

Getting Started User Guide
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Getting Started User Guide
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Contents

| | |
|--|-----------|
| Welcome to Getting Started User Guide | 4 |
| Accessing Application | 4 |
| Signing In..... | 4 |
| Signing Out..... | 4 |
| Application Environment | 5 |
| Screen Environment | 6 |
| How to's | 7 |
| Accessing Records | 8 |
| Viewing Records..... | 8 |
| Searching Records | 9 |
| Refreshing Records | 10 |
| Creating/Configuring Records | 10 |
| Editing Records | 10 |
| Copying Records | 10 |
| Unlocking Records | 10 |
| Reopening Records..... | 10 |
| Deleting Records | 11 |
| Printing Records | 11 |
| Authorizing Records | 11 |
| Minimizing Records | 11 |
| Closing Records | 11 |
| Auditing Records | 11 |
| Screen/Dashboard | 12 |
| Pagination..... | 12 |
| Mandatory and Optional Fields..... | 12 |
| Configuring Tile | 12 |
| Closing Tile..... | 13 |
| Reordering Tile | 13 |
| Expanding Tile..... | 13 |
| Adding Tile..... | 13 |
| Common Fields | 14 |
| Common Buttons/Icons..... | 15 |
| Glossary | 16 |
| Reference and Feedback | 19 |
| References..... | 19 |
| Documentation Accessibility | 19 |
| Feedback and Support..... | 19 |

Welcome to Getting Started User Guide

This user guide helps you get started with Oracle Banking applications. This user guide explains the basic design of Oracle and the common operations that you can follow while using it. This user guide should be used as a supplement and must be read in conjunction with Common Core, Security Management System and other application user guides.

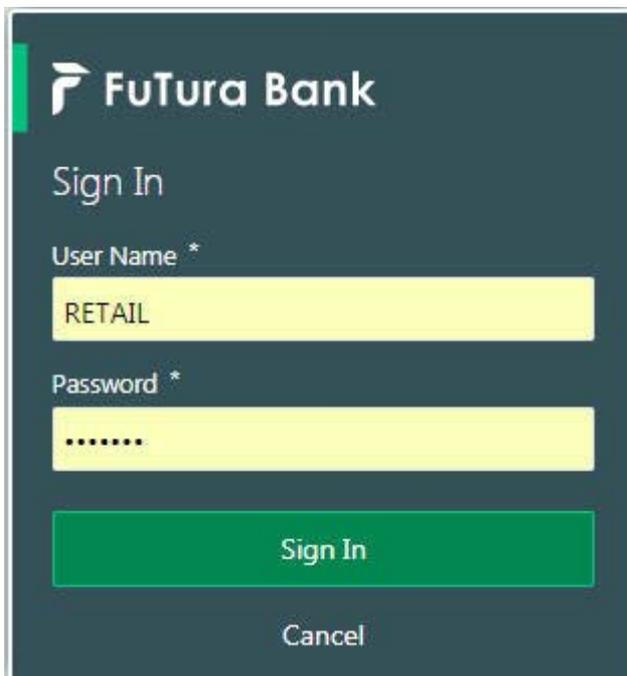
This document is intended for the Customer Service Representatives (CSRs) and staff in charge of setting up new products in your bank.

Accessing Application

You can access any application using the link provided by the administrator.

Signing In

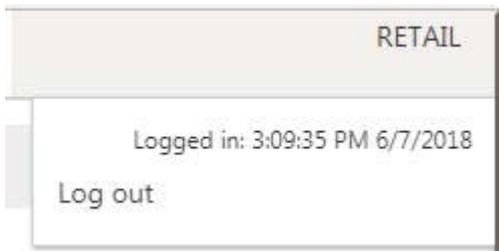
1. Enter the URL in the browser address and press **Enter**. The application page appears.



2. Provide the required information:
 - User Name: Enter the user name provided by the administrator.
 - Password: Enter the password provided by the administrator.
3. Click **Sign In** to log into the application.

