



Financial Services Commission
Mauritius

FSC Online Data Capture System Web User Guide



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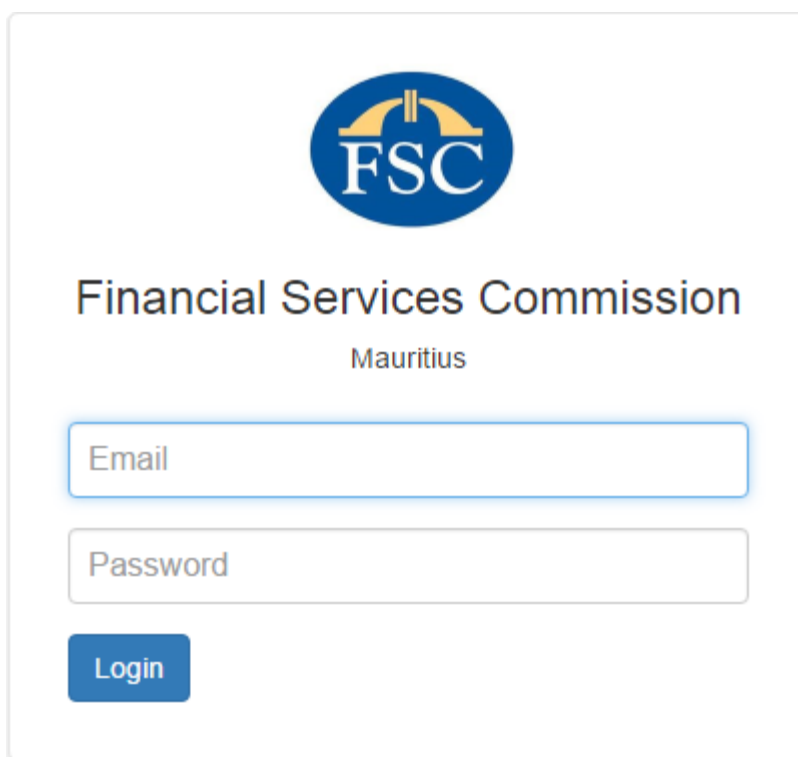
Using the Online Data Capture System

About the Online Data Capture System

The Financial Services Commission Mauritius Online Data Capture System provides many advanced features for collecting data from licensees. The system works entirely in a Web browser such as Microsoft Internet Explorer or Google Chrome.

This user guide describes the ODCS features and provides step-by-step instructions for using them.

- ✓ **To access ODCS**, log in to the application by your user credentials:



The screenshot shows the login interface for the Financial Services Commission Mauritius. At the top center is the FSC logo, which consists of a blue circle containing a yellow stylized building icon and the letters 'FSC' in white. Below the logo, the text 'Financial Services Commission' is displayed in a large, bold, black font, with 'Mauritius' centered underneath it in a smaller font. The login form contains two text input fields: the first is labeled 'Email' and the second is labeled 'Password'. Below these fields is a blue rectangular button with the word 'Login' written in white text.

Supply your username and password, and click the Login button.

NOTE If you type the wrong password for 5 times in sequence, your account will be blocked for 5 minutes.

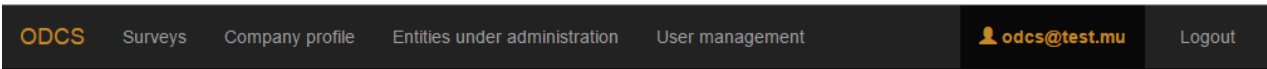
NOTE After first logging in the system may ask you to change the password.

NOTE Password must comply with the following rules: 6 characters minimum length, at least one number and at least one not a number and not a letter symbol

- ✓ **To log out from ODCS**, click Logout at the top right corner of the browser window.

NOTE Your administrator controls the privileges and content that you are able to access on the portal. Not all the features described in this guide might be available to you.

