

# Online Reporting

## User Manual

Vienna, April 2022



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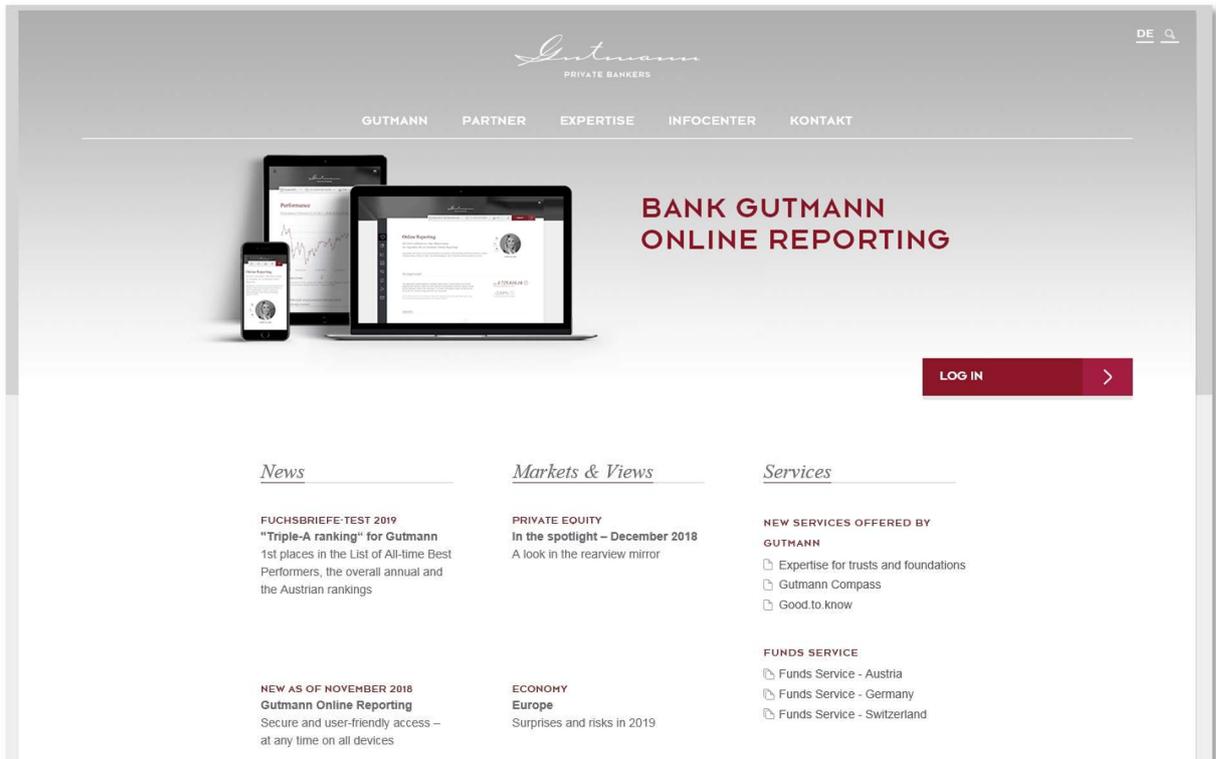
# 1. Introduction to Online Reporting

Information is the basis of successful and sustainable business relations. We are therefore pleased to provide you with a comprehensive information platform for your accounts and securities accounts as part of the Gutmann Online Reporting service. Here you will find all details on transactions and holdings as well as a variety of analytical tools for your portfolio.

This brochure is design to give you a first glimpse of the scope of the functionalities offered along with useful advice on how to use Online Reporting. If you have any further questions, your relationship manager will be pleased to assist you at any time.

## 1.1. Availability

Gutmann Online Reporting can be accessed via the Bank Gutmann website at <http://www.gutmann.at>. Your personal access data allow you to access details of your accounts and securities accounts as well as documents and tools for portfolio analysis that are available online.



Source: [www.gutmann.at](http://www.gutmann.at)

## 1.2. Log-in to Online Reporting

To log in to Online Reporting click the login button on the right-hand side of Bank Gutmann's home page.



This will display an input mask where, first, you have to type in the user name and the personal password and where, at the first-ever login, the initial password must be keyed in. When logging in for the first time, you will also be asked to provide a personal password. This password must consist of at least 6 characters, including one symbol as well as uppercase and lowercase letters.

When you click "Log in", a mask will finally appear where you can type in the current security code. This security code is generated by pressing a button on your personal token and will be displayed in the top right corner of the token. The security code generated in this manner will remain valid for one minute and must be typed into the login mask. If needed, a new security code can be generated with the token at any time. Click "Register" ("Anmelden") to finally access Online Reporting.



With right pictured token security code will be generated by pressing the buttons  and  for few seconds. The security code generated in this manner will remain valid for one minute and must be typed into the login mask. If needed, a new security code can be generated after 30 seconds by pressing .



## 2. Contents and use of Online Reporting

Gutmann Online Reporting offers detailed information on transactions and positions, access to a wide range of documents as well as a variety of analytical tools for your portfolio. Below, you will find a brief description of the types of information and functionalities available.

### 2.1. Home page and menu navigation design

On the home page of Online Reporting, you can see, at a glance, some key information and the contact details of your personal relationship manager.



The simple menu on the left-hand side of Online Reporting guides you through all the data and analyses available. The latter are filled with the data selected based on the global parameters chosen in the top right corner.

#### Menu items available

On the left-hand side of the Online Reporting page, a menu is displayed that guides you through the pages available. The first item takes you to the home page, which provides concise information and your relationship manager's contact details. This is followed by the menu item "Asset analysis", which shows the current composition of your assets as well as your asset allocation history. Under the menu item "Performance", you will moreover find various analytical options in the form of line charts.

The two next menu items “Positions” and “Movements” provide details on all account and securities account holdings as well as full details on past movements in your account and securities account.

The menu item “Documents” holds all documents made available to you under the Online Reporting service in the form of reports or online documentation. The menu item “Information on Online Reporting” comprises this User Manual as well as the terms and conditions for use and legal information.

Finally, the menu item “Message to client relationship manager” enables you to send a message to your personal relationship manager right from the Online Reporting service.

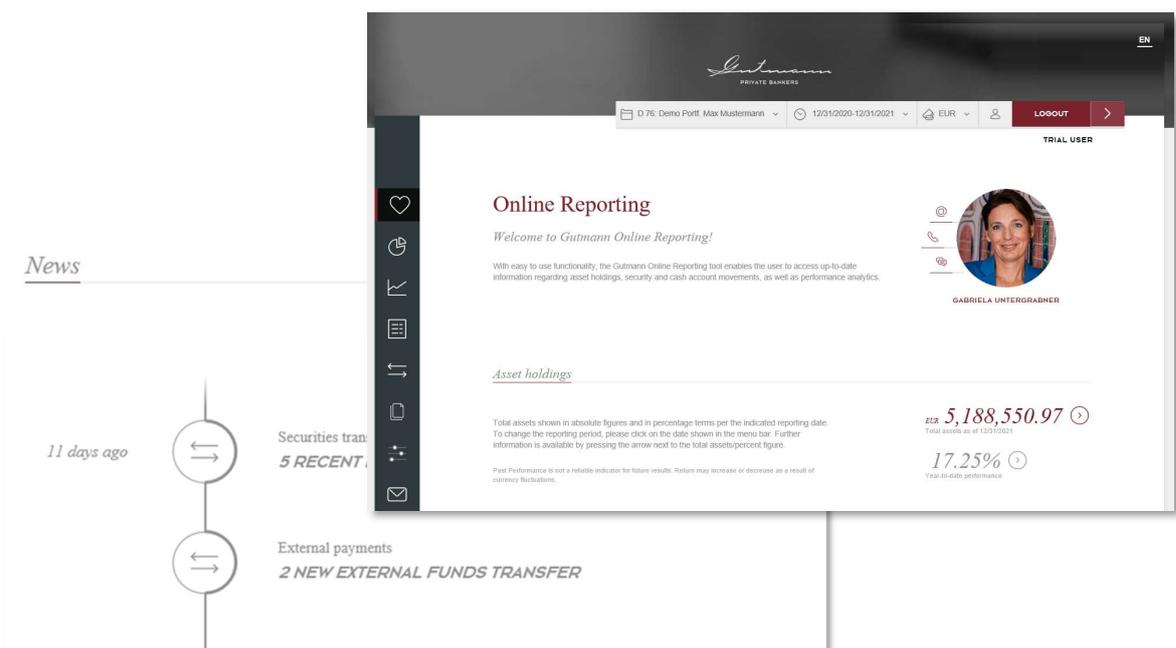
### Global parameters

These are displayed in the top right corner of Online Reporting and allow you to select your client numbers, to define a specific time period and to change the reporting currency. The default setting is the year-to-date period. If you wish, your client relationship manager can change your preferred default reporting currency and the client number to be selected when you log in to the service.

