globalDoc Solution®
Administrator Manual

Version 7.5

Fachverlag Moderne Wirtschaft GmbH

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Legal Disclaimer

Release Notes

With the release of versions 7.0 and 7.5, everything revolves around a modern and simplified layout, workflow improvements and new useful functions without adding complexity. Simply put, we focused on making *globalDoc Solution*® more consistent, efficient and reliable while maintaining its unsurpassed flexibility and manageability. Some noticeable improvements are:

- A built-in, and further improved, Online Editor for content editing with placeholder support;
- A review process which is now directly integrated into the modules for an improved documentation workflow;
- The further development of the document version tracker which now has a comparison function similar to Word;
- The modernization of the dashboards with an integrated task management to view the status quo of documentation projects and corresponding tasks;
- More filters for the "**Module assignments**" tab; and
- Simplified, minimalist and modern design, for a better user experience.

We would like to thank you for your constructive feedback and suggestions, which enable us to make *globalDoc Solution*® constantly better.

We look forward to our further successful cooperation.

Your *globalDoc Solution*® team

Preliminary Remarks

In addition to the explanations in the User Manual, this *globalDoc Solution®* Administrator Manual describes the program items of the main menu relevant only for users with administrator rights.

These are the program items "*Settings*" and "*Documentation structure*". Only users with the corresponding System- and Security administrator rights can access these program items. They are not visible (modifiable) on the home screen of a local user. This also partially applies to certain navigation items of the program item "*Assignments*".

In addition to a general introduction to *globalDoc Solution®*, the separate *globalDoc Solution®* User Manual contains a detailed description of working with *globalDoc®*. This comprises the required user information and a detailed description of the program items "*Reporting company*" and "*Assignments*", including the respective submenus that are relevant for both local users and administrators.

TIP: We recommend that administrators first familiarize themselves with the User Manual and only then read this supplementary Administrator Manual.

Screenshot 1: globalDoc Solution® Program items

1. Program item Settings

The program item "*Settings*" offers a user, with the corresponding System- and Security administration rights, the possibility to manage all the settings of *globalDoc Solution*® centrally via the following menu items:

- Menu item "**Administration**", in which the basic *globalDoc Solution*® settings can be made via various navigation items (see following illustration);
- Menu item "**Customizing**", in which, via various navigation items, individual settings regarding roles, navigation, reporting templates and analysis templates can be made and detailed information on licensing can also be called up (see also following illustration); and
- Menu item "**Email & escalation**", in which, via various navigation items, the Email-function can be activated and the automatic sending of Emails can be set (see also the following illustration).

See Screenshot 2 below for the individual navigation items within the menu items "**Administration**", "**Customizing**" and "**Email & escalation**".

Screenshot 2: Program item Settings including its submenus

1.1 Short Description

1.1.1 Menu item Administration

Navigation item	Short description
Reporting periods	Under this navigation item, the System administrator can manage the reporting periods. New reporting periods can be created, whilst existing ones can be edited, copied or deleted. For further information, see the section entitled "*Reporting periods*".
Reporting period settings	This navigation item can be used determine the settings for the individual reporting periods. For more information, see the chapter entitled "*Reporting period settings*".
Group entities	This navigation item contains the administration of group entities. Here, the System administrator can create group entities, define group entities as reporting companies, edit, or delete group entities. Furthermore, group entities, including their master data, can be exported or imported as an Excel file. In addition, modules and module clusters can be assigned to the respective Group entities. For further information, see the chapter entitled "*Group entities*".
Divisions	Under "*Divisions*", new globalDoc-divisions can be created, whilst existing ones can be edited or deleted. Each globalDoc-division contains modules that are only relevant for a certain set of reporting companies and can only be edited by users who have the editor role for the particular globalDoc-division. globalDoc-divisions are often formed according to regional, functional, transactional or business-segment-related criteria. For further information, see the chapter entitled "*Divisions*".

Users	This navigation item contains user administration and role assignment. The administrator can create, edit or delete users and their role assignment, here. It is also possible to lock, unlock, change or reset existing users' passwords. In addition, users and user data can be imported and exported as Excel files. See the chapter entitled "*Users*" for more information.
Currencies	"*Currencies*" shows all currencies entered. Here, the administrator can delete, add and edit currencies. The currencies created here, may be selected when creating a report. See the chapter entitled "*Currencies*" for more information.
Countries	Here, it is possible to manage countries that can be used in the documentation. For further information, see the chapter: "*Countries*".
Central transaction groups	Transaction groups are created, edited or deleted under "*Central transaction groups*". Transaction groups are used to assign transactions in transaction matrices and modules. For more information, see the chapter entitled "*Central transaction groups*".
Module cluster	Under this navigation item, modules can be combined into specially defined clusters (e.g. Master File) and distributed to reporting companies. For further information, see the chapter: "*Module cluster*".
Action log	The administrator can use the "*Action log*" function to track the activities of users and export an overview as an Excel file. For more information, see the chapter entitled "*Action log*".

Document types	Under "*Document types*", the administrator can define, edit or delete folders under which the uploaded attachments are to be stored when generating the report. For more information, see the chapter entitled "*Document types*".
Security logs	The administrator can use the "*Security logs*" function to track the activities of the Security administrators in *globalDoc*'s user management (navigation item: "Users") and export an overview as an Excel file. For more information, see the chapter entitled "*Security logs*".
Consistency checks	Under the navigation item "*Consistency checks*", the administrator has access to consistency checks of databases, which allows to spot errors and problems at a glance. For more information, see the chapter entitled "*Consistency checks*".

1.1.2 Menu item Customizing

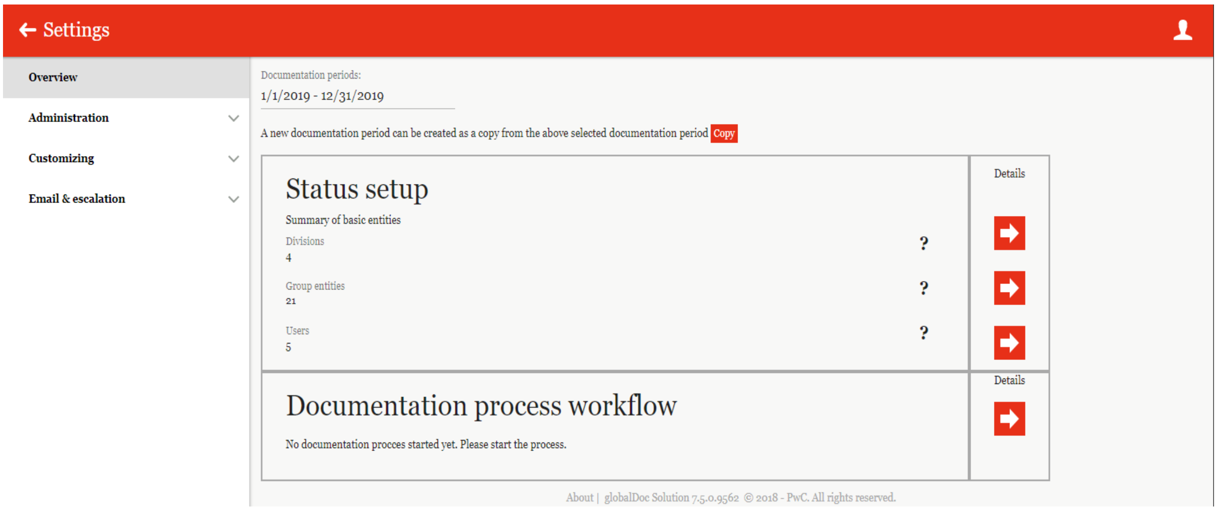
Navigation item	Short description
Roles	Under this navigation item, the roles, which the administrator can assign to users under the navigation item "*Users*", may be created, defined as standard roles, edited or deleted. See the chapter entitled "*Roles*" for more information.
Navigation	With "*Navigation*", the System administrator can view the navigation structure and rename navigation items. For more information, see the chapter entitled "*Navigation*".
Reporting templates	In this navigation item, you may upload format templates for the reports, the transaction matrix and the analyses. For more information, see the section entitled "*Reporting templates*".
Analysis templates	"*Analysis templates*" allow, for specific TP methods, a predefinition of the description of the TP method used, as well as a description of the cost base, the transfer pricing analysis and the appropriateness of the transfer prices. See the chapter entitled "*Analysis templates*" for more information.
Licensing	License information and the license key of your *globalDoc Solution*® version are displayed under the navigation item "*Licensing*".

1.1.3 Menu item Email & escalation

Navigation item	Short description
Setup	Under the navigation item "*Setup*", it is possible to activate and set up the email-function. Furthermore, experimental functions of *globalDoc Solution®* can be switched on or off here. For more information, see the chapter: "*Setup*".
Compose	"*Compose*" allows to send individual emails. For more information, see the chapter: "*Compose*".
Overview	The navigation item "*Overview*" lists all sent, waiting and erroneous emails. For more information, see the chapter: "*Overview*".

1.2 Menu item Overview

By clicking on the "*Settings*" program item, an overview page will be displayed showing the status of the selected reporting period and the documentation process. A range of specific actions can be performed directly from this view:



Screenshot 3: Settings overview

On this overview page, first, a specific reporting period can be selected. For this reporting period, both a summary of the group entities and users ("Status setup") as well as a status of the documentation process ("Documentation process workflow") are displayed.

Using the selection field **Copy**, a new reporting period can be created. For more information, see chapter "*Create a copy of an existing reporting period*".

In the "Status setup" area, a click on the button (in the "Details" column) allows the System administrator to go directly to the navigation item "Group entities" (more under "*Group entities*") and "Users" (more on this under "*Users*").

In the "Documentation process workflow" area, a new documentation process may be started by clicking on the symbol (in the "Details" column) (see screenshot 4).

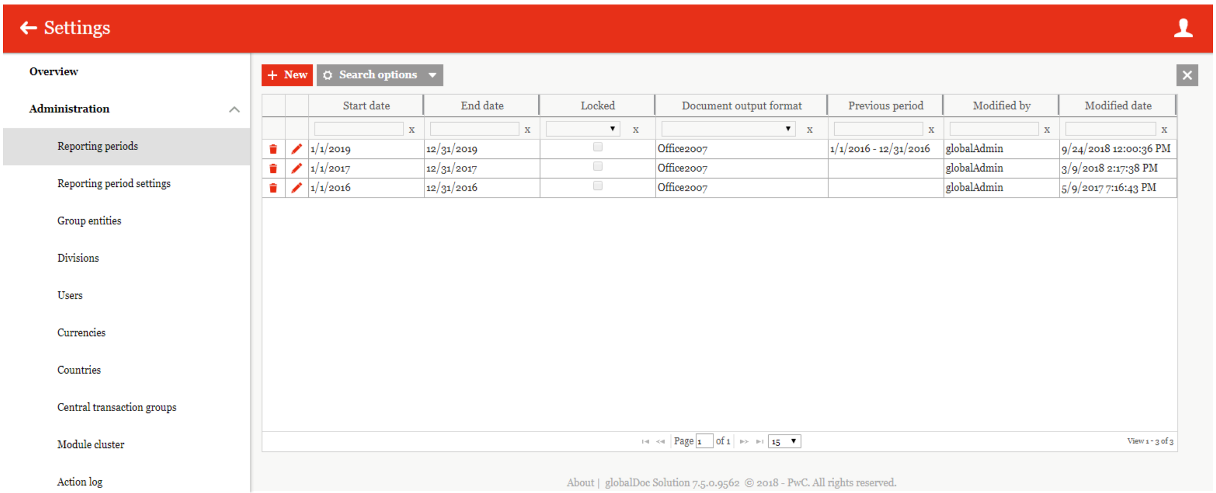
NOTE: Before starting a new documentation process, the reporting period for which a new documentation process is to be created must first be selected under "Documentation period" (in the upper area of the view).

Screenshot 4: Start Documentation process workflow

1.3 Menu item Administration

1.3.1 Reporting periods

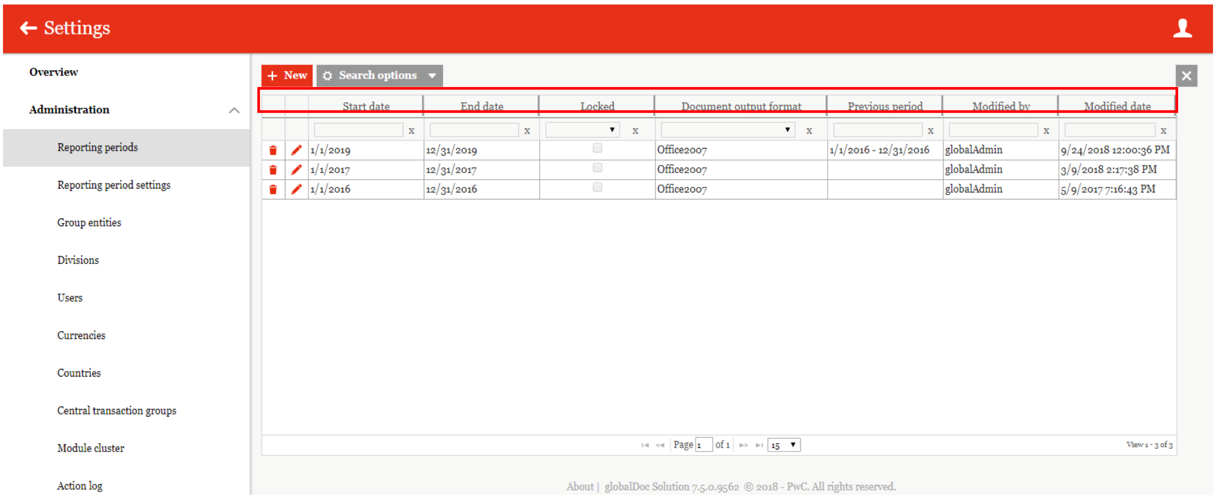
Under the navigation item "**Reporting periods**", the System administrator can manage and, if necessary, remove existing reporting periods or create new reporting periods.



Screenshot 5: Overview of the Reporting periods

The reporting periods can be sorted according to the following values by clicking on the corresponding field:

- ***Start date***
- ***End date***
- ***Locked***
- ***Document output format***
- ***Previous period***
- ***Modified by***
- ***Modified date***



Screenshot 6: Sorting the Reporting periods

The selected reporting period can be deleted directly using the symbol or edited using the symbol .

The overview page provides various functions for managing reporting periods, which are briefly described below:

+ New	*Create new reporting period*
Search options	*Configure the search: Select "Simple search", " Extended search" or Columns. The search can also be refreshed here*
✕	*Close administration view and redirect to globalDoc Solution® home page*

1.3.1.1 First creation of a Reporting period in globalDoc Solution®

Under *Settings / Administration / Reporting periods*, the detail view for creating a new Reporting period will be displayed by selecting the + New button.

The detail view of a Reporting period consists of the tabs "**Reporting period details**", "**Import and Export**" as well as "**Access rights**" (see Screenshot 7).

TIP: If files from an existing reporting period (e.g. reporting companies, users, modules or module contents, etc.) are to be used in the new reporting period,too , the "**Create copy**" function must be used (see chapter "*Create a copy of an existing Reporting period*").

Screenshot 7: Create new Reporting period – Reporting period details

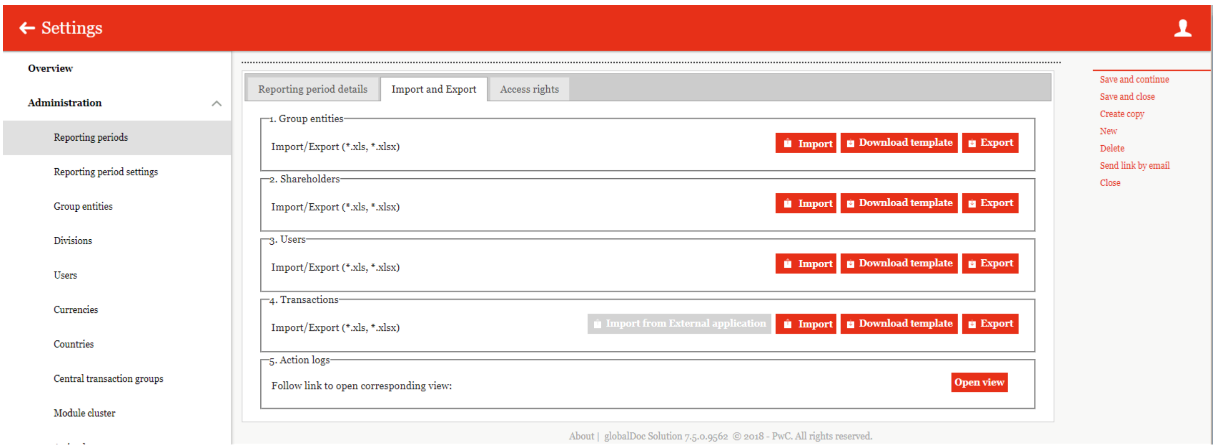
To create a new reporting period, the following data in the tab "**Reporting period details**" must be entered:

TIP: Only the fields marked with (*) must be filled in.

- **Start and End date***: determination of the start and end date of the new reporting period
- **Enterprise name:** name of the group for which the report is to be generated
- **Deadline of the reporting period***: closing date for the the documentation process workflow
- **Locked**: Activating the “Locked” function closes a reporting period. Local users can no longer edit the data contained in that period. When a new reporting period is created, the locked function remains deactivated.
- **Document output format**: choice between "Office 2003" (.doc file extension) and "Office 2007" (.docx file extension)

The new reporting period is created by selecting the "**Save**" or "**Save and close**" field in the right-hand command column.

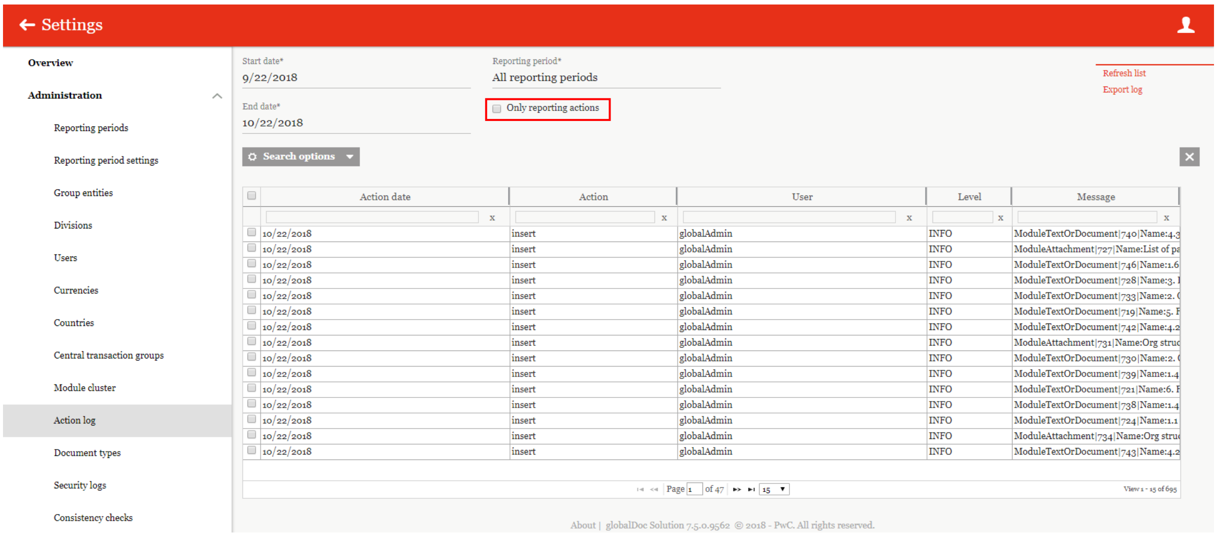
In the second tab "**Import and Export**", group entities, users and transactions, with associated master data can be imported (see screenshot 8).



Screenshot 8: Create new Reporting period - Import and Export

To import data into *globalDoc Solution*®, an Excel template can first be downloaded via the selection field **Download template** and saved locally. The System administrator fills in this template with the corresponding data, saves it locally and uploads it again using the field **Import**. Via the selection field **Export**, data already imported into *globalDoc Solution*® can be downloaded as an Excel file.

Furthermore, the row "**4. Transactions**" offers the possibility to import data from external applications. This specific function requires an interface to the external application, which is not a feature of *globalDoc Soution*®.



Screenshot 9: Create new Reporting period - Action log

The navigation item "**Action log**" enables the administrator to trace which user performed which type of action on which object (module, reporting company, reporting period). By entering the "**Start date**" or "**End date**", the period to be displayed in the overview can be selected. The "Reporting period" list field allows to further filter the selection by the reporting periods created. To view only entries that are directly related to report creation, the option "**Only reporting actions**" must be selected (see screenshot 9).

In the third tab "**Access rights**", Excel overviews of module distribution, user roles and access rights can be exported (see screenshot 10).

Screenshot 10: Create new Reporting period – Access rights

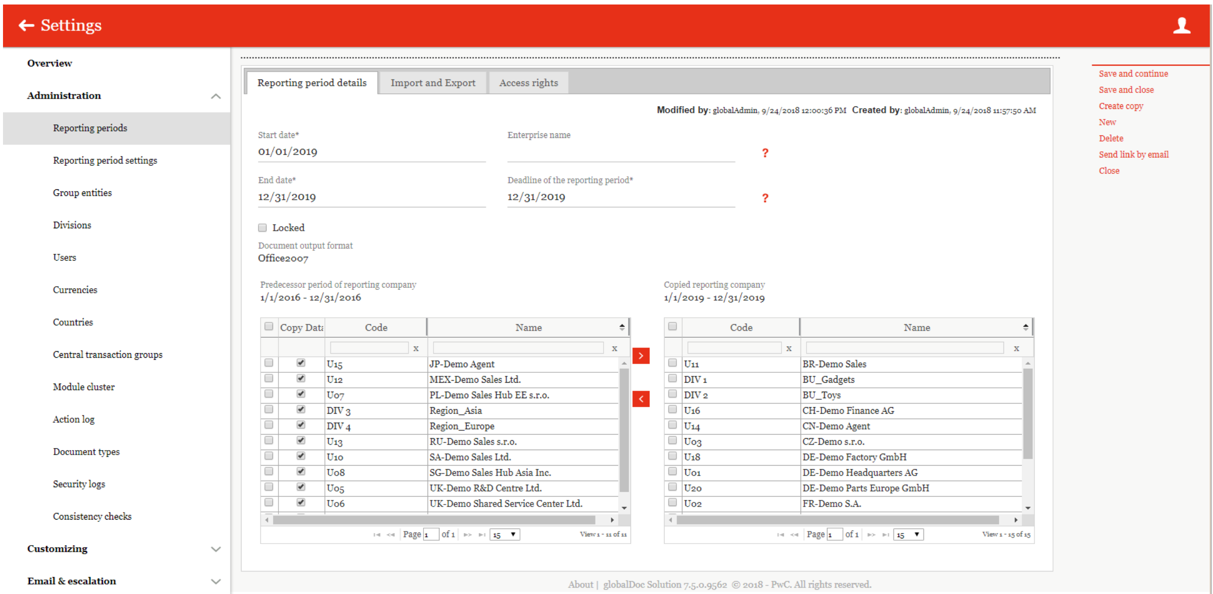
1.3.1.2 Create a copy of an existing Reporting period

By clicking on the symbol under *Settings / Administration / Reporting periods / Reporting period details,* the detailed view of the selected reporting period will open (see screenshot 11). The System administrator can copy the selected reporting period using the "**Create copy**" check box in the right command column. Existing reporting companies and globalDoc-divisions can be partially or completely copied from the existing reporting period and copied into a new reporting period, thus forming the basis for the documentation of this new reporting period.

NOTE: If a reporting company and / or globalDoc-division has been copied into a new reporting period, subsequent changes in the previous reporting period will have no effect on the new reporting period and vice versa.

The left table in the lower area of the opened detail view provides the System administrator an overview of the reporting companies and globalDoc-divisions of the previous period that have not yet been assigned to the new reporting period. This function allows to copy any or all of the local modules of the selected reporting company and the divisional modules of the selected globalDoc-division into the corresponding reporting period.

In contrast, the table on the right shows the reporting companies and globalDoc-divisions that have already been assigned to the relevant reporting period.



Screenshot 11: Detail view of the Reporting periods – Reporting period details

To copy the corresponding reporting companies and "*globalDoc-divisions*" into the new reporting period, the corresponding companies / divisions are selected by checking the box. By clicking on the symbol , these are copied into the new reporting period (right table). The "Global" level modules are automatically transferred to the new reporting period.

The new reporting period is created by selecting the "**Save**" or "**Save and close**" field in the right-hand command column.

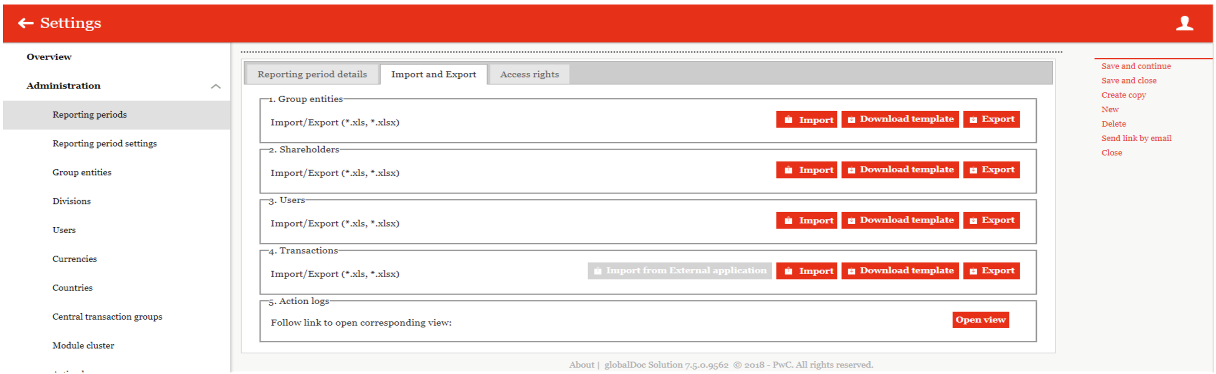
1.3.1.3 Edit existing Reporting period

A click on the symbol under *Settings / Administration / Reporting periods* opens the detail view of the selected reporting period. This detail view consists of the tabs: "**Reporting period details**", "**Import and Export**"; and "**Access rights**".

In the lower right-hand area of the detail view presented in the "**Reporting period details**" tab (see screenshot 11), the reporting companies and globalDoc-divisions that have already been assigned to the relevant reporting period are displayed. In contrast, the table on the left-hand shows those reporting companies and globalDoc-divisions that have not yet been transferred to the following period. Please note that this is only applicable if the selected reporting period has been created as a copy of an existing reporting period.

You can use the symbol to copy selected reporting companies and *globalDoc-divisions* from the previous period to the new reporting period. Using the symbol will remove the selection. The "Global" level modules will be automatically transferred to the new reporting period.

In the second tab "**Import and Export",** data on group entities, their shareholders, users and transactions can be imported (see screenshot 12).



Screenshot 12: Detail view of Reporting periods - Import and Export

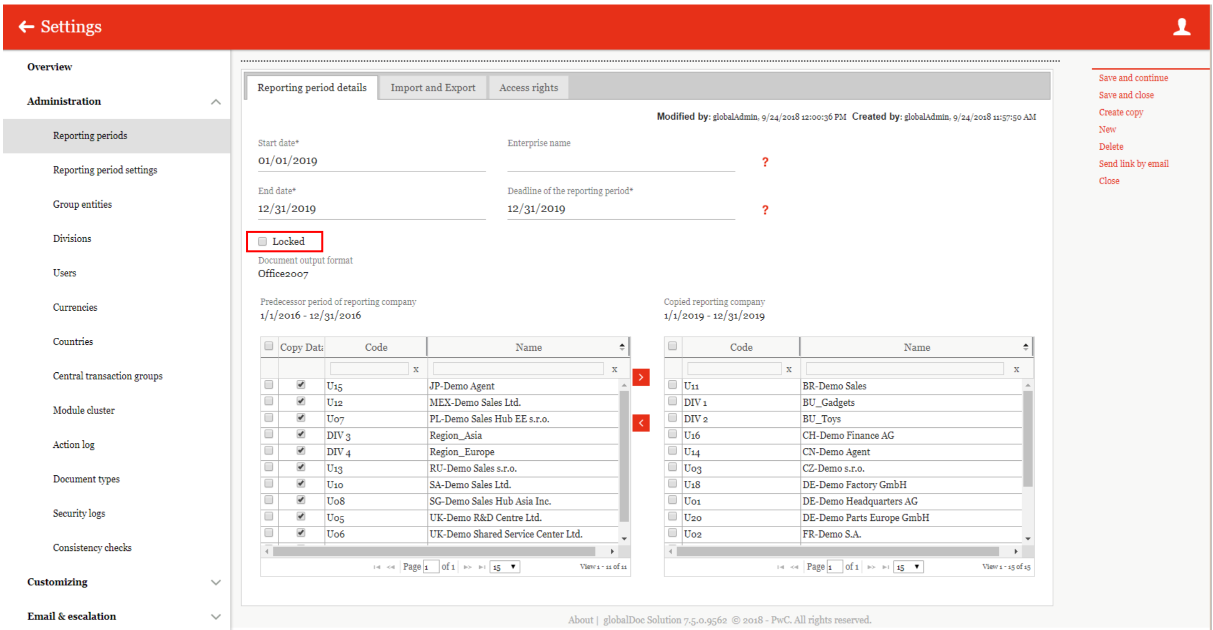
To import data into *globalDoc Solution*®, first, an Excel template should be downloaded via the selection field **Download template** and saved locally. Consequently, the System administrator may complement the template with the corresponding data, save it locally and finally upload it via the button **Import**. The selection box **Export** offers the possibility to download data that has already been imported into *globalDoc Solution*® as an Excel file.

In the third tab "**Access rights**", Excel overviews of module distribution, user roles and access rights can be exported (see screenshot 13).

Screenshot 13: Detail view of Reporting periods – Access rights

1.3.1.4 Lock Reporting period

Under *Settings / Administration / Reporting periods*, selecting the symbol .will open the detail view of the selected reporting period. By selecting the "**Locked**" option, the reporting period will close, i.e., the affected data can no longer be changed (see screenshot 14). The System administrator can reopen a locked reporting period for editing at any time by deactivating the "**Locked**" option.



