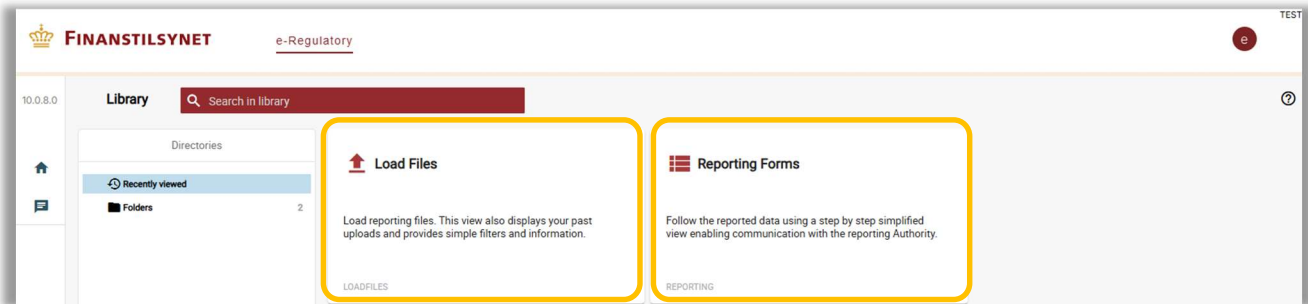


## Filtering and bookmarks in e-Reg, user guide for reporters

This guide provides an introduction for reporters to the use of filtering and bookmarks in the Danish Financial Supervisory Authority's portal for ESA-related submissions, e-Regulatory (e-Reg).

When you log in to e-Reg as a reporter, you will be presented with two dashboards:

- Load Files (where you can submit reports using file upload)
- Reporting Forms (where you can submit reports by entering data directly)

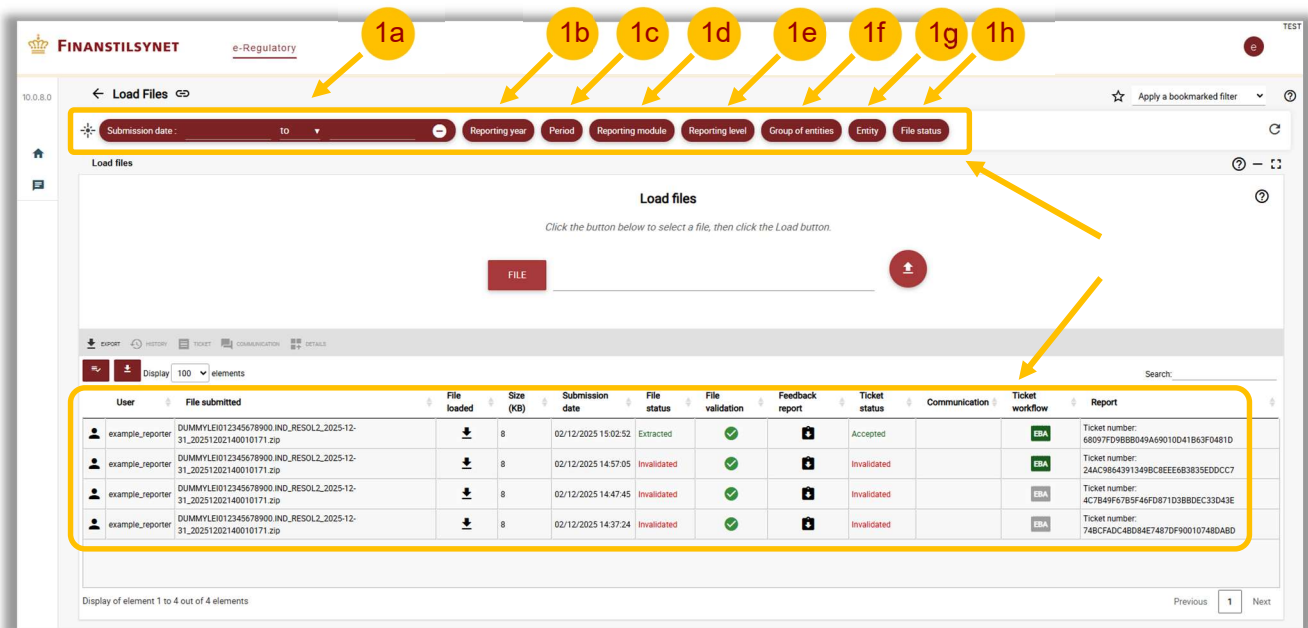


The reporting processes on these two pages are described in separate user guides. This user guide focuses on the filters on these two pages and how you can bookmark a view for later use.

### (1) Filters on the "Load Files"-page

On the Load Files page, you can sort through the submissions you have previously made. These previous submissions are shown in the overview at the bottom of the page, as illustrated in the image below.

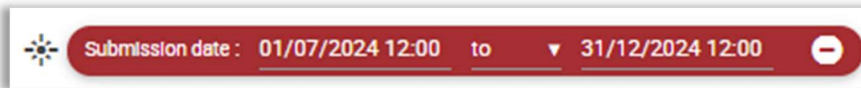
The filters on the Load Files page are the red buttons located at the top of the page.



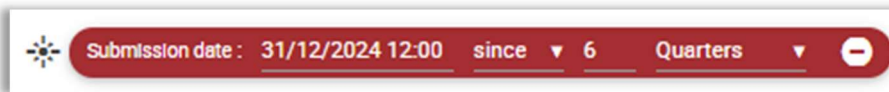
The following filters are available on the Load Files page:

(1a) The "Submission date" filter

- This filter allows you to narrow down the period within which you want to view submitted reports.
- In the middle of the bar, it says "to". Here, you can click and select "since" instead. If "to" is selected, you can specify a start date to the left of "to" and an end date to the right of "to". Only submissions made between the selected dates will then be displayed.

