

Oracle® E-Records

Implementation Guide

Release 12.0

Part No. B40038-01

October 2006

Oracle E-Records Implementation Guide, Release 12.0

Part No. B40038-01

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Send Us Your Comments

Oracle E-Records Implementation Guide, Release 12.0

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- Did you understand the context of the procedures?
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Preface

Intended Audience

Welcome to Release 12.0 of the *Oracle E-Records Implementation Guide*.

This guide assumes that you have working knowledge of your business area's processes, tools, principles, and customary practices. It also assumes that you are familiar with Oracle Process Manufacturing. If you have never used Oracle Process Manufacturing, we suggest you attend one or more of the Oracle Process Manufacturing training classes available through Oracle University.

See Related Information Sources on page xi for more Oracle Applications product information.

TTY Access to Oracle Support Services

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Structure

1 Introduction to Oracle E-Records

2 E-record Signature Flows

There are two different types of signature flows - online and deferred. The online process forces all signatures to take place at the same time before the event can continue. The deferred process lets you move on without all signatures in place. The following is a flow of the two different types of processes, using the OPM Item Creation process as an example.

3 Implementing E-records

You must complete the following steps to enable the E-records functionality. These steps comprise the initial setup of Oracle E-Records and are required to ensure a complete and accurate system.

4 Setting Up Security Rules

This topic describes how the e-records stored as XML documents in the database are a repository of critical information that can be queried for reasons ranging from internal users viewing information to regulatory authorities inspecting process records.

The information contained in these e-records can be confidential and critical to the nature of the business. Therefore, access to these e-records must be restricted so that any unauthorized entry is prevented.

Access to e-records must be based on the contents of the e-records. For example, you can restrict access to all e-records having any reference to a particular formula ingredient.

5 iSignatures

This topic describes using attachments with Oracle E-Records, the types of attachments available, and how attachments are stored.

6 Maintaining Oracle E-Records

Oracle E-Records has utilities that let you maintain your system. You can view XML and e-record information from within the application. This information can be used to verify XML and XSL information, as well as e-record layouts prior to the event being

used. You can also update or delete existing indexed XML elements, or add new elements.

7 Reporting and Printing

After an e-record is created, it is stored in the Evidence Store, a secure environment in the database. You can view the e-records, and their associated documents, and print the e-records in a PDF format.

A Oracle E-Records Events

B Navigation Paths

Glossary

Related Information Sources

Related Guides

Oracle Process Manufacturing shares business and setup information with other Oracle Applications products. Therefore, you may want to refer to other guides when you set up and use Oracle Process Manufacturing. You can read the guides online from the Oracle Applications Document Library CD included in your media pack, or by using a Web browser with a URL that your system administrator provides. If you require printed guides, then you can purchase them from the Oracle Store at <http://oraclestore.oracle.com>

Guides Related to All Products

Oracle Alert User's Guide

This guide explains how to define periodic and event alerts to monitor the status of your Oracle Applications data.

Oracle Applications Concepts

This book is intended for all those planning to deploy Oracle E-Business Suite Release 12, or contemplating significant changes to a configuration. After describing the Oracle Applications architecture and technology stack, it focuses on strategic topics, giving a broad outline of the actions needed to achieve a particular goal, plus the installation and configuration choices that may be available.

Oracle Applications Flexfields Guide

This guide provides flexfields planning, setup, and reference information for the Oracle Applications implementation team, as well as for users responsible for the ongoing maintenance of Oracle Applications product data. This guide also provides information on creating custom reports on flexfields data.

Oracle Application Framework Personalization Guide

This guide covers the design-time and run-time aspects of personalizing applications built with Oracle Application Framework.

Oracle Applications Installation Guide: Using Rapid Install

This book is intended for use by anyone who is responsible for installing or upgrading

Oracle Applications. It provides instructions for running Rapid Install either to carry out a fresh installation of Oracle Applications Release 12, or as part of an upgrade from Release 11i to Release 12. The book also describes the steps needed to install the technology stack components only, for the special situations where this is applicable.

Oracle Application Server Adapter for Oracle Applications User's Guide

This guide covers the use of OracleAS Adapter in developing integrations between Oracle applications and trading partners.

Please note that this guide is in the Oracle Application Server 10g (10.1.3.1) Documentation Library.

Oracle Applications System Administrator's Guide Documentation Set

This documentation set provides planning and reference information for the Oracle Applications System Administrator. *Oracle Applications System Administrator's Guide - Configuration* contains information on system configuration steps, including defining concurrent programs and managers, enabling Oracle Applications Manager features, and setting up printers and online help. *Oracle Applications System Administrator's Guide - Maintenance* provides information for frequent tasks such as monitoring your system with Oracle Applications Manager, managing concurrent managers and reports, using diagnostic utilities, managing profile options, and using alerts. *Oracle Applications System Administrator's Guide - Security* describes User Management, data security, function security, auditing, and security configurations.

Oracle Applications User's Guide

This guide explains how to navigate, enter data, query, and run reports using the user interface (UI) of Oracle Applications. This guide also includes information on setting user profiles, as well as running and reviewing concurrent requests.

Oracle e-Commerce Gateway User's Guide

This guide describes the functionality of Oracle e-Commerce Gateway and the necessary setup steps in order for Oracle Applications to conduct business with trading partners through Electronic Data Interchange (EDI). It also contains how to run extract programs for outbound transactions, import programs for inbound transactions, and the relevant reports.

Oracle e-Commerce Gateway Implementation Guide

This guide describes implementation details, highlights additional setups for trading partner, code conversion, and Oracle Applications as well as provides the architecture guidelines for transaction interface files. This guide also contains troubleshooting information and how to customize EDI transactions.

Oracle Report Manager User's Guide

Oracle Report Manager is an online report distribution system that provides a secure and centralized location to produce and manage point-in-time reports. Oracle Report Manager users can be either report producers or report consumers. Use this guide for information on setting up and using Oracle Report Manager.

Oracle iSetup User Guide

This guide describes how to use Oracle iSetup to migrate data between different instances of the Oracle E-Business Suite and generate reports. It also includes configuration information, instance mapping, and seeded templates used for data migration.

Oracle Workflow Administrator's Guide

This guide explains how to complete the setup steps necessary for any product that includes workflow-enabled processes. It also describes how to manage workflow processes and business events using Oracle Applications Manager, how to monitor the progress of runtime workflow processes, and how to administer notifications sent to workflow users.

Oracle Workflow Developer's Guide

This guide explains how to define new workflow business processes and customize existing Oracle Applications-embedded workflow processes. It also describes how to define and customize business events and event subscriptions.

Oracle Workflow User's Guide

This guide describes how users can view and respond to workflow notifications and monitor the progress of their workflow processes.

Oracle Workflow API Reference

This guide describes the APIs provided for developers and administrators to access Oracle Workflow.

