
'HERMES 2' SYSTEM

User Manual for External Users

Version 0.9

June 2011

Introduction

This document presents the main features of the system HERMES2 and describes the procedures the external user of the system needs to follow to send securely and successfully his submissions to ATHEX.

User Authentication and System Login

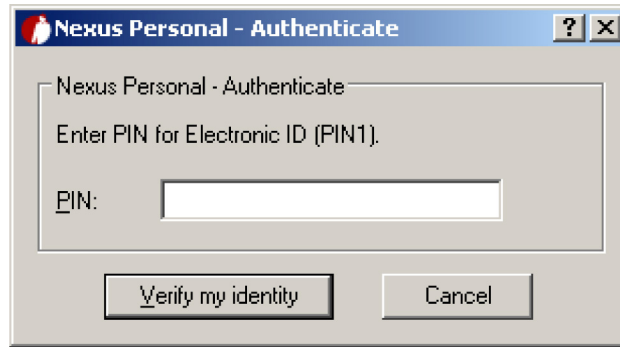
In HERMES2 authentication is done using smart cards of the new PKI of the HELEX Group.

Access to the test system, on which the services offered will run on a pilot basis, is gained via the URL: <https://hermes2-test.helex.gr> (the production system will be activated from the URL: <https://hermes2.helex.gr>). The browser, which should be used at this stage is Mozilla Firefox version up to 3.6.18 and IE v9, which have already been checked.

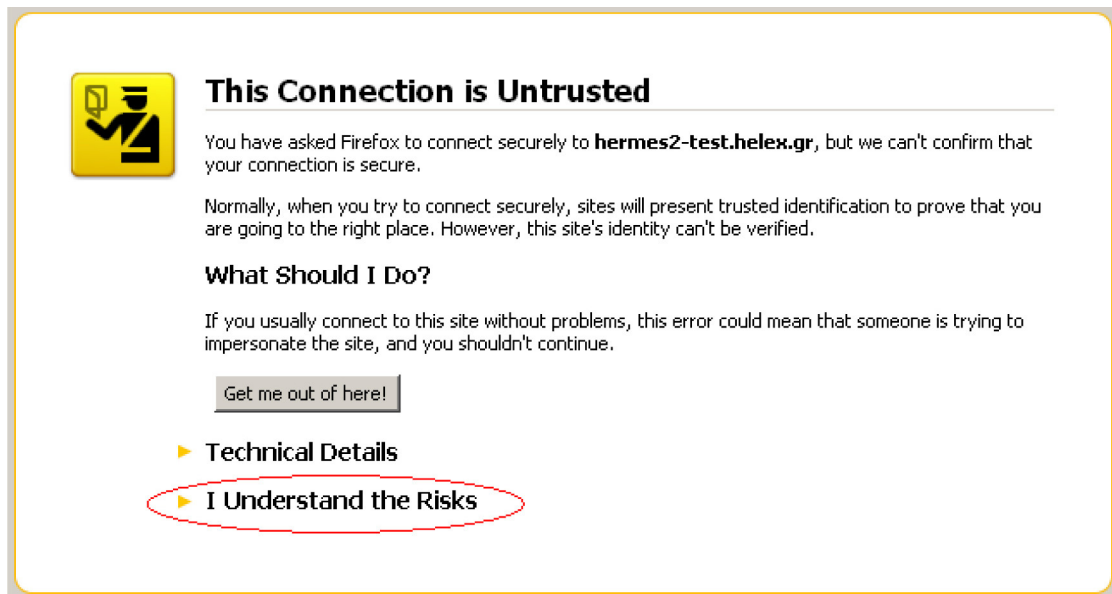
To run HERMES 2 services it is necessary to introduce the new smart card the user already has in the smart card reader.

The user should follow these steps to be authenticated and log into the system :

