

THEMIS MLRO Quick Hints and Tips

States of Guernsey

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1 Terms of reference

This document provides the instructions on the usage of the Themis MLRO Portal.

1.1 Change history

Revision	Date	Author	Summary of changes
Draft	08/06/2010	Trish McDonough	None – 1 st Draft
1.0			
1.1			
1.2			

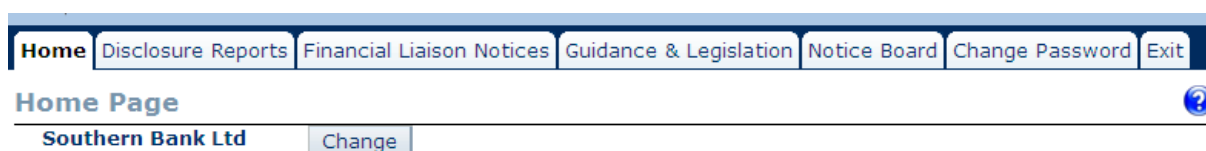
2 MLRO Representing more than one organisation

It is possible for one MLRO to represent more than one organisation. If this is the case, once the user has successfully logged in, the Choose FSB screen will be displayed to allow the user to select the organisation they are currently representing.

If a user only represents one organisation this screen will not be displayed.

To select the organisation to represent

- ☞ Select the organisation from the dropdown list.
- ☞ Click the Select button
- ❖ The homepage of the selected organisation will be displayed.



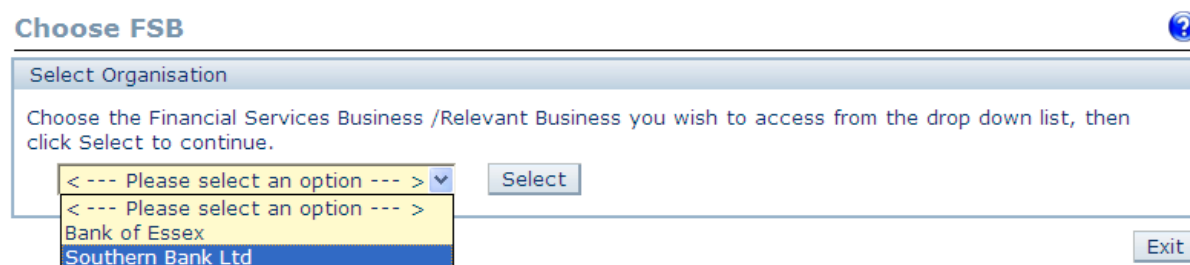
The name of the organisation currently represented will be displayed on the main screens of the site.

It is only possible to view records for one organisation at any given time.

To change the organisation represented

- ☞ Click the Change button on the homepage.
- ❖ This will return the user to the Choose organisation screen, where they may reselect an organisation.

To exit the system without proceeding

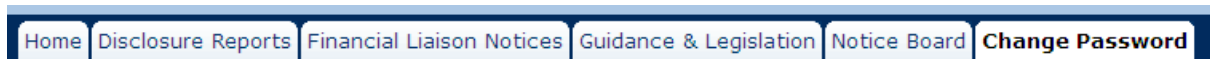


- ☞ Click the Exit button
- ❖ This will display the guest screen of the system.

3 Navigating

After successfully logging in to the MLRO Portal the first screen displayed is the Home Page. From the Home Page it is possible to access the other areas of the site by using the tabs at the top of the screen.

Each of the main areas display tabs to allow navigation between the areas of the site.



The main areas are:

- Home Page
- Disclosure Reports
- Financial Liaison Notices
- Guidance and Legislation
- Notice Board
- Change Password

3.1 Navigating between sections of a disclosure

The sections of a disclosure can be completed in any order. When the disclosure is being viewed click the tab for the desired section at the top of the screen. When viewing a disclosure the tabs are displayed on the main screen for each section. Additional tabs are displayed with the disclosure has been submitted.



