KEMENTERIAN PERDAGANGAN DALAM NEGERI DAN KOS SARA HIDUP

SURUHANJAYA SYARIKAT MALAYSIA
COMPANIES COMMISSION OF MALAYSIA

Malaysian Business Reporting System

# MALAYSIAN BUSINESS REPORTING SYSTEM (MBRS)

## USER MANUAL
## MBRS PREPARATION TOOL (mTool)

## EXEMPTION APPLICATION (EA)
## RELATED TO FINANCIAL STATEMENTS AND ANNUAL RETURN

**Version 2.5**

## Table of Contents

# 1 Introduction to the MBRS Preparation Tool (mTool)

As part of the SSM XBRL initiative, SSM has made available mTool to enable companies to prepare Exemption Application related to Financial Statements and Annual Return in line with the MBRS filing requirements and SSM Taxonomy (SSMxT).

MBRS templates have been designed to reflect the presentation of Exemption Application as far as possible and in facilitating the preparation of Exemption Application in XBRL format. In addition, several key features of mTool are provided to facilitate the ease of preparing XBRL file for Exemption Application.

This user manual covers the various functions and features of mTool. The chapters are organized in accordance with the steps of how companies usually prepare a set of Exemption Application in XBRL format.

## 1.1 Type of submission

**Table 1**

| No. | Entry Point | Type of submission |
|---|---|---|
| 1. | EA1 | Application for exemption from coinciding foreign subsidiary financial year end with holding company |
| 2. | EA2 | Application for exemption from filing financial statements and reports in full XBRL format. |
| 3. | EA3 | Application to waive lodgement of financial statements by foreign company |
| 4. | EA4A | Application for relief from requirements as to form and contents of directors' report |
| 5. | EA4B | Application for relief from requirements as to form and contents of financial statements |
| 6. | EA5A | Application for extension of time for circulation of financial statements and reports |
| 7. | EA5B | Application for extension of time to lodge financial statements and reports |

| No. | Entry Point | Type of submission |
|---|---|---|
| 8. | EA6 | Application for extension of time for circulation and holding annual general meeting |
| 9. | EA7 | Application for extension of time to lodge annual return |

# 2 Acronyms and Abbreviation

The following Table 2 provides the expansion of various terms used in the user manual:

**Table 2**

| Acronym/ Abbreviation | Expansion |
|---|---|
| MBRS | Malaysian Business Reporting System |
| EA | Exemption Application related to the Financial Statements and Annual Return |
| XBRL | eXtensible Business Reporting Language |
| mTool | MBRS Preparation Tool |
| XBRL file | Instance document (XML file) generated from MBRS Preparation Tool (mTool) |
| MBRS template | Excel template used by preparer to fill in the disclosures according to respective entry points |

# 3 Get Started

## 3.1 Introduction page

After mTool is installed, a shortcut icon is displayed on your desktop as shown in Figure 1.


**Figure 1**

To launch the mTool, double click on the shortcut created on the desktop. The introduction page is displayed as shown in Figure 2.

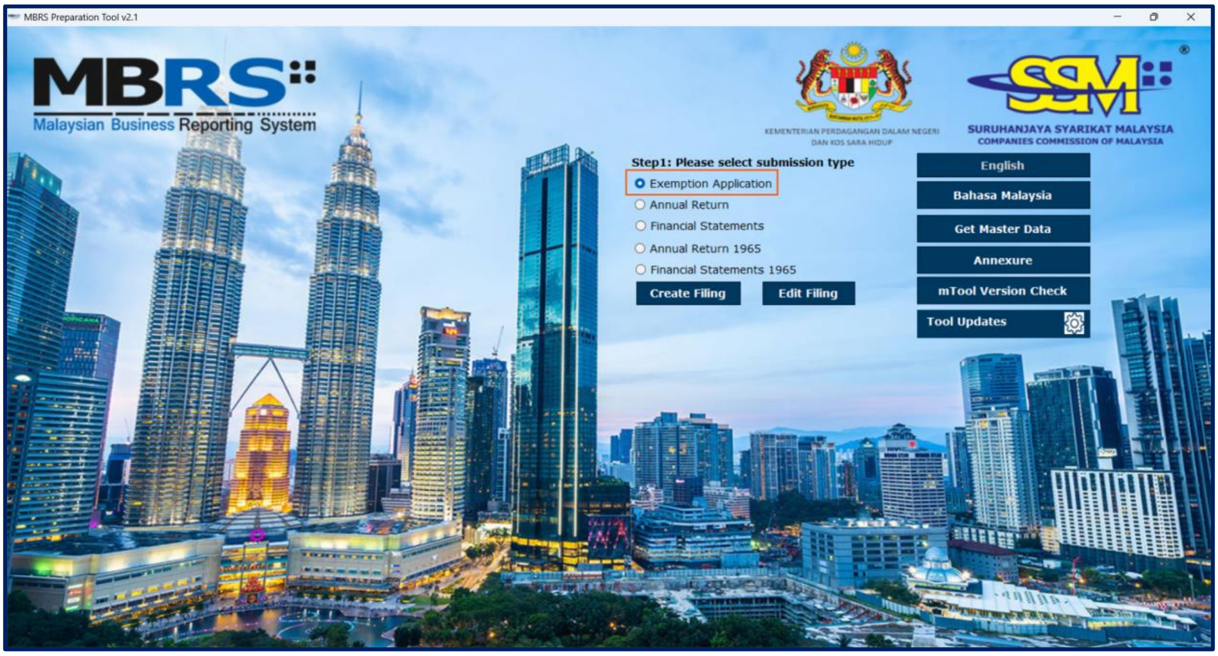



**Figure 2**

In the upper centre of the introduction page, there are eight buttons for you to begin preparation as shown in Figure 3, 4, 5, 6, 7, 8, 9 and 10.

**Create Filing:** To create a new or fresh set of XBRL file for Exemption Application.


**Figure 3**

**Edit Filing:** To open a previously saved XBRL file to edit.

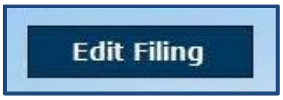



**Figure 4**

**English:** To select the English language for EA templates in mTool. This button is default selected.


**Figure 5**

**Bahasa Malaysia:** To select the Bahasa Malaysia language for EA templates in mTool.


**Figure 6**

**Get Master Data:** Fetch Master Data


**Figure 7**

**Annexure:** To prepare the AR Annexure templates in mTool.

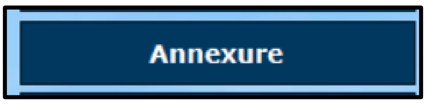



**Figure 8**

**mTool Version Check:** To check for latest mTool version.


**Figure 9**

**Proxy Settings:** To check for configuration setting in mTool.


**Figure 10**

## 3.2 Preparation flow

There are two ways to start the preparation of XBRL file for Exemption Application as shown in Figure 11 and 12.

### 3.2.1 Use the Create Filing button to create a new set of XBRL file for Exemption Application.

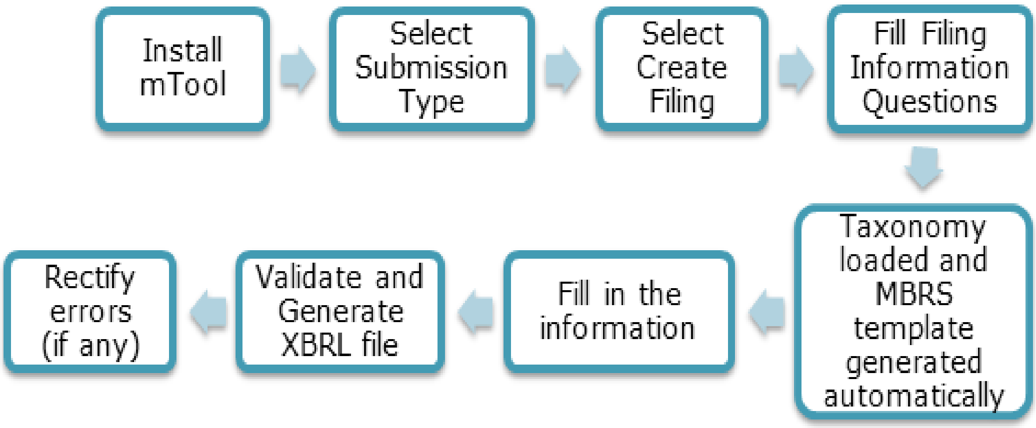



**Figure 11**

### 3.2.2 Use the Edit Filing button to open an existing set of XBRL file for Exemption Application (.zip format).

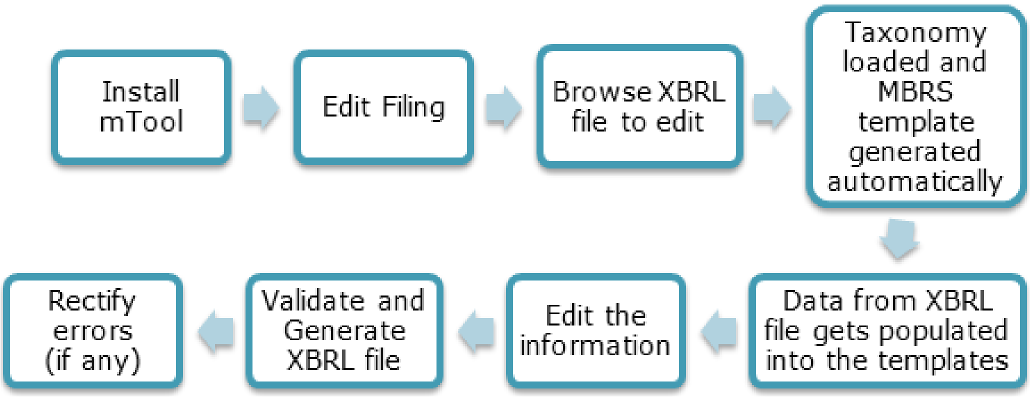



**Figure 12**

*The MBRS template created from the mTool can be saved as a MS Excel file, and you can open it again to continue working on the templates.*

## 3.3 Create a new set of XBRL file

Choose **Create Filing** if you want to prepare a new or fresh set of XBRL file. You will need to fill in the Filing Information. Information filled in the Filing Information will determine the templates to be generated inside the mTool.

Submission type would have 5 options:

- Exemption Application
- Annual Return
- Financial Statements
- Annual Return 1965
- Financial Statements 1965

Select **Exemption Application** for the Submission Type and then click **Create Filing** on the Introduction Page. The Filing Information template will appear as shown in Figure 13.

