# Oracle Banking Digital Experience

**Core User Manual**
**Release 19.1.0.0.0**

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Core User Manual

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# 1. Preface

## 1.1 Intended Audience

This document is intended for the following audience:

- Customers
- Partners

## 1.2 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.

## 1.3 Access to Oracle Support

Oracle customers have access to electronic support through My Oracle Support. For information, visit

http://www.oracle.com/pls/topic/lookup?ctx=acc&id=info or visit

http://www.oracle.com/pls/topic/lookup?ctx=acc&id=trs if you are hearing impaired.

## 1.4 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.

*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
- Pre-requisite for 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.

## 1.5 Related Information Sources

For more information on Oracle Banking Digital Experience Release 19.1.0.0.0, 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. |
| ✓ | Pre integrated Host interface available. |
| ✕ | Pre integrated Host interface not available. |

| SR No | Transaction / Function Name | Oracle FLEXCUBE Core Banking 11.7.0.0.0 | Oracle FLEXCUBE Universal Banking 14.2.0.0.0 | Oracle FLEXCUBE Universal Banking 14.3.0.0.0 |
|---|---|---|---|---|
| 1 | **Dashboards** | | | |
| | System Administrator Dashboard | **NH** | **NH** | **NH** |
| | Administrator Maker Dashboard | **NH** | **NH** | **NH** |
| | Administrator Approver Dashboard | **NH** | **NH** | **NH** |
| 2 | **System Rules** | | | |
| | Maintain system rules | **NH** | **NH** | **NH** |
| | View system rules | **NH** | **NH** | **NH** |
| | Edit system rules | **NH** | **NH** | **NH** |
| 3 | **Transaction Aspects** | | | |
| | View Transaction Aspects | **NH** | **NH** | **NH** |
| | Update Transaction Aspects | **NH** | **NH** | **NH** |
| 4 | **Role** | | | |

| SR No | Transaction / Function Name | Oracle FLEXCUBE Core Banking 11.7.0.0.0 | Oracle FLEXCUBE Universal Banking 14.2.0.0.0 | Oracle FLEXCUBE Universal Banking 14.3.0.0.0 |
|---|---|---|---|---|
| | **Transaction Mapping** | | | |
| | Create Application Roles | **NH** | **NH** | **NH** |
| | Search Application Roles | **NH** | **NH** | **NH** |
| | View Application Roles | **NH** | **NH** | **NH** |
| | Edit Application Roles | **NH** | **NH** | **NH** |
| | Delete Application Roles | **NH** | **NH** | **NH** |
| 5 | **Entitlements** | | | |
| | Entitlements-View | **NH** | **NH** | **NH** |
| | Entitlements-Edit | **NH** | **NH** | **NH** |
| 6 | **Limits Definition** | | | |
| | Limits Definition – View | **NH** | **NH** | **NH** |
| | Limits Definition – Create | **NH** | **NH** | **NH** |
| | Limits Definition - Delete Limit | **NH** | **NH** | **NH** |
| 7 | **Limits Package Management** | | | |
| | Limit Package Management - View | **NH** | **NH** | **NH** |
| | Limit Package Management - Create | **NH** | **NH** | **NH** |

| SR No | Transaction / Function Name | Oracle FLEXCUBE Core Banking 11.7.0.0.0 | Oracle FLEXCUBE Universal Banking 14.2.0.0.0 | Oracle FLEXCUBE Universal Banking 14.3.0.0.0 |
|---|---|---|---|---|
| | Limit Package Management - Edit | **NH** | **NH** | **NH** |
| | Limit Package Management - Delete | **NH** | **NH** | **NH** |
| 8 | **Password Policy Maintenance** | | | |
| | Password Policy Maintenance - Edit | **NH** | **NH** | **NH** |
| 9 | **Manage Brand** | | | |
| | Manage Brand – Summary | **NH** | **NH** | **NH** |
| | Manage Brand – View | **NH** | **NH** | **NH** |
| | Manage Brand – Create | **NH** | **NH** | **NH** |
| | Manage Brand – Edit | **NH** | **NH** | **NH** |
| | Manage Brand – Delete | **NH** | **NH** | **NH** |
| | Brand Mapping | **NH** | **NH** | **NH** |
| | Brand Mapping Summary | **NH** | **NH** | **NH** |
| | Create Mapping | ✓ | ✓ | ✓ |
| | Delete Mapping | **NH** | **NH** | **NH** |
| 10 | **Alerts Maintenance** | | | |
| | Alerts Maintenance - Search | **NH** | **NH** | **NH** |
| | Alerts Maintenance - | **NH** | **NH** | **NH** |

| SR No | Transaction / Function Name | Oracle FLEXCUBE Core Banking 11.7.0.0.0 | Oracle FLEXCUBE Universal Banking 14.2.0.0.0 | Oracle FLEXCUBE Universal Banking 14.3.0.0.0 |
|---|---|---|---|---|
| | Create | | | |
| | Alerts Maintenance – Edit | **NH** | **NH** | **NH** |
| | Alerts Maintenance - Delete | **NH** | **NH** | **NH** |
| 11 | **Authentication** | | | |
| | Authentication - View | **NH** | **NH** | **NH** |
| | Authentication - Edit | **NH** | **NH** | **NH** |
| | Authentication - Create | **NH** | **NH** | **NH** |
| 12 | **Security Questions Maintenance** | | | |
| | View Security Questions | **NH** | **NH** | **NH** |
| | Security Questions Maintenance- Edit | **NH** | **NH** | **NH** |
| | Security Questions Maintenance- Create | **NH** | **NH** | **NH** |
| 13 | **Party Preferences** | | | |
| | Party Preferences - Search | ✓ | ✓ | ✓ |
| | Party Preferences - Create | ✓ | ✓ | ✓ |
| | Party Preferences - | ✓ | ✓ | ✓ |

| SR No | Transaction / Function Name | Oracle FLEXCUBE Core Banking 11.7.0.0.0 | Oracle FLEXCUBE Universal Banking 14.2.0.0.0 | Oracle FLEXCUBE Universal Banking 14.3.0.0.0 |
|---|---|---|---|---|
| | View | | | |
| | Party Preferences – Edit | **NH** | **NH** | **NH** |
| 14 | **User Management** | | | |
| | User Management- Create | ✓ | ✓ | ✓ |
| | User Management- View | ✓ | ✓ | ✓ |
| | User Management- Edit | ✓ | ✓ | ✓ |
| 15 | **Print Password** | | | |
| | Print Password - Search | **NH** | **NH** | **NH** |
| | Print Password - Print | **NH** | **NH** | **NH** |
| 16 | **Party Account Access** | | | |
| | Party Account Access - Mapping (Create) | ✓ | ✓ | ✓ |
| | Party Account Access- View | ✓ | ✓ | ✓ |
| | Party Account Access- Edit | **NH** | **NH** | **NH** |
| | Party Account Access- Delete | **NH** | **NH** | **NH** |
| 17 | **User Account Access** | | | |
| | User Account Access - | ✓ | ✓ | ✓ |

| SR No | Transaction / Function Name | Oracle FLEXCUBE Core Banking 11.7.0.0.0 | Oracle FLEXCUBE Universal Banking 14.2.0.0.0 | Oracle FLEXCUBE Universal Banking 14.3.0.0.0 |
|---|---|---|---|---|
| | Mapping (Create) | | | |
| | User Account Access - Search | ✓ | ✓ | ✓ |
| | User Account Access – Edit | **NH** | **NH** | **NH** |
| | User Account Access - Delete | **NH** | **NH** | **NH** |
| 18 | **Party Resource Access** | | | |
| | Party Resource Access - Mapping (Create) | ✓ | ✓ | ✓ |
| | Party Resource Access- View | ✓ | ✓ | ✓ |
| | Party Resource Access- Edit | **NH** | **NH** | **NH** |
| | Party Resource Access- Delete | **NH** | **NH** | **NH** |
| 19 | **User Resource Access** | | | |
| | User Resource Access - Mapping (Create) | ✓ | ✓ | ✓ |
| | User Resource Access - Search | ✓ | ✓ | ✓ |
| | User Resource Access – Edit | **NH** | **NH** | **NH** |
| | User Resource Access - Delete | **NH** | **NH** | **NH** |
| 20 | **Party to Party Linkage** | | | |
| | Party to Party Linkage- Search | ✓ | ✓ | ✓ |

| SR No | Transaction / Function Name | Oracle FLEXCUBE Core Banking 11.7.0.0.0 | Oracle FLEXCUBE Universal Banking 14.2.0.0.0 | Oracle FLEXCUBE Universal Banking 14.3.0.0.0 |
|---|---|---|---|---|
| | Party to Party Linkage- Create | ✓ | ✓ | ✓ |
| | Party to Party Linkage- View | ✓ | ✓ | ✓ |
| | Party to Party Linkage- Edit and De-link | **NH** | **NH** | **NH** |
| 21 | **User Group Management** | | | |
| | User Groups - Summary | **NH** | **NH** | **NH** |
| | User Groups - Admin User – Create | **NH** | **NH** | **NH** |
| | User Groups - Admin User – Search Summary | **NH** | **NH** | **NH** |
| | User Groups - Admin User – Edit Group | **NH** | **NH** | **NH** |
| | User Groups - Corporate User – Search Party | ✓ | ✓ | ✓ |
| | User Groups - Corporate User – Create | ✓ | ✓ | ✓ |
| | User Groups - Corporate User – Group Summary | ✓ | ✓ | ✓ |
| | User Groups - Corporate User – Edit Group | **NH** | **NH** | **NH** |
| 22 | **Approvals** | | | |
| 22.1 | **Workflow Management** | | | |

| SR No | Transaction / Function Name | Oracle FLEXCUBE Core Banking 11.7.0.0.0 | Oracle FLEXCUBE Universal Banking 14.2.0.0.0 | Oracle FLEXCUBE Universal Banking 14.3.0.0.0 |
|---|---|---|---|---|
| | Approval Workflow – Select User Type | **NH** | **NH** | **NH** |
| | Admin Workflow Management – Create | **NH** | **NH** | **NH** |
| | Admin Workflow Management – Search | **NH** | **NH** | **NH** |
| | Admin Workflow Management – View | **NH** | **NH** | **NH** |
| | Admin Workflow Management – Edit | **NH** | **NH** | **NH** |
| | Corporate-Workflow Management – Create | ✓ | ✓ | ✓ |
| | Corporate-Workflow Management – Summary | ✓ | ✓ | ✓ |
| | Corporate-Workflow Management – View | ✓ | ✓ | ✓ |
| | Corporate-Workflow Management - Edit | **NH** | **NH** | **NH** |
| 22.2 | **Approval Rules** | | | |
| | Approval Rules – Select User Type | **NH** | **NH** | **NH** |
| | Admin Approval Rules – Create | **NH** | **NH** | **NH** |

| SR No | Transaction / Function Name | Oracle FLEXCUBE Core Banking 11.7.0.0.0 | Oracle FLEXCUBE Universal Banking 14.2.0.0.0 | Oracle FLEXCUBE Universal Banking 14.3.0.0.0 |
|---|---|---|---|---|
| | Admin Approval Rules – Search | **NH** | **NH** | **NH** |
| | Admin Approval Rules – View | **NH** | **NH** | **NH** |
| | Admin Approval Rules – Edit | **NH** | **NH** | **NH** |
| | Approval Rules - Corporate User - Search | ✓ | ✓ | ✓ |
| | Approval Rule – Corporate User - Create | ✓ | ✓ | ✓ |
| | Approval Rules – Corporate User – Rule Summary | ✓ | ✓ | ✓ |
| | Approval Rules - View | ✓ | ✓ | ✓ |
| | Approval Rules - Edit | **NH** | **NH** | **NH** |
| 23 | **Alerts Subscription** | | | |
| | Alerts Subscription – Search | ✓ | ✓ | ✓ |
| | Subscribe/ Unsubscribe Alerts | ✓ | ✓ | ✓ |
| 24 | **Biller Category Mapping – Integrated** | | | |
| | Search Biller | ✓ | ✓ | ✓ |
| | Map Biller | ✓ | ✓ | ✓ |
| | Manage Category- View | ✓ | ✓ | ✓ |
| | Manage | ✓ | ✓ | ✓ |

| SR No | Transaction / Function Name | Oracle FLEXCUBE Core Banking 11.7.0.0.0 | Oracle FLEXCUBE Universal Banking 14.2.0.0.0 | Oracle FLEXCUBE Universal Banking 14.3.0.0.0 |
|---|---|---|---|---|
| | Category- Add Category | | | |
| 25 | **Payment Purpose Mapping** | | | |
| | Payment Purposes – View | × | × | × |
| | Payment Purposes – Edit | × | × | × |
| | Payment Purposes Mapping- Map Purposes | × | × | × |
| 26 | **Goal Category** | | | |
| | Goal Category – Search | **NH** | **NH** | **NH** |
| | Goal Category – View | **NH** | **NH** | **NH** |
| | Goal Category – Create | **NH** | **NH** | **NH** |
| | Goal Category – Edit | **NH** | **NH** | **NH** |
| 27 | **Spend Categor y** | | | |
| | Spend Category – Search | **NH** | **NH** | **NH** |
| | Spend Category – View | **NH** | **NH** | **NH** |
| | Spend Category - Create | **NH** | **NH** | **NH** |
| | Spend Category - Edit | **NH** | **NH** | **NH** |
| 28 | **Working Window** | | | |
| | Transaction | **NH** | **NH** | **NH** |

| SR No | Transaction / Function Name | Oracle FLEXCUBE Core Banking 11.7.0.0.0 | Oracle FLEXCUBE Universal Banking 14.2.0.0.0 | Oracle FLEXCUBE Universal Banking 14.3.0.0.0 |
|---|---|---|---|---|
| | Working Window - Search | | | |
| | Transaction Working Window - Create | **NH** | **NH** | **NH** |
| | Transaction Working Window - Edit | **NH** | **NH** | **NH** |
| | Transaction Working Window - Delete | **NH** | **NH** | **NH** |
| 29 | **Transaction Blackout** | | | |
| | Transaction Blackout - Search | **NH** | **NH** | **NH** |
| | Transaction Blackout - Create | **NH** | **NH** | **NH** |
| | Transaction Blackout - Edit | **NH** | **NH** | **NH** |
| | Transaction Blackout - Delete | **NH** | **NH** | **NH** |
| 30 | **User Group - Subject Mapping** | | | |
| | User Group - Subject Mapping - Search | **NH** | **NH** | **NH** |
| | User Group - Subject Mapping - Create | **NH** | **NH** | **NH** |
| | User Group - Subject Mapping - Modify | **NH** | **NH** | **NH** |
| 31 | **Mailbox** | | | |

| SR No | Transaction / Function Name | Oracle FLEXCUBE Core Banking 11.7.0.0.0 | Oracle FLEXCUBE Universal Banking 14.2.0.0.0 | Oracle FLEXCUBE Universal Banking 14.3.0.0.0 |
|---|---|---|---|---|
| 31.1 | **Mails** | | | |
| | Mailbox - Inbox | **NH** | **NH** | **NH** |
| | Mailbox - Sent Mail | **NH** | **NH** | **NH** |
| | Mailbox - Deleted Mail | **NH** | **NH** | **NH** |
| 31.2 | **Alerts** | **NH** | **NH** | **NH** |
| 31.3 | **Notifications** | **NH** | **NH** | **NH** |
| 32 | **Mailers** | | | |
| | Mailers - Search and View | **NH** | **NH** | **NH** |
| | Mailers - Create | **NH** | **NH** | **NH** |
| | Mailers - Edit | **NH** | **NH** | **NH** |
| | Mailers - Delete | **NH** | **NH** | **NH** |
| 33 | **Reports** | | | |
| 34 | **Report Generation** | | | |
| | View Scheduled Reports | ✓ | ✓ | ✓ |
| | Edit Schedule Reports | **NH** | **NH** | **NH** |
| 35 | **My Reports** | | | |
| | My Reports - Adhoc | **NH** | **NH** | **NH** |
| | My Reports - Schedule | **NH** | **NH** | **NH** |
| 36 | **User Report Mapping** | | | |
| | User Report Mapping - Search | **NH** | **NH** | **NH** |

| SR No | Transaction / Function Name | Oracle FLEXCUBE Core Banking 11.7.0.0.0 | Oracle FLEXCUBE Universal Banking 14.2.0.0.0 | Oracle FLEXCUBE Universal Banking 14.3.0.0.0 |
|---|---|---|---|---|
| | User Report Mapping - Create | **NH** | **NH** | **NH** |
| | User Report Mapping - Edit | **NH** | **NH** | **NH** |
| 37 | **ATM / Branch Maintenance** | | | |
| | ATM/ Branch Maintenance - View | **NH** | **NH** | **NH** |
| | ATM/ Branch Maintenance - Add | ✓ | ✓ | ✓ |
| | ATM/ Branch Maintenance - Edit | ✓ | ✓ | ✓ |
| | ATM/ Branch Maintenance - Delete | **NH** | **NH** | **NH** |
| 38 | **Product Mapping** | | | |
| | Product Mapping - Search | ✓ | ✓ | ✓ |
| | Product Mapping - View | ✓ | ✓ | ✓ |
| | Product Mapping - Edit | ✓ | ✓ | ✓ |
| | Product Mapping - Create | ✓ | ✓ | ✓ |
| 39 | **Payee Restriction Setup** | | | |
| | Payee Restriction Setup - Search | **NH** | **NH** | **NH** |
| | Payee Restriction Setup | **NH** | **NH** | **NH** |

| SR No | Transaction / Function Name | Oracle FLEXCUBE Core Banking 11.7.0.0.0 | Oracle FLEXCUBE Universal Banking 14.2.0.0.0 | Oracle FLEXCUBE Universal Banking 14.3.0.0.0 |
|---|---|---|---|---|
| | - View | | | |
| | Payee Restriction Setup - Edit | **NH** | **NH** | **NH** |
| | Payee Restriction Setup - Create | **NH** | **NH** | **NH** |
| 40 | **Audit Log** | **NH** | **NH** | **NH** |
| 41 | **Workflow Configuration** | | | |
| | Workflow Configuration - View Default Workflow | **NH** | **NH** | **NH** |
| | Workflow Configuration - Create Custom Flow | **NH** | **NH** | **NH** |
| | Workflow Configuration - View Custom Workflow | **NH** | **NH** | **NH** |
| | Workflow Configuration – Edit | **NH** | **NH** | **NH** |
| 42 | **My Profile** | **NH** | **NH** | **NH** |
| 43 | **Security Settings** | | | |
| | Change Password | **NH** | **NH** | **NH** |
| | Set Security Questions | **NH** | **NH** | **NH** |
| 44 | **Touch Point Maintenance** | | | |
| | Touch Point Maintenance-Search | **NH** | **NH** | **NH** |

| SR No | Transaction / Function Name | Oracle FLEXCUBE Core Banking 11.7.0.0.0 | Oracle FLEXCUBE Universal Banking 14.2.0.0.0 | Oracle FLEXCUBE Universal Banking 14.3.0.0.0 |
|---|---|---|---|---|
| | Touch Point Maintenance-View | **NH** | **NH** | **NH** |
| | Touch Point Maintenance-Edit | **NH** | **NH** | **NH** |
| | Touch Point Maintenance-Create | **NH** | **NH** | **NH** |
| 45 | **Touch Point Group Maintenance** | | | |
| | Touch Point Group Maintenance-Search | **NH** | **NH** | **NH** |
| | Touch Point Group Maintenance-View | **NH** | **NH** | **NH** |
| | Touch Point Group Maintenance-Edit | **NH** | **NH** | **NH** |
| | Touch Point Group Maintenance-Create | **NH** | **NH** | **NH** |
| 46 | **Transaction Group Maintenance** | | | |
| | Transaction Group Maintenance - Search | **NH** | **NH** | **NH** |
| | Transaction Group Maintenance - View | **NH** | **NH** | **NH** |

| SR No | Transaction / Function Name | Oracle FLEXCUBE Core Banking 11.7.0.0.0 | Oracle FLEXCUBE Universal Banking 14.2.0.0.0 | Oracle FLEXCUBE Universal Banking 14.3.0.0.0 |
|---|---|---|---|---|
| | Transaction Group Maintenance - Edit | **NH** | **NH** | **NH** |
| | Transaction Group Maintenance - Create | **NH** | **NH** | **NH** |
| | Transaction Group Maintenance- Delete | **NH** | **NH** | **NH** |
| 47 | **Relationship Mapping Maintenance** | | | |
| | Relationship Mapping Maintenance - View | ✓ | ✓ | ✓ |
| | Relationship Mapping Maintenance - Edit | ✓ | ✓ | ✓ |
| 48 | **Relationship Matrix** | | | |
| | Relationship Matrix Maintenance – Search | **NH** | **NH** | **NH** |
| | Relationship Matrix Maintenance – View | **NH** | **NH** | **NH** |
| | Relationship Matrix Maintenance - Edit | **NH** | **NH** | **NH** |
| **49** | **User Helpdesk** | ✓ | ✓ | ✓ |
| **50** | **Feedback** | | | |

| SR No | Transaction / Function Name | Oracle FLEXCUBE Core Banking 11.7.0.0.0 | Oracle FLEXCUBE Universal Banking 14.2.0.0.0 | Oracle FLEXCUBE Universal Banking 14.3.0.0.0 |
|---|---|---|---|---|
| | **Capture** | | | |
| | Search Feedback Template | **NH** | **NH** | **NH** |
| | View Feedback Template | **NH** | **NH** | **NH** |
| | Edit Feedback Template | **NH** | **NH** | **NH** |
| | Create Feedback Template | **NH** | **NH** | **NH** |
| **51** | **Feedback Analytics** | **NH** | **NH** | **NH** |
| **52** | **Request Processing** | **NH** | **NH** | **NH** |
| | Service Request – Summary | **NH** | **NH** | **NH** |
| | Service Request Details | **NH** | **NH** | **NH** |
| | Approve or Reject Service Requests | **NH** | **NH** | **NH** |
| 53 | **Dashboard Builder – Design** | | | |
| | Design New Dashboard | **NH** | **NH** | **NH** |
| | View Dashboard | **NH** | **NH** | **NH** |
| | Edit Dashboard | **NH** | **NH** | **NH** |
| | Delete Dashboard | **NH** | **NH** | **NH** |
| | Dashboard Mapping | | | |
| | View Dashboard Mapping | **NH** | **NH** | **NH** |

| SR No | Transaction / Function Name | Oracle FLEXCUBE Core Banking 11.7.0.0.0 | Oracle FLEXCUBE Universal Banking 14.2.0.0.0 | Oracle FLEXCUBE Universal Banking 14.3.0.0.0 |
|---|---|---|---|---|
| | Create Dashboard Mapping | ✓ | ✓ | ✓ |
| | Delete Dashboard Mapping | **NH** | **NH** | **NH** |
| 54 | **Service Request - Form builder** | | | |
| | Create Service Requests Form | **NH** | **NH** | **NH** |
| | Search and View Service Request | **NH** | **NH** | **NH** |
| | Copy and Create a new Request | **NH** | **NH** | **NH** |
| | Edit Service Requests | **NH** | **NH** | **NH** |
| **55** | **Session Summary** | **NH** | **NH** | **NH** |
| **56** | **User Segment Maintenance** | | | |
| | Search User Segment | **NH** | **NH** | **NH** |
| | View User Segment | **NH** | **NH** | **NH** |
| | Edit User Segment | **NH** | **NH** | **NH** |
| | Create User Segment | **NH** | **NH** | **NH** |
| 57 | **User Limits** | | | |
| | User Limits-Search | **NH** | **NH** | **NH** |
| | User Limits-View | **NH** | **NH** | **NH** |

| SR No | Transaction / Function Name | Oracle FLEXCUBE Core Banking 11.7.0.0.0 | Oracle FLEXCUBE Universal Banking 14.2.0.0.0 | Oracle FLEXCUBE Universal Banking 14.3.0.0.0 |
|---|---|---|---|---|
| | User Limits- Edit | **NH** | **NH** | **NH** |
| 58 | **Network Preference Maintenance** | | | |
| | Network Preference Maintenance-View | **NH** | **NH** | **NH** |
| | Network Preference Maintenance-Edit | **NH** | **NH** | **NH** |
| 59 | **Biller Onboarding** | | | |
| | Search Biller | × | × | × |
| | View Biller | × | × | × |
| | Edit Biller | × | × | × |
| | Create Biller | × | × | × |
| 60 | **Biller Category Maintenance** | | | |
| | Manage Biller Category | × | × | × |
| | Add Biller Category | × | × | × |
| | Edit Biller Category | × | × | × |
| | Delete Biller Category | × | × | × |
| 61 | **Merchant Onboarding** | | | |
| | Search Merchant Details | ✓ | ✓ | ✓ |
| | View Merchant Details | ✓ | ✓ | ✓ |

| SR No | Transaction / Function Name | Oracle FLEXCUBE Core Banking 11.7.0.0.0 | Oracle FLEXCUBE Universal Banking 14.2.0.0.0 | Oracle FLEXCUBE Universal Banking 14.3.0.0.0 |
|---|---|---|---|---|
| | Edit Merchant details | **NH** | **NH** | **NH** |
| | Create Merchant | ✓ | ✓ | ✓ |
| | Delete Merchant | **NH** | **NH** | **NH** |
| 62 | **Account Aggregation – Maintenance** | | | |
| | External Bank Maintenance – View | **NH** | **NH** | **NH** |
| | External Bank Maintenance - Create | **NH** | **NH** | **NH** |
| | External Bank Maintenance – Edit | **NH** | **NH** | **NH** |
| | External Bank Maintenance - Delete | **NH** | **NH** | **NH** |
| 63 | **Identity Domain Maintenance** | | | |
| | Identity Domain Maintenance- Create | **NH** | **NH** | **NH** |
| | Identity Domain Maintenance – Search | **NH** | **NH** | **NH** |
| | Identity Domain Maintenance – View | **NH** | **NH** | **NH** |
| | Identity Domain Maintenance – Edit | **NH** | **NH** | **NH** |
| 64 | **Resource Server Maintenance** | | | |

| SR No | Transaction / Function Name | Oracle FLEXCUBE Core Banking 11.7.0.0.0 | Oracle FLEXCUBE Universal Banking 14.2.0.0.0 | Oracle FLEXCUBE Universal Banking 14.3.0.0.0 |
|---|---|---|---|---|
| | Resource Server Maintenance-Create | **NH** | **NH** | **NH** |
| | Resource Server Maintenance – View | **NH** | **NH** | **NH** |
| | Resource Server Maintenance – Edit | **NH** | **NH** | **NH** |
| | Resource Server Maintenance - Search | **NH** | **NH** | **NH** |
| 65 | **Client Maintenance** | | | |
| | Create Client | **NH** | **NH** | **NH** |
| | Edit Client | **NH** | **NH** | **NH** |
| | View Client | **NH** | **NH** | **NH** |
| **66** | **Security Keys** | **NH** | **NH** | **NH** |
| **67** | **File Identifier Maintenance** | | | |
| | Search File Identifier | **NH** | **NH** | **NH** |
| | View File Identifier | **NH** | **NH** | **NH** |
| | Edit File Identifier | **NH** | **NH** | **NH** |
| | Create File Identifier | **NH** | **NH** | **NH** |
| **68** | **User File Identifier Mapping** | | | |
| | User File Identifier Mapping-Administrator-Search | **NH** | **NH** | **NH** |

| SR No | Transaction / Function Name | Oracle FLEXCUBE Core Banking 11.7.0.0.0 | Oracle FLEXCUBE Universal Banking 14.2.0.0.0 | Oracle FLEXCUBE Universal Banking 14.3.0.0.0 |
|---|---|---|---|---|
| | User File Identifier Mapping-Administrator-Create | **NH** | **NH** | **NH** |
| | User File Identifier Mapping-Administrator-Edit | **NH** | **NH** | **NH** |
| | User File Identifier Mapping-Corporate-Search | **NH** | **NH** | **NH** |
| | User File Identifier Mapping-Corporate - Create | **NH** | **NH** | **NH** |
| | User File Identifier Mapping-Corporate -Edit | **NH** | **NH** | **NH** |
| 69 | **Upload File - For Admin biller** | | | |
| | Uploaded Files Inquiry (For Admin Biller) | **NH** | **NH** | **NH** |
| 70 | **Forex Deal Maintenance** | | | |
| | Add Currency Pairs | **NH** | **NH** | **NH** |
| | Update Forex Deal | **NH** | **NH** | **NH** |
| 71 | **User Profile Maintenance** | | | |
| | User Profile Maintenance - Create | **NH** | **NH** | **NH** |
| | User Profile Maintenance- | **NH** | **NH** | **NH** |

| SR No | Transaction / Function Name | Oracle FLEXCUBE Core Banking 11.7.0.0.0 | Oracle FLEXCUBE Universal Banking 14.2.0.0.0 | Oracle FLEXCUBE Universal Banking 14.3.0.0.0 |
|---|---|---|---|---|
| | View | | | |
| | User Profile Maintenance-Edit | **NH** | **NH** | **NH** |
| 72 | **Message Maintenance** | | | |
| | Message Maintenance-View | **NH** | **NH** | **NH** |
| | Message Maintenance-Edit | **NH** | **NH** | **NH** |
| 73 | **Forgot User Name** | **NH** | **NH** | **NH** |
| 74 | **Forgot Password** | **NH** | **NH** | **NH** |

**Home**

# 3. Dashboards

Dashboard allows an administrator user to access various administrative functions of the channel banking system. The role of the System/Bank administrator is to manage and administer day-to-day functions of a bank. Administrators can perform various tasks such as doing Day 1 maintenances, maintenances pertaining to retail / corporate banking, creation of roles, user creation, maintenance of party preferences etc.

Dashboards provides a quick view of the most relevant functions, to achieve a particular objective or complete a process. OBDX supports role specific dashboards for an administrator user. -

- System Administrator Dashboard
- Administrator Maker Dashboard (Bank Administrator maker)
- Administrator Approver Dashboard (Bank Administrator checker)

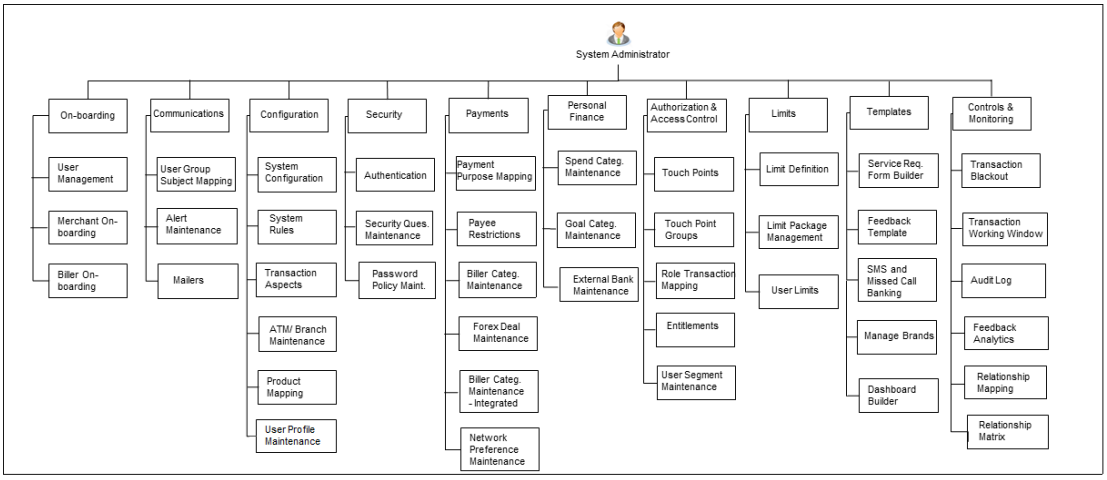
**Note**: All Administrative maintenances are supported only on 'Desktop' form factor and not supported on 'Mobile' and 'Tablet' .

## 3.1 System Administrator Dashboard

A System Administrator is responsible for setting up and maintaining the system. System Administrators are the members of the information technology department of the Bank who are mainly responsible for Bank's Day 1 maintenances or other day to day maintenances like Role Transaction Mapping, password policy maintenance and rules and roles maintenances etc.

**Note**: By default System Administrator role is given access to all the administrative functions. If the Bank wants to change the entitlements, the same can be done using Role Transaction Mapping function.

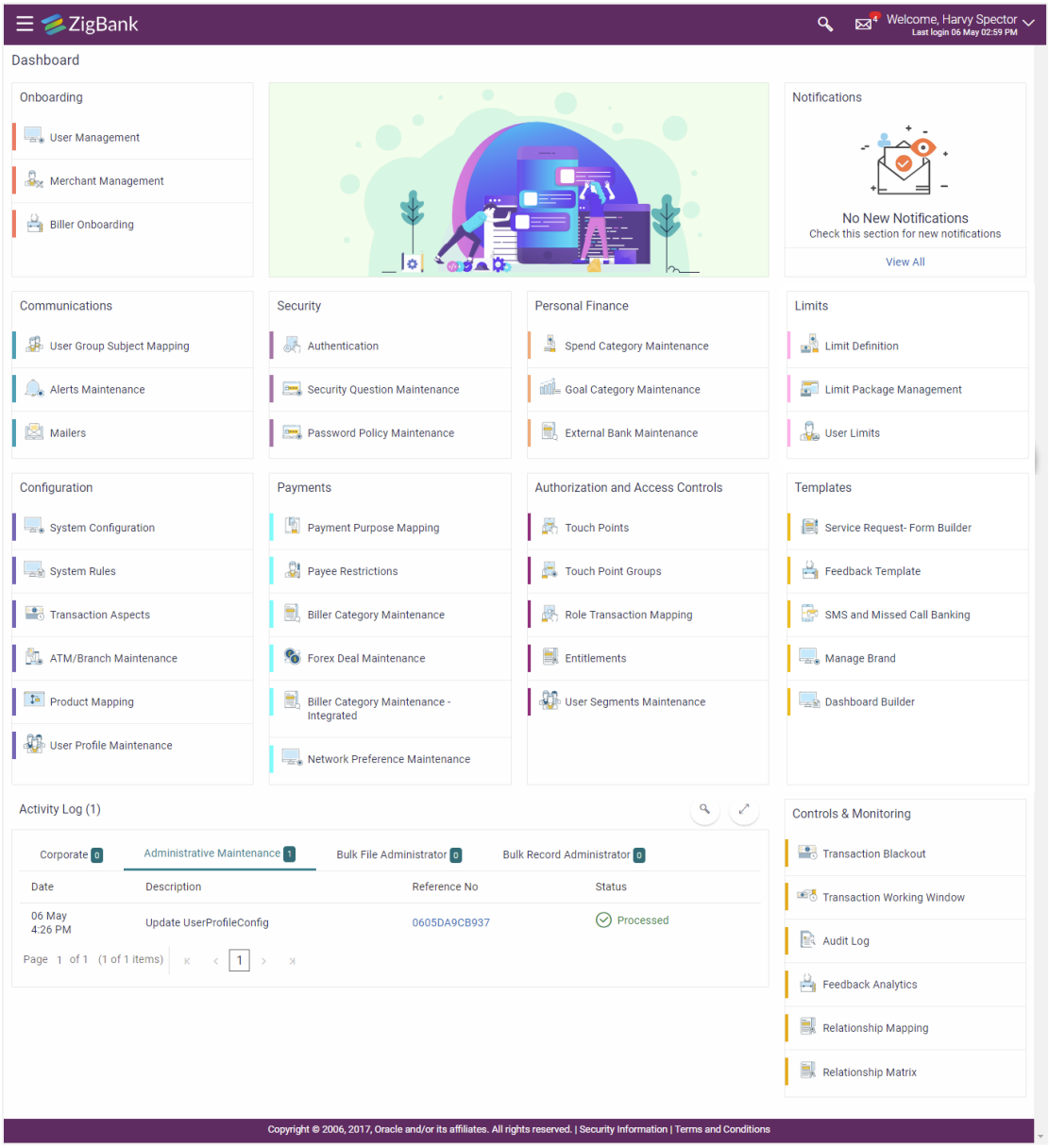
**Summary**




**Note**: Above diagram depicts the transactions available on dashboard. Apart from these transactions, there are other transactions available in the toggle menu.

### System Administrator Dashboard – Overview

The System Administrator dashboard comprises of Quick Links, each of which when clicked launches into the respective item.



### Dashboard Overview

#### Icons

Following icons are present on the System Administrator dashboard:

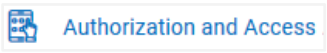
-  : Clicking this icon takes you to the dashboard.
-  : Clicking this icon takes you to the Mailbox screen.
-  : Click this icon and enter the transaction name to search the transactions.
- 

: Click this icon to view the user's profile and for logout option
-  : Click the toggle menu to access the list of all the transactions.

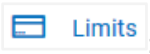
#### Toggle Menu Transactions

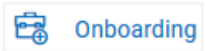
Following items are present on the Toggle Menu:

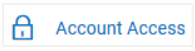
- **Your Current View is**: Select your role as System Administrator. The drop-down to select the role is available only if the user is mapped with more than one role.
- **Select Language**: Select your desired language from the drop-down list.
- 

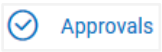
: Click this menu to access the configuration like System Rules, System Configuration, Transaction aspects etc.
- 

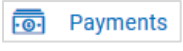
: Click this menu to setup access controls and authorization related transactions like maintain touch points, Application role creation and entitlement mapping etc.
- 

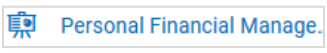
: Click this menu to access the security setup related transactions like setting up second factor authorization, password policy etc.
- 

: Click this menu to manage limits.
- 

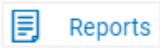
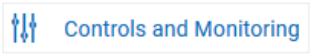
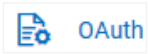
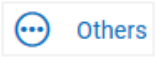
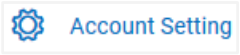
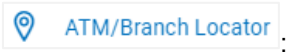
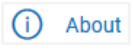
: Click this menu to onboard and manage Party, users, merchants and billers.
- 

: Click this menu to set up account access rules for a corporate.
- 

: Click this menu to access and setup Approval workflow and rules for Corporate and Administrator users.
- 

: Click here to access maintenances with respect to payments.
- 

: Click this menu to plan finances and track expenditures. It consists of sub menu items like Spend Category Maintenance, Goal Category Maintenance and External Bank Maintenance.

-  : Click this menu to generate reports and view the generated reports.
-  : Click this menu to create a file identifier and map it to the user along with file upload and inquiry
-  : Click this menu to access User Group Subject Mapping, Alert Maintenance and Mailers.
-  : Click this menu for controlling and monitoring the transactions like transaction blackout, working window and Audit log.
-  : Click this menu to manage and build your customize dashboards.
-  : Click this menu to manage service request form, feedback and SMS banking templates.
-  : Click this menu to manage and limit the third party authorization access to an HTTP service.
-  : User Group Management, Print Password, Alert Subscription, Request Processing and User Help Desk.
-  : Click this menu to view the Mails, Alerts and Notifications.
-  : Click this menu to view the user's profile and login details like start date and time, end date and time, Channel and IP address of the last sessions of the logged in user.
-  : Click to view the address and location of the ATMs and the branches of the Bank.
-  : Click here to setup security questions and change password.
-  : Click this menu to launch the online help.
-  : Click this menu to view the information about the application like version number, copyright etc.

**Note**: The user will be shown the above options only if he has the access to the all the transactions falling under that group.

**Administrative Transactions**

Following transactions are present on the System Administrator dashboard and in the menu:

- **On-boarding**

**(a) User Management**

User Management function enables the System Administrator to onboard and manage users along with their login credentials for channel banking access. This module facilitates channel banking access to the bank's internal users (administrators) and external users (customers).

User will get access to all the entities and clients mapped to it. Also the limit packages can get assigned once the user selects the accessible entities.

**(b) Merchant Management**

Merchant Management facilitates System Administrator to set up and maintain merchants using channel banking platform. This is to enable the customers to initiate merchant based payments using channel banking facility. This option allows the administrator to create / onboard new merchants, view existing merchants and modify their details, if required.

**(c) Party Preferences (Through Toggle menu)**

Party Preferences maintenance enables Bank administrator to define certain parameter values as per the corporate entities requirements. Following preferences can be set for a corporate party:

- Cumulative Daily/Monthly limits per transaction
- Transaction limits for users
- Approval flow – Parallel or Sequential or none
- To enable Channel access or not
- To enable Forex Deal creation or not
- To enable a Corporate Administrator or not.

**(d) Party To Party Linkage (Through Toggle menu)**

Party to Party linkage is required by medium and large corporates if the user(s) of the parent company needs to access accounts of the subsidiary companies. For e.g. consider a case wherein 'ABC Industries' is the parent company with a subsidiary company 'PQR Enterprises' and the users of ABC Industries needs to access accounts of PQR Enterprises to carry out transactions and/or inquiries. The corporate will provide a mandate/ board resolution to the bank for creation of Party to Party linkage. Bank administrator will setup a Party to Party linkage by selecting the parent party and the parties to be linked.

**(e) Biller Onboarding**

Using Biller Onboarding, System Administrators can create billers. The system administrator defines payment methods accepted by biller (e.g. Current and Savings Account, Credit Card, Debit Card etc.) while creating a biller. He also maintains category of the biller, full address of the biller and location/ area in which the biller operates or provides his services.

System Administrator creates billers, which are then made available to the customers to register themselves with these billers to receive and pay bills online.

- **Communications**

**(a) User Group Subject Mapping**

This maintenance facilitates mapping of subjects, to user groups in the bank, to streamline communication between the bank's users and its end customers.

Once User Groups are mapped to certain transactions or modules, users, in that group can reply to communication pertaining to the specific subject. The communication channel used is the bank's secure mailbox.

This option allows the System Administrator to search and view existing User Group – Subject mapping, modify the existing mapping and to create a new User Group – Subject mapping.

**(b) Alert Maintenance**

Alerts maintenance allows the System Administrator to define required parameters for each alert that is to be sent to the banks customers.

This option allows the System Administrator to search and view existing alerts, create a new alert and modify or delete an existing alert.

**(c) Mailers**

Mailers are information or a messages published by the Bank, to communicate about the Banks Products, services and other information to its users. A Bank may send mailers to announce a limited period promotional offer, launch of a product or service, etc.

The System Administrator creates Mailers which are sent to specific users, parties or user segments (all Retail / Corporate / Admin) users. Mailers can be customized to reach some or all users, to be sent now or on a specific date and time, in the future.

- **Configuration**

**(a) System Configuration**

Using this option System Administrator defines the basic components of this application which is necessary to run the application. The creating of system configuration is done at **'Day** 0' configuration.

**(b) System Rules**

System rules are defined to set different parameters for each enterprise role. The parameters that can be set for each enterprise role (Retail or Corporate Users) are Party Mapping, Limits Check, Party Preferences Check, Account Transaction Mapping, First Time Login Steps and Approvals Check. If these parameters are enabled, application will check for a fulfillment of the maintenances, before final processing.

E.g. If Approval check flag is enabled for 'Corporate User' type of enterprise role; transactions initiated by corporate users will follow the approval maintenance. If approval check flag is disabled for Retail Users, transactions initiated by retail user will not follow the approval maintenance and will get auto-approved by the system.

This screen allows the System Administrator to search and view existing system rules, create new system rule, and modify an existing system rule.

**(c) Transactions Aspects**

Using this option, System Administrator can define the aspects for a transaction. Depending on the aspects defined for a transaction through this maintenance, the transaction will be available/unavailable for selection in the respective maintenance screen.

User can view the aspects for a selected transaction and also edit the aspects i.e. enable/disable the aspects for the selected transaction.

**(d) ATM/ Branch Maintenance**

ATM Branch Locator feature available to the bank customers enables the users to locate the bank's ATMs/ branches available within a specific radius of his current location.

For the customers, to fetch the relevant information related to ATMs and Branches, system administrator maintains the data at their local databases. The basic details of ATMs and Branches are fetched from the core banking application, which is further enriched and stored in local database. This is a one-time activity at the time of implementation. Subsequently, as and when branches and ATMs are added, or any details regarding them updated, the administrator performs the necessary updates to the bank database.

Using this option, the System Administrator can search and view the ATM/ branch and its details (Fetched from Core Banking application) which include branch/ ATM id, branch name, address details, phone number, work timings and services offered by the bank. New ATM and branch details can also be manually added, viewed and edited.

The bank administrator can manually add new branch/ ATM details one by one, or add multiple branches / ATMs details simultaneously through file upload.

**(e) Product Mapping**

Product Mapping feature allows the System Administrator to map products with the channel. The business users will be able to access accounts related to the products mapped to the channel.

The System Administrator will be allowed to register the banks products to be made available to bank users for opening further accounts.

