3 Getting Started For Client Connect

3.5 SCREEN STANDARDS

This section explains

- The screen layout of Client Connect dashboard
- Screen Types and Screen Flow in Client Connect
- Entering data in Client Connect

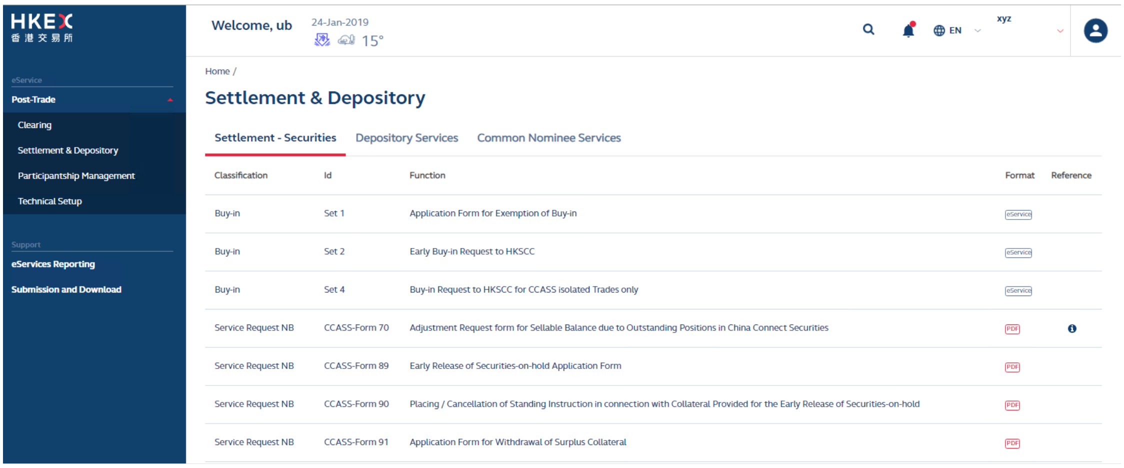
THE SCREEN LAYOUT OF CLIENT CONNECT DASHBOARD

The screen layout is mainly divided into (a) Main dashboard area, (b) User banner and (c) Footer area.

(a) Main Dashboard Area:

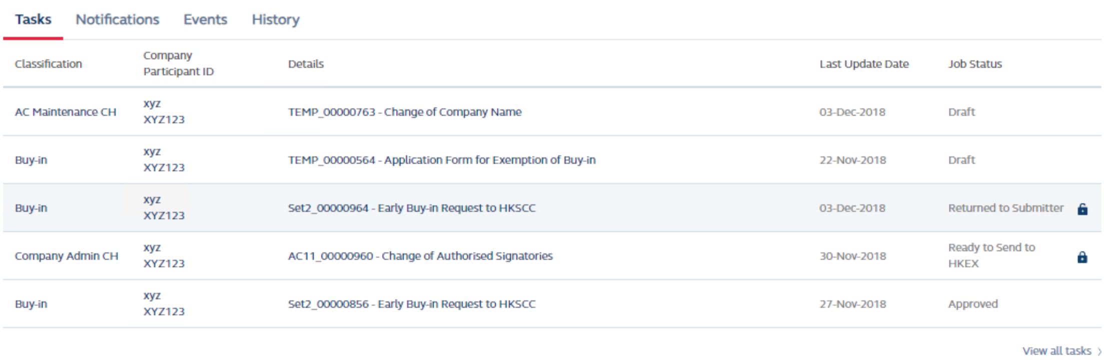
Navigation menu is located on the left of the screen. Users can access different functions through the menu based on their roles and access rights. In general, only Business users can access eServices and only Client Connect Delegated Administrators (CCDAs) can go through **MANAGE ACCESS RIGHTS** to perform access management.

When users click on the navigation menu, the system will bring users to the corresponding service page in the area on the right.



