RITS CHECKLIST FOR ACTIVITIES IN THE PRE-PRODUCTION ENVIRONMENT

This document provides the list of activities that users must test in the RITS Pre-Production environment. Every user must complete the activities listed in the 'All Users' section and the relevant activities in the subsequent sections for their assigned roles.

Detailed user guides covering these actions are available from the RITS Information Facility.

On completion of the checklist, users should pass their completed forms to their Password/Certificate Administrator.

Name: .... **RITS User Logon**:......................................

All users must complete the activities listed in the All Users section below.

All Users	**Completed**
RITS Token: Change codeword for the RITS token	☐
Logging On: Log on to RITS	☐
Menu: Expand and collapse the **menu** and select functions	☐
Header: View the details in the **header** and select links: • **Current session** (view refreshed time and session times and session details. Close this screen to return to the previous screen with no interruption in workflow). Click on a session name to view details of activity in that session • Outstanding Authorisations and Messages/Cash Transfer Authorisation(s), General Authorisation(s), Message(s) • Click on icons - Home/Contact details/Information Facility	☐ ☐ ☐

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Information Facility: • access the facility and navigate around it to see the range of information available • print or download a document in PDF form	☐ ☐
Password: Set a new password using **Change Password**	☐
User Privileges: View your own details, roles, authorisations privileges and the status of your digital certificate in **User Privileges**	☐
Auth by Function: View **Authorisations by Function** to see the functions that must be authorised	☐
Printing: Print the screen you are in using the **"Printer"** icon	☐
Message Enquiry: Perform an enquiry for messages – access the function via the link in header and the menu function	☐

Users must complete the activities listed below for each of their assigned Roles.

Cash Transfer	
Entry: Enter a paying and a receiving Cash Transfer (with another Member)	☐
Amend or Delete: Amend and delete a Cash Transfer	☐
Authorise: Access the function by using the links in the header "Outstanding Authorisations and Messages/Cash Transfer Authorisations" and from the menu function.	☐

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Enquiry: • Enquire on Cash Transfers • View details by clicking on a row	 ☐ ☐
Queue Management: Settle a Cash Transfer (with another Member) using the Queue Management functions (if required)	 ☐

ESA Management	
ESA Position: View the **ESA Position** page	 ☐
ESA Sub-Limit: Update the **ESA Sub-Limit** (authorise if applicable)	 ☐
Settled Payments: • Perform an enquiry (using the filters) • View transaction details by clicking on a row • Download data to EXCEL using "EXPORT" and "FIND"	 ☐ ☐ ☐
Transaction Enquiry: • Perform an enquiry (using the filters) • View transaction details by clicking on a row • Download data to EXCEL using "EXPORT" and "FIND" • View a forward dated SWIFT payment (if applicable)	 ☐ ☐ ☐ ☐
SWIFT Message Enquiry: (if applicable) Perform an enquiry	 ☐
AIF Message Enquiry: (if applicable) Perform an enquiry	 ☐

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7.30am Information: (if applicable) Perform an enquiry	☐

ESA/Credit Queue Management	
Queue Management: • Perform an enquiry (using the filters) • View transaction details by clicking on a row • Download data to EXCEL using "EXPORT" and "FIND" • Update the Status of one or more transactions • Authorise an ESA/Credit Status change (if applicable)	☐ ☐ ☐ ☐ ☐
Override Status: • Set or change an ESA Override Status • Set or change a Credit Override Status	☐ ☐
Bulk ESA Status: • Perform a bulk ESA deferral • Perform a bulk ESA re-instatement	☐ ☐

FSS (Only applicable to FSS Participants)	
FSS Position Summary: • View **FSS Position Summary** page	☐

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FSS Allocation Management:	
• View FSS Balance and FSS Allocation Triggers	☐
• View any pending Allocation Transfers (if applicable)	☐
• Perform a 'Return to Reset Point'	☐
• Authorise 'Return to Reset Point' (if applicable)	☐
• Set/Amend FSS Triggers	☐
• Authorise 'Set/Amend FSS Triggers' (if applicable)	☐
FSS Allocation Transfer Enquiry:	
• Perform an enquiry (using the filters)	☐
• View transaction details by clicking on a row	☐
• Download data to EXCEL using "EXPORT" and "FIND"	☐
FSS Settled Payments:	
• Perform an enquiry (using the filters)	☐
• View transaction details by clicking on a row	☐
• Download data to EXCEL using "EXPORT" and "FIND"	☐
Rejected FSS Message Enquiry:	
• Perform an enquiry (using the filters)	☐
• View transaction details by clicking on a row	☐
• Download data to EXCEL using "EXPORT" and "FIND"	☐
FSS Notifications:	
• Set/Amend the FSS Notification details	☐
• Authorise 'Set/Amend FSS Notification details' (if applicable)	☐

Cash Account Queue Management	

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Queue Management:	
• Perform an enquiry (using the filters)	☐
• View transaction details by clicking on a row	☐
• Download data to EXCEL using "EXPORT" and "FIND"	☐
• Update one or more Statuses	☐
• Authorise a Cash Account Status change (if applicable)	☐
Override Status: Set or change a Cash Account Override Status	☐
Bulk Status: Perform a bulk Cash Account status change	☐
Enquiry: Enquire on Cash Accounts	☐
Limit: Change a Cash Account Limit	☐
Sub-Limit: Change a Cash Account Sub-Limit	☐

Authorisations List	
Outstanding Authorisations: View a list of outstanding authorisations using both the link in the header and the function from the menu	☐

Reports	
System Reports: View the list of available reports and print one	☐

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Member Reports: View the list of available reports • View data on screen and print • Download to Excel • Download in PDF format	 ☐ ☐ ☐

Unsolicited Advices	
Perform an enquiry (if applicable)	☐

Password Administrators	
Password Admin: Reset another user's password	 ☐
User Privileges: • Change another user's details and status • Link a user to branches • Allocate roles (functions) to user • View the functions in a role • Allocate authorisation privileges to user • View the status of RITS digital certificates (Note: do not revoke any)	 ☐ ☐ ☐ ☐ ☐ ☐