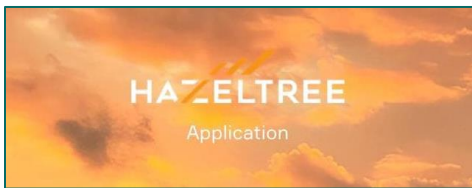




GETTING STARTED WITH: HAZELTREE MOBILE APP



Hazeltree™ Mobile Application (hereinafter **Mobile App**) is developed for smartphones and tablets. It is designed to provide Hazeltree users with an ability to review and approve/decline Vouchers. The Mobile App is available for iOS™ and Android™ devices and can be installed from App Store™ and Google Play™ respectively.

WHY USE MOBILE APP?..

Transactions (*Vouchers, TMs and Wires*) is the Hazeltree clients' primary instrument of moving treasury assets between Accounts, Custodians and Counterparties. The web version of Hazeltree application offers a dedicated module developed specifically for this task: *Transaction Manager*.

To eliminate erroneous actions in treasury movement (accidental and deliberate), the Hazeltree application requires an approval before the composed Transaction order is sent to operational institute (*Broker, Bank, etc.*). The situation when an approving person is not at his desk and the urgency of the Transaction dispatch becomes something of an issue is quite common. The Mobile App solves this problem by allowing approvers to review Vouchers and return their verdict remotely.

INFO! To support double secure protection from any maleficent actions, the Mobile App is restricted from free bonding with Hazeltree application with two levels of device enrollment (*License & Device Approval*).

DEVICE ENROLLMENT

Device Enrollment is the process of connecting a user's personal device to the Hazeltree application. In order to successfully enroll the device and start using it with no restrains, users must pass three steps of the enrollment procedure:

- [Licensing](#)
- [Installation](#) & [First launch](#)
- [Device Approval](#)

LICENSING

The Hazeltree Mobile App license is a purchasable item. Licensing implies an amendment to existing client contracts or a separate line on a new sales order. In both cases clients are advised to contact their personal Sales manager and discuss the best available options. After the purchase is regulated, users can download and install the Hazeltree Mobile App on their devices.

NOTE! Despite the Mobile App is free to download, it is licensed per client and per user based on an annual subscription model (contract).

INSTALLATION

Hazeltree Mobile App can be downloaded and installed from App Store™ and Google Play™ for iOS™ and Android™ devices correspondingly. Search for the word “Hazeltree”.

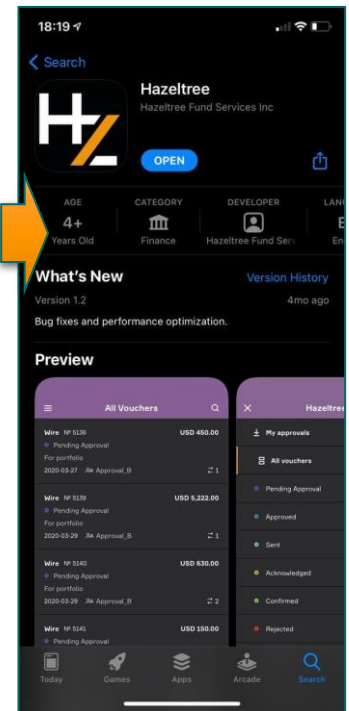
IMPORTANT! The Mobile App will not work on rooted (Jailbroken) devices.

