

User guide for reporting using ASEKOL portal

15. 6. 2009



Contents

Logging into system	2
Dashboard	5
Current period statement template download.....	6
Other period statement template download.....	6
Current period statement upload	7
Other period statement upload	9
Your sheets archive	11
Log out.....	12

Logging into system

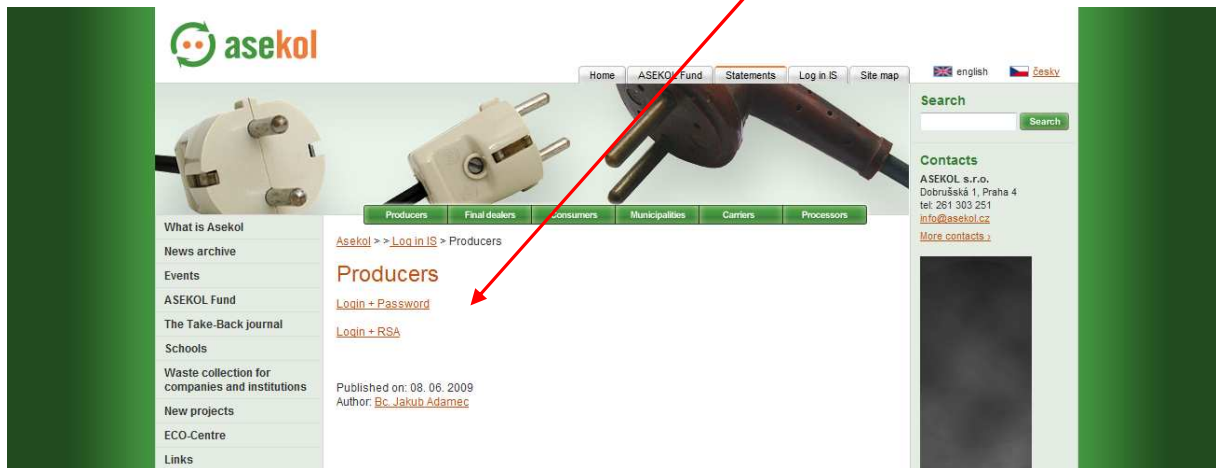
Link to access the information system is on the website www.asekol.com. In the upper part select the tab **Log in IS**.

The screenshot shows the ASEKOL website homepage. The top navigation bar includes links for Home, ASEKOL Fund, Statements, Log in IS, and Site map. A red arrow points from the text above to the 'Log in IS' tab. Below the navigation bar is a banner with images of people and products, with tabs for Producers, Final dealers, Consumers, Municipalities, Carriers, and Processors. The main content area features a 'News' section with several articles dated from 2009. On the right, there is a 'Contacts' section and a 'Z DALEKÉ BUDOUCNOSTI PRÍCHÁZÍ, ABY VAROVAL' banner. The footer contains copyright information and a CMS ePublisher logo.

Then choose link **producers (statements)**.

The screenshot shows the ASEKOL website with the 'Log in IS' page selected. The top navigation bar now highlights 'Statements' and 'Log in IS'. A red arrow points from the text above to the 'Producers (statements)' link in the left sidebar. The main content area displays the 'Log in IS' page, including the 'Producers (statements)' link, the publication date (08. 06. 2009), and the author (Bc. Jakub Adamec). The right sidebar and footer remain the same as in the previous screenshot.

On this page choose your signing in version – username with password or username with RSA passcode.



In new window, there is opened logon screen into system. Please, fill in username and password or username and RSA passcode.



Welcome to the
Asekol

Username
Password

Please sign in to begin.

After pressing Sign In button you will be logged into system and start page for Reporting is loaded – **Dashboard.**

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Dashboard | Sheets | Bc. Jakub Adamec

you are here: [dashboard](#) (home)

Your sheets archive

	1Q	2Q	3Q	4Q
2009	!			
2008	!	!	✓	✓
2007	!	!	!	!
2006	!	!	!	!
2005			!	!

- ✓ - Import OK.
- ✗ - Stornován/Canceled nebo Odmítnut ASEKOLEM/Reject by ASEKOL nebo Import neúspěšný/Import failed.
- ✓ - Fakturován/Invoiced.
- 📄 - Importuji/Importing.
- ! - Výkaz nebyl zaslán/sheet not sent.