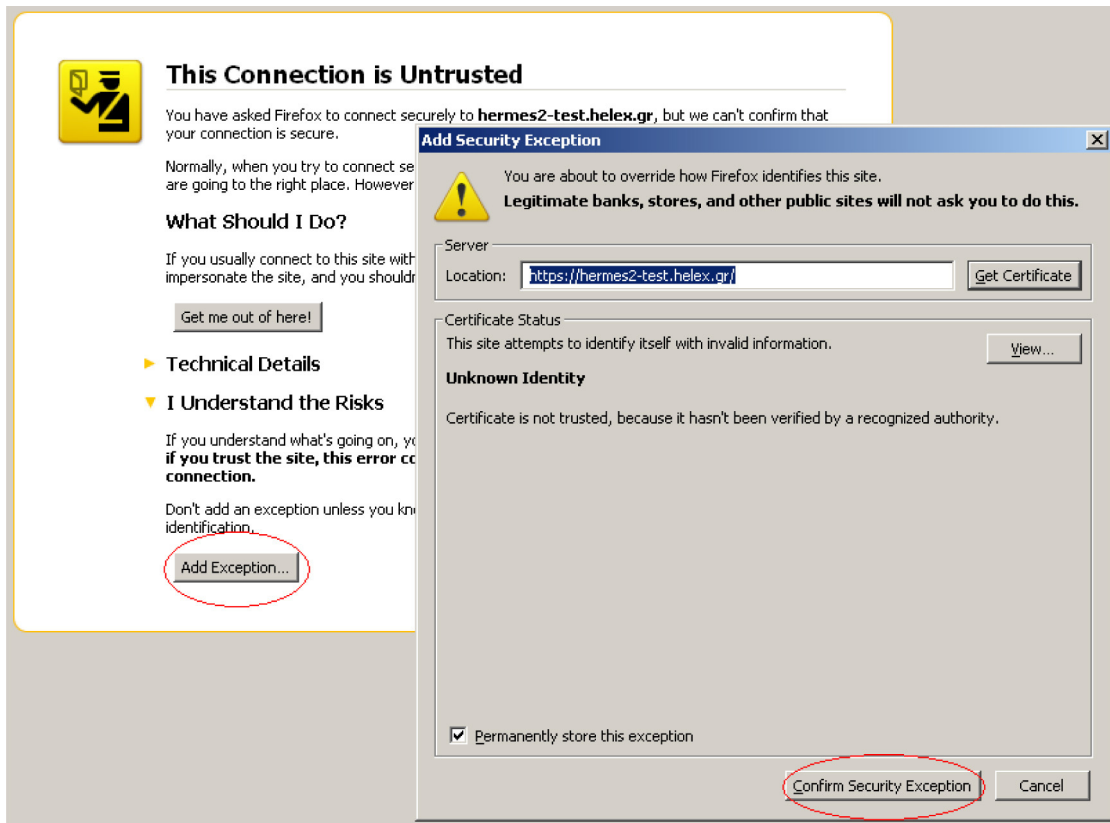
1. Insert the new card in the smart card reader.
2. Type <https://hermes2.helex.gr> in the browser
3. On the home page of the service, choose "Login"
4. In the window that will appear, type the PIN for the **new card**
5. Select the button "Verify my identity"



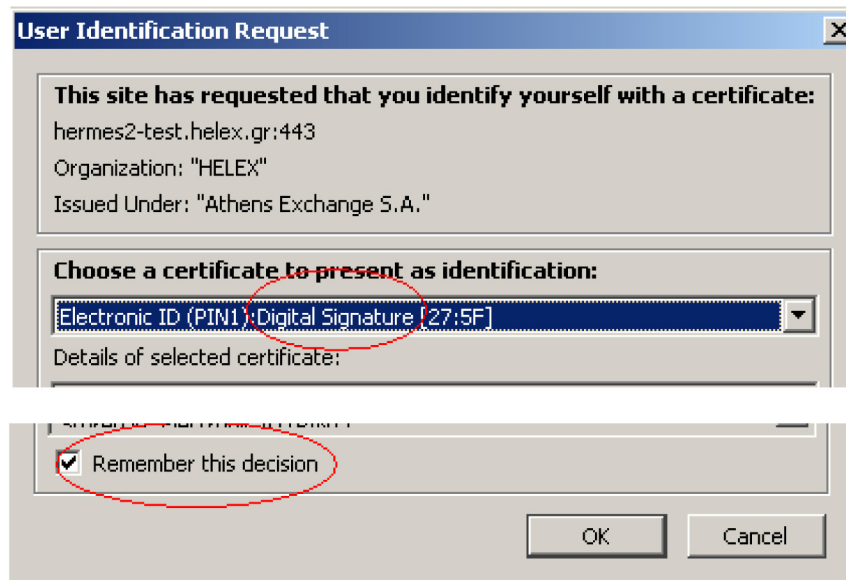
When a user logs in for the first time you it is possible to see the following message "This Connection is Untrusted". (The message varies depending on the browser. Mozilla Firefox has been used in the figures.) The user must choose "I Understand the Risks"



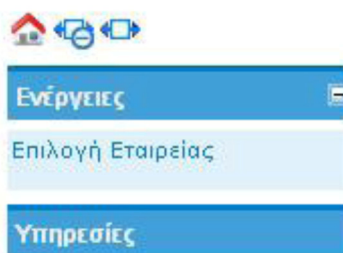
Next, the user must choose "add exception" and in the window that will appear he should click on the button "Confirm Security Exception".



Then the following window will appear where the user must choose "**Digital Signatures**" and "Remember this Decision" and click on "OK" for the PIN entry window to appear.