Screenshot 14: Lock Reporting period

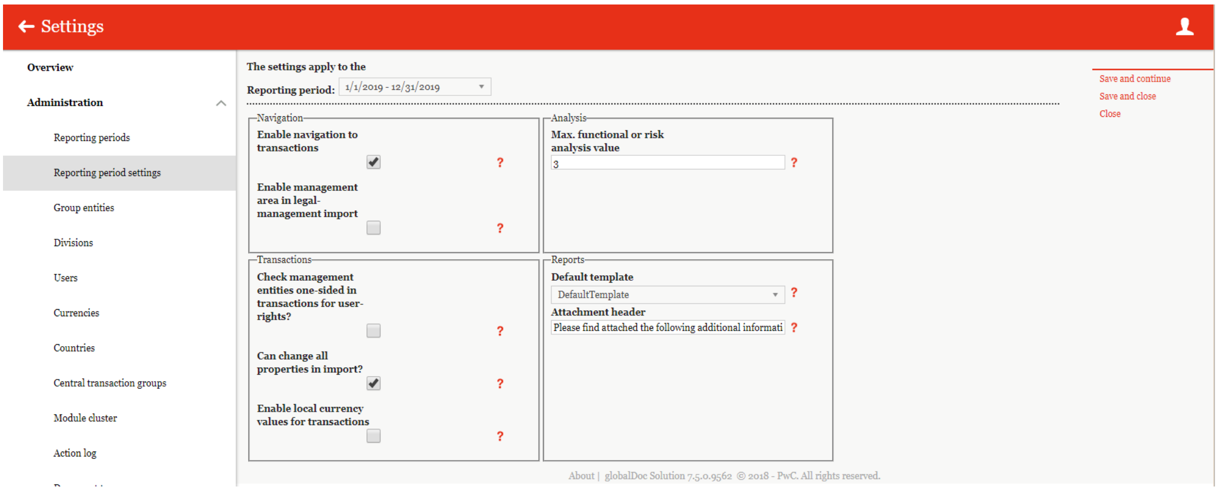
NOTE: If not the entire reporting period shall be blocked for editing by local users, but only a single module, the status of this module can be set to "**finished**" by a user with the "Approve tasks" role. Please see the User Manual, under the chapter "*Program item reporting company / Status of module*" for details.

1.3.1.5 Delete Reporting period

The selected Reporting period will be deleted under *Settings / Administration / Reporting periods* by selecting the symbol .

1.3.2 Reporting period settings

Under *Settings / Reporting period settings*, the following settings for the individual reporting periods may be made (see screenshot 15)



Screenshot 15: Reporting period settings

- The "**Enable navigation to transactions**" function can be activated to record transaction-related data for the transaction matrix as well as for the functional, risk and transfer pricing analysis. For more information, see chapter "*Settings / Customizing / Analysis templates*" and the User Manual under the chapter "*Reporting company / Transactions*".
- The option "**Enable management area in legal-management import**" is only relevant when the additional feature TP matrix is in use. For further information, see chapter "*Settings / Administration / Import of Legal Management*".
- The setting "**Max. functional or risk analysis value**" determines the maximum value (between 1 and 5) of a function to be assumed by the reporting company or of a risk to be borne by the reporting company in the functional and risk analysis. In order to use these functions with *globalDoc Solution®*, the option "**Transactions**" must be activated.
- Activating the option "**Check management entities one-sided in transactions for user-rights?**" causes the management unit for transaction partners to be ignored in the case of transactions for user rights. Transactions with unauthorized management units for transaction partners are still displayed in the transaction matrix.

- The setting: "**Can change all properties in import?**" allows or prevents the editing of imported transaction data uploaded to *globalDoc Solution*® under *Reporting Company/Transactions/ Matrix.*

- "**Enable local currency values for transactions**" enables the amounts to be recorded in the respective group currency and as well as in local currency. If only one currency is activated, an automatic conversion with the (averaged) exchange rates will take place during the comparison. If this function is re-deactivated, only the local currency amounts translated into group currency will be retained.

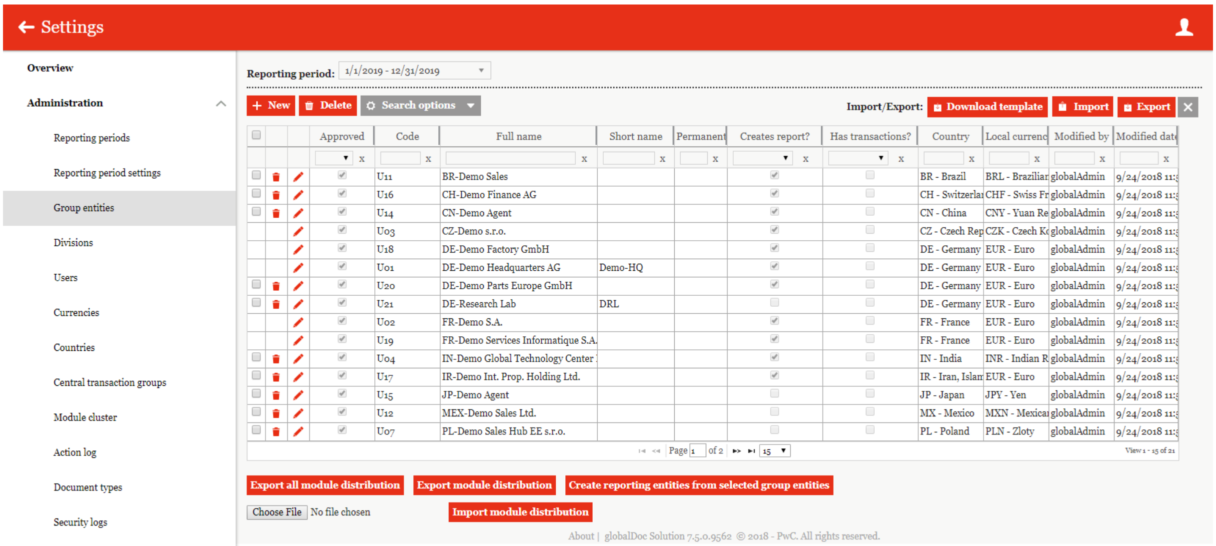
- Under "**Default template**", a report template for the recent reporting period can be chosen. "DefaultTemplate" is the preset form of template.

- The selection box "**Attachment header**" enables to edit the text block, which refers to an attachment included in the appendix of a report.

1.3.3 Group entities

Under the section "**Group entities**", the System administrator can edit and remove existing, or create new group entities if necessary.

The overview page shown below (see screenshot 16) can be opened via *Settings / Administration / Group entities*, and shows all group entities that have already been created.



Screenshot 16: Overview of Group entities

The overview page of all existing group entities can be sorted according to the following values by clicking on the corresponding field:

- ***Approved***
- ***Code***
- ***Full name***
- ***Short name***
- ***Permanent establishment of***
- ***Creates report?***
- ***Has transactions?***
- ***Country***
- ***Local currency***
- ***Modified by***
- ***Modified on***

The selected group entity can be deleted directly via the symbol or edited via the symbol .

Group entities that do not show the symbol for deletion are reporting companies that constitute transaction partners, which are involved in business transactions.

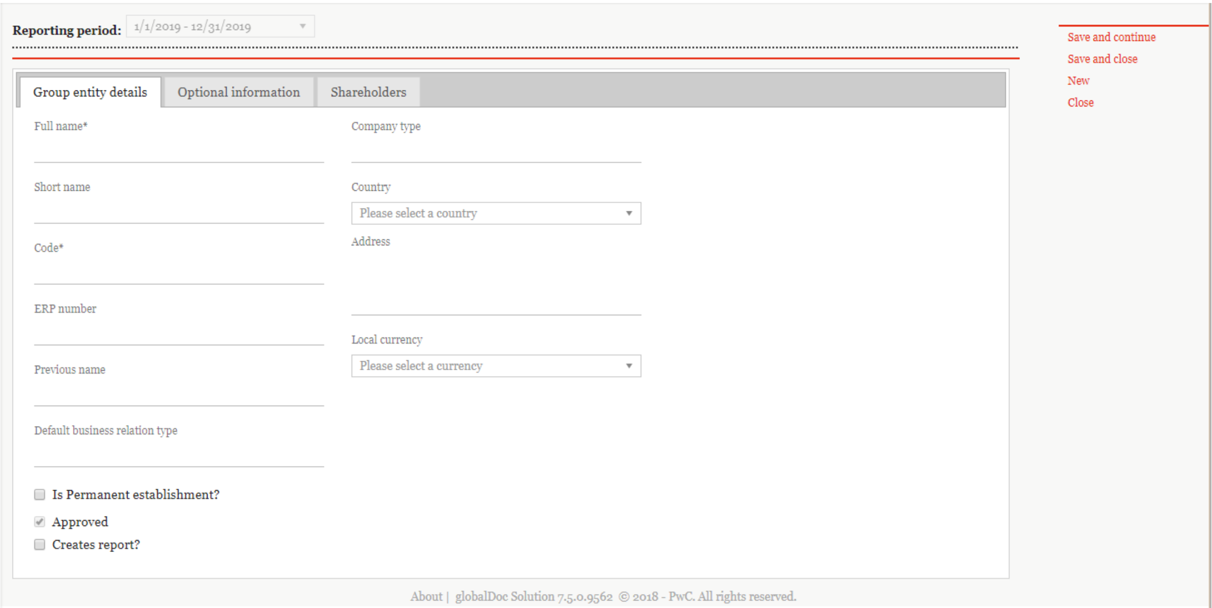
The overview page provides various functions for managing the group entities, which are briefly described below:

+ New	*Create new group entity*
Delete	*Delete selected reporting entity(ies)*
Search options	*Configure the search: Select Simple search, Advanced search or Columns. The search can also be updated here*
Download template	*Download the Excel template to fill it in locally with data*
Import	*Upload Excel template to globalDoc Solution®*
Export	*Download data already imported into globalDoc Solution® as an Excel file*
×	*Close "Administration view" and redirect to the globalDoc Solution® overview page*
Export all module distribution	*Download the module distribution of all Group entities as an Excel file*
Export module distribution	*Download the module distribution of the selected group entity as an Excel file*
Create reporting entities from selected group entities	*Convert selected group entities into reporting companies*
Import module distribution	*Upload module distribution for a preselected reporting company as an Excel file. The file to be imported can be chosen via the selection box "Choose File".* **NOTE:** *A module can only be discarded manually. In comparison, additional modules may be imported via "Import module distribution"*

1.3.3.1 Create new Group entity / Edit master data of Group entity

Under *Settings / Administration / Group entities,* the detail view for creating a new group entity and editing the master data of already created group entities can accessed by clicking both the + New or the button in the respective row of the grid.

The detail view consists of the tabs "**Group entity details**", "**Optional information**" and "**Shareholders**" (see screenshot 17).



Screenshot 17: Create new Group entities - Group entity details1

To create a new group entity, the following data (master data) can be enterd in the tab "**Group entity details**":

TIP: Only the fields marked with (*) must be filled in.

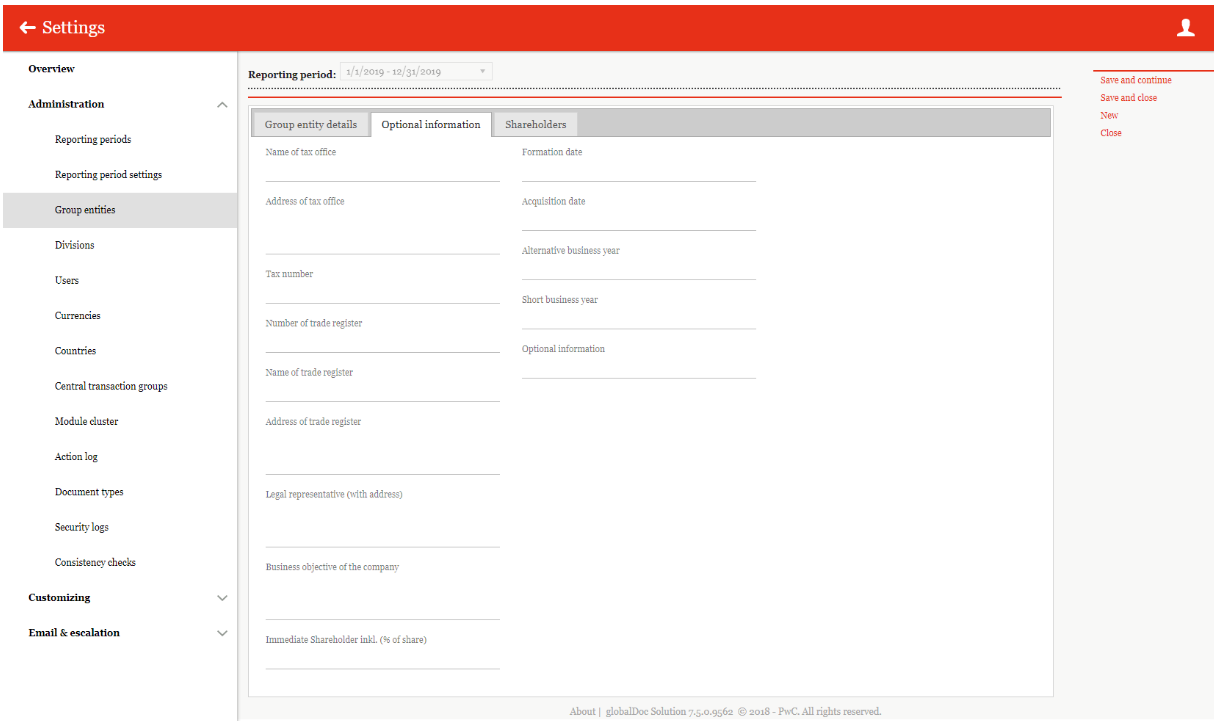
- **Full name*:** full name of the group entity including legal form
- **Short name:** optional specification of a short group entity name
- **Code*:** specification of an entity code
- **ERP number:** optional specification of the ERP-number
- **Previous name:** optional indication of the full name of the entity before renaming, if relevant
- **Default business relation type**

- **Is permanent establishment?:** optional indication if the group entitity shall be marked as a permanent establishment
- **Approved**
- **Creates report:** This option should be selected if transfer pricing documentation is created in *globalDoc*® for the entity.
- **Company type:** optional indication to classify the type of group entity
- **Country:** country in which the group entity is resident
- **Address:** address of the group entity
- **Local currency:** local currency in the country in which the group entity is resident

TIP: To simultaneously create several group entities, the Excel import function under *Settings / Administration / Reporting periods* can be used.

If required, further information on the group entity can be stored in the tab "**Optional information**" (see screenshot 18).

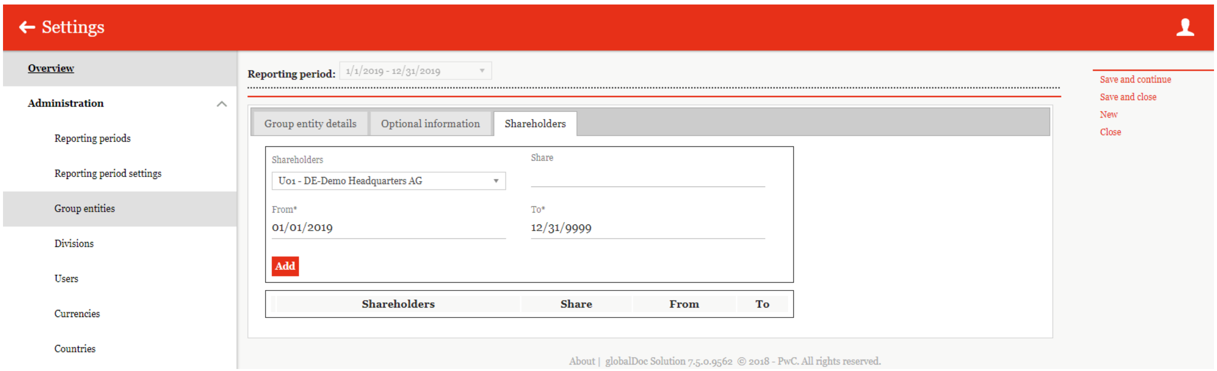
TIP: All fields of the tabs "**Group entity details**" and "**Optional information**" can be used as placeholders in the module contents.



Screenshot 18: Create new Group entities – Optional information

If a transfer pricing documentation is to be created for the group entity in *globalDoc Solution*®, the "**Creates report**" selection box in the "**Group entity details**" tab must be activated. This transforms the group entity into a reporting company.

In the "**Shareholders**" tab (see screenshot 19), the shares held by the individual shareholders can be specified. The System administrator can select the desired shareholder in the selection box "**Shareholders**" and enter the corresponding percentage share. In addition, the period for which the shareholder structure is valid is determined by specifying the start and end date.

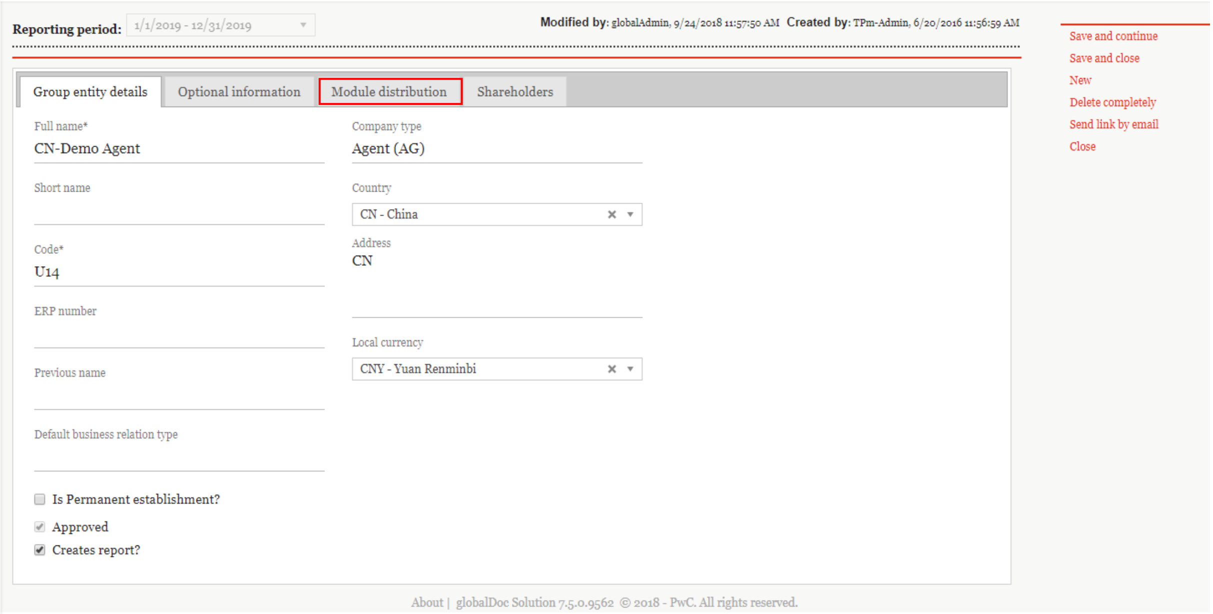


Screenshot 19: Create new Group entities – Shareholders

By selecting the "**Save**" or "**Save and close**" command in the right-hand command column, the group entity is created or the changed master data is saved. If the "**Creates report**" selection box has been activated, the additional tab "**Module distribution**" will be created by the system after clicking "**Save**" (see screenshot 20).

1.3.3.2 Edit existing Group entity

Under *Settings / Administration / Group entities*, by clicking on the symbol, the detail view of a group entity appears. If the selected group entity is a reporting company, the tabs "**Group entity details**", "**Optional information**", "**Module distribution**" and "**Shareholders**" will be displayed here (see screenshot 20).



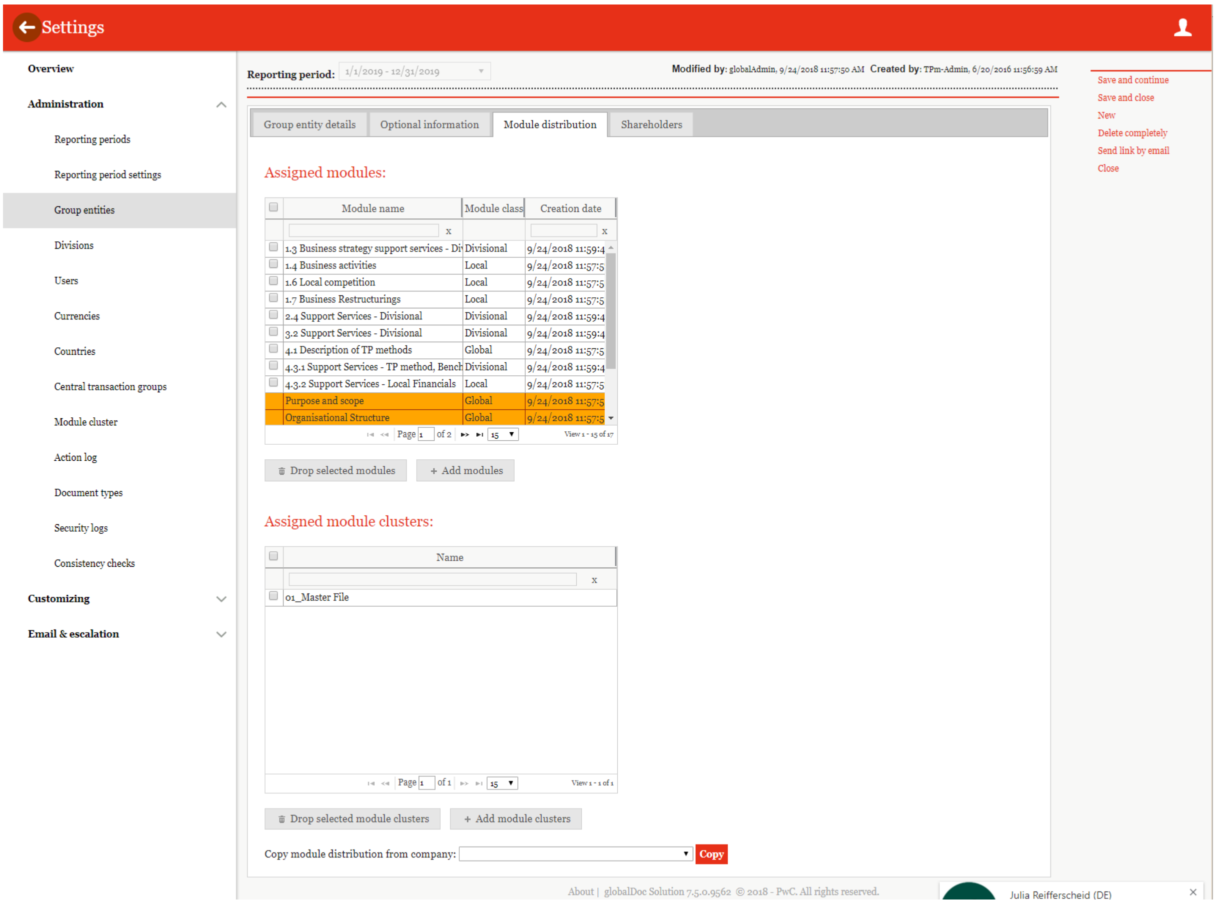
Screenshot 20: Edit existing group entity – Group entity details

The information stored after creating a group entity can be edited in the tabs "**Group entity details**", "**Optional information**" and "**Shareholders**" (see chapter "*Create new Group entity*").

For group entities that are marked as reporting companies, the assignment of modules and module clusters can be made in the detail view of a group entity in the tab "**Module distribution**".

Previously created global, divisional and local modules or module clusters can be assigned to the selected reporting company via the + Add module clusters and + Add modules selection boxes. In addition, module distributions can be copied from other entities.

If a module cluster has been assigned, the modules covered by the module cluster are also listed in the "**Assigned Modules**" table, but highlighted in yellow (see screenshot 21).



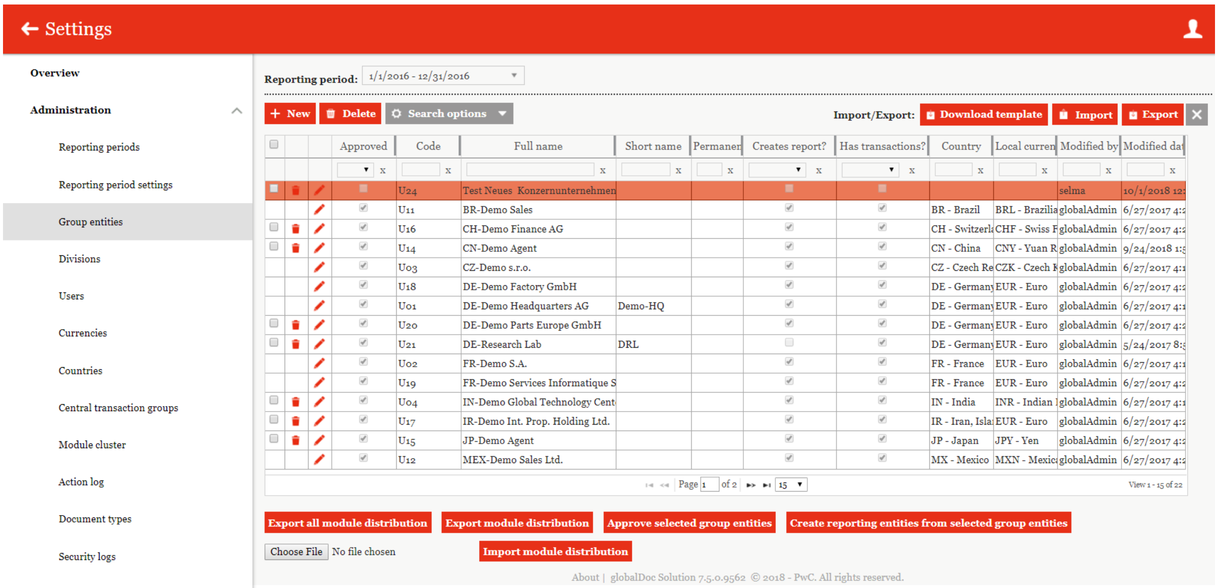
Screenshot 21: Edit existing Group entity – Module distribution

The individual modules or module clusters already assigned can be removed using the selection fields Drop selected module clusters and Drop selected modules .

NOTE: If a module that has been assigned to the reporting entity via a module cluster is to be removed, the entire module cluster must be removed first. Then, the remaining modules of the module cluster must be re-added as individual modules.

1.3.3.3 Add proposed Group entities

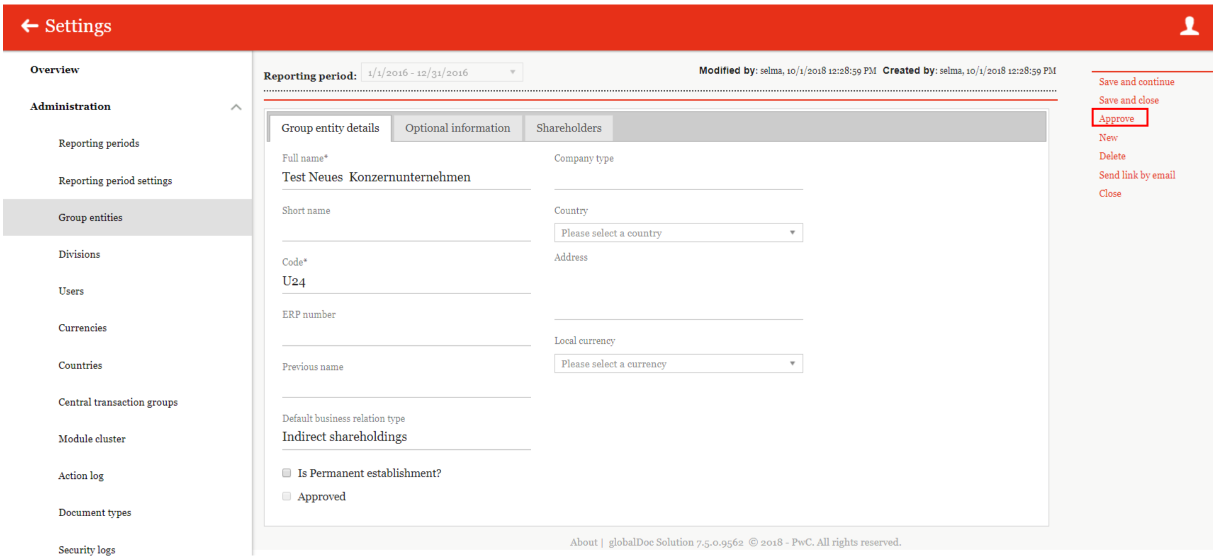
Local users have the possibility to suggest new transaction partners for acceptance in *globalDoc Solution®* (*Reporting company / Transactions / Transaction partners* via the selection field **Synchronize from group entities**). In the overview page under *Settings / Administration / Group entities,* the transaction partners proposed by the local users are highlighted in red until the System administrator approves them (see screenshot 22).



Screenshot 22: Overview of Group entities – Add proposed Group entity

To approve the group entity, the detail view of the group entity to be approved needs to be opened by clicking . Afterwards, the "**Approve**"-command in the right-hand command column must be selected (see screenshot 23).

Before the approval, the System administrator can adjust or supplement the master data entered by the local user. Only after this approval by the System administrator does the locally requested transaction partner appear in the list of group entities for further use by local users without red highlighting.



Screenshot 23: Detail view of Group entity - Approve proposed Group entity

1.3.3.4 Delete Group entity

The selected group entity is deleted under *Settings / Administration / Group entity* by clicking on the symbol .

NOTE: To avoid unintentional deletion, all modules and transactions of a reporting entity must first be deleted.

