

ATLAS User Guide

A user handbook for the ATLAS user interface

The Atlas user interface is a web application used to create, manage and monitor procedures for the communication with the CSSF and BCL on the ATLAS reporting platform. This document describes the usage from a user point of view.

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Version history

Version no.	Version date	Edited by	Most important edit(s)
0.1	23/04/2021	Initial Draft	Marzouk , Nassim
0.2	30/04/2021	Second iteration	Marzouk , Nassim
0.3	17/06/2021	Third iteration	Marzouk , Nassim
1.0.1	22/06/2021	Final Review	Bastgen, Jan
2.0.0	23/01/2024	Update S3 Transmission added Update to Worldline template	Fundu, Christian Pierre-Edouard Bodereau

Introduction

Scope

This document describes the user interface of the new ATLAS 2023 user application and related processes from an end-user point of view.

It is used as user reference documentation.

Requirements

The ATLAS application supports the following browsers on desktop platform:

- Google Chrome 89+
- Firefox 86+
- Edge
- Internet Explorer 10+

Access via SSO-Portal

The ATLAS user interface has been integrated into the Worldline Financial Services SSO-Portal and uses the Single-Sign-On authentication provided. This includes several possible authentication mechanisms such as user/password authentication, RSA-token or Luxtrust authentication services.

After login into the Worldline Financial Services SSO-Portal the ATLAS user interface application will be listed on the application overview page and can be accessed via the application launch button.

The Worldline Financial Services SSO-Portal is accessible via the following URLs:

Production: <https://gate.cetrel-securities.lu/sso-portal/>

The application can be accessed in a new window/tab of the browser or using the internal tab view.

Please refer to the “SSO-Portal User Guide” in the appendix for more details.

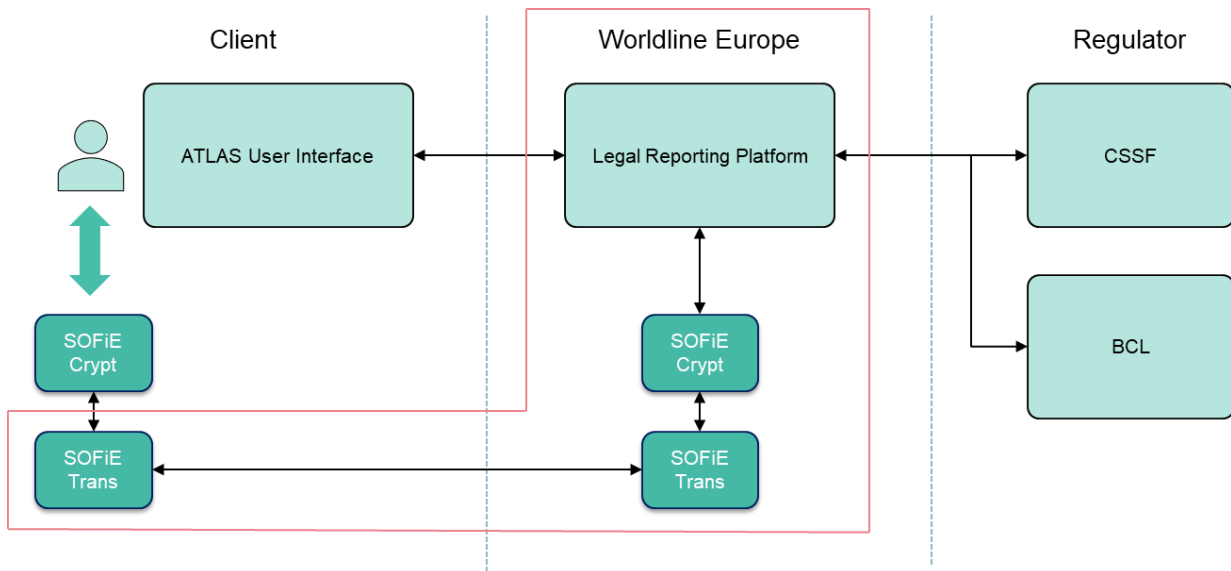
ATLAS Reporting Platform

This chapter describes the ATLAS reporting platform from an end-user perspective.

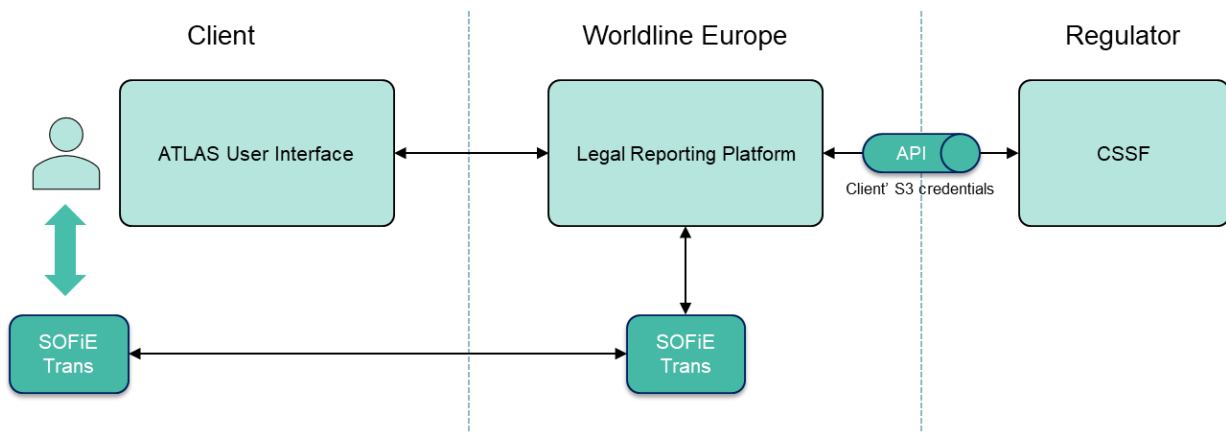
The ATLAS platform distributes procedure related packages containing one or more reports to the CSSF and manages the whole process and dataflow between the CSSF and the client.

BCL procedures, which use a file-based filing approach without packages, are available for monitoring purpose only. The user can create new procedures only for the CSSF.

Transmission to BCL and CSSF via Web Services:



Transmission to CSSF via S3:



Process for reporting to CSSF

- 1- The user connects via the SSO-Portal to the ATLAS user interface in order to create a new filing procedure.
- 2- Once all needed information is entered into the input-fields on the “Create Procedure Screen” and all needed documents have been attached to the procedure using the documents table the user can submit the procedure.
- 3- As soon as it has been validated the procedure is created in the ATLAS system.
Depending on the users channel configuration the TRM package is created and downloaded for manual encryption OR transferred to the users SOFiE Sort instance for automatic encryption.
Please refer to the chapter “Channel Configuration” for more details.
- 4- The encrypted procedure is sent to the ATLAS reporting platform and then forwarded to the Regulator to be processed.
- 5- As soon as the Regulator sends the feedback, the procedure’s status is updated in the graphical user interface and the feedback is automatically sent to the user’s SOFiE Sort to be decrypted.
- 6- The user can check the content of the feedback within his SOFiE Sort installation.

Procedure Status

While the procedure is processed and the data is exchanged between the different actors in the filing process the ATLAS reporting platform automatically keeps track of the current status of the procedure.

- **OPEN**
The processing of the procedure has not been completed yet; e.g. business feedback or technical feedback is still missing.
- **CLOSED**
The procedure has been closed by the regulator and all processing has been completed.
No further updates or feedbacks are expected.
- **CANCELED**
The procedure was closed before completion by the regulator or by Worldline Financial Services S.A.;
e.g. because of errors. No further updates or feedbacks are expected.

Procedure Internal Status

Beside the status of the procedure the ATLAS reporting platform manages the internal status of the procedure within the reporting workflow.

- **PACKAGE_CREATED**
The TRM package was created on the ATLAS user interface for manual encryption.

The ATLAS reporting platform is waiting for the customer to send the manually encrypted package. This status applies for channels in MANUAL mode and CSSF related procedures only.

- **SEND_TO_ENCRYPTION**

The TRM package was created on the ATLAS user interface and send to the customers SOFiE instance for automatic encryption. The ATLAS reporting platform is waiting for the encrypted TRM package to be automatically returned for further processing.

This status applies for channels in SEMIAUTOMATIC mode and CSSF related procedures only.