3.2 Exit button

When opening records such as disclosures and subparts of records, such as the details of a subject of a disclosure, the screens displayed have Exit buttons.

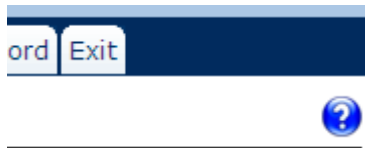
The Exit button on a screen will return the user to previous or 'parent' screen, until the user returns to one of main areas of the site where the tabs are displayed.

Do not use the browser Back button.

4 Printing

Use the Print buttons to print details of records. Clicking the Print button will create a PDF file containing the details of the selected area. The print function in the PDF viewer can then be used to print the details.

5 Help



All screens in the MLRO portal have a blue and white help icon in the top right hand corner of the screen.

To view the help for the screen

- ☞ Click the Help icon
- ❖ A popup window will open displaying further information about the fields and functionality of the screen.

If the user has a popup blocker enabled it may prevent the help window from opening.

To exit the help popup

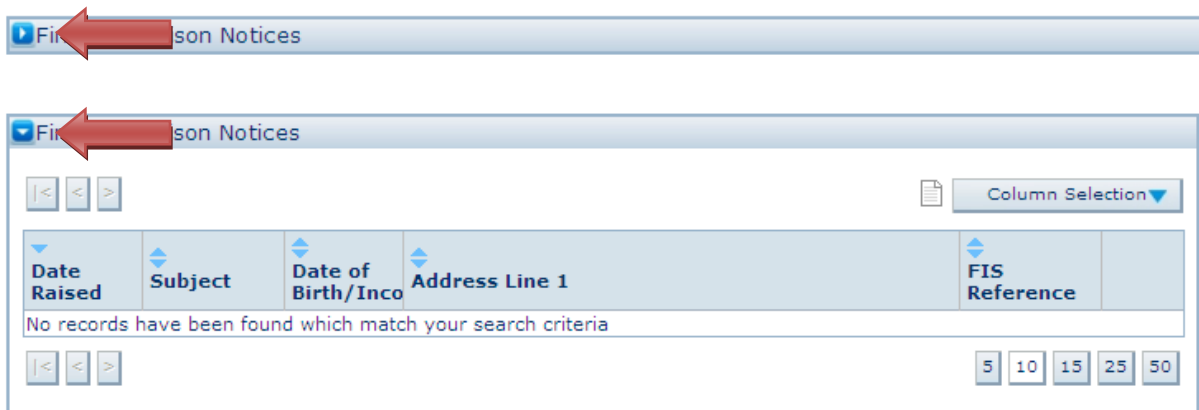
- ☞ Click the Close button

6 Collapse / Expand Areas

In some parts of the site, data is contained within a pane which can be expanded and collapsed on the screen, for example, search results and criteria.

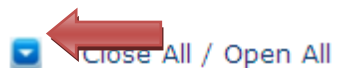
To expand or collapse a pane

- Click the blue and white arrow icon on the left hand side of the title bar.



To expand a pane or collapse all homepage panes

- Click the blue and white arrow icon next to the Close All / Open All text at the top of the homepage.



7 Datapagers

Datapagers are used to list records in a table format. Datapagers permit the user to modify the records currently displayed on the screen.

Record(s) 1-5 Turn row count on Column Selection



Date Entered	Subject	Status	FIS Reference	Discloser Reference	Unread FIS Comm	Created By FIS	
12th May 2010	BLOGGS, Michael	Submitted	10 05 2537		Yes	No	View
12th May 2010	FERRET, Matthew	Submitted	10 05 2533		Yes	No	View
12th May 2010	BLOGGS, Michael	Submitted	10 05 2531		Yes	No	View
12th May 2010	The Kevinson Charitable Foundation	Submitted	10 05 2525		Yes	No	View
12th May 2010	BRADSHAW, James	Submitted	10 05 2523		Yes	No	View

Record(s) 1-5 Turn row count on 5 10 15 25 50

The functionality that is available in datapagers is described in the following sections.

