right, there is a 'Submit' button.

Creating a new User

1. In the navigator panel, select User Management-Users.
2. From the Action menu, select the Create command to display a New User tab.
3. Adjust the depth of the alerts panel as required.
4. On the New User tab, fill in the first name and surname fields and give the user a (unique) user ID; then select the user group whose user profile (authority level) you want the user to share.

Note: A user can belong to only one user group.

5. Use the User Permissions subtab to remove permissions for Vestima that are not required.
6. Before submitting your created user, do one and/or other of the following if required:
 - If you decide to change the user details, use the Reset button or Action menu command to return all the specifications to their default values so that you can start again.
 - If you decide to abandon creation of the user, use the Discard button or Action menu command to cancel the operation and return to the Users page.
7. Select Submit to create the user.

The user that you have created so far is given the status "Pending Certificate".

Note: To enable a newly created user to log on to CreationOnline, you must create unique credentials for that user.

When you have created a user, if the "4-eyes" principle is set ON, the creation must be confirmed or rejected. If (as OU Administrator) you have "authorise own" privileges, then you can confirm or reject your own action on users. Otherwise, a second OU Administrator must do this.

Modifying an existing User

Note: Only users that have status "Confirmed" or "Pending Rejected" can be modified.

1. In the navigator panel, select User Management-Users to display the Users page
2. From the Action menu, select the Query command to display the Query tab.
3. Adjust the depth of the alerts panel as required.
4. Perform a suitable query to list the required user.

Note: You can customise the displayed list.

5. On the Users tab, do one of the following to display the current details of the selected user on its own tab:
 - Highlight the appropriate user in the list and select Modify from the Action menu.
 - Right-click on the appropriate user in the list and select Modify from the popup menu.
6. Use the User Permissions subtab to remove permissions for Vestima that are not required.
7. Before submitting your modification, do one and/or other of the following if required:
 - If you decide to change the modification, use the Reset button or Action menu command to return all the specifications to their default values so that you can start the query again.
 - If you decide to abandon the modification, use the Discard button or Action menu command to cancel the operation and return to the Users page.
8. Select Submit to perform the modification.

Note: If there is an error in the modification (for example, no value input in a mandatory field), this will be listed on an Errors/Warnings subtab. You can use the Modify button or Action menu command, correct the fault and re-submit the modification.

On successful modification of the user, it will appear in list views with status "Modified".

Note: When you change the name of a user, the links in the alerts panel and on the Alerts tab are changed accordingly.

You may also want to change the credentials for the user.

A modification must be confirmed or rejected before it can be effective. If (as OU Administrator) you have "authorise own" privileges, then you can confirm or reject your own action on users. Otherwise, a second OU Administrator must do this.

Verify own instructions

Vestima+

Base Permissions

Select	Permissions	Select All
<input checked="" type="checkbox"/>	Vestima+ Access	Deselect All

OI Permissions

Select	Permissions	Select All
<input checked="" type="checkbox"/>	Create Order / Modify / Copy	Deselect All
<input checked="" type="checkbox"/>	Cancel Order	
<input checked="" type="checkbox"/>	Verify / Fail Verify	
<input checked="" type="checkbox"/>	Authorise / Fail Authorise	

Reports Permissions

Select	Permissions	Select All
<input checked="" type="checkbox"/>	Reports Access	Deselect All

Business Archive Permissions

Select	Permissions	Select All
<input checked="" type="checkbox"/>	Archived Orders Access	Deselect All
<input checked="" type="checkbox"/>	Archived Reports Access	

User | User Permissions | User Accounts/Report Groups

User status modifications for Vestima

CreationOnline user statuses have a different life cycle for Vestima purposes. The user statuses for Vestima and their CreationOnline equivalent depend upon the conditions defined for setting OU Preferences for "4 eyes" on or off.

"4-eyes" off

CreationOnline User Status	Vestima User Status
Confirmed Profile	Activated
Activated	Activated
Suspended	Deactivated
Stopped	Deactivated
Deleted	Deactivated

Scenarios

Current CreationOnline Status	Action	New CreationOnline Status	Status in Vestima and consequence
none	Create	Confirmed profile	User becomes ACTIVATED in Vestima but will not be able to log in, as no credential has been created.
Confirmed profile	Create credential	Activated	User remains ACTIVATED in Vestima and will now be able to log in.
Confirmed Profile	Delete	Deleted	User becomes DEACTIVATED in Vestima. End date is set. A user with same identifier can not be recreated from CreationOnline.
Activated	Recreate Credential	Activated	User remains ACTIVATED in Vestima.
Activated	Modify	Activated	User remains ACTIVATED in Vestima. User data is modified in Vestima. This concerns: User first name User last name Email address Phone number Fax number User type Supervisor flag Permissions
Activated	Suspend	Suspended	User becomes DEACTIVATED in Vestima.
Activated	Stop	Stopped	User becomes DEACTIVATED in Vestima. End date is set. A user with same identifier can not be recreated from CreationOnline.