**(f) User Profile Maintenance**

This function enables the System/ Bank Administrator user to manage the user profile details that needs to be shown and needs to be made available for modification for Retail users. Details maintained on user profile includes date of birth, PAN card number, Aadhar number, passport number, national ID, driving license, communication address, email ID, and contact number, fax number, etc.

In a multi entity scenario, Administrator can do this setup for each entity by selecting the entity.

- **Security**

**(a) Authentication**

Passwords are the most common form of authentication used in the world today. But passwords are commonly forgotten and easily compromised. Two-factor authentication (2FA) adds an extra layer of security by requiring users to use two different authentication factors to verify user's identity.

The two step verification or Two Factor Authentication is an extra layer of security that is a subset of "multi factor authentication" that requires not only a password and username but also something that user has or something user knows or something they are e.g. tokens, OTP, biometrics etc. Using a Two Factor Authentication process can help to lower the number of cases of identity theft on the Internet, as well as phishing via email. For security reason authentication is used by user (Retail/ Corporate) while performing transactions through internet channel.

The two factor Authentication requires two different kinds of evidences before executing any transaction successfully. This option enables the system administrator to maintain authentication pattern for each transaction of a specific user segment.

The types of two factor authentication used in the application are as follows:

- Security Question
- Soft Token
- One Time Password (OTP)

**(b) Security Question Maintenance**

Application allows the System Administrator user to set up security questions, which will then be used as another layer of security (Over and above the Login credentials), before a user (Retail/ Corporate) can complete transactions through the internet channel.

Through the Manage Security Questions functionality, the administrator user can create and modify security questions that need to set and answered by user for completing any transaction. Administrator can add the security questions, if required.

**(c) Password Policy Maintenance**

Password policy maintenance enables System Administrator to define password parameters for users. Using this option System Administrator create, view and edit password policy for different user role/segments (Admin, Retail, and Corporate). Password policy maintenance contains following sections:

- **Password Validators:** This section contains the validations for a password. The validations include minimum and maximum length of the password, allowed characters in a password, repetitive and successive characters allowed, details to be excluded in the password like, date of birth, first and last name, user ID and party ID, and bank defined restricted passwords. User can also define number of successive incorrect attempts allowed, and number of previous password disallowed.
- **Password Expiry Parameters:** This section contains details about password expiry period, first password expiry period, and whether to force user to change password if there is a change in password policy (so that users can change their password as per the new password policy).

**(d) Security Keys (Through Toggle menu)**

Security key includes:

Password Encryption and Decryption with Public and Private Key Pairs:

Encryption and decryption allow communication between two parties to disguise information. The sender encrypts information before sending it and the receiver decrypts the information after receiving it. While in transit, the information is encrypted to ensure that it is protected from an intruder.

- Public and Private key pair helps to encrypt information that ensures sensitive data is protected during transmission. Whatever is encrypted with a Public Key can only be decrypted by its corresponding Private Key and vice versa.
- JWT Encryption Key: A JSON web token is a JSON object to represent a set of information. On sign in, user is authenticated and JWT token is generated. This JWT is subsequently passed to make API calls. To keep sensitive information hidden from the bearer (client) or third parties, JWT should be encrypted. A single key can be used to encrypt the data, if the JWT is encrypted with the key then the data can be decrypted using the same key.

- **Payments**

**(a) Payment Purpose Mapping**

System Administrator maps purposes of payments (the purpose of initiating a payment transaction as maintained in Core Banking or Product processor) to a payment type.

System Administrator can search and View the mapped payments purposes, map / un-map the payments purposes.

**(b) Payee Restrictions**

Payee Restriction Set up maintenance allows System Administrator to restrict the number of payees that a retail user can create for each payment network per day.

System Administrator can also restrict the total number of payees irrespective of payment network that the retail user can create per day.

This option allows the administrator to create payee restriction maintenance, View and Edit existing maintenance.

**(c) Biller Category Maintenance**

System Administrator creates new biller categories and map it to the billers. E.g. administrator can create biller category as 'Insurance' and use it as Biller Category when creating billers related to insurance.

The System administrators can change the order of the categories as per their priority by dragging the categories. In the business user screen, these categories appear in the same order for selection to the customers, as defined by the administrators.

**(d) Forex Deal Maintenance**

Using Forex Deal Maintenance option, System Administrator can maintain currency pair. The maintained currency pairs are made available to corporate users to book deals and utilize those while making payments. Based on the treasury system, timer window can also be set for each currency pair so that the deal expires after the setup time, which helps corporate user to get the latest rate possible.

**(e) Biller Category Maintenance - Integrated**

Using biller category mapping maintenance, System Administrators can map a Biller Category to each Biller maintained in the core banking system.

System Administrator creates biller category (e.g. Insurance) and maps billers (e.g. 'United Health Care' and AXA) to each type of Biller Category through channel banking, which are then made available to the customers for selection while initiating a bill payment.

This option allows the administrator to manage Biller Category, Map Billers, View Biller Mapping and Edit Biller Mapping).

**(f) Network Preference Maintenance**

Network suggestion is a feature that is provided to retail and corporate users as part of the domestic transfer (India region) offering. If domestic transfer network suggestion is enabled in system configuration, when a business user initiates a domestic transfer, the system will identify which networks (NEFT, IMPS or RTGS) are supported for the transfer based on certain factors such as payee bank support of networks, network limits and working window maintenance. The system will also suggest a network, out of the enabled networks, based on the preferences defined for each domestic network by the administrator from the Network Preference Maintenance screen.

- **Personal Finance**

**(a) Spend Category Maintenance**

Using this option, the System Administrator can maintain the spend categories. Spend Category maintenance allows the administrator to create, modify or expire categories under which user can map expenses.

**(b) Goal Category Maintenance**

Goal Category maintenance allows the System Administrator to create, modify or expire goal categories. This maintenance is done only for Retail users and is not applicable to corporate.

The System Administrator created categories are linked with a product which will decide the other key parameters which will govern the Goal category. These parameters could be:

- Goal Amount Range ( Minimum and Maximum Value)
- Interest Rate Offered
- Tenure Range ( Minimum and Maximum)

The System Administrator can search and view goal categories, create a new goal category, and modify an existing goal category.

(c) **External Bank Maintenance**

The account aggregation feature empowers customers to view information of financial accounts that are external to OBDX, in addition to the customer's OBDX accounts. This feature also provides the customer with a consolidated view of accounts, net worth and recent transactions, across OBDX and external bank accounts.

To enable a retail user to access external bank accounts, and aggregate accounts with OBDX, the system administrator has to perform External Bank Maintenance

- **Authorization and Access Controls**

**(a) Touch Points**

Touch Points are different channels/ medium through which transactions or inquiries can be performed in OBDX. These can be created or modified under this section.

Touch Points in OBDX are of type 'Internal' and 'External'. Internal Touch Points are defined as part of Day 0 definition whereas External Touch Points are typically third party applications that can be defined by the System/ Bank Administrator as part of onboarding in OBDX

**(b) Touch Points Groups**

Touch Points are different channels e.g. Internet, Mobile, SMS, Third Party applications etc. through which the OBDX services can be accessed. This maintenance enables the System Administrator user to group two or multiple touch points together for the purpose of defining common limits for a transaction accessed from any touch point grouped together.

**(c) Role Transaction Mapping**

This function enables System Administrator to create Application Role and transaction mapping to application roles will be done for Touch Points. Administrator can create the application roles for the User Segments (Retail/ Corporate/ Administrator) and map the transactions to the application roles for internal as well as external touch points. The benefit of mapping the transactions on a touch point is that the Bank can control transaction access at each touch point.

**(d) Entitlements**

Entitlements are the transactions that the user can perform. Each Entitlement is linked to a single or group of resources.

Using this transaction user can view and edit the services and UI components linked to an entitlement for different actions i.e. Perform, Approve, and View.

**(e) User Segment Maintenance**

In order to offer appropriate product and services to the customers, banks can employ some method of segmentation. Banks can group customers into different segments based on different attributes of the customer; it could be demographic information, geographical information, behavioral information etc.

Banks can have different communication mailers, authentication mechanisms transaction limits and branding aspects based on customer segmentation.

User segment maintenance screen, allows the system administrator to create new segments and subsequently use these segments to define specific maintenances at user segment level. Limits can also be defined specific to a user segment. Within each user segment, limits package can be associated to different touch points.

- **Limits**

**(a) Limit Definition**

Limits are defined by the bank to set up amount and duration based restrictions on the transactions that can be carried out by the user.

As part of Limits Definition maintenance, the System Administrator can define:

- **Transaction Limits**: It is the initiation limit with minimum and maximum amount, defined typically for a user with role 'Maker'.
- **Cumulative Limits**: It is the collective transaction amount limit for all the transactions that can be performed during a day and maximum **number of transactions in a day.**
- **Cooling Period Limits:** It is the time set by the bank during which fund transfer is not allowed to a newly added payee.

This option allows the System Administrator to search and view limits, create limits and edit / delete existing limits.

**(b) Limits Package Management**

As part of the Limits Package definition, the created limits can be mapped to relevant transactions and/or roles.

The Limits Packages once created can be associated at User Level, Party Level and Role Level at an touch point level.

This option allows the System Administrator to search and view Limit Package, create a new Limit Package, and edit / delete existing Limit Package.

**(c) Transaction Group Maintenance (Through Toggle menu)**

Transaction group maintenance enables the System Administrator user to create and maintain group of transactions. Administrator can maintain a transaction group for the purpose of defining consolidated transaction limits. Once limits are assigned at transaction group, these limits acts as collective limit for selected transactions in a group.

**(d) User Limits**

This option allows the System Administrator to view the current available and utilized limits of specific retail user and also can modify (increase or decrease) the limits as per the requirement.

The user limits can be set for specific transaction level or at transaction group level or for a specific channel or for a group of channels.

The different types of limits are as follows:

- Daily Count- Permitted number of transactions in a day
- Daily Amount- Cumulative amount of transactions in a day
- Monthly Count- Permitted number of transactions in a month
- Monthly Amount- Permitted number of transactions in a month

- **Templates**

**(a) Service Request Form Builder**

Service Request Form Builder transaction allows the system administrator to define service requests by defining its attributes and by building the form (Request page that should be available to business user) which are then available for Retail users for creating a new Service Request.

**(b) Feedback Template**

Using this option, the System Administrator can maintain the feedback templates by defining the feedback question, selecting the rating scale, adding new questions along with new options, selecting the transactions for which feedback capture needs to be enabled.

The administrator can also decide whether an additional question is to be asked for a scale weight and select the applicable options for the question.

**(c) SMS and Missed Call Banking**

Using this option, the System Administrator can maintain the sms and missed call templates. The templates can be defined as:

- **SMS**: You can set the template / format of the message, which the account holder will be sending to the bank to receive the information in a specified format.
- **Missed Call**: You can set the template / format the account holder will receive, once he / she gives a miss call on the specified phone number.

**(d) Manage Brand**

Banks can have varied requirements with regards to the theme and for look and feel of the application.

Manage Brand is an administrative maintenance that allows the System Administrator to define the preferred theme for the application.

There is a list of categories on the left of the screen to choose from. System administrator can click and navigate the categories to upload their bank logo, select the preferred colors of the headers, back ground, Font, label, buttons etc. System administrator can also set the font style and font size.

**(e) Dashboard Builder**

Dashboard Builder is an administrative maintenance that allows the System Administrator to create and configure dashboard templates for Retail and Corporate users.

System Administrator can configure new dashboards by dragging and dropping the desired widget at desired location in template. And also can add and edit rows and columns while configuring new dashboard to add more widgets. Facility is also provided to search, view, edit and delete the configured dashboards.

These configured dashboards are responsive and can adapt to any type device that Bank wants to enable it to the customers' i.e. desktop, mobile and tablet. System allows the user to design new template and preview on different types of devices before enabling it.

The administrator can define multiple dashboards with the various attributes/ widgets. Further these templates can be mapped to the user segment, party or even to a specific user.

- **Controls & Monitoring**

**(a) Transaction Blackout**

The System Administrator can maintain a transaction blackout, for a period, when transaction/s are not accessible to users of the bank's retail and corporate or even to Bank administrators, for a preset time period.

The administrator may use the time, when a transaction is blacked-out, to do necessary maintenances.

Through this maintenance, the System Administrator can create a transaction blackout, User can search and view existing blackouts, and modify these if required. User can delete future dated blackouts.

**(b) Transaction Working Window**

A working window is maintained, by the System Administrator for each transaction for which a value date is applicable for processing. In order to enable such transactions on the channel, it is mandatory to define a working window for all the days of a week as Day 0 Maintenance. By performing this maintenance, the System Administrator defines the channel working window for each day of the week for a specific transaction.

Further, administrator can also define the processing pattern if the transaction is initiated by customers after the window is closed. Through this maintenance, the System Administrator can create a working window for a transaction, and also can create an exception to the normal window. User can search and view existing maintenances, and modify these if required.

**(c) Audit Log**

Audit log is set of records that provide information about operations performed in the application and details of the user who has performed it along with date and time when it was performed. The System Administrator can search and view the Audit Log.

**(d) Feedback Analytics**

Using this option, the System Administrator can analyze the feedback for different transactions. System Administrator can view top and bottom three transactions based on average customer review or he can search for individual transactions for a selected time period. Feedback Analytics gives the bank a quick analysis of the feedback information collected. The analytics covers information the average of feedback ratings transactions have got, trends in how the average ratings have changes, the top and bottom transactions in terms of ratings etc. The analytics helps banks in quickly identifying the pain points in customer journeys in the system points out the specific areas for improvement and action.
Using this option, the System Administrator can analyze the feedback given by users of the system.

**(e) Relationship Mapping**

Customer Relationship Maintenance enables the System Administrator to set up the transaction access logic for Bank's retail customers from Digital Banking Platform based on their account - mode of operation or relationship.

E.g. If a customer relationship (Mode of operation) is 'Either or Survivor', provide an access of all transactions whereas, if a customer relationship (Mode of operation) is 'Jointly', provide an access of all Inquiries and restrict all financial transactions from Digital Banking Platform. Such account and transaction access rules can be set up by the System Administrator using 'Relationship Maintenance Module'.

**(f) Relationship Matrix**

Relationship Matrix maintenance allows the System Administrator to define the transaction access based on the account relationships. Administrator can enable or disable each transaction for each relationship code. OBDX first checks if the transaction is enabled in a role attached to a user and then if it is enabled in relationship matrix. If both the conditions are satisfied, an access of a transaction and of an account is provided to the user.

**Additional options accessible via Menu**

- **Access Management**

**Account Access**

**(a) Party Account Access**

Bank Administrator can set up account and transaction access rules at the corporate party level. The administrator can provide access to accounts held by the party with the bank as available in the core banking system. Bank Administrator maker can search and view accounts and transactions mapping done at primary party and linked party. User can create, modify and delete such mapping.

**(b) User Account Access**

Alerts maintenance allows the System Administrator to define required parameters for each alert that is to be sent to the banks customers.

This option allows the System Administrator to search and view existing alerts, create a new alert and modify or delete an existing alert.

**Resource Access**

**(a) Party Resource Access**

As part of Resource Access Management, administrator can define access on resources other than account like Remitter List from Virtual Account Management for a Corporate Party.

**(b) User Resource Access**

As part of Resource Access Management, administrator can define access on resources other than account like Remitter List from Virtual Account Management for a specific corporate user.

**Approvals**

**(a) Workflow Management**

Approval workflows are created to support requirements where multiple levels of approval are required in a specific sequence for a transaction/maintenance. Each workflow can be configured to have up to 5 levels of approval with a specific user or a user group configured at each level.

System Administrator can search and view approval workflows maintained and create new workflows. As a part of creating workflows, user can add various levels of approvals and map users or user groups to each level. User can also modify workflows maintained.

**(b) Rules Management**

The Administrator, can set up rules for approvals. Applying a rule makes the requirement for an approval more customized. For instance, through this screen, the bank administrator can create a rule, so that all administrator maintenances initiated by a certain user-group, always require approval.

- **Reports**

**(a) Report Generation**

Using this option, the System Administrator, can generate various adhoc reports. Application provides an option to generate reports using Oracle Business Intelligence (BI) Publisher and / or by using an internal application.

**(b) My Reports**

On accessing 'My Reports' menu, the System Administrator, can view the last 10 reports generated with the respective report status. He can choose to search a specific report using the search criteria or can opt to view/ download detailed report.

**(c) User Report Mapping**

The user report mapping maintenance allows the Bank Administrators to map the report or set of reports to a specific corporate user. The corporate users can generate and view the reports which they have an access to.

Bank administrator searches a corporate user based on the party id and view the reports mapped to him, he can also un-map the reports from specific corporate user so that access of the specific report/ s can be removed to that corporate user.

The System Administrator can also map the accounts of primary and linked parties for which the reports can be generated by a corporate user, so that corporate user can generate the report only for the accounts mapped to him.

- **File Upload**

**(a) File Identifier Maintenance**

System Administrator, can create file identifiers (FI) for a corporate entity. A File Identifier is always mapped to a specific single file template. It permits configuration of corporate preferences like approval type (file level/ record level) for a particular type of file. This is a pre-requisite for the File Uploads functionality, for a corporate.

**(b) User File Identifier Mapping**

Through this option Administrator, can map a file identifier to a user to grant access rights to the user, for this specific file type. This maintenance enables a user to upload a specific file, approve the uploaded file and view its status. System administrator can map / un-map file identifiers to a User. Further, user can enable or disable the sensitive data check. This is a pre-requisite maintenance, for the File Uploads functionality, for a corporate.

**(c) File Upload**

This option allows the System administrator user to upload the files containing EBPP Billers. Billers uploaded will be available for retail users to register and make online bill payment & pre-paid recharge transactions.

**(d) Uploaded File Inquiry**

Through this option the user can view the Billers file uploaded and their status.

- The search can be filtered on various parameters like status and file reference ID.
- The user can track the status of the file and if there is an error in the file, he / she can download the error file to arrive at the exact reason for error.
- For files in the 'Processed' status, the user can download Response file, to vet status of processing (in the host) for each record, of the file.
- The user can track file history and also check Individual record details.

- **OAuth**

**(a) Identity Domain Maintenance**

The Identity Domain corresponds to the notion of a tenant and each identity domain corresponds to an identity store. All artifacts such as resource server and client needs to be created under an identity domain.

As part of the Identity Domain definition, Identity store as well as token settings can be defined.

Currently only 'Embedded LDAP' i.e. DB Authenticator as Identity Store is supported.

**(b) Resource Server Maintenance**

The resource server is the server that contains the user's information that is being accessed by the third party application and handles authenticated requests after the application has obtained an access token.

Resource Server is always associated to one Identity Domain. Through this maintenance, the administrator can define scopes for the resource server. Scopes are transactions or inquiries that are provided to the client so that the TPP/client can transact or inquire on behalf of the customer with an access token provided the customer has provided consent to the TPP.

**(c) Client Maintenance**

Clients are Third Party Provides (TPPs) that can access information from the resource server on behalf of the user provided the user has provided consent to the TPPs. As part of this definition, the administrator can define client details i.e. client ID, client name, scopes, redirect URLs etc.

- **Others**

**(a) Origination Workflow Configuration**

Workflow configuration allows the System Administrator to define the sequence of the sections in application form for each of the products.

There will be a default workflow defined in the product as part of Day0 definition for each of the product along with identified set of steps; bank administrator will have an option to view the default workflow for each of the products. If the sequence defined for a product does not suit the bank requirements, the admin can opt to create a custom workflow by re-arranging the steps.

**(b) User Group Management**

The System Administrator, can create administrator and corporate user groups with two or more users. User can search and views already maintained groups, and also modify these. The maintained administrator user groups are used for further maintenances like – User Group Subject Mapping or while creating approval rules.

**(c) Print Password**

When a new user opens an account in the bank and registers for internet banking, the bank sends the printed password along with some other documents like Welcome letter, Terms & Conditions document and applicable promotional offers to the registered user via courier or post. This screen allows the Bank Administrator to print the password along with these documents for new users as well as for existing users who have requested for reset password.

**(d) Alert Subscription**

The System Administrator, can subscribe users to mandatory alerts, through this option. In addition, Retail and Corporate users of the bank, can subscribe to alerts, and choose whether they want alerts delivered through Email, SMS or in their secured mailbox. The bank administrator processes the subscription request, received from customers. (For non-mandatory alerts).

**(e) Request Processing**

Service requests allows the System Administrator to search and view all the service requests that have been initiated by the Bank customers and are available with various statuses like Open, Completed and Rejected. Bank Administrator can search the service requests with specific search criteria and can update the status of open service requests.

**(f) User Help Desk**

This option enables the Administrator to create business user's session and perform the transaction requested by business user if he has forgotten his internet banking password or is unable to perform a transaction using his internet banking.

To authenticate the user, system will send an OTP to the customer and the same OTP needs to be communicated to the administrator user so that he can enter it on the screen to create user's session.

**(g) Message Maintenance**

Using this option, System Administrator can inquire the existing Error Messages defined in the system for an OBDX error code. It also allows you to modify the text defined for a message code for a particular Language.

- **Notifications**

The notification section allows the System Administrator user to view last 'N' number of notifications sent by the bank. Click **View All** to view all the notifications sent by the bank.

**Note:**
1) If the setup requires an approval workflow, it will be initiated. Once approved by the required number of approvers, the maintenance will be effective.

2) If the setup does not require an approval workflow or is self / auto approved, the maintenance will come into effect on confirmation.

- **Activity Log**

The System Administrator can view the log of activities here. For ease of use, he can provide a Date Range and search.

**Icons**

- : Click this icon to open the section in a new window.
- : Click this icon to search the transactions that are performed on a particular date. It has two fields From and To, you can select the start and end date to search the transaction.

**(a) Corporate**

In the Corporate activity log, the System Administrator, can view the activities performed for a corporate party id. The following fields are displayed.

- Date: Date of the maintenance
- Description: Description of the maintenance
- Party Name: Party Name
- Reference Number: Reference number of the maintenance.
- Status: Status of the maintenance

**(b) Administrative Maintenance**

Through the Admin Activity log, the System Administrator can view the Bank Administrator activities. The following fields are displayed:

- **Date**: Date of the maintenance
- **Description:** Description of the maintenance
- **Reference Number:** Reference number of the maintenance**.**
- **Status:** Status of the maintenance

**(c) Bulk File Administrator**

In Bulk File Activity Log, the Administrator can view the bulk file activities. The following fields are displayed.

- Date: Date of the maintenance
- File Identifier: Unique code assigned to files as required by parties
- File Name: Name assigned to files.
- Initiated by: Initiator of the Party Maintenance.
- Reference No: Reference number of the maintenance.
- Status: Status of the maintenance.

(d) **Bulk Record Administrator**

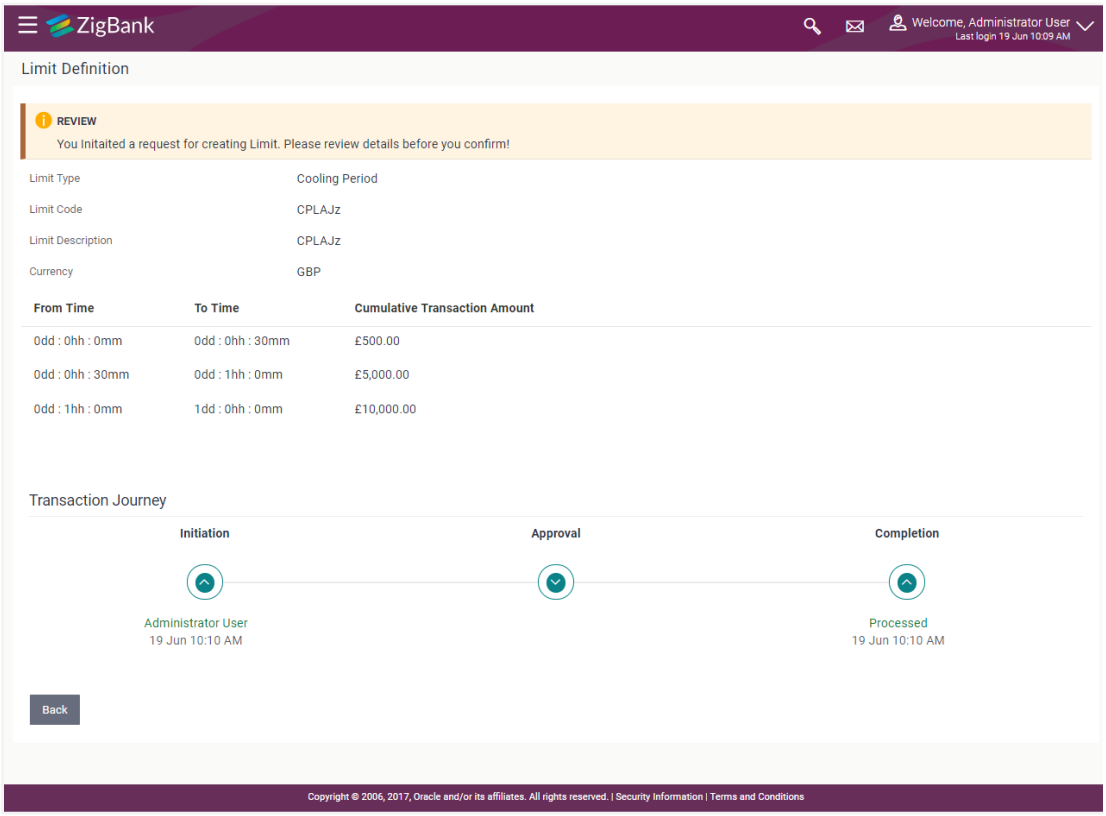
In Bulk Record Activity Log, the Administrator can view the bulk record activities. The following fields are displayed.

- Date: Date of the maintenance
- File Identifier: Unique code assigned to files as required by parties
- File Name: Name assigned to files
- Initiated by: Initiator of the Party Maintenance.
- Reference No: Reference number of the maintenance.
- Status: Status of the maintenance

**Transaction Journey**

Click the **Reference Number** link in the **Activity Log** section to view the Transaction Journey.

This screen displays the transaction details and transaction journey of corporate and administrator transactions. It displays the current status of transaction whether it is Initiated, Approved or Processed.




## Transaction Journey

The screen displays the details of the transaction that is to be approved for review.

### Transaction Journey

This section displays the status of transactions that has been initiated by the maker. Transaction journey displays the status as:

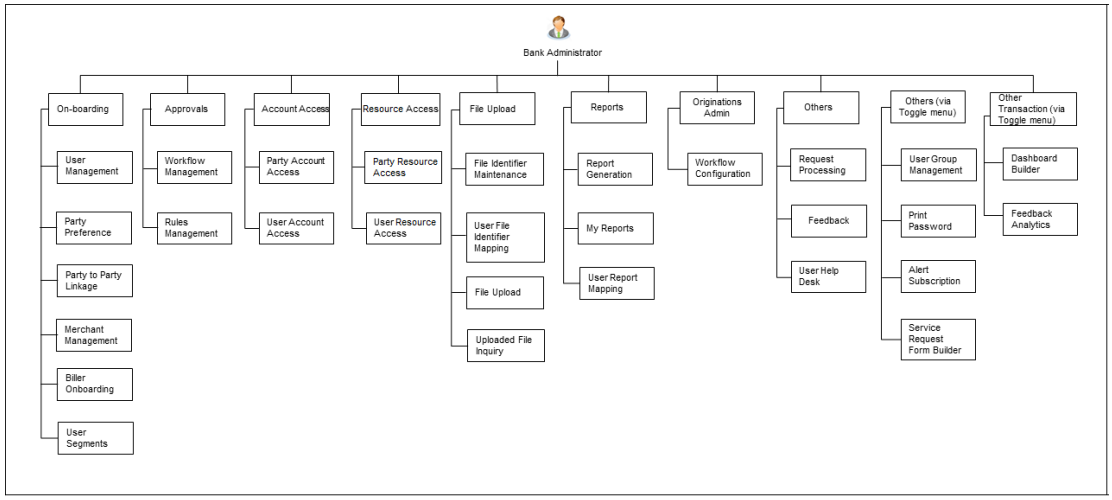
- Initiation
- Approval
- Completion

## 3.2 Administrator Maker Dashboard

Bank Administrator Maker's role involves the maintenances which are mainly required for day to day business in banks. Maintenances like onboarding the users on Digital Platform and providing them the account and transactions access, etc.

**Note**: Transactions appearing in toggle menu for Bank Administrator – Maker is same as 'System Administrator' transactions depending upon the access provided to the associated role in Role Transaction Mapping maintenance.

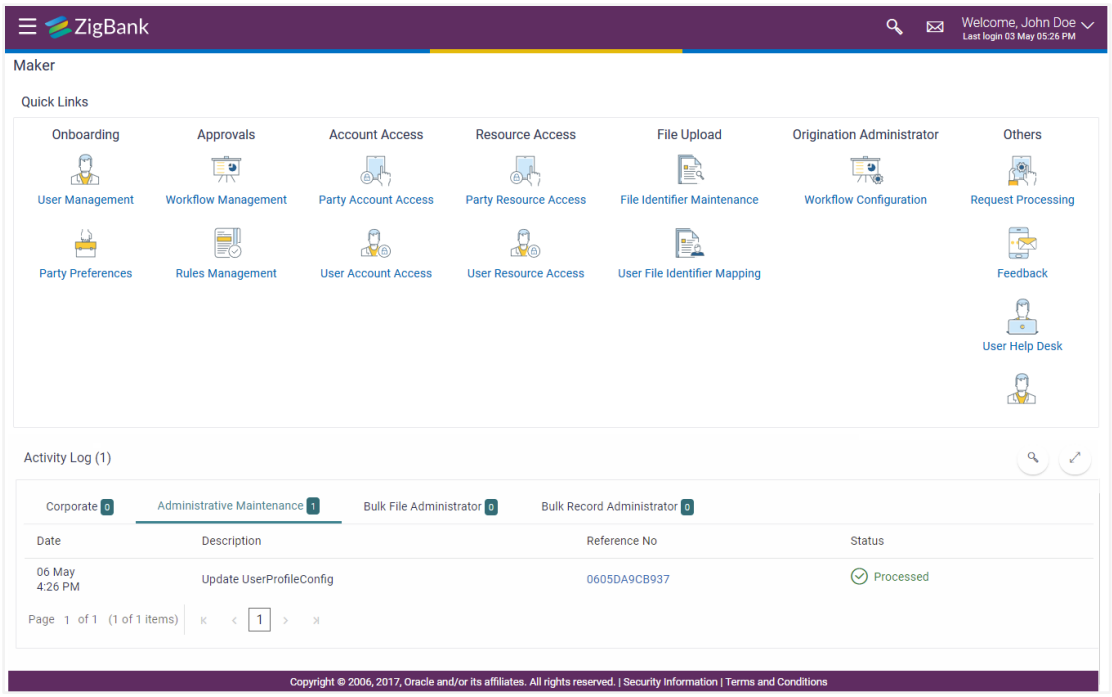
### Summary




### Maker Dashboard - Overview

The Bank administrator – Maker dashboard comprises of:

- Quick Links
- Activity Log




## Dashboard Overview

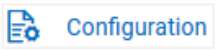
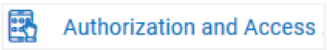
### Icons

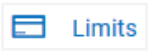
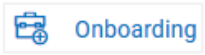
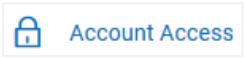
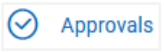
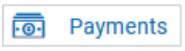
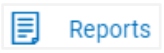
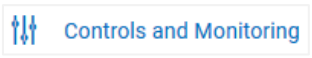
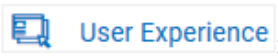
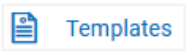
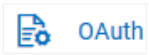
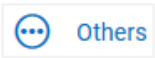
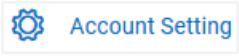
Following icons are present on the maker's dashboard:

-  : Clicking this icon takes you to the dashboard.
-  : Clicking this icon takes you to the Mailbox screen.
-  : Click this icon and enter the transaction name to search the transactions.
-  : Click this icon to view the user's profile and for logout option
-  : Click the toggle menu to access the list of all the transactions.

### Toggle Menu Transactions

Following items are present on the Toggle Menu:

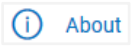
- **Your Current View is**: Select your role as maker. The drop-down to select the role is available only if the user is mapped with more than one role.
- Select Language: Select your desired language from the drop-down list.
-  : Click this menu to access the configuration like System Rules, System Configuration, Transaction aspects etc.
-  : Click this menu to setup access controls and authorization related transactions like maintain touch points, Application role creation and entitlement mapping etc.

-  : Click this menu to access the security setup related transactions like setting up second factor authorization, password policy etc.
-  : Click this menu to manage limits.
-  : Click this menu to onboard and manage Party, users, merchants and billers.
-  : Click this menu to set up account access rules for a corporate.
-  : Click this menu to access and setup Approval workflow and rules for Corporate and Administrator users.
-  : Click here to access maintenances with respect to payments.
-  : Click this menu to plan finances and track expenditures. It consists of sub menu items like Spend Category Maintenance, Goal Category Maintenance and External Bank Maintenance.
-  : Click this menu to generate reports and view the generated reports.
-  : Click this menu to create a file identifier and map it to the user along with file upload and inquiry
-  : Click this menu to access User Group Subject Mapping, Alert Maintenance and Mailers.
-  : Click this menu for controlling and monitoring the transactions like transaction blackout, working window and Audit log.
-  : Click this menu to manage and build your customize dashboards.
-  : Click this menu to manage service request form, feedback and SMS banking templates.
-  : Click this menu to manage and limit the third party authorization access to an HTTP service.
-  : User Group Management, Print Password, Alert Subscription, Request Processing and User Help Desk.
-  : Click this menu to view the Mails, Alerts and Notifications.
-  : Click this menu to view the user's profile and login details like start date and time, end date and time, Channel and IP address of the last sessions of the logged in user.

- 

: Click to view the address and location of the ATMs and the branches of the Bank.
- 

: Click here to setup security questions and change password.
- 

: Click this menu to launch the online help.
- 

: Click this menu to view the information about the application like version number, copyright etc.

**Note**: The user will be shown the above options only if he has the access to the all the transactions falling under that group.

**Quick Links**

**On-boarding**

**(a) User Management**

Bank Administrator can search and view users, create users and modify users. User can reset passwords of the users. Bank Administrator can also change the user status (lock/unlock) and grant/deny the channel access to a user, through this option.

**(b) Party Preferences**

Party Preferences maintenance enables Bank administrator to define certain parameter values as per the corporate entities requirements. Following preferences can be set for a corporate party:

- Cumulative Daily/Monthly limits per transaction
- Transaction limits for users
- Approval flow – Parallel or Sequential or none
- To enable Channel access or not
- To enable Forex Deal creation or not
- To enable a Corporate Administrator or not.

**Approvals**

**(a) Workflow Management**

Approval workflows are created to support requirements where multiple levels of approval are required in a specific sequence for a transaction/maintenance. Each workflow can be configured to have up to 5 levels of approval with a specific user or a user group configured at each level.

Bank Administrator Maker can search and view approval workflows maintained and create new workflows. As a part of creating workflows, user can add various levels of approvals and map users or user groups to each level. User can also modify workflows maintained.

**(b) Rules Management**

The Bank administrator – Maker, can set up rules, for approvals. Applying a rule makes the requirement for an approval more customized. For instance, through this screen, the bank administrator can create a rule, so that all administrator maintenances initiated by a certain user-group, always require approval.

## Account Access

### (a) Party Account Access

Bank Administrator can set up account and transaction access rules at the corporate party level. The administrator can provide access to accounts held by the party with the bank as available in the core banking system. Bank Administrator maker can search and view accounts and transactions mapping done at primary party and linked party. User can create, modify and delete such mapping.

### (b) User Account Access

Using this option Bank Administrator can set up account and transaction access for user(s) of the corporate party. This maintenance can be done only after the Party Account Access is setup for the party of the user(s). Bank Administrator maker can search and view account and transaction mapping of a specific user. User can create, modify and delete mapping of a user to an account / transaction.

## Resource Access

### (a) Party Resource Access

As part of Resource Access Management, administrator can define access on resources other than account like Remitter List from Virtual Account Management for a Corporate Party.

### (b) User Resource Access

As part of Resource Access Management, administrator can define access on resources other than account like Remitter List from Virtual Account Management for a specific corporate user.

## File Upload

### (a) File Identifier Maintenance

Bank administrator – Maker, can create file identifiers (FI) for a corporate entity. A File Identifier is always mapped to a specific single file template. It permits configuration of corporate preferences like approval type (file level/ record level) for a particular type of file. This is a pre-requisite for the File Uploads functionality, for a corporate.

### (b) User File Identifier Mapping

Through this option Bank Administrator – Maker, can map a file identifier to a user to grant access rights to the user, for this specific file type. This maintenance enables a user to upload a specific file, approve the uploaded file and view its status. Bank administrator maker can map / un-map file identifiers to a User. Further, user can enable or disable the sensitive data check. This is a pre-requisite maintenance, for the File Uploads functionality, for a corporate.

## Origination Administrator

### (a) Workflow Configuration

Workflow configuration allows the Bank Administrator to define the sequence of the sections in application form for each of the products.

There will be a default workflow defined in the product as part of Day0 definition for each of the product along with identified set of steps; bank administrator will have an option to view the default workflow for each of the products. If the sequence defined for a product does not suit the bank requirements, the admin can opt to create a custom workflow by re-arranging the steps.

## Others

### (a) Request Processing

Service requests allows the Bank Administrator- maker to search and view all the service requests that have been initiated by the Bank customers and are available with various statuses like Open, Completed and Rejected. Bank Administrator can search the service requests with specific search criteria and can update the status of open service requests.

### (b) Feedback

Using this option, the Administrator can maintain the feedback templates by defining the feedback question, selecting the rating scale, adding new questions along with new options, selecting the transactions for which feedback capture needs to be enabled.

The administrator can also decide whether an additional question is to be asked for a scale weight and select the applicable options for the question.

### (c) User Help Desk

This option enables the Administrator to create business user's session and perform the transaction requested by business user if he has forgotten his internet banking password or is unable to perform a transaction using his internet banking.

To authenticate the user, system will send an OTP to the customer and the same OTP needs to be communicated to the administrator user so that he can enter it on the screen to create user's session.

---

**Note**:

- If the setup requires an approval workflow, it will be initiated. Once approved by the required number of approvers, the maintenance will be effective.
- If the setup does not require an approval workflow or is self / auto approved, the maintenance will come into effect on saving and confirming.

---

## Activity Log

The Bank Administrator – Maker, can view the log of activities here. For ease of use, user can provide a Date Range and search.

**Icons**

- : Click this icon to open the section in a new window.
-  : Click this icon to search the transactions that are performed on a particular date. It has two fields From and To, you can select the start and end date to search the transaction.

### (a) Corporate Activity Log

In the Corporate activity log, the bank administrator – Maker, can view the activities of corporate users. The following fields are displayed.

- Date: Date of the maintenance
- Description: Description of the maintenance
- Party Name: Party Name
- Reference Number: Reference number of the maintenance.
- Status: Status of the maintenance

**(b) Administrative Activity Log**

Through the Admin Activity log, the bank administrator - maker can view the bank admin activities. The following fields are displayed:

- Date: Date of the maintenance
- Description: Description of the maintenance
- Reference Number: Reference number of the maintenance.
- Status: Status of the maintenance

**(c) Bulk File Administrator Activity Log**

In Bulk File Activity Log, the Bank **Administrator** – maker, can view the bulk file activities. The following fields are displayed.

- Date: Date of the maintenance
- File Identifier: Unique code assigned to files as required by parties
- File Name: Name assigned to files.
- Initiated by: Initiator of the Party Maintenance.
- Reference No: Reference number of the maintenance.
- Status: Status of the maintenance

**(d) Bulk Record Administrator Activity Log**

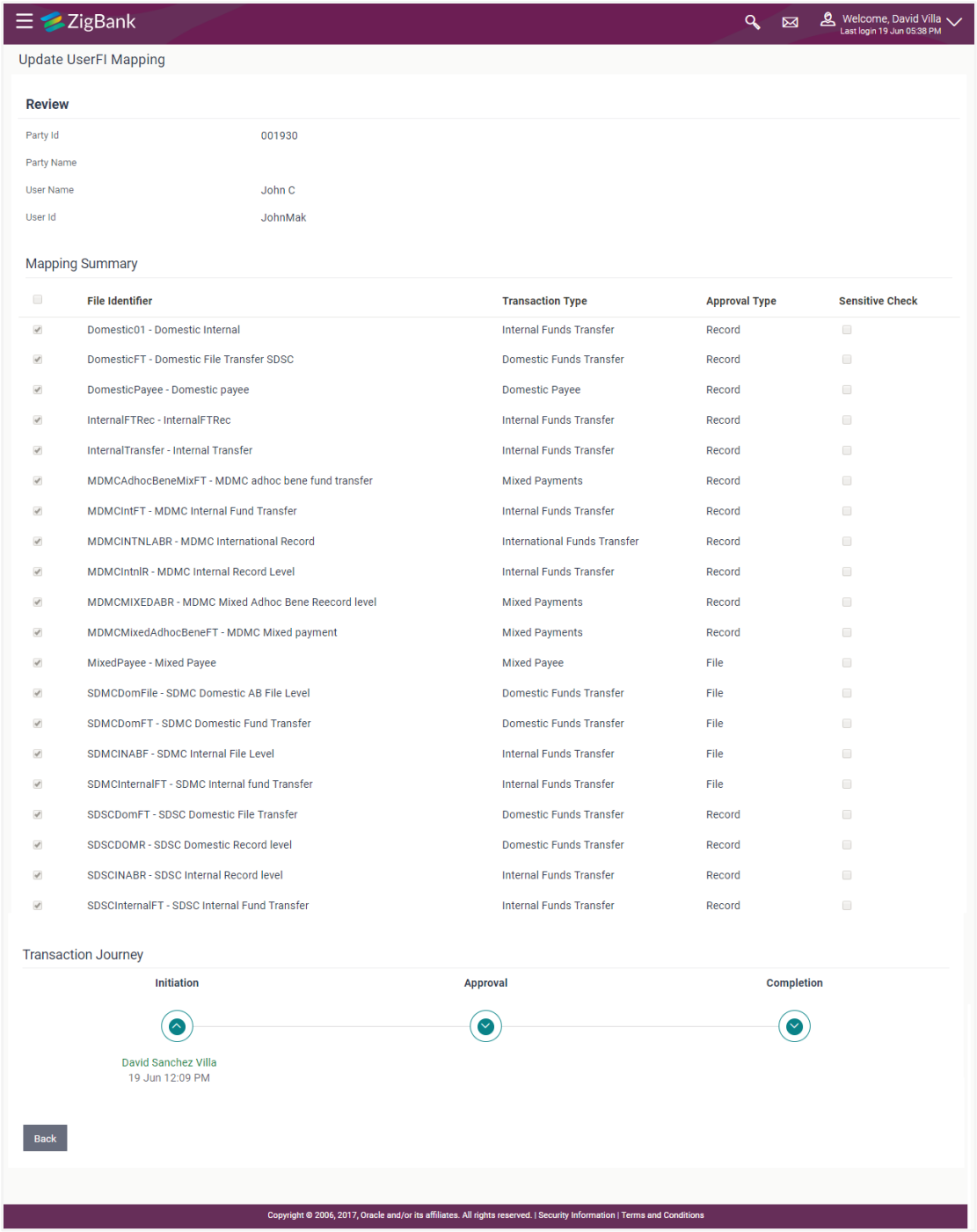
In Bulk Record Activity Log, the Bank Administrator – maker, can view the bulk record activities. The following fields are displayed.

- Date: Date of the maintenance
- File Identifier: Unique code assigned to files as required by parties
- File Name: Name assigned to files
- Initiated by: Initiator of the Party Maintenance.
- Reference No: Reference Number of the maintenance.
- Status: Status of the maintenance

**Transaction Journey**

Click the **Reference Number** link in the **Activity Log** section to view the Transaction Journey.

This screen displays the transaction details and transaction journey of corporate and administrator transactions. It displays the current status of transaction whether it is Initiated, Approved or Completed.


