goAML Web User's Guide

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Last Edited: 17/10/2013 DM/ITS/QAT

United Nations Office on Drugs and Crime

Table of Contents

Foreword

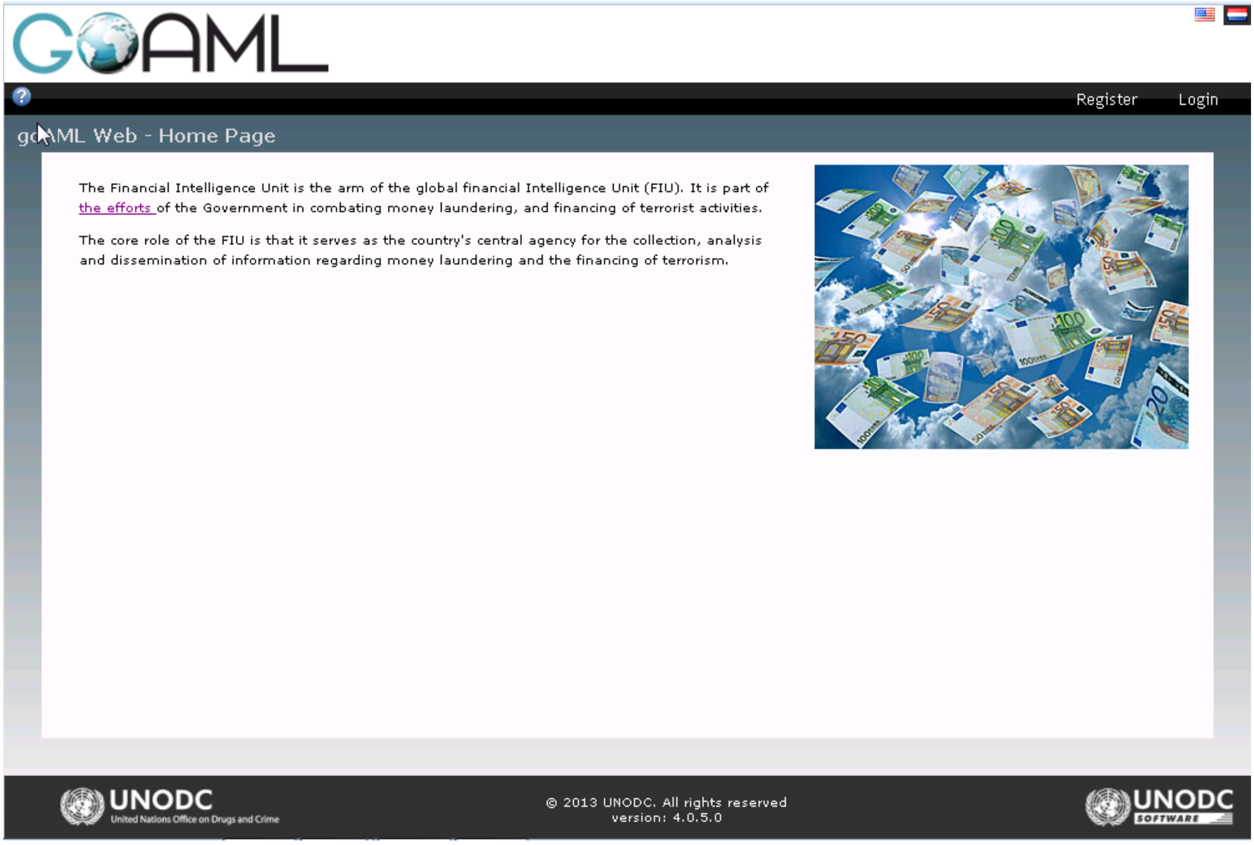
goAML is an integrated and modular system designed to fit the needs of any Financial Intelligence Unit. The goAML solution is executed in the following steps – collection, collation, analysis (rule-based, risk score and profiling), case workflow and intelligence dissemination. The data sent by the financial institutions goes to a common database and becomes accessible to the FIU compliance and analysis staff. The goAML system then permits data for analysis. goAML processes and analyzes high volumes of reports on suspicious transactions or cash transactions of any kind. The reports are fully populated with all the information needed for analysis to begin, from full customer details through to transactional details for multiple time frames. The system also permits electronic data collection and dissemination from other Sources such as Tax and Law Enforcement authorities, Property Registrars, Vehicle Registrars etc.

The audience of this guide are persons from collaborating agencies with access to the goAML Web application. The functionality of the goAML desktop application is not part of this document. Please refer to the goAML User's Guide for such information.

1 Getting Started

The goAML Web application (“goAML Web”) is not freely accessible; you must have special access permissions for being able to work with it.

When you enter the URL into your Web browser window, the goAML Home Page is launched. Click on Login on the top-right corner of the screen to log in.

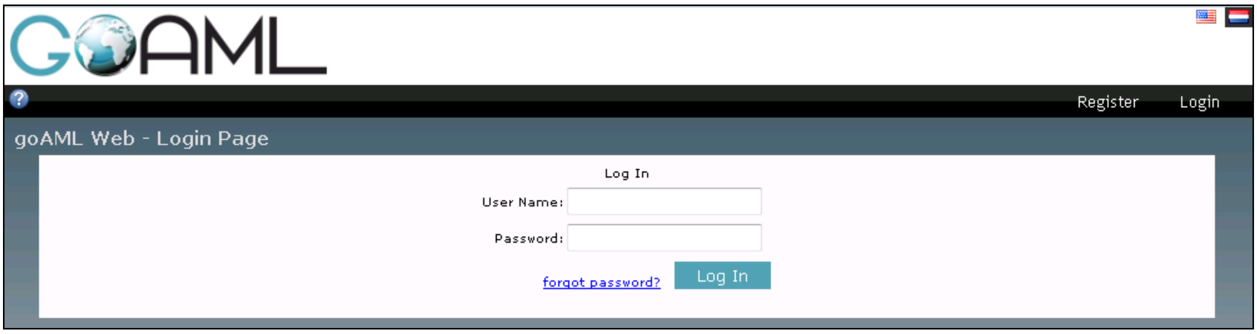


If you already have your user credentials, you can just log in with them (see section 1.1: Login to goAML Web). If not, you have to register as a user first (see section 1.2: Register for goAML Web).

1.1 Login to goAML Web

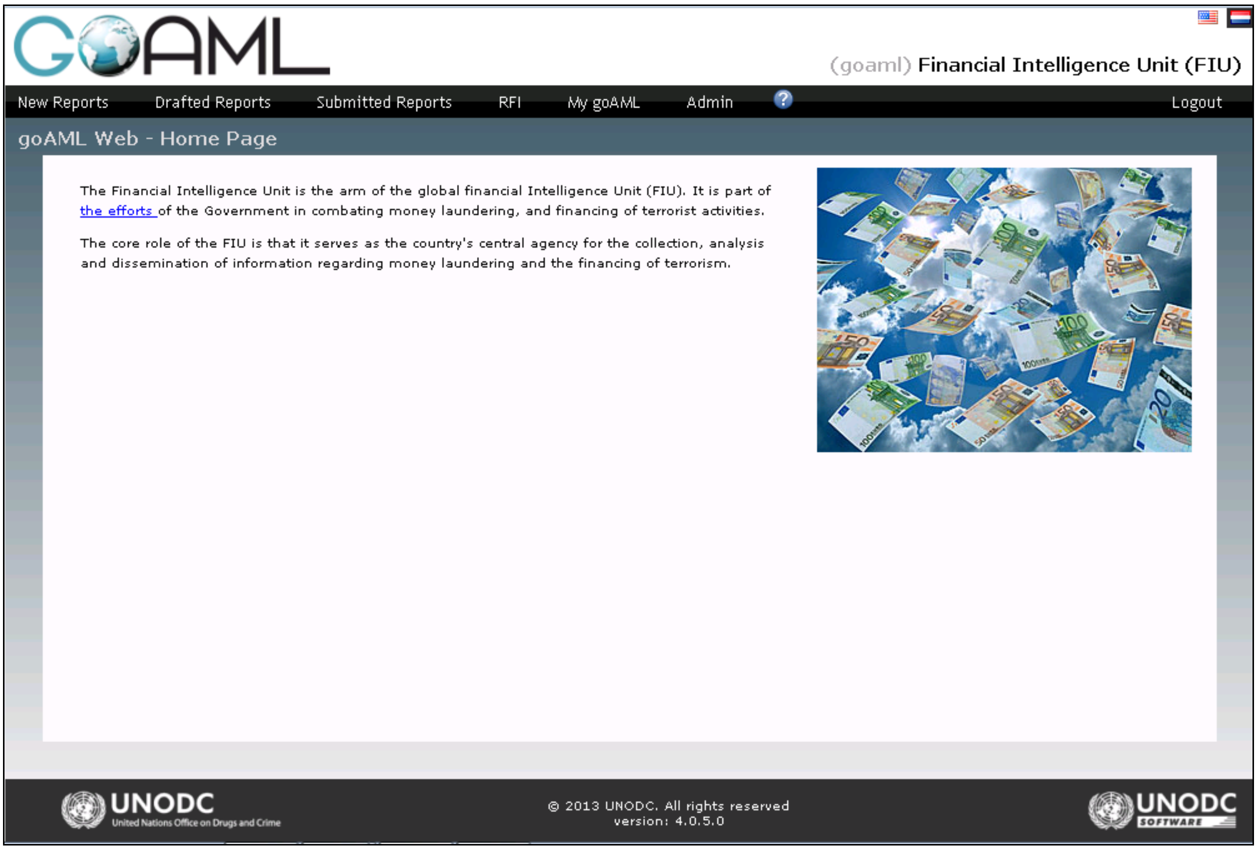
To log in and start a goAML Web session:

1. Click on **Login** in the navigation bar, if the login screen is not active.
2. Enter your login name into the field **User Name** and your password into the field **Password**:



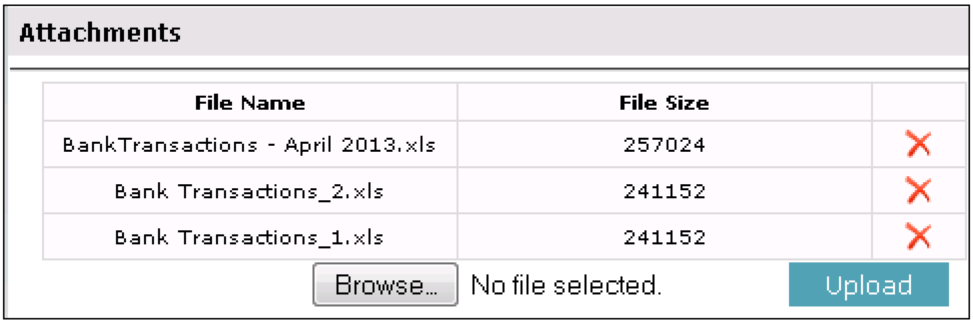
3. Click on **Login**.

The application's home page is loaded and displayed:



Note: *The contents of the home page are widely configurable and thus might look different from the above screenshot. See section 1.4.4* [*Attachments*]

You can select any file to upload from your respective File Browser window and click on the Upload button to upload it in the system.



1.1.1 Captcha

Before submitting the request the user has to type the Captcha (sequence of digits that appears on the screen in this case) into the box without making any errors.

Once the registration form has been submitted, a notification will appear to the user to this effect.

1.2 The User Interface

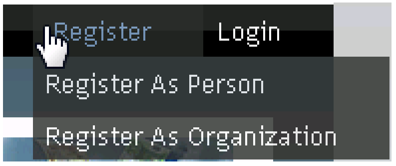
The goAML WEB user interface is divided into several sections.

for a description of the user interface details and section 8.1: Customiz for details on configuring them.

1.3 Register for goAML Web

In order to apply for a goAML user account, you have to register yourself as a Person or as an Organization.

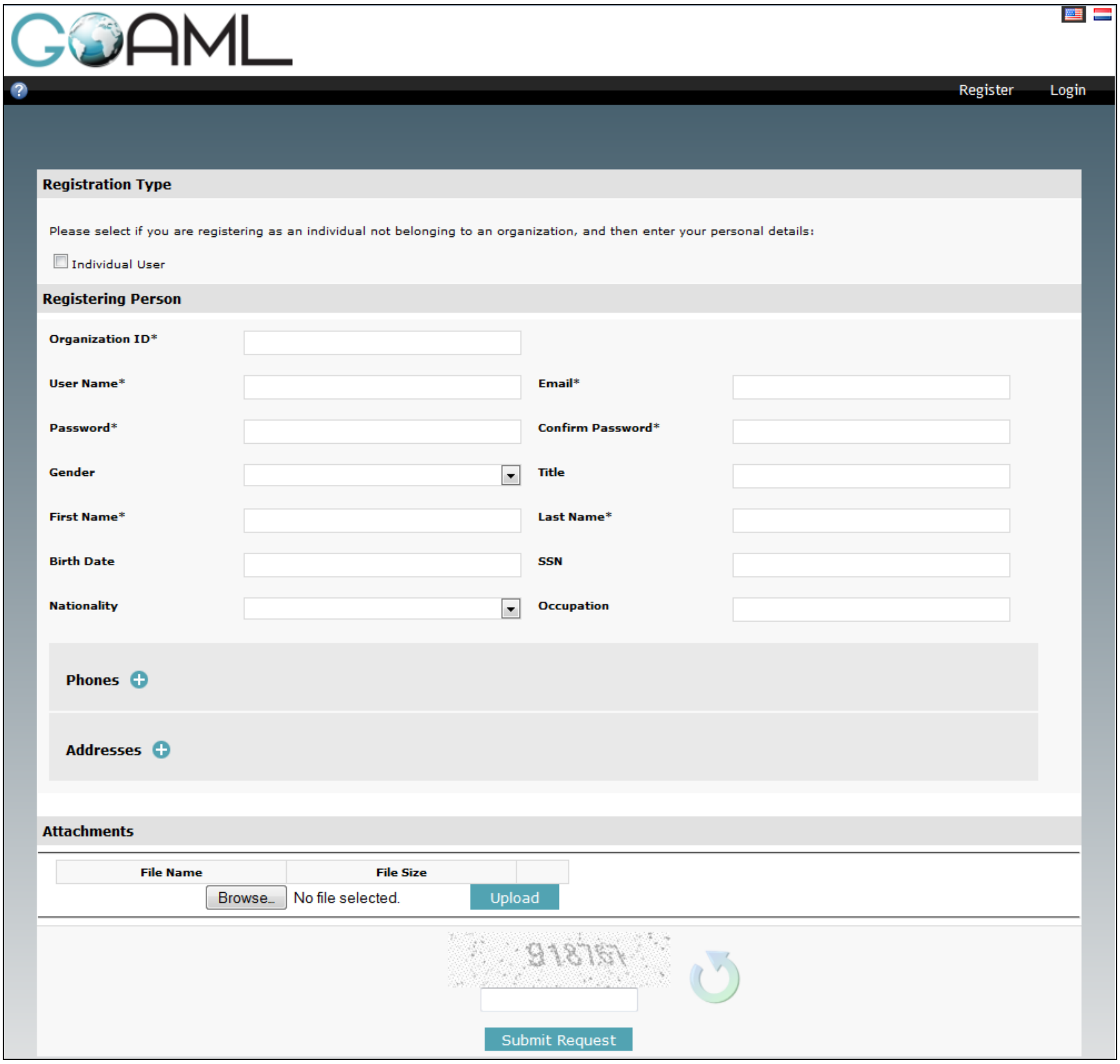
Click on **Register** in the navigation bar. The registration screen is loaded and displayed.



1. Select if you want to register as a **Person** or an **Organization** (Reporting Entity, Stake Holder or Supervisory Body). The registration form is adjusted accordingly.
2. Fill in the fields of the form with your data (* = mandatory field).
3. Enter the security code from the image into the field at the bottom of the form.
4. Click on **Submit Request.**. The data is sent to the goAML administrators.

As soon as your application is either accepted or rejected, you get an email notification from goAML.

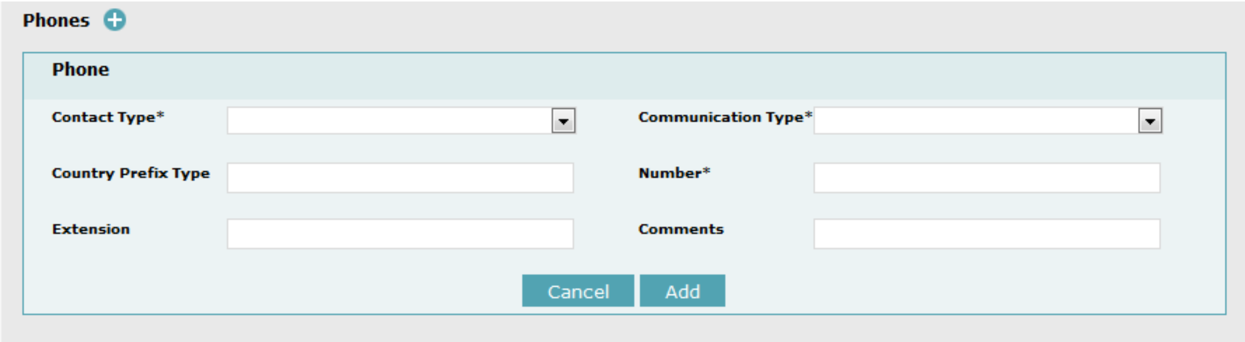
1.4 Registration Form: Individual User



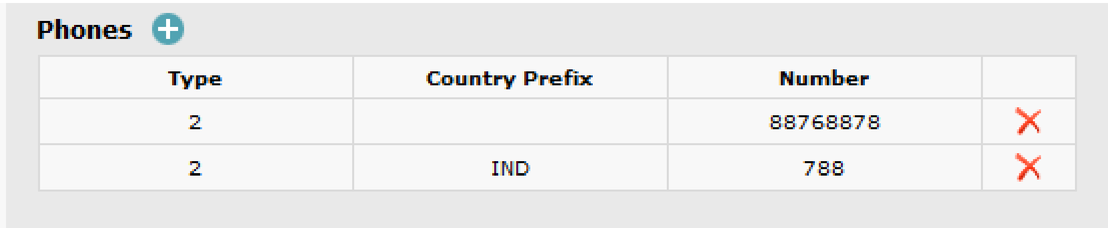
- **Organization ID** – It should be an integer (b/w 0 and 10000000)
- **User name:** The login name you want to use (b/w 4 and 50 characters)
- **Password / Confirm password:** The password you want to use for your login.
- **First name / Last name:** Your real name.
- **Email:** The email address you want to use for communication with goAML
- **Occupation:** Your current occupation
- **Nationality :** Your current nationality
- **Birth Date :** Your date of birth
- **SSN :** Your Social Security number (alphanumeric code)

1.4.1 Phones

- **Contact Type :** It can be Business, Operational, Private, Public, Unknown
- **Communication Type** : It can be Landline, Mobile, Satellite, Pager etc.
- **Comments** : if any

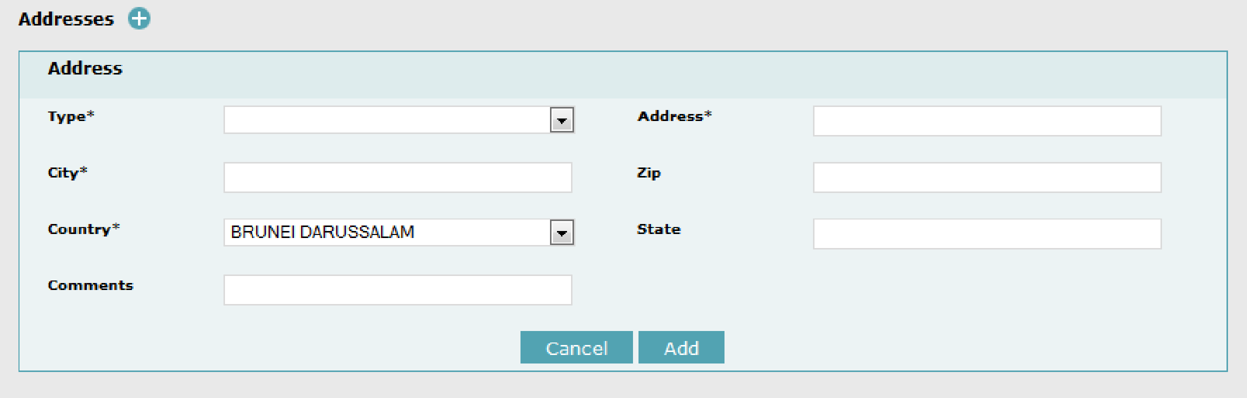


You can add any number of phone records associated with you(new reporting person) by clicking on the **Add** button. The phone records will appear in a grid on the Registration form. You can delete any of these records by clicking on

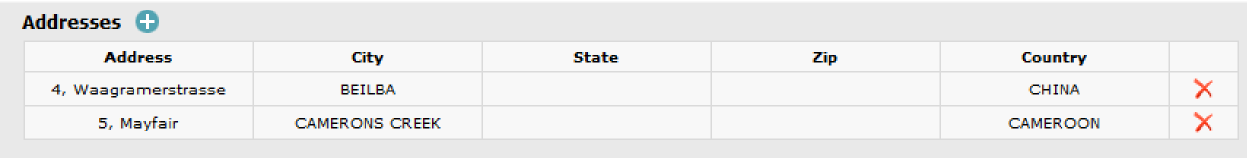


1.4.2 Addresses

- **Type :** It can be Business, Operational, Private, Registered etc.
- **City :** name of the city
- **Country :** name of the country of residence
- **Address:** details like street name, house number etc.
- **Zip :** the Zip Code of the city
- **State :** state of residence
- **Comments :** if any



You can add any number of Address records associated with you (new reporting person) by clicking on the **Add** button.. The address records will appear in a grid. You can delete any of these records by clicking on



Addresses

Address	City	State	Zip	Country	
4, Waagramerstrasse	BEILBA			CHINA	
5, Mayfair	CAMERONS CREEK			CAMEROON	

1.5 Registration Form: Organization (Reporting Entity, Stake Holder, Supervisory Body)

- **Organization Business Type :** It can be a Bank, Life Insurance Company, Postal Office, Credit Unions etc.

