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ECC Member Area User Guide

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1. Introduction

The ECC Member Area is the gateway to the settlement services of European Commodity Clearing AG (ECC). With the help of the Member Area ECC provides 24/7 online access to the ECC settlement systems for trading participants, clearing members, Sub-CCPs and partner exchanges.
The following functions are available in the ECC Member Area:

- **Transactions** (Chapter 3) – Overview of Spot and Derivatives Market transactions
- **Accounts** (Chapter 4) - Access to internal delivery accounts for emission allowances and collaterals as well as capping amounts for Direct Clearing Members
- **Limit Maintenance** (Chapter 5) – Management of trading limits

This user guide describes the available functionalities and respective maintenance processes of the ECC Member Area.

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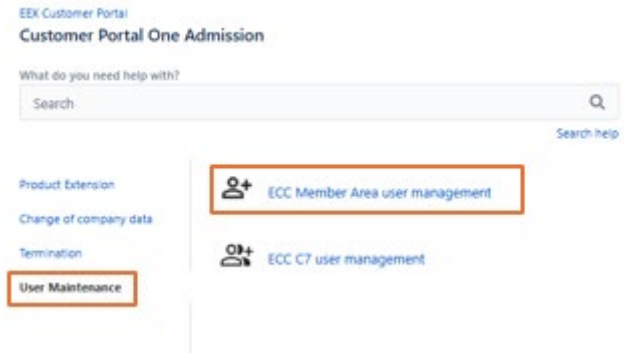
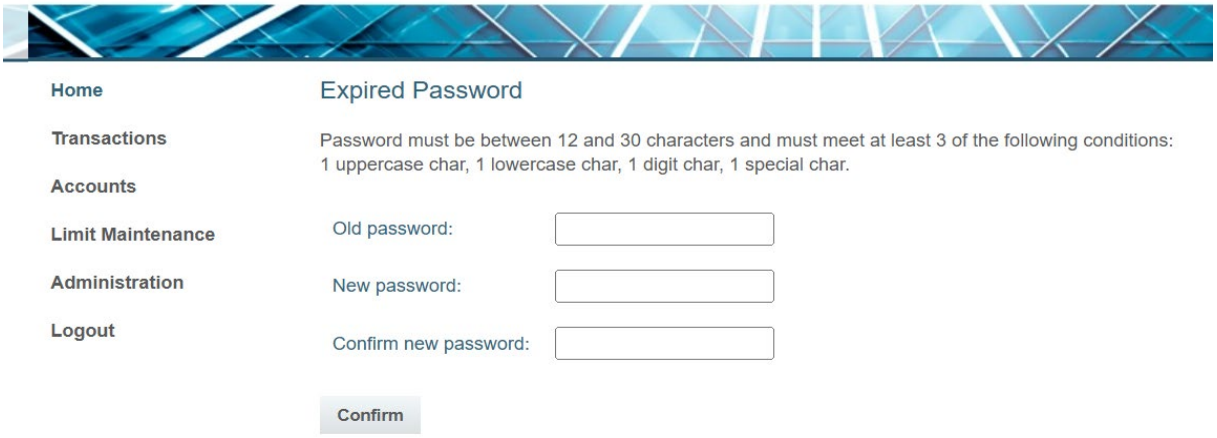
2. Registration

To get access to the ECC member area individual users or user groups must be registered at ECC. To register an order via the ECC Customer Portal has to be submitted.



After an examination of the application the user(s) will receive an email from ECC containing the username and other details. The username consists of the five-digit ECC Member ID and a three-digit numerical code (e.g. ABCEX001). The same username (and password) is used for accessing the ECC FTP server. After the first login, the password will have to be changed.



Upon a successful change the starting page is accessible. The navigation bar on the left-hand side provides access to the available functions.

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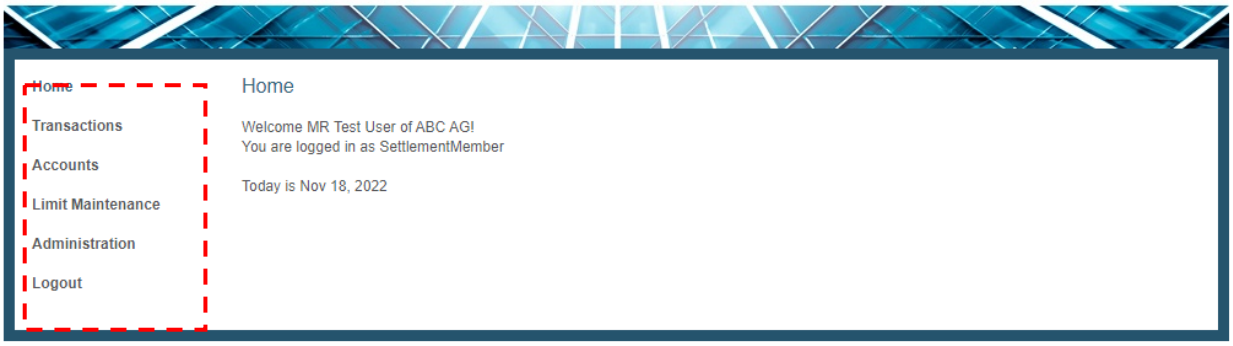
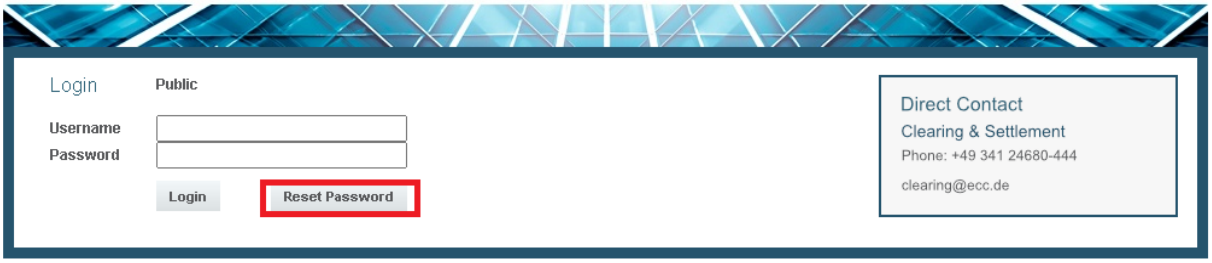


Entering an incorrect password

In case an incorrect password is entered three times, the user account is locked automatically.
A release of such blocking has to be requested by the registered user via email (clearing@ecc.de or memberreadiness@ecc.de).

Reset password

In case, the user has forgotten their password, and the user account is not locked (see above), the user can request a new password with the function “reset password”.



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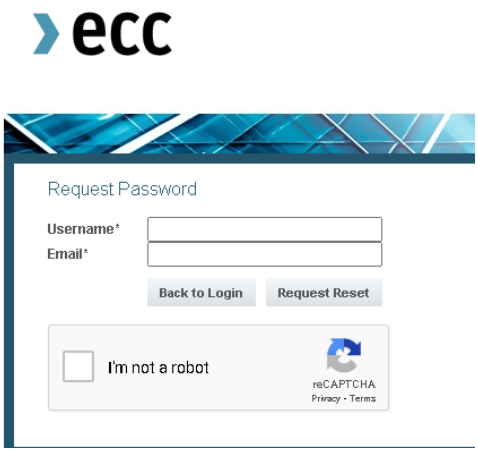
To reset the password of the user account, the user must enter the email address registered for their user account. Please note small and capital letters. After entering the Username and the email address, the user gets an email with a reset link. The link is valid 60min to reset the password.



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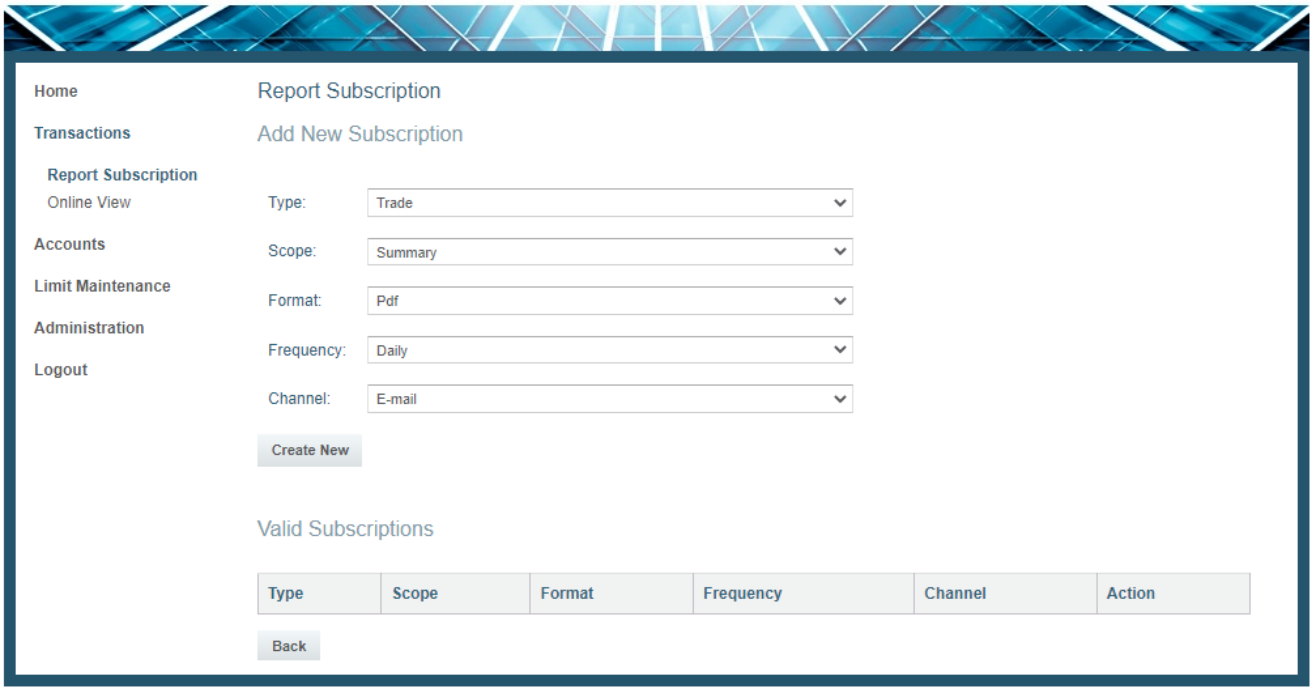
3. Transactions

Within the ECC Member Area users can monitor previous exchange transactions. Users can

- Initiate regular reports about recent transactions (3.1 Report Subscription) and
- View online Spot Market transactions and delivery instructions from expired futures positions (3.2 Online View)

3.1 Report Subscription

Click on "*Transactions*" in the navigation bar to open the **Report Subscription** function. Here, users can subscribe to regular reports or modify/delete existing report subscriptions. The subscription is valid as of the addition date.