- ✓ **To change your password**, click on your user name at the top right corner of the browser window, you will the following page:



Change your account settings

Password: [[Change your password](#)]

NOTE Your administrator controls whether you are able to change your password or not.

System requirements

To ensure trouble-free operation of the FSC Mauritius Online Data Capture System, please check that your computer meets the following requirements.

Operating system	Any
Browser	Microsoft Internet Explorer 11.0 or higher, Google Chrome latest version
Additional software	Microsoft Excel is required for opening downloadable survey forms

Surveys

About Surveys

The Surveys tool enables you to work with survey forms, attach documents, and add remarks to submissions.

	Survey Name	Assigning Date	Fixed Deadline *	Submission Status	Submission Substatus	Submission Date	User Submitted	Deadline Extension	Remarks to FSC	Internal Remarks
<input type="checkbox"/>	Attachment test	16 Sep 2015		In Process of Filling-in						
<input type="checkbox"/>	all lic task	1 Sep 2015		Ready for Filling-in						

- ✓ **To browse to the Surveys module**, choose Surveys from the navigation bar.
- ✓ **To work with surveys assigned to your own company**, go to Own account tab.
- ✓ **To work with surveys assigned to entities under administration or your company**, go to Entities under administration tab.
- ✓ **To refresh the submission dashboard**, click the Refresh button.
- ✓ **To export the entities under administration submission dashboard**, select necessary submissions and click the Export to Excel button in the toolbar.
- ✓ **To sort the entities under administration surveys list:**
 - **By name**, choose the Sort by Name option in the top right corner of the browser window. Surveys and submissions will be sorted from A to Z.
 - **By assigning date**, choose the Sort by Assigning Date option in the top right corner of the browser window. The latest surveys will be shown on top.

Working with Surveys

Types of surveys

The application works with the following types of surveys:

1. Structured survey. Such survey requires only a filled-in survey form to be uploaded.
2. Structured survey with attachment. Survey requires a filled-in survey form and an attachment to be uploaded.
3. Attachment only. Survey requires only an attachment to be uploaded.

Submission Status

Each survey can contain items in one of the following states:

1. Ready for Filling-in. A survey is assigned, and you can start adding data, attaching document.
2. In Process of Filling-in. Survey form was partially or fully filled-in and uploaded to the ODCS or attachment was uploaded but not yet submitted to FSC.
3. Submitted. The data capturing is finished and the results are submitted to FSC team. No changes of data from this moment can be done.

Submission Substatus

Submission Substatus provides more details on the state of “Structured survey with attachment” submission. It indicates which part of the submission is uploaded: survey form, attachment or both of them.

Capturing data

The ODCS system enables you to download pre-defined Excel documents with data areas for you to fill in. You may then upload the completed files and attach any related documents to them.

Do the following:

- ✓ **To download a survey form for an entity**, check the checkbox near this entity name and click the Download survey form button in the toolbar.
- ✓ **To upload filled-in survey form for an entity**, check the checkbox near this entity name and click the Upload survey form button in the toolbar.
- ✓ **To attach any document for an entity**, check the checkbox near this entity name and click the Attach document button in the toolbar.
- ✓ **To download a document attached to an entity**, check the checkbox near this entity name and click the Download attachment button in the toolbar.

NOTE The application allows to store the partly filled-in survey forms. To do so, you just need to upload the partly filled-in survey form but do not submit it until you will finish capturing.

Filling in the data area in the file is one of the important stages of the data capturing process. The predefined templates enable you to capture data in a simple and convenient way.