Oracle XML Gateway User's Guide

This guide describes Oracle XML Gateway functionality and each component of the Oracle XML Gateway architecture, including Message Designer, Oracle XML Gateway Setup, Execution Engine, Message Queues, and Oracle Transport Agent. The integrations with Oracle Workflow Business Event System and the Business-to-Business transactions are also addressed in this guide.

Oracle XML Publisher Report Designer's Guide

Oracle XML Publisher is a template-based reporting solution that merges XML data with templates in RTF or PDF format to produce a variety of outputs to meet a variety of business needs. Using Microsoft Word or Adobe Acrobat as the design tool, you can create pixel-perfect reports from the Oracle E-Business Suite. Use this guide to design your report layouts.

Oracle XML Publisher Administration and Developer's Guide

Oracle XML Publisher is a template-based reporting solution that merges XML data with templates in RTF or PDF format to produce a variety of outputs to meet a variety of business needs. Outputs include: PDF, HTML, Excel, RTF, and eText (for EDI and EFT transactions). Oracle XML Publisher can be used to generate reports based on existing E-Business Suite report data, or you can use Oracle XML Publisher's data extraction engine to build your own queries. Oracle XML Publisher also provides a

robust set of APIs to manage delivery of your reports via e-mail, fax, secure FTP, printer, WebDav, and more. This guide describes how to set up and administer Oracle XML Publisher as well as how to use the Application Programming Interface to build custom solutions.

Guides Related to This Product

Oracle Process Manufacturing Cost Management User's Guide

The Oracle Process Manufacturing Cost Management application is used by cost accountants to capture and review the manufacturing costs incurred in their process manufacturing businesses. The guide describes how to set up and use this application.

Oracle Process Manufacturing Process Execution User's Guide

The Oracle Process Manufacturing Process Execution application lets you track firm planned orders and production batches from incoming materials through finished goods. Seamlessly integrated to the Product Development application, Process Execution lets you convert firm planned orders to single or multiple production batches, allocate ingredients, record actual ingredient usage, and then complete and close production batches. Production inquiries and preformatted reports help you optimize inventory costs while maintaining a high level of customer satisfaction with on-time delivery of high quality products. The *Oracle Process Manufacturing Process Execution User's Guide* presents overviews of the tasks and responsibilities for the Production Supervisor and the Production Operator. It provides prerequisite setup in other applications, and details the windows, features, and functionality of the application.

Oracle Process Manufacturing Product Development User's Guide

The Oracle Process Manufacturing Product Development application provides features to manage formula, routing, recipe, and validity rule development within process manufacturing operations. Use it to manage multiple laboratory organizations and support varying product lines throughout the enterprise. Characterize and simulate the technical properties of ingredients and their effects on formula performance and cost. Simulate and optimize formulations before beginning expensive laboratory test batches. Product Development coordinates each development function to provide a rapid, enterprise-wide implementation of new products in your plants. The guide describes how to set up and use this application.

Oracle Process Manufacturing Quality Management User's Guide

The Oracle Process Manufacturing Quality Management application provides features to test material sampled from inventory, production, or receipts from external suppliers. The application lets you enter specifications and control their use throughout the enterprise. Customized workflows and electronic recordkeeping automate plans for sampling, testing, and result processing. Compare specifications to assist in regrading items, and match customer specifications. Aggregate test results and print statistical assessments on quality certificates. Run stability testing with unrivaled ease. Several preformatted reports and inquiries help manage quality testing and reporting. The guide describes how to set up and use this application.

System Administration User's Guide

Much of the System Administration duties are performed at the Oracle Applications level, and are therefore described in the Oracle Applications System Administrator's Guide. The *Oracle Process Manufacturing System Administration User's Guide* provides information on the few tasks that are specific to Oracle Process Manufacturing. It offers information on performing Oracle Process Manufacturing file purge and archive, and maintaining such things as responsibilities, units of measure, and organizations.

Regulatory Management User's Guide

Oracle Process Manufacturing Regulatory Management provides solutions for document management that help meet the FDA 21 CFR Part 11 and other international regulatory compliance requirements. Regulatory information management is facilitated by use of electronic signatures. Manage hazard communications by collaborating with Oracle partners to dispatch safety documents, attached printed documentation sets such as the MSDS to shipments, and set up workflows to manage documentation revisions, approvals, and transmittals. The *Oracle Process Manufacturing Regulatory Management User's Guide* provides the information to set up and use the application.

Oracle Manufacturing Execution System for Process Manufacturing

Oracle Manufacturing Execution System (MES) for Process Manufacturing provides a seamless integration to product development and process execution applications for rapid deployment and tracking of procedures, work instruction tasks, and batch records. Set up and manage material dispensing operations and produce electronic batch records interactively with full electronic signature control, nonconformance management, and label printing routines. The *Oracle Manufacturing Execution System for Process Manufacturing User's Guide* delivers the information to set up and use the application.

API User's Guides

Public Application Programming Interfaces (APIs) are available for use with different Oracle Process Manufacturing applications. APIs pass information into and out of the application tables, thereby bypassing the user interface. Use of these APIs is documented in separately available documentation.

Oracle Engineering User's Guide

This guide enables your engineers to utilize the features of Oracle Engineering to quickly introduce and manage new designs into production. Specifically, this guide details how to quickly and accurately define the resources, materials and processes necessary to implement changes in product design.

Oracle Inventory User's Guide

This guide describes how to define items and item information, perform receiving and inventory transactions, maintain cost control, plan items, perform cycle counting and physical inventories, and set up Oracle Inventory.

Oracle Bills of Material User's Guide

This guide describes how to create various bills of material to maximize efficiency, improve quality and lower cost for the most sophisticated manufacturing environments. By detailing integrated product structures and processes, flexible product and process definition, and configuration management, this guide enables you to manage product details within and across multiple manufacturing sites.

Oracle Work in Process User's Guide

This guide describes how Oracle Work in Process provides a complete production management system. Specifically this guide describes how discrete, repetitive, assemble-to-order, project, flow, and mixed manufacturing environments are supported.

Oracle Quality User's Guide

This guide describes how Oracle Quality can be used to meet your quality data collection and analysis needs. This guide also explains how Oracle Quality interfaces with other Oracle Manufacturing applications to provide a closed loop quality control system.

Oracle Shipping Execution User's Guide

This guide describes how to set up Oracle Shipping to process and plan your trips, stops and deliveries, ship confirmation, query shipments, determine freight cost and charges to meet your business needs.

Oracle Purchasing User's Guide

This guide describes how to create and approve purchasing documents, including requisitions, different types of purchase orders, quotations, RFQs, and receipts. This guide also describes how to manage your supply base through agreements, sourcing rules and approved supplier lists. In addition, this guide explains how you can automatically create purchasing documents based on business rules through integration with Oracle Workflow technology, which automates many of the key procurement processes.

