EUROPEAN COMMISSION

DIRECTORATE-GENERAL INFORMATICS

CIPAdmin User Guide

Open eTrustEx version 2.4.0

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1. BASIC DEFINITION AND ACRONYMS

Term	Description
CIPAdmin	The administration console of eTrustEx application, a friendly user interface through which business and technical configurations can be implemented.
Party	A **Party** is usually an organisation using the platform in the context of a particular Profile to exchange business documents.
Identifier	A **Party** has one or more **Identifier**s that uniquely identifies a Party in a particular context.
Credentials	The Party **Credentials** entity contains the information used by the system to identify and authenticate a Party.
Party Agreement	A **Party Agreement** is the arrangement between two parties, which specifies that a Party can act on behalf of another Party.
Role	A User of CIPAdmin has a role. The **Role** contains the information about the job function or title which is associated with expected behaviour or responsibilities.
Party Role	A Party will be assigned to a Role in the context of a Profile.
Profile	A **Profile** is the entity that captures the aspects of business collaboration. A profile includes the following key aspects: • **Role**: The role a Party has in the context of the Profile (e.g. Supplier) • **Document**: The document type exchanged in the context of the Profile (e.g. Invoice) • **Transaction**: The combination (PartyRole1, Document1, PartyRole2), which has the following connotation: PartyRole1 sends Document1 to PartyRole2.
Transaction	The **Transaction** describes one possible information exchange scenario. This would include the roles involved in the information exchange and the type of document.
Document	The **Document** entity contains information about the business document exchanged.
ICA	In order to enable communication between two parties, a logical communication channel, called I**nterchangeAgreement** (**ICA**), must be created. The interchange agreement is created by linking to a specific Profile, Parties via the Role included in the Profile.
ADM	A user having **General Administrator** role. The General Administrator is the Administrator of the CIPAdmin application.
CBO	A user having **Central Business Owner** role. The Central Business Owner is responsible for the organization and operation of a business domain and uses CIPA in his business context.
LBO	A user having **Local Business Owner** role. The Local Business Owner is the collaboration partner of the Business Owner in the

	given business context.
SUP	A user having Support role. The **Support** user can search and visualize data pertaining to the business domain he / she is authorized for.
GS1	http://www.gs1.org/
GLN	Global Location Number
VAT	Value-Added Tax
JMS	Java Message Service
AMQP	Advanced Message Queuing Protocol

2. Introduction

CIPAdmin is a tool that facilitates the configurability of e-TrustEx, a reusable reference platform that facilitates secure data exchange.

The purpose of this document is to describe the functionality provided by the application and corresponds to Open eTrustEx version 2.4.0.

3. General Considerations

You can find here a list of general considerations to take into account while using the application. They are presented by category in the following subsections.

3.1. Creation and Modification Considerations

Please see here below a list of general considerations to take into account when creating any type of configuration via the administration console:

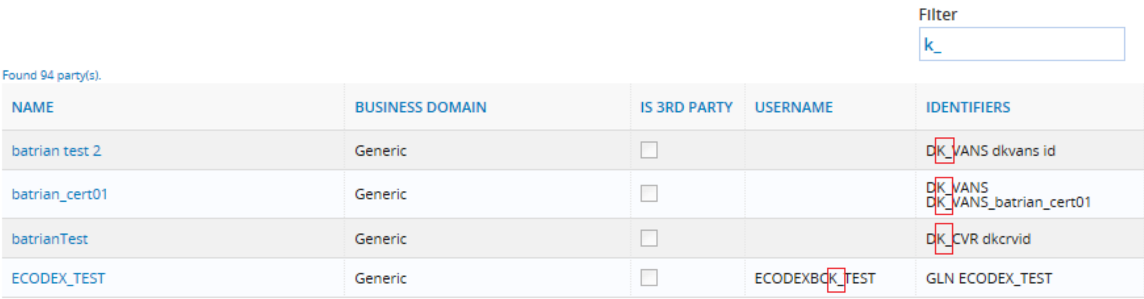
- Mandatory fields are marked in red and followed by a star (e.g. Party name *).
- Leading and trailing spaces are trimmed before saving any configuration (does not apply to password fields).
- Checking for unicity is done case insensitive.
- Press Cancel to go back to the previous page (at any time).
- Creation only: Press Clear to clear all fields on the page.
- Modification only: Press Reset to reload the original field values.
- Press Save to save the information to fill in.

3.2. Search Considerations

Please see here below a list of general considerations to take into account when searching any type of configuration via the administration console:

- Search page is structured in two sections:
  - the Search Criteria section where the search criterion are filled in by the user
  - the Search Results section where the results are displayed
- Search Criteria considerations
  - At least one search field needs to be filled in.
  - When more than one criterion is filled in, the application will search for all records that satisfy all filled in search criterions.
  - When filling in text input fields, you need to specify at least two characters.
  - It is case insensitive.
  - It does not take into account the leading and trailing spaces.
  - Partial match for the text input fields is supported.
  - Press Clear to clear all criterions on screen.
  - Press Search to launch the search.
- Search Results considerations
  - Search result elements are interactive, meaning that by clicking on a result line you can either visualise its details (if accessed via the main menu, so it is the case of search main screens), or return the details to a parent screen (if accessed via a button in another screen, so it is the case of secondary screens or popups).
  - Above the search result list, you can see
    - At the left, the number of records found (e.g. Found 3 party(s).)
    - At the right, a filter that will allow you to show even more precise results (e.g. Filter). If any of the cells in a line contain the text in the filter, then that line will be displayed, otherwise it will be hidden to the view (Figure 1 - Search filter). The filter is case insensitive, works with partial match, and does not trim spaces.

Figure 1 - Search filter



Filter

k_

Found 94 party(s).

NAME	BUSINESS DOMAIN	IS 3RD PARTY	USERNAME	IDENTIFIERS
batrian test 2	Generic	☐		DK_VANS dkvans id
batrian_cert01	Generic	☐		DK_VANS DK_VANS_batrian_cert01
batrianTest	Generic	☐		DK_CVR dkcrvid
ECODEX_TEST	Generic	☐	ECODEXBOX_TEST	GLN ECODEX_TEST

3.3. Visualisation Considerations

Please see here below a list of general considerations to take into account when visualising any type of configuration via the administration console:

- All fields are read-only.
- Press Edit to go to the modification screen.
- Press Delete to delete the record you are visualizing.
- Press Cancel to go back to the previous screen.

3.4. Deletion Considerations

Please see here below a list of general considerations to take into account when deleting any type of configuration via the administration console:

- The deletion is always preceded by a confirmation request.

4. Contact Section

The eTrustEx Support team (EC-ETRUSTEX-SUPPORT@ec.europa.eu) is always available for any kind of issues or questions regarding the use of CIPAdmin.

5. User Role

CIPAdmin supports currently four user roles based on which the user is allowed to access specific features.

These user roles and the features they give access to will be described in the next sub sections.

5.1. General Administrator (aka ADM)

The General Administrator is the Administrator of CIPAdmin. A user having ADM role has full access on all application features.

The General Administrator role requires the user to possess an advanced understanding of the System.

5.2. CENTRAL BUSINESS OWNER (AKA CBO)

The Central Business Owner is responsible for the organization and operation of a business and uses eTrustEx in his/her business context.

Users having CBO role are able to perform the following actions:

- Manage parties and their associated certificates and credentials
- Manage party agreements to delegate responsibilities
- Manage interchange agreements (aka ICA), having also the possibility to create a batch of interchange agreements
- Manage different types of routing endpoints for message dispatching (JMS, web services or AMQP endpoints)

5.3. LOCAL BUSINESS OWNER (AKA LBO)

The Local Business Owner is the collaboration partner of the Central Business Owner in the given business context and he/she can represent a limited number of parties.

Local Business Owners are able to perform the following actions:

- Manage parties and their associated certificates (the modification and deletion of a party are only allowed if the concerned party has been created by a user having LBO role)
- Manage interchange agreements that involve the party they represent (the modification and deletion of an interchange agreement are only allowed if the concerned interchange agreement has been created by a user having LBO role)

5.4. SUPPORT (AKA SUP)

The Support user is the point of contact for user requests regarding CIPAdmin and he/she is the first to investigate based on the information in the request.

The application supports global Support role which is authorized for all business domains, as well as business specific Support role which is authorized only for a specific business domain.

The Support user is able to access the following features:

- Support specific features:
    - Inspect CIPAdmin and eTrustEx logs
    - Inspect Messages
- Search and Visualization on all other features

6. LOGIN INTO THE APPLICATION

6.1. Account

Accessing the application implies that you have an account configured with the proper access rights.

If you need help creating an account, please refer to section 8.5.1 ***CREATING A USER***.

6.2. Environments

Being open source you will manage the installation and the environments dedicated to the application.

6.3. Login

To access the application:

1. Access the application link specific to your installation
2. Enter your username and password and click Login (Figure 2 – Application Login)
3. The application home page will be displayed (See Figure 3 - CIPAdmin Home page)

Figure 2 – Application Login

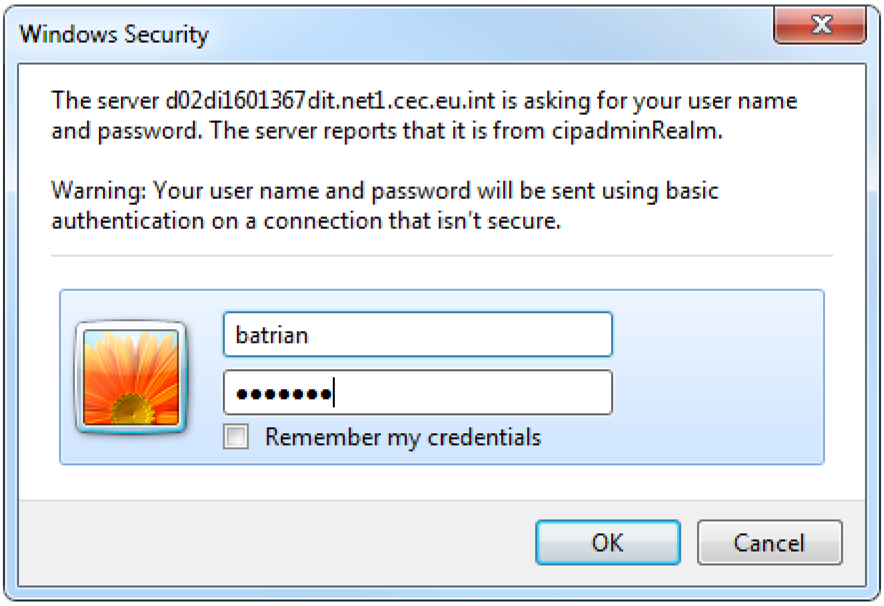
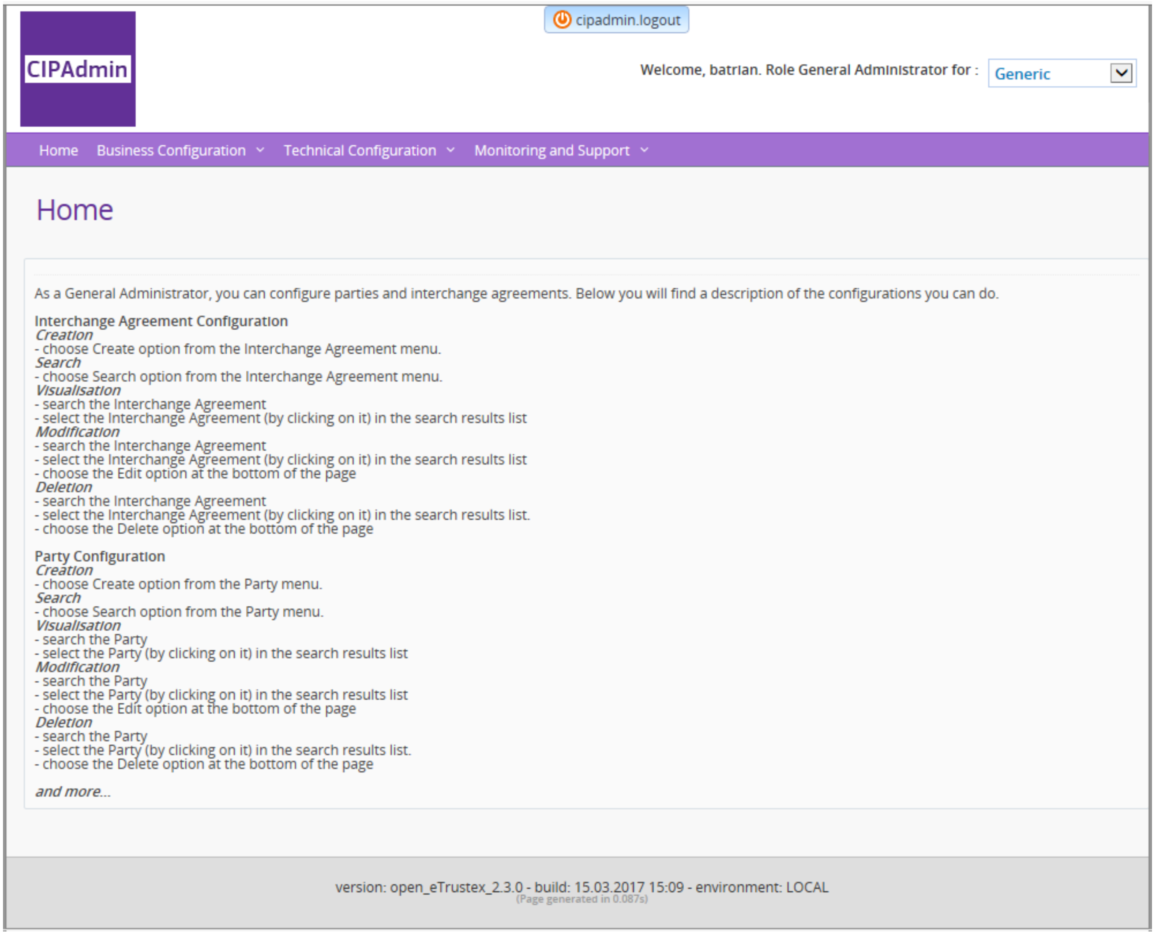


Figure 3 - CIPAdmin Home page



6.4. Logout

No specific logout option is available.

7. HOME PAGE

In the top right corner of the page you will find your username and your user role for the selected business domain. By default, the selected business domain is the first business domain in alphabetical order from the business domains you have access to (e.g. Welcome, batrian. Role General Administrator for : Generic). This information is available from any page.

You can switch from one business domain to another at any time, no matter the page you are in, but keep in mind that this action will take you to the home page, so any data you might have filled in will be lost.

The version of the application, the date and time of the build, as well as the environment can be seen at the bottom of the page. This information is displayed on all the pages (e.g. version: open_eTrustex_2.3.0 - build: 15.03.2017 15:09 - environment: LOCAL).

8. Business Configurations

8.1. Parties

A **Party** is usually an organisation using the platform in the context of a particular Profile to exchange business documents.

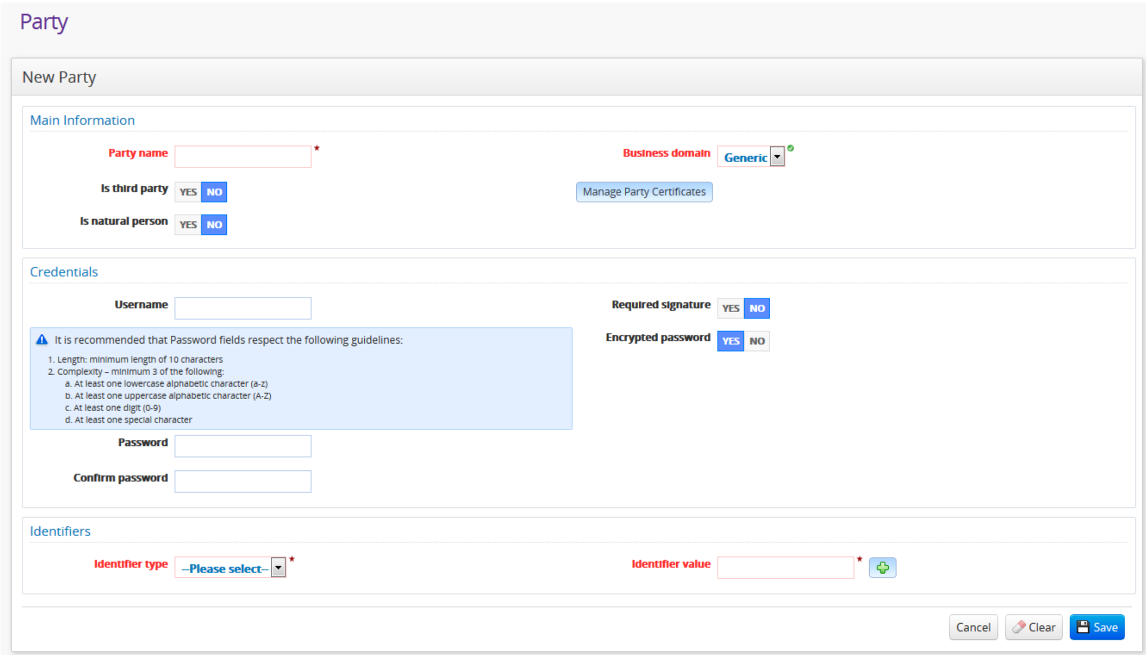
The following subsections describe all the party operations provided by the administration console to the user.

8.1.1. Creating a Party

To create a party:

1. Navigate the menu: **Business Configuration** > **Party** > **Create**
2. The creation screen will be displayed as in Figure 4.
3. Fill in the desired information
4. Click Save to save the data

Figure 4 - Party Creation Page



A party can also be created from the Interchange Agreement screen. While creating an Interchange Agreement (see sections 8.2.1 Creating an Interchange Agreement and 8.2.2 Create Multiple Interchange Agreements at once), click New... to create a party.

Please see section 3.1 for common creation considerations.

Below you can find some specific party information and the way it is handled.

8.1.1.1. Third Party

A third party is a party that can be delegated by another party to act in its behalf by means of a party agreement. That means that a third party can connect to eTrustEx web services and exchange documents on behalf of the party that empowered it. That is why a third party must always have credentials specified in order to be able to access eTrustEx web services. For managing party agreements, see section 8.3 PARTY AGREEMENTS.

Click YES next to **Is third party** YES NO, if you want the party to be a third party.

E.g. A sender party can use a system to send messages. This system can be defined as a third party in eTrustEx and be delegated a set of transactions by the sender.

8.1.1.2. Certificates

Party certificates are used for encryption purposes and have a maximum allowed size of 3KB. The application only supports configuration of encryption certificates for the moment (X509 certificates), other usages could be added in future releases.

A party can have many certificates, but only one certificate per usage can be active at a given time.

To manage the certificates of a party click Manage Party Certificates (the certificates screen is displayed as in Figure 5 - Party Certificates Popup).

8.1.1.2.1. Uploading a certificate

1. Click next to Certificate selection
2. A system search window opens
3. Browse to the folder where the certificate is located
4. Select the certificate and click Open
5. The system window closes and you can see now the certificate name:

   Certificate selection etrustexcer.crt

6. Check the default values for certificate usage, activation and revocation state and change if necessary
7. Click Import
8. The certificate will now be processed and then displayed in the certificate list.

8.1.1.2.2. Activating, inactivating or revoking a certificate

1. In the certificate list, click on the line of the certificate to modify
2. The certificate modification screen is displayed (Figure 6 - Certificate Modification Popup)
3. Do the necessary modifications and click OK (certificate serial number cannot be modified)

8.1.1.2.3. Deleting a certificate

1. In the certificate list, click on the line of the certificate to delete
2. Confirm the deletion (Figure 7 - Certificate Deletion Confirmation)

Figure 5 - Party Certificates Popup

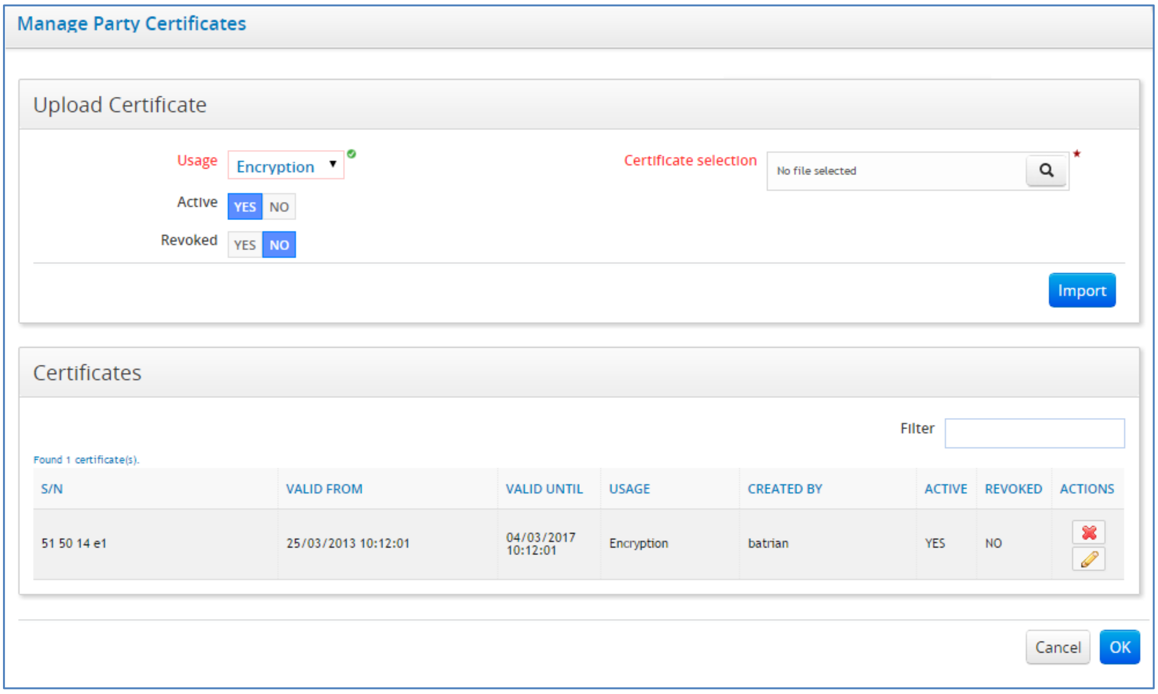


Figure 6 - Certificate Modification Popup

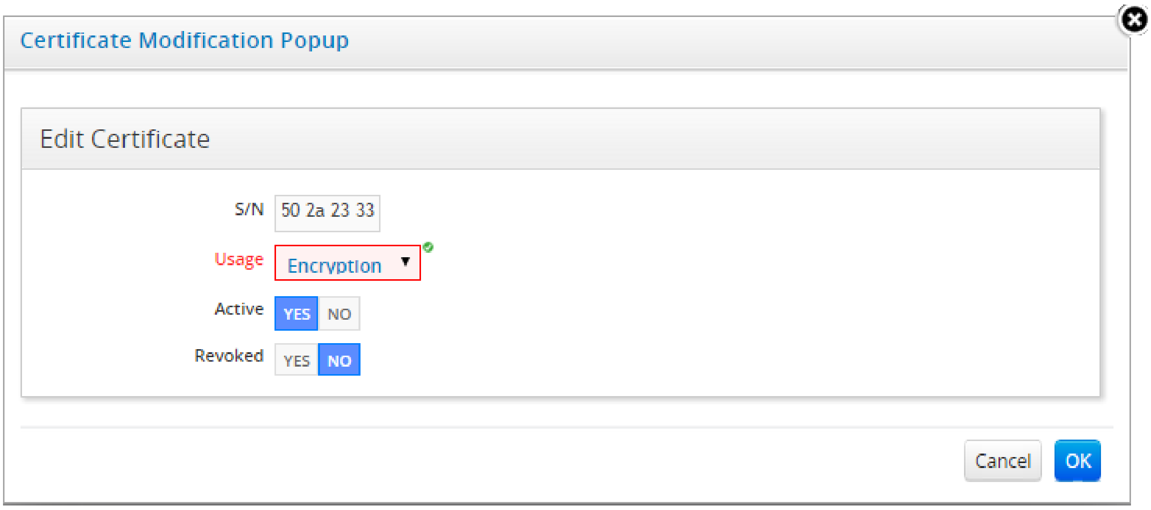
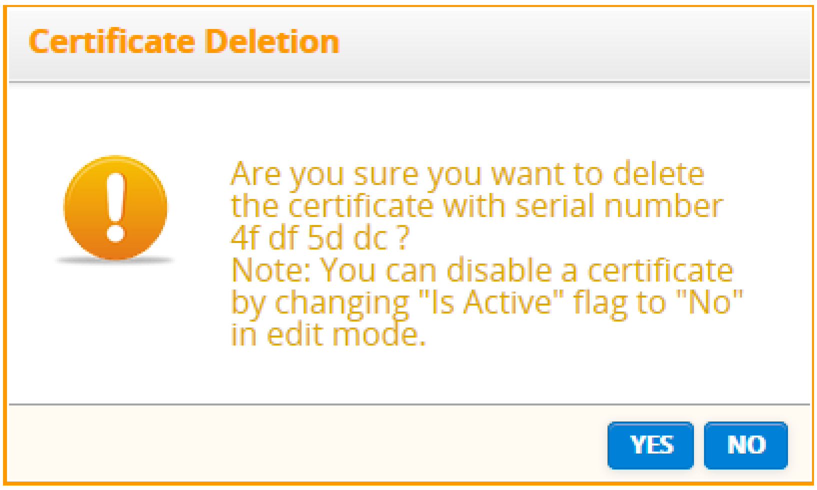


Figure 7 - Certificate Deletion Confirmation



8.1.1.3. Credentials

The credentials of a party are used for accessing eTrustEx web services. They should always be configured if the party is a third party or if the party needs to connect directly to the web services.

The values introduced in Password and Confirm password fields must be identical. The party username need not be the same with the username of any other configured party.

If a specific business requires that more sender parties reuse specific credentials, this can be achieved by configuring a third party with the given credentials and then delegating to it from the concerned parties. In this case, each of the parties can reuse the credentials by having the message sent to eTrustEx web services by the third party they all use. This third party will replace the delegating parties in the role of message issuer. E.g. more parties (organizations) use the same system to send messages through eTrustEx. In this case the system will be defined as a third party and all the parties will delegate their exchanges to the third party representing the system.

8.1.1.4. Identifiers

The party identifiers (e.g. GS1's GLN, VAT number of the organisation etc.) are used for party identification and routing purposes. Only one identifier per identifier type is allowed per party (you cannot have for example a party with two different VAT numbers). You always need to specify at least one party identifier, and the party identifiers specified need not be the same with identifiers pertaining to other parties.

You can manage the party identifiers in the Identifiers section, at the bottom of the screen (Figure 4 - Party Creation Page).

8.1.1.4.1. Adding a new party identifier

1. Click
2. A new identifier line is displayed
3. Fill in the identifier type and value

8.1.1.4.2. Modifying a party identifier

1. Change the identifier type by choosing it from the drop down list and/or
2. Position the mouse cursor in the identifier value field and fill in the desired value

8.1.1.4.3. Deleting a party identifier

1. Click
2. The identifier line is removed

8.1.2. Searching for a Party

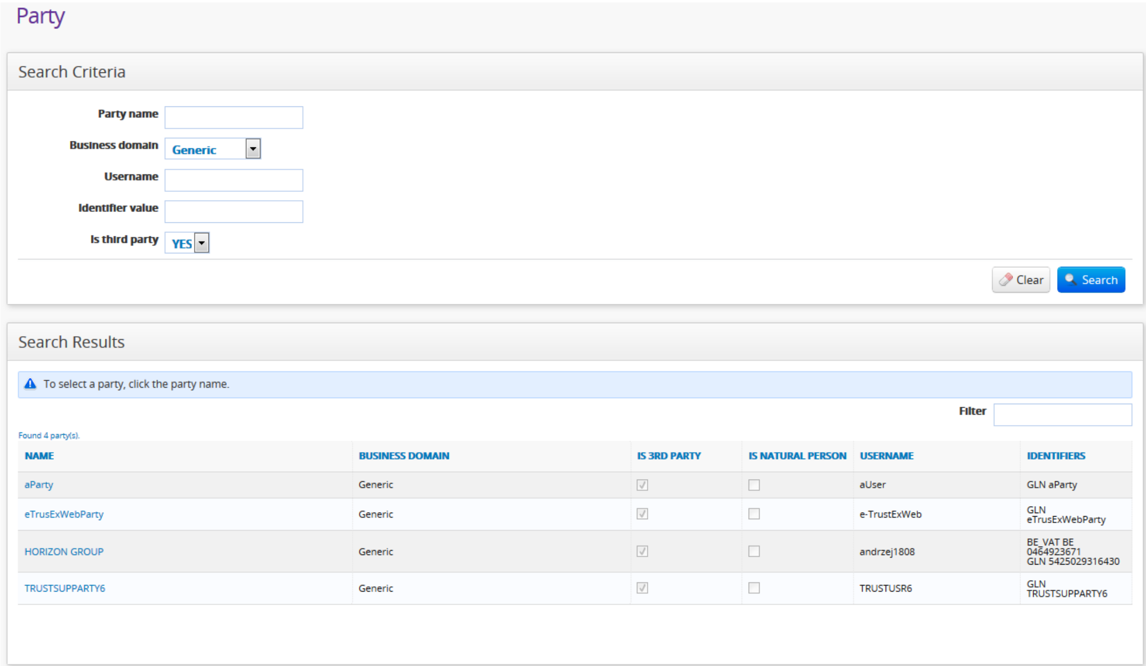
To search for a party, follow the next steps:

1. Navigate the application menu: **Business Configuration** > **Party** > **Search**
2. Fill in the desired criteria (you can search by party name, business domain, username, identifier value, third party flag or any combination of them)
3. Click Search

4. The search results are displayed in the section at the bottom (Figure 8 – Party Search Page)

Please see section 3.2 for common search considerations.