**Filing Information for Exemption Application**

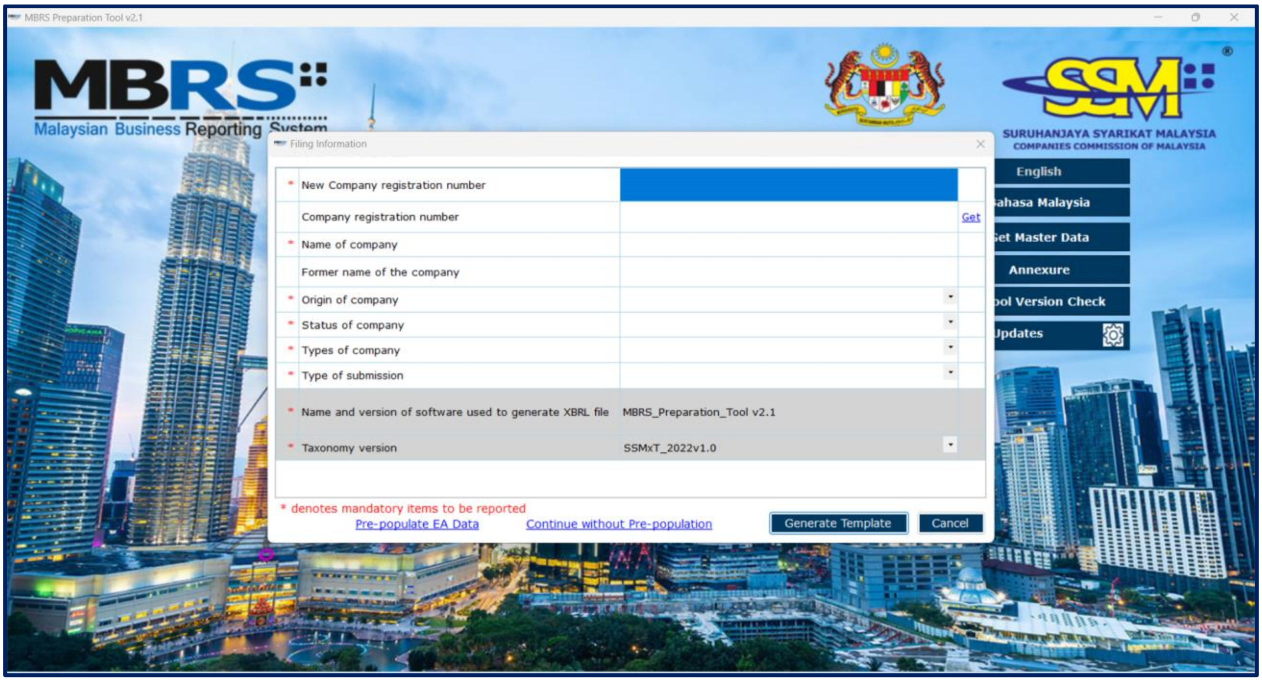



**Figure 13**

Fill all information for Exemption Application in the Filing Information and click **Generate Template** button. Based on the information provided in the Filing Information, relevant taxonomy is auto selected and MBRS template are generated. The User is taken to the Content Page as shown in Figure 19.

**Get the Old Company Registration Number:**

User can use the feature to fetch the Old Company registration number from New Company registration number.

1. In filing information page, User has to enter the New Company Registration Number
2. Click on **Get** [Hyperlink] option (Figure 14).

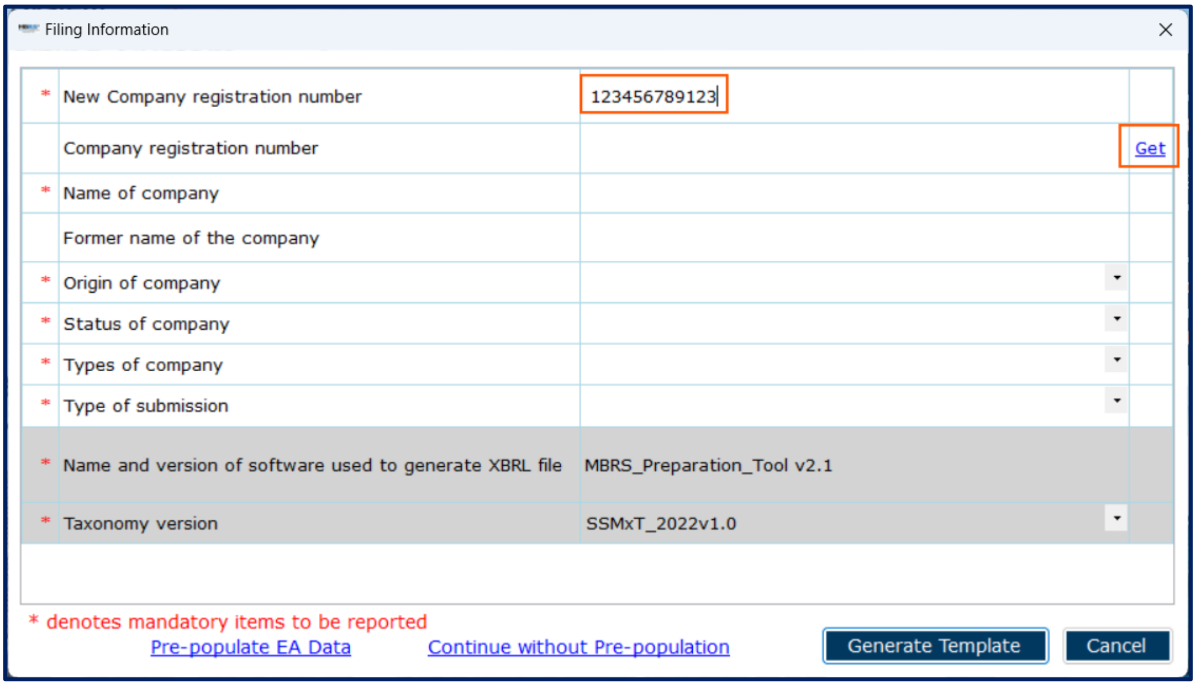



**Figure 14**

3. A pop-up window will appear, where the user has to enter valid credentials and click on the **Sign In** button.

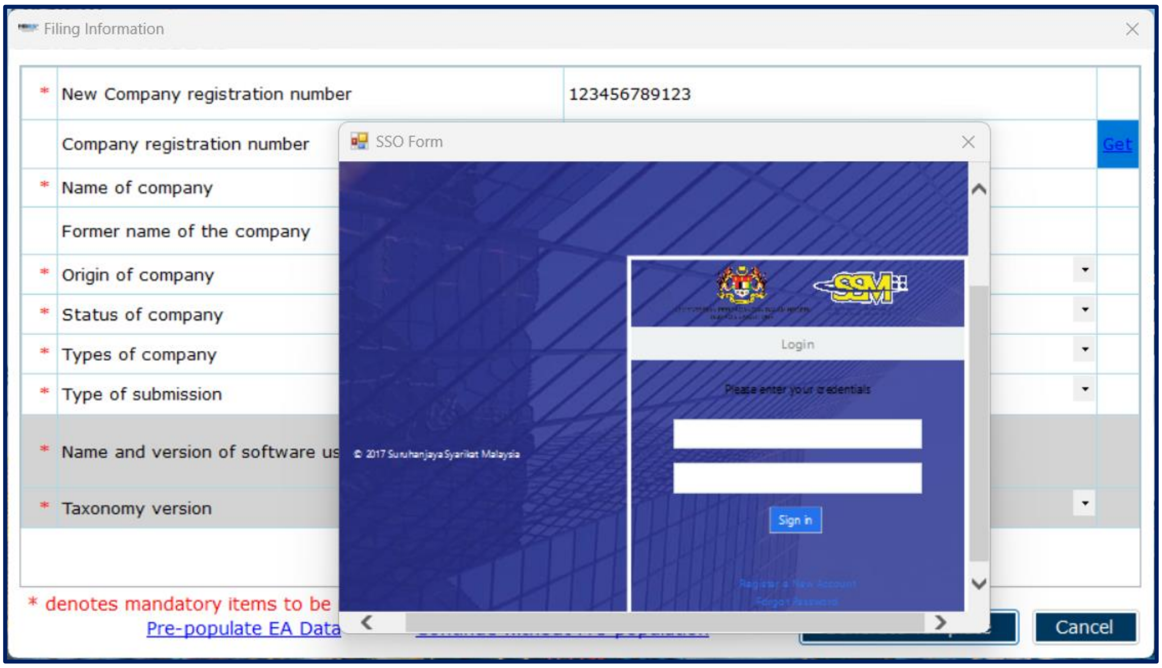



**Figure 15**

4. Once user credentials are successfully validated then Old Company Registration number will be fetched and get displayed. (Figure 16)

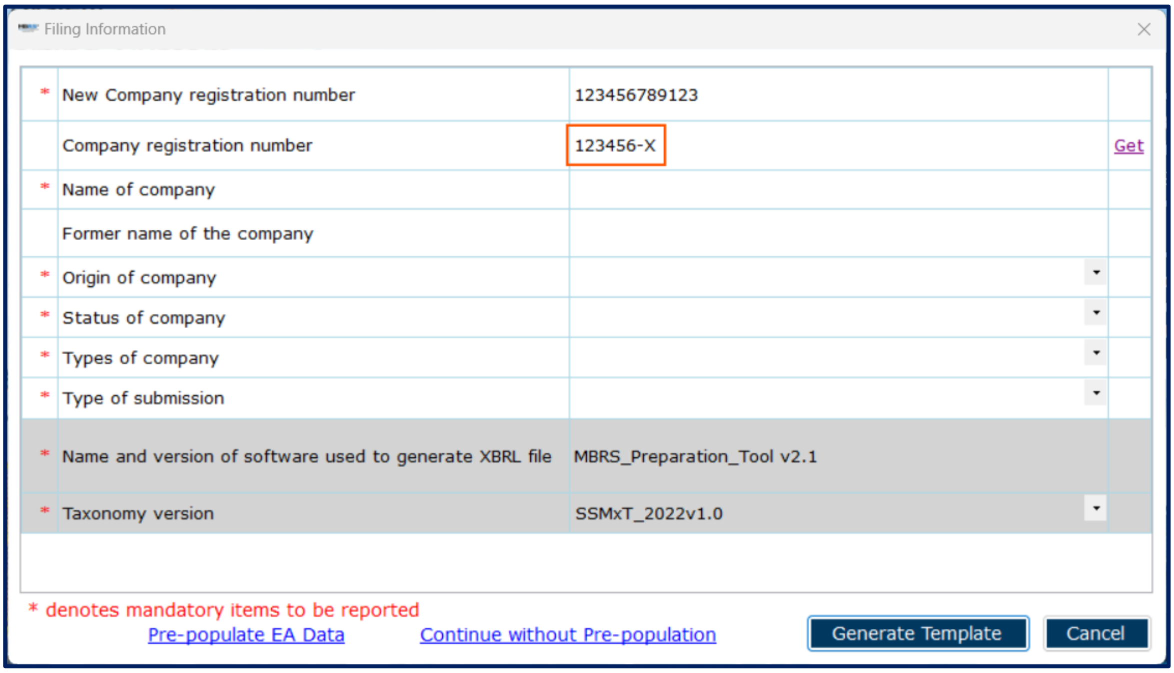



**Figure 16**

## 3.4 Open an existing XBRL file

Choose "Edit Filing" if you want to open a previously saved XBRL file.

Submission type would have 5 options:

- Exemption Application
- Annual Return
- Financial Statements
- Annual Return 1965
- Financial Statements 1965

Select "Exemption Application" for the Submission Type and then select "Edit Data". The file selection screen will open with the buttons for "Edit Data" as shown in Figure 16.


**Figure 17**

The mTool will populate data in the templates based on the taxonomy of the selected XBRL file. You will be able to make changes to the templates and save those changes in a new XBRL file.

1. Browse relevant XBRL file and select "Edit Data".

2. Click "Proceed". An error message will be displayed as per shown in Figure 17 if any field validation is not met.

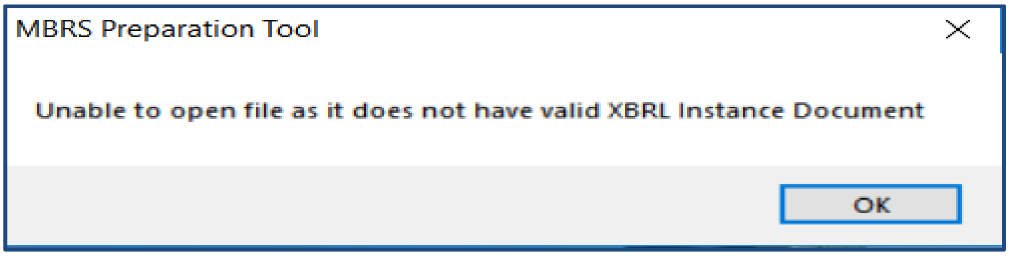



**Figure 18**

3. Taxonomy will be selected based on the taxonomy in the XBRL file and data will be filled in the templates. The tool will show the Content Page as shown in Figure 19.

