

EUROPEAN COMMISSION  
DIRECTORATE-GENERAL  
INFORMATICS  
Information Systems Directorate

# **Quick User Guide**

## **eTrustEx GUI**

### **Open Source version**

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# 1. INBOX

After a successful login, the user is directed to the Inbox section, where the messages received are displayed with its corresponding details (Subject, Sender Party, warning message about the expiration of the attachments, received date, etc).

On the top right of the screen there is a drop down menu, where the user can choose the desired language. The logged in party is displayed on the top section and if the user has more parties assigned to him/her, there will be a dropdown with all assigned parties.

The User can search the received messages by Subject and filter them by Unread/All messages.

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

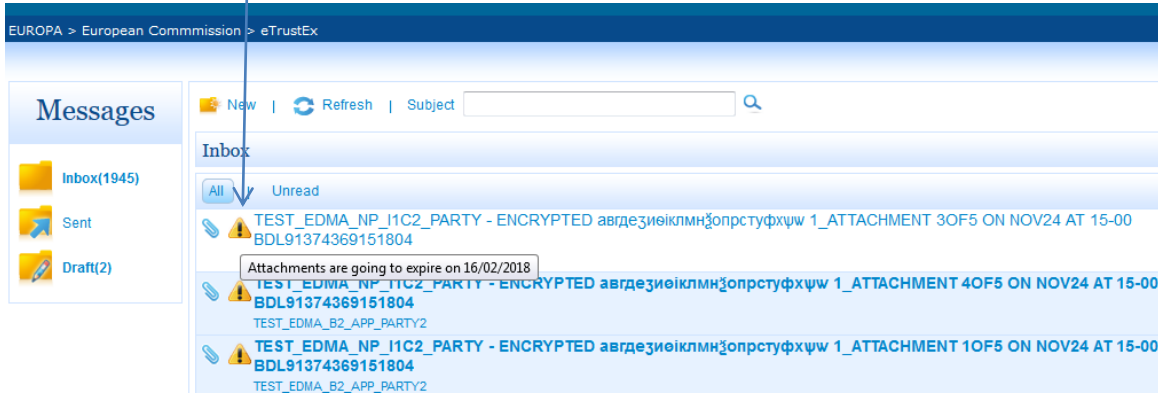
The screenshot shows the eTrustEx Web access interface. At the top, there is a navigation bar with the European Commission logo and the text "eTrustEx - Web access Trusted Exchange Platform". Below this, there is a breadcrumb trail "EUROPA > European Commission > eTrustEx" and a user profile section showing "Party: GUI1 NP IOCO PARTY" and "Logged in as: Maria".

The main content area is titled "Messages" and includes a sidebar with "Inbox(224)", "Sent", and "Draft(1283)". The "Inbox" section is active, showing a list of messages. A search bar is located at the top of the message list, and there are buttons for "New" and "Refresh".

Callouts point to various features:
 

- "Refresh Inbox" points to the Refresh button.
- "Compose a new message" points to the New button.
- "Messages can be filtered by subject, entering a key word. The user can also see "All" messages or only the "Unread"" points to the search bar and the filter tabs.
- "Choose Party inbox (drop down menu)" points to the Party dropdown menu.
- "Choose language" points to the English 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 on a message.
- "Details about the message received: Subject ("test") and Sending Party (TEST\_GUI2\_NP\_IOCO\_PARTY)" points to the subject and sender information of a message.
- "Messages can be ordered by the received date" points to the date and time column in the message list.
- "See more messages" points to the pagination controls at the bottom of the message list.

