ASA BANKA
Naša i snažna!

ELBA v5

General User Manual

1 Sadržaj

2 Starting the Application

Figure 1 - User application

When you start the application the window opens, as displayed on the above Figure, which allows the following functions:

- **Login** – system authentication. User name and password should be entered.
- **Language option** – the option which allows change of the application language.
- **Remember me** – makes the application remember the user name so that any future sign in would be made easier.

1.1 Additional authentication

After successful entering of user name and password, only in case when user has additional authentication, it is necessary to enter additional **code (token)**. Additional authentication window is shown in the Figure below. The message on the screen depends on the type of additional authentication.

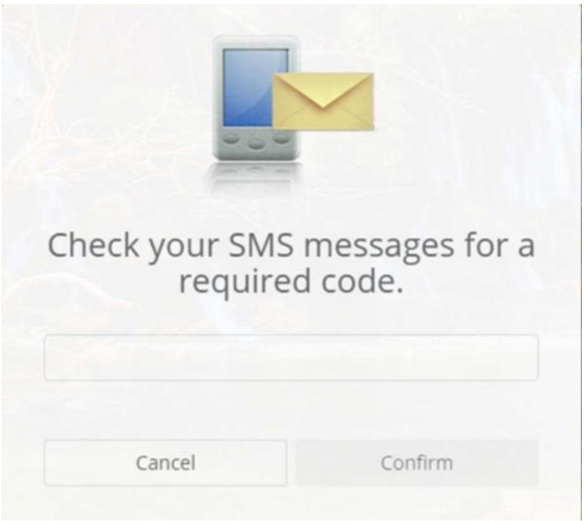


Figure 2 - Additional authentication window

1.2 Choosing the owner

After successful application signing in, only in cases in which application user has a right to work with multiple accounts of various companies, it is necessary to choose the owner of the account. After choosing the account owner the user application process is complete.

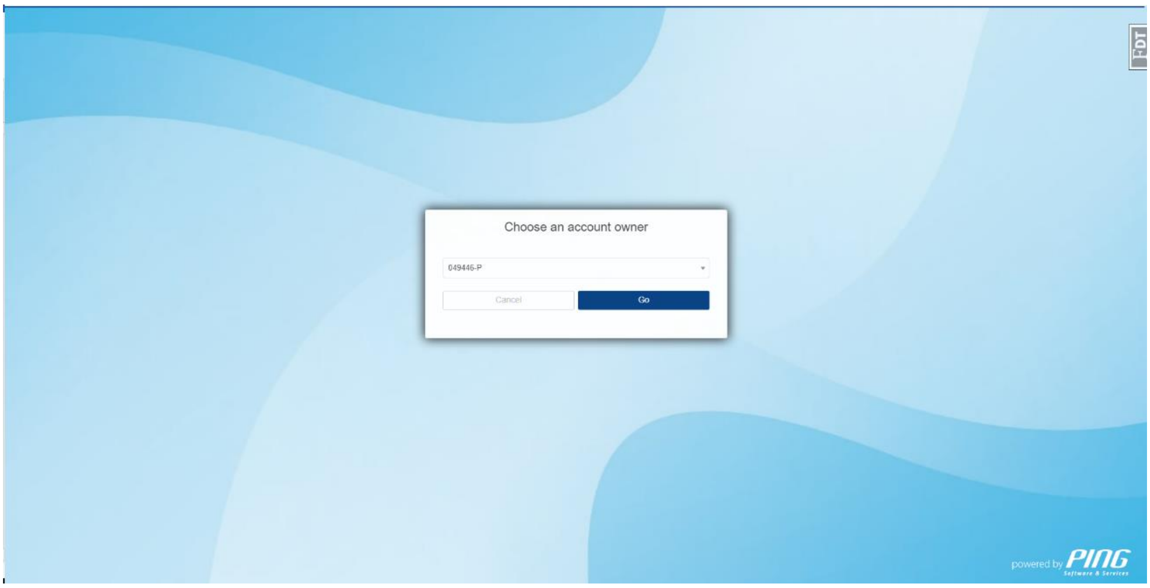


Figure 3 - Choosing the owner

3 Homepage

Application homepage is designed in such a way that in one place you have the review of the latest information.

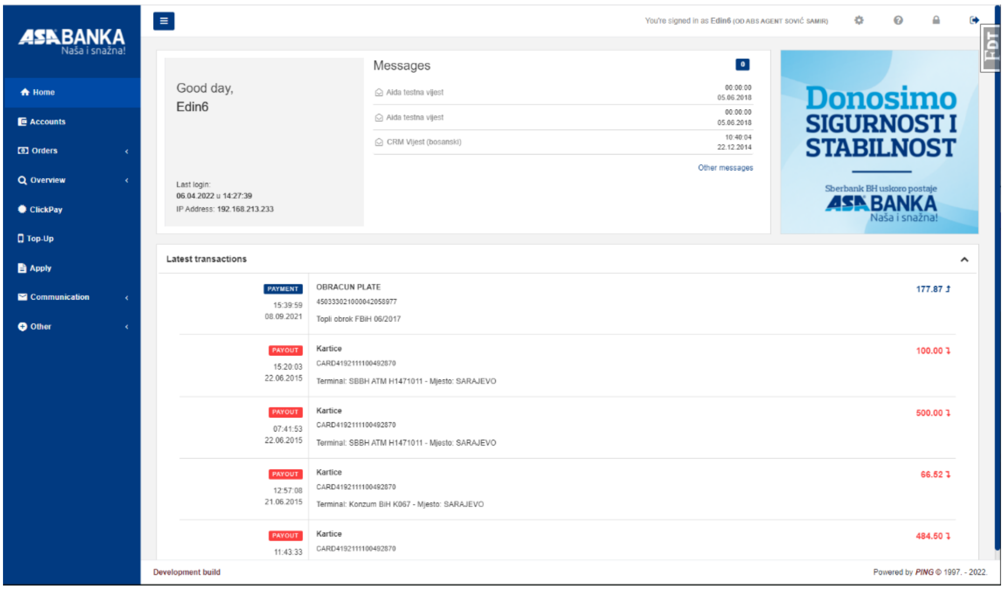


Figure 4 - Homepage

In one place you have the following reviews:

- review of the last five messages that you received either from the bank or e-account issuer, answer to eventual problem report, requests for bank services.
- last five transactions.

2.1 Messages section

Messages section offers review of the last five received messages. Messages consist of the news you've received from the bank and replies from technical support to the questions you've sent through the 'Contact Us' Module.

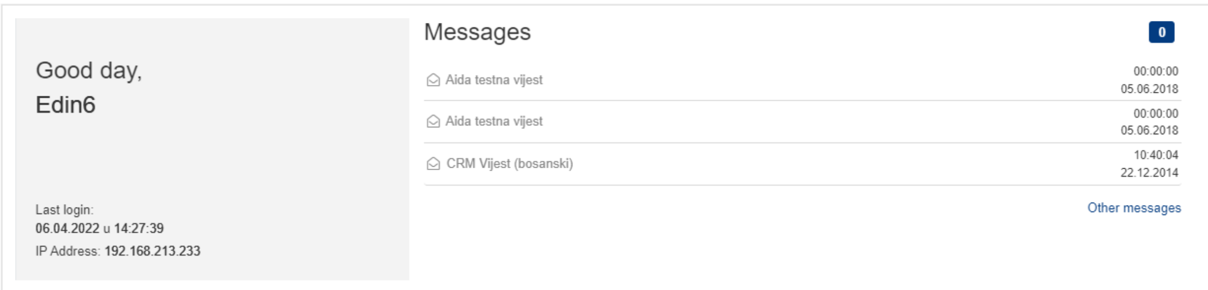


Figure 5 - The latest messages

On the left side of the section, beside greeting message, you have the information about the date and time of the last system log in, and the information about the IP address from which the last log in was done.

In the upper part of the section you have the total number of the received messages, according to the categories, which you have not read:

The message consists of the message title and date and time of its arrival. Clicking on the title of the message you open the content of the message. Clicking on the lower left link **Other Messages** you open the homepage of the *Messages* Module, where resides the list of all available messages.

2.2 The Last Transactions Section

This section provides review of the last five transactions from all of your accounts.

Figure 6 - The Last Transactions

- Type of transaction:
    - Withdrawal – withdrawal of money from one of the accounts,
    - Payment – deposit money on one of the accounts,
- Date and time of the transaction,
- Name of sender,
- Alias of the account,
- Transaction description,
- Transaction amount.

4 Settings

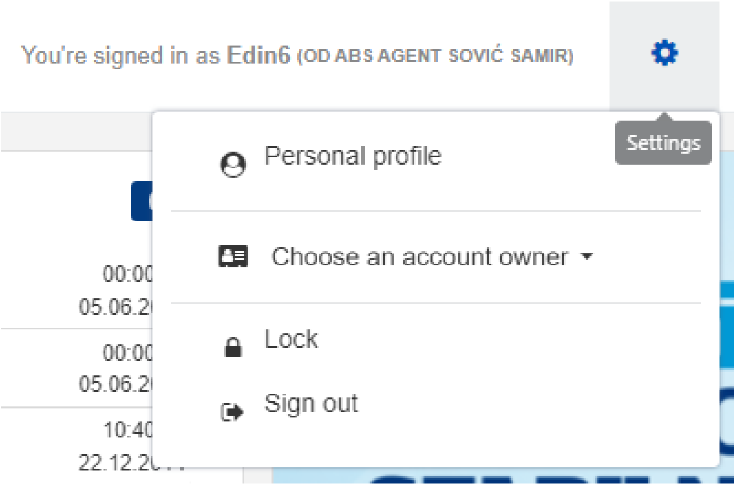


Figure 7 – Menu settings

Menu *Settings* offers the following functions:

- **Profile** – display and updating of user settings.
- **Choose the owner** – changing the owner of the account.
- **Lock up** – temporary locking up of the application.
- **Log out –** logging out from the application.

3.1 Profile

Within the user profile it is possible to:

- Review personal information.
- Review the list of the accounts and corresponding user rights.
- Change the password.

Figure 8 - User profile

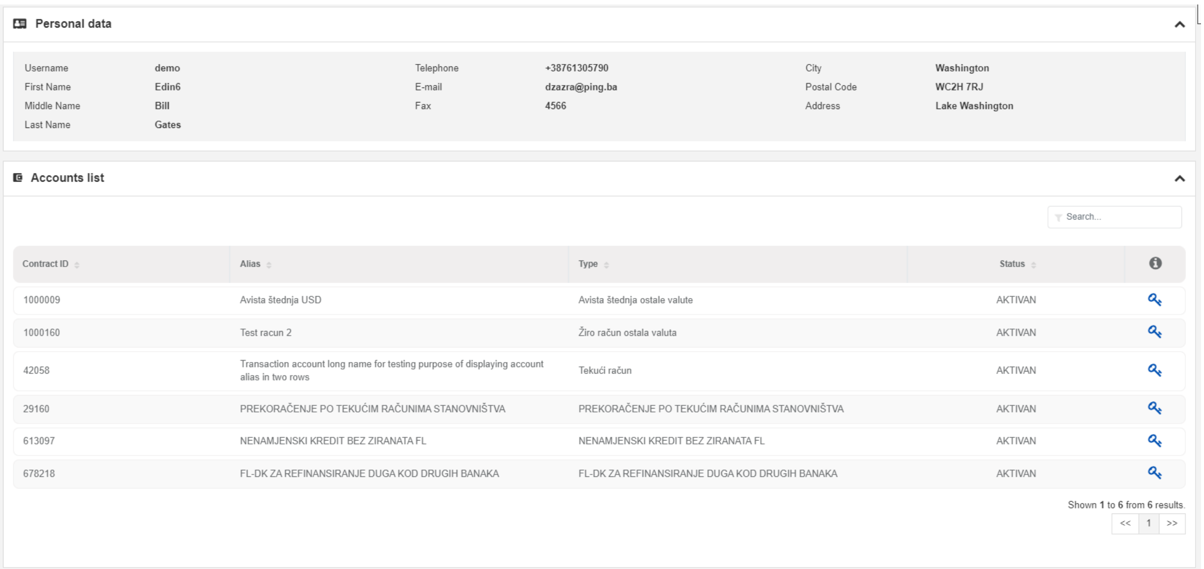


Figure 9 - List of accounts

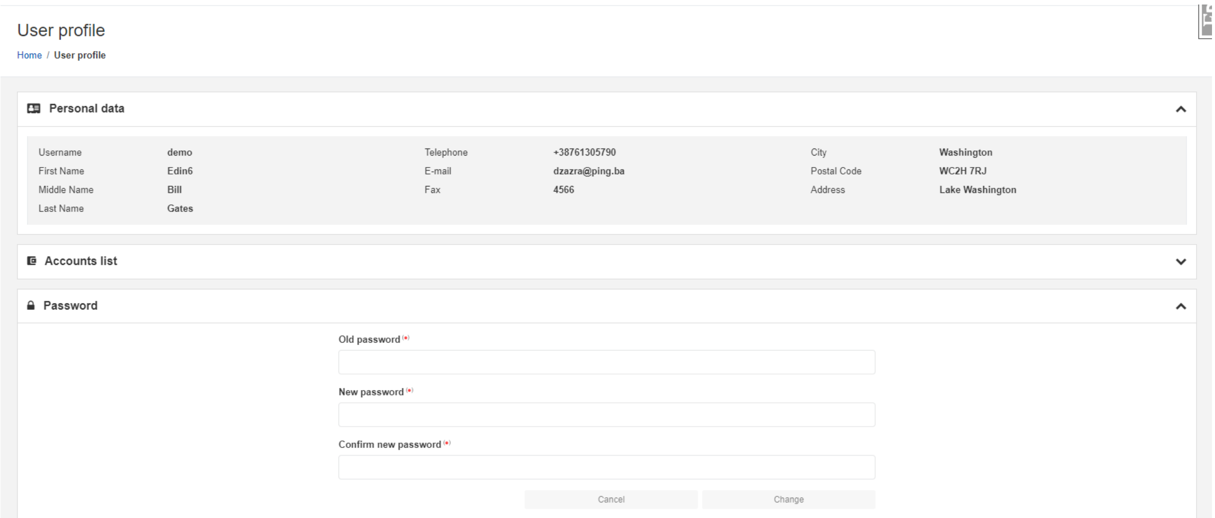


Figure 10 - Password

3.2 Choosing the owner

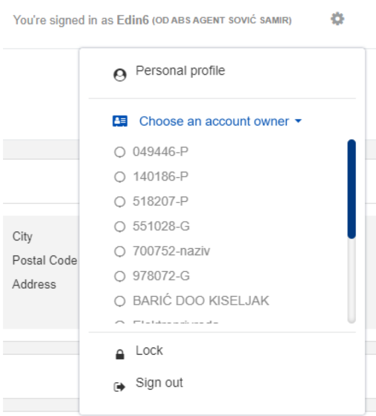


Figure 11 - Choosing the owner

Option *Choose the owner* is placed within the menu *Settings* and is available only if the user has the license to work with multiple accounts of various companies. For more details, see the Figure above.

3.3 Locking up

The option *Lock up* makes possible the temporary locking up of the application, mostly used because of the need to leave the computer for the short time, and in this way it is easier to return to the application (without using additional authentication checkup).

Reactivation of the application demands entering the password of the user who has locked up the application, as showed in the Figure below.

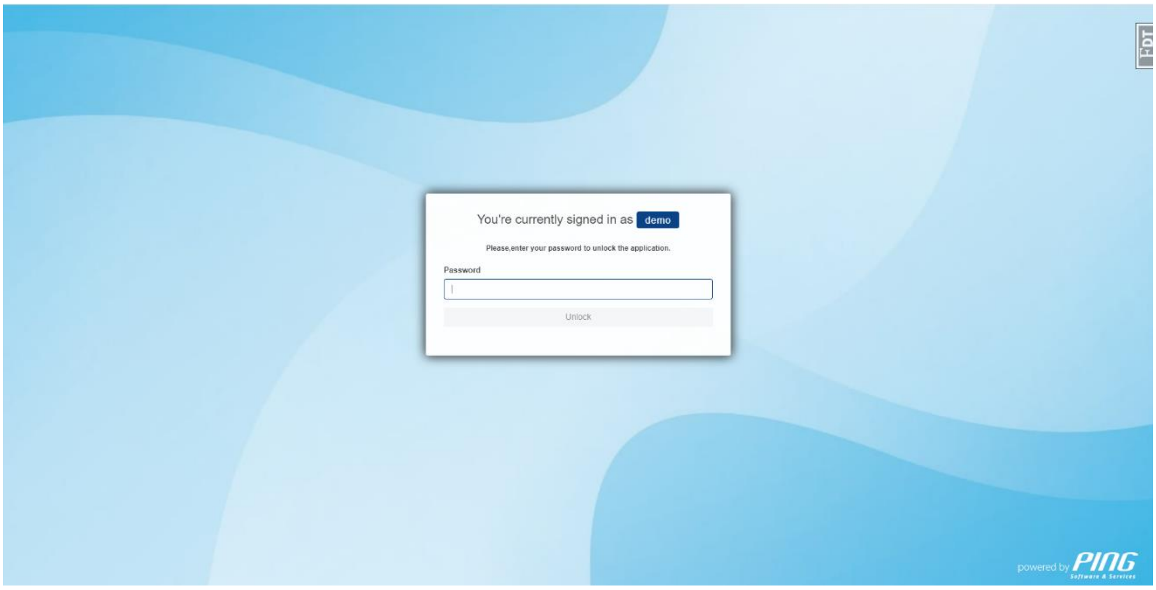


Figure 12 - Locking up the application

5 Accounts

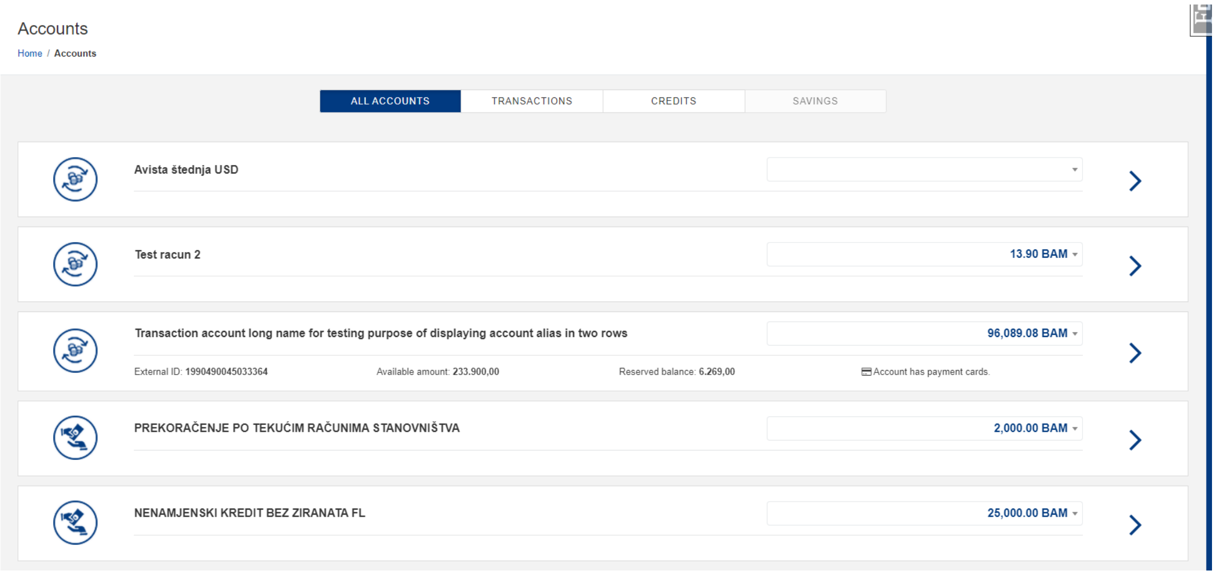


Figure 13 - Display of the list of accounts

This module is used to review the list of accounts for which there is a right to work with them through ELBA system. Within the list certain details of the accounts are shown. In case of the multiple currency account user can choose the wanted currency from the drop-down menu placed on the right side. Beside the list of the accounts, the user can open the screen with the details of the selected account. Look at the Figure below.