ZigBank
Welcome, David Villa
Last login 19 Jun 05:38 PM
Update UserFI Mapping
Review
Party Id 001930
Party Name
User Name John C
User Id JohnMak
Mapping Summary
File Identifier | Transaction Type | Approval Type | Sensitive Check
Domestic01 - Domestic Internal | Internal Funds Transfer | Record
DomesticFT - Domestic File Transfer SDSC | Domestic Funds Transfer | Record
DomesticPayee - Domestic payee | Domestic Payee | Record
InternalFTRec - InternalFTRec | Internal Funds Transfer | Record
InternalTransfer - Internal Transfer | Internal Funds Transfer | Record
MDMCAdhocBeneMixFT - MDMC adhoc bene fund transfer | Mixed Payments | Record
MDMCIntFT - MDMC Internal Fund Transfer | Internal Funds Transfer | Record
MDMCINTNLABR - MDMC International Record | International Funds Transfer | Record
MDMCIntnlR - MDMC Internal Record Level | Internal Funds Transfer | Record
MDMCMIXEDABR - MDMC Mixed Adhoc Bene Reecord level | Mixed Payments | Record
MDMCMixedAdhocBeneFT - MDMC Mixed payment | Mixed Payments | Record
MixedPayee - Mixed Payee | Mixed Payee | File
SDMCDomFile - SDMC Domestic AB File Level | Domestic Funds Transfer | File
SDMCDomFT - SDMC Domestic Fund Transfer | Domestic Funds Transfer | File
SDMCINABF - SDMC Internal File Level | Internal Funds Transfer | File
SDMCInternalFT - SDMC Internal fund Transfer | Internal Funds Transfer | File
SDSCDomFT - SDSC Domestic File Transfer | Domestic Funds Transfer | Record
SDSCDOMR - SDSC Domestic Record level | Domestic Funds Transfer | Record
SDSCINABR - SDSC Internal Record level | Internal Funds Transfer | Record
SDSCInternalFT - SDSC Internal Fund Transfer | Internal Funds Transfer | Record
Transaction Journey
Initiation
Approval
Completion
David Sanchez Villa
19 Jun 12:09 PM
Back
Copyright © 2006, 2017, Oracle and/or its affiliates. All rights reserved. | Security Information | Terms and Conditions

The screen displays the details of the transaction that is to be approved for review.

**Transaction Journey**

This section displays the status of transactions that has been initiated by the maker. Transaction journey displays the status as:

- Initiation
- Approval
- Completion

---

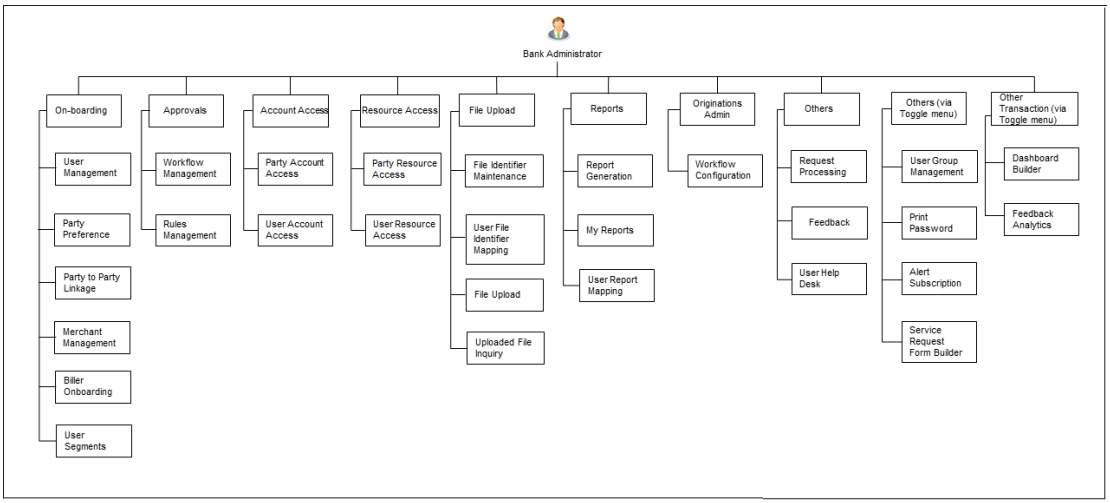
1. Click **Back** to navigate to the **Dashboard**.

## 3.3 Administrator Approver Dashboard

This dashboard is available for Bank administrator users whose main responsibility is of approving the transactions initiated by Bank administrator in maker role. Approver has the responsibility to ensure correctness of the maintenances as per the bank and corporate mandate, to ensure speedy and accurate processing.

**Note**: Toggle menu transactions of Bank Administrator – Approver is same as 'System Administrator' transactions depending on the access as provided to the user.

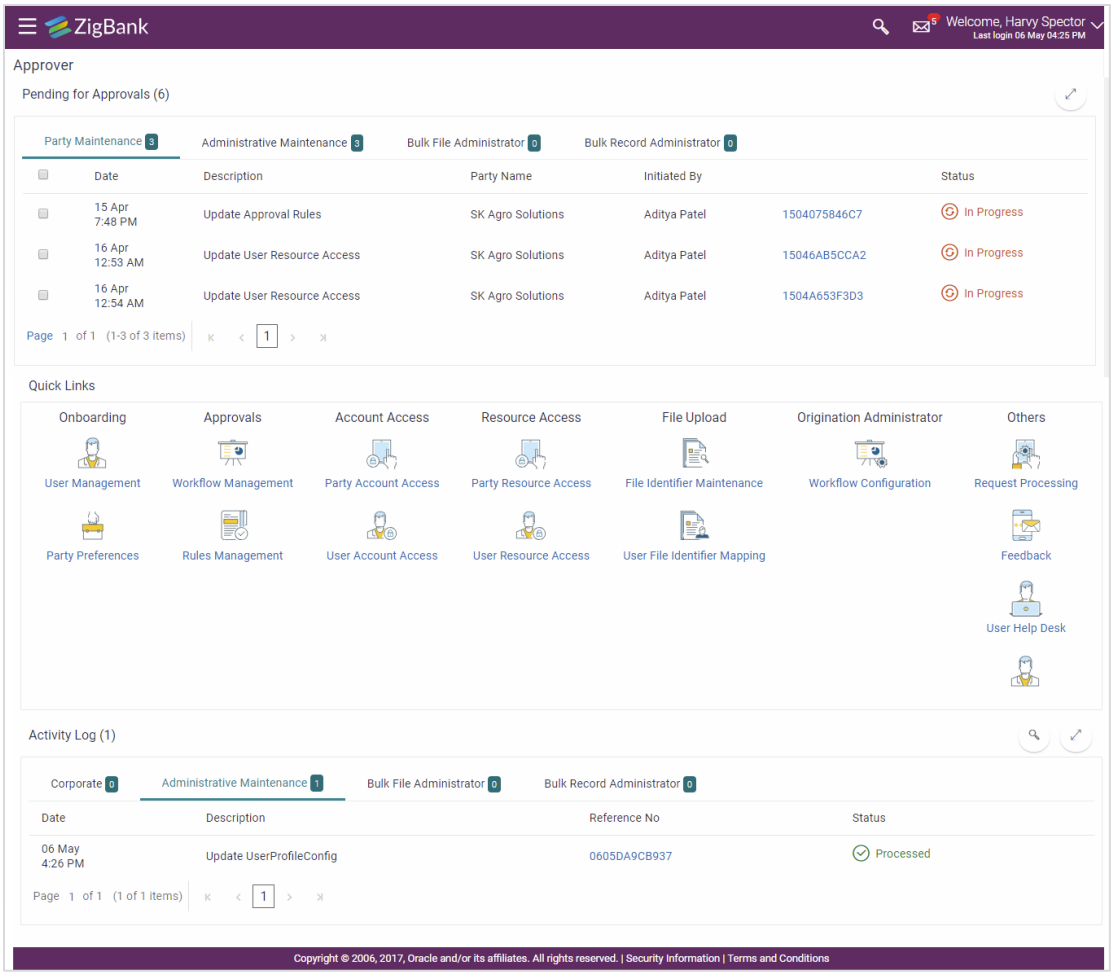
**Workflow**




**Approver Dashboard - Overview**

The Bank Administrator – Approver dashboard comprises of:

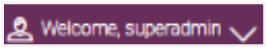
- Pending Approvals
- Quick Links
- Other options accessed via menu
- Activity Log




## Dashboard Overview

### Icons

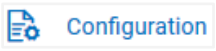
Following icons are present on the approver's dashboard:

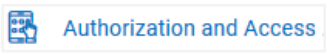
-  : Clicking this icon takes you to the dashboard.
-  : Clicking this icon takes you to the Mailbox screen.
-  : Click this icon and enter the transaction name to search the transactions.
- 

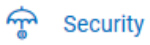
: Click this icon to view the user's profile and for logout option
-  : Click the toggle menu to access the list of all the transactions.

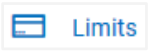
**Toggle Menu Transactions**

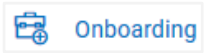
Following items are present on the Toggle Menu:

- **Your Current View is**: Select your role as Approver. The drop-down to select the role is available only if the user is mapped with more than one role.
- Select Language: Select your desired language from the drop-down list.
- 

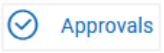
: Click this menu to access the configuration like System Rules, System Configuration, Transaction aspects etc.
- 

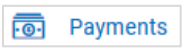
: Click this menu to setup access controls and authorization related transactions like maintain touch points, Application role creation and entitlement mapping etc.
- 

: Click this menu to access the security setup related transactions like setting up second factor authorization, password policy etc.
- 

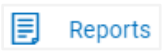
: Click this menu to manage limits.
- 

: Click this menu to onboard and manage Party, users, merchants and billers.
- 

: Click this menu to set up account access rules for a corporate.
- 

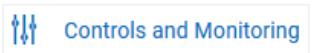
: Click this menu to access and setup Approval workflow and rules for Corporate and Administrator users.
- 

: Click here to access maintenances with respect to payments.
- 

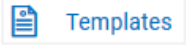
: Click this menu to plan finances and track expenditures. It consists of sub menu items like Spend Category Maintenance, Goal Category Maintenance and External Bank Maintenance.
- 

: Click this menu to generate reports and view the generated reports.
- 

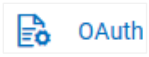
: Click this menu to create a file identifier and map it to the user along with file upload and inquiry
- 

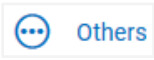
: Click this menu to access User Group Subject Mapping, Alert Maintenance and Mailers.
- 

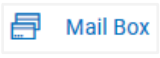
: Click this menu for controlling and monitoring the transactions like transaction blackout, working window and Audit log.
- 

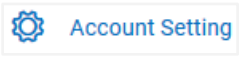
: Click this menu to manage and build your customize dashboards.
- 

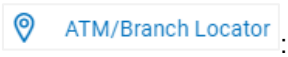
: Click this menu to manage service request form, feedback and SMS banking templates.

- 

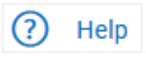
: Click this menu to manage and limit the third party authorization access to an HTTP service.
- 

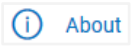
: User Group Management, Print Password, Alert Subscription, Request Processing and User Help Desk.
- 

: Click this menu to view the Mails, Alerts and Notifications.
- 

: Click this menu to view the user's profile and login details like start date and time, end date and time, Channel and IP address of the last sessions of the logged in user.
- 

: Click to view the address and location of the ATMs and the branches of the Bank.
- 

: Click here to setup security questions and change password.
- 

: Click this menu to launch the online help.
- 

: Click this menu to view the information about the application like version number, copyright etc.

**Note**: The user will be shown the above options only if he has the access to the all the transactions falling under that group (as per access maintained Role Transaction Mapping).

**Pending for Approvals**

The Bank Administrator – Approver, can view the items pending for his approval. For ease of use, he can expand this page.

**Party Maintenance**

In Party Maintenance, the Bank administrator – Approver, can view the party maintenances, pending approval. The following fields are displayed.

- Date: Date of the maintenance
- Description: Description of the maintenance
- Party Name: Party Name
- Initiated by: Initiator of the Party Maintenance.
- Reference No: Reference number of the maintenance.
- Status: Status of the maintenance

**Administrative Maintenance**

In Admin Maintenance, the Bank administrator – Approver, can view the admin maintenances, pending approval. The following fields are displayed.

- Date: Date of the maintenance
- Description: Description of the maintenance
- Initiated by: Initiator of the Party Maintenance.
- Reference No: Reference number of the maintenance.

- Status: Status of the maintenance

**Bulk File Administrator**

In Bulk File Maintenance, the Bank Administrator – Approver, can view the bulk file maintenances, pending approval. The following fields are displayed.

- Date: Date of the maintenance
- File Identifier: Unique code assigned to files as required by parties
- File Name: Name assigned to files
- Initiated by: Initiator of the Party Maintenance.
- Reference No: Reference number of the maintenance.
- Status: Status of the maintenance

**Bulk Record Administrator**

In Bulk Record Maintenance, the Bank Administrator – Approver, can view the admin maintenances, pending approval. The following fields are displayed.

- Date: Date of the maintenance
- File Identifier: Unique code assigned to files as required by parties
- File Name: Name assigned to files
- Initiated by: Initiator of the Party Maintenance.
- Reference No: Reference number of the maintenance.
- Status: Status of the maintenance

**Quick Links**

**Onboarding**

**(a) User Management**

The Bank Administrator can search and view users, create users and modify users. User can reset passwords of the users. Also user can lock / unlock a user, through this option.

**(b) Party Preferences**

Party Preferences maintenance enables Bank Administrator to define certain parameter values as per the corporate entities requirements. Following preferences can be set for a corporate party:

- Cumulative Daily/Monthly limits per transaction
- Transaction limits for users
- Approval flow – Parallel or Sequential or none
- To enable Channel access or not
- To enable Forex deal or not
- To enable a Corporate Administrator or not.

## Approvals

### (a) Workflow Management

Approval workflows are created to support requirements where multiple levels of approval are required in a specific sequence for a transaction/maintenance. Each workflow can be configured to have up to 5 levels of approval with a specific user or a user group configured at each level.

Bank Administrator Approver can search and view approval workflows maintained and create new workflows. As a part of creating workflows, user can add various levels of approvals and map users or user groups to each level. User can also modify workflows maintained.

### (b) Rules Management

The Bank administrator – Approver, can set up rules, for approvals. Applying a rule makes the requirement for an approval more customized. For instance, through this screen, the Bank Administrator can create a rule, so that all administrator maintenances initiated by a certain user-group, always require approval.

## Account Access

### (a) Party Account Access

Bank Administrator can set up account and transaction access rules at the corporate party level. The administrator can provide access to accounts held by the party with the bank as available in the core banking system. Bank administrator Approver can search and view accounts and transactions mapping done at primary party and linked party. User can create, modify and delete such mapping.

### (b) User Account Access

Using this option Bank Administrator can set up account and transaction access for user(s) of the corporate party. This maintenance can be done only after the Party Account Access is setup for the party of the user(s). Bank administrator Approver can search and view account and transaction mapping of a specific user. User can create, modify and delete mapping of a user to an account / transaction.

## Resource Access

### (a) Party Resource Access

As part of Resource Access Management, administrator can define access on resources other than account like Remitter List from Virtual Account Management for a Corporate Party.

### (b) User Resource Access

As part of Resource Access Management, administrator can define access on resources other than account like Remitter List from Virtual Account Management for a specific corporate user.

## File Upload

### (a) File Identifier Maintenance

Bank administrator – Approver, can create file identifiers (FI) for a corporate entity. A File Identifier is always mapped to a specific single file template. It permits configuration of corporate preferences like approval type (file level/ record level) for a particular type of file. This is a pre-requisite for the File Uploads functionality, for a corporate.

**(b) User File Identifier Mapping**

Through this option bank administrator – Approver, can map a file identifier to a user to grant access rights to the user, for this specific file type. This maintenance enables a user to upload a specific file, approve the uploaded file and view its status. Bank administrator Approver can map / un-map file identifiers to a User. Further, user can enable or disable the sensitive data check. This is a pre-requisite maintenance, for the File Uploads functionality, for a corporate.

**Origination Administrator**

**(a) Workflow Configuration**

Workflow configuration allows the bank administrator to define the sequence of the sections in application form for each of the products.

There will be a default workflow defined in the product as part of Day0 definition for each of the product along with identified set of steps; bank administrator will have an option to view the default workflow for each of the products. If the sequence defined for a product does not suit the bank requirements, the admin can opt to create a custom workflow by re-arranging the steps.

**Others**

**(a) Request Processing**

Service requests allows the bank administrator- approver to search and view all the service requests that have been initiated by the maker and are pending for approvals. This option also allows him to approve or reject the service requests.

**(b) Feedback**

Using this option, the Administrator can maintain the feedback templates by defining the feedback question, selecting the rating scale, adding new questions along with new options, selecting the transactions for which feedback capture needs to be enabled.

The administrator can also decide whether an additional question is to be asked for a scale weight and select the applicable options for the question.

**(c) User Help Desk**

This option enables the Administrator to create business user's session and perform the transaction requested by business user on his behalf in case, he has forgotten his internet banking password or is unable to perform a transaction using his internet banking.

To authenticate the user, system will send an OTP to the customer and the same OTP needs to be communicated to the administrator user so that he can enter it on the screen to create user’s session.

**Activity Log**

The Bank administrator – Approver, can view the log of activities here. For ease of use, he can provide a Date Range and search.

**Icons**

-  : Click this icon to open the section in a new window.

-  : Click this icon to search the transactions that are performed on a particular date. It has two fields From and To, you can select the start and end date to search the transaction.

**(a) Corporate Activity Log**

In the Corporate activity log, the Bank administrator – Approver, can view the activities of corporate users. The following fields are displayed.

- Date: Date of the maintenance
- Description: Description of the maintenance
- Party Name: Party Name
- Initiated by: Initiator of the Party Maintenance.
- Reference Number: Reference number of the maintenance.
- Status: Status of the maintenance

**(b) Administrative Activity Log**

Through the Admin Activity log, the Bank administrator – Approver, can view the bank admin activities. The following fields are displayed:

- Date: Date of the maintenance
- Description: Description of the maintenance
- Initiated by: Initiator of the Party Maintenance.
- Reference No: Reference number of the maintenance.
- Status: Status of the maintenance

**(c) Bulk File Administrator Activity Log**

In Bulk File Activity log, the Bank Administrator – approver, can view the bulk file activities. The following fields are displayed.

- Date: Date of the maintenance
- File Identifier: Unique code assigned to files as required by parties
- File Name: Name assigned to files
- Initiated by: Initiator of the Party Maintenance.
- Reference No: Reference number of the maintenance.
- Status: Status of the maintenance

**(d) Bulk Record Administrator Activity Log**

In Bulk Record Activity Log, the Bank Administrator – approver, can view the bulk record activities. The following fields are displayed.

- Date: Date of the maintenance
- File Identifier: Unique code assigned to files as required by parties
- File Name: Name assigned to files
- Initiated by: Initiator of the Party Maintenance.

- Reference No: Reference number of the maintenance.
- Status: Status of the maintenance

## 3.4 Approve the transaction

The transactions that have been initiated by the maker and are pending for approvals are listed here. The approver user logins to the application, user views all the transactions that are pending for approvals.

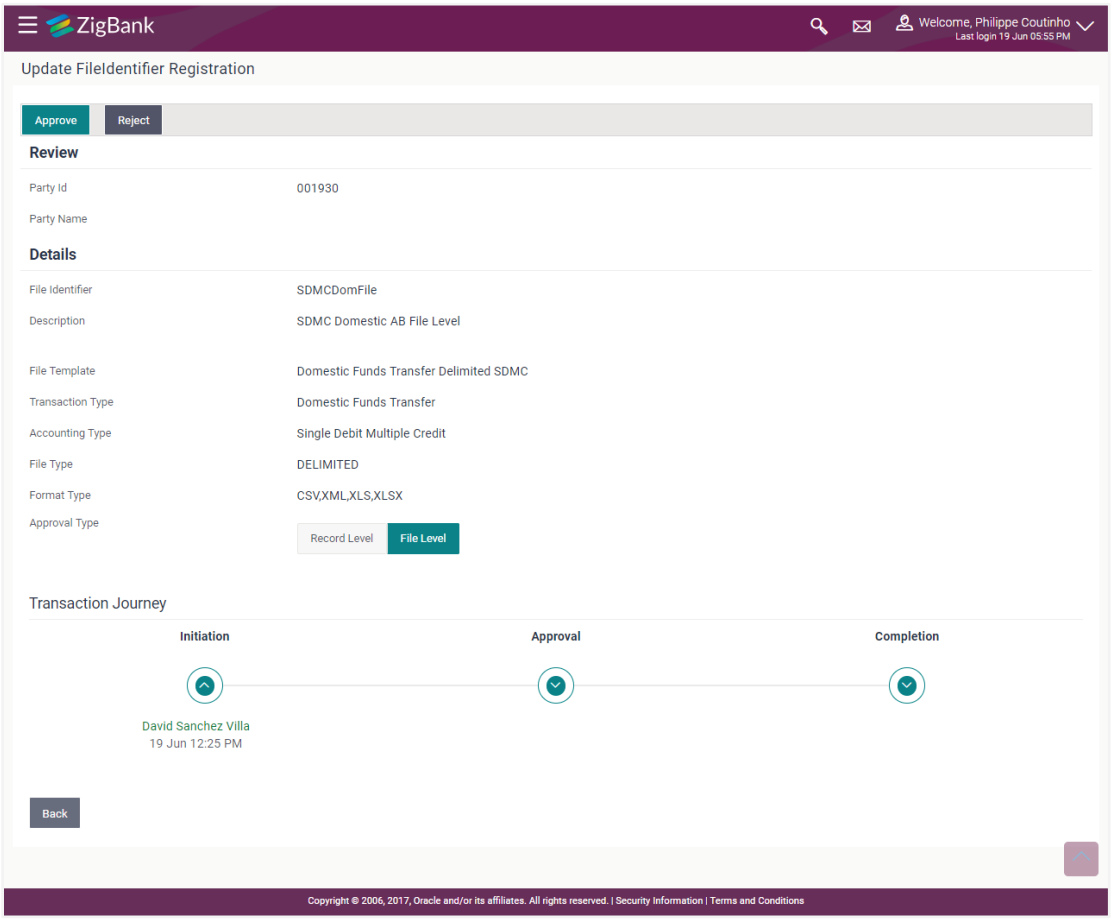
**How to reach here:**

*Approver Dashboard > Pending for Approvals section*

**To approve the transaction:**

1. Click the **Reference Number** link of the transaction that is to be approved, in the **Pending for Approval** section. The transaction screen appears for review and approval.

**Transaction Journey**



**Transaction to approve**

This screen displays the details of the transaction that is to be approved for review.

**Transaction Journey**

This section displays the status of transactions that has been initiated by the maker. Transaction journey displays the status as:

- Initiation
- Approval
- Completion

---

2. Click **Approve** to approve the initiated transaction. The **Transaction Approval** screen appears.
   OR
   Click **Reject** to reject the transaction.
   OR
   Click **Back** to navigate to the **Dashboard**.
3. Enter the remarks and click **Approve**.
   OR
   Enter the remarks and click **Reject**.
   OR
   Click **Cancel** to cancel the transaction.
   The screen with success message appears.

# FAQs

1. **How can I access different dashboards if multiple roles are assigned to me?**

   An option is available in toggle menu to switch between the different dashboards if multiple roles are assigned to you.

2. **Will I be able to see the current status of a transaction initiated by me?**

   Yes, transaction journey section shows the latest status of the transaction along with the date, time and name of the user last acted on the same.

3. **What are quick links; can I change the transactions appearing under quick link section?**

   Quick links gives you easy access to some of the more commonly used transactions/maintenances in the system. You cannot change the transactions appearing under quick link section.

4. **Can I remove/grant access of a transaction to System/Bank administrator?**

   Yes, transaction access can be given or removed for a particular application role from role transaction mapping function.

Home

# 4. User Management

User Management function enables System/ Bank Administrator to onboard and manage users and their login credentials for channel banking access. This module facilitates channel banking access to the bank's internal users (administrators) and external users (customers).

This function also lets the System/Bank Administrator to define the various touch points from which the user can access the channel banking and limit package applicable for the same.

Users can also be mapped to a User Segment, so that the attributes applicable at the segment level should get applied to the user. Currently user segments are only applicable for user type Retail.

In a multi entity scenario, this function enables system/ bank administrator to provide access to multiple entities to users.

**Internal Users**

- System Administrator
- Bank Administrator

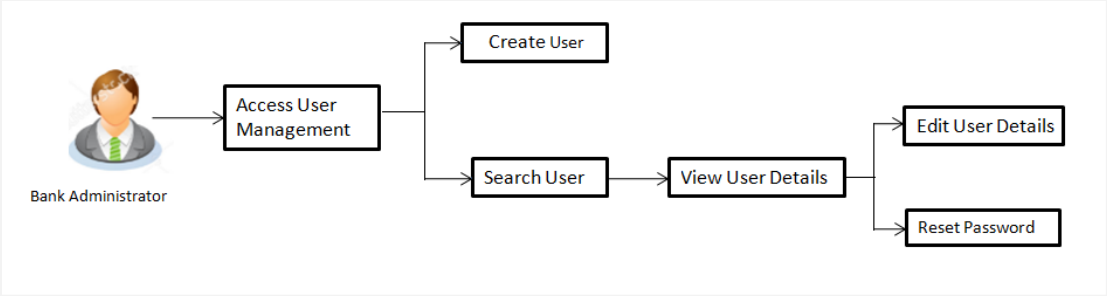
**External Users**

- Retail User
- Corporate User
- Corporate Administrator

**Pre-Requisites**

- User Segment and Application roles are maintained
- Transactions are associated with each Application role
- Transaction (User Management) access is provided to System/Bank Administrator.
- Approval rule set up for Bank administrator to perform the actions.
- Party Preference is maintained for corporate user

**Workflow**



**Features Supported In Application**

The User Management module allows the system/bank administrator to

- Create User
- View User
- Edit User
- Reset Password

**How to reach here:**

*System/ Bank Administrator Dashboard > Onboarding > User Management*

*OR*

*System/ Bank Administrator Dashboard > Toggle menu > Onboarding > User Management*

## 4.1 User Management - Create

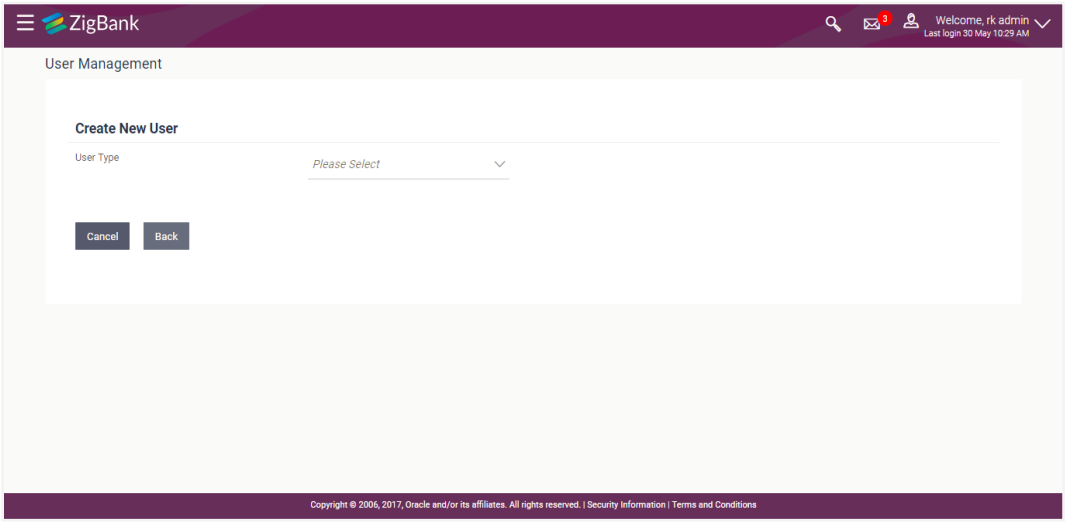
System/Bank Administrator logs into the system and navigates to the User Management screen. This function allows the administrator to create internal and external users.

**Note:** In case of multi entity implementation, if the system/bank administrator has access to multiple entities, then the administrator can select the entity from the entity switcher on which the user needs to be on boarded. The selected entity of the user as part of onboarding will be the default/home entity of the user being created.

**To create a new user:**

1. In the **User Management** screen, click **Create**. The **User Management - Create New User** screen appears.
2. From the **User Type** list, select the appropriate type for the user being created.
   If the user type selected is **Retail and Corporate** user, Party ID and Party Name fields are displayed.
   If the user type is selected as **Administrator**, the **Personal Information**, **Contact Details**, **Accessible Entity Details** and **Roles** section is displayed.
   OR
   Click **Back** to navigate to previous screen.
   OR
   Click **Cancel** to cancel the transaction.

### Create User - Select User Type




### Field Description

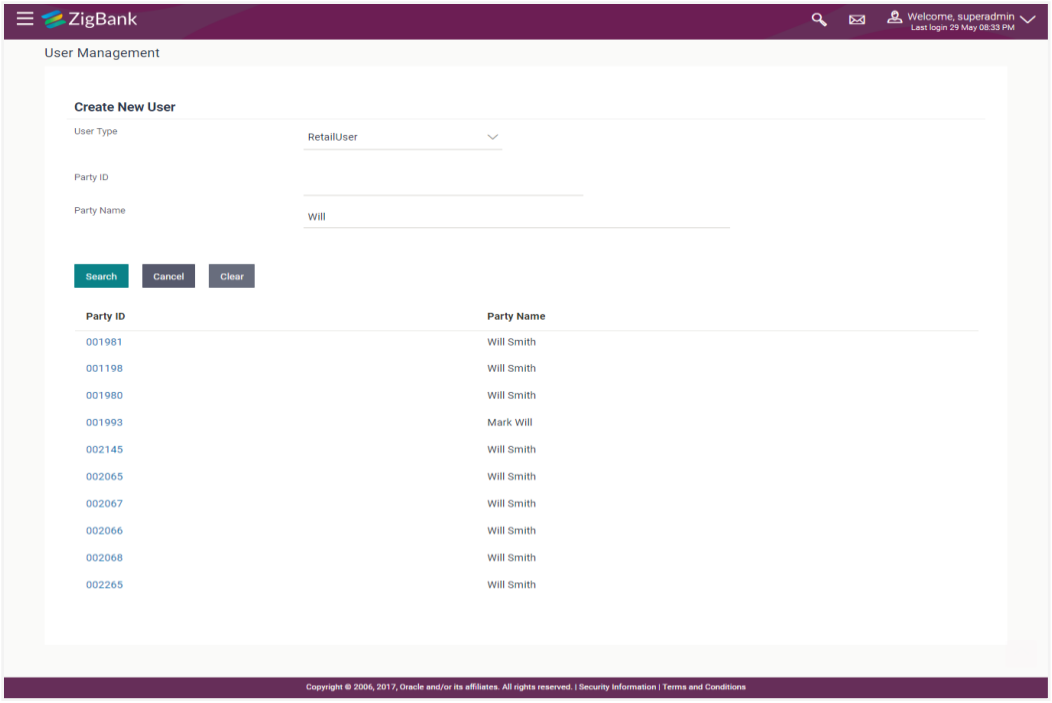
| Field Name | Description |
|---|---|
| **User Type** | User type for which the new user is to be created.<br>The user can be:<br>• Corporate<br>• Retail<br>• Administrator |

### Create User – Map Party ID

If the user type to be created is selected as Retail or Corporate User, system displays a screen to enter the party information (party ID or party name) and search party. User can enter the party ID (if known) or the party name with a minimum of 5 characters. The matching results are shown on the screen.

In case of a party search by party ID, it is an exact match and Party ID entered by the user gets validated from the core banking application. After the core banking application validation is successful, party name gets displayed on the screen.

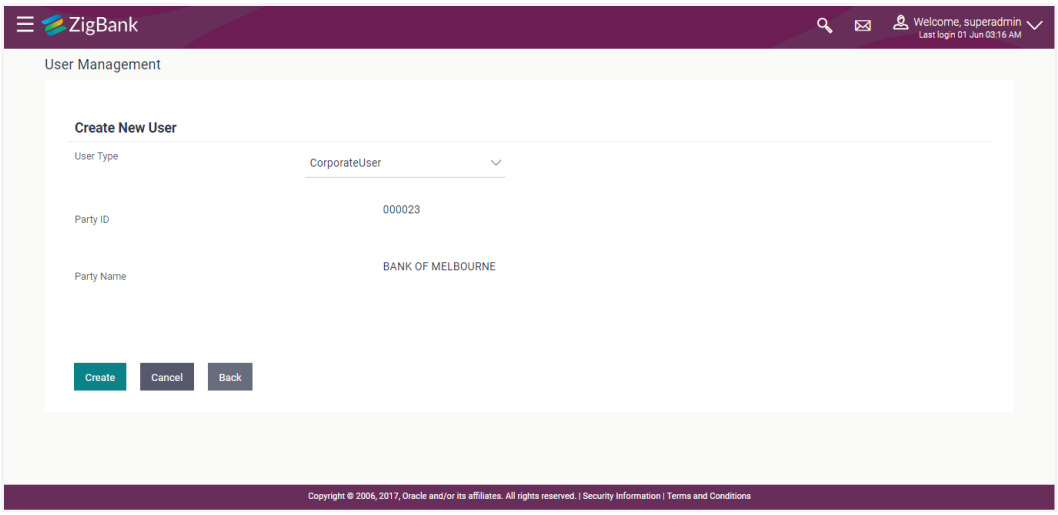
In case of a party search by name, system displays the matching party records. The records have parties listed with both Party ID and Party Name information. User can select the record by clicking on the Party ID from the list.




**Field Description**

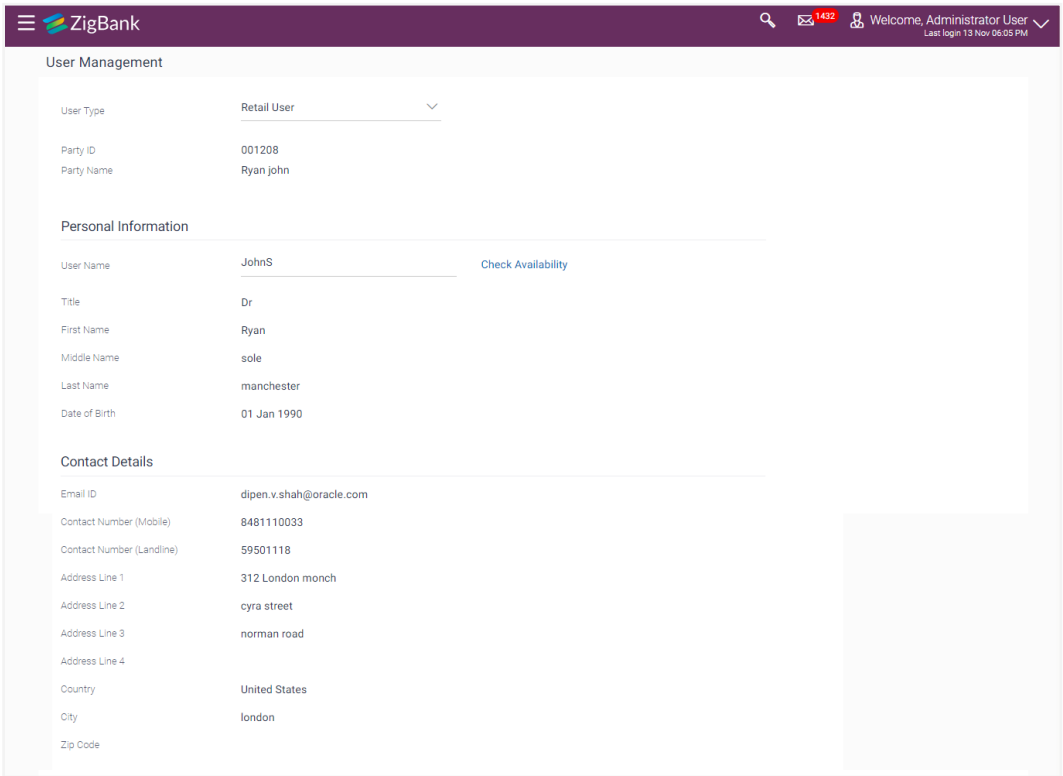
| Field Name | Description |
|---|---|
| **Search** | |
| **Party ID** | Enter Party ID to search the party for mapping it to the user. |
| **Party Name** | Enter Party Name to search the party for mapping it to the user. |

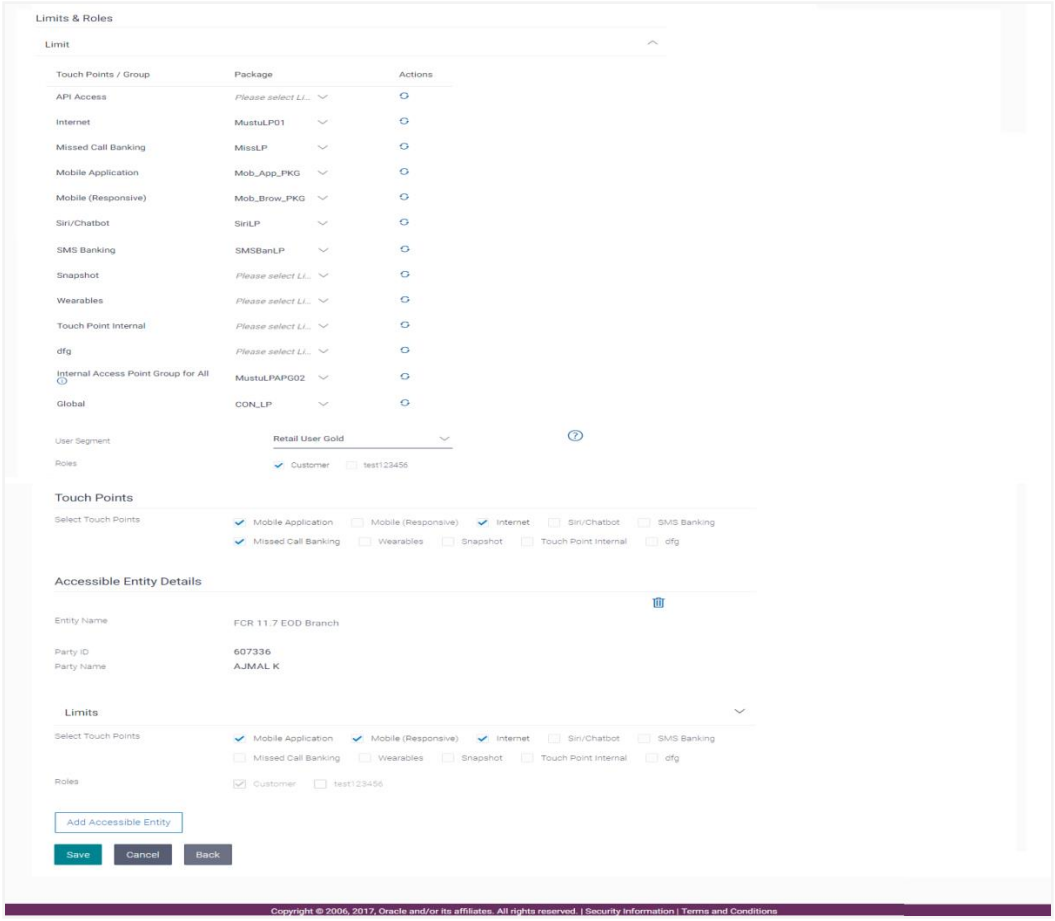
3. Select the party ID, an option to create a user appears.
   OR
   Click **Search**. The mapped details for the party id appears based on the entered search.
   OR
   Click **Cancel** to cancel the transaction. The **Dashboard** appears.
   OR
   Click **Clear** to reset the search criteria.
4. In the **User Management – Create New User** screen,
   a. If you select **Retail User** or **Corporate User** option:
      i. From the **User Type** list, select the appropriate option.
      ii. In the **Party ID** field, enter the party id.




iii. Click **Create**.
The **Personal Information, Contact Details, Limit & Roles,** and **Accessible Entity Details** section appears.
OR
Click **Cancel** to cancel the transaction.
OR
Click **Back** to go back to previous screen.

**User Management - Create New User**






**Field Description**

| Field Name | Description |
|---|---|
| **Create** | |
| **User Type** | Type of user.<br>The user can be:<br>• Corporate User<br>• Retail User<br>• Administrator |
| **Party ID** | Party ID for which the user is to be created is displayed.<br>This field appears if you select **Retail or Corporate User** option from **User Type** list. |
| **Party Name** | Party Name of the party ID for which the user is to be created is displayed.<br>This field appears if you select **Retail or Corporate User** option from **User Type** list. |

| Field Name | Description |
|---|---|
| **Organization** | Organization that the user belongs to.<br>This field appears if you select **Administrator** option from **User Type** list. |
| **Manager** | Manager of the user.<br>This field appears if you select **Administrator** option from **User Type** list. |
| **Employee Number** | Employee number of the user.<br>This field appears if you select **Administrator** option from **User Type** list. |
| **Personal Information** | |
| **User Name** | Name of the user (login ID) which is to be created. |
| **Title** | Title of the user.<br>If User type is Retail, value is fetched from the core banking application and defaulted.<br>For the user type corporate user and administrator are:<br>• Mr<br>• Mrs<br>• Miss<br>• Ms<br>• Dr<br>• Master |
| **First Name** | First name of the user.<br>If user type is **Retail**, value is fetched from the core banking application and defaulted. |
| **Middle Name** | Middle name of the user.<br>If user type is **Retail**, value is fetched from the core banking application and defaulted. |
| **Last Name** | Last name / surname of the user.<br>If user type is **Retail**, value is fetched from the core banking application and defaulted. |
| **Date of Birth** | Date of birth of the user.<br>If user type is **Retail**, value is fetched from the core banking application and defaulted. |

| Field Name | Description |
|---|---|
| **Contact Details** | |
| **Email ID** | Email id of the user.<br>If user type is **Retail**, value is fetched from the core banking application and defaulted. |
| **Contact Number (Mobile)** | Mobile number of the user.<br>If user type is **Retail**, value is fetched from the core banking application and defaulted. |
| **Contact Number (Land Line)** | Phone number (land line) number of the user. |
| **Address Line 1-4** | Address of the user.<br>If user type is **Retail**, value is fetched from the host and defaulted value is fetched from the core banking application and defaulted. |
| **Country** | Country of the user.<br>If user type is **Retail**, value is fetched from the core banking application and defaulted. |
| **City** | City in which the user resides.<br>If user type is **Retail**, value is fetched from the core banking application and defaulted. |
| **Zip Code** | The postal code of the city in which the user resided.<br>If user type is **Retail**, value is fetched from the core banking application and defaulted. |
| **Limits & Roles** | |
| **Limit** | |

This field appears if you select **Retail** or **Corporate User** option from **User Type** list. If limit check is required, assign a limit package. In case of multi entity set up, limit packages needs to be mapped at each entity level. All the touch points and touch point groups maintained in the system are listed under each entity. Packages can be mapped for each touch point and for a group. Also an option is provided to map the limit package at Global level (a system created group with all internal and external touch points)

| | |
|---|---|
| **Touch Points/ Group** | Name of touch points/ groups under a specific entity to which the limit packages are to be mapped. |
| **Package** | List of the packages which can be mapped to touch points/ groups. Only limit packages maintained for the selected touch point/group will get listed here. |

| Field Name | Description |
|---|---|
| **Roles** | Application roles like maker, checker etc. maintained under respective user segment are listed.<br>Multiple child roles can be mapped to the user. |
| **User Segment** | Segment of the user for which the application role is created. All the application roles linked to the segment will get assigned to the user.<br>Note: User can click on icon, which displays the roles linked to the selected user segment. All the roles associated to the segment gets assigned to the user. |
| **Roles** | Name of the application role. All the roles which are not associated to any User Segment gets displayed here. Administrator can assign additional roles (over and above to the roles assigned in segment). |
| **Touch Points** | |
| **Select Touch Points** | The touch points (banking channels) allows a user to perform transactions using the touch points.<br>The touch points could be:<br>• Mobile Application<br>• Mobile (Responsive)<br>• Internet<br>• Mobile Banking<br>• Missed Call Banking<br>• SMS Banking<br>• Wearables<br>• Snapshot<br>• Siri / Chatbot |
| **Accessible Entity Details** | |
| This section will only appear if the Bank has multi entity setup. | |
| **Entity Name** | Select the entity name i.e. accessible entity to be attached to the new user. This is applicable only if the Bank has a multi entity setup and the System/Bank administrator has access to more than one entity. |
| **Party ID** | Enter Party ID to search the party to be associated to the user for accessible entity selected. This field is only applicable for retail and corporate type of user. |

| Field Name | Description |
|---|---|
| **Party Name** | Enter the party name to search the party to be associated to the user for accessible entity selected. This field is only applicable for retail and corporate type of user. |

**Limits – Touch Points/Groups**

Select the limits package to be associated to the user for the accessible entity for each touch point. This section is only applicable for retail and corporate type of user.

| | |
|---|---|
| **Touch Points/ Group** | Name of touch points/ groups under a specific entity to which the limit packages are to be mapped. |
| **Package** | List of the packages which can be mapped to touch points/ groups. Only limit packages maintained for the selected touch point will get listed here. |
| **Roles** | For the accessible entity selected/added, system will default the roles same as that of home entity of the user. The administrator cannot define separate roles for each of the entities. |
| **Select Touch Points** | The touch points (banking channels) allows a user to perform transactions using the touch points.<br>The touch points could be:<br>• Mobile Application<br>• Mobile (Responsive)<br>• Internet<br>• Mobile Banking<br>• Missed Call Banking<br>• SMS Banking<br>• Wearables<br>• Snapshot<br>• Siri / Chatbot |

iv. In the **User Name** filed, enter the required details. Click **Check Availability** to check the uniqueness of the user ID. If the user ID is already used.

v. In the **Personal Information** section, enter the required details.

vi. In the **Contact Details** section, enter the required details.

vii. In the **Limits** section, select the limit packages to be mapped to touch points from the limit package list.

viii. From the **User Segment** list, select the appropriate segment for the user in **Limits and Roles** section.

ix. Select the checkbox (s) against the **Roles,** to map to the selected **User Segment**.

x. Select the touch points to be mapped to user.

xi. Add the **Accessible** entities for the User and select the party and limits for that entity (applicable only if Bank has Multi Entity setup).

xii. Click **Add Accessible Entity** button, to add accessible entity to a user.

xiii. From the **Entity Name** list, select the name of the entity.

xiv. In the **Party ID** field, enter the party ID.

xv. In the **Party Name** field, enter the party name.

xvi. Click **Search**. The search result is displayed.