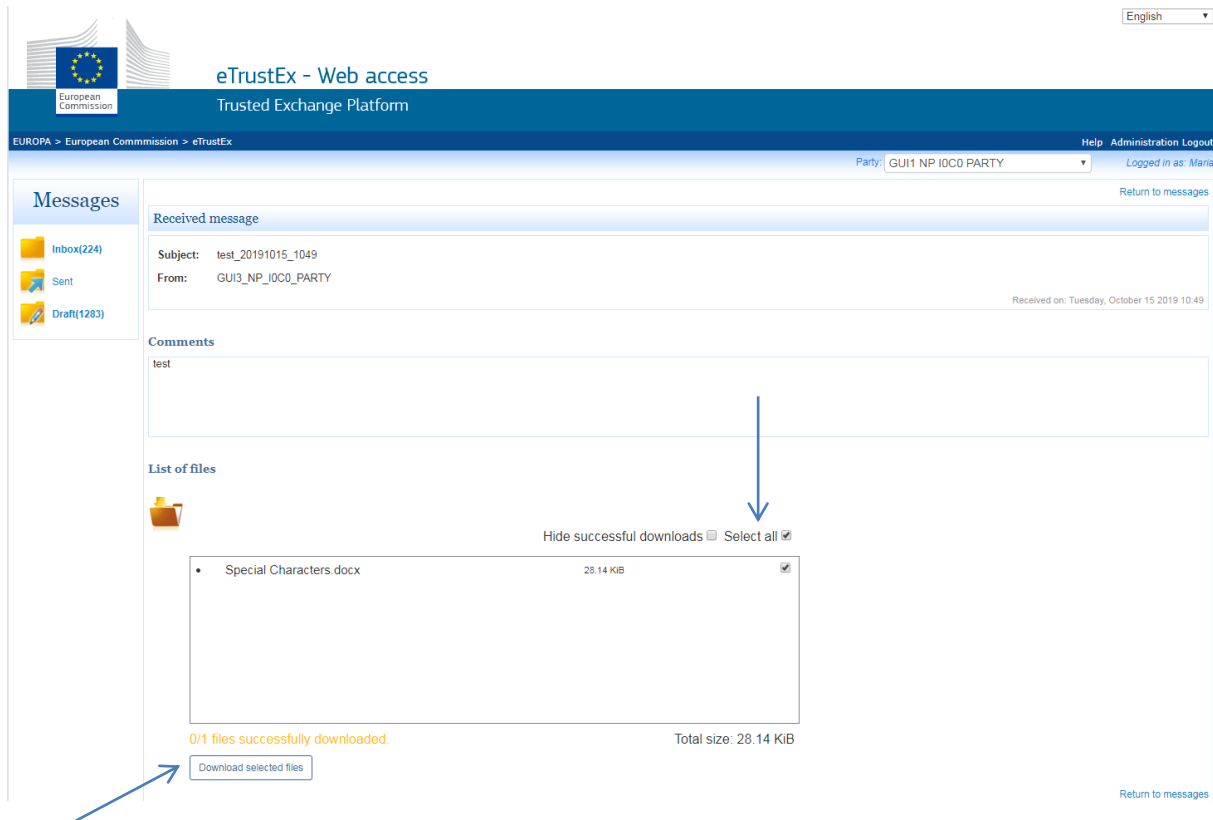
The warning sign can also be yellow, informing the User that the attachments will expire on a specific date.



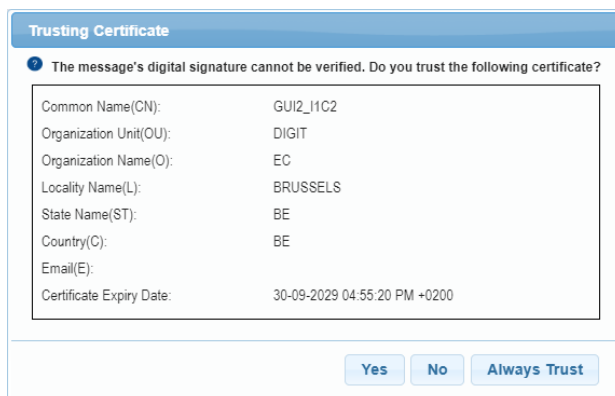
## 2. RECEIVED MESSAGE DETAILS

### 2.1. Opening a message

Clicking on a message on the inbox section will redirect the user to the selected message content. The below screen will be displayed, containing the subject of the email, Sender Party ("From"), received date, comments (optional field) and the list of files to download.