Contact info

Company name: Testovací klient SSP en
Residential address: Blatenská 425, 36235 Abertamy
Postal address: Blatenská 425, 36235 Abertamy
User name: Bc. Jakub Adamec
E-mail: jakub.adamec@asekol.com
Phone number: 261303268
Mobile number: 728411861

If these information changed, please [contact us](#).

Current sheet form

[Current sheet form to download](#)
[Upload current sheet](#)

Dashboard

On system start page (Dashboard) there are three basic items:

- 1) Your sheets archive – this is overview table about statements from last period with icons signaling individual period state.
- 2) Current sheet form – you are able to download current period statement or upload filled statement for current period into the system
- 3) Contact info – contact data and company data verification. If any item is out of date, please, click on **Contact us** and fill in form with actual data. After confirming this form, these data are sent to our employee into e-mail and we will update your data as soon as possible in our information system. Changes on our web approve during 24 hours, after synchronization between our information system and web portal.

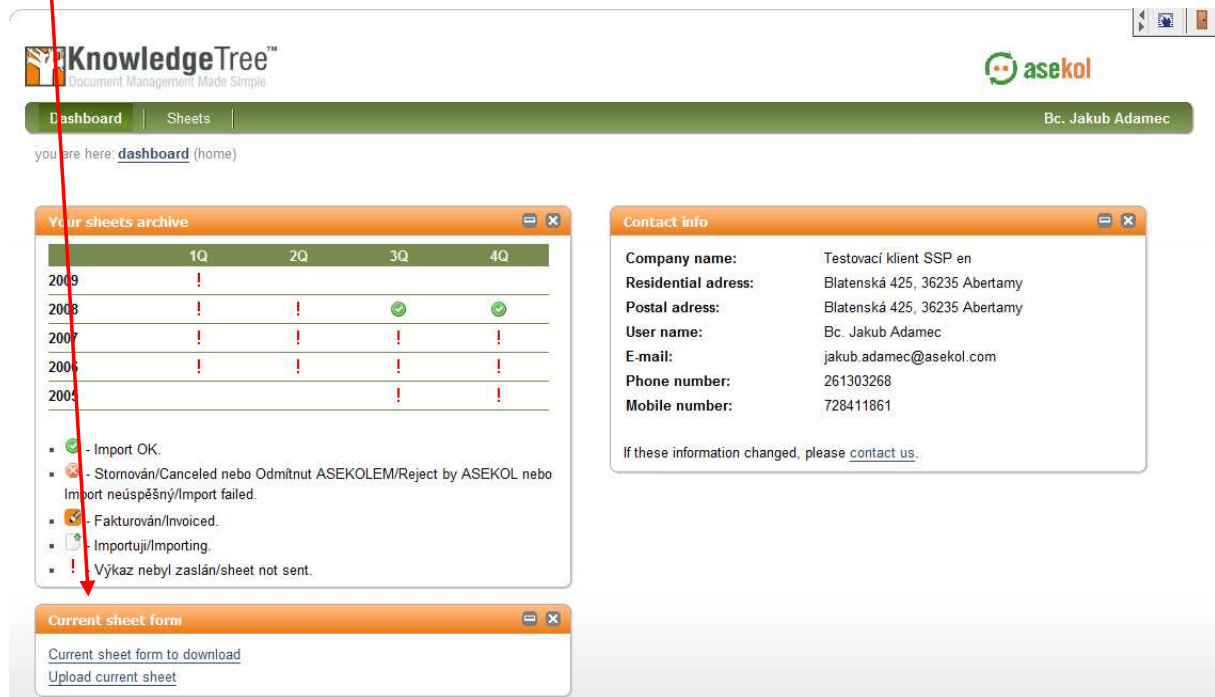
The screenshot displays the KnowledgeTree dashboard interface. At the top, there is a navigation bar with the KnowledgeTree logo and the Asekol logo. Below the navigation bar, the user is identified as 'Bc. Jakub Adamec'. The main content area is divided into three sections:

- Your sheets archive:** A table showing the status of statements for each quarter (1Q, 2Q, 3Q, 4Q) from 2005 to 2009. The table includes a legend for the status icons: a green checkmark for 'Import OK', a red 'X' for 'Stornován/Canceled nebo Odmitnut ASEKOLEM/Reject by ASEKOL nebo Import neúspěšný/Import failed', a yellow checkmark for 'Fakturován/Invoiced', a green checkmark for 'Importují/Importing', and a red exclamation mark for 'Výkaz nebyl zaslán/sheet not sent'.
- Contact info:** A form displaying contact details for 'Testovací klient SSP en', including residential and postal addresses, user name, email, phone number, and mobile number. A note at the bottom states: 'If these information changed, please [contact us](#)'.
- Current sheet form:** A section with two links: 'Current sheet form to download' and 'Upload current sheet'.

Red arrows from the text above point to these three sections: one to the 'Your sheets archive' table, one to the 'Contact info' form, and one to the 'Current sheet form' section.

Current period statement template download

On system start page (Dashboard) click on **Current sheet form to download** in **Current sheet form** table.



The screenshot shows the KnowledgeTree dashboard with the 'asekol' logo and user 'Bc. Jakub Adamec'. The 'Your sheets archive' window displays a table of sheet statuses for years 2009 to 2004 across quarters 1Q to 4Q. A red arrow points from the 'Current sheet form to download' link in the 'Current sheet form' window to the 'Current sheet form to download' link in the 'Your sheets archive' window.

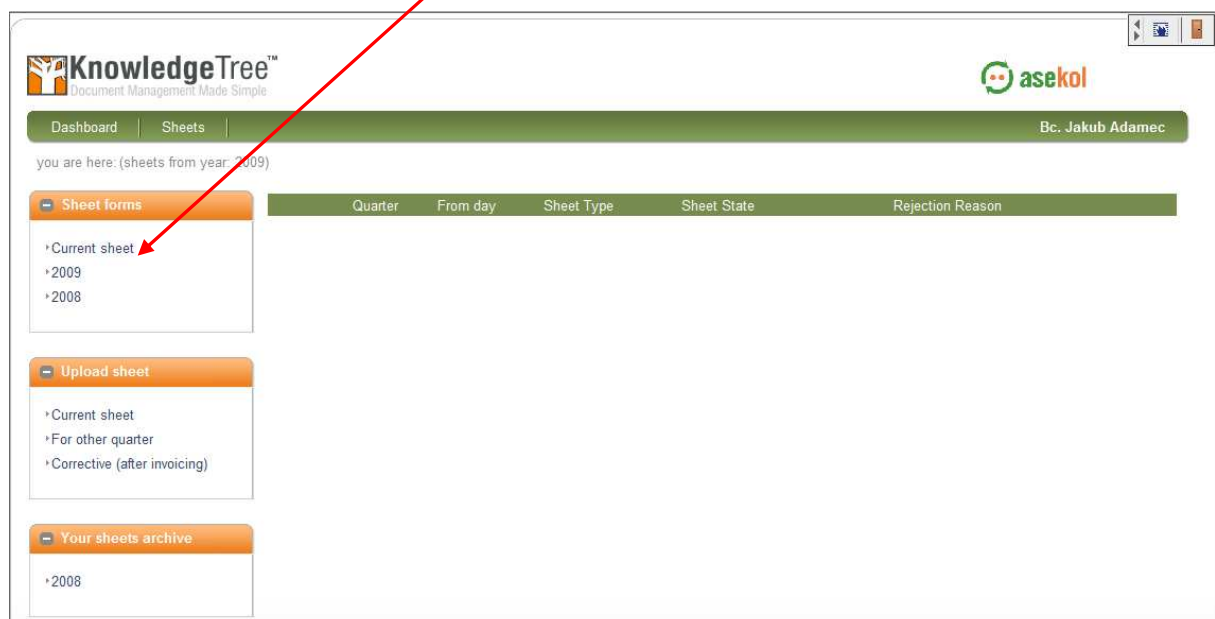
	1Q	2Q	3Q	4Q
2009	!			
2008	!	!	✓	✓
2007	!	!	!	!
2006	!	!	!	!
2005			!	!

Current sheet form

[Current sheet form to download](#)
[Upload current sheet](#)

Other period statement template download

In menu item **Sheets** on left side (**Sheet forms**) you are able to download statements also for another than current period.