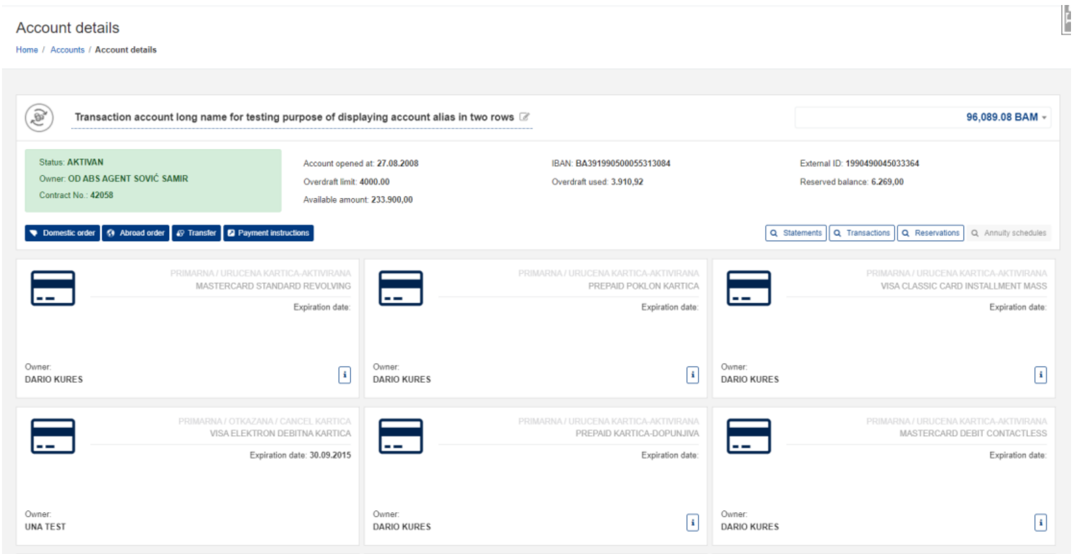


Figure 14 - Details of the account

This screen is used to the review all the account details. Besides, this screen serves as a starting point for all operations regarding the chosen account.

The screen is visually divided in two sections, the main section and the section related to the bank cards (for the accounts that have bounded cards). The main section includes basic information about the account like: account details, currency details. Also, in the lower part of the section the operational buttons are placed, which serves as a shortcut towards the operations which are allowed for that account, like: domestic or abroad payments, transfers, transaction details or bank statements, review of maturity, installments etc.

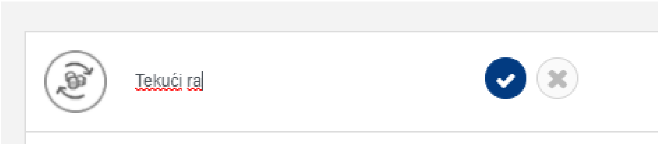


Figure 15- Change of alias

It is worth to mention that it is possible to give the account some alias, so the account can have the name that is the most suitable for the user.

6 Orders

Module **Orders**, beside standard operation of the creation of payment orders, also allows the complete access into existing orders in various statuses. It is possible to perform various operations with the help of adequate actions for working with orders in certain status. For example, it is possible to review the details of every order, cancel, copy, or print order, as well as to group orders.

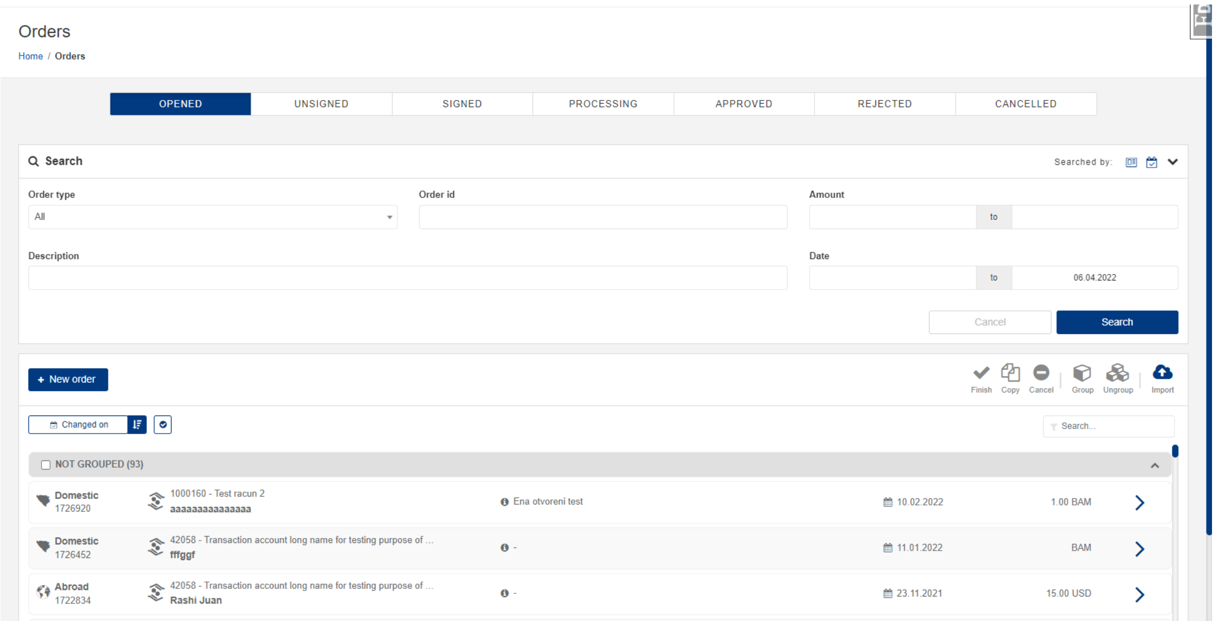


Figure 16 - Module Orders

Module offers:

- display of the list of orders with basic details according their status,
- search of existing orders by one or more criteria,
- display of individual order,
- filtering and sorting of orders,
- actions for group and individual work on orders,
- creation of new orders.

5.1 Status menu

Status menu is the component of the application which is used during the work on created orders, whether they are payments or transfers. As shown on Figure 17 -Status menu, status menu consists of elements – **status**. Every element of this menu represents **set of orders in certain status**.

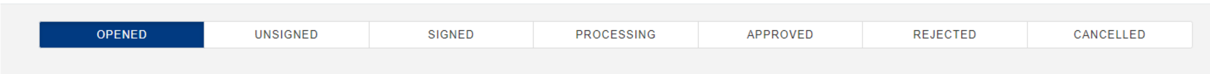


Figure 17 - Status menu

Statuses represent the path (steps) of the order from its creation to its execution.

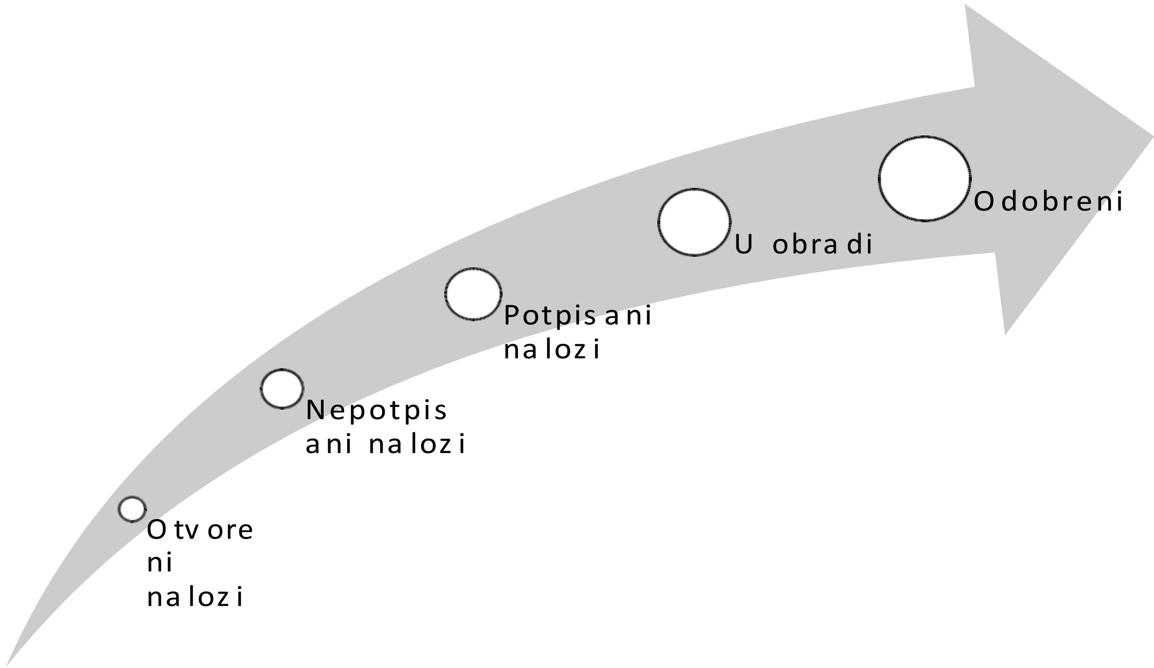


Figure 18 - Path (steps) of the order through ELBA application

Type of statuses

- **Open orders** – incomplete orders that are prepared but cannot be considered as finished or ready for signature. Orders can be edited.
- **Unsigned orders** – orders that are created, finalized and are waiting to be signed by one or more signatories. When order reaches signature of minimum 100% it automatically goes into the next phase – it gets the status of signed order.
- **Signed orders** – orders that are not yet taken over by the bank for processing. Automatically up on being taken over it goes into next phase.
- **Order that are being processed –** orders that bank took over from the electronic banking system and that are being processed.
- **Approved orders –** orders that are successfully accepted and successfully processed by the bank.
- **Rejected orders** – orders that are not successfully processed by the bank. During processing bank has entered the reason for rejection which can be seen in the details of the order.
- **Canceled order –** orders that user have canceled in one of first three phases.

5.2 List of orders display

List of orders consists of basic orders details, depending on the status of order.

Initially all types of orders are showed in the status *Open*, that are created within the last month.

In order to have more efficient work with huge number of orders and for the better organization of work, orders in statuses *Open*, *Unsigned* and *Signed* can be grouped.

At the beginning of work with ELBA application, all orders in certain status are placed in the group NOT GROUPED. More about the method of group creation one can find in chapter Orders grouping.

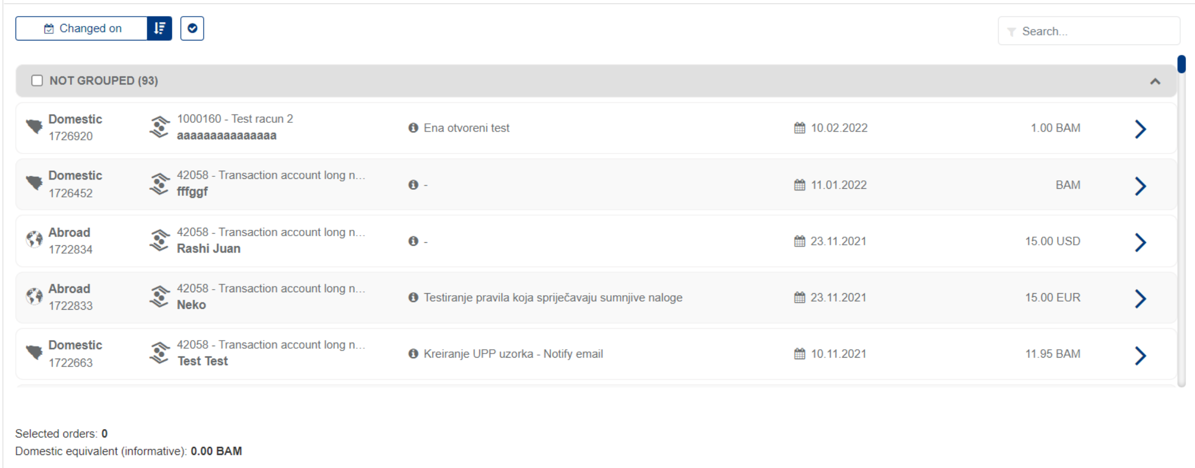


Figure 19 - List of orders display

By crossing over certain data with mouse pointer full description of that data is shown.

In the list of orders, you can see:

- **Type of transaction** (domestic or abroad payment or transfer) / **ID number of transaction**,
- **Sender / Receiver**,
- **Transaction description** – purpose of payment. If the order has a status *Rejected* this field represents information about the reason why it is rejected, or if the order has a status *Canceled* the information about the reason for cancellation of the transaction,
- **Date of modification** – date of the last modification on the order,
- **Amount** – the amount of the transaction. In the case of transfer, there is an information about the amount from account and the amount to account.

5.2.1 Order details display

In order to see the detailed information about the certain order click on the button › .

Depending on the type of the order you have the different kinds of money order. Figures are showing samples of the orders in the status *Open*:

- Figure 20 – Order sample – domestic payment,
- Figure 21 – Order sample – abroad payment,
- Figure 22 – Order sample – transfer.

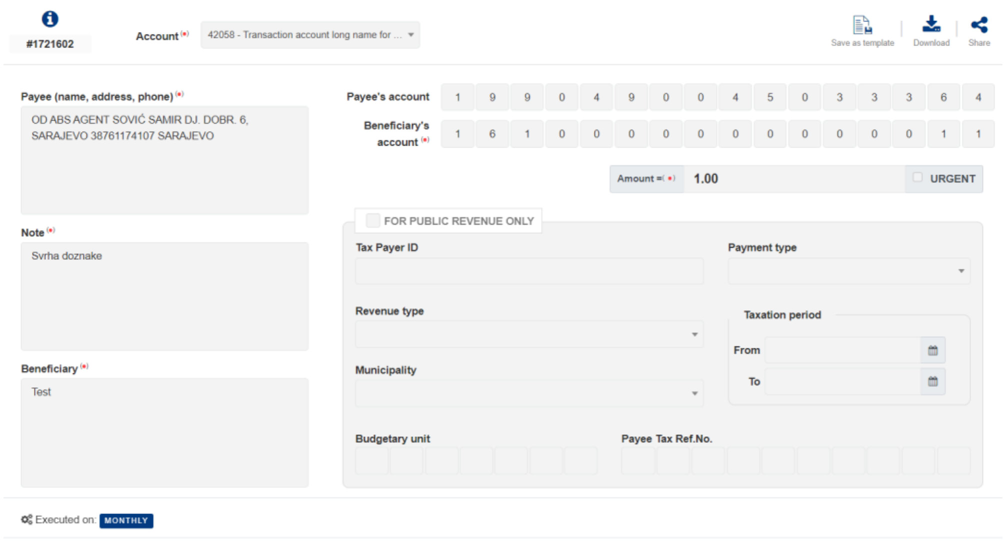


Figure 20 - Order sample – domestic payment

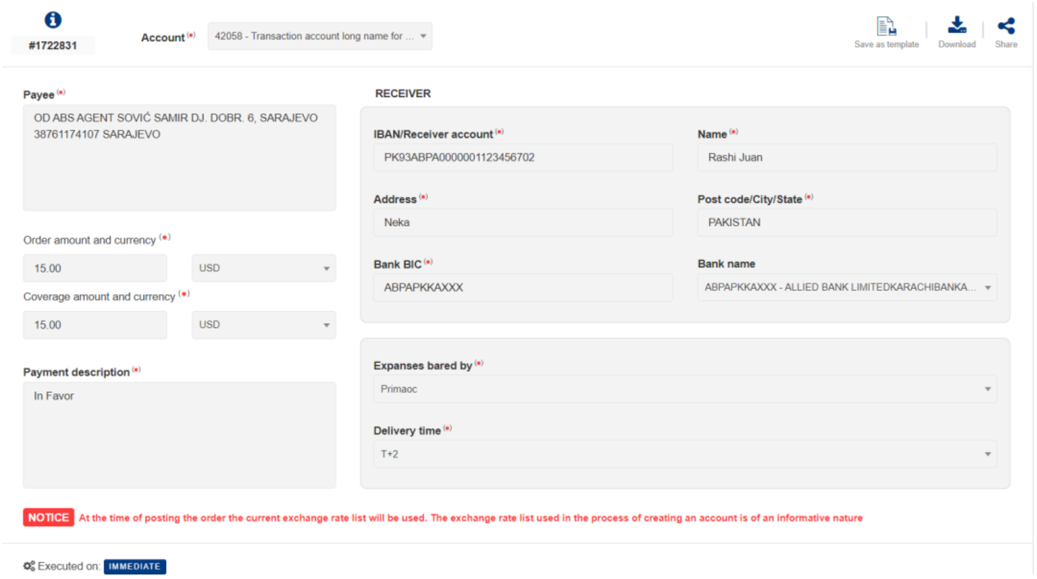


Figure 21 - Order sample – abroad payment

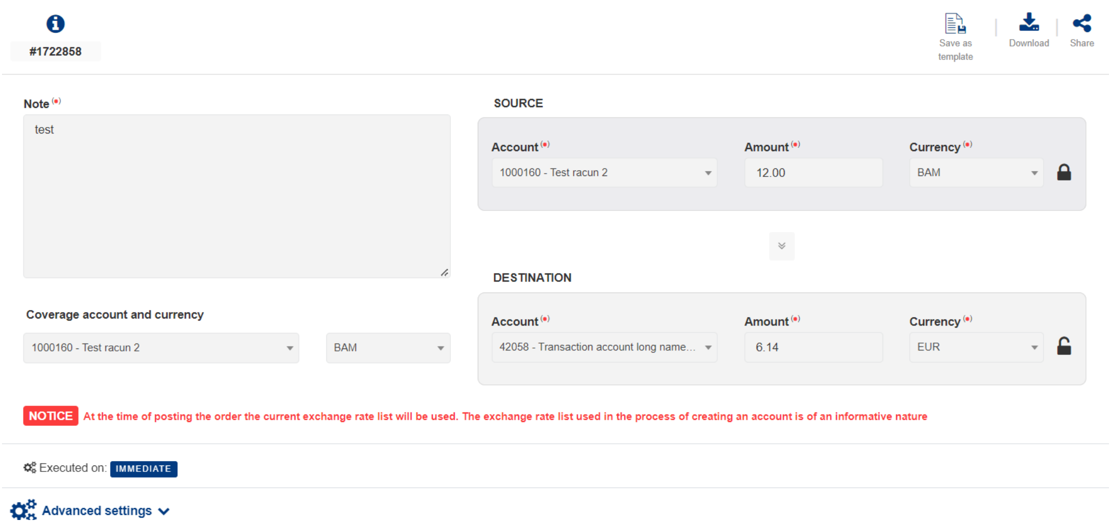


Figure 22 - Order sample – transfer

If it is about the orders which are in the statuses *Open* and *Unsigned*, it is possible for orders to be:

- **Edit** – modification of the entered data (status *Open*),
- **Finalize** – to finalize order which is filled and ready for signature, without possibility for further modifications (status *Open*)
- **Sign** – statuses *Open*, *Unsigned*.