3.1.1 Types of Reports

Spot Trade Report

- Contains all Spot Market transactions (Day-Ahead and Intraday) per trading day.

Payment Report

- Contains all Spot Market transactions (Day-Ahead and Intraday) per payment day.

Delivery Report

- Contains all Spot Market transactions as well as delivery instructions from expired future positions per delivery day for a particular asset class.

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Collateral Report

- Contains collateral and capping amount transactions[1] as well as balances.

Invoice Report

- Contains all Spot and Derivatives Market transactions as well as delivery instructions from expired futures and options positions which have fallen due per invoice.

Margin Report

- Contains the total amount of the Spot Market Margin and Delivery Margins calculated for the respective Clearing Member or Non-Clearing Member[2].

Limit Report

- Contains the latest version of the pre-trade spot limits for the respective Clearing Member, Non-Clearing Member or Direct Clearing Participant.

3.1.2 Scope of the Report (Detail/ Summary Report)

The reports are offered as **Detail Reports** or as **Summary Reports**. Detail Reports contain all individual transactions in accordance with the filter criteria of the report (e.g. all transactions of the respective trading day in a Spot Trade Report).

3.1.3 Format

Users can choose among the following formats for the report provision:

- **CSV**[3]
- **XML**
- **PDF**

The document entitled "ECC SMSS REPORT SPECIFICATION" contains a description of the report format.

3.1.4 Frequency

Reports are provided on a daily (**Daily**) or monthly (**Monthly**) basis.

[1]This functionality is available only under certain use cases for members as for example for Direct Clearing Members

[2]Direct Clearing Participants are not covered by the report as the risk management is done by a trading limitation approach derived from the collaterals rather than the usual margining procedure.

[3]available for Trade and Payment Reports

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3.1.5 Channel

Optionally, the reports can be provided via the following transmission channels:

- **Email**
  A download link to the requested reports (valid for 7 days) is sent to the email address communicated to ECC. This email address can be changed in the section User Administration.
- **FTP server**
  Reports subscribed to are made available on the FTP server. They are stored for 90 days. For further details please refer to the 'ECC File Transfer Service User Guide'.

Below you can find valid report combinations.

Type	Scope	Format	Frequency	Channel
Delivery Emissions	Detail	PDF	Daily	FTP
Delivery Emissions	Detail	XML	Daily	FTP
Delivery Emissions	Summary	PDF	Daily	FTP
Delivery Emissions	Summary	XML	Daily	FTP
Invoice	Detail	PDF	Monthly	FTP
Invoice	Summary	PDF	Monthly	FTP
Invoice	Detail	PDF	Daily[1]	FTP
Invoice	Summary	PDF	Daily[1]	FTP
Margin	Detail	XML	Daily	FTP
Margin	Detail	XML	Daily	FTP
Margin	Summary	XML	Daily	FTP
Margin	Summary	XML	Daily	FTP
Payment	Detail	PDF	Daily	FTP
Payment	Detail	XML	Daily	FTP
Payment	Detail	CSV	Daily	FTP
Payment	Summary	PDF	Daily	FTP
Payment	Summary	XML	Daily	FTP
Payment	Summary	CSV	Daily	FTP
Payment Withheld	Detail	PDF	Daily	FTP
Payment Withheld	Detail	XML	Daily	FTP
Payment Withheld	Detail	CSV	Daily	FTP
Trade	Detail	XML	Daily	FTP
Trade	Detail	PDF	Daily	FTP
Trade	Detail	CSV	Daily	FTP
Collateral Report	Summary	PDF	Daily	FTP
Collateral Report	Summary	PDF	Monthly	FTP
Collateral Report	Summary	XML	Daily	FTP
Collateral Report	Summary	XML	Monthly	FTP

[1] Applicable only to imbalance invoices (the subscription will be created by ECC on your behalf, if needed)

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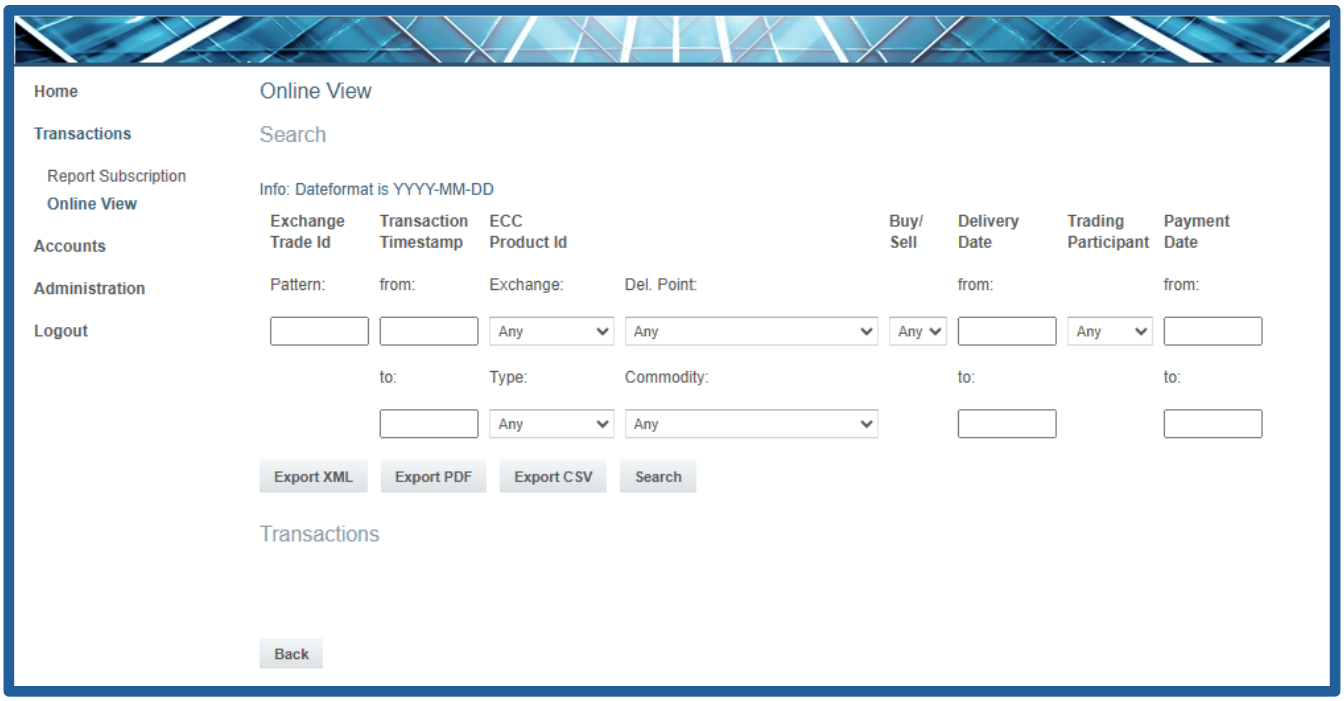
Delivery Natgas	Summary	XML	Daily	FTP
Delivery Natgas	Summary	PDF	Daily	FTP
Delivery Power	Summary	PDF	Daily	FTP
Delivery Power	Summary	XML	Daily	FTP
Limit	Detail	XML	Daily	FTP

3.2 Online View



Spot Market transactions and delivery instructions from expired futures positions for the past 30 days can be retrieved via the menu item "*Online View*". The transaction data can be filtered according to various criteria and can be exported in CSV, XML or PDF format afterwards.

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3.2.1 Searching for Transaction Data

The following filter criteria are available to search for transactions:

- Exchange Trade ID
- Transaction Timestamp (Transaction Date)
- Exchange
- Transaction Type
- Commodity
- Delivery Point
- Buy/Sell
- Delivery Date
- Trading Participant
- Payment Date

Dates always have the following format: YYYY-MM-DD.
The document "ECC SMSS REPORT SPECIFICATION" contains details on the field assignments.

3.3 Export of Transaction Data

Transaction data can be exported in CSV, XML or PDF format by clicking on the buttons *"Export CSV"* , *"Export XML"* or *"Export PDF"* respectively.

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4. Accounts

4.1 Internal Accounts

Spot Market transactions regarding emission allowances, delivery instructions from expired emission futures positions as well as registry transactions (from and to the ECC registry account) are booked by ECC in internal delivery accounts. The designation of the respective account (e.g. ABCEX_EUA4) consists of the ECC Member ID and the commodity.

