

Mar 2021

## OTC Clearing Hong Kong Limited

### OTC ACCOUNT SERVICES INFORMATION SYSTEM ("OASIS") WEB PORTAL USER MANUAL

#### Part II – OASIS USER ACCOUNT ADMINISTRATION PORTAL



Disclaimer

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**Amendment Log**

Updated Date	Document / Section	Description
May 2014	Part II	- Insert new part (Part II) to illustrate the new features provided with the User Administration portal.
Sep 2015	Part 2.1.3	- Update note on character limit for OASIS login ID
Dec 2015	Part 2.7-9	- New part to illustrate the new features provided with the User Administration portal
Apr 2016	Part 2.9	- Update on Audit Trail Report - Update HKEx logo
Mar 2021	Part 2.7	- Update groups for new OASIS User accounts

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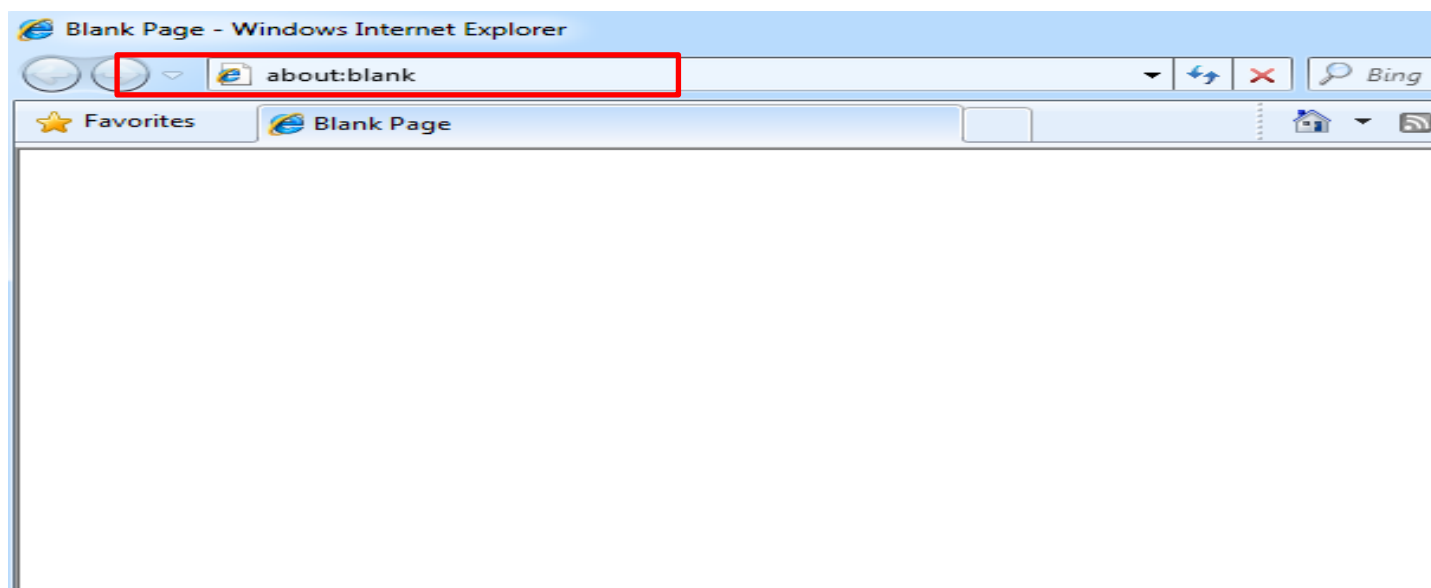
## 1. Getting Started

### 1.1. Logon and Logoff

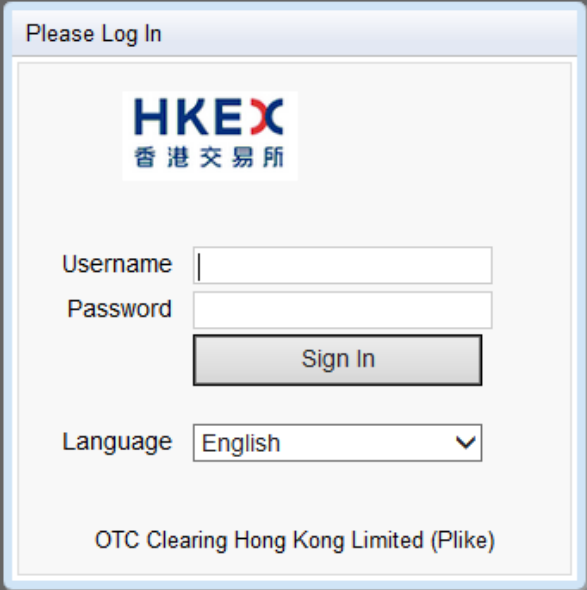
This section explains the procedures for connecting to and dis-connecting from Portal (i.e. **logon** and **logoff** the Web Portal).

#### 1.1.1. Portal Logon

1. Launch Internet Explorer
2. Type Portal URL [<https://www.otcclearinghk.com/eSelfService>] into the box next to the address field and press Enter key in the keyboard




3. The following login screen will be displayed.



The screenshot shows a login window titled "Please Log In" with the HKEX logo and Chinese text "香港交易所". It contains input fields for "Username" and "Password", a "Sign In" button, and a "Language" dropdown menu set to "English". At the bottom, it reads "OTC Clearing Hong Kong Limited (Plike)".

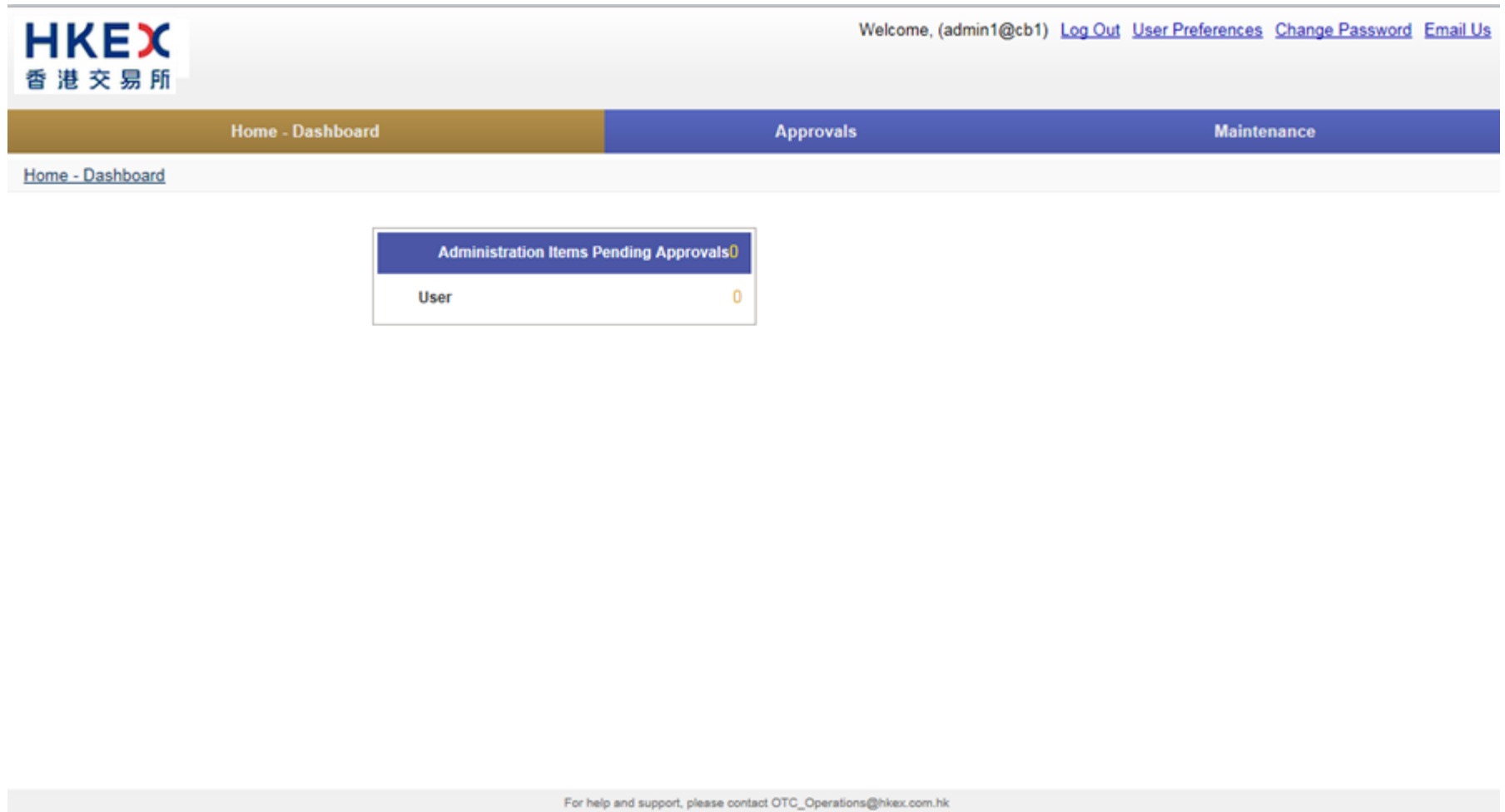
4. Input OASIS User login ID and password, then click **Sign in**



The screenshot shows a login window titled "Please Log In" with the HKEX logo and "香港交易所" at the top. Below the logo, there are two input fields: "Username" with the text "cb2\_admin@cb2" and a clear button (x), and "Password" with masked characters (dots). A "Sign In" button is positioned below the password field. At the bottom, there is a "Language" dropdown menu currently set to "English". The footer text reads "OTC Clearing Hong Kong Limited (Plike)".

***Please note: username (i.e. login ID) must be in lowercase letters.***

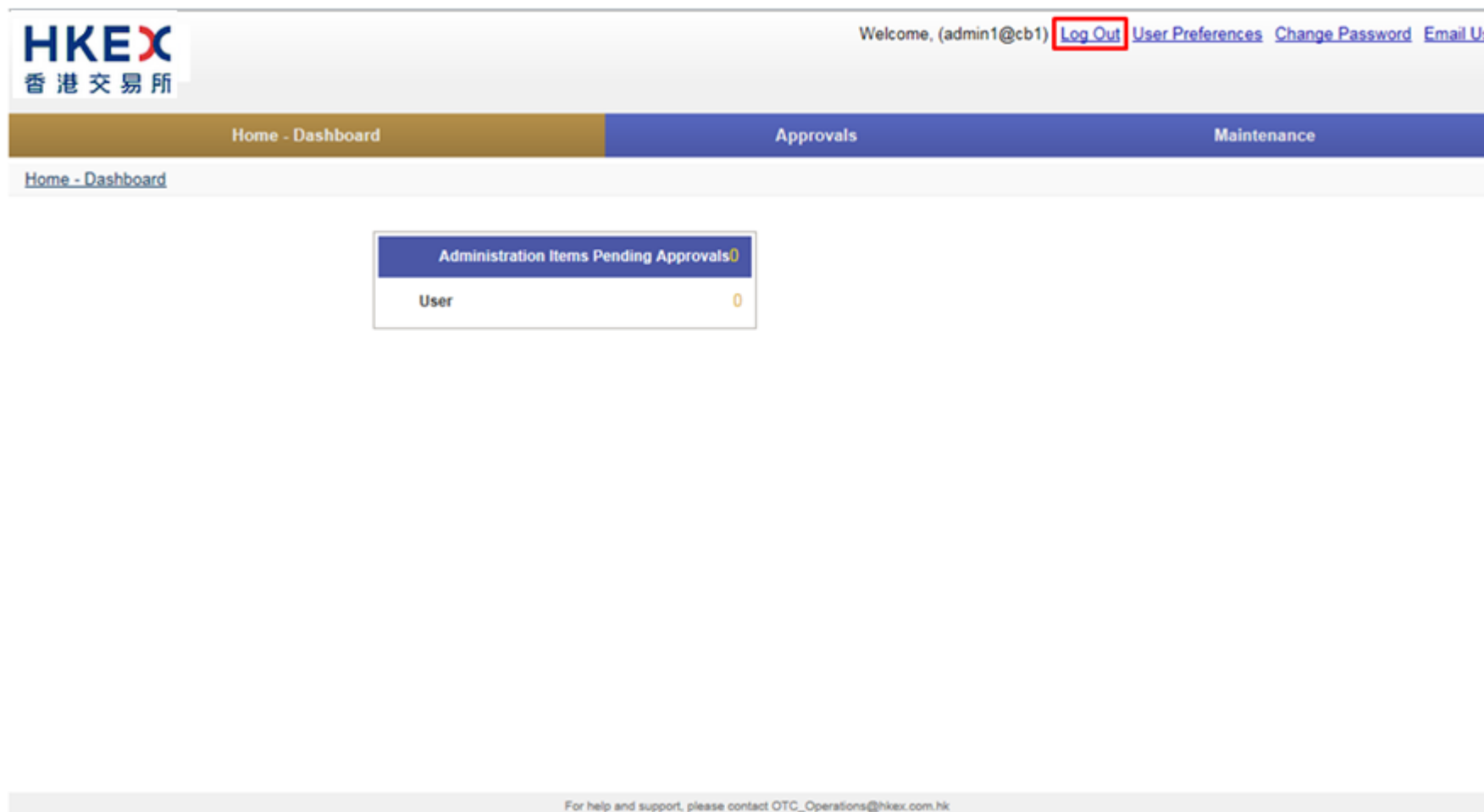
5. The following screen will be displayed when the logon is successful





**1.1.2. Portal Logoff**

1. Click the **Log Out** hyperlink at the top right hand corner.



The user will be return to the logon screen illustrated in **Part II, Section 1.1.1.**

## **1.2. Password Management**

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### **1.2.1. First Time Logon**

After logging on using the temporary password, the system will require you to change the password before proceeding.

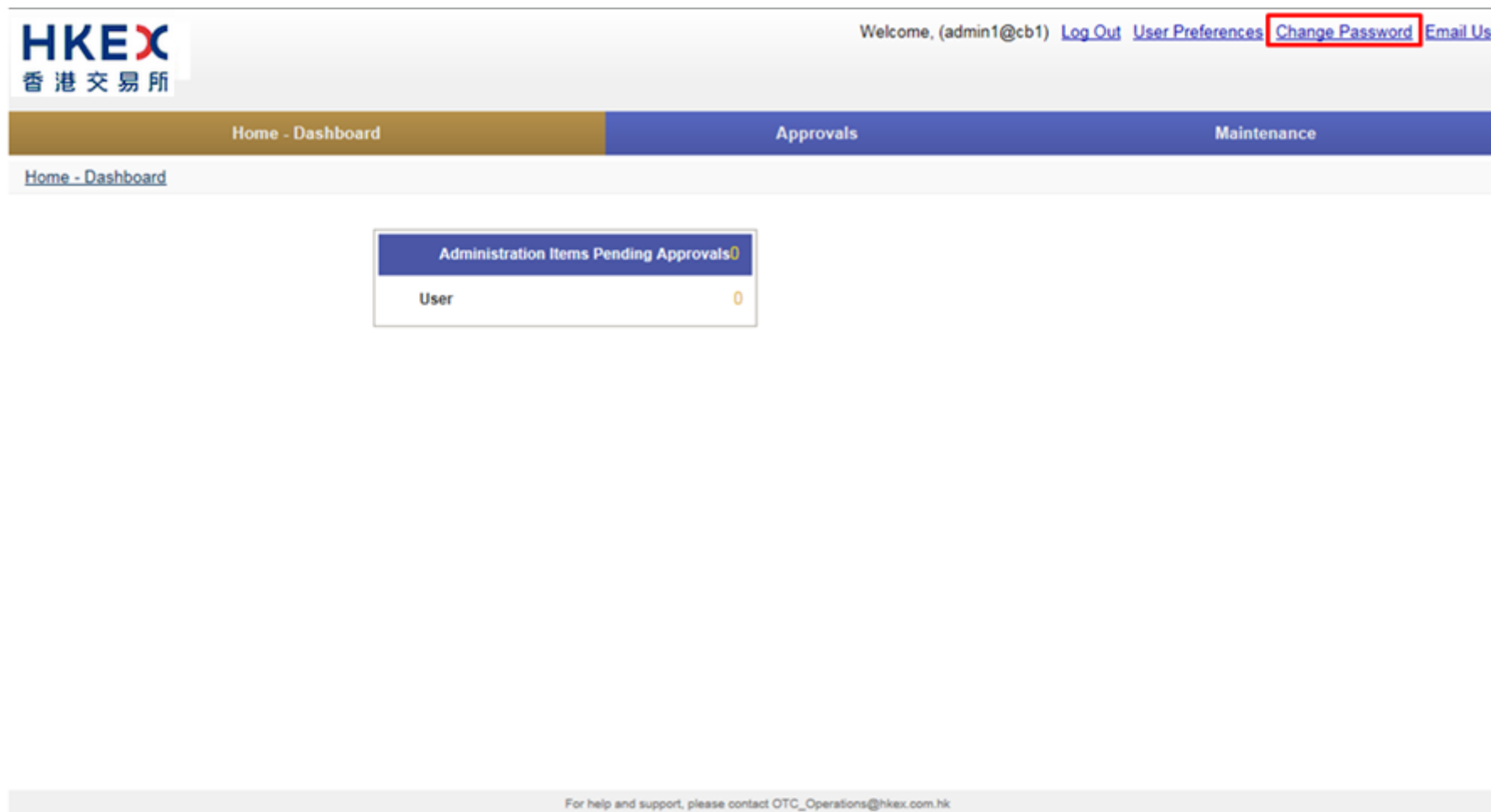


The screenshot shows a 'Password Reset' dialog box with a light gray background and a blue border. It contains two text input fields. The first field is preceded by the text 'Please enter new password' and the second by 'Please confirm new password'. At the bottom of the dialog, there are two buttons: 'Change Password' and 'Cancel'.

**1.2.2. *Voluntarily change of password***

OASIS will force user to change password at least once every 90 days. Prior to the system's mandatory change of password, user can change his/her password voluntarily after logging into OASIS.

User can initiate a change of password by selecting **Change Password** at the upper right hand corner.



The below message box will be prompted after selecting the hyper link.

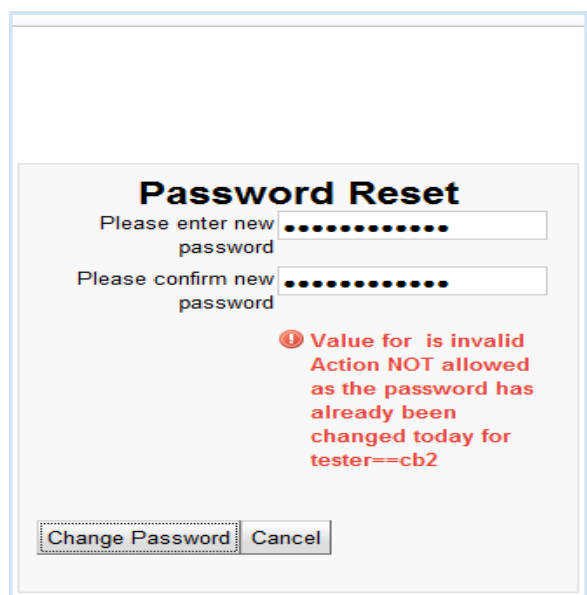
The screenshot displays the HKEX OASIS Web Portal interface. At the top left is the HKEX logo and the text '香港交易所'. To the right, a welcome message reads 'Welcome,(admin1@cb1)' followed by links for 'Log Out', 'User Preferences', 'Change Password', and 'Email Us'. Below this is a navigation bar with three tabs: 'Home - Dashboard' (highlighted in brown), 'Approvals', and 'Maintenance'. The main content area shows a 'Home - Dashboard' link on the left and a central 'Password Reset' dialog box. The dialog box has a title 'Password Reset' and two input fields: 'Please enter new password' and 'Please confirm new password'. At the bottom of the dialog are two buttons: 'Change Password' and 'Cancel'.

