



# User Guide for MASNET-Access Portal

July 2014

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## 1. ABOUT THIS GUIDE

This chapter covers the following topics:

- Purpose and Audience
- Parts of the Guide
- Document Conventions

### 1.1 Purpose and Audience

This guide is for Subscribing Organization users with access to the MASNET-Access Portal, which is a web-based application that allows users to perform the following functions:

- Administer and monitor file transfers
- Maintain Concatenation and Distribution Projects
- Upload files for Concatenation and Distribution
- Download concatenated files
- Manual concatenation
- Reset concatenation
- Manual redistribution

Users of this system should be familiar with the use of computers, the Internet, and web-based applications or services.

### 1.2 PARTS OF THE GUIDE

This user guide contains the following major chapters:

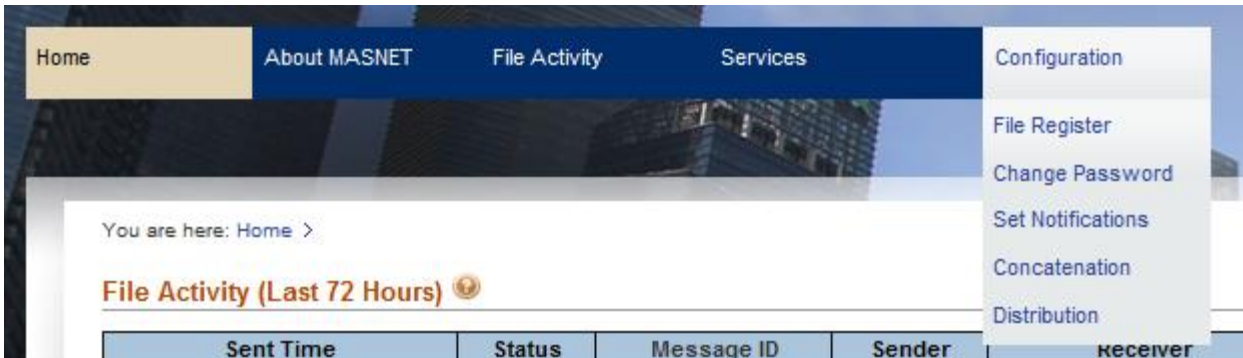
About the MASNET-Access Portal section introduces users to MASNET-Access, the system’s minimum requirements, and other tasks such as logging in and out of the system, the options available to different users and basic navigation.

File Activity section introduces users to the File Activity Function, where users can view the file transfer activities of files that their Organization has sent or received. This also functions as the landing page that users will see as they log into the system.

Services section introduces users to the services provided through MASNET-Access, allowing them to upload or download files on behalf of their Organization.



[Configuration](#) section introduces users to the various configuration options for file transfer, and their own account settings.



### 1.3 DOCUMENT CONVENTIONS

Please refer to this section to familiarize yourself with the visual aids used throughout the user guide.

#### 1.3.1 Navigation

To assist users with accessing screens, pages or windows, refer to the following navigation format:

Access the Change Password screen.

(Main Menu >> Configuration >> Change Password)

#### 1.3.2 Buttons, Fields and other system elements

All system elements are highlighted in **bold** text.

#### 1.3.3 Hyperlink

All topics mentioned in the user guide's content are hyperlinked. Click on the hyperlink to view the topic.

#### 1.3.4 Callouts

Callouts are presented differently from the original content and highlights certain information.

There are two types of callouts: tips and warnings:



A **Tip** provides good-to-know information that helps users complete a task.

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A **Warning** refers to information that may be critical to the system's functionality and might affect data or system stability.

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**2. ABOUT MASNET-ACCESS PORTAL**

The Subscribing Organisations (SOs) include financial institutions and government agencies. MASNET-Access provides a central point of file exchange between the financial institutions and government agencies.

MASNET-Access strives to streamline the file transfer operations, reduce the time-to-market and improve efficiency. New monitoring and reporting capabilities are introduced to ease system maintenance. A portal is created for this purpose. The MASNET-Access Portal allows SOs to administer and monitor their file transfers, and perform functions related to Concatenation and Distribution services.

This chapter covers the following topics under MASNET-Access Portal:

- Minimum Requirements
- Getting Started

**2.1 MINIMUM REQUIREMENTS**

An Internet-ready PC running one of the supported web browsers:

- Internet Explorer (recommended version: 6.x or later)
- Mozilla Firefox (recommended version: 2.x or later).

(Note: The following browser features should be enabled to ensure that the MASNET-Access application runs correctly: JavaScript, Browser Cookies, Window Popup and SSL.)

All SOs must be on-boarded into the MASNET-Access System. User accounts will be created for each SO for access to the MASNET-Access Portal. SOs can apply for user accounts to access the portal, and specify the role(s) each user should have within the portal.

The available roles for each service are:

Service	Role	Description
File Transfer	MASNET-Access Portal Administrator	<ul style="list-style-type: none"> <li>• View File Transfer Register</li> <li>• Update File Transfer Register</li> <li>• View File Activities</li> <li>• Generate reports on file transfer activities</li> </ul>
	MASNET-Access Portal Operator	<ul style="list-style-type: none"> <li>• View File Transfer Register</li> <li>• View File Activities</li> </ul>
	MASNET-Access Portal Report Generator	<ul style="list-style-type: none"> <li>• View File Transfer Register</li> <li>• View File Activities</li> <li>• Generate Reports on file transfer activities</li> </ul>
	MASNET-Access Portal Sender	<ul style="list-style-type: none"> <li>• View File Transfer Register</li> <li>• View File Activities</li> <li>• Generate Reports on file transfer activities</li> <li>• Upload or Download Files</li> </ul>

## 2. About the MASNET-Access Portal

Service	Role	Description
Concatenation	MASNET-Access Portal Concatenation Administrator	<ul style="list-style-type: none"> <li>Maintain Concatenation projects</li> </ul>
	MASNET-Access Portal Concatenation User	<ul style="list-style-type: none"> <li>View Concatenation projects</li> <li>Upload files for Concatenation</li> <li>Perform manual concatenation</li> <li>Perform reset concatenation</li> <li>Download concatenated files</li> </ul>
	MASNET-Access Portal Concatenation Reader	<ul style="list-style-type: none"> <li>View Concatenation projects</li> </ul>
	MASNET-Access Portal Report Generator	<ul style="list-style-type: none"> <li>Generate reports on Concatenation service</li> </ul>
Distribution	MASNET-Access Portal Distribution Administrator	<ul style="list-style-type: none"> <li>Maintain Distribution projects</li> </ul>
	MASNET-Access Portal Distribution User	<ul style="list-style-type: none"> <li>View Distribution projects</li> <li>Upload files for Distribution</li> <li>Perform manual redistribution</li> </ul>
	MASNET-Access Portal Distribution Reader	<ul style="list-style-type: none"> <li>View Distribution projects</li> </ul>
	MASNET-Access Portal Report Generator	<ul style="list-style-type: none"> <li>Generate reports on Distribution service</li> </ul>

### 2.2 GETTING STARTED

This section details the procedures on how to:

- Log in to and log out from the system
- Change your password.

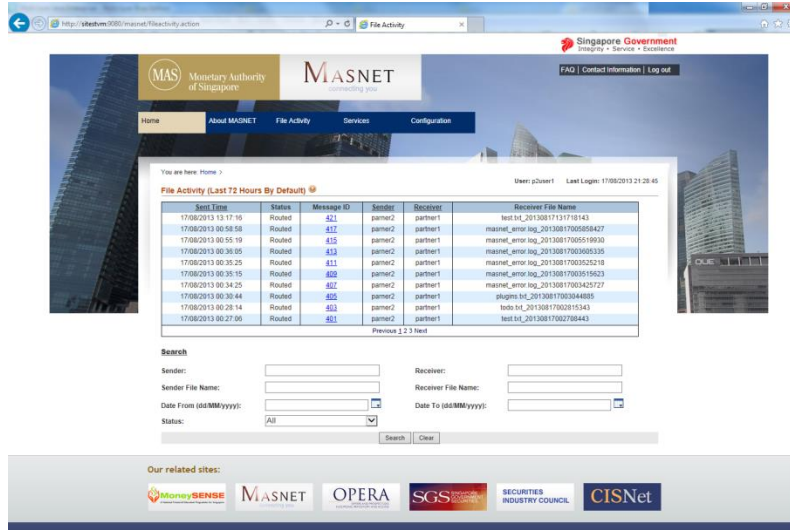
#### 2.2.1 Logging In

- To access the MASNET-Access Portal, type the following URL in your web browser:  
<https://masnetsvc2.mas.gov.sg/access/login>
- The Login page will be displayed. Enter your User ID and Password, and click **Login**:

## 2. About the MASNET-Access Portal



3. The File Activity page will be displayed. Usage of this page is discussed in section 3.

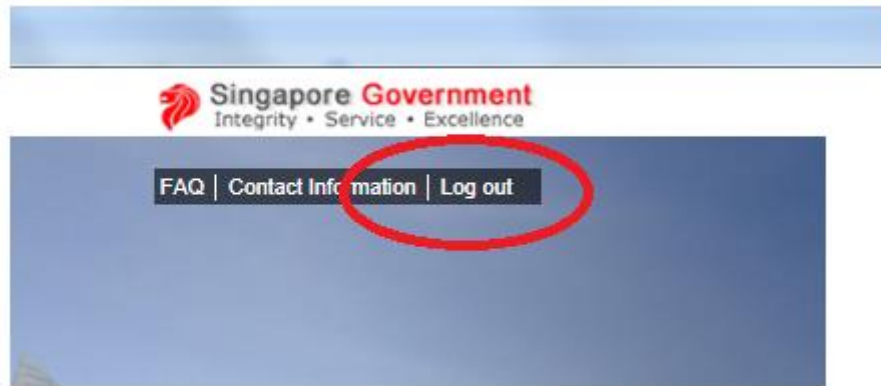


To ensure proper operation of MASNET-Access Portal, it is recommended that you DO NOT use your browser's navigation buttons (e.g. **Back** or **Forward**). Use the buttons provided in each page..