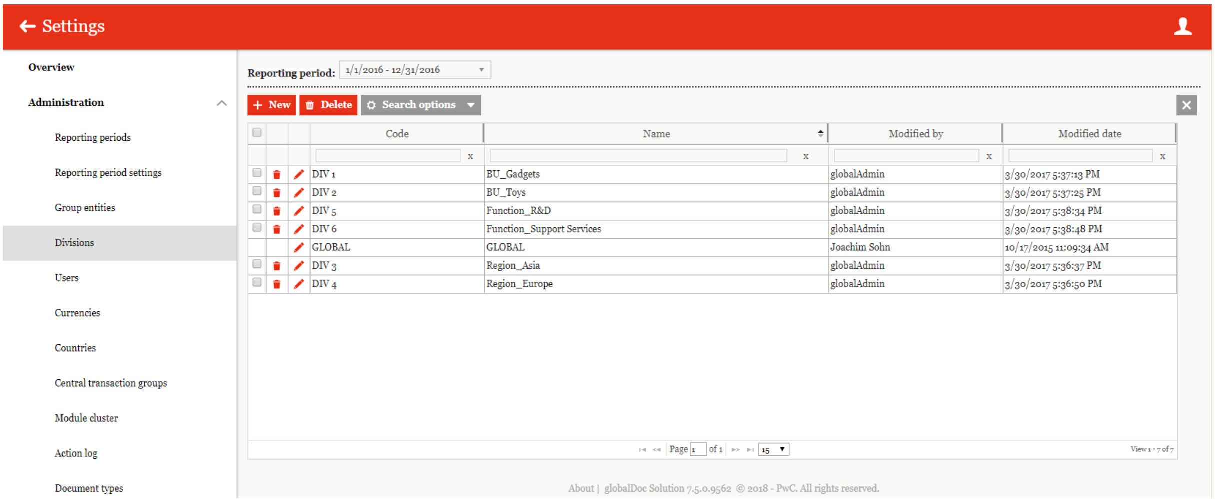
1.3.4 Divisions

Under the navigation item "**Divisions**" via *Settings / Administration / Divisions*, the System administrator can edit existing globalDoc-divisions, create new globalDoc-divisions or remove globalDoc-divisions that are no longer required. In *globalDoc Solution*® the term "divisions" does not only refer to divisions or business units of a group. Rather, a wide variety of categories can be defined as "divisions" for the classification of reporting companies. globalDoc-divisions are often formed according to regional, functional, transactional or business-segment-related criteria. Divisions allow information to be assigned to specific categories of reporting companies and to control information processing in the modules of these categories (divisions) by flexible role assignment under "**Users**".

Each globalDoc-division thus contains modules that are only relevant for certain reporting companies <u>and</u> can only be edited by users who have the editor role for this globalDoc-division.

globalDoc-divisions are mandatory for the creation of divisional modules and they simplify the administration of access rights. This allows a user to be assigned editor rights for a specific division, automatically giving the user editor rights for all divisional modules assigned to that division.

TIP: The globalDoc-division must be created <u>before</u> creating divisional modules!



Screenshot 24: Overview of the globalDoc Solution® Divisions (Example)

In the overview page, the divisions can be sorted and filtered according to the following properties:

- **Code**
- **Name**
- **Modified by**
- **Modified date**

1.3.4.1 Create new Divisions

The detail view for creating new divisions can be accessed under *Settings / Administration / Divisions* by selecting the symbol + New (see screenshot 25).

Screenshot 25: Creation of new Divisions

To create a new division, the following data must be entered:

- **Type:** no input required, pre-filled with "Divisional"

- **Name:** division name
- **Code:** optional entry of a division code

The new division is created by selecting the "**Save**" or "**Save and close**" command in the right-hand command column. Modules can then be created and assigned to a division under *Documentation structure / Documentation setup / Define Modules*.

1.3.4.2 Edit existing Divisions

Under *Settings / Administration / Divisions*, the administrator can access the detail view of a selected division by clicking on the symbol .

Screenshot 26: Detail view Divisions

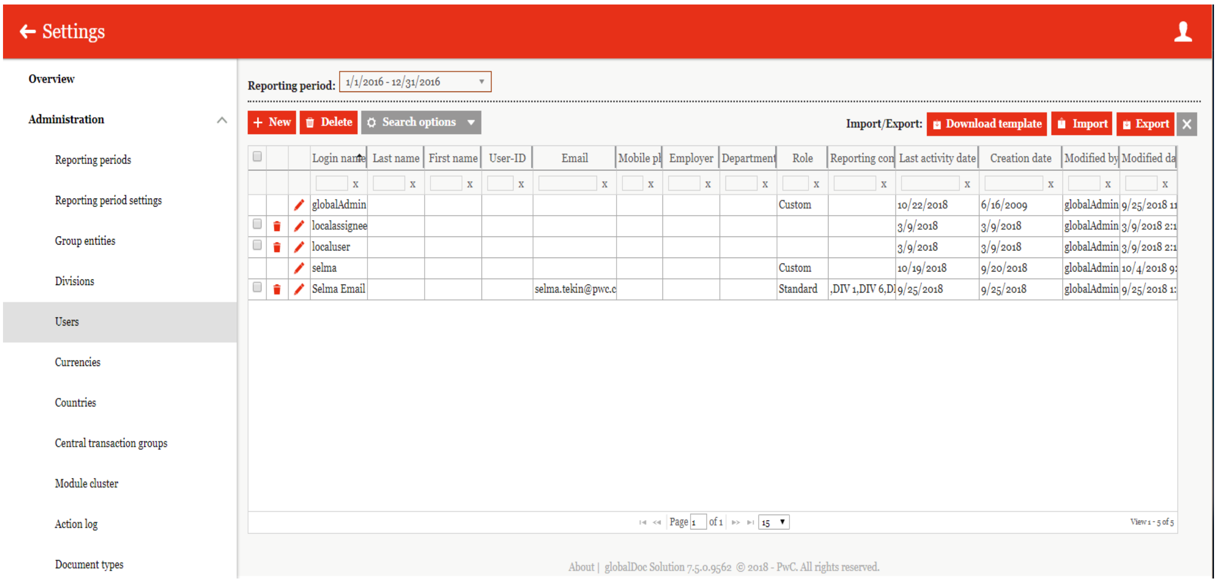
As it is the case for any entry of new data, the fields "**Name**" and "**Code**" can be modified.

The processing of the user default roles is explained in more detail in the section "*Roles*".

1.3.5 Users

In the "**Users**" section, the System administrator can manage and update existing users, create new users for a certain period of time, and, if necessary, remove users that have already been created.

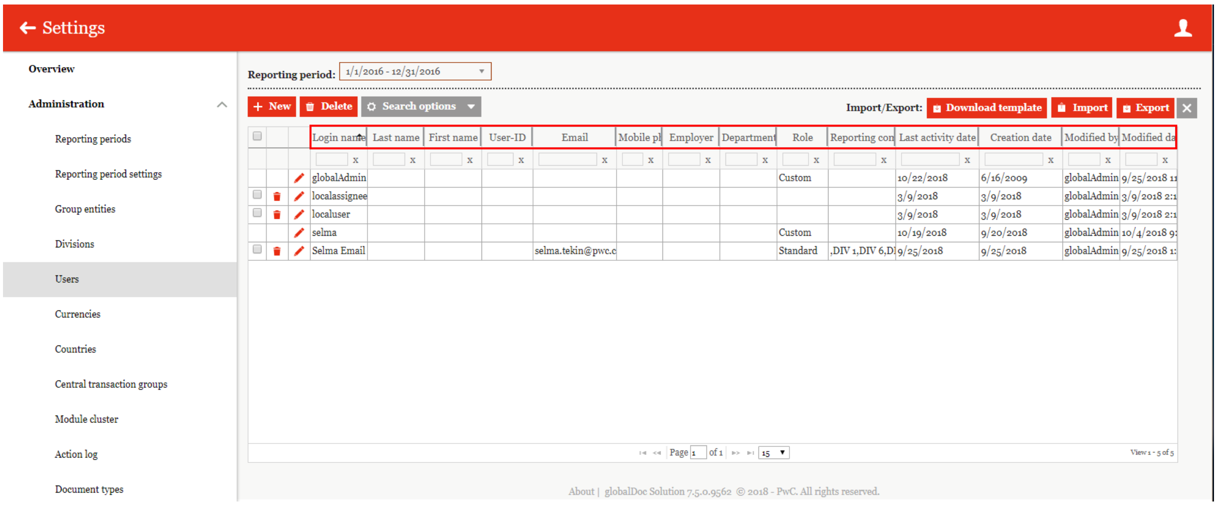
Via *Settings / Administration / Users*, an overview page of the already created users as well as the available functions for managing these users can be opened (see screenshot 27):



Screenshot 27: Overview of created Users

On this overview page, a specific reporting period has to be selected. Then, created users linked to that reporting period will be displayed. The view of all users created for the selected reporting period can be sorted by clicking on the following fields (see. screenshot 28):

- ***Login name***
- ***Last name***
- ***First name***
- ***User ID***
- ***Email***
- ***Mobile phone number***
- ***Employer***
- ***Department***
- ***Role***
- ***Reporting company code(s)***
- ***Last activity date***
- ***Creation date***
- ***Modified by***
- ***Modified date***



Screenshot 28: Sorting of Users

TIP: The results can be narrowed down by entering the searched word in the desired column. The entry is confirmed with ENTER.

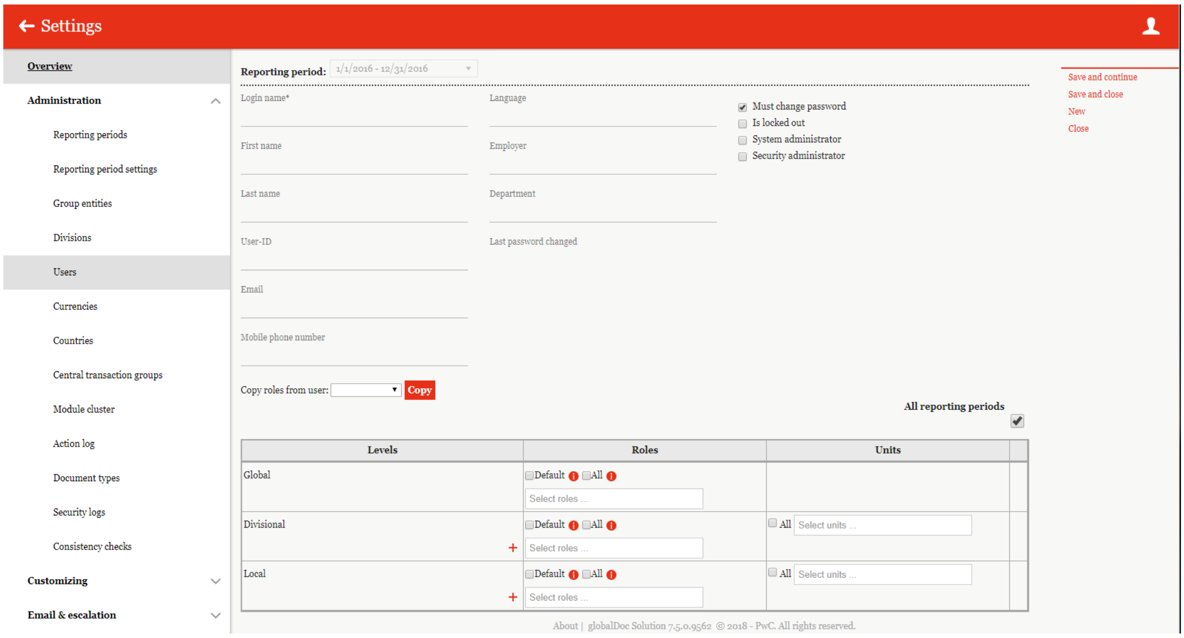
The selected user can be deleted directly using the symbol or edited using the button .

The overview page provides various functions for managing users. These functions are briefly described below:

+ New	*Create new user data / user*
Delete	*Delete selected user*
Search options	*Configure the search: Select Simple search, Advanced search or Columns. The search can also be updated here.*
Download template	*Download Excel template as template, e.g. for import*
Import	*Import selected user data*
Export	*Export all registered users*
×	*Close administration view and redirect to globalDoc Solution® overview page*

1.3.5.1 Create new User

Under *Settings / Administration / Users,* the detail view for creating a new user is opened by selecting the button **+ New**. Fields marked with (*) are mandatory.



Screenshot 29: Create new User

When creating a new user, the following data can be entered:

- **Login name*:** This is the only mandatory field and required for a successful login.
- **First name:** optional specification of the user's first name
- **Last name:** optional specification of the user's last name
- **User-ID:** optional assignment of a unique user identification number
- **Email:** optional specification of the user's email address[1]
- **Mobile phone number:** optional specification of the user's mobile phone number
- **Language:** optional specification of the user's preferred language
- **Employer:** optional specification of the user's employer
- **Department:** optional specification of the department in which the user employed

[1] The email address is mandatory if the email-function of *globalDoc Solution*® shall be used!

- **Last password change:** Displays the date of the last password change. After the creation of a new user, no date is recorded.

In addition, there are various ways to set the type of user access:

☑ Must change password	This selection prompts the user to change the personal password at the time of the first login.
☐ Is locked out	If this field is checked, the user is locked out and can no longer access *globalDoc Solution*®. This selection remains deactivated when a new user is created and must be set manually if necessary. **NOTE:** If the user has been locked out by entering an incorrect password several times, the administrator can unlock the user by removing the check mark.
☐ System-Administrator	By checking this checkbox, the user is assigned the right to access the program item "*Settings*" Settings of *globalDoc Solution*®.
☑ Security administrator	The Security administrator has access to the navigation item "*Users*" and the right to manage users. **NOTE:** By default, the Security administrator role is assigned to the System administrator. In this case, the checkbox "*Security administrator*" ist not visible. The Security administrator role must be determined when installing the software.
Copy roles from user: [ ] Copy	The System administrator or the Security administrator, if assigned during the installation process, may copy the roles, assigned group companies and divisions of one user to another user.

To import several users simultaneously into *globalDoc Solution*®, an Excel template can be downloaded via the selection field **Download template** and saved locally. The System administrator complements the template with the corresponding data, saves it locally and re-uploads it using the **Import** field. Via the selection field **Export**, data already imported into *globalDoc Solution*® can be downloaded as an Excel file.

1.3.5.2 Distribution of Roles

Consequently, the relevant reporting companies and roles are assigned to the new user. The following functions are available to the System administrator for processing the role distribution (see screenshot 30):

Screenshot 30: Create new User - Role distribution

- **Roles:** The System- or Security administrator can assign a specific role to the user. Selecting the "**Default**" option assigns the defined standard roles to the user for the selected reporting company. The default roles may be defined under *Settings / Customizing / Roles*, see section "*View / edit existing roles*".
- **Units:** The System- or Security administrator can select the units for which the roles exist. By selecting the option "**All**", the respective role is assumed for all reporting companies, including the reporting companies that will be created in the future.

By clicking on 

or 

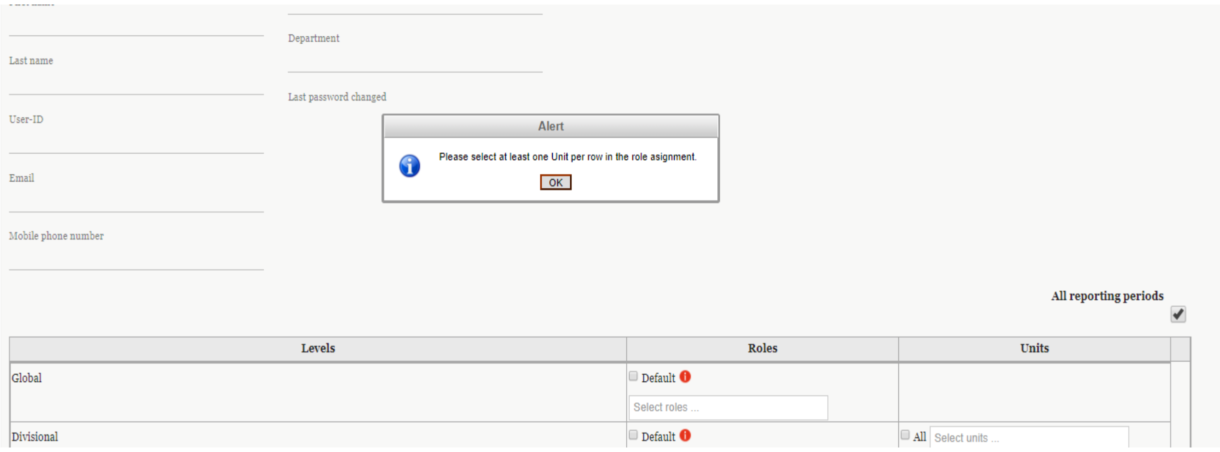
a drop-down menu for selecting the user roles, divisions or group companies will open. These functions are briefly explained below:

Approve tasks	*This role allows the user to release work results in the course of the workflow management.*
Define content structure	*This role allows the user to create local modules for the reporting company (status of a local System administrator). This role can be split, for example, if local modules are not to be centrally maintained by the System administrators. Similarly, defined content structure can be assigned to a user for divisions and the global area (status of a divisional or global System administrator).*
Edit global / divisional / local content	*These roles enable the user to read and edit the contents of global, divisional or local modules.*

Manage attachments	*The user can attach or delete new files for the respective modules in the program item "Appendix overview".*
Read global / divisional / local content	*This role enables the user to read contents of global, divisional or local modules, but not to edit them.*
Task administration	*The user can access the program item "Assignments". In the role of task administrator, the user can create and assign tasks to other users and view the status of tasks at the local, divisional or global level.*
Edit data collection and Read data collection	*This role allows the user to edit or read the menu item "Reporting company / Transactions"*[2].

TIP: The roles "**Read global content**" and "**Read divisional content**" are also displayed in the "Local" area. For local users, it is sufficient to select this role only in the "Local" area.

NOTE: If roles at local or divisional level are assigned to the user, group companies or divisions must be assigned to the user in the "Units" column. Otherwise, the user will not be created correctly and the following warning will appear:



Screenshot 31: Create new User - Role distribution warning message

[2] This is only available if the function „**Enable navigation to transactions**“ under *Settings / Administration / Reporting period settings* is activated.

1.3.5.3 Assign password

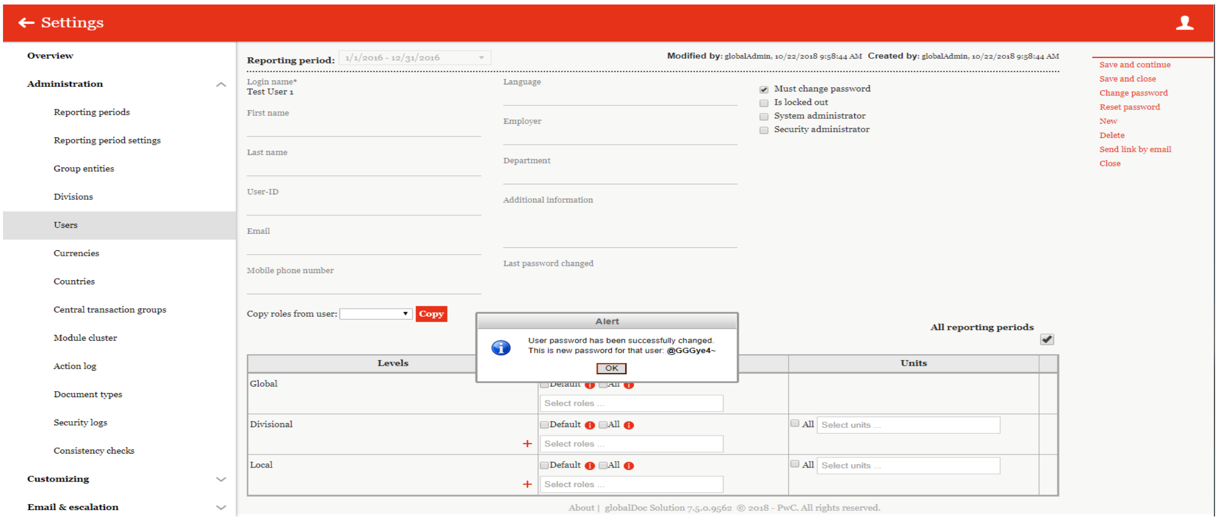
The assignment of a password for a new user depends on whether the email-function (*Settings / Email & escalation / Setup*) is activated or not.

Option 1: Assign new password (email-function activated)

After selecting the "**Save**" or "**Save and close**" command in the right-hand command column, the new user is created and will receive his or her personal password by email. With this password, the new user can log in to *globalDoc Solution*® for the first time.

Option 2: Assign new password (email-function deactivated)

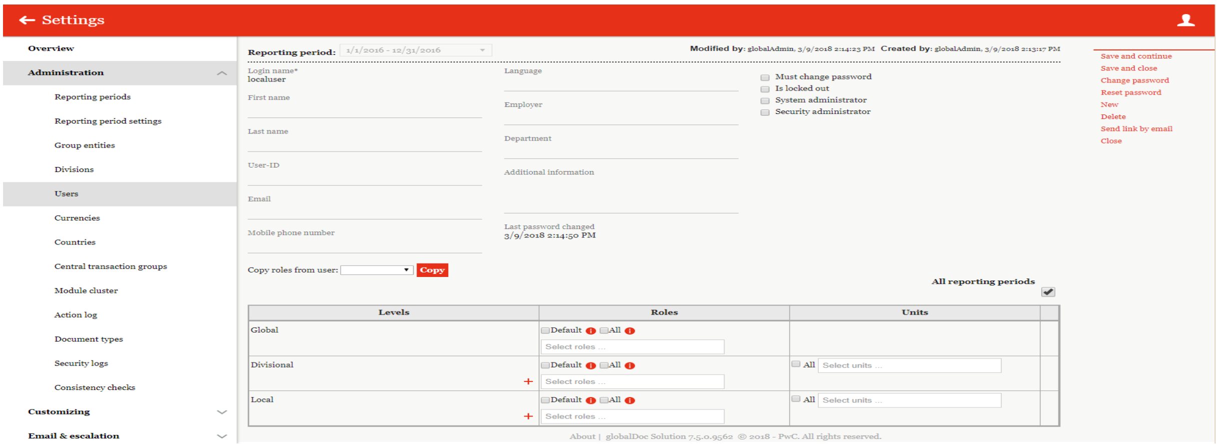
After selecting the "**Save**" or "**Save and close**" command in the right-hand command column, the new user is created. A message with the password of the new user appears on the screen (see screenshot 32). This password must be communicated to the new user before the first login. After closing the notification by selecting "**Ok**", the new user can log in to *globalDoc Solution*® for the first time with the password received.



Screenshot 32: Create new User - Password of the new User

1.3.5.4 Edit existing Users

Under *Settings / Administration / Users*, the detail view of the selected user will be displayed by clicking on the symbol ✎ (see screenshot 33).



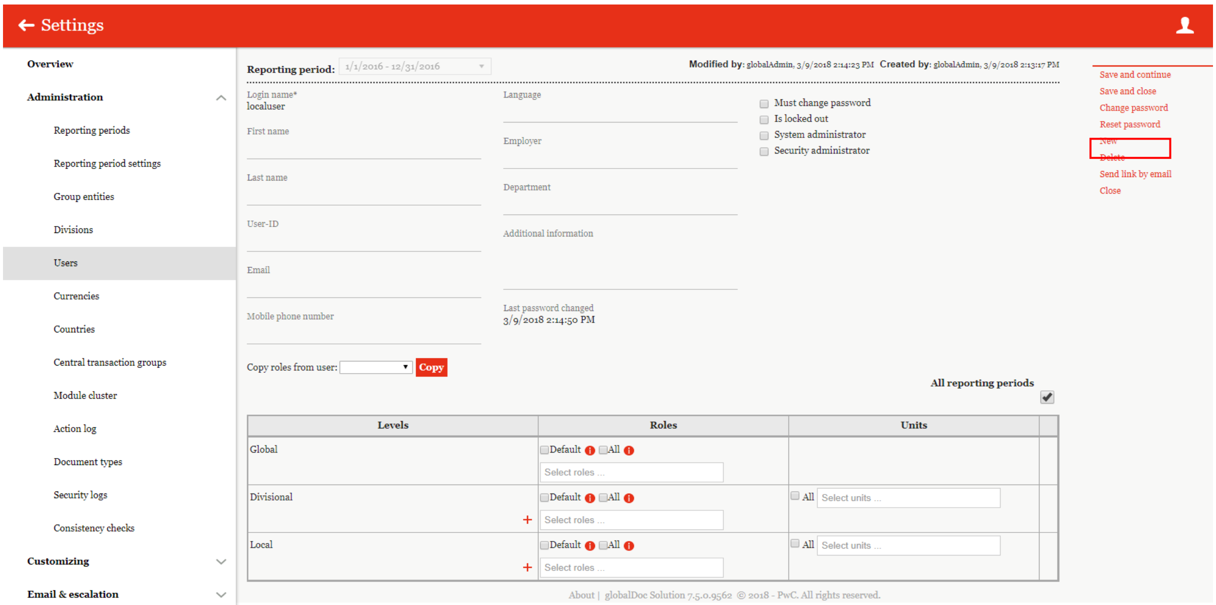
Screenshot 33: Edit existing User

In this view, the information stored when the user is created and the user's roles can be edited (see section "*Create new User*").

1.3.5.5 Reset the password of an existing User

Under *Settings / Administration / Users*, the detail view of the selected user will be displayed by clicking on the symbol .

Selecting the "**Reset Password**" command in the right command column assigns a new password to the user. The assignment of the password for the new user depends on whether the email-function (*Settings / Email & escalation / Setup*) is activated or not.



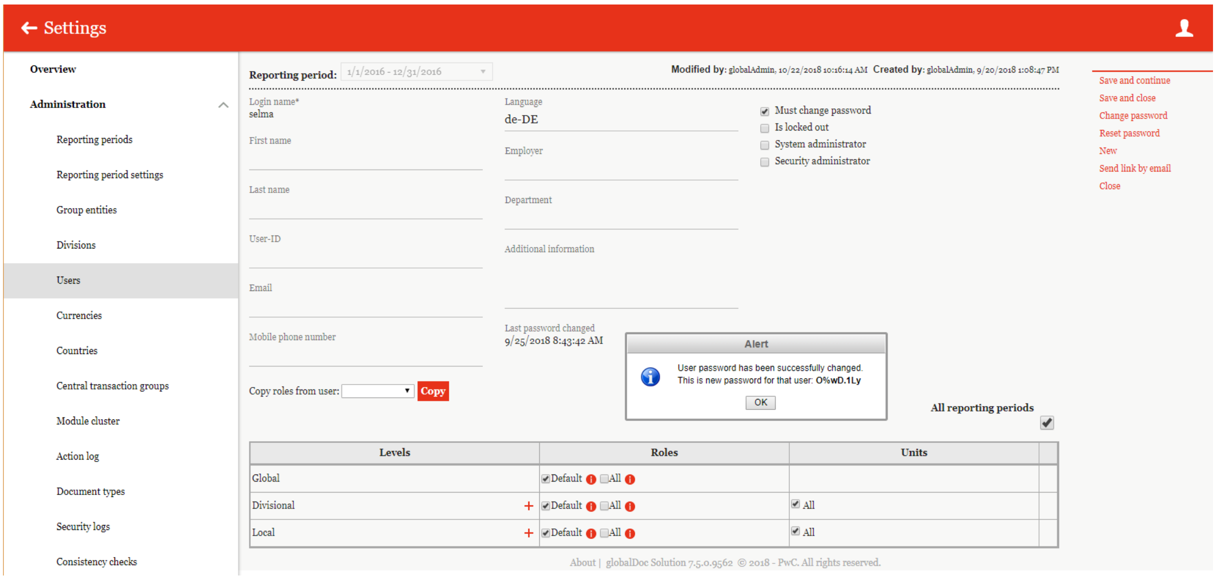
Screenshot 34: Edit existing User – Reset password

Option 1: Assign new password (email-function activated)

After selecting the "**Save**" or "**Save and close**" command in the right-hand command column, the user will receive his or her new personal password by email.

Option 2: Assign new password (email-function deactivated)

After selecting the "**Save**" or "**Save and clos**e" command in the right-hand command column, a notification with the user's new password will appear. This must be communicated to the corresponding user before the first login. After closing the notification by selecting "**Ok**", the user can log into *globalDoc Solution*® with the new password received.



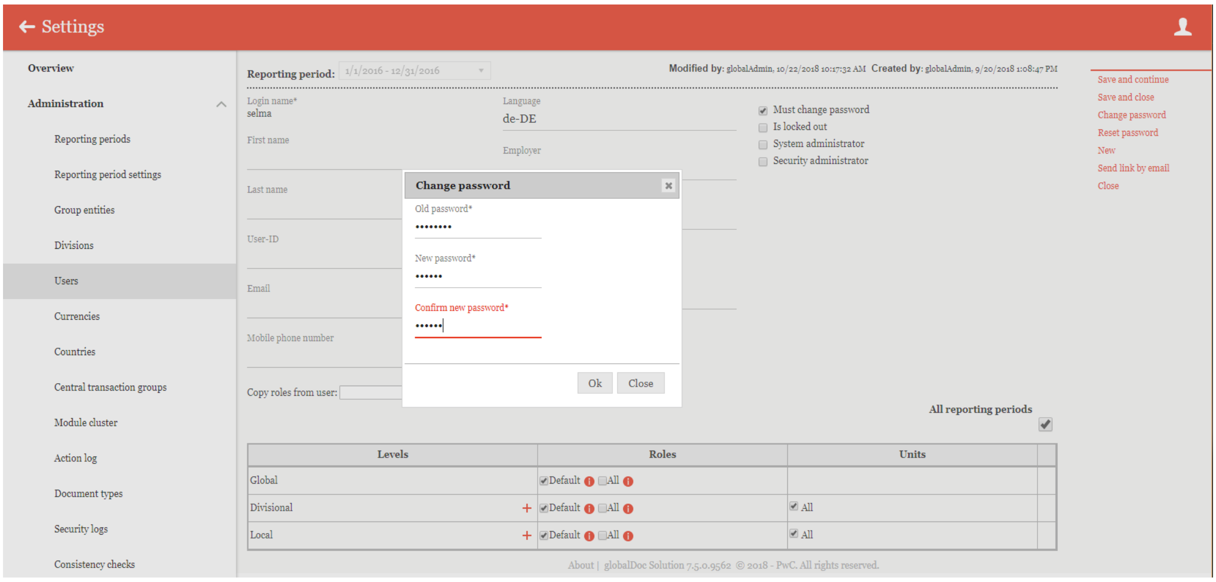
Screenshot 35: Edit existing User – New password

1.3.5.6 Change the password of an existing User

Under *Settings / Administration / User,* the detail view of the selected user will be displayd by clicking on the symbol .