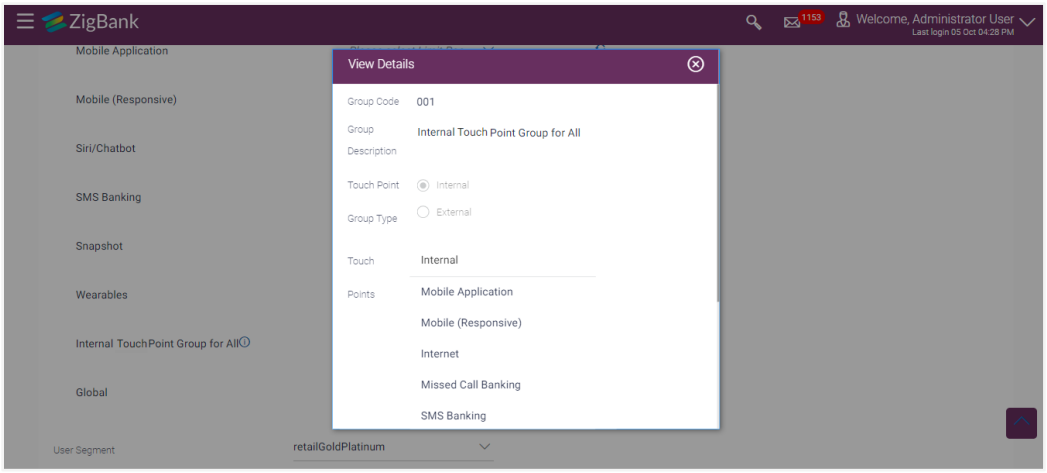
xvii. Select the appropriate party ID.

xviii. In the **Limits** section, select the appropriate limit package under the **Package** for each touch point.

Click to reset the limit package assigned.

**xix.** Click to view the details of touch points group. The **View Details -Touch Point Group** popup window appears

**View Details**




**Field Description**

| Field Name | Description |
|---|---|
| **Group Code** | Group code defined for touch point group. |
| **Group Description** | Group description defined for touch point groups. |
| **Group Type** | Type of touch point i.e. whether touch point is of type internal or external. |

| Field Name | Description |
|---|---|
| **Touch Points** | List of the internal or external touch points. |

xx. To enable the various touch points (banking channels) to a user, select the **Select Touch Points** check box.

b. If you select **Administrator** option:

i. In the **Organization** field, enter the organization of the employee.

ii. In the **Manager** field, enter the name of the manager of the user being created.

iii. In the **Employee Number** field, enter the six digit employee number of the user.

iv. In the **Personal Information** section, enter the required details.

v. In the **Contact Details** section, enter the required details.

vi. Add the **Accessible** entities for the User (applicable only if Bank has Multi Entity setup)

5. Click **Save** to save the user details.
   OR
   Click **Cancel** to cancel the transaction.
   OR
   Click **Back** to navigate to previous screen.
6. The **Review** screen appears. Verify the details, and click **Confirm**.
   OR
   Click **Cancel** to cancel the transaction.
   OR
   Click **Back** to navigate to previous screen.
   The user will be navigated back to the create screen
7. The success message of user creation appears along with the transaction reference number. Click **OK to** complete the transaction.

## 4.2 User Management - Search and View

Using this option, System/ bank administrators can search and view details of the existing users. Administrator selects the user type of the user to be searched.

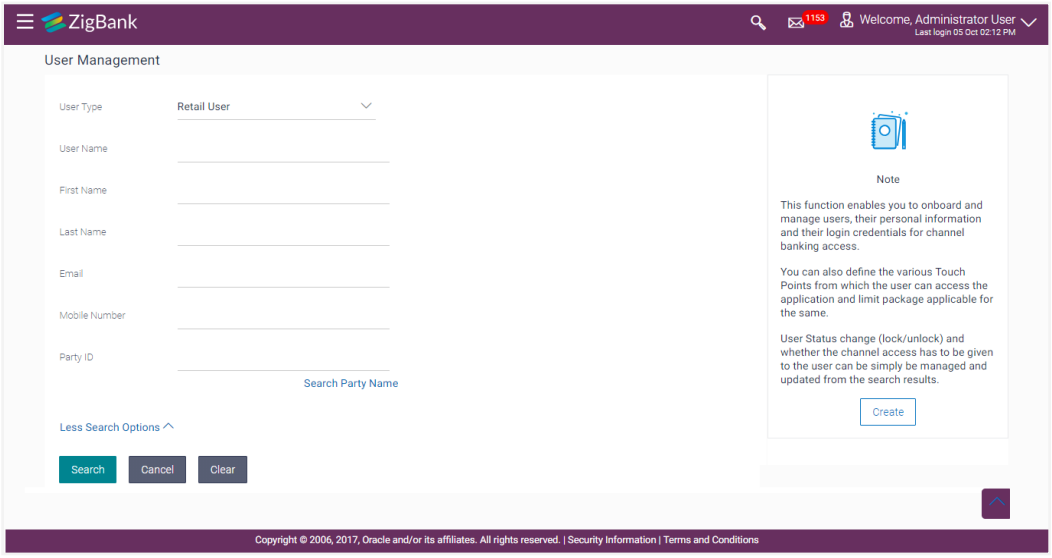
System/ bank administrators can also change the user status or the channel access permission for a user using this screen.

Default search is available with User Name, but the user can also be searched by providing other details like First Name, Last Name, Party ID. Email ID and Mobile Number.

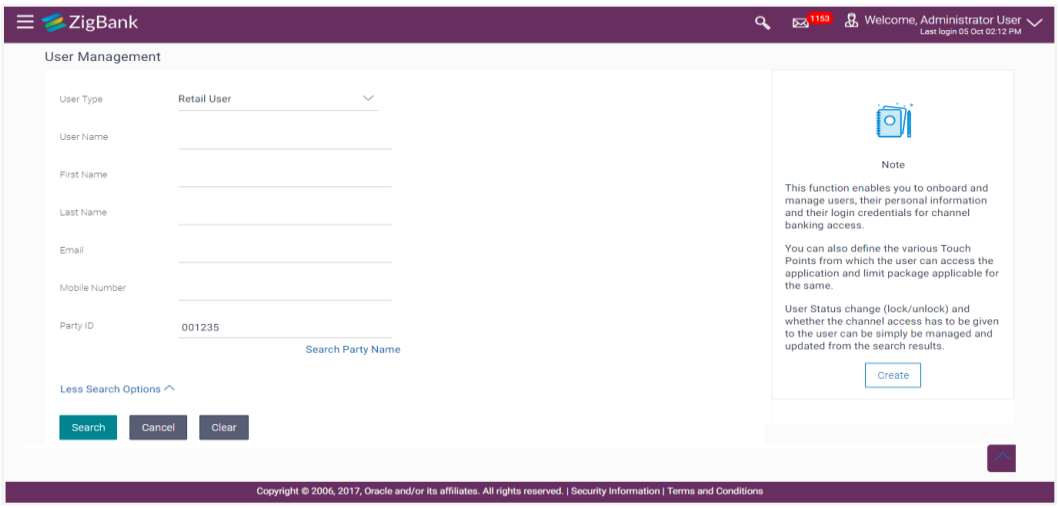
**To search user:**

1. Enter the search criteria, click **Search**.
   The search results appear on the **User Management** screen based on the search parameters.
   OR
   Click **Cancel** if you want to cancel the transaction.
   OR
   Click **Clear** if you want to reset the search parameters.

## User Management - Search




## User Management - More Search Options




## Field Description

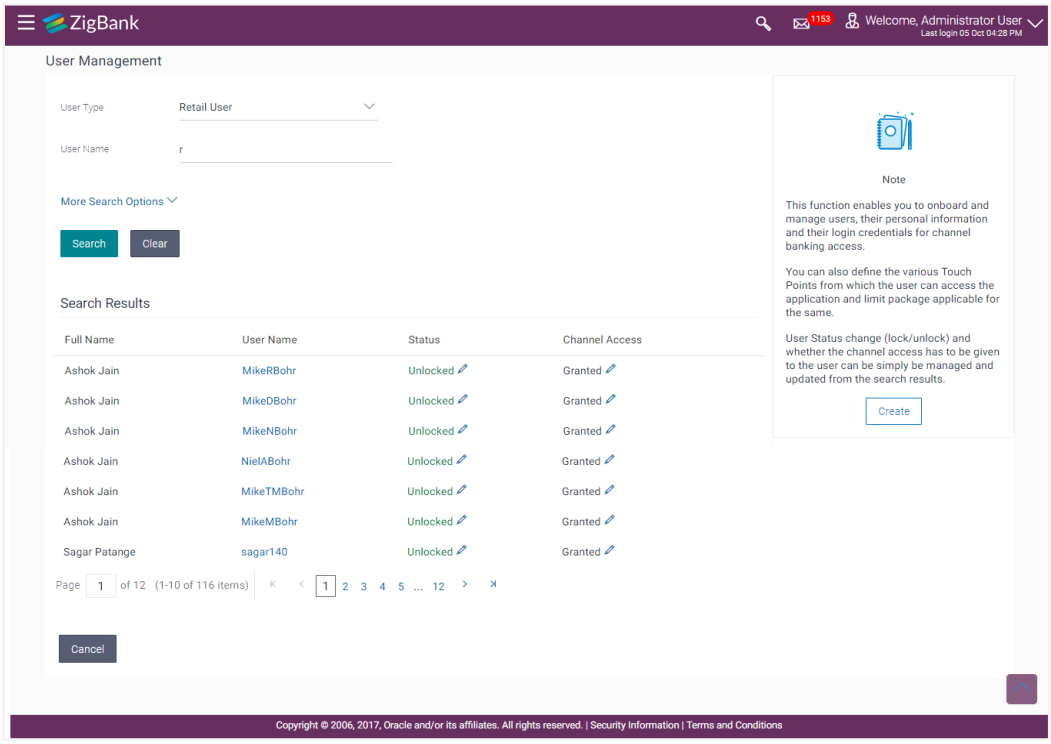
| Field Name | Description |
|---|---|
| **User Type** | Type of user to be searched.<br>The user can be:<br>• Corporate User<br>• Administrator<br>• Retail User |

| Field Name | Description |
|---|---|
| **User Name** | To search the user with the user name. Partial search is allowed. |
| **More Search Options** | |
| Below fields appears if you click the **More Search Options** link. | |
| **First Name** | Allows to search based on first name or given name of the user. |
| **Last Name** | Allows to search based on last name/ surname of the user. |
| **Email** | Allows to search based on email id of the user. |
| **Mobile Number** | Allows to search based on mobile number of the user. |
| **Party ID** | Allows to search based on Party id.<br>This field appears if you select **Retail or Corporate User** option from **User Type** list. |

**To view the user details:**

1. In the **User Management - Search Results** section.
   The search results appear on the **User Management** screen based on the search parameters.

**User Management - Search Results**

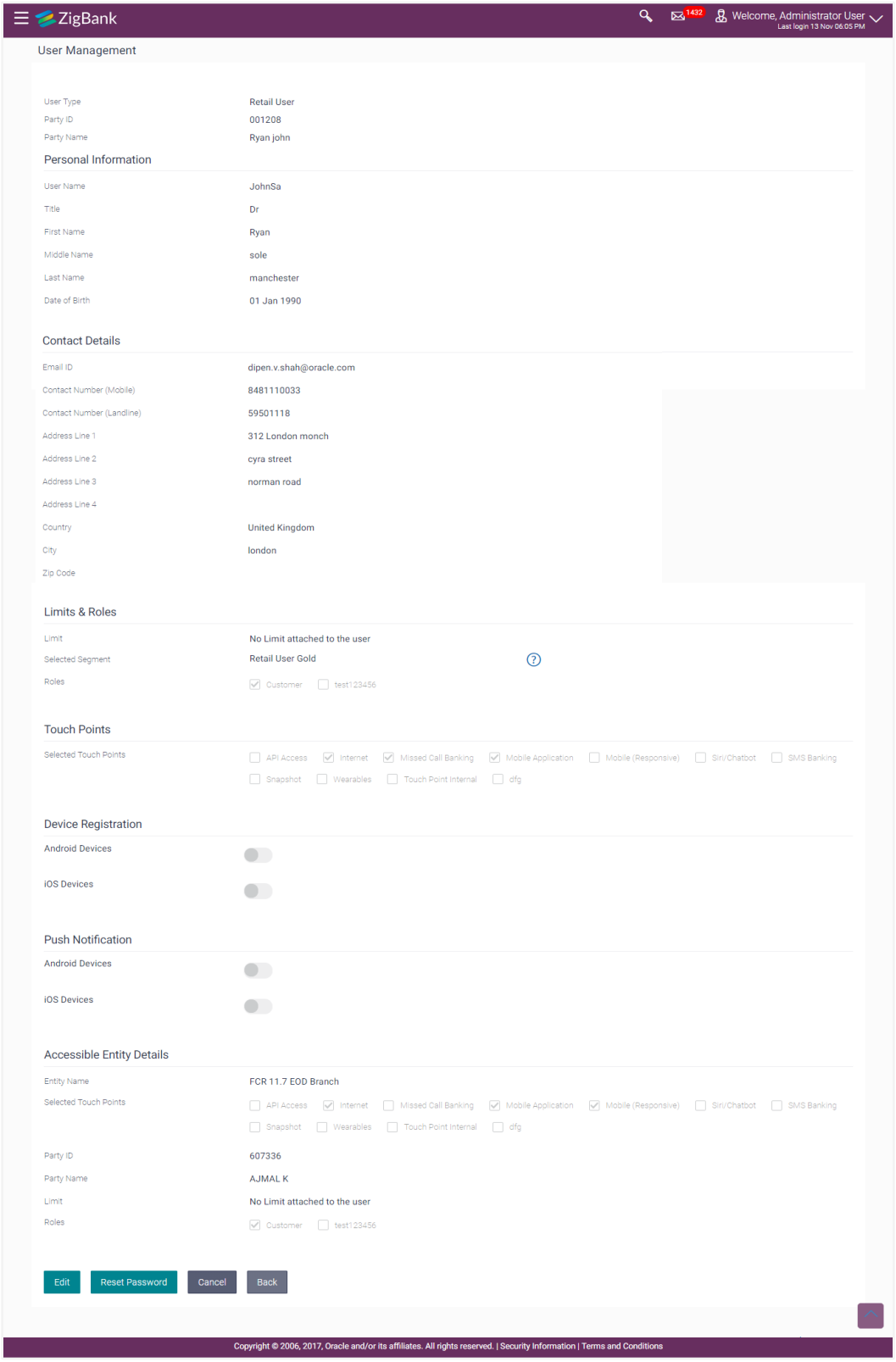


**Field Description**

| Field Name | Description |
|---|---|
| **Search Results** | |
| **Full Name** | First name and last name of the user. |
| **User Name** | User Name of the user. |
| **Status** | Status of the user. Locked or Unlocked. |
| **Channel Access** | Indicates whether channel access is granted. Click  to grant / revoke access rights.<br>**Note**: Channel access feature will only be available with DB authenticator as Identity Management System. |

2. Click the **User Name** link of the record for which you want to view the user details. The **User Management - View** screen appears.

## User Management - View



**Field Description**

| Field Name | Description |
|---|---|
| **View** | |
| **User Type** | Type of user.<br>The user can be:<br>• Corporate User<br>• Retails User<br>• Administrator |
| **Party ID** | Party ID mapped to the user is displayed.<br>This field appears if you select **Retail or Corporate User** option from **User Type** list. |
| **Party Name** | Party Name of the party ID mapped to the user.<br>This field appears if you select **Retail or Corporate User** option from **User Type** list. |
| **Organization** | Organization that the user belongs to.<br>This field appears if you select **Administrator** option from **User Type** list. |
| **Manager** | Manager of the user.<br>This field appears if you select **Administrator** option from **User Type** list. |
| **Employee Number** | Employee number of the user.<br>This field appears if you select **Administrator** option from **User Type** list. |
| **Personal Information** | |
| **User Name** | Name of the user (login ID) of the user. |
| **Title** | Title of the user.<br>The options are:<br>• Mr<br>• Mrs<br>• Miss<br>• Ms<br>• Dr<br>• Master |

| Field Name | Description |
|---|---|
| **First Name** | First name of the user.<br>If user type is **Retail**, value is fetched from the core banking application and defaulted. |
| **Middle Name** | Middle name of the user.<br>If user type is **Retail**, value is fetched from the core banking application and defaulted. |
| **Last Name** | Last name/ surname of the user.<br>If user type is **Retail**, value is fetched from the core banking application and defaulted. |
| **Date of Birth** | Date of birth of the user.<br>If user type is **Retail**, value is fetched from the core banking application and defaulted. |
| **Contact Details** | |
| **Email ID** | Email id of the user.<br>If user type is **Retail**, value is fetched from the core banking application and defaulted. |
| **Contact Number (Mobile)** | Mobile number of the user.<br>If user type is **Retail**, value is fetched from the core banking application and defaulted. |
| **Contact Number (Land Line)** | Phone number (land line) number of the user. |
| **Address Line 1-4** | Address of the user.<br>If user type is **Retail**, value is fetched from the core banking application and defaulted. |
| **Country** | Country of the user.<br>If user type is **Retail**, value is fetched from the core banking application and defaulted. |
| **City** | City in which the user resides.<br>If user type is **Retail**, value is fetched from the core banking application and defaulted. |
| **Zip Code** | The postal code of the city in which the user resided.<br>If user type is **Retail**, value is fetched from the core banking application and defaulted. |

| Field Name | Description |
|---|---|
| **Limits & Roles** | |
| **Limits** | |
| This field appears if you select **Retail or Corporate User** option from **User Type** list. | |
| **In case of multi entity setup, if the user has access to multiple entities, the limits package displayed will be the one associated to the default/home entity of the user.** | |
| **Touch Points/ Group** | Name of touch points/ groups maintained under a specific entity for whom the limit packages are mapped. |
| **Package** | Name of the limit package mapped against specific touch points /touch point groups |
| **Selected Segment** | Segment of the user for which the application role is created. |
| **Roles** | Application roles mapped to the user.<br>In case of multi entity setup, these roles will be for the default/home entity of the user. |
| **Touch Points** | |
| **Selected Touch Points** | The touch points (banking channels) selected for a user to perform transactions.<br>The touch points could be:<br>• Mobile Application<br>• Mobile (Responsive)<br>• Internet<br>• Mobile Banking<br>• Missed Call Banking<br>• SMS Banking<br>• Wearables<br>• Snapshot<br>• Siri / Chatbot |
| **Device Registration** | |
| **Android Devices** | This option shows if the user has registered Zig Bank application on any android devices/s. Enabling of the device happens when the user installs and registers on the app on the android device. Administrator cannot manually enable the device.<br>If the Administrator deregisters the device, the user gets logged out from all the android devices and his alternate login gets disabled from all the android devices on which the user has installed the application. |

| Field Name | Description |
|---|---|
| **iOS Devices** | This option shows if the user has registered Zig Bank application on any iOS devices/s. Enabling of the device happens when the user installs and registers on the app on the iOS device. Administrator cannot manually enable the device.<br>If the Administrator deregisters the device, the user gets logged out from all the iOS devices and his alternate login gets disabled from all the iOS devices on which the user has installed the application. |
| **Push Notifications** | |
| **Android Devices** | This option shows if the user has registered for push notifications for android devices. Enabling of the push notification is done by user himself and administrator cannot do the same.<br>If the administrator disables this, the user will stop getting notifications as a pop-up message (push notification) on the user's registered mobile number. |
| **iOS Devices** | This option shows if the user has registered for push notifications for iOS devices. Enabling of the push notification is done by user himself and administrator cannot do the same.<br>If the administrator disables this, the user will stop getting notifications as a pop-up message (push notification) on the user's registered mobile number.<br>**Note:** To receive push notification user will have to allow the same on the device settings. |
| **Accessible Entity Details** | |
| **Entity Name** | Accessible Entity name associated to the user. |
| **Party ID** | Party ID associated to the user for accessible entity. This field is only applicable for retail and corporate type of users. |
| **Party Name** | Party name of the party associated to the user for accessible entity. This field is only applicable for retail and corporate type of user. |
| **Limits - Touch Point/Groups** | |
| Limits package associated to the user for the accessible entity. This field is only applicable for retail and corporate. | |
| **Touch Points/ Group** | Name of touch points/ groups maintained under a specific entity for which the limit packages are mapped. |
| **Package** | Name of the limit package mapped against specific touch points /touch point groups. |

| Field Name | Description |
|---|---|
| **Roles** | For the accessible entity selected/ added, system will default the roles same as that of home entity of the user. The administrator cannot define separate roles for each of the entities. |

3. Click **Edit** to edit the user details.
   OR
   Click **Reset Password** to reset user's password. A warning message **'Do you want to reset the password?**' appears on the screen.
   If user clicks '**Yes**', a reset password confirmation screen is displayed. New password gets communicated to the user on registered email address (if the alert for the same is maintained) and the record for that user gets available in the Print password screen, from where it can be printed.
   If user clicks '**No**', the action gets cancelled.
   OR
   Click **Cancel** to cancel the transaction.
   OR
   Click **Back** to navigate to the previous screen.
   OR
   Click Download profile to download the user details.

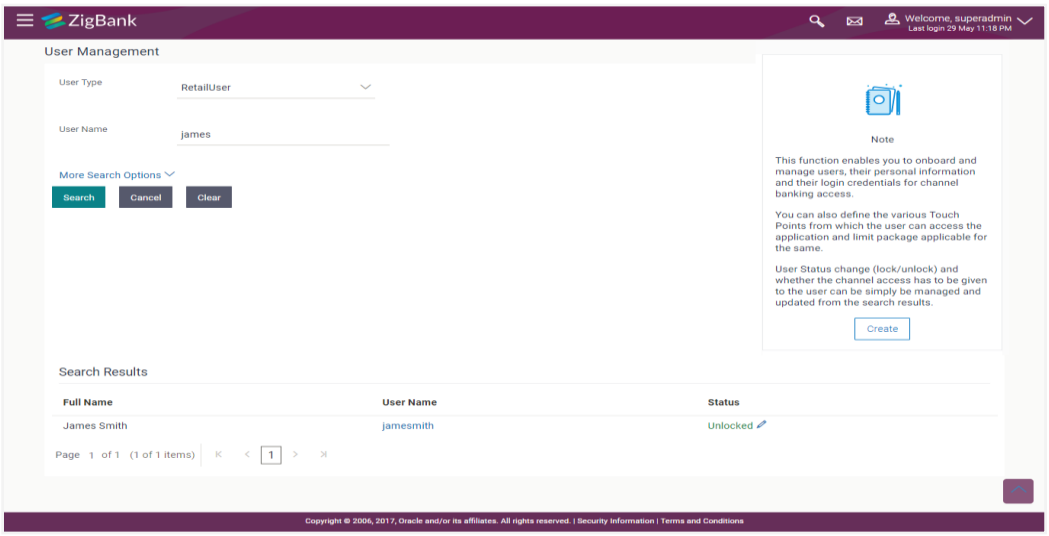
**User Management - Change user status**

This section allows you to lock and unlock a user.

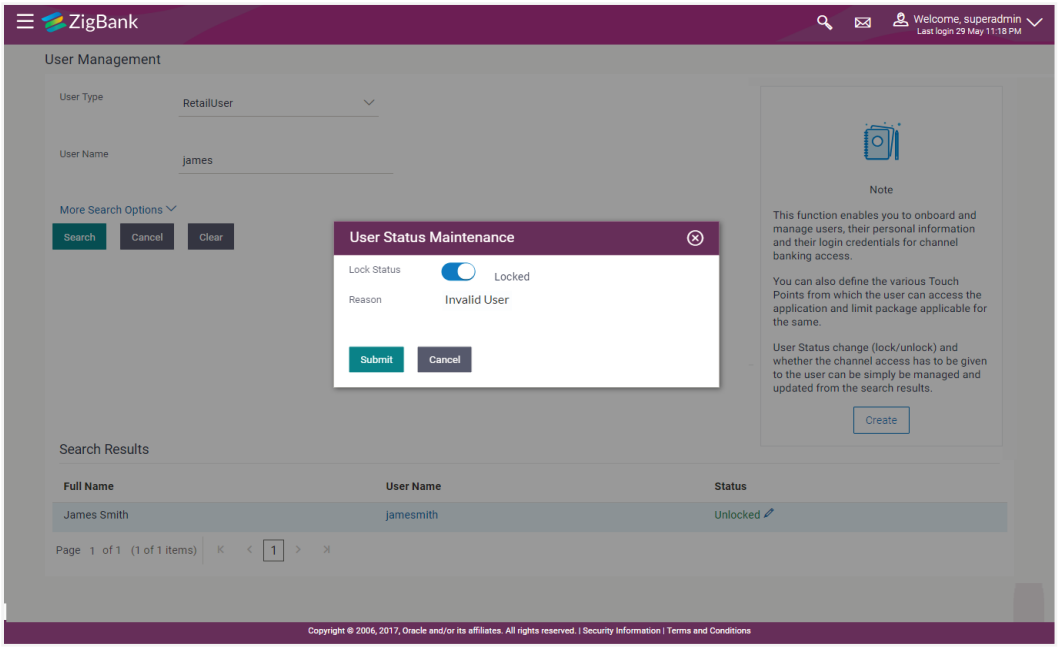
**To lock or unlock a user:**

1. Enter the search criteria, click **Search**.
   The search results appear on the **User Management** screen based on the search parameters.

**Lock / Unlock User**



2. Click  in the **Status** column to lock / unlock a user. The **User Status Maintenance** screen appears.




3. In the **Lock Status** field move the slider to lock / unlock a user.
4. In the **Reason** field enter the appropriate description.
5. Click **Submit** to save.
   OR
   Click **Cancel** to close.

### User Management - Channel Access Permission

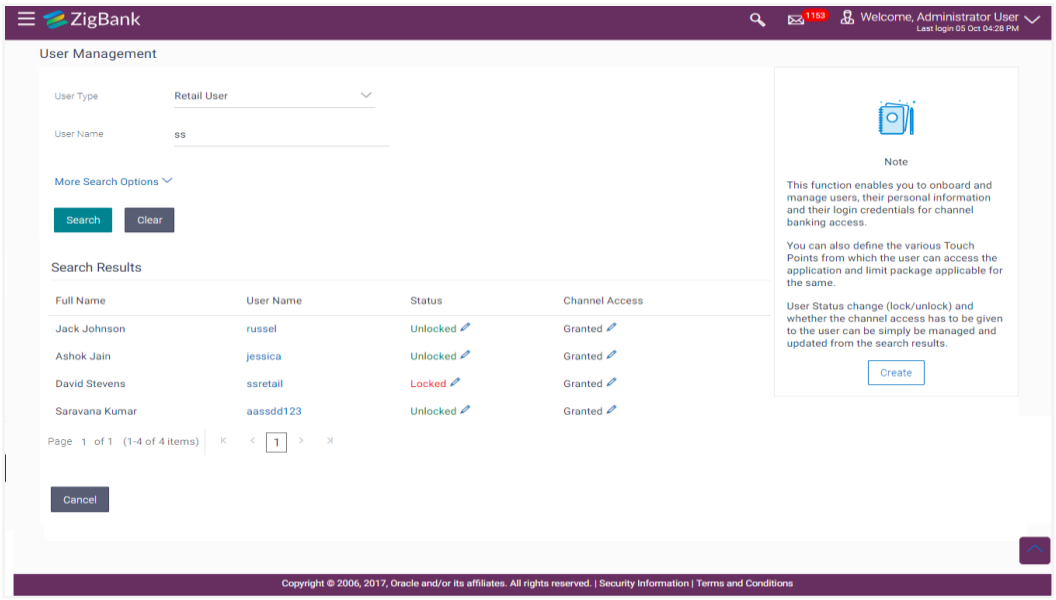
This section allows the administrator to grant / revoke channel access for a user. In case Bank administrator changes the channel access from grant to revoke, user will not be able to access his channel banking.

**Note:** Channel Access feature is only available and displayed if the Application is configured on DB Authenticator as Identity Management system.

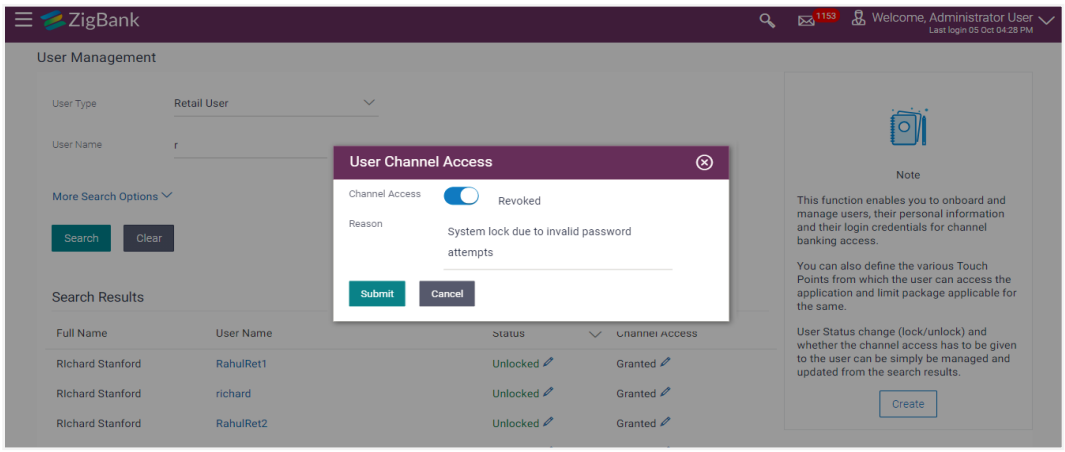
**To grant or revoke channel access:**

1. Enter the search criteria, click **Search**.
   The search results appear on the **User Management** screen based on the search parameters.

**Channel Access**




2. Click  in the **Channel Access** column to grant / revoke channel access to a user. The **User Channel Access** screen appears.




3. In the **Channel Access** field move the slider to grant / revoke channel access rights for a user.
4. In the **Reason** field enter the appropriate description.
5. Click **Submit** to save.
   OR
   Click **Cancel** to close.

## 4.3 User Management - Edit

This function enables the Administrator to edit the existing user details.

**To edit or update a user details:**

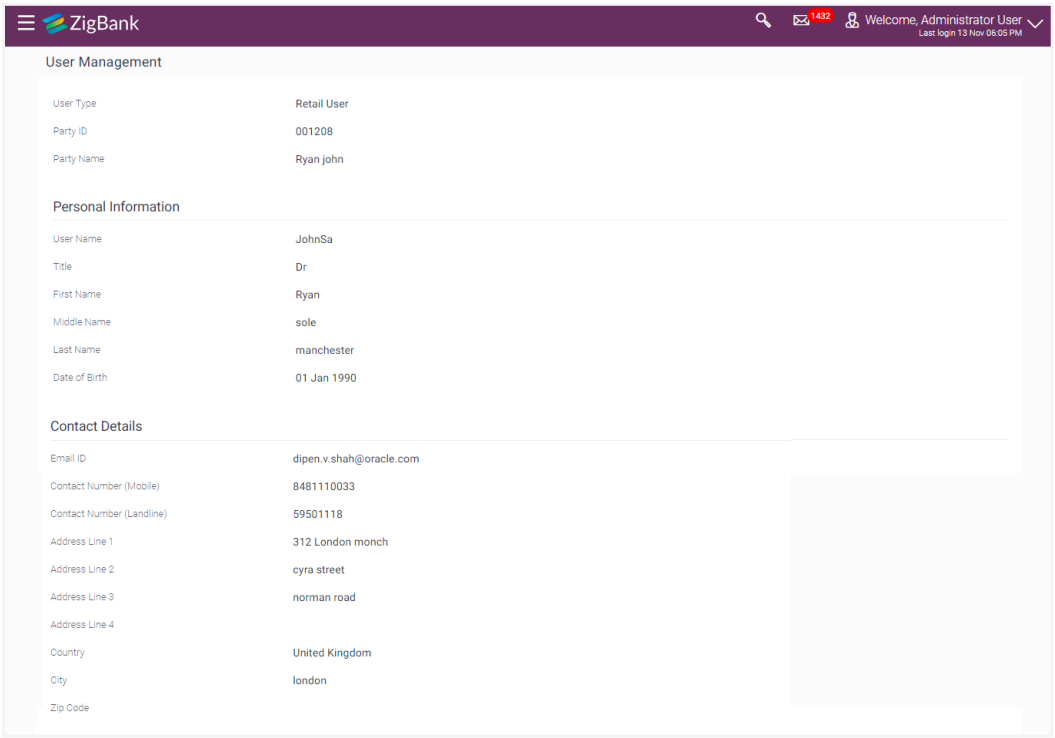
1. Enter the search criteria, click **Search**.
   The search results appear on the **User Management** screen based on the search parameters.
   OR

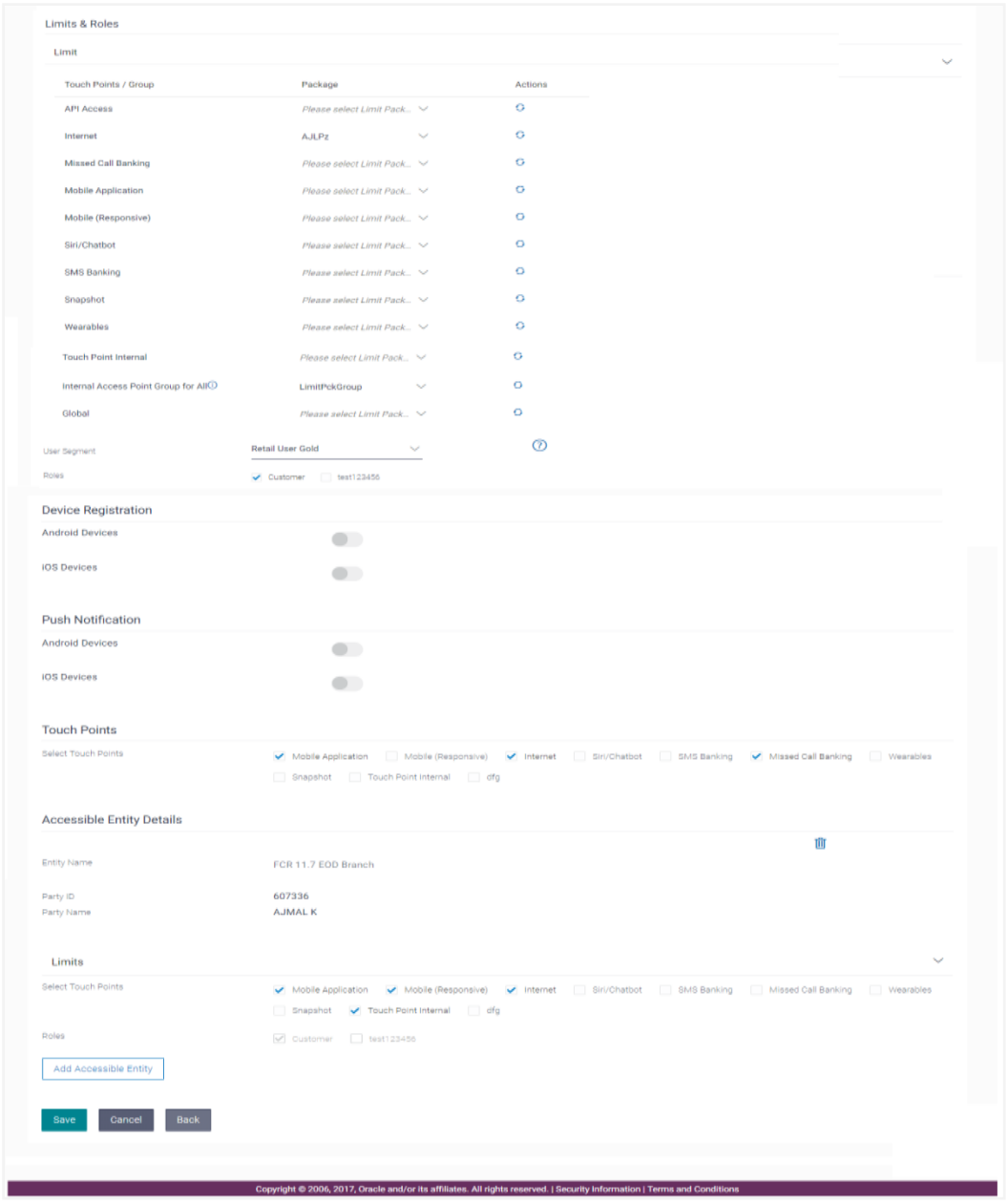
Click **Clear** if you want to reset the search parameters.
OR
Click **Cancel** if you want to cancel the transaction.

2. In the **User Management - Search Results** section, click the **User Name** link of the record for which you want to edit the user details.
   The **User Management - View** screen appears.

3. Click **Edit** to update the user information.
   OR
   Click **Reset Password** to reset user's password. A warning message **'Do you want to reset the password?**' appears on the screen.
   If user clicks **Yes**, a reset password confirmation screen is displayed. New password gets communicated to the user on registered email address (if the alert for the same is maintained) and the record for that user gets available in the Print password screen, from where it can be printed.
   If user clicks **No**, the action gets cancelled.
   OR
   Click **Cancel** to cancel the transaction.
   OR
   Click **Back** to navigate to the previous screen.

### User Management - Edit User




Limits & Roles
Limit
Touch Points / Group
Package
Actions
API Access
Please select Limit Pack...
Internet
AJLPz
Missed Call Banking
Mobile Application
Mobile (Responsive)
Siri/Chatbot
SMS Banking
Snapshot
Wearables
Touch Point Internal
Internal Access Point Group for All
LimitPckGroup
Global
User Segment
Retail User Gold
Roles
Customer
test123456
Device Registration
Android Devices
iOS Devices
Push Notification
Android Devices
iOS Devices
Touch Points
Select Touch Points
Mobile Application
Mobile (Responsive)
Internet
Siri/Chatbot
SMS Banking
Missed Call Banking
Wearables
Snapshot
Touch Point Internal
dfg
Accessible Entity Details
Entity Name
FCR 11.7 EOD Branch
Party ID
607336
Party Name
AJMAL K
Limits
Select Touch Points
Mobile Application
Mobile (Responsive)
Internet
Siri/Chatbot
SMS Banking
Missed Call Banking
Wearables
Snapshot
Touch Point Internal
dfg
Roles
Customer
test123456
Add Accessible Entity
Save
Cancel
Back
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**Field Description**

| Field Name | Description |
|---|---|
| **Edit** | |
| **User Type** | Type of user.<br>The user can be:<br>• Corporate User<br>• Retails User<br>• Administrator |
| **Party ID** | Party ID for which the user is to be created is displayed.<br>This field appears if you select **Retail or Corporate User** option from **User Type** list. |
| **Party Name** | Party Name of the party ID for which the user is to be created is displayed.<br>This field appears if you select **Retail or Corporate User** option from **User Type** list. |
| **Organization** | Organization that the user belongs to.<br>This field appears if you select **Administrator** option from **User Type** list. |
| **Manager** | Manager of the user.<br>This field appears if you select **Administrator** option from **User Type** list. |
| **Employee Number** | Employee number of the user.<br>This field appears if you select **Administrator** option from **User Type** list. |
| **Personal Information** | |
| **User Name** | **Name** of the user (login ID) which is to be created. |

| Field Name | Description |
|---|---|
| **Title** | Title of the user.<br>If User type is Retail, value is fetched from the core banking application and non editable.<br>Value can be edited only if the user type is Administrator or Corporate User, options are:<br>• Mr<br>• Mrs<br>• Miss<br>• Ms<br>• Dr<br>• Master |
| **First Name** | First name of the user.<br>If user type is **Retail**, value is fetched from the core banking application and defaulted. |
| **Middle Name** | Middle name of the user.<br>If user type is **Retail**, value is fetched from the core banking application and defaulted. |
| **Last Name** | Last name/ surname of the user.<br>If user type is **Retail**, value is fetched from the core banking application and defaulted. |
| **Date of Birth** | Date of birth of the user.<br>If user type is **Retail**, value is fetched from the core banking application and defaulted. |
| **Contact Details** | |
| **Email ID** | Email id of the user.<br>If user type is **Retail**, value is fetched from the core banking application and defaulted. |
| **Contact Number (Mobile)** | Mobile number of the user.<br>If user type is **Retail**, value is fetched from the core banking application and defaulted. |
| **Contact Number (Land Line)** | Phone number (land line) number of the user. |
| **Address Line 1-4** | Address of the user.<br>If user type is **Retail**, value is fetched from the core banking application and defaulted. |

| Field Name | Description |
|---|---|
| **Country** | Country of the user.<br>If user type is **Retail**, value is fetched from the core banking application and defaulted. |
| **City** | City in which the user resides.<br>If user type is **Retail**, value is fetched from the core banking application and defaulted. |
| **Zip Code** | The postal code of the city in which the user resided.<br>If user type is **Retail**, value is fetched from the core banking application and defaulted. |

**Limits & Roles**

**Limit**

This field appears if you select **Retail** or **Corporate User** option from **User Type** list. If limit check is required, assign a limit package. In case of multi entity set up, limit packages needs to be mapped at each entity level. All the touch points and touch point groups maintained in the system are listed under each entity. Packages can be mapped for each touch point and for a group. Also an option is provided to map the limit package at Global level (a group created with all internal and external touch points).

| | |
|---|---|
| **Touch Points/ Group** | Name of touch points/ groups under a specific entity to which the limit packages are to be mapped. |
| **Package** | List of the packages which is to be mapped to touch points/ groups. Only limit packages maintained for the selected touch point will get here |
| **Actions** | Click  to reset the limit package assigned. |
| **User Segment** | Segment of the user for which the application role is created. This field is only displayed for Retail type of user. |
| **Roles** | Application roles like maker, checker etc. maintained under respective user types are listed.<br>Multiple Application roles can be mapped to the user. |

**Touch Points**

| Field Name | Description |
|---|---|
| **Select Touch Points** | The touch points (banking channels) allows a user to perform transactions using the touch points.<br>The touch points could be:<br>• Mobile Application<br>• Mobile (Responsive)<br>• Internet<br>• Mobile Banking<br>• Missed Call Banking<br>• SMS Banking<br>• Wearables<br>• Snapshot<br>• Siri / Chatbot |
| **Device Registration** | |
| This section does not appear if you select **Administrator** option from **User Type** list. | |
| **Android Devices** | This option lets the administrator to deregister the android devices/s. Enabling of the device happens when the user installs and registers on the app on the android device. Administrator cannot manually enable the device.<br>If the Administrator deregisters the device, the user gets logged out from all the android devices and his alternate login gets disabled from all the android devices on which the user has installed the application. |
| **iOS Devices** | This option lets the administrator to deregister the iOS devices/s. Enabling of the device happens when the user installs and registers on the app on the iOS device. Administrator cannot manually enable the device.<br>If the Administrator deregisters the device, the user gets logged out from all the iOS devices and his alternate login gets disabled from all the iOS devices on which the user has installed the application. |
| **Push Notifications** | |
| **Android Devices** | This option lets the administrator disable push notifications for android devices. Enabling of the push notification is done by user himself and administrator cannot do the same.<br>If the administrator disables this, the user will stop getting notifications as a pop-up message (push notification) on the user's registered mobile number. |

| Field Name | Description |
|---|---|
| **iOS Devices** | This option lets the administrator disable push notifications for iOS devices. Enabling of the push notification is done by user himself and administrator cannot do the same.<br>If the administrator disables this, the user will stop getting notifications as a pop-up message (push notification) on the user's registered mobile number.<br>**Note:** To receive push notifications (for both iOS and android) user will have to allow the same on the device settings |

**Accessible Entity Details**

This section will only appear if the Bank has multi entity setup.

| | |
|---|---|
| **Entity Name** | Select the entity name i.e accessible entity to be attached to the new user. This is applicable only if the Bank has a multi entity setup and the system administrator/bank administrator has access to more than one entity. |
| **Party ID** | Enter Party ID to search the party to be associated to the user for accessible entity selected. This field is only applicable for retail and corporate type of user. |
| **Party Name** | Enter the party name to search the party to be associated to the user for accessible entity selected. This field is only applicable for retail and corporate type of user. |

**Limit - Touch Points/ Group**

Select the limits package to be associated to the user for the accessible entity. This field is only applicable for retail and corporate type of user.

| | |
|---|---|
| **Select Touch Points** | The touch points (banking channels) allows a user to perform transactions using the touch points.<br>The touch points could be:<br>• Mobile Application<br>• Mobile (Responsive)<br>• Internet<br>• Mobile Banking<br>• Missed Call Banking<br>• SMS Banking<br>• Wearables<br>• Snapshot<br>• Siri / Chatbot |

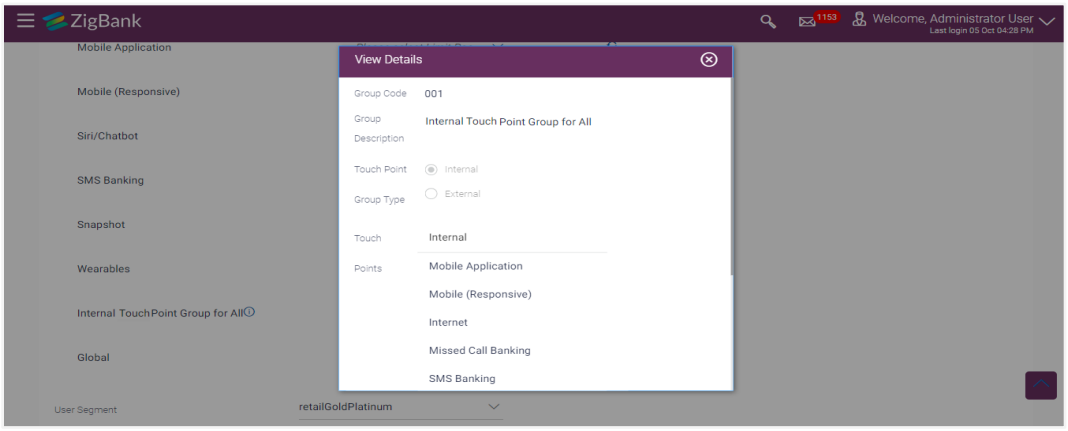
| Field Name | Description |
|---|---|
| **Roles** | For the accessible entity selected/added, system will default the roles same as that of home entity of the user. The administrator cannot define separate roles for each of the entities. |

4. In the **User Name** filed, enter the required details. Click **Check Availability** to check the uniqueness of the user ID. If the user ID is already used.
5. In the **Personal Information** section, enter the required details.
6. In the **Contact Details** section, enter the required details.
7. From the User Segment list, select the appropriate segment for the user in Limits and Roles section.
8. Select the checkbox (s) against the Roles, to map to the selected User Segment.
9. In the **Limits** section, select the limit packages to be mapped to touch points from the limit package list.
10. Select the User Segment if applicable.
11. Select the roles to be mapped from the **Roles** check box.
12. Select the touch points to be mapped to user.
13. Add the **Accessible** entities for the User and select the party and limits for that entity (applicable only if Bank has Multi Entity setup).
14. Click **Add Accessible Entity** button, to add accessible entity to a user.
15. From the **Entity Name** list, select the name of the entity.
16. In the **Party ID** field, enter the party ID.
17. In the **Party Name** field, enter the party name.
18. Click **Search**. The search result is displayed.
19. Select the appropriate party ID.
20. In the **Limits** section, select the appropriate limit package under the **Package** for each touch point column.

