




## Penalnet Platform

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# 1 INTRODUCTION TO THE PENALNET PLATFORM

Penalnet is a web platform that provides a secure European communications network for criminal lawyers.

Access to Penalnet is based on digital certificates encoded on a cryptographic card and is limited to lawyers registered in the system. This platform manages users, mail boxes, the sending and receipt of messages, and provides receipt/read acknowledgment.


Any criminal lawyer registered on the PenalNet platform will have access to a directory of criminal lawyers in the countries included in the system by way of a professional digital certificate. This will allow for secure communications with any other lawyer on the platform.

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## 2 NAVIGATION

The Penalnet Platform can be accessed through the main Penalnet webpage. The URL is <https://www.penalnet.eu/>. The home page provides access to the application through the “Access to Penalnet” link.

### Home page

The home page of the Penalnet Platform is shown below:



As we can see, the home page consists of the following parts:


- *Heading:* features the Penalnet logo, which links every page on the Penalnet Platform to the home page.
- *Top menu:* menu with the application’s functional modules. Each menu option is linked to its associated section.

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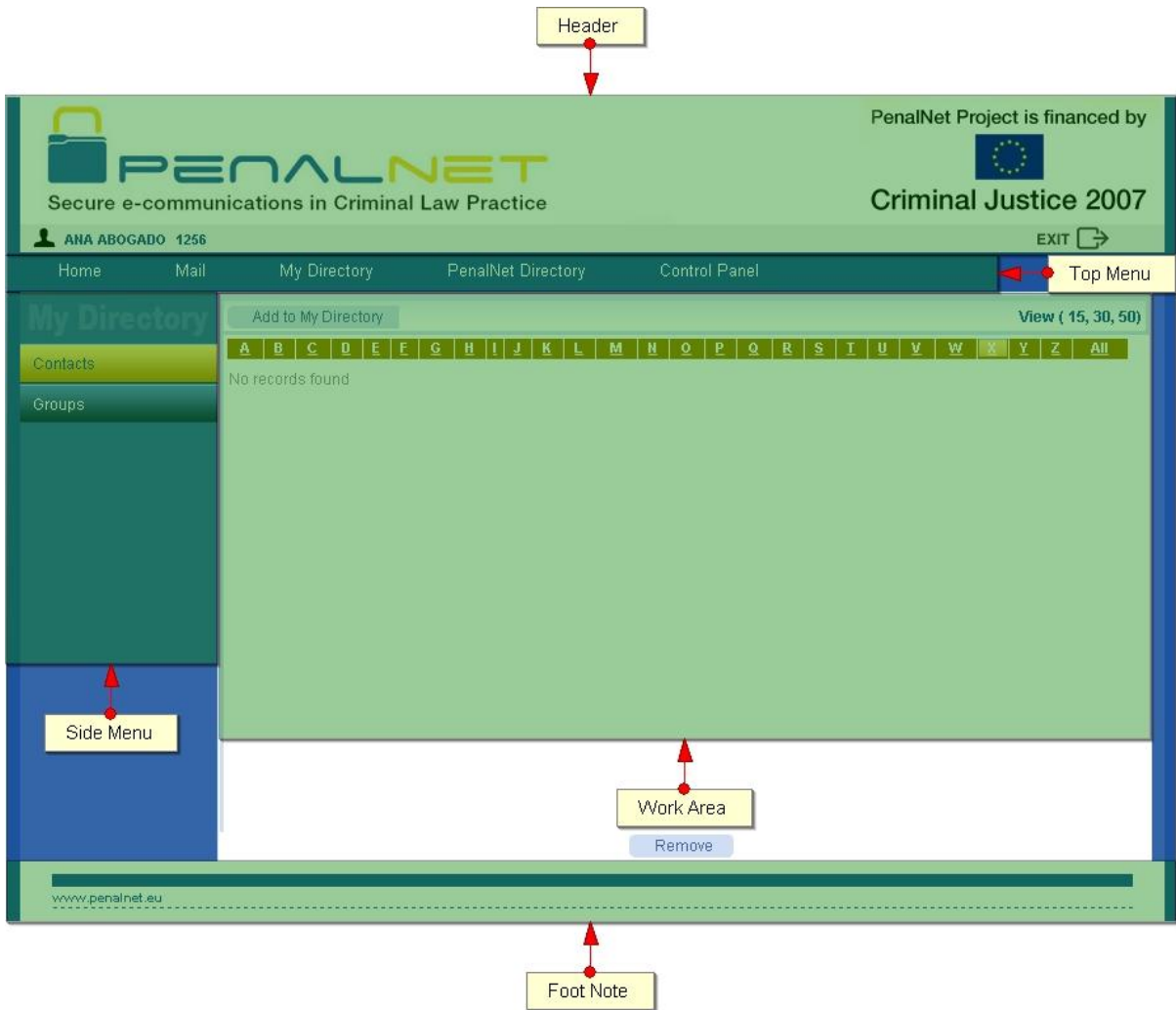


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- *Central part:* work area.
- *Footnote:* contains basic information, such as the Penalnet web address and the application version.

### Functional modules

The functional modules feature their own internal navigation system. One is shown below, with the others following a similar format.



The above image shows each part of the page:


- *Heading*
- *Top menu* (\*)
- *Side menu* (\*): varies depending on the option selected in the top menu.

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- *Work area*
- *Footnote*

(\*) The menu options shown depend on the profile of the user accessing the application.

## 3 FUNCTIONALITY

### 3.1 PENALNET HOME

Upon entering Penalnet, two things may happen:

- The user is a lawyer whose information is in the system: the user may continue using the application's functions.
- The user is a lawyer whose information is not in the system, or is an administrator: the user does not have permission to use the Penalnet Platform features and will have to wait until a platform administrator provides the user with the proper profile.


Once the user's profile is properly set, the main page will show the user's personal information:

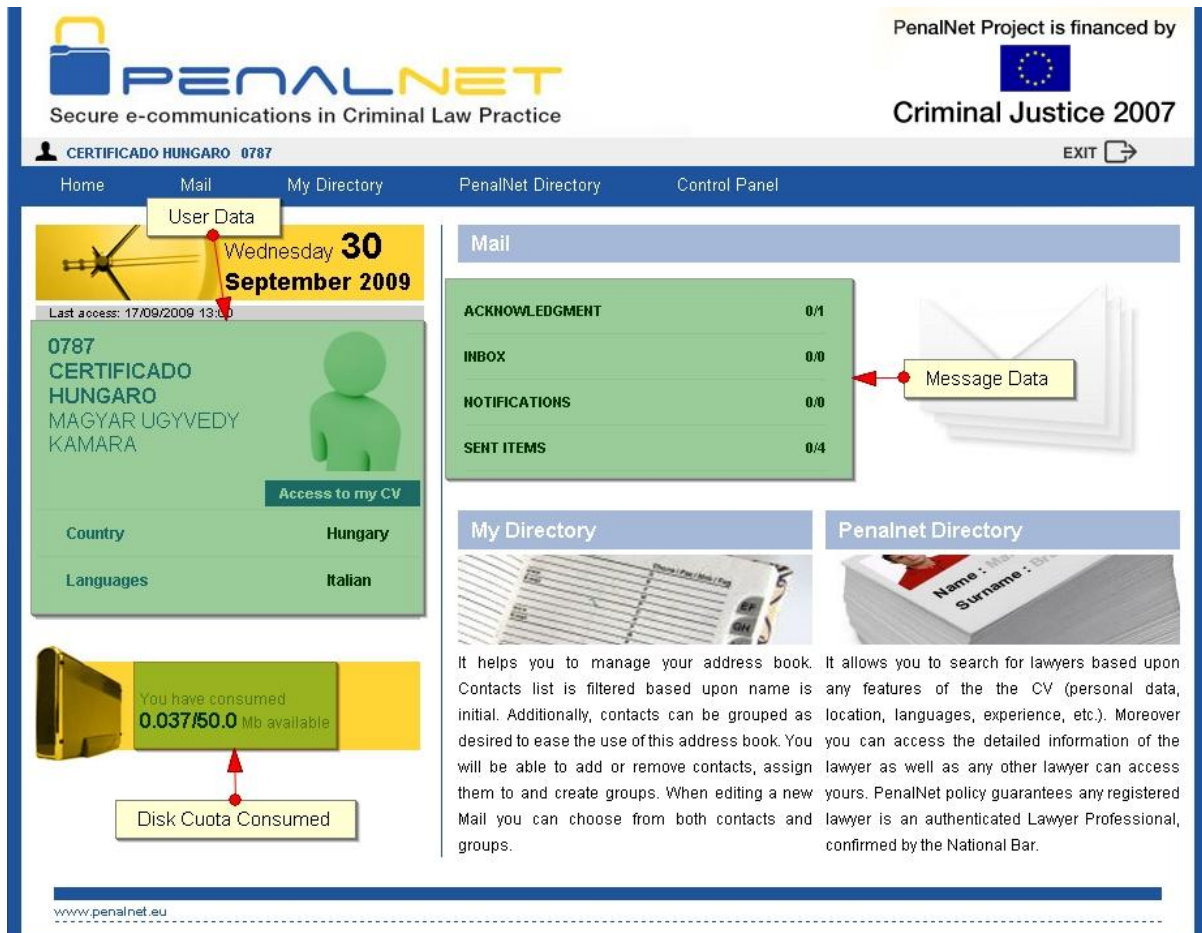
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The screenshot shows the PenalNet web application interface. At the top, it displays the PenalNet logo and the text 'Secure e-communications in Criminal Law Practice'. The user is identified as 'CERTIFICADO HUNGARO 0787'. The main navigation menu includes 'Home', 'Mail', 'My Directory', 'PenalNet Directory', and 'Control Panel'. The 'Mail' section shows a list of folders: ACKNOWLEDGMENT (0/1), INBOX (0/0), NOTIFICATIONS (0/0), and SENT ITEMS (0/4). The 'My Directory' and 'Penalnet Directory' sections are also visible. A 'Disk Quota Consumed' section shows that 0.037/50.0 Mb is available. The interface is in Italian, with the user's name 'MAGYAR UGYVEDY KAMARA' and country 'Hungary' displayed.

The main sections to highlight are:

- *User information*: personal data such as name, surname, BAR, country and languages.
- *Disk quota*: amount of disk space in use and total available.
- *Mail*: number of unread and total messages in the user's folders. User can navigate to Mail option.
- *Top menu*: menu with the application's functional modules. The options will vary depending on the user's profile.

### 3.2 MAIL

The MAIL section allows messages to be read, sent and managed. They can be deleted or organized into folders. Below is the main screen:


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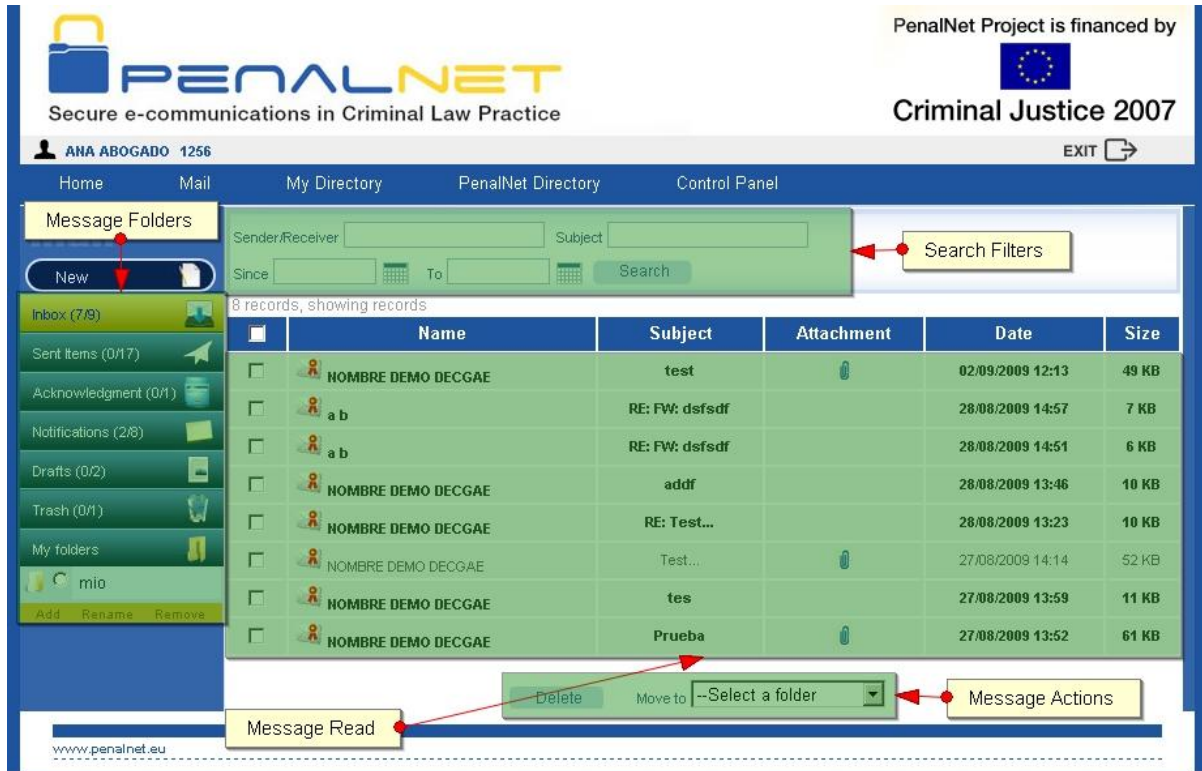


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The screenshot shows the PENALNET web interface. At the top, it says "PENALNET Secure e-communications in Criminal Law Practice" and "PenalNet Project is financed by Criminal Justice 2007". The user is logged in as "ANA ABOGADO 1256". The main navigation bar includes "Home", "Mail", "My Directory", "PenalNet Directory", and "Control Panel".

