

OPCOM Reporting

Instructions for accessing the Reporting System of RRM Opcom

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Version: v1

Introduction

The information download is performed from the dedicated server, which address is:

<https://reporting.opcom.ro>

The access is made based on Digital Certificate, username and password.

The Digital Certificate must be installed in the system from which the downloading of the notifications is wanted (computer or laptop). In Chapter 1 the modality of the Certificate installation is described and Chapter 2 describes the effective connecting with username and password and the files downloading.

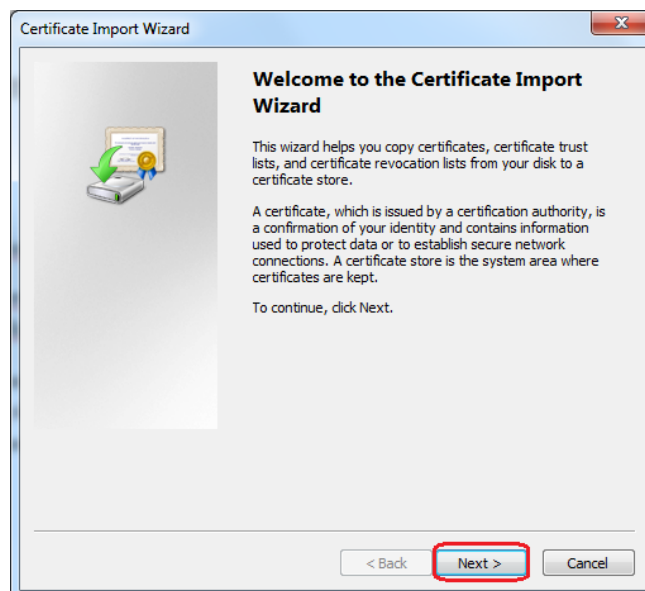
Chapter 1 – Digital Certificate Installation

The Certificate for connecting to [https://reporting.opcom.ro/](https://reporting.opcom.ro) is submitted by OPCOM via e-mail in archived format (zip). For a higher security, the Certificate is protected by a password. The password is submitted separately, with the Letter accompanying the Agreement signed by OPCOM SA.

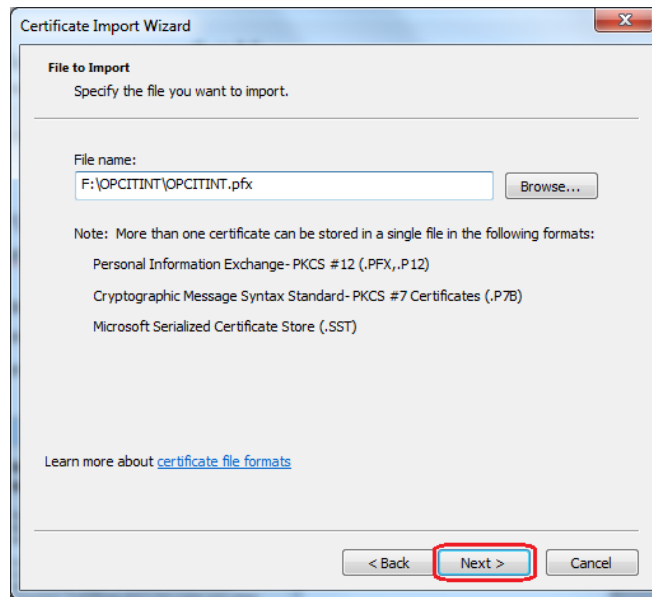
For installing it is needed, firstly, the Certificate to be unachieved from the received archive. You will obtain a file with extension pfx.

Then, the following steps will be performed:

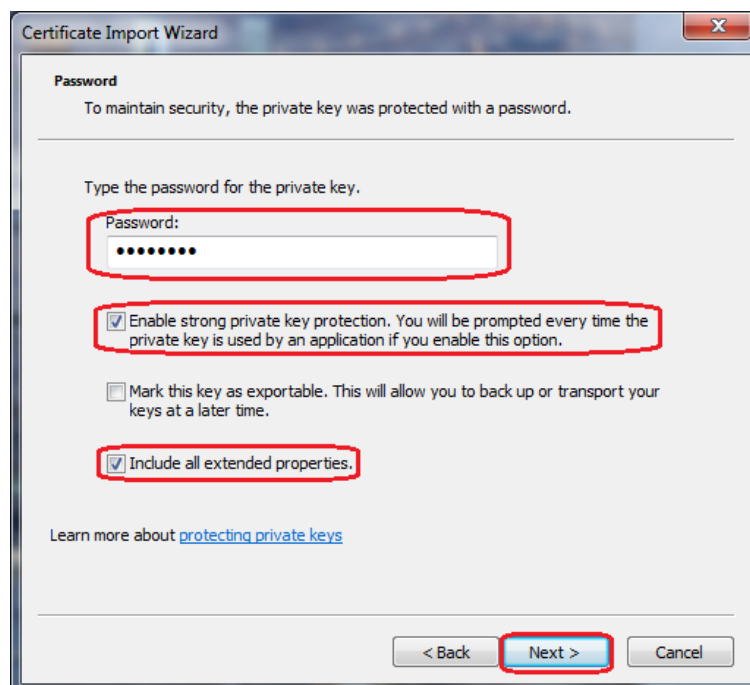
- Launch (double click) on the unarchived file (pfx)
- Automatically, the window „Certificate Import Wizard” opens and a click must be done on the button NEXT:



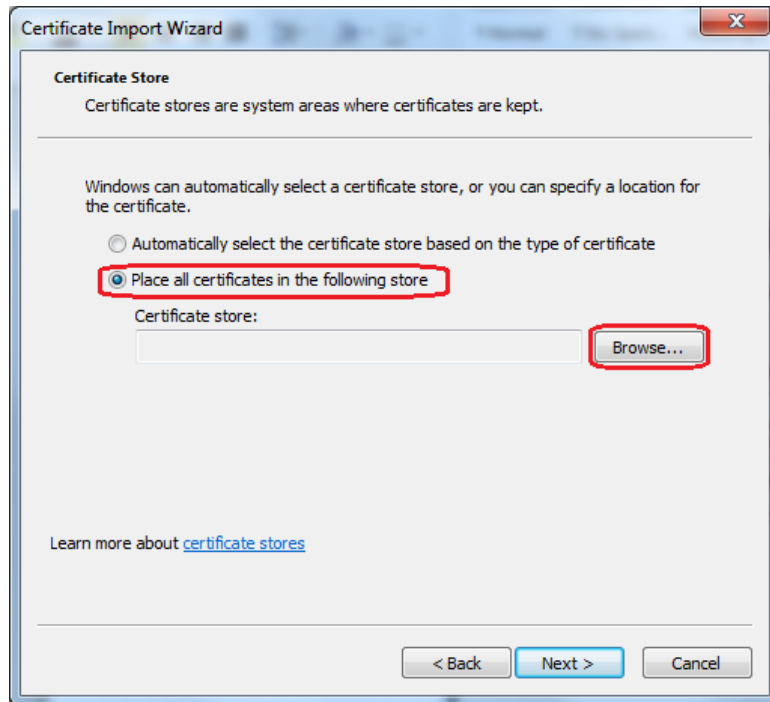
- In the following window the path towards the Certificate must be verified. Usually, this is automatically set. If it is not correct, a click must be done on button Browse and the path towards the Certificate to be imported shall be chosen. Click NEXT.



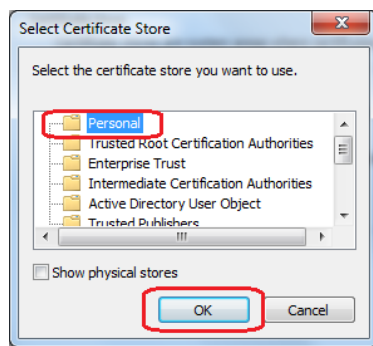
Then, the password received for the Certificate is introduced and it shall be verified if the box "Include all extended properties" is checked. In order to ensure the best possible security it is recommended the box "Enable strong private key protection" to be also checked. Then click on NEXT.



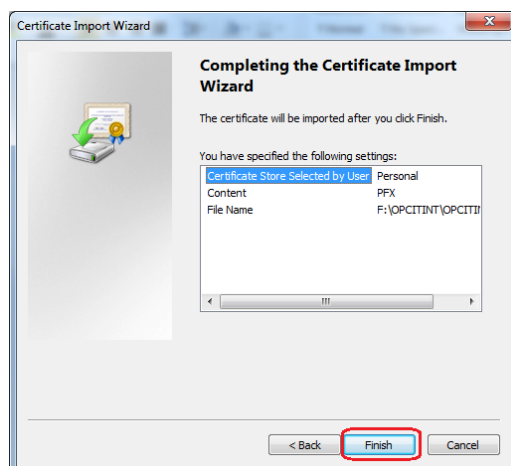
- In the following window “Place all certificate in the following store” is selected, then click “Browse”.