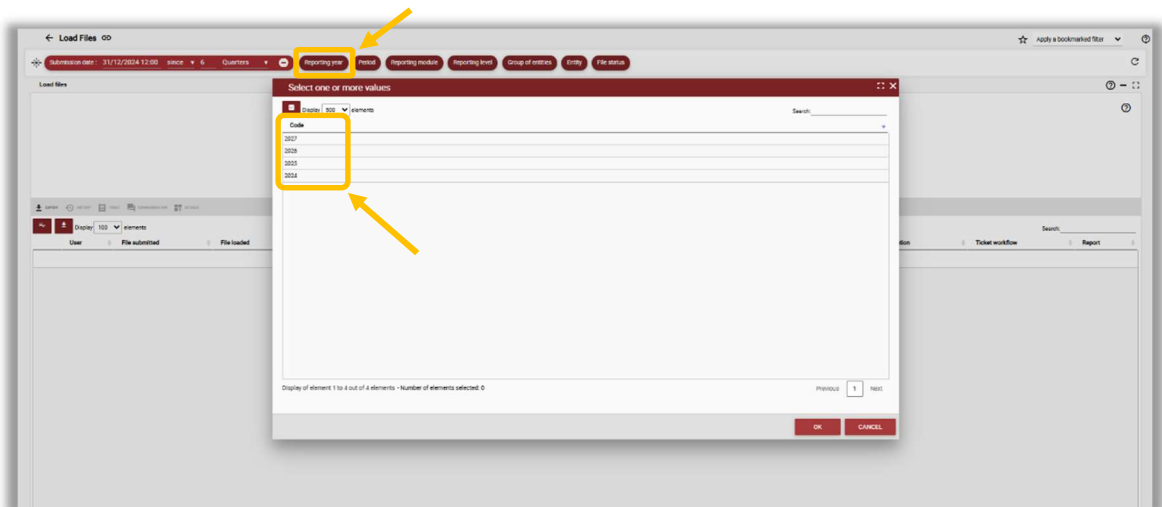


If "since" is selected instead, you can enter a start date on the left side of "since," while on the right side of "since" you can choose a number followed by a unit—either: months, quarters, or years.



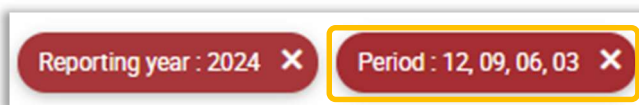
(1b) The "Reporting year" filter

If you click on this filter, a window will appear in which you can select a specific reporting year for which you want to view submitted reports. When using this filter, remember to set the year related to the reporting obligation, not the year the report was submitted.



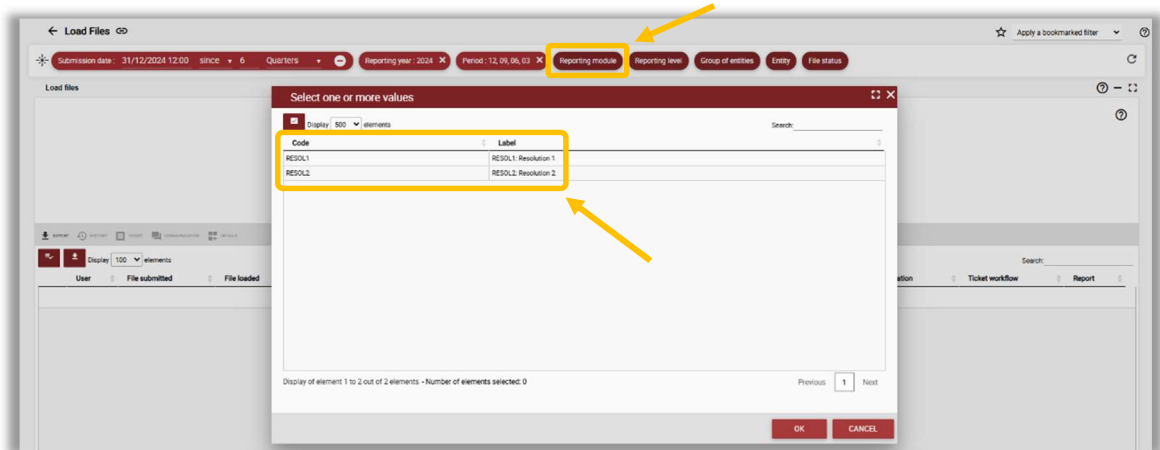
(1c) The "Period" filter

- If you click on the "Period" filter, a window will appear where you can select one or more months.
- This filter is linked to the "Reporting year" filter in the sense that, once you have selected a specific reporting year, you can further narrow it down by choosing specific months within that year using the "Period" filter afterwards.