**Note:** Click  to reset the limit package assigned.

21. Click  to view the details of touch points group. **The View Details -Touch Point** Group popup window appears.

### View Details




### Field Description

| Field Name | Description |
|---|---|
| **Group Code** | Group code defined for touch point group. |
| **Group Description** | Group description defined for touch point groups. |
| **Group Type** | Type of touch point i.e. whether touch point is of type internal or external. |
| **Touch Points** | List of the internal or external touch points. |

22. Click **Save** to update the changes.
    OR
    Click **Cancel** to cancel the transaction.
    OR
    Click **Back** to navigate to previous screen.
23. The **Review User Details** screen appears. Verify the details, and click **Confirm**.
    OR
    Click **Cancel** to cancel the transaction.
    OR
    Click **Back** to navigate to the previous screen.
24. The success message of updates appears.
    Click **OK** to complete the transaction.

## FAQs

1. **Who can create / update the user?**

   System administrator, bank administrator and corporate administrator can create or edit the users. Corporate Administrator can create user for the part ID he belongs to.

2. **Can I edit the party id mapped to the user?**

No, party ID mapped to the user cannot be edited.

3. **When does the system update a user status as 'locked'?**

   User status can get locked if he has exceeded the maximum number of attempts allowed for entering a wrong password.

4. **When will the System/ Bank Administrator use Revoke Channel Access feature?**

   Incase if the customer does not want to use his channel banking and requests bank to disable his internet banking, bank user can do the same by revoking the channel access for his user. Similarly if a corporate user leaves a corporate house, his channel access should be revoked using this feature, so that he should not be able to access the company accounts.

5. **Can I set the user name which is already used in the application?**

   No, uniqueness of a user name/user ID is checked while creating or modifying a user.

6. **Can I edit personal and contact details of Retail user?**

   No, personal and contact details of Retail user are fetched from the core banking application and cannot be edited using User Management functionality.

7. **Can one assign multiple Application roles to a user?**

   Yes, multiple Application roles can be assigned to the user. e.g. Corporate user is acting as maker of few transactions and approver of few other transactions.

8. **What are the different child roles available out of box?**

   Following are the Application role associated with each application role out of box.

| Application Role | Application Roles |
|---|---|
| **Retail User** | **Customer** |
| **Corporate User** | • Maker<br>• Checker<br>• Viewer<br>• Corporate Admin Maker<br>• Corporate Admin Checker |
| **Administrator** | • Admin Maker<br>• Admin Checker |

9. **If I update the limit package associated with a user, what will happen to the in-flight transactions?**

   Yes, new limit package can be mapped to a user. Limits get applied from an immediate effect if the effective date is less than or equal to current date. And if the effective date is future date, the limit package will be applied from the date available in the package.

10. **If I update the Application role associated to a user, what will happen to the in-flight transactions?**

    In case of any update of Application roles mapped to the user as edit user functionality, the privileges associated with new child roles get applied to the user with an immediate effect. So if any transaction is pending with approver for approval, user can view and approve those transactions only if checker role is mapped to him. As soon as checker role is unmapped, then user will not be able to view and approve the transactions which were pending for his approval.

11. **Can administrator with one entity have right to create users in different entity?**

    No, administrator can only create users in his own entity only.

12. **Can I assign a user Segment to a Corporate User?**

    No, User Segment can only be attached to a Retail user.

13. **Can I assign additional roles to a Retail user associated to a Segment?**

    Yes, system displays all the application roles which are not linked to a segment against the roles field, these roles can be attached to a user in addition to the roles attached to a segment.

14. **If a user's User ID is locked and he/she has requested for a reset password, does the admin needs to unlock it separately ?**

    No, the user ID will automatically get unlocked at the time of resetting the password by Admin.

**Home**

# 5. Party Preferences

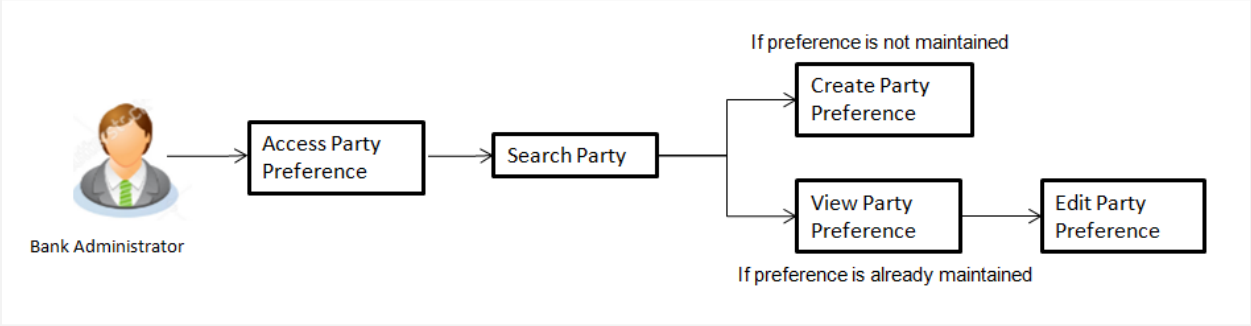
Party Preference setup allows the administrator to onboard the party on OBDX along with definition of attributes like limits, Approval flow, grace period etc. This maintenance is done only for corporate type of parties and is not applicable for retail type of parties. Parameter values maintained against a corporate party defines the system behavior for the following:

- Cumulative daily limits per transaction for the corporate party
- Transaction limits for the users
- Type of approval flow applicable
- Channel access preferences
- Availability of corporate administrator facility

**Pre-Requisites**

- Transaction access is provided to Bank Administrator.
- Approval rule set up for Bank Administrator to perform the actions.
- Party for which preference needs to be set up is created in core banking application.

**Workflow**




**Features Supported In Application**

Party Preference maintenance available for bank administrator in the application includes:

- Create Party Preferences
- View Party Preferences
- Edit Party Preferences

**How to reach here:**

*System/ Bank Administrator Dashboard > Toggle Menu> OnBoarding > Party Preferences*
*OR*
*Bank Administrator Dashboard > Onboarding > Party Preferences*

**Party Preferences- Search**

Bank Administrator logs into the system and navigates to the Party Preferences screen.

System displays a screen to enter the party information (party ID or party name) and search party for which the preferences are to be maintained or viewed.

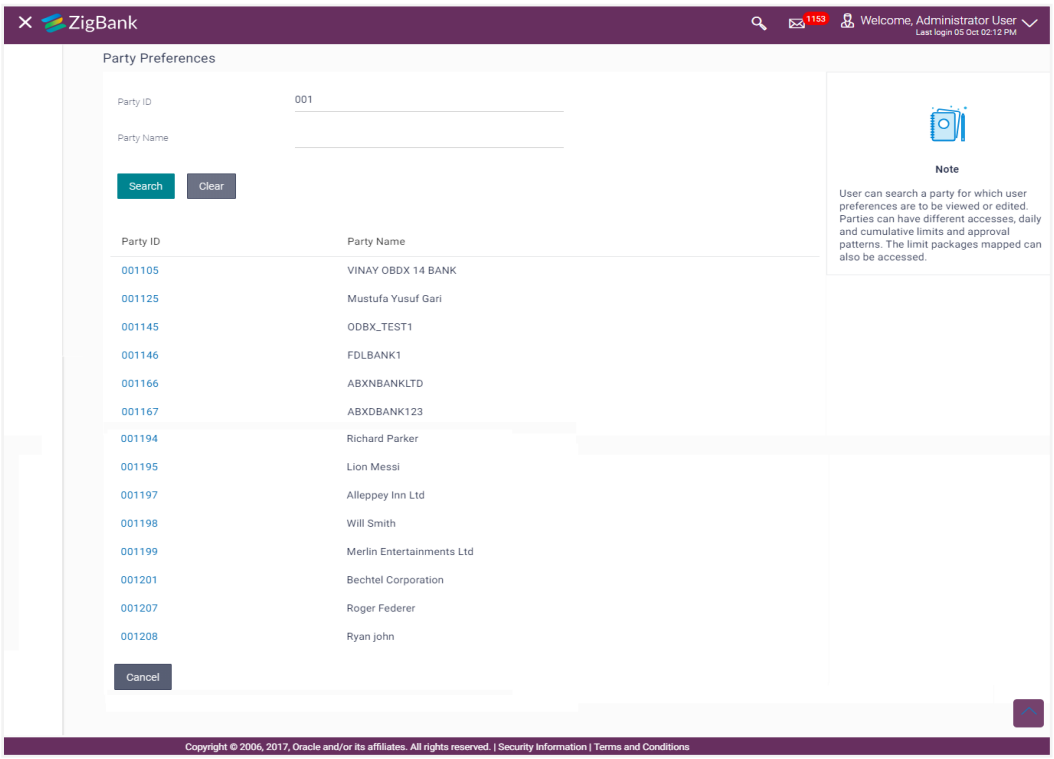
User can enter the party ID (if known) or the party name with a minimum of 5 characters. System matches the input provided by the user with the party name records and displays the matching party records.

In case of a party search by party ID, it is an exact match and system displays the party preference maintained if any, else displays an option to create party preference.

**To search party preferences of party:**

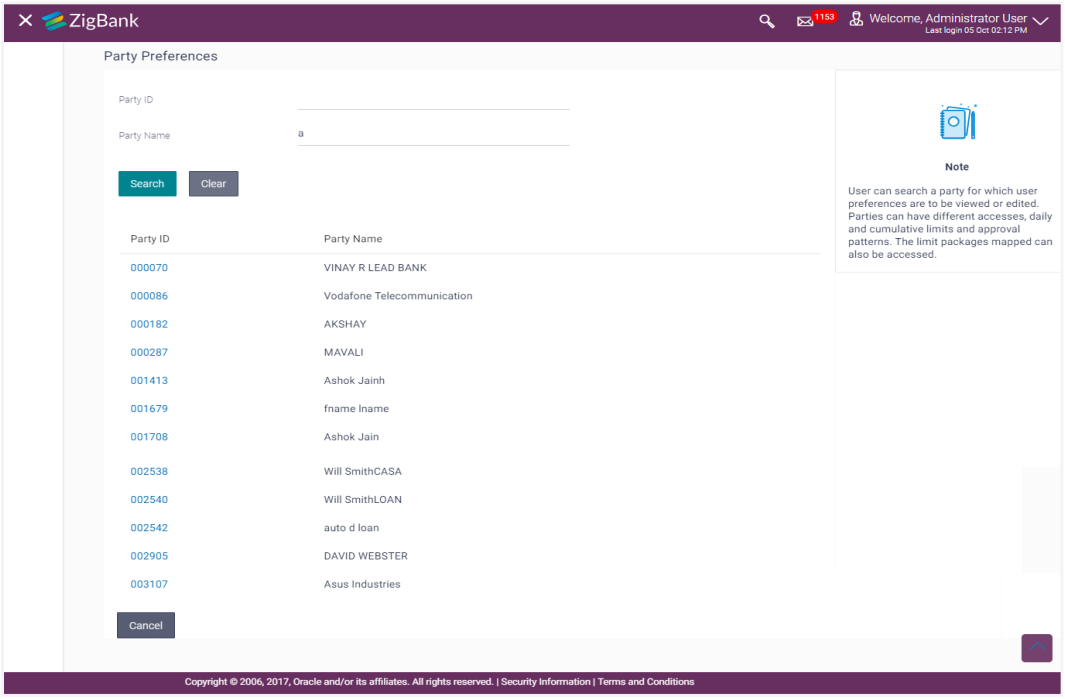
1. In the **Party ID** field, enter the party ID whose party preferences you want to view.
   OR
   In the **Party Name** field, enter the name of the party whose party preferences you want to view.
2. Click **Search**.
   If party preference is already maintained, user is directed to **Party Preference – View** screen.
   If party preference is not maintained, user is directed to **Party Preference – Create** screen.
   In case of invalid party, error message is shown on the screen.
   OR
   Click **Clear** to reset the details.
   OR
   Click **Cancel** to cancel the transaction and navigate the user back to **Dashboard**.

**Party Preferences- Search (Party Id)**




In case of a party search by name, system displays the matching party records. The records have parties listed with both Party ID and Party Name information. User can select the record by clicking on the Party ID from the list.

### Party Preferences- Search (Party Name)




### Field Description

| Field Name | Description |
|---|---|
| **Search** | |
| **Party ID** | Party ID for which the party preference to be maintained/ viewed. |
| **Party Name** | Party Name of a party for which the party preference to be maintained or viewed. |

3. Click **Edit** to edit the party preferences.
   OR
   Click **Cancel** to cancel the transaction.
   OR
   Click **Back** to navigate to previous screen.

### Party Preferences - Create

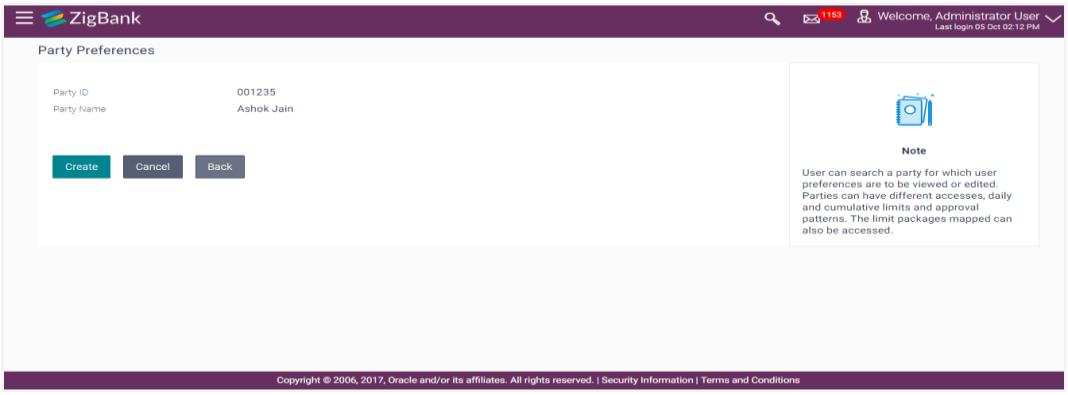
Using this option, Bank Administrator can configure party preferences for a specific party.

**To create the party preferences:**

1. In the **Party ID** field, enter the party ID you want to view the party preferences you want to view. Party ID entered by the user gets validated from the core banking application. After the core banking application validation is successful, a check is performed in application to verify if preferences are already maintained for a party.
   If the preferences are already maintained then user is directed to **Party Preference – View** screen.

2. Click **Search**.
   The party preference maintained for the party ID appears based on the entered search parameters.
   OR
   Click **Clear** to reset the details.
   OR
   Click **Cancel** to cancel the transaction and navigate the user back to **Dashboard**.
3. Click the desired party ID link under the **Party ID** column.
   The **Party Preferences** screen appears.

### Party Preferences

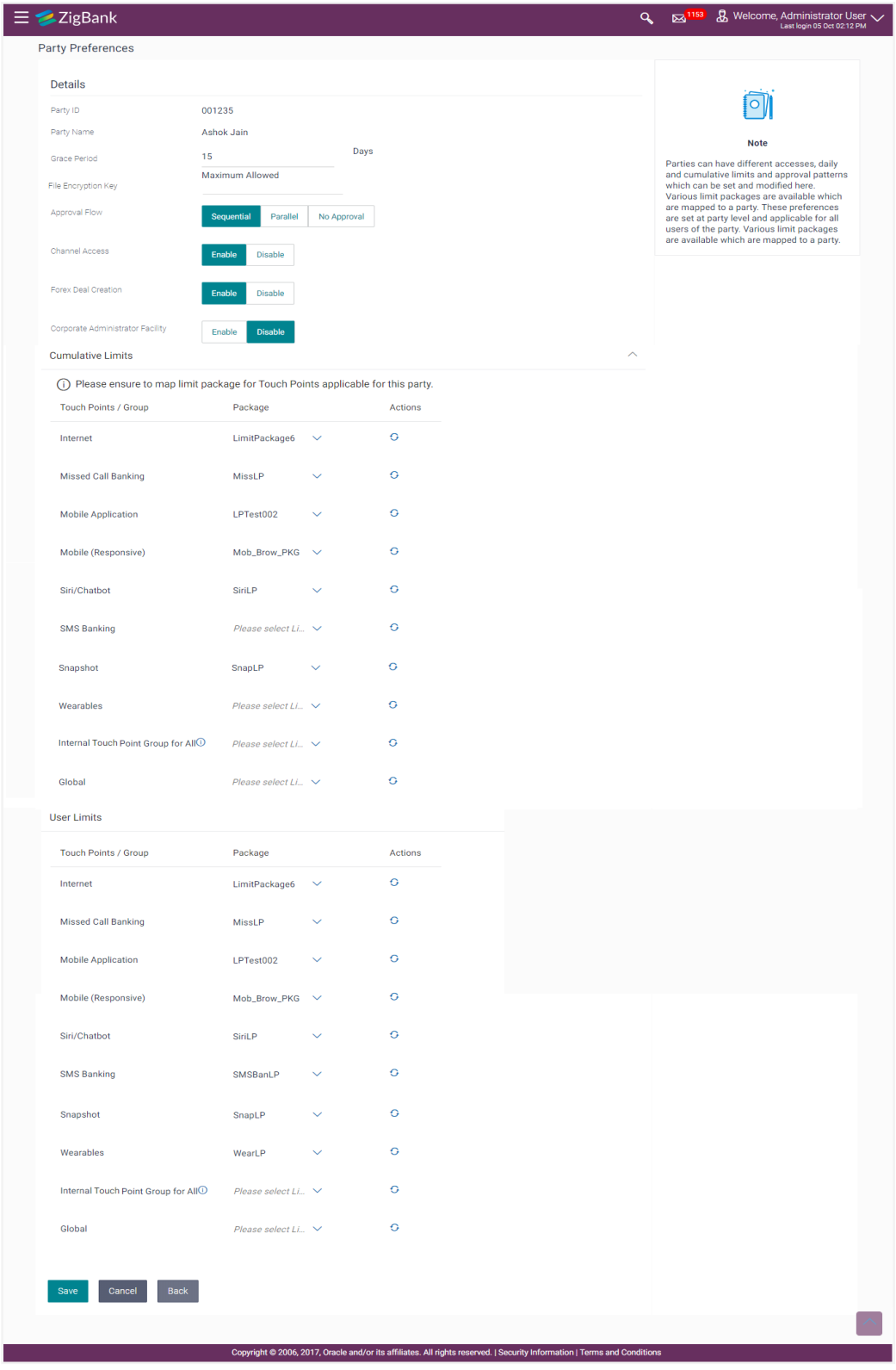



### Field Description

| Field Name | Description |
|---|---|
| **Search** | |
| **Party ID** | Party ID for which the party preference to be maintained or viewed |
| **Party Name** | Party Name of a party for which the party preference to be maintained/ viewed. |

4. Click **Create** to create party preference.
   The **Create** screen appears.
   OR
   Click **Back** to navigate to previous screen.
   OR
   Click **Cancel** to cancel the transaction.

## Party Preferences Maintenance - Create



**Field Description**

| Field Name | Description |
|---|---|
| **Create** | |
| **Party ID** | Party ID for which the party preference to be maintained. |
| **Party Name** | Party Name of a party for which the party preference to be maintained. |
| **Grace Period** | Provision of time period is made to allow user to approve the transaction after the actual due date.<br>**Note:** The tooltip with information will appear on dashboard in the **Pending for Approvals** section only when the user hovers on grace period. |
| **File Encryption Key** | File Encryption key is the unique key provided to the corporate for encrypting/decrypting the bulk files that he is uploading. |
| **Approval Flow** | The approval type for the party.<br>The options are:<br>• Sequential<br>• Parallel<br>• No Approval |
| **Channel Access** | Whether users associated with a party can start transacting through the channel.<br>The options are:<br>• Enable : Allows bank administrator to enable the party for channel access<br>• Disable: Allows bank administrator to disable the party for channel access |
| **Forex Deal Creation** | Whether users associated with a party can create forex deals.<br>The options are:<br>• Enable: If this option is enabled, corporate user associated with this party can create forex deals.<br>• Disable: If this option is disabled, corporate user associated with this party cannot create forex deals. |

| Field Name | Description |
|---|---|
| **Corporate Administrator Facility** | This is to enable a corporate to have r corporate administrator facility. Only if this facility is enabled, a corporate administrator user can be created for that party.<br>The options are:<br>• Enable<br>• Disable |
| **Accessible roles** | This field lists the type of roles that will be available to the corporate administrator while on-boarding a user for the corporate party.<br>The options are:<br>• Corporate Admin Maker – If this is selected, corporate administrator will be able to onboard a user in corporate admin maker role.<br>• Corporate Admin Checker – If this is selected, corporate administrator will be able to onboard a user in corporate admin checker role.<br>• Maker – If this is selected, corporate administrator will be able to onboard a user in corporate maker role.<br>• Checker – If this is selected, corporate administrator will be able to onboard a user in corporate maker role.<br>• Viewer – If this is selected, corporate administrator will be able to onboard a user in corporate viewer role. |

**Cumulative Limit**

It allows Bank Administrator to map customer cumulative daily limits to the party. All the touch points and touch point groups maintained the system are listed on the screen. Administrator needs to ensure that the relevant packages are mapped to all the touch points/groups accessible by the party users. Also an option is provided to map the limit package at Global level (a group created with all internal and external touch points)

All the touch points and touch point groups maintained in the system are listed under each entity. Packages can be mapped for each touch point and for a group.

| | |
|---|---|
| **Touch Points/ Group** | Name of touch points/ groups maintained under a specific entity for which the limit packages are to be mapped. |
| **Package** | List of the packages available for mapping to touch points/ group are listed here. Limit packages maintained for the selected touch point will get here. |

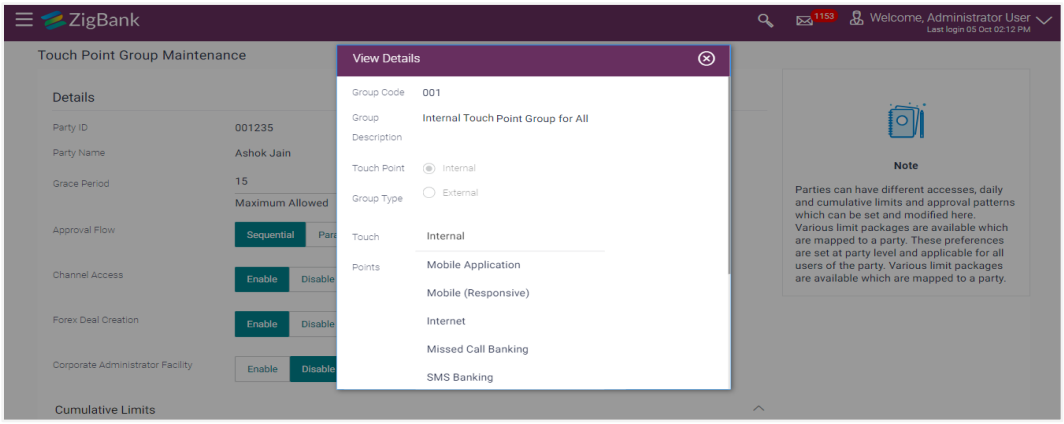
| Field Name | Description |
|---|---|
| **User Limits** | |
| This field allows the Bank Administrator to map customer user level limits (CUL) to the party. All the touch points and touch point groups maintained the system are listed on the screen. Administrator needs to ensure that the relevant packages are mapped to all the touch points/groups accessible by the selected party users. Also an option is provided to map the limit package at Global level (a group created with all internal and external touch points) | |
| **Touch Points/ Group** | Name of touch points/group maintained under a specific entity for which the user limit packages are to be mapped. |
| **Package** | List of the packages available for mapping to touch points/ group are listed |

5. In the **File Encryption Key** field, enter the unique File Encryption key provided to the corporate for encrypting/decrypting the bulk files that he is uploading.
6. In the **Approval Flow** field, select the appropriate option.
7. In the **Channel Access** field, select the appropriate option.
8. In the **Forex Deal Creation** field, select the appropriate option.
9. In the **Corporate Administrator Facility** field, select the appropriate option.
10. From the **Accessible Roles** list, select the appropriate option.
11. From the **Cumulative Daily Limits** list, select the appropriate option.
12. From the **User Limit** list, select the appropriate option.

**Note:** Click  to refresh the option.

13. Click  to view the details of touch points group. The **View Details** popup window appears.

**View Details- Touch Point Group**



**Field Description**

| Field Name | Description |
|---|---|
| **Group Code** | Group code defined for touch point group. |
| **Group Description** | Group description defined for touch point groups. |
| **Touch Point / Group Type** | Type of touch point i.e. whether touch point is of type internal or external. |
| **Touch Points** | List of the internal or external touch points. |

14. Click **Save** to save party preferences.
    OR
    Click **Cancel** to cancel the transaction.
    OR
    Click **Back** to navigate to previous screen.
15. The **Review** screen appears. Verify the details, and click **Confirm**.
    OR
    Click **Cancel** to cancel the transaction.
    OR
    Click **Back** to navigate to the previous screen.
16. The success message of party preference creation appears.
    Click **OK** to complete the transaction.

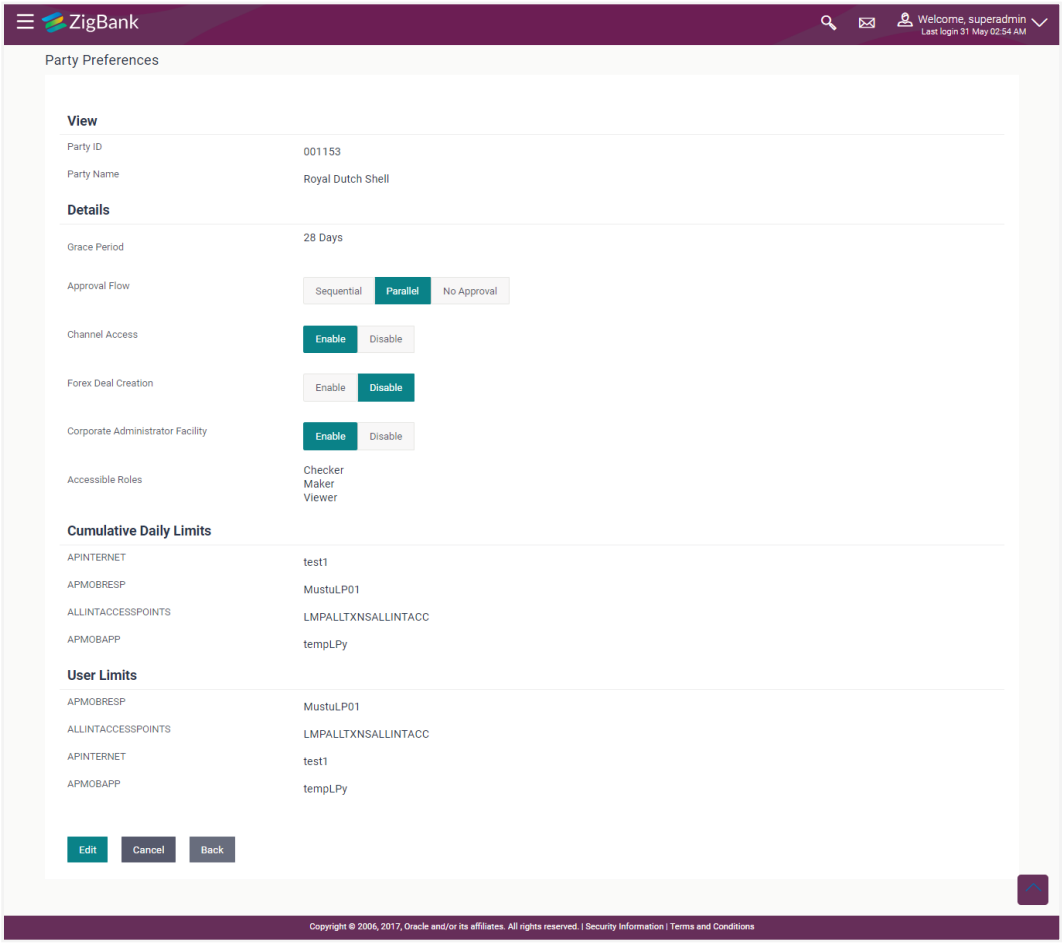
**Party Preferences- View**

Administrator user is directed to Party Preference – View screen if preference for the party is already maintained. Preferences set for the party will be displayed on the screen.

**To view party preferences of party:**

1. In the **Party Id** field, enter the party ID whose party preferences you want to view.
   OR
   In the **Party Name** field, enter the name of the party whose party preferences you want to view.
2. Click **Search**.
   The party preference maintained for the party ID appears based on the entered search parameters.
   OR
   Click **Clear** to reset the details.
   OR
   Click **Cancel** to cancel the transaction and navigate the user back to **Dashboard**.
3. Click the link under the **Party ID** column.
   The search result according to the search criteria appears.

## Party Preferences- View




### Field Description

| Field Name | Description |
|---|---|
| **Party ID** | Party ID for which the party preference to be maintained. |
| **Party Name** | Party Name of a party for which the party preference to be maintained. |
| **Grace Period** | Provision of time period is made to allow user to approve the transaction after the actual due date.<br><br>**Note:** The tooltip with information will appear on dashboard in the **Pending for Approvals** section only when the user hovers on grace period. |

| Field Name | Description |
|---|---|
| **Approval Flow** | The approval type for the party.<br>The options are:<br>• Sequential<br>• Parallel<br>• No Approval |
| **Channel Access** | Whether users associated with a party can start transacting through the channel.<br>The options are:<br>• Enable : Allows bank administrator to enable the party for channel access<br>• Disable: Allows bank administrator to disable the party for channel access |
| **Forex Deal Creation** | Whether users associated with a party can create forex deals.<br>The options are:<br>• Enable: If this option is enabled, corporate user associated with this party can create forex deals.<br>• Disable: If this option is disabled, corporate user associated with this party cannot create forex deals. |
| **Corporate Administrator Facility** | This is to enable a corporate to have r corporate administrator facility. Only if this facility is enabled, a corporate administrator user can be created for that party.<br>The options are:<br>• Enable<br>• Disable |

| Field Name | Description |
|---|---|
| **Accessible roles** | This field lists the type of roles that will be available to the corporate administrator while on-boarding a user for the corporate party.<br>The options are:<br>• Corporate Admin Maker – If this is selected, corporate administrator will be able to onboard a user in corporate admin maker role.<br>• Corporate Admin Checker – If this is selected, corporate administrator will be able to onboard a user in corporate admin checker role.<br>• Maker – If this is selected, corporate administrator will be able to onboard a user in corporate maker role.<br>• Checker – If this is selected, corporate administrator will be able to onboard a user in corporate maker role.<br>• Viewer – If this is selected, corporate administrator will be able to onboard a user in corporate viewer role. |

**Cumulative Limit**

It allows Bank Administrator to map customer cumulative daily limits (CCL) to the party. All the touch points and touch point groups maintained the system are listed on the screen. Administrator needs to ensure that the relevant packages are mapped to all the touch points/groups accessible by the party users. Also an option is provided to map the limit package at Global level (a group created with all internal and external touch points).

All the touch points and touch point groups maintained in the system are listed under each entity. Packages can be mapped for each touch point and for a group.

| | |
|---|---|
| **Touch Points/ Group** | Name of touch points/ groups maintained under a specific entity for which the limit packages are to be mapped. |
| **Package** | List of the packages available for mapping to touch points/ group are listed here. Limit packages maintained for the selected touch point will get here. |

**User Limits**

This field allows the Bank Administrator to map customer user level limits (CUL) to the party. All the touch points and touch point groups maintained the system are listed on the screen. Administrator needs to ensure that the relevant packages are mapped to all the touch points/groups accessible by the selected party users. Also an option is provided to map the limit package at Global level (a group created with all internal and external touch points).

| | |
|---|---|
| **Touch Points/ Group** | Name of touch points/group maintained under a specific entity for which the user limit packages are to be mapped. |

| Field Name | Description |
|---|---|
| **Package** | List of the packages available for mapping to touch points/ group are listed |

4. Click **Edit** to edit the party preferences.
   OR
   Click **Cancel** to cancel the transaction.
   OR
   Click **Back** to navigate to previous screen.

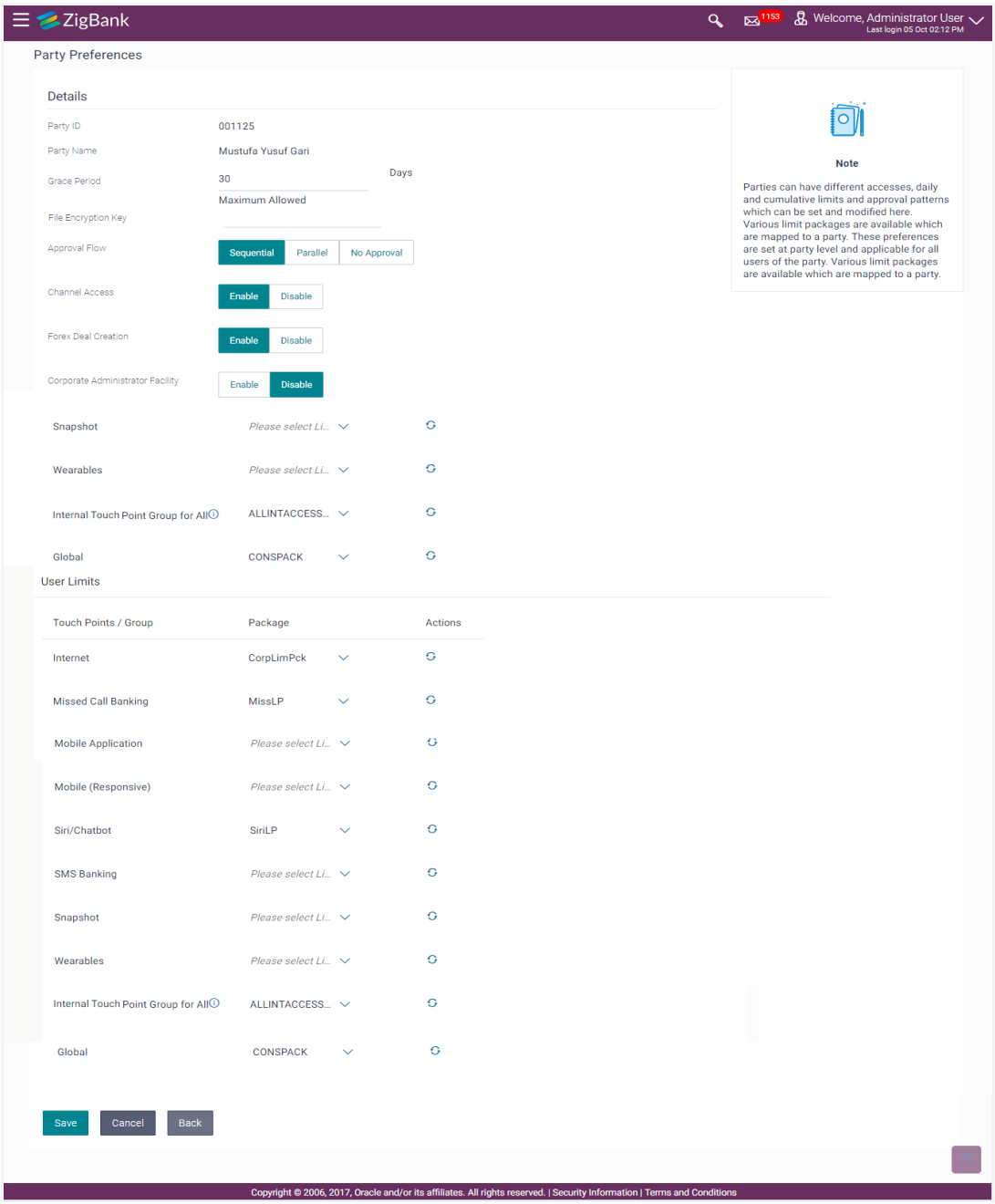
**Party Preferences - Edit**

Administrator can edit the party preferences maintained for a party.

**To edit the customer preferences:**

1. In the **Party Id** field, enter the party ID whose party preferences you want to view.
   OR
   In the **Party Name** field, enter the name of the party whose party preferences you want to view.
2. Click **Search**.
   The party preference maintained for the party ID appears based on the entered search parameters.
   OR
   Click **Clear** to reset the details.
   OR
   Click **Cancel** to cancel the transaction and navigate the user back to **Dashboard**.
3. Click **Edit** to edit the party preferences.
   The **Details** screen appears along with the party ID.

## Party Preferences Maintenance – Modify




### Field Description

| Field Name | Description |
|---|---|
| **Edit** | |
| **Party ID** | Party ID for which the party preference to be edited will be displayed. |

| Field Name | Description |
|---|---|
| **Party Name** | Party Name of a party for which the party preference to be edited will be displayed. |
| **Details** | |
| **Grace Period** | Provision of certain period of time is made to allow user to approve the transaction after the actual due date.<br>**Note:** The tooltip with information will appear on dashboard in the **Pending for Approvals** section only when the user hovers on grace period. |
| **File Encryption Key** | File Encryption key is the unique key provided to the corporate for encrypting/decrypting the bulk files that he is uploading. |
| **Approval Flow** | The approval type for the party.<br>The options are:<br>• Sequential<br>• Parallel<br>• No Approval |
| **Channel Access** | Whether users associated with a party can start transacting through internet and mobile banking.<br>The options are:<br>• Enable : Allows bank administrator to enable the party for application channel access<br>• Disable: Allows bank administrator to disable the party for application channel access |
| **Forex Deal Creation** | Whether users associated with a party can create forex deals.<br>The options are:<br>• Enable : Allows bank administrator to enable the party for forex deals<br>• Disable: Allows bank administrator to disable the party for forex deals |
| **Corporate Administrator Facility** | This is to enable a corporate to have their corporate administrator facility. Only if this facility is enabled, a corporate administrator type of user can be created under a party in editable form.<br>The options are:<br>• Enable<br>• Disable |

| Field Name | Description |
|---|---|
| **Accessible roles** | Field lists the type of roles that are available to the corporate administrator while on-boarding a user for the corporate party.<br>The options are:<br>• Corporate Admin Maker – If this is selected, corporate administrator will be able to onboard a user in corporate admin maker role.<br>• Corporate Admin Checker – If this is selected, corporate administrator will be able to onboard a user in corporate admin checker role.<br>• Maker – If this is selected, corporate administrator will be able to onboard a user in corporate maker role.<br>• Checker – If this is selected, corporate administrator will be able to onboard a user in corporate maker role.<br>• Viewer – If this is selected, corporate administrator will be able to onboard a user in corporate viewer role. |

**Cumulative Daily Limit**

Name of the limit package defined. It allows Bank Administrator to map cumulative level limits to the party. All the limit packages maintained are listed. The cumulative limit set for the touch point / group. In case of multi entity set up, limit packages needs to be mapped at each entity level.

| | |
|---|---|
| **Touch Points/ Group** | Name of touch points/ groups under a specific entity to whom the limit packages are to be mapped. |
| **Package** | List of the packages which are to be mapped to touch points/ groups. Only limit packages maintained for the selected touch point will get here. |

**User Limits**

Name of the limit package. It allows mapping user level limits to the party. All the limit packages maintained are listed. The user limit set for the touch point / group. In case of multi entity set up, limit packages needs to be mapped at each entity level.

| | |
|---|---|
| **Touch Points/ Group** | Name of touch points/ groups under a specific entity to whom the user limit packages are to be mapped. |
| **Package** | List of the packages which are to be mapped to touch points/ groups. Only user limit packages maintained for the selected touch point will get here. |

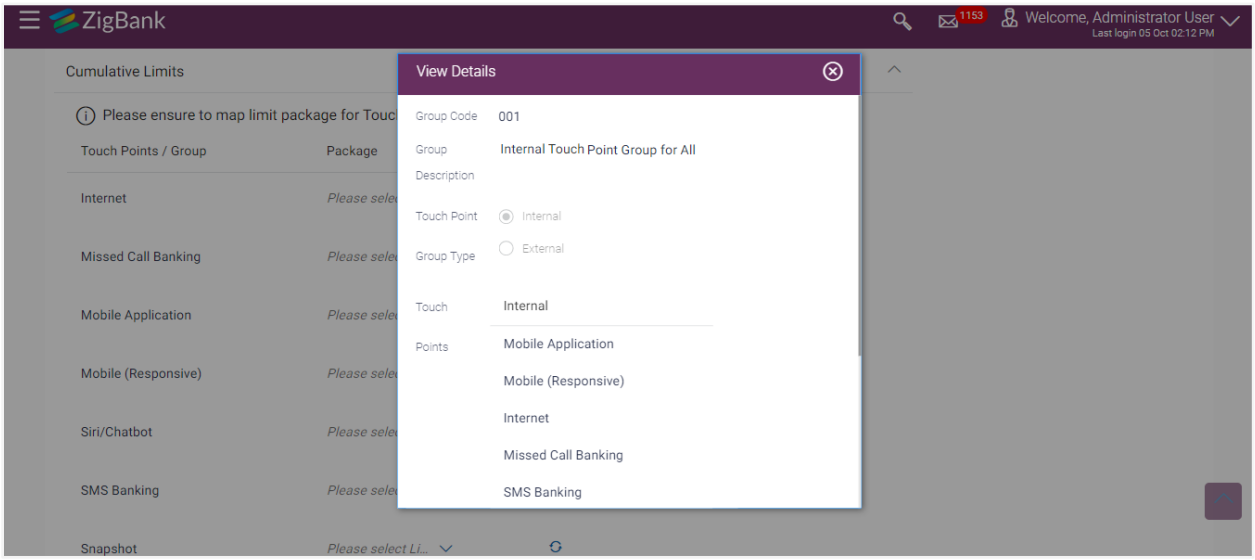
4. In the **Grace Period** field, enter the number of grace period.
5. the **File Encryption Key** field, enter the unique File Encryption key provided to the corporate for encrypting/decrypting the bulk files that he is uploading.
6. In the **Approval Flow** field, select the appropriate option.
7. In the **Channel Access** field, select the appropriate option.