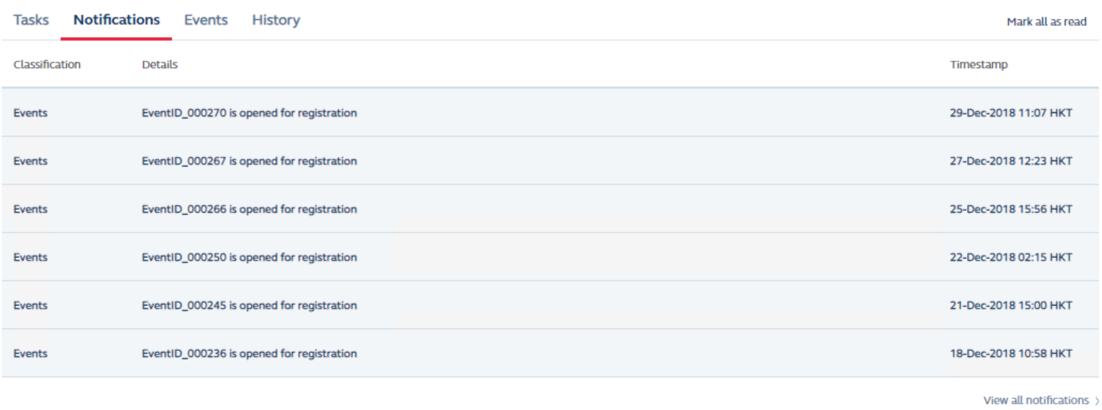
The upper right area provides a quick path to **Tasks**, **Notifications**, **Events** and **History**:

Tasks When makers submit an eService for approval, the system will create a task on this list. Users can click on each task to quickly access the specific eService. The system will also create the same task to remind checkers to approve.

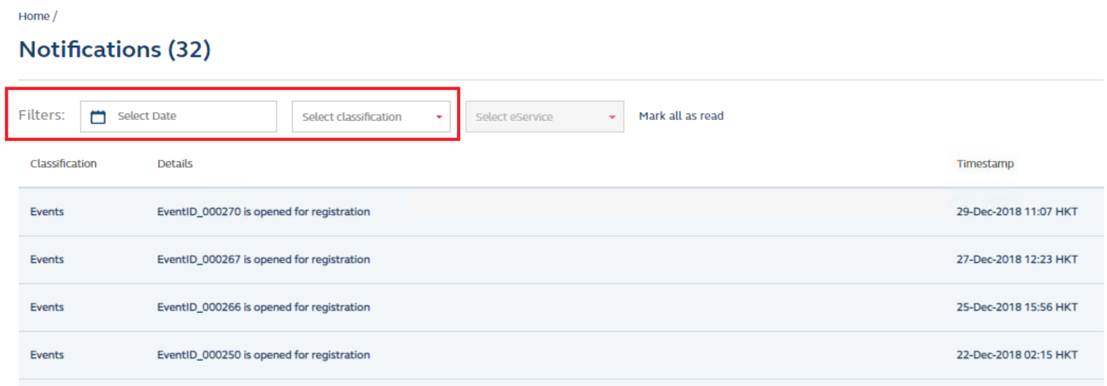


Notifications

When there is an update in the status of an eService, relevant parties will receive notifications appearing in the Notifications tab. Read or unread notifications will be stored for 30 days.

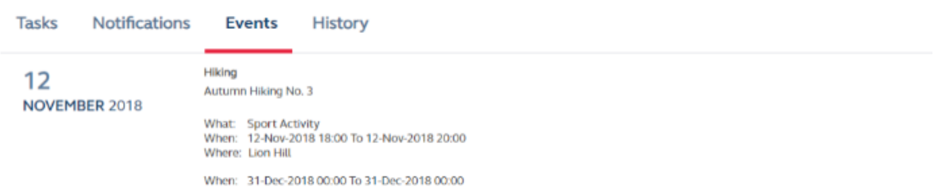


Quick view mode can only display a maximum of 6 records. Users can click on **View all notifications** to switch to full view mode which shows 20 records. More records will be shown when users scroll down the list. At full view mode, users can filter by dates, or classifications **eServices**, **events** or **circulars**.