Figure 8 – Party Search Page



8.1.3. Visualising Party Information

To see party information, follow the next steps:

1. Navigate the application menu: **Business Configuration** > **Party** > **Search**
2. Fill in the search criterions for the desired party and click Search
3. Click on the party you want to see in the search result list
4. You can now see the party details as in Figure 9 – Party Visualization Page
5. Click View Party Certificates to see the certificates attached to the party (Figure 10 - Party Certificates Visualization). Click Cancel to return to the party screen.

Please see section 3.3 for common visualisation considerations.

Figure 9 – Party Visualization Page

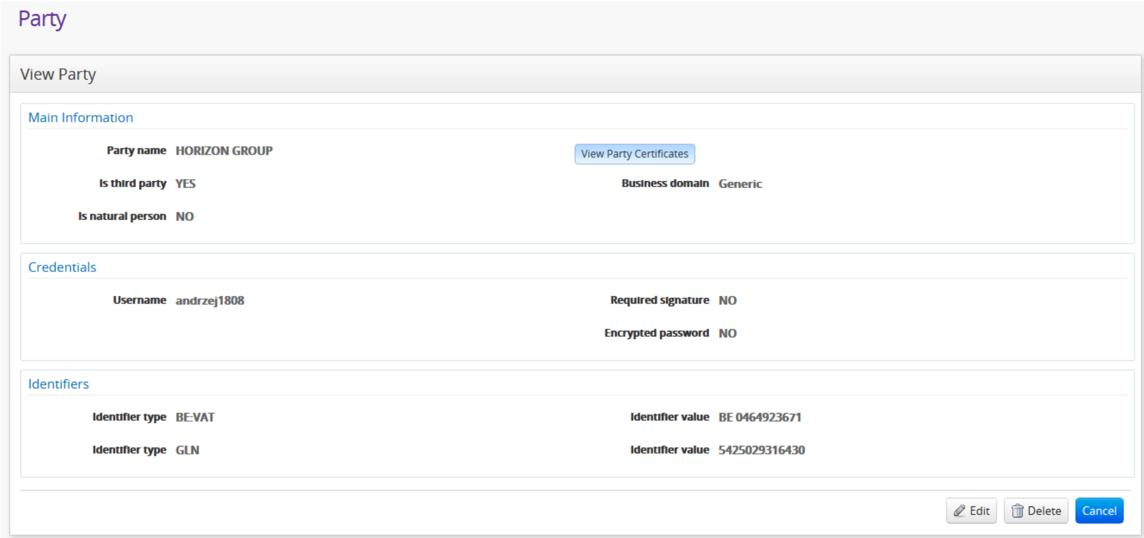
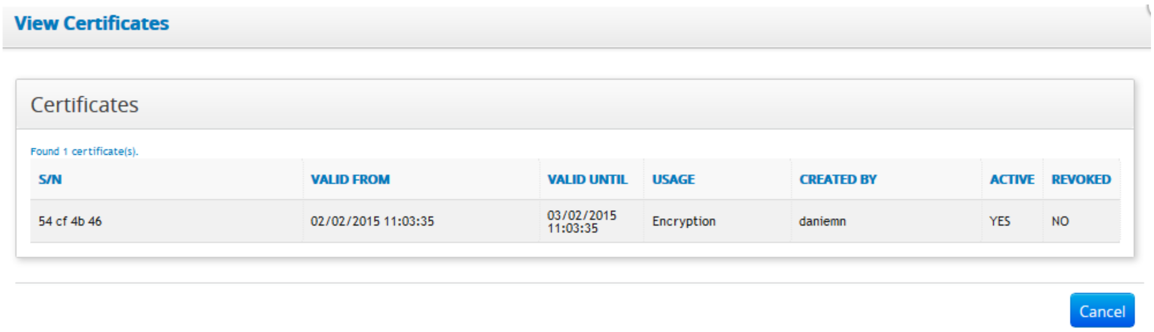


Figure 10 - Party Certificates Visualization



8.1.4. Modifying a Party

To modify party information, follow the next steps:

1. Navigate the application menu: **Business Configuration** > **Party** > **Search**
2. Fill in the search criterions for the desired party and click Search
3. Click on the party you want to modify in the search result list (Figure 8 – Party Search Page)
4. You can now see the party details as in Figure 9 – Party Visualization Page
5. Click Edit at the bottom right
6. You can now see the party modification screen (Figure 11 – Party Modification Page) and edit the party
7. Fill in or change the desired information (you cannot change the party name, the party username, and change the revoked state of revoked certificate; third party cannot be changed if there are other parties delegating to it)
    a. Use Change password if you want to change the password of the party credentials (Figure 12 – Party Change Password popup). Fill in the

fields Password and Confirm password with the new password, then click OK.

b. Use Manage Party Certificates to add, modify, delete, inactivate/activate or revoke a certificate belonging to the party. See section 8.1.1.2 Certificates for more details.

c. Add, change or remove party identifiers in the Identifiers section as described in section 8.1.1.4 Identifiers.

8. Click Save to save the modifications.

Please see section 3.1 for common creation considerations.

Figure 11 – Party Modification Page

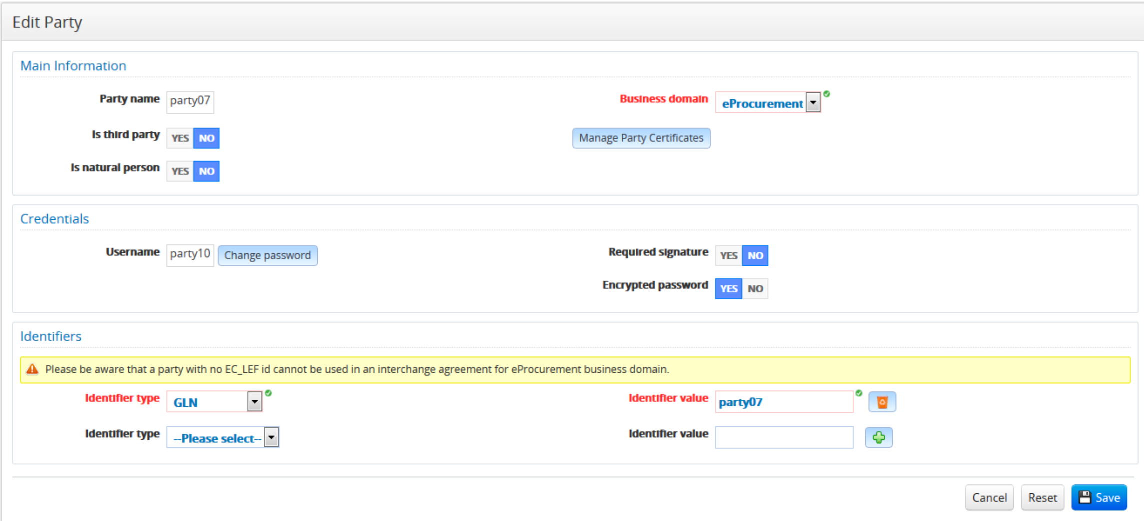
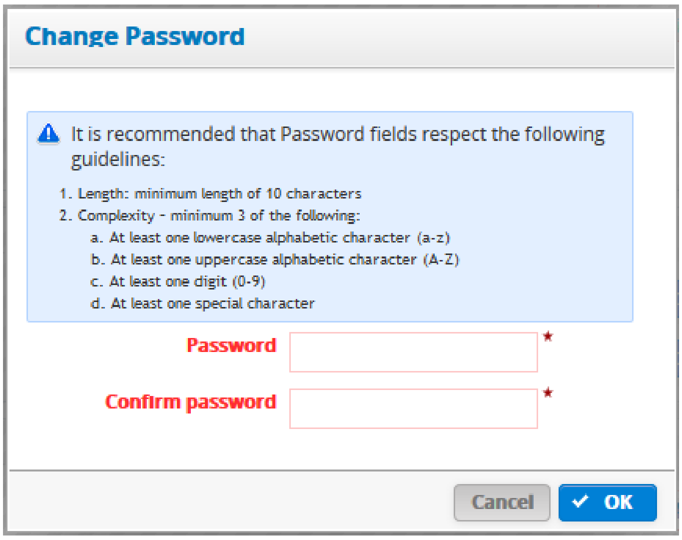


Figure 12 – Party Change Password popup



8.1.5. Deleting a Party

You cannot delete a Party that is involved in an **Interchange Agreement**, or that pertain to a business domain you are not authorized to use.

If you are a Local Business Owner, you are also not authorized to delete a party created by a more powerful user role (like ADM or CBO). You can only delete parties that pertain to your business domain and have been created by a LBO user role, as long as these parties are not involved in an interchange agreement, as previously stated.

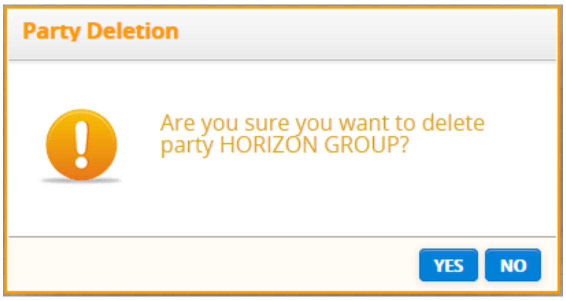
To delete a party, follow the next steps:

1. Navigate the application menu: **Business Configuration** > **Party** > **Search**
2. Fill in the search criterions for the desired party and click 

3. Click on the party you want to delete in the search result list (Figure 8 – Party Search Page)
4. You can now see the party details as in Figure 9 – Party Visualization Page
5. Click 

(bottom right of the page)
6. Confirm the deletion (Figure 13 - Party Deletion Confirmation popup)

Figure 13 - Party Deletion Confirmation popup



8.2. Interchange Agreements

In order to enable communication between two parties, a logical communication channel, called **interchange agreement (aka ICA)**, must be created. This logical entity describes which parties can have a communication channel via eTrustEx and which types of services the aforementioned parties are allowed to use.

An interchange agreement associates two parties, each being assigned a specific role in the context of a document exchange profile.

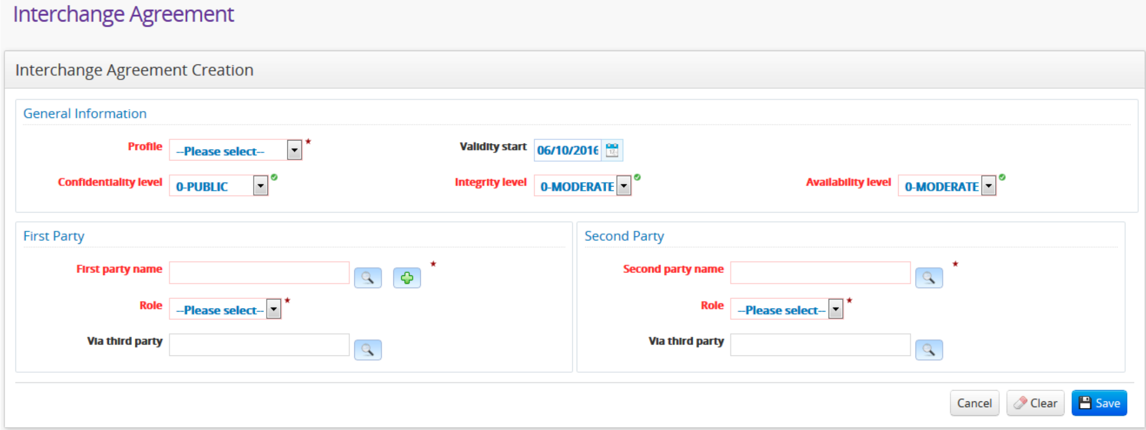
8.2.1. Creating an Interchange Agreement

To create an interchange agreement:

1. Navigate the menu: **Business Configuration** > **Interchange Agreement** > **Create Single**
2. The creation screen will be displayed as in Figure 14.
3. Fill in the desired information

4. Click Save to save the data

Figure 14 - Interchange Agreement Creation Page



Please see section 3.1 for common creation considerations.

Below you can find a short description of the Interchange Agreement data that you can fill in:

- the interchange agreement profile which groups a set of transactions and defines the documents that can be exchanged
- the date from when the interchange agreement applies
- the security levels corresponding to the Confidentiality, Integrity and Availability of data
- the information concerning each of the parties involved in the interchange agreement:
    - party name
    - party role
    - delegated party if needed

Note that if a party of the interchange agreement does not have credentials (so no means to authenticate to the system for exchanging documents), then you need to specify a third party (see Section 8.1.1.1 Third Party for how to define one). This third party will be the one that will initiate the connection to the system, and will be able to send documents on behalf of the authorizing party.

If you need to create an interchange agreement for a new party, you can do both configurations via the same screen:

- Click , which opens the Party Creation screen (Figure 4 - Party Creation Page)
- Fill in the party data
- Click Save in the party creation screen
- The party creation screen is closed and the interchange agreement screen is displayed with the first party section already filled in with the newly created party

- Fill in the remaining interchange agreement data
- Click Save to save the data

8.2.2. Create Multiple Interchange Agreements at once

This functionality is intended to facilitate the creation of interchange agreements in the case a new party is configured for the business. This is done by allowing the creation of multiple interchange agreements at once between this new party and the other parties with which it should exchange documents in the context of the chosen business profile.

To create an interchange agreement:

1. Navigate the menu: **Business Configuration** > **Interchange Agreement** > **Create Multiple**
2. The creation screen will be displayed as in Figure 15.
3. Fill in: the General Information, the First Party data and the role the second parties must have
4. The second party list is refreshed, displaying in grey text the parties which are already in an interchange agreement with the first party, for the given profile and having the specified roles, if there are any (Figure 16)
5. Click Select parties to select new parties
6. A **Select parties** popup is displayed containing all parties of the business domain which are not already displayed in the second party list (Figure 17)
7. Check the parties you want to create an interchange agreement with using the checkbox in front of the party name (Figure 18 – 1)
8. Click OK (Figure 18 – 2)
9. The parties are now displayed at the top of the second party list (Figure 19 - 1). A counter showing the number of new parties is also displayed above the table (Figure 19 - 2). A delete button in the Actions column allows you to remove any of the newly added parties (Figure 19 - 3).
10. Click Save to save the data
11. When the creation is complete:
    - The second party list is redisplayed having
        i. In green, the parties corresponding to the successfully created interchange agreements (Figure 20 - 1)
        ii. In red, the parties for which an error occurred while trying to create the interchange agreement (Figure 20 - 2)
        iii. In grey, the parties corresponding to previously created interchange agreements
    - Above the second party list quick navigation links allow you to toggle between displaying the parties in error, the ones for which the operation was successful, and all the parties (Figure 20 - 3)

- A error message in red displays the number of interchange agreements in error, and gives a hint on how to see a specific error message (Figure 20 - 4)
- In blue the number of parties for which an interchange agreement with the specified data already exists. It includes the ones from before opening the page, plus the ones that have been successfully created. (Figure 20 - 5)
- To see the error corresponding to a red line, position the mouse cursor above it: a tooltip with the corresponding error message will be temporary displayed (Figure 20 - 2).

12. You can repeat steps 6 to 10 in order to create new interchange agreements. In this case clicking the button 

will display a warning (Figure 21). If you proceed (Figure 22), the following changes will take place in the displayed information:

- the parties for which there was an error when creating the interchange agreement will be removed from the second party list and they will reappear in the Select Parties popup (Figure 22 - 1)
- the parties for which interchange agreement were successfully created (in green) will turn grey (Figure 22 - 2)
- the quick navigation links will be removed as well as any error message displayed

Please see section 3.1 for common creation considerations and section 8.2.1 Creating an Interchange Agreement for the information that can be provided during the creation. Also, note that all the second parties that will be chosen for the multiple interchange agreement creation will fulfil the same role (chosen at the beginning of the section Second Parties). If you need to use different roles for second parties, you need to create the interchange agreements one by one as in 8.2.1 Creating an Interchange Agreement.

Figure 15 - Interchange Agreement Multiple Creation Page

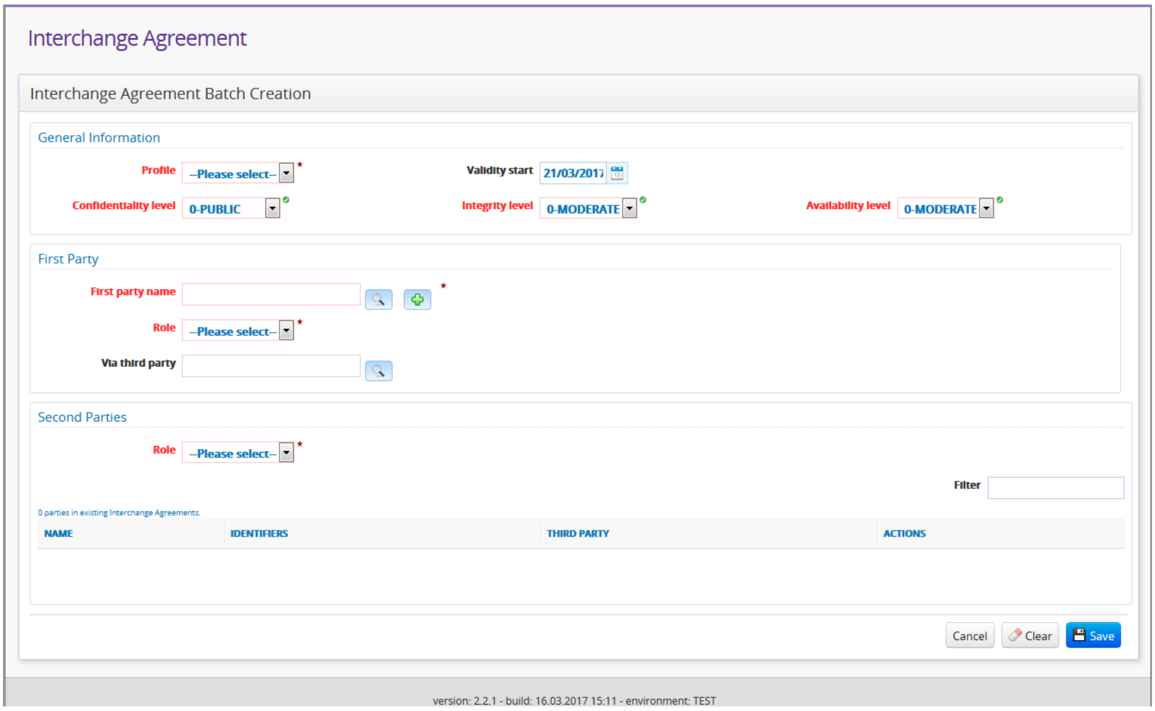


Figure 16 - Second party list containing only parties in existing Interchange Agreements

4 parties in existing Interchange Agreements.

NAME	IDENTIFIERS	THIRD PARTY	ACTIONS
NoCredentials3	DK_P NoCredentials3	3rdpartynotused	
NoCredentials4	CZ_VAT NoCredentials4	3rdpartynotused	
NoCredentials5	CY_VAT NoCredentials5	3rdpartynotused	
NoCredentials6	BE_VAT NoCredentials6	3rdpartynotused	