7.1 Expand Column

When a Data Pager column contains more than one item, for example the subjects of a Disclosure, only the first item will be listed and a green arrow will appear next to the column.

9th Apr 2010	HARRISON, Terrence		10 04 1923	Not yet received	DSU-223-0410	View	
9th Apr 2010	HARRISON, Terrence Waydais Ltd		10 04 1903	10 04 1923	Not yet received	DSU-223-0410	View

To view or hide additional information

- Click the green arrow
- The row will expand to show the additional items or collapse to only display the first item.

7.2 Export

Record(s) 1-5 Turn row count on Column Selection

Date Entered	Subject	Status	FIS Reference	Discloser Reference	Unread FIS Comm	Created By FIS	
12th May 2010	BLOGGS, Michael	Submitted	10 05 2537		Yes	No	View
12th May 2010	FERRET, Matthew	Submitted	10 05 2533		Yes	No	View
12th May 2010	BLOGGS, Michael	Submitted	10 05 2531		Yes	No	View
12th May 2010	The Kevinson Charitable Foundation	Submitted	10 05 2525		Yes	No	View
12th May 2010	BRADSHAW, James	Submitted	10 05 2523		Yes	No	View

Record(s) 1-5 Turn row count on 5 10 15 25 50

To export the contents of the datapager

- ☞ Click the export icon at the top right of the datapager
- ❖ A CSV file will be produced which contains all records in the datapager in the current sort order.

For any records which have expandable column; only the first value in the column will appear in the CSV export.

7.3 Column Selection

The screenshot shows a datapager with two rows of data. The columns are Date Raised, Subject, Date of Birth/Incorp, and Address Line 1. A 'Column Selection' dialog box is open, showing a list of columns with checkboxes. The 'Option' checkbox is checked, while others are unchecked. An 'Apply' button is at the bottom of the dialog.

Date Raised	Subject	Date of Birth/Incorp	Address Line 1
22nd Apr 2010	KID TRUST	24th April 1998	London Road
23rd Apr 2010	TERRENCE HARRISON	6th Jul 1965	Champs Beulai, Rue De Longis

To modify the columns displayed in a datapager

- ☞ Click the Column Selection button in the top right of the datapager
- ☞ Select or de-select one or more of the columns
- ☞ Click the Apply button
- ❖ The datapager will be updated to only contain the options selected.

Columns in the Data Pager that contain options, for example, view links or tag boxes cannot be de-selected.

7.4 Row Count

By default the number of records is not displayed in the datapager.

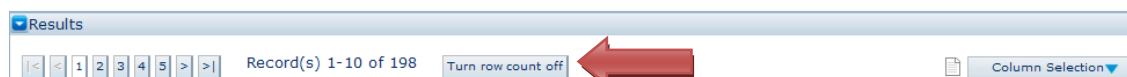
To see the number of records

- ☞ Click the Turn Row Count On button.
- ❖ The datapager will update to show the number of records at the top left of the datapager.

The screenshot shows the top of a datapager. The 'Record(s) 1-10' text is now visible next to the navigation buttons. The 'Turn row count on' button is also present.

