

How Whistleblowing web app work

MANAGER'S SIDE


Firstly, an email (automatically generated) is sent to a person called MANAGER. The email will contain a Username, a Password, and a link to access the portal.



Email for accessing the Whistleblowing Portal as a Manager

By clicking on the button "CLICK TO ACCESS THE PORTAL," you will directly access the Login page, where the MANAGER needs to enter the credentials provided in that email. It is also necessary to select "I accept the Privacy Policy" to proceed.

WARNING: These credentials cannot be recovered in any way, so it is advisable to save them in a secure place.

The image shows a login page for 'vtenext'. At the top is the logo, which consists of a blue sphere with a white arrow pointing upwards and to the right, followed by the text 'vtenext' in a blue sans-serif font. Below the logo is the instruction 'Inserisci le tue credenziali per accedere'. There are two input fields: the first contains the username 'francesco' and has a user icon to its right; the second contains masked characters '.....' and has a lock icon to its right. Below these fields is a checkbox that is checked, with the text 'Accetto l'informativa privacy'. At the bottom left is a language selector dropdown menu showing 'IT Italiano' with a downward arrow. To its right is a dark blue button with the white text 'Accedi'. Below the button, there is a link that says 'Non sei registrato? Clicca qui per creare una nuova utenza'.

Login page to access the portal as a MANAGER

By clicking on the ACCESS button, you will go directly to a page to create a KEYWORD that will remain secret, known only to the MANAGER.

WARNING: This KEYWORD cannot be recovered in any way, so it is advisable to save it in a secure place.

The screenshot shows a web interface for vtenext. At the top is the vtenext logo, which consists of a blue sphere with a white arrow pointing upwards and to the right, followed by the text "vtenext" in a blue sans-serif font. Below the logo, the text "Inserisci una parola chiave" (Enter a keyword) is displayed. A yellow rectangular box contains the text: "La parola chiave verrà utilizzata per cifrare i tuoi dati. Salvala perchè non sarà possibile recuperarla." (The keyword will be used to encrypt your data. Save it because it will not be possible to recover it). Below this box are two input fields, each containing seven dots and a lock icon on the right. At the bottom right is a dark blue button labeled "Salva" (Save).