An overview of the balances of the respective accounts is available in the section **Internal Accounts**. Details regarding the individual transactions can also be retrieved there.

- **Balance**
  Opening balance including today's settled transactions
- **Projected Balance**
  Balance on the next ECC business day taking into account all currently unsettled transactions.
  (Unsettled transactions are transactions that are already included in the settlement system, but that will come into effect on the next ECC business day. Those transactions can be deliveries resulting from trading activities or Transfer Requests which will change the account balance on the next ECC business day.)

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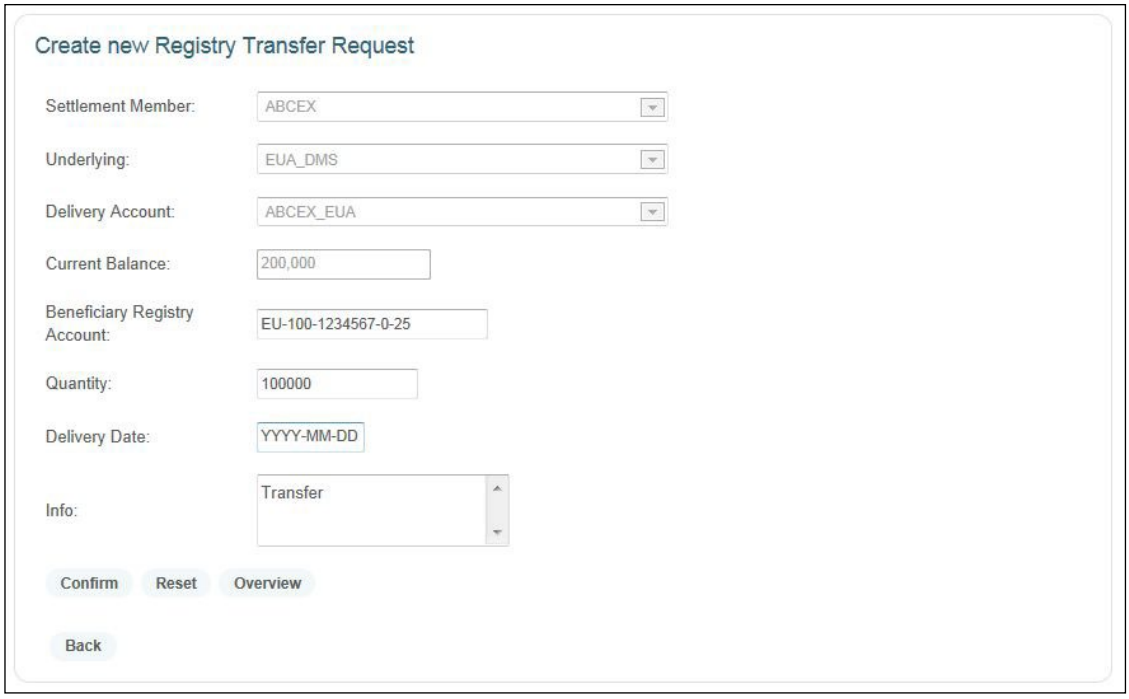
4.2 Transfer Requests

In the ECC Member Area trading participants can request the transfer of the emission allowances and bank guarantees available on the internal delivery accounts to a registry account of their choice. The prerequisites to instruct and process such a transfer is, that two admitted ECC Member Area users have appropriate rights to create Transfer Requests.

A new **Transfer Request** is generated by clicking on the button "*Create New".* The date for the transfer can be selected freely by the user; however, such day cannot be before the next ECC business day (TARGET day). Plausibility and completeness of a Transfer Request are checked by the system immediately upon receipt. Requests containing incorrect data are rejected. New Transfer Requests have to be approved by a second user.



The status of the requests can be tracked via the menu item **Transfer Request** at any time. All orders are displayed for a period specified by the user.

As long as a request has the status "Created", it can be interrupted by the user and the status can be changed to "Cancelled". To cancel already "Approved" but not yet "Processed" Transfer Requests a user must insert the cancellation, and a second user has to approve it.

The internal account balance is checked at the specified transfer date. In case the balance on the internal account is insufficient, the transfer is not processed. The status of the request is changed to "Error". In this case the respective transfer date needs to be re-specified. Additionally, trading participants could check their current and projected account holdings with ECC.

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A transaction is generated, the status of the appertaining transfer request is changed to “Processed” and the inventories in the delivery account are updated accordingly, provided there is a sufficient balance. In case a transfer request cannot be processed successfully as a transfer in the registry or at the guarantee account, the status of the transfer request is switched to “Error”.

As soon as ECC receives the information about a successful registry transfer from the registry authority or the guarantee account holder, the inventories in the delivery account are updated accordingly. The status is finally changed to “Processed”.

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5. Limit Maintenance

ECC offers comfortable processes for the management of trading limits at all ECC Partner Exchanges through ECC as a centralized channel. For general information regarding trading limits at ECC and its partner exchanges please refer to http://www.ecc.de/ecc-en/risk-management/trading-limits.

Within the ECC Member Area users of Clearing members (CM), DCP Clearing members (DCP CM) and Non-Clearing members (NCM) can manage trading limits via self-service applications.

The following limit management features are available for authorized CM- and NCM-users:

- Setting new trading limits,
- Modifying existing trading limits,
- Cancelling existing trading limits, and
- Monitoring and reporting of trading limits.

Please note that a DCP CM-user can only monitor and report his trading limits, ECC steps in the role of a CM-user to set, modify or cancel a respective trading limit.

Generally, any change to the existing limit data, i.e. the setting of a new limit or the modification/cancellation of an existing limit needs to be approved by a second user (four-eye-principle). Only then is the limit valid, transmitted to the system of the respective partner exchange and will be included in automated limit exports.

5.1 Access Authorization

Trading limit data in the ECC Member Area are protected by access permissions. Users need appropriate reading and/or writing permissions to view or adjust accessible trading limits respectively. The respective access rights can be requested via the customer portal. Reading and writing permissions are distinguished between NCM-, DCP CM- and CM-users:

- NCM-User, ReadLimit – The user can view and export limits of the NCM
- NCM-User, ReadWriteLimit – The user can view/export limits and make modifications to limits of the NCM (for applicable Limit Definitions)*
- DCP CM-User, ReadLimit – The user can view and export limits of the DCP CM

CM-users only have access to trading limit data of settlement members that are clients of the CM.

- CM-User, ReadLimit – The user can view and export limits of the CM's clients
- CM-User, ReadWriteLimit – The user can view/export limits and make modifications to limits of the CM's clients*

*The ECC Trading Limit Self-Service is subject to fees, please refer to the ECC price list.

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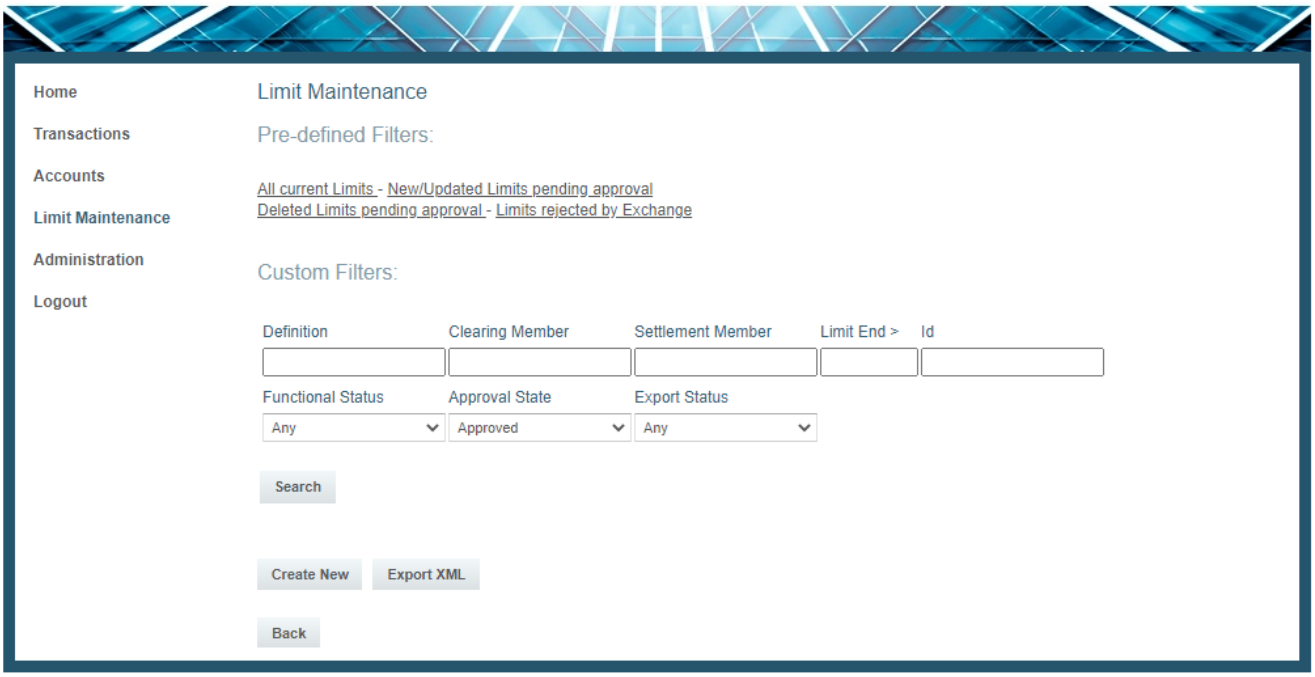
5.2 Searching for Trading Limits

To search for existing trading limits users with the role “ReadLimit” or “ReadWriteLimit” may use the search mask on the *Limit Maintenance* starting page, which appears after clicking on the “*Limit Maintenance*” function in the navigation bar on the left side of the ECC Member Area.



