Cegid Notilus Technical Prerequisites

Travel & Expenses (TNE)

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cegid

About this document

This document describes the technical prerequisites associated with the **Cegid Notilus Travel & Expenses (TNE)** solution in SaaS (Software as a Service) mode published, hosted and operated by Cegid.

This document covers the technical prerequisites relating to workstations, network and telecommunications aspects as well as peripherals. Compliance with these prerequisites is essential for the proper functioning of these solutions.

Cegid cannot be held liable in the event of a malfunction of the solution linked to their non-compliance.

In the case of using other Cegid solutions, the Customer must ensure that they respect the recommendations common to the entire proposed offer. For personalized advice, contact your Sales Engineer.

If users are distributed across distinct geographic sites, it is up to the client to check the latency tests from each of the user sites identified.

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1. Provision of Cegid Notilus

The **Cegid Notilus Travel & Expenses** (TNE) solution is an application available in SaaS mode, entirely hosted and operated by Cegid.

- Response times optimized using HTML5.
- Shared servers have a dedicated bandwidth of 200 Mbps.
- Each client has a reservation of a least 10 Mbps (QoS).

** The display time of the login page is **2s maximum for French ISPs.***

2. Access to the application

The application access URL is made up of the application hosting domain, prefixed with the application name.

This name can contain a maximum of 15 characters and is subject to current standards (RFC 3986).

The final URL for accessing the application must be decided before the first installation of the application, subject to availability and validation by the Cegid teams.

3. Workstation

3.1. Browser

Navigation on the Cegid Notilus platform is carried out only in HTTPS via the TLS 1.2 protocol.

Cegid Notilus requires a modern web browser to function properly:

- HTML5 compatible with a minimum cache of 100MB
- Chrome, Firefox and Edge (Chromium engine) in versions N and N-1

3.2. Screen resolution

The minimum screen resolution for Cegid Notilus is 1280 by 800.

3.3. Email client

To communicate emails, Cegid Notilus requires an HTML 5 compatible client.

3.4. PDF reader

Cegid Notilus offers several extractions in PDF format. A PDF reader such as Acrobat Reader X or higher is required to view them.

3.5. Online ticketing reservation module

Self-Booking Tools (SBT) platform accessed by Cegid Notilus and Notilus Travel Hub (Goelett, KDS…) must be set as trusted sites.

3.6. Available languages

The following languages are available in standard:

- French
- English
- Spanish
- German
- Dutch
- Italian

The default language for a user is the one declared on his profile.

Note: other languages are available and might be enabled upon subscription.

4. TECHNICAL POINTS

4.1. Encapsulation

For security reasons, Notilus cannot be encapsulated in a third-party application (I-FRAME).

4.2. Network equipment

Data flux between the end user and the web server must not be altered.

4.3. Network protocols

- **HTTPS** for the web platform
- **SFTP** for file transfer (* *PGP encryption in option*)

4.4. Messaging

Cegid Notilus emails are sent via our SMTP servers with the following addresses formats: "@notilus-tne.cegid.cloud" or "@notilus-common-services.cegid.cloud".

4.5. Cegid Notilus "Analyses"

"Analyses" is an optional data visualization module. The installation of Report Builder is provided by CEGID.

* *Report Builder is not useful when the design of reports is done by Cegid.*

5. AUTHENTICATION OPTIONS

5.1. Connection methods to the web version

Local authentication

The login/password connection identifiers are managed by Cegid Notilus. This information is entered when accessing Cegid Notilus.

WS-FED Identity Federation (IDP-Initiated)

Cegid Notilus can be connected to a compatible IDP via the WS-Federation protocol in IDP-initiated mode (e.g. ADFS: WS-FED in passive mode). The encryption of authentication tokens between Cegid Notilus and the IDP is of the SAML V2 type. The implementation of the IDP configuration is the responsibility of the Clien.

SAMLv2 Identity Federation (SP-Initiated)

Cegid Notilus can be connected to a compatible IDP via the SAML protocol in SP-initiated mode. The encryption of authentication tokens between Cegid Notilus and the IDP is of the SAML V2 type. The implementation of the IDP configuration is the responsibility of the Clien.

Identity federation via Google OpenID Connect

Cegid Notilus can be connected to the Google OpenId connect authentication service which is based on the Oauth 2.0 protocol. The implementation of the Google configuration is the responsibility of the Clien.

Identity federation via Cegid Account

Cegid Notilus can be connected to the shared authentication service Cegid Account.

N.B. authentication via Cegid Account is essential for using Cegid Pulse Intelligent Agents.

When using SSO login modes, it is imperative to provide Notilus support an access account on your directory. *This is necessary to allow them to connect for support and maintenance.*

5.2. Mobile version connection methods

Entering credentials

The "I know my credentials" option allows you to connect to the mobile application by entering the customer code (indicated in the URL of your Cegid Notilus application) and using the credentials of the web version.

Using the QR code

The "I flash my code" option allows you to authenticate yourself on the mobile application by first connecting to the Notilus application via a computer and scanning the QR code proposed in the user profile.

6. Cegid Notilus Mobile Application (TNE)

6.1. Delivery method

The Cegid Notilus TNE mobile application is available on the Google Play store and Apple store. This is the only delivery method for the mobile application.

The delivery of the mobile application to the employees of each client is the responsibility of the client.

6.2. Operating System

- Android version 10.X minimum
- iOS version 15 minimum

6.3. Authorisation and photo taking

The following authorisations must be granted:

- Access to the camera
- Access to files and multimedia content
- Notifications

The way of creating expenses in mobility is based on receipts scanning using photos and an AI engine to fulfil and categorize expenses.

Note for customers who opt for Cegid Notilus Homologacion (employees in Spain): The mobile device used must have a camera with a minimum resolution of 5 MPX.

7. Dematerialization with Probative Value

7.1. Electronic document management

Documents uploaded to the Cegid Notilus EDM cannot exceed the size limit of 3 MB per document. Standard storage (excluding probative value) of supporting documents for expenses is carried out for a maximum period of 48 months, without exceeding the end date of the Contract; it will not be possible to retrieve a document beyond the 48 months of the standard storage contract or beyond the end of the Contract.

Only JPG/JPEG, PNG and PDF document formats are accepted. Dangerous extensions such as .EXE, .JS, .BIN, .BAT, .VBS, etc. are prohibited, as are .TIFF, .GIF and .BMP images.

Users of the Cegid Notilus mobile application can directly scan their supporting documents from their smartphone with it.

WARNING: PDF must not contain forms, be encrypted or signed.

7.2. Secure dematerialization & archiving with probative value

The integrity of the documents is guaranteed by an "eIDAS" server stamp, the European equivalent of the General Security Reference (RGS), issued by a certified trusted third party. The conservation of the documents is ensured within an Electronic Archiving System (EAS), for a period of Ten (10) years. The files are automatically purged upon expiry (anniversary date).

Only JPG/JPEG, PNG and PDF document formats are accepted to constitute the archive document in PDF/A format, containing the metadata and supporting documents for each expense report.

END OF TECHNICAL PREREQUISITES WHICH COMPRISE 8 PAGES