Please make reference to the below password guidelines when setting the password.

1. Password shall contain at least 10 characters;
2. Password shall contain a combination of letters (both upper & lower case) and numbers (0-9)
3. User account will be locked upon 6 consecutive unsuccessful login attempts

4. Password shall be changed at least every 90 days
5. Password will not be allowed to change on the same day upon completion of a password change

An error message will be prompted if user tried to input an invalid password. Below is an example of the error message when the password violated guideline #5).



The screenshot shows a web form titled "Password Reset". It contains two input fields: "Please enter new password" and "Please confirm new password", both filled with dots. Below the fields is a red error message: "Value for is invalid Action NOT allowed as the password has already been changed today for tester==cb2". At the bottom of the form are two buttons: "Change Password" and "Cancel".

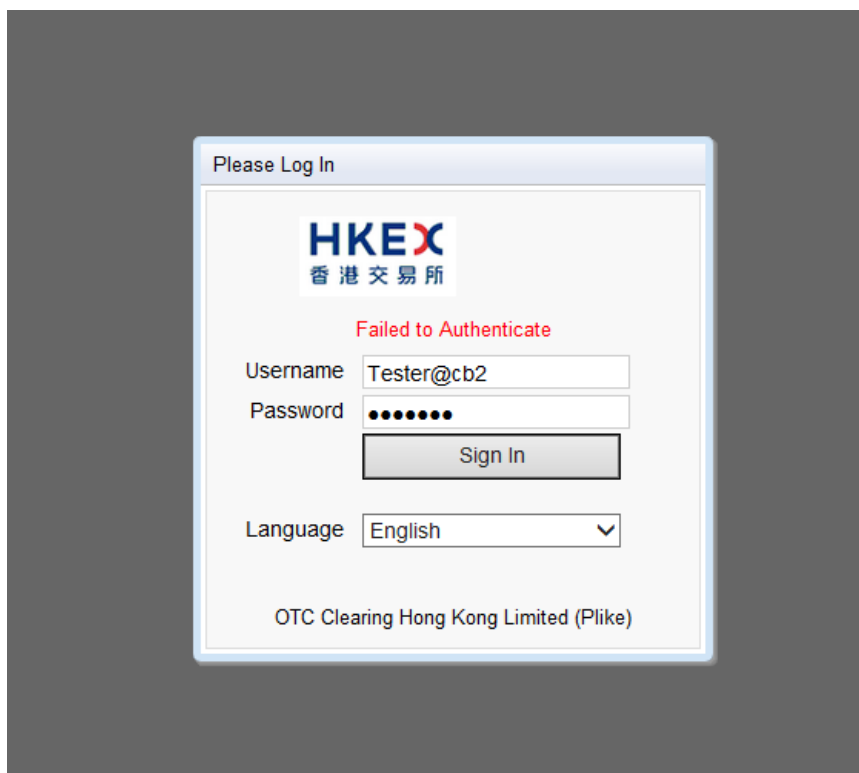
### **1.2.3. Common Reasons for Invalid Login**

The error message "Failed to Authenticate" will be displayed for invalid login attempt. There are several scenarios that will trigger this message. The common reasons are:

1. The User ID provided does not exist or the password entered does not match with the corresponding User ID.

2. The User ID is locked by the system after more than 6 invalid login attempts.
3. The User logs in outside the operating hours.

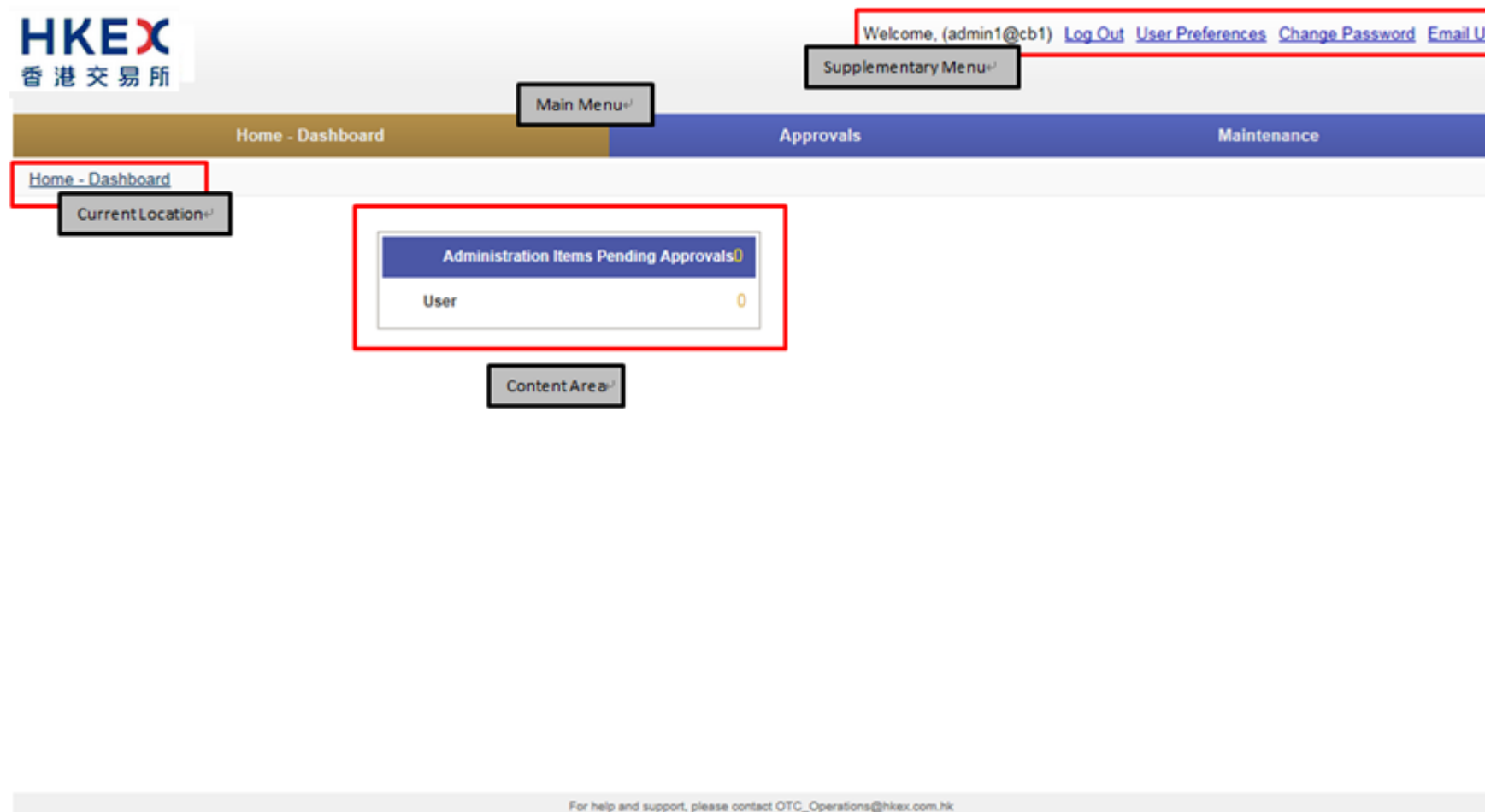
User should contact HKEx OTC Clear Operations team for further assistance.



### 1.3. Screen Layouts

#### 1.3.1. Home Page




The Home Page is divided into following sections as shown in the diagram.





**MAIN MENU:** Locate at the upper section of the screen. It lists the core functions of the Collateral Management Portal.

The following functions are available for access through the Main Menu.

Functions	Descriptions
<b>HOME</b> 	Return to the HOME page
<b>APPROVALS</b> 	1) View and search outstanding approval requests; 2) Approved/rejected requests  Please refer to <b>Part II, Section 2.5</b> for details.
<b>MAINTENANCE</b> 	1) View and search status of users created for this Clearing Member/Broker 2) Create new users 3) Amend setting of existing users 4) Extract the list of users 5) View Admin Audit Report  Please refer to <b>Part II, Section 2</b> for details.

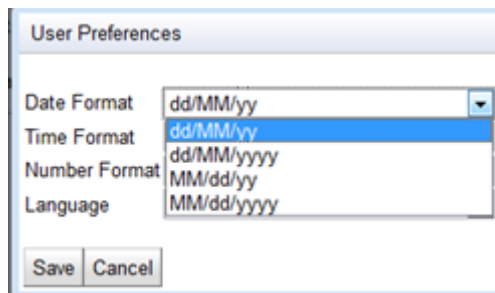
**SUPPLEMENTARY MENU:** Locate at the upper right hand corner of the screen. It displays the name of the user log into OASIS and a dropdown box listing the Clearing Member ID available for the login user. Also, it provides hyperlinks for the following features for user to select: (1) Log Out, (2) User Preference, (3) Change Password, and (4) Email Us.

Hyperlink	Descriptions
<b>Log Out</b>	End the user login session and log off from the portal.

## User Preference

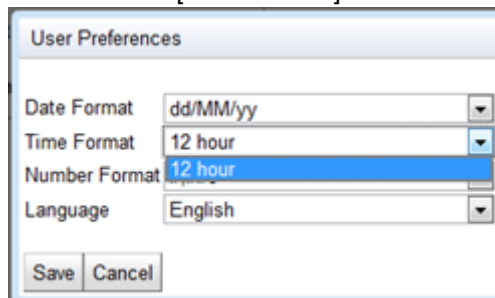
A dialogue box will be prompted and allow user to personalize its OASIS setting on

### 1) Date Format



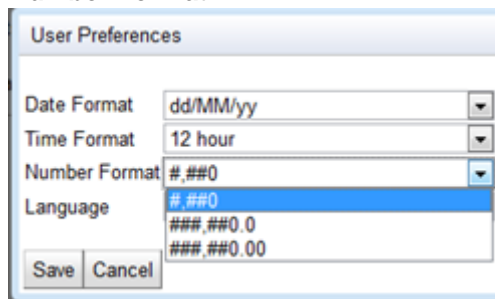
The screenshot shows a 'User Preferences' dialog box. The 'Date Format' dropdown menu is open, displaying three options: 'dd/MM/yy', 'dd/MM/yyyy' (which is highlighted in blue), and 'MM/dd/yyyy'. The 'Time Format' is set to 'dd/MM/yyyy', 'Number Format' is 'MM/dd/yy', and 'Language' is 'MM/dd/yyyy'. 'Save' and 'Cancel' buttons are at the bottom.

### 2) Time Format [not available]

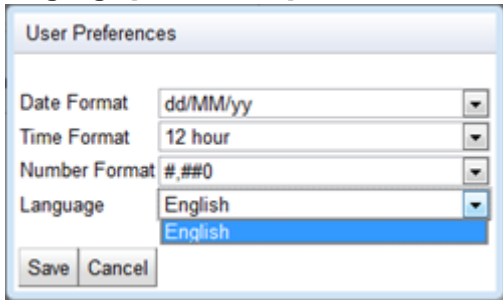


The screenshot shows a 'User Preferences' dialog box. The 'Time Format' dropdown menu is open, displaying two options: '12 hour' (highlighted in blue) and '24 hour'. The 'Date Format' is 'dd/MM/yy', 'Number Format' is '12 hour', and 'Language' is 'English'. 'Save' and 'Cancel' buttons are at the bottom.

### 3) Number Format



The screenshot shows a 'User Preferences' dialog box. The 'Number Format' dropdown menu is open, displaying three options: '#,##0' (highlighted in blue), '###,##0.0', and '###,##0.00'. The 'Date Format' is 'dd/MM/yy', 'Time Format' is '12 hour', and 'Language' is '#,##0'. 'Save' and 'Cancel' buttons are at the bottom.

	<p>Please note this setting will affect the number displayed during submission of collateral request. Number will be rounded to the decimal placed elected.</p> <p><b>4) Language</b> [not available]</p>  <p>The new preference will take effect at the next login.</p>
<b>Change Password</b>	<p>Initiate a change of password.</p> <p>Please refer to <b>Part II, Section 1.2.2</b> for details.</p>
<b>Email us</b>	<p>Initiate an email to OTC Clear with the default email program.</p> <p>The email will be addressed to : <b>OTC_Operations@HKEX.COM.HK</b></p>

**CURRENT LOCATION:** Locate below the Main Menu. It displayed the current location of the user's login session.

**CONTENT AREA:** Locate below the Current Location section. It displayed the contents of the selected function from the **MAIN MENU**. For the Home Page, it defaulted to display the dashboard.

Administration Items Pending Approvals 0	
User	0

## 2. User Accounts Management

### 2.1. *Create New OASIS User Accounts*

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#### 2.1.1. *Function Description*

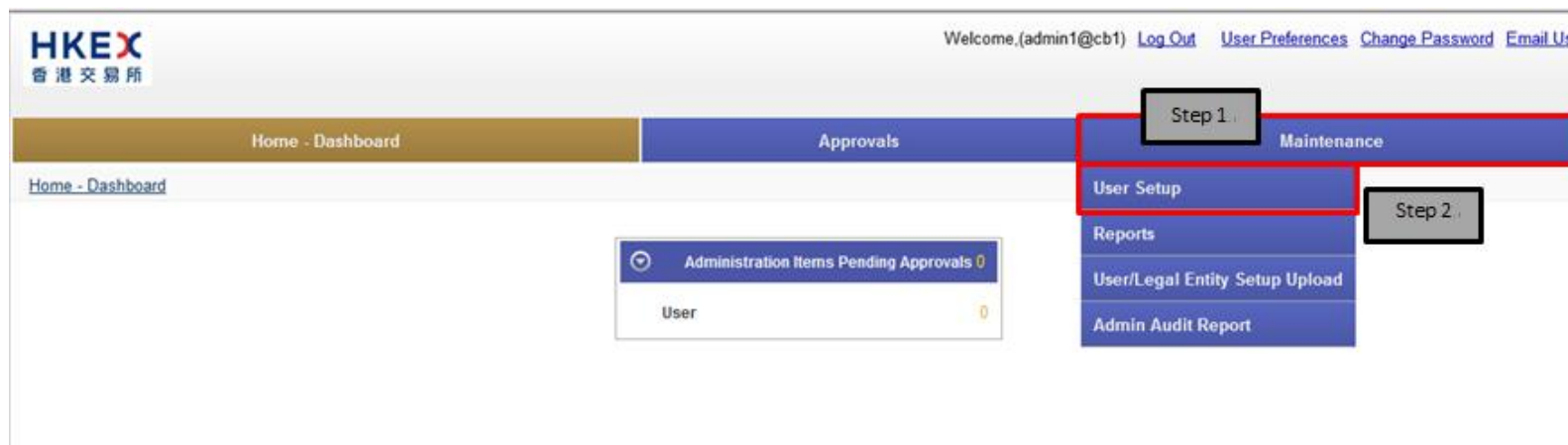
To create a new OASIS user account

#### 2.1.2. *Function Available Time*

7:30 a.m. to 11:00 p.m. except during the EOD process between 7:30 p.m. to 10:00 p.m., every OTC Clear Clearing Day

#### 2.1.3. *How to Use (Step by Step)*

1. On the **Main Menu**, select **Maintenance**. The feature will be highlighted and a menu will appear. Select **User Setup**.






2. Current Location will be updated and the Content Area will display all the OASIS User Accounts for this Clearing Member.

HKEX 香港交易所


Welcome, (cb2\_admin1@cb2) [Log Out](#) [User Preferences](#) [Change Password](#) [Email Us](#)


Home - Dashboard Approvals Maintenance


Home - Dashboard > User Setup

Filter   


User Id


Status   
 Unlocked 





 Refresh

 Reset to Defaults

Add User Export

Showing 1 - 4 of 4 

Rows 20  << < 1 > >>

Actions	User Id	First Name	Last Name	Email	Client	Description	Last Login	Status
	cb2_user1	cb2_user1	cb2_user1	cb2_user1	cb2		12/12/2014	Unlocked
	cb2_user2	cb2_user2	cb2_user2	cb2_user2	cb2		12/09/2014	Unlocked
	cb2_user3	cb2_user3	cb2_user3	cb2_user3	cb2			Unlocked
	cb2_user4	cb2_user4	cb2_user4	cb2_user4	cb2			Unlocked

For help and support, please contact [OTC\\_Operations@hkex.com.hk](mailto:OTC_Operations@hkex.com.hk)

- To create a new OASIS user account, click **Add User**.

The screenshot shows the OASIS Web Portal User Account Administration Portal. The top navigation bar includes the HKEX logo and the text '香港交易所'. The main navigation bar has three tabs: 'Home - Dashboard', 'Approvals', and 'Maintenance'. The 'Home - Dashboard' tab is selected, and the sub-page is 'User Setup'. The page displays a table of users with columns: Actions, User Id, First Name, Last Name, Email, Client, Description, Last Login, and Status. The table shows four users: cb2\_user1, cb2\_user2, cb2\_user3, and cb2\_user4, all with status 'Unlocked'. The 'Add User' button is highlighted with a red box. The 'Filter' section on the left includes a 'User Id' input field, a 'Status' dropdown menu set to 'Unlocked', and buttons for 'Refresh' and 'Reset to Defaults'. The 'Showing 1 - 4 of 4' text is displayed above the table. The 'Rows' dropdown menu is set to '20'. The footer text reads: 'For help and support, please contact OTC\_Operations@hkex.com.hk'.

4. A message box will be prompted asking for the following detail of the new users:  
User Name (i.e. "User") / Email / First Name / Last Name / Temporary Password (i.e. "Password")

These fields must be populated before proceeding to the next page. Members are not allowed to provide personal data to these fields (e.g. first name and last name of the person).

*Note: The User Name will become part of the login ID of the OASIS user account (i.e. **user@ClearingMemberID**; in lowercase letters). The login ID of the OASIS user account must be limited to 31 characters.*

The screenshot shows the 'User Details Setup' form in the OASIS web portal. The form is titled 'User Details Setup' and 'Setup user'. It contains the following fields:

- User \*
- Email \*
- First Name \*
- Last Name \*
- Password
- Retype Password
- Note
- Model User

At the bottom of the form are three buttons: 'Cancel', 'Previous', and 'Next'. The form is displayed over a background showing the HKEX logo, a welcome message for user (cb2\_admin1@cb2), and a table of user details.

Last Login	Status
12/12/2014	Unlocked
12/09/2014	Unlocked
	Unlocked
	Unlocked



A sample with fields populated. Login ID for this sample OASIS user account will be “**tester2@cb2**”.