5.2.1 Pre-defined Filters

The limit maintenance system offers pre-defined filters in order to enable a quick access to the most common search criteria. By clicking on one of the filters the system automatically fills the search parameters of the search mask with predefined values. After that the user needs to click on the “*Search*” button to initiate the search.

Available Pre-defined Filters:

Filter	Description
All current limits	Predefined search parameters: a. Functional Status = Created b. Approval Status = Approved All other search parameters are cleared. The search result shows all limits that are active within the ECC limit system and have been approved by a seconded user. The search result is independent from the response of the exchange (export status of the limit) (see 5.2.3).

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New/Updated Limits pending approval	Predefined search parameters: a. Functional Status = Created b. Approval Status = Pending All other search parameters are cleared. The search result shows all newly created or edited limits, which have not been approved by a second user yet. The limit data is not transmitted to the respective partner exchange until approval.
Deleted Limits pending approval	Predefined search parameters: a. Approval Status = Cancelled b. Approval Status = Pending All other search parameters are cleared. The search result shows all limits that have been cancelled, but where the cancellation still needs to be approved by a second user.
Limits rejected by Exchange	Predefined search parameters: a. Approval Status = Approved b. Export Status = Rejected All other search parameters are cleared. The search result shows all limits that have been transmitted to the respective partner exchange but have not been successfully synchronized. This applies for newly created limits as well as any change to or cancellation of an existing limit.

5.2.2 Search Parameters

Users can search for existing trading limits by using one or more of the following search parameters. After filling the respective data-entry fields the user needs to click on the *"Search"* button to initiate the search.

Parameter	Description

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Definition	Users can search for limits with a certain limit definition (e.g. EPEX_AUCTION_EUR). A *Limit Definition* is defined as a limit system at a partner exchange of ECC. An overview of the currently applicable *Limit Definition* can be found in ECC Risk Management Services document at http://www.ecc.de/ecc-en/risk-management/trading-limits. The following wildcard characters can be used to substitute other characters: "*" (for exactly one character) and "%" (any number of characters). For example, to search for all EPEX limits, enter "%EPEX%".
Clearing Member	Users can search for limits that have been set by a certain CM by entering the respective ECC Member ID. The following wildcard characters can be used to substitute other characters: "*" (for exactly one character) and "%" (any number of characters) (see line "Definition" of this table for an example)
Settlement Member (NCM)	Users can search for all limits set for a certain Settlement Member. The following wildcard characters can be used to substitute other characters "*" (for exactly one character) and "%" (any number of characters) (see line "Definition" of this table for an example)
Limit End >	Users can use the "*Limit End"* parameter to search for limits which have an expiry date that equals the entered date or is after the entered date. The *"Limit Begin"* has no influence on the search result.
Id	Users can search for a limit with a certain ID. No wildcard characters can be used when searching for an ID.
Functional Status	Users can search for limits with a certain functional status. **Created**: A limit that is valid. **Cancelled:** A limit that has been cancelled.
Approval State	Users can search for the approval state, i.e. the approval of newly created limits or changes to/cancellations of existing limits by a second user with appropriate permissions: **Approved:** The limit has been approved. **Pending:** The limit needs approval. **Rejected:** The limit has been rejected by a second user.

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Export Status	Users can search for limits with a certain export status, i.e. the transmission status for the transfer of the limit to the respective partner exchange. **Created:** The limit version (new, updated or cancelled limit) has been created and is approved. However, the current version of the limit has not been transmitted to the respective exchange yet. **Initiated:** The limit version (new, updated or cancelled limit) has been created and has been transmitted to the respective exchange. The response of the exchange is pending. **Processed:** The limit version has been successfully synchronized with the system of the partner exchange. **Rejected:** The displayed version of the limit was NOT successfully synchronized with the trading system of the partner exchange. The latest version of this limit, which has been successfully synchronized with the exchange before, might still be active.

5.2.3 Search Results

Result list

NCM and DCP CM-users can view all limits that have been set for this NCM or DCP CM respectively by any Creator of the limit, provided they have the necessary permissions (ReadLimit or ReadWriteLimit). **CM-users** can only view those limits of associated NCM that have been created by any user of this CM. They will not be able to see limits created by users of the NCM.

The search result shows only the most current limit version unless the latest limit has been rejected by the exchange. In this case the latest version is shown, which is not rejected by the Exchange. To view a rejected limit, fill in the search parameter *Export Status* = *"Rejected"* accordingly.
To view earlier versions of a limit, users may go to the detailed view of the limit. To access the detailed view click on the ID of the requested limit in the search result list (see 5.4 Detailed view).

Cancelled limits are shown in grey letters, pending limits are shown in italics. Limits which have been rejected by Exchange are marked with ⚠ in column Export.
In case the user has no right to modify the limit, the action symbol is shown in grey.

Id	V	Limit Definition	Clear. Member	Settlm. Member	Limit Begin	Limit End	Value	Export	Action
1375	3	EPEX_AUCTION_EUR	ZZZEX/ECC	AAAEX	2016-08-30		1000000.00	?	✖
1379	2	EPEX_AUCTION_EUR	ZZZEX/ECC	AAAEX	2016-09-01		123.00		
1413	0	HUPX_AUCTION_EUR		AAAEX	2016-10-17		100000.00	?	✖

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Sorting of search results
The search results are sorted according to the following parameters in the following order:

1. Definition,
2. Settlement Member (possibly in alphabetic order, if more than one Settlement Member),
3. Id

Result table

Name	Description
Id	The ID of the limit
V	The displayed version of the limit. A newly created limit has the version 0. If an existing limit is edited, the limit version is increased by one.
Limit Definition	The Limit Definition corresponds to an available Limit System within the trading system of a partner exchange by ECC.
Clearing Member	The ECC Member ID of the CM, if the limit was created by a CM-user.
Settlement Member	The ECC Member ID of all NCMs or DCP CMs on which the limit is applied.
Limit Begin	First date, when the limit comes into effect.
Limit End	Last date on which the limit shall be valid. If a limit has no Limit End date, the limit is valid for an unlimited period until further notice.
Value	The respective limit value applicable to the Limit Definition.
Export	The export status of the limit version, i.e. the transmission status for the transfer of the limit to the respective partner exchange. The following icons are displayed according to the different status: = **Processed:** The limit has been successfully synchronized with the system of the partner exchange. = **Rejected:** The limit has been rejected by the partner exchange and has not been synchronized with the system of the exchange. = Unknown (Created or Initiated) **Created:** The limit version has been created. However, the current limit version has not been transmitted to the exchange yet. **Initiated**: The limit version has been created and transmitted to the respective exchange. The response of the exchange is pending. **No icon** = data is not released yet (Approval State: Pending)

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	Tooltip (information shown, if the mouse cursor is moved over an icon in the "*Export*" column): If the export status is "Processed*"* or "Rejected", the tooltip contains the response text of the exchange including the timestamp of the response. If the export status is "Unknown", the tooltip is displayed as follows: Created – "Limit export pending" Initiated – "Limit awaiting response from exchange"
Action	Options for the displayed limit version: • Cancellation of the limit • Approval/Rejection of a new limit/ limit modification/ limit cancellation An action can only be performed by an authorized user. In case of Approval/Rejection this has to be a different user as the initiator of the action in addition. If the user is not authorized for this action, the symbol is shown in grey.

5.2.4 Options for Actions in the Search Result List

"Id" column - Detailed view of limits
By clicking on the *"Id"* of a limit in the search result list the user opens the detailed view of this limit.

"Action" column
Depending on the limit status the column "*Action*" contains buttons to initiate certain actions.
If the approval state of the limit is "Pending", the "*Action*" column contains two buttons to either approve or reject the limit. These buttons will not be displayed if the user has created or edited this limit version according to the four-eye-principle. Limits cannot be created / edited and approved by the same user.

If the limit version has been approved and the functional status is "Created", the "*Action*" column contains a button to cancel the limit.

5.2.5 Export of search results

Below the search results is a button named „*Export XML".* By clicking on this button the user initiates an XML export of all limits shown in the search result list. The created export file is offered to the user for downloading as zip compressed file.

If the search result contains more than one limit and if the limits have differing *Limit Definition*s, the system will create separate export files per *Limit Definition*. The created export files are offered to the user for downloading as zip compressed file.