If the message was signed, the user will get a popup window when the message opens, where he/she can verify the details of the signature and decide to trust it or not.



#### 2.1.1. Downloading files

The user can download all files received using the check box "Select all" (automatically checked by default). He/she can uncheck the "Select all" box and select only the files desired with the check boxes beside each file. After selecting which files to download, the user has to click on the "Download selected files" button.

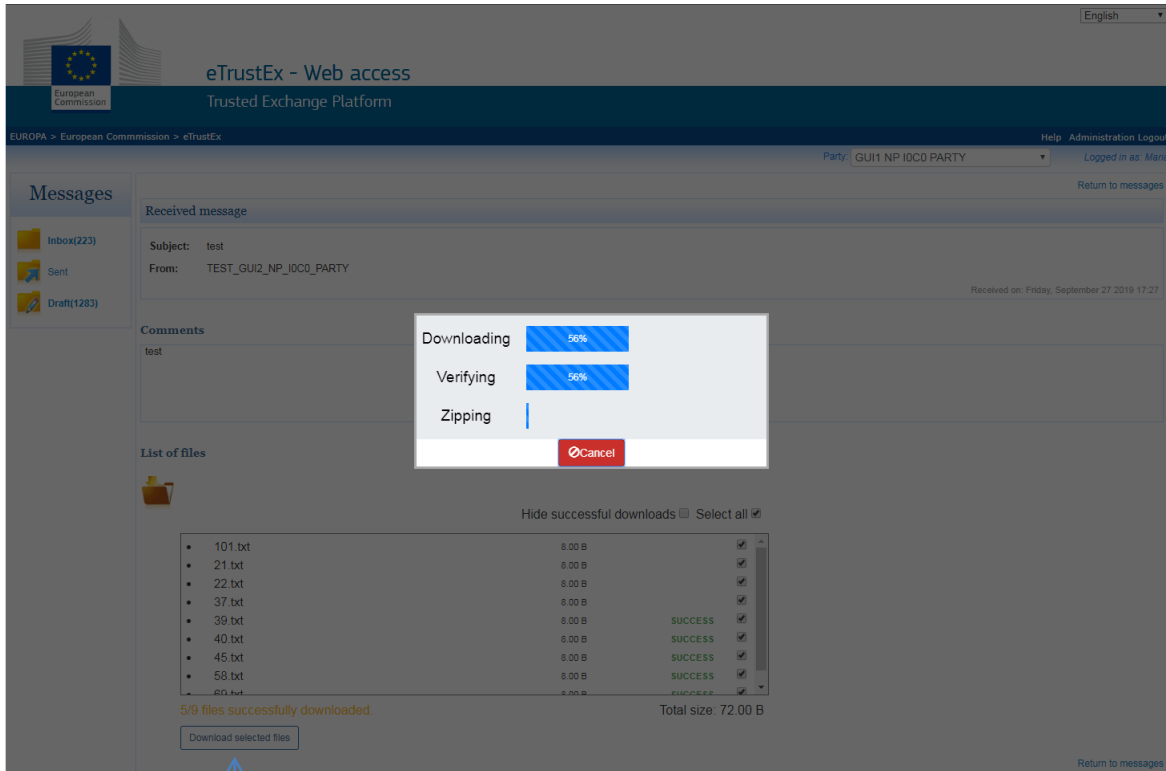
Once clicking on the "Download selected files" button, the user is able to see three progress bars for:

- downloading the files

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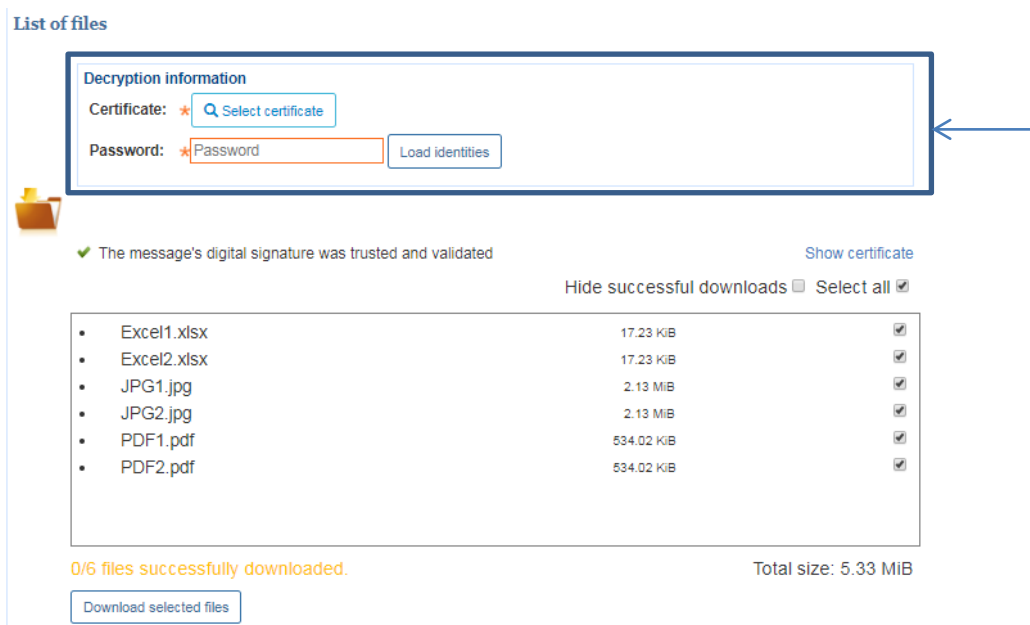
- verifying the integrity of the files and
- archiving the files.



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

The user can check the downloaded files on the destination folder selected.

If the message is encrypted, there will be a section for the decryption certificate and the user will have to first add the certificate and password before clicking on "Download selected files" button.



After entering the certificate information the user should click on "Load Identities" button. The certificate details will be displayed below the decryption section and the user will be able to download the encrypted message.

**List of files**

**Decryption information**

Certificate:  **gui1\_i1c2.p12**

Password:

**Certificate identities:**

Alias	Subject name	Valid from	Valid until
gui1_i1c2	C, BE; ST, BE; L, BRUSSELS; O, EC; OU, DIGIT; CN, GUI1_I1C2	9/30/2019, 4:54:24 PM	9/30/2029, 4:54:24 PM