Selecting the "**Change password**" command in the right-hand command column will open a pop-up window in order for the System administrator to change the user's existing password (see screenshot 36). To change the password, the System administrator must know the user's old password.

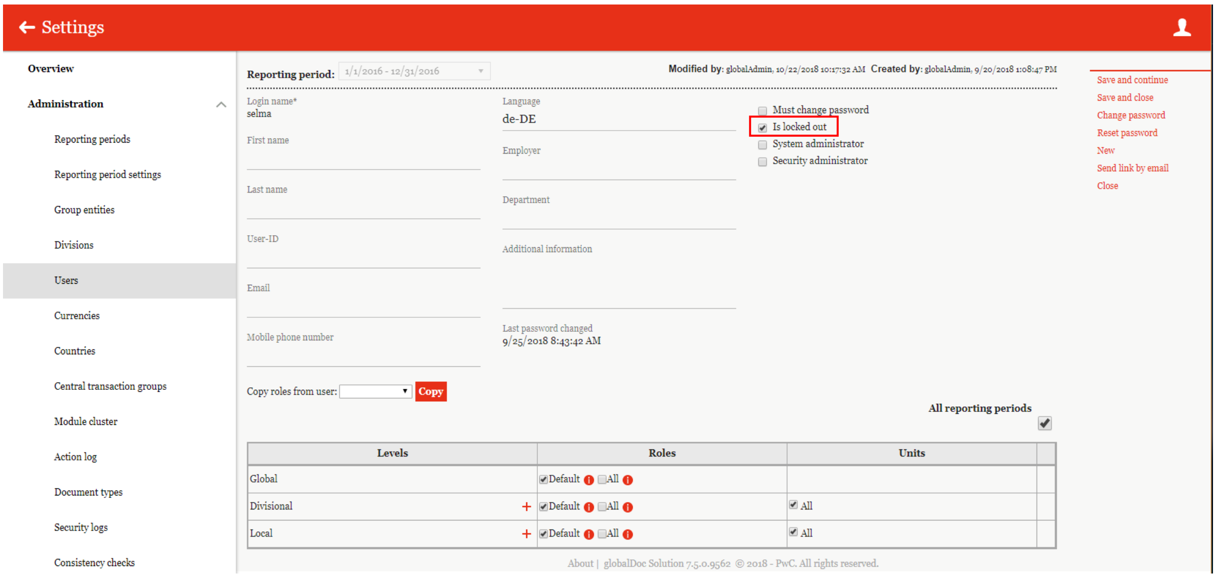
NOTE: The password characteristics (e.g., minimum length of the password, any necessary digits and special characters, duration until the password is required to change) can be determined individually for the group when the software is installed for the first time. The same applies to a possible "Single-Sign-On" without an additional password or a possible "2-factorauthentication". By default, the password must be at least eight characters long, including upper and lower case letters, digits and at least one special character.



Screenshot 36: Edit existing User - Change password

1.3.5.7 Lock out User

Under *Settings / Administration / User*, the detail view of the selected user will be displayed by clicking on the symbol ✏️.



Screenshot 37: Locking Users

Selecting the "**is locked out**" option denies the user the right to access *globalDoc Solution®*.

NOTE: If the user repeatedly enters an incorrect password, the system will lock out the user. In this case, the administrator can unlock the user by removing the "**Is locked out**" checkmark.

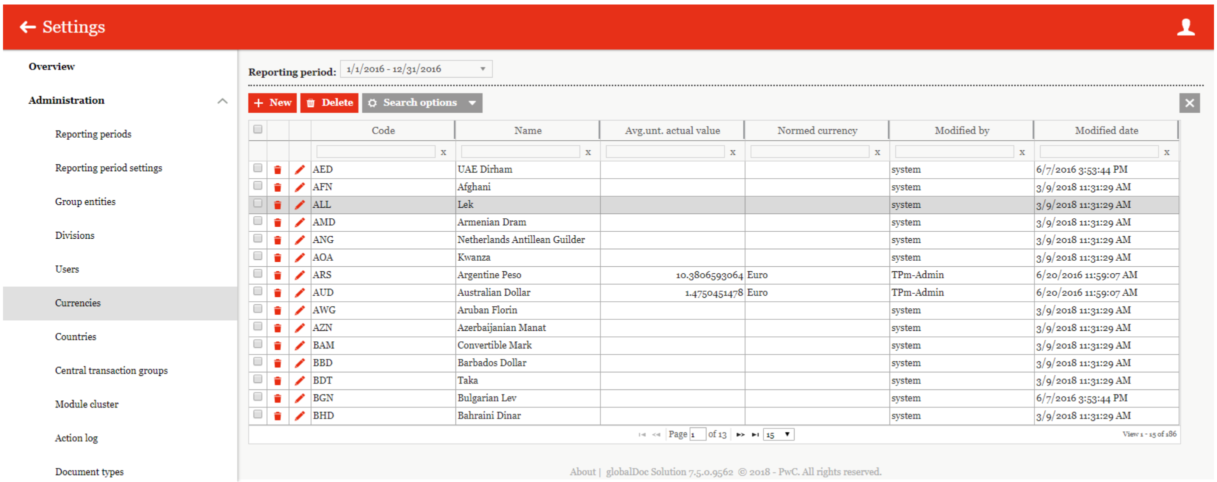
1.3.5.8 Delete User

The selected user will be deleted under *Settings / Administration / Users* and by selecting the symbol.

TIP: If the System administrator wants to delete more than one user, it is possible to select the respective users and remove them using the selection field **Delete**.

1.3.6 Currencies

In the section "**Currencies**" under *Settings / Administration / Currencies*, the System administrator can edit existing currencies, create new currencies or remove currencies that are no longer required.



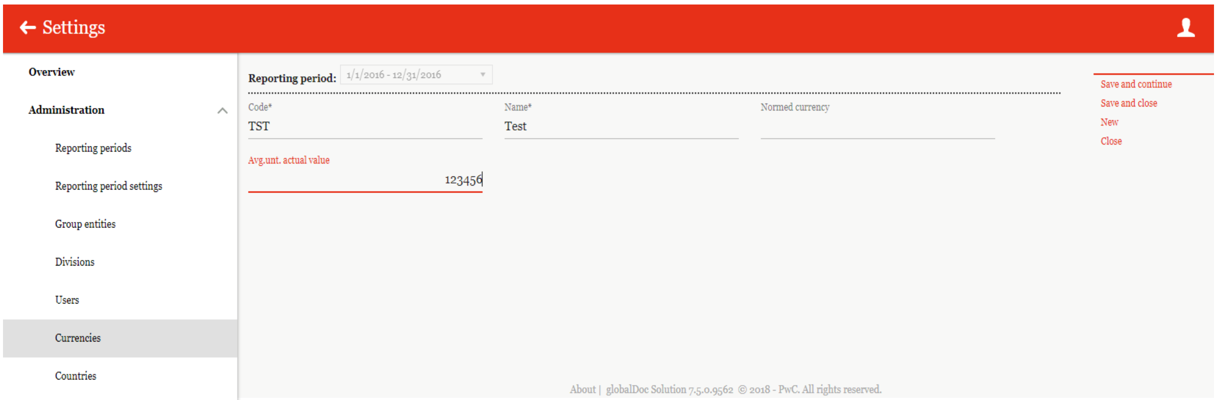
Screenshot 38: Overview of globalDoc Solution® Currencies

The currencies can be sorted and filtered in the overview according to the following properties:

- **Code**
- **Name**
- **Average actual value**
- **Normed currency**
- **Modified by**
- **Modified date**

1.3.6.1 Create new Currencies

The detail view for creating new currencies can be opened via *Settings / Administration / Currencies* by selecting the symbol + New (see screenshot 39).



Screenshot 39: Create new Currency

To create a new currency, the following data must be entered:

- **Code:** mandatory entry of the currency code
- **Name:** name of the currency

- **Normed currency:** group currency
- **Average actual value:** optional entry of the actual value of the currency (in units of the normed currency)

The new currency is created by selecting the "**Save**" or "**Save and close**" command in the right-hand command column.

1.3.6.2 Edit existing Currencies

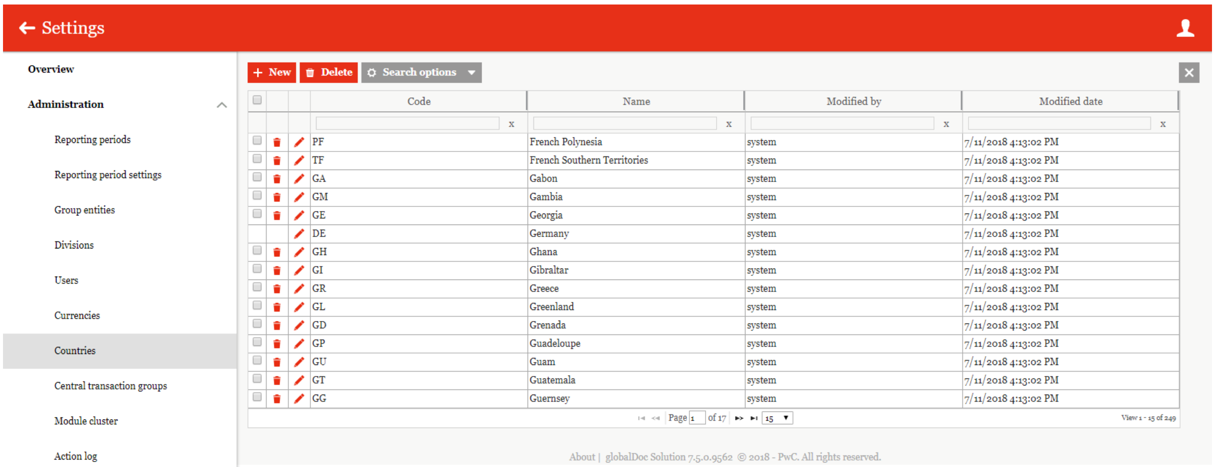
Under *Settings / Administration / Currencies,* the detail view of a selected currency will be opened by clicking on the symbol .

Screenshot 40: Detail view Currency

Here, the "**Name**" as well as the "**Average actual value**" can be edited.

1.3.7 Countries

Under the section "**Countries**" via *Settings / Administration / Countries*, the System administrator can edit existing countries, create new countries or remove countries that are no longer required.



Screenshot 41: Overview of Countries

The countries can be sorted and filtered in the overview according to the following properties:

- **Code**
- **Name**
- **Modified by**
- **Modified date**

1.3.7.1 Create new Countries

The detail view for creating new countries can be accessed under *Settings / Administration / Countries* by selecting the symbol + New (see screenshot 42).

Screenshot 42: Create new Countries

To create a new country, the following data must be entered:

- **Code:** specification of the country code
- **Name:** country name

The new country is created by selecting the "**Save**" or "**Save and close**" command in the right-hand command column.

1.3.7.2 Edit existing Countries

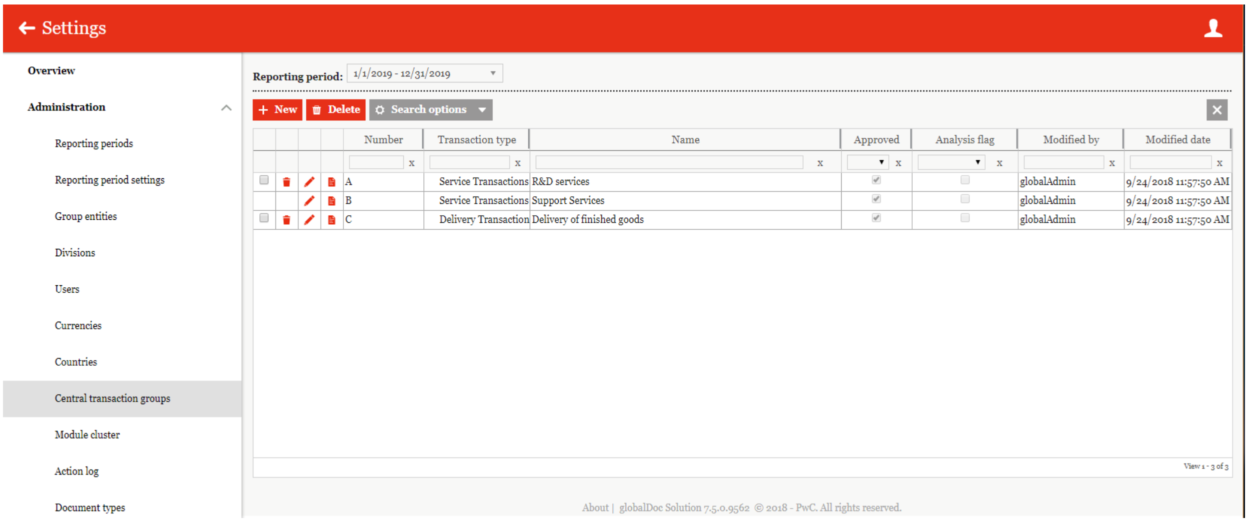
Under *Settings / Administration / Countries* the detail view of a selected country will be displayed by clicking on the symbol .

Screenshot 43: Detail view countries

Again, the entered "**Name**" may be edited.

1.3.8 Central transaction groups

Under the section "**Central transaction groups**", the System administrator can define, edit or delete transaction groups. The defined transaction groups can be assigned to modules and transactions to ensure uniform use and presentation of intercompany transaction groups in all documentation reports. Central transaction groups can be selected via *Settings / Administration / Central transactions groups*.



Screenshot 44: Overview of Central transaction groups

+ New	*Create a new central transaction group*
Delete	*Delete a central transaction group after previous selection*
Search options	*Choose between "Simple search", "Advanced search", and "Select columns"*
	*Delete a central transaction group after previous selection*
	*Edit a central transaction group after previous selection*
	*Detail view of a central transaction group*

1.3.8.1 Create new Central transaction group

The detail view for creating a new central transaction group can be accessed via *Settings / Administration / Central transaction groups* by selecting the symbol + New.

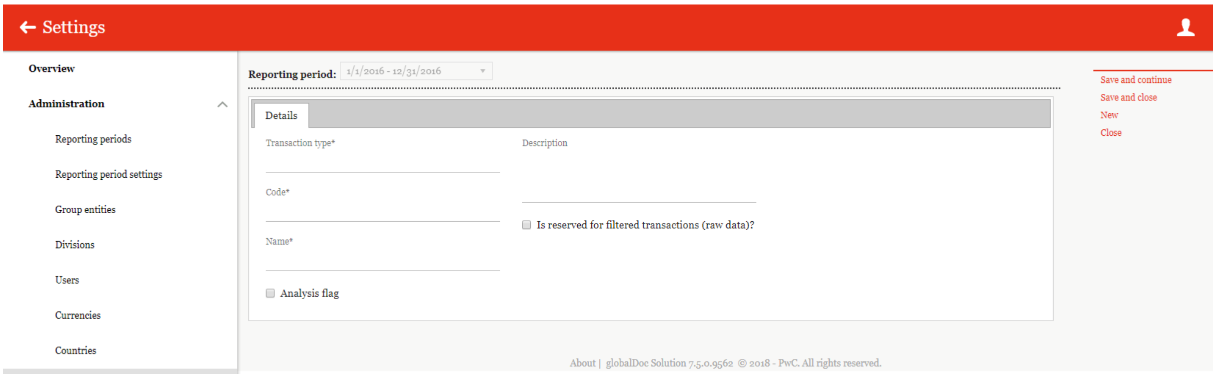
To create a new transaction group, the following data must be entered:

TIP: Only the fields marked with (*) must be filled in.

- **Transaction type*:** selection of a transaction type to which the new transaction group shall be assigned (e.g. sales transactions, services, licenses)

- **Code*:** assignment of a code to identify the new transaction group
- **Description:** optional description of the new transaction group
- **Name*:** name of the new transaction group
- **Analysis flag**[3]
- **"Is reserved for filtered transactions (raw data)?"**[4]

The new central transaction group is created by selecting the "**Save**" or "**Save and close**" command in the right-hand command column.



Screenshot 45: Create new Central transaction group

1.3.8.2 Edit existing Transaction groups

By clicking on the symbol , the detail view of a selected transaction group will be displayed.

In the detail view, the System administrator can edit the information that has been saved at the point of transaction group creation (see "*Create new Central transaction group*").

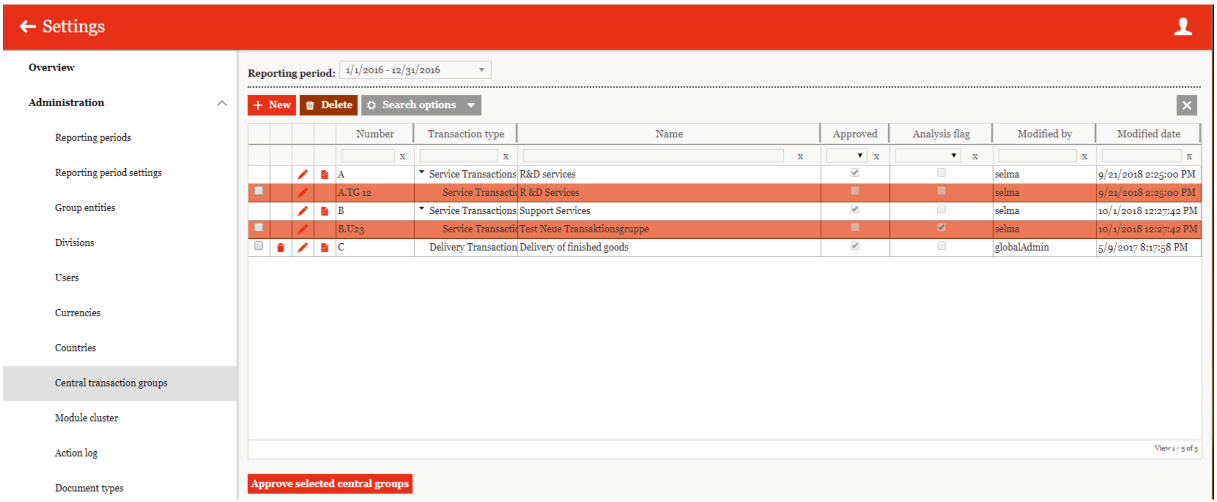
[3] Only applicable if the specific *globalDoc Solution*® function for the transfer pricing analysis shall be used. Given that the transfer pricing analysis shall not be done individually for each I/C transaction, but consistently for the whole transaction group, the checkbox must be activated if.

[4] Only relevant in conjunction with TP matrix - defines whether the transaction data for the corresponding transaction group is to be obtained via a manual import or via the TP matrix. The TP matrix generates the raw data via an ERP interface (e.g. an SAP interface), transforms it into transaction data (including filter transactions) using predefined rules and consolidates it into a transaction group. If this option is selected, transaction data for this transaction group cannot be uploaded to *globalDoc*, but is obtained via the TP matrix.

1.3.8.3 Add proposed Transaction group

Local users can suggest new transaction groups for acceptance in *globalDoc Solution®* (under *Reporting company / Transactions / Transaction groups*). Until the System administrator approves the transaction partners proposed by the local users, these remain highlighted in red under *Settings / Administration / Central transaction groups*.

The approval by the System administrator is performed by opening the detail view of the transaction group by clicking on and then selecting the "**Approve selected central groups**" command in the lower part of the view. Only after this approval by the System administrator does the transaction group originally requested locally appear in the list of transactions for further use by local users without red highlighting.



Screenshot 46: Approve selected central groups

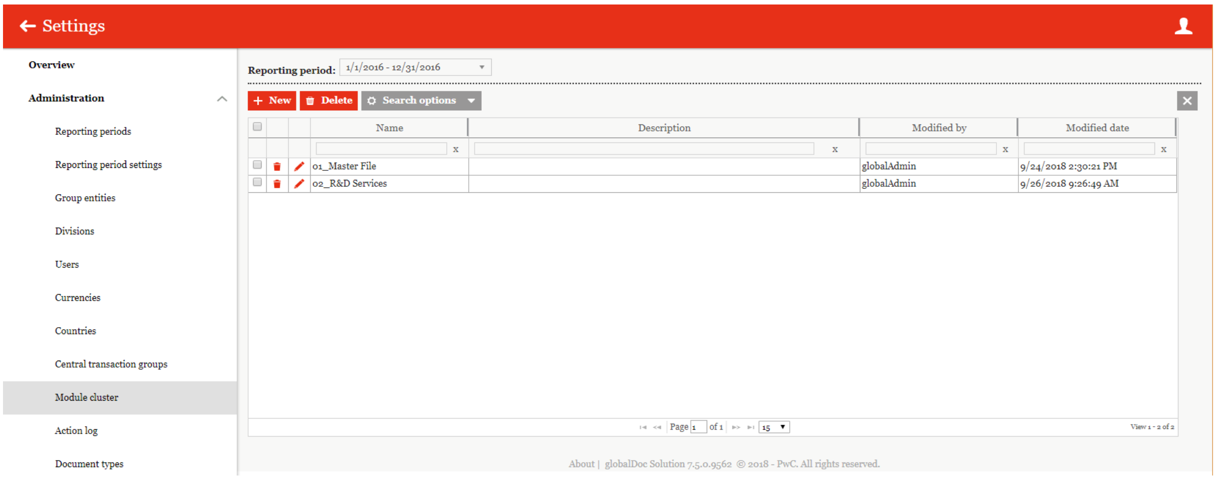
1.3.8.4 Delete Central transaction group

Under *Settings / Administration / Central transaction groups*, the selected transaction groups can be deleted by clicking on the symbols or **Delete**.

1.3.9 Module cluster

In the "**Module cluster**" section, the System administrator can edit existing module clusters, create new module clusters or delete module clusters that are no longer required.

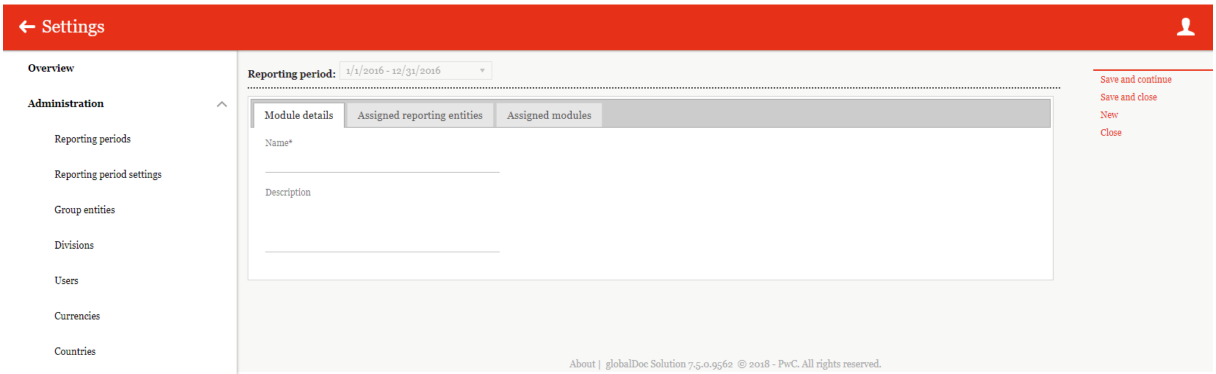
To facilitate the module distribution in groups in which a large number of reporting companies have the same type of activity character (for example, contract manufacturers or commission agents), the navigation item "**Module cluster**" enables the System administrator to bundle modules and distribute them as a whole (that is, as a "Module cluster") to selected reporting companies. This function facilitates the assignment of modules that are always to be assigned to certain entity types. This means that all reporting companies with a similar type of activity characterization (for example, contract manufacturers or commission agents) can be assigned an identical bundle of standard modules (as "**Module cluster**") that has been uniquely created for these reporting companies by the System administrator.



Screenshot 47: Overview Module cluster

1.3.9.1 Create new Module cluster

The detail view for creating a new module cluster can be opened under *Settings /Administration /Module cluster* by selecting the symbol + New. The detail view consists of the three tabs "**Module details**", "**Assigned reporting entities**" and "**Assigned modules**"(see screenshot 48).



Screenshot 48: Create new Module cluster

To create a new module cluster, the following data must be entered in the "**Module details**" tab:

- **Name:** name of the new module cluster
- **Description:** optional description of the new module cluster

In the "**Assigned reporting entities**" tab, the relevant reporting companies can be assigned to the new module cluster via the selection field + Assign reporting entity or removed by clicking Drop selected reporting entity.

In the "**Assigned modules**" tab, the relevant modules can be assigned to the module cluster by selecting + Assign module or removed by clicking on the icon Drop selected modules.

The new module cluster is created by selecting the "**Save**" or "**Save and close**" command in the right-hand command column

1.3.9.2 Edit existing Module cluster

Under *Settings / Administration / Module cluster*, the detail view of a selected module cluster will be displayed by clicking on the symbol .

In this view, the information stored when the module cluster has been created can be edited (see section "*Create new Module cluster*").

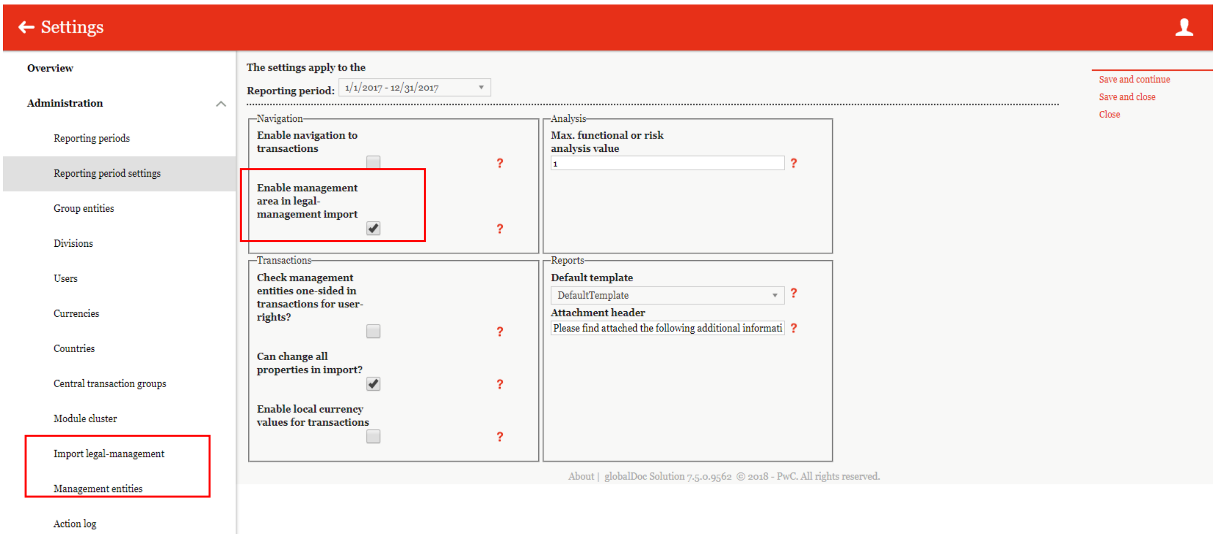
1.3.9.3 Remove Module cluster

By clicking on the symbol under *Settings / Administration / Module cluster,* the selected module cluster will be deleted (the modules themselves will remain).

1.3.10 Import legal-management

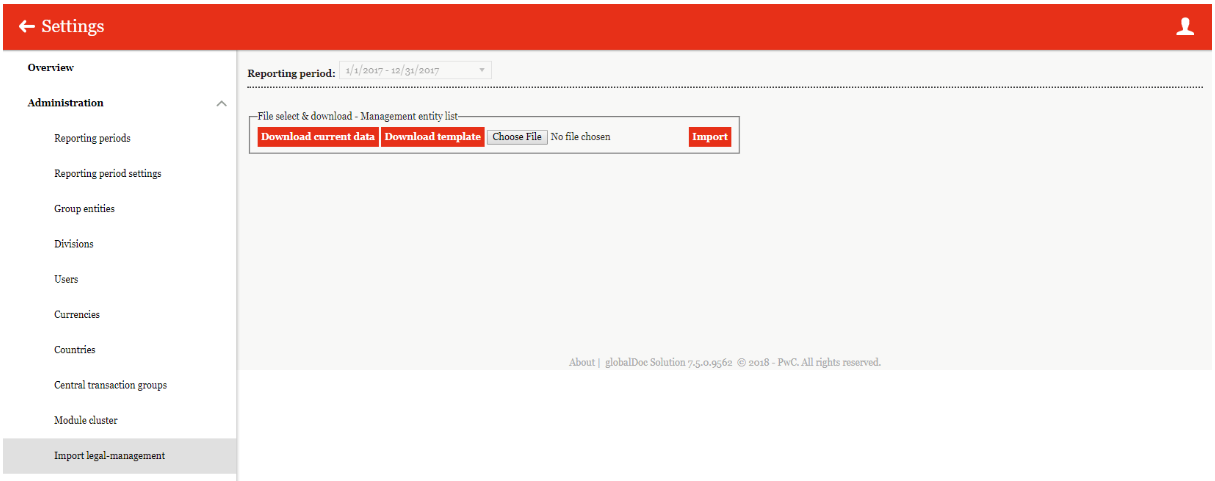
This function is currently only relevant if the TP matrix add-on feature is also used.

To activate the function, the checkbox "**Enable management area in legal-management import**" under *Settings / Administration / Reporting period settings* has to be activated (see screenshot 49). For further information, see section "*Reporting period settings*".