Signing Out

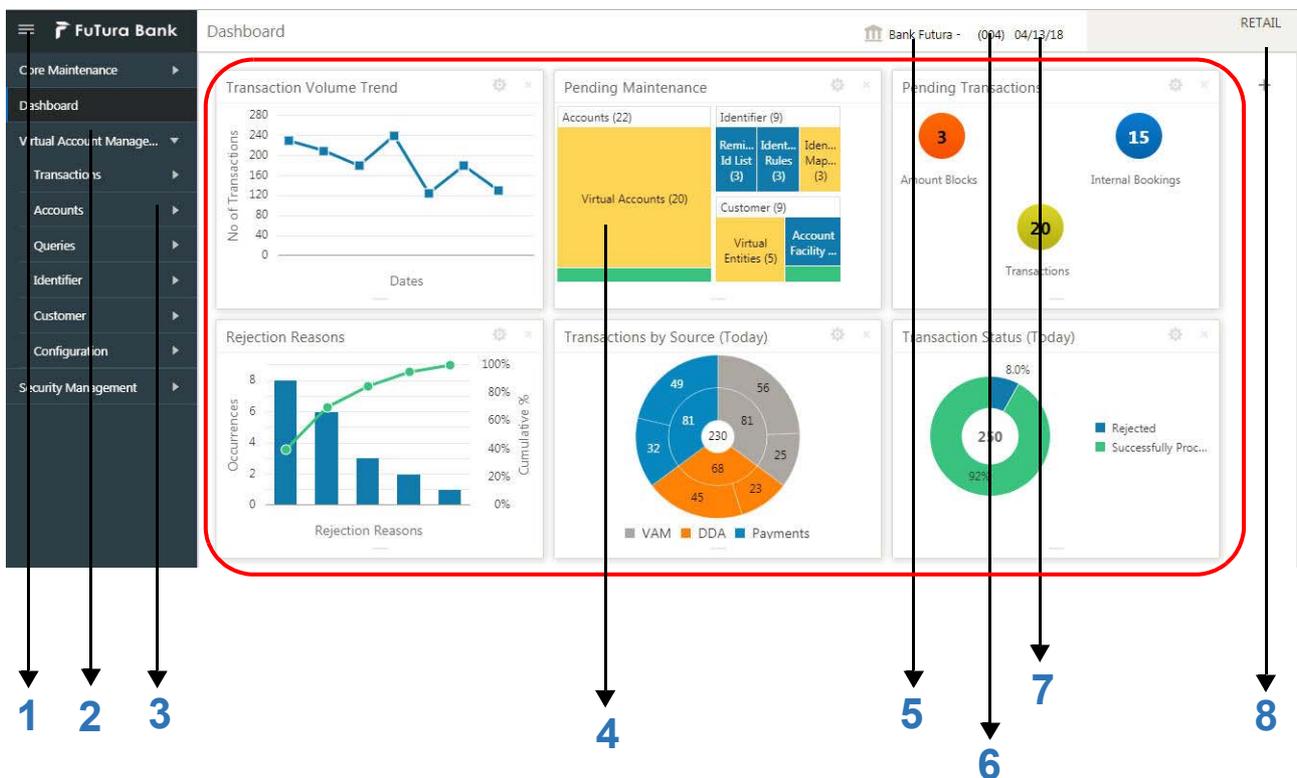
1. In the selected application > toolbar, click the user name logged into the application. The **User Profile** fly-out menu appears.



2. Click **Log Out** to sign out of the application.

Application Environment

On successful login, the selected application appears depending on the user privileges. A sample illustration of the home page:



- Hamburger Menu:** Use to expand/collapse the menu.
- Menu:** Use to navigate/open the screens associated with the application.
- Sub-Menu:** Click the menu to view the sub-menu associated with the menu. These are screens associated with the menu.
- Display Grid:** Displays the screens/dashboards selected using the menu.
- Bank Name:** Displays the name of the bank and its branch code. Click to select the branches associated with the logged in user.



Note

Depending on the logged in user and the branches associated, you can switch between branches and view the records.

- Application Date:** Displays the application date on which the branch's EOD was last performed.
- User Profile:** User profile related options and actions are available.

Screen Environment

Largely, there are three types of screen in the application, dashboard, summary and maintenance screen.

Dashboard

<require latest environment to capture the screenshot>

Summary Screen

Depending on the access/permission provided to the logged in user, you can access a summary screen. Summary screen provides information about the configured records, you can perform few common actions and view the records. A sample illustration of a summary screen:

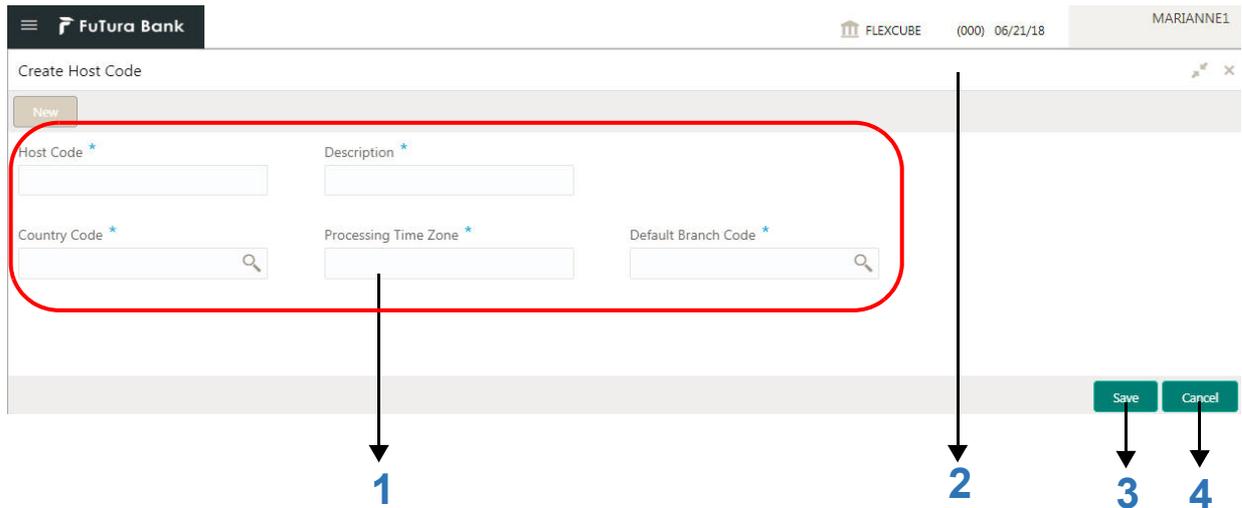


1. **Search:** Click to search/view a record from a selected summary screen.
2. **Refresh:** Click to refresh all records configured in the selected summary screen.
3. **Add:** Click to create/configure a new record.
4. **Pagination:** Displays the number of items available and the page numbers.
5. **Title bar:** Displays the name of the screen and couple of common actions such as minimize and remove. For more information, see [Minimizing Records](#) and [Closing Records](#).
6. **Records:** Displays the configured records, you can view the records in different format. For more information, see [Viewing Records](#).
7. **Tile View:** Displays the configured records in the tile format.
8. **List View:** Displays the configured records in the list format.

Maintenance Screen

Depending on the access/permission provided to the logged in user, you can access a maintenance screen. Maintenance screen allows you to create/configure new records, using the fields associated with

the selected maintenance screen you can save a new record. A sample illustration of a maintenance screen:



1. **Fields:** Displays the fields associated with the selected maintenance screen. There are several types of fields such as text box, dropdown, and so on, these fields can also be either mandatory or options fields. For more information, see [Mandatory and Optional Fields](#).
2. **Title bar:** Displays the name of the screen and couple of common actions such as minimize and remove. For more information, see [Minimizing Records](#) and [Closing Records](#).
3. **Save:** Click to save the entered details in the maintenance screen.
4. **Cancel:** Click to reset the entered details in the maintenance screen.

How to's

As a new user you might require to perform a set of tasks that are similar in all the screens such as to view, edit, delete existing records and more. These tasks explain how to begin working with your record:

| | |
|--|-------------------------------------|
| Accessing Records | Viewing Records |
| Searching Records | Refreshing Records |
| Creating/Configuring Records | Editing Records |
| Copying Records | Unlocking Records |
| Reopening Records | Deleting Records |
| Printing Records | Authorizing Records |
| Minimizing Records | Closing Records |
| Auditing Records | |

When you are working with records, it is important to remember that the types of records you can create, view, edit, delete, and so on are determined by administrator settings, such as a user profile or permission set. Work with your administrator to ensure you have access to the records and data you need.

Now, that you have learned how to work with your records, you might want to explore more advanced features.

Accessing Records

Depending on the permissions/rights provided for the logged in user, you can access the screens.

