EUROPEAN COMMISSION
DIRECTORATE-GENERAL
INFORMATICS
Information Systems Directorate

Quick User Guide

eTrustEx GUI

Open Source version

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Contents

1. INBOX

When accessing eTrustEx GUI, the User can see the received messages (Inbox) with the corresponding details (Subject, Sending Party, warning message about the expiration of the attachments, received date, etc).

The main screen also contains a drop down menu, where the User can choose the desired language and another drop down menu to choose the Party inbox (if the User has more Parties assigned).

In addition, the User can search the received messages by Subject and sort them by Unread/All messages.

The left side of the main page shows, besides the "Inbox", also the "Sent" and "Draft" messages.

Refresh Inbox

Compose a new message

Messages can be filtered by subject, entering a key word. The user can also see "All" messages or only the "Unread" ones

Choose Party inbox (drop down menu)

Choose language

Red icon indicates that the attachments expired due to the retention policy (after 12 weeks, the attachments are not available anymore to the user).

Messages can be ordered by the received date

See more messages

Details about the message received: Subject ("test acc") and Sending Party (TEST_GUI2_NP_I0C0_PARTY)

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Warning sign can also be yellow, informing the User that the attachments will expire on a specific date.

Messages

Inbox(34050)
Sent
Draft(33)

New | Refresh | Subject [   ] 🔍

Inbox

All | Unread

🏷 **TEST_EDMA_NP_I0C0_PARTY - 1_ATTACHMENT 7OF34 ON JAN12 AT 10-53 BDL3703876144899**
  TEST_EDMA_B2_APP_PARTY2

🏷 **TEST_EDMA_NP_I0C0_PARTY - 1_ATTACHMENT 5OF34 ON JAN12 AT 10-53 BDL3703876144899**
  TEST_EDMA_B2_APP_PARTY2

🏷 **TEST_EDMA_NP_I0C0_PARTY - 100_ATTACHMENTS 1OF1 ON JAN11 AT 14-34 BDL107309196390546**
  TEST_EDMA_B2_APP_PARTY2

🏷 **TEST_EDMA_NP_I0C0_PARTY - 50_ATTACHMENTS 5OF5 ON JAN11 AT 14-19 BDL106355804616624**
  TEST_EDMA_B2_APP_PARTY2

🏷 **TEST_EDMA_NP_I0C0_PARTY - 50_ATTACHMENTS 4OF5 ON JAN11 AT 14-19 BDL106355804616624**
  TEST_EDMA_B2_APP_PARTY2

🏷 **TEST_EDMA_NP_I0C0_PARTY - 50_ATTACHMENTS 3OF5 ON JAN11 AT 14-19 BDL106355804616624**
  TEST_EDMA_B2_APP_PARTY2

🏷 **TEST_EDMA_NP_I0C0_PARTY - 50_ATTACHMENTS 2OF5 ON JAN11 AT 14-19 BDL106355804616624**
  TEST_EDMA_B2_APP_PARTY2

🏷 **TEST_EDMA_NP_I0C0_PARTY - 50_ATTACHMENTS 1OF5 ON JAN11 AT 14-19 BDL106355804616624**
  TEST_EDMA_B2_APP_PARTY2

🏷 ⚠ **TEST_EDMA_NP_I0C0_PARTY - LARGE FILES 5_BIG_ATTACHMENTS 1OF1 ON JAN10 AT 14-13 BDL19619634123936**
  TEST_EDMA_B2_APP_PARTY2

🏷 🔺 TEST_EDMA_NP_I0C0_PARTY - 1_ATTACHMENT 1OF1 ON DEC20 AT 16-12 BDL24287127219207
  TEST_EDMA_B2_APP_PARTY2

2. RECEIVED MESSAGE DETAILS

2.1. Opening an unencrypted and unsigned message

Once clicking on an unencrypted and unsigned message, the User can see the below screen, containing the subject of the email, Sending Party ("From"), date of receiving, comments (optional field) and the list of files to download.