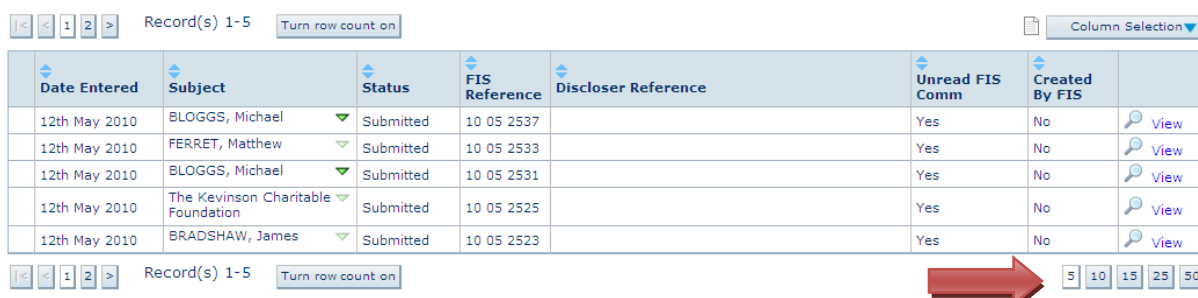
To hide the number of records

- ☞ Click the Turn Row Count Off button.
- ❖ The datapager will update and will no longer show the number of records at the top left of the datapager.



7.5 Number of Results per page

By default the datapagers in the system will display up to 10 records.

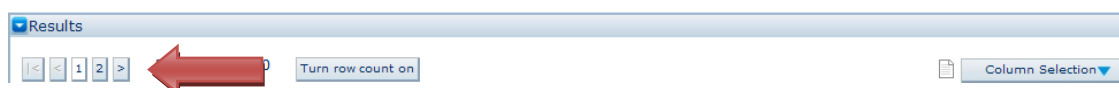


To increase or decrease the number of records displayed on each page

- ☞ Click the page size numbers at the bottom right of the datapager.

7.6 Paging

If there are more records in the datapager than the current page size, additional pages will be available.

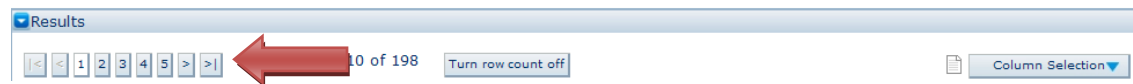


To display the next or previous page of records in a datapager

- ☞ Click the next or previous page number at the top or bottom left of the datapager
- or
- ☞ Click the right arrow (>) or left arrow (<) buttons at the top or bottom left of the datapager
- ❖ This will change the records displayed to be the records on the next or previous page.

When Row Count is turned off only the next page and previous page will be selectable.

When Row Count is turned on up to five pages will be selectable.



To display a specific page of records in a datapager

- ☞ Click the page number required at the top or bottom left of the datapager.
- ❖ This will change the records displayed to be the records on the page number selected.

To display the first or last page of records in a datapager

- ☞ Click the (|<) icon or the (>|) icon at the top or bottom left of the datapager
- ❖ This will change the records displayed to be the records on the first or last page.

The last button (>|) option is only available if Row Count is turned on.

7.7 Sorting

Columns in Data Paggers that can be sorted have up and down arrows above the column name.

The column that has only one arrow is the one that is currently sorted; in the example below, it is the Date Raised column.

Date Raised	Subject	Date of Birth/Incorp	Address Line 1	FIS Reference	
10th Jun 2010	JENNY CALLOW	1st Mar 1987	Not Available	10 06 1191	View
10th Jun 2010	CALLOW'S ABATTOIR	1st May 1923	Callow's Yard	10 06 1191	View
10th Jun 2010	CALLOW'S HAPPY CAMPERS	Not Available	Not Available	10 06 1191	View
10th Jun 2010	CALLOW'S YARD	5th Apr 2010	Not Available	10 06 1191	View

The direction of the arrow indicates the sort order of the column. If the arrow is pointing up then the column is sorted in ascending order. If the arrow is pointing down then the column is sorted in descending order.

To sort the datapager on a currently unsorted column

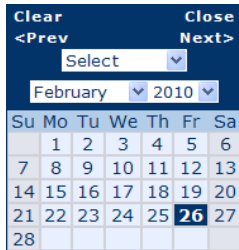
- 🖱️ Click anywhere in the heading cell of the column
- ❖ The datapager will be sorted on this column in descending order.

To change the sort order of a sorted column

- 🖱️ Click anywhere in the heading cell a sorted column.
- ❖ The datapager sort order will be reversed.