The "Message Folders" sidebar on the left lists folders like "Inbox (7/8)", "Sent Items (0/17)", "Acknowledgment (0/1)", "Notifications (2/8)", "Drafts (0/2)", "Trash (0/1)", and "My folders" (containing "mio").

The central area shows a search filter with fields for "Sender/Receiver", "Subject", "Since", and "To", and a "Search" button. Below the filter, it says "8 records, showing records" and displays a table of messages.

	Name	Subject	Attachment	Date	Size
<input type="checkbox"/>	<b>NOMBRE DEMO DECGAE</b>	test		02/09/2009 12:13	49 KB
<input type="checkbox"/>	a b	RE: FW: dsfsdf		28/08/2009 14:57	7 KB
<input type="checkbox"/>	a b	RE: FW: dsfsdf		28/08/2009 14:51	6 KB
<input type="checkbox"/>	<b>NOMBRE DEMO DECGAE</b>	addf		28/08/2009 13:46	10 KB
<input type="checkbox"/>	<b>NOMBRE DEMO DECGAE</b>	RE: Test...		28/08/2009 13:23	10 KB
<input type="checkbox"/>	<b>NOMBRE DEMO DECGAE</b>	Test...		27/08/2009 14:14	52 KB
<input type="checkbox"/>	<b>NOMBRE DEMO DECGAE</b>	tes		27/08/2009 13:59	11 KB
<input type="checkbox"/>	<b>NOMBRE DEMO DECGAE</b>	Prueba		27/08/2009 13:52	61 KB

At the bottom of the message list, there are "Delete" and "Move to" options, with a dropdown menu for "Select a folder" and a "Message Actions" button.

The left side menu shows the folders. Some are pre-defined and others can be created by the user. The top part shows the options for deleting or moving messages between folders, along with the mail search filter.

The central part shows all the messages, with those in the Inbox folder being shown by default. The bolded messages are unread, while those in normal font have been read. Each message has the following fields associated with it: name, subject, attachment (with an icon if the message has any attachments), date sent and message size.

### 3.2.1 Messages

#### Message search

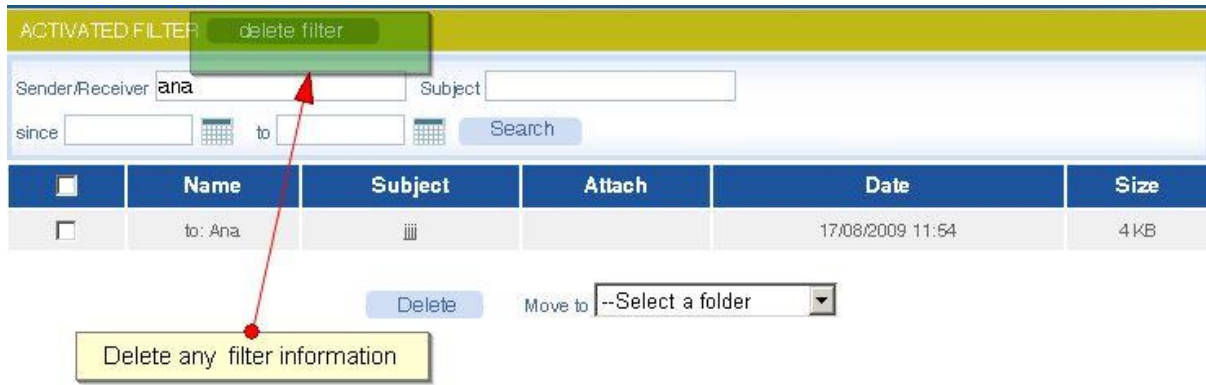
The message list can be filtered according to the following fields: sender/receiver, subject, and date. A from-to date range can be specified. All of these fields are optional. Once the desired values are input and the 'Search' option is selected, the resulting messages are shown along with an indication that the filter is active. To deactivate the filter and show all the messages again, click on 'delete filter'.

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### Viewing messages

Only the messages from the active folder are shown, this being determined by the folder the user is currently in. To let the user know which messages are being shown, the active folder will always be highlighted. For example in the following image, the 'Notifications' folder is shown as active, and thus its associated messages would be shown.




### New message

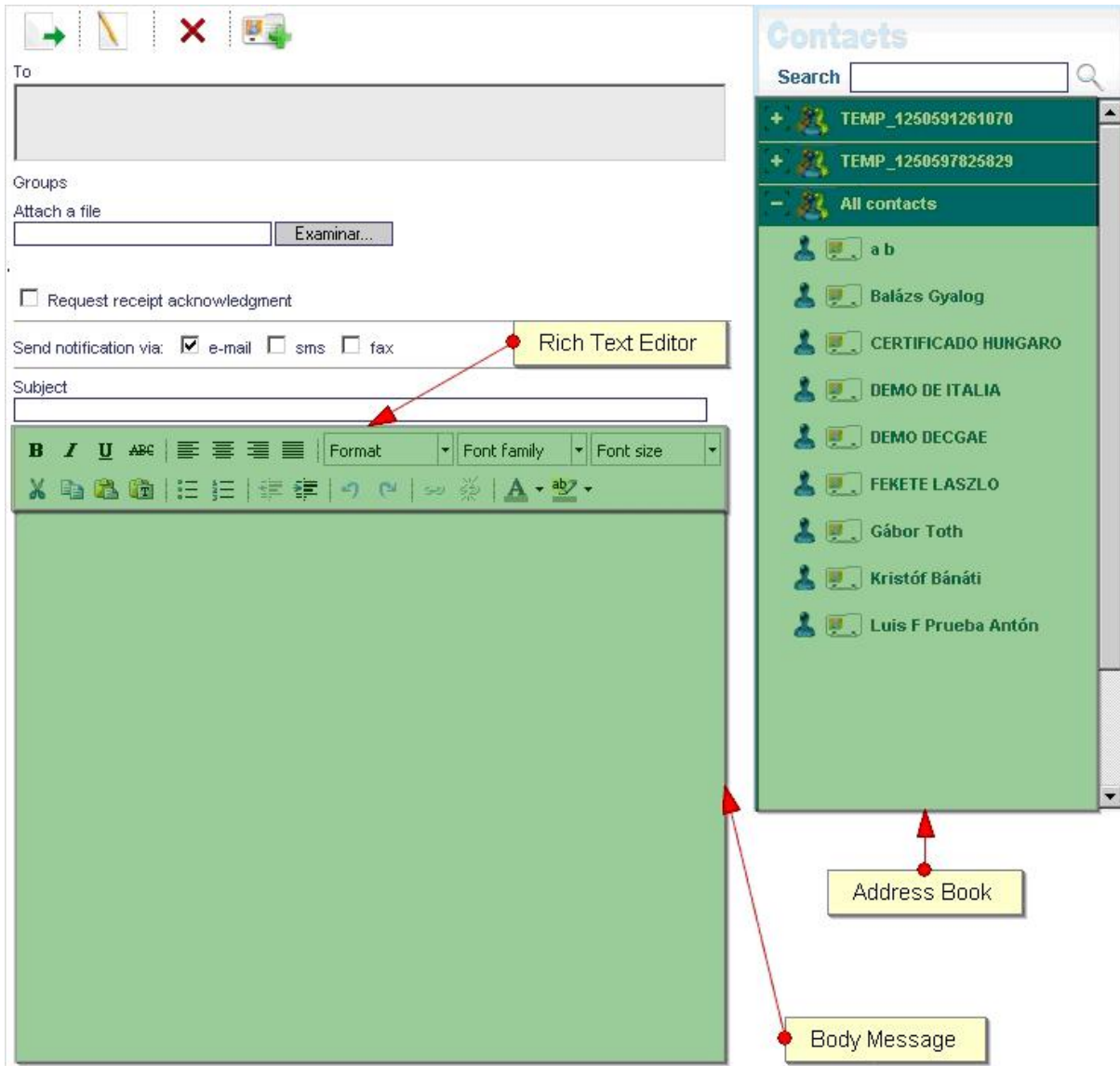
To send a message, click on 'New'. A form will appear for the drafting of messages. On the right side is the address book with the user's groups and contacts. In the center are the message fields, which are: *To*, *Groups*, *Attach file*, *Acknowledgment of receipt*, *Notifications*, *Subject* and *Body*. The only requirement is to list at least one recipient.