## 2. About the MASNET-Access Portal

### 2.2.2 Logging Out

1. To log out from the MASNET-Access Portal, click the **Log out** button on the top right corner of the Portal Web Page:



### 2.2.3 Changing Your Password

1. Refer to section 5.1 for procedures to change your password.



### 3. FILE ACTIVITIES (FOR FILE TRANSFER)

The core of MASNET-Access is the file transfer capabilities of the system. Through the file activities page you will be able to view and search the file transfers that have occurred, where your organization is either a Sender or Receiver of files.

#### 3.1 VIEWING FILE ACTIVITIES

1. You can access the File Activities through the landing page. This is the page that you will see upon logging into the system. Alternatively to get to this page, click on the **File Activity** button in the main menu. (Main Menu >> File Activity)

The screenshot shows the MASNET File Activity page. At the top, there is a navigation bar with 'Home', 'About MASNET', 'File Activity', 'Services', and 'Configuration'. The 'File Activity' section is active. Below the navigation bar, there is a header for 'File Activity (Last 72 Hours By Default)'. The main content is a table with the following data:

Sent Time	Status	Message ID	Sender	Receiver	Receiver File Name
17/08/2013 13:17:16	Routed	421	parner2	partner1	test.bt_20130817131718143
17/08/2013 00:58:58	Routed	417	parner2	partner1	masnet_error_log_20130817005858427
17/08/2013 00:55:19	Routed	415	parner2	partner1	masnet_error_log_20130817005519930
17/08/2013 00:36:05	Routed	413	parner2	partner1	masnet_error_log_20130817003605335
17/08/2013 00:35:25	Routed	411	parner2	partner1	masnet_error_log_20130817003525218
17/08/2013 00:35:15	Routed	409	parner2	partner1	masnet_error_log_20130817003515623
17/08/2013 00:34:25	Routed	407	parner2	partner1	masnet_error_log_20130817003425727
17/08/2013 00:30:44	Routed	405	parner2	partner1	plugins.txt_20130817003044885
17/08/2013 00:28:14	Routed	403	parner2	partner1	todo.txt_20130817002815343
17/08/2013 00:27:06	Routed	401	parner2	partner1	test.bt_20130817002708443

Below the table, there is a search section with the following fields:

- Sender:
- Receiver:
- Sender File Name:
- Receiver File Name:
- Date From (dd/MM/yyyy):
- Date To (dd/MM/yyyy):
- Status:

At the bottom of the page, there is a section for 'Our related sites' with logos for MoneySENSE, MASNET, OPERA, SGS, SECURITIES INDUSTRY COUNCIL, and CISNet.

### 3. File Activities

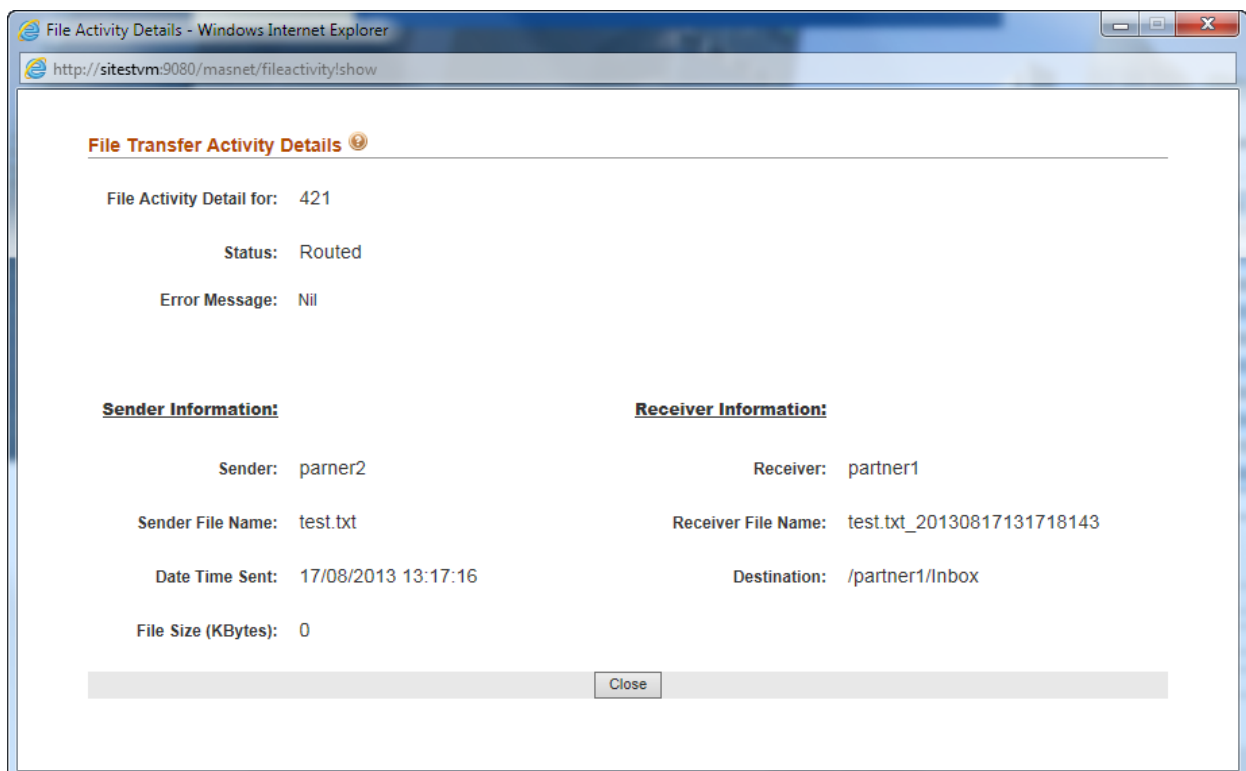
- The File Activity page displays the activities that have occurred in the last 72 hours by default. The table displays 10 rows per page. Additional pages can be accessed through the page number links at the bottom of the table (highlighted with a red box).

#### File Activity (Last 72 Hours By Default)


Sent Time	Status	Message ID	Sender	Receiver	Receiver File Name
17/08/2013 13:17:16	Routed	<a href="#">421</a>	parner2	partner1	test.txt_20130817131718143
17/08/2013 00:58:58	Routed	<a href="#">417</a>	parner2	partner1	masnet_error.log_20130817005858427
17/08/2013 00:55:19	Routed	<a href="#">415</a>	parner2	partner1	masnet_error.log_20130817005519930
17/08/2013 00:36:05	Routed	<a href="#">413</a>	parner2	partner1	masnet_error.log_20130817003605335
17/08/2013 00:35:25	Routed	<a href="#">411</a>	parner2	partner1	masnet_error.log_20130817003525218
17/08/2013 00:35:15	Routed	<a href="#">409</a>	parner2	partner1	masnet_error.log_20130817003515623
17/08/2013 00:34:25	Routed	<a href="#">407</a>	parner2	partner1	masnet_error.log_20130817003425727
17/08/2013 00:30:44	Routed	<a href="#">405</a>	parner2	partner1	plugins.txt_20130817003044885
17/08/2013 00:28:14	Routed	<a href="#">403</a>	parner2	partner1	todo.txt_20130817002815343
17/08/2013 00:27:06	Routed	<a href="#">401</a>	parner2	partner1	test.txt_20130817002708443

[Previous](#) [1](#) [2](#) [3](#) [Next](#)

- To see additional details of a file transfer, click on the **Message ID** link (highlighted with a blue box in the diagram in point 2). Click on the **Close** button to close this page.



The screenshot shows a web browser window titled "File Activity Details - Windows Internet Explorer" with the URL "http://sitestvm:9080/masnet/fileactivity/show". The page content is as follows:

**File Transfer Activity Details** 

File Activity Detail for: 421

Status: Routed

Error Message: Nil

**Sender Information:**

Sender: parner2

Sender File Name: test.txt

Date Time Sent: 17/08/2013 13:17:16

File Size (KBytes): 0

**Receiver Information:**

Receiver: partner1

Receiver File Name: test.txt\_20130817131718143

Destination: /partner1/Inbox






Ensure that pop-up blockers for the browser have been disabled. Pop-up blockers may block the file transfer activity details from being displayed.

### 3.2 SEARCHING FILE ACTIVITIES

1. On the File Activity page, search fields are available. These allow you to enter criteria as a search filter to narrow the list displayed in the table. You may enter one or more search criteria. If nothing is entered, the default search results are displayed.

#### Search

Sender:	<input type="text"/>	Receiver:	<input type="text"/>
Sender File Name:	<input type="text"/>	Receiver File Name:	<input type="text"/>
Date From (dd/MM/yyyy):	<input type="text"/> 	Date To (dd/MM/yyyy):	<input type="text"/> 
Status:	<input type="text" value="All"/> 		
<input type="button" value="Search"/>		<input type="button" value="Clear"/>	

- **Sender:** The Sender of a file.
- **Receiver:** The Receiver of a file.
- **Sender File Name:** File name used by the sender.
- **Receiver File Name:** File name used by the receiver.
- **Date From:** Files sent from this date onwards.
- **Date To:** Files sent before this date.
- **Status:** Complete – File Transfers that are successful  
Failed – File Transfers that have failed.

