



EUROPEAN COMMISSION
DIRECTORATE-GENERAL
INFORMATICS
Information Systems Directorate

Quick User Guide

eTrustEx GUI

Open Source version

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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.

The screenshot shows the eTrustEx web interface with several callouts:

- Refresh Inbox**: Points to the 'Refresh' button in the message toolbar.
- Compose a new message**: Points to the 'New' button in the message toolbar.
- Messages can be filtered by subject, entering a key word. The user can also see "All" messages or only the "Unread" ones**: Points to the search bar and the 'All'/'Unread' filters.
- Choose Party inbox (drop down menu)**: Points to the 'Party: GUI1 NP_I0C0 PARTY' dropdown menu.
- Choose language**: Points to the 'English' language dropdown menu.
- Red icon indicates that the attachments expired due to the retention policy (after 12 weeks, the attachments are not available anymore to the user).**: Points to a red warning icon next to a message.
- Messages can be ordered by the received date**: Points to the 'Received' column header in the message list.
- See more messages**: Points to the 'See more messages' link at the bottom of the message list.
- Details about the message received: Subject ("test acc") and Sending Party (TEST_GUI2_NP_I0C0_PARTY)**: Points to the subject and sender information of a selected message.

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

The screenshot shows an email inbox interface. On the left, there is a sidebar with 'Messages' and folders: 'Inbox(34050)', 'Sent', and 'Draft(33)'. The main area shows an 'Inbox' with a search bar and 'New' and 'Refresh' buttons. The inbox contains several messages, each with a subject line, a date, and a BDL ID. The message 'TEST_EDMA_NP_I0C0_PARTY - LARGE FILES 5_BIG_ATTACHMENTS 1OF1 ON JAN10 AT 14-13 BDL19619634123936' is highlighted with a yellow warning icon (a triangle with an exclamation mark) and a downward arrow pointing to it from the text above. Other messages have blue icons and are not highlighted.

Message Subject	Date	BDL ID	Warning Icon
TEST_EDMA_NP_I0C0_PARTY - 1_ATTACHMENT 7OF34 ON JAN12 AT 10-53	JAN12 AT 10-53	BDL3703876144899	No
TEST_EDMA_NP_I0C0_PARTY - 1_ATTACHMENT 5OF34 ON JAN12 AT 10-53	JAN12 AT 10-53	BDL3703876144899	No
TEST_EDMA_NP_I0C0_PARTY - 100_ATTACHMENTS 1OF1 ON JAN11 AT 14-34	JAN11 AT 14-34	BDL107309196390546	No
TEST_EDMA_NP_I0C0_PARTY - 50_ATTACHMENTS 5OF5 ON JAN11 AT 14-19	JAN11 AT 14-19	BDL106355804616624	No
TEST_EDMA_NP_I0C0_PARTY - 50_ATTACHMENTS 4OF5 ON JAN11 AT 14-19	JAN11 AT 14-19	BDL106355804616624	No
TEST_EDMA_NP_I0C0_PARTY - 50_ATTACHMENTS 3OF5 ON JAN11 AT 14-19	JAN11 AT 14-19	BDL106355804616624	No
TEST_EDMA_NP_I0C0_PARTY - 50_ATTACHMENTS 2OF5 ON JAN11 AT 14-19	JAN11 AT 14-19	BDL106355804616624	No
TEST_EDMA_NP_I0C0_PARTY - 50_ATTACHMENTS 1OF5 ON JAN11 AT 14-19	JAN11 AT 14-19	BDL106355804616624	No
TEST_EDMA_NP_I0C0_PARTY - LARGE FILES 5_BIG_ATTACHMENTS 1OF1 ON JAN10 AT 14-13	JAN10 AT 14-13	BDL19619634123936	Yes
TEST_EDMA_NP_I0C0_PARTY - 1_ATTACHMENT 1OF1 ON DEC20 AT 16-12	DEC20 AT 16-12	BDL24287127219207	No

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.