2.1.1. Downloading files

The User can download all the files received, the button "Select all" being automatically checked. The User can uncheck the "Select all" button and select only the files he/she wants to download. Once selecting the files to download, the User has to click on the "Download selected files" button.

Once clicking on the "Download selected files" button, the User is able to see three progress bars for:

- downloading the files

- verifying the integrity of the files and

- archiving the files.
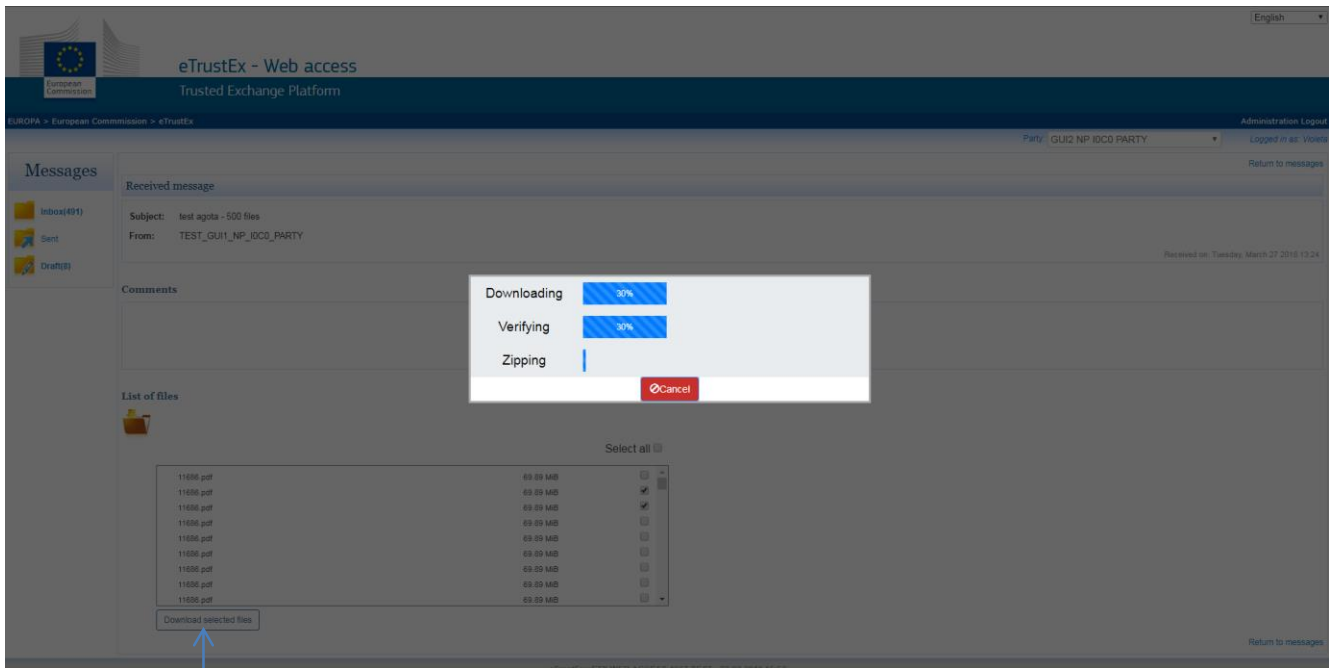
The window that shows the three progress bars closes automatically once the files have been downloaded.

