# BSE KIBINFO Client

# User's Manual

(For Issuers)

**Important notice:**

**All information contained within this material is for information purposes only and shall not be considered as an official translation of the original Hungarian language version of this User's Manual, which remains to be the solely legally binding material in the subject matter.**

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# Contents

# Introduction

The Budapest Stock Exchange Ltd. (hereinafter: Exchange) launched a renewed disclosure system for issuer information and news in September 2019. This document has been prepared for the users of the client application of the new disclosure system.

## Scope and purpose of the User's Manual

The purpose of this User's Manual is to provide user-level information on the KIBINFO application of the BSE web portal. KIBINFO is a web application that serves the disclosure of issuer and Exchange information on the BSE website. With the program, users can publish information subject to reporting requirements set in pertaining laws and regulations. The disclosure takes place on the Hungarian and English language websites of the Exchange. Information published will be called **news items** hereinafter.

This document describes all functions that can be applied, performed and edited by the user and that could emerge during the use of the system.

This Manual assists the issuer users in acquiring the steps necessary during the use of the BSE KIBINFO interface and provides insight for the user into:

- The main functionality and operation of the system

- The scope of static data

- Detailed instructions for use and functionality

- Dealing with eventual errors and error messages

Further information about the Issuer Information System is available on the BSE website: https://bse.hu/Products-and-Services/Rules-and-Regulations/BSE-Rules

## Technical requirements

The user requires the following tools and applications to support the use of the BSE KIBINFO interface:

**BSE KIBINFO data provider PC, software requirements:**

- Operating Systems: Linux or Microsoft Windows 7/8/8.1/10

- Supported browsers (the given versions or newer ones):
  - Google Chrome 75.0.3770.100
  - Mozilla Firefox 67.0.4
  - Microsoft Internet Explorer 11.175.18362.0
  - Microsoft Edge 44.18362.1.0

- Suggested Internet bandwidth: 1 Mbps

Please note that the KIBINFO client accepts (as attachments) only and solely files in Adobe Acrobat (.pdf), Microsoft Office (.doc, .docx, .xls,.xlsx) or archive file (.zip) formats.

## Security information, security awareness

With regard to the use of the KIBINFO system, please make sure to comply with the below security requirements:

- In order to be able to access the KIBINFO application on the www.bse.hu portal, all users need to set two-factor authentication, as specified in this manual and in the separate description detailing the steps of setting the two-factor authentication.

- Users should not share their access information used for the KIBINFO application (username, password, phone used for KIBINFO) with any other person.

- The private key used for the encryption of the news items is assigned to the issuer (i.e. the news subject), thus the same private key is used by all users of the given issuer. Therefore, all users may see and edit the news items uploaded by the other users of the issuer.

- In the event of a security incident, or an operation anomaly potentially classifying as a security incident, the issuer or its user should, if possible, inform its Exchange contact person of the incident without delay.

- The system automatically logs all actions done by users in the KIBINFO client, handling and archiving log data in accordance with applicable legislation.

- Users undertake to use the KIBINFO application only on IT devices equipped with a regularly updated antivirus application.

- Users should not let any unauthorised persons view data appearing on his/her screen.

- Users can properly exit the KIBINFO application only by signing out of the portal or by fully closing the browser.

# Detailed description of KIBINFO functionality

## Launching the KIBINFO client

The application can be opened by typing https://kibinfo.bet.hu into the browser's navigation window.
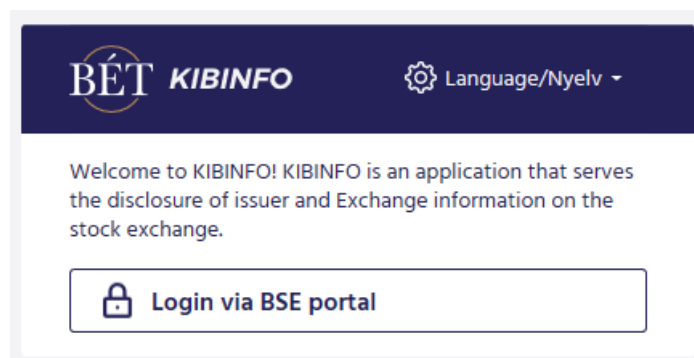
Then a login window appears, redirecting you to the BSE portal, where you can log in with the username and password you had earlier registered yourself with on the portal (see below).