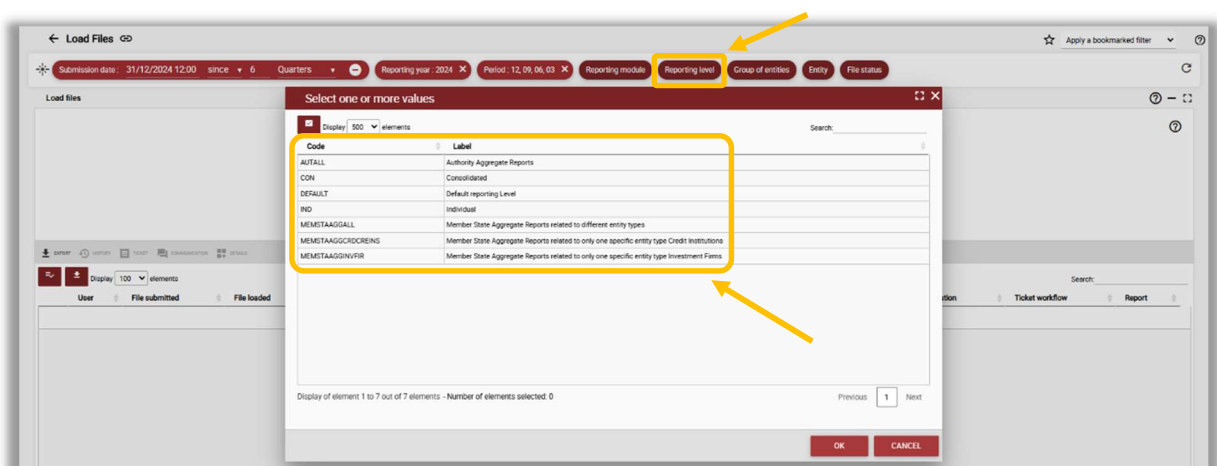
(1d) The "Reporting module" filter

- "Module" is the term used in e-Reg for each individual report / submission.
- If you click on the "Reporting Module" filter, a window will appear showing a list of all the reports for which you have a reporting obligation; that is, reports you are required to submit.
- Here, you can select one or more types of reports, after which the overview at the bottom of the "Load Files" page will be narrowed down to show only these types of reports.



(1e) The "Reporting level" filter

- If you click on the "Reporting level" filter, a window will appear where you can select the reporting level at which you want to view a specific report.
- Here, you have seven different options. However, the most relevant choices are whether you want to view reports at the "individual" (abbreviated "IND") level or at the "consolidated" (abbreviated "CON") level.
- This field is linked to the "Reporting module" filter in the sense that, once you have selected one or more specific types of reports in the "Reporting module" field, you can further narrow your search by subsequently choosing in the "Reporting level" filter whether you want to view the reports at either the "individual" or "consolidated" level.

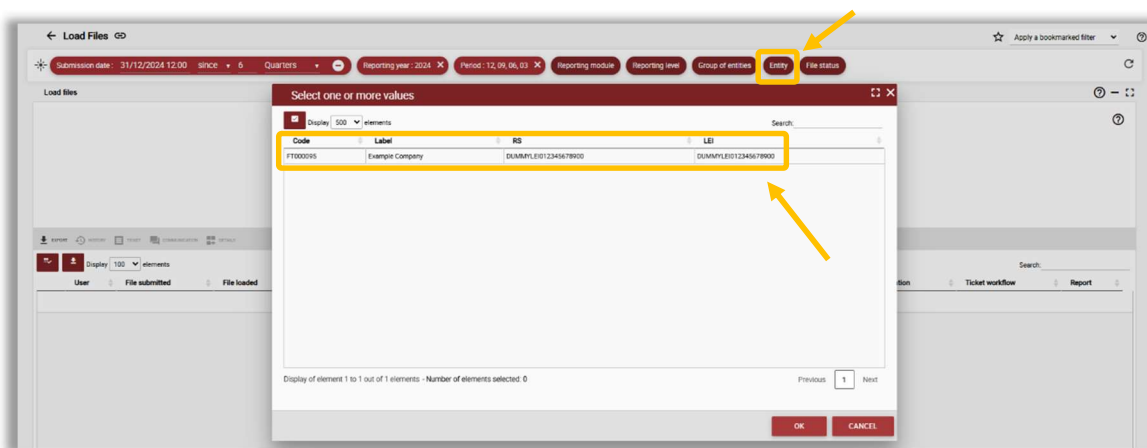


(1f) The "Group of entities" filter

- This filter is not relevant for reporters to use. The filter is intended for use by employees of the Danish Financial Supervisory Authority.

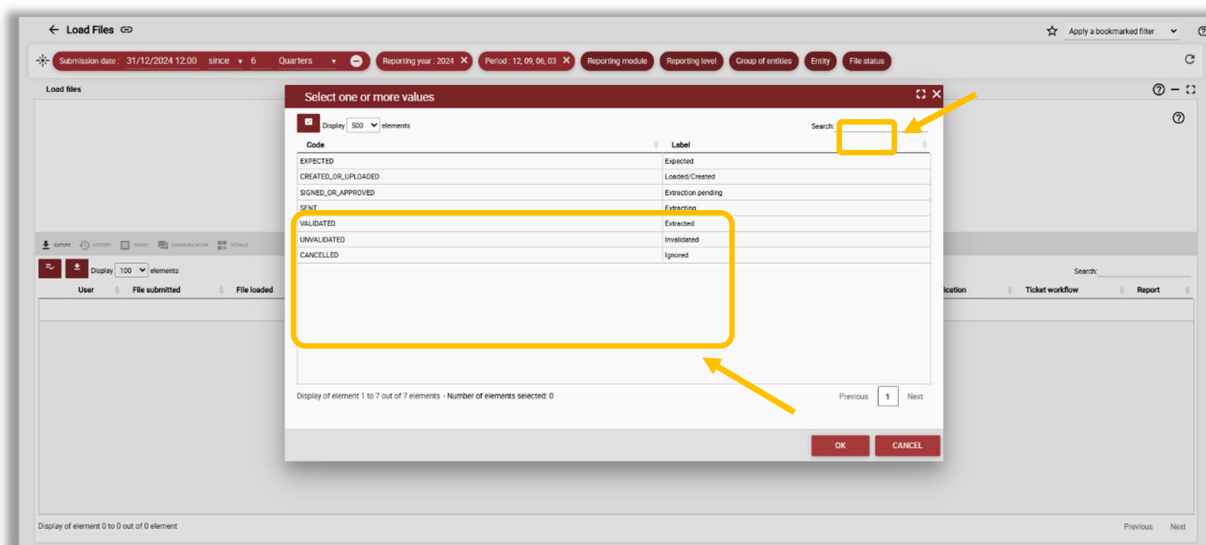
(1g) The "Entity" filter

- The "Entity" filter is used to select between different companies if you are a reporter for multiple companies at the same time.
- If you click on the "Entity" filter, a window will appear showing a list of all the companies you can report for.
  - However, this list will often show only one company, as most reporters only report for a single company.
- If you select one or more specific companies from this list, the overview of previously submitted reports at the bottom of the "Load Files" page will be narrowed down to show only previously submitted reports for the selected company or companies.