Events

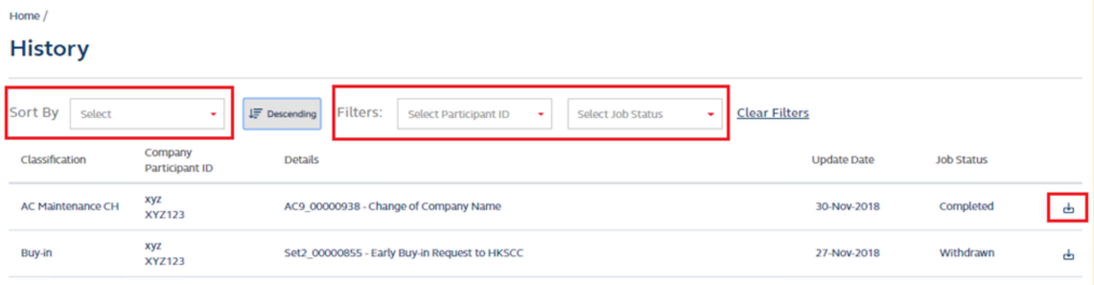
Activities created by HKEX will be displayed in the **Events** tab. Users can click into each activity to view more detailed information. A **REGISTER** button is available for users who are interested to enrol to an activity. Please refer to Section 4.4 for the detailed procedures of Activity Enrolment.



History

When an eService has reached an ending status (either completed or terminated before completion), it will be moved to the History tab and stored for 13 months.

Quick view mode can only display a maximum of 6 records. Users can click on View all history to switch to full view mode which shows 20 records. More records will be shown when users scroll down the list. At full view mode, users can sort the records by columns, or filter by Participant ID and Job Status. A download button is available for users to download the audit trail of each eService.

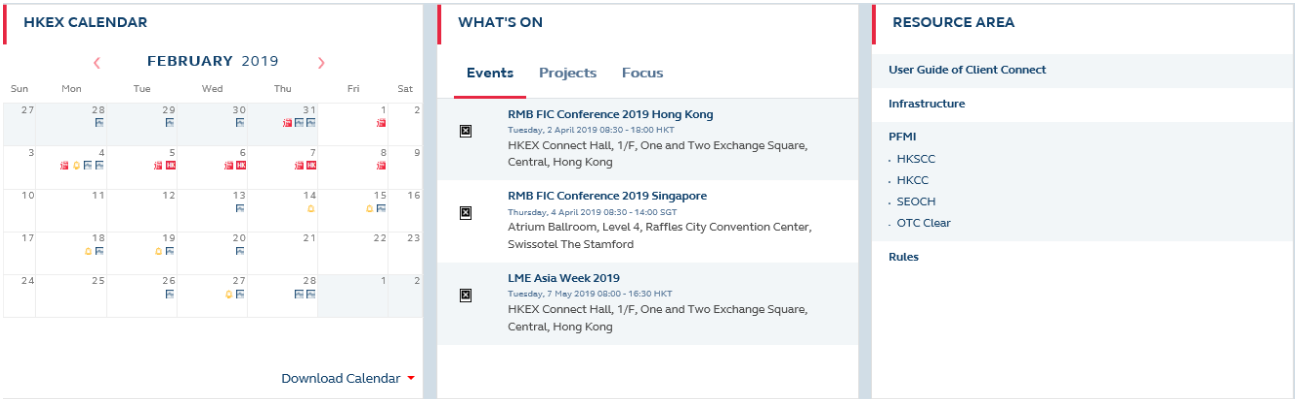


The bottom right area contains 3 widgets for users:

HKEX CALENDAR Shows market information, e.g. Trading and Settlement holidays.

