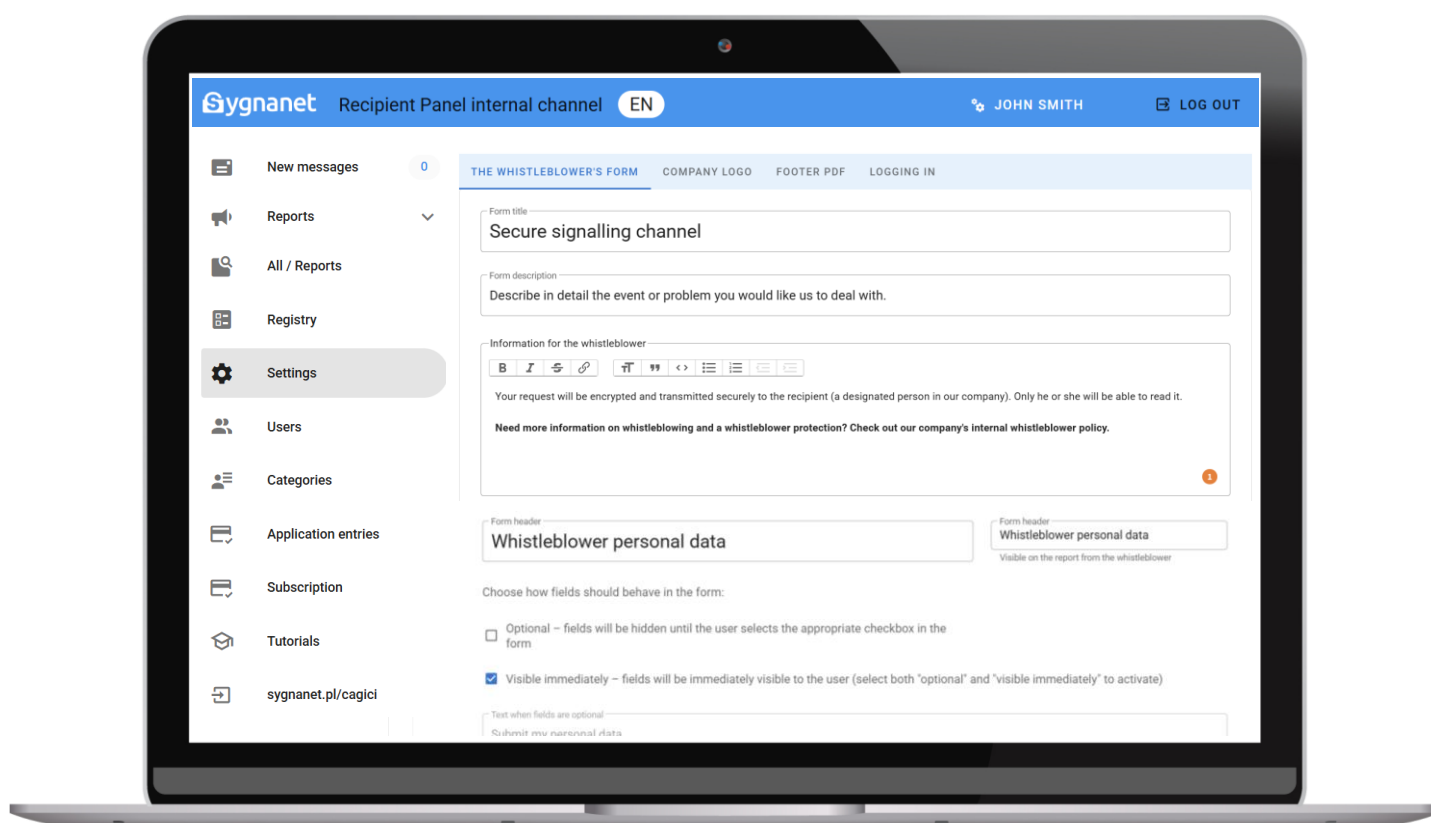


In the 'Settings' tab, you can:

- 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:

THE WHISTLEBLOWER'S FORM	COMPANY LOGO	FOOTER PDF	LOGGING IN
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Form title

Secure signalling channel

Form description:

Form description

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

Information for the whistleblower (gray field):

Information for the whistleblower

B

I

U

Link

Text

Quote

Code

List

Table

Image

Video

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.

