

# 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.**




Inserisci le tue credenziali per accedere

francesco 

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IT Italiano 

**Accedi**

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).

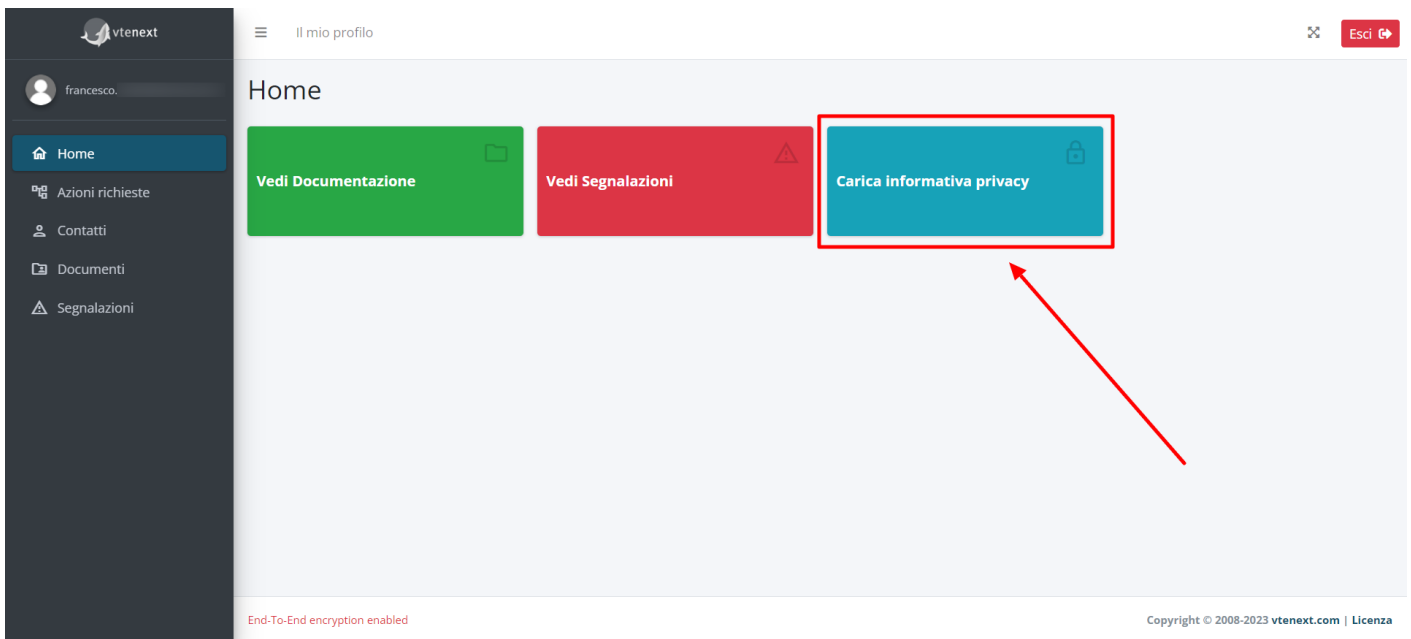
*Keyword creation screen*

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 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" 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.

francesco.

Home

Azioni richieste

Contatti

Documenti

**Segnalazioni**

Il mio profilo

Segnalazioni

Mostra 50 elementi

Cerca:

Azioni	Nr. segnalazione	Stato	Orario creazione
	<input type="text" value="Cerca Nr. segnalazione"/>	<input type="text" value="Cerca Stato"/>	<input type="text" value="Cerca Orario creazione"/>
<button>Visualizza</button>	TT91	Rigettato	2023-12-15 12:54:11
<button>Visualizza</button>	TT90	Chiuso	2023-12-14 15:21:21
Azioni	Nr. segnalazione	Stato	Orario creazione