Oracle interMedia User's Guide and Reference

This user guide and reference provides information about Oracle interMedia. This product enables Oracle9i to store, manage, and retrieve geographic location information, images, audio, video, or other heterogeneous media data in an integrated fashion with other enterprise information. Oracle Trading Community Architecture Data Quality Management uses interMedia indexes to facilitate search and matching.

Oracle Self-Service Web Applications Implementation Guide

This manual contains detailed information about the overview and architecture and setup of Oracle Self-Service Web Applications. It also contains an overview of and procedures for using the Web Applications Dictionary.

Installation and System Administration

Oracle Applications Concepts

This guide provides an introduction to the concepts, features, technology stack, architecture, and terminology for Oracle Applications Release 11i. It provides a useful

first book to read before an installation of Oracle Applications. This guide also introduces the concepts behind Applications-wide features such as Business Intelligence (BI), languages and character sets, and Self-Service Web Applications.

Installing Oracle Applications

This guide provides instructions for managing the installation of Oracle Applications products. In Release 11i, much of the installation process is handled using Oracle Rapid Install, which minimizes the time to install Oracle Applications and the Oracle technology stack by automating many of the required steps. This guide contains instructions for using Oracle Rapid Install and lists the tasks you need to perform to finish your installation. You should use this guide in conjunction with individual product user guides and implementation guides.

Upgrading Oracle Applications

Refer to this guide if you are upgrading your Oracle Applications Release 10.7 or Release 11.0 products to Release 11i. This guide describes the upgrade process and lists database and product-specific upgrade tasks. You must be either at Release 10.7 (NCA, SmartClient, or character mode) or Release 11.0, to upgrade to Release 11i. You cannot upgrade to Release 11i directly from releases prior to 10.7.

"About" Document

For information about implementation and user documentation, instructions for applying patches, new and changed setup steps, and descriptions of software updates, refer to the "About" document for your product. "About" documents are available on OracleMetaLink for most products beginning with Release 11.5.8.

Maintaining Oracle Applications

Use this guide to help you run the various AD utilities, such as AutoUpgrade, AutoPatch, AD Administration, AD Controller, AD Relink, License Manager, and others. It contains how-to steps, screenshots, and other information that you need to run the AD utilities. This guide also provides information on maintaining the Oracle applications file system and database.

Oracle Applications System Administrator's Guide

This guide provides planning and reference information for the Oracle Applications System Administrator. It contains information on how to define security, customize menus and online help, and manage concurrent processing.

Oracle Alert User's Guide

This guide explains how to define periodic and event alerts to monitor the status of your Oracle Applications data.

Oracle Applications Developer's Guide

This guide contains the coding standards followed by the Oracle Applications development staff and describes the Oracle Application Object Library components that are needed to implement the Oracle Applications user interface described in the Oracle Applications User Interface Standards for Forms-Based Products. This manual also

provides information to help you build your custom Oracle Forms Developer forms so that the forms integrate with Oracle Applications.

Oracle Applications User Interface Standards for Forms-Based Products

This guide contains the user interface (UI) standards followed by the Oracle Applications development staff. It describes the UI for the Oracle Applications products and how to apply this UI to the design of an application built by using Oracle Forms.

Other Implementation Documentation

Oracle Applications Product Update Notes

Use this guide as a reference for upgrading an installation of Oracle Applications. It provides a history of the changes to individual Oracle Applications products between Release 11.0 and Release 11*i*. It includes new features, enhancements, and changes made to database objects, profile options, and seed data for this interval.

Oracle Workflow Administrator's Guide

This guide explains how to complete the setup steps necessary for any Oracle Applications product that includes workflow-enabled processes, as well as how to monitor the progress of runtime workflow processes.

Oracle Workflow Developer's Guide

This guide explains how to define new workflow business processes and customize existing Oracle Applications-embedded workflow processes. It also describes how to define and customize business events and event subscriptions.

Oracle Workflow User's Guide

This guide describes how Oracle Applications users can view and respond to workflow notifications and monitor the progress of their workflow processes. Oracle Workflow API Reference This guide describes the APIs provided for developers and administrators to access Oracle Workflow.

Oracle Applications Flexfields Guide

This guide provides flexfields planning, setup and reference information for the Oracle E-Records implementation team, as well as for users responsible for the ongoing maintenance of Oracle Applications product data. This guide also provides information on creating custom reports on flexfields data.

Oracle eTechnical Reference Manuals

Each eTechnical Reference Manual (eTRM) contains database diagrams and a detailed description of database tables, forms, reports, and programs for a specific Oracle Applications product. This information helps you convert data from your existing applications, integrate Oracle Applications data with non-Oracle applications, and write custom reports for Oracle Applications products. Oracle eTRM is available on Oracle *Metalink*.

Oracle Applications Message Manual

This manual describes all Oracle Applications messages. This manual is available in

HTML format on the documentation CD-ROM for Release 11i.

Integration Repository

The Oracle Integration Repository is a compilation of information about the service endpoints exposed by the Oracle E-Business Suite of applications. It provides a complete catalog of Oracle E-Business Suite's business service interfaces. The tool lets users easily discover and deploy the appropriate business service interface for integration with any system, application, or business partner.

The Oracle Integration Repository is shipped as part of the E-Business Suite. As your instance is patched, the repository is automatically updated with content appropriate for the precise revisions of interfaces in your environment.

Do Not Use Database Tools to Modify Oracle Applications Data

Oracle **STRONGLY RECOMMENDS** that you never use SQL*Plus, Oracle Data Browser, database triggers, or any other tool to modify Oracle Applications data unless otherwise instructed.

Oracle provides powerful tools you can use to create, store, change, retrieve, and maintain information in an Oracle database. But if you use Oracle tools such as SQL*Plus to modify Oracle Applications data, you risk destroying the integrity of your data and you lose the ability to audit changes to your data.

Because Oracle Applications tables are interrelated, any change you make using an Oracle Applications form can update many tables at once. But when you modify Oracle Applications data using anything other than Oracle Applications, you may change a row in one table without making corresponding changes in related tables. If your tables get out of synchronization with each other, you risk retrieving erroneous information and you risk unpredictable results throughout Oracle Applications.

When you use Oracle Applications to modify your data, Oracle Applications automatically checks that your changes are valid. Oracle Applications also keeps track of who changes information. If you enter information into database tables using database tools, you may store invalid information. You also lose the ability to track who has changed your information because SQL*Plus and other database tools do not keep a record of changes.

Introduction to Oracle E-Records

This chapter covers the following topics:

- E-signatures
- Electronic Records
- Sign What You See
- One-step E-signatures
- Framework

E-signatures

Organizations that want to maintain electronic documents must have systems that support the ability to electronically sign those documents, ensuring that the appropriate personnel have reviewed and approved them.