(1h) The "File status" filter

- If you click on the "File status" filter, a window will appear where you can select different statuses for your submitted reports.
- If you select, for example, "Extracted," the overview at the bottom of the "Load Files" page will display all reports that have been validated as OK and submitted to the Danish Financial Supervisory Authority.

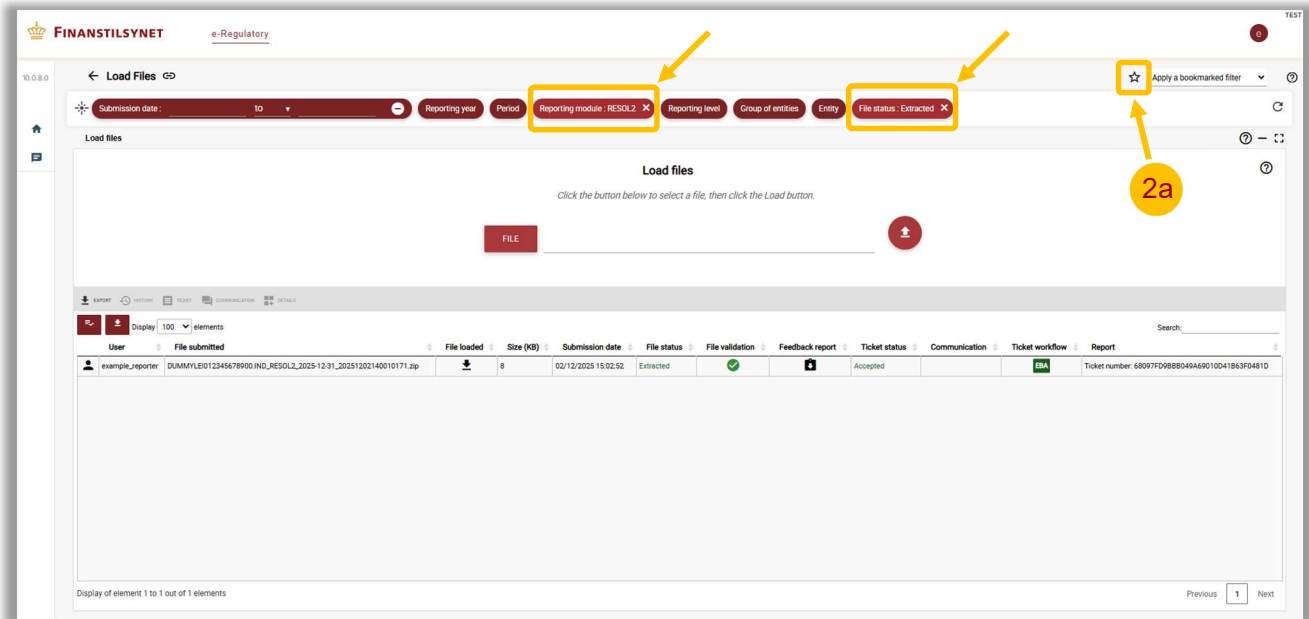


## (2) Bookmarks on the "Load Files" page

When you have selected a range of values in various filters, you can save the search as a bookmark. This way, you can quickly return to your specific search when you log in to e-Reg at a later time.

In the example below,

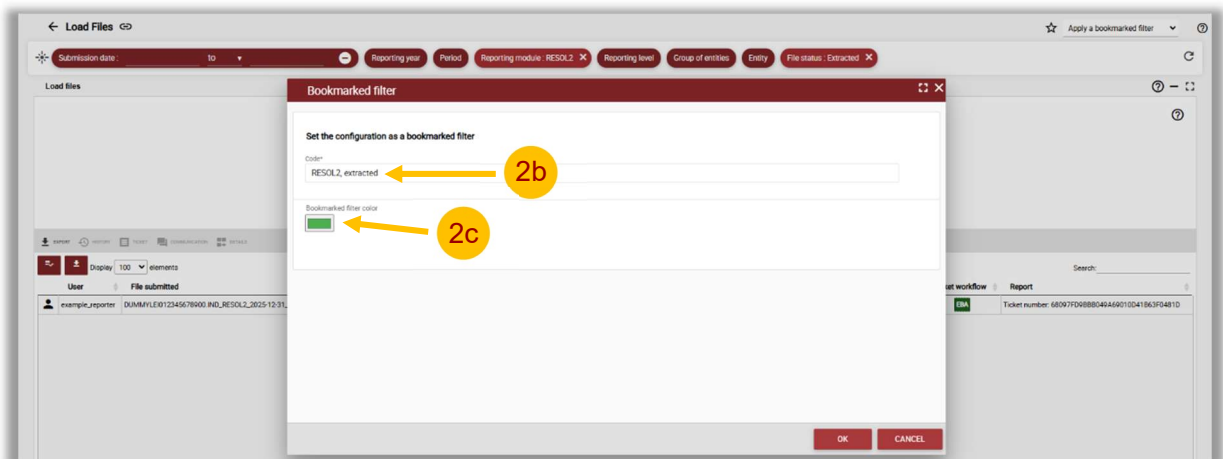
- the "Reporting module" filter has been used to search specifically for the report type "RESOL2", and
- the "File status" filter has been used to search for all reports that are "Extracted" (meaning validated as OK and sent to the Danish Financial Supervisory Authority).



