Agenda

Technical Briefing Session on ODCS

- Functionalities
- Recommended Procedures
- Q & A
- Way Forward

ODCS Functionalities & Recommended Procedures

Login Screen

- Login name should be in the form of an email
- If you type the wrong password for 5 times in sequence, your account will be blocked for 5 minutes.

Main Screen

Company Profile

- Contact details to be managed by you
• Data will be maintained by the Commission;
• In general, data will be updated on a monthly basis;
• However, if you suspect an inconsistency lasting over one month, please contact us.

User Access Management (UAM)

Manage groups
Manage users
Manage group permissions
**Survey Completion – Reporting Types**

There are 3 types of reporting

1. EXCEL Template only – For e.g., CPIS
2. EXCEL Template + Attachment – For e.g., Audited Financial Statements
3. Attachment only – For e.g., Consultation

**Survey Completion – Own Account**

- Contact details stored in Company Profile will receive a mail notification

**Survey Completion – Entities Under Management**

- Reporting on entities under management
You cannot delete/add rows.

You cannot upload a template which you downloaded for another company.

You can add new sheets to include your workings.

It is not possible to resubmit when submission status is “Submitted”. You will need to inform the Commission, should you need to submit a revised return.

In case, you are unable to submit your returns through the platform you need to contact immediately a relevant officer at the Commission after you have ensured that:

- User (who is making the submission) is granted the relevant rights to submit to FSC, and
- The right template is being used.

The Commission will create ONLY one administrator user for each licensee.
THANK YOU FOR YOUR KIND ATTENTION

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