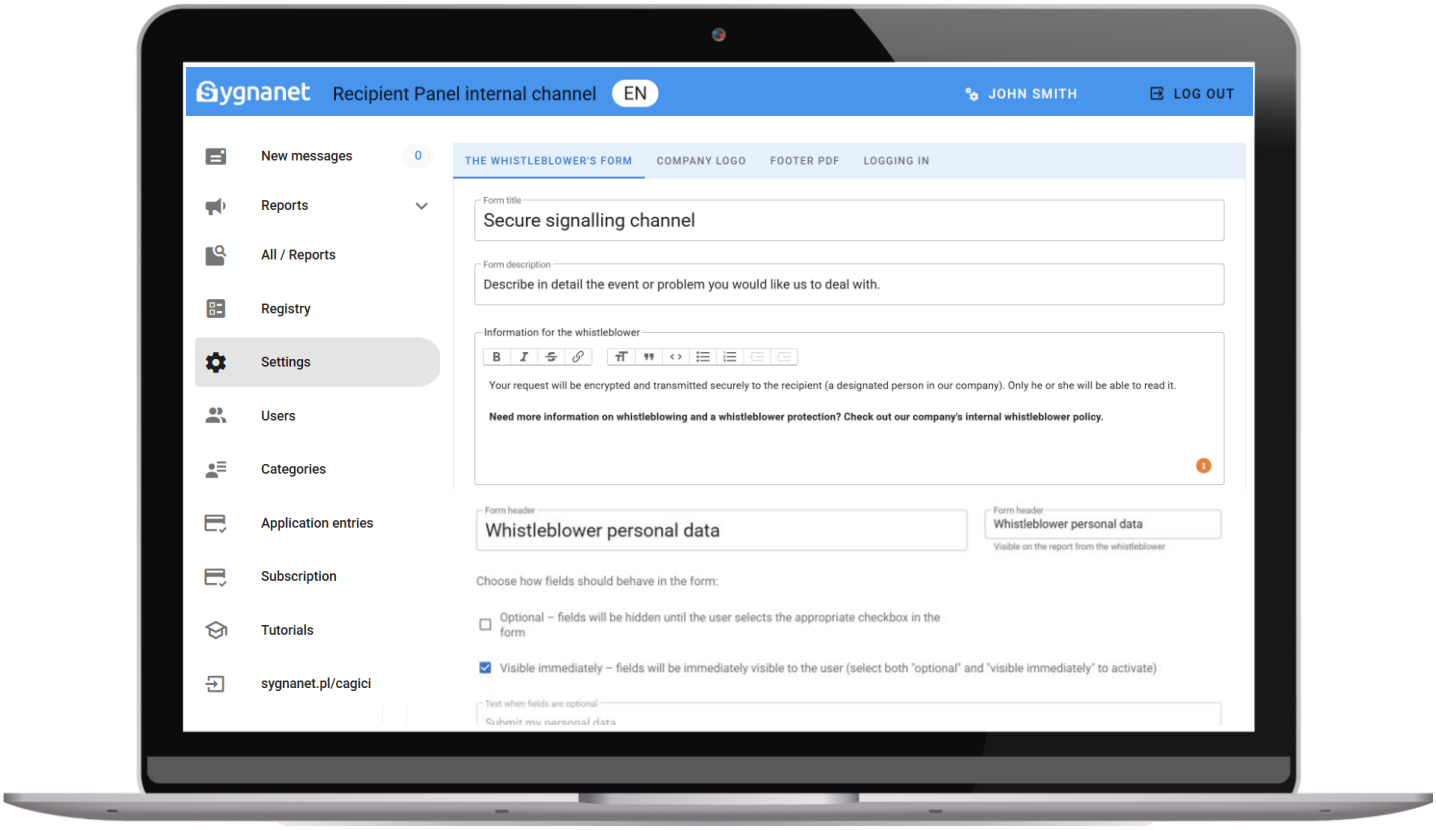
In the 'Settings' tab, you can:

- choose which reporting form your organization will use (anonymous, with identity required, optional) or according to other preferences
- add a logo to the reporting form
- set the organization's footer (visible on documents downloaded from the system)
- enable/disable two-factor authentication (2FA)

ACCESS TO THE SETTINGS TAB IS GRANTED TO THE MAIN REPORT RECIPIENT AND THE ADMINISTRATOR.

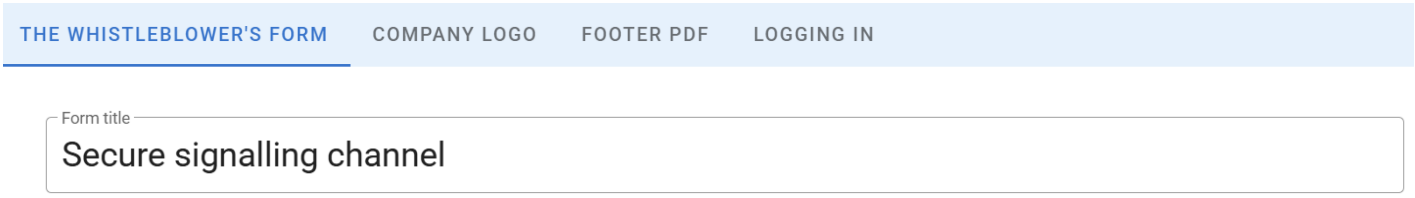


THE WHISTLEBLOWER'S FORM

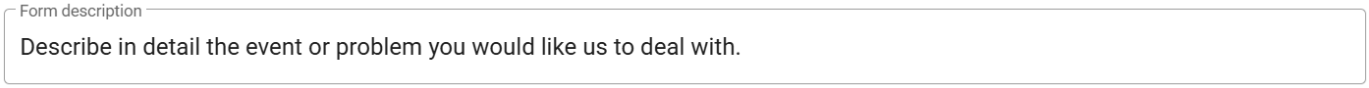
Select **„The whistleblower's form"** in the **"Settings"** tab to customize it to your needs.

You can edit every part of the reporting form.

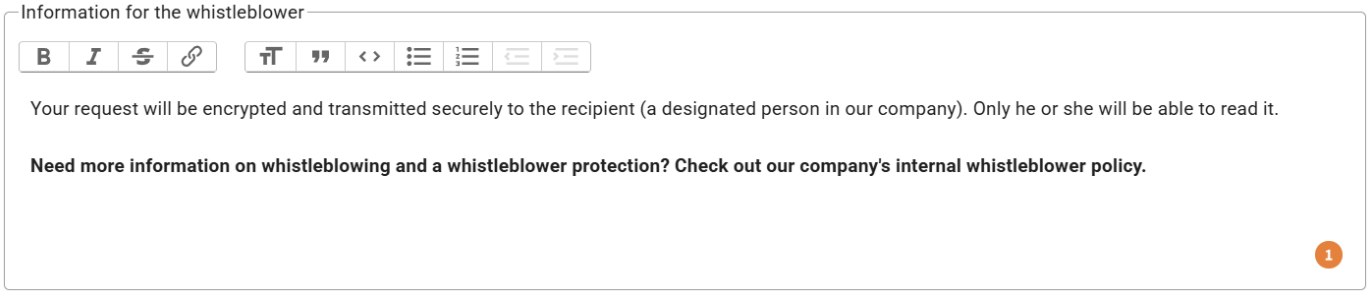
Form title:



Form description:



Information for the whistleblower (gray field):



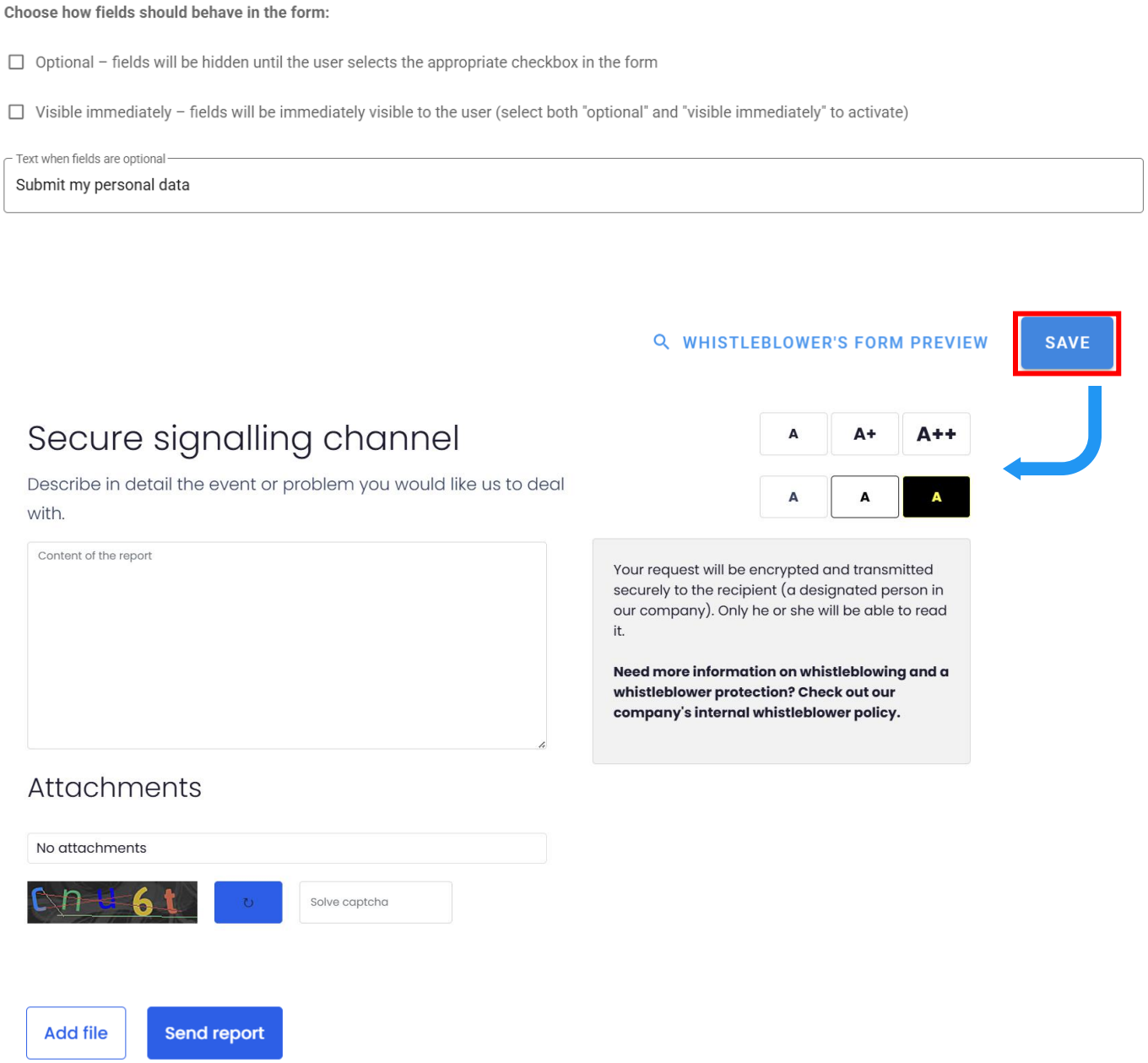
Form header:

On the whistleblower's form

On your documents in the recipient panel

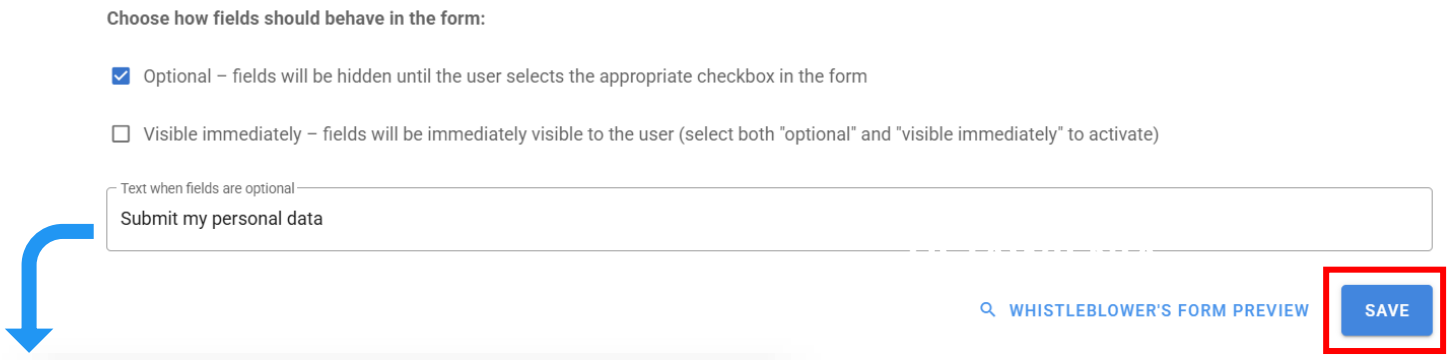
Anonymous Form

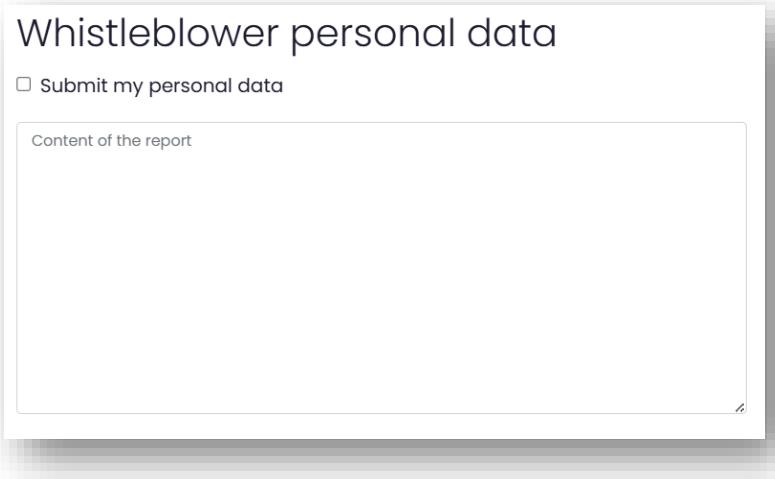
The anonymous form is set by default. Checkboxes (selection buttons) are unchecked (as shown below).