1.5.1 Phones

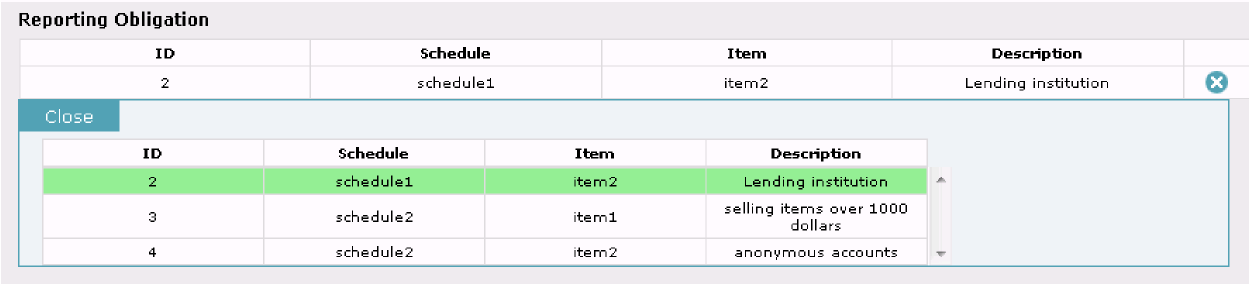
Please refer to 1.3.1 Phones

1.5.2 Addresses

Please refer to 1.3.2 Addresses

1.5.3 Reporting Obligation

Reporting Entities are required to report threshold transactions, suspicious transactions etc. You can choose the relevant reporting obligations and the selected options will be displayed in the grid.



Reporting Obligation

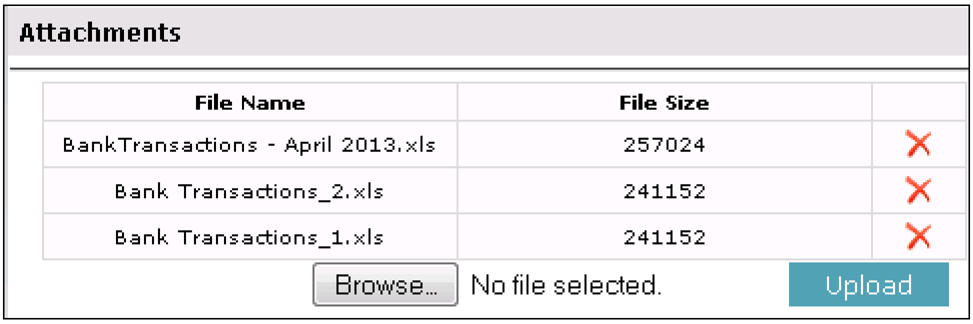
ID	Schedule	Item	Description
2	schedule1	item2	Lending institution

Close

ID	Schedule	Item	Description
2	schedule1	item2	Lending institution
3	schedule2	item1	selling items over 1000 dollars
4	schedule2	item2	anonymous accounts

1.5.4 Attachments

You can select any file to upload from your respective File Browser window and click on the Upload button to upload it in the system.



Attachments

File Name	File Size
BankTransactions - April 2013.xls	257024
Bank Transactions_2.xls	241152
Bank Transactions_1.xls	241152

Browse... No file selected. Upload

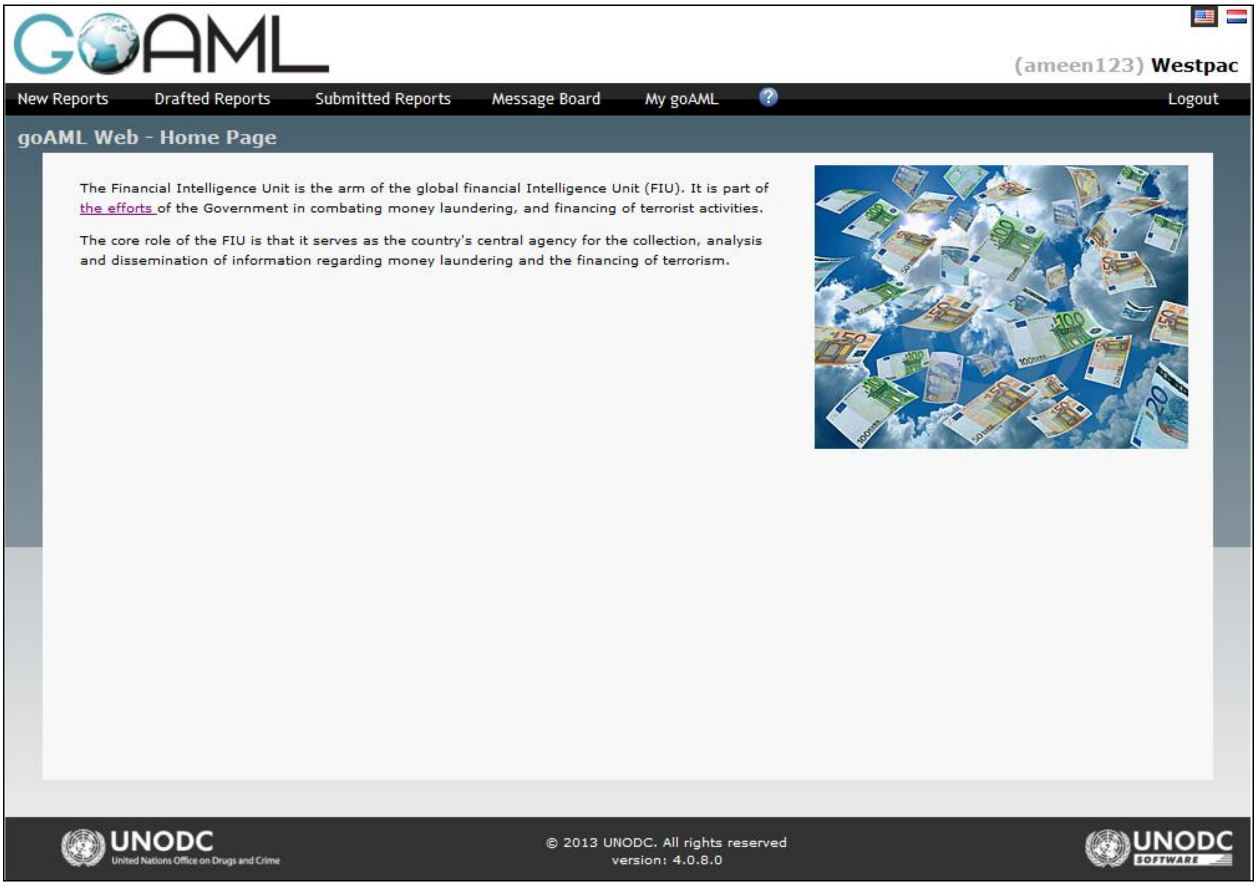
1.5.5 Captcha

Before submitting the request the user has to type the Captcha (sequence of digits that appears on the screen in this case) into the box without making any errors.

Once the registration form has been submitted, a notification will appear to the user to this effect.

1.6 The User Interface

The goAML WEB user interface is divided into several sections.



- **Header:** Contains the application's logo with the Home link. Click on the logo to return to the application's home page. It also displays the country flags corresponding to the language options available in the application. You can click on the flag to switch to the required application language.
- **Menu bar:** The element for navigating to the goAML Web functions. Hover over a link in the menu bar with the mouse pointer to see the functions it contains.
- **Information bar:** Shows the title of the current application page, a link to the online help and your login name and reporting entity name.
- **Footer:** Provides a link to the UNODC home page plus the copyright and version information.
- **Body:** The largest part of the application window; contains the functional elements of the current working context.

Note: *The availability of the different menu entries depends on your access permissions. Furthermore, goAML Web administrators can customize the looks of the application (see section 8.1:* *Customiz**). Therefore, while the basic setup is the same, the window can nevertheless look quite different from the default settings as depicted above.*

1.7 Logout

To log off from goAML:

1. Click on **Logout** in the navigation bar. Your goAML session is terminated.

Note: *After some time without activity you are logged off automatically (default: one hour, but configurable by the FIU).*

2 New Reports

One of the main reasons for working with goAML Web is submitting financial reports to the goAML system. Reporting entities and persons, who do not have direct access to the goAML database can use goAML Web to provide their data.

Currently, reports can either be uploaded as XML files (see section 2.1: Upload XML report files) or entered directly into the Web interface (see section 2.2: Create Web Report).

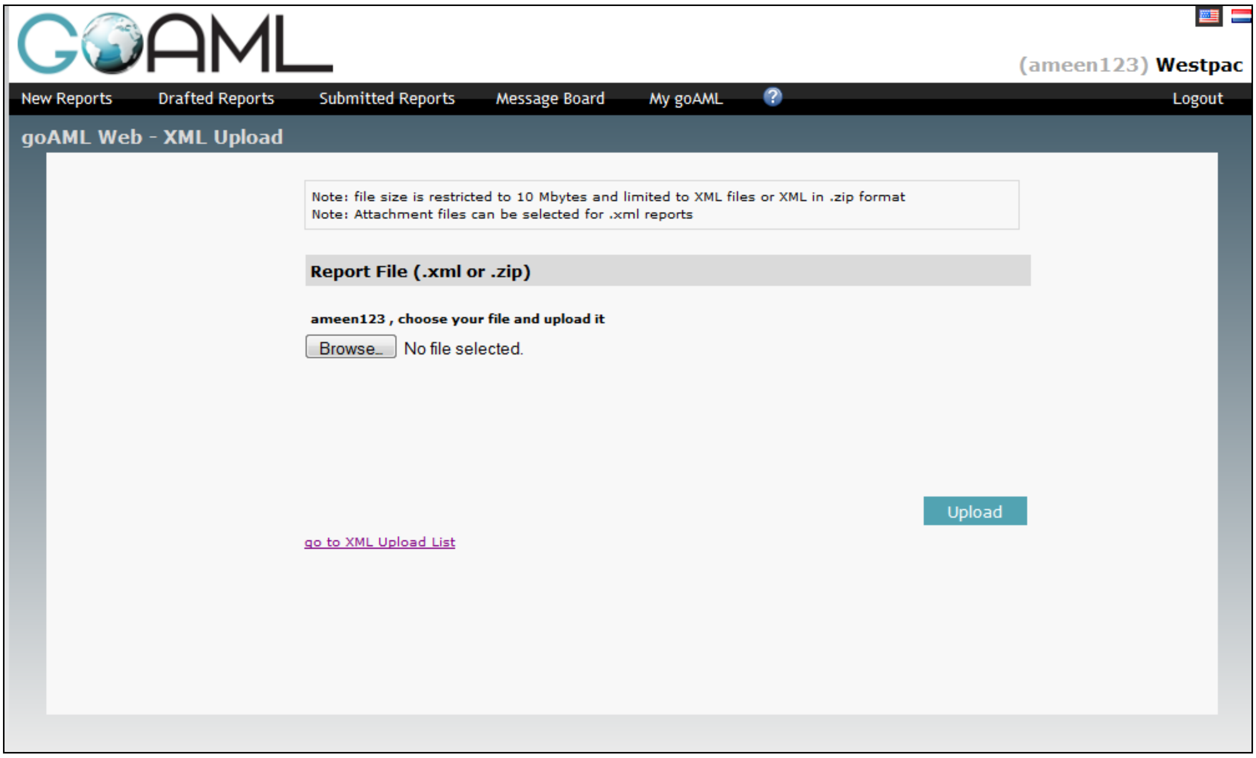
Note: *Only reporting entities can upload XML reports by default. Reporting individuals have to apply for this permission or create Web reports instead.*

2.1 Upload XML report files

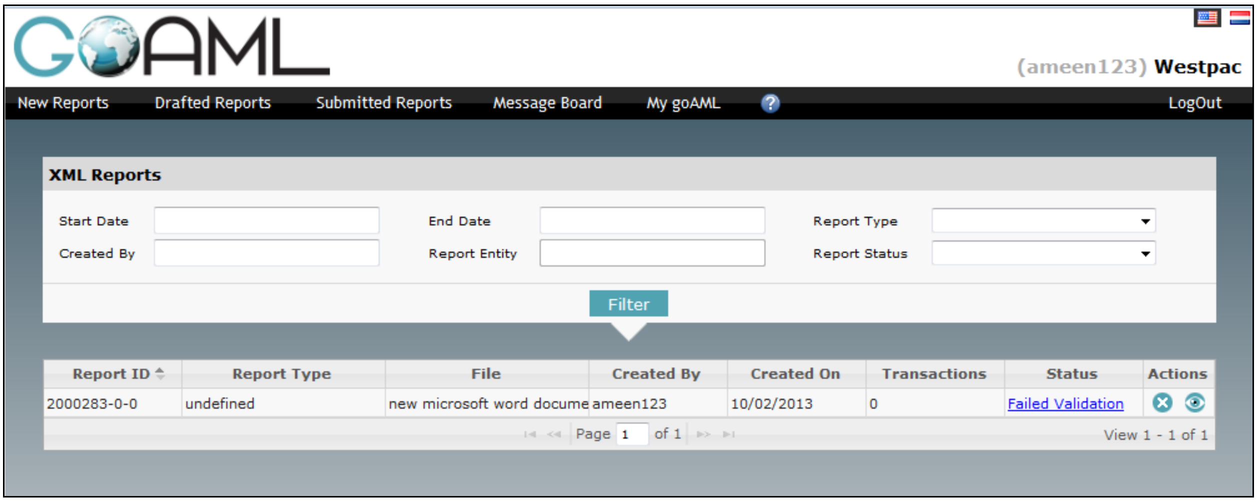
If you have your financial transaction reports available as goAML-compliant XML files, then you can simply upload them to the goAML database.

Note: *To learn more about the XML structure of these reports, seek help from a goAML application administrator for the latest version of the goAML Schema.*

1. Select **New Reports ▸ XML Upload** from the menu bar. The upload screen is loaded and displayed:



2. Click on **Browse** and select the XML file to be uploaded. You can select either a plain XML file or a zipped file. In both cases, the maximum file size is 10 MB.
3. Click on **Upload**. The data is uploaded to the goAML database in the name of your reporting entity or, if you work as an individual, in your name. A goAML user will check your submitted data and either accept or reject it.
4. Click on the **XML Upload List** to see the list of all the uploaded XML Reports.



***Note**: Whether the file is accepted or rejected, you will be notified via the goAML message board (see section 6: Message Board).*

2.2 Create Web Report

If you want to submit a report to goAML but do not have the data as goAML-compliant XML files at hand (see section 2.1: Upload XML report files for details), you can enter the report directly into goAML Web.

1. Select **New Reports > Web Reports** from the menu bar. The form for creating new reports is loaded and displayed.

   Note *: Entity ID and the Reporting Person field is automatically filled in and cannot be changed.*

2. Select the **Report Type** you want to submit (STR, CTR…) from the **Type** drop-down field. The fields in the page are adjusted to match the input requirements for this kind of report.
3. Fill in the data fields of the **Report Cover** (see below for details; fields marked with an asterisk are mandatory).
4. **Save** the report.

AIF / CTR / IFT cover:

- **Submission date:** Automatically generated once the report is submitted.
- **Reporting Entity Reference:** The internal reference number of the Reporting Entity.

STR / UTR cover:

- **Reason:** Enter an explanation why you are suspicious about the reported information.
- **Action:** (STR only) The actions already taken for this suspicious report.
- **Reporting Entity Reference :** The internal reference number of the reporting entity

Location :

- **Type /Address/ City / Country:** These are mandatory fields and need to be entered.

Report Indicators:

1. To add certain report indicators (e.g. "confidential"), select from the Indicators grid. You can choose the relevant code/indicator and select the check-box next to it.
2. To remove a report indicator, select it in the list and click on ✕.

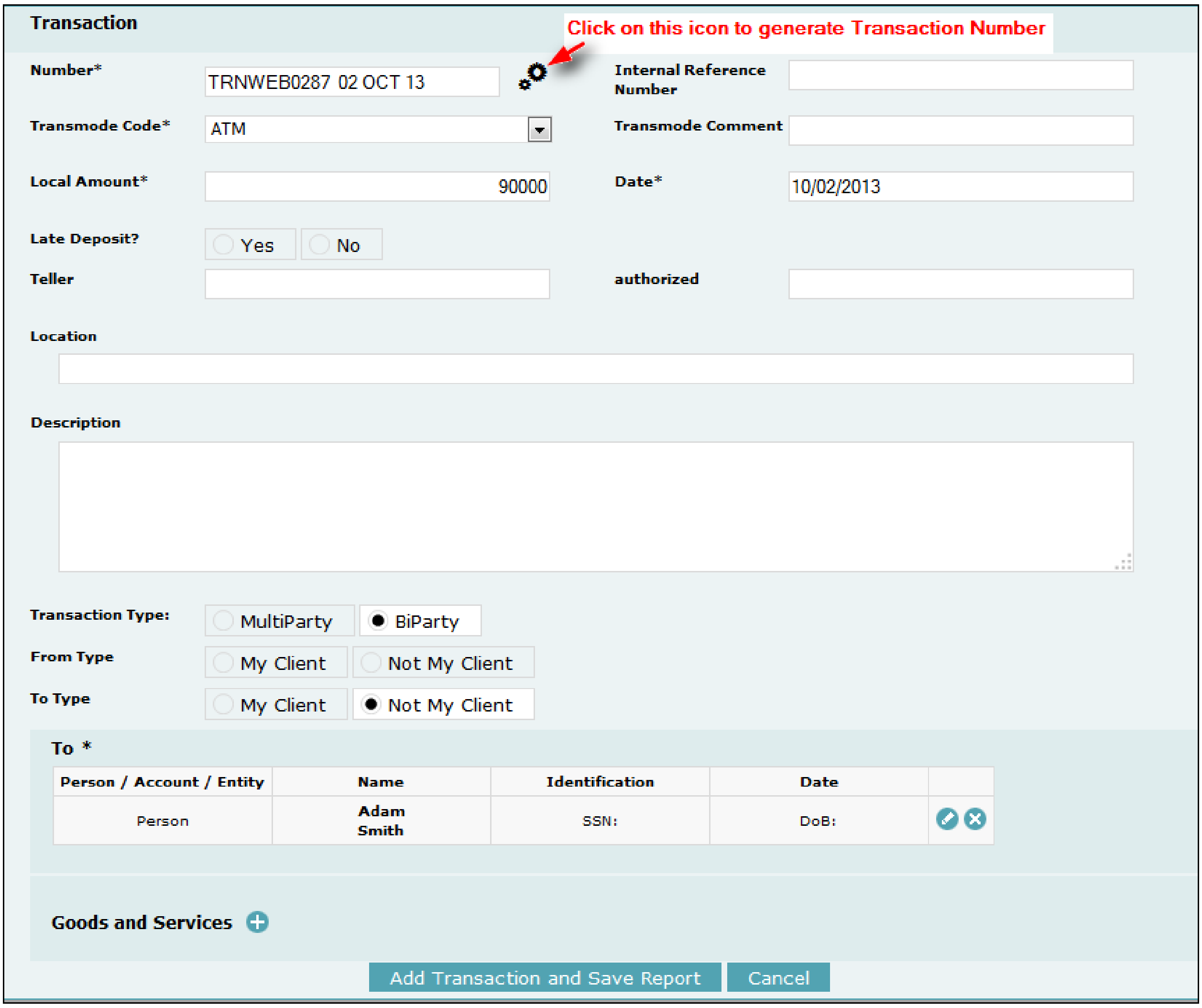
Transaction:

As soon as the report cover is filled and saved, you can add transactions to the Web report.