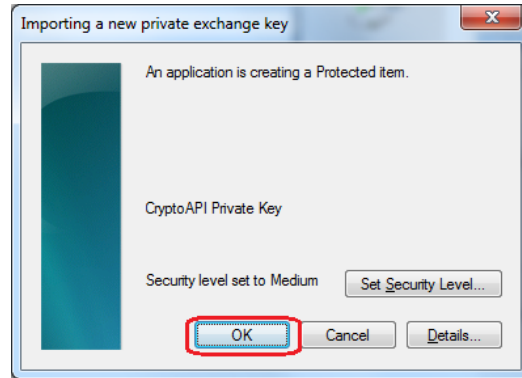
- A new window opens, where the directory “Personal” must be selected and click OK.



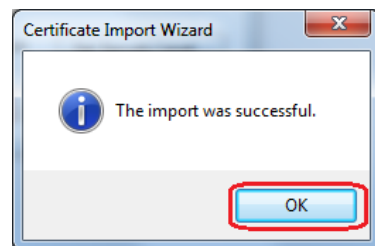
- Click “Finish”.



- Click "OK".



- In the moment when on screen appears the window:



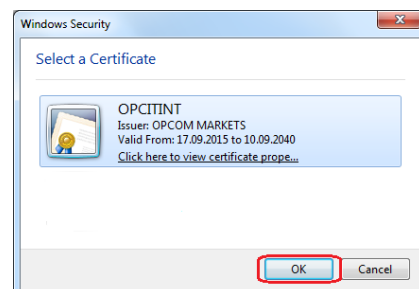
it means that the Certificate is successfully imported.

Chapter 2 – Connecting to Server and Files Downloading

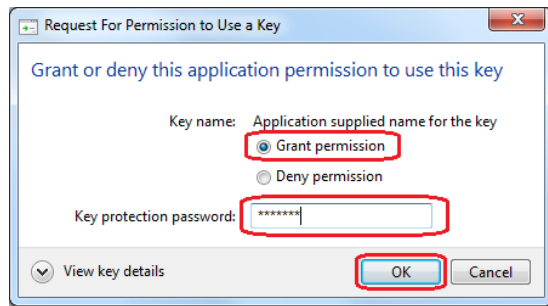
For connecting to the server, from the computer on which you installed the Certificate as per step 1, access: <https://reporting.opcom.ro>



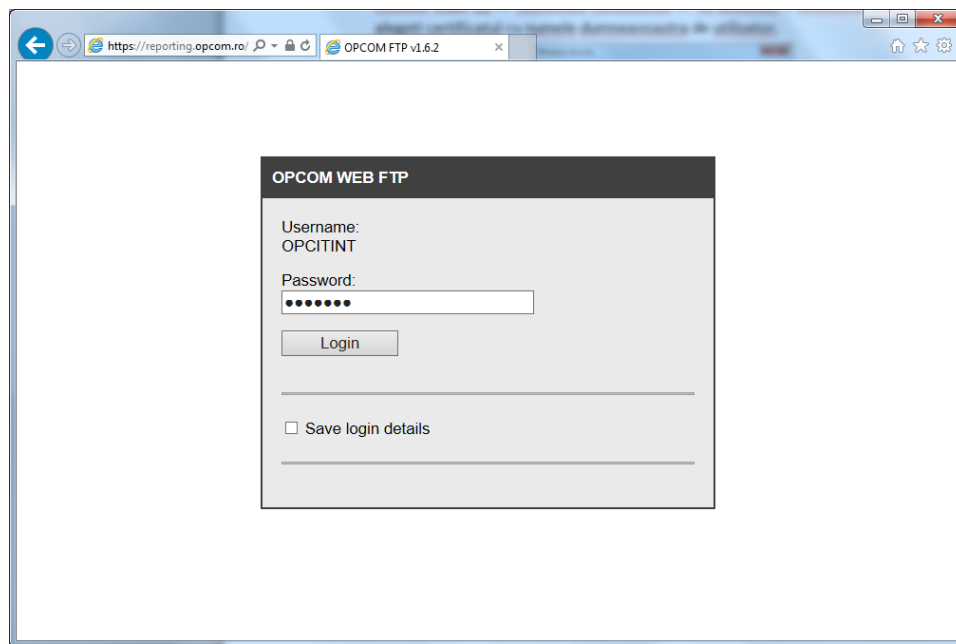
You will be required to allow the permission for the installed Certificate to be used:



In the following window you must select “Grant permission”, and if you opted for a higher security and checked “Enable strong private key protection” during the process of Certificate importing, you must introduce the password you set during that stage:



A login window appears, in which you observe that the username is automatically filled-in based on the selected certificate.



On this screen you will introduce the access password also received in the Letter accompanying the Agreement signed by OPCOM SA.

After login, you have access to folders depending on the services you selected in order to be performed by OPCOM.