Screenshot 49: Activation of legal-management import

With "**Import of Legal-Management**" under *Settings / Administration / Import of Legal Management,* it is possible to view a list of units, export the list or import an already created list of management units. To unlock the navigation item, it first has to be activated under *Settings / Administration / Reporting period settings.*



Screenshot 50: Import of legal-management

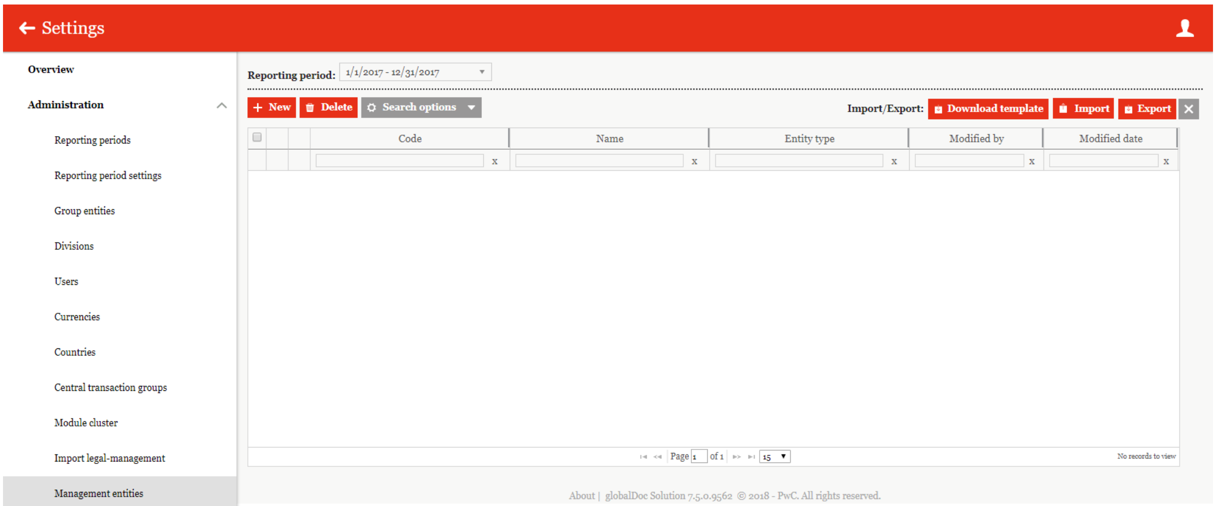
1.3.10.1 File selection & download –Management entity list

With the icon Download current data, the table can be downloaded as an Excel file. The Download template button triggers the download of a template that supports the creation of the management unit list. Via the button Browse..., a file can be selected and uploaded with the symbol Import.

1.3.11 Management entities

This function is currently only relevant if the TP matrix add-on feature is also used.

In this case, it is possible under *Settings / Administration / Management entities* to create management entities, to export them or to import an already created management entity list (see screenshot 51). To enable the navigation item, it first must be activated under *Setting / Administration / Reporting period settings* (see screenshot 49).



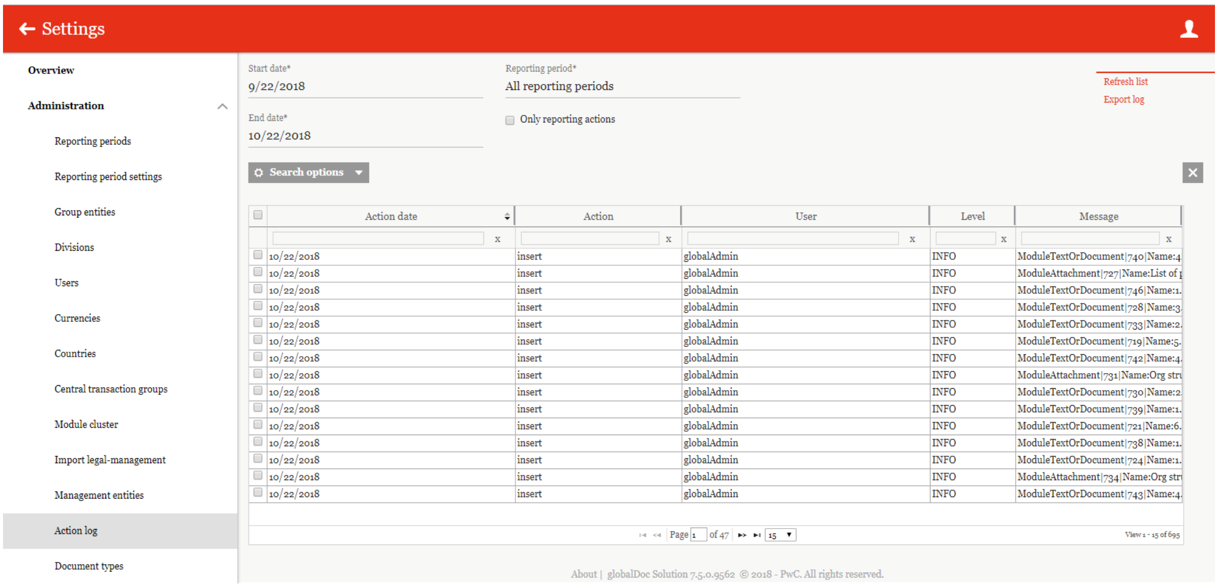
Screenshot 51: Management

1.3.12 Action log

Under the navigation item "**Action log**", the System administrator can track changes within *globalDoc Solution*®.

Previous versions are also stored in *globalDoc Solution*®. The action log enables the System administrator to trace which user performed which type of action on which object (module, reporting company, reporting period).

The overview page opens under *Settings / Administration / Action log* (see screenshot 52).



Screenshot 52: Overview of Action log

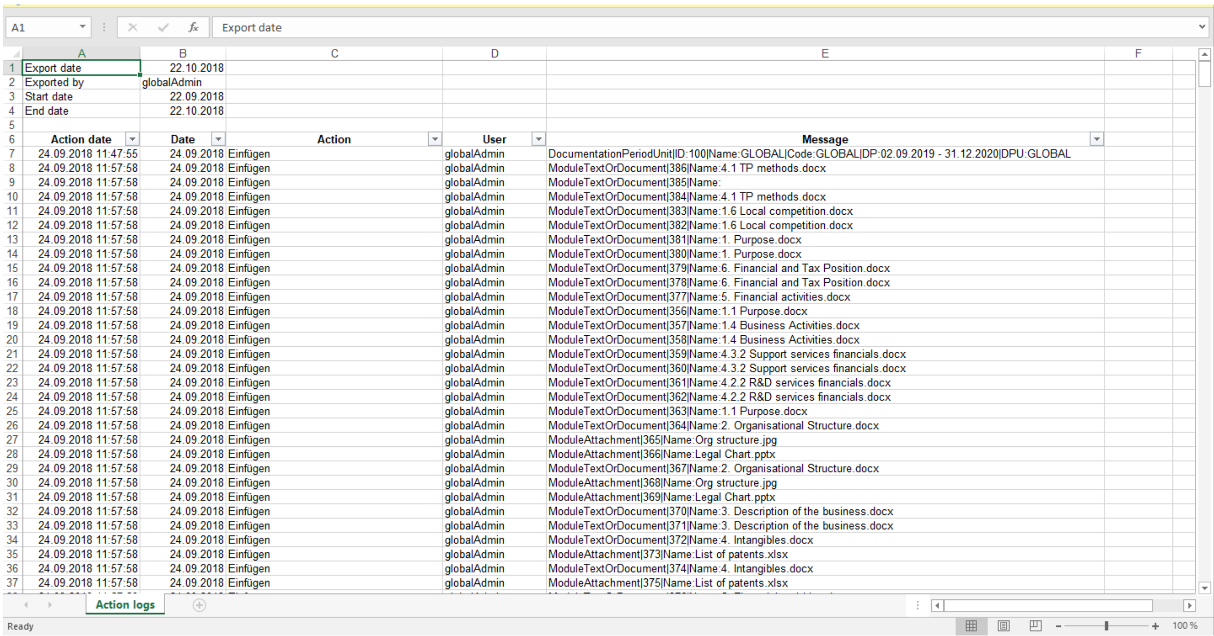
By entering the "**Start date**" or "**End date**", the period to be displayed in the overview can be selected. The reporting period list field allows to further filter the selection by the created reporting periods. To view only entries that are directly related to report creation, the option "**Only reporting actions**" must be selected.

1.3.12.1 Resfresh list

Under the *Settings / Administration / Activity log,* by clicking the "**Refresh list**" command in the right command column, the activity log of the selected reporting period is updated to the latest status.

1.3.12.2 Export Action log

Under the *Settings / Administration / Action log,* by clicking on the "**Export log**" command in the right-hand command column, the action log is exported to Excel (see screenshot 53).



Export date	22.10.2018			
Exported by	globalAdmin			
Start date	22.09.2018			
End date	22.10.2018			
Action date	**Date**	**Action**	**User**	**Message**
24.09.2018 11:47:55	24.09.2018	Einfügen	globalAdmin	DocumentationPeriodUnit|ID:100|Name:GLOBAL|Code:GLOBAL|DP:02.09.2019 - 31.12.2020|DPU:GLOBAL
24.09.2018 11:57:58	24.09.2018	Einfügen	globalAdmin	ModuleTextOrDocument|386|Name:4.1 TP methods.docx
24.09.2018 11:57:58	24.09.2018	Einfügen	globalAdmin	ModuleTextOrDocument|385|Name:
24.09.2018 11:57:58	24.09.2018	Einfügen	globalAdmin	ModuleTextOrDocument|384|Name:4.1 TP methods.docx
24.09.2018 11:57:58	24.09.2018	Einfügen	globalAdmin	ModuleTextOrDocument|383|Name:1.6 Local competition.docx
24.09.2018 11:57:58	24.09.2018	Einfügen	globalAdmin	ModuleTextOrDocument|382|Name:1.6 Local competition.docx
24.09.2018 11:57:58	24.09.2018	Einfügen	globalAdmin	ModuleTextOrDocument|381|Name:1. Purpose.docx
24.09.2018 11:57:58	24.09.2018	Einfügen	globalAdmin	ModuleTextOrDocument|380|Name:1. Purpose.docx
24.09.2018 11:57:58	24.09.2018	Einfügen	globalAdmin	ModuleTextOrDocument|379|Name:6. Financial and Tax Position.docx
24.09.2018 11:57:58	24.09.2018	Einfügen	globalAdmin	ModuleTextOrDocument|378|Name:6. Financial and Tax Position.docx
24.09.2018 11:57:58	24.09.2018	Einfügen	globalAdmin	ModuleTextOrDocument|377|Name:5. Financial activities.docx
24.09.2018 11:57:58	24.09.2018	Einfügen	globalAdmin	ModuleTextOrDocument|356|Name:1.1 Purpose.docx
24.09.2018 11:57:58	24.09.2018	Einfügen	globalAdmin	ModuleTextOrDocument|357|Name:1.4 Business Activities.docx
24.09.2018 11:57:58	24.09.2018	Einfügen	globalAdmin	ModuleTextOrDocument|358|Name:1.4 Business Activities.docx
24.09.2018 11:57:58	24.09.2018	Einfügen	globalAdmin	ModuleTextOrDocument|359|Name:4.3.2 Support services financials.docx
24.09.2018 11:57:58	24.09.2018	Einfügen	globalAdmin	ModuleTextOrDocument|360|Name:4.3.2 Support services financials.docx
24.09.2018 11:57:58	24.09.2018	Einfügen	globalAdmin	ModuleTextOrDocument|361|Name:4.2.2 R&D services financials.docx
24.09.2018 11:57:58	24.09.2018	Einfügen	globalAdmin	ModuleTextOrDocument|362|Name:4.2.2 R&D services financials.docx
24.09.2018 11:57:58	24.09.2018	Einfügen	globalAdmin	ModuleTextOrDocument|363|Name:1.1 Purpose.docx
24.09.2018 11:57:58	24.09.2018	Einfügen	globalAdmin	ModuleTextOrDocument|364|Name:2. Organisational Structure.docx
24.09.2018 11:57:58	24.09.2018	Einfügen	globalAdmin	ModuleAttachment|365|Name:Org structure.jpg
24.09.2018 11:57:58	24.09.2018	Einfügen	globalAdmin	ModuleAttachment|366|Name:Legal Chart.pptx
24.09.2018 11:57:58	24.09.2018	Einfügen	globalAdmin	ModuleTextOrDocument|367|Name:2. Organisational Structure.docx
24.09.2018 11:57:58	24.09.2018	Einfügen	globalAdmin	ModuleAttachment|368|Name:Org structure.jpg
24.09.2018 11:57:58	24.09.2018	Einfügen	globalAdmin	ModuleAttachment|369|Name:Legal Chart.pptx
24.09.2018 11:57:58	24.09.2018	Einfügen	globalAdmin	ModuleTextOrDocument|370|Name:3. Description of the business.docx
24.09.2018 11:57:58	24.09.2018	Einfügen	globalAdmin	ModuleTextOrDocument|371|Name:3. Description of the business.docx
24.09.2018 11:57:58	24.09.2018	Einfügen	globalAdmin	ModuleTextOrDocument|372|Name:4. Intangibles.docx
24.09.2018 11:57:58	24.09.2018	Einfügen	globalAdmin	ModuleAttachment|373|Name:List of patents.xlsx
24.09.2018 11:57:58	24.09.2018	Einfügen	globalAdmin	ModuleTextOrDocument|374|Name:4. Intangibles.docx
24.09.2018 11:57:58	24.09.2018	Einfügen	globalAdmin	ModuleAttachment|375|Name:List of patents.xlsx

Screenshot 53: Excel-export of Action log

The following information will be contained in the exported Excel file:

- **Action date:** indicates the exact time (date and time) of the respective action
- **Action:** allows the executed function to be viewed in detail and sorted according to it

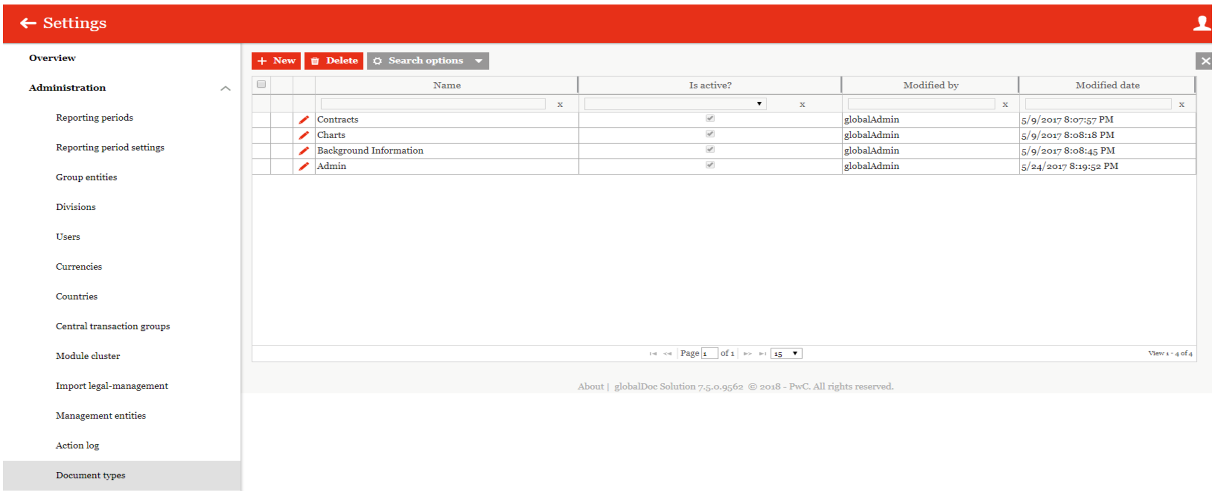
- **User:** specifies the editing user
- **Message:** displays further information, for example, on the reporting company and the reporting period

1.3.12.3 Empty Action log

Under the *Settings / Administration / Action log*, by clicking on the command "**Empty action log**" in the right command column, the complete recording of the performed activities will be deleted.

1.3.13 Document types

Under the navigation item "**Document types**", the System administrator can define folders under which uploaded attachments are stored when the report is generated.

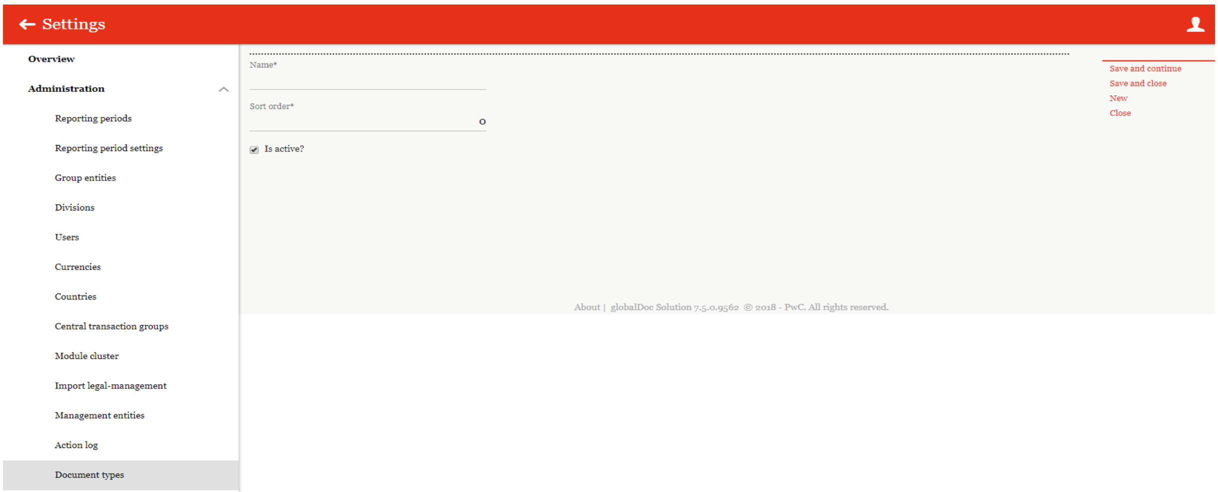


Screenshot 54: Overview Document types

The symbol enables the editing of already existing document types. These can be deleted by clicking on the symbol . Using the search options function Search options, existing document types can be searched for self-defined rules.

Note: Predefined document types cannot be deleted.

New document types can be created with the function + New.



Screenshot 55: Creation of Document types

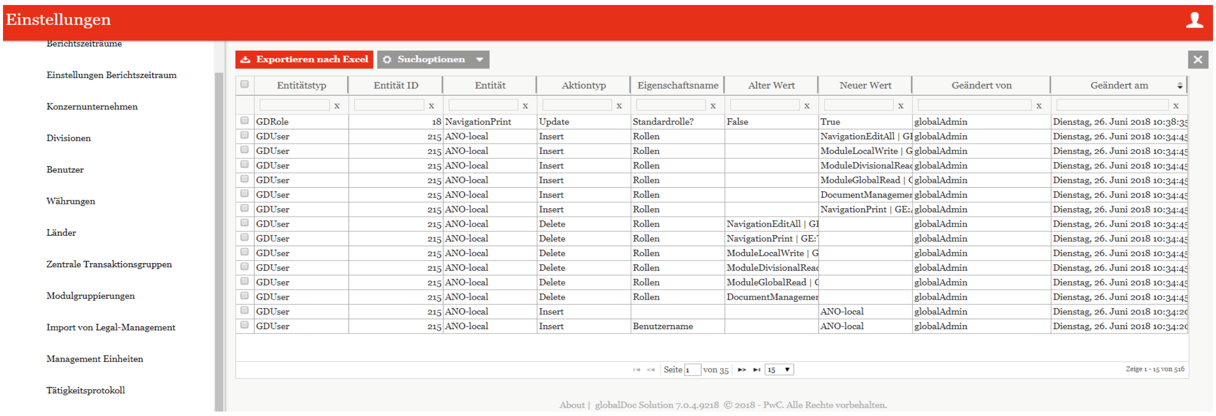
The creation or editing of a document requires the specification of a "**Name**" and the "**Sort order**". The checkbox must be ticked to activate or deactivate the selected document type.

1.3.14 Security logs

In the "**Security logs**" section, the System administrator can track changes made by the Security administrator.

The security log enables the System administrator to see which administrator performed which type of action on which object.

The overview page opens under *Settings / Administration / Security logs*.



Screenshot 56: Security logs

Via the icon **Export to Excel**, the table may be exported to Excel. The search options function **Search options** allows to search the table according to self-created rules.

A1 | Entity type

	Entity type	Entity ID	Entity	Aktion type	Property name	Old Value	New Value	Modified by	Modified date
2	GDUser	216	gaga	Insert			gaga	globalAdmin	##############
3	GDUser	216	gaga	Insert	Login name		gaga	globalAdmin	##############
4	GDUser	216	gaga	Insert	Is locked out		False	globalAdmin	##############
5	GDUser	216	gaga	Insert	Roles		ModuleGlobalRead | GE:GLOBAL | ME: All	globalAdmin	##############
6	GDUser	216	gaga	Insert	Roles		DocumentManagement | GE:GLOBAL | ME: All	globalAdmin	##############
7	GDRole	18	NavigationPrint	Update	Standardrolle?	False	True	globalAdmin	##############
8	GDUser	215	ANO-local	Insert	Rollen		NavigationEditAll | GE:All	globalAdmin	##############
9	GDUser	215	ANO-local	Insert	Rollen		ModuleLocalWrite | GE:All	globalAdmin	##############
10	GDUser	215	ANO-local	Insert	Rollen		ModuleDivisionalRead | GE:All	globalAdmin	##############
11	GDUser	215	ANO-local	Insert	Rollen		ModuleGlobalRead | GE:All	globalAdmin	##############
12	GDUser	215	ANO-local	Insert	Rollen		DocumentManagement | GE:All	globalAdmin	##############
13	GDUser	215	ANO-local	Insert	Rollen		NavigationPrint | GE:All	globalAdmin	##############
14	GDUser	215	ANO-local	Delete	Rollen	NavigationEditAll | GE:T1		globalAdmin	##############
15	GDUser	215	ANO-local	Delete	Rollen	NavigationPrint | GE:T1		globalAdmin	##############
16	GDUser	215	ANO-local	Delete	Rollen	ModuleLocalWrite | GE:T1		globalAdmin	##############
17	GDUser	215	ANO-local	Delete	Rollen	ModuleDivisionalRead | GE:T1		globalAdmin	##############
18	GDUser	215	ANO-local	Delete	Rollen	ModuleGlobalRead | GE:T1		globalAdmin	##############
19	GDUser	215	ANO-local	Delete	Rollen	DocumentManagement | GE:T1		globalAdmin	##############
20	GDUser	215	ANO-local	Insert			ANO-local	globalAdmin	##############
21	GDUser	215	ANO-local	Insert	Benutzername		ANO-local	globalAdmin	##############
22	GDUser	215	ANO-local	Insert	Ist gesperrt		False	globalAdmin	##############
23	GDUser	215	ANO-local	Insert	Rollen		ModuleGlobalRead | GE:GLOBAL	globalAdmin	##############
24	GDUser	215	ANO-local	Insert	Rollen		DocumentManagement | GE:GLOBAL	globalAdmin	##############
25	GDUser	215	ANO-local	Insert	Rollen		ModuleDivisionalRead | GE:D1	globalAdmin	##############
26	GDUser	215	ANO-local	Insert	Rollen		ModuleDivisionalWrite | GE:D1	globalAdmin	##############
27	GDUser	215	ANO-local	Insert	Rollen		DocumentManagement | GE:D1	globalAdmin	##############
28	GDUser	215	ANO-local	Insert	Rollen		NavigationEditAll | GE:T1	globalAdmin	##############
29	GDUser	215	ANO-local	Insert	Rollen		ModuleLocalWrite | GE:T1	globalAdmin	##############
30	GDUser	215	ANO-local	Insert	Rollen		ModuleDivisionalRead | GE:T1	globalAdmin	##############
31	GDUser	215	ANO-local	Insert	Rollen		ModuleGlobalRead | GE:T1	globalAdmin	##############
32	GDUser	215	ANO-local	Insert	Rollen		DocumentManagement | GE:T1	globalAdmin	##############
33	GDUser	215	ANO-local	Insert	Rollen		NavigationPrint | GE:T1	globalAdmin	##############
34	GDUser	210	Andrey	Insert	Rollen		ModuleGlobalRead | GE:GLOBAL | ME: All	globalAdmin	##############
35	GDUser	210	Andrey	Insert	Rollen		DocumentManagement | GE:GLOBAL | ME: All	globalAdmin	##############
36	GDUser	210	Andrey	Delete	Rollen	TaskApprover | GE:GLOBAL | ME: All		globalAdmin	##############
37	GDUser	210	Andrey	Delete	Rollen	ModuleGlobalWrite | GE:GLOBAL | ME: All		globalAdmin	##############
38	GDUser	210	Andrey	Delete	Rollen	ModuleDefinition | GE:All | ME: All		globalAdmin	##############
39	GDUser	210	Andrey	Delete	Rollen	ModuleDefinition | GE:DIV 1 | ME: All		globalAdmin	##############
40	GDUser	210	Andrey	Delete	Rollen	ModuleDefinition | GE:DIV 6 | ME: All		globalAdmin	##############
41	GDUser	210	Andrey	Delete	Rollen	ModuleDefinition | GE:DIV 5 | ME: All		globalAdmin	##############
42	GDUser	210	Andrey	Delete	Rollen	ModuleDefinition | GE:DIV 2 | ME: All		globalAdmin	##############
43	GDUser	210	Andrey	Delete	Rollen	ModuleDefinition | GE:GLOBAL | ME: All		globalAdmin	##############
44	GDUser	214	Brenda	Insert			Brenda	globalAdmin	##############
45	GDUser	214	Brenda	Insert	Benutzername		Brenda	globalAdmin	##############
46	GDUser	214	Brenda	Insert	Sprache		en-US	globalAdmin	##############
47	GDUser	214	Brenda	Insert	Ist gesperrt		False	globalAdmin	##############

Sheet1

Screenshot 57: Excel-Export of Security logs

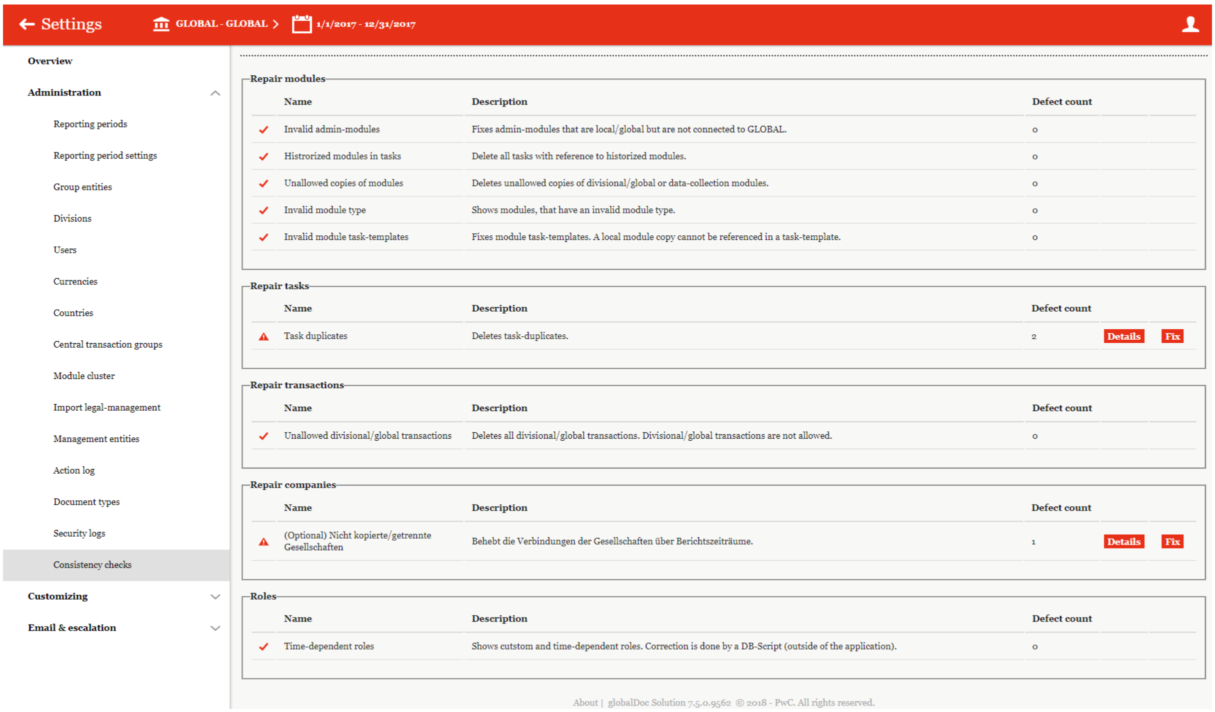
The exported Excel file will provide the following information:

- **Entity type:** specifies the type of entity
- **Entity ID:** identification number of entity
- **Entity:** specifies the entity
- **Action type:** specifies the nature of the performed action
- **Property name:** name of the property
- **Old value / New value:** indicates the performed changes
- **Modified by / Modified date:** specifies the person who performed the changes and the respective date of modifications

1.3.15 Consistency checks

The navigation item "**Consistency checks**" has been created to give access to the consistency checks of the databases. In doing so, potential defects and problems may be detected at a glance.

We strongly recommend performing this function jointly with our experienced *globalDoc*-support team.



Screenshot 58: Overview Consistency checks

1.4 Menu item Customizing

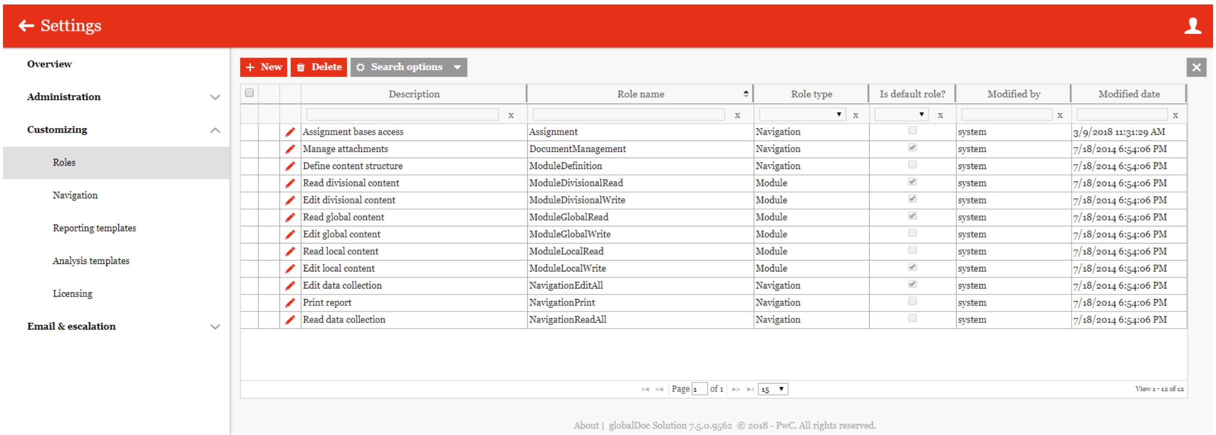
1.4.1 Roles

Under the section "**Roles**" via *Settings / Customizing / Roles*, the System administrator can manage existing roles, create new roles or remove roles that are no longer required.