### Customized home page

Depending on the level of detail you want to display on your home page, you may opt for one of two different home pages.

The standard home page provides you with a good overview of your current assets, year-to-date performance and the latest news.

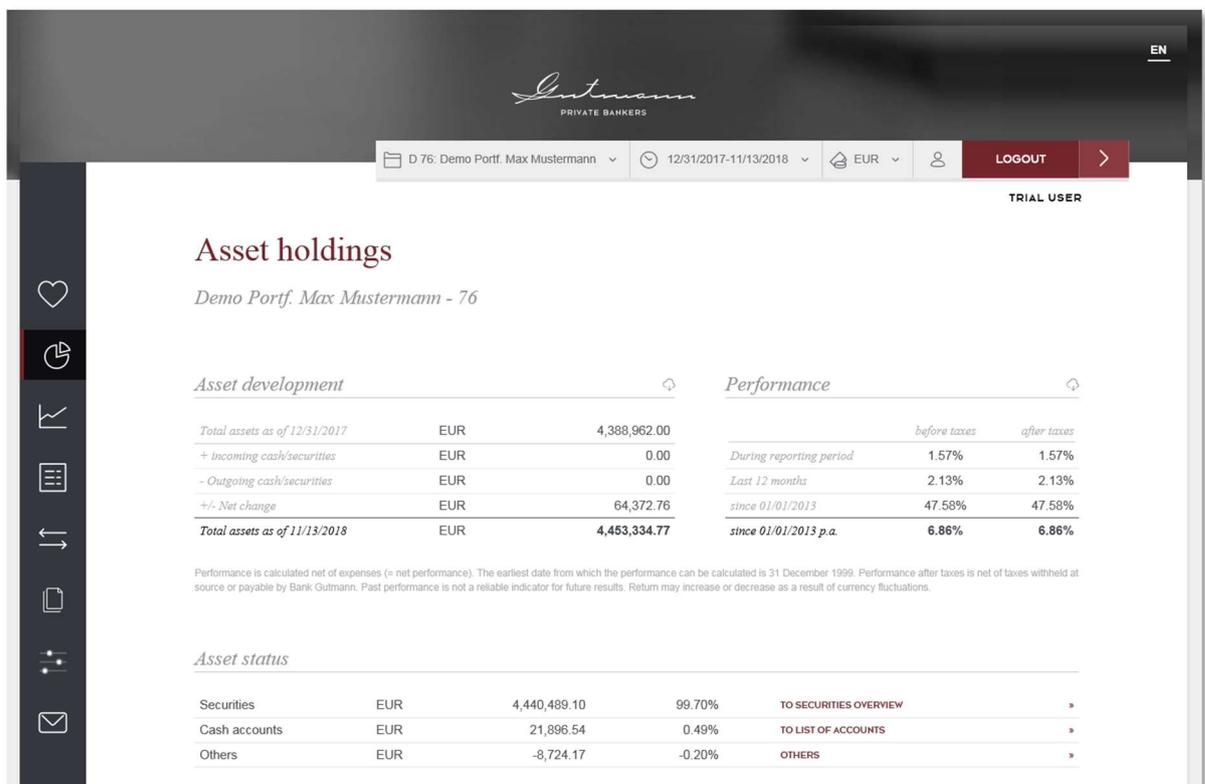


If you require more detailed information on the home page and direct links to account and securities account movements as well as position tables, you may opt for the Professional home page.

Your client relationship manager will be happy to change the home page for you if required.

## 2.2. Menu item Asset holdings

The menu item Asset holdings offers an overview of the development of the assets and the performance of your portfolio as well as the current status of asset allocation with links to further details.



**Asset holdings**  
Demo Portf. Max Mustermann - 76

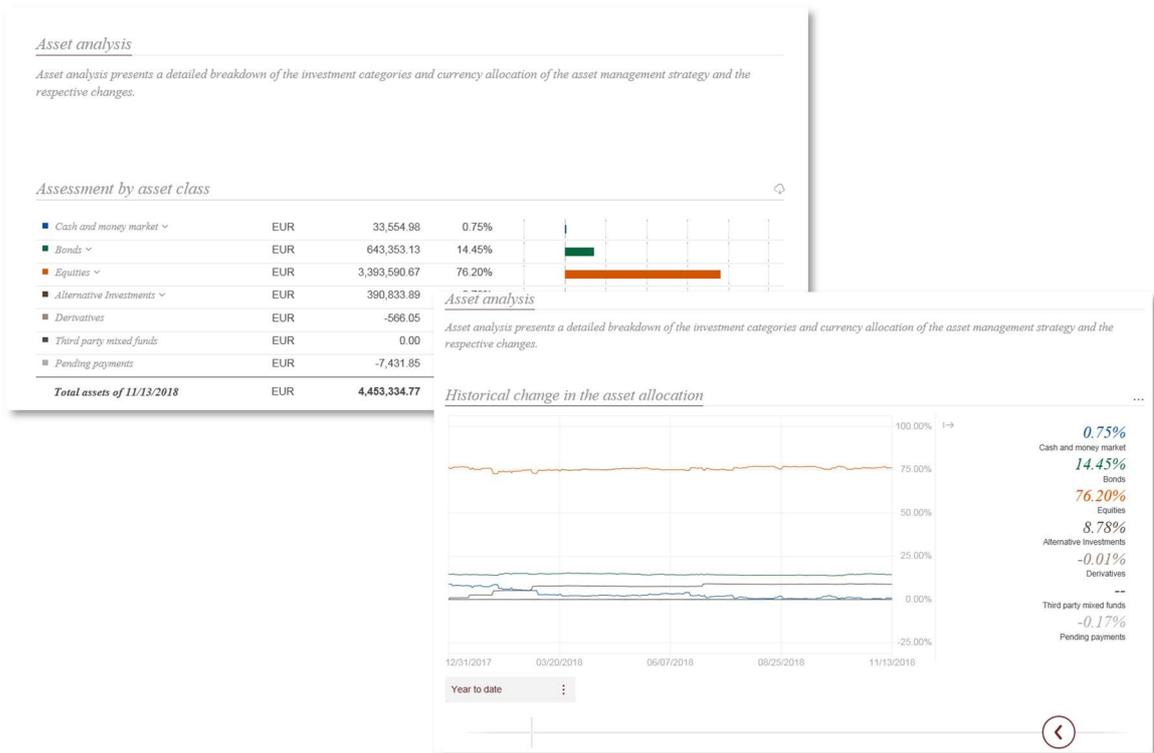
Asset development		Performance	
Total assets as of 12/31/2017	EUR 4,388,962.00	before taxes	after taxes
+ incoming cash/securities	EUR 0.00	During reporting period	1.57% 1.57%
- Outgoing cash/securities	EUR 0.00	Last 12 months	2.13% 2.13%
+/- Net change	EUR 64,372.76	since 01/01/2013	47.58% 47.58%
Total assets as of 11/13/2018	EUR 4,453,334.77	since 01/01/2013 p.a.	6.86% 6.86%

Performance is calculated net of expenses (= net performance). The earliest date from which the performance can be calculated is 31 December 1999. Performance after taxes is net of taxes withheld at source or payable by Bank Gutmann. Past performance is not a reliable indicator for future results. Return may increase or decrease as a result of currency fluctuations.

