MyStandards Introduction

Step-to-step manual for registration and access

Additional information on how to use MyStandards and its major functionalities
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- Usage guidelines and major functionalities
Creation of accounts – two possible ways

- Access to MyStandards is possible via
  - Swift.com account or
  - MyStandards account facilities.

- In the following slides you may find descriptions how to create an account and how to login in MyStandards

- If a SWIFT or MyStandards account is already available you may continue to MyStandards Login
Create account – SWIFT.com account

- Go to www.swift.com

- Possibility to access mySWIFT

Don't have an account?
- ‘How do I become a swift.com user’ video
- Registration User Guide
- swift.com security guidelines

Create account
Create account – SWIFT.com account II

Follow instructions

**USER REGISTRATION**

**Personal info**
- **Title:** Mr.
- **First name:** *
- **Last name:** *
- **Telephone:** *

**Set your name and password**
- **E-mail:** *
- **Password** *
- **Confirm Password** *

Your password should adhere to the following rules:
- at least 8 characters length
- at least 1 uppercase letter
- at least 1 lowercase letter
- at least 1 non-alphabetic character such as: +()-=

**Challenge**

Enter the text of the image:
Create account – MyStandards account

- Klick on „login to MyStandards“ and then „Create Account“
Create account – MyStandards account II

Follow instructions

2-step verification for every log-in (e-mail)
Mystandards Login

- If SWIFT or MyStandards account exists a direct login in MyStandards is enabled.
Interested users will find the T2 Group on the homepage of MyStandards.

Please click on the group to proceed.
How to access the TCCG-Communities (I)

- Please type in the search-bar “TCCG” to search for the TCCG-Communities.
- The search result will show you the TCCG-RTGS and TCCG-CLM communities.

- Please do not request for membership in Sub-groups.
How to access the TCCG-Communities (II)

- Interested users have to request for membership request for RTGS and CLM open communities (reason is not mandatory)
- Access will be granted automatically
How to access the TCCG-Communities (III)

After the successful membership request the user has access to the usage guidelines which are shared with the TCCG-Community.
MyStandards User Management

- User management is done in My Profile (man icon)
- Users have view on accessible communities
TCCG Community

- Usage guidelines will be first drafted and then shared in collections in the TCCG-RTGS and TCCG-CLM communities.
- Within the communities, there are the previous and the latest version of each message usage guideline shared.
- Descriptions will help to navigate to the desired UDFS version.
Access to usage guidelines

- Usage guidelines are shared in collections

- Access is restricted to TCCG communities

- Available usage guidelines are customised by 4CB

- Set-up of a collection may change in matters of different needs per service
The screen offers several options:

- Message Examples
- Result view = customization result
- Compare*
- Annotation = Service specific usage guideline
- Business Rule IDs (to be found in UDFS as Validation Rule IDs)

*The compare functionality is not available for single usage guidelines. Please refer to slides 19 & 20 for the detailed description of the compare functionality.
Usage guideline (II) - comments

- **Comment functionality:**
  - Comments are limited to 4000 characters.
  - Example: "This is a comment..."
  - "Post" button

- **Comments – overview comments:**
  - Table with columns: Content, Result view, Impact Analysis, Compare, Comments
  - Example: "RTGS_FIToFI Customer Credit Transfer V06_pacs.008.001.06 / Credit Transfer Transaction Information / Payment Identification"
  - Comment: "#1 / Steffen Faehrmann (RTGS), 22 Mar 2018 14:03 UTC wrote
  - "This is a comment..."
Usage guideline (III) - export functionality

1. Go to "My Downloads" section.
2. The file you have requested is being generated and will shortly be available for download.
3. Please check the status of this in the My Downloads section.
Usage guideline (IV) - compare functionality 1

- Compare functionality offers the facility to compare usage guidelines of the same message type but different UDFS versions.

- Users have to select first the previous version of the message and put it to „my selection“.

- Afterwards users have to select the latest version of the message and put it to „my selection“ as well.
Usage guideline (IV) - compare functionality 2

1. "My Selection" (folder icon) will show that two usage guidelines are selected (klick on it for next step)

2. Users can select from different batch operations to start and view the comparison

3. If comparison is finalized please empty "My Selection" (by klicking on the both red x or "Empty the selection") and restart the process for another comparison activity