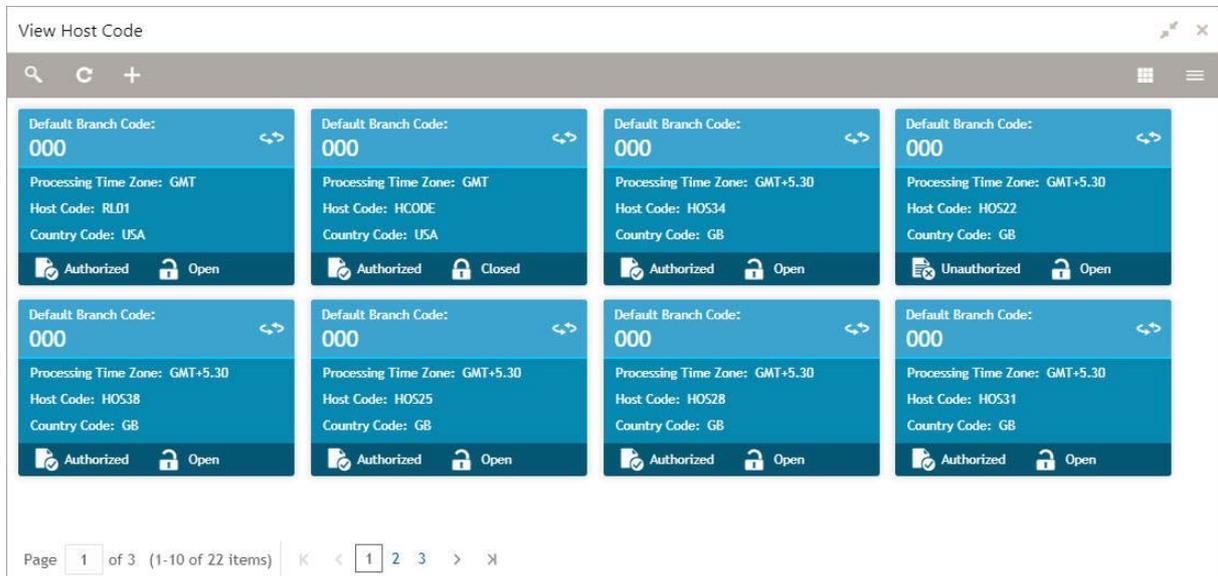
- On the menu (by default, the hamburger menu is expanded), click <sub-menu> > <name of the screen>. The screens associated with the sub-menu appears.
- Create <name of the screen>: You can create/configure new records.
- View <name of the screen>: You can view the configured records.

Viewing Records

You can view the summary of all configured records in the selected summary screen. This helps you to find the required record faster. A few different formats to view the records are described.

Tile View

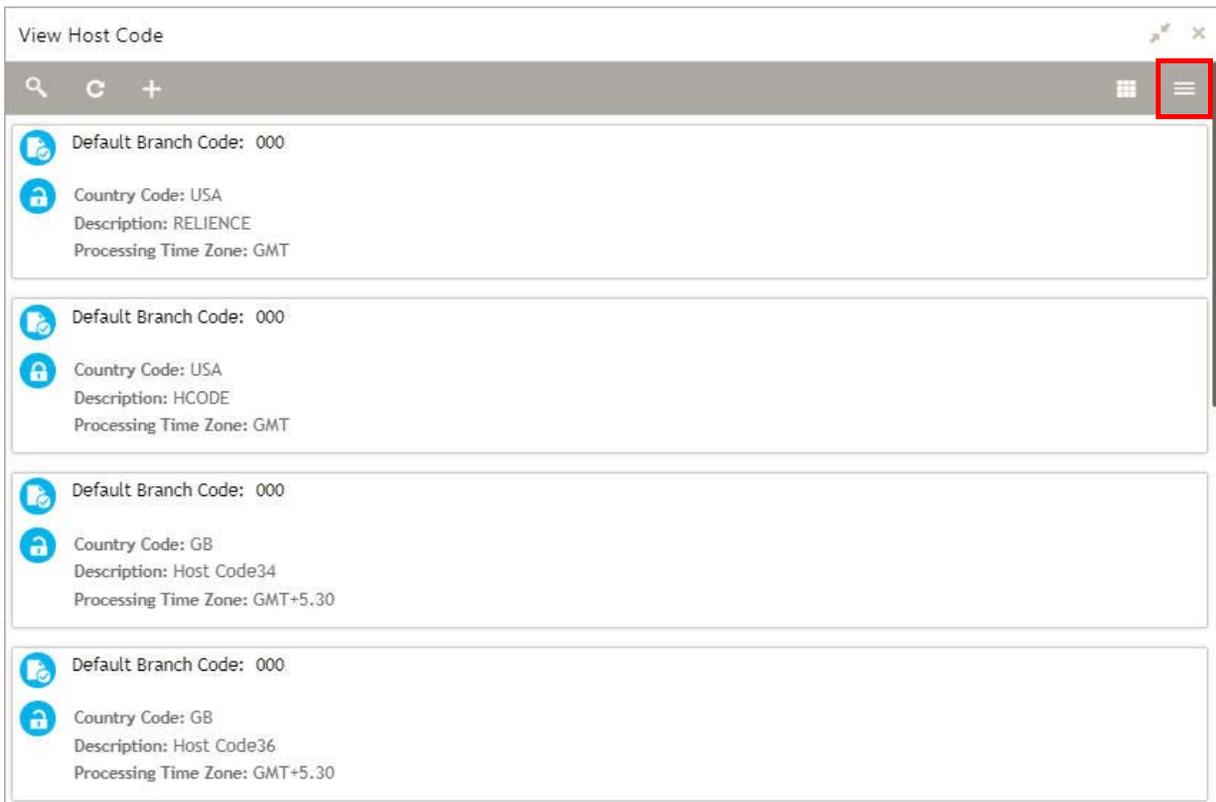
The default summary view of the records are tile view. Displays the configured records in a tile format with few key fields that is associated with the screen.