The screenshot displays the OASIS Web Portal User Account Administration Portal. The main interface is in Chinese, with the HKEX logo and name at the top left. The top right shows a welcome message for user (cb2\_admin1@cb2) and links for Log Out, User Preferences, Change Password, and Email Us. The left sidebar contains a 'Filter' section with fields for User Id, Status (set to Unlocked), and buttons for Refresh and Reset to Defaults. The main content area shows a 'User Details Setup' dialog box, which is a multi-step process (1/3). The dialog box contains the following fields:

- User \*: tester2
- Email \*: testing2@bank.com
- First Name \*: Tester
- Last Name \*: Two
- Password: [masked with dots]
- Retype Password: [masked with dots]
- Note: [empty text area]
- Model User: [empty text area]

At the bottom of the dialog box are three buttons: Cancel, Previous, and Next. In the background, a table with columns 'Last Login' and 'Status' is visible, showing two entries with dates 12/12/2014 and 12/09/2014, both with a status of 'Unlocked'.

Note: You might use the **Model User** feature to reference the setup of an existing user. This can reduce the time to select user access group in the coming steps. A dropdown menu with all existing users will be available when clicking that feature.

The screenshot displays the HKEX OASIS Web Portal User Account Administration Portal. A modal window titled "User Details Setup" is open, showing the "Setup user" step (1/3). The modal contains the following fields:

- User \***: Input field with "tester2" entered.
- Email \***: Input field with "testing2@bank.com" entered.
- First Name \***: Input field with "Tester" entered.
- Last Name \***: Input field with "Two" entered.
- Password**: Input field with masked characters "\*\*\*\*\*".
- Retype Password**: Input field with masked characters "\*\*\*\*\*".
- Note**: Text area.
- Model User**: Dropdown menu with the following options:
  - cb2\_user1 (highlighted)
  - cb2\_user2
  - cb2\_user3
  - cb2\_user4

At the bottom of the modal are three buttons: "Cancel", "Previous", and "Next".

The background shows the main portal interface with the HKEX logo, a welcome message for "cb2\_admin1@cb2", and navigation links: "Log Out", "User Preferences", "Change Password", and "Email Us". The left sidebar includes a "Filter" section with "User Id" and "Status" (set to "Unlocked"), and buttons for "Refresh" and "Reset to Defaults". The right sidebar shows a "Maintenance" section with a table of user status.

Last Login	Status
12/12/2014	Unlocked
12/09/2014	Unlocked
	Unlocked
	Unlocked

For help and support, please contact OTC\_Operations@hkex.com.hk

- Assign the combination of “Legal Entities” (i.e. Clearing Member/Client) and the “Groups” (i.e. User Access Group) for this new user account.

**User Details Setup** 2/3  
**Grant Access to Legal Entities**

Select Legal Entities **Step 1**

- CB2
- CB2\_CLA
- CB2\_CLC
- CB2\_OMNI1
- CB2\_OMNI2

Select Groups **Step 2**

- selfservice\_collateral\_approver
- selfservice\_collateral\_user
- selfservice\_documentdownload

**Assign** **Revoke** **Step 3**

Currently Assigned User Privileges

Legal Entity	Groups	Remove

Cancel Previous Next

- Review the Legal Entities access and the Profile assigned. User can use **Assign** and **Revoke** to amend the Combinations of Legal Entity / Group. To remove the entire row for a Legal Entity, click **Remove**. To abort the user account creation process, click **Cancel**.

For the functions available to each user access group, please refer to **Part I, Section 4.2**.

The screenshot displays the HKEX OASIS Web Portal User Account Administration Portal. The main content area shows the 'User Details Setup' dialog box, which is titled 'Grant Access to Legal Entities' and is on page 2/3. The dialog box contains two lists: 'Select Legal Entities' and 'Select Groups'. The 'Select Legal Entities' list includes CB2, CB2\_CLA, CB2\_CLC, CB2\_OMNI1, and CB2\_OMNI2, with CB2\_OMNI2 selected. The 'Select Groups' list includes selfservice\_collateral\_approver, selfservice\_collateral\_user, and selfservice\_documentdownload, with selfservice\_documentdownload selected. There are 'Assign' and 'Revoke' buttons. Below these lists is a table titled 'Currently Assigned User Privileges'.

Legal Entity	Groups	Remove
CB2	selfservice_collateral_approver, selfservice_collateral_user	<a href="#">Remove</a>
CB2_CLA	selfservice_collateral_approver, selfservice_collateral_user	<a href="#">Remove</a>
CB2_CLC	selfservice_collateral_approver, selfservice_collateral_user	<a href="#">Remove</a>
CB2_OMNI1	selfservice_collateral_approver, selfservice_collateral_user	<a href="#">Remove</a>
CB2_OMNI2	selfservice_documentdownload	<a href="#">Remove</a>

At the bottom of the dialog box are 'Cancel', 'Previous', and 'Next' buttons. The background shows the portal's navigation menu with 'Home - Dashboard' and 'User Setup' selected. The 'User Setup' page has a filter section with 'User Id' and 'Status' (Unlocked) and buttons for 'Refresh' and 'Reset to Defaults'. The right sidebar shows a 'Maintenance' section with a table of user logins.

For help and support, please contact [OTC\\_Operations@hkex.com.hk](mailto:OTC_Operations@hkex.com.hk)

7. The detail of the user account will be displayed for final review. If the details are correct, Click **Finish**; otherwise, click **Previous** for amendment or **Cancel** to cancel the creation.

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Welcome, (cb2\_admin1@cb2) [Log Out](#) [User Preferences](#) [Change Password](#) [Email Us](#)

Home - Dashboard > User Setup

Filter

User Id

Status   
 Unlocked

Refresh

Reset to Defaults

**User Details Setup** 3/3  
**Grant Access to Legal Entities**

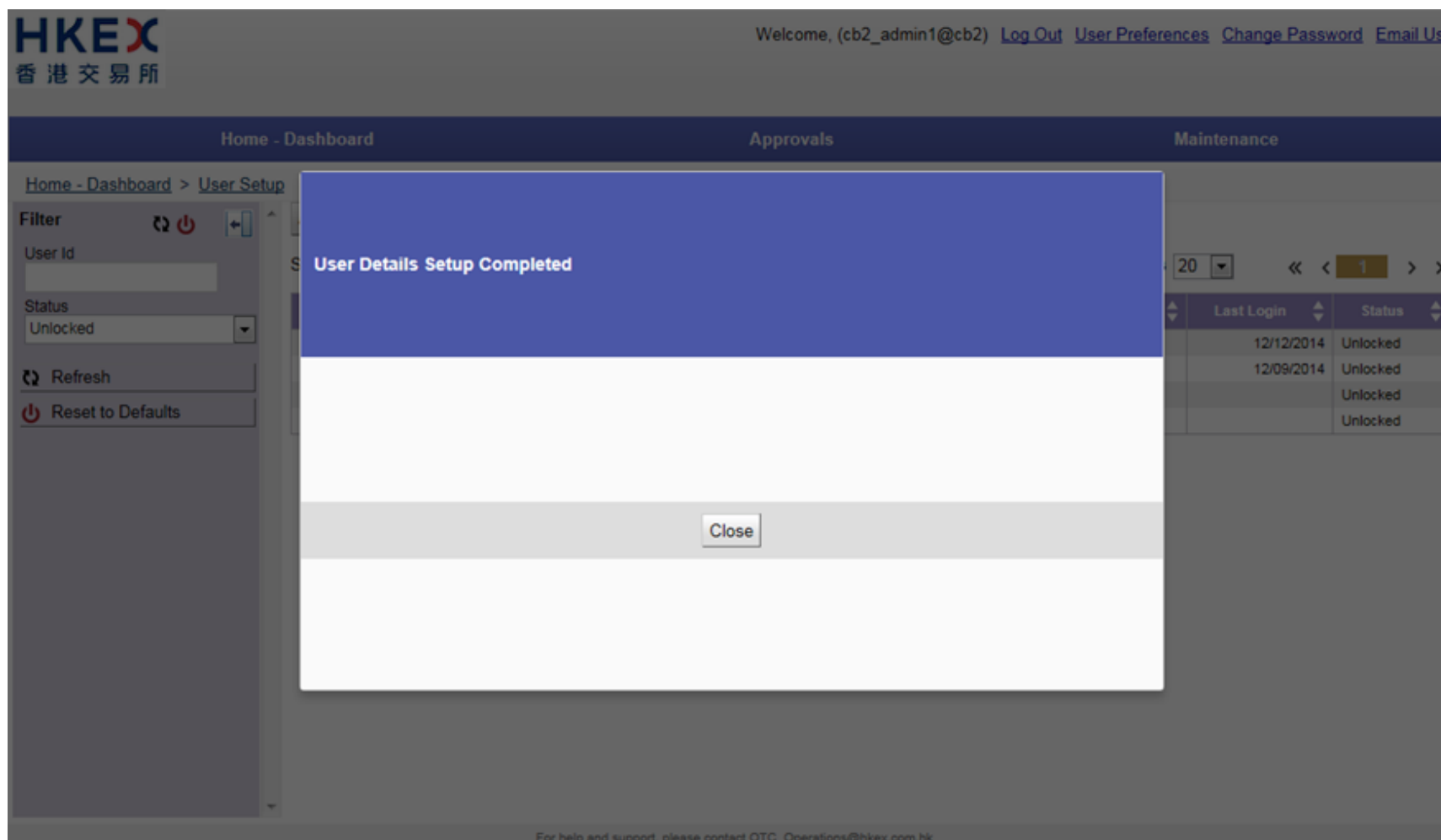
User Id	Email	First Name	Last Name	Note
tester2	testing2@bank.com	Tester	Two	

Legal Entity	Groups
CB2	selfservice_collateral_approver, selfservice_collateral_user
CB2_CLA	selfservice_collateral_approver, selfservice_collateral_user
CB2_CLC	selfservice_collateral_approver, selfservice_collateral_user
CB2_OMNI1	selfservice_collateral_approver, selfservice_collateral_user
CB2_OMNI2	selfservice_documentdownload


Cancel Previous Finish

For help and support, please contact [OTC\\_Operations@hkex.com.hk](mailto:OTC_Operations@hkex.com.hk)

8. After clicking **Finish**, the following screen will appeared. User can continue using other functions of OASIS by clicking **Close**.



9. After clicking close, the user will return to the “User Setup” window. The new user will not appear in the user list until a different user approved the creation. For approval process, please refer to **Part II, Section 2.5**.



Welcome, (cb2\_admin1@cb2) [Log Out](#) [User Preferences](#) [Change Password](#) [Email Us](#)

Home - Dashboard

Approvals

Maintenance

[Home - Dashboard](#) > [User Setup](#)

Filter

Status

Unlocked

Refresh

Reset to Defaults

Add User

Export

Showing 1 - 4 of 4

Rows

20

<<

<

1

>

>>

Actions	User Id	First Name	Last Name	Email	Client	Description	Last Login	Status
	cb2_user1	cb2_user1	cb2_user1	cb2_user1	cb2		12/12/2014	Unlocked
	cb2_user2	cb2_user2	cb2_user2	cb2_user2	cb2		12/09/2014	Unlocked
	cb2_user3	cb2_user3	cb2_user3	cb2_user3	cb2			Unlocked
	cb2_user4	cb2_user4	cb2_user4	cb2_user4	cb2			Unlocked

For help and support, please contact [OTC\\_Operations@hkex.com.hk](mailto:OTC_Operations@hkex.com.hk)

## 2.2. Amendment of OASIS User Accounts

### 2.2.1. Function Description

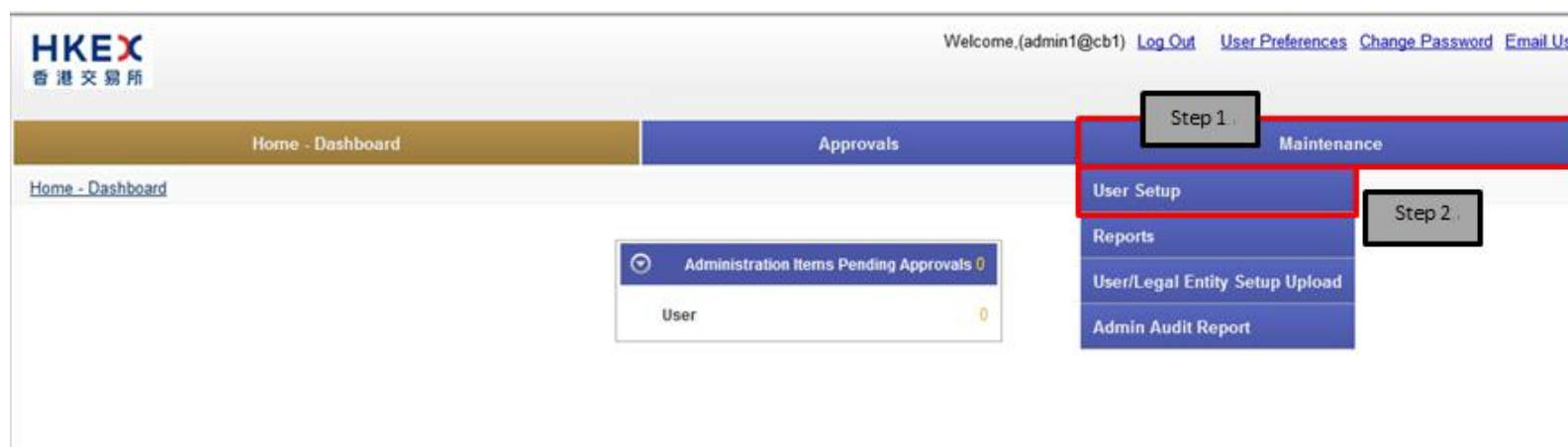
To amend the details of an OASIS user accounts.

### 2.2.2. Function Available Time

7:30 a.m. to 11:00 p.m. except during the EOD process between 7:30 p.m. to 10:00 p.m., every OTC Clear Clearing Day

### 2.2.3. How to Use (Step by Step)

1. On the **Main Menu**, select **Maintenance**. The feature will be highlighted and a menu will appear. Select **User Setup**.



2. Current Location will be updated and the Content Area will display all the OASIS User Accounts for this Clearing Member.



Home - Dashboard Approvals Maintenance

Home - Dashboard > User Setup

Filter Add User Export

User Id

Status Unlocked

Refresh

Reset to Defaults

Showing 1 - 10 of 10 Rows 20

Actions	User Id	First Name	Last Name	Email	Client	Description	Last Login	Status	Lock Reason
	tester1	tester123	one123	tester123@cb1	cb1		11/17/2015	Unlocked	
	tester2	tester2	two	tester2@cb1	cb1		11/18/2015	Unlocked	
	tester3	tester321	three321	tester321@cb1	cb1		11/18/2015	Unlocked	
	tester4	tester4321	four4321	tester4321@cb1	cb1		11/18/2015	Unlocked	
	user1	user1	user1	user1@cb1	cb1		12/02/2015	Unlocked	
	user2	user2	user2	user2@cb1	cb1		11/23/2015	Unlocked	
	user3	user3	user3	user3@cb1	cb1		10/13/2015	Unlocked	
	user5	user5	user5	user5@cb1	cb1		10/12/2015	Unlocked	
	user6	user6	user6	user6@cb1	cb1		10/30/2015	Unlocked	
	user7	user7	user7	user7@cb1	cb1		10/12/2015	Unlocked	




- To amend the detail of an OASIS user account, click the icon in the **Actions** column of the user account to be amended

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Welcome, (admin1@cb1) [Log Out](#) [User Preferences](#) [Change Password](#) [Email Us](#)


Home - Dashboard Approvals Maintenance


Home - Dashboard > User Setup

Filter   


User Id






Status   
 Unlocked 











 Refresh

 Reset to Defaults

Add User Export

Showing 1 - 10 of 10 

Rows 20    1  

Actions	User Id	First Name	Last Name	Email	Client	Description	Last Login	Status	Lock Reason
	tester1	tester123	one123	tester123@cb1	cb1		11/17/2015	Unlocked	
	tester2	tester2	two	tester2@cb1	cb1		11/18/2015	Unlocked	
	tester3	tester321	three321	tester321@cb1	cb1		11/18/2015	Unlocked	
	tester4	tester4321	four4321	tester4321@cb1	cb1		11/18/2015	Unlocked	
	user1	user1	user1	user1@cb1	cb1		12/02/2015	Unlocked	
	user2	user2	user2	user2@cb1	cb1		11/23/2015	Unlocked	
	user3	user3	user3	user3@cb1	cb1		10/13/2015	Unlocked	
	user5	user5	user5	user5@cb1	cb1		10/12/2015	Unlocked	
	user6	user6	user6	user6@cb1	cb1		10/30/2015	Unlocked	
	user7	user7	user7	user7@cb1	cb1		10/12/2015	Unlocked	




- After clicking the icon, the selected OASIS user account will be highlighted and an action box will be displayed.

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Welcome, (admin1@cb1) [Log Out](#) [User Preferences](#) [Change Password](#) [Email Us](#)


Home - Dashboard Approvals Maintenance


Home - Dashboard > User Setup

Filter   


User Id





Status   
 Unlocked 











 Refresh

 Reset to Defaults

[Add User](#) [Export](#)

Showing 1 - 10 of 10 

Rows    **1**  

Actions	User Id	First Name	Last Name	Email	Client	Description	Last Login	Status	Lock Reason
	tester1	tester123	one123	tester123@cb1	cb1		11/17/2015	Unlocked	
	tester2	tester2	two	tester2@cb1	cb1		11/18/2015	Unlocked	
	tester3	tester321	three321	tester321@cb1	cb1		11/18/2015	Unlocked	
	tester4	tester4321	four4321	tester4321@cb1	cb1		11/18/2015	Unlocked	
	user1	user1	user1	user1@cb1	cb1		12/02/2015	Unlocked	
	user2	user2	user2	user2@cb1	cb1		11/23/2015	Unlocked	
	user3	user3	user3	user3@cb1	cb1		10/13/2015	Unlocked	
	user5	user5	user5	user5@cb1	cb1		10/12/2015	Unlocked	
	user6	user6	user6	user6@cb1	cb1		10/30/2015	Unlocked	
	user7	user7	user7	user7@cb1	cb1		10/12/2015	Unlocked	

[Amend](#)  
[Lock/Unlock](#)  
[Delete](#)

- Click **Amend**, the detail of the OASIS user account will be displayed and allow for user to edit.

The screenshot displays the OASIS Web Portal User Account Administration Portal. A modal window titled "User Details Setup" is open, showing the "Setup user" step (1/3). The modal contains the following fields:

- User \* (text input: user6)
- Email \* (text input: user6@cb1)
- First Name \* (text input: user6)
- Last Name \* (text input: user6)
- Password (text input)
- Retype Password (text input)
- Note (text input)
- Model User (text input)

At the bottom of the modal are buttons for "Cancel", "Previous", and "Next". The background shows the portal's navigation menu and a table of users with columns for "Status" and "Lock Reason".

- The color of the field will change if it is edited. E.g. the Last Name was changed from "user6" to "Test".

The screenshot displays the OASIS Web Portal User Account Administration Portal. A modal window titled "User Details Setup" (Step 1/3) is open, showing the "Setup user" form. The form includes the following fields:

- User \* (text input: user6)
- Email \* (text input: user6@cb1)
- First Name \* (text input: user6)
- Last Name \* (text input: Test)
- Password (text input)
- Retype Password (text input)
- Note (text input)
- Model User (text input)




At the bottom of the modal are three buttons: "Cancel", "Previous", and "Next". The background shows the portal's navigation menu with "Home - Dashboard" and "User Setup" selected, and a table of users with a status of "Unlocked".