WHAT'S ON Shows recent events hosted by HKEX (different from the activities described above); Projects tab showing a list of links to projects initiated by HKEX; Focus tab showing quicklinks to Charles Li Direct, Stock Connect, HANG SENG INDEX FUTURES and HKEX News.

RESOURCE AREA An information corner displaying links to PFMI of multiple clearing houses as well as Trading and Clearing Rules for Securities, Listed and OTC Derivatives.



(b) User Banner:

User banner is located at the top right, it contains:

Welcome message	User’s name will appear according to the account setup.
Last login details	Displayed in Hong Kong local Date & Time.
Weather information	In case of severe weather situation, users can refer to the weather information and take corresponding actions.
Search box	Users can search for blank eServices to start processing or submitted eService reference no. for approval.
Notification	Displayed in as a quick link to recent notifications. Unread notifications will be stored for 3 days.
Language	Users can switch to English, Tradition Chinese or Simplified Chinese (in later release)
Company	If users are managing more than one company, they can switch to another company within single login.
Profile	Displayed as and users can view their **Profile** to **Change Password** or **Authentication Settings**; In **Settings**, users can configure their email notification setup; Users can safely log off their Client Connect sessions using the **Sign Out** button.

(c) Footer Area:

The footer area is located at the bottom and is accessible at any page during the navigation of Client Connect. Users can access 7 links at any time after logging in:

- Contact
- FAQ
- Site Map
- Site Maintenance
- Disclaimer
- Hyperlink Policy
- Terms & Conditions

SCREEN TYPES AND SCREEN FLOW IN CLIENT CONNECT

There are three main types of screens in Client Connect, each with a different purpose. A screen's type is usually indicated by it's name. Screen types available for each function may vary, depending on the features of each function. Only one session of login should be opened during Client Connect operations.

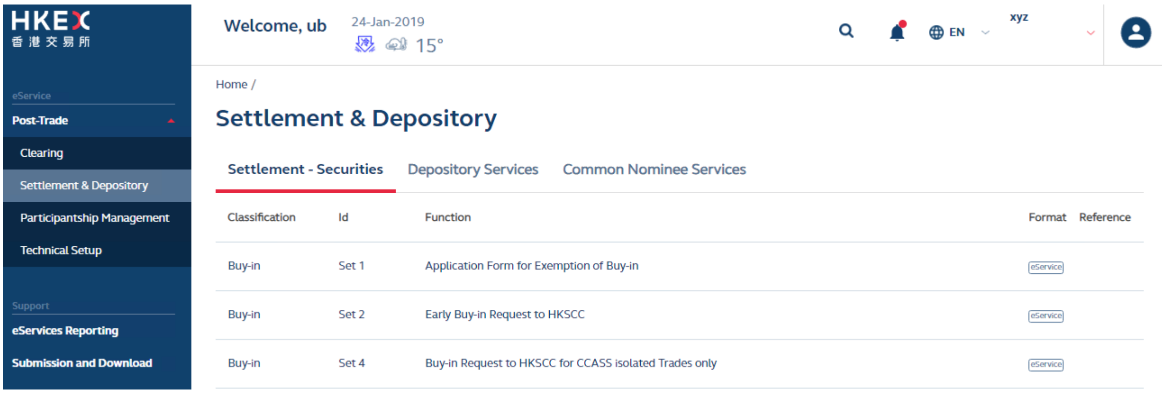
List Screen A list screen displays a list of records allows access to a particular record from the list.

Details Screen A details screen either displays details of a particular record for enquiry or deletion or allows details to be input or changed.