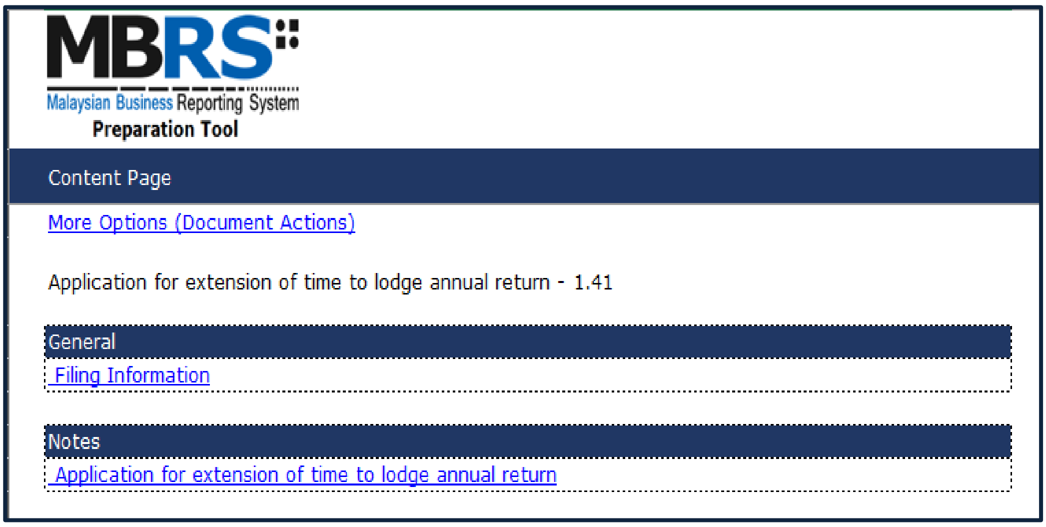



**Figure 19**

# 4 MBRS Template Interface and Navigation

## 4.1 User Menu

Click on any template in the Content Page to go to the template. For example, click on Filing Information tab on the template and on the top of the template, you can see the User Menu as shown in Figure 20.


**Figure 20**

### 4.1.1 Home

The Home button takes you to the Content Page of the mTool where the entire list of MBRS template generated and loaded in the mTool is displayed. Please refer to *section 4.2* to see more details on the Content Page.

### 4.1.2 Toolbox

The Toolbox helps users to customize and fill in the MBRS templates easily. Some of the functions include Auto Save, Review Copy, Change Language and other options. These functions may be useful for you to customize the templates as per Exemption Application.

Click the Toolbox icon on the User Menu, the Toolbox will appear on the right panel as shown in Figure 21. Please refer to section 8 to see more details on the Toolbox functions.

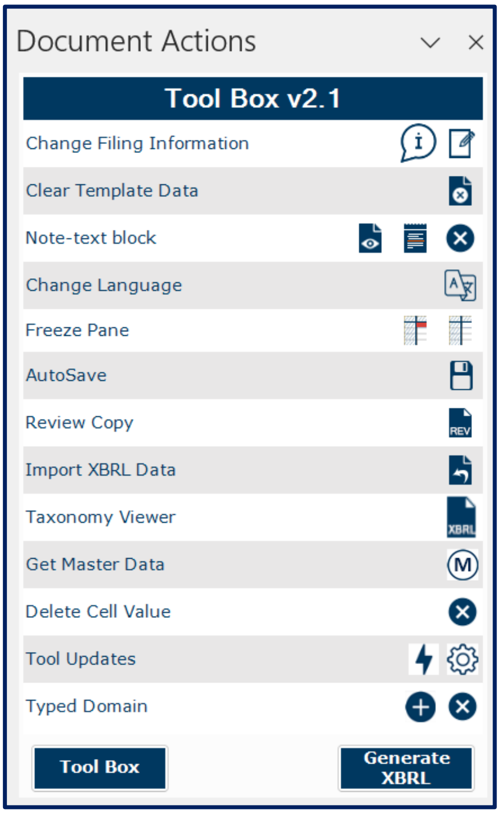



**Figure 21**

### 4.1.3 XBRL Help

There are help available throughout all elements in the mTool. The help menu shows you different labels, synonyms, properties, references and guidance notes for each element in the taxonomy. The different kinds of help available in the mTool are detailed below.

1. Select the element of which you want to check 'XBRL Help' information, e.g. "Company proposed date for extension of time to lodge annual return", as shown in Figure 21.

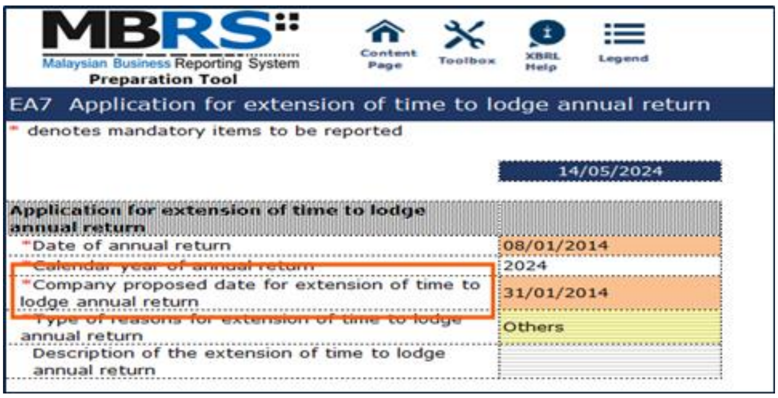



**Figure 22**

2. Click **XBRL Help,** the panel will be displaying Help as shown in Figure 23.

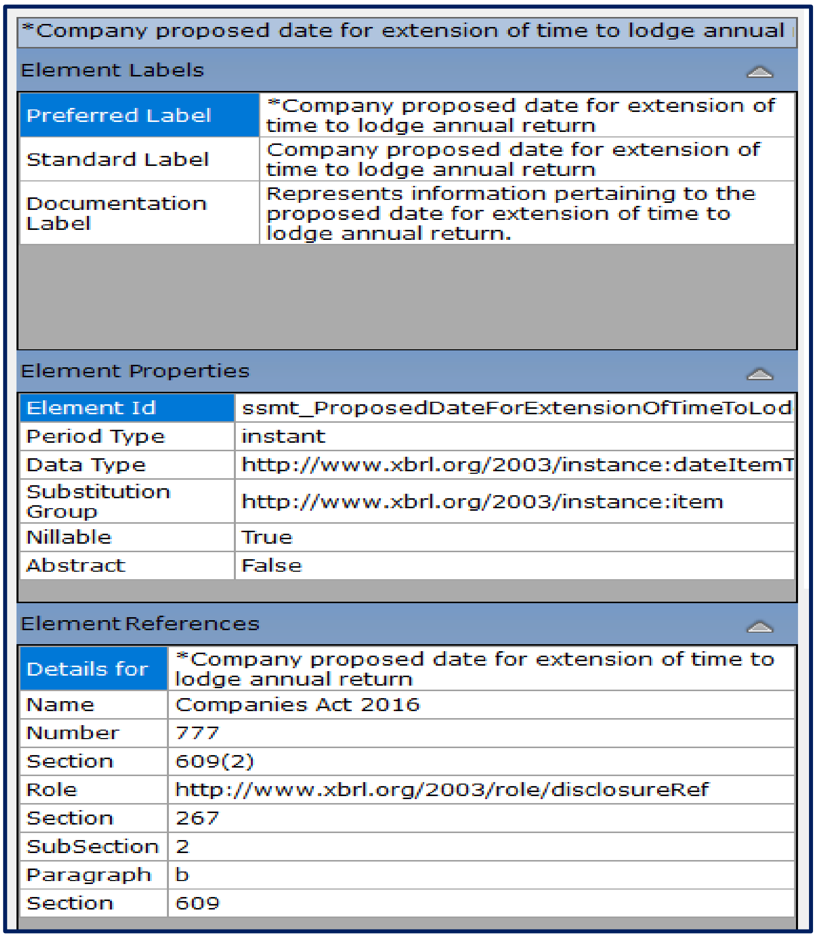



**Figure 23**

The different sections of the **Help** panel are:

a) **Header:** Shows the element name in the taxonomy for which the help is being shown. Figure 22 above shows Help information for "Company proposed date for extension of time to lodge annual return".

b) **Element Labels:**

- Preferred Label - It is a human readable name of a concept defined in taxonomy and is present in the label link base.
- Standard Label - The default label for an element is referred to as the standard label.
- Documentation Label - It is the definition or meaning of the element.

c) **Element Properties:** Shows the characteristics and the XBRL property of an element.

d) **Element References:** Shows the references of authoritative statements in published business, financial, and accounting literature or other useful guidance from where the element has been taken from as shown in Table 3.

**Table 3**

| Reference Parts | Use |
|---|---|
| Details for | Element label |
| Name | Name of authoritative literature that is, Companies Act 2016 |
| Number | Number of the standard or interpretation |
| Issue Date | Effective date of the legislation for the selected element |
| Section | Details of Section and Sub-Section |
| Role | Link of standard used while preparing taxonomy |
| Section | Section detail |
| Sub Section | Sub-Section detail |
| Paragraph | Paragraph in the standard |
| Subparagraph | Subparagraph of a paragraph |
| URI Date | Date of latest version of standard used |

*To view Help for other elements, double click the element name appearing on the left of the templates, or you can click on the element and then click on the Help icon in the User Menu.*

### 4.1.4 Legend

It is used to explain the data points in the documents represented by unique symbols and colour coding as in Figure 24.

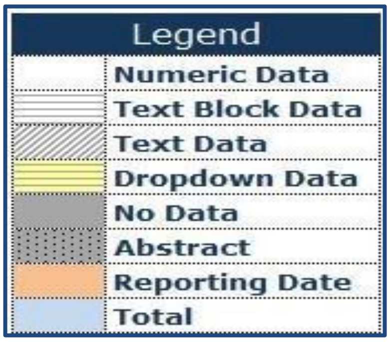



**Figure 24**

## 4.2 Content Page

The user is taken to the Content Page once all the MBRS templates are generated based on answers to the Filing Information. The Content Page contains the list of all applicable templates loaded in the mTool. By default, only templates that are part of the requirement list are generated and loaded in the mTool as shown in Figure 25.

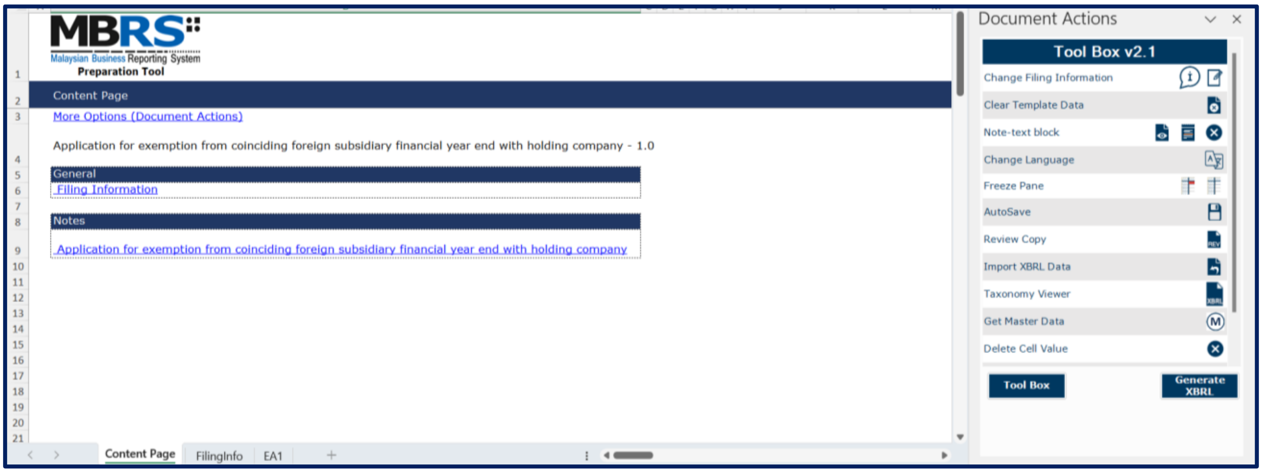



**Figure 25**

**Filing Information:** The Filing Information template contains all the responses entered in Filing Information.

# 5 Customise the MBRS Templates

The MBRS templates are by default generated based on the minimum requirement list according to the Submission Type chosen. Minimum requirement list is information that companies must submit as long as the information is available inside the Exemption Application. You may want to look through the MBRS templates generated and understand the context of the Exemption Application you are preparing, including whether the templates need to be filled in.