FIRST LAUNCH

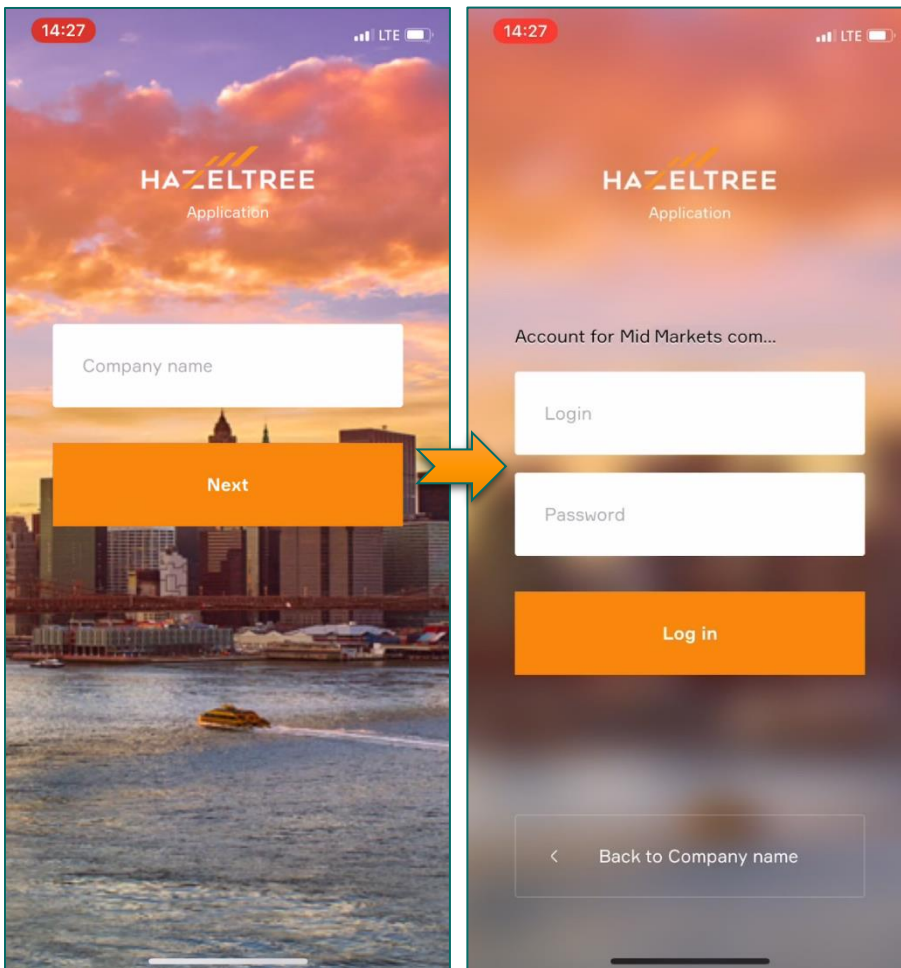
Mobile App setup is required before the device emerges on the Devices Approval list.

Upon the initial launch, users will be prompted to allow push-notification:

- **If accepted:** notification will be sent directly to the device. Notifications also include confirmation codes required for approval.
- **If declined:** notification will not be displayed. Confirmation codes will be delivered via e-mail.



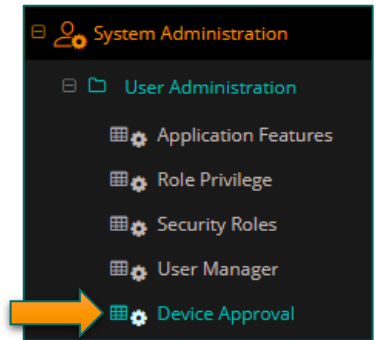
All Hazeltree user identifiers are based on three-letter Company code issued by the Hazeltree. Enter your Company code and then enter user credentials (*Login* and *Password*) to initiate the process of device registration.



DEVICE APPROVAL

Device must be approved before the Mobile App is connected to the Hazeltree application. When the user's credentials are accepted during the initial App launch, the device appears on the Device Approval screen (path: *System Administration module > User Administration folder > Device Approval screen*).

The Device Approval screen is a container and a management console designed to control the mobile devices connected to the Hazeltree application. Here administrators approve or reject the inquiries for enrollment, control the notification delivery method on each device and disconnect devices when user is no longer with the company.



The Device Approval screen is reviewed below:

Device approval Approve Reject Set notification options						
+ Drag a column header here to group by that column						
Device Id	Device Code	User	Approval State	Push Notifications	Email Notifications	Created By
7	d026ef28-416b-4958	Support	Approved	✓	<input type="checkbox"/>	HTFS
8	6cf6cf96-8daa-41d4	Support	Approved	✓	<input type="checkbox"/>	HTFS
9	6f16e208-8de5-434a	Support	Approved	✓	<input type="checkbox"/>	HTFS
10	e3f5695e-9331-4ac5	Support	Approved	✓	<input type="checkbox"/>	HTFS
11	585bf015-7a80-4494	Support	Approved	<input type="checkbox"/>	✓	HTFS
12	2c63dae9-b9ca-4c74	Support	Approved	<input type="checkbox"/>	✓	HTFS
13	32532t43t43t5435	Support	Approved	<input type="checkbox"/>	✓	HTFS
14	0564d814-a638-4084	Support	Approved	<input type="checkbox"/>	✓	HTFS