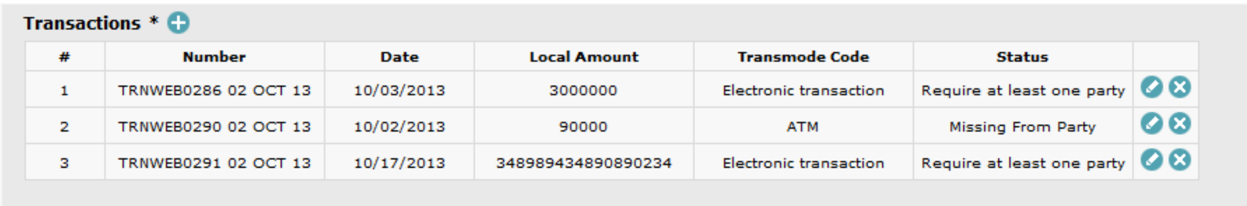
1. Click on ⊕ to add Transactions to the Web Report

2. Fill in all the relevant transaction details on the Transaction form.

3. Click on **Add Transaction and Save Report**.



4. All the Transactions that have been added and saved appear in the Transactions grid.



Transactions *

#	Number	Date	Local Amount	Transmode Code	Status
1	TRNWEB0286 02 OCT 13	10/03/2013	3000000	Electronic transaction	Require at least one party
2	TRNWEB0290 02 OCT 13	10/02/2013	90000	ATM	Missing From Party
3	TRNWEB0291 02 OCT 13	10/17/2013	348989434890890234	Electronic transaction	Require at least one party

1. Fill in the transaction details (fields marked with an asterisk are mandatory):

   i. **Transaction type:** Define whether the transaction is **bi-party** or **multi-party** (the screen layout is adjusted accordingly).
   ii. **Transaction No.:** Enter a unique identification number for the transaction or generate one automatically by clicking on .
   iii. **Transaction date:** Select the transaction date (DD/MM/YYYY) into the field or select it using the calendar pop-up ().
   iv. **Transmode Code:** Select one of the available transaction types (e.g. “Courier”) from the drop-down list.

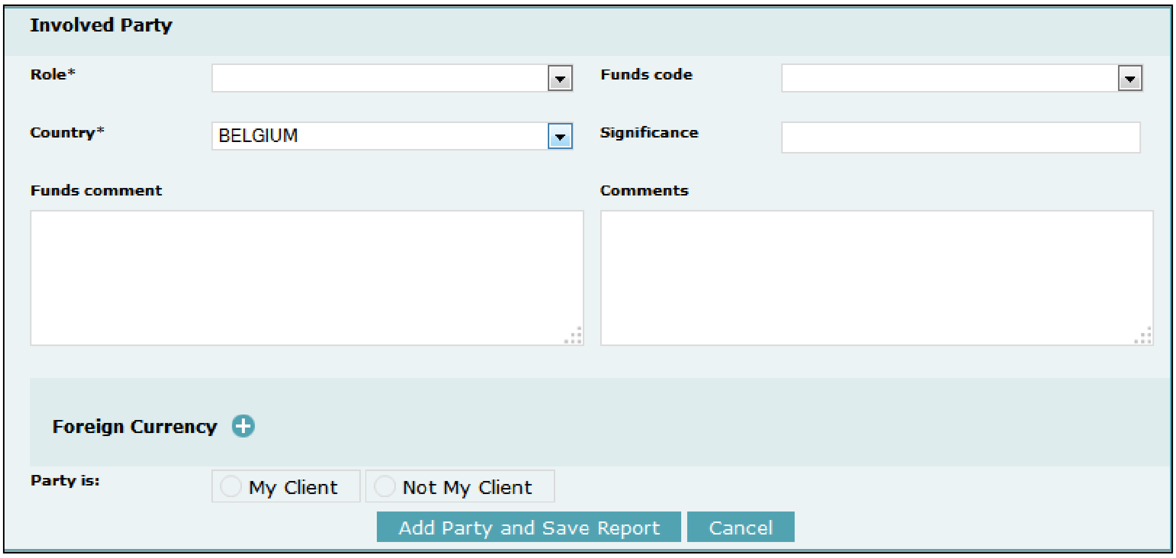
v. **Transaction mode comment:** If you want, add a comment to the transaction mode – especially if your choice is "other" or "unknown".
vi. **Amount (local):** The exact amount in the local currency of the Financial Investigation Unit using this installation of goAML Web.
vii. **Late deposit:** Specify whether the transaction was a late deposit or not.
viii. **Date posting:** If the transaction is a late deposit, fill in this field with the appropriate date.
ix. **Location:** The branch or location where the transaction took place.
x. **Description:** Free text field for describing the purpose of the transaction.

3. Click on **Save Transaction** to add the data to the Web report.

Involved Parties:

For every submitted transaction, the involved parties have to be defined.

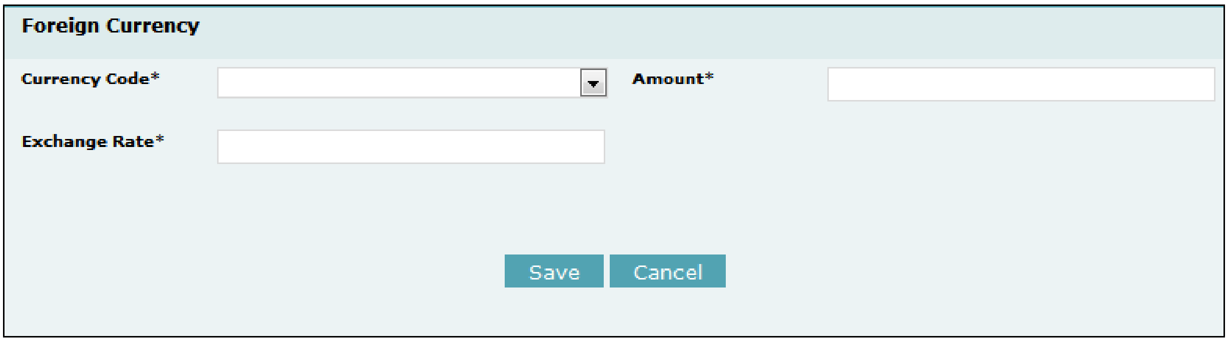
1. In the transaction window, click on the icon for the **Involved parties**. An input window is shown:



4. Enter the details for the involved party (fields marked with an asterisk are mandatory):

i. **Role:** Define which role the party plays in the transaction (sender, receiver…).
ii. **Funds Comment:** If you want, add a comment about the type of funds transferred.
iii. **Country:** Select the country of this transaction party.
iv. **Foreign Currency:** Click on the icon to open up the Foreign Currency window
v. **Currency Code :** The currency in which the transaction was at this state. Select one from the drop-down list
vi. **Amount:** The amount of the transaction in the foreign currency
vii. **Exchange rate:** The exchange rate between the foreign currency and the default currency of your FIU's country

5. Click on **Save** to add it to Involved Parties transaction.



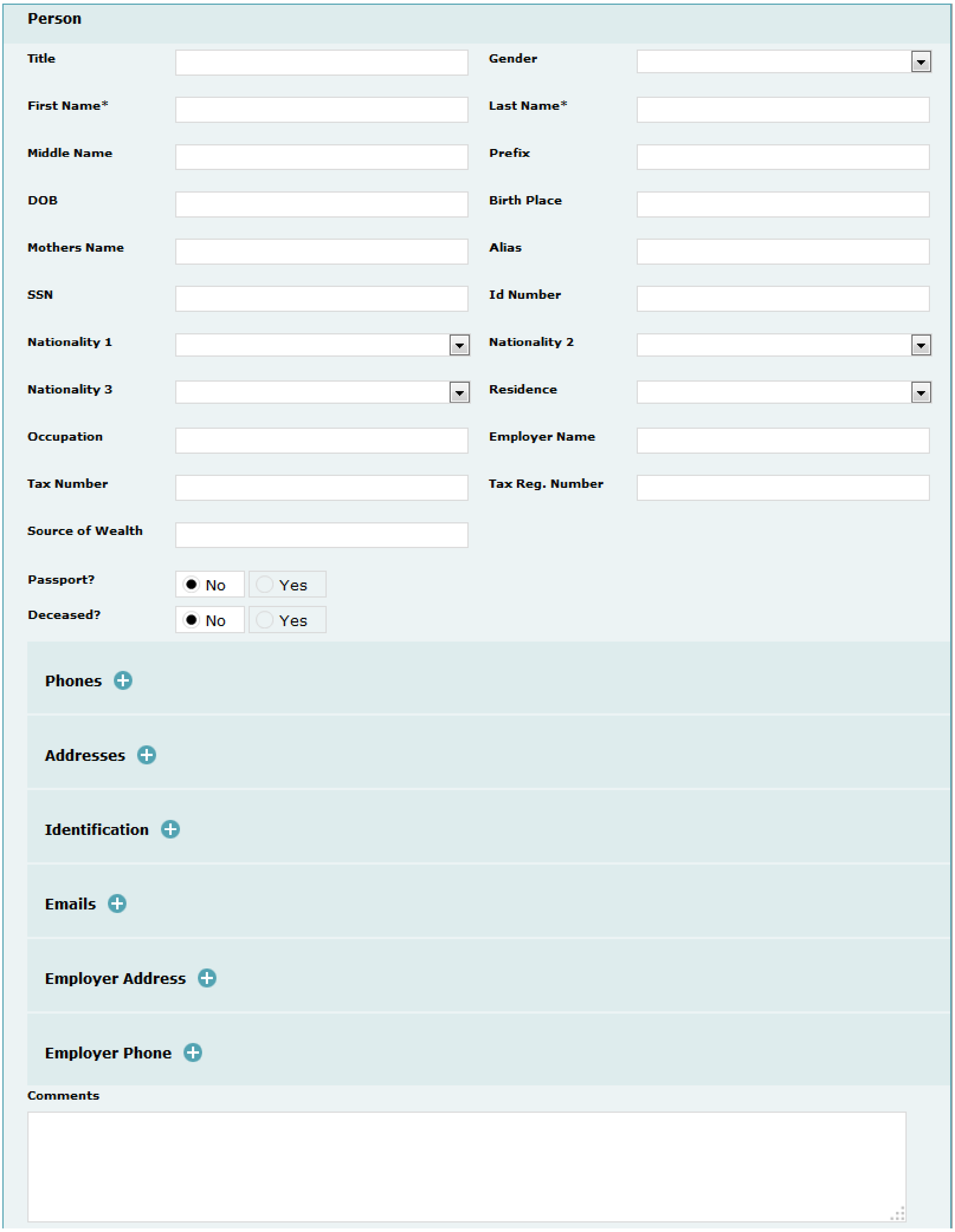
6. Select one of the check-boxes for **Party is** : **My Client** or **Not My Client** as the case maybe.

7. Select the Party Type checkbox : **Person**, **Account** or **Entity**

8. Depending on the **Party Type** selection, the corresponding form for the details will open up.

Transaction Person:

If the transaction party (see above) is a person, the following input window appears:

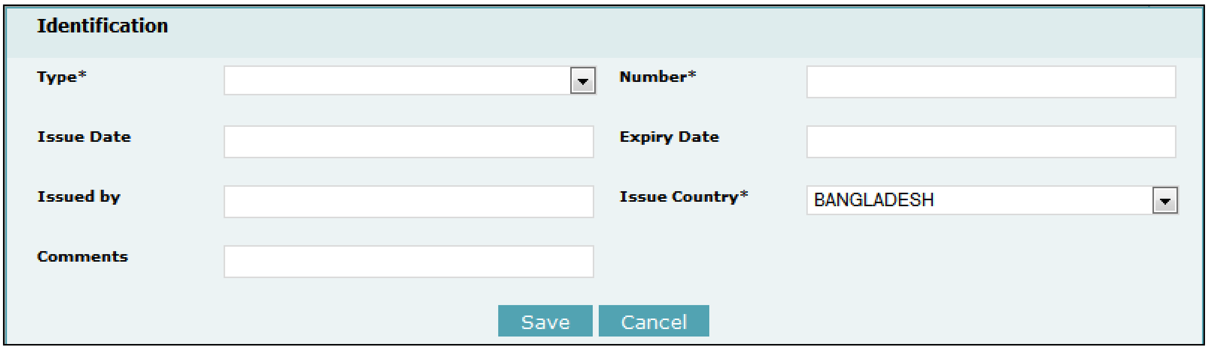


1. Click on icon to add a new Person (Party) to the transaction
2. Enter the **Person Details** (fields marked with an asterisk are mandatory; however, try to submit as much information as possible):

   i. **Gender:** If you know it, select whether the person is male or female.
   ii. **First / Middle / Last name:** The name of the person.
   iii. **Title:** The form of address.

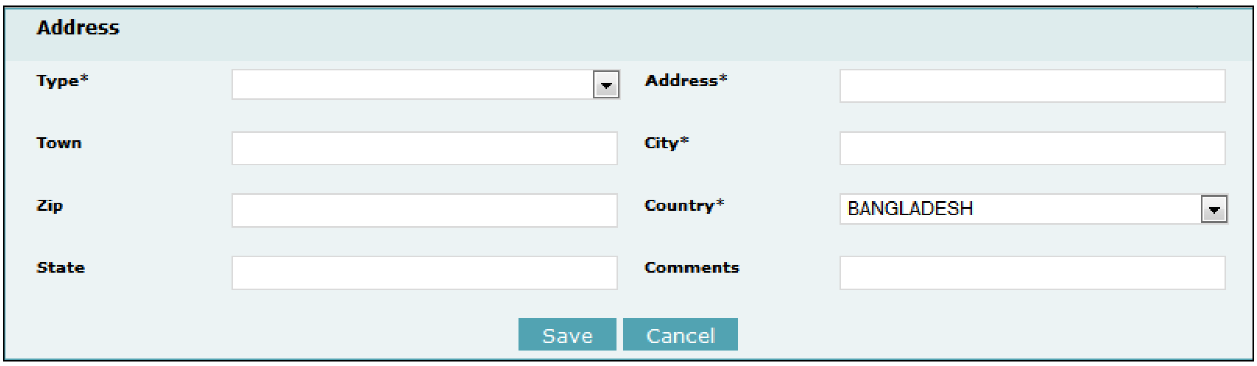
iv. **Prefix:** Any name prefix (e.g. titles of nobility).
v. **SSN:** The social security number of the person.
vi. **Mother's name:** Can be used as father, mother, second name, other name etc. as per country's regulation.
vii. **Date of birth:** Enter the date of birth of the person (using the United Nations date format: DD/MM/YYYY) into the field or select it using the calendar pop-up ( ).
viii. **Place of birth:** The reported place of birth of the person.
ix. **Nationality:** Select the nationality that the person currently uses from the drop-down list.
x. **Residence:** Select the current residence country of the person.
xi. **Occupation:** The person's reported occupation.
xii. **Email:** A reported email address of this person.

3. If you have an identity document of the person, click on the icon to add an Identification.



i. **Type :** Select the type of the document from the drop-down list (e.g. a passport).
ii. **Number :** The identification number of the document.
iii. **Issue Date :** Enter the issue date of the document into the field or select it using the calendar pop-up ( ).
iv. **Expiry Date:** The last date of validity of this document.
v. **Issue Country:** Select the country issuing the document.

4. If you know the address of the person, click on the icon to unfold this section of the window. Fill in the mandatory fields with the address details.



i. **Type** : Select the type of address : Business, Private etc.

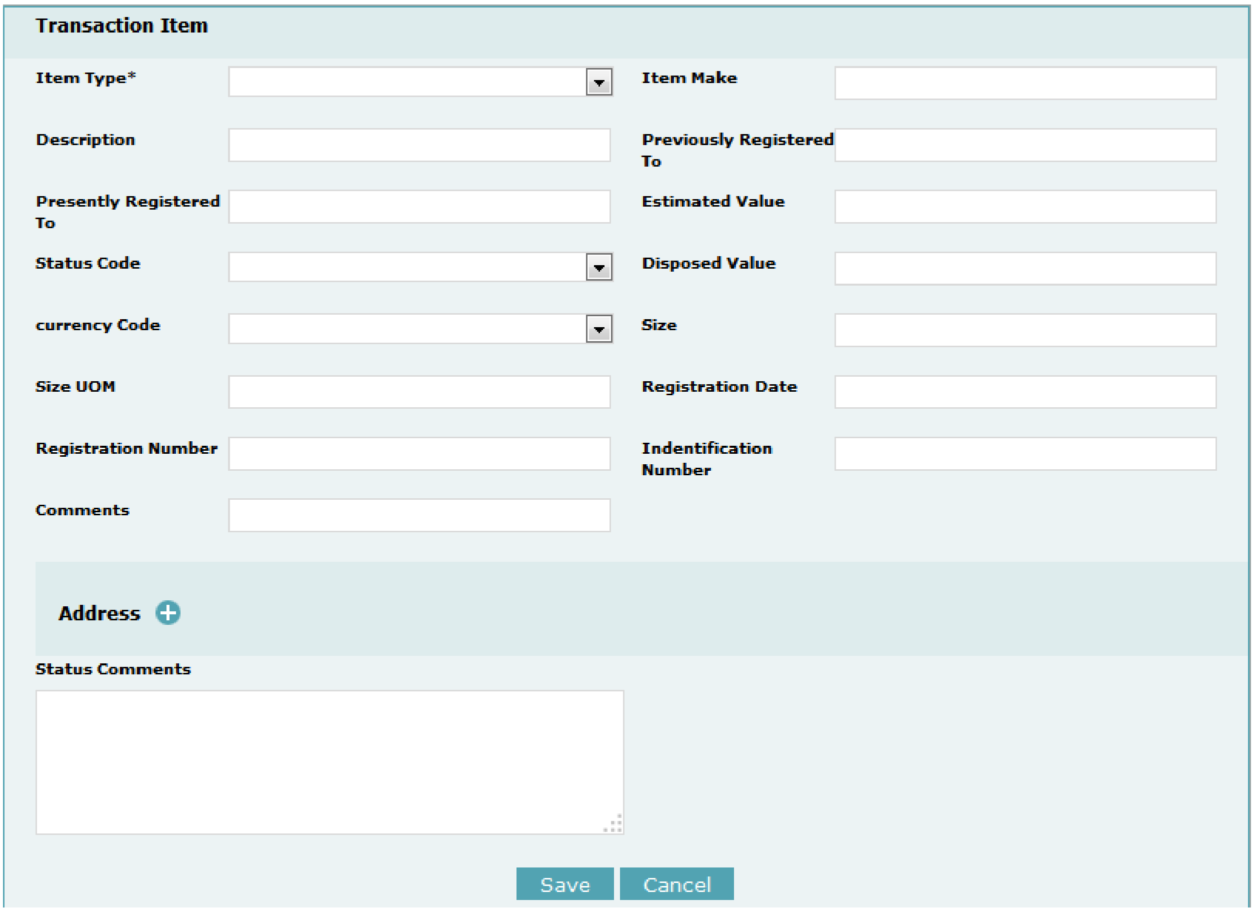
ii. **Address**: Address of the selected Type i.e. House #, Street name etc.
iii. **City/Country** : Name of the city, country etc.