Communication greatly depends on the speed of the Internet connection. In case of bandwidths smaller than recommended, significantly longer delays can occur.

# KIBINFO concepts and functionality related to disclosure

## Login page

After typing in the URL of the KIBINFO system, https://kibinfo.bet.hu, the following launch page will appear:



By clicking on the "Login via BSE portal", you will be redirected to the BSE portal's login page. After typing in the username and password used on the BSE portal (if the identification was successful and you are authorised to use the KIBINFO system), you will be directed back to KIBINFO's main page.

## KIBINFO login

Welcome to KIBINFO! For the secure login, please set up the two-factor authentication on Your Profile page!



After giving your e-mail address and KIBINFO password, you will reach the KIBINFO surface for the use of which you have the necessary authorization previously set by the Exchange's employees.

You need a two-factor authentication to be able to use the KIBINFO system. You can set the two-factor authentication for yourself after logging in, under the "Signed in / My profile" menu option. After setting it, you will have to give the second authentication factor (i.e. the randomly generated number sequence) at each login.

A QR code is displayed on the user's profile page; in order to activate the two-factor authentication, you have to read this QR code using a suitable application, such as Google Authenticator. Then a number sequence, serving as the second authentication factor, will appear on your mobile screen. Please note that users logged in the BSE website with their social (Google/Facebook) account will not be able to access the two-factor authentication setting option; therefore, they will not be able to access the KIBINFO system either.

**Controls displayed on the "Sign in" page of the BSE website:**
- Entry field for e-mail address
- Entry field for password
- "OK" button
- CAPTCHA test
- "Sign in with Facebook account" button
- "Sign in with Google account" button
- "Forgot your password?" option
- "Registration" option (next to the Sign in tab)

Users entering the correct combination of e-mail address, password and second factor (number sequence) and having a valid KIBINFO authorization, when clicking on the "Login to KIBINFO" button, get to the KIBINFO system's main page.

In the event of a login attempt by an unauthorised user, a wrong password or a typo, the system will display an error message.
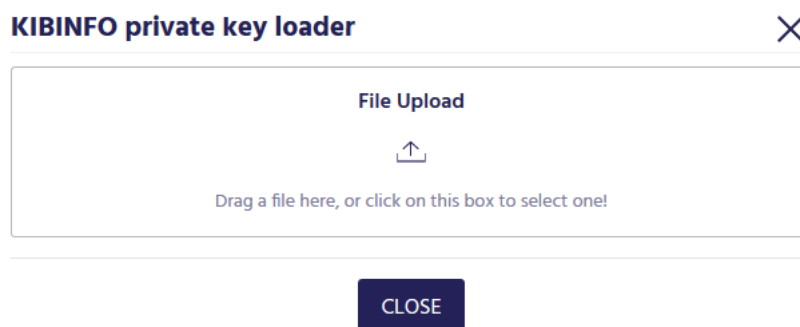
**Password modification**

Issuer users may log in using the username and password registered on the BSE portal; the authorization for the access to the KIBINFO system, however, is given and set by the employees of the Exchange.

Users may modify their own passwords on the BSE portal, in the "Modifying password" section under the "Signed in / My profile" menu option.

In case of a forgotten password, the user may ask for a new password for him/herself under the portal's "Sign in" menu option.

**Private keys**

After launching the KIBINFO client, a window pops up that serves for the uploading of the private key the issuer had been given in order to be able to publish news items.