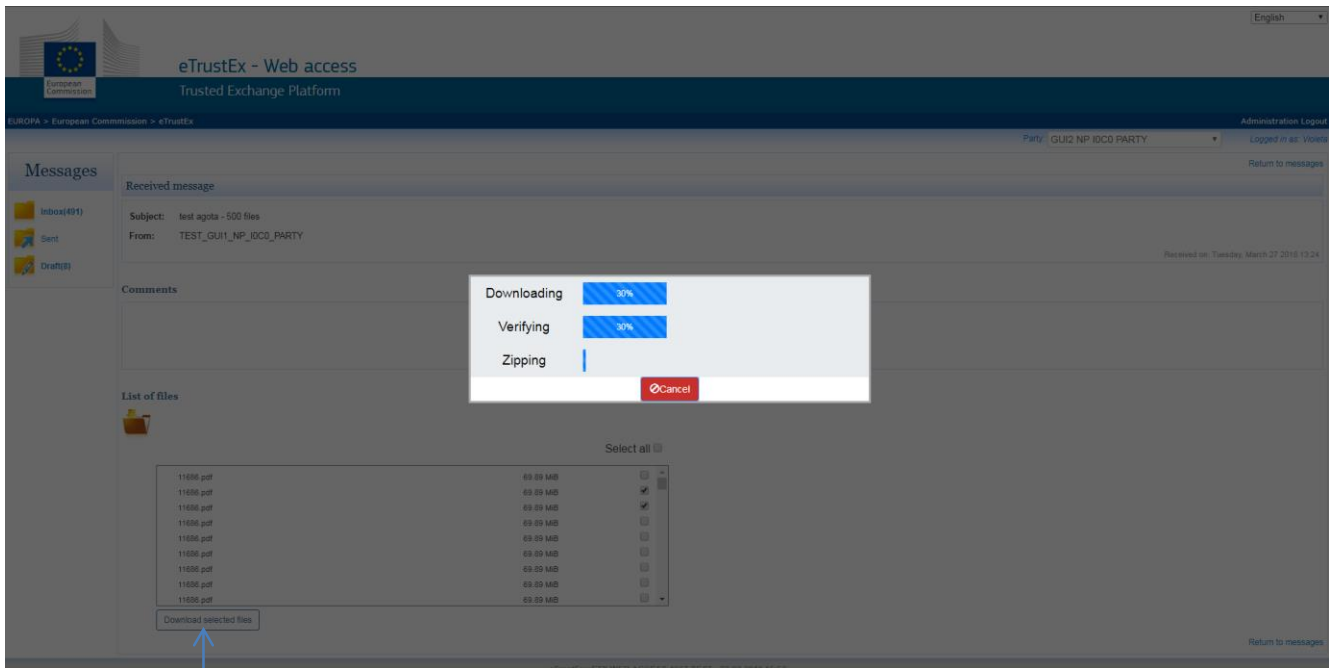
The screenshot displays the eTrustEx web interface. At the top, there is a header with the European Commission logo and the text "eTrustEx - Web access Trusted Exchange Platform". Below this, a navigation bar shows "EUROPA > European Commission > eTrustEx" and "Administration Logout". The main content area is titled "Messages" and shows a "Received message" with the following details: Subject: test agota - 500 files, From: TEST_GUI1_NP_IOC0_PARTY, and Received on: Tuesday, March 27 2018 13:24. Below the message details is a "Comments" section. The "List of files" section shows a table with 11 rows, each containing a file name "11686.pdf" and a size of "66.00 MIB". A "Select all" checkbox is checked, and a "Download selected files" button is visible below the table. A blue arrow points from the "Download selected files" button to the text "2.1.1. Downloading files" below the screenshot.

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.