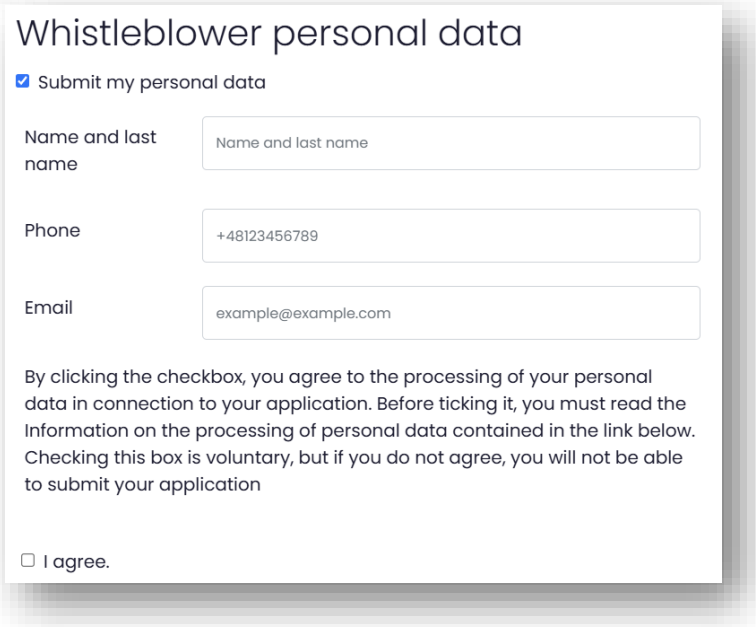


Optional Form

If you check the "optional" checkbox and click "save" (as shown below), you will get an optional form (the whistleblower decides whether they want to provide their details). You can edit the field "text when fields are optional."