5.2.1.1 Additional information on order

Beside entered information for order, you can see the additional information like: order status, user that created the order, date of creation, date of signature, date of processing etc.

Show / hide additional information

In the upper left side of saved order is the button **Additional Information** together with the ID number of order.

Figure 23 – Button – Additional information of the order

1. Click on the button **Additional Information**.
   Module that shows additional information opens (**Error! Reference source not found.**Figure 24).
   Additional information depends on the status in which the order is in.
2. For closing additional information again click on the button **Additional Information**.

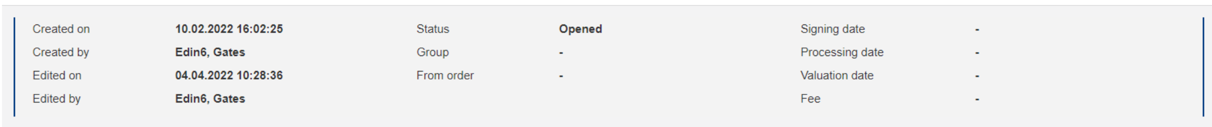


Figure 24 - Additional information on order

5.3 Searching orders

In order to have simpler and more efficient work with orders you can search them by one or more items.

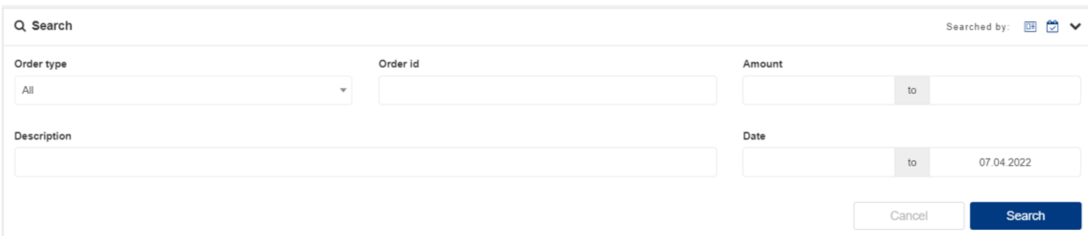


Figure 25 - Initial search of the orders

Depending on the chosen search criteria, on the right side of the panel the icons that appear are showing that the visible data are filtered by certain datum.

The Initial Search of orders is set by the date of the last modification – orders that are shown are the orders that are modified within the last month.

By choosing the certain type of payment in the field **Type of order** you have the possibility to downsize shown data by additional fields.

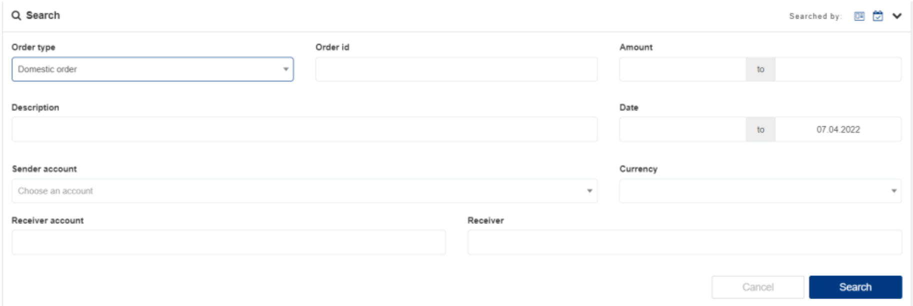


Figure 26 - Widen search of orders

5.3.1 Orders display without date filtering

If you want to show the data without the date filtering, it is necessary to cancel predefined filter.

1. Position yourself on the field *From date*.
2. In calendar that has opened, click on the button **Erase**.

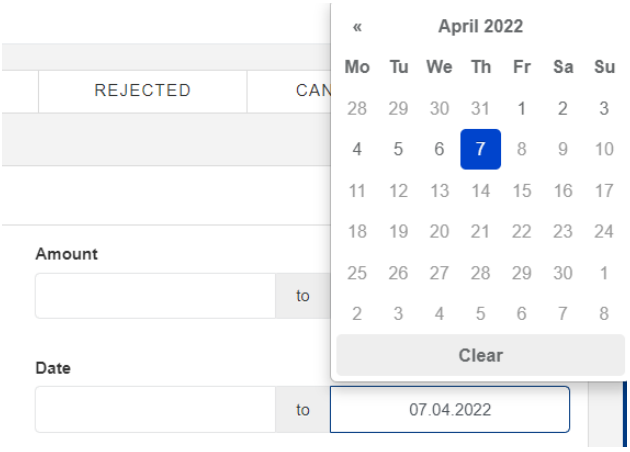


Figure 27 - Search – erasing of date

Steps 3 and 4 are optional.

3. Position yourself on the field *Until date*.
4. In calendar that has opened click on the button **Erase**.
5. Click on the button **Search**.

5.4 Orders filtering

It is possible to additionally narrow the list of orders using the filter.

Figure 28 - Filtering of list of orders

1. Position yourself into the field *Filter ...*
2. Enter the sequence of characters by which you wish to filter the data.
3. In the list of orders only the orders that have the entered sequence of characters will be shown.

5.5 Data sorting

It is possible to sort the data shown in the list of orders by one of the following criteria:

- Date of the last modification (initially set sorting),
- Type of order,
- Transaction description,

- Sender,
- Receiver,
- Amount.

Data in the table are initially sorted by criteria Last modification, from the newest to the oldest date of the order modification.

1. Click on the button **Sorting** (*Last modification*).

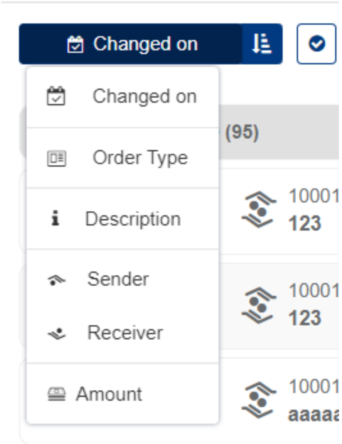


Figure 29 - Data sorting

2. From the offered list choose desired criteria.
   After you choose the criteria by which you want to sort the data, the data in the table will be sorted from the data of the biggest to lowest value (for example from latest to oldest date, from highest to lowest value, from Z-A).
3. If you wish to change the sequence in sorting, click on the button:

5.6 Actions for group and individual work on orders

For the orders in the list you can make actions of finalizing, copying, unmaking, export, grouping or ungrouping, both on individual or on multiple orders at the same time. Some options are available only for particular statuses.

5.6.1 Selecting orders in the list of orders

In order to perform any of mentioned actions on order/orders in the list you need to select it.

- In order to select one or more orders, it is enough to click on it.
- If you wish to remove selection from the order, click on it again.
- For selection of all orders in one group it is enough to select the field in front of the group name:

Figure 30 - Selecting of the entire group of orders

When selection of one or more orders is made at the bottom of the section the total number of selected orders with their total value in local currency (BAM) is shown. Shown value is of informational character (Figure 31).

Ukupan broj izabranih naloga: **3** Protuvrijednost: **1.450,00 BAM**. (Prikazana vrijednost je informativnog karaktera.)

Figure 31 - Display of total number of selected orders and their total value.

Actions on orders depend on the type of status in which the order is in, as well as on your permissions. Actions are active when you select one or more orders.

5.6.1.1 Finish orders

During the creation of order, it is possible to save the uncompleted order, due to various situations in which there is a need for later modification of the order. This kind of orders are placed in the status *Open orders*.

After you have entered all the data, open order needs to be marked as finalized.

1. Select order(s).
2. Click on the button **Finish**.
3. In dialogue window *Finalizing orders* confirm the action of finalizing by clicking on the button **Yes, mark as done.**
   If you wish to cancel finalizing then click on the button **No, cancel**.

Finalized orders after this action are placed into status *Unsigned orders*.

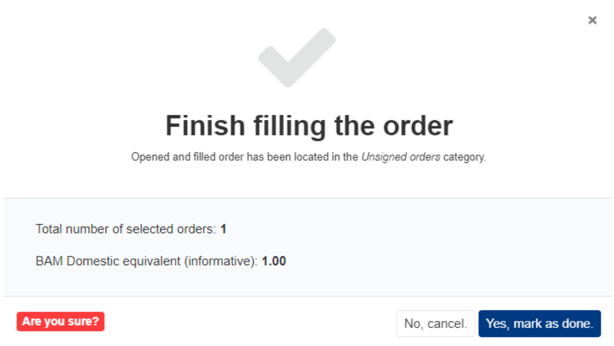


Figure 32 - Dialog window – Finalizing the order

5.6.2 Signing of orders

For the order to be processed by the bank, it is necessary that the authorized user or users of electronic banking sign it.
This option is available only for the orders that are placed in the status *Unsigned orders*.
Signed orders are going into status *Signed orders*. Completely signed order goes into the processing by the bank.

1. Select order(s).
2. Click on the button **Sign**.
3. In a dialog window *Finalizing order* confirm the action with click on the button **Yes, sign order(s)**.
   If you wish to cancel signing then click on the button **No, cancel**.

Along with the signature right the percentage of signature is defined. For individual persons this percentage is mostly 100%, while companies can define persons that will be signatories and the percentage for their signature, and with that it is made possible that multiple signatories share the right to sign in certain ratio (for example, the director has 100% and deputies 50%). **The order is considered signed only when it is signed with 100% or more**.

By reviewing the additional information about the order, it is possible to see the current percentage of signature and signatories that have signed the order so far.

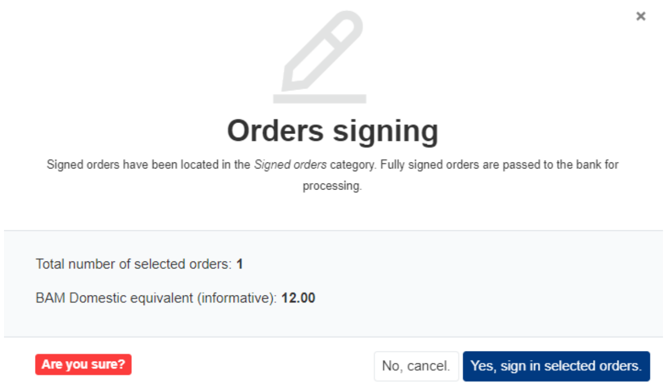


Figure 33 - Dialog window – Signing the order

5.6.3 Copying orders

In case of a need for fast creation of order which is similar to already existing one, it is possible to copy order as follows:

1. Select order(s).
2. Click on a button **Copy**.
3. In dialog window *Copying orders* confirm the action of copying by clicking on a button **Yes, copy order(s)**.

   If you wish to cancel copying then click on a button **No, cancel**.

Copied orders after this action are placed into the status *Open orders*.

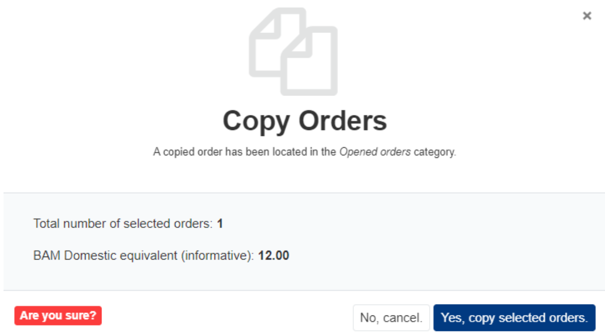


Figure 34 - Dialogue window – Copying orders

5.6.4 Canceling orders

If you have made a mistake or simply do not want to execute order and want to remove it from the status of active orders, by clicking on the button **Cancel** the order is being transferred to status *Canceled orders*.

In order to know at any moment the reason for cancellation in a field *Reason* enter the reason for cancellation.

Also, if it is about the order that repeats periodically, by clicking the option *Cancel and reeling* (if it exist) you cancel all future iterations of this order.

Canceling of the order is possible only for orders that have status: Open, Unsigned and Signed.

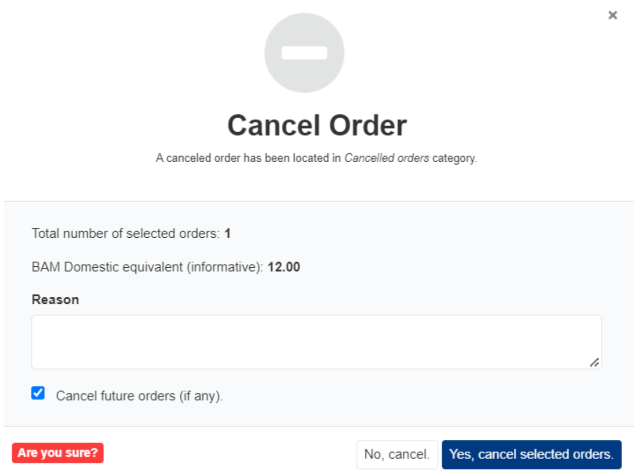


Figure 35 - Dialogue frame – Canceling order

5.6.5 Orders grouping

When working with large number of orders or simply out of the need for better organization and administration of orders, very useful option is orders grouping. Grouping makes easier signing of orders, because by signing the group, all orders within it are signed. For better organization of groups of orders, you can give them name and description.

1. Select order(s).
2. Click on the button **Group**.
3. In a dialogue window *Grouping orders* you have two options: grouping into already available group or creation of a new group.
   a) Grouping into already available group
      - Click on the option **Available group**.
      - From the menu **Choose group** choose the group in which you wish to add the order(s).
   b) Creation of a new group
      - In a field **Name** enter the name of the group.
      - In a field **Description** enter the short description of the group.
4. Confirm the action of grouping by clicking on a button **Yes, add order(s) into group**.
5. If you want to cancel from grouping click on the button **No, cancel**.

Selected orders after the execution of the action are grouped into chosen/newly created group.

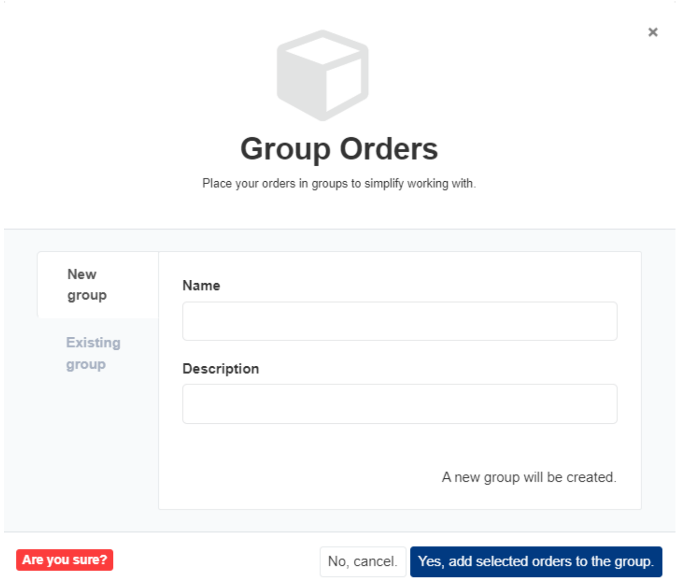


Figure 36 - Dialogue window Orders grouping – Creation of a new group

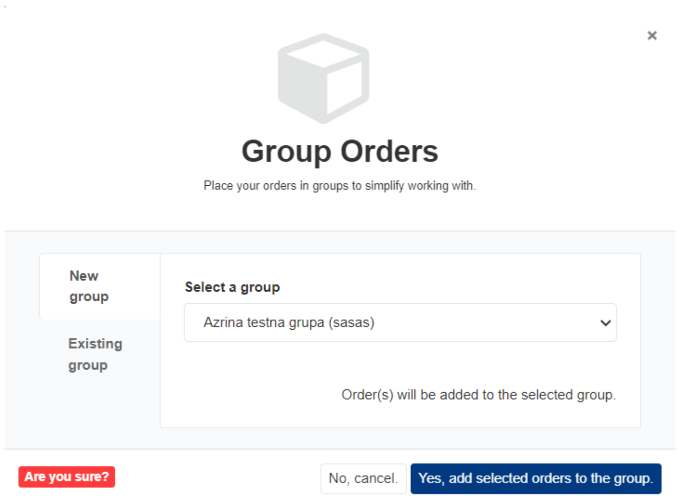


Figure 37 - Dialogue window Orders grouping – Grouping into available group

5.6.6 Ungrouping orders

Grouped orders is possible to ungroup.

1. Select order(s) that you wish to ungroup.
2. Click on the button **Ungroup**.
3. In dialogue window *Ungrouping orders* confirm the action by clicking on a button **Yes, ungroup order(s)**.
   If you wish to cancel ungrouping then click on a button **No, cancel**.

Ungrouped orders are part on the unnamed group.
If all orders from one group are ungrouped, the group is still available and can be used for some other future orders.

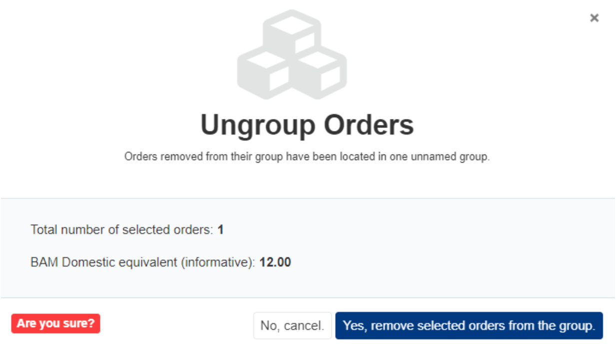


Figure 38 - Ungrouping orders – action confirmation

5.7 Creation of orders

Orders can be created individually, from earlier created package of predefined samples, or by importing already prepared orders from the text document, which can be made by hand or exported from some application that has the interface for the ELBA system.