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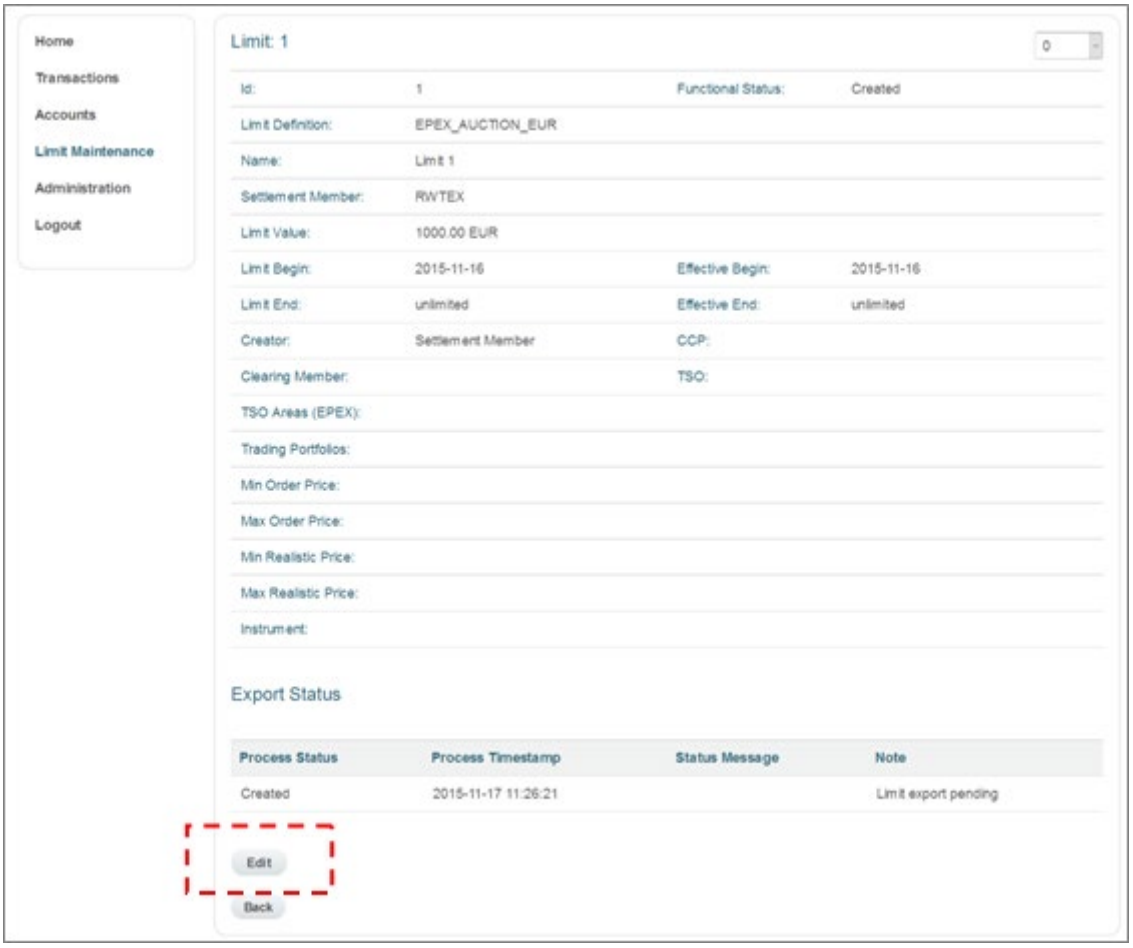
5.3 Detailed View

To access the detailed view of a limit, click on the ID of the requested limit in the search result list. If the most current version of the limit has been approved, the “Edit” Button is visible and the limit can be edited. Otherwise the “Edit” button is not visible and no version of the limit can be edited.



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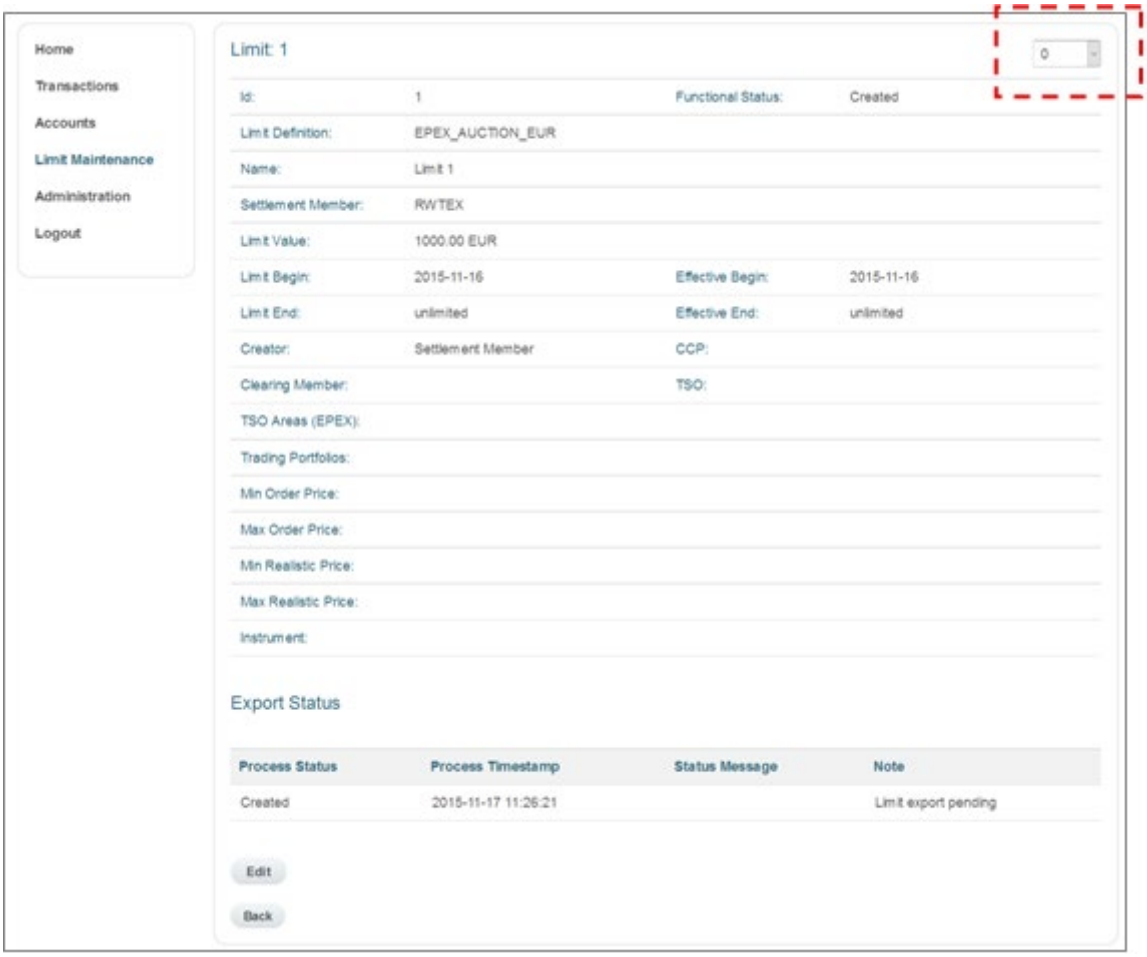
5.3.1 Viewing Different Versions of a Limit

If a limit has been edited in the past, the limit has more than one version. All versions of a limit can be displayed in the detailed view of the limit. To change the currently displayed version of the limit, the user can select the required version in the drop-down menu in the upper right corner of the detailed view.



5.3.2 Response of the Partner Exchange to Limit Data Transmission

The detailed view also contains the transmission status ("*Export Status*") for the limit data transfer to the partner exchange. The response of the exchange cannot be edited.

In case the Export Status = Rejected, the Exchange submits an error status message, which indicates the reason for the failed synchronization. The user has the obligation to check the *Export Status* and may change or cancel the limit according to the rejection message.

The user shall notice that the export will not take place immediately after the limit has been approved. Export is triggered within short cycles.

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Same applies for the response by the Partner Exchange. It may be that the Partner Exchanges only apply certain times in which a limit update can be received. More detailed information is given within ECC Risk Management Services document at http://www.ecc.de/ecc-en/risk-management/trading-limits.

Export status and information text
Export Status = Created → "Limit export pending"
Export Status = Initiated → "Limit awaiting response from exchange"
Export Status = Processed → "Limit confirmed by exchange"

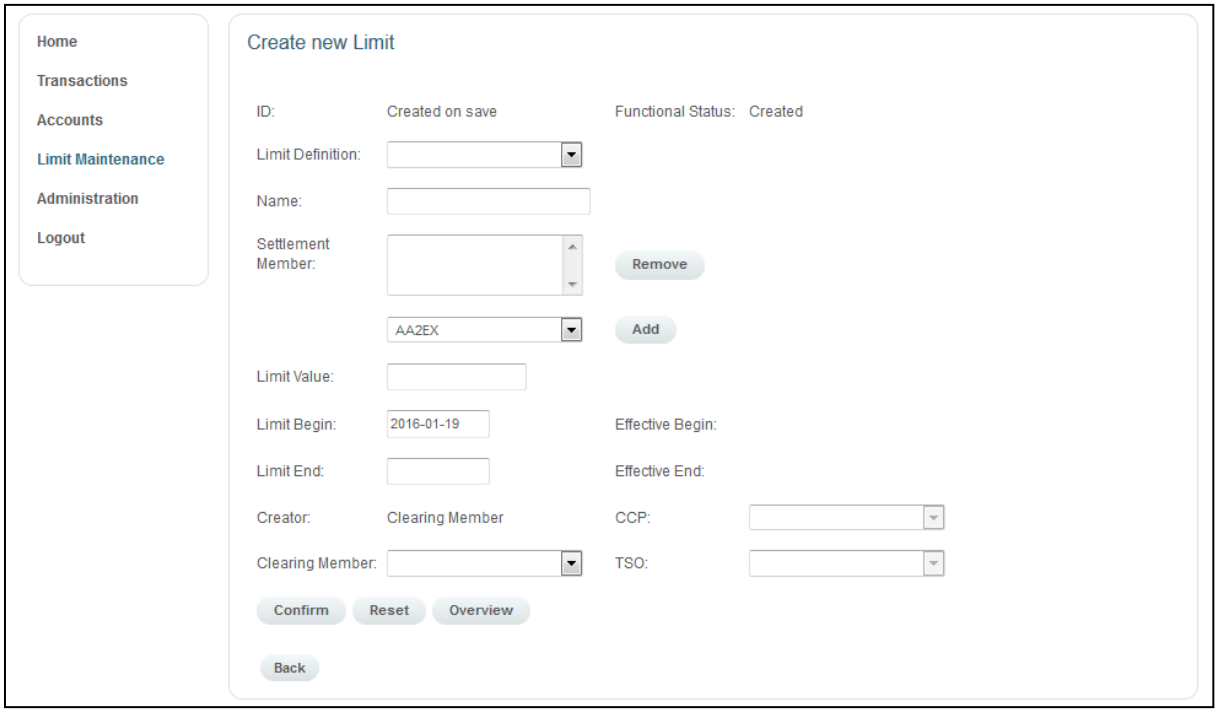
5.4 Limit Management

With the Limit Editor users can set new limits (5.4.1), modify existing limits (5.4.2.), or delete limits (5.4.3). To open the Limit Editor for the setting of a new limit click on the "*Create New"* button in the main menu "*Limit Maintenance*". To view and edit an existing limit click on "Id" of a limit in the search result list. More information on Trading Limits for Spot Markets can be found in the ECC Risk Management Services manual on our website.

