Oracle Banking Digital Experience

User Manual Core

Release 15.1.0.0.0

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Core User Manual

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1. Preface

1.2 Intended Audience

This document is intended for the following audience:

- Customers
- Partners

1.3 Documentation Accessibility

For information about Oracle's commitment to accessibility, visit the Oracle Accessibility Program website at http://www.oracle.com/pls/topic/lookup?ctx=acc&id=docacc.

1.4 Access to OFSS Support

https://support.us.oracle.com

1.5 Structure

This manual is organized into the following categories:

Preface gives information on the intended audience. It also describes the overall structure of the User Manual.

Transaction Host Integration Matrix provides information on host integration requirements for the transactions covered in the User Manual.

Introduction provides brief information on the overall functionality covered in the User Manual.

The subsequent chapters provide information on transactions covered in the User Manual.

Each transaction is explained in the following manner:

- Introduction to the transaction
- Screenshots of the transaction

  The images of screens used in this user manual are for illustrative purpose only, to provide improved understanding of the functionality; actual screens that appear in the application may vary based on selected browser, theme, and mobile devices.

- Procedure containing steps to complete the transaction- The mandatory and conditional fields of the transaction are explained in the procedure.

If a transaction contains multiple procedures, each procedure is explained. If some functionality is present in many transactions, this functionality is explained separately.

1.6 Related Information Sources

For more information on Oracle Banking Digital Experience Release 15.1.0.0.0, refer to the following documents:

- Oracle Banking Digital Experience Licensing Guide
- Oracle Banking Digital Experience Installation Manuals

2. Transaction Host Integration Matrix

Legends

NH	No Host Interface Required.
★	Host Integration to be done separately
✓	Pre integrated Host interface available
✕	Pre integrated Host interface not available

Transaction Name	**FLEXCUBE UBS**	**Third Party Host System**
Login	NH	NH
Logout	NH	NH
View and Update Applications	✓	★
New Application	✓	★
Update File Status	NH	NH
View Customer Transaction	NH	NH
Workflow Configuration	NH	NH
Security Questions Maintenance	NH	NH
Mailbox	✓	★
Manage Policies	NH	NH
Create Role	NH	NH
Modify Role	NH	NH
Delete Role	NH	NH
View Role	NH	NH
Create User	NH	NH
Modify User	NH	NH
Delete User	NH	NH
Revoke User	NH	NH
Activate User	NH	NH
Deactivate User	NH	NH

Transaction Name	**FLEXCUBE UBS**	**Third Party Host System**
Lock User	NH	NH
Unlock User	NH	NH
View User	NH	NH
Reset Password	NH	NH
Terminate User Session	NH	NH
Print Welcome Letter, Passwords	NH	NH
Customer Profile	✓	★
Account Mapping Setup	✓	★
Maintain User List	NH	NH
Manage Rules	✓	★
Calendar Setup	NH	NH
Transaction Cutoff	NH	NH
Time for Deal Acceptance and Cut-off	NH	NH
Global Limit Packages	NH	NH
Alert Registration	✓	★
Forex Alert Subscription	✓	★
Entity Management	✓	★
Role Subject Mapping	NH	NH
Maintain Bulletins	NH	NH
Map Reports To Users	NH	NH
Register Report	NH	NH
Transaction Blackout	NH	NH
Transaction Password Configuration	NH	NH
Session Summary	NH	NH
Host Interface Log	NH	NH
View Audit Log	NH	NH
User Logging	NH	NH
Manage Application Messages	NH	NH

Transaction Name	FLEXCUBE UBS	Third Party Host System
Manage Timers	NH	NH
Sitemap	NH	NH
Preferences	NH	NH
Change password	NH	NH
Request Processing	NH	NH
Transaction Status Change	NH	NH
Transaction Activities	✓	★
Payment Purpose Maintenance	✓	★
Goal Category Maintenance	✓	★

3. Introduction

The Core Module allows the Bank administrator to carry out various transactions required so as to carry out the day to day transactions by you. The core module of Oracle Banking Digital Experience is used by the administrator to carry out the basic maintenance activity for smooth follow of transactions done by the Customers of the Bank.

A few of the transactions included in the Core module are User management, Role Maintenance, Customer Management, Cut off maintenance, Account mapping, Limits maintenance, Limits maintenance, etc.

Each transaction is explained in detail in the following manual for better understanding and smooth functioning of the application.

4. Login

This option allows you to log in to the **ORACLE OBDX** Administration application. By default, the security keyboard option is checked. This enables you to access the interface through a virtual keyboard appearing on the screen by either clicking or hovering on the keys. Alternatively, you can clear the security keyboard option and can use the keyboard**.**

To log in to Oracle Banking Digital Experience

1. In the address bar, enter the appropriate URL of the application.
The main page of the **Oracle Banking Digital Experience** application appears.

Oracle Banking Digital Experience

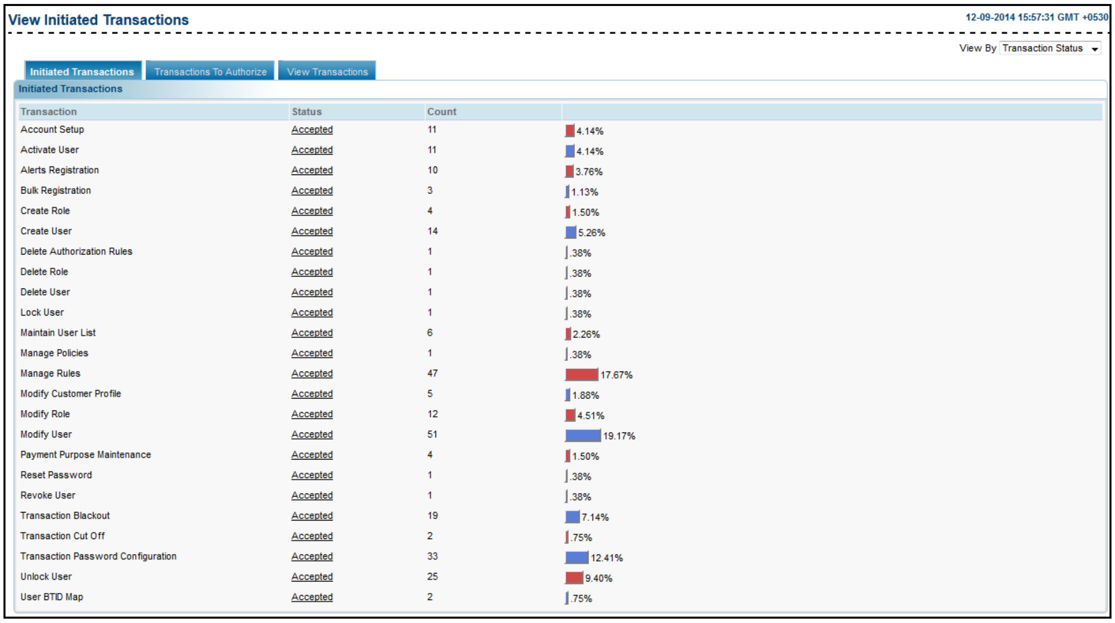
Field Description

Field Name	Description
User Name	[Mandatory, Alphanumeric, 20] Indicates the unique user Id.
Password	[Mandatory, Alphanumeric, 20] Indicates the password.

2. In the **User Name** field, enter the user Id.
3. In the **Password** field, enter the password.
4. Click **Sign-in**.
The system displays the **View Initiated Transaction** screen as the landing screen.
OR
Click **Upper** to arrange the keyboard using the uppercase characters for entering the password.
OR
Click **Lower** to arrange the keyboard using the lowercase characters for entering the password.
OR
Click **Delete** to delete previously entered characters.
OR
Click **Clear All** to clear the password field.

OR
Click **Not Mixed** to arrange the keyboard as per standard key board layout.
The caption of the button changes to **Mixed**.

View Initiated Transaction


View Initiated Transactions

12-09-2014 15:57:31 GMT +0530

View By Transaction Status

Initiated Transactions | Transactions To Authorize | View Transactions

Initiated Transactions

Transaction	Status	Count	
Account Setup	Accepted	11	4.14%
Activate User	Accepted	11	4.14%
Alerts Registration	Accepted	10	3.76%
Bulk Registration	Accepted	3	1.13%
Create Role	Accepted	4	1.50%
Create User	Accepted	14	5.26%
Delete Authorization Rules	Accepted	1	.38%
Delete Role	Accepted	1	.38%
Delete User	Accepted	1	.38%
Lock User	Accepted	1	.38%
Maintain User List	Accepted	6	2.26%
Manage Policies	Accepted	1	.38%
Manage Rules	Accepted	47	17.67%
Modify Customer Profile	Accepted	5	1.88%
Modify Role	Accepted	12	4.51%
Modify User	Accepted	51	19.17%
Payment Purpose Maintenance	Accepted	4	1.50%
Reset Password	Accepted	1	.38%
Revoke User	Accepted	1	.38%
Transaction Blackout	Accepted	19	7.14%
Transaction Cut Off	Accepted	2	.75%
Transaction Password Configuration	Accepted	33	12.41%
Unlock User	Accepted	25	9.40%
User BTID Map	Accepted	2	.75%

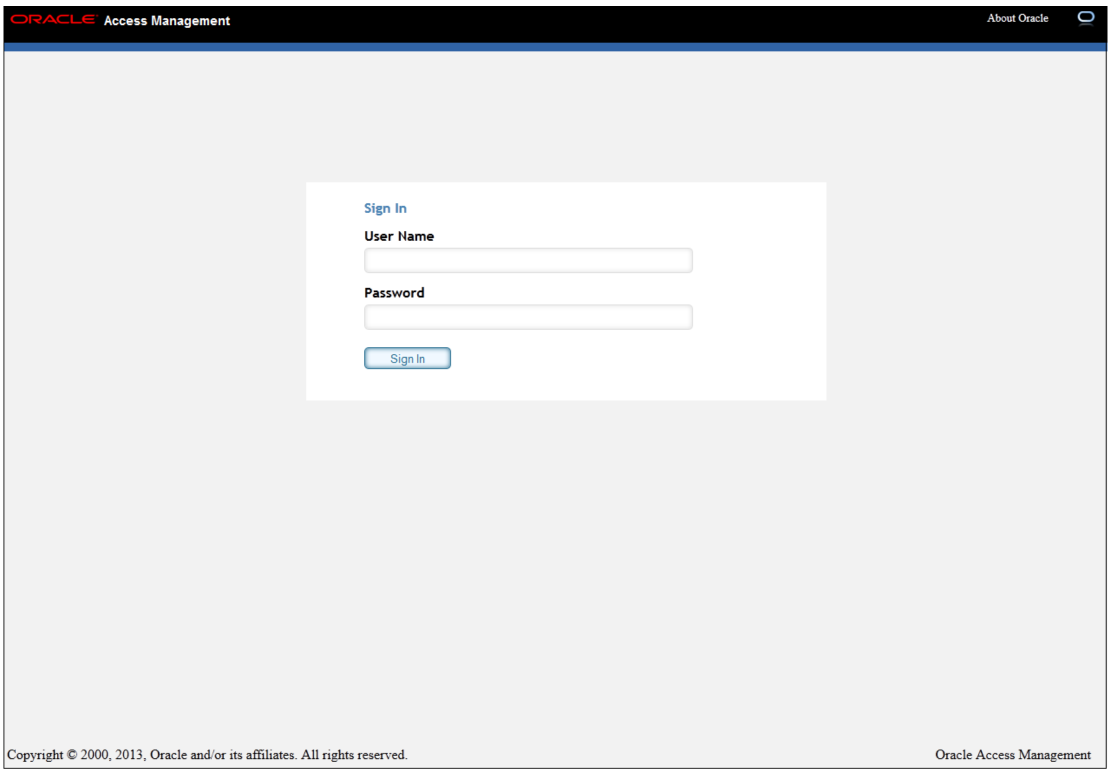
5. Login –(IAM)

This option allows you to log in to the **OBDX** Administration application.

To log in to Oracle Banking Digital Experience

1. In the address bar, enter the appropriate URL of the application.
The main page of the **Oracle Banking Digital Experience** application appears.

Oracle Oracle Banking Digital Experience

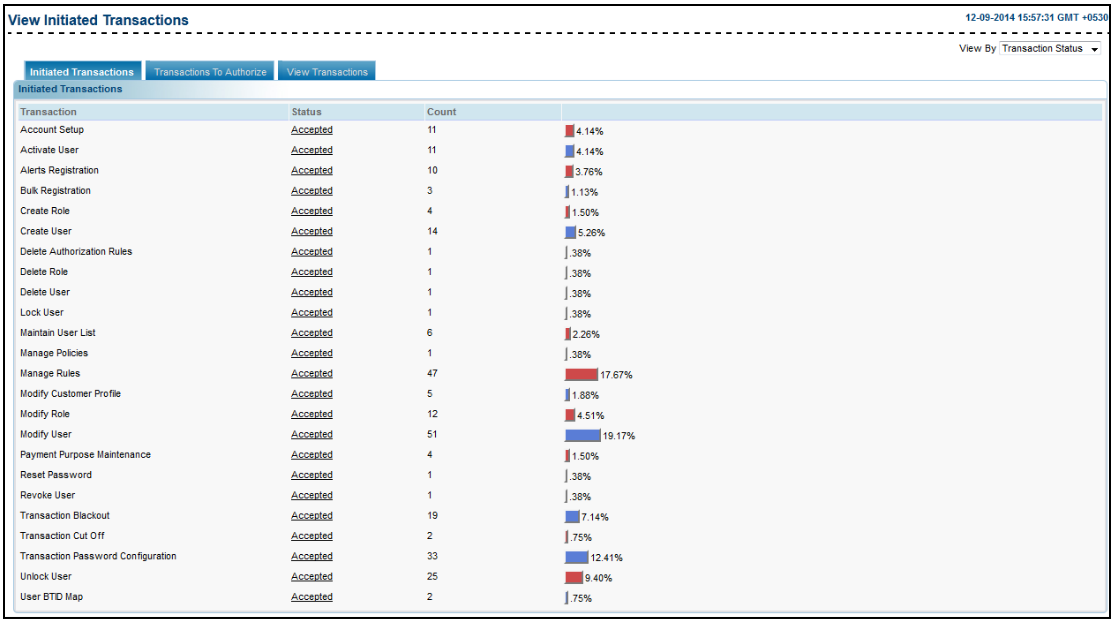


Field Description

Field Name	Description
User Name	[Mandatory, Alphanumeric, 20] Indicates the unique user Id.
Password	[Mandatory, Alphanumeric, 20] Indicates the password.

2. In the **User Name** field, enter the user Id.
3. In the **Password** field, enter the password.
4. Click **Sign In**.
The system displays the **View Initiated Transaction** screen as the landing screen.

View Initiated Transaction



Transaction	Status	Count	
Account Setup	Accepted	11	4.14%
Activate User	Accepted	11	4.14%
Alerts Registration	Accepted	10	3.76%
Bulk Registration	Accepted	3	1.13%
Create Role	Accepted	4	1.50%
Create User	Accepted	14	5.26%
Delete Authorization Rules	Accepted	1	.38%
Delete Role	Accepted	1	.38%
Delete User	Accepted	1	.38%
Lock User	Accepted	1	.38%
Maintain User List	Accepted	6	2.26%
Manage Policies	Accepted	1	.38%
Manage Rules	Accepted	47	17.67%
Modify Customer Profile	Accepted	5	1.88%
Modify Role	Accepted	12	4.51%
Modify User	Accepted	51	19.17%
Payment Purpose Maintenance	Accepted	4	1.50%
Reset Password	Accepted	1	.38%
Revoke User	Accepted	1	.38%
Transaction Blackout	Accepted	19	7.14%
Transaction Cut Off	Accepted	2	.75%
Transaction Password Configuration	Accepted	33	12.41%
Unlock User	Accepted	25	9.40%
User BTID Map	Accepted	2	.75%

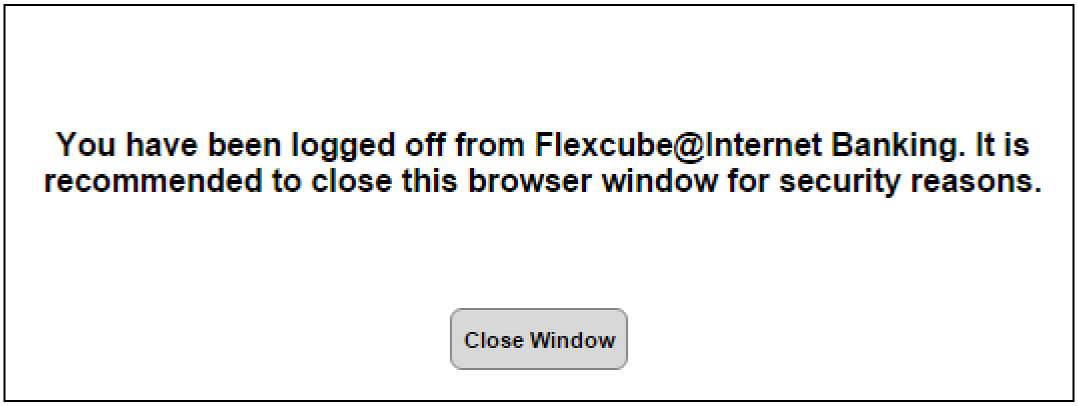
6. Logout

This option allows you to log out of the ORACLE OBDX application.

To log out of the **Oracle Banking Digital Experience**

1. Log in to the **Oracle Banking Digital Experience** application.
2. In **Default Transaction** screen, click the **Logout** link.
The **FLEXCUBE Internet Banking - Log off** screen appears.

FLEXCUBE Internet Banking - Log off



3. Click **Close Window** button to close the window.

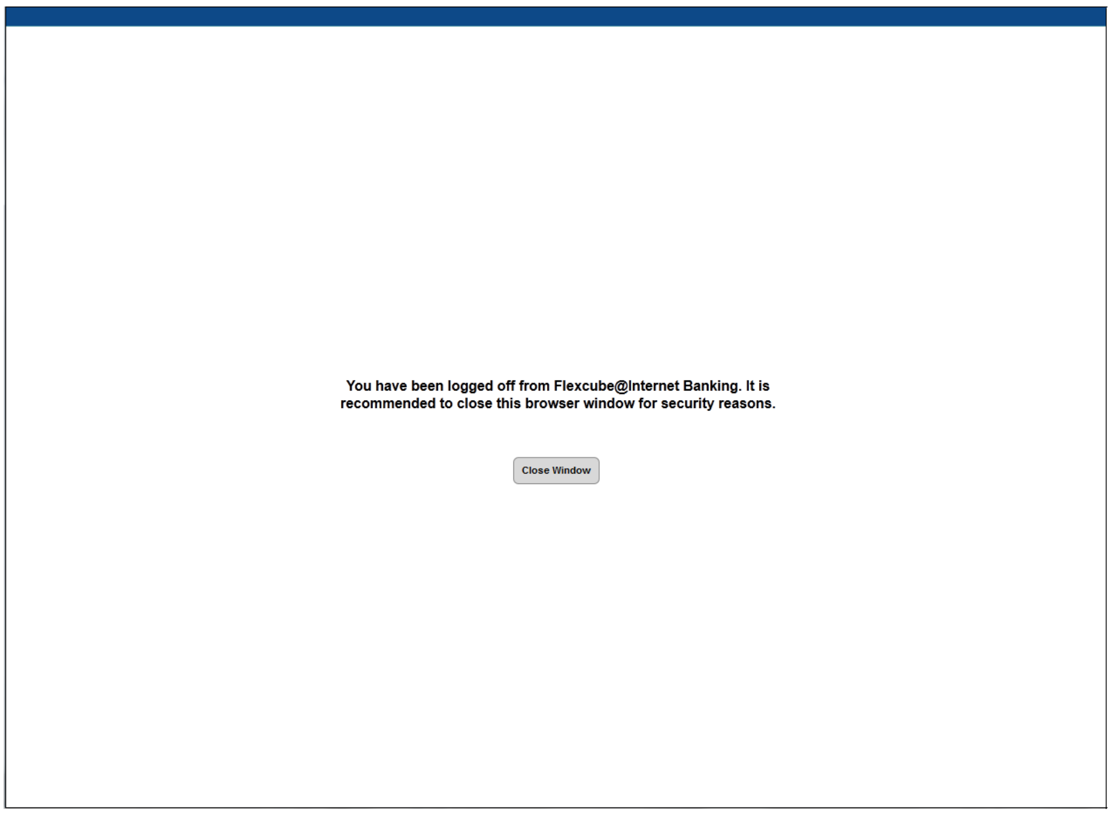
7. Logout - IAM

This option allows you to log out of the OBDX application.

To log out of the Oracle Banking Digital Experience

1. Log in to the **Oracle Banking Digital Experience** application.
2. In **Default Transaction** screen, click the **Logout** link.
   The **FLEXCUBE Internet Banking - Log off** screen appears.

FLEXCUBE Internet Banking - Log off



3. Click **Close Window** button to close the window.

8. Transaction Activities

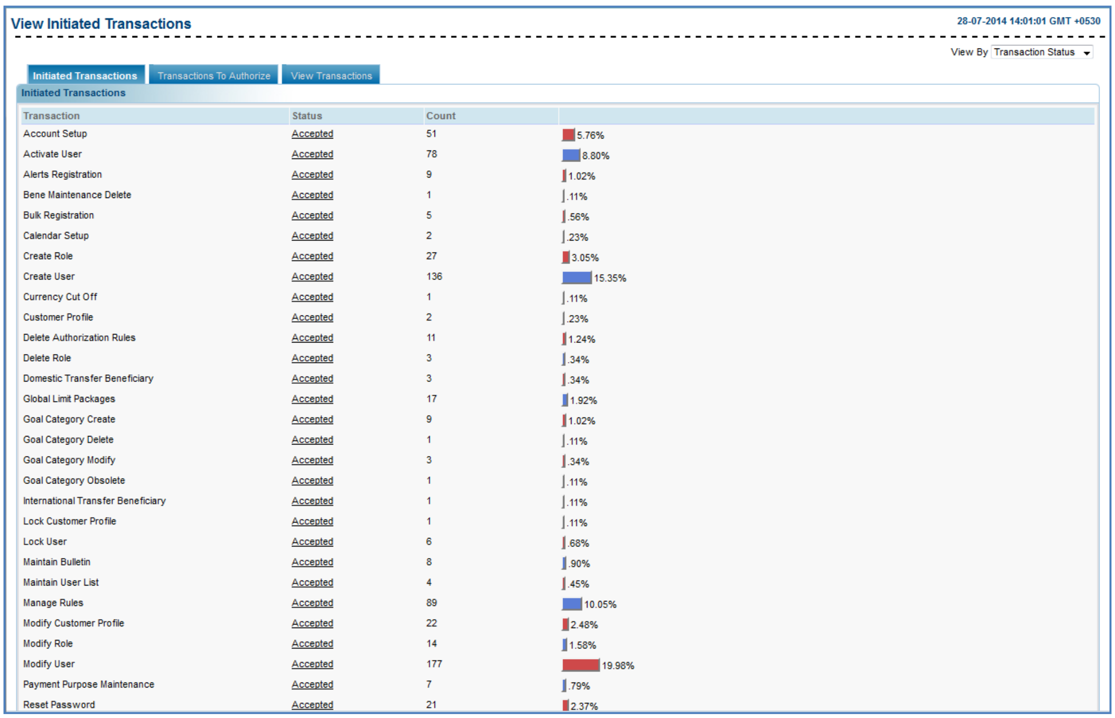
8.1 Initiated Transactions

Using this option you can view all self initiated transactions along with the current status of the transactions & number of transaction count for each type with specific status.

To view initiated transactions

1. From the **Transactions Activities** menu, select **Transactions**.
   The **View Initiated Transactions** screen appears.

View Initiated Transactions



Field Description

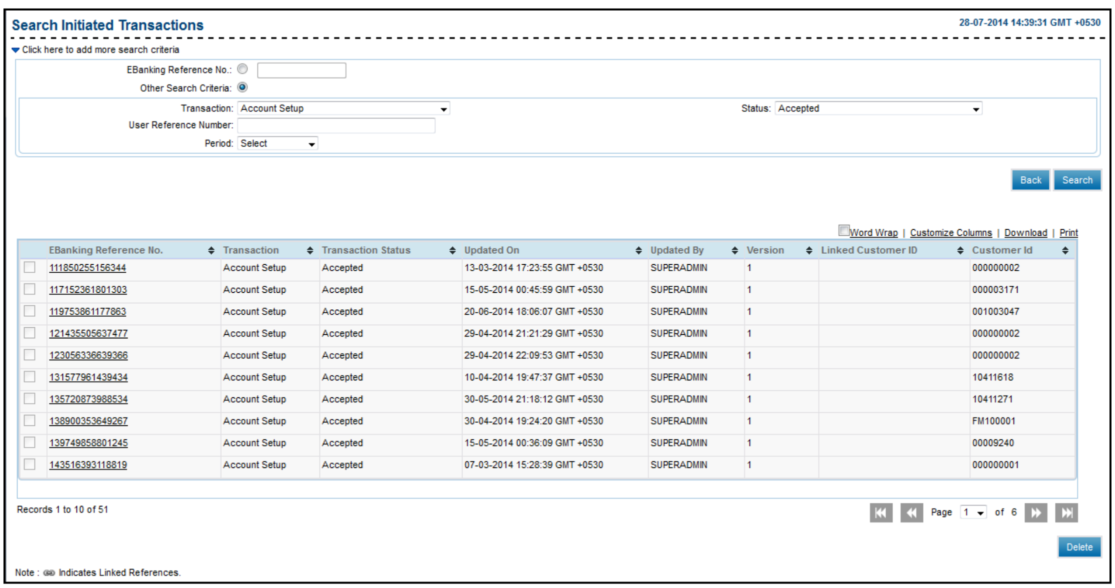
Field Name	Description
View By	[Mandatory, Drop-down] Indicates the type of view for initiated transactions. The options are: • Transaction Status
Initiated Transactions	
Transaction	[Display] Displays the type of transaction that has been initiated.

Field Name	Description
Status	[Link] Displays the link to view the current status of transactions and open the Search Initiated Transactions screen.
Count	[Display] Displays the number of times a particular transaction has been initiated corresponding to the other details.
Graph	[Display] Displays the count as a graph.

2. From the **View By** list, select the appropriate option.
3. Click the **Status** link.
   The **Search Initiated Transactions** screen appears.

Search Initiated Transactions

This screen provides the user to search for a particular transaction by entering search parameters like EBanking Reference Number, type of the transaction, status of the transaction, customer id, account number, user reference number and time period during which the transaction was initiated.



Field Description

Field Name	Description

It is mandatory to select either EBanking Reference Number or Other Search Criteria option.

Field Name	Description
EBanking Reference Number	[Optional, Option] Indicates the reference number generated when the transaction was initiated. To enable the **EBanking Reference Number** input field, select the option button.
Other Search Criteria	[Optional, Option] Indicates the other search criteria.
Transaction	[Mandatory, Drop-Down] Indicates the name of the transaction.
User Reference Number	[Optional, Alphanumeric] Indicates the reference number entered by the initiator when the transaction was initiated.
Status	[Mandatory, Drop-Down] Indicates the status of the transaction. The options are: • All • Initiated • Semi Authorized • Authorized • Rejected • Accepted • Rejected by Authorizer • Deleted • Liquidated • Under Process • Error • Work in Progress • Sent Failed Retry • Rejected for Modify • Request Rejected • Sent To host • Transaction deleted by host • Transaction in progress for host • Transaction completed successfully at host

Field Name	Description
Period	[Mandatory, Drop-down] Indicates the period in which the transaction was initiated. The options: • Last 1 Day • Last 6 Months • Custom Date To enable this field, select the **Period** option.
From Date	[Conditional, Pick List] Indicates the date range in which the transaction was initiated. From date shall be less than or equal to current host business date. To enable this field, select the **Custom Date** from the **Period** list.
To Date	[Conditional, Pick List] Indicates the end date to search by date range. To Date shall be less than or equal to current host business date To enable this field, select the **Custom Date** from the **Period** list.
Search Results	
EBanking Reference Number	[Link] Displays the reference number generated when the transaction was initiated and the link to view the details of the transaction.
Transaction	[Display] Displays the name of the transaction.
Transaction Status	[Display] Displays the current status of the transaction.
Created By	[Display] Displays the creator of the transaction.
Created On	[Display] Displays the date and time on which the transaction was updated.
Updated By	[Display] Displays the user ID of last user who has updated the transaction.
Updated On	[Display] Displays the date on which the transaction is updated.

Field Name	Description
Version	[Display] Displays the version of transaction. (Version gets incremented if a rejected transaction gets modified by initiator).
Account Number	[Display] Displays the account number from which the transaction was initiated. This field is appears if the admin user is initiating transactions on behalf of the business user. For e.g.: Upload of bulk files.
Transaction Amount	[Display] Displays the amount of the transaction. This field is applicable if the admin user is initiating transactions on behalf of the business user. For e.g.: Upload of bulk files.
User Reference Number	[Display] Displays the user reference number.
State Bit	[Display] Displays state bit.
Value Date	[Display] Displays the value date of the transaction.

4. Select the appropriate search criteria.
    a. If you select the **Other Search Criteria** option:
        i. From the **Transaction** list, select the appropriate option.
        ii. From the **Status** list, select the appropriate option.
        iii. From the **Period** list, select the appropriate option.
            1. If you select **Custom Date** option, from the **From Date** and **To Date** list, select the appropriate date.
5. Click **Search**.
   The search results appear on the same screen.
   OR
   Click **Back**.
   The previous **View Initiated Transactions** screen appears.
   OR
   Click **Delete** to delete the transaction.
   OR
   Click the **EBanking Reference Number** link.
   The **View Initiated Transactions** screen appears.

The options mentioned below are applicable for records of initiated transactions.

To enable the word wrap in the columns, select the **Word Wrap** check box.

Click **Customize Columns** to reorder the columns or select the columns that appear in the initiated transactions list.

Click **Download** to download all or selected columns in the initiated transactions list. You can download the list in PDF, XLS, QIF, OFX and MT940 formats.

Click **Print** to print the initiated transactions list and open the list as a PDF document.

Click to view the first page of the initiated transactions list.

Click to view the previous page of the initiated transactions list.

Click to view the next page of the initiated transactions list.

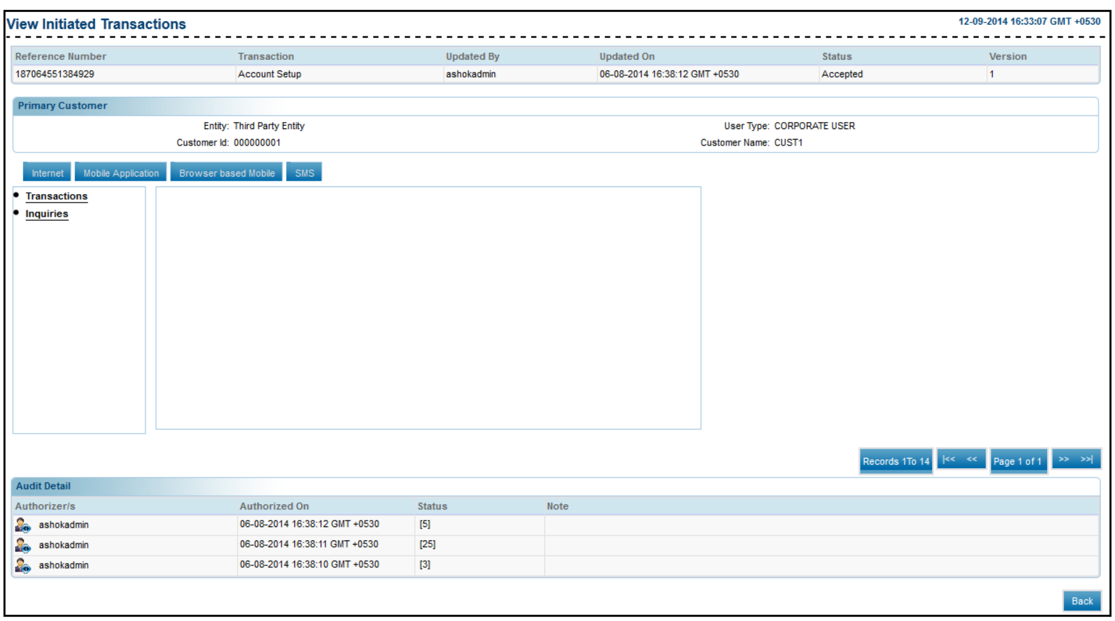
Click to view the last page of the initiated transactions list.

From the **Page** list, select the required page number of the initiated transactions list.

From the **Show Rows** list, select the number of rows to be displayed in the initiated transactions list.

Click next to the required column to sort the records of initiated transactions in ascending or descending order.

View Initiated Transactions



Field Description

Field Name	Description
Note	[Conditional, Alphanumeric] Indicates the remarks or reason for modifying or deleting the transaction. To enable this field, the transaction should be in **Initiated** state.

6. Click **Back**.
   The **Search Initiated Transactions** screen appears.

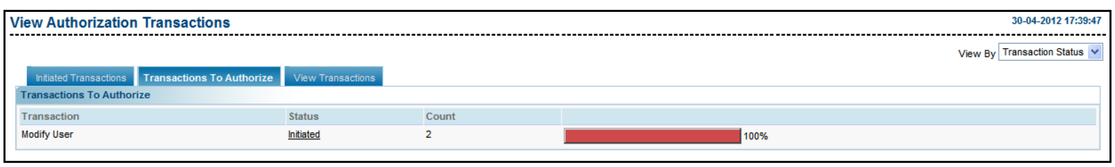
8.2 Transactions to Authorize

Transactions to Authorize tab displays the transaction pending for authorizations with user.

To authorize a transaction

1. From the **Transactions Activities** menu, select **Transactions**.
   The **View Initiated Transactions** screen appears.
2. Click **Transactions To Authorize** tab.
   The **View Authorization Transactions** screen appears.

View Authorization Transactions



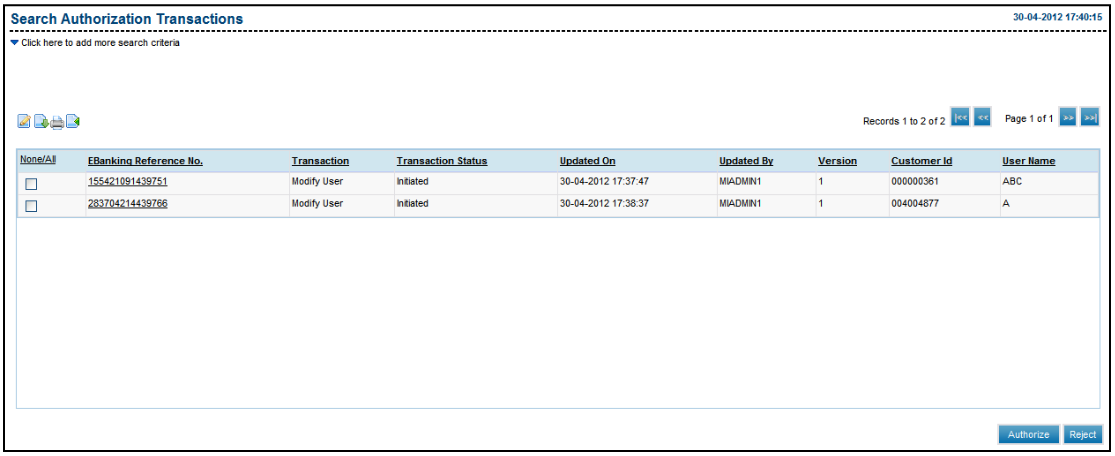
Field Description

Field Name	Description
View By	[Mandatory, Drop-down] Indicates the type of view for transactions. The options are: • Transaction Status
Transaction	[Display] Displays the type of transaction.
Status	[Link] Displays the link to view the current status of transactions and open the Search Authorization Transactions screen.
Count	[Display] Displays the number of times a particular transaction is listed corresponding to the other details.

Field Name	Description
Graph	[Display] Displays the count as a graph.

3. From the **View By** list, select the appropriate option.
4. Click the **Status** link.
   The **Search Authorization Transactions** screen appears.

Search Authorization Transactions



Field Description

Field Name	Description
It is mandatory to select either EBanking Reference Number or Other Search Criteria option.	
EBanking Reference Number	[Optional, Option] Indicates the ebanking reference number generated when the transaction was initiated. To enable the **EBanking Reference Number** input field, select the option button.
Other Search Criteria	[Optional, Option] Indicates the other search criteria.
Transaction	[Mandatory, Drop-Down] Indicates the name of the transaction.
User Reference Number	[Optional, Alphanumeric] Indicates the reference number entered by the initiator when the transaction was initiated.

Field Name	Description
Status	[Mandatory, Drop-Down] Indicates the status of the transaction. The options are: • All • Initiated • Semi Authorized
Initiator	[Optional, Alphanumeric] Indicates the user id of the initiator of the transaction.
Period	[Mandatory, Drop-down] Indicates the period in which the transaction was initiated. The options: • Last 1 Day • Last 6 Months • Custom Date To enable this field, select the **Period** option.
From Date	[Conditional, Pick List] Indicates the date range in which the transaction was initiated. From date shall be less than or equal to current host business date. To enable this field, select the **Custom Date** from the **Period** list.
To Date	[Conditional, Pick List] Indicates the end date to search by date range. To Date shall be less than or equal to current host business date To enable this field, select the **Custom Date** from the **Period** list.
Search Results	
None/All	[Link] Indicates the user to select all or no transactions.
EBanking Reference Number	[Display] Displays the reference number generated when the transaction was initiated and the link to view the details of the transaction.
Transaction	[Display] Displays the name of the transaction.
Status	[Display] Displays the current status of the transaction.

Field Name	Description
Initiator	[Display] Displays the user id of the initiator of the transaction.
Created By	[Display] Displays the creator of the transaction.
Created On	[Display] Displays the date and time on which the transaction was updated.
Updated By	[Display] Displays the user ID of last user who has updated the transaction.
Updated On	[Display] Displays the date on which the transaction is updated.
Version	[Display] Displays the version of transaction. (Version gets incremented if a rejected transaction gets modified by initiator).
Account Number	[Display] Displays the account number from which the transaction was initiated. This field is appears if the admin user is initiating transactions on behalf of the business user. For e.g.: Upload of bulk files.
Transaction Amount	[Display] Displays the amount of the transaction. This field is applicable if the admin user is initiating transactions on behalf of the business user. For e.g.: Upload of bulk files.
User Reference Number	[Display] Displays the user reference number.
Value Date	[Display] Displays the value date of the transaction.

5. Select the appropriate search criteria.
   a. If you select the **Other Search Criteria** option:
      i. From the **Transaction** list, select the appropriate option.
      ii. From the **Status** list, select the appropriate option.
      iii. From the **Period** list, select the appropriate option.
         1. If you select **Custom Date** option, from the **From Date** and **To Date** list, select the appropriate date.
6. Click **Search**.
   The search results appear on the same screen.

OR
Click **Back**.
The previous **View Authorization Transactions** screen appears.
OR
Click the **EBanking Reference Number** link.
The **View Authorization Transactions** screen appears.

The options mentioned below are applicable for records of authorization transactions.

To enable the word wrap in the columns, select the **Word Wrap** check box.

Click **Customize Columns** to reorder the columns or select the columns that appear in the authorization transactions list.

Click **Download** to download all or selected columns in the authorization transactions list. You can download the list in PDF, XLS, QIF, OFX and MT940 formats.

Click **Print** to print the authorization transactions list and open the list as a PDF document.

Click to view the first page of the authorization transactions list.

Click to view the previous page of the authorization transactions list.

Click to view the next page of the authorization transactions list.

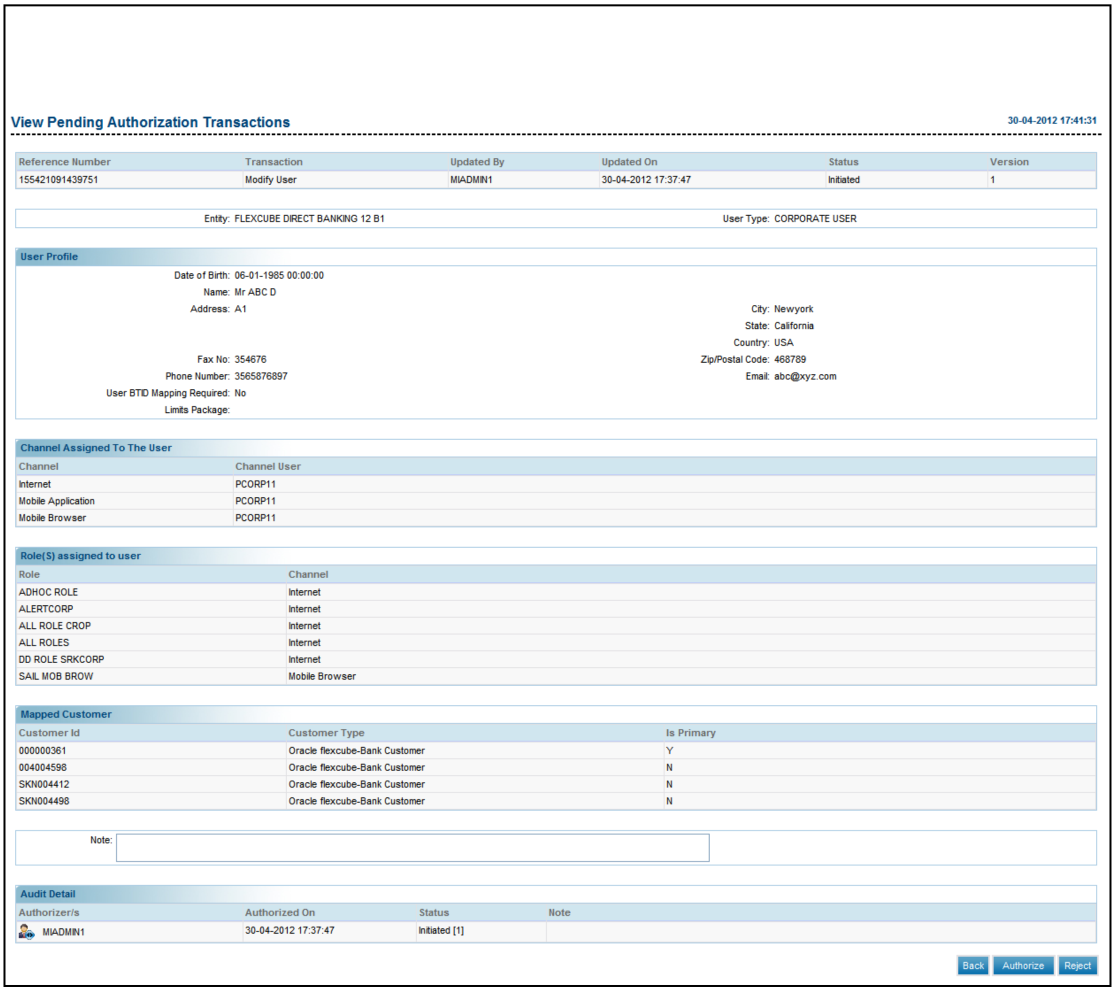
Click to view the last page of the authorization transactions list.

From the **Page** list, select the required page number of the authorization transactions list.

From the **Show Rows** list, select the number of rows to be displayed in the authorization transactions list.

Click next to the required column to sort the records of authorization transactions in ascending or descending order.

View Authorization Transactions

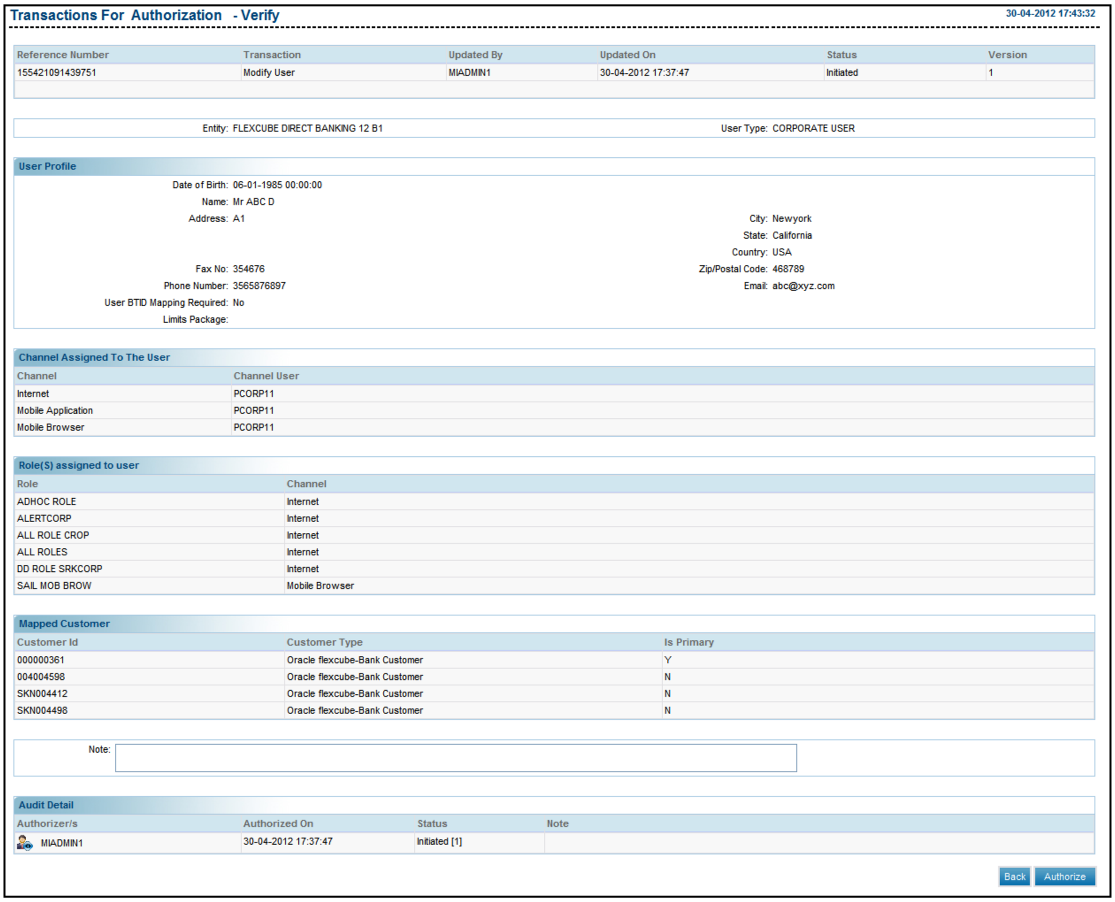


Field Description

Field Name	Description
Note	[Optional, Alphanumeric] Indicates the remarks or reason authorizing or rejecting the transaction.

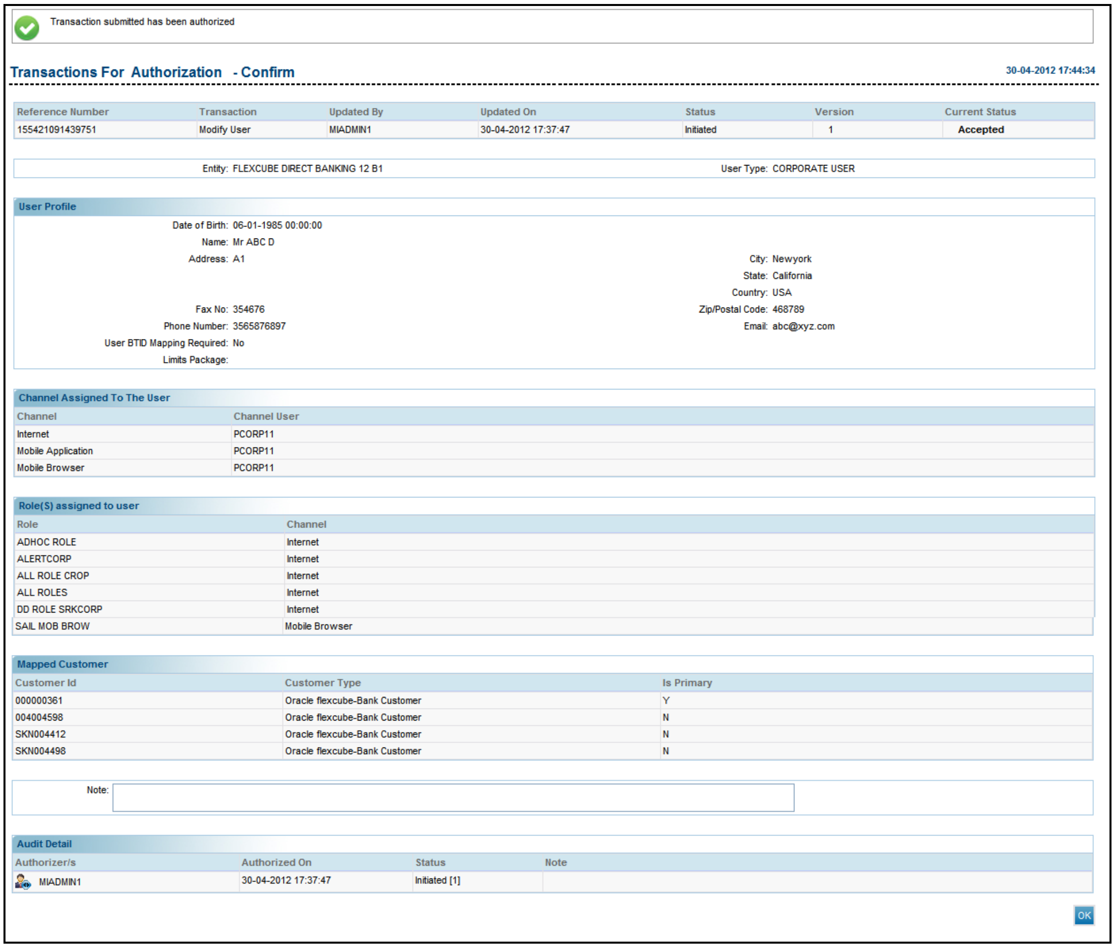
7. Click **Authorize**.
 The **Transactions For Authorization – Verify** screen appears.
OR
Click **Reject**.
The **Transactions For Rejection – Verify** screen appears.
OR
Click **Back** to navigate to the summary page.

Transactions For Authorization – Verify



8. Click **Authorize**.
   The **Transaction For Authorization – Confirm** screen appears.

Transaction For Authorization – Confirm



8.3 View Transactions

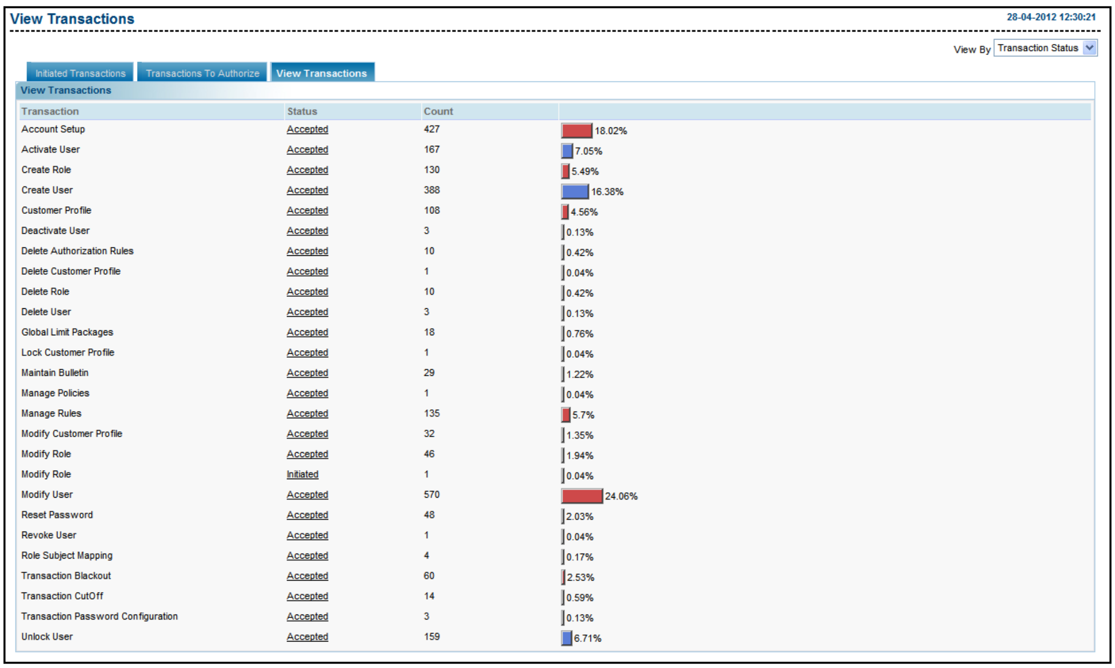
View Transactions Tab displays the transactions for which you have view access. You can see the transactions initiated or authorized by other users. Users see the summary templates using predefined ageing criteria's through which they can drill down to view actual transaction details.

To view transactions

1. From the **Transactions Activities** menu, select **Transactions**.
   The **View Initiated Transactions** screen appears.

2. Click **View Transactions** tab.
   The **View Transactions** screen appears.

View Transactions



View Transactions

28-04-2012 12:30:21

View By Transaction Status

Initiated Transactions | Transactions To Authorize | View Transactions

View Transactions

Transaction	Status	Count	
Account Setup	Accepted	427	18.02%
Activate User	Accepted	167	7.05%
Create Role	Accepted	130	5.49%
Create User	Accepted	388	16.38%
Customer Profile	Accepted	108	4.56%
Deactivate User	Accepted	3	0.13%
Delete Authorization Rules	Accepted	10	0.42%
Delete Customer Profile	Accepted	1	0.04%
Delete Role	Accepted	10	0.42%
Delete User	Accepted	3	0.13%
Global Limit Packages	Accepted	18	0.76%
Lock Customer Profile	Accepted	1	0.04%
Maintain Bulletin	Accepted	29	1.22%
Manage Policies	Accepted	1	0.04%
Manage Rules	Accepted	135	5.7%
Modify Customer Profile	Accepted	32	1.35%
Modify Role	Accepted	46	1.94%
Modify Role	Initiated	1	0.04%
Modify User	Accepted	570	24.06%
Reset Password	Accepted	48	2.03%
Revoke User	Accepted	1	0.04%
Role Subject Mapping	Accepted	4	0.17%
Transaction Blackout	Accepted	60	2.53%
Transaction CutOff	Accepted	14	0.59%
Transaction Password Configuration	Accepted	3	0.13%
Unlock User	Accepted	159	6.71%

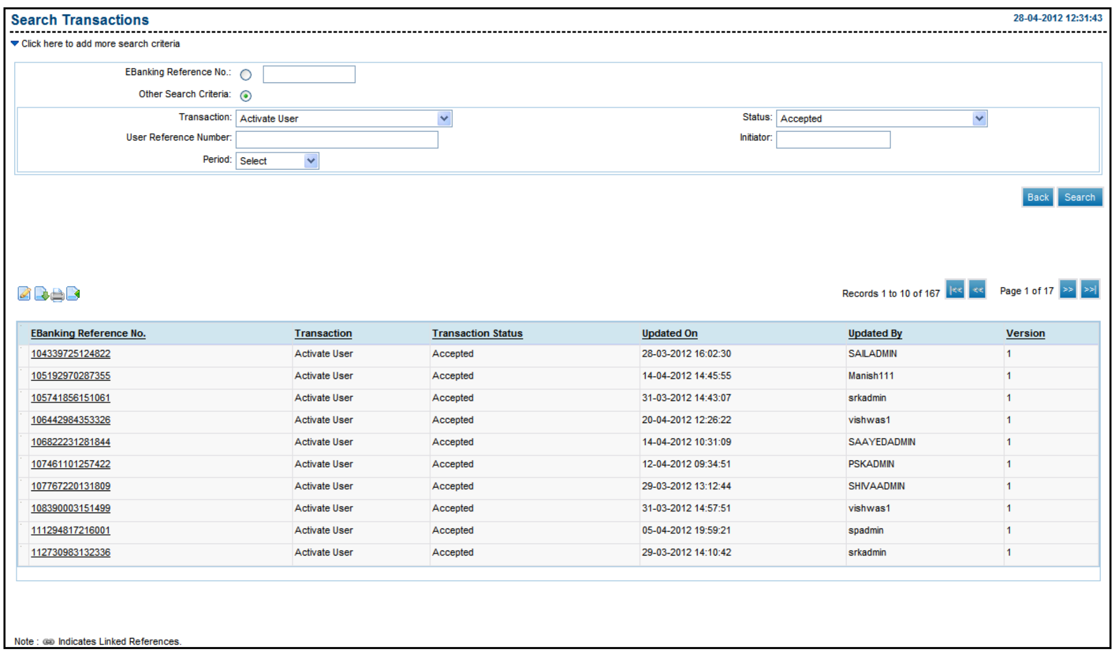
Field Description

Field Name	Description
View Transaction	
View By	[Mandatory, Drop-down] Indicates the type of view for transactions. The options are: • Transaction Status
Transaction	[Display] Displays the type of transaction.

Field Name	Description
Status	[Link] Displays the link to view the current status of transactions and open the Search Transactions screen.
Count	[Display] Displays the number of times a particular transaction is listed corresponding to the other details.

3. From the **View By** list, select the appropriate option.
4. Click the **Status** link.
   The **Search Transactions** screen appears.

Search Transactions



Field Description

Field Name	Description
It is mandatory to select either EBanking Reference Number or Other Search Criteria option.	
EBanking Reference Number	[Optional, Option] Indicates the reference number generated when the transaction was initiated. To enable the **EBanking Reference Number** input field, select the option button.

Field Name	Description
Other Search Criteria	[Optional, Option] Indicates the other search criteria.
Transaction	[Mandatory, Drop-Down] Indicates the name of the transaction.
User Reference Number	[Optional, Alphanumeric] Indicates the reference number entered by the initiator when the transaction was initiated.
Initiator	[Optional, Alphanumeric] Indicates the user id of the initiator of the transaction.
Status	[Mandatory, Drop-Down] Indicates the status of the transaction.
Period	[Mandatory, Drop-down] Indicates the period in which the transaction was initiated. The options: • Last 1 Day • Last 6 Months • Custom Date To enable this field, select the **Period** option.
From Date	[Conditional, Pick List] Indicates the date range in which the transaction was initiated. From date shall be less than or equal to current host business date. To enable this field, select the **Custom Date** from the **Period** list.
To Date	[Conditional, Pick List] Indicates the end date to search by date range. To Date shall be less than or equal to current host business date To enable this field, select the **Custom Date** from the **Period** list.
Search Result	
EBanking Reference Number	[Display] Displays the reference number generated when the transaction was initiated and the link to view the details of the transaction.
Transaction	[Display] Displays the name of the transaction.

Field Name	Description
Status	[Display] Displays the current status of the transaction.
Created On	[Display] Displays the date and time on which the transaction was updated.
Updated By	[Display] Displays the user ID of last user who has updated the transaction.
Version	[Display] Displays the version of transaction. (Version gets incremented if a rejected transaction gets modified by initiator).
Account Number	[Display] Displays the account number from which the transaction was initiated. This field is appears if the admin user is initiating transactions on behalf of the business user. For e.g.: Upload of bulk files.
Transaction Amount	[Display] Displays the amount of the transaction. This field is applicable if the admin user is initiating transactions on behalf of the business user. For e.g.: Upload of bulk files.
User Reference Number	[Display] Displays the user reference number.
Value Date	[Display] Displays the value date of the transaction.

5. Select the appropriate search criteria.
   a. If you select the **Other Search Criteria** option:
      i. From the **Transaction** list, select the appropriate option.
      ii. From the **Status** list, select the appropriate option.
      iii. From the **Period** list, select the appropriate option.
         1. If you select **Custom Date** option, from the **From Date** and **To Date** list, select the appropriate date.
6. Click **Search**.
   The search results appear on the same screen.
   OR
   Click **Back**.
   The previous **View Transactions** screen appears.
   OR
   Click the **EBanking Reference Number** link.
   The **View Transactions** screen appears.

The options mentioned below are applicable for records of search transactions.

To enable the word wrap in the columns, select the **Word Wrap** check box.

Click **Customize Columns** to reorder the columns or select the columns that appear in the search transactions list.

Click **Download** to download all or selected columns in the search transactions list. You can download the list in PDF, XLS, QIF, OFX and MT940 formats.

Click **Print** to print the search transactions list and open the list as a PDF document.

Click to view the first page of the search transactions list.

Click to view the previous page of the search transactions list.

Click to view the next page of the search transactions list.

Click to view the last page of the search transactions list.

From the **Page** list, select the required page number of the search transactions list.

From the **Show Rows** list, select the number of rows to be displayed in the search transactions list.

Click next to the required column to sort the records of search transactions in ascending or descending order.

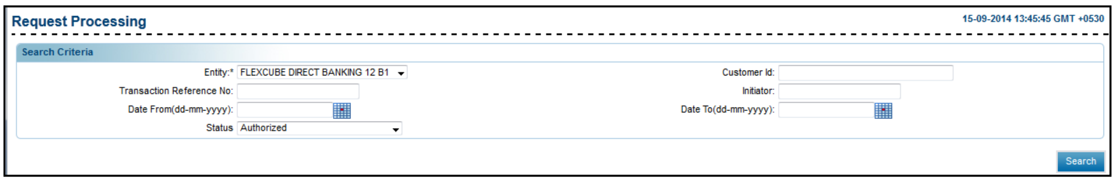
8.4 Request Processing

Using this transaction Administrator can process the requests assigned for processing. For some requests admin need to manually process the request and then update the status of the request using this transaction; whereas for some type of requests application will process the relevant task and update the status accordingly.

To process the request raised by the business users

1. From the **Transactions Activities** menu, select **Request Processing**.
   The **Request Processing** screen appears.

Request Processing



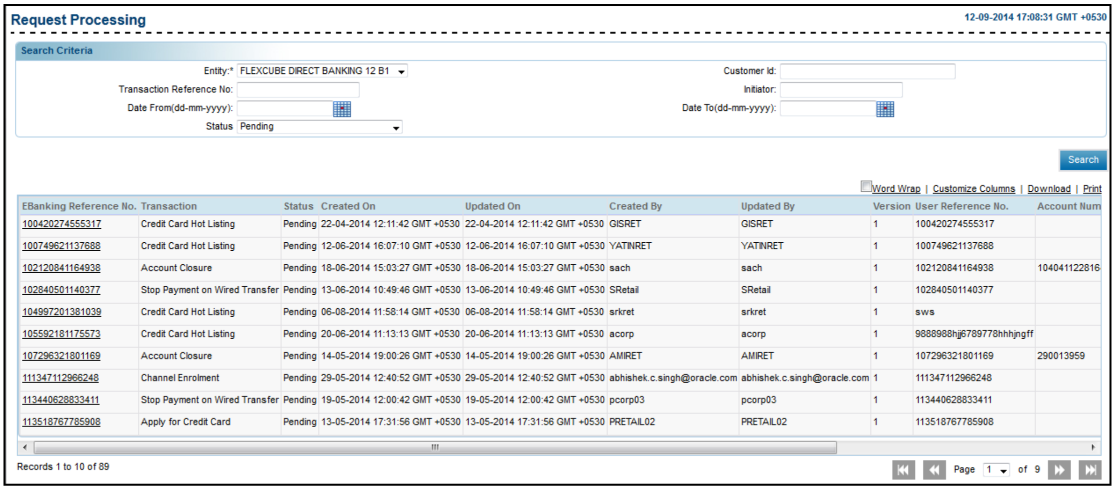
Field Description

Field Name	Description
Entity	[Mandatory, Drop-Down] Indicates the entity.
Customer Id	[Optional, Alphanumeric, 20] Indicates the customer Id.
Transaction Reference No	[Optional, Alphanumeric, 20] Indicates the transaction reference number.
Initiator	[Optional, Alphanumeric, 50] Indicates the user Id of the initiator of the transaction.
Date From	[Optional, Pick List] Indicates the start date for the search criteria.
Date To	[Optional, Pick List] Indicates the end date for the search criteria.
Status	[Optional, Dropdown] Indicates the status of transaction you want to search. The options are: • Pending • Request Accepted for Processing • Service Request Accepted

2. From the **Entity** list, select the appropriate option.

3. Click **Search**.
   The system displays the search results in the **Request Processing** screen.

Request Processing



Field Description

Field Name	Description
EBanking Reference Number	[Link] Displays the reference number of the transaction and link to view the View Release screen.
Transaction	[Display] Displays the name of the transaction.
Status	[Display] Displays the status of the transaction.
Created On	[Display] Displays the date on which the transaction is initiated.
Updated On	[Display] Displays the date of update of the transaction.
Created By	[Display] Displays the name of the transaction initiator..
Updated By	[Display] Displays the name of the user, who has last updated the transaction.
Version	[Display] Displays the version number of the transaction.
User Reference No	[Display] Displays the user reference number given to the transaction.

Field Name	Description
Account Number	[Display] Displays the account number of the transaction.
Transaction Amount	[Display] Displays the amount involved if any.
Value Date	[Display] Displays the value date of the transaction if any.

4. Click the **E Banking Reference Number** link.
The **View Release** screen appears.

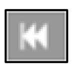
The options mentioned below are applicable for records of request processing transactions.

To enable the word wrap in the columns, select the **Word Wrap** check box.

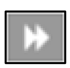
Click **Customize Columns** to reorder the columns or select the columns that appear in the request processing transactions list.

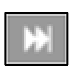
Click **Download** to download all or selected columns in the request processing transactions list. You can download the list in PDF, XLS, QIF, OFX and MT940 formats.

Click **Print** to print the request processing transactions list and open the list as a PDF document.

Click  to view the first page of the request processing transactions list.

Click  to view the previous page of the request processing transactions list.

Click  to view the next page of the request processing transactions list.

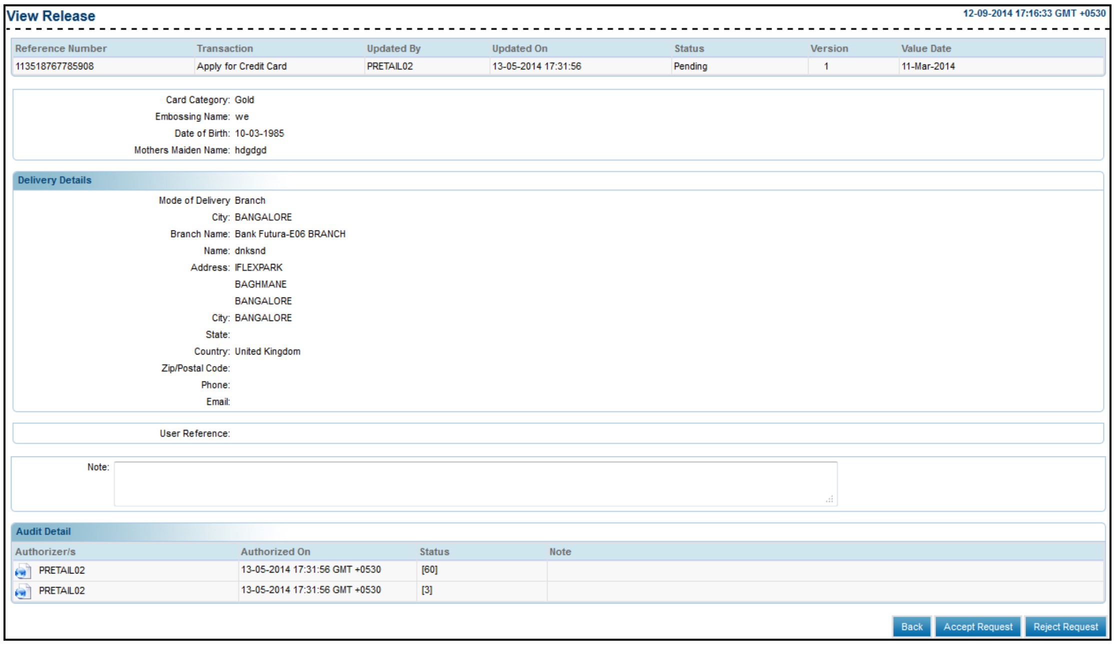
Click  to view the last page of the request processing transactions list.

From the **Page** list, select the required page number of the request processing transactions list.

From the **Show Rows** list, select the number of rows to be displayed in the request processing transactions list.

Click  next to the required column to sort the records of request processing transactions in ascending or descending order.

View Release

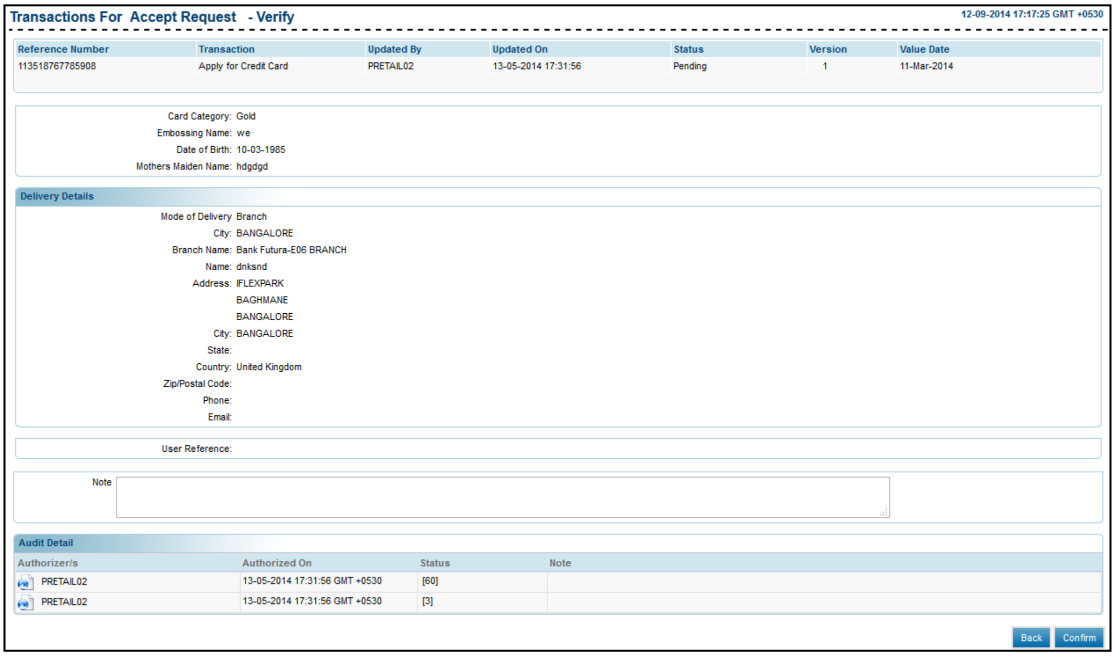


Field Description

Field Name	Description
Note	[Optional, Alphanumeric, 500] Indicates the remarks or notes if any.
Audit Detail	
Authorizer / s	[Display] Displays the name of the Authorizer.
Authorized On	[Display] Displays the date and time of the authorization.
Status	[Display] Displays the status of the transaction or request.
Note	[Display] Displays the note.

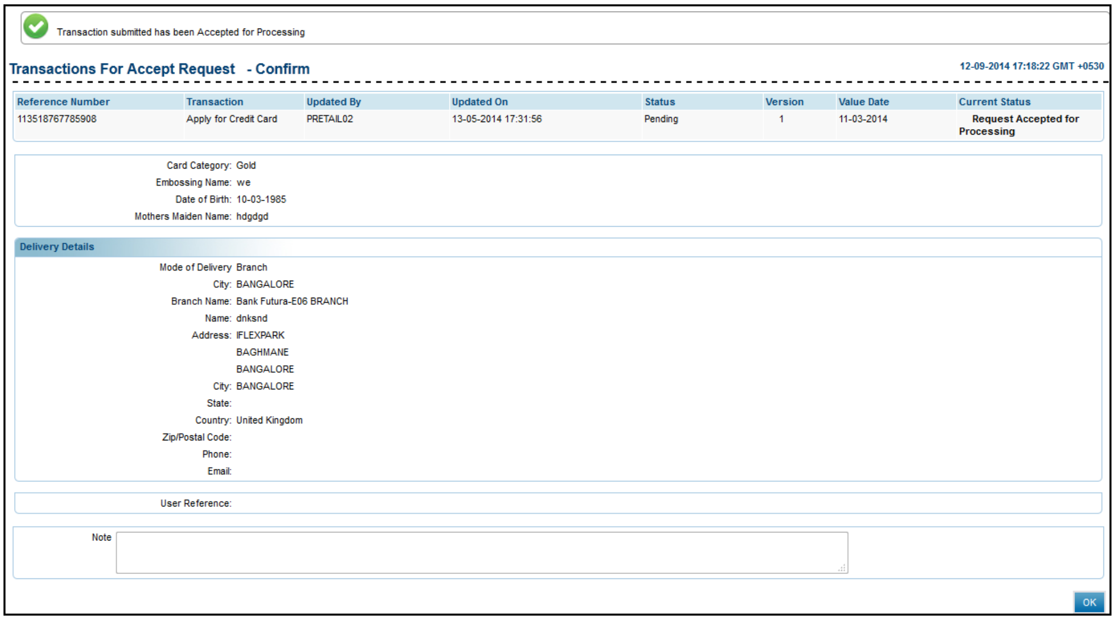
5. Click **Accept Request**.
The **Transaction For Accept Request - Verify** screen appears.
OR
Click **Reject Request**.
The **Transaction For Reject Request - Verify** screen appears.
OR
Click **Back**.
The **Request Processing** screen appears.

Transactions For Accept request - Verify



6. Click **Confirm**.
 The **Transaction For Accept Request - Confirm** screen appears.
OR
Click **Back**.
The **Transaction For Accept Request - Verify** screen appears.

Transactions For Accept Request - Confirm



7. Click **OK**.
The **Request Processing** screen appears.

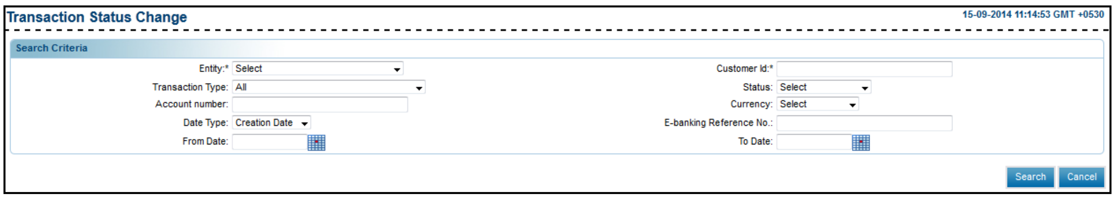
8.5 Transactions Status Change

Using this option administrator can change the status of the transactions for which status has not got updated from host. This is the operation facility to update the correct status of the transactions which have not received the appropriate responses due to some technical failures or communication failures.

To update the transaction status

1. From the **Transactions Activities** menu, select **Transaction Status Change**. The **Transaction Status Change** screen appears.

Transaction Status Change



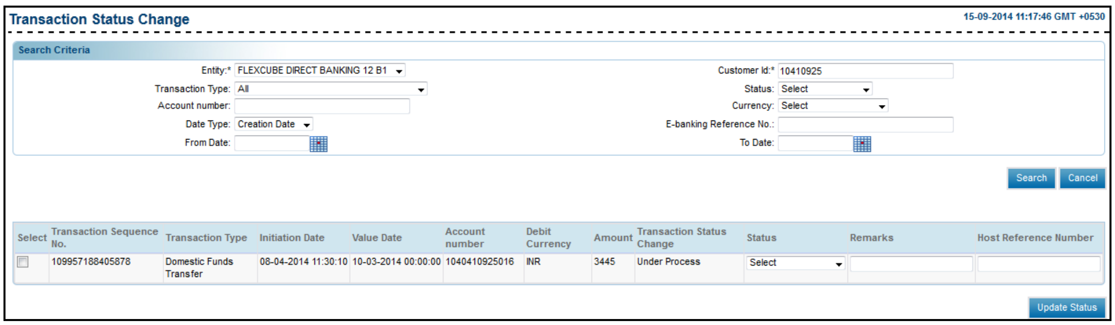
Field Description

Field Name	Description
Entity	[Mandatory, Drop-Down] Indicates the entity.
Customer Id	[Mandatory, Alphanumeric, 20] Indicates the customer Id.
Transaction Type	[Optional, Drop-Down] Indicates the type of transaction.
Status	[Optional, Drop-Down] Indicates the status of the transaction.
Account Number	[Optional, Alphanumeric, 20] Indicates the account number for the search criteria.
Currency	[Optional, Drop-Down] Indicates the currency of the transaction.
Date Type	[Optional, Drop-Down] Indicates the date type.
Ebanking Reference number	[Optional, Alphanumeric, 20] Indicates the reference number for the search criteria.
From Date	[Optional, Pick List] Indicates the start date for the search criteria.

Field Name	Description
To Date	[Optional, Pick List] Select the end date for the search criteria.

2. From the **Entity** list, select the appropriate option.
3. In the **Customer ID** field, enter the customer ID.
4. Click **Search**.
   The **Transaction Status Change** screen with search results appears.
   OR
   Click **Cancel** to cancel the transaction.

Transaction Status Change



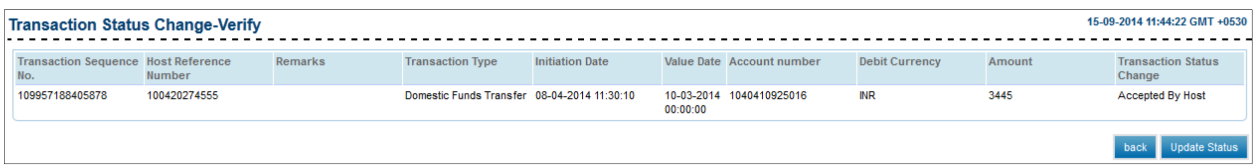
Field Description

Field Name	Description
Transaction sequence number	[Display] Displays the transaction sequence number of the transaction.
Transaction Type	[Display] Displays the type of the transaction.
Initiation Date	[Display] Displays the initiation date of the transaction.
Value Date	[Display] Displays the value date of the transaction.
Account Number	[Display] Displays the account number for the transaction.
Debit Currency	[Display] Displays the debit currency of the transaction.
Transaction Status Change	[Display] Displays the transaction status of the transaction.

Field Name	Description
Status	[Optional, Drop-Down] Indicates the new status for the transaction.
Remarks	[Optional, Alphanumeric] Indicates the remarks for status change if any.
Amount	[Display] Displays the amount of the transaction.
Host reference Number	[Optional, Alphanumeric] Indicates the host reference number for the transaction.

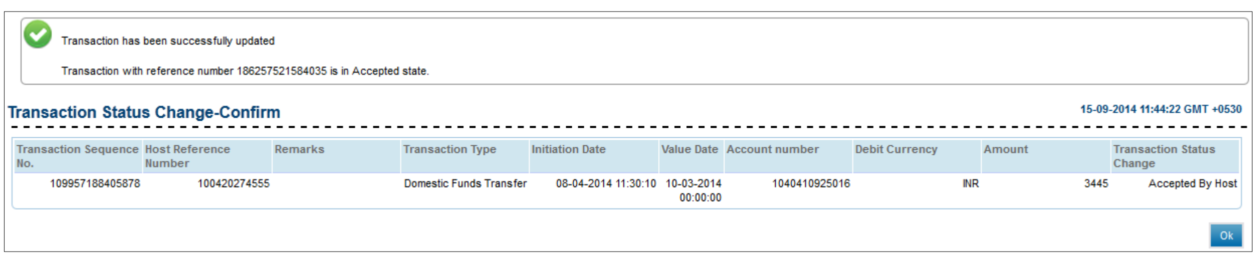
5. Click **Update Status**.
   The **Transactions Status Change-Verify** screen appears.

Transactions Status Change-Verify



6. Click **Update Status**.
   The **Transactions Status Change-Confirm** screen appears.
   OR
   Click **Back**.
   The **Transactions Status Change-Verify** screen appears.

Transactions Status Change-Confirm



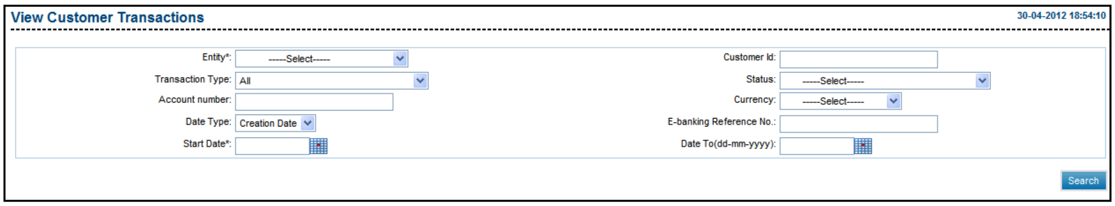
7. Click **Ok**.
   The initial **Transactions Status Change** screen appears.

8.6 View Customer Transactions

To view customer transactions

1. From the **Transactions Activities** menu, select **View Customer Transactions**.
The **View Customer Transactions** screen appears.

View Customer Transactions



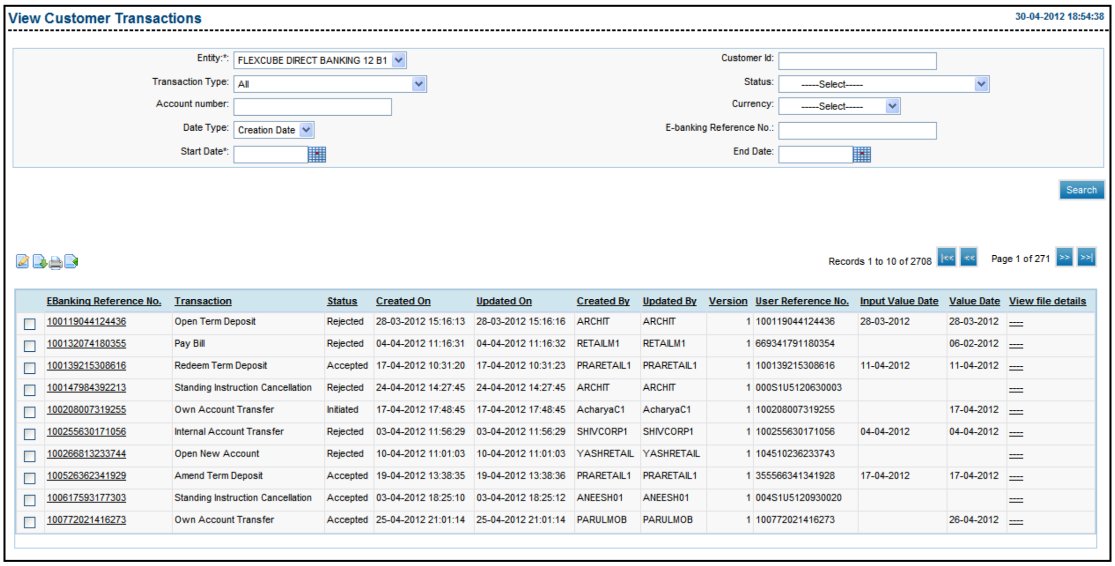
Field Description

Field Name	Description
Entity	[Mandatory, Drop-Down] Indicates the entity for which the customer transactions are to be searched.
Customer Id	[Optional, Alphanumeric, 20] Indicates the customer ID for the search criteria.
Transaction Type	[Optional, Drop-Down] Indicates the transaction type.
Status	[Optional, Drop-Down] Indicates the status of the transaction.
Account Number	[Optional, Alphanumeric, 20] Indicates the account number for which transactions are to be searched.
Currency	[Optional, Drop-Down] Indicates the currency of the transaction.
Date Type	[Optional, Drop-Down] Indicates the date type.
Ebanking Reference number	[Optional, Alphanumeric, 20] Indicates the reference number for the search criteria.
Start Date	[Optional, Pick List] Indicates the start date for the search criteria.

Field Name	Description
End Date	[Optional, Pick List] Indicates the end date for the search criteria.

2. From the **Entity** list, select the appropriate option.
3. Click **Search**.
   The **View Customer Transactions** screen with search results appears.

View Customer Transactions


View Customer Transactions 30-04-2012 18:54:38

Entity:*: FLEXCUBE DIRECT BANKING 12 B1
Customer Id:
Transaction Type: All
Status: -----Select-----
Account number:
Currency: -----Select-----
Date Type: Creation Date
E-banking Reference No.:
Start Date*:
End Date:
Search

Records 1 to 10 of 2708 Page 1 of 271

	EBanking Reference No.	Transaction	Status	Created On	Updated On	Created By	Updated By	Version	User Reference No.	Input Value Date	Value Date	View file details
☐	100119044124436	Open Term Deposit	Rejected	28-03-2012 15:16:13	28-03-2012 15:16:16	ARCHIT	ARCHIT	1	100119044124436	28-03-2012	28-03-2012	----
☐	100132074180355	Pay Bill	Rejected	04-04-2012 11:16:31	04-04-2012 11:16:32	RETAILM1	RETAILM1	1	669341791180354		06-02-2012	----
☐	100139215308616	Redeem Term Deposit	Accepted	17-04-2012 10:31:20	17-04-2012 10:31:23	PRARETAIL1	PRARETAIL1	1	100139215308616	11-04-2012	11-04-2012	----
☐	100147984392213	Standing Instruction Cancellation	Rejected	24-04-2012 14:27:45	24-04-2012 14:27:45	ARCHIT	ARCHIT	1	000S1U5120630003			----
☐	100208007319255	Own Account Transfer	Initiated	17-04-2012 17:48:45	17-04-2012 17:48:45	AcharyaC1	AcharyaC1	1	100208007319255		17-04-2012	----
☐	100255630171056	Internal Account Transfer	Rejected	03-04-2012 11:56:29	03-04-2012 11:56:29	SHIVCORP1	SHIVCORP1	1	100255630171056	04-04-2012	04-04-2012	----
☐	100266813233744	Open New Account	Rejected	10-04-2012 11:01:03	10-04-2012 11:01:03	YASHRETAIL	YASHRETAIL	1	104510236233743			----
☐	100526362341929	Amend Term Deposit	Accepted	19-04-2012 13:38:35	19-04-2012 13:38:36	PRARETAIL1	PRARETAIL1	1	355566341341928	17-04-2012	17-04-2012	----
☐	100617593177303	Standing Instruction Cancellation	Accepted	03-04-2012 18:25:10	03-04-2012 18:25:12	ANEESH01	ANEESH01	1	004S1U5120930020			----
☐	100772021416273	Own Account Transfer	Accepted	25-04-2012 21:01:14	25-04-2012 21:01:14	PARULMOB	PARULMOB	1	100772021416273		26-04-2012	----

Field Description

Column Name	Description
EBanking Reference No	[Display, link] Displays the e-banking reference number. Indicates the link to view the view the transactions.
Transaction	[Display] Displays the type of the transaction.
Status	[Display] Displays the status of the transaction.
Created On	[Display] Displays the date and time of the transaction creation.
Updated On	[Display] Displays the date and time of the transaction update.

Column Name	Description
Created By	[Display] Displays the name of the user who has created the transaction.
Updated By	[Display] Displays the name of the user who has updated the transaction.
Version	[Display] Displays the version of the transaction.
User Reference Number	[Display] Displays the user reference number.
Input Value Date	[Display] Displays the value date entered by the user.
Value Date	[Display] Displays the value date as per the bank.
View file Details	[Display] Displays the file details.

4. Click the **E Banking Reference Number** link.
The **View Customer Transactions** screen appears.

The options mentioned below are applicable for records of view customer transactions.

To enable the word wrap in the columns, select the **Word Wrap** check box.

Click **Customize Columns** to reorder the columns or select the columns that appear in the view customer transactions list.

Click **Download** to download all or selected columns in the view customer transactions list. You can download the list in PDF, XLS, QIF, OFX and MT940 formats.

Click **Print** to print the view customer transactions list and open the list as a PDF document.

Click  to view the first page of the view customer transactions list.

Click  to view the previous page of the view customer transactions list.

Click  to view the next page of the view customer transactions list.

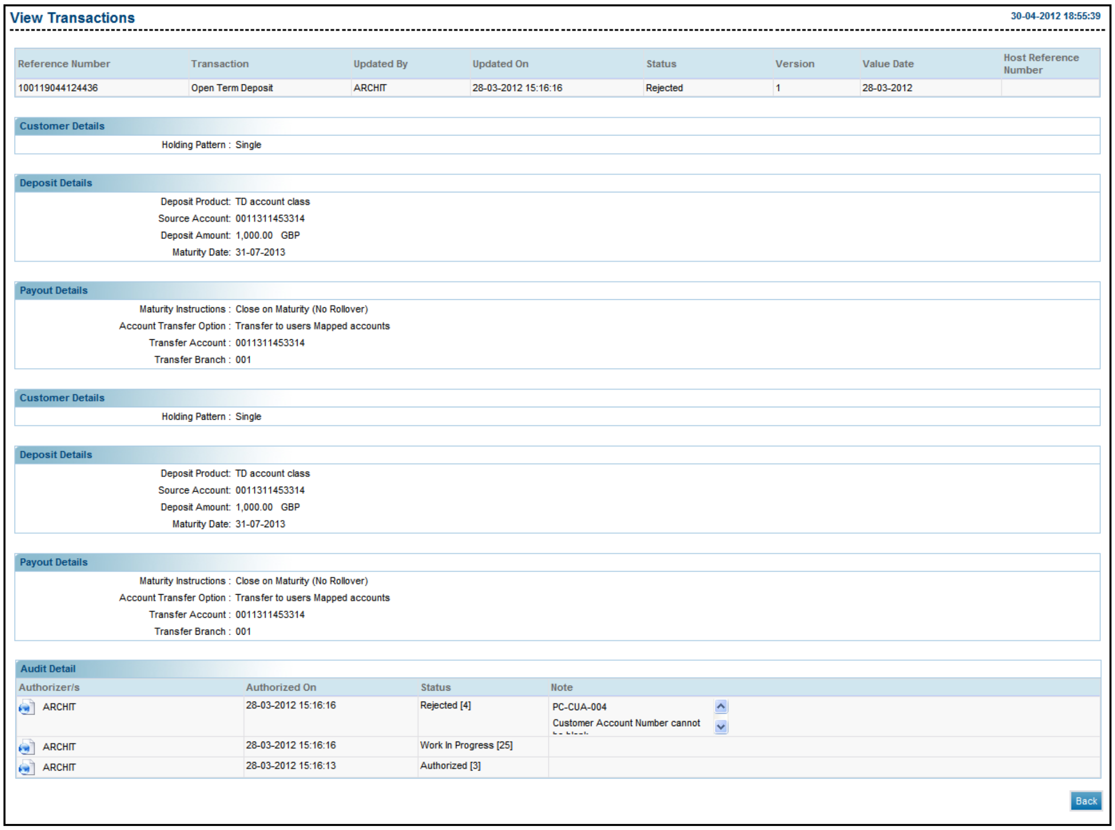
Click  to view the last page of the view customer transactions list.

From the **Page** list, select the required page number of the view customer transactions list.

From the **Show Rows** list, select the number of rows to be displayed in the view customer transactions list.

Click  next to the required column to sort the records of view customer transactions in ascending or descending order.

View Transactions



Field Description

Column Name	Description
Reference Number	[Display] Displays the reference number of the transaction.
Transaction	[Display] Displays the name of the transaction.
Updated By	[Display] Displays the name of the user who has last updated that transaction.
Updated On	[Display] Displays the date and time of update.
Status	[Display] Displays the status of the transaction.
Version	[Display] Displays the version of the transaction.

Column Name	Description
Details with respect to the transaction like beneficiary and payment details are also displayed.	
Audit Details	
Authorizer/s	[Display] Displays the name of the authorizer.
Authorized On	[Display] Displays the date and time of authorization.
Status	[Display] Displays the status of the transaction.
Note	[Display] Displays the note.

5. Click **Back**.
The **View Customer Transactions** screen appears.

9. Role Maintenance

Role maintenance is the process by which the Administrator regulates the access and privileges of users over the transactions. Role is a group of transactions with specified access privileges. Each role is associated with a user type and entity. The list of transactions available for each user type that can be included in the role will be defined as part of the day 0 setup. A transaction can be part of multiple roles.

Roles can be of three types.

Normal Roles

- A role which is not marked as a **Default** is a normal role and this can be assigned to the users by the bank administrator.

Default Roles

- A role can be defined as a default role for a user type. In this case such a role will automatically be mapped to every user belonging to that user type. Default roles cannot be assigned by the administrator to a specific user.
- The transaction in a role can be given three kinds of privileges namely 'Initiation', 'Authorization' and 'View'

Initiate

- Initiation privilege for a transaction allows user to initiate the associated transaction. When initiate privilege is granted, the user is able to see and access the transaction in the menu item.

Note: In case of inquiry transactions Initiate privilege allows user to initiate (Invoke) the inquiry transaction.

Authorize

- Authorization privilege for a transaction allows the user to authorize associated transaction. When authorize privilege is granted, the user is able to authorize the transaction and it will be available to the user under 'Dashboard' – 'Transactions to Authorize' tab. (This will also depend on the authorization rules set and account access matrix).

Note: In case of inquiry transactions this privilege cannot be set.

View

- View privilege for a transaction allows the user to view all the records and their status of associated transaction. When view privilege is granted, the user is able to view the transaction and will be available to the user under 'Dashboard' – 'View Transactions' tab.
- When a role is modified, the changes in the role get reflected to the users associated. A role can be modified even when users associated with role are logged in. Changes in role will be effected in the subsequent login session for such users. While modifying the role, role type cannot be changed, e.g. default role cannot be change to a normal role.
- Deletion of Normal roles can be done only if no user is associated with that role. Default roles can be deleted any time. User can be created without mapping any role to you. In such case user will able to access only default functions assigned to that user type & channel as per the day 0 parameter.

- All the transactions pertaining to each module will be clubbed together under each User Type & channel. If access is to be provided to the entire module, then the user needs to check the boxes next to the module name. This will automatically check all the boxes for all the transaction under that module, or can explore the module to select specific transaction/s.

9.2 Create Role

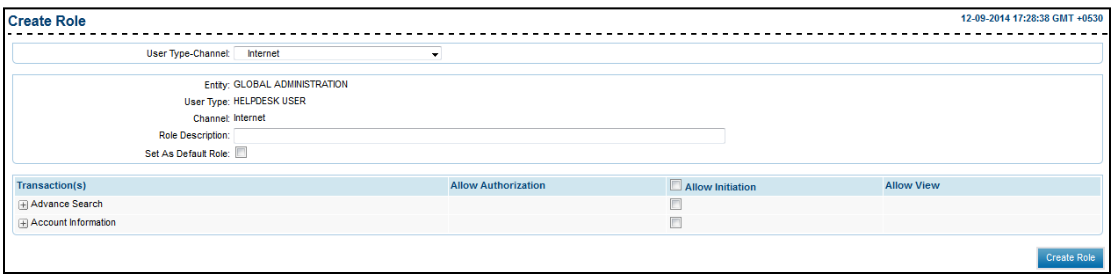
Using this option, you can create roles in the application. By creating a role, an administrator can map various transactions to the user types/channels. As a corporate administrator, you can create role only from the transactions assigned to the customer profile while creating/modifying the customer profile.

The various transactions with different access rights can be mapped to a role. The role is applicable for Entity - User Type - Channel.

To create a role

1. From the **Role Management** menu, select **Create Role**.
   The **Create Role** screen appears.

Create Role



Field Description

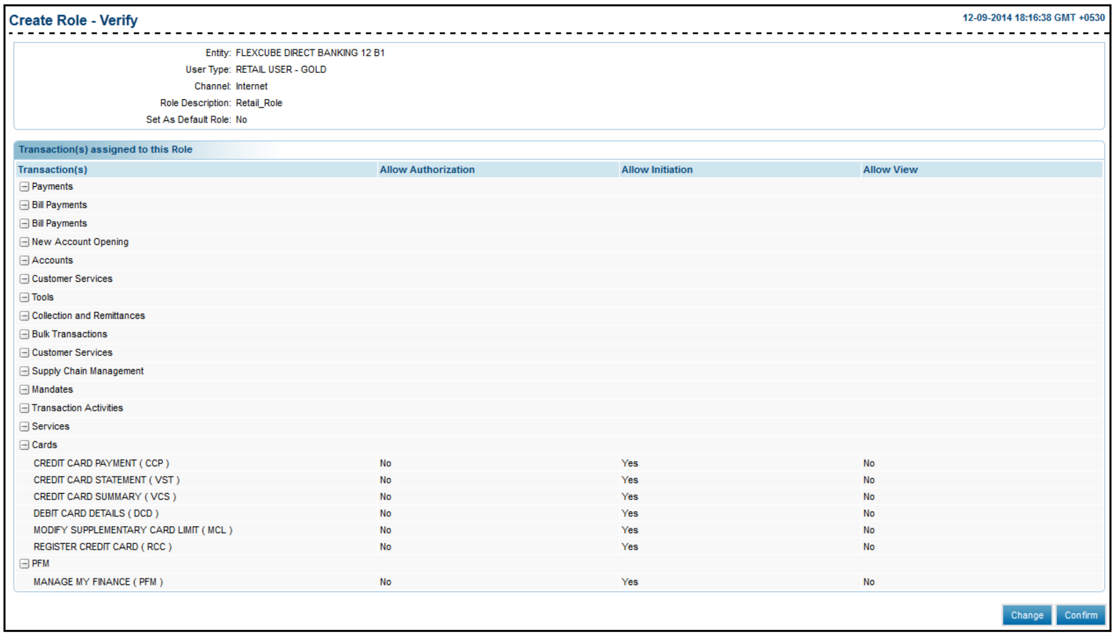
Field Name	Description
User Type-Channel	[Mandatory, Drop-Down] Indicates the user type/channel for which the role is to be maintained.
Entity	[Display] Displays the entity under which role is applicable.
User Type	[Display] Displays the user type selected.
Channel	[Display] Displays the channel selected.
Role Description	[Mandatory, Alphanumeric, 80] Indicates the description for the role.

Field Name	Description
Set As Default Role	[Optional, Check Box] Indicates whether box to set the role as default for selected user type or not.

Column Name	Description
Transactions	[Display] Displays the complete list of transactions available for the selected User Type - Channel.
It is mandatory to select of at least one privilege for one transaction.	
Allow Initiation	[Optional, Check Box] Indicates the user to select the appropriate privileges for a transaction.
Allow Authorization	[Optional, Check Box] Indicates the user to select the appropriate privileges for a transaction.
Allow View	[Optional, Check Box] Indicates the user to select the appropriate privileges for a transaction.

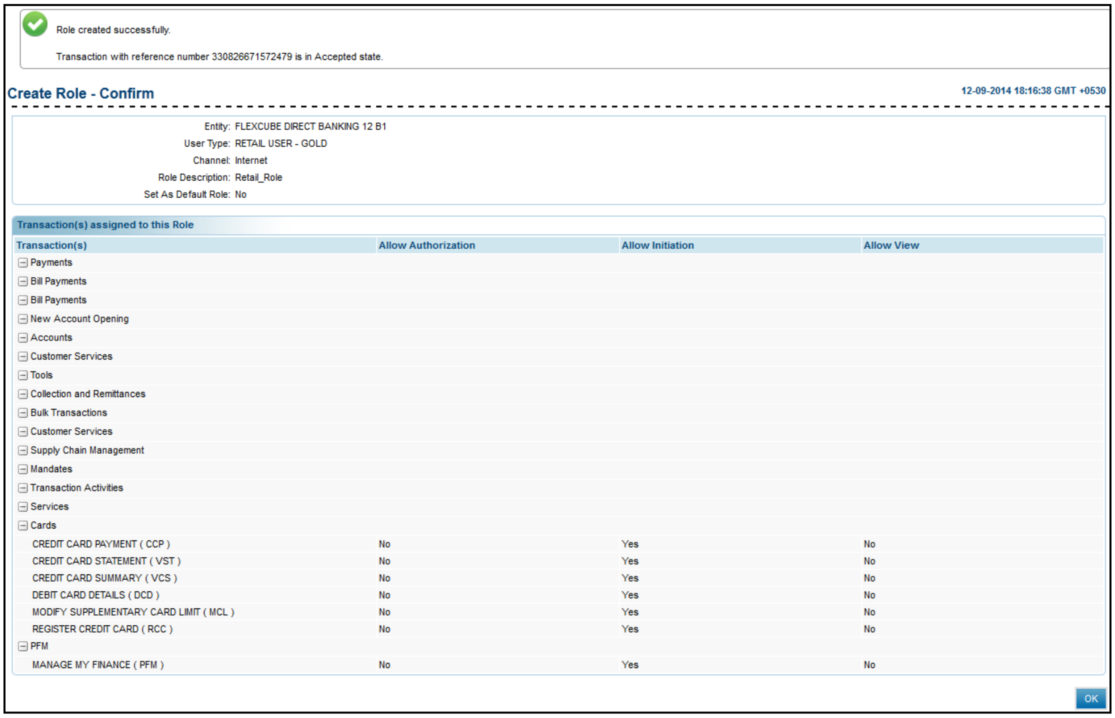
2. From the **User Type-Channel** list, select the appropriate option.
3. In the **Role Description** field, enter the description for the role.
4. To create the role, select the appropriate privileges.
5. Click **Create Role**.
   The **Create Role - Verify** screen appears.

Create Role - Verify



6. Click **Confirm**.
   The **Create Role - Confirm** screen appears.
   OR
   Click **Change**.
   The **Create Role** screen appears.

Create Role - Confirm



7. Click **OK**.
   The **Create Role** screen appears.

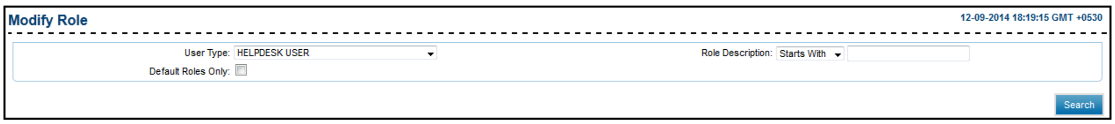
9.3 Modify Role

Using this option, you can modify roles available in the application. The system displays the transactions mapped to the role. You can remove the transactions/ privileges by clearing and can add more transactions/ privileges by selecting the relevant check boxes. This option allows you to change/modify transaction types and access levels (Initiation / Authorization / View) mapped to a selected role.

To modify a role

1. From the **Role Management** menu, select **Modify Role**.
   The **Modify Role** screen appears.

Modify Role



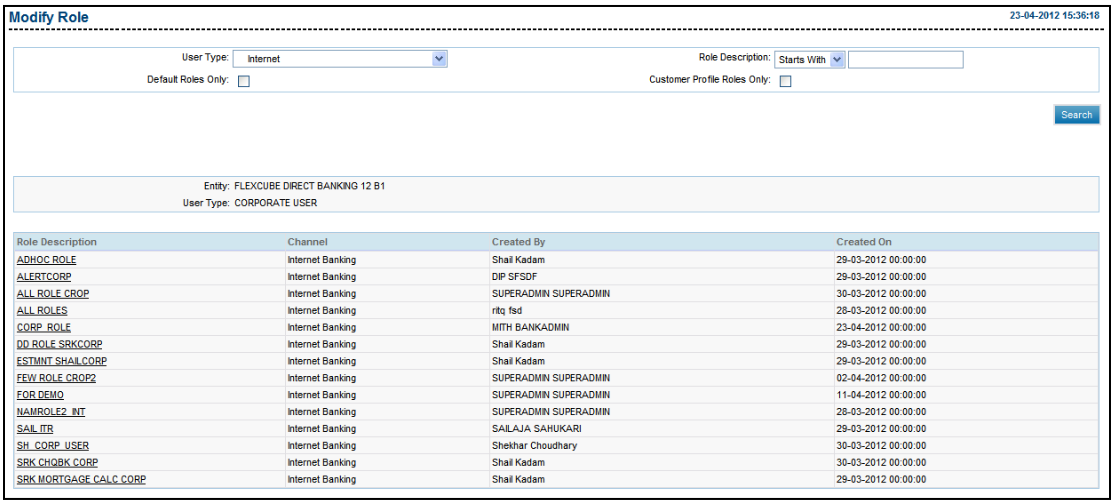
Field Description

Field Name	Description
User Type	[Mandatory, Drop-Down] Indicates the user type and channel for which the role is to be maintained.
Role Description	[Optional, Drop-Down, Alphanumeric, 80] Indicates the role description. The options are: • Starts With • Ends With • Equals • Contains Type the search string in the adjacent field. **For Example**: If you select the role description as **Starts With**,and enters **A** in the adjacent field, then the system displays all the roles starting with **A**
Default Roles Only	[Optional, Check Box] Indicates whether the default roles to be displayed as search results or not.
Customer Profile Roles Only	[Optional, Check Box] Indicates whether only the customer profile roles to be displayed as search results or not.

2. From the **User Type** list, select the appropriate option.

3. Click **Search**.
   The **Modify Role** screen with the search results appears.

Modify Role

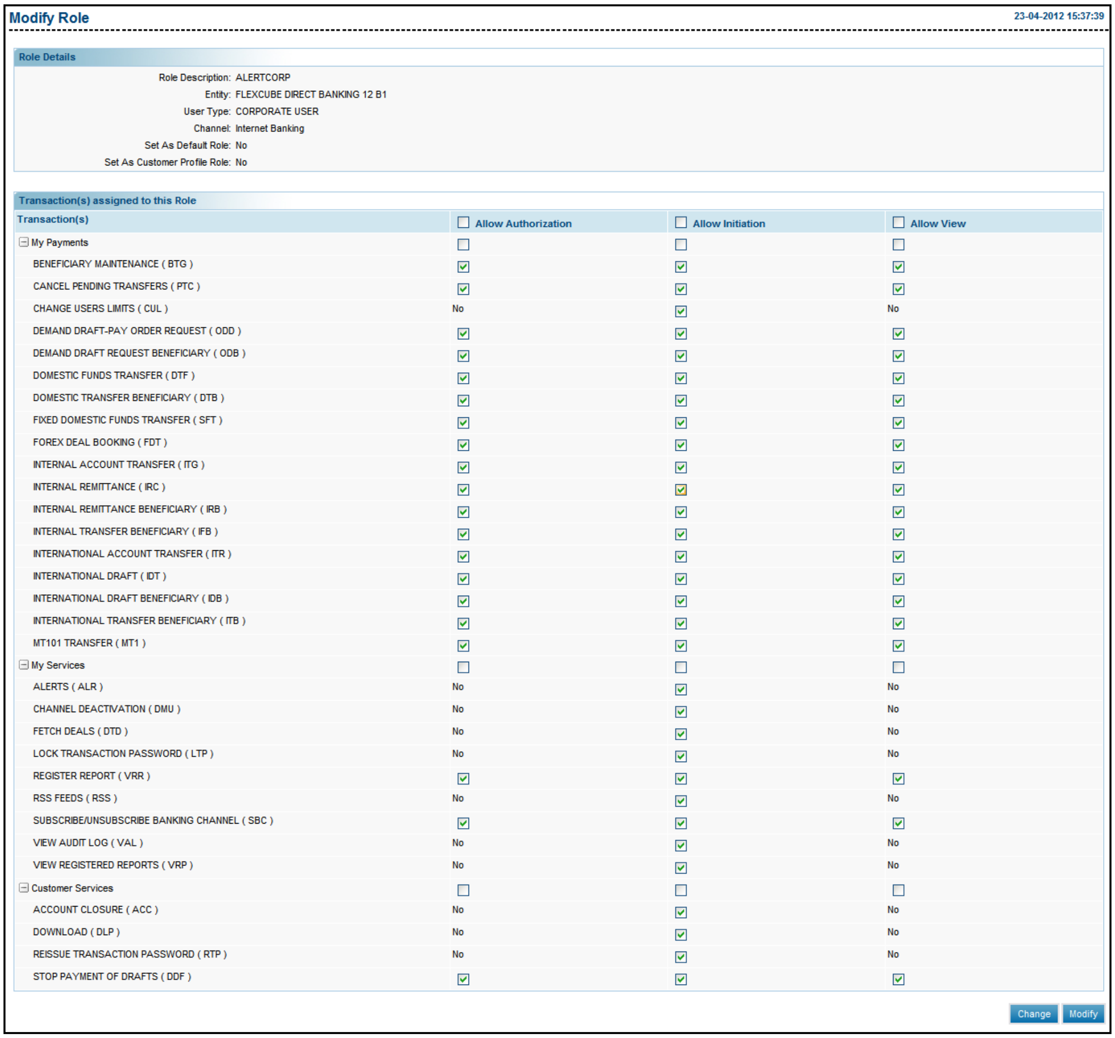


Field Description

Field Name	Description
Entity	[Display] Displays the name of the entity.
User Type	[Display] Displays the user type.
Role Description	[Display] Displays the description of the role.
Channel	[Display] Displays the channel for which the role is maintained.
Created By	[Display] Displays the user id of the user who has created the role.
Created On	[Display] Displays the date of the role creation.

4. Click the **Role Description** link.
   The **Modify Role** screen with the details appears.

Modify Role



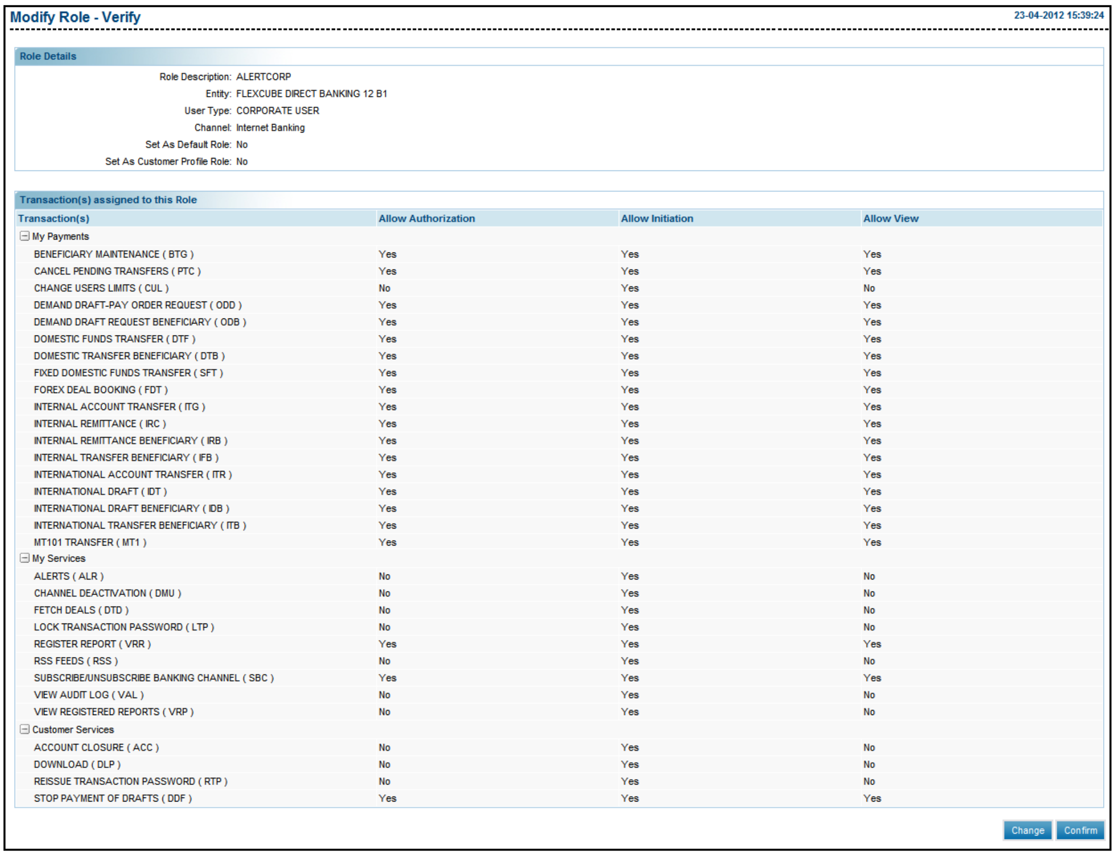
Field Description

Field Name	Description
Transaction(s) assigned to this Role	
Transaction(s)	[Optional, Check Box] Displays the complete list of transactions under the selected User Type
Allow Initiation	[Optional, Check Box] Indicates the user to select the appropriate privileges for a transaction.
Allow Authorization	[Optional, Check Box] Indicates the user to select the appropriate privileges for a transaction.

Field Name	Description
Allow View	[Optional, Check Box] Indicates the user to select the appropriate privileges for a transaction.

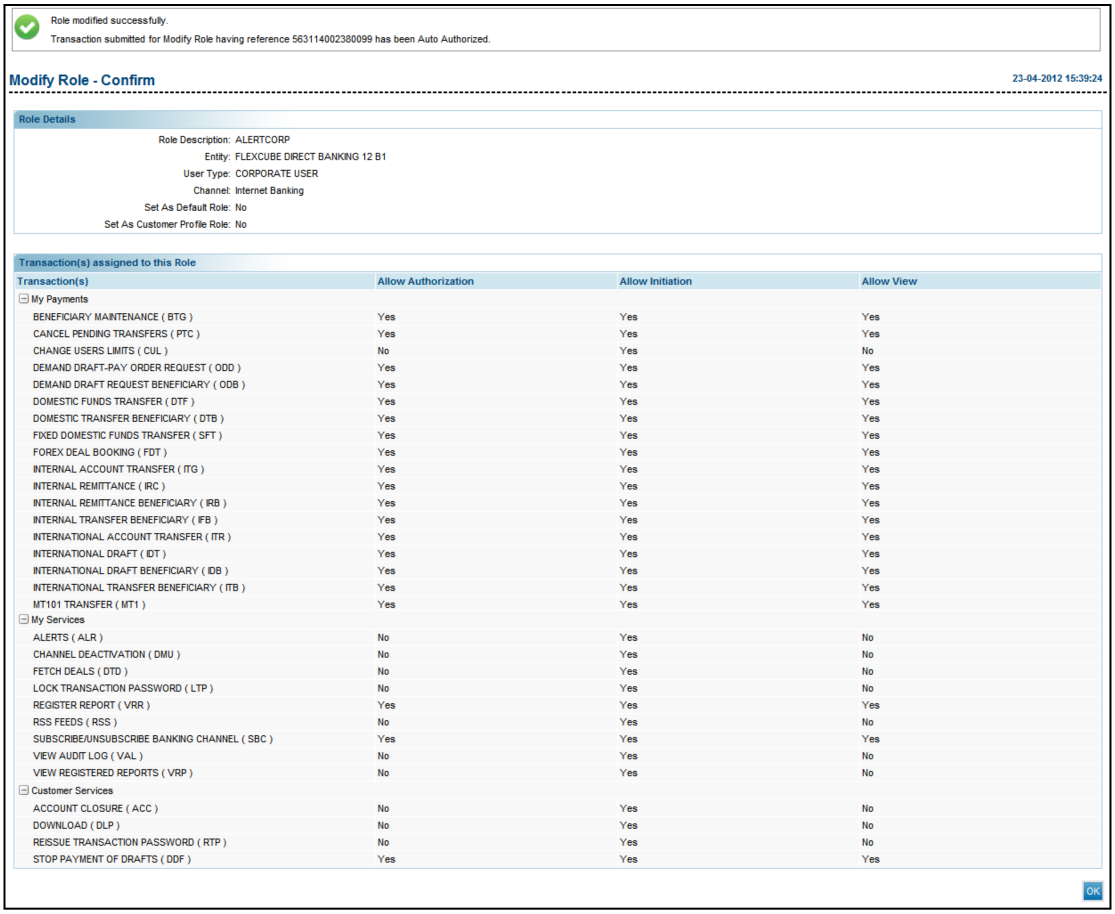
5. Click **Modify**.
   The **Modify Role - Verify** screen appears.
   OR
   Click **Change**.
   The previous **Modify Role** screen appears.

Modify Role - Verify



6. Click **Confirm**.
   The **Modify Role - Confirm** screen appears.
   OR
   Click **Change**.
   The previous **Modify Role** screen appears.

Modify Role - Confirm



Role modified successfully.
Transaction submitted for Modify Role having reference 563114002380099 has been Auto Authorized.

Modify Role - Confirm 23-04-2012 15:39:24

Role Details

Role Description: ALERTCORP
Entity: FLEXCUBE DIRECT BANKING 12 B1
User Type: CORPORATE USER
Channel: Internet Banking
Set As Default Role: No
Set As Customer Profile Role: No

Transaction(s) assigned to this Role

Transaction(s)	Allow Authorization	Allow Initiation	Allow View
My Payments			
BENEFICIARY MAINTENANCE (BTG)	Yes	Yes	Yes
CANCEL PENDING TRANSFERS (PTC)	Yes	Yes	Yes
CHANGE USERS LIMITS (CUL)	No	Yes	No
DEMAND DRAFT-PAY ORDER REQUEST (ODD)	Yes	Yes	Yes
DEMAND DRAFT REQUEST BENEFICIARY (ODB)	Yes	Yes	Yes
DOMESTIC FUNDS TRANSFER (DTF)	Yes	Yes	Yes
DOMESTIC TRANSFER BENEFICIARY (DTB)	Yes	Yes	Yes
FIXED DOMESTIC FUNDS TRANSFER (SFT)	Yes	Yes	Yes
FOREX DEAL BOOKING (FDT)	Yes	Yes	Yes
INTERNAL ACCOUNT TRANSFER (ITG)	Yes	Yes	Yes
INTERNAL REMITTANCE (IRC)	Yes	Yes	Yes
INTERNAL REMITTANCE BENEFICIARY (IRB)	Yes	Yes	Yes
INTERNAL TRANSFER BENEFICIARY (IFB)	Yes	Yes	Yes
INTERNATIONAL ACCOUNT TRANSFER (ITR)	Yes	Yes	Yes
INTERNATIONAL DRAFT (IDT)	Yes	Yes	Yes
INTERNATIONAL DRAFT BENEFICIARY (IDB)	Yes	Yes	Yes
INTERNATIONAL TRANSFER BENEFICIARY (ITB)	Yes	Yes	Yes
MT101 TRANSFER (MT1)	Yes	Yes	Yes
My Services			
ALERTS (ALR)	No	Yes	No
CHANNEL DEACTIVATION (DMU)	No	Yes	No
FETCH DEALS (DTD)	No	Yes	No
LOCK TRANSACTION PASSWORD (LTP)	No	Yes	No
REGISTER REPORT (VRR)	Yes	Yes	Yes
RSS FEEDS (RSS)	No	Yes	No
SUBSCRIBE/UNSUBSCRIBE BANKING CHANNEL (SBC)	Yes	Yes	Yes
VIEW AUDIT LOG (VAL)	No	Yes	No
VIEW REGISTERED REPORTS (VRP)	No	Yes	No
Customer Services			
ACCOUNT CLOSURE (ACC)	No	Yes	No
DOWNLOAD (DLP)	No	Yes	No
REISSUE TRANSACTION PASSWORD (RTP)	No	Yes	No
STOP PAYMENT OF DRAFTS (DDF)	Yes	Yes	Yes

OK

7. Click **OK**.
The **Modify Role** screen appears.

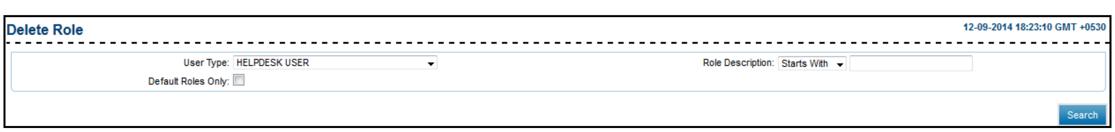
9.4 Delete Role

Using this option, you can delete active roles in the application for the accessible user types and channels. An administrator can search for the required role by entering the search criteria. Only roles created by corporate administrator of the same primary customer id are allowed to be deleted.

To delete a role

1. From the **Role Management** menu, select **Delete Role**.
The **Delete Role** screen appears.

Delete Role

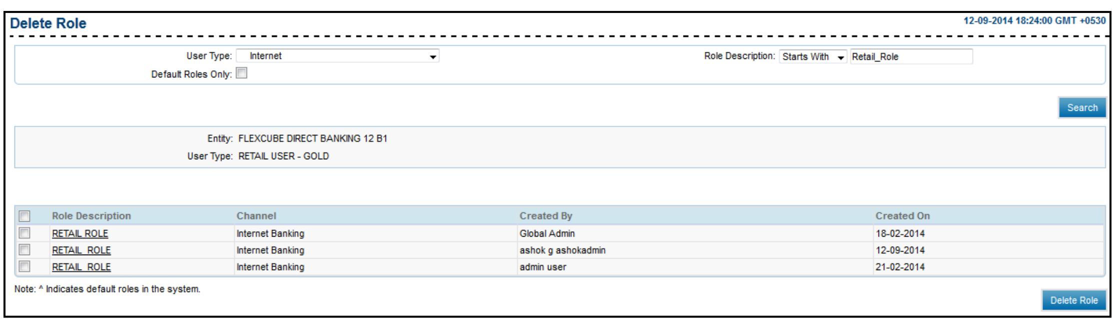


Field Description

Field Name	Description
User Type	[Mandatory, Drop-Down] Indicates the user type from the drop-down list.
Role Description	[Mandatory, Drop-Down, Alphanumeric, 80] Indicates the role description from the drop-down list. The options are as follow: • Starts With • Ends With • Equals • Contains Type the search string in the adjacent field. **For Example**: If you select the search criteria as **Starts With** and enter **A** in the adjacent field, then the system displays all the roles starting with **A**
Default Roles Only	[Optional, Check Box] Indicates whether the default roles to be displayed as search results or not.

2. From the **User Type** list, select the appropriate option.
3. Click **Search**.
   The **Delete Role** screen with the search results appears.

Delete Role



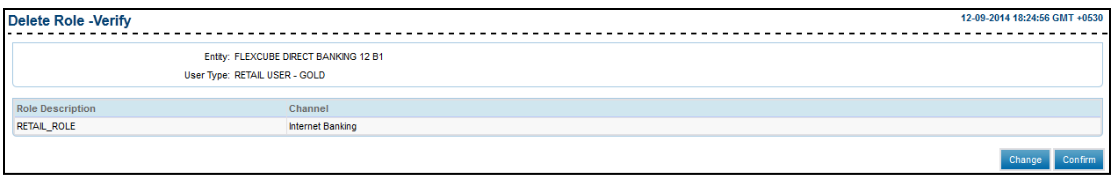
Field Description

Column Name	Description
Entity	[Display] Displays the name of the entity.

Column Name	Description
User Type	[Display] Displays the user type.
Role Description	[Display] Displays the description of the role.
Channel	[Display] Displays the channel for which the role is maintained.
Created By	[Display] Displays the user id of the user who has created the role.
Created On	[Display] Displays the date of the role creation.

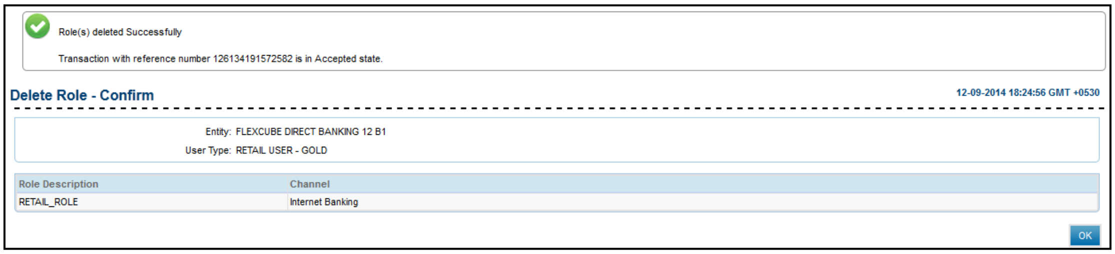
4. To delete a role, select a record from **Role Description** field.
5. Click **Delete Role**.
   The **Delete Role - Verify** screen appears.
   OR
   Click the **Role Description** column.
   The **View Role** screen appears.

Delete Role - Verify



6. Click **Confirm**.
   The **Delete Role - Confirm** screen appears.
   OR
   Click **Change**.
   The previous **Delete Role** screen appears.

Delete Role - Confirm



7. Click **OK**.
   The **Delete Role** screen appears.

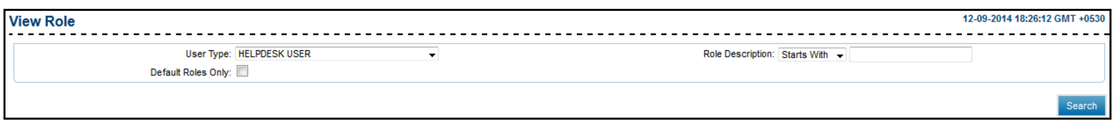
9.5 View Role

Using this option, you can view the details of different roles available in the application.

To view a role

1. From the **Role Management** menu, select **View Role**.
   The **View Role** screen appears.

View Role



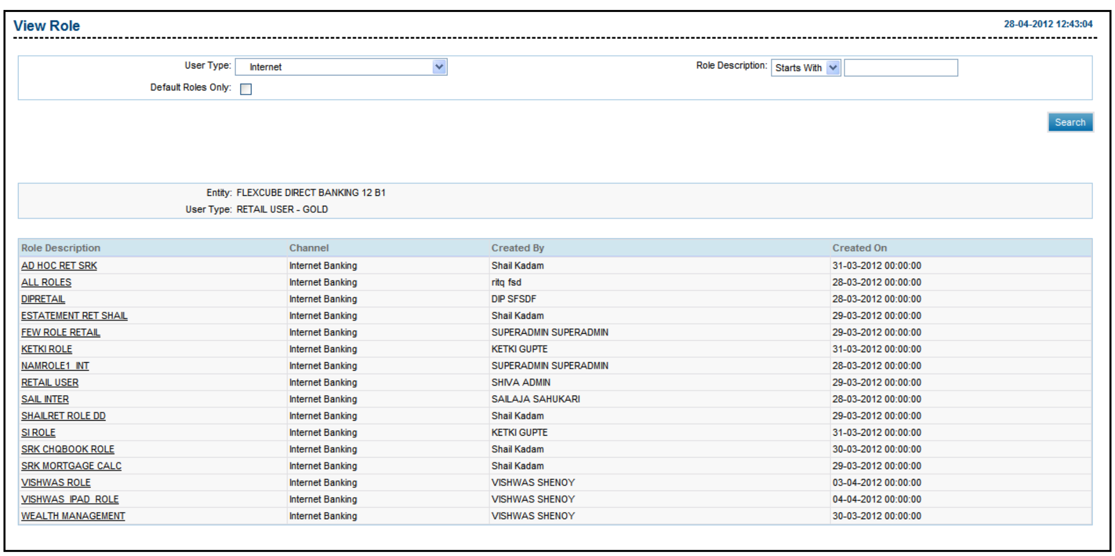
Field Description

Field Name	Description
User Type	[Mandatory, Drop-Down] Indicates the user type and channel for which the role is to be maintained.

Field Name	Description
Role Description	[Optional, Drop-Down, Alphanumeric, 80] Indicates the role description. The options are: • Starts With • Ends With • Equals • Contains Type the search string in the adjacent field. **For Example**: If you select the role description as **Starts With**, and enters **A** in the adjacent field, then the system displays all the roles starting with **A**
Default Roles Only	[Optional, Check Box] Indicates whether the default roles to be displayed as search results or not.

2. From the **User Type** list, select the appropriate option.
3. Click **Search**.
   The **View Role** screen with the search results appears.

View Role

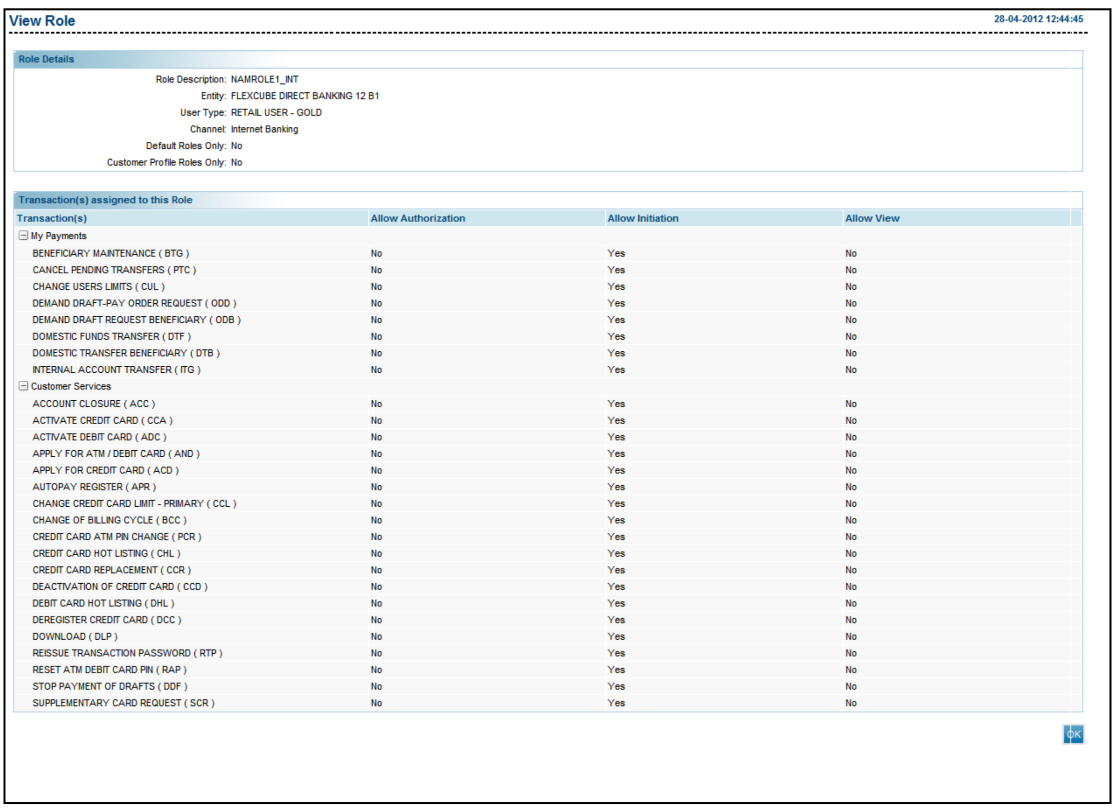


Field Description

Field Name	Description
Entity	[Display] Displays the name of the entity.
User Type	[Display] Displays the user type.
Role Description	[Display] Displays the description of the role.
Channel	[Display] Displays the channel for which the role is maintained.
Created By	[Display] Displays the user id of the user who has created the role.
Created On	[Display] Displays the date of the role creation.

4. Click the **Role Description** link.
   The **View Role** screen with the details appears.

View Role



View Role 28-04-2012 12:44:45

Role Details

Role Description: NAMROLE1_INT
Entity: FLEXCUBE DIRECT BANKING 12 B1
User Type: RETAIL USER - GOLD
Channel: Internet Banking
Default Roles Only: No
Customer Profile Roles Only: No

Transaction(s) assigned to this Role

Transaction(s)	Allow Authorization	Allow Initiation	Allow View
My Payments			
BENEFICIARY MAINTENANCE (BTG)	No	Yes	No
CANCEL PENDING TRANSFERS (PTC)	No	Yes	No
CHANGE USERS LIMITS (CUL)	No	Yes	No
DEMAND DRAFT-PAY ORDER REQUEST (ODD)	No	Yes	No
DEMAND DRAFT REQUEST BENEFICIARY (ODB)	No	Yes	No
DOMESTIC FUNDS TRANSFER (DTF)	No	Yes	No
DOMESTIC TRANSFER BENEFICIARY (DTB)	No	Yes	No
INTERNAL ACCOUNT TRANSFER (ITG)	No	Yes	No
Customer Services			
ACCOUNT CLOSURE (ACC)	No	Yes	No
ACTIVATE CREDIT CARD (CCA)	No	Yes	No
ACTIVATE DEBIT CARD (ADC)	No	Yes	No
APPLY FOR ATM / DEBIT CARD (AND)	No	Yes	No
APPLY FOR CREDIT CARD (ACD)	No	Yes	No
AUTOPAY REGISTER (APR)	No	Yes	No
CHANGE CREDIT CARD LIMIT - PRIMARY (CCL)	No	Yes	No
CHANGE OF BILLING CYCLE (BCC)	No	Yes	No
CREDIT CARD ATM PIN CHANGE (PCR)	No	Yes	No
CREDIT CARD HOT LISTING (CHL)	No	Yes	No
CREDIT CARD REPLACEMENT (CCR)	No	Yes	No
DEACTIVATION OF CREDIT CARD (CCD)	No	Yes	No
DEBIT CARD HOT LISTING (DHL)	No	Yes	No
DEREGISTER CREDIT CARD (DCC)	No	Yes	No
DOWNLOAD (DLP)	No	Yes	No
REISSUE TRANSACTION PASSWORD (RTP)	No	Yes	No
RESET ATM DEBIT CARD PIN (RAP)	No	Yes	No
STOP PAYMENT OF DRAFTS (DDF)	No	Yes	No
SUPPLEMENTARY CARD REQUEST (SCR)	No	Yes	No

OK

Field Description

Field Name	Description
Role Description	[Display] Displays the description of the role.
Entity	[Display] Displays the entity for the selected user type.
User Type	[Display] Displays the user type.
Channel	[Display] Displays channel for which the role is maintained.
Default Role only	[Display] Displays flag for default role.

Column Name	Description
Transactions	[Display] Displays the transaction mapped to the selected user.
Allow Initiation	[Display] Displays whether initiation/ Invoke privileges is allowed for the respective transaction.
Allow Authorization	[Display] Displays whether authorization privileges is allowed for the respective transaction.
Allow View	[Display] Displays whether view privileges is allowed for the respective transaction.

5. Click **OK**.
 The **View Role** screen appears.

9.6 Role Maintenance – (IAM)

9.6.1 Create a Role – (IAM)

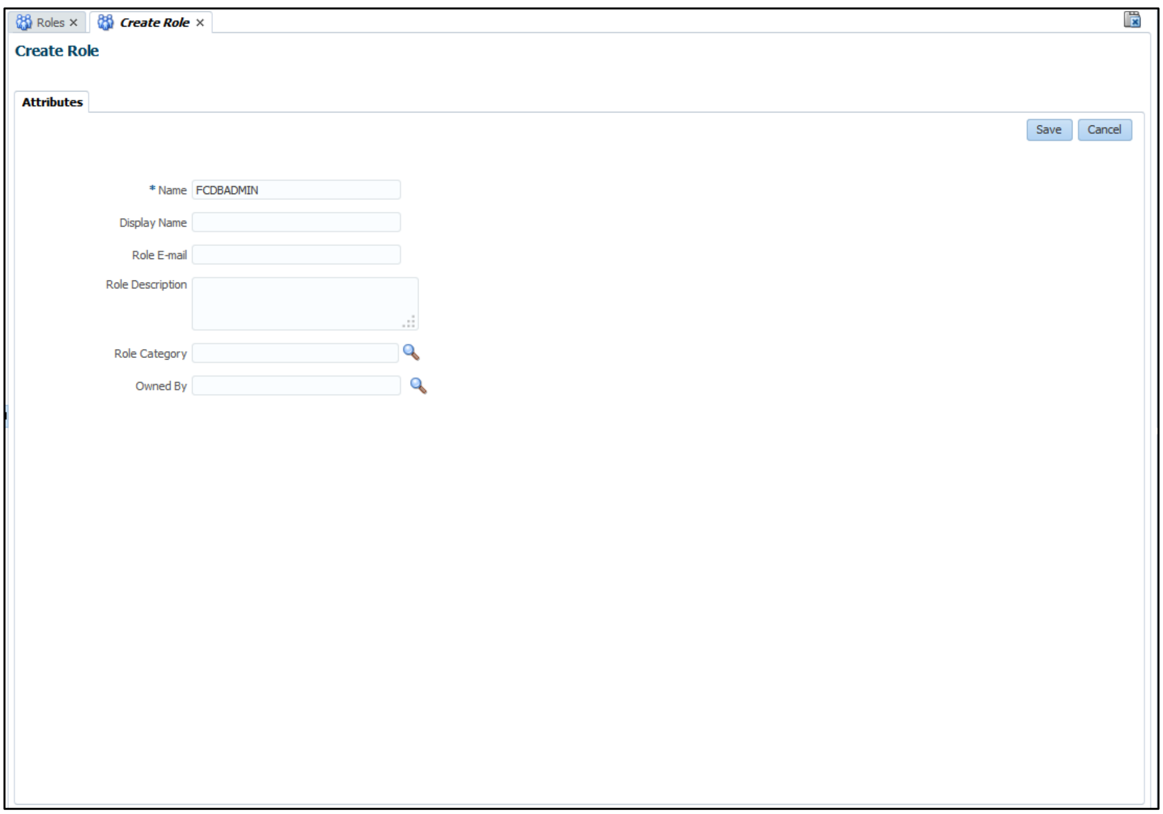
Note 1: To create a user you can also use the Create User option under the User Management menu in OBDX Admin URL.

To create a role

1. From the **Administration** menu, select Roles.
   The **Roles** screen appears.
2. In the **Search Results** section, click 

.
   The **Create Role** screen appears.
   OR
   From the **Actions** drop-down, click **Create**.
   The **Create Role** screen appears.
3. In the **Name** field, enter the role name.

Create Role



Field Description

Field Name	Description
Attributes	
Name	[Optional, Alphanumeric, 1000] Indicates the justification for creating a user.
Display Name	[Mandatory, Alphanumeric, 80] Indicates the first name of the user.
Role E-mail	[Mandatory, Alphanumeric, 80] Indicates the last name of the user.
Role Description	[Mandatory, Alphanumeric, 256] Indicates the user email ID.
Role Category	[Mandatory, Pick List] Indicates the organization name.
Owned By	[Mandatory, Drop-Down] Indicates the user type.

4. Click **Save**.
   The role was created successfully message appears.

9.6.2 Search a Role – (IAM)

Using this option you can search user entities based on the search criteria that you specify. Each search criterion consists of:

- The attribute to search against
- The search operators, such as Equals and Starts with
- The values to search for

To search for roles

1. Log in to **Identity Self Service**.
2. On the left pane, under **Administration**, select **Roles**.
   The **Roles** screen appears.
3. Select any one of the options **All** or **Any**, based on which search criteria entered displays the result.
4. Select a search operator from the list for each attribute value that specify.
5. Include wildcard characters (*) in the attribute value in the searchable user attribute fields, such as **User Login**, specify a value.
6. Click **Add Fields**, and then select the attribute from the list of attributes to add a searchable user attribute to the Users screen.