Figure 17 - Select Parties Popup

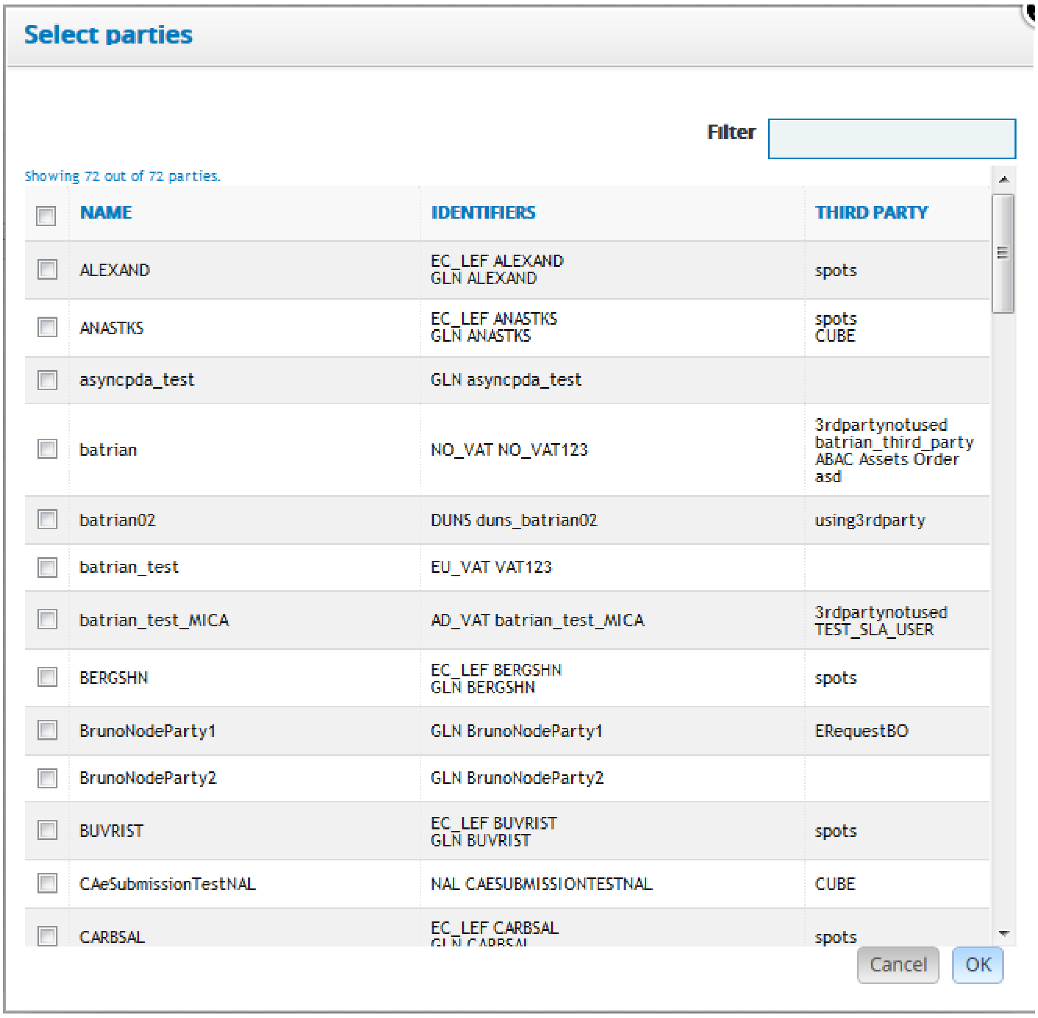


Figure 18 - Check Parties and Confirm

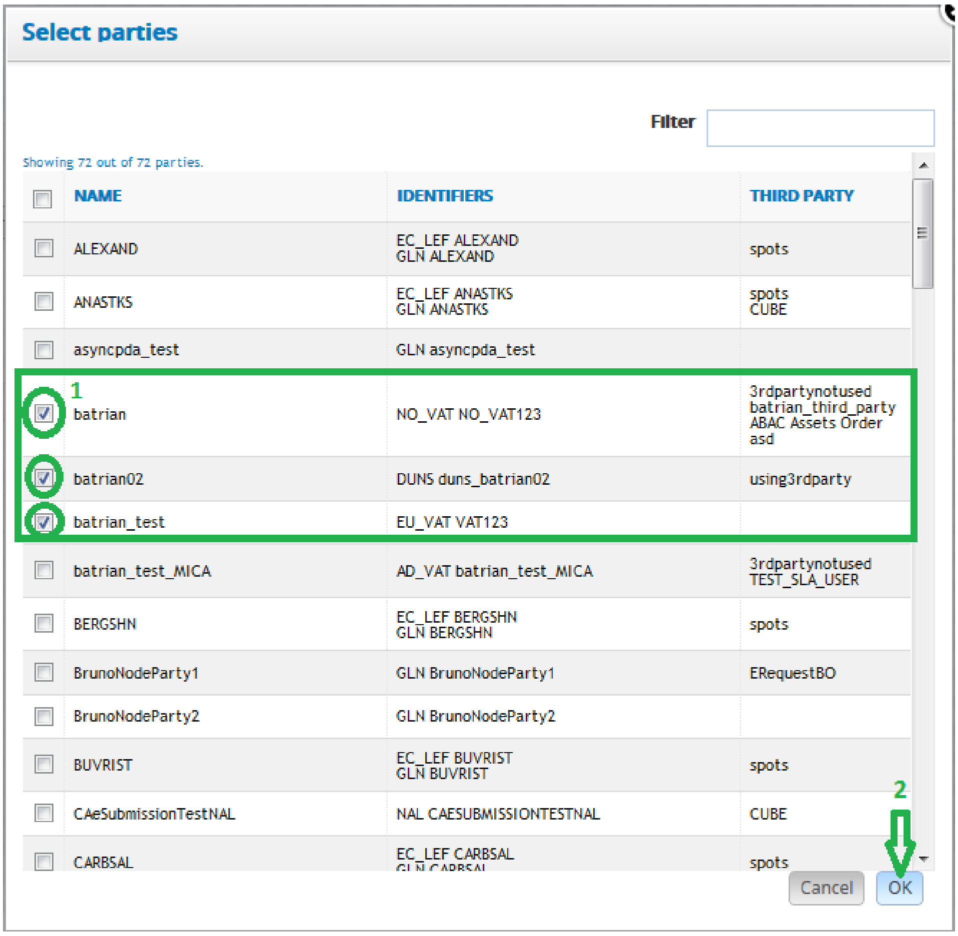


Figure 19 - Second Parties List with new parties

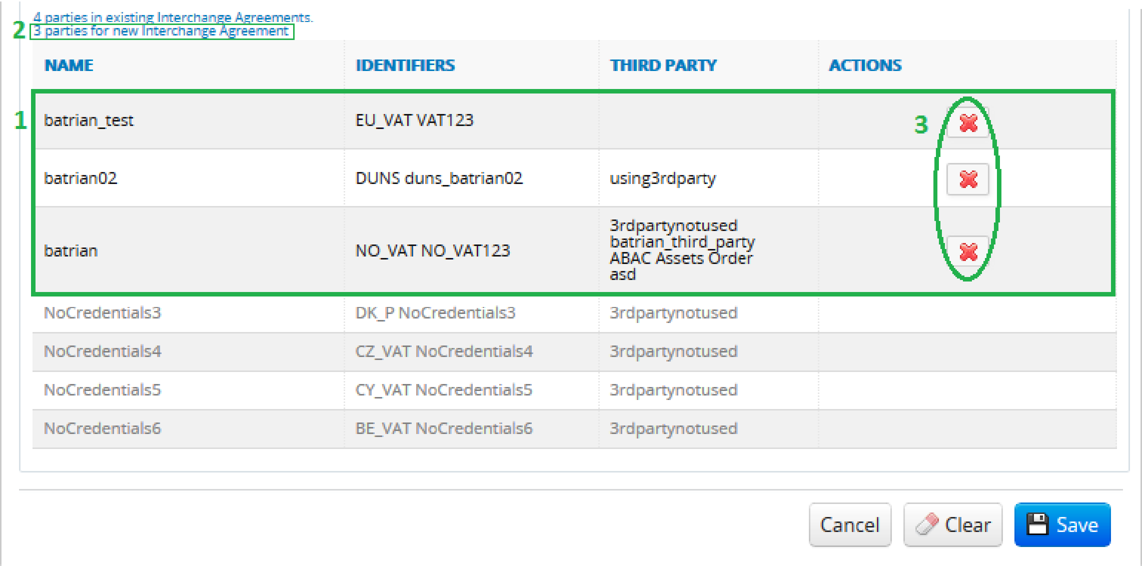


Figure 20 - Second party list after saving

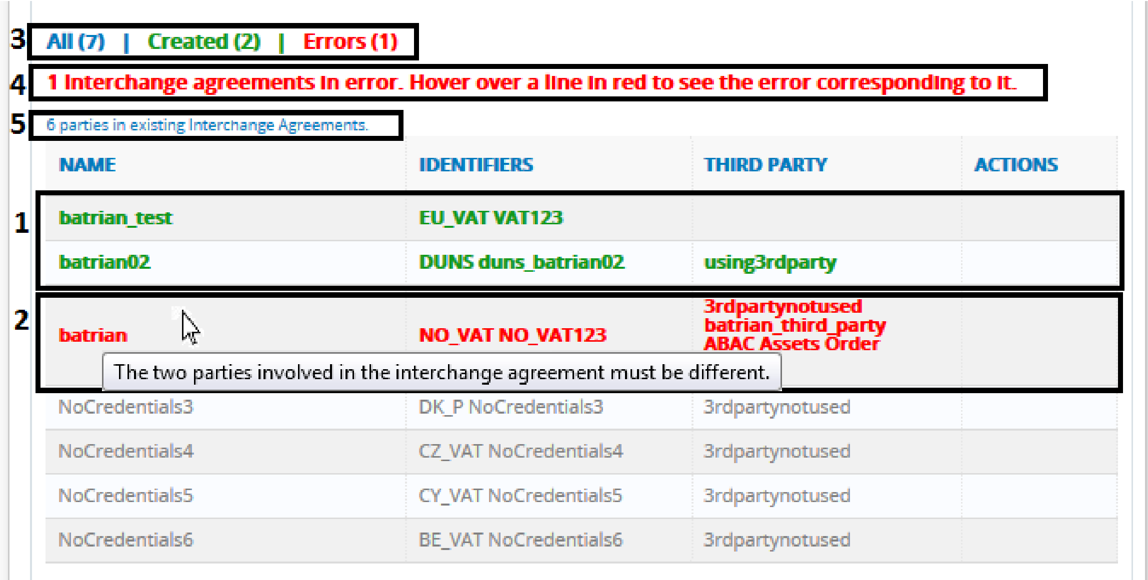


Figure 21 - Warning popup

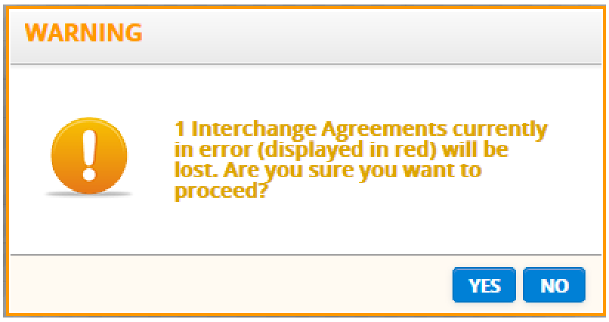
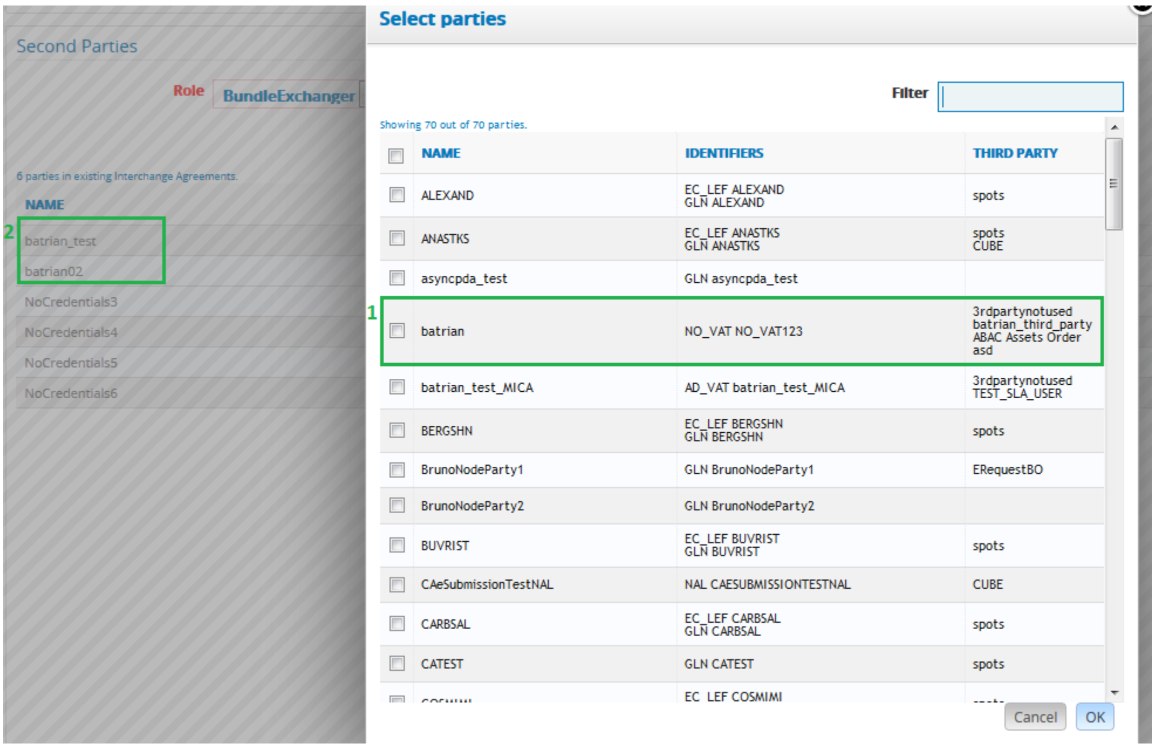


Figure 22 - Selecting parties in a second round



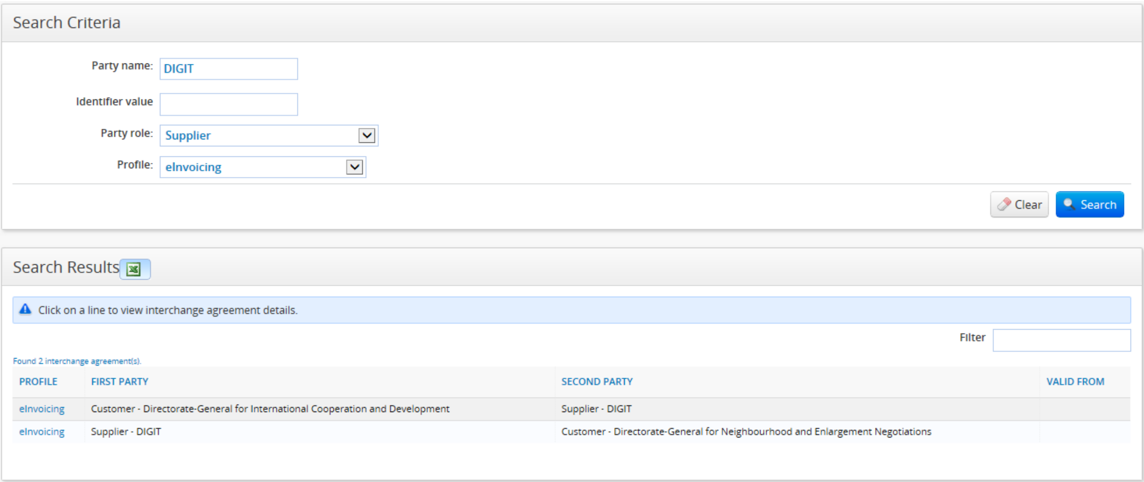
8.2.3. Searching for an Interchange Agreement

To search for an interchange agreement, follow the next steps:

1. Navigate the application menu: **Business Configuration** > **Interchange Agreement** > **Search**
2. Fill in the desired criteria: you can search by party name, party identifier value, party role or profile. *Note:* If you search by both party name (or party identifier value) and party role then you will get all the interchange agreements involving the specified party fulfilling precisely the specified role (a logical AND, not OR like commonly used in the search).
3. Click Search
4. The search result is displayed in the section at the bottom (Figure 23 - Interchange Agreement Search Page)
5. Click to export the search results from the search results section to an excel file. All the information related to an interchange agreement will be exported, not only the column available on screen.

Please see section 3.2 for common search considerations.

Figure 23 - Interchange Agreement Search Page



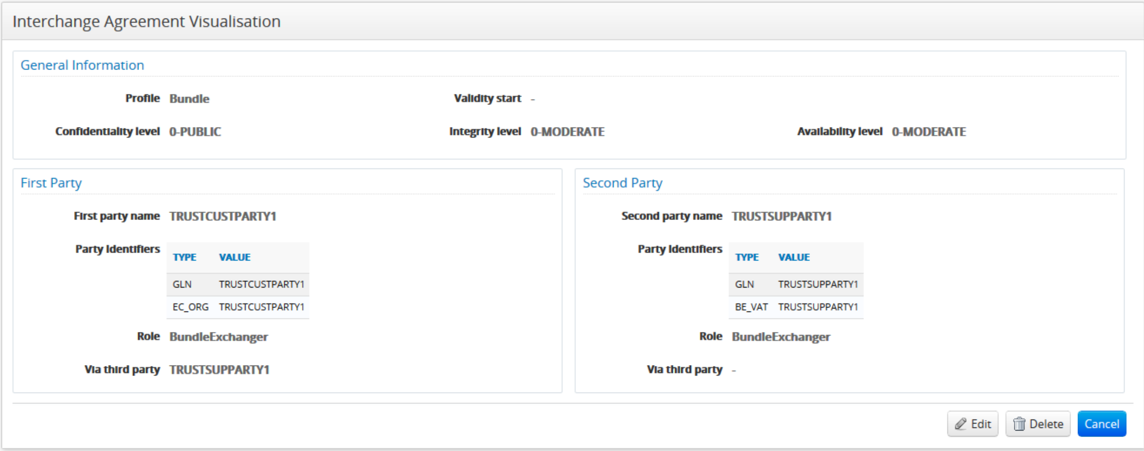
8.2.4. Visualisation of Interchange Agreement Information

To see information of an interchange agreement, follow the next steps:

1. Navigate the application menu: **Business Configuration** > **Interchange Agreement** > **Search**
2. Fill in the search criterions for the desired interchange agreement and click Search
3. In the search result section, click on the interchange agreement you want to see
4. You can now visualize the interchange agreement details as in Figure 24 - Interchange Agreement Visualisation Page

Please see section 3.3 for common visualisation considerations.

Figure 24 - Interchange Agreement Visualisation Page



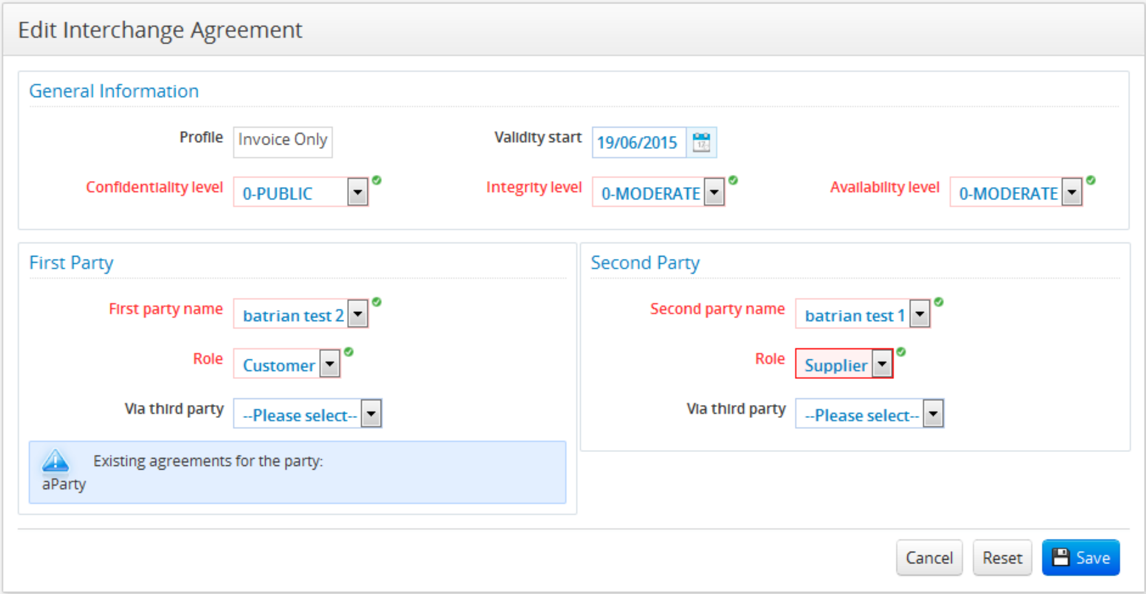
8.2.5. Modifying an Interchange Agreement

To modify interchange agreement information, follow the next steps:

1. Navigate the application menu: **Business Configuration** > **Interchange Agreement** > **Search**
2. Fill in the search criterions for the desired interchange agreement and click Search
3. In the search result section, click on the interchange agreement you want to modify (Figure 23 - Interchange Agreement Search Page)
4. You can now see the interchange agreement details as in Figure 24 - Interchange Agreement Visualisation Page
5. Click Edit (bottom right of the page)
6. The interchange agreement modification screen is displayed (Figure 25 - Interchange Agreement Modification Page)
7. Fill in or change the desired information (you cannot change neither the profile nor the parties involved in the interchange agreement and their roles)
8. Click Save to save the modifications

Please see section 3.1 for common creation considerations.

Figure 25 - Interchange Agreement Modification Page



8.2.6. Deleting an Interchange Agreement

You cannot delete an interchange agreement that does not belong to your business domain. Interchange agreements already being used for message exchanges, or referred to in endpoint configurations etc. will also not be deleted.

If you are a Local Business Owner, you are not authorized to delete an interchange agreement created by a more powerful user role (like ADM or CBO). You can only delete interchange agreements that pertain to your business domain and have been created by a LBO user role, as long as these interchange agreements are not referred to in any configuration and there are no messages sent under their authorisation as previously stated.

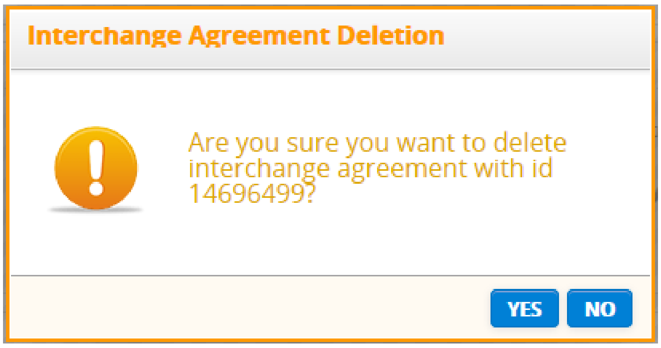
To delete an interchange agreement, follow the next steps:

1. Navigate the application menu: **Business Configuration** > **Interchange Agreement** > **Search**
2. Fill in the search criterions for the desired interchange agreement and click 

3. In the search result section, click on the interchange agreement you want to delete (Figure 23 - Interchange Agreement Search Page)
4. You can now see the interchange agreement details as in Figure 24 - Interchange Agreement Visualisation Page
5. Click 

(bottom right of the page)
6. Confirm the deletion (Figure 26 - Interchange Agreement Deletion Confirmation popup)

Figure 26 - Interchange Agreement Deletion Confirmation popup



8.3. Party Agreements

A Party Agreement is an arrangement between two parties, which specifies that a Party (known as delegated party or third party) can act on behalf of another Party (known as authorizing party).

8.3.1. Creating a party agreement

To create a party agreement:

1. Navigate the menu: **Business Configuration** > **Party Agreement** > **Create**
2. The creation page will be displayed as in Figure 27
3. Search for the authorizing and delegated parties and select them (see section 8.1.2 ***Searching for a Party***)
4. In order to give the authorization for certain types of documents, you need to click NO next to the label Authorization on all transactions. By default the delegated party is authorized on all transactions.
5. The Authorizes transactions section is displayed
6. You can add a transaction to the authorized transactions list
   a. Click to add a transaction to the authorized transactions list
   b. Search transactions popup is displayed
   c. Fill in the search criteria to help you find your transaction
   d. Click Search
   e. Click on the transaction you need in the Search results section
   f. The Search transactions popup is closed
   g. The name and version of the selected transaction are displayed in the Authorized transaction section (see Figure 28)
   h. Click on a transaction line to remove the transaction from the authorized transactions list
7. Click Save to save the data

Please see section 3.1 for common creation considerations.

Figure 27 - Party Agreement Creation Page

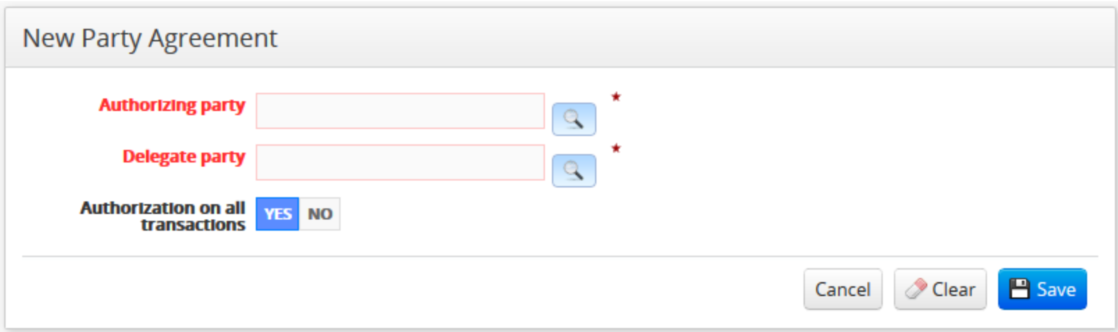
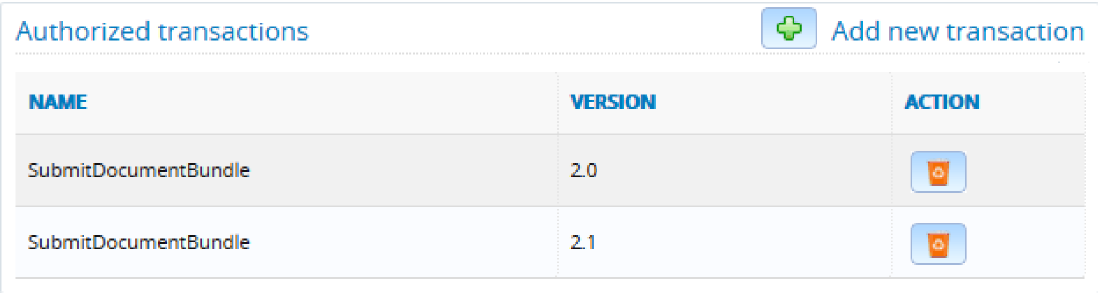


Figure 28 - Authorized transactions Section



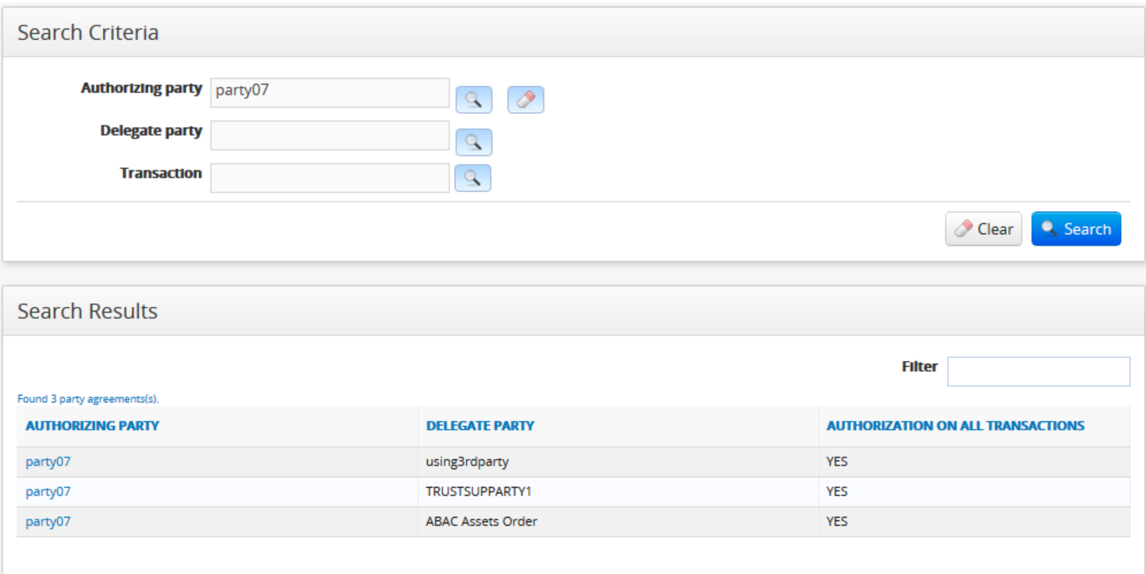
8.3.2. Searching for a Party Agreement

To search for a party agreement, follow the next steps:

1. Navigate the application menu: **Business Configuration** > **Party Agreement** > **Search**
2. Fill in the desired criteria (you can search by authorizing party, delegated party, transaction or any combination of them)
3. Click Search
4. The search results are displayed in the section at the bottom (see Figure 29)

Please see section 3.2 for common search considerations.

Figure 29 - Search Party Agreement Page



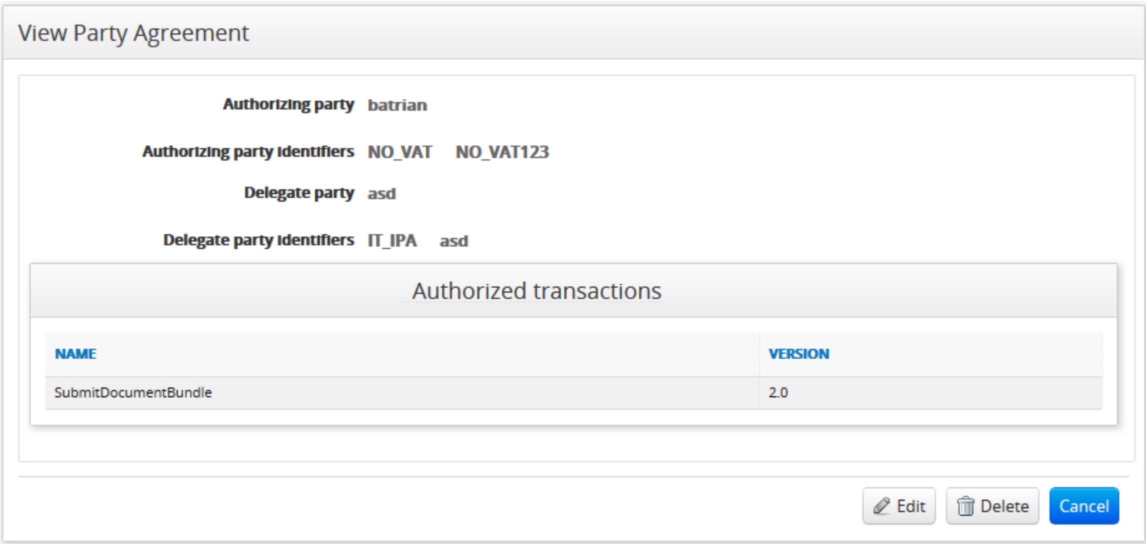
8.3.3. VISUALIZING PARTY AGREEMENT INFORMATION

To see party agreement information, follow the next steps:

1. Navigate the application menu: **Business Configuration** > **Party Agreement** > **Search**
2. Fill in the search criterions for the desired party agreement and click Search
3. Click on the line corresponding to the party agreement you want to see in the search result list
4. The party agreement details are displayed as in Figure 30 - Party Agreement Visualization Page

Please see section 3.3 for common visualisation considerations.

Figure 30 - Party Agreement Visualization Page



8.3.4. MODIFYING A PARTY AGREEMENT

To modify party information, follow the next steps:

1. Navigate the application menu: **Business Configuration** > **Party Agreement** > **Search**
2. Fill in the search criterions for the desired party agreement and click Search
3. Click on the party agreement you want to modify in the search result list (Figure 29 - Search Party Agreement Page)
4. You can now see the party agreement details as in Figure 30 - Party Agreement Visualization Page
5. Click Edit (bottom right of the page)
6. You can now see the party agreement modification screen (Figure 31) and edit the party agreement
7. Fill in or change the desired information:
    a. You cannot change the authorizing party

b. If there are messages in the system sent by the delegated party on behalf of the authorizing party

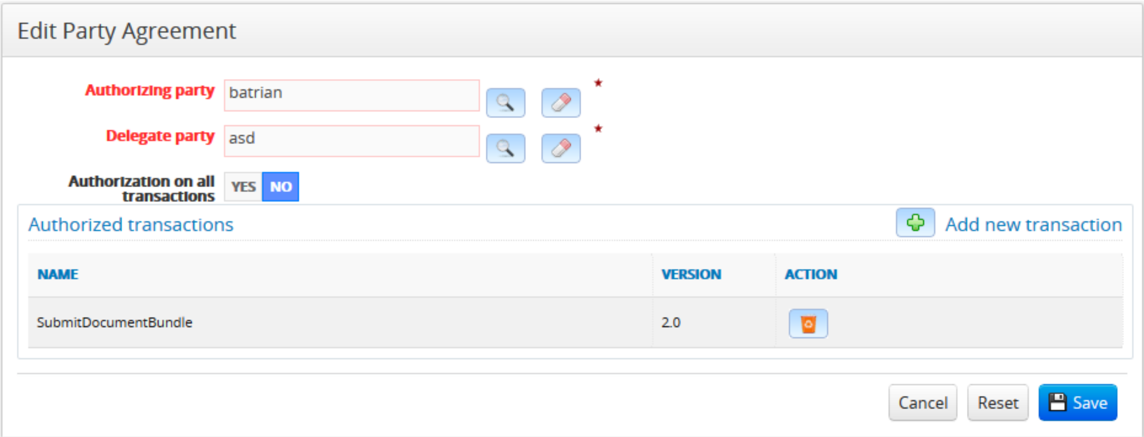
i. you cannot change the delegated party

ii. you cannot remove the transaction corresponding to the message, from the list of authorized transactions

8. Click Save to save the modifications

Please see section 3.1 for common creation considerations.

Figure 31 - Party Agreement Modification Page



8.3.5. Deleting a Party Agreement

You cannot delete a party agreement

- if there are messages in the system having the authorizing party as sender and the delegated party as issuer or
- if the authorizing party has no credentials and no other party agreements, and it is involved in an interchange agreement (the interchange agreement will become useless)

To delete a party agreement, follow the next steps:

1. Navigate the application menu: **Business Configuration** > **PartyAgreement** > **Search**

2. Fill in the search criterions for the desired party agreement and click Search

3. Click on the party agreement you want to delete in the search result list (Figure 29)

4. You can now see the party agreement details as in Figure 30

5. Click Delete (bottom right of the page)

6. Confirm the deletion (Figure 32)

Figure 32 - Delete Party Agreement Confirmation Popup

8.4. Routing Endpoints

In order to forward messages from a party to another, or to send response messages to sender parties, the destination needs to be known. This destination is represented by routing endpoints which can be of three types: JMS endpoints, Web Services endpoints and AMQP endpoints. All three types of routing endpoints can be configured via the Administration Console.