**Important**: At each launch of the application please make sure to browse the **private key of your company** that had been provided to you by the representatives of the Exchange. Should you fail to do so, you will not be able to view, correct or modify news items created earlier; furthermore, should you intend to attach files to your news item, you should browse the private key for each attachment.

Private keys must be handled with utmost care. Unauthorized access may necessitate the regeneration of the key. In case the private key is regenerated, the system may be accessed using the new key exclusively, which in turn results in the loss of access to unpublished news items uploaded earlier to the KIBINFO system (encrypted with the previous private key).

## Main page



On this page you can overview all news items uploaded by users belonging to your company (with their main properties and status) dating back to the introduction of the KIBINFO system on 6 February 2004. Users belonging to the same issuer can view, manage and modify each other's news items. The workflows relating to the various news items can be started from the main page, using the icons under the header.

Depending on the icon selected, by positioning the cursor on the news header lines a right-click reveals various options related to news items, with the inactive options greyed out.

**Items displayed on the page**

The window of the KIBINFO client can be freely resized, column widths can be changed.By default, news items are listed on the screen by their identifiers (this practically means they are sorted by the date of entry).

**The main parts of the window:**

- Menu bar: The menu bar above the list serves the fast and transparent manipulation of the news items (the individual menu options will be discussed later).

- Table: News items entered via the issuer's client interface are listed here.

  The table can be sorted in different ways by clicking on the headers of the columns. (In the case of the columns according to which the list can be sorted, the cursor's display changes when positioned on the header of the column.)

  Sorting is done by clicking on the header of a given column, and the rows of news item lines are displayed depending on the column selected for sorting by the user.

  The list of news refreshes every 60 seconds.

  Below the table, on the left, you can see the number of news items stored in the system. If there are many news items, only part of these is displayed on a page. The number of news items displayed on one page can be set above the table on the right via a drop-down menu (10, 50, 100), while the displayed range can be selected via the controls on the right (previous page, jump to a specified page, next page).

- Search: News items can be searched by identifier or keywords, by entering them into the search field above the table. Searching covers the news identifier, news subject and data provider fields.

**Fields displayed:**

- ID: The identifier of the news item, generated by the system at the time the news item was entered.

- Original: This value is only assigned if the news item is the correction/modification of an earlier news item. The identifier displayed here is the identifier of the earlier and corrected/modified news item.

- Type: The type of the news item entered.

- Language: The language of the news item (Hungarian or English).

- Uploaded: The time of the upload of the news item, a timestamp provided by the system.

- Time of publication: The planned / actual publication time of the news item.

- Attached: Blank unless the corresponding other language version is attached to the news item of a certain language. The identifier shown here is the identifier of the news item in the other language (establishing a two-way connection or cross-reference).

- Status: The current status of the news item (see details below).

- Uploaded by: Username of the person performing the upload.

- Subject: The subject of the news item; in case of an issuer user, defaults to the name of the issuer company specified by the user.

- Provider: The data provider of the news item; in the case of an issuer user it defaults to the name of the issuer company specified by the user.

## Menu

The menu options of the KIBINFO client can be accessed by clicking on the menu buttons. Any menu items not applicable to the given news item (e.g. because of its status) appear in a light grey colour among the menu options and cannot be activated. Some functions are only applicable to a specific news item. These can only be activated if the user selects the line of that specific news item. In this case the icons will be accessible in the menu bar.

The user can activate the individual menu buttons by a simple left-click. Icon labels are found below each icon; these short descriptive texts inform the user about the function of the respective icon.

**The meaning of the icons:**

| | |
|---|---|
| ⊕ New disclosure | Add a new disclosure item |
| ↻ Refresh list | Refresh the list of the news items |
| Open | View a news item with published status, edit a news item with received status |
| ✎ Modify news | Modify a news item with published status |
| ↺ Withdraw | Withdraw a news item with received status |
| List of modifications | Changes to a given news item |

## Status

News items uploaded into the KIBINFO system are flagged with different status values reflecting the phase of the disclosure process they are in.