Good Manufacturing Practices (GMP) generally requires signatures on transactions which affect product quality. Companies can also require signatures when moving the custody of goods from one department to another, or when moving responsibility for manufacture from one department to another. So, wherever a signature is needed on a paper document, a signature is needed on the electronic document that replaces it.

These electronic signatures or e-signatures can be done either through forms or through the online mode. A new feature, one-step e-signature, further simplifies the e-signature process in the online mode. This document addresses the enabling of electronic signatures in OPM for static (setup), as well as transaction data.

Electronic Records

21CFR Part 11 describes the requirements for companies wanting to move from paper based record keeping to electronic record keeping. GMP describes where it is appropriate to keep electronic records and capture electronic signatures.

This document details all areas in OPM that GMP explicitly or implicitly states are

important for capturing e-signatures and e-records. There are also events where data is captured that are industry standard, or dictated by other authorities (like the DEA) that are not mentioned by GMP.

Sign What You See

Since electronic signatures are a legal and binding equivalent to handwritten signatures, it is important to review the data you are responsible for signing. The pertinent data displays at the time of e-signature capture, rather than having to review it using the transaction windows.

Workflow Notification Display

When a notification is sent for approval, the following information displays in the header:

- Subject is the full subject of that e-record.
- Sent displays the date and time the notification was sent.
- To displays the name of the recipient of the notification.
- Style Name displays the style sheet name.
- Version displays the style sheet version.
- The name of the e-record attachments.

One-step E-signatures

The one-step e-signature functionality lets you combine the several pages that a normal signing process takes, into a single page where all signers can complete their approvals. This is an online process, not deferred, and is set based on a profile option.

Approver count and approver list in one-step signature process

Approvers for a transaction are often set at the Approval Management (AME) level, where the set of approvers required for a business event are defined.

Approver count feature provides product teams the capability to enable the ERES framework to allow any number of valid application users as ERES Approvers during the signature process, as opposed to mandating pre-defined AME approvers. In this feature, product teams can set the number of application users for signatures. An approver count is set while raising an ERES event raise and the Signature page is displayed with those many rows. Any valid application user can sign-off the E-record.the transaction.

The Approver Lists feature allows product teams to send approver lists to E-signature

framework. This list can have application users or responsibility. If it is a responsibility, any user who has the responsibility can do the sign-off. This also supports multiple counts for responsibility level approvals.

Approver list and approval count are available only in the Simplified Signature process (Einitials), and not available in the regular signature process.

Support of the above two features is primarily driven by the fact that the originating transaction systems may have their own way of defining the approvers and need not duplicate the same in AME.

Framework

Based on Good Manufacturing Practices and customer requirements, the following application windows are configured to capture e-records or e-signatures, or both.

Application windows, along with their associated programs, must be enhanced to call the data capture framework. Events are defined within the framework. An event consists of an event name, the tables, the columns, and the data values.

If an event exists, but is disabled for e-records or e-signatures, then the window behaves as expected. If an event exists and is enabled for e-records or e-signatures, then the framework reacts accordingly:

- If e-signatures are enabled, then the e-signature window displays, requiring entry from the appropriate user.
- If e-records are enabled, then a snapshot of the event takes place at the appropriate time:

If you have existing workflows, you can enable Oracle E-Records on these workflows using the components of the ERES framework. Refer to the *Oracle E-Records Developer's Cookbook* for details.

Framework Components

The framework consists of the following components:

Workflow Business Event System

Workflow Business Event system is used to define an e-signature event and associate synchronous e-signature subscription to the event.

XML Gateway

XML Gateway is used for mapping definition and generation of XML for an e-record. Individual product teams define XML maps and DTDs for e-record and e-signature events supported by them. These maps and DTDs are loaded into the database and source controlled under the respective product tops. The e-record stylesheet is also

defined as part of XML Gateway.

Transaction Variables

This component is used to define conditions, rules, and approval hierarchy. It stores rule specific attributes such as electronic recording required or electronic signature is required, and what type of style sheet needs to be applied for this rule. These rules are evaluated at runtime based on the transaction ID, which is the primary key for the transaction.

Oracle Applications

A generic call is available, which is called to raise an event from the window.

Workflow Notification Subsystem

Notification subsystem is used to generate the signature user interface and control the flow of the user interface and return a status back to the application.

Workflow Automatic Notification Processing

The Oracle Workflow Automatic Notification Processing automatically forwards your notifications to another role or responds to incoming notifications with a predefined response when you are not available to manage your notifications directly. This can be done on either an online or a deferred event.

The Notification Routing Rules let you define the rules for automatic notification processing. Each rule is specific to a role and can apply to any or all messages of a specific item type or message name. A rule can result in one of the following actions: reassigning the notification to another user, responding to or closing the notification, or delivering the notification to the original recipient with no further action.

When an event is signed with an overriding approver, the following happens:

- The Evidence Store contains the original approver as well as the overriding approver details with proper comments.
- The Signers list page shows the original approver as well as the overriding approver.
- The E-records Query shows the original approver as well as the overriding approver.

XML Publisher

XML Publisher provides a new approach to the customization of report publishing by integrating familiar desktop word processing tools with existing Oracle E-Business Suite data reporting.

Use the full range of your word processing application's formatting features to create

rich report layout designs, or simply modify the ordering of report data to better suit your needs. XML Publisher transforms your document to XSL and PDF, letting you leverage your existing desktop application as an XSL editor.

E-records Evidence Store

The Evidence Store is used for storing electronic signatures. The e-records stored in the evidence store can be queried for, printed and audited.

Online Versus Deferred Mode Capture

When windows require an e-signature, there are two methods of capturing this data. The signature can be captured in process (online) or asynchronously (deferred) through workflow notifications.

- Transaction windows (e.g., Batches, Inventory Quantities, Quality Results) require you to enter all signatures online only. If the signatures cannot be fulfilled in that session, then the new or updated transaction data is not committed to the database.
- For those objects where a status or active/inactive column exists (e.g., Items, Lots, Formulas, Recipes, etc.), a generic workflow notification exists to enable deferred mode signatures. In these cases, windows prompt you for an e-signature when appropriate. If an e-signature is not entered online, then a notification is automatically sent to the user responsible for signing that record. Once all signatures have been fulfilled, the pending rows are updated to the appropriate status (active, approved, etc.). While signatures are in progress, the OPM window prevents any updates from being made to the pending data.

Online signatures are beneficial for those real-time processes that cannot proceed without immediate authorization.

- Deferred mode signatures are useful when the signature does not need to occur immediately, the signers are not typically in the same physical location or are otherwise not immediately available at the time of the signature request, or if there are several items that the signers must verify prior to signing, thus creating a time lag between receipt of the e-signature request and the response.
- Workflow notifications can be accessed through Oracle Applications. The use of Oracle Workflow provides an additional level of auditing - Workflow keeps an electronic history of when parties were notified and when they completed their signoff.