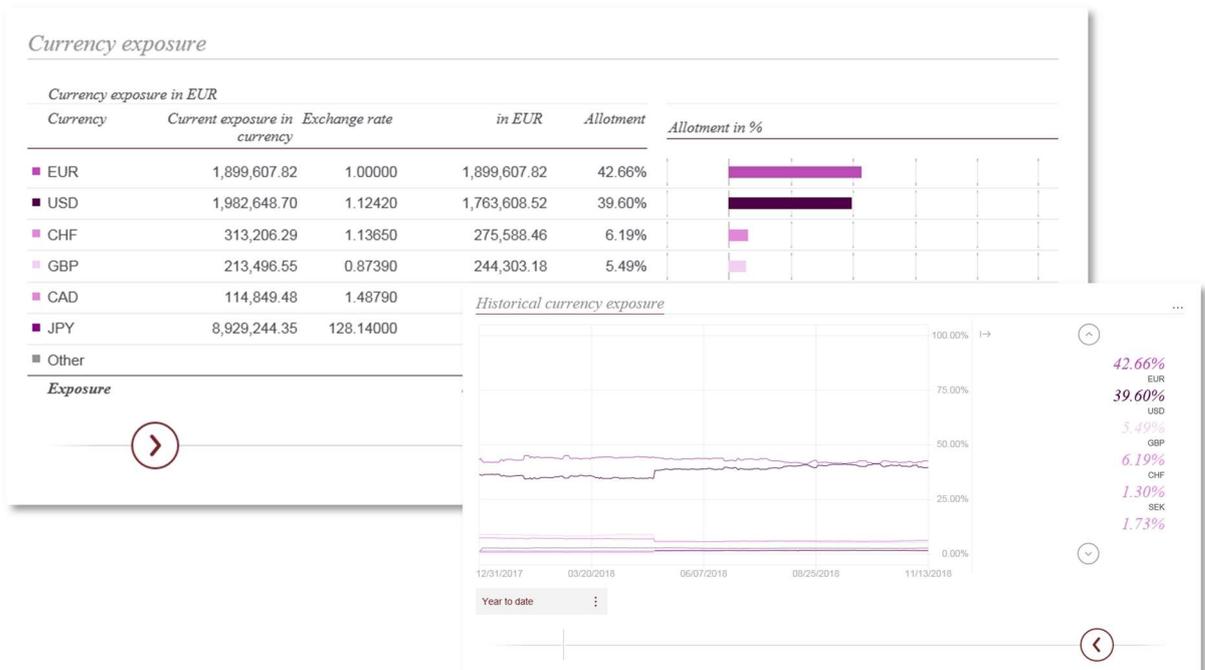
Asset status			
Securities	EUR	4,440,489.10	99.70% <a href="#">TO SECURITIES OVERVIEW</a>
Cash accounts	EUR	21,896.54	0.49% <a href="#">TO LIST OF ACCOUNTS</a>
Others	EUR	-8,724.17	-0.20% <a href="#">OTHERS</a>

### Asset analysis

Asset analysis displays the current allocation by asset class, with the option of displaying sub-classes for individual asset classes (depending on the composition of the portfolio and the availability of look-through data for sub funds). In addition, asset allocation history can be displayed as well.

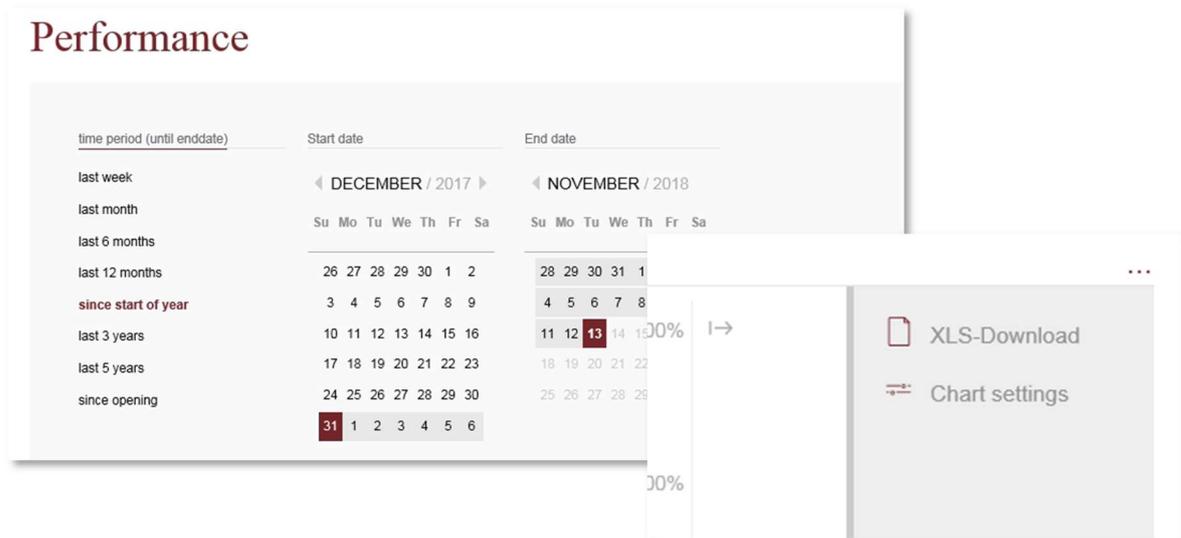


Another table shows the current currency composition of the portfolio as well as the history of currency exposure. Occasionally, portfolio composition and the non-availability of look-through data for sub funds may render a full look-through calculation of portfolio positions impossible.



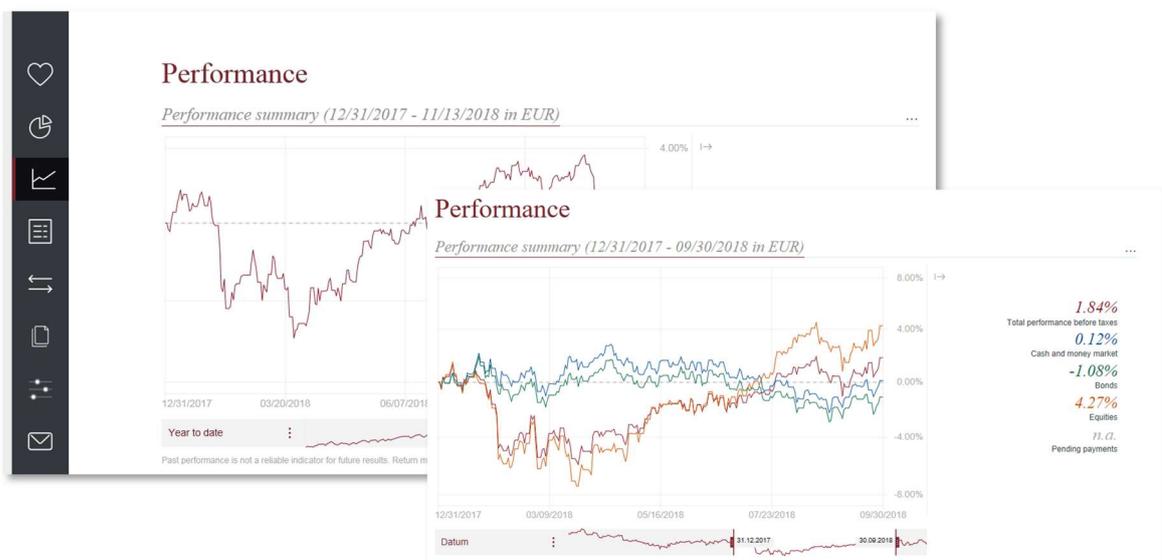
## 2.3. Menu item Performance

Under the menu item Performance, you find various options for analyses in the form of line charts. Within each chart, the period covered by the data displayed can be individually specified by using the box in the bottom left corner, which allows the user to select a starting date and an end date in addition to predefined time periods. Likewise, with all line charts the Options section in the top right corner offers the option of downloading the data displayed in the chart (with the exception of benchmark data) as Excel time series.