- **SEND_TO_REGULATOR**

The encrypted package was received and transmitted to the regulator CSSF.

The ATLAS reporting platform is waiting for the regulator to return a feedback.

This status applies to CSSF related procedures only.

- **PROCESSING**

The ATLAS reporting platform is currently processing data assigned to the related procedure.

- **FEEDBACK_RECEIVED**

A technical feedback or business feedback has been received from the regulator and was forwarded to the customer. The ATLAS reporting platform is waiting for further actions such as more feedbacks from the regulator or closure of the procedure.

- **QUEUED**

A document has been received and has been queued for the transmission to the regulator.

The ATLAS reporting platform is waiting for the regulator to request the file for transfer.

- **ERROR**

An error occurred while processing data assigned to the procedure.

Please refer to the procedure history/controls for further details or contact the customer support.

Channel Configuration

The ATLAS reporting platform supports three different levels of process automatization, the so called "Channel Modes".

- **AUTOMATIC**
- **SEMIAUTOMATIC**
- **MANUAL**

Automatic Mode

The “**Automatic Channel Mode**” is a fully automated process that requires no interaction of the user with the ATLAS user interface to execute the filing process. For this mode, the graphical user interface is available for monitoring purposes only. No management features for procedure creation or update will be available through the graphical user interface if automatic mode is configured.

This mode is used for clients with a very high number of procedures transmitted to the ATLAS reporting platform.

A technical implementation and integration to the software-systems at client-side is required.

If your company is configured for the “Automatic Channel Mode” an additional documentation for technical integration will be provided.

Semi-Automatic Mode

The “**Semi-Automatic Mode**” is a semi-automated process that requires a minimal manual user intervention.

If “**Semi-Automatic Mode**” is configured, the graphical user interface provides monitoring and management features to create and update procedures through the ATLAS user interface.

In this mode the user will attach non encrypted documents that will be packaged automatically by the ATLAS user interface. Then the generated package is uploaded to the ATLAS reporting platform and transmitted through the secure SOFiE channel to the user for encryption with the clients SOFiE crypt installation using his private certificate.

The whole process can be monitored and managed on the ATLAS user interface.

Manual Mode

The “**Manual Mode**” requires the most manual user interaction.

The user can create new filing procedures on the “Create Procedure” screen and attach non encrypted documents to the procedure. The documents will not be uploaded to the ATLAS servers and a new filing package is created client-side in the user’s browser.

The so created package can be saved by the user and must be manually encrypted and transmitted through the clients SOFiE Sort. The procedure will be created on the ATLAS reporting platform.

The ATLAS user interface supports the end user with the creation of regulator conform package-files using the attached documents but does not send them for encryption. The Encryption of documents and the transmission through the clients SOFiE Sort must be manually performed by the end user.

The procedure will remain in status OPEN / PACKAGE_CREATED until the encrypted package is received.

User Interface

This chapter describes the different parts of the graphical user interface of the ATLAS application.

Interface Overview

The user interface is split into two main sections:

- Main navigation menu (1)
- Content area (3)

The main navigation menu (1) is on the top left corner and is divided in two sub-menus “Procedures” and “Information”. The main navigation provides the following menu entries:

- **Procedures**
 - Search Procedure
- **New Procedure**
 - CSSF Filing
 - CSSF Direct (CSSF Reports using S3 protocol)
- **Channel**
 - Statistics
 - Users
 - Filing Entities
- **Catalog**
 - BCL
 - CSSF
 - CSSF_S3_Direct
- **Support**

The currently logged in user and logout-link are on the top right corner (2).

The content of the selected menu entry is displayed on the right side of the screen (3).

Atlas 2.0 (powered)

Search Procedure

New Procedure

- CSSF Filing
- CSSF Direct

Information

- Channel
- Catalog

Support

Procedures / Search

Filter Search

Regulator Title Type Procedure ID

Status Start Date (From) Start Date (To) Filing Entity

Reset Search

Show 25 entries

Reg.	Procedure ID	Procedure Type	Title	Filing Entity	Status	Internal Status	Start Date	Last Update
CSSF	TRAMULL-0c112eb5-5a1c-498c-9d8f-638878d19226	7009	ESMA non reg INS-082	S00000618	OPEN	SEND TO REGULATOR	23.08.2023 16:22:40	23.08.2023 16:30:11
CSSF	TRAMULL-cdc99791-1688-4f60-a724-cfa0d081c7b8	7009	Esma non reg ACPT B1	S00000619	CLOSED	SEND TO REGULATOR	23.08.2023 16:17:06	23.08.2023 16:25:14
CSSF	TRAMULL-3396fbd-158e-443e-97aa-8586129d533	10032	FDSC-1040_Lull	B00000998	OPEN	SEND TO REGULATOR	23.08.2023 11:55:44	23.08.2023 14:56:58
CSSF	TRAMULL-22e5a202-8900-4c43-af31-073917a3f191	10031	FDSC-1040_Lull	B00000998	CANCELLED	SEND TO REGULATOR	23.08.2023 11:55:32	23.08.2023 12:11:27
CSSF	TRAMULL-6a9618aa-50b5-483e-b08b-780c1737965	10032	FDSC-1040_Lull	B00000998	CANCELLED	SEND TO REGULATOR	23.08.2023 11:55:18	23.08.2023 12:11:36
CSSF	TRAMULL-4d3de0d-8a04-4c15-aeab-b615e082e07d	10030	FDSC-1040_Lull	B00000998	OPEN	SEND TO REGULATOR	23.08.2023 11:54:59	23.08.2023 12:10:32
CSSF	TRAMULL-20d8f5c4-3a20-43e1-8e49-c1c4d261330a	10032	FDSC-1040_Lull	B00000998	OPEN	SEND TO REGULATOR	23.08.2023 11:54:44	23.08.2023 12:10:28
CSSF	TRAMULL-2e195008-2531-4404-918b-d3b08c5471c	10030	FDSC-1040_Lull	B00000998	OPEN	SEND TO REGULATOR	23.08.2023 11:54:24	23.08.2023 14:55:36
CSSF	TRAMULL-50f3dc0e-aea0-462e-bb0d-e6bc08c2ee0	10032	FDSC-1040_Lull	B00000998	OPEN	SEND TO REGULATOR	23.08.2023 11:54:07	23.08.2023 14:55:58
CSSF	TRAMULL-45556c8a-78ca-46b8-9c2d-cb3506007ec2	10030	FDSC-1040_Lull	B00000998	CANCELLED	SEND TO REGULATOR	23.08.2023 11:53:51	23.08.2023 12:11:15
CSSF	TRAMULL-b2456e5-904f-4d38-8901-334918255af3	10032	FDSC-1040_Lull	B00000998	CANCELLED	SEND TO REGULATOR	23.08.2023 11:53:29	23.08.2023 12:11:12
CSSF	TRAMULL-42d944f-b20b-4143-8d79-28f6956abb67	10030	FDSC-1040_Lull	B00000998	OPEN	SEND TO REGULATOR	23.08.2023 11:53:00	23.08.2023 14:57:13
CSSF	TRAMULL-5580236-6a2b-4966-b116-3e6748103329	10030	FDSC-1040_Lull	B00000998	CANCELLED	SEND TO REGULATOR	23.08.2023 11:52:36	23.08.2023 12:00:57
CSSF	TRAMULL-414ea013-4d24-4723-b7a7-28a793a555b	10030	FDSC-1040_Lull	B00000998	OPEN	SEND TO REGULATOR	23.08.2023 11:52:03	23.08.2023 12:00:20

Showing 1 to 25 of 14,192 entries

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For users assigned to a channel configured in AUTOMATIC mode the menu entry “CSSF Filing” is not accessible and will not be displayed.