In order to ensure the proper signatures are captured for each document or event within each internal organization, part of the Electronic Record Framework enables secured users to associate the appropriate Users with each event.

An e-record contains a defined set of data from a moment in time captured by the software. This set of data is unique for each application, and each event within that application. For organizations capturing e-signatures with e-records, the intent is to

present the e-record to the application user and let them approve or reject the data along with their signature. For those not using e-signatures, e-records are captured as a background process. Layouts for all OPM e-records are contained within this document and is further explored within the detail designs to follow.

E-records are captured in an XML format. XML provides portability, ultimately enabling the delivery of e-records to the FDA electronically. XML also provides longevity of the data. This helps eliminate the need to keep old versions of programs available just to read the documents. The e-records are generated using the XML data with related XSL or RTF templates.

The e-records are stored in an evidence store. The evidence store is a secure storage location and has links from the transaction windows.

E-record Signature Flows

There are two different types of signature flows - online and deferred. The online process forces all signatures to take place at the same time before the event can continue. The deferred process lets you move on without all signatures in place. The following is a flow of the two different types of processes, using the OPM Item Creation process as an example.

This chapter covers the following topics:

- Online Flow
- Deferred Flow
- Oracle Applications Framework Signature Confirmation

Online Flow

Following is the procedure for the online flow using Item Creation:

1. Enter a new item.
2. Save the new item.
3. Select **Approve New Item** from the **Action** menu. A dialog box displays notifying you that the item must be approved.
 1. Click **OK**. The process is incomplete and a message displays that the Electronic Signature Process abnormally terminated.
 2. Leave the dialog box, and continue to the approval windows. The **List of Signers** window appears.
4. If the Ad Hoc signer functionality is enabled, then you can add, remove, or reorder signers at this time.
5. Begin the approval process in the order the approvers are set for by clicking the

Sign button.

6. For each approver, the electronic record displays. Enter the reason, signers comments, and signature type. In addition, you can see the response history for all previous approvers.
7. Select a notification response.
 1. If **Cancel** is selected, then the previous window displays.
 2. If **Reject** or **approve** are selected, then the **Signers Confirmation** window displays.
8. Enter your username and password.
 1. If **Cancel** is selected, the previous window displays.
 2. If **Submit** is selected, the approval is complete, and the **Signers List** page displays for the approval process to continue. If the submission is a rejection, then the process stops. The confirmation page displays, whereby you click **OK** to close the browser and go back to the Items window.
9. Once all approvals are complete, click **Submit**.
 1. A message displays that the online process is complete.
10. If the signature process is not complete, then a message displays that the signature process is not complete because this is an online event. You can either click **Yes** to stop the process, close the browser, and complete at a later time, or click **No**, and complete the process.
11. Once the process is complete, close the browser.
12. Click **OK** to the dialog box on the **Items** window.

Deferred Flow

Following is the procedure for the deferred flow using Item Creation:

1. Enter a new item.
2. Save the new item.
3. Select **Approve New Item** from the **Action** menu. A dialog box displays notifying you that the item must be approved.
 1. Click **OK**. The process is incomplete and a message displays that the Electronic

Signature Process has been abnormally terminated.

2. Leave the dialog box, and continue to the approval windows. The **List of Signers** window appears.
4. If the Ad Hoc signer functionality is enabled, then you can add, remove, or reorder signers at this time.
5. Begin the approval process in the order the approvers are set for by clicking the **Sign** button.
6. For each approver, the electronic record displays. Enter the reason, signers comments, and signature type. In addition, you can see the response history for all previous approvers.
7. Select a notification response.
 1. If **Cancel** is selected, then the previous window displays.
 2. If **Reject** or **Confirm** are selected, then the **Signers Confirmation** window displays. If **Reject** is selected, then an email is sent to the requestor and all subsequent signers that a rejection has occurred.
8. Enter your username and password.
 1. If **Cancel** is selected, then the previous window displays.
 2. If **Submit** is selected, then the approval is complete, and the **Signers List** page displays for the approval process to continue. If the submission is a rejection, then the process stops, you must close the browser, and go back to the **Items** window.
9. Click **Submit**.
 1. If the signature process is complete, then a message displays that the online process is complete.
 2. If the signature process is not complete, then a message displays that for this event deferred is allowed, and notifications are sent to all approvers. Based on the profile options EDR: Workflow Notification Timeout (in Hours) and EDR: Workflow Notification Timeout Interval, reminders are sent out over a period of time until they are terminated.
10. Close the browser.
11. Click **OK** to the dialog box on the **Items** window. The item remains pending.

12. If you receive an email notification, then click to the approval window from the e-mail. You will not see the list of approvers, only the approval information you must complete.

Oracle Applications Framework Signature Confirmation

Events that run from the Oracle Applications framework technology complete the same online and deferred signing paths as the forms-based events. But, there is an additional confirmation window to comply with the framework standards.

At the end of either an online or deferred signature, a Confirmation window displays This window has information that includes the name of the event, the e-record ID, the identifier, the identifier value, and the current status of the e-record. Verify that the information is correct and click **OK** to complete the signing process.

Implementing E-records

You must complete the following steps to enable the E-records functionality. These steps comprise the initial setup of Oracle E-Records and are required to ensure a complete and accurate system.

This chapter covers the following topics:

- Enabling Profile OptionProfile Options
- Setting Up Responsibilities
- Enabling the EventEvent
- Enabling the SubscriptionSubscription
- Setting Up Oracle Approval Management
- Setting Up the Configuration Variables
- Running the E-record Event Setup Verification Report
- Setting Up Indexed XML Elements
- Security Rules
- Related Events
- Setting Up Related Events
- Setting Up Ad Hoc Signers
- Manually Enabling E-Records Only
- Enabling One-Step E-signatures
- Setting Up Redlining
- Enabling E-Records in Mobile Supply Chain Applications
- Force E-Record Generation

Enabling Profile Options

Oracle E-Records has several profile options that can be set to enable records and signatures, or modify the software in different ways.

EDR: E-records and E-signatures

You must set up the profile option EDR: E-records and E-signatures. This profile option lets you enable the functionality for your entire system. This profile option is sent out with the hierarchy type set to Site, which enables the system administrator to set the profile option based on the implementation. Valid values for this profile option are:

- Yes - Enable e-record and e-signature
- No - Do not enable e-record and e-signature (default value)

EDR: Server Time zone

Set the profile option EDR: Server Time zone to the time zone where the database is running. If you do not set this value, then you cannot raise any events and an error displays that all e-records have a null value for the time zone. Each window in Oracle E-records displays the time zone that the system is set up to use.