5. For available Email of the person, click on icon to unfold this section. Enter the known Email address of the person in the given field.
6. If you have details about the employer of the person, click on the icon of the **Employer Address** and/or **Employer Phone** to unfold the appropriate sections of the window. Fill in the mandatory fields and also other fields with the known details.
7. Click on **Save**. The person information is added to the transaction and the dialogue window closes.
8. Save the transaction again.

Goods and Services :

If the transaction includes items of any kind, then these items have to be defined here as well.

1. In the transaction window, click on the icon for **Transaction items**. An input window is shown:



2. Enter the details for the item (fields marked with an asterisk are mandatory):

i. **Item Type:** Select the type of item (e.g. a weapon) from the drop-down list.
ii. **Description:** Describe the item (e.g. a "Walther PPK").
iii. **Previously Registered To / Presently Registered To:** Enter the name of the previous and current owners here.
iv. **Status:** Select the status of the item (donated, sold, destroyed…).
v. **Size:** The measure and unit of the item.

Note: *Available units can be anything from square meters for real estate to calibre for weapons and are defined via customization. If you need an additional unit, contact your goAML Web representative.*

i. **Registration number / Registration date:** If the item is registered, enter the number and date of the registration here.
ii. **Item make:** The manufacturer of the item.
iii. **Comments:** Add personal comments here.
iv. **Estimated value:** Assign a reasonable value to the item.
v. **Disposed value:** The effective value for this item in the transaction.

3. If the item is a property, click on the icon to unfold the **Address** section.
4. Enter all the available address details. Click on **Save**.
5. You can add comments in the **Status Comments** field if you have any. It can be anywhere b/w 0 and 500 characters.
6. Click on **Save Item**. The item information is added to the transaction and the dialogue window closes.
7. Save the transaction again.

Submit Report :

After you have completed the Web Report, added all the transactions, the transaction parties and items associated with the transactions, you can save all the details and **Preview** it before clicking on the Submit button.

1. Click on the **Submit Report** link. After a security check, the report is added to the submitted reports in the goAML Web database.

3 Drafted Reports

The Drafted Reports menu allows you quick access to the report you are currently working on (see section 3.1: Current Report) and a list of all Not Submitted Web Reports (see section 3.2).

3.1 Current Report

The term "current report" refers to the unfinished goAML Web report you were last working on. To get back to this report:

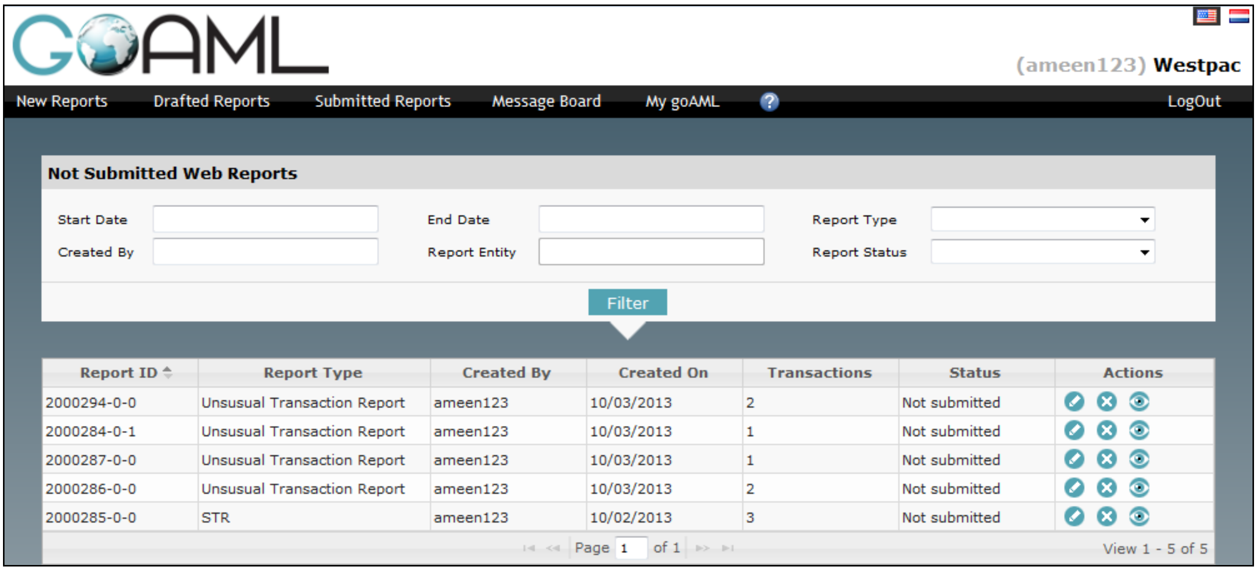
1. Select **Drafted Reports ▸ Current Report** from the menu bar. The report sheet is loaded and displayed.

Note: See section 2.2: Create Web Report for details on creating Web reports.

3.2 Not Submitted Web Reports

While working with goAML Web, you will most probably have a number of yet unfinished reports that are shown as a list. These reports can be viewed, resumed or deleted. Furthermore, the list view can be filtered, if necessary.

1. Select **Drafted Reports ▸ Not Submitted Web Reports** from the menu bar. The list is loaded and displayed:



Filter view:

You can filter the list of incomplete Web reports view by selecting any of the given filter criteria like Start Date, Created By, End Date, Report Entity, Report Type and Report Status.

2. Apply the necessary filter conditions (leave the others empty):

   i. **Created on:** Enter the **Start date** and the **End date** of the time span you want to investigate.
   ii. **Created by:** Enter the name of a goAML Web user to show only reports of this particular user.
   iii. **Report type:** Select one from the drop-down list, if you want to search only for one certain type of report (e.g. STR).

3. Click on Filter button. The list is updated accordingly.

Resume editing a report:

To proceed with an unfinished report:

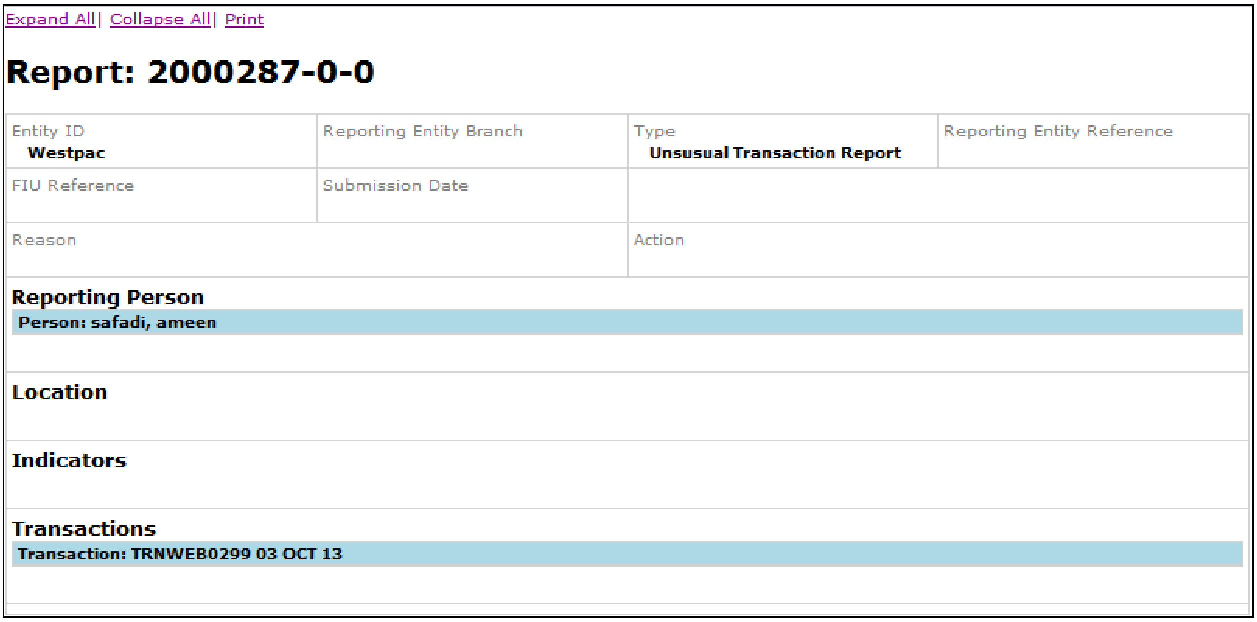
1. Click on icon or on the report's ID hyperlink. The report sheet is loaded and displayed.
2. Continue editing as required.

Note: See section 2.2: Create Web Report for details on creating Web reports.

Preview report document:

To preview the document of an unfinished report as it would look right now:

1. Click on **preview** The report form is generated and displayed. Click on the **Expand All** link to see all the report in its entirety or you click on **Collapse All** link to see the abridged form.



2. Click on **Print** link to make a printout.

Delete a report:

To delete an unfinished report:

1. Click on ✕. After a security check, the report is deleted.

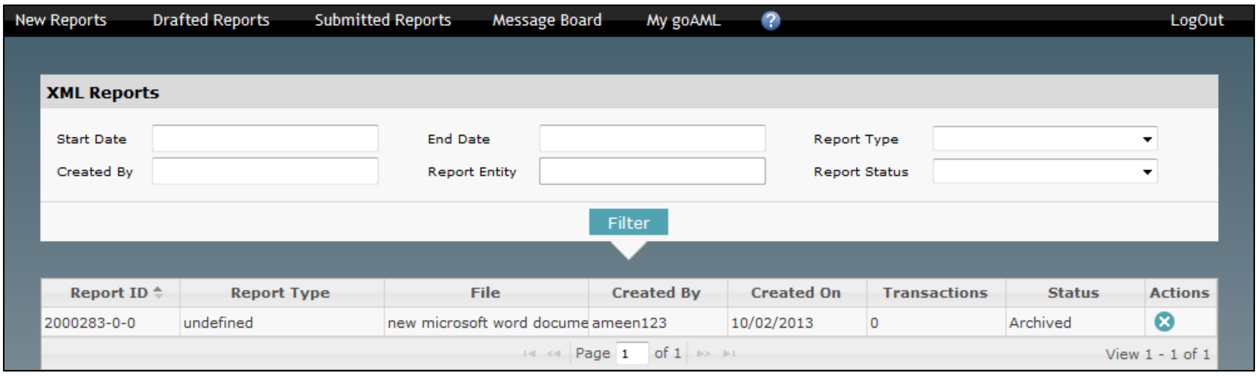
4 Submitted Reports

Every user can view his or her already submitted reports in their current state. goAML Web separates them into two lists containing uploaded XML reports **(see section 4.1: Submitted XML reports)** and manually created Web Reports **(**see section **4.2**: **Submitted Web Reports)** respectively.

4.1 Submitted XML reports

To view the uploaded XML reports and their current state:

1. Select **Submitted Reports ▸ XML Reports** from the menu bar. The list is loaded and displayed:



Filter view:

To filter the uploaded reports list (e.g. because the list is rather long):

1. Apply the necessary filter conditions (leave the others empty):

   i. **Uploaded:** Enter the **Start Date** and the **End Date** of the time span you want to investigate.
   ii. **Created By:** Enter the name of a goAML Web user to show only reports of this particular user.
   iii. **Report Status:** Select one of the available states from the drop-down list, if you want to search only for one certain state (e.g. failed validations).

2. Click on **Refresh** (). The list is updated accordingly.

Preview report document:

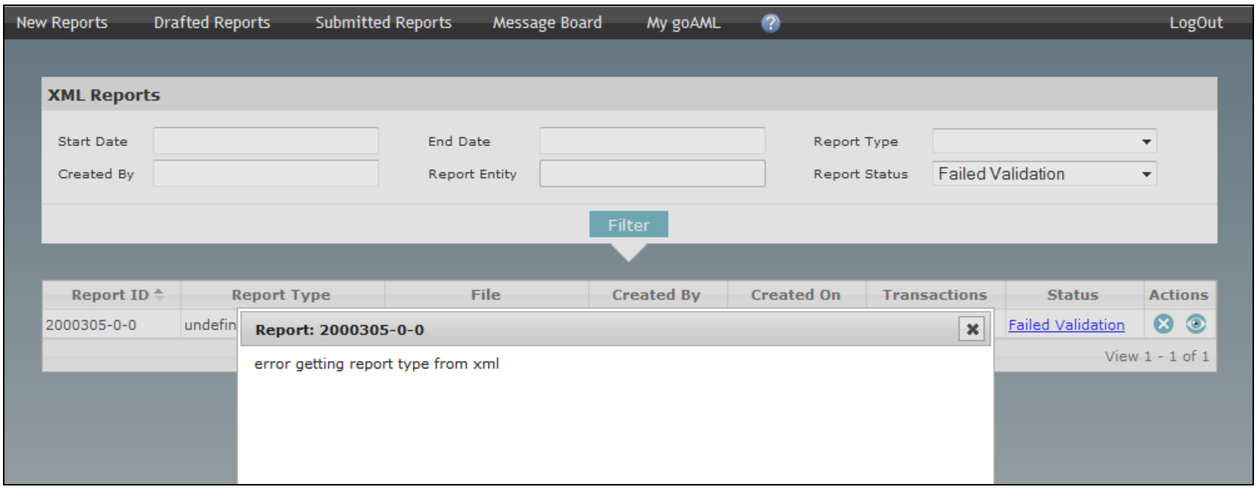
To preview the document of an unfinished report as it would look right now:

1. Click on The report form is generated and displayed
2. Click on **Print this page** to make a printout.

Check failures:

To view the reason for a failed upload:

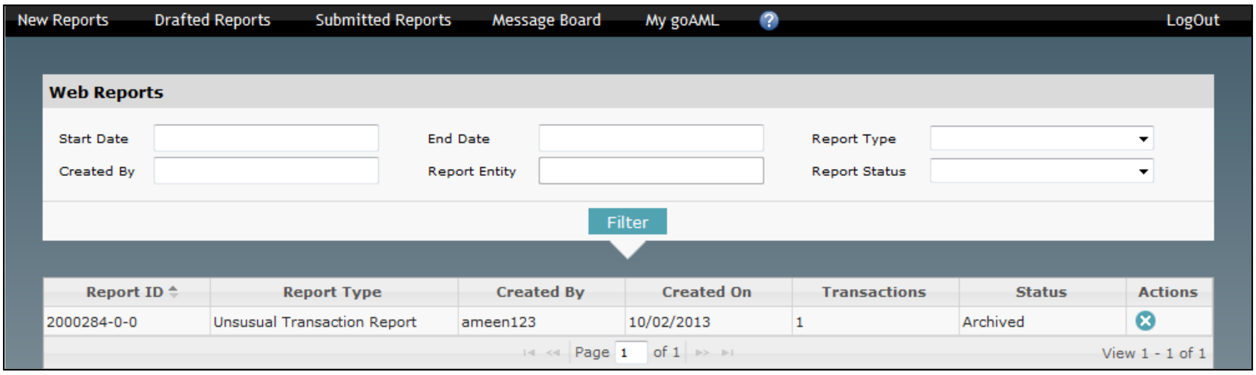
1. Click on the failure link in the **Status** column. The error message is displayed:



4.2 Submitted Web Reports

To view the submitted Web Reports and their current state:

1. Select **Submitted Reports ▸ Web Reports** from the menu bar. The list is loaded and displayed:



Filter view:

To filter the submitted reports list (e.g. because the list is rather long):

1. Apply the necessary filter conditions (leave the others empty):

   i. **Created on:** Enter the **Start date** and the **End date** of the time span you want to investigate.
   ii. **Created by:** Enter the name of a goAML Web user to show only reports of this particular user.
   iii. **Report type:** Select one from the drop-down list, if you want to search only for one certain type of report (e.g. STR).
   iv. **Report status:** Select one of the available states from the drop-down list, if you want to search only for one certain state (e.g. failed validations).

2. Click on the **Filter** button. The list is updated accordingly.

Preview report document:

To preview the document of a submitted report:

1. Click on . The report form is generated and displayed:
2. Click on **Print this page** to make a printout.

Delete a report:

To delete submitted report:

1. Click on . After a security check, the report is deleted.

Note: *When deleting, the submitted report is just removed from this view. No action is taken in the goAML database.*

5 RFI (Request for Information)

5.1 New RFI

You can submit a request for information (RFI) report.

1. Select **RFI > New RFI**

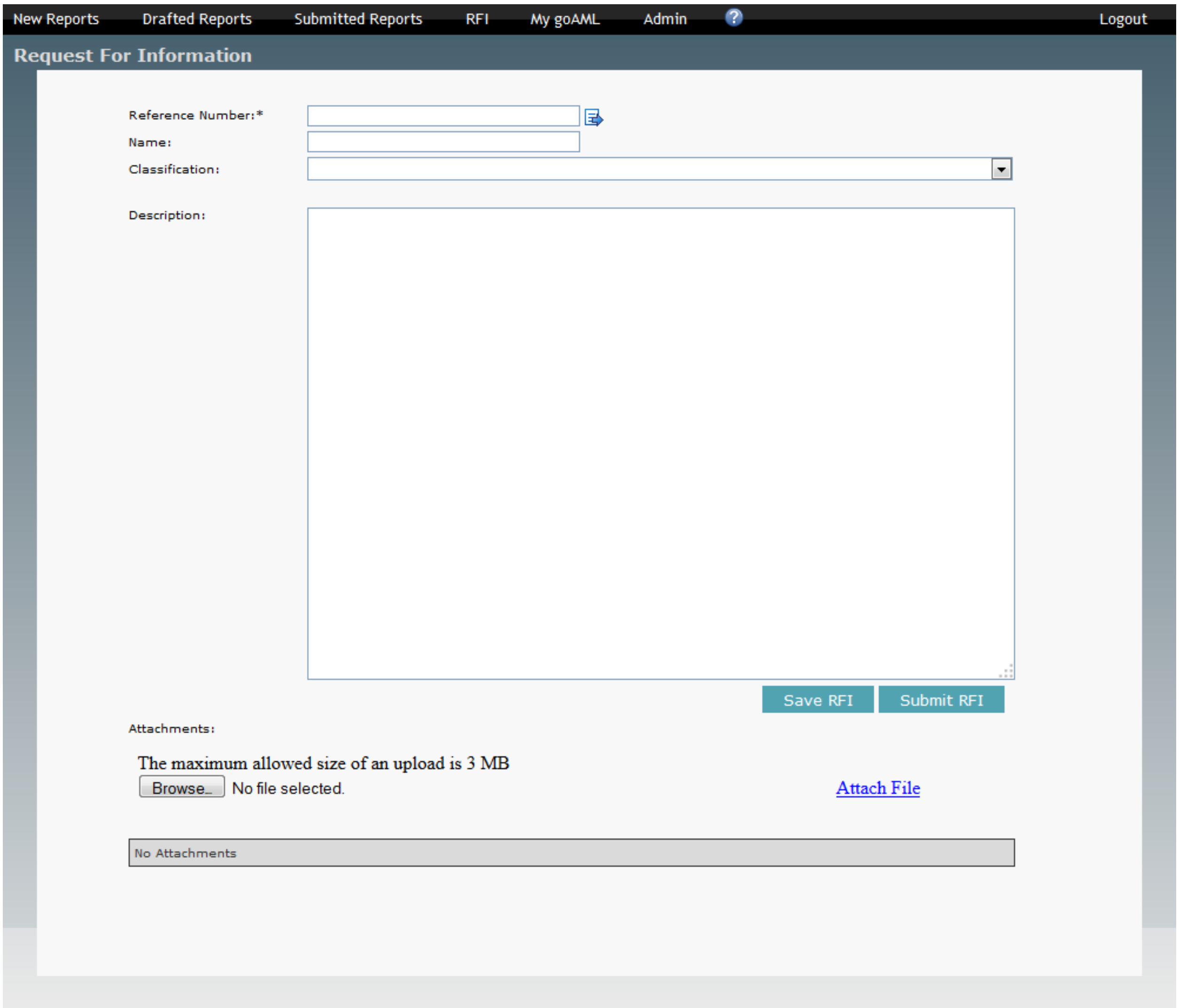
2. A new RFI (Request for Information) form opens up.