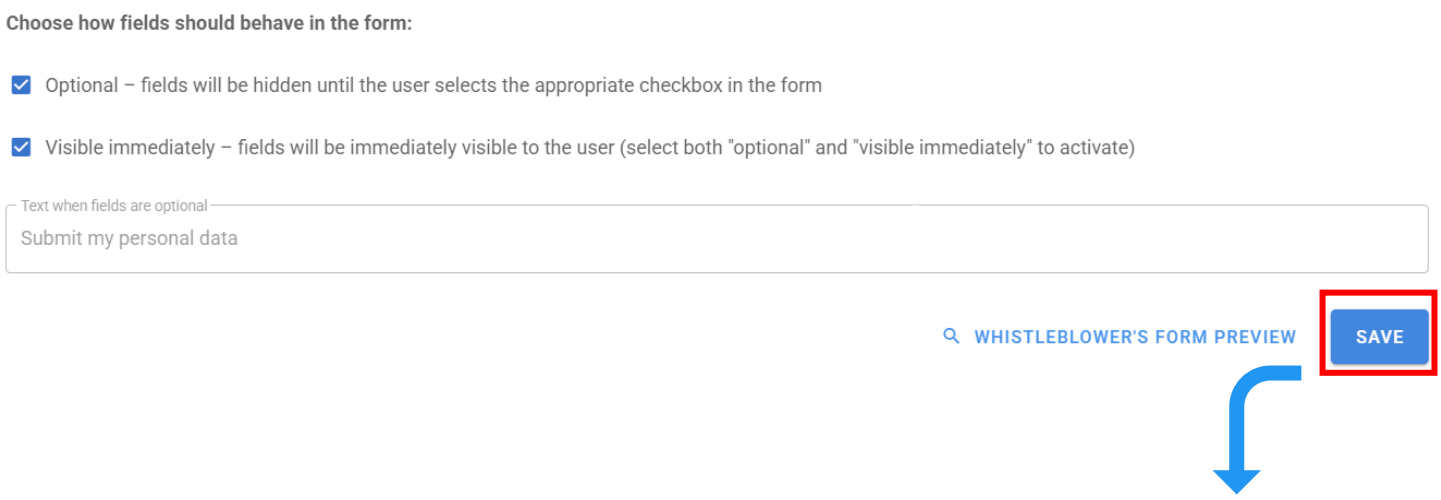


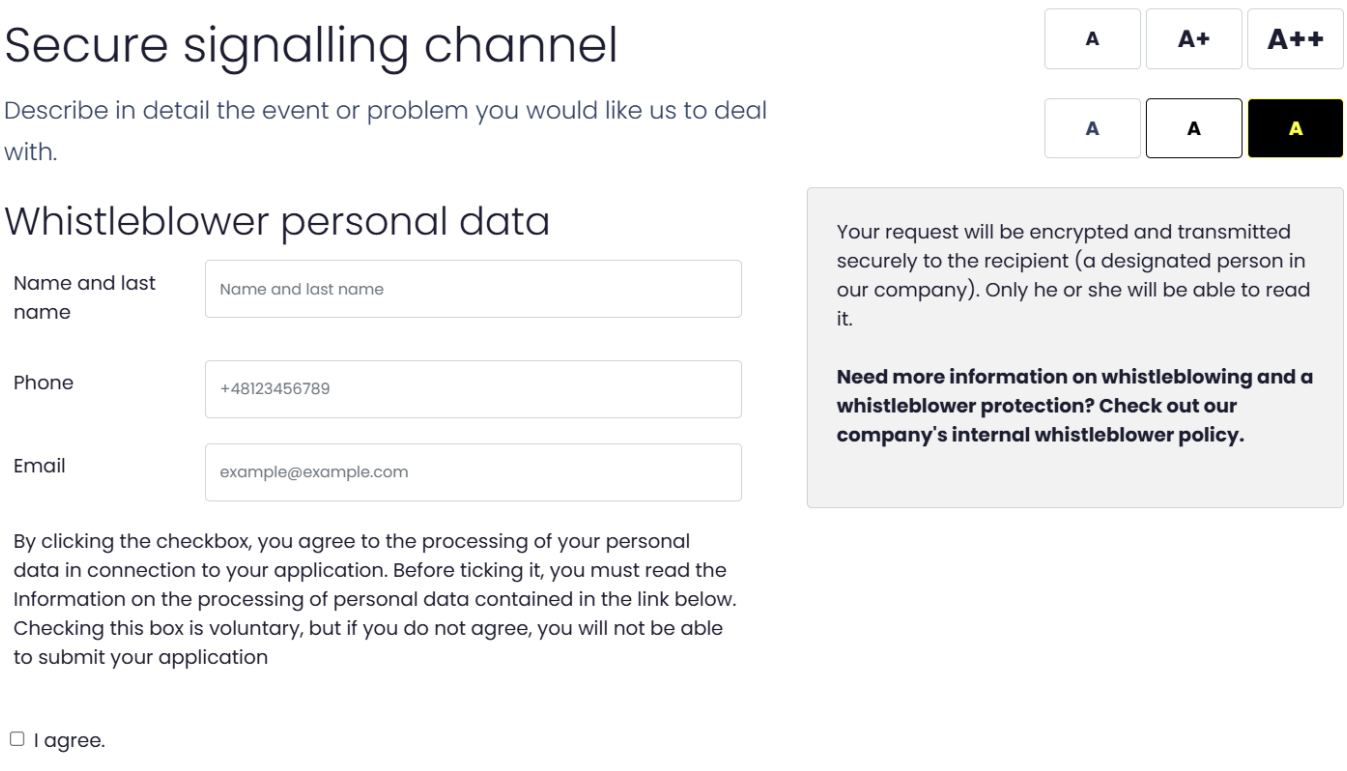




Visible immediately

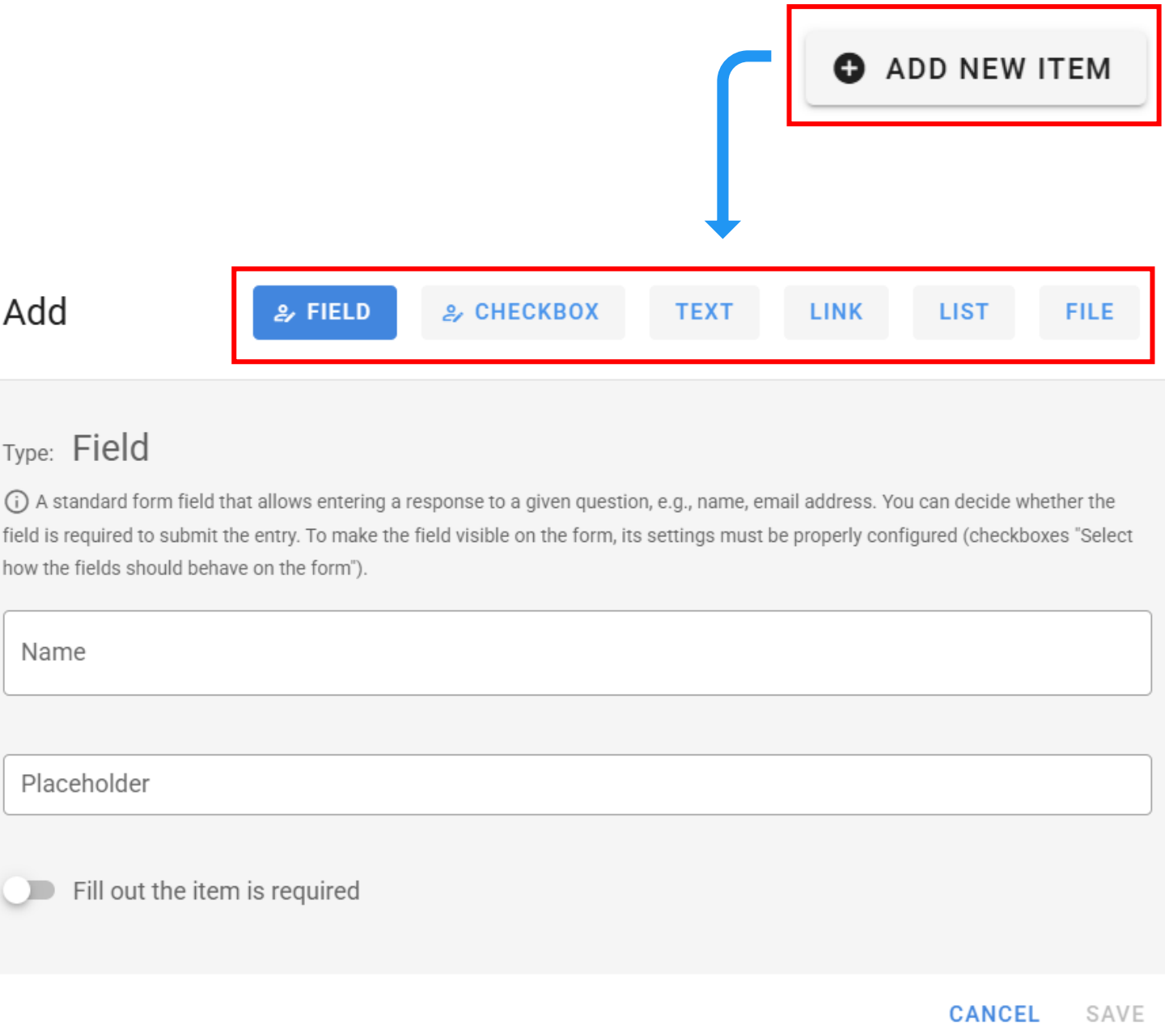
If you select both checkboxes and click "Save" (as shown below), you will receive a form with additional fields immediately visible.