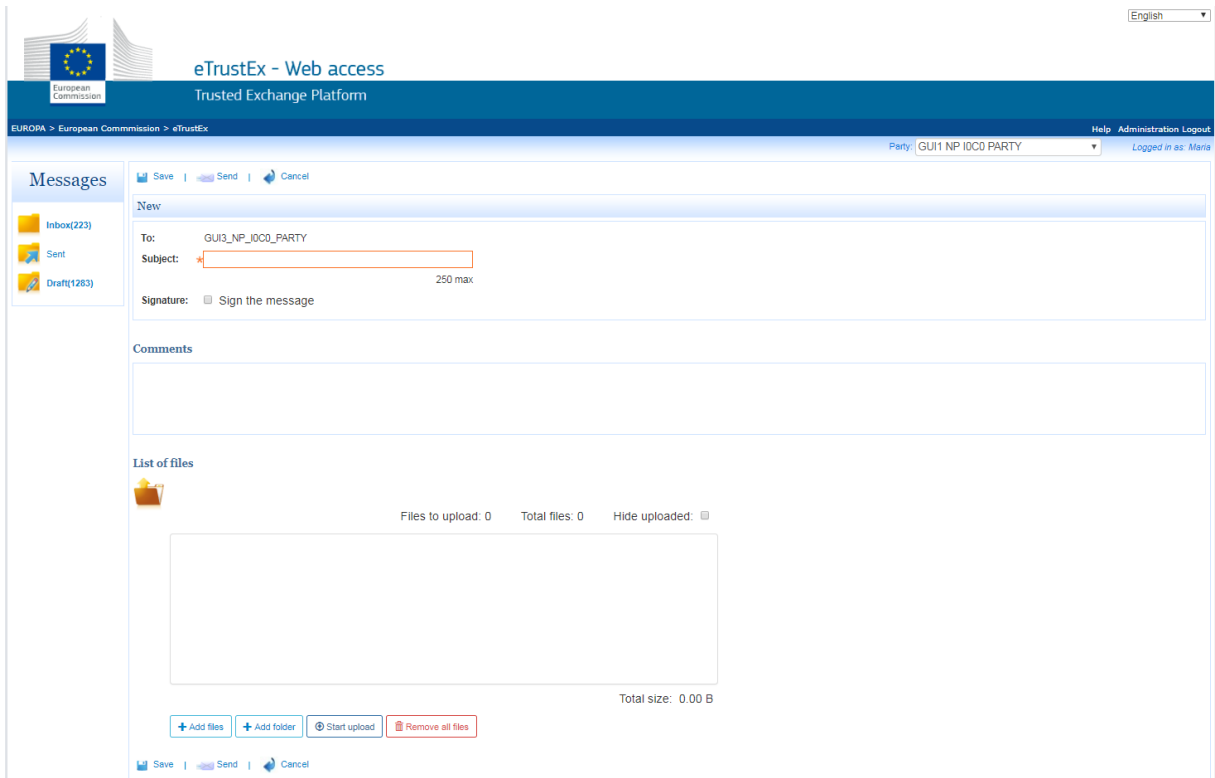
### 3. SENDING A NEW MESSAGE

#### 3.1. Sending a message

User clicks on the "New" button (main screen of eTrustEx GUI)

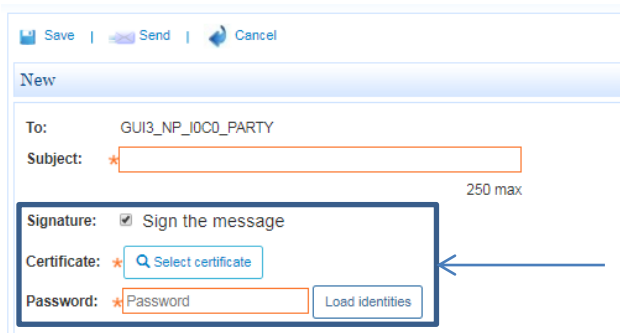
The screenshot shows the eTrustEx Web access interface. At the top, there is a header with the European Commission logo and the text "eTrustEx - Web access Trusted Exchange Platform". Below the header, there is a navigation bar with "EUROPA > European Commission > eTrustEx" and a language dropdown set to "English". The main content area is titled "Messages" and features a "New" button highlighted with a red arrow. Below the "New" button, there is a search bar and a list of messages in the "Inbox". The messages list includes columns for "All", "Unread", and "Received". The messages are sorted by date and time, with the most recent message at the top.

The below screen is shown and the user can see the receiver party ("To"), fill in the subject, add comments and upload the files. If the user has more parties available to send, a dropdown list will be present to choose it from.



### 3.1.1. Signing

If the user wants to sign a message, he/she needs to check the "Sign the message" box. Once the box is selected, a new section will be displayed to enter the signature certificate.



The user needs to enter the certificate and password and click on Load Identities button. The details of the selected certificate will be displayed.