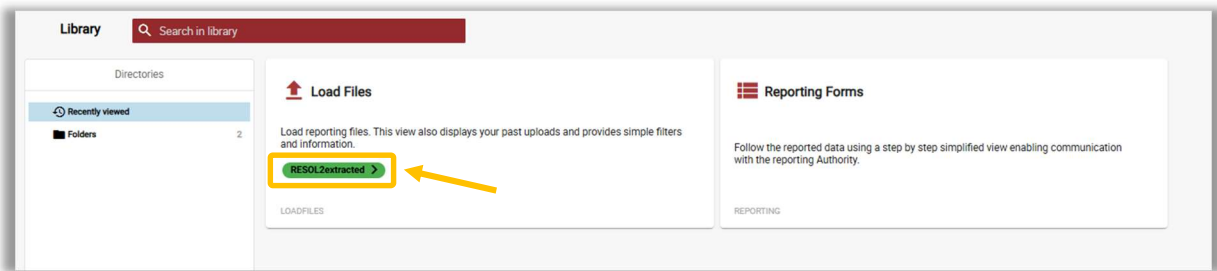
(2a) The bookmark for this search is created by clicking the small star icon in the upper right corner of the screen, where it says "Apply a bookmarked filter."

(2b) A window will then appear where you can give the shortcut a name.

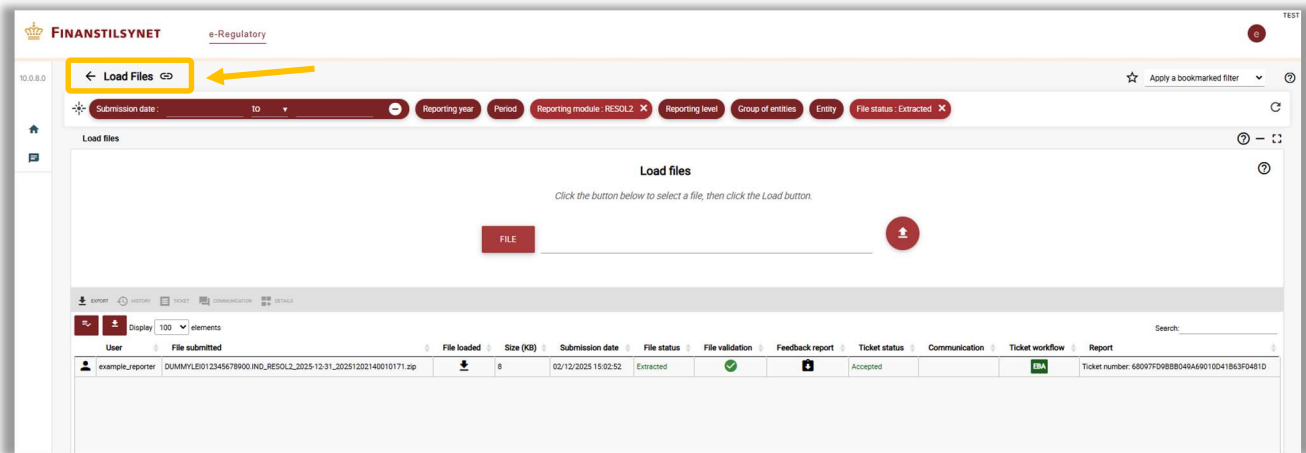
(2c) You can also choose a color. This determines the color of the shortcut button on the front page of e-Reg (in the main menu).



Once you have saved your bookmark and return to the front page, the bookmark will be visible as a small button inside the "Load Files" section in the color you have chosen.



Note: The bookmark function does not work correctly if you have clicked further in to view specific reports. The bookmark function only works when you are on the main page of the Load Files section, as shown in the image below.

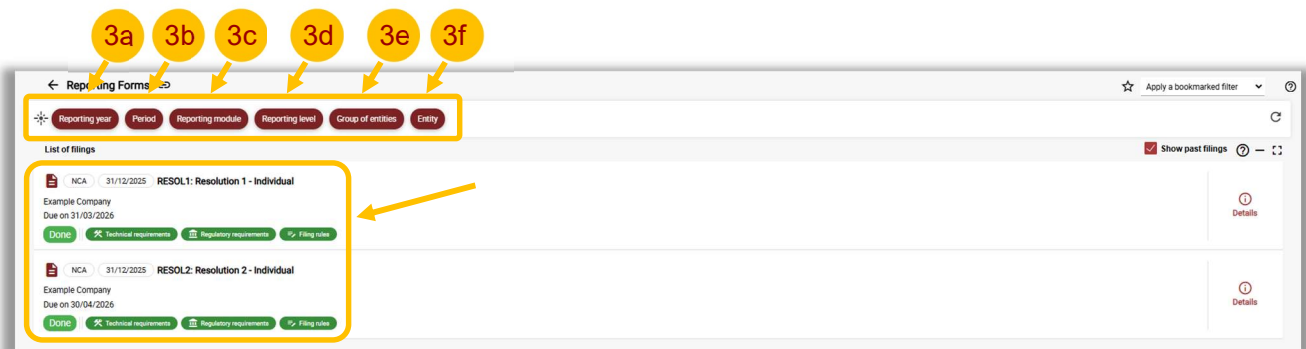


### (3) Filters on the "Reporting Forms" page

On the "Reporting Forms" page, all reports that you are required to submit are automatically displayed in the list at the bottom of the page. Each report will have a status indicating whether the report is pending ("To do"), has been submitted ("Done"), etc.

Unlike the list on the "Load Files" page, the list on the "Reporting Forms" page is not a list of already submitted reports; instead, it is a list of all reports you are obligated to submit, regardless of whether you have already submitted the report or not.