8.4.1. Endpoint Information

8.4.1.1. Specific JMS Endpoint information

As shown in Figure 33 - JMS specific configuration:

1. The JMS destination queue of the message
2. The initial JNDI context factory to be used
3. The JMS connection factory to use
4. If it is using a temporary reply queue or not
5. The JMS provider URL
6. The java message converter class used for converting the message in a specific format before sending it, if such format is needed in the receiver system

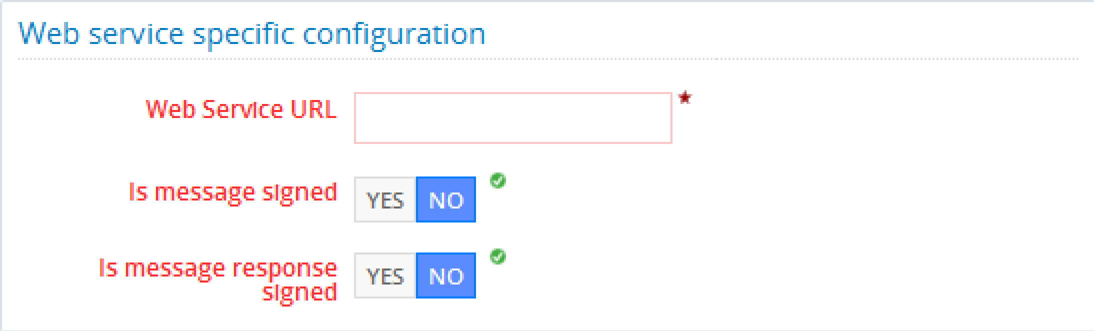
Figure 33 - JMS specific configuration

8.4.1.2. *Specific Web Services Endpoint information*

As shown in Figure 34 - Web Services specific configuration:

1. The web service URL
2. If the message needs to be signed before sending or not
3. If the response to the message should be signed or not by the sending endpoint

Figure 34 - Web Services specific configuration

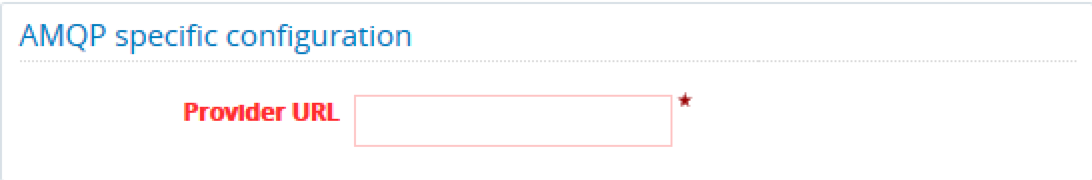


8.4.1.3. Specific AMQP Endpoint information

As shown in Figure 35 - AMQP specific configuration:

1. The AMQP provider URL

Figure 35 - AMQP specific configuration

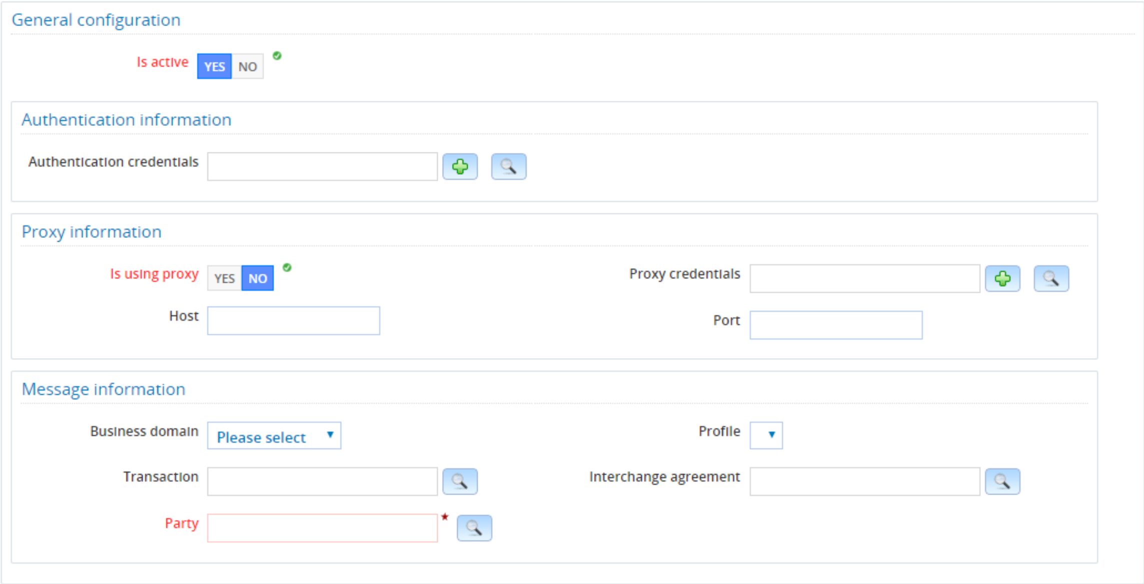


8.4.1.4. Common Information – used for All Endpoint Types

As shown in Figure 36 - Common configuration:

1. Endpoint status – if the endpoint is active or not
2. Authentication credentials: authentication username and password
3. Proxy information:
    a. If endpoint is using proxy
    b. Proxy information. All proxy information is mandatory if proxy is used :
        i. Proxy host and port
        ii. Proxy credentials (username and password)
4. Information that is used to identify the messages that will be routed to this endpoint:
    a. Business domain
    b. Profile
    c. Transaction
    d. Interchange agreement
    e. Party

Figure 36 - Common configuration



8.4.2. Creating an Endpoint Configuration

To create an endpoint configuration:

1. Navigate the menu:
   - For JMS configurations: **Business Configuration** > **Routing Endpoints** > **Create** > **JMS Configuration**
   - For Web Services configurations: **Business Configuration** > **Routing Endpoints** > **Create** > **Web Services Configuration**
   - For AMQP configurations: **Business Configuration** > **Routing Endpoints** > **Create** > **AMQP Configuration**
2. The creation screen will be displayed
   - As in Figure 37 - JMS Routing Endpoint Creation Page, if JMS configuration
   - As in Figure 38 - Web Service Routing Endpoint Creation Page, if Web Services configuration
   - As in Figure 39 - AMQP Endpoint Creation Page, if AMQP configuration
3. Fill in the endpoint data
   - For adding new authentication or proxy credentials
     i. Click next to the concerned credential field
     ii. In the credentials popup (Figure 40 - New Credentials Popup) fill in the username and the two password fields
     iii. Click OK
   - For searching for existing authentication or proxy credentials (Figure 41 - Search Authentication Credentials Popup (JMS), Figure 42 - Search

Authentication Credentials Popup (WS), Figure 43 - Search Authentication Credentials Popup (AMQP), Figure 44 - Search Proxy Credentials Popup)

i. Click next to the concerned credential field

ii. Fill in the username or a partial username

iii. Click Search

iv. Select the desired username in the search results

- For filling in the transaction

  i. Click next to the transaction field

  ii. Follow the steps in the section 9.3.2 ***SEARCHING FOR A TRANSACTION***

- For filling in the interchange agreement

  i. Click next to the transaction field

  ii. Follow the steps in section 8.2.3 ***SEARCHING FOR AN INTERCHANGE AGREEMENT***

- For filling in the party

  i. Click next to the transaction field

  ii. Follow the steps in section 8.1.2 ***SEARCHING FOR A PARTY***

4. Press Save to save the endpoint configuration

Please see section 3.1 for common creation considerations.

Figure 37 - JMS Routing Endpoint Creation Page

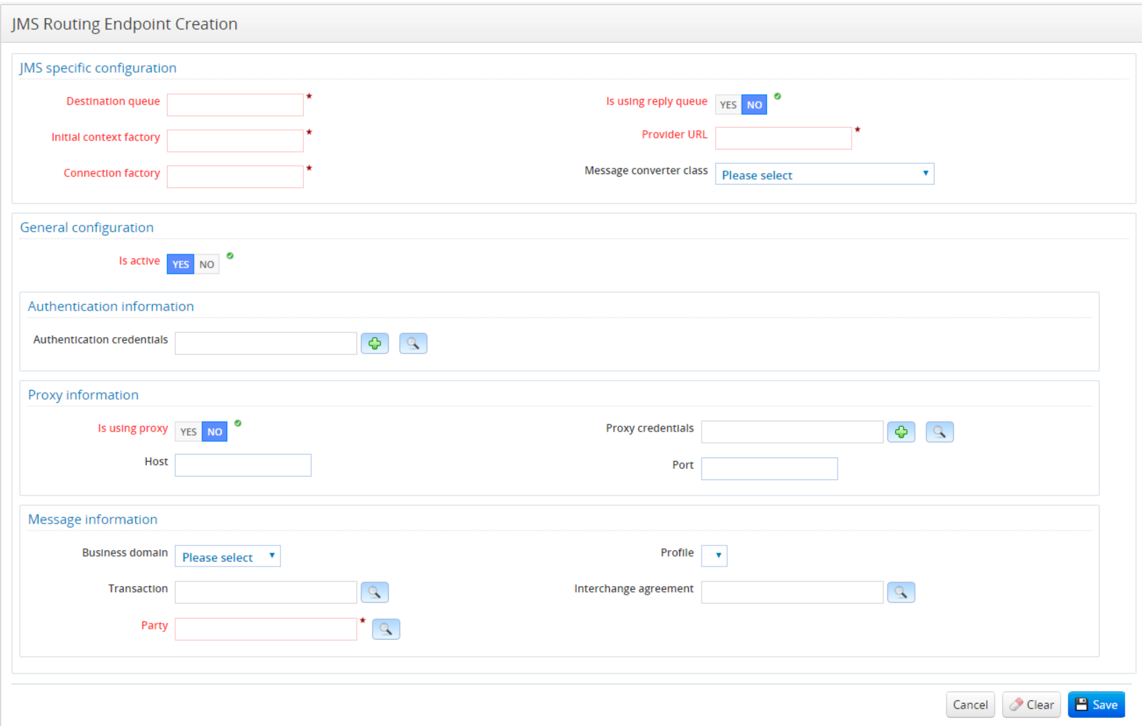


Figure 38 - Web Service Routing Endpoint Creation Page

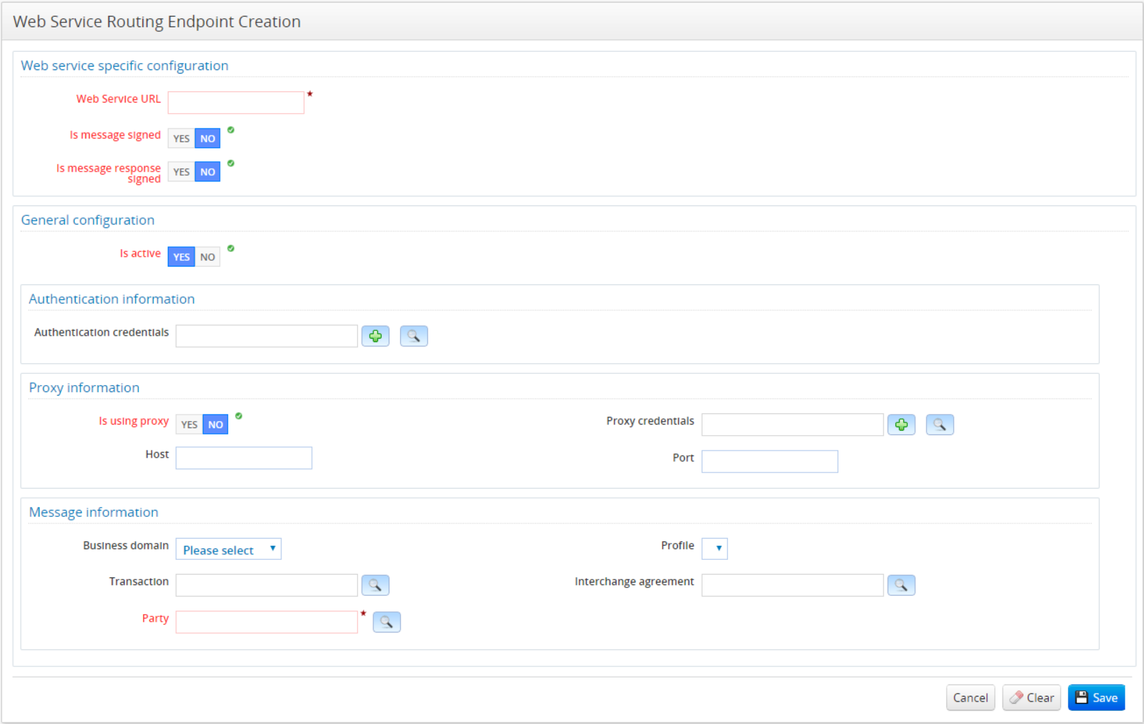


Figure 39 - AMQP Endpoint Creation Page

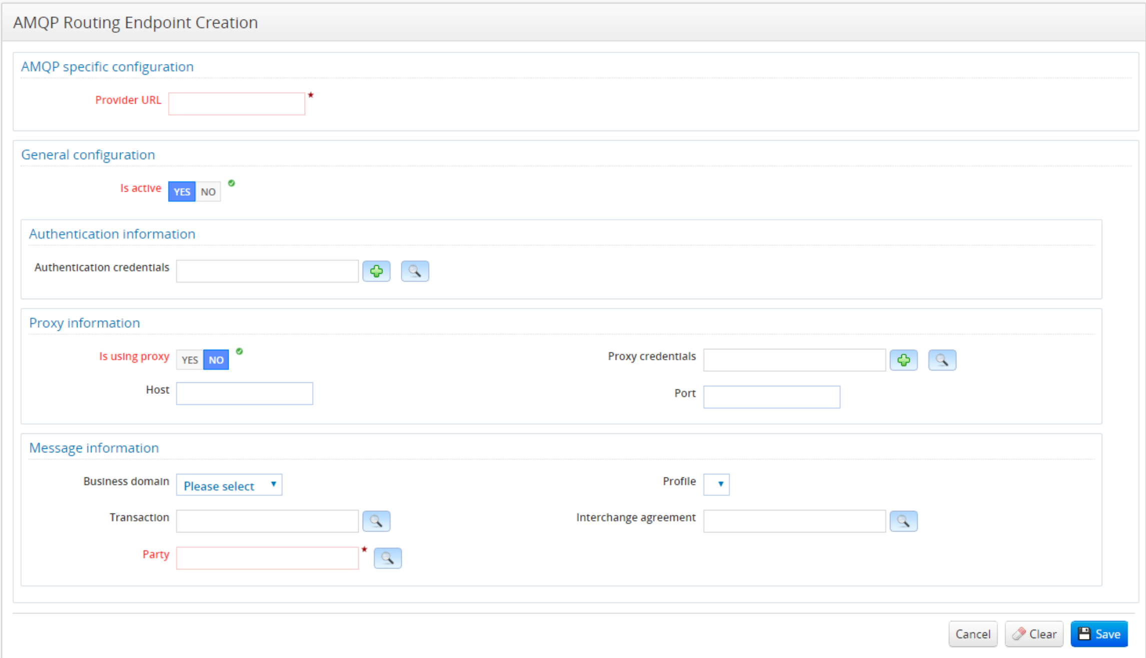


Figure 40 - New Credentials Popup

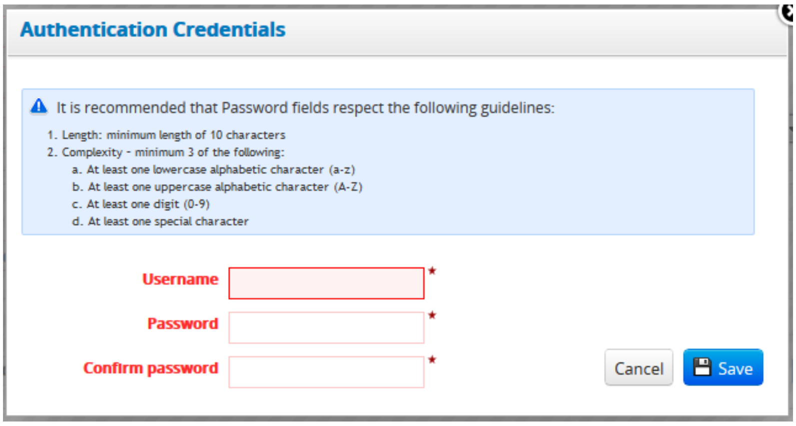


Figure 41 - Search Authentication Credentials Popup (JMS)

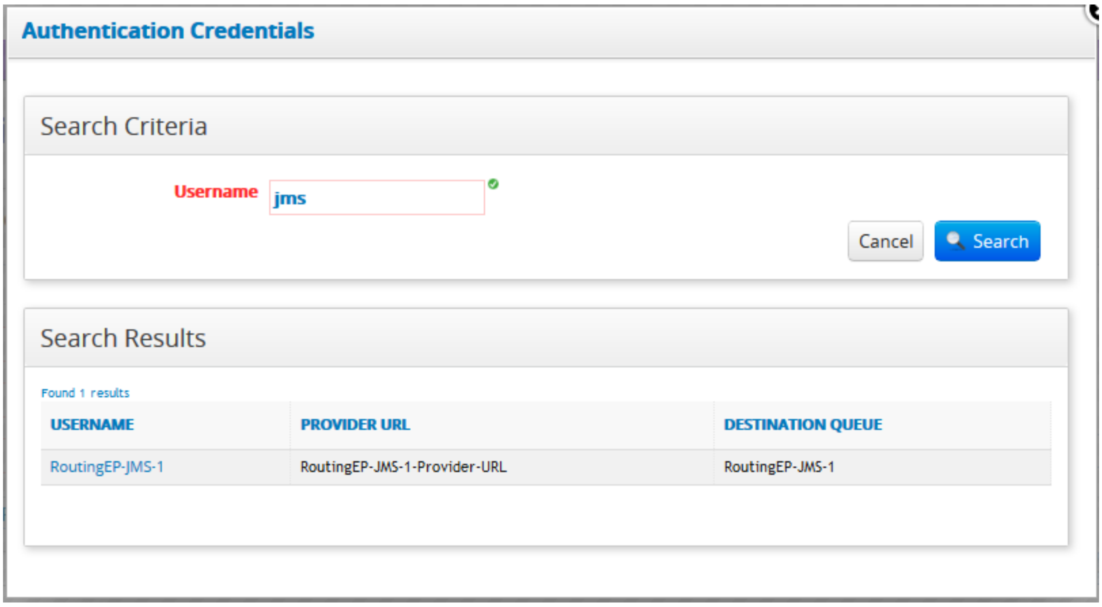


Figure 42 - Search Authentication Credentials Popup (WS)

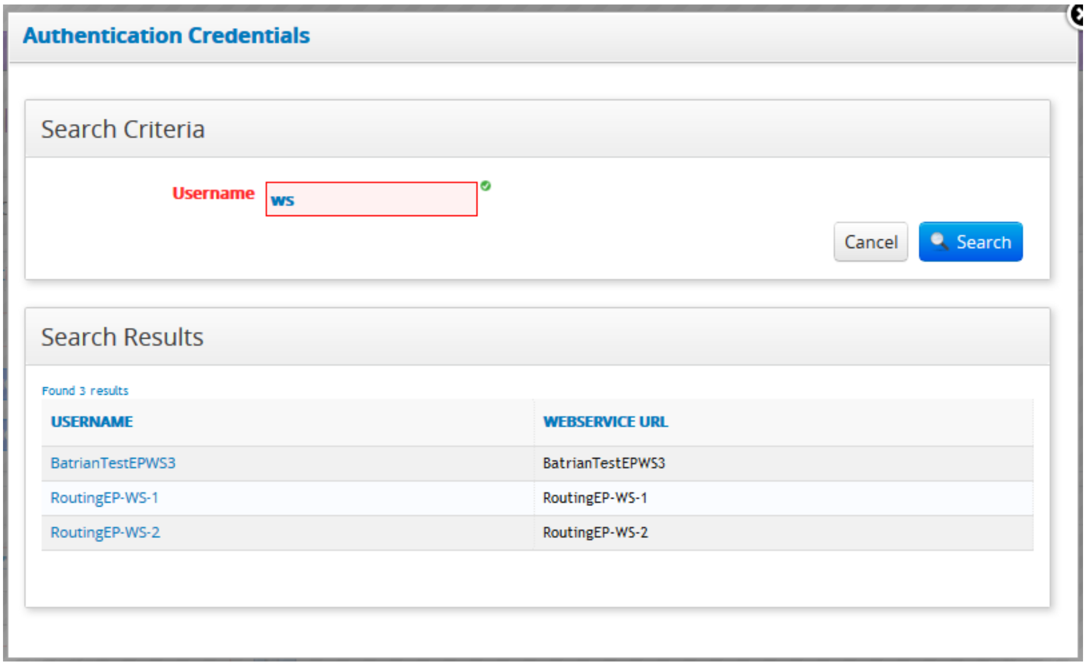


Figure 43 - Search Authentication Credentials Popup (AMQP)

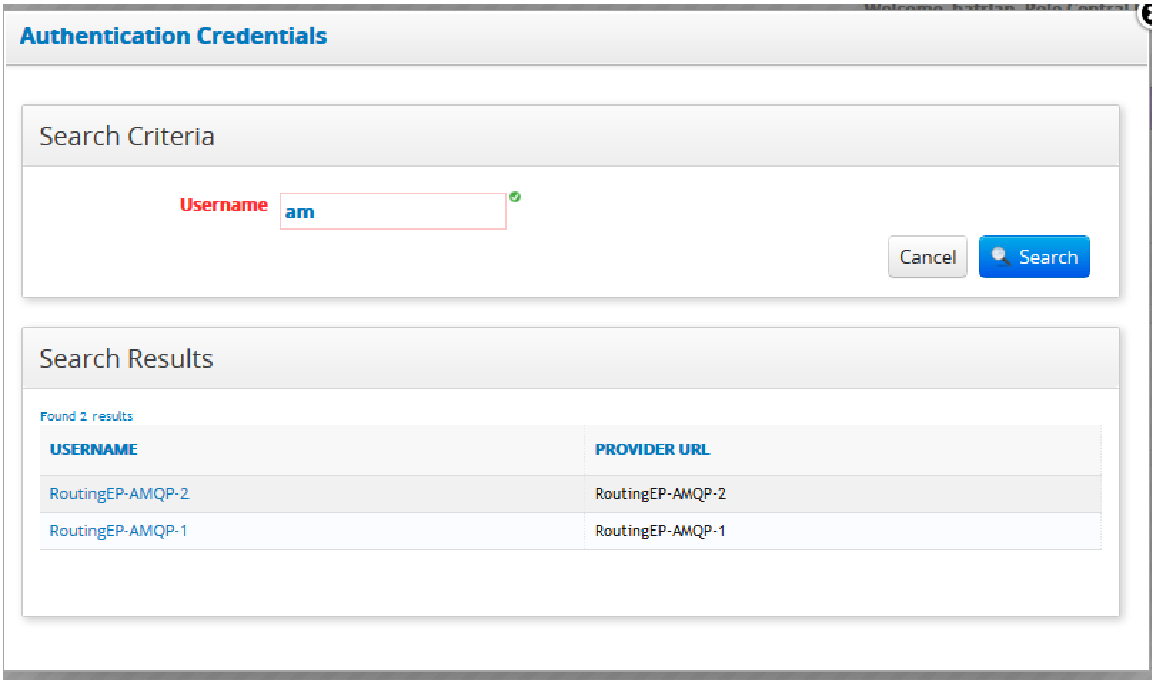
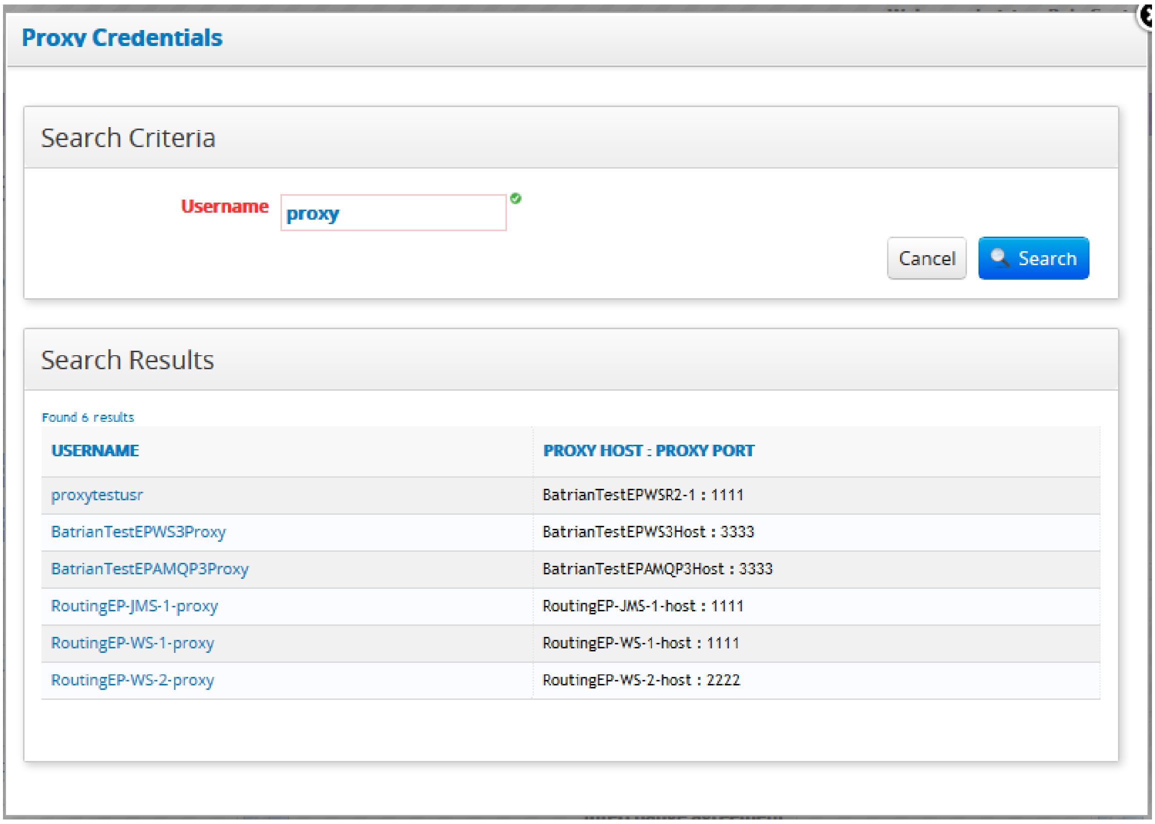


Figure 44 - Search Proxy Credentials Popup



8.4.3. Searching for an Endpoint Configuration

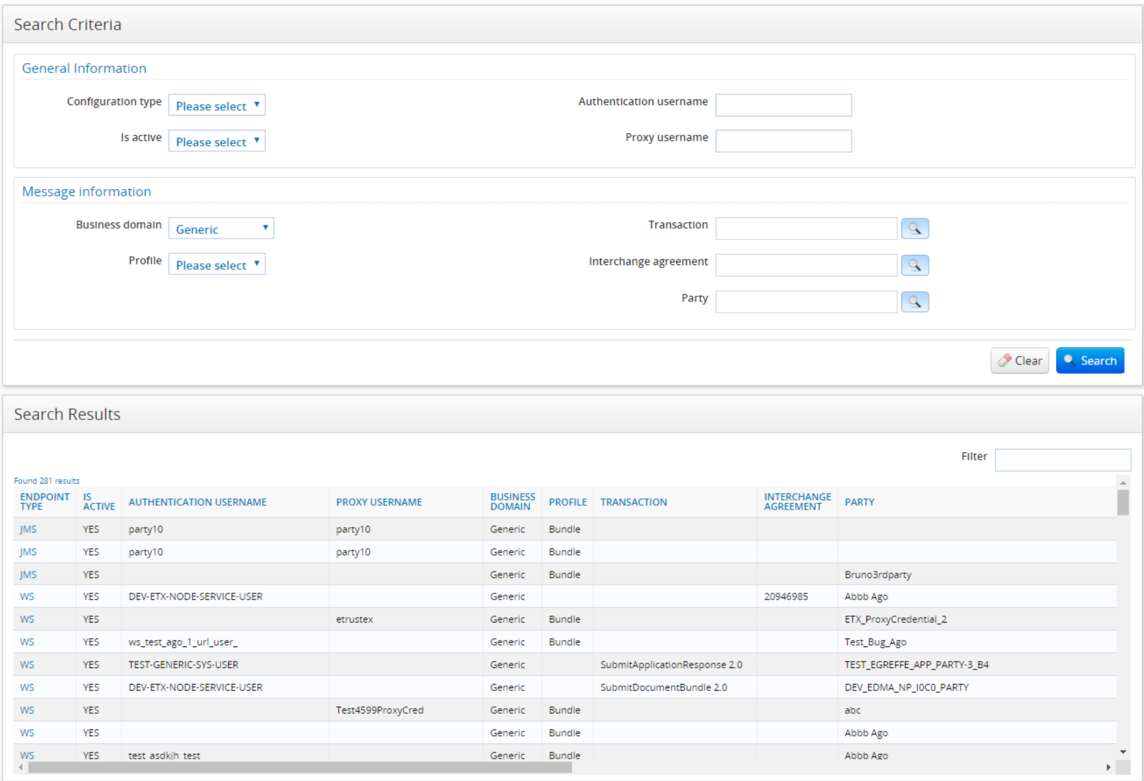
To search for an endpoint configuration, follow the next steps:

1. Navigate the application menu: **Business Configuration** > **Routing Endpoints** > **Search**

2. Fill in the desired criteria in **Search Criteria** section (Figure 45 - Routing Endpoint Search Page). You can search by:
    - Endpoint type (JMS, Web Services or AMQP)
    - Endpoint status (active or inactive)
    - Authentication username
    - Proxy username
    - Business domain, profile, transaction, interchange agreement or party configured
3. Click Search
4. The search result are displayed in the section at the bottom (Figure 45 - Routing Endpoint Search Page)

Please see section 3.2 for common search considerations.

