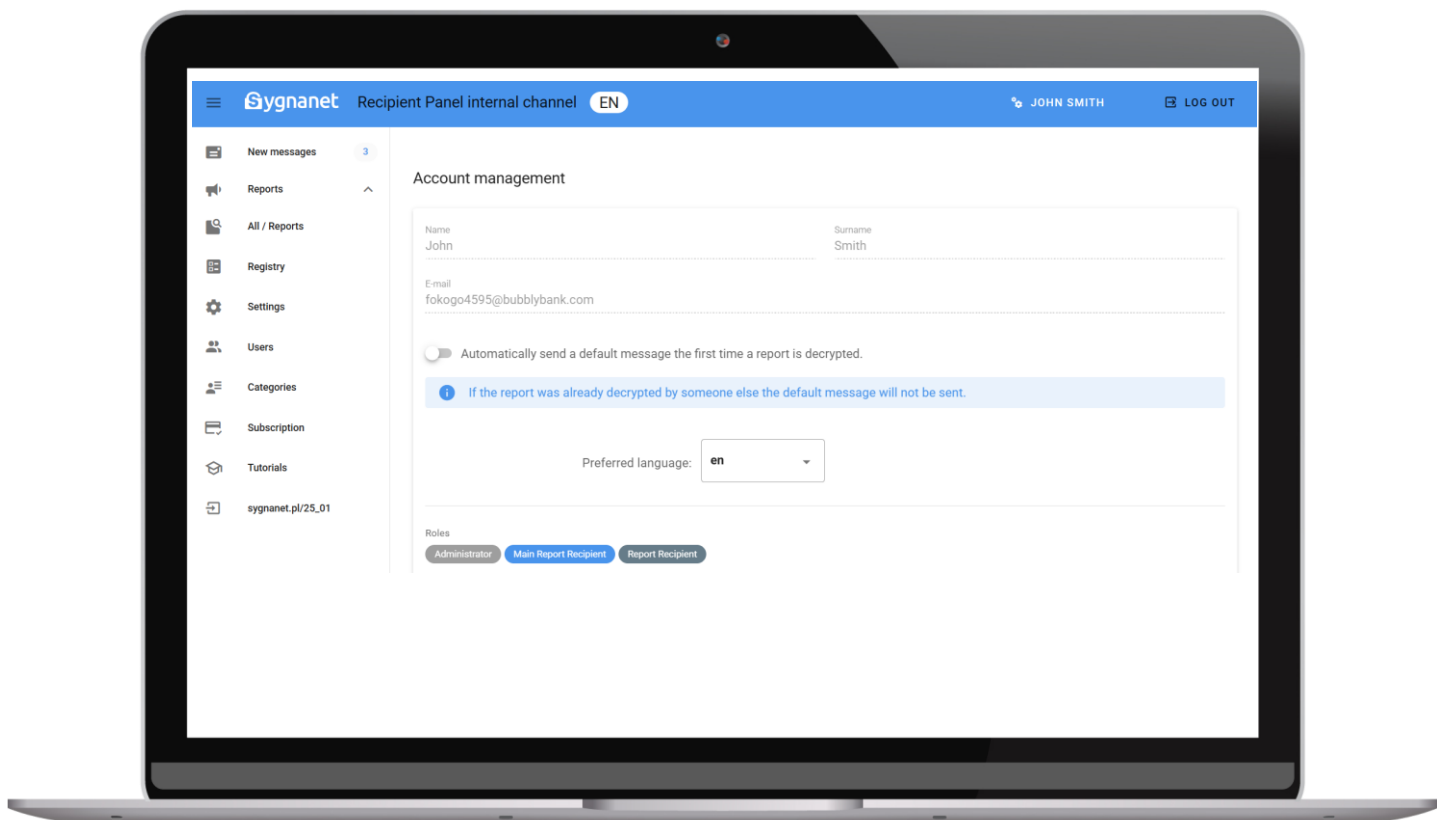


## In the 'Account Management' tab, you can:

- Activate automatic message sending upon the first decryption of a report.
- Select the recipient panel's language version.
- Check your account history.