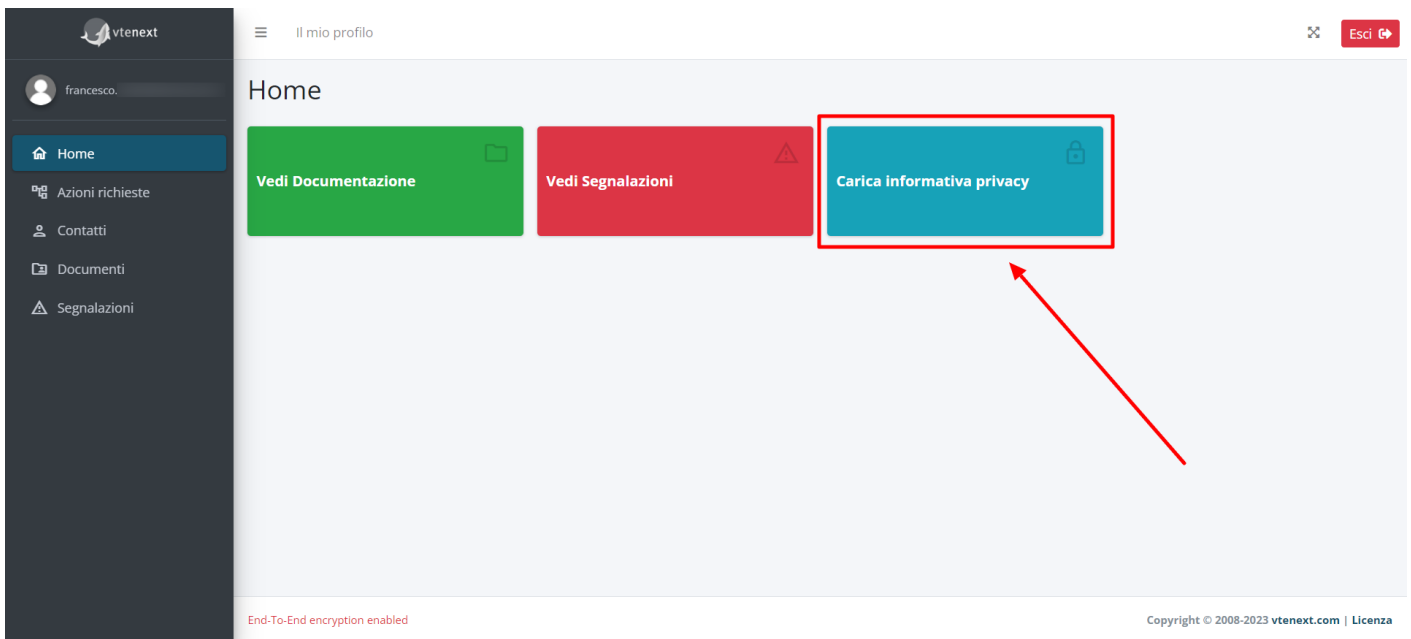
Keyword creation screen

By clicking on the SAVE button, you will finally access the Whistleblowing Portal as a MANAGER, and only on the first load, it will ask to change the Password received in the first email automatically sent.

The screenshot shows the vtenext dashboard with a modal window for changing the password. The dashboard has a dark sidebar on the left with the vtenext logo and a user profile section for "francesco.". The main area is titled "Home" and "Il mio profilo". A modal window titled "Scegli la password" (Choose the password) is open in the center. It contains three input fields: "Email" (with "francesco" entered), "Nuova password" (New password), and "Conferma password" (Confirm password). Each input field has a lock icon on the right. A green "Salva" (Save) button is at the bottom right of the modal. In the background, a blue button labeled "ativa privacy" (activate privacy) is visible. At the bottom of the dashboard, there is a footer with "End-To-End encryption enabled" and "Copyright © 2008-2023 vtenext.com | Licenza".

Password Change screen at the first login

Afterward, you will enter the Portal, and as the first operation, it will be necessary to upload the PRIVACY POLICY by clicking on the blue button on the right present in the dashboard.



The document creation page will open, which can be published by entering a Title, an attachment (DOC, PDF, etc.), and a version of the document.

By clicking on the VIEW DOCUMENT button on the Homepage, you can access the area of the uploaded documents.

Finally, from the Homepage dashboard, by clicking on VIEW REPORTS, you will access the area to view the reports, where you can see the list and details of each.



Inserisci le tue credenziali per accedere

Username



Password



☐ Accetto l'informativa privacy

IT Italiano



Accedi

Non sei registrato?
[Clicca qui per creare una nuova utenza](#)

By clicking on "Not registered? Click here to create a new account," the Reporter can access a registration page that will allow them to choose their credentials and, at the user's choice, maintain anonymity.



Sei già registrato? [Clicca qui per accedere](#)

Inserisci i seguenti dati per creare una nuova
utenza

Salva username e password, non sarà possibile
recuperarli



Registrati

You can enter a username and password to maintain complete anonymity and click on REGISTER.

WARNING: Save in a safe place the chosen username and password, as it will not be possible to recover them.

Once you click on REGISTER, you will directly end up on the login page, and in this case, you will be asked to create a KEYWORD, which must be kept in a safe place as it will no longer be possible to recover it.



Inserisci le tue credenziali per accedere

pallino87



.....



☐ Accetto l'**informativa privacy**

IT Italiano




Accedi

Non sei registrato?

[Clicca qui per creare una nuova utenza](#)

Login screen as a REPORTER

 vtenext

Inserisci una parola chiave

La parola chiave verrà utilizzata per cifrare i tuoi dati. Salvala perchè non sarà possibile recuperarla.

.....

.....