3. Click on  to auto-generate a **Reference Number** or enter it manually

4. Select the **Classification** from the drop-down menu and enter a brief description in the **Description** field.

5. Attach a file by selecting it in your browser file upload window and click on **Attach File** link.

   ***Note** : You can attach more than one file. The maximum allowed size of the upload is 3 MB*



6. Once the RFI report is ready, you can either save it by clicking on the **Save RFI** button or submit it by clicking on the **Submit RFI** button.

5.2 RFI List

You can view all the RFI reports by selecting **RFI List**.

6 Message Board

The goAML message board is the internal means of communication between goAML users. The intention is to connect the users of the goAML application with the reporting entities and stakeholders using the goAML Web Portal.

The advantage of an internal communication channel is that the two parties mentioned above can communicate from within the system. Reporting entities and stakeholders are notified immediately and automatically if their reports are accepted or rejected.

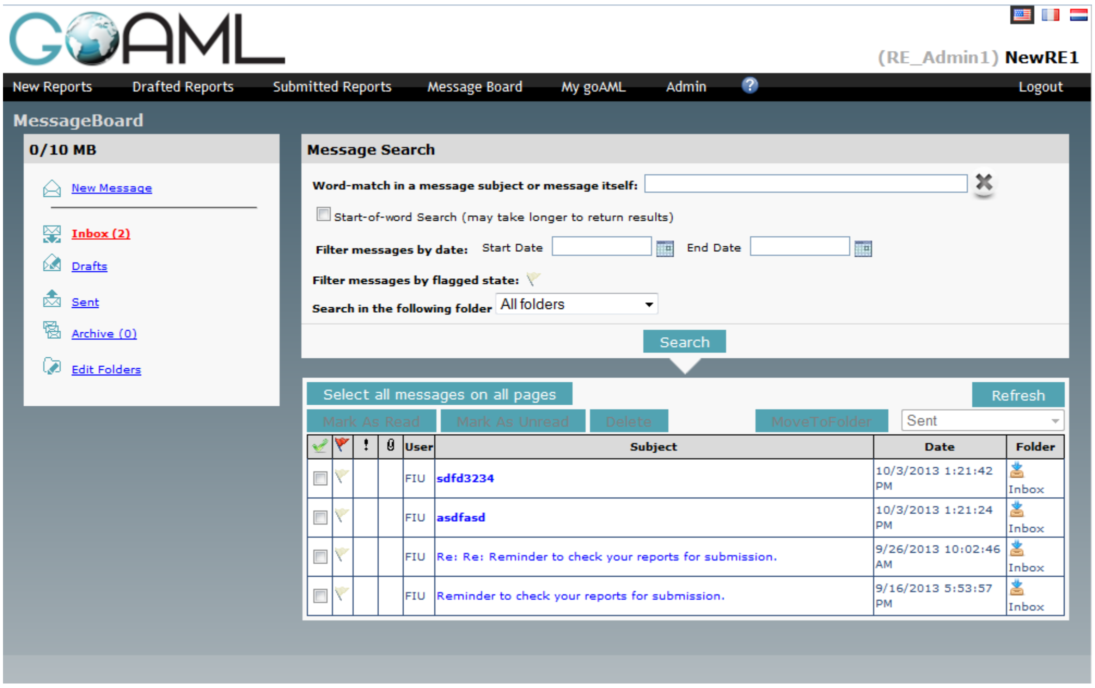
Properties:

- For practical reasons, the message board is organized like an email client.
- However, messages can only be sent from the users to the Financial Investigation Unit they report to and vice versa. Using it as an email replacement between the users of a task force or work group is not an application scenario.
- All users of a reporting entity or a stakeholder see the same messages. There are no individual message boxes.

Load Message Board:

To view your messages:

1. Select **Message Board** from the menu bar. The goAML message board is loaded and the **Inbox** displayed:



The user interface:

The message board interface consists of a navigation panel and a tabular list of messages. The navigation panel offers hyperlinks for the following views:

- **New message:** Write a new message.
- **Inbox:** All incoming messages.
- **Manual:** All manually created messages in the inbox.
- **Report fully accepted / partially accepted / rejected:** Different views for automated messages regarding goAML reports in the inbox, filtering for different states.
- **Drafts:** All outgoing messages which are ready or in preparation, but not yet dispatched.
- **Sent:** All already sent messages.
- **Archive :** Remove/Hide the messages from the Inbox view but keep them for future reference.

Note: *The number in brackets indicates the number of unread messages in the inbox or the number of unsent drafts respectively.*

2. Click on a link to load the corresponding view.

The messages in the list provide the following information:

- **Check ():** The functional checkbox for the message (see below).
- **Flag ():** An optical reminder you can set if you want to draw your attention to that message (no processing features).
- **Priority (!):** Can be either high (!), normal (default; no icon) or low ().
- **Attachment ():** Shows the paper clip icon, if the message contains an attachment.
- **Subject:** The subject of the message. Automated messages regarding reports have a fixed subject structure Report – (attached file’s name) – status.

- **Received:** Time stamp when the message in the inbox has arrived.
- **Last updated:** Time stamp when the message in the drafts view was last updated.
- **Sent:** Time stamp when the message in the sent view was dispatched.

3. Click into the **Flag** column of a message to set or remove the flag symbol (🚩).
4. To change the view state of a message, activate its checkbox and click on **Mark as Read** or **Mark as Unread** respectively.

You can read messages (see section 6.1:

Read Message), reply to incoming messages (see section 6.2:) or write new messages (see section 6.3:

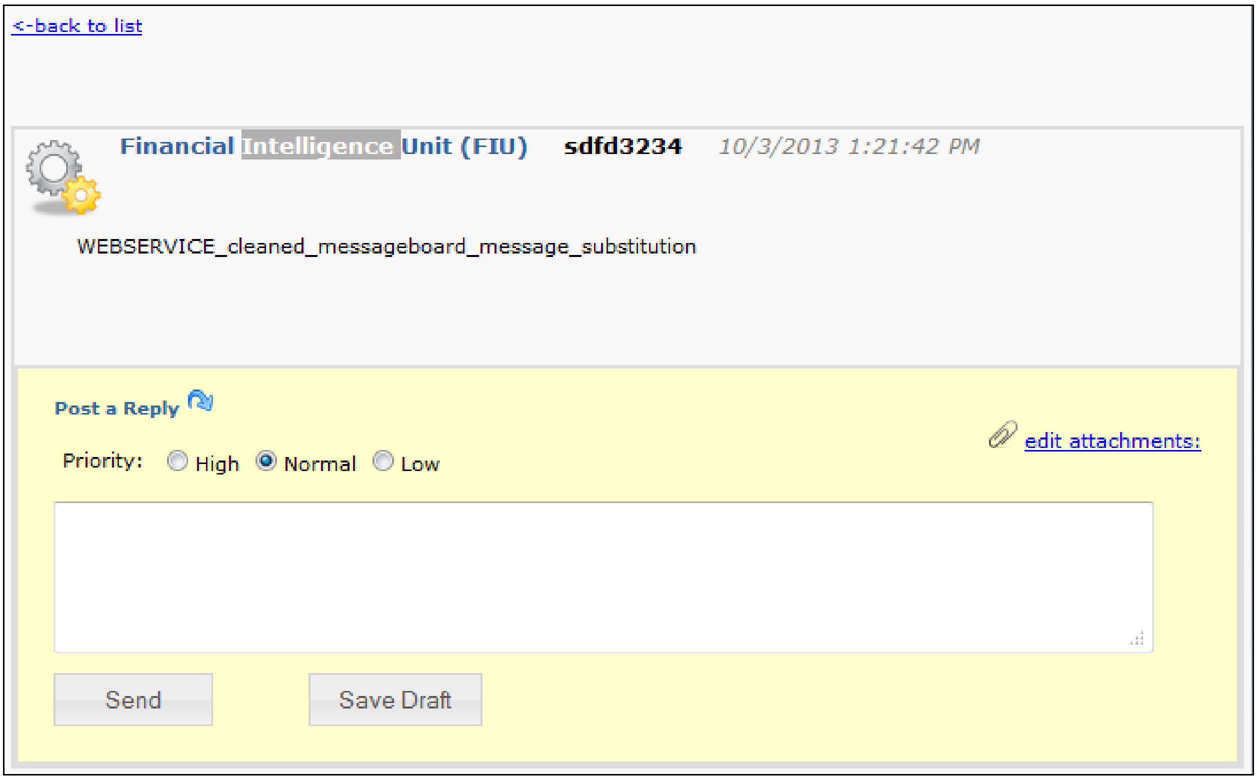
Write Message).

Write Message).

6.1 Read Message

To read a message:

1. Click on the message subject. The message is displayed:

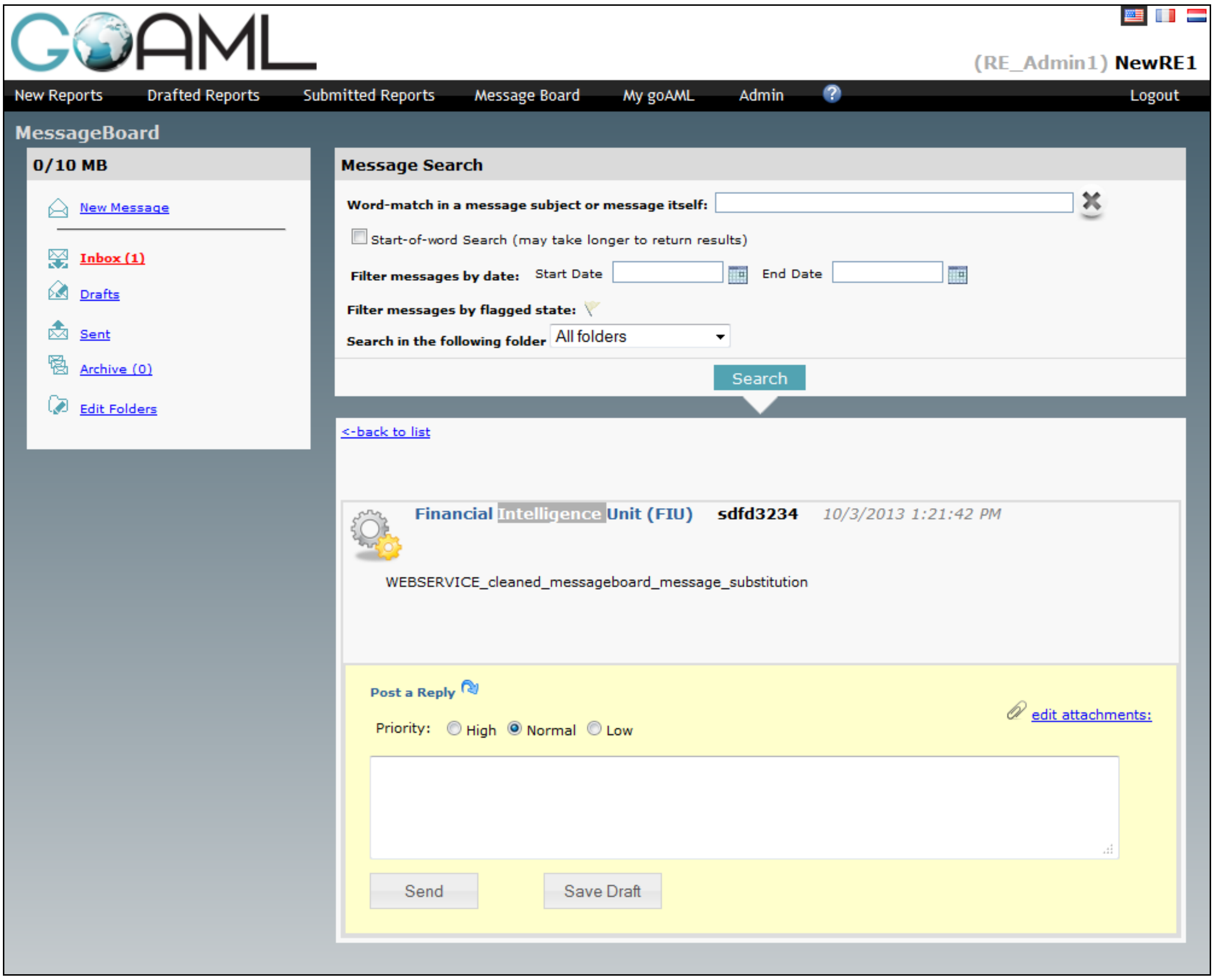


2. Click on **the attachment link(s)** to view the attachment(s) and to the **<- back to list link** to go back to all the messages in the Inbox.

6.2 Reply to Messages

To reply to an incoming message:

1. Click on **Post a reply**. An input form is loaded and displayed:

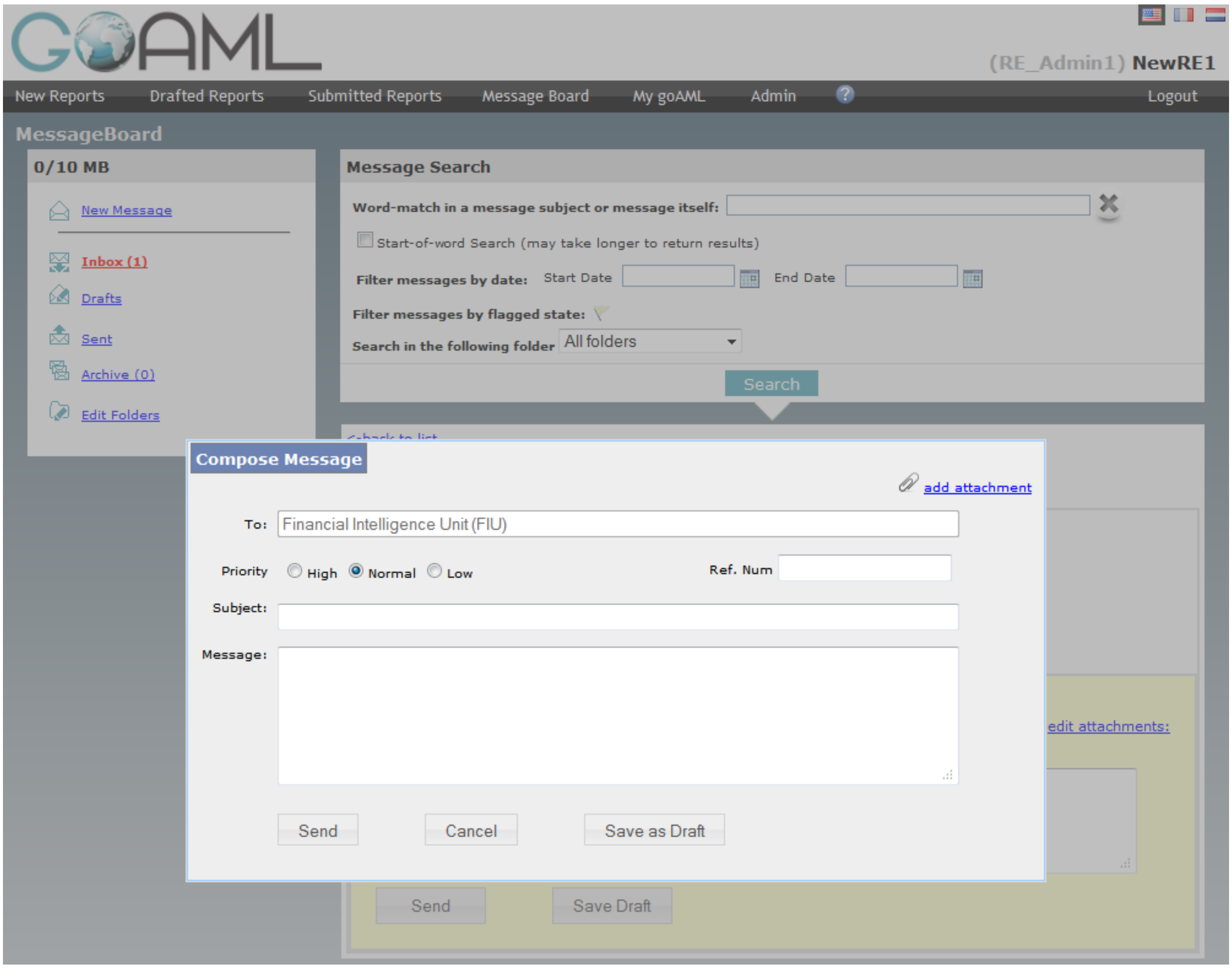


2. Select the **Priority** of your reply (high – normal – low).
3. Enter your reply into the text field.
4. If you want to attach a file, click on **edit attachments** and select the file you want to send with the reply.
5. Click on **Send** to dispatch the message or on **Save Draft** to save it for later use.

6.3 Write Message

To write a new message:

1. Click on **New message** in the message board. An input window pops up:

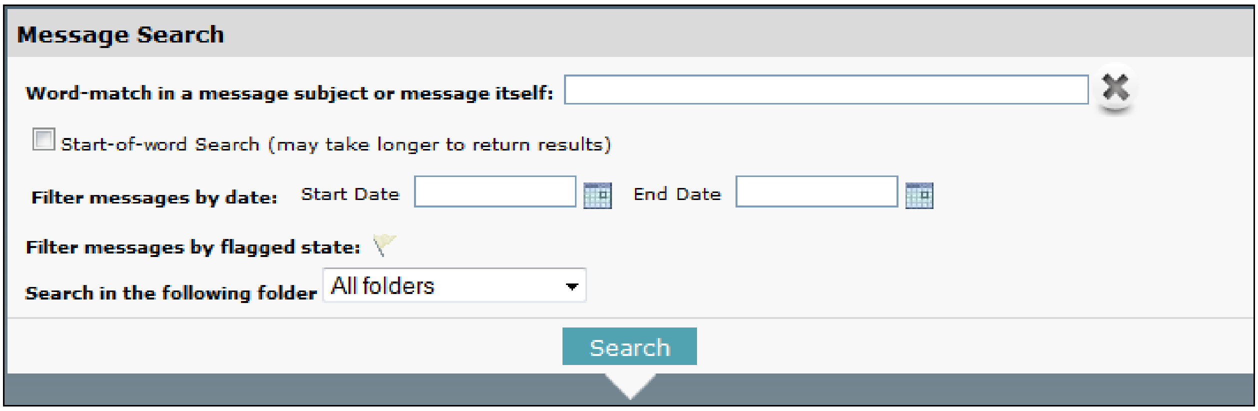


2. Select the **Priority** of your reply (high – normal – low).
3. Type a meaningful subject in to the field **Subject**.
4. Enter your message into the text field **Message**.
5. If you want to attach a file, click on **edit attachment** and select the file you want to send with the message.
6. Click on **Send** to dispatch the message or on **Save Draft** to save it for later use.

6.4 Search Message

Any message that has been written, sent or archived can be searched using the **Message Search** feature.

You can filter the search results by date, by flagged state as well as the search folder. Advanced Search options are also available by typing a word in the **word-match in a message text or message** itself field.