The User can see the downloaded files by clicking on the downloads bar, as shown below. The User can choose to open directly the zip file or open the folder in which the files were downloaded.
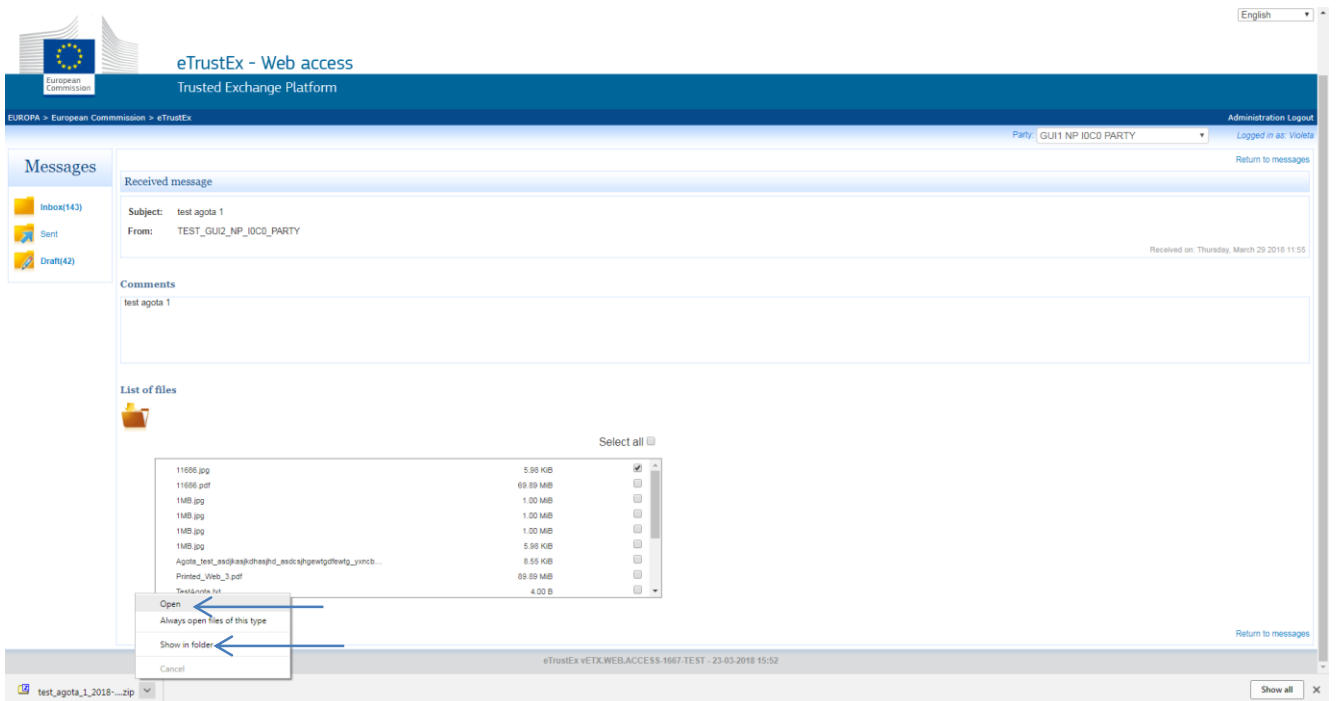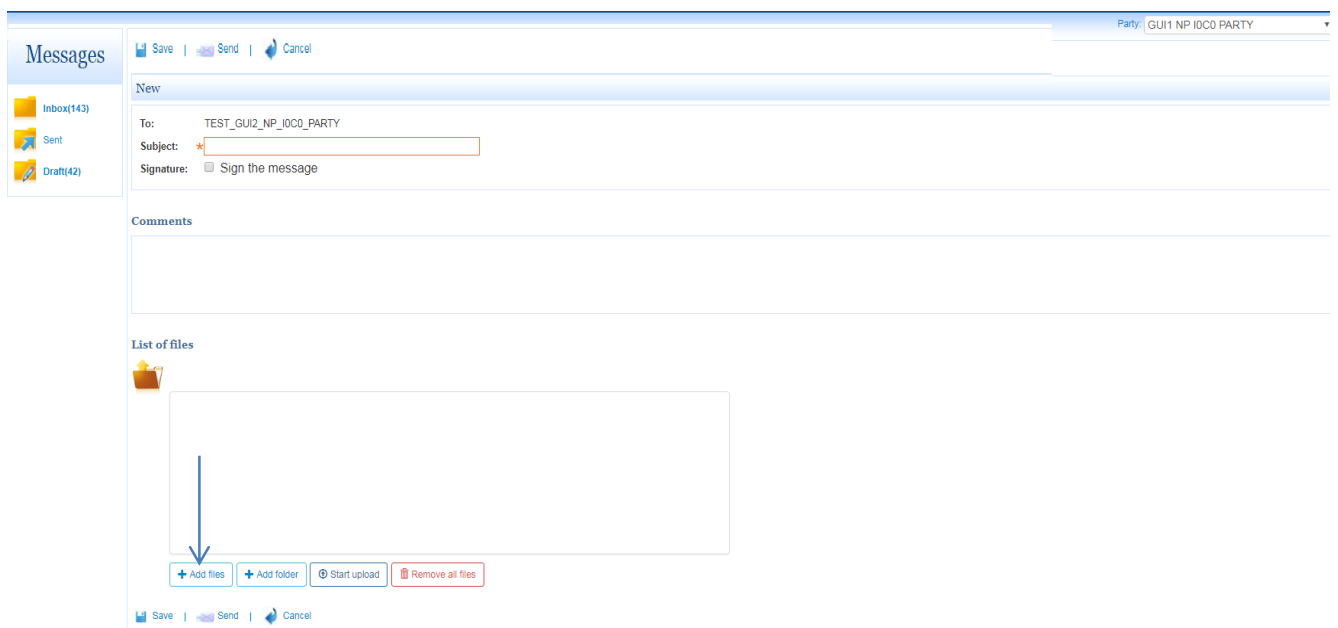
3. SENDING A NEW MESSAGE