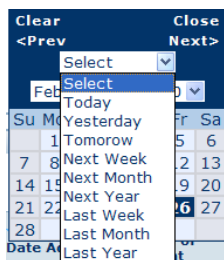
8 Entering dates using the calendar

To enter known dates using the calendar function



- ☞ Click the calendar icon next to any date field
- ❖ The calendar popup will appear and the current month will be displayed
- ☞ Navigate to the required date using the <Prev and Next> links or the Month and Year dropdowns.
- ☞ Click the date box to select the required date.
- ❖ The calendar popup will close and the date clicked will be populated in the date fields on the screen.

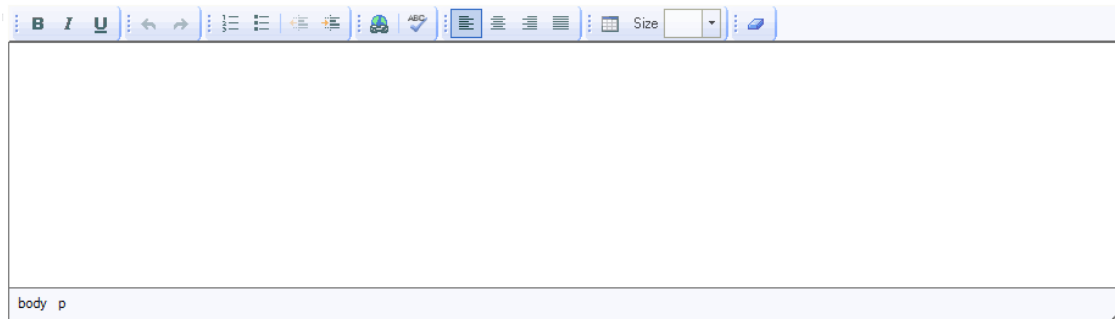
To enter relative dates using the calendar function



- ☞ Click the calendar icon next to any date field
- ❖ The calendar popup will appear and the current month will be displayed
- ☞ Select an option from the relative date dropdown, the options are; Today, Yesterday, Tomorrow, Next Week, Next Month, Next Year, Last Week, Last Month and Last Year
- ❖ The calendar popup will close and the date field will be populated with the appropriate date.

9 Text Editor






Some fields permit large amounts of text to be entered. These fields have a scrolling free text editor.






If the text entered is larger than the size of the box on the screen, a scroll bar will be displayed on the right hand side to enable the user to scroll through all the text.

The text can be formatted using the icons at the top of the editor.

The table below details the functionality of each of the icons in the text editor

Icon	Details
	Changes selected text to Bold
	Changes selected text to Italic
	Changes selected text to Underlined
	Undo
	Redo
	Changes selected text to be in a numbered list
	Changes selected text to be in a bullet pointed list
	Decreases the Indent of the Text
	Increases the Indent of the Text
	Inserts a link to a website
	Opens spell checker
	Changes selected text to be left aligned
	Changes selected text to be centre aligned
	Changes selected text to justified

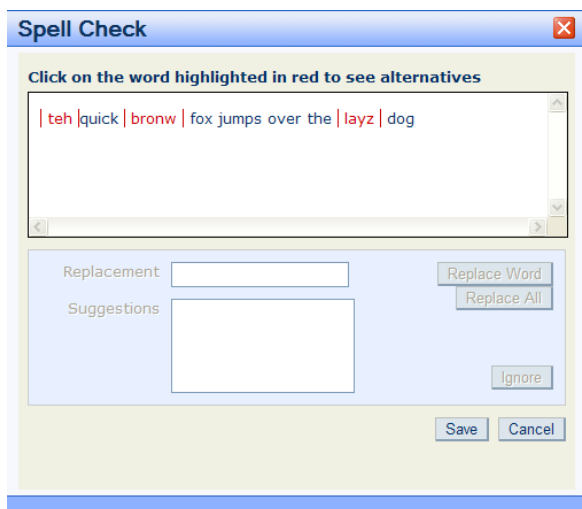
	Inserts a table
Size <input data-bbox="252 282 311 327" type="text"/> 	Changes selected text size
	Removes formatting from the selected text

10 Spell Checking

All text editor fields in the system include a spell checker.