- Upper toolbar:** contains *Approve*, *Reject* and *Set notification options* buttons.
- Device Code:** a unique code assigned to each device associated with Hazeltree application.
- Approval State:** the state of approval. Only *Approved* devices are able to read data from the Hazeltree application.
- Push/Email Notifications:** detects the way the device receive notifications (confirmation codes included).

INFO! In order to Approve or Reject the inquiry for the device enrollment use *Approve* and *Reject* Upper toolbar buttons correspondingly.

INFO! Same goes for the device of the user who must be disconnected from the system: select the device on the grid and press *Reject* Upper toolbar button. The device will be automatically disconnected from the system and the user will be forcefully logged out of the Mobile App. The repeated login attempt will become impossible; hence all the sensitive data is securely concealed from the user.

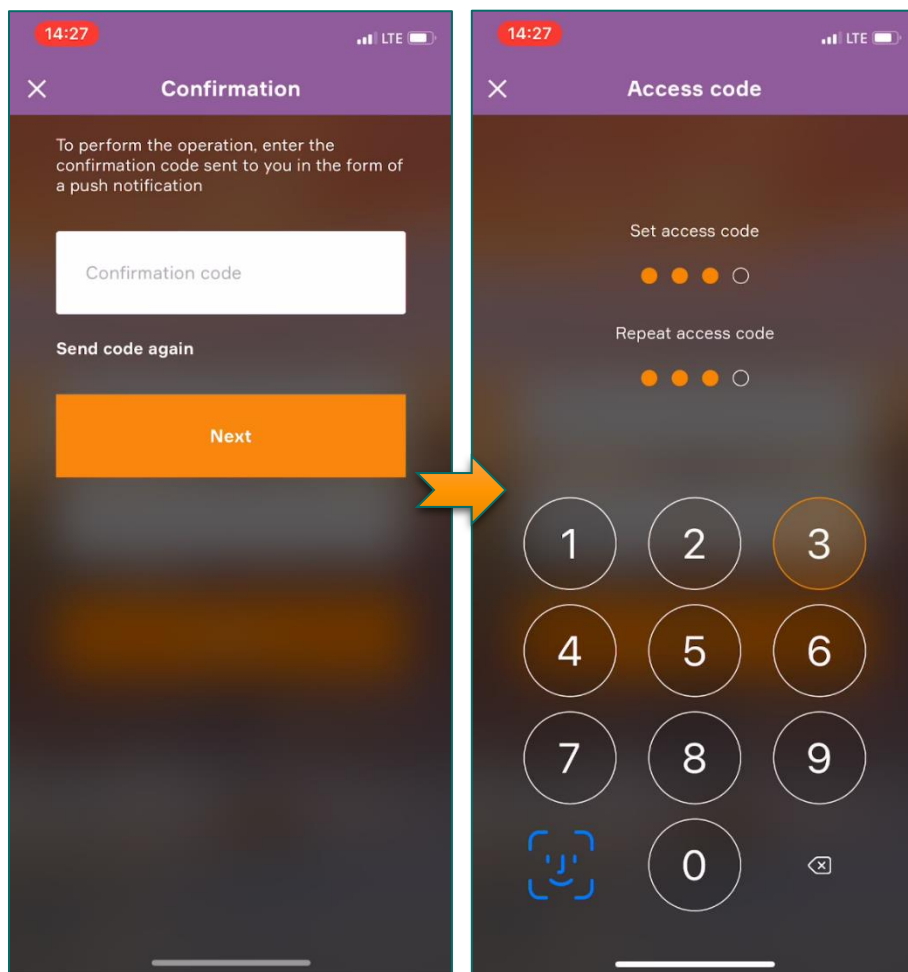
INFO! In order to change the notification delivery method, utilize the *Set notification options* Upper toolbar button. It calls the Device Notification Options pop-up screen with two checkboxes. Mark the preferable method and press *Save*. The change will come in force momentarily.