### Performance chart

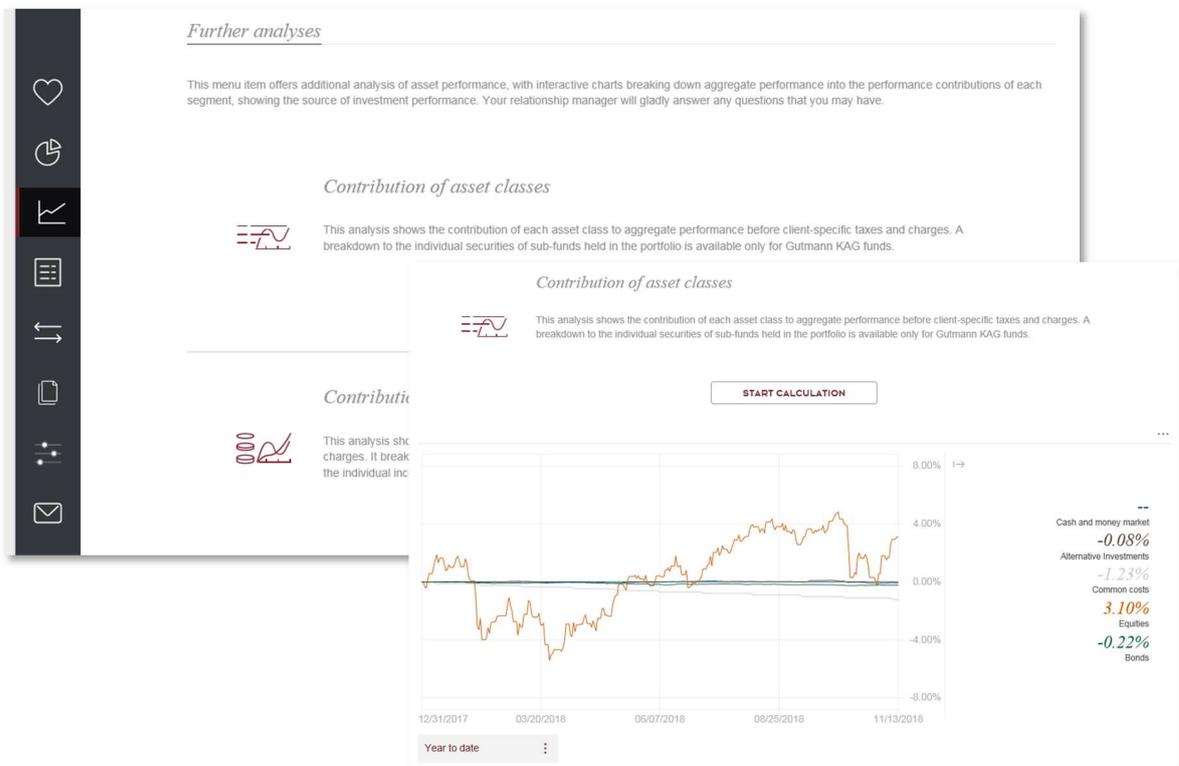
The performance chart shows the aggregate performance of the client number selected prior to tax. The chart options shown in the top right corner offer the user the download function as well as performance by asset class.



## Further analyses

Under the heading of “Further analyses”, Online Reporting offers the option of calculating performance contribution in real time. For this purpose, three different categories are available.

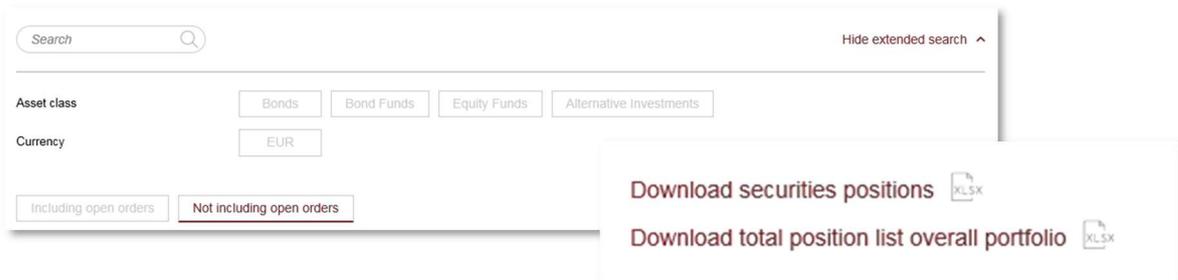
“Contribution of asset classes” shows the contributions of each asset class to the aggregate performance of the portfolio selected, prior to client-specific taxes and fees. “Contribution of performance components” shows the performance contributions of capital gains, currency gains and interest and dividend income. “Contribution of performance components by currency” shows performance contributions of individual positions grouped by currency.



With all of the three analysis options offered, due to data availability, look-through to sub funds held in the portfolio at individual asset level is possible only for Gutmann KAG funds.

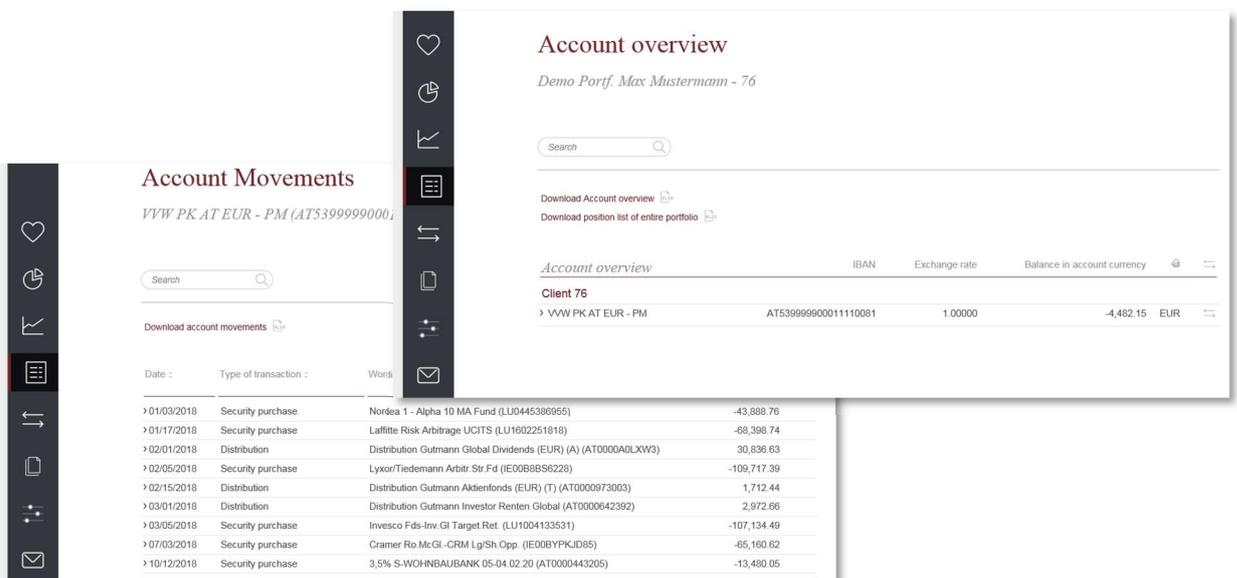
## 2.4. Menu item Positions

The menu item Positions is broken down into three sub-menu items, with an expanded search function as well as the option of downloading all data in Excel format being available under each item.



### Movements in accounts and securities accounts

Under the Accounts category, all active accounts of the client number selected are shown including all account details. The Movements icon in the list of accounts takes you to the account movements of the account you wish to view.



### Securities positions

The sub-menu item Securities positions offers an overview of all portfolio holdings of the client number selected or the securities account selected. Clicking on a specific position displays detailed information on the position plus a performance chart. The links appearing in the details such as “Show transaction list” and “Show income” enable the user to go to yet another level offering additional details on transactions and income relating to this specific position.

If the position is a Gutmann KAG fund, a link will take you from the positions list direct to the fund details on the Gutmann KAG website.