To spell check a text editor field

- ✎ Click on the Check Spelling icon
- ❖ This will open a screen that lists all recognised spelling mistakes.
- ❖ Words that have been recognised by the system as being spelt incorrectly will be highlighted in red.



To view suggestions for an incorrectly spelt word

- ✎ Click the word.
- ❖ The suggestions list will be populated and the colour of the word will change from red to blue.

To replace the incorrectly spelt word

- ✎ Select a suggestion from the list
- or
- ✎ Type a word into the replacement field
- ✎ Click the Replace Word button.

The Replace Word button will not be enabled until a word has been selected or typed into the replacement field.

If an incorrectly spelt word is replaced with another incorrectly spelt word then the new incorrectly spelt word will not be highlighted until the area where the text is displayed has been clicked again.

To save the spelling corrections

- ✎ Click the Save button
- ❖ The Spell Checker will close and the text in the text editor will be replaced with the corrected text.

To exit without changing the text

- ✎ Click the Cancel button

11 Dropdown lists with additional text


When certain options are selected from a dropdown list, an additional textbox may appear.

This additional field must be completed if the option is selected from the dropdown list. If nothing is entered and Save is clicked a validation message will appear. The screen will not be saved until the field is completed.

Please check the following:

- **Additional text is required for Individual Title.**

10 04 2103 - HARRISON, Terrence; Waydais Ltd

Personal Details	
Title	Duke of <input type="text"/> 
	<input type="text"/>

12 Multiple Field Groups

Some subjects may have multiple instances of the same group of fields, for example; multiple addresses or passports.

To add an additional set of fields

- Click the green plus icon below the field group.

To remove a set of fields

- Click the red cross icon next to the field group to be removed.

Passport(s) ✘

Issuing Country	United Kingdom	✘
Passport Number	9857-5454-3245-5454	
Issue Date	04 03 2005	Expiry Date

Issuing Country	France	✘
Passport Number	7895-2145-1254-2699	
Issue Date	01 03 1995	Expiry Date



Additions and removals of field groups will not be permanent until Save has been clicked.

13 Multi Select Dropdown lists



Some dropdown lists, for example the nationality field, allow multiple options to be selected.

To add an option to the list

- ☞ Select it from the dropdown list
- ☞ Click on the green plus icon

To remove an option from the list

- ☞ Click to select it
- ☞ Click on the red cross icon.

Additions and removals from the dropdown list will not be permanent until Save has been clicked.

14 Mandatory Fields

Any field which must be completed before a disclosure can be submitted to FIS will appear on the screen with a yellow background.

The screenshot shows a web-based form titled "Reason For Suspicion" for the case "10 02 1345 - OSWALDTWISTLE, Amanda Jane" at "Emmas Bank". The form has several tabs: "Subjects", "Transaction", "Reason for Suspicion and Other Information" (which is active), "Attachments", and "Consent".

Under the "Reason for suspicion" section, there are four fields:

- "Current Status of Business Relationship": A dropdown menu with the text "< --- Please select an option --- >" and a yellow background.
- "Legislation under which disclosure is made": A dropdown menu with the text "< --- Please select an option --- >" and a yellow background.
- "Relationship Start Date": A date picker with three input boxes and a calendar icon.
- "Relationship End Date": A date picker with three input boxes and a calendar icon.

Below these fields is a large text area titled "Reasons for suspicion / case under investigation". This area has a rich text editor toolbar at the top with icons for bold, italic, underline, undo, redo, bulleted list, numbered list, link, unlink, insert image, and font size. The text area itself is empty and has a yellow background. At the bottom left of the text area, the text "body p" is visible.