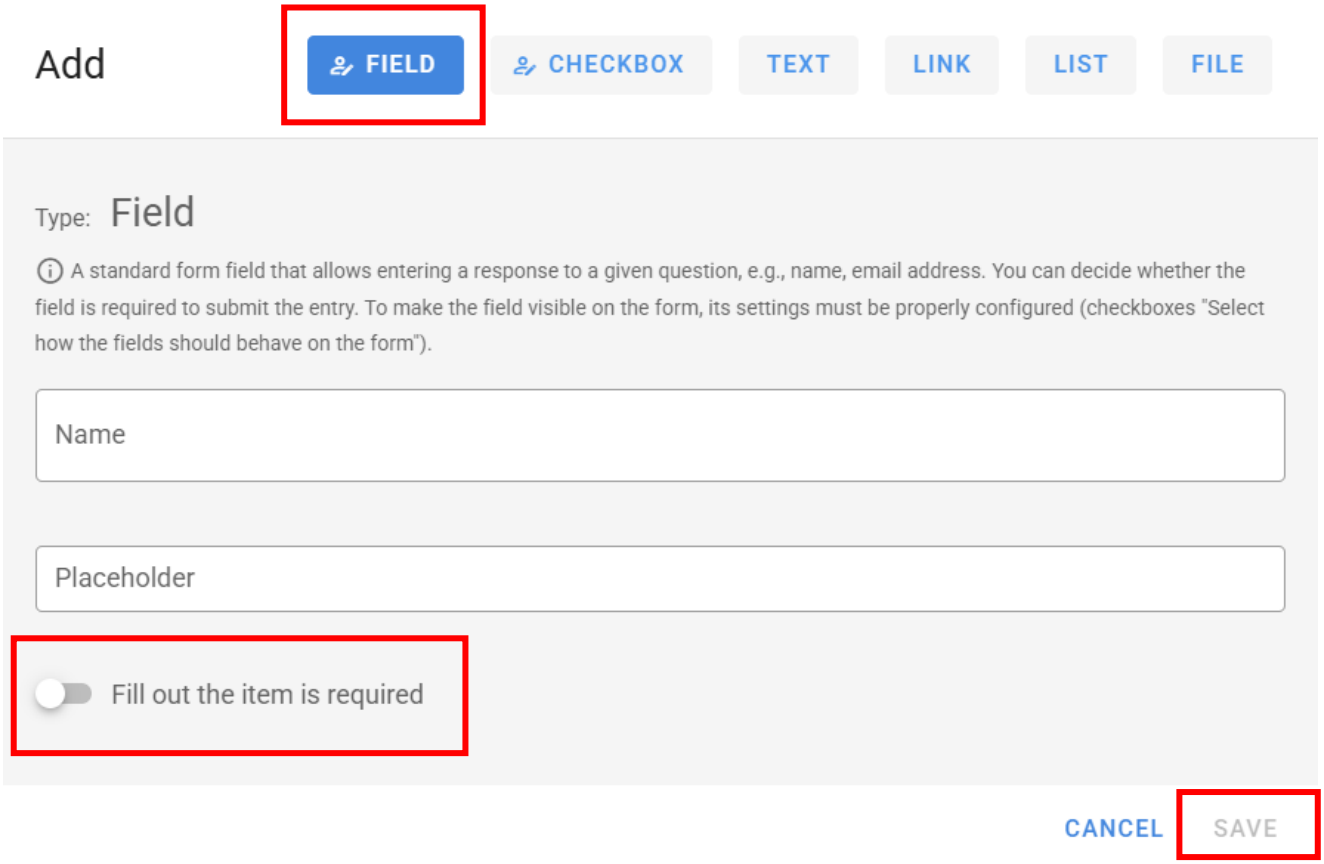
Adding fields to the form

You can add any fields (form field, checkbox, text, link, list, file) and arrange them in any order using the drag-and-drop method. Customize the form's appearance to meet your organization's needs. Click "Add new item" to get started.

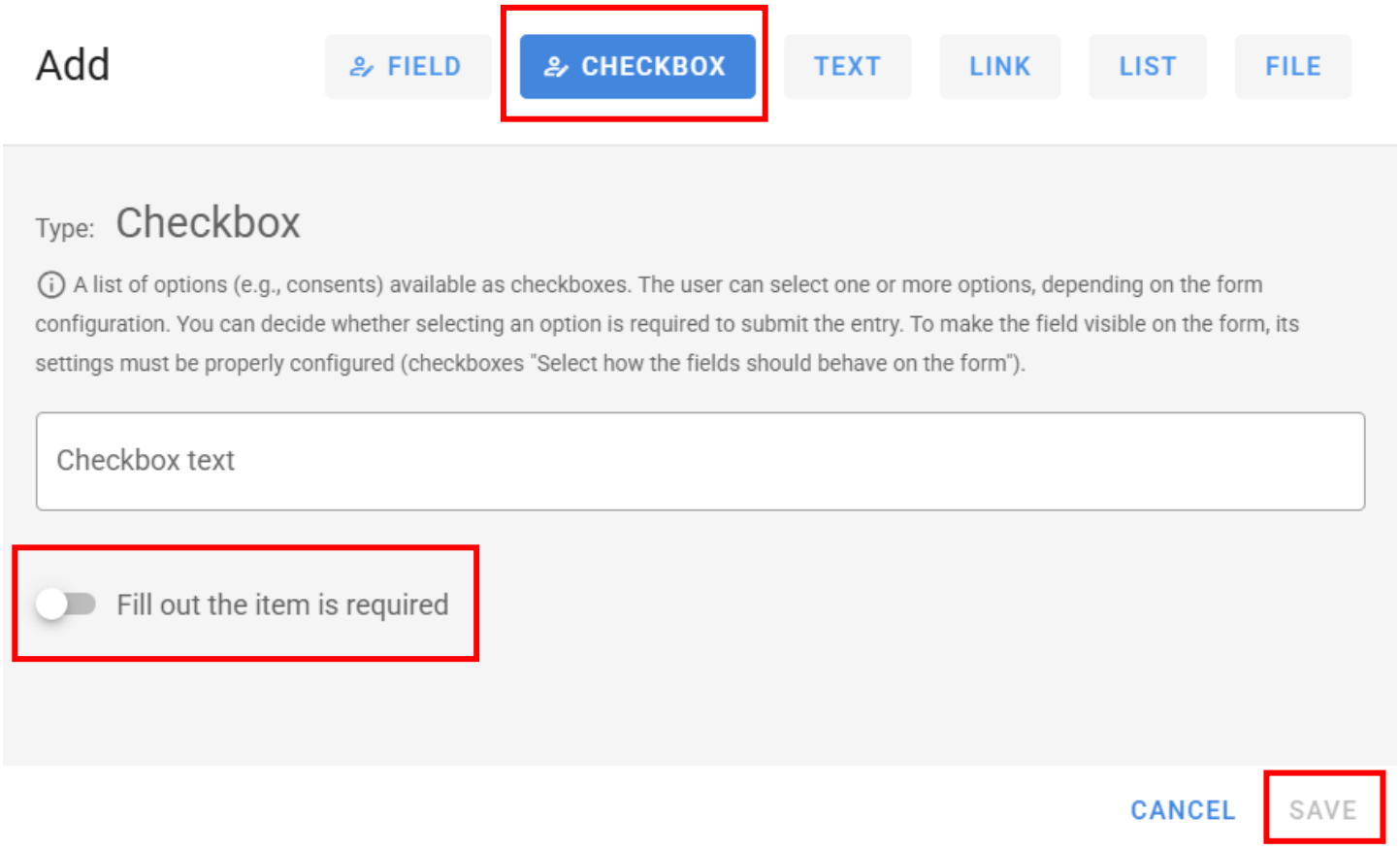


Types of form fields

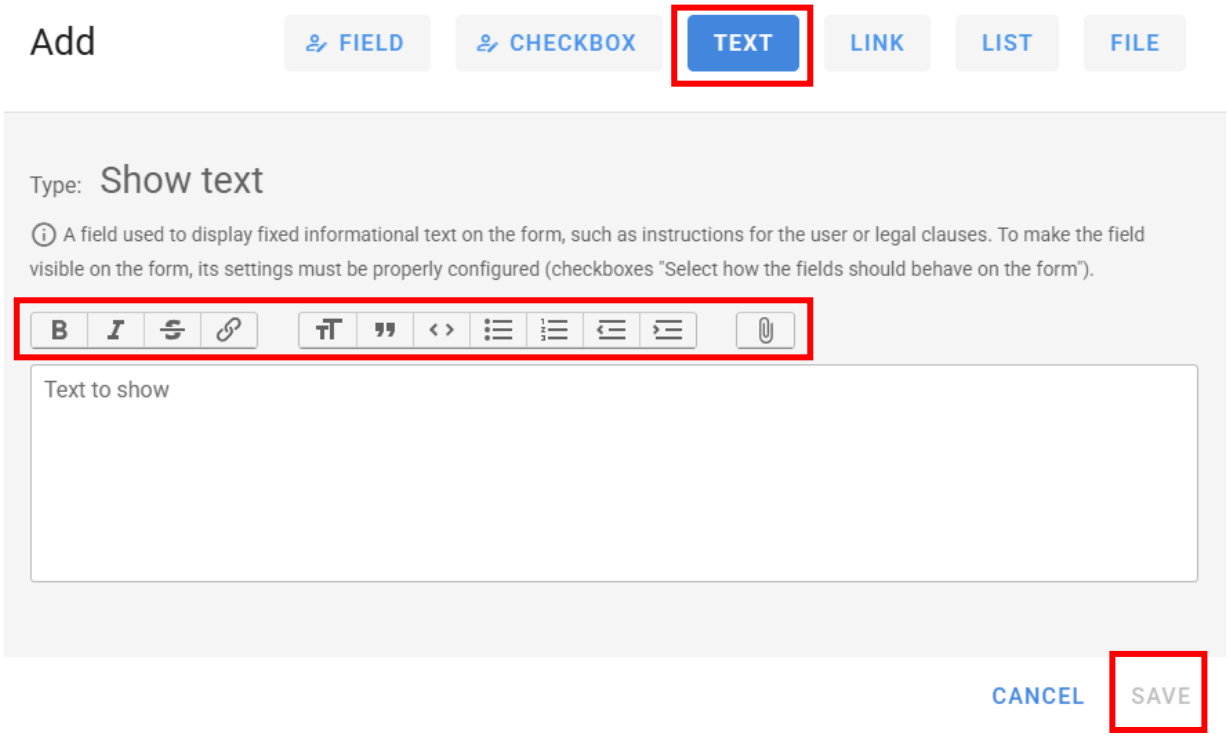
A typical **form field** that allows you to ask a question (e.g., about the whistleblower's details). You can decide whether this field is mandatory to fill in (if the whistleblower does not complete the field, they will not be able to submit the report).