Procedure Screen

Search Procedure

Atlas 2.0 (powered)

Search Procedure

New Procedure

- CSSF Filing
- CSSF Direct

Information

- Channel
- Catalog

Support

Procedures / Search

Filter Search

Regulator Title Type Procedure ID

Status Start Date (From) Start Date (To) Filing Entity

Reset Search

Show 25 entries

Reg.	Procedure ID	Procedure Type	Title	Filing Entity	Status	Internal Status	Start Date	Last Update
CSSF	TRAMULL-0c112eb5-5a1c-498c-9d8f-638878d19226	7009	ESMA non reg INS-082	S00000618	OPEN	SEND TO REGULATOR	23.08.2023 16:22:40	23.08.2023 16:30:11
CSSF	TRAMULL-cdc99791-1688-4f60-a724-cfa0d081c7b8	7009	Esma non reg ACPT B1	S00000619	CLOSED	SEND TO REGULATOR	23.08.2023 16:17:06	23.08.2023 16:25:14
CSSF	TRAMULL-3396fbd-158e-443e-97aa-8586129d533	10032	FDSC-1040_Lull	B00000998	OPEN	SEND TO REGULATOR	23.08.2023 11:55:44	23.08.2023 14:56:58
CSSF	TRAMULL-22e5a202-8900-4c43-af31-073917a3f191	10031	FDSC-1040_Lull	B00000998	CANCELLED	SEND TO REGULATOR	23.08.2023 11:55:32	23.08.2023 12:11:27
CSSF	TRAMULL-6a9618aa-50b5-483e-b08b-780c1737965	10032	FDSC-1040_Lull	B00000998	CANCELLED	SEND TO REGULATOR	23.08.2023 11:55:18	23.08.2023 12:11:36
CSSF	TRAMULL-4d3de0d-8a04-4c15-aeab-b615e082e07d	10030	FDSC-1040_Lull	B00000998	OPEN	SEND TO REGULATOR	23.08.2023 11:54:59	23.08.2023 12:10:32
CSSF	TRAMULL-20d8f5c4-3a20-43e1-8e49-c1c4d261330a	10032	FDSC-1040_Lull	B00000998	OPEN	SEND TO REGULATOR	23.08.2023 11:54:44	23.08.2023 12:10:28
CSSF	TRAMULL-2e195008-2531-4404-918b-d3b08c5471c	10030	FDSC-1040_Lull	B00000998	OPEN	SEND TO REGULATOR	23.08.2023 11:54:24	23.08.2023 14:55:36
CSSF	TRAMULL-50f3dc0e-aea0-462e-bb0d-e6bc08c2ee0	10032	FDSC-1040_Lull	B00000998	OPEN	SEND TO REGULATOR	23.08.2023 11:54:07	23.08.2023 14:55:58
CSSF	TRAMULL-45556c8a-78ca-46b8-9c2d-cb3506007ec2	10030	FDSC-1040_Lull	B00000998	CANCELLED	SEND TO REGULATOR	23.08.2023 11:53:51	23.08.2023 12:11:15
CSSF	TRAMULL-b2456e5-904f-4d38-8901-334918255af3	10032	FDSC-1040_Lull	B00000998	CANCELLED	SEND TO REGULATOR	23.08.2023 11:53:29	23.08.2023 12:11:12
CSSF	TRAMULL-42d944f-b20b-4143-8d79-28f6956abb67	10030	FDSC-1040_Lull	B00000998	OPEN	SEND TO REGULATOR	23.08.2023 11:53:00	23.08.2023 14:57:13
CSSF	TRAMULL-5580236-6a2b-4966-b116-3e6748103329	10030	FDSC-1040_Lull	B00000998	CANCELLED	SEND TO REGULATOR	23.08.2023 11:52:36	23.08.2023 12:00:57
CSSF	TRAMULL-414ea013-4d24-4723-b7a7-28a793a555b	10030	FDSC-1040_Lull	B00000998	OPEN	SEND TO REGULATOR	23.08.2023 11:52:03	23.08.2023 12:00:20

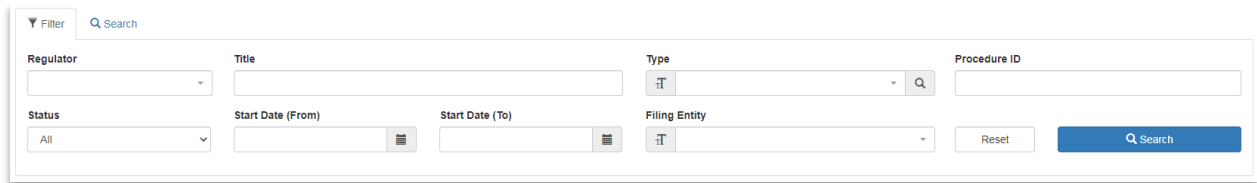
Showing 1 to 25 of 14,192 entries

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The “Search Procedure Screen” displays all procedures created by the company of the logged in user.

It is divided into two main sections.

The top section provides filters and search functionalities while the bottom sections lists all procedures matching the entered criteria.



The panel **“Filter”** at the top of the screen can be used to filter procedures shown in the table below. Click on the button **“Search”** to apply the selected filter options and display the data found.

The following fields are available for filtering:

Regulator

The regulator associated to the procedure (e.g. CSSF, BCL or CSSF S3).

Title

Search for procedure titles containing the given text.
The search is case-insensitive.

Type

The type of procedure to be filtered on.

Procedure-ID

Full procedure ID or part of the procedure ID to filter on.

Status

Status of the procedure; e.g. “Open”, “Cancelled” or “Closed”.

Start Date (from)

Creation Date of the procedure is greater or equal than the selected date.

Start Date (to)

Creation Date of the procedure is lower or equal than selected date.

Filing Entity

The Filing-Entity the procedure is assigned to.
Please note that this list is retrieved from the actual used entities/procedures and not from the pre-configured list available on the “Create Procedure Screen”.

The panel **“Search”** at the top of the screen can be used to search inside the procedures by document name or by transaction ID.

Filter Search

By Document Name By Transaction

Document name

The name of a document or part of it that is handled in a procedure.

Transaction

The ID of a transaction or part of it which is part of the procedure.

At the bottom of the page the matching procedures are listed in the procedure table.

A double click on a procedure shown in the table opens the **“Procedure Details Page”** displaying more detailed information and the history of the selected procedure.

Procedure Details Page

Procedures / Details / 342e13eb-b814-4833-bc54-30ab0819735e

Details

Regulator CSSF(Commission de Surveillance du Secteur Financier)

Status open **Internal Status** SEND_TO_CSSF

Title OPC03 10030

Procedure ID 342e13eb-b814-4833-bc54-30ab0819735e **Channel** TRAMLULL

Procedure Type 10030 Remise de prospectus OPC conf. circulaire 08/371. **Filing-Entity** B00000996

Comment

Created 16.06.2021 11:19:42

Starting Date 16.06.2021 11:19:42

Closing Date

Flow Transactions History Files Contacts

TRAMLULL Atlas CSSF

7b6ba6cf-bc8b-485e-80d5-5934e73ea9461 ENCRYPTION_REQUEST 16.06.2021 11:19:42 16.06.2021 11:19:42

7d73e860-06e8-44c8-b0aa-a5d9f4e8a7b7 ENCRYPTION_RESPONSE 16.06.2021 11:30:23 3f41ef0d-b0e4-4a0d-b65a-65f4d373a0d0 DATA_TRANSMISSION 16.06.2021 11:30:23 1s 16.06.2021 11:30:24 CSSF

61311e61-2017-4b57-92b6-97e7465830c5 TECHNICAL_FEEDBACK 16.06.2021 11:30:24 04f50d77-5a06-4f9e-a06d-8f765973502 TECHNICAL_FEEDBACK 16.06.2021 11:30:24 1s 16.06.2021 11:30:25 CSSF

This page has six sections: the section **“Details”** in the upper part of the screen, and the sections **“Flow, Transactions, History, Files, Contacts”** in the lower part of the screen.

Details

This section displays general information of the selected procedure.

Details			
Regulator	CSSF(Commission de Surveillance du Secteur Financier)		
Status	open	Internal Status	SEND_TO_CSSF
Title	OPC03 10030		
Procedure ID	342e13eb-b814-4833-bc54-30ab0819735e	Channel	TRAMLULL
Procedure Type	10030 Remise de prospectus OPC conf. circulaire 08/371.	Filing-Entity	B00000998
Comment			
Created	16.06.2021 11:19:42		
Starting Date	16.06.2021 11:19:42		
Closing Date			

Regulator

The regulator associated to the procedure (e.g. CSSF,BCL or CSSF S3).

Status

The current status of the procedure (Open, Closed, Cancelled).

Please refer to the chapter “Procedure Status” for details.

Title

The title of the procedure.

Procedure ID

The ID the procedure.

Procedure Type

The type of procedure as defined by the Regulator.

Instrument Type / Code

The type and code of the instrument this procedure is related to.