**Securities positions**  
Demo Portf. Max Mustermann - 76

Search Show extended search

9 Results | Reset

Including open orders  Not including open orders

Download securities positions Download total position list overall portfolio

Securities account details		Performance		Valuation			
Type	Title	Nominal value/share	in currency	in EUR	Price	Exchange rate	Value in EUR
3,5% S-WOHNBAUBAUFOND	Gutmann Aktienfonds (EUR) (T)	194,596.00	60.50%	60.50%	9.46000	1.00000	1,840,878.16

**Details**

ISIN: AT0000973003  
 Bloomberg Ticker: GUTAKTN AV Equity  
 Share of overall portfolio: 41.34%  
 Performance for period selected: 1.71%  
 Stock market listing: AT FONDS  
 Exchange Code: 801  
 Minimum tradable unit/amount: 1.00  
 Currency of coupon/dividend: EUR  
 Tax category: n.a.  
 Security amount number: 76 - 0  
 Category: Equity Funds

Inception date		Valuation	
Purchase date	01/01/2013	Price date	11/09/2018
Purchase price	5.92	Value in currency	1,840,878.16
Purchase Exchange rate	1.00000	Accrued interest in EUR	0.00
Cost value in currency	1,152,008.32	Deferres taxes in EUR	0.00
Cost value in EUR	1,152,008.32	Accumulated proceeds in EUR	8,134.11

SHOW TRANSACTION LIST | SHOW INCOME | FUND DETAILS

## Other positions

Under Other positions, you will find a table with portfolio components that are neither an account nor a securities position, but tax accruals or payments pending.

**Other positions**  
Demo Portf. Max Mustermann - 76

Search

No results found | Reset

Download position list other positions Download position list of entire portfolio positions

Other portfolio positions	Nominal value/share	Price	Exchange rate	Value in EUR
No data available				

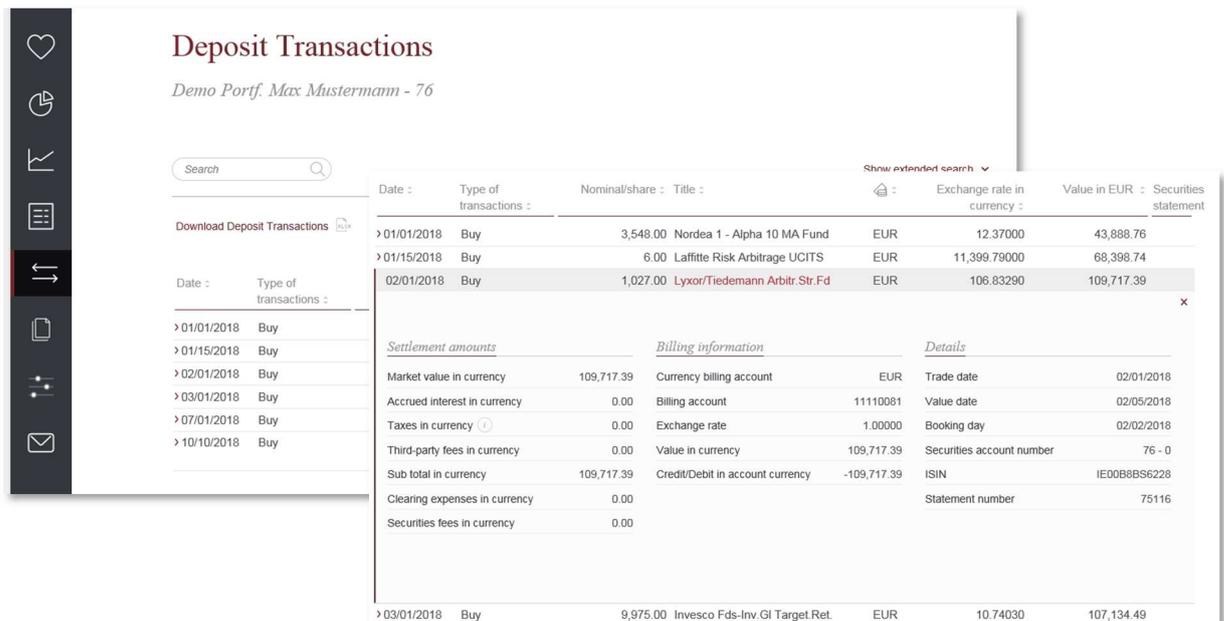
If your client number comprises holdings that are not eligible for inclusion in a securities account, an addition table will be displayed with other investments (no securities pursuant to § 1 para 1 Depotgesetz (Securities Deposit Act)) showing all details on these positions.

## 2.5. Menu item Movements

The menu item Movements is broken down into three sub-menu items, which offer an expanded search function and downloading of all data in Excel format.

### Movements in the securities account

The sub-menu item Movements in securities account shows all securities transactions of the client number selected and/or the securities account selected within the defined time period. Clicking on a transaction will display further details. If a settlement document is available for the transaction it can be downloaded direct from the transactions list.



**Deposit Transactions**  
Demo Portf. Max Mustermann - 76

Search

Download Deposit Transactions 

Date	Type of transactions	Nominal/share	Title	Exchange rate in currency	Value in EUR	Securities statement
> 01/01/2018	Buy	3,548.00	Nordea 1 - Alpha 10 MA Fund	EUR	12.37000	43,888.76
> 01/15/2018	Buy	6.00	Laffitte Risk Arbitrage UCITS	EUR	11,399.79000	68,398.74
> 02/01/2018	Buy	1,027.00	Lyxor/Tiedemann Arbitr. Str. Fd	EUR	106.83290	109,717.39

Settlement amounts

Market value in currency	109,717.39	Currency billing account	EUR	Trade date	02/01/2018
Accrued interest in currency	0.00	Billing account	11110081	Value date	02/05/2018
Taxes in currency	0.00	Exchange rate	1.00000	Booking day	02/02/2018
Third-party fees in currency	0.00	Value in currency	109,717.39	Securities account number	76 - 0
Sub total in currency	109,717.39	Credit/Debit in account currency	-109,717.39	ISIN	IE0088BS6228
Clearing expenses in currency	0.00			Statement number	75116
Securities fees in currency	0.00				

> 03/01/2018 Buy 9,975.00 Invesco Fds-Inv.Gl Target.Ret. EUR 10.74030 107,134.49

## Distributions/dividends/coupons

In the tabulation of Distributions/dividends/coupons, you will find all corporate actions that have been settled and relate to your portfolio positions plus a variety of details, if required.

**Payouts**  
Demo Portf. Max Mustermann - 76

Search Show extended search

Date	Type of transaction	Nominal value/share	Title	Earnings by share	Net amount in EUR	Statement
> 02/01/2018	Distribution	9,043.00	Gutmann Global Dividends (EUR) (A)	EUR 3.41000	30,836.63	
> 02/15/2018	Distribution	194,596.00	Gutmann Aktienfonds (EUR) (T)	EUR 0.00880	1,712.44	x
> 02/01/2018	Distri					
> 02/15/2018	Distri					
> 03/01/2018	Distri					

Settlement amounts		Billing informations		Details	
Gross value in currency	1,712.44	Currency billing account	EUR	Trade date	02/15/2018
Taxes in currency	0.00	Billing account number	11110081	Value date	02/15/2018
Third-party fees in currency	0.00	Exchange rate	1.00000	Booking day	02/16/2018
Subtotal in currency	1,712.44	Value in currency	1,712.44	Securities account number	76 - 0
Exchange rate commission	0.00	Credit/Debit in account currency	1,712.44	ISIN	AT0000973003
				Statement number	83451

> 03/01/2018	Distribution	45,593.00	Gutmann Investor Renten Global	EUR 0.06520	2,972.66	
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## Liquidity forecast

Based on your portfolio positions, the liquidity forecast shows all future payments currently known to and expected by us over the next three years.