7. You can also change the access rights of the OASIS user. We can remove existing access by clicking **Remove**; and add new access by selecting the combination of legal entities and users groups then press **Assign**.

Welcome, (admin1@cb1) [Log Out](#) [User Preferences](#) [Change Password](#) [Email Us](#)

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Home - Dashboard > User Setup


Filter    Add

User Id

Show

Status  
Unlocked

 Refresh

 Reset to Defaults

**User Details Setup** 2/3  
**Grant Access to Legal Entities**

Select Legal Entities

CB1  
CB1\_OMNI1  
CB1\_OMNI2  
CLAXCB1  
CLBXC1

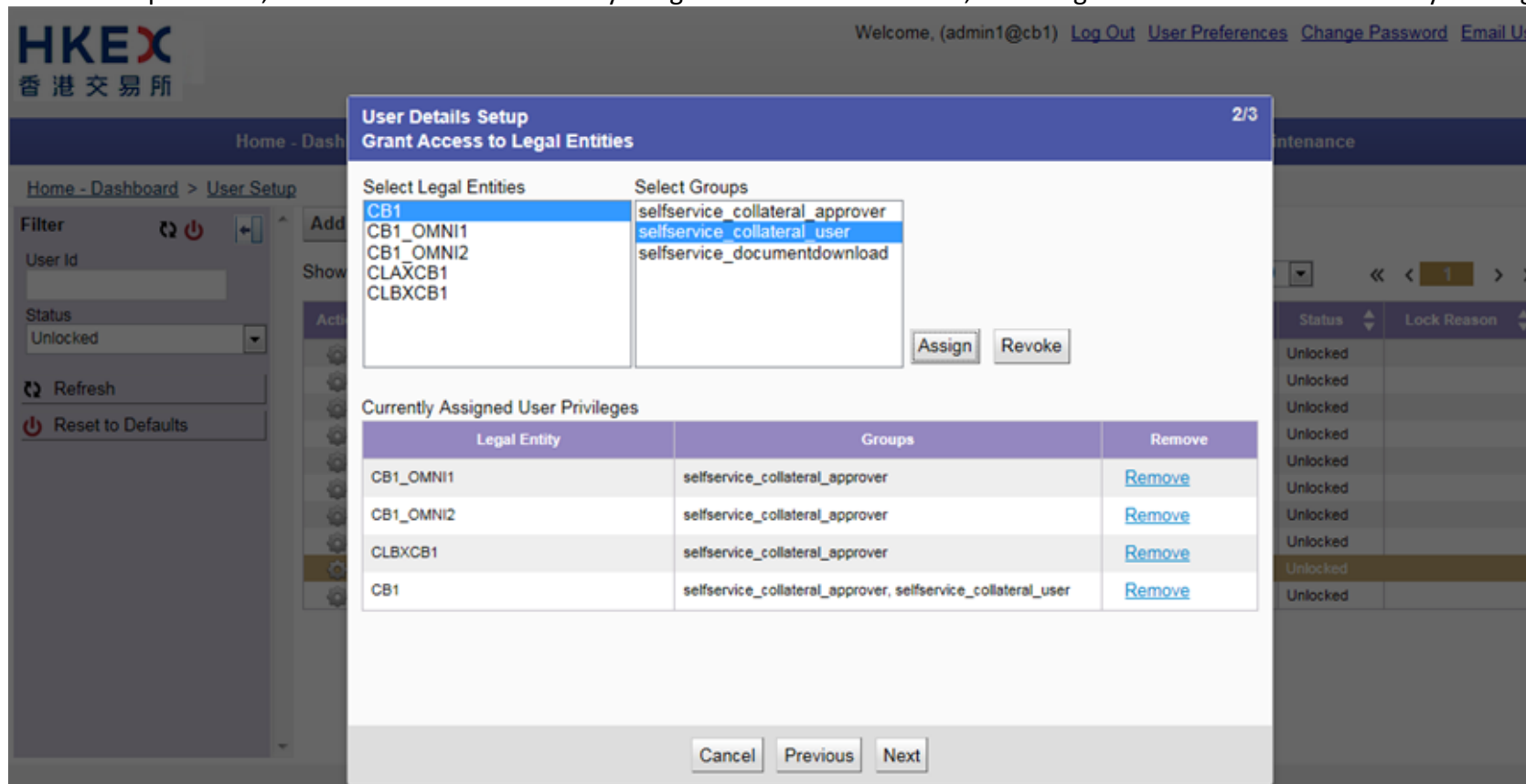
Select Groups

selfservice\_collateral\_approver  
selfservice\_collateral\_user  
selfservice\_documentdownload

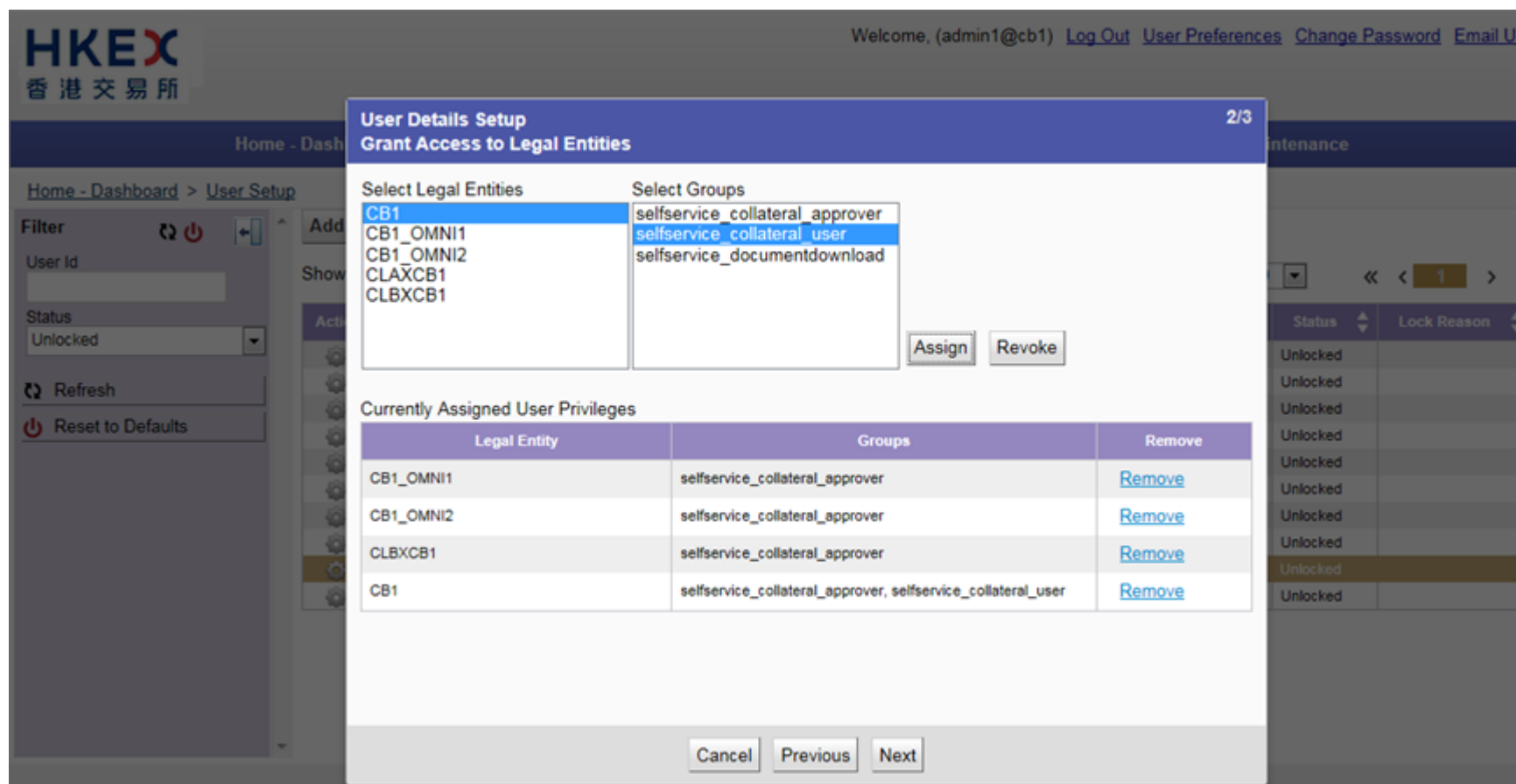
Currently Assigned User Privileges

Legal Entity	Groups	Remove
CB1_OMNI1	selfservice_collateral_approver	<a href="#">Remove</a>
CB1_OMNI2	selfservice_collateral_approver	<a href="#">Remove</a>
CLBXC1	selfservice_collateral_approver	<a href="#">Remove</a>
CB1	selfservice_collateral_approver	<a href="#">Remove</a>
CLAXCB1	selfservice_collateral_approver	<a href="#">Remove</a>

8. In the example below, I have removed the currently assigned access on **CLAXCB1**; and assigned the new access to **CB1** by clicking **Assign**.

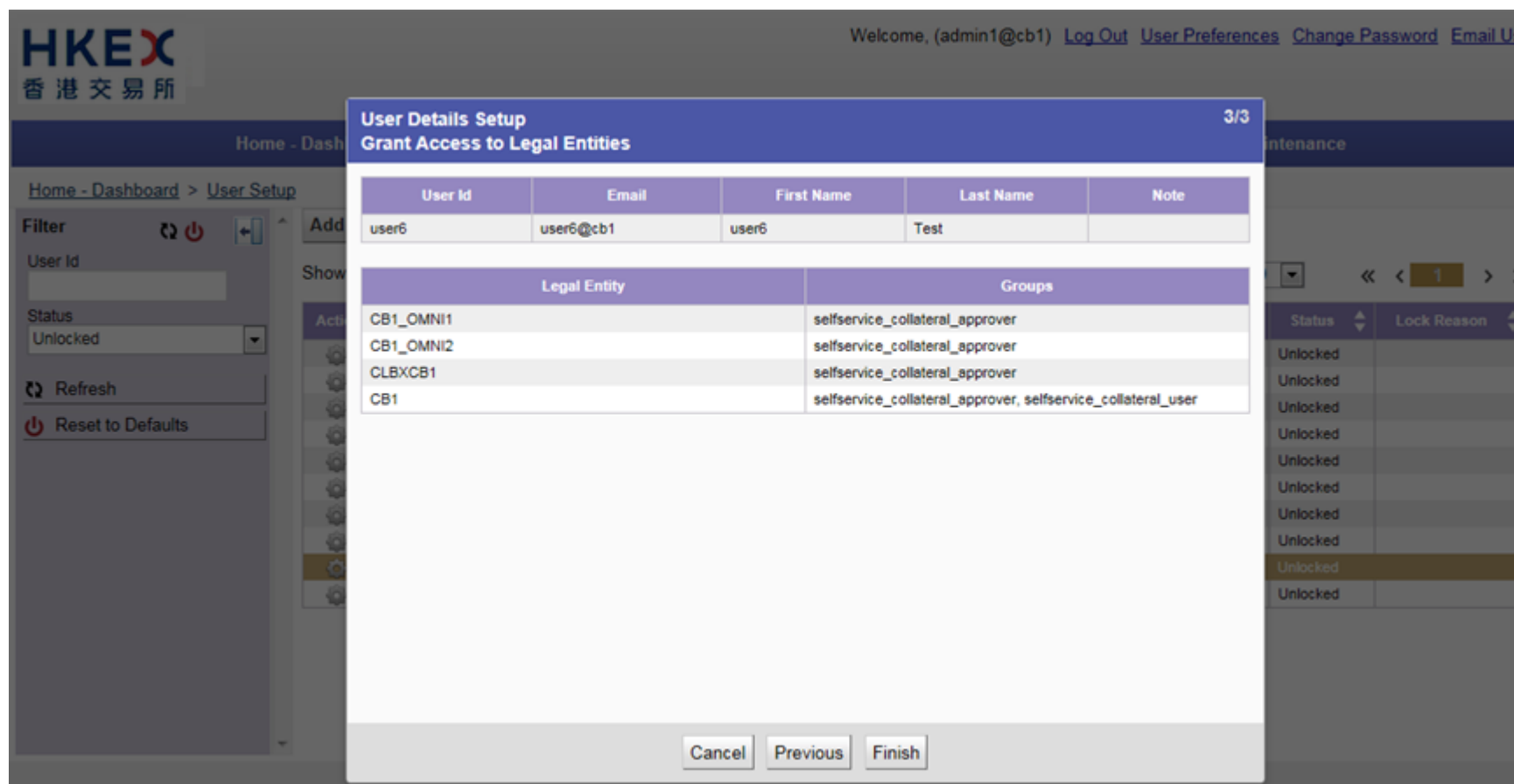


9. The below displays the new access profile of this user

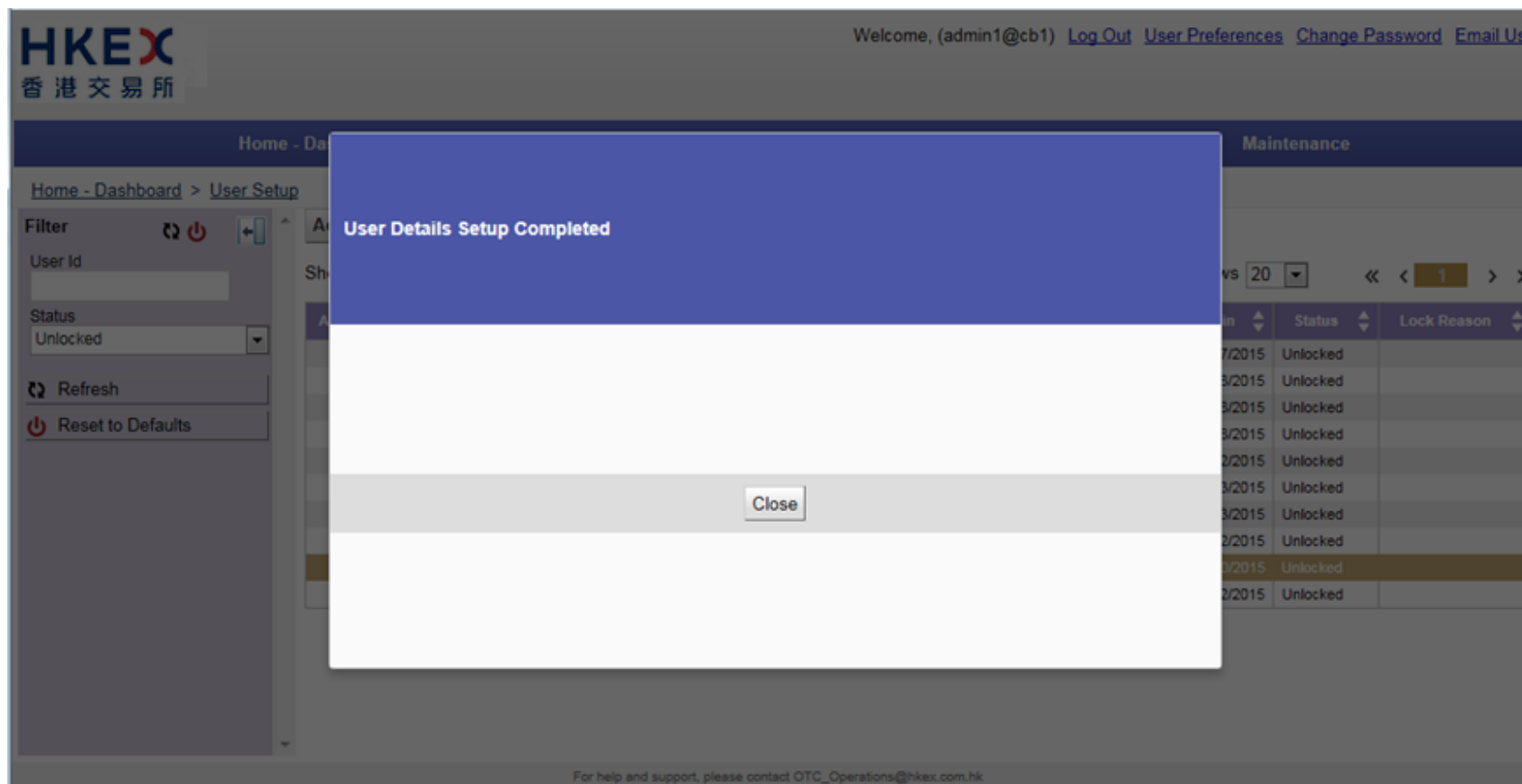


10. Similar to other process, the system will display all details for user to reconfirm before submitting the changes for approval.






11. After clicking **Finish**, the following screen will appear. User can continue using other functions of OASIS by clicking **Close**.



12. After clicking **Close**, the user will return to the “User Setup” window. The change made will not be displayed until a different user approved the changes. For approval process, please refer to **Part II, Section 2.5**.


Welcome, (admin1@cb1) [Log Out](#) [User Preferences](#) [Change Password](#) [Email Us](#)

Home - Dashboard
Approvals
Maintenance

[Home - Dashboard](#) > [User Setup](#)

Filter

User Id

Status

Unlocked

Refresh

Reset to Defaults

Add User

Export

Showing 1 - 10 of 10

Rows

20

<<

<

1

>

>>

Actions	User Id	First Name	Last Name	Email	Client	Description	Last Login	Status	Lock Reason
	tester1	tester123	one123	tester123@cb1	cb1		11/17/2015	Unlocked	
	tester2	tester2	two	tester2@cb1	cb1		11/18/2015	Unlocked	
	tester3	tester321	three321	tester321@cb1	cb1		11/18/2015	Unlocked	
	tester4	tester4321	four4321	tester4321@cb1	cb1		11/18/2015	Unlocked	
	user1	user1	user1	user1@cb1	cb1		12/02/2015	Unlocked	
	user2	user2	user2	user2@cb1	cb1		11/23/2015	Unlocked	
	user3	user3	user3	user3@cb1	cb1		10/13/2015	Unlocked	
	user5	user5	user5	user5@cb1	cb1		10/12/2015	Unlocked	
	user6	user6	user6	user6@cb1	cb1		10/30/2015	Unlocked	
	user7	user7	user7	user7@cb1	cb1		10/12/2015	Unlocked	

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## 2.3. Lock/Unlock of OASIS User Accounts

### 2.3.1. Function Description

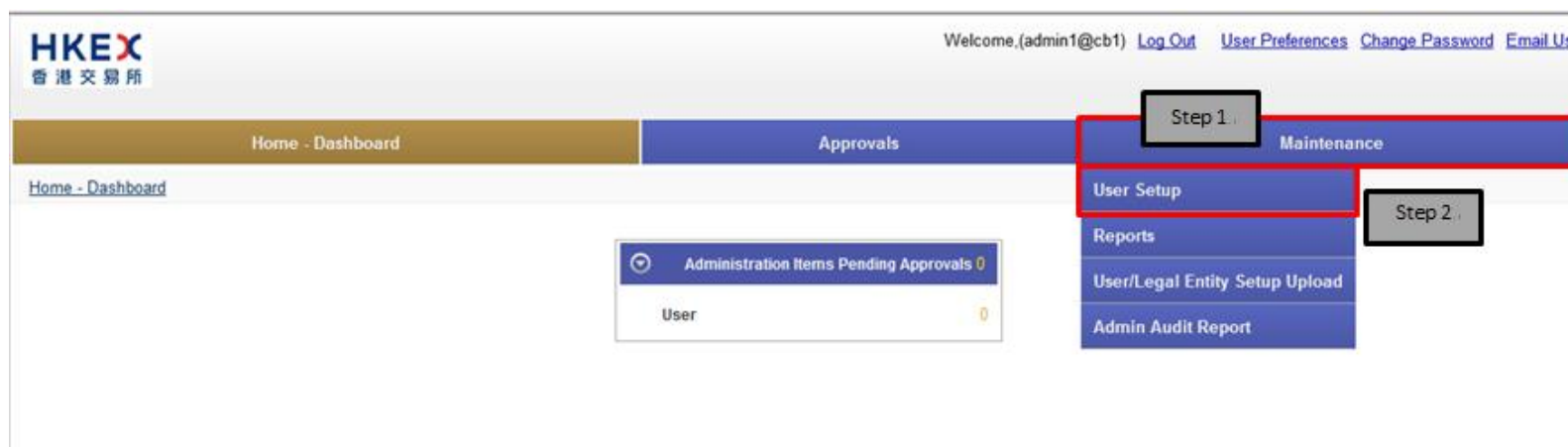
To lock/unlock OASIS user accounts

### 2.3.2. Function Available Time

7:30 a.m. to 11:00 p.m. except during the EOD process between 7:30 p.m. to 10:00 p.m., every OTC Clear Clearing Day

### 2.3.3. How to Use (Step by Step)

1. On the **Main Menu**, select **Maintenance**. The feature will be highlighted and a menu will appear. Select **User Setup**.