This field is only displayed if the assigned type of procedure is related to an instrument.

Instrument Name

Name of the instrument this procedure is related to.

This field is only displayed if the assigned type of procedure is related to an instrument.

Created

The creation date of the procedure.

Starting date

The starting date of the procedure.

Closing date

The closing date of the procedure.

Internal Status

The current internal status of the procedure.

Please refer to the chapter “Procedure Internal Status” for details.

Channel

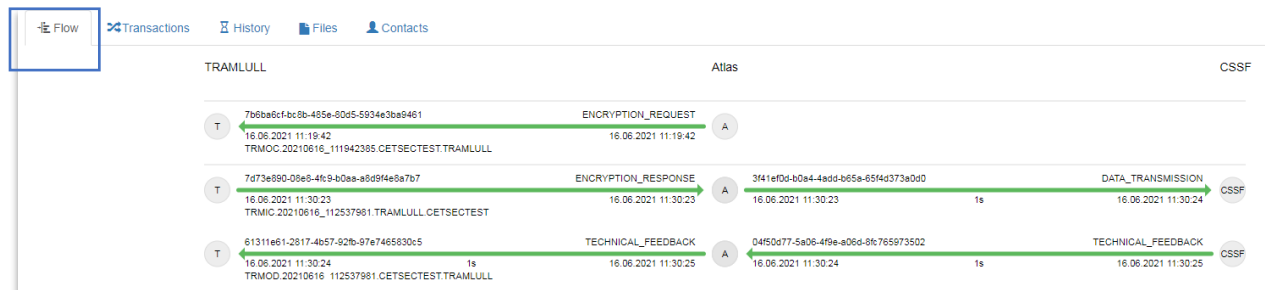
The channel this procedure is assigned to.

Filing-Entity

The Filing-Entity the procedure is assigned to.

Flow

The section “Flow” is located on the first tab in the tab-pane below the details section on the “Procedure Details Page” and displays the different transactions in a graphical view.



The transactions of the procedure are listed in a chronological way from top to bottom.

From left to right, are represented: **the Customer, the ATLAS Reporting Platform and the Regulator.**

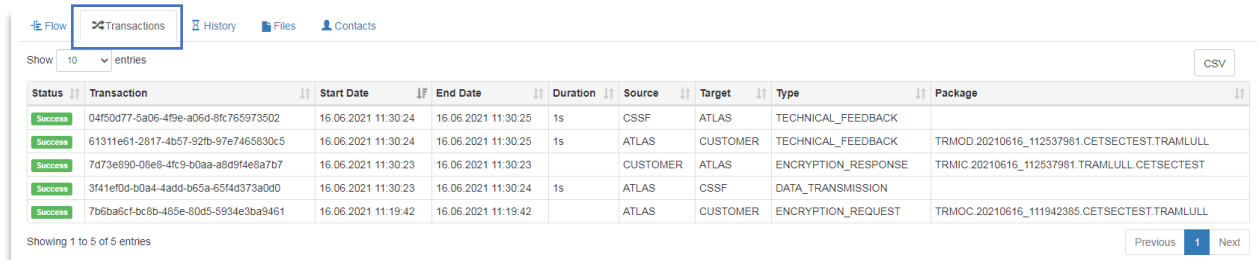
The arrow can either be **green** (success) or **red** (error) to indicate the technical status of the transaction.

*The colour does NOT reflect the business status of the transaction
but the technical status of processing only!*

The direction of the flow of data is indicated by the direction of the corresponding arrow in the chart; e.g. *Customer to Regulator* OR from *Regulator to Customer*. Furthermore, the transaction ID, the start/end date, consumed time, the package name and the technical transaction-type is displayed beside the arrow, if applicable.

Transactions

The section “Transactions” is located on the second tab in the tab-pane below the details section on the “Procedure Details Page” and displays the different transactions shown in the “Flow” section in a table view.



Status	Transaction	Start Date	End Date	Duration	Source	Target	Type	Package
Success	04f50d77-5a06-4f9e-a06d-8fc765973502	16.06.2021 11:30:24	16.06.2021 11:30:25	1s	CSSF	ATLAS	TECHNICAL_FEEDBACK	
Success	61311e61-2817-4b57-92fb-97e7465830c5	16.06.2021 11:30:24	16.06.2021 11:30:25	1s	ATLAS	CUSTOMER	TECHNICAL_FEEDBACK	TRMOD.20210616_112537981.CETSECTEST.TRAMLULL
Success	7d73e890-08e8-4fc9-b0aa-a8d9f4e8a7b7	16.06.2021 11:30:23	16.06.2021 11:30:23		CUSTOMER	ATLAS	ENCRYPTION_RESPONSE	TRMIC.20210616_112537981.TRAMLULL.CETSECTEST
Success	3f41ef0d-b0a4-4add-b65a-65f4d373a0d0	16.06.2021 11:30:23	16.06.2021 11:30:24	1s	ATLAS	CSSF	DATA_TRANSMISSION	
Success	7b6ba8cf-bc8b-485e-80d5-5934e3ba9461	16.06.2021 11:19:42	16.06.2021 11:19:42		ATLAS	CUSTOMER	ENCRYPTION_REQUEST	TRMOC.20210616_111942385.CETSECTEST.TRAMLULL

The table contains the following data columns:

Status

Technical status of the transaction,
e.g. Success, Processing or Error

Transaction

The transaction-ID of the transaction listed.
This is a globally unique identifier.

Start Date

The date and time the transaction was initially started.

End Date Duration

The date and time the transaction was completed.

Source

Source that initiated the transaction
e.g. CUSTOMER, ATLAS, CSSF, BCL

Target

Target that received the transaction
e.g. CUSTOMER, ATLAS, CSSF, BCL

Type

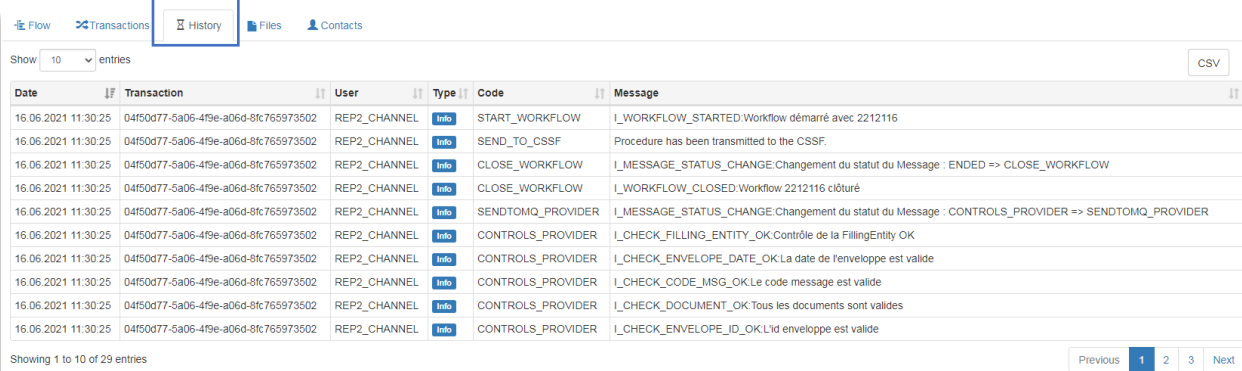
The technical type of transaction

Package

Name of the TRM package processed or generated

History

The section “History” is located on the third tab in the tab-pane below the details section on the “Procedure Details Page” and displays messages related to this procedure.