Figure 45 - Routing Endpoint Search Page



8.4.4. VISUALISING ENDPOINT CONFIGURATIONS

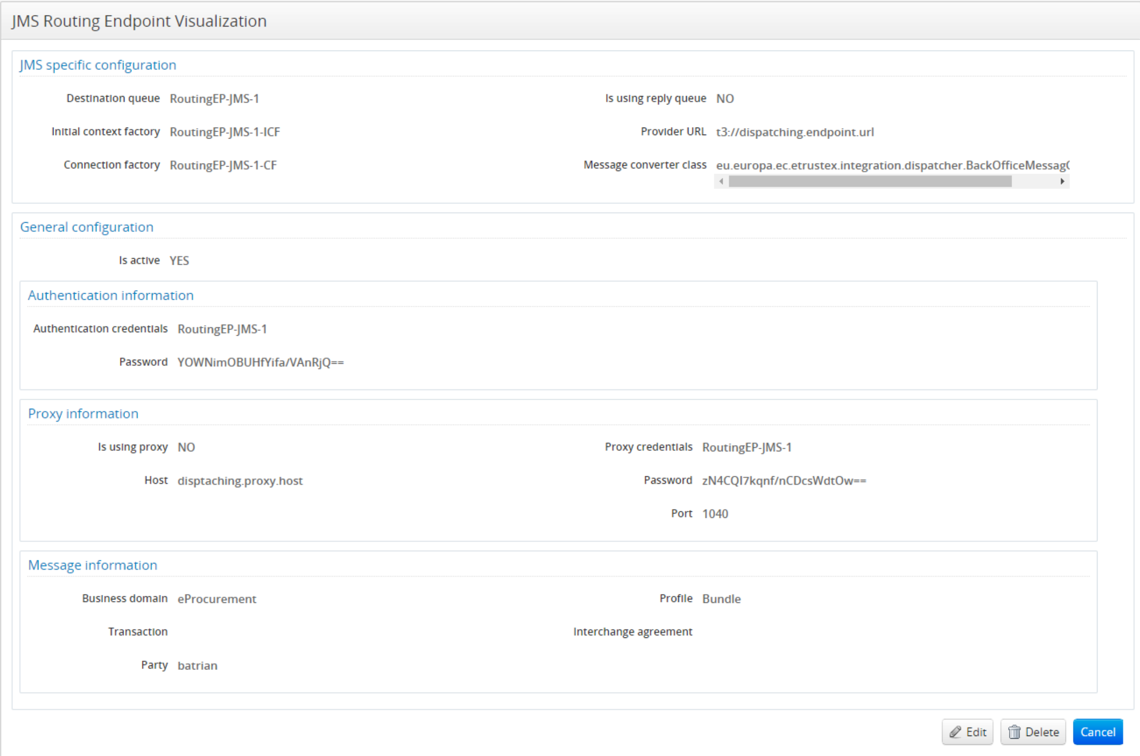
To see endpoint configuration information, follow the next steps:

1. Navigate the application menu: **Business Configuration** > **Routing Endpoints** > **Search**
2. Fill in the desired criteria in **Search Criteria** section (Figure 45 - Routing Endpoint Search Page) and click Search
3. In the Search Results section, click on the endpoint configuration you want to see

4. You can now see the configuration details (e.g. Figure 46 - Endpoint Visualisation Page (JMS configuration))

Please see section 3.3 for common visualisation considerations.

Figure 46 - Endpoint Visualisation Page (JMS configuration)



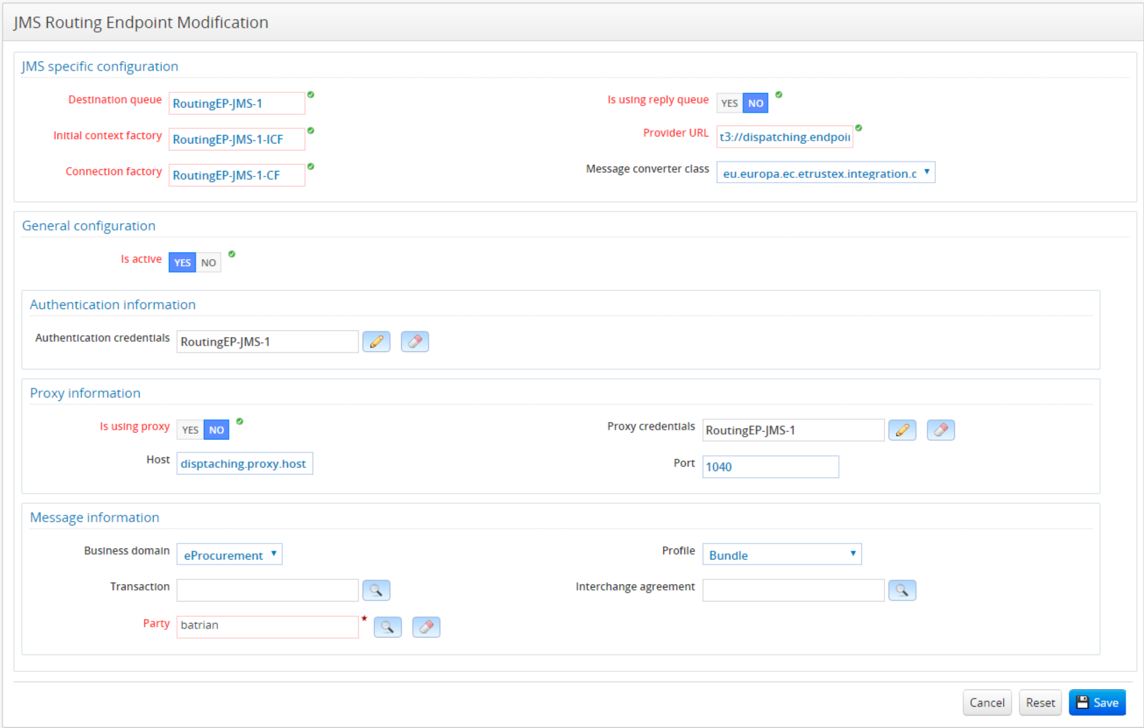
8.4.5. Modifying an Endpoint Configuration

The endpoint configuration cannot be modified if there are messages configured to use it and not yet dispatched.

To modify an endpoint configuration, follow the next steps:

1. Navigate the application menu: **Business Configuration** > **Routing Endpoints** > **Search**
2. Fill in the search criterions for the endpoint configuration to modify
3. Click Search
4. In the search results list, click on the configuration you want to modify (Figure 45 - Routing Endpoint Search Page)
5. You can now see the configuration details
6. Click Edit (bottom right of the page)
7. You can now see the configuration in edit mode (e.g. Figure 47 - Endpoint Modification Page (JMS configuration))
8. Fill in or change the desired information
9. Click Save to save the modifications

Figure 47 - Endpoint Modification Page (JMS configuration)



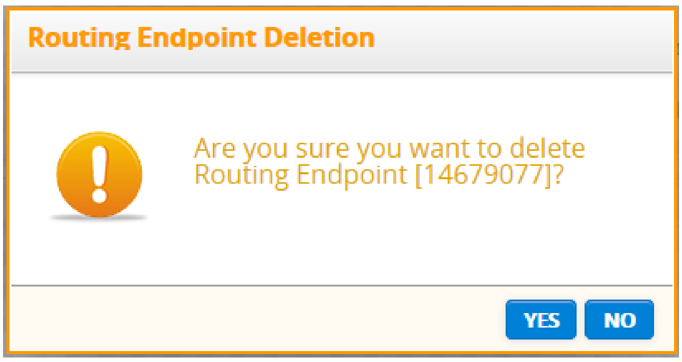
8.4.6. Deleting an Endpoint Configuration

You cannot delete an endpoint configuration, if one of the messages for which it is configured has not been successfully processed.

To delete an endpoint configuration, follow the next steps:

1. Navigate the application menu: **Business Configuration** > **Routing Endpoints** > **Search**
2. Fill in the search criterions for the configuration to delete and click Search
3. Click on the configuration you want to delete in the search result list (Figure 45 - Routing Endpoint Search Page)
4. You can now see the configuration details
5. Click Delete (bottom right of the page)
6. Confirm the deletion (Figure 48 - Routing Endpoint Deletion Confirmation)

Figure 48 - Routing Endpoint Deletion Confirmation pop-up



8.5. User Management

The User is a person that can use CIPAdmin for defining generic or business specific configurations. To do that, the User must be configured and given access rights. This can be done via the administration console as described in the following subsections.

8.5.1. Creating a User

To create a user:

1. Navigate the menu: **Business Configuration** > **CIPAdmin Users** > **Create**
2. The creation screen will be displayed as in Figure 49.
3. Fill in the desired information
4. Click Save to save the data

Below you can find the specificity corresponding to the configuration of different types of users. In all cases the username is mandatory and you can have a user fulfilling different roles on different business domains (this is ensured by adding more user configurations, one for each specific role of the user).

- Configuring ADM users:
    - You must add a configuration with ADM user role.
    - If you want to create an ADM with the same rights as yourself, you only need to add one configuration in which you do not specify any business domain.
    - If you have ADM rights on 5 business domains, and you want to create a user with ADM rights for only 2 of them, you need to add 2 configurations in which you specify the ADM user role, one for each of the 2 business domains.
- Configuring CBO users:
    - You must add a configuration with CBO user role and specify one of the business domains you are authorized with.
- Configuring LBO users:
    - You must add a configuration with LBO user role, specify one of the business domains you are authorized with and choose a party from this business domain to which to associate the user.
- Configuring SUP users:
    - You must add a configuration with SUP user role and specify one of the business domains you are authorized with.

8.5.1.1. Adding new Access Rights Configurations

1. Fill in the access rights data in the New User Access Rights section
2. Click Add Configuration
3. The new access rights configuration is displayed in the configuration list under the section User Access Rights

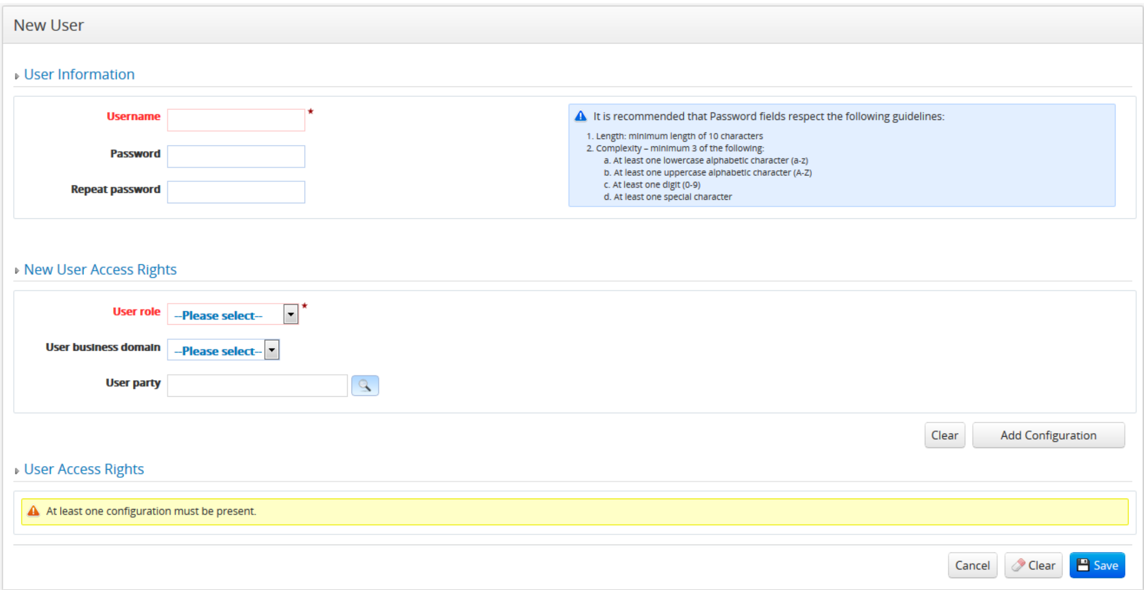
8.5.1.2. Modifying Access Rights Configurations

1. In the access rights configuration list, click in the actions column corresponding to the configuration to modify
2. The configuration is loaded in the section New User Access Rights which becomes Edit User Access Rights
3. Do the necessary modifications and click Add Configuration . Click Cancel if you changed your mind.
4. The configuration is updated in the access rights list to reflect the latest changes

8.5.1.3. Deleting access rights configurations

1. In the access rights configuration list, click in the action column corresponding to the configuration to delete
2. Confirm the deletion of the selected configuration

Figure 49 - User Creation Page



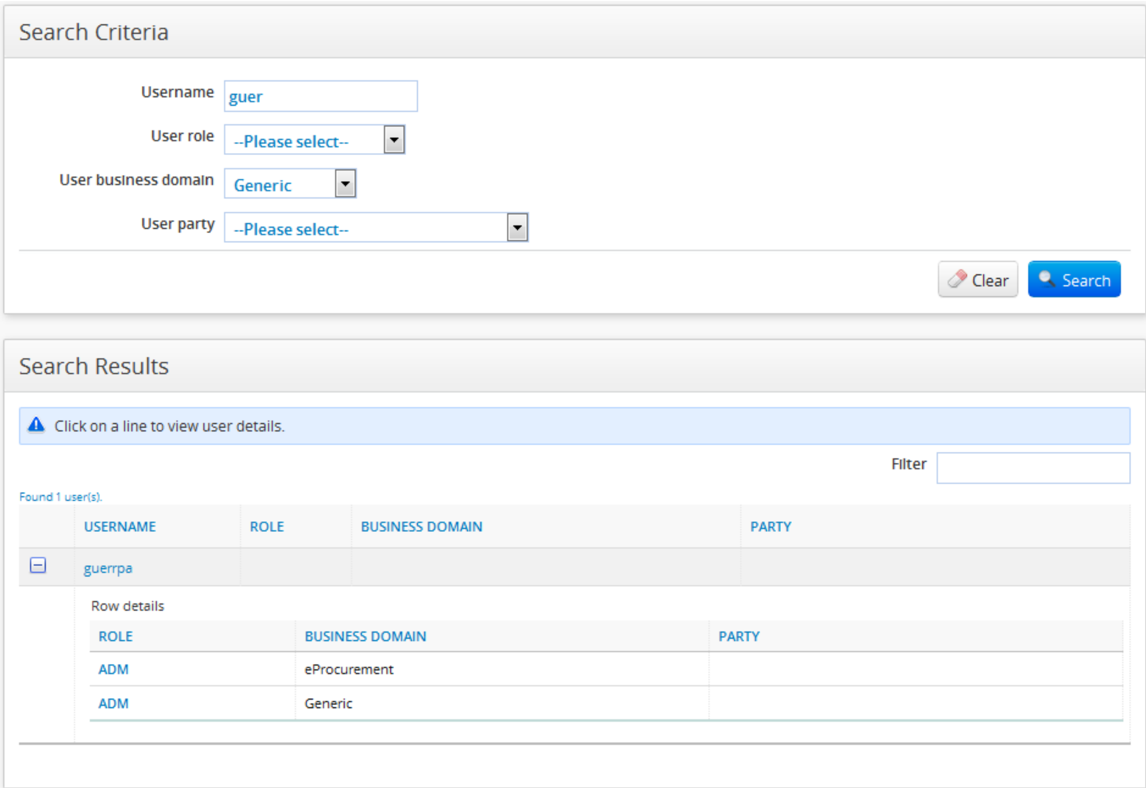
8.5.2. Searching for a User

To search for a user, follow the next steps:

1. Navigate the application menu: **Business Configuration** > **CIPAdmin User** > **Search**
2. Fill in the desired criteria (you can search by username, user role, business domain, user party or any combination of them)
3. Click Search
4. The search result will be displayed in the section at the bottom (Figure 50 - User Search Page)

Please see section 3.2 for common search considerations.

Figure 50 - User Search Page



8.5.3. Visualising User Information

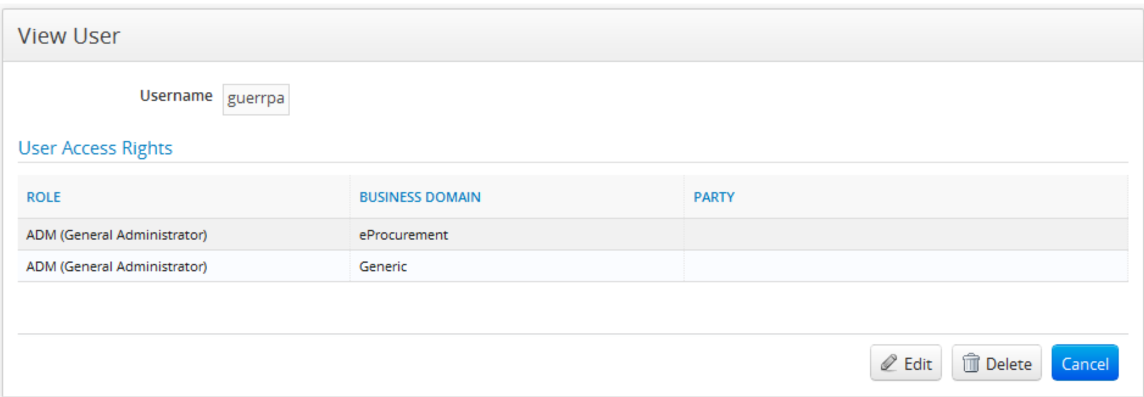
To see user information, follow the next steps:

1. Navigate the application menu: **Business Configuration** > **CIPAdmin User** > **Search**
2. Fill in the search criterions for the desired user and click 

3. Click on the user you want to see in the search result list
4. You can now see the user details as in Figure 51 - User Visualisation Page

Please see section 3.3 for common visualisation considerations.

Figure 51 - User Visualisation Page



8.5.4. Modifying a User

You cannot modify your own user details.

To modify user information, follow the next steps:

1. Navigate the application menu: **Business Configuration** > **CIPAdmin User** > **Search**
2. Fill in the search criterions for the desired user and click 

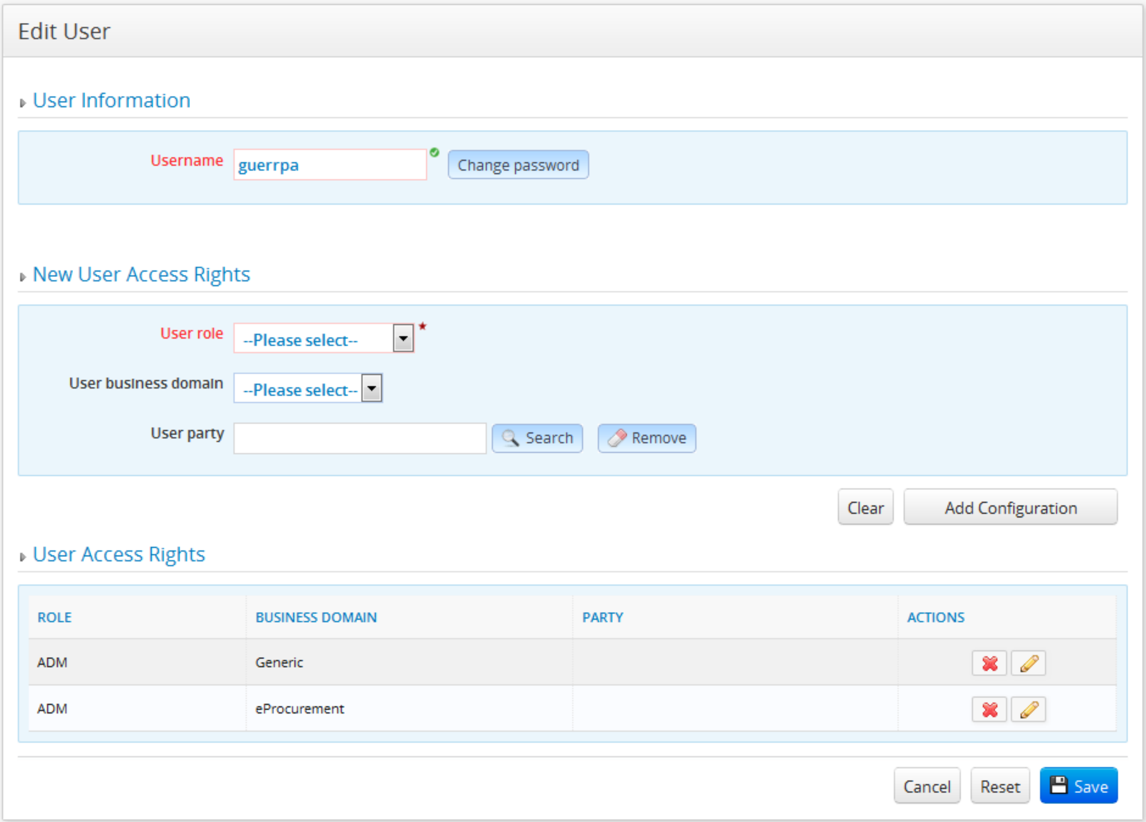
3. Click on the user you want to modify in the search result list (Figure 50 - User Search Page)
4. You can now see the user details as in Figure 51 - User Visualisation Page
5. Click 

(bottom right of the page)
6. You can now see the user modification screen (Figure 52 - User Modification Page)
7. Fill in or change the desired information (you cannot change the username)
    a. Change User password
    b. Add, change or remove user access rights configurations as described in the end of section 8.5.1 Creating a User.
8. Click 

to save the modifications

Please see section 3.1 for common creation considerations.

Figure 52 - User Modification Page



8.5.5. Deleting a User

You cannot delete your user account.

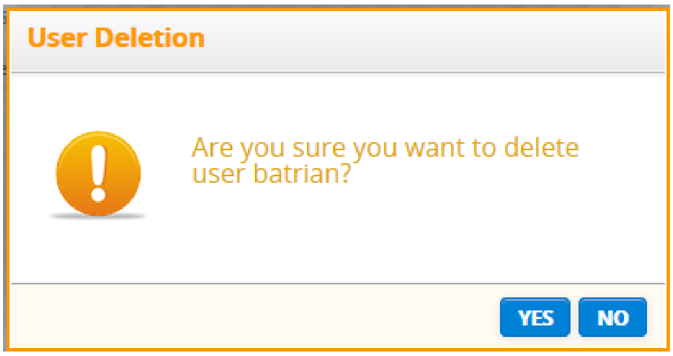
You can delete any user pertaining to the business domains you are authorized with.

There is an exception: if the user you want to delete has access rights for a business domain you don't. In this case you can modify the user, and remove the access rights granted on the business domains you are authorized with.

To delete a user, follow the next steps:

1. Navigate the application menu: **Business Configuration** > **CIPAdmin User** > **Search**
2. Fill in the search criterions for the desired user and click Search
3. Click on the user you want to delete in the search result list (Figure 50 - User Search Page)
4. You can now see the user details as in Figure 51 - User Visualisation Page
5. Click Delete (bottom right of the page)
6. Confirm the deletion (Figure 53 - Confirmation of User Deletion)

Figure 53 - Confirmation of User Deletion



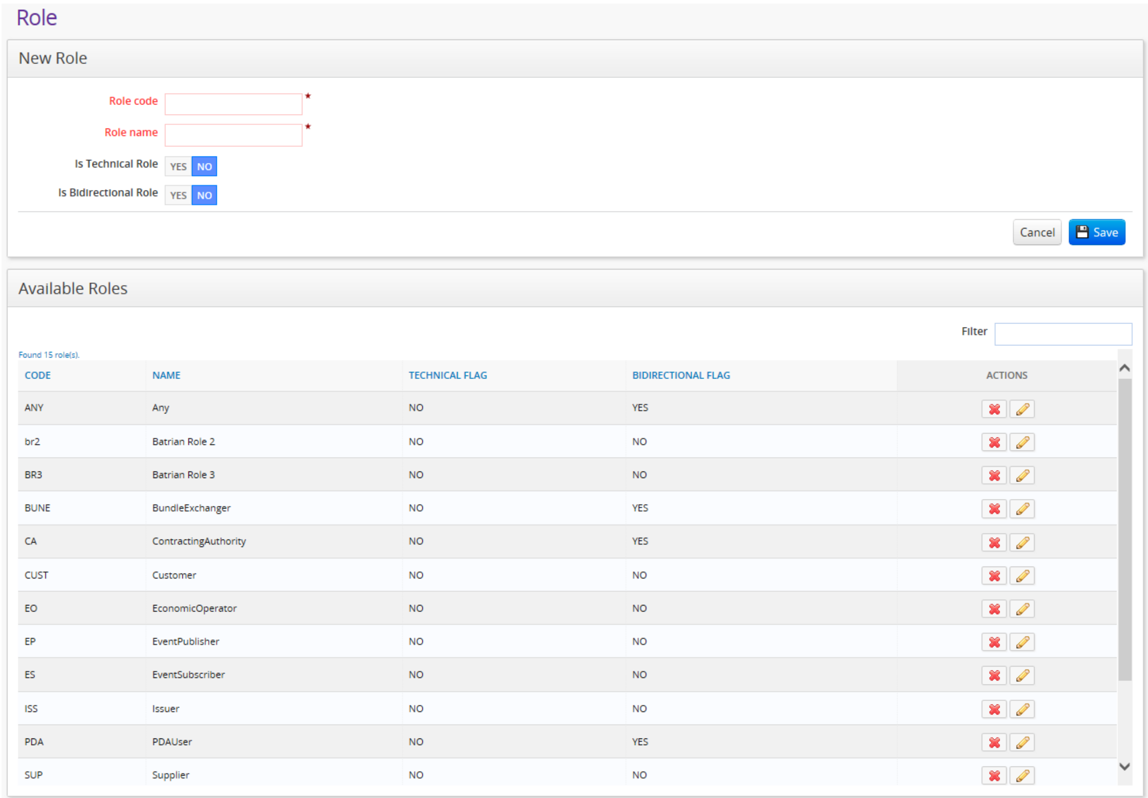
9. Technical Configurations

9.1. Party Role

A Party Role contains the information about the job function or title which is associated with expected behaviour or responsibilities of a party.

The configuration and management of party roles is done using a single screen (Figure 54).

Figure 54 - Party Role Page



9.1.1. Creating a Party Role

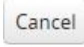
To create a party role:

1. Navigate the menu: **Technical Configuration** > **Party Roles**
2. The Party Role screen will be displayed as in Figure 54.

3. Fill in the party role information in the **New Role** section

   - **Role code** is mandatory and must be unique
   - **Role name** or description is mandatory and must be unique
   - The **technical flag** is reserved for technical roles
   - The **bidirectional flag** is used to indicate if the role can be used by both parties of an interchange agreement. E.g. BundleExchanger role can be used by both parties of an interchange agreement, whilst Supplier and Customer roles can only be used by one of the parties of an interchange agreement

4. Click 

to save the data or click 

to disregard your input.

Please see section 3.1 for common creation considerations.

9.1.2. Searching for a Party Role

To search for a party role, follow the next steps:

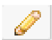
1. Navigate the application menu: **Technical Configuration** > **Party Roles**
2. In the **Available Roles** section of the party role screen (Figure 54) :
   - Either scroll to the desired party role in the party role
   - Or use the **Filter** in the top right corner to quickly filter the lines corresponding to the entered criteria

9.1.3. Visualising a Party Role

To view a party role, you can follow the same steps as for Searching for a Party Role. All the party role information is shown at the line level.

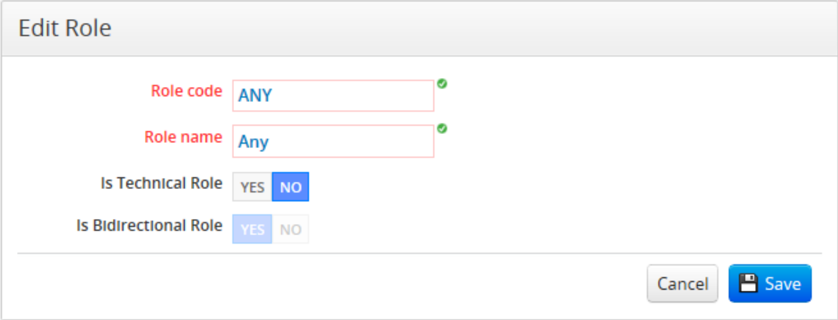
9.1.4. Modifying a Party Role

To modify a party role, follow the steps:

1. See steps for Searching for a Party Role
2. Click  on the line of the party role you want to modify
3. The role is loaded in the **Edit Role** section (Figure 55 - Edit Role Section)
4. Make the desired changes. You cannot modify the role code. You cannot change a bidirectional flag set to Yes, if the role is used in an interchange agreement configuration.
5. Click 

to save the modifications
6. The modified role can now be seen in the section **Available Roles**

Figure 55 - Edit Role Section



9.1.5. Deleting a Party Role

You cannot delete a party role, if it is used in an interchange agreement or transaction configuration.

To delete a party role, follow the steps:

1. See steps for Searching for a Party Role
2. Click on the line of the party role you want to delete
3. Confirm the deletion
4. The list of roles is refreshed

9.2. Document

A document is a type of data that can be exchanged between two parties that have an interchange agreement in the context of a profile.