Click on the **Search** button to begin the search.

Click on the **Clear** button to clear the input search criteria.



In **Sender File Name**, if you specify a Sender that is not your organization, it automatically means you are the receiver of the file. Likewise when you specify another organization as the Receiver of the file, it automatically means you are the sender of the file. You will only be able to search for transfers where you are the receiver or sender.

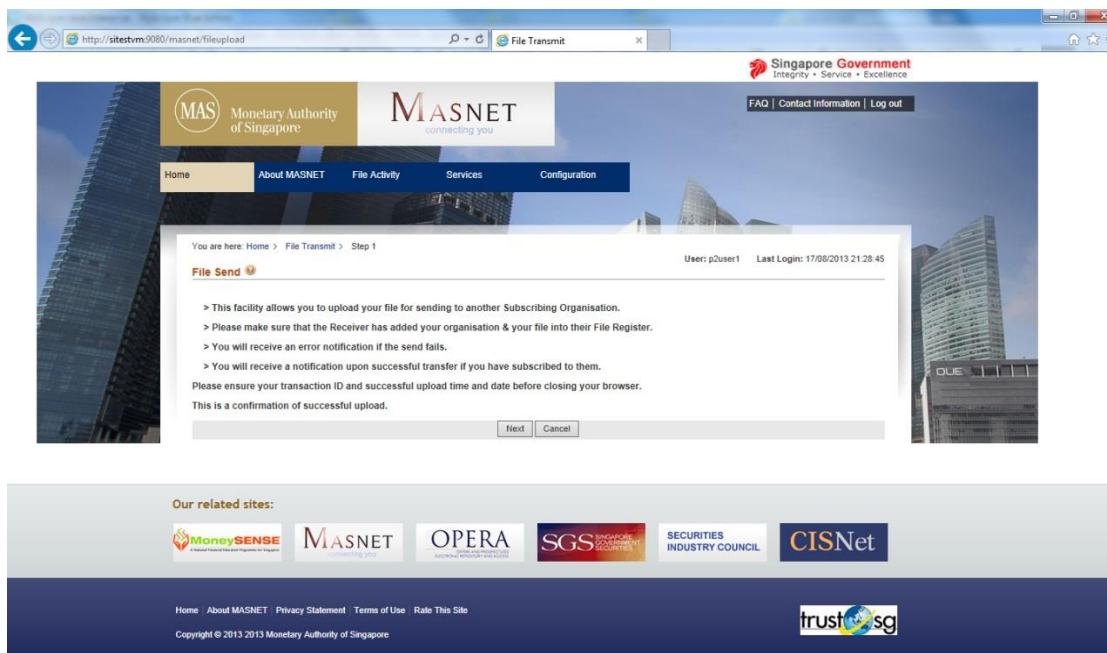
2. Upon clicking the **Search** button, only records that meet the search criteria will be shown. To view the default search page again, click on the **File Activity** button in the main menu. (Main Menu >> File Activity)

## 4. SERVICES

MASNET-Access Portal allows the upload and download of files. Users may upload or download files for their organizations. Users may also generate reports on the File Transfer and Concatenation and Distribution activities that have been conducted in the system.

### 4.1 FILE TRANSMIT FOR FILE TRANSFER / FILE UPLOAD FOR CONCATENATION AND DISTRIBUTION

1. Users may upload files through the **File Transmit** page. This can be accessed from the Services menu. (Main Menu >> Services >> File Transmit).



Please read the instructions shown on this page carefully and click **Next** to proceed to the next page. Click **Cancel** to return to the landing page.

2. Upon clicking **Next**, the second page of the File Transmit functionality will be loaded.

The screenshot displays the MASNET File Transmit configuration interface. At the top, there is a navigation bar with links for Home, About MASNET, File Activity, Services, and Configuration. The main content area is titled 'File Transmit' and includes a breadcrumb trail: 'You are here: Home > File Transmit > Step 2'. The form contains the following fields and controls:

- Mailbox Type:** A dropdown menu currently set to 'All'.
- Mailbox Path:** A dropdown menu currently set to '/'.
- File:** A text input field with a 'Browse...' button next to it.
- Rename File To:** A text input field.

At the bottom of the page, there is a section titled 'Our related sites' with logos for MoneySENSE, MASNET, OPERA, SGS, SECURITIES INDUSTRY COUNCIL, and CISNet.

Enter the following:

- **Mailbox Type:** Choose the type of mailbox (Concatenation/Distribution/File Transfer/All).
- **Mailbox Path:** Mailbox to upload the file to. The mailbox is your organization's sending mailbox.
  - If selected Mailbox Type is Concatenation or Distribution, the Mailbox Path will be displayed, and cannot be changed
- **File:** Click on the **Browse** button to select the file to be uploaded.
- **Rename File To:** The name to rename the file to after it is uploaded, if required.

Click the **Next** button to proceed to the next page. Click on **Cancel** to return to the landing page



You can use the **Rename File To** option to rename the file to the required format for your organization.



The extension of the file to be uploaded will be used to determine if it is encrypted and must end with a valid extension for encrypted files. The following encryption format is supported:

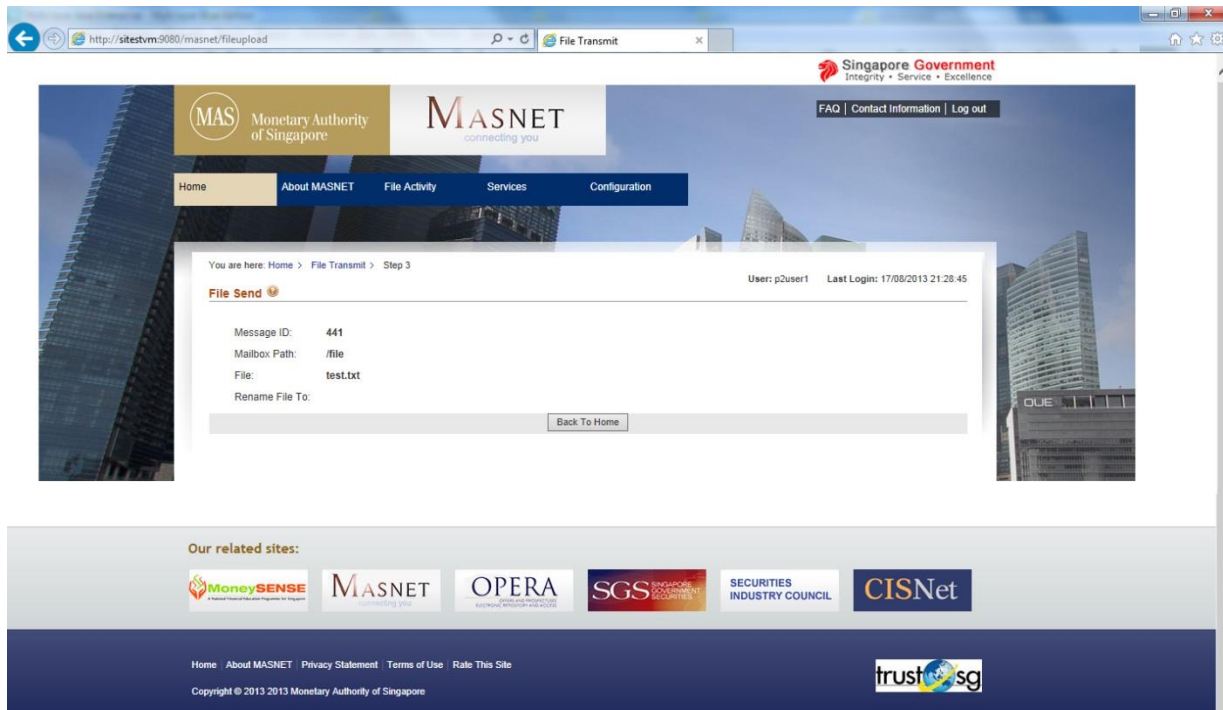
- .p7 (files encrypted using SLIFT)



Ensure that the files being uploaded have the correct naming conventions. Also ensure that the files are virus-free and do not exceed the file size limit, otherwise they will be rejected. If they are rejected, you will be notified.

