

## 2 Getting Started

### 2.1 Purpose

This chapter covers the features available to the user to interact with VeDAS and also explains how best the user can use this manual to his/her convenience.

### 2.2 Interacting With VeDAS

The user interacts with VeDAS through different Application (i.e. Depository Services) interfaces. These interfaces (screens) are used to provide various operations to the users. Operations can be performed using Mouse, Keyboard or Function keys

#### 2.2.1 Screen Objects

**Master Files - [DP Details Closure]**

Main Menu Setup Modify Inquire DP Closure

**DP Details**

DP Type  Regular DP

DP ID

**DP Account Details**

Exchange ID

Trading ID/Broker Code

Fiduciary Account Number

Principal Account Number

**Closure Information**

Closure Initiated By ☒ DP ☐ CDBL

Closure Reason Code  User Defined Test

Closure Remarks

Closure Setup Date  Final Closure Date

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Commit Cancel

Host Connection **Online** Workstation **Online** DP ID **1** Login **MIDC** 15-Apr-2001 01:39:37 PM

Figure 2.1. Sample Screen of VeDAS

Object Name	Purpose
Menu Item	On selection, loads the screen specific to the operation represented by the menu item e.g. in the sample screen the <i>Main Menu</i> , menu item allows the user to move back to the start screen of the application.
Text Field	To accept input from the user. Depending on the type of the field it can accept either numeric or alphanumeric characters. The system beeps when the user tries to input an invalid character or when the number of characters inputted exceeds the maximum number of characters the field can accept. Text fields with a white background are available for user input e.g. <i>Closure Remarks</i> in the sample screen. Field with background as grey is locked as it may be a retrieved or a calculated field e.g. <i>DP ID</i>
Option Buttons	To select any one of the options available e.g. the <i>Closure Initiated By</i> field can have value as <i>DP</i> or <i>CDBL</i> .
Command (Action) Buttons	To perform a designated operation on the data specified in the fields on the screen e.g. The <i>Commit</i> button in the sample screen is used to set up the closure details at the host.

## 2.2.2 Using the Mouse and Keyboard in VeDAS

### Mouse Usage

Move the mouse pointer (arrow) to the screen object to be selected and left click to select it e.g. to select the *Main Menu* option on the sample screen move the mouse pointer on it and left click. To select *Page 4*, left click on it.

### Keyboard Usage

Use the *Arrow keys* to move the cursor between sub-menu items and option buttons and press *Enter* to select it.






Use the key combination *Alt + <the Underlined Letter>* of the menu item, page tab or command button to select it.

Use the *Tab key* to move forward one field. Use the combination of *Shift + Tab* Keys to move back one field.

These movements take place only within the active screen.

## 2.2.3 VeDAS Mouse Pointers

VeDAS uses various types of Mouse Pointers (i.e. cursors) as indicators to the manner in which a particular screen object may be used i.e. on moving the mouse pointer to a particular screen object, depending on its type, the cursor changes its icon. The cursors and their purpose are as explained below

Cursor	Purpose
	The default screen cursor used to point at Menu Items, Values in Selection Lists, Command buttons and Page Tabs
	Indicates that the focussed field is a <i>Toggle</i> field i.e. there can be two options for the field e.g. Yes or No. The user can toggle between the values by double clicking the left mouse button on the field. The value can also be changed by first selecting the field and then keying 'Y' or 'N' for a Yes/No selection
	Indicates that the text field is an input field and shall accept either numeric or alphanumeric characters depending on its type
	Indicates that some processing is in progress. It is advisable that the user should wait till the system finishes it's processing and not hinder the same by clicking on the screen.
	Indicates that the focussed field has a list of values available and can accept a value from this list only. The selection list will be displayed by double clicking the left mouse button on the field

## 2.3 Conventions Used in the Manual

This manual has been written with an intention to simplify and ease the understanding of the various VeDAS operations, so as to facilitate the efficient use of the same. Keeping this in view certain conventions have been followed in respect of representing VeDAS screen objects. Many of the operations and actions that the user is required to perform while interacting with VeDAS are similar. Such repetitive actions have been detailed and explained in this section. The user should read this section carefully as it provides him with the modalities of using VeDAS.

Except for the first two chapters, each chapter in this manual describes a particular VeDAS Application (i.e. Service). Every chapter has been organized into various headings, which are described below

Heading	Purpose
Purpose	Contains a brief description and the operational flow of the depository service represented by the chapter.
Modes of Operation	Indicates in which modes the concerned application can be operated and the underlying conditions, if any, for such an operation. The two modes of operation of VeDAS are Online and Offline, which are explained in the Master Control Application section of this chapter.
Access Restrictions	Explains the restrictions imposed by the system on the use of the concerned application by the DP depending on his Type.
Screen Layout	Contains the various screens available in the concerned application and also describes in detail the functionality and availability of each object within the screen.
Acknowledgements /Reports Available	Describes the list of acknowledgments and reports generated by the system for operations performed under the concerned application also indicating their instance of availability.

In VeDAS, the various functions in each Application are represented under respective menu options. The Screen Layout section is also categorized into these various

functions and each function description is further divided into headings as described below

Heading	Purpose												
Activation Options	<p>Indicates how to access the function from the main screen of the application. The description of the menu options and their respective hot keys is also mentioned. The greater than sign (“&gt;”) is used to represent the downward hierarchy in the menu. For e.g.</p> <table><tr><th>Menu Name</th><th>Purpose</th><th>Hot Key</th></tr><tr><td>BO</td><td>To set up BO details in Online mode</td><td>Alt + B</td></tr><tr><td>&gt; Setup</td><td></td><td>&gt; S</td></tr><tr><td>&gt; Online</td><td></td><td>&gt; N</td></tr></table> <p>In the above example <i>Online</i> is a sub menu of <i>Setup</i>, which in turn is the sub menu of the menu item <i>BO</i>. The hot key representation indicates that to invoke the online BO Setup screen press the <i>Alt</i> and the <i>B</i> keys simultaneously, this shows the options available under the <i>BO</i> option. Now press the <i>S</i> key, which in turn displays the options available under <i>Setup</i>. Now press the <i>N</i> key, to activate the BO setup in online mode screen.</p>	Menu Name	Purpose	Hot Key	BO	To set up BO details in Online mode	Alt + B	> Setup		> S	> Online		> N
Menu Name	Purpose	Hot Key											
BO	To set up BO details in Online mode	Alt + B											
> Setup		> S											
> Online		> N											
Field List	<p>Describes the various screen fields available under the concerned function and is represented in a tabular fashion with the following columns</p> <ul style="list-style-type: none"><li>• <i>Field Name</i> – The name of the field as available on the screen</li><li>• <i>Description</i> – The field description and purpose</li><li>• <i>Field Type</i> – This column can contain one or more of the following values:<ul style="list-style-type: none"><li>➤ U - The value that can be specified for the field is Unique within the specified scope</li><li>➤ M- It is Mandatory to specify a value for the field</li><li>➤ A- The value for the field will be Auto generated by the system. The instance of generation will be specified</li><li>➤ Mo- The value of the field is Modifiable, i.e. on completion of the current operation, this field value can be changed later through the modification option available for the function</li><li>➤ N- The value of the field is Not Modifiable, i.e. on completion of the current operation, this field value cannot be changed</li><li>➤ R- The value of the field has Retrieved by the system as it had been previously set up</li><li>➤ C- The value that can be populated in the field is Calculated i.e. determined by some specified rules</li></ul></li><li>• <i>Remarks</i> – Any business validations or rules implied on the field</li></ul>												
Buttons Available	The command buttons available on the screen and their purpose.												