1

Form header:

<div><div>Form header</div><div>Whistleblower personal data</div></div> <div>↕</div> <div>On the whistleblower's form</div>	<div><div>Form header</div><div>Whistleblower personal data</div></div> <div>Visible on the report from the whistleblower</div> <div>↕</div> <div>On your documents in the recipient panel</div>
---	--

THE WHISTLEBLOWER'S FORM

Anonymous Form

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

Choose how fields should behave in the form:

- ☐ Optional – fields will be hidden until the user selects the appropriate checkbox in the form
- ☐ Visible immediately – fields will be immediately visible to the user (select both "optional" and "visible immediately" to activate)

Text when fields are optional

Submit my personal data

[WHISTLEBLOWER'S FORM PREVIEW](#)

SAVE

Secure signalling channel

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

Content of the report

A	A+	A++
A	A	A

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.

Attachments

No attachments



Solve captcha

Add file

Send report

THE WHISTLEBLOWER'S FORM

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."

Choose how fields should behave in the form:

- ☒ Optional – fields will be hidden until the user selects the appropriate checkbox in the form
- ☐ Visible immediately – fields will be immediately visible to the user (select both "optional" and "visible immediately" to activate)

Text when fields are optional

Submit my personal data

[WHISTLEBLOWER'S FORM PREVIEW](#)

SAVE

Whistleblower personal data

☐ Submit my personal data

Content of the report

Whistleblower personal data

☒ Submit my personal data

Name and last name

Name and last name

Phone

+48123456789

Email

example@example.com

By clicking the checkbox, you agree to the processing of your personal data in connection to your application. Before ticking it, you must read the Information on the processing of personal data contained in the link below. Checking this box is voluntary, but if you do not agree, you will not be able to submit your application

☐ I agree.

THE WHISTLEBLOWER'S FORM

Visible immediately

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

Choose how fields should behave in the form:

- ☒ Optional – fields will be hidden until the user selects the appropriate checkbox in the form
- ☒ Visible immediately – fields will be immediately visible to the user (select both "optional" and "visible immediately" to activate)

Text when fields are optional
Submit my personal data

WHISTLEBLOWER'S FORM PREVIEW

SAVE



Secure signalling channel

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

A	A+	A++
A	A	A

Whistleblower personal data

Name and last name	<input type="text" value="Name and last name"/>
Phone	<input type="text" value="+48123456789"/>
Email	<input type="text" value="example@example.com"/>

By clicking the checkbox, you agree to the processing of your personal data in connection to your application. Before ticking it, you must read the Information on the processing of personal data contained in the link below. Checking this box is voluntary, but if you do not agree, you will not be able to submit your application

☐ I agree.

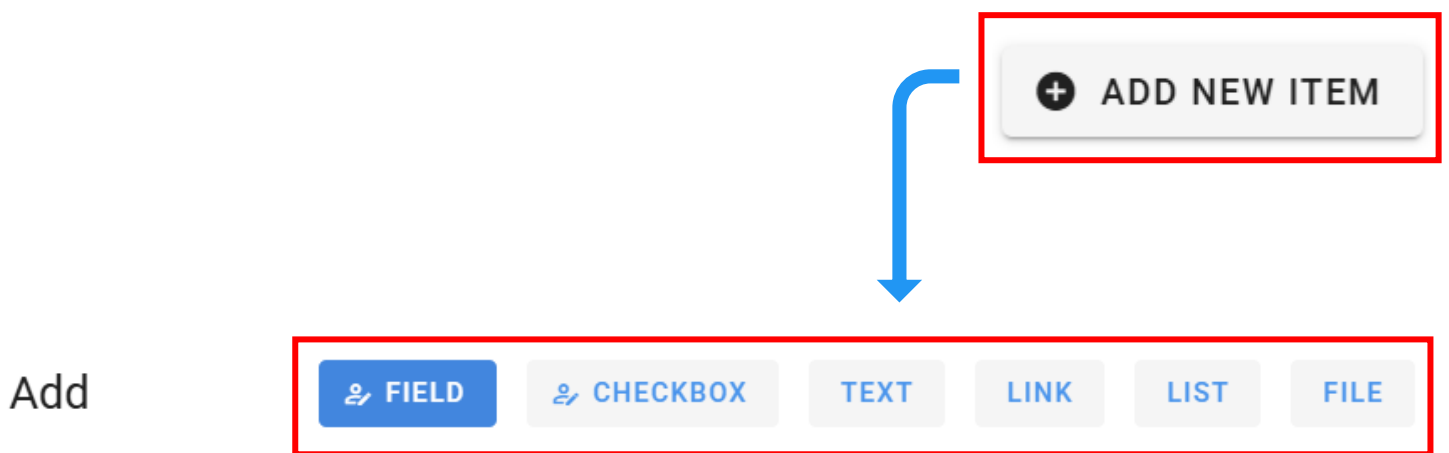
Your request will be encrypted and transmitted securely to the recipient (a designated person in our company). Only he or she will be able to read it.