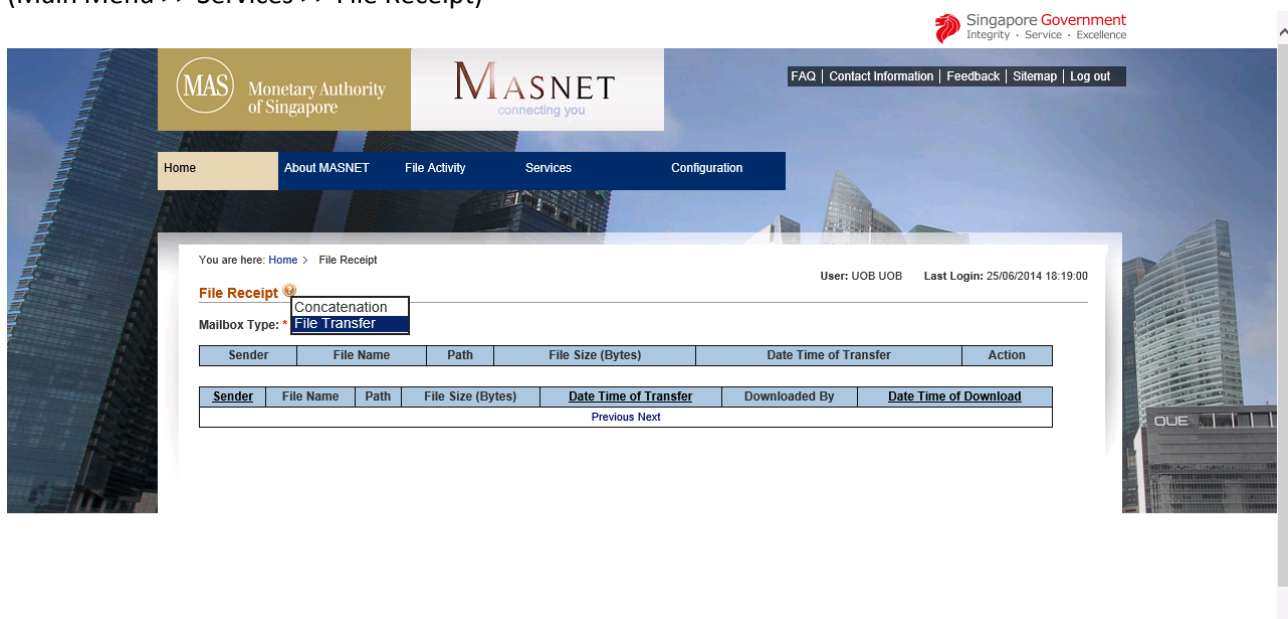
## 4. Configuration

- The next page shows a confirmation of the upload. Click on the **Back To Home** button to return to the home page. Take note of the Message ID because you will need that to identify this file transfer on the File Activity page.



### 4.2 FILE RECEIPT FOR FILE TRANSFER / FILE DOWNLOAD FOR CONCATENATED FILE

- Users may download files through the **File Receipt** page. This can be accessed from the Services menu. (Main Menu >> Services >> File Receipt)





## 4. Configuration

Enter the following:

- **Mailbox Type:** Choose the type of mailbox (Concatenation/File Transfer). If selected Mailbox Type is Concatenation, the sender column will display “Multiple” to signify multiple senders.
2. This page contains two tables. The table on the top shows the list of files that can be downloaded. Click on the **Download** link to download the file.



Ensure that the file is completely downloaded. Each file can only be downloaded once. If you encounter issues during the download, please contact MAS.

3. The table on the bottom contains a list of files that were downloaded previously for your organization and the user who downloaded them.

### 4.3 REPORTS

1. The reports generation screen can be accessed via the **Reports** page. This can be accessed from the **Services** menu. (Main Menu >> Services >> Report)

2. The fields on the page are used to configure the output of the report. Filling in the fields will affect the output displayed in the report.
  - **Type of Report:** The type of report (File Transfer/ Concatenation/ Distribution)
  - **Project:** Project name
  - **Sender:** Sender name
  - **Receiver:** Receiver name
  - **Date From:** Start date of the File Transfers/Concatenation/Distribution
  - **Time From:** Start time of the File Transfers/Concatenation/Distribution
  - **Date To:** End date of the File Transfers/Concatenation/Distribution
  - **Time To:** End time of the File Transfers/Concatenation/Distribution
  - **File Transmit Status:** Status of the File Transfers

## 4. Configuration

- **Group By:** Reports can be generated by grouping by File Producer or File Consumer
- **Sort By Column:** Sort the output of the report by Status, Original File Name or File Size
- **Report Format:** Output format of the report, either PDF, XLS or HTML
- **Report Type:** Detailed reports show the complete breakdown by individual transactions  
Summary reports show the high level view of transactions based on grouping.

Click on **Generate Report** to generate the report. You will be prompted to download the report.  
Click on **Clear** to clear the input fields.

### 4.4 MANUAL CONCATENATION

1. The manual concatenation screen can be accessed via the **Manual Concatenation** page. This can be accessed from the **Services** menu. (Main Menu >> Services >> Manual Concatenation)

The screenshot displays the MASNET Manual Concatenation interface. At the top, there are logos for MAS (Monetary Authority of Singapore) and MASNET (connecting you). The navigation menu includes Home, About MASNET, File Activity, Services, and Configuration. The main content area shows the 'Manual Concatenation' page with the following details:

- Project Filter:** SRS\_PE
- Project Type:** Manual
- Date From (dd/mm/yyyy):** [Empty]
- Date To (dd/mm/yyyy):** [Empty]
- Filter** button

Select	File Name	Sender	Time Sent
<input type="checkbox"/>	CC_DBS.UOB.SRS_PE.TESTFILE.txt	DBS	21/07/2014 10:57:24
<input type="checkbox"/>	CC_UOB.UOB.SRS_PE.TESTFILE.txt	UOB	21/07/2014 10:57:23

Buttons: **Concatenate**, **Delete**

**Audit Trail**

Project Name	Mode	List of Senders	No. of Files	Concatenated On	Concatenated By
SRS_PE	Manual	<a href="#">See Senders</a>	0	21/07/2014 10:32:20	SYSTEM
SRS_PE	Manual	<a href="#">See Senders</a>	0	21/07/2014 10:24:24	SYSTEM
SRS_PE	Manual	<a href="#">See Senders</a>	0	21/07/2014 10:21:33	SYSTEM
SRS_PE	Manual	<a href="#">See Senders</a>	0	21/07/2014 10:19:15	SYSTEM
SRS_PE	Manual	<a href="#">See Senders</a>	0	21/07/2014 10:13:35	SYSTEM
SRS_PE	Manual	<a href="#">See Senders</a>	2	21/07/2014 09:57:29	SYSTEM
SRS_PE	Manual	<a href="#">See Senders</a>	0	21/07/2014 09:28:03	SYSTEM
SRS_PE	Manual	<a href="#">See Senders</a>	0	21/07/2014 09:19:39	SYSTEM
SRS_PE	Manual	<a href="#">See Senders</a>	0	21/07/2014 09:10:04	SYSTEM
SRS_PE	Manual	<a href="#">See Senders</a>	0	21/07/2014 09:06:40	SYSTEM

Navigation: Previous 1 2 3 4 5 6 7 8 9 Next

2. To view the files that are pending concatenation, enter the required fields:
  - **Subscriber:** List of available Subscribers (Only visible to MAS users)
  - **Project Filter:** List of available Projects for Concatenation
  - **Date From:** Date from of file sent/uploaded
  - **Date To:** Date to of file sent/uploaded

Click on **Filter** to fill table with the Concatenation File List.

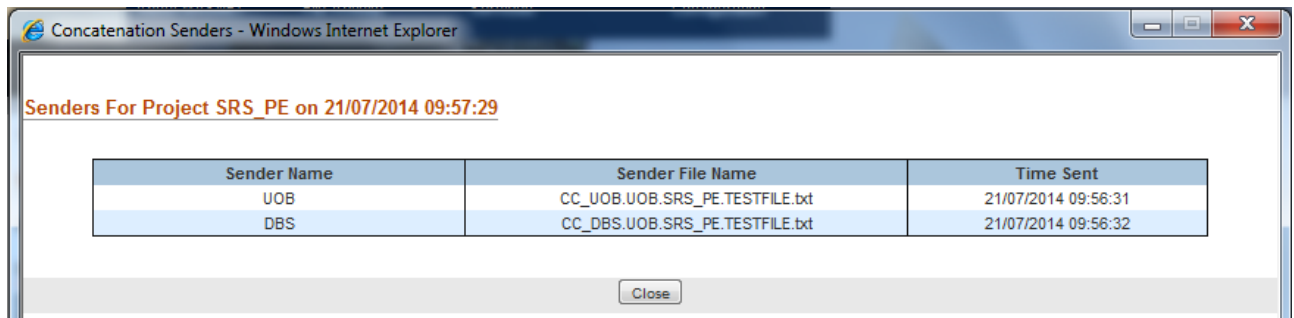
Click on **Concatenate** to concatenate the selected files. This button will only be shown for projects that can be concatenated.

Click on **Delete** to delete single or multiple file(s) from the concatenation list. You will be prompted to confirm the deletion.

Click on **List of the Senders** link to see the senders of files that make up the concatenated file.



## 4. Configuration



Click on **Back to Home** to return to homepage.