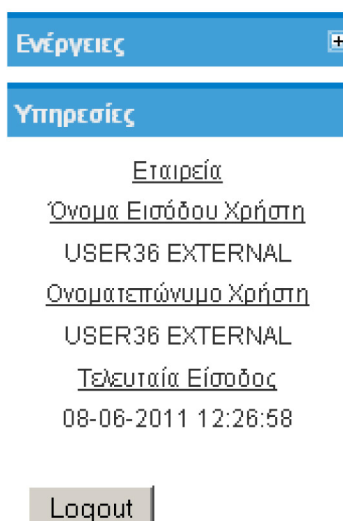
After the user has typed the correct PIN and been authenticated by the system, the user connects and the Home Page of HERMES2 appears. In the left part of the screen the user must click on the button "Login" to be identified by the system and log in.



Σύνδεση

As the user logs in the following appear:



1. The "Main Menu" featuring the submenus "Actions" and "Services"
2. The user information (login name, full name, date and time of login)
3. The button "Logout" for the user to log out




On the right side of the screen a list is displayed of the companies for which the user has the right to make submissions.

After selecting the company, the user information also includes the company name and the menu "Services" is activated. On the right side of the screen will appear the "Pending Submissions" for the specific company, which are the submissions that have not yet been processed by the staff of ATHEX. If no submission is pending the table will appear empty.

Main Menu: Services

The services offered using the system HERMES 2, are displayed on the left side of the screen, under "Services". The keys   enable hiding and showing the submenu options.

Υπηρεσίες 
Εκκρεμείς Υποβολές
Εταιρικές Ανακοινώσεις
Οικονομικές Καταστάσεις
Στοιχεία Προφίλ
Γνωστοποιήσεις Συναλλαγών
Ενημερωτικά Δελτία
Οικονομικές Καταστάσεις σε PDF

When a service is selected a table appears on the right of the screen showing the submissions already made by the user for this service. The user is also given the option to submit new information depending on the service chosen.

By selecting "Pending Submissions", a table appears with all pending submissions irrespective of the service concerned.

Εκκρεμείς Υποβολές













Αριθμός πρωτοκόλλου	Ορθή Επανάληψη (από/σε)	Αποστολέας	Εταιρεία	Τύπος	Κατάσταση	Ημέρα-Ωρα Αποστολής	Ενέργειες
 2011/ΧΑ/Α/314		USER36 EXTERNAL	Δοκιμαστική Επενδύσεων Α.Ε.	Εταιρικές Ανακοινώσεις	Παραλήφθηκε	08-06-2011 15:38:44	  
 2011/ΧΑ/Α/313		USER36 EXTERNAL	Δοκιμαστική Επενδύσεων Α.Ε.	Εταιρικές Ανακοινώσεις	Παραλήφθηκε	08-06-2011 15:37:54	  
 2011/ΧΑ/Α/312		USER36 EXTERNAL	Δοκιμαστική Επενδύσεων Α.Ε.	Εταιρικές Ανακοινώσεις	Παραλήφθηκε	07-06-2011 13:10:08	  

Table of Submissions

The table displays the following information:

1. Reference number

The reference number is automatically assigned by the system when making the submission.

2. Correct Repetition (from/to)

Where the submission is a correct repetition of a previous submission, the reference number of the previous submission is shown in red. Where reference number is shown in green, this indicates that a correct repetition has been sent for this submission with the reference number shown.

3. Sender

The user who made the submission.

4. Company

The company for which the submission was performed.

5. Type

The type of submission indicates the service for which the submission was made (e.g. "Announcements").


6. Status


The status of the submission, namely if it has been received by ATHEX or if it has been rejected.


7. Date - Time Sent

The date and exact time of the submission. It indicates the time on which a reference number was assigned to the submission.


8. Actions

This column displays the icons  with the actions that are available to the user for the particular submission. Placing the mouse over them, a brief description of the icons appears (tooltip).


 Correction Repetition: Selecting this icon the user can send a correct repetition of the specific submission. Where correct repetition has already been submitted, the icon is not displayed.

 Selecting this icon, the user can see the content of the specific submission and make a new submission based on that content.

In both cases above a submission form appears already populated for the user to make the changes he wants and submit the new data.

 Viewing the specific submission without allowing the user to change the data.

9. Code-Subject

The user can display the "Code" and the "Subject" of the submission by placing the mouse over the icon .