**SETTINGS IN THE 'ACCOUNT MANAGEMENT' TAB APPLY TO A SPECIFIC USER AND ARE NOT PANEL-WIDE SETTINGS.**




# ACCOUNT MANAGEMENT

To access the Account Management tab, click the gear icon in the top right corner of the panel (next to your name and surname).



## Account management



Name

John

Surname


Smith

E-mail

fokogo4595@bubblybank.com

☐

Automatically send a default message the first time a report is decrypted.



If the report was already decrypted by someone else the default message will not be sent.

Preferred language:

en


Roles

Administrator

Main Report Recipient

Report Recipient

Categories



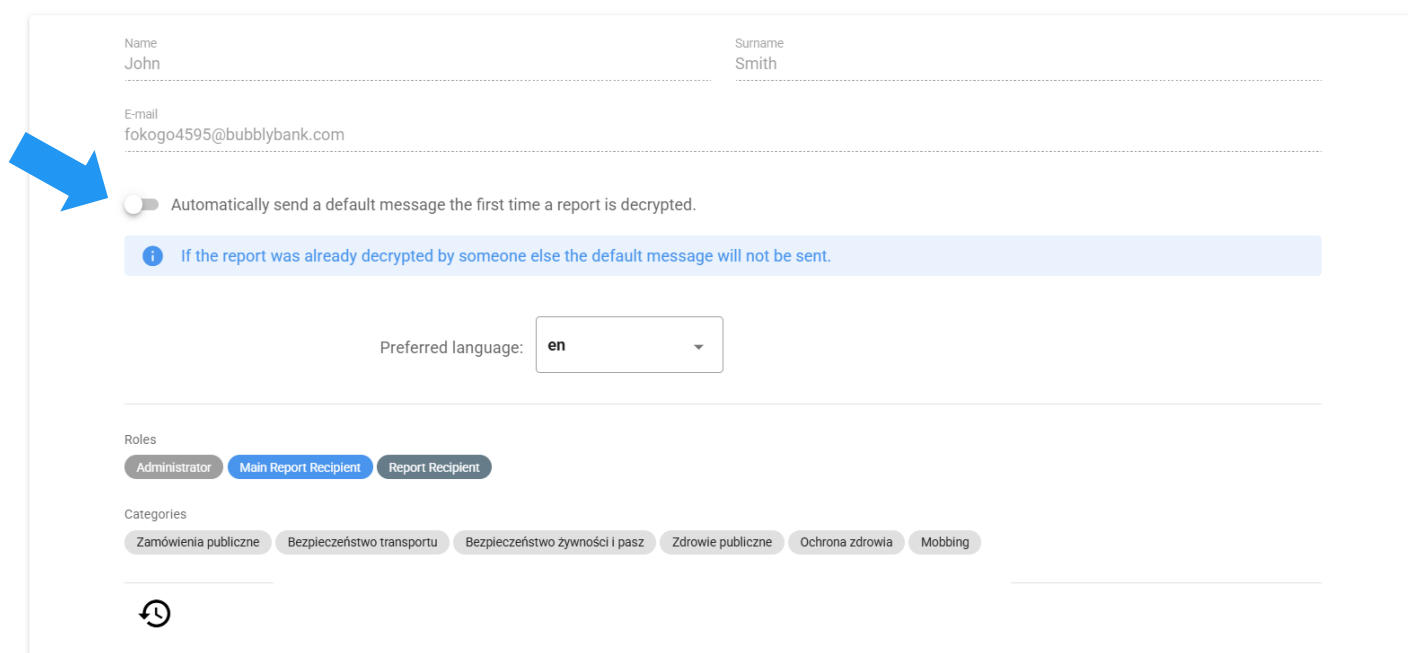
## AUTOMATIC CONFIRMATION OF REPORT RECEIPT

If you want to automate the confirmation of report receipt, you can enable automatic message sending upon the first decryption of the report.