SCHEDULE: FORM 2				
Membership details				
2				
3				
4	1 YEAR ENDED			
5				
6	2 Membership reconciliation (actives)		Female	Male
7	Members, Number		0	0
8	New Members/Transfer in			
9	New Retirements			
10	New Deferred Members			
11	Deaths			
12	Other exits/Transfers out			
13	Members, Number			
14				
15	3 Membership reconciliation (deferred members)		Female	Male
16	Deferred members, Number		0	0
17	New deferred members/Transfers in			
18	Deferred members transferred out			
19	Retirements			
20	Deferred members, Number			
21				
22	4 Membership reconciliation (pensioners)		Female	Male
23	Pensioners		0	0
24	New pensioners/Transfers in			
25	Deaths			
26	Transfers out			
27	Pensioners			
28				
29				
30				
31	Chairperson			
32				
33				
34				
35	Vice-Chairperson			
36				
37				
38				
39	Auditor & Signing Partner			
40	Date			
41				

To fill in the data, follow these steps:

1. Open a survey form file.
2. Do one of the following:
 - For cells that are blank fields, type the answer manually.
 - For cells that provide a choice of answers, select the appropriate answer from the drop-down menu.

NOTE Cells marked in yellow are editable. All another cells are blocked, you are not enabled to edit any of them.

NOTE Some cells may value limitations applied by FSC administrator. If entered value is not allowed then an appropriate message will be displayed.

3. Save the file and close it.
 4. Upload the file to ODCS web application.
- ✓ **To submit the results of data capturing for an entity**, check the checkbox near this entity name and click the Submit to FSC button in the toolbar.

NOTE You will not be able to change the data or document attached once the survey has been submitted to FSC.

Editing the item remarks

The application allows adding some comments for internal usage as well as to be seen by FSC.

To do so, follow the steps:

1. Choose a survey for which you wish to add a comment.
2. Click the Edit remarks button in the toolbar above the submission dashboard. The Edit remarks dialog box appears.



Edit remarks ✕

Remarks to FSC

Internal remarks

Save **Close**

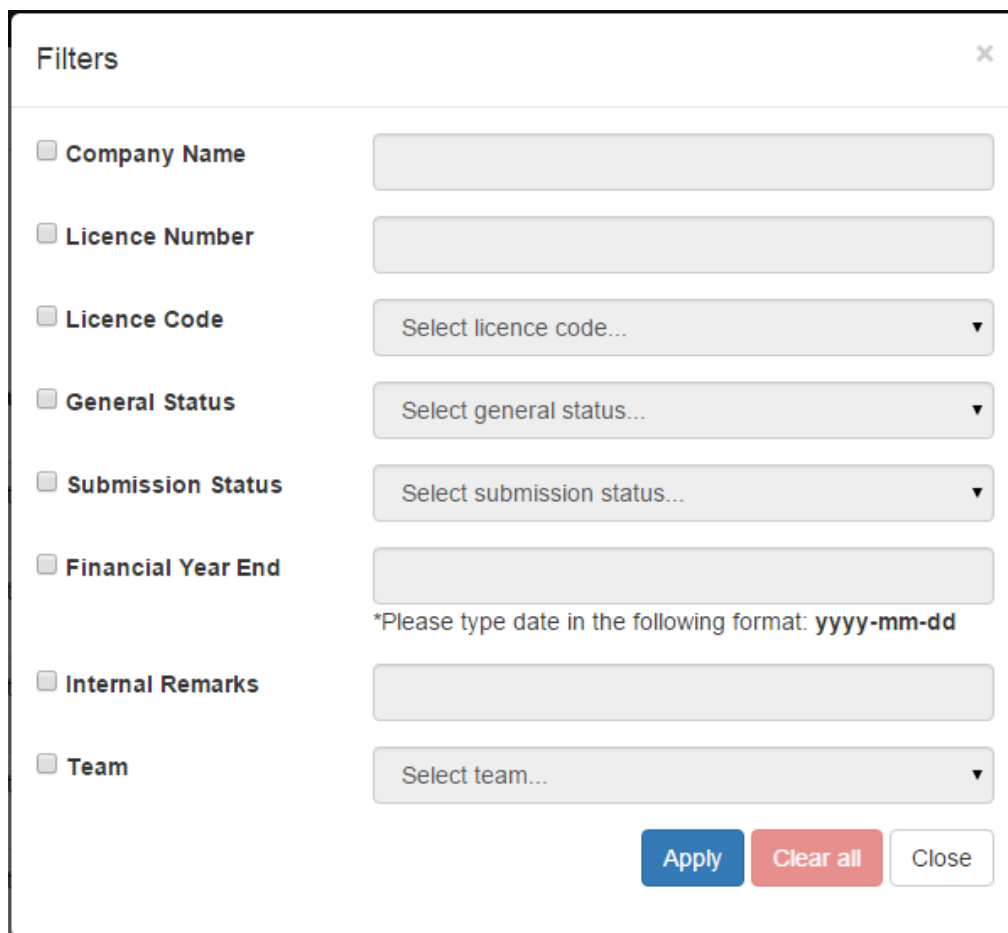
3. Type a message for FSC team in the Remarks to FSC field.
4. Type a message for internal use in the Internal remarks field.
5. Click Save to apply the changes or click Close to discard the changes.