The screenshot shows the 'Sheets' menu in the KnowledgeTree dashboard. The 'Sheet forms' menu is expanded, showing options for 'Current sheet', '2009', and '2008'. A red arrow points from the 'Current sheet' option in the 'Sheet forms' menu to the 'Current sheet' option in the 'Upload sheet' menu.

Sheet forms

- Current sheet
- 2009
- 2008

Upload sheet

- Current sheet
- For other quarter
- Corrective (after invoicing)

Your sheets archive

- 2008

Current period statement upload

From Dashboard you are able to upload current period statement clicking on item **Upload current sheet**.

The screenshot shows the KnowledgeTree dashboard with the following elements:

- KnowledgeTree™** logo and "Document Management Made Simple" tagline.
- asekol** logo in the top right corner.
- Navigation tabs: **Dashboard** (selected) and **Sheets**.
- User name: **Bc. Jakub Adamec**.
- Breadcrumb: you are here: **dashboard** (home)
- Your sheets archive** window showing a table of sheets for years 2005-2009 across quarters 1Q, 2Q, 3Q, and 4Q. A legend below explains the status icons: green checkmark for Import OK, red X for Stornován/Canceled, yellow checkmark for Fakturován/Invoiced, and red exclamation mark for Výkaz nebyl zaslán/sheet not sent.
- Contact info** window displaying details for "Testovací klient SSP en", including residential and postal addresses, user name, email, phone number, and mobile number.
- Current sheet form** window with links for "Current sheet form to download" and "Upload current sheet". A red arrow points from this link to the title bar of the "Current sheet form" window.

Before statement upload you will be asked to confirm contact data. If any item is out of date, please, click on **No** and fill in form with actual data. After confirming this form, these data are sent to our employee into e-mail and we will update your data as soon as possible in our information system. Changes on our web approve during 24 hours, after synchronization between our information system and web portal.

The screenshot shows the KnowledgeTree dashboard with the following elements:

- KnowledgeTree™** logo and "Document Management Made Simple" tagline.
- asekol** logo in the top right corner.
- Navigation tabs: **Dashboard** (selected) and **Sheets**.
- User name: **Bc. Jakub Adamec**.
- Breadcrumb: you are here: (contact info)
- Sheet forms** window with a message: "If you sent some canged contact information during last 24 hours, it can't be changed in this form. In these case please choose 'Yes' and continue." It contains a list with "Current sheet" selected, and "2009" and "2008".
- Upload sheet** window with a list containing "Current sheet", "For other quarter", and "Corrective (after invoicing)". A red arrow points from this section to the "Current sheet" link in the "Sheet forms" window.
- Your sheets archive** window showing "2008".
- Contact info** form with fields for Company name, Residential address, Postal address, User name, E-mail, Phone number, and Mobile number.
- A confirmation question: "Is contact info OK?" with **Yes** and **No** buttons.

When contact data are correct (or you already updated your contact data and they are just not synchronized), click **YES** and choose filled statement from your directory structure clicking **Browse** button. And then click on **Upload** button.

The screenshot shows the 'Upload a sheet' section of the KnowledgeTree application. At the top, there is a navigation bar with 'Dashboard' and 'Sheets' tabs, and a user profile for 'Bc. Jakub Adamec'. Below the navigation bar, there is a breadcrumb trail 'you are here: (upload a sheet)'. On the left, there are two sidebar menus: 'Sheet forms' with options 'Current sheet', '2009', and '2008'; and 'Upload sheet' with options 'Current sheet', 'For other quarter', and 'Corrective (after invoicing)'. The main content area has a 'Continue with sheet uploading.' button at the top. Below it, the 'Upload a sheet:' section contains a 'File' dropdown menu, the text 'Sheet you want to upload.', a text input field, a 'Browse...' button, and an 'Upload' button. A red arrow points from the text above to the 'Browse...' button.