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## Recipients


The *To* and *Groups* fields only allow data to be entered from the address book by clicking on the associated contact or group name. The relevant field will automatically be shown. For example, in the following image the *Department* group and contact *Fekete* have been selected.

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To:

FEKETE LASZLO<1001-4001-Abogado\_PenalNet>;

Groups:

Department;

Search

+ Department

- All contacts

FEKETE LASZLO

GABOR TALMACSI

VIORICA SIMIONESCU

If you wish to add new contacts to your address book, you should press the icon 

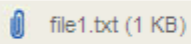
A new window will be open where the lawyers using the platform, who are not contacts of the user, will be shown.


Selecting the new contacts and pressing the button...., the contacts will be add to the user address book and could be chosen as recipients of messages.

## Attachments

To attach a file hit the ‘Browse...’ option (\*). A file browser will open for the user to select the file to attach. Keep in mind that the maximum file size is 1500 KB. There is no limit to the maximum number of attachments.

Attach a file





Click to look for a file

Remove the attachment

To remove attached files, hit the trash bin icon. This will update the file listing.

(\*) The browser button label will depend on the O.S. language

## Acknowledgment of receipt

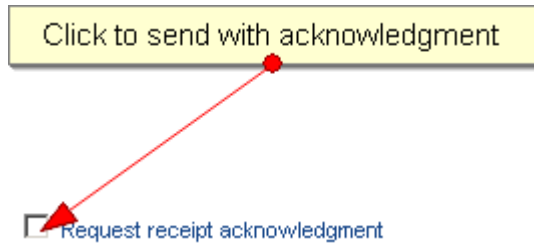
A receipt acknowledgment can be requested. This is done by checking the “Acknowledgment of receipt” box.

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Doing this will result in a message being sent to the sender's 'Acknowledgment' folder when the recipient opens the message, confirming that the message has been received and opened.

### Notifications

When a message is sent, the recipient can be notified of the arrival of a new message through the following methods: email, SMS, certified SMS (buro-SMS) and fax. More than one may be selected.

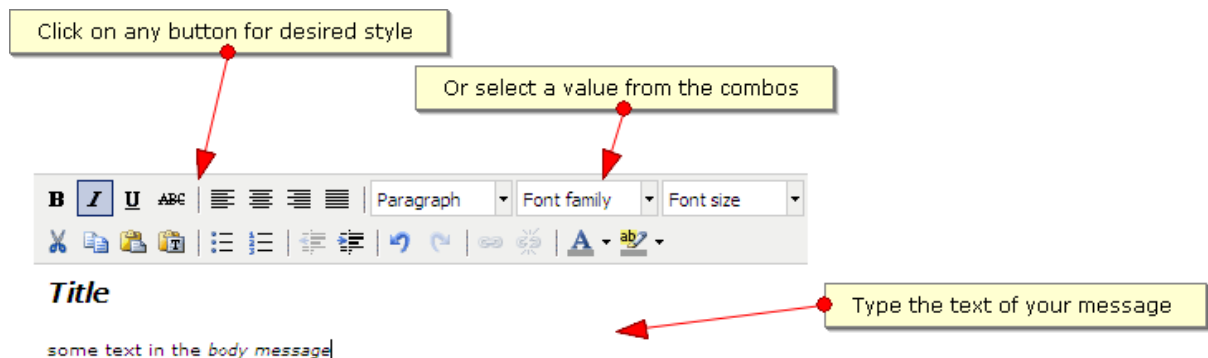


This way the recipient will receive, in addition to the message itself, the notification(s) specified by the sender.

After specifying the notifications the sender will receive a message in his 'Notifications' folder with a report on the notifications sent.

### Rich text editor

To write the message body, the rich text editor may be used. This allows styles to be applied to the text, such as bold, italic or alignments, and lists or tables to be added, among other options.




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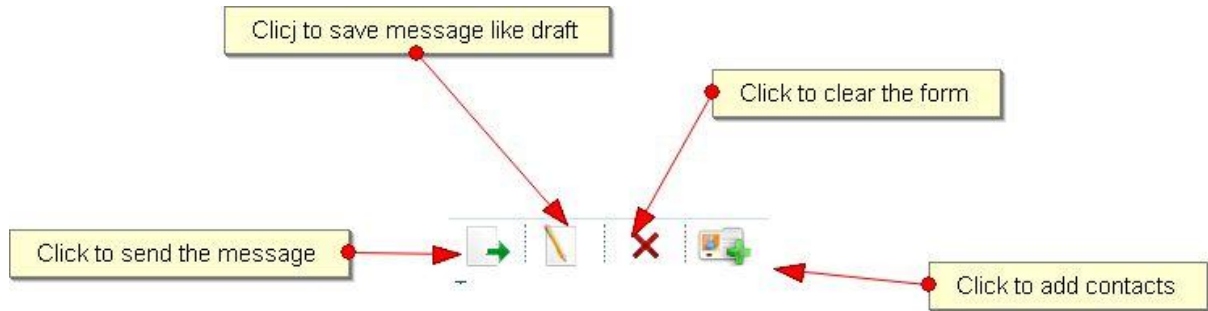


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Lastly, the message can be sent or the form cleared by using the following options:



In order for the messages to be sent securely, the Penalnet Platform communicates with an electronic signature platform to sign the message. After hitting the send option, a window will open to establish communications with the signature platform, which will first look for the user's digital certificate and then request the user's PIN:



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XML to sign

```
<?xml version="1.0" encoding="UTF-8"?>
<penalnet><msgPenalnet><from id="666-4003-Abogado_PenalNet">DORINA
NOMBELESCU</from><tos><to id="1001-4001-Abogado_PenalNet">Fekete Laszlo</to><to
id="1256-4002-Abogado_PenalNet">Ana Abogado</to><to id="70801687M-2000-
Personal">NOMBRE DEMO DECGAE</to></tos><subject><![CDATA
[&#100; &#102; &#115; &#100; &#102; ;]></subject><date>2009-08-
17T12:22:48+01:00</date><body><![CDATA[<p>sdfsdf</p>]]
></body></msgPenalnet></penalnet>
```

Enter your pin code:

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Once the PIN is entered and the 'Sign' option is selected, the Signature Platform will sign the message. This operation will take a few seconds. Once this is complete, the user is informed of the result of the operation and the Platform window closes.

The message is moved to the 'Outbox' folder once it is sent.

The third icon on the last picture allow users to add a contact.

### Moving messages

The following preset folders are available for organizing messages:

- *Inbox*
- *Outbox*: messages sent.
- *Trash*: messages can be permanently deleted only from this folder.
- *Notifications*: when sending a message, the sender can request that the recipients receive a new message notification. A report of said notifications is provided to the sender through the 'Notifications' folder.
- *Acknowledgment*: when a message is sent, the sender can request a receipt acknowledgment. When the recipient opens the message, the sender receives an acknowledgment in this folder.
- *My folders*: personal folders managed by the user. Explained in more detail later.

Messages can be moved freely between any of the folders. This is done by selecting the message(s) and then specifying the destination folder in the 'Move to' box. The messages will be automatically moved to that folder.



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There is one exception, which is the Trash folder, from which the messages cannot be moved to any folder, but only restored to their original location.

### Deleting messages

To delete a message, it is first moved to the Trash folder. We then go into the Trash folder and, if the message is to be permanently deleted, select it and click on the 'Delete' option. If, on the contrary, we wish to restore it, select it and hit the 'Restore' option. This will return the message to its original location before it was sent to the trash bin. These operations can be performed on one or more messages at a time.

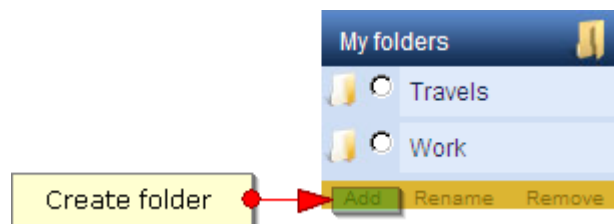


### 3.2.2 Folders

As mentioned above, the subfolders within 'My Folders' are personal folders. The user can create, rename and delete them as desired. Messages can also be moved between these subfolders and the remaining folders.

#### Creating a personal folder

To create a folder, click on the small 'Add' option:




A window like the one below will open:

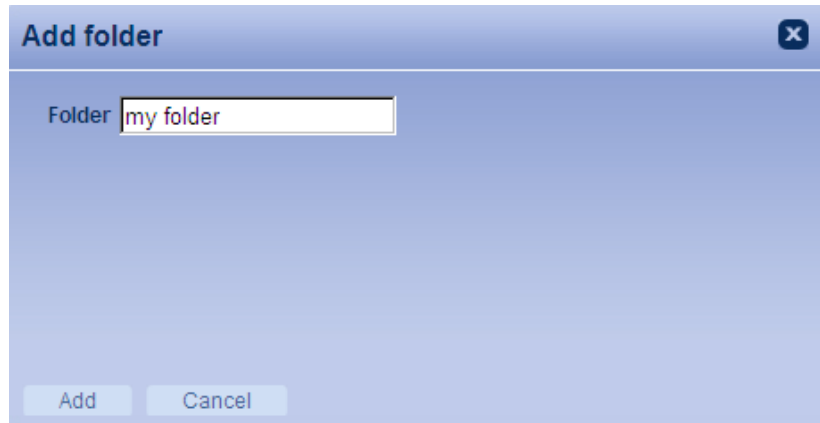
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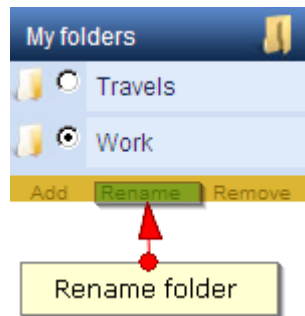
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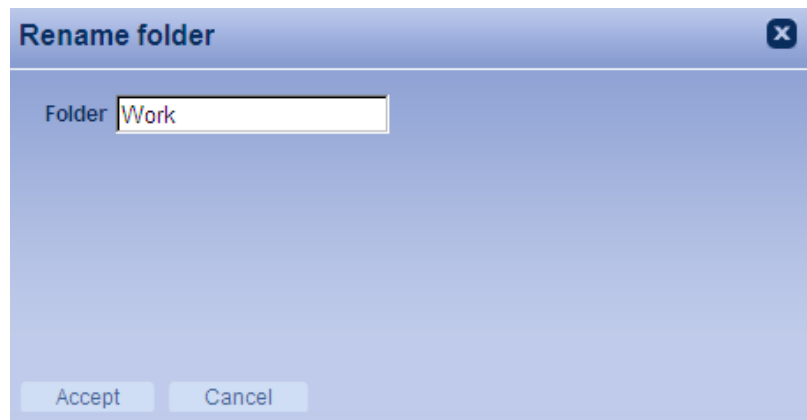
Enter the folder name in the 'Folder' field. This is a required field. The name must be unique. When the 'Add' option in this window is pressed, the new folder will be created. The operation can be cancelled by clicking on the 'Cancel' option. The screen will be updated with the new data.

### Rename personal folders

To rename a folder, select it and click on the 'Rename' option:



A window similar to that for creating folders will open, this time with the name of the selected folder:




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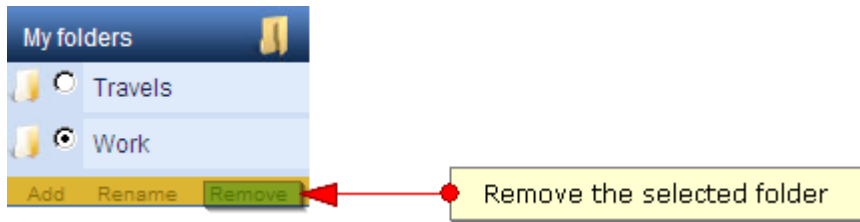


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The procedure is as in the case above: the new, unique name is entered in the 'Folder' field. This is required. Pressing 'Accept' will save the changes and 'Cancel' will annul the operation.

### Deleting personal folders

To delete a folder, select it and hit the 'Remove' option.