Filtering the surveys

The application allows to filter surveys within entities under administration submission dashboard.

To apply such filtering, follow the steps:

1. Click the Filter button in the top above the submission dashboard. The Filters dialog box appears.



Filters [X]

- Company Name** [Text Input]
- Licence Number** [Text Input]
- Licence Code** [Select licence code...]
- General Status** [Select general status...]
- Submission Status** [Select submission status...]
- Financial Year End** [Text Input]
*Please type date in the following format: **yyyy-mm-dd**
- Internal Remarks** [Text Input]
- Team** [Select team...]

[Apply] [Clear all] [Close]

2. Check checkboxes near attributes names and type or choose attributes values.
3. Click Apply to apply the filtering or click Clear all to reset the filtering.
4. Click Close to close the Filters dialog window.

Consolidating the data

The application enables to consolidate the data collected from the entities under administration. Do the following:

1. Choose the survey with the entries to consolidate.
2. Choose the entries which you wish to consolidate in the submission dashboard.
3. Click the Consolidate button in the toolbar above the submission dashboard.
4. The application prepares the file of the same structure as a survey with the data consolidated.

NOTE Consolidation is not available for surveys, which require attachments only.

NOTE Only surveys in states "In Process of Filling-in" and "Submitted" can be consolidated.

NOTE Consolidation is not available for old surveys, which were closed on the FSC side.

Company Profile

About Company Profile

The Company Profile module enables you to view information about your company and licences related to it.

ODCS Surveys **Company profile** Entities under administration User management admin@testMC.com Logout

Company details Licences details

Company info

Company Name	Test Management Company Ltd
Financial Year End	31 Dec 2015
Telephone Number	<input type="text" value="999 9999"/>
Address	<input type="text" value="54, Cybercity, Ebene"/>
Contact Person 1	<input type="text" value="Mr X"/>
Email Address of Contact Person 1	<input type="text" value="X@Companytest.mu"/>
Contact Person 2	<input type="text" value="Mr Y"/>
Email Address of Contact Person 2	<input type="text" value="Y@Companytest.mu"/>
Contact Person 3	<input type="text"/>

- ✓ **To browse to the Company Profile module,** choose Company profile from the navigation bar.

Using Company Profile

- ✓ **To view your company information,** go to the Company details tab. It provides company name, financial year end, telephone number, address, and contact persons' details.
- ✓ **To edit your company information,** go to the Company details tab, edit necessary properties and click the Save button at the bottom of the page.
- ✓ **To view your company licenses information,** go to Licences details tab. It provides license category name, code, number, date licensed, general status, and effective non-live date.

Entities under Administration

About Entities under Administration

The Entities under Administration module enables you to view information about entities that are under management. It also allows allocating groups of users to entities under management.