Roles are listed under *Settings / Administration / Users* and describe self-defined system rights that can be assigned to a user.

1.4.1.1 Manage Roles

The administrator can access the role overview via *Settings / Customizing / Roles*. The overview contains all roles that have already been created.



Screenshot 59: Overview Roles

In a large number of cases, the roles pre-specified by the system will be sufficient. However, if adjustments or additions are necessary in individual cases, "**New roles**" can be created in this navigation item and distributed to users via *Settings / Administration / Users.*

1.4.1.2 Create new Roles

By selecting the symbol **+ New** under *Settings / Customizing / Roles*, the detail view for creating new roles will be displayed.

In order to create a new role, the following data must be entered:

- **Role name:** name of the role to be created

- **Description:** optional description of the created role
- **Role type:** definition of whether the role is navigation-related or module-related
- **Default permission:** selection of the permissions that can be assigned to the new role by default; currently exist the following permissions:
  - read
  - edit
  - edit and delete
  - create, edit and create

Screenshot 60: Create new Roles

1.4.1.3 View / edit existing Roles

Under *Settings / Customizing / Roles*, the detail view of a selected role can be opened by clicking on the symbol . Roles preset by the system cannot be edited. However, the System administrator can determine whether these roles should be considered as standard roles or not.

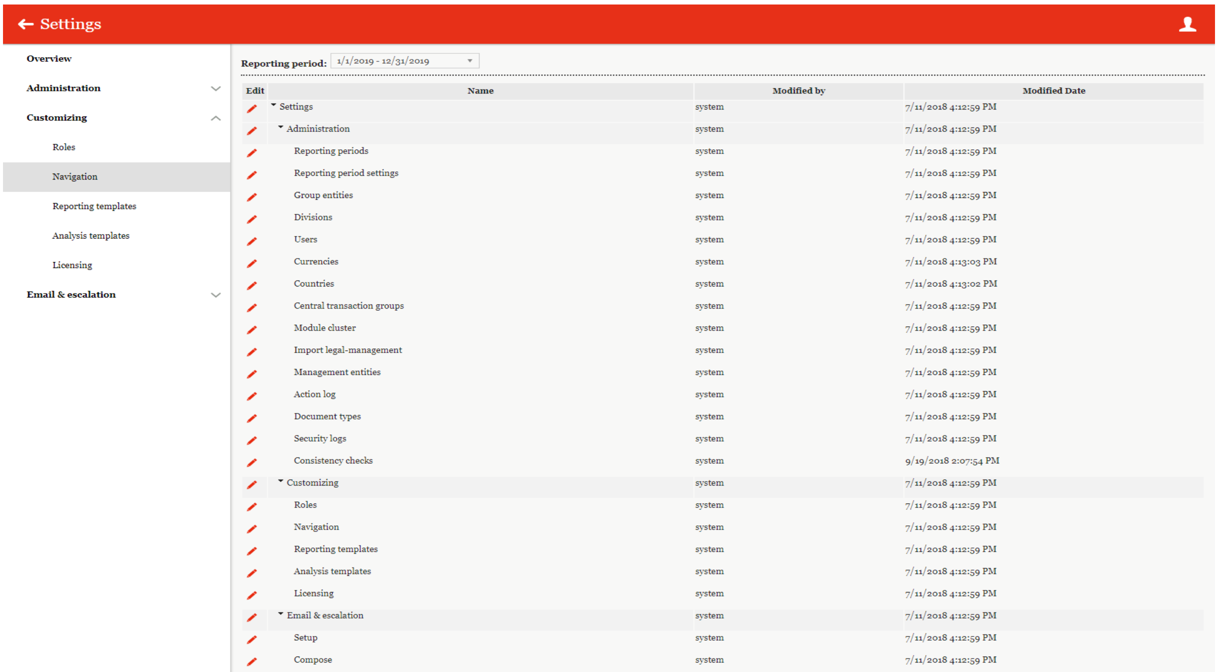
Screenshot 61: Edit roles

1.4.1.4 Delete Roles

A selected role can be deleted under *Settings / Administration / Roles* by clicking on symbol . Roles created by the system cannot be deleted.

1.4.2 Navigation

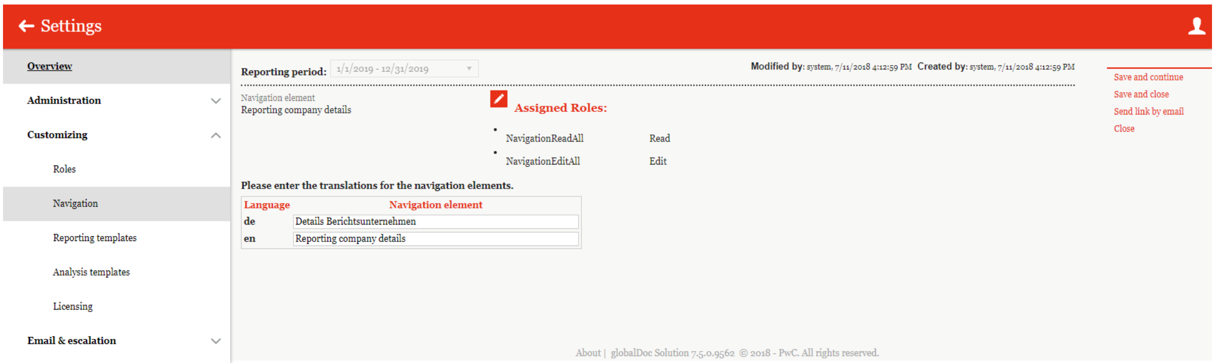
Under *Settings / Customizing / Navigation,* the System administrator can view the navigation structure and rename certain navigation items. Furthermore, it is possible to assign certain roles to navigation items.



Screenshot 62: Overview Navigation

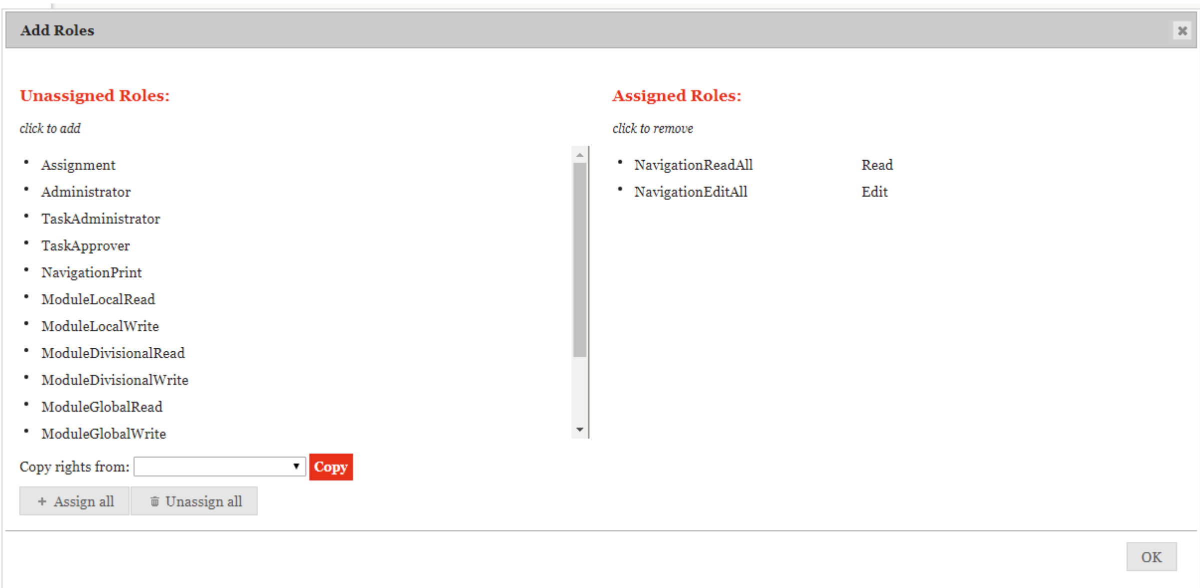
1.4.2.1 View / edit existing Navigation items

Under *Settings / Customizing / Navigation*, the detail view of a selected navigation item will be opened by clicking on . Navigation items created by the system cannot be edited.



Screenshot 63: Edit Navigation items

The name of the navigation element is shown in both German and English. For some navigation items, it is possible to change the names for the individual languages. In addition, some navigation items show already assigned roles and the respective rights. Using the symbol , new roles can be added and old roles may be deleted.



Screenshot 64: Add Roles

Furthermore, it is also possible to copy the rights of other navigation items by selecting the function Copy.

1.4.3 Reporting templates

In the "**Reporting templates**" section, the System administrator can create and edit report templates. The navigation item "**Reporting templates**" can be accessed via *Settings / Customizing / Reporting templates*.

Report templates include formatting templates based on the corporate design that automatically determine the formatting of the generated reports. Any number of report templates can be created and individualized. The report templates are Word documents saved as Microsoft® Office file type ".doc". These are uploaded under *globalDoc Solution*®.

1.4.3.1 Adjust Reporting templates

Under *Settings / Customizing / Report templates*, existing report templates may be copied, renamed or adjusted. A report template consists of at least seven Word templates that refer to the different components of the documentation report.

Screenshot 65: Reporting templates components

The report templates stored under "**Reporting templates**" form the basis for the reports generated under "**Report**". The templates ensure a uniform application of the corporate design. The individualized report templates can be selected under *Reporting company / Report* via the drop-down list "**Select report template**".

To create an individual report template, an existing report template has to be copied using the function "**Copy template**" in the right command column (here: "DefaultTemplate"). This allows individual Word templates to be customized. Word templates that are not replaced are retained.

Note: The "DefaultTemplate" is stored in the system and cannot be deleted or edited.

Screenshot 66: Create template - Copy template

Afterwards, the copied report template must be renamed.

The template is renamed by entering a new name in the line "**New template name**" (here: Manual template, see screenshot 67 and 68) and, subsequently, must be saved by clicking the command "**Save**" in the right-hand command column.

Note: The name of the report template must not contain any special characters.

Screenshot 67: Create template - Rename template

The new template is now selectable and the seven associated Word files can be customized. To do this, the report template to be changed (here: Manual template) must be selected in the "**Reporting templates**" selection box. With a click on the symbol , the system adminitrator can download, save and edit the Word templates associated with the chosen report template (here: Manual template), e.g., "Template_Overview_Transaction_partners".

Screenshot 68: Create template - Download template

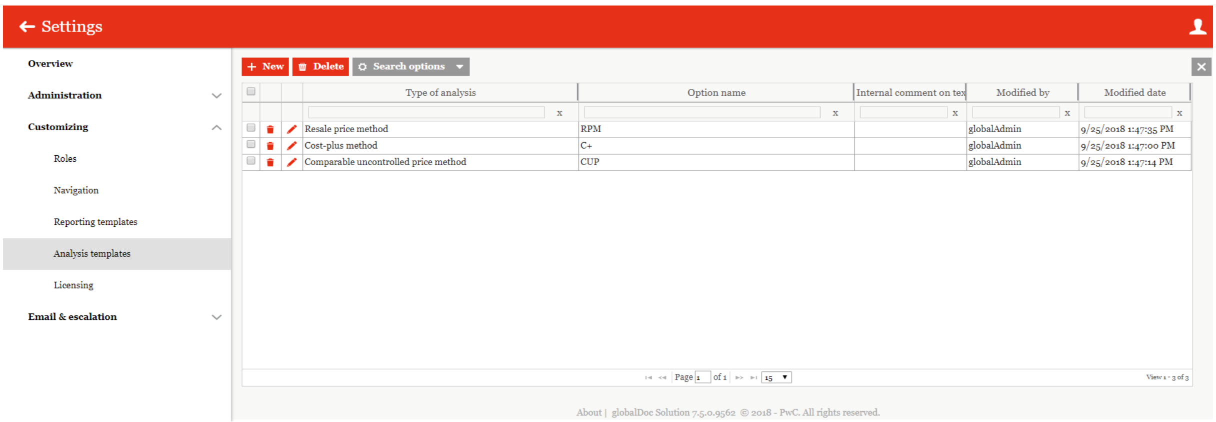
After editing in Microsoft® Word and local saving, the individually modified Word templates can be uploaded via Browse... and with the same name (here: Template_Overview_Transaction_partners.doc). The modified report template (here: Manual template) is then available in *globalDoc Solution*® and can be selected under "**Report**" and used for the report.

Note: The name and document type of the Word document to be uploaded must exactly match the name of the Word template to be replaced (e.g. "Template_Report.doc").

1.4.4 Analysis templates

The functions contained in the navigation item "**Analysis templates**" offer the possibility to enter text modules for documenting the appropriateness of transfer prices.

Via *Settings / Customizing / Analysis templates*, an overview page can be opened (see screenshot 69) that shows the analysis templates already created:



Screenshot 69: Overview of Analysis templates

The list of all existing analysis templates can be sorted by the following values by clicking on the corresponding field:

- ***Type of analysis***
- ***Option name***
- ***Internal comment on text selection***
- ***Modified by***
- ***Modified date***

TIP: The result can be refined by entering the searched word in the desired column and is confirmed by pressing ENTER.

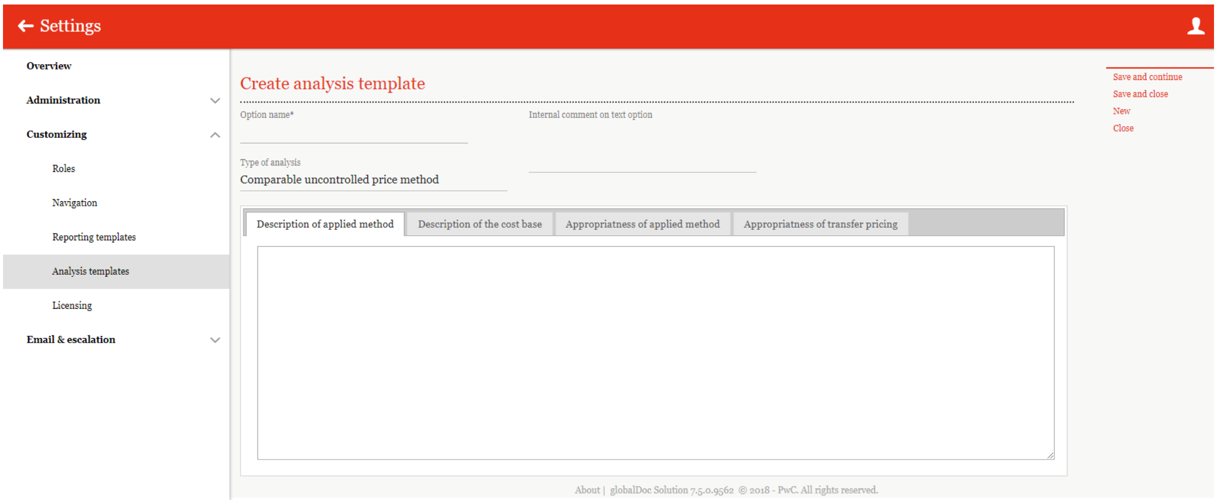
The selected analysis template can be directly deleted by using the symbol 🗑 or edited using the symbol ✏.

The overview page provides various functions for managing the analysis templates. These functions are briefly described below.

+ New	*Create a new analysis template*
Delete	*Delete selected analysis template*
Search options	*Configure the search: Select Simple search, Advanced search or Columns. The search can also be updated here.*
×	*Close the administration view and redirect to the globalDoc Solution® overview page*

1.4.4.1 Create Analysis templates

Under *Settings / Customizing / Analysis templates*, the detail view for creating a new analysis template will be displayed by selecting the button + New. Fields marked with (*) are mandatory. The description of the method, the description of the cost basis, the appropriateness of the applied method and the appropriateness of the transfer price can be documented in various tabs. The documented information is then available to the local users under the program item *Reporting Companies / Transactions / Analyses / Transfer pricing*.



Screenshot 70: Create a new Analysis template

When creating an analysis template, the following additional information can be entered in a free text field:

- description of applied method
- description of the cost base
- appropriateness of applied method
- appropriateness of transfer pricing

1.4.4.2 Editing existing Analysis templates

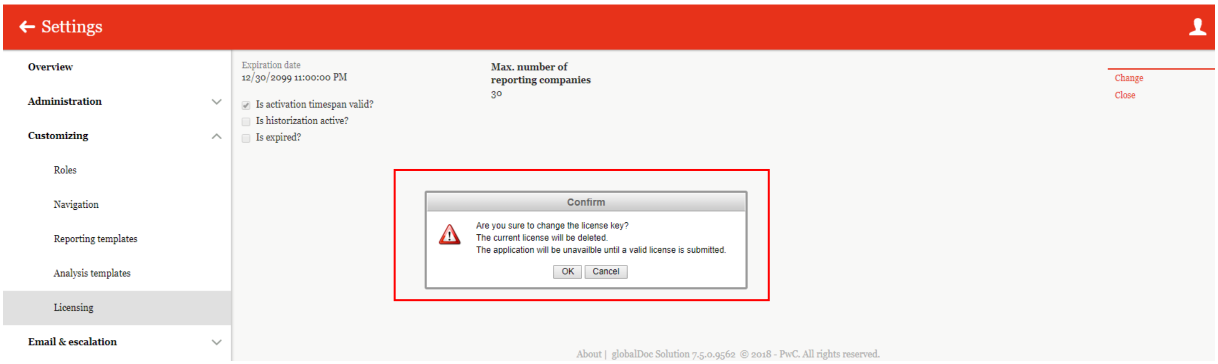
By clicking on the symbol under *Settings / Customizing / Analysis templates,* the detail view of the respective analysis template will be opened. Here, information added when creating a new analysis template can be edited (see "*Create Analysis templates*").

1.4.5 Licensing

License information and the license key of the used *globalDoc Solution®* version are displayed under the navigation item "**Licensing**".

Screenshot 71: Licensing information

The System administrator has the possibility to modify the license key by selecting the function "**Edit**" on the right-hand command column. Any changes to the license key should be made in accordance with PwC / Datenwerk: The previous version of the license key will be deleted and *globalDoc Solution®* will not be accessible until a valid license key is re-assigned. However, the deletion of the license key will have to be confirmed first.

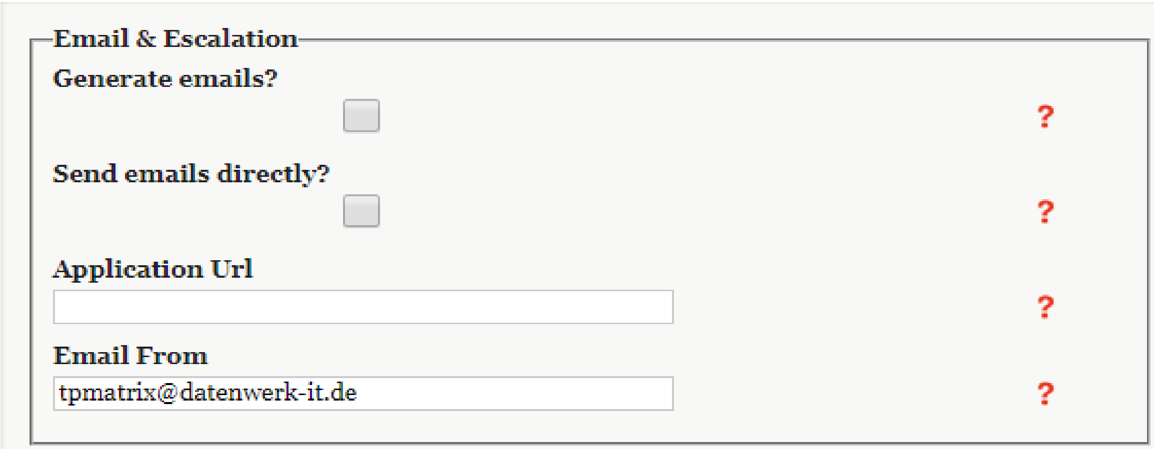


Screenshot 72: Deletion License key

1.5 Menu item Email & Escalation

1.5.1 Setup

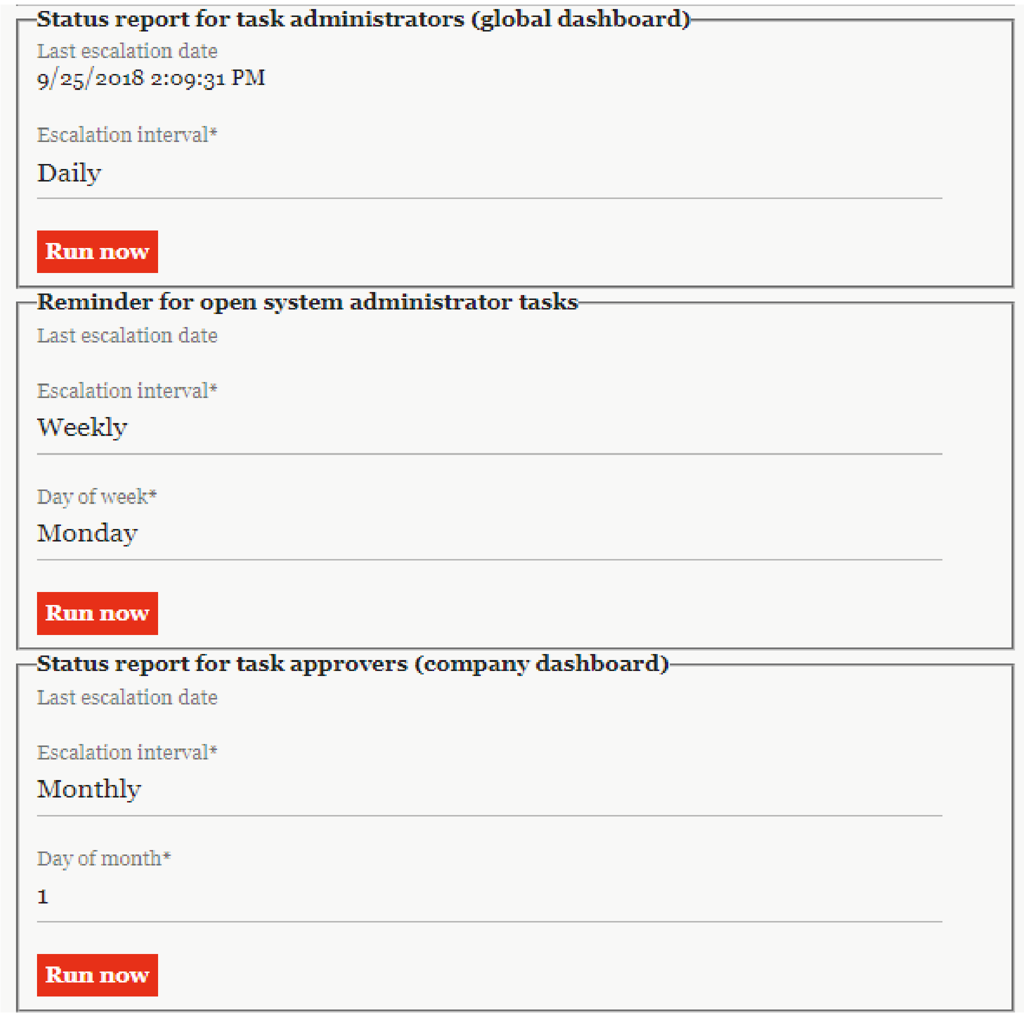
Under "**Setup**", the email-function in *globalDoc Solution*® can be activated, email addresses can be edited and the escalation intervals of the respective emails can be set.



Screenshot 73: Email setup

Selecting the checkbox for "**Send emails directly**" activates the direct sending of the generated emails and sends all unsent emails. The deactivated state allows the System administrator to check unsent emails and, if necessary, delete them under the "**All**" menu item.

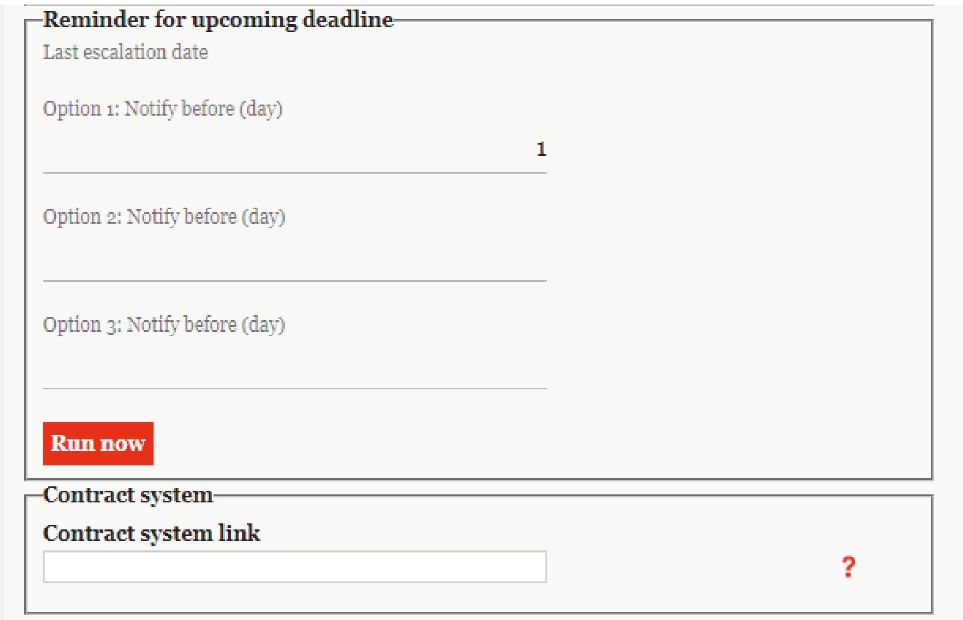
By specifying the initial address, direct access via the emails is enabled. The sender address can be changed here.



Screenshot 74: Setup Escalation intervals

In this section, the times of the last escalations are shown, escalation intervals can be set and via the icon **Run now**, emails can be sent manually.

- An Excel overview of the status of the tasks can be sent directly to the administrator via "**Status report for the task administrators**".
- "**Reminder for open system administrator tasks**" sends a reminder email with an Excel overview to the System administrator.
- The "**Status report for task approvers**" function triggers a process where users with the role of a task approver receives an Excel overview of the status of a company at pre-selected times.



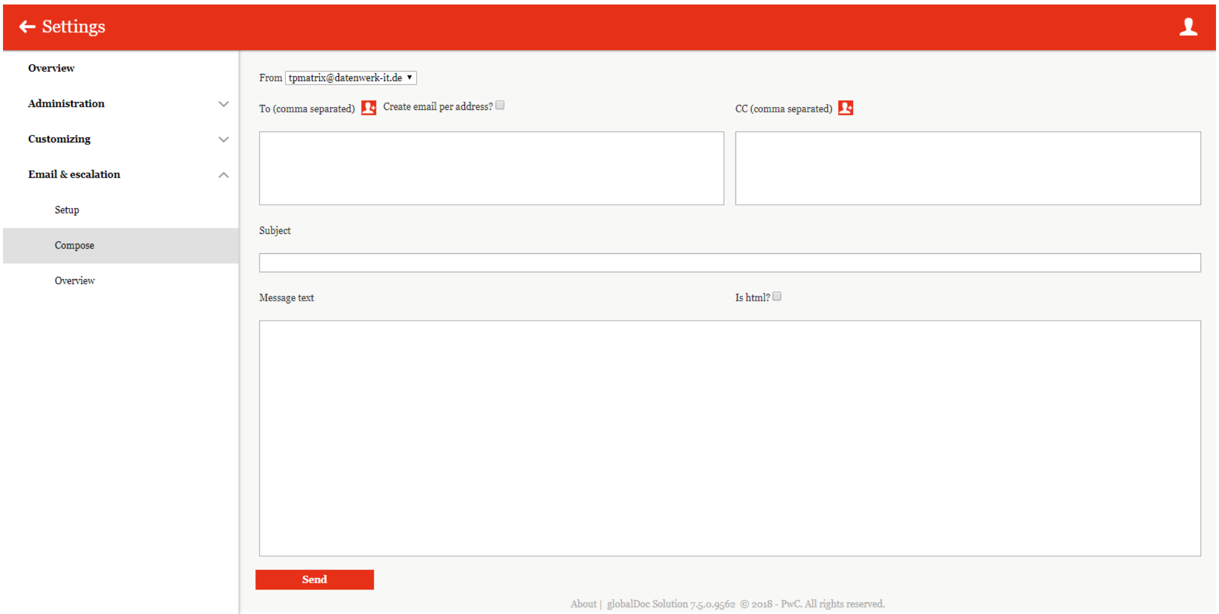
Screenshot 75: Setup Reminder for upcoming deadline

The function "**Reminder for upcoming deadline**" offers the possibility to configure up to three email reminders before the deadline expires. With the button **Run now**, a direct reminder email can be set up manually.

Under "**Contract system**", the part of the link to the contract system without the contract number should be inserted.