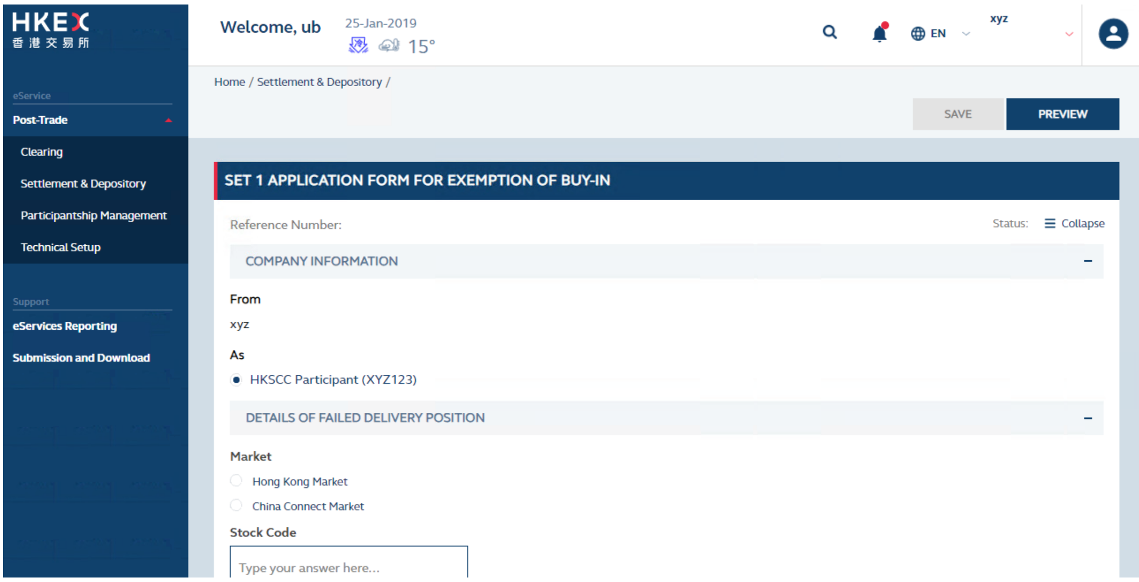
Confirmation Screen A confirmation screen displays details of a particular record to allow user to check its correctness before confirming the action. If the details of the record are correct, the user should click the **CONFIRM** button to submit to next step. If an error is found, click the **REVERT** at the top to return the form to the maker for further update.

In general, screen flows in Client Connect works as follows:

- eServices can be accessed from the navigation menu on the left.
- Click on each post-trade category to enter the page containing related eServices and PDF forms.



- Only functions that the user has access rights to access will be shown.
- Click on eService to enter the Detail Screen of each eService.

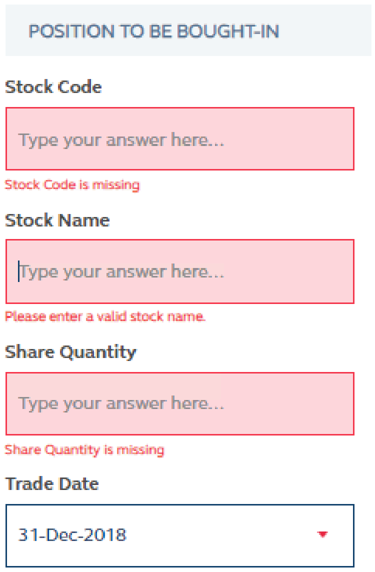


ENTERING DATA IN CLIENT CONNECT

Users can only enter or change data in fields that accept input of data. All other fields are protected to display information only. Usually the flashing cursor appears in the field where users can enter or change data. If it does not, move the cursor to the field then type in the data. If users are changing data, the data entered automatically overtypes the original one. After entering data, click the necessary button to send the information to HKEX via Client Connect.

(a) Built-in validation

There is built-in validation in eServices forms to remind users of invalid or missing input of data. Users are unable to proceed without entering such required data correctly.



(b) Auto-filled information

There is built-in intelligence that Client Connect will auto-fill certain information for users based on their profile setup, e.g. Name, email address and contact number. Users are allowed to change the auto-filled data.