ODCS
Surveys
Company profile
Entities under administration
User management
admin@testMC.com
Logout

Export to Excel
Filter
Assign Selected to a Group
Unassign Selected

<input type="checkbox"/>	Name	Licence Code	Licence Number	Date Licensed	General Status	Effective Non-Live Date	Financial Year End	Legal Vehicle	Type of Fund/Schemes	Team
<input type="checkbox"/>	GBC1_2	FS-4.1 - Category 1 Global Business Licence	TestGBC0000002	1 Jan 2013	Live					
<input type="checkbox"/>	GBC1_3	FS-4.1 - Category 1 Global Business Licence	TestGBC0000003	1 Jan 2013	Live					
<input type="checkbox"/>	GBC1_4	FS-4.1 - Category 1 Global Business Licence	TestGBC0000004	1 Jan 2012	Live					
<input type="checkbox"/>	GBC1_5	FS-4.1 - Category 1 Global Business Licence	TestGBC0000005	1 Jan 2013	Defunct	2 Jan 2014				
<input type="checkbox"/>	GBC2_1	FS-4.2 - Category 2 Global Business Licence	TestGBC0000006	1 Jan 2013	Live					
<input type="checkbox"/>	GBC2_2	FS-4.2 - Category 2 Global Business Licence	TestGBC0000007	1 Jan 2014	Live					
<input type="checkbox"/>	GBC2_3	FS-4.2 - Category 2 Global Business Licence	TestGBC0000008	1 Jan 2013	Live					
<input type="checkbox"/>	GBC2_4	FS-4.2 - Category 2 Global Business Licence	TestGBC0000009	1 Jan 2013	Live					
<input type="checkbox"/>	GBC2_6	FS-4.2 - Category 2 Global Business Licence	TestGBC0000011	1 Jan 2011	Live					

0 licence(s) selected from 9

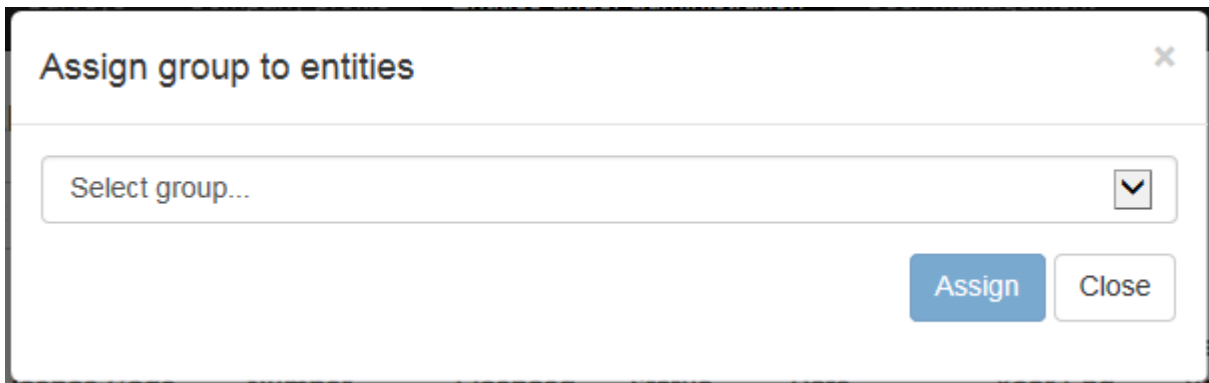
- ✓ **To browse to the Entities under Administration module,** choose Entities under Administration from the navigation bar.

Using Entities under Administration

Allocating group to entities under administration

To assign a group to particular entities, follow the steps:

1. Check checkboxes near the entities that you wish to be assigned.
2. Click the Assign Selected to a Group button at the top of the module. The Assign group to entities dialog box appears.



3. Choose the group from the drop-down list to which you wish to assign the selected entities.
4. Click Assign to save the changes or click Close to cancel the changes.

Retracting entities from group

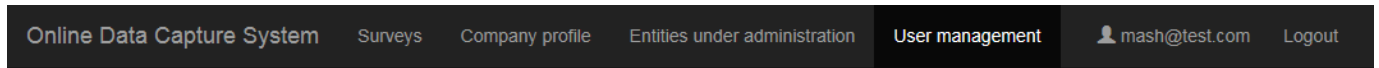
To retract certain entities from a certain group, follow the steps:

1. Check the checkbox near the entities that you wish to retract.
2. Click the Unassign Selected to button at the top of the module.