## 2.4 Screen Layouts

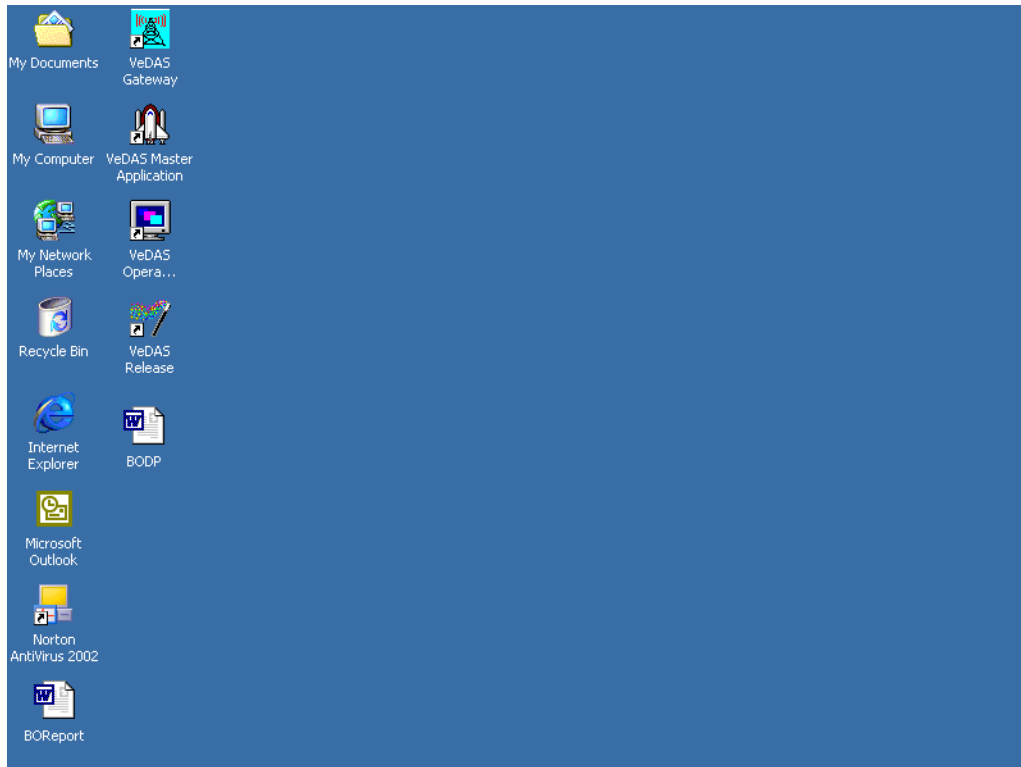


Figure 2.2. Screen of the DP's desktop showing the application icons created after Successful completion of VeDAS Installation

## 2.4.1 Communication Gateway Server (CGS)



Figure 2.3. Communication Gateway Server application started by double-clicking the *VeDAS Gateway* icon on the desktop

The VeDAS software installed at the DP end has a client server architecture wherein the DP installation is carried out on the *File Server* and it can be accessed and used from other authorized workstations at the DP's office. The Communication Gateway Server application is responsible for the transfer of messages between the DP terminal and the host. It runs on the file server at the DP end. In order to use the VeDAS application the user first needs to start the CGS on the File Server and then login through the Master Control application

### Field List

Field Type: U-Unique, M-Mandatory, A-Auto generated, Mo-Modifiable, N-Non Modifiable, R-Retrieved, C-Calculated

Field Name	Description	Field Type	Remarks
Node IP	The IP Address of the host machine	R	
Gateway IP	The IP Address of the DP File server machine on which the CGS is running	R	
Start Date	Indicates the date on which the CGS was started	R	
Start Time	Indicates the time at which the CGS was started	R	
Workstations Connected	Displays the list of workstations connected to this CGS.	C	
Error Messages	Displays the errors, if any, encountered during transfer of messages	R	

Field Name	Description	Field Type	Remarks
Status	Indicates the current connection status of the CGS. This field can have the following values <i>Online</i> – Indicates that the connection has been established with the host and the user can now work in online mode <i>Offline</i> – Indicates that the CGS could not establish a connection with the host. This could be because there is no network connectivity with the host machine or the VeDAS application is not running at the host. Contact the CDBL support personnel for further details. However the user can continue with offline operations.	R	

### Buttons Available

Name	Purpose	Hot Key
Debug	To view the CGS log details useful for debugging purposes	
Config	To view and edit the CGS configuration details. It must be noted that the user must not use this option unless instructed to do so by the CDBL support personnel. Any uninstructed modifications could hamper the normal working of the DP system.	
Close	To exit the CGS application	

## 2.4.2 Master Control Application

To avail the various facilities provided by the VeDAS application the user needs to first login into the system through the Master Control Application. Access to all other VeDAS services is available through this Application. The Master Control Application can be started by double clicking the *VeDAS Master Application* icon on the desktop. The sign on screen is then displayed to the user.

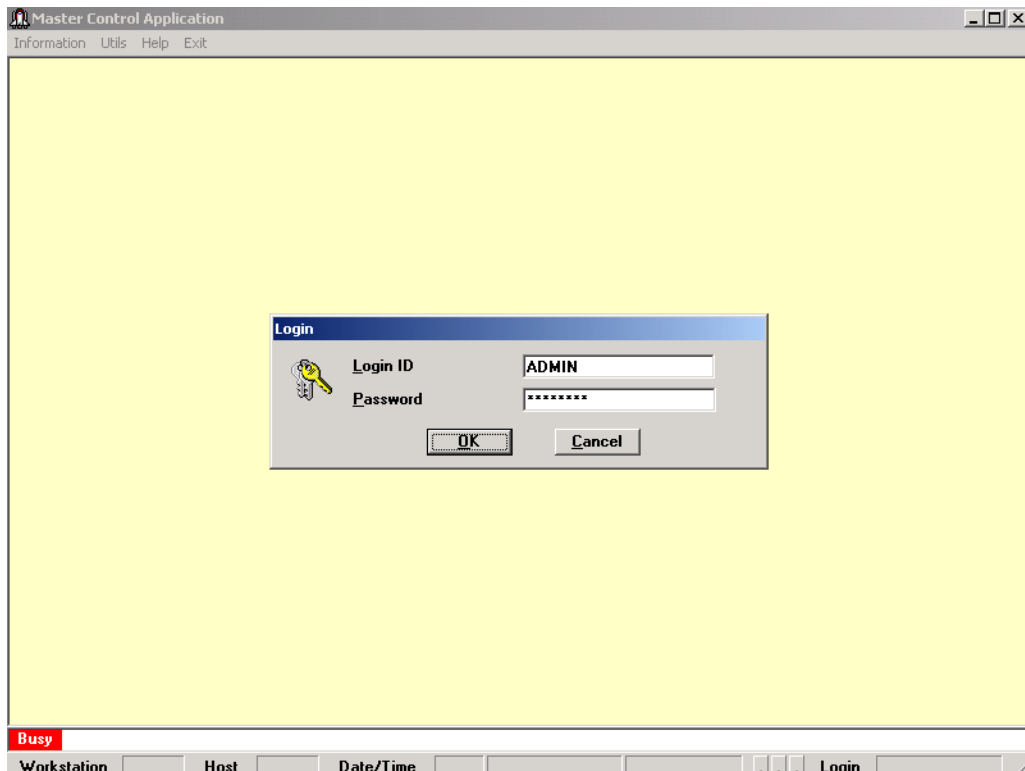


Figure 2.4. The Login screen displayed by double-clicking the *VeDAS Master Application* icon on the desktop

## Field List

Field Type: U-Unique, M-Mandatory, A-Auto generated, Mo-Modifiable, N-Non Modifiable, R-Retrieved, C-Calculated

Field Name	Description	Field Type	Remarks
Login ID	The Login ID of the user who wishes to sign on to VeDAS.	M	
Password	The password set up for this user	M	

## Buttons Available

Name	Purpose	Hot Key
OK	To continue with the sign on operation for the entered user id and password	Alt + O
Cancel	To exit from the VeDAS application	Alt + C

VeDAS can be operated in two modes

*Online* – In this mode of operation the user is connected to the VeDAS host application at all times. To operate in this mode the user needs to first start the CGS, which must show status as *Online*, prior to starting the Master Control Application. Operations performed in the online mode, impact the central host database i.e. any successful modifications performed by a user in this mode will be available to all other VeDAS entities e.g. A dematerialization request set up by a DP in online mode will immediately be available for operation to the Issuer.