List View

Displays the configured records in a list format.

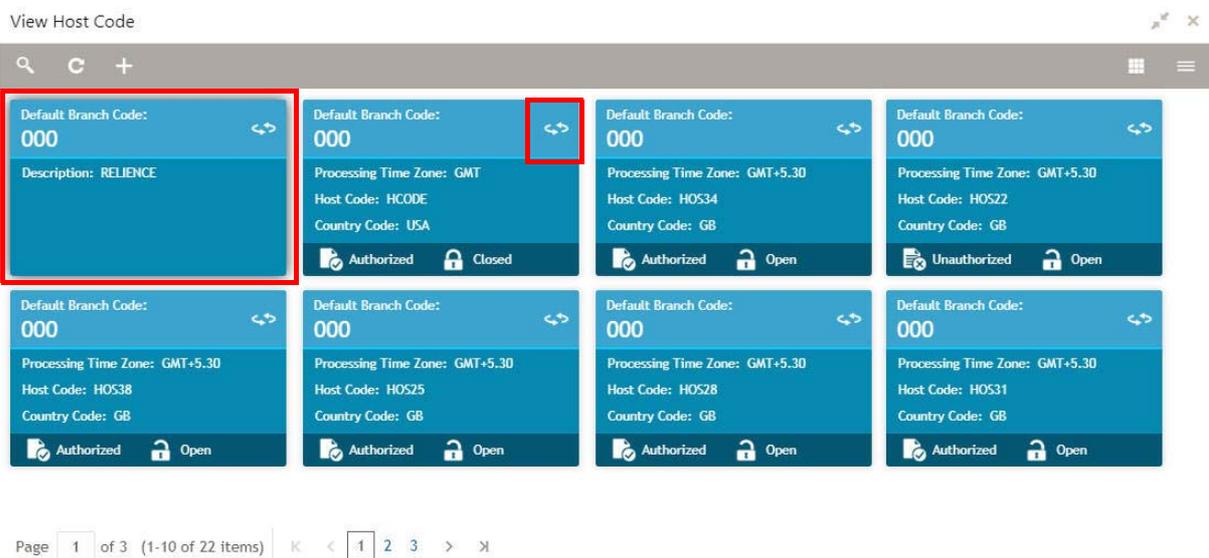
- In the selected screen, click **List View** on the action toolbar as illustrated to view the details.



Flip View

Displays any additional information associated with the configured records in a flip view.

- In the selected screen, click **Flip View** on the record as illustrated to view the details.



Searching Records

1. In the selected screen, click **Search**, the fields associated with the selected screen appear in a dropdown menu.

2. Provide the required details associated with the selected screen.
3. Click **Search** to view the requested record.

Refreshing Records

- In the selected screen, click **Refresh**, the records associated with the selected screen is updated with the latest details.

Creating/Configuring Records

You can create/configure records in any of the three ways:

- In the selected view screen, click **Add** to create/configure a record.
- In the selected view screen, click on a configured record > click **New** to create/configure a record.
- On the menu, select a sub-menu > click <**Create name of the screen**>.

Editing Records



Note

Ensure you have the privileges and know the guidelines to modify the records.

1. In a selected screen, click a record and make the required changes to the record.
2. Click **Save** to save the modified record.

Copying Records

1. In a selected screen, click a record.
2. Click **Copy** to copy the selected record details and make the required changes to the record such as name.
3. Click **Save** to save the modified record.

Unlocking Records

1. In a selected screen, click a record.
2. Click **Unlock** to unlock the selected record details and make the required changes to the record such as name.
3. Click **Save** to save the modified record.

Reopening Records

1. In a selected screen, click a record.
2. Click **Reopen**, a confirmation popup appears.
3. Provide a remark and click **Confirm** to reopen the record.

Deleting Records



Note

Ensure you have the privileges and know the guidelines to delete the records.