Risultati da 1 a 2 di 2 elementi


Precedente


1


Successivo


End-To-End encryption enabled


Copyright © 2008-2023 vtenext.com | [Licenza](#)


vtenext


francesco.villani@vtenext.com

Home

Azioni richieste

Contatti

Documenti

Segnalazioni

Il mio profilo


Esci

## Dettagli segnalazione

Ritorna alla lista

Commenti


Commento di: Segnalatore 79



Crittografato

#315-12-2023 12:57:11


Commento di: Gestore 78



Crittografato

#215-12-2023 12:55:33

Commento di: Segnalatore 79



Crittografato

#115-12-2023 12:54:12

Informazioni segnalazione

Orario creazione

15-12-2023 12:54:11

Nr. segnalazione

TT91

Stato

Rigettato

VTENEXT Whistleblowing - End-To-End encryption enabled

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## REPORTER'S SIDE



Inserisci le tue credenziali per accedere

Username



Password



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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



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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.

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**Opzionali**

Nome Cognome

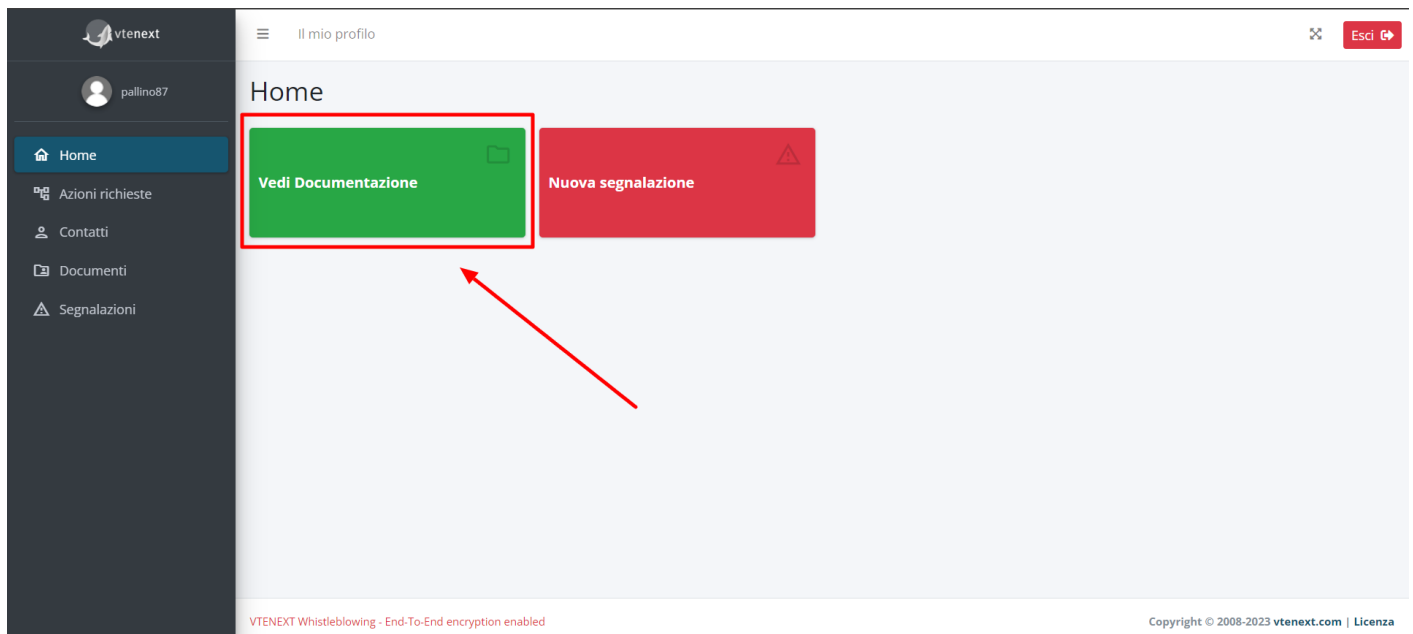
☒ Registrati in modalità anonima

☐ 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

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.

Revision #7

Created 9 February 2024 10:19:02 by Admin

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