The following window will open to confirm the deletion:



There are two options for handling the messages contained in the folder to be deleted:

- Move them to the 'Trash' folder.
- Move them to the 'Inbox'.

Once an option is selected, clicking on the 'Remove' option will delete the folder and its messages will be moved as specified. To cancel the operation click on the 'Cancel' option.

### 3.3 MY DIRECTORY

The 'My Directory' section allows users to manage their address book. Contacts can be grouped as desired to ease the use of the address book.

To access this function, the 'My Directory' option is selected from the top menu. This allows the user to manage the contacts and groups.


A list of the user's contacts is shown.

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ANA ABOGADO 1256 EXIT

Home Mail My Directory PenalNet Directory Control Panel

My Directory
Add to My Directory
View ( 15, 30, 50)

A B C D E F G H I J K L M N O P Q R S T U V W X Y Z All

15 records, showing records

<input type="checkbox"/>	Surname	Name	Email	Mobile	Telephone	Fax
<input type="checkbox"/>	b	a	luisfernando.robledano@redabogacia.org		1234	
<input type="checkbox"/>	Bajáky	Tamás	bajakyestarsa.ugyvedeiroda@chello.hu		3617887495	3617887495
<input type="checkbox"/>	Bánáti	Kristóf	kiristo.banati@banati.hu		3613205568	3613205575
<input type="checkbox"/>	DE ITALIA	DEMO	monica.diaz@redabogacia.org			
<input type="checkbox"/>	DECGAE	NOMBRE DEMO	luisfernando.robledano@redabogacia.org			
<input type="checkbox"/>	DECGAE	DEMO	luisfernando.robledano@redabogacia.org			
<input type="checkbox"/>	DIAZ	monicas	monica.diaz@redabogacia.org		77787898	
<input type="checkbox"/>	Gyalog	Balázs	balazs.gyalog@banati.hu		36-1-270-2510	36-1-270-2510
<input type="checkbox"/>	HUNGARO	CERTIFICADO	aitor.parraga@panel.es		914058963	
<input type="checkbox"/>	LASZLO	FEKETE	ana.vazquez@panel.es	(+36) 696924479	0034999999999	
<input type="checkbox"/>	Nagy	Tamás	drnagy.tamas@t-online.hu		3619513676	3619513676

Remove

www.penalnet.eu

The bar along the top with the alphabet can be used to filter the contacts by name. The data in the table can also be arranged by clicking on any of the column headings.

### 3.3.1 Contacts

#### Adding contacts


To add a contact to the address book, click on the 'Add new contacts' option. This opens a new form that will allow searches to be filtered by *name*, *surname*, *Bar association* and *Experience areas*.

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**Search**

<b>Name</b> <input style="width: 90%;" type="text"/>	<b>Surname</b> <input style="width: 90%;" type="text"/>
<b>Bar association</b> <input style="width: 90%;" type="text" value="--"/>	<b>Experience areas</b> <input style="width: 90%;" type="text" value="--"/>

Once the desired search parameters are entered and the ‘Search’ option is selected, a table will appear showing all those users active in the system. Those which are grayed out have already been added to the address book. The rest (if any) are those which may be added to the address book.

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### Search

Name  Surname   
 Bar association  Experience areas

### Results

8 records, showing records

<input type="checkbox"/>	Name	Surname	Bar association
<input type="checkbox"/>	Fekete	Laszlo	MAGYAR UGYVEDY KAMARA
<input type="checkbox"/>	Ana	Abogado	CONSIGLIO NAZIONALE FORENSE
<input type="checkbox"/>	ANA	ADMINISTRADORA	CGAE
<input type="checkbox"/>	ANA	ADMINISTRADORA	CONSIGLIO NAZIONALE FORENSE
<input type="checkbox"/>	DORINA	NOMBELESCU	BAROUL BUCURESTI
<input type="checkbox"/>	VIORICA	SIMONESCU	BAROUL BUCURESTI
<input type="checkbox"/>	NOMBRE DEMO	DECGAE	CGAE
<input checked="" type="checkbox"/>	ATOR	ABOGADO	MAGYAR UGYVEDY KAMARA

Select a contact

Add selected contacts

Add

To add them, they must be selected, either individually or all at once. After the selection is made, hit the 'Add' option. If the user in question has not created any groups, the new contact will be added as is to the address book. If any groups exist, the contact may be included in them by selecting the group in question and clicking on the 'Add' option.

#### My Directory

- Contacts
- Groups

Add the following contacts:  
NOMBRE DEMO DEHUNGARY

grupo1  
 TEMP\_12505978258  
 TEMP\_12505912610


Add to the selected group

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If the contact is not to be added to any group, simply hit the 'Do not add to any group' option.

### Deleting contacts

To delete contacts from the address book, select them from the contact list either individually or by checking the box that selects all of them, and then hit the 'Remove' option.

A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X	Y	Z	All	
2 records, showing records																											
<input type="checkbox"/>	Surname	Name	Email	Mobile	Telephone	Fax																					
<input type="checkbox"/>	HUNGARO	CERTIFICADO	65475 6547547 547 @54547.es		-																						
<input type="checkbox"/>	Laszlo	Fekete	6547547 47547 @47547.es		6547547																						

The contact will no longer be shown in the address book.

### Viewing contact information

The basic data for a contact can be viewed from the pages used to manage, add or view a group's contacts. To see the contact's information, click on the name of the contact in question.

Click to view contact data


Surname	Name	Email
HUNGARO	CERTIFICADO	FeketeFek Fekete@kete l.es
Laszlo	Fekete	Fekete Fekete @kete l.es

The user's data will be shown. To go back to the previous screen, hit the 'Return' option.

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Return

<b>Name</b>	FEKETE	<b>Surname</b>	LASZLO
<b>Email</b>	fekete.laszlo@penalnet.eu	<b>Mobile</b>	655232945
<b>Telephone</b>	914785511	<b>Bar</b>	MAGYAR UGYVEDY KAMARA
<b>Languages</b>	Spanish		

### 3.3.2 Groups

The contacts can be arranged into groups so as to better organize the address book. To see a user's groups, select the 'Groups' option from the side menu. This will show a listing of the user's groups.



Name	Contacts number	View Contacts	Remove Group
grupo1	0		
TEMP_1250591261070	1		
TEMP_1250597825829	1		

The name of each group is shown, along with the number of contacts, an icon to see their details, and another icon to delete the group.