*Offline* - In this mode of operation the user may or may not be connected to the VeDAS host. Consider the case when the user cannot connect to the VeDAS host application. This could be due to loss of network connectivity between the user's machine and the host machine or the VeDAS application is not running at the host as CDBL has declared the end of the current business day or due to some technical problems at the host. In such cases the DP can login in the offline mode and work with applications, which provide offline access. The CGS need not be started for offline login. Offline operations impact the DP's local database and need to be uploaded later so as to update the VeDAS host database. Certain VeDAS applications provide an option to the user to perform some operations in offline mode even when the user is signed on to the system in online mode.

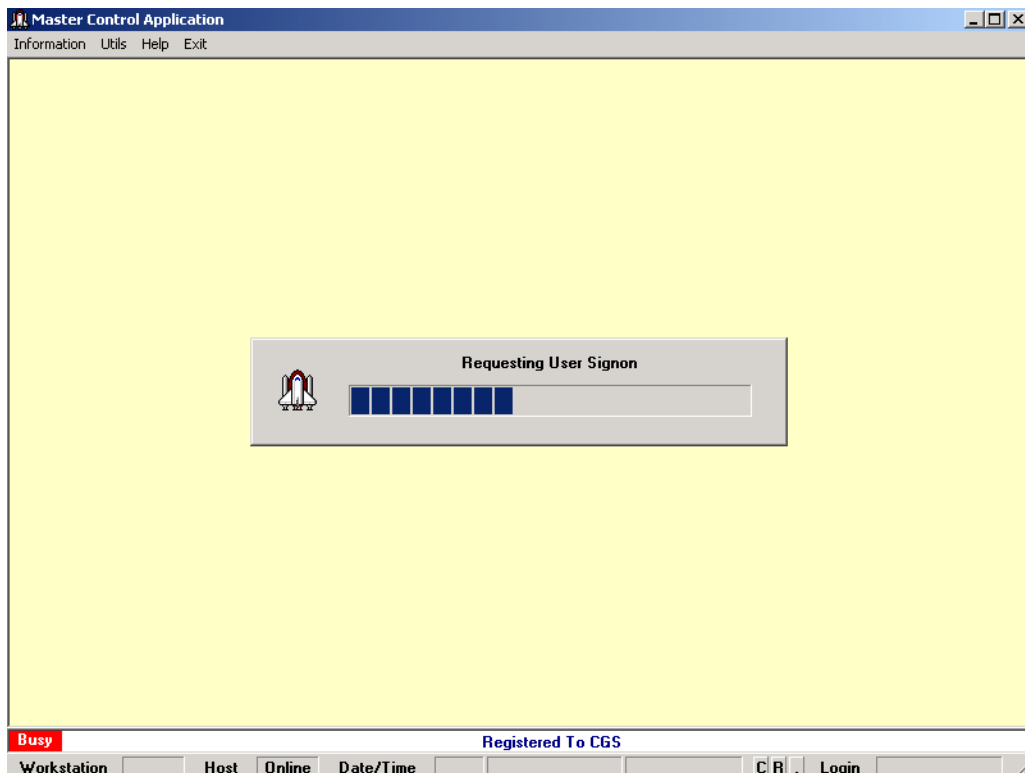


Figure 2.5. Screen showing the Master Control application performing the User Sign on operation

The Master Control application performs a series of tasks during the log on process, the status of which is updated in its progress bar.

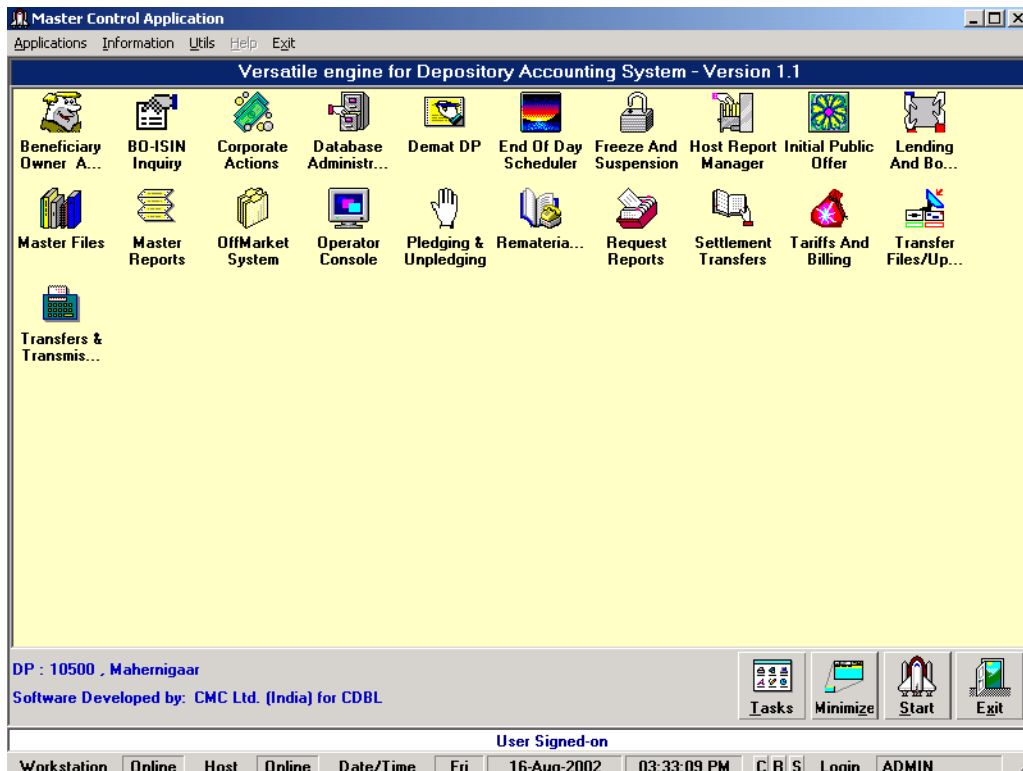


Figure 2.6. Screen for the Master Control application after successful User Sign on showing the various application icons

## Field List

Field Type: U-Unique, M-Mandatory, A-Auto generated, Mo-Modifiable, N-Non Modifiable, R-Retrieved, C-Calculated

Field Name	Description	Field Type	Remarks
Workstation	Indicates the connection status of the workstation with the CGS, which runs on the file server machine	R	This field can have the following two values <i>Online</i> – Indicates that the workstation is connected to the CGS. <i>Offline</i> – Indicates that there has been a loss of connectivity with the CGS.
Host	Indicates the connection status of the CGS with the host. This field is updated at regular intervals whenever the application performs a health check with the host	R	This field can have the following two values <i>Online</i> – Indicates that the CGS is registered to the host <i>Offline</i> – Indicates that there has been a loss of connectivity with the host
Date/Time	The current business date and time at the host	R	
C/R/S	These fields also indicate the application's connection status	C	The user can operate in online mode when both

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Field Name	Description	Field Type	Remarks
	C – Indicates that the workstation is connected to the CGS R – Indicates that the CGS is registered to the host S – Indicates that the user is signed on to the host application		<i>Workstation</i> and <i>Host</i> fields have status as <i>Online</i> and the C/R/S fields have values as C, R and S respectively
Login	The login id of the current user	R	

### Buttons Available

Name	Purpose	Hot Key
Tasks	To display the Windows Task Manager	Alt + T
Minimize	To minimize the Master Control Application	Alt + Z
Start	To start the highlighted VeDAS application. An application can also be started by double-clicking the application icon on the Master Control Application screen	Alt + S
Exit	To close the Master Control Application. All other VeDAS applications need to be exited for the Master to exit.	Alt + Z