### 4.5 RESET CONCATENATION

- The reset concatenation screen can be accessed via the **Manual Concatenation Reset** page. This can be accessed from the Services menu. (Main Menu >> Services >> Manual Concatenation Reset)

You are here: Home > Manual Concatenation Reset >

User: UOB UOB Last Login: 21/07/2014 18:27:37

**Manual Concatenation Reset**

Project Filter: SRS\_PE Project Type: Manual

Date From (dd/mm/yyyy): Date To (dd/mm/yyyy): Filter

Select	Concatenation On	Concatenation By
<input type="checkbox"/>	21/07/2014 10:32:20	SYSTEM
<input type="checkbox"/>	21/07/2014 10:24:24	SYSTEM
<input type="checkbox"/>	21/07/2014 10:21:33	SYSTEM
<input type="checkbox"/>	21/07/2014 10:19:15	SYSTEM
<input type="checkbox"/>	21/07/2014 10:13:35	SYSTEM
<input type="checkbox"/>	21/07/2014 09:57:29	SYSTEM
<input type="checkbox"/>	21/07/2014 09:28:03	SYSTEM
<input type="checkbox"/>	21/07/2014 09:19:39	SYSTEM
<input type="checkbox"/>	21/07/2014 09:10:04	SYSTEM
<input type="checkbox"/>	21/07/2014 09:06:40	SYSTEM

Previous | Next

Reset

**Audit Trail - Past Resets**

Project Name	Mode	Reset On	Reset By
SRS_PE	Manual	21/07/2014 10:35:31	SYSTEM
SRS_PE	Manual	01/07/2014 14:28:01	SYSTEM
SRS_PE	Manual	01/07/2014 14:25:22	SYSTEM
SRS_PE	Manual	16/06/2014 16:59:32	SYSTEM
SRS_PE	Manual	05/06/2014 13:55:42	SYSTEM
SRS_PE	Manual	05/06/2014 13:53:11	SYSTEM
SRS_PE	Manual	04/06/2014 23:59:55	SYSTEM

Previous | Next

- To view the files that have been concatenated, enter the required fields:
  - Subscriber:** List of available Subscribers (Only visible to MAS users)
  - Project Filter:** List of available Projects for Concatenation
  - Date From:** Date from of file sent/uploaded
  - Date To:** Date to of file sent/uploaded

Click on **Filter** to fill table with the Concatenation File List.

Click on **Reset** to reset the selected concatenation file(s). You will be prompted to confirm the following reset.

Click on **Back to Home** to return to homepage.

- You have to perform Manual Concatenation for files that have been reset.

### 4.6 MANUAL REDISTRIBUTION

- The manual redistribution screen can be accessed via the **Manual Redistribution** page. This can be accessed from the Services menu. (Main Menu >> Services >> Manual Redistribution)

The screenshot shows the MASNET Manual Redistribution interface. At the top, there is a navigation bar with 'Home', 'About MASNET', 'File Activity', 'Services', and 'Configuration'. The 'Manual Redistribution' section is active, displaying a table of distributed files. The table has columns for File Name, Receiver, and Time Sent. The file names are UOB.SRS\_DE&RE.TXT. The receivers are listed as 'See Receivers'. The times sent range from 21/07/2014 16:05:19 to 14/07/2014 17:05:55. There are search filters for Date From and Date To, and a Filter button. The page also shows the MAS logo, MASNET logo, and Singapore Government logo.

File Name	Receiver	Time Sent
UOB.SRS_DE&RE.TXT	<a href="#">See Receivers</a>	21/07/2014 16:05:19
UOB.SRS_DE&RE.TXT	<a href="#">See Receivers</a>	21/07/2014 16:04:18
UOB.SRS_DE&RE.TXT	<a href="#">See Receivers</a>	21/07/2014 16:00:28
UOB.SRS_DE&RE.TXT	<a href="#">See Receivers</a>	21/07/2014 15:46:48
UOB.SRS_DE&RE.TXT	<a href="#">See Receivers</a>	21/07/2014 15:43:38
UOB.SRS_DE&RE.TXT	<a href="#">See Receivers</a>	21/07/2014 15:42:55
UOB.SRS_DE&RE.TXT	<a href="#">See Receivers</a>	16/07/2014 09:58:33
UOB.SRS_DE&RE.TXT	<a href="#">See Receivers</a>	15/07/2014 17:38:30
UOB.SRS_DE&RE.TXT	<a href="#">See Receivers</a>	14/07/2014 17:59:40
UOB.SRS_DE&RE.TXT	<a href="#">See Receivers</a>	14/07/2014 17:05:55

- In order to view the files that have been distributed, enter the required fields:
  - Subscriber:** List of available Subscribers (Only visible to MAS users)
  - Date From:** Date from of file sent/uploaded
  - Date To:** Date to of file sent/uploaded

Click on **Filter** to fill table with the Concatenation File List.

Click on the link in the **Receiver Email** column under the Project Contents section to edit email address of the receiver.

## 4. Configuration

You are here: [Home](#) > [Manual Redistribution](#) >

User: UOB UOB Last Login: 21/07/2014 18:27:37

### Manual Redistribution

Date From (dd/mm/yyyy):  Date To (dd/mm/yyyy):  [Filter](#)

List of Distributed Files:

File Name	Receiver	Time Sent
UOB_SRS_DE&RE.TXT	<a href="#">See Receivers</a>	21/07/2014 16:05:19
UOB_SRS_DE&RE.TXT	<a href="#">See Receivers</a>	21/07/2014 16:04:18
UOB_SRS_DE&RE.TXT	<a href="#">See Receivers</a>	21/07/2014 16:00:28
UOB_SRS_DE&RE.TXT	<a href="#">See Receivers</a>	21/07/2014 15:48:48
UOB_SRS_DE&RE.TXT	<a href="#">See Receivers</a>	21/07/2014 15:43:38
UOB_SRS_DE&RE.TXT	<a href="#">See Receivers</a>	21/07/2014 15:42:55
UOB_SRS_DE&RE.TXT	<a href="#">See Receivers</a>	16/07/2014 09:58:33
UOB_SRS_DE&RE.TXT	<a href="#">See Receivers</a>	15/07/2014 17:38:30
UOB_SRS_DE&RE.TXT	<a href="#">See Receivers</a>	14/07/2014 17:59:40
UOB_SRS_DE&RE.TXT	<a href="#">See Receivers</a>	14/07/2014 17:05:55

Previous 1 2 3 4 5 6 7 8 9 Next

### Project Contents:

Receiver File Name	Receiver Email	Time Sent	
UOB_SRS_DE&RE.TXT	DBSTestUser@tmasnet.mas.gov.sg	21/07/2014 16:05:29	<a href="#">Resend</a>
UOB_SRS_DE&RE.TXT	DBSTestUser@tmasnet.mas.gov.sg	21/07/2014 16:05:30	<a href="#">Resend</a>
UOB_SRS_DE&RE.TXT	DBSTestUser@tmasnet.mas.gov.sg	21/07/2014 16:05:30	<a href="#">Resend</a>
UOB_SRS_DE&RE.TXT	DBSTestUser@tmasnet.mas.gov.sg	21/07/2014 16:05:31	<a href="#">Resend</a>

Click on **Resend** link under the Project Contents section to redeliver the file.  
Click on **Back to Home** to return to homepage.

## 5. CONFIGURATION

The Configuration menu provides options to:

- configure your account and the file transfers authorized by your organization
- change your password or notifications
- view or update your organization's file transfer register, depending on the access rights you have been granted
- maintain Concatenation and Distribution projects

### 5.1 CHANGING YOUR PASSWORD

1. At some point in your use of the MASNET-Access portal, you may wish to change your password. This can be done using the **Change Password** page.  
(Main Menu >> Configuration >> Change Password)

2. Enter the following:
  - **Current Password:** Fill in the password you are using now
  - **New Password:** The new password you intend to use
  - **Re-Enter New Password:** Re-enter the new password to confirm

Click the **Save** button to save your changes..

Click the **Back To Home** button to return to the landing page.



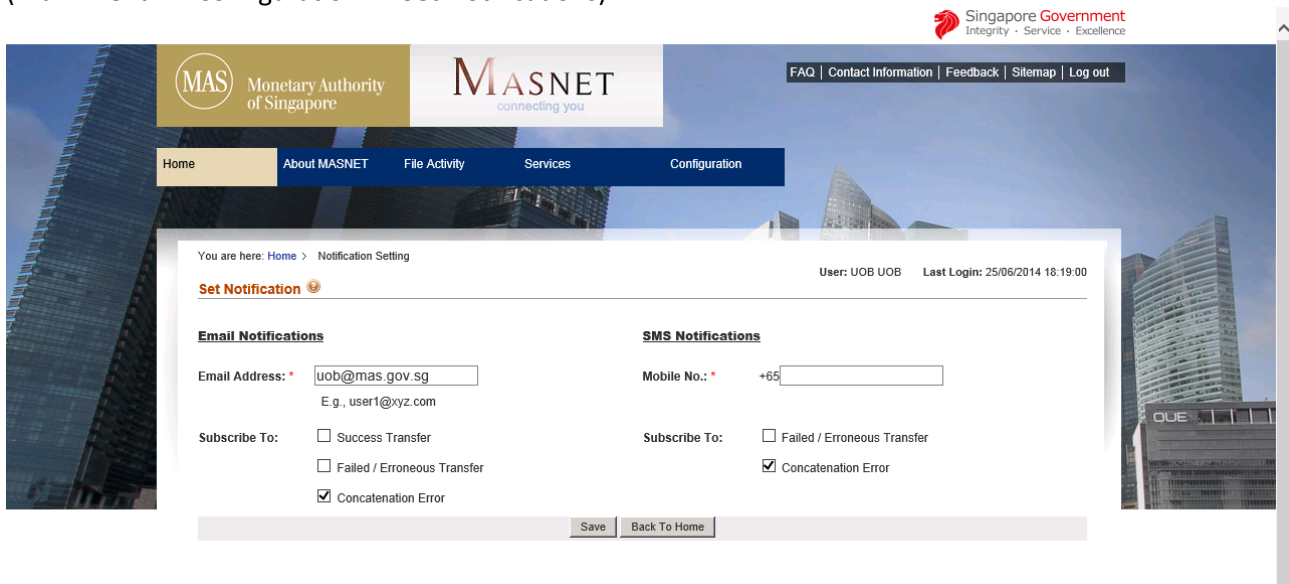
Your password should be sufficiently complex. The password policies adopted for the MASNET-Access Portal requires that your password contains at least one upper case and lower case character and it should be a minimum of 8 characters. Passwords cannot be a repeat of past 6 passwords and will expire every 3 months.