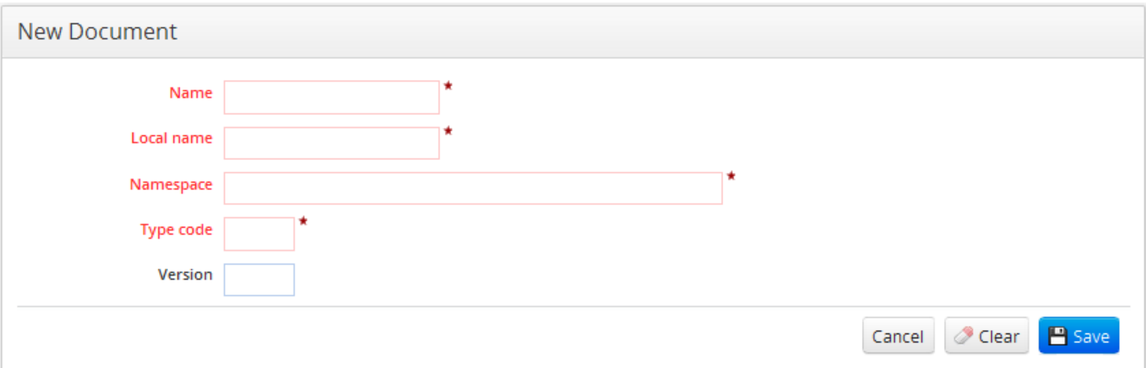
9.2.1. Creating a Document

To create a document:

1. Navigate the menu: **Technical Configuration** > **Document** > **Create**
2. The creation screen will be displayed as in Figure 56.
3. Fill in the document information
4. Click Save to save the data

Please see section 3.1 for common creation considerations.

Figure 56 - Document Creation Page



9.2.2. Searching for a Document

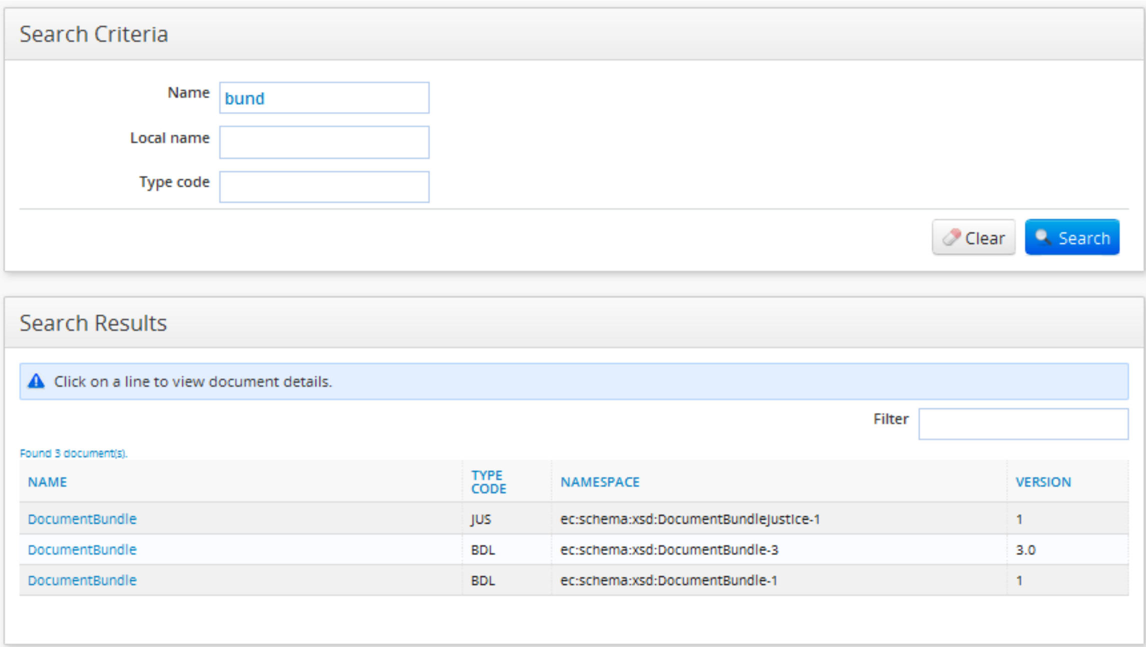
To search for a document, follow the next steps:

1. Navigate the application menu: **Technical Configuration** > **Document** > **Search**
2. Fill in the desired criteria in **Search Criteria** section (Figure 57 - Document Search Page). You can search by document name, local name, document type code or any combination of them.
3. Click 

4. The search results will are displayed in the section at the bottom (Figure 57 - Document Search Page)

Please see section 3.2 for common search considerations.

Figure 57 - Document Search Page



9.2.3. Visualising a Document

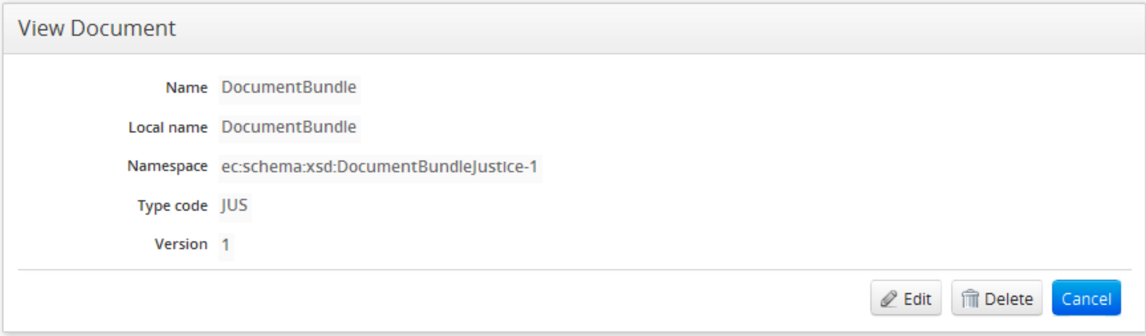
To see document information, follow the next steps:

1. Navigate the application menu: **Technical Configuration** > **Document** > **Search**
2. Fill in the search criterions for the desired document and click 

3. Click on the document you want to see in the search results list
4. You can now see the document details as in Figure 58 - Document Visualization Page

Please see section 3.3 for common visualisation considerations.

Figure 58 - Document Visualization Page

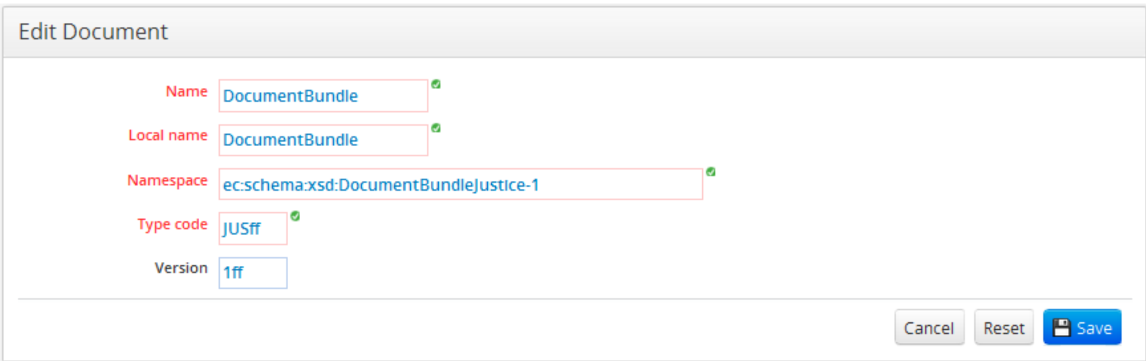


9.2.4. Modifying a Document

To modify document information, follow the next steps:

1. Navigate the application menu: **Technical Configuration** > **Document** > **Search**
2. Fill in the search criterions for the desired document and click Search
3. Click on the document you want to modify in the search result list (Figure 57 - Document Search Page)
4. You can now see the document details as in Figure 58 - Document Visualization Page
5. Click Edit (bottom right of the page)
6. You can now see the document modification screen (Figure 59 - Document Modification Page) and edit the document
7. Fill in or change the desired information (you cannot change the document name)
8. Click Save to save the modifications

Figure 59 - Document Modification Page



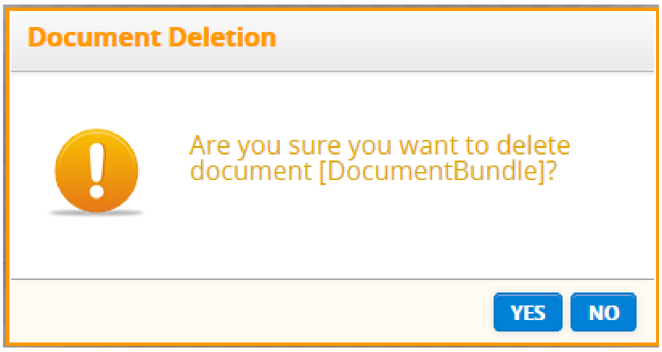
9.2.5. Deleting a Document

To delete a document, follow the next steps:

1. Navigate the application menu: **Technical Configuration** > **Document** > **Search**

2. Fill in the search criterions for the desired document and click 
3. Click on the document you want to delete in the search result list (Figure 57 - Document Search Page)
4. You can now see the document details as in Figure 58 - Document Visualization Page
5. Click  (bottom right of the page)
6. Confirm the deletion (see Figure 60)

Figure 60 - Document Deletion Confirmation



9.3. Transaction

The Transaction describes one possible information exchange scenario. This would include the roles involved in the information exchange and the type of document.

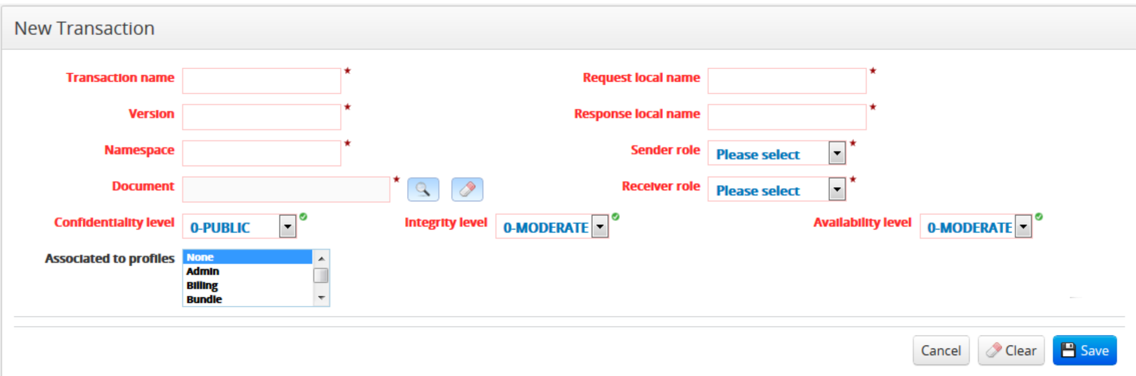
9.3.1. Creating a Transaction

To create a transaction:

1. Navigate the menu: **Technical Configuration** > **Transaction** > **Create**
2. The creation screen is displayed as in Figure 61 - Transaction Creation Page.
3. Fill in the transaction information
4. Click  to save the data

Please see section 3.1 for common creation considerations.

Figure 61 - Transaction Creation Page



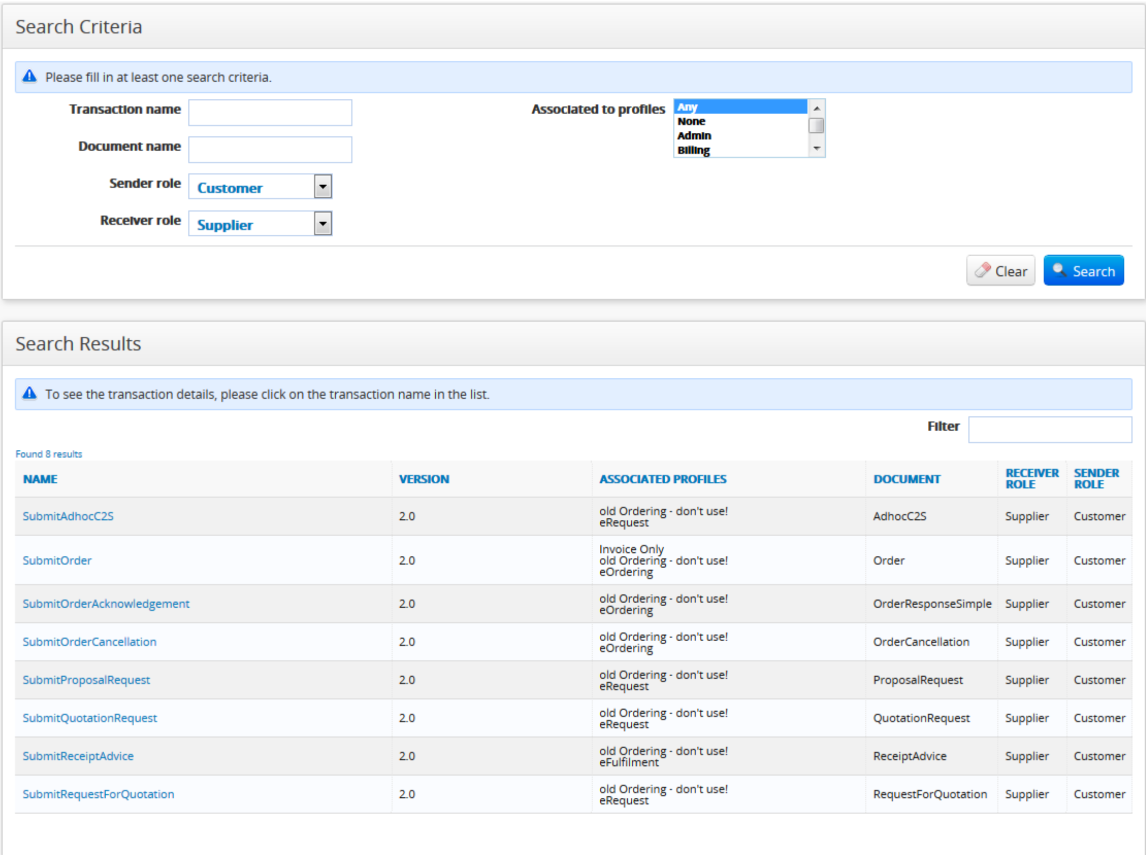
9.3.2. SEARCHING FOR A TRANSACTION

To search for a transaction, follow the next steps:

1. Navigate the application menu: **Technical Configuration** > **Transaction** > **Search**
2. Fill in the desired criteria in **Search Criteria** section (Figure 62 - Transaction Search Page). You can search by transaction name, document name, sender or receiver roles, and associated profiles.
3. Click Search
4. The search result is displayed in the section at the bottom (Figure 62 - Transaction Search Page)

Please see section 3.2 for common search considerations.

Figure 62 - Transaction Search Page



9.3.3. VISUALISING A TRANSACTION

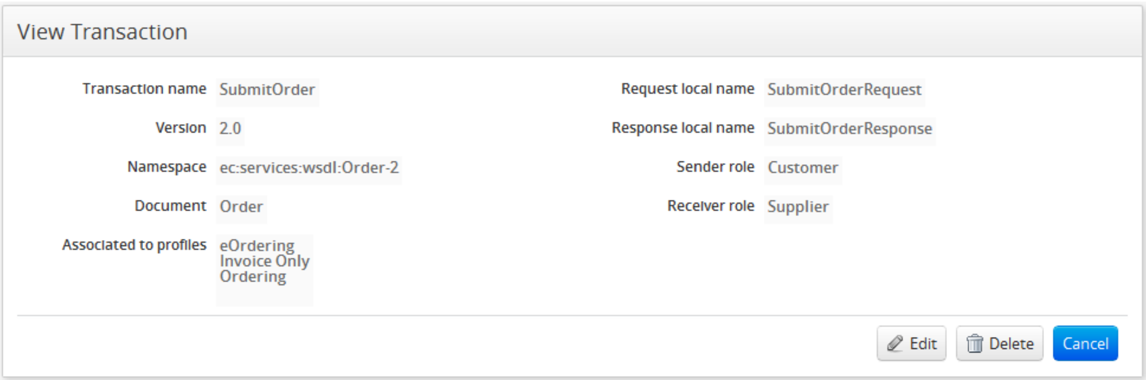
To see transaction information, follow the next steps:

1. Navigate the application menu: **Technical Configuration** > **Transaction** > **Search**
2. Fill in the search criterions for the desired transaction and click Search
3. Click on the transaction you want to see in the search result list

4. You can now see the transaction details as in Figure 63 - Transaction Visualisation Page

Please see section 3.3 for common visualisation considerations.

Figure 63 - Transaction Visualisation Page



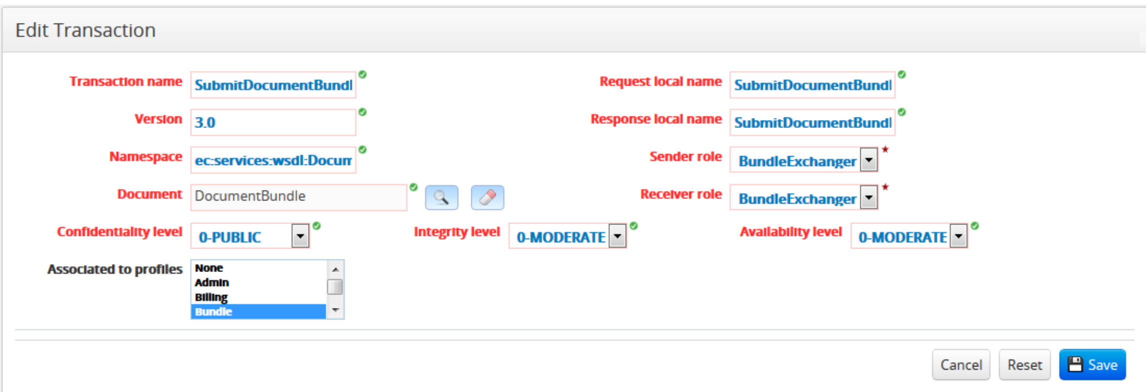
9.3.4. Modifying a Transaction

You cannot modify a transaction if messages using this transaction configuration have been received.

To modify transaction information, follow the next steps:

1. Navigate the application menu: **Technical Configuration** > **Transaction** > **Search**
2. Fill in the search criterions for the desired document and click Search
3. Click on the transaction you want to modify in the search result list
5. You can now see the transaction details as in Figure 63 - Transaction Visualisation Page
4. Click Edit (bottom right of the page)
5. You can now see the transaction modification screen (Figure 64 - Transaction Modification Page)
6. Fill in or change the desired information
7. Click Save to save the modifications

Figure 64 - Transaction Modification Page



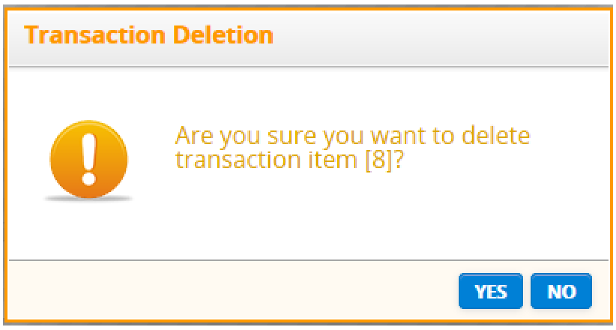
9.3.5. Deleting a Transaction

You cannot delete a transaction if messages using this transaction configuration have been received or the transaction is used for other configuration purposes (such as endpoint, profile etc.).

To delete a transaction, follow the next steps:

1. Navigate the application menu: **Technical Configuration** > **Transaction** > **Search**
2. Fill in the search criterions for the desired transaction and click Search
3. Click on the transaction you want to delete in the search result
4. You can now see the transaction details
5. Click Delete (bottom right of the page)
6. Confirm the deletion (Figure 65 - Transaction Deletion Confirmation)

Figure 65 - Transaction Deletion Confirmation pop-up



9.4. Profile

A Profile is the entity that captures the aspects of a business collaboration represented by a set of transactions, so certain document types that can be exchanged between parties having specific roles as defined in the profile transactions.

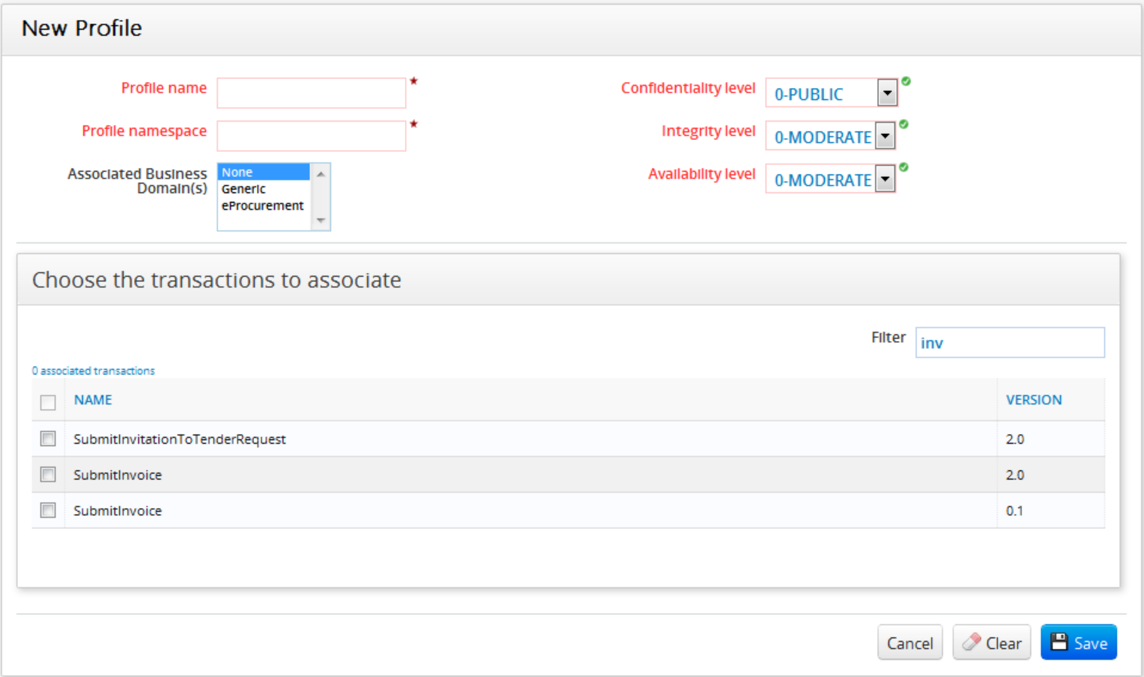
9.4.1. Creating a Profile

To create a profile:

1. Navigate the menu: **Technical Configuration** > **Profile** > **Create**
2. The creation screen will be displayed as in Figure 66 - Profile Creation Page.
3. Fill in the profile information and choose the transactions to associate
4. Click Save to save the data

Please see section 3.1 for common creation considerations.

Figure 66 - Profile Creation Page



9.4.2. Searching for a Profile

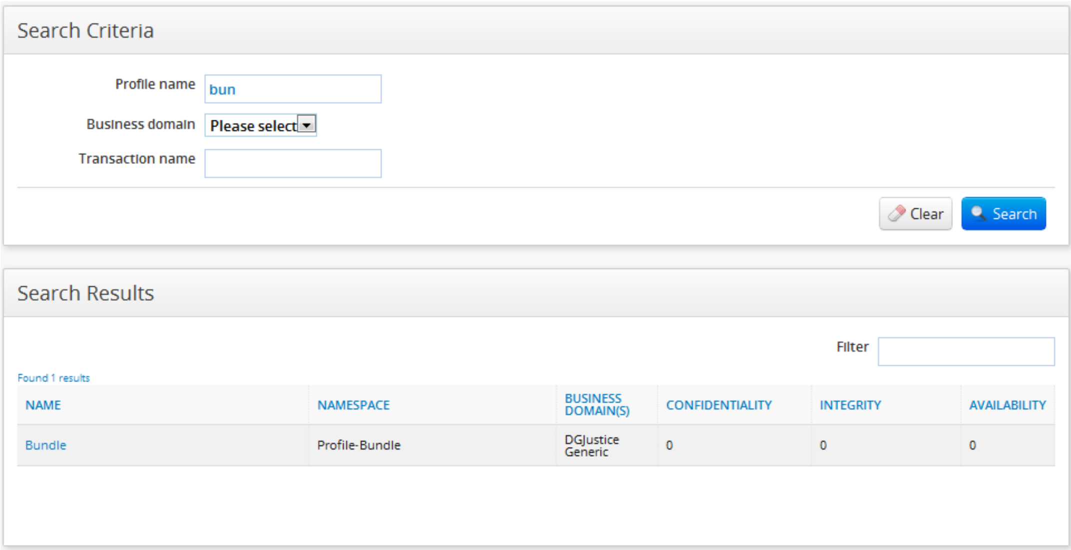
To search for a profile, follow the next steps:

1. Navigate the application menu: **Technical Configuration** > **Profile** > **Search**
2. Fill in the desired criteria in **Search Criteria** section (Figure 67 - Profile Search Page). You can search by profile name, business domain, and transaction belonging to the profile.
3. Click 

4. The search results are displayed in the section at the bottom (Figure 67 - Profile Search Page)

Please see section 3.2 for common search considerations.

Figure 67 - Profile Search Page



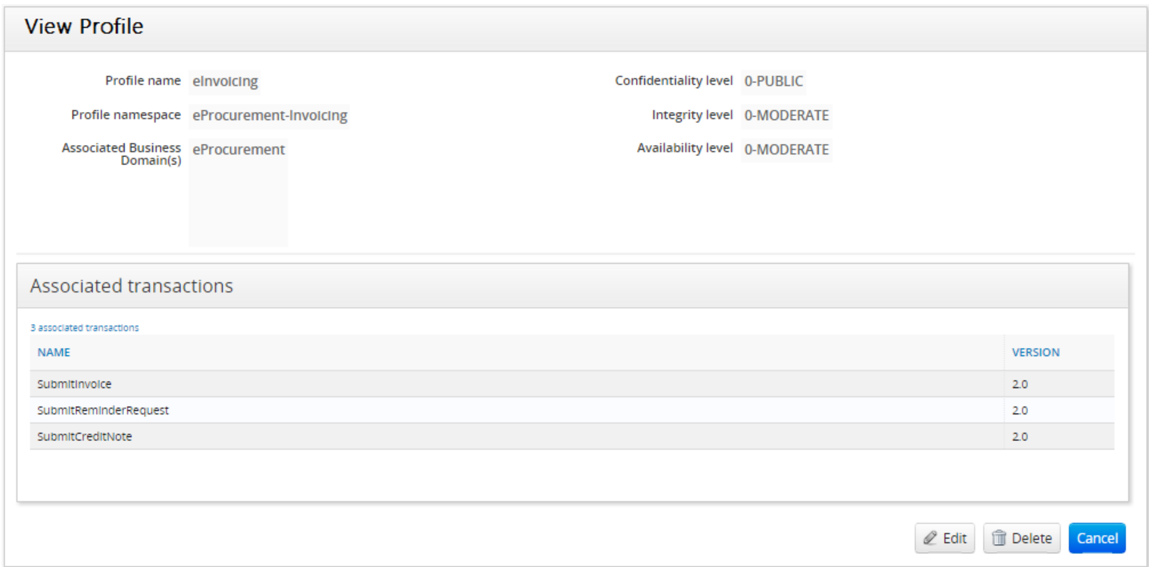
9.4.3. Visualising a Profile

To see profile information, follow the next steps:

1. Navigate the application menu: **Technical Configuration** > **Profile** > **Search**
2. Fill in the search criterions for the desired profile and click Search
3. Click on the profile you want to see in the search result list
4. You can now see the profile details as in Figure 68 - Profile View

Please see section 3.3 for common visualisation considerations.

Figure 68 - Profile View



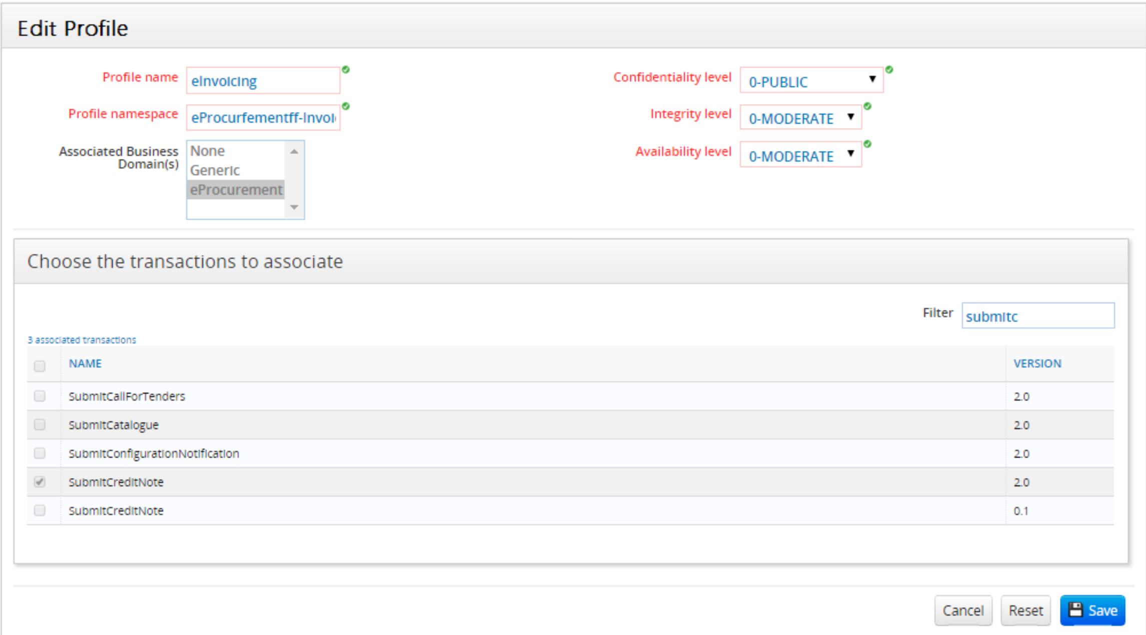
9.4.4. Modifying a Profile

You cannot modify the profile name and, if the profile is used to define an existing interchange agreement, the associated business domains and transactions.