Device Notification Options

☒ Send Push Notifications
 ☐ Send Email Notifications

Save
Cancel

When the device is successfully approved on the Hazeltree side, the Mobile App will prompt for a confirmation code. After the code is accepted, the Mobile App offers to make up a four-digit Access Code that will be used to enter the Mobile App.

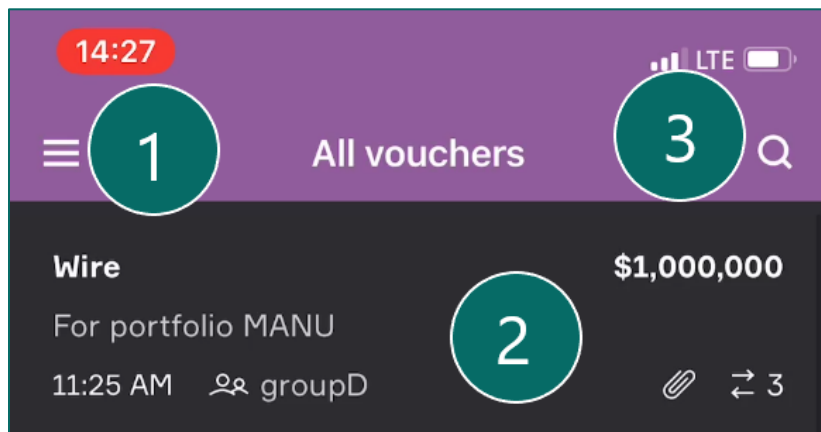


NOTE! It is also possible to setup a face recognition (*Face ID*) or fingerprint (*Touch ID*) authorization methods if they are supported by the device.