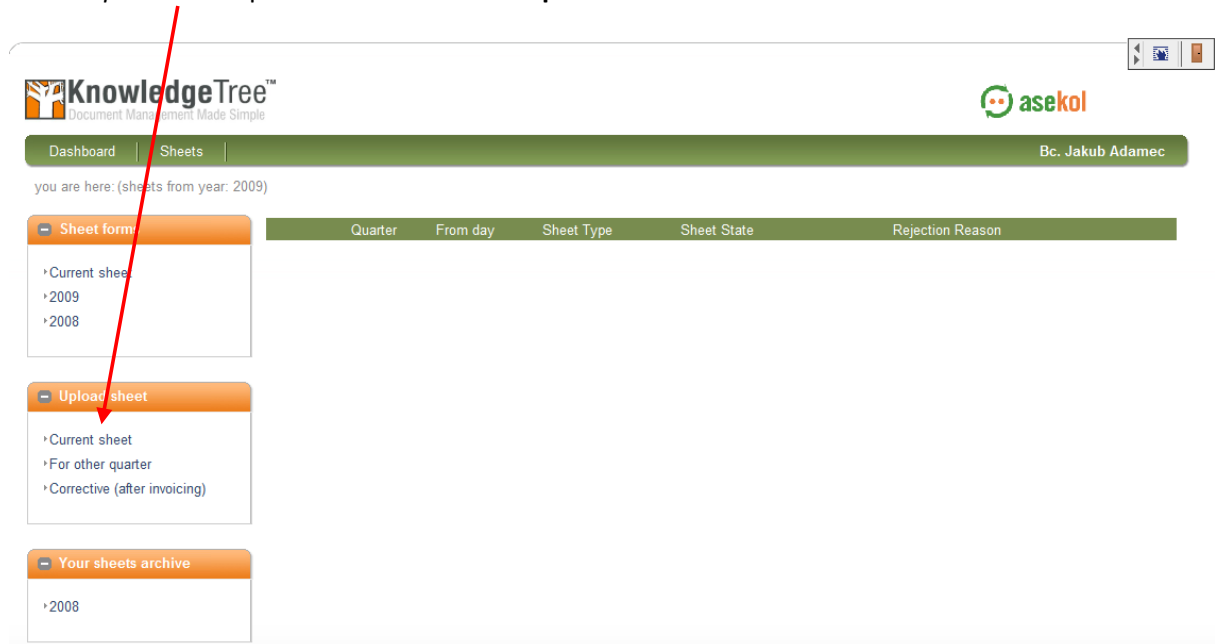
If you didn't fill in Summary data, you will be asked, whether your company imported or exported any product. If you select **NO** button, your statement will be uploaded into system and during 24 hours will be processed.

The screenshot shows the same 'Upload a sheet' section as the previous image, but with a confirmation question: 'Did your company import (manufacture) or export anything in the period?'. Below the question are two buttons: 'Yes' and 'No'. A red arrow points from the text above to the 'No' button.

If your company imported / exported any products, select **YES** and repair, please, summary data in your statement and upload repaired statement in the same manner.