At the bottom of the form, there are four buttons: "Exit", "Reset", "Submit to FIS", and "Save Draft".

15 Reset

All screens which have fields where data can be entered and saved also have a Reset button.

When the Reset button is clicked the details on the screen will be reset to the values they were the last time the record was saved.

When the Reset button is clicked a message will be displayed to the user informing them that if they continue then any changes will be lost. The user will have the option to click Cancel and continue editing or click OK and discard the changes.

16 Exit

When the Exit button is clicked on a screen when details have been entered and not saved a message will be displayed to the user informing them that if they continue then any changes will be lost.





The user will have the option to click Cancel and continue editing or click OK and discard the changes.

The Exit button will close the record or part of the record. If the button is used to exit the disclosure it will unlock the disclosure to allow other users to edit it.

17 Record Locking

To prevent two users from editing the same disclosure and overwriting each other's changes the system uses record locking functionality.

In the search results screens if a record is locked, a padlock icon will appear next to the record. Hovering over the icon will display the name of the user that has locked the record.


Tag	Date Entered	Subject	Status	FIS Reference	Discloser Reference	Archived	Unread FIS Comm	Created By FIS			
 <input type="checkbox"/>	30th Mar 2010	CARVEY, John	Submitted	10 03 1703		No	No	No	 View	 Print	 New

Locked to: **Smith, John**

If a record is locked to a user, other users can view the record but all editing features will be disabled.

When viewing a locked record a message will appear at the top of the screen to inform the user the record is locked and indicate whom it is locked to.

Consent Requests FIS Communications Further Information **Subjects** Transaction Reason for Suspicion and Other Information Attachments

Subject List 

Please check the following:

- This Record is currently locked to John Smith

10 03 1703 - CARVEY, John Southern Bank Ltd

To release the lock on a record the user must use the Exit button to exit the record. If the user does not use the Exit button the record will remain locked.

If a record is accidentally left locked, then the record will be automatically unlocked after a set period of time after the last action was carried out.

18 Address Search

To use the Address search to populate an address in Guernsey

- ☞ Select Guernsey as the country
- ❖ An Address Search popup box appears with the search fields, Post code, House Name or Number and Street.

CAF Address Search
 Enter a postcode if available. Otherwise enter the House Number or name and Street, Then click "Find Address" to search the CAF database, if the address appears in the selection box below, select it, then click "Select" or click "Cancel" to exit this screen.

Post Code	<input type="text"/>
House Name Or Number	<input type="text"/>
Street	<input type="text" value="longis"/>

122 results.

< > Record(s) 1 to 10

1, Rue De Longis,Alderney,GY9 3YB
1, Simons Place,Rue De Longis,Alderney,GY9 3YN
2, Simons Place,Rue De Longis,Alderney,GY9 3YN
3, Simons Place,Rue De Longis,Alderney,GY9 3YN
4, Rue De Longis,Alderney,GY9 3YB
4, Simons Place,Rue De Longis,Alderney,GY9 3YN
4a, Rue De Longis,Alderney,GY9 3YB
5, Rue De Longis,Alderney,GY9 3YB
6, Champs Beulai,Rue De Longis,Alderney,GY9 3YB
6, Simons Place,Rue De Longis,Alderney,GY9 3YN

- ☞ Complete one or more of the search fields
- ☞ Click Find Address.
- ❖ Matching addresses are returned in the table, if more than 10 matching addresses are found the arrow buttons can be used to navigate through the list.
- ☞ Click the required address to select it
- ☞ Click the select button
- ❖ The popup will close and the address details will be populated.

To exit the Address search without selecting an address

- ✎ Click the Cancel button
- ❖ The address details for the subject can be entered manually.

19 Adding Officials to organisations

For each organisation type is possible to enter multiple officials.






In the Other Details section of an organisation there is an Add Official(s) area.