**REMEMBER THAT THE AUTOMATIC CONFIRMATION WILL BE SENT AFTER THE FIRST DECRYPTION OF THE REPORT BY THE PERSON WHO HAS ACTIVATED THIS FUNCTION. THIS MEANS THAT IF THE REPORT IS FIRST DECRYPTED BY A PERSON WHO HAS NOT ENABLED AUTOMATION, THE CONFIRMATION WILL NOT BE SENT AND MUST BE DONE MANUALLY.**

**STEP #1:** Select 'Automatically send the default message upon the first decryption of the report'.

Account management



The screenshot displays the 'Account management' settings page. At the top, there are fields for 'Name' (John), 'Surname' (Smith), and 'E-mail' (fokogo4595@bubblybank.com). Below these, a blue arrow points to a toggle switch labeled 'Automatically send a default message the first time a report is decrypted.' The toggle is currently turned on. A light blue information box below the toggle states: 'If the report was already decrypted by someone else the default message will not be sent.' Further down, there is a 'Preferred language' dropdown menu set to 'en'. Below the language menu, there are two sections: 'Roles' with buttons for 'Administrator', 'Main Report Recipient' (highlighted in blue), and 'Report Recipient'; and 'Categories' with buttons for 'Zamówienia publiczne', 'Bezpieczeństwo transportu', 'Bezpieczeństwo żywności i pasz', 'Zdrowie publiczne', 'Ochrona zdrowia', and 'Mobbing'. At the bottom left, there is a circular refresh icon.

**STEP #2:** The content of the automatic message sent after the first decryption of the report is set in Polish.

Therefore, before activating this function, go to the 'Reports' > 'Open' tab and open any message. Navigate to the correspondence window with the whistleblower and enter your own message content.

Write to whistleblower

☒ Dziękujemy za zgłoszenie ☐ SPAM ☐ Zakończenie zgłoszenia ☐

Message content  
Thank you for your report. We will send you information on the actions taken or planned, along with a justification, within 3 months from the date of receipt of your message.

Number of files: 0

If you know the whistleblower's email address, you can provide it to notify them of a new message waiting in the dedicated whistleblower's inbox.

☐ Send all future messages to the provided email address


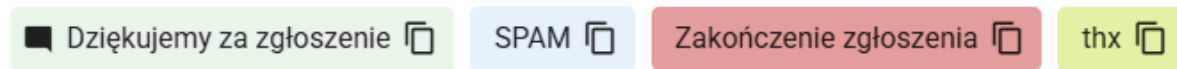
Next, save the message as a template:

☒ thx

Text on button\*  
thx

Click on the appropriate template with the left mouse button and select 'set as automatic message (...)'.

## Write to whistleblower



**Write to whistleblower**

☒ Dziękujemy za zgłoszenie ☐ SPAM ☐ Zakończenie zgłoszenia ☒ thx

Message content  
Thank you for your report. We will send you information on the actions taken or planned, along with a justification, within 3 months from the date of receipt of your message.

Number of files: 0

If you know the whistleblower's email address, you can provide it to notify them of a new message waiting in the dedicated whistleblower's inbox.

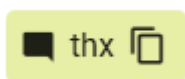
☐ Send all future messages to the provided email address

Thank you for your report. We will send you information on the actions taken or planned, along with a justification, within 3 months from the date of receipt of your message.