The status of a news item can be: received / withdrawn / published / modified / deleted.

Status values are assigned according to the actions executed by the issuer user on the KIBINFO main page, and the system's automatic settings.

Attention: issuers, with the exception of withdrawal requests and news item modifications, are not allowed to modify the status of a news item.

**Status values:**
- Received: The issuer has uploaded the news item for disclosure, but it has not been published yet due to the automatic publication settings. In case of an error, the issuer may request halting the publication of news items with a received status (see below).

- Withdrawn: The issuer has requested with the "Withdrawal" button that the publication of a news item already received but not yet published be halted. The news item does not get published on the public website but remains visible on the user interface.

- Published: Status for a news item that has actually been published on the BSE website.

- Modified: The status of a news item not appearing directly on the website anymore, replaced on the website by another news item with a published status.

● Deleted: A news item not appearing on the website anymore, nor replaced by other news items. The deletion of already published news items can only be carried out by BSE's employees; in case of published issuer news items, deletion only occurs in exceptional cases (this is mainly a technical possibility).

## Automatic publication

A basic feature of KIBINFO is to ensure the publishing of issuer information on the BSE website practically without human intervention from the part of the Exchange. This feature is enabled by the automatic disclosure settings and other parameters specified by the Exchange. BSE's employees will set system-wide parameters for scheduling and queuing the publishing of different news item categories (and since every news type belongs to a news category, separate settings are defined for every news type).

News items uploaded by issuers via the KIBINFO client are published in accordance with automatic disclosure settings. This means that news items are published on the BSE website in the 15$^{th}$ minute following their uploading (saving). Issuers may request that the news item be published earlier than the default setting (i.e. the 15$^{th}$ minute); this request is fulfilled automatically, without the intervention of Exchange employees.

When uploading or editing a news item, the user can see, next to the selected news type, a short description of the calculation method for the disclosure time.

## Displaying a news item

This page becomes available after selecting the row of a news item and clicking on the "Open" icon; this action displays the selected news item along with the other language version connected to it, if there is any.

**Displayed items:**

- Subject group: The category for the subject, available values are: Exchange, Issuer, Section Member, Product, Derivative product. In case of issuer users its value is: Issuer.

- News subject: For issuer users, the name of the user automatically determines the value of the field, which will be the name of the given Issuer.

- News type: The type of the news item, selected from a predefined list.

- Data provider: The data provider of the news item; in case of an issuer user, the name of the user automatically determines the value of the field, which will be the name of the Issuer in question.

- Date of announcement: although the field contains the exact time (hour, minute), only the date will be displayed on the BSE website.

- To the right of the previous fields, the description of the disclosure time corresponding to the news type is displayed.

- On the two tabs under the above fields, the Hungarian and the English versions of the news item are displayed.

**Items displayed on the tabs:**
- ID: A numeric identifier that serves as the primary identifier of the news item, used as a reference in any comments or requests.

- Status: It assumes one of the following values in accordance with the settings applied by the issuer on the KIBINFO main page, or by the intervention of the BSE KIBINFO administrator: Received / Withdrawn / Published / Modified / Deleted.

- Uploader: The user submitting the news item in question for disclosure.

- Upload time: The timestamp assigned by the system at the time of receiving the news item.

- Last modifier: The user who modified the news item for the last time.

- Date of modification: The date of the last modification.

- Content: This technical field includes text that does not appear on the website but is included in the Subject line of the e-mail message sent when the publishing of the news item actually takes place.

- Summary: A short text summarising the content of the notification sent.

- Title on main view: Short text field that is displayed in the "Issuer news" box on the Main Page of the website. Due to this fact it is of a great importance that the text specified here be as informative as possible.

- Remark: A text comment created by the issuer exclusively for BSE that is not going to be published.

- Attachments: Here the user may view the files attached to the news item. The attached documents cannot be opened directly from the client program, they first need to be saved. The documents that can be viewed here are the automatically encrypted files uploaded by the issuer user. The window displays the list of files attached to the news item. In order to be able to view the file, the document first needs to be saved using the "Save attachment" button.