- Ensure that the database time zone is the same as the server time zone profile option value since the system does not verify the database value.
- Once Oracle E-Records is enabled, do not reset this value.
- This value does not reflect the current user time zone value. It is always the server time zone.

Note: If you had previously set the Server Time zone profile option, then you must set EDR: Server Time zone to the same value.

EDR: Workflow Notification Timeout Interval

This profile option determines the number of times you receive an e-mail notification reminder. It works in conjunction with the EDR: Workflow Notification Timeout (in Hours) profile option.

This is set at the Site level only.

EDR: Workflow Notification Timeout (in Hours)

This profile option determines the length of time between reminder notifications. It

works in conjunction with the EDR: Workflow Notification Timeout Interval profile option.

This is set at the Site level only.

Example 1

EDR: Workflow Notification Timeout (in Hours) = 5

EDR: Workflow Notification Timeout Interval = 3

The result is that five hours after the initial notification is sent, three more are sent at five hour intervals. If no acknowledgement is made, then the process is terminated and e-mails are sent to all approvers and the requestor that the process was terminated.

Example 2

EDR: Workflow Notification Timeout (in Hours) = NULL

EDR: Workflow Notification Timeout Interval = 3

The notification timeout in hours overrides the number of reminders sent. Therefore, in this example no reminders are sent and the process is terminated. This is not a valid combination. You must set a timeout interval in hours.

Example 3

EDR: Workflow Notification Timeout (in Hours) = 5

EDR: Workflow Notification Timeout Interval = NULL

The result is that no notifications are sent, and at the end of the five hours the process is terminated.

EDR: Security Level High

This profile option, when set to Y, restricts access to e-records before security rules are created for them. The default value is Y, and users must be granted access when the system is set up.

EDR: E-record Print Granted

This profile option lets you restrict access to printing e-records. The default value, No, set at the Application level restricts everyone in that application from printing e-records. The system administrator can set the profile option to Yes for specific users to grant printing capabilities.

EDR: Send Individual Approval Notification

This profile option is for receiving emails during a signing process. If this profile is set to Yes, then the requester gets a notification after every signer completes the signing

process. If this is set to No, then there is no notification for each signature. All signers receive a notification for a rejection, regardless of the profile option setting.

EDR: Send Individual Approval Notification

This profile option is for receiving emails during a signing process. If this profile is set to Yes, then the requester gets a notification after every signer completes the signing process. If this is set to No, then there is no notification for each signature. All signers receive a notification for a rejection, regardless of the profile option setting.

EDR: Developer Mode

This profile options lets you debug a transaction by taking a snapshot of the raw XML and storing it in the EDR_RAW_XML_T table. This can now be used as the XML payload in the Validate Event window. Default value is No.

Setting Up Responsibilities

The following responsibilities are available with the Oracle E-Records applications. Give your users the appropriate responsibilities. The administration responsibilities must only go to the person responsible for setting up the system.

ERES Administrator

This person has the responsibility for overall administration of the Oracle E-Records application. Only a small number of people should be assigned this responsibility.

ERES User

This person can access the Oracle E-Records application for user tasks like querying the Evidence Store only. No administration related functions are exposed to this responsibility.

iSignatures Administrator

This person is the administrator for the iSignature process. This person can do all the functions of a user, in addition to updating and deleting other users files.

iSignatures User

This person can upload files and send them for approval. In addition, they can update or delete their own files only.

Enabling the Event

The Oracle Workflow Event Manager lets you register:

- business events that occur in your applications,
- the systems among which events are communicated,

- named communication agents within those systems, and
- subscriptions indicating that an event is significant to a particular system.

You can use the Event Manager web pages to define and maintain these events, systems, agents, and subscriptions.

A business event is an occurrence in an internet or intranet application or program that might be significant to other objects in a system or to external agents. For instance, the creation of a purchase order is an example of a business event in a purchasing application. You can define your significant events in the Event Manager.

Business Event Creation

Restrictions

Name

When you define an event in the Event Manager, you must assign it a unique internal name, which is case-sensitive. The format for these internal names is a compound structure of identifiers separated by periods (.) as follows:

oracle.apps.<product>.<component>.<object>.<event>

This format lets you organize the events you define into a classification hierarchy.

Example: oracle.apps.gme.Process.Batch.close, Process Batch Close Event

Display Name

The Display Name displays in the Edit Event list.

Description

A brief description of the e-signature event.

Status

All seed data is sent set to enabled.

Generate Function

Generate functions is NULL for all e-signature events.

Owner Name (mandatory)

The Owner Name must be your product name.

Owner Tag (mandatory)

The Owner Tag must be your three letter product code.

Customization Level

The Customization Level determines how much of the event information can be changed. All seed events are set to Limit, where only the Status can be changed. Custom events are set to User, and all fields can be changed.

Identify Event Key

Each instance of an event must be unique and is identified by an event key. The key helps to tag the transaction data with e-signature and e-record data. The key must be a

unique identifier for an event and not hold multiple values. In most cases, it is the primary key of a table on which the event is taking place. In some cases, the primary key can be a multi part key, which is concatenated and treated as a single event key. This key is used as a business event key and is passed as a parameter to the event raise API.

Example of a single key:

Event: GME_BATCH_RELEASE

Event Key: GME_BATCH_HEADER.BATCH_ID

Example of a multi part key: (If the Batch Header table does not have BATCH_ID)

Event: GME_BATCH_RELEASE

Event Key: GME_BATCH_HEADER.PLANT_CODE

GME_BATCH_HEADER.BATCH_NO

Event key representation during API calls:

GME_BATCH_HEADER.PLANT_CODE||GME_BATCH_HEADER.BATCH_NO

Refer to the *Oracle Workflow Guide* for details on enabling events.

Enabling the Subscription

Subscription processing can include the following types of processing:

- Run a function on the event message.
- Send the event message to a workflow process.
- Send the event message to an agent.

Add Synchronous E-signature Subscription

A synchronous subscription is added to the defined business event, which is a local subscription. The phase of the subscription determines if the subscription is synchronous or not. The phase of the subscription must be set to 0 to make sure that e-signature subscription is the first subscription run when an event occurs. A rule function is associated to the subscription that determines if an e-signature is required and generates a snapshot of the data to be signed. The snapshot is generated as an XML document in the rule function. This is the generic rule function, which is used by all product teams while defining a subscription.

Restrictions

Subscriber: System

This is the local system, on which the subscription code is to run.

Triggering Condition: Source Type

Set the triggering condition to local.

Triggering Condition: Event Filter

Select the event that this subscription is for.

Triggering Condition: Source Agent

Leave blank.

Execution Control: Phase (mandatory)

Set the phase to 0.

Execution Control: Status

All seed data is sent set to disabled.

Execution Control: Rule Data

Key: the subscription requires only the event key.