paste

☒ set as an automatic message the first time the request is decrypted

delete

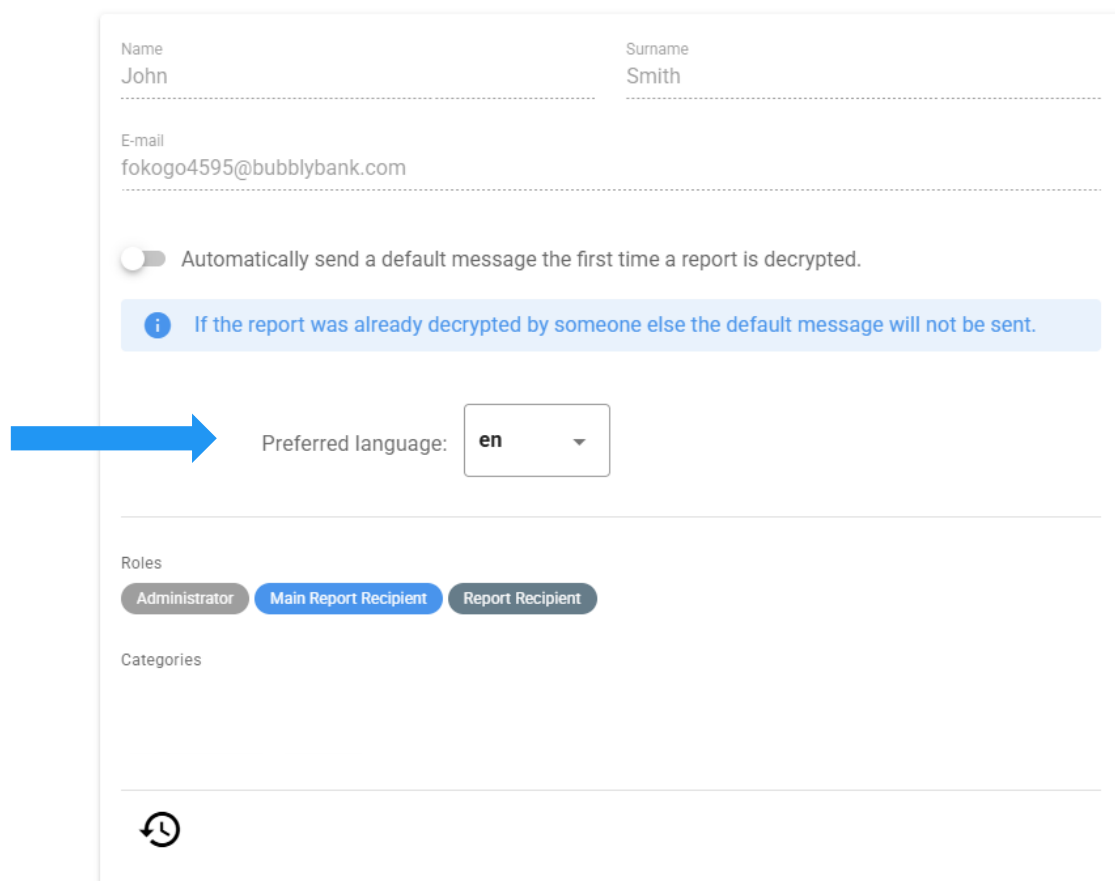


The selected default message will be marked with the designated icon.

## LANGUAGE VERSION CHANGE

To change the language version of the report recipient panel, select the appropriate language in the designated area. The Recipient Panel is available in four languages: Polish (PL), English (EN), German (DE), and French (FR) – these can be recognized by bold font.

*\*The other available languages apply to the whistleblower form and allow you to adjust the form to the appropriate language version if you use an optional or mandatory form. The anonymous form is translated automatically.*



The screenshot displays the 'Recipient Panel' configuration interface. At the top, there are input fields for 'Name' (John), 'Surname' (Smith), and 'E-mail' (fokogo4595@bubblybank.com). Below these is a toggle switch for 'Automatically send a default message the first time a report is decrypted.' A blue information box states: 'If the report was already decrypted by someone else the default message will not be sent.' A blue arrow points to the 'Preferred language:' dropdown menu, which is currently set to 'en'. Below the language selection, there are 'Roles' (Administrator, Main Report Recipient, Report Recipient) and 'Categories' sections. A refresh icon is located at the bottom left of the form.

## ACCOUNT HISTORY


All actions performed in the Sygnanet panel are recorded. You can check your account history by clicking on the designated area.

Name  
John

Surname  
Smith

E-mail  
fokogo4595@bubblybank.com

☐ Automatically send a default message the first time a report is decrypted.

 If the report was already decrypted by someone else the default message will not be sent.

Preferred language: 

en ▼

Roles

Administrator

Main Report Recipient

Report Recipient

Categories