Date	Transaction	User	Type	Code	Message
16.06.2021 11:30:25	04f50d77-5a06-4f9e-a06d-8fc765973502	REP2_CHANNEL	Info	START_WORKFLOW	I_WORKFLOW_STARTED:Workflow démarré avec 2212116
16.06.2021 11:30:25	04f50d77-5a06-4f9e-a06d-8fc765973502	REP2_CHANNEL	Info	SEND_TO_CSSF	Procedure has been transmitted to the CSSF.
16.06.2021 11:30:25	04f50d77-5a06-4f9e-a06d-8fc765973502	REP2_CHANNEL	Info	CLOSE_WORKFLOW	I_MESSAGE_STATUS_CHANGE:Changement du statut du Message : ENDED => CLOSE_WORKFLOW
16.06.2021 11:30:25	04f50d77-5a06-4f9e-a06d-8fc765973502	REP2_CHANNEL	Info	CLOSE_WORKFLOW	I_WORKFLOW_CLOSED:Workflow 2212116 clôturé
16.06.2021 11:30:25	04f50d77-5a06-4f9e-a06d-8fc765973502	REP2_CHANNEL	Info	SENDTOMQ_PROVIDER	I_MESSAGE_STATUS_CHANGE:Changement du statut du Message : CONTROLS_PROVIDER => SENDTOMQ_PROVIDER
16.06.2021 11:30:25	04f50d77-5a06-4f9e-a06d-8fc765973502	REP2_CHANNEL	Info	CONTROLS_PROVIDER	I_CHECK_FILLING_ENTITY_OK:Contrôle de la FillingEntity OK
16.06.2021 11:30:25	04f50d77-5a06-4f9e-a06d-8fc765973502	REP2_CHANNEL	Info	CONTROLS_PROVIDER	I_CHECK_ENVELOPE_DATE_OK:La date de l'enveloppe est valide
16.06.2021 11:30:25	04f50d77-5a06-4f9e-a06d-8fc765973502	REP2_CHANNEL	Info	CONTROLS_PROVIDER	I_CHECK_CODE_MSG_OK:Le code message est valide
16.06.2021 11:30:25	04f50d77-5a06-4f9e-a06d-8fc765973502	REP2_CHANNEL	Info	CONTROLS_PROVIDER	I_CHECK_DOCUMENT_OK:Tous les documents sont valides
16.06.2021 11:30:25	04f50d77-5a06-4f9e-a06d-8fc765973502	REP2_CHANNEL	Info	CONTROLS_PROVIDER	I_CHECK_ENVELOPE_ID_OK:L'id enveloppe est valide

The table contains the following data columns:

Date

Date and time when the message was generated

Transaction

The transaction-ID of the transaction listed.

This is a globally unique identifier.

User

The user who generated the message.

Code

The code defines the technical type of the message displayed.

Message

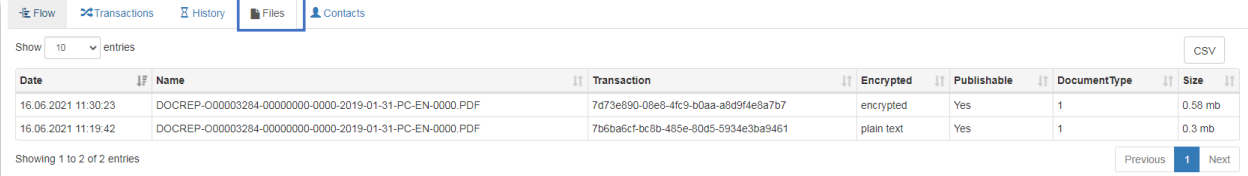
The content of the message.

The messages listed in the table may include information such as:

- **technical feedback send from the regulator**
e.g. envelope check performed by CSSF
- **status messages generated by the ATLAS Reporting Platform**
e.g. package received
- **administrative messages**
e.g. on manual closure

Files

The section “Files” is located on the fourth tab in the tab-pane below the details section on the “Procedure Details Page” and displays the files that have been processed within procedure.



Date	Name	Transaction	Encrypted	Publishable	DocumentType	Size
16.06.2021 11:30:23	DOCREP-000003284-00000000-0000-2019-01-31-PC-EN-0000.PDF	7d73e690-08e6-4fc9-b0aa-a8d9f4e8a7b7	encrypted	Yes	1	0.58 mb
16.06.2021 11:19:42	DOCREP-000003284-00000000-0000-2019-01-31-PC-EN-0000.PDF	7b6ba6cf-bc8b-485e-80d5-5934e3ba9461	plain text	Yes	1	0.3 mb

Date

The date and time the file was processed.

Name

Name of the file

Transaction

The transaction-ID of the transaction listed.

Encrypted

States if the file is encrypted or plain text.

Publishable

States if the publishable flag is set or not.

Document Type

The type of document identified matching.


Size

File size in megabytes.

Please be aware that each file processed by the ATLAS Reporting Platform is listed twice with different transaction IDs. This is caused by the circumstance that all transactions are listed in pairs; one transaction incoming to ATLAS and an associated transaction outgoing from the ATLAS Reporting Platform.

Contacts

This section displays the information of the contact information related to this procedure.



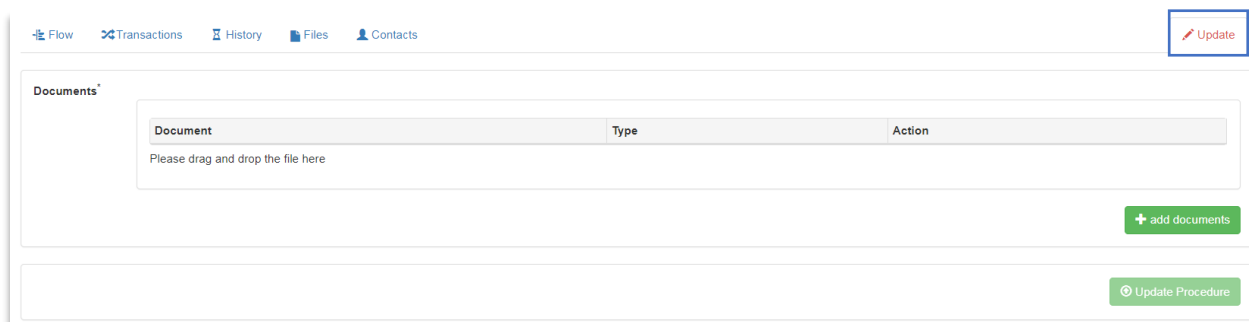
Name	Phone	eMail	Type	Date

Update

Specific case

For procedure 50000 (U1.1) only one procedure is allowed to be in status **“open”** at a time. All following reports will be handled as an update to the existing procedure. In this case, a seventh tab **“Update”** will be enabled and will allow the user to attach new documents and update the existing procedure.

Note the section “Update” is only accessible for updateable procedures and will be hidden otherwise.



Document	Type	Action
Please drag and drop the file here		

In order to update the existing procedure and send new/ additional documents select the **“Update”** tab from the tab pane in the bottom section of the **“Procedure Details Page”**.

Then add new documents to the documents table listed below by dragging report files on the table or by selecting the button labelled **“add document”** beneath the table.

When all relevant documents have been added to the table make ensure a proper document type is selected for all documents.

To submit the documents to the procedure click on the button in the lower right corner labelled **“Update Procedure”**.

The progress bar displayed indicates the status and the result of the operation.

New Procedure Screen

CSSF Filing

The screen “**New Procedure / CSSF Filing**” can be accessed by selecting the second item on the main navigation menu located at the top left of the application window.

Procedures / Create Procedure

Basic Information

Procedure Type*

Title*

Filing Entity

Filing Entity*

Contact Information

First Name*

Last Name*

eMail*

Phone*

Additional Information

Comment

Documents*

Document Type Action

Please drag and drop the file here

* mandatory field

+ add documents

Create Procedure

This screen is used to compose a new procedure and start the creation process. Please refer to the section “[Processes -> Create a new procedure \(CSSF Filing\)](#)” for further details.

Please note that this screen is not accessible if your assigned channel is configured in “automatic mode”. The menu item “Create Procedure” will be hidden.

The screen is structured from top to bottom and groups all input fields in a logical way.

All input fields on the “**Create Procedure Screen**” are validated during input and will be highlighted in red if the entered value does not match the expected input. Mandatory input fields are marked with an asterisk ‘*’ on the field label.

Procedure Type*

Title*

Title of the procedure to be filed. Maximum 255 characters.

A tooltip with further help and more details can be displayed when the mouse is pointed on the information icon at the end of the input field.

A description of each available input field is listed below.

Procedure-Type

The type of procedure to be created as defined by the CSSF.

Please note that only such types of procedures are listed that are entitled for the channel of the logged in user, the list of procedures is conditioned by the client's business needs and contractual agreements. This field is mandatory.

Procedure Type*

Title

Title of the procedure.

This field is mandatory, maximum 255 characters.

Title*

Filing-Entity

The filing entity related to this procedure.

The dropdown will display the filing entities in the format "Filing-Name – Filing-Code – Filing Type".

This field is mandatory.

Filing Entity*

Instrument-Code

Code of the related instrument as defined by CSSF.

e.g.: '999999999'. Maximum 10 characters, numbers only.