5.7.1 Creation of a new empty order

1. Click on the button **New order**.
2. From drop down menu choose the option **Domestic payment**, **Abroad payment** or **Transfer**, depending on the transaction you want to do.

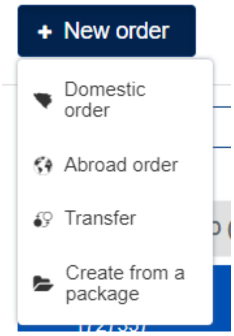


Figure 39 - Creation of a new order

3. By choosing one of the three options you will open the form/slip that you need to fill (more about filling see under chapter Filling in the orders).

5.7.2 Creation from the samples package

1. Click on a button **New order**.
2. From drop down menu choose the option **From the samples package**
   The dialogue window *Creation of orders from the samples package* is opened.

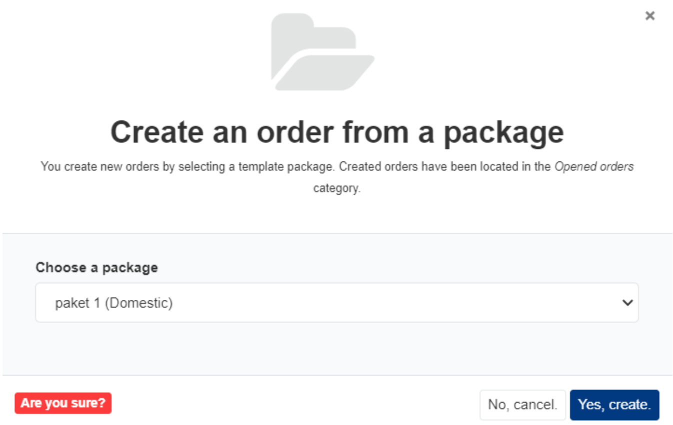


Figure 40 - Dialogue window Creation of orders from the samples package

3. In the field **Choose package** choose already created package. Next to the name of the package within the brackets the type of order is shown.
4. Click on the button Yes, create order(s).
   If you want to cancel creation click on the button **No, cancel**.

New orders are placed into the status *Open*.

7 Creation of orders by import

See chapter Import-Export of orders.

6.1 Filling in the orders

Filling in the orders has four parts:

1. Choosing sample based on which the order is being filled and/or account from which transaction will be made,
2. Filling in the order,
3. Defining the schedule for execution,
4. Storing the order for later modification and signing, or as a template for future orders.

All mandatory fields in the form will have mark next to the name of the field (*).

1.3 6.1.1 First step of filling in the orders - choosing accounts and templates

In the first step of filling in the orders you need to choose the order template and/or the account from which the transaction will be made.

- **Choosing the order template**

  ELBA is offering the possibility to create orders based on previously created orders (template). In order to create a template, after you finish filling of the order which data can be used again later, it is sufficient to save that order as a template.

  In the **Template** field choose the template based on which you wish to create a new order. Depending on the type of order you are creating (domestic, abroad or transfer) in drop down list you will see only the samples that are suitable to the chosen type of order.

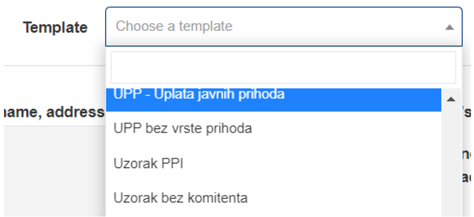


Figure 41 - choosing samples of orders

- **Choosing the account for transaction**
  In order to have better efficiency during the creation of the order it is not necessary to enter the data regarding the *Sender*. By choosing the account, all the details about *Sender* necessary for the transaction execution will automatically be filled.

6.1.1 Second step – filling in the orders

Next step is entering the data necessary for the execution of the transaction. The form for order filling in depends on the type of the order.

6.1.1.1 Domestic payments

Form for filling the order for domestic payment looks the same as the standard paper order form.

All fields regarding the *Sender* will be filled by choosing the account and/or sample (see 6.1.1 First step of filling in the orders - choosing accounts and templates).

If it is about orders for public revenues it is necessary to include the field **Public Revenues Payment**.

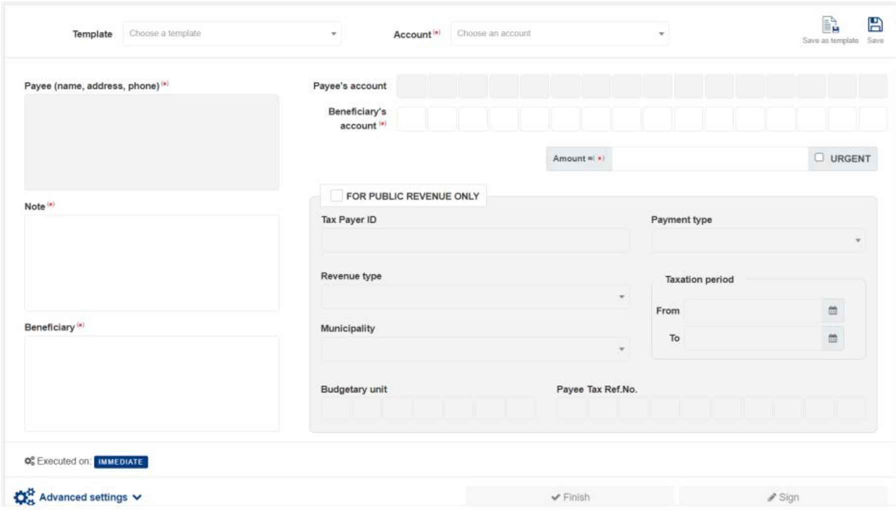


Figure 42 - Order for domestic payment

6.1.1.2 Abroad payment

Form for filling the order for abroad payment look the same as standard paper order form.

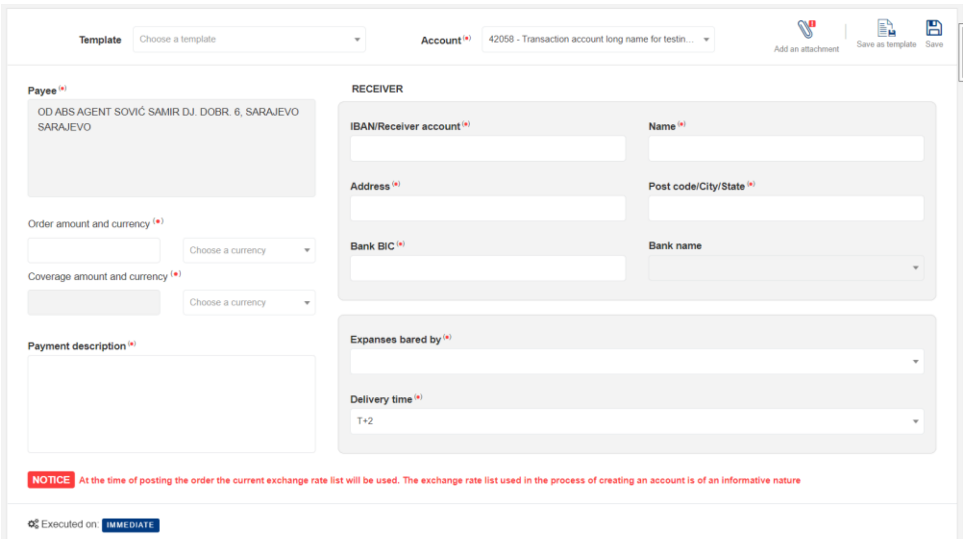


Figure 43 - Order for abroad payment

After you have filled the data for abroad payment, it is necessary to attach adequate documentation based on which the order should be done.

1. In the header of the order on a right side click on the button **Attachment**

The dialog window *Attachments* will open.

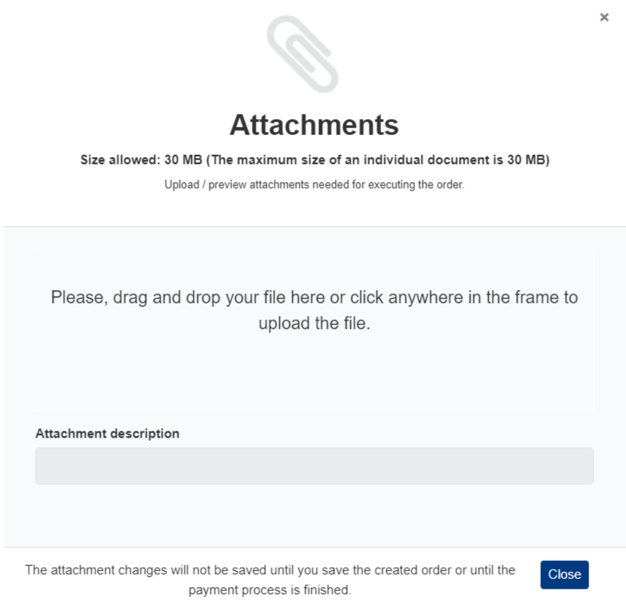


Figure 44 - Dialog window Attachments

2. To attach the document(s) follow the instructions in the dialogue window.
3. For the attached documents you can:
   a. Edit description: click on the text **Edit description** under the icon which marks document whose description you want to edit. In the field **Attachment description** enter the text.
   b. Remove the document: click on the text **Remove document** under the icon that is marking the document you want to remove.
4. When you have entered the document(s) click on the button **Close**.

Change on the attachments will not be permanent until the created order is not saved or until the realization of payment is not finalized.

5. When you attached documents and close the dialogue window the icon is indicating that the order has attached documents.

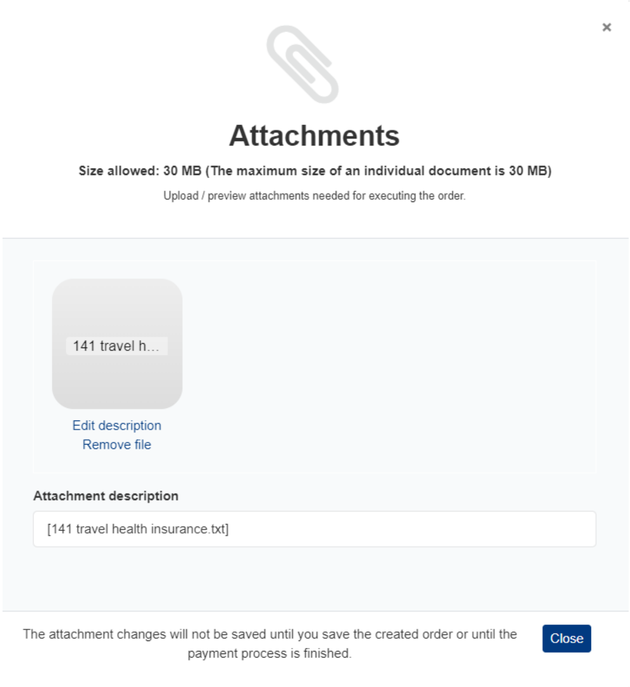


Figure 45 - Dialogue window Attachments - attached document

6.1.1.3 Transfer

Transfer is being used when we are transferring the money between your accounts in our bank. When transferring the money from the accounts with different currency the automatic conversion is being done.

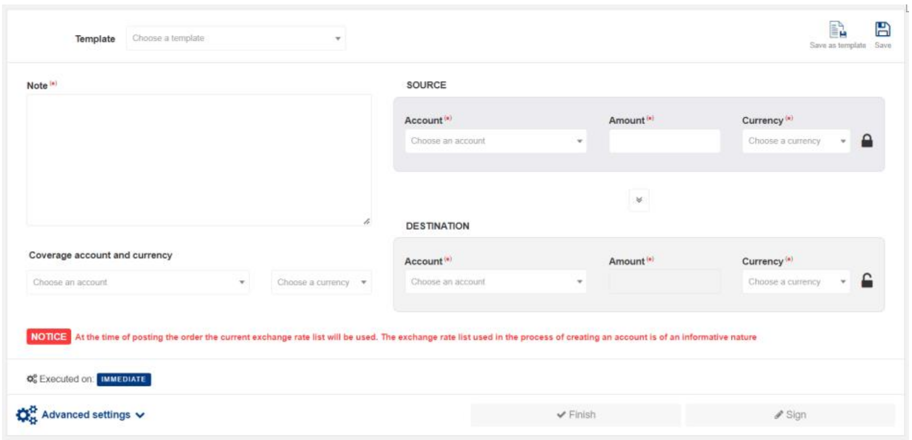


Figure 46 – Transfer

It is necessary to choose the account from which the transfer of money should be done and the account on which the transfer should be made, choose the currency of both accounts and enter the amount into one of the fields with the label **Amount**.

After you choose the account its balance is shown.

By predefined settings, based on the amount which you wish to send from original account automatically the amount on the designated account will be calculated. ELBA offers another option as well – based on the amount that you wish to get on designated account to calculate how much money you should pay in.

1. Click on button
   Block *Designation* and field *Amount* in a given block are becoming active.
2. Enter the amount.
   The amount that you should pay in is being automatically calculated.
3. If you wish to return the settings it is necessary to click on a button.
4. If it is about the transfer of money between the accounts with the same currency, the amount in the both fields will be identical, while for the transfer of different currencies, first the **conversion** between currencies will be made, and then the amount in the second field will be automatically filled with the equivalent value to the amount from the other field.

Note: Conversion is done according the current exchange rate. At the time of booking the order maybe the other exchange rate will be valid so the converted amount could be different.

From the time of order creation to its booking some time could pass so it is possible that exchange rate differences appear.

Because of that it is useful to choose the amount that will be "fixed" by using the option **Fixed amount** and with that show the processing center of this transaction that the amount is not changeable in the case of different exchange rate.

Possible options are:

- **Origin** – amount that will be transferred from origin account will be fixed.
- **Designation** – amount which will be transferred **on** designation account will be fixed.
- **Both** – both amounts will be identical, while in a case of changed exchange rate this order most probably will be denied due to incorrect conversion ratio.

Beside mentioned options, it is possible to choose the account and the currency from which the fee for this order will be paid.

6.1.2 Third step in filling in the orders – Advanced settings

The third step of filling in the orders enables setting the schedule for order execution.

Schedule of the orders execution is useful in various situations: payments of weekly or monthly obligations, various fees, utilities, payments of the orders in future (useful during the vacation season) etc.

In the combination with the basic rules of execution, it represents powerful tool that is possible to use in various situations, so it is for example possible to define the payment of the due credit installments with the exact due date, both first (date **Not before**) and last installments (date **Not after**).

By clicking the option **Advance settings** you open additional part of the screen.

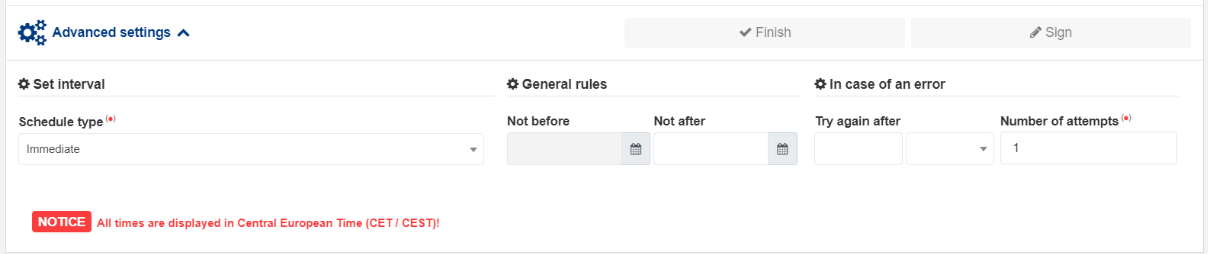


Figure 47 - Advance settings

6.1.2.1 Option Choose interval

Beside the creation of standard order (option **Now**), which is being realized immediately upon the sending to the bank, it is possible to create orders with precisely defined schedule of realization.

By clicking on the option **Period** (predefined value of *Now*) menu with the following options is open:

- **Once** – execution once in designated time in future (while it is possible the complete defining of time and date of execution),
- Periodic execution with the options **Daily**, **Weekly**, **Monthly** or **Annually**, with the option for detailing the time component of that schedule (hour and minute of the execution, day and month, depending on the chosen option).

6.1.2.2 Basic rules option

Beside the schedule itself, it is possible to define the Basic rules on which the behavior of the system is based in cases when the application is executing the order independently.

It is possible to set that scheduled order cannot be executed before (option **Not before**) and/or after certain date (option **Not after**).

6.1.2.3 Option in case of an error

ELBA offers option of specification of what happens in cases in which there is an error in order execution, on which the time is not specified (**Number of hours/Days**) after which the application will try again to execute (option **Try again later**) and number of additional tries.

6.1.3 Fourth step in filling in the orders

Fourth step represents finalizing the order. Order can be: saved for later editing, saved as a template for new orders, finalized and saved for signing, and signed.

- **Finalizing order**
  When you have filled in the order and you want to send it for signature (unless you have the right to sign the order) click on the button **Finalize**. Order is saved into the status *Unsigned*. It is not possible to edit order after it is in *Unsigned* status.
- **Signing order**

For order to be processed by the bank it has to be signed by the authorized user or users of electronic banking.

By clicking on the button **Sign** the order goes to the status *Signed* orders. Completed order with signatures is going into the processing by the bank.

- **Saving order**

Sometimes in a process of filling in the data it is necessary to stop the work for some reason before you have finished the order. By clicking the button **Save** the order is saved into the status *Open*.

By simple opening of the order from the status *Open* you can continue to work on it.

- **Saving order as a template**

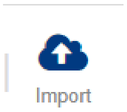
Once you have filled in the order which entries can be used for the creation of new orders, byclicking the button **Save as a template** you can save the order as a template.

8 Import – Export

7.1 Orders

Import and export of the orders are options that are making easier the work with orders for the users that have huge volume of bank transactions.

7.1.1 Orders import



ELBA is offering the option of import of in advance prepared orders from text (.*txt*) document, which can be made by hand or imported from some financial application that has an interface towards ELBA.

In order to make possible undisturbed usage of the application during the import of a huge number of orders, the process of importing is being done in the background and the client is informed about its finalization by message.

Imported orders will be saved into the status *Open* orders and grouped within the group named *Imported orders – <date and time of the import>*.

This option is available only from the status Open orders.

1. Click on the button **Import**.

The dialogue window *Orders import* will open. Process of the import consists of four steps: **Choose format**, **Import, Status and Saving**.