3.1. Sending an unencrypted and unsigned message

User clicks on the "New" button, from the main screen of eTrustEx GUI.
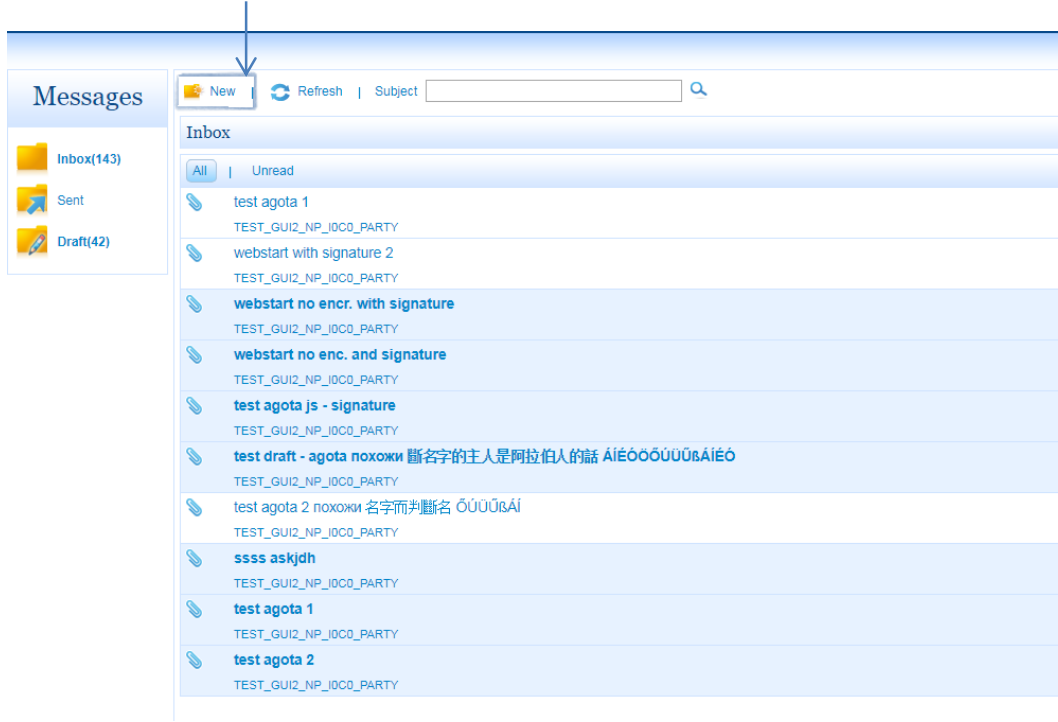
The below screen is shown and the User can choose the Sending Party ("To"), fill in the subject, add comments and add the files that he/she wishes to upload, by clicking on the "Add files" button.

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3.1.1 Uploading files

In order to upload the files, the User has to click on the "Add files" button and select the files that wishes to upload. The User will be able to see the selected files for upload in the "List of files" field.