Κωδικός: Κ1-03-001
Θέμα: ΑΝΑΚΟΙΝΩΣΗ ΓΙΑ ΕΙΣΑΓΩΓΗ
 ΜΕΤΟΧΩΝ ΣΤΟ Χ.Α./ΕΝ.Α ΓΙΑ
 ΠΡΩΤΗ ΦΟΡΑ ΜΕ ΔΗΜΟΣΙΑ
 ΠΡΟΣΦΟΡΑ

New Submission

By choosing [New Submission](#), which appears immediately below the Submissions Table, the user can submit new data. Please note that the new submission will concern the service selected by the user from the submenu "Services" and whose submissions appear in the table.

"Corporate Announcements" Service

The service "Corporate Announcements" is an upgrade of the existing service of HERMES.

- The list of categories of corporate announcements is up-to-date.

K4-02-021 - ΑΝΑΚΟΙΝΩΣΗ ΠΕΡΙ ΣΧΟΛΙΑΣΜΟΥ ΟΙΚΟΝΟΜΙΚΩΝ ΚΑΤΑΣΤΑΣΕΩΝ/ ΕΚΘΕΣΕΩΝ
K4-01-062 - ΑΝΑΚΟΙΝΩΣΗ ΣΧΕΤΙΚΗ ΜΕ ΕΠΙΧΕΙΡΗΜΑΤΙΚΕΣ/ ΟΙΚΟΝΟΜΙΚΕΣ ΕΞΕΛΙΞΕΙΣ ΣΤΗΝ ΕΤΑΙΡΙΑ
K4-01-063 - ΑΝΑΚΟΙΝΩΣΗ ΑΛΛΩΝ ΣΗΜΑΝΤΙΚΩΝ ΓΕΓΟΝΟΤΩΝ (ΔΕΝ ΠΡΟΒΛΕΠΟΝΤΑΙ ΣΕ ΑΛΛΕΣ ΚΑΤΗΓΟΡΙΕΣ)
K4-01-100 - ΑΝΑΚΟΙΝΩΣΗ ΟΙΚΟΝΟΜΙΚΟΥ ΗΜΕΡΟΛΟΓΙΟΥ
K4-01-101 - ΑΝΑΚΟΙΝΩΣΗ ΓΙΑ ΕΝΗΜΕΡΩΣΗ ΕΙΣΗΓΜΕΝΗΣ ΠΡΟΣ ΑΝΑΛΥΤΕΣ
K4-01-102 - ΑΝΑΚΟΙΝΩΣΗ ΓΙΑ ΑΠΟΤΕΛΕΣΜΑΤΑ ΦΟΡΩΛΟΓΙΚΟΥ ΕΛΕΓΧΟΥ
K4-01-103 - ΑΝΑΚΟΙΝΩΣΗ ΓΙΑ ΕΚΘΕΣΗ Δ.Σ. ΕΙΣΗΓΜΕΝΗΣ ΕΤΑΙΡΙΑΣ, ΣΥΜΦΩΝΑ ΜΕ ΤΟ ΑΡΘΡΟ 4.1.4.1 ΤΟΥ ΚΑΝΟΝΙΣΜΟΥ ΤΟ
K4-01-104 - ΑΠΑΝΤΗΣΕΙΣ ΣΕ ΕΠΙΣΤΟΛΕΣ - ΕΡΩΤΗΜΑΤΑ ΤΟΥ Χ.Α./ΤΗΣ Ε.Κ.
K4-01-105 - ΑΝΑΚΟΙΝΩΣΗ ΜΕ ΔΙΚΑΣΤΙΚΕΣ ΑΠΟΦΑΣΕΙΣ ΠΟΥ ΑΦΟΡΟΥΝ ΣΕ ΕΙΣΗΓΜΕΝΗ ΕΤΑΙΡΙΑ
K4-01-106 - ΑΝΑΚΟΙΝΩΣΗ ΓΙΑ ΥΠΟΒΟΛΗ ΣΤΟΚΕΙΩΝ ΒΑΣΕΙ ΤΗΣ ΑΠΟΦ. 4/278/12-08-03 ΤΗΣ ΕΚ (ΕΤΑΙΡΙΕΣ ΕΠΕΝΔΥΣΕΩΝ)
K4-01-107 - ΑΝΑΚΟΙΝΩΣΗ ΓΙΑ ΕΠΑΝΑΔΗΜΟΣΙΕΥΣΗ / ΔΙΟΡΘΩΣΕΙΣ ΕΠΙ ΤΩΝ ΔΗΜΟΣΙΕΥΜΕΝΩΝ ΟΙΚΟΝΟΜΙΚΩΝ ΚΑΤΑΣΤΑΣΕΩΝ
K4-01-108 - ΑΝΑΚΟΙΝΩΣΗ ΕΤΑΙΡΙΑΣ ΤΗΣ ΟΠΟΙΑΣ ΟΙ ΜΕΤΟΧΕΣ ΔΙΑΠΡΑΓΜΑΤΕΥΟΝΤΑΙ ΣΤΗΝ ΚΑΤΗΓΟΡΙΑ ΕΠΙΤΗΡΗΣΗΣ (ΑΡΘΡΟ
K4-01-109 - ΑΝΑΚΟΙΝΩΣΗ ΠΕΡΙ ΕΚΠΟΙΗΣΗΣ ΜΕΤΟΧΩΝ
K4-01-110 - ΑΝΑΚΟΙΝΩΣΗ ΓΙΑ ΔΗΜΟΣΙΑ ΠΡΟΣΦΟΡΑ
K4-01-113 - ΑΝΑΚΟΙΝΩΣΗ ΕΚΤΑΚΤΗΣ ΕΝΗΜΕΡΩΣΗΣ Δ.Α.Κ.
K4-01-114 - ΑΝΑΚΟΙΝΩΣΗ ΕΤΑΙΡΙΚΗΣ ΠΡΑΞΗΣ ΓΙΑ ΜΕΡΙΔΙΑ Δ.Α.Κ.
K4-01-115 - ΑΝΑΚΟΙΝΩΣΗ ΑΝΑΣΤΟΛΗΣ ΔΙΑΠΡΑΓΜΑΤΕΥΣΗΣ ΜΕΡΙΔΙΩΝ Δ.Α.Κ.
K4-01-116 - ΑΝΑΚΟΙΝΩΣΗ ΕΠΑΝΑΔΙΑΠΡΑΓΜΑΤΕΥΣΗΣ ΜΕΡΙΔΙΩΝ Δ.Α.Κ.
K4-02-009 - ΑΝΑΜΟΡΦΩΜΕΝΟΣ ΠΙΝΑΚΑΣ ΔΙΑΘΕΣΗΣ ΑΝΤΛΗΘΕΝΤΩΝ ΚΕΦΑΛΑΙΩΝ
K4-02-013 - ΓΝΩΣΤΟΠΟΙΗΣΗ ΑΠΟΦΑΣΗΣ ΑΛΛΑΓΗΣ ΧΡΗΣΗΣ ΑΝΤΛΗΘΕΝΤΩΝ ΚΕΦΑΛΑΙΩΝ
K4-02-021 - ΑΝΑΚΟΙΝΩΣΗ ΠΕΡΙ ΣΧΟΛΙΑΣΜΟΥ ΟΙΚΟΝΟΜΙΚΩΝ ΚΑΤΑΣΤΑΣΕΩΝ/ ΕΚΘΕΣΕΩΝ