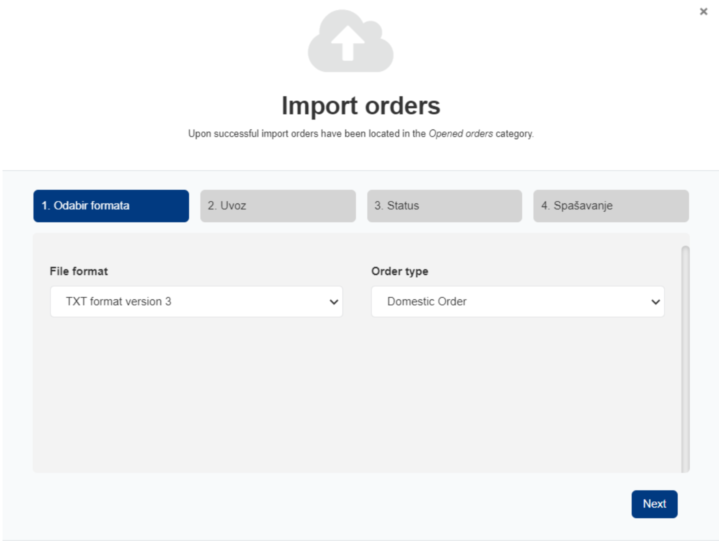


Figure 48: Dialogue window Orders import – First step

2. In the first step (Choose format) choose:

a) In the field **File format** – the data file format that you are importing.

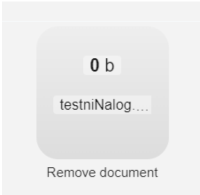
b) In the field **Order Type** choose the type of the order which you are importing: domestic or abroad.

c) In the field **Account** choose the account from which the transactions will be made. This field is available only if in the first step you choose the data file format: TXT format version 2.

3. In the second step (Import) choose:

a) Click on the right side of the window, on the part where it is written *Move your data file here or press anywhere within the frame to download the data file*.
The dialogue window *Open* is opened.

b) Choose the data file from which you wish to import the orders and click *Open*. If the document satisfies the standards of the chosen format you will receive the visual confirmation about success. You can see the name and the size of the document.



c) Click on the button *Next step*.

4. In the third step (*Status*) the information about the status and the validity of downloaded orders are shown.

- *Total*: total number of orders in document;
- *Correct*: number of downloaded correct orders;
- *Incorrect: number of downloaded incorrect orders.*
- If you have at least one incorrect order you will receive the message which explains the error, for example: "The control sum of the order value is not correct. Format of the imported orders is not correct."
- For every incorrect order from the downloaded document you will receive the information: order number of the order in the document ant type of the error.

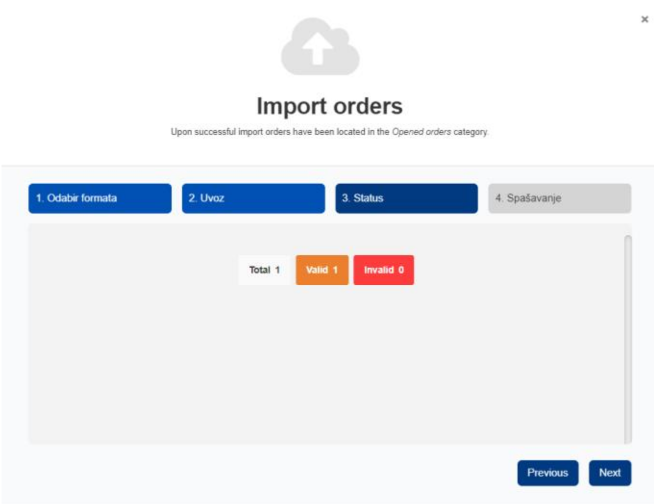


Figure 49: Dialogue window Orders import – Third step – successfully downloaded orders

If only one correct order is download it is possible to finalize the import of that one correct order. Click on the button *Next step*.

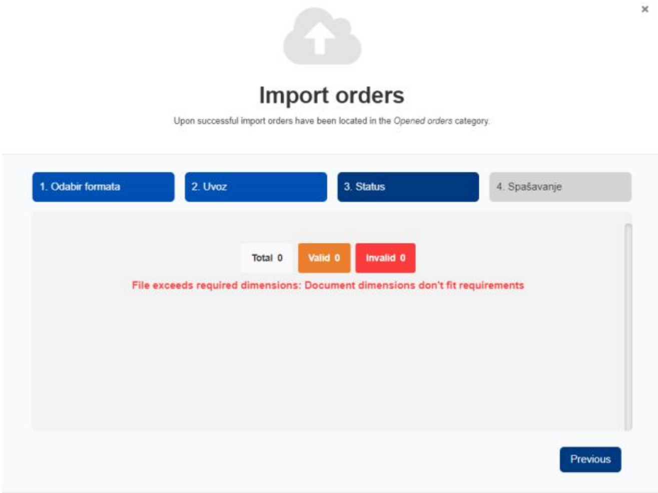


Figure 50: Dialogue window Orders import – Third step – incorrect orders downloaded

5. Fourth step (*Saving*) represents the finalization of orders import. You will receive the message about successfully imported orders (total number of orders / number of successfully downloaded orders), as well as the massage about the name of the group in which the successfully imported orders will be saved.
6. To import orders into the application, click on the button **Import**.

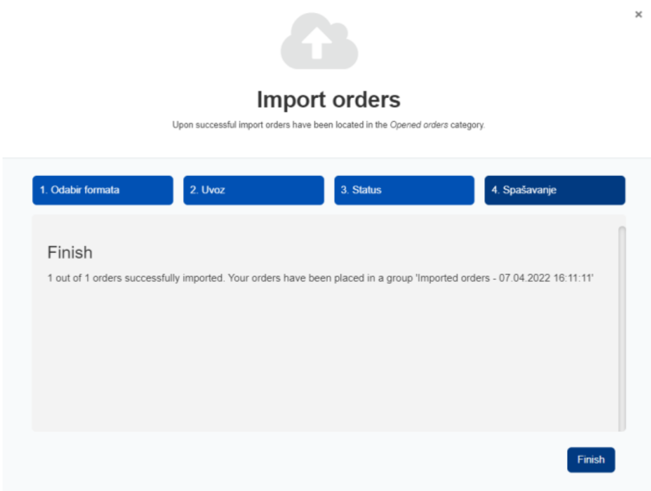


Figure 51: The dialogue window Orders import – Fourth step

7.1.2 Orders export

ELBA offers possibility of exporting orders like a data file, in order to import the result of the export into ELBA or some other financial application that has an interface with ELBA. Unlike the previous versions of ELBA system, this version supports the simultaneous export of several different types of orders.

This option is available from all statuses except the statuses *Open orders* and *Canceled orders*.

1. Select one or more orders and then click on the button ***Take*** on the upper right part of the table.

2.

3. The dialogue window will open *Choose report format,* with a list of possible formats of export.

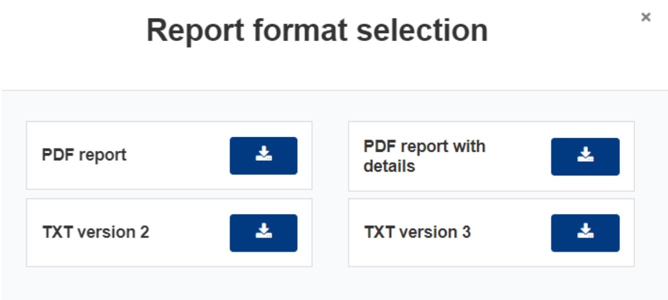


Figure 52- Choose report format

4. By clicking the button ***Take*** beside the name of the chosen format you are taking over corresponding data file.

7.1.2.1 Data file formats

There are two general versions of the content of export data file:

- **Version 2** (compatible with previous versions of ELBA Fat Client)
- **Version 3**

Version 2 is format used in previous versions of ELBA, which had deficiency in inability to record orders that charge several different accounts. As latest version of ELBA supports simultaneous work with more accounts the format version 3 was brought in. Due to the reason of compatibility with some applications on a client side, version 2 was kept although it was limited only for text data file.

Export of orders is possible in data file formats: **TXT**, **PDF,** where for **TXT** format both mentioned versions are supported. **PDF** export comes in two separate versions (with and without details)**.**

7.1.2.1.1 Specification of version 2

Format characteristics:

- Orders in this document are separated with *CR*
- Fields in one order are separated with *TAB*
- Fields can be in three types: (*varchar*, *number*, *date*)
  - varchar(N) – character type length N character
  - numeric(N, M) – numeric type with floating point with maximum of N digit in front of floating point and M numeric type behind floating point. Floating point is interpreted with "." (point).
  - datetime – date type in format "yyyy-mm-dd hh:mi:ss" or "yyyy-mm-dd" where:
    - **yyyy** denotes year
    - **mm** denotes month in a year
    - **dd** denotes day in a month
    - **hh** denotes hour
    - **mi** denotes minutes
    - **ss** denotes seconds
- Fields cannot contain *CR* or *TAB*
- Line that starts with # is considered as comment and at import is being ignored
- First line of the document contains control information about included orders. In that line there have to be two fields (fields are numeric and between themselves separated by *TAB*): first field with total number of orders included in document, and second with calculated control amount from orders (total sum from all orders amounts).

7.1.2.1.2 Domestic order

Import/export data file for domestic orders has the following fields that appear in the following order.

Field name	Type	Obligatory	Description
RBR_NALOGA	NUMERIC	**YES**	Ordinal number of the record (starts from 1 for the first record and it increments for every next one)
NAZIV_POŠILJAOCA	VARCHAR	**YES**	Sender Name (field “Paid by”)
RAČUN_PRIMAOCA	VARCHAR	**YES**	Receiver Account (UPP)
NAZIV_PRIMAOCA	VARCHAR	**YES**	Receiver Name
IZNOS	VARCHAR	**YES**	Order amount
OPIS_PLAĆANJA	VARCHAR	**YES**	Order description
HITNOST	VARCHAR	**YES**	Urgency: **T** – urgent **F** – not urgent
JP_TAX_NO	VARCHAR		*Public revenues* – Taxpayer’s number
JP_VRSTA_UPLATE	VARCHAR		*Public revenues* – Type of payment: **0** – REGULAR **1** – ORDERED **2** – MONEY RETURN **3** – ENFORCED COLLECTION
JP_VRSTA_PRIHODA	VARCHAR		*Public revenues* – Receiver’s Bank ID. Valuation from Banks Code Book.
JP_PERIOD_OD	DATETIME		*Public revenues* – Tax period from
JP_PERIOD_DO	DATETIME		*Public revenues – Tax period to*
JP_OPĆINA	VARCHAR		*Public revenues* – Municipality Valuation from Municipalities Code Book
JP_BUDŽ_ORG	VARCHAR		*Public revenues* – Budget organization
JP_POZIV_NA_BROJ	VARCHAR		*Public revenues* – Reference number
REFERENCA_PLAĆANJA	VARCHAR	NO	Reference for payment
RAČUN_POŠILJAOCA	VARCHAR	**YES**	Sender Account Number

All fields of public revenues are obligatory only if any of the mentioned fields of public revenues is placed.

If the bank is not allowing the creation of order with the name of the sender different than the name of user account, then the field SENDER NAME will be ignored.

7.1.2.1.3 Abroad order

Import/export data file for abroad orders has the following fields that appear in given order.

Field name	Type	Obligatory	Description
RBR_NALOGA	NUMERIC	**YES**	Ordinal number of the record (starts from 1 for the first record and it increments for every next one)
NAZIV_POŠILJAOCA	VARCHAR	**YES**	Sender Name (field "Paid by")
IZVORNA_VALUTA	VARCHAR	**YES**	Currency code of the account from which payment will be done
ODREDIŠNA_VALUTA	VARCHAR	**YES**	Order currency code
IZLAZNI_IZNOS	VARCHAR	**YES**	Order amount in currency: ODREDIŠNA_VALUTA (DESIGNATED_CURRENCY)
OPIS_PLAĆANJA	VARCHAR	**YES**	Order description
TROŠKOVI	VARCHAR	**YES**	Costs paid by: **S** – sender **O** – receiver **D** – divided
RAČUN_PRIMAOCA	VARCHAR	**YES**	Receiver Account
NAZIV_PRIMAOCA	VARCHAR	**YES**	Receiver Name
ADRESA	VARCHAR	NO	Receiver address
ADRESA_2	VARCHAR	NO	Postal code/city/state
BANKA_ID	VARCHAR	**YES** ako nije zadan BANKA_NAZIV	Receiver's Bank ID. Valuation from Banks Code Book.
BANKA_NAZIV	VARCHAR	**YES** ako nije zadan BANKA_ID	Receiver Bank Name
RAČUN_POŠILJAOCA	VARCHAR	**YES**	Sender Account number

If the bank is not allowing the creation of order with the name of the sender different than the name of user account, then the field SENDER NAME will be ignored.

7.1.2.1.4 Specification of Version 3

Format characteristics:

- Orders in this document are separated with *CR*
- Fields in one order are separated with *TAB*
- Fields can be in three types: (*varchar*, *number*, *date*)
  - varchar(N) – character type length N character
  - numeric(N, M) – numeric type with floating point with maximum of N digit in front of floating point and M numeric type behind floating point. Floating point is interpreted with "." (point).
  - datetime – date type in format "yyyy-mm-dd hh:mi:ss" or "yyyy-mm-dd" where:
    - **yyyy** denotes year
    - **mm** denotes month in a year
    - **dd** denotes day in a month
    - **hh** denotes hour
    - **mi** denotes minutes
    - **ss** denotes seconds
- Fields cannot contain *CR* or *TAB*
- Line that starts with # is considered as comment and at import is being ignored
- First line of the document contains control information about included orders. In that line there have to be two fields (fields are numeric and between themselves separated by *TAB*): first field with total number of orders included in document, and second with calculated control amount from orders (total sum from all orders amounts).

7.1.2.1.5 Domestic order

Import/export data file for domestic orders has the following fields that appear in given order.

Field name	**Type**	**Obligatory**	**Description**
RBR_NALOGA	NUMERIC	**YES**	Ordinal number of the record (starts from 1 for the first record and it increments for every next one)
NAZIV_POŠILJAOCA	VARCHAR	**YES**	Sender Name (field "Paid by")
RAČUN_PRIMAOCA	VARCHAR	**YES**	Receivers Name (UPP)
NAZIV_PRIMAOCA	VARCHAR	**YES**	Receivers Name
IZNOS	VARCHAR	**YES**	Order amount
OPIS_PLAĆANJA	VARCHAR	**YES**	Order description
HITNOST	VARCHAR	**YES**	Urgency: **T** – urgent **F** – not urgent
JP_TAX_NO	VARCHAR		*Public revenues* – Taxpayer's number
JP_VRSTA_UPLATE	VARCHAR		*Public revenues* – Type of payment: **0** – REGULAR **1** – ORDERED

			2 – MONEY RETURN **3** – ENFORCED COLLECTION
JP_VRSTA_PRIHODA	VARCHAR		*Public revenues* – Receiver's Bank ID. Valuation from Banks Code Book.
JP_PERIOD_OD	DATETIME		*Public revenues* – Tax period from
JP_PERIOD_DO	DATETIME		*Public revenues* – Tax period to
JP_OPĆINA	VARCHAR		*Public revenues* – Municipality Valuation from Municipalities Code Book
JP_BUDŽ_ORG	VARCHAR		*Public revenues* – Budget organization
JP_POZIV_NA_BROJ	VARCHAR		*Public revenues* – Reference number

All fields of public revenues are obligatory only if any of the mentioned fields of public revenues is placed.

If the bank is not allowing the creation of order with the name of the sender different than the name of user account, then the field SENDER NAME will be ignored.

7.1.2.1.6 Abroad order

Import/export data file for abroad orders has the following fields that appear in given order.

Field name	Type	Obligatory	Description
RBR_NALOGA	NUMERIC	**YES**	Ordinal number of the record (starts from 1 for the first record and it increments for every next one)
NAZIV_POŠILJAOCA	VARCHAR	**YES**	Sender Name (field "Paid by")
IZVORNA_VALUTA	VARCHAR	**YES**	Currency code of the account from which payment will be made
ODREDIŠNA_VALUTA	VARCHAR	**YES**	Order currency code
IZLAZNI_IZNOS	VARCHAR	**YES**	Order amount in currency: ODREDIŠNA_VALUTA (DESIGNATED_CURRENCY)
OPIS_PLAĆANJA	VARCHAR	**YES**	Order description
TROŠKOVI	VARCHAR	**YES**	Cost will be paid by: **S** – sender **O** – receiver **D** – divided
RAČUN_PRIMAOCA	VARCHAR	**YES**	Account of the receiver
NAZIV_PRIMAOCA	VARCHAR	**YES**	Name of the receiver
BANKA_ID	VARCHAR	**YES** ako nije zadan BANKA_NAZIV	Receiver's Bank ID. Valuation from Banks Code Book
BANKA_NAZIV	VARCHAR	**YES** ako nije zadan BANKA_ID	Bank name of the receiver

If the bank is not allowing the creation of order with the name of the sender different than the name of user account, then the field SENDER_NAME will be ignored.

7.2 Bank statements

The option for generating the report is offered for every bank statement that corresponds to the parameters of the search. It is possible to export bank statement in the following formats: **PDF**, **TXT**, **CSV**, **JSON**. Every report includes the list of transactions that belong to the chosen bank statement. There are two ways to reach this option. One is by the button *Download report* which is placed on the right side of the line of the chosen bank statement within the table with all bank statements. Second way is to click on a button Download placed in upper right corner of the table with details on review page.

1. Click on a button **Download report** or button **Download**.

2. The dialogue window *Choose report format* with the list of supported formats will open.

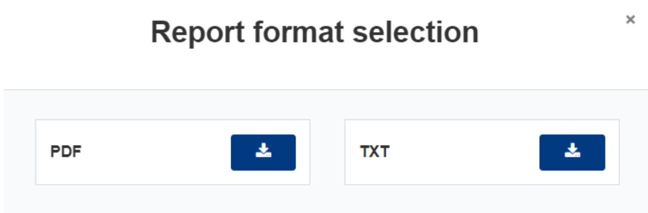


Figure 53 - Choose report format

3. By clicking on a button **Download** beside chosen format you are downloading corresponding data file.

7.2.1 Data file formats

At the moment only one version of content of export data file is supported.

- **Version 2** (compatible with previous ELBA versions)

Export of bank statements in format of version 2 is possible as data file: **TXT.** While PDF data file for export has the unique format.

7.2.1.1 Version 2 specification

Format characteristics:

- Orders in this document are separated with *CR*
- Fields in one order are separated with *TAB*
- Fields can be in three types: (*varchar*, *number*, *date*)
  - varchar(N) – character type length N character
  - numeric(N, M) – numeric type with floating point with maximum of N digit in front of floating point and M numeric type behind floating point. Floating point is interpreted with "." (point).
  - datetime – date type in format "yyyy-mm-dd hh:mi:ss" or "yyyy-mm-dd" where:
    - **yyyy** denotes year
    - **mm** denotes month in a year
    - **dd** denotes day in a month
    - **hh** denotes hour
    - **mi** denotes minutes
    - **ss** denotes seconds
- Fields cannot contain *CR* or *TAB*
  Line that starts with # is considered as comment and at import is being ignored
- First line of the data file has the information about shown bank statement. In that line there are three fields (fields are between themselves separated by TAB): first field with number of bank statement, second and third with the period of included transactions in the bank statement (format dd.mm.yyyy)

Export data file for bank statements has the following fields that appear in given order.