Your account will be locked when you enter the incorrect password 3 times during login.

**5.2 SETTING YOUR NOTIFICATIONS**

1. Users who are Operators, Report Generators or Senders will be able to set your notifications. This can be done using the **Set Notifications** page.  
(Main Menu >> Configuration >> Set Notifications)



2. To subscribe for Email notifications, under the **Email Notifications** section, provide your contact email in the **Email Address** field and subscribe to the type of transfer information you want to receive notifications for. You can check at least one of the checkboxes for **Successful Transfer, Failed / Erroneous Transfer, Concatenation Errors** and **Distribution Errors**.

To subscribe for SMS notifications, under the SMS Notifications section, provide your mobile no. (Singapore mobile numbers only) and check at least one of the checkboxes for **Failed / Erroneous Transfer, Concatenation Errors** and **Distribution Errors**.

Clicking the **Save** button will save the notification settings that you have selected. These settings take effect immediately.

Click the **Back To Home** button to return to the landing page.



To avoid unnecessary emails or messages, only subscribe to what is required.



Check and verify that your email address or mobile number is entered correctly or you may not receive important notifications from MASNET-Access.

### 5.3 FILE TRANSFER REGISTER (FOR FILE TRANSFER ONLY)

1. You can access the File Transfer Register through the **Configuration** menu. (Main Menu >> Configuration >> File Transfer Register).

The screenshot displays the MASNET File Register interface. At the top, there is a navigation menu with options: Home, About MASNET, File Activity, Services, and Configuration. The main content area shows a table of file transfer records with the following data:

Sender	Receiver	Sender File Name	Receiver File Name	Receiver Dest/Script	Status
test	partner2	test1	test	/test	Finalised
partner2	partner2	RT_partner2_partner2_111_333.txt	RT_partner2_partner2_111_333.txt	/Inbox	Pending
partner1	partner2	RT_partner1_partner2_111_222.txt	partner1_partner2_111_222.txt	/Inbox	Draft
partner2	partner2	RT_partner2_partner2_text.txt	test.txt	/Inbox	Draft
partner1	partner2	test1	test23	/test	Deleted

Below the table, there are buttons for Search, Add Record, and Export. A search section includes input fields for Sender, Sender File Name, Receiver, Receiver File Name, Receiver Script Name, and a Status dropdown menu set to 'All'. At the bottom of the page, there is a footer with logos for MoneySENSE, MASNET, OPERA, SGS, SECURITIES INDUSTRY COUNCIL, and CISNet.

This page shows you the list of files that have been registered for your organization in the table on the top of the page. The table allows you to browse all the files that have been registered. Only a maximum of ten records are displayed on each page, page numbers at the bottom of the table allow you to move between the pages in the table.

On this same page you will be able to search for a specific file register record. You can only configure the File Transfer Register as the Receiver, i.e. you can only specify who can send you files and what files they can send you.

2. To search for a file register record, enter any of the following fields:
  - **Sender:** Sender of the file
  - **Sender File Name:** File name that the Sender uses
  - **Receiver:** Receiver of the file
  - **Receiver File Name:** File name that Receiver uses
  - **Receiver Script Name:** Connect:Direct script that the Receiver uses
  - **Status:** Status of the File Register Record

Click the **Search** button to perform the search.

Click the **Back To Home** button to return to the landing page.



## 4. Configuration

- To view the details of a file register record, click on the Sender File Name. It appears as a link when the record is in Draft, Pending or Finalized status. Records that are deleted cannot be viewed anymore.

For records in Draft or Pending status, the Edit Record page is shown when the link is clicked.

The screenshot displays the MASNET File Register interface. At the top, there is a navigation menu with 'Home', 'About MASNET', 'File Activity', 'Services', and 'Configuration'. The 'File Register' page shows a table of records with columns for Sender, Receiver, Sender File Name, Receiver File Name, Receiver Dest/Script, and Status. Below the table are buttons for 'Search', 'Add Record', and 'Export'. An 'Edit' form is visible below the table, containing fields for Sender, Receiver, Sender File Name, Receiver Dest, Receiver File Name, Receiver Script, Append Date Time (checked), Receiver ID, Status (dropdown), Sender Job Ref, and Receiver Ref. The footer includes 'Our related sites' with logos for MoneySENSE, MASNET, OPERA, SGS, SECURITIES INDUSTRY COUNCIL, and CISNet.

Sender	Receiver	Sender File Name	Receiver File Name	Receiver Dest/Script	Status
test	partner2	test	test	/test	Finalised
partner2	partner2	<a href="#">RT_partner2.partner2.111.333.txt</a>	RT_partner2.partner2.111.333.txt	/Inbox	Pending
partner1	partner2	<a href="#">RT_partner1.partner2.111.222.txt</a>	partner1.partner2.111.222.txt	/Inbox	Draft
partner2	partner2	<a href="#">RT_partner2.partner2.txt.txt</a>	test.txt	/Inbox	Draft
partner1	partner2	test1	test23	/test	Deleted

When editing a record, only the following fields can be changed:

- Receiver Dest:** The destination path for the receiver
- Receiver File Name:** The file name to be used by the receiver
- Receiver Script:** The Connect:Direct script to be triggered at the receiver end
- Append Date Time:** Whether to Append date and time to the file name
- Receiver ID:** The ID to be used to connect to the Receiver
- Status:** The status of the record (Pending, Finalized)
- Sender Job Reference:** An identifier for the sender to identify this file transfer record
- Receiver Job Reference:** An identifier for the receiver to identify this file transfer record

Click the **Save** button to save the updates.

Click the **Back To Home** button to return to the landing page.

4. For records that are Finalized, the following page will be displayed:

The screenshot shows the MASNET File Register interface. At the top, there is a navigation menu with 'Home', 'About MASNET', 'File Activity', 'Services', and 'Configuration'. The 'File Register' section is active, displaying a table of records. Below the table are buttons for 'Search', 'Add Record', and 'Export'. A 'Delete' form is visible, allowing users to input details for a record to be deleted. The footer contains links to related sites: MoneySENSE, MASNET, OPERA, SGS, SECURITIES INDUSTRY COUNCIL, and CISNet.

Sender	Receiver	Sender File Name	Receiver File Name	Receiver Dest/Script	Status
test	parner2	test	test	/test	Finalised
parner2	parner2	<a href="#">RT_parner2.parner2.111.333.bt</a>	RT_parner2.parner2.111.333.bt	/inbox	Pending
parner1	parner2	<a href="#">RT_parner1.parner2.111.222.bt</a>	parner1.parner2.111.222.bt	/inbox	Draft
parner2	parner2	<a href="#">RT_parner2.parner2.test.bt</a>	test.bt	/inbox	Draft
parner1	parner2	test1	test23	/test	Deleted

Previous | Next

Search Add Record Export

**Delete**

Sender: \* test

Receiver: \* parner2

Sender File Name: \* test

Receiver Dest: /test

Receiver File Name: \* test

Receiver Script:

Append Date Time:

Receiver ID:

Status: Final

Sender Job Ref: \* test

Receiver Ref: \* sle

Delete Back To Home

Our related sites:

MoneySENSE MASNET OPERA SGS SECURITIES INDUSTRY COUNCIL CISNet

The details of the record will be displayed. You can verify the record details before proceeding with the delete.

Click the **Delete** button to delete the record.

Click the **Back To Home** button to return to the Landing Page.

5. To add a new record to the register, click on the Add Record Button.



A new form will be displayed at the bottom of the screen to add a new record to the File Register.



## 4. Configuration

The screenshot displays the MASNET File Register interface. At the top, there are logos for MAS (Monetary Authority of Singapore) and MASNET (connecting you). The navigation menu includes Home, About MASNET, File Activity, Services, and Configuration. The main content area shows a table of file transfer records and an 'Add Record' form.

Sender	Receiver	Sender File Name	Receiver File Name	Receiver Dest/Script	Status
test	parner2	test	test	/test	Finalised
parner2	parner2	RT_parner2.parner2.111.333.txt	RT_parner2.parner2.111.333.txt	/inbox	Pending
parner1	parner2	RT_parner1.parner2.111.222.txt	parner1.parner2.111.222.txt	/inbox	Draft
parner2	parner2	RT_parner2_parner2_text.txt	test.txt	/inbox	Draft
parner1	parner2	test1	test23	/test	Deleted

Buttons: Search, Add Record, Export

**Add**

Sender: \* [Dropdown]

Receiver: \* [Text: parner2]

Sender File Name: \* [Text: RT\_]

Receiver Dest: [Text]

Receiver File Name: \* [Text]

Receiver Script: [Text]

Append Date Time:

Receiver ID: [Text]

Status: [Dropdown: Draft]

Sender Job Ref: \* [Text]

Receiver Ref: \* [Text]

Buttons: Add, Back To Home

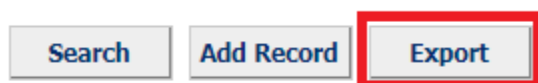
Enter the following fields to add a new record:

- **Sender:** Select a sender from the drop down list.
- **Receiver:** Defaulted to your organization's ID
- **Sender File Name:** Enter the file name that must be used by the sender
- **Receiver Dest:** The destination path for the receiver
- **Receiver File Name:** The file name to be used by the receiver
- **Receiver Script:** The Connect:Direct script to be triggered at the receiver end
- **Append Date Time:** Whether to Append date and time to the file name
- **Receiver ID:** The ID to be used to connect to the Receiver
- **Status:** The status of the record (Draft, Pending, Finalized)
- **Sender Job Reference:** An identifier for the sender to identify this file transfer record
- **Receiver Job Reference:** An identifier for the receiver to identify this file transfer record

Click the **Add** button to save the new record.