#### Add group

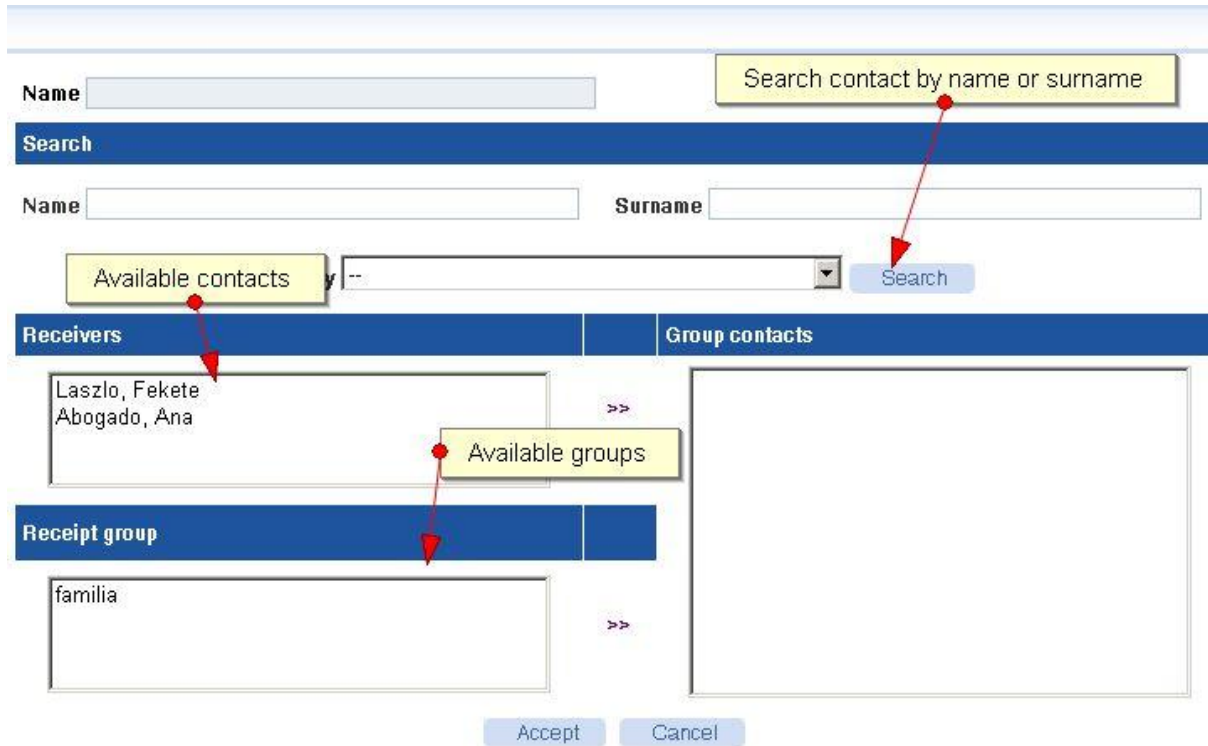
To add a group, hit the 'Add group' option. A form will appear on which the group data can be entered. The 'Name' field is required. The name given must be unique.

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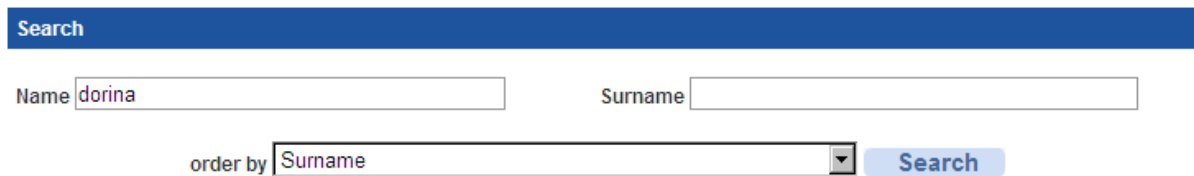


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The two boxes to the left show the address book contacts and groups. They can be selected and added to the group being created. To facilitate the search for a specific contact, a name and surname filter can be used:



Once the form is filled out with the desired data, the 'Add' option must be hit to add the group to the address book. The creation of the group can be cancelled by clicking on 'Cancel'.

### Modify group

To modify a group, click on its name in the main screen for managing groups:

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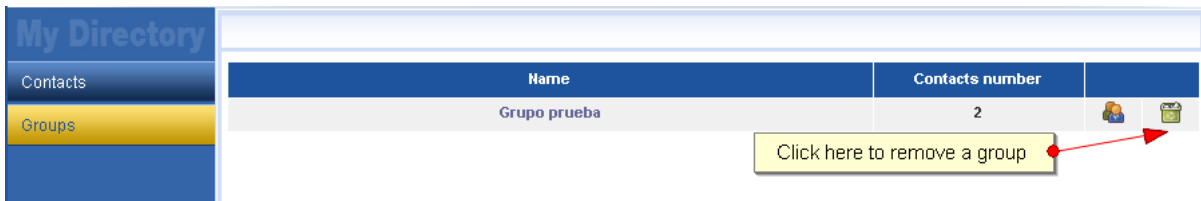




A form will be shown similar to that for creating groups. The name can be modified and contacts added or deleted. A unique group name must be specified.

### Delete group

To delete a group, click on the 'Remove' icon:



A window will open to confirm the deletion of the group. There are three options for specifying what to do with the group's contacts:


- Delete the group but not its contacts
- Delete the group and its contacts only if they do not belong to any other group
- Delete the group and its contacts.



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Once the desired option is chosen, the group will be deleted when the 'Remove' option is clicked. To cancel the operation, hit the 'Cancel' option.

### Viewing group contacts

To see a group's contacts, click on the View Contacts icon:



Name	Contacts number
Grupo prueba	2

A list of the group's contacts will be shown. To go back to the list of groups, hit the 'Return' option.



Surname	Name	Email	Mobile	Telephone	Fax
LASZLO	FEKETE	34534534535@34535.es	(+36)696924479	0034999999999	
ABOGADO	ANA	3453453535@34535.es		345353453	

## 3.4 PENALNET DIRECTORY

This section contains a series of forms for entering the data on lawyers that is to be stored in the database for the General Council of Lawyers.

The forms are accessed by clicking on the 'Penalnet Directory' option on the top menu. It has two parts: 'DB Access' and 'Upload C.V.' Both allow for the entry and searches of data on the Penalnet Platform lawyers.

### 3.4.1 DB Access

Searches on those lawyers whose information is stored in the database can be conducted via the DB Access module.