Field name	Type	Obligatory	Description
DIRECTION	NUMERIC	**YES**	Transaction Direction (**+** / **-**)
VALIDITY_DATE	DATETIME	**YES**	Transaction Execution Date

REFERENCE	VARCHAR		Transaction Reference
DOCUMENT_TYPE	VARCHAR	**YES**	Transaction Type (according to internal code book for bank transactions)
DOCUMENT_ID	VARCHAR	**YES**	Transaction Identifier
ELBA_ORDER_ID	NUMERIC	**YES**	Identifier of ELBA order who initiated transaction.
REF_BANK	VARCHAR	**YES**	*BIC* code of the bank connected to transaction
REF_ACCOUNT_ID	VARCHAR	**YES**	Transaction Account Number
REF_ACCOUNT_NAME	VARCHAR		Name of the transaction account
DESCRIPTION	VARCHAR		Transaction Description
CURRENCY	VARCHAR	**YES**	Transaction Currency
AMOUNT	NUMERIC		Transaction Amount

7.3 Transactions

It is possible to generate report for all transactions which are suitable to parameters of the search. Export is supported for the formats: **PDF**. Every report has header with the data corresponding to the parameters of search, and additional information regarding the state on the account as well as the list of data that represents the details about each single transaction.

1. Click on the button **Download report** in upper right corner of table with the transactions list .
2. The dialogue window *Choose report format* will open, with the list of supported formats.

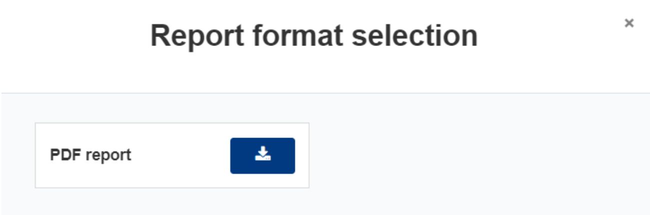


Figure 54 - Choose report format

3. By clicking on the button ***Download*** beside the name of the chosen format you are downloading corresponding data file.

7.3.1 Data file formats

At the moment only one version of content of export data file is supported:

- **Version 2** (compatible with previous ELBA versions)

7.3.1.1 Version 2 specification

Export data file for transactions has the following fields:

Field name	Type	Obligatory	Description
TITLE	VARCHAR	**YES**	Report title
ACCOUNT	VARCHAR	**YES**	Transaction Account
CURRENCY	VARCHAR	**YES**	Transaction Currency
FROM_DATE	DATETIME	**NO**	Starting date of the research
TO_DATE	DATETIME	**NO**	Final date of the research
REPORT_DESCRIPTION	VARCHAR	**NO**	Description of Transaction to be used for search
INDICATOR	VARCHAR	**NO**	Transaction Direction (ingoing / outgoing)
LOCATION	VARCHAR	**NO**	Location
MIN_AMOUNT	NUMERIC	**NO**	Minimum amount for search
MAX_AMOUNT	NUMERIC	**NO**	Maximum amount for search
BALANCE_BEFORE	NUMERIC	**YES**	Starting Balance
BALANCE_AFTER	NUMERIC	**YES**	Final Balance
AVAILABLE_BALANCE_AFTER	NUMERIC	**YES**	Final Available Balance
DATE_CREATED	DATETIME	**YES**	Date of Transaction
DESCRIPTION	VARCHAR	**NO**	Transaction Description
AMOUNT	NUMERIC	**YES**	Transaction Amount
REFACCOUNT_DESC	VARCHAR	**NO**	Sender/Receiver Description
REFACCOUNT_ID	VARCHAR	**YES**	Sender/Receiver Account

7.4 Exchange rate and conversion calculator

Export of exchange rate list is supported only in format: **CSV**. Every report contains header with the name of the columns and the list of data which represents rates for every currency based on nominal value of the unit. For downloading of the report it is necessary to click on the button **Download showed exchange rate list** in the upper right corner above the table with exchange rates.

7.4.1 Data file formats

Export of exchange rate list is supported only in one format:

- **Version 1**

7.4.1.1 Version 1 specification

Export data file for transactions has the following fields:

Field name	Type	Obligatory	Description
CURRENCY_ID	VARCHAR	**YES**	Currency Identification Code
UNIT	NUMERIC	**YES**	Currency Nominal Unit
BUY	NUMERIC	**YES**	Currency Exchange Rate
MID	NUMERIC	**YES**	Medium Exchange Rate
SELL	NUMERIC	**YES**	Selling Exchange Rate

9 Overview

Module **Overview** enables the user to have approach to modules for search, transaction and bank statements overview and overview of scheduled orders. By clicking on the option **Overview** from the main menu the access to all mentioned modules is enabled, while the navigation, beside from the main menu, is enabled through the navigational bar that is placed at the top of every module.

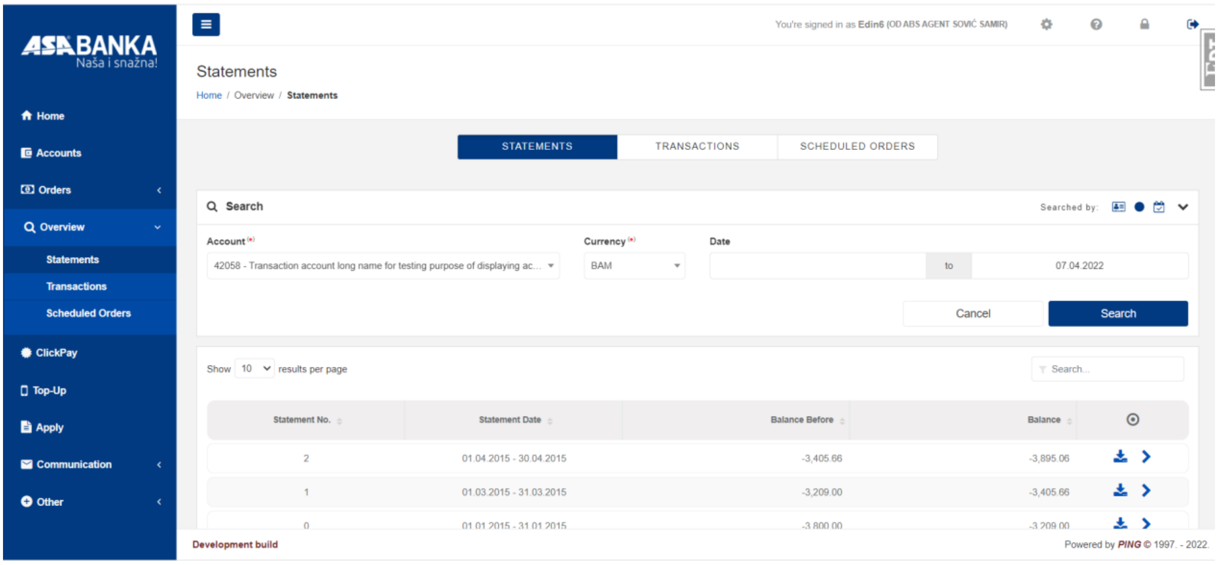


Figure 55. Overview – Bank Statements

8.1 Bank statements

The display **Bank Statements** is user enabled only for certain types of accounts. This tool is very easy to use. On the top of the module there are fields for the result filter, where it is necessary to choose the account and the currency and you can set the time period. By clicking on the button **Search**, the Bank Statements that are fulfilling the criteria set will appear on the table below.

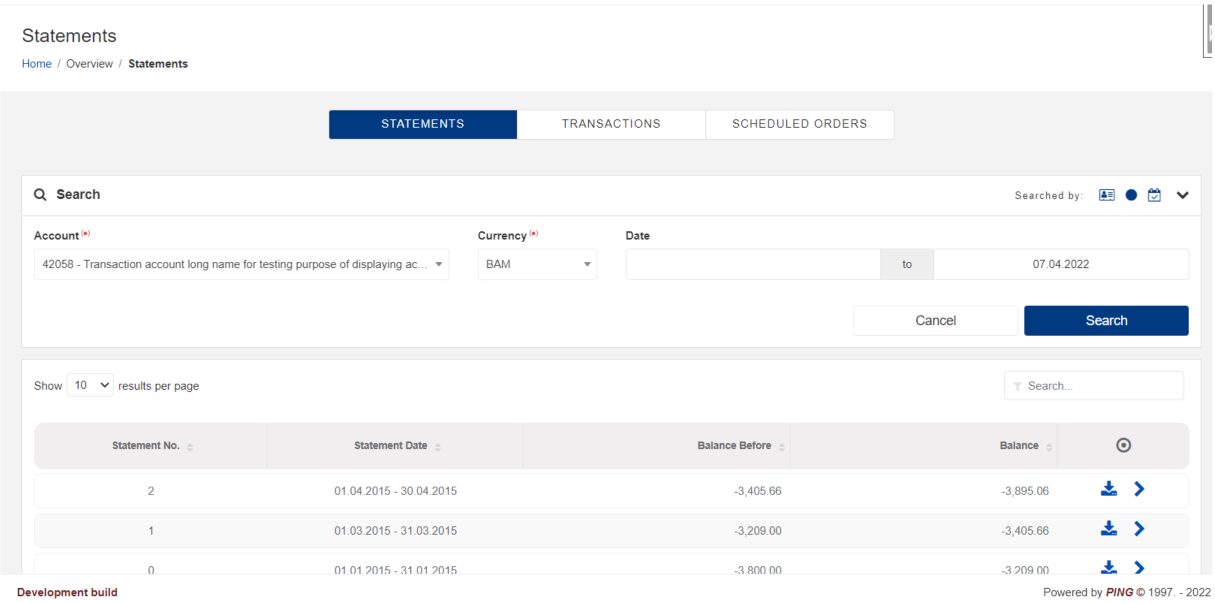


Figure 56. Bank Statements

It is possible to perform two actions for each bank statement showed in the table:

- save bank statement in some of the offered formats

- review the bank statement details.

Details of the bank statements are shown in the Figure bellow.

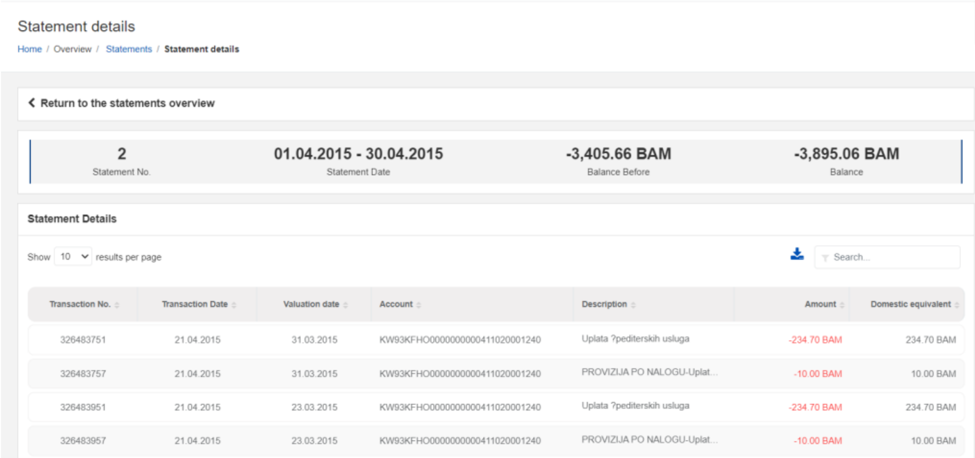


Figure 57. Bank statement details

8.2 Transactions

Tool for search **Transaction** is similar to the tool for bank statement review, both by function and by appearance. In the field for the result filter it is necessary to choose the account and the currency and, as an option, the user can enter time period and other filters in order to have more precise search. By clicking the button **Search** the transactions that are fulfilling the criteria set will appear on the table below.

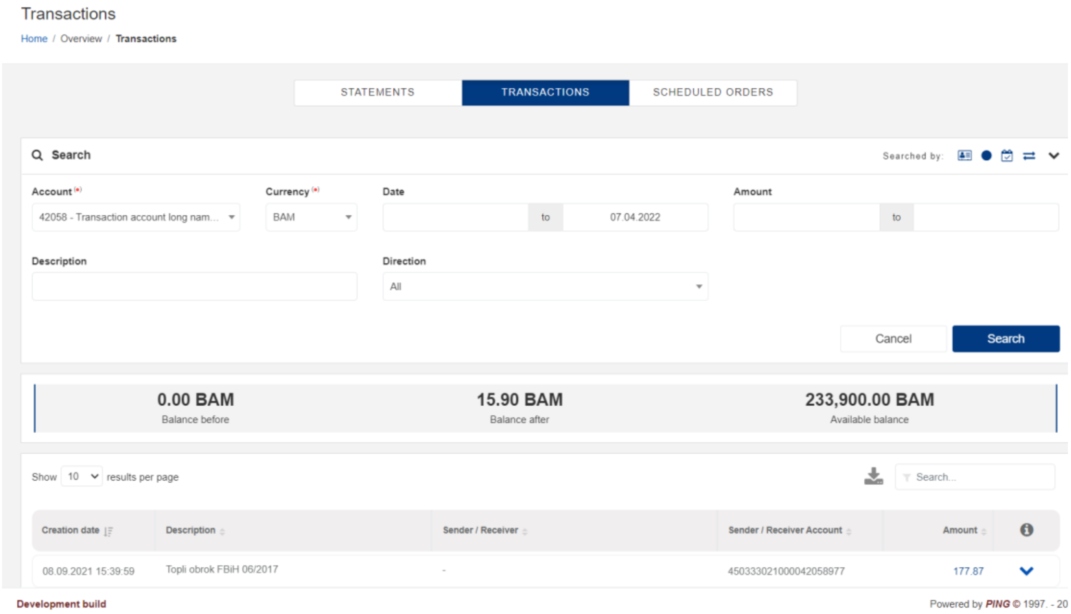


Figure 58. Transactions

All transactions received by search can be saved in PDF or JSON format. Also for every individual transaction it is possible to review the details. Layout of the details of one transaction is shown in the Figure below.

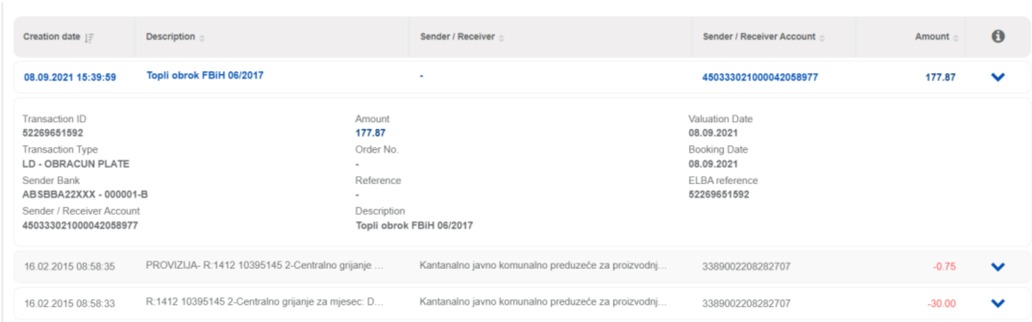


Figure 59. Transaction details

8.3 Scheduled orders

During creation of new payment order and/or transfer it is possible to schedule order execution in several ways. That means that user can set various conditions for order execution while creating the order, like time of execution, schedule or state on the account. That kind of orders are called “set” and they can be executed once or periodically. For better visibility this kind of orders are placed separately. Review of scheduled orders is shown in the Figure below.

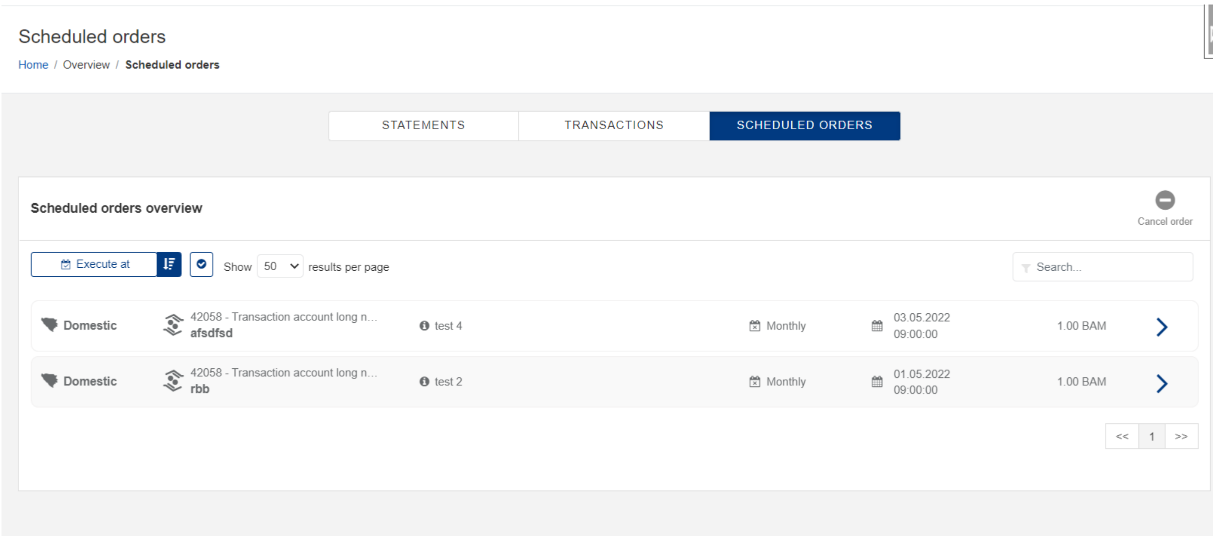


Figure 60. Scheduled orders

For every order it is possible to review the order details (by clicking the button > for the order in question). Also, you can cancel order – by selecting one or more orders and then clicking on the button (for the button to become active, at least one order must be selected):

Figure 61. Canceling order action

10 Click Pay service

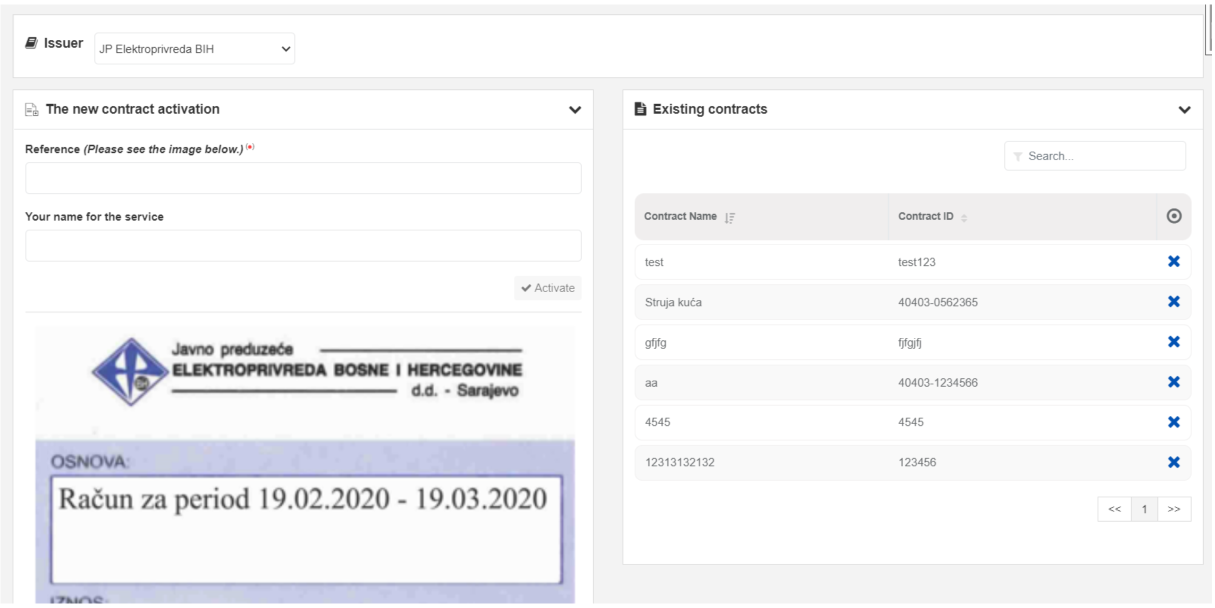


Figure 62 – Example of e-bill entry

Through the module for Click Pay service it is possible to activate new contracts. Also, it is possible to review existing contracts for chosen issuer.