Other period statement upload

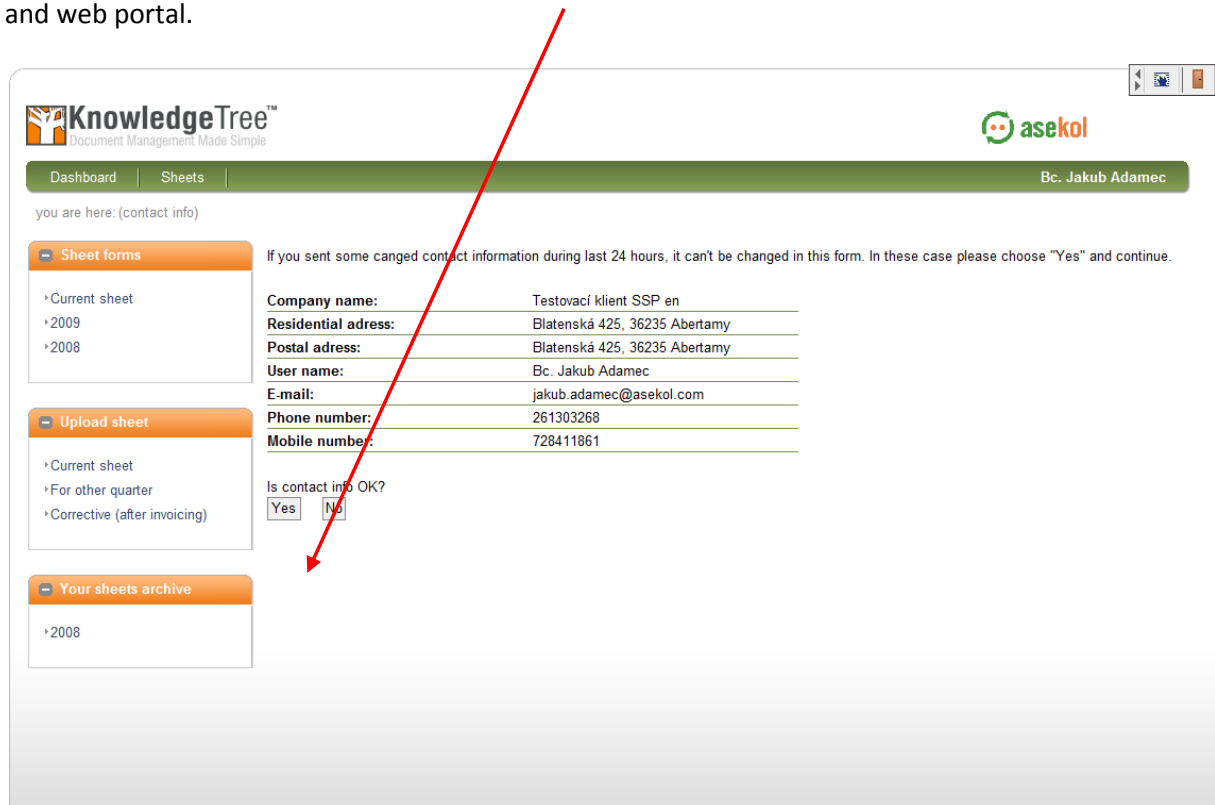
In menu item Sheets, download statement template for period you want to upload statement, fill in and in *Upload sheet* part click on **“For other quarter”** item.



The screenshot shows the KnowledgeTree web portal interface. At the top, there is a navigation bar with 'Dashboard' and 'Sheets' tabs, and a user profile for 'Bc. Jakub Adamec'. Below the navigation bar, there is a breadcrumb trail: 'you are here: (sheets from year: 2009)'. The main content area is divided into three sections: 'Sheet form', 'Upload sheet', and 'Your sheets archive'. The 'Upload sheet' section is highlighted with a red arrow pointing to the 'For other quarter' option.

Quarter	From day	Sheet Type	Sheet State	Rejection Reason
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Before statement upload you will be asked to confirm contact data. If any item is out of date, please, click on **No** and fill in form with actual data. After confirming this form, these data are sent to our employee into e-mail and we will update your data as soon as possible in our information system. Changes on our web approve during 24 hours, after synchronization between our information system and web portal.



The screenshot shows the KnowledgeTree web portal interface with a contact information confirmation form. The form is titled 'If you sent some changed contact information during last 24 hours, it can't be changed in this form. In these case please choose "Yes" and continue.' The form contains the following fields:

Company name:	Testovací klient SSP en
Residential address:	Blatenská 425, 36235 Abertamy
Postal address:	Blatenská 425, 36235 Abertamy
User name:	Bc. Jakub Adamec
E-mail:	jakub.adamec@asekol.com
Phone number:	261303268
Mobile number:	728411861

Below the form, there is a question: 'Is contact info OK?' with two radio buttons: 'Yes' and 'No'. A red arrow points to the 'No' button.

When contact data are correct (or you already updated your contact data and they are just not synchronized), click **YES** and choose filled statement from your directory structure clicking **Browse** button. After that, choose from list period you want to upload statement for and then click on **Upload** button.

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you are here: (upload a sheet)

Sheet forms

- Current sheet
- 2009
- 2008

Upload sheet

- Current sheet
- For other quarter
- Corrective (after invoicing)

Your sheets archive

- 2008

Continue with sheet uploading.

Upload a sheet:

Upload a sheet

File ▾
Sheet you want to upload.
E:\2008-q3.xls

Year and quarter. ▾
Select year and quarter.

If you didn't fill in Summary data, you will be asked, whether your company imported or exported any product. If you select **NO** button, your statement will be uploaded into system and during 24 hours will be processed.