### Options Available

#### *Application*

### Activation Options

Menu Name	Purpose	Hot Key
Application	Displays the menu drop down list for the various applications available to the user. These are the applications whose icons are displayed on the screen of the Master Control Application	Alt + A

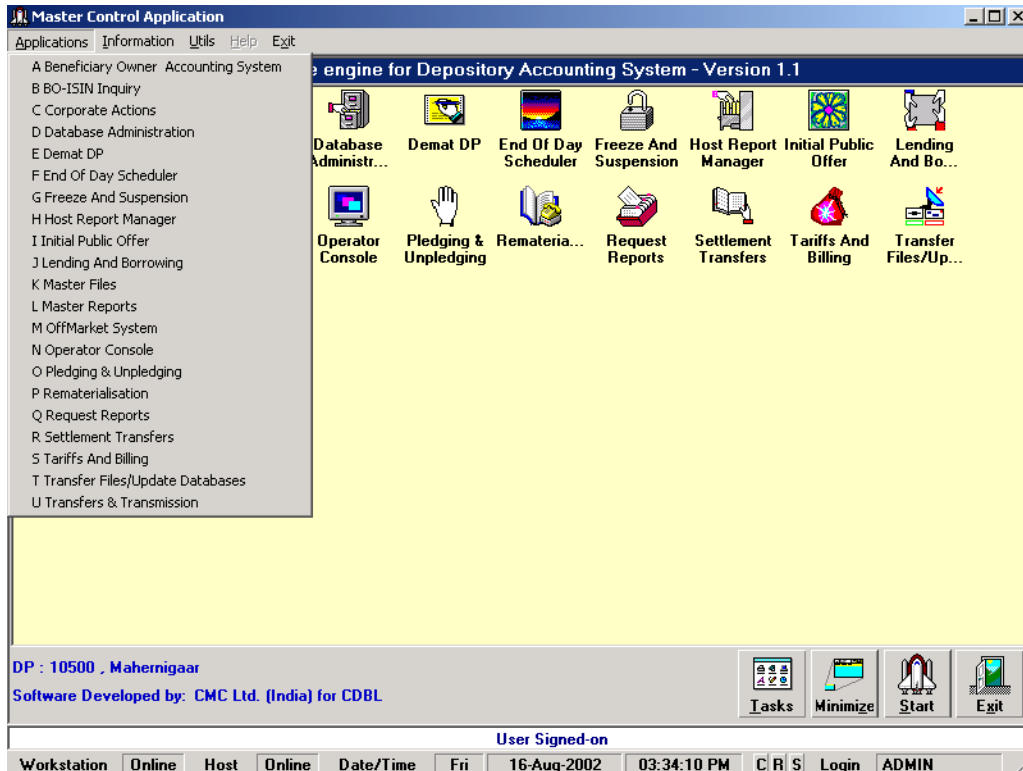


Figure 2.7. Master Control Application screen with the Application menu option selected

## Information

### Activation Options

Menu Name	Purpose	Hot Key
Information > Session	<p>Displays the current user session related details. Typical information displayed is documented below in the sequence as it appears on the screen</p> <ul style="list-style-type: none"> <li>The current version of the VeDAS software installed on the DP's machine. This is also displayed on the title bar of the Master Control application.</li> <li>Depository ID, Depository Name</li> <li>DP ID, DP Type, DP Name as it exists in the CDBL records</li> <li>Login ID, User ID, User Name</li> <li>User Class, User Class Description of the user currently logged on</li> <li>Workstation ID, Machine Name, IP Address of the machine where this application is running</li> <li>Gateway ID of the CGS which this application uses to connect to the host, IP Address of the machine where the CGS is running, Machine Port Number on which the CGS listens</li> <li>Current business date at the host</li> <li>The mode in which the user has signed on i.e. Online or Offline indicated by the <i>Startup Mode</i></li> </ul>	Ctrl + S

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Menu Name	Purpose	Hot Key
Information > Host Status	Indicates the current connection status between the workstation and the host	Ctrl + H
Information >Transaction status	Indicates the status of the current transaction i.e. if any transaction is in progress	Ctrl + T
Information >Transaction Posting Status	Displays the list of transactions, if any, which have failed due to some problem in the VeDAS Application. This information is useful for debugging purposes.	Ctrl + P

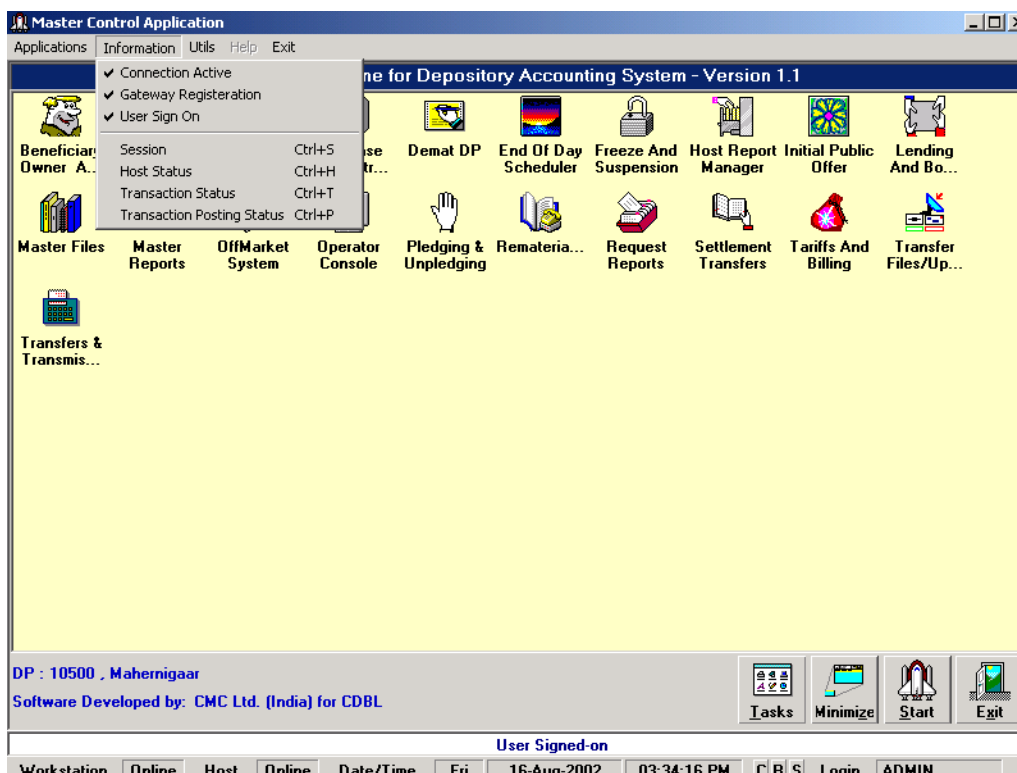


Figure 2.8. Master Control Application screen with the Information option selected