- It allows sending to ATHEX attachments in the form of PDF, DOC, XLS, images files which will be checked by ATHEX and posted on its website, accompanying the text of the announcement.

- It is possible to format the text of the announcements using the built-in HTML editor.
- In some types of additional fields have been included in the data entry forms, so that all the necessary information can be forwarded securely and without errors to the systems of ATHEX.

"Financial Statements" Service

In the "Financial Statements" service, the user submits the XML file he has exported from the standard Excel file of the financial statements. The procedure remains the same as in HERMES.

As shown in the following figure, the user simply selects the XML file from his local disk. Before making the submission, he can display the XML file on his screen by selecting the check box "Preview the file before sending it".

Θέμα: Υποβολή Στοιχείων (Οικονομικές Καταστάσεις)

Αρχείο: Browse...

Προεπισκόπηση του αρχείου πριν Αποσταλεί

"Transaction Disclosures" Service

In the "Transaction Disclosures" service, the user submits the XML file he has exported from the standard Excel file of the transaction disclosures. The procedure remains the same as in HERMES.

As shown in the following figure, the user simply selects the XML file from his disk. Before making the submission, he can display the XML file on his screen by selecting the check box "Preview the file before sending it".

Θέμα: Υποβολή Στοιχείων (Γνωστοποιήσεις Συναθροισμών)

Αρχείο: Browse...

Προεπισκόπηση του αρχείου πριν Αποσταλεί

"Profile Information" Service


With this new service that is provided by HERMES2, users will be able to send to ATHEX the details of their Company Profile to inform ATHEX and the investing public.

The user must select "Profile Information" under "Services". The right part of the screen will display the form to be completed with the submission data. The company name has already been filled.

The form includes four parts





1. General Information

The user will only fill in the reason for updating of his Company Profile.