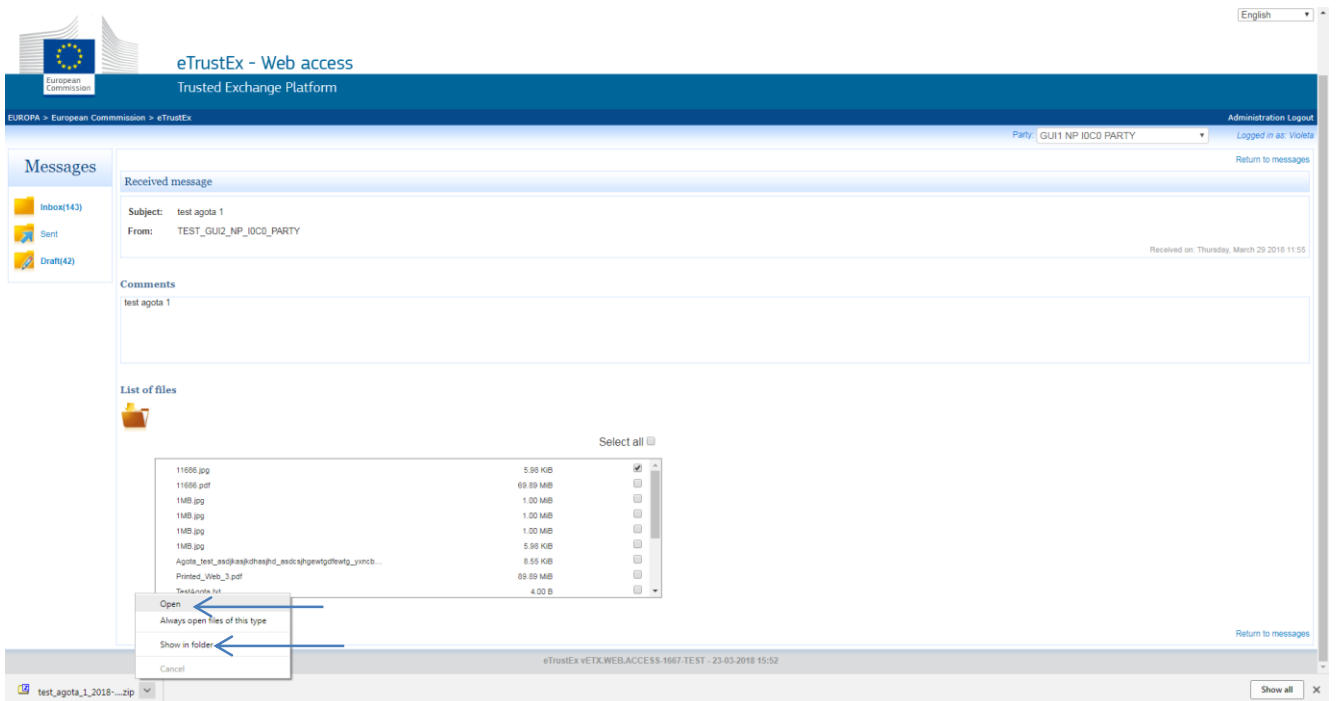
Once clicking on the "Download selected files" button, the User is able to see three progress bars for:

- 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.