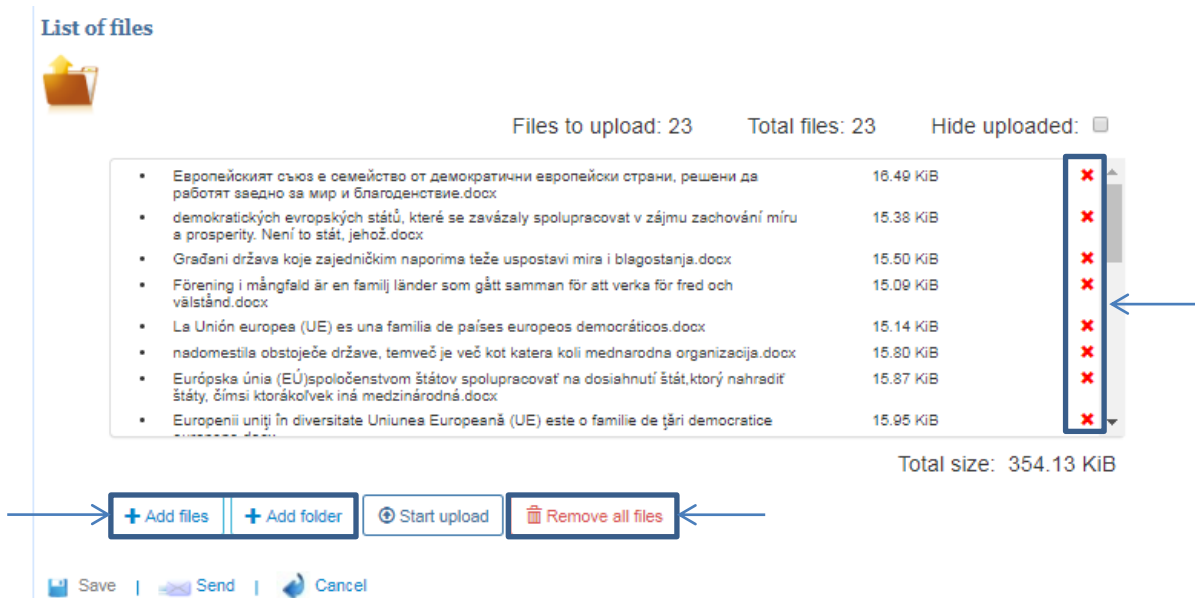


### 3.1.2. Uploading files

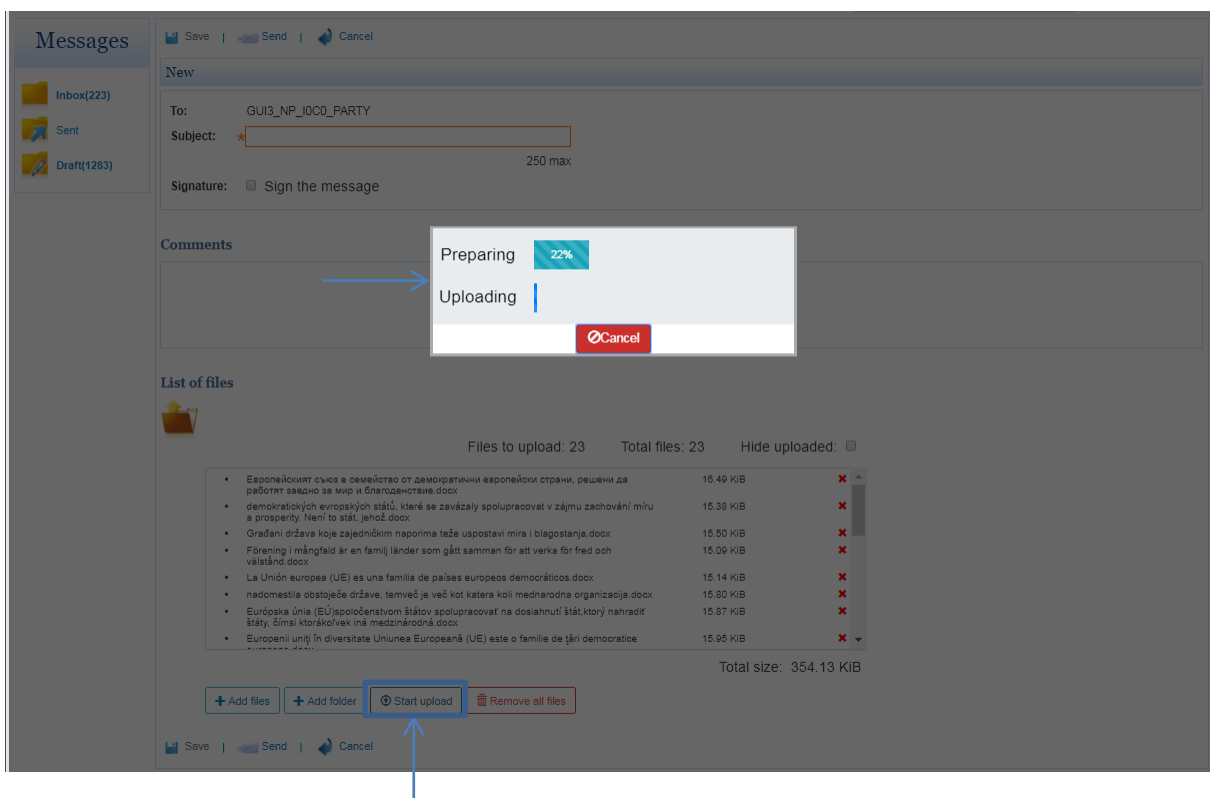
In order to upload files, the user has to click on the "Add files" button and select the files that he/she wishes to upload. To upload a folder, the user has to click on the "Add folder" button and select the folder to upload. The files and folders selected will be displayed on the "List of files" field.