2. Current Location will be updated and the Content Area will display all the OASIS User Accounts for this Clearing Member.

Home - Dashboard > User Setup

Filter: User Id, Status: Unlocked, Refresh, Reset to Defaults

Add User Export

Showing 1 - 10 of 10 Rows: 20

Actions	User Id	First Name	Last Name	Email	Client	Description	Last Login	Status	Lock Reason
	tester1	tester123	one123	tester123@cb1	cb1		11/17/2015	Unlocked	
	tester2	tester2	two	tester2@cb1	cb1		11/18/2015	Unlocked	
	tester3	tester321	three321	tester321@cb1	cb1		11/18/2015	Unlocked	
	tester4	tester4321	four4321	tester4321@cb1	cb1		11/18/2015	Unlocked	
	user1	user1	user1	user1@cb1	cb1		12/02/2015	Unlocked	
	user2	user2	user2	user2@cb1	cb1		11/23/2015	Unlocked	
	user3	user3	user3	user3@cb1	cb1		10/13/2015	Unlocked	
	user5	user5	user5	user5@cb1	cb1		10/12/2015	Unlocked	
	user6	user6	user6	user6@cb1	cb1		10/30/2015	Unlocked	
	user7	user7	user7	user7@cb1	cb1		10/12/2015	Unlocked	

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


- To amend the detail of an OASIS user account, click the icon in the **Actions** column of the user account to be amended.

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Welcome, (admin1@cb1) [Log Out](#) [User Preferences](#) [Change Password](#) [Email Us](#)


Home - Dashboard Approvals Maintenance


Home - Dashboard > User Setup

Filter   


User Id


Status   
 Unlocked 











 Refresh

 Reset to Defaults

Add User Export

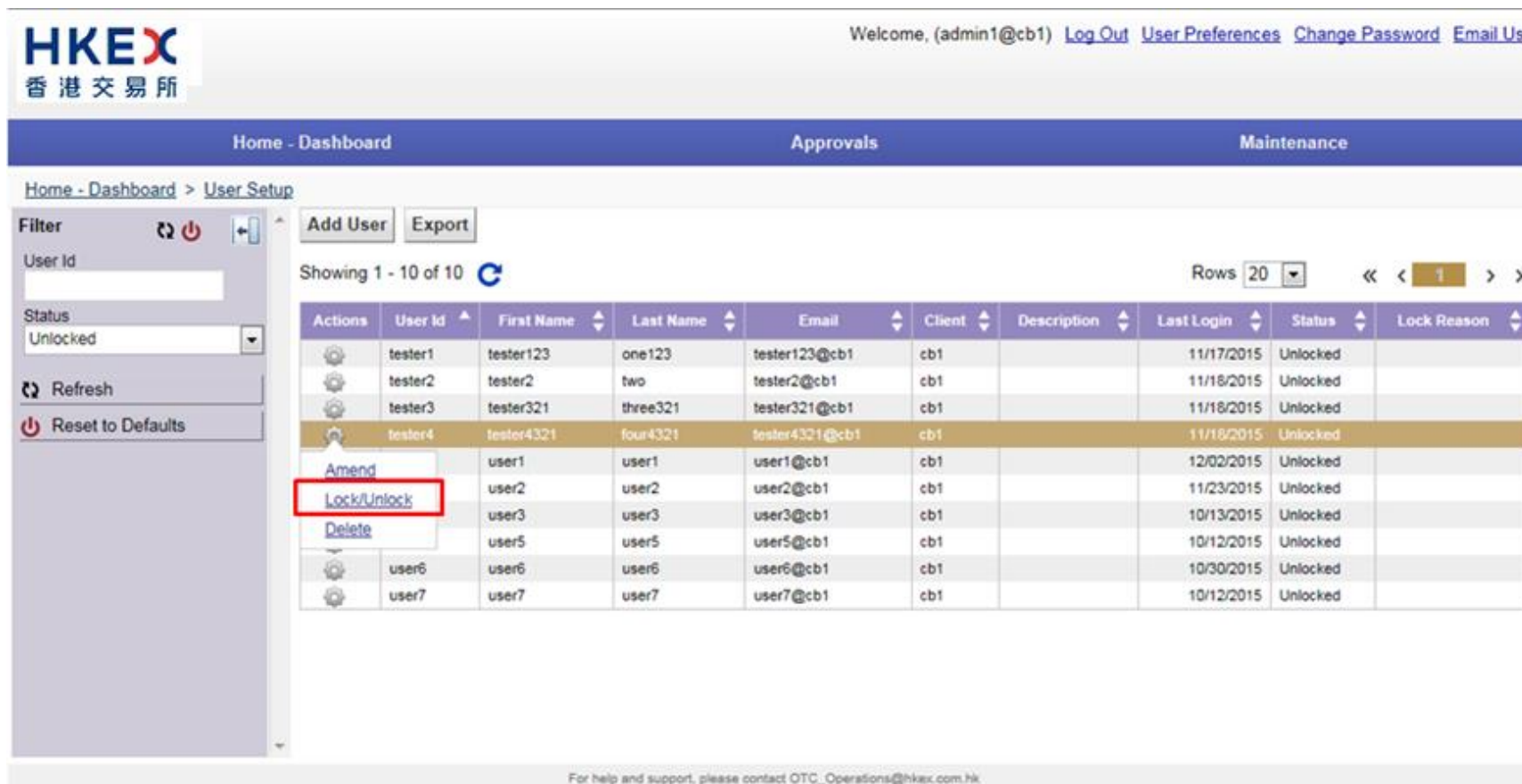
Showing 1 - 10 of 10 

Rows 20  << < 1 > >>

Actions	User Id	First Name	Last Name	Email	Client	Description	Last Login	Status	Lock Reason
	tester1	tester123	one123	tester123@cb1	cb1		11/17/2015	Unlocked	
	tester2	tester2	two	tester2@cb1	cb1		11/18/2015	Unlocked	
	tester3	tester321	three321	tester321@cb1	cb1		11/18/2015	Unlocked	
	tester4	tester4321	four4321	tester4321@cb1	cb1		11/18/2015	Unlocked	
	user1	user1	user1	user1@cb1	cb1		12/02/2015	Unlocked	
	user2	user2	user2	user2@cb1	cb1		11/23/2015	Unlocked	
	user3	user3	user3	user3@cb1	cb1		10/13/2015	Unlocked	
	user5	user5	user5	user5@cb1	cb1		10/12/2015	Unlocked	
	user6	user6	user6	user6@cb1	cb1		10/30/2015	Unlocked	
	user7	user7	user7	user7@cb1	cb1		10/12/2015	Unlocked	

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- After clicking the icon, the selected OASIS user account will be highlighted and an action box will be displayed. If **Lock/Unlock** is clicked, the selected OASIS user account will have its status change from the current status (shown on the far right).






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Welcome, (admin1@cb1) [Log Out](#) [User Preferences](#) [Change Password](#) [Email Us](#)


Home - Dashboard Approvals Maintenance


Home - Dashboard > User Setup

Filter   


User Id





Status   
 Unlocked 







 Refresh

 Reset to Defaults

Add User Export


Showing 1 - 10 of 10 

Rows    **1**  

Actions	User Id	First Name	Last Name	Email	Client	Description	Last Login	Status	Lock Reason
	tester1	tester123	one123	tester123@cb1	cb1		11/17/2015	Unlocked	
	tester2	tester2	two	tester2@cb1	cb1		11/18/2015	Unlocked	
	tester3	tester321	three321	tester321@cb1	cb1		11/18/2015	Unlocked	
	tester4	tester4321	four4321	tester4321@cb1	cb1		11/18/2015	Unlocked	
Amend	user1	user1	user1	user1@cb1	cb1		12/02/2015	Unlocked	
Lock/Unlock	user2	user2	user2	user2@cb1	cb1		11/23/2015	Unlocked	
Delete	user3	user3	user3	user3@cb1	cb1		10/13/2015	Unlocked	
	user5	user5	user5	user5@cb1	cb1		10/12/2015	Unlocked	
	user6	user6	user6	user6@cb1	cb1		10/30/2015	Unlocked	
	user7	user7	user7	user7@cb1	cb1		10/12/2015	Unlocked	

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- After **Lock/Unlock** is clicked, the user will return to the "User Setup" window. The change made will not be displayed until a different user approved the changes. For approval process, please refer to **Part II, Section 2.5**.


Welcome, (admin1@cb1) [Log Out](#) [User Preferences](#) [Change Password](#) [Email Us](#)

Home - Dashboard
Approvals
Maintenance

[Home - Dashboard](#) > [User Setup](#)

Filter

User Id

Status

Unlocked

Refresh
Reset to Defaults

Add User
Export

Showing 1 - 10 of 10
Rows 20

Actions	User Id	First Name	Last Name	Email	Client	Description	Last Login	Status	Lock Reason
	tester1	tester123	one123	tester123@cb1	cb1		11/17/2015	Unlocked	
	tester2	tester2	two	tester2@cb1	cb1		11/18/2015	Unlocked	
	tester3	tester321	three321	tester321@cb1	cb1		11/18/2015	Unlocked	
	tester4	tester4321	four4321	tester4321@cb1	cb1		11/18/2015	Unlocked	
	user1	user1	user1	user1@cb1	cb1		12/02/2015	Unlocked	
	user2	user2	user2	user2@cb1	cb1		11/23/2015	Unlocked	
	user3	user3	user3	user3@cb1	cb1		10/13/2015	Unlocked	
	user5	user5	user5	user5@cb1	cb1		10/12/2015	Unlocked	
	user6	user6	user6	user6@cb1	cb1		10/30/2015	Unlocked	
	user7	user7	user7	user7@cb1	cb1		10/12/2015	Unlocked	

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## 2.4. Reset Password of OASIS User Accounts

### 2.4.1. Function Description

To reset password of OASIS user accounts

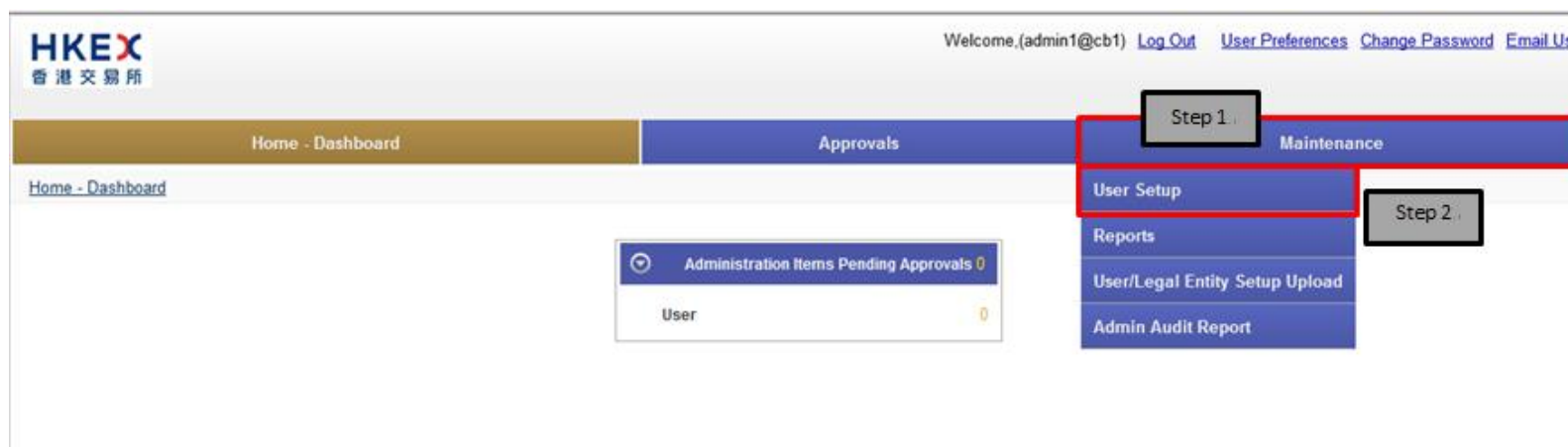


**2.4.2. Function Available Time**

7:30 a.m. to 11:00 p.m. except during the EOD process between 7:30 p.m. to 10:00 p.m., every OTC Clear Clearing Day

**2.4.3. How to Use (Step by Step)**

1. On the **Main Menu**, select **Maintenance**. The feature will be highlighted and a menu will appear. Select **User Setup**.






2. Current Location will be updated and the Content Area will display all the OASIS User Accounts for this Clearing Member.

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Welcome, (admin1@cb1) [Log Out](#) [User Preferences](#) [Change Password](#) [Email Us](#)


Home - Dashboard Approvals Maintenance


[Home - Dashboard](#) > [User Setup](#)

Filter   


User Id





Status   
 Unlocked 











 Refresh

 Reset to Defaults

Add User Export

Showing 1 - 10 of 10 

Rows    **1**  

Actions	User Id	First Name	Last Name	Email	Client	Description	Last Login	Status	Lock Reason
	tester1	tester123	one123	tester123@cb1	cb1		11/17/2015	Unlocked	
	tester2	tester2	two	tester2@cb1	cb1		11/18/2015	Unlocked	
	tester3	tester321	three321	tester321@cb1	cb1		11/18/2015	Unlocked	
	tester4	tester4321	four4321	tester4321@cb1	cb1		11/18/2015	Unlocked	
	user1	user1	user1	user1@cb1	cb1		12/02/2015	Unlocked	
	user2	user2	user2	user2@cb1	cb1		11/23/2015	Unlocked	
	user3	user3	user3	user3@cb1	cb1		10/13/2015	Unlocked	
	user5	user5	user5	user5@cb1	cb1		10/12/2015	Unlocked	
	user6	user6	user6	user6@cb1	cb1		10/30/2015	Unlocked	
	user7	user7	user7	user7@cb1	cb1		10/12/2015	Unlocked	

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- To reset the password of an OASIS user account, click the icon in the **Actions** column of the user account.

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Welcome, (admin1@cb1) [Log Out](#) [User Preferences](#) [Change Password](#) [Email Us](#)


Home - Dashboard Approvals Maintenance


Home - Dashboard > User Setup

Filter   


User Id


Status











 Refresh

 Reset to Defaults

Add User Export

Showing 1 - 10 of 10 

Rows 20  << < 1 > >>

Actions	User Id	First Name	Last Name	Email	Client	Description	Last Login	Status	Lock Reason
	tester1	tester123	one123	tester123@cb1	cb1		11/17/2015	Unlocked	
	tester2	tester2	two	tester2@cb1	cb1		11/18/2015	Unlocked	
	tester3	tester321	three321	tester321@cb1	cb1		11/18/2015	Unlocked	
	tester4	tester4321	four4321	tester4321@cb1	cb1		11/18/2015	Unlocked	
	user1	user1	user1	user1@cb1	cb1		12/02/2015	Unlocked	
	user2	user2	user2	user2@cb1	cb1		11/23/2015	Unlocked	
	user3	user3	user3	user3@cb1	cb1		10/13/2015	Unlocked	
	user5	user5	user5	user5@cb1	cb1		10/12/2015	Unlocked	
	user6	user6	user6	user6@cb1	cb1		10/30/2015	Unlocked	
	user7	user7	user7	user7@cb1	cb1		10/12/2015	Unlocked	

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- After clicking the icon, the selected OASIS user account will be highlighted and an action box will be displayed.

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Welcome, (admin1@cb1) [Log Out](#) [User Preferences](#) [Change Password](#) [Email Us](#)


Home - Dashboard Approvals Maintenance


Home - Dashboard > User Setup

Filter   


User Id





Status   
 Unlocked 








 Refresh

 Reset to Defaults

Add User Export

Showing 1 - 10 of 10 

Rows    **1**  

Actions	User Id	First Name	Last Name	Email	Client	Description	Last Login	Status	Lock Reason
	tester1	tester123	one123	tester123@cb1	cb1		11/17/2015	Unlocked	
	tester2	tester2	two	tester2@cb1	cb1		11/18/2015	Unlocked	
	tester3	tester321	three321	tester321@cb1	cb1		11/18/2015	Unlocked	
	tester4	tester4321	four4321	tester4321@cb1	cb1		11/18/2015	Unlocked	
	user1	user1	user1	user1@cb1	cb1		12/02/2015	Unlocked	
	user2	user2	user2	user2@cb1	cb1		11/23/2015	Unlocked	
	user3	user3	user3	user3@cb1	cb1		10/13/2015	Unlocked	
<a href="#">Amend</a>	user5	user5	user5	user5@cb1	cb1		10/12/2015	Unlocked	
<a href="#">Lock/Unlock</a>	user6	user6	user6	user6@cb1	cb1		10/30/2015	Unlocked	
<a href="#">Delete</a>	user7	user7	user7	user7@cb1	cb1		10/12/2015	Unlocked	

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- Click **Amend**, the detail of the OASIS user account will be displayed.

The screenshot displays the OASIS Web Portal User Account Administration Portal. A modal dialog box titled "User Details Setup" is open, showing the "Setup user" tab. The dialog contains the following fields:

- User \* (text input: user3)
- Email \* (text input: user3@cb1)
- First Name \* (text input: user3)
- Last Name \* (text input: user3)
- Password (text input)
- Retype Password (text input)
- Note (text area)
- Model User (text input)

At the bottom of the dialog are three buttons: "Cancel", "Previous", and "Next". The "Next" button is highlighted. The background shows the portal's navigation menu with "Home - Dashboard > User Setup" selected, and a table of user accounts with columns for "Status" and "Lock Reason".

- Reset the password by entering a temporary password at the **Password** field and the **Retype Password** field. Then click **Next**.