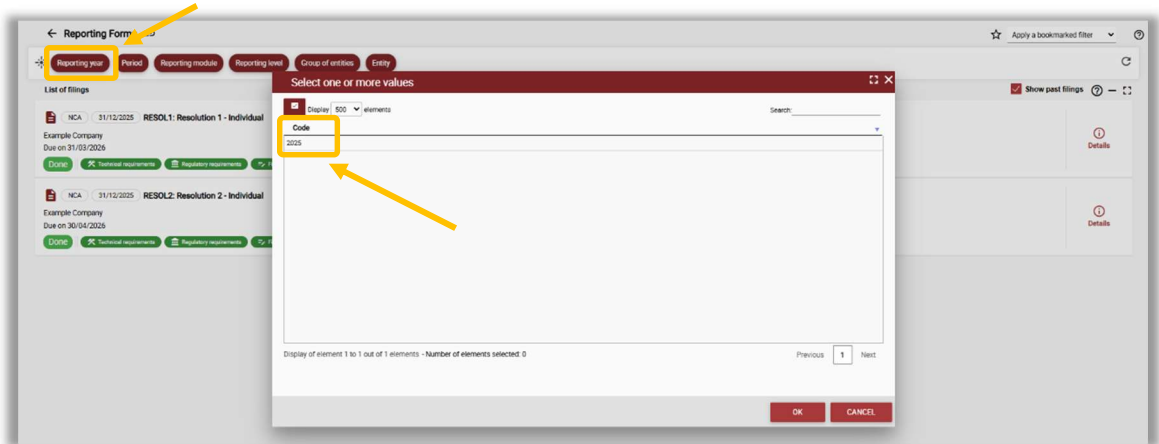
The filters on the "Reporting Forms" page are the red buttons located at the top of the page.



The following filters are available on the Load Files page:

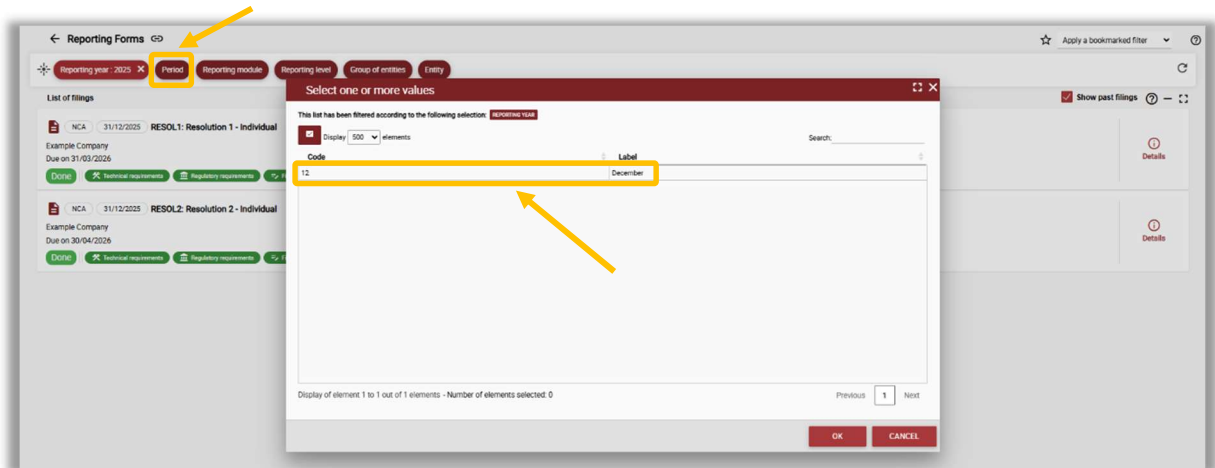
(3a) The "Reporting year" filter

- If you click on this filter, a window will appear where you can select a specific reporting year for which you want to view submitted reports. When using this filter, remember to set it according to the year related to the reporting obligation, not the year the report was submitted.



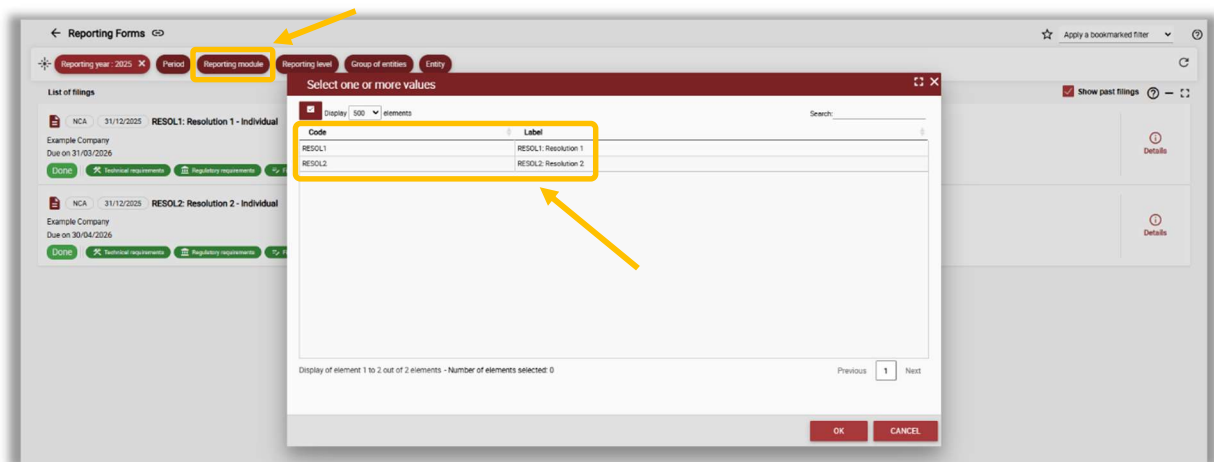
(3b) The "Period" filter

- This filter is linked to the "Reporting year" filter in the sense that, once you have selected a specific reporting year, you can further narrow it down using the "Period" filter afterwards.
- If you click on the "Period" filter, a window will appear where you can select a period within the chosen reporting year.