Instrument Code(*)

Instrument-Name

Name of the instrument related to this filing procedure as defined by CSSF.

e.g.: 'NAME'. Maximum 50 characters, a-z,A-Z, + or numbers.

Instrument Name(*)

Instrument-Type

Type of the instrument related to this filing procedure as defined by CSSF.

e.g.: 'OPC'

Instrument Type(*)

If a procedure type is selected that is not related to an instrument, the fields related to instrument information (Instrument-Code, Instrument-Name, Instrument-Type) won't be displayed.

Last Name

Last name of the person being responsible for this procedure.

The field will automatically be prefilled with the details of the current logged in user.

e.g.: 'Anderson'

This field is mandatory.

Last Name*

First Name

First name of the person being responsible for this procedure.

The field will automatically be prefilled with the details of the current logged in user.

e.g.: 'Thomas A.'

This field is mandatory.

First Name*

E-Mail

E-Mail address of the person being responsible for this procedure.

The field will automatically be prefilled with the details of the current logged in user.

e.g.: 'thomas.a.anderson@your-company.lu'

This field is mandatory, maximum 255 characters.

eMail*

The format of the email address entered must be valid.

Phone

Phone number of the person being responsible for this procedure.

Includes country-code, area code and phone number.

The field will automatically be prefilled with the details of the current logged in user.

e.g.: '0049658412345'

This field is mandatory, maximum 16 numbers.

Phone*

The format of the phone number must be valid.

Formats allowed: '+35212345678', '+352 1234 5678', '00352 1234 5678', '0035212345678'.

Comment

Free text comment to be included to the procedure.

e.g.: 'This procedure is ...'

Comment

Document-Table

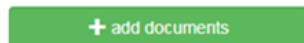
This table lists all uploaded documents to be included in the procedure.
Depending on the selected procedure type it can be mandatory to include documents to the table.

Documents*

Please drag and drop the file here		
Document	Type	Action

Add Document

This button is used to select a document file on your hard-drive and attach it to this procedure.
The attached document is then listed in the document table.



Download Package

The “**Download Package**” button is used to create the procedure using the details entered in this screen, generate the TRM package and download the package file to your local machine for manual processing. This button is only shown if you are configured for the **manual process (Channel Mode = MANUAL)**.



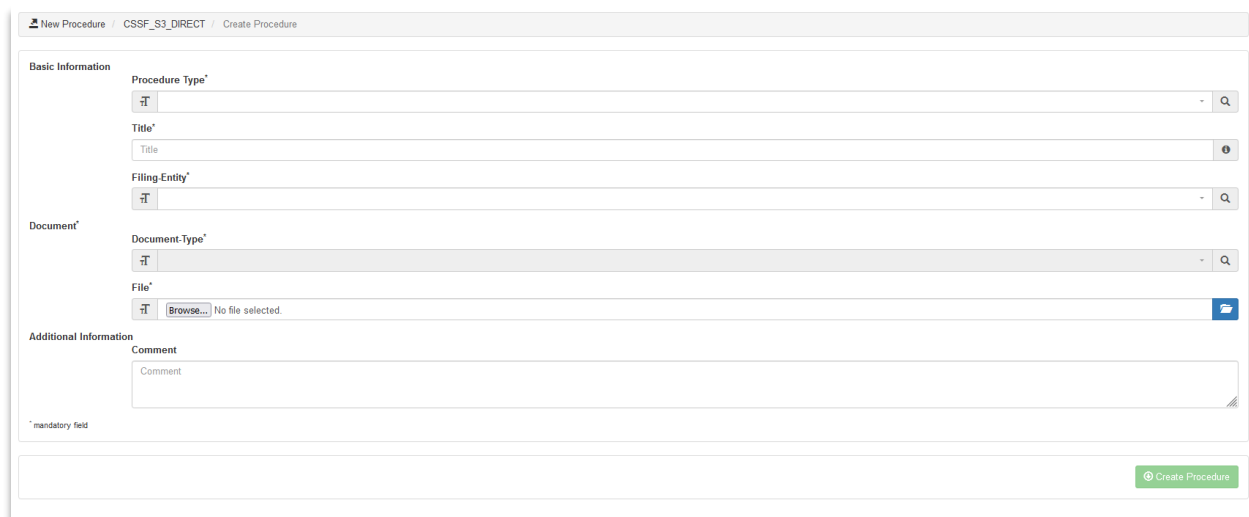
Create Procedure

The “**Create Procedure**” button is used to create the procedure using the details entered in this screen, then to generate the TRM package and send it directly for encryption to the clients SOFiE Sort. This button is only shown if you are configured for the **semi-automatic process (Channel Mode = SEMIAUTOMATIC)**.



CSSF Direct (CSSF Reports using S3 protocol)

The screen “**New Procedure / CSSF Direct**” can be accessed by selecting the second item on the main navigation menu located at the top left of the application window.



This screen is used to compose a new procedure for CSSF reporting using S3 protocol and start the creation process.

Please refer to the section “[Processes -> Create a new procedure \(CSSF Direct\)](#)” for further details

All input fields on the “**Create Procedure Screen**” are validated during input and will be highlighted in red if the entered value does not match the expected input. Mandatory input fields are marked with an asterisk ‘*’ on the field label.



A tooltip with further help and more details can be displayed when the mouse is pointed on the information icon at the end of the input field.

A description of each available input field is listed below.

Procedure-Type

The type of procedure to be created.

Please note that only such types of procedures are listed that are entitled for the channel of the logged in user, the list of procedures is conditioned by the client’s business needs and contractual agreements. This field is mandatory.



Title

Title of the procedure.

This field is mandatory, maximum 255 characters.

Title*



Filing-Entity

The filing entity related to the procedure type.

The dropdown will display the filing entities in the format

“Filing-Name – Filing-Code – Filing Type”.

This field is mandatory.

Filing Entity*



Document

This browsing box is used to select a document file on your hard-drive and attach it to this procedure.

File*

 No file selected.



The document filename must respect the naming convention linked to the document type to be accepted.

Comment

Free text comment to be included to the procedure.

e.g.: ‘This procedure is ...’

Comment

Create Procedure

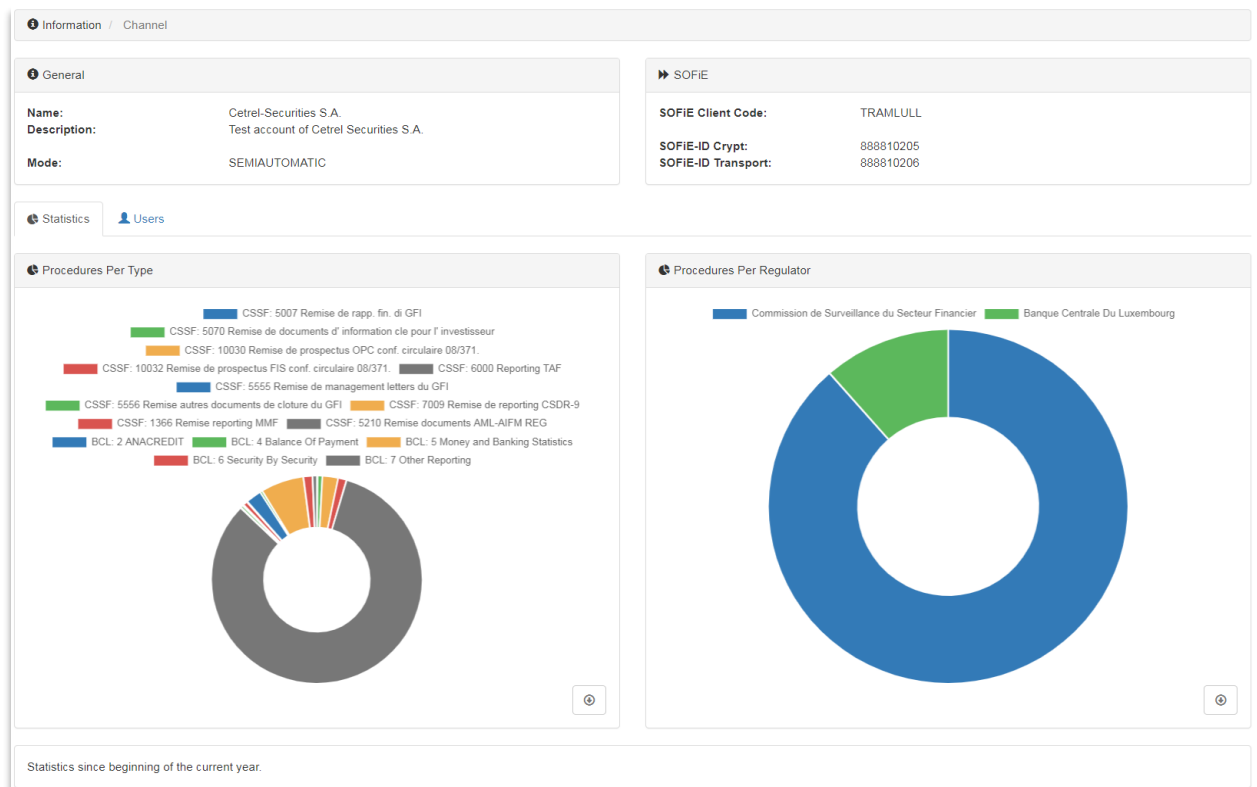
The “**Create Procedure**” button is used to create the procedure using the details entered in this screen, and sends the report attached to CSSF using S3 provided and selected.