The screenshot displays the OASIS Web Portal User Account Administration Portal. A modal window titled "User Details Setup" is open, showing the "Setup user" step (1/3). The modal contains the following fields:

- User \*: user3
- Email \*: user3@cb1
- First Name \*: user3
- Last Name \*: user3
- Password: [masked]
- Retype Password: [masked]
- Note: [empty text area]
- Model User: [empty text area]

At the bottom of the modal are three buttons: "Cancel", "Previous", and "Next". The "Next" button is highlighted in the original image.

The background shows the main portal interface with the HKEX logo, navigation links (Home, Dashboard, User Setup), and a table of user accounts. The table has columns for "Status" and "Lock Reason".

	Status	Lock Reason
2015	Unlocked	
2015	Unlocked	
2015	Unlocked	
2015	Unlocked	
2015	Unlocked	
2015	Unlocked	
2015	Unlocked	
2015	Unlocked	
2015	Unlocked	
2015	Unlocked	
2015	Unlocked	

- To continue with the reset password process by clicking **Next** in the user access assignment page.

The screenshot displays the 'User Details Setup' dialog box, titled 'Grant Access to Legal Entities', which is part of a 2/3 step process. The dialog box is overlaid on a background showing the HKEX portal interface, including a sidebar with 'Home - Dashboard' and 'User Setup' links, and a main area with a 'Maintenance' table.

Inside the dialog box, there are two columns for selection:

- Select Legal Entities:** A list box containing 'CB1', 'CB1\_OMNI1', 'CB1\_OMNI2', 'CLAXCB1', and 'CLBXCBI'.
- Select Groups:** A list box containing 'selfservice\_collateral\_approver', 'selfservice\_collateral\_user', and 'selfservice\_documentdownload'.

Below these lists are 'Assign' and 'Revoke' buttons. At the bottom of the dialog box are 'Cancel', 'Previous', and 'Next' buttons, with the 'Next' button highlighted by a red rectangle.

Below the selection lists, there is a section titled 'Currently Assigned User Privileges' containing a table:

Legal Entity	Groups	Remove
CB1_OMNI1	selfservice_collateral_approver	<a href="#">Remove</a>
CB1	selfservice_collateral_approver	<a href="#">Remove</a>

- To complete the process, user need to click **Finish** in the confirmation page.

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Welcome, (admin1@cb1) [Log Out](#) [User Preferences](#) [Change Password](#) [Email Us](#)

Home - Dashboard > User Setup

Filter

User Id

Status

Unlocked

Refresh

Reset to Defaults

**User Details Setup** 3/3  
**Grant Access to Legal Entities**

User Id	Email	First Name	Last Name	Note
user3	user3@cb1	user3	user3	

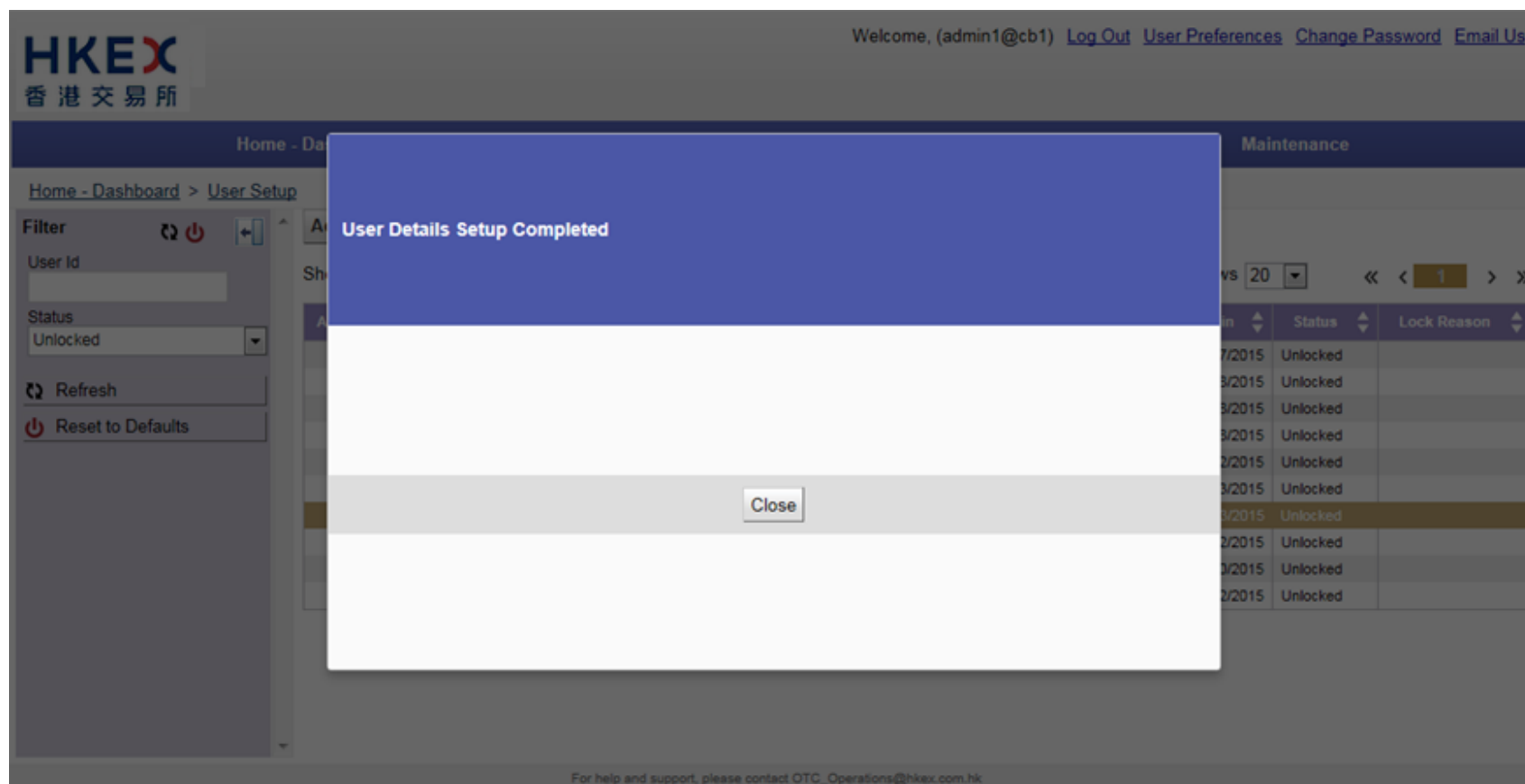
Legal Entity	Groups
CB1_OMNI1	selfservice_collateral_approver
CB1	selfservice_collateral_approver

Cancel Previous **Finish**


For help and support, please contact OTC\_Operations@hkex.com.hk

- After clicking **Finish**, the following screen will appeared. User can continue using other functions of OASIS by clicking **Close**.





10. After clicking **Close**, the user will return to the "User Setup" window. The temporary password will not be effective until a different user approved the change. For approval process, please refer to **Part II, Section 2.5**.


Welcome, (admin1@cb1) [Log Out](#) [User Preferences](#) [Change Password](#) [Email Us](#)

Home - Dashboard
Approvals
Maintenance

[Home - Dashboard](#) > [User Setup](#)

Filter

User Id

Status

Unlocked

Refresh
Reset to Defaults

Add User
Export

Showing 1 - 10 of 10
Rows 20

Actions	User Id	First Name	Last Name	Email	Client	Description	Last Login	Status	Lock Reason
	tester1	tester123	one123	tester123@cb1	cb1		11/17/2015	Unlocked	
	tester2	tester2	two	tester2@cb1	cb1		11/18/2015	Unlocked	
	tester3	tester321	three321	tester321@cb1	cb1		11/18/2015	Unlocked	
	tester4	tester4321	four4321	tester4321@cb1	cb1		11/18/2015	Unlocked	
	user1	user1	user1	user1@cb1	cb1		12/02/2015	Unlocked	
	user2	user2	user2	user2@cb1	cb1		11/23/2015	Unlocked	
	user3	user3	user3	user3@cb1	cb1		10/13/2015	Unlocked	
	user5	user5	user5	user5@cb1	cb1		10/12/2015	Unlocked	
	user6	user6	user6	user6@cb1	cb1		10/30/2015	Unlocked	
	user7	user7	user7	user7@cb1	cb1		10/12/2015	Unlocked	

For help and support, please contact OTC\_Operations@hkex.com.hk

## 2.5. Approve Creation/Amendment of OASIS User Accounts

### 2.5.1. Function Description

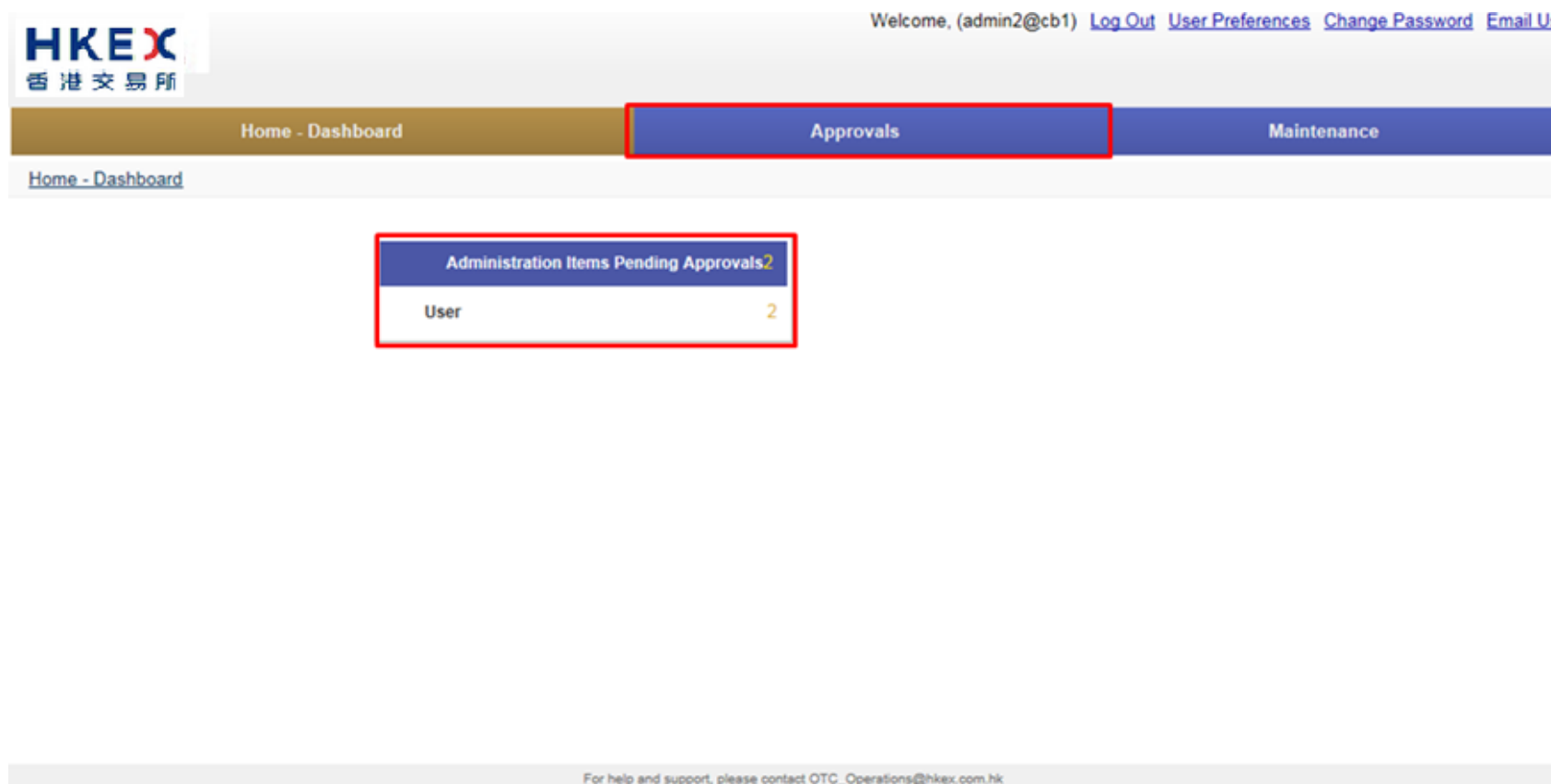
To approve creation of new User Account and/or amendment on existing User Account.

### 2.5.2. Function Available Time

7:30 a.m. to 11:00 p.m. except during the EOD process between 7:30 p.m. to 10:00 p.m., every OTC Clear Clearing Day

### 2.5.3. How to Use (Step by Step)

1. On the **Main Menu**, select **Approvals**. Note the dashboard will highlight the number of approvals pending action.



Current Location will be updated and the Content Area will display all the changes pending approval.

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Welcome, (admin2@cb1) [Log Out](#) [User Preferences](#) [Change Password](#) [Email Us](#)

Home - Dashboard Approvals **2** Maintenance

Home - Dashboard > Approvals > Admin

Admin **2**

Filter

ALL

From:

To:

Activity: ALL

☐ Show All Pending

Refresh

Reset to Defaults

Accept Reject View Details

Showing 1 - 2 of 2

Rows 20 << < 1 > >>


	Actions	Type	Client	Activity	Description	Modified By	Timestamp
		User	cb1	Update	user6==cb1	admin1==cb1	12/02/2015 01:46 PM
		User	cb1	Update	user3==cb1	admin1==cb1	12/02/2015 02:08 PM

For help and support, please contact [OTC\\_Operations@hkex.com.hk](mailto:OTC_Operations@hkex.com.hk)

3. The below table listed out the attributes in the order displayed.

Attribute	Descriptions	Sortable
Actions	Actions available for this request under the current processing status	N/A
Type	The nature of the request. "User" will be shown for all entries related to change involving user account.	Yes
Client	The Clearing Member that owns the user accounts.	N/A
Activity	The action applied to the user account.  <b>New</b> represent a creation of an user account <b>Update</b> represent an amendment of an user account	Yes
Description	The user accounts being change d/created. Please note "==" is equal to "@".  Referring to the 1 <sup>st</sup> entry, user account <b>tester2@cb2</b> is being created	Yes
Modified by	The user accounts that initiated the request. Please note "==" is equal to "@".  Referring to the 1 <sup>st</sup> entry, user account <b>cb2_admin@cb2</b> initiated the change	Yes
Timestamp	The time that the request is initiated and submitted for approval	Yes

- To view the full detail of the changes made to the user account, select the request by clicking the checkbox on the first column and click **View Details**. It will display a comparison table listing fields being changed and the old value and the new value of the field.



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Welcome, (admin2@cb1) [Log Out](#) [User Preferences](#) [Change Password](#) [Email Us](#)

Home - Dashboard
Approvals <sup>2</sup>
Maintenance

[Home - Dashboard](#) > [Approvals](#) > [Admin](#)

**Filter**

ALL

From:

To:

Activity:

ALL

☐ Show All Pending

Refresh

Reset to Defaults

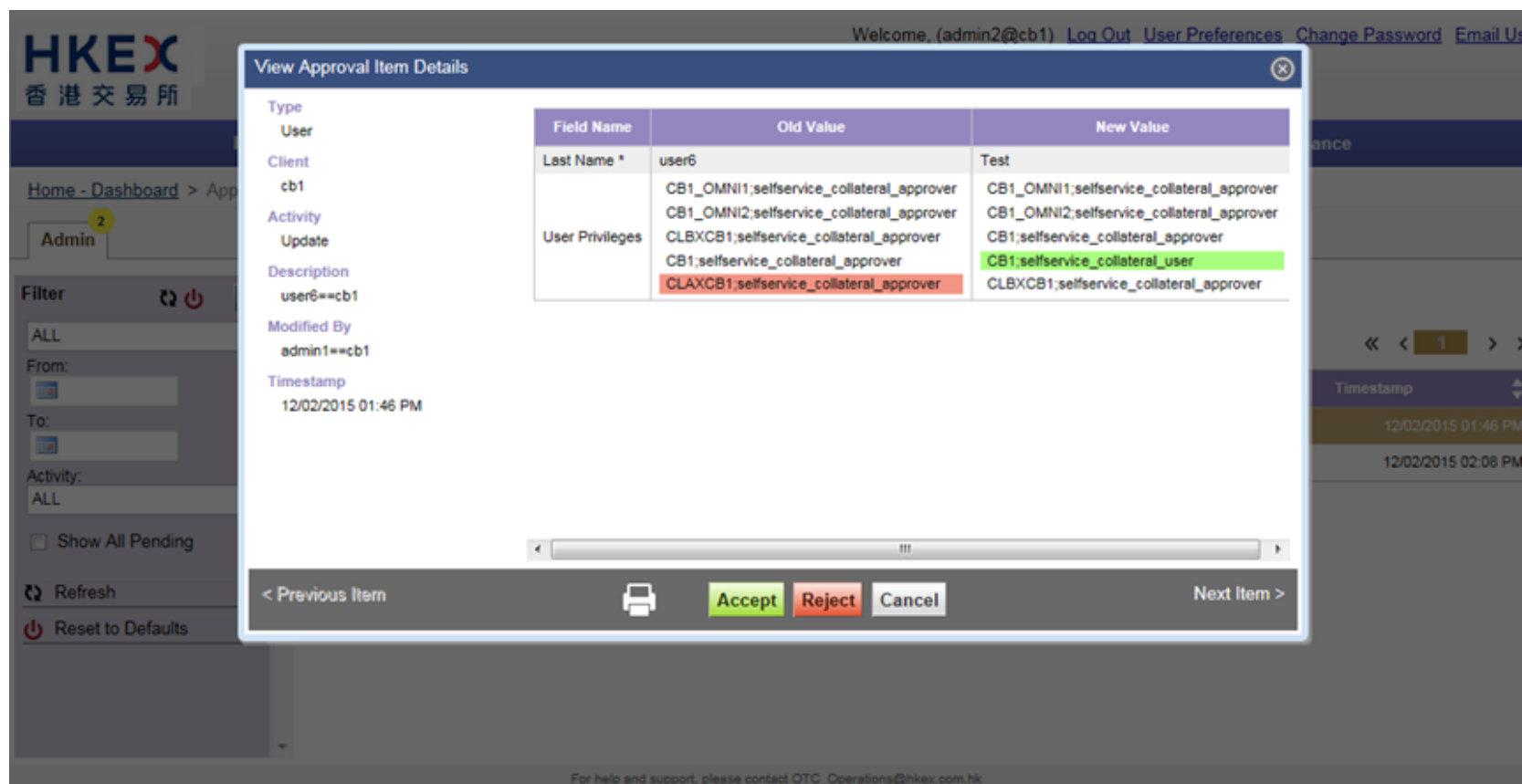
Accept Reject View Details

Showing 1 - 2 of 2

Rows 20 « < 1 > »

	Actions	Type	Client	Activity	Description	Modified By	Timestamp
<input checked="" type="checkbox"/>		User	cb1	Update	user6==cb1	admin1==cb1	12/02/2015 01:46 PM
<input type="checkbox"/>		User	cb1	Update	user3==cb1	admin1==cb1	12/02/2015 02:08 PM

For help and support, please contact OTC\_Operations@hkex.com.hk



5. If the details are correct, approve the request by clicking **Accept**; otherwise, click **Reject** to reject the request or **Cancel** to go back to the approval menu.
6. Once the request is approved (or rejected), it will disappear from the list of requests pending approval.