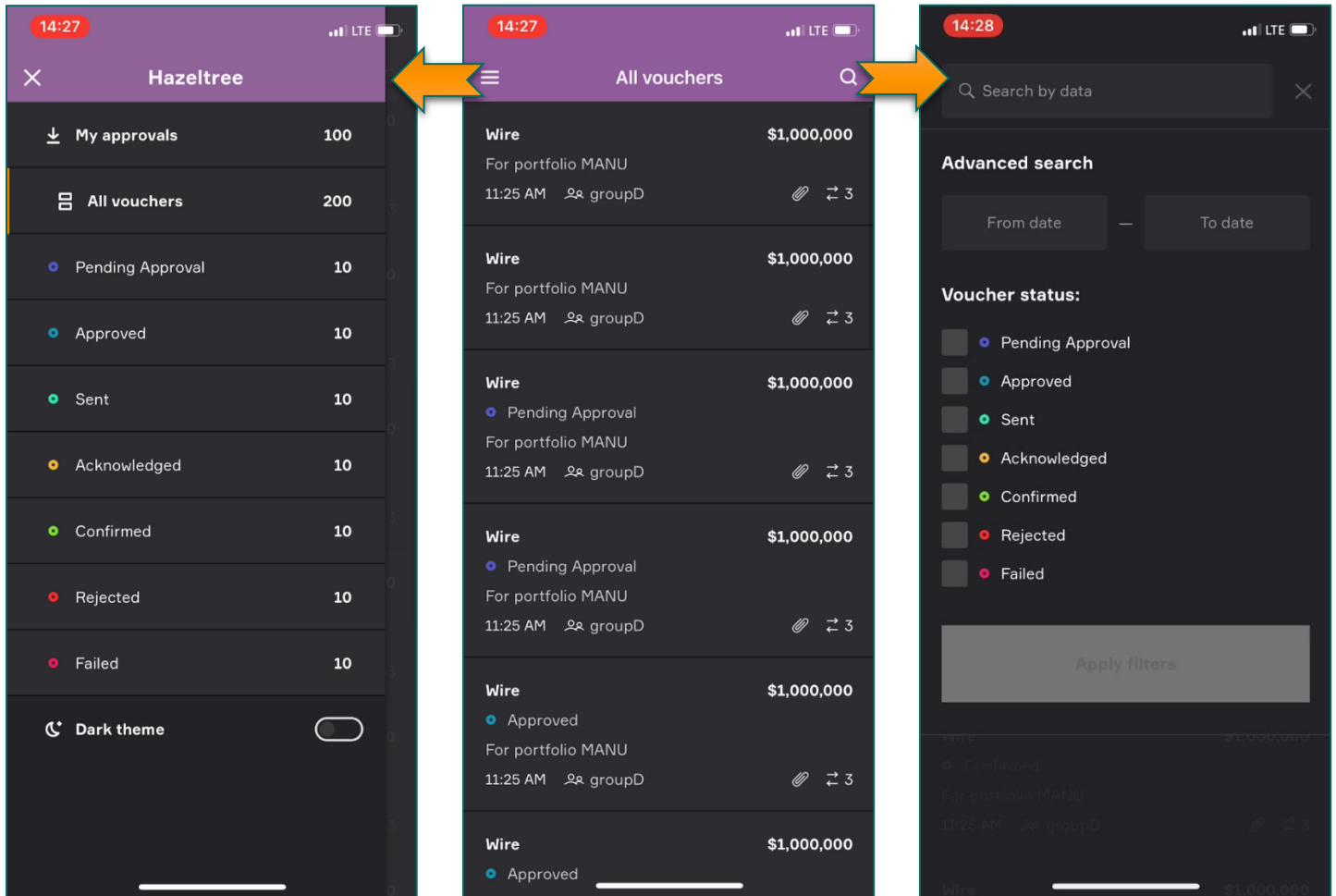
MOBILE APP NAVIGATION

Mobile App primary purpose is to review and approve/decline Vouchers remotely. The main screen of the Mobile App directly displays the list of all Vouchers in the system. All Vouchers are automatically sorted by date (with newest on top).

The All Vouchers screen is reviewed below:



1. **Left menu:** a set of options where user can review his/her approvals of Vouchers in different states and also change the theme of the Mobile App (*Dark & Light*).
2. **Voucher details:** a short recap of the Voucher details (*Treasury size*, total number of *Transactions* that constitute the *Voucher*, *State*, *Attachments*, etc.)
3. **Search:** an advanced search engine that allows to filter out Vouchers by Date, Date period and Status.