5.4.1 Setting a New Limit ("Create")

Open the Limit Editor by clicking on "*Create New*" on the starting page of the "*Limit Maintenance*" function.

The Button *"Create New"* will only be active, if the user has appropriate access rights (ReadWriteLimit) for the *Limit Maintenance* menu. To create a new limit first select the *"Limit Definition"* field in the Limit Editor. The selection triggers the unlocking of the affiliated custom fields. The selection of a *Limit Definition* can only be changed by resetting all entered data (clicking on the "*Reset*" button).



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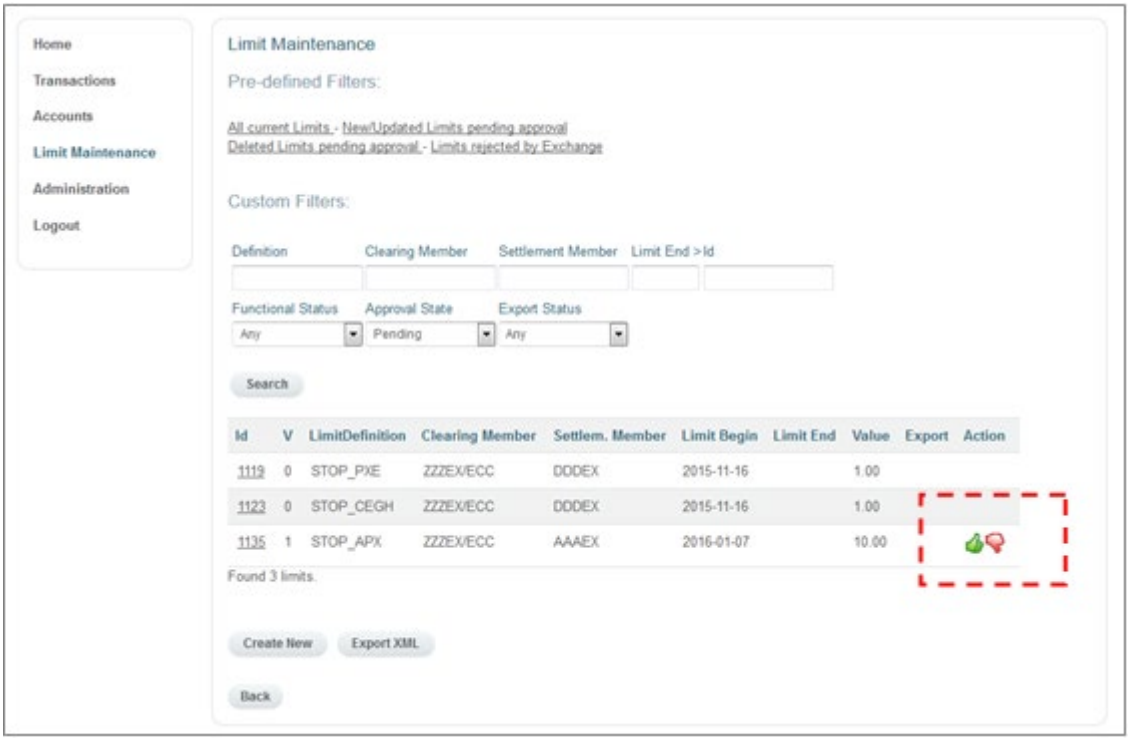
After the limit has been created, the *Approval State* of the new limit is "*Pending*". To become valid, the new limit needs to be approved by a second user. To do so, the second user has to search for the limit (e.g. by using the pre-defined filter "*New/Updated Limits pending approval).* In the search result list click on the "*Approve*" or "*Reject*" symbol in the line of the newly created limit. The Approval State of the limit changes to "*Approved*" or "*Rejected*" respectively.



Form fields

Mandatory fields are marked with "*" and have to be filled when creating a new limit.

Name	Description
Id	Automatically assigned by the system
Functional Status	Functional status of a limit. Contains the information, whether a limit is valid or has been cancelled. This field cannot be edited (read only field).
Limit Definition*	The name of the Limit Definition. When creating a new limit a limit definition has to be selected first, before the custom fields are displayed. The selection can only be changed by resetting the entered data (clicking on "Reset").
Name	Optional name that can be assigned to the Limit Id.

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Settlement Member*	The ECC Member ID of all Settlement Members on which the limit is to be applied. This field can only be changed during the creation of a limit. When creating subsequent versions of a limit this field cannot be adjusted. If multiple Settlement Member can be assigned to the same limit depends on the Limit Definition. Please refer to ECC Risk Management Services Manual at http://www.ecc.de/ecc-en/risk-management/trading-limits for further details.
Limit Value*	The respective limit value applicable to the Limit Definition
Limit Begin*	The first date, when the limit comes into effect. This field is only active and editable if the selected *Limit Definition* allows the setting of a validity period.
Limit End	Last date on which the limit shall be valid. If a limit has no Limit End date, the limit is valid for an unlimited period until further notice. This field is only active and editable if the selected *Limit Definition* allows the setting of a validity period.
Creator	The type of the Member that creates the limit (e.g. Settlement Member, CM). This field cannot be edited (read only field).
CCP	Name of the Central Counterparty for this limit. This field cannot be edited (read only field).
Clearing Member	ECC Member ID of the CM for this limit. This field cannot be changed after the initial limit creation.
TSO	Name of the TSO for the limit. This field cannot be edited (read only field).
Confirm	Saves the entered data set. A second user has to approve the limit
Reset	Resets all current entries to original values.
Overview	Returning to starting page "*Limit Maintenance*".
Effective Begin	Actual effective date of the limit (in case required by the Trading System of the Partner Exchange). The date is calculated automatically when the entered limit data are saved by the user. This field cannot be edited.

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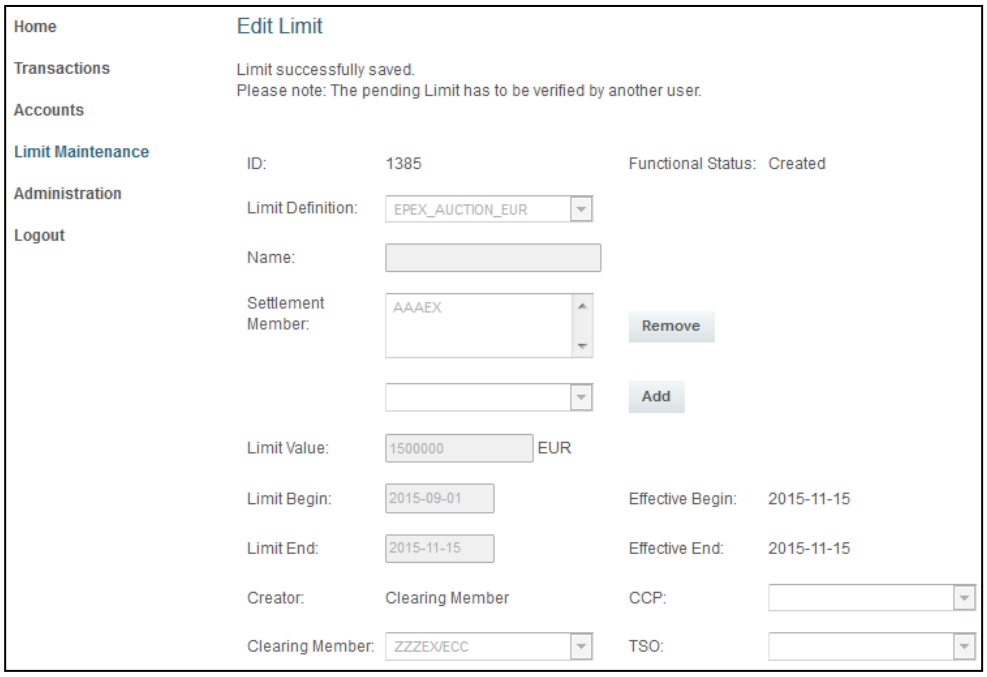
Effective End	Actual end date of the limit. The date is calculated automatically when the entered limit data are saved by the user. This field cannot be edited.

Duplicate Control

To avoid the creation of overlapping limits, a Duplicate Control System has been implemented.

A limit is defined as duplicate if there exists another limit for the same Settlement Member with an overlapping interval [Limit Begin; Limit End].