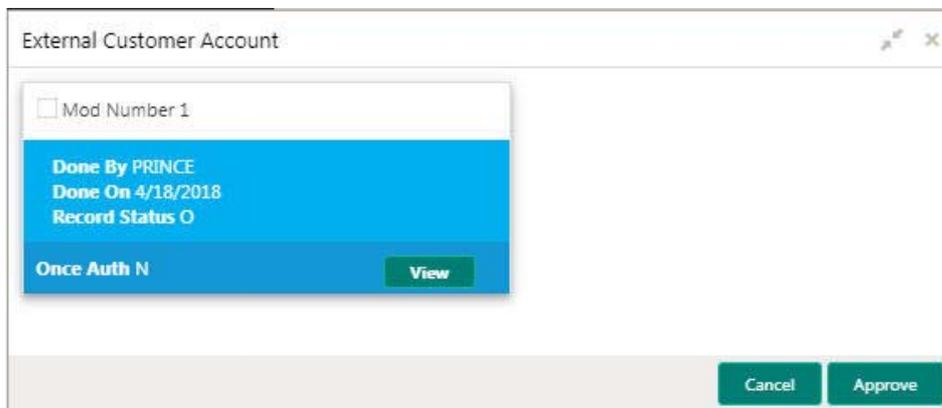
- In a selected screen, select a record and click **Delete** to remove the record.

Printing Records

1. In a selected screen, click a record.
2. Click **Print** to view the record in a print format and print the records.

Authorizing Records

1. In the selected screen, click a record.
2. Click **Authorize**, the records associated with the selected screen that must be authorized appears.



3. Select the required record that must be authorized.
4. Click **Approve** to authorize the record.

Minimizing Records

- In the selected screen, click **Collapse** to minimize the screen. The minimized screen appears at the bottom left corner of the screen. You can click to maximize the screen.

Closing Records

- In the selected screen, click **Remove** to close the screen. If you are in the middle of creating/modifying the records in a selected screen, an error/warning message appears prompting to save the changes.

Auditing Records

1. In the selected screen, click **Audit** to view the change history of the record. The audit detail popup appears.



2. Click anywhere on the screen to close the audit detail popup.

Screen/Dashboard

You can performed several actions in any screen/dashboard:

| | |
|----------------------------------|---|
| Pagination | Mandatory and Optional Fields |
| Configuring Tile | Closing Tile |
| Reordering Tile | Expanding Tile |
| Adding Tile | |

Pagination

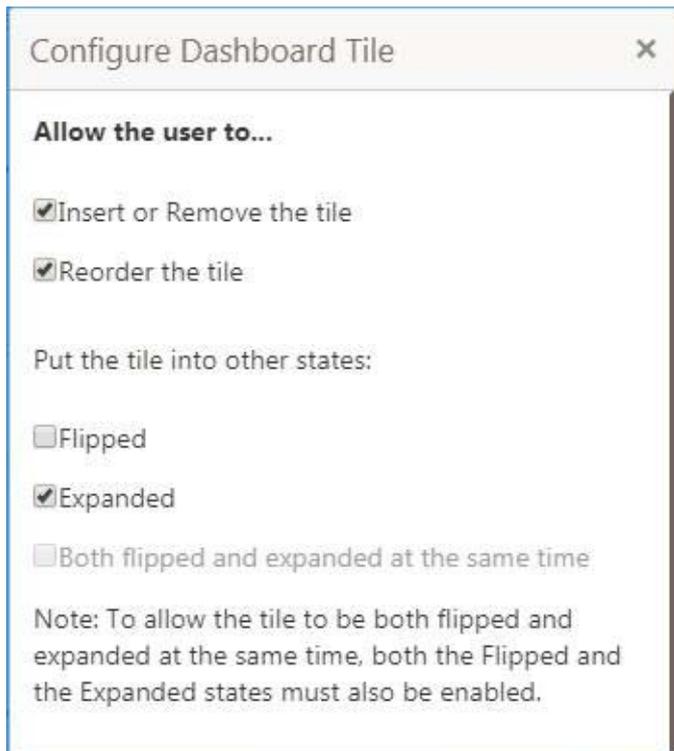
The number of records are displayed on the bottom left corner of the selected view screen. Depending on the records available the number of pages appear. You can navigate using the first page, last page, previous page, next page and by using the numbers option.

Mandatory and Optional Fields

There are mandatory and optional fields available for any screen. You can identify the mandatory field with (*) symbol. If you try to save the record without providing all the mandatory fields, a red exclamation mark or an error appears against the field to update the details.

Configuring Tile

1. In the Dashboard Click **Configure Tile**, the **Configure Dashboard Tile** popup page appears.



2. Select the required options:

Allow the user to...