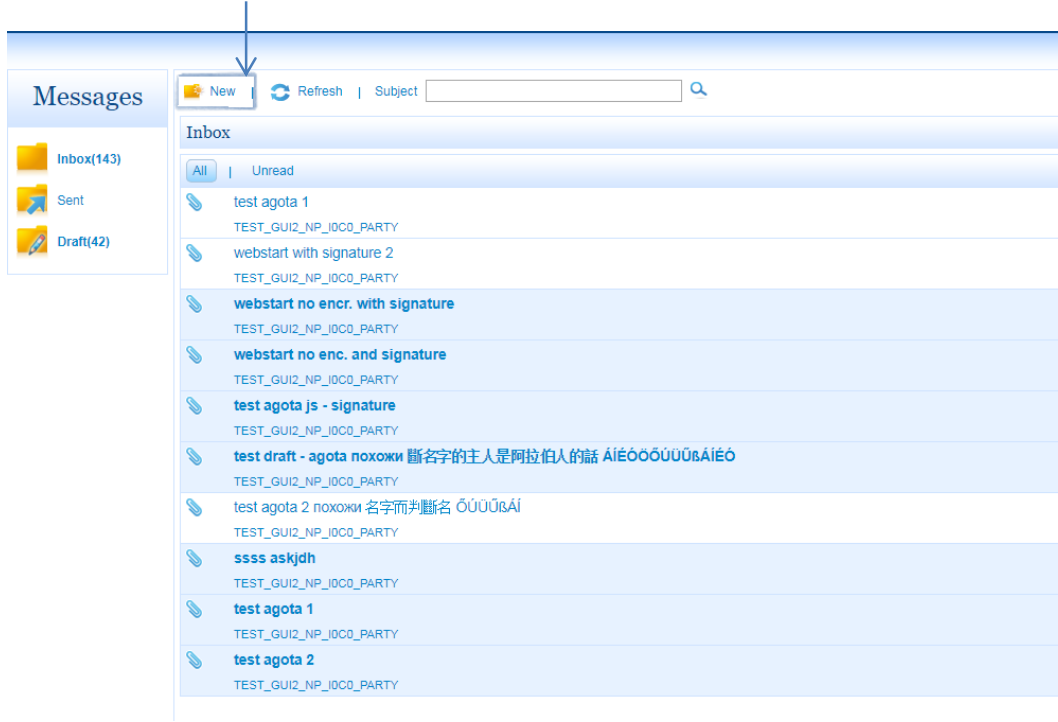
The User can see the downloaded files by clicking on the downloads bar, as shown below. The User can choose to open directly the zip file or open the folder in which the files were downloaded.



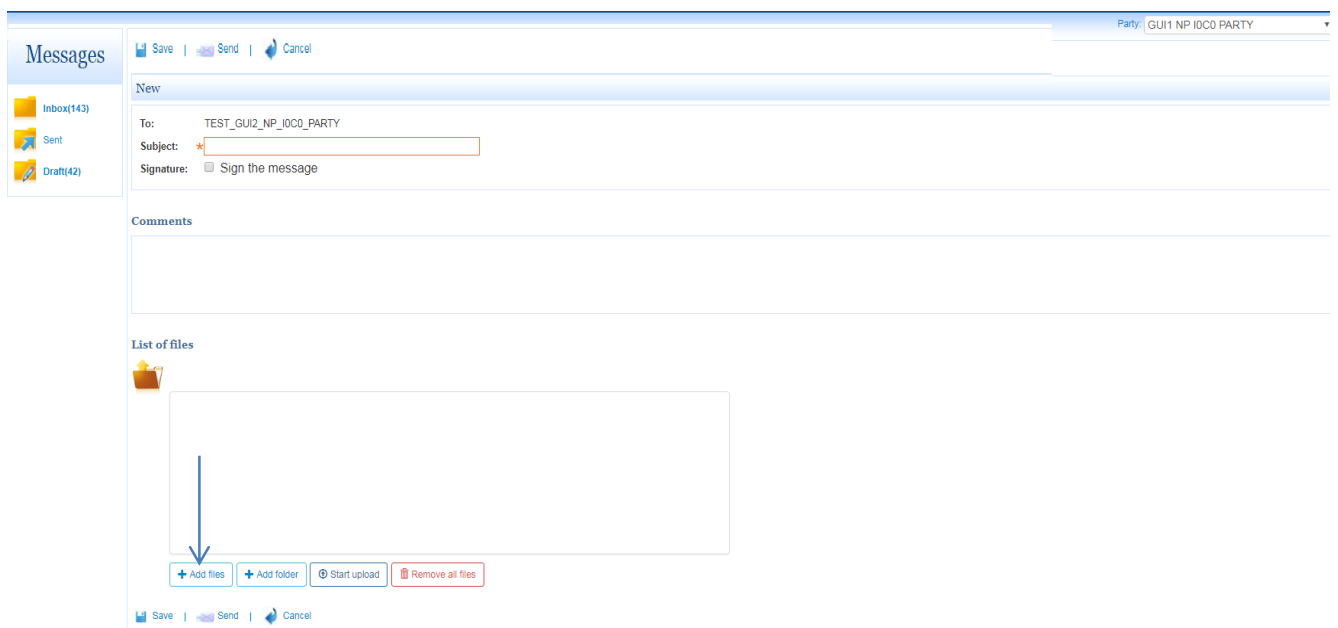
3. SENDING A NEW MESSAGE

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.