**Liquidity forecast**  
Demo Portf. Max Mustermann - 76

Search Show extended search

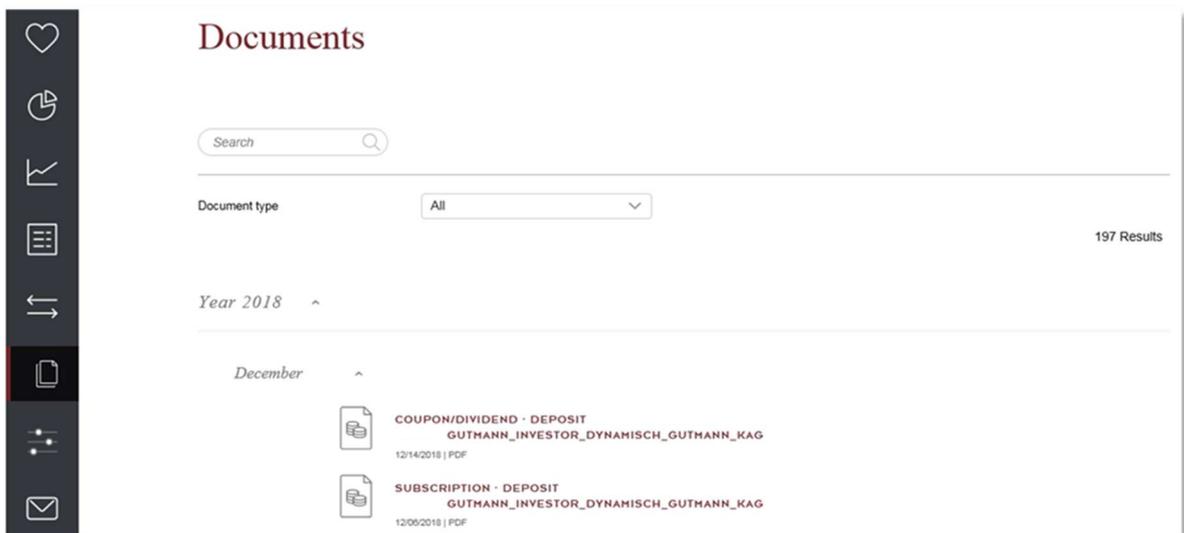
1 Year | 2 Years | 3 Years 1 Result | Reset

Download liquidity forecast

Month	Date	Nominal value	Title	Text	Gross value in EUR	Net amount in EUR
> February	02/04/2019	12,663.00	3,5% S-WOHNBAUBANK 05-04.02.20	EUR Coupon	443.21	443.21

## 2.6. Menu item Documents

Under this menu item, you will find all documents that have been released for Online Reporting purposes. They comprise all settlement documents of securities transactions and corporate actions as well as account and securities account statements. In addition, a variety of other documents is also provided depending on the strategy and the composition of the portfolio. If you have agreed with your client relationship manager that you will receive periodic portfolio reports, you will also find these under this menu item.



## 2.7. Menu item Information on Online Reporting

Under this menu item, you will find the current terms and conditions for use of Online Reporting as well as the User Manual and legal information.



## 2.8. Menu item Message to relationship manager

Regardless of where you are in Online Reporting, you may send a message to your client relationship manager at any time by using the menu item Message to relationship manager (envelope-shaped icon). This menu item opens a message window, which you can use to send your questions regarding Online Reporting direct to your relationship manager, who will then contact you as usual through the agreed channel.

The screenshot displays the 'Online Reporting' interface. On the left is a dark vertical navigation bar with icons for home, reports, charts, navigation, documents, and a highlighted envelope icon for messaging. The main content area is titled 'Online Reporting' and includes a welcome message: 'Welcome to Gutmann Online Reporting!'. A message composition form is open, with the recipient name 'QUESTION FOR GABRIELA UNTERGRABNER' and a 'SUBJECT' field. A large text area labeled 'MESSAGE\*' contains a faint watermark. Below the text area is a disclaimer: 'This message does not constitute a request for action.' and a 'SEND' button. On the right side of the screenshot, there are fragments of text from another page, including 'enables the user to access up...', 'movements, as well as perform...', 'er the indicated reporting date.', 'the menu bar. Further...', 'ets/percent figure.', and 'ease or decrease as a result of'.

### 3. Your Personal Funds Service

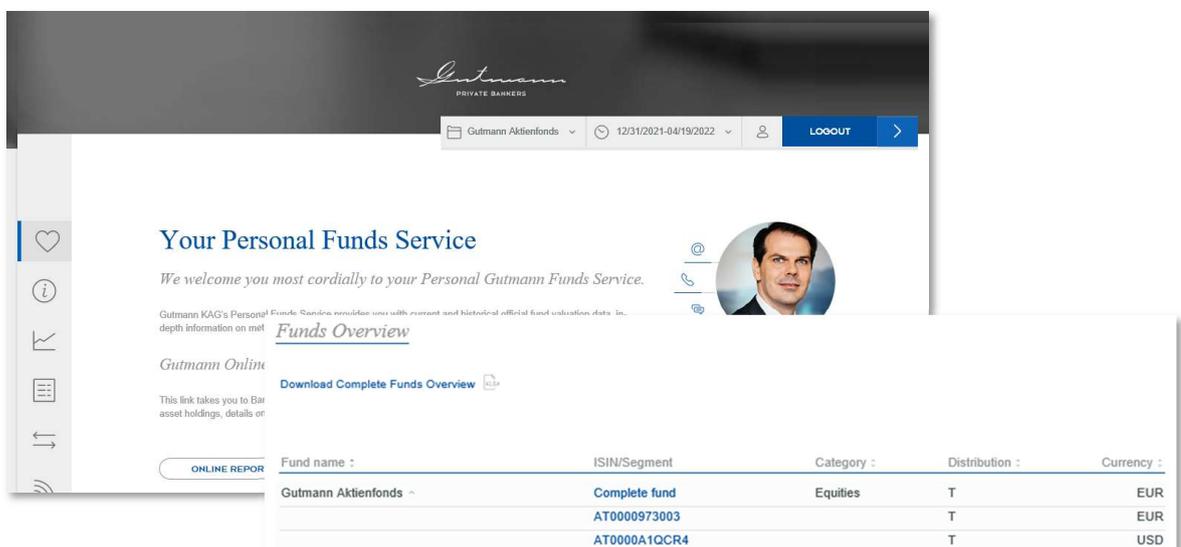
Clients invested in special funds have the possibility to access the Fund Service Individual via the Online Reporting service. The Fund Service Individual provides historic and current official fund valuations from Gutmann KAG, whereas the Online Reporting service provides data from the core banking system of the bank.

In addition to the various information relating to the fund, clients have access to extensive information and key figures as well as to the fund documents and booking details from the fund accounting system. The link to the Fund Service Individual can be found on the home page of the Online Reporting service.



#### 3.1. Home page and Menu

An overview of the fund together with the contact details of the adviser is displayed on the home page. Clients have the opportunity to navigate between the Fund Service Individual and the Online Reporting service. A menu bar is displayed in a similar way to the Online Reporting service on the left-hand side, providing access to all available data and analysis options.



## Available menu options

The menu bar displayed on the left-hand side guides you through all available pages. The first menu item displays the homepage with an overview of the fund and the contact details of your adviser. The tab “Details” leads you to the page with the detailed information on the fund, its tranches and segments. Under “Performance”, you will find different chart analysis.

The menu items “Positions” and “Transactions” provide you with detailed information on the fund holdings as well as all the details relating to historical transactions including distributions/dividends/coupons.

Your current subscriptions are displayed under “Subscription Service” and you have the possibility of subscribing to further publications and fund documents. Historic versions of the fund documents can be found and downloaded under “Archive”. This user manual, terms and conditions as well as legal information are displayed under “Information about Fund Service Individual”.

The last menu icon “Envelope” provides you with the opportunity to leave a message to your personal adviser.

## Individual parameters

You will find the settings for your individual parameters relating to your fund, tranches and segments in the top right hand side of the window. The default setting for the timeline is year to date.

### 3.2. Menu item “Details”

Under “Details”, you will find extensive information on the key figures of the fund, tranches and segments. Depending on the structure of the fund and the selected fund element, a detailed or summarized illustration will be displayed.

The basic information presents an overview of all important information such as the fund authorization, ISIN name, tranche currency, fund type, appropriation of profits, fiscal year, unit value, factsheet, KID and the risk-reward profile.