If the system does not find any duplicates after the creation of a new limit by the user, the new limit is saved immediately, noticing *"Limit successfully saved. Please note: The pending Limit has to be verified by another user".*



If a duplicate is found, a warning message pops up after clicking on *"Confirm"*, including

1. a hint to the possibility to ignore the warning message and
2. a list of duplicate limits (ID: version)

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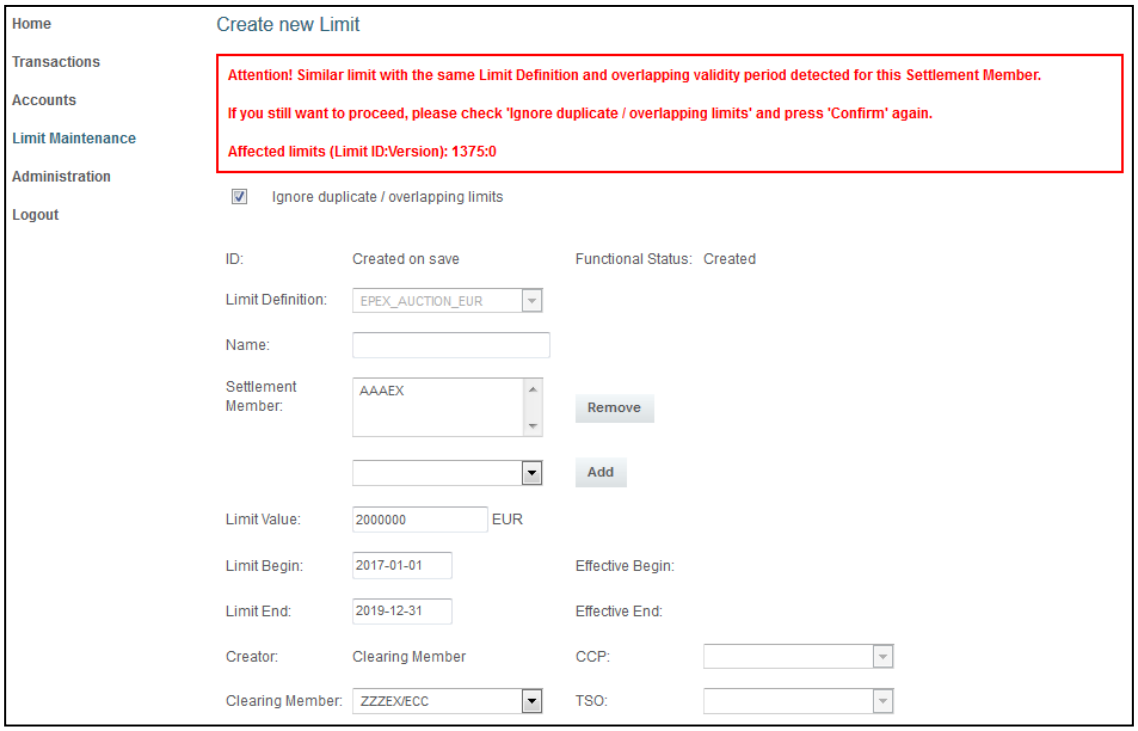

The user has the possibility to either proceed by marking the *"Ignore duplicate / overlapping limits"* box and click *"Confirm"* to save the new limit anyway or check and possibly adjust the validity period before to avoid setting overlapping limits.

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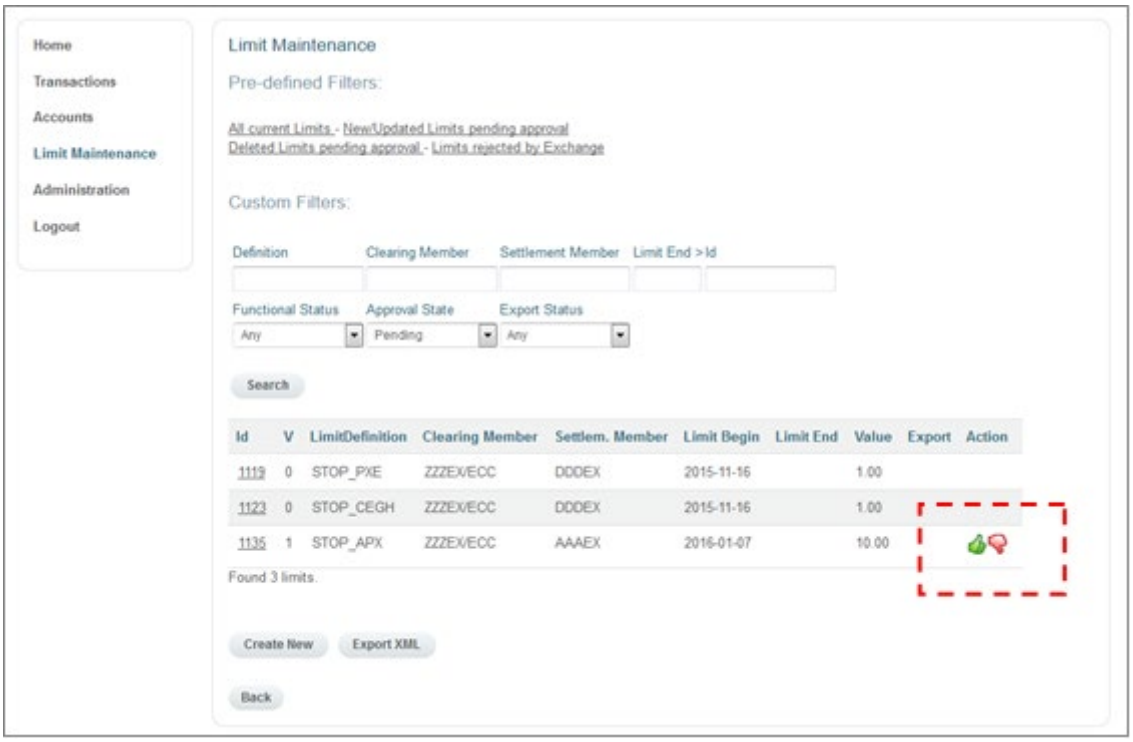
5.4.2 Modifying an Existing Limit (“Edit”)

If a limit has been approved, it can be edited by entering the detailed view of this limit and clicking on the button “*Edit*” in the d*etailed view*.

When an existing limit is modified, the ID of the limit remains the same. The version of the limit increases by one.

Some attributes cannot be changed and remain deactivated, e.g. Settlement Member. In case such field shall be changed, the limit has to be cancelled and a new limit needs to be entered.

After the limit has been modified, the *Approval State* of the new limit version is “*Pending*”. To become valid, the new limit version needs to be approved by a second user. To do so, the second user needs to search for the limit version (e.g. by using the pre-defined filter “*New/Updated Limits pending approval).* In the search result list click on the “*Approve*” or “*Reject*” symbol in the line of the modified limit. The *Approval State* of the limit changes to “*Approved*” or “*Rejected*” respectively.



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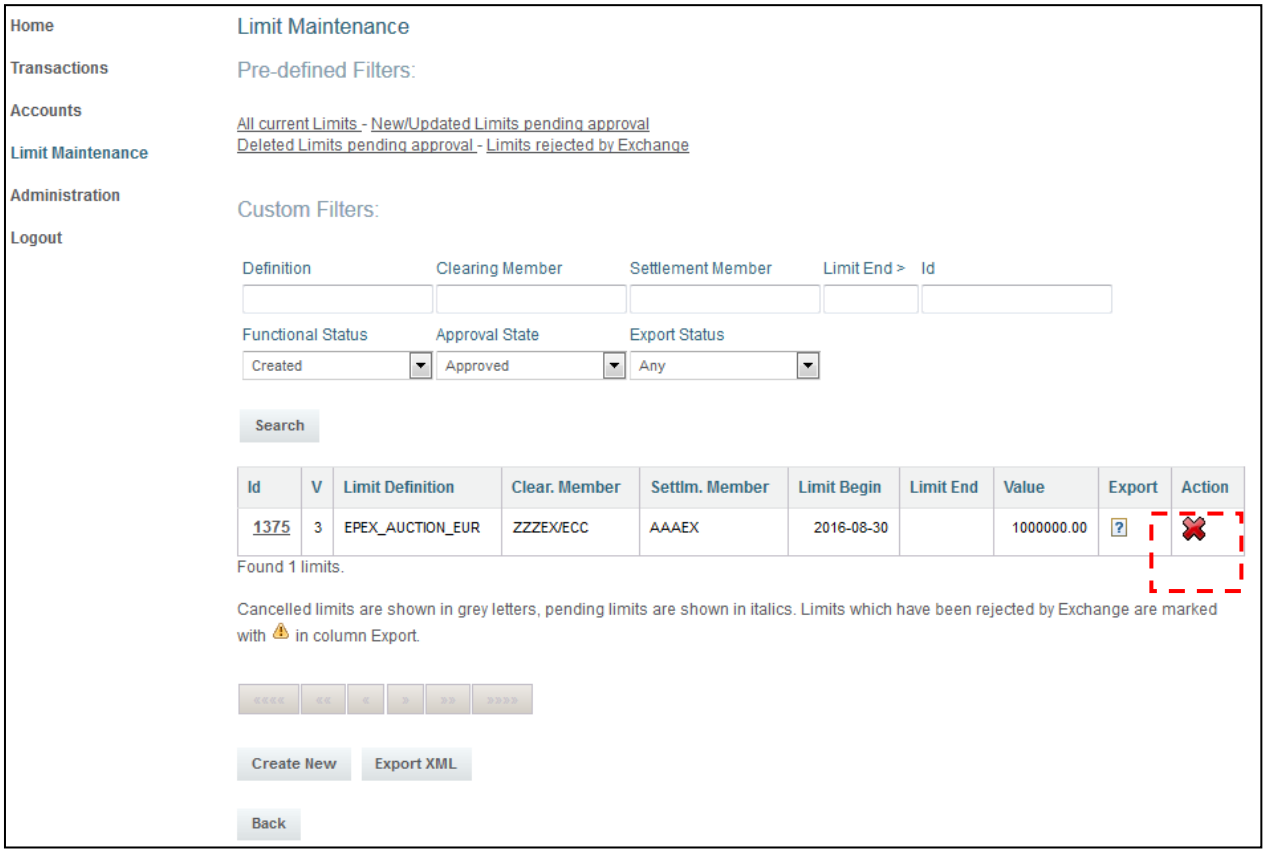
5.4.3 Deleting an Existing Limit (“Cancel”)



To delete an existing limit, search for the current limit version by using the pre-defined filters or the search masks firstly.