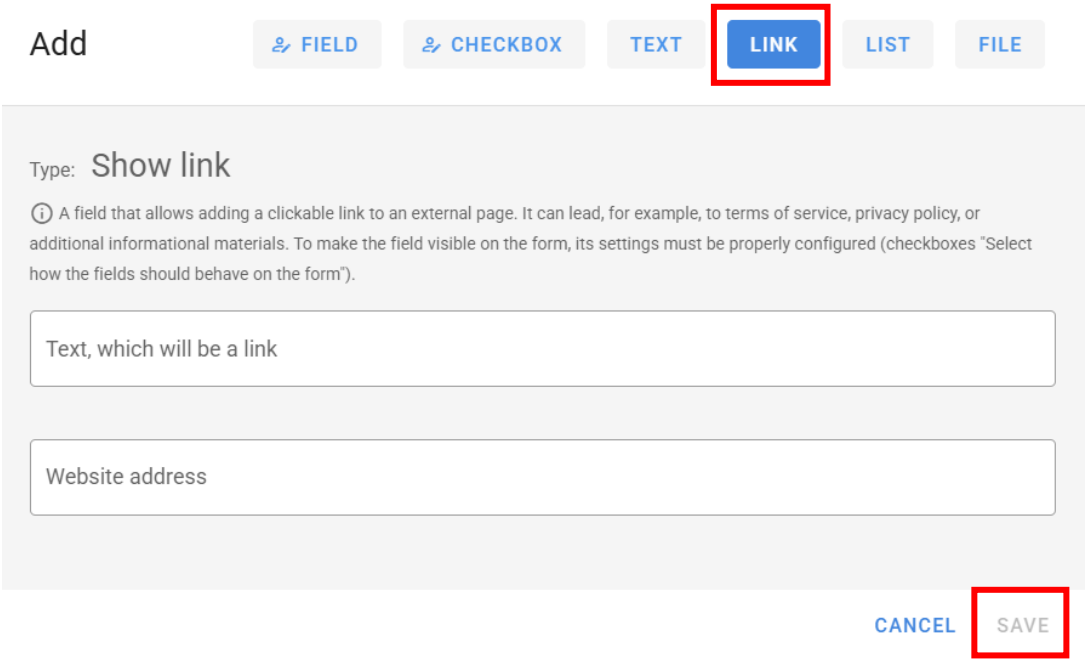
Checkbox (a selection field). You can use it, for example, to allow the whistleblower to consent to the processing of personal data or accept the terms and conditions. You can decide whether this field is mandatory (if the whistleblower does not check the box, they will not be able to submit the report).



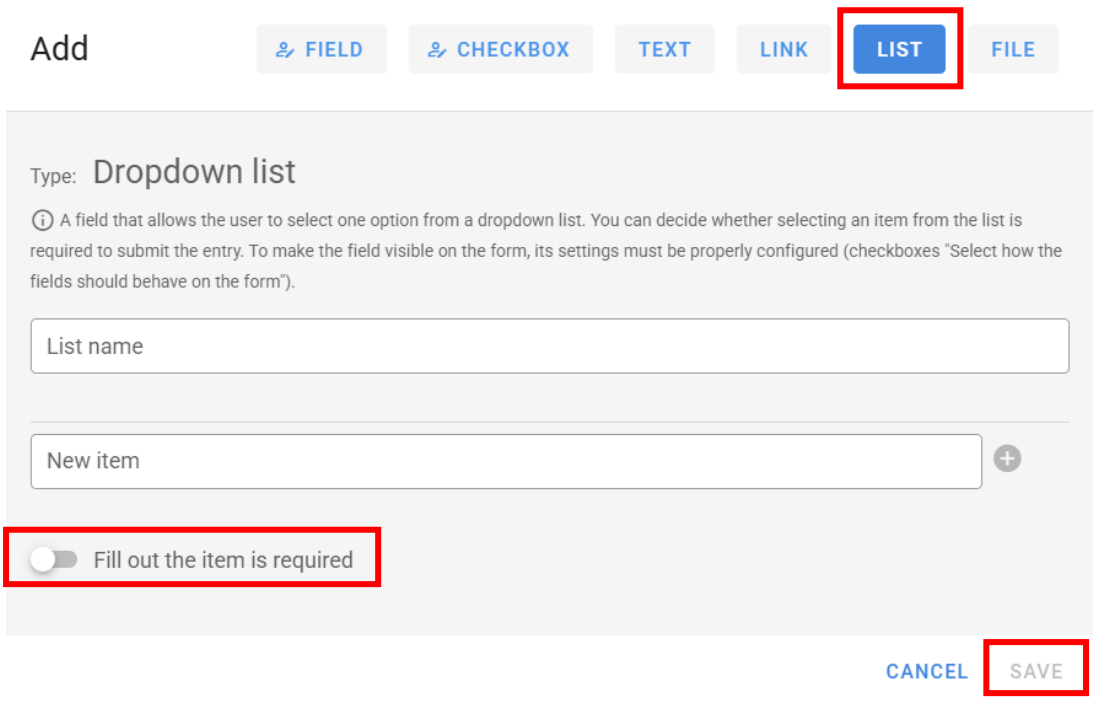
A **text** field. You can use it to add any text, such as an information clause. You can use this field like a text editor (e.g., to bold fonts).