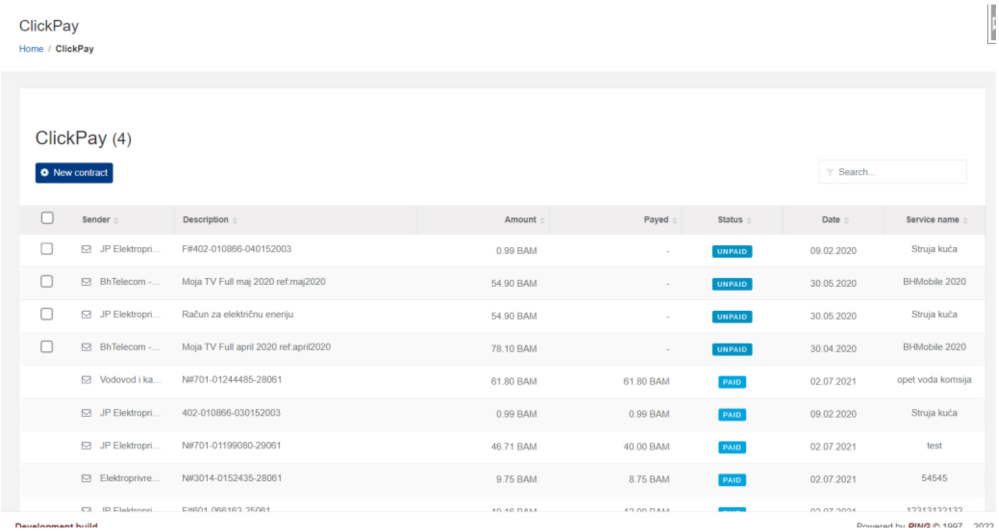


Figure 63 - Review of e-bills

In browser "Click Pay" all received e-bills with the status *Paid* and *Unpaid* are shown. Within the browser it is possible to choose one or all “unpaid” e-bills and pay them.

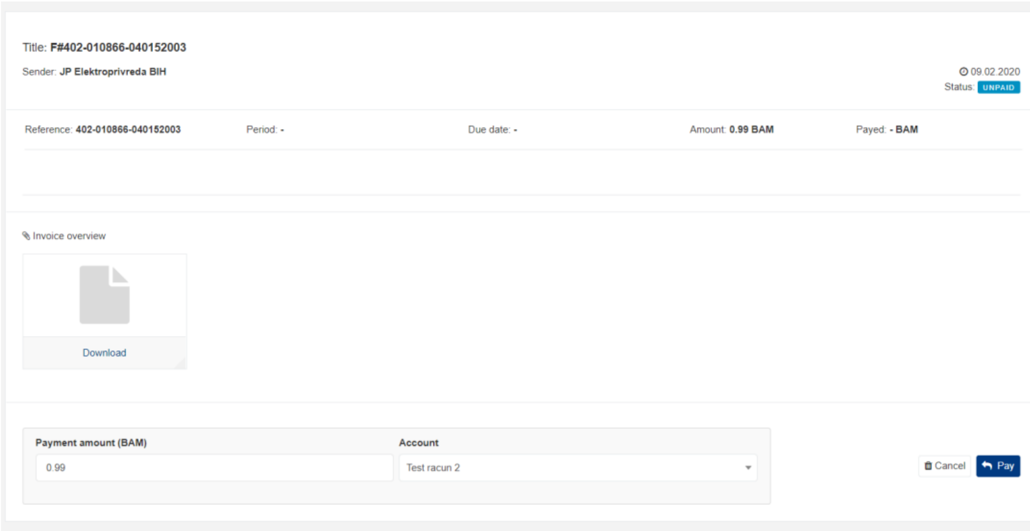


Figure 64 - e-bill details

By double clicking on e-bill in the list, the details of e-bill will open. In case that it is unpaid e-bill it is possible to pay it or remove it. Prior to payment of e-bills it is possible to change the amount of payment (it is not possible to pay bigger amount than the original). It is possible to take over the PDF format of the bill.

11 Top Up service

Module **Top Up** enables user to send refill from one of his accounts, that has the permission for that, to certain mobile number. This module offers review of contacts to whom the user previously has send e-refill.

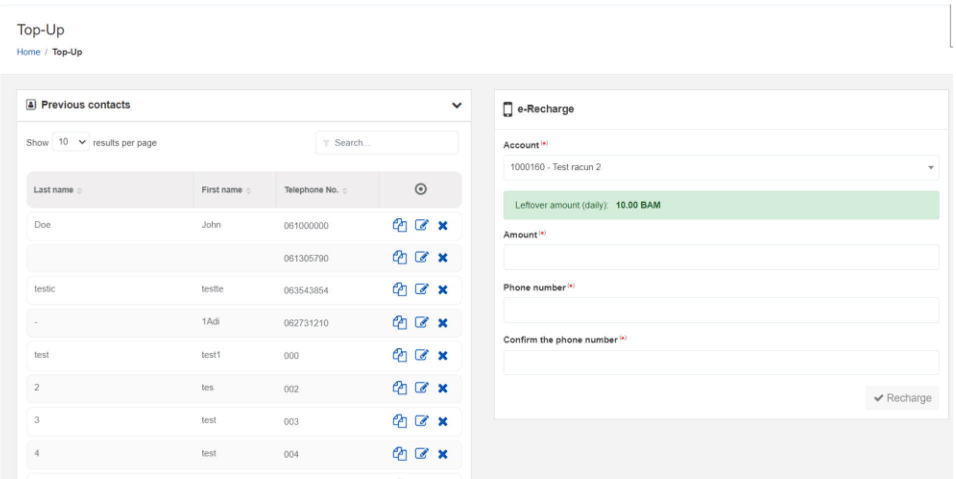


Figure 65. E-refill

In order to send refill, the user needs to choose the account from which she/he wishes payment to be done, enter the amount which she/he wants to send (the amount needs to be smaller or equal to remaining daily allowed amount for the refill) and then to enter phone number that will be refilled. After entering the data, by clicking on the button **Refill** the user confirms the data and is sending the refill onto the entered number, after which she/he will receive adequate notification about the refill.

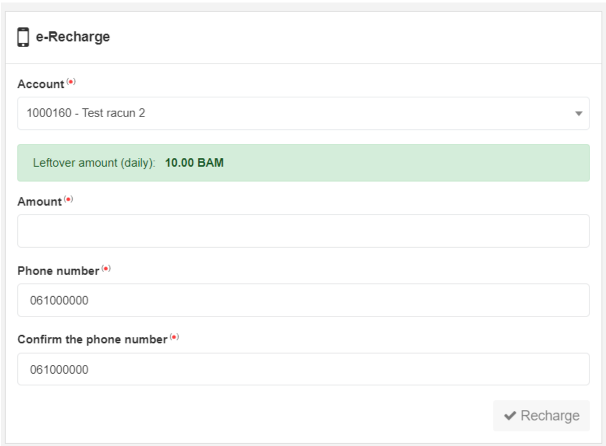


Figure 66. Credit refill

User can review contacts to whom she/he have sent the refills earlier. For every user three actions are enabled:

- Send refill - appropriate fields in the form for sending of refill are filled in with phone number of the chosen contact
- Change contact - change of the data about chosen contact (Figure 68.)
- Erase contact - erasing contact from the contact list (Figure 69.)

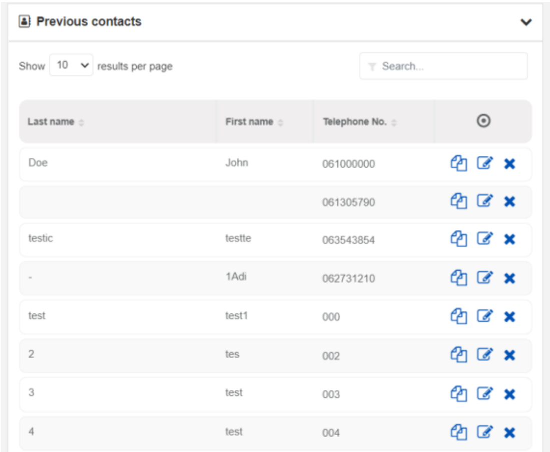


Figure 67. Contacts

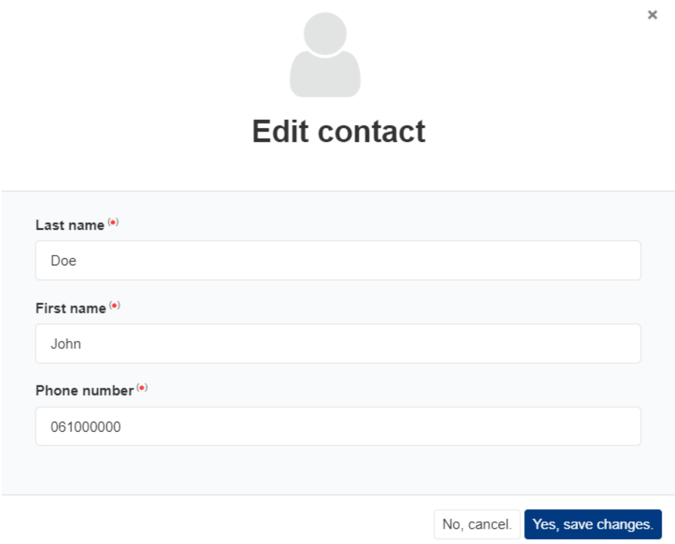


Figure 68. Change contact details

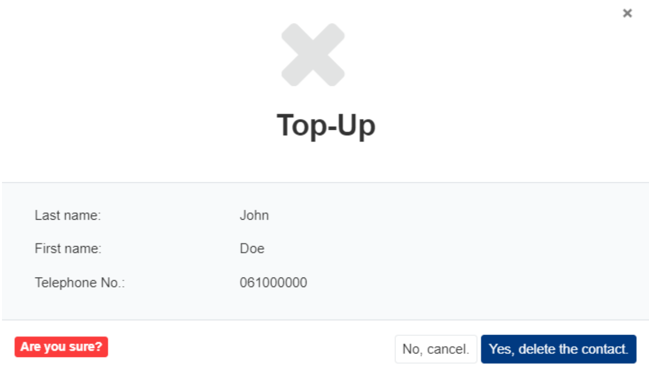


Figure 69. Erasing contact

12 Apply

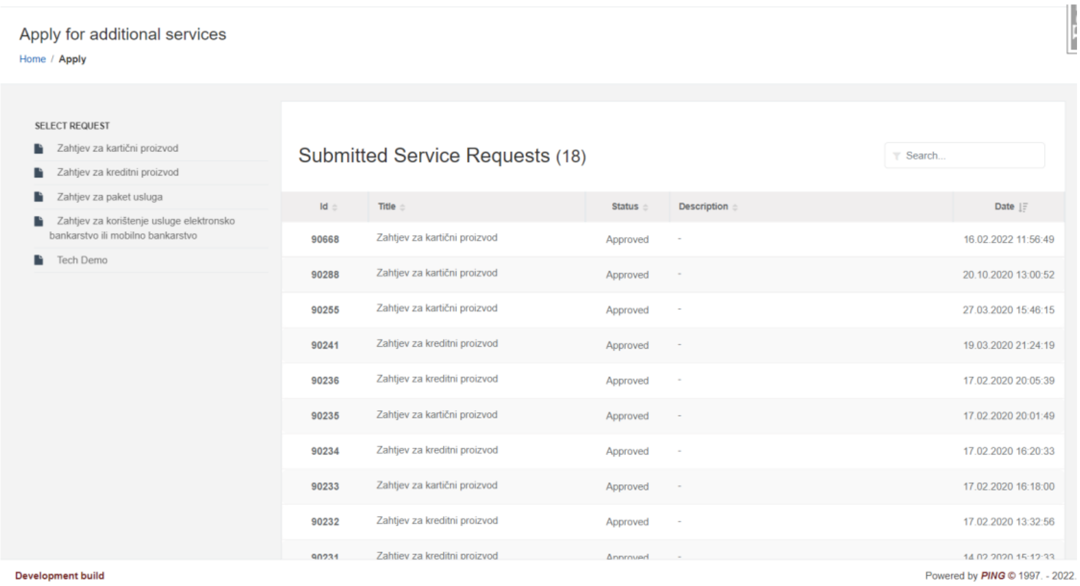


Figure 70 - Apply

The option Apply enables the creation of on-line demands for certain bank service. After the creation of a new request it is send to the bank. The user will be contacted by the bank after the request is processed. Module enables review of previously created requests.

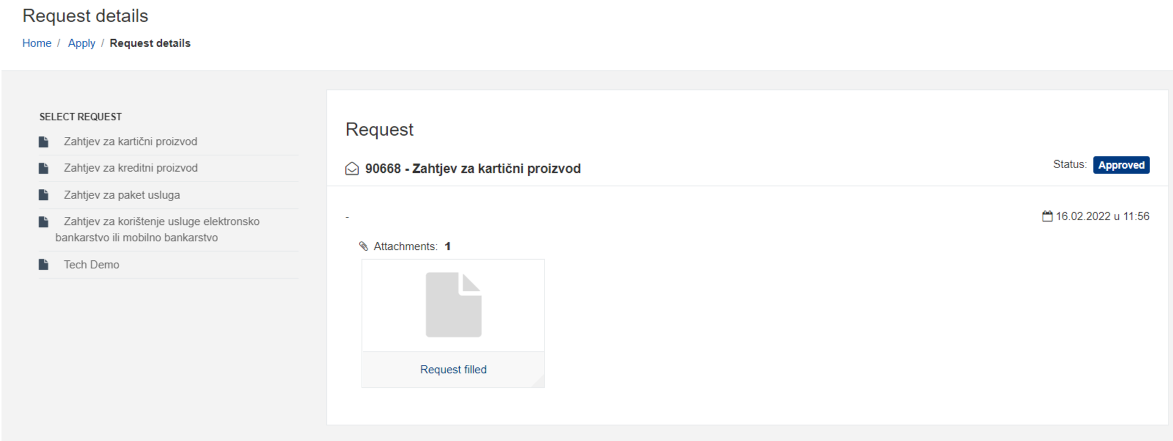


Figure 71 - Request details

13 Communication

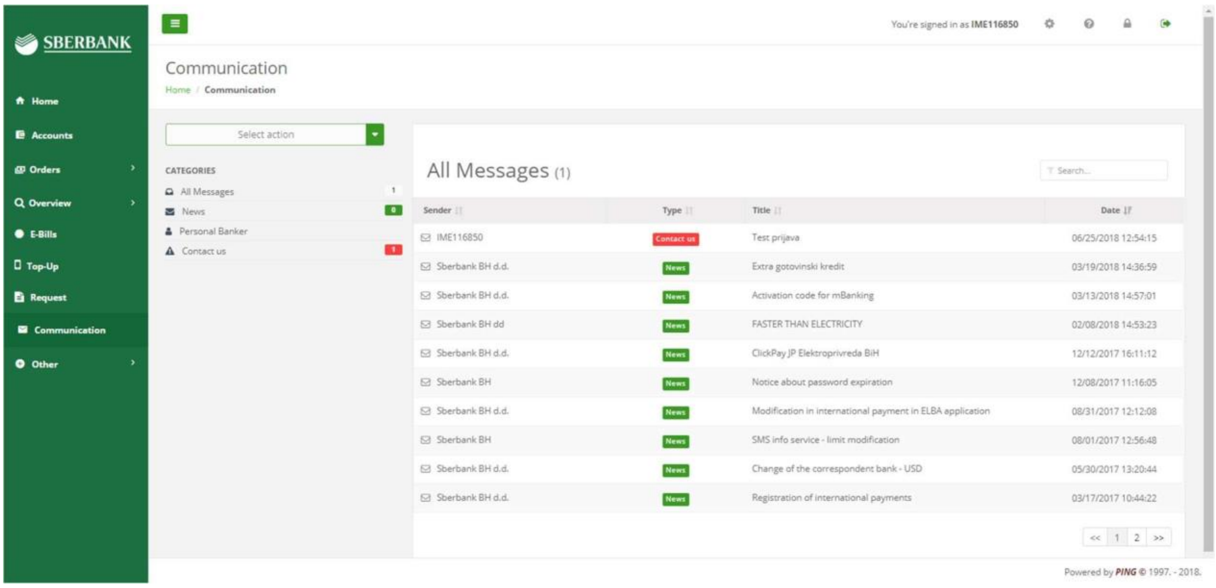


Figure 72 - Screen for review of communication module

Module for communication 0provides review of the interaction between user and the bank.

It consists of:

- News,
- Your banker,
- Contact us.

On the screen for messages browser it is possible to start the interaction with the bank, by choosing the desired action. Also, the user has summary of all messages in a table. It is possible to filter and sort the table.

12.1 News

Section for news display, beside its informational and promotional character, is a source of very important information so it is recommended that every news should be read. The bank often sends important information regarding the electronic banking service.