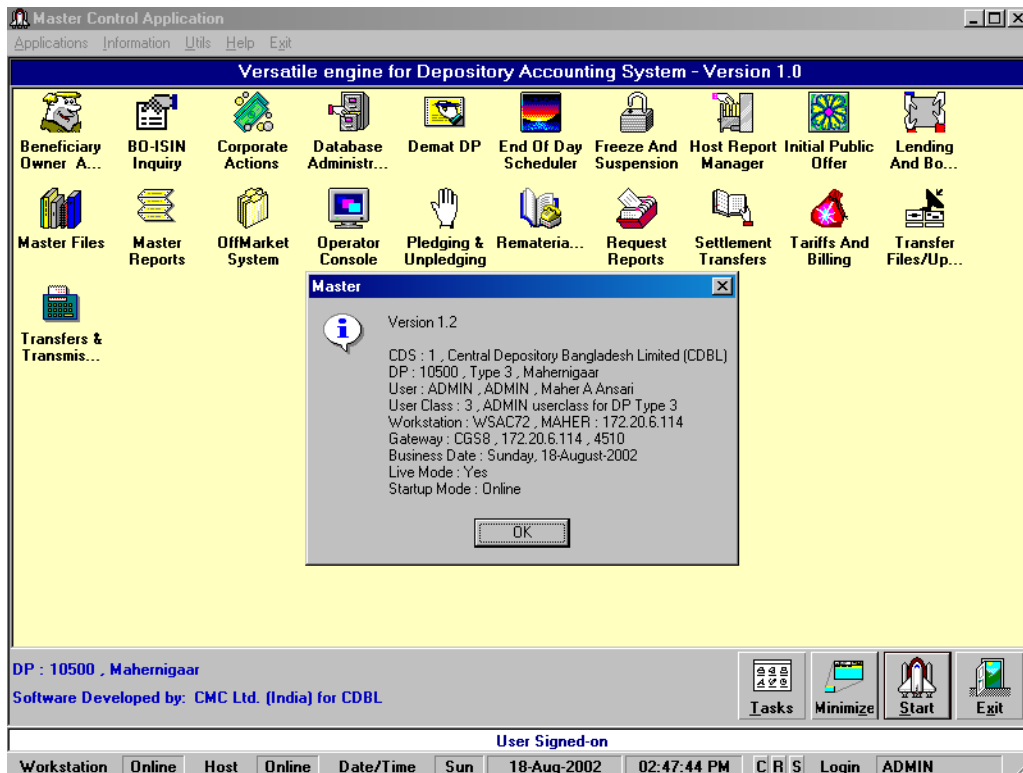


Figure 2.9. Master Control Application screen with the Information Session option selected

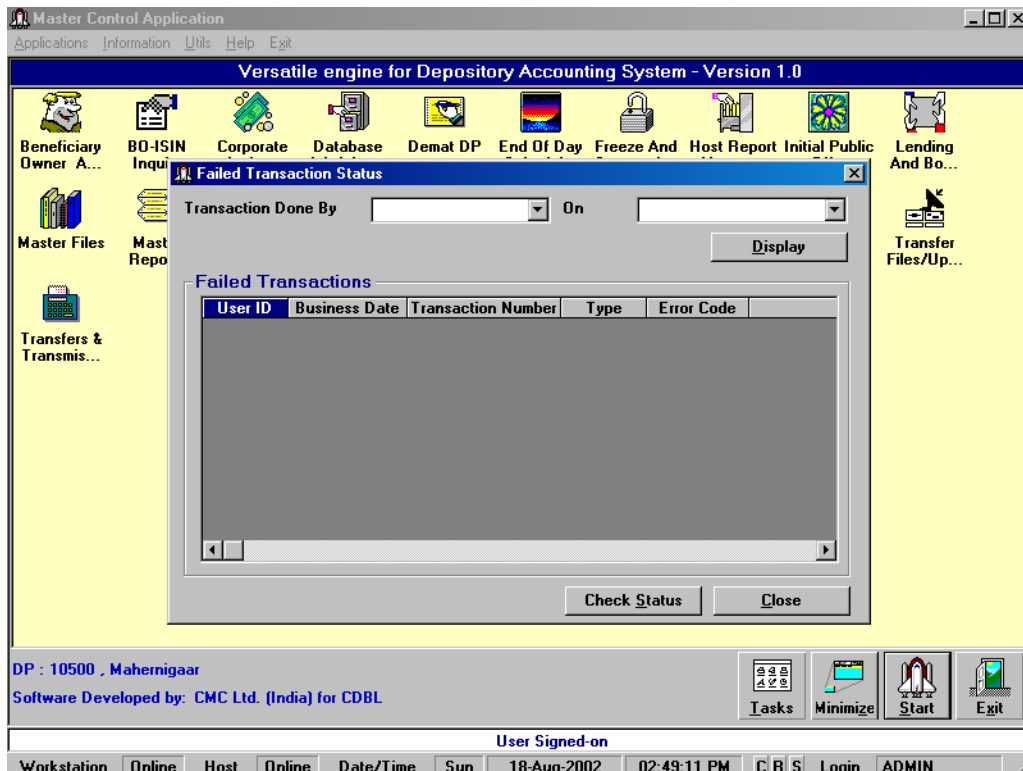


Figure 2.10.Master Control Application screen with the Information Transaction Posting Status option selected

## Field List

Field Type: U-Unique, M-Mandatory, A-Auto generated, Mo-Modifiable, N-Non Modifiable, R-Retrieved, C-Calculated

Field Name	Description	Field Type	Remarks
Transaction Done By	To select a user id from an available list for whom the inquiry needs to be carried on	Mo	The default option is All Users
On	To select the business date from an available list for which the inquiry needs to be carried on	Mo	The default option is All Days
Failed Transactions	Displays the list of records available for the user id and the selected business date. Each record contains the user id of the user who had executed the transaction, the business date on which it was executed, the VeDAS application transaction number, the type of the transaction i.e. Financial/Non Financial and the error code indicating the reason for failure.	R	

## Buttons Available

Name	Purpose	Hot Key
Display	To execute the inquiry operation with the selected user id and business date	Alt + D
Check Status	To execute a detailed inquiry on the selected failed transaction record	Alt + S
Close	To return to the previous screen	Alt + C

## Utils

### Activation Options

Menu Name	Purpose	Hot Key
Utils > System Information	Displays the system information of the machine on which the application is currently running	Alt + U > S
Utils > Change Password	To change the password of the current user logged on	Alt + U > P

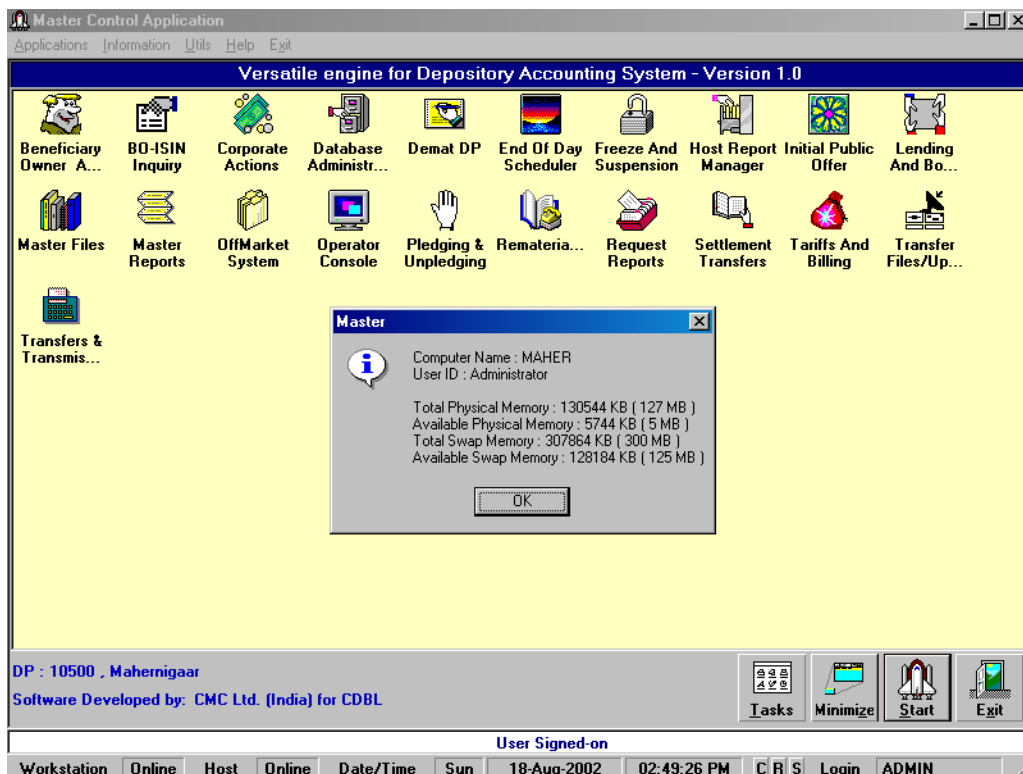


Figure 2.11. Master Control Application screen with the Utils System Information option selected