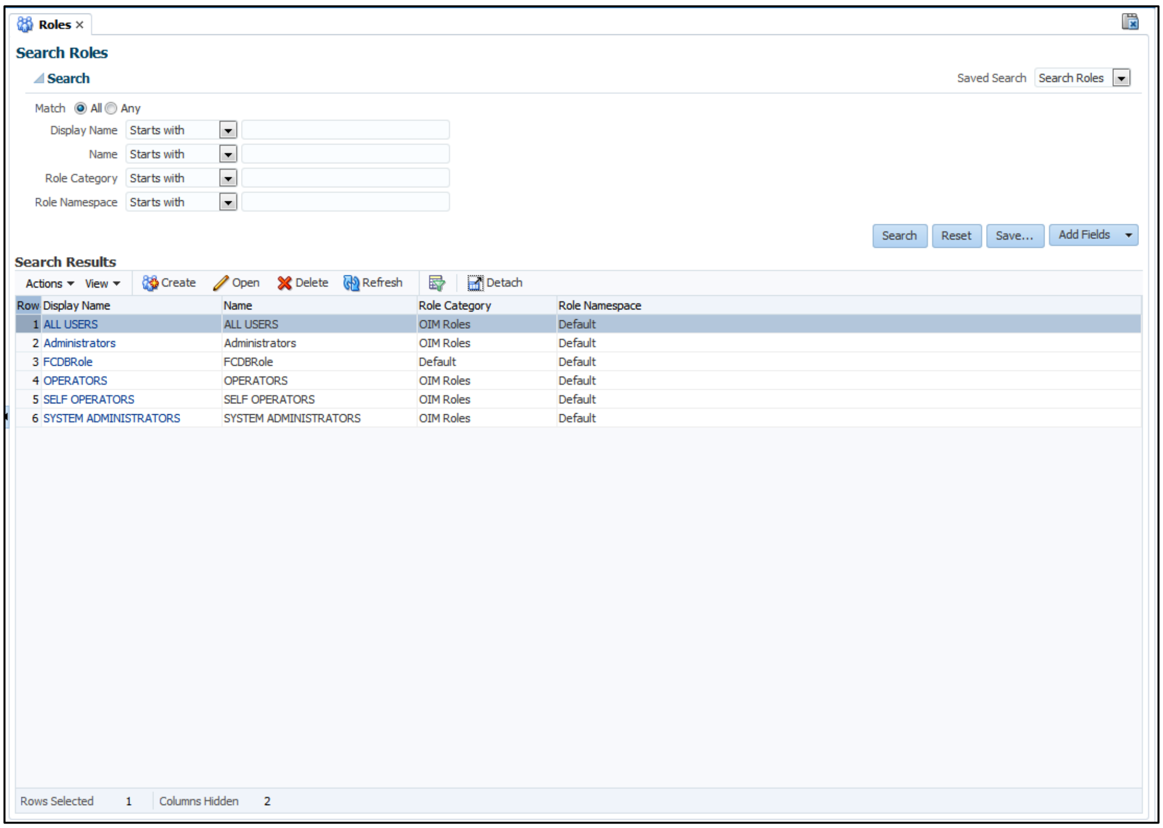
For example, if you want to search all users with the Country attribute as US, then you can add the Country attribute as a searchable field and specify a search condition.

Note 1: You can configure the attributes that are searchable. The attributes available for search must be a subset of the attributes defined for the user entity that are marked with the Searchable = Yes property.

---

7. Click **Search**.
   The search result appears in the **Search Results** section.

Search



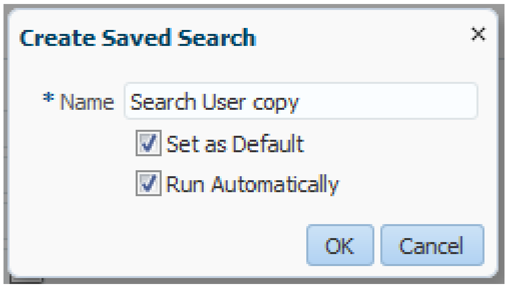
Field Description

Field Name	Description

Match	[Mandatory, Option] Indicates the based on which search criteria entered displays the result. The options are: • All - On selecting this option, the search is performed with the AND condition. This means that the search operation is successful only when all the search criteria specified are matched. • Any- On selecting this option, the search is performed with the OR condition. This means that the search operation is successful when any search criterion specified is matched.
User Login, First Name, Last Name, Identity Status, E-mail, Start Date, End Date, Display Name, Account Status, and Organization	[Optional, Drop-Down, Alphanumeric] Indicates the attribute value for search. For each attribute value that you specify, select a search operator from the list. The following search operators are available: • Starts with • Ends with • Equals • Does not equal • Contains • Does not contain The search operator can be combined with wildcard characters to specify a search condition. The asterisk (*) character is used as a wildcard character. Note 2: For some attributes, select the attribute value from the list. For example, to search all users with locked accounts, select Locked from the Account Status list.

8. If you want to hide columns in the search results table, then perform the following steps:
   b. Click **View** on the toolbar, select **Columns**, **Manage Columns**.
   The **Manage Columns** dialog box appears.
   c. From the **Visible Columns** list, select the columns that you want to hide.
   d. Click the left arrow icon to add the columns in the **Hidden Columns** list.
   e. Click **OK**.
   The selected columns are not displayed in the search results. A status message displays along the bottom of the search table to identify how many columns are currently hidden.
9. Click **Save**, to save the search attributes entered.

Save Search Attributes



10. Click **Reset** to reset the search conditions that you specified.

9.6.3 Delete a Role – (IAM)

Using this option you can delete a role.

Note: To delete a user you can also use the Delete User option under the User Management menu in OBDX Admin URL.

To delete a role

1. From the **Administration** menu, select **Users**.
The **Search Users** screen appears.
2. In the **Search** section, enter the appropriate search criteria.
3. Click **Search**.
The **Search Results** section appears.
4. Click on the appropriate role name to delete a role.
5. Click 
.
The role deletion verification message appears.
OR
From the **Actions** list, click **Delete**.
The role deletion verification message appears.
6. Click **Delete** to delete a role.
The successfully completed the operation message appears.
OR
Click **Cancel** to retain the role.

9.6.4 Open a Role – (IAM)

Using this option you can modify the profile of the existing user.

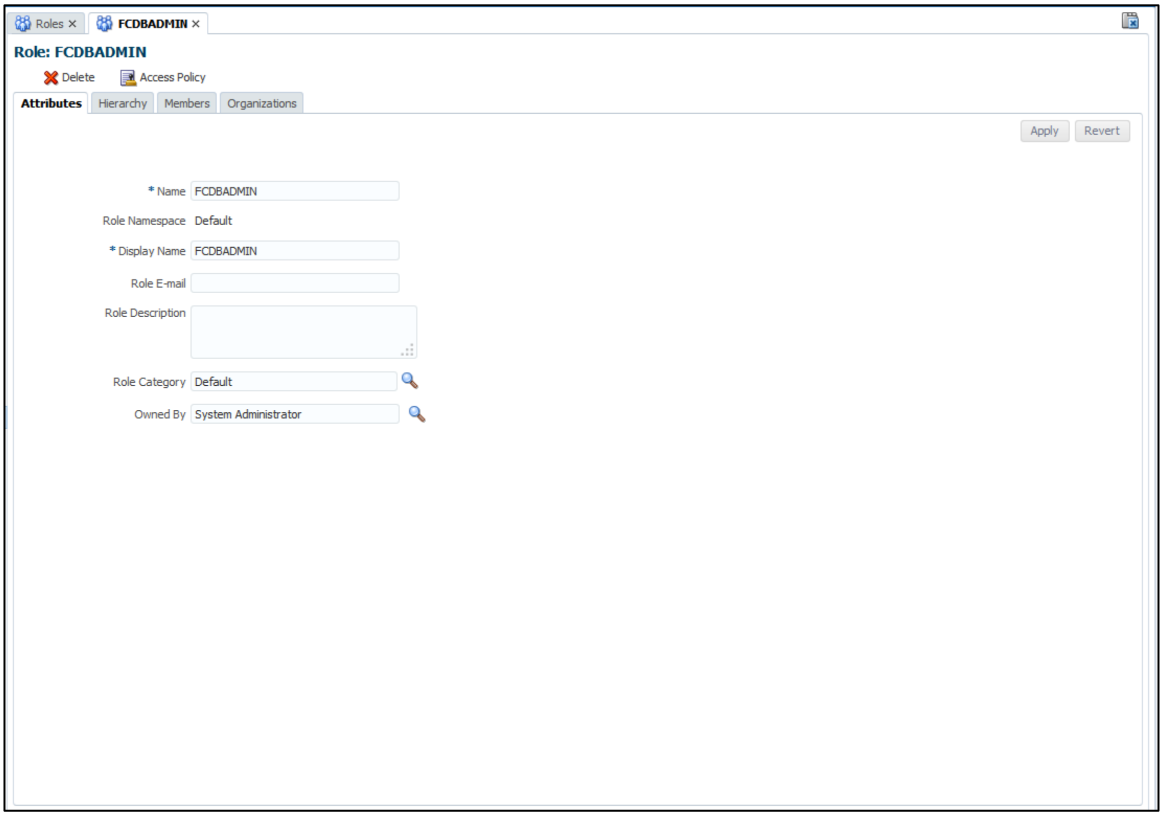
To open a role

1. From the **Administration** menu, select **Users**.
The **Search Users** screen appears.
2. In the **Search** section, enter the appropriate search criteria.

3. Click **Search**.
   The **Search Results** section appears.
4. Select the appropriate role from the search result.
5. Click 

   .
   The modify role screen appears.
   OR
   From the **Actions** list, click **Open**.
   The modify role screen appears.

Modify Role



Field Description

Field Name	Description
Attributes	
Name	[Optional, Alphanumeric, 1000] Indicates the justification for creating a user.
Role Namespace	[Optional, Pick List, mm/dd/yyyy] Indicates the effective date of the user creation.
Display Name	[Mandatory, Alphanumeric, 80] Indicates the first name of the user.
Role E-mail	[Mandatory, Alphanumeric, 80] Indicates the last name of the user.
Role Description	[Mandatory, Alphanumeric, 256] Indicates the user email ID.

Field Name	Description
Role Category	[Mandatory, Pick List] Indicates the organization name.
Owned By	[Mandatory, Drop-Down] Indicates the user type.
Hierarchy	
Members	
Organizations	

6. Click **Submit** to save the modified changes.
   The successfully completed operation message appears.

10. Role Categories – (IAM)

Using this option you can create and manage role categories. The role categories consist of following options:

- Search Role Categories
- Create a New Role Category
- Modify a Role Category
- Delete a Role Category
- Create a New Role Category

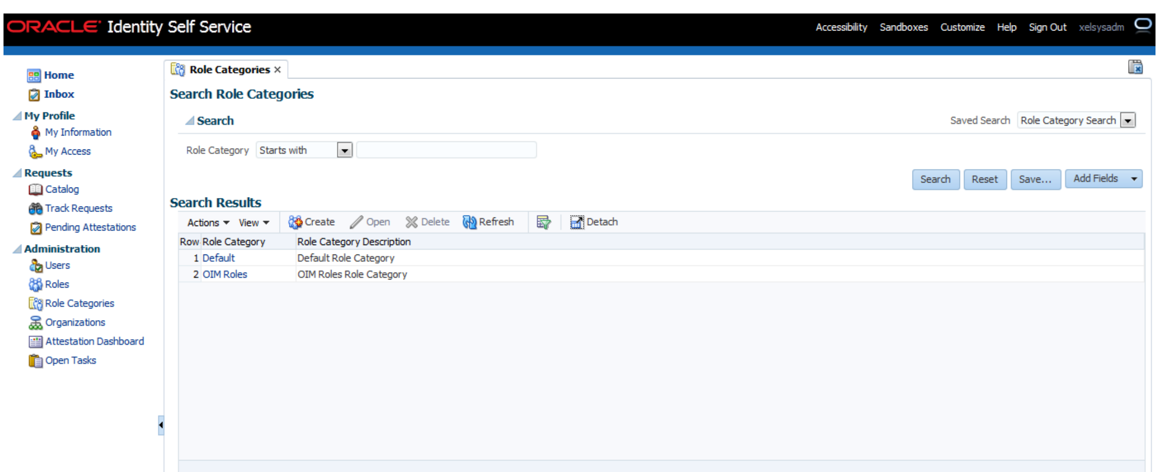
10.1 Search Role Categories

Using this option you can search role categories based on the search criteria that you specify.

To search role categories

1. Log in to **Identity Self Service**.
2. On the left pane, under **Administration**, select **Role Categories**.
   The **Role Categories** screen appears.
3. Select a search operator from the list.
4. Include wildcard characters (*) combined with search operator to specify a search condition.
   For example if you specify the value **D*** as the search criteria, and select **Equals** as the search operator. The role categories that begin with **D** will appear.
5. Click **Add Fields**, and then select the attribute from the list of attributes to add a searchable user attribute to the Users screen.
6. Click **Search**.
   The search result appears in a tabular format in **Search Results** section.

Search



7. If you want to hide columns in the search results table, then perform the following steps:

f. Click **View** on the toolbar, select **Columns**, **Manage Columns**.
The **Manage Columns** dialog box appears.

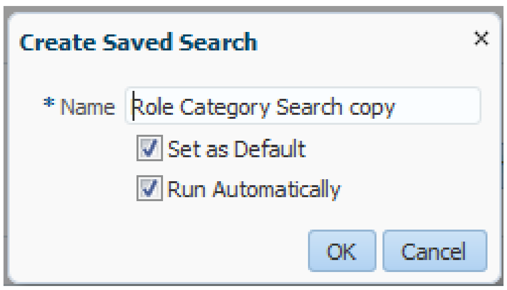
g. From the **Visible Columns** list, select the columns that you want to hide.

h. Click the left arrow icon to add the columns in the **Hidden Columns** list.

i. Click **OK**.
The selected columns are not displayed in the search results. A status message displays along the bottom of the search table to identify how many columns are currently hidden.

8. Click **Save**, to save the search attributes entered.

Save Search Attributes



9. Click **Reset** to reset the search conditions that you specified.

10. Click  to refresh the search results.

11. To filter the search results, click .

Field Description

Field Name	Description
Match	[Conditional, Option] Indicates the based on which search criteria entered displays the result. The options are: • All - On selecting this option, the search is performed with the AND condition. This means that the search operation is successful only when all the search criteria specified are matched. • Any- On selecting this option, the search is performed with the OR condition. This means that the search operation is successful when any search criterion specified is matched. This field appears, if you click **Add Fields** and add **Role Description** field.

Role Category	[Optional, Drop-Down, Alphanumeric] Indicates the attribute value for search. For the attribute value that you specify, select a search operator from the list. The following search operators are available: • Starts with • Ends with • Equals • Does not equal • Contains • Does not contain The search operator can be combined with wildcard characters to specify a search condition. The asterisk (*) character is used as a wildcard character.

10.2 Creating a Role Category

Using this option you can create new role category. The role categories can have operators such as Starts with, End with, Equals etc.

To create a user

1. From the **Administration** menu, select **Role Categories**.
   The **Role Categories** screen appears.

2. In the **Search Results** section, click 

.
   The **Create Role Category** screen appears.
   OR
   From the **Actions** drop-down, click **Create**.
   The **Create Role Category** screen appears.

Create Role Category

Field Description

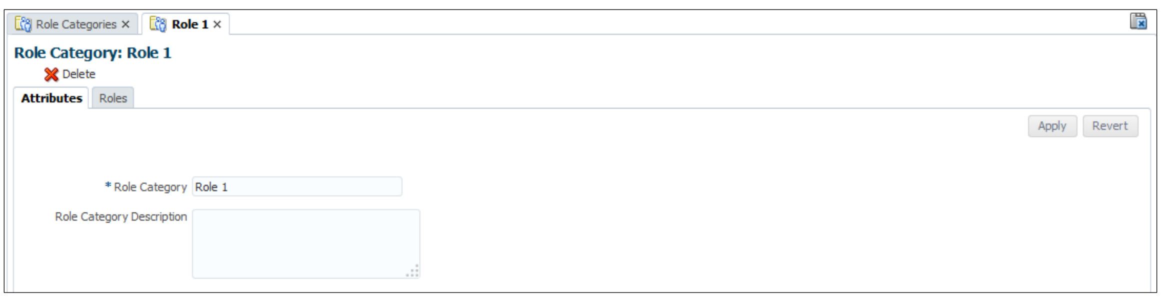
Field Name	Description
Role Category	[Mandatory, Alphanumeric, 255] Indicates the name of the role category.
Role Category Description	[Optional, Alphanumeric] Indicates the description of the role category.

3. In the **Role Category** field, enter the name of the role category.
4. Click **Save**.
   The **Role Category** screen with role created successfully message appears.

Role Category

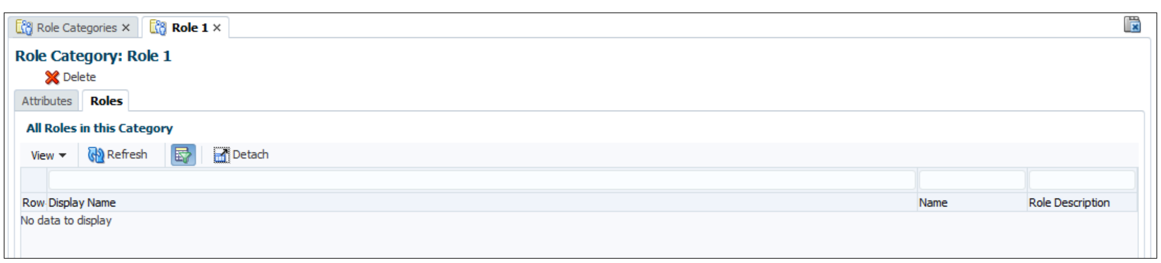
This screen consists of two tabs **Attribute** and **Role**. The Attributes tab displays the attributes of the role category. You can edit the fields in this tab to edit the role category.

Role Category - Attributes



Role Category - Roles

The Roles tab displays the list of roles belonging to the role category.



10.3 Modifying a Role Category

Using this option you can modify the existing role category.

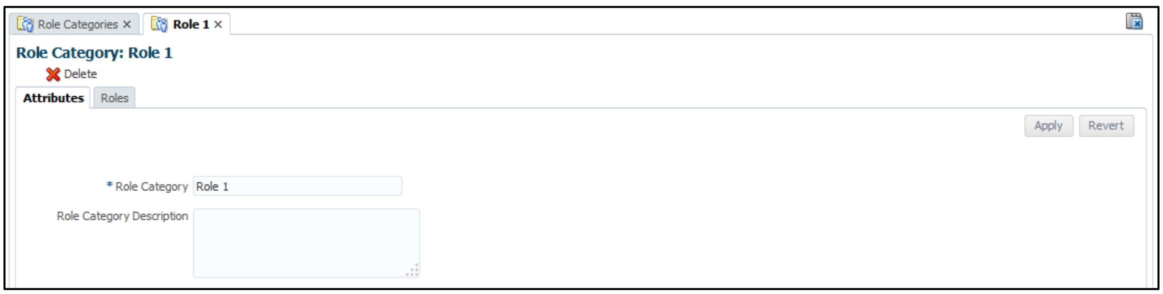
To modify a role category

1. From the **Administration** menu, select **Role Categories**.
   The **Role Categories** screen appears.

2. In the **Search** section, enter the appropriate search criteria.
3. Click **Search**.
   The **Search Results** section appears.
4. Click the role category which you want to modify.
5. Click 

.
   The **Role Category** screen appears.
   OR
   From the **Actions** list, click **Open**.
   The **Role Category** screen appears.

Modify Role Category



Field Description

Field Name	Description
Role Category	[Mandatory, Alphanumeric, 255] Indicates the name of the role category.
Role Category Description	[Optional, Alphanumeric] Indicates the description of the role category.

6. In the **Role Category** field, modify the name of the role category.
7. Click **Save**.
   The **Role Category** screen with role created successfully message appears.
8. Click **Apply** to apply the modified changes.
   The successfully modified the role category message appears.
9. Click the **Role** tab to view all roles that are assigned to this category.

10.4 Deleting a Role Category

Using this option you can delete the existing role category.

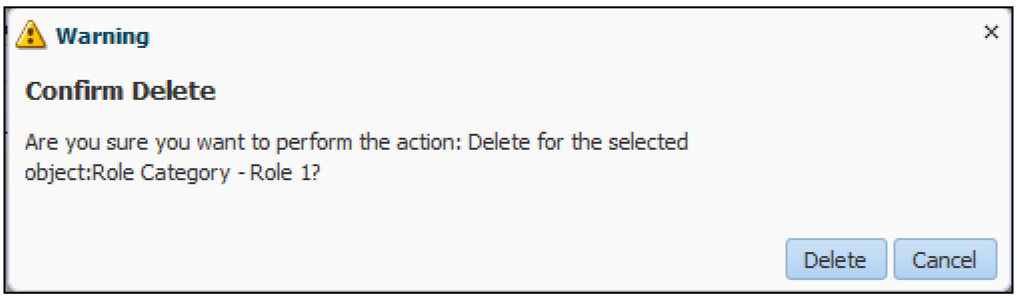
To delete a user

1. From the **Administration** menu, select **Role Categories**.
   The **Role Categories** screen appears.
2. In the **Search** section, enter the appropriate search criteria.

3. Click **Search**.
   The **Search Results** section appears.
4. Click the role category which you want to delete.
5. Click 

   .
   The warning message box to confirm the deletion appears.
   OR
   From the **Actions** list, click **Delete**.
   The warning message box to confirm the deletion appears.

Delete a Category



6. Click **Delete** to delete the selected role category.
   OR
   Click **Cancel** to cancel the deletion.

Note 1: You cannot delete a role category that has roles associated with it.

Note 2: You can also delete the category from the Role Category screen by clicking the Delete in the toolbar.

---

11. Account Opening

Bank administrator can help in completion of the new account request on behalf of the prospect. You can view and download online account opening requests and leads. Administrator can also manually modify status update.

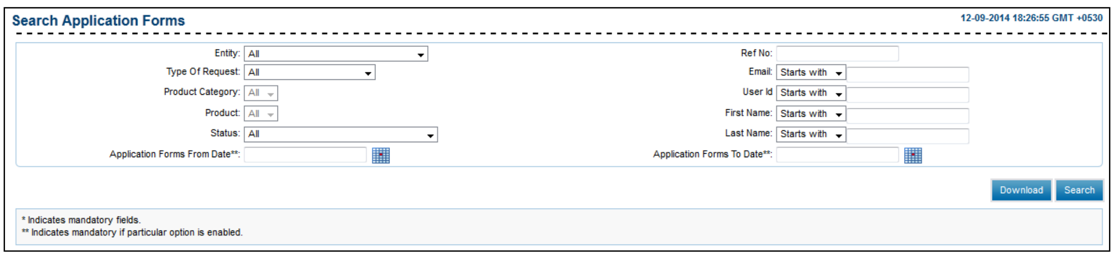
11.2 View and Update Applications

This transaction enables you to view the list of applications and leads.

To view and update application

1. From the **Account Opening** menu, select **View and Update Applications**.
   The **Search Application Form** screen appears.

Search Application Form



Field Description

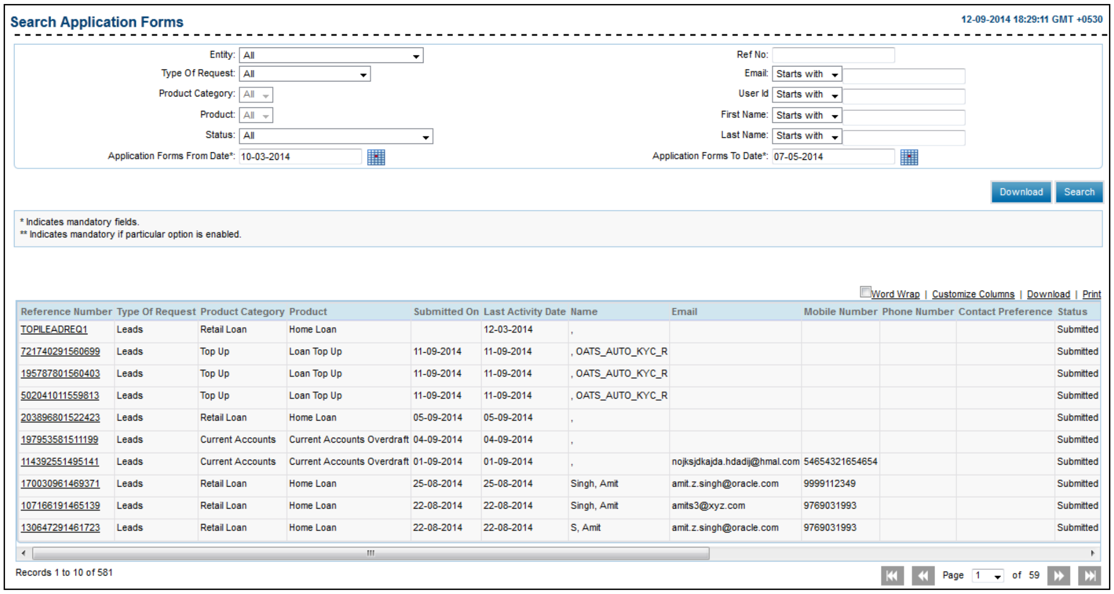
Field Name	Description
Entity	[Optional, Drop-Down] Indicates the entity of application.
Type of Request	[Optional, Drop-Down] Indicates the request type. The options are: • All (Default Value) • Completion by the bank requested • Online requests • Leads • Saved by the customers (Saved but not submitted)

Field Name	Description
Product Category	[Optional, Drop-Down] Indicates the type of product applied for. The options are: • All (Default Value) • Credit Cards • Savings Account • Current Accounts • Loans • Deposits
Product	[Optional, Drop-Down] Indicates the type of products available under the selected product category.
Status	[Optional, Drop-Down] Indicates the current Status of the application
Ref No.	[Optional, Alphanumeric, 20] Indicates to search by reference number.
Email	[Optional, Alphanumeric,100] Indicates to search by email address.
User Id	[Optional, Alphanumeric, 35] Indicates to search by user id.
First Name	[Optional, Alphanumeric, 35, Drop-Down] Indicates the first name of the applicant. The options are: • Starts With • Ends With • Equals • Contains Type the search string in the adjacent field. **For Example**: If you select the role description as **Starts With**, and enters **A** in the adjacent field, then the system displays all the roles starting with **A**

Field Name	Description
Last Name	[Optional, Alphanumeric, 35, Drop-Down] Indicates the last name of the applicant. The options are: • Starts With • Ends With • Equals • Contains Type the search string in the adjacent field. **For Example**: If you select the role description as **Starts With**, and enters **A** in the adjacent field, then the system displays all the roles starting with **A**
Application Forms From Date	[Mandatory, Pick List] Indicates the date range.
Application Form To Date	[Mandatory, Pick List] Indicates the date range.

2. Click **Search**.
The applications as per the entered search criteria appear in the same screen.
OR
Click **Download** to extract all the application which has been submitted.

Search Application Form



Search Application Forms

12-09-2014 18:29:11 GMT +0530

Entity: All

Type Of Request: All

Product Category: All

Product: All

Status: All

Application Forms From Date*: 10-03-2014

Ref No:

Email: Starts with

User Id Starts with

First Name: Starts with

Last Name: Starts with

Application Forms To Date*: 07-05-2014

Download Search

* Indicates mandatory fields.

** Indicates mandatory if particular option is enabled.

Word Wrap | Customize Columns | Download | Print

Reference Number	Type Of Request	Product Category	Product	Submitted On	Last Activity Date	Name	Email	Mobile Number	Phone Number	Contact Preference	Status
TOPILEADREQ1	Leads	Retail Loan	Home Loan		12-03-2014	,					Submitted
721740291560699	Leads	Top Up	Loan Top Up	11-09-2014	11-09-2014	, OATS_AUTO_KYC_R					Submitted
195787801560403	Leads	Top Up	Loan Top Up	11-09-2014	11-09-2014	, OATS_AUTO_KYC_R					Submitted
502041011559813	Leads	Top Up	Loan Top Up	11-09-2014	11-09-2014	, OATS_AUTO_KYC_R					Submitted
203896801522423	Leads	Retail Loan	Home Loan	05-09-2014	05-09-2014	,					Submitted
197953581511199	Leads	Current Accounts	Current Accounts Overdraft	04-09-2014	04-09-2014	,					Submitted
114392551495141	Leads	Current Accounts	Current Accounts Overdraft	01-09-2014	01-09-2014	,	nojksjdkajda.hdadij@hmal.com	54654321654654			Submitted
170030961469371	Leads	Retail Loan	Home Loan	25-08-2014	25-08-2014	Singh, Amit	amit.z.singh@oracle.com	9999112349			Submitted
107166191465139	Leads	Retail Loan	Home Loan	22-08-2014	22-08-2014	Singh, Amit	amits3@xyz.com	9769031993			Submitted
130647291461723	Leads	Retail Loan	Home Loan	22-08-2014	22-08-2014	S, Amit	amit.z.singh@oracle.com	9769031993			Submitted

Records 1 to 10 of 581

Page 1 of 59

Field Description

Field Name	Description
Reference Number	[Display] Displays the transaction reference number.
Type of Request	[Display] Displays the type of request for origination.
Product Category	[Display] Displays the product category.
Product	[Display] Displays the product name.
Submitted On	[Display] Displays the date on which the application was submitted.
Last Activity Date	[Display] Displays the date of last activity on the application.
Name	[Display] Displays the salutation, first name and last name of the applicant.
E-mail Address	[Display] Displays email address of the applicant.

Field Name	Description
Mobile Number	[Display] Displays mobile number of the applicant.
Phone Number	[Display] Displays phone number of the applicant.
Contact Preference	[Display] Displays the contact preference – “Email/Call on Mobile/Phone Number/SMS” and preferred time.
Status	[Display] Displays the current status of the application.
Remarks	[Display] Displays the latest remarks available for the application.

3. Click the **Reference Number** link.
The **Customer Relationship Details** screen appears.

The options mentioned below are applicable for records of search application form transactions.

To enable the word wrap in the columns, select the **Word Wrap** check box.

Click **Customize Columns** to reorder the columns or select the columns that appear in the search application form transactions list.

Click **Download** to download all or selected columns in the search application form transactions list. You can download the list in PDF, XLS, QIF, OFX and MT940 formats.

Click **Print** to print the search application form transactions list and open the list as a PDF document.

Click to view the first page of the search application form transactions list.

Click to view the previous page of the search application form transactions list.

Click to view the next page of the search application form transactions list.

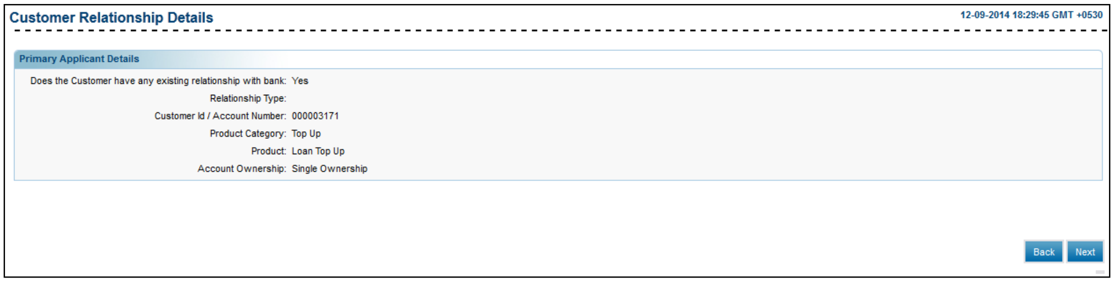
Click to view the last page of the search application form transactions list.

From the **Page** list, select the required page number of the search application form transactions list.

From the **Show Rows** list, select the number of rows to be displayed in the search application form transactions list.

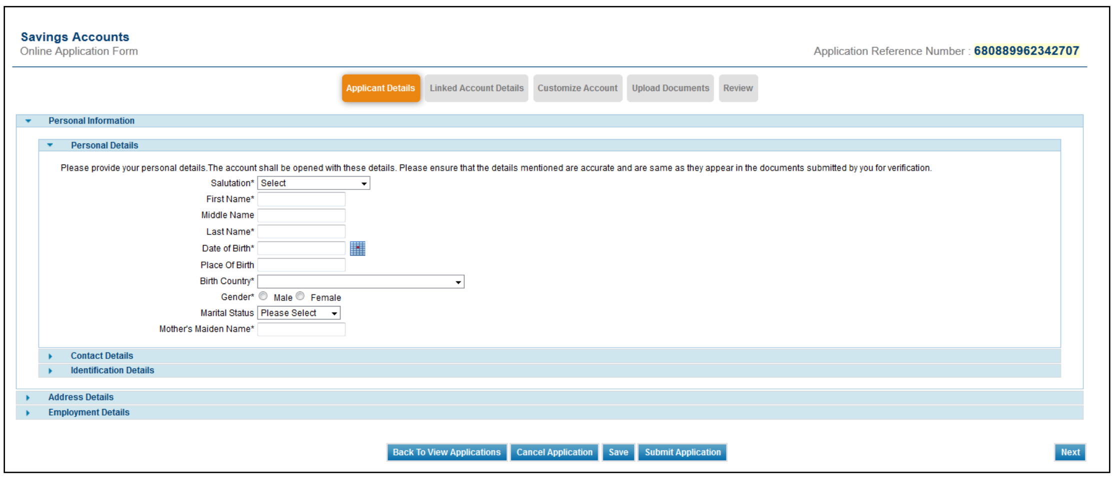
Click next to the required column to sort the records of search application form transactions in ascending or descending order.

Customer Relationship Details



4. Click **Next**.
   The application details screen appears.

Application Form



5. Click **Back To View Application**.
   The **Search Application Form** screen appears.
   OR
   Click **Download** to download the application form.
   OR
   Click **Print** to print the application form.

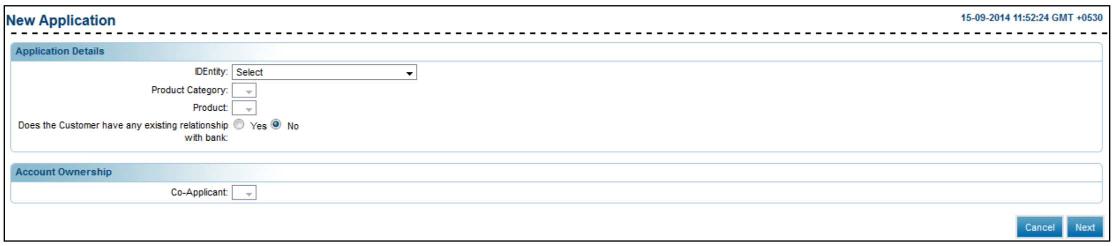
11.3 New Application

Bank administrator can fill and submit the application form for opening the account.

To view new application form

1. From the **Account Opening** menu, select **New Application**.
The **New Application** screen appears.

New Application



Field Description

Field Name	Description
ID Entity	[Optional, Drop-Down] Indicates the entity of application.
Product Category	[Mandatory, Drop-Down] Indicates the product category available.
Product	[Mandatory, Drop-Down] Indicates the type of products available under the selected product category.
Does the customer have any existing relationship with bank	[Mandatory, Option] Indicates the option for customer existence. The options are: • Yes • No
Customer Id	[Conditional, Alphanumeric, 20] Indicates the customer id or account number of the customer This field appears if you select Yes option in the Does the customer have any existing relationship with bank field.
Account Ownership	

Field Name	Description
Co-Applicant	[Mandatory, Drop-Down] Indicates the number of the co-applicants.

2. From the **IDEntity** list, select the appropriate option.
3. From the **Product Category** list, select the appropriate option.
4. From the **Product** list, select the appropriate option.
5. In the **Does the customer have any existing relationship with bank** field, select the appropriate option.
   a. If you select the **Yes** option:
      i. In the **Customer Id** field, enter the customer Id.
6. From the **Product Category** list, select the appropriate option.
7. Click **Next**.
   The **Online Application Form** appears base on searched criteria.

Note: For more information about application form, see *User Manual Oracle Banking Digital Experience Retail Cross Channel Originations*.

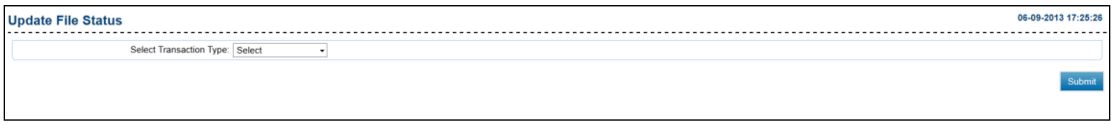
11.4 Update File Status

The status of the application forms can be updated using the update file status option.

To update the file status

1. From the **File Upload** menu, select **Update File Status**.
   The **Update File Status** screen appears.

Update File Status

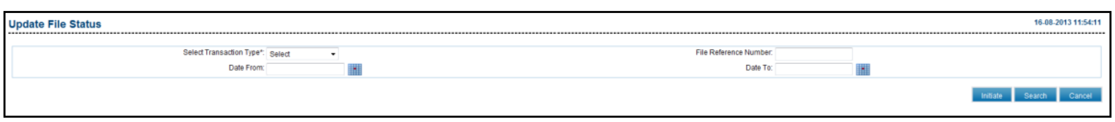


Field Description

Field Name	Description
Select Transaction Type	[Mandatory, Drop-Down] Indicates the transaction type to upload the status file.

2. From the **Select Transaction Type** list, select the appropriate option.
3. Click **Submit**.
   The **Update File Status** screen appears.

Update File Status



Field Description

Field Name	Description
Select Transaction Type	[Mandatory, Drop-Down] Indicates the transaction type.
File Reference Number	[Optional, Alphanumeric, 20] Indicates the file reference number that was generated at the time of status file upload.
Date From	[Optional, Pick List] Indicates the start date of file uploading.

Field Name	Description
Date To	[Optional, Pick List] Indicates the end date of file uploading.

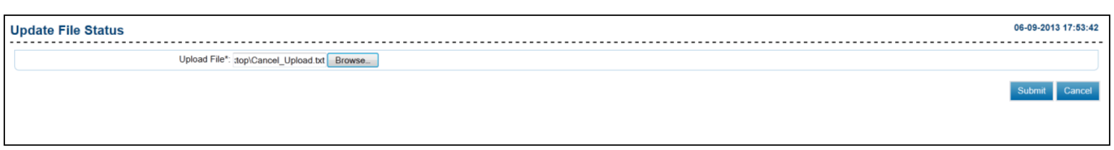
4. From the **Select Transaction Type** list, select the appropriate option.
5. Click **Search**.
   The search results appear in the same **Update File status** screen.
   OR
   Click **Initiate**.
   The **Update File status** screen to browse the file for upload appears.
   OR
   Click **Cancel** to cancel the transaction.

Field Description

Field Name	Description
File Reference Number	[Display, Link] Displays the file reference number.
Update Date	[Display] Displays the Date on which the file was uploaded.
Transaction Type	[Display] Displays the type of transaction contained in the file.
Number of Transactions	[Display] Displays the total number of transactions.
Status	[Display] Displays the Status of the file.
File Name	[Display, Hyperlink] Displays the Name of the uploaded file. Click on the hyperlink to view the file details

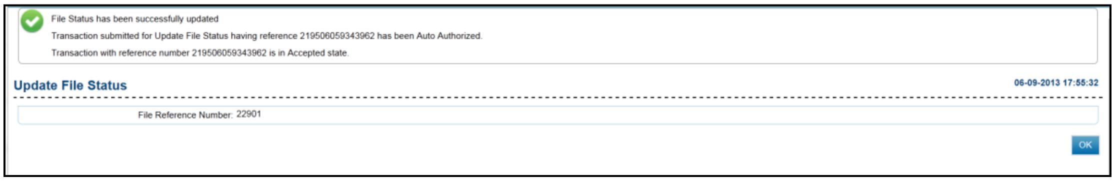
6. Click **Browse** to search and select the file for upload.

Update File Status



7. Click **Submit**.
   The **Update File Status- Confirm** screen appears.

Update File Status- Confirm



8. Click **Ok**.

12. User Management

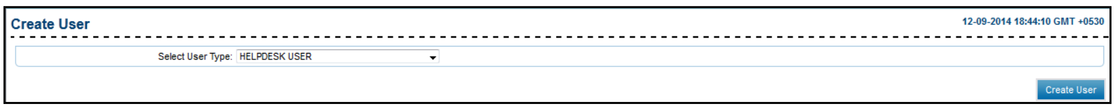
12.2 Create User (Bank Administration User)

This option allows you to create a Bank Administration user. The bank Administration user can be created by another bank administrator

To create a user

1. From the **User Management** menu, select **Create User**.
The **Create User** screen appears.

Create User

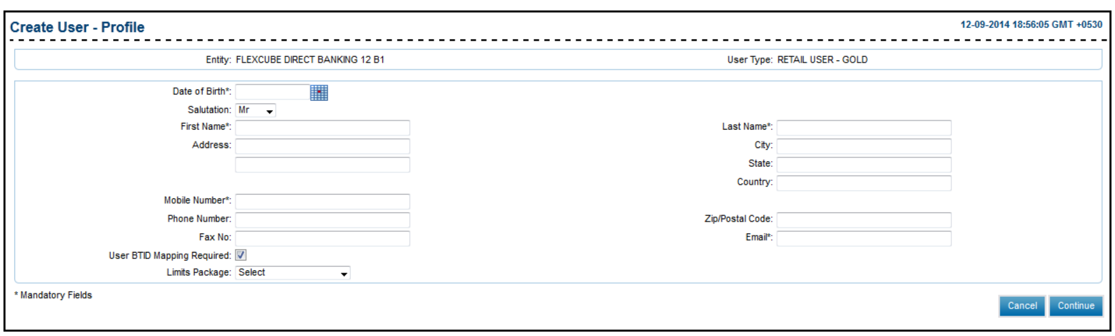


Field Description

Field Name	Description
Select User Type	[Mandatory, Drop-Down] Indicates the type of user to be created.

2. Click **Create User**.
The **Create User-Profile** screen appears.

Create User - Profile



Field Description

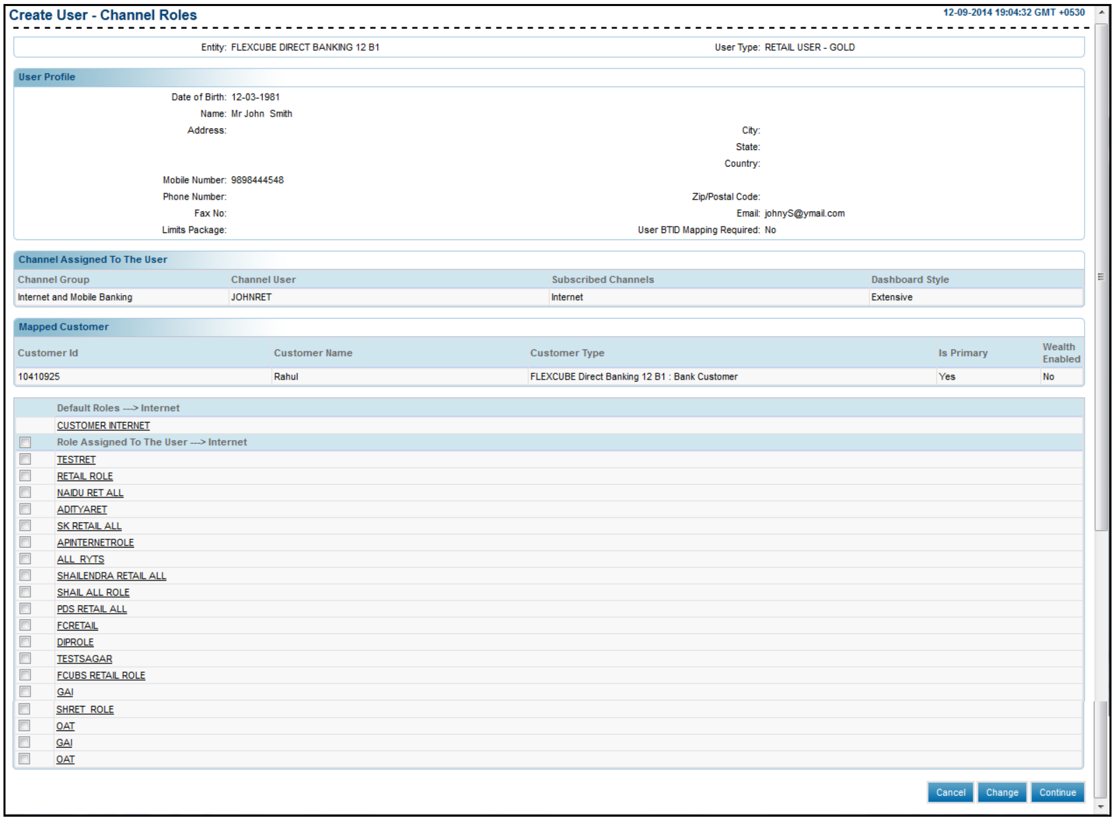
Field Name	Description
Entity	[Display] Displays the type of entity.
User Type	[Display] Displays the type of user.

Field Name	Description
Date of Birth	[Mandatory, Pick List] Indicates the date of birth of the user from the pick list.
Salutation	[Mandatory, Drop-Down] Indicates the salutation of the user from the drop-down list. The options are: • Mr • Mrs • Miss • Dr
First Name	[Mandatory, Alphanumeric, 40] Indicates the first name of the user.
Last Name	[Mandatory, Alphanumeric, 40] Indicates the last name of the user.
Address	[Optional, Alphanumeric, 40*2] Indicates the address of the user.
City	[Optional, Alphanumeric, 40] Indicates the name of the city.
State	[Optional, Alphanumeric, 40] Indicates the name of the state.
Country	[Optional, Alphanumeric, 35] Indicates the name of the country.
Phone Number	[Optional, Numeric, 20] Indicates the phone number of the user.
Mobile Number	[Mandatory, Numeric, 20] Indicates the mobile number of the user.
Zip/Postal Code	[Optional, Numeric, Seven] Indicates the zip code of the user.
Fax No	[Optional, Numeric, 20] Indicates the fax number of the user.

Field Name	Description
Email	[Mandatory, Alphanumeric, 100] Indicates the email address of the user. **Note**: Email ID is **UNIQUE** across all user of the application and validation is in place for the same.
Limits Package	[Optional, Drop-Down] Indicates the limit package mapped to the user.

3. From the **Date of Birth** list, select the appropriate date.
4. From the **Salutation** list, select the appropriate option.
5. In the **First Name** field, enter the first name of the user.
6. In the **Last Name** field, enter the last name of the user.
7. In the **Mobile Number** field, enter the mobile number of the user.
8. In the **Email** field, enter the email id of the user.
9. Click **Continue**.
   The **Create User - Channel** screen appears.
   OR
   Click **Cancel**.
   The initial **Create User** screen appears.

Create User - Channel



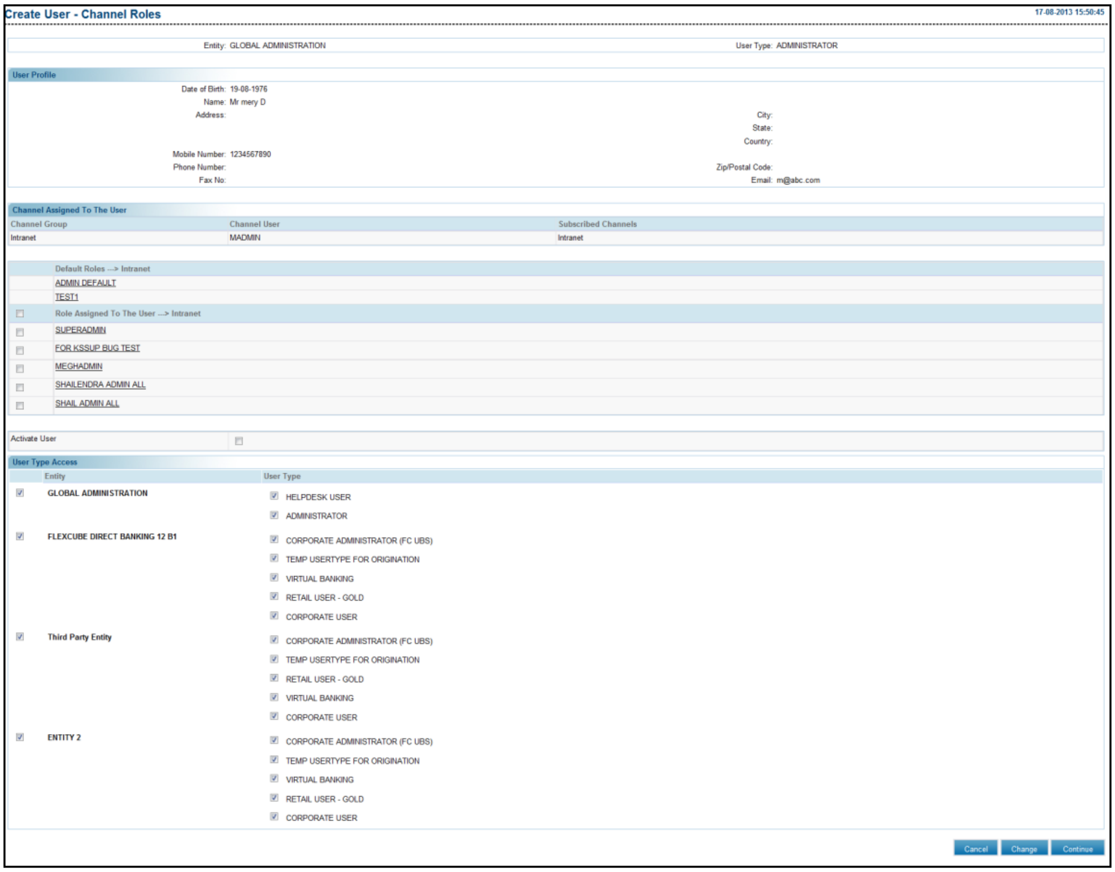
Create User - Channel Roles
12-09-2014 19:04:32 GMT +0530
Entity: FLEXCUBE DIRECT BANKING 12 B1
User Type: RETAIL USER - GOLD
User Profile
Date of Birth: 12-03-1981
Name: Mr John Smith
Address:
City:
State:
Country:
Mobile Number: 9898444548
Phone Number:
Zip/Postal Code:
Fax No:
Email: johnyS@ymail.com
Limits Package:
User BTID Mapping Required: No
Channel Assigned To The User
Channel Group
Channel User
Subscribed Channels
Dashboard Style
Internet and Mobile Banking
JOHNRET
Internet
Extensive
Mapped Customer
Customer Id
Customer Name
Customer Type
Is Primary
Wealth Enabled
10410925
Rahul
FLEXCUBE Direct Banking 12 B1 : Bank Customer
Yes
No
Default Roles ---> Internet
CUSTOMER INTERNET
Role Assigned To The User ---> Internet
TESTRET
RETAIL ROLE
NAIDU RET ALL
ADITYARET
SK RETAIL ALL
APINTERNETROLE
ALL RYTS
SHAILENDRA RETAIL ALL
SHAIL ALL ROLE
PDS RETAIL ALL
FCRETAIL
DIPROLE
TESTSAGAR
FCUBS RETAIL ROLE
GAI
SHRET ROLE
OAT
GAI
OAT
Cancel
Change
Continue

Field Description

Field Name	Description
Channel User	[Mandatory, Alphanumeric] Indicates the channel user Id to be created.
Channel Description	[Optional, Check Box] Indicates the user to select the channel used by the user.
Dashboard Style	[Mandatory, Drop-Down] Indicates the dashboard style for the user for the internet banking channel. The options are: • Treasurer • Standard

10. In the **Channel User** field, enter the channel Id.
11. From the **Dashboard Style** list, select the appropriate option.
12. Click the **Continue**.
The **Create User - Channel Roles** screen appears.
OR
Click **Change**.
The **Create User-Profile** screen appears.
OR
Click **Cancel.**
The initial **Create User** screen appears.

Create User-Channel Roles



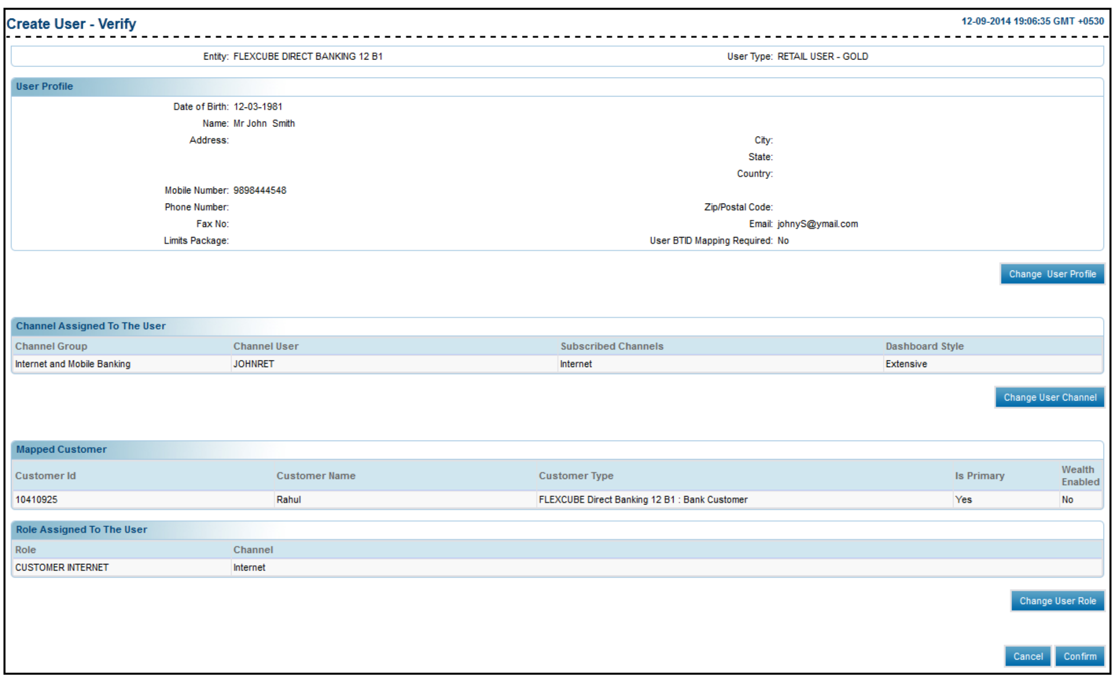
Field Description

Field Name	Description
Default Roles	[Display] Display the roles assigned to the selected user type. Indicates the link to view the View Roles screen.
Role Assigned To The User	[Display, check Box] Indicates the user to select the roles to be mapped to the internet User Id.
Activate User	[Optional, Check Box] Indicates user to directly activate the created user.
User Type Access	
Entity	[Optional, Check Box] Indicates the access to the selected entity while creating the user.

Field Name	Description
User Type	[Optional, Check Box] Indicates the access to the selected user type while creating the user.

13. Click **Continue**.
The **Create User - Verify** screen appears.
OR
Click **Change**.
OR
The **Create User - Channel** screen appears.
OR
Click **Cancel.**
The initial **Create User** screen appears.
OR
Click the **Roles** link.
The initial **View Role** screen appears.

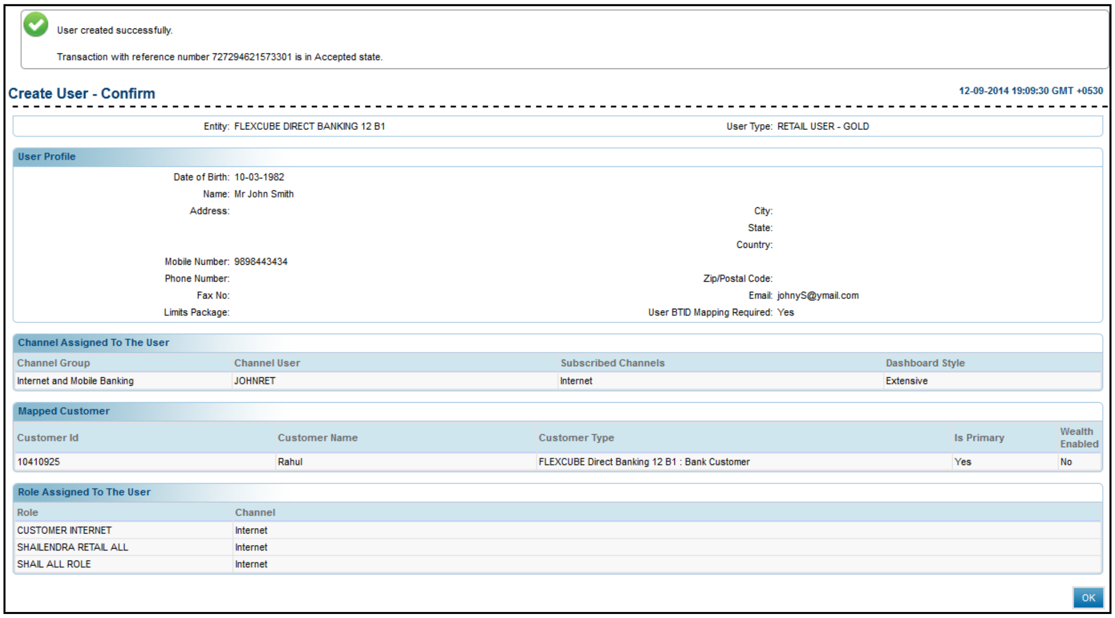
Create User - Verify



14. Click **Confirm**.
The **Create User**- **Confirm** screen appears.
OR
Click **Change User Profile**.
The **Create User-Profile** screen appears.
OR
Click **Change User Channel**.
The **Create User - Channel** screen appears.
OR
Click **Change User Role**.

The **Create User - Channel Roles** screen appears.
OR
Click **Cancel**.
The initial **Create User** screen appears.

Create User-Confirm



15. Click **OK**.
The **Create User** screen appears.

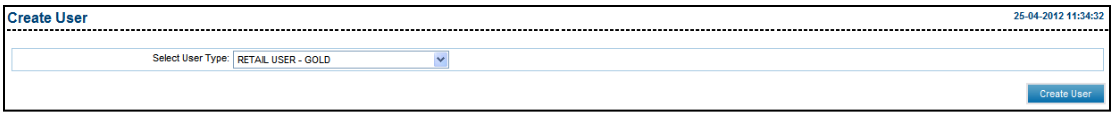
12.3 Create User(Business user creation)

Using this option, you can create a user in the application whenever a new user is inducted under any user type.

To create a user

1. From the **User Management** menu, select **Create User**.
   The **Create User** screen appears.

Create User

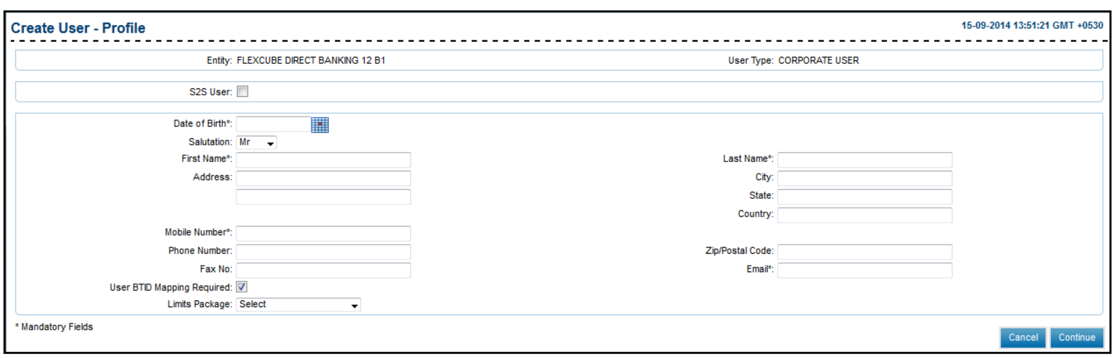


Field Description

Field Name	Description
Select User Type	[Mandatory, Drop-Down] Indicates the type of user to be created.

2. Click **Create User**.
   The **Create User-Profile** screen appears.

Create User - Profile



Field Description

Field Name	Description

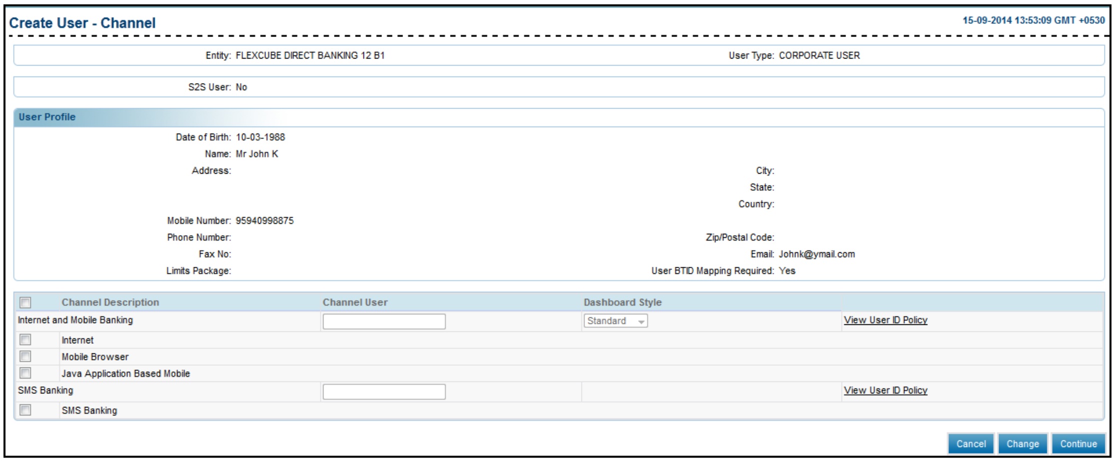
S2S User flag will be displayed only on Corporate user profile screen.

Field Name	Description
S2S User	[Optional, Check Box] Indicates to create a user with S2S functionality. If selected then, below fields will be available: • First name • Phone Number • Email id • Limits Package - Mandatory User BTID mapping required – Default checked
Below fields will be displayed for non S2S user	
Entity	[Display] Displays the type of entity.
User Type	[Display] Displays the type of user.
Date of Birth	[Mandatory, Pick List] Indicates the date of birth of the user from the pick list.
Salutation	[Mandatory, Drop-Down] Indicates the salutation of the user from the drop-down list. The options are: • Mr • Mrs • Miss • Dr
First Name	[Mandatory, Alphanumeric, 40] Indicates the first name of the user.
Last Name	[Mandatory, Alphanumeric, 40] Indicates the last name of the user.
Address	[Optional, Alphanumeric, 40*2] Indicates the address of the user.
City	[Optional, Alphanumeric, 40] Indicates the name of the city.
State	[Optional, Alphanumeric, 40] Indicates the name of the state.

Field Name	Description
Country	[Optional, Alphanumeric, 35] Indicates the name of the country.
Phone Number	[Optional, Numeric, 20] Indicates the phone number of the user.
Mobile Number	[Mandatory, Numeric, 20] Indicates the mobile number of the user.
Zip/Postal Code	[Optional, Numeric, Seven] Indicates the zip code of the user.
Fax No	[Optional, Numeric, 20] Indicates the fax number of the user.
Email	[Mandatory, Alphanumeric, 100] Indicates the email address of the user. **Note**: Email ID is **UNIQUE** across all user of the application and validation is in place for the same. You may get an error if non-unique Email ID is entered.

3. From the **Date of Birth** list, select the appropriate date.
4. From the **Salutation** list, select the appropriate option.
5. In the **First Name** field, enter the first name of the user.
6. In the **Last Name** field, enter the last name of the user.
7. In the **Mobile Number** field, enter the mobile number of the user.
8. In the **Email** field, enter the email id of the user.
9. Click **Continue**.
   The **Create User - Channel** screen appears.
   OR
   Click **Cancel**.
   The initial **Create User** screen appears.

Create User - Channel

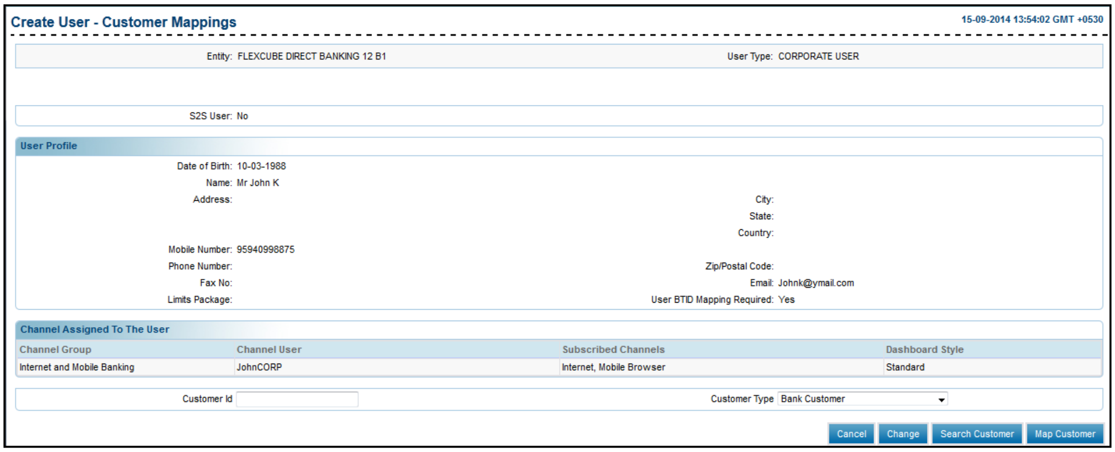


Field Description

Field Name	Description
Channel Description	[Optional, Check Box] Indicates the user to select the channel used by the user.
Channel User	[Mandatory, Alphanumeric] Indicates the channel user Id to be created.
Dashboard Style	[Conditional, Drop-Down] Indicates the dashboard style for the user for the internet banking channel. The values are: • Treasurer • Standard To enable this field, select **Internet** in **Channel Description** field.

10. In the **Channel User** field, enter the channel ID.
11. From the **Dashboard Style** list, select the appropriate option.
12. Click **Continue**.
    The **Create User - Customer Mappings** screen appears.
    OR
    Click **Change**.
    The **Create User-Profile** screen appears.
    OR
    Click **Cancel.**
    The initial **Create User** screen appears.
    OR
    Click the **View User Id Policy** link to view the User Id Policy.

Create User - Customer Mappings

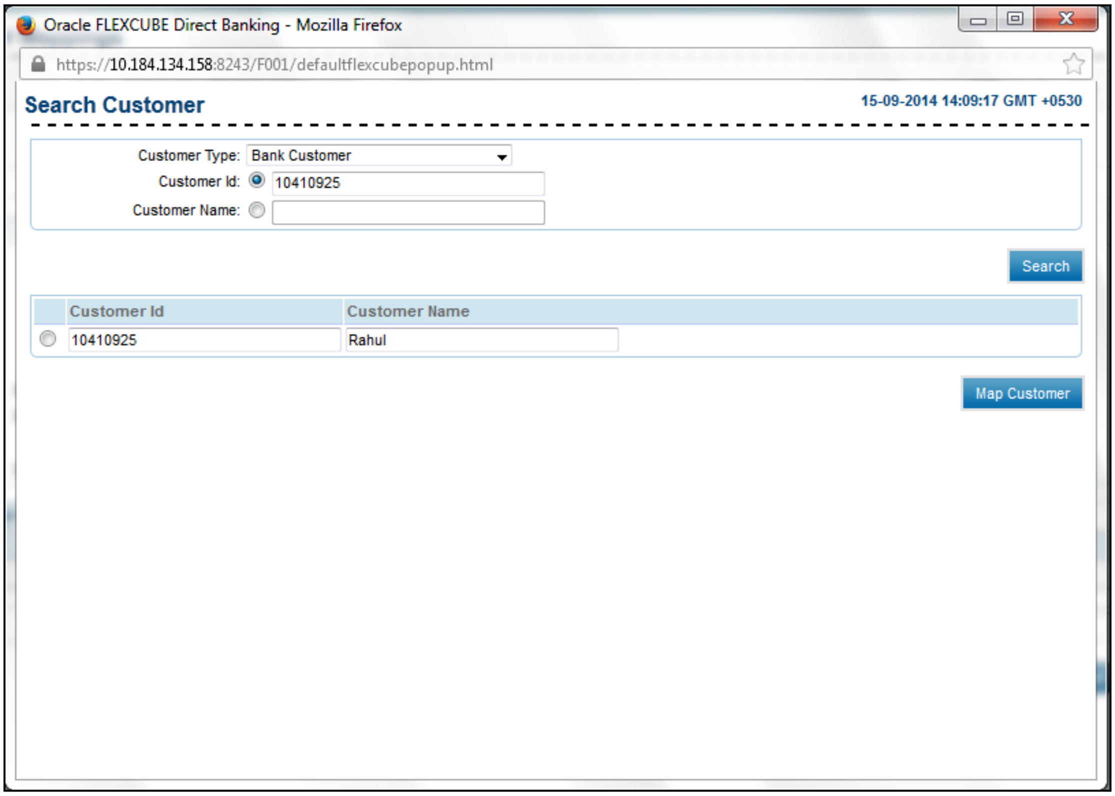


Field Description

Field Name	Description
Customer Id	[Mandatory, Alphanumeric, 20] Indicates the customer Id to be mapped to the user.
Customer Type	[Mandatory, Drop-Down] Indicates the type of customers/host systems configured for entity.

13. In the **Customer Id** field, enter the customer Id.
14. From the **Customer Type** list, select the appropriate option.
15. Click **Map Customer**.
    The **Map Customer** section appears in the same screen.
    Or
    Click the **Search Customer**.
    The **Search Customer screen** appears.

Search Customer



Field Description

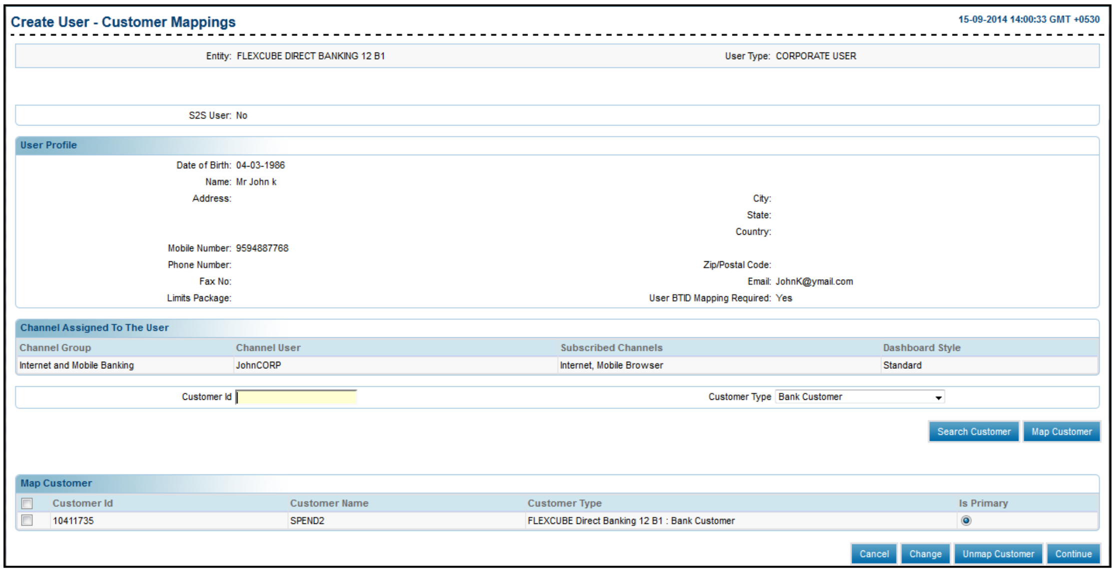
Field Name	Description
Customer Type	[Mandatory, Drop-Down] Indicates the type of customers/host systems configured for entity.

Select either **Customer Id** or **Customer Name** option as search criteria.

Field Name	Description
Customer Id	[Optional, Alphanumeric, 20] Indicates the customer Id to be mapped to the user.
Customer Name	[Optional, Alphanumeric, 20] Indicates the name of customer that needs to be mapped to the user.

16. From the **Customer Type** list, select the appropriate option.
17. Click **Search**.
    The search results appear in the same screen.
18. Click **Map Customer**.
    The **Create User - Customer Mappings** screen with **Map Customer** section appears.

Create User-Customer Mapping



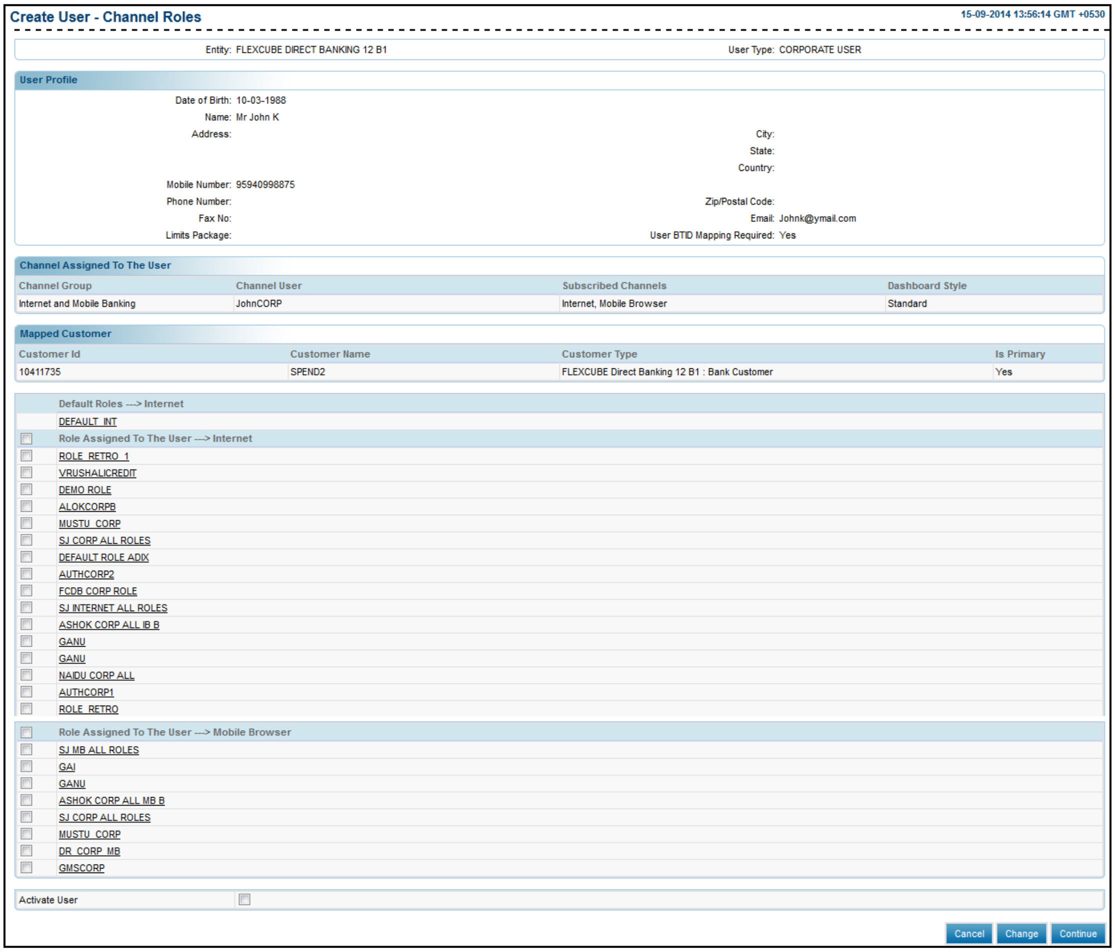
Field Description

Field Name	Description
Customer Id	[Display] Displays the customer id.
Customer Name	[Display] Displays the customer name.
Is Primary	[Mandatory, Option] Indicates the user to select the customer as a primary customer.
Is PWM Customer	[Mandatory, Check Box] Indicates the user to select the customer as a wealth management customer.

19. In the **Is Primary** field, select the appropriate option.
20. To create the wealth management customer, select the **Is PWM Customer** check box.
21. Click **Continue**.
    The **Create User - Channel Roles** screen appears.
    OR
    Click **Un map Customer** button to un map a customer.
    OR
    Click **Cancel**.
    The initial **Create User** screen appears.
    OR
    Click **Change**.
    The **Create User - Channel Roles** screen appears.

Note: Create User-Channel Roles screen will be disabled for corporate S2S user.

Create User-Channel Roles

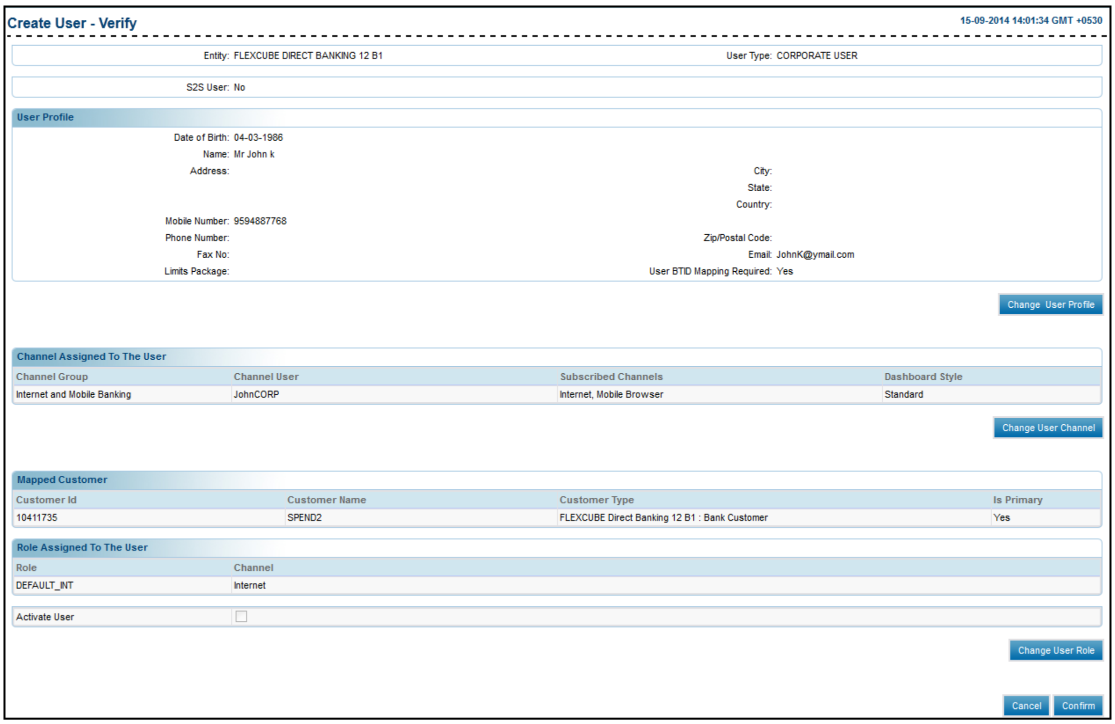


Field Description

Field Name	Description
Default Roles	[Display] Display the roles assigned to the selected user type. Indicates the link to view the View Roles screen.
Role Assigned To The User	[Display, check Box] Indicates the user to select the roles to be mapped to the internet User Id.
Activate User	[Optional, Check Box] Indicates user to directly activate the created user.

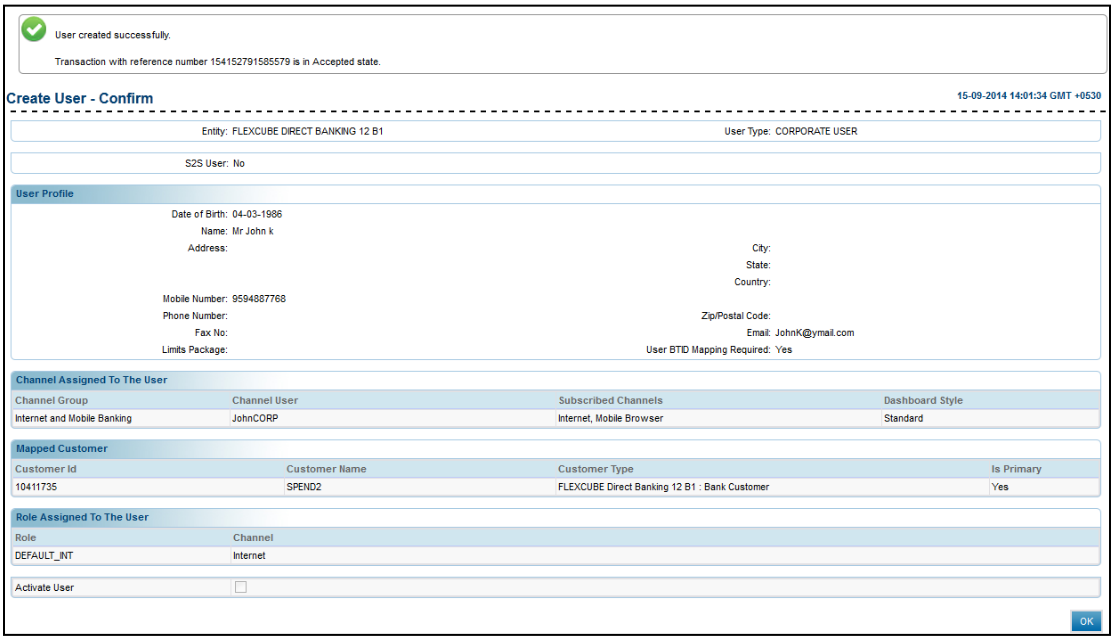
24. Click **Continue**.
The **Create User - Verify** screen appears.
OR
Click **Change**.
OR
The **Create User - Channel** screen appears.
OR
Click **Cancel.**
The initial **Create User** screen appears.
OR
Click the **Roles** link.
The initial **View Role** screen appears.

Create User - Verify



25. Click **Confirm**.
The **Create User- Confirm** screen appears.
OR
Click **Change User Profile**.
The **Create User-Profile** screen appears.
OR
Click **Change User Channel**.
The **Create User - Channel** screen appears.
OR
Click **Change User Role**.
The **Create User - Channel Roles** screen appears
OR
Click **Cancel**.
The initial **Create User** screen appears.

Create User-Confirm



26. Click **OK**.
    The **Create User** screen appears.

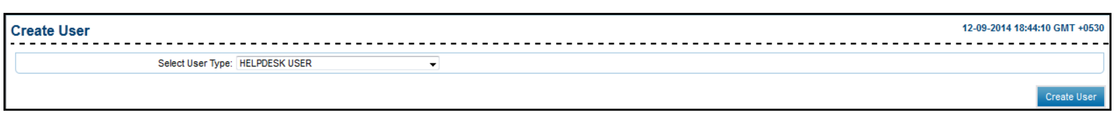
12.4 Multi Entity Access (Business User)

By this functionality, business user will be able to access all the entities where the user holds the account with the Bank. Business user will login with one entity and through that single login; he will be able to access accounts/transactions of other entities, which are mapped to the user. So effectively, the user need not login again to check the status or to carry out transactions specific to an entity for which the user is not separately logged in.

To create a user with access to multiple entities

1. From the **User Management** menu, select **Create User**.
   The **Create User** screen appears.

Create User

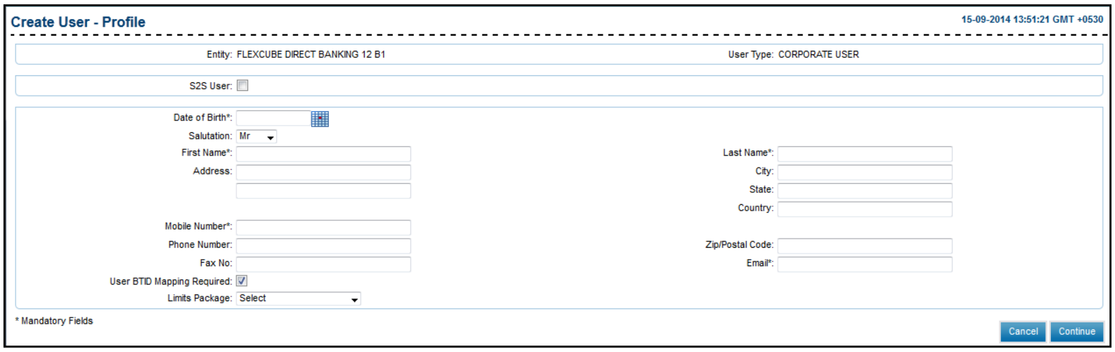


Field Description

Field Name	Description
Select User Type	[Mandatory, Drop-Down] Indicates the type of user to be created.

2. Click **Create User**.
   The **Create User-Profile** screen appears.

Create User - Profile



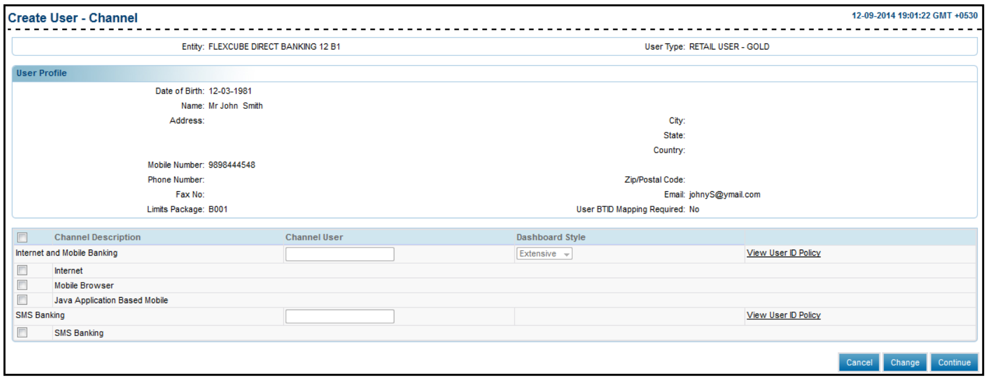
Field Description

Field Name	Description
Entity	[Display] Displays the type of entity.
User Type	[Display] Displays the type of user.
Date of Birth	[Mandatory, Pick List] Indicates the date of birth of the user from the pick list.
Salutation	[Mandatory, Drop-Down] Indicates the salutation of the user from the drop-down list. The options are: • Mr • Mrs • Miss • Dr
First Name	[Mandatory, Alphanumeric, 40] Indicates the first name of the user.
Last Name	[Mandatory, Alphanumeric, 40] Indicates the last name of the user.
Address	[Optional, Alphanumeric, 40*2] Indicates the address of the user.
City	[Optional, Alphanumeric, 40] Indicates the name of the city.

Field Name	Description
State	[Optional, Alphanumeric, 40] Indicates the name of the state.
Country	[Optional, Alphanumeric, 35] Indicates the name of the country.
Phone Number	[Optional, Numeric, 20] Indicates the phone number of the user.
Mobile Number	[Mandatory, Numeric, 20] Indicates the mobile number of the user.
Zip/Postal Code	[Optional, Numeric, Seven] Indicates the zip code of the user.
Fax No	[Optional, Numeric, 20] Indicates the fax number of the user.
Email	[Mandatory, Alphanumeric, 100] Indicates the email address of the user. **Note**: Email ID is **UNIQUE** across all user of the application and validation is in place for the same. You may get an error if non-unique Email ID is entered.
Limits Package	[Optional, Drop-Down] Indicates the limit package mapped to the user.

3. From the **Date of Birth** list, select the appropriate date.
4. From the **Salutation** list, select the appropriate option.
5. In the **First Name** field, enter the first name of the user.
6. In the **Last Name** field, enter the last name of the user.
7. In the **Mobile Number** field, enter the mobile number of the user.
8. In the **Email** field, enter the email id of the user.
9. Click **Continue**.
   The **Create User - Channel** screen appears.
   OR
   Click **Cancel** to cancel the transaction.

Create User - Channel

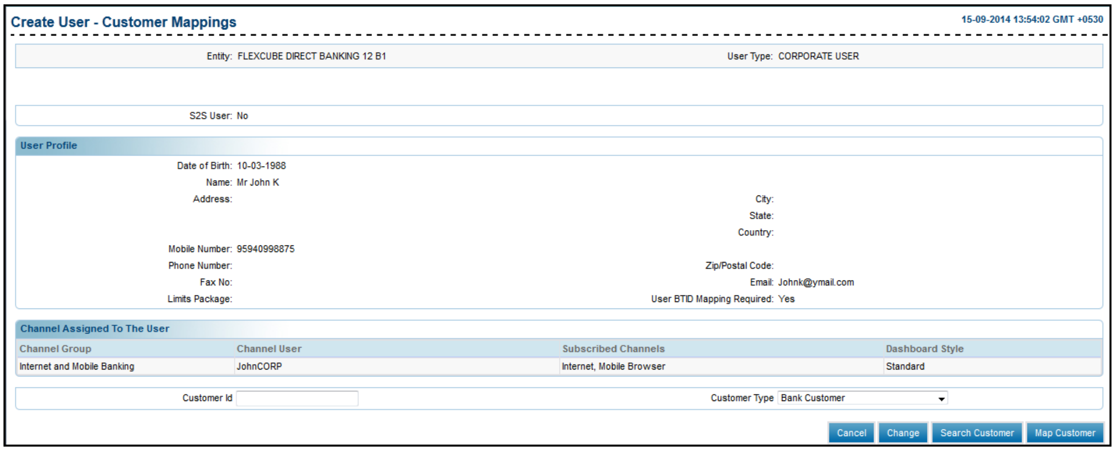


Field Description

Field Name	Description
Channel User	[Mandatory, Alphanumeric] Indicates the channel user Id to be created.
Channel Description	[Optional, Check Box] Indicates the user to select the channel used by the user.
Dashboard Style	[Mandatory, Drop-Down] Indicates the dashboard style for the user for the internet banking channel. The options are: • Treasurer • Standard

10. From the **Dashboard Style** list, select the appropriate option.
11. Click **Continue**.
    The **Create User - Customer Mappings** screen appears.
    OR
    Click **Change**.
    The **Create User-Profile** screen appears.
    OR
    Click **Cancel.**
    The initial **Create User** screen appears.
    OR
    Click the **View User Id Policy** link to view the User Id Policy.

Create User - Customer Mappings

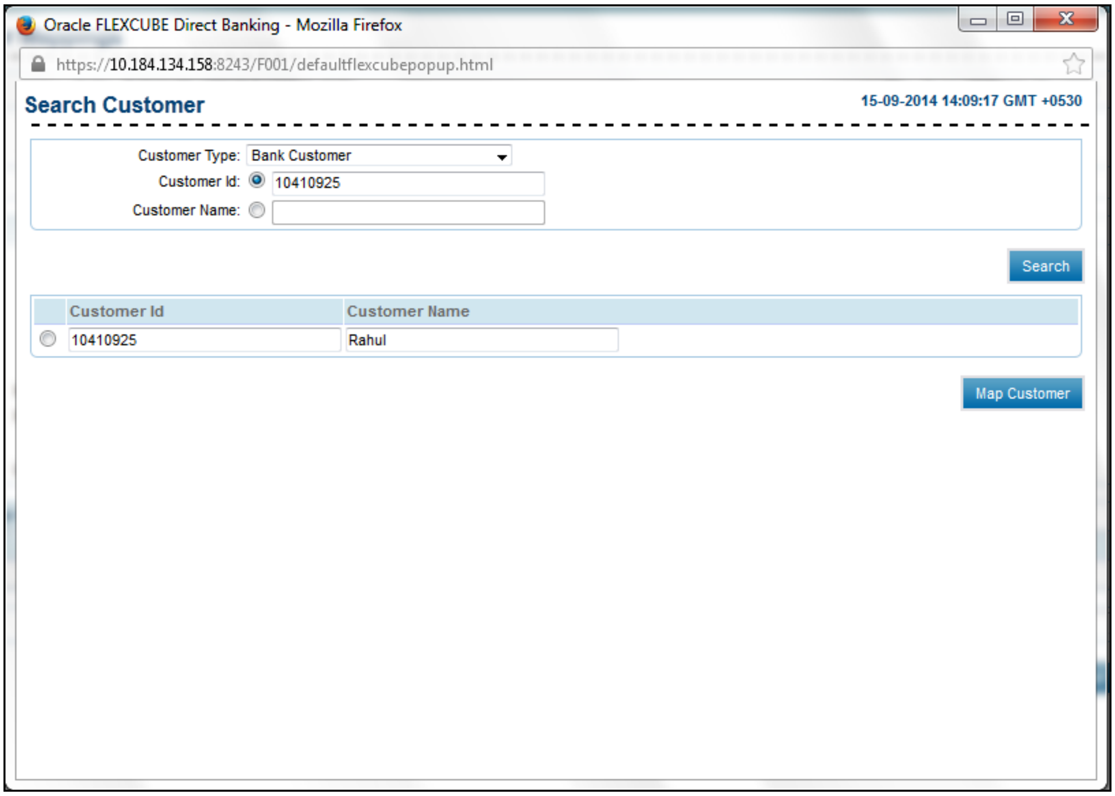


Field Description

Field Name	Description
Customer id	[Mandatory, Alphanumeric, 20] Indicates the customer Id to be mapped to the user.
	Note: Here bank administrator will have to map the customer ids of other entities to the user. After this mapping. Business user will get access to all those entities, of which customers are mapped.
Customer Type	[Mandatory, Drop-Down] Indicates the type of customers/host systems configured for entity.
	Note: In case of Multi entity access, select the customer type under the specific entity of which customer is to be mapped.

12. In the **Customer Id** field, enter the customer Id.
13. From the **Customer Type** list, select the appropriate option.
14. Click **Map Customer**.
    The **Map Customer** section appears in the same screen.
    OR
    Click the **Search Customer**.
    The **Search Customer screen** appears.
    OR
    OR
    Click **Cancel**.
    The initial **Create User** screen appears.
    OR
    Click **Change**.
    The **Create User - Channel Roles** screen appears.

Search Customer



Field Description

Field Name	Description
Customer Type	[Mandatory, Drop-Down] Indicates the type of customers/host systems configured for entity.

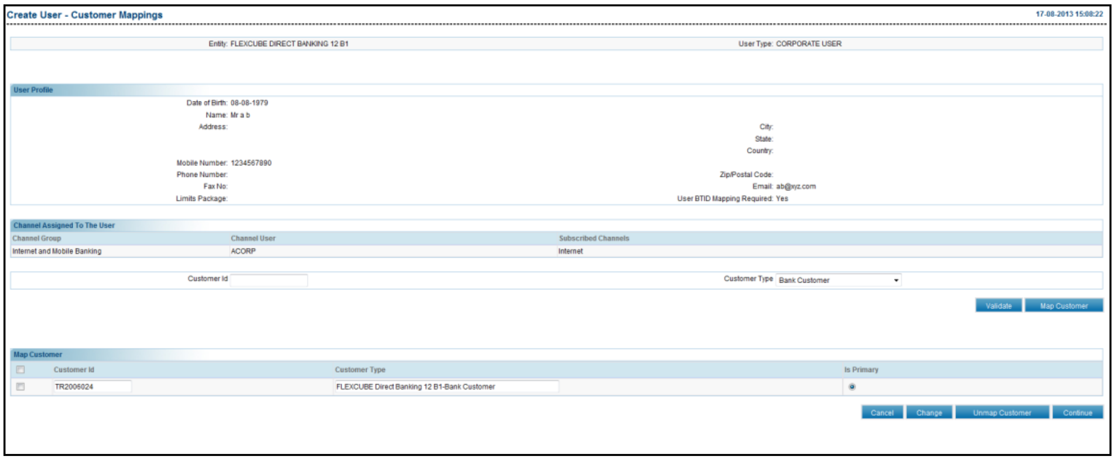
Select either **Customer Id** or **Customer Name** option as search criteria.

Field Name	Description
Customer Id	[Optional, Alphanumeric, 20] Indicates the customer Id to be mapped to the user.

15. From the **Customer Type** list, select the appropriate option.
16. Click **Search**.
    The search results appear in the same screen.
17. Click **Map Customer**.
    The **Create User - Customer Mappings** screen with **Map Customer** section appears.

Note: As displayed in below screen, three customer ids of different entities are mapped to the user. This enables user to have access to all these three entities.

Create User-Customer Mapping



Note: Business user will be able to access transactions/accounts of other mapped entities. These transactions will depend on the entity specific customer ids as well as entity specific roles mapped to the user

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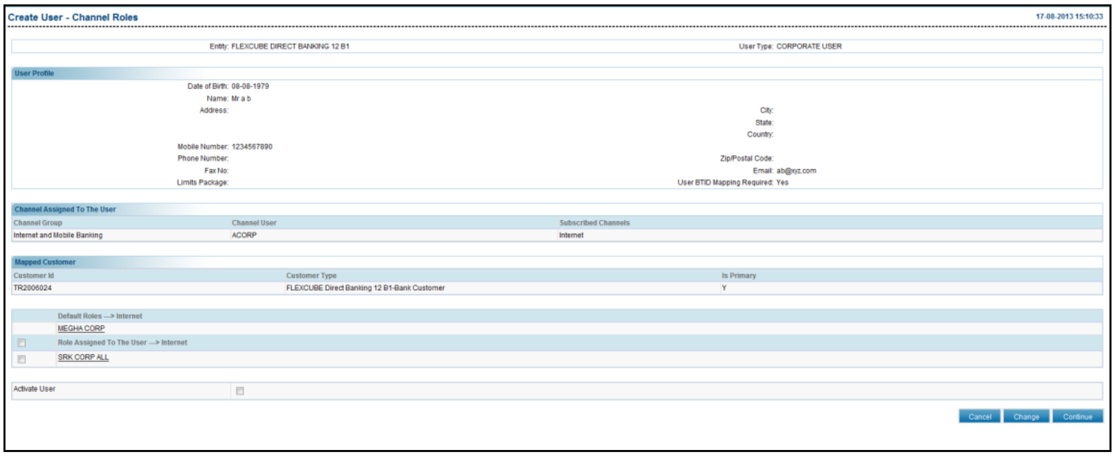
Field Description

Field Name	Description
Customer Id	[Display] Displays the customer id.
Customer Name	[Display] Displays the customer name.
Is Primary	[Mandatory, Option] Indicates the user to select the customer as a primary customer.
Is PWM Customer	[Mandatory, Check Box] Indicates the user to select the customer as a wealth management customer.

18. In the **Is Primary** field, select the appropriate option.
19. To create the wealth management customer, select the **Is PWM Customer** check box.
20. Click **Continue**.
    The **Create User - Channel Roles** screen appears.
    OR
    Click **Un map Customer** button to un map a customer.
    OR
    Click **Cancel**.
    The initial **Create User** screen appears.
    OR
    Click **Change**.
    The **Create User - Channel Roles** screen appears.

Create User-Channel Roles

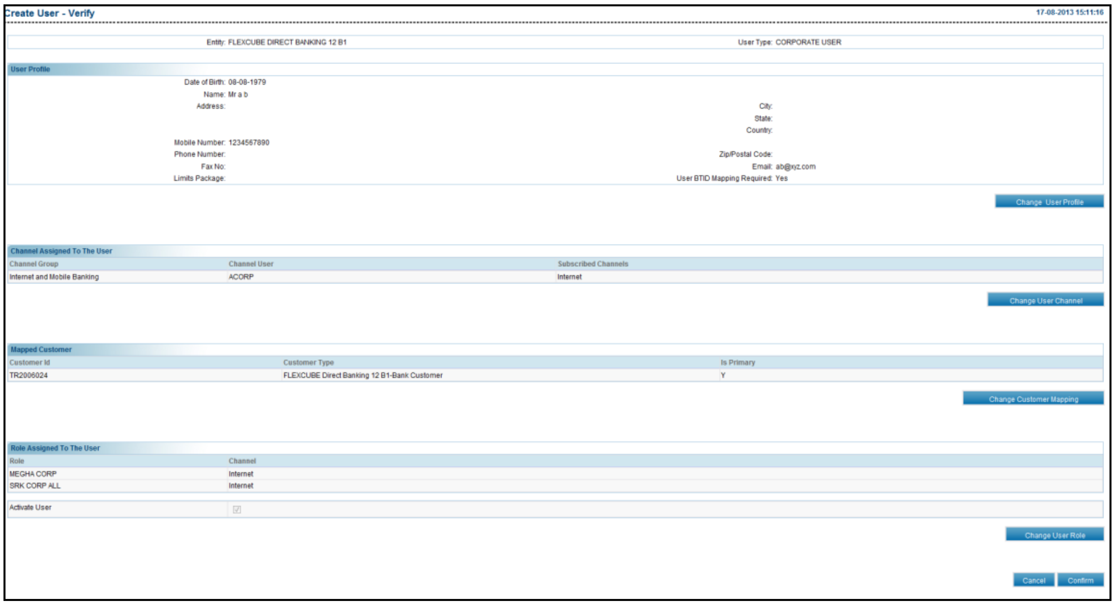


Field Description

Field Name	Description
Default Roles	[Display] Display the roles assigned to the selected user type. Indicates the link to view the View Roles screen.
Role Assigned To The User	[Display, check Box] Indicates the user to select the roles to be mapped to the internet User Id.
Activate User	[Optional, Check Box] Indicates user to directly activate the created user.

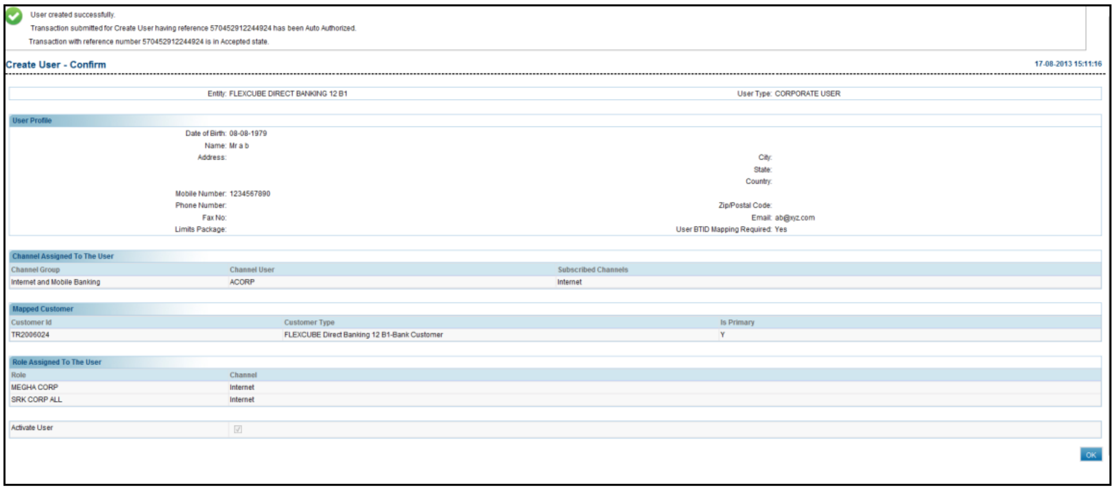
21. Click **Continue**.
The **Create User - Verify** screen appears.
OR
Click **Change**.
OR
The **Create User - Channel** screen appears.
OR
Click **Cancel.**
The initial **Create User** screen appears.
OR
Click the **Roles** link.
The initial **View Role** screen appears.

Create User - Verify



22. Click **Confirm**.
The **Create User**- **Confirm** screen appears.
OR
Click **Change User Profile**.
The **Create User-Profile** screen appears.
OR
Click **Change User Channel**.
The **Create User - Channel** screen appears.
OR
Click **Change User Role**.
The **Create User - Channel Roles** screen appears
OR
Click **Cancel**.
The initial **Create User** screen appears.

Create User-Confirm



23. Click **OK**.
    The **Create User** screen appears.

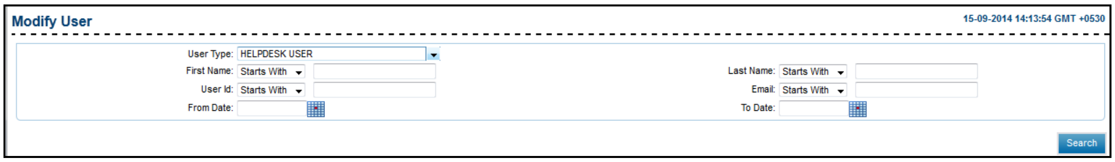
12.5 Modify User(Bank Administrator)

This option allows the administrator to modify a Bank Admin user profile.

To modify a user

1. From the **User Management** menu, select **Modify User**.
The **Modify User** screen appears.

Modify User



Field Description

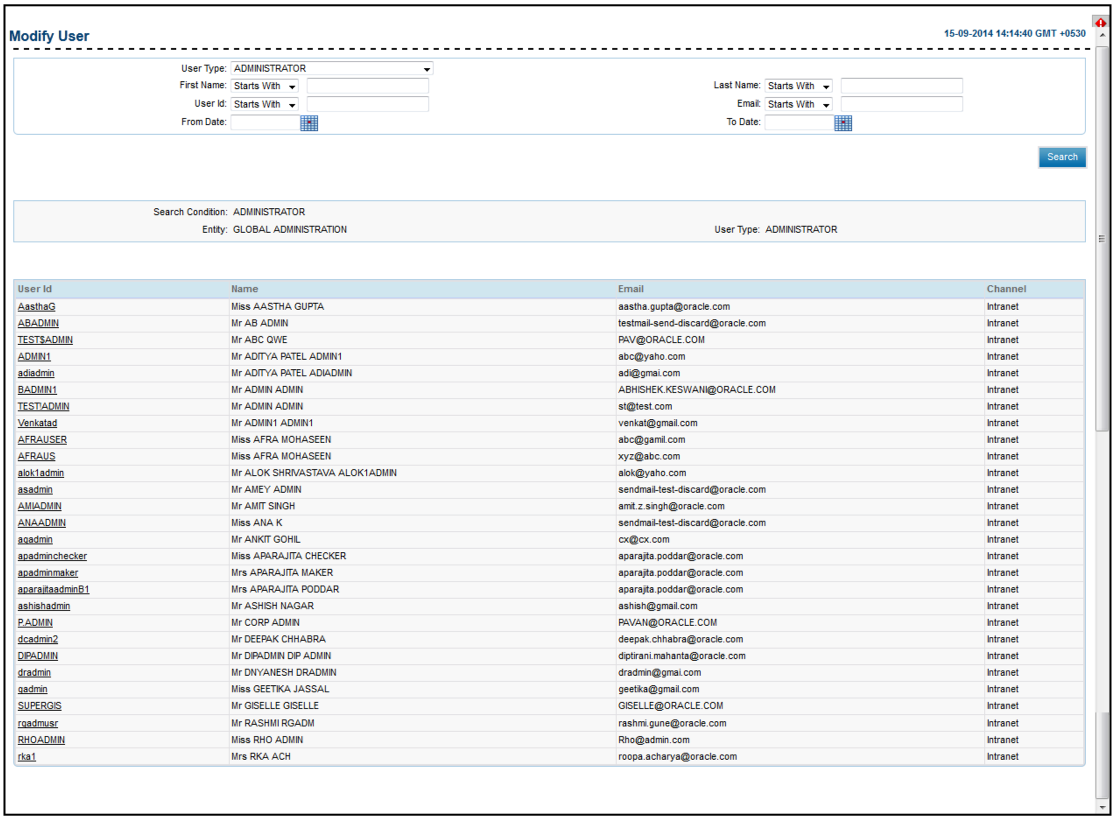
Field Name	Description
User Type	[Optional, Drop-Down] Indicates the type of user to be modified.
First Name	[Optional, Drop-Down, Alphanumeric, 40] Indicates the first name of the user. The options are: • Starts With • Ends With • Equals • Contains Type the search string in the adjacent field. **For Example**: If you select the search criteria as **Starts With** and enter **A** in the adjacent field, then the system displays all the customer first names starting with **A**.

Field Name	Description
Last Name	[Optional, Drop-Down, Alphanumeric, 40] Indicates the last name of the user. The options are: • Starts With • Ends With • Equals • Contains Type the search string in the adjacent field. **For Example**: If you select the search criteria as **Starts With** and enter **E** in the adjacent field, then the system displays all the customer last names starting with **E**.
User Id	[Optional, Drop-Down, Alphanumeric, 20] Indicates the user Id of the user. The options are: • Starts With • Ends With • Equals • Contains Type the search string in the adjacent field. **For Example**: If you select the search criteria as **Starts With** and enter **1** in the adjacent field, then the system displays all the user ID's starting with **1.**

Field Name	Description
Email	[Optional, Drop-Down, Alphanumeric, 100] Indicates the email ID of the user. The options are: • Starts With • Ends With • Equals • Contains Type the search string in the adjacent field. **For Example**: If you select the search criteria as **Starts With** and enter **L** in the adjacent field, then the system displays all the email ID's starting with **L**. **Note**: Email ID is **UNIQUE** across all user of the application and validation is in place for the same. You may get an error if non-unique Email ID is entered.
From Date	[Optional, Pick List] Indicates the start date. The date should not greater than the process date.
To Date	[Optional, Pick List] Indicates the end date. The date should be greater than the **From Date**.
Customer ID	[Conditional, Drop-Down, Alphanumeric, 20] Indicates the customer ID of the user. The options are: • Start With • Ends With • Equals • Contains Type the search string in the adjacent field. This field appears if the **Corporate User** option is selected from the **User Type** list. **For Example**: If you select the search criteria as **Starts With** and enter **L** in the adjacent field, then the system displays all the customer ID's starting with **L**.

2. Click **Search**.
The **Modify User** screen with search results appears.

Modify User



Modify User

15-09-2014 14:14:40 GMT +0530

User Type: ADMINISTRATOR
First Name: Starts With
Last Name: Starts With
User Id: Starts With
Email: Starts With
From Date:
To Date:

Search

Search Condition: ADMINISTRATOR
Entity: GLOBAL ADMINISTRATION
User Type: ADMINISTRATOR

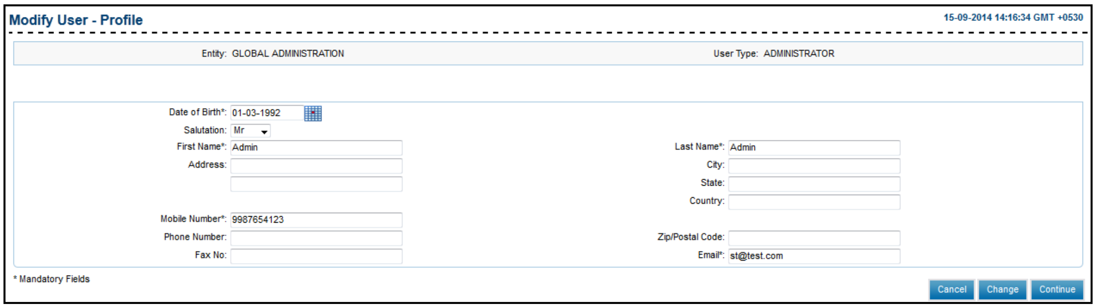
User Id	Name	Email	Channel
AasthaG	Miss AASTHA GUPTA	aastha.gupta@oracle.com	Intranet
ABADMIN	Mr AB ADMIN	testmail-send-discard@oracle.com	Intranet
TEST$ADMIN	Mr ABC QWE	PAV@ORACLE.COM	Intranet
ADMIN1	Mr ADITYA PATEL ADMIN1	abc@yaho.com	Intranet
adiadmin	Mr ADITYA PATEL ADIADMIN	adi@gmai.com	Intranet
BADMIN1	Mr ADMIN ADMIN	ABHISHEK.KESWANI@ORACLE.COM	Intranet
TEST!ADMIN	Mr ADMIN ADMIN	st@test.com	Intranet
Venkatad	Mr ADMIN1 ADMIN1	venkat@gmail.com	Intranet
AFRAUSER	Miss AFRA MOHASEEN	abc@gamil.com	Intranet
AFRAUS	Miss AFRA MOHASEEN	xyz@abc.com	Intranet
alok1admin	Mr ALOK SHRIVASTAVA ALOK1ADMIN	alok@yaho.com	Intranet
asadmin	Mr AMEY ADMIN	sendmail-test-discard@oracle.com	Intranet
AMIADMIN	Mr AMIT SINGH	amit.z.singh@oracle.com	Intranet
ANAADMIN	Miss ANA K	sendmail-test-discard@oracle.com	Intranet
agadmin	Mr ANKIT GOHIL	cx@cx.com	Intranet
apadminchecker	Miss APARAJITA CHECKER	aparajita.poddar@oracle.com	Intranet
apadminmaker	Mrs APARAJITA MAKER	aparajita.poddar@oracle.com	Intranet
aparajitaadminB1	Mrs APARAJITA PODDAR	aparajita.poddar@oracle.com	Intranet
ashishadmin	Mr ASHISH NAGAR	ashish@gmail.com	Intranet
P.ADMIN	Mr CORP ADMIN	PAVAN@ORACLE.COM	Intranet
dcadmin2	Mr DEEPAK CHHABRA	deepak.chhabra@oracle.com	Intranet
DIPADMIN	Mr DIPADMIN DIP ADMIN	diptirani.mahanta@oracle.com	Intranet
dradmin	Mr DNYANESH DRADMIN	dradmin@gmai.com	Intranet
gadmin	Miss GEETIKA JASSAL	geetika@gmail.com	Intranet
SUPERGIS	Mr GISELLE GISELLE	GISELLE@ORACLE.COM	Intranet
rgadmusr	Mr RASHMI RGADM	rashmi.gune@oracle.com	Intranet
RHOADMIN	Miss RHO ADMIN	Rho@admin.com	Intranet
rka1	Mrs RKA ACH	roopa.acharya@oracle.com	Intranet

Field Description

Field Name	Description
User Id	[Display, Link] Displays the user Id. Indicates the link to view the Modify User – Profile screen.
Name	[Display] Displays the full name of the user (first name and last name).
Email	[Display] Displays the email address of user.
Channel	[Display] Displays the channel for which the user Id has access to.

3. Click the **User ID** link.
The **Modify User - Profile** screen appears.

Modify User - Profile



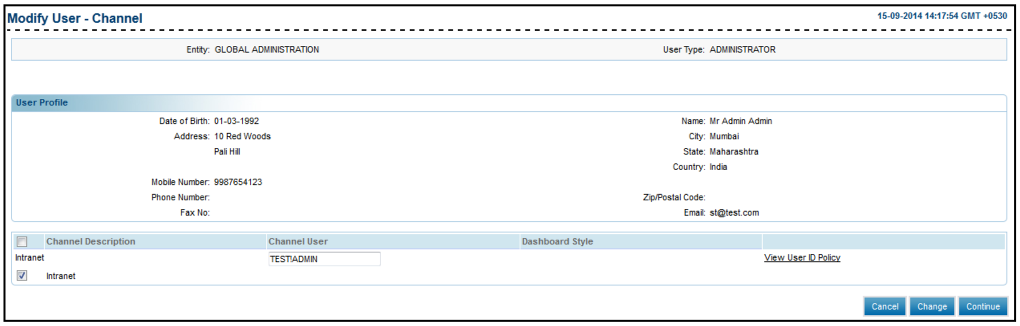
Field Description

Field Name	Description
Entity	[Display] Displays the type of entity.
User Type	[Display] Displays the type of user.
Date of Birth	[Mandatory, Pick List] Indicates the date of birth of the user from the pick list.
Salutation	[Mandatory, Drop-Down] Indicates the salutation of the user from the drop-down list. The options are: • Mr • Mrs • Miss • Dr
First Name	[Mandatory, Alphanumeric, 40] Indicates the first name of the user.
Last Name	[Mandatory, Alphanumeric, 40] Indicates the last name of the user.
Address	[Optional, Alphanumeric, 40*2] Indicates the address of the user.
City	[Optional, Alphanumeric, 40] Indicates the name of the city.
State	[Optional, Alphanumeric, 40] Indicates the name of the state.

Field Name	Description
Country	[Optional, Alphanumeric, 35] Indicates the name of the country.
Phone Number	[Optional, Numeric, 20] Indicates the phone number of the user.
Mobile Number	[Mandatory, Numeric, 20] Indicates the mobile number of the user.
Zip/Postal Code	[Optional, Numeric, Seven] Indicates the zip code of the user.
Fax No	[Optional, Numeric, 20] Indicates the fax number of the user.
Email	[Mandatory, Alphanumeric, 100] Indicates the email address of the user. **Note**: Email ID is **UNIQUE** across all user of the application and validation is in place for the same. You may get an error if non-unique Email ID is entered.

4. From the **Date of Birth** list, select the appropriate date.
5. From the **Salutation** list, select the appropriate option.
6. In the **First Name** field, enter the first name of the user.
7. In the **Last Name** field, enter the last name of the user.
8. In the **Mobile Number** field, enter the mobile number of the user.
9. In the **Email** field, enter the email id of the user.
10. Click **Continue**.
    The **Modify User - Channel** screen appears.
11. Click the **Continue** button. The system displays the **Modify User - Channel** screen.
    OR
    Click **Cancel**.
    The **Modify User** screen appears.
    OR
    Click the **Change**.
    The **Modify User** screen appears.

Modify User – Channel

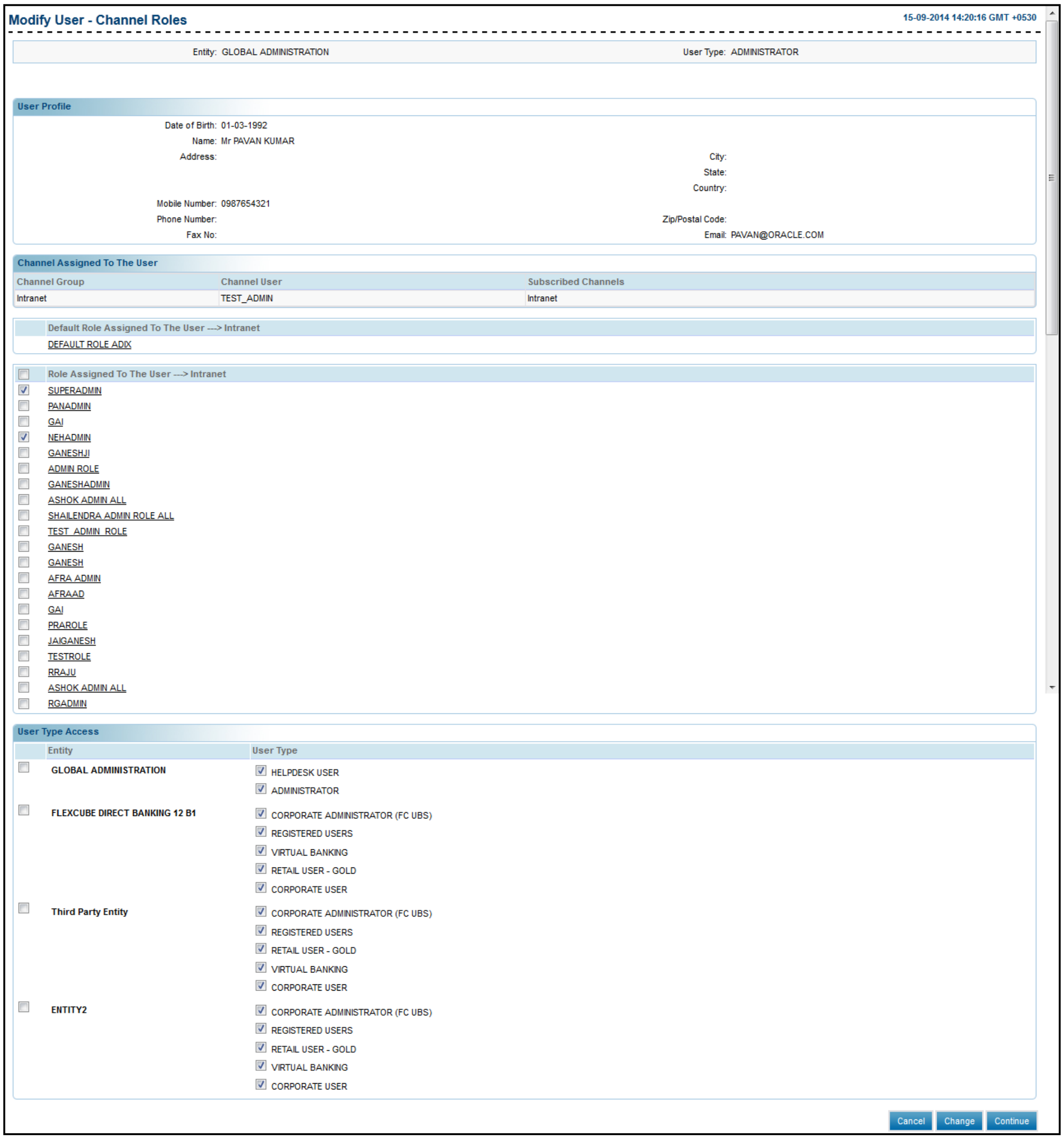


Field Description

Field Name	Description
Channel Description	[Optional, Check Box] Indicates the user to select the channel used by the user.
Channel User	[Mandatory, Alphanumeric] Indicates the channel user Id.
Dashboard Style	[Conditional, Drop-Down] Indicates the dashboard style for the user for the internet banking channel. The values are: • Treasurer • Standard To enable this field, select **Internet** in **Channel Description** field.

12. In the **Channel User** field, enter the channel Id.
13. Click **Continue**.
    The **Modify User - Channel Roles** screen appears.
    Click **Change**.
    The **Modify User-Profile** screen appears.
    OR
    Click **Cancel.**
    The initial **Modify User** screen appears.

Modify User - Channel Roles



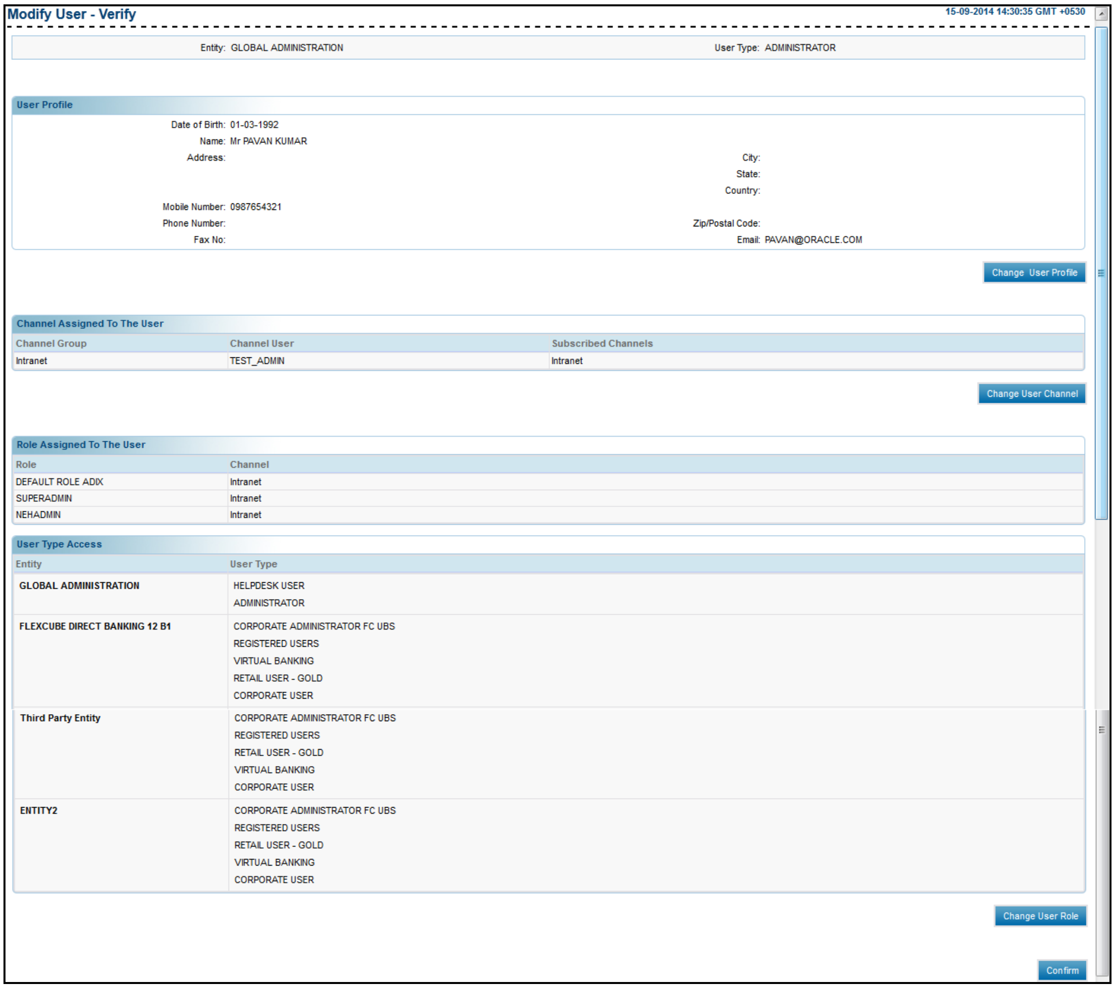
Field Description

Field Name	Description
Default Roles	[Display] Display the roles assigned to the selected user type. Indicates the link to view the View Roles screen.
Role Assigned To The User	[Display, check Box] Indicates the user to select the roles to be mapped to the internet User Id.

Field Name	Description
Activate User	[Optional, Check Box] Indicates user to directly activate the created user.
User Type Access	
Entity	[Optional, Check box] Indicates the access to the selected entity while creating the user.
User Type	[Optional, Check box] Indicates the access to the selected user type while creating the user.

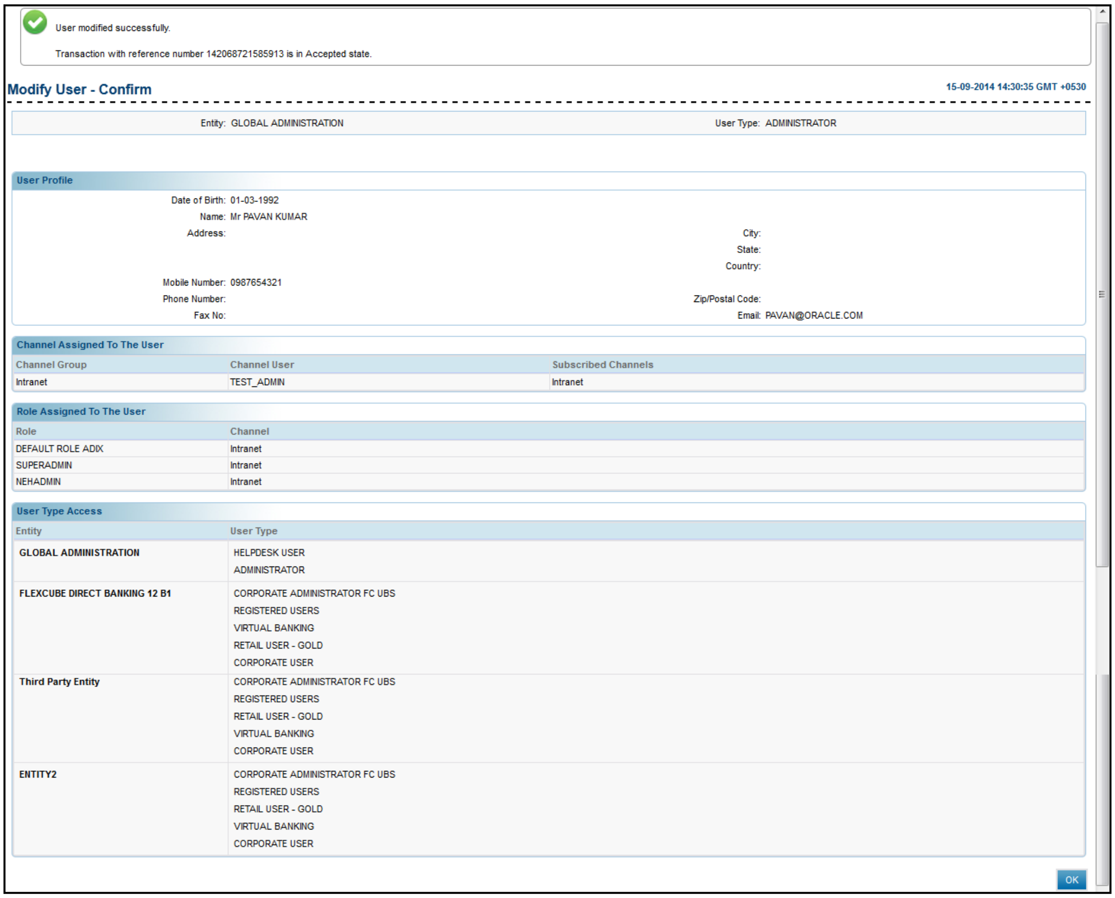
14. Click **Continue**.
The **Modify User - Verify** screen appears.
OR
Click **Change**.
OR
The **Modify User - Channel** screen appears.
OR
Click **Cancel.**
The initial **Modify User** screen appears.
OR
Click the **Roles** link.
The initial **View Role** screen appears.

Modify User - Verify



15. Click **Confirm**.
The **Modify User- Confirm** screen appears.
OR
Click **Change User Profile**.
The **Modify User-Profile** screen appears.
OR
Click **Change User Channel**.
The **Modify User - Channel** screen appears.
OR
Click **Change User Role**.
The **Modify User - Channel Roles** screen appears
OR
Click **Cancel**.
The initial **Modify User** screen appears.

Modify User - Confirm



16. Click **OK**.
    The **Modify User** screen appears.

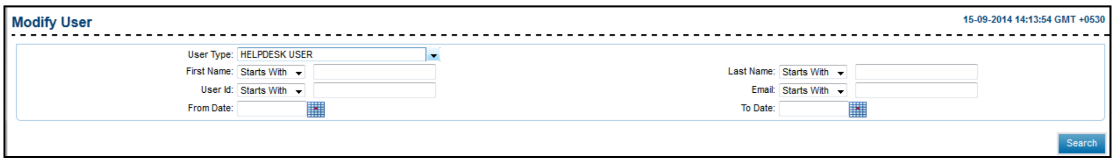
12.6 Modify User(Business User)

Using this option, you can modify the user profiles in the application.

To modify a user

1. From the **User Management** menu, select **Modify User**.
The **Modify User** screen appears.

Modify User



Field Description

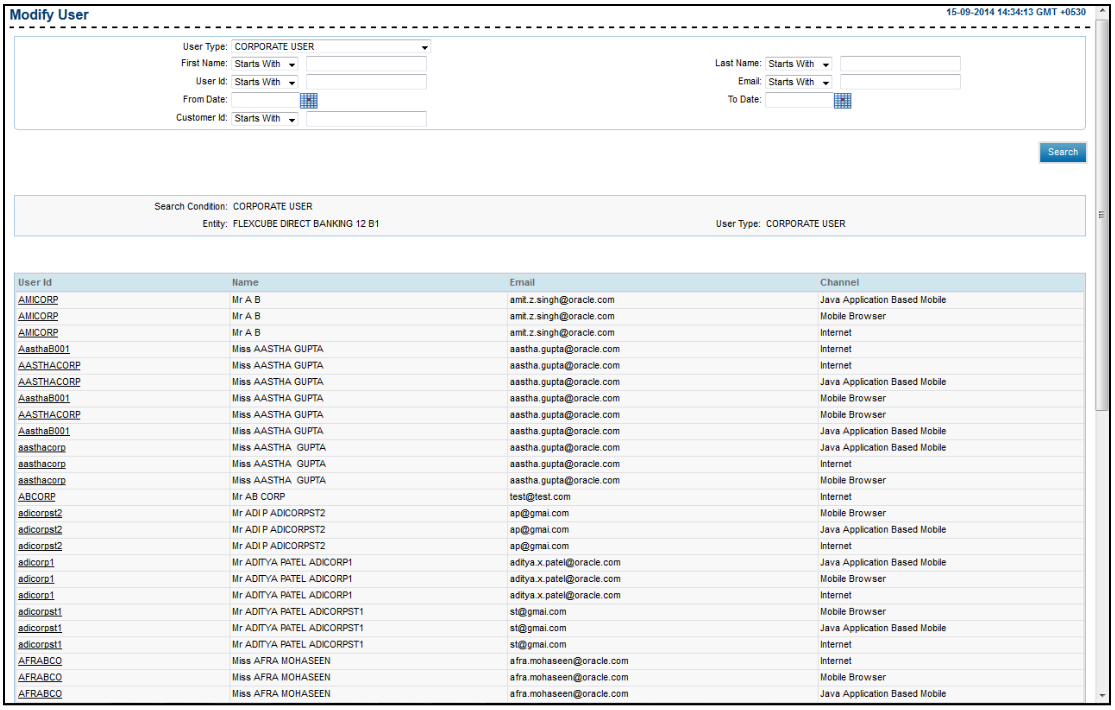
Field Name	Description
User Type	[Optional, Drop-Down] Indicates the type of user to be modified.
First Name	[Optional, Drop-Down, Alphanumeric, 40] Indicates the first name of the user. The options are: • Starts With • Ends With • Equals • Contains Type the search string in the adjacent field. **For Example**: If you select the search criteria as **Starts With** and enter **A** in the adjacent field, then the system displays all the customer first names starting with **A**.

Field Name	Description
Last Name	[Optional, Drop-Down, Alphanumeric, 40] Indicates the last name of the user. The options are: • Starts With • Ends With • Equals • Contains Type the search string in the adjacent field. **For Example**: If you select the search criteria as **Starts With** and enter **E** in the adjacent field, then the system displays all the customer last names starting with **E**.
User Id	[Optional, Drop-Down, Alphanumeric, 20] Indicates the user Id of the user. The options are: • Starts With • Ends With • Equals • Contains Type the search string in the adjacent field. **For Example**: If you select the search criteria as **Starts With** and enter **1** in the adjacent field, then the system displays all the user ID's starting with **1.**

Field Name	Description
Email	[Optional, Drop-Down, Alphanumeric, 100] Indicates the email ID of the user. The options are: • Starts With • Ends With • Equals • Contains Type the search string in the adjacent field. **For Example**: If you select the search criteria as **Starts With** and enter **L** in the adjacent field, then the system displays all the email ID's starting with **L**. **Note**: Email ID is **UNIQUE** across all user of the application and validation is in place for the same. You may get an error if non-unique Email ID is entered.
From Date	[Optional, Pick List] Indicates the start date. The date should not greater than the process date.
To Date	[Optional, Pick List] Indicates the end date. The date should be greater than the **From Date**.
Customer ID	[Conditional, Drop-down, Alphanumeric, 20] Indicates the customer ID of the user. The options are: • Start With • Ends With • Equals • Contains Type the search string in the adjacent field. This field appears if the **Corporate User** option is selected from the **User Type** list. **For Example**: If you select the search criteria as **Starts With** and enter **L** in the adjacent field, then the system displays all the customer ID's starting with **L**.

2. Click **Search**.
The **Modify User** screen with search results appears.

Modify User

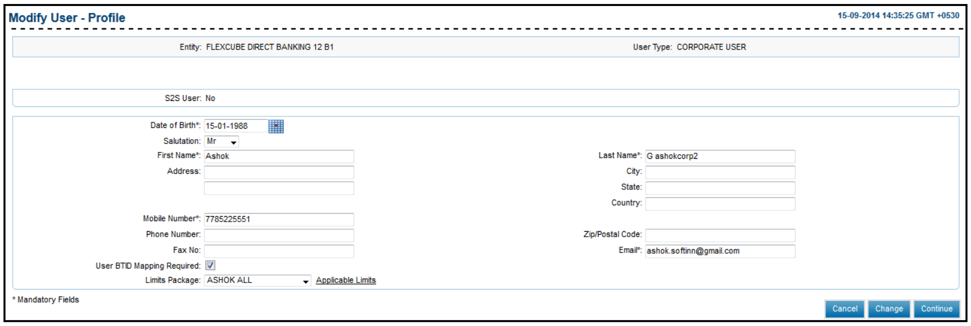


Field Description

Field Name	Description
User Id	[Display, Link] Displays the user Id. Indicates the link to view the Modify User – Profile screen.
Name	[Display] Displays the full name of the user (first name and last name).
Email	[Display] Displays the email address of user.
Channel	[Display] Displays the channel for which the user Id has access to.

3. Click the **User ID** link.
The **Modify User - Profile** screen appears

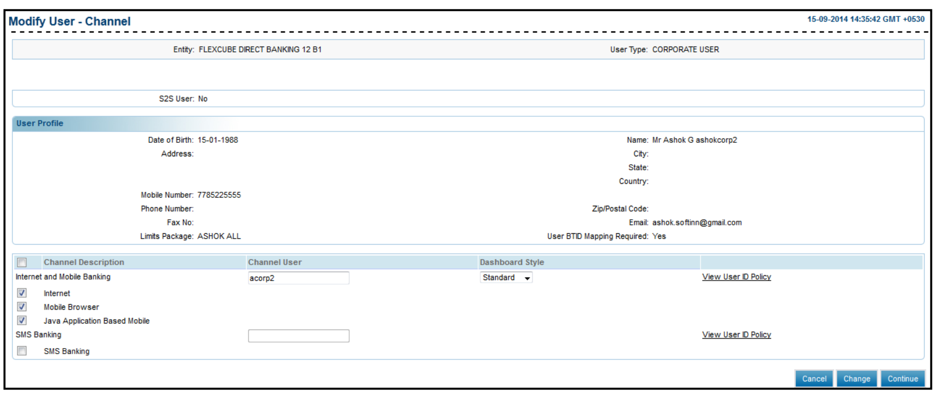
Modify User - Profile



Note: For more information about Modify User – Profile screen, see *Modify User (Bank Administrator)*.

4. Click **Continue**.
   The **Modify User - Channel** screen appears.
   OR
   Click **Change**.
   The **Modify User - Profile** screen appears.
   OR
   Click **Cancel**.
   The initial **Modify User** screen appears.

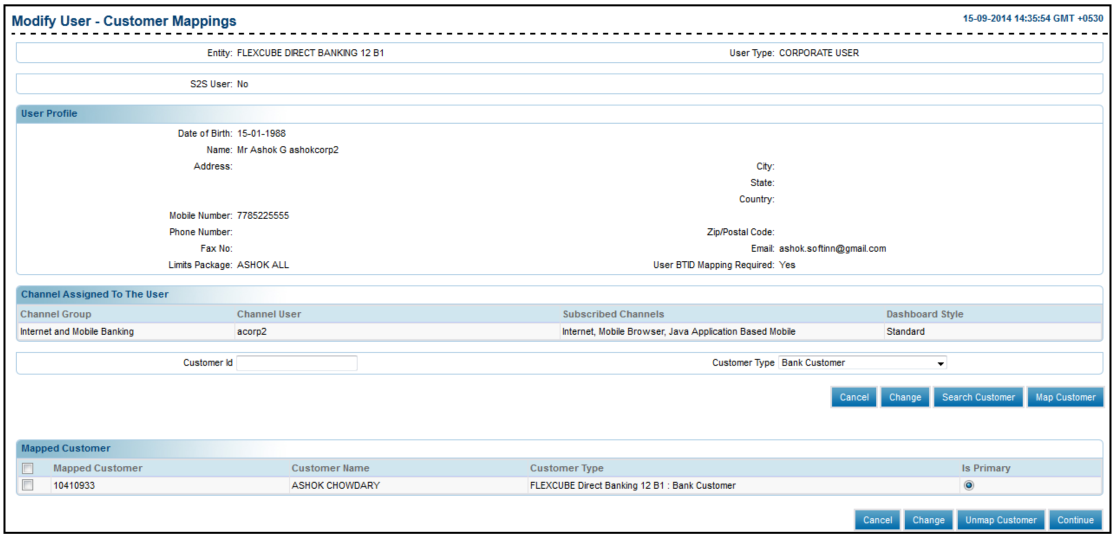
Modify User - Channel



Note: For more information about Modify User – Channel screen, see *Modify User (Bank Administrator)*.