User Management

About User management

The User management module enables you adding new groups of users, editing existing groups, changing groups' permissions, and deleting existing groups. It also allows adding users to groups, moving users from one group to another and deleting users.



User management

Groups [New](#) [Edit](#) [Delete](#) [Assign entities](#)

- Defunct
- Lapsed
- Live
- admin

Group permissions [Apply](#) [Discard changes](#)

- Administer groups and users
- Change own password
- See own company profile
- Edit attributes of own company
- Upload filled-in survey forms for own account
- Submit survey forms for own account to FSC
- See entities under administration
- Upload filled-in survey forms
- See all submissions
- Submit survey forms to FSC

Users [New](#) [Delete](#) [Move](#) [Change pwd](#)

User	Last login date
lapsed@test.com	16 Jul 2015

- ✓ **To browse to the User management module,** choose User management from the navigation bar.

Managing groups

Creating a new group

To create a group of users, follow these steps:

1. Click the New button in the toolbar of the Groups box. The Create group box for a new group will appear.

2. Type the name of a users' group in the Name field.
3. Type the group description in the Description field.
4. Click Create to save the group; click Close to cancel the changes.

NOTE All users from the group get the same set of permissions given to the group.

Editing a group

To edit a group name or description, follow the steps:

1. Select a group you wish to edit in the Groups List.
2. Click the Edit button in the Groups box toolbar. The Edit group dialog window appears.
3. Type the new name for the group or change the description.
4. Click Edit to save the changes; click Close to cancel the changes.

Changing permissions

To change permissions of a group, do the following:

1. Choose a group for which you wish to change permissions in the Groups List.
2. Check the checkbox near the permission name if you wish to enable a group with this permission.
3. Uncheck the checkbox near the permission name if you wish to disable a group from this permission.

4. Click Apply to save the changes; click Discard changes to cancel the changes.

NOTE The enabled permissions will be applied in 2 minutes after saving the changes. If user logs out and logs in back then the new permissions will be applied immediately.

Deleting a group

To delete a group, do the following:

5. Select the group to delete from the Groups list.
6. Click the Delete button in the Groups box toolbar. The application displays a confirmation message; click Delete to delete the group or Close to cancel.

NOTE If a group contains users, you need to remove these users from the group first.

Managing users

The User management enables you to add a new user, edit an existing user, move an existing user to another group, and delete an existing user.

Adding a user

To add a new user, follow these steps:

1. Select a group of users to which you wish to add a new user in the Groups box.
2. Click the New button in the Users box toolbar. The Create user box will appear.

Create user [X]

Email

Password

Confirm password

Create **Close**

3. Type a user’s email in the Email field.
4. Set up a password in the Password field and confirm it in the Confirm password field.
5. Click Create to save a user; click Close to cancel the changes.

NOTE Password must comply with the following rules: 6 characters minimum length, at least one number and at least one not a number and not a letter symbol

Moving a user to another group

To move an existing user to another group, follow these steps:

1. Choose a user the Users list.
2. Click the Move button in the Users box toolbar. The Move user to selected group dialog box will appear.

Move user to selected group [X]

Move **Close**

3. Select a destination group from the drop down list.
4. Click the Move to apply the changes; click Close to cancel.

Changing the password of an existing user

To change the password of an existing user, do the following:

1. Choose a group which contains a user in the Groups list.
2. Choose a user in the Users list.
3. Click the Change pwd button in the toolbar of the Users box.
4. The confirmation message appears. Click Change to confirm; click Close to cancel.
5. When the selected user will authorise next time, they will be redirected to the Change Password form.

Deleting a user

To delete a user, follow these steps:

1. Select a user to delete from the Users list.
2. Click the Delete button in the Users box toolbar. The application displays a confirmation message; click Delete to delete the user or Close to cancel.