Please be advised that the number and total size of files attached to the news item are limited. In case either of the limits is exceeded, an error message is being sent by the client. The limits are the following:

- – Maximum number of files attached: 10

- – Maximum size of files attached: 10 MB (total)

- Different publication time: A checkbox that shows whether the user requested a different publishing time for the news item in question (default setting: cleared).

- Requested publication time: The publishing time calculated automatically based on disclosure settings corresponding to the news category of the uploaded news item, on system parameters, in certain cases also taking into consideration the Issuer's request.

While displaying the news item (and subsequently whenever it is opened "for editing") the application downloads the news item from the server. During the period prior to publication the server stores the news item in an encrypted form.

## Adding a news item



The function may be accessed by clicking on the "New disclosure" icon. Here you can upload a single news item, or pair a news item with the corresponding other language version and upload them simultaneously. The fields displayed on this page are entirely identical to those described under section Displaying a news item.

In the Attachments section, new attachments can be added to a news item using the "File upload" icon, while existing attachments can be deleted using the "Delete attachment" icon. The content of the description field can be edited in the selected attachment row of the displayed table by double-clicking on it. This text will be displayed next to the attached document on the website.

The system does not consider the news item as completed and ready to be saved if its Summary field or Title on main view field is empty.

When uploading a news item, the following fields are mandatory:

- News type

- Date of announcement

- Content

- Summary

- Title on main view


## Uploading a different language version later

Even if you have not created a different language version for a news item right away, you may do so any time later, uploading the English version for a Hungarian news item or vice versa. The function can be accessed after selecting the row of the news item in question and clicking on the "Open" icon. As a result, a different language news item can be attached to the already existing news item. Uploading a different language version news item is only possible if the status of the news item is received or published. The fields displayed on the page are entirely identical to those described under section Displaying a news item.

At this point the already existing news item opens for read only, while the other language/new news item can be entered in a way described under uploading a new news item. In this case common fields of the two language versions (above the tabs, for example the news type) are not editable.

When attaching a news item, required fields are identical to those in case of Adding a news item.


## Editing a news item

The function can be accessed after selecting the row of a news item with received status and clicking on the "Open" icon, and as a result of which the data and/or the attachments of the news item with received status can still be modified before publishing. The fields displayed on the page are entirely identical to those described under section Displaying a news item.

In case of correction, the conditions referring to required fields are identical to those described in the Adding a news item section.

If the correction of the news item is completed before the time when the news item was supposed to be published originally, the news item will be published with the original scheduling. If the correction stretches beyond the original publishing time, the original new item will be published at the original time. The user will receive an error message when trying to save the corrected news item, signifying that the modification was not successful.

**In view of the above, should the user believe that he/she will not be able to conclude the modification of the news item with received status before the original time of publication, we suggest that he/she withdraw the original news item and upload the information once again as a new news item.**

## Modifying a news item

The function can be accessed after selecting a news item with published status and clicking on the "Modify news" icon; as a result, the already published news item can be modified. A news item changed with this procedure appears as a modified news item both in the KIBINFO system and on the BSE website; the original news item is only displayed indirectly, via a link accessible through both the KIBINFO interface and the portal. The fields displayed on the page are entirely identical to those described under "Edit news".

The same conditions apply to filling in a modified news item as for entering a new news item. The system initially fills in all fields with the corresponding values of the earlier news item and the original attachments, and then the user can make any necessary changes.

If the issuer has multiple authorized users to the KIBINFO system, all users are allowed to initiate the correction/modification of the news items simultaneously. However, in this case, the system accepts the correction/modification saved first in the queue. All other users receive an error message stating that the system could not accept their requests: "This news cannot be edited due to its status".