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you are here:

Sheet forms

- Current sheet
- 2009
- 2008

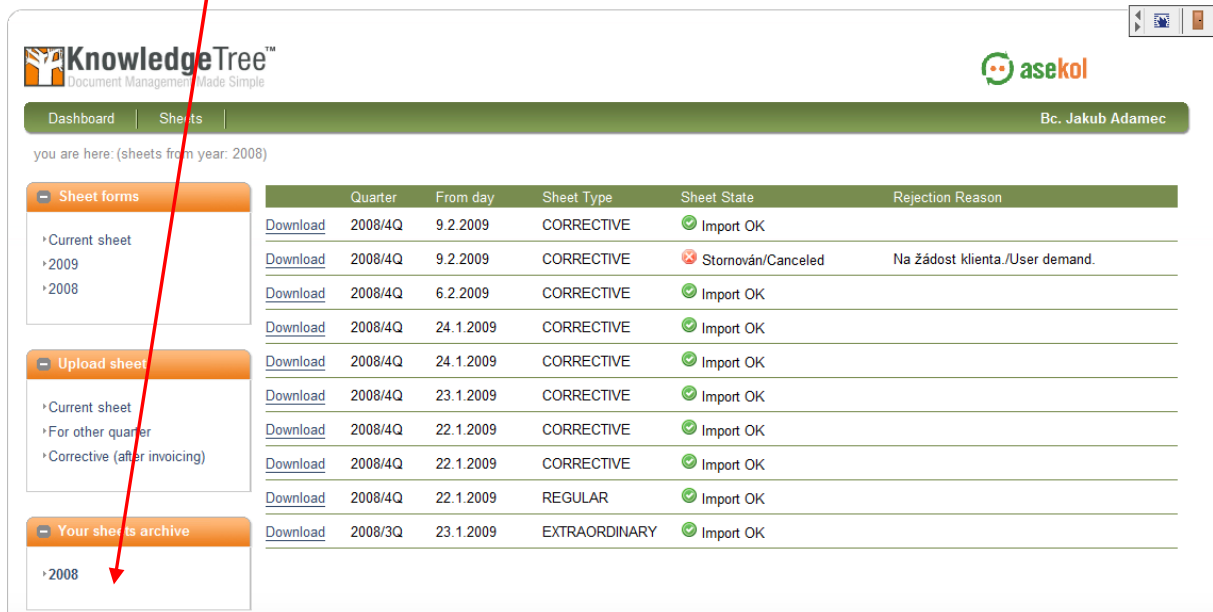
Did your company import (manufacture) or export anything in the period?

Yes No

If your company imported / exported any products, select **YES** and repair, please, summary data in your statement and upload repaired statement in the same manner.

Your sheets archive

In menu item **Sheets** you are able to view uploaded statements history.



The screenshot displays the KnowledgeTree software interface. At the top left is the KnowledgeTree logo with the tagline "Document Management Made Simple". At the top right is the asekol logo. Below the logo is a navigation bar with "Dashboard" and "Sheets" tabs, and the user name "Bc. Jakub Adamec". Below the navigation bar, it says "you are here: (sheets from year: 2008)".

On the left side, there are three menu items:

- Sheet forms**
 - Current sheet
 - 2009
 - 2008
- Upload sheet**
 - Current sheet
 - For other quarter
 - Corrective (after invoicing)
- Your sheets archive**
 - 2008