## 5.1 Edit answers to Filing Information questions

If you find that the MBRS templates generated are not similar to your Exemption Application, you may want to check the information provided in Filing Information. Click **Edit Filing Information** if you would like to make changes to the answers.

Go to Filing Information template as shown in Figure 26.

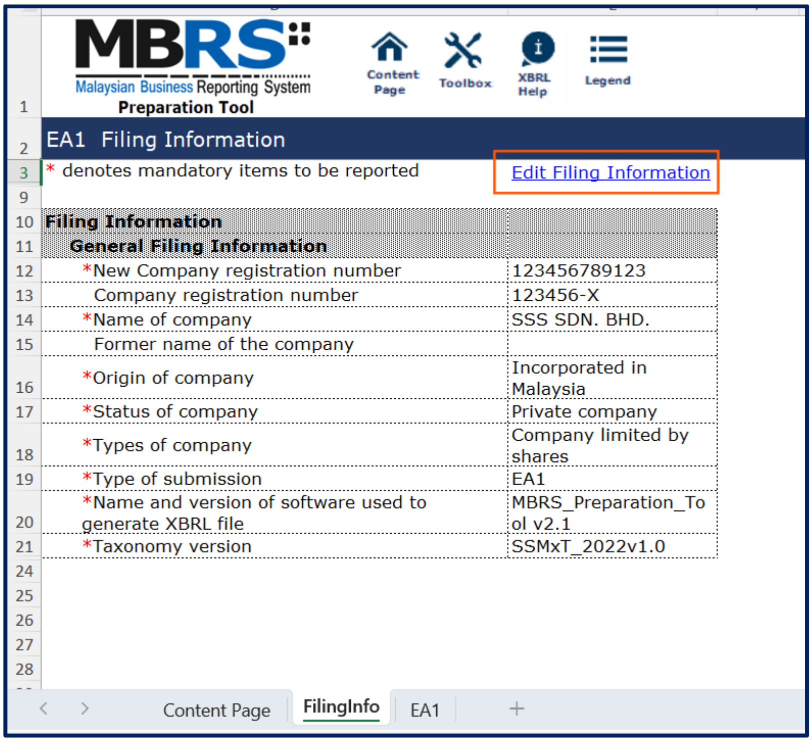



**Figure 26**

1. Click on "Edit Filing Information". Filing Information template opens up with the current data filled as shown in Figure 27. Change the necessary information in Filing Information and click "Generate

Template", the templates will be updated based on changes made to the Filing Information questions as shown in Figure 28.

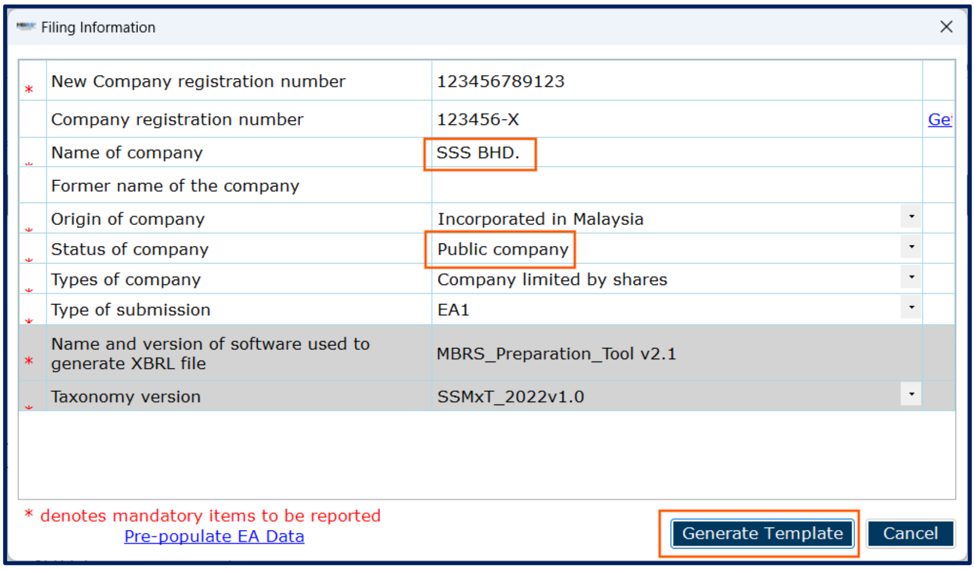



**Figure 27**

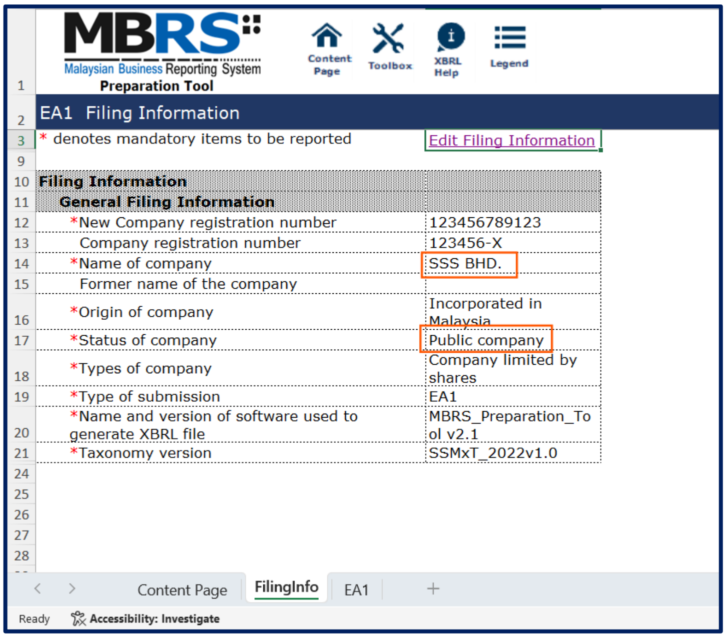
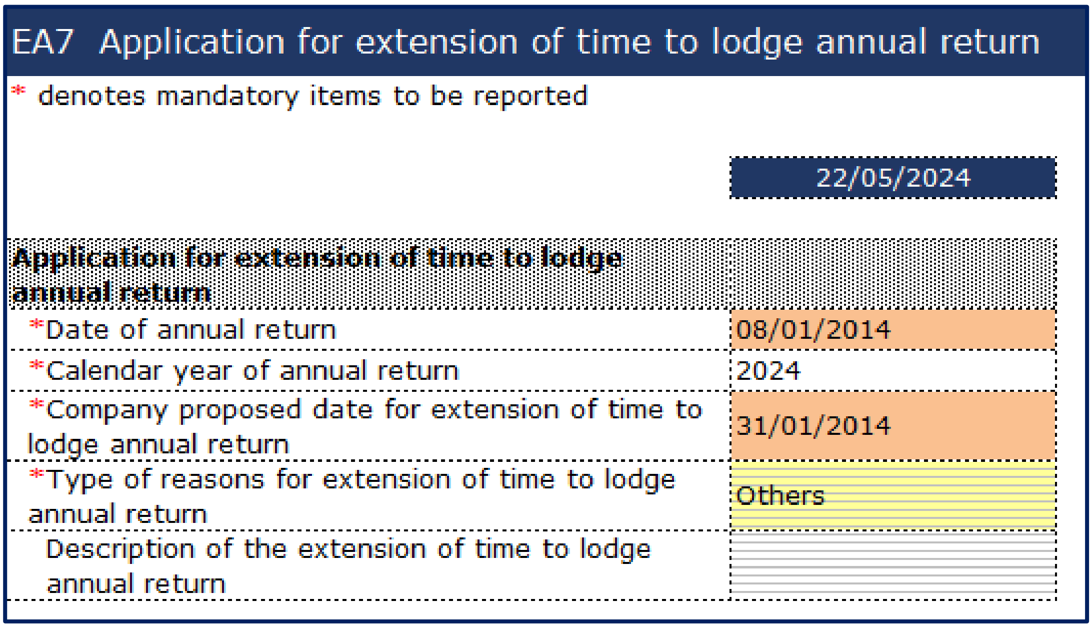



**Figure 28**

# 6 Get MBRS Templates Filled

## 6.1 Manual entry

Similar to MS Excel, you may select the cell and enter data using the keyboard.



EA7 Application for extension of time to lodge annual return

* denotes mandatory items to be reported

22/05/2024

| Application for extension of time to lodge annual return | |
|---|---|
| *Date of annual return | 08/01/2014 |
| *Calendar year of annual return | 2024 |
| *Company proposed date for extension of time to lodge annual return | 31/01/2014 |
| *Type of reasons for extension of time to lodge annual return | Others |
| Description of the extension of time to lodge annual return | |

**Figure 29**

You may also refer to the following Table 4 for some useful shortcut keys.

**Table 4**

| Shortcut | Action |
|---|---|
| Ctrl + C | Copy |
| Ctrl + V | Paste |
| Ctrl + X | Cut |
| Ctrl + P | Print |
| Ctrl + F | Find / replace texts on templates or source document |
| Ctrl +Z | Undo |
| Ctrl + Drag and drop | Copy and paste data from source document to text editor (using drag and drop without pressing the Ctrl key may cause data to be cut / removed from the source document) |
| Shift + Arrow keys | Allow for selection of table rows in the source document at a slower pace |

| Shortcut | Action |
|---|---|
| Del | To delete the company labels and numerical values in the selected cells of the template |

## 6.2 Typed dimensional tables

In typed dimensions, the user will need to key in the classes that are applicable for the reporting, as shown in Figure 30.

### 6.2.1 Add typed domain

1. Click on **Add Domain** button from Toolbox on the template where typed dimensions are applied as shown in Figure 30.

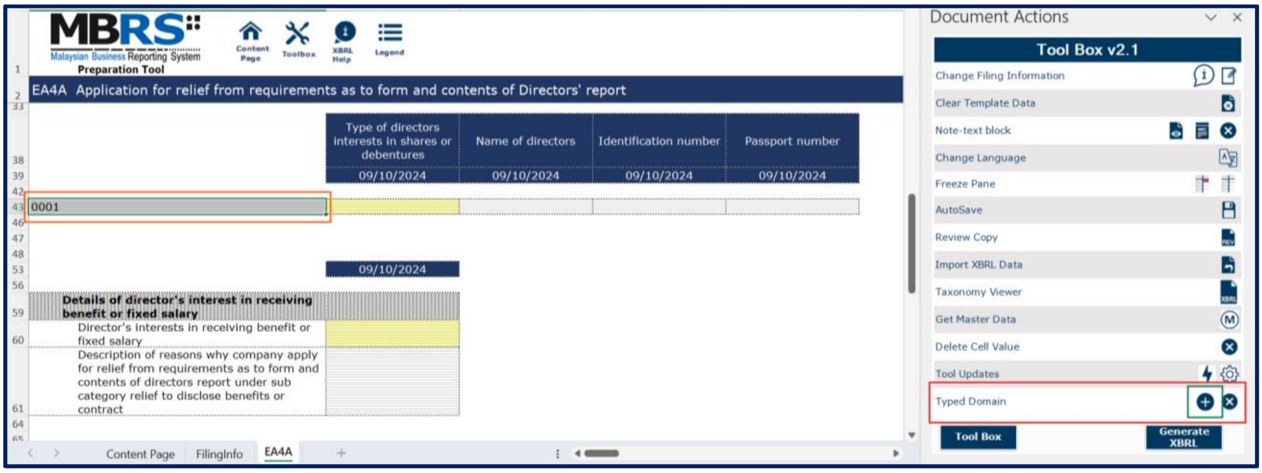



**Figure 30**

2. The window will open as shown in Figure 31.

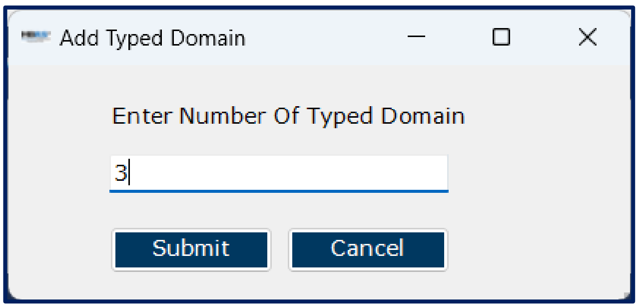
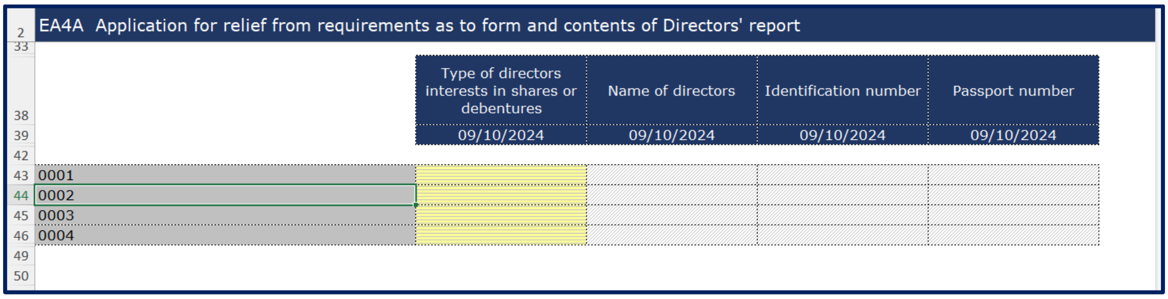