Γενικές Πληροφορίες	
Τύπος υποβολής	K4-01-014 - ΕΤΑΙΡΙΚΟ ΠΡΟΦΙΛ 
Θέμα	ΕΤΑΙΡΙΚΟ ΠΡΟΦΙΛ
Όνομα Εταιρείας	Δοκιμαστική Επενδύσεων Α.Ε.
Λόγος Επικαιροποίησης Προφίλ	<input type="text"/>

2. Additional Information

The company information to be published on the ATHEX website

Επιπλέον Πληροφορίες	
Δραστηριότητα Ελληνικά	<input type="text"/>
Δραστηριότητα Αγγλικά	<input type="text"/>
Έτος Ίδρυσης	<input type="text"/> 
Ημ/νια Εισαγωγής	<input type="text"/> 
Διεύθυνση Ελληνικά	<input type="text"/>
Διεύθυνση Αγγλικά	<input type="text"/>
Τηλέφωνο	<input type="text"/> 
Φαξ	<input type="text"/> 
Ηλεκτρονική Διεύθυνση	<input type="text"/>
Διεύθυνση Ηλεκτρονικής Αλληλογραφίας	<input type="text"/>
Οικονομικός Διευθυντής Ελληνικά	<input type="text"/>
Οικονομικός Διευθυντής Αγγλικά	<input type="text"/>
Υπεύθυνος Ενημέρωσης Κοινού Ελληνικά	<input type="text"/>
Υπεύθυνος Ενημέρωσης Κοινού Αγγλικά	<input type="text"/>
Υπεύθυνος Εξυπηρέτησης Μετόχων(Ελ)	<input type="text"/>
Υπεύθυνος Εξυπηρέτησης Μετόχων(Αγγ)	<input type="text"/>
Προσωπικό Εταιρίας	<input type="text"/>
Προσωπικό Ομίλου	<input type="text"/>

3. Board of Directors

The details of the members of the Company's Board of Directors. To add or remove a member the following keys   are used.

Διοικητικό Συμβούλιο

Μέλος

Επίθετο Ελληνικά	<input type="text"/>
Επίθετο Αγγλικά	<input type="text"/>
Όνομα Ελληνικά	<input type="text"/>
Όνομα Αγγλικά	<input type="text"/>
Πατρώνυμο Ελληνικά	<input type="text"/>
Πατρώνυμο Αγγλικά	<input type="text"/>
Θέση στην Εταιρεία Ελληνικά	ΠΡΟΕΔΡΟΣ <input type="button" value="v"/>
Από	<input type="text"/>
Μέχρι	<input type="text"/>

+ -

4. Information not intended for publication

Company information requested by ATHEX and not published. Here it is possible to add files such as the company logo in an image file

Στοιχεία μη Δημοσιεύσιμα

Τηλέφωνο Διοίκησης	<input type="text"/>	<input type="button" value="i"/>
Κινητό Τηλέφωνο	<input type="text"/>	<input type="button" value="i"/>
Ηλ Αλληλογραφία Προέδρου	<input type="text"/>	
Ηλ Αλληλογραφία Χρήση Ερμής	<input type="text"/>	
Ηλ Αλληλογραφία υπεύθυνου μετοχολογίου	<input type="text"/>	
Δραστηριότητα Ελ(αρχείο pdf)	<input type="text"/> <input type="button" value="Browse..."/>	<input type="button" value="i"/> Καθαρισμός
Δραστηριότητα Αγγ(αρχείο pdf)	<input type="text"/> <input type="button" value="Browse..."/>	<input type="button" value="i"/> Καθαρισμός
Λογότυπο (αρχεία εικόνας)	<input type="text"/> <input type="button" value="Browse..."/>	<input type="button" value="i"/> Καθαρισμός
Logo (image file)	<input type="text"/> <input type="button" value="Browse..."/>	<input type="button" value="i"/> Καθαρισμός

"Prospectuses" Service

This new service provided by the HERMES2 allows system users to send to ATHEX Prospectuses in PDF format so that they can be posted on the ATHEX Site at <http://www.athex.gr/content/gr/Companies/ListedCo/Prospectus/>. This procedure replaces sending files by e-mail providing greater security, since the files will now be digitally signed.

The user must select "Prospectuses" under "Services". The right part of the screen will display the form to be completed with the submission data.

The text that the user will fill in the "Text" field will accompany the Prospectus and will be posted on the ATHEX site as "Prospectus Title". After completing the information and selecting the file using the "Browse" button, by clicking on "Submit" the file is signed and sent to ATHEX.

Ενημερωτικό Δελτίο

Γενικά Στοιχεία

Τύπος Δελτίου Κ1-03-032 - ΕΝΗΜΕΡΩΤΙΚΟ ΔΕΛΤΙΟ - ΠΛΗΡΟΦΟΡΙΑΚΟ ΣΗΜΕΙΩΜΑ - ΕΝΤΥΠΟ

Θέμα ΕΝΗΜΕΡΩΤΙΚΟ ΔΕΛΤΙΟ - ΠΛΗΡΟΦΟΡΙΑΚΟ ΣΗΜΕΙΩΜΑ - ΕΝΤΥΠΟ

Όνομα Εταιρείας Δοκιμαστική Επενδύσεων Α.Ε.