In the search result list click on the “*delete*” symbol in the line of the respective limit version.

After the limit has been deleted, the *Approval State* of the limit version is “*Pending*”. To become valid, the limit cancellation needs to be approved by a second user. To do so, the second user has to search for the limit (e.g. by using the pre-defined filter “*New/Updated Limits pending approval).* In the search result list click on the “*Approve*” or “*Reject*” symbol in the line of the deleted limit. The *Approval State* of the limit changes to “*Approved*” or “*Rejected*” respectively.

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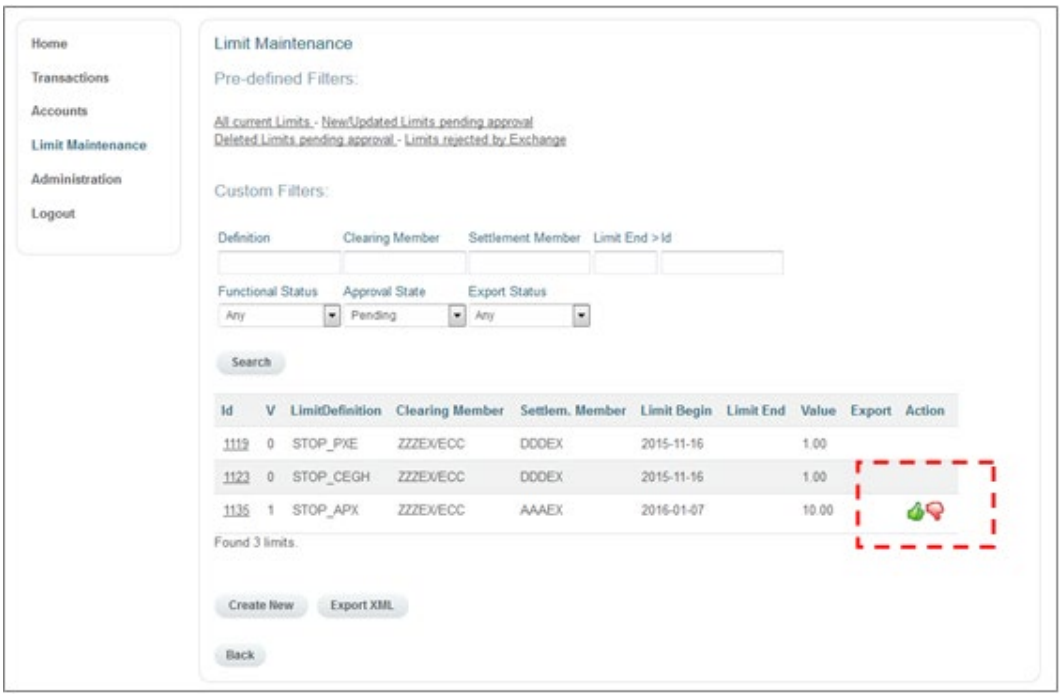

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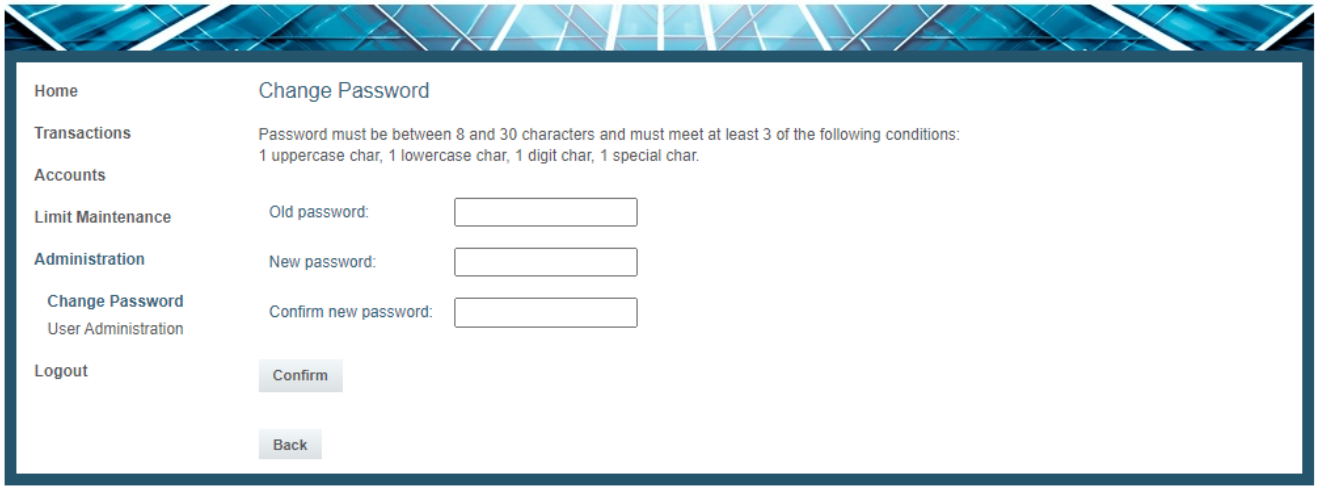
6. Administration

6.1 Change Password

The menu item **Change Password** permits the administration of the password provided in the user account.

Passwords have to be changed at an interval of 60 days. The data entered is saved via the “Confirm” button.



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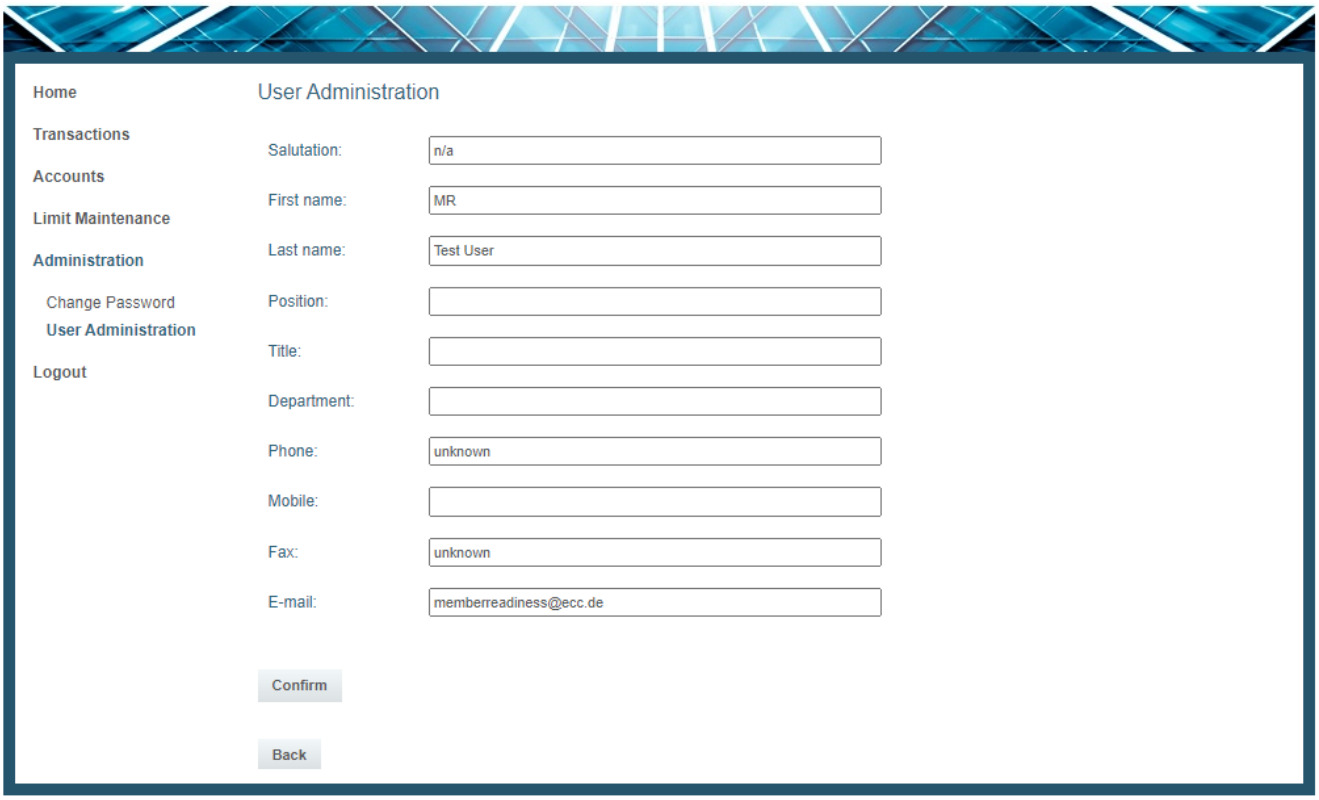
6.2 User Administration

The function **User Administration** provides the possibility to administrate some contact information. Following information can be changed by the user themselves: Position, Title, Department, Phone, Mobile, Fax, E-Mail. The E-Mail address is used for the provision of reports and Clearing Circulars e.g. by ECC.



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