5. Click **Continue**.
   The **Modify User - Customer Mappings** screen appears.
   Click **Change**.
   The **Modify User- Channel** screen appears.
   OR
   Click **Cancel**.
   The initial **Modify User** screen appears.

Modify User - Customer Mappings



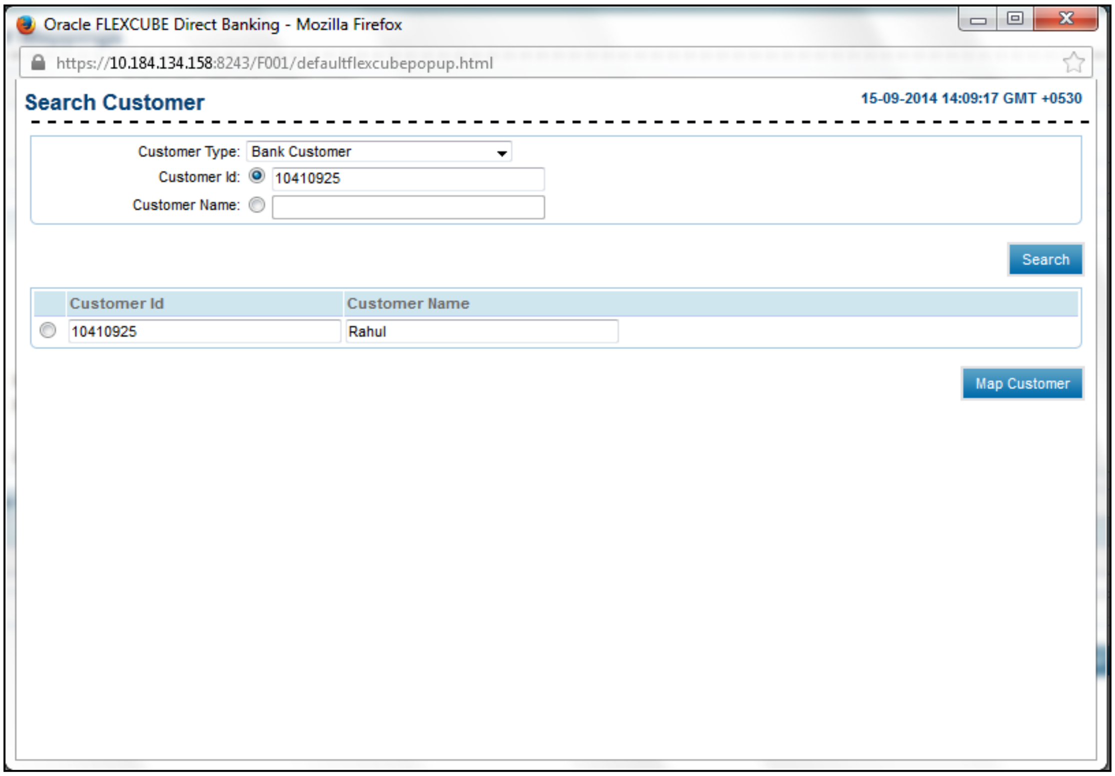
Field Description

Field Name	Description
Customer Id	[Mandatory, Alphanumeric, 20] Indicates the customer Id to be mapped to the user.
Customer Type	[Mandatory, Drop-Down] Indicates the type of customers/host systems configured for entity.
Mapped Customers	
Mapped Customers	[Optional, Check Box] Indicates the mapped customers.
Is Primary	[Mandatory, Option] Indicates the user to select the customer as a primary customer.

6. In the **Customer Id** field, enter the customer Id.
7. From the **Customer Type** list, select the appropriate option.
8. In the **Is Primary** field, select the appropriate option.
9. Click **Map Customer**.
   The **Map Customer** section appears in the same screen.
   OR

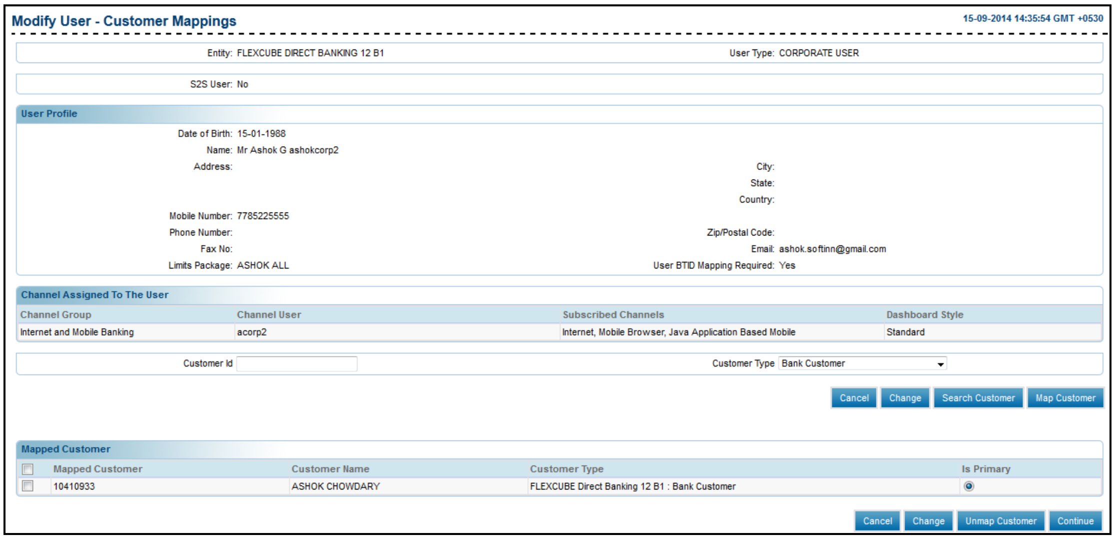
Click the **Search Customer**.
The **Search Customer screen** appears.
OR
OR
Click **Cancel**.
The initial **Modify User** screen appears.
OR
Click **Change**.
The **Modify User - Channel Roles** screen appears.

Search Customer



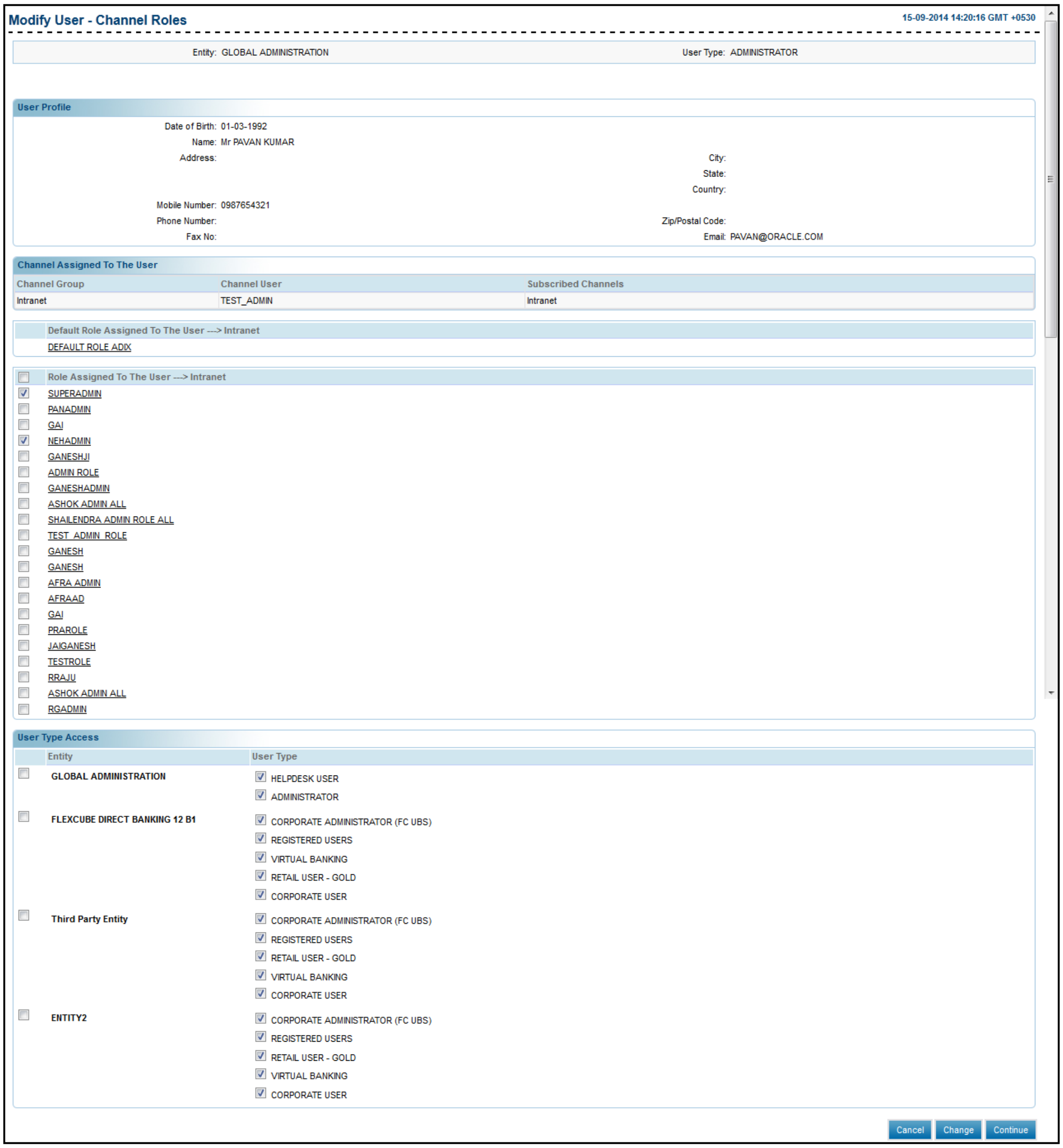
Note: For more information about Search Customer, see *Create User (Business user creation)*.

Modify User-Customer Mappings



10. Click **Continue**.
The **Modify User - Channel Roles** screen appears.
OR
Click **Un map Customer** button to un map a customer.
OR
Click **Cancel**.
The initial **Modify User** screen appears.
OR
Click **Change**.
The **Modify User - Channel Roles** screen appears.

Modify User-Channel Roles

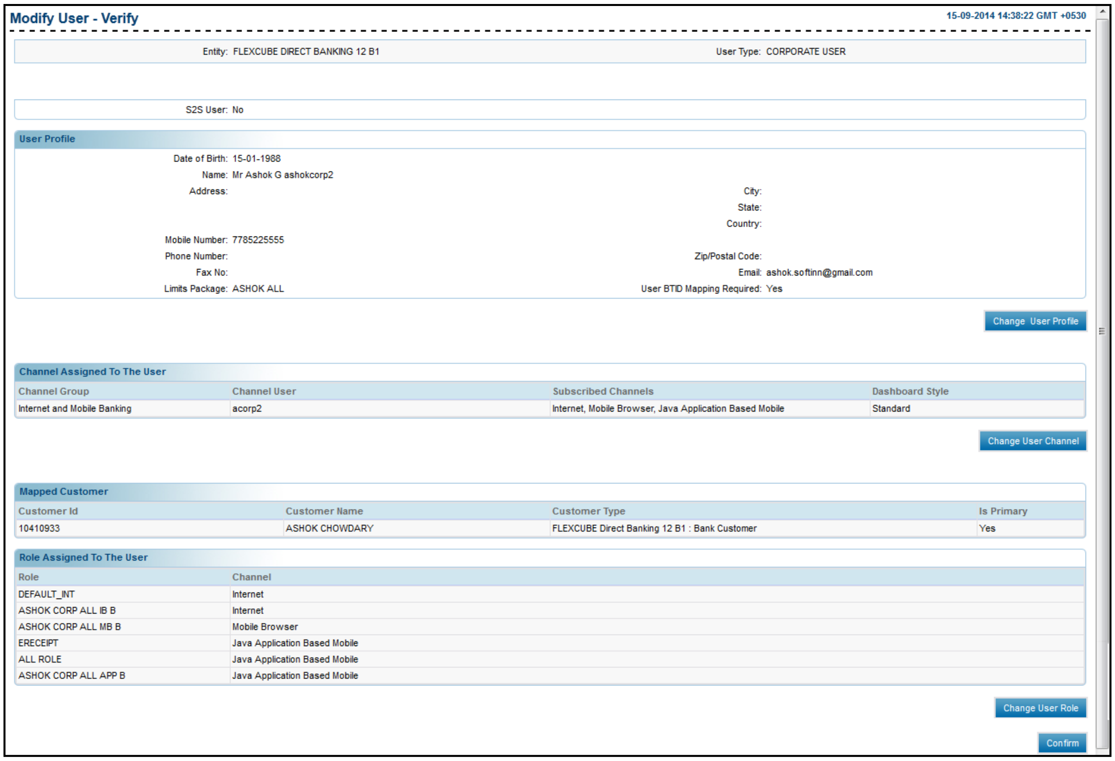


Note: For more information about Modify User – Channel Roles screen, see *Modify User (Bank Administrator)*.

11. Click **Continue**.
    The **Modify User - Verify** screen appears.
    OR
    Click **Change**.
    OR
    The **Modify User - Channel** screen appears.
    OR
    Click **Cancel.**
    The initial **Modify User** screen appears.

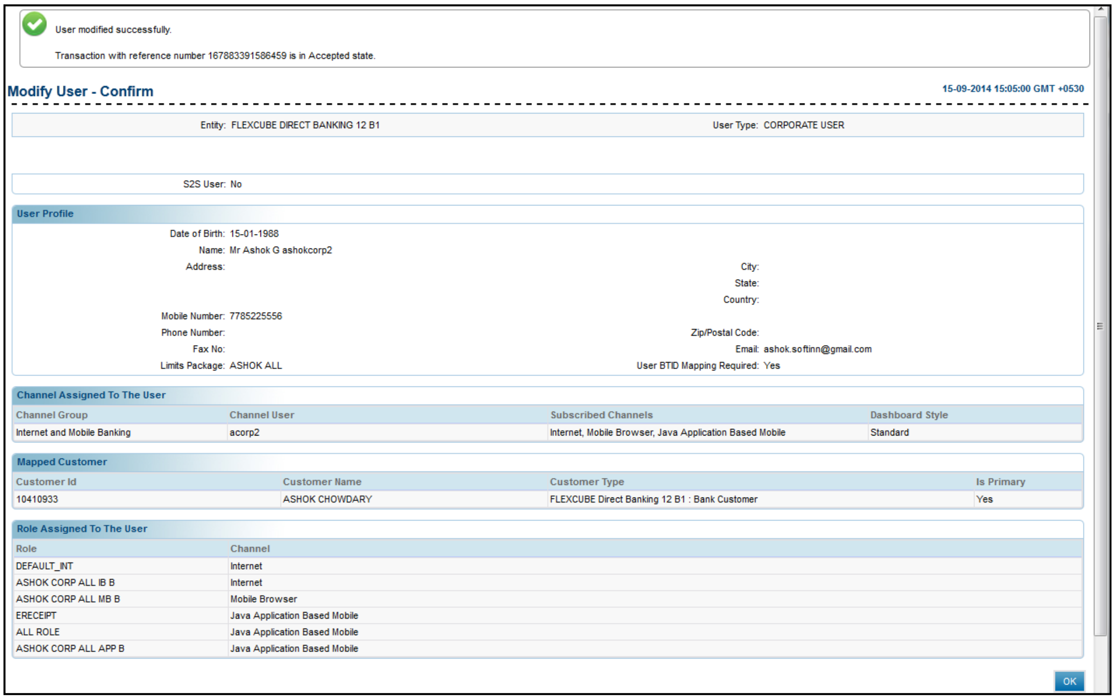
OR
Click the **Roles** link.
The initial **View Role** screen appears.

Modify User - Verify



12. Click **Confirm**.
The **Modify User**- **Confirm** screen appears.
OR
Click **Change User Profile**.
The **Modify User-Profile** screen appears.
OR
Click **Change User Channel**.
The **Modify User - Channel** screen appears.
OR
Click **Change User Role**.
The **Modify User - Channel Roles** screen appears
OR
Click **Cancel**.
The initial **Modify User** screen appears.

Modify User - Confirm



13. Click **OK**.
The **Modify User** screen appears.

12.6.2 Entitlement - Modify User – (IAM)

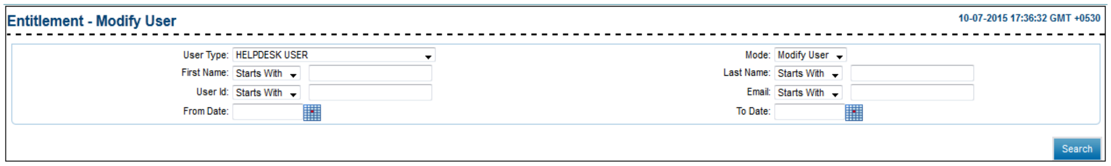
Using this option, you can modify user profiles. You can search for the required user by entering the search criteria. In case the search criteria are not specified, the system displays all the records under the particular user type.

Note: To enable the user for modification, in the IAM integrated system, the entitlement of the user should be done at the time of user creation.

To modify a user

1. Logon to the **Internet Banking** application.
2. From the **User Management** menu, **Entitlement – Modify User**.
The **Entitlement – Modify User** screen appears.

Entitlement - Modify User



Field Description

Field Name	Description
User Type	[Mandatory, Drop-Down] Indicates the user type.
Mode	[Mandatory, Drop-Down] Indicates the mode. The options are: • Modify User • Entitle User
First Name	[Optional, Drop-Down, Alphanumeric, 18] Indicates the search criteria for the first name. The options are: • Starts With • Ends With • Equals • Contains The search clause helps in enhancing the search criteria by indicating the position of the characters entered in the adjacent field. Enter the search string in the adjacent field. **For Example**: If the user selects the search criteria as **Starts With** and enters **1** in the adjacent field, then the system displays all the customers' first names starting with **A**.

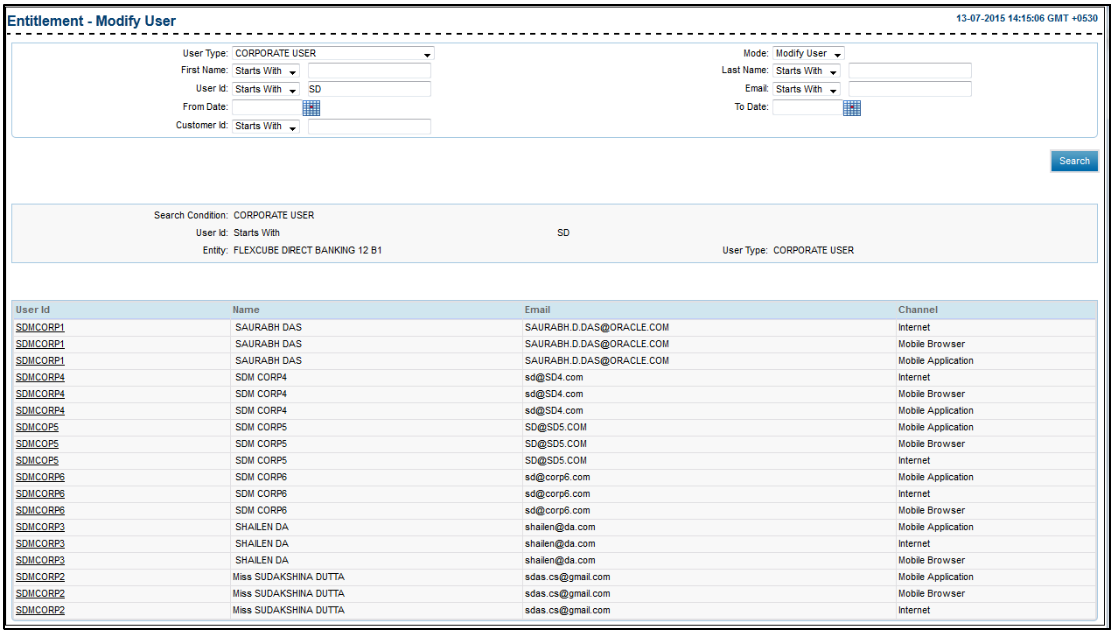
Field Name	Description
Last Name	[Optional, Drop-Down, Alphanumeric, 18] Indicates the search criteria for the last name. The options are: • Starts With • Ends With • Equals • Contains Enter the search string in the adjacent field. **For Example**: If the user selects the search criteria as **Starts With** and enters **E** in the adjacent field, then the system displays all the customers' last names starting with **E**.
User Id	[Optional, Drop-Down, Alphanumeric, 18] Indicates the search criteria for the user ID. The options are: • Starts With • Ends With • Equals • Contains Enter the search string in the adjacent field. **For Example**: If the user selects the search criteria as **Starts With** and enters **1** in the adjacent field, then the system displays all the user IDs starting with **1**.

Field Name	Description
Email	[Optional, **UNIQUE**, Drop-Down, Alphanumeric, 18] Indicates the search criteria for the email ID. The options are: • Starts With • Ends With • Equals • Contains Enter the search string in the adjacent field. **For Example**: If the user selects the search criteria as **Starts With** and enters **L** in the adjacent field, then the system displays all the email IDs starting with **L**. Note: Email ID is UNIQUE across all user of the application and validation is in place for the same. You may get an error if non-unique Email ID is entered.
From Date	[Optional, Pick list] Indicates the search criteria for the start date.
To Date	[Optional, Pick list] Indicates the search criteria for the end date.
Customer ID	[Conditional, Drop-Down, Alphanumeric, 20] Indicates the customer ID. The options are: • Starts With • Ends With • Equals • Contains Enter the customer ID in the adjacent field. This field appears if you select **CORPORATE ADMINISTRATOR (FC UBS), RETAIL USER – GOLD, CORPORATE USER** from the **User Type** list. **For Example**: If the user selects the search criteria as **Starts With** and enters **1** in the adjacent field, then the system displays all the customer IDs starting with **1**.

3. Enter the search criteria.

4. Click **Search**.
The **Entitlement – Modify User** screen with the search result appears.

Entitlement – Modify User



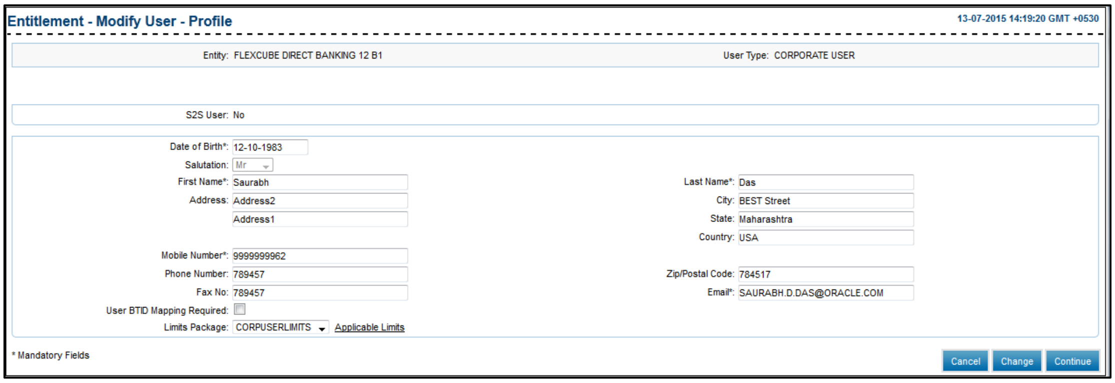
User Id	Name	Email	Channel
SDMCORP1	SAURABH DAS	SAURABH.D.DAS@ORACLE.COM	Internet
SDMCORP1	SAURABH DAS	SAURABH.D.DAS@ORACLE.COM	Mobile Browser
SDMCORP1	SAURABH DAS	SAURABH.D.DAS@ORACLE.COM	Mobile Application
SDMCORP4	SDM CORP4	sd@SD4.com	Internet
SDMCORP4	SDM CORP4	sd@SD4.com	Mobile Browser
SDMCORP4	SDM CORP4	sd@SD4.com	Mobile Application
SDMCOP5	SDM CORP5	SD@SD5.COM	Mobile Application
SDMCOP5	SDM CORP5	SD@SD5.COM	Mobile Browser
SDMCOP5	SDM CORP5	SD@SD5.COM	Internet
SDMCORP6	SDM CORP6	sd@corp6.com	Mobile Application
SDMCORP6	SDM CORP6	sd@corp6.com	Internet
SDMCORP6	SDM CORP6	sd@corp6.com	Mobile Browser
SDMCORP3	SHAILEN DA	shailen@da.com	Mobile Application
SDMCORP3	SHAILEN DA	shailen@da.com	Internet
SDMCORP3	SHAILEN DA	shailen@da.com	Mobile Browser
SDMCORP2	Miss SUDAKSHINA DUTTA	sdas.cs@gmail.com	Mobile Application
SDMCORP2	Miss SUDAKSHINA DUTTA	sdas.cs@gmail.com	Mobile Browser
SDMCORP2	Miss SUDAKSHINA DUTTA	sdas.cs@gmail.com	Internet

Field Description

Field Name	Description
User Id	[Display, Hyperlink] Displays the link to view the user details.
Name	[Display] Displays the name of the user.
Email	[Display] Displays the email ID of the user. Note: Email ID is UNIQUE across all user of the application and validation is in place for the same. You may get an error if non-unique Email ID is entered.
Channel	[Display] Displays the banking channel through which the user performs the transactions.

5. Click the **User ID**.
The **Entitlement – Modify User - Profile** screen appears.

Entitlement – Modify User - Profile



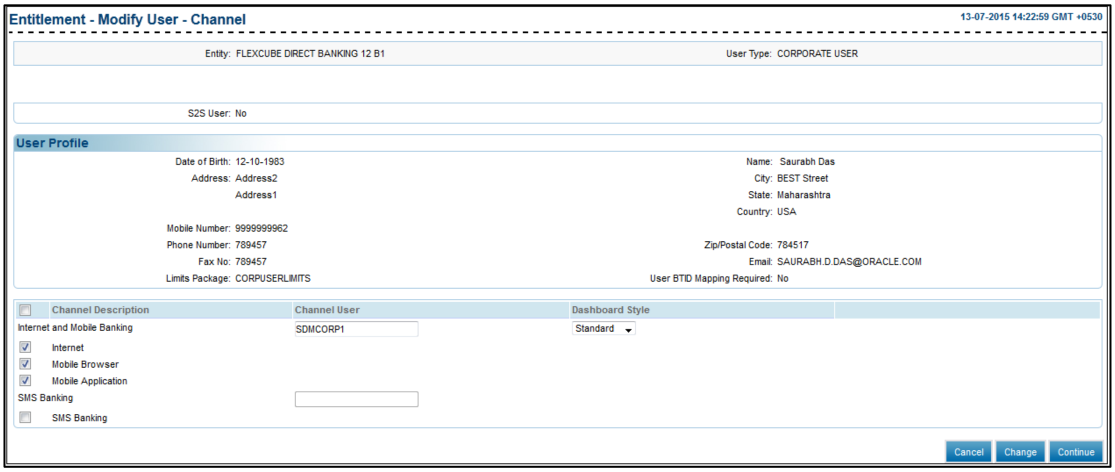
Field Description

Field Name	Description
Entity	[Display] Displays the type of entity.
User Type	[Display] Displays the type of user.
Date of Birth	[Display] Displays the date of birth.
Salutation	[Display] Displays the salutation of the user. The options are: • Mr • Mrs • Miss • Dr
First Name	[Display] Displays the first name of the user.
Last Name	[Display] Displays the last name of the user.
Address	[Display] Displays the address of the user.
City	[Display] Displays the name of the city.

Field Name	Description
State	[Display] Displays the name of the state.
Country	[Display] Displays the name of the country.
Phone Number	[Display] Displays the phone number of the user.
Mobile Number	[Display] Displays the mobile number.
Zip/Postal Code	[Display] Displays the zip code.
Fax No	[Display] Displays the fax number of the user.
Email	[Display] Displays the email address of the user. Note: Email ID is UNIQUE across all user of the application and validation is in place for the same. You may get an error if non-unique Email ID is entered.

6. Click **Continue**.
   The **Entitlement – Modify User - Channel** screen appears.
   OR
   Click **Cancel** to close the window.
   OR
   Click **Change** to select another user.

Entitlement – Modify User - Channel

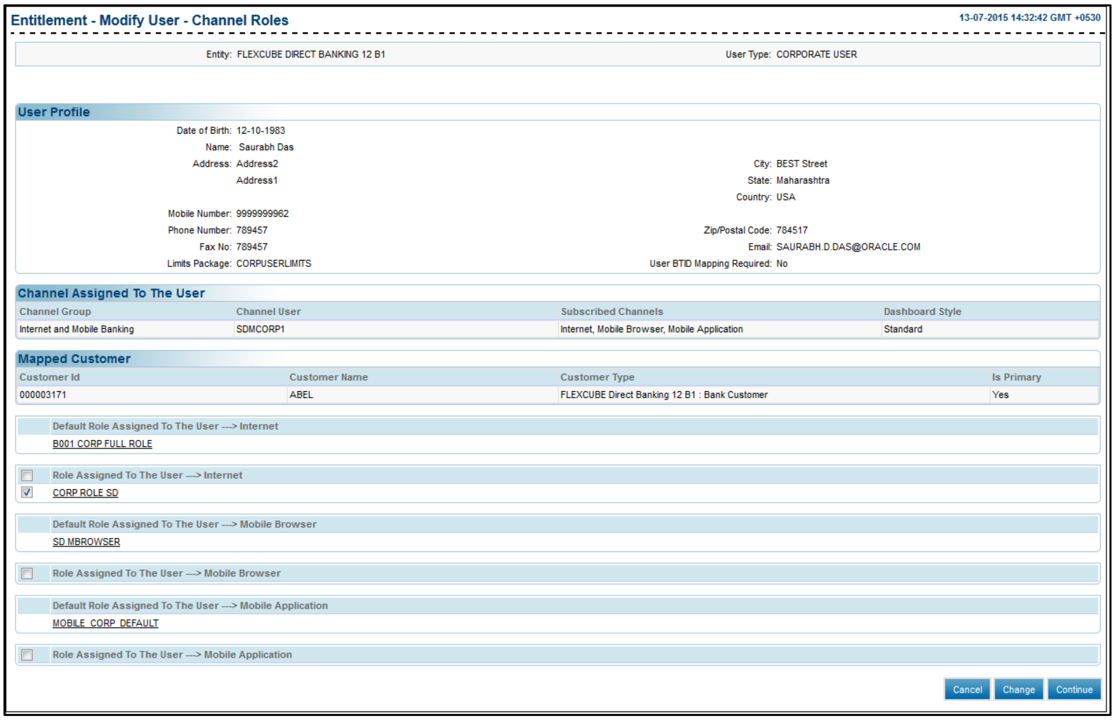


Field Description

Column Name	Description
Channel Description	[Display] Displays the channel description.
Channel User	[Display] Displays the name of the channel user.
Dashboard Style	[Display] Displays the dashboard style.

7. To enable the channel facility, select the **Channel Description** check box.
8. Click **Continue**.
   The **Entitlement – Modify User - Channel Roles** screen appears.
   OR
   Click **Change** to return to the previous screen to make changes.
   OR
   Click **Cancel** to cancel the transaction.

Entitlement – Modify User - Channel Roles



Field Description

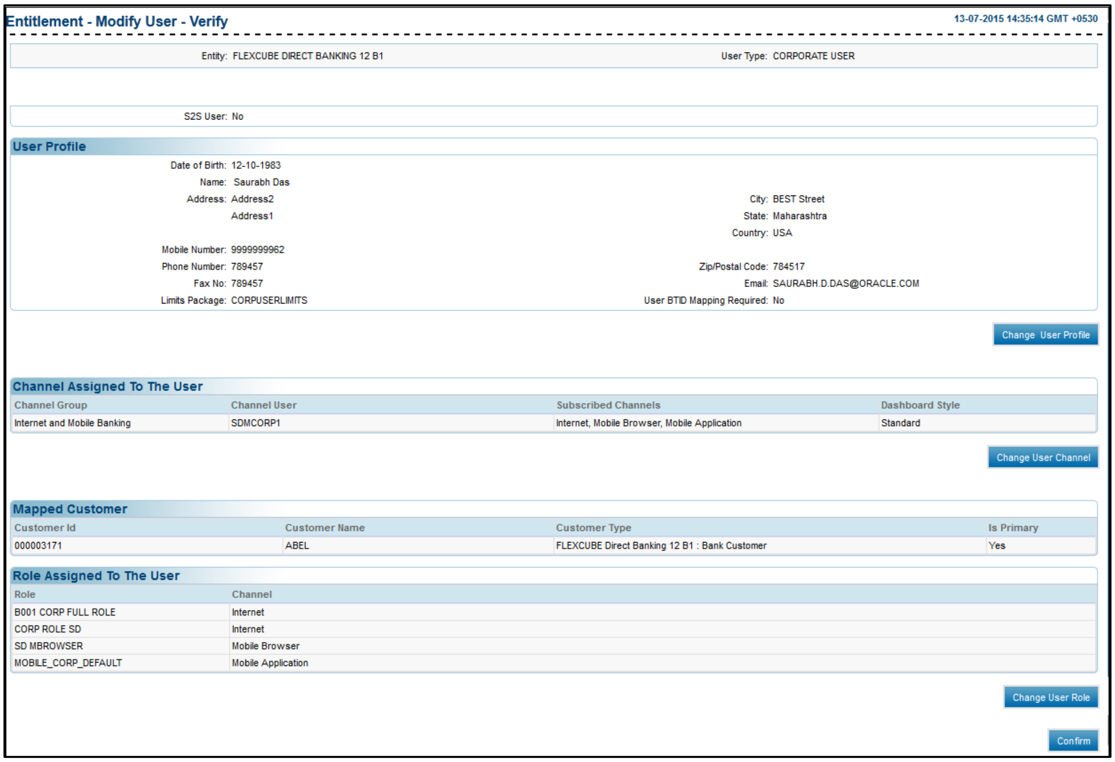
Column Name	**Description**
Channel Assigned To The User	
Channel Group	[Display] Displays the channel group.
Channel User	[Display] Displays the name of the channel user.
Subscribed Channels	[Display] Displays the subscribed channel.
User Type Access	
Entity	[Display] Displays the access type entity.
User Type	[Display] Displays the user type.

9. Select the role assigned check box to assign the role to the user.
10. Click **Continue**.
    The **Entitlement – Modify User - Verify** screen appears.

OR
Click **Change** to return to the previous screen to make changes.
OR
Click **Cancel** to cancel the transaction.

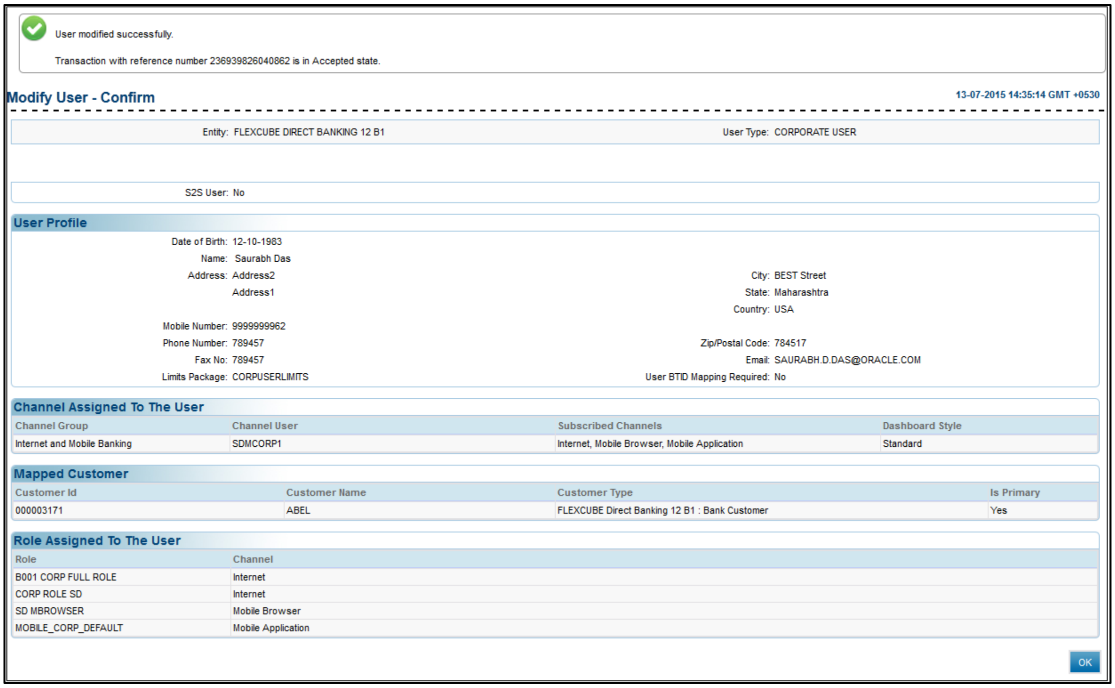
11. Click the **Role name** link to view the role.

Entitlement – Modify User - Verify



12. Click **Confirm**.
The **Entitlement – Modify User - Confirm** screen with the status message appears.
OR
Click **Change User Profile** to modify the user profile.
OR
Click **Change User Channel** to modify the user channel.
OR
Click **Change User Role** to modify the user role.

Entitlement – Modify User - Confirm



13. Click **OK**.
The **Entitlement – Modify User** screen with the status message appears.

12.7 Delete User

This option allows the bank administrator to delete any user. Whenever a user moves out or ceases to exist, the administrator deletes the user profile using this utility.

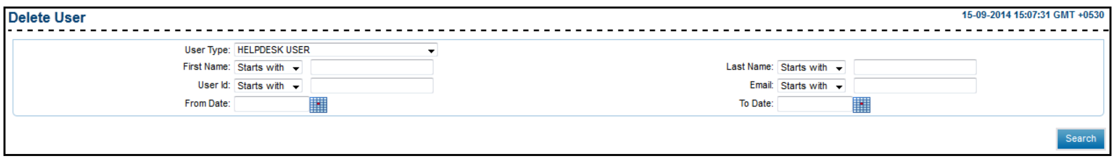
If the search criteria are not specified then it displays all the records under the particular user type.

Note: If the system is integrated with IAM, the user once deleted cannot be revoked.

To delete a user

1. From the **User Management** menu, select **Modify User**.
The **Modify User** screen appears.

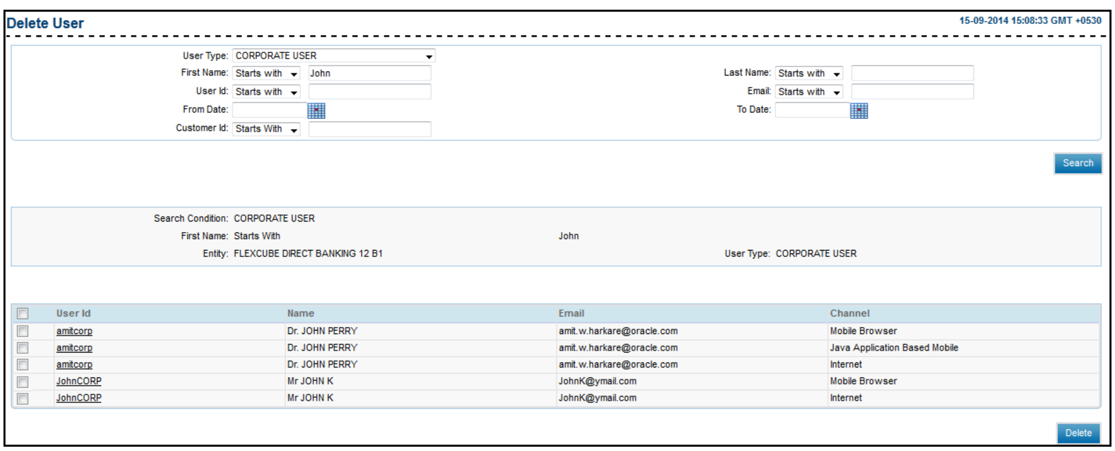
Delete User



Note: For more information about field descriptions and steps of this screen, see *Modify User (Bank Administrator)*.

2. Click **Search**.
The **Delete User** screen with search results appears.

Delete User

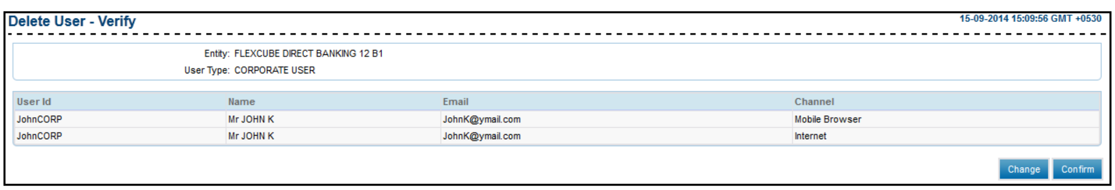


Field Description

Field Name	Description
User Id	[Check Box, Link] Indicates the user Id of the user. Indicates the link to view the user.
Name	[Display] Displays the name of the user.
Email	[Display, **UNIQUE**] Displays the email address of the user. **Note**: Email ID is **UNIQUE** across all user of the application and validation is in place for the same. You may get an error if non-unique Email ID is entered.
Channel	[Display] Displays the banking channel through which the user performs the transactions.

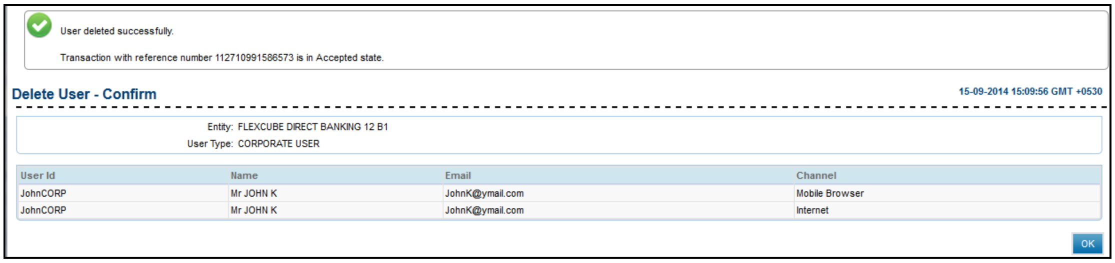
3. To delete a user, select the check box adjacent to the **User Id**.
   OR
   Click the **User Id** link.
   The **View User** screen appears.
4. Click **Delete User**.
   The **Delete User - Verify** screen appears.

Delete User - Verify



5. Click **Confirm**.
   The **Delete User- Confirm** screen appears.
   OR
   Click **Change**.
   The **Delete User** screen appears.

Delete User - Confirm



6. Click **OK**.
   The **Delete User** screen appears.

12.8 Revoke User

This option allows the bank administrator to revoke any user. If the search criteria are not specified then it displays all the records under the particular user type. The administrator can revoke a user once a user is re-inducted to the system.

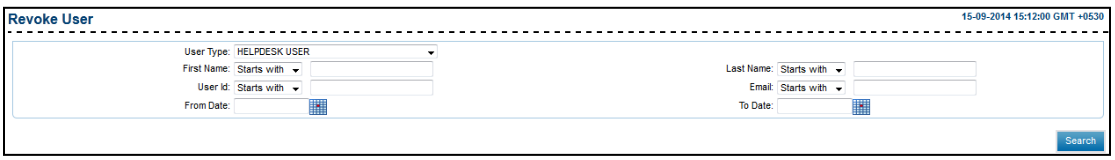
Once you revoke a user the User is in deactivated state, the user needs to be activated.

Note: If the system is integrated with IAM, this option will not be available. You can revoke the user only through OBDX application.

To revoke a user

1. From the **User Management** menu, select **Revoke User**.
The **Revoke User** screen appears.

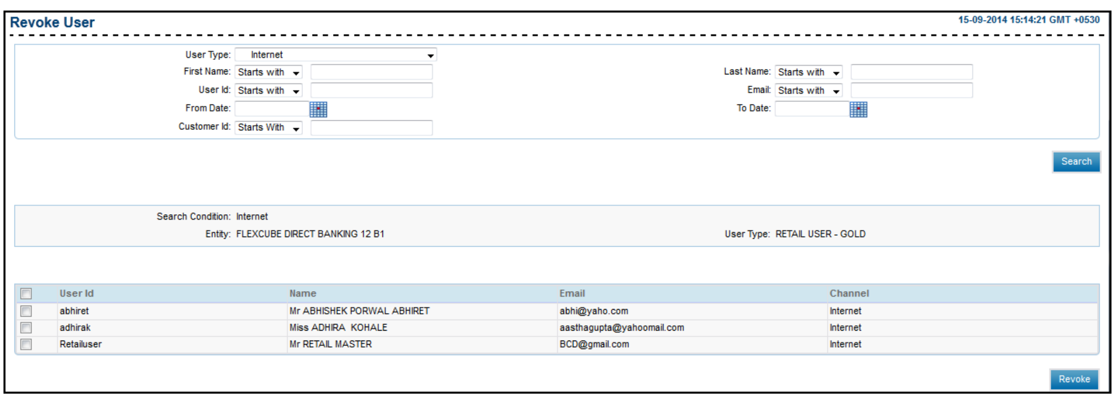
Revoke User



Note: For more information about field descriptions of this screen, see *Modify User (Bank Administrator)*.

2. Click **Search**.
The **Revoke User** screen with search results appears.

Revoke User



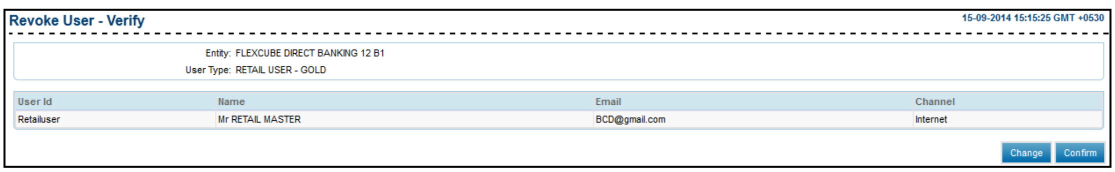
Field Description

Field Name	Description
User Id	[Check Box, Link] Indicates the user Id of the user.

Field Name	Description
Name	[Display] Displays the full name of the user (first name and last name).
Email	[Display, UNIQUE] Displays the email address of the user. **Note**: Email ID is **UNIQUE** across all user of the application and validation is in place for the same. You may get an error if non-unique Email ID is entered.
Channel	[Display] Displays the banking channel through which the user performs the transactions.

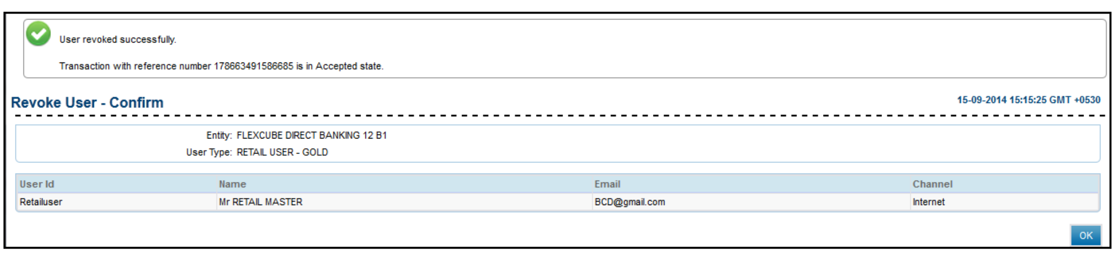
3. To revoke a user, select the check box adjacent to the **User Id**.
   OR
   Click the **User Id** link.
   The **View User** screen appears.
4. Click **Revoke User**.
   The **Revoke User - Verify** screen appears.

Revoke User - Verify



5. Click **Confirm**.
   The **Revoke User- Confirm** screen appears.
   OR
   Click **Change**.
   The **Revoke User** screen appears.

Revoke User - Confirm



6. Click **OK**.
   The **Revoke User** screen appears.

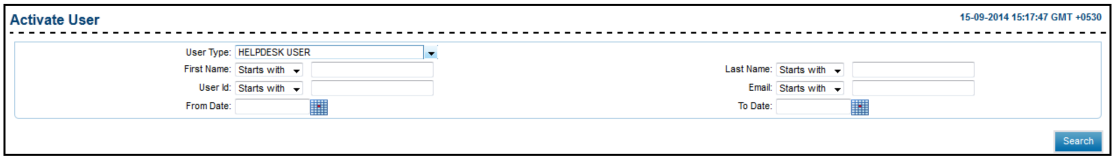
12.9 Activate User

This option allows the bank administrator to activate user which may be locked due to password policy/inactivity. The administrator on request updates the user ID status to **Active**. If the search criteria are not specified then it displays all the users under the particular user type.

To activate a user

1. From the **User Management** menu, select **Activate User**.
   The **Activate User** screen appears.

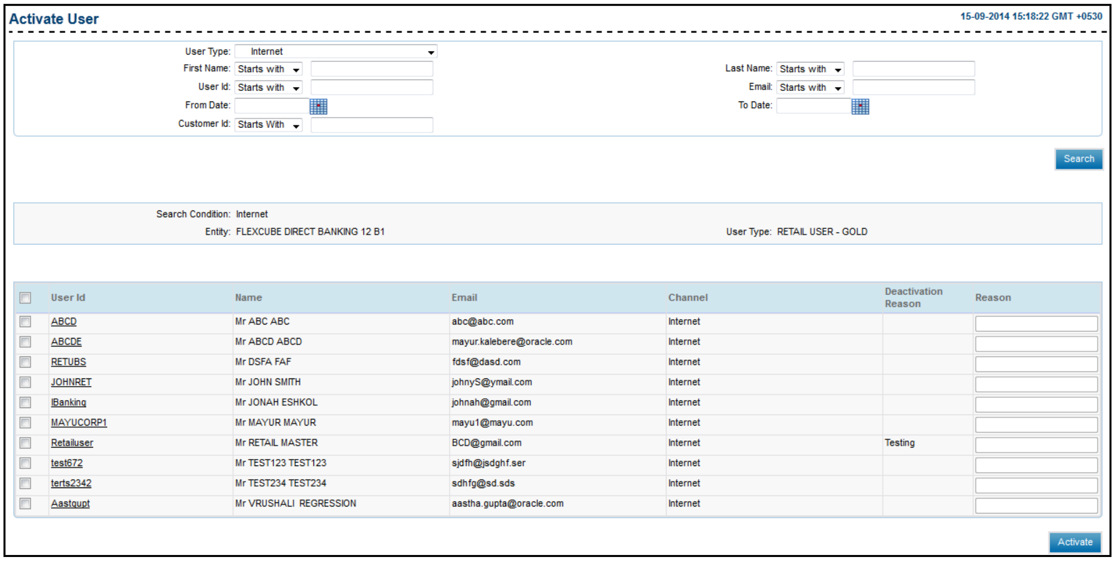
Activate User



Note: For more information about field descriptions of this screen, see *Modify User (Bank Administrator)*.

2. Click **Search**.
   The **Activate User** screen with search results appears.

Activate User

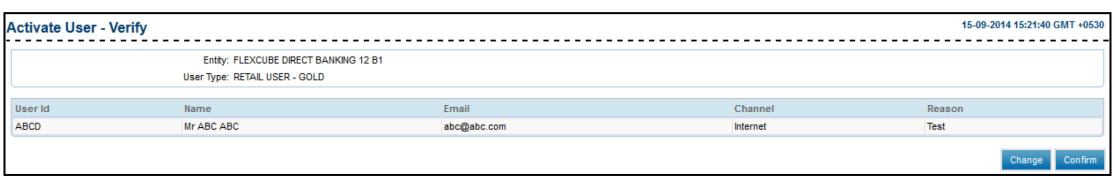


Field Description

Field Name	Description
User Id	[Display, Link] Displays the user Id. Indicates the link to view the user.
Name	[Display] Displays the full name of the user (first name and last name).
Email	[Display] Displays the email address of user.
Channel	[Display] Displays the channel for which the user Id has access to.
Deactivate Reason	[Display] Displays the reason of the de-activation, if any.
Reason	[Mandatory, Alphanumeric, 50] Indicates the reason for activating the user. To enable this field, select the corresponding check box.

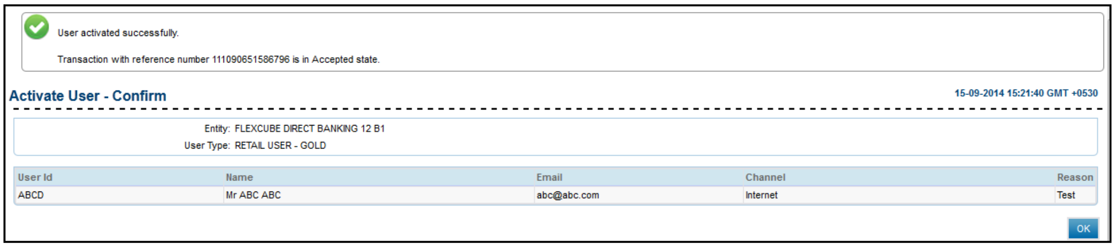
3. To activate a user, select the check box adjacent to the **User Id**.
   OR
   Click the **User Id** link.
   The **View User** screen appears.
4. In the **Reason** field, enter the reason for activating the user.
5. Click **Activate**.
   The **Activate User - Verify** screen appears.

Activate User - Verify



6. Click **Confirm**.
   The **Activate User- Confirm** screen appears.
   OR
   Click **Change**.
   The **Activate User** screen appears.

Activate User - Confirm



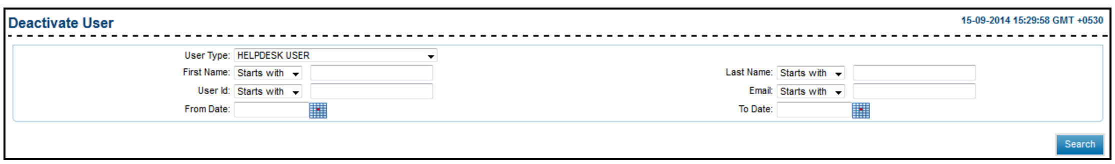
7. Click **OK**.
The **Activate User** screen appears.

12.10 Deactivate User

This option allows the bank administrator to deactivate any user. Deactivation of user is done due to inactivity, attachment/legal issues or on expiry/cessation of user rights.

To deactivate a user

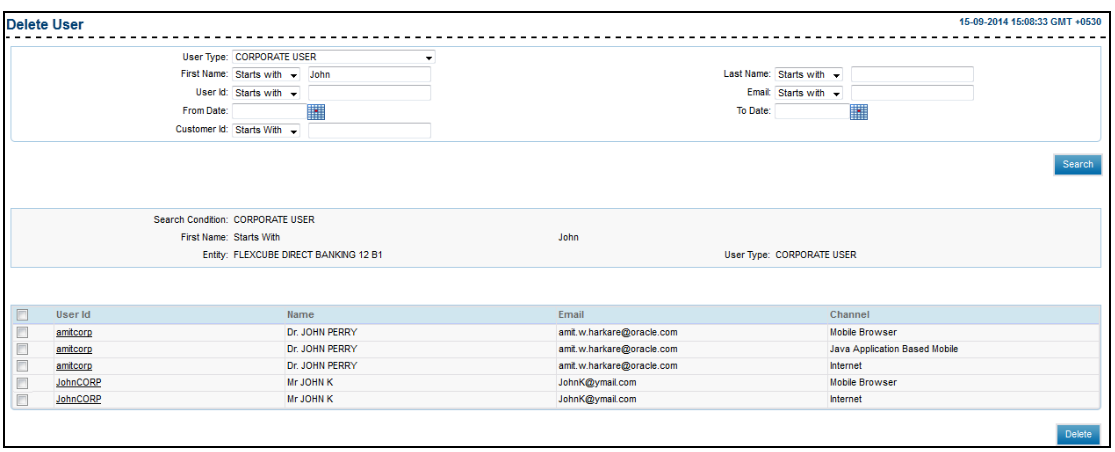
1. From the **User Management** menu, select **Deactivate User**.
The **Deactivate User** screen appears Deactivate User



Note: For more information about field descriptions of this screen, see *Modify User (Bank Administrator)*.

2. Click **Search**.
The **Deactivate User** screen with search results appears.

Deactivate User



Field Description

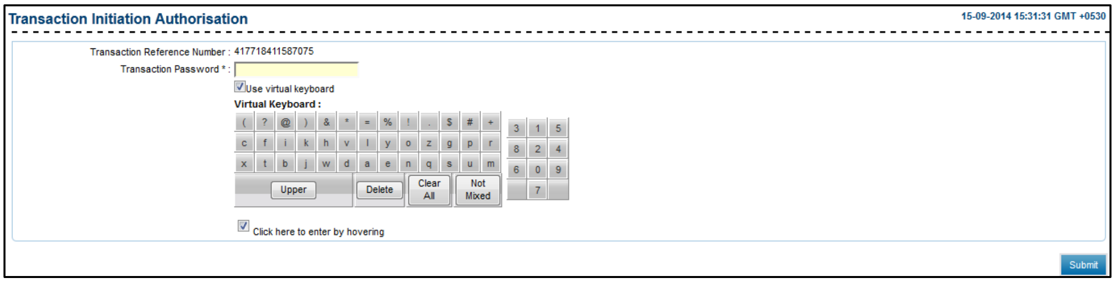
Field Name	Description
User Id	[Display, Link] Displays the user Id. Indicates the link to view the user.
Email	[Display] Displays the email address of user.
Channel	[Display] Displays the channel for which the user Id has access to.
Name	[Display] Displays the full name of the user (first name and last name).
Activate Reason	[Display] Displays the reason of the activation, if any. The system displays the reason of the previous activation.
Reason	[Mandatory, Alphanumeric, 50] Indicates the reason for deactivating the user. To enable this field, select the corresponding check box.

3. To deactivate a user, select the check box adjacent to the **User Id**.
   OR
   Click the **User Id** link.
   The **View User** screen appears.
4. In the **Reason** field, enter the reason for deactivating the user.
5. Click **Deactivate**.
   The **Deactivate User - Verify** screen appears.

Deactivate User - Verify

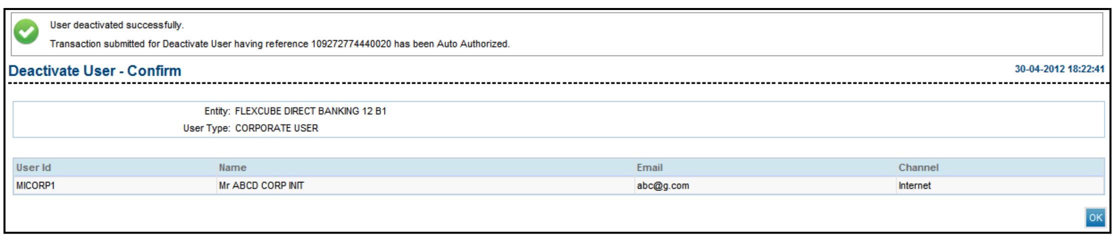
6. Click **Confirm**.
   The **Transaction Initiation Authorization** screen appears.

Transaction Initiation Authorization



7. In the **Transaction Password** field, enter the transaction password.
8. Click **Submit**.
   The **Deactivate User - Confirm** screen appears.
   OR
   Click **Change**.
   The **Deactivate User** screen appears.

Deactivate User - Confirm



9. Click **OK** button.
   The **Deactivate User** screen appears.

12.11 Lock User

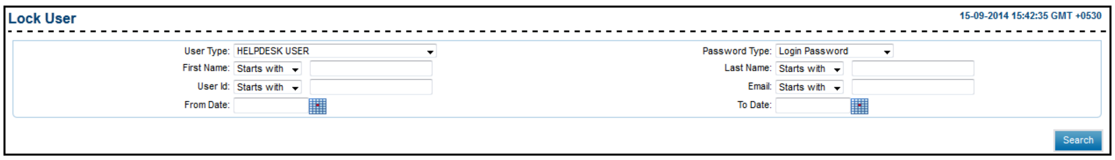
This option allows the bank administrator to lock any user. Locking a user is necessitated due to legal/regulatory directives or user access violations. If the search criteria are not specified then it displays all the records under the particular user type.

Note: Using this option you can lock only the particular selected OBDX channels.

To lock a user

1. From the **User Management** menu, select **Lock User**.
   The **Lock User** screen appears.

Lock User



Field Description

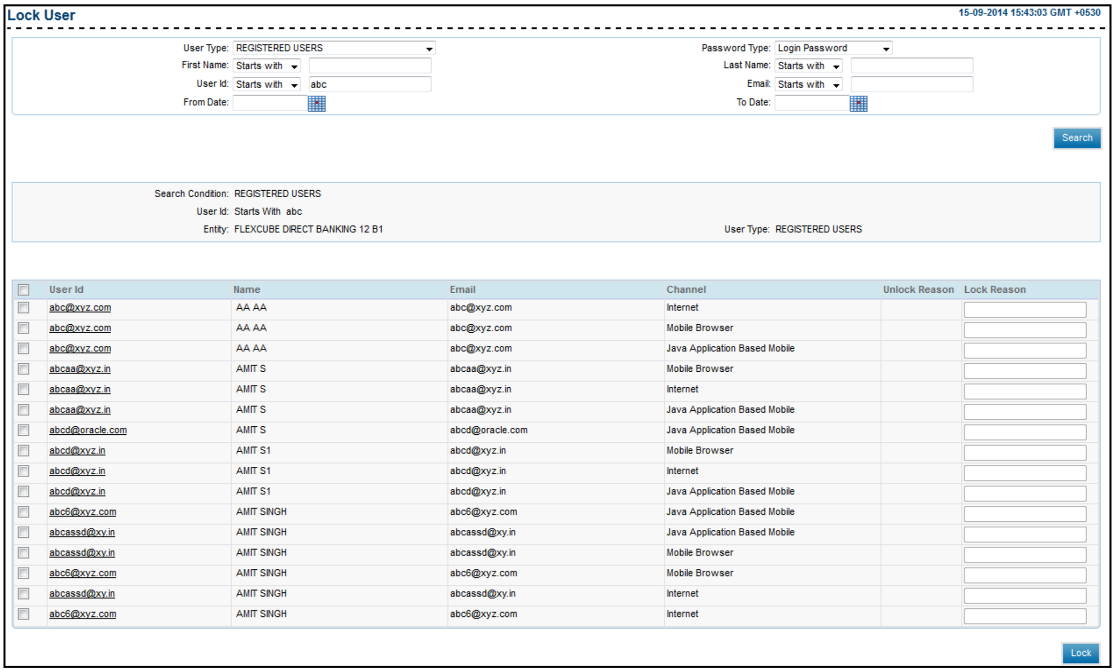
Field Name	Description
User Type	[Optional, Drop-Down] Indicates the type of user to be locked.
Password Type	[Optional, Drop-Down] Indicates the type of password for which the user is to be locked. The options are • Login Password • Transaction Password
First Name	[Optional, Drop-Down, Alphanumeric, 40] Indicates the first name of the user. The options are: • Starts With • Ends With • Equals • Contains Type the search string in the adjacent field. **For Example**: If you select the search criteria as **Starts With** and enter **A** in the adjacent field, then the system displays all the customer first names starting with **A**.

Field Name	Description
Last Name	[Optional, Drop-Down, Alphanumeric, 40] Indicates the last name of the user. The options are: • Starts With • Ends With • Equals • Contains Type the search string in the adjacent field. **For Example**: If you select the search criteria as **Starts With** and enter **E** in the adjacent field, then the system displays all the customer last names starting with **E**.
User Id	[Optional, Drop-Down, Alphanumeric, 20] Indicates the user Id of the user. The options are: • Starts With • Ends With • Equals • Contains Type the search string in the adjacent field. **For Example**: If you select the search criteria as **Starts With** and enter **1** in the adjacent field, then the system displays all the user ID's starting with **1**.

Field Name	Description
Email	[Optional, Drop-Down, Alphanumeric, 100] Indicates the email ID of the user. The options are: • Starts With • Ends With • Equals • Contains Type the search string in the adjacent field. **For Example**: If you select the search criteria as **Starts With** and enter **L** in the adjacent field, then the system displays all the email ID's starting with **L**. **Note**: Email ID is **UNIQUE** across all user of the application and validation is in place for the same. You may get an error if non-unique Email ID is entered.
From Date	[Optional, Pick List] Indicates the start date. The date should not greater than the process date.
To Date	[Optional, Pick List] Indicates the end date. The date should be greater than the **From Date**.
Customer ID	[Conditional, Drop-Down, Alphanumeric, 18] Indicates the customer ID of the user. The options are: • Start With • Ends With • Equals • Contains Type the search string in the adjacent field. This field appears if the **Corporate User** option is selected from the **User Type** list. **For Example**: If you select the search criteria as **Starts With** and enter **L** in the adjacent field, then the system displays all the customer ID's starting with **L**.

2. Click **Search**.
The **Lock User** screen with search results appears.

Lock User



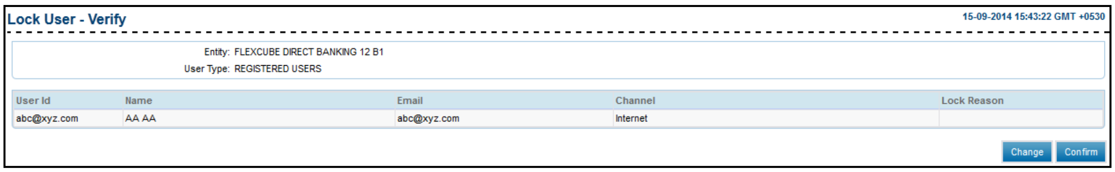
Field Description

Field Name	Description
User Id	[Display, Link] Displays the user Id. Indicates the link to view the user.
Email	[Display] Displays the email address of user.
Channel	[Display] Displays the channel for which the user Id has access to.
Name	[Display] Displays the full name of the user (first name and last name).
Unlock Reason	[Display] Displays the reason of unlock, if any. The system displays the reason of the previous unlock if it was done previously.

Field Name	Description
Lock Reason	[Mandatory, Alphanumeric, 50] Indicates the reasons for locking. To enable this field, select the corresponding check box.

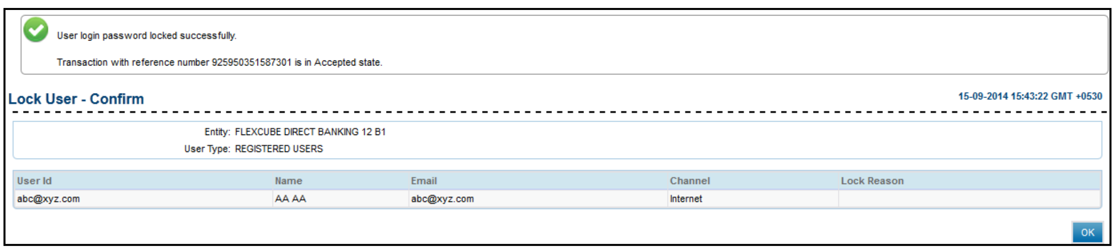
3. Click **Lock**.
   The **Lock User - Verify** screen appears.
   OR
   Click the **User Id** link.
   The **View User** screen appears.

Lock User - Verify



4. Click **Confirm**.
   The **Lock User - Confirm** screen appears.
   OR
   Click **Change**.
   The **Lock User** screen appears.

Lock User - Confirm



5. Click **OK** button.
   The **Lock User** screen appears.

12.12 Unlock User

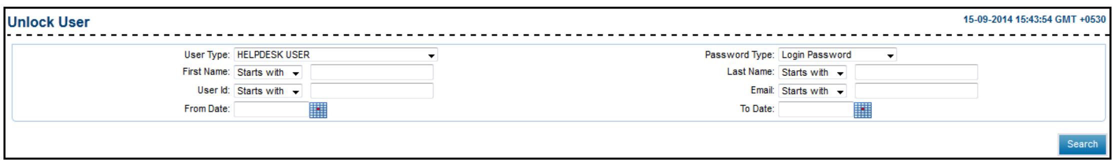
Users locked due to any reason can forward request to the administrator for unlocking their ID's, after a requisite validation the user can be unlocked by the administrator. If the search criteria are not specified then it displays all the records under the particular user type.

Note: Using this option you can unlock only the particular selected OBDX channels.

To unlock a user

1. From the **User Management** menu, select **Lock User**.
   The **Lock User** screen appears.

Unlock User



Field Description

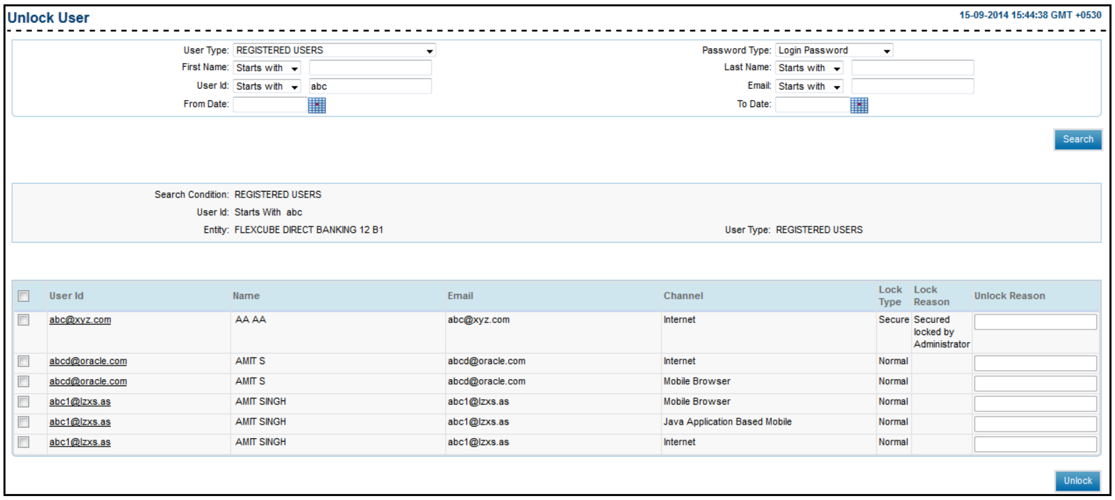
Field Name	Description
User Type	[Optional, Drop-Down] Indicates the type of user to be unlocked.
Password Type	[Optional, Drop-Down] Indicates the type of password for which the user is to be unlocked. The options are • Login Password • Transaction Password

Field Name	Description
First Name	[Optional, Drop-Down, Alphanumeric, 40] Indicates the first name of the user. The options are: • Starts With • Ends With • Equals • Contains Type the search string in the adjacent field. **For Example**: If you select the search criteria as **Starts With** and enter **A** in the adjacent field, then the system displays all the customer first names starting with **A**.
Last Name	[Optional, Drop-Down, Alphanumeric, 40] Indicates the last name of the user. The options are: • Starts With • Ends With • Equals • Contains Type the search string in the adjacent field. **For Example**: If you select the search criteria as **Starts With** and enter **E** in the adjacent field, then the system displays all the customer last names starting with **E.**
User Id	[Optional, Drop-Down, Alphanumeric, 20] Indicates the user Id of the user. The options are: • Starts With • Ends With • Equals • Contains Type the search string in the adjacent field. **For Example**: If you select the search criteria as **Starts With** and enter **1** in the adjacent field, then the system displays all the user ID's starting with **1**.

Field Name	Description
Email	[Optional, Drop-Down, Alphanumeric, 100] Indicates the email ID of the user. The options are: • Starts With • Ends With • Equals • Contains Type the search string in the adjacent field. **For Example**: If you select the search criteria as **Starts With** and enter **L** in the adjacent field, then the system displays all the email ID's starting with **L**. **Note**: Email ID is **UNIQUE** across all user of the application and validation is in place for the same. You may get an error if non-unique Email ID is entered.
From Date	[Optional, Pick List] Indicates the start date. The date should not greater than the process date.
To Date	[Optional, Pick List] Indicates the end date. The date should be greater than the **From Date**.
Customer ID	[Conditional, Drop-Down, Alphanumeric, 18] Indicates the customer ID of the user. The options are: • Start With • Ends With • Equals • Contains Type the search string in the adjacent field. This field appears if the **Corporate User** option is selected from the **User Type** list. **For Example**: If you select the search criteria as **Starts With** and enter **L** in the adjacent field, then the system displays all the customer ID's starting with **L**.

2. Click **Search**.
The **Unlock User** screen with search results appears.

Unlock User

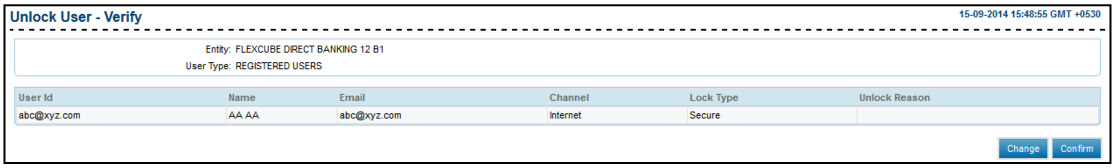


Field Description

Field Name	Description
User Id	[Display, Link] Displays the user Id. Indicates the link to view the user.
Email	[Display] Displays the email address of user.
Channel	[Display] Displays the channel for which the user Id has access to.
Name	[Display] Displays the full name of the user (first name and last name).
Lock Type	[Display] Displays the lock type i.e. Secure or Normal Lock.
Lock Reason	[Display] Displays the reason of the lock, if any. The system displays the reason of the previous Lock.
Unlock Reason	[Optional, Alphanumeric, 50] Indicates the reason of unlock. To enable this field, select the corresponding check box.

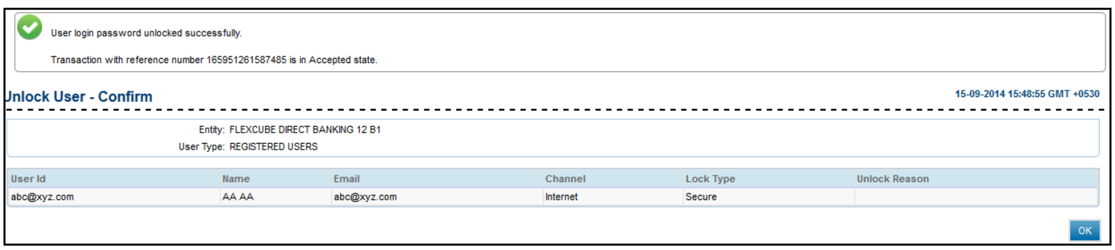
3. Click **Unlock.**
   The **Lock User - Verify** screen appears.
   OR
   Click the **User Id** link.
   The **View User** screen appears.

Unlock User - Verify



4. Click **Confirm**.
   The **Unlock User - Confirm** screen appears.
   OR
   Click **Change**.
   The **Unlock User** screen appears.

Unlock User - Confirm



5. Click **OK**.
   The **Unlock User** screen appears.

12.13 Reset Password

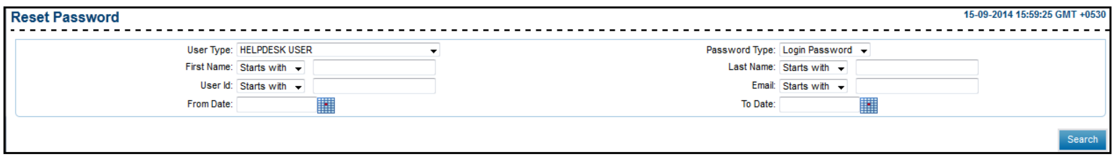
Using this option, you can reset the password of users of the application. If the search criteria are not specified then this option displays all the records under the particular user type. This is necessitated whenever a user forgets/misplaces the existing password and a valid request is sent to the administrator.

Note: If the system is integrated with IAM, you can reset the transaction password through OBDX admin url. Login password can be reset through IAM url.

To reset a password

1. From the **User Management** menu, select **Reset Password**.
   The **Reset Password** screen appears.

Reset Password



Field Description

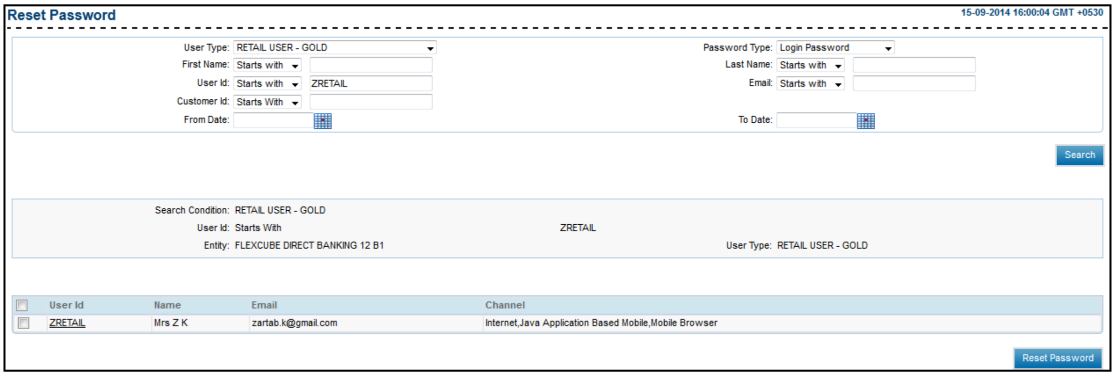
Field Name	Description
User Type	[Optional, Drop-Down] Indicates the type of user to be modified.
First Name	[Optional, Drop-Down, Alphanumeric, 40] Indicates the first name of the user. The options are: • Starts With • Ends With • Equals • Contains Type the search string in the adjacent field. **For Example**: If you select the search criteria as **Starts With** and enter **A** in the adjacent field, then the system displays all the customer first names starting with **A**.

Field Name	Description
Last Name	[Optional, Drop-Down, Alphanumeric, 40] Indicates the last name of the user. The options are: • Starts With • Ends With • Equals • Contains Type the search string in the adjacent field. **For Example**: If you select the search criteria as **Starts With** and enter **E** in the adjacent field, then the system displays all the customer last names starting with **E**.
User Id	[Optional, Drop-Down, Alphanumeric, 20] Indicates the user Id of the user. The options are: • Starts With • Ends With • Equals • Contains Type the search string in the adjacent field. **For Example**: If you select the search criteria as **Starts With** and enter **1** in the adjacent field, then the system displays all the user ID's starting with **1**.

Field Name	Description
Email	[Optional, Drop-Down, Alphanumeric, 100] Indicates the email ID of the user. The options are: • Starts With • Ends With • Equals • Contains Type the search string in the adjacent field. **For Example**: If you select the search criteria as **Starts With** and enter **L** in the adjacent field, then the system displays all the email ID's starting with **L**. **Note**: Email ID is **UNIQUE** across all user of the application and validation is in place for the same. You may get an error if non-unique Email ID is entered.
From Date	[Optional, Pick List] Indicates the start date. The date should not greater than the process date.
To Date	[Optional, Pick List] Indicates the end date. The date should be greater than the **From Date**.
Customer ID	[Conditional, Drop-Down, Alphanumeric, 18] Indicates the customer ID of the user. The options are: • Start With • Ends With • Equals • Contains Type the search string in the adjacent field. This field appears if the **Corporate User** option is selected from the **User Type** list. **For Example**: If you select the search criteria as **Starts With** and enter **L** in the adjacent field, then the system displays all the customer ID's starting with **L**.

2. Click **Search**.
   The **Reset Password** screen with search results appears.

Reset Password

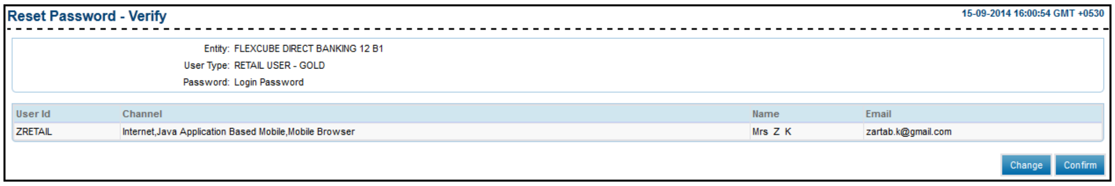


Field Description

Field Name	Description
User Id	[Display, Link] Displays the user ID. Indicates the link to view the user.
Email	[Display] Displays the email address of user.
Channel	[Display] Displays the channel for which the user Id has access to.
Name	[Display] Displays the full name of the user (first name and last name).
Select password Policy	[Mandatory, Drop-Down] Indicates the user to select the password policy.

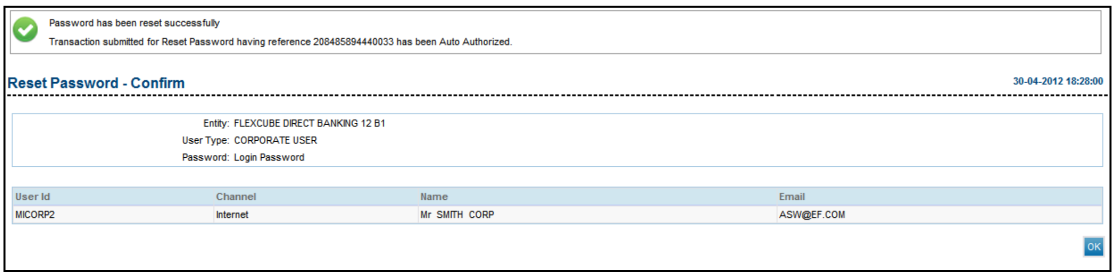
3. Click **Reset Password**.
   The **Reset Password - Verify** screen appears.
   OR
   Click the **User Id** link.
   The **View User** screen appears.

Reset Password - Verify



4. Click **Confirm**.
   The **Reset Password - Confirm** screen appears.
   OR
   Click **Change**.
   The **Reset Password** screen appears.

Reset Password - Confirm



5. Click **OK**.
   The **Reset Password** screen appears.

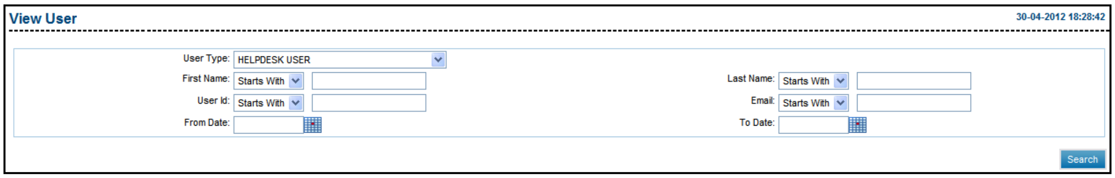
12.14 View User

Using this option, you can view the details of users of the application.

To view a user

1. From the **User Management** menu, select **View User**.
The **View User** screen appears.

View User



Field Description

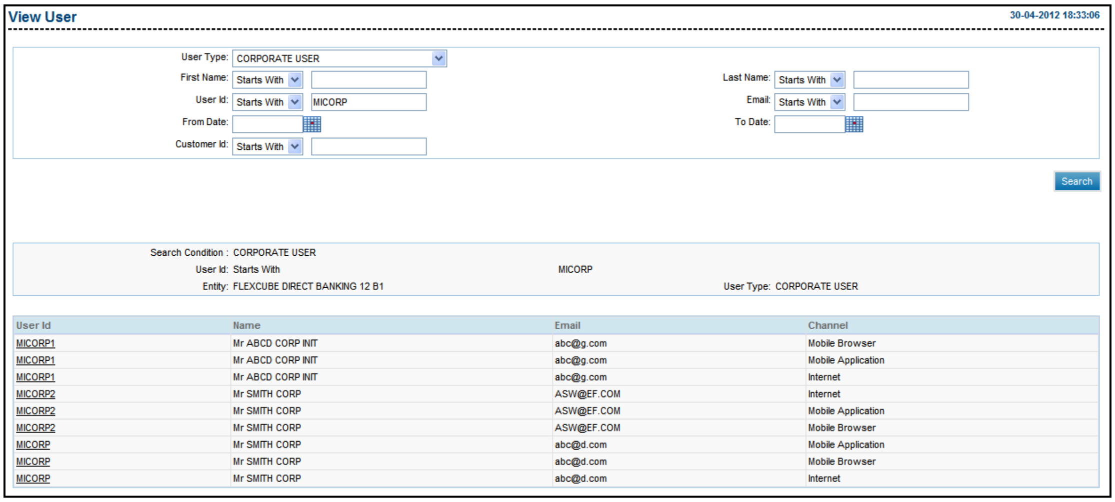
Field Name	Description
User Type	[Optional, Drop-Down] Indicates the type of user that you want to view.
First Name	[Optional, Drop-Down, Alphanumeric, 40] Indicates the first name of the user. The options are: • Starts With • Ends With • Equals • Contains Type the search string in the adjacent field. **For Example**: If you select the search criteria as **Starts With** and enter **A** in the adjacent field, then the system displays all the customer first names starting with **A**.

Field Name	Description
Last Name	[Optional, Drop-Down, Alphanumeric, 40] Indicates the last name of the user. The options are: • Starts With • Ends With • Equals • Contains Type the search string in the adjacent field. **For Example**: If you select the search criteria as **Starts With** and enter **E** in the adjacent field, then the system displays all the customer last names starting with **E**.
User Id	[Optional, Drop-Down, Alphanumeric, 20] Indicates the user Id of the user. The options are: • Starts With • Ends With • Equals • Contains Type the search string in the adjacent field. **For Example**: If you select the search criteria as **Starts With** and enter **1** in the adjacent field, then the system displays all the user ID's starting with **1**.

Field Name	Description
Email	[Optional, Drop-Down, Alphanumeric, 100] Indicates the email ID of the user. The options are: • Starts With • Ends With • Equals • Contains Type the search string in the adjacent field. **For Example**: If you select the search criteria as **Starts With** and enter **L** in the adjacent field, then the system displays all the email ID's starting with **L**. **Note**: Email ID is **UNIQUE** across all user of the application and validation is in place for the same. You may get an error if non-unique Email ID is entered.
From Date	[Optional, Pick List] Indicates the start date. The date should not greater than the process date.
To Date	[Optional, Pick List] Indicates the end date. The date should be greater than the **From Date**.
Customer ID	[Conditional, Drop-down, Alphanumeric, 18] Indicates the customer ID of the user. The options are: • Start With • Ends With • Equals • Contains Type the search string in the adjacent field. This field appears if the **Corporate User** option is selected from the **User Type** list. **For Example**: If you select the search criteria as **Starts With** and enter **L** in the adjacent field, then the system displays all the customer ID's starting with **L**.

2. Click **Search**.
The **View User** screen with the search appears.

View User



Field Description

Field Name	Description
User Id	[Display, Link] Displays the user Id. Indicates the link to view the Modify User – Profile screen.
Name	[Display] Displays the full name of the user (first name and last name).
Email	[Display] Displays the email address of user.
Channel	[Display] Displays the channel for which the user Id has access to.

3. Click the **User Id** link
   The **View User** screen appears.

View User

View User 17-08-2013 14:25:24

Entity: FLEXCUBE DIRECT BANKING 12 B1
Channel: Internet
User Type: RETAIL USER - GOLD

User Profile

Date of Birth: 01-01-1982 00:00:00
Name: Mr AMIT KUMAR
Address:
City:
State:
Country:
Phone Number:
Zip/Postal Code:
Mobile Number: 9167510865
Fax No:
Email: amit.a.kk@gmail.com
Gender:
Mother's Maiden Name:
User BTID Mapping Required: Yes
Limits Package: Applicable Limits
Activation Status: No
Reason:
Terms and Conditions Accepted: No
Terms and Conditions Decline Count 0
T&C Last Action Date Time:
Login Layout Style: Contemporary
Social Media Profile:
Does user wants to receive alerts and offers from the bank: No
Interest of the user:
Preferred mode of contact specified by the user:
Preferred time for receiving call specified by the user:

Channel Details

Group	Group User
Internet and Mobile Banking	AMITRTL

Channel	No. Of Logins	Last Success Login	Number Of Failed Logins	Last Failed Login	Login Password Lock Status	Login Password Updated By	Login Password Reason	Transaction Password Lock Status	Transaction Password Updated By	Transaction Password Reason
Internet	0		0		No			No		

Default Role(s) assigned to the user

Role	Channel
ALL_ROLES	Internet
ORIGINATION_FCDB_USER	Internet
MEGHA RETAIL	Internet

Role(S) assigned to user

Role	Channel
RETAIL USER	Internet

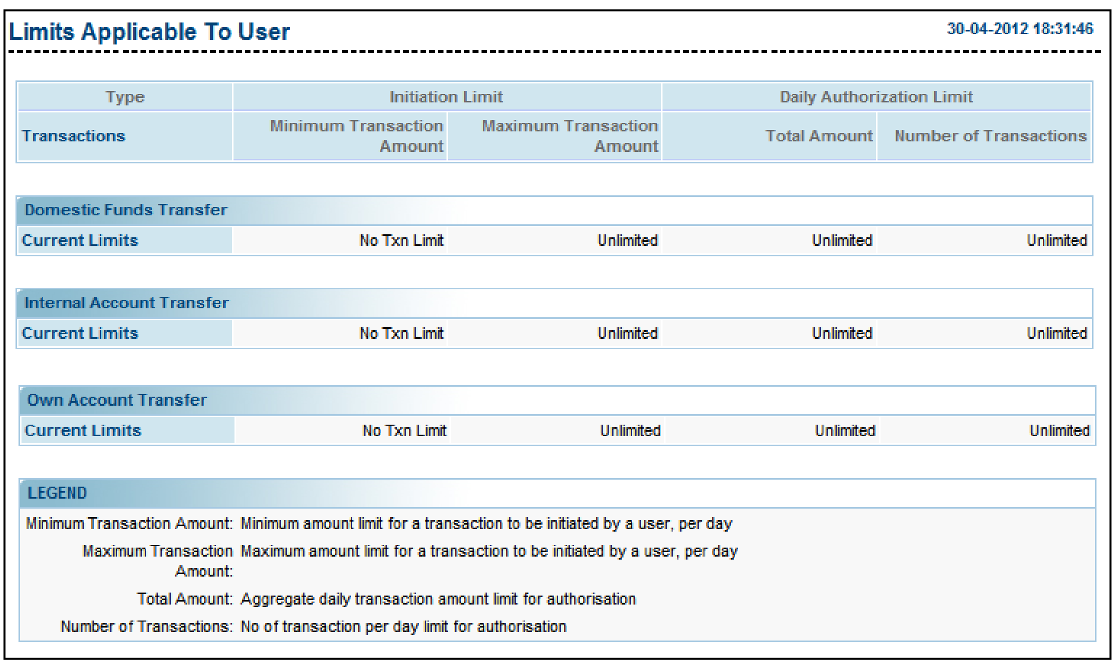
Mapped Customer

Customer Id	Customer Type	Is Primary	Wealth Enabled
TR1006028	FLEXCUBE Direct Banking 12 B1-Bank Customer	Yes	No

Back

4. Click **Back**.
The initial **View User** screen appears.
OR
Click the **Applicable Limits** Link on Limits package field.
The **Limits Applicable To User** screen appears.

Limits Applicable to User



Limits Applicable To User 30-04-2012 18:31:46

Type	Initiation Limit		Daily Authorization Limit	
Transactions	Minimum Transaction Amount	Maximum Transaction Amount	Total Amount	Number of Transactions
Domestic Funds Transfer				
Current Limits	No Txn Limit	Unlimited	Unlimited	Unlimited
Internal Account Transfer				
Current Limits	No Txn Limit	Unlimited	Unlimited	Unlimited
Own Account Transfer				
Current Limits	No Txn Limit	Unlimited	Unlimited	Unlimited

LEGEND

Minimum Transaction Amount: Minimum amount limit for a transaction to be initiated by a user, per day
Maximum Transaction Amount: Maximum amount limit for a transaction to be initiated by a user, per day
Total Amount: Aggregate daily transaction amount limit for authorisation
Number of Transactions: No of transaction per day limit for authorisation

Field Description

Field Name	Description
Initiation Limit	
Minimum Transaction Amount	[Display] Displays the minimum transaction amount for the transaction specified.
Maximum Transaction Amount	[Display] Displays the maximum transaction amount for the transaction specified.
Daily Authorization Limit	
Total Amount	[Display] Displays the daily authorization limit amount.
Total number Of transactions	[Display] Displays the total number of transactions allowed daily.

12.15 Print Welcome Letter, Passwords

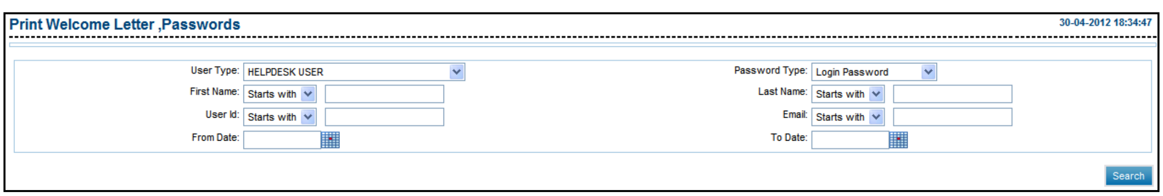
Using this option, you can print the OBDX Login Password for the newly created users as well as for the existing users after resetting their passwords.

To print welcome letter, password

1. From the **User Management** menu, select **Print Welcome Letter, Passwords**.

   The **Print Welcome Letter, Passwords** screen appears.

Print Welcome Letter, Passwords



Field Description

Field Name	Description
User Type	[Mandatory, Drop-Down] Indicates the type of user to be searched.

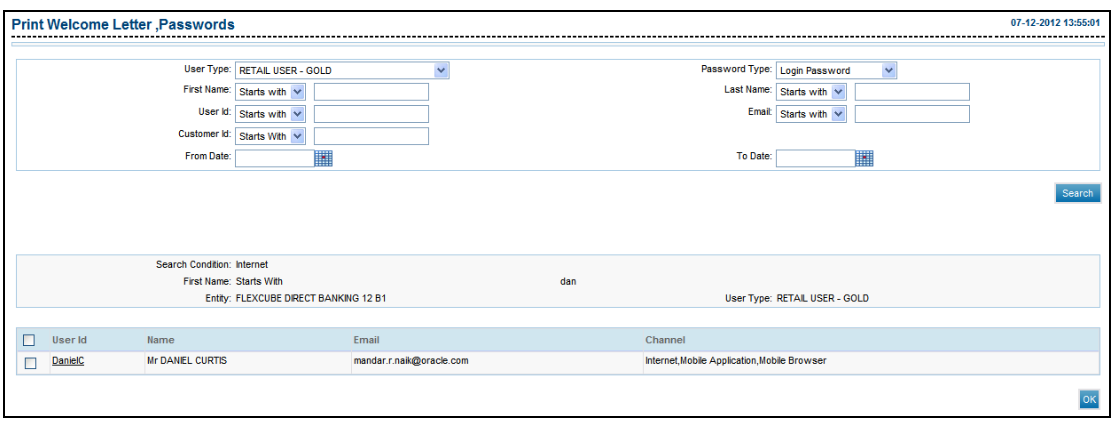
Field Name	Description
Password Type	[Mandatory, Drop-Down] Indicates the type of password to be searched. The options are • Login Password • Transaction Password
First Name	[Optional, Drop-Down, Alphanumeric, 40] Indicates the position of the characters used to search by the first name of the user. The options are: • Starts With • Ends With • Equals • Contains Indicates the characters used to search by the first name of the user. **For Example**: If you select the search criteria as **Starts With** and enter **A** in the adjacent field, then details of all users with first names starting with **A** appear in the search result.
Last Name	[Optional, Drop-Down, Alphanumeric, 40] Indicates the position of the characters used to search by the last name of the user. The options are: • Starts With • Ends With • Equals • Contains Indicates the characters used to search by the last name of the user. **For Example**: If you select the search criteria as **Starts With** and enter **E** in the adjacent field, then details of all users with last names starting with **E** appear in the search result.

Field Name	Description
User Id	[Optional, Drop-Down, Alphanumeric, 20] Indicates the position of the characters used to search by the user ID of the user. The options are: • Starts With • Ends With • Equals • Contains Indicates the characters used to search by the user ID of the user. **For Example**: If you select the search criteria as **Starts With** and enter **1** in the adjacent field, then details of all user IDs starting with **1** appear in the search result.
Email	[Optional, Drop-Down, Alphanumeric, 100] Indicates the position of the characters used to search by the email address of the user. The options are: • Starts With • Ends With • Equals • Contains Indicates the characters used to search by the email address of the user. **For Example**: If you select the search criteria as **Starts With** and enter **L** in the adjacent field, then details of all users with email IDs starting with **L** appear in the search result. **Note**: Email ID is **UNIQUE** across all user of the application and validation is in place for the same. You may get an error if non-unique Email ID is entered.
From Date	[Optional, Pick List] Indicates the start date. The date should not greater than the process date.
To Date	[Optional, Pick List] Indicates the end date. The date should be greater than the **From Date**.

Field Name	Description
Customer ID	[Conditional, Drop-Down, Alphanumeric, 18] Indicates the position of the characters used to search by the Customer ID of the user. The options are: • Starts With • Ends With • Equals • Contains Indicates the characters used to search by the Customer ID of the user. This field appears if you select the **Corporate User** option from the **User Type** list. **For Example**: If you select the search criteria as **Starts With** and enter **L** in the adjacent field, then details of all users with customer IDs starting with **L** appear in the search result.

2. From the **User Type** list, select the appropriate option.
3. From the **Password Type** list, select the appropriate option.
4. Click **Search**.
   The **Print Welcome Letter, Passwords** screen with search results appears.

Print Welcome Letter, Passwords

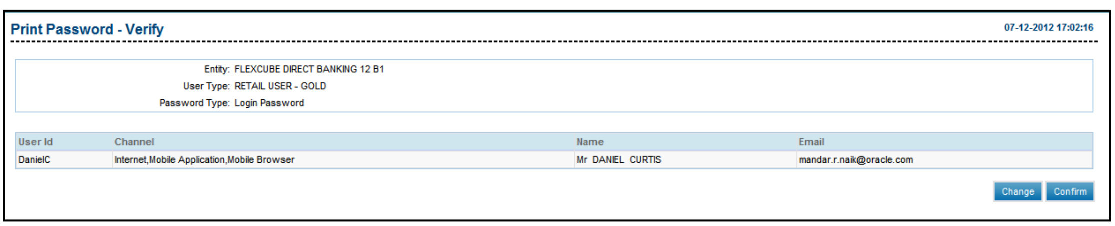


Field Description

Field Name	Description
User Id	[Display, Hyperlink, Check Box] Displays the user ID. Indicates the link to view the details of user. Indicates whether the password of the selected user ID is to be printed.
Name	[Display] Displays the full name of the user (first name and last name).
Email	[Display] Displays the email address of user.
Channel	[Display] Displays the channel for which the user Id has access to.

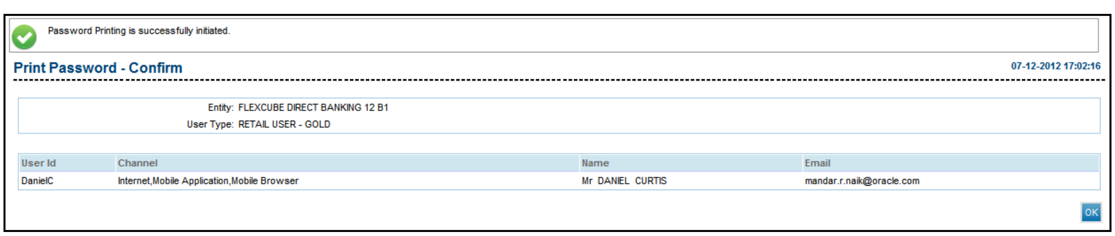
5. To print the password of the selected user ID, select the required **User Id** check box.
6. Click **OK**.
   The **Print Password - Verify** screen appears.
   OR
   Click the **User Id** link.
   The **View User** screen appears.

Print Welcome Letter, Passwords- Verify



7. Click **Confirm**.
   The **Print Password** - **Confirm** screen appears.
   OR
   Click **Change**.
   The **Print Welcome Letter, Password** screen appears.

Print Welcome Letter, Passwords- Confirm



8. Click **OK**.
   The **Print Welcome Letter, Password** screen appears.

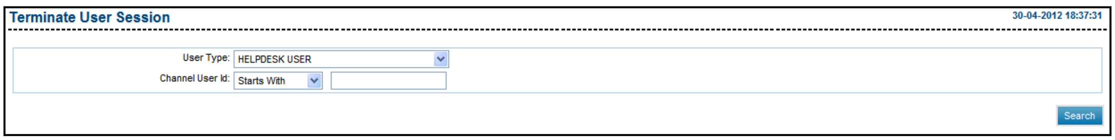
12.16 Terminate User Session

Using this option, you can terminate an active session of a user in the application.

To terminate a user session

1. From the **System Maintenances** menu, select **Terminate User Session**.
   The **Terminate User Session** screen appears.

Terminate User Session



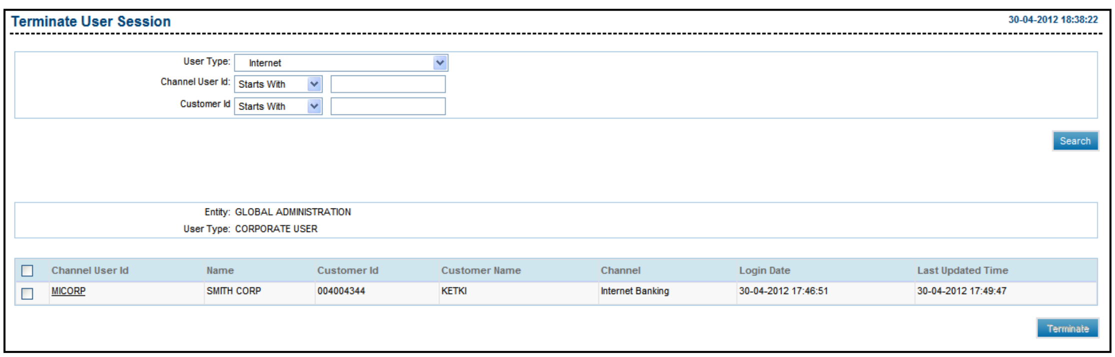
Field Description

Field Name	Description
User Type	[Optional, Drop-Down] Indicates the type of user.
Channel user Id	[Optional, Drop-Down, Alphanumeric, 20] Indicates the search criteria for the Channel user ID. The options are: • Starts With • Ends With • Equals • Contains Type the search string in the adjacent field. **For Example**: If you select the search criteria as **Starts With** and enter **1** in the adjacent field, then the system displays all the user ID's starting with **1**.

Field Name	Description
Customer Id	[Optional, Drop-Down, Alphanumeric, 20] Indicates the search criteria for the customer ID. The options are: • Starts With • Ends With • Equals • Contains Type the search string in the adjacent field. **For Example**: If you select the search criteria as **Starts With** and enter **1** in the adjacent field, then the system displays all the user ID's starting with **1**.

2. Click **Search**.
   The **Terminate User Session** screen appears.

Terminate User Session



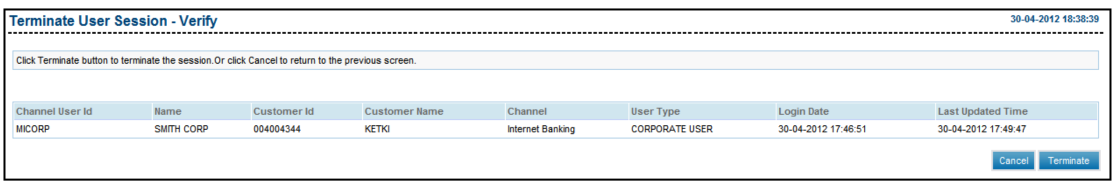
Field Description

Column Name	Description
Channel User Id	[Display, Link] Displays the channel user Id. Indicates the link to view the session summary.
Name	[Display] Displays the name of the user.
Customer ID	[Display] Displays the customer Id linked to the user.

Column Name	Description
Customer Name	[Display] Displays the name of the customer.
Channel	[Display] Displays the channel for which the user Id has access to.
User Type	[Display] Displays the user type.
Login Date	[Display] Displays the date and time when the user logged in.
Last Updated Time	[Display] Displays the time when the user last communicated with the sever.

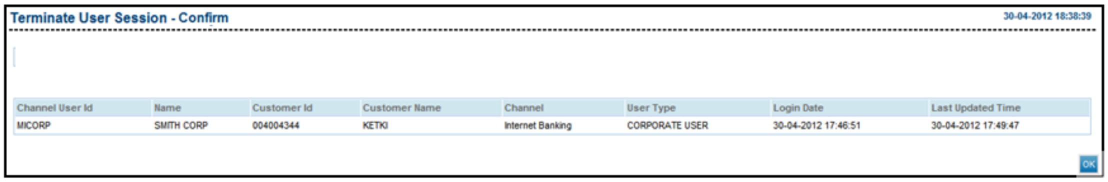
3. To terminate the user, select the **Channel User Id** check box.
4. Click **Terminate**.
   The **Terminate User Session - Verify** screen with log details appears.

Terminate User Session - Verify



5. Click **Terminate**.
   The **Terminate User Session - Confirm** screen appears.
   OR
   Click **Cancel**.
   The **Terminate User Session** screen appears.

Terminate User Session - Confirm



6. Click **OK**.
   The **Terminate User Session** screen appears.

12.17 User Management- (IAM)

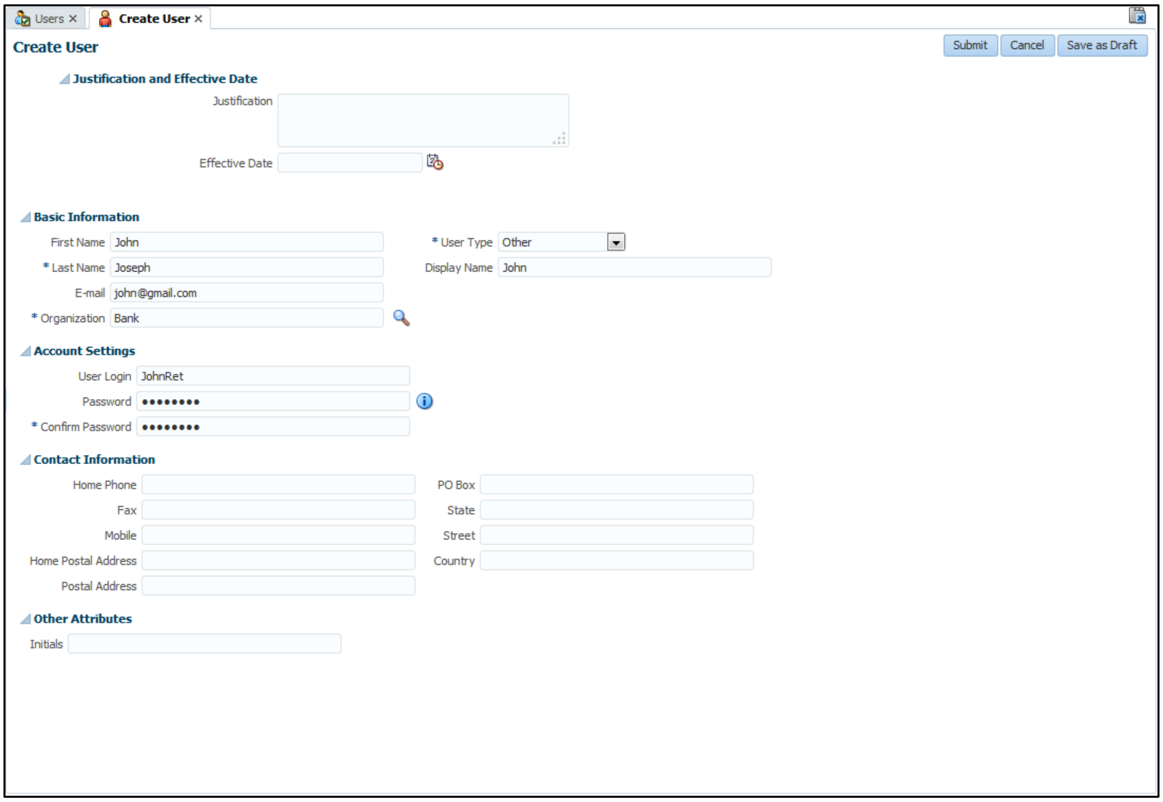
12.17.1 Creating a User – (IAM)

Note 1: To create a user you can also use the Create User option under the User Management menu in OBDX Admin URL.

To create a user

1. From the **Administration** menu, select **Users**.
   The **Search Users** screen appears.
2. In the **Search Results** section, click .
   The **Create User** screen appears.
   OR
   From the **Actions** drop-down, click **Create**.
   The **Create User** screen appears.
3. In the **Basic Information** section, enter the first name in the **First Name** field.
4. In the **Last Name** field, enter the last name of the user.
5. In the **Email** field, enter the email address of the user.
6. From the **Organization** list, select the appropriate option.
7. From the **User Type** list, select the appropriate option.
8. In the **Account Settings** section, enter the user login in the **User Login** field.
9. In the **Password** field, enter the login password.
10. In the **Confirm Password** field, enter the previously entered password.

Create User



Field Description

Field Name	Description
Justification and Effective Date	
Justification	[Optional, Alphanumeric, 1000] Indicates the justification for creating a user.
Effective Date	[Optional, Pick List, mm/dd/yyyy] Indicates the effective date of the user creation.
Basic Information	
First Name	[Mandatory, Alphanumeric, 80] Indicates the first name of the user.
Last Name	[Mandatory, Alphanumeric, 80] Indicates the last name of the user.
E-mail	[Mandatory, Alphanumeric, 256] Indicates the user email ID.

Field Name	Description
Organization	[Mandatory, Pick List] Indicates the organization name.
User Type	[Mandatory, Drop-Down] Indicates the user type.
Display Name	[Optional, Alphanumeric, 382] Indicates the displays name for the user.
Account Settings	
User Login	[Mandatory, Alphanumeric, 256] Indicates the user login ID.
Password	[Mandatory, Alphanumeric, 256] Indicates the password for the user login.
Confirm Password	[Mandatory, Alphanumeric, 256] Indicates to confirm the entered password.
Contact Information	
Home Phone	[Optional, Alphanumeric, 20] Indicates the home phone number.
Fax	[Optional, Alphanumeric, 1000] Indicates the fax number.
Mobile	[Optional, Alphanumeric, 20] Indicates the mobile number of the user.
Home Postal Address	[Optional, Alphanumeric, 1000] Indicates the postal address of the user.
Postal Address	[Optional, Alphanumeric, 1000] Indicates the postal address of the user.
PO Box	[Optional, Alphanumeric, 20] Indicates the postal box number.
State	[Optional, Alphanumeric, 80] Indicates the residing state of the user.
Street	[Optional, Alphanumeric, 80] Indicates the street name.

Field Name	Description
Country	[Optional, Alphanumeric, 100] Indicates the country name of the user.
Other Attributes	
Initials	[Optional, Alphanumeric, 10] Indicates the initials of the user.

Note 2: The Mobile Number and Address fields are mandatory in OBDX Core.

11. Click **Submit**.
The user created successfully message appears.

Note 3: For successful creation / porting of a user in Oracle Banking Digital Experience application, it is mandatory to execute the steps mentioned under Catalog OIM.

12.17.2 Search a User – (IAM)

Using this option you can search user entities based on the search criteria that you specify. Each search criterion consists of:

- The attribute to search against
- The search operators, such as Equals and Starts with
- The values to search for

To search for users

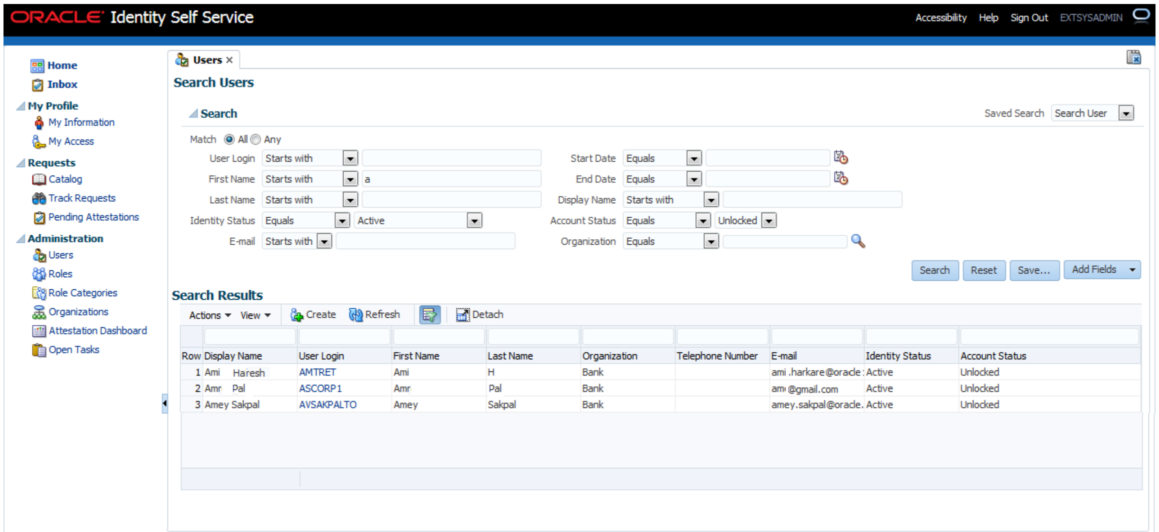
1. Log in to **Identity Self Service**.
2. On the left pane, under **Administration**, select **Users**.
The **Users** screen appears.
3. Select any one of the options **All** or **Any**, based on which search criteria entered displays the result.
4. Select a search operator from the list for each attribute value that specify.
5. Include wildcard characters (*) in the attribute value in the searchable user attribute fields, such as **User Login**, specify a value.
6. Click **Add Fields**, and then select the attribute from the list of attributes to add a searchable user attribute to the Users screen.

   For example, if you want to search all users with the Country attribute as US, then you can add the Country attribute as a searchable field and specify a search condition.

Note 1: You can configure the attributes that are searchable. The attributes available for search must be a subset of the attributes defined for the user entity that are marked with the Searchable = Yes property.

7. Click **Search**.
The search result appears in a tabular format in **Search Results** section.

Search



8. If you want to hide columns in the search results table, then perform the following steps:

   b. Click **View** on the toolbar, select **Columns**, **Manage Columns**.
   The **Manage Columns** dialog box appears.

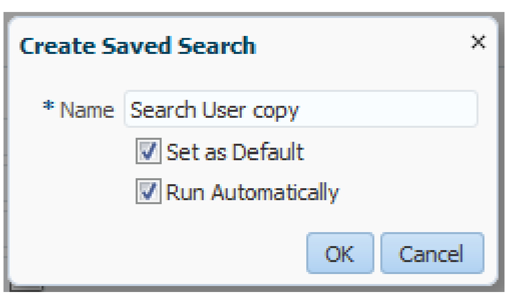
   c. From the **Visible Columns** list, select the columns that you want to hide.

   d. Click the left arrow icon to add the columns in the **Hidden Columns** list.

   e. Click **OK**.
   The selected columns are not displayed in the search results. A status message displays along the bottom of the search table to identify how many columns are currently hidden.

9. Click **Save**, to save the search attributes entered.

Save Search Attributes



10. Click **Reset** to reset the search conditions that you specified.

Field Description

Field Name	Description
Match	[Mandatory, Option] Indicates the based on which search criteria entered displays the result. The options are: • All - On selecting this option, the search is performed with the AND condition. This means that the search operation is successful only when all the search criteria specified are matched. • Any- On selecting this option, the search is performed with the OR condition. This means that the search operation is successful when any search criterion specified is matched.
User Login, First Name, Last Name, Identity Status, E-mail, Start Date, End Date, Display Name, Account Status, and Organization	[Optional, Drop-Down, Alphanumeric] Indicates the attribute value for search. For each attribute value that you specify, select a search operator from the list. The following search operators are available: • Starts with • Ends with • Equals • Does not equal • Contains • Does not contain The search operator can be combined with wildcard characters to specify a search condition. The asterisk (*) character is used as a wildcard character. Note 2: For some attributes, select the attribute value from the list. For example, to search all users with locked accounts, select Locked from the Account Status list.

12.17.3 Modify User – (IAM)

Using this option you can modify the profile of the existing user.

To modify a user

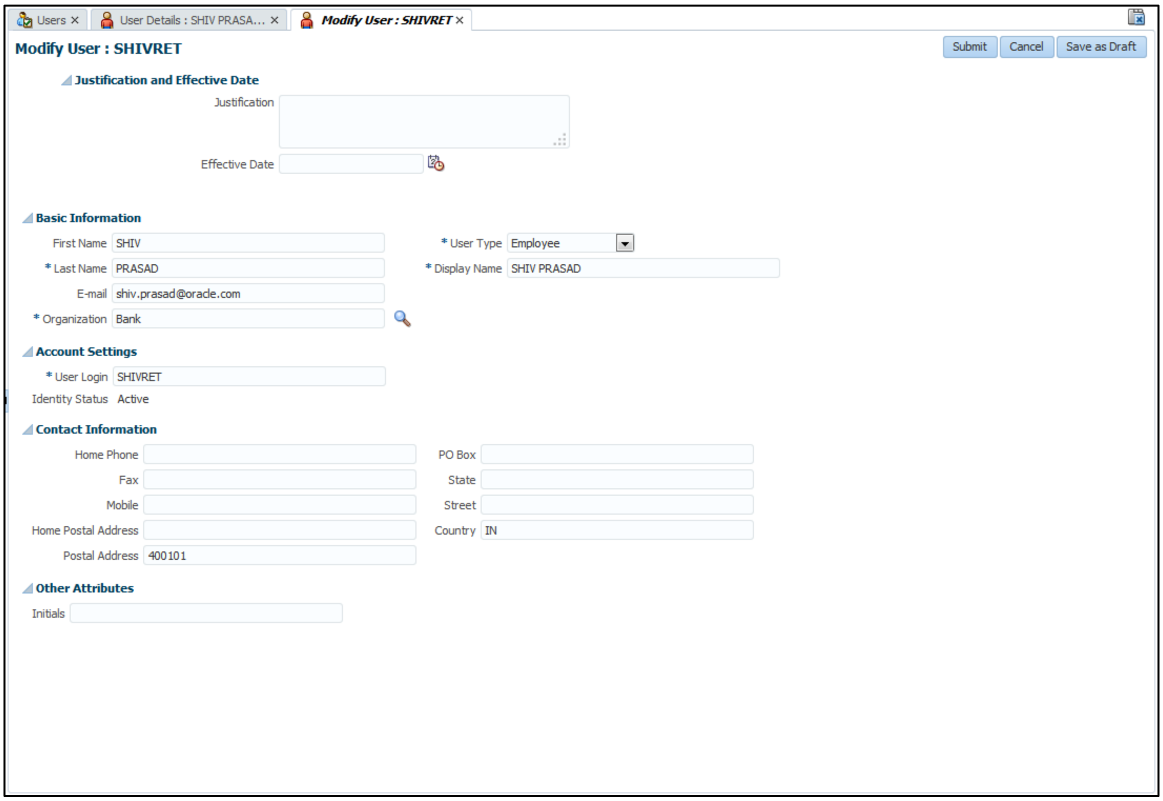
1. From the **Administration** menu, select **Users**.
   The **Search Users** screen appears.
2. In the **Search** section, enter the appropriate search criteria.

3. Click **Search**.
The **Search Results** section appears.

4. Click 

.
The **Modify User** screen appears.
OR
From the **Actions** list, click **Edit**.
The **Modify User** screen appears.

Modify User



Field Description

Field Name	Description
Justification and Effective Date	
Justification	[Optional, Alphanumeric, 1000] Indicates the justification for creating a user.
Effective Date	[Optional, Pick List, mm/dd/yyyy] Indicates the effective date of the user creation.
Basic Information	

Field Name	Description
First Name	[Mandatory, Alphanumeric, 80] Indicates the first name of the user.
Last Name	[Mandatory, Alphanumeric, 80] Indicates the last name of the user.
E-mail	[Mandatory, Alphanumeric, 256] Indicates the user email ID.
Organization	[Mandatory, Pick List] Indicates the organization name.
User Type	[Mandatory, Drop-Down] Indicates the user type.
Display Name	[Optional, Alphanumeric, 382] Indicates the name of the user.
Account Settings	
User Login	[Mandatory, Alphanumeric, 256] Indicates the user login ID.
Password	[Mandatory, Alphanumeric, 256] Indicates the password for the user login.
Confirm Password	[Mandatory, Alphanumeric, 256] Indicates to confirm the entered password.
Contact Information	
Home Phone	[Optional, Alphanumeric, 20] Indicates the home phone number.
Fax	[Optional, Alphanumeric, 1000] Indicates the fax number.
Mobile	[Optional, Alphanumeric, 20] Indicates the mobile number of the user.
Home Postal Address	[Optional, Alphanumeric, 1000] Indicates the postal address of the user.
Postal Address	[Optional, Alphanumeric, 1000] Indicates the postal address of the user.

Field Name	Description
PO Box	[Optional, Alphanumeric, 20] Indicates the postal box number.
State	[Optional, Alphanumeric, 80] Indicates the residing state of the user.
Street	[Optional, Alphanumeric, 80] Indicates the street name.
Country	[Optional, Alphanumeric, 100] Indicates the country name of the user.
Other Attributes	
Initials	[Optional, Alphanumeric, 10] Indicates the initials of the user.

Note: The Mobile Number and Address fields are mandatory in OBDX Core.

5. In the **Basic Information** section, modify the first name in the **First Name** field.
6. In the **Last Name** field, modify the last name of the user.
7. In the **Email** field, modify the email address of the user.
8. From the **Organization** list, select the appropriate option.
9. From the **User Type** list, select the appropriate option.
10. In the **Account Settings** section, modify the user login in the **User Login** field.
11. Click **Submit** to save the modified changes.
    The successfully completed the operation message appears.

12.17.4 Delete User – (IAM)

Using this option you can delete the profile of the existing user.

Note: To delete a user you can also use the Delete User option under the User Management menu in OBDX Admin URL.

Note 2: If the system is integrated with IAM, the user once deleted cannot be revoked.

To delete a user

1. From the **Administration** menu, select **Users**.
   The **Search Users** screen appears.
2. In the **Search** section, enter the appropriate search criteria.
3. Click **Search**.
   The **Search Results** section appears.
4. Click on the appropriate user ID to delete a user.
5. Click .
   The **Delete Users** screen appears.
   OR
   From the **Actions** list, click **Delete**.
   The **Delete Users** screen appears.
6. Click **Submit** to delete a user.
   The successfully completed the operation message appears.

12.17.5 Enable User – (IAM)

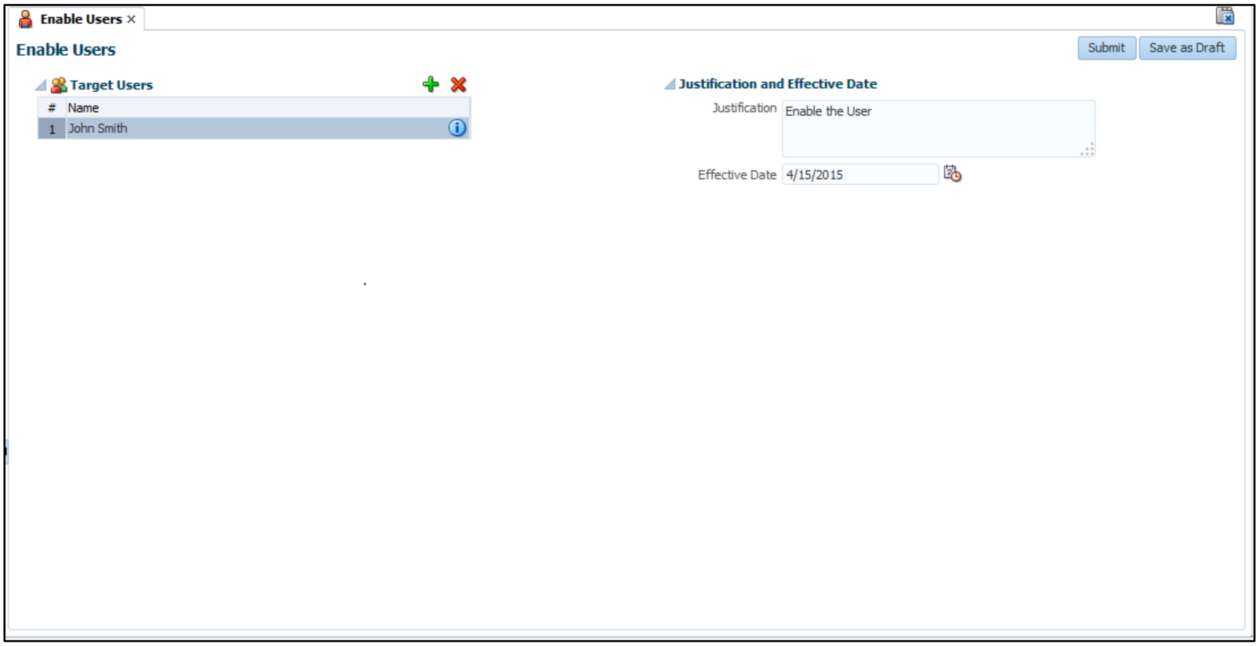
Using this option you can enable or activate the already disabled user to access the application.

Note: To enable a user you can also use the Activate User option under the User Management menu in OBDX Admin URL.

To enable a user

1. From the **Administration** menu, select **Users**.
   The **Users** screen appears.
2. Enter the appropriate search criteria in **Search** section to select the user you want to enable.
3. Click **Search** to search the specific user across application.
4. From the **Search Result** list, select the **User** to be enabled from the **Users** screen.
5. Click  on the toolbar or From the **Action menu,** select  option to enable or active the user.
   The **Enable Users** screen appears.

Enable Users



Field Description

Field Name	Description
Target Users	
Name	[Display] Displays the User's name you want to activate.
Justification And Effective Date	
Justification	[Optional, Alphanumeric, 1000] Indicates the reason for user activation.
Effective Date	[Optional, Pick list] Indicates the date on which the user must be made active.

6. In the **Target Users** section, click the **+** icon to search for more target users and add to the list of users that you want to enable. You can also view the user details by clicking the **User Details** link for each user.

7. In the **Justification and Effective Date** section, specify a justification and effective date for enabling the selected user.

8. Click **Submit**.
A s**uccessfully completed the operation message appears.**
The **Identity Status** in **Users** screen changes to **Active**.
OR
Click **Save as Draft**.
A message y**our request has been saved in draft mode appears.**

12.17.6 Disable User – (IAM)

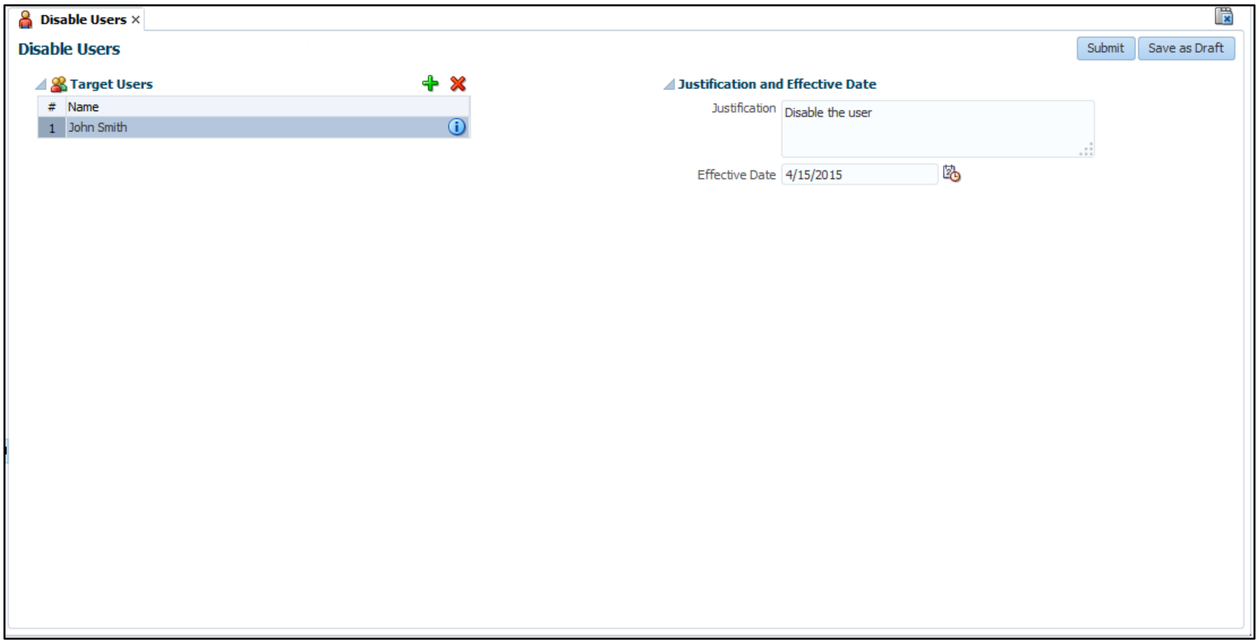
Using this option you can disable or deactivate the active user.

Note: To disable a user you can also use the Deactivate User option under the User Management menu in OBDX Admin URL.

To disable a user

1. From the **Administration** menu, select **Users**.
   The **Users** screen appears.
2. Enter appropriate search criteria in **Search** section to select the user you want to disable.
3. Click **Search** to search the specific user across application.
4. From the **Search Result** list, select the **User** to be disabled from the **Users** screen.
5. Click Disable on the toolbar or From the **Action menu,** select Disable option to disable or deactivate the user.
   The **Disable Users** screen appears.

Disable Users



Field Description

Field Name	Description
Target Users	
Name	[Display] Displays the User's name you want to deactivate.
Justification And Effective Date	
Justification	[Optional, Alphanumeric, 1000] Indicates the reason for user deactivation.
Effective Date	[Optional, Pick list] Indicates the date on which the user must be made deactive.

6. In the **Target Users** section, click the **+** icon to search for more target users and add to the list of users that you want to disable. You can also view the user details by clicking the **User Details** link for each user.
7. In the **Justification and Effective Date** section, specify a justification and effective date for disabling the selected user.
8. Click **Submit**. A message is displayed as **"Successfully Completed the operation."** The **Identity Status** in **Users** screen changes to **Disabled.**
   OR
   Click **Save as Draft**. A message is displayed as "**Your Request has been saved in draft mode.**"

12.17.7 Lock Account – (IAM)

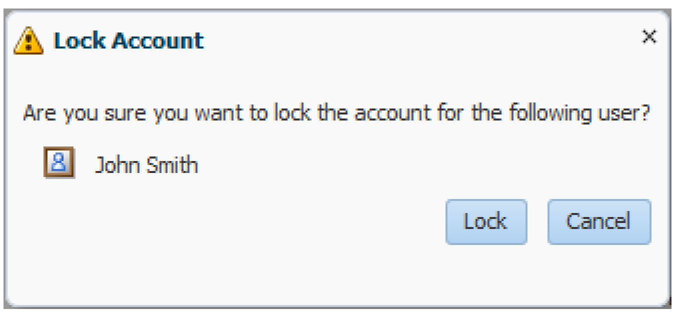
Using this option you can lock the account of a User.

Note: If the user is locked, user will not be able to access any of the application and account mapped to the user.

To lock an account of User

1. From the **Administration** menu, select **Users**.
The **Users** screen appears.
2. Enter appropriate search criteria in **Search** section to select the user you want to lock.
3. Click **Search** to search the specific user across application.
4. From the **Search Result** list, select the **User** to be locked from the **Users** screen.
5. Click  on the toolbar or From the **Action menu,** select  option to lock the User's account.
The **Lock Account** screen appears.

Lock Account



6. In the confirmation message is displayed, click **Lock.**
A message is displayed as **"Account locked successfully." and the Account Status** in **Users** screen changes to **locked.**
OR
Click **Cancel**, to cancel the action.

12.17.8 Unlock Account – (IAM)

Using this option you can unlock the already locked account of a User.

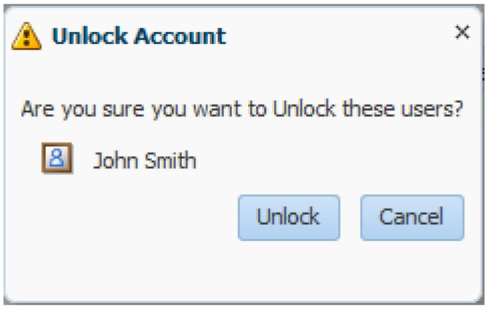
Note 1:

To unlock an user account

1. From the **Administration** menu, select **Users**.
The **Users** screen appears.
2. Enter appropriate search criteria in **Search** section to select the user you want to unlock.
3. Click **Search** to search the specific user across application.
4. From the **Search Result** list, select the **User** to be unlocked from the **Users** screen.

5. Click Unlock Account on the toolbar or From the **Action menu,** select Unlock Account option to lock the User's account.
The **Unlock Account** screen appears.

Unlock Account



6. In the confirmation message is displayed, click **Unlock.**
A message is displayed as **"Account unlocked successfully." And the Account Status** in **Users** screen changes to **Unlocked.**
OR
Click **Cancel**, to cancel the action.

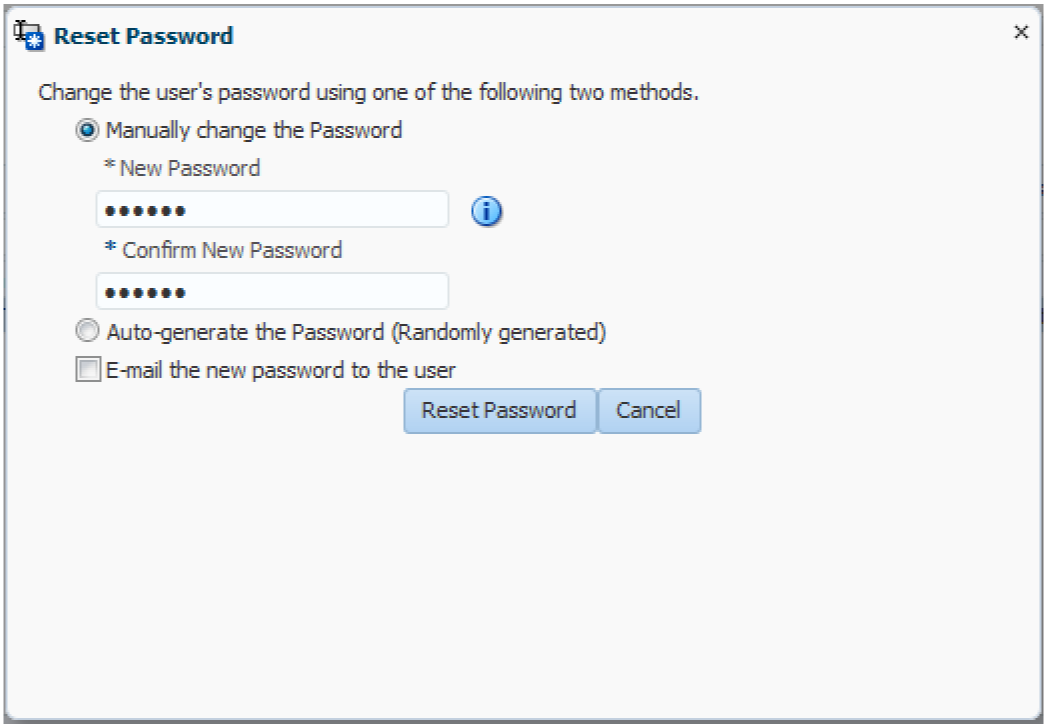
12.17.9 Reset Password – (IAM)

Using this option you can reset the password for the User's account.

Note: If the system is integrated with IAM, you can reset login password. Transaction Password can only be reset through OBDX admin url.To reset user's account password

1. From the **Administration** menu, select **Users**.
The **Users** screen appears.
2. Enter appropriate search criteria in **Search** section to select the user's account you want to reset the password.
3. Click **Search** to search the specific user across application.
4. From the **Search Result** list, select the **User.**
5. Click Reset Password on the toolbar or From the **Action menu,** select Reset Password option to reset password.
The **Reset Password** screen appears.

Reset Password



Field Description

Field Name	Description
It is mandatory to select either **Manually change the Password** or **Auto-generate the Password (Randomly generated)** option.	
Manually change the Password	[Optional, Option] Indicates the permission to change the password manually.

Field Name	Description
New Password	[Conditional, Alphanumeric] Indicates the new password. To enable this field, select the **Manually change the Password** option. Note: Click Applicable Password Policy Rule icon to view conditions to set password. The conditions to set password are: • Must not match or contain first name • Must not match or contain last name • Must contain at least 2 alphabetic character(s) • Must be at least 6 character(s) long • Must contain at least 1 lowercase letter(s) • Must contain at least 1 numeric character(s) • Must contain at least 1 uppercase letter(s) • Must start with an alphabetic character • Must not match or contain user ID
Confirm New Password	[Mandatory, Alphanumeric] Indicates the new password to confirm. This field is enabled if **Manually change the Password** option is selected.
Auto-generate the Password (Randomly generated)	[Optional, Option] Indicates the auto generated password for the User's account.
E-mail the new password to the user	[Conditional, Checkbox] Indicates the email ID of the user where the new password is send. This field is enabled if **Manually change the Password** option is selected.

6. Click **Reset Password, to reset the password.**
   A message is displayed as **"Password has been reset successfully."**
   OR
   Click **Cancel**, to cancel the transaction.

13. Customer Management

This transaction is used for setting up customer level information and parameters for accessing different transactions from the Internet Application. Customer profile is at the customer ID level, the customer profile can be initiated and modified by Bank Administrator, and corporate administrator can only modify the customer profile.