Κείμενο

Path: p

Toggle editor

Επιπλέον Στοιχεία

Αρχείο PDF για το ενημ Δελτίο

Browse... Καθαρισμός

"Financial Statements in PDF" Service

This new service provided by the HERMES2 allows system users to send to ATHEX Financial Statements in PDF format so that they can be posted on the ATHEX Site. This procedure replaces sending files by e-mail providing greater security, since the files will now be digitally signed.

The user must select "Financial Statements in PDF" under "Services". The right part of the screen will display the form to be completed with the submission data.

The user must fill in all the information requested in the form and if he so wishes he can also complete the field "Notes", addressed to ATHEX and is not published. After completing the information and selecting the file using the "Browse" button, by clicking on "Submit" the file is signed and sent to ATHEX.

Οικονομική Κατάσταση σε μορφή PDF

Γενικά Στοιχεία	
Τύπος Υποβολής	K4-02-004 - ΟΙΚΟΝΟΜΙΚΗ ΚΑΤΑΣΤΑΣΗ ΣΕ ΜΟΡΦΗ PDF
Θέμα	ΟΙΚΟΝΟΜΙΚΗ ΚΑΤΑΣΤΑΣΗ ΣΕ ΜΟΡΦΗ PDF
Τύπος Οικ Κατάστασης	Στοιχεία και Πληροφορίες
Ενοποιημένη κατάσταση	Ενοποιημένη
Εταιρική χρήση (έτος)	<input type="text"/> ⓘ
Τύπος Περιόδου	Τριμηνιαία
Όνομα Εταιρείας	Δοκιμαστική Επενδύσεων Α.Ε.
Γλώσσα	Ελληνικά
Σημειώσεις	<div><p>B <i>I</i> <u>U</u> ABC Styles Paragraph Font family Font size</p><p></p></div> <p>Path: p Toggle editor</p>
Επιπλέον Στοιχεία	
Αρχείο PDF για την Οικονομική κατάσταση	<input type="text"/> Browse... ⓘ Καθαρισμός

Remarks on all Services

- ✓ The submission is sent to ATHEX and is assigned a reference number directly without any delay. The reference number is displayed to the user at the top of the screen.

 Η Υποβολή Στάλθηκε με αριθμό πρωτοκόλλου: 2011/ΧΑ/Α/312

- ✓ Sending a correct repetition is possible for all services. The user will receive an e-mail informing him on the cause of rejection.
- ✓ For the submissions of all services the user can add one or more attachments.

Συνημμένα

Αρχείο: Browse... Περιγραφή:

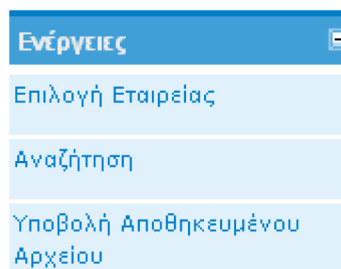
Using the keys the user can add or remove a file. For each file the corresponding "Description" field should also be completed.

- ✓ In all forms, if a field is mandatory and has not been completed, a red box appears in it and the title is displayed in red.

ΕΤΑΙΡΙΩΝ	
Θέμα στα Ελληνικά	ΑΝΑΚΟΙΝΩΣΕΙΣ ΓΙΑ ΕΙΣΑΓΩΓΗ ΜΕΤΟΧΩΝ ΣΤΟ ΧΑ ΓΙΑ ΠΡΩΤΗ Φ
Τίτλος	<input type="text"/>
<div style="border: 1px solid #ccc; padding: 5px;"> <p>B <i>I</i> <u>U</u> ABC HTML</p> <p>— x_1 x^2 </p> </div>	
Ελληνικό Κείμενο	<input type="text"/>

- ✓ The icon that appears next to some fields, provides information on how to correctly complete the field.

Main Menu: Actions



Under "Actions" the user can

- choose the company for which he is entitled to make submissions;
- search for submissions he has made based on multiple criteria;
- submit data he has saved in a file on his local disk.

Company Selection

Where the user of HERMES2 has the right to make submissions for more than one company, he is allowed to choose a different company at any time and without needing to log out of the system. In this case, the "Services" submenu may change, as for each company the user is likely to have different rights to services.

Search

A submission search can be performed based on criteria relating to the service and status of the submission. Under "Actions", the user selects [Search](#).

The right part of the screen will display the "Simple Search" form. There are two types of searches: [Simple Search](#), [Advanced Search](#). This option appears at the bottom of the form.