**Details**

*Gutmann Aktienfonds*

*The Gutmann Aktienfonds is managed on an opportunistic basis. It predominantly invest in companies that should provide stable growth. However it also seeks to profit from shorter term investment opportunities.*

Gutmann Aktienfonds is a fund that aims high long-term capital gain. The Equity selection is actively made based on fundamental and/or technical information whereat a temporary focus is possible. Further the fund is allowed to invest in derivative instruments with a maximum maturity up to 49 per cent of the fund assets. Derivative instruments

Base Data	
Name	Gutmann Aktienfonds
Internal ID	GAF
Currency	EUR
End of financial year	12/31/2019

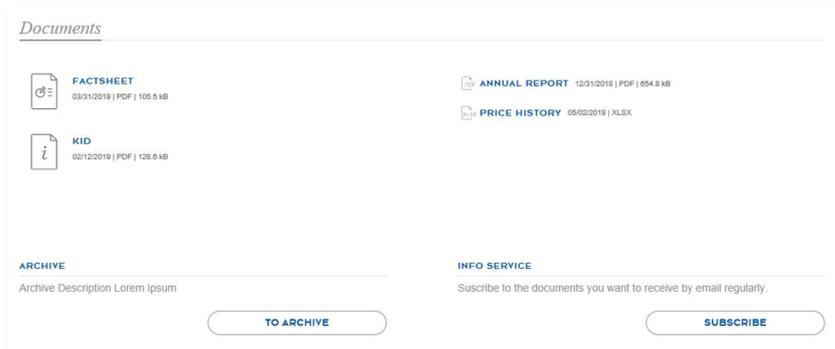
[FACTSHEET](#) 03/31/2019 | PDF | 105.5 MB  
[KID](#) 02/12/2019 | PDF | 128.8 MB

You will find all relevant trading information: price at issuance, redemption price, issuing premium, redemption premium, trading frequency, cut-off times and value dates. On the right, you will find the details of your adviser including contact details. The graphically displayed asset allocation illustrates the current allocation and investment strategy.



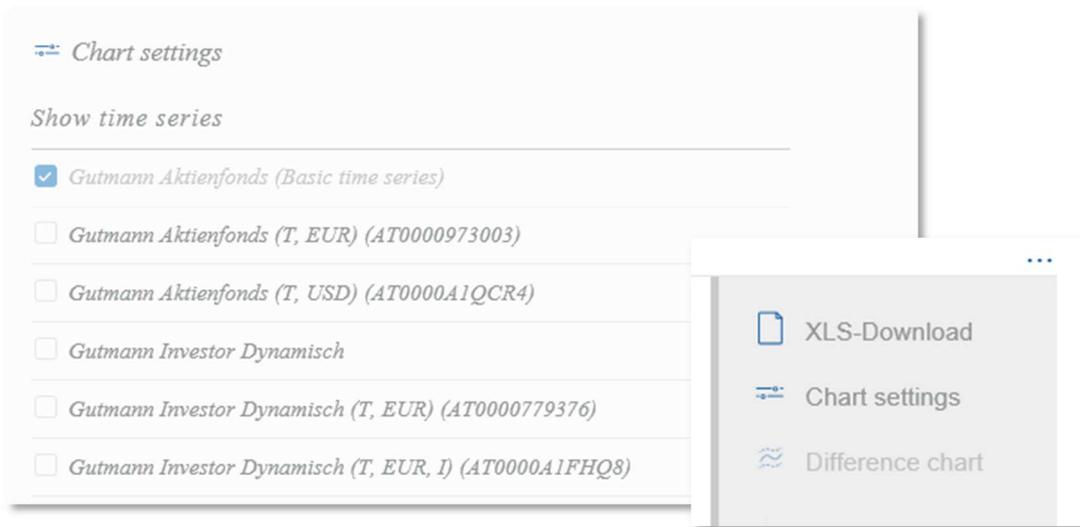
“Other information” provides you with further details regarding the fund and on the right; you will find information concerning the last annual distribution.

All current documents can be downloaded in the lower section under the fund details as well as historical documents listed in the archive section. Additionally you have the possibility to register for new documents and receive these via email.



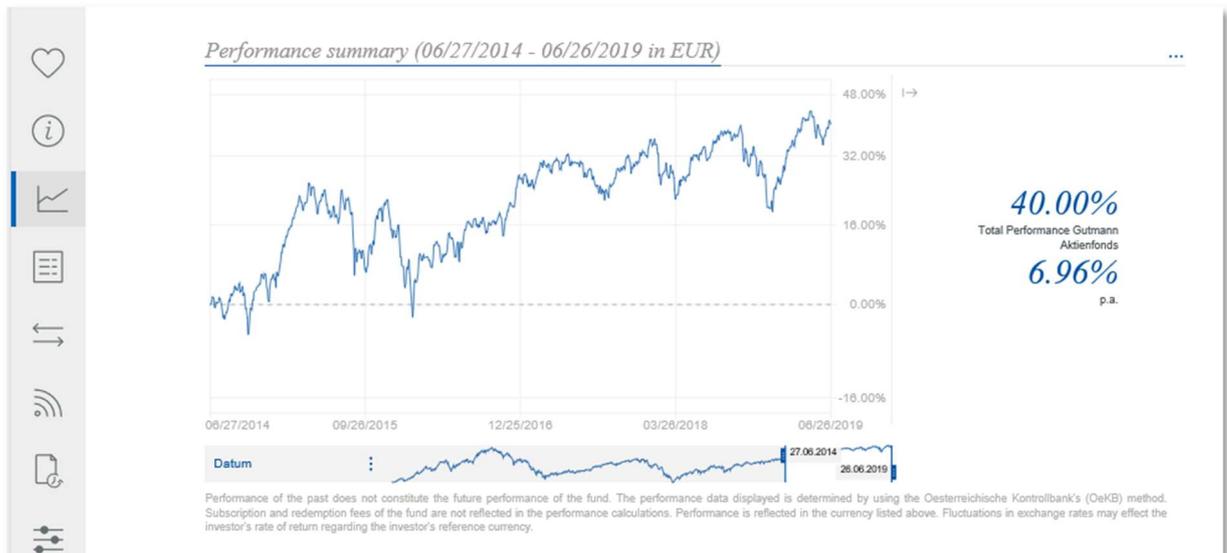
### 3.3. Menu item “Performance”

Various performance valuations are available in the “Performance” tab in form of linear charts. In the top right hand corner, you have the option to download the data used for the chart into an excel spreadsheet (besides data relating to the benchmark). Additionally it is possible to add the benchmark (so long as one has been defined) to the fund, tranche or segment. You also have the option to display a differential chart by selecting the time series defining respectively the base time series and the available timeframe.



### Performance chart

The performance data, provided in the performance overview, has been computed using the calculation method of the OeKB. Additional funds as well as benchmarks can be added to the chart in the chart settings. The performance dates of the data displayed in each chart can be individually overridden by changing the start and end dates.



### 3.4. Menu item “Positions”

The holdings are listed under “Positions” and aggregated by asset class. Each asset class being easily identifiable by its own specific color. Data can be configured through an advance search and downloaded into Excel. Extensive information is available for each position.

### 3.5. Menu item “Deposit Transactions”

The transaction tab offers the possibility of an advance search and excel download.

#### Custody account transactions

Under custody account transactions, you will find all transactions relating to the positions in the selected fund element within a defined time-period. A page with further detailed information opens when clicking on a transaction.

**Deposit Transactions**  
Gutmann Aktienfonds

Search  Show extended search

[Download Deposit Transactions](#)

Date	Transaction type	Units	Title	Security Price in Currency	Value in EUR
> 01/11/2019	booking out	-13,959.00	Total S.A. Anrechte (Wahldividende)	EUR 0.00000	0.00
> 01/23/2019	buy securities	337.00	Hannover Rück SE	EUR 127.26590	42,951.48
> 01/23/2019	buy securities	2,291.00	GlaxoSmithKline PLC	GBP 14.98990	39,251.69
01/23/2019	buy securities	187.00	ROCHE HOLDING AG Inhaber-Genußscheine o.N.	CHF 259.62810	42,997.49

**Transaction Details (01/23/2019):**

Settlement amounts	Billing information	Details
Market value in currency: 48,621.56	Foreign exchange rate: 0.88433	Trade date: 01/22/2019
Accrued interest in currency: 0.00		Value date: 01/24/2019
Taxes in currency: 0.00		ISIN: CH0012032048
Third-party fees in currency: 14.57		Transaction label: 6082173
In-house fees in currency: 56.53		Category: Equities

#### Payouts

In the “Payouts” schedule, you will find all positions, which have been accounted for, as well as the details of the individual bookings.