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


THE WHISTLEBLOWER'S FORM

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.



Type: **Field**

 A standard form field that allows entering a response to a given question, e.g., name, email address. You can decide whether the field is required to submit the entry. To make the field visible on the form, its settings must be properly configured (checkboxes "Select how the fields should behave on the form").

Name

Placeholder

☐ Fill out the item is required


[CANCEL](#) [SAVE](#)


THE WHISTLEBLOWER'S FORM

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).

Add

 FIELD

 CHECKBOX


TEXT

LINK

LIST

FILE

Type: Field

 A standard form field that allows entering a response to a given question, e.g., name, email address. You can decide whether the field is required to submit the entry. To make the field visible on the form, its settings must be properly configured (checkboxes "Select how the fields should behave on the form").


Name

Placeholder

☐ Fill out the item is required

CANCEL

SAVE

settings 

THE WHISTLEBLOWER'S FORM

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).

Add

 FIELD

 **CHECKBOX**


TEXT

LINK

LIST

FILE

Type: **Checkbox**

 A list of options (e.g., consents) available as checkboxes. The user can select one or more options, depending on the form configuration. You can decide whether selecting an option is required to submit the entry. To make the field visible on the form, its settings must be properly configured (checkboxes "Select how the fields should behave on the form").

Checkbox text

☐ Fill out the item is required

CANCEL

SAVE

THE WHISTLEBLOWER'S FORM





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).

Add

[FIELD](#) [CHECKBOX](#) **TEXT** [LINK](#) [LIST](#) [FILE](#)

Type: Show text

i A field used to display fixed informational text on the form, such as instructions for the user or legal clauses. To make the field visible on the form, its settings must be properly configured (checkboxes "Select how the fields should behave on the form").

B *I* U [Link](#)    

Text to show

[CANCEL](#) **SAVE**

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

Add

[FIELD](#) [CHECKBOX](#) [TEXT](#) **LINK** [LIST](#) [FILE](#)

Type: Show link

i A field that allows adding a clickable link to an external page. It can lead, for example, to terms of service, privacy policy, or additional informational materials. To make the field visible on the form, its settings must be properly configured (checkboxes "Select how the fields should behave on the form").

Text, which will be a link

Website address

[CANCEL](#) **SAVE**

THE WHISTLEBLOWER'S FORM

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).

Add

[FIELD](#) [CHECKBOX](#) [TEXT](#) [LINK](#) **[LIST](#)** [FILE](#)

Type: Dropdown list

ⓘ A field that allows the user to select one option from a dropdown list. You can decide whether selecting an item from the list is required to submit the entry. To make the field visible on the form, its settings must be properly configured (checkboxes "Select how the fields should behave on the form").

List name

New item

☐ Fill out the item is required

[CANCEL](#) [SAVE](#)

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

Add

[FIELD](#) [CHECKBOX](#) [TEXT](#) [LINK](#) [LIST](#) **[FILE](#)**

Type: File

ⓘ A field that allows adding a file (e.g., a PDF with terms and conditions) directly to the form. The user can download and review the document without having to visit an external page. To make the field visible on the form, its settings must be properly configured (checkboxes "Select how the fields should behave on the form").