The screenshot shows a sidebar menu on the left with items: Ενέργειες, Υπηρεσίες, Εκκρεμείς Υποβολές, Εταιρικές Ανακοινώσεις, Οικονομικές Καταστάσεις, and Στοιχεία Προφίλ. The main content area is titled "Αναζήτηση" and contains a "Κριτήρια Αναζήτησης" section. It has two dropdown menus: "Αναζήτηση Για" (set to "Όλες τις διαδικασίες") and "Οι οποίες είναι" (set to "Όλες"). Below these is an "Αναζήτηση" button and links for "Απλή Αναζήτηση" and "Σύνθετη Αναζήτηση".

The difference between the two is that the advanced search returns hits for any combination of services and statuses.

The screenshot shows the same sidebar menu as above. The main content area is titled "Αναζήτηση" and contains a "Κριτήρια Αναζήτησης" section. Under "Αναζήτηση για", there are several checkboxes: Εταιρικές Ανακοινώσεις, Οικονομικές Καταστάσεις, Στοιχεία Προφίλ, Ενημερωτικό Δελτίο, Πίνακας Διάθεσης Αντληθέντων Κεφαλαίων, Γνωστοποιήσεις Συναλλαγών, and Στοιχεία Ενεργητικού ΔΑΚ. Below this is a section "Επιλογή Όλων | Αποεπιλογή Όλων". Under "Οι οποίες είναι", there are checkboxes: Επεξεργάζεται, Εκκρεμής, Παραλήφθηκε, Ολοκληρώθηκε, Επανεξετάζεται, and Εγκρίθηκε. Below this is another "Επιλογή Όλων | Αποεπιλογή Όλων" section. At the bottom, there is an "Αναζήτηση" button and links for "Απλή Αναζήτηση" and "Σύνθετη Αναζήτηση".

Submitting a Saved File

Where the user wishes to complete the data for a submission but not to directly send them to ATHEX, he can save the submission locally on his disk using the **Προσωρινή Αποθήκευση** button. The system automatically gives the file name based

- on the service to which the submission refers to
- and on the current date and time.

File name example: *downloaded-Announcement-20110607120835.xml* The file saved is an XML file.

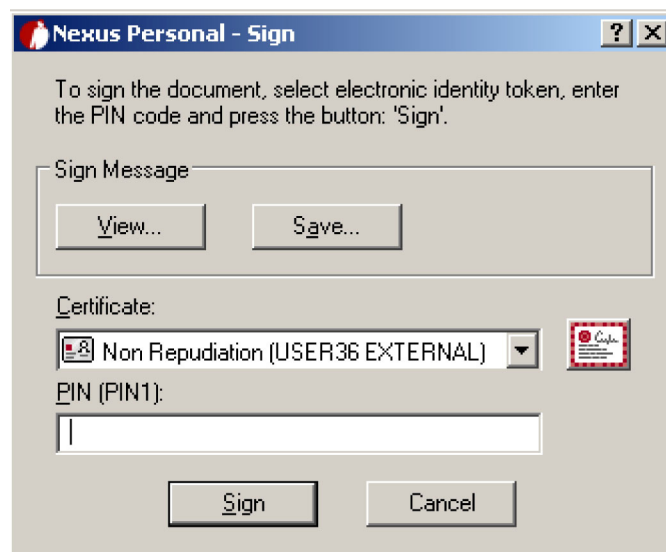
For the user to submit the data he has saved, he must upload the file from his disk to the system. This is done by selecting "Upload Saved File" under "Actions" in the left part of the screen. The right part of the screen displays a form from where the user must select the file.

Υποβολή Αποθηκευμένου Αρχείου

By clicking on "Browse" the file is selected from the disk and then by clicking "Upload" the file is uploaded to the system. Saved submission data appear on the submission form from where the user can then send them to ATHEX using the **Υποβολή** button.

Digital Signature

When clicking on the **Υποβολή** button, the following window appears. If for some reason the user does not wish to make the submission, he can choose "Cancel", otherwise he enters the PIN of his smart card and selects "Sign". The smart card must be inserted in the card reader.



By clicking on "Sign", the submission is digitally signed and sent to ATHEX. Depending on the size of the submission, there could be some delay until receipt of the submission by ATHEX and the reference number are displayed on the user's screen.



During this wait, the user's screen shows the message:

sending signed data

Logout

The user logs out of the system either by using the button "Logout" in the left part of the screen or automatically after an idle period of 15 minutes, which is considered secure.

Annex A.

Test Cases:

- Submission of all documents (Announcements, Prospectuses, Financial Statements, etc)
- Submission of all types of Announcements
- Change of type before submission
- Submissions with attachment files (the total size of files does not exceed 8Mb)
- Where there is an editor for entering text, paste text from Word using the special Word button
- Search for submissions using a combination of fields (simple and advanced search)
- Check whether a reference number is returned upon submission