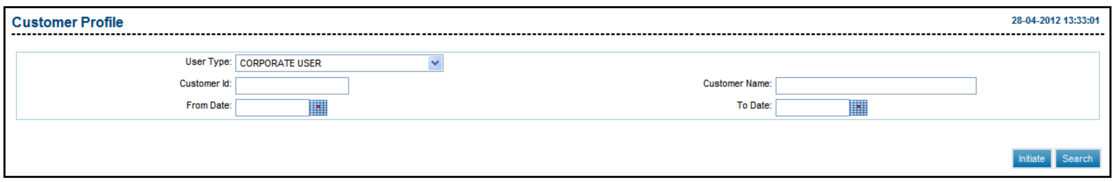
13.2 Customer Profile

13.2.1 Search Customer Profile

To search customer profile

1. From the **Customer Management** menu, select **Customer Profile**.
   The **Customer Profile** screen appears.

Customer Profile

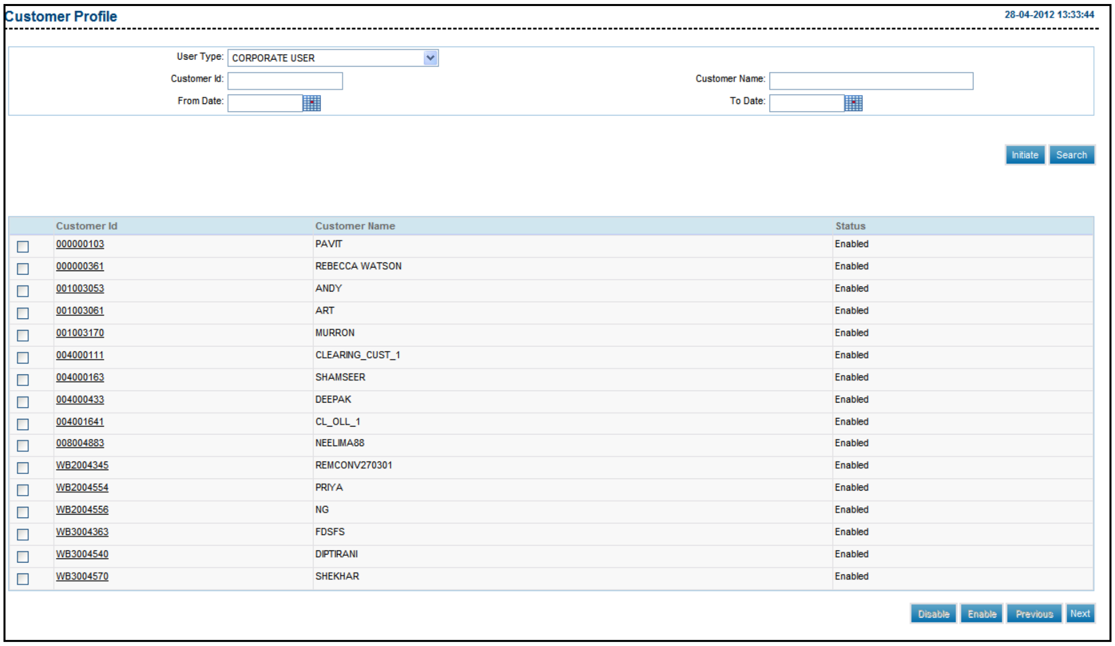


Field Description

Field Name	Description
Entity	[Mandatory, Drop-Down] Indicates the entity id & the user type under the entity.
Customer Id	[Optional, Alphanumeric, 18] Indicates the customer Id to be retrieved.
Customer Name	[Optional, Alphanumeric, 40] Indicates the customer name to be retrieved.
From Date	[Optional, Pick List] Indicates the customer profile creation start date as search criteria.
To Date	[Optional, Pick List] Indicates the customer profile creation start date as search criteria.

2. From the **Entity** list, select the appropriate option.
3. Click **Search**.
   The **Customer Profile** screen with search results appears.

Customer Profile

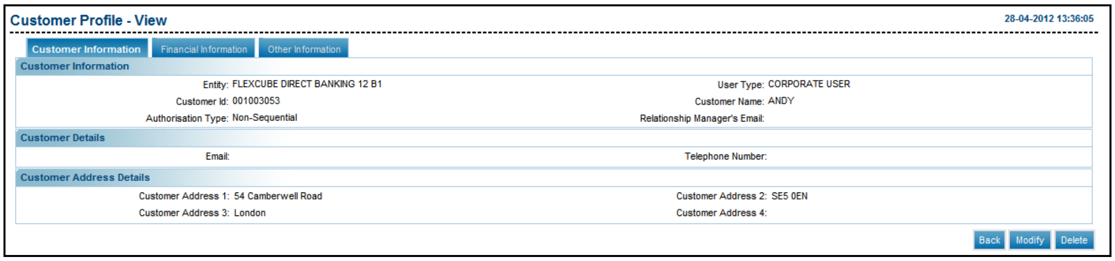


Field Description

Column Name	Description
Customer Id	[Display, Link] Displays the customer Id. Indicates the link to view the customer.
Customer Name	[Display] Displays the customer name.
Status	[Display] Displays the current status of customer Id.

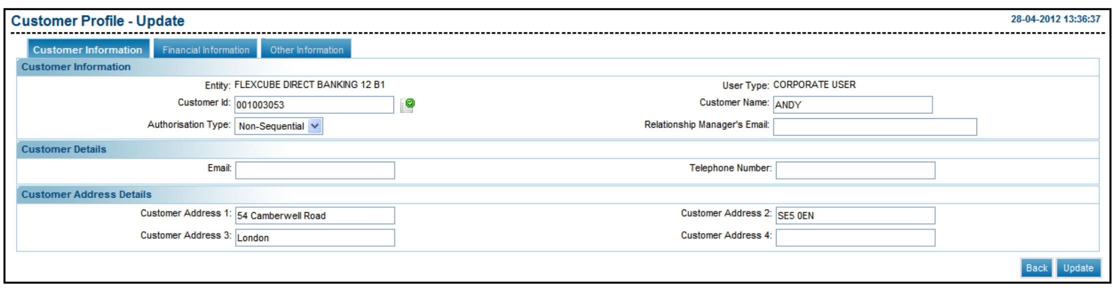
4. Click the **Customer Id** link.
   The **Customer Profile - View** screen appears.
   OR
   To disable the customer Id, select the **Customer Id** check box and click **Disable**.
   The Disable **Customer Profile – Verify** screen appears.
   OR
   To enable the customer Id, select the **Customer Id** check box and click **Enable**.
   The **Enable Customer Profile – Verify** screen appears.
   OR
   Click **Next**.
   The next page of the **Customer Profile** search results screen appears.
   OR
   Click **Previous**.
   The previous page of the **Customer Profile** search results screen appears.

Customer Profile – View



5. Click **Modify**.
   The **Customer Profile - Update** screen appears.
   OR
   Click **Back**.
   The **Customer Profile** screen appears.
   OR
   Click **Delete** to delete the Customer profile.

Customer Profile Update



Field Description

Field Name	Description
Customer Name	[Display] Displays the name of the customer.
Authorisation Type	[Mandatory, Drop-Down] Indicates the available authorisation engines. The options are: • Non-Sequential • Sequential • Zero
Relationship Manager's Email	[Optional, Alphanumeric, 250] Indicates the valid e-mail address of the customer’s relationship manager available if any.
Customer Details	

Field Name	Description
Email	[Optional, Alphanumeric, 250] Indicates the valid e-mail Id for the profile. **Note**: An email ID entered should be unique; only then features like – **P2P Payment**, **Peer Sharing** and **Co-Applicant** are available for the user.
Telephone Number	[Display] Displays the telephone number available in host for selected customer id.
Customer Address 1/2/3/4	
Customer Address 1/2/3/4	[Display] Displays the address available in host for selected customer id.
Financial Information	
Customer user level daily limit	[Optional, Drop-Down] Indicates the specific limits package to be attached.
Cumulative customer level daily limit	[Mandatory, Drop-Down] Indicates the cumulative customer level daily limit o be attached.
Forex Deal Details	
Are Deals Allowed	[Optional, Check Box] Indicates whether to allow the customer to use deals in cross currency transactions.
Allow display of intermediary bank	[Optional, Check Box] Indicates whether the customer can see the Intermediary Bank Details on the FT screen.
For Pre Authorized Account	
Type	[Mandatory, Drop-Down] Indicates the channel type.
Customer Id	[Mandatory, Alphanumeric, 20] Indicates the ID of pre-authorized account.
Customer Name	[Mandatory, Alphanumeric, 40] Indicates the customer name registered for the pre-authorized account.
Account Number	[Mandatory, Numeric, 20] Indicates the pre-authorized account number.

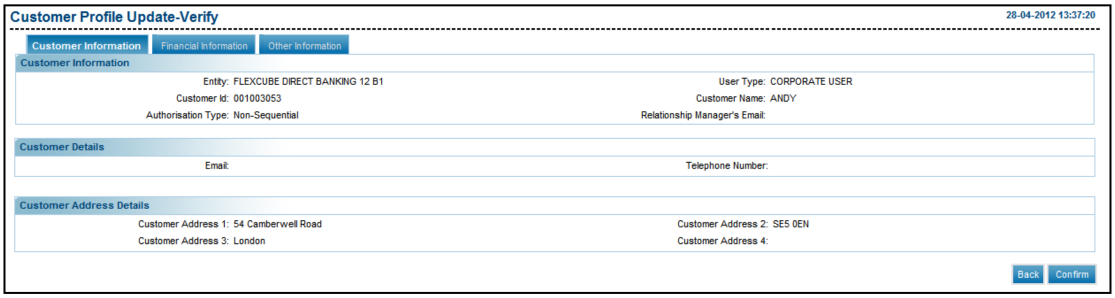
Field Name	Description
Bank Code/Swift ID	[Mandatory, Alphanumeric, 11] Indicates the bank code/swift Id where the pre-authorized account is held.
Bank Country	[Mandatory, Drop-Down] Indicates the country in which the pre-authorised account is held.
Other Information	
Customer Preference	
Grace Period (in days)	[Optional, Numeric, 15] Indicates the additional number of days after value date for which transaction will be available for authorisation.
Customer Logo	[Optional, Alphanumeric] Indicates the absolute path of the customer logo.
S2S IP address	
S2S IP address	[Optional, Numeric, 100] Indicates the source IP address of the customer from where HTTPs request for S2S bulk upload will be initiated.
Alerts	
Default Alerts	
Alert to Beneficiary	[Optional, Check Box] Indicates whether the alerts should be enabled to be sent to the beneficiary.
Customer Alerts Subscription	[Mandatory, Drop-Down] Indicates the whether the subscription of customer level alerts are to be done in customer profile by the administrator user or by the individual business user to whom the customer ID is mapped. The options are: • Customer Profile • Business User
Allow Alerts for Linked Customers	[Mandatory, Check Box] Indicates whether the subsequent alerts of the linked customers should also be sent to the users to whom this customer is mapped as primary.

Below fields appears if you select **Customer Profile** from the **Customer Alerts Subscription** list.

Field Name	Description
Alert Description	[Mandatory, Check Box] Indicates the description of the alert.
Users	[Mandatory, List] Indicates the users to which the alerts should be sent.
Email	[Mandatory, Check Box] Indicates whether the alert is to be sent as an email.
SMS	[Mandatory, Check Box] Indicates whether the alert is to be send as an SMS on the user’s mobile number.
Users to whom Default Host Alerts are to be sent	[Optional, List] Indicates the users to which the alerts should be sent.

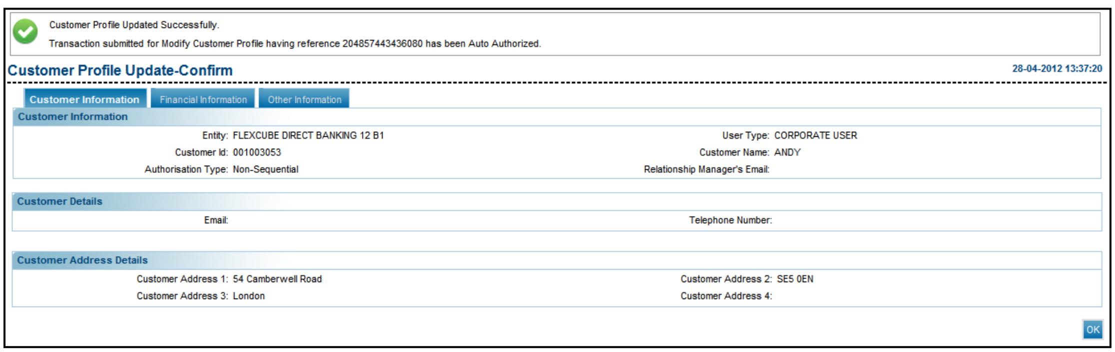
6. From the **Authorisation Type** list, select the appropriate option.
7. Click the **Financial Information** tab.
   The Financial Information tab screen appears.
8. From the **Cumulative customer level daily limit** list, select the appropriate option.
9. From the **Type** list, select the appropriate option.
10. In the **Customer Id** field, enter the customer Id.
11. In the **Customer Name** field, enter the customer name.
12. In the **Account Number** field, enter the account number.
13. In the **Bank Code/Swift ID** field, enter the bank code or swift id.
14. From the **Bank Country** list, select the appropriate option.
15. Click the **Other information** Tab.
    The **Other information** tab screen appears.
16. From the **Customer Alerts Subscription** list, select the appropriate option.
    a. If you select **Customer Profile option.**
       i. Select the type of **Alert Description**.
       ii. From the **Users** list, select the appropriate option.
       iii. To enable the email facility for the alert to be sent, select the **Email** check box.
       iv. To enable the SMS facility for the alert to be sent, select the **SMS** check box.
17. Click **Update**.
    The **Customer Profile Update - Verify** screen appears.
    OR
    Click **Back**.
    The **Customer Profile - View** screen appears.

Customer Profile Update – Verify



18. Click **Confirm**.
    The **Customer Profile Update - Confirm** screen appears.
    OR
    Click **Back**.
    The **Customer Profile - Update** screen appears.

Customer Profile Update - Confirm



19. Click **OK**.
    The Customer Profile screen appears.

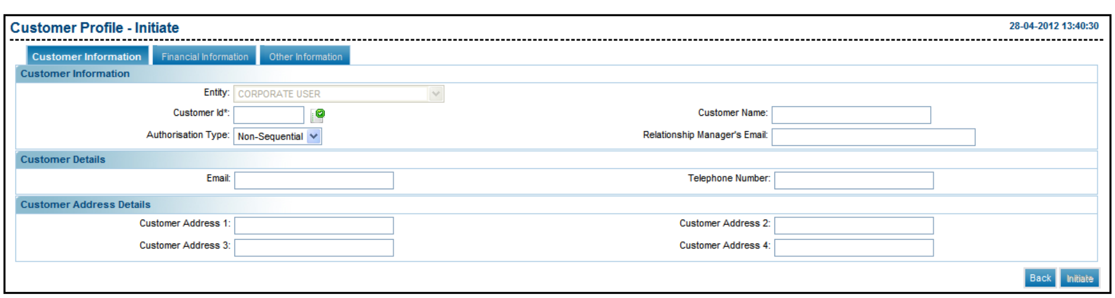
13.2.2 Customer Profile Initiate

To initiate customer profile

1. From the **Customer Management** menu, select **Customer Profile**.
   The **Customer Profile** screen appears.

2. Click **Initiate**.
   The **Customer Profile - Initiate** screen appears.

Customer Profile - Initiate- Customer Information

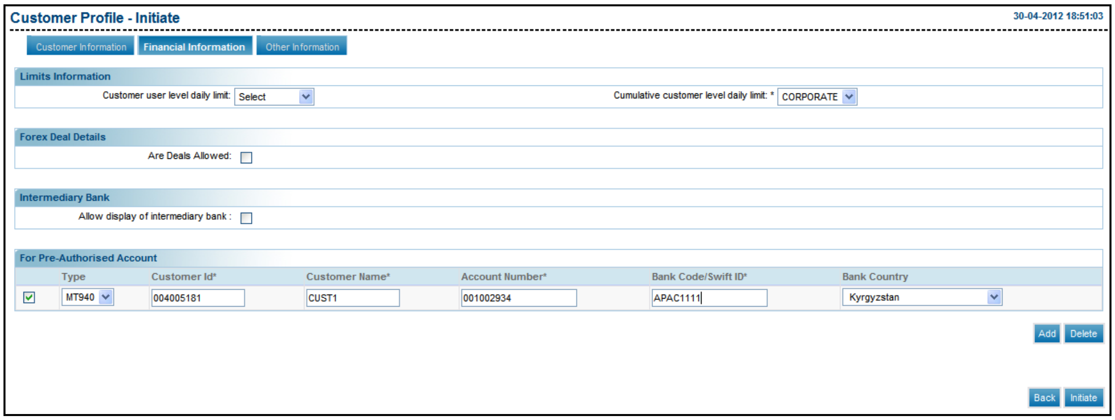


Field Description

Field Name	Description
Entity	[Mandatory, Drop-Down] Indicates the entity of the customer for which the profile is to be set.
Customer Id	[Mandatory, Alphanumeric, 20] Indicates the customer Id to set the profile.
Customer Name	[Display] Displays the name of the customer.
Authorisation Type	[Mandatory, Drop-Down] Indicates the available authorisation engines. The options are: • Non-Sequential • Sequential • Zero
Relationship Manager's Email	[Optional, Alphanumeric, 250] Indicates the valid e-mail address of the customer's relationship manager available if any.
Customer Details	
Email	[Optional, Alphanumeric, 250] Indicates the valid e-mail Id for the profile. **Note**: An email ID entered should be unique; only then features like – **P2P Payment**, **Peer Sharing** and **Co-Applicant** are available for the user.
Telephone Number	[Display] Displays the telephone number available in host for selected customer id.
Customer Address Details	
Customer Address 1/2/3/4	[Display] Displays the address available in host for selected customer id.

3. From the **Entity** list, select the appropriate option.
4. In the **Customer Id** field, enter the customer Id.
5. From the **Authorisation Type** list, select the appropriate option.
6. Click the **Financial Information** tab.
   The Financial Information tab screen appears.

Customer Profile-Initiate- Financial Information



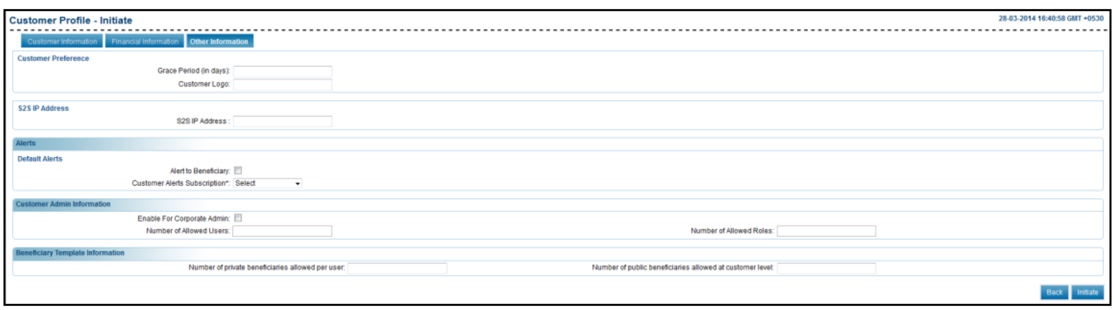
Field Description

Field Name	Description
Limits Information	
Customer user level daily limit	[Optional, Drop-Down] Indicates the specific limits package to be attached.
Cumulative customer level daily limit	[Mandatory, Drop-Down] Indicates the cumulative customer level daily limit o be attached.
Forex Deal Details	
Are Deals Allowed	[Optional, Check Box] Indicates whether to allow the customer to use deals in cross currency transactions.
Allow display of intermediary bank	[Optional, Check Box] Indicates whether the customer can see the Intermediary Bank Details on the FT screen.
For Pre-Authorized Account	
Type	[Mandatory, Drop-Down] Indicates the channel type.
Customer Id	[Mandatory, Alphanumeric, 20] Indicates the id of pre-authorized account.
Customer Name	[Mandatory, Alphanumeric, 40] Indicates the customer name registered for the pre-authorized account.

Field Name	Description
Account Number	[Mandatory, Numeric, 20] Indicates the pre-authorized account number.
Bank Code/Swift ID	[Mandatory, Alphanumeric, 11] Indicates the bank code/swift Id where the pre-authorized account is held.
Bank Country	[Mandatory, Drop-Down] Indicates the country in which the Pre-authorised account is held.

7. From the **Cumulative customer level daily limit** list, select the appropriate option.
8. From the **Type** list, select the appropriate option.
9. In the **Customer Id** field, enter the customer Id.
10. In the **Customer Name** field, enter the customer name.
11. In the **Account Number** field, enter the account number.
12. In the **Bank Code/Swift ID** field, enter the bank code or swift id.
13. From the **Bank Country** list, select the appropriate option.
14. Click the **Other information** Tab.
    The **Other information** tab screen appears.

Customer Profile-Initiate-Other Information



Field Description

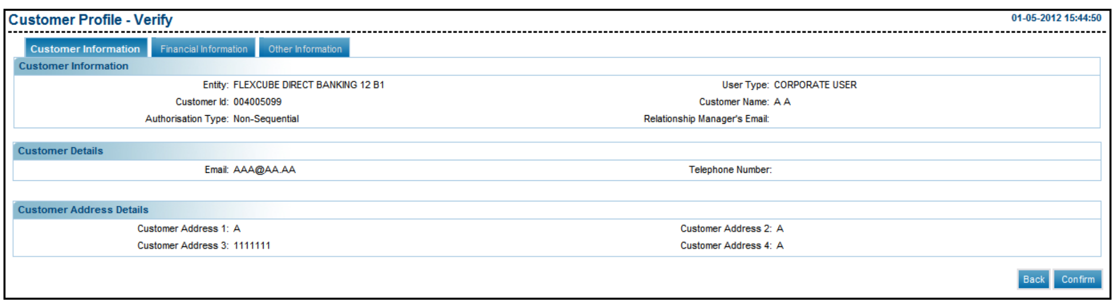
Field Name	Description
Customer Preference	
Grace Period (in days)	[Optional, Numeric, 15] Indicates the additional number of days after value date for which transaction will be available for authorisation.
Customer Logo	[Optional, Alphanumeric] Indicates the absolute path of the customer logo.

Field Name	Description
S2S IP Address	
S2S IP Address	[Optional, Numeric, 100] Indicates the source IP address of the customer from where HTTPs request for S2S bulk upload will be initiated. **Note**: Bank maintains the IP address from where the corporate S2S user can initiate HTTPs request for S2S Bulk payments. Corporate user can initiate bulk transaction for any BTIDs mapped to the customer from the source IP maintained by the bank.
Alerts	
Alert to Beneficiary	[Optional, Check Box] Indicates whether the alerts should be enabled to be sent to the beneficiary.
Customer Alerts Subscription	[Mandatory, Drop-Down] Indicates the whether the subscription of customer level alerts are to be done in customer profile by the administrator user or by the individual business user to whom the customer ID is mapped. The options are: • Customer Profile • Business User For Customer Profile, customer alert subscription will be done as maintained through Customer Profile - Update screen. For customer profile ,Customer alert subscription cannot be done through alert registration screen for the particular Customer Id.
Customer Admin Information	
Enable For Corporate Admin	[Optional, Check Box] Indicates whether the corporate administrator to be enabled or not.
User BTID Mapping required	[Optional, Check Box] Indicates whether the specific BTID mapping is required to the users.
Number of Allowed Users	[Optional, Numeric, Three] Indicates the number of users which can be created by corporate administrator and bank administrator for the selected customer id.

Field Name	Description
Number of Allowed Roles	[Optional, Numeric, Three] Indicates the number of roles for corporate user that can be created by the corporate administrator user.
Beneficiary Template Information	
Number of private beneficiaries allowed per user	[Optional, Numeric, Three] Indicates the number of private beneficiaries that each user under the selected customer id can create.
Number of public beneficiaries allowed at customer level	[Optional, Numeric, Three] Indicates the maximum number of public beneficiaries that including all users under the selected customer id can create.

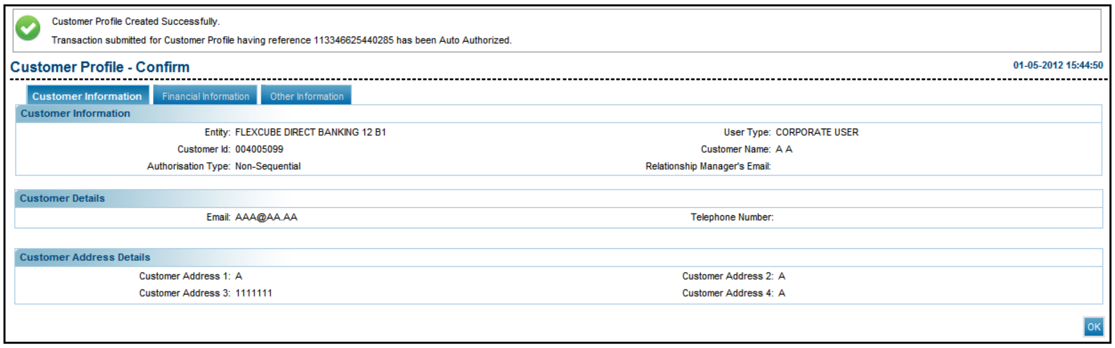
15. From the **Customer Alerts Subscription** list, select the appropriate option.
16. Click **Initiate**.
The **Customer Profile - Verify** screen appears.
OR
Click **Back**.
The **Customer Profile** appears.

Customer Profile - Verify



17. Click **Confirm**.
The system displays The **Customer Profile - Confirm** screen appears.
OR
Click **Back** button.
The **Customer Profile** appears.

Customer Profile - Confirm



18. Click **OK**.
The **Customer Profile** appears.

13.3 Account Mapping Setup

The **Account Mapping Setup** is done to define the account access for a customer ID or customer through different channels available in the setup.

Two types of access rights can be defined for an account:

- Inquiry
- Transaction

Access can be defined for individual channels available in the set up or for all channels. Account access also can be defined for each transaction available in the system.

This transaction merges the functionality of authorized account setup and group account setup into a single transaction for maintaining the consistency and simplicity. Administrator can select the level at which he/she wants to define the account mapping. Different levels available for selection are as follows:

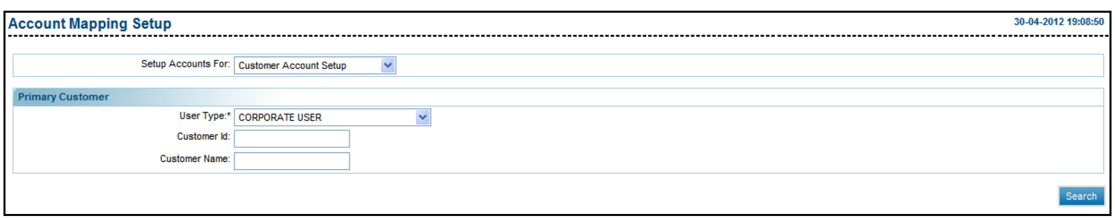
- Customer ID
- Linked Customer ID
- Business User

Depending on mapping level selected, related search criteria is displayed to the user.

To setup an account

1. From the **Customer Management** menu, select **Account Setup**.
   The **Account Mapping Setup** screen appears.

Account Mapping Setup



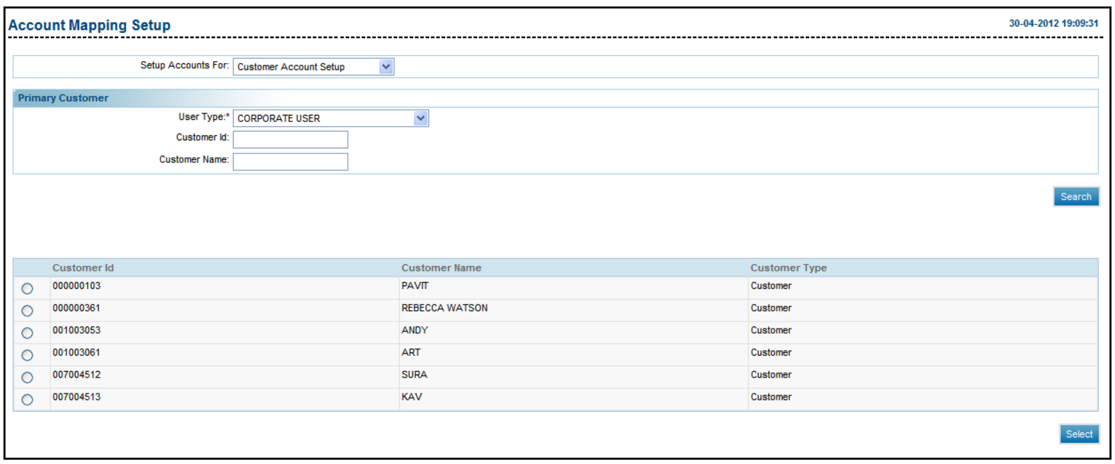
Field Description

Field Name	Description
Setup Accounts For	[Mandatory, Drop-Down] Indicates the different level at which account mapping can be done. The options are: • Customer Account Setup • Linked Customer Account Setup • User Account Setup

Field Name	Description
Primary Customer	
User Type	[Optional, Drop-Down] Indicates the user type.
Customer ID	[Optional, Alphanumeric , 18] Indicates the Customer Id to be retrieved.
Customer Name	[Optional, Alphanumeric, 35] Indicates the customer name to be retrieved.

2. From the **Setup Account For** list, select the appropriate option.
3. Click **Search**.
   The **Account Mapping Setup** screen with search results appears.

Account Mapping Setup



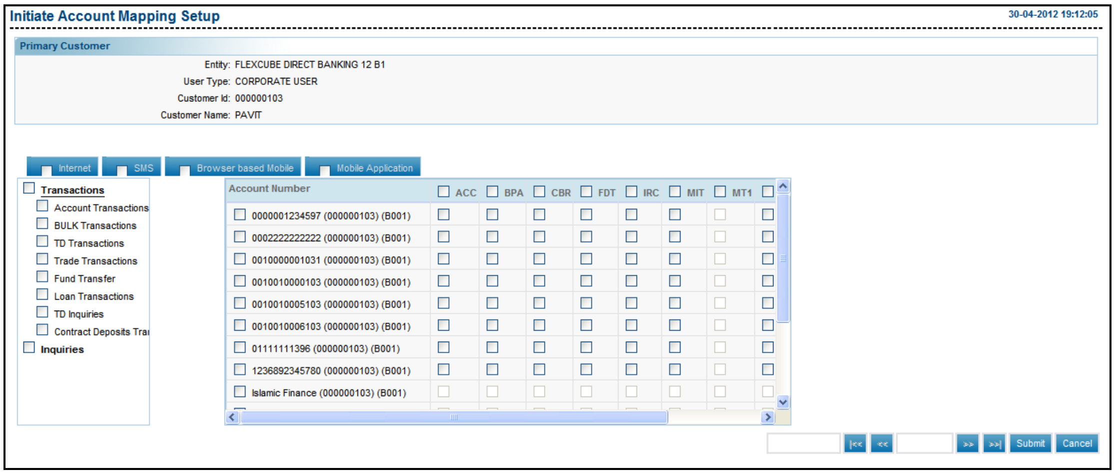
Column Description

Column Name	Description
Customer Id	[Display] Displays the customer ID.
Customer Name	[Display] Displays the customer name.
Customer Type	[Display] Displays the customer type.

4. In the **Customer Id** field, select the appropriate customer.

5. Click **Select**.
The **Initiate Account Mapping Setup** screen appears.

Initiate Account Mapping Setup

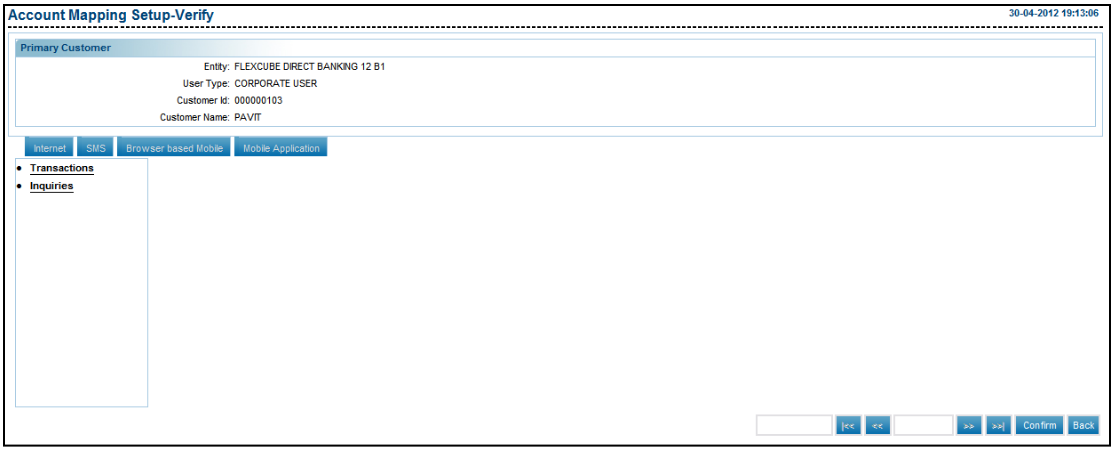


Column Description

Column Name	Description
Internet/Mobile Application/Browser based mobile/SMS	
Transactions/Inquiries	
Transactions	[Optional, Check Box] Indicates the list of transaction in the selected transaction Group listed horizontally.
Accounts and Products	[Optional, Check Box] Indicates the list of accounts and non CASA products available for mapping.

6. Click **Submit**.
The **Account Mapping Setup-Verify** screen appears.
OR
Click **Cancel**.
The **Account Mapping Setup** screen appears.

Account Mapping Setup- Verify



7. Click **Confirm**.
The **Account Mapping Setup-Confirm** screen appears.
OR
Click **Back**.
The **Account Mapping Setup** screen appears.
OR

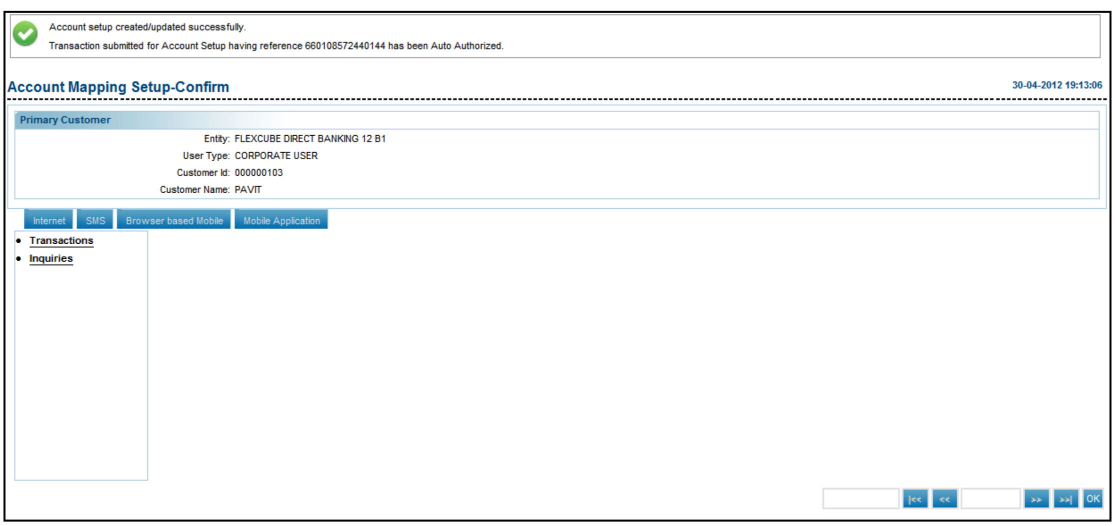
Click  to view the first page of the account mapping setup account number list.

Click  to view the previous page of the account mapping setup account number list.

Click  to view the next page of the account mapping setup account number list.

Click  to view the last page of the account mapping setup account number list.

Account Mapping Setup- Confirm



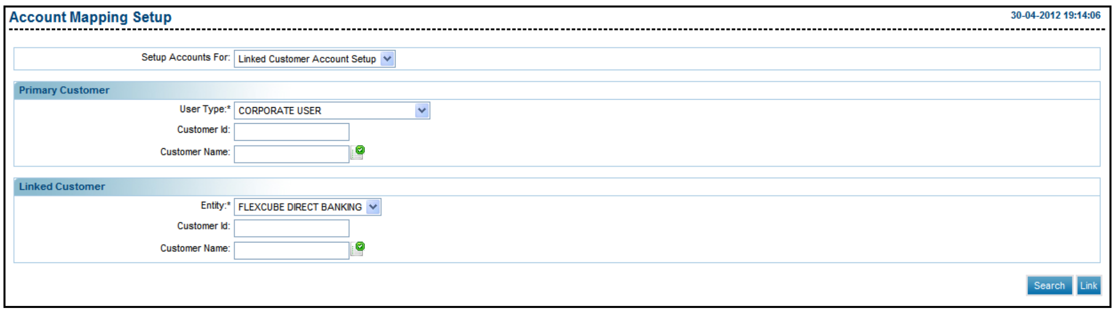
8. Click **OK**.
   The **Account Mapping Setup** screen appears.

Account Mapping Setup-Linked Account Setup

To setup the linked account

9. From the **Customer Management** menu, select **Account Setup**.
   The **Account Mapping Setup** screen appears.

Account Mapping Setup-Linked Account Setup



Field Description

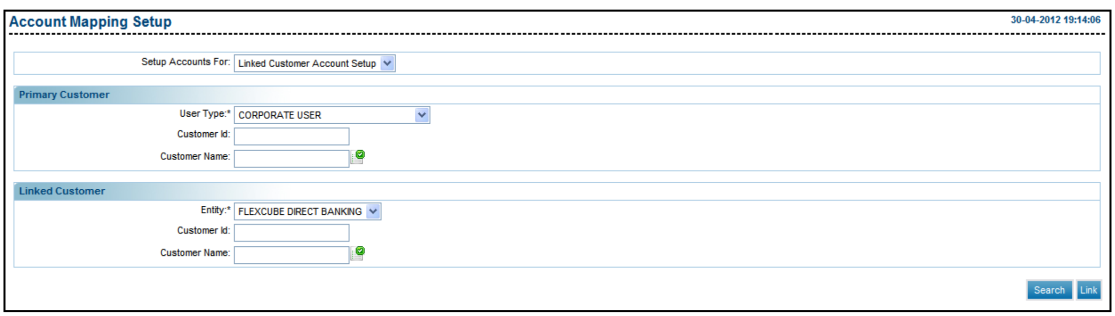
Field Name	Description
Setup Accounts For	[Mandatory, Drop-Down] Indicates the different level at which account mapping can be done. The options are: • Customer Account Setup • Linked Customer Account Setup • User Account Setup
Primary Customer	
User Type	[Optional, Drop-Down] Indicates the user type.
Customer ID	[Optional, Alphanumeric , 18] Indicates the Customer Id to be retrieved.
Customer Name	[Optional, Alphanumeric, 35] Indicates the customer name to be retrieved.

Note: Click validate to validate the customer details entered.

Field Name	Description
Linked Customer	
Entity	[Mandatory, Drop Down] Indicates the entity.
Customer ID	[Optional, Alphanumeric , 18] Indicates the Customer Id to be retrieved.
Customer Name	[Optional, Alphanumeric, 35] Indicates the customer name to be retrieved.
	Note: Click validate to validate the customer details entered.

10. From the **Setup Account For** list, select the **Linked Customer Account Setup** option.
11. From the **Entity** list, select the appropriate option
12. Click **Search**.
    The **Account Mapping Setup** screen with search results appears.

Account Mapping Setup



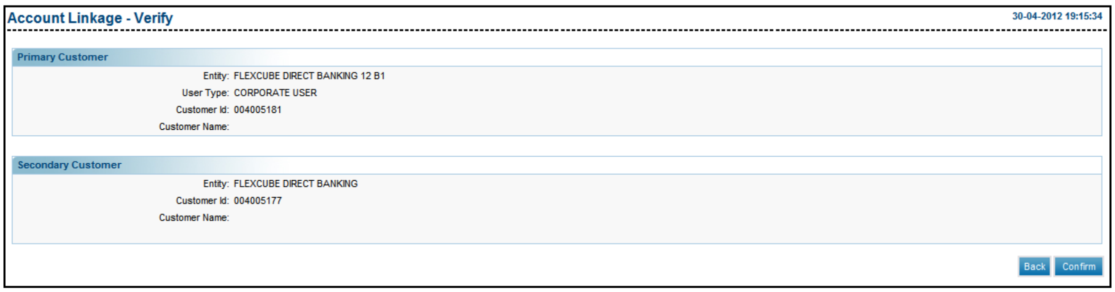
Field Description

Field Name	Description
Primary Customer Id	[Display] Displays the primary customer ID.
Primary Customer Name	[Display] Displays the primary customer name.
Linked Customer Id	[Display] Displays the linked customer ID.

Field Name	Description
Linked Customer Name	[Display] Displays the linked customer name.

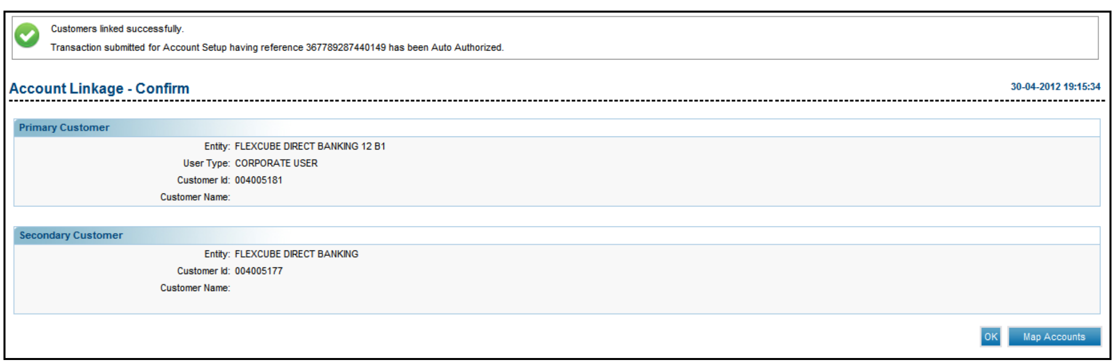
13. To link a new Customer, select the check box for the **customer**.
14. Click **Link**.
The **Account Linkage - Verify** screen appears.
OR
Click **Back**.
The **Account Mapping Setup** screen appears.

Account Linkage-Verify



15. Click **Confirm**.
OR
The **Account Linkage - Confirm** screen is displayed.
OR
Click **Back**.
The **Account Mapping Setup** screen appears..

Account Linkage-Confirm



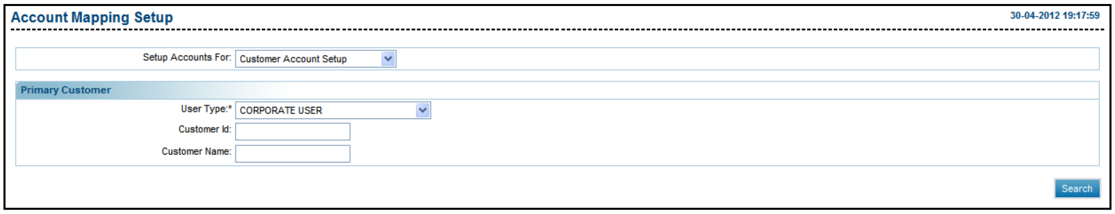
16. Click **Map Accounts**.
The **Initiate Account Mapping Setup** screen appears.
OR
Click **Back**.
The **Account Mapping Setup** screen appears.

Account Mapping Setup-User Account Setup

To setup the user account

17. From the **Customer Management** menu, select **Account Setup**.
The **Account Mapping Setup** screen appears.

Account Mapping Setup



Field Description

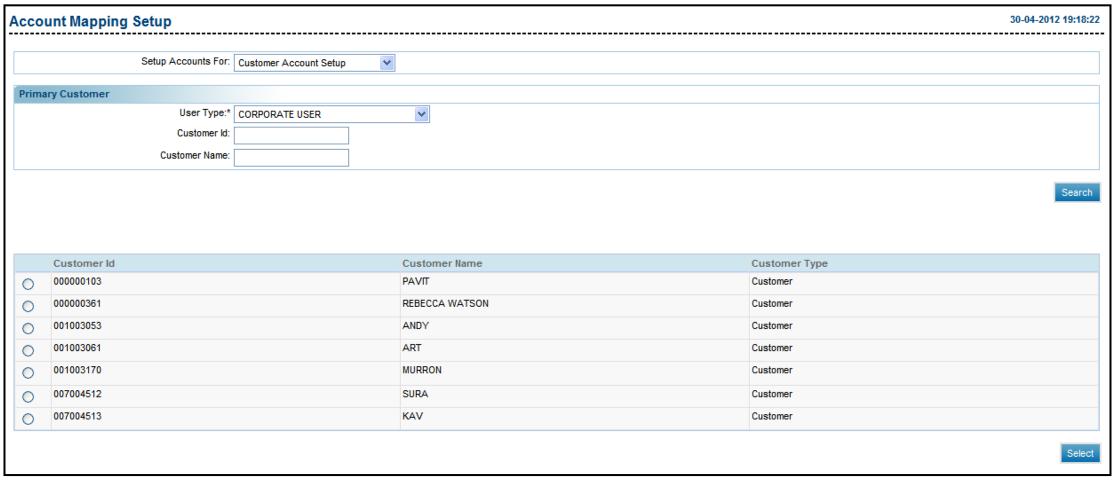
Field Name	Description
Setup Account For	[Mandatory, Drop-Down] Indicates the different level at which account mapping can be done. The options are: • Customer Account Setup • Linked Customer Account Setup • User Account Setup
Primary Customer	
User Type	[Optional, Drop-Down] Indicates the user type.
Customer ID	[Optional, Alphanumeric , 18] Indicates the Customer Id to be retrieved.
Customer Name	[Optional, Alphanumeric, 35] Indicates the customer name to be retrieved.
User Type	[Optional, Drop-Down] Indicates the user type.
User	

Field Name	Description
First Name	[Optional, Drop-Down, Alphanumeric, 40] Indicates the search criteria for the first name. The options are: • Starts With • Ends With • Equals • Contains Type the search string in the adjacent field. **For Example**: If you select the search criteria as **Starts With** and enter **A** in the adjacent field, then the system displays all the customer first names starting with **A.**
Last Name	[Optional, Drop-Down, Alphanumeric, 40] Indicates the search criteria for the last name. The options are: • Starts With • Ends With • Equals • Contains Type the search string in the adjacent field. **For Example**: If you select the search criteria as **Starts With** and enter **E** in the adjacent field, then the system displays all the customer last names starting with **E.**

Field Name	Description
User Id	[Optional, Drop-Down, Alphanumeric, 16] Indicates the search criteria for the user ID. The options are: • Starts With • Ends With • Equals • Contains Type the search string in the adjacent field. **For Example**: If you select the search criteria as **Starts With** and enter **1** in the adjacent field, then the system displays all the user ID's starting with **1**.
Email	[Mandatory, Drop-Down, Alphanumeric, 100] Indicates the search criteria for the email ID. The options are: • Starts With • Ends With • Equals • Contains Type the search string in the adjacent field. **For Example**: If you select the search criteria as **Starts With** and enter **L** in the adjacent field, then the system displays all the email ID's starting with **L**. **Note**: Email ID is **UNIQUE** across all user of the application and validation is in place for the same. You may get an error if non-unique Email ID is entered.

18. Click **Search**.
The **Account Mapping Setup** screen with search results appears.

Account Mapping Setup

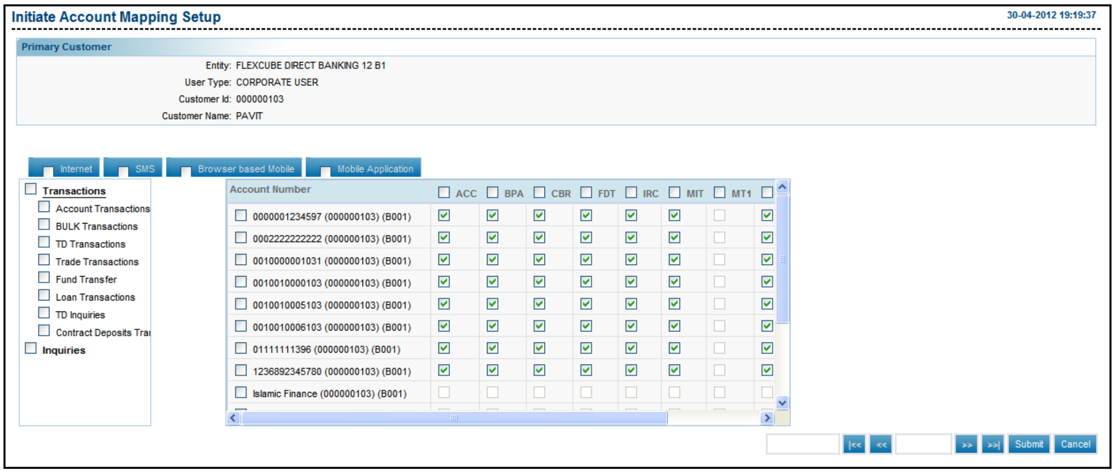


Column Description

Column Name	Description
User Id	[Display] Displays the user id.
User Name	[Display] Displays the user name.
Email	[Display] Displays the email id.
Customer Id	[Display] Displays the secondary customer id.
Customer Name	[Display] Displays the customer name.
Customer Type	[Display] Displays the customer type.

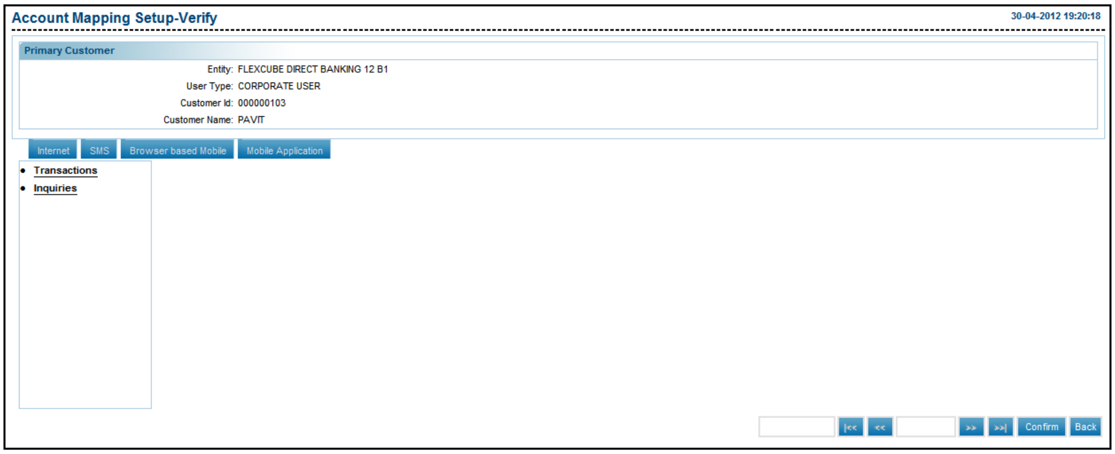
19. In the **user ID** field, select the appropriate user.
20. Click **Select**.
    The **Initiate Account Mapping Setup** screen appears.

Initiate Account Mapping Setup



21. Click **Submit**.
    The **Account Mapping Setup-Verify** screen appears.
    OR
    Click **Cancel**.
    The **Account Mapping Setup** screen appears.

Account Mapping Setup- Verify



22. Click **Confirm**.
The **Account Mapping Setup-Confirm** screen appears.
OR
Click **Back**.
The **Account Mapping Setup** screen appears.
OR

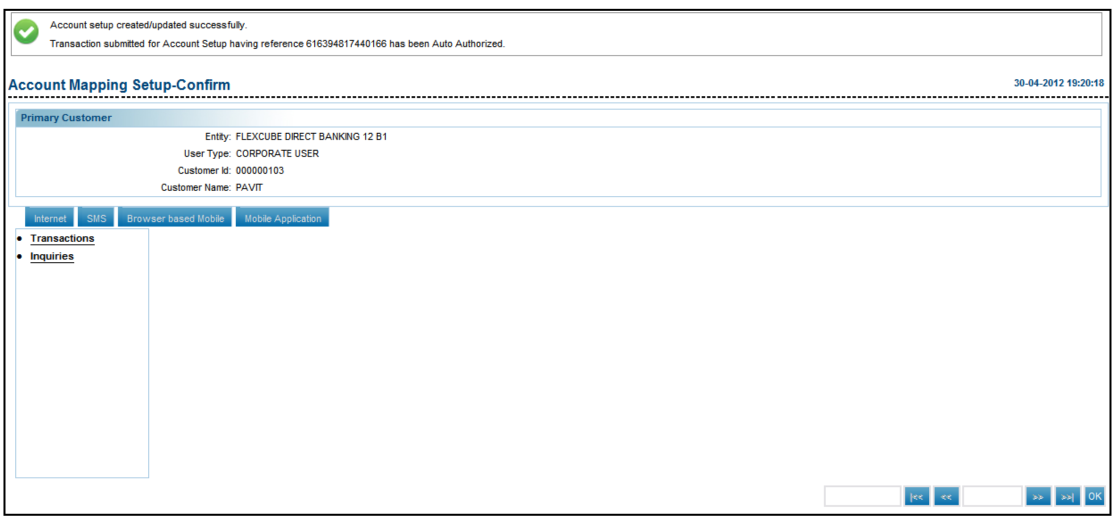
Click  to view the first page of the account mapping setup account number list.

Click  to view the previous page of the account mapping setup account number list.

Click  to view the next page of the account mapping setup account number list.

Click  to view the last page of the account mapping setup account number list.

Account Mapping Setup- Confirm



23. Click **OK**.
    The **Account Mapping Setup** screen appears.

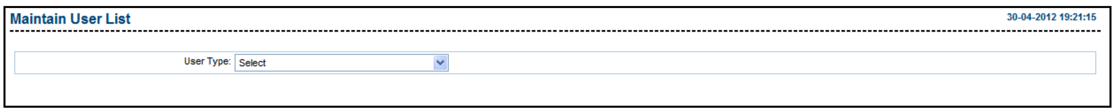
14. Maintain User List

This option allows the administrator to maintain user list. This user list is created to keep the users of a similar designation together for the purpose of Authorization activity. Users which come under one User list cannot be a part of any other list but the users which come under one list can be an authorizer as a single authorizer.

To maintain a user list

1. From the **Mandates** menu, select **Maintain User List**.
   The **Maintain User List** screen appears.

Maintain User List



Field Description

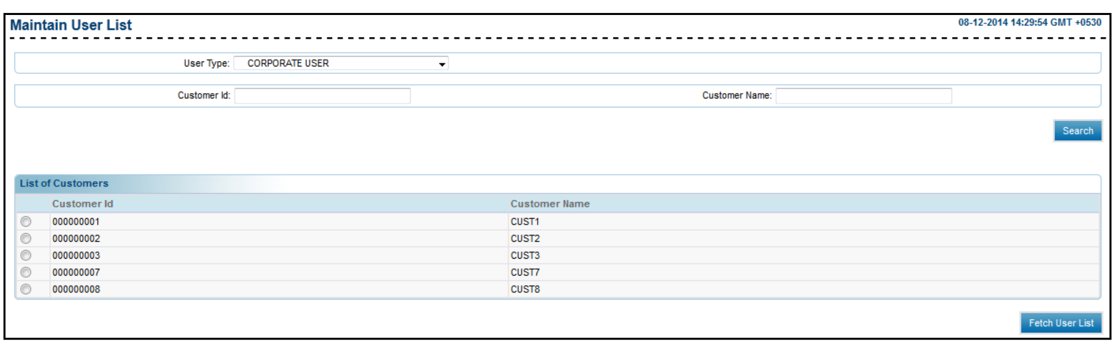
Field Name	Description
User Type	[Mandatory, Drop-Down] Indicates the entity and user type for which list is to be created.

Below fields appears for business users.

Field Name	Description
Customer ID	[Optional, Alphanumeric , 20] Indicates the customer id of the user.
Customer Name	[Optional, Alphanumeric, 20] Indicates the name of the customer.

2. From the **User Type** list, select the appropriate option.
3. Click **Search**.
   The **Maintain User List** screen with search results appears.

Maintain User List

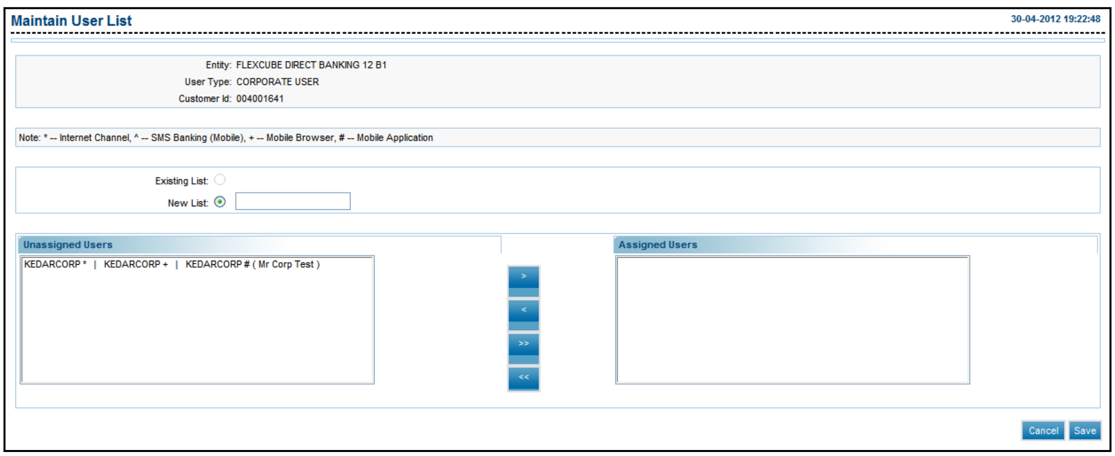


Field Description

Field Name	Description
List of Customers	
Customer ID	[Display] Displays the customer id as per the selected user type.
Customer Name	[Display] Displays the name of the customer corresponding to the customer id.

4. From the **Customer ID** list, select the appropriate customer.
5. Click **Fetch Users**.
   The **Maintain User List** screen appears.

Maintain User List



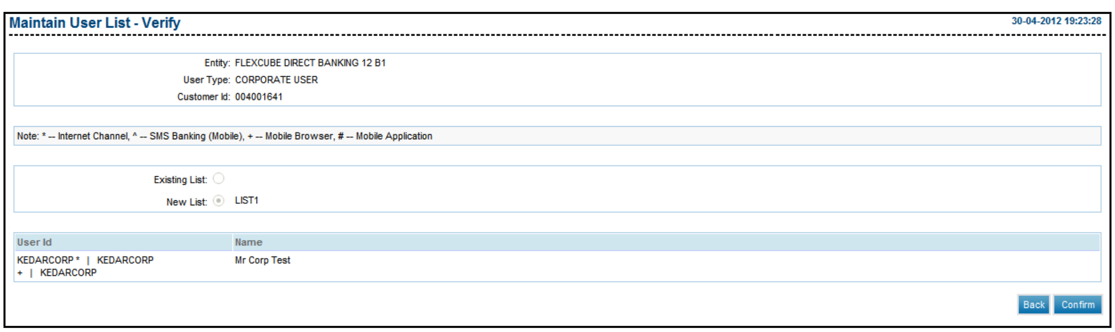
Field Description

Field Name	Description
It is mandatory to select any one option.	
Existing List	[Optional, Option, Drop-Down] Indicates the list that has already been created.
New List	[Optional, Option, Alphanumeric, 15] Indicates a new list to be created. To enable the **New List** field, select the option.
Unassigned Users	[Display] Displays the unassigned users with entity, user type and customer id.

Field Name	Description
Assigned Users	[Display] Displays the assigned users with entity, user type and customer id.

6. Select either **Existing List** or **New List** option.
   a. If you select the **Existing List** option:
      i. From the **Existing List**, select the appropriate option.
   b. If you select the **Existing List** option:
      i. In the **New List** field, enter the name of the new list.
7. From the **Unassigned Users** list, select the appropriate option.
8. Click .
   The entity moves to the **Assigned Users** list.
   OR
   Click .
   The entire entity moves to the **Assigned Users** list.
   OR
   Click .
   The entity moves back to the **Unassigned Users** list.
   OR
   Click .
   The entity moves to the **Assigned Users** list.
9. Click **Save**.
   The **Maintain User List - Verify** screen appears.
   OR
   Click **Cancel**.
   The **Maintain User List** screen appears.

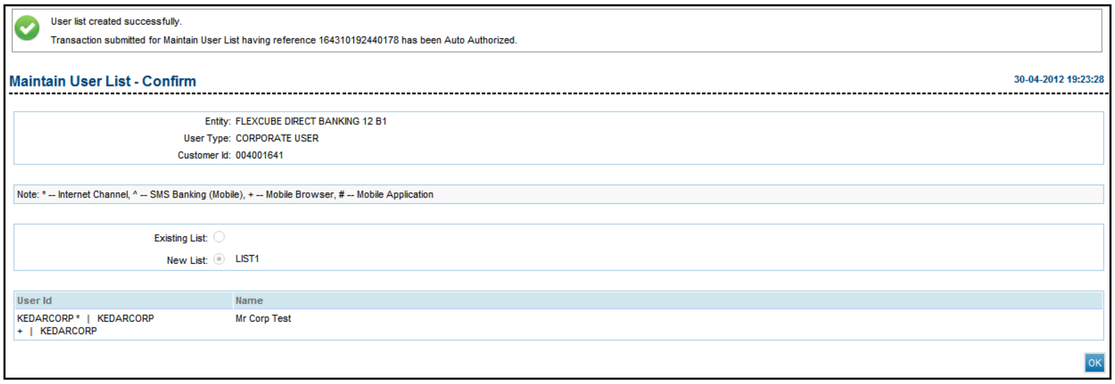
Maintain User List - Verify



10. Click **Confirm**.
    The **Maintain User List – Confirm** screen appears.
    OR

Click the **Back**.
The **Maintain User List** screen appears.

Maintain User List - Confirm



11. Click **OK**.
The **Maintain User List** screen appears.

14.1 Manage Rules

This option allows the administrator to manage the rules.

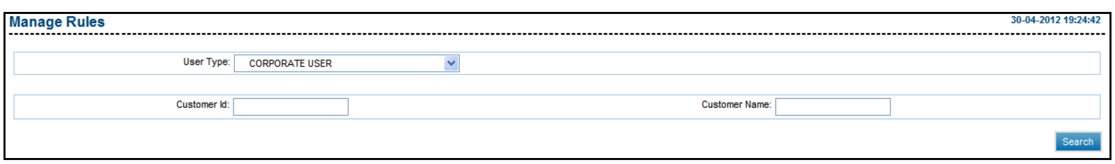
There are four types of authorization rules:

- **Non-Sequential**: This authorization mandate doesn't follow any authorization sequence.
- **Sequential**: Under sequential authorization mandate, the authorization can be done only by sequence.

To manage a rule

1. From the **Mandates** menu, select **Manage Rules**.
The **Manage Rules** screen appears.

Manage Rules



Field Description

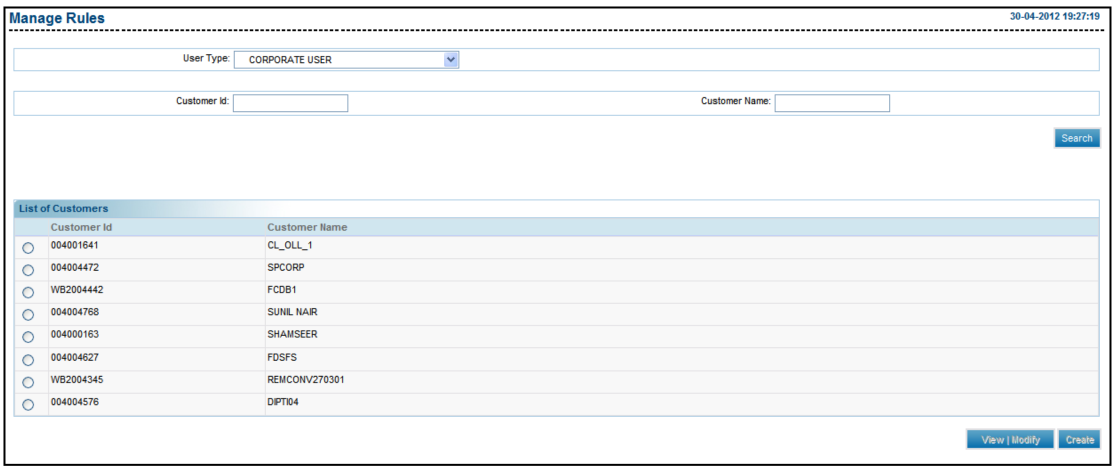
Field Name	Description
User Type	[Mandatory, Drop-Down] Indicates the entity and user type for which list is to be created.

Below fields appears for business users.

Field Name	Description
Customer ID	[Optional, Alphanumeric , 20] Indicates the customer id of the user.
Customer Name	[Optional, Alphanumeric, 20] Indicates the name of the customer.

2. From the **User Type** list, select the appropriate option.
3. Click **Search**.
   The **Manage Rules** screen with search results appears.

Manage Rules

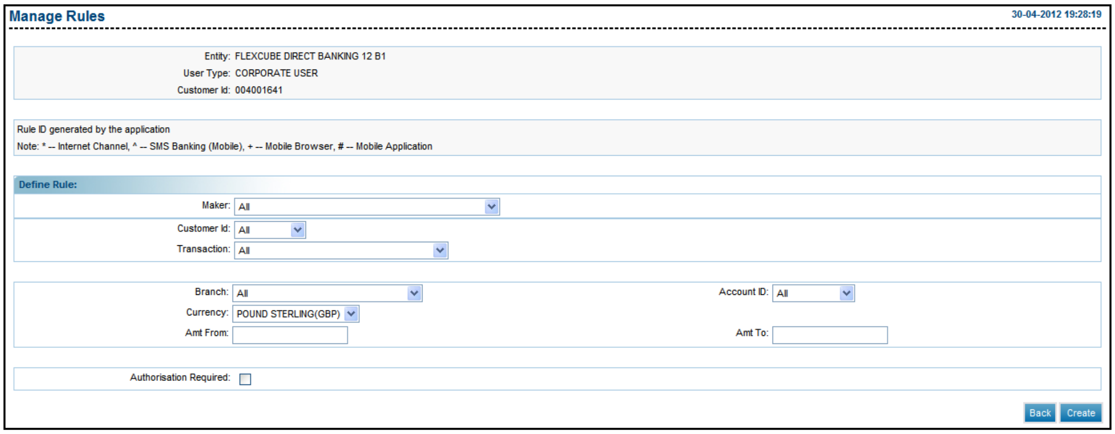


Field Description

Field Name	Description
List of Customers	
Customer ID	[Display] Displays the customer id as per the selected user type.
Customer Name	[Display] Displays the name of the customer corresponding to the customer id.

4. From the Customer ID list, select the appropriate customer.
5. Click **Create**.
   The **Manage Rules** screen appears.
   OR
   Click **View/Modify**.
   The **Manage Rules** screen appears.

Manage Rules



Field Description

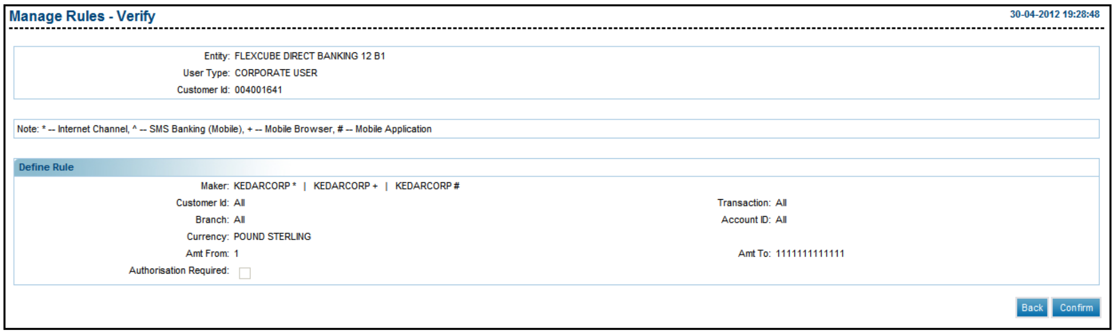
Field Name	Description
Define Rule	
It is mandatory to select any one option.	
Search All rules	[Optional, Option] Indicates the option to search the criteria for rules.
Specify Criteria and Search	[Optional, Option] Indicates the option to specify the criteria for rules.
Maker	[Mandatory, Drop-Down] Indicates the initiator of the transaction. The default value is **All**. If no Maker User Id is specified then this rule is applied to all the Users for the selected Corporate ID.
Customer ID	[Mandatory, Drop-Down] Indicates the customer ids (primary & linked customer Id) in case of corporate users. The default value is **All.**
Transaction	[Mandatory, Drop-Down] Indicates the type of transaction and transaction groups. The default value is **All.**
Branch	[Mandatory, Drop-Down] Indicates the all the branches of the bank where accounts have been opened. The default value is **All**

Field Name	Description
Account ID	[Mandatory, Drop-Down] Indicates the list of all the CASA accounts that belongs to the primary customer id The default value is **All.**
Currency	[Mandatory, Drop-Down] Indicates the currency for which the rule is to be defined.
Amt From	[Mandatory, Numeric, 15] Indicates the amount range for the transactions.
Amt To	[Mandatory, Numeric, 15] Indicates the amount range for the transactions.
Authorization Required	[Optional, Check Box] Indicates whether authorisation is required or not for the set parameters.
List ID(5)	[Conditional, Drop-Down] Indicates the lists and users related to the selected customer id. This field appears if you select the **Authorization Required** check box.

Note: S2S Users will not available in authorization list.

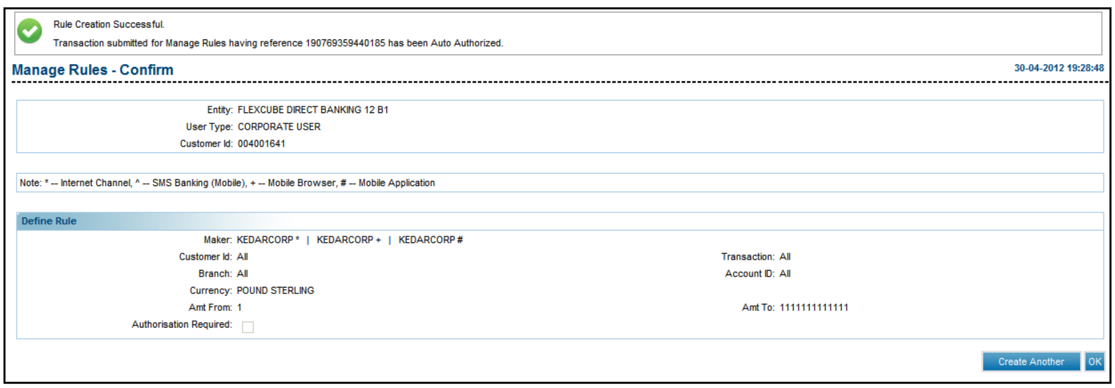
6. Select either **Search All rules** or **Specify Criteria** and Search option.
   a. If you select the **Specify Criteria and Search** option:
      i. From the **Maker** list, select the appropriate option.
      ii. From the **Customer ID** list, select the customer id.
      iii. From the **Transaction** list, select the appropriate transaction.
      iv. From the **Branch** list, select the account branch.
      v. From the **Account ID** list, select the account currency.
      vi. From the **Currency** list, select the account currency.
      vii. In the **Amt From** field, enter the appropriate amount.
      viii. In the **Amt To** field, enter the appropriate amount.
7. Click **Create**.
   The **Manage Rules – Verify** screen appears.
   OR
   Click **Back**.
   The **Manage Rules** screen appears.

Manage Rules - Verify



8. Click **Confirm**.
   The **Manage Rules - Confirm** screen appears.
   OR
   Click **Back**.
   The **Manage Rules** screen appears.

Manage Rules - Confirm

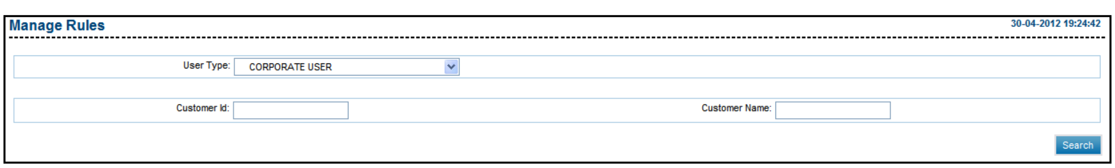


9. Click **Create Another**.
   The **Manage Rules** screen appears.
   OR
   Click **OK**.
   The **Manage Rules** screen appears..

To delete rules

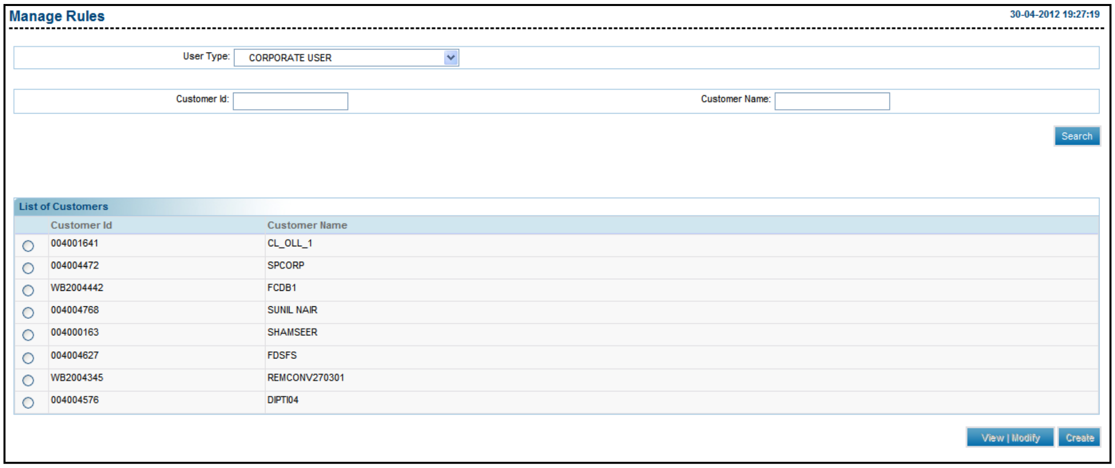
1. From the **Mandates** menu, select **Manage Rules**.
   The **Manage Rules** screen appears.

Manage Rules



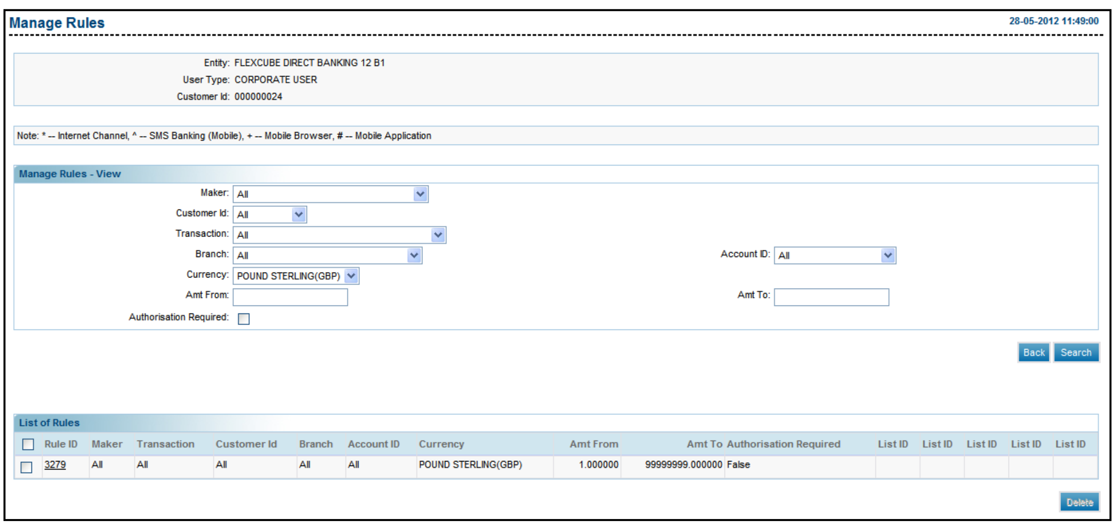
2. From the **User Type** list, select the appropriate option.
3. Click **Search**.
   The **Manage Rules** screen with search results appears.

Manage Rules



4. From the Customer ID list, select the appropriate customer.
5. Click **View/Modify**.
   The **Manage Rules** screen appears.
   OR
   Click **Create**.
   The **Manage Rules** screen appears.

Manage Rules View



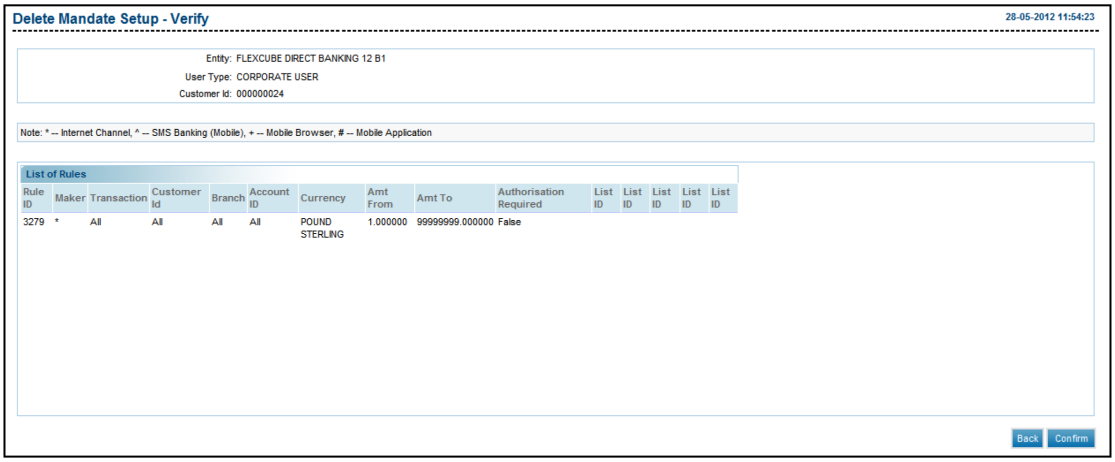
6. Click **Search**.
   The **Manage Rules** screen with search results appears.
   OR

Click **Back**.
The **Manage Rules** screen appears.

7. From the Rule ID list, select the appropriate rule.

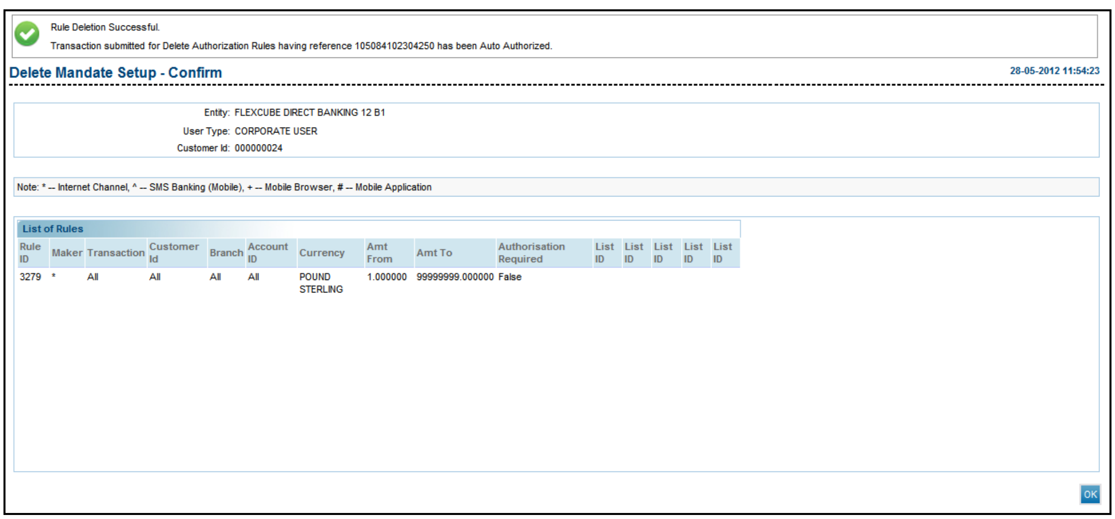
8. Click **Delete**.
The **Delete Mandate Setup – Verify** screen appears.

Delete Mandate Setup - Verify



9. Click **Confirm**.
The **Delete Mandate Setup – Confirm** screen appears.
OR
Click **Back**.
The **Manage Rules** screen appears.

Delete Rules Confirm



Note: All rules should not be deleted. There should be at least one rule available for bank administrator OR business user so that administrator or business user will be able to perform any transaction.

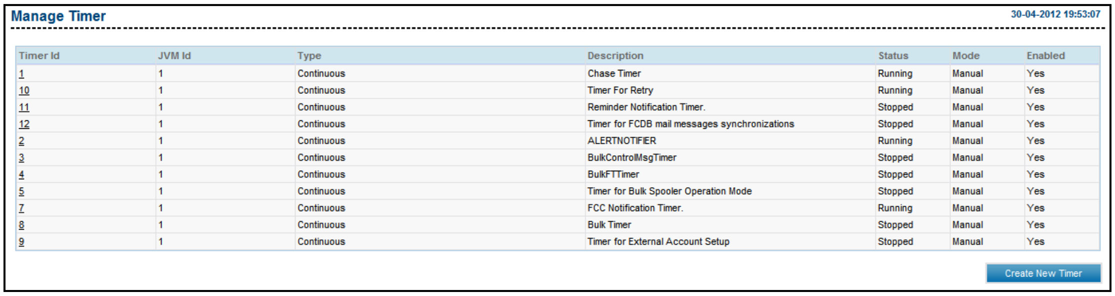
15. Manage Timers

This option allows you to manage the timers.

To manage timers

1. From the **System Maintenance** menu, select **Manage Timer Services**.
   The **Manage Rules** screen appears.

Manage Timer



Manage Timer 30-04-2012 19:53:07

Timer Id	JVM Id	Type	Description	Status	Mode	Enabled
1	1	Continuous	Chase Timer	Running	Manual	Yes
10	1	Continuous	Timer For Retry	Running	Manual	Yes
11	1	Continuous	Reminder Notification Timer.	Stopped	Manual	Yes
12	1	Continuous	Timer for FCDB mail messages synchronizations	Stopped	Manual	Yes
2	1	Continuous	ALERTNOTIFIER	Running	Manual	Yes
3	1	Continuous	BulkControlMsgTimer	Stopped	Manual	Yes
4	1	Continuous	BulkFTTimer	Stopped	Manual	Yes
5	1	Continuous	Timer for Bulk Spooler Operation Mode	Stopped	Manual	Yes
7	1	Continuous	FCC Notification Timer.	Running	Manual	Yes
8	1	Continuous	Bulk Timer	Stopped	Manual	Yes
9	1	Continuous	Timer for External Account Setup	Stopped	Manual	Yes

Create New Timer

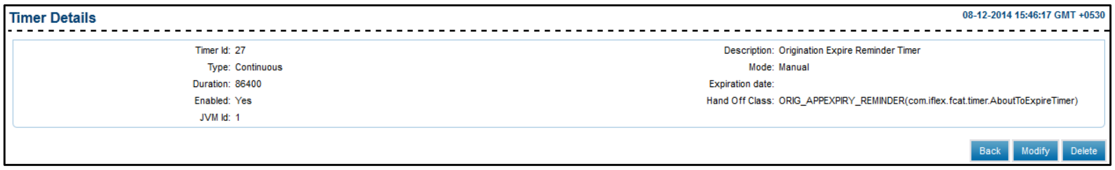
Field Description

Column Name	Description
Timer Id	[Display, Link] Displays the timer ID code. Indicates the link to view the timer details.
JVM Id	[Display] Displays the JVM Id.
Type	[Display] Displays the timer type.
Description	[Display] Displays the task/location of the timer.
Status	[Display] Displays the timer status.
Mode	[Display] Displays the timer mode.
Enabled	[Display] Displays whether the timer is active or stopped.

2. Click **Timer Id**.
   The **Timer Details** screen appears.
   OR

Click **Create New Timer**.
The **Create Timer** screen appears.

Timer Details

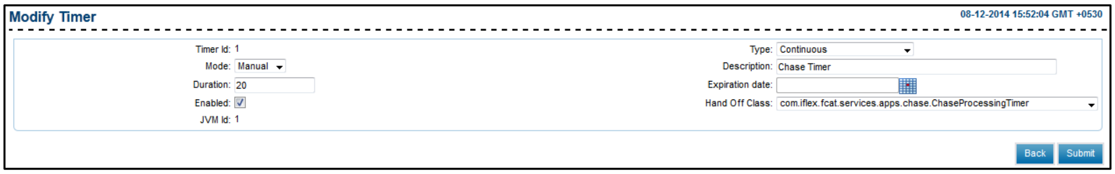


Field Description

Field Name	Description
Timer Id	[Display] Displays the ID assigned to the timers.
Description	[Display] Displays the task/location of the timer.
Type	[Display] Displays the timer type.
Enabled	[Display] Displays whether the timer is active or stopped.
Handoff Class	[Display] Displays the business logic for which a timer service can be configured.
Mode	[Display] Displays the mode of the timer.
Expiration Date	[Display] Displays the date and time when the timer should stop either automatically or manually.

3. Click **Modify**.
   The **Modify Timer** screen appears.
   OR
   Click **Back**.
   The **Manage Timer** screen appears.
   OR
   Click **Delete**.
   The **Delete Timer Verify** screen appears.

Modify Timer



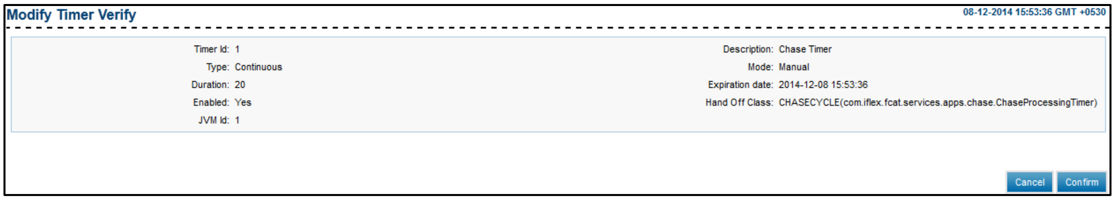
Field Description

Field Name	Description
Timer Id	[Display] Displays the ID assigned to the timers.
Type	[Mandatory, Drop-Down] Indicates the timer type.
Description	[Mandatory, Alphanumeric] Indicates the task/location of the timer.
Duration	[Mandatory, Numeric] Indicates the duration between two occurrences of a recurring timer service.
Enabled	[Check Box] Indicates whether the timer is active or stopped.
Handoff Class	[Mandatory, Drop-Down] Indicates whether the business logic for which a timer service can be configured.
Mode	[Mandatory, Drop-Down] Indicates the mode of the timer.
Expiration Date	[Mandatory, Pick List] Indicates the date and time when the timer should stop either automatically or manually.

4. From the **Type** list, select the appropriate option.
5. In the **Description** field, enter the description.
6. In the **Duration** field, enter the duration.
7. From the **Handoff Class** list, select the appropriate option.
8. From the **Mode** list, select the appropriate option.
9. From the **Expiration Date** list, select the appropriate date.
10. Click **Submit**.
    The **Modify Timer Verify** screen appears.

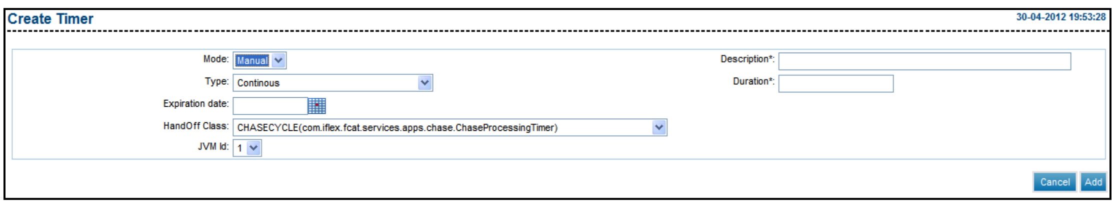
OR
Click **Back**.
The **Timer Details** screen appears.

Modify Timer Verify



11. Click **Confirm**.
The **Modify Timer Confirm** screen appears.
OR
Click **Cancel**.
The **Modify Timer** screen appears.

Create Timer



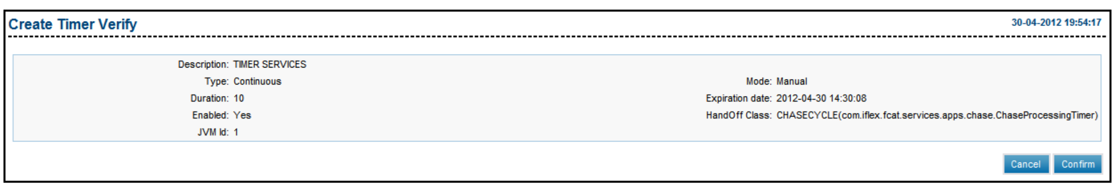
Field Description

Field Name	Description
Mode	[Mandatory, Drop-Down] Indicates the mode of the timer.
Description	[Mandatory, Alphanumeric] Indicates the task/location of the timer.
Type	[Mandatory, Drop-Down] Indicates the timer type.
Duration	[Mandatory, Numeric] Indicates the duration between two occurrences of a recurring timer service.
Expiration Date	[Mandatory, Pick List] Indicates the date and time when the timer should stop either automatically or manually.

Field Name	Description
Handoff Class	[Mandatory, Drop-Down] Indicates whether the business logic for which a timer service can be configured.
JVM Id	[Mandatory, Drop-Down] Indicates the JVM ID from the drop-down list.

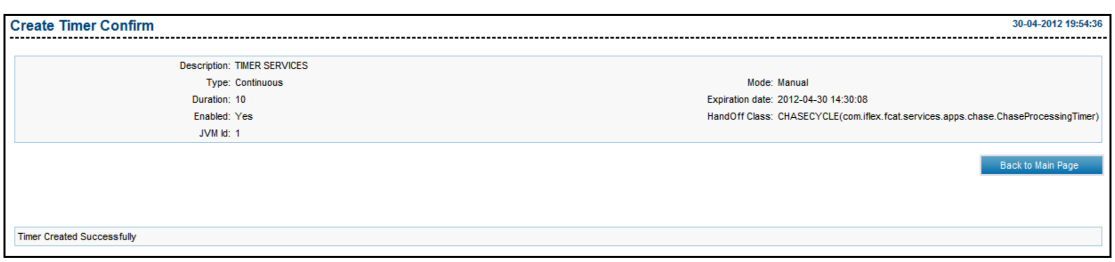
12. From the **Mode** list, select the appropriate option.
13. In the **Description** field, enter the description.
14. From the **Type** list, select the appropriate option.
15. In the **Duration** field, enter the duration.
16. From the **Expiration Date** list, select the appropriate date.
17. From the **Handoff Class** list, select the appropriate option.
18. Click **Add**.
    The **Create Timer Verify** screen appears.
    OR
    Click **Cancel**.
    The **Manage Timer** screen appears.

Create Timer Verify



19. Click **Confirm**.
    The **Create Timer Confirm** screen appears..
    OR
    Click **Cancel**.
    The **Create Timer** screen appears.

Create Timer - Confirm



20. Click **Back To Main Page**.
    The **Manage Timer** screen appears.

16. Manage Application Messages

This option allows the administrator to post the application messages.

To manage application message

1. From the **System Maintenance** menu, select **Manage Application Messages**.
The **Manage Application Messages** screen appears.

Manage Application Messages

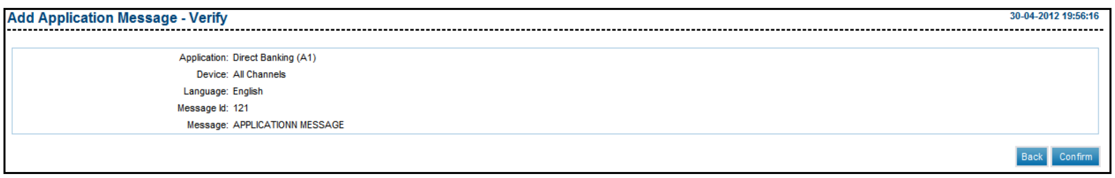
Field Description

Field Name	Description
Application	[Mandatory, Drop-Down] Indicates the type of application. The options are: • Direct Banking (A1) • Direct Banking (CN) • Direct Banking (RR)
Device	[Mandatory, Drop-Down] Indicates the device name. The options are follows: • All Channels • Browser based Mobile • Customer Service Center • Internet • Intranet • IVR • Mobile Application • SMS Banking (Mobile)
Language	[Mandatory, Drop-Down] Indicates the message language.
Message Id	[Mandatory, Alphanumeric, 20] Indicates the message d.

Field Name	Description
Message	[Mandatory, Alphanumeric, 255] Indicates the message description.

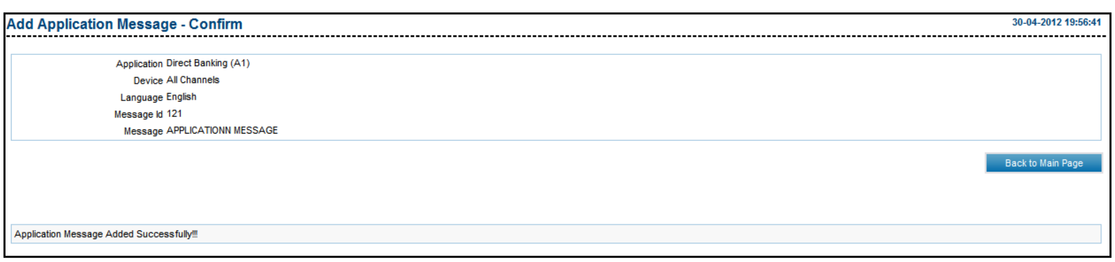
2. From the **Application** list, select the appropriate option.
3. From the **Device** list, select the appropriate option.
4. From the **Language** list, select the appropriate option.
5. In the **Message Id** field, enter the message Id.
6. In the **Message** field, enter the message description.
7. Click **Add**.
The **Add Application Message - Verify** screen appears.
OR
Click **Back**.
The **Manage Application Messages** screen appears.

Add Application Message - Verify



8. Click **Confirm**.
The **Add Application Message - Confirm** screen appears.
OR
Click **Back**.
The **Manage Application Messages** screen appears.

Add Application Message - Confirm



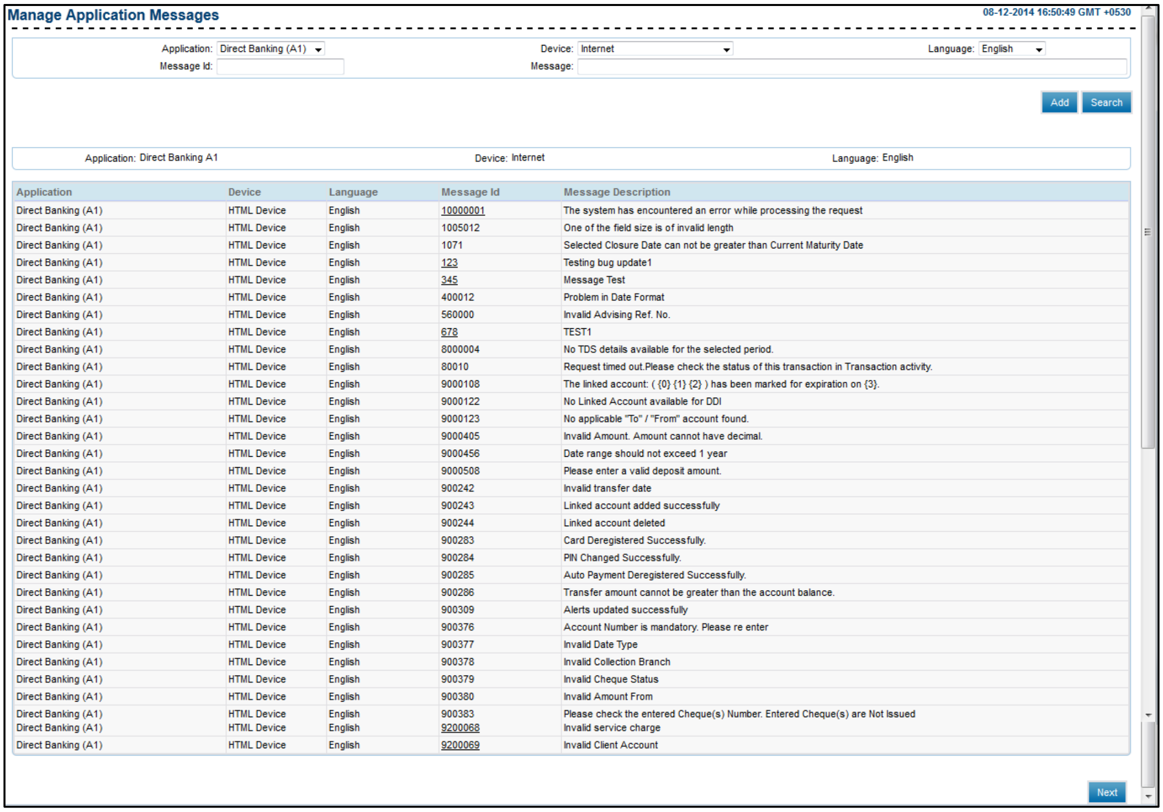
9. Click **Back To Main Page**.
The **Manage Application Messages** screen appears.

To view the application messages

1. From the **System Maintenance** menu, select **Manage Application Messages**.
The **Manage Application Messages** screen appears.

2. Click **Search**.
   The **Manage Application Messages** screen with search results appears.

Manage Application Messages


Manage Application Messages 08-12-2014 16:50:49 GMT +0530

Application: Direct Banking (A1) Device: Internet Language: English
Message Id: Message:

Add Search

Application: Direct Banking A1 Device: Internet Language: English

Application	Device	Language	Message Id	Message Description
Direct Banking (A1)	HTML Device	English	10000001	The system has encountered an error while processing the request
Direct Banking (A1)	HTML Device	English	1005012	One of the field size is of invalid length
Direct Banking (A1)	HTML Device	English	1071	Selected Closure Date can not be greater than Current Maturity Date
Direct Banking (A1)	HTML Device	English	123	Testing bug update1
Direct Banking (A1)	HTML Device	English	345	Message Test
Direct Banking (A1)	HTML Device	English	400012	Problem in Date Format
Direct Banking (A1)	HTML Device	English	560000	Invalid Advising Ref. No.
Direct Banking (A1)	HTML Device	English	678	TEST1
Direct Banking (A1)	HTML Device	English	8000004	No TDS details available for the selected period.
Direct Banking (A1)	HTML Device	English	80010	Request timed out.Please check the status of this transaction in Transaction activity.
Direct Banking (A1)	HTML Device	English	9000108	The linked account: ({0} {1} {2}) has been marked for expiration on {3}.
Direct Banking (A1)	HTML Device	English	9000122	No Linked Account available for DDI
Direct Banking (A1)	HTML Device	English	9000123	No applicable "To" / "From" account found.
Direct Banking (A1)	HTML Device	English	9000405	Invalid Amount. Amount cannot have decimal.
Direct Banking (A1)	HTML Device	English	9000456	Date range should not exceed 1 year
Direct Banking (A1)	HTML Device	English	9000508	Please enter a valid deposit amount.
Direct Banking (A1)	HTML Device	English	900242	Invalid transfer date
Direct Banking (A1)	HTML Device	English	900243	Linked account added successfully
Direct Banking (A1)	HTML Device	English	900244	Linked account deleted
Direct Banking (A1)	HTML Device	English	900283	Card Deregistered Successfully.
Direct Banking (A1)	HTML Device	English	900284	PIN Changed Successfully.
Direct Banking (A1)	HTML Device	English	900285	Auto Payment Deregistered Successfully.
Direct Banking (A1)	HTML Device	English	900286	Transfer amount cannot be greater than the account balance.
Direct Banking (A1)	HTML Device	English	900309	Alerts updated successfully
Direct Banking (A1)	HTML Device	English	900376	Account Number is mandatory. Please re enter
Direct Banking (A1)	HTML Device	English	900377	Invalid Date Type
Direct Banking (A1)	HTML Device	English	900378	Invalid Collection Branch
Direct Banking (A1)	HTML Device	English	900379	Invalid Cheque Status
Direct Banking (A1)	HTML Device	English	900380	Invalid Amount From
Direct Banking (A1)	HTML Device	English	900383	Please check the entered Cheque(s) Number. Entered Cheque(s) are Not Issued
Direct Banking (A1)	HTML Device	English	9200068	Invalid service charge
Direct Banking (A1)	HTML Device	English	9200069	Invalid Client Account

Next

3. Click **Next**.
   The next page of the **Manage Application Messages** screen with search results appears.
   OR
   Click the **Message Id** link.
   The **Modify Application Message** screen appears.

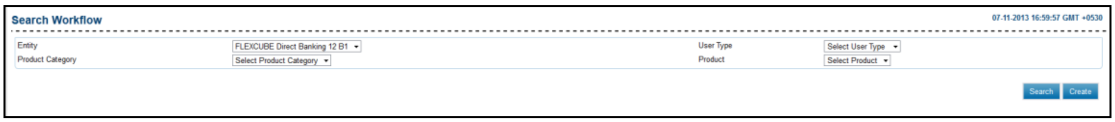
17. Workflow Configuration

You can manage, design and configure the workflow for the account opening process for various products via STP or Lead. The Bank Administrator can maintain the series of steps required for a particular account opening workflow and then associate it to a new product.

To configure the workflow

1. From the **System Maintenance** menu, select **Workflow Configuration**.
   The **Search Workflow** screen appears.

Search Workflow

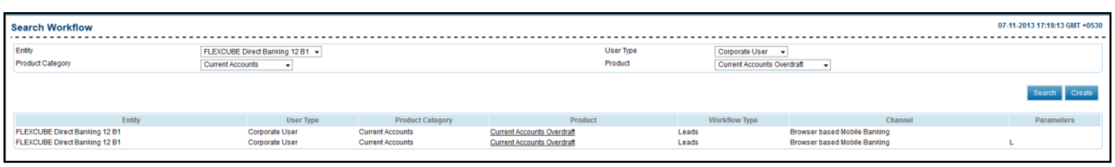


Field Description

Field Name	Description
Entity	[Mandatory, Drop-Down] Indicates the entities available.
User Type	[Mandatory, Drop-Down] Indicates the user type for which origination is supported.
Product Category	[Mandatory, Drop-Down] Indicates the product category configured for selected user type.
Product	[Mandatory, Drop-Down] Indicates the product configured under the respective product category selected for selected product category.

2. Click **Search**.
   The **Search Workflow** screen with search results appears.

Search Workflow

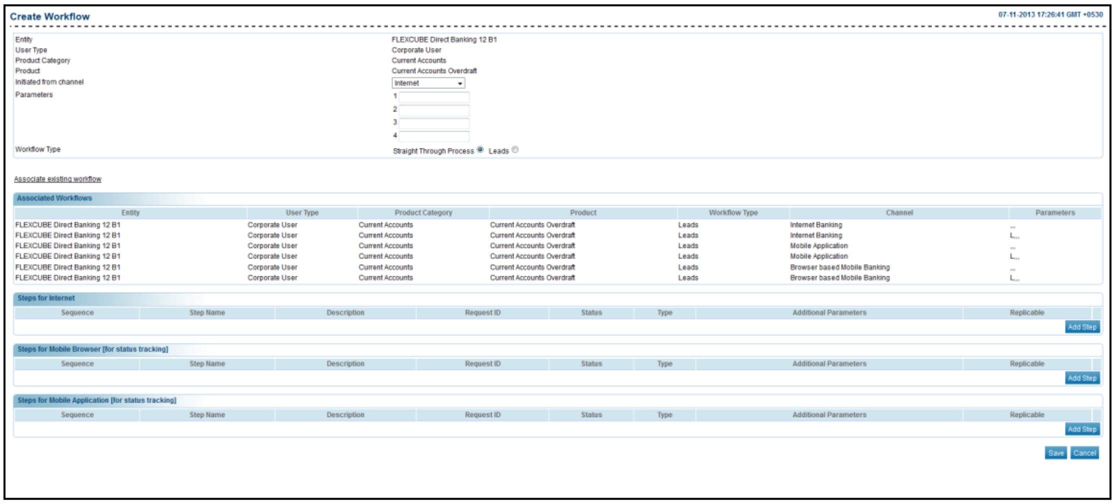


Field Description

Field Name	Description
Entity	[Display] Displays the entity assigned for the respective workflow.
User Type	[Display] Displays the User type assigned for the respective workflow.
Product Category	[Display] Displays the product category assigned for the respective workflow.
Product	[Display, Link] Displays the product assigned for the respective workflow. Indicates the link to view the workflow.
Workflow Type	[Display] Displays the workflow type (lead/Straight Through Process) assigned for the respective workflow.
Channel	[Display] Displays the channel (through which Origination would start) assigned for the respective workflow.
Parameters	[Display] Displays the parameter mapped to the respective workflow.

3. Click **Create**.
   The **Create Workflow** screen appears.
   OR
   Click the **Product** link.
   The **Update Workflow** screen appears.

Create Workflow



Field Description

Field Name	Description
Initiated from channel	[Mandatory, Drop-Down] Indicates the channel for which the workflow is being created for a particular product. The option are: • Internet • Mobile Browser • Mobile Application
Parameter	[Optional, Alphanumeric, 20] Indicates the value to hold any additional value associated for the workflow to be created.
Workflow Type	[Mandatory, Option] Indicates the workflow type to be created. The options are: • STP • Lead

Associate Workflows

This section displays the existing Associated Workflows already assigned to the selected Product, if any already defined in the system.

Description

Field Name	Description
Entity	[Display] Displays the entity assigned for the respective workflow.
User Type	[Display] Displays the User type assigned for the respective workflow.
Product Category	[Display] Displays the product category assigned for the respective workflow.
Product	[Display] Displays the product assigned for the respective workflow.
Workflow Type	[Display] Displays the workflow type assigned for the respective workflow.
Channel	[Display] Displays the channel assigned for the respective workflow.
Parameters	[Display] Displays the parameter mapped to the respective workflow.

Steps for Internet/ Mobile Browser[for status tracking] / Mobile Application [for status tracking]

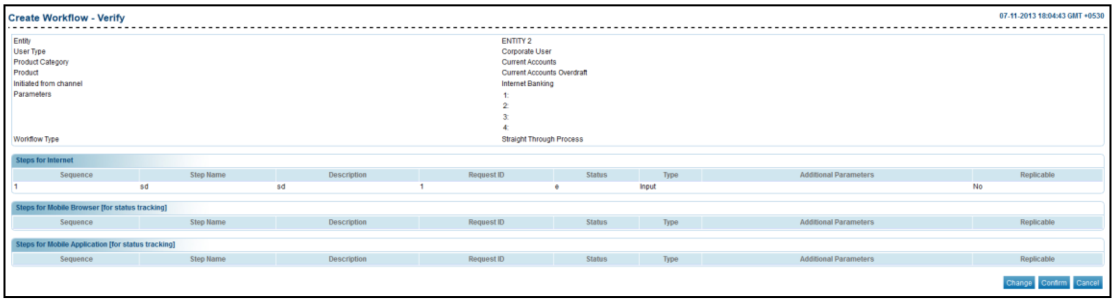
This section displayed the steps which are added for the selected channel.

Sequence	[Display] Displays the system generated sequence number.
Step Name	[Mandatory, Alphanumeric,100] Indicates the language keyword to be used to display the name of the step in the workflow. This is the step name which is displayed on the origination workflow to the customers while opening of an account.
Description	[Mandatory, Alphanumeric,100] Indicates the description to provide the language keyword for short name / description to the step of the workflow.

Field Name	Description
Request ID	[Mandatory, Alphanumeric, Eight] Indicates the request Id (page id) for the workflow step. The request id is the name of the application page while designing a particular step.
Status	[Optional, Alphanumeric,10] Indicates the status for the step of the workflow
Type	[Mandatory, Drop-Down] Indicates the stage at which this step shall be displayed to the customer. The options are: • Input • Verify • Confirm • Additional
Additional Parameter	[Optional, Alphanumeric, 200] Indicates the additional parameter with respect to the step of the workflow.
Replicable	[Optional, Check Box] Indicates whether the same step is required to be appeared multiple times within a workflow.

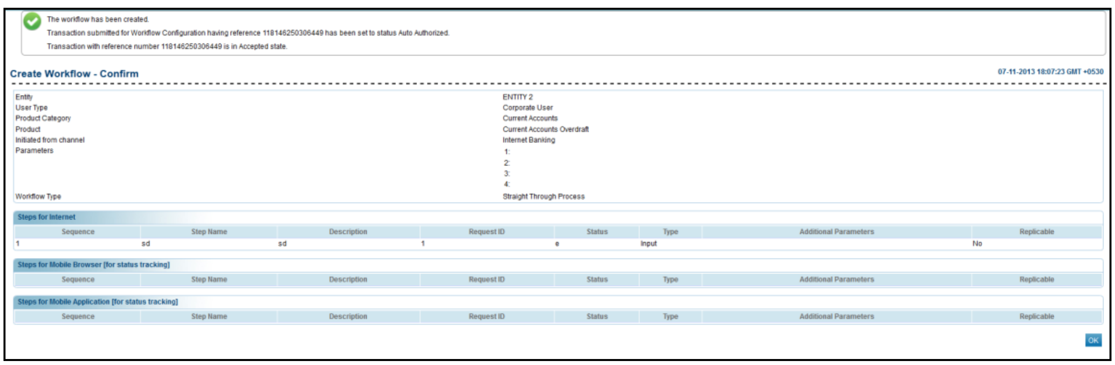
4. From the **Initiated from channel** list, select the appropriate option.
5. From the **Workflow Type** list, select the appropriate option.
6. Click **Add Step** button to add the step to the workflow.
   OR
   Click to delete the step if required.
   OR
   Click the **Associate existing workflows** link
   The **Search Existing Workflow** screen appears.
7. Click **Save**.
   The **Create Workflow - Verify** screen appears.
   OR
   Click **Cancel**.
   The **Search Workflow** screen appears.

Create Workflow Verify



8. Click **Confirm**.
The **Create Workflow - Verify** screen appears.
OR
Click **Change**.
The **Create Workflow** screen appears.
OR
Click **Cancel**.
The **Search Workflow** screen appears.

Create Workflow Confirm

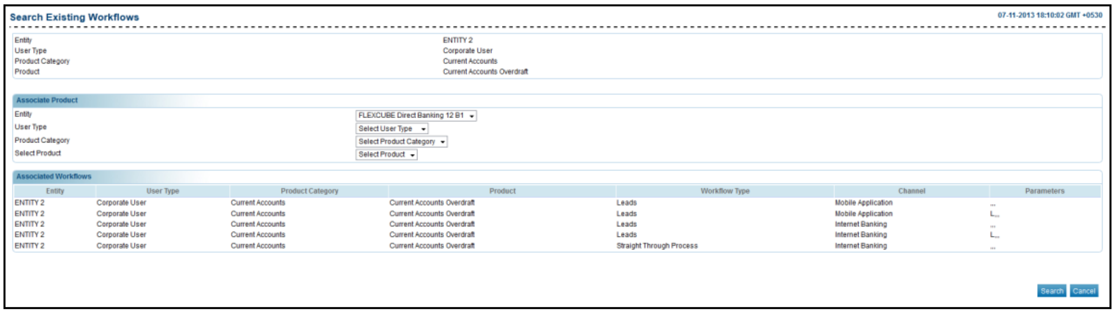


9. Click **OK**.

To associate existing workflow

1. Click the **Associate existing workflows** link in **Create Workflow** screen.
The **Search Existing Workflow** screen appears.

Search Existing Workflows



Field Description

Field Name	Description
Entity	[Display] Displays the entity assigned for the respective workflow.
User Type	[Display] Displays the user type assigned for the respective workflow.
Product Category	[Display] Displays the product category assigned for the respective workflow.
Product	[Display] Displays the product assigned for the respective workflow.

Associated Workflow

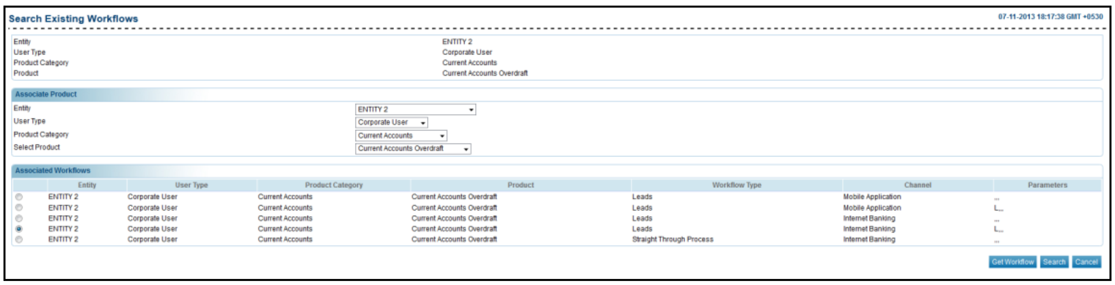
This section displays the workflows which are already associated with this workflow.

Field Name	Description
Entity	[Display] Displays the entity assigned for the respective workflow.
User Type	[Display] Displays the user type assigned for the respective workflow.
Product Category	[Display] Displays the product category assigned for the respective workflow.
Product	[Display] Displays the product assigned for the respective workflow.
Workflow Type	[Display] Displays the workflow type (lead/Straight Through Process) assigned for the respective workflow.

Field Name	Description
Channel	[Display] Displays the channel (through which Origination would start) assigned for the respective workflow.
Parameters	[Display] Displays the parameter mapped to the respective workflow.

2. Click **Search**.
   The **Search Existing Workflow** screen with search results appears.
   OR
   Click **Cancel**.
   The **Search Workflow** screen appears.

Search Existing Workflows



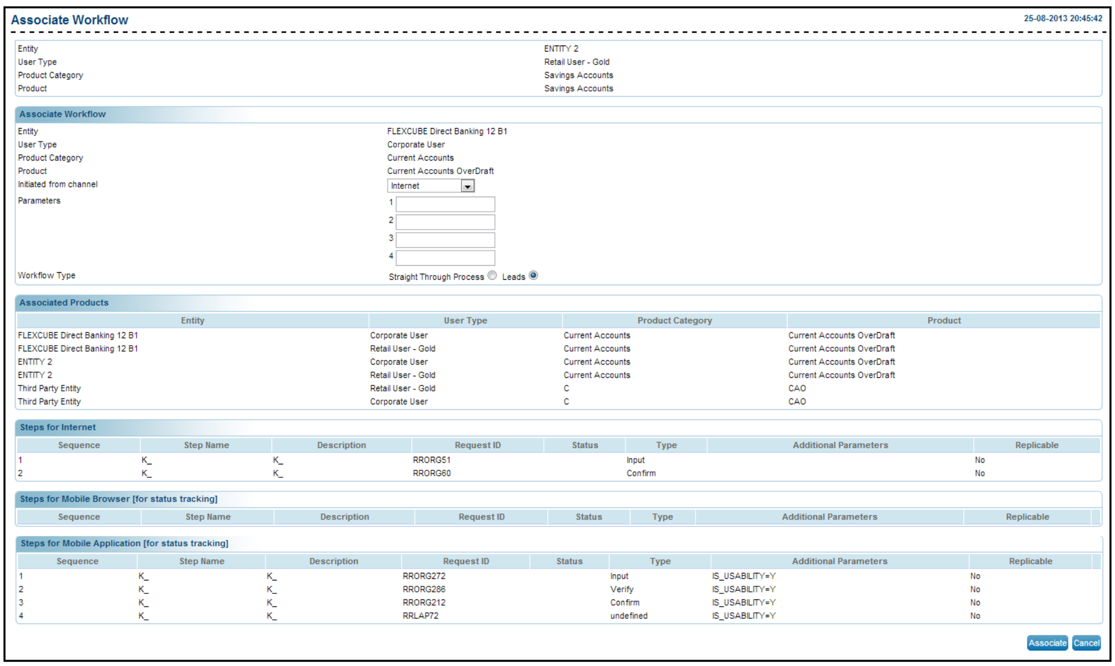
Field Description

Field Name	Description
Entity	[Display] Displays the entity assigned for the respective workflow.
User Type	[Display] Displays the user type assigned for the respective workflow.
Product Category	[Display] Displays the product category assigned for the respective workflow.
Product	[Display] Displays the product assigned for the respective workflow.
Workflow Type	[Display] Displays the workflow type (lead/Straight Through Process) assigned for the respective workflow.

Field Name	Description
Channel	[Display] Displays the channel (through which Origination would start) assigned for the respective workflow.
Parameters	[Display] Displays the parameter mapped to the respective workflow.

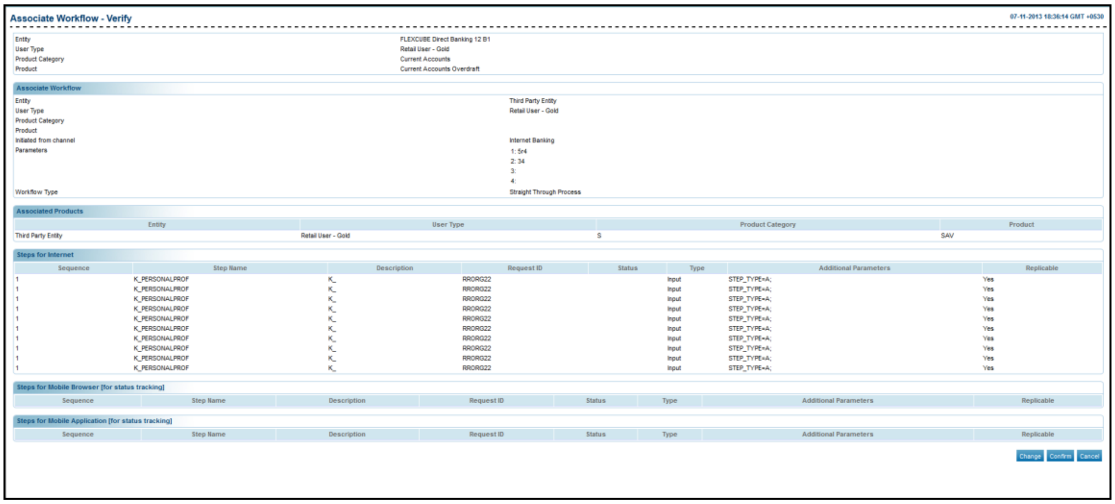
3. In the **Entity** field, select the appropriate entity.
4. Click **Get Workflow**.
The **Associate Workflow** screen appears.

Associate Workflow



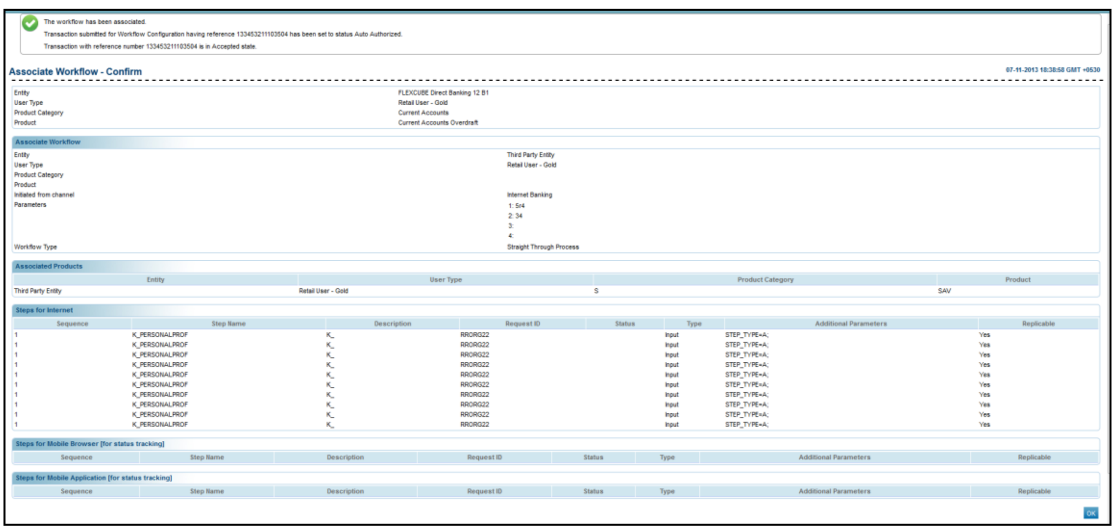
5. Click **Associate**.
The **Associate Workflow - Verify** screen appears.
OR
Click **Cancel**.
The **Search Workflow** screen appears.

Associate Workflow Verify



6. Click **Confirm**.
The **Associate Workflow - Confirm** screen appears.
OR
Click **Change**.
The **Associate Workflow** screen appears.
OR
Click **Cancel**.
The **Search Workflow** screen appears.

Associate Workflow Confirm



7. Click **OK**.
The **Search Workflow** screen appears.

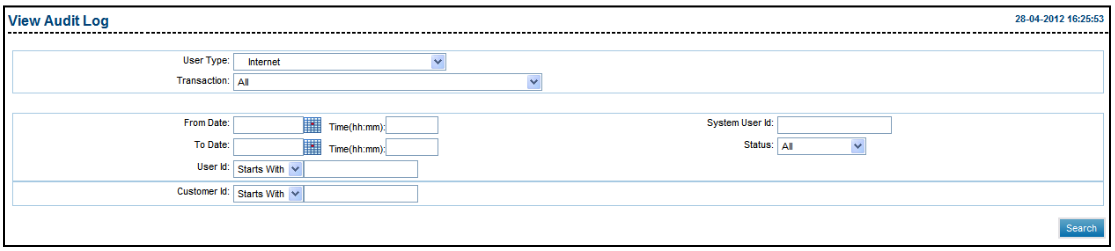
18. View Audit Log

Using this option, you can view the audit log which is maintained for any tasks or transactions accessed by users. This option facilitates access control and supervision.

To view audit log

1. From the **Customer Services** menu, select **View Audit Log**.
   The **View Audit Log** screen appears.

View Audit Log



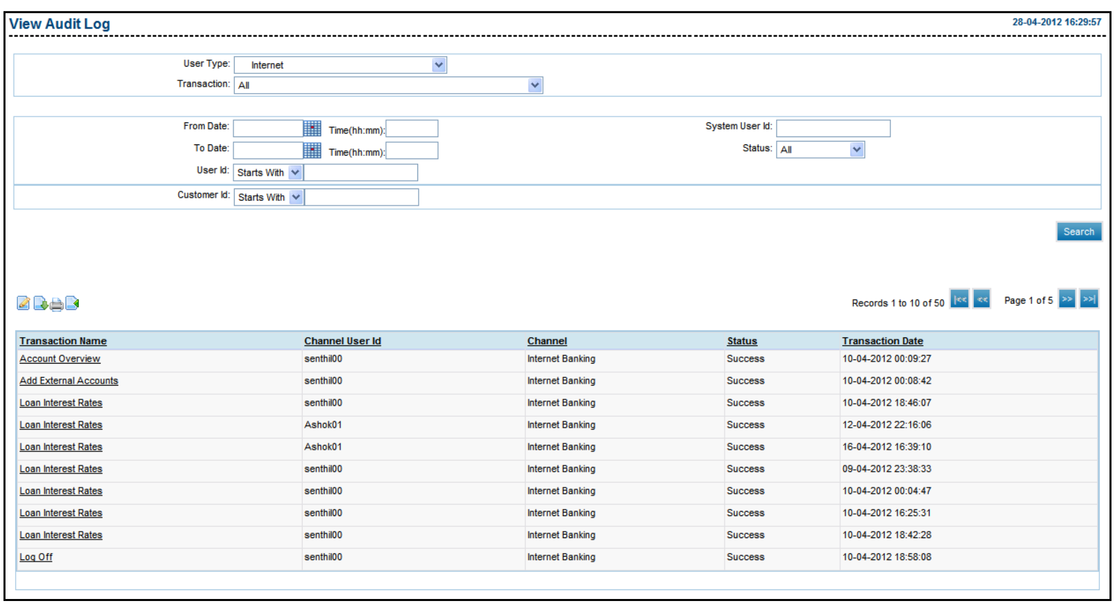
Field Description

Field Name	Description
User Type	[Mandatory, Drop-Down] Indicates the entities and the user type for which audit details are to be viewed.
Transaction	[Optional, Drop-Down] Indicates the transactions as per the user type.
From Date	[Optional, Pick List] Indicates the start date for viewing the audit details.
System User Id	[Optional, Alphanumeric, 15] Indicates the system user Id as the search criteria.
To Date	[Optional, Pick List] Indicates the end date for viewing the audit details.
Status	[Mandatory, Drop-Down] Indicates the status of the transaction. The options are: • All • Failure • Session Failure • Success

Field Name	Description
User Id	[Optional, Drop-Down, Alphanumeric, 18] Indicates the channel User Id as the search criteria. The options are: • Starts With • Ends With • Equals • Contains Type the search string in the adjacent field. **For Example**: If you select the search criteria as **Starts With** and enter **L** in the adjacent field, then the system displays all the email ID's starting with **L**.
Customer Id	[Optional, Alphanumeric, 100] Indicates the search criteria for the customer id.

2. From the **User Type** list, select the appropriate user.
3. From the **Status** list, select the appropriate option.
4. Click **Search**.
   The **View Audit Log** screen with the search result appears.

View Audit Log



Field Description

Column Name	Description
Transaction Name	[Display, Link] Displays the name of the transaction and or origination product category. Indicates the link to view user session details.
Channel User Id	[Display] Displays the channel user Id chosen by the user.
Channel	[Display] Displays the channel for which the user Id is created.
Status	[Display] Displays the status given by the system for each of the displayed transaction.
Transaction Date	[Display] Displays the transaction date.

5. Click the **Transaction Name** link.
   This **View Audit Log** screen with session details appears.

The options mentioned below are applicable for records of view audit log transactions.

To enable the word wrap in the columns, select the **Word Wrap** check box.

Click **Customize Columns** to reorder the columns or select the columns that appear in the view audit log list.

Click **Download** to download all or selected columns in the view audit log list. You can download the list in PDF, XLS, QIF, OFX and MT940 formats.

Click **Print** to print the view audit log list and open the list as a PDF document.

Click  to view the first page of the view audit log list.

Click  to view the previous page of the view audit log list.

Click  to view the next page of the view audit log list.

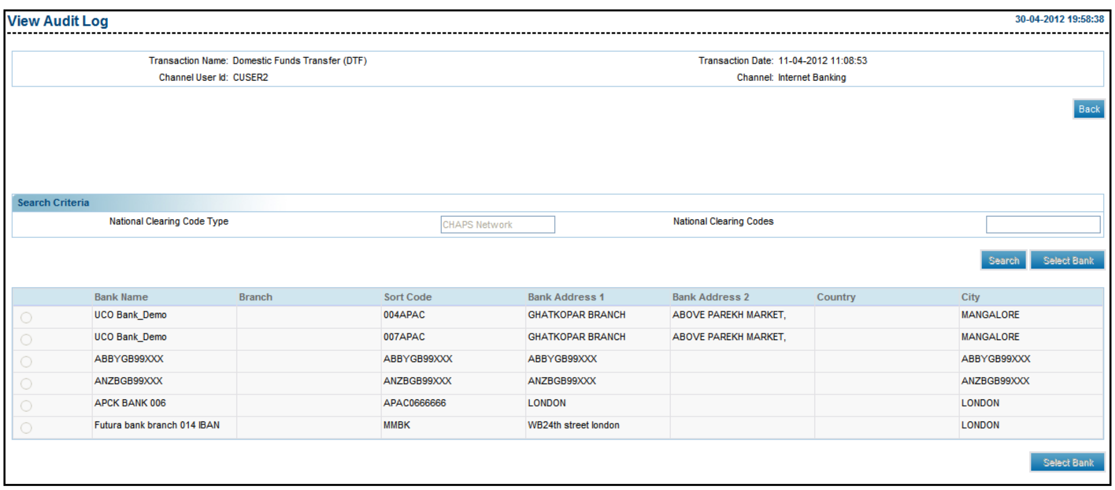
Click  to view the last page of the view audit log list.

From the **Page** list, select the required page number of view audit log list.

From the **Show Rows** list, select the number of rows to be displayed in the view audit log list.

Click  next to the required column to sort the records of view audit log in ascending or descending order.

View Audit Log



6. Click **Back**.
The **View Audit Log** screen appears.

19. Host Interface Log

The table host audit log is used to hold the audited information about the interaction between the two systems.

To view host interface log

1. From the **System Logs** menu, select **Host interface log**.
   The **View Host Audit Log** screen appears.

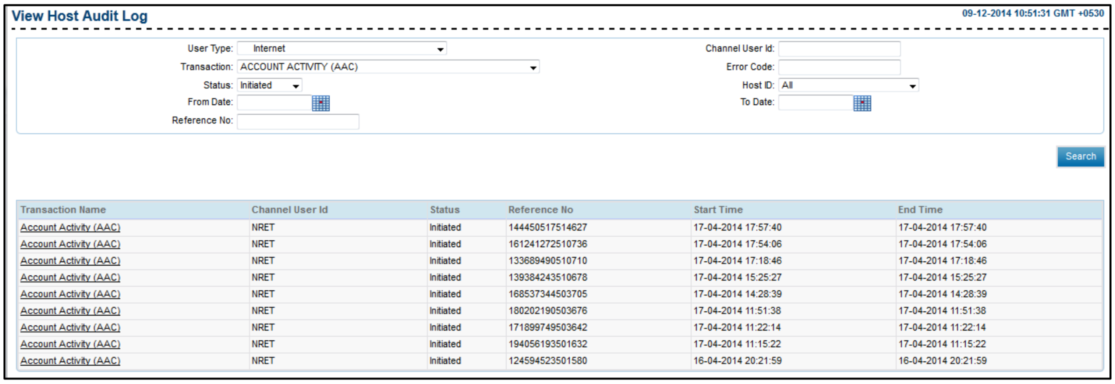
View Host Audit Log

Field Description

Field Name	Description
User Type	[Mandatory, Drop-Down] Indicates the user type.
Channel user Id	[Optional, Alphanumeric, 20] Indicates the channel user id.
Transaction	[Mandatory, Drop-Down] Indicates the transactions.
Error Code	[Optional, Alphanumeric, 20] Indicates the error code.
Status	[Optional, Drop-Down] Indicates the status.
Host Id	[Optional, Drop-Down] Indicates the host id.
From Date	[Optional, Pick List] Indicates the form date for the search criteria.
To Date	[Optional, Pick List] Indicates the to date for the search criteria.
Reference No	[Optional, Alphanumeric, 20] Indicates the reference number.

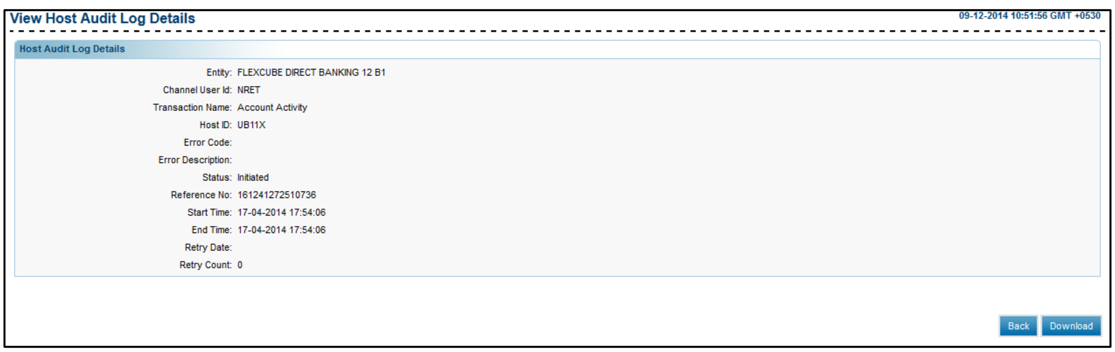
2. From the **User Type** list, select the appropriate option.
3. From the **Transaction** list, select the appropriate option.
4. Click **Search**.
   The **Host Audit Logs** screen with the search result appears.

View Host Audit Log



5. Click the **Transaction Name** link.
   The **Host Audit Logs** Details screen appears.

View Host Audit Log



6. Click **Back**.
   The **Host Audit Logs** screen appears.
   OR
   Click **Download** to download the data.

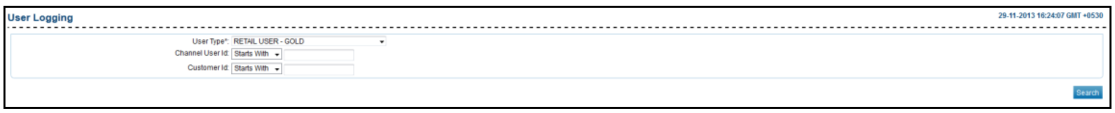
20. User Logging

This transaction allows you to track and log user activities during their login session. With 'User Logging', Bank can get the desired logs, without restricting other users from accessing the application.

To track and log user activities

1. From the **System Logs** menu, select **User Logging**.
   The **User Logging** screen appears.

User Logging

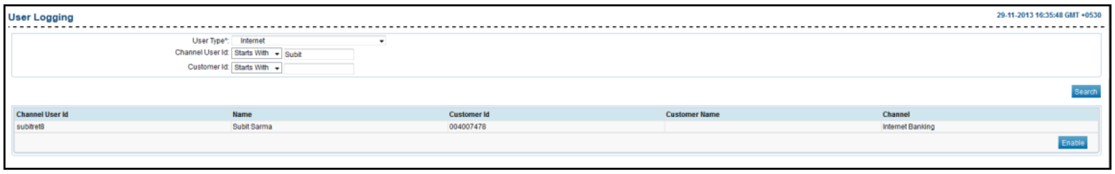


Field Description

Field Name	Description
User Type	[Mandatory, Drop-Down] Indicates the list of all user types supported.
Channel User Id	[Optional, Drop-Down, Alphanumeric,15] Indicates channel user id for narrow search. The options are: • Starts with • Ends with • Equals • Contains
Below fields appears for Business users	
Customer Id	[Optional, Drop-Down, Alphanumeric, 20] Indicates channel user Id for narrow search. The options are: • Starts with • Ends with • Equals • Contains

2. Click **Search**.
   The **User Logging** screen with search results appears.

User Logging

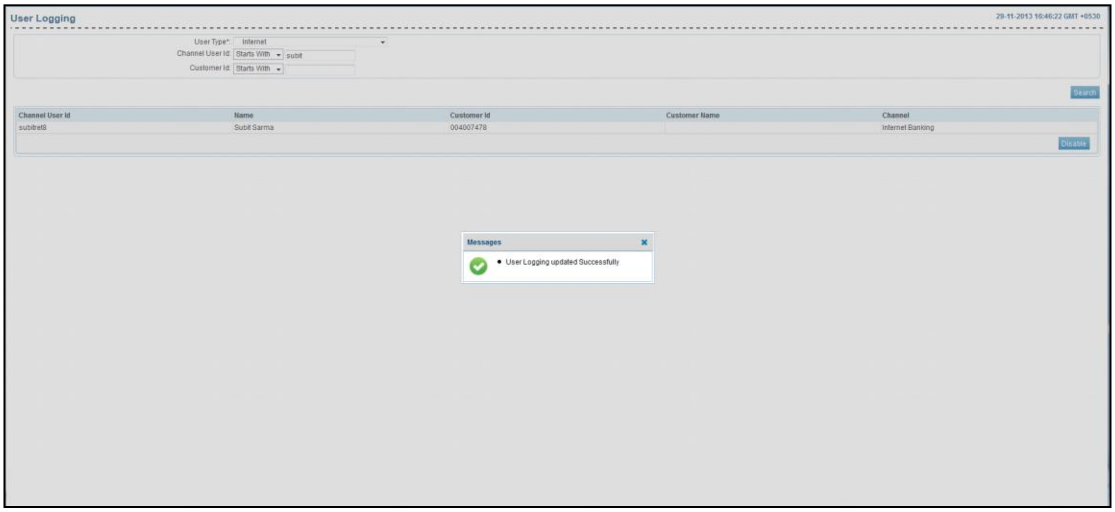


Column Description

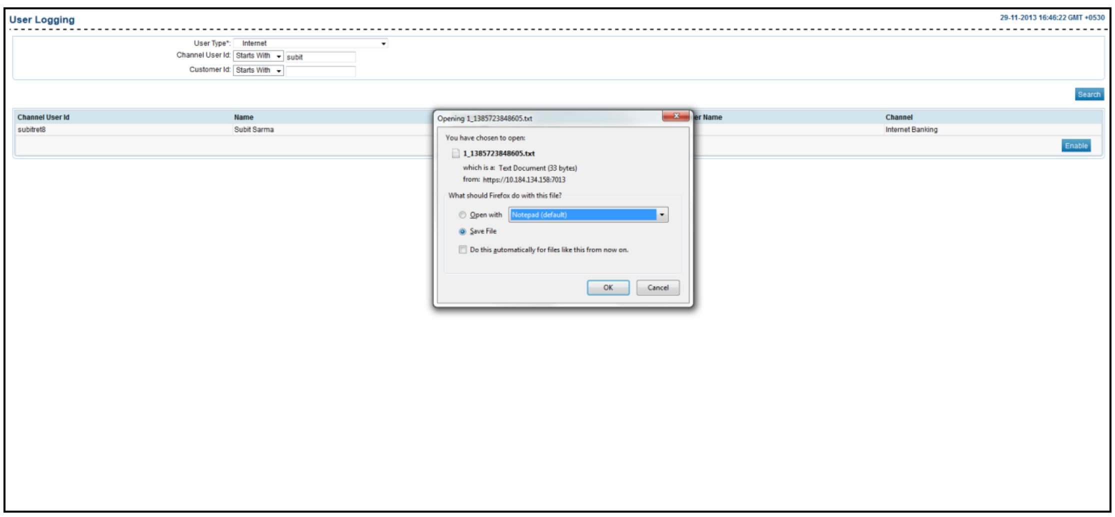
Field Name	Description
Channel User Id	[Display] Displays the list of all user types supported.
Name	[Display] Displays the user name of the currently logged-in user.
Customer Id	[Display] Displays the customer Id of the currently logged-in user.
Customer Name	[Display] Displays the customer Name of the currently logged-in user.
Channel	[Display] Displays the channel in which the user is currently logged-in.