- Insert or Remove the tile: If selected, you can remove the dashboard widget from the dashboard landing page.
- Reorder the tile: If selected, you can rearrange the dashboard widget in the dashboard landing page.

Put the tile into other states:

- Flipped: If selected, you can flip the dashboard widget for more information.
- Expanded: If selected, you can expand the dashboard widget in the dashboard landing page.
- Both flipped and expanded at the same time: If selected, you can flip and expand the dashboard widget in the dashboard landing page.

3. Click **Close** to update the dashboard widget configuration.

Closing Tile

- Click **Remove** to remove the dashboard widget from the landing page. The removed widgets are available under the **Add Tiles** option.

Reordering Tile

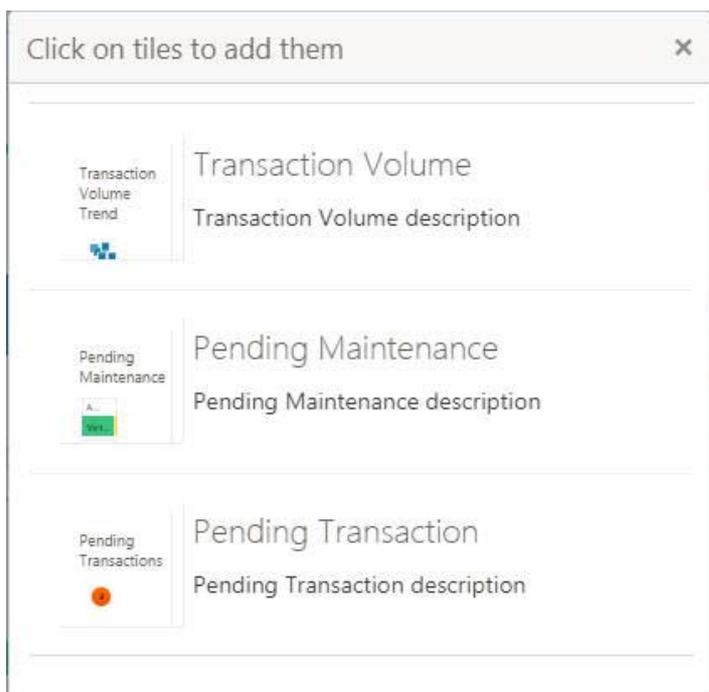
- Select and drag the **Drag to Reorder** option to drop the dashboard widget at the desired place. The page is automatically refreshed and displays the updated order.

Expanding Tile

- Click **Expand Tile** to view all the information of the dashboard widget. The expanded widget appears on a complete row to view more information.

Adding Tile

1. Click **Add Tiles** to Dashboard to add more dashboard widget to the dashboard landing page. The **Click on Tiles to Add Dashboard** popup screen appears.



2. Click on the dashboard you want to add to the dashboard landing page. The page is automatically refreshed and displays the added dashboard widget.

Common Fields

Provides information about all the common fields available in the application.

| Field | Description |
|-----------------|---|
| Branch Code | You can select a configured branch code which you want to associate with the selected screen. |
| Maker | Displays the name of the logged in user who created the record. |
| Customer Number | You can select a configured customer number which you want to associate with the selected screen. You can configure the customer number using the Create External Customer screen. |
| Account Number | You can select a configured account number which you want to associate with the selected screen. You can configure the account number using the Create External Customer Account screen. |
| Source System | You can select a configured source system which you want to associate with the selected screen. You can configure the source system using the Create Upload Source screen. |
| Host Code | You can select a configured host code which you want to associate with the selected screen. You can configure the host code using the Create Host Code screen. |
| Currency | You can select a configured currency which you want to associate with the selected screen. You can configure the currency using the Create Currency Definition screen. |

| Field | Description |
|--------|--|
| Status | Displays the status of the record: <ul style="list-style-type: none"> • Authorized: The record is verified and authorized. • Unauthorized: The record is not verified. • Open: The record is open and waiting for verification. • Locked: The record is locked. • Closed: The record is closed. |

Common Buttons/Icons

Provides information about all the common buttons/icons used in the application.