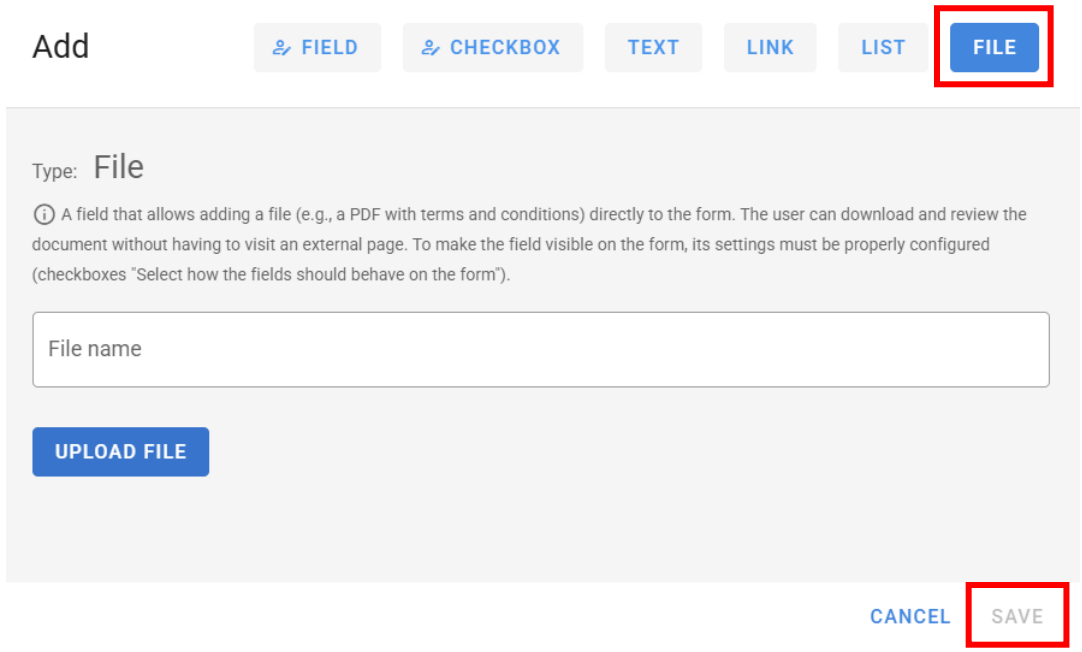
Link. You can add a link to the reporting procedure or GDPR, for example.



List. You can add any list and decide whether selecting an item is mandatory for the whistleblower (if they do not select an item, they will not be able to submit the report).



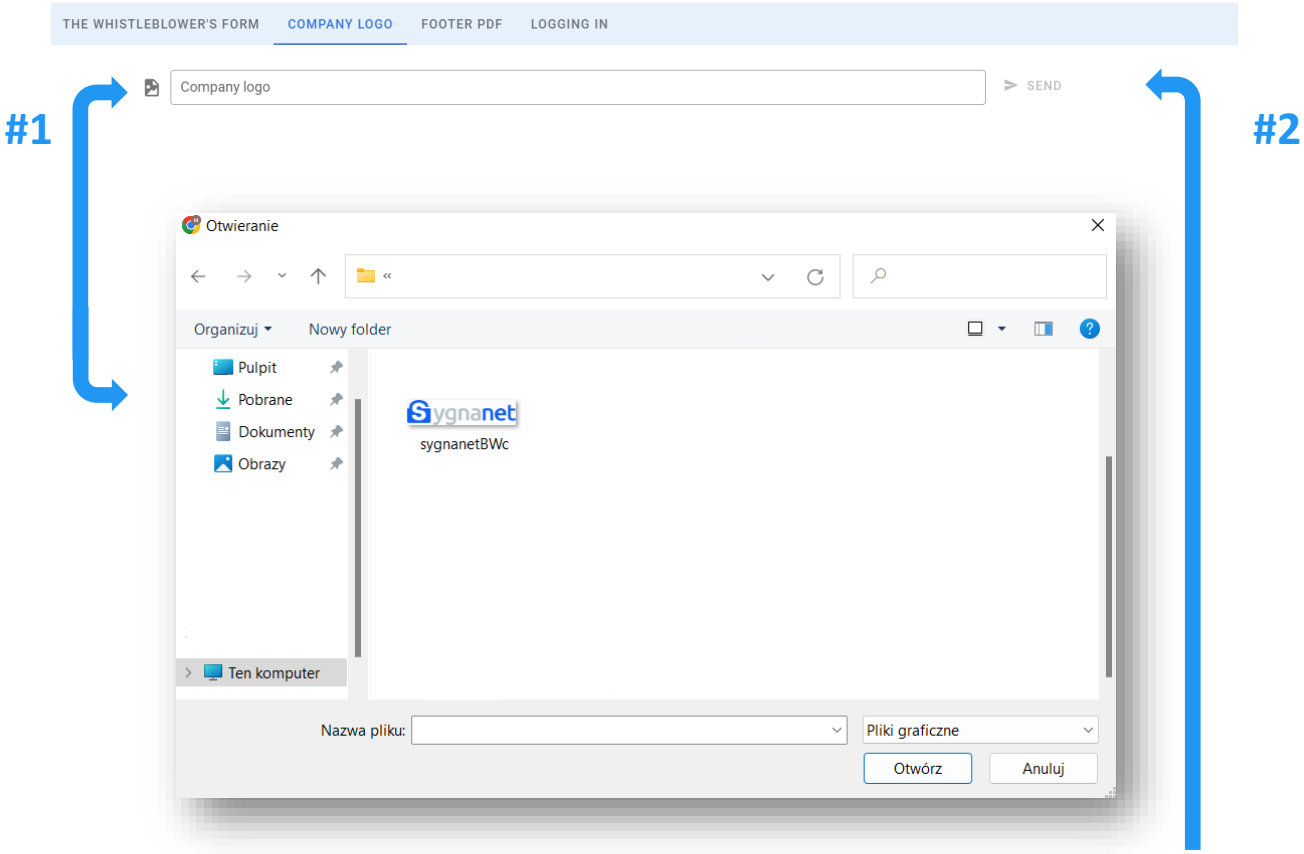
File. You can, for example, add a PDF file with the whistleblowing procedure or GDPR regulations.



COMPANY LOGO

Adding a logo to the reporting form.

To begin, select "Company Logo" in the "Settings" tab.



Secure signalling channel

A A+ A++

A A A

Describe in detail the event or problem you would like us to deal with.