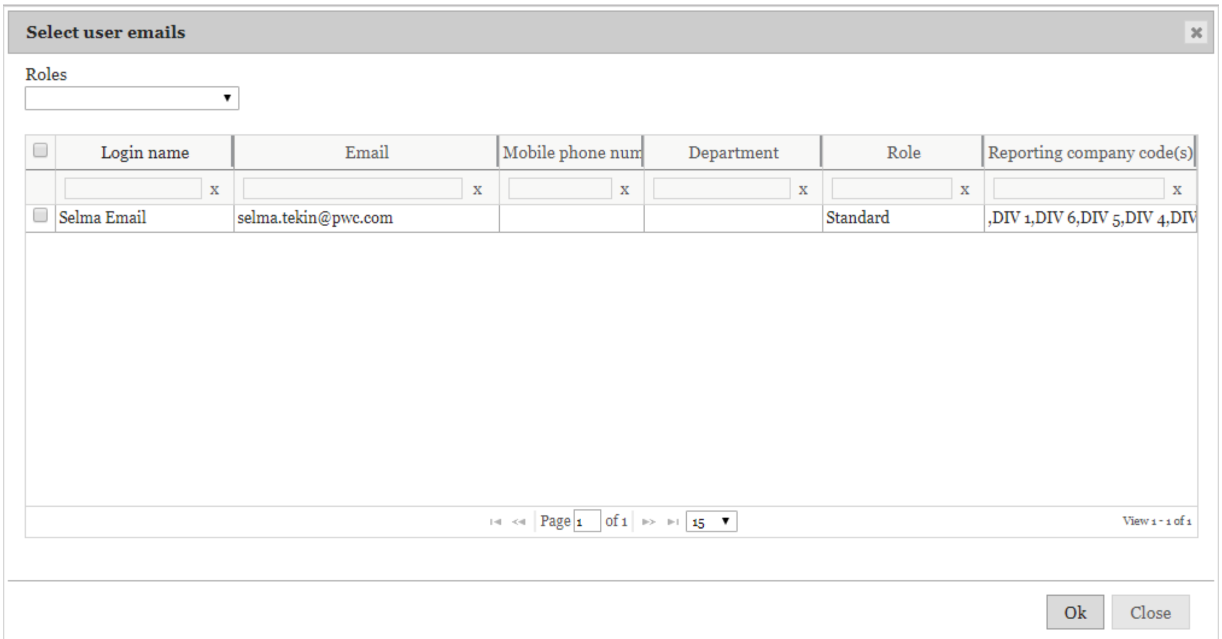
1.5.2 Compose

The function "**Compose**" allows for sending of self-created emails.



Screenshot 76: Input mask for email creation

Pressing the icon  opens a window that displays all users. Users can be sorted by roles. Users to whom the email or a copy of the email should be sent can be selected with a mouse click.



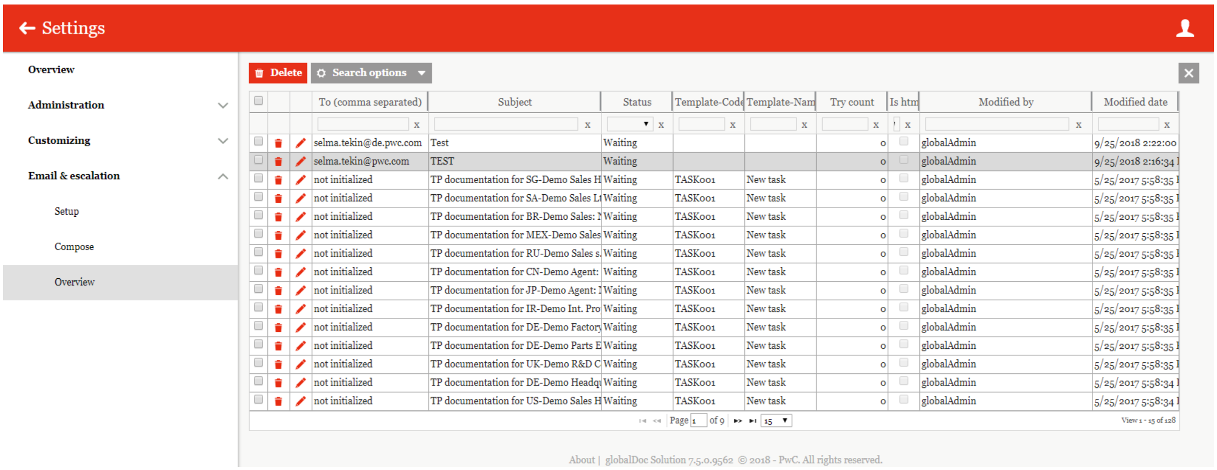
Screenshot 77: Receiver selection

Instead of sending an email to all selected addresses, a single email can be sent to each individual address as desired using the option "**Create email per email address?**".

Additionally, an option to send the email in "**html**" format is available.

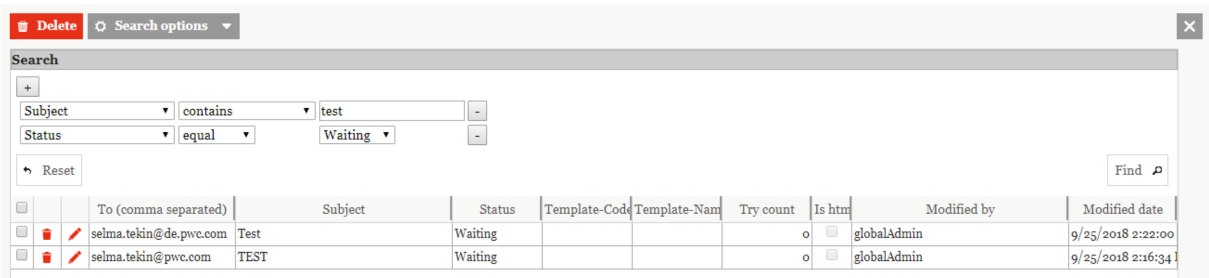
1.5.3 Overview

Under "**Overview**", all unsent and erroneous emails are displayed.



Screenshot 78: Overview of all unsent emails

Displayed emails can be deleted or opened, if necessary. For a better overview, the emails can be sorted according to the values of each column. The search option allows to select certain columns or to search for specific rules via the "Extended search" function.



Screenshot 79: Extended search

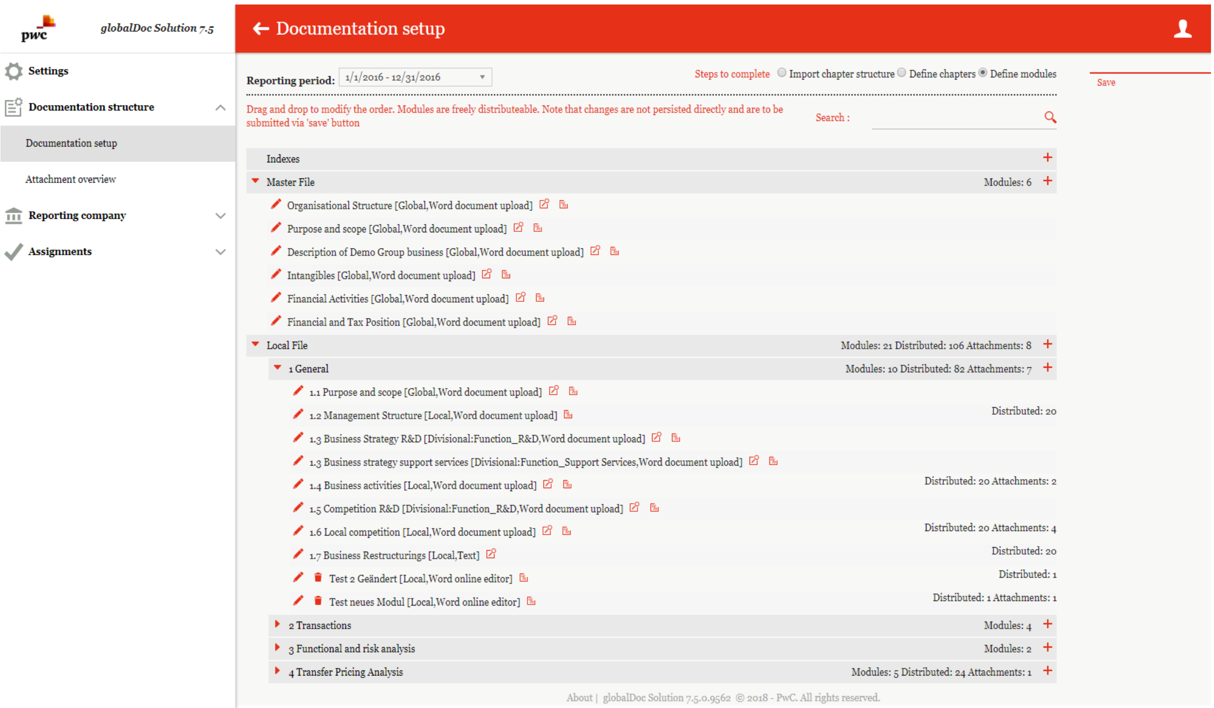
By clicking on the icon +, new rules for a search can be defined. Similarly, clicking on the icon - will remove rules. The created rules can then be applied to search emails by using the function Find.

2. Program item Documentation structure

2.1 Menu item Documentation setup

The program item "*Documentation structure"* allows the System administrator to edit the structure of the documentation.

The menu item "**Documentation setup**" offers the possibility to choose between three options: Import chapter structure Define chapters Define modules First, the option Define chapters allows to change the structure of the documentation and to create or delete new chapters. The second option Define modules refers to the creation of new modules for the respective chapters. The third option Import chapter structure enables the import of existing documentation structures.



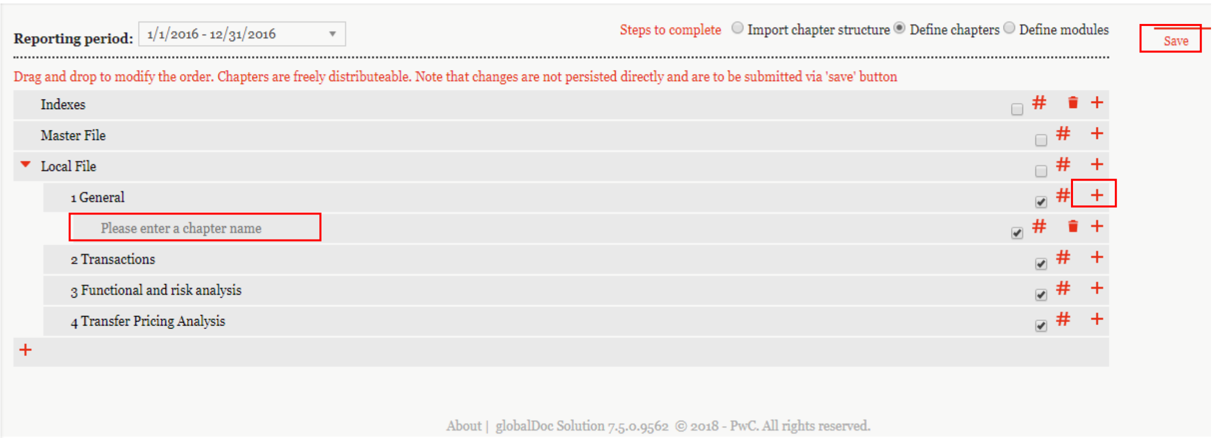
Screenshot 80: Overview Documentation setup

2.1.1 Define Chapters

Choosing the option ◉ Define chapters, the following screen (see for example screenshot 81) will be displayed:

Screenshot 81: Define chapters

The symbol + is used to create new chapters or new subchapters. It is necessary to insert a meaningful chapter title. The chapter structure will be saved using the command "**Save**".



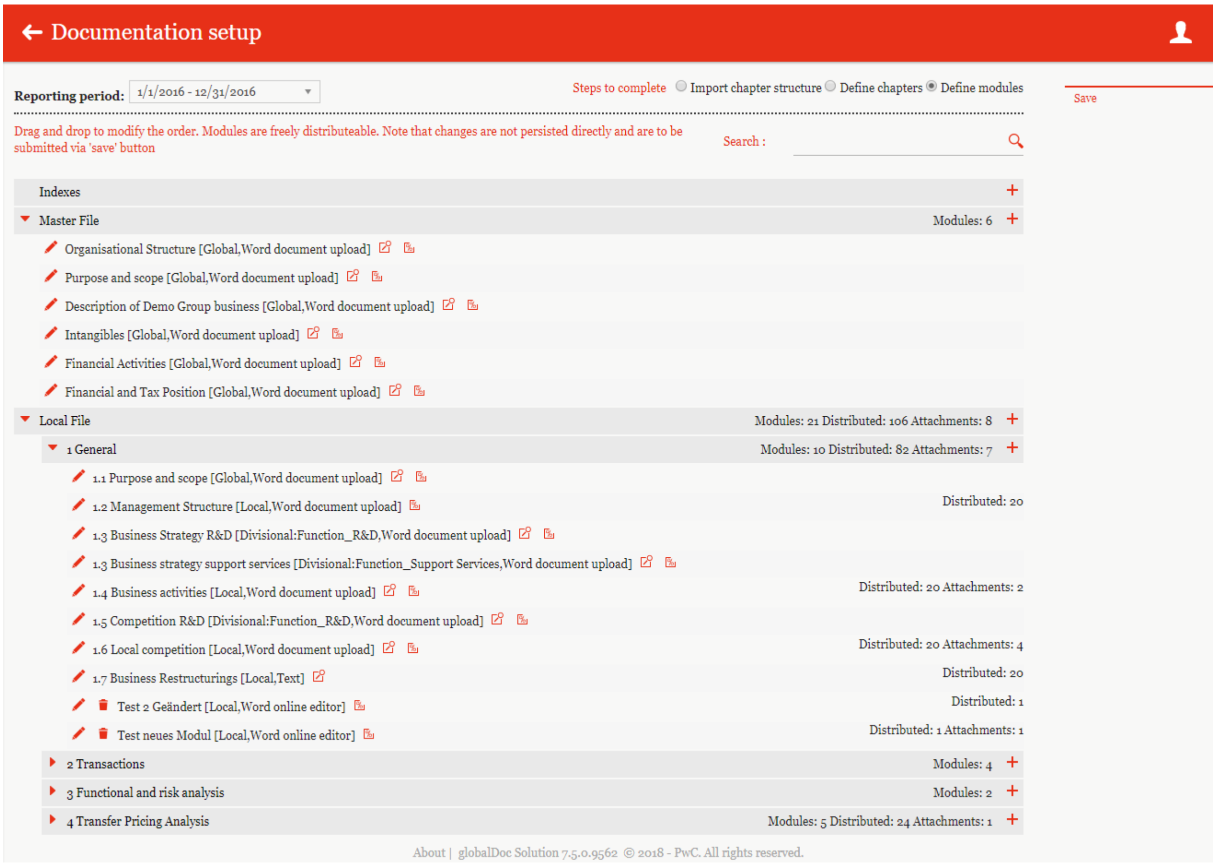
Screenshot 82: Create new chapter

Chapters can be moved by selecting the respective chapter and holding the left mouse button. Selecting the symbol # will activate the automatic numbering of the individual chapters. Empty chapters can be deleted using the -icon.

NOTE: Chapter headings of chapters without automatic numbering are disregarded for the purpose of report generation. However, they can be used to structure the documentation architecture (e.g. separation between Master File and Local File). If modules are assigned to such chapters, these modules form part of the report but will remain without chapter headings.

2.1.2 Define Modules

After selecting the checkbox ◉ Define modules, the following view (example) will be displayed:



Screenshot 83: Define Modules

All chapters and the corresponding modules are listed here. "**Modules**" shows the number of modules assigned to the chapter, "**Distributed**:" refers to the reporting companies using the current module and "**Attachments**" displays the number of attachments added to the module.

Given that content has already been uploaded to a certain module, a click on the symbol will open the module content of global and divisional modules. In case of local modules, a content preview will be displayed. Via the symbol, module content or content preview, respectively, can be replaced.

The symbol allows the editing of already created modules, and new modules can be created using the icon +. By pressing the symbol, the corresponding module is deleted.

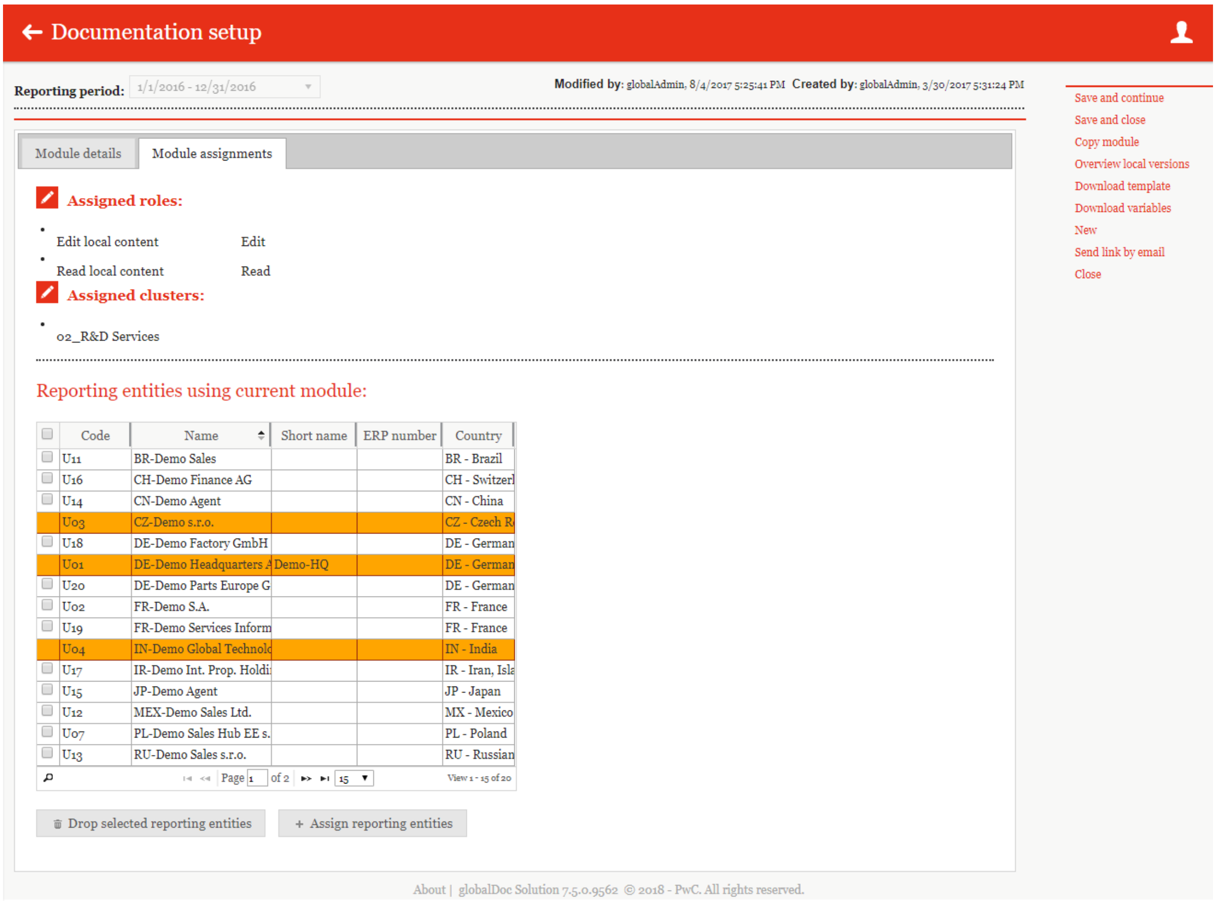
NOTE: Only modules without already uploaded documents can be deleted. For this reason, the module contents must be deleted before the module itself can be deleted.

Screenshot 84: Module details

Under "**Module details**", information about the chapter, transaction group, module class, print option, input format and type of file (Master File or Local File) can be specified. Further, a module name is required for creating the module. A template document can be selected with Choose File and uploaded using the symbol .

If a template document is uploaded to a global or divisional module, the module content will be automatically uploaded, too. If a template document is uploaded to a local module, the local user can use this template document as a starting point for creating documentation under *Reporting Company / Documentation content*.

NOTE: Only after having saved the template document, the option to upload it will be available.



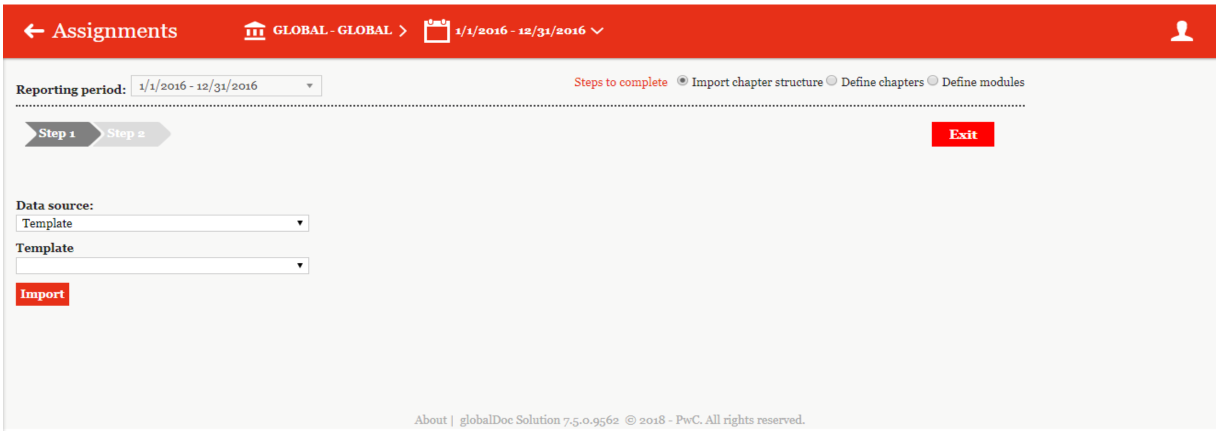
Screenshot 85: Module assignments

In the tab "**Module assignments**", the "**Assigned roles**" ("Edit" and "Read") can be allocated. In addition, module clusters ("**Assigned clusters**") can be viewed, added and removed if necessary.

The section further lists which reporting companies use the current module. Reporting companies to which the module is to be allocated can be assigned the modules via + Assign reporting entities. Reporting companies can be removed via Drop selected reporting entities.

2.1.3 Import chapter ctructure

Existing chapter structures may be imported by choosing the checkbox Import chapter structure.



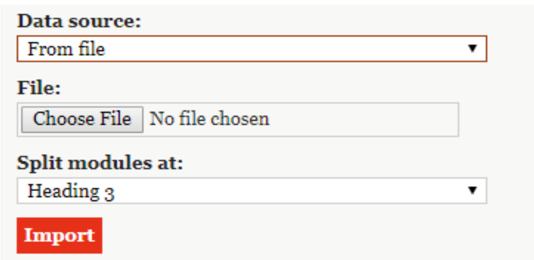
Screenshot 86: Overview Import chapter structure

The following data sources can be selected for import.

2.1.3.1 From file

STEP 1

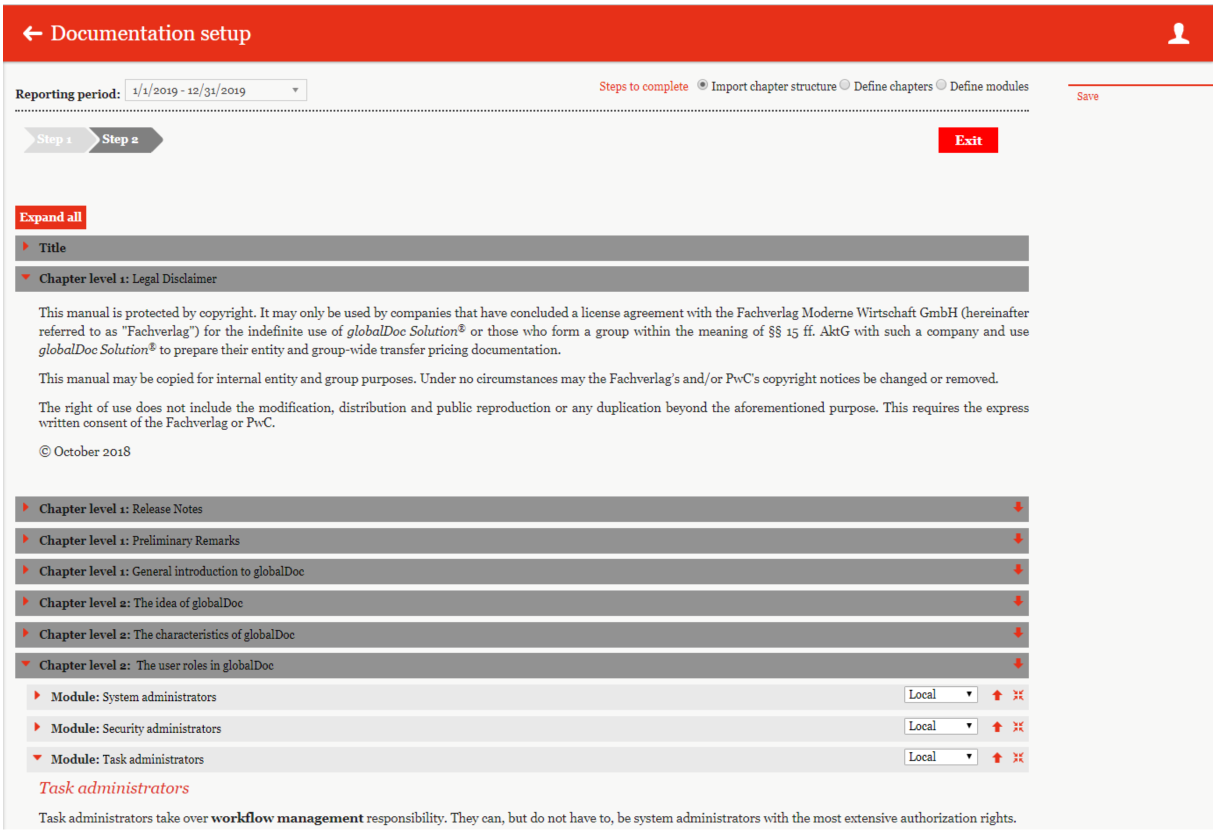
If the chosen source of data is a file, "**From file**" should be selected from the dropdown menu. A specific file can be selected by using the function "**Choose File**". Additionally, the function "**Split modules at**" enables the System administrator to choose the level at which to chapters to be imported should be added. Any level between heading level 1 to 6 can be chosen freely.



Screenshot 87: Import chapter structure - From file

STEP 2

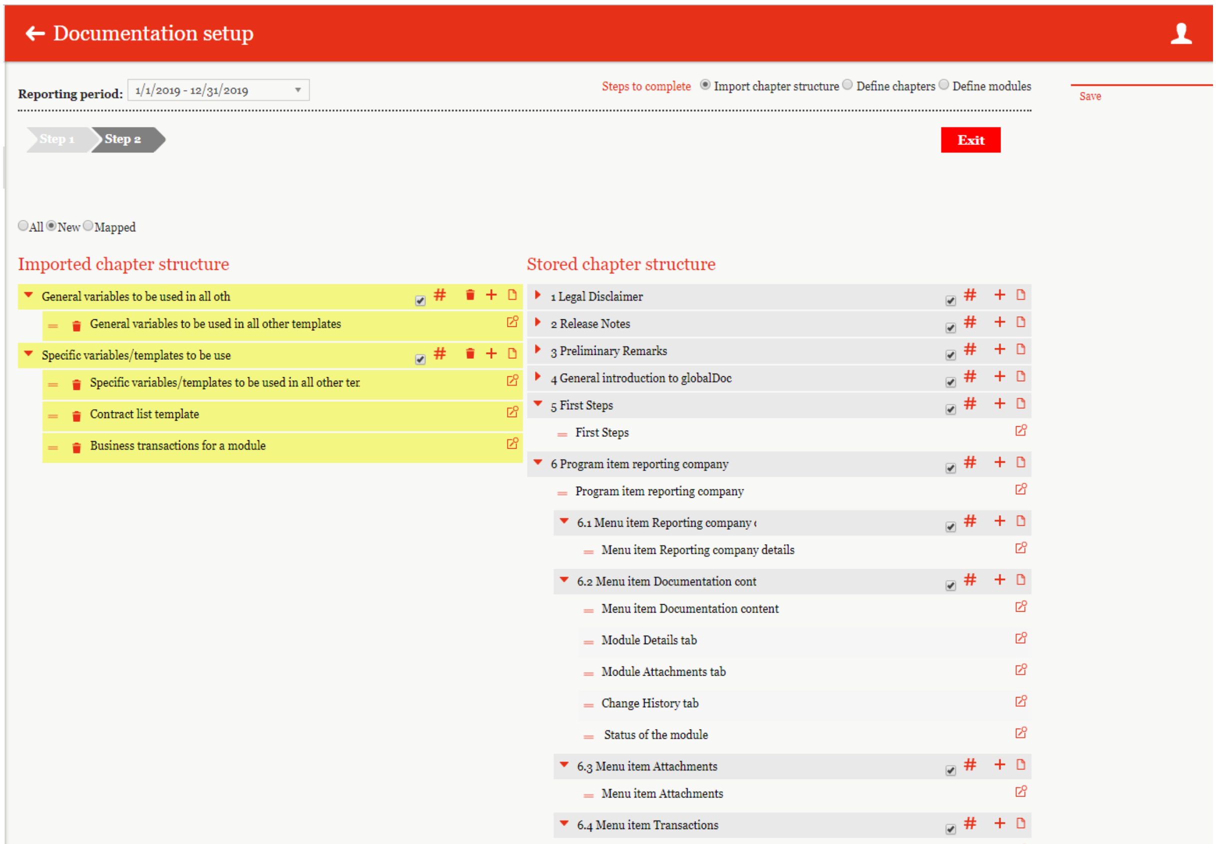
After the import of chapters has been confirmed by clicking on the symbol Import, the selected file will be shown in form of its chapter strucutre (see screenshot 88). Chapter headings may be manually edited at this point.



Screenshot 88: View of imported file

The next view that will be displayed after having saved ("**Save**") will show a comparative presentation of the "**Imported chapter structure**" and the "**Stored chapter structure**". The "Saved chapter structure" refers to the chapter structure that has already been saved in *globalDoc*®.

There are three different possibilities of designing the import: ○All ◉New ○Mapped. The selection "**All**" will lead to an import of all chapters. In comparison, the functions "**New**" and "**Mapped**" will only import the selected chapters (see screenshot 89).



Screenshot 89: Import of chapters – From file

If "**New**" is selected, new or edited chapters will be highlighted yellow in the column "**Imported chapter structure**".

Given that "**Mapped**" has been chosen, only identical chapters will be highlighted in yellow. Under the option "**All**", there will be no highlighting.

NOTE: The mere selection of chapters does not initialize their import. The presentation of both chapter structures only serves as a means of comparison. The selected chapters must be shifted manually via the Drag-n-Drop option to be successfully moved.

As soon as the decision about which chapters to import has been made, these chapters can be moved towards the desired position in the "**Stored chapter structure**" via Drag-n-Drop by using the symbol on the left side next to the chapter titles.