8. In the **Forex Deal Creation** field, select the appropriate option.
9. From the **Enable for Corporate Administrator** list, select the appropriate option.
10. From the **Cumulative Daily Limits** list, select the appropriate option.
11. From the **User Limit** list, select the appropriate option.

**Note:** Click to refresh the option.

12. Click to view the details of touch points group. The **View Details** popup window appears.

**View Details - Touch Point Group**




**Field Description**

| Field Name | Description |
|---|---|
| **Group Code** | Group code defined for touch point group. |
| **Group Description** | Group description defined for touch point groups. |
| **Touch Point / Group Type** | Type of touch point i.e. whether touch point is of type internal or external. |
| **Touch Points** | List of the internal or external touch points. |

13. Click **Save** to save Party Preference. User is directed to the **Party Preference - Review** page post necessary validations.
    OR
    Click **Back** to navigate to previous screen.
    OR
    Click **Cancel** to cancel the transaction and navigate back to **Dashboard**.

14. The **Review** screen appears. Verify the details, and click **Confirm**.
    OR
    Click **Edit** to make the changes if any.
    OR
    Click **Cancel** to cancel the transaction and navigate back to **Dashboard**.

15. The success message of updation appears.
    Click **OK** to complete the transaction.

# FAQs

1. **What is sequential type of approval flow?**

   Under Sequential approval flow, the approval can be done only in the sequence as mentioned in approval workflow. So, at the 1st level of approval, users/user groups who are assigned to authorize only can view and approve the transaction. After the transaction is approved by level 1 user, users/user groups having rights for 2nd level of approval will be able to view and authorize the transaction. The transaction is marked as approved only after the user at the last level approves/authorizes it.

2. **What is Parallel type of approval flow?**

   It is “Non-Sequential” type of approval flow which doesn’t follow any specific sequence. Any user (who is part of the approval flow) from any approval level can pick up the transaction/maintenance and approve it. The transaction/maintenance is marked as approved if one user from each approval level (as configured) has approved/authorized the transaction.

3. **What is cumulative daily limit package?**

   This limit package acts as a cumulative limit for all users of a party and is utilized as and when any user authorizes the transaction as a final approver. The daily limit per transaction and number of transactions allowed limit is checked and updated against the cumulative limit set.

4. **What is User limit package?**

   This limit package is applicable for all users of the party (Users to whom this party ID is mapped as primary Party ID). This package will be overridden by User level limits package, if defined, at User level in User Management screen.

5. **Can administrator delete Party Preference?**

   No, party preference cannot be deleted but can be disabled.

6. **If I change the approval type from sequential to parallel or vice versa, what happens to the in-flight transactions/maintenances?**

   Edited approval type is applicable for new transactions initiated post modification. Previously initiated transactions (in flight transactions/maintenances) which are pending approval will follow an approval type which was applied at the time of transaction initiation.

7. **If I edit the ‘Allowed Roles field’ and remove one of the options supported earlier, what impact will it have to the existing users on-boarded on that role?**

   If the Bank administrator edits and removes the roles mapped as ‘Allowed Roles’., the removed role will not be available to corporate administrator while creating new user and editing existing user. Old users whom the role is already mapped will continue to get the privileges.

8. **Can I edit the limit packages? How does it impact the transactions?**

Yes, new limit package can be mapped for party. Limits get applied from an immediate effect if the effective date is less than or equal to current date. And if the effective date is future date, the limit package will be applied from the date available in the package.

**9. Is it mandatory to map packages for all the touch points and groups available under each entity?**

Mapping the limit packages (CCL) for each touch point and for all groups is not mandatory. Whereas, administrator needs to operationally ensure that packages are mapped to the relevant touch point/groups which are accessible by the party users.

In case of customer user limit packages (CUL), if the package will be overridden by User level limits package, if defined, at User Maintenance. Or packages maintained for a user segment at system rules will be applicable if not package mapping is not defined at user or party level.

**10. Can I manually define Global touch point group?**

No, Touch Point – Global is nothing but a group of all internal and external touch points available in the application. This group cannot be maintained manually.

**Home**

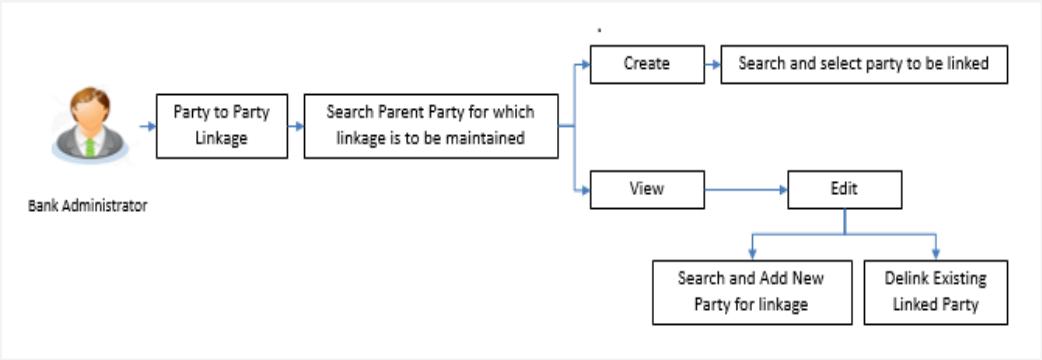
# 6. Party to Party Linkage

Party to Party linkage is required by medium and large corporates if the user(s) of the parent company needs to access accounts of the subsidiary companies. For e.g. consider a case wherein say 'ABC Industries' is the parent company with a subsidiary company 'PQR Enterprises' and the users of ABC Industries needs to access accounts of PQR Enterprises to carry out transactions and/or inquiries. The corporate will provide a mandate/ board resolution to the bank for creation of Party to Party linkage. Bank Administrator will setup a Party to Party linkage by selecting the parent party and the parties to be linked.

**Pre-Requisites**

- Transaction access is provided to Bank Administrator.
- Approval rule set up for Bank Administrator to perform the action.
- Party preferences should be maintained for the parent as well as the party to be linked
- Channel Access should be enabled for both the parent as well as the party to be linked

**Workflow**




**Features Supported In Application**

The following options are available as part of Party to Party linkage maintenance

- Search a party for Party to Party linkage
- Create Party to Party linkage
- View an existing Party to Party Linkage
- Edit and Delink Party to Party Linkage

**How to reach here:**

*System/ Bank Administrator Dashboard > Toggle menu> OnBoarding> Party To Party Linkage*

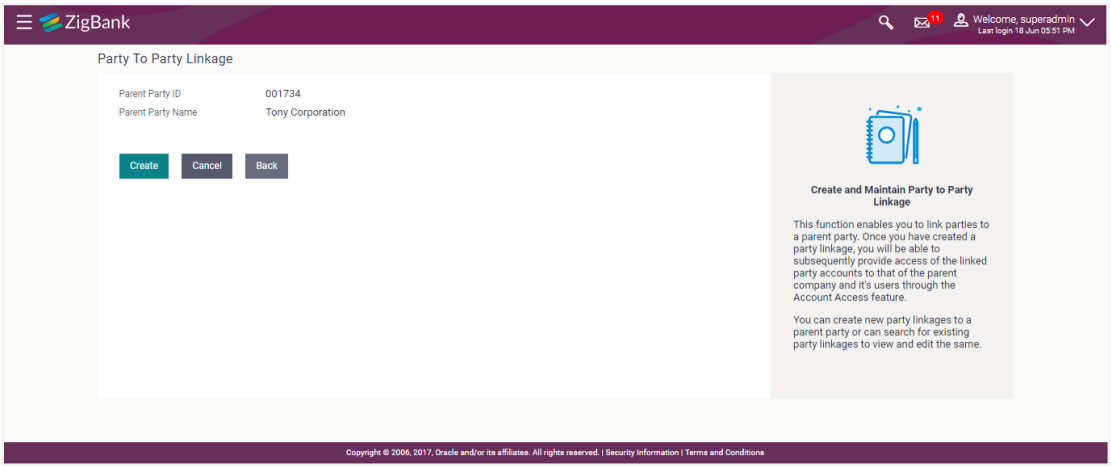
## 6.1 Party to Party Linkage- Search

Once the logged in user navigates to Party to Party Linkage screen, user will have an option to enter the party information (party ID or party name) and search party.

User can enter the party ID (if known) or the party name with a minimum of 5 characters. In case of search by party name, system matches the input provided by the user with the party name records and displays the matching party records.

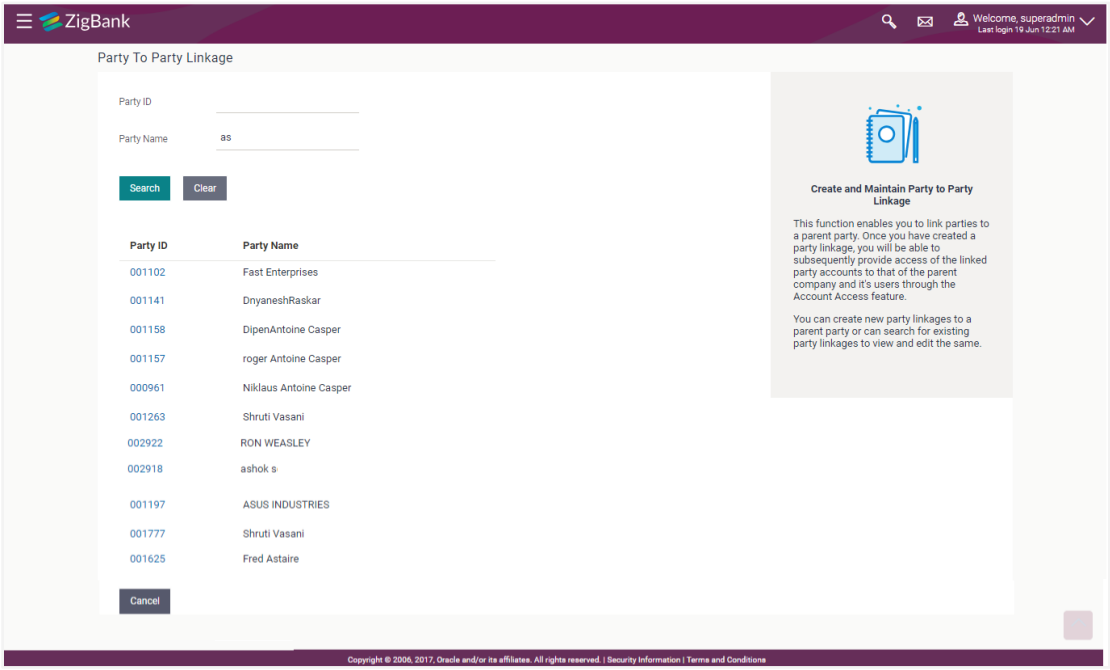
In case of a party search by party ID, it will be an exact match and system will display the party details with appropriate options of linkage creation (if no linkage maintained) and created linkage(s) (if maintained) for the input parent party ID.

**Party to party Linkage - search by party ID**




In case of a party search by name, system will display the matching party records. The records will have parties listed with both Party ID and Party Name information. User will select the record by clicking on the Party ID from the list.

### Party to Party Linkage - search by party name




### Field Description

| Field Name | Description |
|---|---|
| **Party ID** | Parent party ID of the corporate user to which you want to link other party. |
| **Party Name** | Name of the parent party. |

**To search the party to party linkage:**

1. In the **Party ID** field, enter the parent party id of the user.
   OR
   In the **Party Name** field, enter the parent party name of the user.
2. Click **Search**.
   OR
   Click **Clear** to clear the search parameters.
   OR
   Click **Cancel** to cancel the transaction and navigate the user back to ‘Dashboard’.
   The **Party to Party Linkage** screen with search results with parent party identified and list of linked parties.

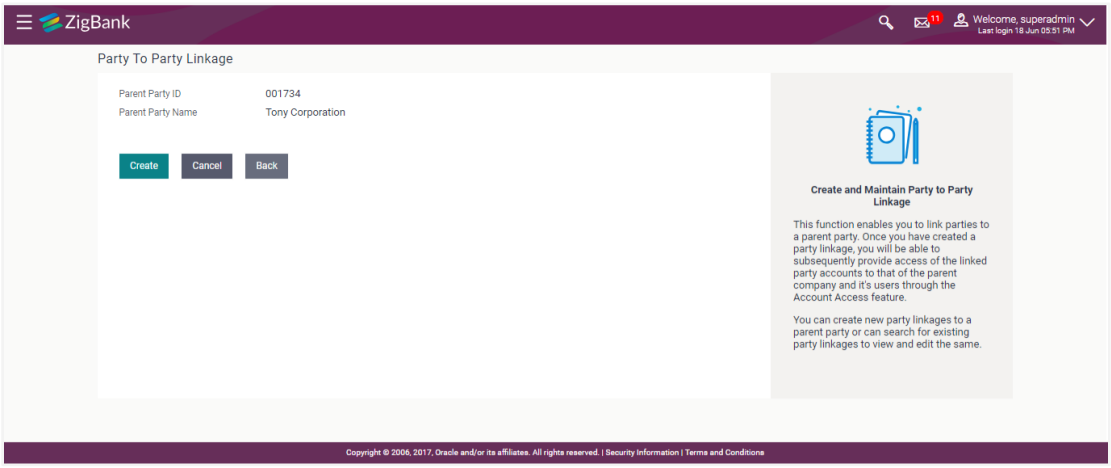
## 6.2 Party To Party Linkage - Create

The Bank Administrator gets a request to create a Party to Party Linkage in the system with details of the parent party and the party to be linked. As part of linkage creation, more than one party can be linked to the parent party selected.

**To create a new party to party linkage:**

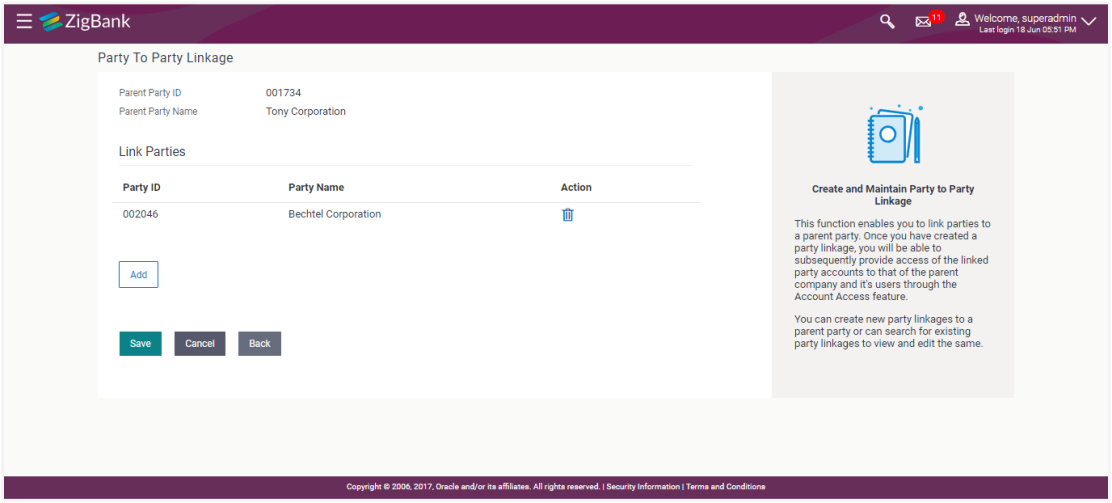
1. Search the parent party by party ID or party name as specified in **Party to Party Linkage - Search** section.
2. Click **Create**. The **Party To Party Linkage - Create** screen with parent party details will appears.
   OR
   Click **Cancel** to cancel the transaction and navigate back to 'Dashboard'.
   OR
   Click **Back** to navigate to the previous screen.

**Party To Party Linkage - Create**




3. There is a linked party section with an option to search a party to be linked.
4. Search a party to be linked by party ID or party name as specified in 'Party Search' section. Once the party appears in the linked party section, there is an option to remove the linkage if there is an erroneous selection. This can be done by clicking the icon.
5. Click **Add** to if the user wishes to Add more than one linked party to the selected parent party.

### Party To Party Linkage - to link party




### Field Description

| Field Name | Description |
|---|---|
| **Create** | |
| **Parent Party ID** | Parent party ID of the corporate user to which you want to link other party. |
| **Parent Party Name** | Name of the parent party. |
| **Link Parties** | |
| **Party ID** | A party ID which you want to link to parent party ID |
| **Party Name** | Name of the parent party which is to be linked to parent party ID |
| **Action** | To delete the party linkage. |

a. In the **Party ID** field, enter the party to be linked by party ID or party name as specified in 'Party Search' section.

b. Click **Search**. The party details appear.
Once the party is selected, it will appear in the linked party section i.e. there will be a row displayed for each party with a icon.
OR
Click **Clear** to clear the search parameters.

6. Click **Save** to save the linkage of the linked parties with the parent party.
OR
Click **Cancel** to cancel the transaction.
OR
Click **Back** to navigate to the previous screen.

7. The **Party To Party Linkage - Review** screen appears. Verify the details, and click **Confirm**.
   OR
   Click **Cancel** to cancel the transaction.
   OR
   Click **Back** to navigate to the previous screen.
8. The screen with success message and reference number appears. Click **OK** to complete the transaction.

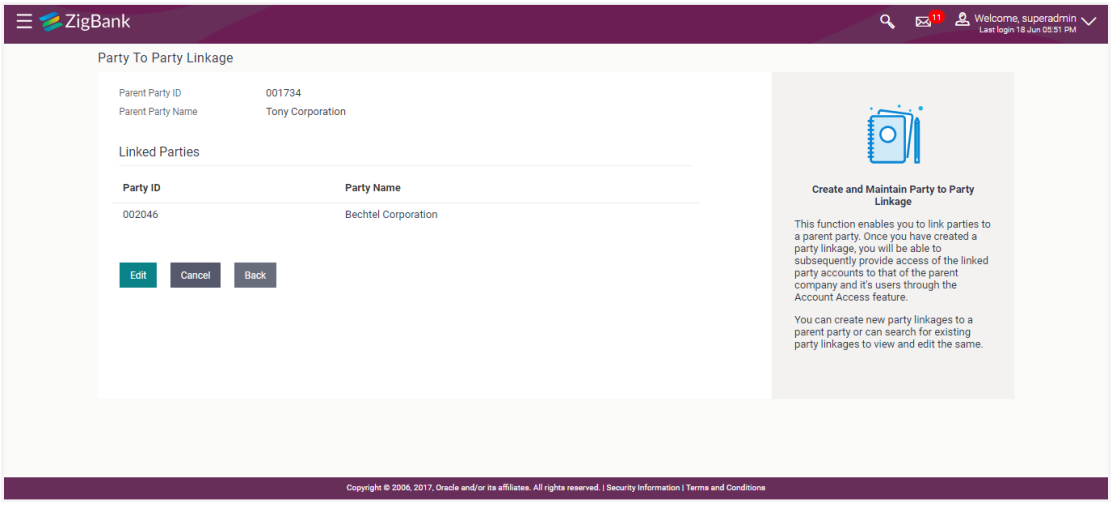
## 6.3 Party to Party Linkage- View

The Bank Administrator would want to view the Party to Party Linkage by entering the details of the parent party.

**To view party to party linkage:**

1. Search the parent party by party ID or party name as specified in 'Party Search' section.
2. Click **Search**.
   Parent party details will appear. There will be a linked party section with details of the parties linked to the parent party. It will have party ID and party name of the linked party.
   OR
   Click **Clear** to clear the search parameters.
   OR
   Click **Cancel** to cancel the transaction and navigate the user back to 'Dashboard'.
   The **Party to Party Linkage** screen with search results with parent party identified and list of linked parties appears.

**Party To Party Linkage - View**




3. Click **Edit** to update the **Party to Party Linkage.**
   OR
   Click **Cancel** to cancel the transaction.
   OR
   Click **Back** to navigate to the previous screen.

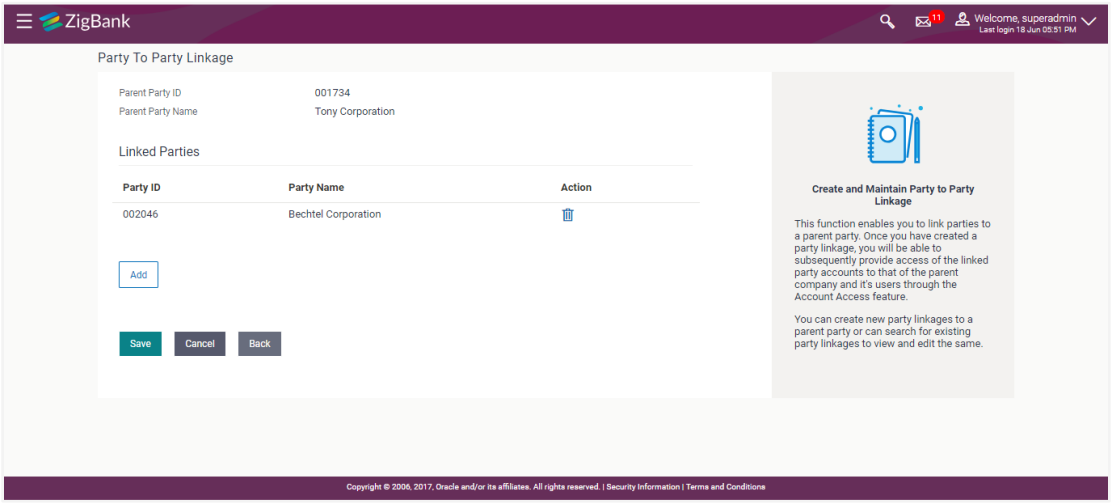
## 6.4 Party To Party Linkage - Edit and De-link

The Bank Administrator gets a request to edit Party to Party Linkage in the system with details of the parent party and the party to be linked and/or de-linked. As part of linkage creation, more than one party can be linked to the parent party selected.

**To edit or de link a party to party linkage:**

1. Search the parent party by party ID or party name as specified in **Party To Party - Search** section.
2. Click **Search**, **Party to Party Linkage - View** screen appears. Linkages displayed (if already exists) or click **Add** (if new linkage to be added) or click **delete** against the party (if existing to be delinked).
3. Click **Edit**. The **Party To Party Linkage - Edit** screen appears.
   OR
   Click **Cancel** to cancel the transaction.
   OR
   Click **Back** to navigate to the previous screen.

**Party To Party Linkage - Edit**




4. Parent party details will appear. There will be a linked party section with linked party details. As part of edit, existing linked party can be de-linked or new parties can be linked.
5. Click **Add** will open up party search panel. Search a party to be linked by party ID or party name as specified in 'Party Search' section. Once the party is selected, it will appear in the linked party section i.e. there will be a row displayed for each party with an icon.
6. Once the party appears in the linked party section, there will be an option to remove the linkage. Click to remove the linkage if there is an erroneous selection. User can remove the existing linked party for the parent party.
7. Click **Save** to save the changes made as part of edit i.e. added/removed linkages.
   OR
   Click **Cancel** to cancel the transaction.
   OR
   Click **Back** to navigate to the previous screen.

8. The **Party To Party Linkage - Review** screen appears. Verify the details, and click **Confirm**.
   OR
   Click **Cancel** to cancel the transaction and navigate back to 'Dashboard'.
   OR
   Click **Back** to navigate to the previous screen.
9. The screen with success message with reference number appears. Click **OK** to complete the transaction.

# FAQs

**5. I am unable to maintain Party to Party linkage with an error of Channel Access not maintained?**

Party to Party linkage cannot be maintained if Channel Access is disabled either for the parent party and/or selected linked party. You can maintain channel access by visiting party preferences screen and selecting parent party and/or linked party.

Navigation: (i) Dashboard > OnBoarding > Party Preferences (ii) Dashboard > Party Preferences

**6. I am unable to maintain Party to Party linkage with an error of Party Preference not maintained?**

Party to Party linkage cannot be maintained if party preference is not maintained either for the parent party and/or selected linked party. You can maintain party preference by visiting party preferences screen and selecting parent party and/or linked party.

Navigation: (i) Dashboard > OnBoarding > Party Preferences (ii) Dashboard > Party Preferences

**7. I am unable to delink a party (linked party)?**

Linkage with the parent party cannot be removed/deleted if there is an active Party Account Access linkage or User Account Access maintained. User will need to delete the party account and user account access linkage for the linked party and then proceed with deletion of party to party linkage.

**8. Can a linked party have more than one parent party?**

No. A party cannot be linked to more than one parent party i.e. if a party has been linked to a parent party then that party cannot be linked to another party.

**9. Can there be multiple associations between the parent and the linked party?**

No. The parent party cannot be linked to the linked party with linked party as the parent. For e.g. if there is a linkage already maintained with P1 (parent party) to P2 (child party) then system will not allow another linkage of P1 and P2 with P2 as parent and P1 as child party.

**10. Can the parent party be a linked party to another party?**

Yes, the parent party to a linked party can exist as a linked party to another parent party.

**11. Have created a linkage between the parent party and linked party but it is not reflecting in the system even after a successful maintenance save message?**

There is a possibility that the maintenance is saved but the status is ‘Pending Approval’. For the maintenance, if there is an approval required then the changes will reflect only once the approver(s) approve the submitted request. If the setup does not require an approval workflow or is self / auto approved, then the linkage will be effected for the party immediately.

**Home**

# 7. Merchant Onboarding

Merchant Onboarding facilitates the system administrator to set up and maintain merchants using the channel banking platform. This, in turn, enables the users to initiate merchant based payments using the channel banking facility.

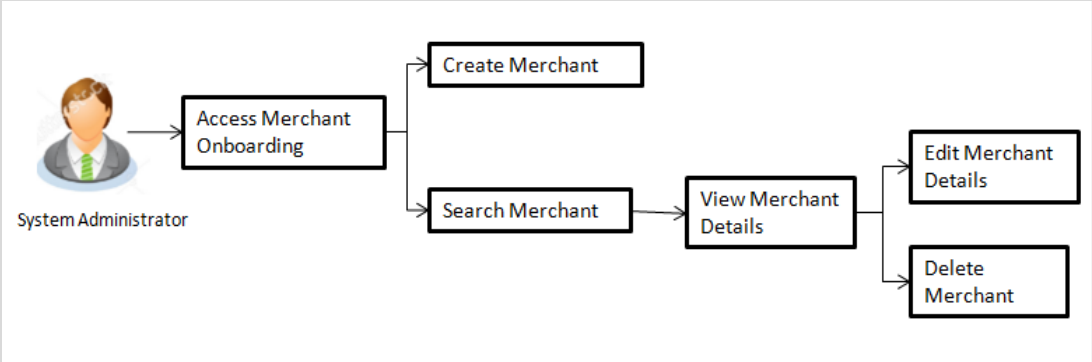
## 7.1 Merchant Management

Using this option, the system administrator can create and maintain merchant details in the application. Administrators can map the CASA account of the merchant, to enable the merchant payments.

**Pre-requisites**

- Transaction access is provided to the System Administrator
- Approval rule set up for System Administrator to perform the actions
- Checksum type and checksum algorithm is maintained
- Enterprise roles are maintained in the application
- Merchant's account is maintained in the host system

**Workflow**




**Features Supported In Application**

The following features are available for merchant maintenance:

- Create Merchant
- View Merchant Details
- Edit Merchant details
- Delete Merchant

**How to reach here:**

*System Administrator Dashboard > Onboarding > Merchant Onboarding > Merchant Management*
OR
*System/ Bank Administrator Dashboard > Toggle Menu > Onboarding > Merchant Management*

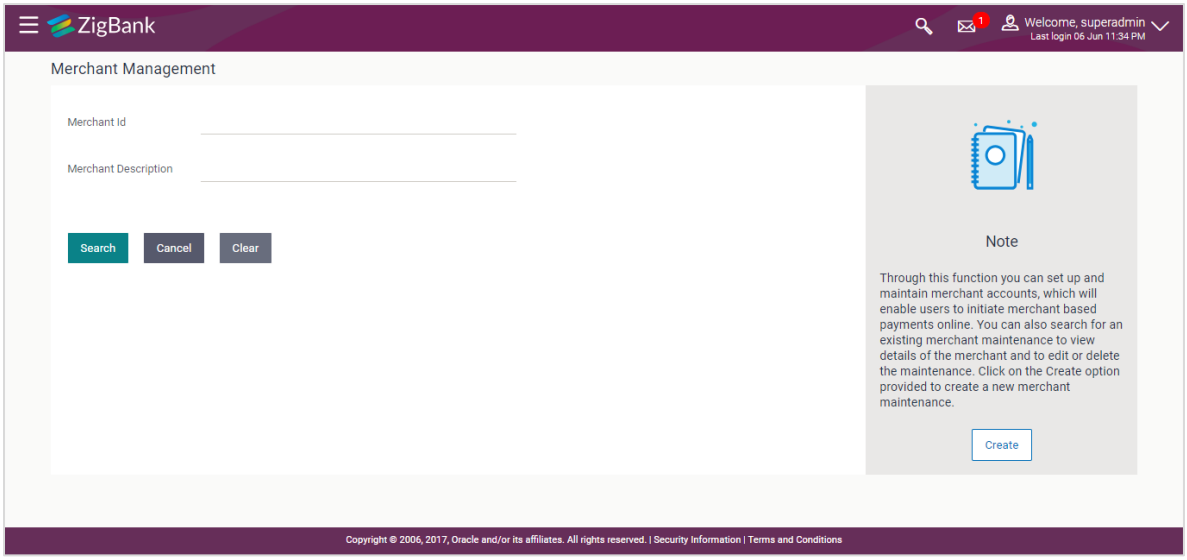
### 7.1.1 Merchant Management – Search

From this screen, the administrator is able to search existing merchant maintenances based on the search parameters provided. On being displayed the search results based on the search criteria defined, the administrator is able to view the details of any merchant maintenance by selecting a record.

**To search merchant:**

1. Navigate to the **Merchant Management** screen.

**Search Merchant**




**Field Description**

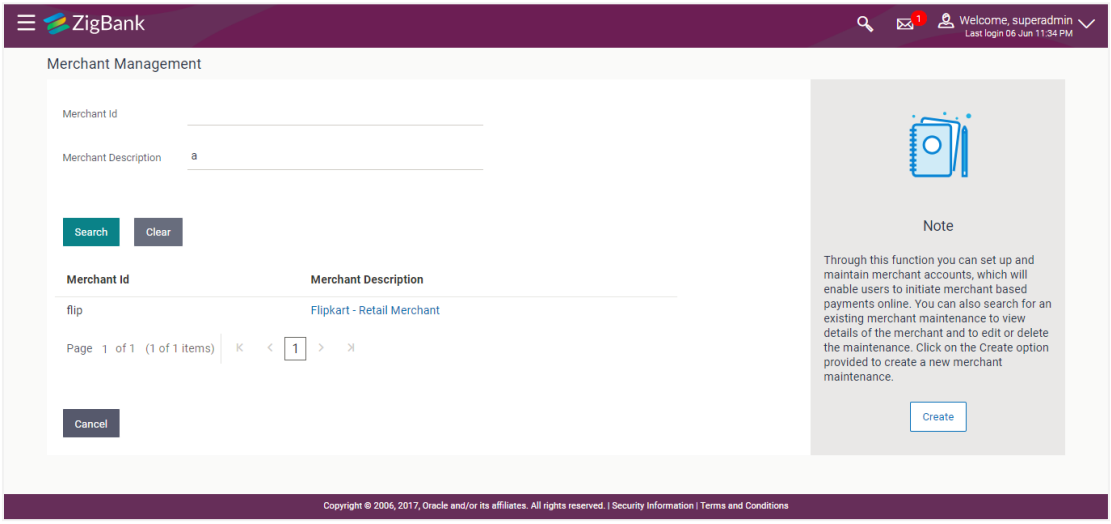
| Field Name | Description |
|---|---|
| **Merchant Id** | Enter the unique ID of the merchant whose details you want to view. |
| **Merchant Description** | Enter the description of the merchant whose details you want to view. |

2. In the **Merchant Id** field, enter the unique id of the merchant.
   OR
   In the **Merchant Description** field, enter the description of the merchant.
3. Click **Search**. The **Merchant Management** screen with search results appears based on the search parameters.
   OR
   Click **Clear,** if you want to reset the search parameters.
   OR
   Click **Cancel,** if you want to cancel the transaction.

   OR

   Click **Create** to create another merchant maintenance.

### Merchant Management - Search Results




### Field Description

| Field Name | Description |
|---|---|
| **Merchant Id** | The facility to search for a specific merchant maintenance record on the basis of the unique ID/key assigned to the merchant by the bank. |
| **Merchant Description** | The facility to search for a specific merchant maintenance based on the description of the merchant. |

#### Search Results

The following details are displayed per merchant record which are retrieved based on the search criteria identified in the fields defined above.

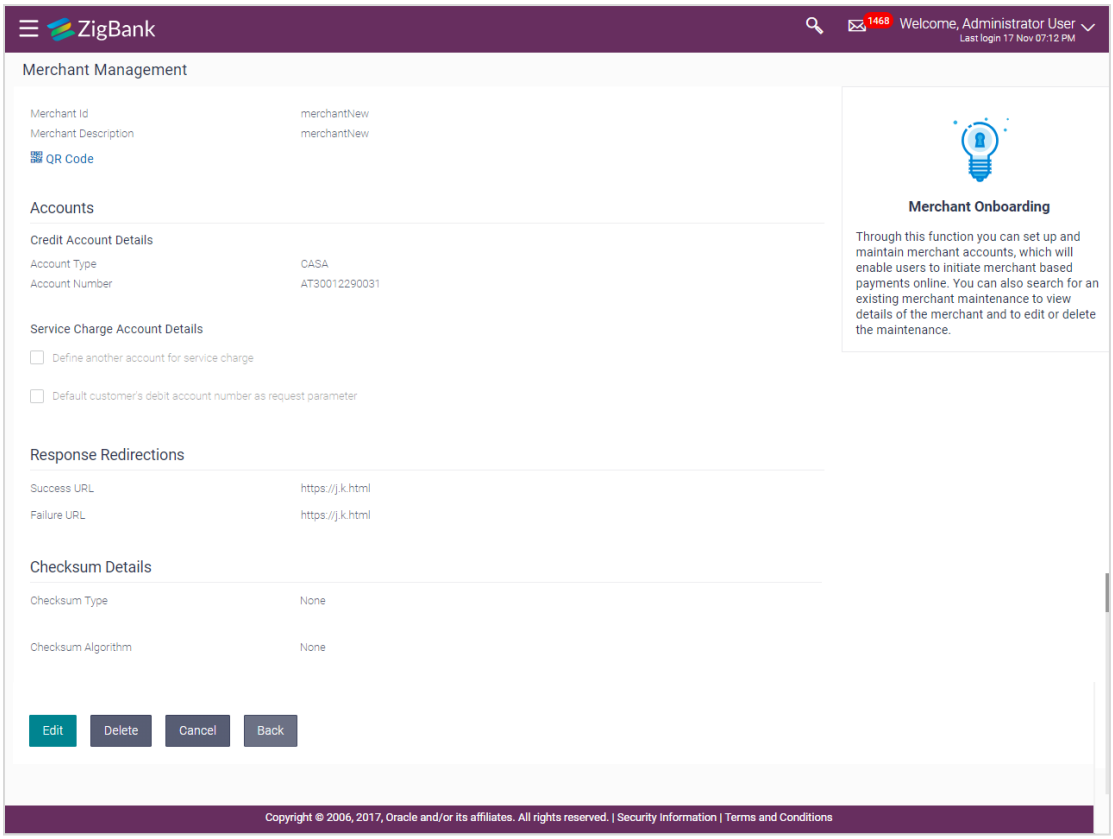
| | |
|---|---|
| **Merchant Id** | The unique ID/key assigned to the specific merchant by the bank. |
| **Merchant Description** | The description of the merchant corresponding to the merchant Id. |

4. To view the details of a specific merchant, click the record. The **Merchant Management - View** screen appears.

### 7.1.2 Merchant Management – View

On selecting a specific merchant record by clicking on the link provided on the merchant description, the screen displaying the details of the selected merchant is displayed.

**Merchant Management – View**




**Field Description**

| Field Name | Description |
|---|---|
| **Merchant Id** | The unique ID/key assigned to the merchant by the bank. |
| **Merchant Description** | The description of the merchant. |
| **QR Code** | Click the QR code link to view the QR code assigned to the merchant. |
| **Accounts** | |
| **Credit Account Details** | |
| **Account Type** | The type of account associated with the merchant, e.g. CASA. |

| Field Name | Description |
|---|---|
| **Account Number** | The merchant's credit account number. |
| **Service Charge Account Details** | |
| **Define another account for service charge** | This checkbox is selected if the merchant has another account defined for service charge. |
| **Account Type** | The service charge account type associated with the merchant e.g. CASA account.<br>This field appears if **Define Account number for service charge** check box is selected. |
| **Account Number** | The merchant's credit account number.<br>This field appears if **Define Account number for service charge** check box is selected. |
| **Default customer's debit account number as request parameter** | This check box is selected if the customer's debit account number is defaulted as request parameter. |
| **Response Redirections** | |
| **Success URL** | The URL for sending the response of the transaction for a successful transaction. |
| **Failure URL** | The URL for sending the dynamic response of the transaction for a failed transaction. |
| **Checksum Details** | |
| **Checksum Type** | The checksum type. |
| **Checksum Algorithm** | The checksum algorithm. |
| **Security Key** | Input the security key.<br>Field will be displayed if a value is selected in checksum algorithm. |

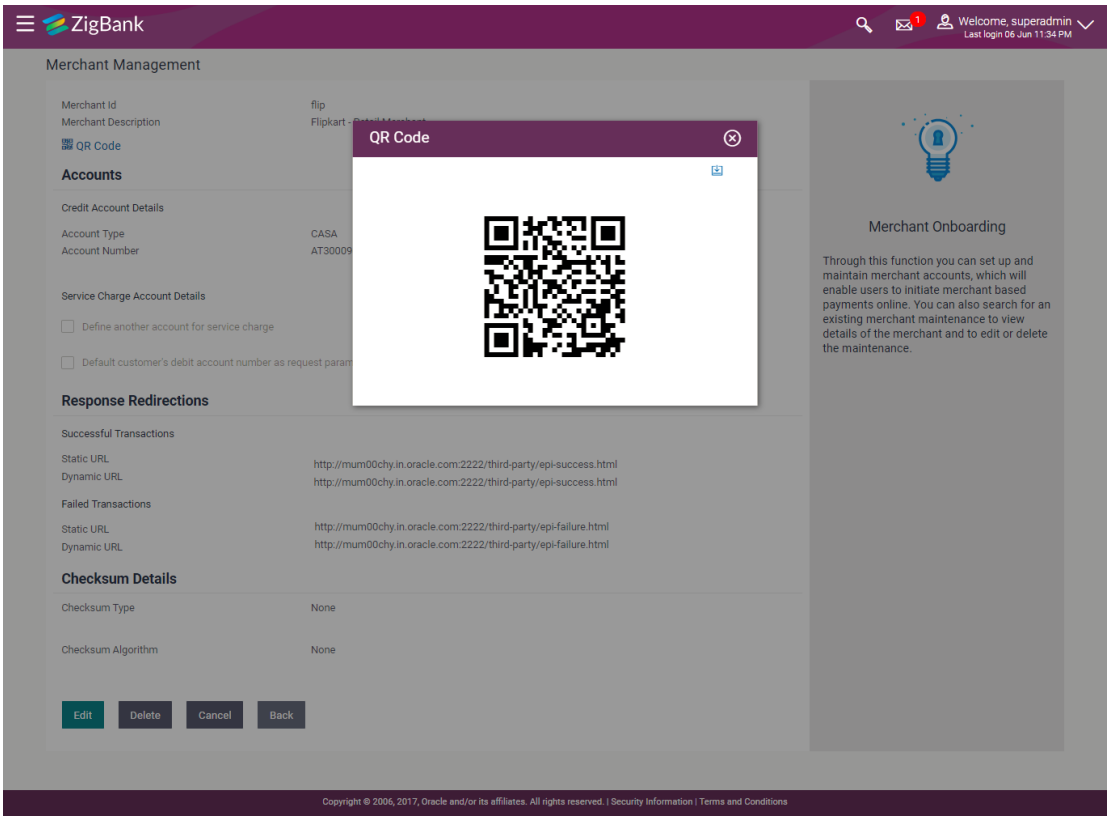
1. Click the **QR Code** link to view the QR Code of the merchant. A pop-up screen with QR code appears. You can also download the QR Code so as to send it to the merchant through offline mode.
2. Click **Edit** to edit merchant details. The user is directed to the **Merchant Management - Edit** screen.
   OR
   Click **Back to navigate to the previous screen**.
   OR
   Click **Cancel** to cancel the transaction.

   OR

   Click **Delete** to delete the merchant maintenance.

### QR code

The QR code is displayed if the system administrator clicks on the QR code link on the Merchant Maintenance details screen. The administrator is provided with the facility to download the QR code so as to send it to the merchant through any offline mode.




3. Click to download the QR Code image of the merchant.

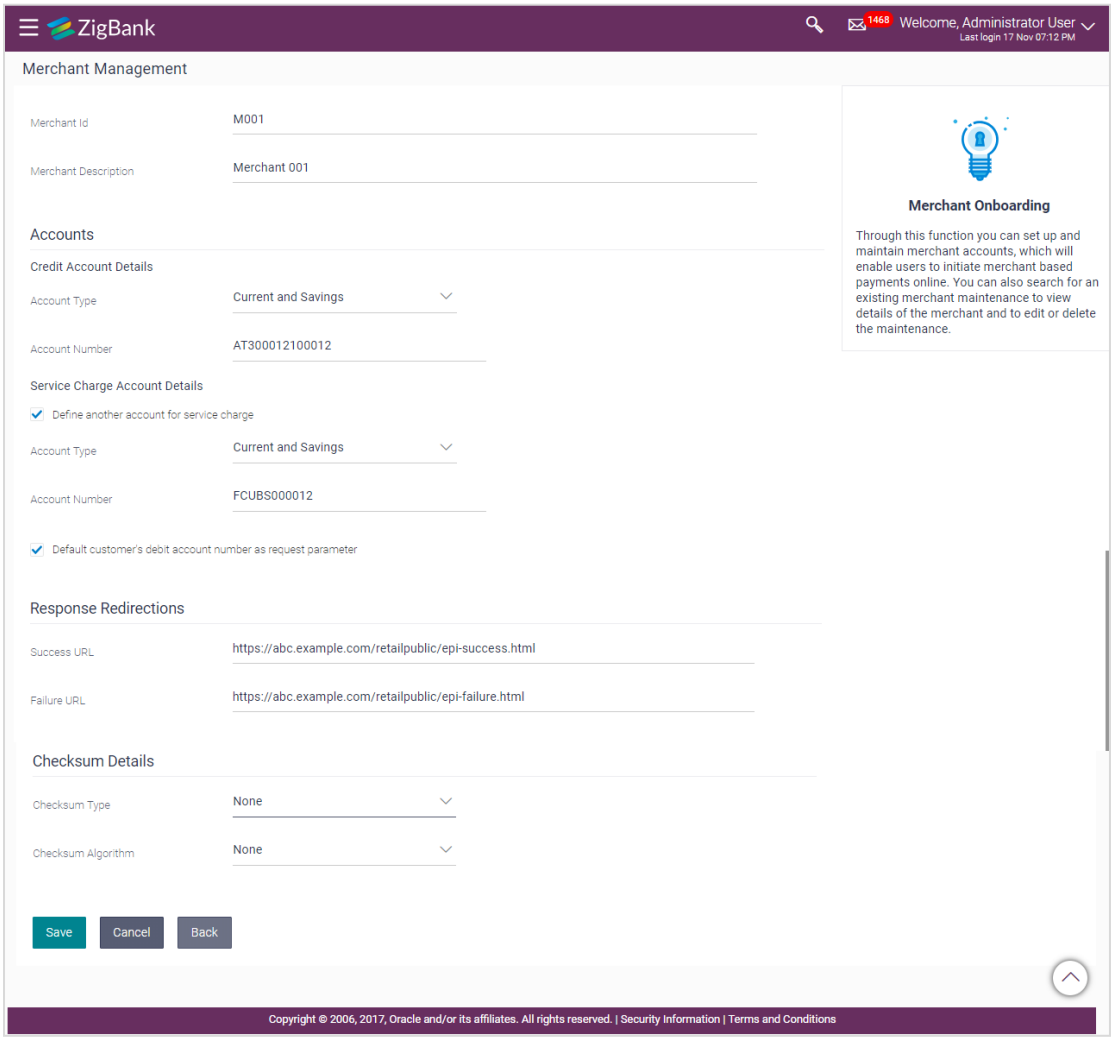
### 7.1.3 Merchant Management – Create Merchant

The system administrator can create a new merchant so that the bank's customers can make payments to the merchant using channel banking or by scanning the QR code of the Merchant without entering merchant account details. The QR code is generated once the merchant is created by the bank administrator.