| Button/Icon | Description |
|-------------|---|
| New | Creates a new record for the selected screen. |
| Query | View all the configured records for the selected screen. |
| Unlock | Unlock the configured record for the selected screen. |
| Search | Search the configured record and select the required record for the selected screen. |
| Copy | Copy the configured record, modify the details and save with a different name for the record. |
| Delete | Remove the configured record for the selected screen. |
| Reopen | Reopens a closed record for the selected screen. |
| Close | Closes the configured record for the selected screen. |
| Print | Print view the configured record for the selected screen. |
| Authorize | Authorize the configured record for the selected screen. |
| Collapse | Minimises the opened screen to the bottom left corner of the screen. |
| Remove | Closes the opened screen. |
| Audit | Check the history of the configured records for the selected screen. |
| Save | Save the configured record for the selected screen. |
| Cancel | Discard the configured record before saving it. |
| + | Add a row in the grid to provide the required record for the selected screen. |
| - | Remove a row in the grid for the selected screen. |
| > | Select a record and move it to the required selected list grid. |
| > | Select a record and move it back to the available list grid. |
| < | Move all the available list of records to the selected list of grid. |
| > | Move back all the selected list of records to the available list of grid. |

This section provides a glossary of all terms and abbreviations used in the user guide.

Hamburger Menu

Is placed in the top corner of the application. You can click to access the menu and sub-menu associated with the application.

Display Grid

It is a container that consists of fields and action buttons that allows you to view/perform actions.

Menu

Is a list of features that are organized for easy access. Generally, there are several sub-menus associated with a menu, each sub-menu has a set of features either in a sequence or non-sequence manner.

User Profile

Provides information associated with the logged in user and provides few action that a user can perform.

Sign In

Log in to an application to access the application/records.

Sign Out

Log out/leave the application.

Records

Is a piece of information that is configured using the application.

A

| | |
|-------------------------------|---|
| Accessing Application | 4 |
| Signing In | 4 |
| Signing Out | 4 |
| Application | 5 |
| Application Date | 5 |
| Bank Name | 5 |
| Branch Code | 5 |
| Display Grid | 5 |
| Hamburger Menu | 5 |
| Menu | 5 |
| Sub-Menu | 5 |
| User Profile | 5 |
| Application Environment | 5 |
| Screen Environment | 6 |

C

| | |
|----------------------------|----|
| Common Buttons/Icons | 15 |
| Audit | 15 |
| Authorize | 15 |
| Cancel | 15 |
| Close | 15 |
| Collapse | 15 |
| Copy | 15 |
| Delete | 15 |
| New | 15 |
| Print | 15 |
| Query | 15 |
| Remove | 15 |
| Reopen | 15 |
| Save | 15 |
| Search | 15 |
| Unlock | 15 |
| Common Fields | 14 |
| Account Number | 14 |
| Branch Code | 14 |
| Currency | 14 |
| Customer Number | 14 |
| Host Code | 14 |
| Maker | 14 |
| Source System | 14 |
| Status | 15 |

G

| | |
|-----------------------|---|
| Getting Started | 4 |
|-----------------------|---|

H

| | |
|---------------------------|----|
| How to's | 7 |
| Auditing Records | 11 |
| Authorizing Records | 11 |
| Closing Records | 11 |

| | |
|------------------------------------|----|
| Copying Records | 10 |
| Creating/Configuring Records | 10 |
| Deleting Records | 11 |
| Editing Records | 10 |
| Minimizing Records | 11 |
| Printing Records | 11 |
| Refreshing Records | 10 |
| Reopening Records | 10 |
| Searching Records | 9 |
| Unlocking Records | 10 |
| Viewing Records | 8 |

M

| | |
|--------------------------|---|
| Maintenance Screen | 6 |
| Cancel | 7 |
| Fields | 7 |
| Save | 7 |
| Title bar | 7 |

S

| | |
|-------------------------------------|----|
| Screen Environment | 6 |
| Dashboard | 6 |
| Maintenance Screen | 6 |
| Summary Screen | 6 |
| Screen/Dashboard | 12 |
| Adding Tile | 13 |
| Closing Tile | 13 |
| Configuring Tile | 12 |
| Expanding Tile | 13 |
| Mandatory and Optional Fields | 12 |
| Pagination | 12 |
| Reordering Tile | 13 |
| Signing In | 4 |
| Password | 4 |
| User Name | 4 |
| Status | 15 |
| Authorized | 15 |
| Closed | 15 |
| Locked | 15 |
| Open | 15 |
| Unauthorized | 15 |
| Summary Screen | 6 |
| Add | 6 |
| List View | 6 |
| Pagination | 6 |
| Records | 6 |
| Refresh | 6 |
| Search | 6 |
| Tile View | 6 |
| Title bar | 6 |

V

| | |
|-----------------------|---|
| Viewing Records | 8 |
| Flip View | 9 |
| List View | 8 |
| Tile View | 8 |

References

For more information on any related features, you can refer to the following documents:

- Oracle Banking Security Management System User Guide
- Oracle Banking Common Core User Guide

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