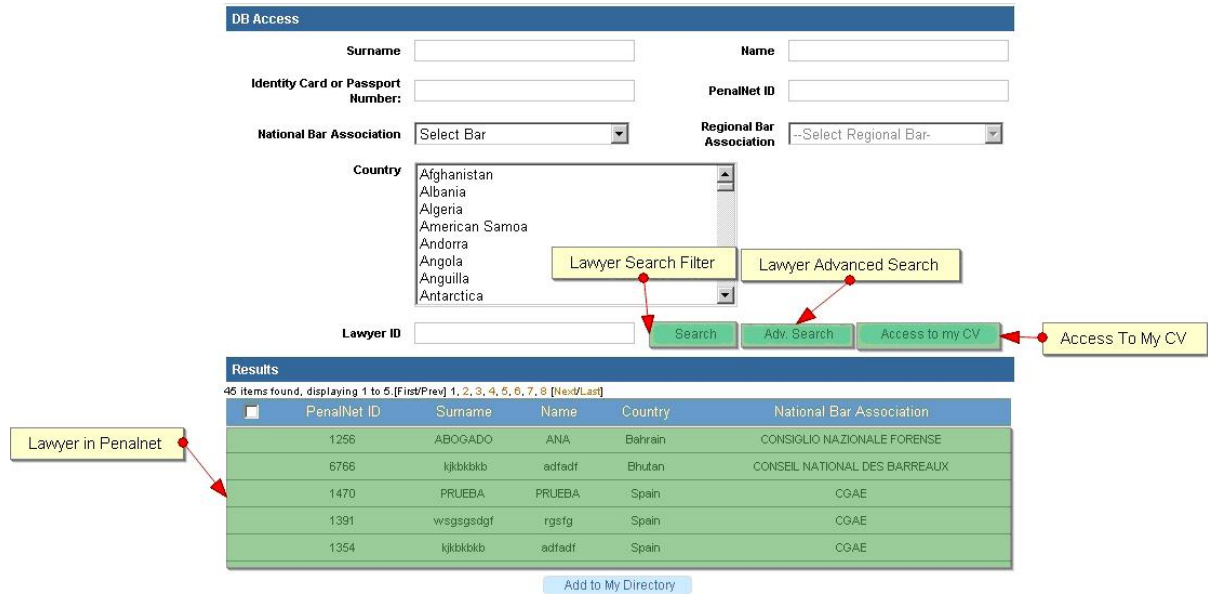
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When the 'Penalnet Directory' option is clicked on the top menu, or in the side menu within the 'DB Access' option, a form opens that allows one to search for lawyers, along with a listing of the lawyers in the system.



**DB Access**

Surname  Name

Identity Card or Passport Number:  PenalNet ID

National Bar Association:  Regional Bar Association:

Country:   
 Afghanistan  
 Albania  
 Algeria  
 American Samoa  
 Andorra  
 Angola  
 Anguilla  
 Antarctica

Lawyer ID

**Results**  
 46 items found, displaying 1 to 5 [First/Prev 1, 2, 3, 4, 5, 6, 7, 8 [Next/Last]]

PenalNet ID	Surname	Name	Country	National Bar Association
1256	ABOGADO	ANA	Bahrain	CONSIGLIO NAZIONALE FORENSE
6766	ikjkkkbb	adfadf	Ehutan	CONSEIL NATIONAL DES BARREAUX
1470	PRUEBA	PRUEBA	Spain	CGAE
1391	wsgsgsdgf	rgsfg	Spain	CGAE
1354	ikjkkkbb	adfadf	Spain	CGAE

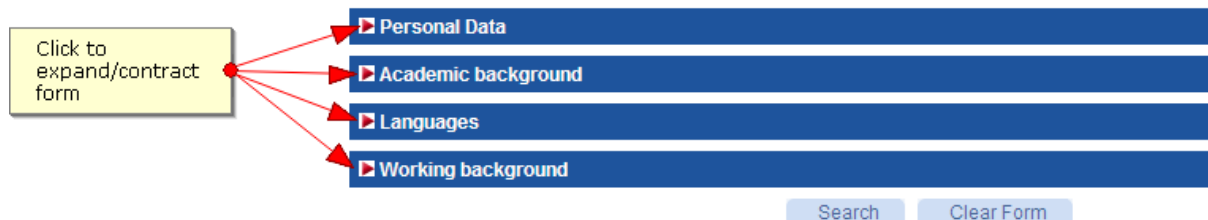
The search for lawyers can be filtered by the lawyer's name, surname, identity or passport number, Penalnet card ID, national or regional Bar, nationality or registration number. The results are shown under the list.

Clicking on any of the rows with the lawyer's data redirects the user to the 'Upload C.V.' section, explained further on.

### Advanced search

The advanced search allows the list of lawyers to be filtered using any field in the curriculum vitae.

This option is accessed by clicking on the 'Advanced Search' option, which opens the following screen:



Click to expand/contract form

- Personal Data
- Academic background
- Languages
- Working background

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Clicking on the icons shown on the image expands each section to reveal a form.

The advanced search consists of four sections:

- *Personal data*: lawyer's personal data, as shown on the following form:

**Personal Data**

**PenalNet ID**   
**Name**  **Surname**   
**Passport Number**  **Country**   
**Address**  
**Address**  **City**   
**Zip Code**  **Region/State**   
**Country:**  **E mail:**   
**Telephone**   
**Lawyer's registration details**  
**National Bar Association**  **Regional Bar Association**   
**Lawyer ID**

- *Academic background*: academic data, such as bachelor's or master's degrees or post-graduate studies. These are entered on the following form:

**Academic background**

**University Degree/s (including PhD)**

Degree	Institution	From	To
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

**Master/s and other postgraduate studies**

Degree	Institution	From	To
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

- *Languages*: languages spoken by the lawyer. More than one may be chosen from the list:

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**▣ Languages**

English	▲
French	▬
German	▬
Italian	▼


- *Working background*: employment data. The applicable areas of expertise and/or working experience can be selected. Other comments related to professional background can also be input. The associated form is as shown below:

**▣ Working background**

Areas of Expertise (according to national regulations/practice):

<input type="checkbox"/> Community Law	<input type="checkbox"/> Labour Law
<input type="checkbox"/> Administrative Law	<input type="checkbox"/> Commercial Law
<input type="checkbox"/> Civil Law	<input type="checkbox"/> Criminal Law
<input type="checkbox"/> Constitutional Law	<input type="checkbox"/> Internacional Private Law
<input type="checkbox"/> Finance Law	<input type="checkbox"/> Internacional Public Law

Working experience

Degree	Institution	From	To
<input type="text"/>	<input type="text"/>	<input type="text"/> 	<input type="text"/> 

Additional information (Associations, honors, awards,....)

None of the fields is required.

Once the desired search data are input, hit the 'Search' option. A list will be shown similar to that shown for the simplified search. The data can be exported to XML and Excel. Likewise, when one of the rows is clicked, the application redirects the user to the 'Upload C.V.' module, explained below. If the user wishes to clear the form before initiating the search, this can be done by clicking on the 'Clear form' option.

### 3.5 Control Panel

#### 3.5.1 Notification Settings


It allows to configurate the generation of notifications for the messages sent by the user as well as the messages got/received by him.

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#### Notifications via

Notify my message to receiver via:  e-mail  sms

#### Received Messages

Notify me new messages via:  e-mail  sms

Save Changes

### Notify my message to receiver via

While sending a message it will be possible to configurate a notification via:

- email
- sms

If during the sending, the user modifies the types of notifications to be sent, these values will be ignored.

### Notify me new messages via

When receiving a message, the user can be asked to be notified via:

- email
- sms

When the receiver gets a message, he will be notified, if the sender decides it as well as if the receiver does it, through its configuration

When generating a notification it will be done if the sender as well as the receiver request it.

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