**To create a merchant:**

1. In the **Merchant Maintenance screen, c**lick Create. The **Merchant Management – Create** screen appears.

**Create Merchant**



**Field Description**

| Field Name | Description |
|---|---|
| **Merchant Id** | Specify a unique ID by which the merchant will be identified. |
| **Merchant Description** | Enter a description of the merchant. |
| **Accounts** | |
| **Credit Account Details** | |
| **Account Type** | Specify the type of account i.e. GL or CASA account, associated with the merchant. |
| **Account Number** | Specify the merchant's credit account number. |
| **Service Charge Account Details** | |
| **Define another account for service charge** | The option to define another account of the merchant. |
| **Account Type** | Select the type of service charge account being added e.g. CASA account.<br>This field appears if you select the **Define another Account for service charge** check box. |
| **Account Number** | Enter the merchant's service charge account number to be added.<br>This field appears if only if you select the **Define another Account for service charge** check box. |
| **Default customer's debit account number as request parameter** | Select this box to enable defaulting of the customers debit account number from request parameter. |
| **Response Redirections** | |
| **Success URL** | Specify the URL for sending the response of the transaction for a successful transaction. |
| **Failure URL** | Specify the URL for sending the response of the transaction for a failed transaction. |
| **Checksum Details** | |
| **Checksum Type** | Specify the checksum type. |
| **Checksum Algorithm** | Specify the checksum algorithm. |

| Field Name | Description |
|---|---|
| **Security Key** | Input the security key.<br>This field appears if a value is selected in checksum algorithm. |

2. In the **Merchant Id** field, enter the ID of the merchant.
3. In the **Merchant Description** field, enter the description of the merchant.
4. From the **Account Type** list under the section **Credit Account Details**, select the appropriate account type.
5. In the **Account Number** field, enter the account number of the merchant corresponding to the account type selected.
6. In the **Response Redirections** section, enter the valid URL in the **Success URL** field.
7. In the **Response Redirections** section, enter the valid URL in the **Failure URL** field.
8. Click **Save** to save the Merchant details.
   OR
   Click **Cancel** to cancel the transaction.
   OR
   Click **Back** to navigate to the previous screen.
9. The **Review** screen appears, verify the details and click **Confirm** to confirm the details.
   OR
   Click **Edit** to make changes if any.
   The administrator is directed to **Merchant Management – Create** screen with values in editable form.
   OR
   Click **Cancel** to cancel the operation and to navigate back to 'Dashboard'.
10. The success message appears along with the status of the transaction. Click **Done**.

### 7.1.4 Merchant Management – Edit

The system administrator can edit the details of any merchant maintained in the application. In order to edit the details of any merchant, the user must select the **Edit** option provided on Merchant Maintenance – View (details) page of the specific merchant.

**To edit a merchant:**

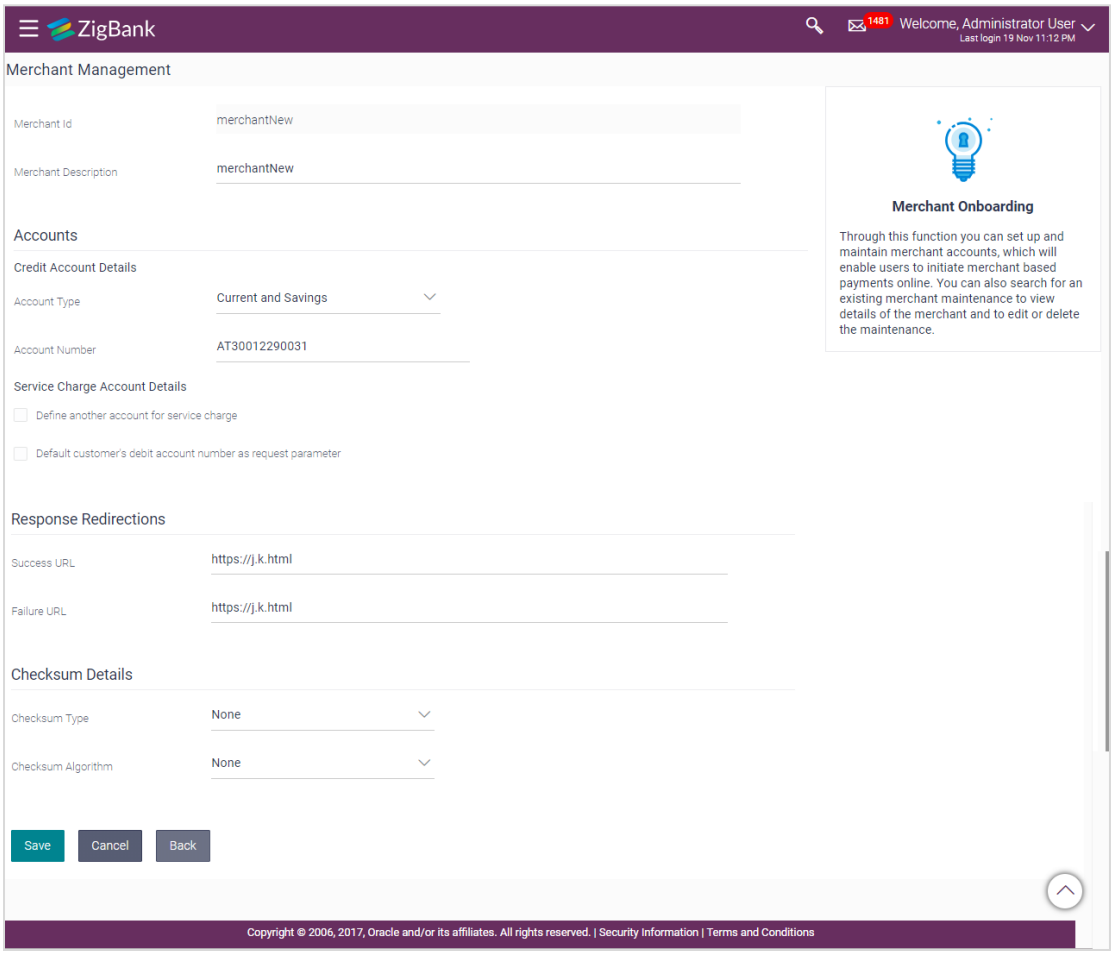
1. Navigate to the **Merchant Management** screen and in the **Merchant Id** field, enter the unique id of the merchant whose details you want to edit.
   OR
   In the **Merchant Description** field, enter the description of the merchant whose details you want to edit.
2. Click **Search**. The search results appear based on the search parameters defined.
   OR
   Click **Clear,** if you want to reset the search parameters.
   OR
   Click **Cancel,** if you want to cancel the transaction.

   OR

Click **Create** to create a new merchant maintenance.

3. Select the merchant record of which details you want to edit, by selecting the link provided on the merchant description. The **Merchant Management** – **View** screen appears.
4. Click the **Edit** option available on the Merchant Management– View screen to edit merchant details. The administrator is directed to the **Merchant Management - Edit** screen.

### Merchant Management - Edit




### Field Description

| Field Name | Description |
|---|---|
| **Merchant Id** | The unique ID assigned to the merchant by the bank. This field cannot be edited. |
| **Merchant Description** | The description of the merchant. This field is editable. |
| **Accounts** | |
| **Credit Account Details** | |

| Field Name | Description |
|---|---|
| **Account Type** | The type of account associated with the merchant, e.g. CASA. This field is editable. |
| **Account Number** | The merchant's credit account number.<br>This field is editable. |
| **Service Charge Account Details** | |
| **Define another account for service charge** | This check box is checked if the merchant has another account defined for service charge. This field is editable. |
| **Account Type** | The service charge account type associated with the merchant e.g. CASA account. This field is editable.<br>This field appears if **Define Account number for service charge** check box is selected. |
| **Account Number** | The merchant's credit account number. This field is editable.<br>This field appears if **Define Account number for service charge** check box is selected. |
| **Default customer's debit account number as request parameter** | This checkbox is checked if the customer's debit account number is defaulted as request parameter.<br>This field is editable. |
| **Response Redirections** | |
| **Success URL** | The URL for sending the response of the transaction for a successful transaction. |
| **Failure URL** | The URL for sending the response of the transaction for a failed transaction. |
| **Checksum Details** | |
| **Checksum Type** | The checksum type. This field is editable. |
| **Checksum Algorithm** | The checksum algorithm. This field is editable. |
| **Security Key** | Input the security key. This field is editable.<br>This field appears only if a value is selected in checksum algorithm. |

5. Update the required fields, click **Save** to save the changes.
   OR
   Click **Cancel** to cancel edit of the merchant maintenance.
   OR
   Click **Back** to navigate to the previous screen.

6. The **Review** screen appears, verify the details and click **Confirm** to confirm the details.
   OR
   Click **Edit** to make the changes if any.
   The administrator is directed to **Merchant Management – Edit** screen with all values (other than Merchant ID) in editable form.
   OR
   Click **Cancel** to cancel the operation and navigate back to 'Dashboard'.
7. The success message appears along with the status of the transaction. Click **Done**.

### 7.1.5 Merchant Management - Delete

The System administrator can delete any merchant maintained in the application.

**To delete a merchant:**

1. Navigate to the **Merchant Management** screen and in the **Merchant Id** field, enter the unique ID of the merchant whose maintenance you want to delete
   OR
   In the **Merchant Description** field, enter the description of the merchant whose maintenance you want to delete.

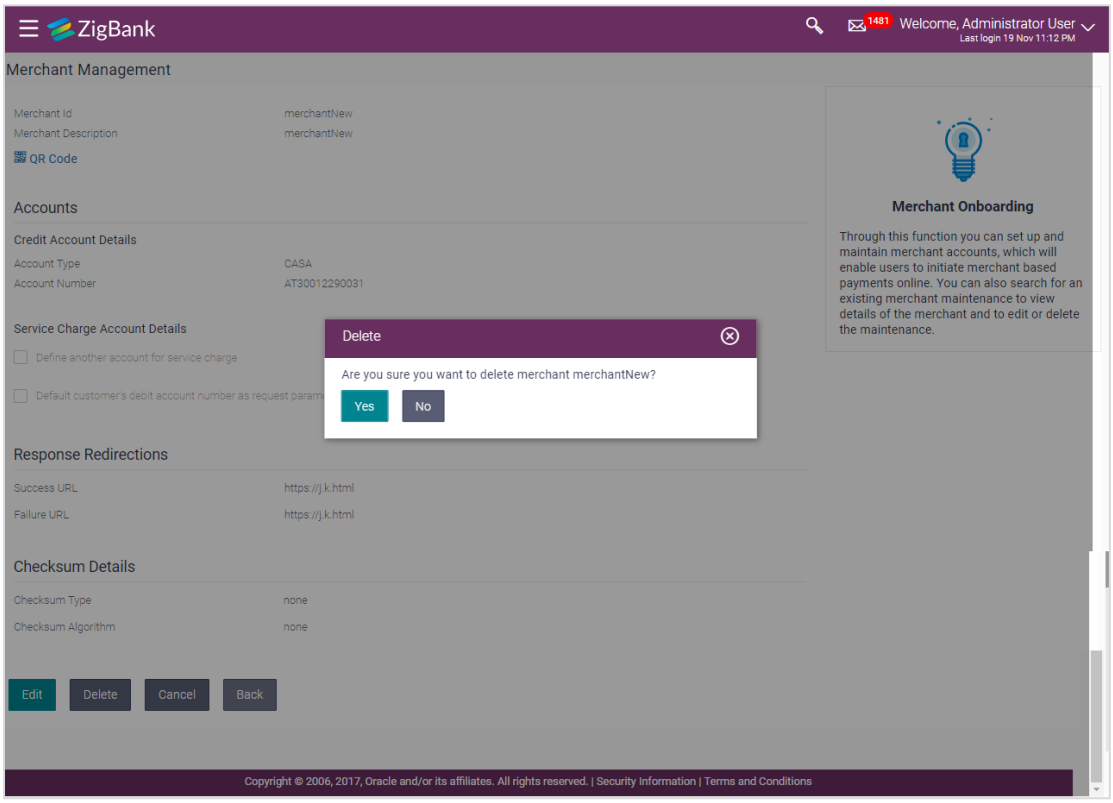
   Click **Search**. The search results appear based on the search parameters defined.
   OR
   Click **Clear,** if you want to reset the search parameters.
   OR
   Click **Cancel,** if you want to cancel the transaction.

   OR

   Click **Create** to create a new merchant maintenance.
2. Select the merchant record whose maintenance you want to delete, by selecting the link provided on the merchant description. The **Merchant Management** – **View** screen appears.
3. Click the **Delete** option available on the Merchant Management – View screen.

   The application displays a message asking the applicant to confirm deletion.

**Merchant Management - Delete**




4. Click **Yes** to delete the merchant. A confirmation page appears with a success message and the status of deletion.
   OR
   Click **No** if you do not wish to delete the Merchant Maintenance.
5. Click **Ok**.

# FAQs

1. **Who can create or edit merchants?**

   The System administrator can create and edit the merchants.

2. **Can I specify the account number which is not held within this Bank?**

   No, Merchant account number/GL should be of the same bank.

3. **When will the newly added merchants be available to customers?**

   Newly added merchants will be made available to the customers with immediate effect.

4. **What is the significance of defining separate account numbers for service charge account?**

Service charges, if applicable, for an online transaction initiated by a customer will be accounted separately in the merchant's account number maintained for service charge credits.

**Home**

# 8. Electronic Bill Presentment and Payment

Electronic bill presentment and payment (EBPP) is a process that enables the billers to create, and present the bills / invoices online to their customers. This feature also enables the customers/ users to pay the bills online. The EBPP services are widely used in many areas like utility bill payment, fund transfer through net banking against various purchases of utility products and services by the users, payment to service providers, mobile/ DTH bill payment etc.

The main advantage of electronic bill presentment and payment is that users/ customers can pay their bills anytime quickly and conveniently, which saves lots of time and paper work.

**Note**: Currently the new Electronic bill presentment and payment (EBPP) module will work only with third party and is not yet qualified with UBS. The existing Bill Payments module under 'Payments' will continue to work with UBS. For more details, refer ‘Bill Payments’ section in the *User Manual Oracle Banking Digital Experience Retail Payments*.

**Home**

# 8.1 Biller Onboarding

Bank customers initiate bill (utility) payments from their accounts using channel banking facility by selecting billers maintained by the Bank. Using Biller Onboarding, System Administrators can create billers. The system administrator also defines payment methods accepted by biller (e.g. Current and Savings Account, Credit Card, Debit Card etc) while creating a biller, category of the biller, full address of the biller and location/ area in which the biller operates or provides his services.

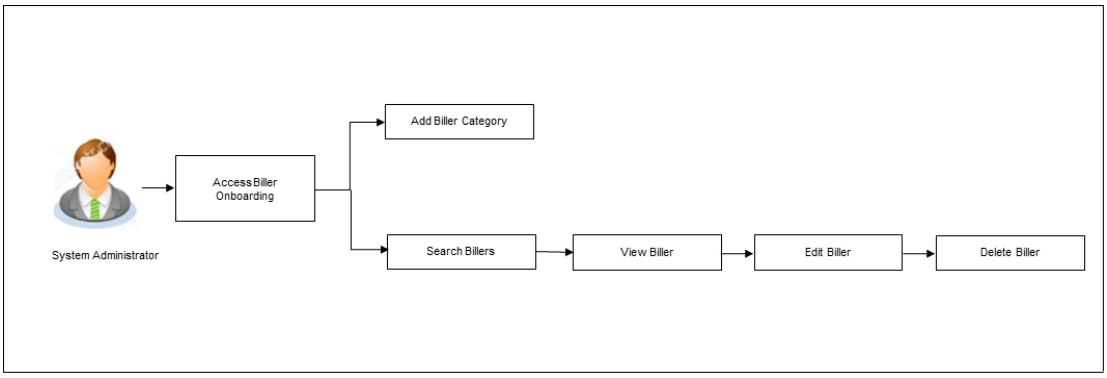
System Administrator creates billers, which are then made available to the customers to register themselves with these billers to receive and pay bills online.

This option allows the System Administrator to search and view the list of existing billers in the system.

**Pre-Requisites**

- Transaction access is provided to System Administrator.
- Approval rule set up for System Administrator to perform the actions.
- Billers are maintained in core banking application.

**Workflow**




**Features Supported In Application**

This option allows the System Administrator to:

- Search Biller
- Create Biller
- View Biller
- Edit Biller

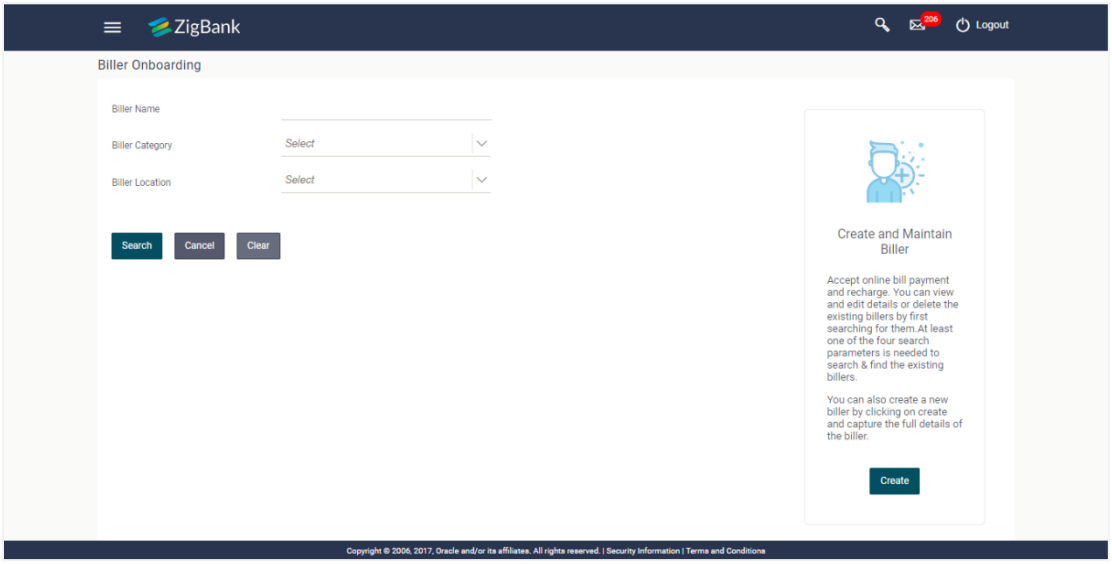
**How to reach here:**

*System/ Bank Administrator Dashboard > Toggle Menu > Onboarding > Biller Onboarding*
*OR*
*System Administrator Dashboard > Onboarding > Biller Onboarding*

## 8.1.1 Biller Onboarding - Search

Using this option, System Administrators search the existing billers based on parameters like Biller ID, Biller Name, Biller Category and Biller Location. The search result displays a list of all biller types, that is Presentment only, Payment only and Presentment + Payment & Recharge type of billers.

### Biller Onboarding - Search Biller



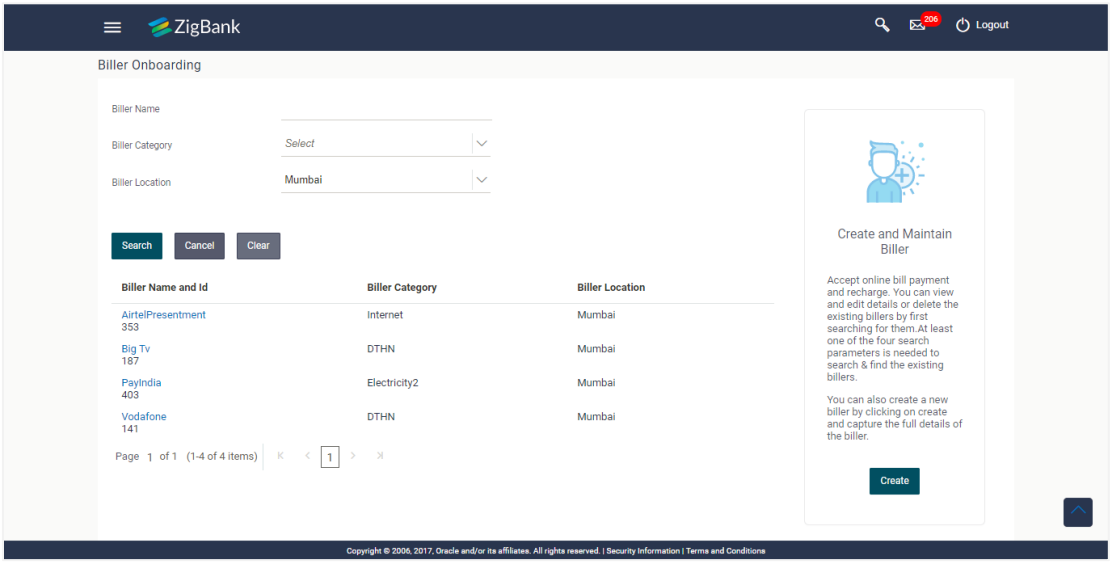

### Field Description

| Field Name | Description |
|---|---|
| **Biller Name** | The name of the biller. |
| **Biller Category** | The name of the biller category to which the biller belongs. |
| **Biller Location** | Location of the biller |

**To search billers:**

1. In **Biller Name** field, enter the name of the biller that is to be searched.
   OR
   In **Biller Category** field, enter the category to which the biller belongs.
   OR
   In **Biller Location** field, enter the location of the biller.
2. Click **Search**, to search the billers.
   OR
   Click **Clear** if you want to reset the search parameters.
   OR
   Click **Cancel** if you want to cancel the transaction.

### Biller Onboarding - Search Result




### Field Description

| Field Name | Description |
|---|---|
| **Search Result** | |
| **Biller Name and Id** | The name of the biller. |
| **Biller Category** | The name of the biller category to which the biller belongs. |
| **Biller Location** | Location of the biller |

3. Click **Create** to create a new biller.

## 8.1.2 Biller Onboarding - Create

Using this option, the System Administrator can create a biller with specific labels. System Administrator defines whether the biller accepts:

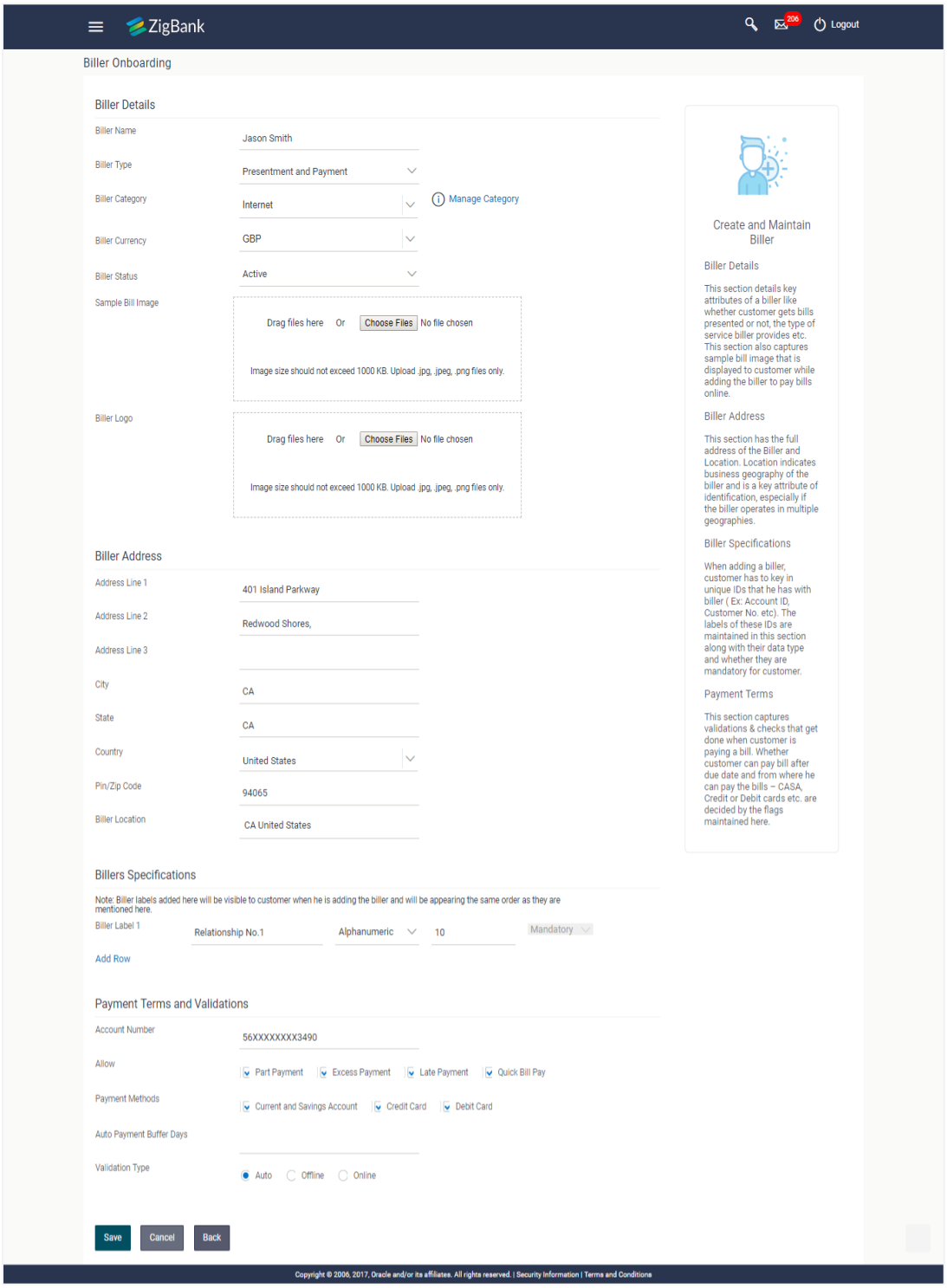
- Quick Bill Payment( bill payment without customer registration) - for Payment type billers only
- Quick Recharge(pre-paid recharge without customer registration) - for Recharge type billers only
- Bill payments past due date- for presentment only type biller
- Part bill payment - for presentment only type biller
- Excess bill payment - for presentment only type biller

The administrator also defines the various payment methods accepted by the biller like Current and Savings Account, Credit Card, Debit Card etc. System administrator can also upload image of biller's logo and sample bill, if available.

**To create a biller:**

1. In the **Biller Onboarding** screen, click **Create**. The **Biller Onboarding - Create** screen appears.

**Create Biller**



**Field Description**

| Field Name | Description |
|---|---|
| **Biller Name** | The name of the biller. |
| **Biller Type** | The option to select biller type.<br>The biller type can be:<br>• Presentment: Biller is of Presentment type<br>• Payment: Biller is of Payment type<br>• Presentment and Payment: Biller is of Presentment+Payment type<br>• Recharge: Biller is of Recharge type |
| **Biller Category** | Category to which biller belongs, ex: Telecom, Internet etc. |
| **Biller Currency** | Currency of the biller. |
| **Biller Status** | The status of the biller.<br>The options are:<br>• Active<br>• Inactive |
| **Sample Bill Image** | The image of the physical bill presented by the biller, which is to be uploaded by the user.<br>This helps the user to compare and identify Relationship number fields.<br>This field appears only for biller types Presentment and Presentment and Payment. |
| **Biller Logo** | The biller logo which is to be uploaded by the user. This logo appear as an icon on the screen after uploading.<br>Both for biller sample bill and logo JPG & PNG file formats only are supported. |
| **Biller Address** | |
| **Address Line 1 to 3** | Address of the biller. |
| **City** | City of the biller. |
| **State** | State of the biller. |
| **Country** | Country of the biller. |

| Field Name | Description |
|---|---|
| **PIN/ Zip Code** | Pin/ Zip code of the biller. |
| **Biller Location** | Location of the biller. Location could be City or, Country or State or combination of these values. |
| **Biller Specifications** | |
| **Biller Label 1** | Relationship # 1 that the user has with the biller. This label will be displayed in customer screens ( ex: Add Biller) to capture customer's unique id with biller.<br>The user can select data type, maximum length of the field and whether the field is mandatory of optional. The **Biller Label 1** field is mandatory.<br>Click the **Add Row** link to add more relationships of the user with the biller.<br>The user can add up to 10 rows to define the different biller labels. |
| **Payment Terms and Validations** | |
| **Account Number** | Account number of the biller. |
| **Allow** | Select whether Part Payment, Excess Payment, Late Payment, Quick Bill Payment and Quick Recharge is allowed by the biller.<br>The options are:<br>• **Part Payment**: The option identifies whether the biller allows bill payment for an amount less than bill amount. This option appears for '**Presentment**' and '**Presentment and Payment**' type of biller.<br>• **Excess Payment:** The option identifies whether the biller allows bill payment for amount more than bill amount. This option appears for '**Presentment**' and '**Presentment and Payment**' type of biller.<br>• **Late Payment**: The option identifies whether the biller allows late bill payment i.e. Payment after due date. This option appears for '**Presentment**' and '**Presentment and Payment**' type of biller.<br>• **Quick Bill Payment**: The option identifies whether the biller allows 'Quick bill payment' i.e. paying the bills without registering the biller. This option appears for '**Payment**' and '**Presentment and Payment**' type of biller.<br>• **Quick Recharge**: The option identifies whether the biller allows "Quick recharge" i.e. doing recharge transactions without registering the biller. This option appears for '**Recharge**' type of biller. |

| Field Name | Description |
|---|---|
| **Payment Methods** | Select the payment method accepted by the biller.<br>The options are:<br>• CASA<br>• Debit Card<br>• Credit Card |
| **Auto Payment Buffer Days** | The number of days before bill due date, when the auto payment will be triggered by the system.<br>This field appears for **Presentment and Presentment** and **Payment** type of billers. |
| **Validation Type** | The option to select the validation type.<br>The options are:<br>• Auto<br>• Offline<br>• Online |
| **Validation URL** | Redirection URL for customer validation.<br>This field appears if you select Online option from the Validation Type field.<br>Note: Out of the box OBDX does not provide<br>a. Fileupload/download for offline validation and<br>b. Any adapters for online validations |

2. In **Biller Name** field, enter the name of the biller that is to be searched.
3. From the **Biller Type** list, select the appropriate biller type.
4. From the **Biller Category** list, select the appropriate option.
5. From the **Biller Currency** list, select the appropriate option.
6. From the Biller Status list, select the appropriate option.
7. Drag image or Click **Choose Files** to select and upload the **Sample Bill Image** and **Biller Logo** if required.
8. In the **Biller Address** section, enter the relevant address details of the biller.
9. In the **Biller Specifications** section, enter the Relationship # 1 in the Biller Label 1 field.
10. Click the **Add Row** link to add more relationship numbers of the user with the biller.
11. In **Account Number** field, enter the account number of the biller.
12. To enable the Part Payment, Excess Payment, Late Payment, Quick Bill Payment and Quick Recharge facilities, select the appropriate check boxes depending on the Biller Type.
13. To enable the payments from current and savings account, debit card or credit card, select CASA, Debit Card or Credit Card check box.
14. In the **Validation Type** field, select the appropriate option.

15. If you select **Online** as **Validation Type**, enter the redirection URL in the **Validation URL** field.
16. Click **Save**.
    OR
    Click **Cancel** to cancel the transaction.
    OR
    Click **Back** to navigate to the previous page.
17. The **Review** screen appears. Verify the details, and click **Confirm**.
    OR
    Click **Cancel** to cancel the transaction.
    OR
    Click **Back** to navigate to the previous page.
18. The success message along with the transaction reference number and status appears. Click **OK** to complete the transaction.

**Note**: Bank Administrator can use the 'Bulk file Upload' feature to create multiple billers.

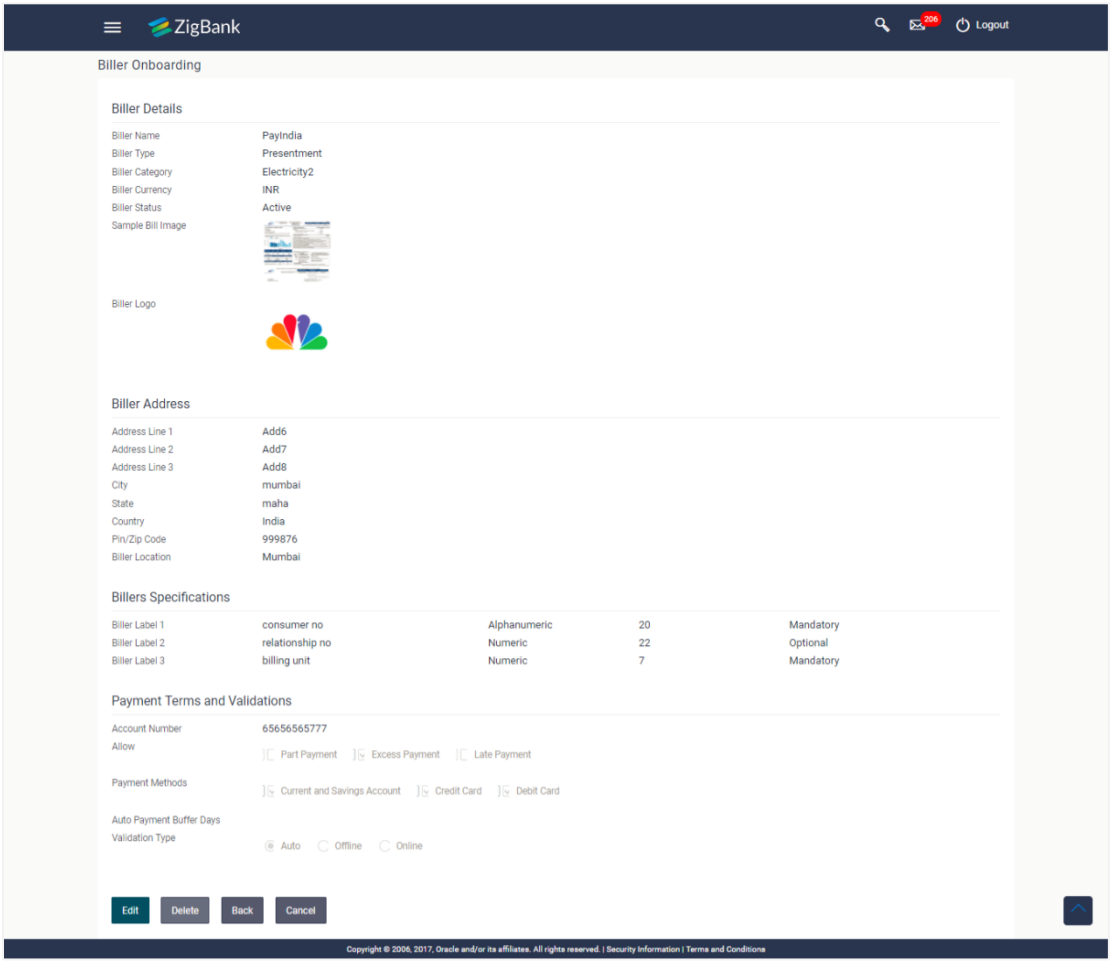
### 8.1.3 Biller Onboarding - View

System Administrator can view the list of all the current registered billers. The billers type can be of Presentment, Payment, Presentment & Payment and Recharge type.

**To view the biller:**

1. In the **Biller Onboarding** screen, enter the search criteria and click Search. The **Biller Onboarding** screen with search results appears.
   OR
   Click **Clear** to reset the search parameters.
   OR
   Click **Cancel** to cancel the search process.
2. Click the **Biller Name** link of the record for which you want to view the details. The **Biller Onboarding - Biller Details** screen appears.

## Biller Onboarding - Biller Details




## Field Description

| Field Name | Description |
|---|---|
| **Biller Details** | |
| **Biller Name** | The name of the biller. |
| **Biller Type** | The biller type.<br>The biller type can be:<br>• Presentment: Biller is of Presentment type<br>• Payment: Biller is of Payment type<br>• Presentment and Payment: Biller is of Presentment+Payment type<br>• Recharge: Biller is of Recharge type |
| **Biller Category** | The biller category. |

| Field Name | Description |
|---|---|
| **Biller Currency** | Currency of the biller. |
| **Biller Status** | The status of the biller.<br>The options are:<br>• Active<br>• Inactive |
| **Sample Bill Image** | The image of the physical bill presented by the biller, and uploaded by the user.<br>This helps the user to compare and identify Relationship number fields.<br>This field appears only for biller types **Presentment and Presentment** and **Payment**. |
| **Biller Logo** | The biller logo uploaded by the user. This logo appear as an icon. |
| **Biller Address** | |
| **Address Line 1 to 3** | Address of the biller. |
| **City** | City of the biller. |
| **State** | State of the biller. |
| **Country** | Country of the biller. |
| **PIN/ Zip Code** | Pin/ Zip code of the biller. |
| **Biller Location** | Location of the biller. Location could be City, Country, State, or combination of these values. |
| **Biller Specifications** | |
| **Biller Label 1** | Relationship # 1 that the user has with the biller.<br>The data type, field length and whether the field is mandatory or optional are also displayed. |
| **Payment Terms and Validations** | |
| **Account Number** | Account number of the biller. |
| **Allow** | Field displaying whether Part Payment, Excess Payment, Late Payment, Quick Bill Payment and Quick Recharge is allowed by the biller. |

| Field Name | Description |
|---|---|
| **Payment Methods** | Payment method accepted by the biller.<br>The options are:<br>• CASA<br>• Debit Card<br>• Credit Card |
| **Auto Payment Buffer Days** | The number of days before bill due date, when the auto payment will be triggered by the system.<br>This field will appear for **Presentment and Presentment** and **Payment** type of billers. |
| **Validation Type** | The validation type.<br>The options are:<br>• Auto<br>• Offline<br>• Online |
| **Validation URL** | Redirection URL for customer validation.<br>This field appears if the user has selected **Online** option in the **Validation Type** field. |

3. Click **Edit** to edit the biller details.
   OR
   Click **Delete** to delete the biller details.
   OR
   Click **Back** to navigate to the previous page.
   OR
   Click **Cancel** to cancel the transaction.

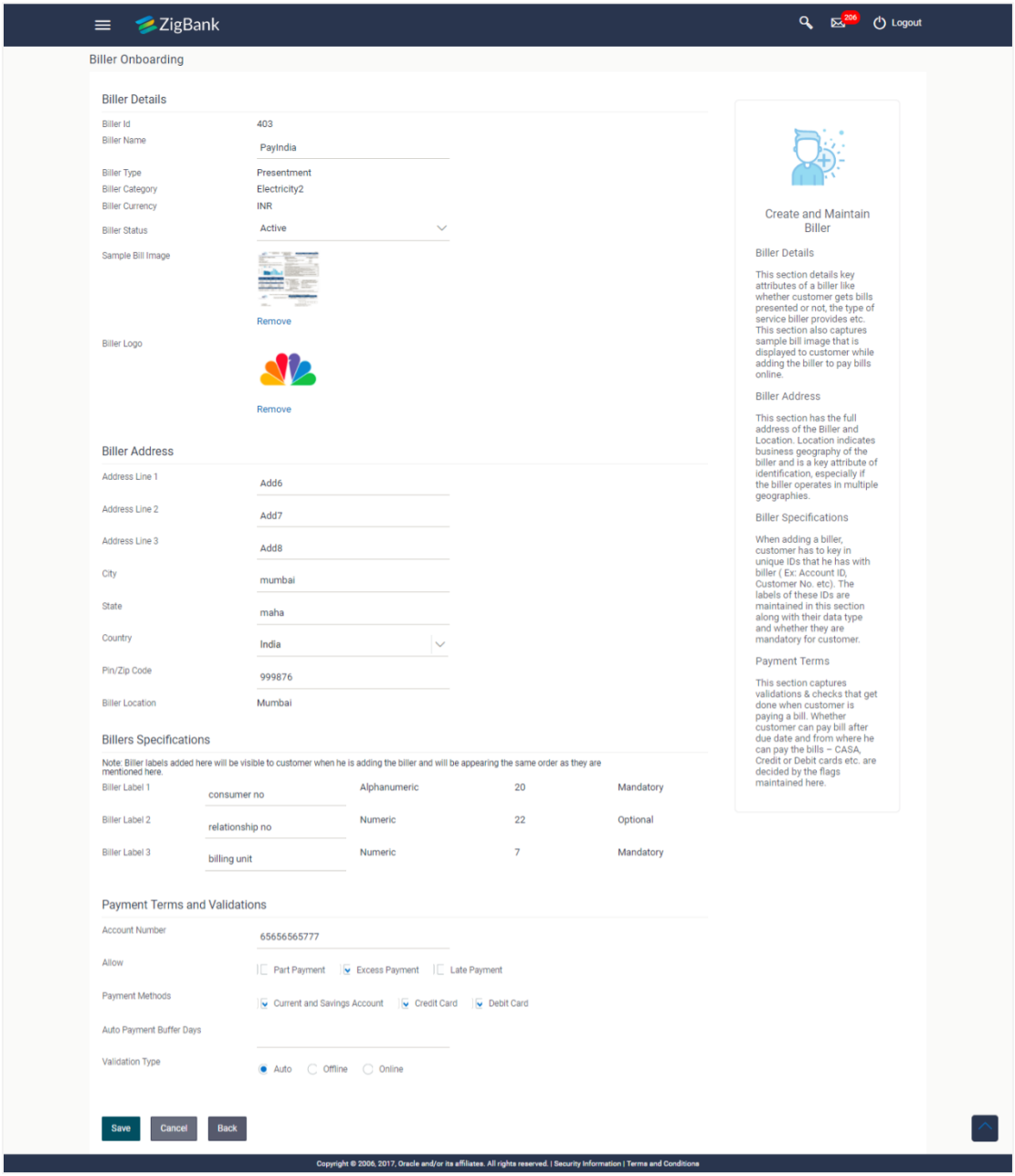
### 8.1.4 Biller Onboarding - Edit

Using this option, system administrator can edit the biller details. All the fields are editable except ‘Biller Id’, ‘Biller Type’, ‘Biller Category’ and ‘Biller Currency’.

**To edit the biller details:**

1. In the **Biller Onboarding** screen, enter the search criteria and click Search. The **Biller Onboarding** screen with search results appears.
   OR
   Click **Clear** to reset the search parameters.
   OR
   Click **Cancel** to cancel the search process.
2. Click the **Biller Name** and Id link of the record for which you want to modify the details. The **Biller Onboarding - Biller Details** screen appears.
3. Click **Edit** to edit the biller details. The **Biller Onboarding - Edit** screen appears.