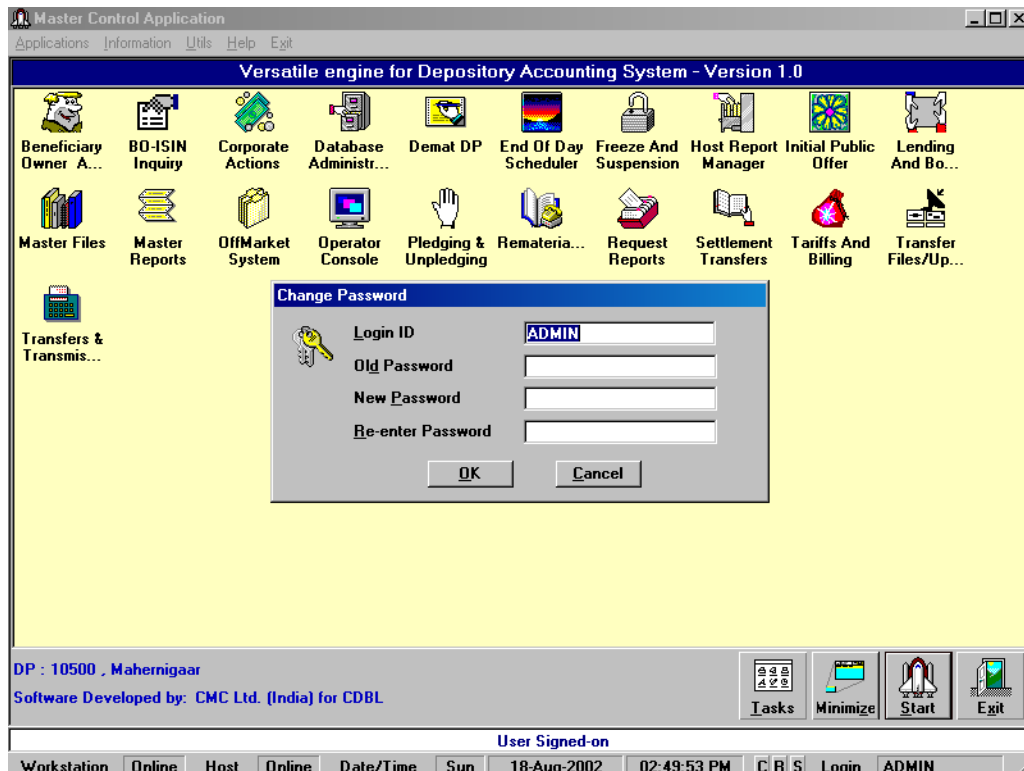


Figure 2.12.Master Control Application screen with the Utils Change Password option selected

## Field List

Field Type: U-Unique, M-Mandatory, A-Auto generated, Mo-Modifiable, N-Non Modifiable, R-Retrieved, C-Calculated


Field Name	Description	Field Type	Remarks
Login ID	The login id of the current user logged on	M, R	
Old Password	The current password of the user	M	
New Password	The new password which the user wants to set up	M	Password in VeDAS must be eight characters, of which at least 2 characters must be numeric and at least 2 characters must be alphabets. The new password must contain at least 2 numeric and 2 alphabets, which are different from the old password.
Re-enter Password	The new password typed again for verification purpose	M	

When a user logs on to the VeDAS application for the very first time he must do so with his password as blank. The Master Control application will then prompt the user to enter a password, similar to the above change password option.

## Buttons Available

Name	Purpose	Hot Key
Ok	To commit the new password details	Alt + O
Cancel	To cancel the password set up operation and return to the previous screen	Alt + C

## 2.4.3 Selecting a Value from a Selection List in VeDAS

In VeDAS there are certain fields, which have a list of values available and displayed to the user. These are called Zoomable fields and can accept a value from the selection list available. The mouse pointer changes to  when it is focussed on a zoomable field. To display the selection list double click on the field or press the F2 key after keeping the focus on the field.

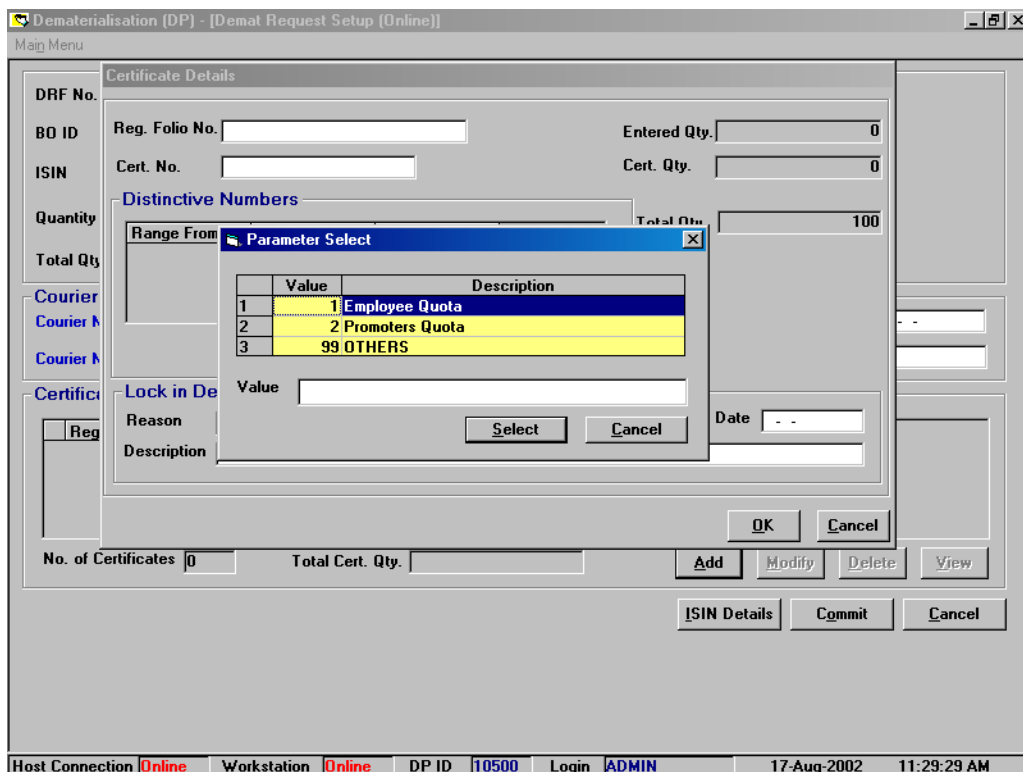


Figure 2.13. Screen showing the Selection List being displayed for a zoomable field

## Field List

Field Type: U-Unique, M-Mandatory, A-Auto generated, Mo-Modifiable, N-Non Modifiable, R-Retrieved, C-Calculated

Field Name	Description	Field Type	Remarks
Value	Indicates the value that can be accepted by the field	R	Can be numeric or alphanumeric depending on the type of the field
Description	The corresponding description for the field value	R	

## Buttons Available

Name	Purpose	Hot Key
Select	To select a value into the zoomable field click once on the desired value record from the list and use this button or double click on the desired record.	Alt + S
Cancel	To cancel the selection operation and return o the previous screen	Alt + C

If the number of values available is more than those, which can be visible in the list at a time, the user can then use the scroll bar to view them or use the white text field below the list of values for selecting a record in the list, in case he knows the starting character of either the value field or of the description. For e.g. In case the user wants to select a value whose description starts with the alphabet 'P', then the user needs to first click once on the description column. One will notice that the label of the text field now changes to *Description* indicating that the search is now on the description column. Now type the alphabet 'P' in the text field, the first record with the description starting with the alphabet 'P' will be selected.