Channel Screen

The “**Channel Information Screen**” is accessible via the menu item “Channel” in the main navigation menu and is divided in two main sections.

The upper part displays information about the channel the logged in user is assigned to, the chosen channel configuration and the SOFiE configuration.

The bottom part has two tabs: Statistics and Users.



In the “**General**” panel, the user can find information concerning the configured channel: the name, a text description and the channel configuration (Automatic, Semi-Automatic or Manual).

General	
Name:	Cetrel-Securities S.A.
Description:	Test account of Cetrel Securities S.A.
Mode:	SEMIAUTOMATIC

In the “**SOFiE**” panel, the user can find information concerning the SOFiE configuration: the SOFiE-client-code, the SOFiE-Crypt ID and the SOFiE-Transport ID.

SOFiE	
SOFiE Client Code:	TRAMLULL
SOFiE-ID Crypt:	888810205
SOFiE-ID Transport:	888810206

Channel Statistics

In the **“Statistics”** panel, the user has access to the statistics since the beginning of the current year.

On the left side, a chart is displayed stating the total count of procedures grouper per procedure type.

On the right side, you can see the count of procedures grouped per regulator.

By positioning the mouse on a segment of the pie chart the number of procedures is displayed.

For both pie charts the user has the possibility to export a CSV file containing the displayed data using the button on the right lower corner of the chart.

Specific data points can be enabled/disabled by clicking on the labels in the legend area of the chart.



Users

In the **“Users”** section the user can find a list containing the enabled users for this channel and their information (login, name, email address and phone number) in the table.

The user can select the number of entries displayed and can search for a specific user.

The screenshot displays the 'Users' section of the interface. It includes a search bar and a table listing users. The table has columns for 'Login', 'Name', 'eMail', and 'Phone'. The email addresses are obfuscated with asterisks. The interface also shows a 'Show 10 entries' dropdown and pagination controls at the bottom.

Login	Name	eMail	Phone
a741464	V	y*****@worldline.com	
a741467	B	k*****@worldline.com	
a741468	L	y*****@worldline.com	*****1105
a741472	E	j*****@worldline.com	*****8320
a741473	B	j*****@worldline.com	
A741488	E	j*****@worldline.com	
a783599	T	j*****@worldline.com	
bcl_01	C	n*****@bcl.lu	*****4220
cs0445	E	c*****@worldline.com	
csf_01	F	a*****@csf.lu	

For data protection the email-address and phone numbers are obfuscated.

Filing Entities

Filing-Entity

The filing entity related to this procedure.

The dropdown will display the filing entities in the format: "Filing-Code".

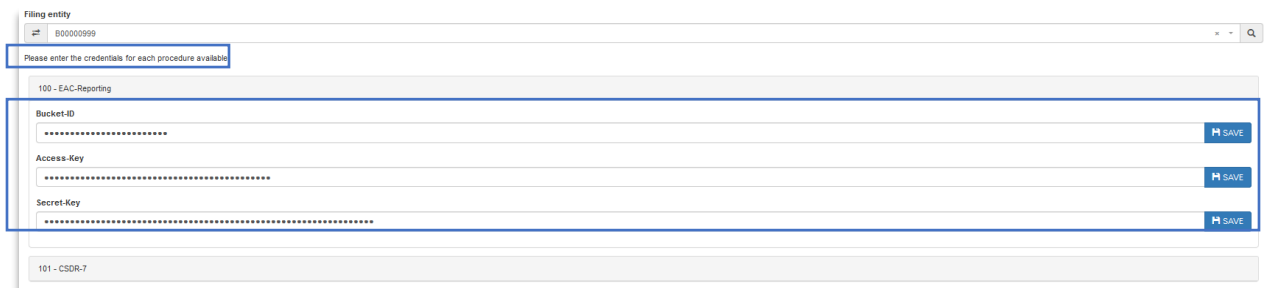


A screenshot of a web application interface. At the top, there is a navigation bar with three tabs: 'Statistics', 'Users', and 'Filing Entities' (which is highlighted with a blue border and a small '13' icon). Below the navigation bar, there is a dropdown menu labeled 'Filing entity'. The dropdown is open, showing a single option: 'B000000999'.

Credentials for each procedure

You need to generate buckets for each reports to submit via S3 using eDesk interface of the CSSF. Then, you can add it in our Atlas Web interface to setup the S3 transmission for each report to submit.

This generation has to be done via the CSSF eDesk interface (<https://edesk.apps.cssf.lu/edesk-dashboard/homepage>) using your own account.



A screenshot of a web application interface showing the 'Filing entity' form. The form has a header bar with the title 'Filing entity' and a dropdown menu showing 'B000000999'. Below the header, there is a section titled 'Please enter the credentials for each procedure available'. This section contains three rows of input fields, each with a 'SAVE' button to its right. The first row is labeled 'Bucket-ID' and has a text input field. The second row is labeled 'Access-Key' and has a text input field. The third row is labeled 'Secret-Key' and has a text input field. Below these fields, there is a section titled '100 - EAC-Reporting' and another section titled '101 - CSDR-7'.

Reporting Catalog Screen

The **“Reporting Catalog”** is reachable by selecting the menu item **“Catalog”** in the main navigation on the left side of the application.

It displays information about the procedure types, the underlying configuration and the document types assigned to it.

At the top of the page all procedure types are arranged into tabs by the assigned regulator.

Information / Catalog

CSSF: Commission de Surveillance du Secteur Financier | BCL: Banque Centrale Du Luxembourg

1 - Envoi de documents a la CSSF

Name: 1 - Envoi de documents a la CSSF | Regulator: CSSF

Instrument-Related: ✗ This type of procedure is *not* related to a specific instrument. | Min. Documents: 0

Subscribed: ✓ You are subscribed to this type of procedure.

- no document types available for this type of procedure -

1366 - Remise reporting MMF

Name: 1366 - Remise reporting MMF | Regulator: CSSF

Instrument-Related: ✗ This type of procedure is *not* related to a specific instrument. | Min. Documents: 0

Subscribed: ✓ You are subscribed to this type of procedure.

Document Type	Name	Type	Direction	Naming-Convention
3795	TD MMF37	Report	Customer to Regulator	*MMFREP-{A-Z}[1]+[0-9][8]-{A-Z}[1][0-9][8]-[0-9][4]-{Q Y}(1 2 3 4)-[0-9][4].(zip ZIP)\$
3796	TD MMF37 FEEDBACK CSSF	Report	Regulator to Customer	.*
3797	TD MMF37 FEEDBACK ESMA	Report	Regulator to Customer	.*

For each procedure type a panel is displayed grouping all information.

Each panel contains general information about the procedure type listed. If the client is subscribed to the procedure type, this message will be shown:

1366 - Remise reporting MMF

Name: 1366 - Remise reporting MMF | Regulator: CSSF

Instrument-Related: ✗ This type of procedure is *not* related to a specific instrument. | Min. Documents: 0

Subscribed: ✓ You are subscribed to this type of procedure.