The screenshot displays the OASIS Web Portal interface. At the top, the HKEX logo and name are on the left, and a welcome message 'Welcome, (admin2@cb1)' with links for 'Log Out', 'User Preferences', 'Change Password', and 'Email Us' is on the right. Below this is a navigation bar with 'Home - Dashboard', 'Approvals 2', and 'Maintenance'. The breadcrumb trail shows 'Home - Dashboard > Approvals > Admin'. The 'Admin' tab is active. On the left, a 'Filter' sidebar includes options for 'ALL', 'From:', 'To:', 'Activity:', and a 'Show All Pending' checkbox, along with 'Refresh' and 'Reset to Defaults' buttons. The main area contains 'Accept', 'Reject', and 'View Details' buttons, followed by 'Showing 1 - 1 of 1' and a table. The table has columns for Actions, Type, Client, Activity, Description, Modified By, and Timestamp. A single row shows a 'User' update for client 'cb1' by 'admin1==cb1' on '12/02/2015 02:08 PM'.

Actions	Type	Client	Activity	Description	Modified By	Timestamp
	User	cb1	Update	user3==cb1	admin1==cb1	12/02/2015 02:08 PM

For help and support, please contact [OTC\\_Operations@hkex.com.hk](mailto:OTC_Operations@hkex.com.hk)

- Please note the user will be prompted to change password when logging in for the first time after a password reset is made to his/her user account.



## 2.6. Extract detail of OASIS User Accounts

### 2.6.1. Function Description

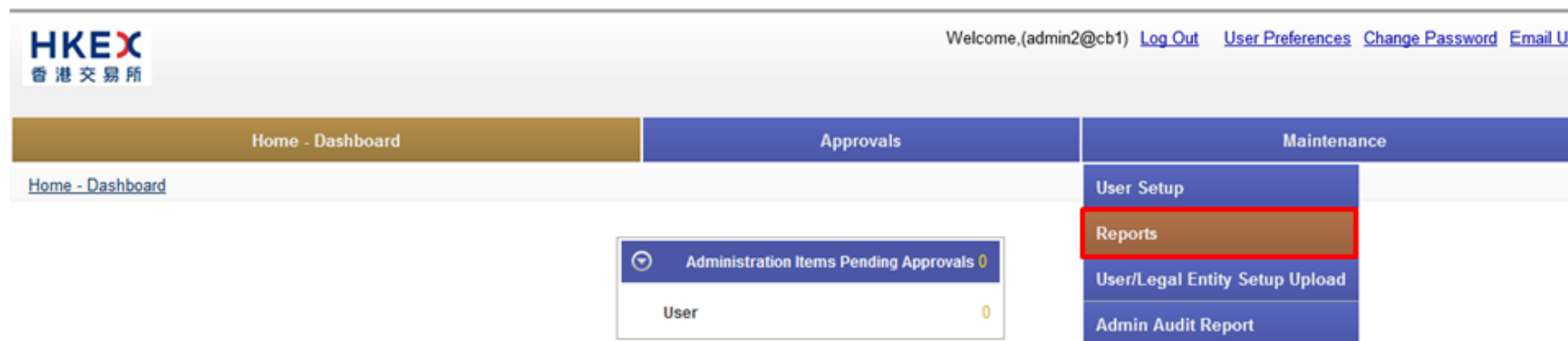
To retrieve the details and status of collateral movement requests created/submitted.

### 2.6.2. Function Available Time

7:30 a.m. to 11:00 p.m. except during the EOD process between 7:30 p.m. to 10:00 p.m., every OTC Clear Clearing Day

### 2.6.3. How to Use (Step by Step)

1. On the **Main Menu**, select **Maintenance**. The feature will be highlighted and a menu will appear. Select **Reports**.



2. Click **Select Report** for the list of reports available

The screenshot displays the OASIS Web Portal interface. At the top, the HKEX logo and name are visible on the left, and a welcome message for 'admin1@cb1' with links for 'Log Out', 'User Preferences', 'Change Password', and 'Email Us' is on the right. Below this is a navigation bar with 'Home - Dashboard', 'Approvals', and 'Maintenance'. The 'Home - Dashboard > Reports' breadcrumb is shown. A 'Select Report' dropdown menu is open, with 'User Data' selected and highlighted. To the left of the main content area is a filter sidebar with a 'Filter' section containing 'Unlocked/Locked' (checked), '#failed password attempts' (input field), and buttons for 'Refresh' and 'Reset to Defaults'. An 'Export' button is also present. The main content area shows a table of user data with columns 'User Id', 'Status', and '#Failed Password Attempts'. The table lists 11 users, all with a status of 'Unlocked' and 0 failed password attempts. Pagination controls show 'Showing 1 - 11 of 11' and 'Rows 20'. A footer note at the bottom states: 'For help and support, please contact OTC\_Operations@hkex.com.hk'.

User Id	Status	#Failed Password Attempts
user6	Unlocked	0
user7	Unlocked	0
tester3	Unlocked	0
tester4	Unlocked	0
user2	Unlocked	0
tester1	Unlocked	0
admin1	Unlocked	0
admin2	Unlocked	0
user1	Unlocked	0
tester2	Unlocked	0
admin3	Unlocked	0

- For **User Data report**, the full list of OASIS users for this Clearing Member (Including OASIS admin user account) will be displayed and the number of failed password attempts. This can be sorted by the attributes or by using the filters on the left (red-boxed).

The screenshot displays the OASIS Web Portal interface. At the top, the HKEX logo and name are visible. The user is logged in as admin2@cb1, with links for Log Out, User Preferences, Change Password, and Email Us. The main navigation bar includes Home - Dashboard, Approvals (with a notification badge), and Maintenance. The breadcrumb trail shows Home - Dashboard > Reports. A dropdown menu for 'Select Report' is set to 'User Data'. On the left, a 'Filter' sidebar is highlighted with a red box, containing options for 'Unlocked/Locked' (checked), '#failed password attempts' (with an input field), and buttons for 'Refresh' and 'Reset to Defaults'. An 'Export' button is located above the table. The table shows 13 rows of user data, all with a status of 'Unlocked' and 0 failed password attempts. The table columns are User Id, Status, and #Failed Password Attempts. The footer provides contact information for OTC\_Operations@hkex.com.hk.

Home - Dashboard      Approvals 2      Maintenance

Home - Dashboard > Reports

Select Report: User Data

**Filter**

Unlocked/Locked ☒

#failed password attempts

Refresh

Reset to Defaults

**Export**

Showing 1 - 13 of 13


Rows: 20

« < 1 > »

User Id	Status	#Failed Password Attempts
user3	Unlocked	0
user5	Unlocked	0
user6	Unlocked	0
user7	Unlocked	0
tester3	Unlocked	0
tester4	Unlocked	0
user2	Unlocked	0
tester1	Unlocked	0
admin1	Unlocked	0
admin2	Unlocked	0
user1	Unlocked	0
tester2	Unlocked	0
admin3	Unlocked	0

For help and support, please contact OTC\_Operations@hkex.com.hk

- The user can extract the displayed information into an excel file with csv file extension by clicking **Export**.


Welcome, (admin2@cb1) [Log Out](#) [User Preferences](#) [Change Password](#) [Email Us](#)

Home - Dashboard
Approvals 2
Maintenance

[Home - Dashboard](#) > [Reports](#)

Select Report User Data

**Filter**

Unlocked/Locked

☒

#failed password attempts

Refresh

Reset to Defaults

**Export**

Showing 1 - 13 of 13

Rows 20
<< < 1 > >>

User Id	Status	#Failed Password Attempts
user3	Unlocked	0
user5	Unlocked	0
user6	Unlocked	0
user7	Unlocked	0
tester3	Unlocked	0
tester4	Unlocked	0
user2	Unlocked	0
tester1	Unlocked	0
admin1	Unlocked	0
admin2	Unlocked	0
user1	Unlocked	0
tester2	Unlocked	0
admin3	Unlocked	0

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A window will appeared and user can selected the location to save the file.




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Welcome, (admin2@cb1) [Log Out](#) [User Preferences](#) [Change Password](#) [Email Us](#)

Home - Dashboard Approvals **2** Maintenance


[Home - Dashboard](#) > [Reports](#)


Select Report **User Data**

**Filter**   


Unlocked/Locked ☒





#failed password attempts

 Refresh





 Reset to Defaults



**Export**

Showing 1 - 13 of 13 

Rows **20**   **1**  

User Id	Status	#Failed Password Attempts
user3	Unlocked	0
user5	Unlocked	0
user6	Unlocked	0
user7	Unlocked	0
tester3	Unlocked	0
tester4	Unlocked	0
user2	Unlocked	0
tester1	Unlocked	0
admin1	Unlocked	0
admin2	Unlocked	0
user1	Unlocked	0
tester2	Unlocked	0
admin3	Unlocked	0

Do you want to open or save **userDataReport2015-12-02 15-58-28.csv** (247 bytes) from 10.154.5.66?    

 100% 

Attribute	Descriptions	Sortable
User Id	The assigned name of the “user” for the OASIS user account.  Note: this is not the login ID of the OASIS user account	Yes
Status	The status of the OASIS user account. i.e. Locked / Unlocked	Yes

# of Failed Password Attempts	The number of failed login attempts for the OASIS user account	Yes
-------------------------------	--	-----

- The access group(s) for list of OASIS users under this Clearing Member (aside from the OASIS admin account) will also be displayed by selecting the drop down box to **Group User Mapping**.

Welcome, (admin2@cb1) [Log Out](#) [User Preferences](#) [Change Password](#) [Email U](#)

Home - Dashboard Approvals **2** Maintenance

Home - Dashboard > Reports

Select Report **Group User Mapping**

Filter Legal Entity Group Refresh Reset to Defaults Export

Showing 1 - 20 of 30 Rows 20

UserId	Legal Entity	Group
user3	CB1_OMNI1	selfservice_collateral_approver
user7	CB1_OMNI1	selfservice_collateral_approver,selfservice_collateral_user
user6	CB1_OMNI1	selfservice_collateral_approver
user5	CB1_OMNI1	selfservice_collateral_user
user2	CB1_OMNI1	selfservice_collateral_approver,selfservice_collateral_user,selfservice_documentdownload
user1	CB1_OMNI1	selfservice_collateral_approver,selfservice_collateral_user,selfservice_documentdownload
user7	CB1_OMNI2	selfservice_collateral_approver,selfservice_collateral_user
user6	CB1_OMNI2	selfservice_collateral_approver
user5	CB1_OMNI2	selfservice_collateral_user
user2	CB1_OMNI2	selfservice_collateral_approver,selfservice_collateral_user,selfservice_documentdownload
user1	CB1_OMNI2	selfservice_collateral_approver,selfservice_collateral_user,selfservice_documentdownload
user7	CLBXCBI	selfservice_collateral_approver,selfservice_collateral_user
user6	CLBXCBI	selfservice_collateral_approver
user5	CLBXCBI	selfservice_collateral_user

For help and support, please contact OTC\_Operations@hkex.com.hk

The below table listed out the attributes in the order displayed.

Attribute	Descriptions	Sortable
User Id	The assigned name of the “user” for the OASIS user account. Note: this is not the login ID of the OASIS user account	Yes
Legal Entity	Legal Entity of OASIS user account that has access to	Yes
Group	Access group(s) level of OASIS user accounts for each of Legal Entity	Yes

6. Similarly, user can also extract the information displayed in **User Setup** into an excel file with csv file extension by clicking **Export**.



Welcome, (admin2@cb1) [Log Out](#) [User Preferences](#) [Change Password](#) [Email L](#)

Home - Dashboard Approvals **2** Maintenance

Home - Dashboard > Reports

Select Report Group User Mapping

Filter Legal Entity Group Refresh Reset to Defaults

**Export**

Showing 1 - 20 of 30 Rows 20

Userid	Legal Entity	Group
user3	CB1_OMNI1	selfservice_collateral_approver
user7	CB1_OMNI1	selfservice_collateral_approver,selfservice_collateral_user
user6	CB1_OMNI1	selfservice_collateral_approver
user5	CB1_OMNI1	selfservice_collateral_user
user2	CB1_OMNI1	selfservice_collateral_approver,selfservice_collateral_user,selfservice_documentdownload
user1	CB1_OMNI1	selfservice_collateral_approver,selfservice_collateral_user,selfservice_documentdownload
user7	CB1_OMNI2	selfservice_collateral_approver,selfservice_collateral_user
user6	CB1_OMNI2	selfservice_collateral_approver
user5	CB1_OMNI2	selfservice_collateral_user
user2	CB1_OMNI2	selfservice_collateral_approver,selfservice_collateral_user,selfservice_documentdownload
user1	CB1_OMNI2	selfservice_collateral_approver,selfservice_collateral_user,selfservice_documentdownload
user7	CLBXCBI	selfservice_collateral_approver,selfservice_collateral_user
user6	CLBXCBI	selfservice_collateral_approver
user5	CLBXCBI	selfservice_collateral_user

For help and support, please contact OTC\_Operations@hkex.com.hk

The below table listed out the attributes in the order displayed in **User Setup**.

Attribute	Descriptions	Sortable
User Id	The assigned name of the “user” for the OASIS user account.  Note: this is not the login ID of the OASIS user account	Yes
First Name	First name of the “user” for the OASIS user account.	Yes
Last Name	Last name of the “user” for the OASIS user account.	Yes
Email	The Registered email of the OASIS user account.	Yes
Client	The Clearing Member the OASIS user account is belonged to.	Yes
Description	Notes key-in by the OASIS admin user when creating the user account	Yes
Last Login	Last login time of the OASIS user account	Yes
Status	The status of the OASIS user account.	Yes
Lock Reason	Reason the account is locked	Yes

## **2.7. Assign additional Legal Entities for more than one existing OASIS User Accounts**

### **2.7.1. Function Description**

To assign additional Legal Entities for more than one and multiple OASIS User Accounts

### **2.7.2. Function Available Time**

7:30 a.m. to 11:00 p.m. except during the EOD process between 7:30 p.m. to 10:00 p.m., every OTC Clear Clearing Day

### 2.7.3. How to Use (Step by Step)

1. Fill in the csv upload template like below:

ACTION: Must "ADD\_COMPANY"

Client: CBSL Clearing Broker name

UserId: User name (e.g. user1)

ModelUser: Must leave it BLANK

FirstName: Must leave it BLANK

LastName: Must leave it BLANK

Email: Must leave it BLANK

Description: Must leave it BLANK

Group: selfservice\_collateral\_user, self service\_collateral\_approver, selfservice\_documentdownload, selfservice\_limitenq, or whatif\_ClearingMemberID (Can select multiple groups to each user Id)

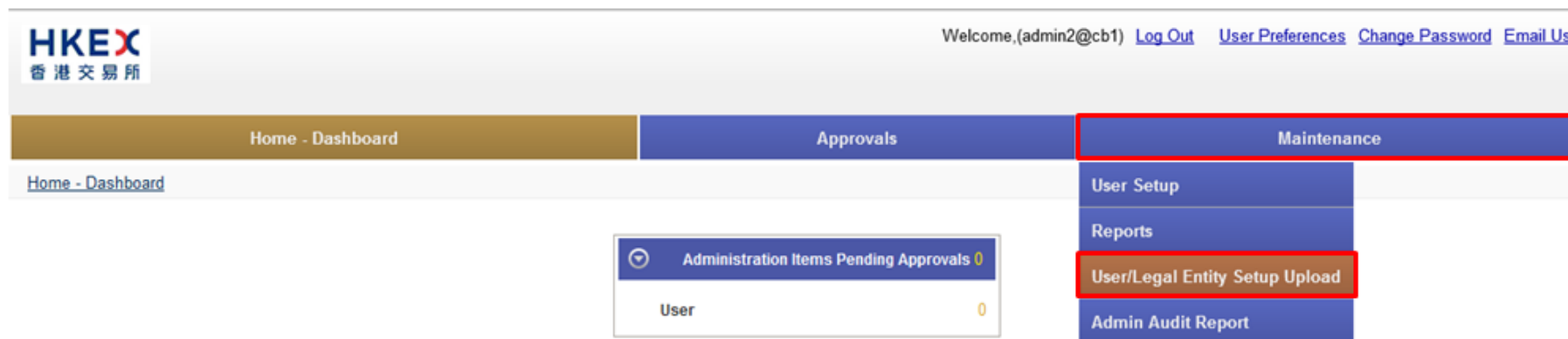
CompanyLegalEntity: New on boarding client legal entity (Can select multiple group to each user Id )

Status: Must leave it BLANK

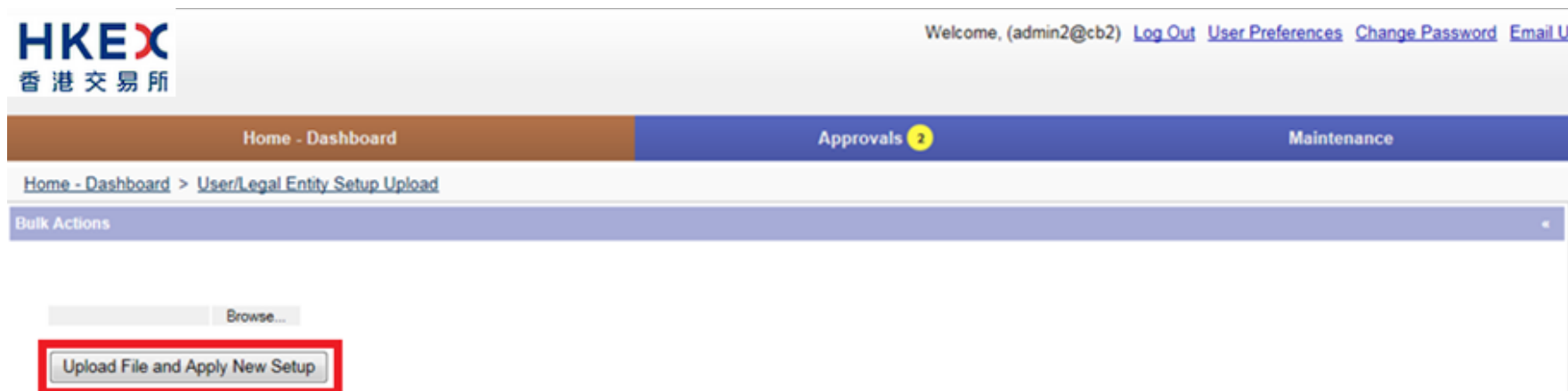
Notes: Must leave it BLANK

	A	B	C	D	E	F	G	H	I	J	K	L
1	ACTION	Client	UserId	ModelUser	FirstName	LastName	Email	Description	Group	CompanyLegalEntity	Status	Notes
2	ADD_COMPANY	CB1	user2						selfservice_collateral_user;selfservice_collateral_approver	CB1;CLAXCB1		
3	ADD_COMPANY	CB1	user3						selfservice_collateral_user;selfservice_collateral_approver	CB1;CLAXCB1;CB1_OMNI1		