Click the **Back To Home** button to return to the landing page.

6. You can export the entire File Transfer register by clicking on the **Export** button.



The bottom part of the screen will display the Export functionality. The formats that you can export to are PDF and XLS.

## 4. Configuration

The screenshot shows the MASNET File Register interface. At the top, there is a navigation bar with 'Home', 'About MASNET', 'File Activity', 'Services', and 'Configuration'. The 'File Register' section is active. Below the navigation bar, there is a header for 'MASNET connecting you' and 'Singapore Government Integrity • Service • Excellence'. The main content area displays a table of file transfer records. The table has columns for Sender, Receiver, Sender File Name, Receiver File Name, Receiver Dest/Script, and Status. Below the table, there are buttons for 'Search', 'Add Record', and 'Export'. An 'Export' section is visible with a dropdown menu for 'Export As' set to 'XLS' and an 'Export' button. At the bottom, there are buttons for 'Export' and 'Back To Home'.

Sender	Receiver	Sender File Name	Receiver File Name	Receiver Dest/Script	Status
test	partner2	test1	test	/test	Finalised
partner2	partner2	<a href="#">RT_partner2_partner2_111_333.txt</a>	RT_partner2_partner2_111_333.txt	/inbox	Pending
partner1	partner2	<a href="#">RT_partner1_partner2_111_222.txt</a>	partner1_partner2_111_222.txt	/inbox	Draft
partner2	partner2	<a href="#">RT_partner2_partner2_text.txt</a>	test.txt	/inbox	Draft
partner1	partner2	test1	test123	/test	Deleted

To export the File Register, select the export format using the drop down in the **Export As** field. Click on the **Export** button to export the File Register. You will be prompted to save the file in your system.

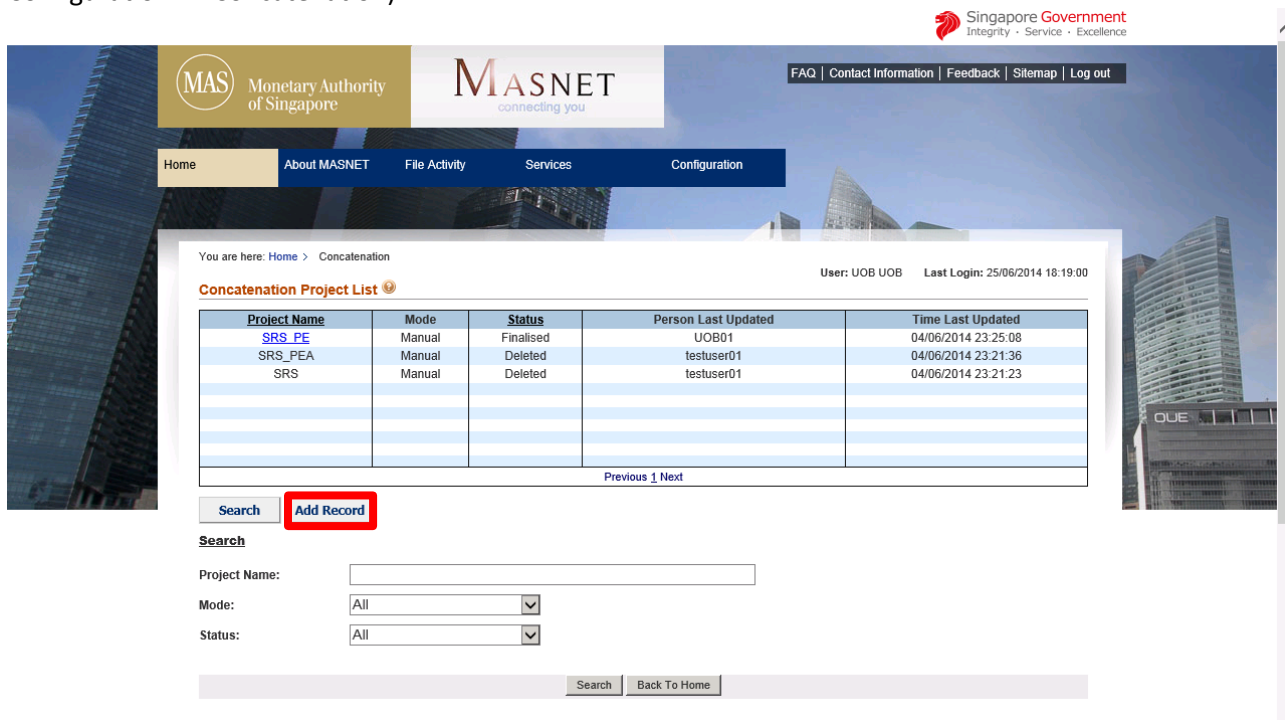
Click the **Back To Home** button to return to the landing page.

5.4 CONCATENATION PROJECTS

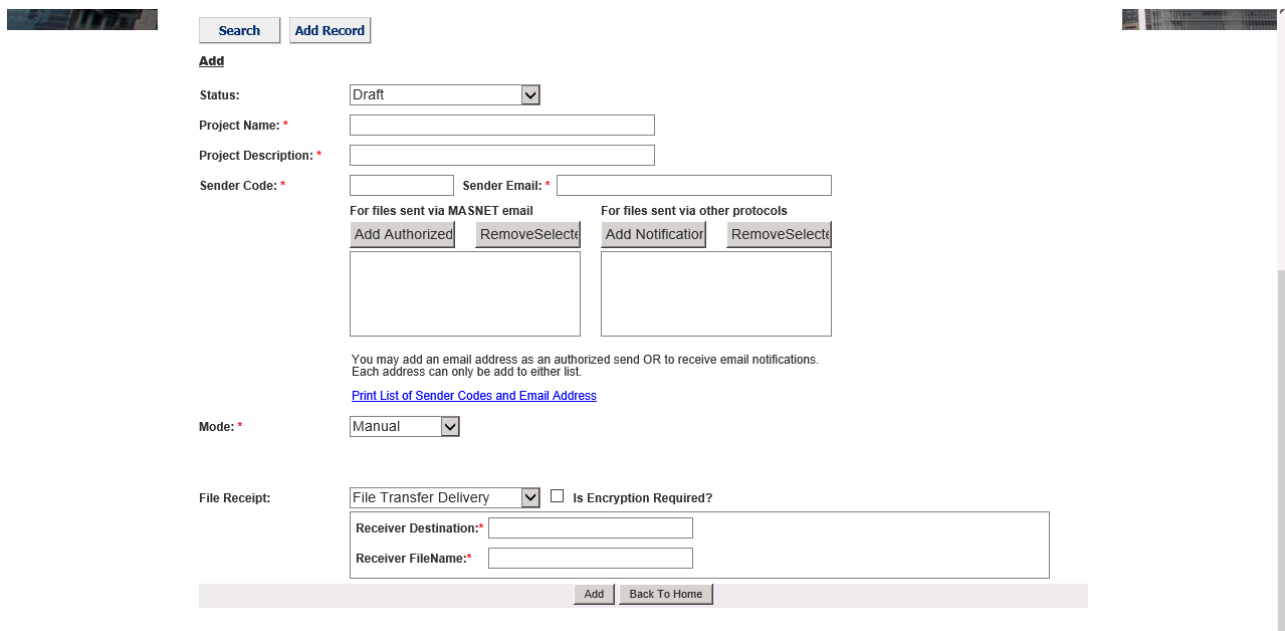
Concatenation projects are maintained by receivers of concatenated files.

5.4.1 Add Concatenation Project

1. You can access the Concatenation service through the **Configuration** menu. (Main Menu >> Configuration >> Concatenation).



When **Add Record** is selected, the following page will be displayed:



2. Enter the following fields to add a new concatenation project:

- **Status:** Select a Status (Draft/Final)
- **Receiver:** Receiver of the file (only visible for MAS Users)
- **Project Name:** Name of the project
- **Project Description:** Description of the project
- **Sender Code:** Name (abbreviation) of sender
- **Sender Email:** Email of sender
- **Mode:** Select the Mode of Concatenation (Manual / Scheduled)
- **Schedule:** Select Schedule (Daily/Weekly / Monthly)

**Daily/Weekly**

- **Days:** Select the days of the week to run the concatenation
- **Times:** Select the time of each scheduled day to run the concatenation (maximum of 5 times)

**Monthly**

- **Times:** Select the time of each scheduled day of the month to run the concatenation
- **Days:** Select the day(s) of the month to run the concatenation (maximum of 5 days)
- **Months:** Select the month(s) to run the concatenation
- **File Receipt:** Select the mode of receiving the file (File Transfer Delivery / Email / Web Download)

**File Transfer Delivery**

- **Receiver Destination:** Destination path of the SO's server to which the file is to be delivered
- **Receiver File Name:** Name of file to be delivered

**Email**

- **Receiver Destination:** Email address of the SO to which the file is to be sent
- **Receiver File Name:** Name of file to be sent

**Web Download**

- **Receiver File Name:** Name of file to be downloaded by SO
- **Is Encryption Required:** Check this box if file is to be encrypted before delivery

To add new **Authorized Email Sender** or **Notification Receiver**, enter the Sender Codes and Sender Emails and click the appropriate button to add them to the corresponding list.