3. Click **Enable**.
   The **User Logging** screen with success message appears.

User Logging - Enabled



User Logging - Disabled



Note: Disable button is displayed once **Enable** is clicked for particular user for user logging. On clicking **Disable** button the Audit log is generated and you can save it on your computer.

4. Click **Disable**.
   The **User Logging** screen with success message appears.

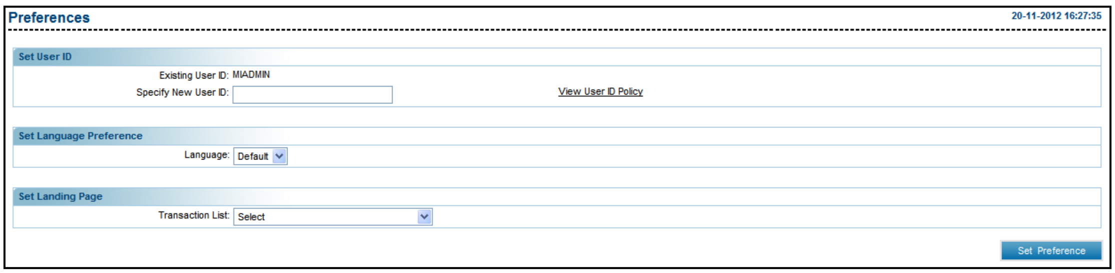
21. Preferences

Using this option, you can change your user ID, set the preferred language, and the list of transactions that appear on the landing page.

To set user preferences

1. Select **Preferences** on the top right corner of the landing screen.
The **Preferences** screen appears.

Preferences



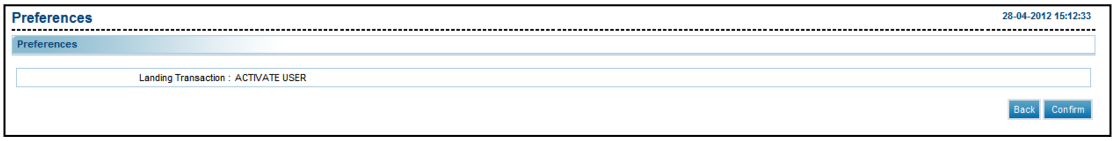
Field Description

Field Name	Description
Set User ID	
Existing User ID	[Display] Displays the existing user ID.
Specify New User ID	[Optional, Alphanumeric, 15] Indicates the new user ID.
Set Language Preference	
Language	[Optional, Drop-Down] Indicates the preferred language.
Set Landing Page	
Transaction List	[Optional, Drop-Down] Indicates the transactions that appear on your landing page.

2. Modify the required details.
3. Click **Set Preference**.
The **Preferences** - Verify screen appears.

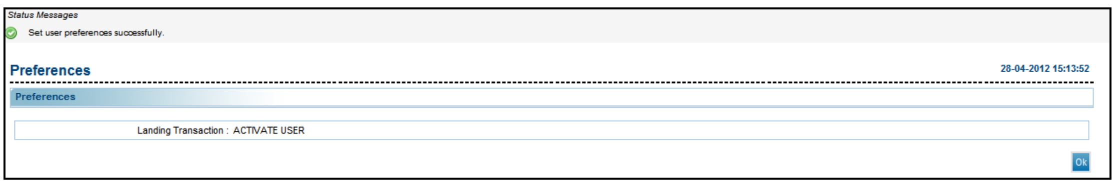
OR
Click the **View User Id** policy link to view the user id policy

Preferences - Verify



4. Click C**onfirm**.
The **Preferences** - Confirm screen with the status message appears.
OR
Click **Back**.
The **Preferences** screen appears.

Preferences - Confirm



5. Click **OK**.
The **Preferences** screen appears.

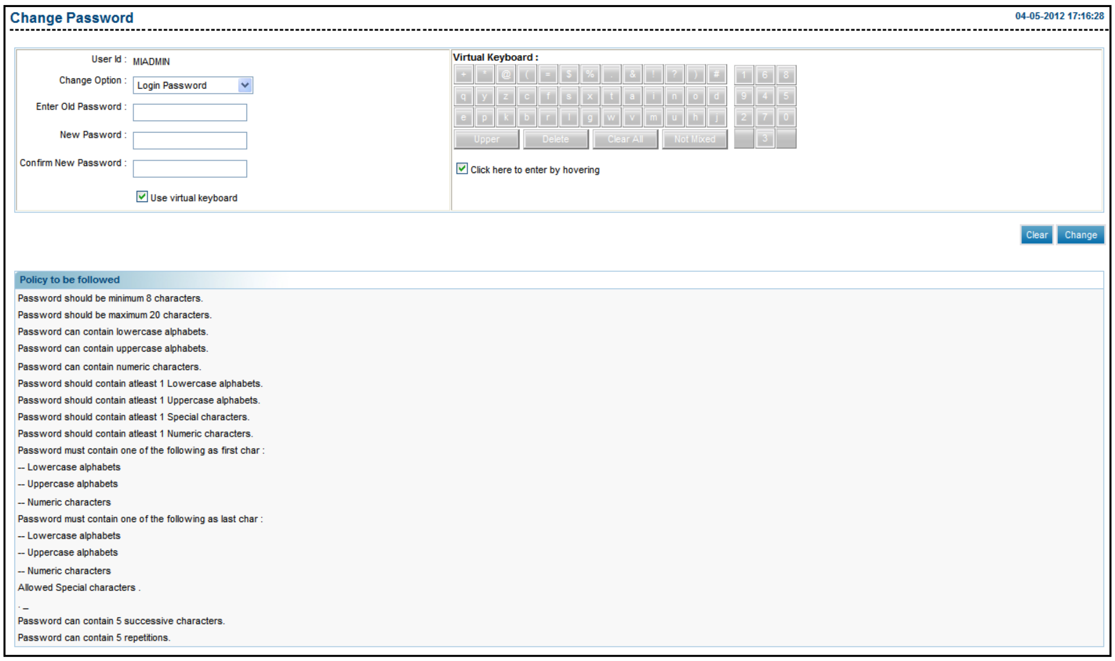
22. Change Password

This option allows you to change the login or transaction password

To change the login or transaction password

1. Select **Change Password** on the top right corner of the landing screen.
   The **Change Password** screen appears.

Change Password



Field Description

Field Name	Description
User Id	[Display] Displays the user id of the user.
Change Option	[Mandatory, Drop-Down] Indicates the login or transaction password which is to be changed.

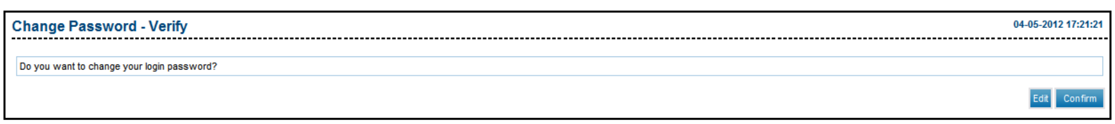
Note: You can enter details in the below fields using virtual keyboard by checking the check-box **Use Virtual Keyboard** or can manually enter details.

Field Name	Description
Enter Old Password	[Mandatory, Alphanumeric] Indicates the old password.

Field Name	Description
New Password	[Mandatory, Alphanumeric] Indicates your new password as per the user's choice. **Note**: This new password should be as per Password Policy (displayed below the text fields in the above screen) set by the bank.
Confirm New Password	[Mandatory, Numeric] Indicates the user to re-enter the new password.
Use virtual keyboard	[Optional, Check Box] Indicates whether the user wants to use virtual keyboard password. **Note**: Option to enter space is not provided on virtual keyboard.
Click here to enter by hovering	[Optional, Check Box] Indicates whether the user wants to enter password by moving the mouse over the security keyboard characters without clicking on any of the keys. To enable this field, select the **Use virtual keyboard** check box.

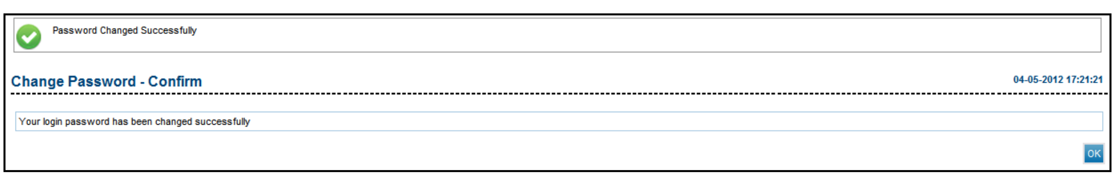
2. Click **Change**.
   The **Change Password – Verify** screen appears.
   OR
   Click **Clear** to clear the fields.

Change Password – Verify



3. Click **Confirm**.
   The **Change Password – Confirm** screen appears.
   OR
   Click **Edit** to edit the entered details.

Change Password – Confirm



4. Click **OK**.
   The initial **Change Password** screen appears.

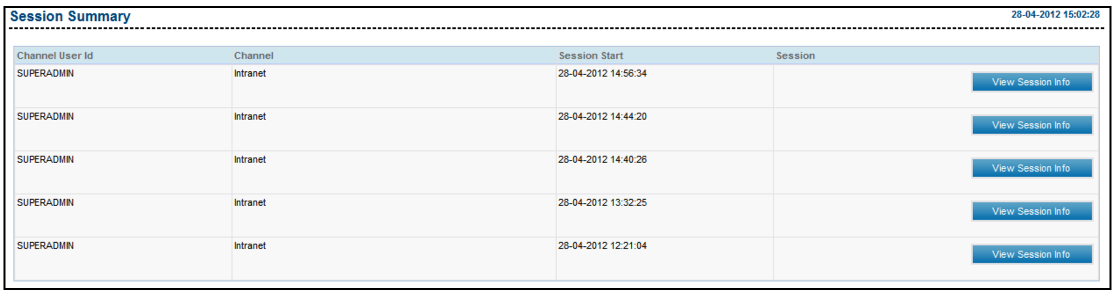
23. Session Summary

Using this option, you can track the activity details for your previous five logins. A user can view the entire session summary of the previous five logins, the login and log off timings of each session, and the transactions carried out in each session along with the time and status of the transactions.

To view user session

1. From the menus, select **Session Summary**.
The **Session Summary** screen appears.

Session Summary

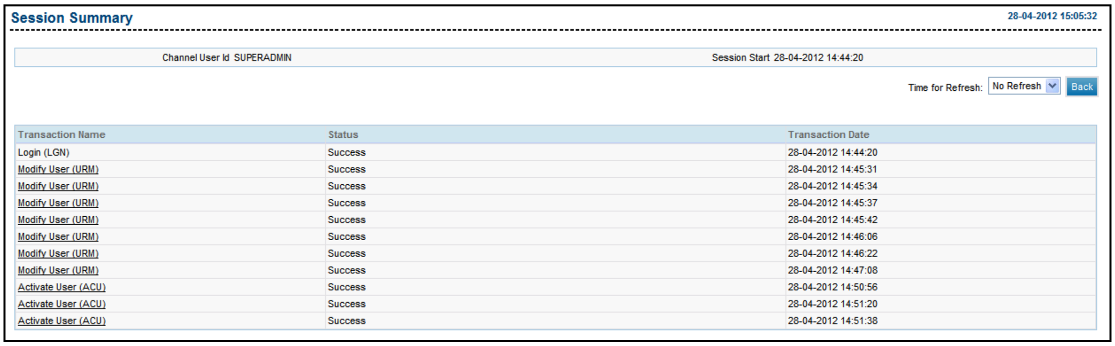


Field Description

Column Name	Description
Channel User Id	[Display] Displays the user Id of the user for the selected channel.
Channel	[Display] Displays the channel for which session summary is being viewed .
Session Start	[Display] Displays the start date and time of access.

2. Click the **View Session Info** link.
The **Session Summary** screen with the user login session details appears.

Session Summary – View Session Info



Field Description

Field Name	Description
Channel User Id	[Display] Displays the channel user ID accessed during the session.
Session Start	[Display] Displays the start date and time of session.
Time for Refresh	[Drop-Down] Indicates the option of ‘no refresh’ or time limits after which the details are to be refreshed.
Transaction Name	[Display, Link] Displays the name of the transaction performed. Indicates the link to view
Status	[Display] Displays the status of the transaction.
Transaction Date	[Display] Displays the date and time of the transaction.

3. Click **Back** button to navigate go to the previous screen.
   The initial **Session Summary** screen appears.

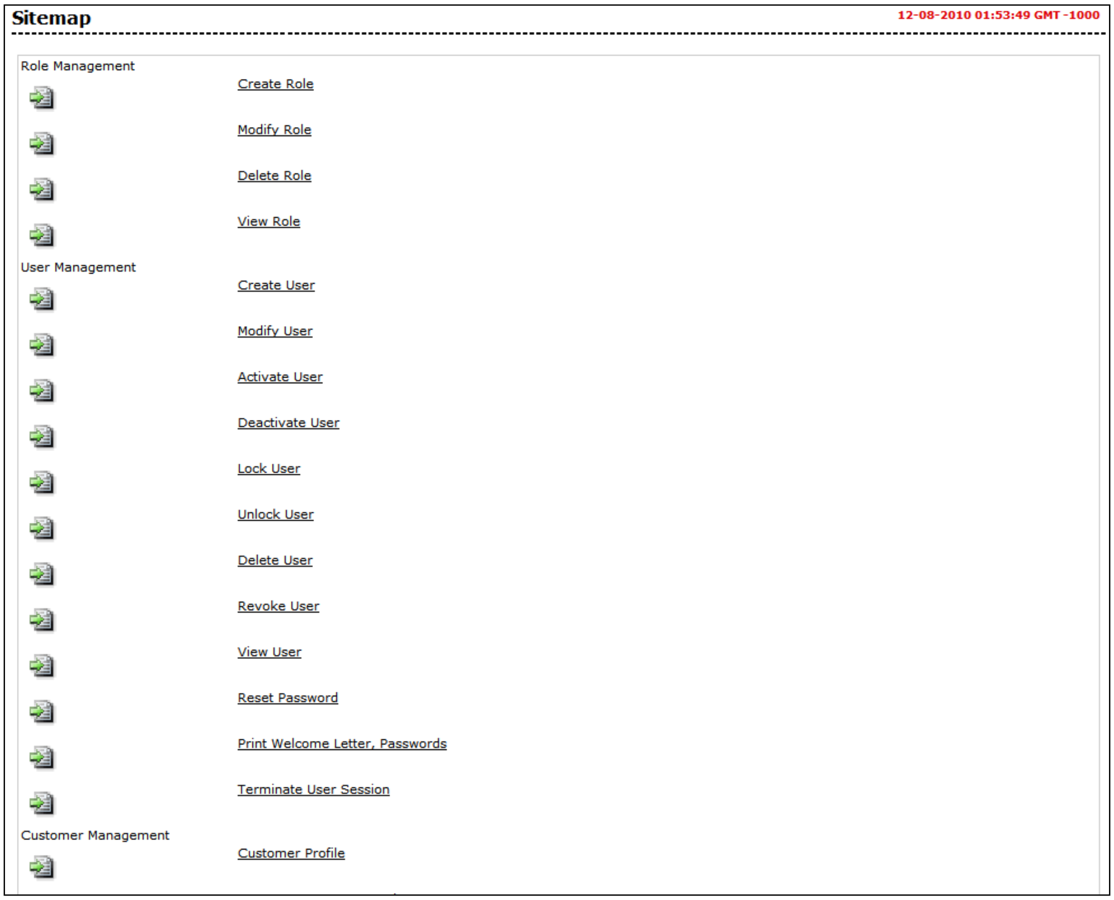
24. Sitemap

Using this option you can view the list of transactions that can be performed using direct banking.

To view the sitemap

1. Select **Sitemap** on the top right corner of the landing screen.
The **Sitemap** screen appears.

Sitemap



2. Click the required transaction link.
The appropriate screen appears.

25. Entity Management

This option allows the admin user to configure the entities and the user types. The admin user can configure the transactions under various user types under an entity using this transaction. This screen displays the Entity and the User types under it. This is further drilled down to the channels under each user type and the transactions mapped under each of these channels.

To configure the entities and user type

1. From the **Entity Management** menu, select **Entity Management**.
   The **Entity Management** screen appears.

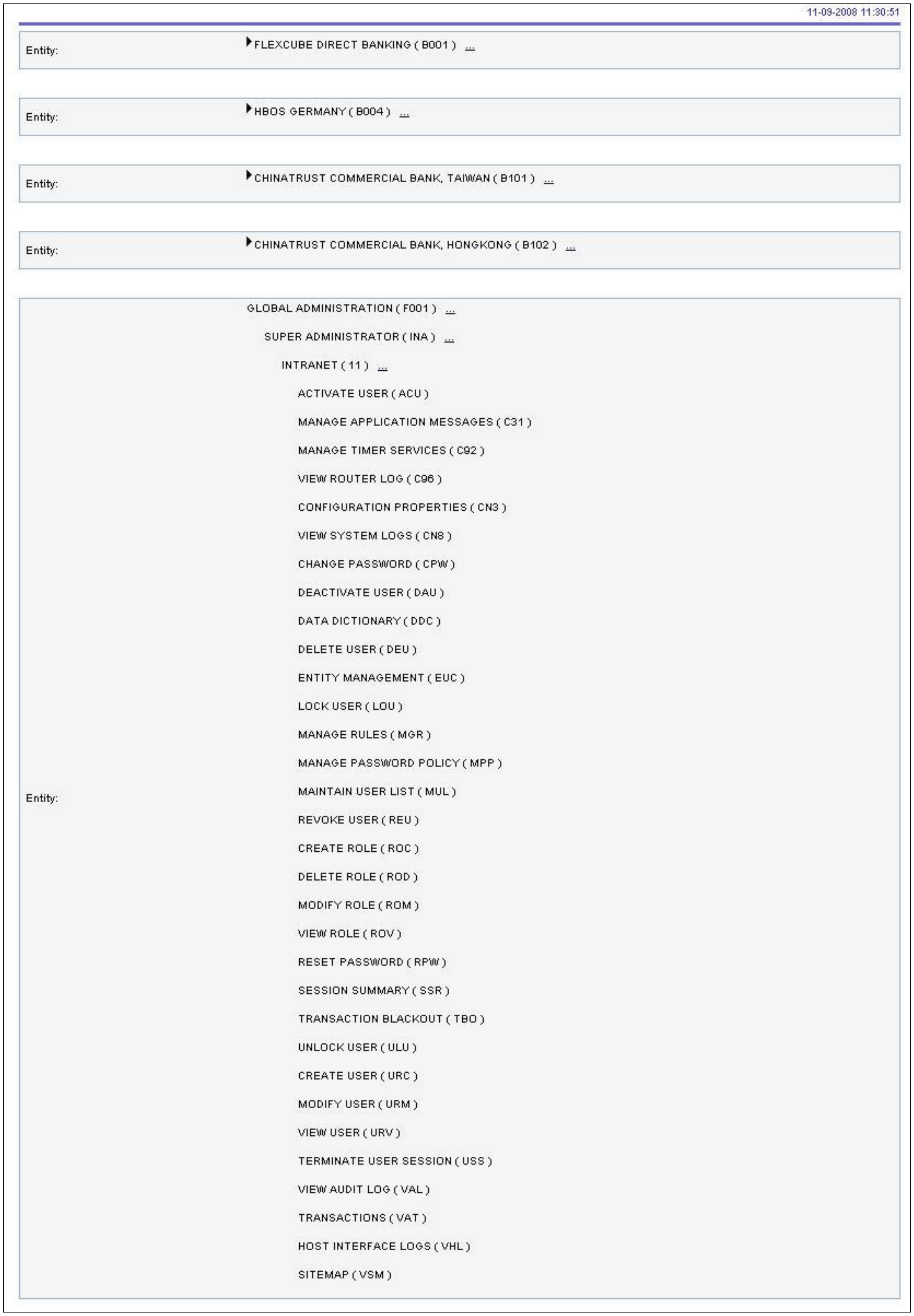
Entity Management

Field Description

Field Name	Description
Entity	[Display] Displays the description of entities. Indicates the link next to channel name to view the transactions for that particular entity.
User Types	[Display] Displays the user types under the entity.

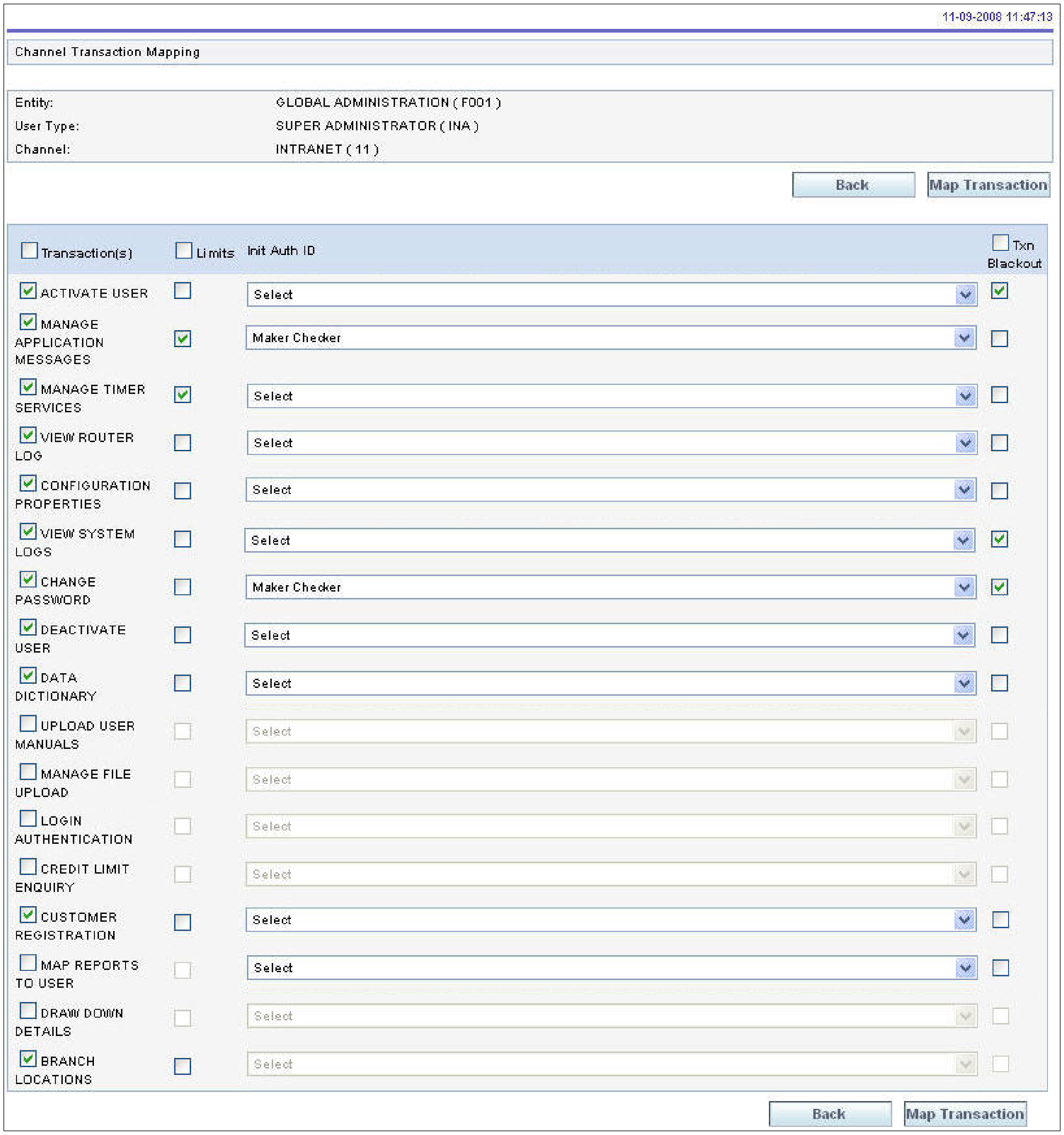
2. Click the entity name.
   The screen with detail list of transactions configured under that particular entity appears.

Entity Management



3. Click the link adjacent to the transaction channel.
   The **Channel Transaction Mapping** screen appears.

Entity Management

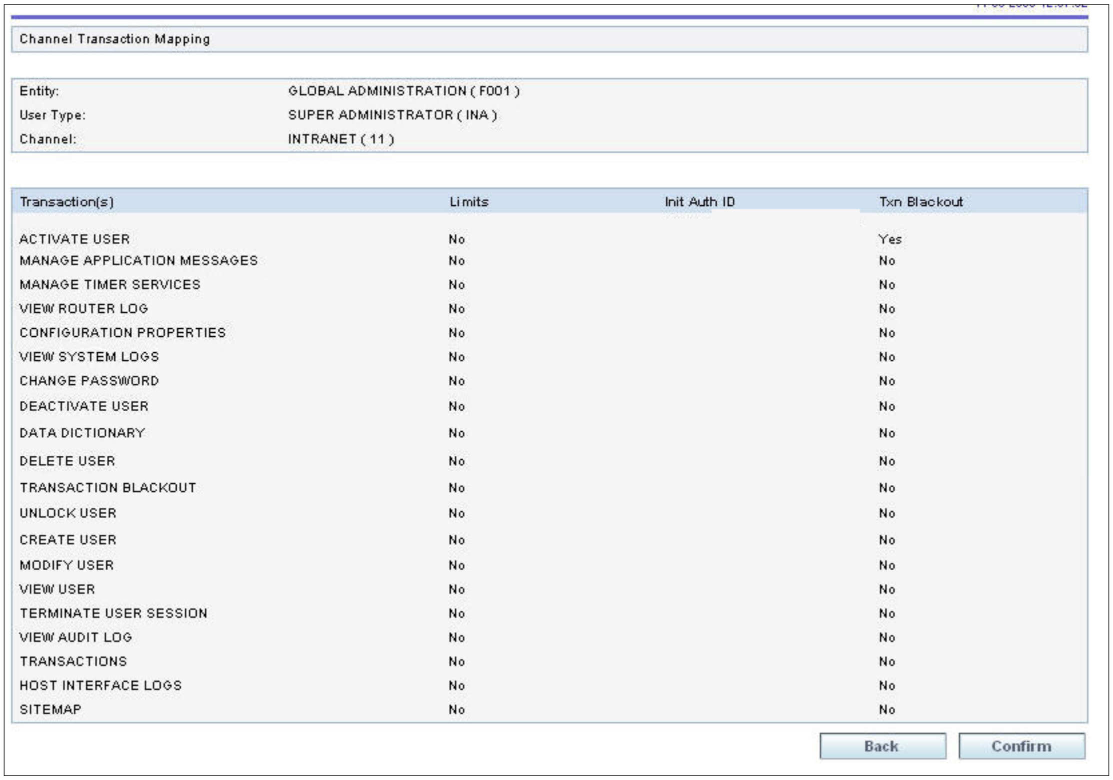


Field Description

Field Name	Description
Transactions	[Mandatory, Check Box] Indicates the type of type of transaction available for mapping
Limits	[Optional, Check Box] Indicates whether the limit setting to be done for the user type or not.
Password Policy	[Mandatory, Drop-Down] Indicates how the user will get authenticated
Init Auth ID	[Mandatory, Drop-Down] Indicates the login authentication method.
Transaction Policy	[Mandatory, Drop-Down] Indicates transaction password policy
Enabled	[Mandatory, Check Box] Indicates whether the user type enabled for entity.

4. To map the transaction, select the **Transactions** check box.
5. From the **Password Policy** list, select the appropriate option.
6. From the **Init Auth ID** list, select the appropriate option.
7. From the **Transaction Policy** list, select the appropriate option.
8. To enable the user, select the **Enabled** check box.
9. Click **Map Transaction**.
   The **Entity Management** - verify screen appears.
   OR
   Click **Back**.
   The previous **Entity Management** screen appears.

Entity Management



Channel Transaction Mapping

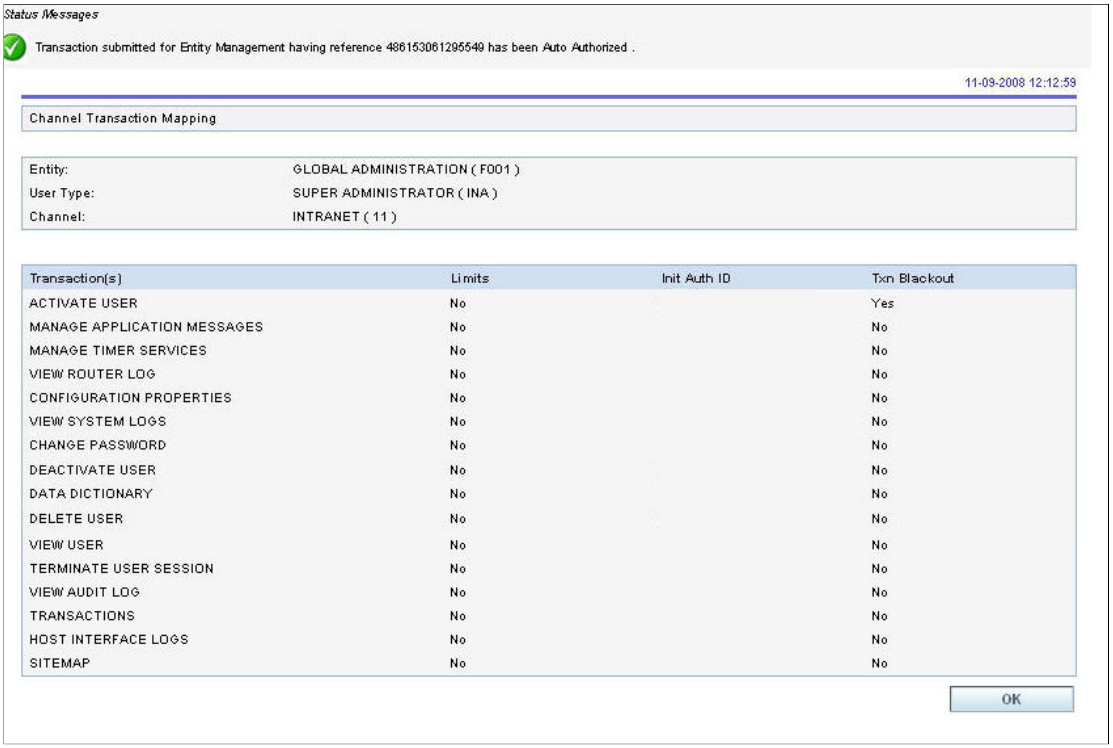
Entity:	GLOBAL ADMINISTRATION (F001)
User Type:	SUPER ADMINISTRATOR (INA)
Channel:	INTRANET (11)

Transaction(s)	Limits	Init Auth ID	Txn Blackout
ACTIVATE USER	No		Yes
MANAGE APPLICATION MESSAGES	No		No
MANAGE TIMER SERVICES	No		No
VIEW ROUTER LOG	No		No
CONFIGURATION PROPERTIES	No		No
VIEW SYSTEM LOGS	No		No
CHANGE PASSWORD	No		No
DEACTIVATE USER	No		No
DATA DICTIONARY	No		No
DELETE USER	No		No
TRANSACTION BLACKOUT	No		No
UNLOCK USER	No		No
CREATE USER	No		No
MODIFY USER	No		No
VIEW USER	No		No
TERMINATE USER SESSION	No		No
VIEW AUDIT LOG	No		No
TRANSACTIONS	No		No
HOST INTERFACE LOGS	No		No
SITEMAP	No		No

Back Confirm

10. Click **Confirm**.
The **Entity Management -** confirm screen with the status message appears.
OR
Click **Back**.
The **Entity Management** screen appears.

Entity Management - Confirm



11. Click **OK**.
    The **Entity Management** screen appears..

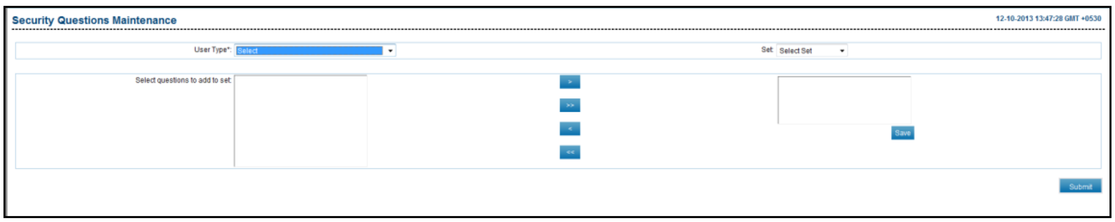
26. Security Questions Maintenance

Using this option, you can assign list of security questions to various sets configured. You can modify or add and remove the security questions assigned in each set whenever required.

To set security questions

1. From the **Maintenance and Setup** menu, select **Security Questions Maintenance**.
The **Security Questions Maintenance** screen appears.

Security Questions Maintenance



Field Description

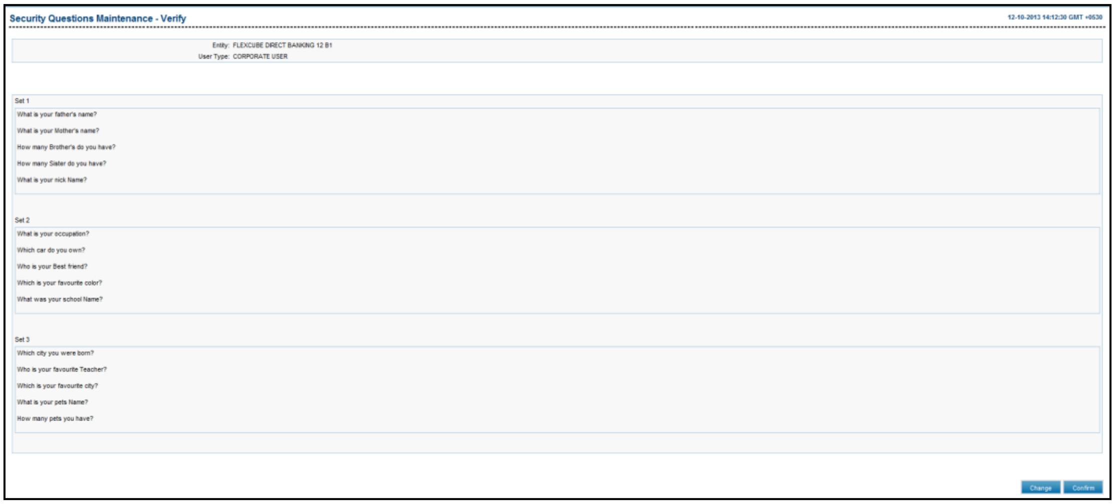
Field Name	Description
User Type	[Mandatory, Drop-Down] Indicates the user type.
Select question to add to set	[List] Indicates the list of question for selection to add to the set.
Set	[Mandatory, Drop-Down] Indicates the set for which you want to set questions.

2. From the **User Type** list, select the appropriate user.
3. From the **Set** list, select the appropriate option.
4. Click **Submit**.
The **Security Questions Maintenance - Verify** screen appears.
OR
From the **Select question to add to set** list, select the appropriate question.
OR
Click  to move the question from **Select question to add to set** to the other **list**.
OR
Click  to move all the questions from **Select question to add to set** to the other **list**.
OR
Click  to move the question from the other **list** to **Select question to add to set** list.

Click  to move all the questions from the other **list to Select question to add to set** list.

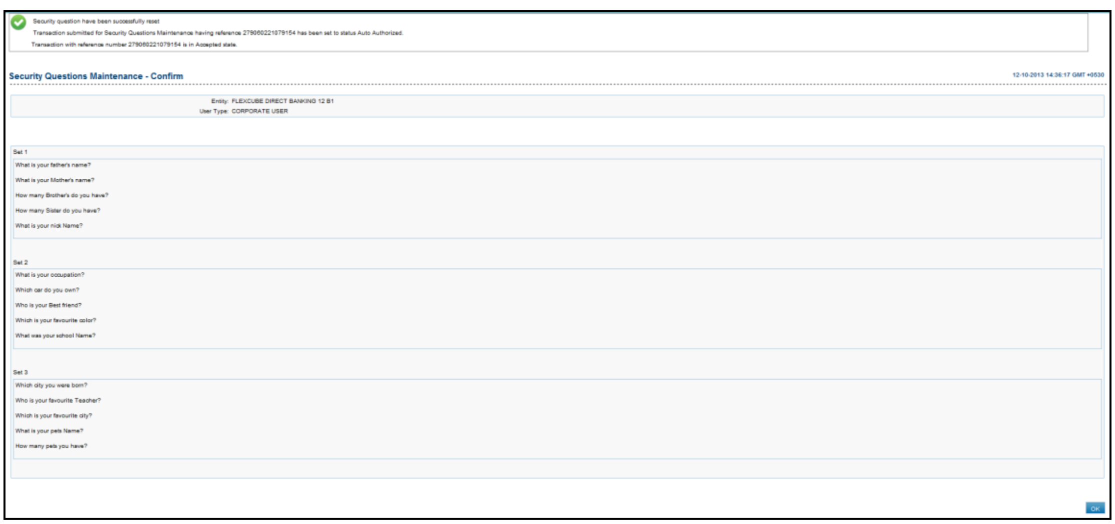
5. Click **Save** to save the list.

Security Questions Maintenance Verify



6. Click **Confirm**.
   The **Security Questions Maintenance - Confirm** screen appears.
   OR
   Click **Change**.
   The **Security Questions Maintenance** screen appears.

Security Questions Maintenance Confirm



7. Click **OK**.
   The **Security Questions Maintenance** screen appears.

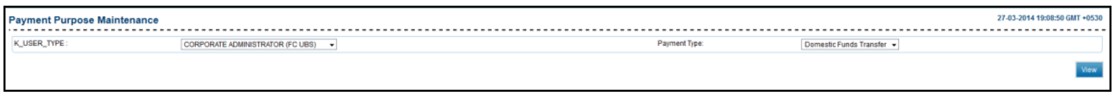
27. Payment Purpose Maintenance

The bank administrator will be able to maintain the purposes of payments for each type of payment using this transaction.

To maintain the payment purpose

1. From the **Maintenance and Setup** menu, select **Payment Purpose Maintenance**.
   The **Payment Purpose Maintenance** screen appears.

Payment Purpose Maintenance

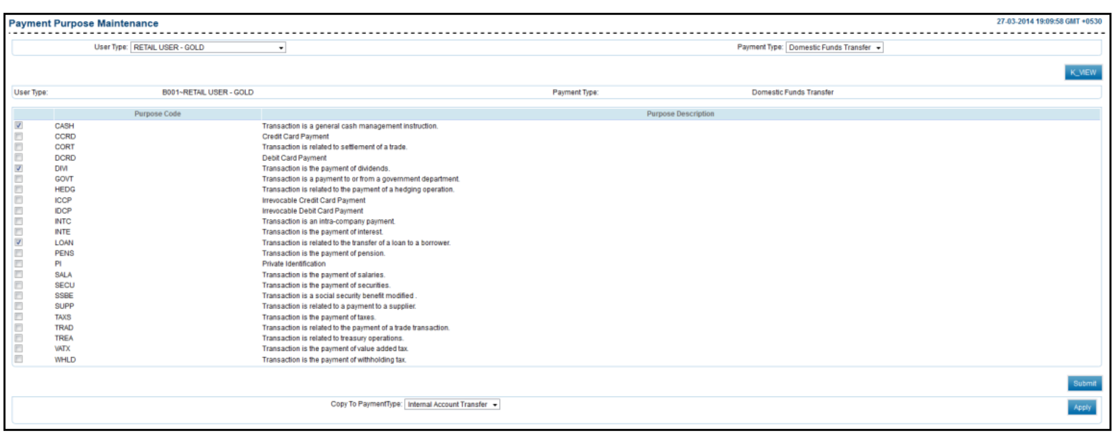


Description

Field Name	Description
User Type	[Mandatory, Drop-Down] Indicates user type channel.
Payment Type	[Mandatory, Drop-Down] Indicates the payment type. **Note**: Only those Payment types that are enabled for purpose selection will be displayed.

2. From the **User Type** list, select the appropriate option.
3. From the **Payment Type** list, select the appropriate option.
4. Click **View**.
   The **Payment Purpose Maintenance** screen with purposes of payment as available from the host system for the selected Entity User Type and Payment Type combination appears.

Payment Purpose Maintenance

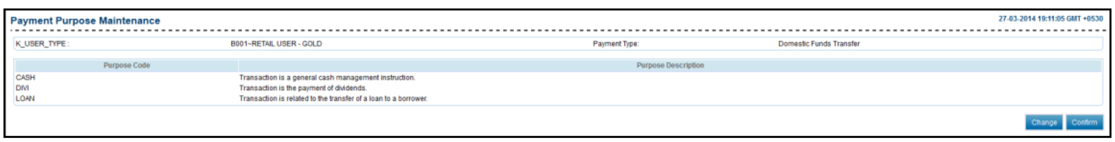


Field Description

Field Name	Description
User Type	[Mandatory, Drop-Down] Indicates user type channel.
Purpose Code	[Optional, Check Box] Indicates the user to map the purpose to the selected payment.
Copy to Payment Type	[Mandatory, Drop-Down] Indicates the payment type. **Note**: Only those Payment types that are enabled for purpose selection will be displayed.

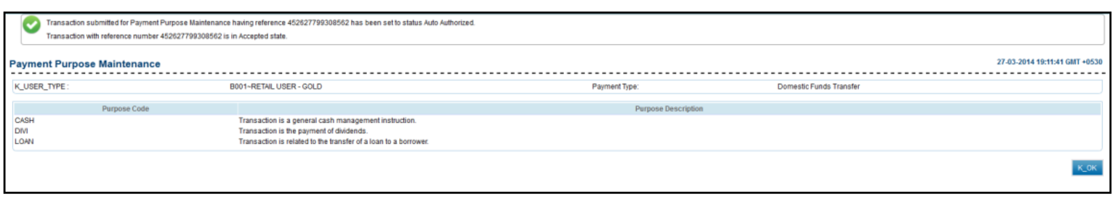
5. Click **Submit**.
   The **Payment Purpose Maintenance** – verify screen appears.
   OR
   Click **Apply**.
   The **Payment Purpose Maintenance** screen appears and purposes maintained selected for the transaction is applied to payment type selected by the user in **Copy to Payment Type** field.

Payment Purpose - Verify



6. Click **Confirm**.
   The **Payment Purpose Maintenance** – confirm screen appears.
   OR
   Click **Change**.
   The **Payment Purpose Maintenance** screen appears.

Payment Purpose - Confirm



7. Click **OK**.
   The **Payment Purpose Maintenance** screen appears.

28. Mailbox

Using this option you can communicate with the bank administrators through e-mail in the application. You can send and receive e-mail messages in the application. You can also view the notifications, alert messages and general messages sent to you by the bank in the application.

You can view the number of received e-mails and access all your received and sent e-mails from the dashboard of the application.

Like popular e-mail clients that you may have used, the Mailbox offers an Inbox - where you can view messages and notifications sent to you, a Send Message facility using which you can send messages to the customer and a Sent folder, which allows you to view all the sent items.

Mail Box functionality is subdivided into the following sub-sections:

- Viewing received messages (Inbox)
- Viewing sent messages (Sent Messages)

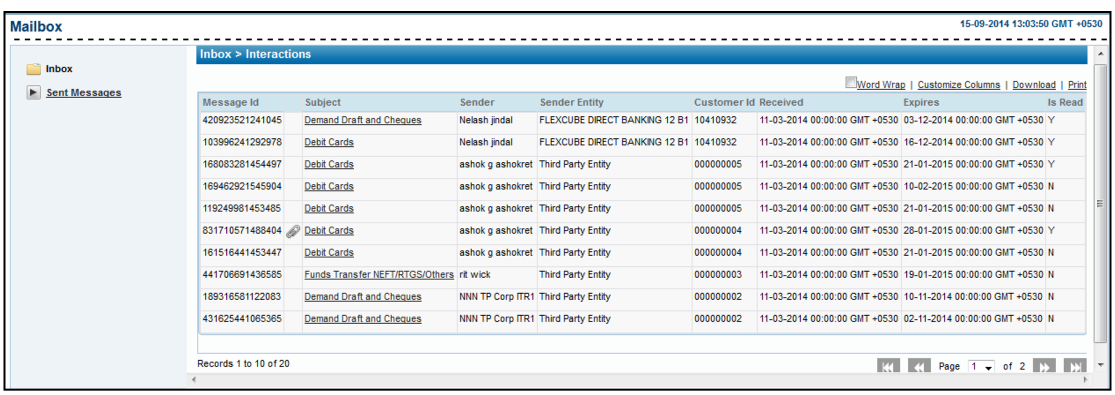
28.2 Viewing Received Message

The Inbox folder stores all the bulletin messages sent to you. You can view the individual messages by clicking on the sender's name. The following procedure explains the steps to access Inbox and view a message stored within it.

To view received messages

1. From the **Customer Service** menu, select **Mailbox**.
   The **Mailbox** screen appears.

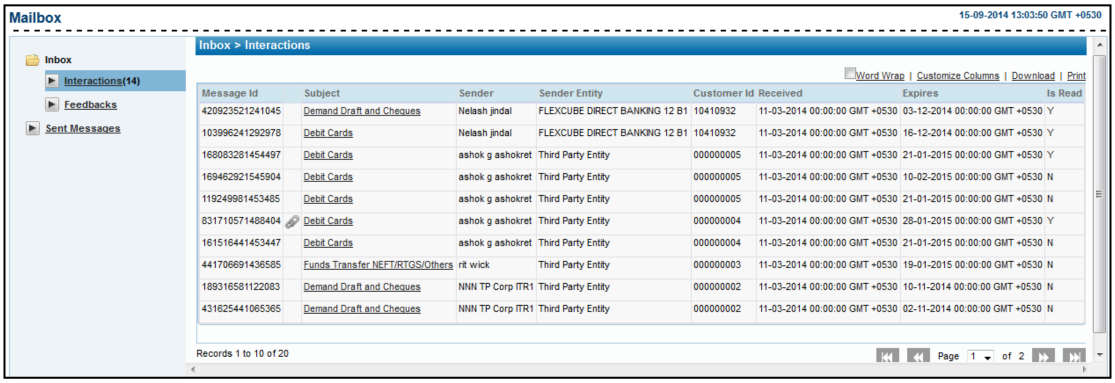
Mailbox



Message Id	Subject	Sender	Sender Entity	Customer Id	Received	Expires	Is Read
420923521241045	Demand Draft and Cheques	Nelash jindal	FLEXCUBE DIRECT BANKING 12 B1	10410932	11-03-2014 00:00:00 GMT +0530	03-12-2014 00:00:00 GMT +0530	Y
103996241292978	Debit Cards	Nelash jindal	FLEXCUBE DIRECT BANKING 12 B1	10410932	11-03-2014 00:00:00 GMT +0530	16-12-2014 00:00:00 GMT +0530	Y
168083281454497	Debit Cards	ashok g ashokret	Third Party Entity	000000005	11-03-2014 00:00:00 GMT +0530	21-01-2015 00:00:00 GMT +0530	Y
169462921545904	Debit Cards	ashok g ashokret	Third Party Entity	000000005	11-03-2014 00:00:00 GMT +0530	10-02-2015 00:00:00 GMT +0530	N
119249981453485	Debit Cards	ashok g ashokret	Third Party Entity	000000005	11-03-2014 00:00:00 GMT +0530	21-01-2015 00:00:00 GMT +0530	N
831710571488404	Debit Cards	ashok g ashokret	Third Party Entity	000000004	11-03-2014 00:00:00 GMT +0530	28-01-2015 00:00:00 GMT +0530	Y
161516441453447	Debit Cards	ashok g ashokret	Third Party Entity	000000004	11-03-2014 00:00:00 GMT +0530	21-01-2015 00:00:00 GMT +0530	N
441706691436585	Funds Transfer NEFT/RTGS/Others	rit wick	Third Party Entity	000000003	11-03-2014 00:00:00 GMT +0530	19-01-2015 00:00:00 GMT +0530	N
189316581122083	Demand Draft and Cheques	NNN TP Corp ITR1	Third Party Entity	000000002	11-03-2014 00:00:00 GMT +0530	10-11-2014 00:00:00 GMT +0530	N
431625441065365	Demand Draft and Cheques	NNN TP Corp ITR1	Third Party Entity	000000002	11-03-2014 00:00:00 GMT +0530	02-11-2014 00:00:00 GMT +0530	N

2. Click the **Inbox** icon.
   The **Mailbox** screen appears.

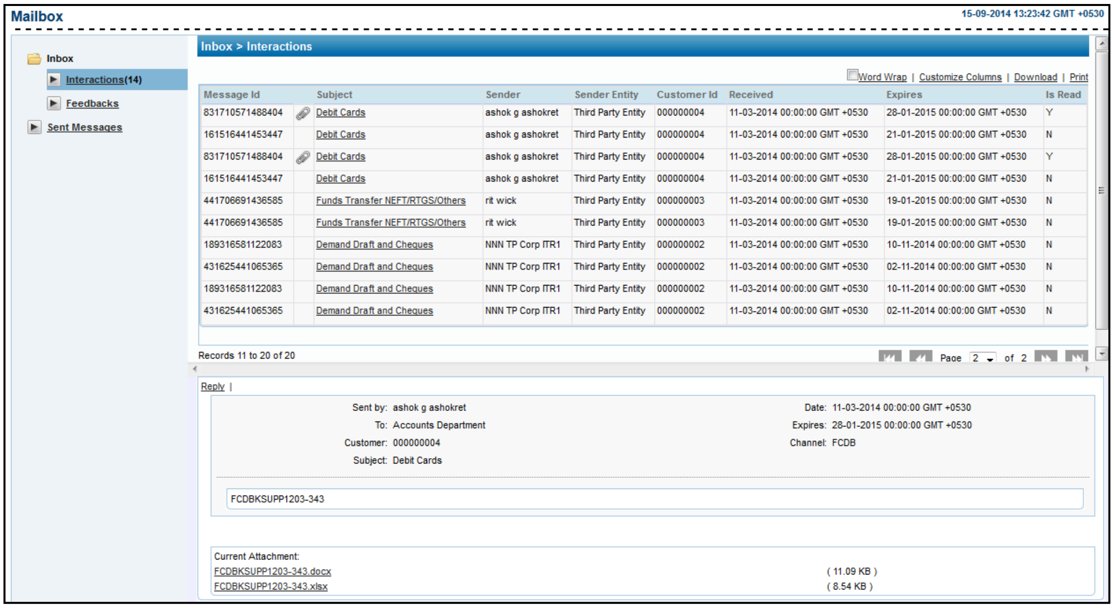
Mailbox Inbox



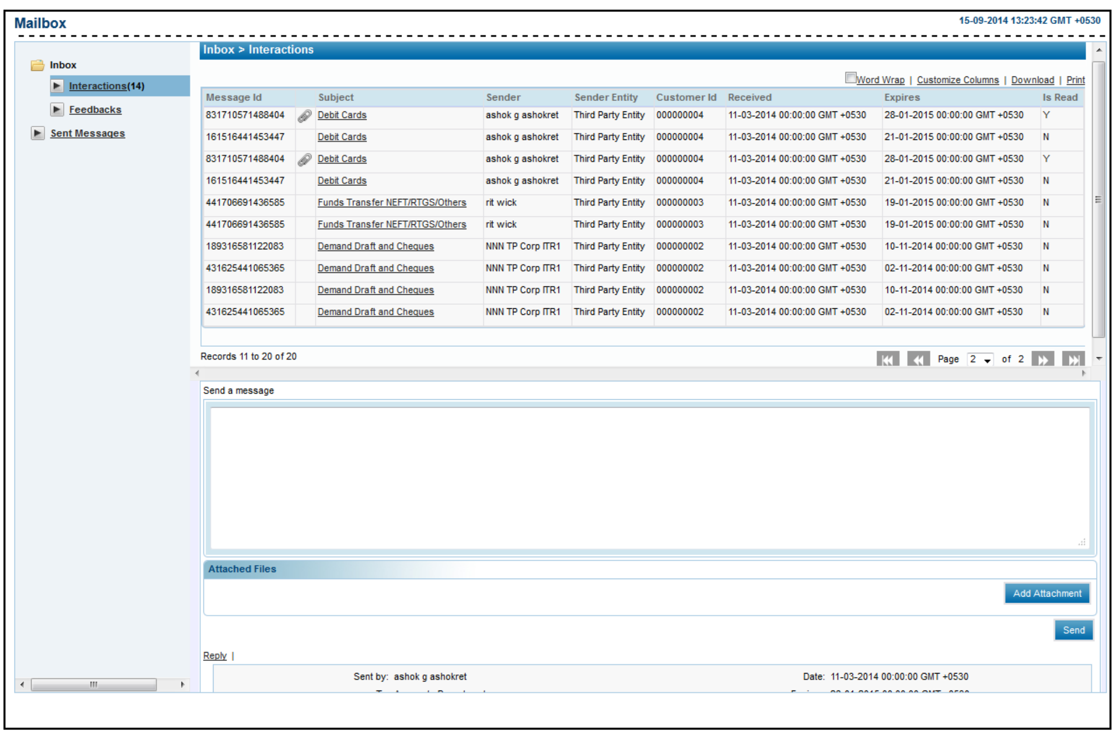
Field Description

Field Name	Description
Message Id	[Display] Displays the system generated conversation/message id.
Subject	[Display, Link] Displays the descriptive synopsis of the message. Indicates the link to access the message. **Note**: This icon  between the message id and subject column shows that the message has some attachments.
Sender	[Display] Displays the name of the sender of the message. If the message has been sent by the bank, then the department name will be displayed as the sender. If the message has been sent by another user, then the customer id for which the mail is being sent will be displayed as the sender.
Customer Id	[Display] Displays the customer id.
Received	[Display] Displays the date on which the message was received.
Expires	[Display] Displays the expiry date for the transaction.
Is Read	[Display] Displays whether the massage is read (Y/N).

3. Click the **Subject** link.
   The **Mailbox** screen with message contents appears.



4. Click the **Reply** link to reply to the current message.
   The **Mailbox** screen with blank space appears.



5. In the Send a message section, enter the message.

6. Click **Send**.
   The **Mailbox** screen with the confirmation message of reply sent appears.

OR
Clcik **Add Attachment** to add the attachment if any.

The options mentioned below are applicable for records of mailbox transaction.

To enable the word wrap in the columns, select the **Word Wrap** check box.

Click **Customize Columns** to reorder the columns or select the columns that appear in the mailbox list.

Click **Download** to download all or selected columns in the mailbox list. You can download the list in PDF, XLS, QIF, OFX and MT940 formats.

Click **Print** to print the mailbox list and open the list as a PDF document.

Click to view the first page of the mailbox list.

Click to view the previous page of the mailbox list.

Click to view the next page of the mailbox list.

Click to view the last page of mailbox list.

From the **Page** list, select the required page number of the mailbox list.

From the **Show Rows** list, select the number of rows to be displayed in the view customer transactions list.

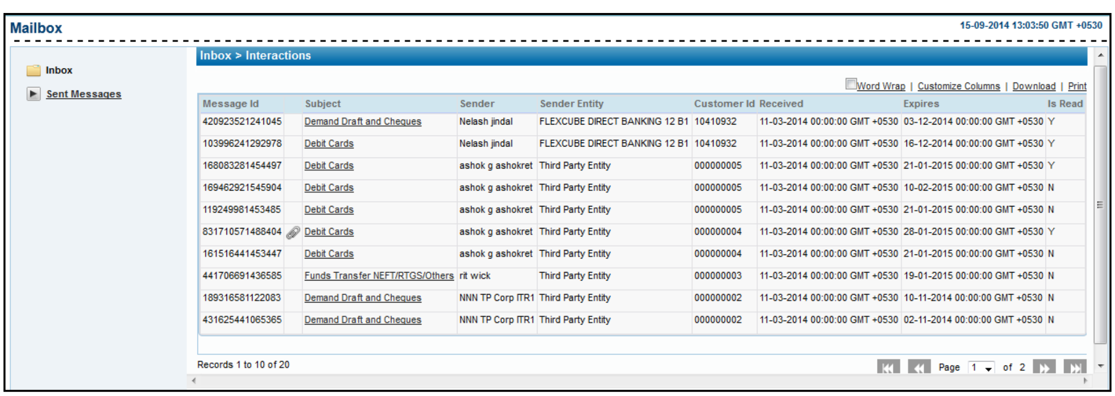
Click next to the required column to sort the records of mailbox in ascending or descending order.

28.3 Sent Messages

To view sent messages

1. From the **Customer Service** menu, select **Mailbox**.
The **Mailbox** screen appears.

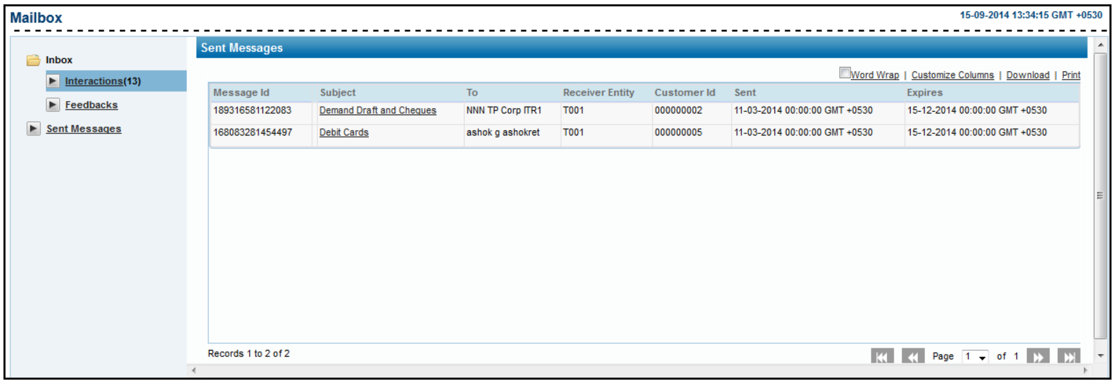
Mailbox



Message Id	Subject	Sender	Sender Entity	Customer Id	Received	Expires	Is Read
420923521241045	Demand Draft and Cheques	Nelash jindal	FLEXCUBE DIRECT BANKING 12 B1	10410932	11-03-2014 00:00:00 GMT +0530	03-12-2014 00:00:00 GMT +0530	Y
103996241292978	Debit Cards	Nelash jindal	FLEXCUBE DIRECT BANKING 12 B1	10410932	11-03-2014 00:00:00 GMT +0530	16-12-2014 00:00:00 GMT +0530	Y
168083281454497	Debit Cards	ashok g ashokret	Third Party Entity	000000005	11-03-2014 00:00:00 GMT +0530	21-01-2015 00:00:00 GMT +0530	Y
169462921545904	Debit Cards	ashok g ashokret	Third Party Entity	000000005	11-03-2014 00:00:00 GMT +0530	10-02-2015 00:00:00 GMT +0530	N
119249981453485	Debit Cards	ashok g ashokret	Third Party Entity	000000005	11-03-2014 00:00:00 GMT +0530	21-01-2015 00:00:00 GMT +0530	N
831710571488404	Debit Cards	ashok g ashokret	Third Party Entity	000000004	11-03-2014 00:00:00 GMT +0530	28-01-2015 00:00:00 GMT +0530	Y
161516441453447	Debit Cards	ashok g ashokret	Third Party Entity	000000004	11-03-2014 00:00:00 GMT +0530	21-01-2015 00:00:00 GMT +0530	N
441706691436585	Funds Transfer NEFT/RTGS/Others	rit wick	Third Party Entity	000000003	11-03-2014 00:00:00 GMT +0530	19-01-2015 00:00:00 GMT +0530	N
189316581122083	Demand Draft and Cheques	NNN TP Corp ITR1	Third Party Entity	000000002	11-03-2014 00:00:00 GMT +0530	10-11-2014 00:00:00 GMT +0530	N
431625441065365	Demand Draft and Cheques	NNN TP Corp ITR1	Third Party Entity	000000002	11-03-2014 00:00:00 GMT +0530	02-11-2014 00:00:00 GMT +0530	N

2. Click the **Sent Message** link.
The **Mailbox** – **Sent Messages** screen appears.

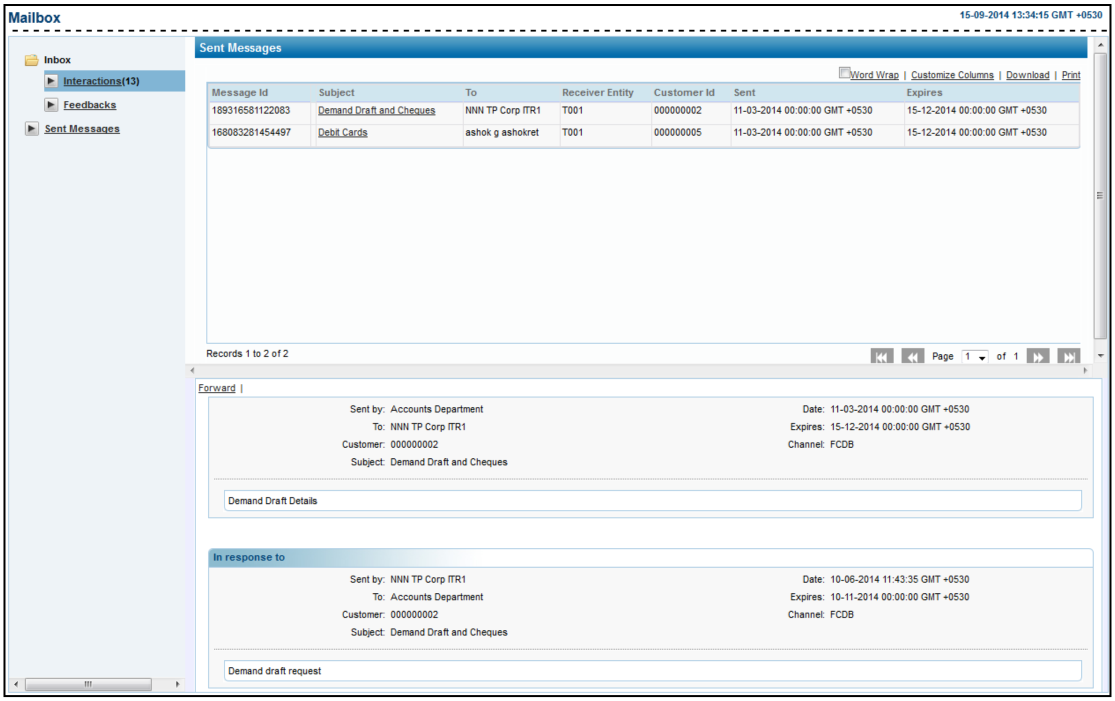
Mailbox



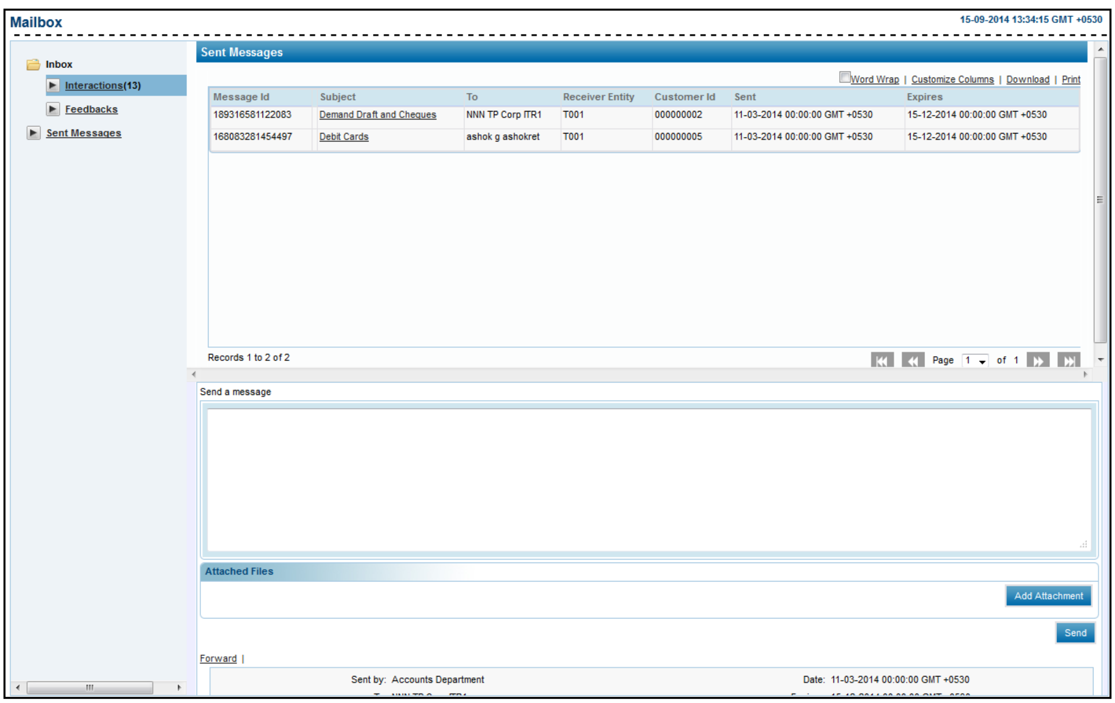
Field Description

Field Name	Description
Message Id	[Display] Displays the system generated conversation/message id.
Subject	[Display, Link] Displays the descriptive synopsis of the message. Indicates the link to access the message. **Note**: This icon  between the message id and subject column shows that the message has some attachments.
To	[Display] Displays the name of the receiver to which message has been sent.
Customer Id	[Display] Displays the customer id.
Sent	[Display] Displays the date on which the message was sent.
Expires	[Display] Displays the expiry date for the transaction.

3. Click the **Subject** link.
The **Mailbox** – **Sent Message** screen with message contents appears.



4. Click the **Forward** link to forward the current message.
The **Mailbox – Sent Message** screen appears.



5. Click **Send**.
The **Mailbox** – **Sent Messages** screen with the confirmation message appears.
OR
Clcik **Add Attachment** to add the attachment if any.

The options mentioned below are applicable for records of mailbox transaction.

To enable the word wrap in the columns, select the **Word Wrap** check box.

Click **Customize Columns** to reorder the columns or select the columns that appear in the mailbox list.

Click **Download** to download all or selected columns in the mailbox list. You can download the list in PDF, XLS, QIF, OFX and MT940 formats.

Click **Print** to print the mailbox list and open the list as a PDF document.

Click to view the first page of the mailbox list.

Click to view the previous page of the mailbox list.

Click to view the next page of the mailbox list.

Click to view the last page of mailbox list.

From the **Page** list, select the required page number of the mailbox list.

From the **Show Rows** list, select the number of rows to be displayed in the view customer transactions list.

Click next to the required column to sort the records of mailbox in ascending or descending order.

29. Manage Policies

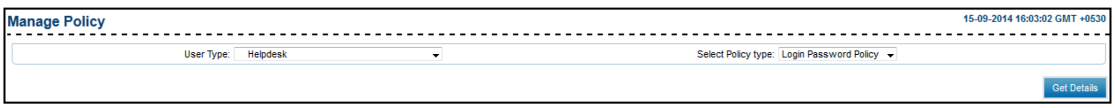
The bank administrator can set user ID and password policy for different user types for available channels. The parameters can be set-up at each entity. The **Manage Policy** option allows the bank administrator to select the user type and type of policy which is to be set up.

Note: If system is integrated with IAM, Login Password and User ID policies will not be available for OBDX Admin screen as these policies would be maintained in IAM.

To set a password policy

1. From the **Maintenance and Setup** menu, select **Manage Policy**.
   The **Manage Policy** screen appears.

Manage Policy

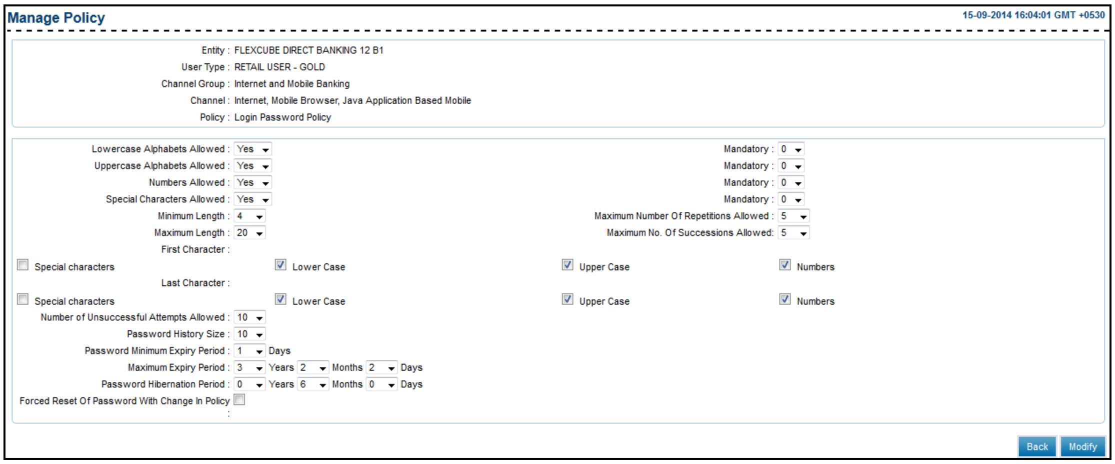


Field Description

Field Name	Description
User Type	[Mandatory, Drop-Down] Indicates the user type.
Select Policy Type	[Mandatory, Drop-Down] Indicates the policy which can be set for the selected user type. The options are: • Login Password Policy • Transaction Password Policy • User ID Policy

2. From the **User Type** list, select the appropriate option.
3. From the **Select Policy Type** list, select the appropriate option.
4. Click **Get Details**.
   The **Manage Policy** screen appears.

Manage Policy – Login Password Policy



Manage Policy – User ID Policy

Field Description

Field Name	Description
Entity	[Display] Displays the entity name.
User Type	[Display] Displays the name of the user.
Channel Group	[Display] Displays the channel group for which the policy is being set.
Channel	[Display] Displays the channel for which the policy is being set.
Policy	[Display] Displays the password policy set to the user type.

Field Name	Description
Lowercase Alphabets Allowed	[Mandatory, Drop-Down] Indicates whether the lowercase alphabets are allowed in a password. The options are: • No • Yes
Mandatory	[Conditional, Drop-Down] Indicates the minimum number of lowercase alphabets required in the password. The options are: • 0 • 1 • 2 • 3 • 4 • 5 To enable this field, select Yes option from the **Lowercase Alphabets Allowed** list.
Uppercase Alphabets Allowed	[Mandatory, Drop-Down] Indicates whether the uppercase alphabets are allowed in a password. The options are: • No • Yes

Field Name	Description
Mandatory	[Conditional, Drop-Down] Indicates the number of uppercase characters allowed in a password. The options are: • 0 • 1 • 2 • 3 • 4 • 5 To enable this field, select **Yes** option from the **Uppercase Alphabets Allowed** list.
Numbers Allowed	[Mandatory, Drop-Down] Indicates option for allowing numbers in the password. The options are: • No • Yes
Mandatory	[Conditional, Drop-Down] Indicates the number of numeric characters allowed in a password. The options are: • 0 • 1 • 2 • 3 • 4 • 5 To enable this field, select **Yes** option from the **Numbers Allowed** list.
Special Characters Allowed	[Mandatory, Drop-Down] Indicates option for allowing special characters in the password. The options are: • No • Yes

Field Name	Description
Mandatory	[Conditional, Drop-Down] Indicates the number of special characters allowed in a password from the drop-down list. The options are: • 0 • 1 • 2 • 3 • 4 • 5 To enable this field, select **Yes** option from the **Special Characters Allowed** list.
Minimum Length	[Mandatory, Drop-Down] Indicates the minimum password length. The options are: • 4 • 5 • 6 • 7 • 8 • 9 • 10
Maximum Number Of Repetitions Allowed	[Mandatory, Drop-Down] Indicates the maximum number of characters that can be repeated in a password.
Maximum Length	[Mandatory, Drop-Down] Indicates the maximum password length.
Maximum No. Of Successions Allowed	[Mandatory, Drop-Down] Indicates the maximum number of characters that can be used in succession in a password.

Field Name	Description
First Character	[Mandatory, Check Box] Indicates to make mandatory to set the first character of the password as specified. The options are: • **Special character –** Indicates the user to enter special characters as first character of the password. • **Lower Case** - Indicates the user to enter first character in lower case. • **Upper Case** - Indicates the user to enter first character in upper case. • **Numbers** - Indicates the user to enter first character as numeric
Last Character	[Mandatory, Check Box] Indicates to make mandatory to set the last character of the password as specified. The options are: • **Special character –** Indicates the user to enter special characters as last character of the password. • **Lower Case** - Indicates the user to enter last character in lower case. • **Upper Case** - Indicates the user to enter last character in upper case. • **Numbers** - Indicates the user to enter last character as numeric.
Number of Unsuccessful Attempts Allowed	[Mandatory, Drop-Down] Indicates the number of consecutive unsuccessful attempts allowed after which the account will be locked. This field appears, if you select **Login Password Policy** from the **Select Policy Type** list.
Password History Size	[Optional, Drop-Down] Indicates the number of old passwords which cannot be repeated when the user changes his password. This field appears, if you select **Login Password Policy** from the **Select Policy Type** list.
Password Minimum Expiry Period	[Mandatory, Drop-Down] Indicates the minimum password expiry period in days. Before the specified period, the user will not be allowed to change the password.

Field Name	Description
Maximum Expiry Period	[Mandatory, Drop-Down] Indicates the password maximum expiry period in years, month and days. This field appears, if you select **Login Password Policy** from the **Select Policy Type** list. The period set cannot be less than the minimum password expiry period.
Password Hibernation Period	[Mandatory, Drop-Down] Indicates the password hibernation period in years, months and days. This field appears, if you select **Login Password Policy** from the **Select Policy Type** list.
Forced Reset Of Password With Change In Policy	[Mandatory, Check Box] Indicates the option for forcing the reset of password for all the users every time there is a change in the password policy. This field appears, if you select **Login Password Policy** from the **Select Policy Type** list.
Exclude definitions from Dictionary of Common Passwords	[Mandatory, Drop-Down] Indicates the option for not allowing the definitions from the dictionary in the password. The options are: • No • Yes

Below steps are to be followed if you select **User Id Policy** from the **Select Policy Type** list.

5. From the **Lowercase Alphabets Allowed** list, select the appropriate option.
   a. If you select the **Yes** option:
      i. From the **Mandatory** list, select the appropriate option.
6. From the **Uppercase Alphabets Allowed** list, select the appropriate option
   a. If you select the **Yes** option:
      i. From the **Mandatory** list, select the appropriate option.
7. From the **Numbers Allowed** list, select the appropriate option
   a. If you select the **Yes** option:
      i. From the **Mandatory** list, select the appropriate option.
8. From the **Special Characters Allowed list**, select the appropriate option.
   a. If you select the **Yes** option:

i. From the **Mandatory** list, select the appropriate option.

9. From the **Minimum Length** list, select the appropriate option.
10. From the **Maximum Number Of Repetitions Allowed** list, select the appropriate option
11. From the **Maximum Length** list, select the appropriate option.
12. From the **Maximum No. Of Successions Allowed** list, select the appropriate option
13. In the **First Character** field, select the appropriate option.
14. In the **Last Character** field, select the appropriate option.
15. From the **Password Minimum Expiry Period** list, select the appropriate option
16. Click **Modify**.
The **Manage Password Policy - Verify** screen appears.
OR
Click **Back**.
The **Manage Policy** screen appears.

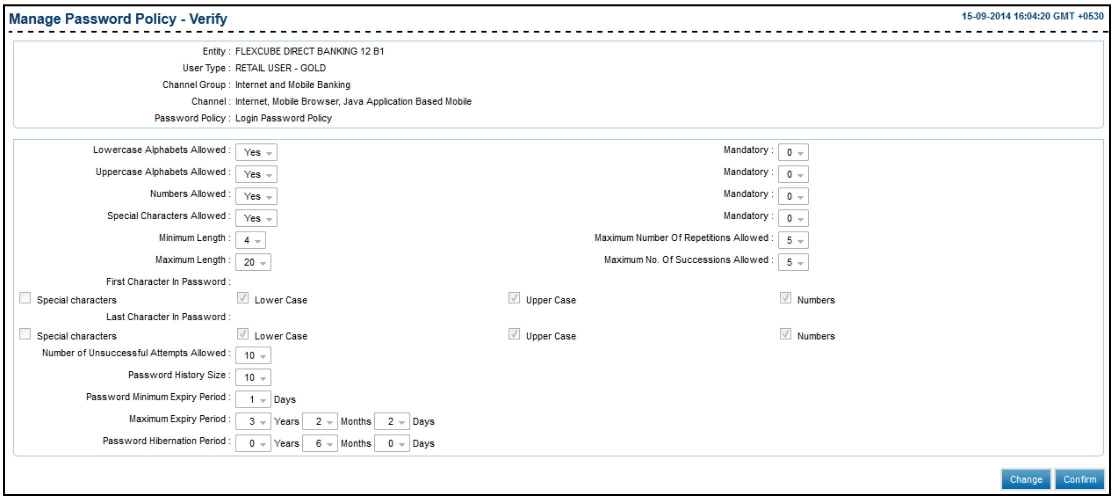
Below steps are to be followed if you select **Login password Policy** from the **Select Policy Type** list.

1. From the **Lowercase Alphabets Allowed** list, select the appropriate option.
   a. If you select the **Yes** option:
      i. From the **Mandatory** list, select the appropriate option.
2. From the **Uppercase Alphabets Allowed** list, select the appropriate option
   a. If you select the **Yes** option:
      i. From the **Mandatory** list, select the appropriate option.
3. From the **Numbers Allowed** list, select the appropriate option
   a. If you select the **Yes** option:
      i. From the **Mandatory** list, select the appropriate option.
4. From the **Special Characters Allowed list**, select the appropriate option.
   a. If you select the **Yes** option:
      i. From the **Mandatory** list, select the appropriate option.
5. From the **Minimum Length** list, select the appropriate option.
6. From the **Maximum Number Of Repetitions Allowed** list, select the appropriate option
7. From the **Maximum Length** list, select the appropriate option.
8. From the **Maximum No. Of Successions Allowed** list, select the appropriate option
9. In the **First Character In Password** field, select the appropriate option.
10. In the **Last Character In Password** field, select the appropriate option.
11. From the **Number of Unsuccessful Attempts Allowed** list, select the appropriate option.
12. From the **Password Minimum Expiry Period** list, select the appropriate option.
13. From the **Maximum Expiry Period** list, select the appropriate option.

14. From the **Forced Reset Of Password With Change In Policy** list, select the appropriate option.

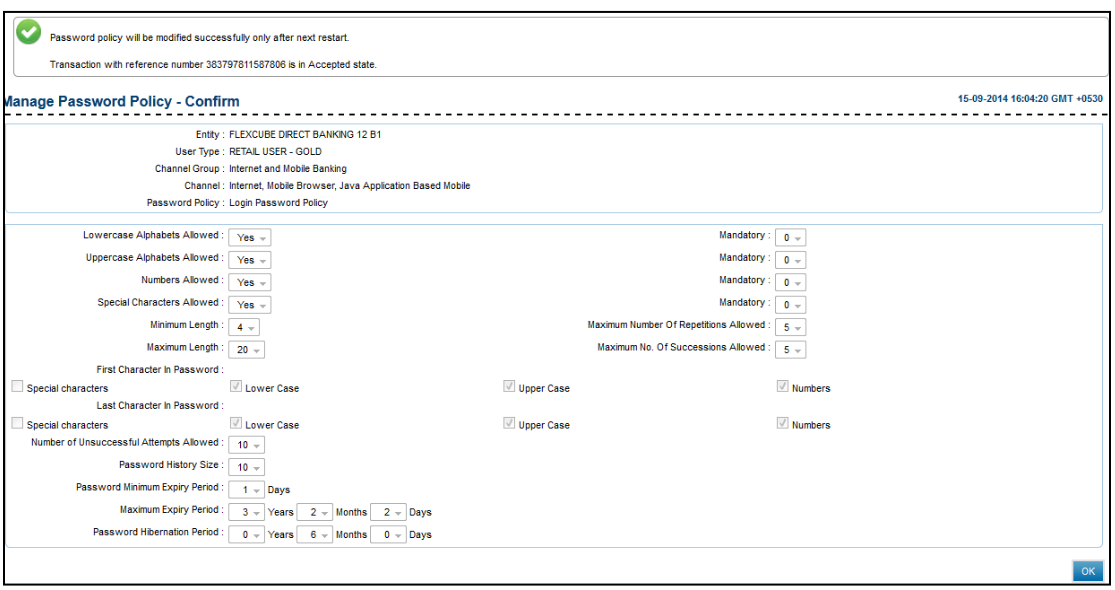
15. From the **Exclude definitions from Dictionary of Common Passwords** list, select the appropriate option.

Manage Password Policy - Verify



16. The **Manage Password Policy - Confirm** screen appears.
OR
Click **Change**.
The **Manage Policy** screen appears.

Manage Password Policy - Confirm



17. Click **OK**.
The **Manage Policy** screen appears.

30. Manage Policies – (IAM)

Managing policies include creating and managing approval policies, access policies, attestation configurations, and password policies. These tasks are performed in the Policies section of the Oracle Identity System Administration.

The Policies section consists of the following:

- Approval Policies
- Create Access Policies
- Manage Access Policies
- Create Attestation Configuration
- Manage Attestation Configuration
- Password Policy

30.1 Approval Policies – (IAM)

Using this option you can create and manage approval policies.

You can perform following tasks:

- Search Approval Policies
- Create Approval Policies
- Modify Approval Policies
- Modify Approval Policy Priorities
- Delete Approval Policies

30.1.1 Search Approval Policies

Using this option you can search approval policies.

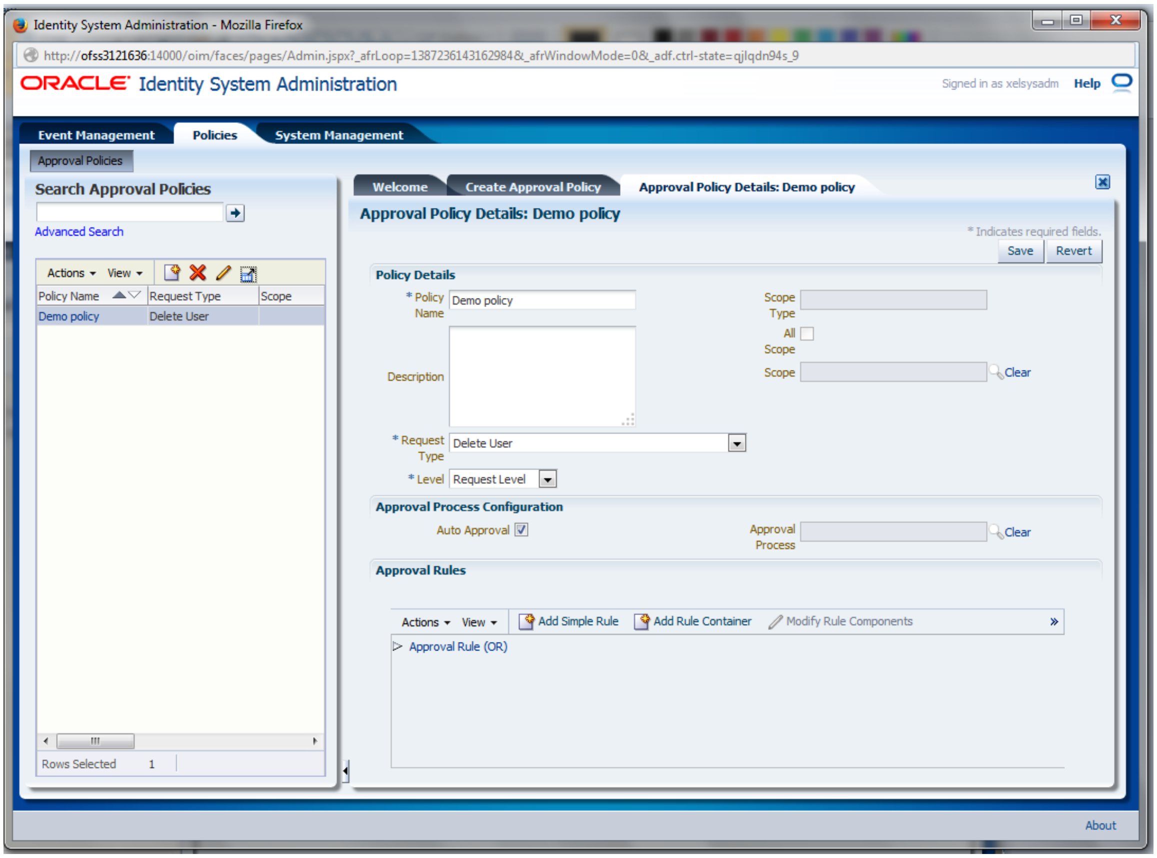
To search for approval policies

1. Login to **Oracle Identity System Administration**.
2. In the left pane, under **Policies**, click **Approval Policies**.
   The **Approval Policies** screen appears.
3. On the left pane of the **Approval Policies**, in the Search **Approval Policies tab,** in **Search** field, enter a search criterion to search for approval policies.

Note: You can specify the asterisk (*) wildcard character to specify the search criterion.
In simple and advanced search for approval policies, searching with translated approval policy names is not supported. Oracle Identity Manager supports only English string search for approval policies.
For default approval policies, you can search with English policy names as stored in the database. However, if you create an approval policy by specifying its name in another language, then you can search it by using the same string, and not in any other language.

4. Click **Search**.
   A list of approval policies appears in a search results table.

Search screen



Field Description

Field Name	Description
Policy Name	[Display] Displays the name of the approval policy.
Request Type	[Display] Displays the name of the request type associated with the approval policy.
Scope	[Display] Displays the associated application instance, organization, or role name. The scope is populated only for the approval policies associated with the operation level request.
Level	[Display] Displays the approval level.
Rule Name	[Display] Displays the name of the approval policy rule.

Field Name	Description
Approval Process	[Display] Displays the approval process associated with the approval policy.
Priority	[Display] Displays the priority of the approval policy.

Note: The following request types have been deprecated:

- Provision Resource
- De-Provision Resource
- Enable Provisioned Resource
- Disable Provisioned Resource
- Modify Provisioned Resource

The deprecated request types can appear when you search for or modify approval policies that were created (based on the deprecated request types) in the earlier release. In addition, requests based on any of the deprecated request types that were created in the earlier release can appear in the Track Request screen of Oracle Identity Self Service.

Advanced Search:

Using this option you can search for approval policies based on advanced search criteria.

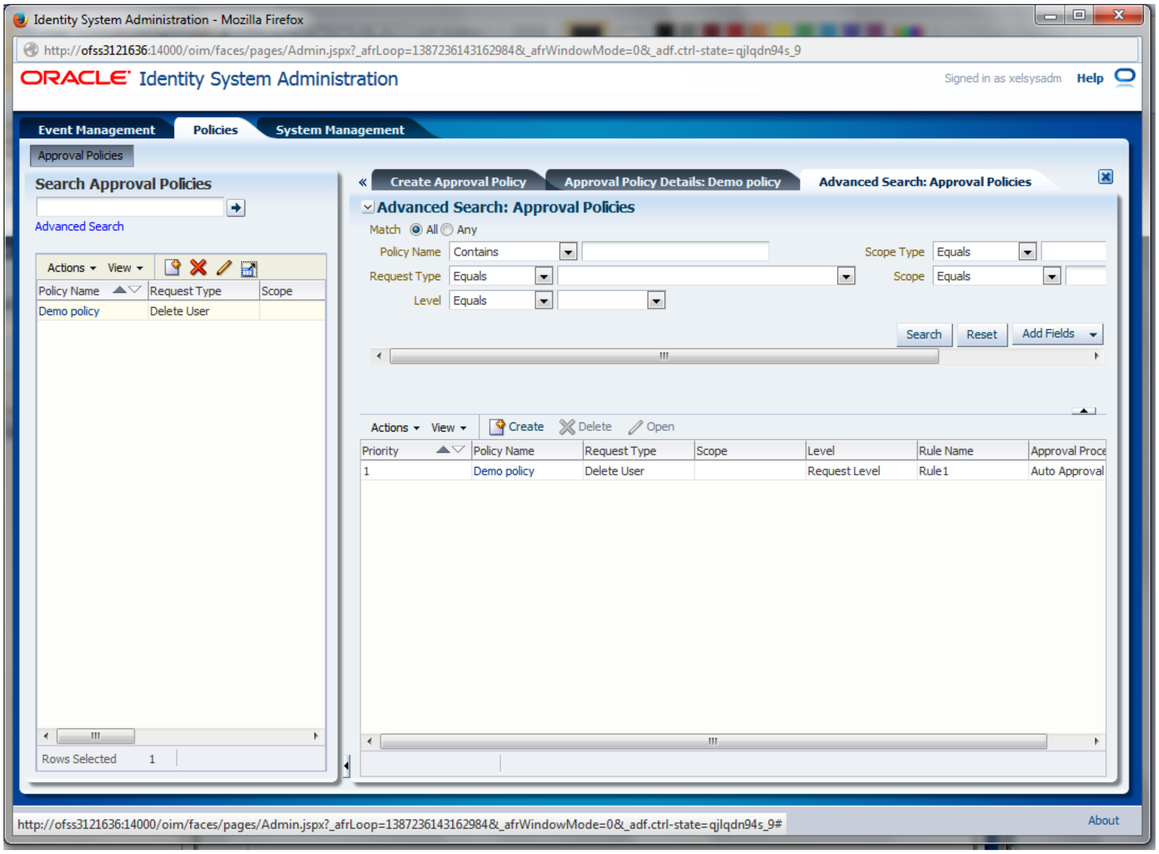
To do advance search

5. On the left pane of the **Approval Policies** tab, click **Advanced Search**.
   The **Advanced Search: Approval Policies** screen appears.
6. Enter values in the fields to specify search criteria.

Note: You can specify a combination of approval policy name, name of the request type associated with the approval policy, approval level, scope type such as resource, organization, or role, and scope to specify the search criteria.

7. Click **Search**.
   The search result displays a list of approval policies with information about priority, policy name, request type, scope, level, rule name, and approval process.
   OR
   Click **Reset** to clear all entered search criteria.
   OR
   Click **Add Fields** to add more search criteria fields for the requests.

Advance Search screen



30.1.2 Creating Approval Policies

Using this option you can create approval policies.

To create an approval policy

1. Login to **Oracle Identity System Administration**.
2. In the left pane, under **Policies**, click **Approval Policies**.
   The **Oracle Identity Manager Advanced Administration** appears in a new window.

Note: If Oracle Identity Manager Advanced Administration is already open, then click the Policies tab, and then click Approval Policies. Alternatively, you can click Search Approval Policies under Policies in the Welcome screen.

3. From the **Actions** menu on the left pane, Click 
.
   OR
   Click (**+**) on the toolbar to start the **Create Approval Policy** wizard .

   The **Step 1:** Set **Approval Policy Details** screen of the  **Create Approval Policy** wizard appears.
4. Enter values for the following fields, and then click **Next**:
   a. Enter the policy name in the **Policy Name** field.

b. Enter the details description about approval policy in the **Description** field.

c. From the Request Type list, select the appropriate option.

Field Description

Field Name	Description
Basic Information	
Policy Name	[Mandatory, Alphanumeric] Indicates the name of the approval policy.
Description	[Mandatory, Alphanumeric] Indicates the details about what this approval policy will do.
Request Type	[Mandatory, Drop-Down] Indicates the request type. Note: The following request types have been deprecated and do not appear in the drop-down list: • Provision Resource • De-Provision Resource • Enable Provisioned Resource • Disable Provisioned Resource • Modify Provisioned Resource
Level	[Mandatory, Drop-Down] Indicates the approval level that you want to implement for this approval policy. The options are: • Request Level • Operation Level

Field Name	Description
Scope Type	[Display] Displays scope type which is set automatically based on the selection. Note: • If request type is set to Create User, then Scope Type is automatically set to Organization. • If request type is set to Provision Resource, then Scope Type is automatically set to Resource. • If request type is set to Assign Roles, then Scope Type is automatically set to Role. • If request type is set to Provision Application Instance or Entitlement, then Scope Type is automatically set to Application Instance. To enable this field select Operation Level option from the Level list. This field is disabled if the Level field is set to Request Level.
All Scope	[Conditional, Checkbox] Indicates the approval policy associated with all entities for a particular entity type. To enable this field select **Operation Level** option from the **Level** list. **This** field **is** disabled if the Level field is set to Request Level. For example, for the Create User request type, Scope Type is Organization. If you select All Scope, then this approval policy is applicable to all organizations in Oracle Identity Manager. This is same for Resource and Role scopes.
Scope	[Conditional, Drop-Down] Indicates the approval policy associated with the specific entity for a particular entity type. To enable this field deselect **All Scope** checkbox. If **All Scope** field is not set, then this field becomes mandatory and must be set with some value. Note: An approval policy can be associated with a specific Scope based on the Scope Type.

Approval Configuration Process

Field Name	Description
Auto Approval	[Optional, Checkbox] Indicates the automatic approval at the request level or operation level that you select in the Level field.
Approval Process	[Conditional, Drop-Down] Indicates the workflow that you want to associate with this approval policy. If **Auto Approval** is selected, then this field is disabled. If **Auto Approval** is not set, then this field becomes mandatory.

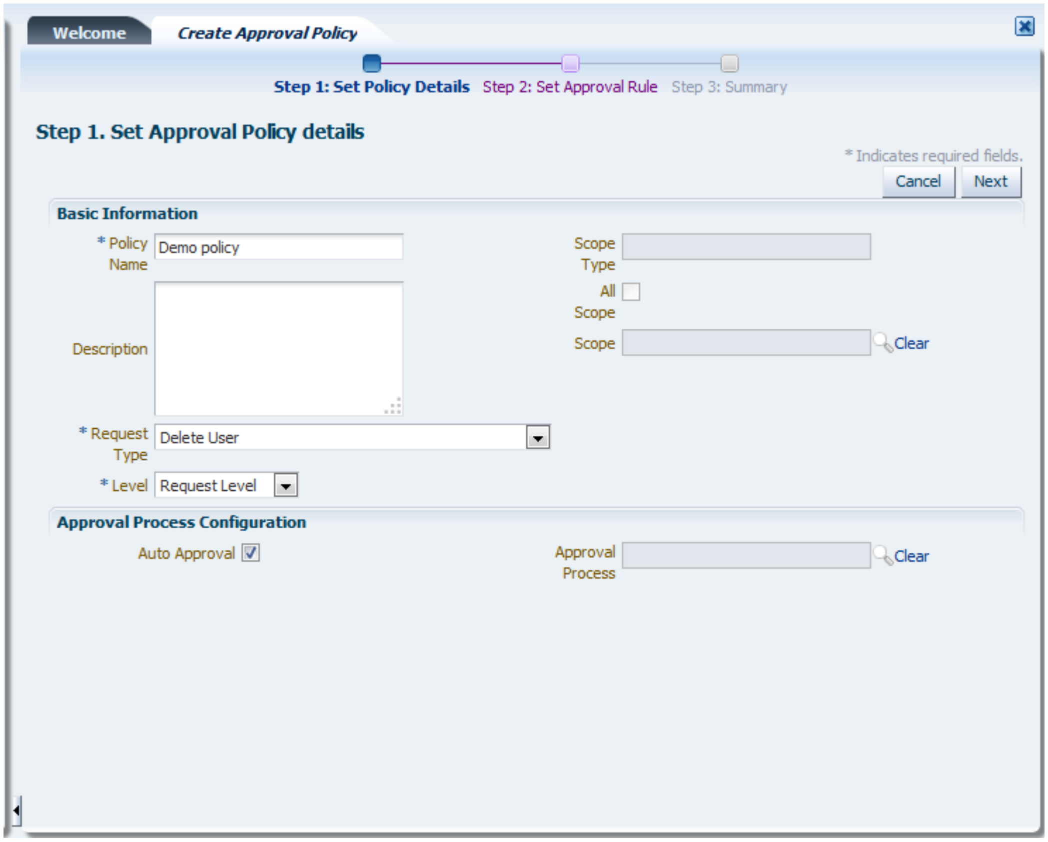
d. From the **Level** list select appropriate option that you want to implement for this approval policy.

e. To specify the approval policy associated with all entities for a particular entity type, select **All Scope** option.

f. From the **Scope** list, select appropriate option to specify the approval policy associated with the specific entity for a particular entity type.

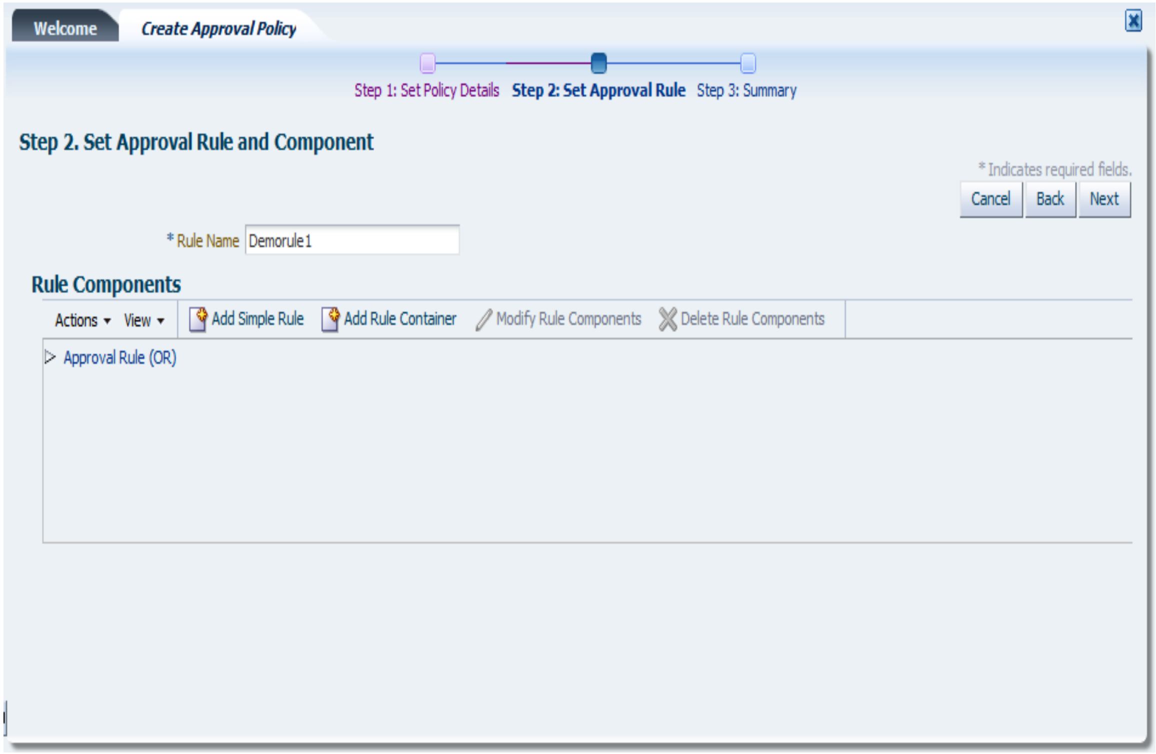
g. From the Approval Process list, select appropriate workflow that you want to associate with this approval policy.

Step 1: Set Policy Details screen



5. Click **Next**.
   The **Step 2: Set Approval Rule and Component** screen appears.

Set Approval Rule and Component screen



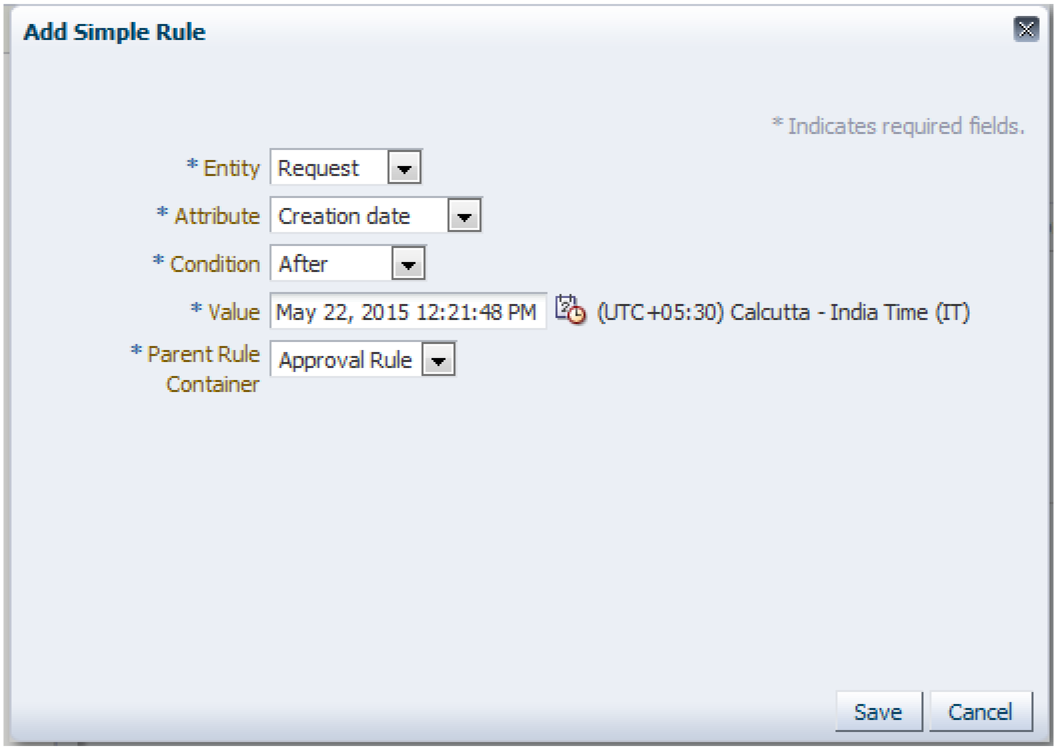
Field Description

Field Name	Description
Rule Name	[Mandatory, Alphanumeric] Indicates the name of the rule.

6. On the **Step 2**: **Set Approval Rule and Component** screen, in the **Rule Name** field enter the rule name of the approval policy rule.

7. In the **Rule Components** section, you can define the parameters of the approval policy rule.
   To do so,
   click the  next to the **View** list.
   The **Add Simple Rule** dialog box appears.
   In this dialog box, select values for the following fields and then click **Save**.

Add Simple Rule dialog box screen



a. From the **Entity** list, select appropriate option.

b. From the **Attribute** list, select appropriate option for the above selected entity.

Field Description

Field Name	Description
Entity	[Mandatory, Drop-Down] Indicates the Entity source for simple rule, such as Requester, Beneficiary, or Resource, with which the approval policy rule is associated. This varies based on the selected request type and the approval level.

Field Name	Description
Attribute	[Mandatory, Drop-Down] Indicates the Attribute of the above selected entity to construct simple rule. The options are: • Creation Date • Beneficiary Type • Status • Effective Date • Requester • Request ID • Request Type
	Note: 1. If an entity attribute is a UDF, then the name of the UDF is displayed in the Attribute field. If you want the display name to be visible in the Attribute field, then perform the following procedure: a. In a text editor, open the customResources.properties file located in the IAM_HOME/server/customResources directory. b. Add an entry in the following syntax:global.udf.<udf_column_name>=<unicoded_label_string> In this entry, replace: `udf_column_name` with the name of the UDF `unicoded_label_string` with the display name of the UDF For example, `global.udf.usr_udf_jobcode=Job Code`
Condition	[Mandatory, Drop-Down] Indicates the Attribute condition to construct simple rule. The options are: • Starts with • Ends with • Equals • Does not equal • Contains • Does not contain

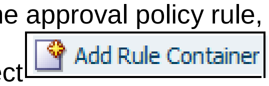
Field Name	Description
Value	[Conditional, Alphanumeric, Drop-Down] Indicates the Value of the condition. Note: If you use the User Login attribute in a rule expression, the corresponding User Login ID value must be entered in all uppercase letters, otherwise the expression will not evaluate to true.
Parent Rule Container	[Mandatory, Drop-Down] Indicates the rule container with which this approval policy rule needs to be associated with.

c. From the **Condition** list, select the appropriate option.

d. In **Value** field, enter or select the Value.

e. From the **Parent Rule Container** list, select the appropriate option.

f. Click **Save**.

8. Rule containers can be used for modeling complex conditions with And and Or combinations.
To add a rule container for the approval policy rule, in **the Rule Components** section, from the **Actions** menu, select 

.
The **Add Rule Container** dialog box appears.
In this dialog box,

a. Enter or select values for the Rule Container Name, Parent Rule Container, and Operator fields.

b. Click **Save**.

Field Description

Field Name	Description
Rule Container Name	[Mandatory, Alphanumeric] Indicates the name of the rule container.
Parent Rule Container	[Mandatory, drop-Down] Indicates the name of the rule container under which you want to create this rule container. A rule container can hold either another rule container or rule elements with the AND or OR operators in a hierarchical order.

Field Name	Description
Operator	[Mandatory, Option] Indicates the operators. The options are: • AND • OR

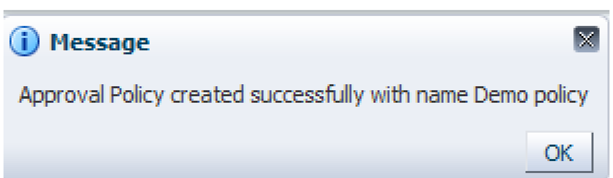
Add Rule Container dialog box screen

9. After the approval rule creation is complete, click **Next**.
10. On the **Step 3: Review Approval Policy Summary** screen, verify the information that have specified for the approval policy.
You can click the **Back** button to modify any information if you want.
Click **Finish** to create the approval policy.

Review Approval Policy Summary screen

11. A message appears confirming that the approval policy has been created.
Click **OK**.

Confirmation Message dialog box screen



30.1.3 Modifying Approval Policies

Using this option you can modify the already created approval policies.

To modify approval policies

1. Login to **Oracle Identity System Administration**.
2. In the left pane, under **Policies**, click **Approval Policies**.
The **Approval Policies** screen appears.
3. On the left pane of the **Approval Policies**, in the Search **Approval Policies tab,** in **Search** field, enter a search criterion to search for approval policies.
4. On the search results table, select a policy.

5. From the **Actions** menu, click 

.
OR
Click  on the toolbar.
The **Approval Policy Details** form appears.

6. In the **Policy Details** section, edit the fields to modify the approval policy.

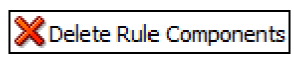
Note: You cannot modify the approval policy rule name and approval policy priority attribute.

---

7. In the **Approval Rules** section, modify approval policy rules, if required.
To modify an approval policy rule, you can add a simple rule, add a rule container, modify rule components, or delete a rule component. For detailed information about adding approval policy rules and rule containers, see steps 5 through 7 in **"Creating Approval Policies"**.

8. To modify rule components:
   a. Select the approval policy rule.
   b. From the **Actions** menu, click 

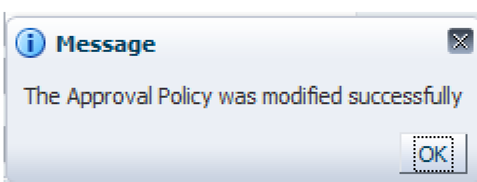
.
   The **Modify Rule Components** dialog box is displayed.
   c. Edit the values in the fields provided, and click **Apply** to modify rule components operation.
   OR
   Click **Revert** to cancel **Modify Rule Components** operation.

9. To delete rule components:
   a. Select the approval policy rule that you want to delete.
   b. From the **Actions** menu, click 

.
   A message box is displayed asking for confirmation.
   c. Click **Yes** to confirm the deletion.

10. Click **Save** to save the changes in the approval policy.

Approval Successful Modification Message Screen



OR
Click **Revert** to cancel **Modify Rule Components** operation

30.1.4 Modifying the Priority of an Approval Policy

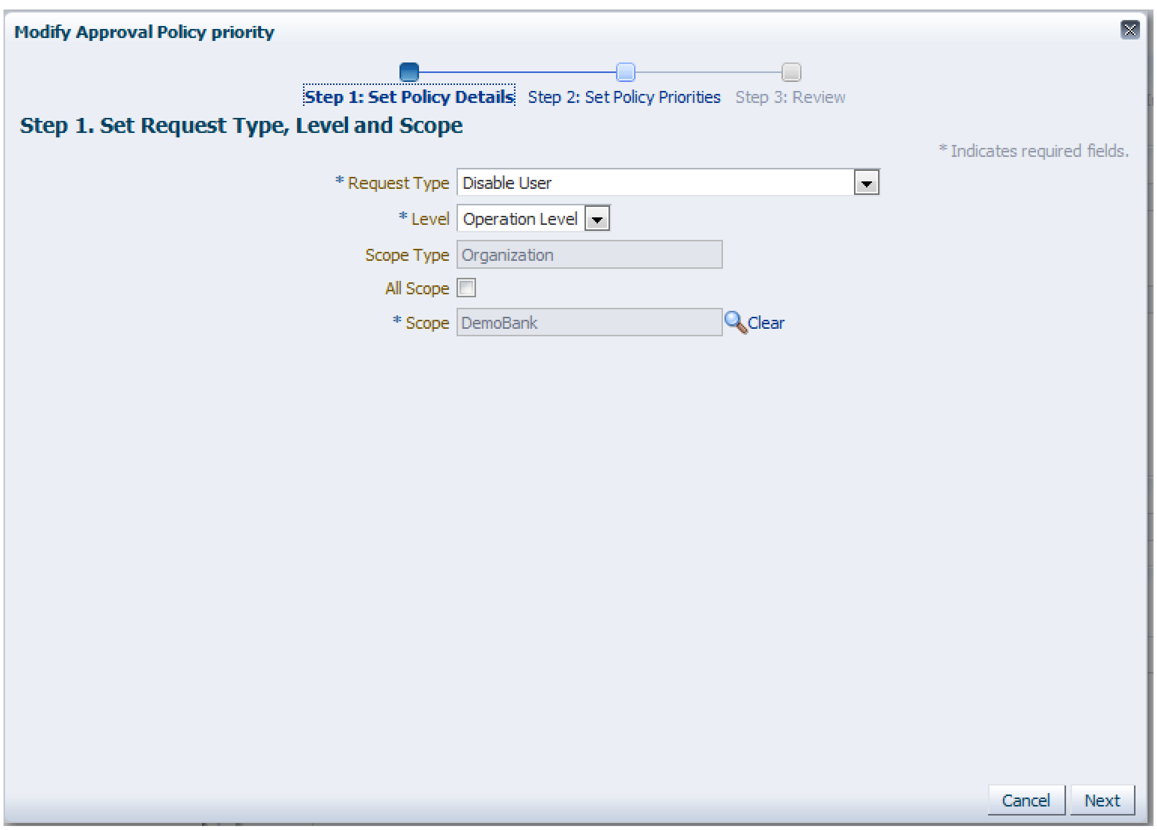
Using this option you can modify the priority of an approval policy.

Note: Oracle Identity Manager does not perform any validation and allows you to set the same priority to multiple approval policies. It is not recommended to set the same priority to multiple approval policies

To modify the priority of an approval policy

1. Login to **Oracle Identity System Administration**.
2. In the left pane, under **Policies**, click **Approval Policies**.
   The **Approval Policies** screen appears.
3. On the left pane of the **Approval Policies**, in the Search **Approval Policies tab,** in **Search** field, enter a search criterion to search for approval policies.
4. From the approval policies search result, select a policy whose priority you want to modify.
5. From the **Actions** menu, click Set Priority .
   The **Modify Approval Policy priority** wizard appears.
6. In the **Set Policy Details** screen, specify values in the fields as required.
   Click **Next**.

Set Policy Details screen



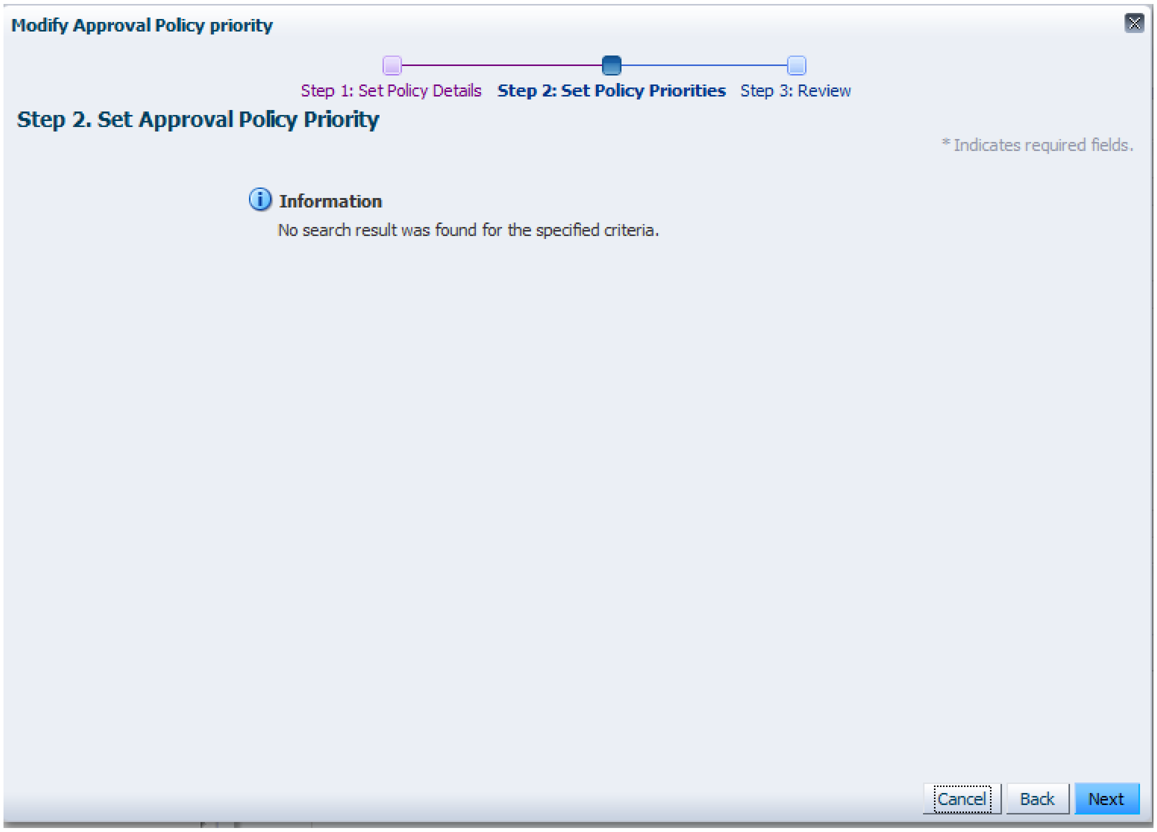
Field Description

Field Name	Description
Request Type	[Mandatory, Drop-Down] Indicates the associated request type. Note: The following request types have been deprecated and do not appear in the drop-down list: • Provision Resource • De-Provision Resource • Enable Provisioned Resource • Disable Provisioned Resource • Modify Provisioned Resource
Level	[Mandatory, Drop-Down] Indicates the approval level that you want to implement for this approval policy. The options are: • Request Level • Operation Level
Scope Type	[Display] Displays scope type which is set automatically based on the selection. Note: • If request type is set to Create User, then Scope Type is automatically set to Organization. • If request type is set to Provision Resource, then Scope Type is automatically set to Resource. • If request type is set to Assign Roles, then Scope Type is automatically set to Role. • If request type is set to Provision Application Instance or Entitlement, then Scope Type is automatically set to Application Instance. To enable this field select Operation Level option from the Level list. This field is disabled if the Level field is set to Request Level.

Field Name	Description
All Scope	[Conditional, Checkbox] Indicates the approval policy associated with all entities for a particular entity type. To enable this field select **Operation Level** option from the **Level** list. **This** field **is** disabled if the Level field is set to Request Level. For example, for the Create User request type, Scope Type is Organization. If you select All Scope, then this approval policy is applicable to all organizations in Oracle Identity Manager. This is same for Resource and Role scopes.
Scope	[Conditional, Drop-Down] Indicates the approval policy associated with the specific entity for a particular entity type. To enable this field deselect **All Scope** checkbox. If **All Scope** field is not set, then this field becomes mandatory and must be set with some value. Note: An approval policy can be associated with a specific Scope based on the Scope Type.

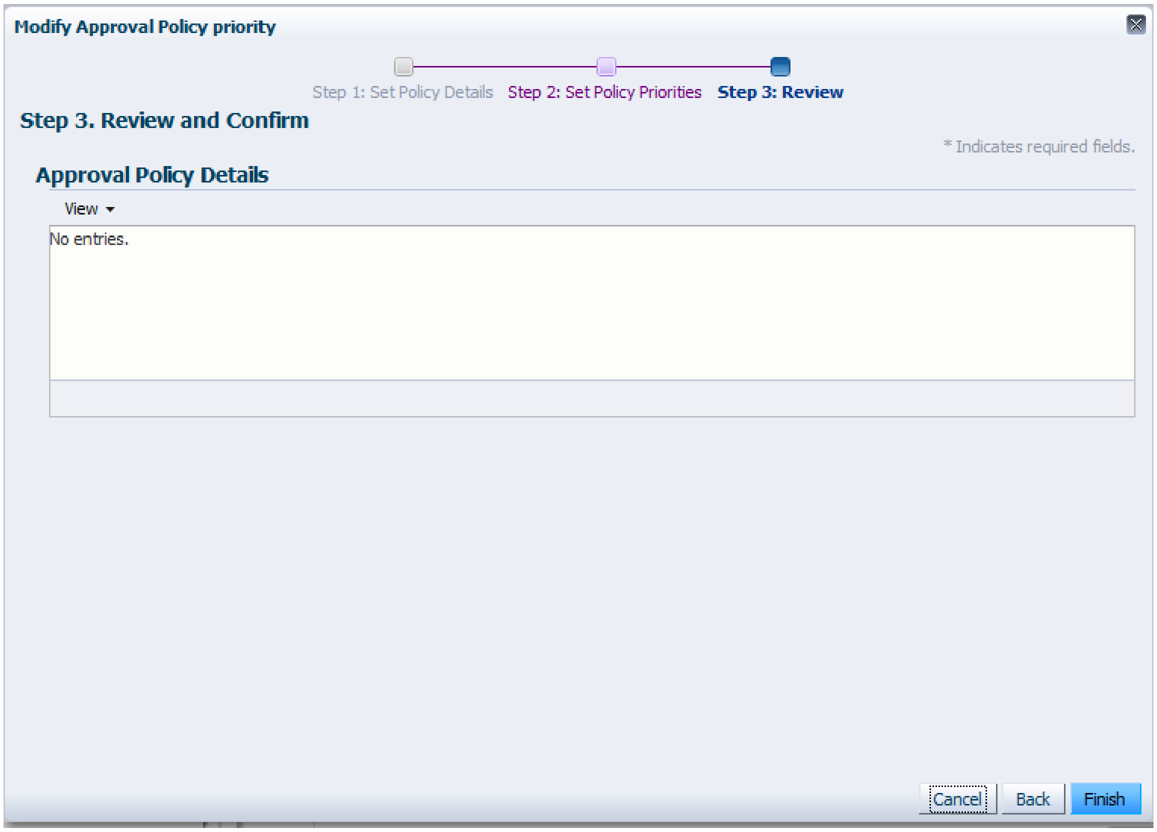
7. From the **Request Type** list, select appropriate option.
8. From the **Level** list select appropriate option that you want to implement for this approval policy.
9. To specify the approval policy associated with all entities for a particular entity type, select **All Scope** option.
10. From the **Scope** list, select appropriate option to specify the approval policy associated with the specific entity for a particular entity type.
11. From the **Approval Process** list, select appropriate workflow that you want to associate with this approval policy.
12. Click **Next**.
    The **Set Policy Priorities** screen appears.
13. In the **Set Policy Priorities** screen, enter a number to specify the priority of the approval policy.
    Click **Next**.

Set Policy Priorities screen



14. In the **Review and Confirm** screen, the policy name and the priority that you set are displayed for your review.
Click **Back**, if you want to change the current priority.

Review and Confirm screen



15. Otherwise, click **Finish**.
A message is displayed stating the approval policy priority has been changed successfully.

16. Click **OK**.

30.1.5 Deleting Approval Policies

Using this option you can delete an approval policy.

To delete an approval policy

1. Login to **Oracle Identity System Administration**.
2. In the left pane, under **Policies**, click **Approval Policies**.
The **Approval Policies** screen appears.
3. On the left pane of the **Approval Policies**, in the Search **Approval Policies tab,** in **Search** field, enter a search criterion to search for approval policies.
4. From the approval policies search results, select the approval policy that you want to delete.
5. From the **Actions** menu, click 

.
OR
Click  on the toolbar.
A message box is displayed asking for confirmation.

6. Click **Yes** to confirm the deletion.

30.2 Managing Access Policies – (IAM)

Using this option you can use Oracle Identity System Administration to modify information in existing access policies.

30.2.1 Search Access Policies

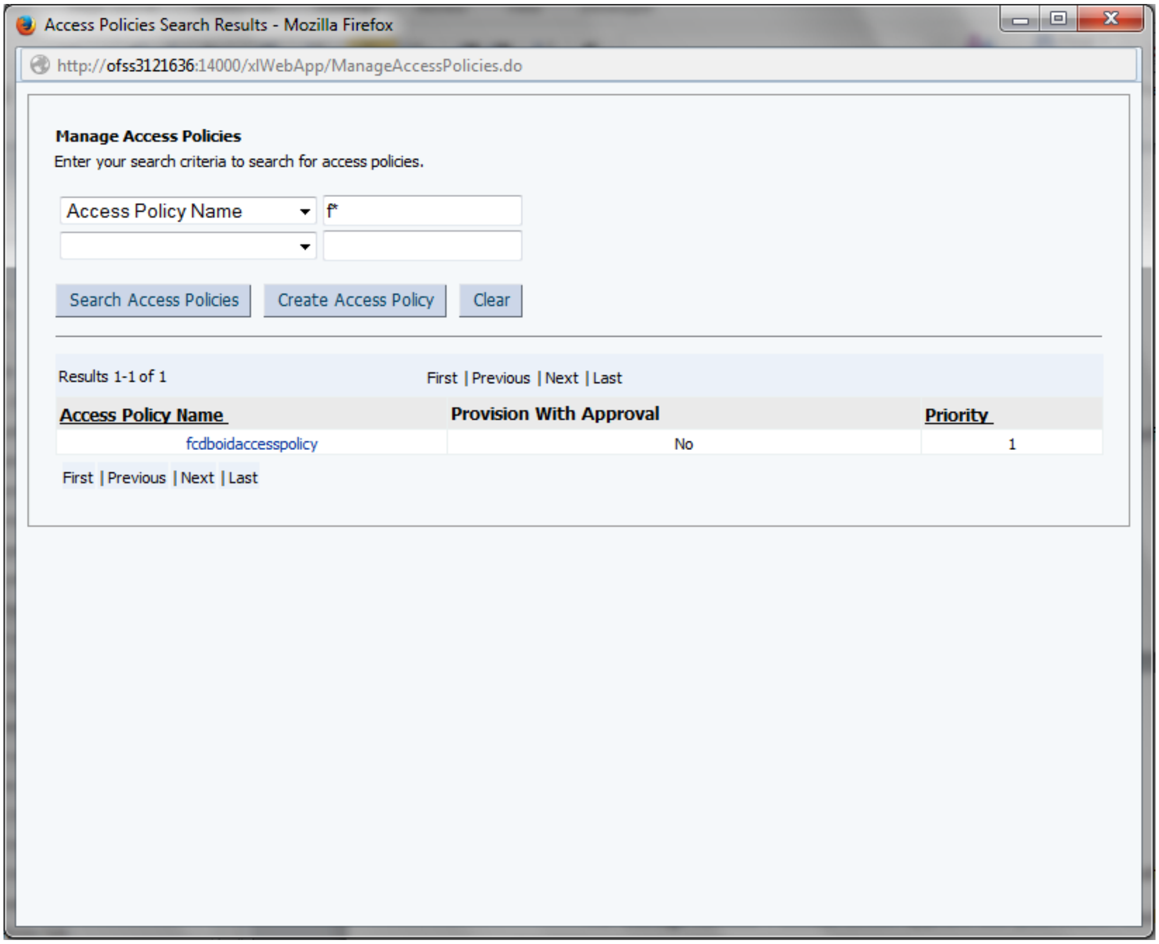
Using this option you can search existing access policies to modify information.

To manage access policies

1. In the left pane, under **Policies**, click **Access Policies**.
The **Manage Access Policies** screen appears.
2. Use the menu in the search criteria field to select an access policy attribute.
Click **Search Access Policies.**
The **Manage Access Policies** screen appears with your search results.

Note: You can use the asterisk (*) wildcard character to search for all access policy instances that have any value for the attribute selected.

Search Access Policies screen

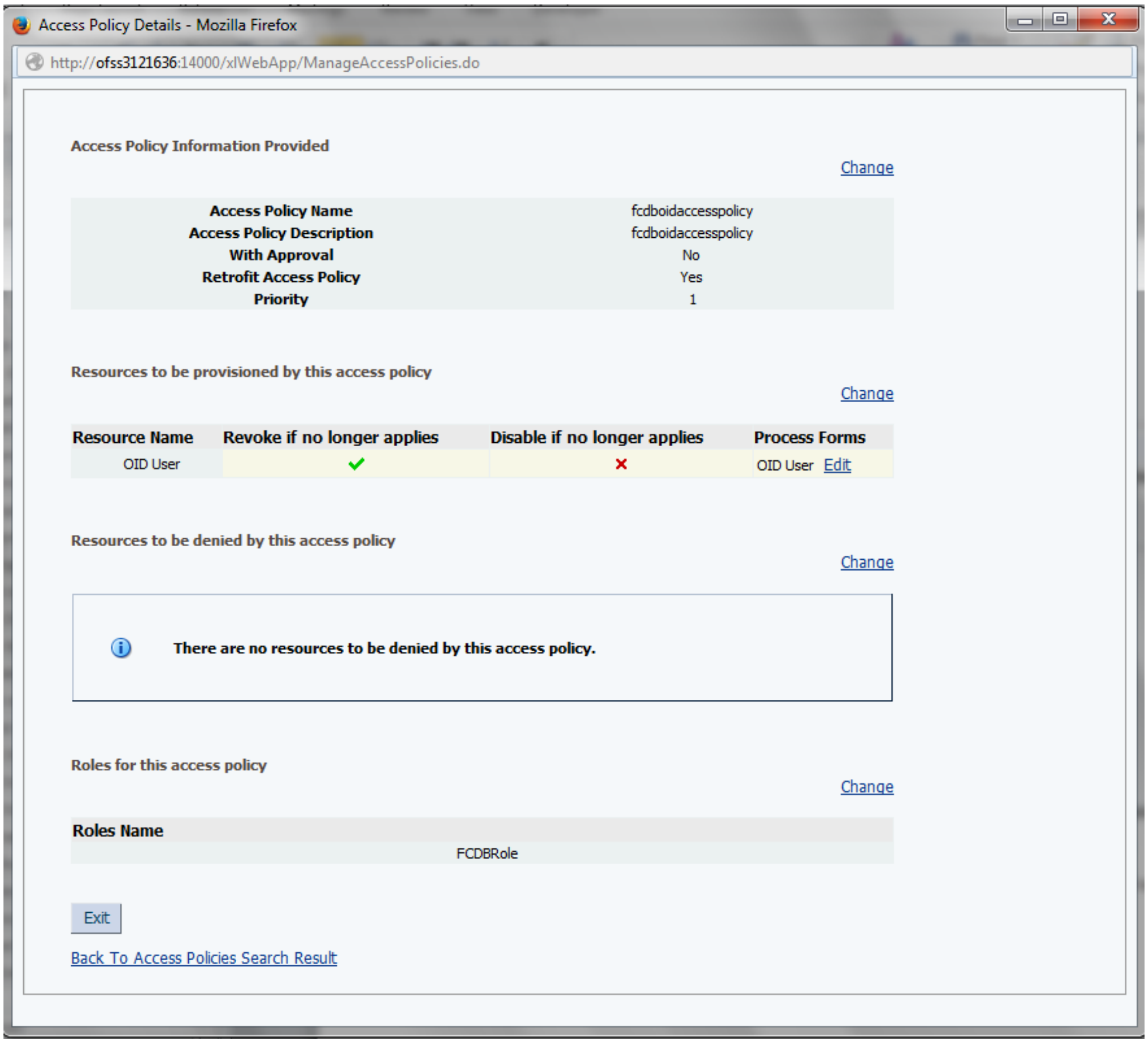


Field Description

Field Name	Description
Manage Access Polices	[Optional, Drop-Down] Indicates the search criteria option to search Access Polices. The options are: • Access Policy Name • Access Policy Description
Access Policy Name	[Display] Displays the policy name.
Provision With Approval	[Display] Displays whether the provision for access policy is present or not.
Priority	[Display] Displays the priority of the access policy.

3. To view the details of the Access Policy you want, click on the respective access policy name.
   The **Access Policy Details** screen appears.
   To make modifications to this access policy, use the **Change** link at the end of each selection category.

   Access Modification screen



4. Click **Update Access Policy** after making the required modifications.
   This access policy is updated, and the updated information is displayed on the **Access Policy Details** screen.

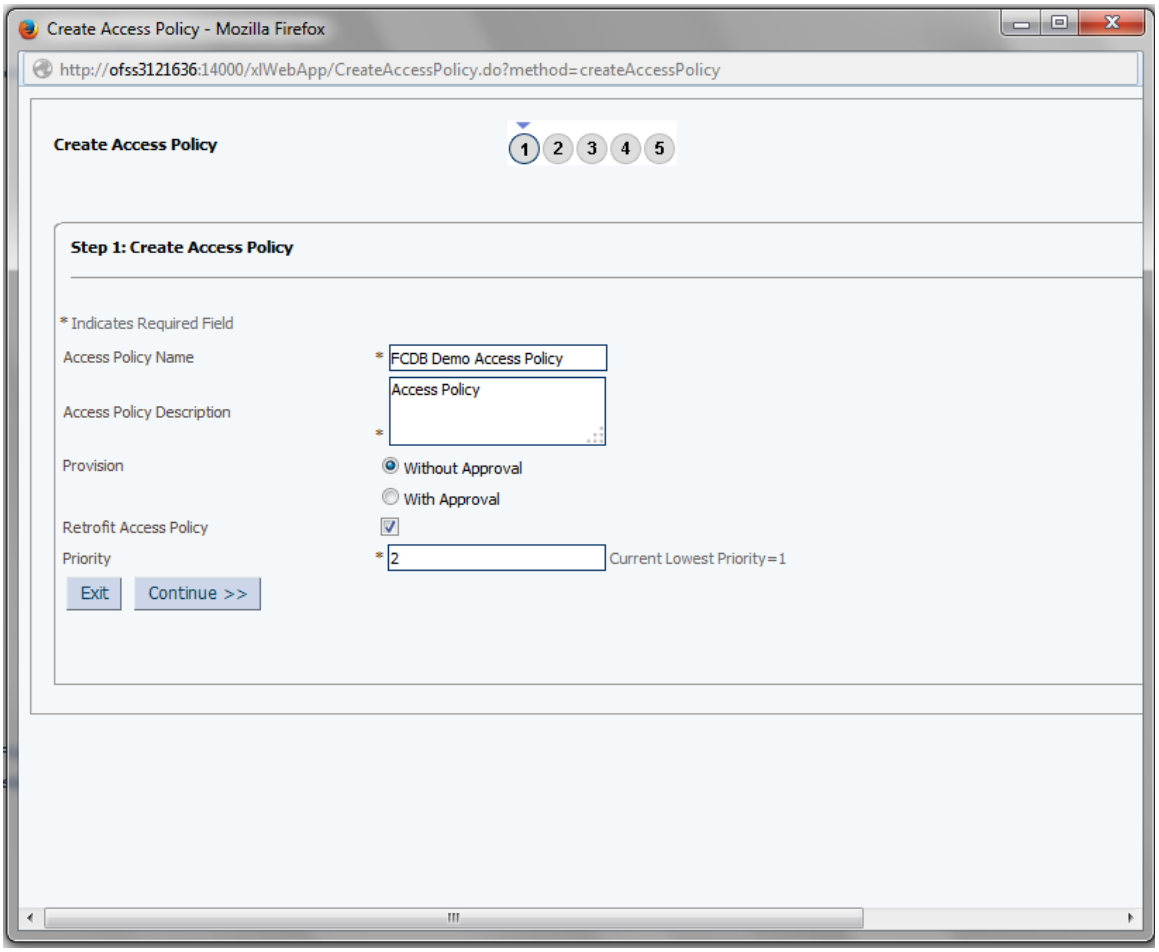
30.2.2 Create Access Policy

Using this option you can define an access policy for provisioning resources to users who have roles defined in the policy by using the Access Policy Wizard.

To create access policies

1. In the left pane, under **Policies**, click **Access Polices**.
   The **Manage Access Policies** screen appears.
2. Click **Create Access Policy**.
   The **Create Access Policies** screen appears.

Step 1: Create Access Policy



Field Description

Field Name	Description

Access Policy Name

[Mandatory, Alphanumeric]

Indicates the Access Policy Name.

The following special characters are not allowed in the access policy name:

- Semicolon (;)
- Hash (#)
- Percentage (%)
- Equal to (=)
- Bar (|)
- Plus (+)
- Comma (,)
- Forward slash (/)
- Back slash (\)
- Single quote (')
- Double quote (")
- Less than (<)
- Greater than (>)

Access Policy Description

[Mandatory, Alphanumeric]

Indicates the short description for the Access policy to be created.

Provision

[Optional, Option]

Indicates the type of provision for access policy.

The options are:

- **Without Approval:** Creates the access policy without request approval. The resources are directly provisioned to the user without any request being generated.
- **With Approval:** Creates the access policy with request approval. When an access policy become applicable, a request is created and provisioning of resources is subject to request approval.

Retrofit Access Policy

[Optional, Check Box]

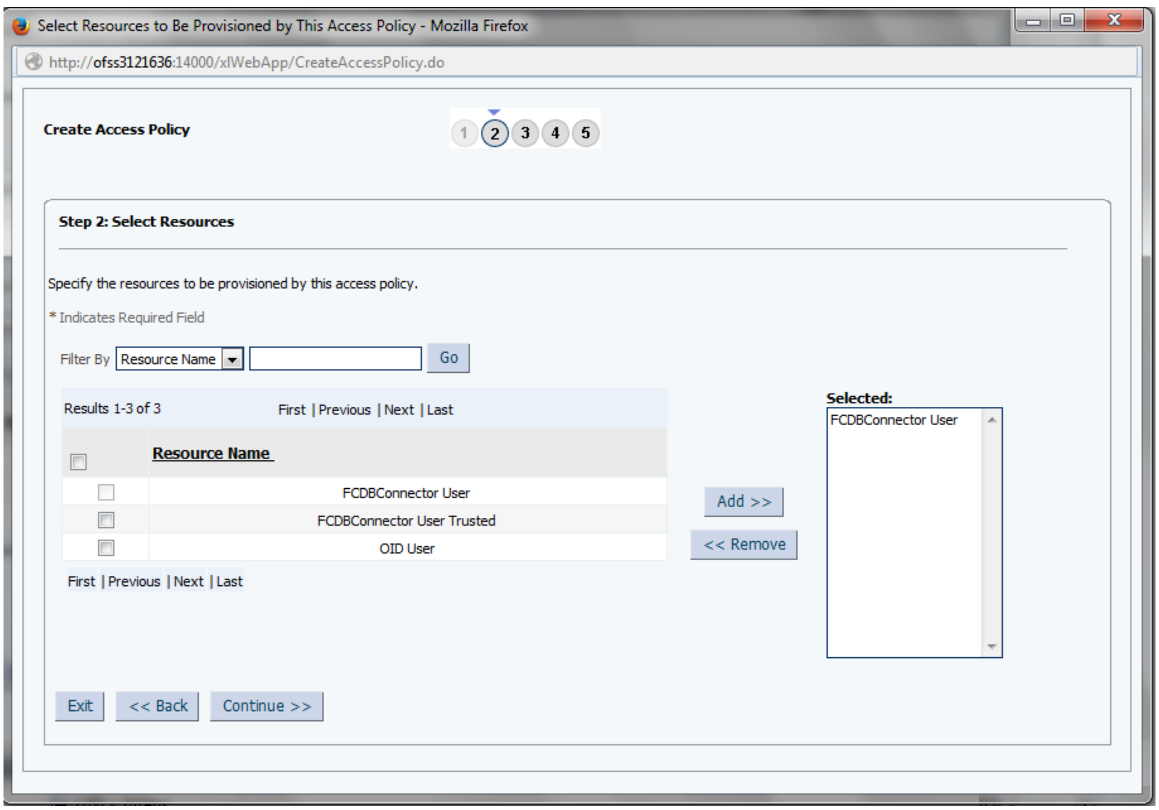
Indicates the retrofit this access policy when it is created.

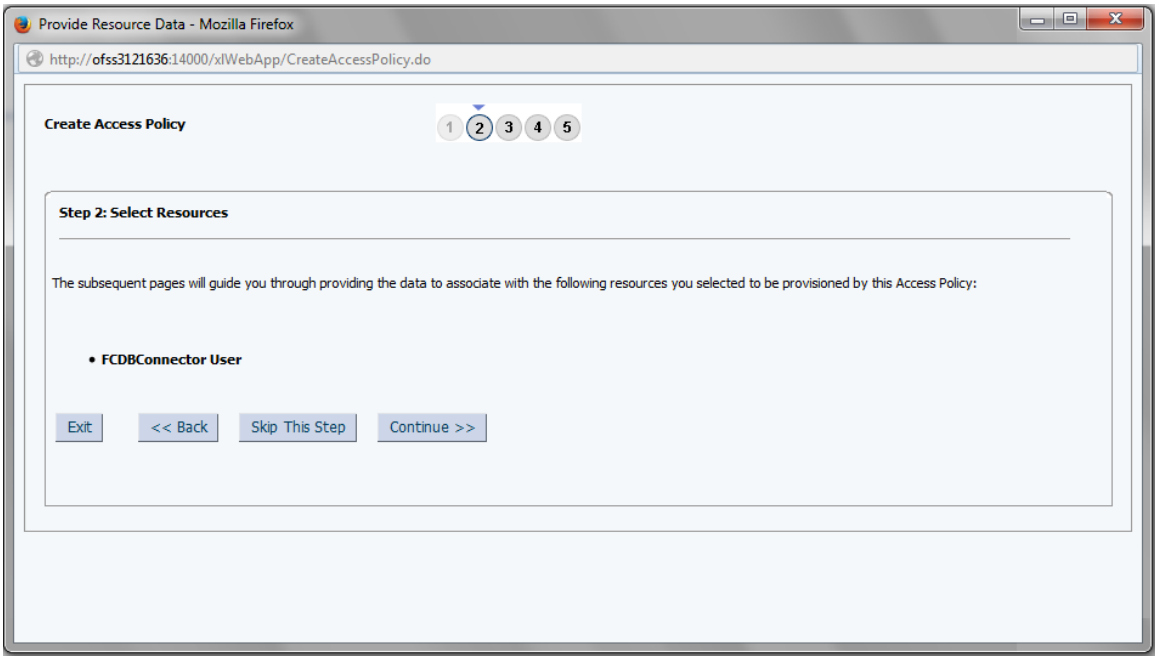
Note: If you select Retrofit Access Policy, then the access policy is applied to all existing roles that you select in Step (To associate a role with this access policy) of this procedure, after the Evaluate User Policies job is run.