Content of the report

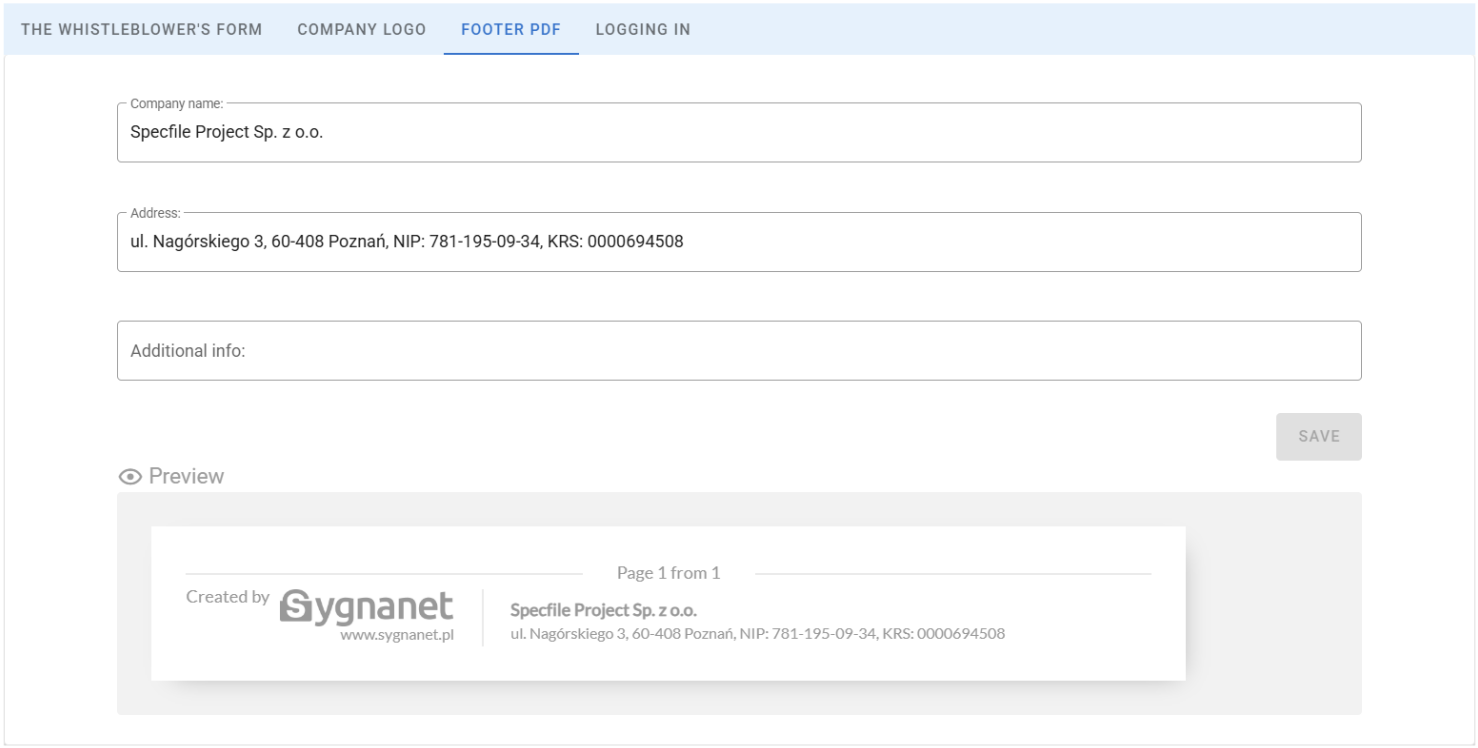
Your request will be encrypted and transmitted securely to the recipient (a designated person in our company). Only he or she will be able to read it.

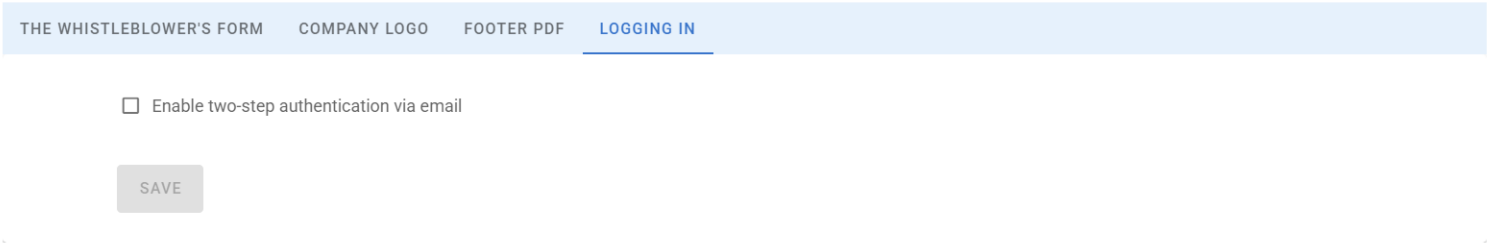
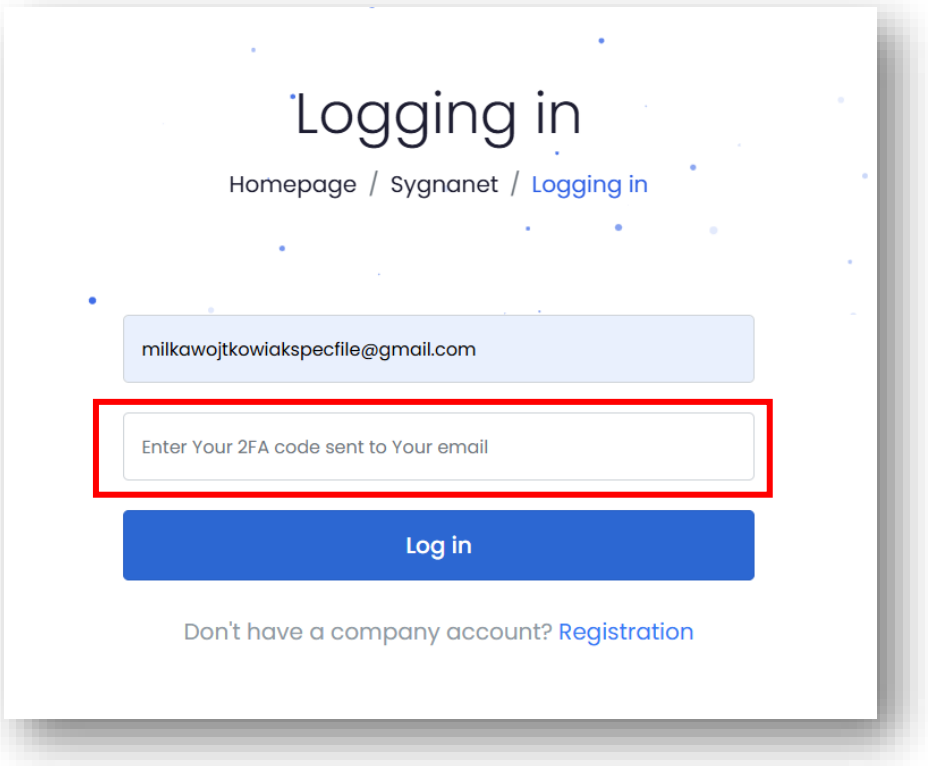
Need more information on whistleblowing and a whistleblower protection? Check out our company's internal whistleblower policy.

FOOTER PDF

Changing the footer on documents downloaded from the system

To begin, select "PDF Footer" in the "Settings" tab and edit the designated fields.



LOGGING IN

Two-Factor Authentication (2FA) Login
To enable it, select **"login"** in the **"settings"** tab, check **"enable two-factor authentication"**, and click **"save"**.
If you activate two-factor authentication, each time you log into the recipient's panel, **Sygnanet** will ask you to provide a second authentication factor, which only you have access to. The second factor—a special code—will be sent to the email address linked to the recipient's panel.