Add Official(s) ✖

Contact, Miss, Kelly, Robinson	<input type="button" value="Edit Details"/>
	<input type="button" value="Edit Details"/>


+

To view, edit or enter the details of an official

-  Click the Edit Details button in the official area
-  The Officials details pop up box appears
-  If required; enter or modify the details
-  Click Close
-  The popup will close.

The official details will not be validated or saved until the organisation is saved.

Official Details ?

Official Type	<input type="text" value="Contact"/>
Title	<input type="text" value="Miss"/>
First Name	<input type="text" value="Kelly"/>
Surname	<input type="text" value="Robinson"/>
Date Of Birth	<input type="text"/> <input type="text"/> <input type="text"/> 
Country of Address	<input type="text" value="France"/>
House Name or Number	<input type="text" value="Halfmine, 36d"/>
Address Line1	<input type="text" value="Le Banquage Estate"/>
Address Line2	<input type="text" value="Rue De Beaumont"/>
Address Line3	<input type="text"/>

20 Attachments

Additional documents or images may be submitted as attachments to a disclosure. To upload a new document.

- ☞ Click the Add Document button on the Attachments screen.
- ❖ This opens the Select Document(s) for Upload screen.
- ☞ Click the Browse button on this screen.

Select Document(s) for Upload



10 04 2097 - Kid Trust

Southern Bank Ltd

Selected Document(s) / Image(s)			
Document Name	Document Format	Added Time	
bob.JPG	JPG Image	21st Apr 2010 18:26:22	Remove

Add New

Search for Document

- ❖ This will open a window which will allow a document to be selected from the user's computer or network. Once a file has been selected the Search for Document path will be populated.
- ☞ Click the Add button to upload the file.
- ❖ The screen will reload and the uploaded document will be listed at the top of the screen. Multiple documents can be uploaded on this screen by repeatedly browsing for a file and clicking the Add button. Uploading a zip file will extract the individual files and list them at the top of the screen.

To remove a document at this stage

- ☞ Click the Remove link.

Once all the required documents are listed at the top of the screen.

- ☞ Click the Next button.

Select Document(s) for Upload



10 04 2097 - Kid Trust

Southern Bank Ltd

Selected Document(s) / Image(s)			
Document Name	Document Format	Added Time	
bob.JPG	JPG Image	21st Apr 2010 18:26:22	Remove

Add New

Search for Document

- ❖ The Add Document(s) Details screen will load; a set of fields will be displayed for each document uploaded on the previous screen. Each document has a Short Description and

scrolling free text field to enter details about the document. The Short Description field is mandatory for all uploaded documents.

- ✎ Click Save to save the uploaded documents.

Add Document(s) Details



10 04 2097 - Kid Trust

Southern Bank Ltd

bob.JPG Details

Name	bob.JPG
Format	JPG Image
Added to System	21st Apr 2010
Short Description	
Image Description	

body p

Exit Save

- ❖ The Add / Edit Document Details screen will close and the Attachments screen will reload with the new documents in the Attached Document list.

To cancel uploading the documents at any point

- ✎ Click the Exit button.
- ❖ The Attachments screen will be displayed.

21 Archiving and Unarchiving

It is possible to archive Disclosures, Financial Liaison Notices, and Notices.

Archived records are not initially visible, it is necessary to modify the Search Criteria to view records which have been archived.

To archive one or more records

- ☞ Select the checkbox(es) next to the record(s)
- ☞ Click the Archive Tagged Notices / Archive Tagged Records button.

It is not possible to archive records which have not been read by the user.

Archiving a record only affects the visibility of the records for the represented organisation. FIS will not be notified that a record has been archived.

To unarchive one or more records

- ☞ Select the checkbox(es) next to the record(s)
- ☞ Click Unarchive Tagged Notices / Unarchive Tagged Records button.

When a user archives or un-archives a record it will become archived or un-archived for all users of the currently represented organisation, regardless of whether they have read it or not.