Priority	[Mandatory, Numeric] Indicates the priority of the access policy. The lowest value allowed is 2.

3. In **Access Policy Name** field enter the name for the access policy to be created.
4. In **Access Policy Description** field enter the description for the access policy to be created.
5. From the **Provision** list, select the appropriate option.
6. To enable retrofit for this access policy, select **Retrofit Access Policy** option.
7. Click **Continue**.
   The **Step 2 : Select Resources (to provision)** screen appears.

Step 2 : Select Resources (to provision)



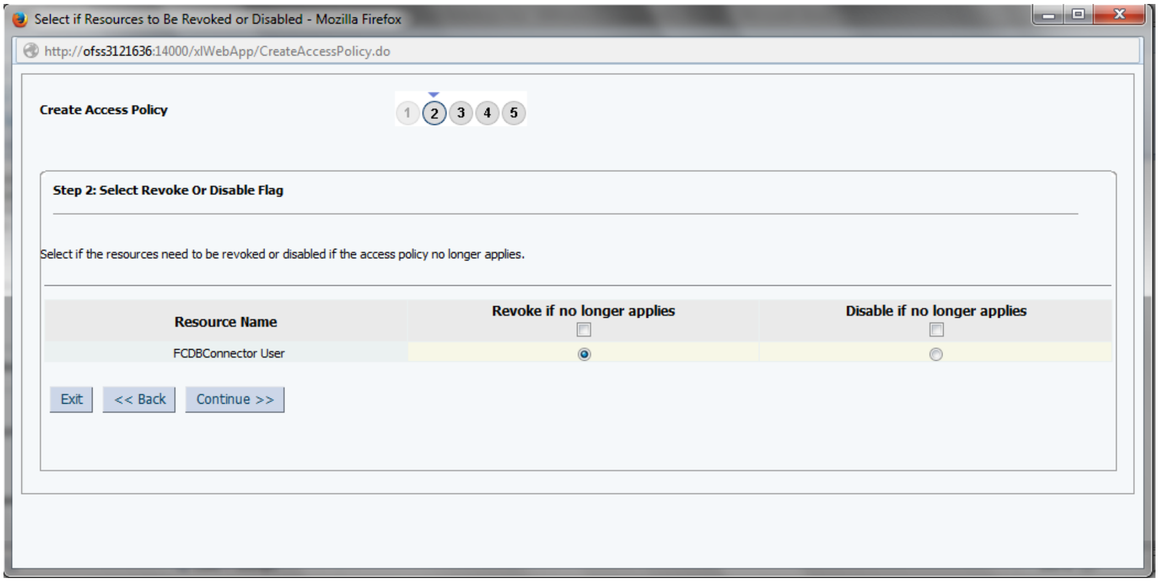


Field Description

Field Name	Description
Filter By	[Optional, Drop-Down] Indicates the resource to be provisioned for this access policy.
Resource Name	[Optional, Check Box] Indicates the name of the resource.
Selected	[Optional, Text area] Indicates the names of the desired resources to provision.

8. Specify the resource to be provisioned for this access policy.
9. Search for resources by using the filter search menu.
   a. Select the name of the resource from the results table, and then click **Add**.
   b. The names of the desired resources to provision appear in the **Selected** list.
   Click **Continue** without selecting a resource if you want to create an access policy that only denies resources.
   c. To unassign the selected resources, highlight the resource in the **Selected** list and click **Remove**.
10. Click **Continue**.
    If there is a form associated with this resource, the subsequent screens display the required fields.
    Otherwise, the **Step 2: Select Resources to Revoke or Disable** screen appears.

Step 2: Select Resources to Revoke or Disable screen



Note: Oracle recommends that you do not specify policy defaults for passwords and encrypted attributes.

Field Description

Field Name	Description
Resource Name	[Display] Displays the name of the resource.
Revoke if no longer applies	[Optional, Option] Indicates to revoke the account and the entitlements associated with the access policy when the access policy is no longer applicable. Note: You can select checkbox to select all resources in one attempt.
Disable if no longer applies	[Optional, Option] Indicates to disable the account and the entitlements associated with the access policy when the access policy is no longer applicable. Note: You can select checkbox to select all resources in one attempt.

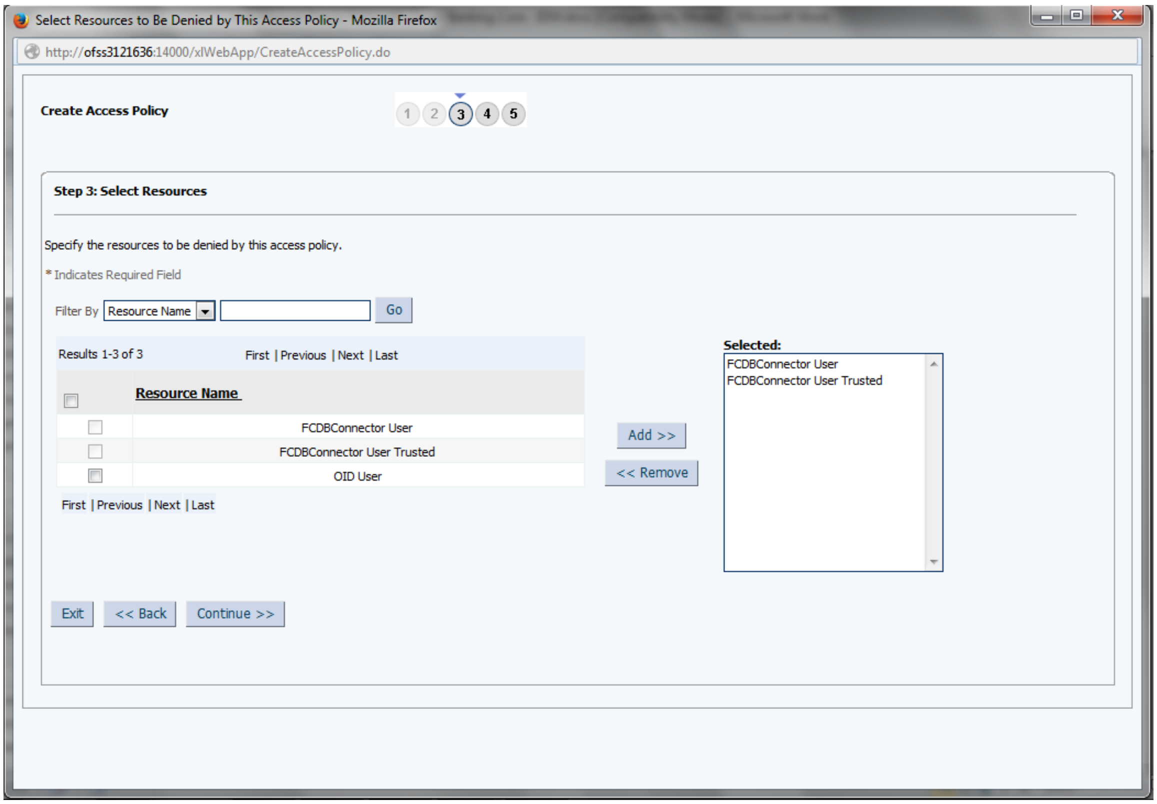
11. For each resource listed in the screen, select any one of the following options

    Select **Revoke if no longer applies** option to revoke the account and the entitlements associated with the access policy when the access policy is no longer applicable.

OR
Select **Disable if no longer applies** option to disable the account and the entitlements associated with the access policy when the access policy is no longer applicable.

12. Click **Continue**.
The **Step 3 : Selected Resources (to deny)** screen appears.

Step 3 : Selected Resources (to deny)



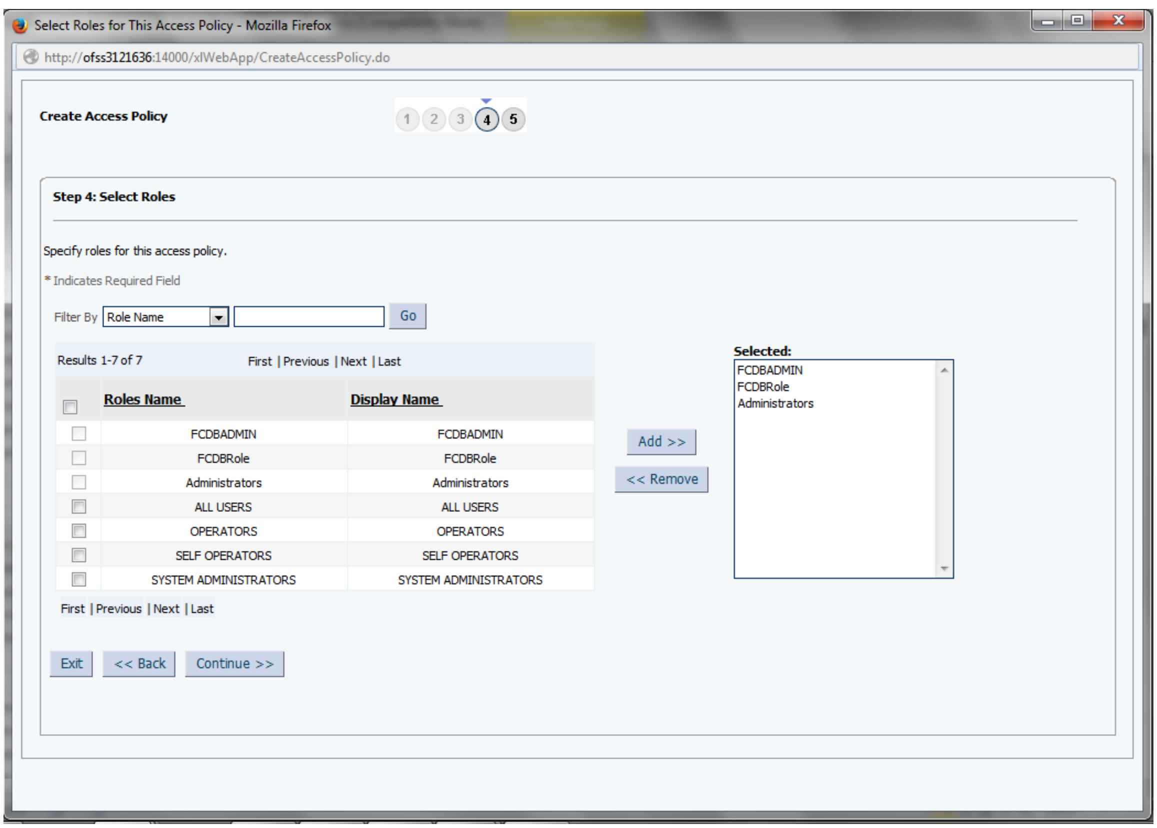
Field Description

Field Name	Description
Filter By	[Optional, Drop-Down] Indicates the resources to be denied.
Resource Name	[Optional, Check Box] Indicates the name of the resource.

Selected	[Optional, Text area] Indicates the names of the resource to deny if you have not selected any resources to be provisioned. Note: You must select at least one resource to deny if you have not selected any resources to be provisioned. Selecting the same resources to be denied as to be provisioned will automatically unassigned them from the resources to be provisioned selection. Similarly, in Step a, assigning the same resources to be provisioned as you have already selected to be denied will automatically remove them from the resources to be denied selection.

13. Use this screen to select resources to be denied by this access policy.
14. To select resources to be denied:
    a. Select the resources from the results table.
    b. Click **Add** to place the resource in the **Selected** list.
    c. Click **Continue**.
    The **Step 4: Select Roles** screen appears.

Step 4: Select Roles



Field Description

Field Name	Description
Filter By	[Optional, Drop-Down] Indicates the type by which a role with this access policy is filtered. The options are: • Role Name • Role Display Name
Roles Name	[Optional, Check Box] Indicates the name of the role to associate for this access policy.
Display Name	[Optional, Check Box] Indicates the display name of the role to associate for this access policy.
Selected	[Optional, Text area] Indicates the names of the selected roles.

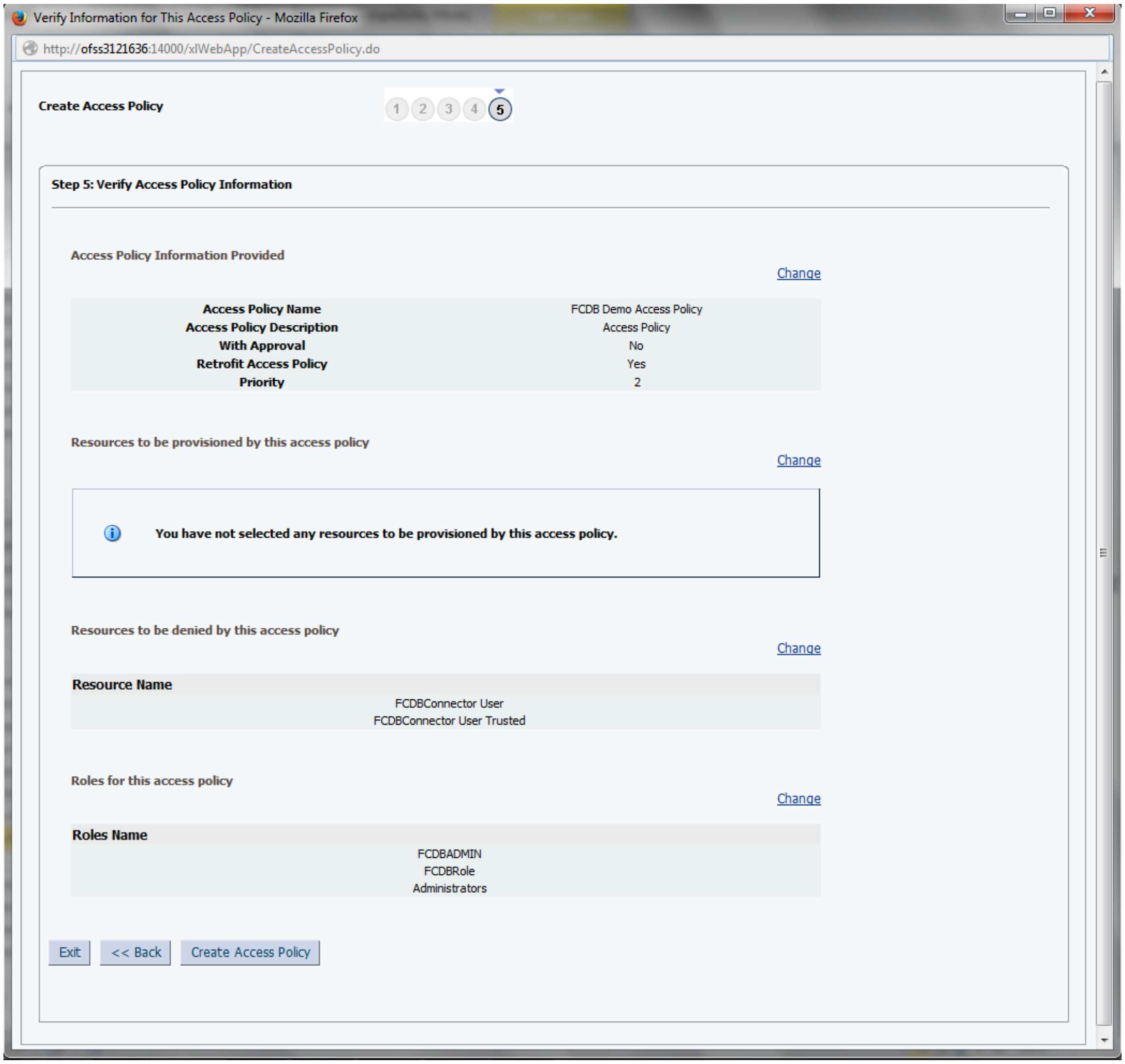
15. Use the **Select Group** screen to associate a group with the access policy.
16. To associate a role with this access policy:
    a. Select the role from the results table, and then click Add.
    You must select at least one role.

Note: You must select at least one role. The names of the selected roles appear in the selected list.

    b. Click **Remove** to delete the role name.

17. Click **Continue**.
    The **Step 5: Verify Access Policy Information** screen appears.

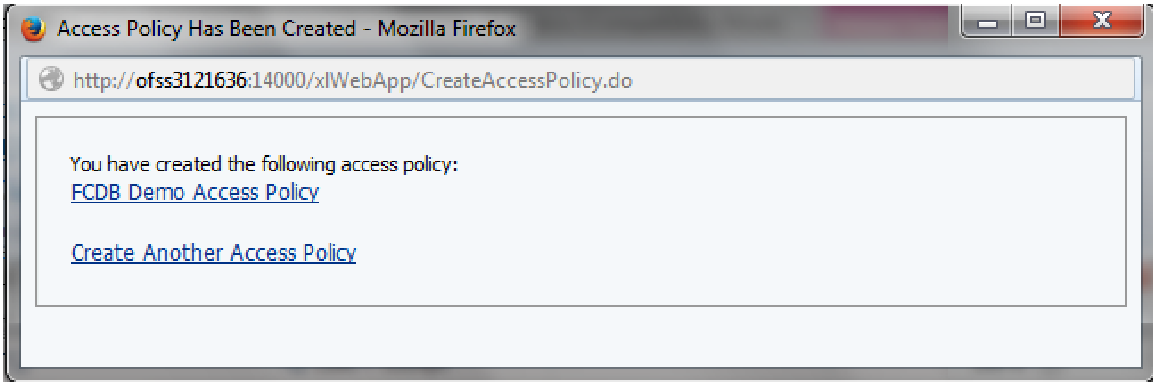
Step 5: Verify Access Policy Information



18. Click **Change** and go to the corresponding screen of the wizard to modify any of the selections you made in the preceding steps of this procedure.
    Then click **Continue** to return to the **Step 5: Verify Access Policy Information** screen after making the required modifications.

19. Click **Create Access Policy** to create the access policy.
    A message appears confirming that the Access policy has been created.

A message of successful creation of Access Policy screen



Note: When you create an access policy on a resource having a process form with Password field, the password policy is not evaluated.

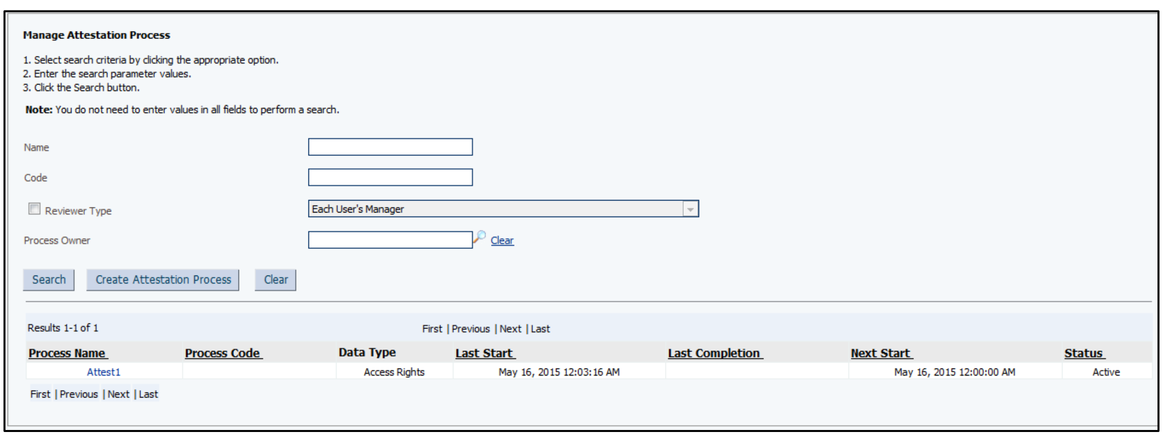
30.3 Search Attestation Processes – (IAM)

Using this option you can search attestation process based on the search criteria that you specify.

To search attestation process

1. Login to the application using system admin user ID.
2. On the left pane, under **Policies**, select **Attestation Configuration**.
   The **Manage Attestation Processes** screen appears.

Search

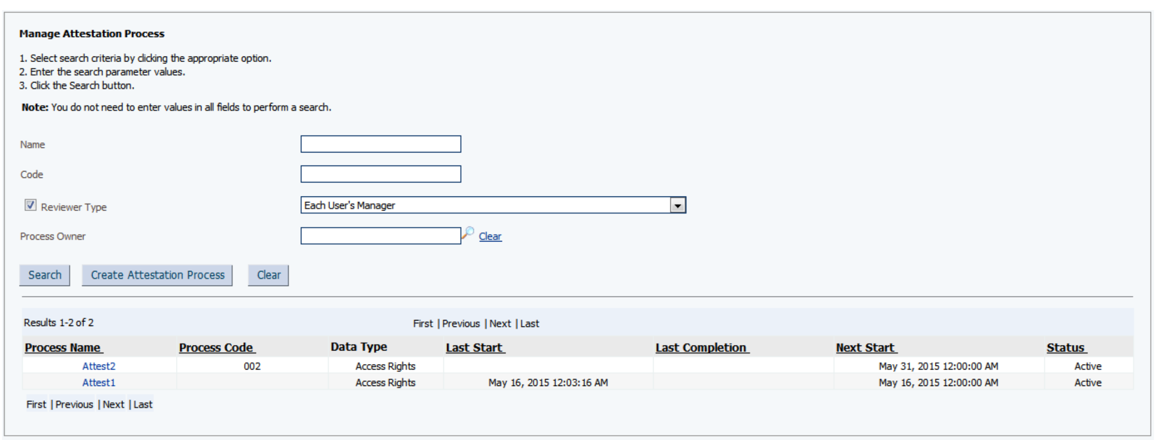


Field Description

Field Name	Description
Name	[Optional, Alphanumeric, 200] Indicates a unique name for the attestation process. The name must be unique across system administrator and deleted attestation processes.
Code	[Optional, Alphanumeric, 200] Indicates an identifying code for the process. The code must be unique across system administrator and deleted attestation processes. Note: A code enhances the identification of the attestation process definition. However, if you do not specify a value in the Code field, then the attestation process is identified by the unique name.
Reviewer Type	[Optional, Check Box, Drop-Down] Indicates the reviewer type. To enable the drop-down, select the **Reviewer Type** check box.
Process Owner	[Optional, Pick List] Indicates the owner of the process. Click **Clear** hyperlink to remove the pick list data.

3. Enter the search criteria.
4. Click **Search**.
   The search result appears in a tabular format in **Search Results** section.

Manage Attestation Process



Field Description

Field Name	Description
Process Name	[Hyperlink] Displays the link to view the attestation process.
Process Code	[Display] Displays the process code.
Data Type	[Display] Displays the data type.
Last Start	[Display] Displays the start date of the attestation process.
Last Completion	[Display] Displays the last completion date of the attestation process.
Next Start	[Display] Displays the next start date.
Status	[Display] Displays the status of the attestation process.

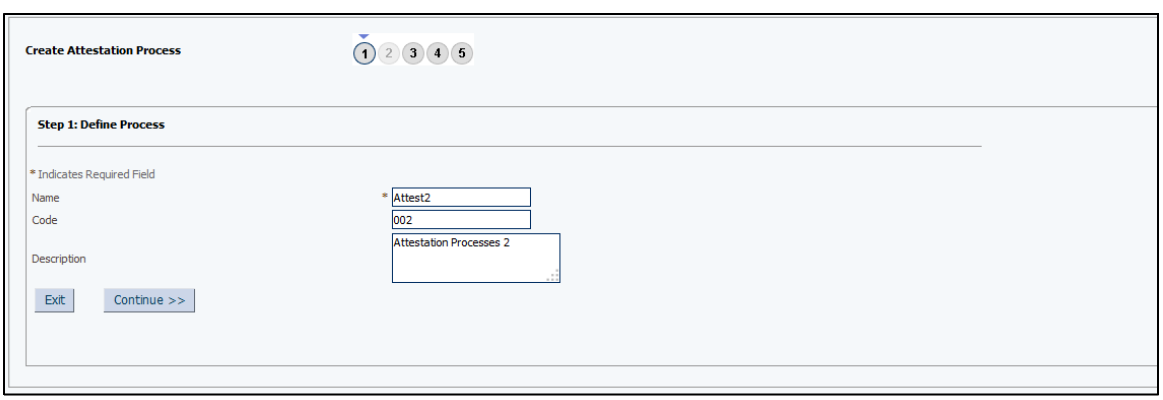
30.4 Creating an Attestation Processes – (IAM)

Using this option you can create an attestation process.

To create an attestation process

1. From the **Policies** menu, select **Attestation Configuration**.
   The **Manage Attestation Processes** screen appears.
2. Click **Create Attestation Processes**.
   The **Create Attestation Processes - Step 1: Define Process** screen appears.

Create Attestation Processes - Step 1



Field Description

Field Name	Description
Name	[Mandatory, Alphanumeric, 32] Indicates a unique name for the attestation process. The name must be unique across system administrator and deleted attestation processes.
Code	[Optional, Alphanumeric, 32] Indicates an identifying code for the process. The code must be unique across system administrator and deleted attestation processes. Note: A code enhances the identification of the attestation process definition. However, if you do not specify a value in the Code field, then the attestation process is identified by the unique name.
Description	[Optional, Alphanumeric] Indicates the detailed description of the attestation process.

3. In the **Name** field, enter the name of the attestation process.
4. Click **Continue**.
   The **Create Attestation Processes** - **Step 2: Define User Scope** screen appears.
   OR
   Click **Exit** to close the screen.

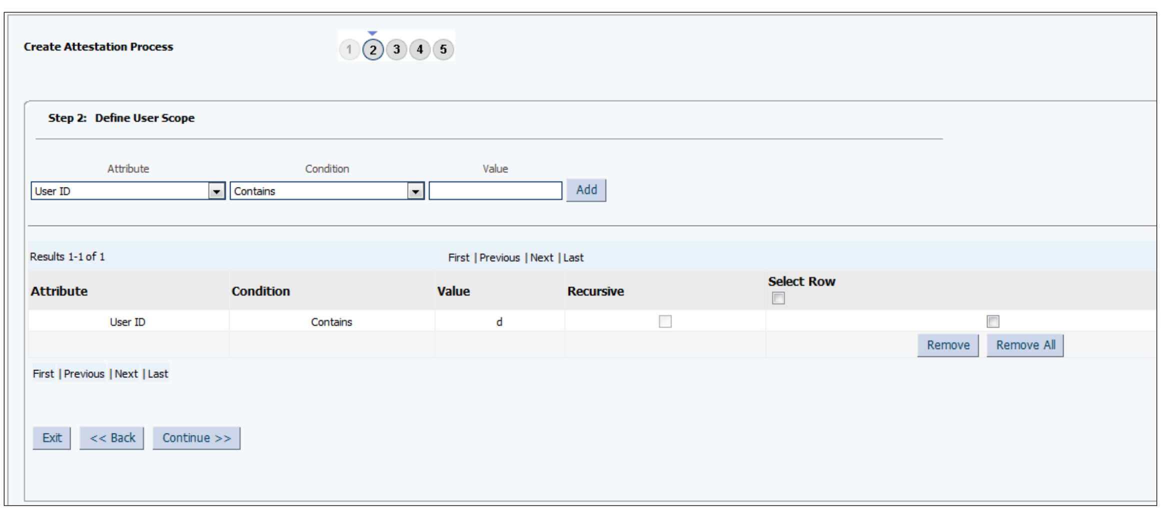
Create Attestation Processes - Step 2

Field Description

Field Name	Description
Attribute	[Mandatory, Drop-Down] Indicates the user attributes given in the FormMetaData.xml file and the user-defined attributes from the user form. This attribute specifies the criteria that must be met by users on whom the attestation process is applied.
Condition	[Mandatory, Drop-Down] Indicates the condition value. The list of condition values changes depending on the type selection of attribute. For example, if you select User ID in the Attribute field, then the conditions displayed are Contains, Does Not Contain, Is Exactly, and Is Not Exactly. If you select the Start Date attribute, then the conditions displayed are Before, After, and Between.
Value	[Optional, Alphanumeric, 32] Indicates the value.

5. From the **Attribute** list, select the appropriate option.
6. From the **Condition** list, select the appropriate condition.
7. In the **Value** field, enter a value for the attribute.
8. Click **Add**.
   The user attribute row gets added in the **Define User Scope** screen.

Create Attestation Processes Field Description



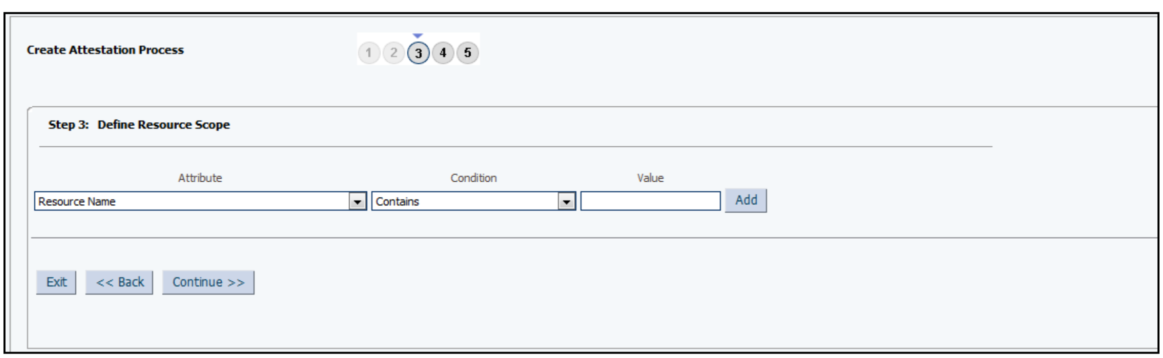
Field Description

Field Name	Description
Attribute	[Display] Displays the user attributes given in the FormMetaData.xml file and the user-defined attributes from the user form.
Condition	[Display] Displays the condition value.
Value	[Display] Displays the value.
Recursive	[Display] Displays the child entities for the entities, while defining user scope.
Select Row	[Optional, Check Box] Indicates the user to select the row for deletion.

9. Select the row/rows and click **Remove/Remove All**, if you want to remove the row/rows from the user define scope screen.
10. Click **Continue**.
The **Create Attestation Processes** - **Step 3: Define Resource Scope** screen appears.
OR
Click **Back** to navigate to the previous screen.
OR
Click **Exit** to close the screen.

Note: If you add multiple rows to the Define User Scope table, then the attestation process will apply only to users who match all of the attribute conditions in the user scope.

Create Attestation Processes - Step 3

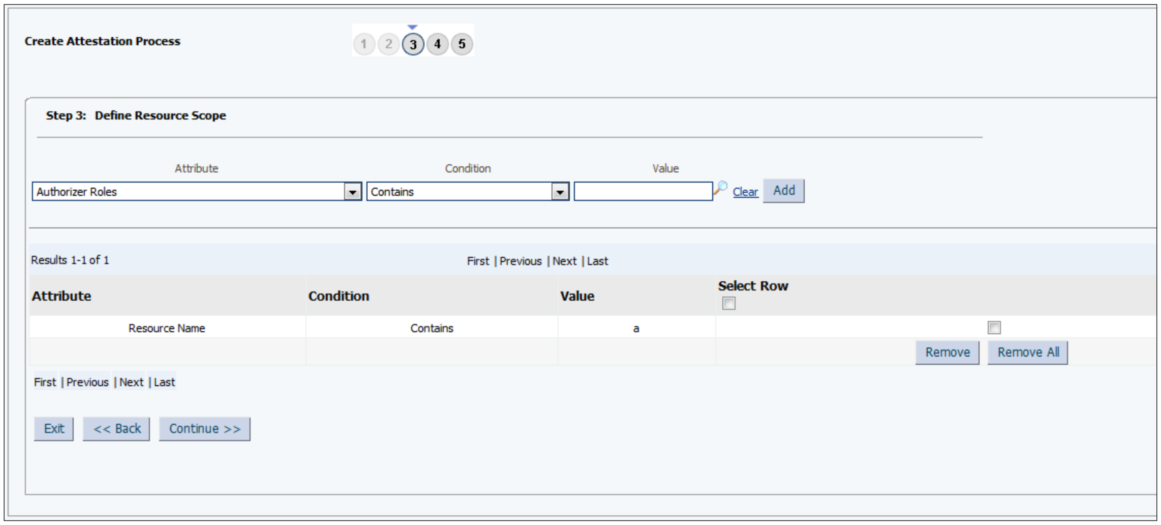


Field Description

Field Name	Description
Attribute	[Mandatory, Drop-Down] Indicates the resource attributes. The options are: • **Name** - indicates the name of the resource, the values can be text or wild card. • **Type** - indicates the type of resource. • **Resource Audit Objectives** - indicates the audit objectives assigned for a resource, which is provisioned. For example, whether or not the resource is financially significant. Note: For more information about Resource Audit Objectives, see *Viewing Resource Details*. • **Administrator User Groups** - indicates the user groups that have administrative permissions for a resource. • **Authorized User Groups** - indicates the user groups that are authorizers or approvers for the resources. • **Resource Status** - indicates the status displayed when a resource is provisioned to a user, such as Certify, Reject, Open, or Closed. The Values can be text or wild card.
Condition	[Mandatory, Drop-Down] Indicates the condition value. The options are: • Contains • Does Not Contain
Value	[Optional, Alphanumeric, 32] Indicates the value for the resource attribute. Note: The Value field can be input field or pick list depending on the type selection of attribute.

11. From the **Attribute** list, select the appropriate option.
12. From the **Condition** list, select the appropriate condition.
13. In the **Value** field, enter a value for the resource attribute.
14. Click **Add**.
    The resource attribute row gets added in the **Define Resource Scope** screen.

Create Attestation Processes - Step 3



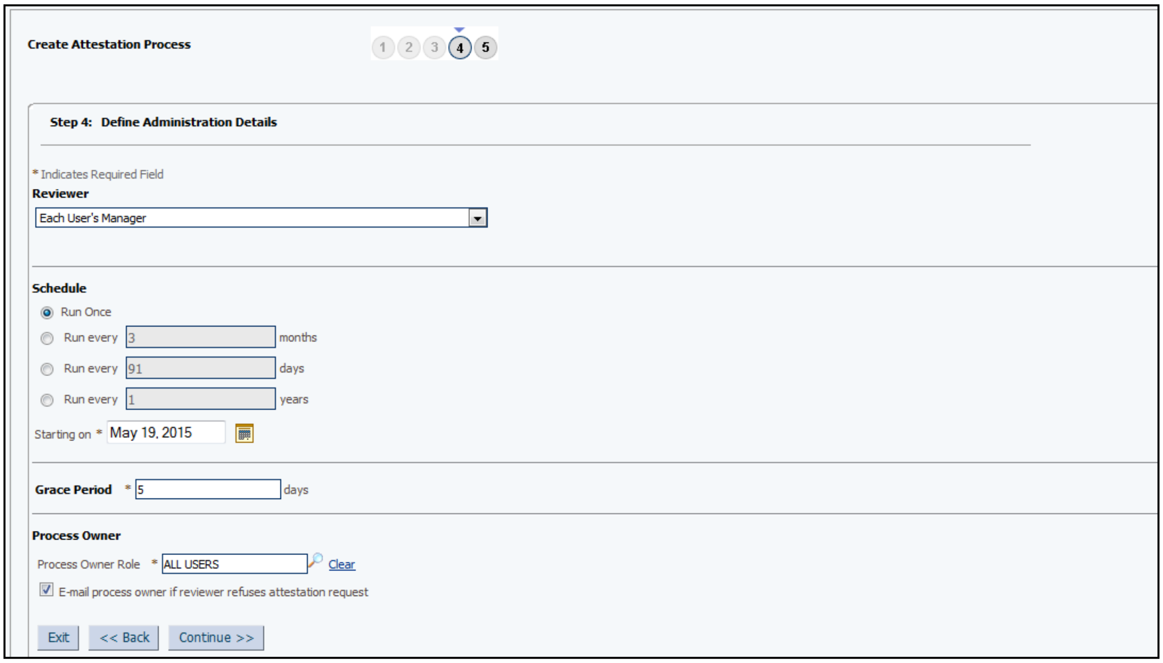
Field Description

Field Name	Description
Attribute	[Display] Displays the resource attributes.
Condition	[Display] Displays the condition value.
Value	[Display] Displays the value for the resource attribute.

15. Click **Continue**.
The **Create Attestation Processes** - **Step 4: Define Administration Details** screen appears.
OR
Click **Back** to navigate to the previous screen.
OR
Click **Exit** to close the screen.

Note: If you add multiple rows to the Resource User Scope table, then the attestation process will apply only to resources that match all of the attribute conditions in the resource scope.

Create Attestation Processes - Step 4



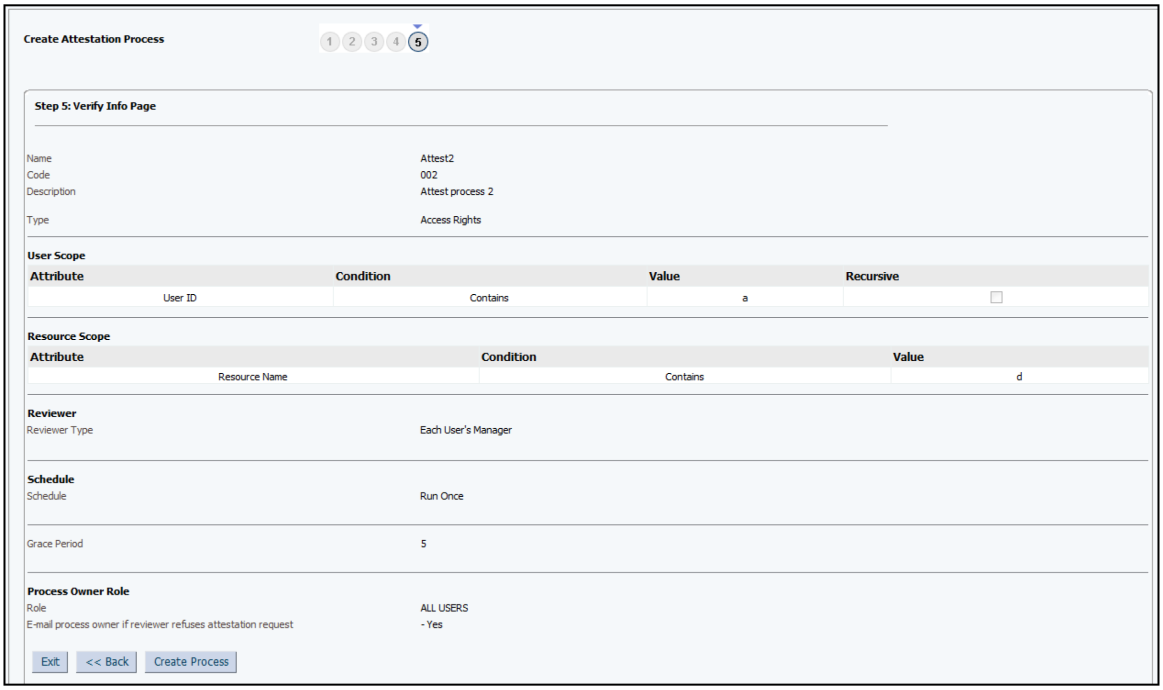
Field Description

Field Name	Description
Reviewer	[Drop-Down, Pick List] Indicates the type of reviewer for the attestation process, such as a single specific user, role member, or resource administrator. The pick list appears, if you select **A Single, specific reviewer** and **Role Member** option from the drop-down. Note: If you select Role Member as the reviewer type, it will be assigned to the role after the attestation task has been created and run. You select the role based on the following conditions: - All users who are not in Deleted and Disabled state will be assigned the attestation task. - If the reviewer in that role happens to be the beneficiary as well, then that user will not be assigned the attestation task. - If after the above checks, there is no eligible user in that role, then the task is assigned to all the users in the System Administrator role.

Schedule	[Mandatory, Option, Numeric] Indicates the attestation process schedule to run the attestation process once or repeatedly after a specific number of days, months, or years. The options are: • Run Once • Run every months • Run every years • Run every days
Starting On	[Mandatory, Alphanumeric, Pick List] Indicates the start date for the attestation process.
Grace Period	[Mandatory, Numeric] Indicates the grace period, the number of days in which each reviewer must respond to any attestation task that is generated by this attestation process.
Process owner	
Process owner Role	[Mandatory, Pick list] Indicates the process owner for the attestation process.
Email process owner if reviewer refuses attestation request.	[Optional, Check Box] Indicates whether you want the process owner to be notified by e-mail if the reviewer refuses the attestation process.

16. From the **Reviewer** list, select the appropriate option.
    b. If you select **A Single, specific reviewer** and **Role Member** option:
        ii. From the **Reviewer** list, select the appropriate option.
17. In the **Schedule** field, select the appropriate option.
    c. I If you select **Run every months**, **Run every years** or **Run every days** option:
        iii. Enter the value for moths/days/years option.
18. In the **Starting On** field, enter the start date.
19. In the **Grace Period** field, enter the grace period.
20. From the **Process owner Role** list, select the appropriate option.
21. Click **Continue**.
    The **Create Attestation Processes - Step 5: Verify Info Page** screen appears.
    OR
    Click **Back** to navigate to the previous screen.
    OR
    Click **Exit** to close the screen.

Create Attestation Processes - Step 5



22. Click **Create Process**.
    The screen with the message of created attestation process appears.
    OR
    Click **Back** to navigate to the previous screen.
    OR
    Click **Exit** to close the screen.

Create Attestation Processes - Step 5

23. Click the **Create Another Attestation Process Definition** hyper link to create another attestation process.
    OR
    Click the created attestation process link to view the attestation process.

30.5 Manage Attestation Configuration – (IAM)

You can view, modify, enable, execute or disable or delete attestation process as an administrator in the application. You can also view the execution history of attestation processes.

30.5.1 Edit Attestation Processes

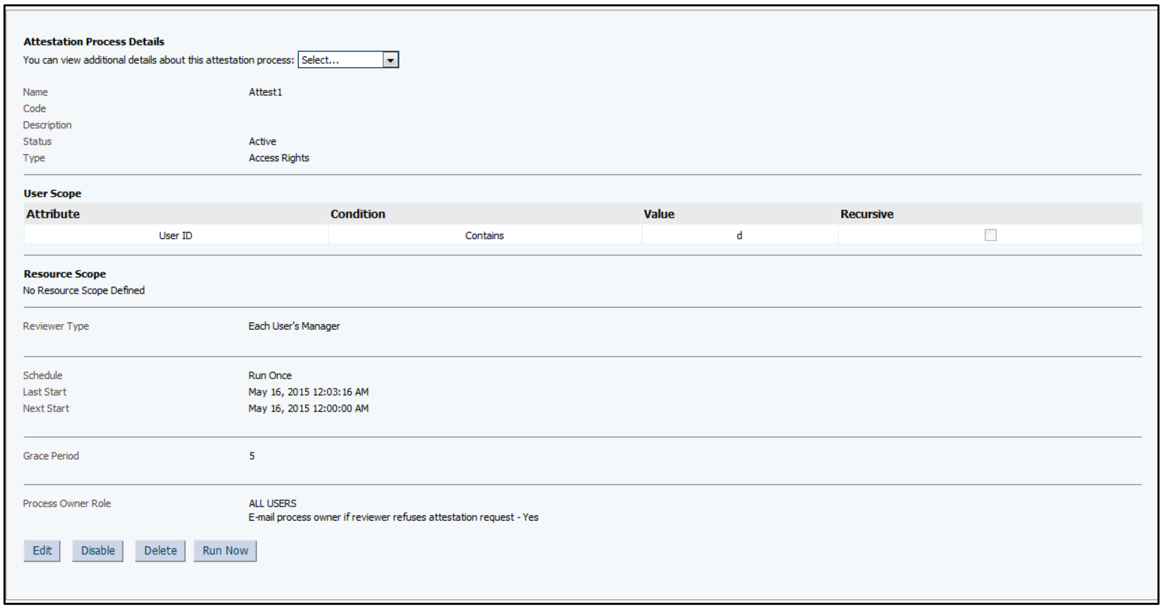
Using this option, you can modify the details of an attestation process in the application.

To edit the attestation process, you must be a member of a group who has the required write permissions in the administrators group.

To edit an attestation process

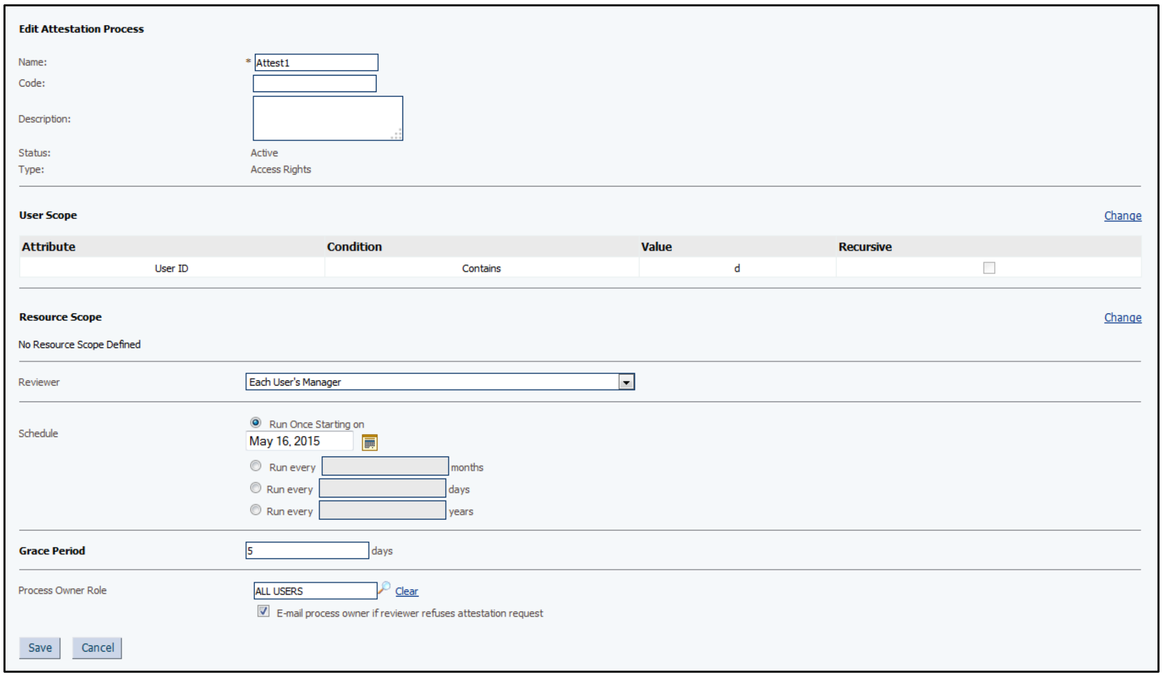
1. From the **Policies** menu, select **Attestation Configuration**.
   The **Manage Attestation Process** window appears.
2. Search for the required attestation process.
   The search result for the required attestation process appears.
3. Click the name of the required attestation process in the **Process Name** column.
   The **Attestation Process Details** screen appears.

Attestation Process Details



4. Click **Edit**.
   The **Edit Attestation Process** screen appears.

Edit Attestation Process



Field Description

Field Name	Description
Name	[Optional, Alphanumeric] Indicates the name of the attestation process.
Code	[Optional, Alphanumeric] Indicates the code of the attestation process.
Description	[Optional, Alphanumeric] Indicates the description for the attestation process.
Status	[Display] Displays the status of the attestation process.
Type	[Display] Displays the type of the attestation process.
User Scope	
Attribute	[Display] Displays the criteria that must be met by users on whom the attestation process is applied.

Field Name	Description
Condition	[Display] Displays the condition for the selected user criteria for the attestation process.
Value	[Display] Displays the value of the selected criteria that must be met by users on whom the attestation process is applied.
Recursive	[Check Box] Indicates that the sub-classes or sub-entities of the criteria are included when you define the user criteria for the attestation process.
Resource Scope	
Attribute	[Display] Displays the criteria that must be met by resources on which the attestation process is applied.
Condition	[Display] Displays the condition for the selected resource criteria for the attestation process.
Value	[Display] Displays the value of the selected criteria that must be met by resources on which the attestation process is applied.
Reviewer	[Optional, Drop-Down] Indicates the reviewer of the attestation process.
Schedule	[Optional, Option, Pick List, Numeric] Indicates the schedule of the attestation process, in terms of months, days or years. Indicates the start date of the attestation process.
Grace Period	[Optional, Numeric] Indicates the number of days in which each reviewer must respond to any attestation task that is generated by the attestation process.
Process Role Owner	[Optional, Pick List] Indicates the role owner of the attestation process.
E-mail process owner if reviewer refuses attestation request	[Optional, Check Box] Indicates whether an email is sent to the process owner if reviewer refuses an attestation request.

5. Modify the required details of the attestation process.

Note: Click **Change** in the **User Scope** and **Resource Scope** sections to modify the details in the sections.

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6. Click **Save** to save the changes to the attestation process.
   OR
   Click **Cancel** to view the previous screen.

30.5.2 Edit Administrators of Attestation Processes

Using this option, you can assign or un-assign administrators to an attestation process in the application. You can also update the permissions of existing administrators of an attestation process.

To remove administrators of an attestation process

1. From the **Policies** menu, select **Attestation Configuration**.
   The **Manage Attestation Process** window appears.
2. Search for the required attestation process.
   The search result for the required attestation process appears.
3. Click the name of the required attestation process in the **Process Name** column.
   The **Attestation Process Details** screen appears.
4. From the **You can view additional details about this attestation process** list, select the **Administrators** option.
   The **Administrative Roles** screen appears.

Administrative Roles

Field Description

Field Name	Description
Name	[Hyperlink] Displays the link to view the details of the attestation process.

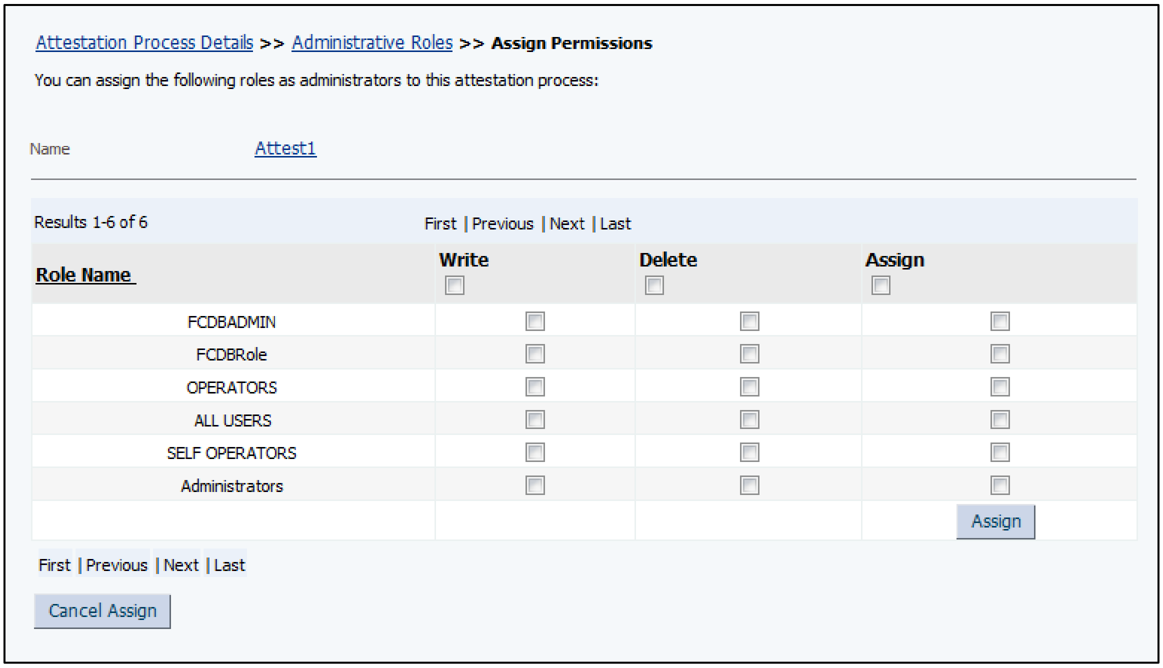
Field Name	Description
Role Name	[Display] Displays the role members who can use the required permissions for the attestation process.
Write	[Display] Displays that the given role members can modify the attestation process.
Delete	[Display] Displays that the given role members can delete the attestation process.
Remove	[Optional, Check Box] Indicates whether the given role member is to be removed as administrator of the attestation process.

5. To remove an administrator from the attestation process, select the relevant check box in the **Remove** column and then click **Unassign**.
6. Click **First**, **Previous**, **Next** and **Last** to view the first, previous, next or last page of the result of the administrators of the selected attestation process.
   OR
   Click the name of the attestation process or the **Attestation Process Details** link to view the details of the attestation process.

To add administrators of an attestation process

7. From the **Policies** menu, select **Attestation Configuration**.
   The **Manage Attestation Process** window appears.
8. Search for the required attestation process.
   The search result for the required attestation process appears.
9. Click the name of the required attestation process in the **Process Name** column.
   The **Attestation Process Details** screen appears.
10. From the **You can view additional details about this attestation process** list, select the **Administrators** option.
    The **Administrative Roles** screen appears.
11. Click **Assign Administrators**.
    The **Assign Permissions** screen appears.

Assign Permissions



Field Description

Field Name	Description
Name	[Hyperlink] Displays the link to view the details of the attestation process.
Role Name	[Display] Displays the role members who can use the given permissions for the attestation process.
Write	[Optional, Check Box] Indicates whether all the role members can modify the attestation process as administrators. Indicates whether the given role member can modify the attestation process as the administrator.
Delete	[Optional, Check Box] Indicates whether all the role members can modify the attestation process as administrators. Indicates whether the given role member can modify the attestation process as the administrator.

Field Name	Description
Assign	[Optional, Check Box] Indicates whether all the role members can modify or delete the attestation process. Indicates whether the given role member can modify or delete the attestation process as the administrator.

12. To add the required administrator for the attestation process, select the relevant check box with the required permission type and then click **Assign.**
OR
To assign write permissions to the entire set of administrators, select the check box at the top of the **Write** column and then click **Assign.**
OR
To assign delete permissions to the entire set of administrators, select the check box at the top of the **Delete** column and then click **Assign**.
OR
To assign both write and delete permissions to the entire set of administrators, select the check box at the top of the **Assign** column and then click **Assign**.
OR
Click **Cancel Assign** to view the previous screen.
13. Click **First**, **Previous**, **Next** and **Last** to view the first, previous, next or last page of the result of the administrators of the selected attestation process.
OR
Click the name of the attestation process or the **Attestation Process Details** link to view the details of the attestation process.
OR
Click the **Administrative Roles** link to view the **Administrative Roles** screen.

To update administrator permissions for an attestation process

14. From the **Policies** menu, select **Attestation Configuration**.
The **Manage Attestation Process** window appears.
15. Search for the required attestation process.
The search result for the required attestation process appears.
16. Click the name of the required attestation process in the **Process Name** column.
The **Attestation Process Details** screen appears.
17. From the **You can view additional details about this attestation process** list, select the **Administrators** option.
The **Administrative Roles** screen appears.
18. Click **Update Permissions**.
The **Update Permissions** screen appears.

Update Permissions


Attestation Process Details >> Administrative Roles >> Update Permissions
Manage Write and Delete permissions for the administrative roles on this page.
Name
Attest1
Results 1-1 of 1
First | Previous | Next | Last
Role Name
Write
Delete
SYSTEM ADMINISTRATORS
First | Previous | Next | Last
Update
Cancel Update

Field Description

Field Name	Description
Name	[Hyperlink] Displays the link to view the details of the attestation process.
Role Name	[Display] Displays the role members who can use the given permissions for the attestation process.
Write	[Optional, Check Box] Indicates whether the given role member can modify the attestation process as the administrator.
Delete	[Optional, Check Box] Indicates whether all the role members can modify the attestation process as administrators. Indicates whether the given role member can modify the attestation process as the administrator.

19. To add or remove the required permissions for the administrators, select or uncheck the relevant check box then click **Update**.
OR
Click **Cancel Update** to view the previous screen.
20. Click **First**, **Previous**, **Next** and **Last** to view the first, previous, next or last page of the result of the administrators of the selected attestation process.
OR
Click the name of the attestation process or the **Attestation Process Details** link to view the details of the attestation process.
OR
Click the **Administrative Roles** link to view the **Administrative Roles** screen.

30.5.3 Enable Attestation Configuration

Using this option, you can enable an attestation process in the application. You can enable an attestation process only if the attestation process is disabled and the next start time of process is in the future.

To enable an attestation process

1. From the **Policies** menu, select **Attestation Configuration**.
The **Manage Attestation Process** window appears.
2. Search for the required attestation process.
The search result for the required attestation process appears.
3. Click the name of the required attestation process in the **Process Name** column.
The **Attestation Process Details** screen appears.
4. Click **Enable**.
The **Confirmation** screen appears.

5. Click **Confirm Enable** to enable the attestation process
OR
Click **Cancel** to view the previous screen.

30.5.4 Run Attestation Process

Using this option, you can execute an attestation process in the application.

To execute an attestation process

1. From the **Policies** menu, select **Attestation Configuration**.
The **Manage Attestation Process** window appears.
2. Search for the required attestation process.
The search result for the required attestation process appears.
3. Click the name of the required attestation process in the **Process Name** column.
The **Attestation Process Details** screen appears.
4. Click **Run Now**.
The **Confirmation** screen appears.
5. Click **Confirm Run Now** to execute the attestation process
OR
Click **Cancel** to view the previous screen.

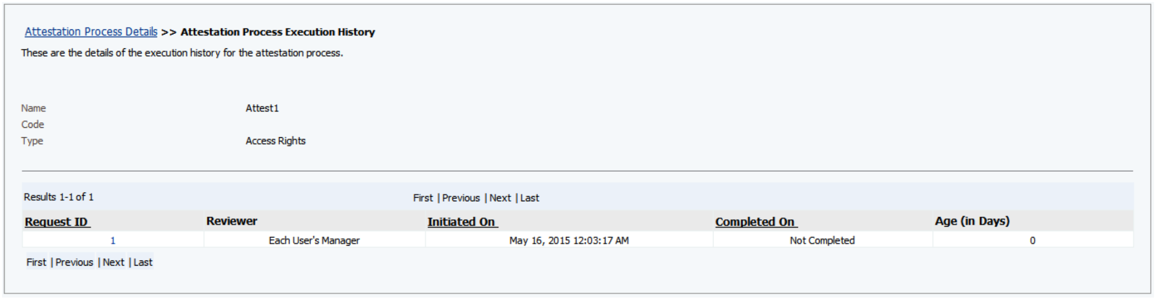
30.5.5 View Execution History of Attestation Processes

Using this option, you can assign or un-assign administrators to an attestation process in the application. You can also update the permissions of existing administrators of an attestation process.

To view the execution history of an attestation process

1. From the **Policies** menu, select **Attestation Configuration**.
The **Manage Attestation Process** window appears.
2. Search for the required attestation process.
The search result for the required attestation process appears.
3. Click the name of the required attestation process in the **Process Name** column.
The **Attestation Process Details** screen appears.
4. From the **You can view additional details about this attestation process** list, select the **Execution History** option.
The **Attestation Process Execution History** screen for the selected attestation process appears.

Attestation Process Execution History


Attestation Process Details >> Attestation Process Execution History
These are the details of the execution history for the attestation process.
Name
Attest1
Code
Type
Access Rights
Results 1-1 of 1
First | Previous | Next | Last
Request ID
Reviewer
Initiated On
Completed On
Age (in Days)
1
Each User's Manager
May 16, 2015 12:03:17 AM
Not Completed
0
First | Previous | Next | Last

Field Description

Field Name	Description
Name	[Display] Displays the name of the attestation process.
Code	[Display] Displays the code of the attestation process.
Type	[Display] Displays the type of the attestation process.
Request ID	[Display] Displays the request ID of the attestation process if it has been executed.
Reviewer	[Display] Displays the name of the reviewer of the attestation process.
Initiated On	[Display] Displays the date on which the attestation request has been started.
Completed On	[Display] Displays the date on which the attestation request has been completed or whether the attestation request is still not completed.
Age (in Days)	[Display] Displays the number of days before which the attestation process is requested.

5. Click **First**, **Previous**, **Next** and **Last** to view the first, previous, next or last page of the result of the Execution History for the selected attestation process.
6. Click the required **Request ID** link.
   The **Attestation Request Detail** screen appears.

Field Description

Field Name	Description
Process	[Display] Displays the name of the attestation process.
Request Time	[Display] Displays the time on which the attestation process is requested.
Age (in Days)	[Display] Displays the number of days before which the attestation process is requested.

7. From the **Attestation Result** list, select the appropriate option and then click **Go**.
   The details of the attestation requests are filtered according to result of the attestation. The result of the attestation can be **Certified**, **Rejected**, **Open**, or **Closed**.

30.5.6 Disable Attestation Configuration

Using this option, you can disable an active attestation process in the application.

To disable an attestation process

1. From the **Policies** menu, select **Attestation Configuration**.
   The **Manage Attestation Process** window appears.
2. Search for the required attestation process.
   The search result for the required attestation process appears.
3. Click the name of the required attestation process in the **Process Name** column.
   The **Attestation Process Details** screen appears.
4. Click **Disable**.
   The **Confirmation** screen appears.
5. Click **Confirm Disable** to disable the active attestation process
   OR
   Click **Cancel** to view the previous screen.

30.5.7 Delete Attestation Configuration

Using this option, you can delete an attestation process in the application.

To delete the attestation process, you must be a member of a group that has the required delete permissions in the administrators group.

To delete an attestation process

1. From the **Policies** menu, select **Attestation Configuration**.
   The **Manage Attestation Process** window appears.
2. Search for the required attestation process.
   The search result for the required attestation process appears.
3. Click the name of the required attestation process in the **Process Name** column.
   The **Attestation Process Details** screen appears.
4. Click **Delete**.
   The **Confirmation** screen appears.
5. Click **Confirm Delete** to remove the attestation process from the application.
   OR
   Click **Cancel** to view the previous screen.

30.6 Password Policy – (IAM)

Using this option you can create and manage password policies.

You can perform the following tasks:

- Search Password Policies
- Create Password Policies

- Set Password Policy Rules
- Delete Password Policies

30.6.1 Searching Password Policies

Using this option you can search for password policies.

To search for password policies:

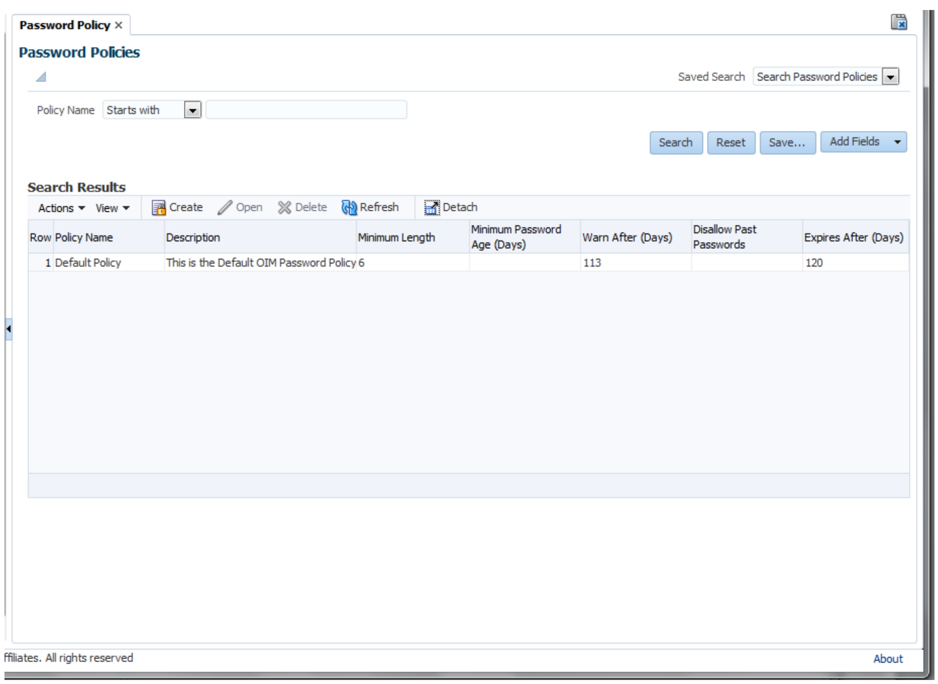
1. Login to **Oracle Identity System Administration**.
2. In the left pane, under **Policies**, click **Password Policy**.
   The **Password Policy** screen appears.
3. For the **Policy Name** field, select a search operator from the list.
4. In the **Policy Name** field, enter the policy name you want to search.

Note: If you want to list all existing password policies, then leave this field blank.

5. Click **Search**.
   The password policies that match your search condition are displayed.
6. Click 

 to refresh the search results.

Search Result screen

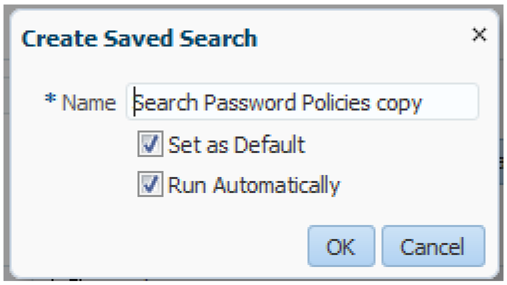


7. If you want to hide columns in the search results table, then perform the following steps:
   d. Click **View** on the toolbar, select **Columns**, **Manage Columns**.
      The **Manage Columns** dialog box appears.
   e. From the **Visible Columns** list, select the columns that you want to hide.

f. Click the left arrow icon to add the columns in the **Hidden Columns** list.

g. Click **OK**.
The selected columns are not displayed in the search results.
A status message displays along the bottom of the search table to identify how many columns are currently hidden.

8. Click **Save**, to save the search attributes entered.



9. Click **Reset** to reset the search conditions that you specified.

Field Description

Field Name	Description
Policy Name	[Optional, Drop-Down, Alphanumeric] Indicates the policy name you want to search. The attribute value that you specify, select a search operator from the list. The following search operators are available: • Starts with • Ends with • Equals • Does not equal • Contains • Does not contain The search operator can be combined with wildcard characters to specify a search condition. The asterisk (*) character is used as a wildcard character.
Search Results	
Policy Name	[Display] Displays the name of the password policy.
Description	[Display] Displays the short description of the password policy.

Minimum Length	[Display] Displays the minimum number of characters that a password must contain for the password to be valid. For example, if you enter 4 in the **Minimum Length** field, then the password must contain at least four characters. This field accepts values from 0 to 999.
Minimum Password Age (Days)	[Display] Displays the minimum duration in days for which users can use a password. For example, if you enter 2 in the **Minimum Password Age (Days)** field, then the user cannot change the password before 2 days of creating the password. The value of this field must be less than the value of the **Expires After (Days)** field. For example, if you enter 30 in the **Expires After (Days)** field and 31 in the **Minimum Password Age (Days)** field, then an error is displayed.
Warn After (Days)	[Display] Displays the number of days that must pass before a user is notified that the user's password will expire on a designated date. For example, you enter 30 in the **Expires After (Days)** field, and 20 in the **Warn After (Days)** field, and the password is created on November 1. On November 21, the user will be informed that the password will expire on December 1. This field accepts values from 0 to 999.
Disallow Past Passwords	[Display] Indicates the frequency at which old passwords can be reused. This policy ensures that users do not change back and forth among a set of common passwords. For example, if you enter 10 in the **Disallow Last Passwords** field, then users are allowed to reuse a password only after using 10 unique passwords. This field accepts values from 0 to 24.

Expires After (Days)	[Display] Displays the maximum duration in days for which users can use a password. For example, if you enter 30 in the **Expires After Days** field, then users must change their passwords by the thirtieth day from when it was created or last modified. This field accepts values from 0 to 999. Note: After the number of days specified in the Expires After Days field passes, a message is displayed asking the user to change the password.

30.6.2 Creating a Password Policy

Using this option you can create policies.

By creating password policies, you can:

- Set password restrictions, for example, define the minimum and maximum length of passwords
- See rules and resource objects that are associated with a password policy

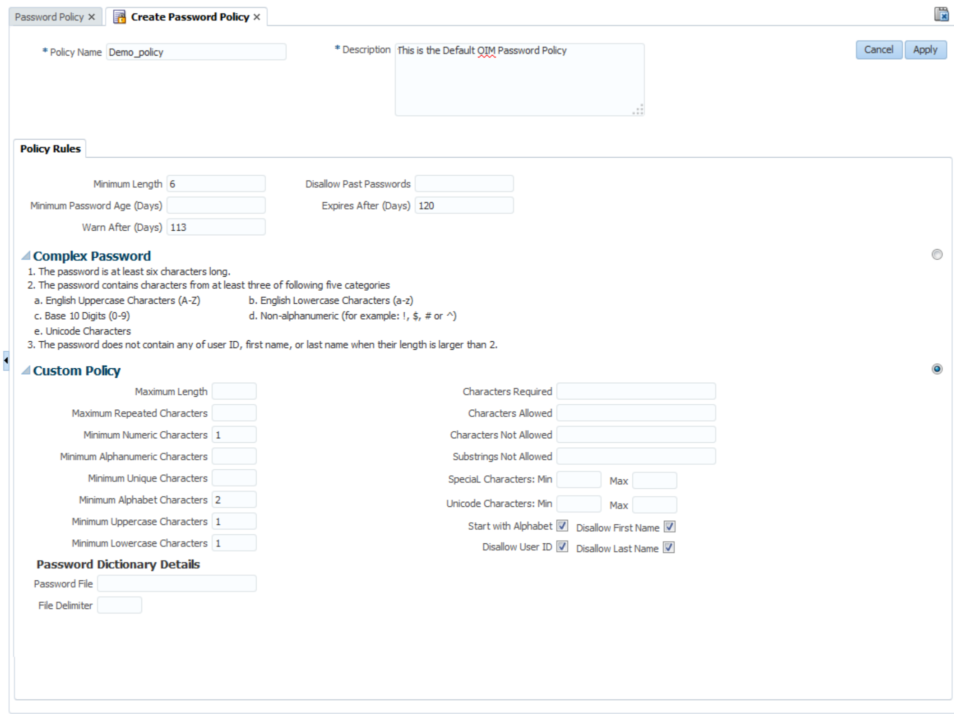
Note: By creating password policies, you can:

- Set password restrictions, for example, define the minimum and maximum length of passwords
- See rules and resource objects that are associated with a password policy.

To create a password policy

1. Login to **Oracle Identity System Administration**.
2. In the left pane, under **Policies**, click **Password Policy**.
   The **Password Policy** screen appears.
3. In the **Password Policy** screen, from the **Actions** menu, select .
   OR
   Click  on the toolbar.
   The **Create Password Policy** screen appears. The screen displays attributes for the password policy and policy rules.

Create Password Policy screen



Field Description

Field Name	Description
Policy Name	[Mandatory, Alphanumeric] Indicates the name of the password policy.
Description	[Mandatory, Alphanumeric] Indicates the short description of the password policy.
Policy Rules	
Minimum Length	[Optional, Numeric, Three] Indicates the minimum number of characters that a password must contain for the password to be valid. For example, if you enter 4 in the **Minimum Length** field, then the password must contain at least four characters. This field accepts values from 0 to 999.

Field Name	Description
Minimum Password Age (Days)	[Optional, Numeric] Indicates the minimum duration in days for which users can use a password. Note: For example, if you enter 2 in the Minimum Password Age (Days) field, then the user cannot change the password before 2 days of creating the password. The value of this field must be less than the value of the **Expires After (Days)** field. For example, if you enter 30 in the **Expires After (Days)** field and 31 in the **Minimum Password Age (Days)** field, then an error is displayed.
Warn After (Days)	[Optional, Numeric, Three] Indicates the number of days that must pass before a user is notified that the user's password will expire on a designated date. Note: For example, you enter 30 in the Expires After (Days) field, and 20 in the Warn After (Days) field, and the password is created on November 1. On November 21, the user will be informed that the password will expire on December 1. This field accepts values from 0 to 999.
Disallow Past Passwords	[Optional, Numeric, Two] Indicates the frequency at which old passwords can be reused. This policy ensures that users do not change back and forth among a set of common passwords. Note: For example, if you enter 10 in the Disallow Last Passwords field, then users are allowed to reuse a password only after using 10 unique passwords. This field accepts values from 0 to 24.
Expires After (Days)	[Optional, Numeric, Three] Indicates the maximum duration in days for which users can use a password. For example, if you enter 30 in the **Expires After Days** field, then users must change their passwords by the thirtieth day from when it was created or last modified. This field accepts values from 0 to 999. Note: After the number of days specified in the Expires After Days field passes, a message is displayed asking the user to change the password.

Field Name	Description
Complex Policy	

Selecting this option sets the following complex password criteria:

Note:

1. The password should be at least six characters long.

2. The password should contains characters from at least three of following five categories

- English Uppercase Characters (A-Z)
- English Lowercase Characters (a-z)
- Base 10 Digits (0-9)
- Non-alphanumeric (for example: !, $, # or ^)
- Unicode Characters

3. The password should not contain any of user ID, first name, or last name when their length is larger than 2.

Custom Policy

If you select the Custom Policy option, you can set a custom password policy by using the fields below.

Field Name	Description
Maximum Length	[Optional, Numeric, Three] Indicates the maximum number of characters that a password can contain. Note: For example, if you enter 8 in the Maximum Length field, then a password is not accepted if it has more than eight characters. This field accepts values from 1 to 999.
Maximum Repeated Characters	[Optional, Numeric, Three] Indicates the maximum number of times a character can be repeated in a password. Note: For example, if you enter 2 in the Maximum Repeated Characters field, then a password is not accepted if any character is repeated more than two times. For example, RL112211 would not be a valid password because the character 1 is repeated three times. In this example, there are four occurrences of the character 1, which means that it is repeated three times. This field accepts values from 1 to 999.

Field Name	Description
Minimum Numeric Characters	[Optional, Numeric, Three] Indicates the minimum number of digits that a password must contain. Note: For example, if you enter 1 in the Minimum Numeric Characters field, then a password must contain at least one digit. This field accepts values from 0 to 999.
Minimum Alphanumeric Characters	[Optional, Numeric, Three] Indicates the minimum number of letters or digits that a password must contain. Note: For example, if you enter 6 in the Minimum Alphanumeric Characters field, then a password must contain at least six letters or numbers. This field accepts values from 0 to 999.
Minimum Unique Characters	[Optional, Numeric, Three] Indicates the minimum number of nonrepeating characters that a password must contain. Note: For example, if you enter 1 in the Minimum Unique Characters field, then a password is accepted if at least one character in the password is not repeated. For example, 1a23321 would be a valid password because the character a in the password is not repeated although the remaining characters are repeated. This field accepts values from 0 to 999.
Minimum Alphabet Characters	[Optional, Numeric, Three] Indicates the minimum number of letters that a password must contain. Note: For example, if you enter 2 in the Minimum Alphabet Characters field, then the password is not accepted if it has less than two letters. This field accepts values from 0 to 999.
Minimum Uppercase Characters	[Optional, Numeric, Three] Indicates the minimum number of uppercase letters that a password must contain. Note: For example, if you enter 8 in the Uppercase Characters: Minimum field, then a password is not accepted if it contains less than eight uppercase letters. This field accepts values from 0 to 999.

Field Name	Description
Minimum Lowercase Characters	[Optional, Numeric, Three] Indicates the minimum number of lowercase letters that a password must contain. Note: For example, if you enter 8 in the Minimum Lowercase Characters field, then a password is not accepted if it has less than eight lowercase letters. This field accepts values from 0 to 999.
Characters Required	[Optional, Character] Indicates the characters that a password must contain. Note: For example, if you enter x in the Characters Required field, then a password is accepted only if it contains the character x. The character you specify in the Characters Required field must be mentioned in the Characters Allowed field. If you enter a character in the Characters Required field that is not mentioned in the Characters Allowed field, then an error is displayed stating that the required characters must be in the list of allowed characters, and required characters must not be in the list of not allowed characters. In addition, if you specify more than one character, then do not provide delimiters. Commas and white spaces are also considered as characters in this field. For example, if you specify characters such as a,x,c, then the password is not accepted unless it contains comma.
Characters Allowed	[Optional, Character] Indicates the characters that a password can contain. For example, if you enter the percent sign (%) in the **Characters Allowed** field, then a password is accepted if it contains a percent sign, given that all other criteria are met. Note: If any character is used in the password and that character is not in the Characters Allowed field, then the password will be rejected. For example, if the Characters Allowed field has "abc" and the password is "dad", then the password is rejected because "d" is not in the Characters Allowed field. If you specify the same character in the Characters Allowed and Characters Not Allowed fields, then an error message is returned when you create the password policy.
Characters Not Allowed	[Optional, Character] Indicates the characters that a password must not contain. For example, if you enter an exclamation point (!) in the **Characters Not Allowed** field, then a password is not accepted if it contains an exclamation point.

Field Name	Description
Substrings Not Allowed	[Optional, Alphanumeric] Indicates a series of consecutive alphanumeric characters that a password must not contain. For example, if you enter IBM in the **Substrings Not Allowed** field, then a password is not accepted if it contains the letters I, B, and M, in successive order.
Special Characters: Min	[Optional, Numeric, Three] Indicates the minimum number of non-alphanumeric characters (for example, #, %, or &) that a password must contain. Note: For example, if you enter 1 in the Special Characters: Minimum field, then a password must have at least one non-alphanumeric character. This field accepts values from 0 to 999.
Special Characters: Max	[Optional, Numeric, Three] Indicates the maximum number of special characters that a password can contain. Note: For example, if you enter 5 in the Special Characters: Max field, then a password is not accepted if it has more than five special characters. This field accepts values from 1 to 999.
Unicode Characters: Min	[Optional, Numeric, Three] Indicates the minimum number of Unicode characters that a password must contain. Note: For example, if you enter 3 in the Unicode Characters: Minimum field, then the password is not accepted if it has less than three Unicode characters. This field accepts values from 0 to 999.
Unicode Characters: Max	[Optional, Numeric, Three] Indicates the maximum number of Unicode characters that a password must contain. Note: For example, if you enter 8 in the Unicode Characters: Maximum field, then a password is not accepted if it has more than eight Unicode characters. This field accepts values from 0 to 999.

Field Name	Description
Start with Alphabet	[Optional, Check Box] Indicates the whether or not the password must begin with a letter. Note: For example, if you select this option, then the password 123welcome is not accepted because the password does not begin with a letter. However, if you do not select this option, then the password can begin with a letter, numeric digit, or special character.
Disallow First Name	[Optional, Check Box] Indicates whether the user's first name will be accepted as the whole password or as part of the password. When this check box is selected, a password will not be valid if the user's first name is entered in the **Password** field. In addition, the password is not valid is the first name is entered as a part of the password. If you deselect this check box, then the password will be accepted, even if it contains the user's first name.
Disallow User ID	[Optional, Check Box] Indicates the user ID will be accepted as the whole password or as part of the password. When this check box is selected, a password will not be valid if the user ID is entered in the **Password** field. In addition, the password is not valid if the user ID occurs as a part of the password specified in the **Password** field. If you deselect this check box, the password will be accepted, even if it contains the user ID.
Disallow Last Name	[Optional, Check Box] Indicates the user's last name will be accepted as the whole password or as part of the password. When this check box is selected, a password will not be valid if the user's last name is entered in the **Password** field. In addition, the password is not valid is the last name is entered as a part of the password. If you deselect this check box, then the password is accepted, even if it contains the user's last name.

Password Dictionary Details

Field Name	Description
Password File	[Optional, Alphanumeric] Indicates the path and name of a file that contains predefined terms, which are not allowed as passwords. Note: The file must be stored on the same host on which Oracle Identity Manager is deployed. The settings on the Policy Rules tab get precedence over the specifications in the password file. For example, a disallowed term of the password file is used in the policy when no disallowed term is specified in the Policy Rules tab.
File Delimiter	[Optional, Character] Indicates the delimiter character used to separate terms in the password file. For example, if a comma (,) is entered in the **Password File Delimiter** field, then the terms in the password file will be separated by commas. Note: There is no escape characters defined to be used in password policies.

4. In the **Policy Name** field, enter the name of the password policy.
5. In the **Policy Description** field, enter a short description of the password policy.
6. In the **Policy Rules** tab, specify value in the fields to set the rules for the password policy.

Note: You can leave the fields blank in the Policy Rules tab, and click Apply to save the password policy. You can later open the password policy and set the policy rules by following the instructions in "Setting Password Policy Rules".

7. Click **Apply**.

Note: A password policy is not applied during the creation of an Oracle Identity Manager user through trusted source reconciliation.

30.6.3 Setting Password Policy Rules

Using this option you can specify criteria for your password policy, for example, the minimum and maximum length of passwords.

You can use either or both of the following methods to set password restrictions:

- Enter information in the appropriate fields, or select the required check boxes. For example, to indicate that a password must have a minimum length of four characters, enter 4 in the **Minimum Length** field.
- In the **Password File** field, enter the directory path and name of the password policy file (for example, c:\Xellerate\userlimits.txt). This file contains predefined words that you do not want to be used as passwords. The delimiter specified in the **File Delimiter** field separates these words. The predefined words in the file cannot be used as passwords.

For example, if the file contains the word welcome, then welcome, Welcome, and welcome123 are invalid passwords.

To set the rules for a password policy

1. Login to **Oracle Identity System Administration**.
2. In the left pane, under **Policies**, click **Password Policy**.
   The **Password Policy** screen appears.
3. In the **Password Policy** screen, search and select the password policy that you want to open.
4. From the **Actions** menu, select .
   OR
   Click on the toolbar.
   The password policy details screen appears.

Note: You can also set the password policy rules at the time of creating the password policy.

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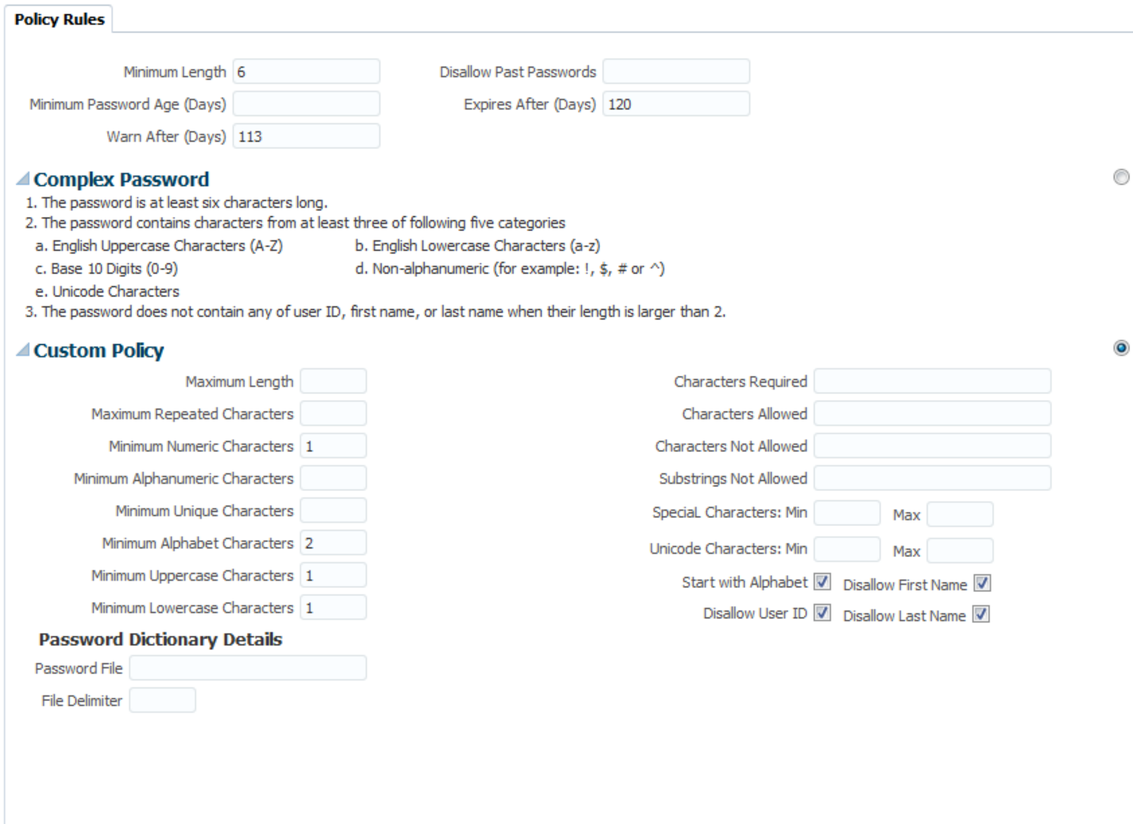
5. In the **Policy Rules** section, enter values in the fields.

Note: If a data field of the policy is empty, a password conforming to this policy does not have to meet the criteria of that field for the password to be valid.

For example, when the Minimum Numeric Characters field is blank, Oracle Identity Manager will accept a password, regardless of the number of characters included in it.

Policy Rules Section



Field Description

Field Name	Description
Policy Rules	
Minimum Length	[Optional, Numeric, Three] Indicates the minimum number of characters that a password must contain for the password to be valid. For example, if you enter 4 in the **Minimum Length** field, then the password must contain at least four characters. This field accepts values from 0 to 999.

Field Name	Description
Minimum Password Age (Days)	[Optional, Numeric] Indicates the minimum duration in days for which users can use a password. Note: For example, if you enter 2 in the Minimum Password Age (Days) field, then the user cannot change the password before 2 days of creating the password. The value of this field must be less than the value of the **Expires After (Days)** field. For example, if you enter 30 in the **Expires After (Days)** field and 31 in the **Minimum Password Age (Days)** field, then an error is displayed.
Warn After (Days)	[Optional, Numeric, Three] Indicates the number of days that must pass before a user is notified that the user's password will expire on a designated date. Note: For example, you enter 30 in the Expires After (Days) field, and 20 in the Warn After (Days) field, and the password is created on November 1. On November 21, the user will be informed that the password will expire on December 1. This field accepts values from 0 to 999.
Disallow Past Passwords	[Optional, Numeric, Two] Indicates the frequency at which old passwords can be reused. This policy ensures that users do not change back and forth among a set of common passwords. Note: For example, if you enter 10 in the Disallow Last Passwords field, then users are allowed to reuse a password only after using 10 unique passwords. This field accepts values from 0 to 24.
Expires After (Days)	[Optional, Numeric, Three] Indicates the maximum duration in days for which users can use a password. For example, if you enter 30 in the **Expires After Days** field, then users must change their passwords by the thirtieth day from when it was created or last modified. This field accepts values from 0 to 999. Note: After the number of days specified in the Expires After Days field passes, a message is displayed asking the user to change the password.

Field Name	Description
Complex Policy	

Selecting this option sets the following complex password criteria:

Note:

1. The password should be at least six characters long.

2. The password should contains characters from at least three of following five categories

- English Uppercase Characters (A-Z)
- English Lowercase Characters (a-z)
- Base 10 Digits (0-9)
- Non-alphanumeric (for example: !, $, # or ^)
- Unicode Characters

3. The password should not contain any of user ID, first name, or last name when their length is larger than 2.

Custom Policy

If you select the Custom Policy option, you can set a custom password policy by using the fields below.

Maximum Length	[Optional, Numeric, Three] Indicates the maximum number of characters that a password can contain. Note: For example, if you enter 8 in the Maximum Length field, then a password is not accepted if it has more than eight characters. This field accepts values from 1 to 999.
Maximum Repeated Characters	[Optional, Numeric, Three] Indicates the maximum number of times a character can be repeated in a password. Note: For example, if you enter 2 in the Maximum Repeated Characters field, then a password is not accepted if any character is repeated more than two times. For example, RL112211 would not be a valid password because the character 1 is repeated three times. In this example, there are four occurrences of the character 1, which means that it is repeated three times. This field accepts values from 1 to 999.

Field Name	Description
Minimum Numeric Characters	[Optional, Numeric, Three] Indicates the minimum number of digits that a password must contain. Note: For example, if you enter 1 in the Minimum Numeric Characters field, then a password must contain at least one digit. This field accepts values from 0 to 999.
Minimum Alphanumeric Characters	[Optional, Numeric, Three] Indicates the minimum number of letters or digits that a password must contain. Note: For example, if you enter 6 in the Minimum Alphanumeric Characters field, then a password must contain at least six letters or numbers. This field accepts values from 0 to 999.
Minimum Unique Characters	[Optional, Numeric, Three] Indicates the minimum number of nonrepeating characters that a password must contain. Note: For example, if you enter 1 in the Minimum Unique Characters field, then a password is accepted if at least one character in the password is not repeated. For example, 1a23321 would be a valid password because the character a in the password is not repeated although the remaining characters are repeated. This field accepts values from 0 to 999.
Minimum Alphabet Characters	[Optional, Numeric, Three] Indicates the minimum number of letters that a password must contain. Note: For example, if you enter 2 in the Minimum Alphabet Characters field, then the password is not accepted if it has less than two letters. This field accepts values from 0 to 999.
Minimum Uppercase Characters	[Optional, Numeric, Three] Indicates the minimum number of uppercase letters that a password must contain. Note: For example, if you enter 8 in the Uppercase Characters: Minimum field, then a password is not accepted if it contains less than eight uppercase letters. This field accepts values from 0 to 999.

Field Name	Description
Minimum Lowercase Characters	[Optional, Numeric, Three] Indicates the minimum number of lowercase letters that a password must contain. Note: For example, if you enter 8 in the Minimum Lowercase Characters field, then a password is not accepted if it has less than eight lowercase letters. This field accepts values from 0 to 999.
Characters Required	[Optional, Character] Indicates the characters that a password must contain. Note: For example, if you enter x in the Characters Required field, then a password is accepted only if it contains the character x. The character you specify in the Characters Required field must be mentioned in the Characters Allowed field. If you enter a character in the Characters Required field that is not mentioned in the Characters Allowed field, then an error is displayed stating that the required characters must be in the list of allowed characters, and required characters must not be in the list of not allowed characters. In addition, if you specify more than one character, then do not provide delimiters. Commas and white spaces are also considered as characters in this field. For example, if you specify characters such as a,x,c, then the password is not accepted unless it contains comma.
Characters Allowed	[Optional, Character] Indicates the characters that a password can contain. For example, if you enter the percent sign (%) in the **Characters Allowed** field, then a password is accepted if it contains a percent sign, given that all other criteria are met. Note: If any character is used in the password and that character is not in the Characters Allowed field, then the password will be rejected. For example, if the Characters Allowed field has "abc" and the password is "dad", then the password is rejected because "d" is not in the Characters Allowed field. If you specify the same character in the Characters Allowed and Characters Not Allowed fields, then an error message is returned when you create the password policy.
Characters Not Allowed	[Optional, Character] Indicates the characters that a password must not contain. For example, if you enter an exclamation point (!) in the **Characters Not Allowed** field, then a password is not accepted if it contains an exclamation point.

Field Name	Description
Substrings Not Allowed	[Optional, Alphanumeric] Indicates a series of consecutive alphanumeric characters that a password must not contain. For example, if you enter IBM in the **Substrings Not Allowed** field, then a password is not accepted if it contains the letters I, B, and M, in successive order.
Special Characters: Min	[Optional, Numeric, Three] Indicates the minimum number of non-alphanumeric characters (for example, #, %, or &) that a password must contain. Note: For example, if you enter 1 in the Special Characters: Minimum field, then a password must have at least one non-alphanumeric character. This field accepts values from 0 to 999.
Special Characters: Max	[Optional, Numeric, Three] Indicates the maximum number of special characters that a password can contain. Note: For example, if you enter 5 in the Special Characters: Max field, then a password is not accepted if it has more than five special characters. This field accepts values from 1 to 999.
Unicode Characters: Min	[Optional, Numeric, Three] Indicates the minimum number of Unicode characters that a password must contain. Note: For example, if you enter 3 in the Unicode Characters: Minimum field, then the password is not accepted if it has less than three Unicode characters. This field accepts values from 0 to 999.
Unicode Characters: Max	[Optional, Numeric, Three] Indicates the maximum number of Unicode characters that a password must contain. Note: For example, if you enter 8 in the Unicode Characters: Maximum field, then a password is not accepted if it has more than eight Unicode characters. This field accepts values from 0 to 999.

Field Name	Description
Start with Alphabet	[Optional, Check Box] Indicates the whether or not the password must begin with a letter. Note: For example, if you select this option, then the password 123welcome is not accepted because the password does not begin with a letter. However, if you do not select this option, then the password can begin with a letter, numeric digit, or special character.
Disallow First Name	[Optional, Check Box] Indicates the if the user's first name will be accepted as the whole password or as part of the password. When this check box is selected, a password will not be valid if the user's first name is entered in the **Password** field. In addition, the password is not valid is the first name is entered as a part of the password. If you deselect this check box, then the password will be accepted, even if it contains the user's first name.
Disallow User ID	[Optional, Check Box] Indicates the user ID will be accepted as the whole password or as part of the password. When this check box is selected, a password will not be valid if the user ID is entered in the **Password** field. In addition, the password is not valid if the user ID occurs as a part of the password specified in the **Password** field. If you deselect this check box, the password will be accepted, even if it contains the user ID.
Disallow Last Name	[Optional, Check Box] Indicates the user's last name will be accepted as the whole password or as part of the password. When this check box is selected, a password will not be valid if the user's last name is entered in the **Password** field. In addition, the password is not valid is the last name is entered as a part of the password. If you deselect this check box, then the password is accepted, even if it contains the user's last name.

Password Dictionary Details

Field Name	Description
Password File	[Optional, Alphanumeric] Indicates the path and name of a file that contains predefined terms, which are not allowed as passwords. **Note**: The file must be stored on the same host on which Oracle Identity Manager is deployed. The settings on the Policy Rules tab get precedence over the specifications in the password file. For example, a disallowed term of the password file is used in the policy when no disallowed term is specified in the Policy Rules tab.
File Delimiter	[Optional, Character] Indicates the delimiter character used to separate terms in the password file. For example, if a comma (,) is entered in the **Password File Delimiter** field, then the terms in the password file will be separated by commas. **Note**: There is no escape characters defined to be used in password policies.

6. Click **Apply** to save the password policy.

Note: After creating a password policy, you must associate the policy with an organization.

The rules of the policy will be applied for the users of that organization and its sub organizations.

For information about associating password policies to organizations, refer "Creating an Organization" for Oracle Identity Manager.

30.6.4 Deleting a Password Policy

Using this option you can delete a password policy.

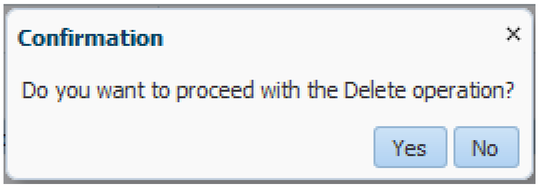
To delete a password policy

1. Login to **Oracle Identity System Administration**.
2. In the left pane, under **Policies**, click **Password Policy**.
   The **Password Policy** screen appears.
3. In the **Password Policy** screen, search and select a password policy that you want to delete.
4. From the **Actions** menu, select 

.
   OR
   Click 

on the toolbar.
   A message is displayed asking for confirmation.

Delete Password Policy Confirmation screen



5. Click **Yes** to confirm the deletion.

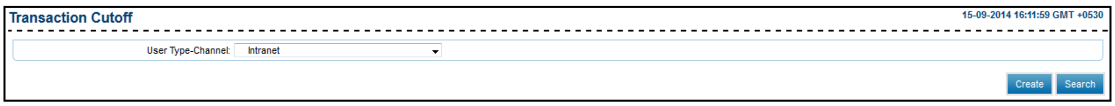
31. Transaction Cutoff

Using this option, the bank administrator, can define the weekly calendar or a particular date (time period) for which a particular payment type will be enabled for a specific user type.

To set the transaction cutoff

1. From the **Maintenance and Setup** menu, select **Transaction Cutoff**.
   The **Transaction Cutoff** screen appears.

Transaction Cutoff

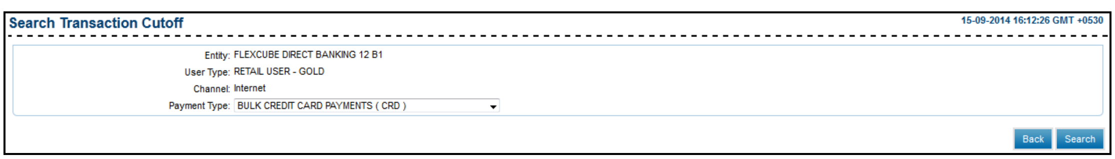


Field Description

Field Name	Description
User Type -Channel	[Mandatory, Drop-Down] Indicates the user type.

2. From the **User Type -Channel** list, select the appropriate user type.
3. Click **Search**.
   The **Search Transaction Cutoff** screen appears.
   OR
   Click **Create**.
   The **Create Transaction Cutoff** screen appears.

Search Transaction Cutoff



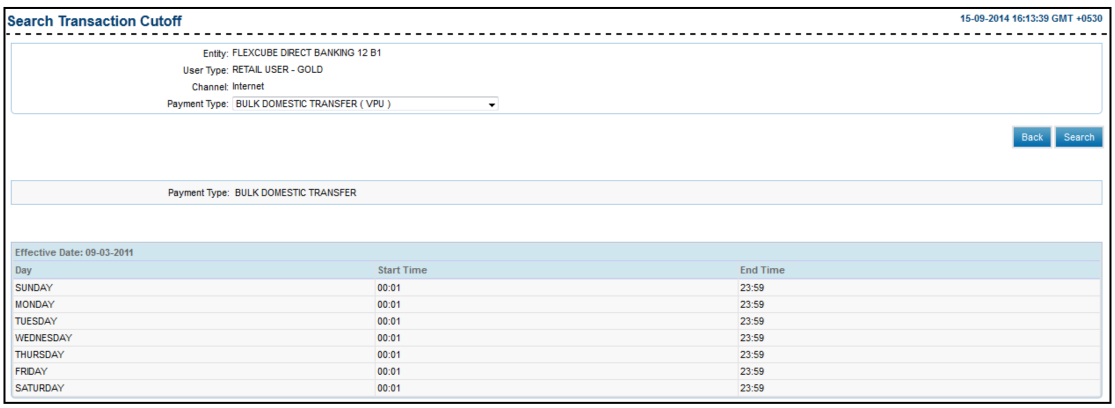
Field Description

Field Name	Description
Entity	[Display] Displays the entity of the selected user type.
User Type	[Display] Displays the selected user type.

Field Name	Description
Channel	[Display] Displays the transaction operation channel related to the role.
Payment Type	[Mandatory, Drop-Down] Indicates the payment type.

4. From the **Payment Type** list, select the appropriate option.
5. Click **Search**.
   The **Search Transaction Cutoff** screen appears.
   OR
   Click **Back**.
   The **Transaction Cutoff** screen appears.

Search Transaction Cutoff



Field Description

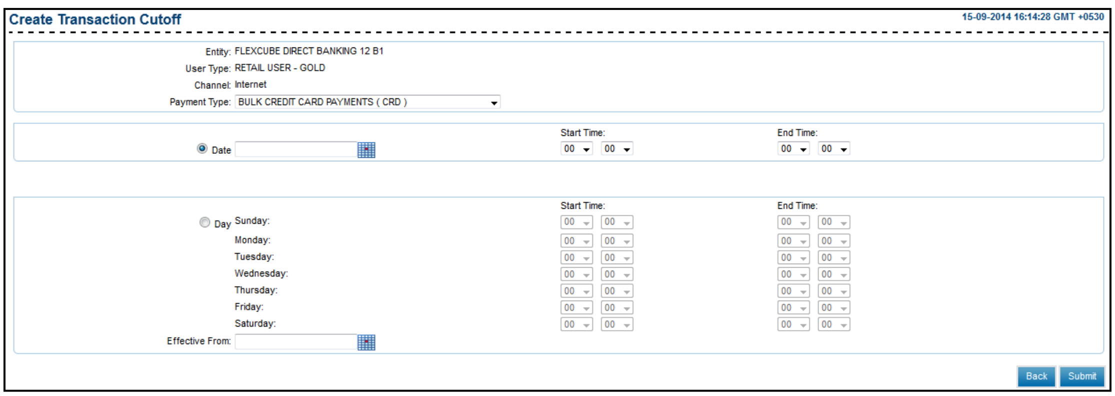
Field Name	Description
Effective Date	[Display] Displays the date from which the cutoff will be effective
Day	[Display] Displays the day of the week.
Start time	[Display] Displays the start time of the transaction cutoff.
End time	[Display] Displays the end time of the transaction cutoff.

Below fields appears if the cutoff is maintained as custom cutoff for a specific date.

Field Name	Description
Date	[Display] Displays the date on which cutoff is maintained.
Start time	[Display] Displays the start time of the transaction cutoff.
End time	[Display] Displays the end time of the transaction cutoff.

6. Click **Back**.
   The **Transaction Cutoff** screen appears.
7. Click **Create**.
   The **Create Transaction Cutoff** screen appears.

Create Transaction Cutoff



Field Description

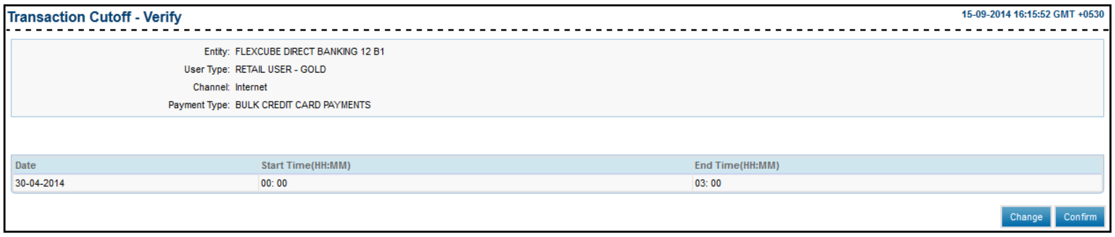
Column Name	Description
Entity	[Display] Displays the entity of the selected user type.
User Type	[Display] Displays the selected user type.
Channel	[Display] Displays the transaction operation channel related to the role.
Payment Type	[Mandatory, Drop-Down] Indicates the payment type.

It is mandatory to select either **Day** or **Date** option.

Column Name	Description
Date	[Optional, Option, Pick List] Indicates transaction cutoff date. To enable the pick list, select the **Date** option.
Start time	[Optional, Drop-Down] Indicates the transaction cutoff start time. To enable the pick list, select the **Date** option.
End time	[Optional, Drop-Down] Indicates the transaction cutoff end time. To enable the pick list, select the **Date** option.
Day	[Optional, Option] Indicates the day of the week on which the cut off for the selected transaction is maintained.
Start time	[Optional, Drop-Down] Indicates the transaction cutoff start time. To enable the pick list, select the **Day** option. Note: If start time and End time for a day or date is maintained as ’00:00’ to ’00:00’, then that day or date will be considered as Holiday.
End time	[Optional, Drop-Down] Indicates the transaction cutoff end time. To enable the pick list, select the **Day** option.
Effective From	[Conditional, Pick List] Indicates the transaction cutoff effective date To enable the pick list, select the **Day** option.

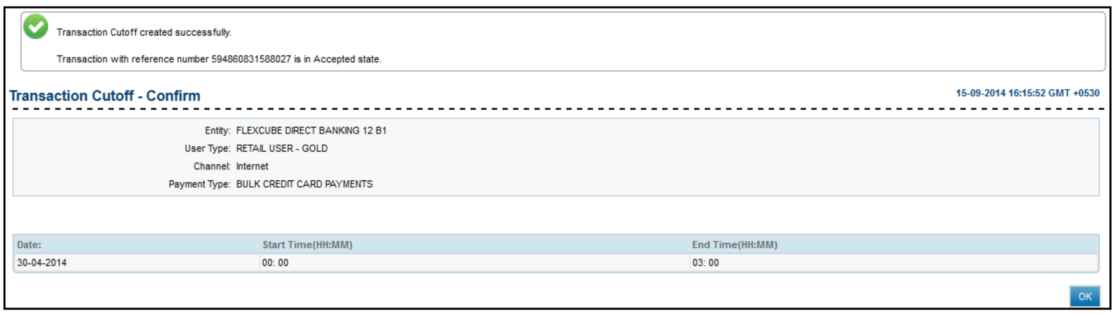
8. From the **Payment Type** list, select the appropriate option.
9. Select either **Day** or **Date** option.
   a. If you select the Standard option:
      i. From the **Effective from** list, select the appropriate date.
10. Click **Submit**.
    The **Transaction Cutoff - Verify** screen appears.

Transaction Cutoff - Verify



11. Click **Confirm**.
    The **Transaction Cutoff - Confirm** screen appears.

Transaction Cutoff- Confirm



12. Click **OK**.
    The **Transaction Cutoff** screen appears.

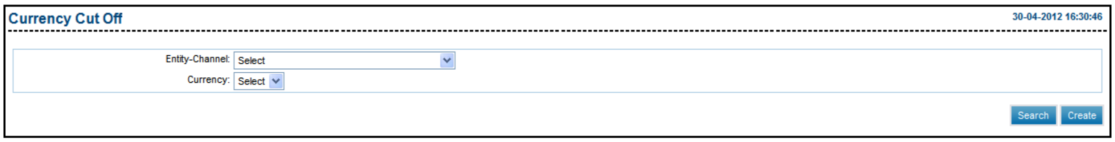
32. Time for Deal Acceptance and Cut-off

Using this option you can set the cut off time for a particular currency. The effective date and time for the cutoff is validated with the time zone of your debit account.

To set the time for deal acceptance and cut-off

1. From the **Maintenance and Setup** menu, select **Currency Cut Off**.
   The **Currency Cut Off** screen appears.

Currency Cut Off

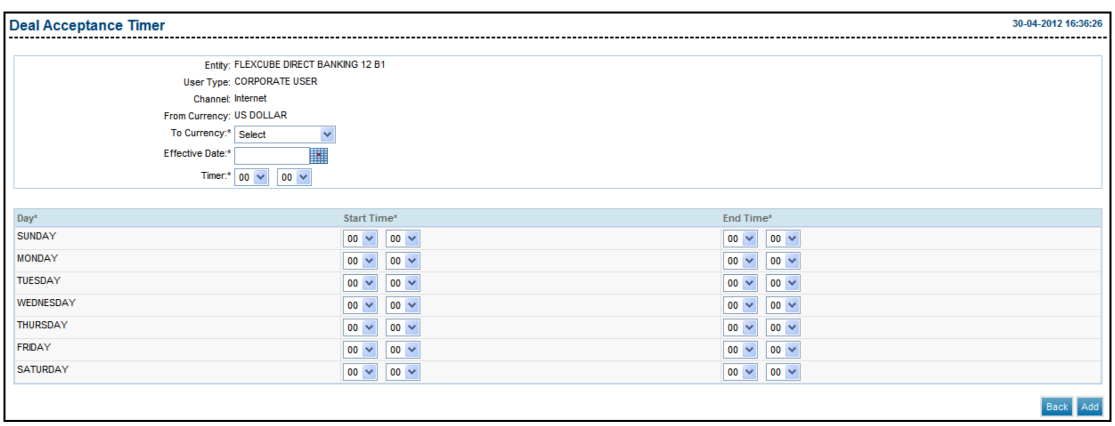


Field Description

Field Name	Description
Entity - Channel	[Mandatory, Drop-Down] Indicates the entity - channel.
Currency	[Mandatory, Drop-Down] Indicates the currency.

2. From the **Entity - Channel** list, select the appropriate option.
3. From the **Currency** list, select the appropriate currency.
4. Click **Create**.
   The **Deal Acceptance Timer** screen appears.
   OR
   Click **Search** to search the existing Deal Timer appears.

Deal Acceptance Timer



Field Description

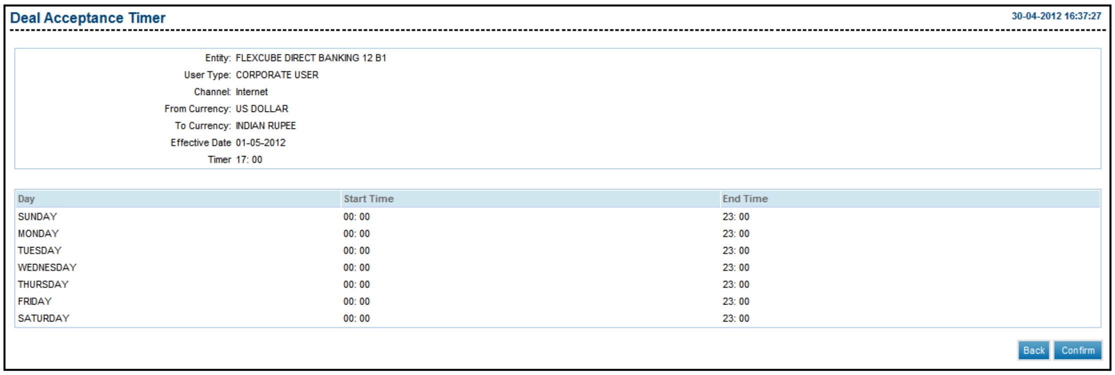
Column Name	Description
Entity	[Mandatory, Drop-Down] Indicates the entity for which the parameters are to be set.
User Type	[Display] This field displays the selected user type.
Channel	[Display] Displays the transaction operation channel related to the role.
From Currency	[Mandatory, Drop-Down] Indicates the base (buy) currency in the deal booking.
To Currency	[Mandatory, Drop-Down] Indicates the sell currency in the deal booking.
Effective Date	[Mandatory, Pick list.] Indicates the effective date from which the set parameters will be applied. The effective date should be greater than or equal to process date.
Timer	[Mandatory, Drop-Down] Indicates the time within which the rate displayed on screen is to be accepted.
Day	[Display] Displays the name of the days.
Start Time	[Mandatory, Drop-Down] Indicates the start time for each day when deal booking can be done
End Time	[Mandatory, Drop-Down] Indicates the end time for each day when deal booking can be done.

5. From the **Entity** list, select the appropriate option.
6. From the **From Currency** list, select the appropriate option.
7. From the **To Currency** list, select the appropriate option.
8. From the **Effective Date** list, select the appropriate option.

9. From the **Timer** list, select the appropriate option.

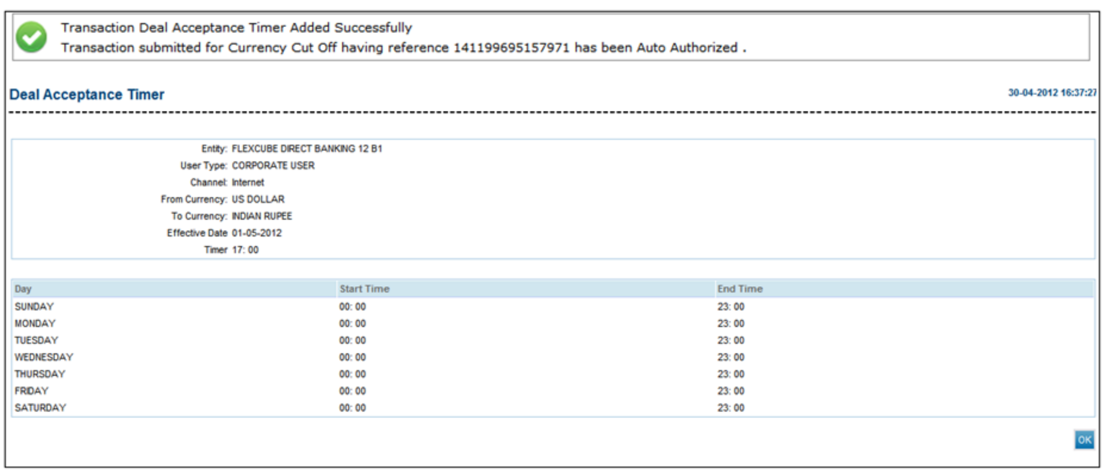
10. Click **Add**.
The **Deal Acceptance Timer** screen appears.
OR
Click **Back**.
The **Currency Cut Off** screen appears.

Deal Acceptance Timer - Add



11. Click **Confirm**.
The **Deal Acceptance Timer** screen appears.
OR
Click **Back**.
The **Currency Cut Off** screen appears.

Deal Acceptance Timer - Confirm



12. Click **OK**.
The **Currency Cut Off** screen appears.

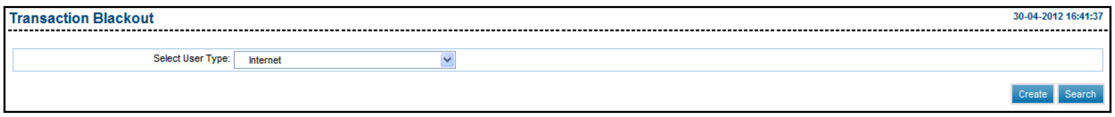
33. Transaction Blackout

This option allows you to disable the transaction for certain period of time for a specific user. The search result displays only those transactions under a user type for which the ‘Transaction Blackout’ flag is set ‘on’ in the channel transaction mapping in entity configuration.

To blackout a transaction

1. From the **Maintenances and Setup** menu, select **Transaction Blackout**.
The **Transaction Blackout** screen appears.

Transaction Blackout

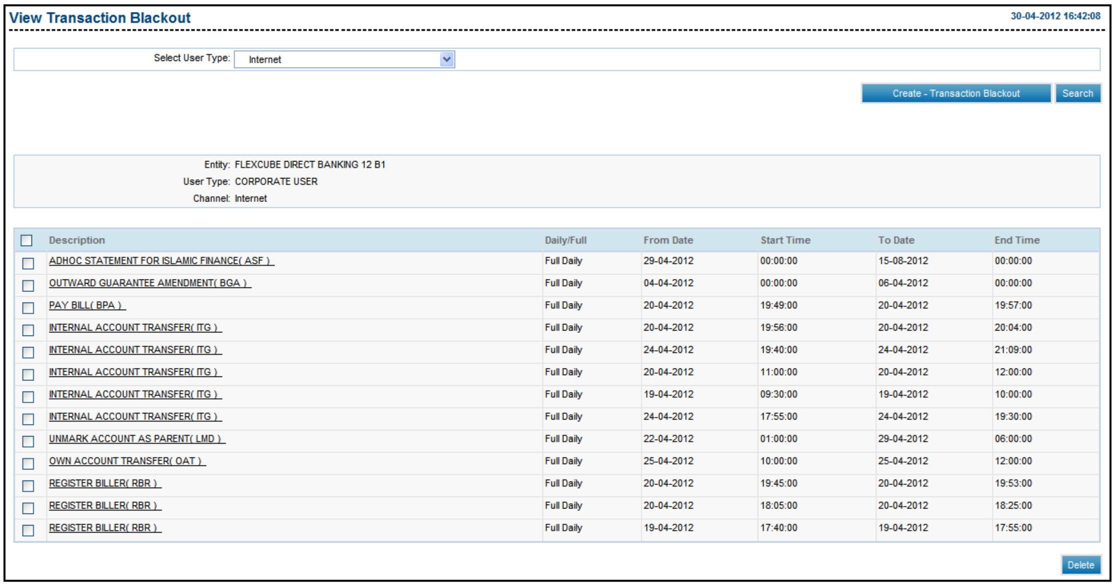


Field Description

Field Name	Description
Select User Type	[Mandatory, Drop-Down] Indicates all the user types under entity.

2. From the **Select User Type** list, select the appropriate user.
3. Click **Search**.
The **View Transaction Blackout** screen with the search result appears.
OR
Click **Create** button.
The **Transaction Blackout Create** screen appears.

Transaction Blackout – Search



Field Description

Field Name	Description
Entity	[Display] Displays the entity.
User Type	[Display] Displays the user type.
Channel	[Display] Displays the channel of the transaction.
Description	[Display] Displays the transaction description for the existing transaction blackout.
Daily/Full	[Display] Displays whether blackout is daily or full.
From Date	[Display] Displays the start date for the blackout.
Start Time	[Display] Displays the start time for the blackout.
To Date	[Display] Displays the end date for the blackout.

Field Name	Description
End Time	[Display] Displays the end time for the blackout.

4. Click the **Description** column link.
The **Transaction Blackout** - **Modify** screen appears.
OR
Click **Create** - **Transaction Blackout** button.
The **Transaction Blackout Create** screen appears.

Transaction Blackout – Modify

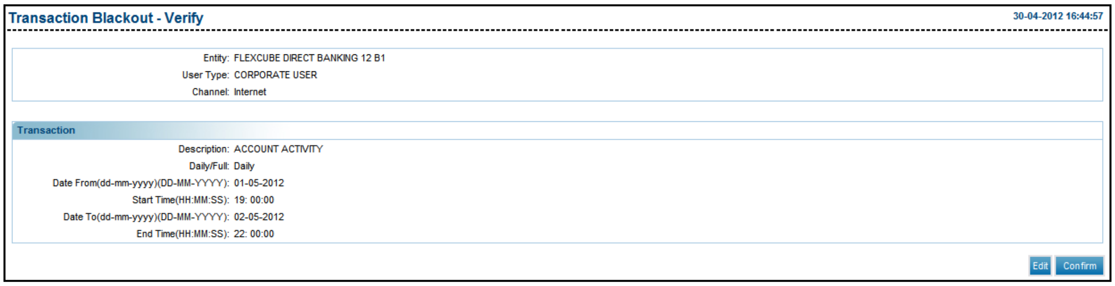
Field Description

Field Name	Description
Entity	[Display] Displays the entity.
User Type	[Display] Displays the user type.
Channel	[Display] Displays the channel of the transaction.
Description	[Display] Displays the transaction description for the existing transaction blackout.
Daily/Full	[Mandatory, Drop-Down] Indicates the user to select the blackout as daily or full. The options are: • Daily • Full
From Date	[Display] Displays the start date for the blackout.

Field Name	Description
Start Time	[Display] Displays the start time for the blackout.
To Date(dd-mm-yyyy)	[Mandatory, Pick List] Indicates the end date for the blackout.
End Time(HH:MM)	[Mandatory, Drop-Down] Indicates the end time for the blackout in hours and minutes.

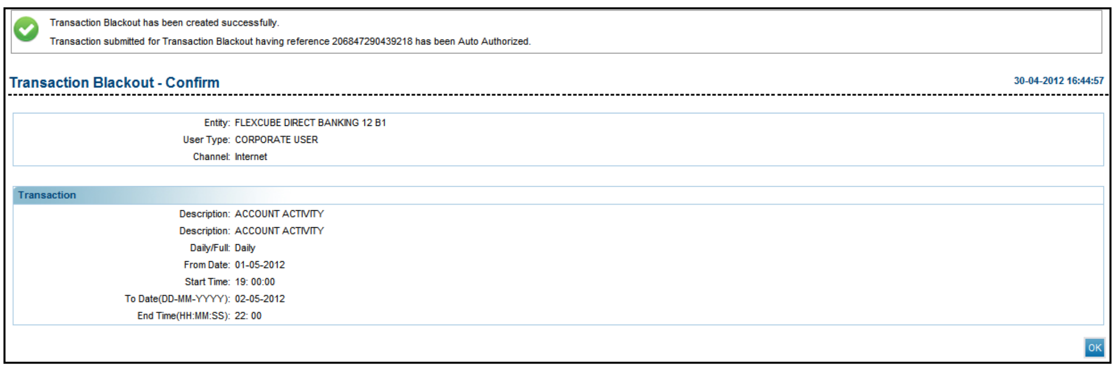
5. From the **Daily/Full** list, select the appropriate option.
6. From the **From Date** list, select the appropriate date.
7. From the **End Time** list, select the appropriate option.
8. Click **Modify**.
   The **Transaction Blackout – Verify** screen appears.
   OR
   Click **Back**.
   The **View Transaction Blackout** screen appears.

Transaction Blackout – Verify



9. Click **Confirm**.
   The **Transaction Blackout – Confirm** screen with the status message appears.
   OR
   Click **Edit** button to modify the blackout date and time.
   The **Transaction Blackout** - **Modify** screen appears.

Transaction Blackout – Confirm



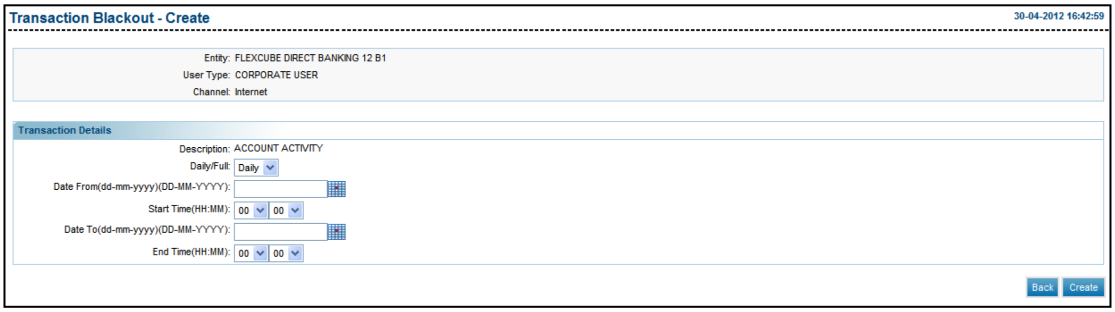
10. Click **OK**.
    The **Transaction Blackout** screen appears.

Transaction Blackout – Create

To create the transaction blackout

1. From the **Maintenances and Setup** menu, select **Transaction Blackout**.
   The **Transaction Blackout** screen appears.
2. Click **Create** button.
   The **Transaction Blackout Create** screen appears.
3. Click the **Transaction** column link.
   The **Transaction Blackout Create** screen with the transaction details appears.

Transaction Blackout – Create



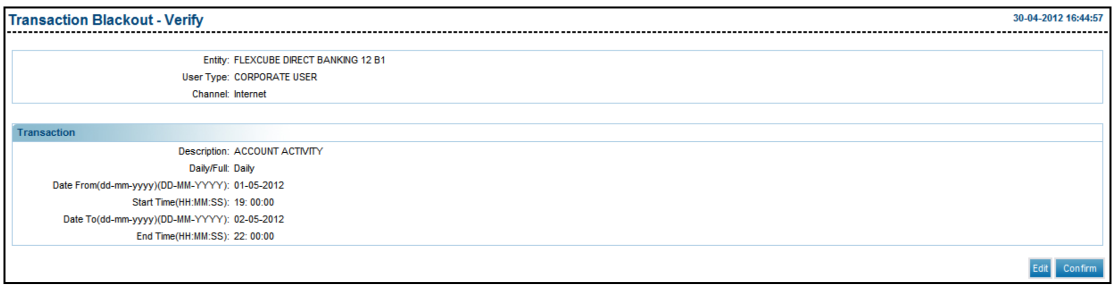
Field Description

Field Name	Description
Entity	[Display] Displays the entity.
User Type	[Display] Displays the user type.
Channel	[Display] Displays the channel of the transaction.
Description	[Display] Displays the transaction description for the existing transaction blackout.
Daily/Full	[Mandatory, Drop-Down] Indicates the user to select the blackout as daily or full. The options are: • Daily • Full
Date From(dd-mm-yyyy)	[Mandatory, Pick List] Indicates the start date for the blackout.
Start Time(HH:MM)	[Mandatory, Drop-Down] Indicates the start time for the blackout.
Date To(dd-mm-yyyy)	[Mandatory, Pick List] Indicates the end date for the blackout.
End Time(HH:MM)	[Mandatory, Drop-Down] Indicates the end time for the blackout in hours and minutes.

4. From the **Daily/Full** list, select the appropriate option.

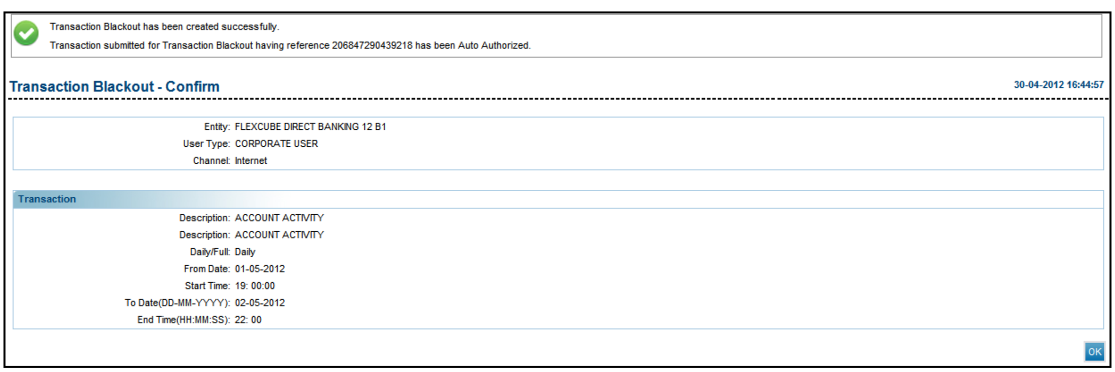
5. From the **Date From** list, select the appropriate date.
6. From the **Start Time** list, select the appropriate option.
7. From the **Date To** list, select the appropriate date.
8. From the **End Time** list, select the appropriate option.
9. Click **Create**.
The **Transaction Blackout Create** screen appears.
OR
Click **Back**.
The **View Transaction Blackout** screen appears.

Transaction Blackout – Verify



10. Click **Confirm**.
The **Transaction Blackout – Confirm** screen with the status message appears.
OR
Click **Edit** button to modify the blackout date and time.
The **Transaction Blackout** - **Modify** screen appears.

Transaction Blackout – Confirm



11. Click **OK**.
The **Transaction Blackout** screen appears.

34. Maintain Bulletins

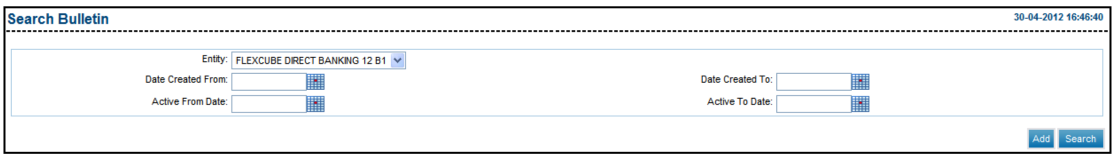
This option allows the bank admin to create and search bulletins which are broadcasted throughout the Internet Application. This function does not require "Maker-Checker" for creating bulletins. The customer can access the inbox to read the received bulletins.

34.2 Create Bulletin

To create a bulletin

1. From the **Customer Services** menu, select **Maintain Bulletins**.
   The **Search Bulletins** screen appears.

Search Bulletin

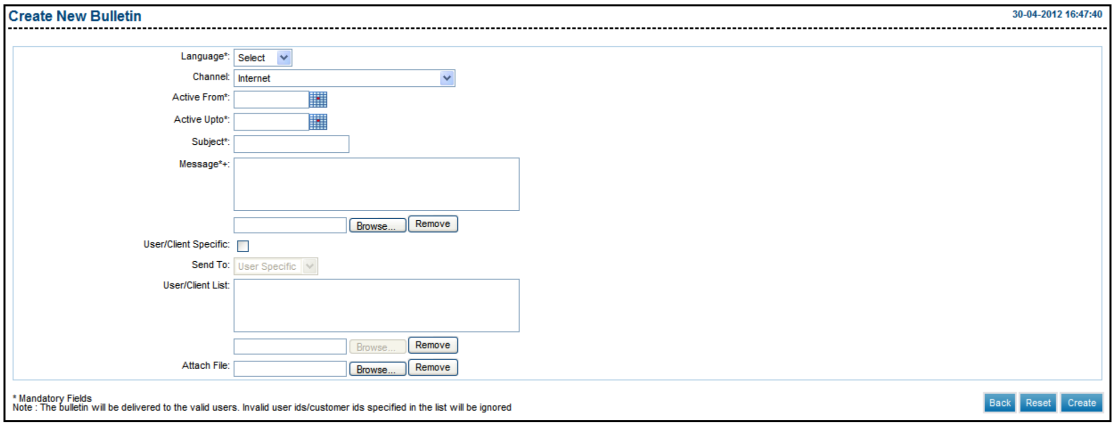


Field Description

Field Name	Description
Entity	[Mandatory, Drop-Down] Indicates the entity user type and channel for which the bulletin is to be searched.
Date Created From	[Optional, Pick List] Indicates the start date from which the bulletins are created.
Date Created To	[Optional, Pick List] Indicates the end date until which the bulletins were created.
Active From Date	[Optional, Pick List] Indicates the start date from which the bulletins got active.
Active To Date	[Optional, Pick List] Indicates the end date until which the bulletins were active.

2. From the **Entity** list, select the appropriate option.
3. Click **Add**.
   The **Create New Bulletin** screen appears.
   OR
   Click **Search**.
   The **Search Bulletins** screen with search results appears.

Create New Bulletin



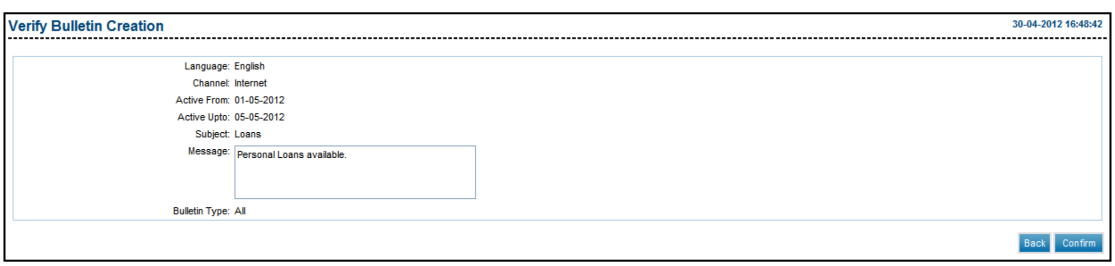
Field Description

Field Name	Description
Language	[Mandatory, Drop-Down] Indicates the language in which the bulletin is to be created.
Entity	[Mandatory, Drop-Down] Indicates the list of entities available in the system.
Active From	[Mandatory, Pick List] Indicates the date from which the bulletin message is active.
Active Up to	[Mandatory, Pick List] Indicates the date up to which the bulletin message is active.
Subject	[Mandatory, Alphanumeric, 80] Indicates the subject of the bulletin message.
Message*+	[Mandatory, Alphanumeric, 1000] Indicates the message to be displayed in the bulletin Click the **Browse** to search and upload a file. If the file is uploaded to the message, the text entered gets erased. Click **Remove** to remove the uploaded file.
User/Client Specific	[Optional, Check Box] Indicates whether the bulletins message is to be broadcasted to a selected user base.

Field Name	Description
Send To	[Conditional, Drop-Down] Indicates the list of user type. To enable this field is select the **User/Customer Specific** check box.
User/Client List	[Conditional, Alphanumeric, 20] Indicates the user Id to whom the bulletins are to be broadcasted. Bank administrator can upload the list of User Ids. Click the **Browse** button to upload a file with the list of users/customers. To enable this field is select the **User/Customer Specific** check box.
Attach File	[Conditional, Pick List] Indicates the **Browse** button to attach a file to the bulletin. It's an attachment to the bulletin message received in inbox.

4. From the **Language** list, select the appropriate option.
5. From the **Entity** list, select the appropriate option.
6. From the **Active From** list, select the appropriate date.
7. From the **Active To** list, select the appropriate date.
8. In the **Subject** field, enter the subject of the bulletin.
9. In the **Message*+** field, enter the message of the bulletin.
10. Click **Create**.
    The **Verify Bulletin Creation** screen appears.
    OR
    Click **Reset** to clear the entered data.
    OR
    Click **Back** to go to the previous screen.
    The **Search Bulletin** screen appears.

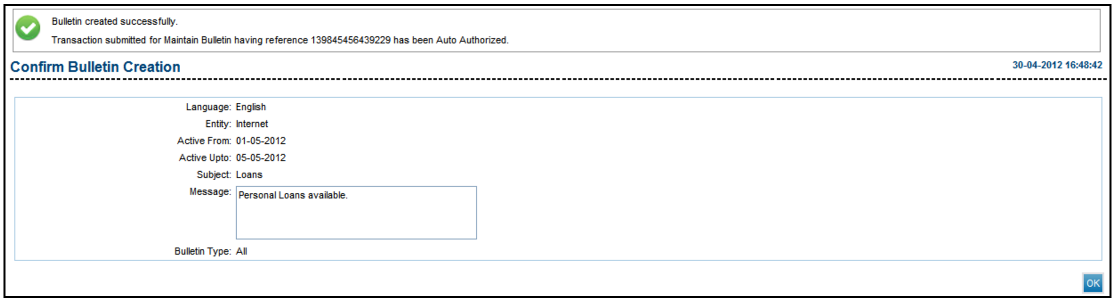
Verify Bulletin Creation



11. Click **Confirm**.
    The **Confirm Bulletin Creation** screen appears.

OR
Click **Back** to go to the previous screen.
The **Create New Bulletin** screen appears.

Confirm Bulletin Creation



12. Click **OK**.
The **Search Bulletin** screen appears.

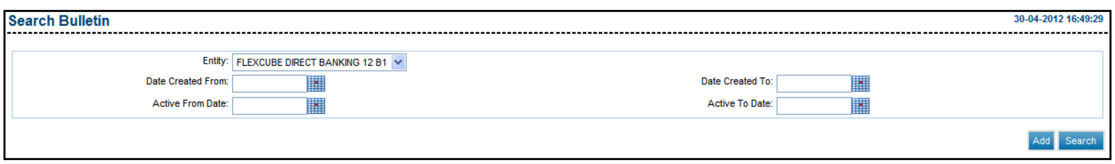
34.3 Search Bulletin

To search a bulletin

1. From the **Customer Services** menu, select **Maintain Bulletins**.
The **Search Bulletins** screen appears.

Search Bulletin

This screen allows viewing the list of bulletins created in the Internet application.



Field Description

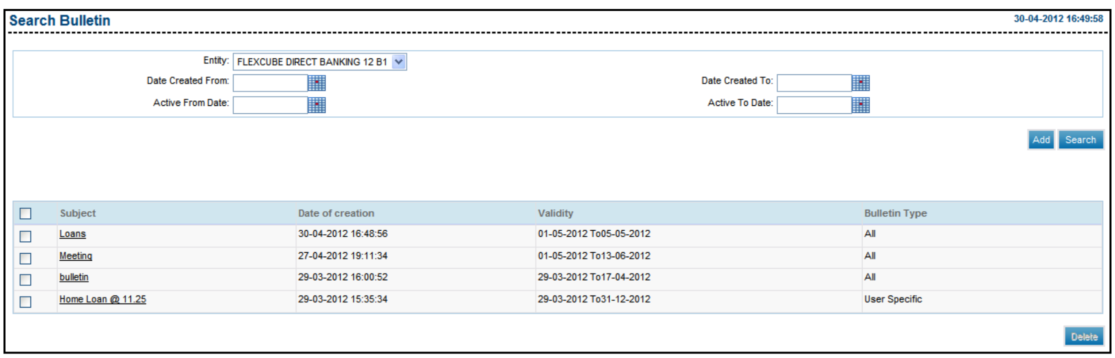
Field Name	Description
Entity	[Mandatory, Drop-Down] Indicates the entity user type and channel for which the bulletin is to be searched.
Date Created From	[Optional, Pick List] Indicates the start date from which the bulletins are created.
Date Created To	[Optional, Pick List] Indicates the end date until which the bulletins were created.

Field Name	Description
Active From Date	[Optional, Pick List] Indicates the start date from which the bulletins got active.
Active To Date	[Optional, Pick List] Indicates the end date until which the bulletins were active.

2. From the **Entity** list, select the appropriate option.
3. Click **Search**.
The **Search Bulletins** screen with search results appears.
OR
Click **Add**.
The **Create New Bulletin** screen appears.

Search Bulletin

This screen allows the deletion of one or more bulletins which were created or active as per the search criteria. It also allows modification of the bulletins.

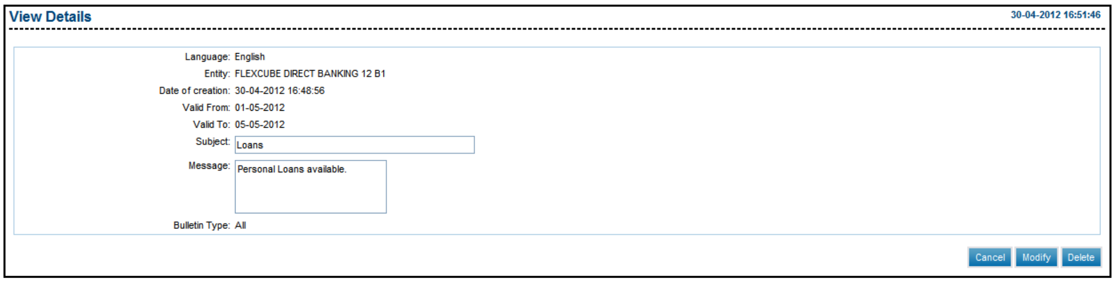


Field Description

Column Name	Description
Subject	[Display, Link] Displays the subject of the bulletin/s. Click the **Subject** link to view the bulletins details created by the Bank Administrator.
Date of creation	[Display] Displays the date on which the bulletins were created.
Validity	[Display] Displays the date up to which the bulletins would be valid.
Bulletin Type	[Display] Displays whether bulletin type is customer specific or user specific.

4. Click the **Subject** link to modify the bulletin.
The **View Details** screen appears.
OR
To delete a bulletin, select a check box adjacent to the **Subject** and click **Delete**.