Action: Action Type

Set the action type to Custom

Action:On Error

Stop and roll back. Do not set to any other value.

Action:Java Rule Function

Leave this blank.

Action: PI / SQLRule Function (required)

Enter EDR_PSIG_RULE.PSIG_RULE. This is the rule function, which determines if e-signature is required for the event instance and generate XML document if required.

Action: Workflow Item Type and Workflow Process Name

Workflow item Type = EDRPSIGF

Workflow Process Name = PSIG_ESIGN_PAGE_FLOW

Action: Out Agent and To Agent

Leave blank.

Action: Priority

Leave blank.

Action: Parameters

The parameter column can be used to add space delimited name=value pairs, which can be accessed by rule function. The rule function looks for the following parameter and if the parameters are not, then set it.

EDR_XML_MAP_CODE=<Your XML Map Code>

EDR_AME_TRANSACTION_TYPE=<AME transaction Type>

Documentation: Owner Name (mandatory)

The Owner Name must be your product name.

Documentation: Owner Tag (mandatory)

The Owner Tag must be your three letter product code.

Documentation: Description

Any information you want to document about the subscription.

Customization Level

The customization level will be set to "Limit"

Refer to the *Oracle Workflow Guide* for details on enabling subscriptions.

Setting Up Oracle Approval Management

Oracle Approvals Management (AME) is a self-service web application that enables users to define business rules governing the process for approving transactions in other Oracle Applications. Rules are constructed from conditions and approvals.

Oracle E-Records enables you to enhance your system using the functionality available in AME, including Serial and Parallel Approvers, First Responder Wins, Consensus Voting, and Line Item Class Approvers. The information in this section offers an overview of how to maintain information in AME. For details on setting up AME, refer to the *Oracle Approvals Management* documentation.

Two notable features in the AME setup are the First Responder Wins and Parallel Approver Support. First Responder Wins supports voting regime. You need to set voting regime to 'First Responder Wins' and order to parallel in AME. The First Responder Wins feature sends out signature notifications to either single or multiple signing groups (as the case maybe) involved in a particular transaction. The transaction is approved even if one of the designated signers, from the group or groups, signs the transaction.

The parallel approver support allows signers to sign the transaction according to the signing order created for the transaction and multiple approvers can be on the same order. This feature accommodates more than one signer for a transaction and allows the user to set the order or sequence of the signature process.

Creating Transaction Attributes

In OAM, an attribute is a named business variable such as TRANSACTION_AMOUNT, whose value OAM fetches at run time, when it constructs transactions' approver lists. OAM includes the attributes commonly required for the transaction types of each application that can use OAM.

Creating Conditions

In OAM, a condition specifies a list or range of attribute values required to make a rule apply to a transaction. For example:

```
INVENTORY_TYPE IN {'A'}
```

Creating Approval Groups

An OAM approval group is an ordered list of persons or user IDs. You can create OAM rules to include one or more approval groups in a transaction approver list. You must create an approval group before using it in an approval-group rule.

Defining Approval Rules

In AME, an approval rule associates one or more conditions with an approval action. The rule applies to a transaction if and only if all of the rule's conditions are true for the transaction. Each application that can use OAM defines one or more transaction types.

Each transaction type has its own set of approval rules. Several transaction types can share attribute names, while defining separate usages for those attribute names. This makes it possible for several transaction types to share conditions and rules.

Defining Action Types

An action is used to instruct the AME to modify a transaction's approval process. There are two types of action, approval and production actions. Actions associated with a transaction's approver list are approval actions or approvals. Production actions are actions that generate a production such as a variable name or value pair.

The AME contains action types and actions that an implementation requires. These actions and action types can be used to either create or modify an existing action.

Setting Up the Configuration Variables

The Configuration Variables lets you add, delete, and update new variables to transactions and rules. You can also add a variable to a rule that overrides the default global value for the variable in the transaction.

Associate the e-record output XSL or RTF to the rule. This ensures multiple style sheets can be associated to a single event based on the control parameters.

AME Transactions as ERES-enabled Events

When you create, update, or delete an input configuration variable for transaction type at the transaction or rule level, it raises the appropriate event that goes through the approval process. If the approval process fails, then the transaction rolls back. If it is approved, then it is committed to the database. Refer to the *Events* appendix for details.

To view variables associated with a transaction:

1. Navigate to the **Configuration Variables** window.

2. Select a **Transaction Name** from the list of values. Required.
3. Click **Go**. The available variables are listed under the Result for Transaction section. All seeded variables can be updated but not deleted. The following transaction fields are display only:
 - Variable Name displays the name of either a seeded or custom variable.
 - Description displays the description of the variable.
 - Data Type displays the type of data for the variable.
 - Default Value displays the default value for the variable.

To view variables associated with a transaction and rule:

1. Navigate to the **Configuration Variables** window.
2. Select a **Transaction Name** from the list of values.
3. Select a **Rule Name** from the list of values. Only rules associated with the selected transaction type are displayed.
4. Click **Go**. The available variables are listed under the Result for Transaction and Result for Rule regions. All seeded variables can be updated but not deleted. The following rule fields are display only:
 - Variable Name displays the name of either a seeded or custom variable.
 - Description displays the description of the variable.
 - Data Type displays the type of data for the variable.
 - Default Value displays the value for the variable that overrides the value found in the transaction.

To add a transaction variable:

1. Click **Create** from the **Configuration Variables** window. The **Create Transaction Variable** window displays. The Transaction Name is a display only field.
2. Select a transaction variable from the menu. If the variable has already been set, it does not appear in this list. Required.
3. Enter a description for the variable.

4. Select a data type for the variable. Valid values are:
 - Boolean
 - Character
 - Date
 - Number
 - Time
 - String
5. Enter the default global value for the variable.
6. Click **Apply** to save the variable.

To add a rule variable:

1. Click **Create** from the **Configuration Variables** window. The **Rule Variable Definition** window displays. The Transaction Name and Rule Name are display only fields.
2. Select the input variable you want to add from the menu. If you do not see the variable, then ensure that it is already created as a global variable under transactions. The Data Type field is display only. Required.
3. Enter the value for the variable that overrides the global default value.
4. Click **Apply** the save the variable.

To update a variable for a transaction:

1. Once the transaction variables display, click **Update**. The **Update Rule Variable** window displays. The following fields are display only:
 - Transaction Name
 - Variable Name
 - Data Type
2. Modify the Description and Default Value as necessary. The default value must be Y or N. No other values are accepted.

3. Click **Apply** to save your changes.

To update a variable for a rule:

1. Once the rule variables display, click **Update**. The **Update Rule Variable** window displays. The following fields are display only:
 - Transaction Name
 - Rule Name
 - Input Variable
 - Data Type
2. Modify the Variable Value as necessary.
3. Click **Apply** to save your changes.