To modify profile information, follow the next steps:

1. Navigate the application menu: **Technical Configuration** > **Profile** > **Search**
2. Fill in the search criterions for the desired document and click Search
3. Click on the profile you want to modify in the search result list
5. You can now see the profile details
4. Click Edit (bottom right of the page)
5. You can now see the profile modification screen (Figure 69 - Profile Modification Page)
6. Fill in or change the desired information
7. Click Save to save the modifications

Figure 69 - Profile Modification Page



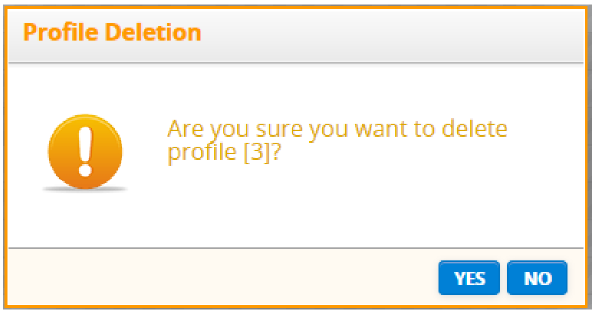
9.4.5. Deleting a Profile

You cannot delete a profile if there is an interchange agreement corresponding to it, or if it is used for configuration purposes (in endpoint configuration, metadata configuration etc.).

To delete a profile, follow the next steps:

1. Navigate the application menu: **Technical Configuration** > **Profile** > **Search**
2. Fill in the search criterions for the desired transaction and click Search
3. Click on the transaction you want to delete in the search result
4. You can now see the transaction details
5. Click Delete (bottom right of the page)
6. Confirm the deletion (Figure 70 - Profile Deletion Confirmation)

Figure 70 - Profile Deletion Confirmation pop-up



9.5. METADATA

A Metadata Item represents a property configured in the system. You can use metadata to configure the location of xsd files, different xpaths for extraction purposes, human readable templates to apply, specify if validation should be used or not etc.

9.5.1. CREATING A METADATA ITEM

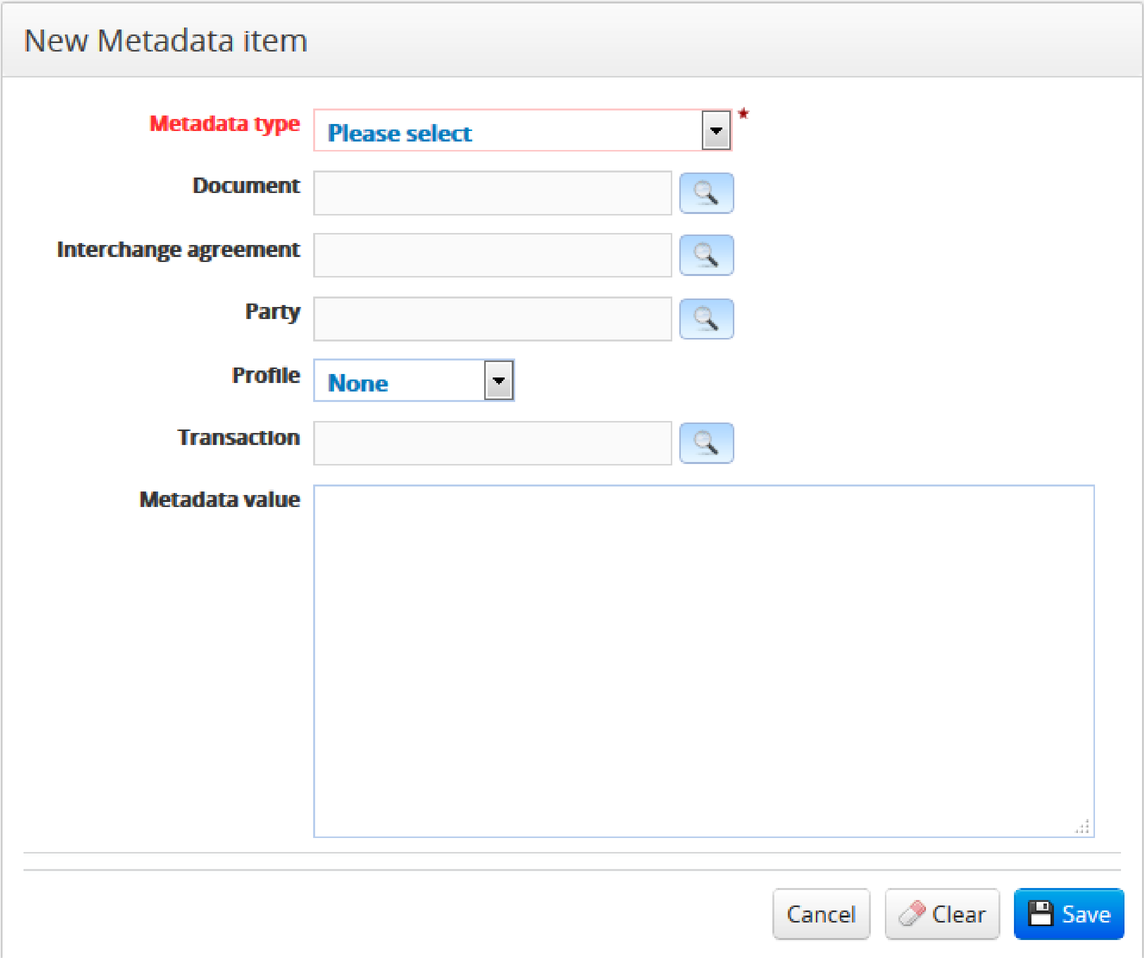
To create a metadata item:

1. Navigate the menu: **Technical Configuration** > **Metadata** > **Create**
2. The creation screen will be displayed as in Figure 71 - Metadata Creation Page.
3. Fill in the metadata item information
4. Click 

 to save the data

Please see section 3.1 for common creation considerations.

Figure 71 - Metadata Creation Page



9.5.2. Searching for a Metadata Item

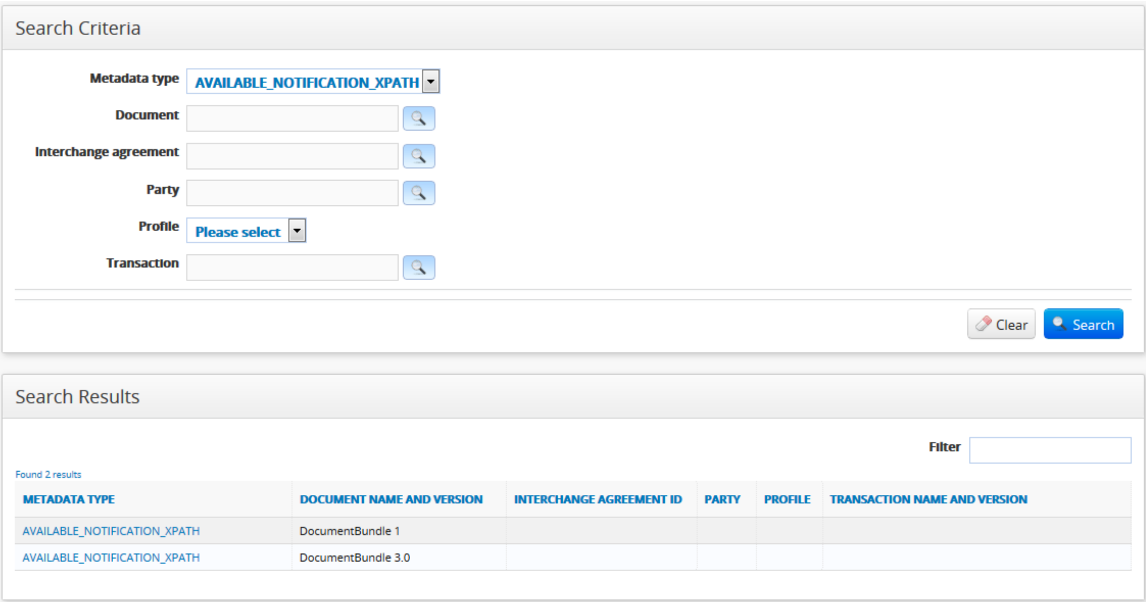
To search for a metadata item, follow the next steps:

1. Navigate the application menu: **Technical Configuration** > **Metadata** > **Search**
2. Fill in the desired criteria in **Search Criteria** section (Figure 72 - Metadata Search Page). You can search by the type of metadata, the document, interchange agreement, party, profile or transaction for which it is configured or any combination of them.
3. Click 

4. The search results are displayed in the section at the bottom (Figure 72 - Metadata Search Page)

Please see section 3.2 for common search considerations.

Figure 72 - Metadata Search Page



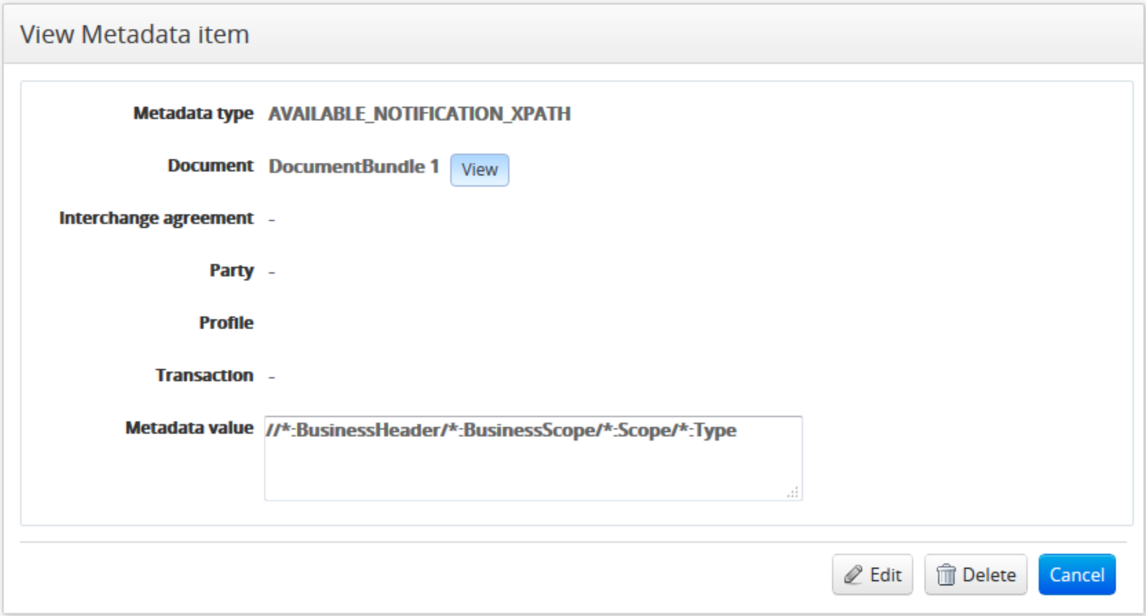
9.5.3. Visualising a Metadata Item

To see metadata item information, follow the next steps:

1. Navigate the application menu: **Technical Configuration** > **Metadata** > **Search**
2. Fill in the desired criteria in **Search Criteria** section (Figure 72 - Metadata Search Page) and click Search
3. Click on the metadata item you want to see in the search result list
4. You can now see the metadata details as in Figure 73 - Metadata Visualization Page

Please see section 3.3 for common visualisation considerations.

Figure 73 - Metadata Visualization Page

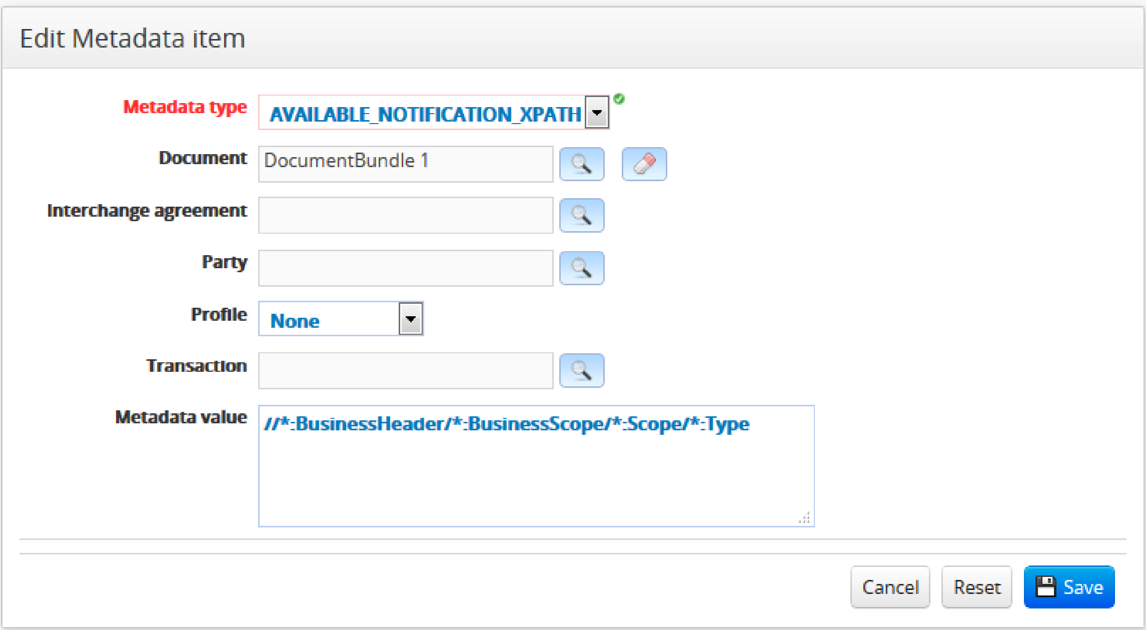


9.5.4. Modifying a Metadata Item

To modify a metadata item, follow the next steps:

1. Navigate the application menu: **Technical Configuration** > **Metadata** > **Search**
2. Fill in the search criterions for the desired metadata item and click Search
3. Click on the metadata you want to modify in the search result list (Figure 72 - Metadata Search Page)
4. You can now see the metadata details as in Figure 73 - Metadata Visualization Page
5. Click Edit (bottom right of the page)
6. You can now see the metadata modification screen (Figure 74 - Metadata Modification Page)
7. Fill in or change the desired information
8. Click Save to save the modifications

Figure 74 - Metadata Modification Page



9.5.5. Deleting a Metadata Item

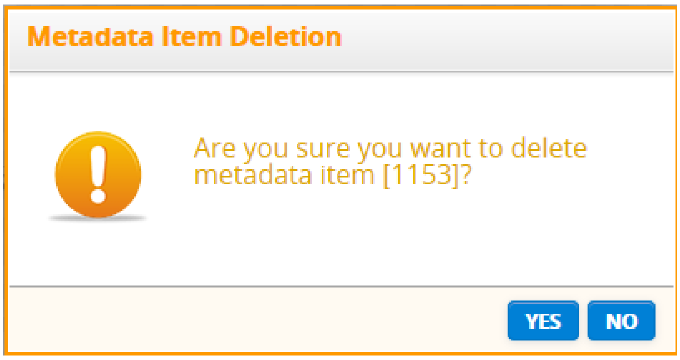
To delete a metadata item, follow the next steps:

1. Navigate the application menu: **Technical Configuration** > **Metadata** > **Search**
2. Fill in the search criterions for the desired metadata item and click 

3. Click on the metadata you want to delete in the search result list (Figure 72 - Metadata Search Page)
4. You can now see the metadata details as in Figure 73 - Metadata Visualization Page
5. Click 

(bottom right of the page)
6. Confirm the deletion (Figure 75 - Metadata Deletion Confirmation popup)

Figure 75 - Metadata Deletion Confirmation popup



10. Monitoring and Support

10.1. Messages

Message module allows users to see what happened with a message, consult information related to it or take corrective actions.

E.g.

- What is the message status
- Has the message been retrieved
- Has the message been dispatched
- Consult binaries attached to the message
- Consult parent or child messages
- Check routing information
- Use redispatch action when needed

10.1.1. Searching for a Message

To search for a message, follow the next steps:

1. Navigate the application menu: **Monitoring and Support** > **Messages** (Figure 76 - Message Search Page)
2. Fill in the desired criteria in **Search Criteria** section. You can search by
   - Business domain
   - creation user
   - time period
   - message correlation id
   - document id
   - document type code
   - retrieved indicator
   - dispatched indicator
   - issuer, sender and/or receiver
   - interchange agreement
   - transaction
   - message status
   - any combination of the above
3. Click 

4. The search results are displayed in the section at the bottom (Figure 77 - Messages in state Error created since 21/03/2017)

Please see section 3.2 for common search considerations.

Figure 76 - Message Search Page

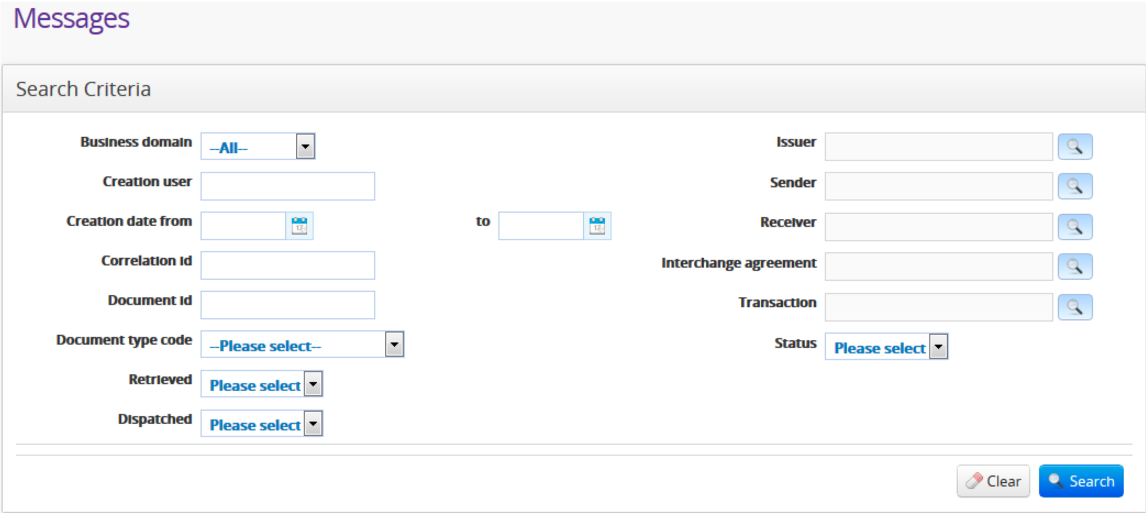
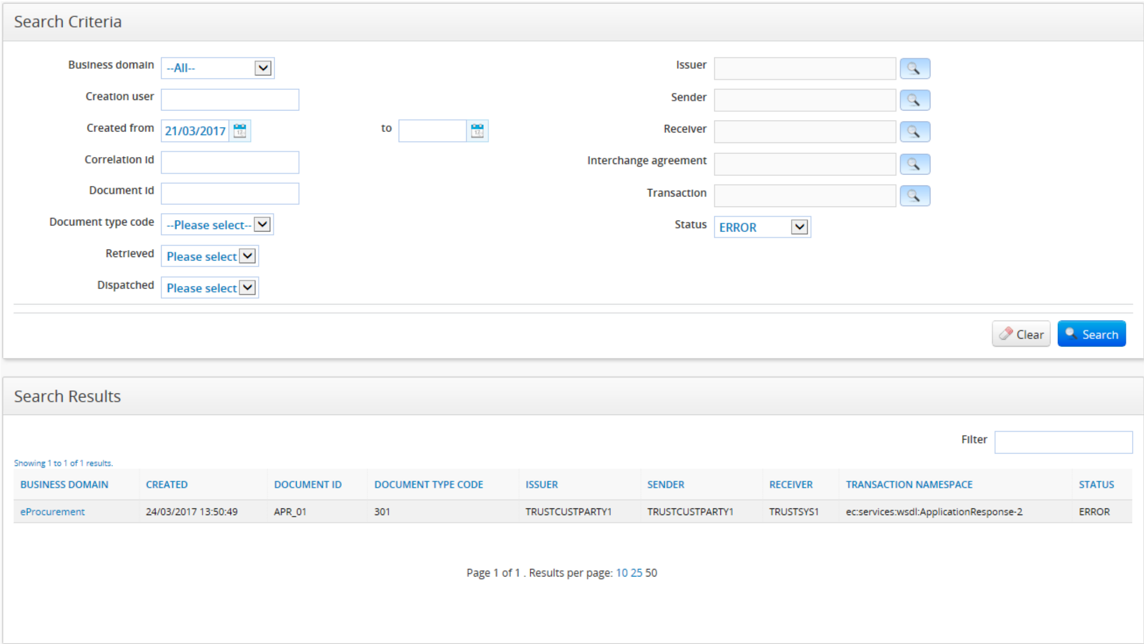


Figure 77 - Messages in state Error created since 21/03/2017



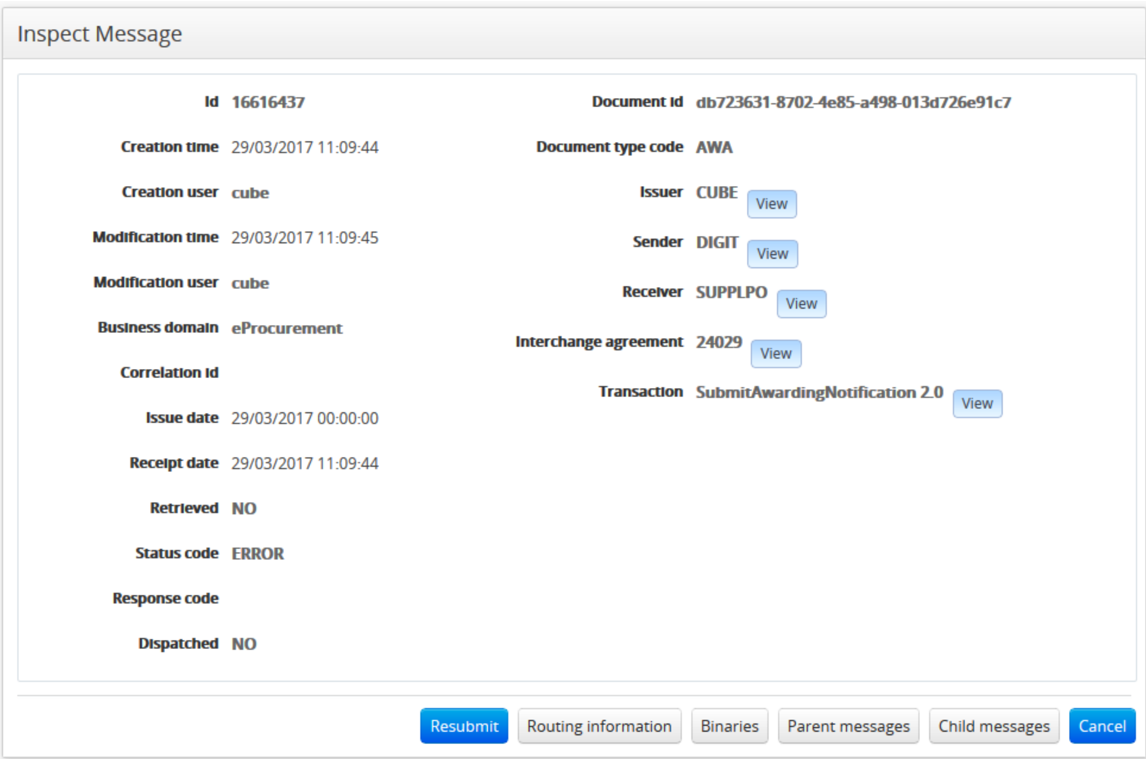
10.1.2. Visualizing a Message

To see the details of a message, follow the next steps:

1. Reproduce steps from 10.1.1 ***Searching for a Message***
2. Click on the message line you want to see in the search result list
3. You can now see the message details (Figure 78 - Message details)
4. Furthermore, you can see issuer, sender and receiver details as well as interchange agreement and transaction details

Please see section 3.3 for common visualisation considerations.

Figure 78 - Message details

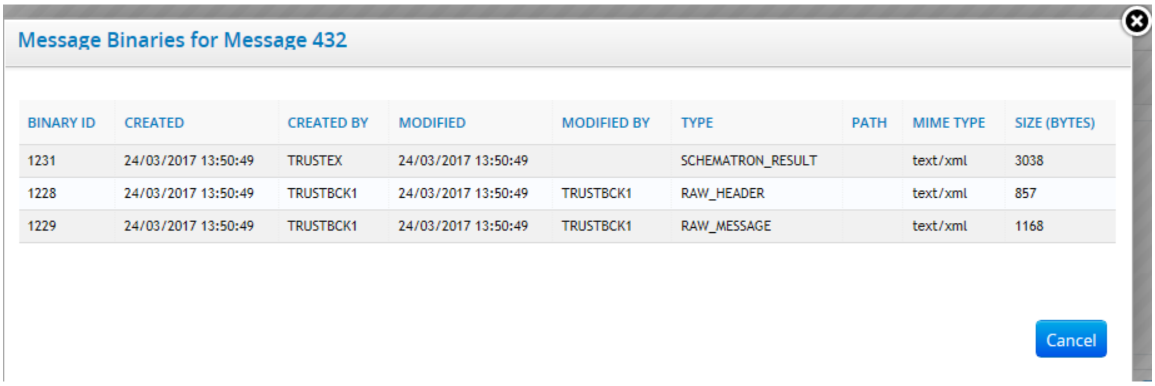


10.1.3. Visualizing Message Binaries Summary

To visualise the summary of the binaries attached to a message, follow the steps:

1. Reproduce steps from 10.1.2 ***Visualizing a Message***
2. In the Message Details screen click Binaries
3. The Message Binaries Summary page opens (Figure 79 - Message Binaries Summary)

Figure 79 - Message Binaries Summary


Message Binaries for Message 432

BINARY ID	CREATED	CREATED BY	MODIFIED	MODIFIED BY	TYPE	PATH	MIME TYPE	SIZE (BYTES)
1231	24/03/2017 13:50:49	TRUSTEX	24/03/2017 13:50:49		SCHEMATRON_RESULT		text/xml	3038
1228	24/03/2017 13:50:49	TRUSTBCK1	24/03/2017 13:50:49	TRUSTBCK1	RAW_HEADER		text/xml	857
1229	24/03/2017 13:50:49	TRUSTBCK1	24/03/2017 13:50:49	TRUSTBCK1	RAW_MESSAGE		text/xml	1168

Cancel

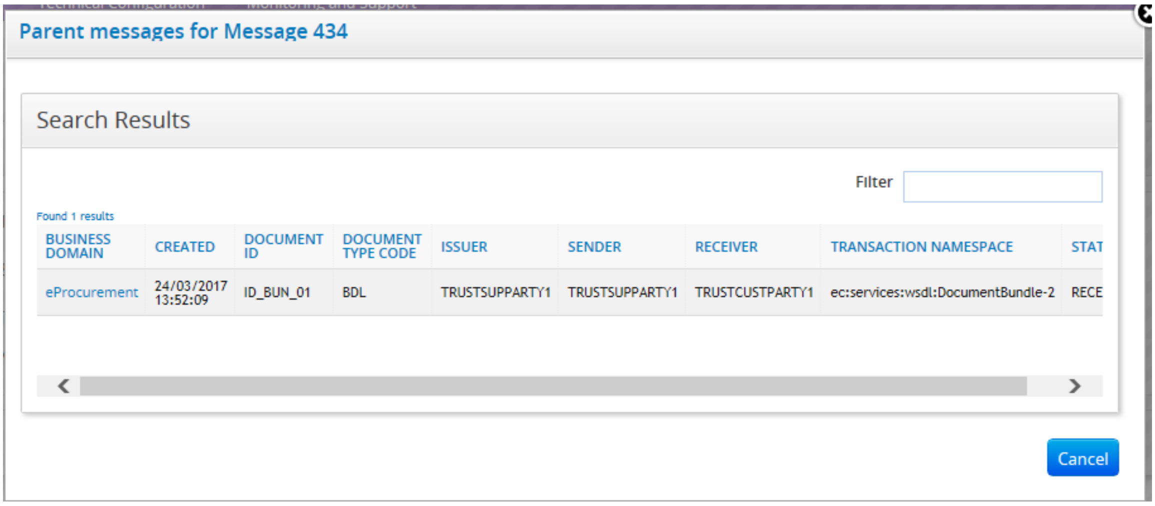
10.1.4. Visualizing the Parent Messages of a Message