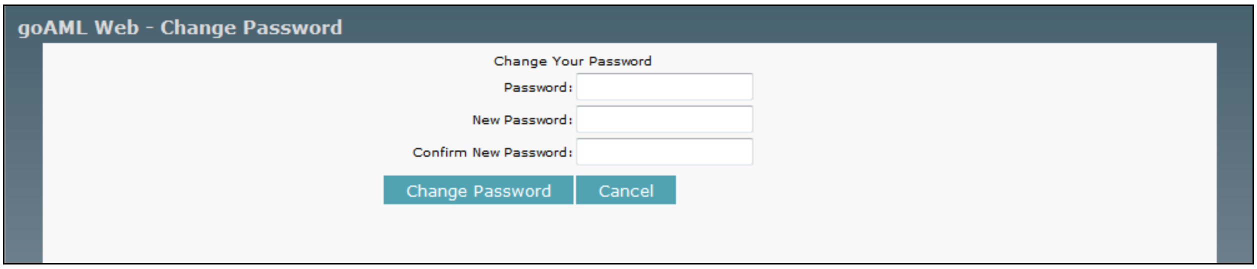
7 My goAML

My goAML is the personal maintenance section for the individual goAML Web users. Here you can change your password (see section : 6.1 Change password), modify your personal data (see section : Edit user details) and read the release notes for the current goAML Web version (see section :Read release notes).

7.1 Change password

To change your goAML Web password:

1. Select **My goAML ▸ Change Password** from the menu bar. The password maintenance screen is loaded and displayed:



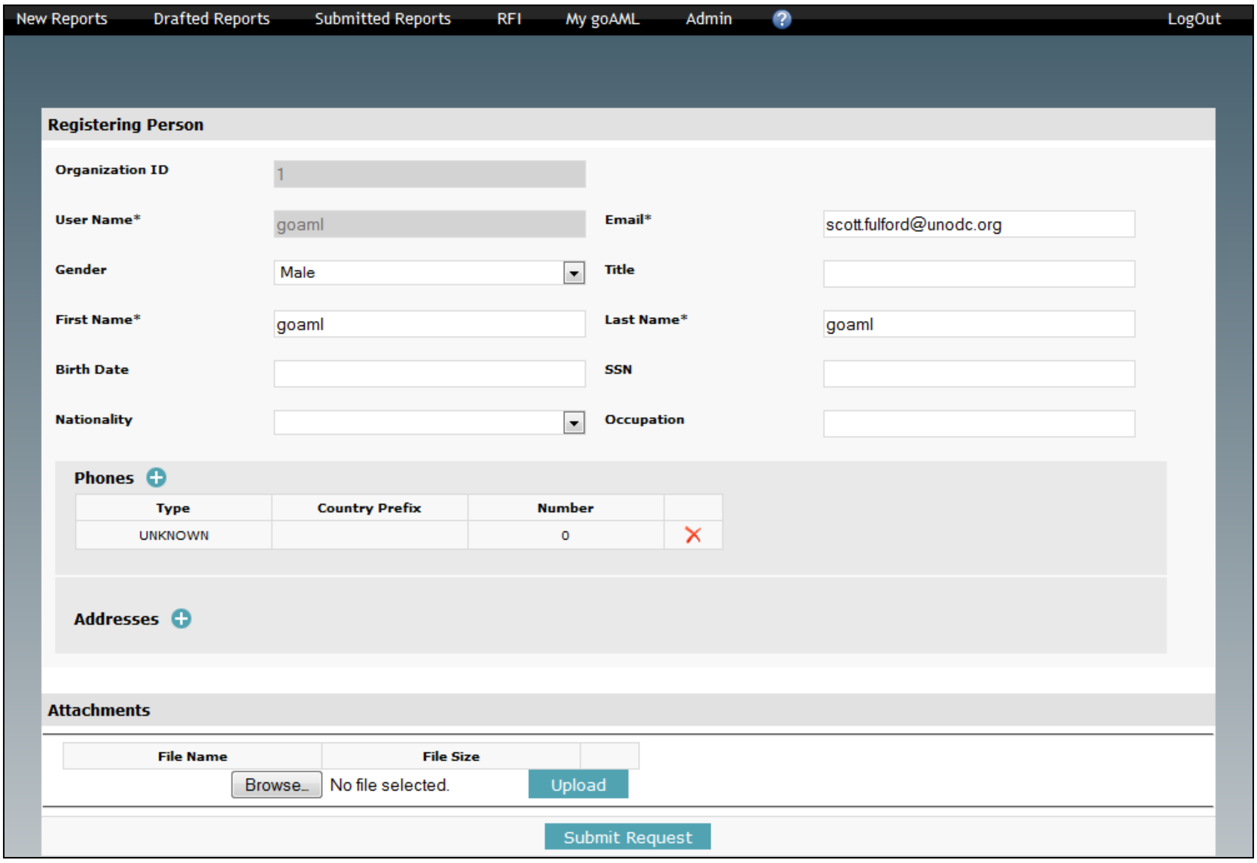
2. Enter your current password into the field **Password**.
3. Enter your new password into the fields **New Password** and **Confirm New Password** (at least 5 characters).
4. Click on **Change Password**. The new password is stored in the database and available for your next login.

Note: *If your password has been reset by a goAML administrator, then changing the password is the only action you can do right after your next login. After changing the system password to your own one, your full functionality is available again.*

7.2 My User Details

When something in your user data changes (e.g. you get a new phone number or change in the office address), you have to update your goAML Web user data accordingly:

1. Select **My goAML ▸ My User Details** from the menu bar. The user details screen with your user data is loaded and displayed:



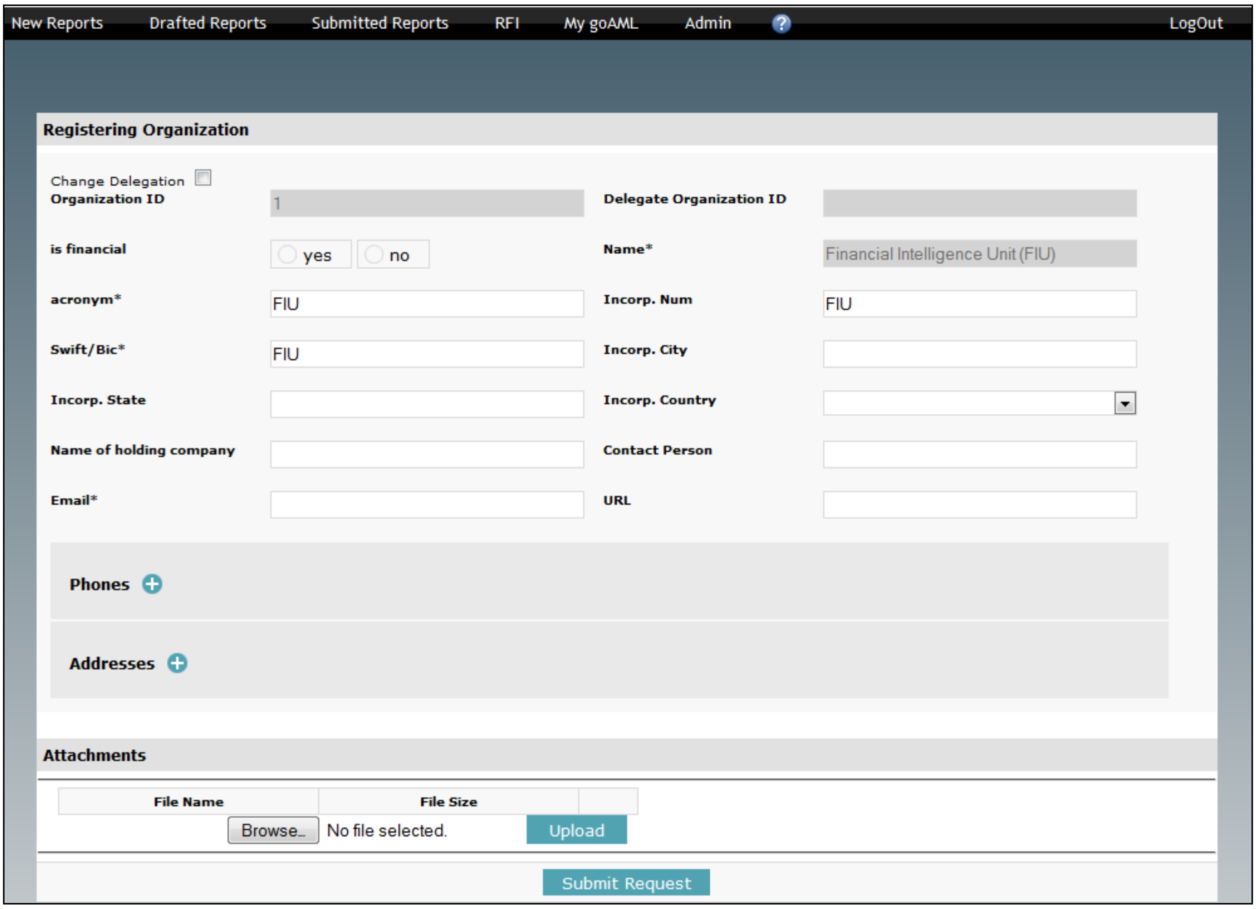
2. Adjust the data in the fields as necessary.
3. Click on **Save**. The changes are stored in the goAML Web database.

Note: *You cannot change your login name or form of address this way.*

7.3 My Org Details

If there is a change in the registering organization details (e.g. change in the phone number or address), you have to update your goAML Web user data accordingly :

1. Select **My goAML > My Org Details** from the menu bar. The Registering Organization details screen is loaded and displayed:


New Reports
Drafted Reports
Submitted Reports
RFI
My goAML
Admin
LogOut
Registering Organization
Change Delegation
Organization ID
1
Delegate Organization ID
is financial
yes
no
Name*
Financial Intelligence Unit (FIU)
acronym*
FIU
Incorp. Num
FIU
Swift/Bic*
FIU
Incorp. City
Incorp. State
Incorp. Country
Name of holding company
Contact Person
Email*
URL
Phones
Addresses
Attachments
File Name
File Size
Browse...
No file selected.
Upload
Submit Request

7.4 Release Notes

Every major and minor goAML release comes with release notes, depicting the changes and improvements. You can view them as follows:

1. Select **My goAML ▸ Release Notes** from the menu bar. The release notes for the current goAML Web version are loaded and displayed:

Royaume du Maroc
Le Chef du Gouvernement
Unité de Traitement du Renseignement Financier

المملكة المغربية
رئيس الحكومة
وحدة معالجة المعلومات المالية

English

New Reports Drafted Reports Submitted Reports RFI My goAML Admin LogOut

goAMLWeb - Release Notes goaml

goAMLWeb 3.4.38.0 Release notes:

Bug Fixes, and workarounds:

- my_client xml node generation now working correctly
- reusing parties on forms actually links the parties, rather than copying

goAMLWeb 3.4.37.0 Release notes:

Bug Fixes, and workarounds:

- nav-away warning message now acts correctly on signatory page
- rejection of reports - can now enter a reason on web
- management of error copies of data - for unexpected error files kept from inside a zip file is now transparent to admins and users

goAMLWeb 3.4.36.0 Release notes:

Bug Fixes, and workarounds:

- web attachments can now be configured up to 20MB (previously only 10MB was the hardcoded limit)
- filtering submitted reports on report status was not returning the correct results
- messageboard paging optimization and cleanup job fix for account objects(was throwing error for certain types of accounts)

goAMLWeb 3.4.35.0 Release notes:

Bug Fixes, and workarounds:

- xml upload refresh button didn't show interactivity- no indication it was pressed. now show the time and waiting gif again.
- unsaved navigation warning popup supressed on report homepage when indicator link/popup is clicked/shown

goAMLWeb 3.4.34.0 Release notes:

Bug Fixes, and workarounds:

- report upload, unsubmitted report, and submitted web report grids funciton faster - sql improvement

Note: *Experienced users should read the release notes carefully so not to miss any improvements or important issue fixes.*

8 Administration

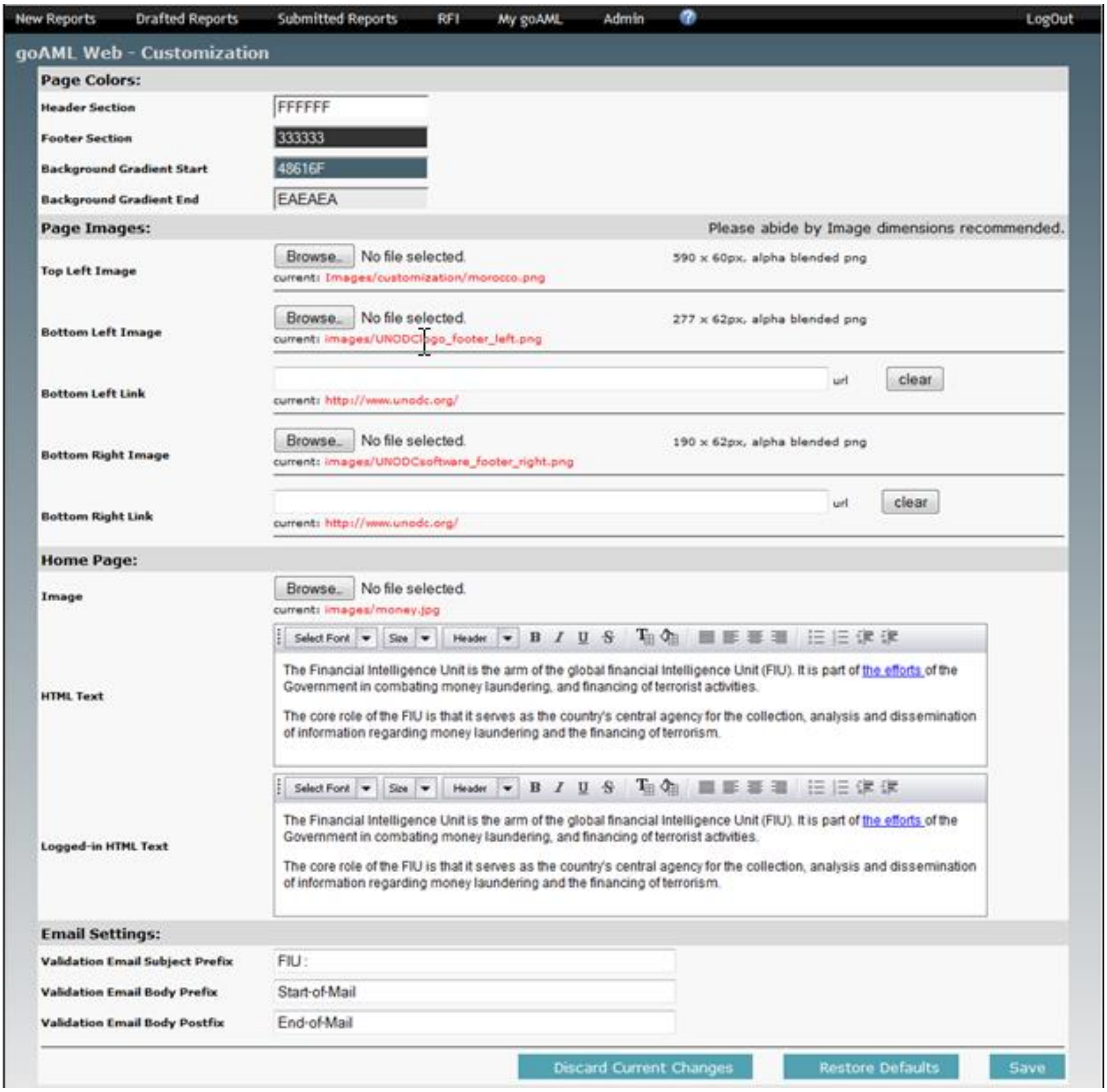
For goAML Web users with administration rights, an additional menu **Admin** is available in the menu bar. Here you can customize the looks of the user interface (see section 8.1: Customiz), and get access to the role (see section 8.3: Role Management) and user management (see section **Error! Reference source not found.**: **Error! Reference source not found.**).

Note: *If you see the menu but not all entries mentioned above, then you simply do not have access permissions for all of them.*

8.1 Customization

Although goAML comes with a standardized layout complying with the UNODC design regulations, you are free to adjust it to your needs: You can change the base colours, replace the logos and provide your own content for the application’s home page.

1. Select **Admin ▸ Customization** from the menu bar. The website customization page is loaded and displayed:



2. If you want to change the base colouring, adjust the values in the **Page Colours** fields (a colour picker tool appears as soon as you click into the field; otherwise enter the hexadecimal RGB value of the colour directly into the field).
3. Replace logos by clicking on **Browse** and selecting your preferred graphical files.
4. Create your own content for the goAML Web home page in the field **HTML Text** and upload a matching image, if you want.
5. Click on **Save** to apply your changes or on **Restore Defaults** to discard all current and earlier changes and reset goAML Web to the original look.

Page colours:

- **Header section:** The base colour of the page header's colour gradient.
- **Footer section:** The background colour of the page footer.

Page images:

- **Top left image:** The image in the top left corner of the window, being a link to the goAML Web home page (default: a goAML Web logo).
- **Top right image:** The image in the background of the top right corner of the window (default: a transparent placeholder).
- **Bottom left image:** The image in the bottom left corner of the window (default: a UNODC logo being a link to the UNODC home page).
- **Bottom right image:** The image in the bottom left corner of the window (default: a UNODC software logo).
- **Logo image:** The image for the top right corner (default: a transparent placeholder).

Home page:

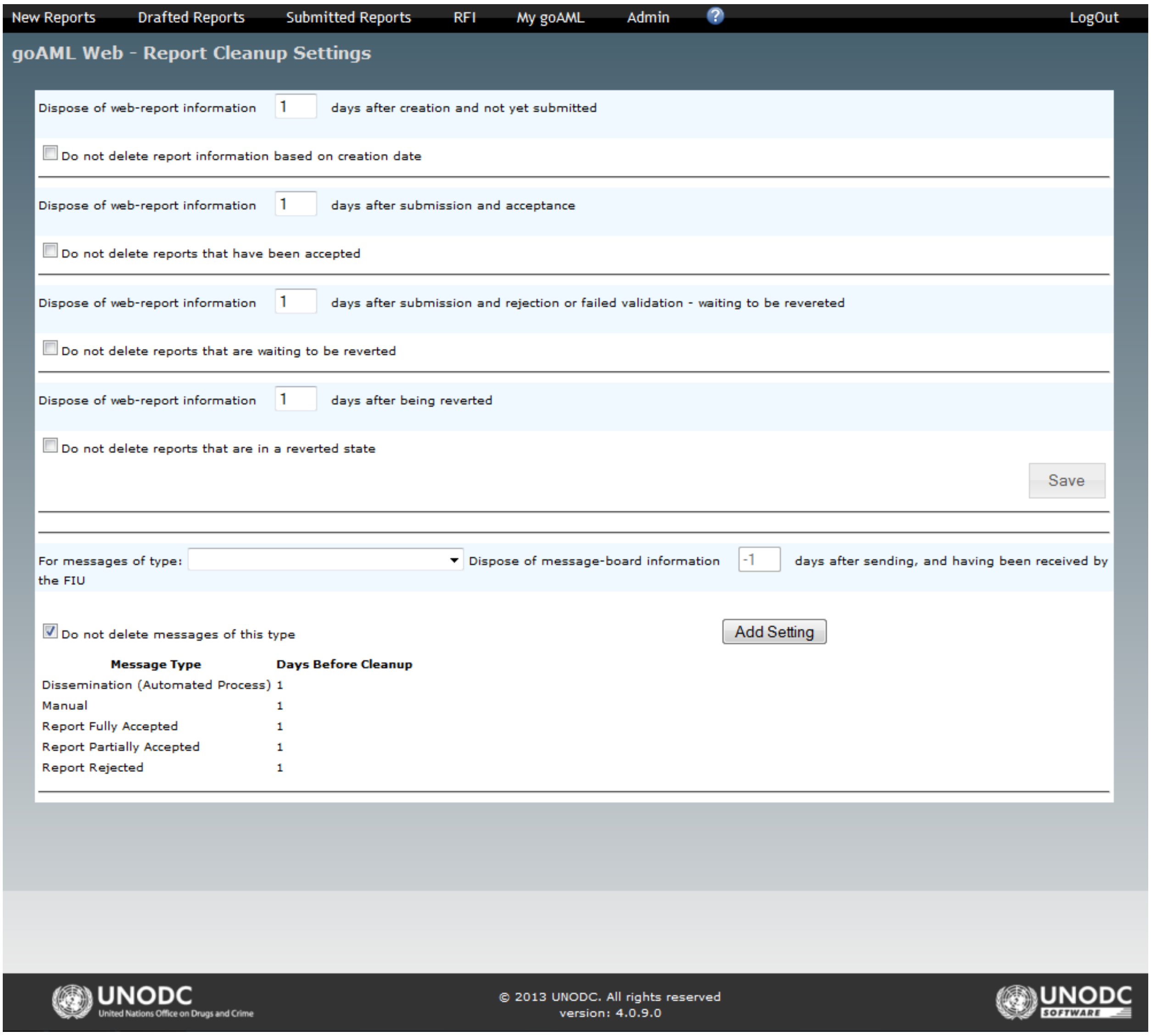
- **Image:** The image to appear in the top right corner of the goAML Web home page body (should not be wider than some 700 pixels – preferably less – to leave enough room for the text.
- **HTML Text:** The text content to be shown on the goAML Web home page. Can be formatted with the most common HTML text properties.