The User can also drag and drop the files directly in the "List of files" space.

In addition, the User can remove individual files from the list by clicking on " ✖ " or can remove all files by clicking on the "Remove all files" button.

The arrow icon (⊕) indicates that the files are not yet uploaded, but they are just selected for the upload.
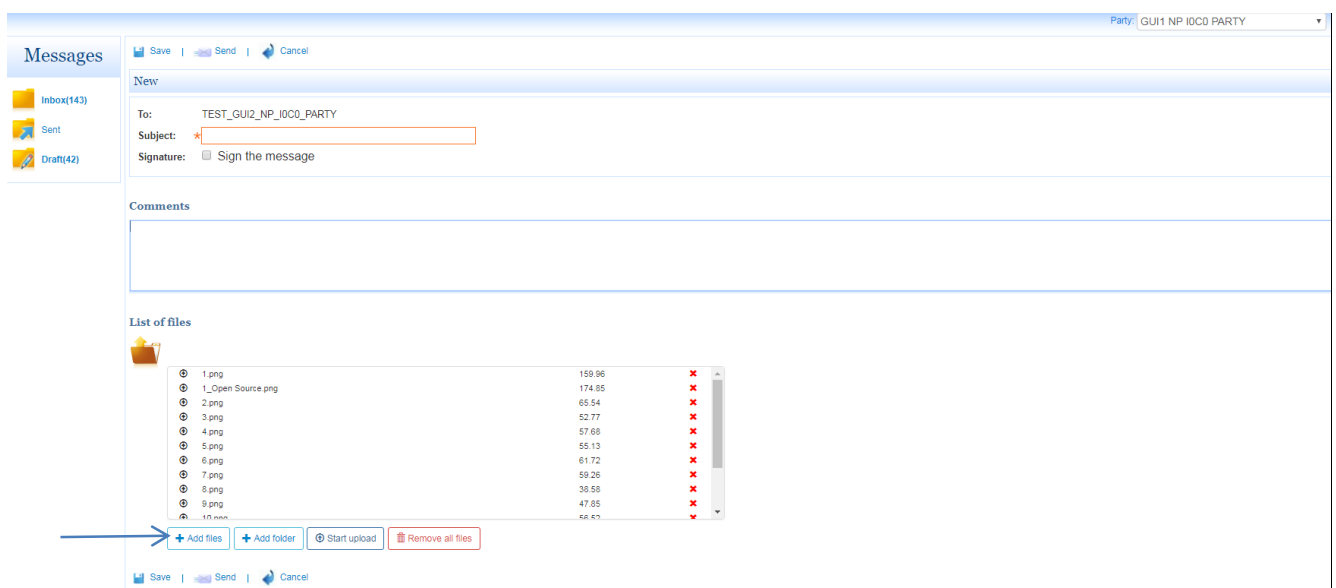
In order to upload the files, the User has to click on the "Start upload" button. Two progress bars will be shown on the screen: "Preparing" and "Uploading" the files.
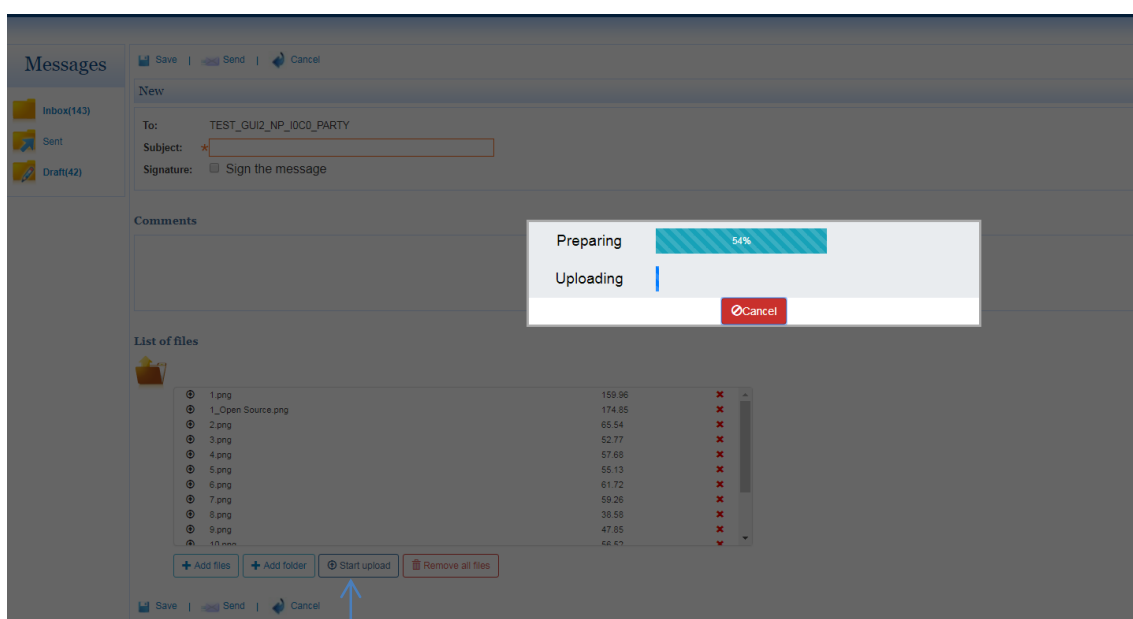