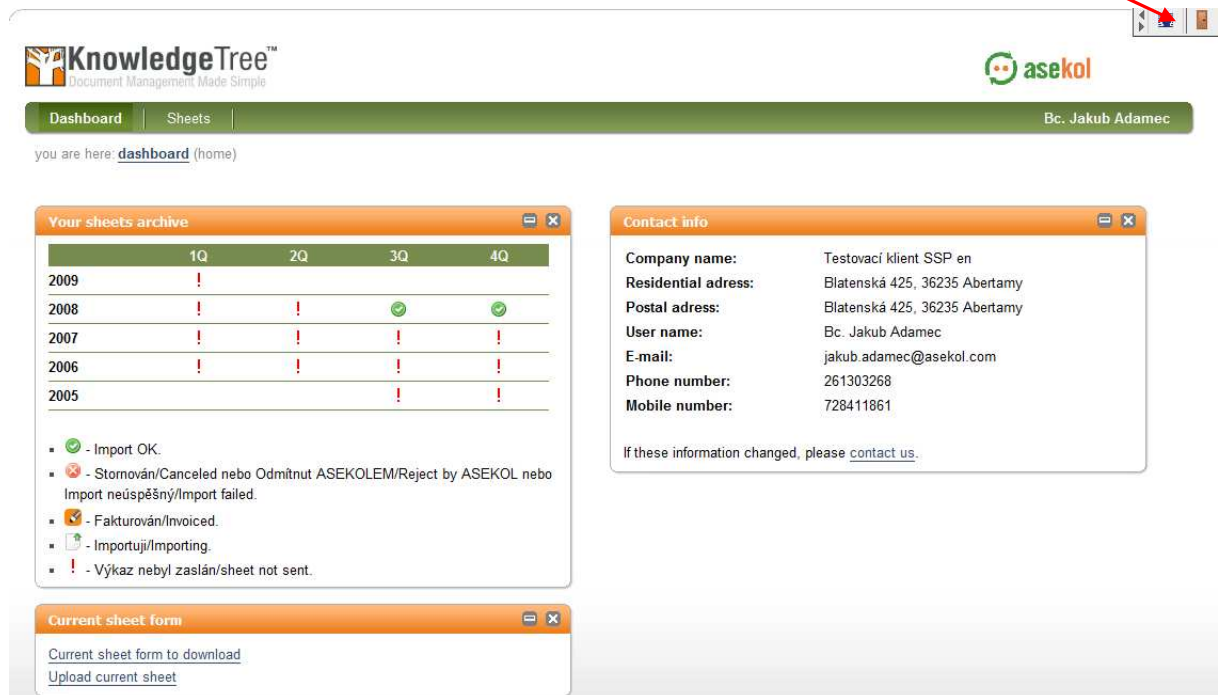
A red arrow points from the "2008" item in the "Your sheets archive" menu to the "2008/3Q" row in the table below.

The main content area shows a table of uploaded statements history:

	Quarter	From day	Sheet Type	Sheet State	Rejection Reason
Download	2008/4Q	9.2.2009	CORRECTIVE	Import OK	
Download	2008/4Q	9.2.2009	CORRECTIVE	Stornován/Canceled	Na žádost klienta./User demand.
Download	2008/4Q	6.2.2009	CORRECTIVE	Import OK	
Download	2008/4Q	24.1.2009	CORRECTIVE	Import OK	
Download	2008/4Q	24.1.2009	CORRECTIVE	Import OK	
Download	2008/4Q	23.1.2009	CORRECTIVE	Import OK	
Download	2008/4Q	22.1.2009	CORRECTIVE	Import OK	
Download	2008/4Q	22.1.2009	CORRECTIVE	Import OK	
Download	2008/4Q	22.1.2009	REGULAR	Import OK	
Download	2008/3Q	23.1.2009	EXTRAORDINARY	Import OK	

Log out

Log out is accomplished clicking on button with door symbol in upper right corner.



The screenshot shows the KnowledgeTree dashboard interface. In the top right corner, there is a small icon of a door, which is the log out button. A red arrow points to this icon. The dashboard includes a navigation bar with 'Dashboard' and 'Sheets' tabs, and the user name 'Bc. Jakub Adamec'. Below the navigation bar, there are three main sections: 'Your sheets archive', 'Contact info', and 'Current sheet form'.

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Dashboard | Sheets | Bc. Jakub Adamec

you are here: [dashboard](#) (home)

Your sheets archive

	1Q	2Q	3Q	4Q
2009	!			
2008	!	!	✓	✓
2007	!	!	!	!
2006	!	!	!	!
2005			!	!

- ✓ - Import OK.
- ✗ - Stornován/Canceled nebo Odmítnut ASEKOLEM/Reject by ASEKOL nebo Import neúspěšný/Import failed.
- ✓ - Fakturován/Invoiced.
- 📄 - Importují/Importing.
- ! - Výkaz nebyl zaslán/sheet not sent.

Contact info

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Current sheet form

[Current sheet form to download](#)
[Upload current sheet](#)