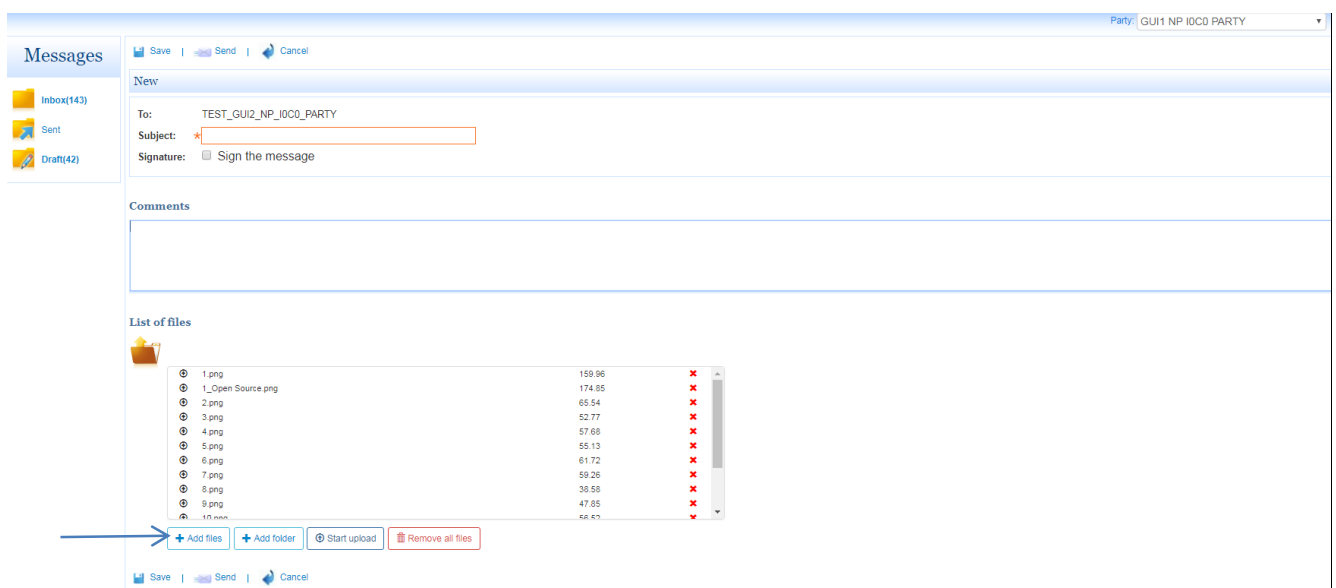
3.1.1 Uploading files

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.