The user can also drag and drop the files or folders directly in the "List of files" area.

It is possible to remove individual files/folders from the list by clicking on the red "x" beside each file/folder or remove all by clicking on the "Remove all files" button.



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 upload is complete, the window closes automatically and the status of each file is displayed beside them.

### List of files

Files to upload: 0    Total files: 23    Hide uploaded:

• Европейският съюз е семейство от демократични европейски страни, решени да работят заедно за мир и благоденствие.docx	16.49 KiB	SUCCESS	✖
• demokratických evropských států, které se zavázaly spolupracovat v zájmu zachování míru a prosperity. Není to stát, jehož.docx	15.38 KiB	SUCCESS	✖
• Građani država koje zajedničkim naporima teže uspostavi mira i blagostanja.docx	15.50 KiB	SUCCESS	✖
• Förening i mångfald är en familj länder som gått samman för att verka för fred och välfärd.docx	15.09 KiB	SUCCESS	✖
• La Unión europea (UE) es una familia de países europeos democráticos.docx	15.14 KiB	SUCCESS	✖
• nadomestila obstoječe države, temveč je več kot katera koli mednarodna organizacija.docx	15.80 KiB	SUCCESS	✖
• Európska únia (EÚ)spoločenstvom štátov spolupracovať na dosiahnutí štát,ktorý nahradí štáty, čímśi ktorákoľvek iná medzinárodná.docx	15.87 KiB	SUCCESS	✖
• Europeanii uniții în diversitate Uniunea Europeană (UE) este o familie de țări democratice	15.95 KiB	SUCCESS	✖

Total size: 354.13 KiB

|  |

On the top of the List of files it is possible to check the number of files that still need to be uploaded and the total number of added files. By selecting the "Hide uploaded" check box, only the files that do not have the status "Success" will be displayed.

### List of files

Files to upload: 2    Total files: 25    Hide uploaded:

• Instructions.txt	0.00 B	FAILED	✖
• Всички хора се раждат.txt	512.00 MiB	FAILED	✖

Total size: 512.35 MiB

In order to be able to send the message, all files need to have the status "Success".

After that, the user has to click on the "Send" button.

The screenshot displays an email composition window. On the left, a sidebar shows folders: 'Inbox(223)', 'Sent', and 'Draft(1283)'. The main area is titled 'Messages' and contains a 'New' section with the following details:

- To: GUI3\_NP\_I0C0\_PARTY
- Subject: \* [Redacted] 250 max
- Signature:  Sign the message

Below the subject line is a 'Comments' section. The 'List of files' section shows a folder icon and the following statistics: 'Files to upload: 0', 'Total files: 23', and 'Hide uploaded: '. A table lists the files with their names, sizes, and upload statuses:

File Name	Size	Status
Европейският съюз е семейство от демократични европейски страни, решени да работят зведено за мир и благоденствие.docx	16.49 KiB	SUCCESS
demokratických evropských států, které se zavázaly spolupracovat v zájmu zachování míru a prosperity. Není to stát, jehož.docx	15.38 KiB	SUCCESS
Građani država koje zajedničkim naporima teže uspostavi mira i blagostanja.docx	15.50 KiB	SUCCESS
Förening i mångfald är en familj länder som gått samman för att verka för fred och välfärd.docx	15.09 KiB	SUCCESS
La Unión europea (UE) es una familia de países europeos democráticos.docx	15.14 KiB	SUCCESS
nadomestila obstoječe države, temveč je več kot katera koli mednarodna organizacija.docx	15.80 KiB	SUCCESS
Európska únia (EÚ)spoločenstvom štátov spolupracovať na dosiahnutí štát,ktorý nahradí štáty, čímsi ktorákolvek iná medzinárodná.docx	15.87 KiB	SUCCESS
Europeniil uniij In diversitate Uniunea Europeană (UE) este o familie de țări democratice	15.95 KiB	SUCCESS

Total size: 354.13 KiB

At the bottom, there are buttons: '+ Add files', '+ Add folder', 'Start upload', and 'Remove all files'. The 'Send' button is highlighted with a red box and an arrow pointing to it from below.

## 4. SAVING A MESSAGE AS DRAFT

The user can save a draft when creating a new message. He/she needs to click on the "Save" button.

It is not possible to save messages with attachments. In case the user wants to save a message that already has attachments, they need to be removed first for the Save button to be enabled.



New

To: GUI3\_NP\_IDCO\_PARTY

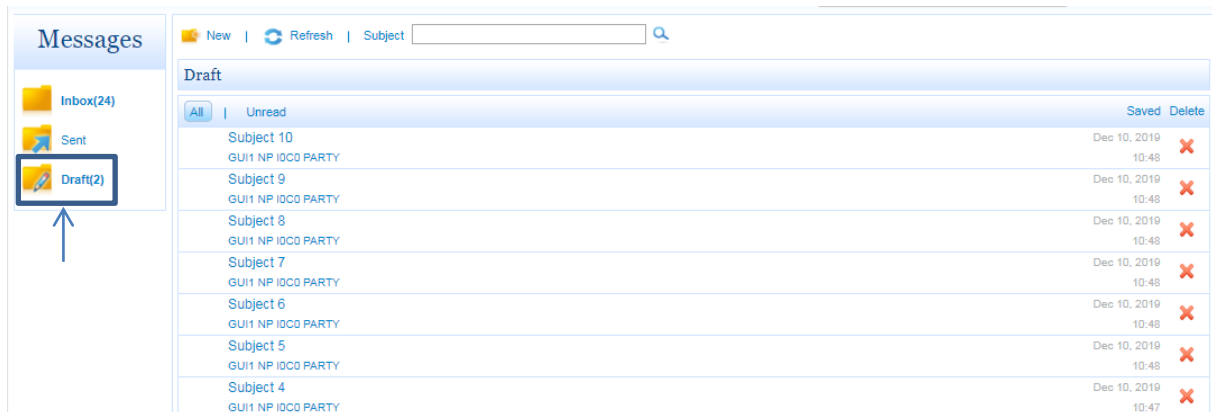
Subject: \*new message subject 250 max

Signature:  Sign the message

**Comments**

The EU's overall political goals are developed collectively by its institutions. Find out how the EU's strategy is developed and translated into policies and initiatives by the European Commission.

The list of draft messages can be found in the "Draft" section of the main page of eTrustEx GUI.



Messages

New | Refresh | Subject

**Draft**

All	Unread	Saved	Delete
Subject 10	GUI1 NP IDCO PARTY	Dec 10, 2019 10:48	✗
Subject 9	GUI1 NP IDCO PARTY	Dec 10, 2019 10:48	✗
Subject 8	GUI1 NP IDCO PARTY	Dec 10, 2019 10:48	✗
Subject 7	GUI1 NP IDCO PARTY	Dec 10, 2019 10:48	✗
Subject 6	GUI1 NP IDCO PARTY	Dec 10, 2019 10:48	✗
Subject 5	GUI1 NP IDCO PARTY	Dec 10, 2019 10:48	✗
Subject 4	GUI1 NP IDCO PARTY	Dec 10, 2019 10:47	✗