## 2.4.4 Common Menu Options in VeDAS

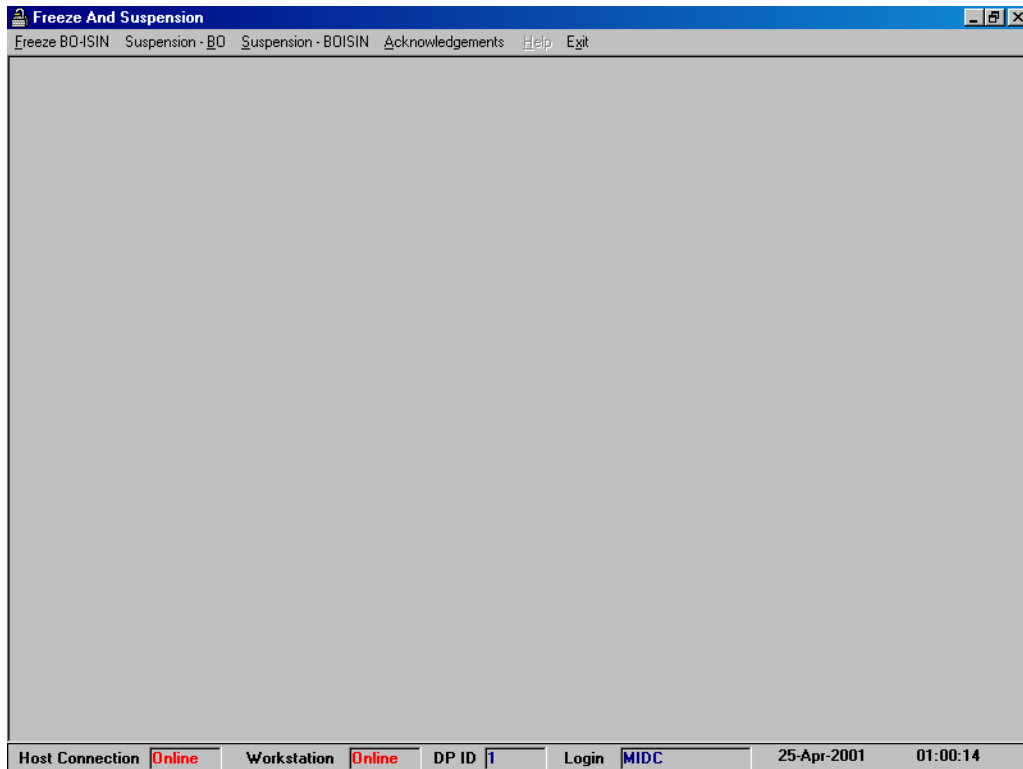


Figure 2.14. Sample of the Main Screen of a VeDAS Application

### Common Menu Options Available

Menu Name	Purpose	Hot Key
Exit	To close down the Application	Alt + X
Acknowledgements	To view previously generated acknowledgements	Alt + A
Help	To display the online Help file for the Application	Alt + H
Main Menu	This menu option is available on all child screens and is used to return to the main screen of the application	Alt + N

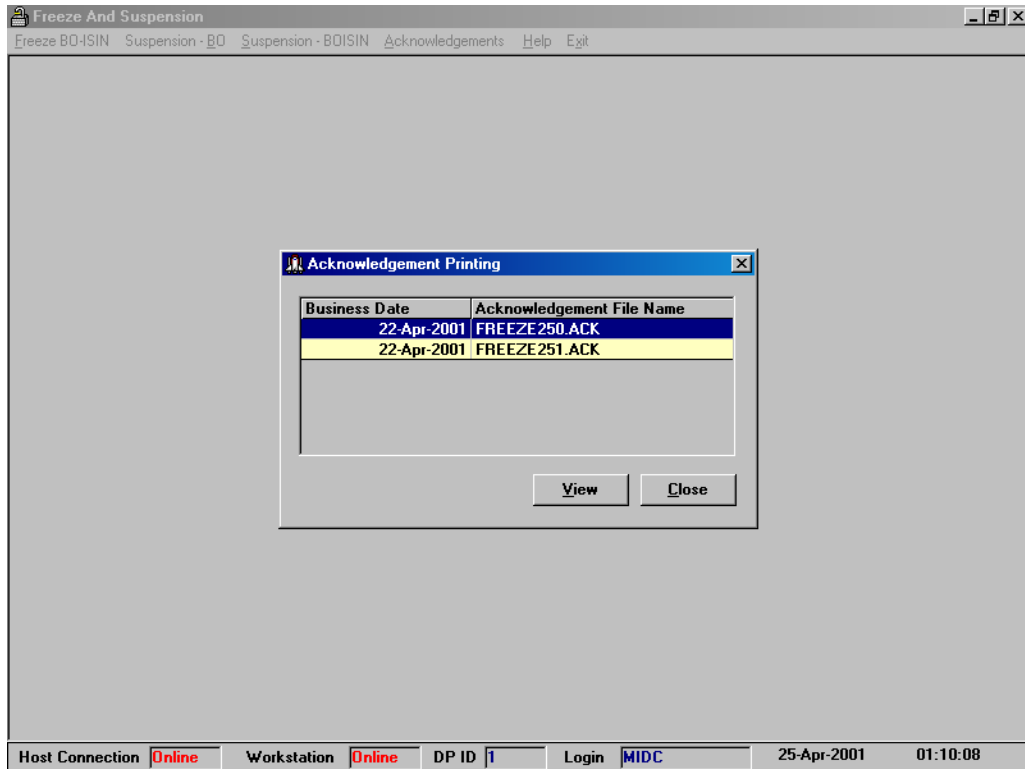


Figure 2.15. Screen showing the list of acknowledgements available for the application, displayed on selecting the Acknowledgement option

## Field List

Field Type: U-Unique, M-Mandatory, A-Auto generated, Mo-Modifiable, N-Non Modifiable, R-Retrieved, C-Calculated

Field Name	Description	Field Type	Remarks
Business date	The business date on which the acknowledgement was generated	R	
Acknowledgement File Name	The name of file as which the acknowledgement was saved.	R	

## Buttons Available

Name	Purpose	Hot Key
View	To view the selected acknowledgement details. The user has an option to print the file or to export it to another format	Alt + S
Close	To return to the previous screen	Alt + O

## 2.4.5 Reporting In VeDAS

In VeDAS the reports are classified as

- **Default Reports**  
These reports are generated by VeDAS, for the Participant, depending upon the type of depository service availed by him.
- **Request Reports**  
These reports are generated by VeDAS only when the user specifically requests for them. The requests can be set up using the *Report Parameters* Application
- **Scheduled Reports**  
The generation of these reports will be scheduled by CDBL.
- **Master Reports**  
These reports contain the VeDAS Master Data and can be generated on request using the *Master Reports* Application.

The generation of the *Default*, *Request* and *Scheduled* reports takes place at the host and these can be downloaded to the user's workstation using the *Operator Console* application. The *Host Report Manager* application allows the user to perform view, archive or print operations on the downloaded reports.

## 2.4.6 Stay Updated With VeDAS Automatic Release

The VeDAS software has been designed to provide a wide range of Depository services to the user at optimum performance. However there could be enhancements or modifications to the existing software either due to changes in the depository operations or due to incorporation of latest technology. The VeDAS Automatic Release application is used to upgrade the VeDAS software installed at the DP/Issuer workstations to the latest version released. It works as a stand-alone application. While running the Release application it needs to be ensured that no VeDAS applications are running on any of the workstations. The Release Application can be started by double clicking the *VeDAS Release* icon on the desktop.