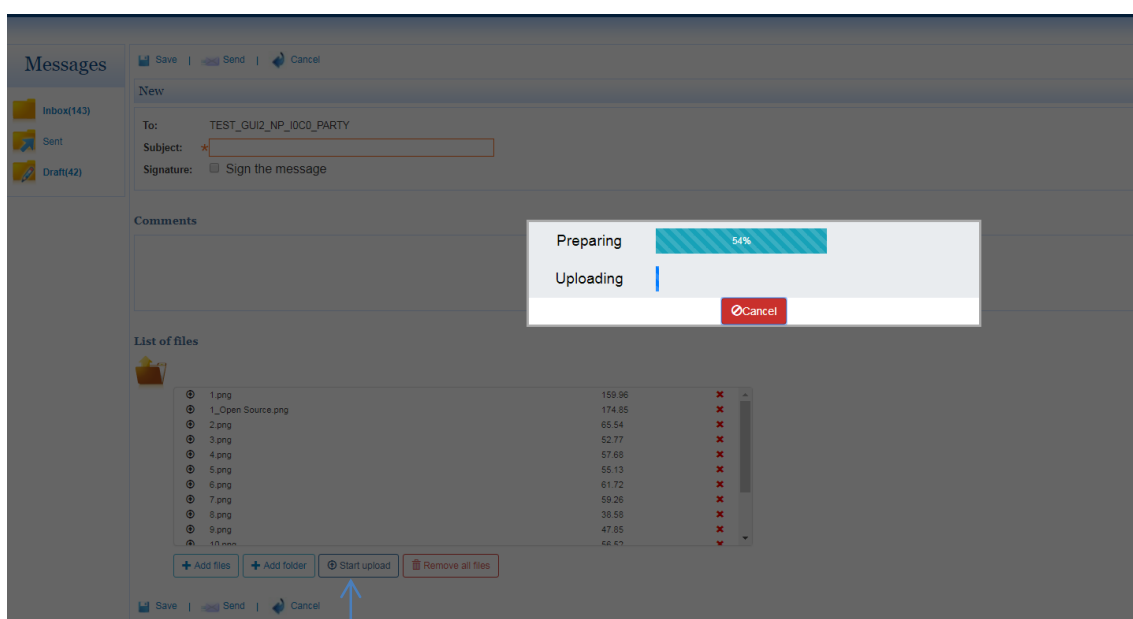
The User can also drag and drop the files directly in the "List of files" space.

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.

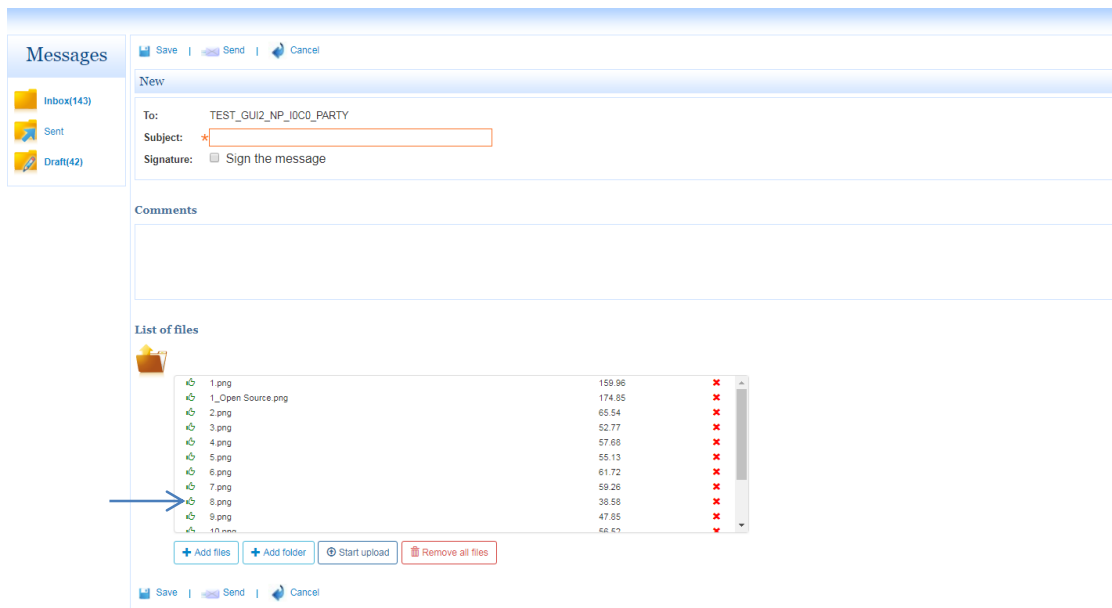
The arrow icon (👉) indicates that the files are not yet uploaded, but they are just selected for the upload.



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.