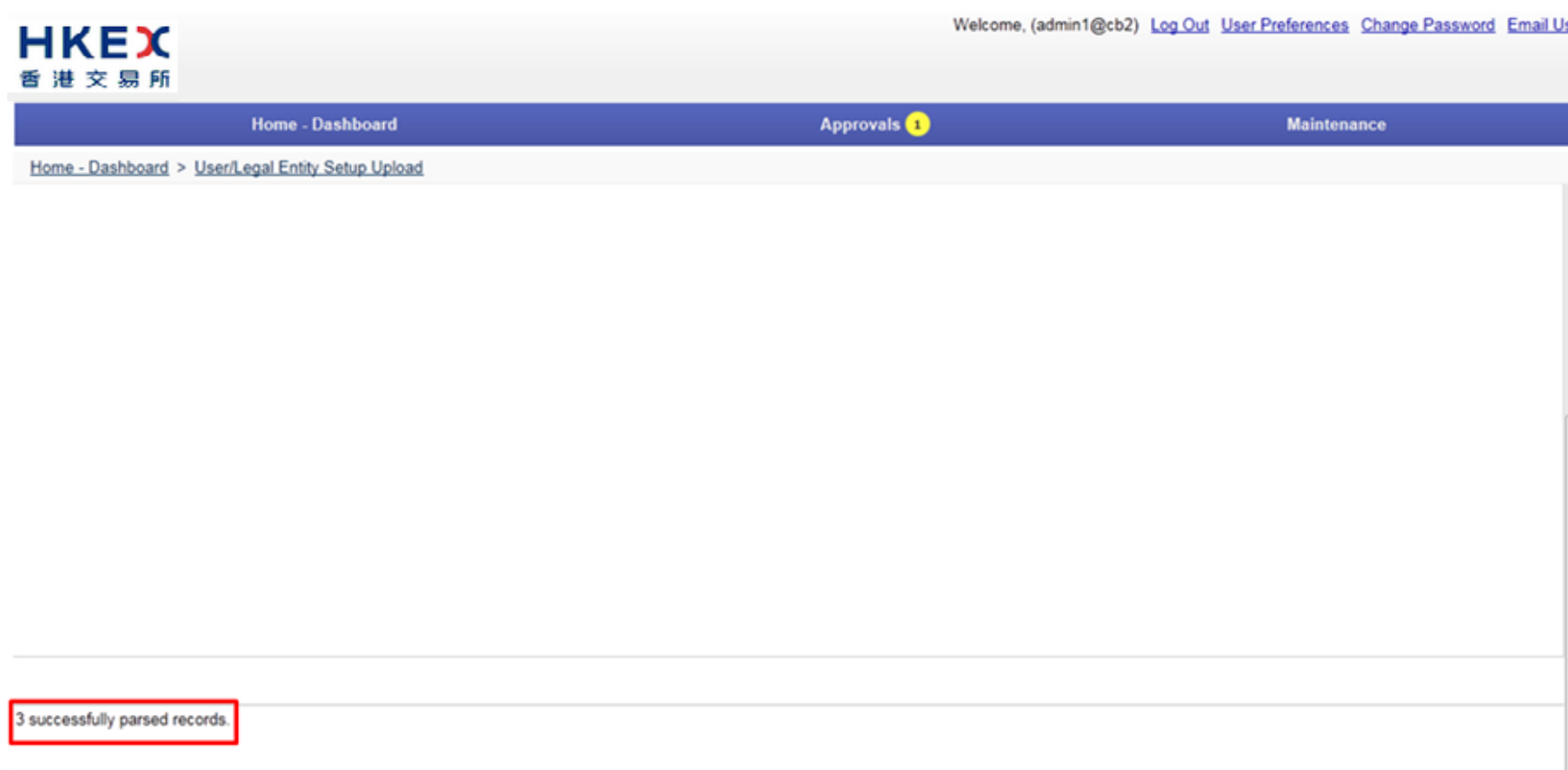
- On the **Main Menu**, select **Maintenance**. The feature will be highlighted and a menu will appear. Select **User/Legal Entity Setup Upload**.



- Select **Browse**, select the appropriate file and select **Upload File and Apply New Setup**



4. Below message will show at the bottom of the page if the upload was successful.



5. The new user will not appear in the user list until a different user approved the creation. For approval process, please refer to **Part II, Section 2.5**.

## 2.8. Delete existing OASIS User Accounts

### 2.8.1. Function Description

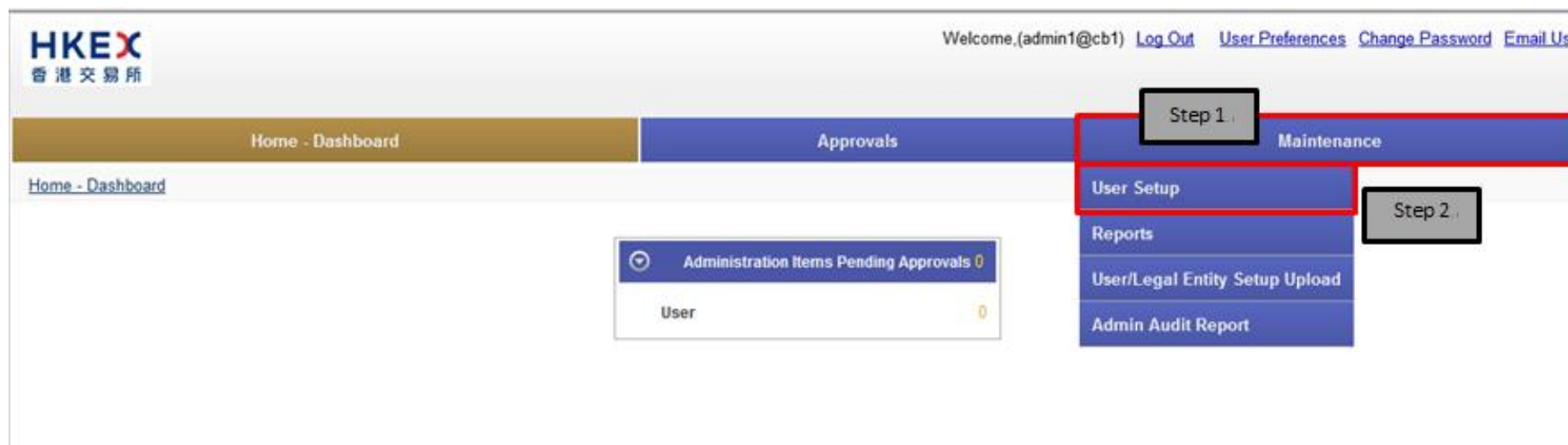
To delete existing OASIS user accounts

### 2.8.2. Function Available Time

7:30 a.m. to 11:00 p.m. except during the EOD process between 7:30 p.m. to 10:00 p.m., every OTC Clear Clearing Day

### 2.8.3. How to Use (Step by Step)

1. On the **Main Menu**, select **Maintenance**. The feature will be highlighted and a menu will appear, and then select **User Setup**.



- To delete an existing OASIS user account, click on the icon below Actions, then click **Delete** on the extended menu

The screenshot shows the OASIS Web Portal User Account Administration Portal. The top navigation bar includes the HKEX logo, a welcome message for (admin1@cm3), and links for Log Out, User Preferences, Change Password, and Email Us. The main navigation bar has tabs for Home - Dashboard, Approvals (with a yellow circle), and Maintenance. The breadcrumb trail shows Home - Dashboard > User Setup.

On the left, there is a Filter section with a User Id input field and a Status dropdown menu set to Unlocked. Below the filter are buttons for Refresh and Reset to Defaults.

At the top of the main content area are buttons for Add User and Export. Below these are pagination controls showing 'Showing 1 - 2 of 2' and a table with 100 rows.

The table has the following columns: Actions, User Id, First Name, Last Name, Email, Client, Description, Last Login, Status, and Lock Reason. It contains two rows of data:

Actions	User Id	First Name	Last Name	Email	Client	Description	Last Login	Status	Lock Reason
	user1	user1	user1	user1@cm3	cm3		11/20/2015	Unlocked	
	user2	user2	user2	user2@cm3	cm3		11/20/2015	Unlocked	

Below the table, an extended menu is visible for the 'user2' row, containing the following options: Amend, Lock/Unlock, and Delete. The 'Delete' option is highlighted with a red box.

- For approval process, please refer to Part II, Section 2.5.

## 2.9. Audit Trail Report

### 2.9.1. Function Description

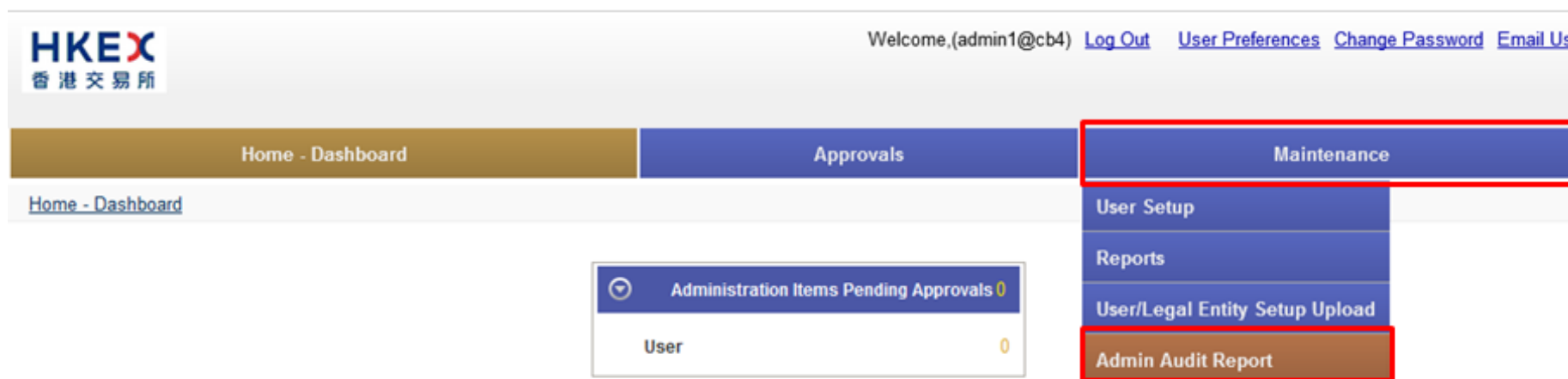
This function allows administrators to audit the activities of their admin and accounts

### 2.9.2. Function Available Time

7:30 a.m. to 11:00 p.m. except during the EOD process between 7:30 p.m. to 10:00 p.m., every OTC Clear Clearing Day

### 2.9.3. How to Use (Step by Step)

1. On the Main Menu, select **Maintenance**. The feature will be highlighted and a menu will appear, and then select **Audit Value**.





- Content Area will display the activities of all OASIS admin user accounts and OASIS user accounts.

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Field	Modification Date Time	Old Value	New Value	Modified User	Requester	Approver	Status	Approval Date Time	Action Type
_DELETE_	03/18/2016 02:25 PM			user3-cb4	admin2-cb4	admin1-cb4	Accepted	03/18/2016 02:25 PM	Remove
AccountLockedDate	03/18/2016 02:25 PM	18/03/16 14:24:57.200 o'clock HKT		user3-cb4	admin1-cb4	admin2-cb4	Accepted	03/18/2016 02:25 PM	Update
AccountLockedReason	03/18/2016 02:25 PM	Locked by Admin		user3-cb4	admin1-cb4	admin2-cb4	Accepted	03/18/2016 02:25 PM	Update
AccountLockedDate	03/18/2016 02:24 PM		18/03/16 14:24:40.752 o'clock HKT	user3-cb4	admin2-cb4	admin1-cb4	Accepted	03/18/2016 02:24 PM	Update
AccountLockedReason	03/18/2016 02:24 PM		Locked by Admin	user3-cb4	admin2-cb4	admin1-cb4	Accepted	03/18/2016 02:24 PM	Update
calypso User	03/18/2016 02:24 PM	OLDPASSWORD	NEWPASSWORD	user2-cb4	admin1-cb4	admin2-cb4	Accepted	03/18/2016 02:24 PM	Update
_CREATE_	03/18/2016 02:23 PM			user3-cb4	admin1-cb4	admin2-cb4	Accepted	03/18/2016 02:24 PM	New

#### 2.9.4. Examples of activities

1. Reset password by administrator


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Field	Modification Date Time	Old Value	New Value
_DELETE_	03/18/2016 02:25 PM		
AccountLockedDatetime	03/18/2016 02:25 PM	18/03/16 14:24:57.200 o'clock HKT	
AccountLockedReason	03/18/2016 02:25 PM	Locked by Admin	
AccountLockedDatetime	03/18/2016 02:24 PM		18/03/16 14:24:40.752 o'clock HKT
AccountLockedReason	03/18/2016 02:24 PM		Locked by Admin
calypsUser	03/18/2016 02:24 PM	OLDPASSWORD	NEWPASSWORD

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Old Value	New Value	Modified User	Requester	Approver	Status	Approval Date Time	Action Type
KT		user3=cb4	admin2=cb4	admin1=cb4	Accepted	03/18/2016 02:25 PM	Remove
		user3=cb4	admin1=cb4	admin2=cb4	Accepted	03/18/2016 02:25 PM	Update
		user3=cb4	admin1=cb4	admin2=cb4	Accepted	03/18/2016 02:25 PM	Update
	18/03/16 14:24:40.752 o'clock HKT	user3=cb4	admin2=cb4	admin1=cb4	Accepted	03/18/2016 02:24 PM	Update
	Locked by Admin	user3=cb4	admin2=cb4	admin1=cb4	Accepted	03/18/2016 02:24 PM	Update
NEWPASSWORD		user2=cb4	admin1=cb4	admin2=cb4	Accepted	03/18/2016 02:24 PM	Update

## 2. Delete user


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Field	Modification Date Time	Old Value	New Value
_DELETE_	03/18/2018 02:25 PM		


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Old Value	New Value	Modified User	Reque ster	Approver	Status	Approval Date Time	Action Type
		us er3=cb4	admin2=cb4	admin1=cb4	Accepted	03/18/2018 02:25 PM	Remove


### 3. Change of user permissions of an account


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Field	Modification Date Time	Old Value	New Value
this	03/07/2016 04:29 PM		
this	03/07/2016 04:30 PM		
__dataSegregations	03/07/2016 05:42 PM	user1==cb4-187782 selfservice_collateral_approver,selfservice_collateral_user,selfservice_documentdownload,user1==cb4-188687 selfservice_collateral_approver,selfservice_collateral_user,selfservice_documentdownload	user1==cb4-188687 selfservice_collateral_approver,selfservice_collateral_user,selfservice_documentdownload,user1==cb4-188765 selfservice_collateral_approver,selfservice_collateral_user,selfservice_documentdownload,user1==cb4-187782 selfservice_collateral_approver,selfservice_collateral_user,selfservice_documentdownload,user1==cb4-189820 selfservice_collateral_approver,selfservice_collateral_user,selfservice_documentdownload


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Old Value	New Value	Modified User	Requester	Approver	Status	Approval Date	Action Type
		user1==cb4	admin1==cb4	admin2==cb4	Accepted	03/07/2016 04:30 PM	New
		user2==cb4	admin1==cb4	admin2==cb4	Accepted	03/07/2016 04:30 PM	New
<div> <div> user1==cb4-188687  selfservice_collateral_approver,selfservice_collateral_user,selfservice_documentdownload,user1==cb4-188766  selfservice_collateral_user,selfservice_documentdownload,user1==cb4-187782  selfservice_collateral_approver,selfservice_collateral_user,selfservice_documentdownload,user1==cb4-189920  selfservice_collateral_approver,selfservice_collateral_user,selfservice_documentdownload </div> <div> user1==cb4-188687  selfservice_collateral_approver,selfservice_collateral_user,selfservice_documentdownload,user1==cb4-188766  selfservice_collateral_user,selfservice_documentdownload,user1==cb4-187782  selfservice_collateral_approver,selfservice_collateral_user,selfservice_documentdownload,user1==cb4-189920  selfservice_collateral_approver,selfservice_collateral_user,selfservice_documentdownload </div> </div>							
		user1==cb4	admin1==cb4	admin2==cb4	Accepted	03/07/2016 05:43 PM	Update

#### 4. Created new user

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Field ▲	Modification Date Time ▼	Old Value ▲▼	New Value ▲▼
AccountLockedDatetime	03/18/2016 02:24 PM		18/03/16 14:24:40.752 o'clock HKT
AccountLockedDatetime	03/18/2016 02:25 PM	18/03/16 14:24:57.200 o'clock HKT	
AccountLockedReason	03/18/2016 02:24 PM		Locked by Admin
AccountLockedReason	03/18/2016 02:25 PM	Locked by Admin	
CREATE	03/18/2016 02:23 PM		

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Old Value	New Value	Modified User	Requester	Approver	Status	Approval Date Time	Action Type
KT	18/03/16 14:24:40.752 o'clock HKT	user3==cb4	admin2==cb4	admin1==cb4	Accepted	03/18/2016 02:24 PM	Update
		user3==cb4	admin1==cb4	admin2==cb4	Accepted	03/18/2016 02:25 PM	Update
	Locked by Admin	user3==cb4	admin2==cb4	admin1==cb4	Accepted	03/18/2016 02:24 PM	Update
		user3==cb4	admin1==cb4	admin2==cb4	Accepted	03/18/2016 02:25 PM	Update
			user3==cb4	admin1==cb4	admin2==cb4	Accepted	03/18/2016 02:24 PM

## 5. Locked user account



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Field	Modification Date Time	Old Value	New Value
_DELETE_	03/18/2016 02:25 PM		
AccountLockedDatetime	03/18/2016 02:25 PM	18/03/16 14:24:57.200 o'clock HKT	
AccountLockedReason	03/18/2016 02:25 PM	Locked by Admin	
AccountLockedDatetime	03/18/2016 02:24 PM		18/03/16 14:24:40.752 o'clock HKT
AccountLockedReason	03/18/2016 02:24 PM		Locked by Admin


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Old Value	New Value	Modified User	Requester	Approver	Status	Approval Date Time	Action Type
KT		user3==cb4	admin2==cb4	admin1==cb4	Accepted	03/18/2016 02:25 PM	Remove
		user3==cb4	admin1==cb4	admin2==cb4	Accepted	03/18/2016 02:25 PM	Update
		user3==cb4	admin1==cb4	admin2==cb4	Accepted	03/18/2016 02:25 PM	Update
	18/03/16 14:24:40.752 o'clock HKT	user3==cb4	admin2==cb4	admin1==cb4	Accepted	03/18/2016 02:24 PM	Update
Locked by Admin		user3==cb4	admin2==cb4	admin1==cb4	Accepted	03/18/2016 02:24 PM	Update


## 6. Unlocked user account

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Field	Modification Date Time	Old Value	New Value
_DELETE_	03/18/2016 02:25 PM		
AccountLockedDatetime	03/18/2016 02:25 PM	18/03/16 14:24:57.200 o'clock HKT	
AccountLockedReason	03/18/2016 02:25 PM	Locked by Admin	

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Old Value	New Value	Modified User	Requester	Approver	Status	Approval Date Time	Action Type
		user3==cb4	admin2==cb4	admin1==cb4	Accepted	03/18/2016 02:25 PM	Remove
KT		user3==cb4	admin1==cb4	admin2==cb4	Accepted	03/18/2016 02:25 PM	Update
		user3==cb4	admin1==cb4	admin2==cb4	Accepted	03/18/2016 02:25 PM	Update