**Payouts**  
Gutmann Aktienfonds

Search  Show extended search

[Download Payouts](#) 47 Results | Reset

Booking date	Transaction	Units	Title	Security Price in Currency	Value in EUR
> 01/02/2019	RD	23,450.00	TELLUS CORP.	CAD 0.54500	6,102.22
> 01/09/2019	RD	7,015.00	The Walt Disney Co.	USD 0.88000	3,751.83
01/10/2019	RD	8,898.00	Philip Morris Internat. Inc.	USD 0.03420	181.51

**Transaction Details (01/10/2019):**

Settlement amounts	Billing information	Details
Gross amount in currency: 304.31	Gross amount in EUR: 265.01	Trade date: 01/09/2019
Third-party fees in currency: 0.00	Foreign Exchange rate: 1.14831	Value date: 01/15/2019
In-house fees in currency: 4.59		Ex-dividend date: 01/10/2019
Value in currency: 208.43		ISIN: US7181721090
		Transaction label: 6008784
		Category: Equities

### 3.6. Menu item “Subscription Service”

Under the tab “Subscription Service”, you will find an overview of your current subscriptions and have the opportunity to subscribe to further fund documents relating to your special fund. Current and historic assessment files are also available as excel downloads.

In the subscription management section of Your Personal Funds Service, you can subscribe to individual publications, specific to your special fund, as well as to publications relating to Gutmann KAG public funds in the public publications.

**Subscription Service**

In the Subscription Service you will find a list of your current subscriptions and you may subscribe to additional fund documents at any time. In addition, current price information on all public funds is available for downloading.

Use the Administration Tab to edit or terminate current subscriptions. In the comprehensive list of all funds, you may select those funds for which information will be sent to you by email on a regular basis. After you have selected a fund, it will appear in Subscription overview and you will be able to subscribe to specific or all types of individual documents by placing a check mark in the appropriate box.

[TO THE PUBLIC INFOSERVICE](#)

Funds name	ISIN	Subscription	Actual overview
Gutmann Aktienfonds (0 abonniert)	AT0000A1QCR4	<input type="checkbox"/> All <input type="checkbox"/> KID <input type="checkbox"/> Factsheet	<input type="checkbox"/> Further Documents
Gutmann Aktienfonds	AT0000973003	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> Further Documents
Gutmann Investor Dynamisch	AT0000A1FHQ8	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> Further Documents
Gutmann Investor Dynamisch	AT0000779376	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> Further Documents

[SAVE](#)

### 3.7. Menu item “Archive”

You can access and download historic versions of your fund documents under the “Archive” tab.

**Archive**

Search

Document type: All

12 Results

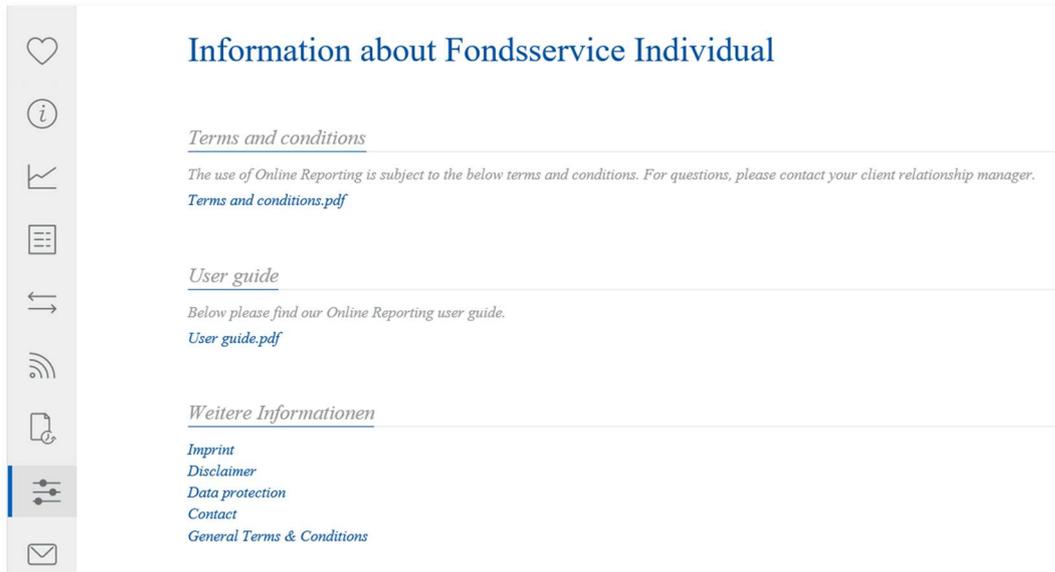
Year 2019

March

- FACTSHEET  
FACTSHEET GUTMANN AKTIENFONDS ENGLISCH  
03/31/2019 | PDF | 110.4 kB
- FACTSHEET  
FACTSHEET GUTMANN AKTIENFONDS ENGLISCH  
03/31/2019 | PDF | 105.5 kB

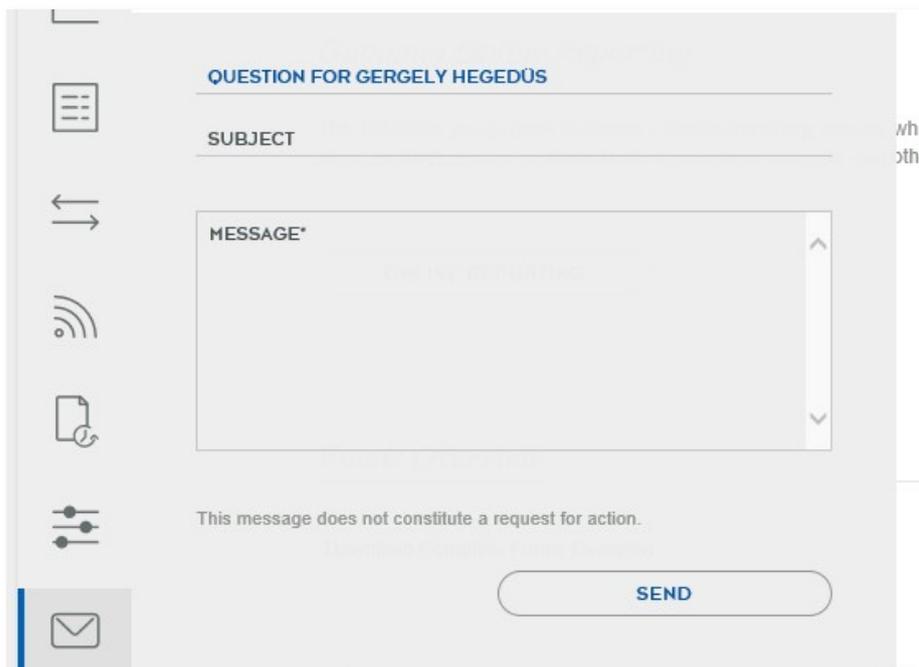
### 3.8. Menu item “Information about Fund Service Individual”

Under this menu item, you will find the Terms and Conditions of the Fund Service Individual, as well as this user manual.



### 3.9. Menu item “Envelope”

Wherever you find yourself in the Fund Service Individual, you may send a message to your client manager at any time by using the envelope-shaped icon. This menu item opens a message box, which you can use to send your questions regarding Fund Service Individual direct to your relationship manager. Your relationship manager will then get in touch with you through your agreed communication channel.



## 4. Security and technology

Utmost security is one of the values of Bank Gutmann. Online Reporting therefore uses technology and security standards that conform to the state of the art common in the market.

### 4.1. Security

Security of your data is important to us. Online Reporting can therefore be accessed only through two-factor authentication, which is guaranteed by use of a personal password and the second factor in the shape of a current security code. This security code must be newly generated for every login by using the Vasco Token assigned to your user and entered into the login mask.

### 4.2. User settings

The person icon displayed in the top right corner enables you to independently change the e-mail address you provided for Online Reporting. This is needed for the “Password forgotten” function that is available to you in the login mask. It enables you to enter your user identification and have a new password sent to the e-mail address named by you to replace your previous password.

In addition, user settings include a function enabling you to change your personal password.

### 4.3. Technical information

Due to the large data volumes that are sometimes available under Online Reporting, use of the Microsoft Internet Explorer may occasionally lead to lengthy loading times. For best results in using the features of the new Online Reporting system, we recommend you use browsers Google Chrome, Mozilla Firefox or Safari.