Note: *goAML Web comes with a placeholder text for the home page. So at least this customization step is mandatory.*

8.2 Cleanup

An important issue in goAML is data security. This also covers the Web reports created and submitted via goAML Web. You can control how long they should stay online, before goAML disposes of the data.

1. Select **Admin ▸ Cleanup** from the menu bar. The security settings page is loaded and displayed:



2. Adjust the settings as needed (see below for details).
3. Click on **Save** to store the changes in the goAML Web database.

Dispose of Web report information:

- **Dispose of web-report information [n] days after creation:** Set a value in the input field if you want to get rid of created but unfinished (i.e. not submitted) Web reports after a certain period of time (n days).
- **:** Activate the checkbox (☑), if you do not want to check for outdated submitted reports.

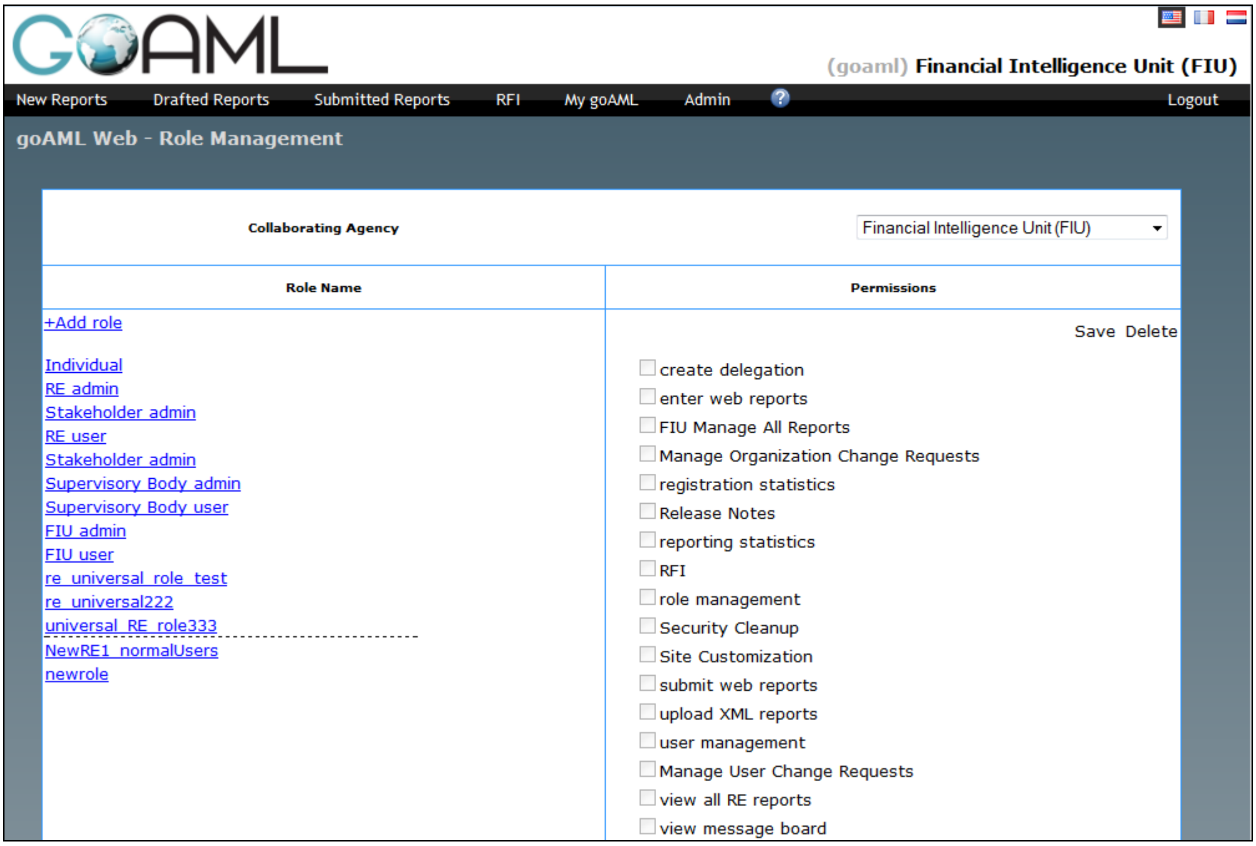
- **Dispose of web-report information [n] days after submission and acceptance:** Set a value in the input field if you want to get rid of already submitted and accepted Web reports after a certain period of time (n days). Only recommended if you have strict approval procedures.
- **Dispose of web-report information days after submission and rejection or failed validation- waiting to be reverted**: Specify in the input field if you want to get rid of already submitted and rejected Web reports after a certain period of time. Activate the check-box if you do not want to delete reports that are waiting to be reverted.
- **Dispose of web-report information days after being reverted:** Specify in the input field if you want to get rid of the web-reports after a certain period of being reverted. Activate the checkbox (☑), if you do not want to delete reports that are in a reverted state.
- **Dispose of message-board information[n] days after sending and having been received by FIU**: Activate the check-box if you do not want to delete messages of this type.

8.3 Role Management

Roles in goAML are permission groups. In order to fulfil certain tasks, a person needs a certain set of access permissions, while other functions are not necessary for him or her. For instance, a controller needs wide access, but not to the maintenance modules, as this is intended for administrators only.

The role maintenance page is the location where such permission groups ("controller", "administrator" etc.) are set up. Every role defines specific permissions for goAML Web. These roles are assigned to user accounts and thus define the users' permissions (see section **Error! Reference source not found.**: Error! Reference source not found. for details on users).

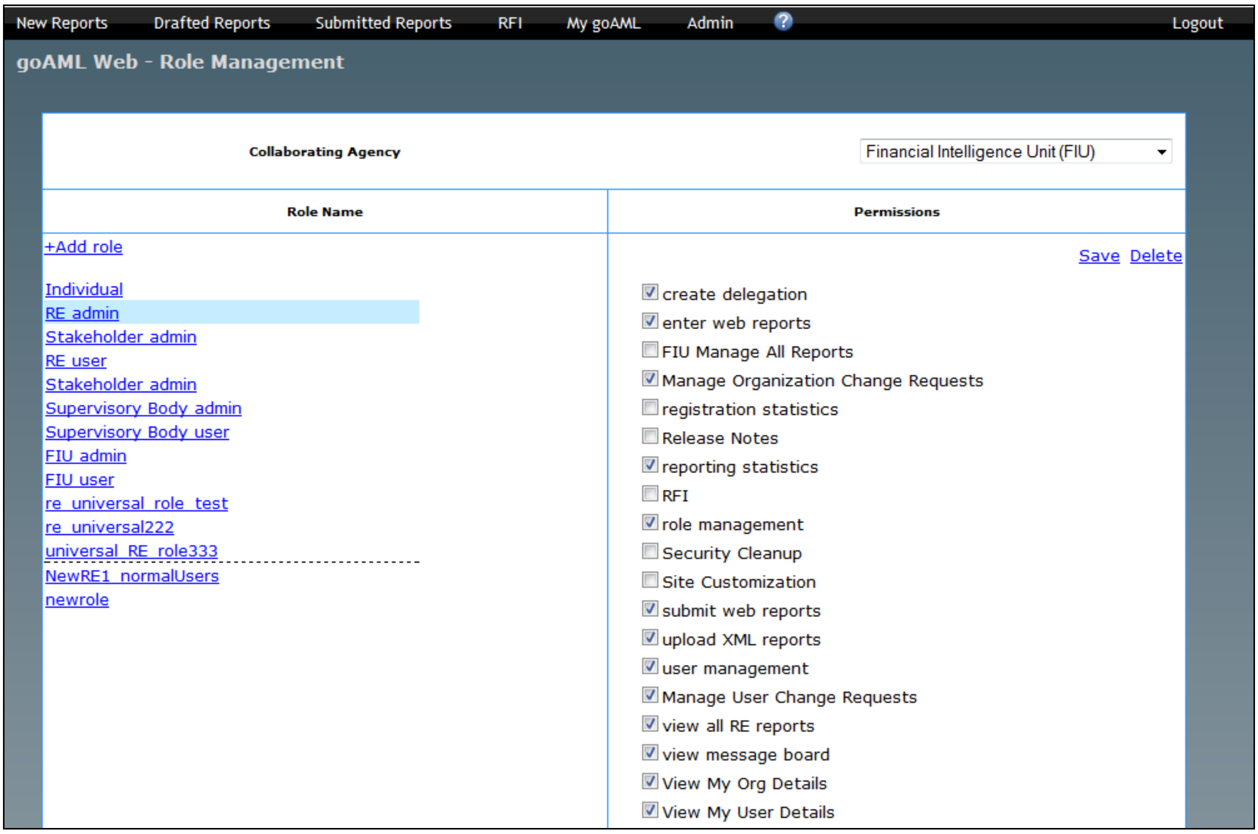
1. Select **Admin ▸ Role Management** from the menu bar. The role management page is loaded and displayed:



2. If you are a goAML Web Super administrator, select the **Collaborating Agency** you want to handle the roles for from the drop-down list. The role names are displayed.

Note: "Ordinary" administrators can only edit the roles of their own reporting entity; the field is visible but deactivated for them.

3. Click on a **Role name** to view the **Permissions** of that role:

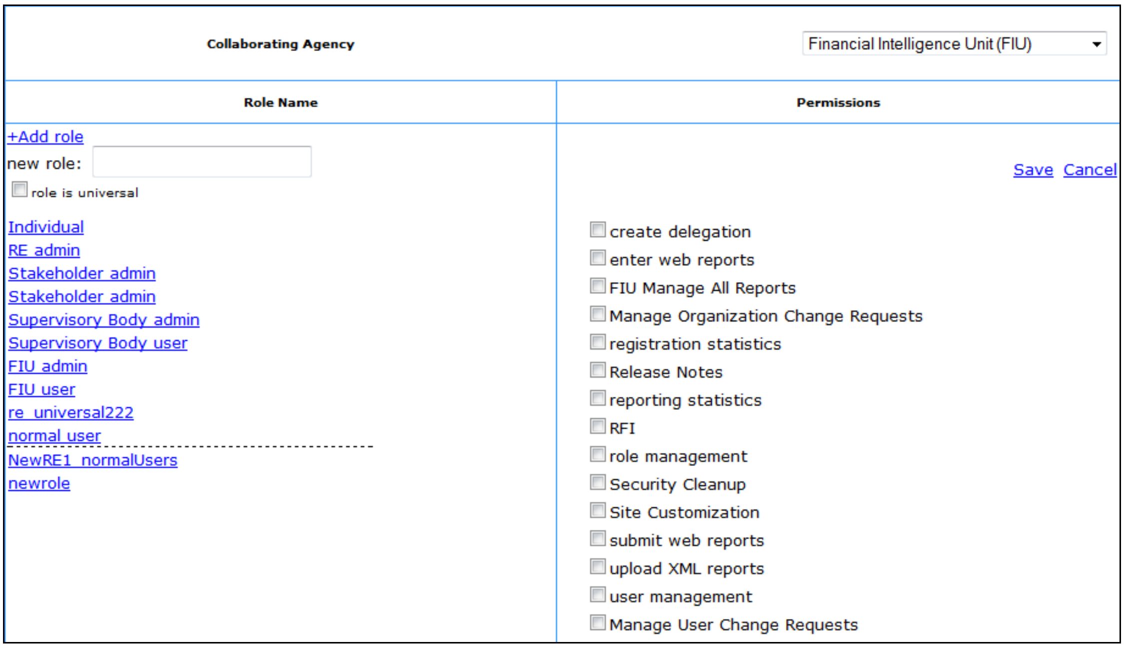


By default, three roles are available for every reporting entity: One for minimum access, one general permissions package and one for the reporting entity's administrators. The permissions for these roles are part of the goAML Web set-up and thus cannot be modified. However, administrators can create their own roles with tailor-made access permissions at any time.

Add Role:

To create a new role:

1. Click on **Add role**. An input form is loaded and displayed.
2. Enter a name for the new role into the field **New role**.
3. Select the check-box **role is universal** if the new role created is the same for other collaborating agencies as well.



4. Click on **Save**. The new role is created in the goAML Web database and added to the list.

Edit Role:

To edit a role:

1. Select the role by clicking on its **Role name**.
2. Add permissions by activating (☑) or remove them by deactivating (☐) the respective checkboxes.
3. Click on **Save**. The role is updated accordingly in the goAML Web database.

Delete Role:

To delete an obsolete role from the database:

1. Select the role by clicking on its **Role name**.
2. Click on **Delete**. After a security check, the role is deleted and removed from all users having it.

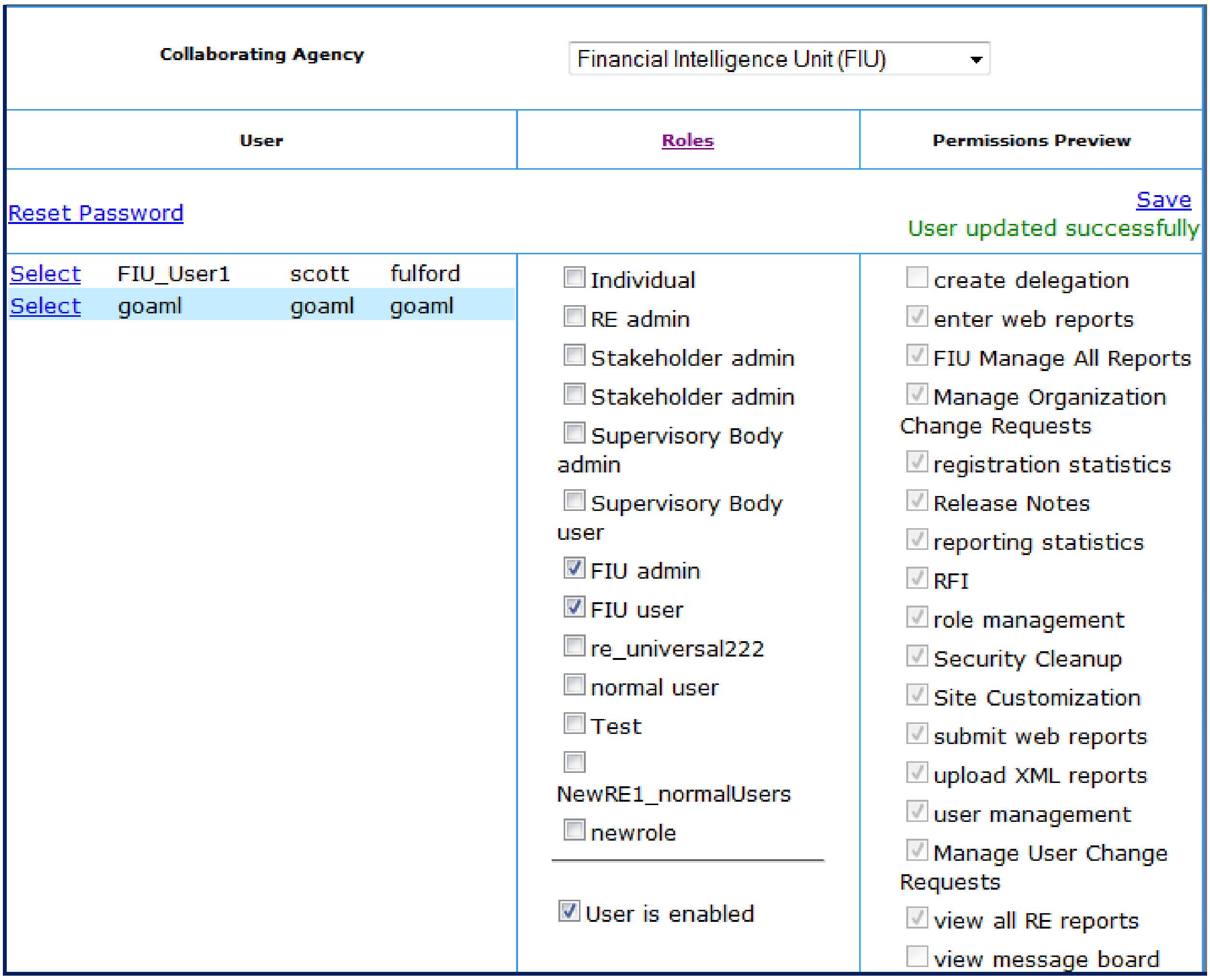
Note: *When a role is deleted, which was the last role a user had, then the user cannot login to goAML Web until a new role is assigned.*

8.4 User Management

The user management module allows administrators to maintain the registered goAML Web users. Basically, this covers resetting their passwords if necessary and assigning or removing user roles (see section 8.3: Role Management for details on roles and permissions).

You can configure the roles and the permissions associated with it here.

1. Select **Admin ▸ User Management** from the menu-bar. The User Management page is loaded and displayed.



2. Select the **Collaborating Agency** from the drop-down menu.

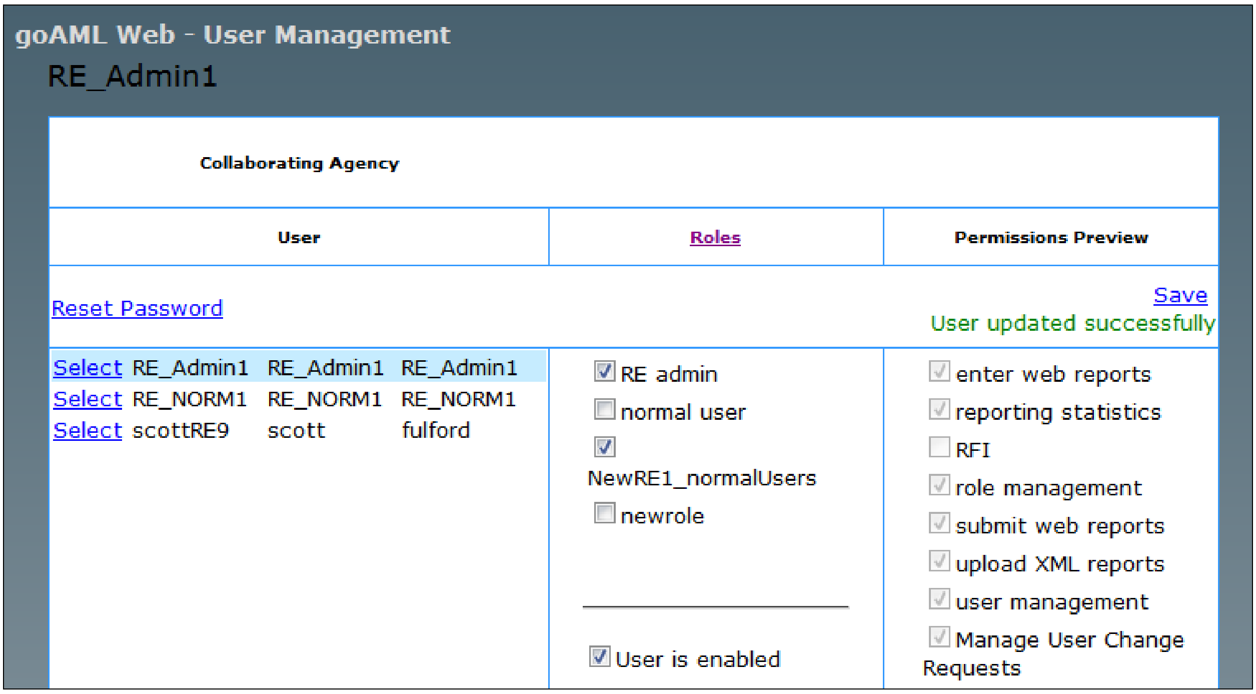
3. Select the **User** in the left-most column by clicking on the **Select** link to see the associated **Roles** and **Permissions** configured with the selected user.