**Figure 31**

3. Enter the number of Typed Domain need to be added and click **Submit** to add rows and enter appropriate reporting elements. (Figure 31 and 32)




## 6.2.2 Delete typed domain

1. Click on **the Delete Domain** button from Toolbox on the template, to delete the Typed Domain (rows). The window will open as shown in Figure 31.

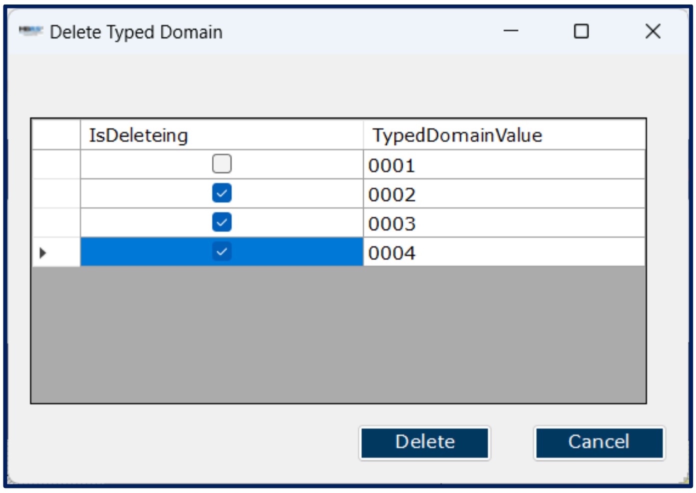



**Figure 32**

2. Select the **Check box** to delete the Type domain.

3. Click **Delete** to delete rows to the templates.

*To delete the rows, there will be a prompt message as Deleting these domain(s) may result in data loss. Do you want to continue?* ***Yes*** *or* ***No****.*

## 6.3 Pre-populate EA data

1. Fill in the Company registration number and click on **Pre-populate EA Data** option as shown in Figure 33.

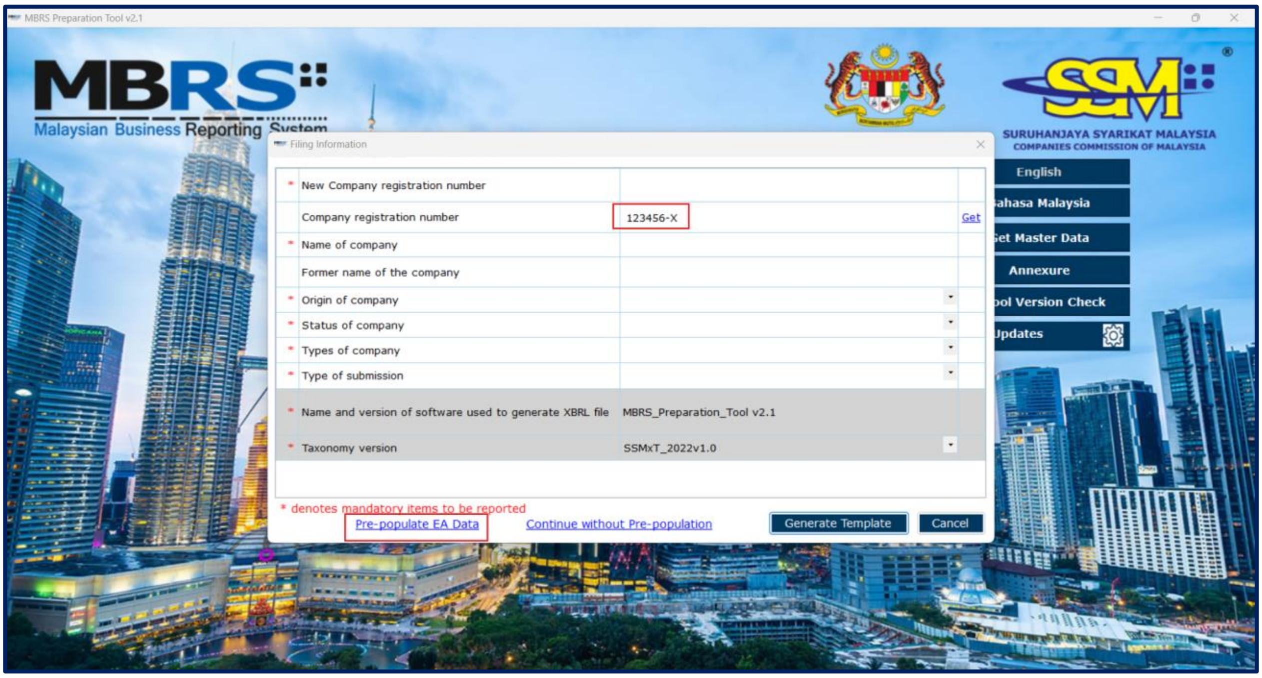



**Figure 33**

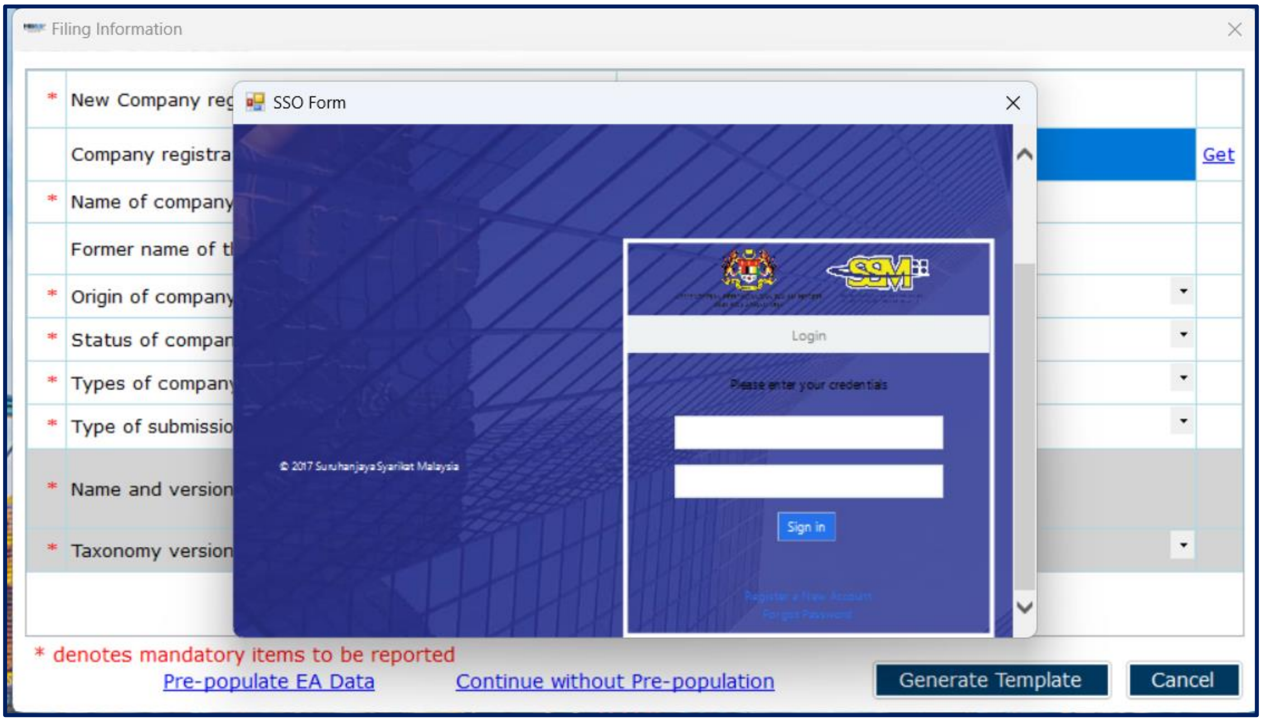



**Figure 34**

2. Login page should display for login. (Figure 34)

3. Enter valid username and password.

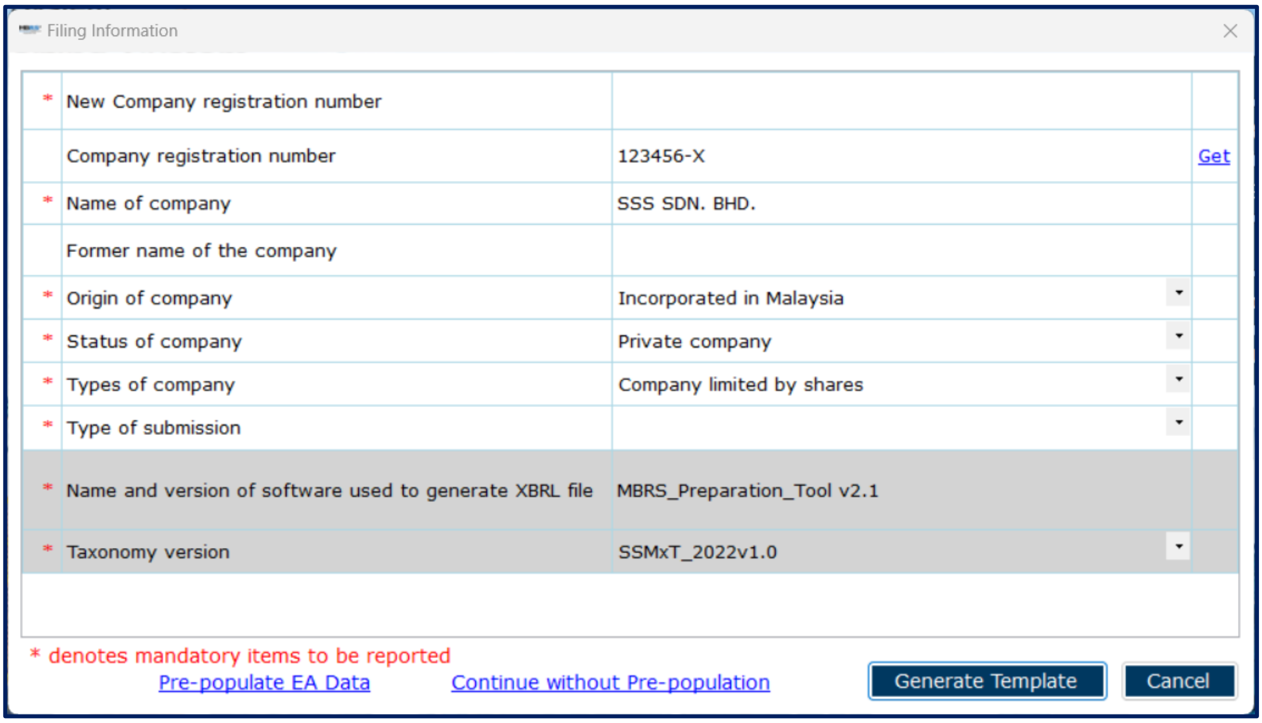



**Figure 35**

4. Data fields will auto populate as per Company registration number. (Figure 35)

5. Information pertaining to Name of company, Former name of the company (if any), Origin of company, Status of company, Type of company will be fetched from SSM database.