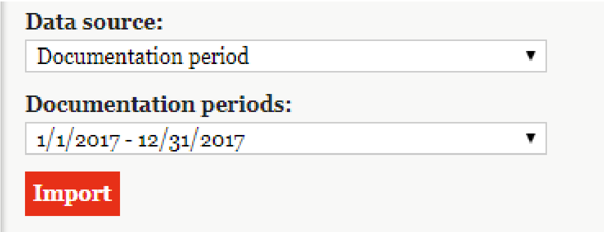
Similar to the explanations made in the previous chapters, displayed symbols such as + can be used to reorganize the chapter structures by inserting additional chapters or subchapters. For further information, see section "*Define chapters*".

The import will be finalized after clicking the button "**Save**" in the right command column. The button "**Exit**" will cancel the action.

2.1.3.2 Documentation period

<u>STEP 1</u>

"**Documentation period**" should be chosen from the dropdown menu if an already existing documentation period serves as the source of data. A specific documentation period can be selected via the dropdown menu "**Documentation periods**".



Screenshot 90: Import chapter structure - Documentation period

<u>STEP 2</u>

As soon as the function has been confirmed by clicking on the button Import, the "**Stored chapter structure**" will be displayed. At this point, a new chapter may be defined (see section "*Define chapter*").

Again, there are three different possibilities of designing the import: All New Mapped. The selection "**All**" will lead to an import of all chapters. In comparison, the functions "**New**" and "**Mapped**" will only import the selected chapters (see screenshot 91).

If "**New**" is selected, new or edited chapters will be highlighted yellow in the column "**Imported chapter structure**".

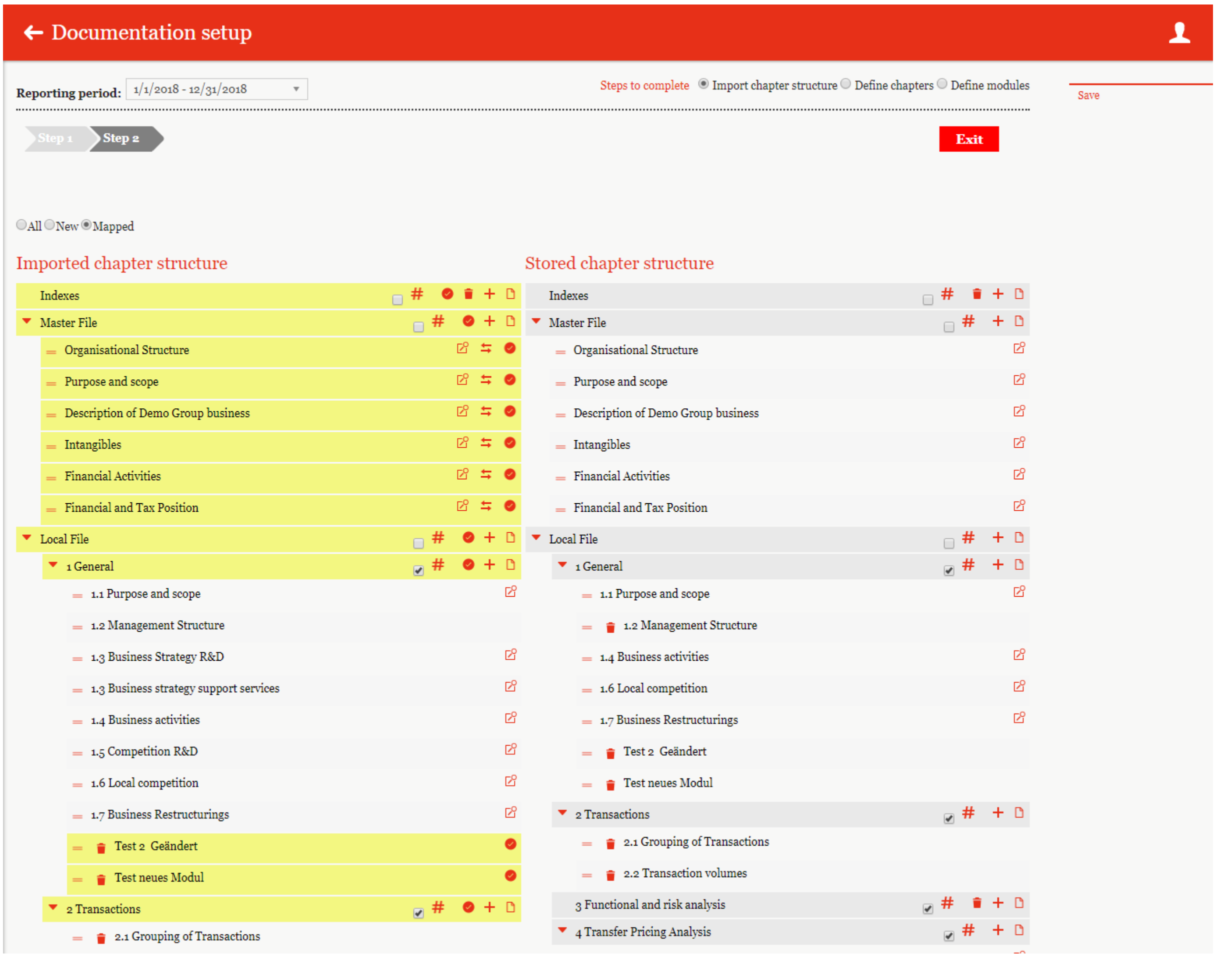
Given that "**Mapped**" has been chosen, only identical chapters will be highlighted in yellow. Under the option "**All**", there will be no highlighting.

NOTE: The mere selection of chapters does not initialize their import. The presentation of both chapter structures only serves as a means of comparison. The selected chapters must be shifted manually via the Drag-n-Drop option to be successfully moved.

As soon as the decision about which chapters to import has been made, these chapters can be moved towards the desired position in the "**Stored chapter structure**" via Drag-n-Drop by using the symbol on the left side next to the chapter titles.

Similar to the explanations made in the previous chapters, displayed symbols such as can be used to reorganize the chapter structures by inserting additional chapters or subchapters. For further information, see section "*Define chapters*".

The import will be finalized after clicking the button "**Save**" in the right command column. The button "**Exit**" will cancel the action.

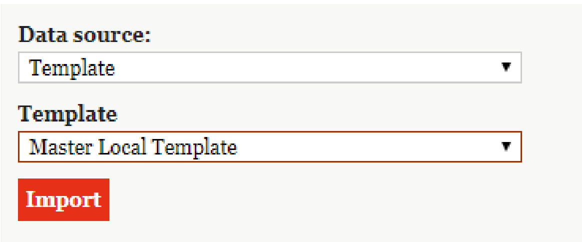


Screenshot 91: Import of chapters - Documentation period

2.1.3.3 Template

STEP 1

The third way to import a chapter structure is based on a template. Both the *globalDoc Solution*® default template as well as any self-created template (via Settings / Customizing / Reporting templates) can be used. The template to be used can be selected via the dropdown menu (see screenshot 92, here: "Master Local Template").



Screenshot 92: Import chapter structure – Template

STEP 2

After the import of chapters has been confirmed by clicking on the symbol Import, the second step involves a comparative presentation of the "**Imported chapter structure**" and the "**Stored chapter structure**". This presentation helps to identify missing chapters and enables the System administrator to move chapters using a Drag-n-Drop function.

There are three ways of designing the import of chapters: All New Mapped. If "**All**" is selected, all chapters will be imported. In comparison, the functions "**New**" and "**Mapped**" will only import the selected chapters (see screenshot 93).

If "**New**" is selected, new or edited chapters will be highlighted yellow in the column "**Imported chapter structure**".

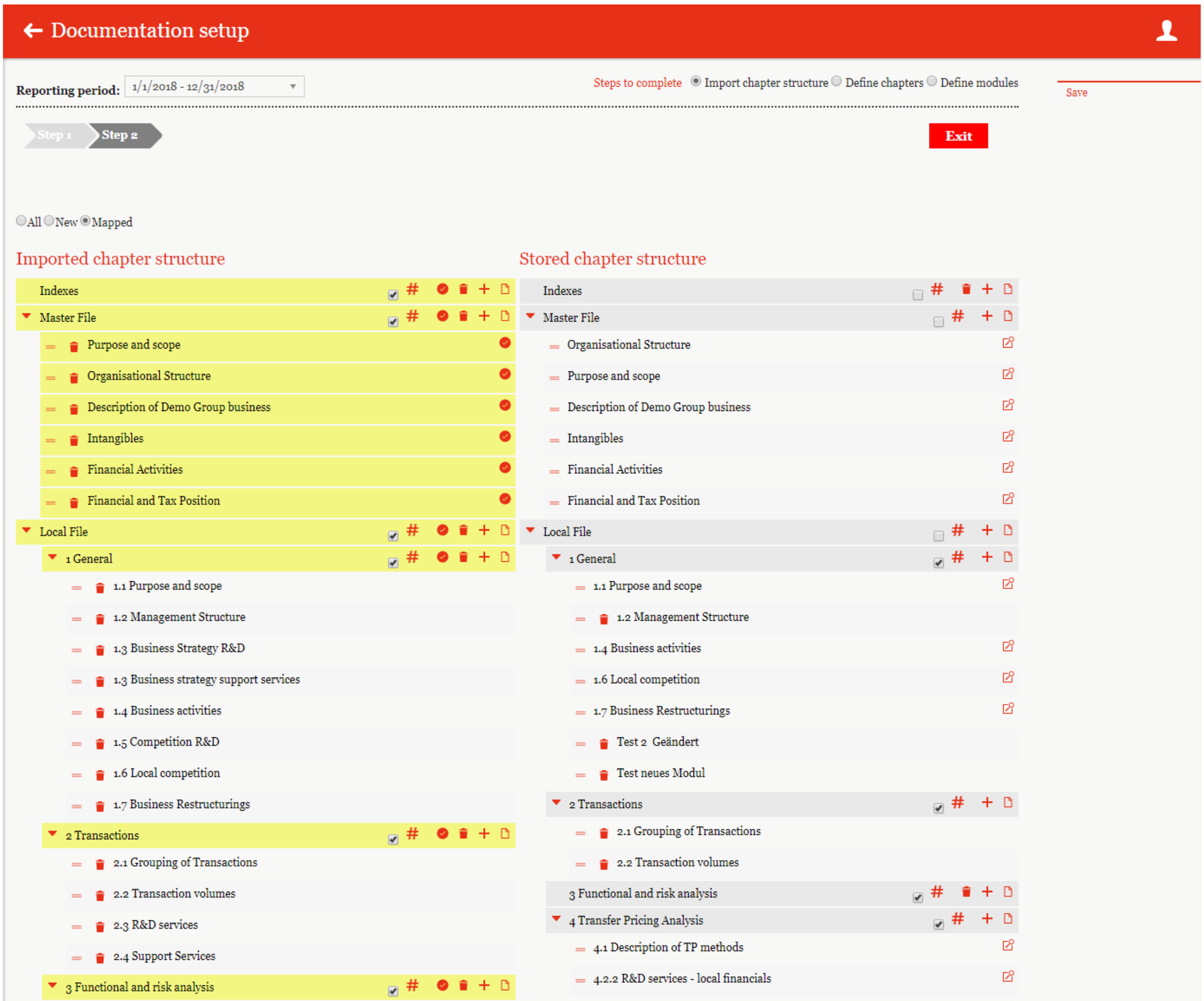
Given that "**Mapped**" has been chosen, only identical chapters will be highlighted in yellow. Under the option "**All**", there will be no highlighting.

NOTE: The mere selection of chapters does not initialize their import. The presentation of both chapter structures only serves as a means of comparison. The selected chapters must be shifted manually via the Drag-n-Drop option to be successfully moved.

As soon as the decision about which chapters to import has been made, these chapters can be moved towards the desired position in the "**Stored chapter structure**" via Drag-n-Drop by using the symbol on the left side next to the chapter titles.

Similar to the explanations made in the previous chapters, displayed symbols such as + can be used to reorganize the chapter structures by inserting additional chapters or subchapters. For further information, see section "*Define chapters*".

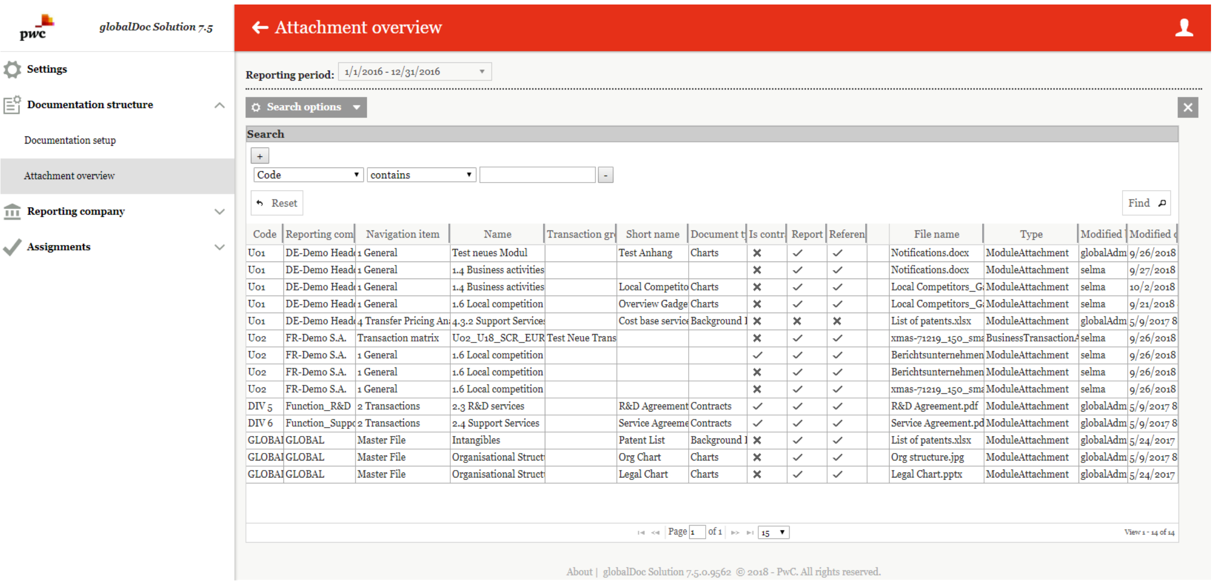
The import will be finalized after clicking the button "**Save**" in the right command column. The button "**Exit**" will cancel the action.



Screenshot 93: Import of chapters – Template

2.2 Menu item Attachment overview

The menu item "**Attachment overview**" under *Settings / Documentation structure / Attachments overview* shows a table containing all attachments that have been received during the documentation.



Screenshot 94: Documentation structure - Attachment overview

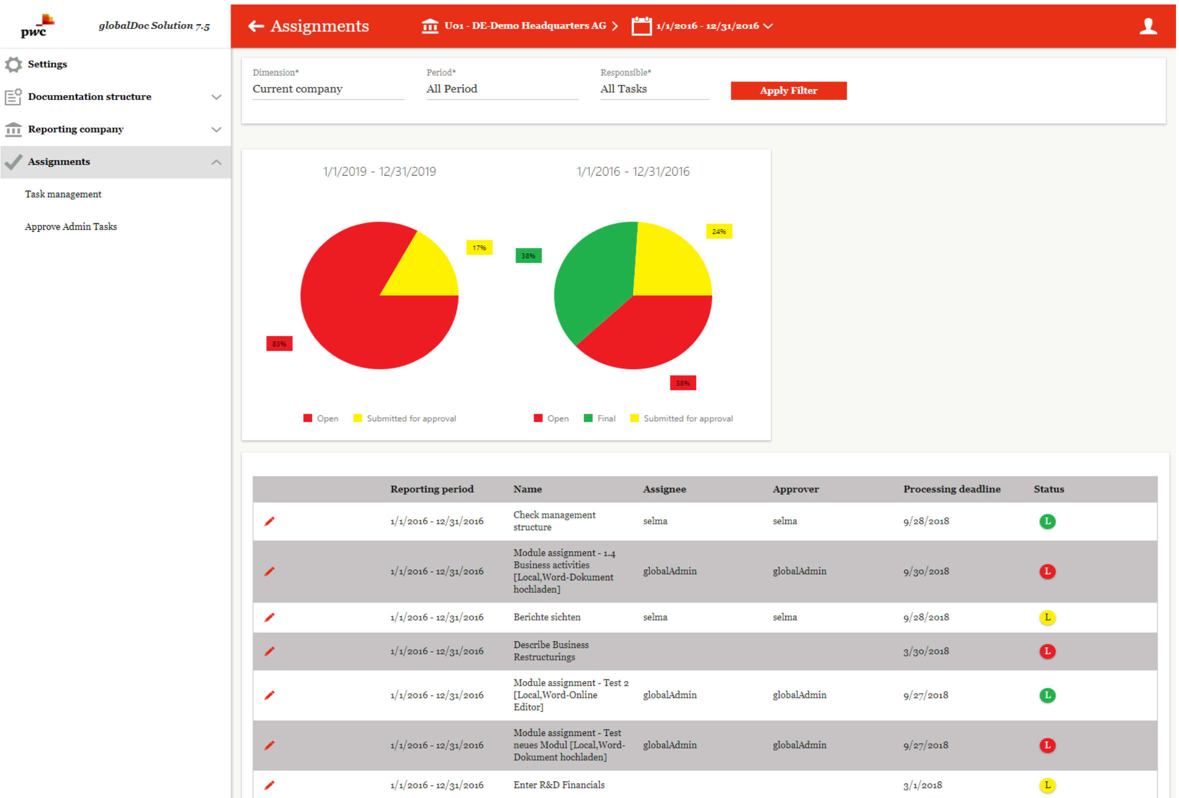
The button **Search options** can be used to search the attachments for self-created rules.

- **Code:** code for the entity
- **Reporting company:** displays the reporting company to which the attachment belongs
- **Navigation item + Name:** shows the path of attachment location
- **Transaction group:** displays the corresponding transaction group if an attachment is uploaded to a transaction
- **Short name:** optional short name of the entity
- **Document type:** type of document
- **Contract / Report / Reference:** Indicates whether it is a contract and/or a reference, and whether this appendix can be seen in the report
- **File name:** name of attachment, the file can be downloaded by clicking on the file name
- **Type:** shows the type of element (module or transaction) to which the attachment has been uploaded

3. Program item Assignments

3.1 Overview

By clicking on the program item "*Assignments*", an overview of all completed tasks and tasks to be completed will be displayed.



Screenshot 95: Overview Assignments

The filters provided in the upper part of the section can be used to sort the displayed tasks. The selection field "**Dimension**" allows for filtering tasks based on either the currently selected company ("Current company"), individual countries ("Country") or the whole MNE ("Company"). Similarly, the filter "**Period**", offers the possibility to choose between tasks for the current period or for all periods. Under "**Responsible**", it is possible to filter for tasks that are assigned to oneself or whether all tasks should be shown. A click on the symbol **Apply Filter** will trigger the application of the selected filters.

After the desired filter is selected, all tasks are shown in tabular format under the pie chart. Depending on the chosen dimension, all tasks are listed according to different criteria (such as the respective distribution, the task status, the processing deadline, the approver, the assignee, the country abbreviation or the code).

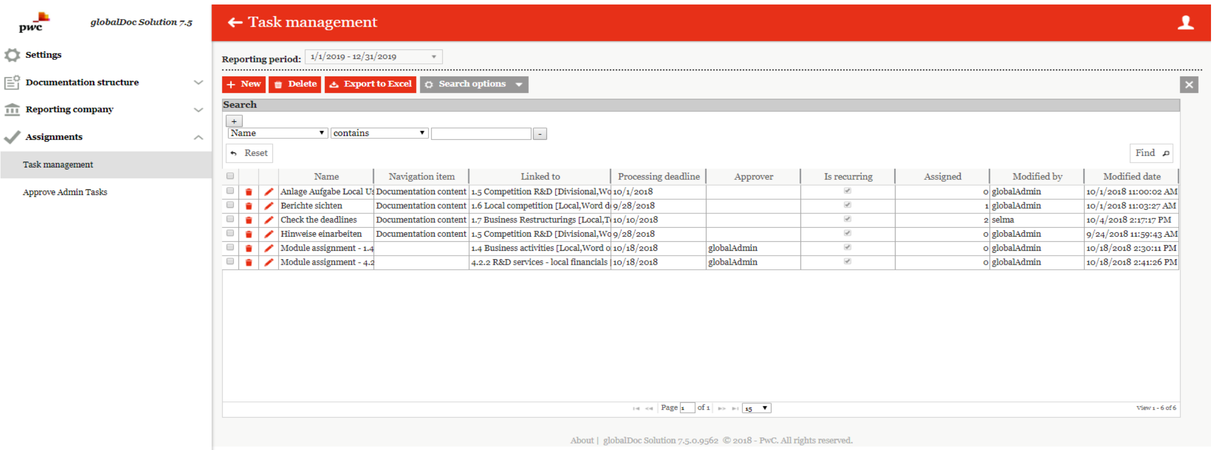
The exemplary table shown above (see screenshot 95) displays the tasks' name, the person to whom the task is assigned, the person who will approve it and the deadline for completing it.

The right-most column shows the status of the task by using colors: open (red), submitted (yellow) or final (green). The letters indicate whether the task refers to a local (L), divisional (D) or global (G) module.

NOTE: "***Code*** *XX /* ***Name*** *No Country"* refers to a Master File that has not been assigned to a specific country.

3.2 Menu item Task management

Via the menu item "**Task management**" the following overview table can be accessed:



Screenshot 96: Assignments overview table

New tasks can be created using the symbol **+ New**.

In the opening window, the two tabs "**Task detail**" and "**Reporting entity**" will be displayed (see screenshot 97)

Screenshot 97: Create a new Task

At this point, a task name as well as a task description can be defined. Specific task properties may be adjusted and a special module can be explicitly assigned to the task. Furthermore, it is possible to assign or remove a reporting company to or from the task.

After saving, two new tabs are displayed: "**Additional guidance**" and "**Change logs**". The tab "**Additional guidance**" allows to upload files. All uploaded files are listed in a table and can be downloaded or deleted if desired.

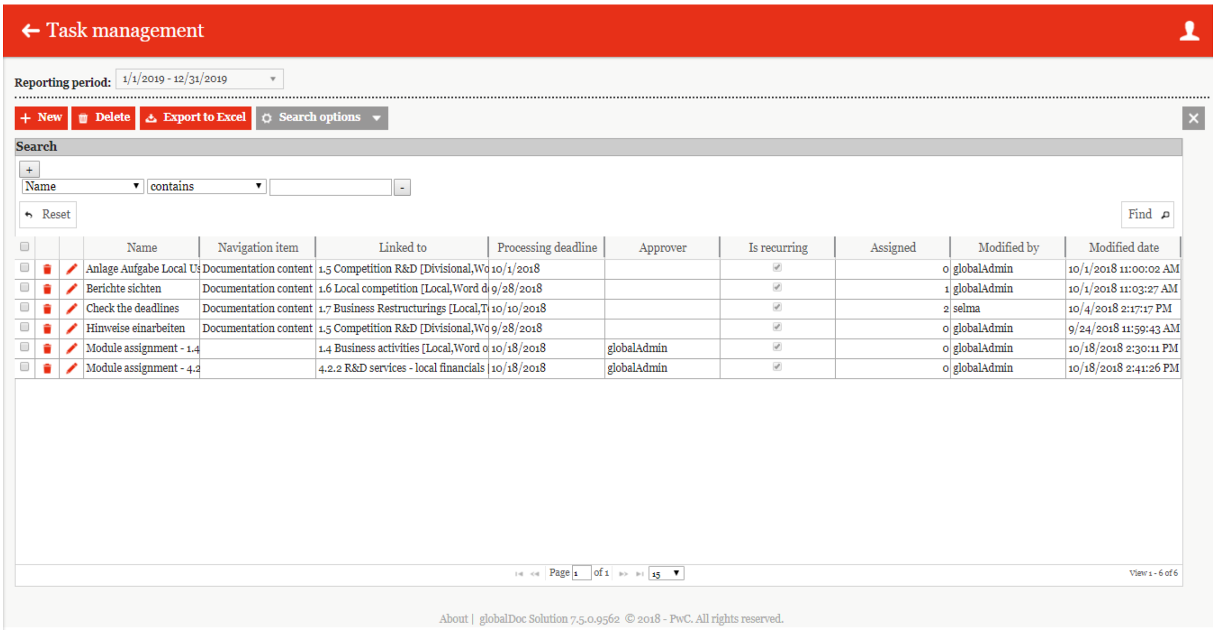
TIP: Under "**Additional guidance**", documents such as presentations or guidelines can be uploaded to support the assignee working on the task by conveying what exactly should be done.

Screenshot 98: Additional guidance

The tab "**Change logs**" allows for tracking changes.

Screenshot 99: Change logs

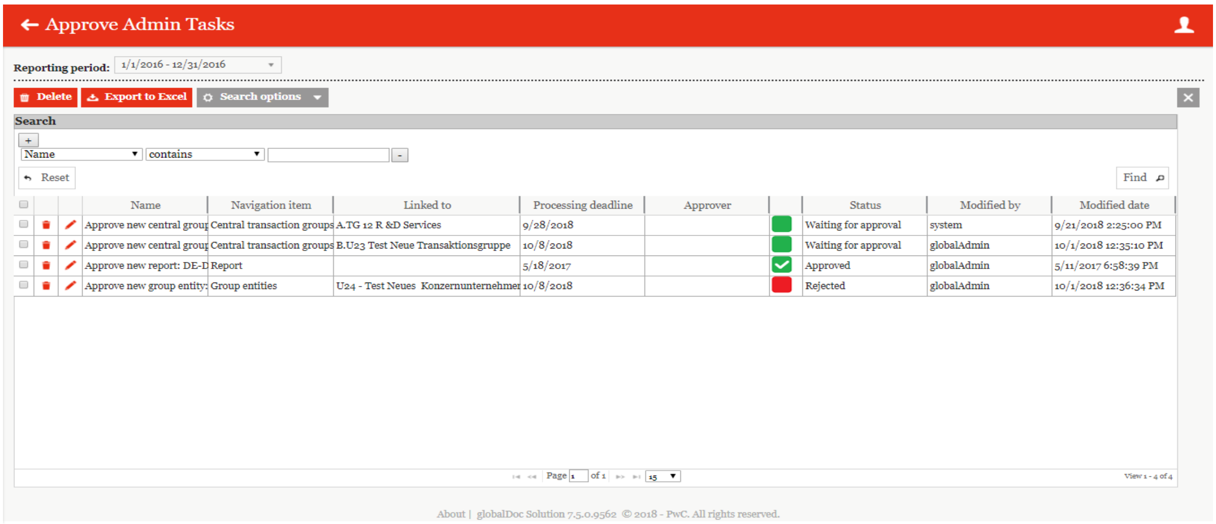
The created tasks are listed under the navigation item "**Task management**" and can be modified by clicking on the symbol or may be deleted by clicking on the -icon. The search function Search options enables the user to search for tasks according to self-created rules. Finally, the resulting list of tasks can then be exported as an Excel table by clicking on the symbol Export to Excel.



Screenshot 100: Overview Tasks

3.3 Menu item Approve Admin Tasks

The menu item" **Approve Admin Tasks**" provides a list of system-generated tasks for a selected reporting period. Transaction groups and group entities (e.g. transaction partners) that have been requested by the user but are not yet created in *globalDoc Solution®* are displayed. In addition, uploaded reports that have been corrected outside of *globalDoc Solution®* are listed. Only the System administrator has the right to access this menu item and to approve or reject the listed queries or uploaded reports.



Screenshot 101: Overview of "Approve Admin Tasks"

If a task has been rejected due to "**Reopening**", the task status is marked with the symbol and the status text displays "**Rejected**".

If the approval of a task is still pending, the task is marked with the symbol. As soon as the task is approved, the task's symbol is additionally ticked

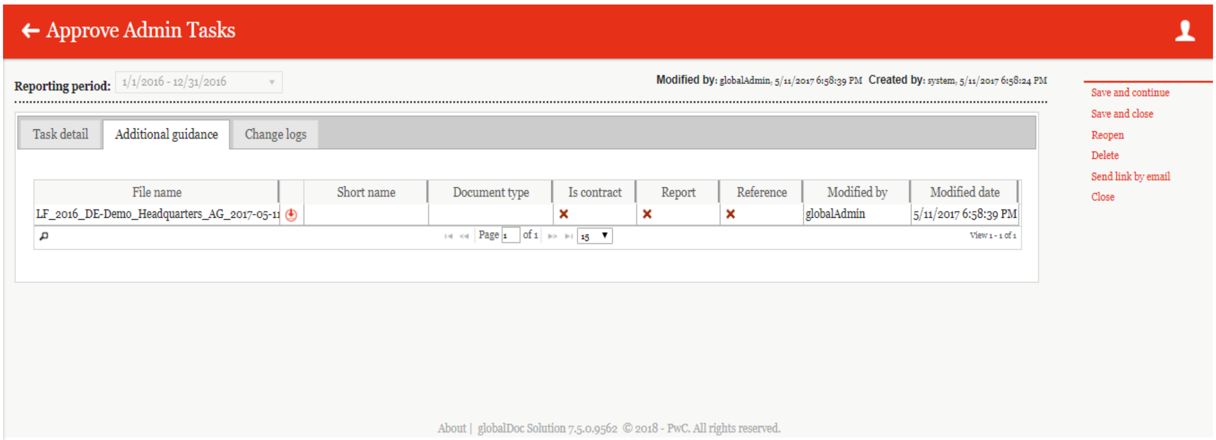
The System administrator gains access to further detailed information on the selected task by clicking on the symbol.

Screenshot 102: Detail view of "Task detail"

The name, the description, the processing deadline and the navigation item are generated by the system and do not require any further input.

Depending on the task status, the options "**Approve**" and "**Reopen**" are shown in the command column on the right side. The Admin can select the respective option according to his or her personal assessment.

If a document is linked to the selected task or the task has been generated by the system, the tab "**Additional guidance**" will be displayed. Under this tab, any information specific to the subject, if present, is stored in the system.



Screenshot 103: Detail view of "Additional guidance"

The "**Change logs**" tab is generated by the system and is used to better track the task and change history by listing the individual intermediate steps of task processing.

Screenshot 104: Detail view of "Change logs"

Tasks are deleted in the same way as it is done in other sections in *globalDoc Solution*®. By selecting the icon, the selected task will be deleted. By clicking on the -fields, several tasks can be selected and deleted by clicking on the Delete button.

List of Screenshots

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globalDoc Solution® 7.5 Administrator Manual