4. You can update the roles and permissions of the selected user by activating/de-activating some of the checkboxes in the Roles and Permissions Preview column.

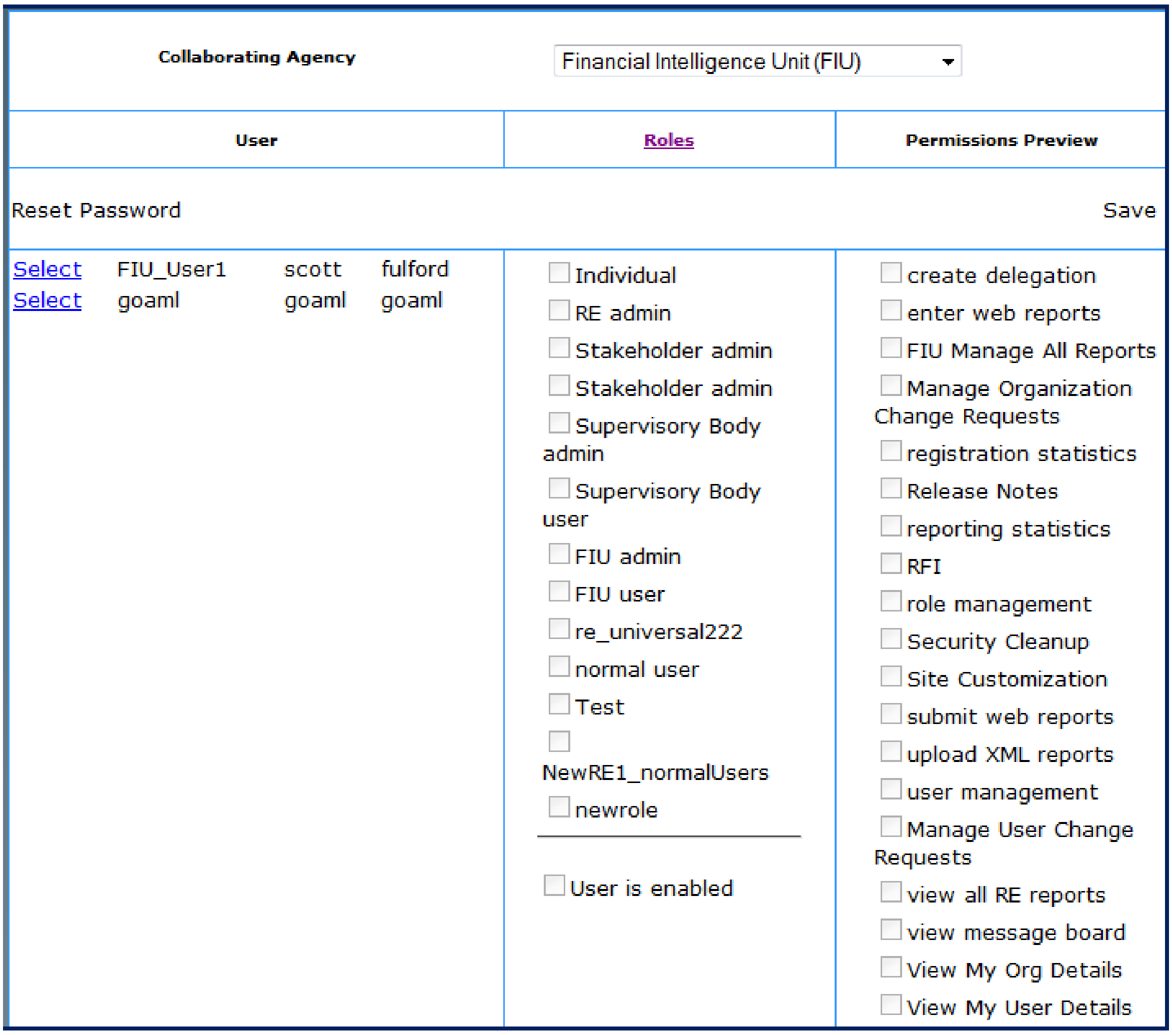
5. After making these changes, click on Save to save the changes made.

6. A message appears that the user has been updated successfully.

***Note:** "Ordinary" administrators can only edit the users of their own reporting entity; the field is visible but deactivated for them.*



3. Click on a **User** in the list to view the active (☑) **Roles** and **Permissions** of that user and if the user is currently active (☑) and thus can login to goAML Web or disabled (☐).



Edit role assignments:

To modify the roles and, as a consequence, the access permissions of a user:

1. Select the user by clicking on it in the **User** column.
2. Add roles by activating (☑) or remove them by deactivating (☐) the respective checkboxes in the **Roles** column. The permissions in the **Permission Preview** are updated accordingly.
3. Click on **Save**. The role is updated accordingly in the goAML Web database.

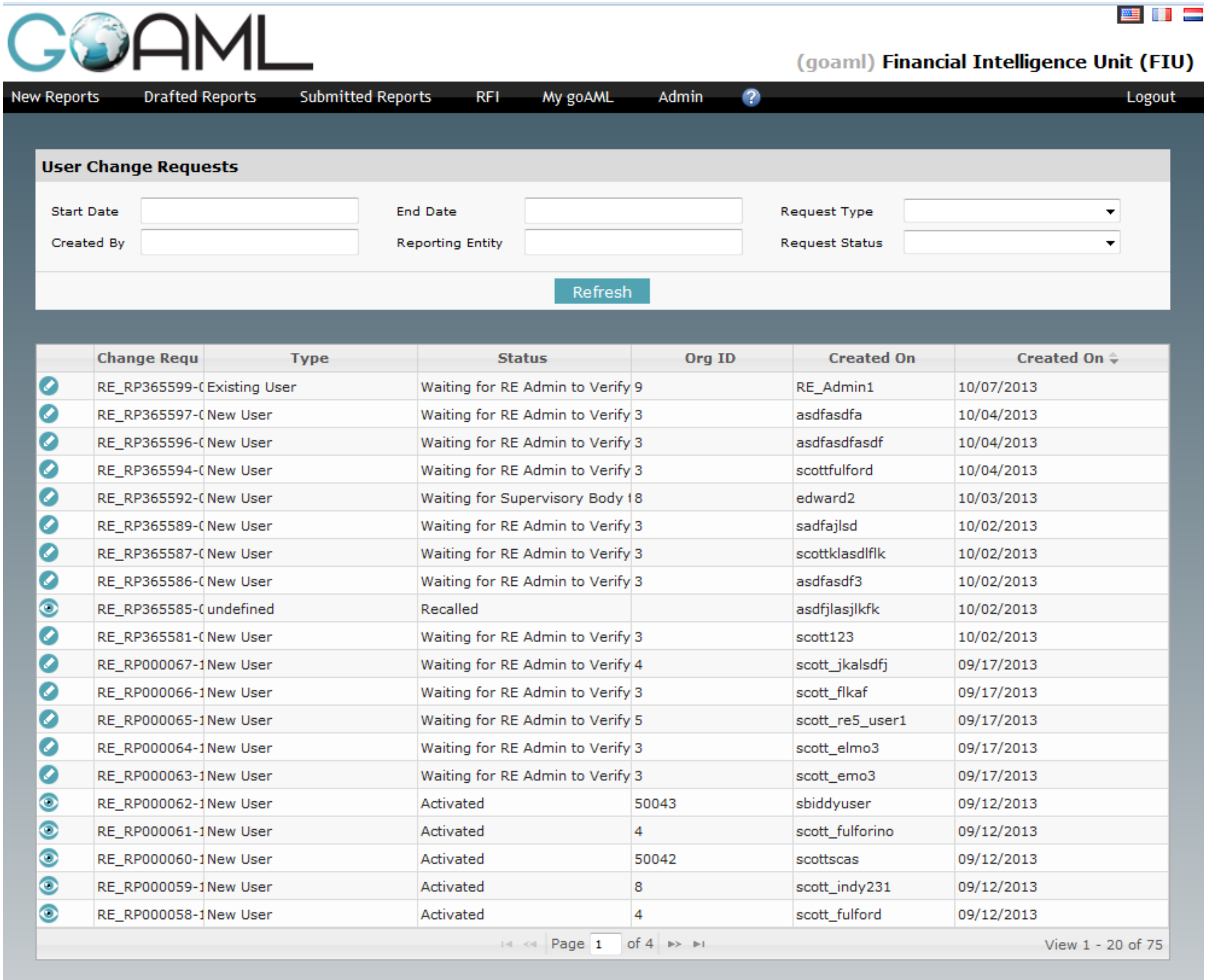
Reset password:

To reset the password for a user:

1. Select the user by clicking on it in the **User** column.
2. Click on **Reset Password**. The password is reset to the default value.

8.5 User Request Management

This allows you to view all the change requests made by the user. It is possible to filter these requests by **Start Date** , **End Date**, **Request Type**, **Request Status**, **Reporting Entity** etc.

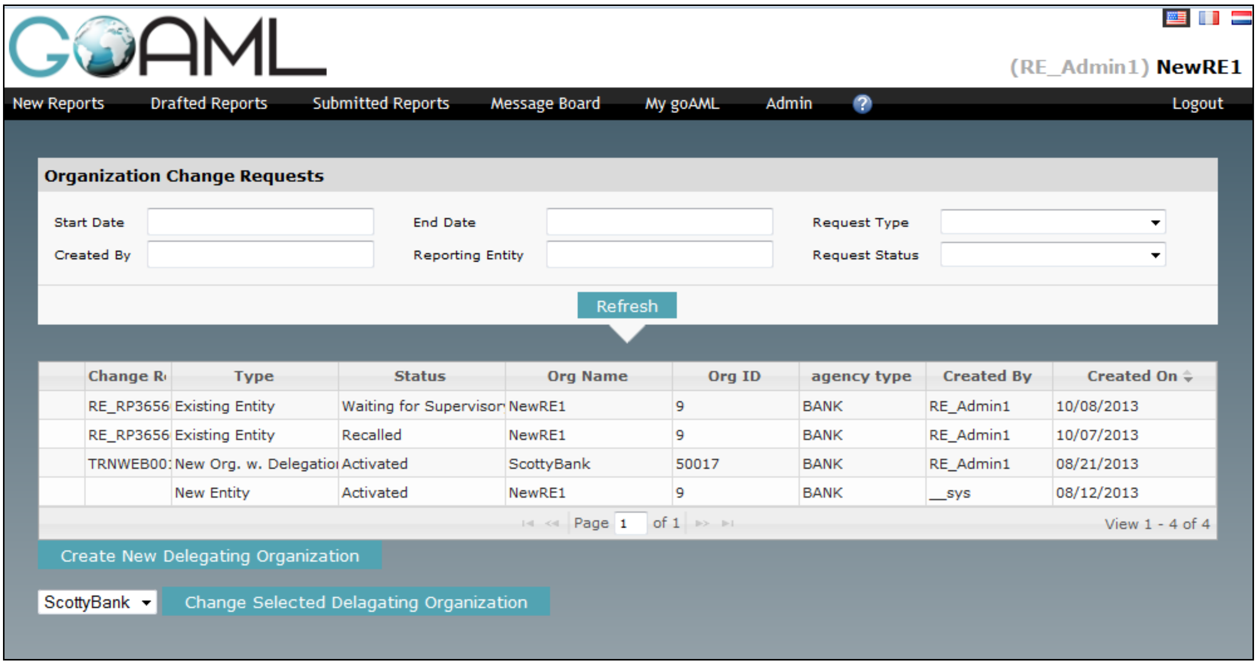


	Change Requ	Type	Status	Org ID	Created On	Created On
	RE_RP365599-(	Existing User	Waiting for RE Admin to Verify	9	RE_Admin1	10/07/2013
	RE_RP365597-(	New User	Waiting for RE Admin to Verify	3	asdfasdfa	10/04/2013
	RE_RP365596-(	New User	Waiting for RE Admin to Verify	3	asdfasdfasdf	10/04/2013
	RE_RP365594-(	New User	Waiting for RE Admin to Verify	3	scottfulford	10/04/2013
	RE_RP365592-(	New User	Waiting for Supervisory Body	8	edward2	10/03/2013
	RE_RP365589-(	New User	Waiting for RE Admin to Verify	3	sadfajlsd	10/02/2013
	RE_RP365587-(	New User	Waiting for RE Admin to Verify	3	scottklasdlflk	10/02/2013
	RE_RP365586-(	New User	Waiting for RE Admin to Verify	3	asdfasdf3	10/02/2013
	RE_RP365585-(	undefined	Recalled		asdfjlasjlkfk	10/02/2013
	RE_RP365581-(	New User	Waiting for RE Admin to Verify	3	scott123	10/02/2013
	RE_RP000067-1	New User	Waiting for RE Admin to Verify	4	scott_jkalsdfj	09/17/2013
	RE_RP000066-1	New User	Waiting for RE Admin to Verify	3	scott_flkaf	09/17/2013
	RE_RP000065-1	New User	Waiting for RE Admin to Verify	5	scott_re5_user1	09/17/2013
	RE_RP000064-1	New User	Waiting for RE Admin to Verify	3	scott_elmo3	09/17/2013
	RE_RP000063-1	New User	Waiting for RE Admin to Verify	3	scott_emo3	09/17/2013
	RE_RP000062-1	New User	Activated	50043	sbiddyuser	09/12/2013
	RE_RP000061-1	New User	Activated	4	scott_fulforino	09/12/2013
	RE_RP000060-1	New User	Activated	50042	scottscas	09/12/2013
	RE_RP000059-1	New User	Activated	8	scott_indy231	09/12/2013
	RE_RP000058-1	New User	Activated	4	scott_fulford	09/12/2013

8.6 Org Request Management

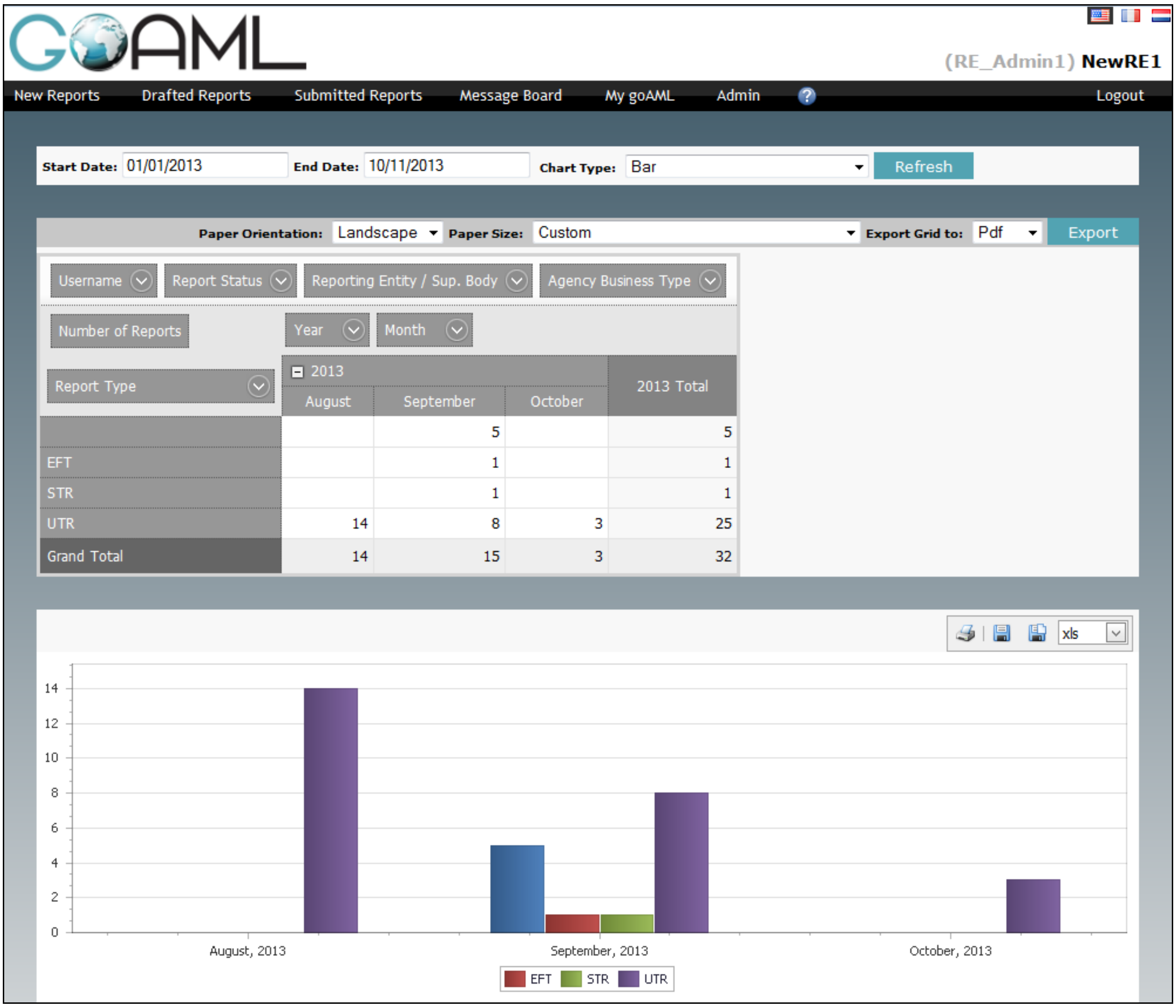
This allows you to view all the change requests made by the organization. It is possible to filter these requests by **Type**, **Status**, **Org Name**, **Org ID**, **Agency Type**, **Created By** and **Created On**. A reporting entity who is delegated to report on behalf of other REs should first login to goAML web application. After login any RE (Reporting) should be able to fill-in a new RE (Re-A) form to request delegation on behalf of that RE (RE-A). Reporting RE should be able to enter the details of other REs, without specifying the RP details. The same reporting person will be copied to be reporting for other REs as well.

1. Select the **Create New Delegating Organization** button to create a new Delegating Organization
2. You can change the Selected Delegating Organization from the drop-down menu.



8.7 Reporting Statistics

This allows for an overview of all the Report Types (EFT, STR, UTR etc.) uploaded in goAML and they can be displayed in any of the available formats. The different Report Types can be filtered and displayed in a Pivot grid by **Username**, **Report Status**, **Reporting Entity** and **Agency Business Type**. The graphic representation of the data is also possible in one of the options available in the **Chart Type** drop-down. This can be used for presenting the data for analytical purposes.


GOAML
(RE_Admin1) NewRE1
New Reports
Drafted Reports
Submitted Reports
Message Board
My goAML
Admin
Logout
Start Date: 01/01/2013
End Date: 10/11/2013
Chart Type: Bar
Refresh
Paper Orientation: Landscape
Paper Size: Custom
Export Grid to: Pdf
Export
Username
Report Status
Reporting Entity / Sup. Body
Agency Business Type
Number of Reports
Year
Month
Report Type
2013
August
September
October
2013 Total
EFT
STR
UTR
Grand Total
xls
August, 2013
September, 2013
October, 2013
EFT
STR
UTR