Certification from SWIFT
The ultimate validation of skills

- How do you demonstrate to prospective employers that you are a true SWIFT Expert?
- How do you really know the SWIFT knowledge of candidates?
- Want to get ahead in your career?

Topic	SWIFT Certified Expert – Alliance Access Operator
Aim	Individuals who pass this certification exam have a deep knowledge of how to operate the latest release of Alliance Access. This certification has been designed to validate the knowledge of staff that is operating Alliance Access, responsible for the FIN message preparation process and deal with RMA.
Content	General Knowledge of Alliance Access
	Message Management
	Message Creation
	Message and files search and reporting
	Message Templates
	Send and Process Received Files
	Manual MX Messages
	Validate, Route and Dispose Messages
	Relationship Management
Target Audience	Individuals who are back-office operators, Alliance Access Operators in a Financial Institution
Career Path Possible next steps for certificate holders includes:	SWIFT Operational Manager
Recommended Study SWIFTSmart Curricula's:	Deploy and Manage Solutions – Alliance Access
	Work with Messages - Alliance Access
	Security and Audit - RMA Operator
Experience	At least six months of recent experience in an Alliance support role
Exam Method	A variety of multiple choice questions and situational scenarios
	Proctored exam - onsite as part of tailored training event
Fee	Certification fee + Proctoring fee
Validity	Two years

As SWIFT certification is based on transparency, exam criteria are detailed below to help ensure you are fully prepared.

Exam questions may additionally test your ability to apply knowledge and theory to relevant situational scenarios.

In order to successfully pass the exam you need to be able to:

General Knowledge of Alliance Access

Define Alliance Access

List at least three user roles available in Alliance Access

List at least two tasks that can be performed by a Messaging Operator and an RMA operator in Alliance Access

Explain the four-eye principle

Name the web application server that hosts the Graphical User Interfaces for Alliance Access

List the four Alliance Access GUIs

List at least two tasks that can be completed using the Message Management GUI and the RMA GUI

Name the three elements required to log in to Alliance Access

List the four types of message that Alliance Access can exchange

Message Management

Explain the purpose of the Message Management GUI

Recall at least three tasks which can be completed using the Message Management GUI

Recall the structure of the default URL used to access the Message Management GUI

Recall at least three different components of the login screen of the Message Management GUI

List the primary benefit of Two-factor Authentication

Recall at least two functions from each Message Management GUI menu (Creation, Modification, Approval, Search and Report)

Message Creation

List at lease three different steps of the message life cycle on Alliance Access

List at least two tabs that are part of a message that you create or open in the Message Management GUI on Alliance Access

Recall two methods that can be used to manually create a message in the Message Management GUI

Define and recall the purpose of Prompted and Fast mode when manually creating a message in the Message Management GUI

Name the GUI used to create MT messages

Recall the purpose of the Logical Terminal

Recall in which GUI you can select the Sender Logical Terminal

List at least three elements found in the body of an authenticated MT message that you manually create in the Message Management GUI

Explain the purpose of the three default colours of fields when you manually create a message (Light Blue, Orange and white)

Explain the purpose of a Unit and a message template

Identify the mandatory fields in the header tab of a message that you create in the Message Management GUI

Recall and explain the two wildcard characters that can be used in a message search

Recall the purpose of a PDE (Possible Duplicate Emission)

Message and files search and reporting

List two functions that can be performed in Alliance Message Management

Explain the message status "completed"

Recall the difference between the Count button and the Search button in the Message Search

Name at least three formats used to create reports in the Message Management GUI

Recall the status of messages displayed in a message search of "Live Days"

List three Search Types available on the Source and Creation tab of the Message Search

Recall the purpose of the message format standard "Other Standard" in the Message Search

Name the option in the Message Search to look for a possible duplicate message. Describe the steps you must take if you receive one

Recall the maximum number of records that can be displayed on a search output page

Define input and output messages in Alliance Access

Recall what happens to completed messages in relation to the message queues on Alliance Access

Recall the purpose of the percentage (%) symbol when searching for a text string in the Message Search

Identify the search field used for the Unique End-to-end Transfer Reference (UETR) with the Global Payments Initiative (GPI)

Message Templates

Name the Alliance Access GUI that is used to create messages using a template

Recall the purpose of a locked template and recall how to modify a template

Send and Process Received Files

Explain the difference between a BIC and a Distinguished Name

Explain the purpose and format of a Requestor DN and a Responder DN

Name the queue that NAK'd messages are routed to by default

Name the queue where you can make changes to a message if you have the correct permissions

Explain the purpose of Real-Time and Store-and-forward services

Recall how to stop an ongoing manual file transfer

Manual MX Messages

Name the messaging service that is used to exchange MX messages

Recall the Alliance Access GUI that is used to create MX messages

List at least four tabs of an MX message when you open it in the Message Management GUI

In the Message Management GUI, recall the name of the tab in an MX message where you can find the message payload

Recall the purpose of the three default colours that fields can have when manually creating an MX message

Name at least one MX message that has verifiable fields and recall the impact that this has on the routing of a manually created one

In the Message Management GUI, name the value to select in the Network tab of an MX message to send it directly to the correspondent

Validate, Route and Dispose Messages

Explain the difference between Routing and Disposing a message

Recall which queue a manually created authenticated FIN message is routed to next by default from the Creation queue

Recall to which queue APC messages are routed by default and to which queue invalid messages are routed by default

Recall how to confirm correct values in fields of a manually created message in the Message Management GUI before routing it

In manual creation, recall at least two examples of FIN messages and one of an MX message that bypass verification by default

Relationship Management

Recall the purpose of RMA

Recall the purpose of the actions Accept, Reject and Delete in relation to an Authorisation to Send

Recall at least two services that mandate RMA

Recall which messages mandate RMA

Recall the purpose of message granularity

Explain the impact of Revoking an Authorisation to Receive

Explain what a Bootstrap Authorisation is

Explain the purpose of the ASP tool (Application Service Profile)

Name the RMA services for FIN Live and Test and Training

Name the document where can you find a full list of authenticated messages

Recall the purpose of an RMA Query and name the Alliance Access GUI used to create them

Name the messages for which RMA is mandated

Identify at least four message request types linked to RMA authorisations

Recall the Live and Test and Training BICs of the SWIFT RMA sparring partner for FIN

Recall which authorisations you and your counterparty need if you want to send and receive authenticated FIN traffic with eachother

Recall the purpose of Cloning an Authorisation to Receive and Reciprocating an Authorisation to Send