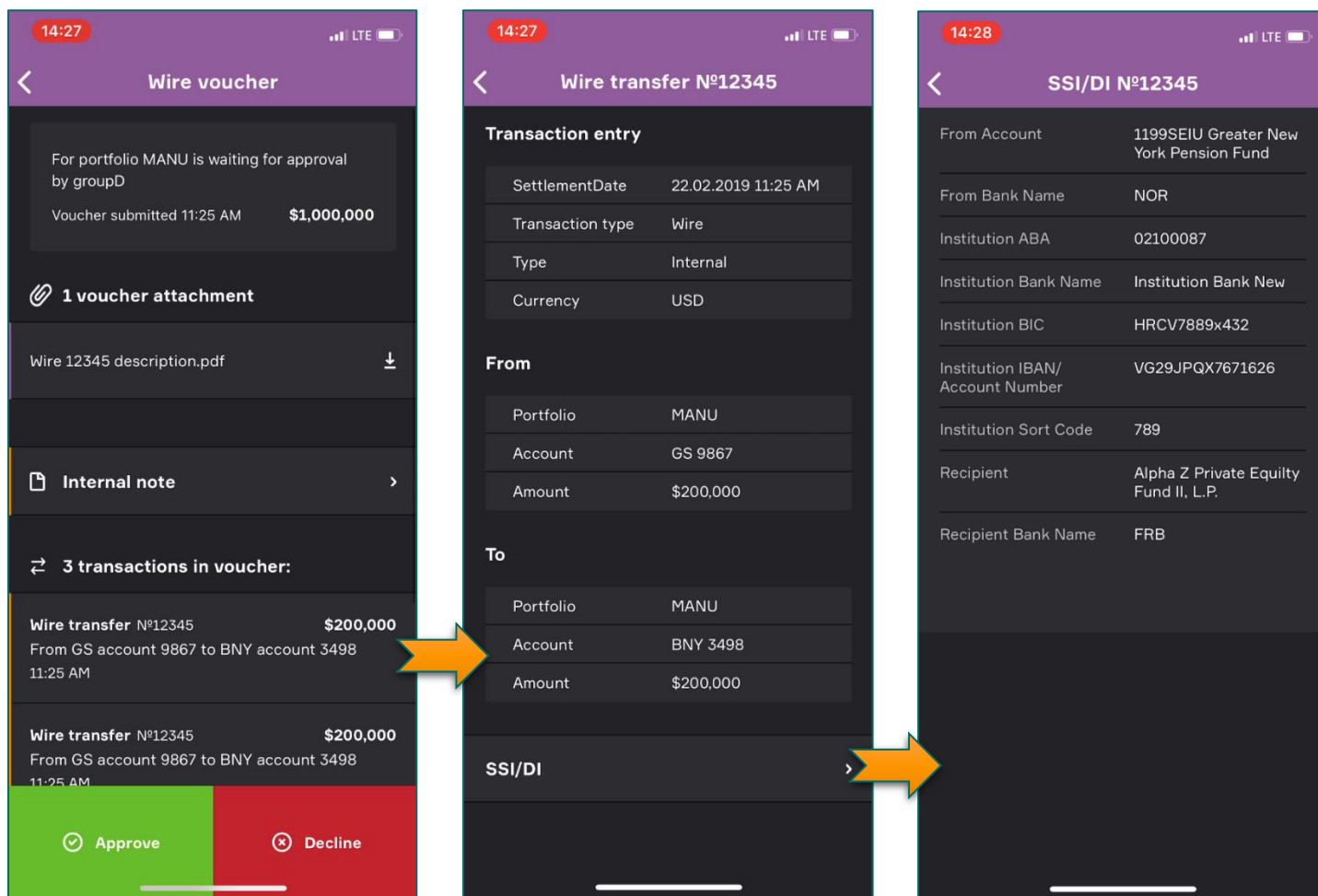
VOUCHER DETAILS

Voucher Details short recap is displayed on the All Voucher screen and is visible right after the login.

Tap the Voucher to proceed to the **Wire Voucher** screen in order to review the complete details set (*State*, *Attachment*, *Internal* or *External Notes*, *Transactions* that constitute the *Voucher*, *Transactions SSI* and *DI data*) and also commit the approval or rejection task.

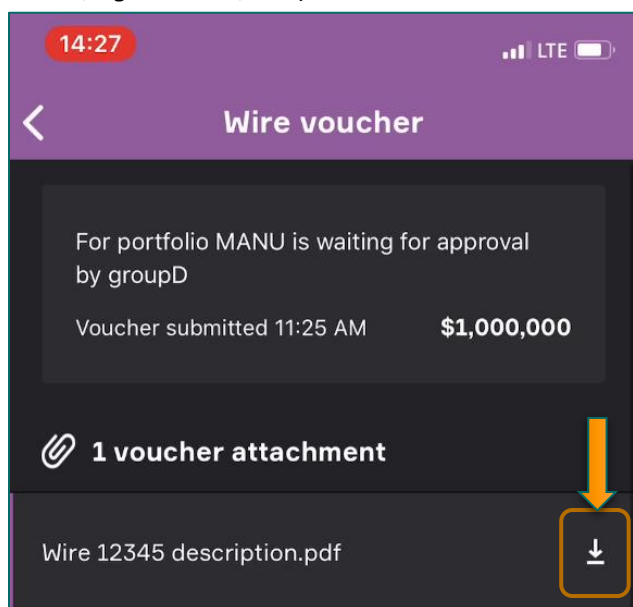
Often before approving or declining the Voucher, users prefer to learn the details of the Transaction the constitute the Voucher. Tap the Transaction to proceed to the **Wire Transfer [number]** screen. It contains:

- **Transaction Entry section:** *Settlement Date*, *Transaction Type*, *Type*, *Currency*.
- **From section:** *Portfolio*, *Account*, *Amount*.
- **To section:** *Portfolio*, *Account*, *Amount*.
- **SSI/DI:** separate section where the *SSI* and *DI* data can be reviewed.



ATTACHMENTS

Vouchers often carry **attachments**: different files that accompany the business operation (*confirmation letters, additional details, agreements, etc.*). Attachments can be downloaded and then reviewed on the device.