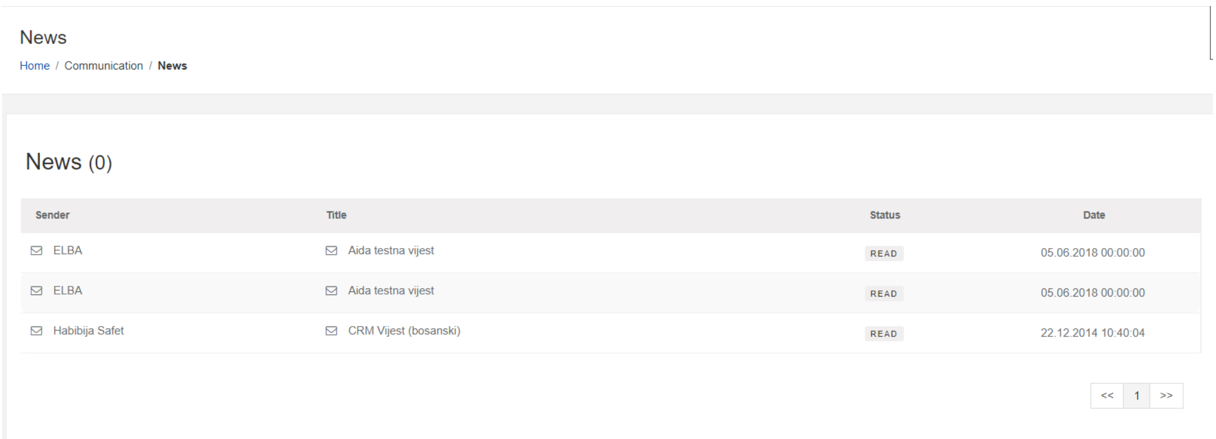


Figure 73 - Screen News

12.2 Your banker

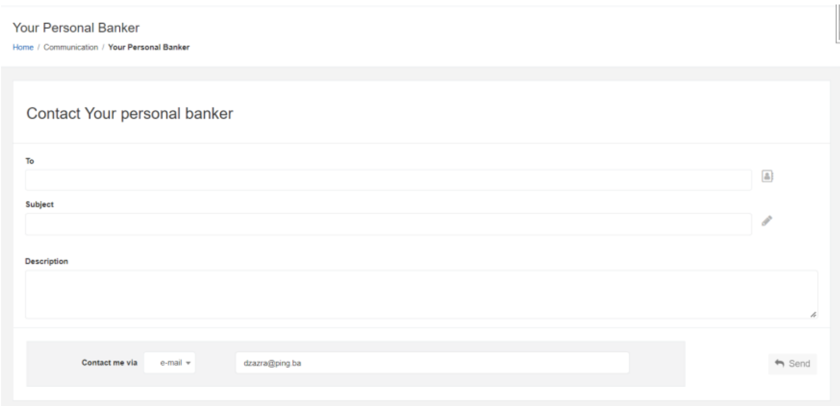


Figure 74 - Screen Your Banker

It enables e-mail contact with personal banker or other person in charge for help in doing business with the bank.

12.3 Contact us

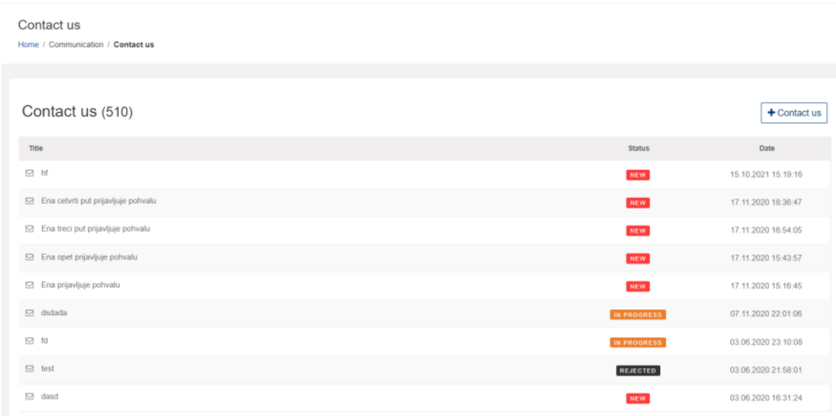


Figure 75 - Screen Contact us

It enables notification about technical problems in ELBA system use. Through the module mask, (Figure below), it is possible to briefly or in detail describe the technical problem and, by using the option **Add**, attach the screen-shots or similar data file which can help in solving the problem.

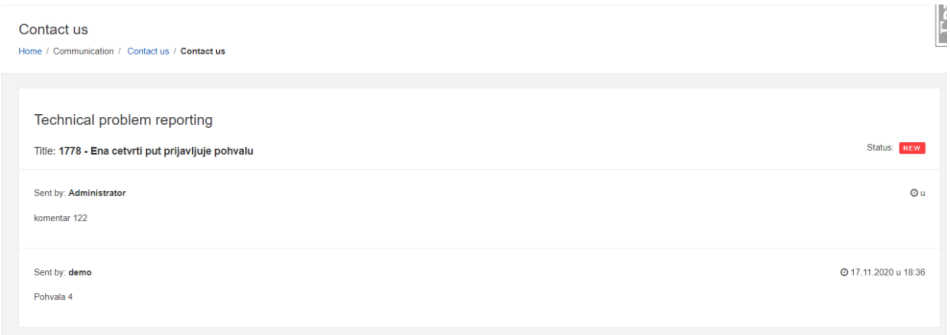


Figure 76 - Details of problem notification

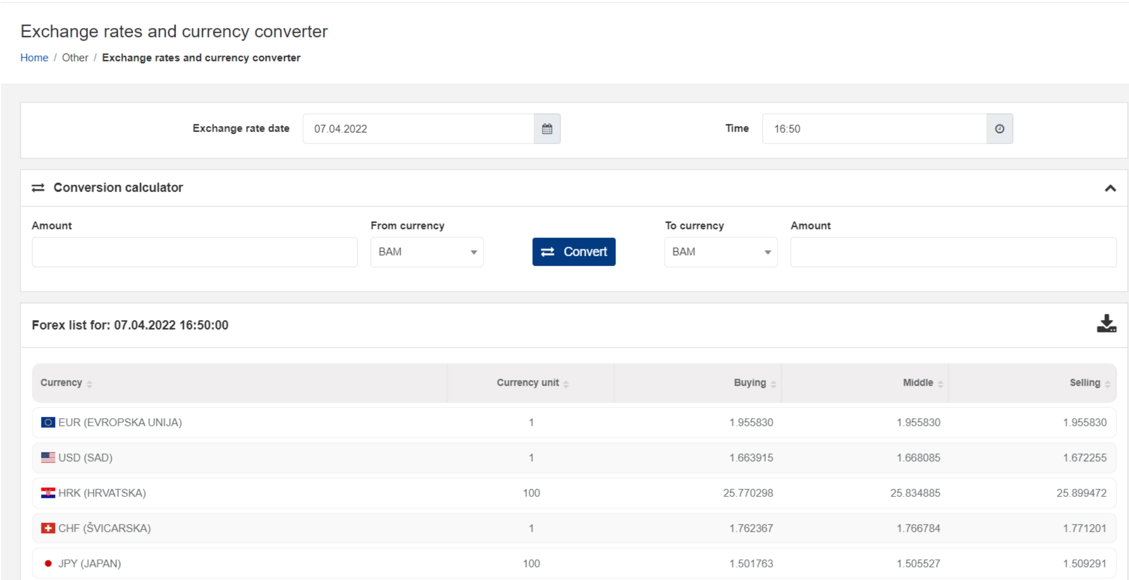
For previously reported problem it is possible to review status and the response by the bank employees.

14 Other

Module **Other** provides the user with additional features and options like conversion calculator and exchange rate, templates management, and mobile ELBA.

13.1 Exchange rates and conversion calculator

This module offers the possibility of reviewing the exchange rates for the chosen date, as well as the conversion calculator according to the exchange rate for that date. Beside review, it is possible to save the shown exchange rate list in CSV format.



Currency	Currency unit	Buying	Middle	Selling
EUR (EVROPSKA UNIJA)	1	1.955830	1.955830	1.955830
USD (SAD)	1	1.663915	1.668085	1.672255
HRK (HRVATSKA)	100	25.770298	25.834885	25.899472
CHF (ŠVICARSKA)	1	1.762367	1.766784	1.771201
JPY (JAPAN)	100	1.501763	1.505527	1.509291

Figure 77. Exchange rate and conversion calculator

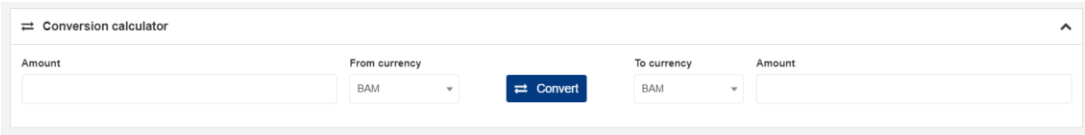
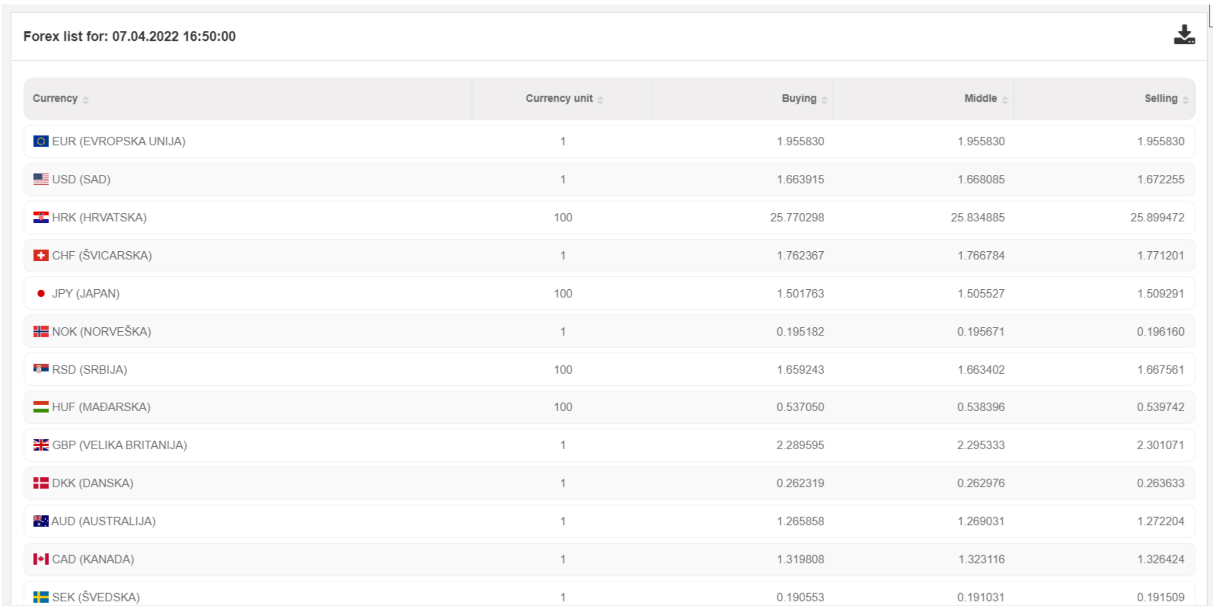


Figure 78. Conversion calculator



Currency	Currency unit	Buying	Middle	Selling
EUR (EVROPSKA UNIJA)	1	1.955830	1.955830	1.955830
USD (SAD)	1	1.663915	1.668085	1.672255
HRK (HRVATSKA)	100	25.770298	25.834885	25.899472
CHF (ŠVICARSKA)	1	1.762367	1.766784	1.771201
JPY (JAPAN)	100	1.501763	1.505527	1.509291
NOK (NORVEŠKA)	1	0.195182	0.195671	0.196160
RSD (SRBIJA)	100	1.659243	1.663402	1.667561
HUF (MAĐARSKA)	100	0.537050	0.538396	0.539742
GBP (VELIKA BRITANIJA)	1	2.289595	2.295333	2.301071
DKK (DANSKA)	1	0.262319	0.262976	0.263633
AUD (AUSTRALIJA)	1	1.265858	1.269031	1.272204
CAD (KANADA)	1	1.319808	1.323116	1.326424
SEK (ŠVEDSKA)	1	0.190553	0.191031	0.191509

Figure 79. Exchange rate

13.2 Mobile banking

Module Mobile banking enables review of all authorized mobile devices for the access to mobile application.

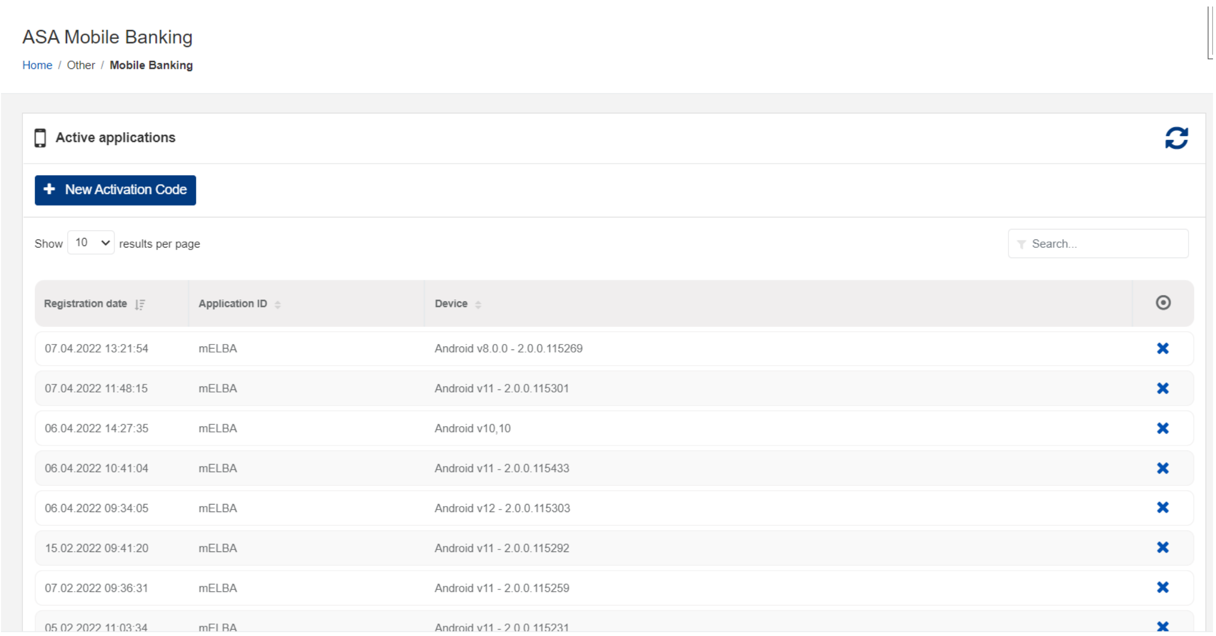


Figure 80. mBanking

User has available two actions:

- Generating code for adding a new authorized mobile device (Figure 81. New activation code.)

  By clicking on a button **New activation code** the user is generating the activation code which can be used for the activation of the application on mobile device. The code is active only for certain time, after which it cannot be used and the new number must be generated.

Figure 81. New activation code

- Removing device, meaning deactivation of application from that device (Figure 82. Removing device)

  In the review of authorized devices, at every one of them the option is given that the device can be removed, meaning the activation on that device can be deactivated by clicking on the button ✖ , after what the window appears where the user needs to confirm the action. With this action the approach to the mobile application from that device is disabled.

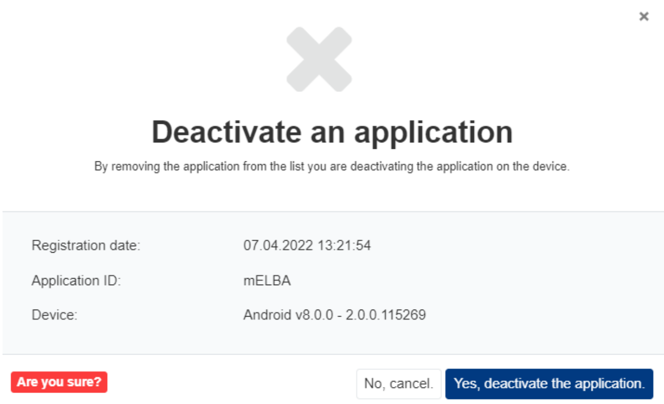


Figure 82. Removing device

13.3 Templates

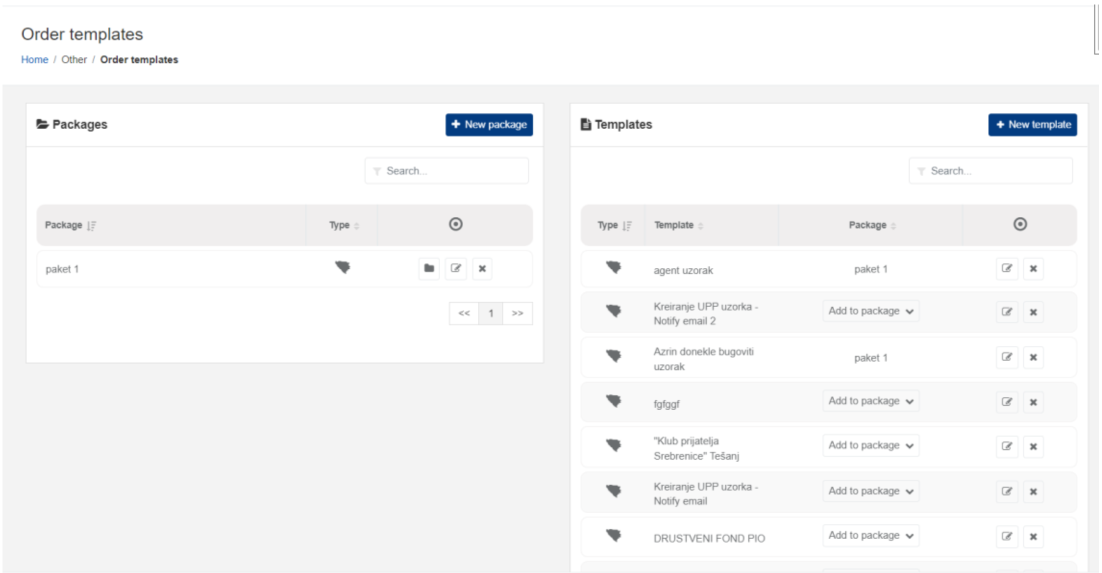


Figure 83. Templates and packages management

Within this section it is made possible to easier and more efficiently manage the templates within ELBA system. It is possible to:

- Create the new package,
- Change the package,
- Erase the package,
- Create the new template,
- Change the template,
- Add a template into the package,
- Take out the template from the package,
- Erase the template.

It is possible to group the templates into the packages. Also it is possible to place more templates into one package of templates and use them when creating the order. In other words, with just one step it is possible to create the same number of orders as there are templates in chosen package.

By clicking the button **Add to package** it is possible to allocate the template to certain package. <u>It is important to mention that within the package only the orders of the same type can be placed.</u>

When the package is being erased the templates that are within the package will not be erased.