6. Remaining information user has to fill in manually.

7. Click on **Generate Template.**

## 6.4 Continue without pre-population (Manual entry)

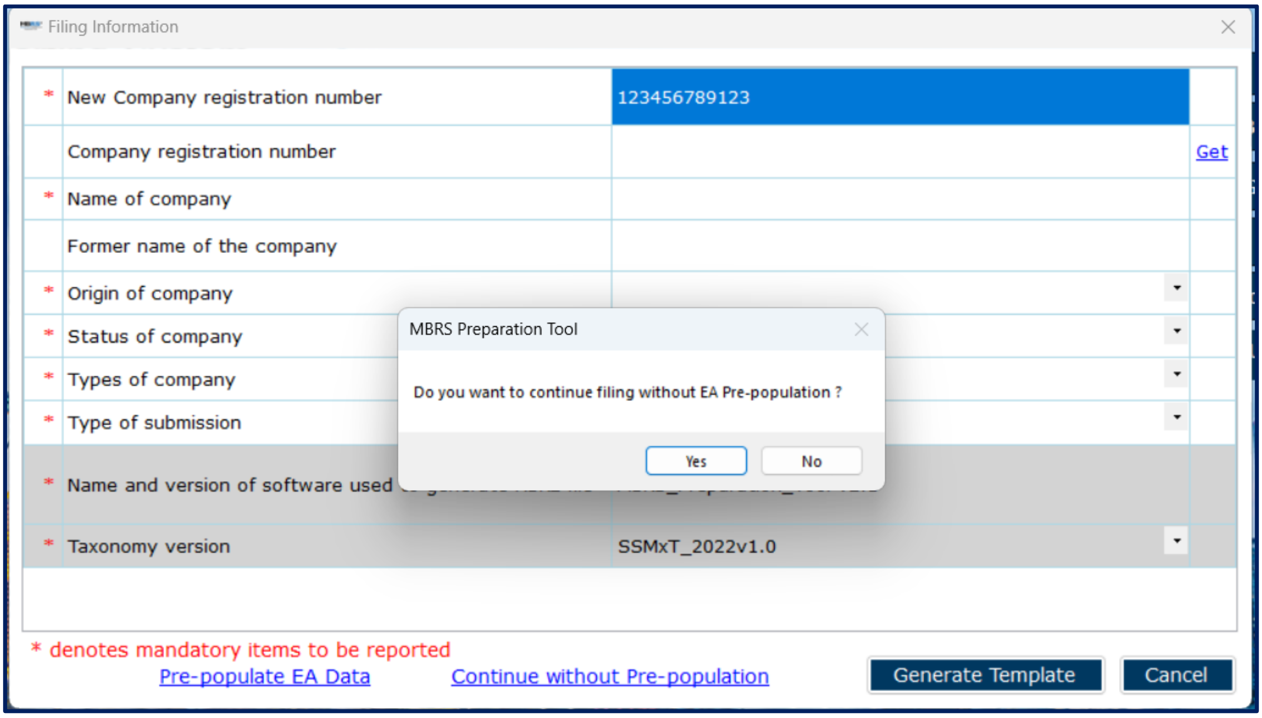



**Figure 36**

1. Click on **Continue without pre-population** option.

2. Click on **Yes** option. User continues to enter mandatory data manually and generate the template. Similar to MS Excel, you may select the cell and enter data using the keyboard.

   You may also refer to the following Table 5 for some useful shortcut keys.

**Table 5**

| Shortcut | Action |
|---|---|
| Ctrl + C | Copy |
| Ctrl + V | Paste |
| Ctrl + X | Cut |
| Ctrl + P | Print |
| Ctrl + F | Find / replace texts on templates or source document |

| Shortcut | Action |
|---|---|
| Ctrl +Z | Undo |
| Ctrl + Drag and drop | Copy and paste data from source document to text editor (using drag and drop without pressing the Ctrl key may cause data to be cut / removed from the source document) |
| Shift + Arrow keys | Allow for selection of table rows in the source document at a slower pace |
| Del | To delete the company labels and numerical values in the selected cells of the template |

# 7 Validate and Save XBRL file

## 7.1 Validate

Before submission to SSM, the information in the MBRS template for Exemption Application needs to be validated against a set of business rules. Please note that the business rules maintained by SSM can only provide a limited extent of accuracy. As a user, you will need to perform proper review of your information in the MBRS template to ensure accurate and complete information is provided.

Validation can be done offline using the mTool. A validation against the set of rules within mTool will result in either **Error** or **Warning**.

- **Error** – These are highlighted errors that you **MUST** rectify before filing.
- **Warning** - These are highlighted warnings where the information in the MBRS template may contain error. If your information in the MBRS template contains error, please rectify the error. If the information in the MBRS template is correct (i.e. no error), you may ignore these warnings without any changes required.

1. To validate the information in the MBRS template, click **Generate XBRL** in the lower panel of the Toolbox as shown in Figure 37.

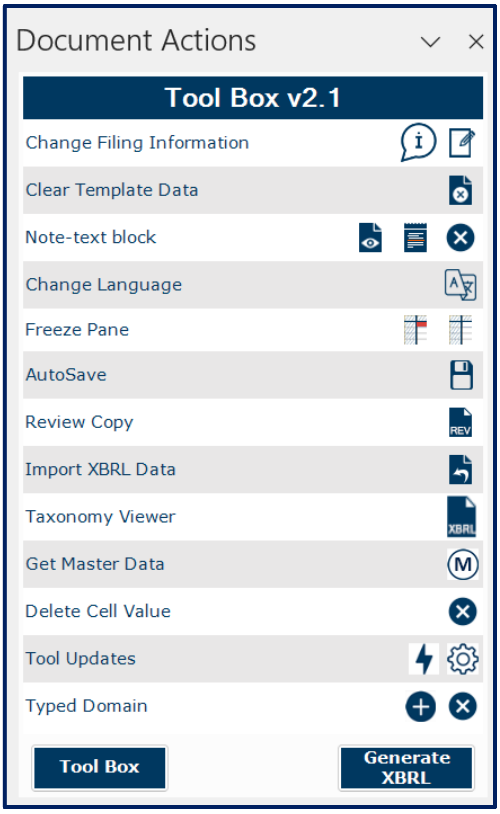



**Figure 37**

2. Error messages shown in **red** texts are mandatory to be resolved and the one in **orange** texts are non-mandatory to resolve in the validation window in Figure 38.

| No | Error Message/Description | Error Section | Error ID | Error Classification |
|---|---|---|---|---|
| | Director's interests in receiving benefit or fixed salary | Application for relief from requirements as to form and contents of Directors' report | | |
| 4 | Date of submission should be within 5 months from "Company's financial year end date"<br><br>Element(s) to check<br><br>Company's financial year end date | Application for relief from requirements as to form and contents of Directors' report | Mandatory-ea4a-1 | Warning |
| 5 | Any one of "Employee Share Option Scheme" or "Others matters that relates to Director's report" or "Director's interests in shares or debentures" or "Director's interests in receiving benefit or fixed salary" MUST be reported as "Yes". | | Mandatory-ea4a-1 | Error |

**Figure 38**

3. Please refer to the note above toolbox:

   **Errors** – Company needs to provide the correction to the information.

   **Warnings** – Company needs to recheck the information provided but may still proceed to zip the document.

   The above messages will get translated to Malay if the user change the language to Malay from English.

4. To rectify the errors, you can click on elements shown under the "Element(s) to check", and the tool will take you to the particular cell which may contain error(s) for you to rectify.

**Understand the validation window**

**Buttons on the top right corner:**

- Re-Validate: Click on Re-Validate to activate the validation process again after rectifying the error, to ensure that it is indeed rectified.
- Detach or Attach: Click Detach if you want to detach the validation window from the template and click Attach if you want to attach the validation window back to the tool template.
- Export to Excel: Upon clicking on "Export to Excel", the tool will prompt you to save the validation results in MS Excel spreadsheet.
- Search: This is a function that allows you to search the validation errors highlighted using key words.

**Columns in the validation results table:**

- No: Serial number for the error.
- Error Messages/Description: This provides a description of the error. Error messages are displayed in red texts. For each error message, there are "Element(s) to check". Clicking on the

| Understand the validation window |
|---|
| element name will take you to the particular cell where you may want to rectify the error. In the brackets beside the element name, you can see the date or period applicable to the element.<br>• Error Section: This shows the template name where the element belongs to.<br>• Error ID: This is the unique Error ID for the error shown. If you have issues with validation, you can use this Error ID in your communication with SSM.<br>• Error Classification: This shows whether it is an Error or Warning. |

5. Once validation errors are rectified, user can save the "Generated XBRL file" as in Figure 39.

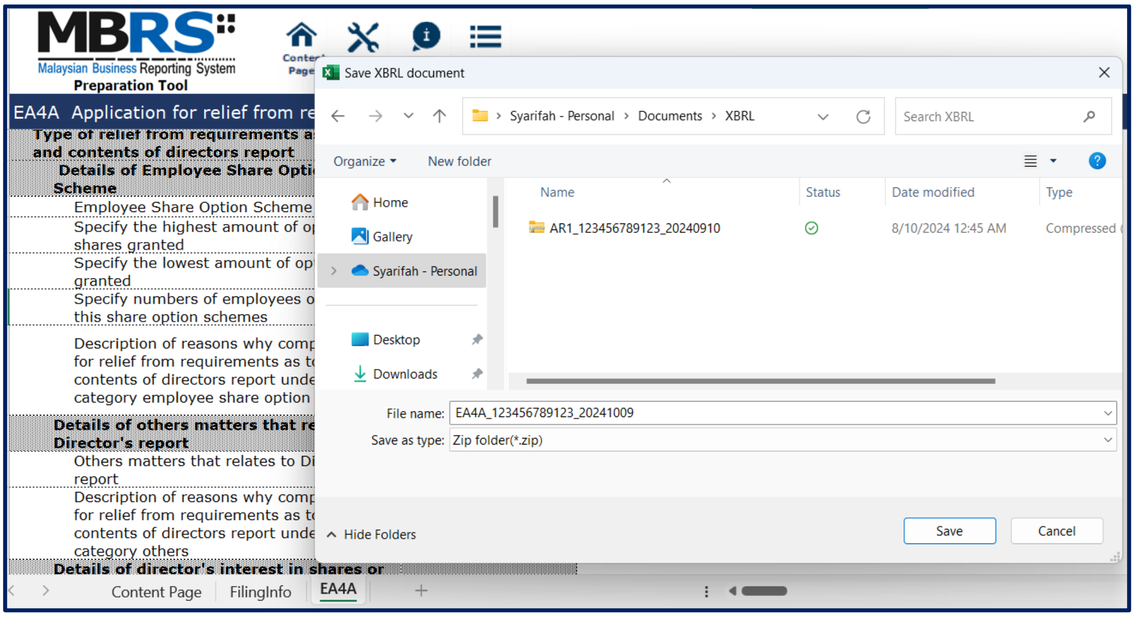



**Figure 39**

# 8 Toolbox Functions and Features

The Toolbox in the mTool has different functions and features, which allow user to customize the templates, fill in the MBRS templates and generate XBRL files. Below shows what the Toolbox looks like in Figure 40