Current CreationOnline Status	Action	New CreationOnline Status	Status in Vestima and consequence
Suspended	Reactivate	Activated	User becomes ACTIVATED in Vestima.
Suspended	Stop	Stopped	User becomes DEACTIVATED in Vestima. End date is set. A user with same identifier can not be recreated from CreationOnline.

"4-eyes" on

Even if the system administrator has set the CreationOnline conditions of use to "4-eyes" on for the OU working environment, Vestima will operate as if "4-eyes" is off. Certain user statuses will have different impacts for Vestima operations than they would have for the other services in CreationOnline. The operating times are synchronized between the two applications.

CreationOnline User Status	Vestima User Status
Pending New	Activated
Confirmed Profile	Activated
Pending Rejected	Activated
Pending Credential recreation	Activated
Activated	Activated
Pending Suspended	Activated
Pending Modified	Activated
Suspended	Deactivated
Pending Stopped	Suspended or Activated
Pending Activated	Deactivated
Stopped	Deactivated
Deleted	Deactivated

Scenarios

Current CreationOnline Status	Action	New CreationOnline Status	Status in Vestima and consequence
none	Create	Confirmed profile	User becomes ACTIVATED in Vestima but will not be able to log in, as no credential has been created.
Pending New	Reject	Pending Rejected	User becomes ACTIVATED in Vestima but will not be able to log in, as no credential has been created.
Pending New	Delete	Deleted	User becomes DEACTIVATED in Vestima. End date is set. A user with same identifier can not be recreated from CreationOnline.
Pending New	Confirm	Confirmed Profile	User remains ACTIVATED in Vestima.

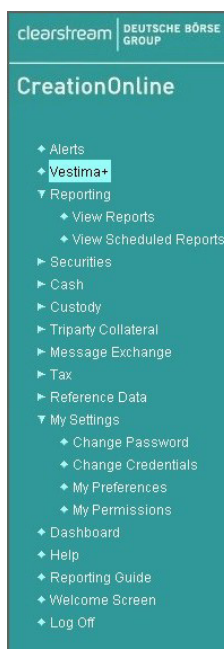
Current CreationOnline Status	Action	New CreationOnline Status	Status in Vestima and consequence
Pending Rejected	Modify	Pending New	User remains ACTIVATED in Vestima. Modifications are active immediately but user will not be able to log in, as no credential has been created.
Pending Rejected	Delete	Deleted	User becomes DEACTIVATED in Vestima. End date is set. A user with same identifier can not be recreated from CreationOnline.
Confirmed profile	Create credential	Activated	User remains ACTIVATED in Vestima and will now be able to log in.
Confirmed Profile	Delete	Deleted	User becomes DEACTIVATED in Vestima. End date is set. A user with same identifier can not be recreated from CreationOnline.
Activated	Recreate Credential	Pending Credential Recreation	User remains ACTIVATED in Vestima.
Activated	Modify	Pending Modified	User remains ACTIVATED in Vestima. User data is modified immediately in Vestima. This concerns: User first name User last name Email address Phone number Fax number User type Supervisor flag Permissions
Activated	Suspend	Pending Suspended	User remains ACTIVATED in Vestima.
Activated	Stop	Pending Stopped	User remains ACTIVATED in Vestima.
Pending Modified	Confirm	Suspended	User remains ACTIVATED in Vestima.
Pending Modified	Reject	Activated	User remains ACTIVATED in Vestima. User data is modified immediately in Vestima. This concerns: User first name User last name Email address Phone number Fax number User type Supervisor flag Permissions

Current CreationOnline Status	Action	New CreationOnline Status	Status in Vestima and consequence
Pending Suspended	Confirm	Suspended	User becomes DEACTIVATED in Vestima.
Pending Suspended	Reject	Activated	User remains ACTIVATED in Vestima.
Suspended	Reactivate	Pending Activated	User remains DEACTIVATED in Vestima.
Suspended	Stop	Pending Stopped	User remains DEACTIVATED in Vestima.
Pending Activated	Confirm	Suspended	User remains DEACTIVATED in Vestima.
Pending Activated	Reject	Activated	User becomes ACTIVATED in Vestima.
Pending Stopped	Confirm	Stopped	User remains DEACTIVATED in Vestima. End date is set.
Pending Stopped	Reject	Suspended or Activated depending on previous state.	User remains ACTIVATED or DEACTIVATED in Vestima, depending on current status.

Working with Vestima

As a Business User or Business Supervisor with the relevant permissions, you can launch the Vestima order routing for investment funds routing application.

Click on Vestima in the navigation menu, to launch the Vestima application in a new browser window.



Note: If you close the CreationOnline window or log off from CreationOnline while the Vestima application is running, any further actions in Vestima will not be possible and an error message will appear on the screen.

Vestima lifecycle