To delete a transaction variable:

1. Once the transaction variables display, click **Delete**. The **Delete Transaction Variable** window displays. You must not delete the four seed data variables, including:
 - E-record required
 - E-record style sheet
 - E-record Style Sheet version
 - E-signature required - you must set this to Y to enable e-signature.

The following fields are display only:

- Transaction Name
 - Input Var Name
 - Description
 - Default Value
2. Click **Apply** to delete the variable. An error displays if the variable is associated with a rule. You must delete the variable from the rule first, then delete it from the transaction.

To delete a rule variable:

1. Once the rule variables display, click **Delete**. The **Delete Rule Variable** window displays. You cannot delete the four seed data variables, including:

- E-record required
- E-record style sheet
- E-record style sheet version
- E-signature required

The following fields are display only:

- Transaction Name
- Rule Name
- Input Variable
- Data Type
- Variable Value

2. Click **Apply** to delete the variable.

Running the E-record Event Setup Verification Report

This program logs all set up seed data for an Oracle E-Records selected event into the concurrent log file. It displays the current setup for the following information:

- Event Name
- Subscription
- Profile Options
- Transaction Type
- AME Conditions and Rules
- Approval Groups
- Approvers
- Transaction Type Configuration Variables

- Generated XML

To submit the **E-record Setup Verification** report:

1. Navigate to the **Submit Request** window.
2. Enter **E-record Event Setup Verification** in the Name field. The Parameters dialog box displays.
3. Enter any of the following fields to narrow the scope of the report:
 - **Business Event** is the workflow business event name.
 - **Event Key** is the business event key number.
4. Click **OK**. The **Submit Request** window displays.
5. Complete the fields on the **Submit Request** window and click **Submit**. View or print the report.

Refer to "Validate E-record Events" for more information.

Setting Up Indexed XML Elements

The initial implementation of Oracle E-Records contains seed data for indexed XML elements. You must run a concurrent program to index these elements.

The job of the concurrent program is to index all the non-indexed elements. The indexing consists of changing the status field in the table `EDR_IDX_XML_ELEMENT_B` and creating a section in the interMedia text index for the indexed XML element.

After creating or updating an indexed XML element, you must run this program again in order to index the element.

Refer to *Maintaining Indexed XML Elements*, page 6-5 details on querying, updating, and deleting indexed XML elements.

Refer to "Adding a New Indexed XML Element" for details on adding new XML elements.

To submit the **E-record Indexed XML Element Maintenance** program:

1. Navigate to the **Submit Request** window.
2. Enter **E-record Indexed XML Element Maintenance** in the Name field.
3. Click **Submit**.

4. View or print the report.

Security Rules

It is possible that your system is set up to run Oracle Internet Directory (OID). If so, then you must do the following:

- Make sure you have Oracle Applications usernames and passwords for all users.
- Set the Applications SSO Login Types profile option to Both.

You must set up security rules on your system. Refer to "Setting Up Security Rules" for details.

Related Events

Related event mode lets you relate major events to multiple other events, in a parent-child relationship. Some of the scenarios where related events can be implemented are:

Mass Lot Creation

Many lots are created on one window and only one signature is required, but individual e-records must be captured.

Mass Specifications

When a master specification is assigned to various organizations, the master specification is signed, but creation of referenced organization specifications require e-records and must be linked to the Master Specification.

Batch Release

Batch Release requires an e-signature, but lots created during this process only need an e-record and must be linked to the Batch Release Event.

Setting Up Related Events

To ensure that the related event completes correctly, it must be set up as part of the configuration variable for the parent event. Therefore, when the parent event and related events are triggered, the processing can complete successfully.

The following scenarios depict invalid setup:

- If you have more than one e-record event subscription enabled for the parent event, then an error displays when you try to perform the transaction.
- If you have more than one e-record event subscription for the parent event, and they are all disabled, then an error displays when you try to perform the

transaction.

- If you do not have any e-record subscriptions for the parent event, then an error displays when you try to perform the transaction.

The following are valid setups:

- Only one e-record subscription either in enabled or disabled status.
- Only one e-record subscription enabled where you have more than one e-record subscription defined for the event.

To set up a related event:

1. Navigate to the **Business Events** window in the **Workflow Web Administrator** responsibility.
2. Locate the event that is designated as the parent event.
3. Click **Subscription**, then **Update**.
4. Enter a line with the name of the child event and the type of action to be taken in the **Action** region, in the **Parameter** field.

The line looks like oracle.apps.event.name=VALUE

An example of this is oracle.apps.edr.InterEvt.Event2=ERECORD_ONLY

The valid values are:

- EVALUATE_NORMAL - you want to consider the child as a regular e-record event and proceed without any special processing.
- IGNORE_SIGNATURE - you want to consider the child as a regular ERES event, but does not want to capture e-signatures.
- ERECORD_ONLY - you want to only capture the e-record for the child transaction without evaluating or AME rules.

Setting Up Ad Hoc Signers

You can set up your system so that signers can be dynamically changed during the signing process for a single document. Based on the setup, you can either not change signers, add new signers, or add new signers and remove existing signers. This can be set up at both the transaction and rule level, with the more stringent one taking precedent. Therefore, if you have the transaction level set to add and remove signers, but the rule level is set to add only, then you can only add users.

If this variable is not set up, then the functionality defaults to NONE.

To setup ad hoc signers:

1. Navigate to the **Configuration Variables** window by selecting ERES Administrator Setup.
2. Search for the event you want to put ad hoc signers on, and click **Go**.
3. Click **Create** to add a new variable.
4. Enter the variable name Adhoc Signer Capability.
5. Enter a description.
6. Change the data type to String.
7. Set the default value to NONE for no dynamic changes, ADHOC for adding new signers, and ALL for adding new signers and deleting existing signers.
8. Click **Apply**.

Manually Enabling E-Records Only

The e-record framework lets you set an event capture with e-signature or e-record only. But, when initiating an API where there is only an e-record needed, it is necessary to also set the configuration variables correctly. You can set a flag programmatically when running the API to set the program to capture an e-record only. This flag would override anything in the configuration variables. For more details on enabling this flag, refer to the *Oracle E-Records Developer's Guide*.

Enabling One-Step E-signatures

One-step e-signatures is a method of signature capture where all signatures are done on a single window. In regular e-signatures, there are three windows that the signer sees. The initial List of Signers page, the e-record itself, and the Signers page. In the simplified version of the e-signatures, all signatures are done on one page, condensing the signing process.

Like the regular signing process, the signer selects an approval or rejection, a reason, and enters a username and password as unique identifiers.

Setting Up the One Step E-signatures Page

In order to set up the simplified e-signatures process, you must set the configuration variable to E-Signature Mode. The values for this variable are SHORT or FULL. The value FULL is the regular way of signing documents. You must set this variable to