Each sender and corresponding email address to the Concatenation project must be in either **Authorised Email Sender** or **Notification Receiver** group.

Click the appropriate **Remove Selected** to remove selected Senders.

Click the **Print List of Sender Codes and Email Address** link to generate a page containing a list of Sender Codes and corresponding email addresses.

Click the **Add** button to add the newly created project into the system.

Click the **Back To Home** button to return to the homepage.

### 5.4.2 Edit/Delete Concatenation Project

1. You can access the Concatenation through the **Configuration** menu. (Main Menu >> Configuration >> Concatenation).

When **existing Concatenation Project** is selected, the following page will be displayed:

You are here: [Home](#) > [Concatenation](#) User: UOB UOB Last Login: 25/06/2014 16:19:00

**Concatenation Project List**

Project Name	Mode	Status	Person Last Updated	Time Last Updated
<a href="#">SRS_PE</a>	Manual	Finalised	UOB01	04/06/2014 23:25:08
SRS_PEA	Manual	Deleted	testuser01	04/06/2014 23:21:36
SRS	Manual	Deleted	testuser01	04/06/2014 23:21:23

[Previous](#) [Next](#)

[Search](#) [Add Record](#)

**Edit / Delete**

Status:

Project Name: \*

Project Description: \*

Sender Code: \*  Sender Email: \*

For files sent via MASNET email

[Add Authorized](#) [RemoveSelecte](#)

For files sent via other protocols

[Add Notification](#) [RemoveSelecte](#)

You may add an email address as an authorized send OR to receive email notifications. Each address can only be add to either list.

[Print List of Sender Codes and Email Address](#)

Mode: \*

File Receipt:   Is Encryption Required?

Receiver Destination:

Receiver FileName:

[Save](#) [Delete](#) [Back To Home](#)

2. Enter the following fields to edit/delete a concatenation project:

- **Status:** Select a Status (Draft/Final)
- **Receiver:** Receiver of the file (only visible for MAS Users) (Disabled)

## 4. Configuration

- **Project Name:** Name of the project (Disabled)
- **Project Description:** Description of the project
- **Sender Code:** Code of sender
- **Sender Email:** Email of sender
- **Mode:** Select the Mode of Concatenation (Manual / Scheduled)
- **Schedule:** Select Schedule (Daily/Weekly / Monthly)

### Daily/Weekly

Mode: \*

Schedule: \*  Daily/Weekly  Monthly  
\*Note: System downtime is from xxx - xxx.

You can only have up to five scheduled times

Days: \*  Monday  Friday  Tuesday  Saturday  Wednesday  Sunday  Thursday

Times: \*  :

- **Days:** Select the days of the week to run the concatenation
- **Times:** Select the time of each scheduled day to run the concatenation (maximum of 5 times)

### Monthly

Mode: \*

Schedule: \*  Daily/Weekl  Monthly  
\*Note: System downtime is

You can only have up to five scheduled times

Times: \*  :

Days: \*

Months: \*  Jan.  Feb.  Mar.  Apr.  May  Jun.  Jul.  Aug.  Sep.  Oct.  Nov  Dec.

- **Times:** Select the time of each scheduled day of the month to run the concatenation
- **Days:** Select the day(s) of the month to run the concatenation (maximum of 5 days)
- **Months:** Select the month(s) to run the concatenation
- **File Receipt:** Select the mode of receiving the file (File Transfer Delivery / Email / Web Download)

### File Transfer Delivery

- **Receiver Destination:** Destination path of the SO's server to which the file is to be delivered
- **Receiver File Name:** Name of file to be delivered

### Email Delivery

- **Receiver Destination:** Email address of the SO to which the file is to be sent
- **Receiver File Name:** Name of file to be sent

### Web Download

- **Receiver File Name:** Name of file to be downloaded by SO
- **Is Encryption Required:** Check this box if file is to be encrypted before delivery

To add new **Authorized Email Sender** or **Notification Receiver**, enter the Sender Codes and Sender Emails and click the appropriate button to add them to the corresponding list.



Each sender and corresponding email address to the Concatenation project must be in either **Authorised Email Sender** or **Notification Receiver** group.

Click the appropriate **Remove Selected** to remove selected Senders.

Click the **Print List of Sender Codes and Email Address** link that will generate a page containing a list of Sender Codes and corresponding Email addresses.

Click the **Save** button to save changes to record.

Click the **Delete** button to delete the record.

Click the **Back To Home** button to return to the homepage.

### 5.5 DISTRIBUTION PROJECTS

Distribution projects are maintained by senders of distribution files.

#### 5.5.1 Add Distribution Project

1. You can access the Distribution through the **Configuration** menu. (Main Menu >> Configuration >> Distribution).

The screenshot shows the MASNET web application interface. At the top, there are logos for MAS (Monetary Authority of Singapore) and MASNET (connecting you). The navigation menu includes Home, About MASNET, File Activity, Services, and Configuration. The current page is 'Distribution Project List'. The breadcrumb trail is 'Home > Distribution'. The user is identified as 'UOB UOB' with a last login of '25/06/2014 18:19:00'. The table below shows a list of distribution projects:

Project Title	Status	Person Last Updated	Time Last Updated
<a href="#">PA</a>	Finalised	SYSTEM	04/06/2014 21:11:11

Below the table, there are 'Previous' and 'Next' navigation links. At the bottom of the page, there is a search section with a text input for 'Project Title' and a dropdown menu for 'Status' (currently set to 'All'). There are also 'Search' and 'Back To Home' buttons.



When **Add Record** tab is selected, the following page will be displayed:

The screenshot displays the MASNET web application interface. At the top, there is a header with the MASNET logo and navigation tabs: Home, About MASNET, File Activity, Services, and Configuration. Below the header, a breadcrumb trail indicates the current location: Home > Distribution. The main content area features a 'Distribution Project List' table with columns for Project Title, Status, Person Last Updated, and Time Last Updated. Below the table, there are 'Search' and 'Add Record' buttons. The 'Add Record' form includes fields for Status (a dropdown menu), Project Name, Project Description, Sender Email (with a multi-select interface), and Input File Name. A note below the Sender Email field states: '\*Note: Only first Email in the list will be notified for any events. This list allows multiple senders for the file.' At the bottom of the form, there are 'Add' and 'Back To Home' buttons.

Project Title	Status	Person Last Updated	Time Last Updated
<a href="#">UNISF_DIST</a>	Finalised	mas_cyyam	17/07/2014 09:48:33
Test	Deleted	UNISF_SO_OFF	26/06/2014 15:12:25
<a href="#">TestDE&amp;PL</a>	Finalised	UNISF_SO_OFF	20/06/2014 17:49:21

2. Enter the following fields to add a distribution project:

- **Status:** Select a Status (Draft/Final)
- **Project Owner:** Owner of the project (only visible to MAS Users)
- **Project Name:** Name of the project
- **Sender Email:** Email of sender
- **Description:** Description of the project
- **Input File Name:** Name of the input file (should be unique for the SO)



The extension of the sender's file will be used to determine if it is encrypted and must end with a valid file extension for encrypted files. The following encryption format is supported:

- .p7 (files encrypted with SLIFT)

Click the **Add** button to add the newly created project into the system.  
Click the **Back To Home** button to return to the homepage.



## 5.5.2 Edit/Delete Distribution

1. You can access the Distribution through the **Configuration** menu. (Main Menu >> Configuration >> Distribution).

When **existing Distribution Project** is selected, the following page will be displayed:

The screenshot shows the MASNET web application interface. At the top, there is a navigation menu with 'Home', 'About MASNET', 'File Activity', 'Services', and 'Configuration'. The 'Configuration' menu is selected. Below the navigation menu, there is a breadcrumb trail: 'You are here: Home > Distribution'. The user information is displayed as 'User: UNISF\_SO\_OFF UNISF\_SO\_OFF' and 'Last Login: 21/07/2014 19:22:48'. The main content area displays a table titled 'Distribution Project List' with the following data:

Project Title	Status	Person Last Updated	Time Last Updated
<a href="#">UNISF_DIST</a>	Finalised	mas_cyyam	17/07/2014 09:48:33
Test	Deleted	UNISF_SO_OFF	26/06/2014 15:12:25
<a href="#">TestIDE&amp;PL</a>	Finalised	UNISF_SO_OFF	20/06/2014 17:49:21

Below the table, there are 'Search' and 'Add Record' buttons. The 'Edit / Delete' form is displayed with the following fields:

- Status: Finalised (dropdown menu)
- Project Name: UNISF\_DIST
- Project Description: UNISF test distribution project
- Sender Email: wangjanzz@tmasnet.mas.gov.sg
- \*Note: Only first Email in the list will be notified for any events. This list allows multiple senders for the file.
- Input File Name: UNISF.DIST.TXT

At the bottom of the form, there are 'Save', 'Delete', and 'Back To Home' buttons.

2. Enter the following fields to edit/delete a distribution project:
  - **Status:** Select a Status (Draft/Final)
  - **Project Owner:** Owner of the project (only visible to MAS Users) (Disabled)
  - **Project Name:** Name of the project (Disabled)
  - **Sender Email:** Email of sender
  - **Description:** Description of the project
  - **Input File Name:** Name of the input file (should be unique for the SO)



The extension of the sender's file will be used to determine if it is encrypted and must end with a valid file extension for encrypted files. The following encryption format is supported:

- .p7 (files encrypted with SLIFT)

Click the **Save** button to save changes to record.

Click the **Delete** button to delete the record.

Click the **Back To Home** button to return to the homepage.