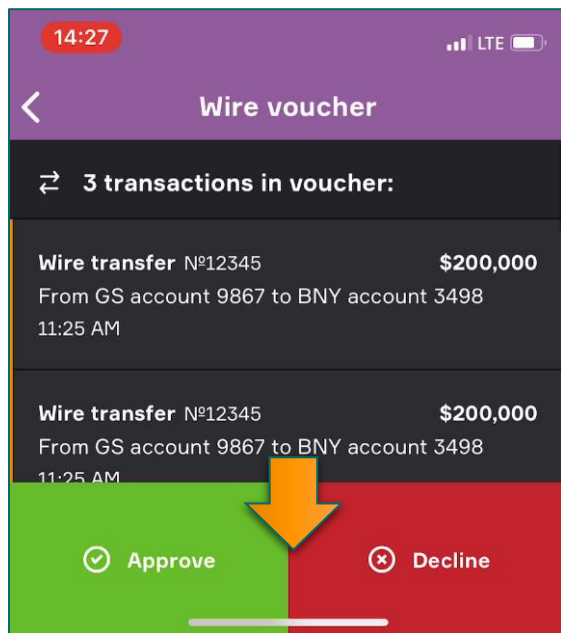
IMPORTANT! It is strongly recommended to remove the downloaded attachments from the device after approving or declining the Voucher.

APPROVE/REJECT VOUCHER

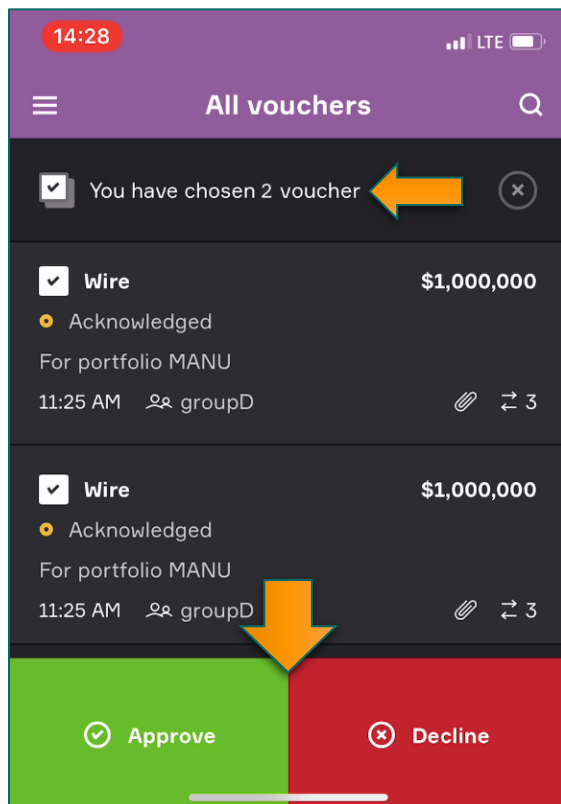
Approval or Rejection of a Voucher determines whether the Transaction order will or will not be delivered to the operational institute (*Bank, Broker, etc.*), which, in turn, complies with the order and performs the treasury movement. The significance of the approval procedure is due to the importance of the treasury movement operations.

The Mobile App provides with several ways to approve or decline the Voucher:

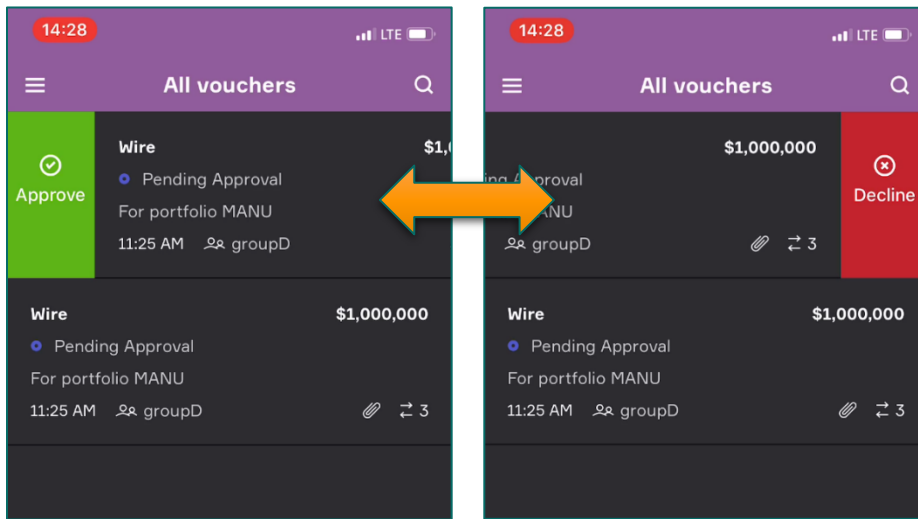
- **Directly from the Voucher:** enter the *Wire Voucher* screen and select your option at the bottom of the screen.