To check the list of parent messages, follow the next steps:

1. Reproduce steps from 10.1.2 ***Visualizing a Message***

2. In the Message Details screen click Parent messages
3. The Parent Messages page opens (Figure 80 - Parent Messages)
4. Furthermore, clicking on a parent in the parent list (only for parents directly linked to the message, not for grand-parents) will open the details of the parent

Figure 80 - Parent Messages

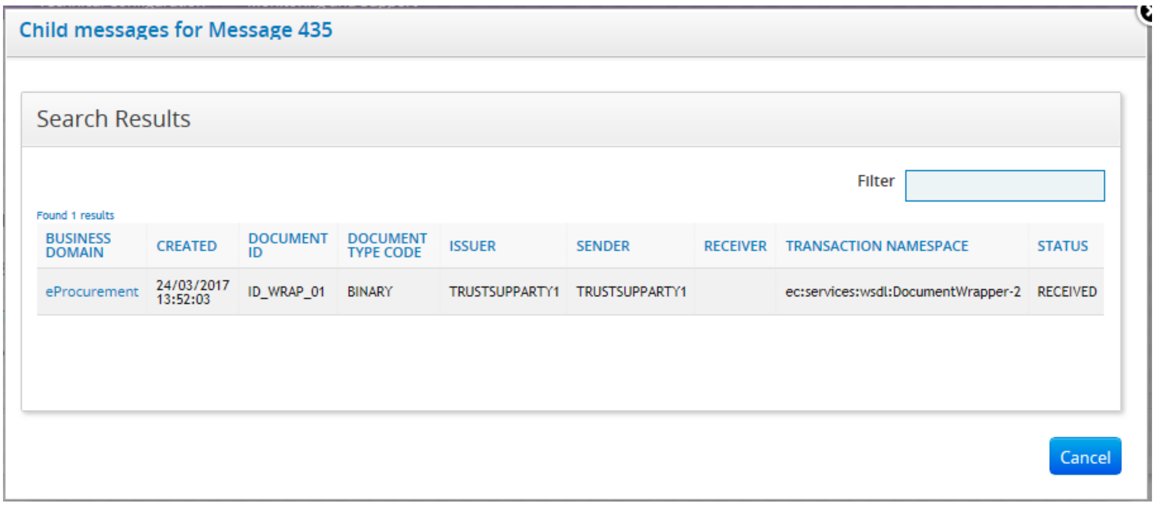


10.1.5. VISUALIZING THE CHILD MESSAGES OF A MESSAGE

To check the list of child messages, follow the next steps:

1. Reproduce steps from 10.1.2 ***VISUALIZING A MESSAGE***
2. In the Message Details screen click Child messages
3. The Child Messages page opens (Figure 81 - Child Messages)
4. Furthermore, clicking on a child in the child list (only for children directly linked to the message, not for grand-children) will open the details of the child

Figure 81 - Child Messages

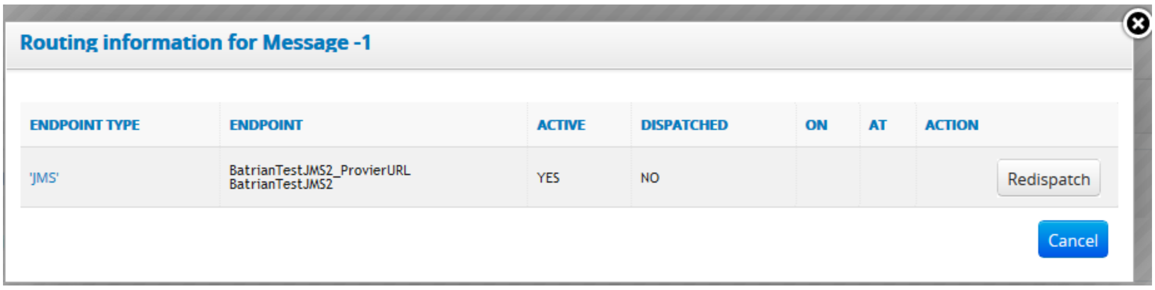


10.1.6. Visualizing Routing Information for a Message

To check the routing information for a message, follow the next steps:

1. Reproduce steps from 10.1.2 ***Visualizing a Message***
2. In the Message Details screen click Routing information
3. The Routing Information page opens (Figure 82 - Routing Information) showing the endpoints configured for the message, the dispatched status and the last dispatched date and hour

Figure 82 - Routing Information



10.1.7. Redispatching a Message

To redispatch a message, follow the next steps:

1. Reproduce steps from 10.1.6 ***Visualizing Routing Information for a Message***
2. In the Routing Information page Click Redispatch on the line of the endpoint to which the redispatching must be done
3. Confirm the redispatching action (Figure 83 - Redispatch Confirmation)
4. An information message will be displayed after the message is placed in the dispatching queue (Figure 84 - Redispatch Information Message)

Figure 83 - Redispatch Confirmation

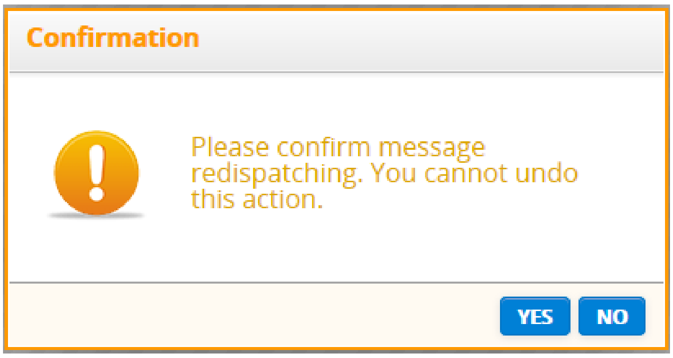
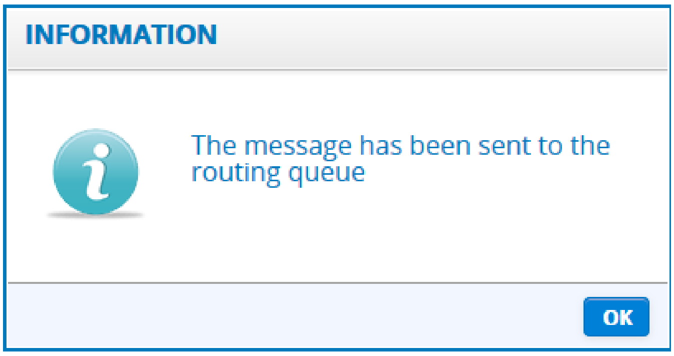


Figure 84 - Redispatch Information Message



10.1.8. Resubmitting a Message to the processing chain

Messages in state SUBMITTED or ERROR can be resubmitted to the processing chain. Messages containing wrapper documents are not subject to resubmission.

To resubmit a message to the processing chain, follow the next steps:

1. Reproduce steps from 10.1.2 ***Visualizing a Message***
2. Click 

3. Confirm the message resubmission to the processing chain (Figure 85)
4. An information popup will let you know the message has been placed back in the processing chain (Figure 86)

Figure 85 - Resubmit Confirmation Popup

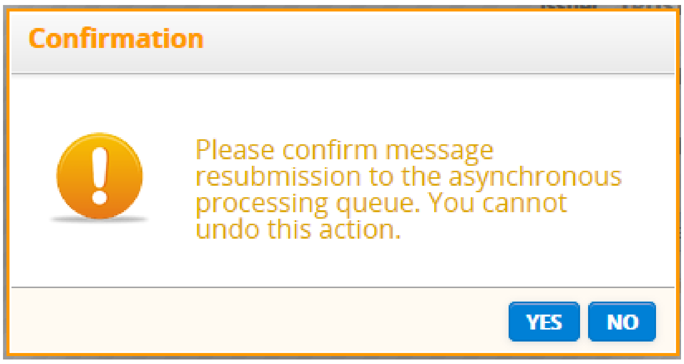
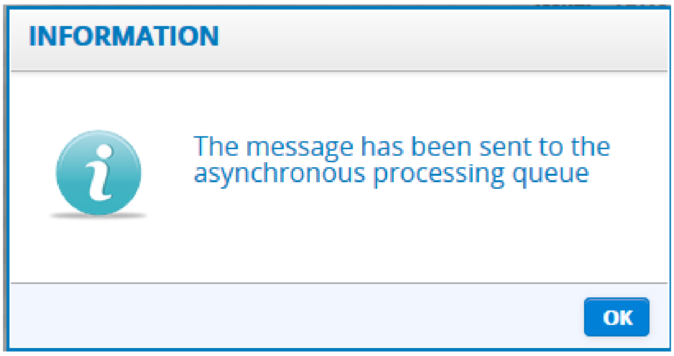


Figure 86 - Resubmit Information Popup

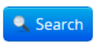


10.2. CIPAdmin/eTrustEx Logs

The Logs are an important support feature of CIPAdmin. It is here where an investigation will start in case an error is reported. Just by having the log correlation id, a user in charge with error investigation can see every important action that has been taken from the beginning of the flow until the error occurred. This helps in understanding the conditions in which the error occurred, and makes it easier to reproduce it, and thus take the appropriate actions related to it.

10.2.1. Searching for a Log

To search for a log record, follow the next steps:

1. Navigate the application menu:
   - For CIPAdmin logs: **Monitoring and Support** > **CIPAdmin Logs** (Figure 87 - CIPAdmin Logs Search Page)
   - For eTrustEx logs: : **Monitoring and Support** > **eTrustEx Logs** (Figure 88 - eTrustEx Logs Search Page)
2. Fill in the desired criteria in **Search Criteria** section
   - For CIPAdmin logs, you can search by
     - creation date and time
     - log type: SUCCESS or ERROR
     - operation: creation, modification, etc.
     - the entity on which the operation was executed: party, interchange agreement etc.
     - the business domain where the event occurred
     - the username of the user that was connected to the administration console when the event happened
     - the session id of the administration console session
     - the id of the entity on which the operation was executed: party id, user id etc.
   - for eTrustEx logs, you can search by
     - creation date and time
     - log type: Authorisation, Dispatch, Retrieve, Store etc.
     - operation: authorization, validation, etc.
     - the business domain where the event occurred
     - the document type code and id
     - correlation and business correlation id
     - issuer, sender and receiver id
3. Click 

4. The search results are displayed in the section at the bottom

Please see section 3.2 for common search considerations.

Figure 87 - CIPAdmin Logs Search Page

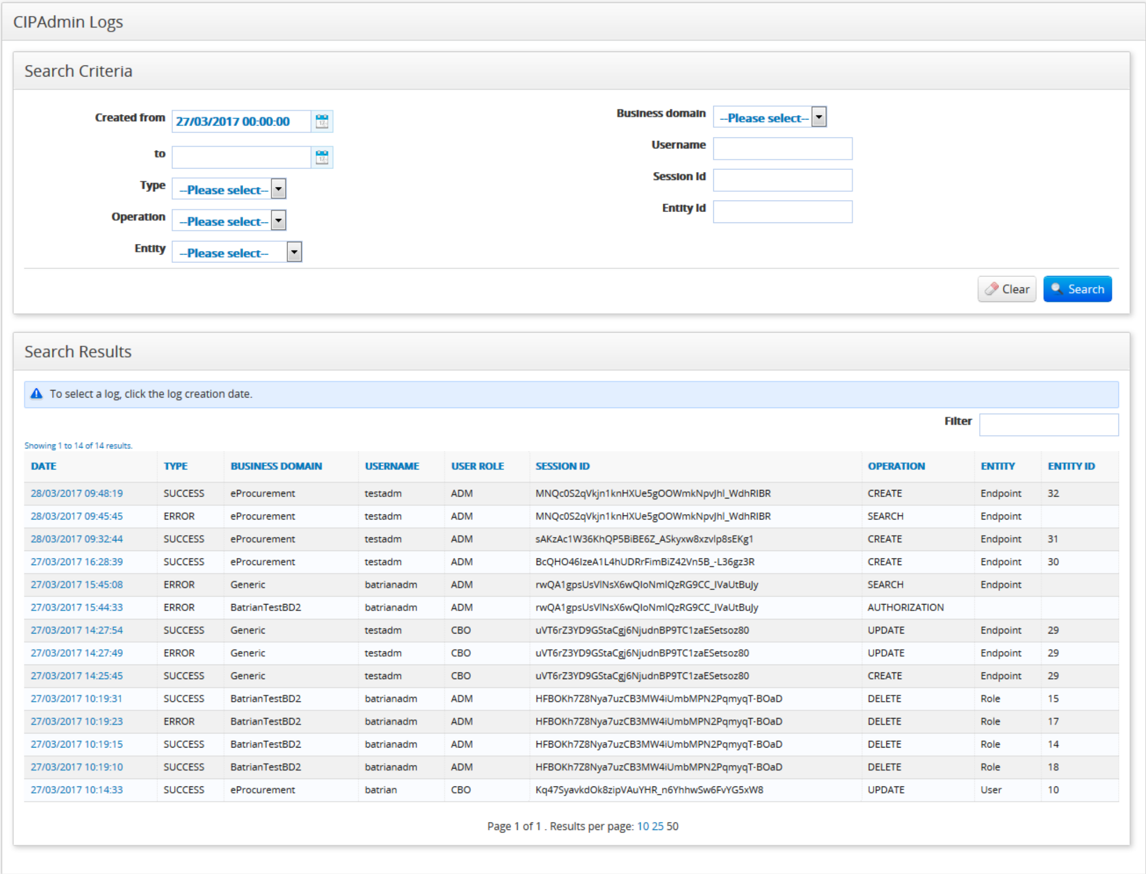
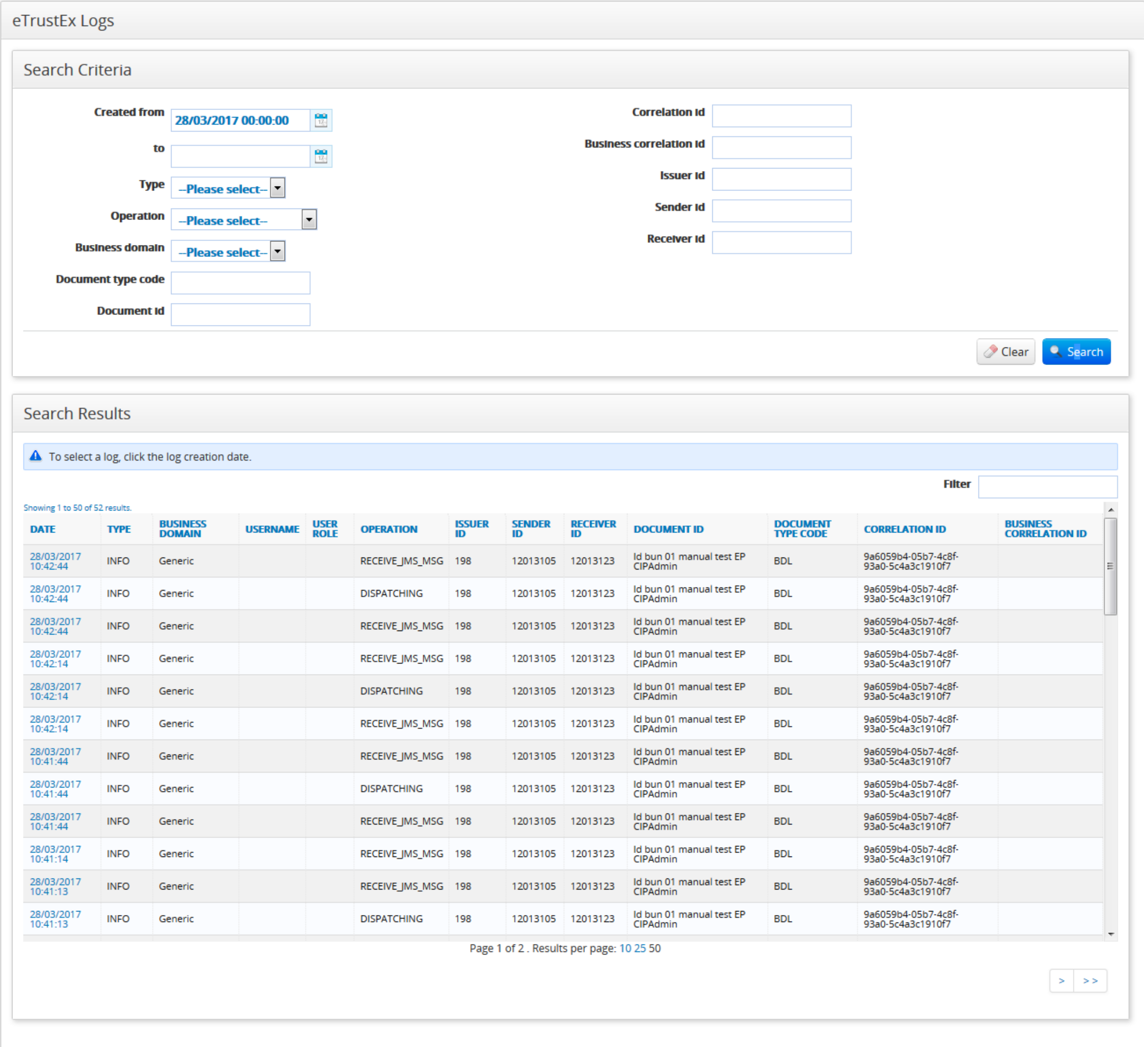


Figure 88 - eTrustEx Logs Search Page



10.2.2. Visualising a Log Record

To see a log record, follow the next steps:

1. Reproduce steps from 10.2.1 Searching for a Log
2. Click on the log record you want to see in the search result list
3. You can now see the log details
   - as in Figure 89 - CIPAdmin Log Details popup, for CIPAdmin logs
   - as in Figure 90 - eTrustEx Log Details popup, for eTrustEx logs

Please see section 3.3 for common visualisation considerations.

Figure 89 - CIPAdmin Log Details popup

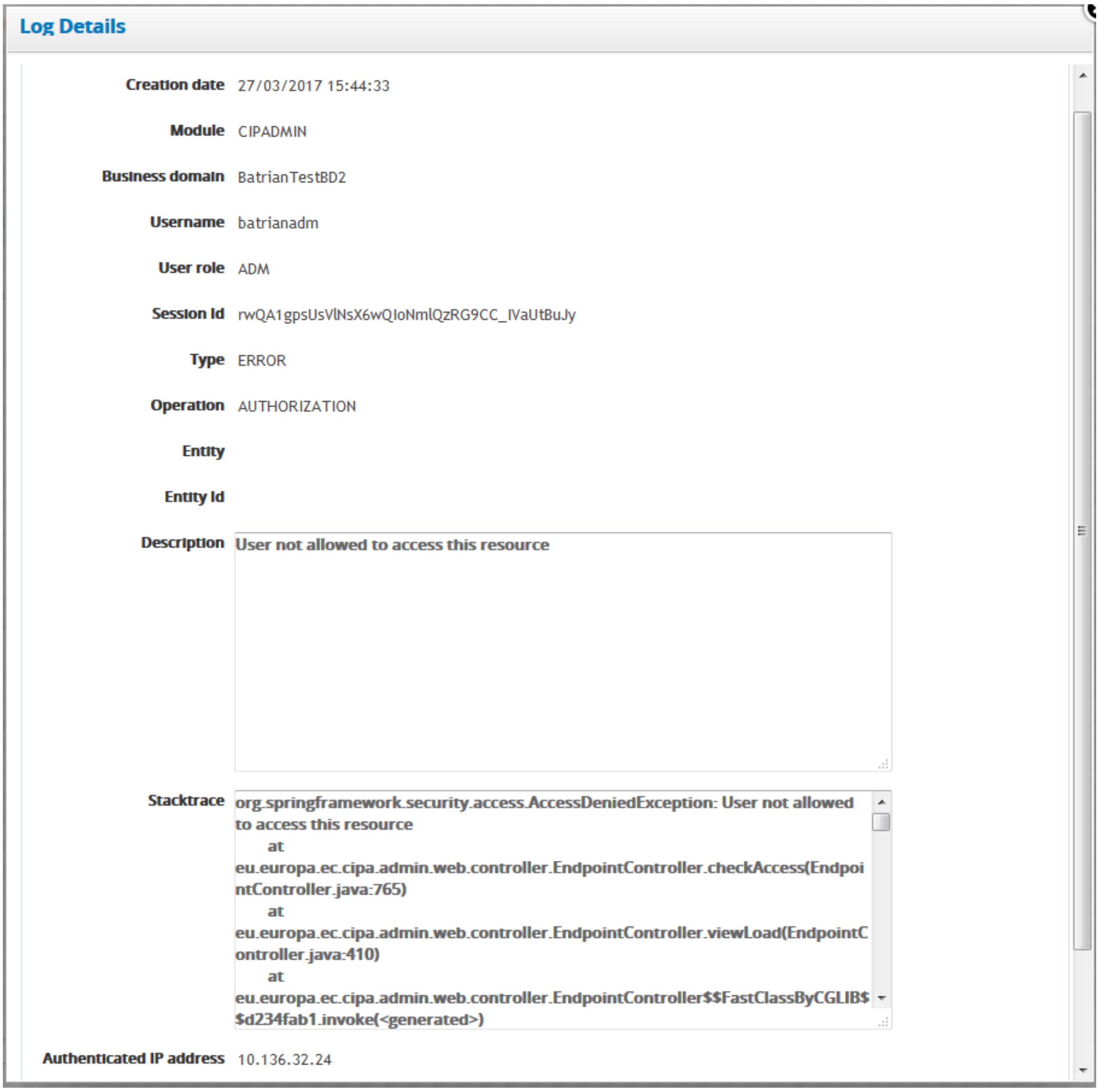
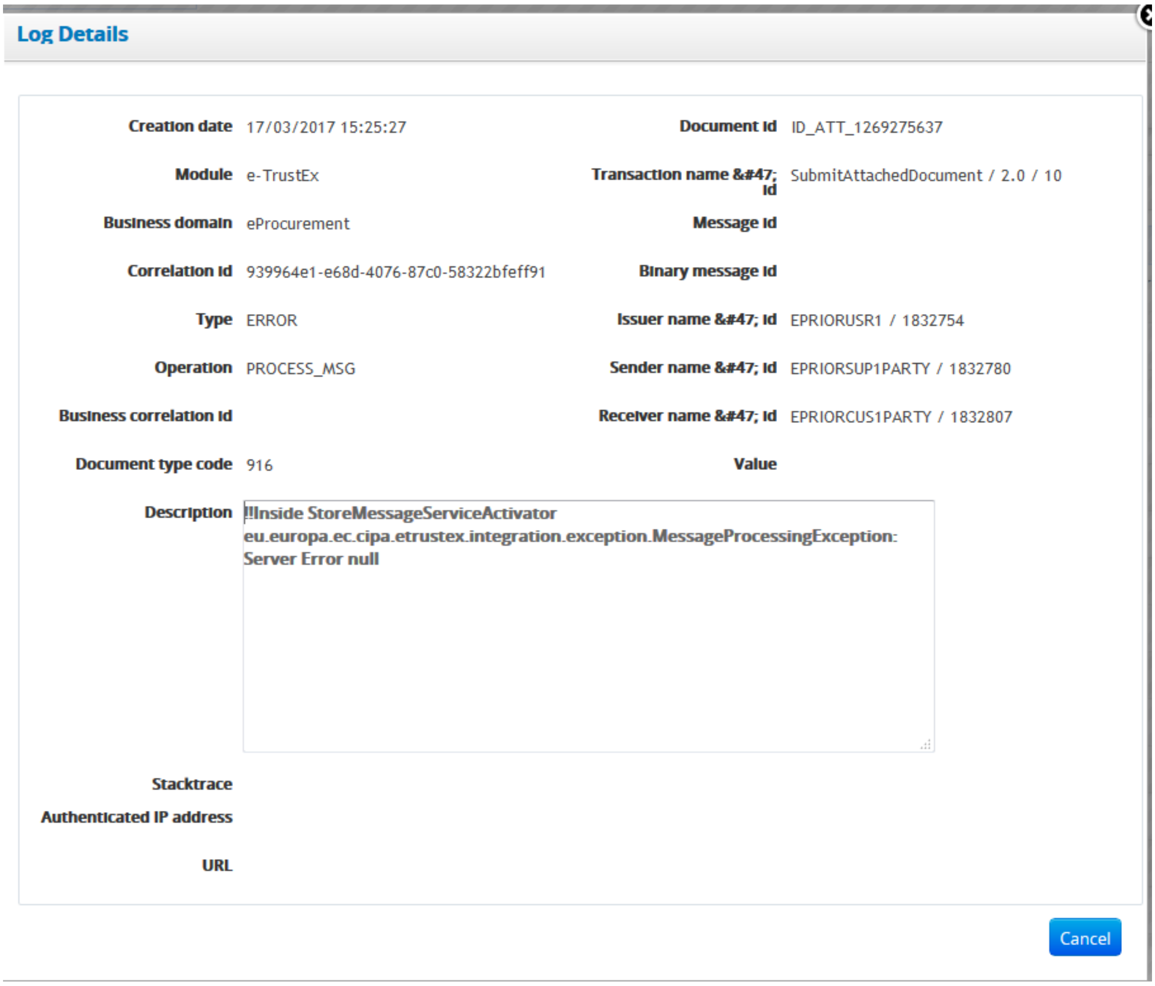


Figure 90 - eTrustEx Log Details popup



11. Errors Section

You can get errors while accessing or using CIPAdmin features.

- In case of validation errors you are warned what is wrong so that you can correct the issues and retry the operation(e.g. Figure 91 - Validation errors);

- In case of authorization problems you are notified that the operation you are trying to execute is not allowed (e.g. Figure 92 - Authorisation error);

- In case of technical errors you are informed an error occurred (e.g. Figure 93 - Technical error).

Figure 91 - Validation errors

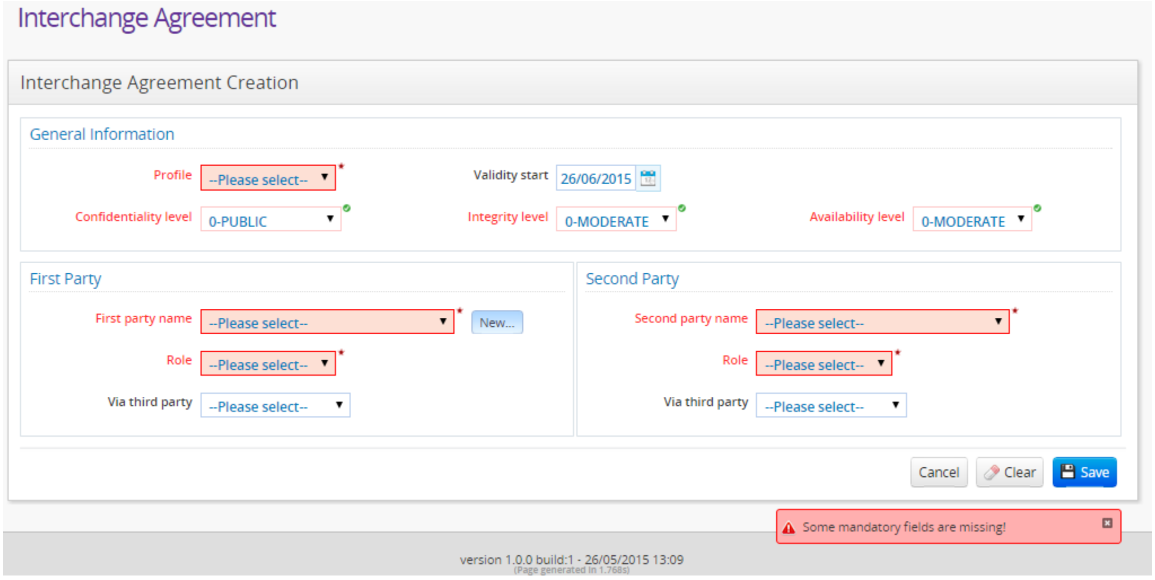


Figure 92 - Authorisation error

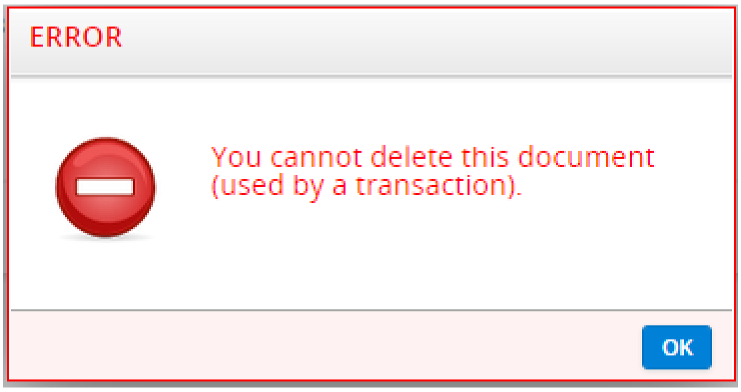


Figure 93 - Technical error