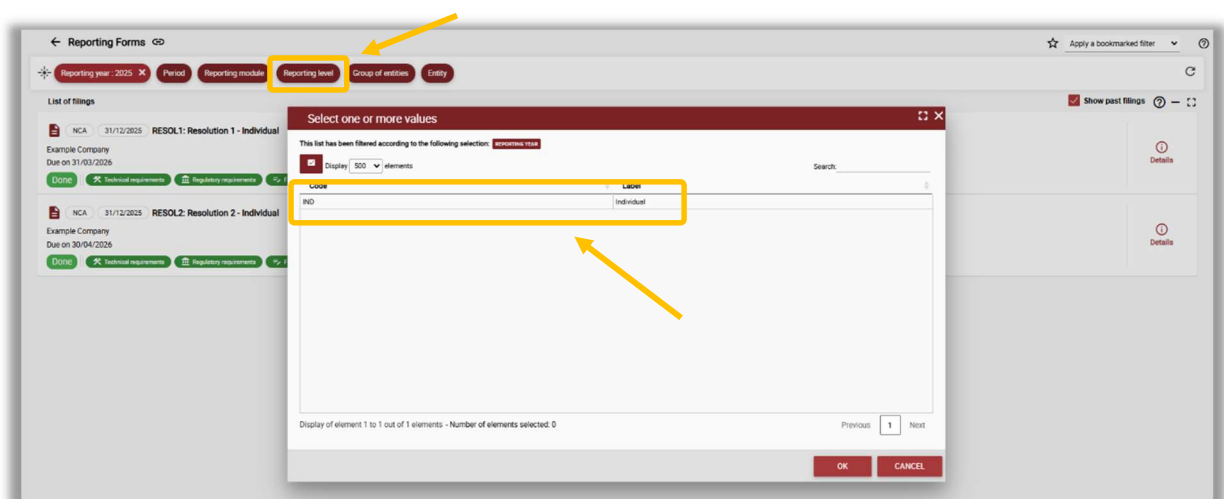
(3c) The "Reporting module" filter

- "Module" is the term used in e-Reg for each individual report / submission.
- If you click on the "Reporting Module" filter, a window will appear showing a list of all the reports for which you have a reporting obligation; that is, reports you are required to submit.
- Here, you can select one or more types of reports, after which the overview at the bottom of the "Reporting Forms" page will be narrowed down to show only these types of reports.



(3d) The "Reporting level" filter

- If you click on the "Reporting level" filter, a window will appear where you can select the reporting level at which you want to view a specific report.
- Here, you can specify whether you want to view reports at the "individual" (abbreviated "IND") level or at the "consolidated" (abbreviated "CON") level.
- This field is linked to the "Reporting module" filter in the sense that, once you have selected one or more specific types of reports in the "Reporting module" field, you can further narrow your search by subsequently choosing in the "Reporting level" filter whether you want to view the reports at either the "individual" or "consolidated" level.
- The "Reporting level" field is also linked to your reporting obligations. For example, if you are only required to submit the selected reports at the "individual" level, you will only have the option to choose "IND" in the "Reporting level" filter.



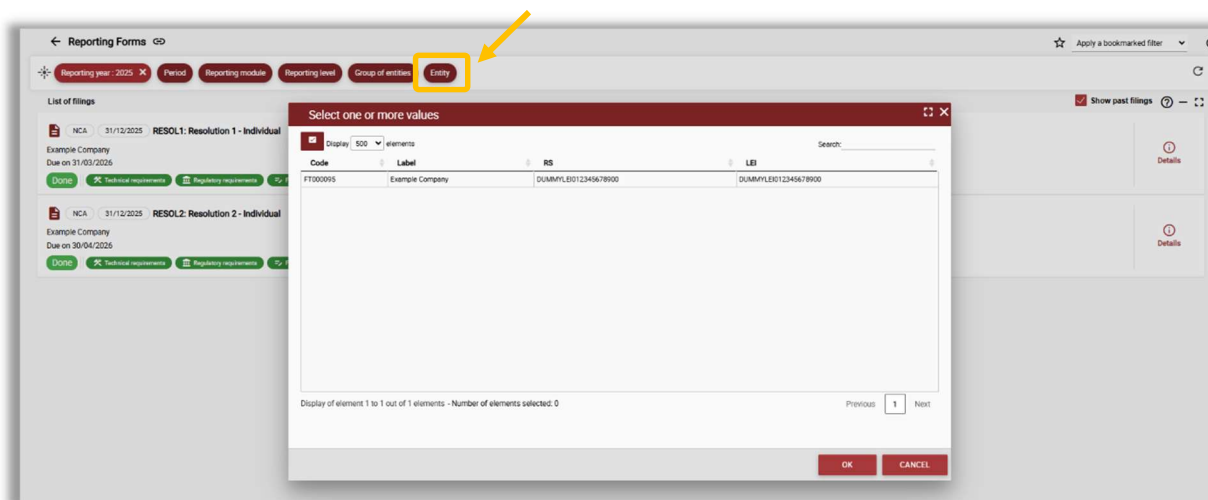
(3e) The "Group of entities" filter

- This filter is not relevant for reporters to use. The filter is intended for use by employees of the Danish Financial Supervisory Authority.

(3f) The "Entity" filter

- The "Entity" filter is used to select between different companies if you are a reporter for multiple companies at the same time.

- If you click on the "Entity" filter, a window will appear showing a list of all the companies you can report for.
  - However, this list will often show only one company, as most reporters only report for a single company.
- If you select one or more specific companies from this list, the overview of previously submitted reports at the bottom of the "Reporting Forms" page will be narrowed down to show only previously submitted reports for the selected company or companies.