- **Bulk Approval/Rejection:** select multiple Vouchers on the *All Vouchers* screen (tap and hold) and select your option on the bottom of the screen. The number of Voucher to select is not limited.

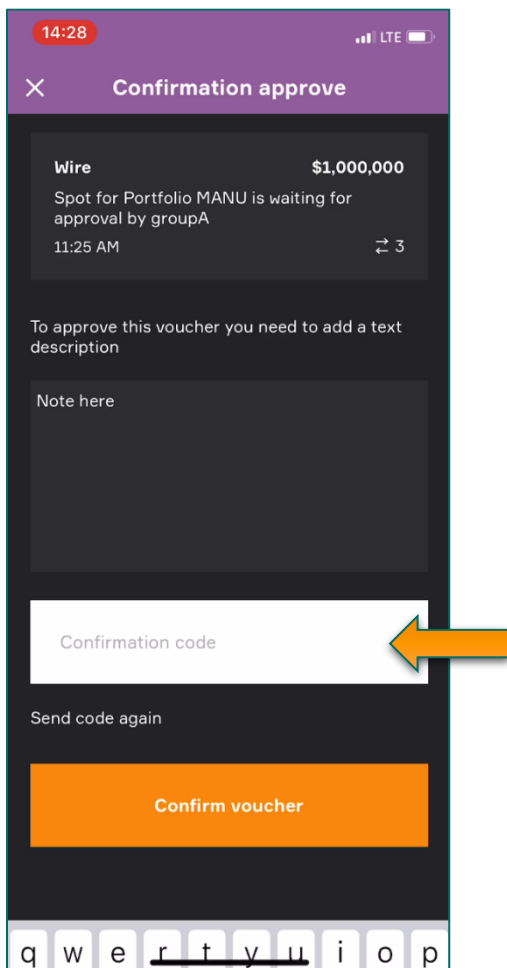


- **Swiping Right/Left:** on the *All Vouchers* screen place your finger on the Voucher and swipe (right for Approval, left for Rejection).



APPROVAL CONFIRMATION

Approval confirmation is compulsory and required for the approval or rejection to come in force. The confirmation code will be delivered to the device in accordance with the method of Notification delivery (*push* or *email*). Only after the confirmation code is pasted in the corresponding form, the Approval or Rejection action is completed.



NOTE! You can supply your decision with a brief note.

MOBILE GATEWAY

Mobile Gateway is a dedicated API tunnel that is a required component of the Hazeltree application to work with Mobile App. If the Mobile Gateway is not installed or is not active, the Mobile App cannot be associated with the application.

NOTE! In order to install and tune up the Mobile Gateway, refer to the Hazeltree Technical Support or your Hazeltree business representative.

The Mobile Gateway is installed simultaneously with the Hazeltree application using the **HTInstaller** tool (installation wizard that automatizes the process of Hazeltree deployment). It is required to select Mobile Gateway on the *Select optional modules to install* screen and then specify the API parameters (*API address* and *port*) on the *Specify network parameters* screen.

The image displays two screenshots of the HTInstaller tool interface, connected by an orange arrow indicating the flow from the first screen to the second.

Left Screenshot: Select optional modules to install

- Modules listed: Data Hub Client, Mobile Gateway.
- Buttons: Back, Next.

Right Screenshot: Specify network parameters

- Protocol: WEB Site: http, WEB API: http.
- Web Site: WEB Site address: wayne.web-int.ua, External port: 80.
- Web API: WEB API address: wayne.oockf-110.ua, Internal port: 8080.
- Mobile API: Mobile API address: api.accesspoint.net9902.ua, Internal port: 8081.
- Buttons: Back, Next.

HAZELTREE