View Details



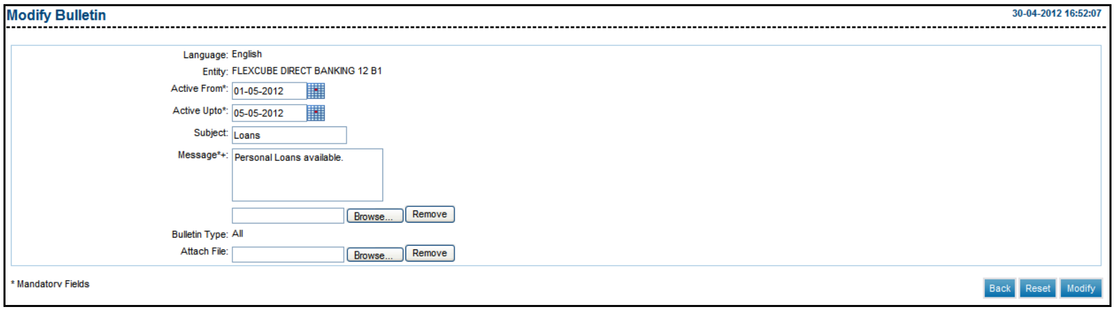
Field Description

Field Name	Description
Language	[Display] Displays the language in which the bulletin is created.
Entity	[Display] Displays the entity for which the bulletin is set.
Date of creation	[Display] Displays the date on which the bulletin is created.
Valid From	[Display] Displays the date from which the bulletin is valid.
Valid To	[Display] Displays the date until which the bulletin is valid.
Subject	[Display] Displays the subject of the bulletin.
Message	[Display] Displays the message of the bulletin.
Bulletin Type	[Display] Displays the type of bulletin.

5. Click **Modify** to modify the bulletin.
The **Modify Bulletin** screen appears.
OR
Click **Delete** to delete a bulletin.
OR
Click **Cancel** button to cancel the bulletin to be modified.

OR
The **Search Bulletins** screen appears.
OR
Click **Download** to download the bulletin**.**

Modify Bulletin



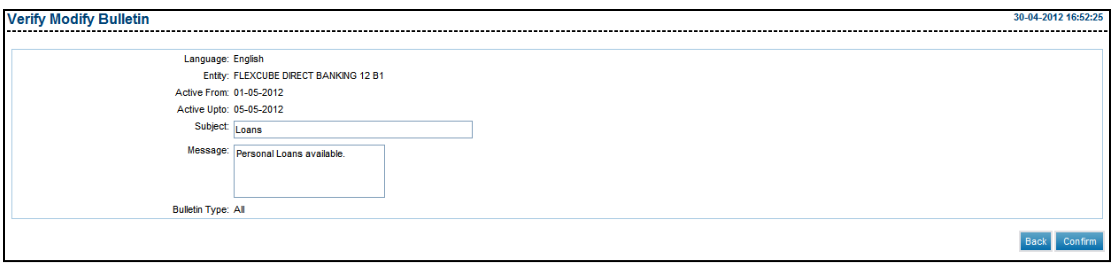
Field Description

Field Name	Description
Language	[Display] Displays the language in which the bulletin is created.
Entity	[Display] Displays the entity for which the bulletin is set.
Active From	[Mandatory, Pick List] Indicates the date from which the bulletin message is active.
Active Up to	[Mandatory, Pick List] Indicates the date up to which the bulletin message is active.
Subject	[Mandatory, Alphanumeric, 80] Indicates the subject of the bulletin message.
Message*+	[Mandatory, Alphanumeric, 1000] Indicates the message to be displayed in the bulletin Click the **Browse** to search and upload a file. If the file is uploaded to the message, the text entered gets erased. Click **Remove** to remove the uploaded file.
Bulletin Type	[Display] Displays the type of bulletin.
Attach File	[Conditional, Pick List] Indicates the **Browse** button to attach a file to the bulletin. It's an attachment to the bulletin message received in inbox.

Field Name	Description
Remove Current Attachment	[Conditional, Check Box] Indicates whether the current attachment is to be removed.

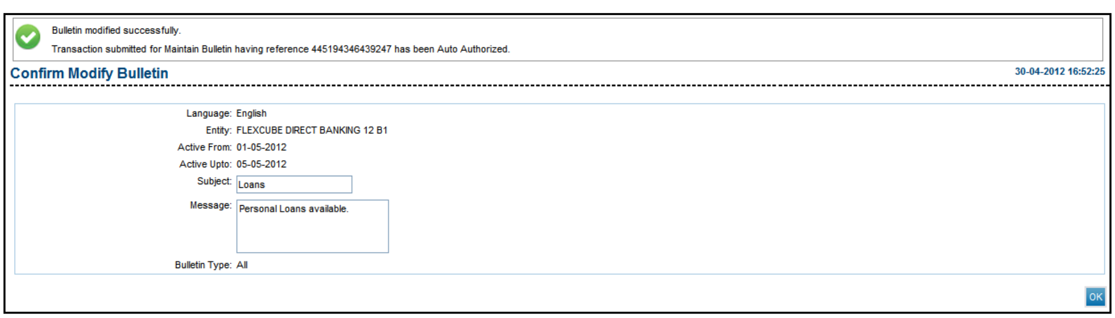
6. From the **Active From** list, select the appropriate date.
7. From the **Active To** list, select the appropriate date.
8. In the **Subject** field, enter the subject of the bulletin.
9. In the **Message*+** field, enter the message of the bulletin.
10. Click **Modify**.
    The **Verify Modify Bulletin** screen appears.
    OR
    Click **Reset** to clear the entered data.
    OR
    Click **Back** to go to the previous screen.
    The **View Details** screen appears.

Verify Modify Bulletin



11. Click **Confirm**.
    The **Confirm Modify Bulletin** screen with the status message appears.
    OR
    Click **Back** button to go to the previous screen.
    The **Modify Bulletin** screen appears.

Confirm Modify Bulletin



12. Click **OK**.
    The **Search Bulletin** screen appears.

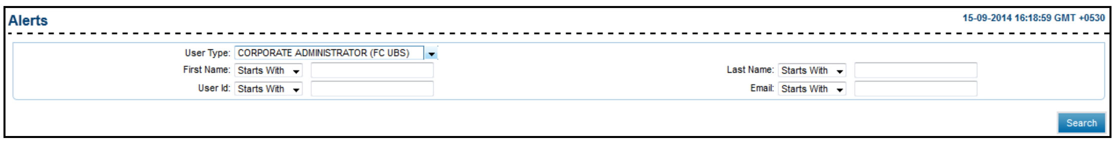
35. Alert Registration

This option allows the user to set the alerts for specific transactions.

To register an alert

1. From the **Customer Services** menu, select **Alert Registration**.
   The **Alerts** screen appears.

Alert Registration



Field Description

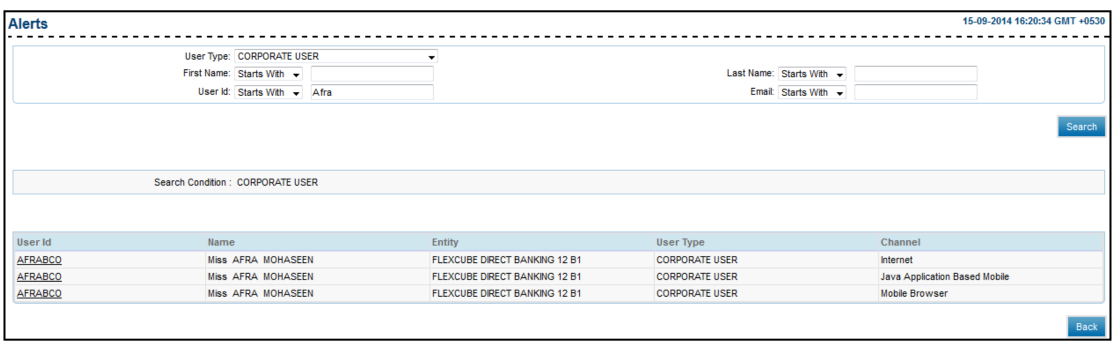
Field Name	Description
User Type	[Optional, Drop-Down] Indicates the type of user to be modified.
First Name	[Optional, Drop-Down, Alphanumeric, 18] Indicates the user's first name as search criteria. The options are: • Starts With • Ends With • Equals • Contains Type the search string in the adjacent field. **For Example**: If you select the search criteria as **Starts With** and enter **A** in the adjacent field, then the system displays all the customer first names starting with **A**.

Field Name	Description
Last Name	[Optional, Drop-Down, Alphanumeric, 18] Indicates the user's last name as search criteria. The options are: • Starts With • Ends With • Equals • Contains Type the search string in the adjacent field. **For Example**: If you select the search criteria as **Starts With** and enter **E** in the adjacent field, then the system displays all the customer last names starting with **E.**
User Id	[Optional, Drop-Down, Alphanumeric, 18] Indicates the user ID. The options are: • Starts With • Ends With • Equals • Contains Type the search string in the adjacent field. **For Example**: If you select the search criteria as **Starts With** and enter **1** in the adjacent field, then the system displays all the user ID's starting with **1.**

Field Name	Description
Email	[Optional, Drop-Down, Alphanumeric] Indicates the email ID of the user as search criteria. The options are: • Starts With • Ends With • Equals • Contains Type the search string in the adjacent field. **For Example**: If you select the search criteria as **Starts With** and enter **L** in the adjacent field, then the system displays all the email ID's starting with **L**. **Note**: Email ID is **UNIQUE** across all user of the application and validation is in place for the same. You may get an error if non-unique Email ID is entered.

2. Click **Search**.
The **Alerts** screen with the search results appears.

Alerts



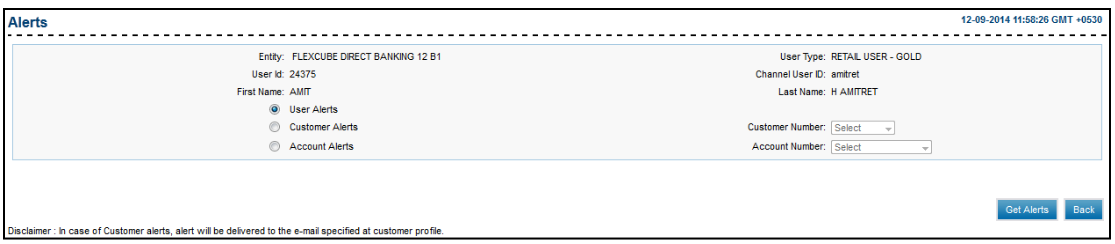
Field Description

Column Name	Description
User Id	[Display, Link] Displays the user ID. Indicates the link to view the Alerts screen.
Name	[Display] Displays the name of the user.

Column Name	Description
Entity	[Display] Displays the entity mapped to the user.
User Type	[Display] Displays the type of user.
Channel	[Display] Displays the channel through which the transactions are processed.

3. Click the **User Id** link.
The **Alerts** screen appears.
OR
Click **Back**.
The previous **Alerts** screen appears.

Alerts



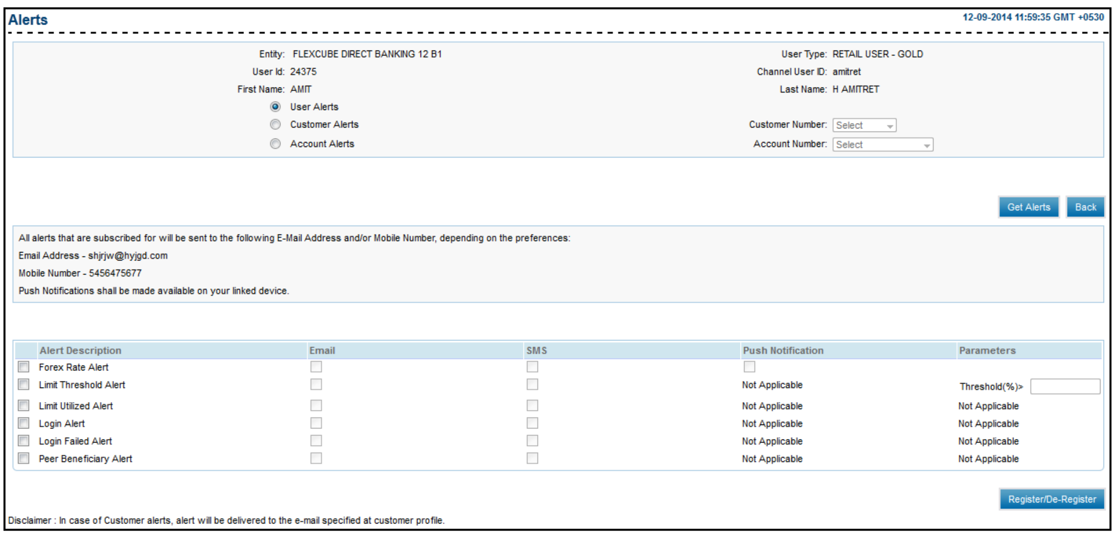
Field Description

Field Name	Description
It is mandatory to select any one Alerts option	
User Alerts	[Optional, Option] Indicates alerts for all the customer ids and account numbers mapped to the user.
Customer Alerts	[Optional, Option] Indicates the alerts for a particular customer id.
Account Alerts	[Optional, Option] Indicates alerts for a particular account of the user.
Customer Number	[Conditional, Drop-Down] Indicates the customer IDs mapped to the user. To enable this field select **Customer Alerts** option.

Field Name	Description
Account Number	[Conditional, Drop-Down] Indicates the accounts mapped to the user. To enable this field select **Account Alerts** option.

4. Select the appropriate Alert type.
5. Click **Get Alerts**.
   The **Alerts** screen appears.
   OR
   Click **Back**.
   The previous **Alerts** screen appears.

User Alerts



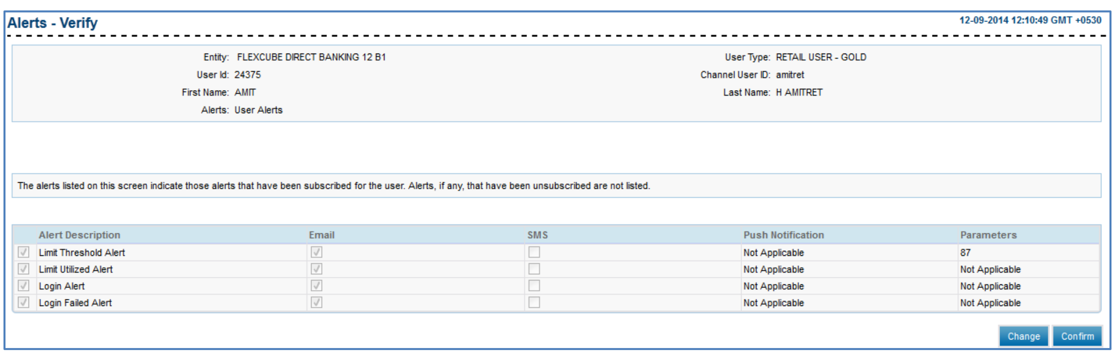
Field Description

Column Name	Description
It is mandatory to select any one check box.	
Alert Description	[Optional, Check Box] Indicates the brief description of an alert.
Email	[Optional, Check Box] Indicates whether the alert is to be sent as an email.
SMS	[Optional, Check Box] Indicates whether the alert is to be sent as an SMS on the user's mobile number.

Column Name	Description
Push Notification	[Optional, Check Box] Indicates whether the alert is to be generated and displayed to the user through the push notification functionality.
Threshold % **(Parameters)**	[Conditional, Numeric, 11] Indicates that an alert is generated if the transaction exceeds the mentioned amount. This field appears if you select the **User Alerts** option.
Debit Above	[Conditional, Numeric, 11] Indicates that an alert is generated if an amount equal to or above the specified amount is debited from the account. This field appears if you select the **Account Alerts** option and **Debit Alert** option.
Credit Above	[Conditional, Numeric, 11] Indicates that an alert is generated if the transaction exceeds the mentioned amount. This field appears if you select the **Account Alerts** option and for **Credit Alert** option.

6. To receive the alerts, select the **Alert Description** check box.
7. To receive the alerts, select either the **Email** or **SMS** or **Push Notification** check box.
8. Click **Register/De-Register**.
   The **Alerts - Verify** screen appears.

User Alerts - Verify

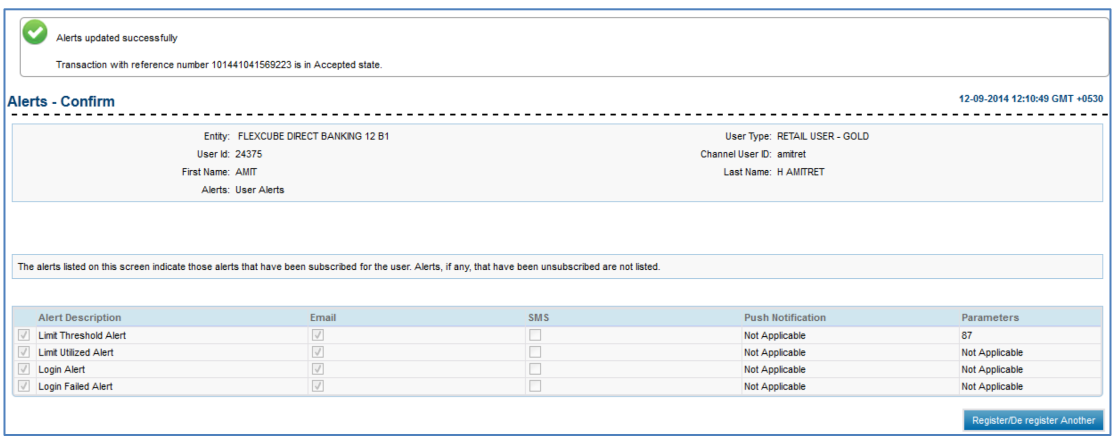


Field Description

Column Name	Description
User Id	[Display] Displays the user Id of the selected user.
Channel User Id	[Display] Displays the channel user id of the selected user.
First Name	[Display] Displays the first name of the user.
Last Name	[Display] Displays the last name of the user.

9. Click **Confirm**.
The **Alerts - Confirm** screen appears.
OR
Click **Change**.
The **Alerts** screen appears.

User Alerts - Confirm



10. Click **Register/De-Register Another**.
The **Alerts** screen appears.

35.3 Forex Alert Subscription

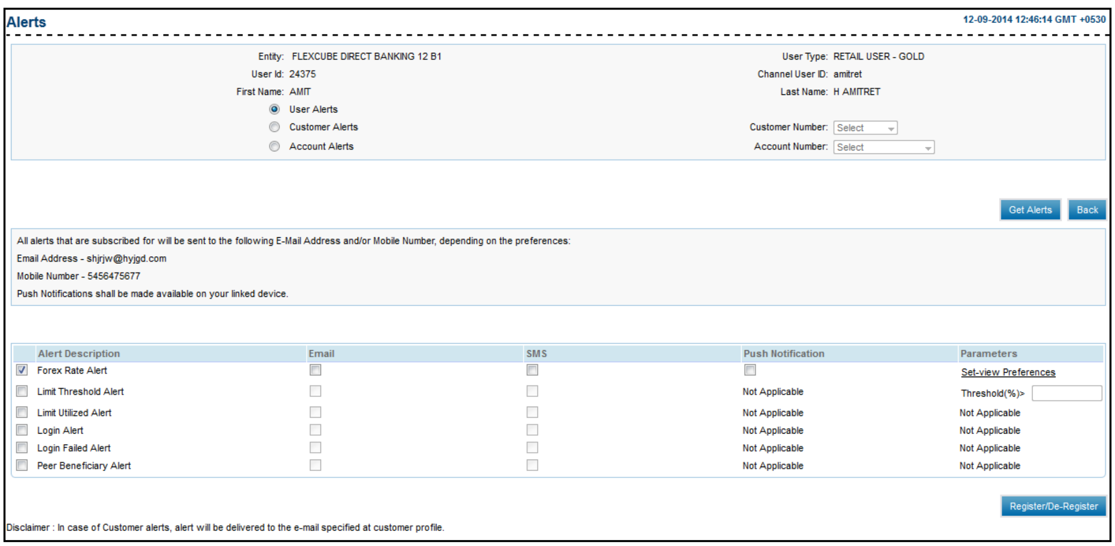
The *Forex Alert Subscription* screen allows the *Administrator* to define parameters on the basis of which forex alerts are generated.

It is possible for the user to define multiple currency pairs for which to receive forex alerts. The maximum number of currency pairs that can be defined shall be configurable at Day 0. By default the user shall be able to define upto 5 currency pairs.

To subscribe for forex alerts

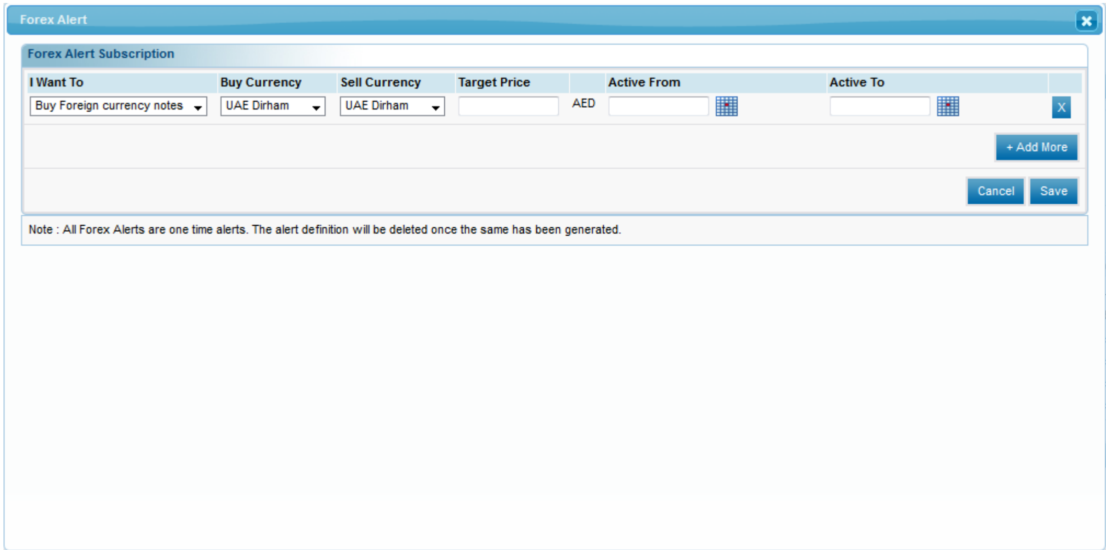
1. Select the **User Alerts** option.
2. Click **Get Alerts**.
   The **Alerts** screen appears.
   OR
   Click **Back**.
   The previous **Alerts** screen appears.

Forex Alert Subscription



3. To subscribe for Forex alert, select the **Forex Alert** checkbox in the **Alert Description** field.
4. To subscribe the alert, select either the **Email** or **SMS** or **Push Notification** check box.
5. Click the **Set/View Preferences** link.
   The **Forex Alerts Subscription** screen appears.

Forex Alert Subscription

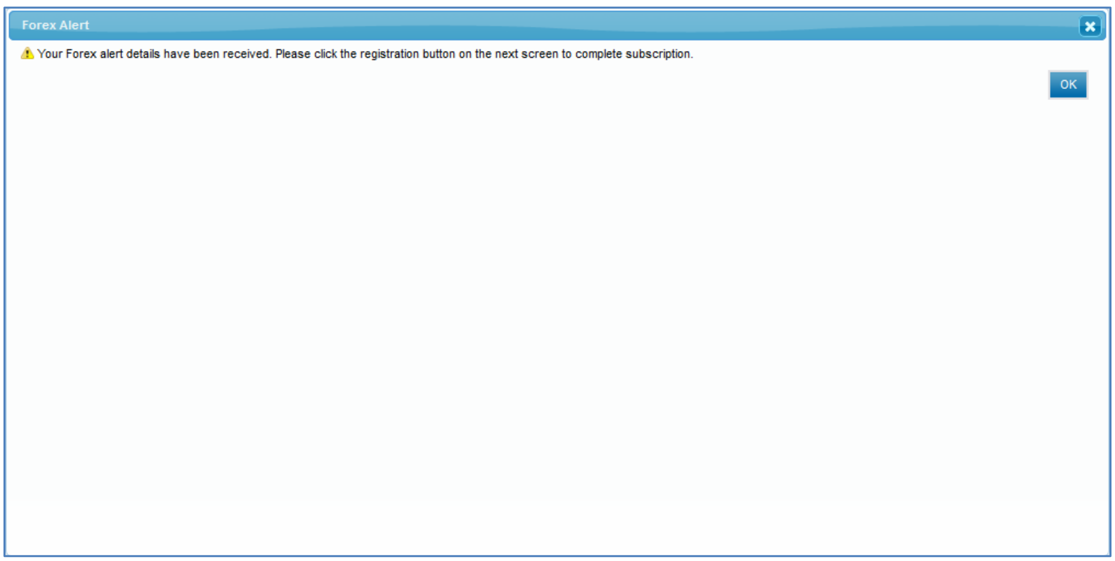


Field Description

Column Name	Description
I Want To	[Mandatory, Drop-Down] Indicates the type of rate for which alert is required. The options are: • Buy Foreign currency notes • Buy Travellers cheque • Make Fund Transfer
Buy Currency	[Mandatory, Drop-Down] Indicates the currency which is to be bought.
Sell Currency	[Mandatory, Drop-Down] Indicates the desired currency which is to be sold.
Target Price	[Mandatory, Numeric, 15] Indicates the target price which when attained triggers the generation of an alert.
From Date	[Mandatory, Pick List] Indicates the start date of the alert generation if the specified currency pair reaches the defined target price.
To Date	[Mandatory, Pick List] Indicates the end date of the alert generation if the specified currency pair reaches the defined target price.

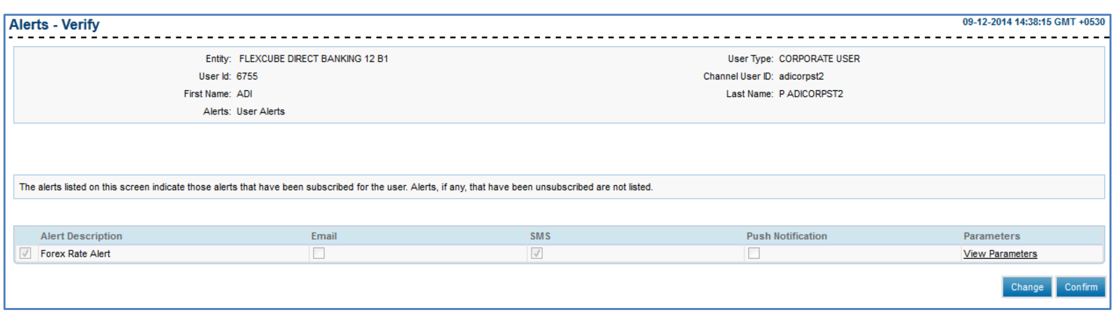
6. From the **I Want To** list, select the appropriate option.
7. From the **Buy Currency** list, select the appropriate option.
8. From the **Sell Currency** list, select the appropriate option.
9. In the **Target Price** field, enter the target price.
10. From the **From Date** list, select the appropriate date.
11. From the **To Date** list, select the appropriate date.
12. Click **Save**.
    The **Forex Alert** screen with confirmation message appears.
    OR
    Click **Cancel** to close the screen.

Confirmation



13. Click **OK** to close the screen.
14. Click **Register/De-Register**.
    The **Alerts - Verify** screen appears.

Alerts - Verify

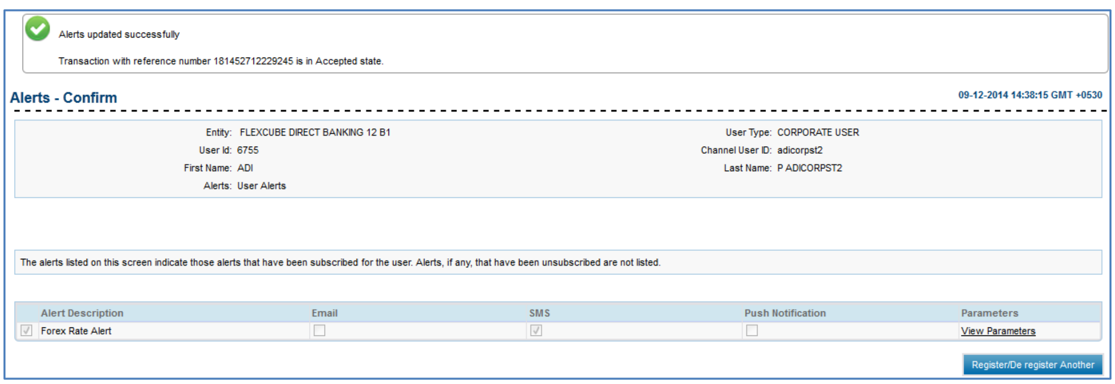


Field Description

Column Name	Description
User Id	[Display] Displays the user Id of the selected user.
Channel User Id	[Display] Displays the channel user id of the selected user.
First Name	[Display] Displays the first name of the user.
Last Name	[Display] Displays the last name of the user.

15. Click **Confirm**.
    The **Alerts - Confirm** screen appears.
    OR
    Click **Change**.
    The **Alerts** screen appears.
    OR
    Click the **View Parameters** link.
    The **Forex Alerts Subscription** screen appears.

User Alerts - Confirm



16. Click **Register/De-Register Another**.
    The **Alerts** screen appears.

36. Global Limit Packages

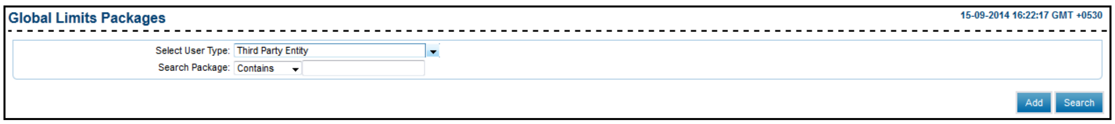
36.2 Add Global Limit Package

This option allows you to add a new global limit package.

To add a global limit package

1. From the **Customer Services** menu, select **Global Limit Packages**.
   The **Global Limit Packages** screen appears.

Global Limit Packages



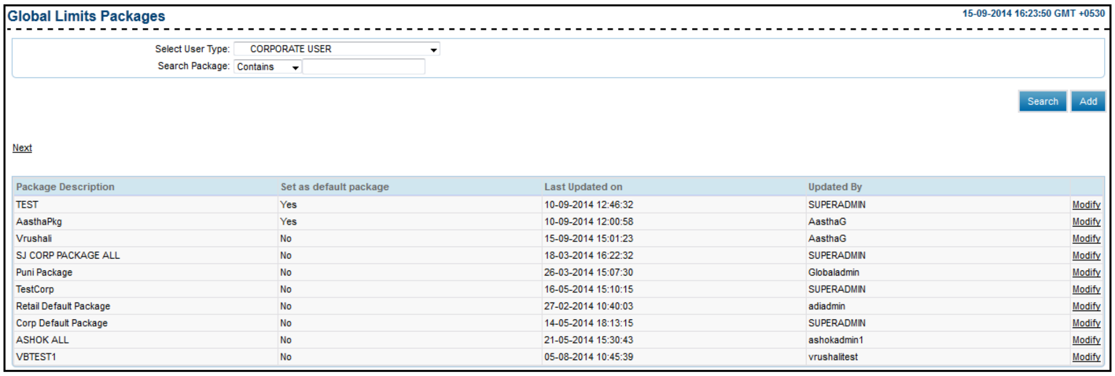
Field Description

Field Name	Description
Select User Type	[Mandatory, Drop-Down] Indicates the entity and user types for which Limit package to be created.
Search Package	[Mandatory, Drop Down] Indicates the search type and package name pattern. The options are: • Start With • Ends With • Equals • Contains Type the search string in the adjacent field. This field appears if the **Corporate User** option is selected from the **User Type** list. **For Example**: If you select the search criteria as **Starts With** and enter **L** in the adjacent field, then the system displays all the customer ID's starting with **L**.

2. From the **Select User Type** list, select the appropriate option.
3. From the **Search Package** list, select the appropriate option and enter the search stirng.
4. Click **Search**.
   The **Global Limit Packages** with search results appears.
   OR

Click **Add**.
The **Global Limit Packages** screen appears.

Global Limit Packages

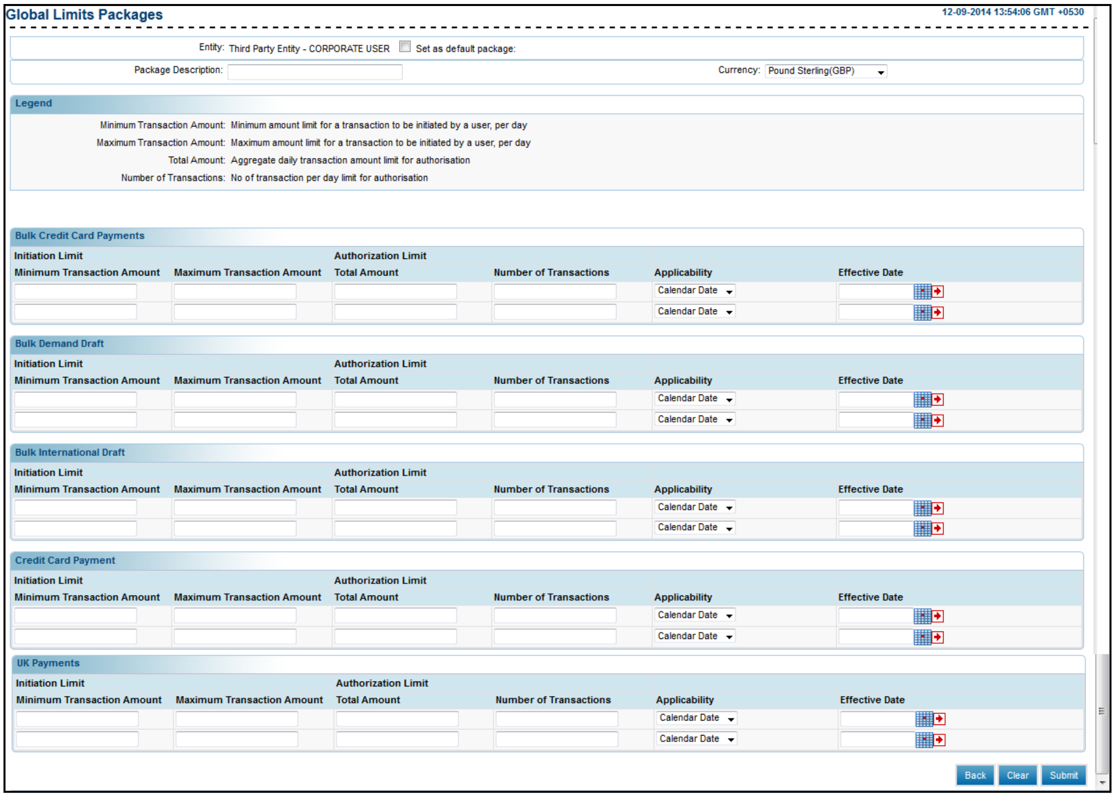


Field Description

Field Name	Description
Package Description	[Display] Displays the package description given at time of package creation.
Set as default package	[Display] Displays whether it is a default package or not.
Last Updated on	[Display] Displays the package last updated on date with time stamp.
Updated By	[Display] Displays the user id of user who has updated the package last.

5. Click **Add**.
The **Global Limit Package Add** screen appears.
OR
Click the **Modify** link to modify the record.
The **Global Limit Packages** screen appears.

Global Limit Packages-Add



Field Description

Field Name	Description
Entity	[Display] Displays the selected Entity / Entity User type for which package is to be created.
Set as Default	[Optional, Check Box] Indicates whether the package to be created is the default package for the entity.
Package Description	[Mandatory, Alphanumeric, 35] Indicates the package description.
Currency	[Mandatory, Drop-down] Indicates the package currency. All the amount fields in package are defined in this currency.

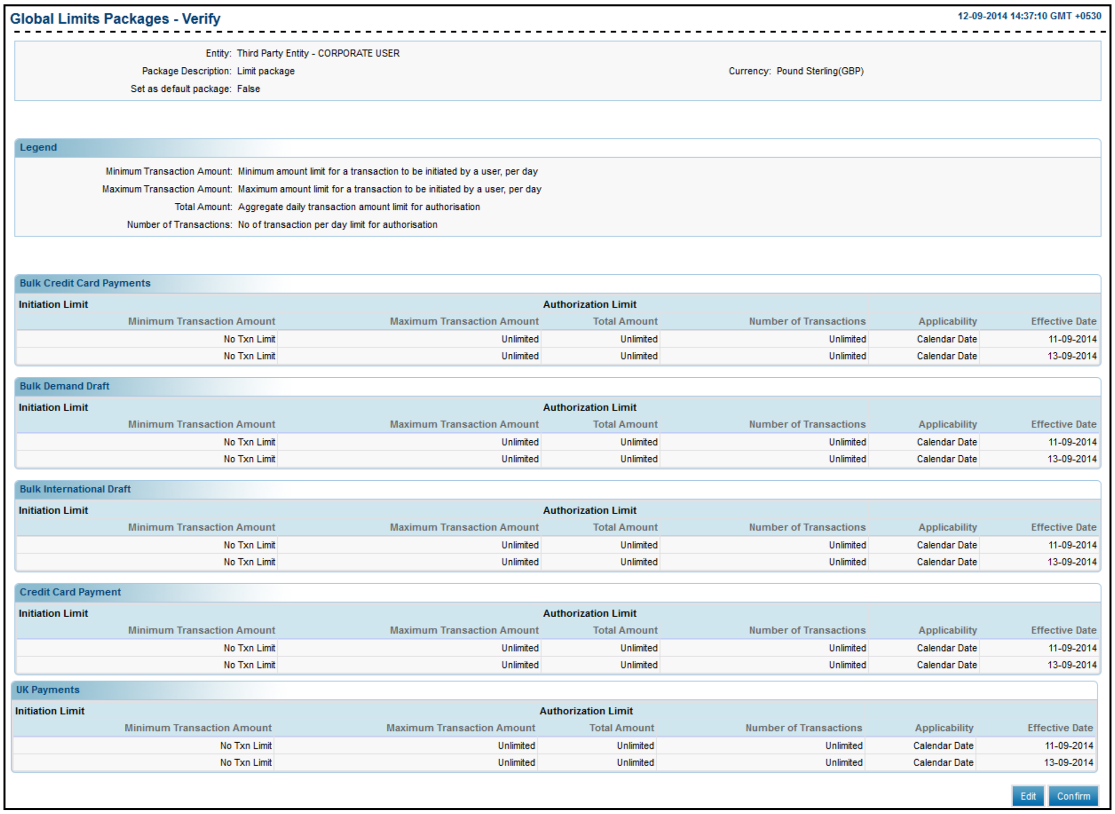
Transaction Limits Section

Field Name	Description
Transaction Name	[Display] Displays the transaction name for which the limit is to be set.
Initiation Limit	
Minimum Transaction Amount	[Optional, Numeric, 13, Two] Indicates the minimum amount limit for a transaction to be initiated by a user par transaction. If no value is entered then no minimum amount limit is assumed.
Maximum Transaction Amount	[Optional, Numeric, 13, Two] Indicates the maximum amount limit for a transaction to be initiated by a user par day. If no value is entered then indefinite limit for the initiation is assumed.
Authorization Limit	
Total Amount	[Optional, Numeric,16] Indicates the maximum daily cumulative transaction amount available for authorization. If no value is entered, then indefinite limit for authorization is assumed.
Number of Transaction	[Optional, Numeric, 3] Indicates the maximum number of transactions available for authorization. If no value is entered then indefinite limit for the authorization is
Applicability	[Mandatory, Drop-Down] Indicates the date on which the limit will be made applicable. Only calendar date is allowed.
Effective Date	[Mandatory, Pick list] Indicates the date on which the limit shall be effective. The date should be greater than the current date. Click  to select first applicable effective calendar date.

6. In the **Package Description** field, enter the package description.
7. From the **Currency** list, select the appropriate option.
8. From the **Applicability** list, select the appropriate option.
9. From the **Effective Date** list, select the appropriate date.
10. Click **Submit**.
    The **Global Limits Package-Verify** screen appears.

OR
Click **Clear** to clear the entered data.
OR
Click **Back** to go to the previous screen.
The initial **Global Limits Packages** screen appears.

Global Limits Packages- Verify



Global Limits Packages - Verify 12-09-2014 14:37:10 GMT +0530

Entity: Third Party Entity - CORPORATE USER
Package Description: Limit package
Currency: Pound Sterling(GBP)
Set as default package: False

Legend

Minimum Transaction Amount: Minimum amount limit for a transaction to be initiated by a user, per day
Maximum Transaction Amount: Maximum amount limit for a transaction to be initiated by a user, per day
Total Amount: Aggregate daily transaction amount limit for authorisation
Number of Transactions: No of transaction per day limit for authorisation

Bulk Credit Card Payments

Initiation Limit		Authorization Limit			
Minimum Transaction Amount	Maximum Transaction Amount	Total Amount	Number of Transactions	Applicability	Effective Date
No Txn Limit	Unlimited	Unlimited	Unlimited	Calendar Date	11-09-2014
No Txn Limit	Unlimited	Unlimited	Unlimited	Calendar Date	13-09-2014

Bulk Demand Draft

Initiation Limit		Authorization Limit			
Minimum Transaction Amount	Maximum Transaction Amount	Total Amount	Number of Transactions	Applicability	Effective Date
No Txn Limit	Unlimited	Unlimited	Unlimited	Calendar Date	11-09-2014
No Txn Limit	Unlimited	Unlimited	Unlimited	Calendar Date	13-09-2014

Bulk International Draft

Initiation Limit		Authorization Limit			
Minimum Transaction Amount	Maximum Transaction Amount	Total Amount	Number of Transactions	Applicability	Effective Date
No Txn Limit	Unlimited	Unlimited	Unlimited	Calendar Date	11-09-2014
No Txn Limit	Unlimited	Unlimited	Unlimited	Calendar Date	13-09-2014

Credit Card Payment

Initiation Limit		Authorization Limit			
Minimum Transaction Amount	Maximum Transaction Amount	Total Amount	Number of Transactions	Applicability	Effective Date
No Txn Limit	Unlimited	Unlimited	Unlimited	Calendar Date	11-09-2014
No Txn Limit	Unlimited	Unlimited	Unlimited	Calendar Date	13-09-2014

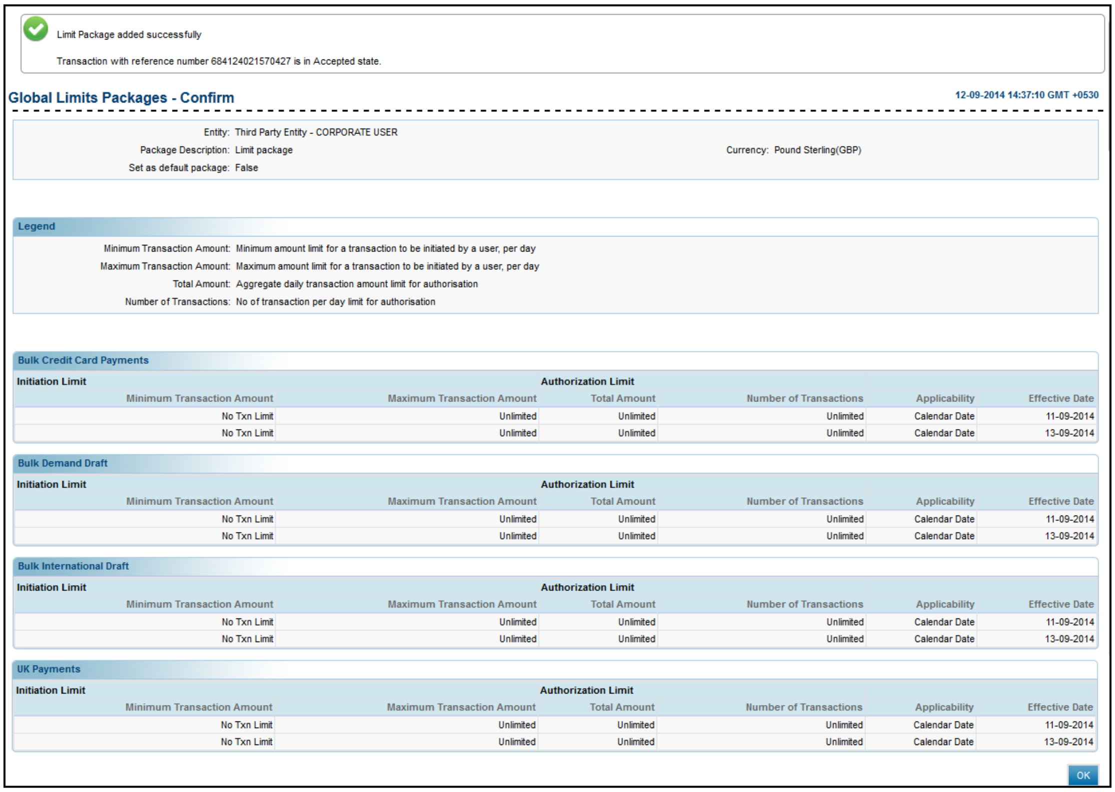
UK Payments

Initiation Limit		Authorization Limit			
Minimum Transaction Amount	Maximum Transaction Amount	Total Amount	Number of Transactions	Applicability	Effective Date
No Txn Limit	Unlimited	Unlimited	Unlimited	Calendar Date	11-09-2014
No Txn Limit	Unlimited	Unlimited	Unlimited	Calendar Date	13-09-2014

Edit Confirm

11. Click **Confirm**.
The **Global Limits Packages - Confirm** screen appears.
OR
Click **Edit** button if any details are to be edited.
The **Global Limits Packages** screen appears.

Global Limit Packages - Confirm



12. Click **Ok**.
The **Global limit Package-Search** screen appears.

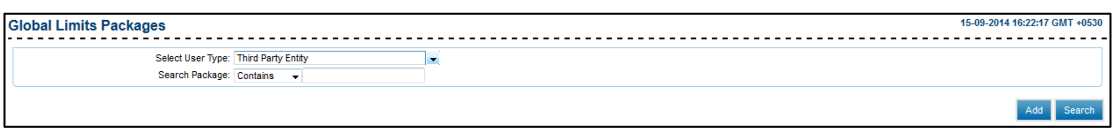
Modify Global Limit Package

This option allows you to modify an existing global limit package.

To modify global limit package

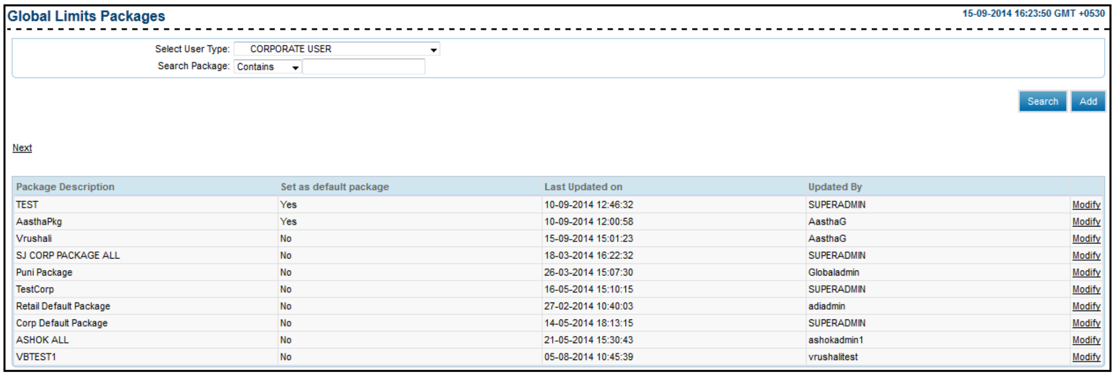
1. From the **Customer Services** menu, select **Global Limit Packages**.
The **Global Limit Packages** screen appears.

Global Limit Packages



2. Click **Search**.
The **Global Limit Packages** with search results appears.
OR
Click **Add**.
The **Global Limit Packages** screen appears.

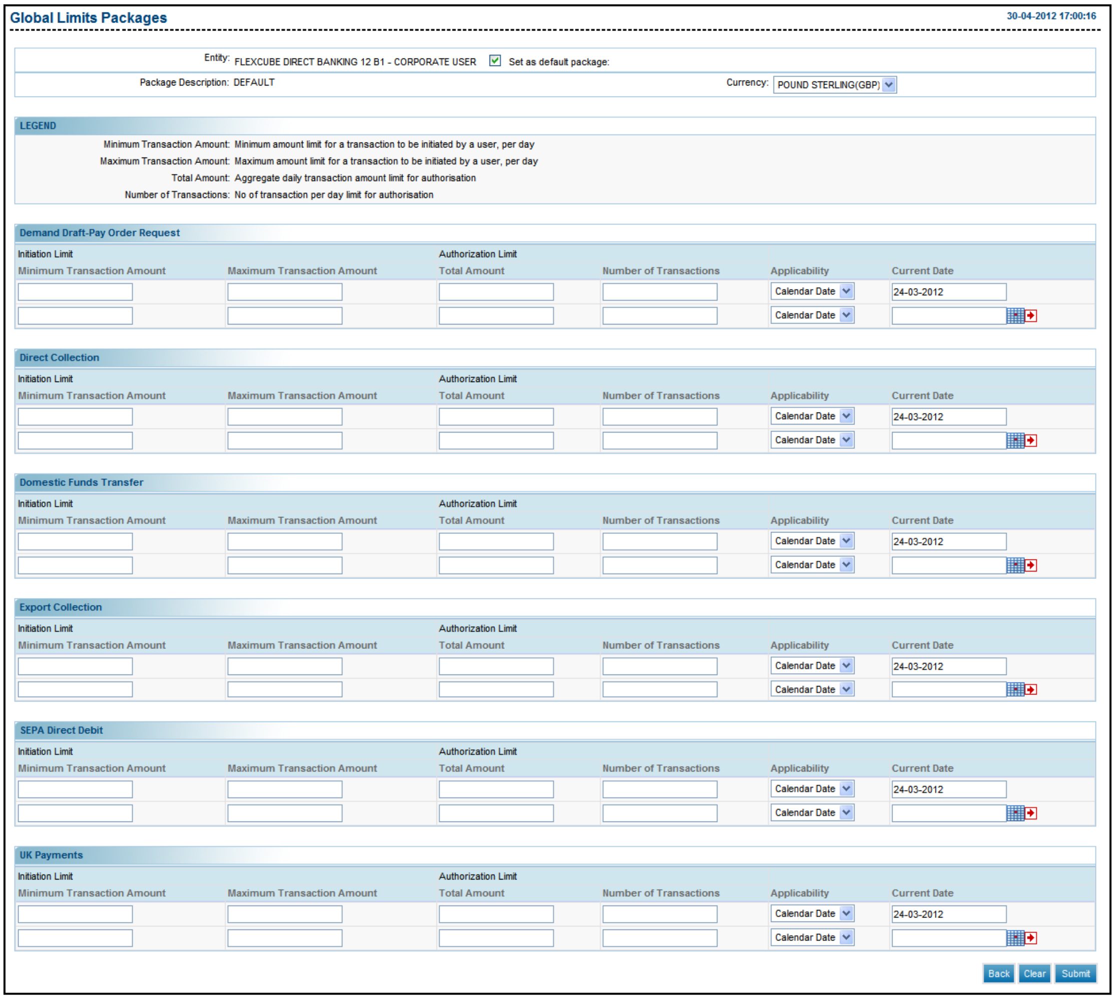
Global Limit Packages



Package Description	Set as default package	Last Updated on	Updated By	
TEST	Yes	10-09-2014 12:46:32	SUPERADMIN	Modify
AasthaPkg	Yes	10-09-2014 12:00:58	AasthaG	Modify
Vrushali	No	15-09-2014 15:01:23	AasthaG	Modify
SJ CORP PACKAGE ALL	No	18-03-2014 16:22:32	SUPERADMIN	Modify
Puni Package	No	26-03-2014 15:07:30	Globaladmin	Modify
TestCorp	No	16-05-2014 15:10:15	SUPERADMIN	Modify
Retail Default Package	No	27-02-2014 10:40:03	adiadmin	Modify
Corp Default Package	No	14-05-2014 18:13:15	SUPERADMIN	Modify
ASHOK ALL	No	21-05-2014 15:30:43	ashokadmin1	Modify
VBTEST1	No	05-08-2014 10:45:39	vrushalitest	Modify

3. Click the **Modify** link to modify the record.
   The **Global Limit Packages** screen appears.

Global Limit Packages



Note: If the effective date is less than the current date then the transaction details cannot be modified, however if the effective date is more than the current date they can be modified.

Field Description

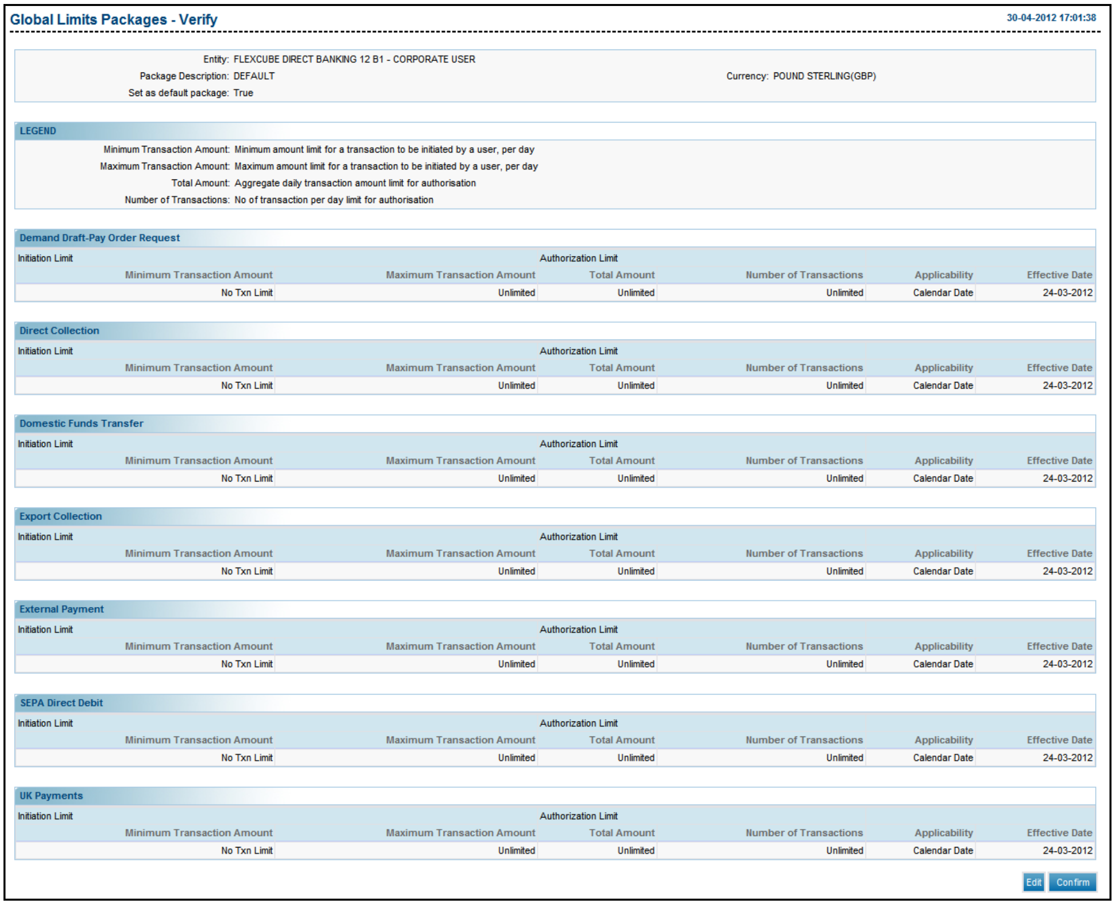
Field Name	Description
Entity	[Display] Displays the selected Entity / Entity User type for which package is to be created.
Set as Default	[Optional, Check Box] Indicates whether the package to be created is the default package for the entity.

Field Name	Description
Package Description	[Mandatory, Alphanumeric, 35] Indicates the package description.
Currency	[Mandatory, Drop-down] Indicates the package currency. All the amount fields in package are defined in this currency.
Transaction Limits Section	
Transaction Name	[Display] Displays the transaction name for which the limit is to be set.
Initiation Limit	
Minimum Transaction Amount	[Optional, Numeric, 13, Two] Indicates the minimum amount limit for a transaction to be initiated by a user par transaction. If no value is entered then no minimum amount limit is assumed.
Maximum Transaction Amount	[Optional, Numeric, 13, Two] Indicates the maximum amount limit for a transaction to be initiated by a user par day. If no value is entered then indefinite limit for the initiation is assumed.
Authorization Limit	
Total Amount	[Optional, Numeric,16] Indicates the maximum daily cumulative transaction amount available for authorization. If no value is entered, then indefinite limit for authorization is assumed.
Number of Transaction	[Optional, Numeric, 3] Indicates the maximum number of transactions available for authorization. If no value is entered then indefinite limit for the authorization is
Applicability	[Mandatory, Drop-Down] Indicates the date on which the limit will be made applicable. Only calendar date is allowed.

Field Name	Description
Effective Date	[Mandatory, Pick list] Indicates the date on which the limit shall be effective. The date should be greater than the current date. Click to select first applicable effective calendar date.

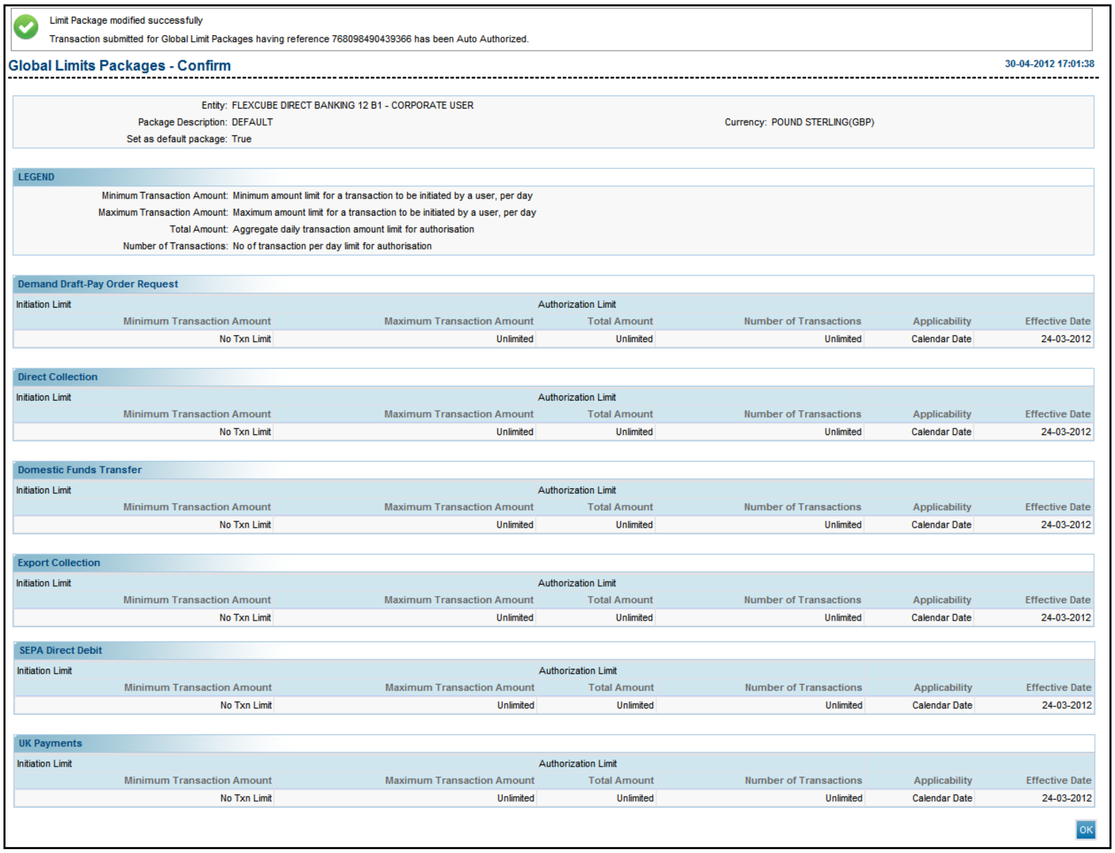
4. In the **Package Description** field, enter the package description.
5. From the **Currency** list, select the appropriate option.
6. From the **Applicability** list, select the appropriate option.
7. From the **Effective Date** list, select the appropriate date.
8. Click **Submit**.
   The **Global Limits Package-Verify** screen appears.
   OR
   Click **Clear** to clear the entered data.
   OR
   Click **Back** to go to the previous screen.
   The initial **Global Limits Packages** screen appears

Global Limit Packages- Verify



9. Click **Confirm**.
The **Global Limits Packages - Confirm** screen appears.
OR
Click **Edit** button if any details are to be edited.
The **Global Limits Packages** screen appears.

Global Limits Package-Confirm



10. Click **Ok**.
The **Global limit Package-Search** screen appears.

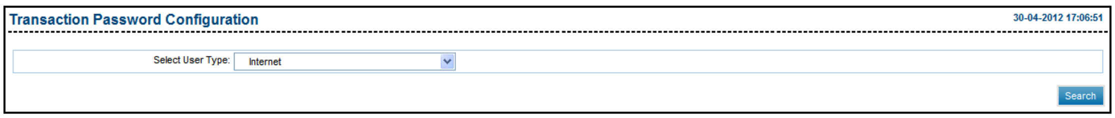
37. Transaction Password Configuration

The **Transaction Password Configuration** allows the administrator to configure the transaction password.

To configure transaction password

1. From the **Maintenance and Setup** menu, select **Transaction Password Configuration**.
   The **Transaction Password Configuration** screen appears.

Transaction Password Configuration

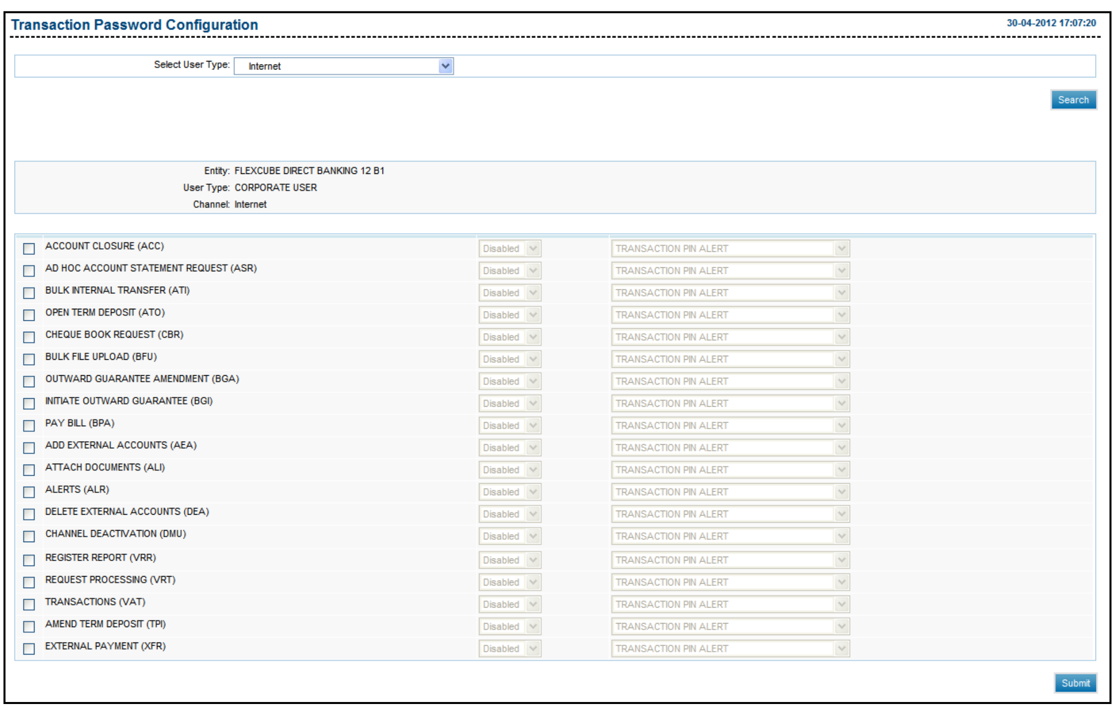


Field Description

Field Name	Description
Select User Type	[Mandatory, Drop-Down] Indicates the all the user types and channels under the entity.

2. From the **Select User Type** list, select the appropriate option.
3. Click **Search**.
   The **Transaction Password Configuration** screen appears.

Transaction Password Configuration



Field Description

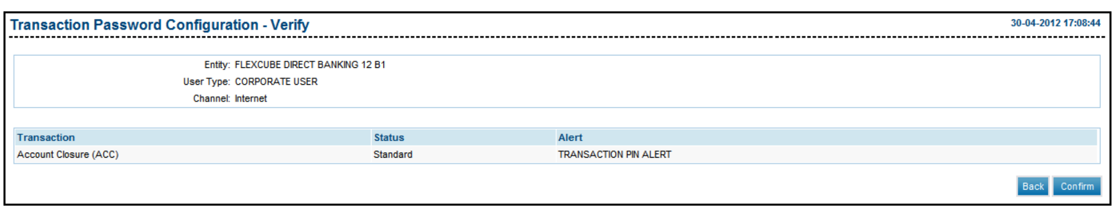
Field Name	Description
Entity	[Display] Displays the entity description.
User Type	[Display] Displays the user type selected for the search.
Channel	[Display] Displays the user type channel.

Column Description

Column Name	Description
Transaction	[Mandatory, Check Box] Indicates the user to select the transaction for editing for setting up the transaction password.
Status	[Conditional, Drop-Down] Indicates the transaction status from the drop-down list. The options are: • Disabled • Standard To enable this field, select the **Transaction** check box.

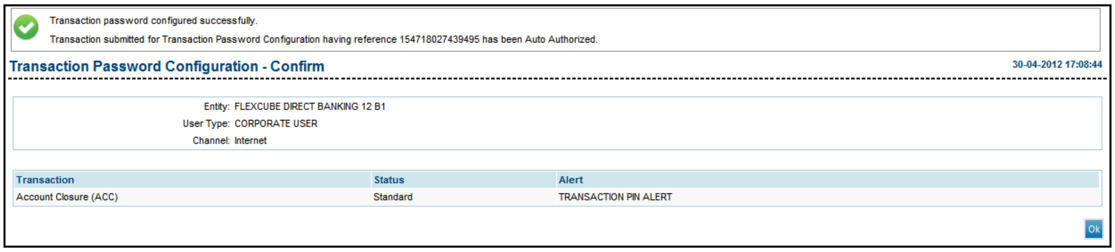
4. To enable transaction password for the transaction, select the **Transaction** check box.
5. Click **Submit**.
   The **Transaction Password Configuration - Verify** screen appears.

Transaction Password Configuration - Verify



6. Click **Confirm**.
   The **Transaction Password Configuration - Confirm** screen appears.
   OR
   Click **Back** to go to the previous screen.
   The **Transaction Password Configuration** screen appears.

Transaction Password Configuration - Confirm



7. Click **OK**.
   The **Transaction Password Configuration** screen appears.

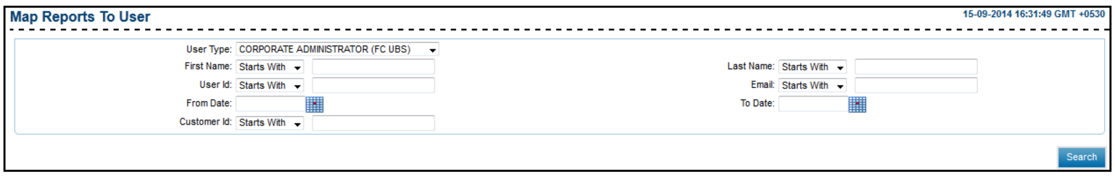
38. Map Reports To Users

There are various report formats developed by the bank for customer usage. This option facilitates mapping of reports to users across various channels users.

To map reports to users

1. From the **Customer Services** menu, select **Map Reports To User**.
   The **Map Reports To User** screen appears.

Map Reports To Users



Field Description

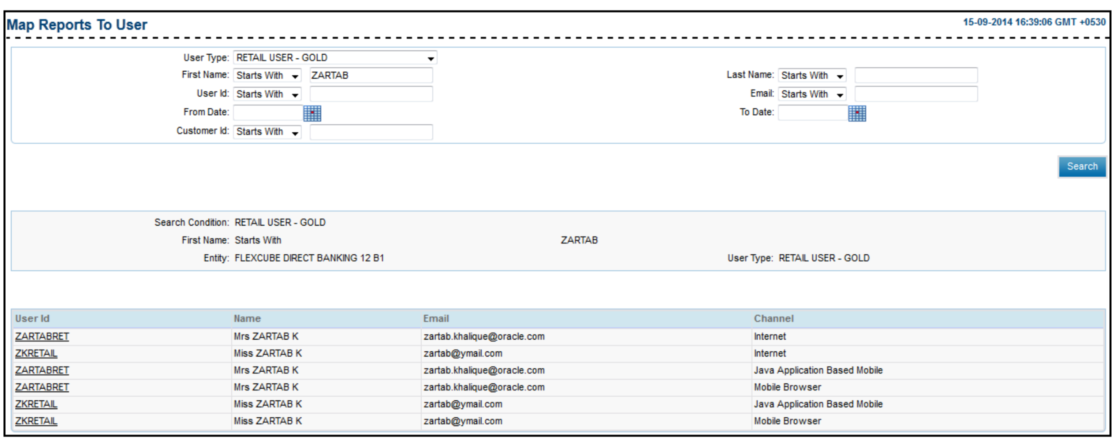
Field Name	Description
User Type	[Optional, Drop-Down] Indicates the user type for search.
First Name	[Optional, Drop-Down, Alphanumeric, 40] Indicates the first name of the user. The options are: • Starts With • Ends With • Equals • Contains Type the search string in the adjacent field. **For Example**: If you select the search criteria as **Starts With** and enter **A** in the adjacent field, then the system displays all the customer first names starting with **A**.

Field Name	Description
Last Name	[Optional, Drop-Down, Alphanumeric, 40] Indicates the last name of the user. The options are: • Starts With • Ends With • Equals • Contains Type the search string in the adjacent field. **For Example**: If you select the search criteria as **Starts With** and enter **E** in the adjacent field, then the system displays all the customer last names starting with **E.**
User Id	[Optional, Drop-Down, Alphanumeric, 20] Indicates the user Id of the user. The options are: • Starts With • Ends With • Equals • Contains Type the search string in the adjacent field. **For Example**: If you select the search criteria as **Starts With** and enter **1** in the adjacent field, then the system displays all the user ID's starting with **1.**

Field Name	Description
Email	[Optional, Drop-Down, Alphanumeric, 100] Indicates the email ID of the user. The options are: • Starts With • Ends With • Equals • Contains Type the search string in the adjacent field. **For Example**: If you select the search criteria as **Starts With** and enter **L** in the adjacent field, then the system displays all the email ID's starting with **L**. **Note**: Email ID is **UNIQUE** across all user of the application and validation is in place for the same. You may get an error if non-unique Email ID is entered.

2. Click **Search**.
The **Map Reports To User** screen with the search result appears.

Map Reports To User



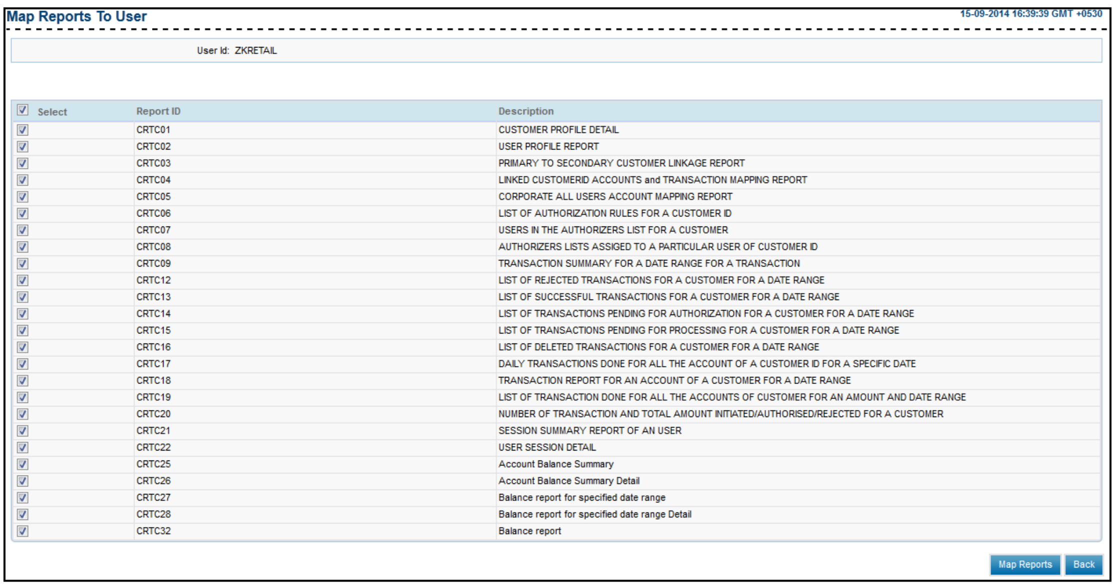
Field Description

Column Name	Description
User Id	[Display, Link] Displays the user Id. Indicates the link to view the report mapping screen.

Column Name	Description
Name	[Display] Displays the full name of the user (first name and last name).
User Type	[Display] Displays the type of user.
Channel	[Display] Displays the channel for which the user Id has access to.

3. Click the **User Id** link.
   The **Map Reports To Users** screen with report details appears.

Map Reports To User



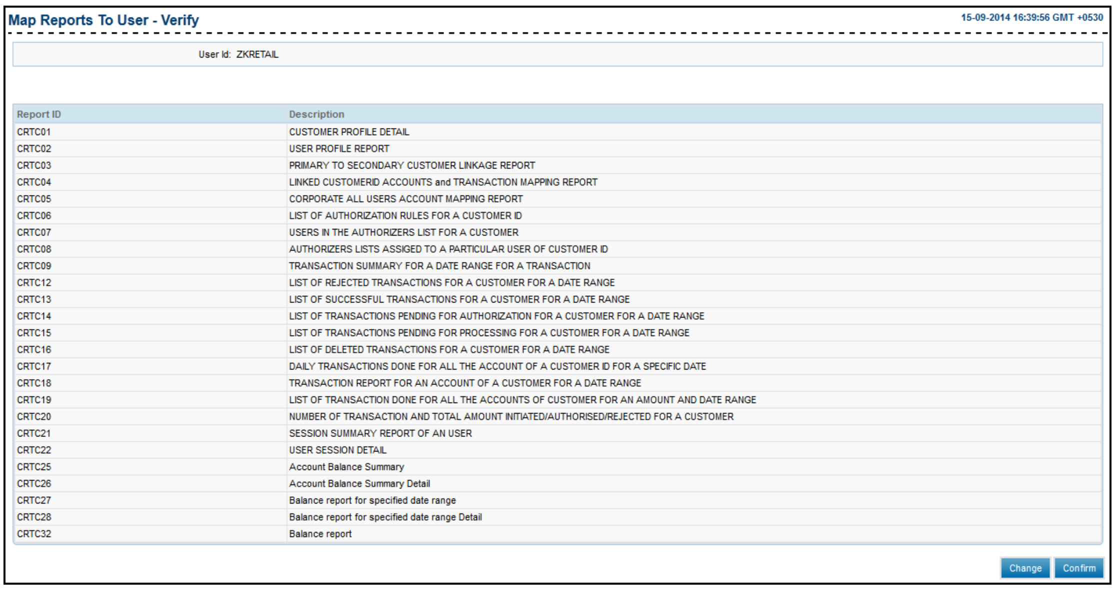
Field Description

Column Name	Description
User ID	[Display] This field displays the channel user Id of the user.
Select	[Optional, Check box] Select the check box to select the report to be mapped.
Report ID	[Display] This column displays the report ID.

Column Name	Description
Description	[Display] This column displays the report description.

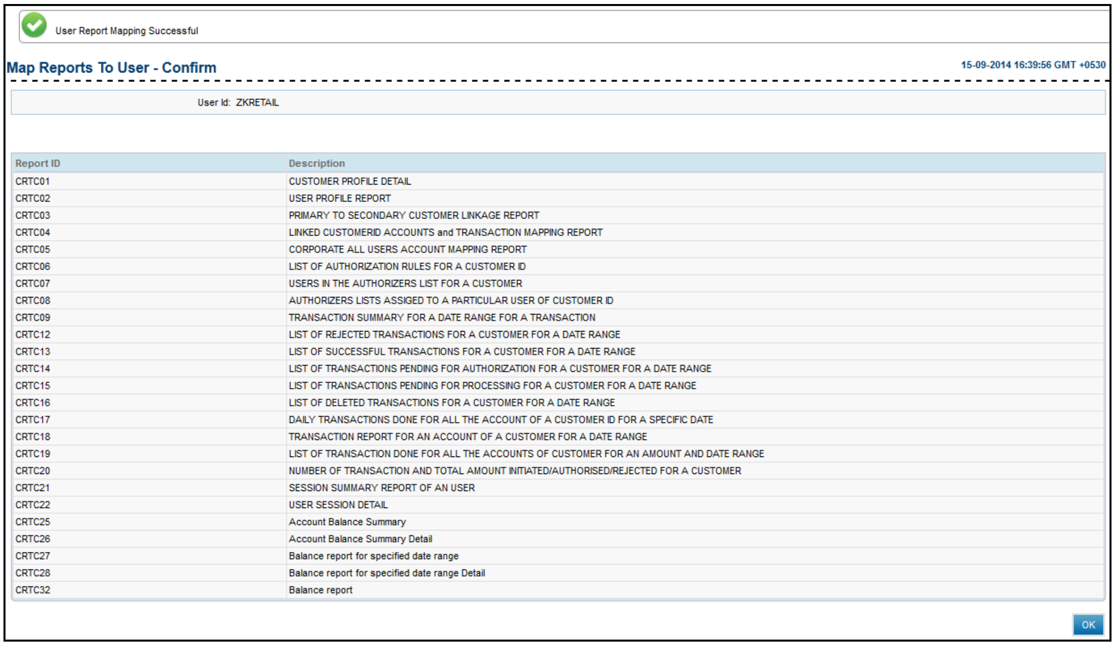
4. To link the report ID's to the user, select the **Select** check box.
5. Click **Map Reports**.
The **Map Reports To User - Verify** screen appears.
OR
Click **Back** to go to the previous screen.
The initial **Map Reports To User** screen appears

Map Reports To User - Verify



6. Click **Confirm**.
The **Map Reports To User - Confirm** screen with the status message appears.
OR
Click **Change** to navigate to the previous screen.
The **Map Reports To User** screen appears.

Map Reports To User - Confirm



Report ID	Description
CRTC01	CUSTOMER PROFILE DETAIL
CRTC02	USER PROFILE REPORT
CRTC03	PRIMARY TO SECONDARY CUSTOMER LINKAGE REPORT
CRTC04	LINKED CUSTOMERID ACCOUNTS and TRANSACTION MAPPING REPORT
CRTC05	CORPORATE ALL USERS ACCOUNT MAPPING REPORT
CRTC06	LIST OF AUTHORIZATION RULES FOR A CUSTOMER ID
CRTC07	USERS IN THE AUTHORIZERS LIST FOR A CUSTOMER
CRTC08	AUTHORIZERS LISTS ASSIGED TO A PARTICULAR USER OF CUSTOMER ID
CRTC09	TRANSACTION SUMMARY FOR A DATE RANGE FOR A TRANSACTION
CRTC12	LIST OF REJECTED TRANSACTIONS FOR A CUSTOMER FOR A DATE RANGE
CRTC13	LIST OF SUCCESSFUL TRANSACTIONS FOR A CUSTOMER FOR A DATE RANGE
CRTC14	LIST OF TRANSACTIONS PENDING FOR AUTHORIZATION FOR A CUSTOMER FOR A DATE RANGE
CRTC15	LIST OF TRANSACTIONS PENDING FOR PROCESSING FOR A CUSTOMER FOR A DATE RANGE
CRTC16	LIST OF DELETED TRANSACTIONS FOR A CUSTOMER FOR A DATE RANGE
CRTC17	DAILY TRANSACTIONS DONE FOR ALL THE ACCOUNT OF A CUSTOMER ID FOR A SPECIFIC DATE
CRTC18	TRANSACTION REPORT FOR AN ACCOUNT OF A CUSTOMER FOR A DATE RANGE
CRTC19	LIST OF TRANSACTION DONE FOR ALL THE ACCOUNTS OF CUSTOMER FOR AN AMOUNT AND DATE RANGE
CRTC20	NUMBER OF TRANSACTION AND TOTAL AMOUNT INITIATED/AUTHORISED/REJECTED FOR A CUSTOMER
CRTC21	SESSION SUMMARY REPORT OF AN USER
CRTC22	USER SESSION DETAIL
CRTC25	Account Balance Summary
CRTC26	Account Balance Summary Detail
CRTC27	Balance report for specified date range
CRTC28	Balance report for specified date range Detail
CRTC32	Balance report

OK

7. Click **OK**.
   The **Map Reports To User** screen appears.

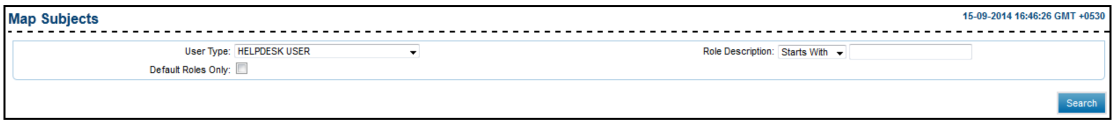
39. Role Subject Mapping

Using the Role Subject mapping you can assign the subjects to a Role which shall be assigned to the user through the roles assigned. Using this transaction the Mails pertaining to the subject will directly go to the administrator which has been assigned the particular role which has been mapped with the Subject.

To map subject to a role

1. From the **Maintenance and Setup** menu, select **Role Subject Mapping**.
   The **Map Subjects** screen appears.

Map Subjects

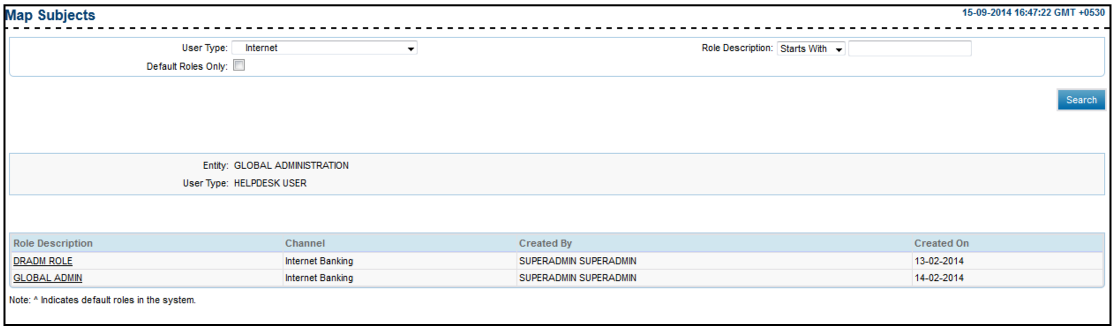


Field Description

Field Name	Description
User Type	[Mandatory, Drop-Down] Indicates the user type.
Role Description	[Optional, Drop-Down, Alphanumeric, 18] Indicates the search criteria for the Role Description from the drop-down list. The options are follow: • Starts With • Ends With • Equals • Contains Type the search string in the adjacent field. **For Example**: If you select the search criteria as **Starts With** and enter **A** in the adjacent field, then the system displays all the user ID's starting with A.
Default Roles Only	[Optional, Check box] Indicates whether to view the default roles only.

2. From the **User Type** list, select the user type.
3. Click **Search**.
   The Map Subject screen with roles and their details appear.

Map Subjects

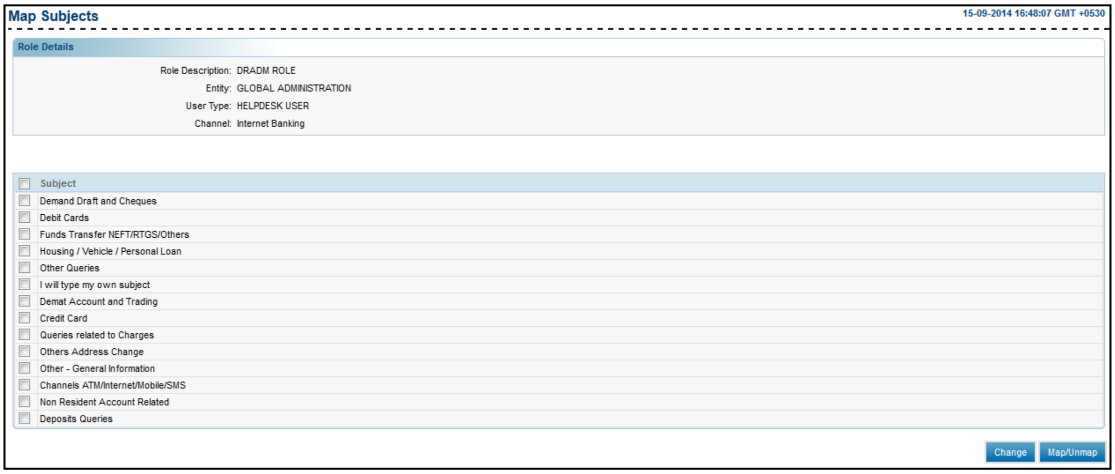


Field Description

Column Name	Description
Entity	[Display] Displays entity name.
User Type	[Display] Displays the type of user.
Role Description	[Display] Displays the roles assigned.
Channel	[Display] Displays the channel through which the transactions are processed.
Created by	[Display] Displays the name of the user through which the role was created
Created on	[Display] Displays the date on which the role was created.

4. Click the **Role Description** link.
   The **Role Subject Mapping** screen appears.

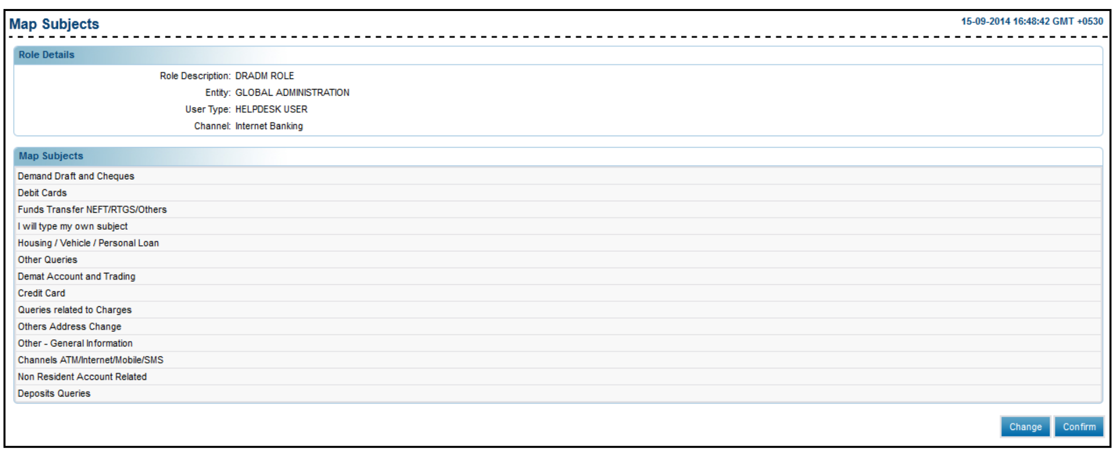
Map Subjects



5. To map the subject to the role, select the **Subject** checkbox.

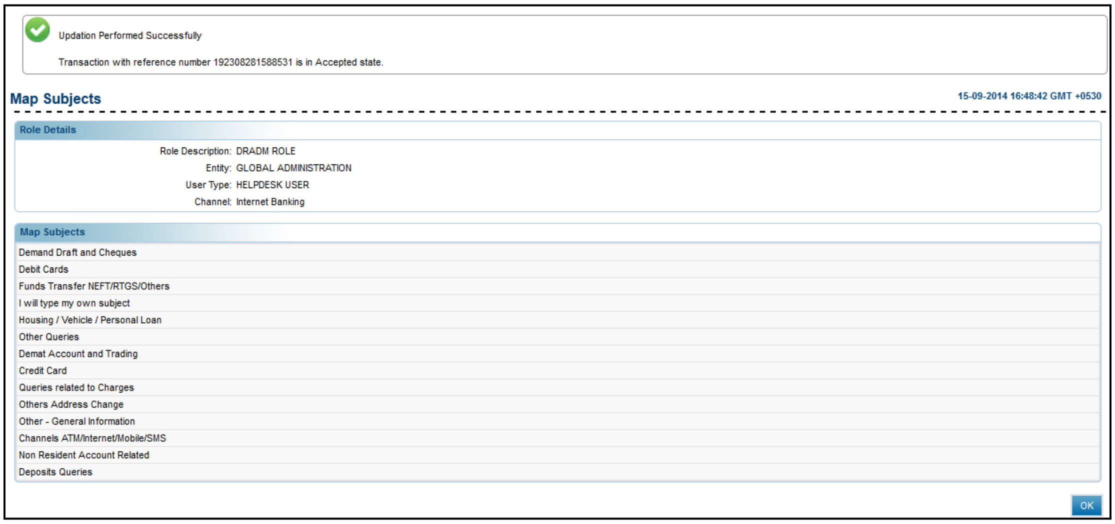
6. Click **Map/ Un map** to map the subject to the role.
The **Map Subjects** verify screen appears.
OR
Click **Change** button to return to the previous screen and change the details.
The **Map Subjects** screen appears.

Map Subjects -Verify



7. Click **Confirm**.
The **Map Subjects** - Confirm screen appears.
OR
Click **Change** to change the details.
The **Map Subjects** screen appears.

Map Subject- Confirm



8. Click **OK**.
   The **Map Subjects** screen appears.

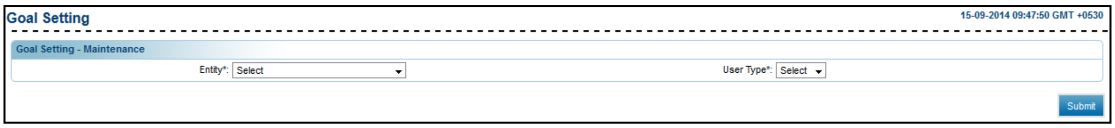
40. Goal Category Maintenance

You can maintain the goal categories, sub categories and default image which will be displayed to the customers for selection.

To maintain goal category

1. From the **Maintenance and Setup** menu, select **Goal Category Maintenance**.
   The **Goal Setting** screen appears.

Goal Setting

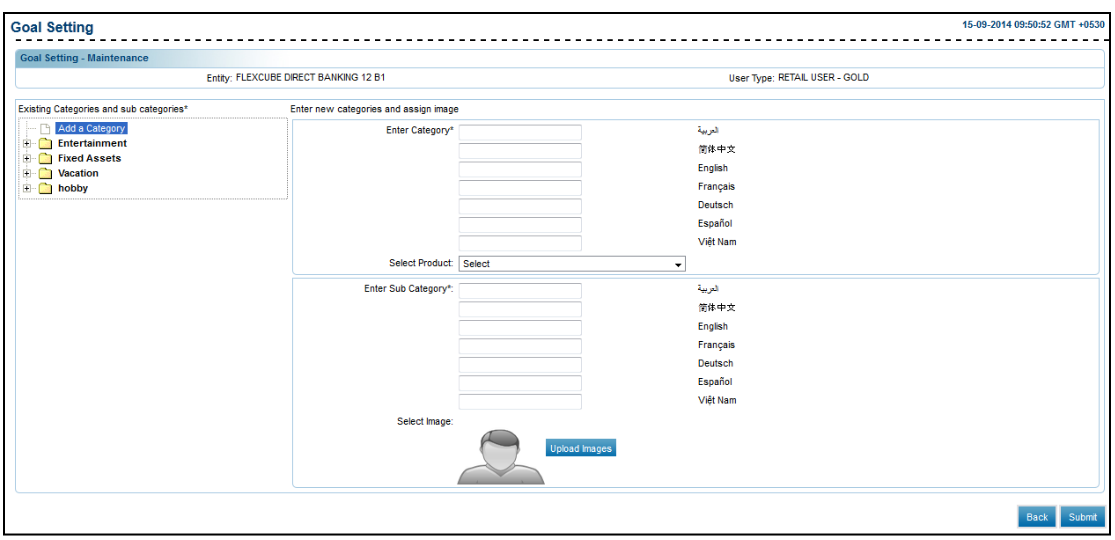


Field Description

Field Name	Description
Entity	[Mandatory, Drop-Down] Indicates the entity.
User Type	[Mandatory, Drop-Down] Indicates the applicable user type.

2. From the **Entity** list, select the appropriate option.
3. From the **User Type** list, select the appropriate option.
4. Click **Submit**.
   The **Goal Settings** screen to view, create and modify category/subcategories appears.

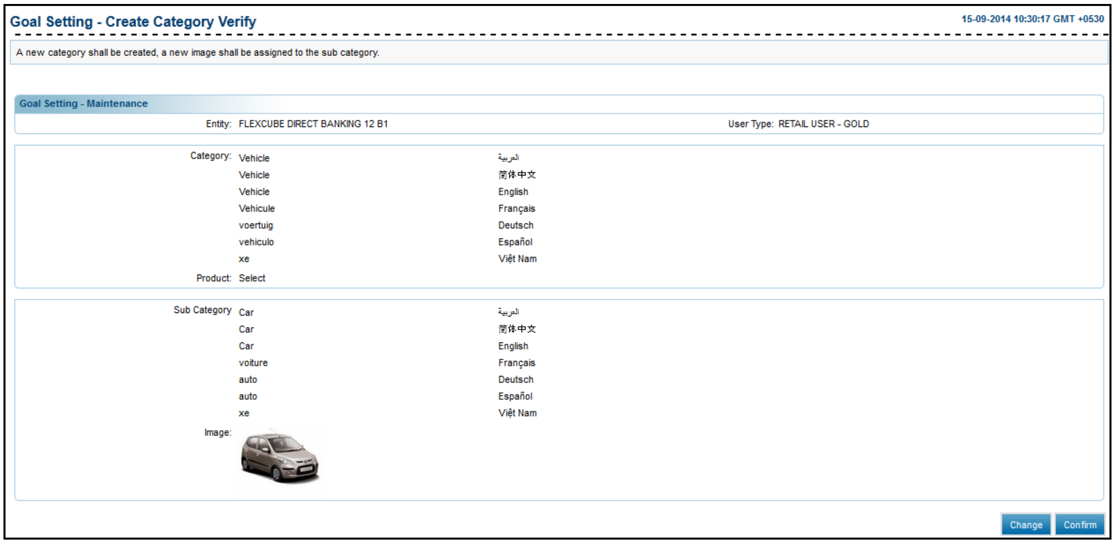
Goal Setting



Field Description

Field Name	Description
Enter Category	[Mandatory, Alphanumeric, 40] Indicates the category to be created. Categories are displayed in all the languages maintained for the entity user type.
Select Product	[Mandatory, Drop-Down] Indicates the product for the entered category. The drop-down list displays all the products available in the Host for specified 'Type of Product'.
Language	[Display] Displays the language available under the selected entity.
Enter Subcategory	[Mandatory, Alphanumeric, 40] Indicates the sub category to be created.
Language	[Display] Displays the language available under the selected entity.
Select image	[Mandatory, Browse] Indicates the image to be assigned to the sub category.

5. In the **Existing Categories and sub categories** section, click **Add a category**.
   The **Enter new categories and assign image** section appears.
6. In the **Enter Category** field, enter the name of the new category.
7. From the **Select Product** list, select the appropriate option.
8. In the **Enter Subcategory** field, enter the name of the new sub category.
9. Click **Upload Image** to browse and upload the image for the new category.
10. Click **Submit** to set a new category and assign a sub category.
    The **Goal Settings – Create category Verify** appears.
    OR
    Click **Change** to navigate to the previous screen.
    The **Goal Setting** screen appears.



11. Click **Confirm**.
The **Goal Settings – Create category Confirm** appears.
OR
Click **Change** to navigate to the previous screen.
The **Goal Setting** screen appears.

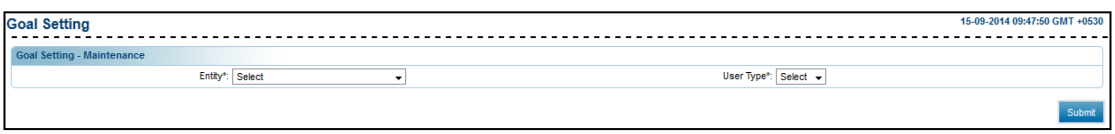
40.1 Goal Category Maintenance - Sub Categories

You can maintain the goal sub categories and default image which will be displayed to the customers for selection.

To maintain goal sub-category

1. From the **Maintenance and Setup** menu, select **Goal Category Maintenance**.
The **Goal Setting** screen appears.

Goal Setting



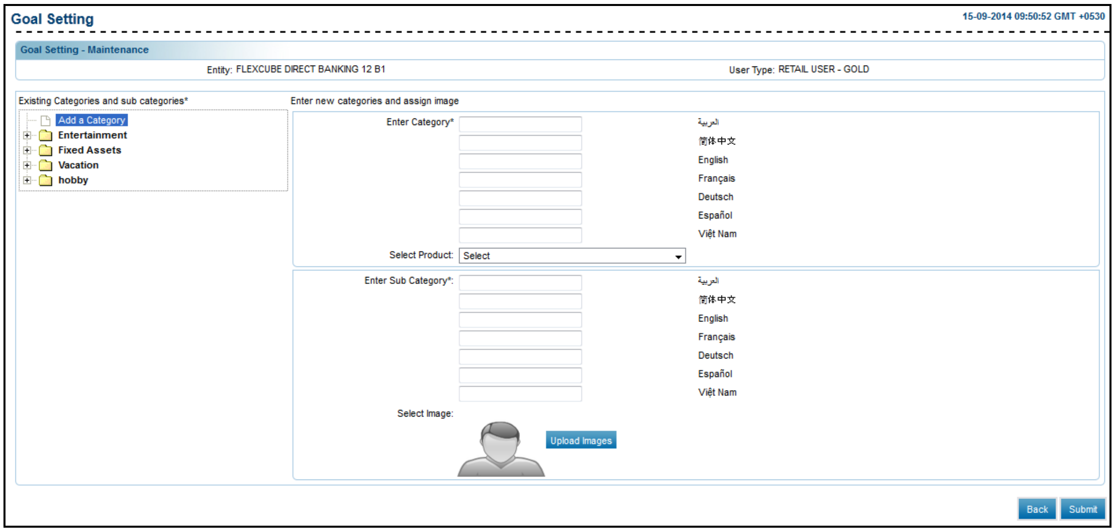
Field Description

Field Name	Description
Entity	[Mandatory, Drop-Down] Indicates the entity.
User Type	[Mandatory, Drop-Down] Indicates the applicable user type.

2. From the **Entity** list, select the appropriate option.

3. From the **User Type** list, select the appropriate option.
4. Click **Submit**.
   The **Goal Settings** screen to view, create and modify category/subcategories appears.

Goal Setting

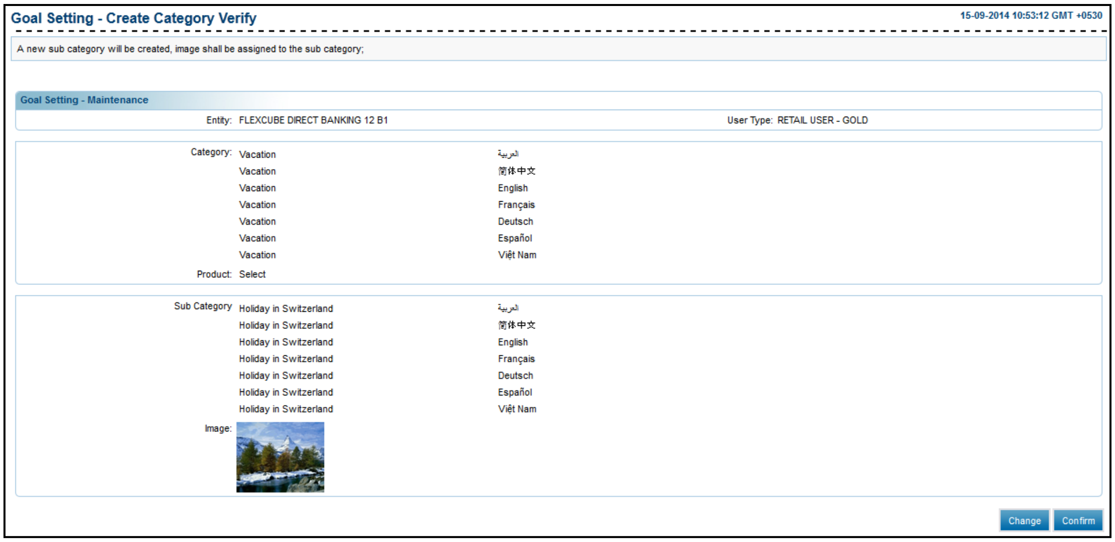


Field Description

Field Name	Description
Enter Category	[Display] Displays the category.
Select Product	[Mandatory, Drop-Down] Displays the product.
Enter Subcategory	[Optional, Alphanumeric, 40] Indicates the sub category to be created.
Language	[Display] Displays the language available under the selected entity.
Select image	[Browse] Indicates the image to be assigned to the sub category.

5. In the **Existing Categories and sub categories** section, select a category.
   The selected category list is expanded.
6. Click **Add New Sub Category**.
   A new section in **Enter new categories and assign an image** section appears.
7. In the **Enter Subcategory** field, enter the name of the new sub category.
8. Click **Upload Image** to browse and upload the image for the new category.

9. Click **Submit** to set a new category and assign a sub category.
The **Goal Settings – Create Category Verify** appears.
OR
Click **Change** to navigate to the previous screen.
The **Goal Setting** screen appears.



10. Click **Confirm**.
The **Goal Settings – Create Category Confirm** appears.
OR
Click **Change** to navigate to the previous screen.
The **Goal Setting** screen appears.

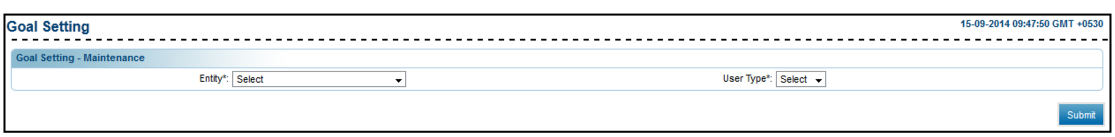
40.2 Goal Category Maintenance - Modify Categories

You can modify the existing goal categories and sub categories.

To modify a goal category/sub-category

1. From the **Maintenance and Setup** menu, select **Goal Category Maintenance**.
The **Goal Setting** screen appears.

Goal Setting



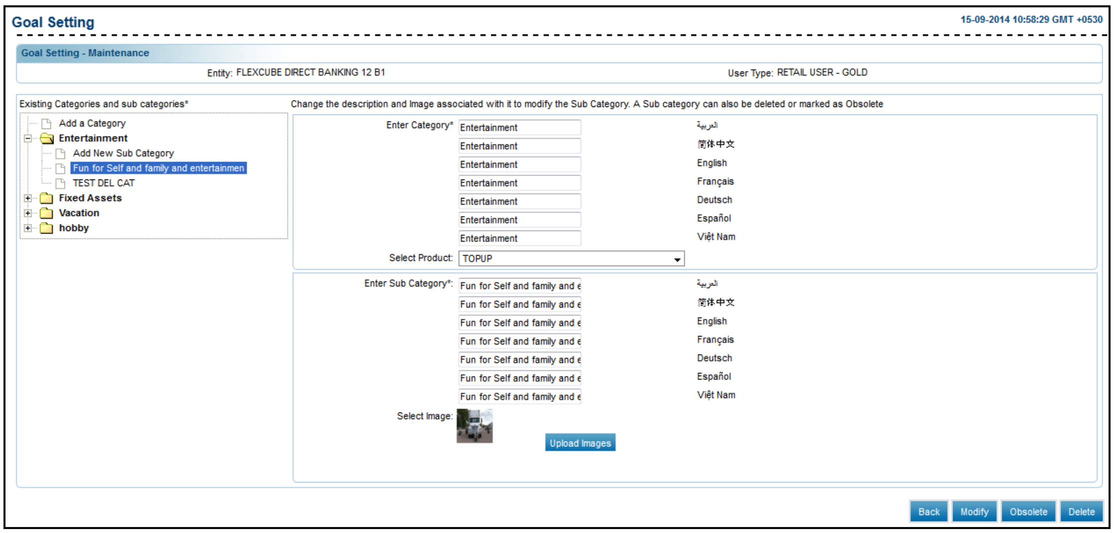
Field Description

Field Name	Description
Entity	[Mandatory, Drop-Down] Indicates the entity.

Field Name	Description
User Type	[Mandatory, Drop-Down] Indicates the applicable user type.

2. From the **Entity** list, select the appropriate option.
3. From the **User Type** list, select the appropriate option.
4. Click **Submit**.
   The **Goal Settings** screen to view, create and modify category/subcategories appears.

Goal Setting

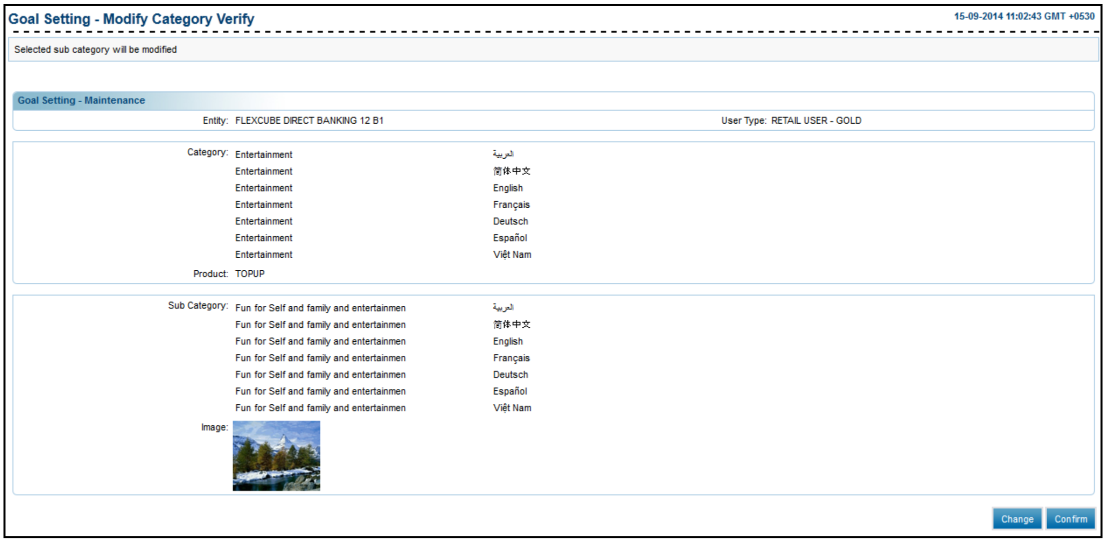


Field Description

Field Name	Description
Enter Category	[Mandatory, Alphanumeric, 40] Indicates the category to be modified. Categories are displayed in all the languages maintained for the entity user type.
Select Product	[Mandatory, Drop-Down] Indicates the product for the entered category.

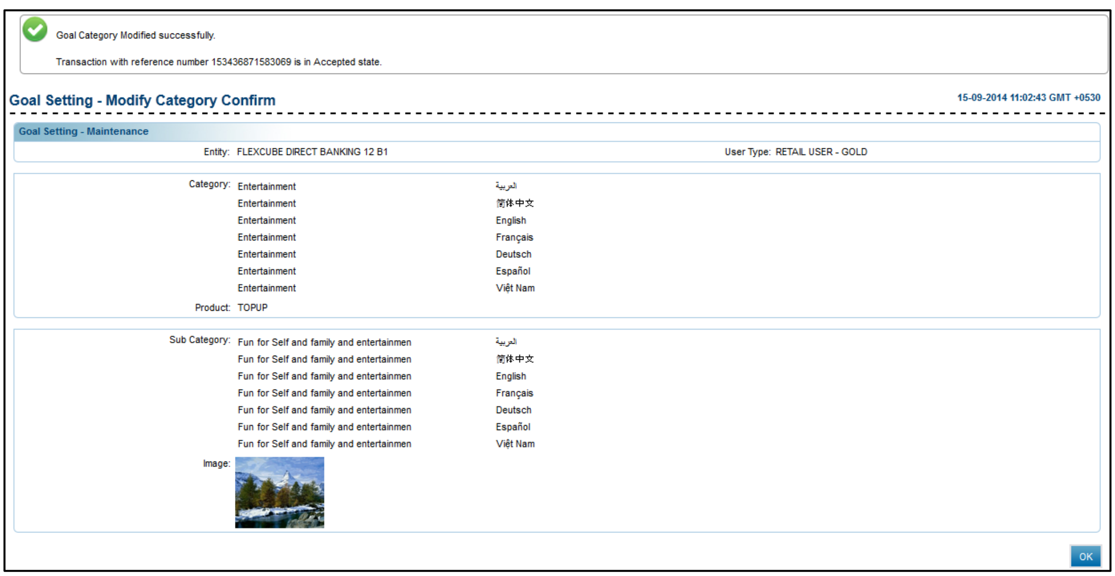
5. In the **Existing Categories and sub categories** section, select a category to be modified.
6. In the **Enter Category** field, enter the name of the category.
7. From the **Select Product** list, select the appropriate option.
8. Click **Modify**.
   The system displays the **Goal Setting - Modify Category Verify** screen.
   OR

Click **Change** to navigate to the previous screen.
The **Goal Setting** screen appears.



9. Click **Confirm**.
The **Goal Settings – Modify Category Confirm** appears.
OR
Click **Change** to navigate to the previous screen.
The **Goal Setting** screen appears.

Goal Setting - Modify Category Confirm



10. Click **OK**.
The initial **Goal Setting - Maintenance** screen appears.

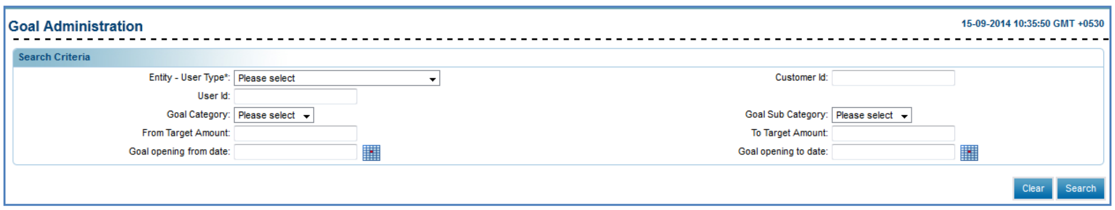
41. Search Goals

The *Goal Administration* feature helps the *Administrator* to check and modify the *Goal Details*, as per requirement.

To search a goal

1. From the **Maintenance and Setup** menu, select **Search Goals**.
   The **Goal Administration** screen appears.

Goal Administration



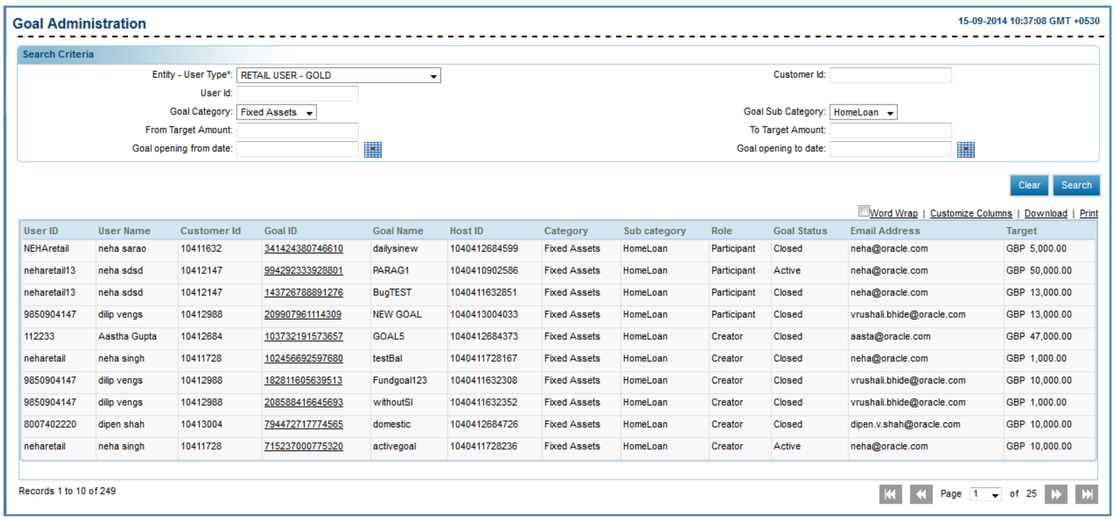
Field Description

Field Name	Description
Entity – User Type	[Mandatory, Drop-Down] Indicates the entity user type of the application.
Customer ID	[Optional, Alphanumeric, 20] Indicates the customer Id.
User ID	[Optional, Alphanumeric, 20] Indicates the OBDX channel user Id.
Goal Status	[Optional, Drop-Down] Indicates the status of goal.
Goal Category	[Optional, Drop-Down] Indicates the goal category.
Goal Sub Category	[Optional, Drop-Down] Indicates the sub category.
From Target Amount	[Optional, Numeric, 15] Indicates the start range of the goal amount.
To Target Amount	[Optional, Numeric, 15] Indicates the end range of the goal amount.
Goal Opening From Date	[Conditional, Pick List] Indicates the goal start date.

Field Name	Description
Goal Opening To Date	[Optional, Pick List] Indicates the goal opening end date.

2. From the **Entity – User Type** list, select the appropriate option.
3. Click **Search**.
   The **Goal Administration** screen with search results appears.
   OR
   Click **Clear** to clear the entered data.

Goal Administration



Field Description

Field Name	Description
Entity – User Type	[Display] Displays the channel user id of the customer.
User Name	[Display] Displays the combination of first name and last name.
Customer ID	[Display] Displays the customer id of the customer.
Goal ID	[Display] Displays the goal id of the respective goals.
Goal Name	[Display] Displays the goal name of the respective goal.

Field Name	Description
Goal Status	[Display] Displays the status of goal.
Role	[Display] Displays the role of the user for the selected goal will be displayed, i.e., creator or participant.
Host ID	[Display] Displays the host id for the goal.
Email Address	[Display] Displays the email address of the customer.
Category	[Display] Displays the category of the respective goal.
Sub Category	[Display] Displays the sub category of the respective goal
Target	[Display] Displays the target amount of the respective goal.

4. Click the **Goal ID link**.
The **Goal Details** screen appears.
OR

The options mentioned below are applicable for records of search goals transactions.

To enable the word wrap in the columns, select the **Word Wrap** check box.

Click **Customize Columns** to reorder the columns or select the columns that appear in the search goals transactions list.

Click **Download** to download all or selected columns in the search goals transactions list. You can download the list in PDF, XLS, QIF, OFX and MT940 formats.

Click **Print** to print the initiated transactions list and open the list as a PDF document.

Click to view the first page of the search goals transactions list.

Click to view the previous page of the search goals transactions list.

Click to view the next page of the search goals transactions list.

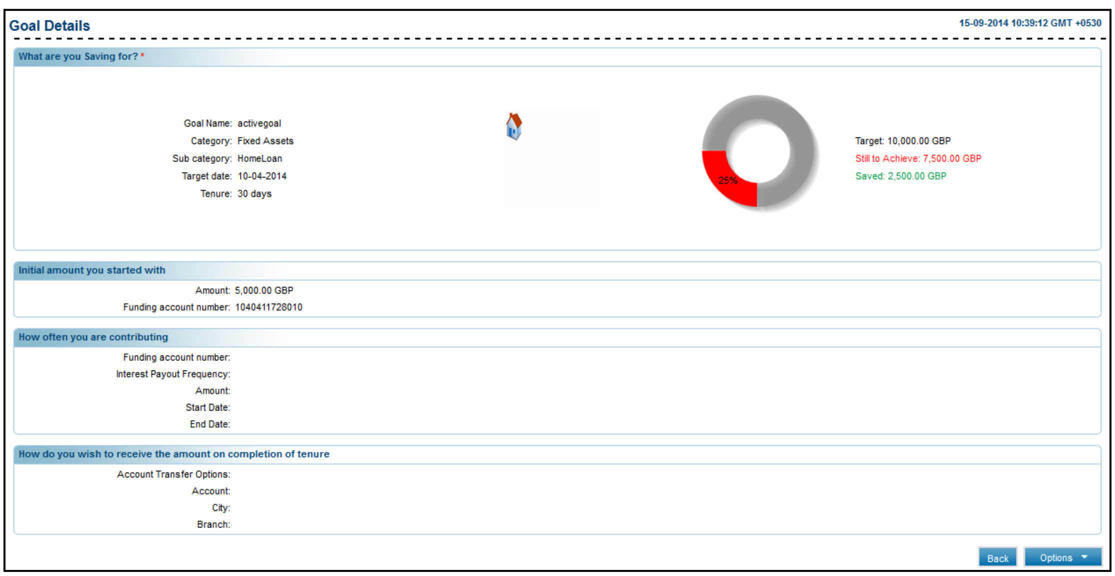
Click to view the last page of the search goals transactions list.

From the **Page** list, select the required page number of the search goals transactions list.

From the **Show Rows** list, select the number of rows to be displayed in the search goals transactions list.

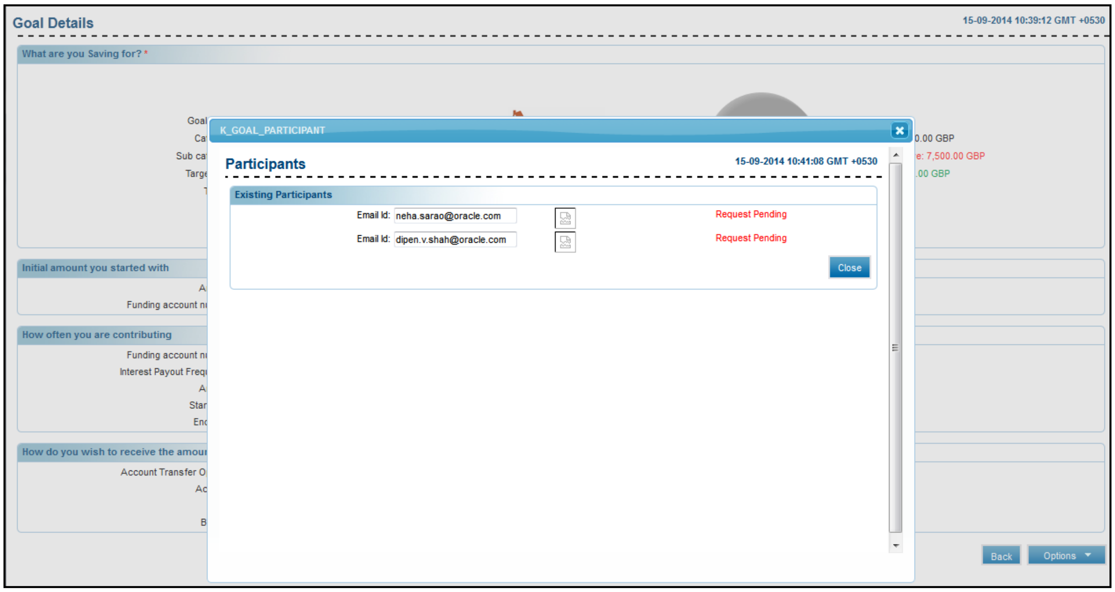
Click next to the required column to sort the records of search goals transactions in ascending or descending order.

Goal Detail



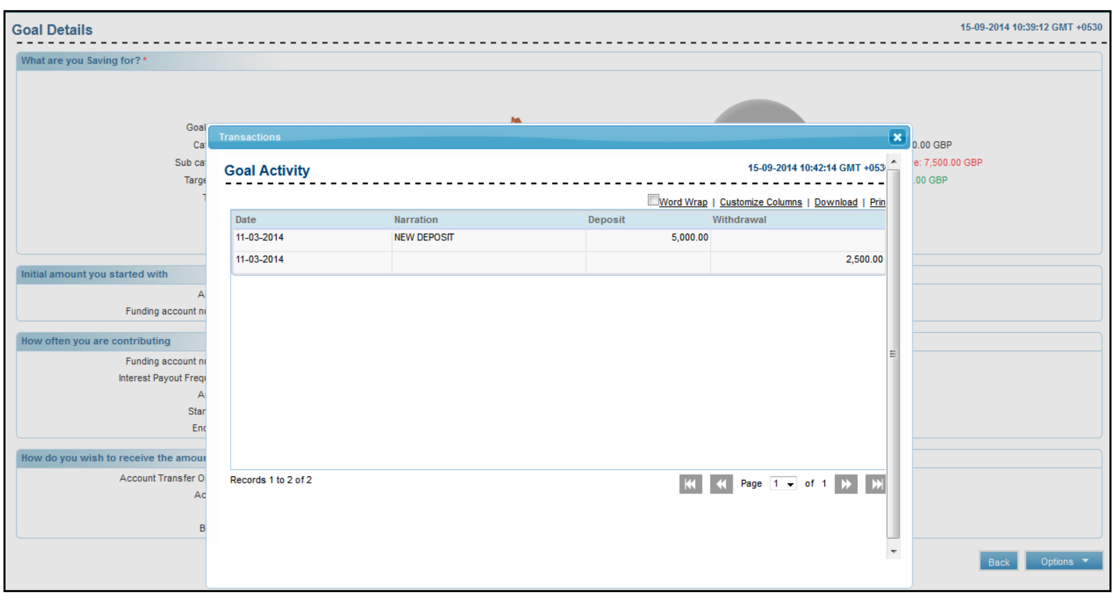
5. Click **Options** and then click **Participant**.
   The **Participant** screen appears.

Participant



6. Click **Close** to close the screen.
The **Goal Details** screen appears.
7. Click **Options** and then click **Transaction(s)**.
The **Transactions** screen appears.

Transactions



Note: For more information, see *User Manual Oracle Banking Digital Experience Personal Finance Management*.

42. Calendar Setup

Using this option, the bank administrator, can maintain calendar for a particular currency at the global level. A calendar can also be maintained at the country level to identify working days in the country.

To set up a calendar

1. From the **Maintenance and Setup** menu, select **Calendar Setup**.
   The **Calendar Setup** screen appears.

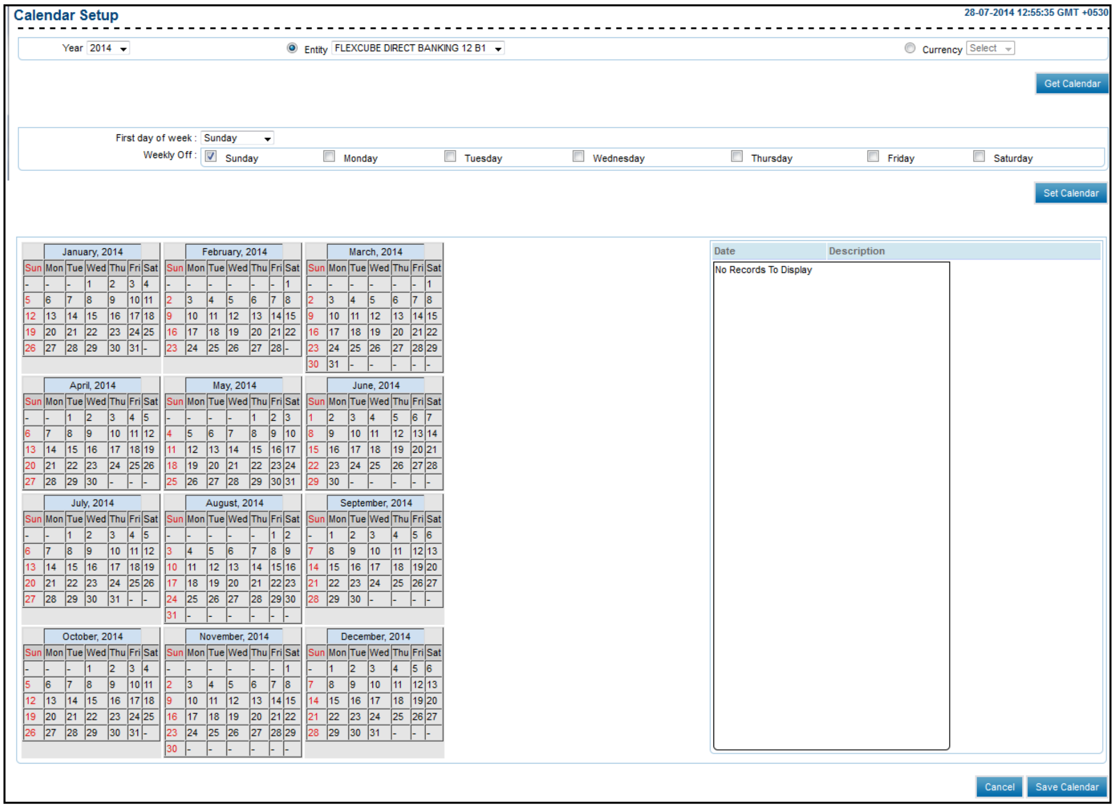
Calendar Setup

Field Description

Field Name	Description
Year	[Mandatory, Drop-Down] Indicates the year from the drop-down list.
Entity	[Optional, Option, Drop-Down] Indicates the entity. To enable the list select the **Entity** option.
Currency	[Optional, Option, Drop-Down] Indicates the currency for which calendar is to be maintained To enable the list select the **Currency** option.

2. From the **Year** list, select the appropriate option.
3. Click **Get Calendar**.
   The **Calendar Setup** with calendar appears.

Calendar Setup

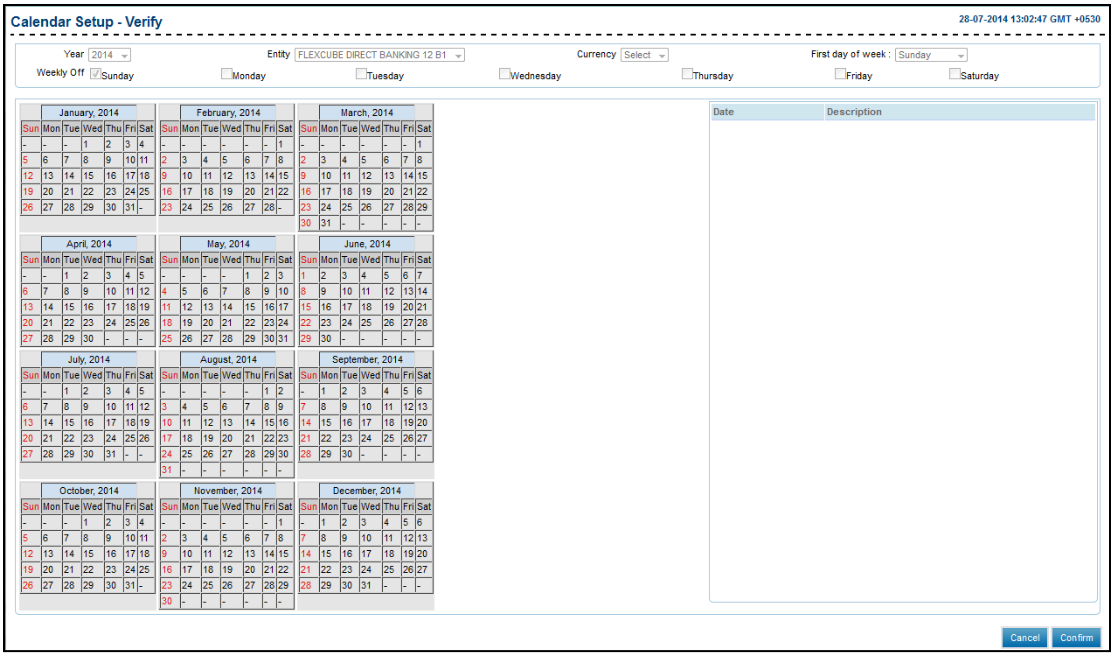


Field Description

Field Name	Description
First day of week	[Mandatory, Drop-Down] Indicates the first day of the week.
Weekly Off	[Optional, Check Box] Indicates the user to select the weekly off.
Date Description	[Display] Displays the description of the public holidays.

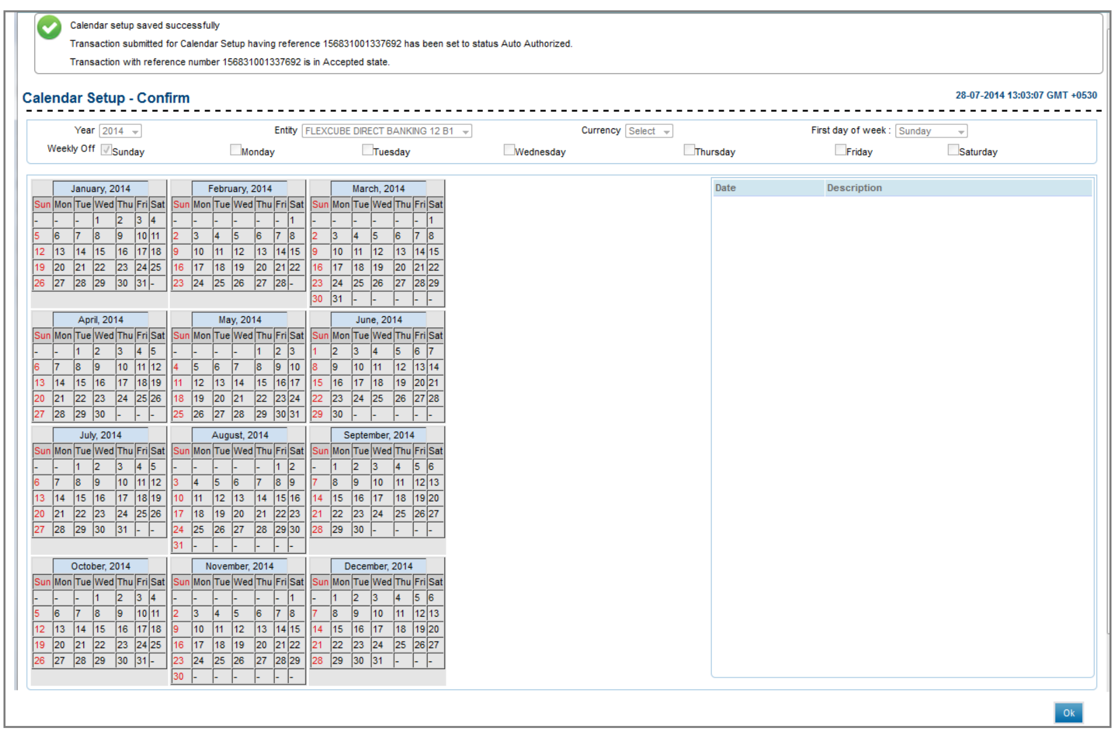
4. From the **First day of week** list, select the appropriate option.
5. Click **Save Calendar**.
   The **Calendar Setup - Verify** screen appears.
   OR
   Click **Cancel**.
   The **Calendar Setup** screen appears.

Calendar Setup - Verify



6. Click **Confirm**.
   The **Calendar Setup - Confirm** screen appears.
   OR
   Click **Cancel**.
   The **Calendar Setup** screen appears.

Calendar Setup - Confirm



7. Click **OK**.
   The **Calendar Setup** screen appears.

43. Catalog – (IAM)

Using this option you can link users to the various channels of banking.

To attach a target user using Catalog

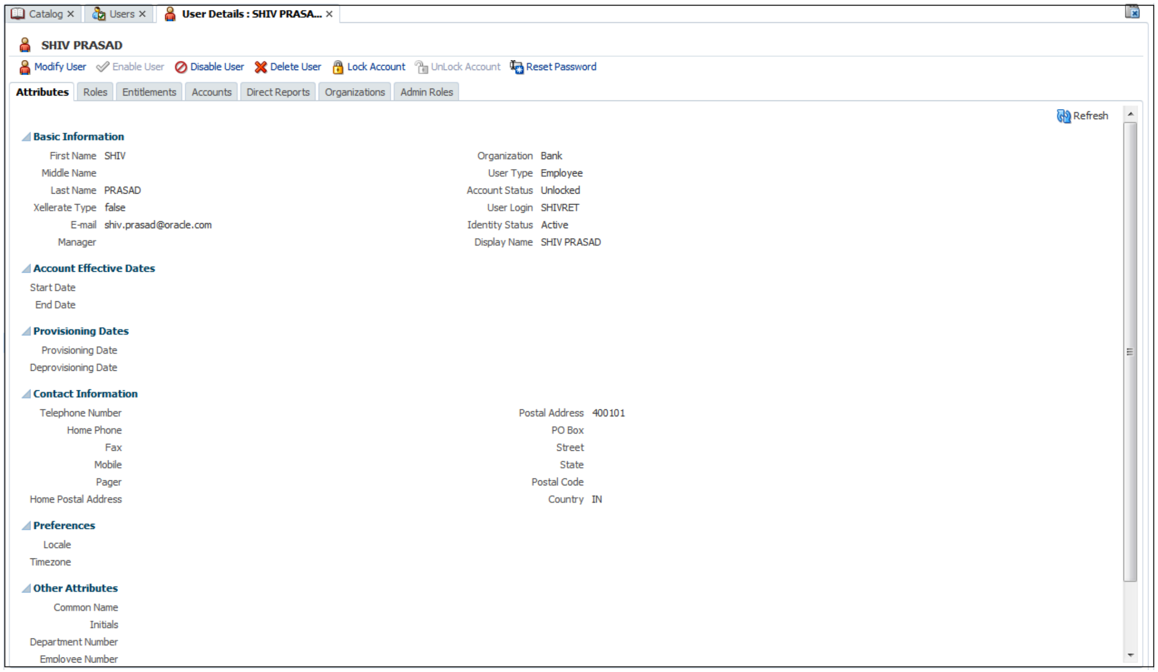
1. From the **Requests** menu, select **Catalog**.
   The **Catalog** screen appears.
2. Click .
   The **Catalog** screen with result appears.
3. In the **Request** For field, click **Others**.
4. Click to add a user.
   The **Advanced Search for Target Users** screen appears.
   OR
   Click to remove a user.
5. From the **Search** list, select the appropriate search criteria and enter the corresponding search criteria in the adjacent field.
6. Click .
   The search result appears in the **User Results** section.
7. Click Add Selected.
   The search results are added in the **Selected Users** section.
8. In the **Selected Users** section, click the appropriate user.
9. Click **Select**.
   The selected user appears.
   OR
   Click **Cancel** to close the window.

OR

To attach a target user using Users

10. From the **Administration** menu, select **Users**.
    The **Users** screen appears.
11. In the **Search** section, enter the appropriate search criteria.
12. Click **Search**.
    The **Search Results** section appears.
13. Click on the appropriate user ID.
    The **User Details** screen appears.

User Details



14. In the **Accounts** tab, click 

.
The **Catalog** screen appears with the attached user.

Catalog

Note: Verify whether the correct user is targeted in Request For field, else repeat steps under To attach a target user using Catalog from steps 4 to 9.

To attach IDENTITYSERAppInstance

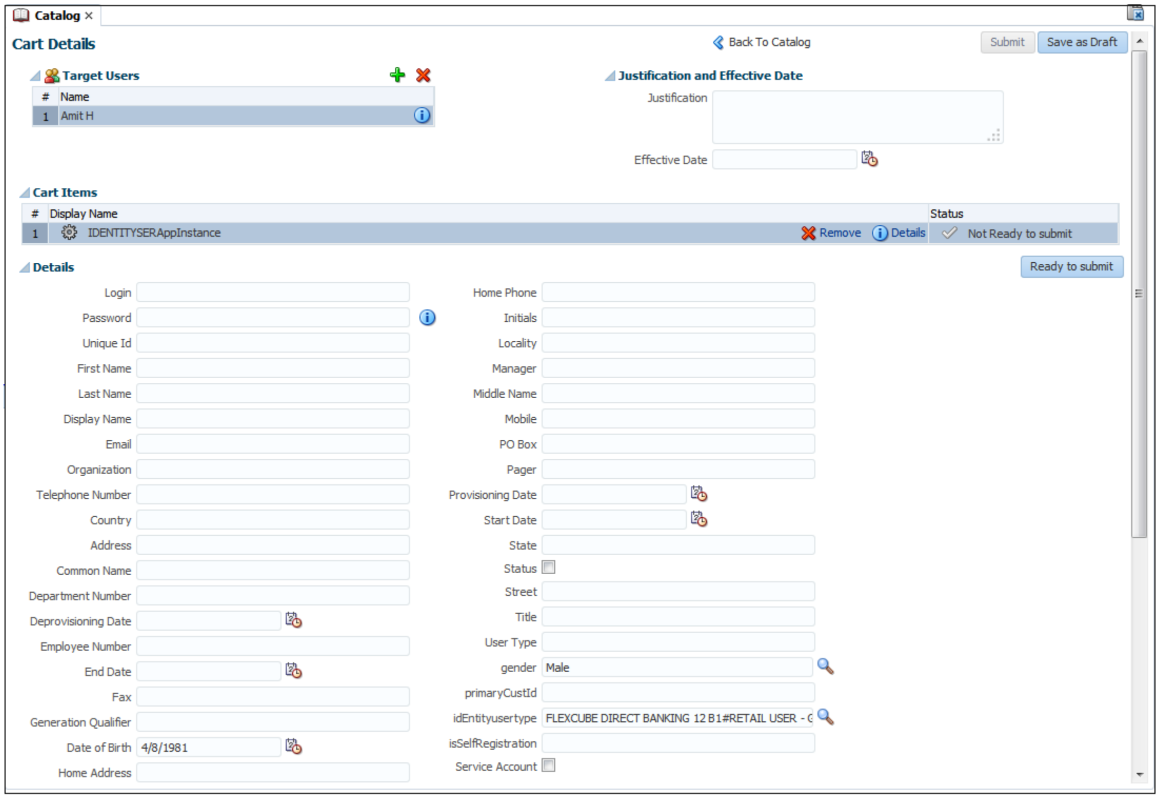
15. Click 

.

16. Click 

.
The respective **Cart Items** section appears.

Cart Details - IDENTITYSERAppInstance



Field Description

Field Name	Description
Login	[Optional, Alphanumeric, 64] Indicates the login ID.
Password	[Optional, Alphanumeric, 250] Indicates the password.
Unique ID	[Optional, Alphanumeric, 150] Indicates the unique ID.
First Name	[Optional, Alphanumeric, 64] Indicates the first name of the user.
Last Name	[Optional, Alphanumeric, 64] Indicates the last name of the user.
Display Name	[Optional, Alphanumeric, 128] Indicates the displays name of the user.
Email	[Optional, Alphanumeric, 265] Indicates the email address of the user.