Otherwise, if the client is not subscribed to the procedure type, this message will be shown:

5206 - Reporting AIFMD			
Name:	5206 - Reporting AIFMD		Regulator: CSSF
Instrument-Related:	✗ This type of procedure is <i>not</i> related to a specific instrument.		Min. Documents: 1
Subscribed:	✗ You are not subscribed to this type of procedure. Please contact our support team to subscribe.		

Additionally, a table containing the document types related to this procedure type is listed together with further details such as:

For each document type, the user can find information about the identifier, the name, the type (Report, business feedback, technical feedback), the direction (Customer to Regulator OR Regulator to Customer) and the naming-convention.

1366 - Remise reporting MMF				
Name:	1366 - Remise reporting MMF			Regulator: CSSF
Instrument-Related:	✗ This type of procedure is <i>not</i> related to a specific instrument.			Min. Documents: 0
Subscribed:	✓ You are subscribed to this type of procedure.			

Document Type	Name	Type	Direction	Naming-Convention
3795	TD MMF37	Report	Customer to Regulator	^MMFREP-[A-Z]{1}+[0-9]{8}-[A-Z]{1}[0-9]{8}-[0-9]{8}-[0-9]{4}-(Q Y)(1 2 3 4)-[0-9]{4}\.(zip ZIP)\$
3796	TD MMF37 FEEDBACK CSSF	Report	Regulator to Customer	.*
3797	TD MMF37 FEEDBACK ESMA	Report	Regulator to Customer	.*

Processes

This chapter describes the common processes and provides information how specific tasks can be executed by the user.

Create a new procedure (CSSF Filing)

This process describes how to create a new procedure using the user interface of the ATLAS application.

After login to the ATLAS application navigate to the “**New Procedure / CSSF Filing**” screen using the main navigation at the top left of the application window.

Procedures / Create Procedure

Basic Information

Procedure Type*
IT

Title*
Title

Filing Entity

Filing Entity*

Contact Information

First Name*
Last Name*
eMail*
Phone*

Additional Information

Comment
Comment

Documents*

Document	Type	Action
Please drag and drop the file here		

* mandatory field

+ add documents

Create Procedure

- 1) As first step, select a procedure type from the dropdown list to specify which type of procedure you want to create. Only the procedure types being enabled for your channel are listed.
If the required procedure type is not available please contact our support team.
- 2) Please fill out all fields on the form as described in the chapter “Overview - Create Procedure”.
All fields related to contact information (Last Name, First Name, Phone, E-Mail) will automatically be prefilled with the information of the currently logged in user. To update your contact details please contact our support team via the contact form in the Worldline Financial Services SSO-Portal.

If a procedure type is selected that is not related to an instrument all fields related to instrument information (Instrument-Code, Instrument-Name, Instrument-Type) will be disabled and hidden.

Mandatory fields are marked with an asterisk (*). The fields which must respect an input format will be highlighted in red if they don't match the validation rules:

Field	Validation rule	Validation format
Procedure type	Mandatory	
Title	Mandatory	Maximum 255 characters
Filing entity	Mandatory	
Instrument code	If visible, mandatory + valid	Maximum 10 characters, numbers only
Instrument name	If visible, mandatory + valid	Maximum 50 characters, a-z, A-Z, + or numbers
Instrument Type	If visible, mandatory	
First Name	Mandatory	
Last Name	Mandatory	
Email Address	Mandatory + valid	thomas.a.anderson@your-company.lu
Phone Number	Mandatory + valid	'+35212345678', '+352 1234 5678', '00352 1234 5678', '0035212345678'
Comment	Optional	Maximum 4000 characters
Documents	Minimum number of required attached documents is related to procedure type selected	

3) As next step add documents to the “Documents” table.

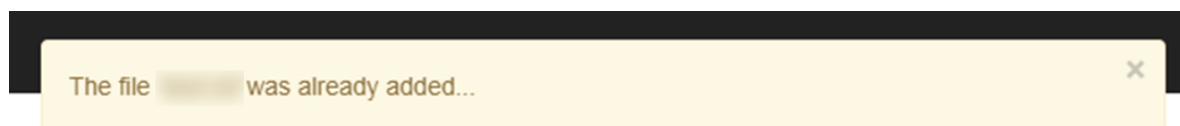
To do so, there are two ways:

As in the previous version, click on the “add document” button and open the document you want to attach to the new procedure.

- Additionally to the ‘Add document’ button, a new functionality is available: you can drag and drop documents on the documents table. The drop area will be highlighted in light blue.

All attached documents will be listed in the document table accordingly. Multiple files can be attached to the procedure as long as the filenames are distinguishable.

If the same file is added twice a warning notification will be displayed on the right top corner.



Repeat this step to add all documents to be included in the new procedure.

- 4) Once a document is added to the table the system tries to match the naming convention and identify the document type automatically. If the document type cannot be identified automatically a select box with the label ‘ - not selected –’ is shown and the document type must be selected manually. Only document types that are allowed for the selected procedure type will be listed.

Please drag and drop the file here

Document	Type	Action
test.txt	- not selected -	✖ Delete

Use the button “Delete” in the last column to remove an attached document from the list.

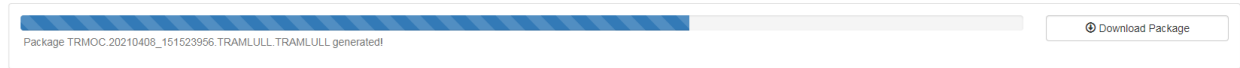
NB: If there are already attached documents in the table and the user is changes the selected procedure type, each dropdown ‘Type’ will be reevaluated in order to match the documents types related to the new procedure type selected.

- 5) Once all documents have been attached and all needed information is entered select one of the two buttons “**Download**” or “**Create Procedure**” to launch the procedure creation process. Please be reminded that depending on the configuration applied for your channel either the button “**Download**” or the button “**Create Procedure**” is displayed. As mentioned above, the buttons will be enabled once all the fields are correctly filled and the validation succeeds.

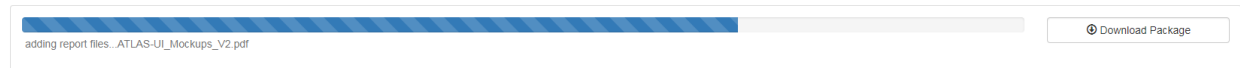
- 6) Check the progress: While uploading or creating a procedure, a new feature is available and consists of having a progress bar showing the performed steps.

Here are some examples:

The TRM package is created.



The files are being added to the package.



The procedure is being submitted.



The procedure is successfully created.



The creation of the procedure failed. An error message will be given to identify the error. If the error persists please refer to our support team.



- 7) If the configured channel mode is set to MANUAL: the package is generated and a downloaded to your local machine for manual processing is initiated.

If the configuration channel mode is set to SEMI-AUTOMATIC: the package is generated and uploaded and sent for encryption to the client SOFiE Sort.

Create a new procedure (CSSF Direct) (via S3)

This process describes how to create a new procedure using the user interface of the ATLAS application for S3.

After login to the ATLAS application navigate to the “**New Procedure / CSSF Direct**” screen using the main navigation at the top left of the application window.

New Procedure / CSSF_S3_DIRECT / Create Procedure

Basic Information

Filing-Entity*

Procedure Type*

Title*

Document*

Document-Type*

File*

Additional Information

Comment

* mandatory field

Create Procedure

- 1) As a first step, select a Filing Entity from the dropdown list. The Filing Entity is the entity for which you have set up the bucket.
- 2) As Second step, select a procedure type from the dropdown list to specify which type of procedure you want to create. Only the procedure types being enabled for your channel are listed. If the required procedure type is not available please contact our support team.
- 3) As the next step, a Title for the procedure you create (Maximum 255 characters). This Title is for you only and will not be reflected on the CSSF side.
- 4) As the next step, select a document type. The document type is linked with the procedure type.
- 5) As next step add documents.
The document filename needs to respect the naming convention linked to the document type to be accepted.
- 6) Once a document is added, click on “**Create Procedure**” to launch the procedure creation process

Support

For support purpose, additional information and related questions please contact the Worldline Financial Services support team.

If you have encountered issue(s) while using the Worldline Financial Services portal and/or any of the applications supported, please provide our Help Desk with your feedback.

You may contact our team at the following details:

+352 35566-424

Reporting.CetSec@worldline.com

Kind regards,
Worldline Financial Services S.A.

Appendix



CETSec_SSOPortal_
User_Guide_V1_5-1.