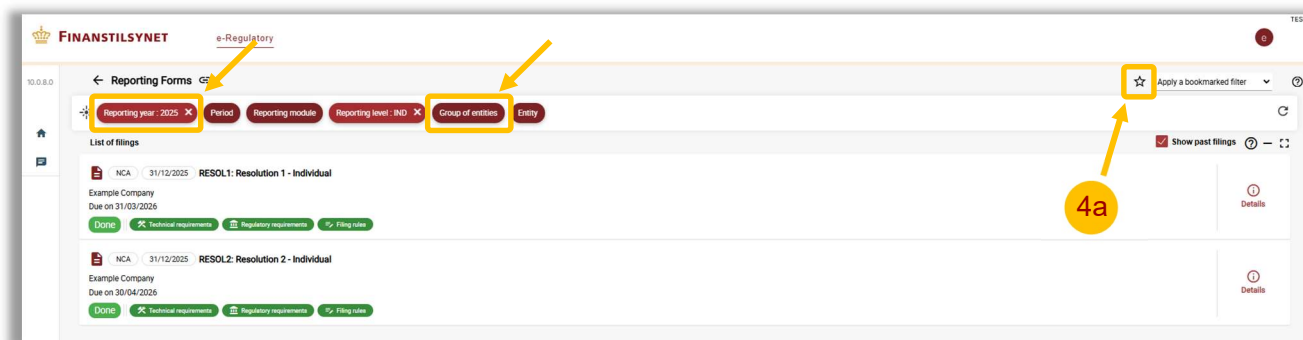


#### (4) Book marks on the "Reporting Forms" page

When you have selected a range of values in various filters, you can save the search as a bookmark. This way, you can quickly return to your specific search when you log in to e-Reg at a later time.

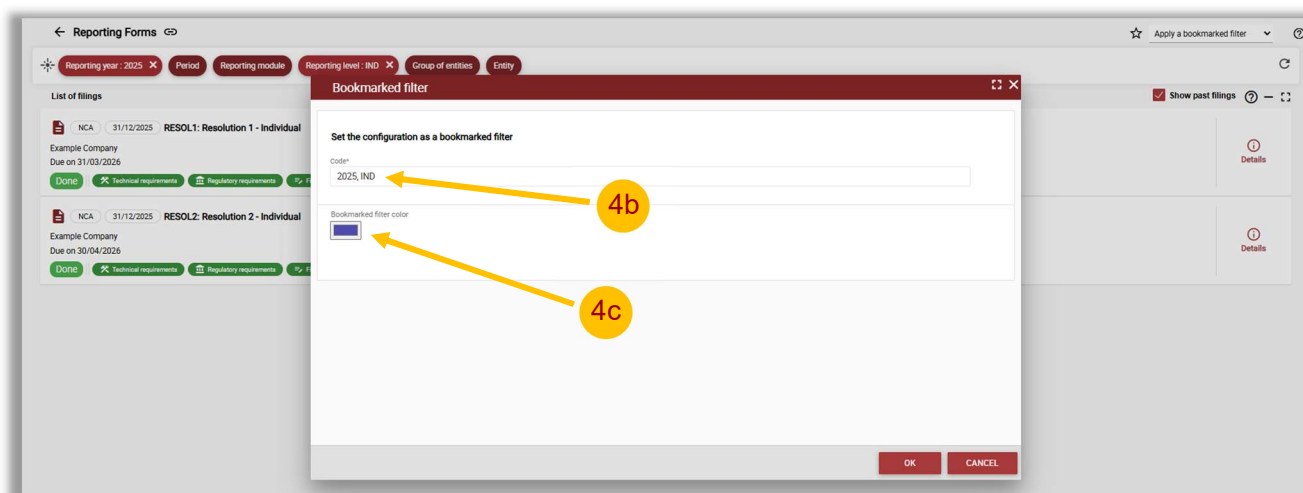
In the example below,

- the "Reporting module" filter has been used to search specifically for the report type "RESOL2", and
- the "File status" filter has been used to search for all reports that are "Extracted" (meaning validated as OK and sent to the Danish Financial Supervisory Authority).

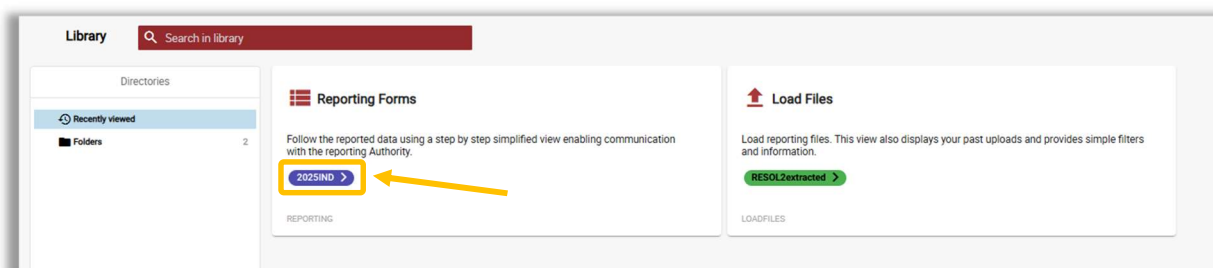


- (4a) The bookmark for this search is created by clicking the small star icon in the upper right corner of the screen, where it says "Apply a bookmarked filter."

- (4b) A window will then appear where you can give the shortcut a name. Man kan også vælge en farve. Dette har betydning for, hvilken farve genvejsknappen får ude på forsiden af e-Reg (i hovedmenuen).



Once you have saved your bookmark and return to the front page, the bookmark will be visible as a small button inside the "Reporting Forms" section in the color you have chosen.



Note: The bookmark function does not work correctly if you have clicked further in to view specific reports. The bookmark function only works when you are on the main page of the Reporting Forms section, as shown in the image below.