Opzionali

Nome Cognome

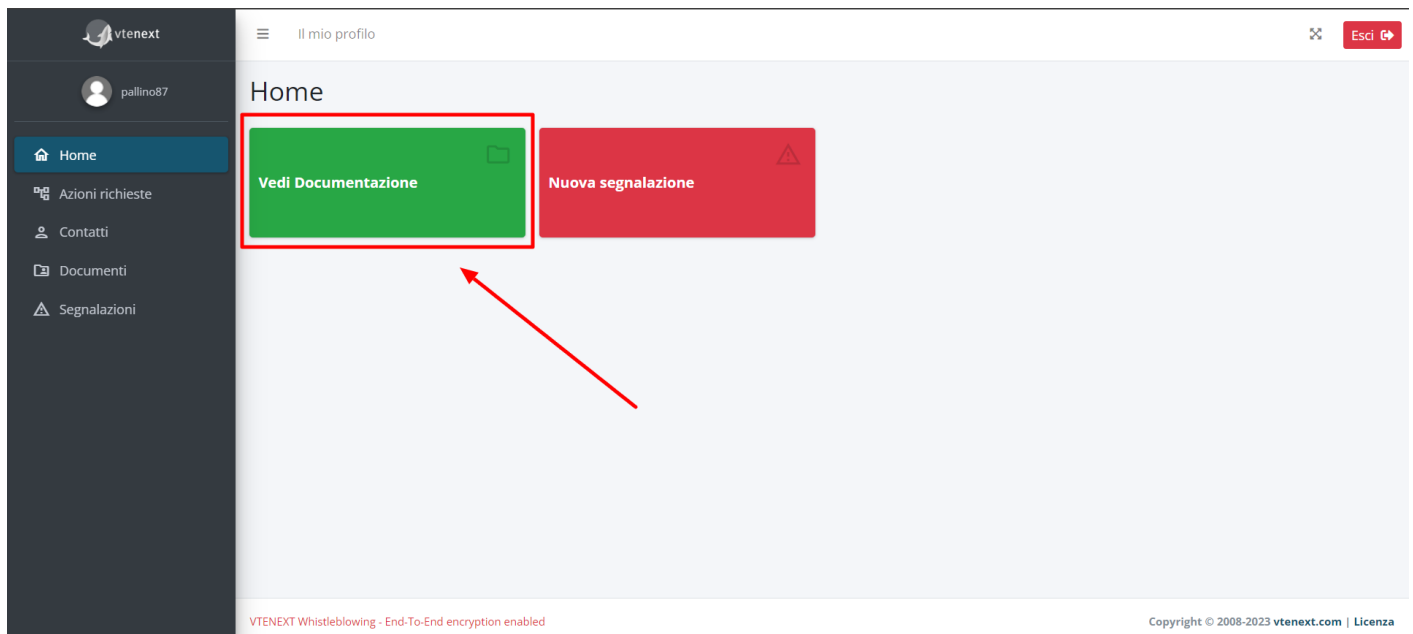
☒ Registrati in modalità anonima

☐ Rendi visualizzabile il tuo nominativo

Salva

Keyword creation screen as a Reporter; note that it is possible to choose whether to register anonymously or make your NAME visible.

As a first step, a REPORTER who has just entered the Web App will need to download and read the attached documentation, which will concern the Privacy Policy. **The Document that the Reporter will download will be the last one uploaded in chronological order on the Manager's side.**



As a second operation, the Reporter can open a NEW REPORT by clicking on the corresponding button on the Homepage. At this point, they must fill in all the required fields and click on SAVE in the upper right corner.

Il mio profilo

Crea segnalazione

Annulla **Salva**

Informazioni segnalazione

Inserisci una descrizione per spiegare la segnalazione

Segnalazione furto

Descrivi la tua segnalazione in dettaglio

Ho subito il furto di...

Dove sono avvenuti i fatti?

Azienda dove lavoro

Quando sono avvenuti i fatti?

15-12-2023

Come sei coinvolto/a nel fatto segnalato?

Sono una vittima

Ruolo rivestito dal soggetto che ha compiuto l'illecito

Direttore

Campo obbligatorio

Il mio profilo

Dettagli segnalazione

Ritorna alla lista

Chiudi segnalazione Rigetta segnalazione Esci

Aggiungi un commento

Verifica che non siano presenti i tuoi dati personali all'interno dei metadati dell'allegato

Aggiungi un commento...

Scegli file Sfoglia Invia

Commenti

Commento di: Segnalatore 80

- Inserisci una descrizione per spiegare la segnalazione
Segnalazione furto
- Descrivi la tua segnalazione in dettaglio
Ho subito il furto di...
- Dove sono avvenuti i fatti?
Azienda dove lavoro
- Quando sono avvenuti i fatti?
15-12-2023
- Come sei coinvolto/a nel fatto segnalato?
Sono una vittima
- Ruolo rivestito dal soggetto che ha compiuto l'illecito
Direttore
- Attualità della condotta illecita
La condotta illecita si verifica ripetutamente

Informazioni segnalazione

Orario creazione	Nr. segnalazione
15-12-2023 15:47:05	TT92
Stato Risposto dal segnalatore	

VTENEXT Whistleblowing - End-To-End encryption enabled

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In the details of the same Report, it will be possible to **view the Reporter's Comment** (anonymous or with the name, depending on what the Reporter decided during registration), **write a Comment from the Manager** to follow up on the Report (in this case, the Reporter, having not entered and registered the email address, cannot receive notifications, which is why they are required to monitor the portal for any responses), **change the status of the Report to Closed or Rejected**, the only two possible states that encrypt all the comments written up to that moment.

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