File name

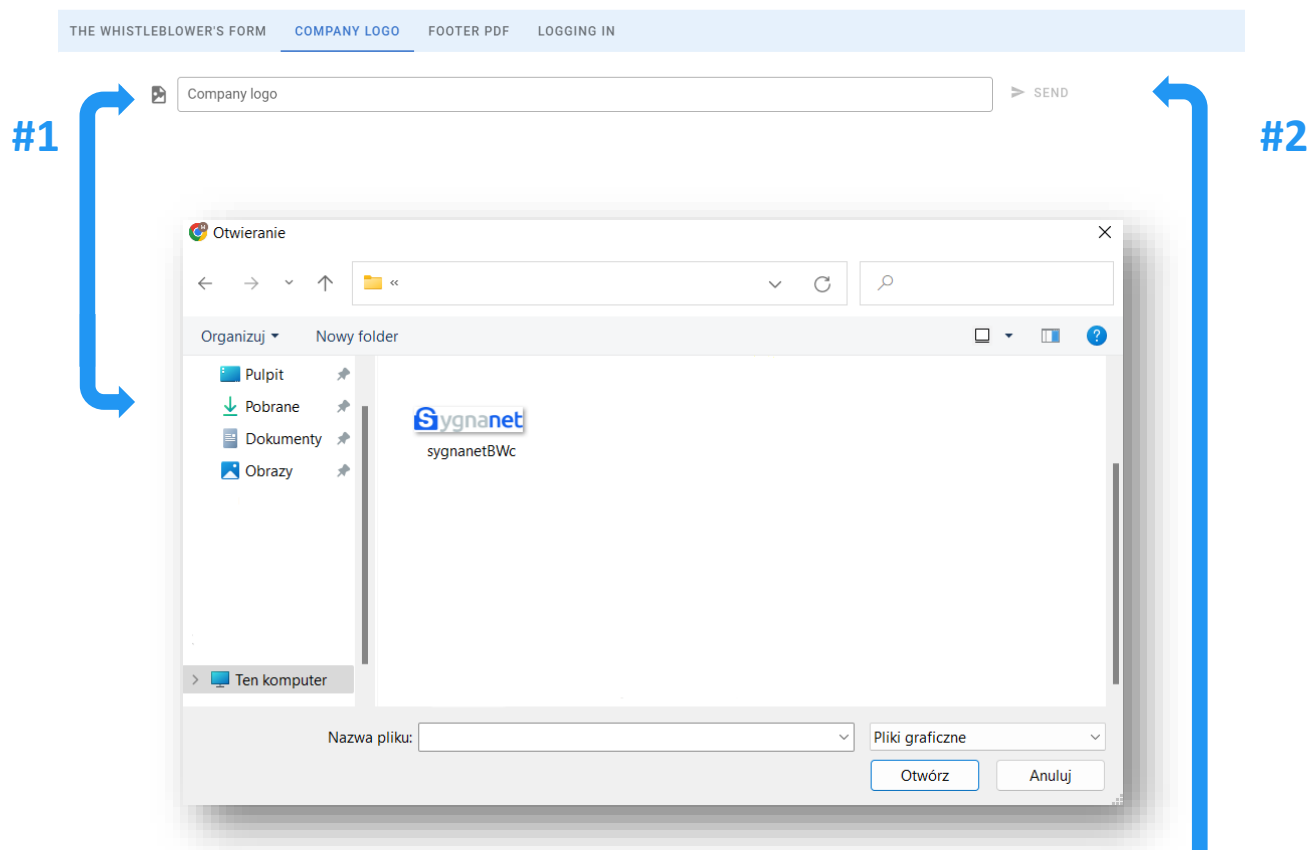
[UPLOAD FILE](#)

[CANCEL](#) [SAVE](#)

COMPANY LOGO

Adding a logo to the reporting form.

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



Whistleblower's inbox

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Secure signalling channel

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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.

Changing the footer on documents downloaded from the system

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

[THE WHISTLEBLOWER'S FORM](#) [COMPANY LOGO](#) [FOOTER PDF](#) [LOGGING IN](#)

Company name:
Specfile Project Sp. z o.o.

Address:
ul. Nagórskiego 3, 60-408 Poznań, NIP: 781-195-09-34, KRS: 0000694508

Additional info:

SAVE

Preview

Page 1 from 1

Created by **Sygnanet**
www.sygnanet.pl

Specfile Project Sp. z o.o.
ul. Nagórskiego 3, 60-408 Poznań, NIP: 781-195-09-34, KRS: 0000694508

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.

THE WHISTLEBLOWER'S FORM COMPANY LOGO FOOTER PDF LOGGING IN

☐ Enable two-step authentication via email

SAVE

The screenshot shows a login page titled "Logging in" with a breadcrumb trail: "Homepage / Sygnanet / Logging in". Below the title, there is a text input field containing the email address "milkawojtkowiakspecfile@gmail.com". Below this, a second text input field is highlighted with a red border; it contains the placeholder text "Enter Your 2FA code sent to Your email". Below the 2FA field is a blue "Log in" button. At the bottom of the form, there is a link: "Don't have a company account? [Registration](#)".