Field Name	Description
Organization	[Optional, Alphanumeric, 410] Indicates the organization name.
Telephone Number	[Optional, Alphanumeric, 20] Indicates the telephone number.
Country	[Optional, Alphanumeric, 148] Indicates the country name.
Address	[Optional, Alphanumeric, 400] Indicates the address.
Common Name	[Optional, Alphanumeric, 250] Indicates the common name.
Depart Number	[Optional, Alphanumeric, 85] Indicates the depart number.
Deprovisioning Date	[Optional, Pick List] Indicates the deprovisioning date.
Employee Number	[Optional, Alphanumeric, 150] Indicates the employee number.
End Date	[Optional, Pick List] Indicates the end date.
Fax	[Optional, Alphanumeric, 45] Indicates the fax number.
Generation Qualifier	[Optional, Alphanumeric, 145] Indicates the generation qualifier.
Date of Birth	[Mandatory, Pick List] Indicates the date of birth.
Home Address	[Optional, Alphanumeric, 400] Indicates the residential address.
Home Phone	[Optional, Alphanumeric, 45] Indicates the residence phone number.
Initials	[Optional, Alphanumeric, 10] Indicates the initials.
Locality	[Optional, Alphanumeric, 150] Indicates the locality.

Field Name	Description
Manager	[Optional, Alphanumeric, 265] Indicates the manager name.
Middle Name	[Optional, Alphanumeric, 127] Indicates the middle name.
Mobile	[Optional, Alphanumeric, 55] Indicates the mobile number.
PO Box	[Optional, Alphanumeric, 40] Indicates the postal box number.
Pager	[Optional, Alphanumeric, 40] Indicates the pager number.
Provisioning Date	[Optional, Pick List] Indicates the provisioning date.
Start Date	[Optional, Pick List] Indicates the start date.
State	[Optional, Alphanumeric, 145] Indicates the state name.
Status	[Optional, Check Box] Indicates whether status is applicable.
Street	[Optional, Alphanumeric, 265] Indicates the street name.
Title	[Optional, Alphanumeric, 65] Indicates the title of the user.
User Type	[Optional, Alphanumeric, 145] Indicates the user type.
Gender	[Optional, Pick List] Indicates the gender of the user.
Primary Cust ID	[Optional, Alphanumeric, 20] Indicates the primary customer ID.
Identity User Type	[Mandatory, Pick List] Indicates the identity user type.
Is Self Registration	[Optional, Alphanumeric, 10] Indicates the self registration.

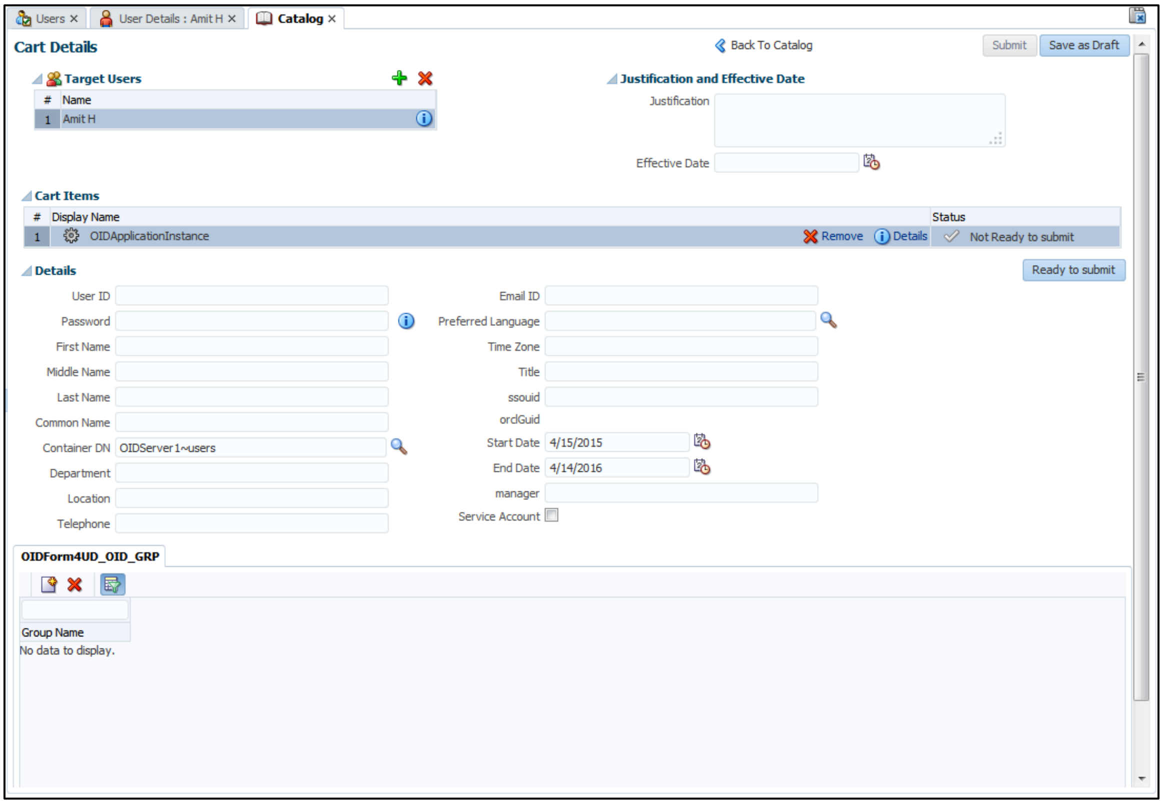
Field Name	Description
Service Account	[Optional, Alphanumeric, 55] Indicates the mobile number.

17. In the **Date of Birth** field, select the date of birth.
18. From the **identityusertype** list, select the appropriate identity user.
19. Click Ready to submit.
The status of respective cart item changes to “**Ready to Submit**”.

To attach OIDApplicationInstance

20. Click Add to Cart.
21. Click Checkout.

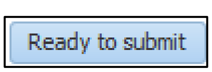
Cart Details – OIDApplicationInstance



Field Description

Field Name	Description
User ID	[Optional, Alphanumeric, 50] Indicates the user ID.
Password	[Optional, Alphanumeric, 30] Indicates the password.
First Name	[Optional, Alphanumeric, 40] Indicates the first name of the user.
Middle Name	[Optional, Alphanumeric, 40] Indicates the middle name of the user.
Last Name	[Optional, Alphanumeric, 40] Indicates the last name of the user.
Common Name	[Optional, Alphanumeric, 50] Indicates the common name of the user.
Container DN	[Mandatory, Pick List] Indicates the container DN.

Field Name	Description
Department	[Optional, Alphanumeric, 100] Indicates the department name.
Location	[Mandatory, Alphanumeric, 100] Indicates the location.
Telephone	[Optional, Alphanumeric, 15] Indicates the telephone number.
Email ID	[Optional, Alphanumeric, 250] Indicates the email ID.
Preferred Language	[Optional, Pick List] Indicates the preferred language.
Time Zone	[Optional, Alphanumeric, Four] Indicates the time zone.
Title	[Optional, Alphanumeric, 40] Indicates the title.
ssouid	[Optional, Alphanumeric, 50] Indicates the ssouid.
orclguid	[Display] Displays the orclguid.
Start Date	[Mandatory, Pick List] Indicates the start date.
End Date	[Mandatory, Pick List] Indicates the end date.
Manager	[Optional, Alphanumeric, 100] Indicates the manager name.
Service Account	[Optional, Check Box] Indicates whether the service account is applicable.

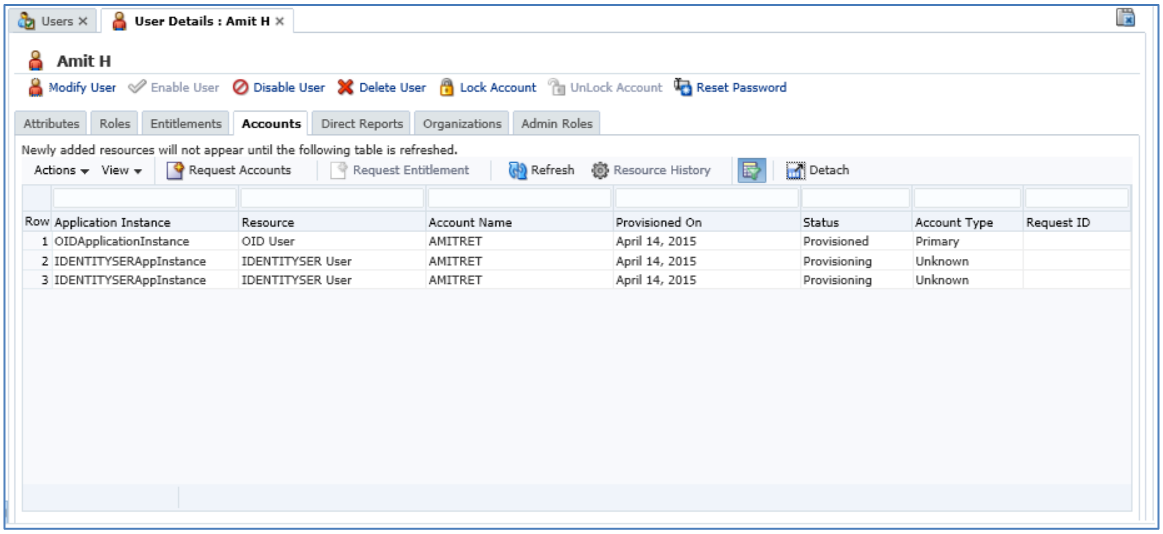
22. From the **Container DN** list, select the appropriate option.
23. In the **Location** field, entre the location.
24. In the **Start Date** field, select the start date.
25. In the **End Date** field, select the end date.
26. Click 

.
27. Click **Submit**.
The successfully complete message appears.

Note: It is mandatory to enter details for all the cart items to successfully Submit the catalog for the respective user.

In **Users** screen, under the **Accounts** tab you can view the all the cart items with their respective status on successful linking of catalog to the targeted user.

Users Detail



44. Track Requests – (IAM)

Using this option, you can search and view details of requests that you have raised in the application. You can view details of requests that are raised for your User ID and for other users. You can also view details of requests that are saved but not yet submitted in the application (called as draft requests).

You can withdraw the approved requests or modify and delete draft requests in the application.

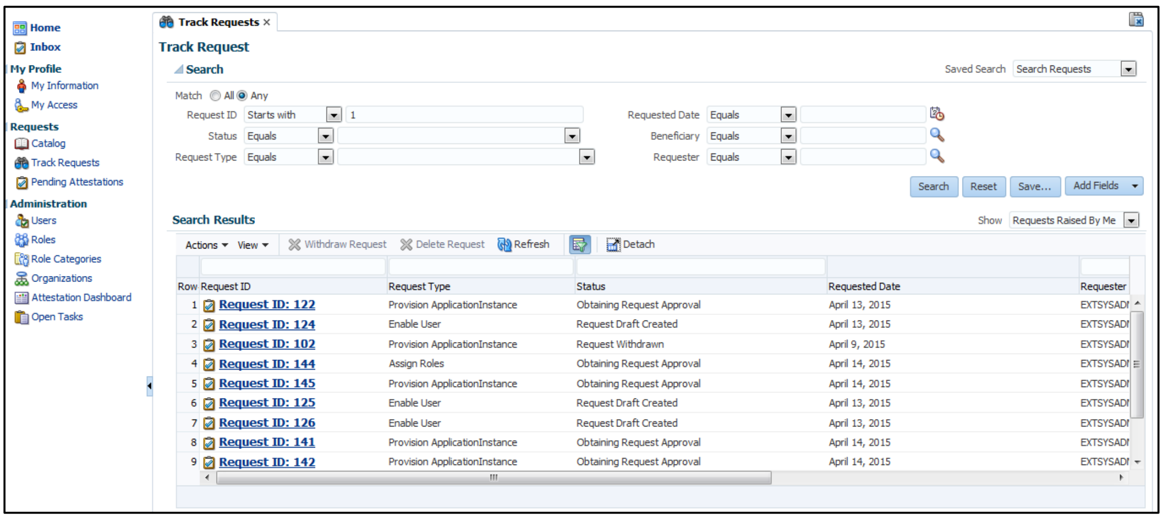
44.1 Search requests

Using this option, you can search requests raised in the application.

To search requests

1. From the **Requests** menu, select **Track Requests**.
The **Track Requests** screen appears.

Track Request Search



Field Description

Field Name	Description
It is mandatory to select either **All** or **Any** option.	
Match	[Optional, Option] Indicates whether you want to see search results that match all search criteria or search results that match any one or more search criteria. The options are: • All • Any By default, the **All** option is selected.

It is mandatory to enter at least one search criteria.

Field Name	Description
Request ID	[Optional, Drop-Down, Text Box] Indicates the logical operator and the Request ID used for searching requests.
Status	[Optional, Drop-Down, Text Box] Indicates the logical operator and the status of the request used for searching requests.
Request Type	[Optional, Drop-Down, Text Box] Indicates the logical operator and the type of the request used searching requests.
Requested Date	[Optional, Drop-Down, Text Box] Indicates the logical operator and the date of request used for searching requests. Click to select the required date of request.
Beneficiary	[Optional, Drop-Down, Text Box] Indicates the logical operator and the beneficiary of the request used for searching requests. Click to search and select the required beneficiary of request. This field is mandatory if you select the **For a User** option in the **Show** list.
Requester	[Optional, Drop-Down, Text Box] Indicates the logical operator and the requester of the request used for searching requests based on the beneficiary of the request. Click to search and select the required requester of request. This field is mandatory if you select the **For a User** option in the **Show** list.
Show	[Optional, Drop-Down] Indicates whether you want to view requests that you have raised in the application, or requests that have been raised for your User ID or other users of the application. The options are: • Requests Raised By Me • Requests Raised For Me • For a User By default, the **Requests Raised By Me** option is selected.

2. In the **Search** section, enter the appropriate search criteria.
3. From the **Show** list, select the appropriate option.

4. Click **Search**.
The **Search Results** section appears.
OR
Click **Reset** to clear all entered search criteria.
OR
Click **Save** to save the search criteria for the requests.
OR
Click **Add Fields** to add more search criteria fields for the requests.
The added fields are same as the existing search criteria fields, click next to the required added field to remove the field.

Field Description

Field Name	Description
Request ID	[Display, Hyperlink] Displays the request ID of the request. Displays the link to view details of the request.
Requested Date	[Display] Displays the date of the request.
Status	[Display] Displays the status of the request.
Requester	[Display] Displays the name of the requester of the request.
Beneficiary	[Display] Displays the name of the beneficiary of the request.
Request Type	[Display] Displays the type of the request.

5. Click the required **Request ID** link.
The details of the request appear in a new tab.
OR
Click **Refresh** to refresh the search result.
OR
Click to hide or view the Query by Example fields.
OR
Click **Detach** to view the search results in a separate table.
OR
OR
Click the required column name and then click or to sort the search results in the ascending or descending order respectively.
OR
Click **View** and then select **Columns** and then select the columns displayed in the search result.
OR
Click **View** and then select **Detach** to view the search results in a separate table.
OR

Click **View** and then select **Reorder Columns** to modify the order of the columns in the search result.
OR
Click **View** and then select **Query by Example** to view or hide the Query by Example fields.

Note: The Query by Example fields are empty fields that appear above all or some columns of the search result. You can enter your criteria in any such fields to filter the search results.

For example, if you enter 1 in the Query by Example field above the **Request ID** column, your search results are filtered to display requests that contain 1 in the Request ID column.

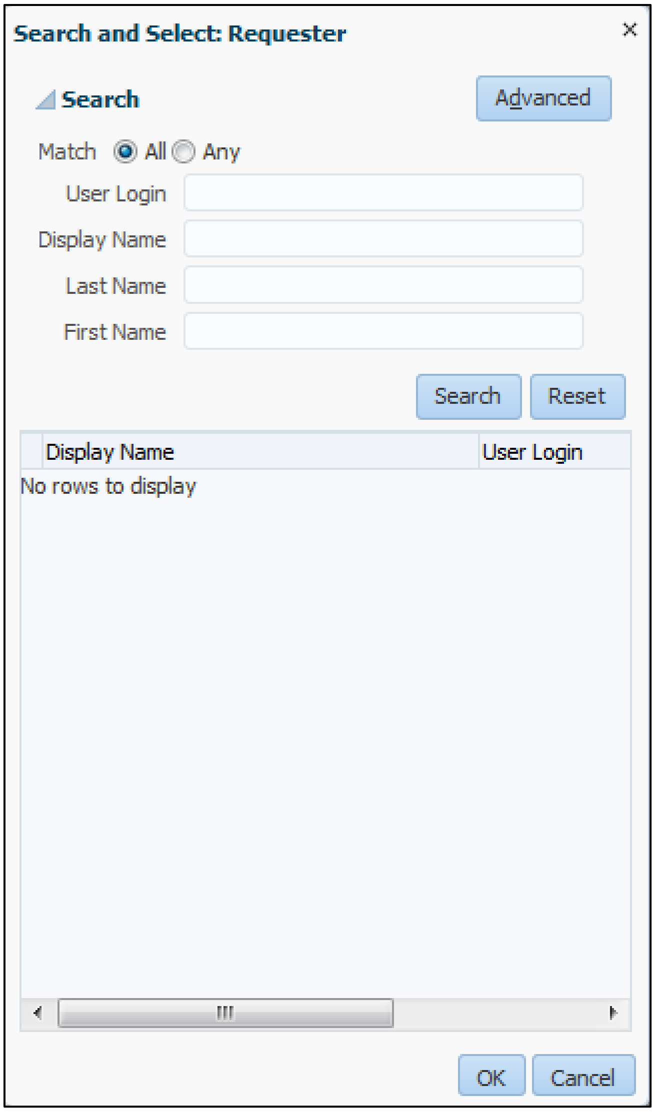
44.1.2 Search requester and beneficiary of requests

To search requester or beneficiary of requests

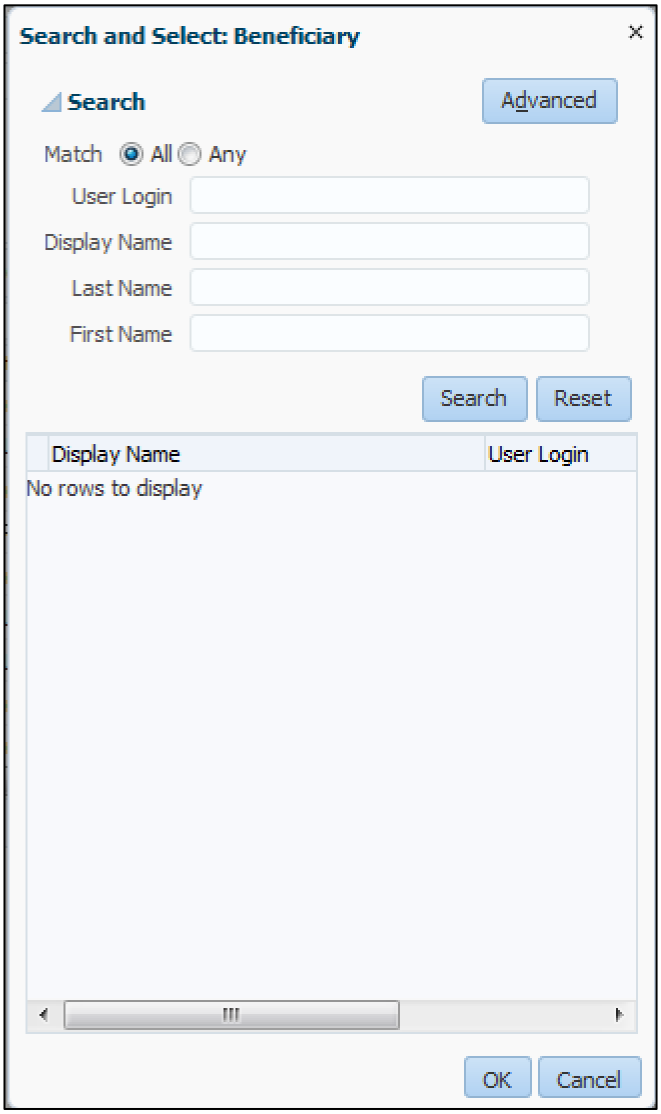
1. From the **Requests** menu, select **Track Requests**.
   The **Track Requests** screen appears.

2. Click  in the **Requester** field or the **Beneficiary** field to search and select the required requester of request.
   The **Search and Select: Requester** window appears.
   OR
   The **Search and Select: Beneficiary** window appears.

Search and Select: Requester


Search and Select: Requester
Search
Advanced
Match
All
Any
User Login
Display Name
Last Name
First Name
Search
Reset
Display Name
User Login
No rows to display
OK
Cancel

Search and Select: Beneficiary



Field Description

Field Name	Description
It is mandatory to select either **All** or **Any** option.	

Field Name	Description
Match	[Optional, Option] Indicates whether you want to see search results that match all search criteria or search results that match any one or more search criteria. The options are: • All • Any By default, the **All** option is selected.

It is mandatory to enter at least one search criteria.

Field Name	Description
User Login	[Optional, Drop-Down, Text Box] Indicates the logical operator and the login used for searching requester or beneficiary.
Display Name	[Optional, Drop-Down, Text Box] Indicates the logical operator and the display name used for searching requester or beneficiary.
Last Name	[Optional, Drop-Down, Text Box] Indicates the logical operator and the last name used for searching requester or beneficiary.
First Name	[Optional, Drop-Down, Text Box] Indicates the logical operator and the first name used for searching requester or beneficiary.
	Note: Click **Advanced** to view and use the logical operators for searching requester or beneficiary. Click **Basic** to hide logical operators for searching requester or beneficiary.

3. Enter search criteria for requester or beneficiary.
4. Click **Search**.
   The required search results appear.
   OR
   OR
   Click **Reset** to clear all entered search criteria.

Field Description

Field Name	Description
Display Name	[Display] Displays the name of the requester or beneficiary.

Field Name	Description
User Login	[Display] Displays the username of the requester or beneficiary.

5. Select the required requester or beneficiary from the search result.
6. Click **OK**.
   The selected requester or beneficiary appears In the **Search** section in the Track Requests screen.
   OR
   Click **Cancel** to close the **Search and Select: Requester** or **Search and Select: Beneficiary** window.
7. In the **Search** section, enter other search criteria for the requests, if required.
8. Click **Search**.
   The **Search Results** section appears.

44.2 View request details

The request details include this information:

- Summary information: This section displays general request details, such as request ID, request status, and effective date.
- Target Users: This section displays the beneficiaries or target users for the request.
- Related Requests: This section displays requests that are related to the open request, if any.
- Request Details: This tab displays the requested catalog items. You can select an item to display summary information of the item.
- Approval Details: This tab displays the status of request approval by each approver to whom the request has been assigned.

To view request details

1. From the **Requests** menu, select **Track Requests**.
   The **Track Requests** screen appears.
2. In the **Search** section, enter the appropriate search criteria.
3. Click **Search**.
   The **Search Results** section appears.
4. Click on the required **Request ID** link.
   The details of the request appear in a new tab.
   By default, the **Request Details** tab is selected.

Field Description

Field Name	Description
Summary Information	

Field Name	Description
Request ID	[Display] Displays the request ID of the request.
Requested Date	[Display] Displays the date of the request.
Effective Date	[Display] Displays the effective date of the request.
Justification	[Display] Displays the reason given for the request.
Requester	[Display] Displays the name of the requester of the request.
Status	[Display] Displays the status of the request.
Parent Request ID	[Display] Displays the request ID of the associated parent request.
Request Type	[Display] Displays the type of the request.
Request Details tab	
Target Users	
Display Name	[Display] Displays the name of the target users associated with the request.
Email	[Display] Displays the email address of the target users associated with the request. Click  to view a brief profile of the target user.
Related Requests tab	
Beneficiary	[Display] Displays the beneficiary of the request related to the selected request.
Request ID	[Display] Displays the request ID of the request related to the selected request.

Field Name	Description
Requested Item	[Display] Displays the item included in the request related to the selected request.
Status	[Display] Displays the status of the request related to the selected request.
Cart Items	
Display Name	[Display] Displays the items included in the request. Click **Details** next to each cart item to view more details of the items included in the request.
Details	[Display] Displays the details of the items included in the request.
Group tab	
Group Name	[Display] Displays the name of the group associated with the request.

5. Click the **Approval Details** tab.

Field Description

Field Name	Description
Approval Details tab	
Title	[Display] Displays the title of the request.
Task Status	[Display] Displays status of the approval task associated with the request.
Assignees	[Display] Displays the name of the person assigned to approve request.
Outcome	[Display] Displays outcome of the approval task associated with the request.
Date Assigned	[Display] Displays the date when the request is assigned for approval.
Expiry	[Display] Displays expiry date of the approval task associated with the request.

6. Click **Refresh** to update the details of the request, if required.

44.3 Edit draft requests

You can save requests that you raise in the application as a requester before submitting the requests for processing or approval. These requests are called draft requests in the application. This is helpful if additional information is required before submission of requests.

You can modify the draft requests to include additional information and then submit these requests. You can also delete the draft requests, if required.

You can edit, submit or delete only those requests that you have raised in the application.

You cannot view draft requests saved by other users of the application as an administrator or if you are the beneficiary of a draft request.

To edit a request

1. From the **Requests** menu, select **Track Requests**.
   The **Track Requests** screen appears.
2. In the **Search** section, enter the appropriate search criteria.
3. Click **Search**.
   The **Search Results** section appears.
4. Select the row of the required request.
5. Click on the required **Request ID** link.
   The details of the request appear in a new tab.
6. Modify the details of the request as required.
7. Click **Submit**.
   The message about successful completion of the operation appears.
8. Click **Update Draft Request**.
   The required draft request is updated.

To delete a request

9. From the **Requests** menu, select **Track Requests**.
   The **Track Requests** screen appears.
10. In the **Search** section, enter the appropriate search criteria.
11. Click **Search**.
    The **Search Results** section appears.
12. Select the row of the required request.
13. Click **Delete Request**.
    OR
    Click **Actions** and then click **Delete Request**.
    The required draft request is removed from the application.

44.4 Withdraw requests

You can save requests that you raise in the application as a requester before submitting the requests for processing or approval in the application.

You can withdraw requests which have not started the execution phase and requests in the following status:

- Obtaining Approval

- Approved

  You cannot withdraw requests if you are the beneficiary of the request. You also cannot withdraw your draft requests with the Request Draft Created status.

To withdraw a request

1. From the **Requests** menu, select **Track Requests**.
   The **Track Requests** screen appears.
2. In the **Search** section, enter the appropriate search criteria.
3. Click **Search**.
   The **Search Results** section appears.
4. Select the row of the required request.
5. Click **Withdraw Request**.
   OR
   Click **Actions** and then click **Withdraw Request**.

44.5 Delete requests

You can delete requests in the application.

To delete a request

1. From the **Requests** menu, select **Track Requests**.
   The **Track Requests** screen appears.
2. In the **Search** section, enter the appropriate search criteria.
3. Click **Search**.
   The **Search Results** section appears.
4. Select the row of the required request.
5. Click **Delete Request**.
   OR
   Click **Actions** and then click **Delete Request**.
   The required draft request is removed from the application.

44.6 Close requests

You can close requests that you raise in the application.

To close a request

1. From the **Requests** menu, select **Track Requests**.
   The **Track Requests** screen appears.
2. In the **Search** section, enter the appropriate search criteria.
3. Click **Search**.
   The **Search Results** section appears.
4. Select the row of the required request.
5. Click **Close Request**.
   OR
   Click **Actions** and then click **Close Request**.
   A dialog box to confirm your action appears.
6. Click **Yes** on the confirmation dialog box.
   The required draft request is removed from the application.

45. Organizations – (IAM)

Using this option you can create and manage organizations. Some operations in option are direct, while other operations generate requests that are subject to approval. The direct or request-based operations depend on the admin roles assigned to you and the applicable authorization policies.

You can perform the following tasks:

- Search Organizations
- Create Organization
- Modify Organization
- Disable and Enable Organization
- Delete Organization

45.1 Search Organizations – (IAM)

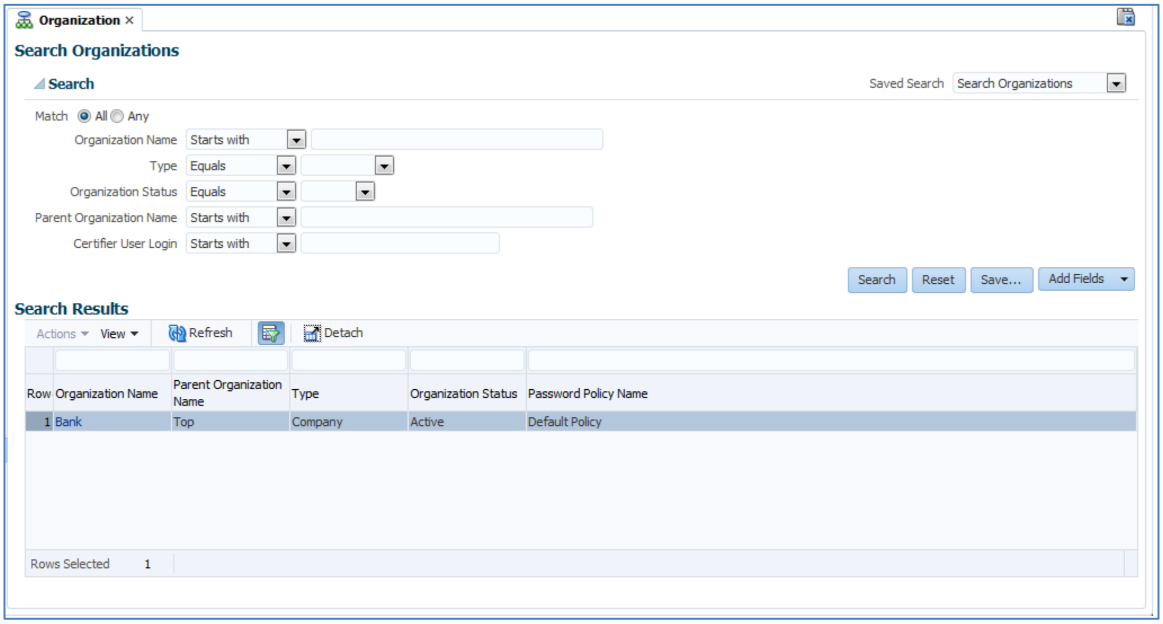
Using this option you can search organization based on the search criteria that you specify. Each search criterion consists of:

- The attribute to search against
- The search operators, such as Equals and Starts with
- The values to search for

To search for organization

1. Log in to **Identity Self Service**.
2. On the left pane, under **Administration**, select **Organization**.
   The **Organization** screen appears.
3. Select any one of the options **All** or **Any**, based on which search criteria entered displays the result.
4. Select a search operator from the list for each attribute value that specify.
5. In the **Organization Name** field, enter the organization name search attribute that you want to search. You can use wildcard characters to specify the **Organization Name.**
6. From the Type list, select the organization type. The organization type can be Branch, Company, or Department.
7. To add a field in your search.
   b. Click **Add Fields**, and then select a field, such as Organization Status.
   c. Enter value for the search attribute that you added. In this example, from the **Organization Status** list, select the organization status, which can be **Active, Deleted,** or **Disabled**.
8. Click **Search**.
   The search result appears in a tabular format in **Search Results** section.

Organization Search Results screen



9. If you want to hide columns in the search results table, then perform the following steps:

   d. Click **View** on the toolbar, select **Columns**, **Manage Columns**.
   The **Manage Columns** dialog box appears.

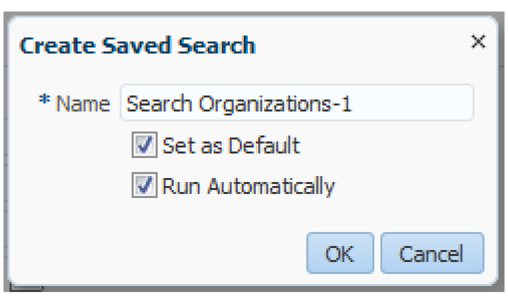
   e. From the **Visible Columns** list, select the columns that you want to hide.

   f. Click the left arrow icon to add the columns in the **Hidden Columns** list.

   g. Click **OK**.
   The selected columns are not displayed in the search results. A status message displays along the bottom of the search table to identify how many columns are currently hidden.

10. Click **Save**, to save the search attributes entered.

Save Search Attributes dialog box



11. Click **Reset** to reset the search conditions that you specified.

Field Description

Field Name	Description
Match	[Mandatory, Option] Indicates the based on which search criteria entered displays the result. The options are: • **All** - On selecting this option, the search is performed with the AND condition. This means that the search operation is successful only when all the search criteria specified are matched. • **Any**- On selecting this option, the search is performed with the OR condition. This means that the search operation is successful when any search criterion specified is matched.
Organization Name, parent Organization Name, Type, Organization Status, and Password Policy Name	[Optional, Drop-Down, Alphanumeric] Indicates the attribute value for search. For each attribute value that you specify, select a search operator from the list. The following search operators are available: • Starts with • Ends with • Equals • Does not equal • Contains • Does not contain The search operator can be combined with wildcard characters to specify a search condition. The asterisk (*) character is used as a wildcard character.

45.2 Create Organization

Using this option you can create an organization.

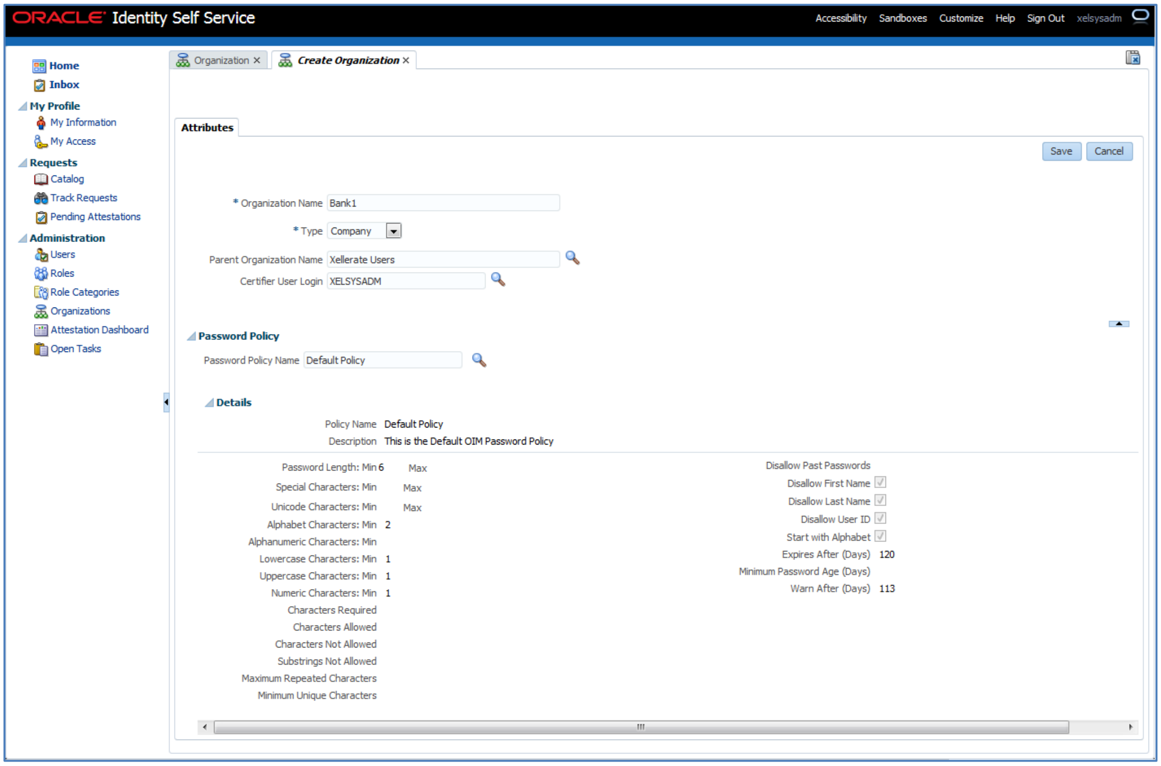
To create Organization

1. In **Identity Self Service**, under **Administration**, click **Organizations**.
   The Organization screen appears.
2. From the **Actions** menu, click 

   OR
   Click 

   on the toolbar.
   The **Create organization** screen appears.
3. In the **Organization Name** field, enter the name of the organization.
4. From the **Type** list, select the type of the organization, such as Branch, Company, or Department.
5. Specify the parent organization to which the newly created organization will belong. To do so:
   a. Click the **search** icon next to the **Parent Organization** field.
      The **Search Organizations** dialog box is appears.
   b. Search and select the organization that you want to specify as the parent organization.
   c. Click **Select**.
      The selected organization is added as the parent organization.
6. Specify a **Password Policy Name** that you want to associate with the organization. To do so:
   d. Click the **search** icon next to the **Password Policy Name** field.
      The **Search Password Policy Name** dialog box appears.
   e. Search and select the password policy that you want to associate with the organization.
      To list all password policies, you can click the **search** icon, and then you can select the password policy from the search results.
   f. Click **Add**.
      The selected password policy name is added to the **Password Policy Name** field.
7. Click **Save** to save the changes.
   The successfully complete message appears.

Create Organization screen



Field Description

Field Name	Description
Organization Name	[Mandatory, Alphanumeric] Indicates the name of the organization.
Type	[Mandatory, Drop-Down] Indicates the type of the organization. The options are: • Branch • Company • Department
Parent Organization Name	[Optional, Pick List] Indicates the name of the parent organization to which the newly created organization will belong.
Certifier User Login	[Optional, Pick List] Indicates the certifier user login details.
Password Policy	

Field Name	Description
Password Policy Name	[Optional, Pick List] Indicates the name of the password policy that you want to associate with the organization.

45.3 Open Organization

Using this option you can open selected organization for editing and can view detailed organization profile information in the organization details screen.

Note: You can view or modify the organization details only if you are authorized as determined by the authorization policy.

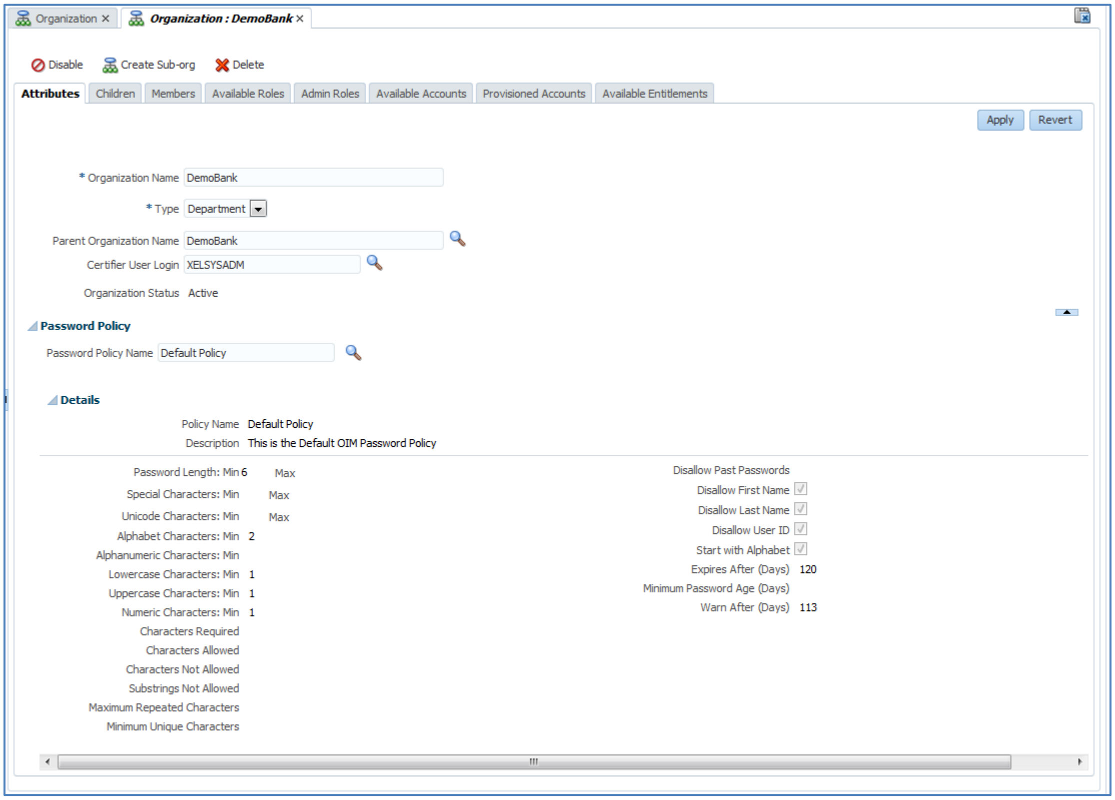
To open the details of an organization

1. In **Identity Self Service**, under **Administration**, click **Organizations**.
   The Organization screen appears.
2. Search and select the organization whose details you want to display.
3. From the **Actions** menu, select 

   .
   OR
   Click 

   on the toolbar.
   The details of the selected organization appear in a new tab.

Organization Details screen



45.4 Disabling Organization

Using this option you can disable the active Organization.

Note: You cannot disable organizations with child organizations or users.

You can force disable it only by setting the system property ORG.DISABLEDELETEACTIONENABLED to True. After you set this property, the users and sub organizations will be disabled while disabling the parent organization.

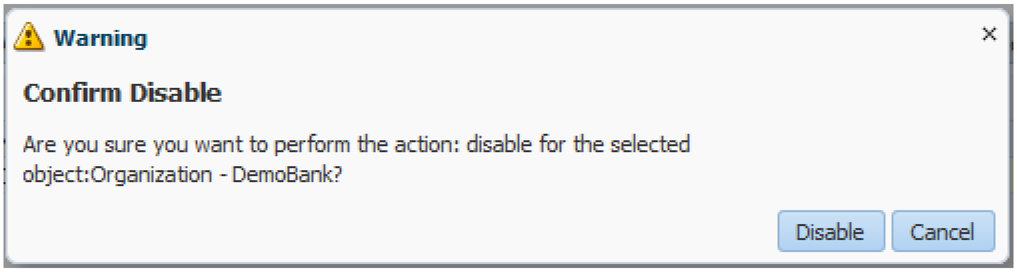
To disable an organization with enabled state

1. In the **Organization** details screen, click 

on the top of the screen.
OR
In the search result for organizations in the **Organization** screen, select the organization, and from the **Actions** menu, select 

.
A message is displayed asking for confirmation.

Disable Organization Confirmation screen



2. Click **Disable** to confirm.
   The successfully complete message appears.

45.5 Enabling Organization

Using this option you can enable the already disabled Organization.

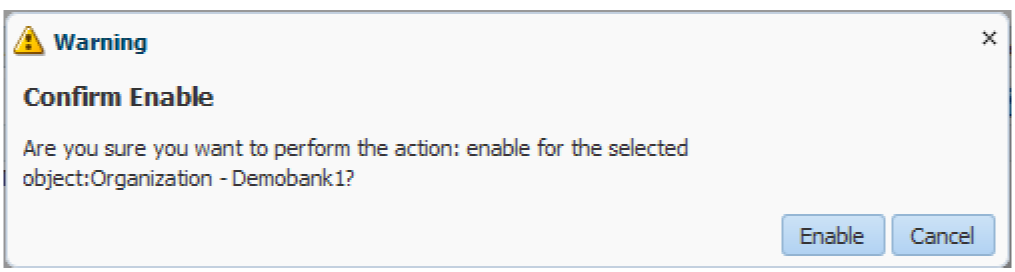
To enable an organization with disabled state

1. In the **Organization** details screen, click 

on the top of the screen.
   OR
   In the search result for organizations in the **Organization** screen, select the organization, and from the **Actions** menu, select 

.
   A message is displayed asking for confirmation.

Enable Organization Confirmation screen



2. Click **Enable** to confirm.
   The successfully complete message appears.

45.6 Deleting an Organization

Using this option you can delete the Organization.

Note: You cannot delete organizations with child organizations or users.
You can force delete it only by setting the system property ORG.DISABLEDELETEACTIONENABLED to True. Once you set the property, the users and sub orgs will be deleted while deleting the parent organization.

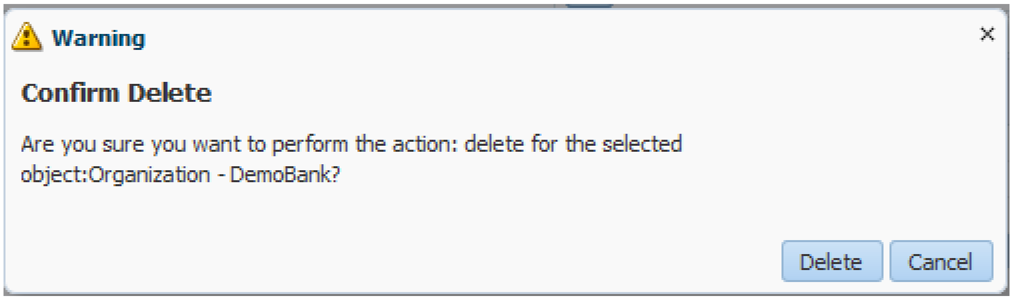
You can delete an organization only if you have the Delete permission for that organization.
The deleted record would still exist in the database, marked deleted.

To delete an organization

1. In the search result for organizations in the Organization screen, select the organization that you want to delete.

2. From the **Actions** menu, select 
OR
Click  on top of the organization details screen.
A message is displayed asking for confirmation.

Delete Organization Confirmation screen



3. Click **Delete** to confirm.
The successfully complete message appears.

45.7 Modify Organizations

Using this option you can view as well as modify organization profile information in the organization details screen. Modifying organizations include modifying the Organization Attributes, Organization Hierarchy, Organization Membership, Roles, Admin Roles, Available Accounts, Provisioned Accounts, and Entitlements.

Note: You can view or modify the organization details only if you are authorized as determined by the authorization policy.

To view organization details

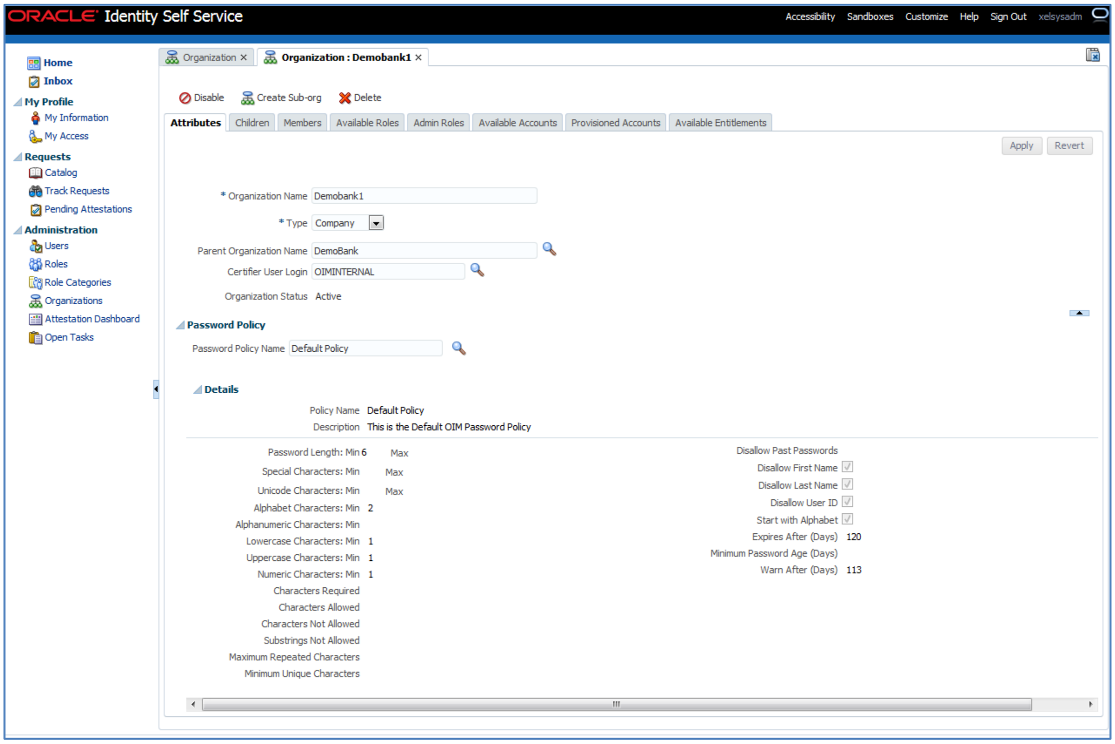
1. From the **Administration** menu, select **Organizations**.
The **Organization** screen appears.

2. In the **Search** section, enter the appropriate search criteria.

3. Click **Search**.
The **Search Results** section appears.

4. Click on the appropriate Organization.
The **Organization Details** screen appears.

Organization Details screen



(i) Disabling Organization

Using this option you can disable the active Organization.

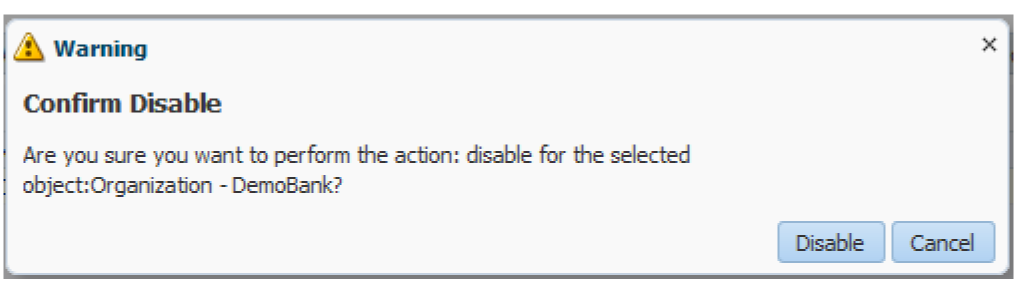
Note: You cannot disable organizations with child organizations or users.

To disable an organization with enabled state

5. In the **Organization** details screen, click Disable on the top of the screen.
OR
In the search result for organizations in the **Organization** screen, select the organization, and from the **Actions** menu, select Disable.

6. A message is displayed asking for confirmation.

Disable Organization screen



7. Click **Disable** to confirm.
   The successfully complete message appears.

(ii) Create Child organization or Sub-org

Using this option you can create a child organization or sub organization of the open organization.

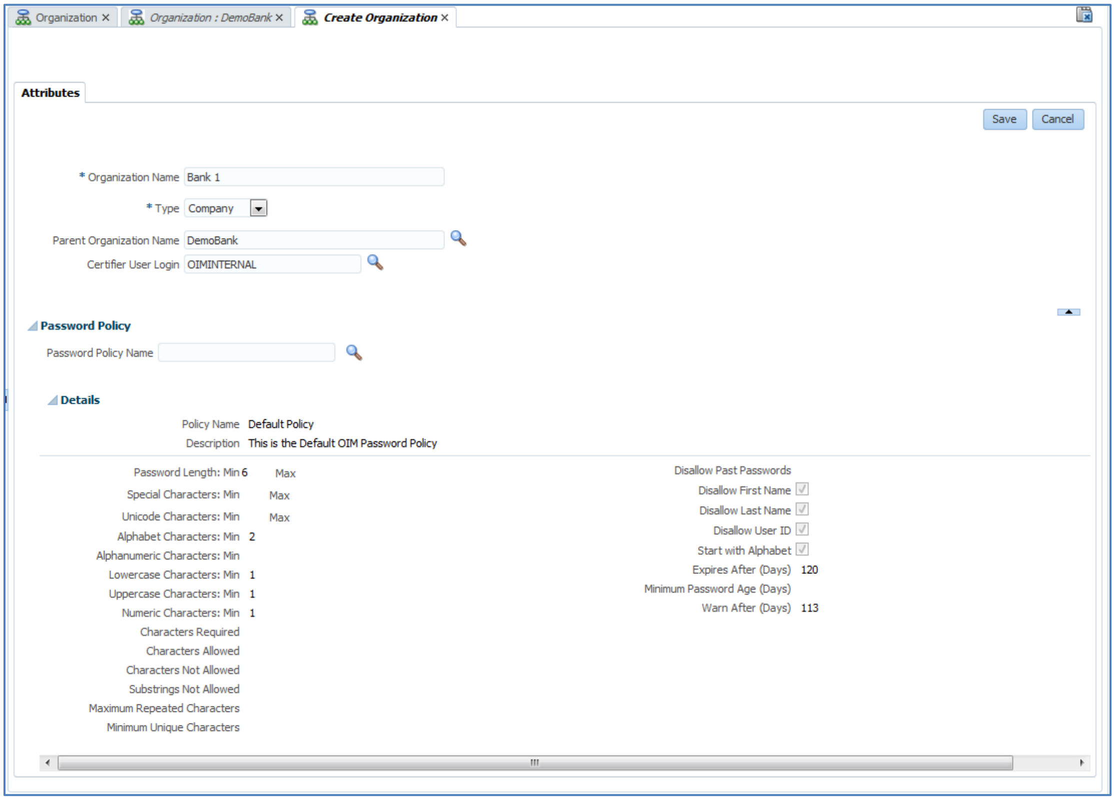
To create child organization or Sub-org

8. From the **Actions** menu, click 

   .
   OR
   Click 

   on the toolbar.
   The **Create organization** screen appears.
9. In the **Organization Name** field, enter the name of the organization
10. From the **Type** list, select the type of the organization, such as Branch, Company, or Department.
11. Specify the parent organization to which the newly created organization will belong. To do so:
    a. Click the **search** icon next to the **Parent Organization** field. The Search Organizations dialog box is appears.
    b. Search and select the organization that you want to specify as the parent organization.
    c. Click **Select.**
       The selected organization is added as the parent organization.
12. Specify a **Password Policy Name** that you want to associate with the organization. To do so:
    a. Click the **search** icon next to the **Password Policy Name** field.
       The Search Password Policy Name dialog box appears.
    b. Search and select the password policy that you want to associate with the organization.
       To list all password policies, you can click the **search** icon, and then you can select the password policy from the search results.
    c. Click **Add**.
       The selected password policy name is added to the **Password Policy Name** field.

Child Organization or Sub-Org screen



Field Description

Field Name	Description
Organization Name	[Mandatory, Alphanumeric] Indicates the name of the organization.
Type	[Mandatory, Drop-Down] Indicates the type of the organization. The options are: • Branch • Company • Department
Parent Organization Name	[Optional, Pick List] Indicates the name of the parent organization to which the newly created organization will belong.
Certifier User Login	[Optional, Pick List] Indicates the certifier user login details.

Field Name	Description
Password Policy	
Password Policy Name	[Optional, Pick List] Indicates the name of the password policy that you want to associate with the organization.

13. Click **Save** to save the changes.

(iii) Deleting an Organization

Using this option you can delete the organization.

Note: You cannot delete organizations with child organizations or users.
You can force delete it only by setting the system property ORG.DISABLEDELETEACTIONENABLED to True. Once you set the property, the users and sub orgs will be deleted while deleting the parent organization.

You can delete an organization only if you have the Delete permission for that organization.
The deleted record would still exist in the database, marked deleted.

To delete an organization

14. In the search result for organizations in the Organization screen, select the organization that you want to delete.

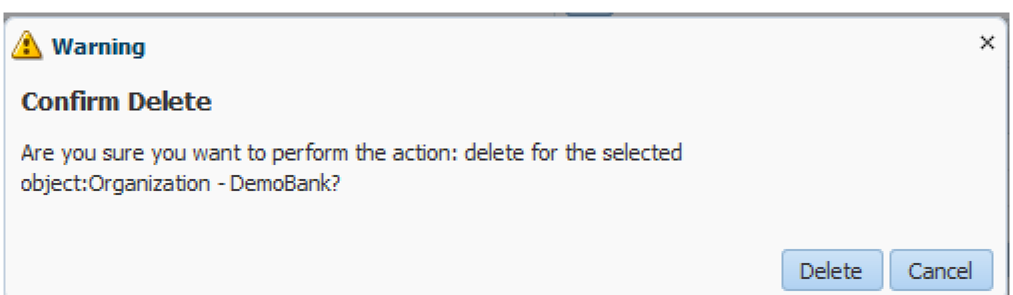
15. From the **Actions** menu, select 

.
OR

Click 

on top of the organization details screen.
A message is displayed asking for confirmation.

Delete Organization Confirmation screen



16. Click **Delete** to confirm.
The successfully complete message appears.

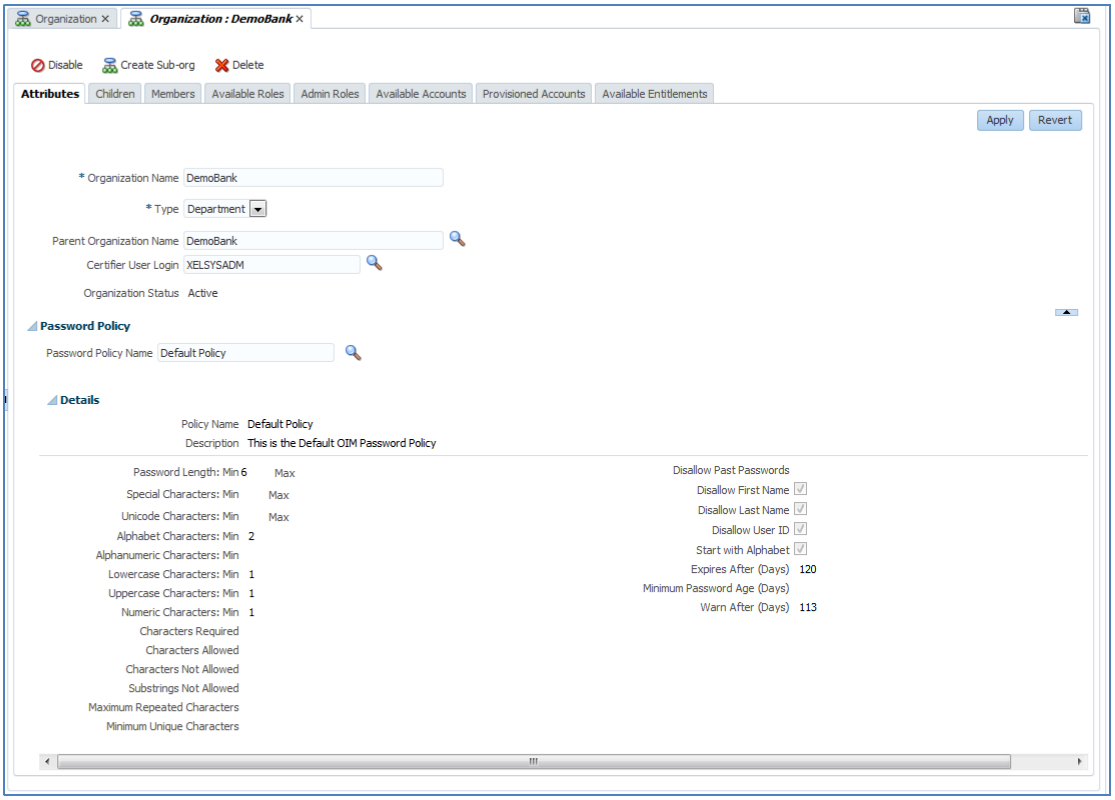
45.7.2 Attributes tab

Using this option you can modify the values for the attributes of the selected organization. The **Attributes** tab lists the attributes of the selected organization.

To modify attributes of organization

1. In the **Organization Name** field, enter the name of the organization
2. From the **Type** list, select the type of the organization, such as Branch, Company, or Department.
3. Specify the parent organization name.
   a. Click the **search** icon next to the **Parent Organization** field.
      The Search Organizations dialog box is appears.
   b. Search and select the organization that you want to specify as the parent organization.
   c. Click **Select**.
      The selected organization is added as the parent organization.
4. Specify a **Password Policy Name** that you want to associate with the organization. To do so:
   a. Click the **search** icon next to the **Password Policy Name** field.
      The Search **Password Policy Name** dialog box appears.
   b. Search and select the password policy that you want to associate with the organization.
      To list all password policies, you can click the **search** icon, and then you can select the password policy from the search results.
   c. Click **Add**.
      The selected password policy name is added to the **Password Policy Name** field.

Attributes of Organization screen



5. Click **Apply** to save the changes.
OR
Click **Revert** to reset the data.

Field Description

Field Name	Description
Organization Name	[Mandatory, Alphanumeric] Indicates the name of the organization.
Type	[Mandatory, Drop-Down] Indicates the type of the organization. The options are: • Branch • Company • Department
Parent Organization Name	[Optional, Pick List] Indicates the name of the parent organization to which the newly created organization will belong.

Field Name	Description
Certifier User Login	[Optional, Pick List] Indicates the certifier user login details.
Password Policy	
Password Policy Name	[Optional, Pick List] Indicates the name of the password policy that you want to associate with the organization.

45.7.3 Children tab

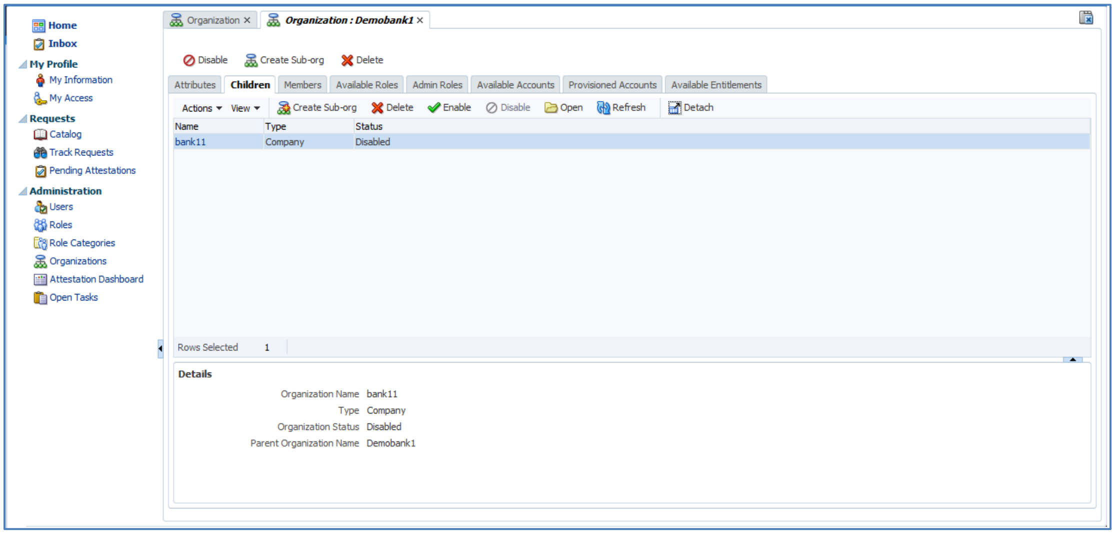
Using this option you can create a child organization or sub organization of the open organization. In the **Children** tab, you can perform the following:

- Creating a Child Organization
- Deleting a Child Organization
- Disabling a Child Organization
- Enabling a Child Organization
- Opening a Child Organization

To view child organization or sub organization

1. Click on the **Children** tab, the list of organizations and their child organization or sub organization appears.

Child organization screen



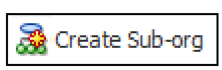
Field Description

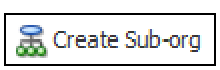
Field Name	Description
Name	[Display] Displays the name of the Child Organization.
Type	[Display] Displays the type of the Child Organization.
Status	[Display] Displays the status of the Child Organization.

(iv) Create Child organization

Using this option you can create a child organization or sub organization of the open organization.

To create child organization or Sub-org

2. From the **Actions** menu, click 

.
OR
Click 

on the toolbar.
The **Create organization** screen appears.
3. In the **Organization Name** field, enter the name of the organization
4. From the **Type** list, select the type of the organization, such as Branch, Company, or Department.
5. Specify the parent organization to which the newly created organization will belong. To do so:
   a. Click the **search** icon next to the **Parent Organization** field. The Search Organizations dialog box is appears.

b. Search and select the organization that you want to specify as the parent organization.

c. Click **Select**.
The selected organization is added as the parent organization.

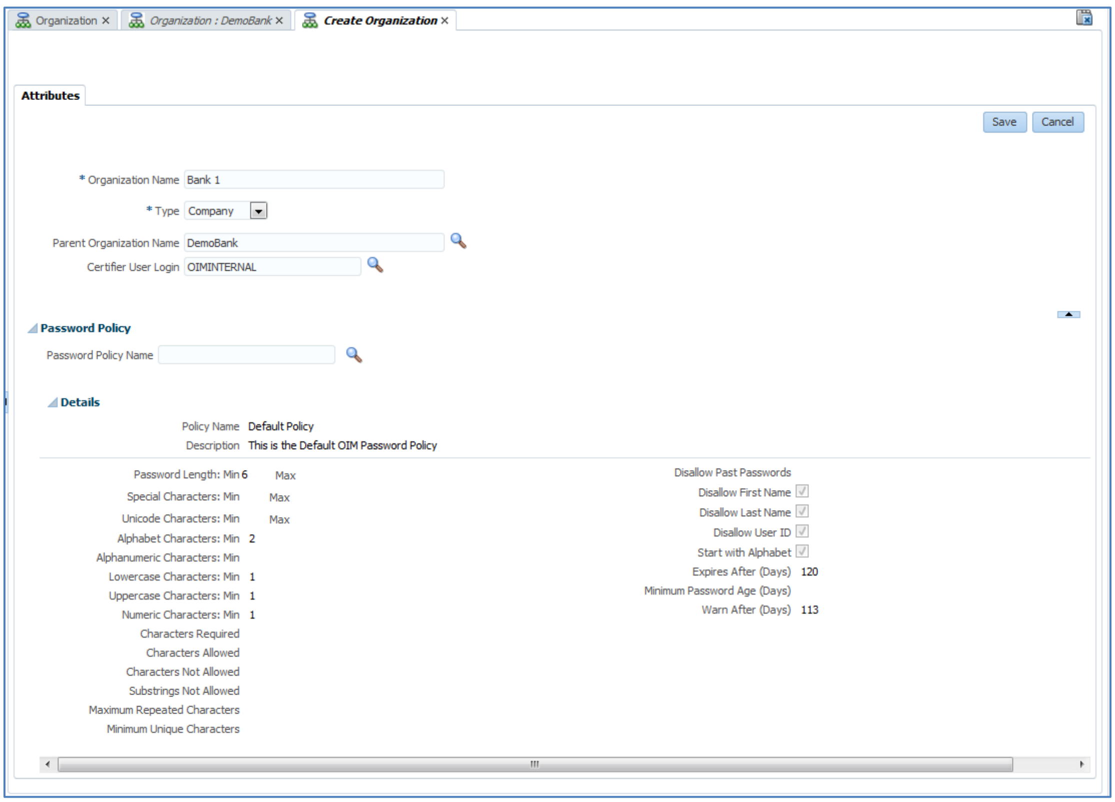
6. Specify a **Password Policy Name** that you want to associate with the organization. To do so:

a. Click the **search** icon next to the **Password Policy Name** field.
The Search **Password Policy Name** dialog box appears.

b. Search and select the password policy that you want to associate with the organization.
To list all password policies, you can click the **search** icon, and then you can select the password policy from the search results.

c. Click **Add**.
The selected password policy name is added to the **Password Policy Name** field.

Child Organization screen



Field Description

Field Name	Description
Organization Name	[Mandatory, Alphanumeric] Indicates the name of the organization.
Type	[Mandatory, Drop-Down] Indicates the type of the organization. The options are: • Branch • Company • Department
Parent Organization Name	[Optional, Pick List] Indicates the name of the parent organization to which the newly created organization will belong.
Certifier User Login	[Optional, Pick List] Indicates the certifier user login details.
Password Policy	
Password Policy Name	[Optional, Pick List] Indicates the name of the password policy that you want to associate with the organization.

7. Click **Save** to save the changes.

(v) Delete a child organization

Using this option you can delete the child organization.

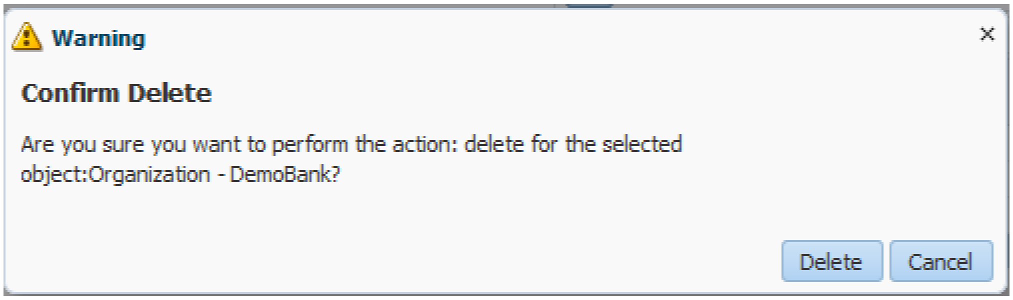
To delete a child organization

8. In the **Children** tab, select the organization you want to delete.
9. From the **Actions** menu, select 

.
OR
Click 

on the toolbar.
A message is displayed asking for confirmation.
10. Click **Yes** to confirm.
The selected child organization is deleted.

Delete Organization Confirmation screen



(vi) Disabling a Child Organization

Using this option you can disable a child organization.

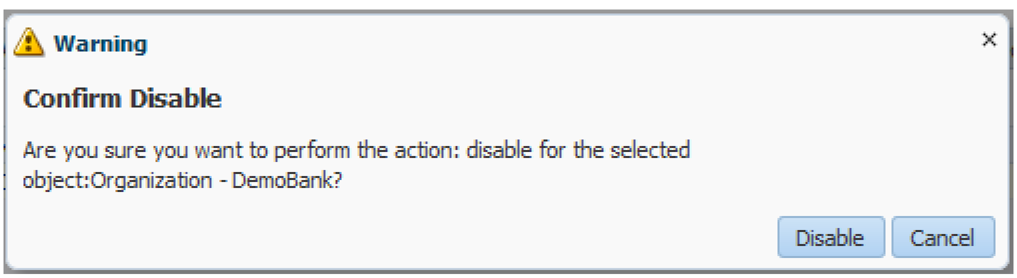
To disable a child organization

11. In the **Children** tab, select the organization you want to disable.

12. From the **Actions** menu, select .
OR
Click  on the toolbar.
A message is displayed asking for confirmation.

13. Click **Yes** to confirm.
The selected child organization is disabled.

Disable Organization Confirmation screen



(vii) Enabling a Child Organization

Using this option you can enable a child organization.

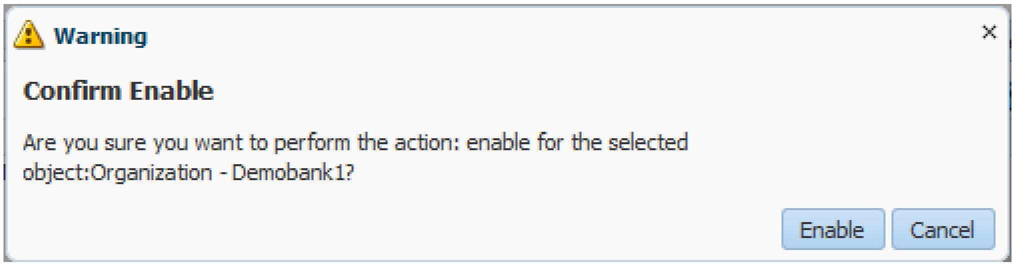
To enable a child organization

14. In the **Children** tab, select the organization you want to enable.

15. From the **Actions** menu, select .
OR
Click  on the toolbar.
A message is displayed asking for confirmation.

16. Click **Yes** to confirm.
The selected child organization is enabled.

Enable Organization Confirmation screen



(viii) Opening a Child Organization

Using this option you can open the details of a child organization by selecting the organization.

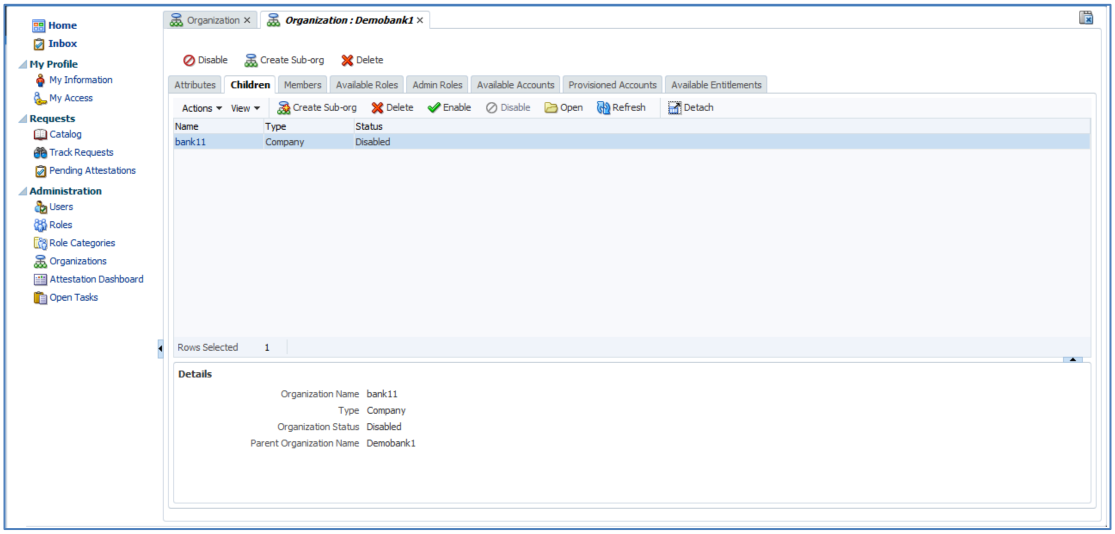
To open the details of a child organization

17. In the **Children** tab, select the organization you want to open.
18. From the **Actions** menu, select 

.
OR
Click 

on the toolbar.
19. The organization details screen for the selected organization appears.
You can modify the details of that organization.

Organization Details screen



45.7.4 Members tab

Using this option you can view the list of users in the selected organization and you can dynamically assign users to organizations based on user-membership rules. All users that satisfy the user-membership rule are dynamically associated with the organization irrespective of which organization hierarchy the users statically belong to.

Each organization can have one user-membership rule that enables a user to be a member of multiple organizations at a time, and thereby view and request for additional resources.

The dynamic memberships can be revoked by changing the user-membership rules.

Note: You can add or remove users to and from organizations by using the Attributes tab of the user details screen.

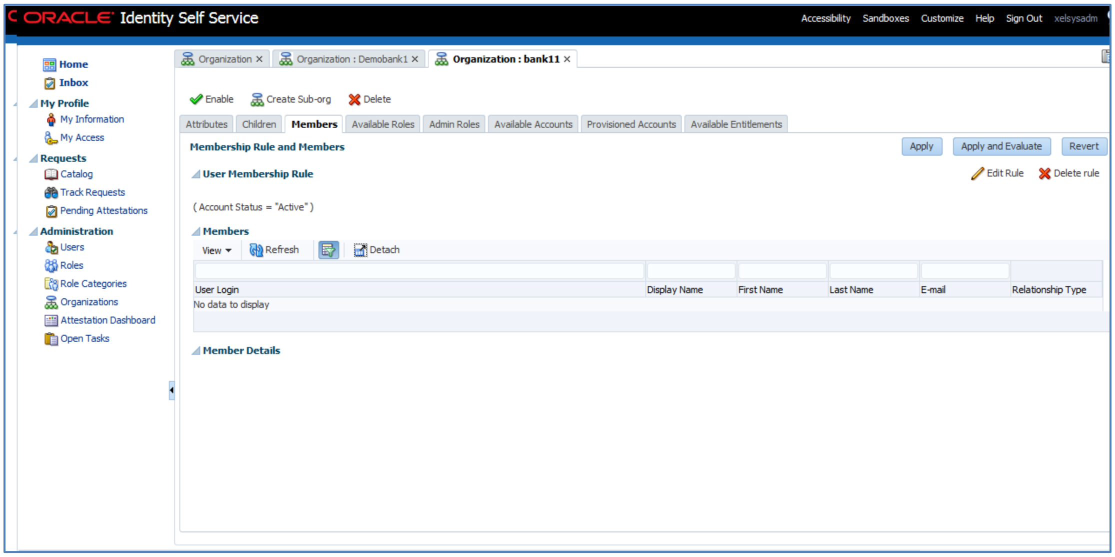
Managing dynamic user-organization memberships by:

- Creating a Dynamic Membership Rule
- Modifying a Dynamic Membership Rule
- Deleting a Dynamic Membership Rule

To view Users of organization

1. Click on the **Members** tab.
   For each user in the list, the following details like User Login, Display Name, First Name, Last Name, E-mail, and Relationship Type are displayed.

Members Tab screen



Field Description

Field Name	Description
User Login	[Display] Displays the user login for the selected User.
Display Name	[Display] Displays the name of the User.
First Name	[Display] Displays the first name of User.
Last Name	[Display] Displays the last name of User.
E-mail	[Display] Displays the e-mail ID of the User.
Relationship Type	[Display] Displays the type of relationship that the user member has with the organization.

(ix) Create Dynamic Membership Rule

Using this option you can create a dynamic membership rule for organization.

Note: A static membership is where users are assigned to organizations by specifying an organization name in the Organization attribute of the user details.

To create dynamic membership rule for an organization

2. Click on the **Members** tab of the organization details screen.
   The list of users in the selected organization appears.

3. Click the 

   button to set the rule for selected organization.
   The **Expression Builder** appears.

4. In the **Attributes** tab, select an **attribute**, like **Country**, and then click **Add**.
   The attribute is added to the expression builder for which you can specify a value. In addition, the **Literals** tab is displayed.

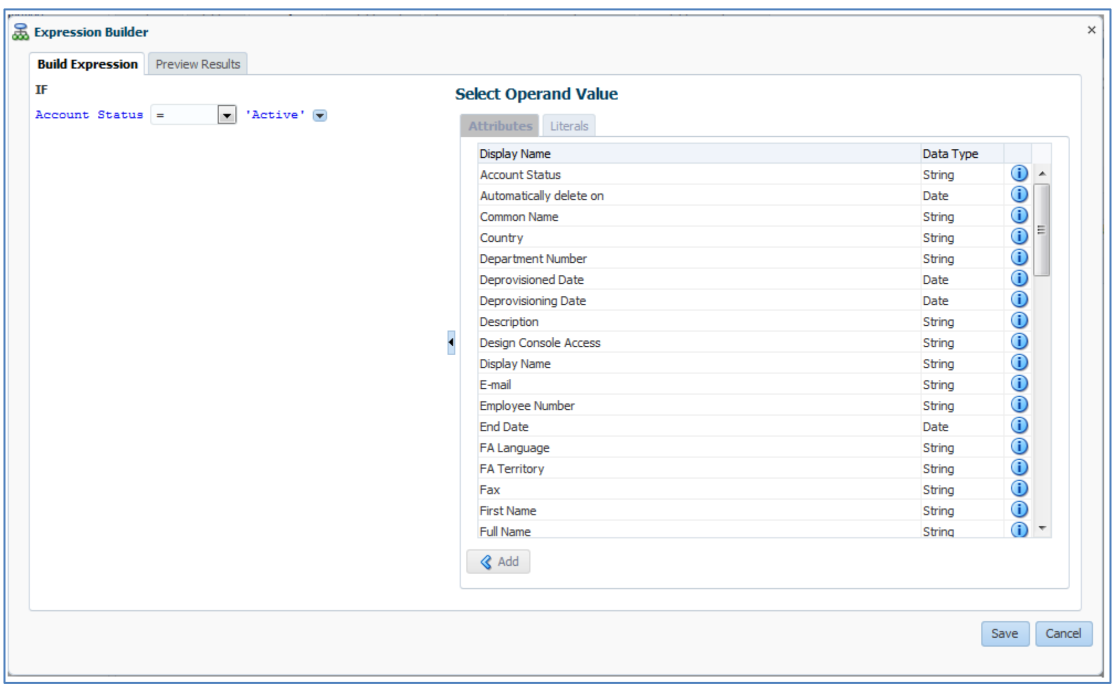
5. In the **Value** field, enter a value for the selected attribute, such as **US**, and then click **Add**.
   The value is added to the expression builder. The expression for the membership rule specifies that users with Country as US will be members of the selected organization.

6. Click the **Preview Results** tab.
   This tab displays all the users that match the specified membership rule and will be assigned to the selected organization.

7. Click **Save**.
   The **Members** tab is displayed with the membership rule added in the User Membership Rule section.

8. Click **Apply** to save the membership rule for later evaluation.
   OR
   Click **Apply and Evaluate** to save the membership rule and evaluate it against all users.
   OR
   Click **Revert** to cancel the changes.

Create Membership Rule screen



(x) Modify a Dynamic User-Membership Rule

Using this option you can modify a dynamic membership rule for organization.

To modify a dynamic user-membership rule

9. In the **User Membership Rule** section of the **Members** tab, click 

.
The **Expression Builder** appears with the user-membership rule.

10. Change the attribute in the existing user-membership rule, then click the attribute to select it, and select another attribute in the **Attributes** tab, then click **Add**.

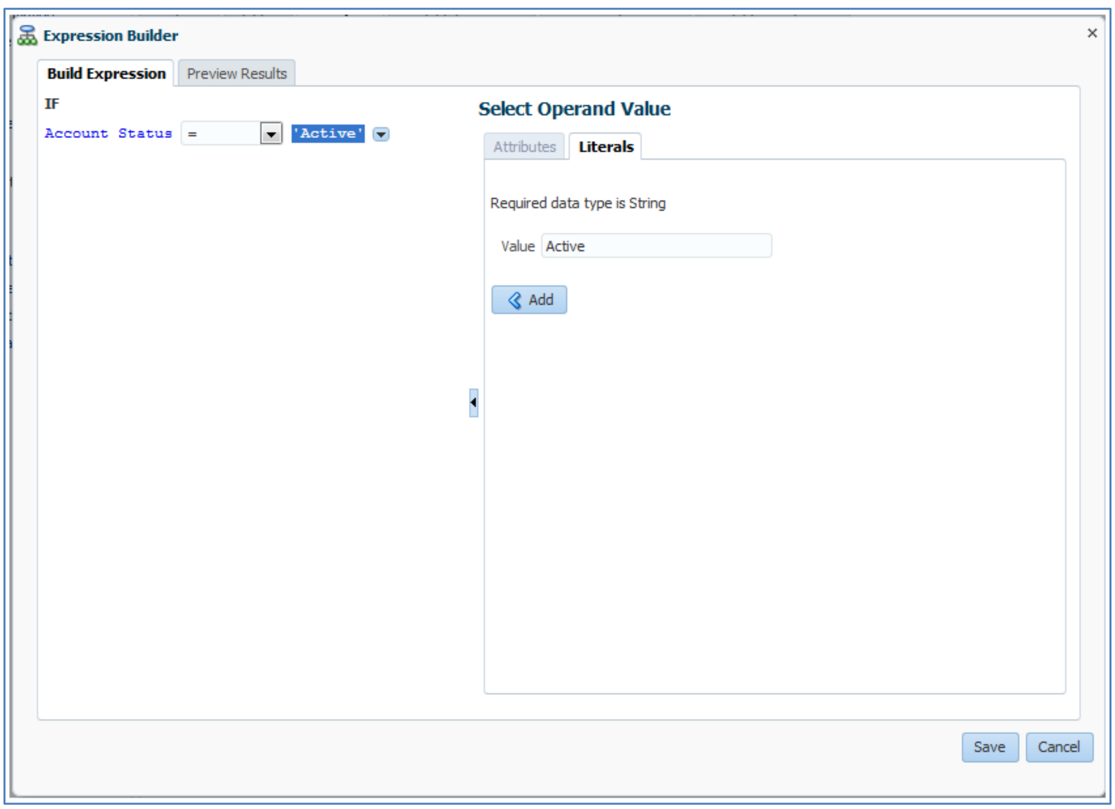
11. Click the value to change it and specify a different value.

12. To add more criteria to the user-membership rule, click the down arrow and select any operator, such as **AND** or **OR**. To remove the rule, select **REMOVE**.
You can specify complex criteria by building an expression as required.

13. Click the **Preview Results** tab.
The tab displays all the users that match the specified membership rule and will be assigned to the selected organization.

14. Click **Save**.
The Members tab is displayed with the modified membership rule in the **User Membership Rule** section.

Modify Membership Rule screen



(xi) Delete a Dynamic User-Membership Rule

Using this option you can delete a dynamic user-membership rule.

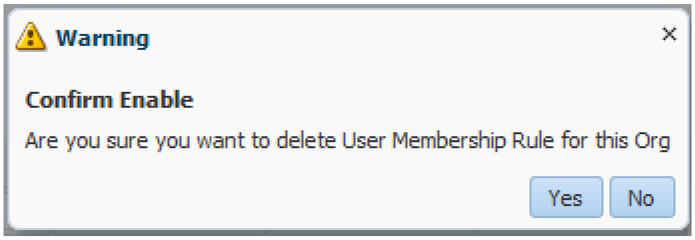
To delete a dynamic user-membership rule

15. In the **User Membership Rule** section of the **Members** tab, click 

.
A message is displayed asking for confirmation.

16. Click **Yes** to confirm the deletion.

Delete Membership Rule confirmation screen

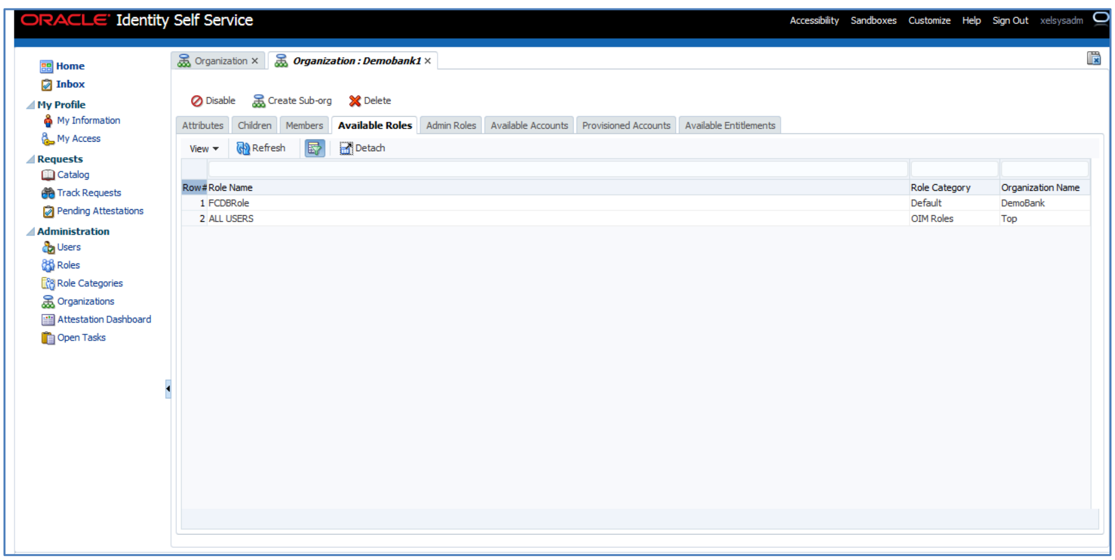


45.7.5 Available Roles tab

Using this option you can view the available accounts in an organization. The accounts are made available on request by the users of the organization.

1. Click on the **Available Roles** tab.
The tab displays Role Names, Role Categories, and Corresponding Organization Names.

Available Roles screen



Field Description

Field Name	Description
Role Name	[Display] Displays the name of role in an organization.
Role Category	[Display] Displays the category of role.
Organization Name	[Display] Displays the name of organization.

45.7.6 Admin Roles tab

Using this option you can view admin roles that are assigned to an organization. It allows you to grant and revoke admin roles available to the open organization to users.

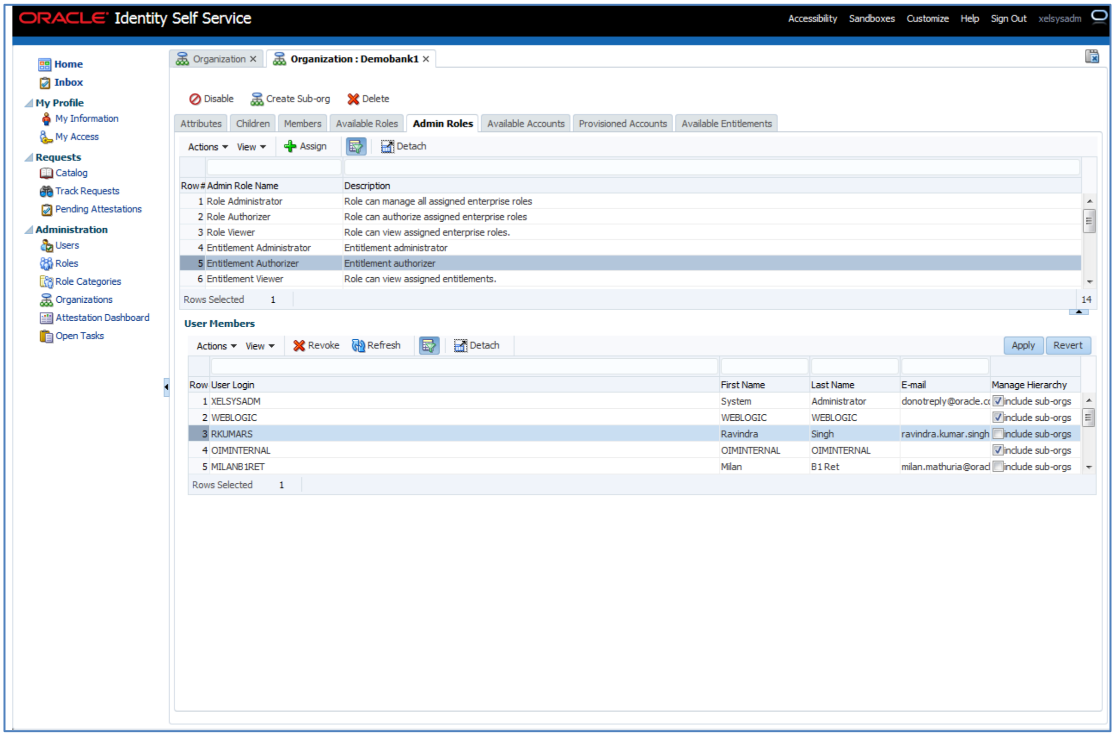
You can perform the following:

- Granting an Admin Role
- Revoking an Admin Role

To view admin roles assigned to an organization

1. Click on the **Admin Roles** tab, for the selected admin role, the users who have the selected admin role are displayed in the **User Members** section.

Admin Role screen



Field Description

Field Name	Description
Admin Role Name	[Display] Displays the name of admin role that you want to grant to a user.
Description	[Display] Displays the description of an admin role.

(xii) Granting an Admin Role

Using this option you can grant admin roles to an organization.

To grant an admin role to a user

2. In the **organization details** screen, click the **Admin Roles** tab.
   A list of admin roles assigned to the open organization appears.
3. Select the admin role that you want to grant to a user.
4. Click  on the toolbar.

   The **Advanced Search for Target Users** dialog box appears.
5. Search for the target users to whom you want to grant the selected admin role.
   OR
   You can select the **Just show my directs** option to list only your direct reports.

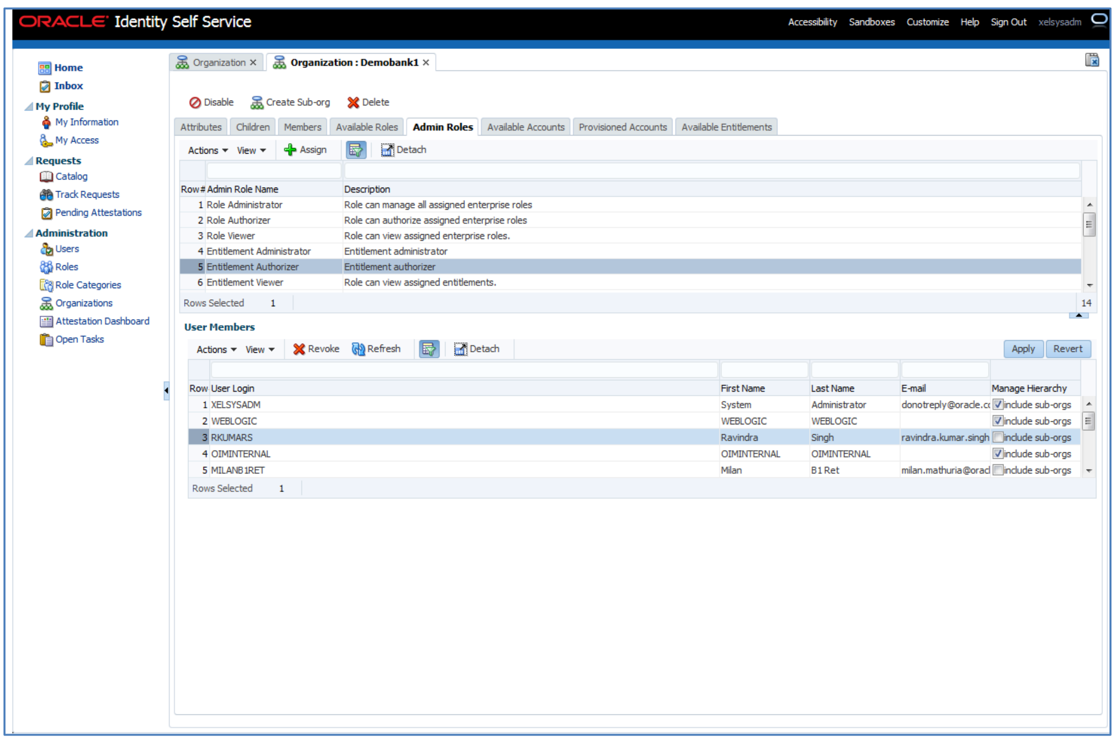
6. In the **User Results** section, select the user that you want to grant the admin role.
7. Click **Add Selected** to move the selected user to the **Selected Users** section.
   OR
   Click **Add All** to move all the users from the **User Results** section to the **Selected Users** section.
8. Click **Add** to grant the admin roles to the selected user.
   Click the admin role in the Admin Roles tab, the selected user's record is displayed in the **User Members** section.
9. In the **User Members** section, select the user record. Select **include sub-orgs** to grant the admin role to the user's organization and its sub-organizations.

Note: If you want to grant the admin role to the user's organization only, then do not select include sub-orgs option.

---

10. Click **Apply** to grant the admin role to the user's organization and its sub-organizations.
    OR
    Click **Revert** to cancel.

Granting an Admin Role screen



(xiii) Revoking an Admin Role

Using this option you can revoke the admin role assigned to an organization.

To revoke an admin role from a user

11. In the **Admin Roles** tab, select an admin role from which you want to revoke the user.
12. In the **User Members** section, select the user from whom you want to revoke the admin roles.
13. Select the admin role that you want to grant to a user.

14. From the **Actions** menu, select 

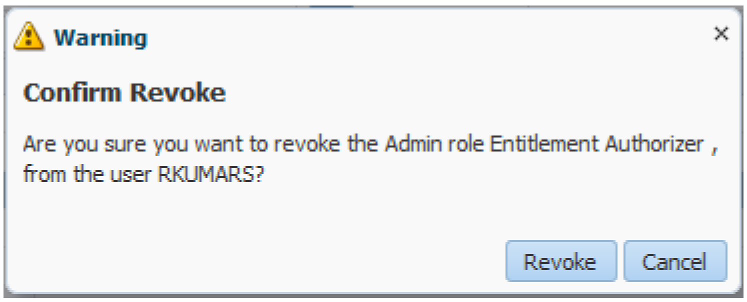
.
OR

Click 

on the toolbar.
A message is displayed asking for confirmation.

15. Click **Revoke** to confirm.
The user record is no longer displayed when you select the admin role.

Revoking Confirmation screen



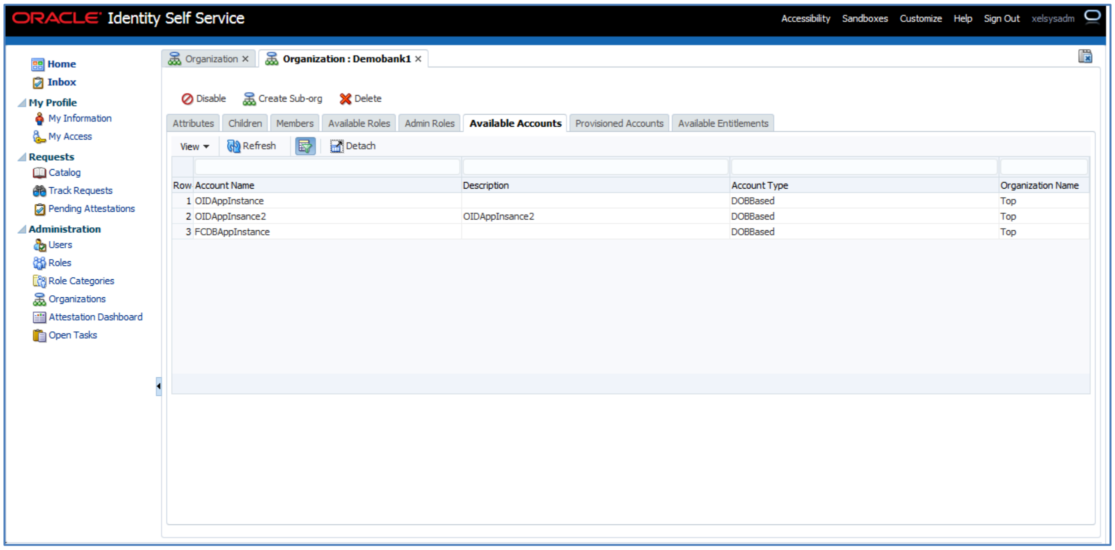
45.7.7 Available Accounts tab

Using this option you can view the available accounts in an organization. The accounts are made available on request by the users of the organization. The accounts available to an organization are the accounts that have been published to the organization.

To view the available accounts in an organization

1. In the **Organization Detail** screen, Click **Available Accounts** tab.
The list of the available accounts in an organization appears.

Available Accounts for organization screen



Field Description

Field Name	Description
Account Name	[Display] Displays the account that has been published to the organization.
Description	[Display] Displays the description about an account.
Account Type	[Display] Displays the type of an account.
Organization Name	[Display] Displays the organization name.

45.7.8 Provisioned Accounts tab

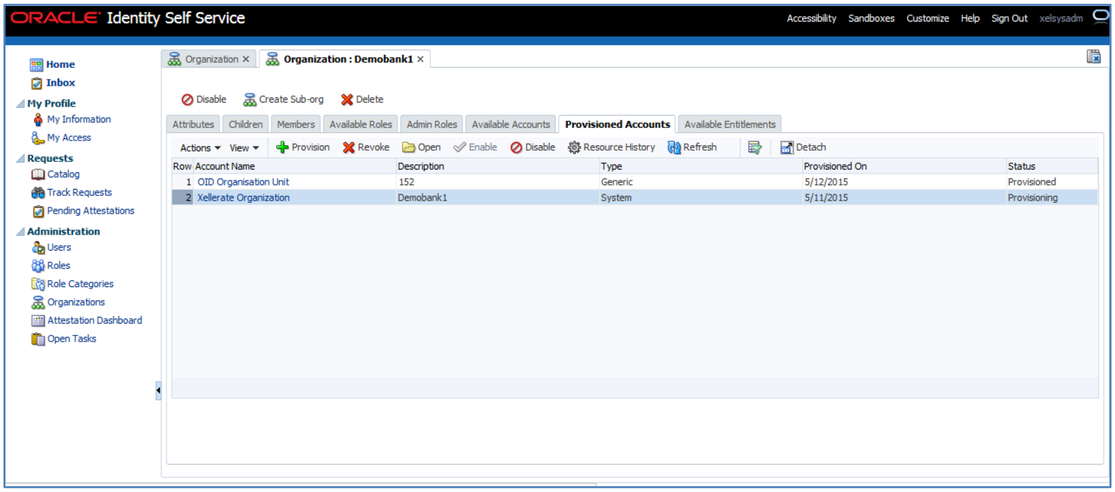
Using this option you can view list of accounts that have been provisioned to the open organization. In the **Provisioned Accounts** tab, you can perform the following:

- Provisioning an Account
- Revoking an Account
- Viewing the Details of a Provisioned Account
- Disabling a Provisioned Account
- Enabling a Provisioned Account

To view provision an accounts to an organization:

1. Click on the **Provisioned Accounts** tab, the list of accounts that to be provision appears.

Provisioned Accounts screen



Field Description

Field Name	Description
Account Name	[Display] Displays the account that you want to provision.
Description	[Display] Displays the description about an account that to be provision.
Type	[Display] Displays the type of an account that to be provision.
Provision On	[Display] Displays the date on which an account is provisioned.
Status	[Display] Displays the current status of account to be provision.

(xiv) Provisioning Account

Using this option you can manage a provisioned account.

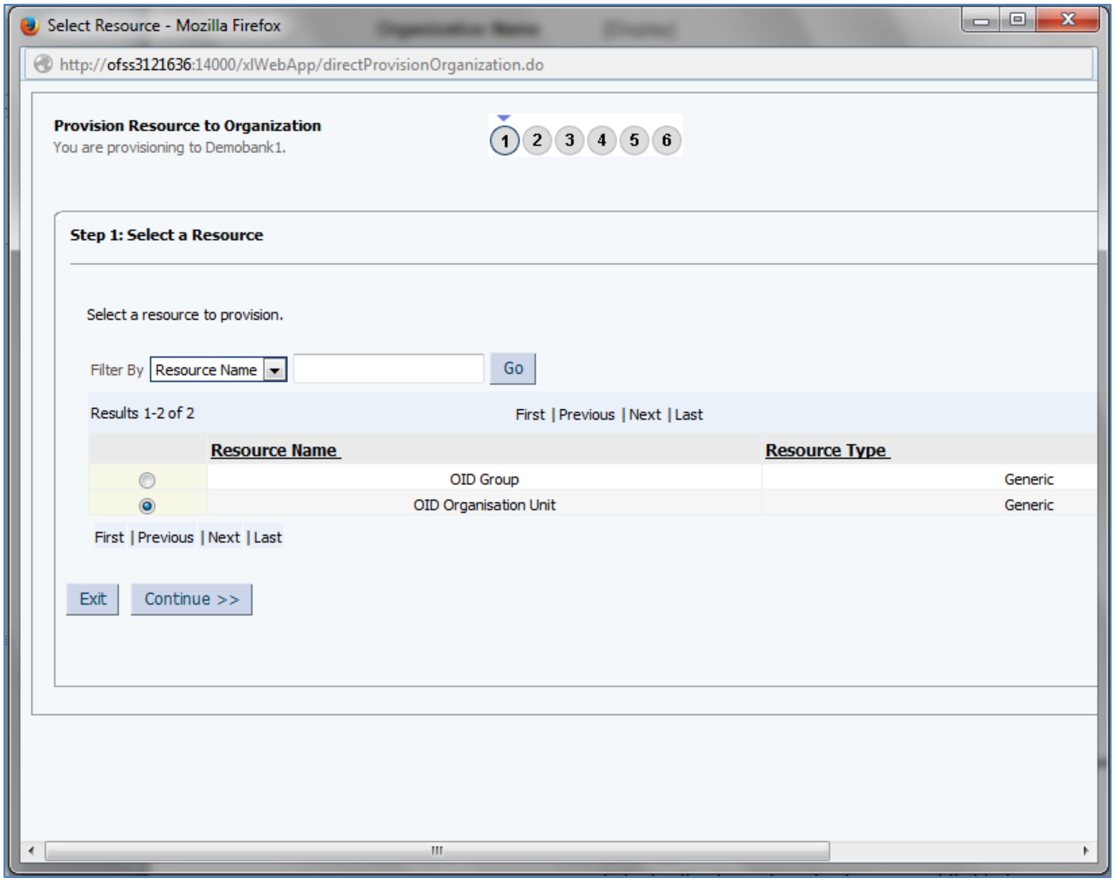
To provision an account to an organization

2. In the **Provisioned Accounts** tab, select the account that you want to provision.
3. From the **Actions** menu, select 

.
OR
Click 

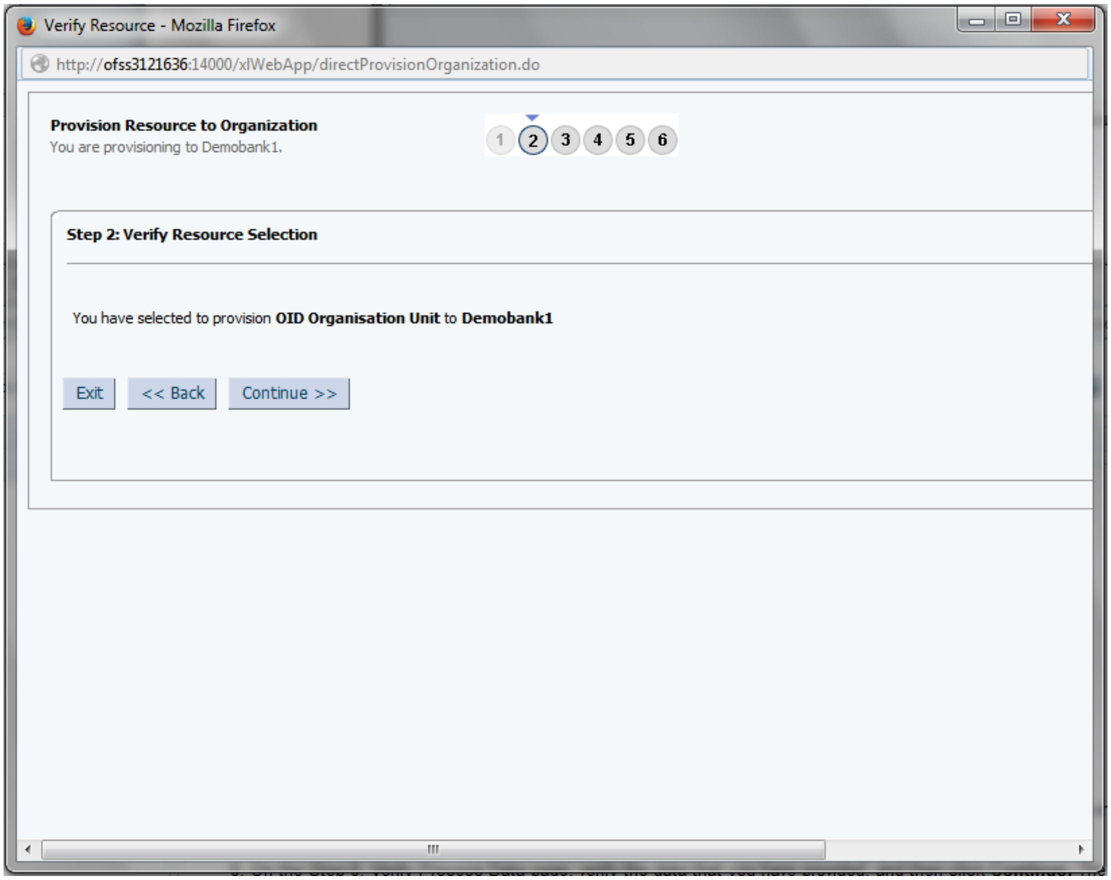
on the toolbar.
The **Provision Resource to Organization** screen appears.
4. On the Step 1: Select a **Resource** screen; select a resource from the list.
5. Click **Continue**.

Step 1: Resource screen



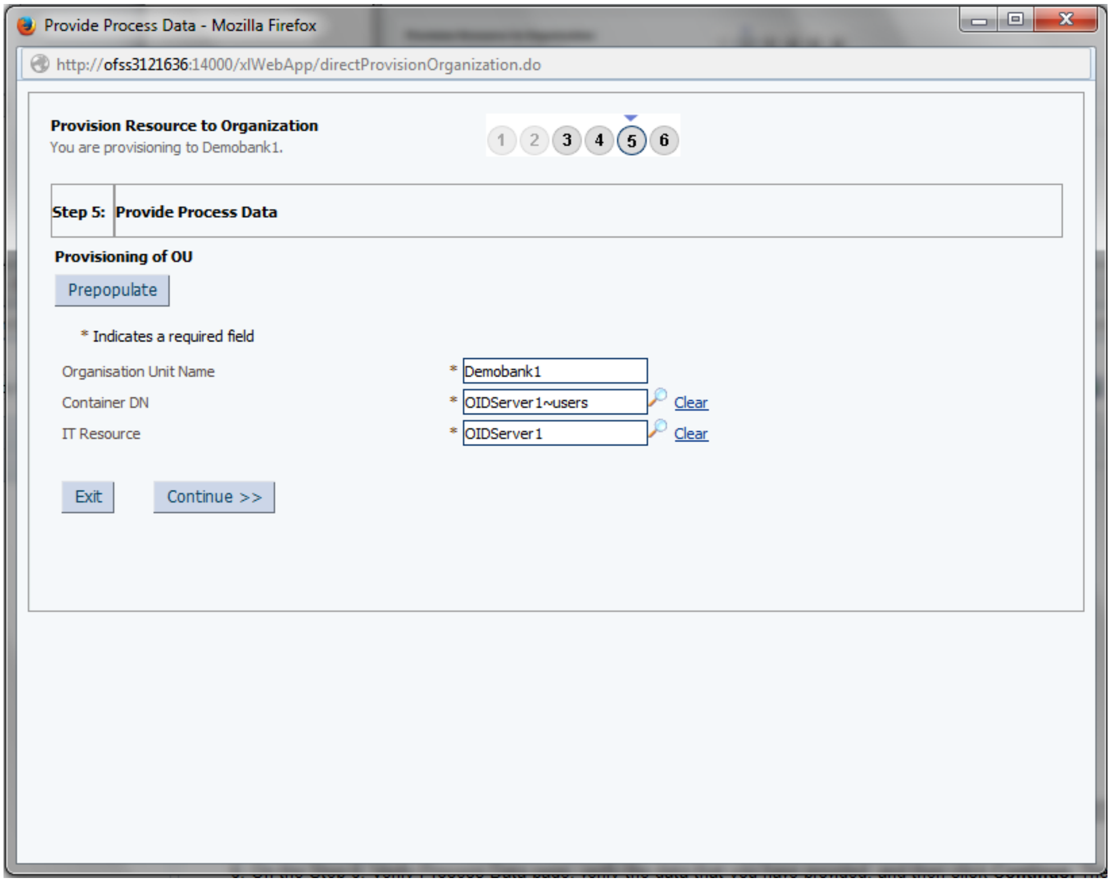
6. On the Step 2: Verify **Resource Selection** screen, click **Continue**.

Step 2: Resource Selection screen



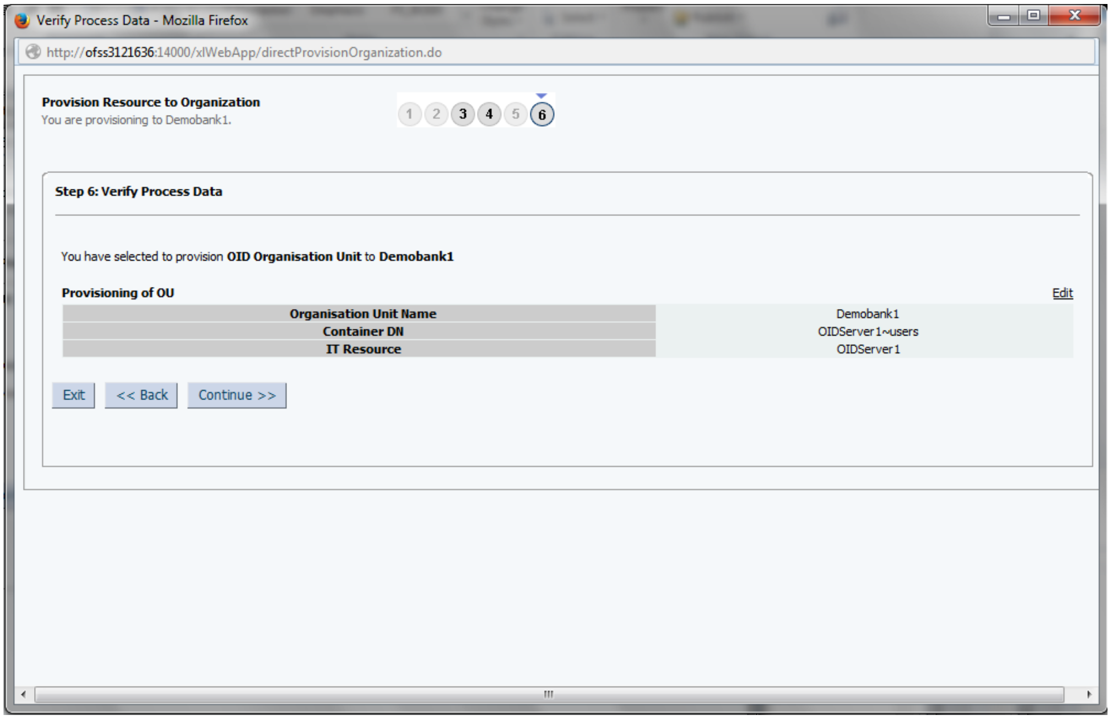
7. On the Step 5: Provide **Process Data** screen, enter the details of the account that you want to provision to the organization.
8. Click **Continue**.

Step 5: Provide Process Data screen



9. On the Step 6: Verify **Process Data** screen, verify the data that you have provided.
10. Click **Continue**.
    The “Provisioning has been initiated.” message is displayed.

Step 6: Process Data screen



(xv) Revoking an Account

Using this option you can revoke the account that you want.

To revoke an account from an organization

11. In the **Provisioned Accounts** tab, select the account that you want to revoke.

12. From the **Actions** menu, select 

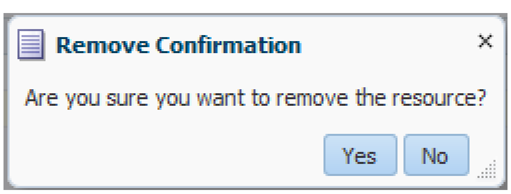
.
OR

Click 

on the toolbar.
A message is displayed asking for confirmation.

13. Click **Yes**.

Revoking Confirmation screen



(xvi) Opening Provision Account

Using this option you can open and view the details of a provisioned account.

To view the details of a provisioned account

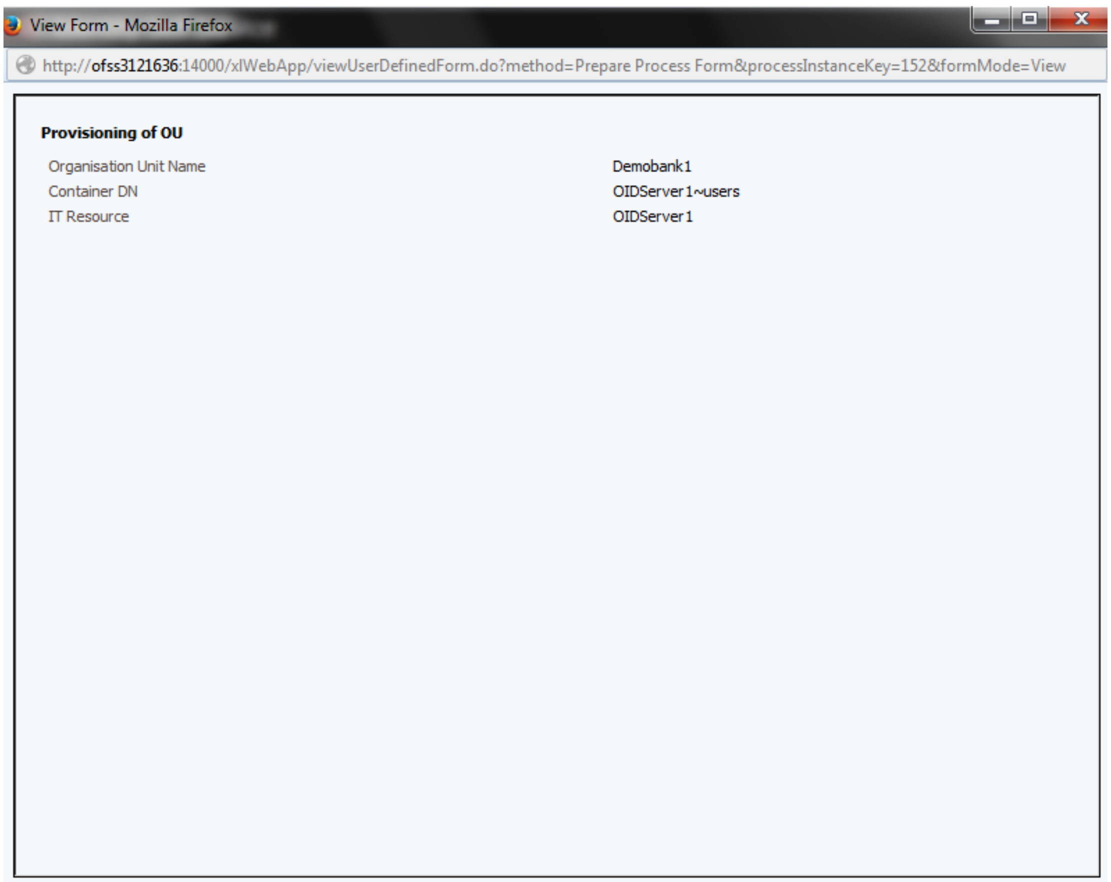
14. In the **Provisioned Accounts** tab, select the account you want to open.

15. From the **Actions** menu, select 

.
OR
Click 

on the toolbar.
The details of the selected provisioned account appear.

Organization Details screen



(xvii) Disabling a Provisioned Account

Using this option you can disable a provisioned account.

To disable a provisioned account

16. In the **Provisioned Accounts** tab, select the account you want to disable.

17. From the **Actions** menu, select 

.
OR
Click 

on the toolbar.
A message is displayed stating that the provisioned account has been successfully disabled.

(xviii) Enabling a Provisioned Account

Using this option you can enable the already disabled provisioned account.

To enable a provisioned account

18. In the **Provisioned Accounts** tab, select the account you want to disable.

19. From the **Actions** menu, select 

.
OR
Click 

on the toolbar.
A message is displayed stating that the provisioned account has been successfully enabled.

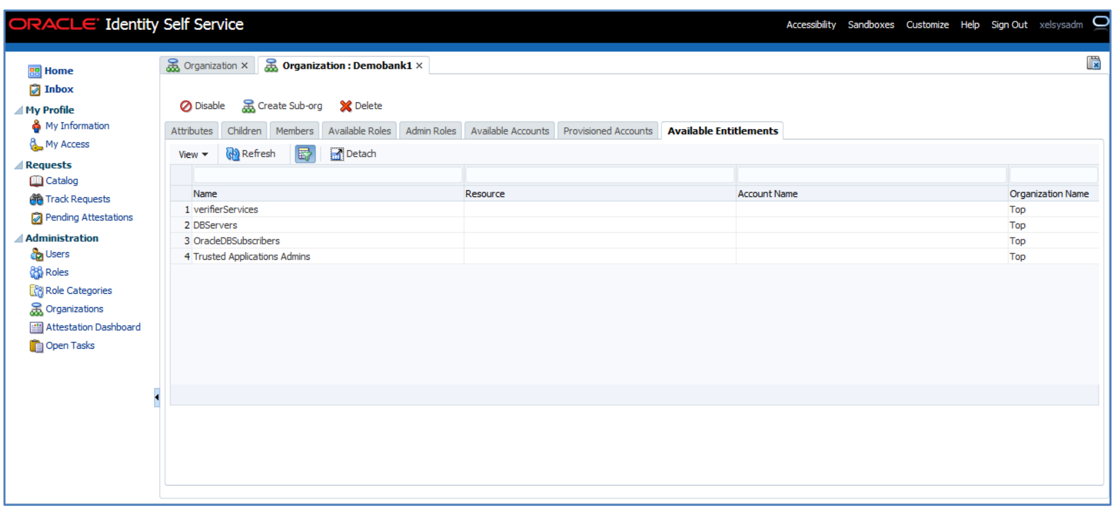
45.7.9 Available Entitlements tab

Using this option you can view the entitlements published to the open organization. For each entitlement, the details like Entitlements name, Resource associated with the entitlement, Account name associated with the entitlement, and Organization name are displayed.

To view entitlements of organization

1. Click on the **Available Entitlements** tab, the entitlements published to the open organization appears.

Available Entitlements screen



Field Description

Field Name	Description
Name	[Display] Displays the Entitlement name.
Resource	[Display] Displays the resource associated with the entitlement.
Account Name	[Display] Displays the account name associated with the entitlement.
Organization Name	[Display] Displays the organization name.

46. My Information – (IAM)

Using this option you can view and modify personal details. Different attributes in the My Information screen is controlled by authorization policy. Based on the authorization policy, you can modify the attribute values.

You can perform tasks like Change Password.

46.1 Change Password

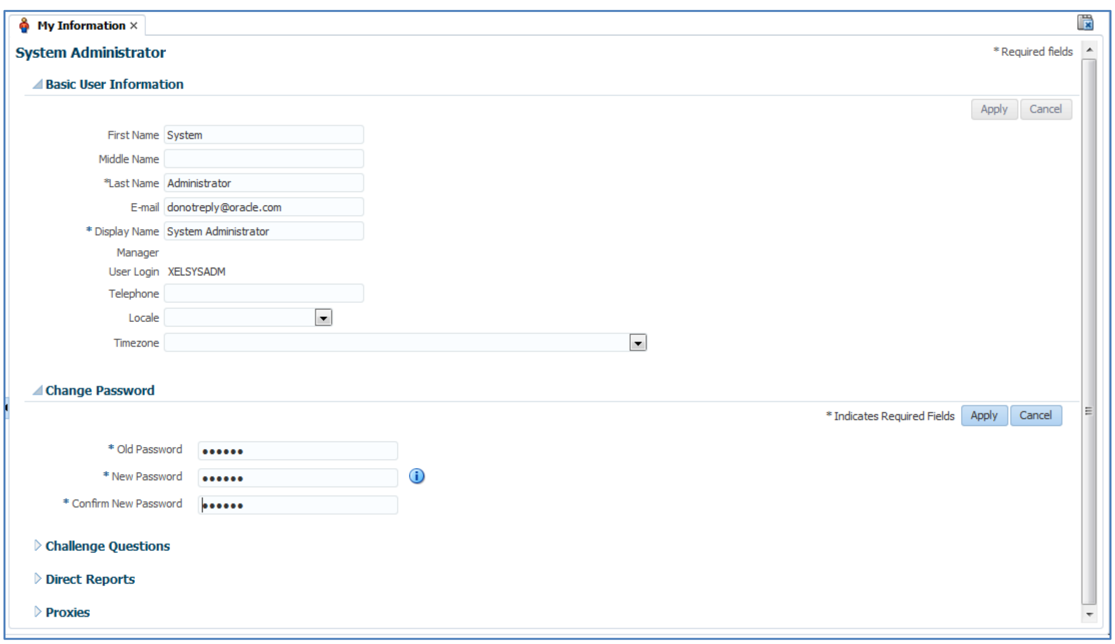
Using this option you can reset your enterprise password. To specify a new password, enter and re-confirm the new passwords. The new password is evaluated for compliance against the applicable password policy. If the new password does not comply with the password policies, then the password change is rejected and you are informed of the failing condition(s). If the password evaluates successfully against all policies, then the password is changed.

To change the password:

1. From the **My Profile** menu, click 

.
   The **My Information** screen appears.
2. And then expand the **Change Password** section.
3. Enter the existing password in the **Old Password** field.
4. Enter the new password that you want to set.
5. Re-enter the new password in **Confirm New Password** field to confirm it.

Change Password screen



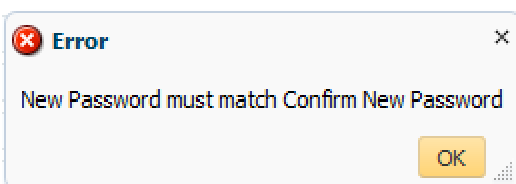
Field Description

Field Name	Description
Old Password	[Mandatory, Alphanumeric] Indicates the current password.
New Password	[Mandatory, Alphanumeric] Indicates the new password. The conditions to set password are: • Must not match or contain first name • Must not match or contain last name • Must contain at least 2 alphabetic character(s) • Must be at least 6 character(s) long • Must contain at least 1 lowercase letter(s) • Must contain at least 1 numeric character(s) • Must contain at least 1 uppercase letter(s) • Must start with an alphabetic character • Must not match or contain user ID.
Confirm New Password	[Mandatory, Alphanumeric] Indicates the new password to confirm.

6. Click **Apply**.
   The successfully completed the operation message appears.
   Otherwise, an error message appears.

Note: If the old password is valid and the new password is in compliance with the password policy, then the password is changed.

Error Message screen



OR
Click **Cancel** to cancel the transaction.

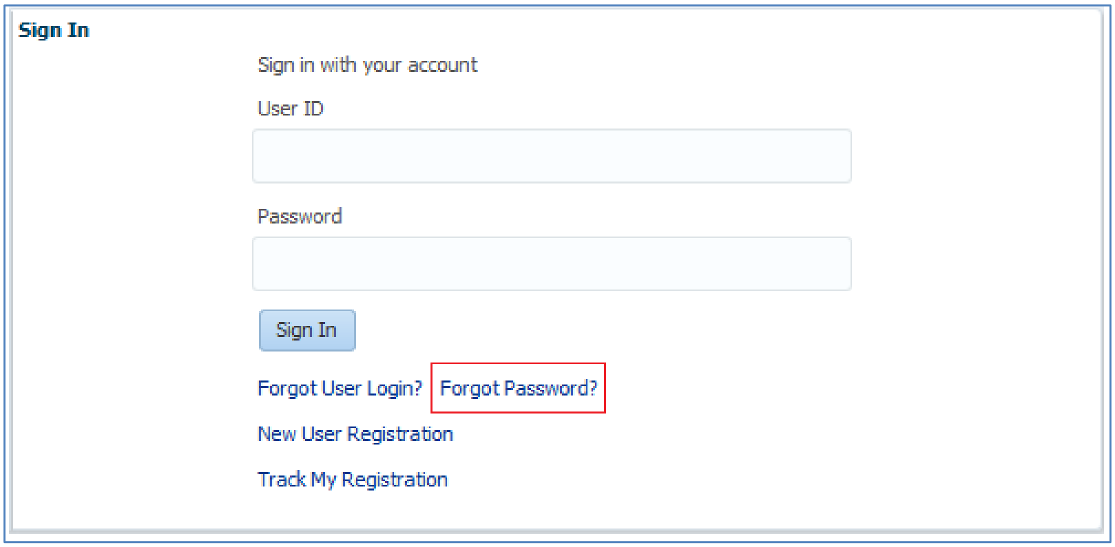
46.2 Forgot Password

Using this option you can reset your forgotten password.

To reset your forgotten password

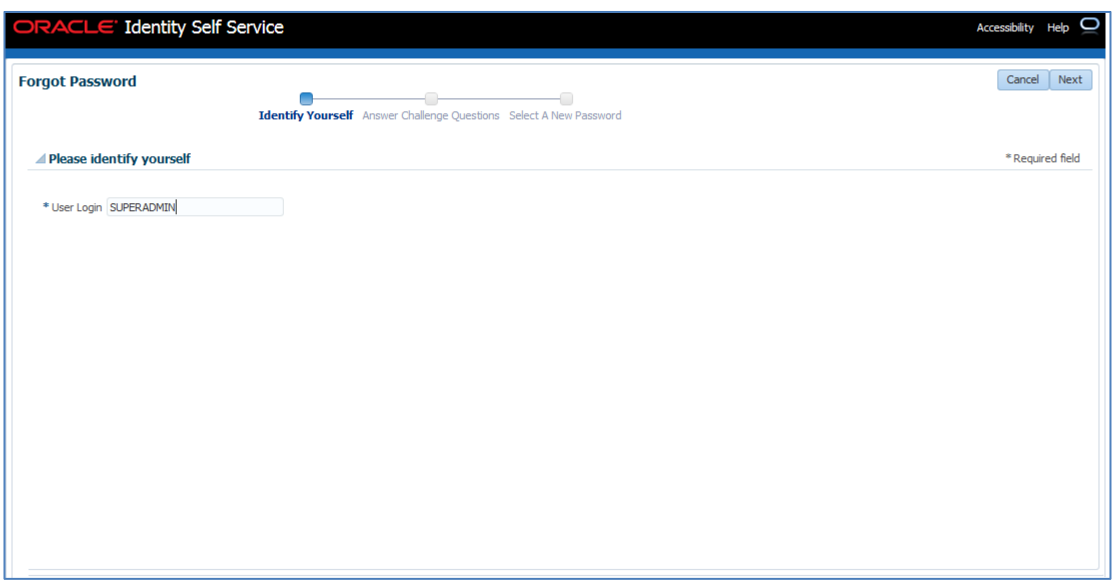
1. In the **Oracle Identity Self Service** login screen, click **Forgot Password**.
The **Forgot Password** screen appears.

Oracle Identity Self Service login screen



2. **Step 1 Please identify yourself:** Enter your user name in the **User Login** field to allow Oracle Identity Manager to locate your user record.

Step 1 Please identify yourself screen

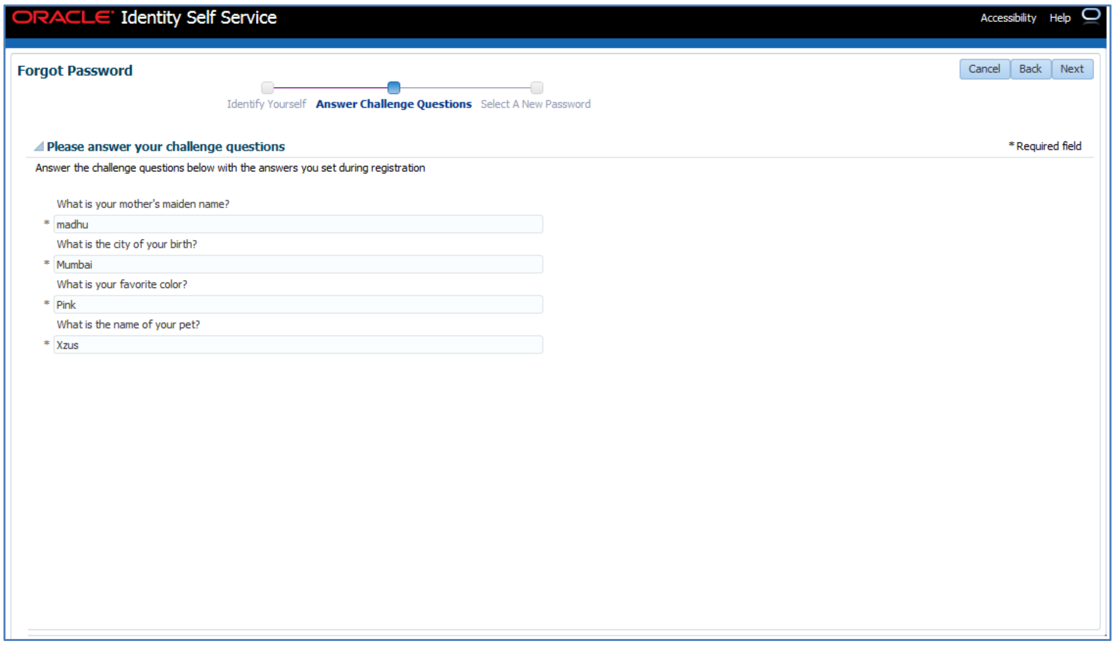


Field Description

Field Name	Description
User Login	[Mandatory, Alphanumeric] Indicates the user name to allow **Oracle Identity Manager** to locate your user record.

3. Click **Next**.
The **Answer Challenge Questions** screen appears.
4. **Step 2 Answer Challenge Questions:** Enter your responses to the challenge questions.

Answer Challenge Questions screen



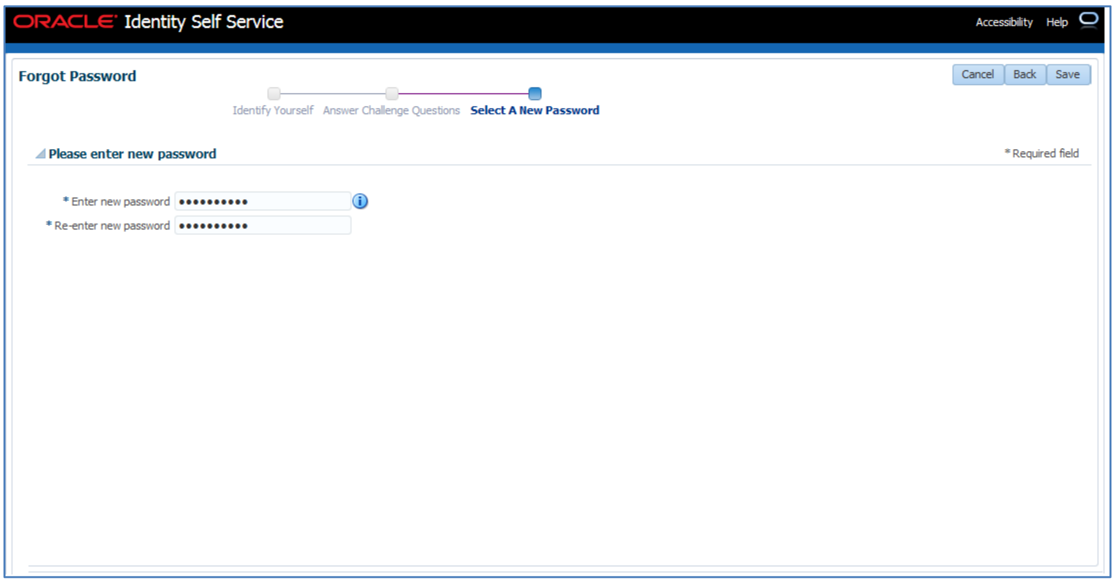
Field Description

Field Name	Description
Please answer your challenge questions	
Note: The wizard provides the challenge questions that you set during user registration to verify your user identity.	
What is your mother's maiden name?	[Mandatory, Alphanumeric] Indicates the mother's maiden name.
What is the city of your birth?	[Mandatory, Alphanumeric] Indicates the city of your birth.
What is your favorite color?	[Mandatory, Alphanumeric] Indicates the favorite color.

Field Name	Description
What is the name of your pet?	[Mandatory, Alphanumeric] Indicates the name of your pet.

5. Click **Next**.
The **Select a New Password** screen appears.
6. **Step 3 Select a New Password:** Enter the new password that you want to set.

Select a New Password screen



Field Description

Field Name	Description
Old Password	[Mandatory, Alphanumeric] Indicates the password.

Field Name	Description
New Password	[Mandatory, Alphanumeric] Indicates the new password. Note: Click Applicable Password Policy Rule icon to view conditions to set password. The conditions to set password are: • Must not match or contain first name • Must not match or contain last name • Must contain at least 2 alphabetic character(s) • Must be at least 6 character(s) long • Must contain at least 1 lowercase letter(s) • Must contain at least 1 numeric character(s) • Must contain at least 1 uppercase letter(s) • Must start with an alphabetic character • Must not match or contain user ID.

7. Click **Save**.
   The successfully completed the operation message appears.
   Otherwise, an error message appears.
   The following are the possible outcomes of these steps:

- If **Oracle Identity Manager** does not find the username you provided, then a random set of challenge questions are displayed. When you submit the form, an error message is displayed stating that either the user is not found or the challenge answers are incorrect.
- If you do not satisfy the identity verification criteria, then an error message is displayed.
- If you satisfy the identity verification criteria but the new password failed to satisfy configured password policies, then an error message is displayed along with details about the password policy.
- If you satisfied the identity verification criteria and the password is successfully set, then the wizard proceeds to the next page. This also unlocks your user account if it was locked.

A message is displayed confirming that your new password has been set, and login screen is displayed from where you can log in to **Oracle Identity Manager**.

OR
Click **Cancel** to cancel the transaction.

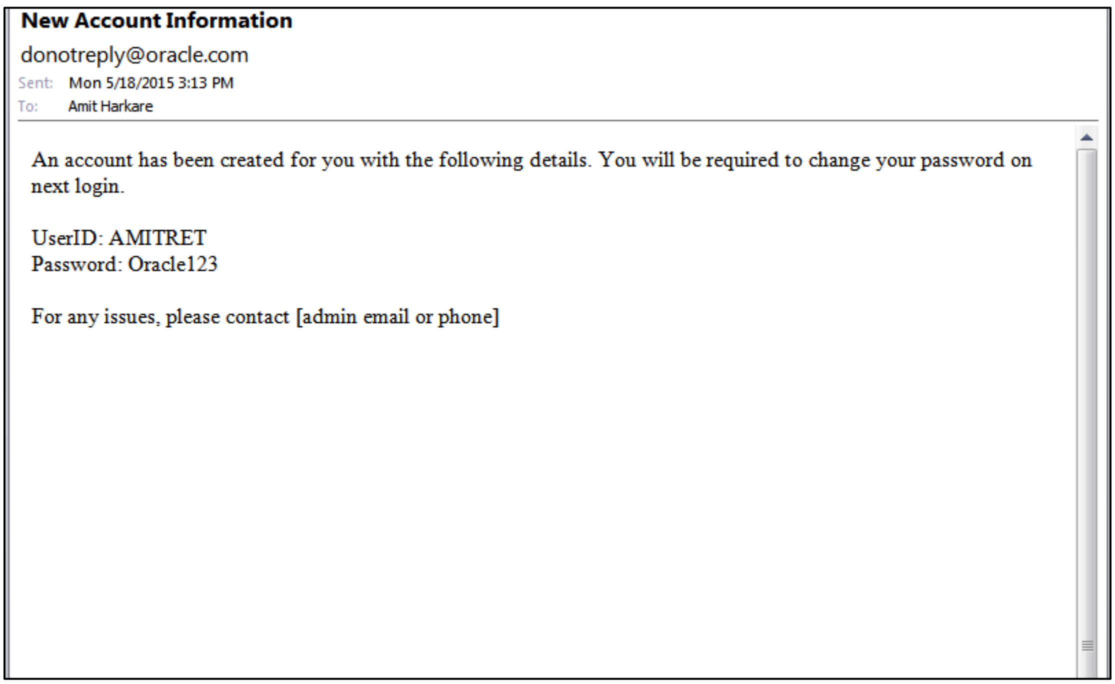
47. System Alert

Alerts are the notifications sent to a user. Alerts are sent via emails or SMS in pre-defined templates and at a regular time interval. Following are some of the system alerts:

- Create User Alert
- Create User Password
- Login
- Login Failure
- Change Password

Following is an example of system alert.

Create User



New Account Information

donotreply@oracle.com

Sent: Mon 5/18/2015 3:13 PM

To: Amit Harkare

An account has been created for you with the following details. You will be required to change your password on next login.

UserID: AMITRET
Password: Oracle123

For any issues, please contact [admin email or phone]