Once the files are uploaded, the "Uploading files" window closes automatically and the User can see the "⬆ " sign next to the files selected to be sent.
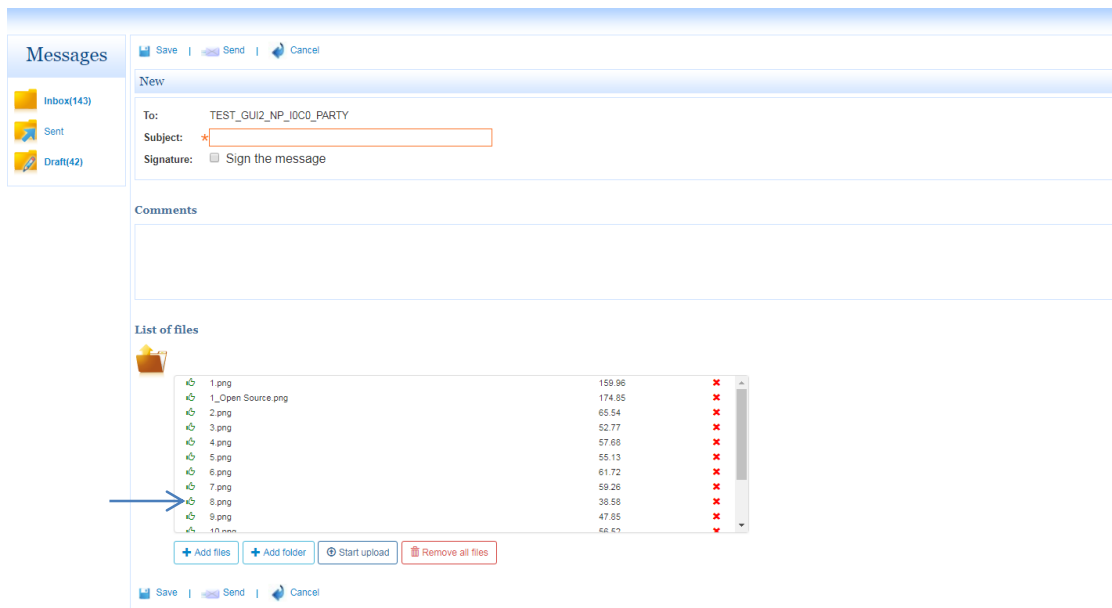
The User can also use the "Add folder" button in order to add the content of a whole folder in the list of files to upload.

In addition, the User can "Remove all files", "Cancel" the message or "Save" the message as draft.

In order to send the message, the User has to click on the "Send" button.

4. SAVING A MESSAGE AS DRAFT

The User can also save a message as draft. The list of draft messages can be seen in the "Draft" section of the main page of eTrustEx GUI.