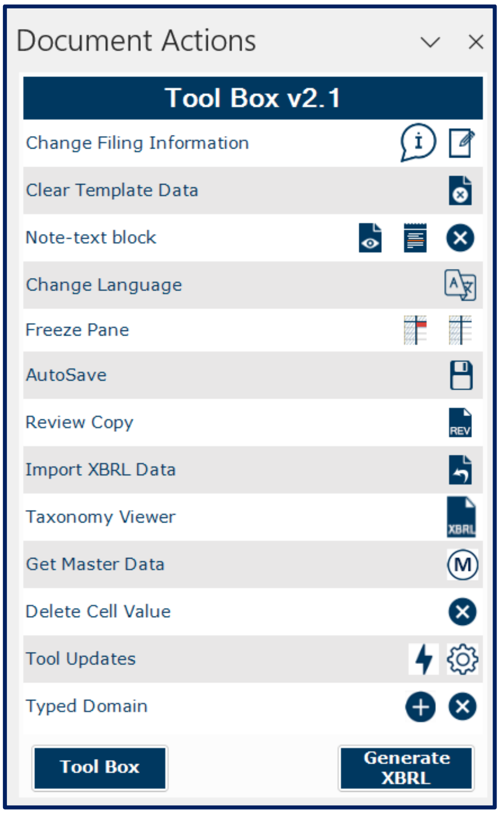



**Figure 40**

**Functions in the upper panel:**

a) **Change Filing Information:** Edit the Filing Information.

b) **Clear Template Data:** Clear all data on selected template.

c) **Note-text block:** Preview note text block as well as Add/View/Edit/Delete text block.

d) **Change Language:** Change the language of the template.

e) **Freeze pane:** Freeze or unfreeze a portion of the template.

f) **Auto Save:** Activate and set time interval for the tool to automatically save MBRS templates (Excel format).

g) **Review Copy:** Allow preparers to review the complete set of information submitted within the XBRL file.

h) **Import XBRL data:** Import previously saved XBRL files into the mTool to pre-populate prior year numbers onto the templates.

i) **Taxonomy viewer:** The taxonomy viewer is a function for you to search element in the taxonomy.

j) **Get Master Data:** To fetch the latest updated master data available on mPortal.

k) **Delete cell value:** Delete or clear all data on selected template.

l) **Tool updates:** Check of tool updated and configure proxy settings.

m) **Typed Domain:** Allow Preparers to Add or Delete the Typed Domain.

**Functions in the lower panel:**

a) **Toolbox:** The toolbox allows you to navigate back to toolbox anytime when document action panel is open.

b) **Generate XBRL:** Use this button to start validating information in the MBRS template and generate XBRL file.

## 8.1 Toolbox

The toolbox allows you to navigate back and forth the different windows which are opened in the right pane. The purpose of this icon is to allow navigation and open the Toolbox.

## 8.2 Generate XBRL

This function is for you to validate and generate the XBRL file and rectify errors if any.

Please refer to *section 7* to see more details on the Validate and Save XBRL File.

## 8.3 Change Filing Information

This function allows users to edit filing information at any point in time during the preparation of the MBRS template.

Click "Change Filing Information" on the Toolbox as shown in Figure 41.


**Figure 41**

## 8.4 Clear template data

Allows user to clear all data on selected template. (Figure 42)


**Figure 42**

## 8.5 Note- text block

A text block information contains narrative information of concept that is to be reported. (Figure 43)


**Figure 43**

### 8.5.1 View/edit

1. Select **text block field** as shown in Figure 44.

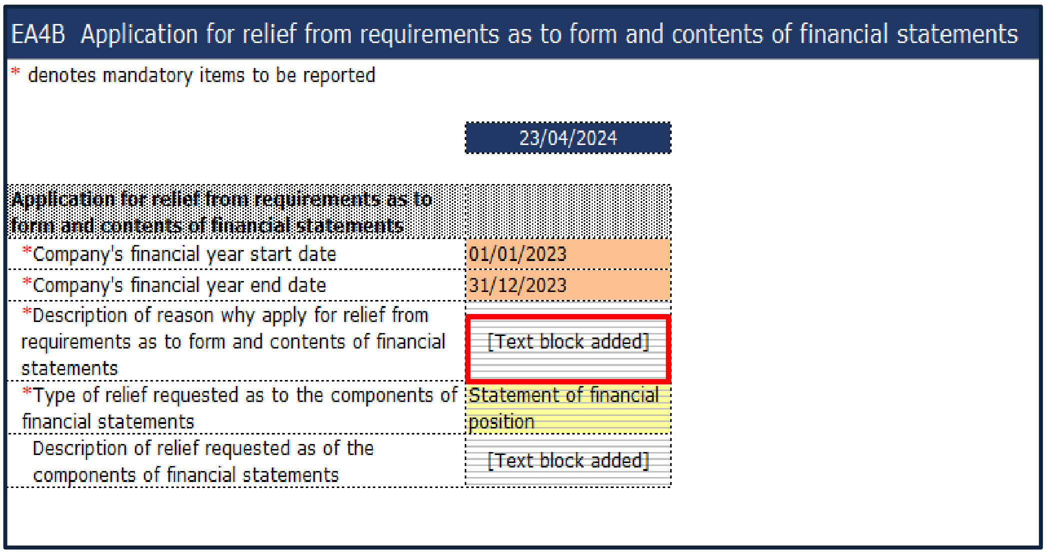



**Figure 44**

2. Click **View/ Edit** notes as shown in Figure 45.


**Figure 45**

3. Text editor will open up displaying the text saved in the text block field.

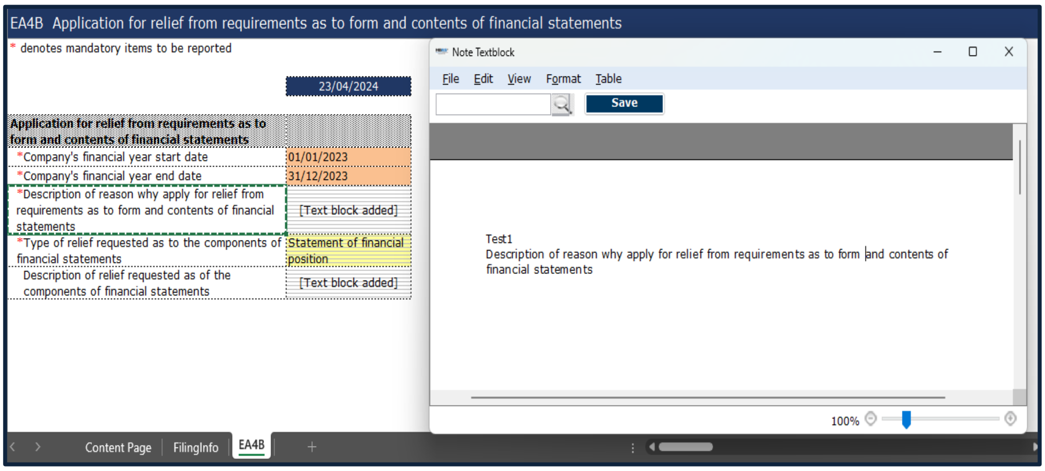



**Figure 46**

*To view the notes in Preview panel, select text block field where notes have been added and click "Preview".*

### 8.5.2 Delete text block

1. Select text block fields in which notes have been added.

2. Click **Delete notes** on the Toolbox as shown in Figure 47.


**Figure 47**

3. A message box will appear confirming the action.

4. Click **Yes** to delete the note, or **No** to abort the action.

## 8.6 Change Language

This function allows you to switch the language of the templates from English to Bahasa Malaysia. User can also use this function to prepare the template in desired language.


**Figure 48**

## 8.7 Freeze Pane

This function allows you to freeze a portion of the templates, and to scroll the rest of the templates. You can also use this function to unfreeze panes in the templates. Select a section in the template as shown in Figure 49.

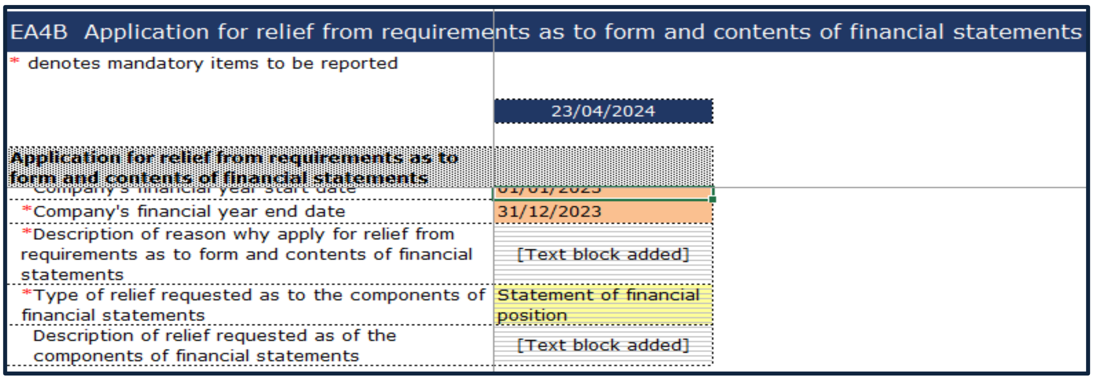



**Figure 49**

1. Click on **Freeze Pane** as shown in Figure 50.


**Figure 50**

2. Freeze Pane will apply on the templates.

3. Click **Unfreeze Pane** as shown in Figure 51, and you can unfreeze pane.


**Figure 51**

## 8.8 Auto Save

By default, mTool automatically saves the templates every 3 minutes. This function allows you to disable the Auto Save function and change the time interval.


**Figure 52**

1. Select/unselect the check box in Figure 53 to enable/disable Auto Save.

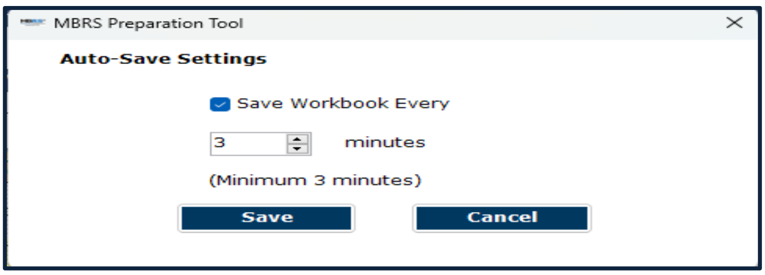



**Figure 53**

2. Set the time interval in minutes to Auto Save the templates.
3. Click **Save** to save your changes.

## 8.9 Review Copy

The Review Copy is designed to reflect the content submitted within text block as well as the detailed information elements. This would allow preparers to review the complete set of information submitted within the XBRL file.

Using the mTool, you can generate human readable format from the XBRL Financial Statements. This human readable copy can be saved into MS Word format.

1. Click **Review copy** on the Toolbox as shown in Figure 54.


**Figure 54**

2. **Save File as** Word document as shown in Figure 55.

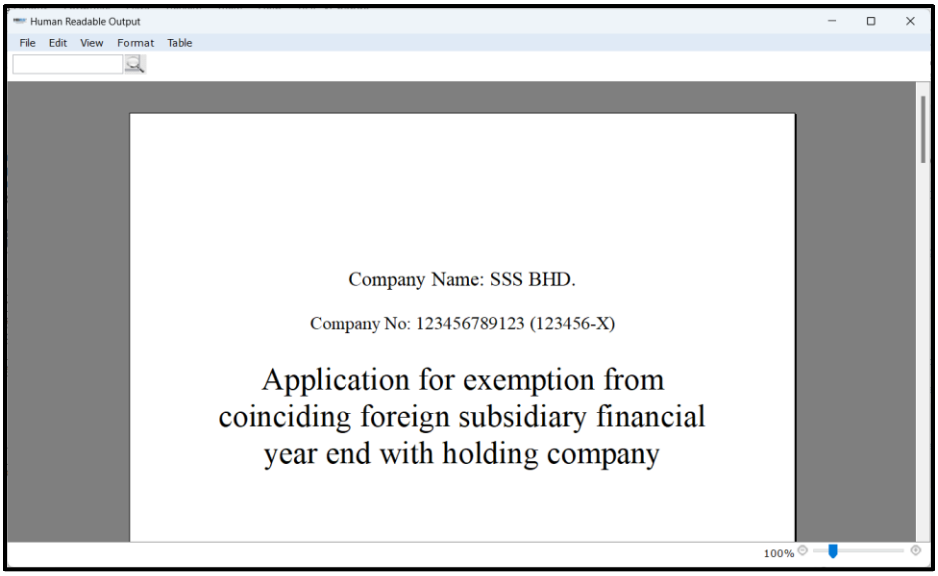



**Figure 55**

- *You can generate the human readable output at any point of time after having answered the Filing Information questions.*

## 8.10 Import XBRL data

This function allows you to import prior year figures/data on the templates in the mTool as shown in Figure 56.