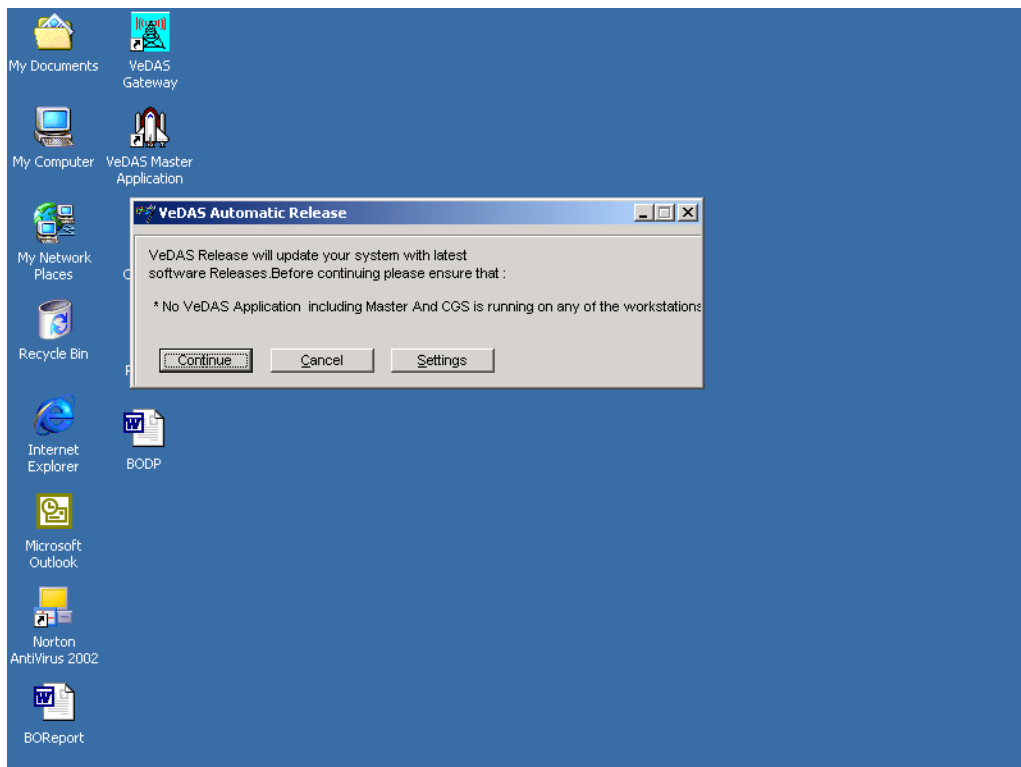


Figure 2.16. Screen showing the main screen of the VeDAS Automatic Release application

### Buttons Available

Name	Purpose	Hot Key
Continue	To continue with the release operation	Alt + O
Cancel	To cancel the release operation and close the application	Alt + C
Settings	This option is used for changing the release configuration settings. The user must not use this option unless instructed to do so by the CDBL support personnel	Alt + S

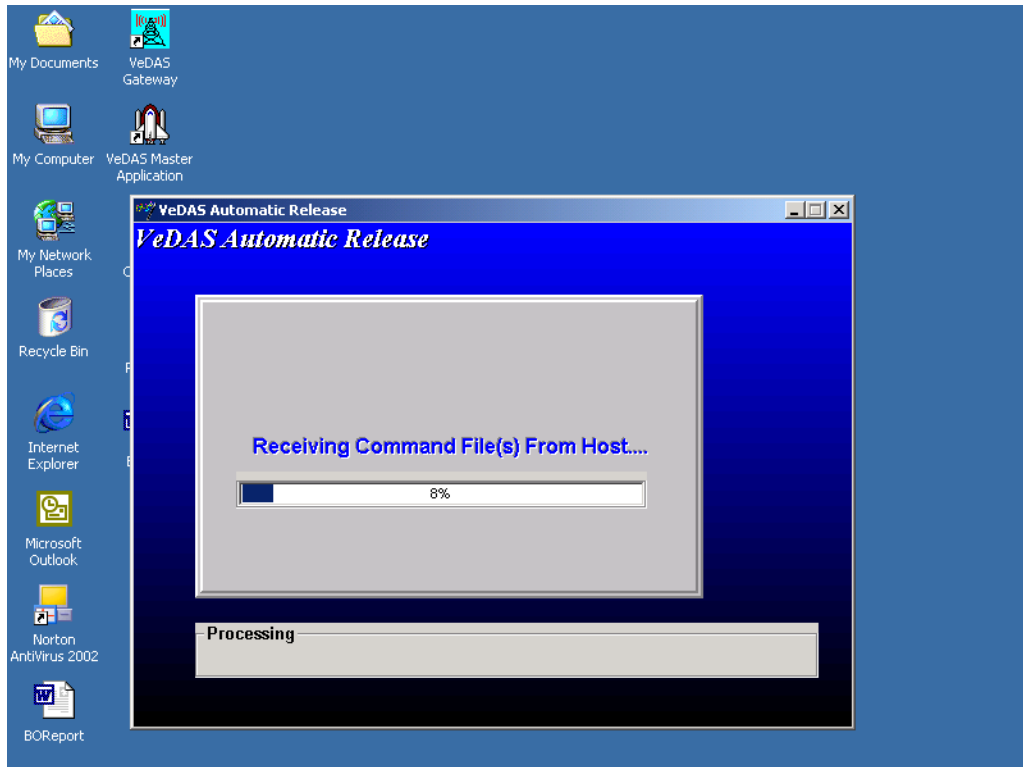


Figure 2.17. Screen showing the VeDAS Automatic Release application with the release operation in progress



Whenever a new release is available the version of the VeDAS software will be upgraded and the DP user will be intimated of the same at the time of login by the Master Control application.

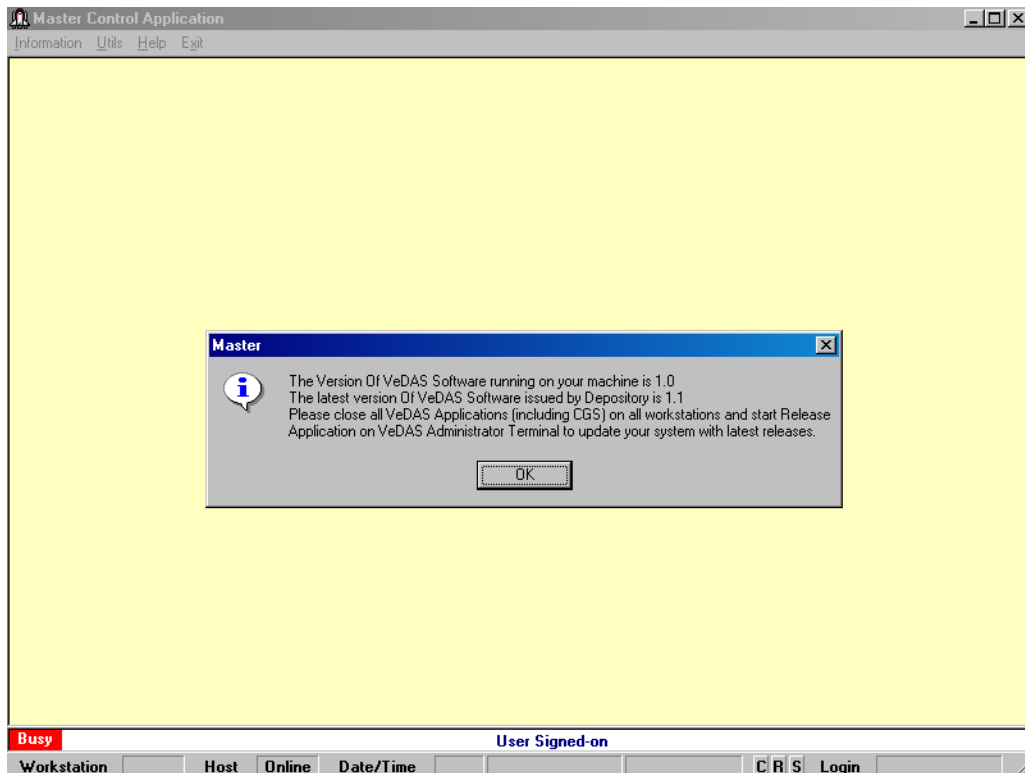


Figure 2.18. Screen showing the Master Control application informing the user of a new software release during User Sign on