## Withdrawing a news item

This option can be accessed if you select the row of the news item with received status, which has been uploaded into the system for disclosure, then click on the "Withdraw" icon on the menu bar. In the appearing window, the user has to confirm the intent of withdrawal. As a result, the publishing process of the news item uploaded for publication is interrupted, and the status of the news item will change to "Withdrawn".

Please note that news items with different language versions attached (in either received or published status), once withdrawn, may not be coupled with another different language version (replacing the original different language version).

## Refreshing the list of news items

The option can be accessed by clicking on the "Refresh list" icon on the menu bar. As a result, the list page is refreshed (KIBINFO client screen). Any changes made by other users (e.g. BSE administrators, other users of the issuer) will appear in the active, open KIBINFO client application if this option is selected. Besides that, the list of news refreshes every 60 seconds.

# Other functions of KIBINFO

## Settings

You may access User Settings under the Settings option of the top menu bar. A window opens with the following values:

**User settings**

| | |
|---|---|
| Name | ~~admin.newi~~ |
| E-mail address | ~~admin.newi@bse.hu~~ |
| Interface language | English ⌄ |
| Default news language | English ⌄ |

SAVE     BACK

- Name: The actual name of the logged in user, read-only.

- E-mail address: The e-mail address of the user currently logged in. Notification e-mails are sent to this address.

- Interface language: The language of the user interface, available values: Hungarian, English.

- Default language of news item: When a news item is uploaded, the tab of this language will be selected by default; available values: Hungarian, English.

## Password modification

Users can use their account registered and used on the BSE portal ([www.bse.hu](www.bse.hu)) in the KIBINFO system as well. Therefore, you can modify your KIBINFO password on the BSE portal, using the Password Modification section under the "Signed in / My profile" menu option.

## Automatic e-mail notifications

The following persons receive simple automatic notifications via e-mail upon the receipt (upload) of a news item:

- In case of an issuer, the users of the issuer in question with KIBINFO client permissions and the employees of BSE's Listing Division (BSE KIBINFO administrators).

The following persons receive simple automatic notifications via e-mail on the incoming modification requests in relation to publishing (including requests of different publication time):

- In case of an issuer, the users of the issuer in question with KIBINFO client permissions and the employees of BSE's Listing Division (BSE KIBINFO administrators) .

All users of the issuer in question will receive an automatic notification (via e-mail) on the upload of a news item. The users of the issuer also receive e-mail notifications on publications and on the initiation of withdrawal requests. The following persons receive automatic text notifications via e-mail whenever an issuer's news item is published:

- The KIBINFO client users of the issuer.

- The employees of BSE's Listing Division (BSE KIBINFO administrators).

- Registered users of the BSE website (as third persons) who, when subscribing to the website's newsletter, have opted to receive information on news items published in relation to the issuer in question.

In addition to the above, issuer users also receive notification on the publishing of news which were not submitted by them but refer to the issuer as the subject of the news item. Resolutions, disclosures uploaded by the BSE belong to this group of news items.

The notification e-mails will be sent in the language corresponding to the chosen language of the user interface.

## Logging

In order to provide an audit trail and invoicing information, KIBINFO logs every action (resulting in change of data) on the server side. (E.g. logging in, uploads, modifications, status changes, etc.)

Users may view the logs under the menu item "Settings / Audit log".

## Logout

Users can log out of the KIBINFO client by clicking on the "Back to the portal" button at the top right corner of the screen.

# A few words about the operation of the system

## Connecting news items

When uploading news items of different language versions or during the modification of news items, the system connects the relating news items and the connection is visibly expressed in the news items published on the website as well. In case of the publication of English and Hungarian news items, both news items are accessible from the website. In case of the modification of a news item, however, the original news item is not displayed anymore on the BSE site directly; it can only be accessed via the modified news item appearing on the website.

# Error messages, troubleshooting

Technical helpdesk, reporting of errors:

**Help Desk:**    E-mail: kibtag@bse.hu

In case of error reporting, if the system sends specific error messages, please copy these as well and send them attached.