**Figure 56**

## 8.11 Taxonomy viewer

Help user to view taxonomy concepts in hierarchical manner.

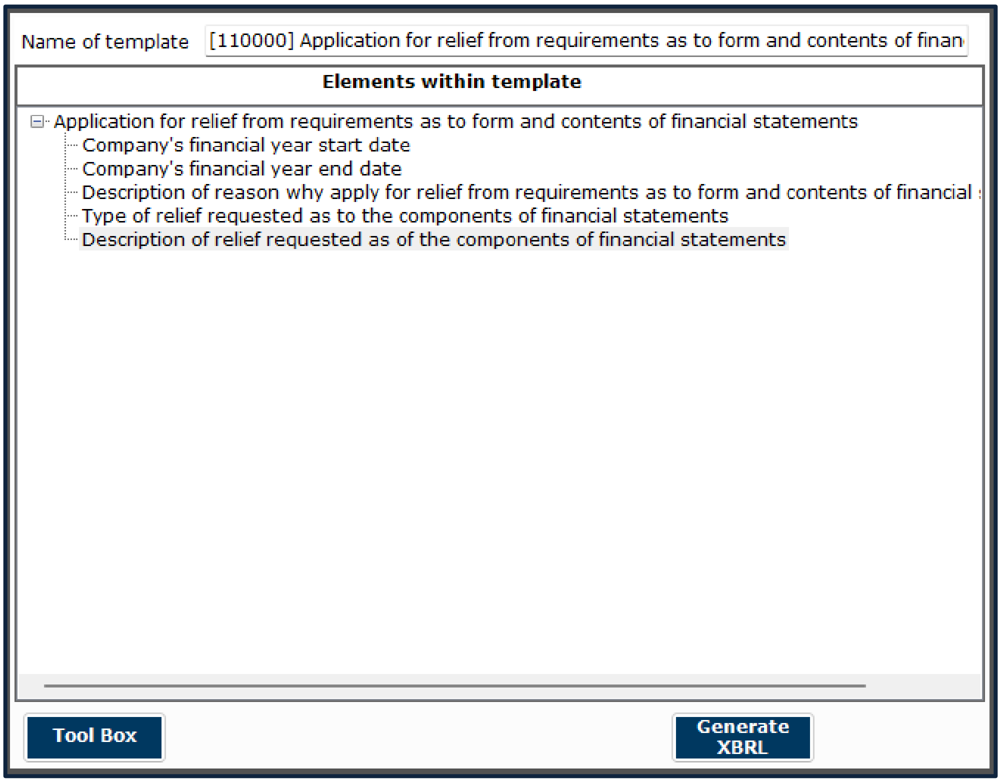



**Figure 57**

**How to use the Taxonomy viewer:**

1. Go to the template where an element needs to be searched.

2. Click "Taxonomy viewer" on the lower panel of the Toolbox as shown in Figure 58.


**Figure 58**

3. The taxonomy viewer will be loaded on the right side of the templates. To help you with your mapping, the taxonomy viewer will also search whether your item is a sub-category of any element within the template as mentioned above in the second type of mapping. This will provide an indication on which element you should aggregate under.

## 8.12 Get Master Data

The "Get Master Data" button has been added to the toolbox. Clicking it allows users to fetch the latest master data from the mPortal, which will then be available for selection in the mTool.


**Figure 59**

When the user clicks the "Get Master Data" button in the toolbox, the latest master data from the mPortal will be fetched, and the user will receive a prompt message as shown in Figure 60.

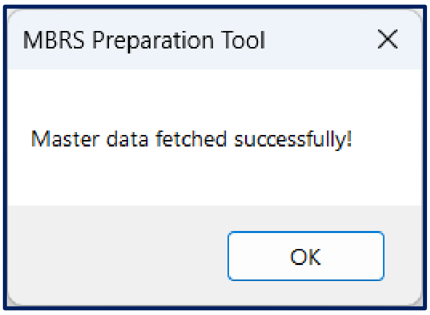



**Figure 60**

*To fetch the latest master data using the "Get Master Data" button, it is essential to have an active internet connection on the system.*

## 8.13 Delete cell value

1. Select fields in which values have been added.

2. Click "Delete cell value" on the Toolbox as shown in Figure 61.


**Figure 61**

## 8.14 Tool Updates

1. To check for latest Tool version available, click **Tool Updates** on the Toolbox as shown in Figure 62.


**Figure 62**

2. Once clicked on the Tool Updates button a pop-up box will be displayed providing you details of the latest version number that is available for installing or if you are already using the latest version of mTool as shown in Figure 63.

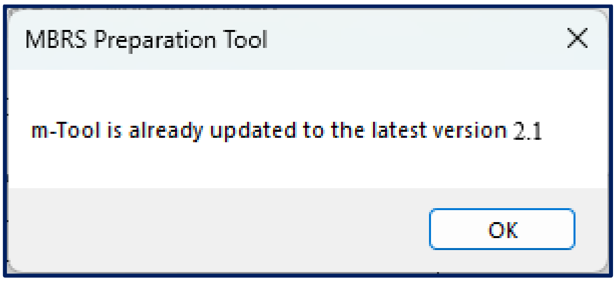



**Figure 63**

### 8.14.1 Proxy Settings

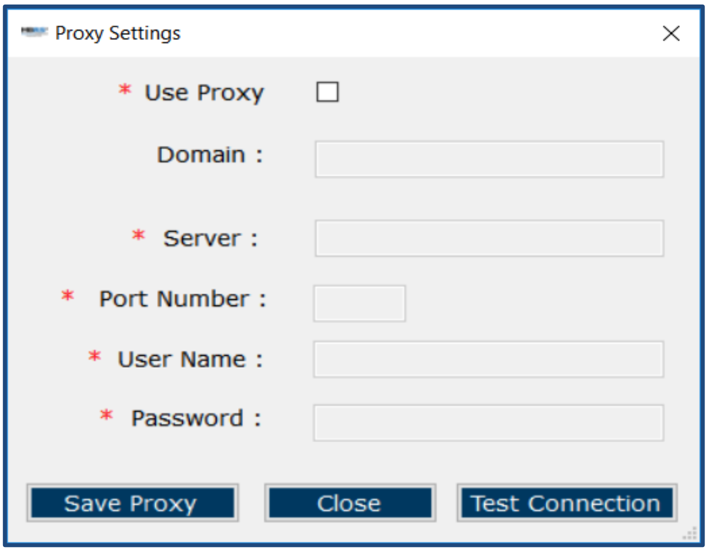



**Figure 64**

The Proxy Settings form has to be filled with relevant details for machines whose Internet Access is restricted through a Proxy server. You can get this information and the Proxy credentials necessary from your in-house IT team. The description of fields for proxy settings window is mentioned in below Table 6.

**Table 6**

| Fields | Description |
|---|---|
| Use Proxy | Check the flag if your internet connection is restricted via a proxy and the Proxy Settings need to be filled |
| Domain | Enter the domain name of your proxy if there is one assigned. |
| Server | Enter the IP Address/URL of the Proxy server. This is a mandatory field |
| Port Number | Enter the port number of the Proxy server. This is a mandatory field |
| Username | Enter the Username of the Proxy Credentials assigned to your user |

| Fields | Description |
|---|---|
| Password | Enter the Password of the Proxy Credentials assigned to your user |

1. To check for proxy setting click on **Configure proxy setting** on the Toolbox as shown in Figure 65.


**Figure 65**

2. The proxy settings pop box appears where necessary details are required to be filled in by the user.

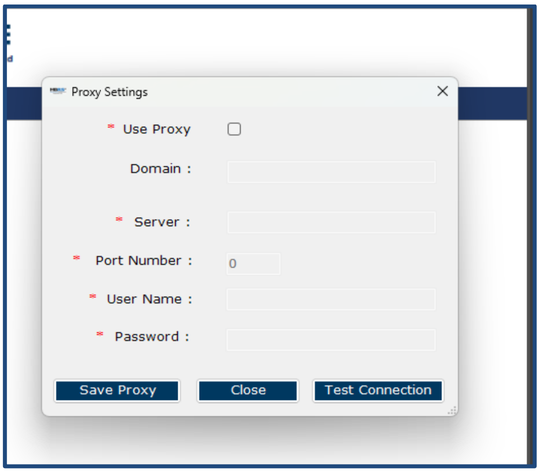



**Figure 66**

3. User needs to click on **Save Proxy** button for mTool to store the information which can be used the next time user opens the template or the mTool.

4. User can also test the connection for the proxy information by clicking on the **Test Connection** option.

*You can find the Tool Updates and Proxy settings button on the launcher page as well as shown in Figure 67.*

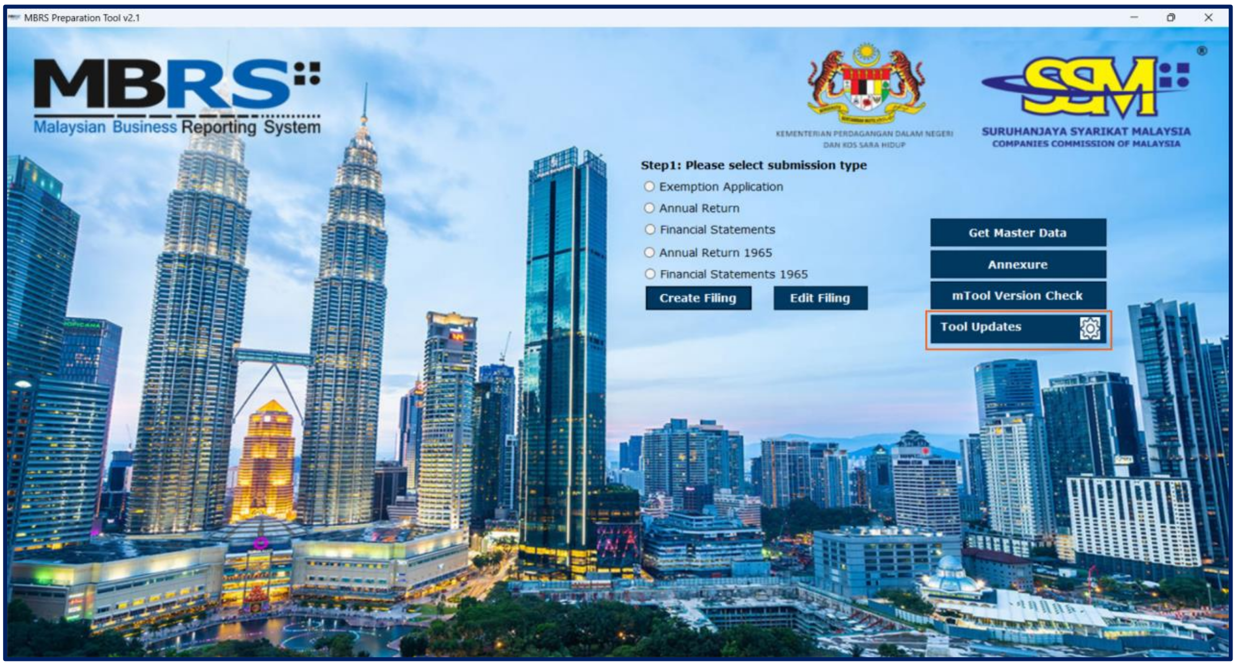



**Figure 67**

## 8.15 Typed Domain

To add or remove typed domain rows from a particular table. Click Typed Domain on the Toolbox as shown in Figure 68.


**Figure 68**

User can add multiple typed domains as per requirement and fill data accordingly. Please refer to section 6.2.