## Biller Onboarding - Edit




## Field Description

| Field Name | Description |
|---|---|
| **Biller Name** | The name of the biller. |

| Field Name | Description |
|---|---|
| **Biller Type** | The option to select biller type.<br>The biller type can be:<br>• Presentment: Biller is of Presentment type<br>• Payment: Biller is of Payment type<br>• Presentment and Payment: Biller is of Presentment+Payment type<br>• Recharge: Biller is of Recharge type |
| **Biller Category** | The biller category. |
| **Biller Currency** | Currency of the biller. |
| **Biller Status** | The status of the biller.<br>The options are:<br>• Active<br>• Inactive |
| **Sample Bill Image** | The image of the physical bill presented by the biller, which is to be uploaded by the user.<br>This helps the user to compare and identify Relationship number fields.<br>This field appears only for biller types **Presentment and Presentment** and **Payment**. |
| **Biller Logo** | The biller logo which is to be uploaded by the user. This logo appear as an icon on the screen after uploading. |
| **Biller Address** | |
| **Address Line 1 to 3** | Address of the biller. |
| **City** | City of the biller. |
| **State** | State of the biller. |
| **Country** | Country of the biller. |
| **PIN/ Zip Code** | Pin/ Zip code of the biller. |
| **Biller Location** | Location of the biller. Location could be City, Country, State, or combination of these values. |
| **Biller Specifications** | |

| Field Name | Description |
|---|---|
| **Biller Label 1** | Relationship # 1 that the user has with the biller. This label will be displayed in customer screens (ex: Add Biller) to capture customer's unique id with biller.<br>The data type, field length and whether the field is mandatory or optional are also displayed against the field and are not editable. |
| **Payment Terms and Validations** | |
| **Account Number** | Account number of the biller. |
| **Allow** | Select whether Part Payment, Excess Payment, Late Payment, Quick Bill Payment and Quick Recharge is allowed by the biller.<br>This field appears only for Presentment type of biller. |
| **Payment Methods** | Select the payment method accepted by the biller.<br>The options are:<br>• CASA<br>• Debit Card<br>• Credit Card |
| **Auto Payment Buffer Days** | The number of days before bill due date, when the auto payment will be triggered by the system.<br>This field will appear for Presentment and Presentment and Payment type of billers. |
| **Validation Type** | The option to select the validation type.<br>The options are:<br>• Auto<br>• Offline<br>• Online |
| **Validation URL** | Redirection URL for customer validation. |

4. In **Biller Name** field, enter the name of the biller that is to be searched, if required.
5. From the **Biller Status** list, select the appropriate option, if required.
6. Click the **Remove** link to remove the uploaded image, and click **Choose Files** to select and upload a new **Sample Bill Image** and **Biller Logo** if required.
7. In the **Biller Address** section, enter the relevant address details of the biller.
8. In the **Biller Specifications** section, edit the Relationship # 1 in the Biller Label 1 field, if required.
9. In **Account Number** field, enter the account number of the biller.

10. To enable the Part Payment, Excess Payment, Late Payment, Quick Bill Payment and Quick Recharge facilities, select the appropriate check boxes depending on the Biller Type.
11. To enable the payments from current and savings account, debit card or credit card, select CASA, Debit Card or Credit Card check box.
12. In the **Validation Type** field, select the appropriate option.
13. If you select **Online** as **Validation Type**, enter the redirection URL in the **Validation URL** field.
14. Click **Save**.
    OR
    Click **Cancel** to cancel the transaction.
    OR
    Click **Back** to navigate to the previous page.
15. The **Review** screen appears. Verify the details, and click **Confirm**.
    OR
    Click **Cancel** to cancel the transaction.
    OR
    Click **Back** to navigate to the previous page.
16. The success message along with the transaction reference number and status appears. Click **OK** to complete the transaction.

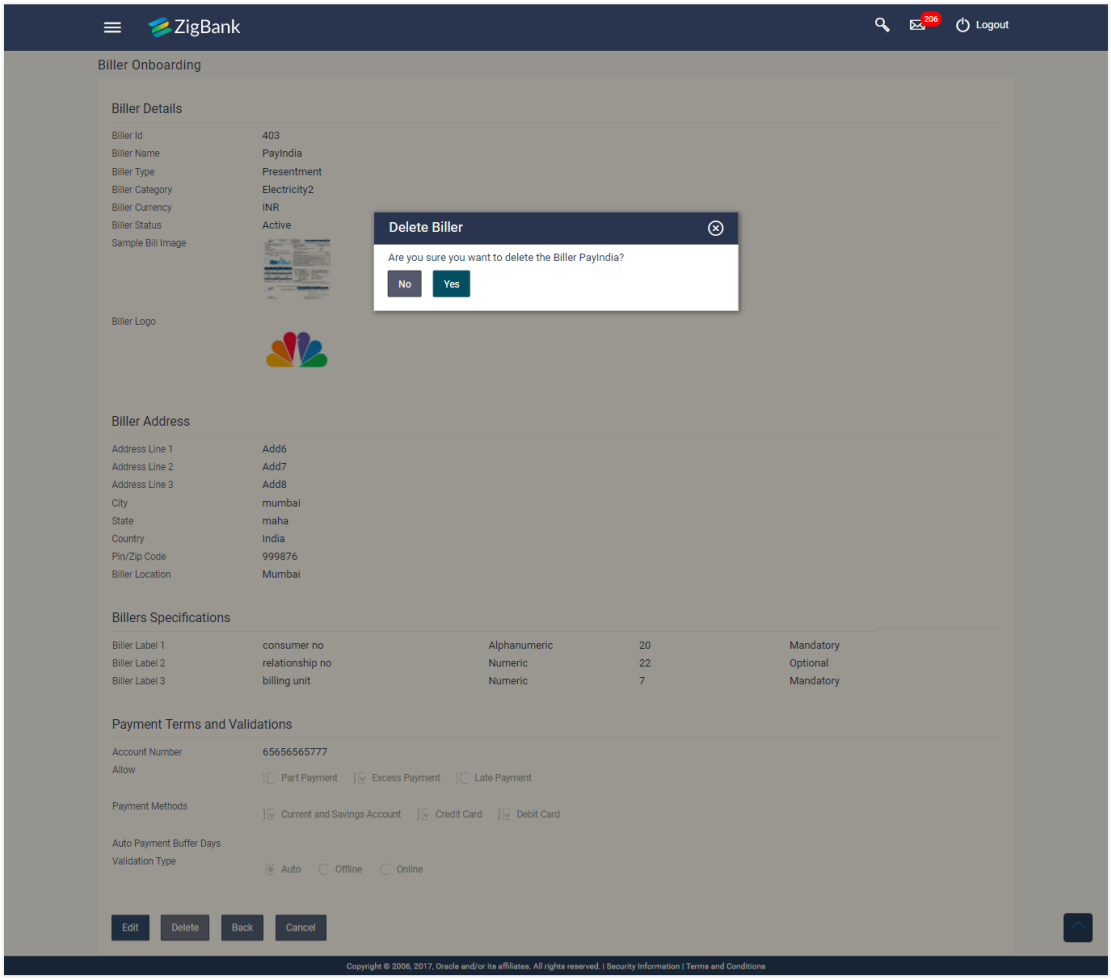
### 8.1.5 Biller Onboarding - Delete

Using this option the system administrator can delete an existing biller.

**To delete a biller:**

1. In the **Biller Onboarding** screen, enter the search criteria and click **Search**. The **Biller Onboarding** screen with search results appears.
   OR
   Click **Clear** to reset the search parameters.
   OR
   Click **Cancel** to cancel the search process.
2. Click the **Biller Name and Id** link of the record for which you want to modify the details. The **Biller Onboarding - Biller Details** screen appears.
3. Click **Delete**. The application prompt the administrator with a message 'Are you sure you want to delete the biller' with an option of Yes / No.

### Biller Onboarding - Delete




4. Click **Yes** to proceed with the deletion request.
   It will navigate to confirmation page with a success message along with the status and reference number.
   OR
   Click **No** if you do not wish to proceed with deletion.
5. Click **OK** to complete the transaction.

Home

# 9. Limits Definition

Limits are defined by the bank to set up amount and duration based restrictions on the transactions that can be carried out by the user.

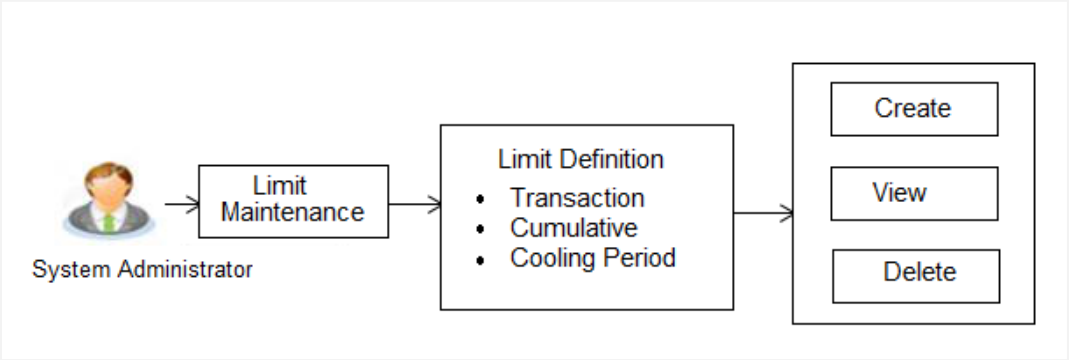
As part of limits definition maintenance, following types of limits can be defined:

- Transaction: It is the initiation limit with minimum and maximum amount defined typically for a user with role 'Maker'
- Cumulative: It is the collective transaction amount limit for all the transactions that can be performed during a day/month and maximum number of transaction in a day/month
- Cooling Period: Payee cooling period limit is a time and the amount limit set by the bank during which fund transfer is not allowed or allowed till the specified limit, to a newly added payee.
- Limit package maintenance allows the administrator to map these definitions to every transaction.

**Pre-Requisites**

- Transaction access is provided to System Administrator.
- Approval rule set up for System Administrator to perform the actions.

**Workflow**




**Features supported in application**

Using this option system administrator can perform the following actions:

- Search/ View Limits
- Create Limit
- Delete Limits

**How to reach here:**

*System Administrator Dashboard > Limits > Limits Definition*
*OR*

*System/ Bank Administrator Dashboard > Toggle menu > Limits > Limits Definition*

## 9.1 Limits Definition - View

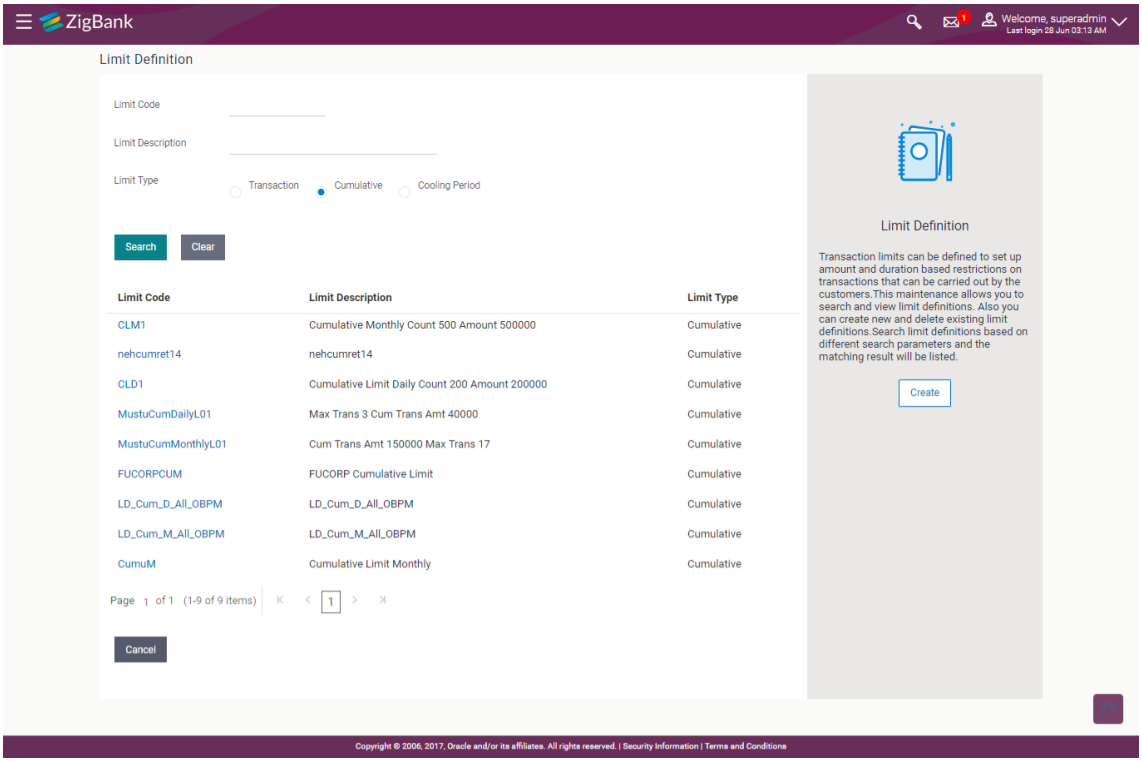
Using this option, administrator can search for particular limit based on different search parameters. The search results displays a limit list based on different search filters selected.

If the search parameters are not specified, records of all the limits maintained in the application for selected limit type are displayed.

**To search and view limits:**

1. In the **Limits Definition** screen, enter the search parameters and click **Search**. The **Limits Definition** screen with search results appears based on the searched criteria.
   OR
   Click **Clear** to reset the search parameters.
   OR
   Click **Cancel** to cancel the search process.

**Limits Definition - Search**



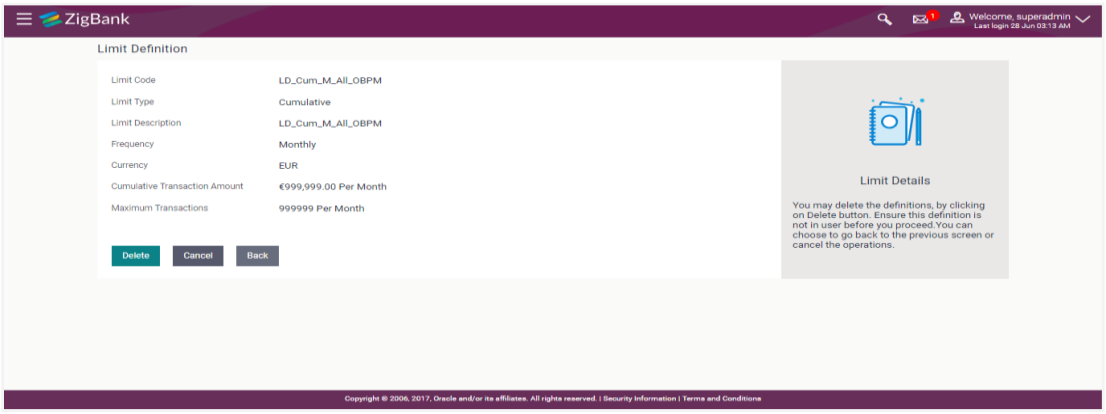

**Field Description**

| Field Name | Description |
|---|---|
| **Limit Code** | Name of the limit with unique identifier. |
| **Limit Description** | Description of the limit. |

| Field Name | Description |
|---|---|
| **Limit Type** | The limit type are:<br>• Transaction – It is the initiation limit with minimum and maximum amount<br>• Cumulative – It is a duration based cumulative limit with maximum amount and number of transactions for a day/month<br>• Cooling Period – Payee cooling period limit is a time and the amount limit set by the bank during which fund transfer is not allowed or allowed till the specified limit, to a newly added payee. |
| **Search Results** | |
| **Limit Code** | Name of the limit with unique identifier. |
| **Limit Description** | Description of the limit. |
| **Limit Type** | The limit type are:<br>• Transaction – It is the initiation limit with minimum and maximum amount<br>• Cumulative – It is a duration based cumulative limit with max amount and number of transactions for a day/month<br>• Cooling Period – Payee cooling period limit is a time and the amount limit set by the bank during which fund transfer is not allowed or allowed till the specified limit, to a newly added payee. |

2. Click the **Limit Code** of the record to view the details. The **Limits Definition -View** screen appears.

**Limits Definition - View**



3. Click **Delete** to delete the limit.
   OR
   Click **Back** to navigate to the previous screen.
   OR
   Click **Cancel** to cancel the transaction and navigate back to dashboard.

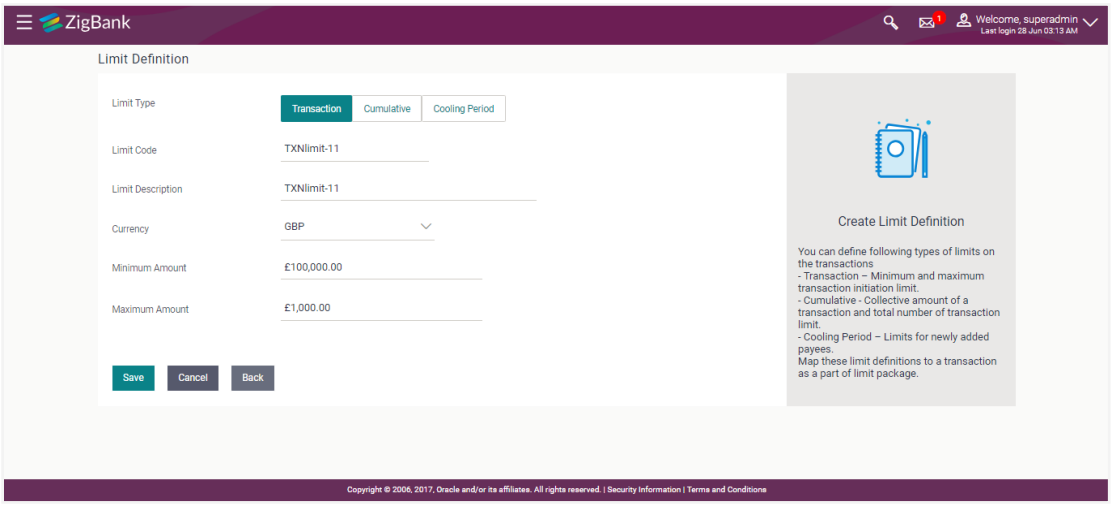
## 9.2 Limits Definition - Create

Using this option, System Administrator can create a limit as required.

**To create a transaction limit:**

1. In the **Limits Definition** screen, click **Create**. The **Limits Definition - Create** screen with **Transaction** tab appears.

**Limits Definition - Transaction - Create**



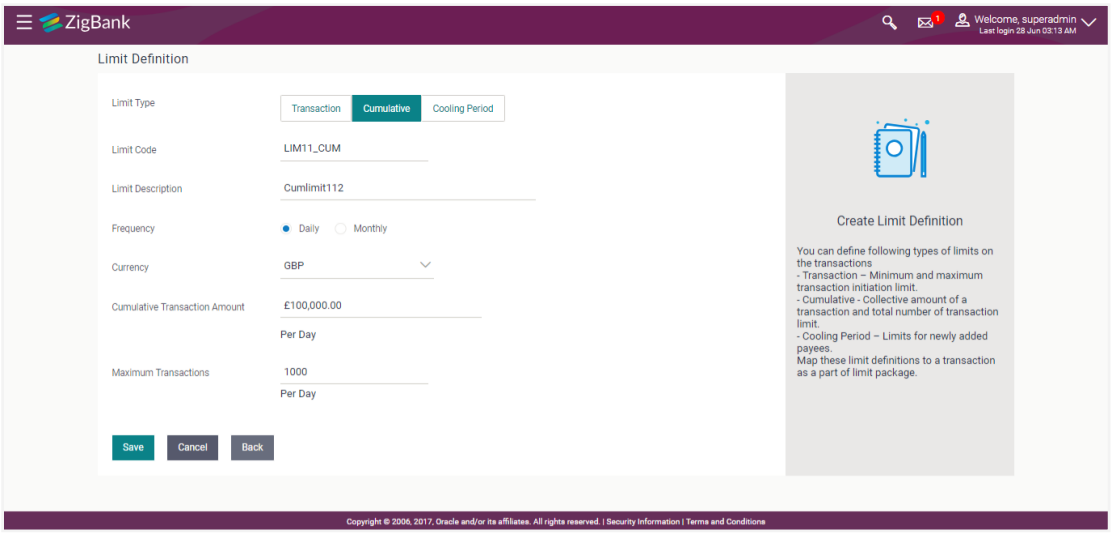

**Field Description**

| Field Name | Description |
|---|---|
| **Limit Type** | The type of limit.<br>The limit type for selection are:<br>• Transaction – It is the initiation limit with minimum and maximum amount<br>• Cumulative – It is a duration based limit with maximum amount and number of transactions for a day/month<br>• Cooling Period – Payee cooling period limit is a time and the amount limit set by the bank during which fund transfer is not allowed or allowed till the specified limit, to a newly added payee. |
| **Limit Code** | The name of the limit with unique identifier. |

| Field Name | Description |
|---|---|
| **Limit Description** | Description of the limit. |
| **Currency** | The currency to be set for the limit. |
| **Minimum Amount** | The minimum amount for a transaction in selected currency. |
| **Maximum Amount** | The maximum amount for a transaction in selected currency. |

2. In the **Transaction** tab screen, enter the code in the **Limit Code** field.
3. In the **Limit Description** field, enter the description of the limit.
4. From the **Currency** field, select the appropriate currency for the limits.
5. In the **Minimum Amount** and **Maximum Amount** field, enter the minimum and maximum amount for a transaction in local currency.
6. Click **Save** to save the created limit.
   OR
   Click **Back** to navigate to previous screen.
   OR
   Click **Cancel** to cancel the transaction and navigate back to dashboard.
7. The **Review** screen appears. Verify the details, and click **Confirm**.
   OR
   Click **Cancel** to cancel the transaction.
   OR
   Click **Back** to navigate to previous screen.
8. The success message of transaction submission appears.
   Click **OK** to complete the transaction.

### Limits Definition - Cumulative - Create



**Field Description**

| Field Name | Description |
|---|---|
| **Limit Type** | The type of limit.<br>The limit type for selection are:<br>• Transaction – It is the initiation limit with minimum and maximum amount<br>• Cumulative – It is a duration based limit with maximum amount and number of transactions for a day/month<br>• Cooling Period – Payee cooling period limit is a time and the amount limit set by the bank during which fund transfer is not allowed or allowed till the specified limit, to a newly added payee. |
| **Limit Code** | The name of the limit with unique identifier. |
| **Limit Description** | Description of the limit. |
| **Frequency** | The specific duration for which the limits can be utilized and available.<br>The options are:<br>• Daily<br>• Monthly |
| **Currency** | The currency to be set for the limit. |
| **Cumulative Transaction Amount** | The collective amount in selected currency for transactions that can be performed in a day. |
| **Maximum Transactions** | The maximum number of transactions that can be performed per day. |

**To create a cumulative limit:**

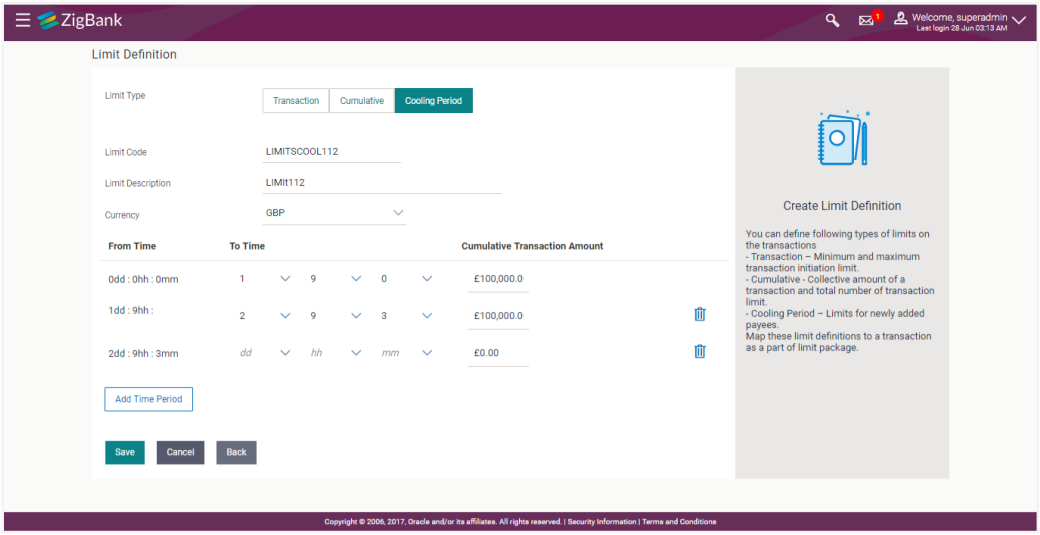
1. Click the **Cumulative** tab. The **Limits Definition - Create** screen with **Cumulative** tab appears.
2. Enter the relevant information in **Limit Code** and **Limit Description** field.
3. From the **Frequency** field, select the appropriate duration for the limits.
4. From the **Currency** field, select the appropriate currency for the limits.
5. In the **Cumulative Transaction Amount** field, enter the collective amount of transaction in local currency.
6. In the **Maximum Transactions** field, enter the value for maximum number of transactions.
7. Click **Save** to save the created limit.
   OR

Click **Back** to navigate to previous screen.
OR
Click **Cancel** to cancel the transaction and navigate back to dashboard.

8. The **Review** screen appears. Verify the details, and click **Confirm**.
OR
Click **Cancel** to cancel the transaction.
OR
Click **Back** to navigate to previous screen.

9. The success message of transaction submission appears.
Click **OK** to complete the transaction.

### Limits Definition - Cooling Period - Create




### Field Description

| Field Name | Description |
|---|---|
| **Limit Type** | The type of limit.<br>The limit type for selection are:<br>• Transaction – It is the initiation limit with minimum and maximum amount<br>• Cumulative – It is a duration based limit with maximum amount and number of transactions for a day/month<br>• Cooling Period – Payee cooling period limit is a time and the amount limit set by the bank during which fund transfer is not allowed or allowed till the specified limit, to a newly added payee. |
| **Limit Code** | The name of the limit with unique identifier. |
| **Limit Description** | Description of the limit. |

| Field Name | Description |
|---|---|
| **Currency** | The currency to be set for the limit. |
| **From Time** | The cooling period start time. It can be in days and/or hours and/or minutes<br>For example a new payee will be 'active' after a cooling period of 0 days & 0 hours & 30 minutes |
| **To Time** | The cooling period end time. It can be in days and/or hours and/or minutes.<br>For example a new payee will be 'active' after a cooling period of 0 days & 0 hours & 30 minutes. |
| **Cumulative Transaction Amount** | The collective transaction amount in selected currency for a defined cooling period. |

**To set up multiple amount and time limit slabs:**

1. Click the **Cooling Period** tab. The **Limits Definition -** Create screen with Cooling Period tab appears.
2. Enter the relevant information in **Limit Code** and **Limit Description** field.
3. From the **Currency** field, select the appropriate currency for the limits.
4. From the **From Time** and **To Time** field, select the appropriate day, hours and minutes.
5. In the **Cumulative Transaction Amount** field, enter the collective amount that is applicable for the defined cooling period.
6. Click **Add Time Period** if you want to create more than one amount and time limit slabs.
7. Click **Save** to save the created limit.
   OR
   Click **Back** to navigate to previous screen.
   OR
   Click **Cancel** to cancel the transaction and navigate back to dashboard.
8. The **Review** screen appears. Verify the details, and click **Confirm**.
   OR
   Click **Cancel** to cancel the transaction.
   OR
   Click **Back** to navigate to previous screen.
9. The success message of transaction submission appears.
   Click **OK** to complete the transaction.

**Note:** You can click  to delete a record.

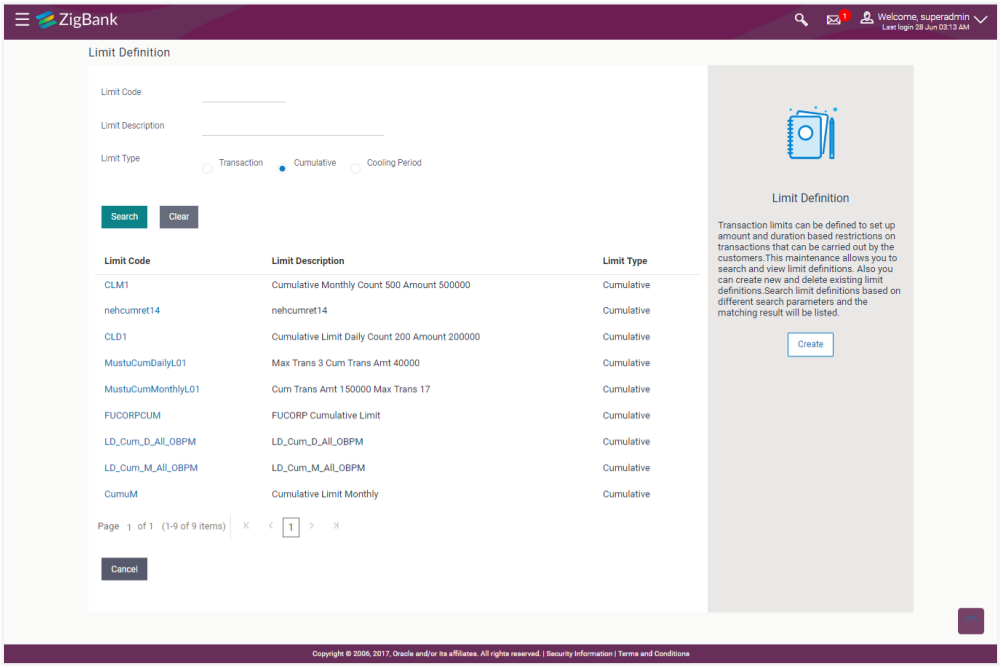
## 9.3 Limits Definition - Delete Limit

Using this option, System Administrator can delete a limit definition created earlier. Limit definition can be deleted only if it is not in use (available as a part of any limit package).

**To delete a limit:**

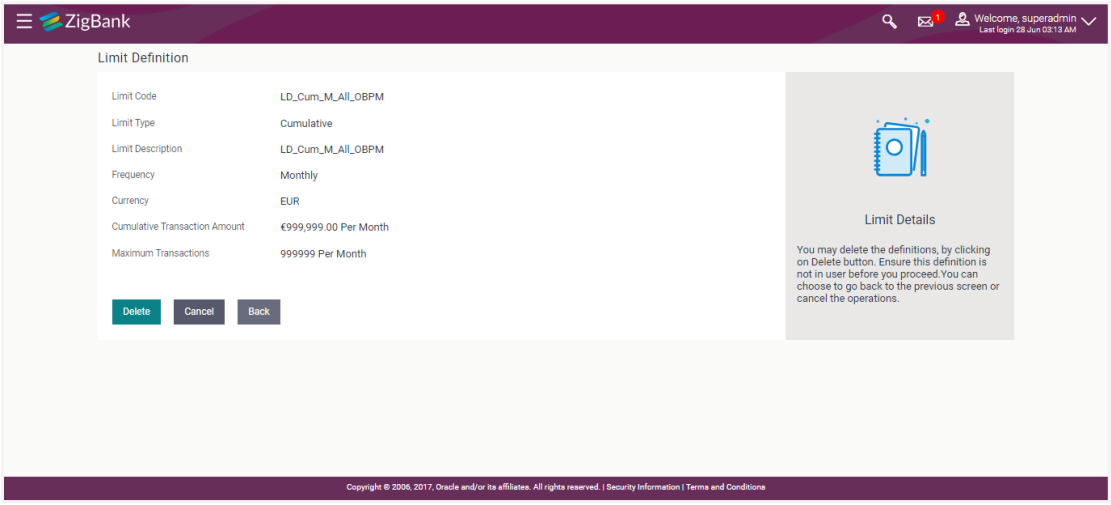
1. In the **Limits Definition** screen, enter the search parameters and click **Search**. The **Limits Definition** screen with search results appears based on the searched criteria.
   OR
   Click **Clear** to reset the search parameters.
   OR
   Click **Cancel** to cancel the search process.

**Limits Definition - Search**



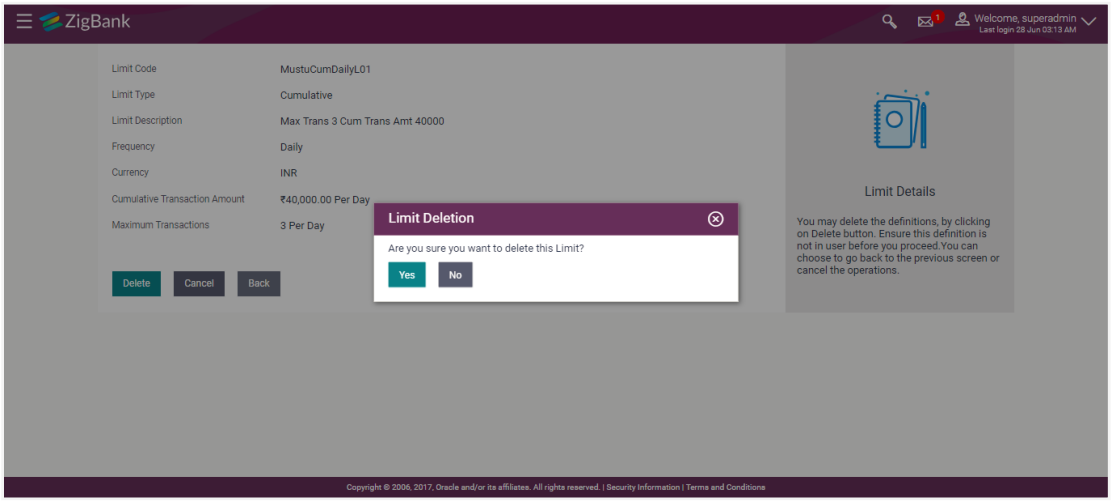

2. Click the **Limit Code** of the record for which you want to view the details. The **Limits Definition -View** screen appears.

### Limits Definition - View




3. Click **Delete**. The **Delete Warning** message appears.
   OR
   Click **Back** to navigate to the previous screen.
   OR
   Click **Cancel** to cancel the transaction and navigate back to dashboard.

### Delete Limit




4. Click **Yes** to confirm the deletion.
   OR
   Click **No** to cancel the deletion process.
5. The success message of transaction submission appears.
   Click **OK** to complete the transaction.

# FAQs

1. **Can I delete transaction and/ or cumulative/ cooling period limit definitions against a transaction in limit package?**

   No, existing limits against a transaction cannot be deleted; it can only be edited if effective date is starting from a future date.

2. **Can I maintain multiple definitions for each limit type?**

   Yes, you can maintain multiple limit definitions under each limit type.

3. **What is a significance of defining different slab limits in case of cooling period limit type?**

   Payee cooling period limit is a time and the amount limit set by the bank during which fund transfer is not allowed or allowed till the specified limit, to a newly added payee. Administrator can set up 2 or more time slabs to define the payee limits. E.g.

   - 0 mins to 30 Mins – Amount limit – $ 0
   - 31Min to 60 Mins – Amount limit is $ 5000.

   Customer cannot transfer any amount till first 30 mins from the time payee is added. From 31 to 60 mins, customer can maximum transfer upto $ 5000 subject to sufficient transaction and cumulative limits available.

Home

# 10. Limit Package Management

Limit package is a group of transaction limits. As part of the limit package management, defined limits (created through 'Limit Definition') can be mapped to each transaction or to a transaction group (Created using Transaction Group Maintenance). Each package is associated with a specific channel/Touch point or with a group of Touch points.

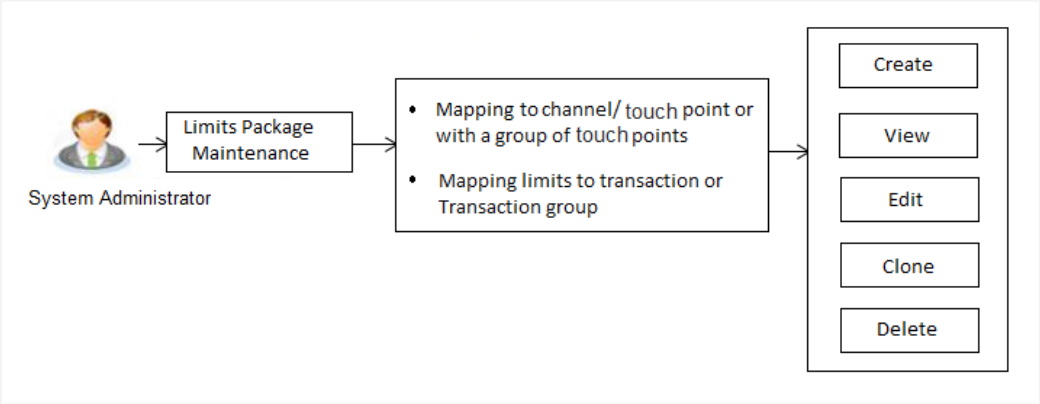
The limits packages once created can be mapped to

- Enterprise Roles (Retail/Corporate/Administrator) – using System Rules
- User Segment – using System Rules maintenance
- Party – using Party Preferences (Cumulative User Limits and Cumulative Customer limits)
- User – using User Management

**Prerequisites:**

- Transaction access is provided to System Administrator.
- Approval rule set up for System Administrator to perform the actions.
- Transaction aspects - limit parameter is enabled for required transactions,
- Transactions groups are maintained as required.
- Touch Point and touch point groups are maintained as required.
- Limit definitions are maintained.

**Workflow**




**Features supported in application**

Following functions can be performed by the bank administrator as part of the limit package maintenance

- Search/ View Limit Package
- Create Limit Package
- Edit Limit Package
- Clone Limit Package
- Delete Limit Package

**How to reach here:**

*System Administrator Dashboard > Limits > Limit  Package Management*

*OR*

*System/ Bank Administrator Dashboard > Toggle menu > Limits > Limits Package*

## 10.1 Limit Package Management - View

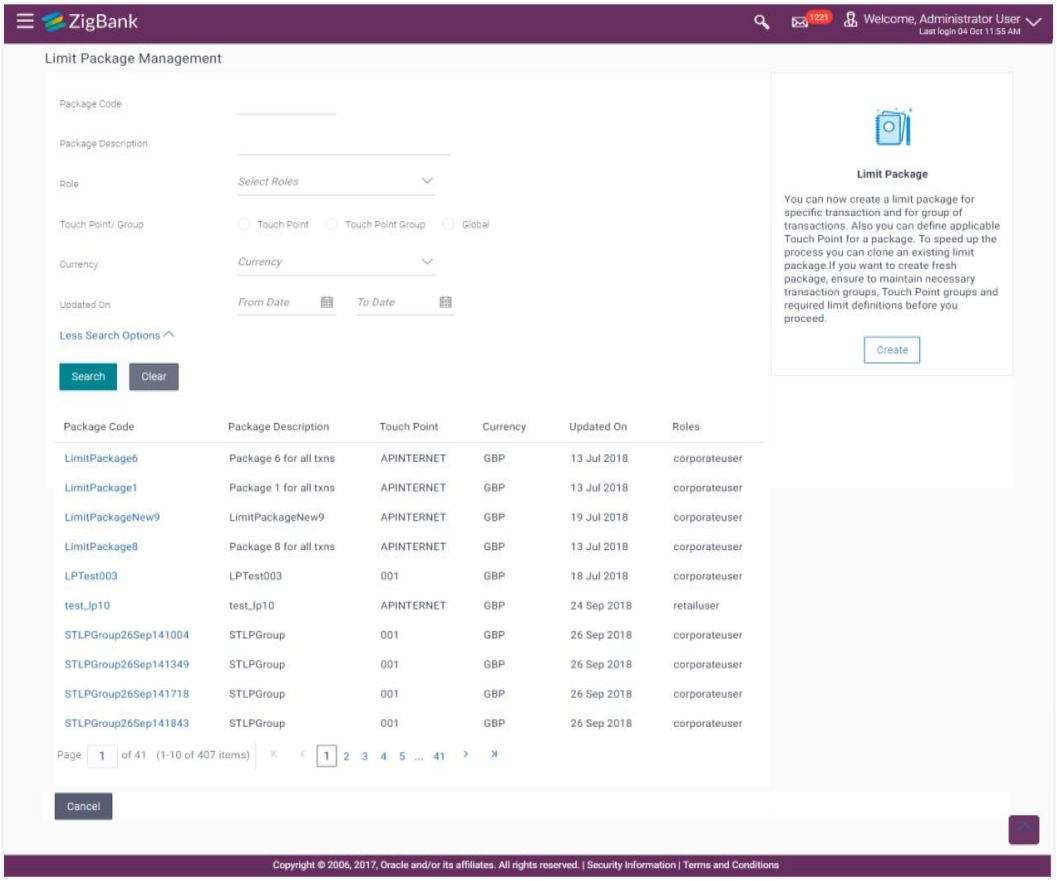
Using this option, Administrator can search for specific limit package based on different search parameters like package code, user segments to for which the package is enabled, touch point/touch point groups to which a package can be mapped etc. The search results displays a list or particular limit package/s based on different search filters selected.

If the search parameters are not specified, records of all the packages maintained in the application are displayed.

**To search and view limit package:**

1. In the **Limit Package Management** screen, click **Search**. The **Limit Package Management** screen with search results appears based on the searched criteria.
   OR
   Click **Clear** to reset the search parameters.
   OR
   Click **Cancel** to cancel the search process.

### Limit Package Management - Search



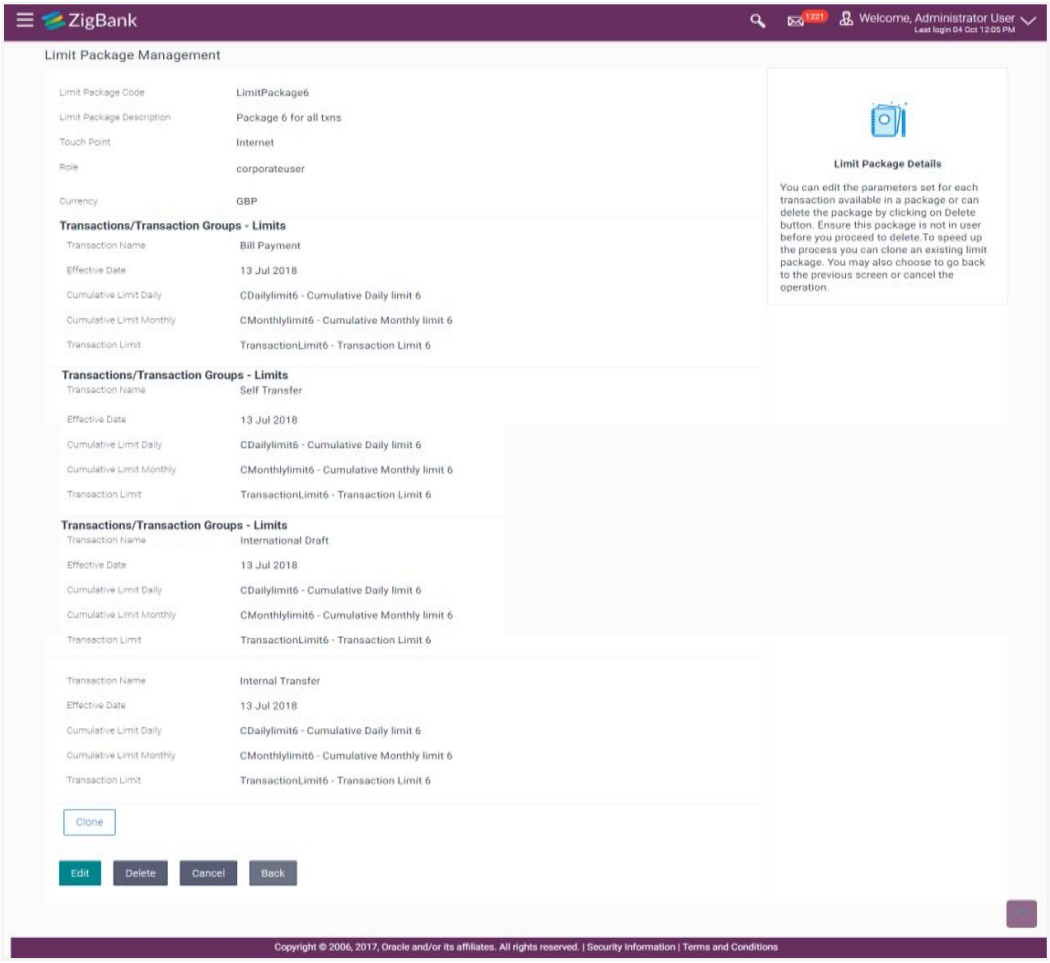

### Field Description

| Field Name | Description |
|---|---|
| **Package Code** | The unique code assigned to the limit package. |
| **Package Description** | Description of the limit package. |
| **Role** | The limit is applicable to specific party or role (s). |
| **Touch Point / Group** | Name of the touch point or group mapped to a limit package.<br>• Touch Point – To search the limit packages created with specific touch point<br>• Touch Point Group – To search the limit packages created with specific touch point groups which are manually created by an administrator<br>• Global – To search the limit packages created for global group (A group created automatically with all internal and external touch points) of touch points. |

| Field Name | Description |
|---|---|
| **Currency** | Currency in which the limit package is created. |
| **Updated On** | Date range in which limit packages were updated. |
| **Search Results** | |
| **Package Code** | The unique code assigned to the limit package. |
| **Package Description** | Description of the limit package. |
| **Touch Point** | Name of the touch point mapped to a limit package.<br>If package is assigned to specific Touch Point - Touch Point Name is displayed<br>If package is assigned to specific Touch Point Group - Touch Point Group description is displayed<br>If package is assigned to Global Touch Point Group – value ‘Global’ is displayed on screen. |
| **Currency** | Currency in which the limit package is created. |
| **Updated On** | Date on which limit package was updated. |
| **Roles** | The limit is applicable to specific party or role (s). |

2. Click the **Limit Package Code** of the record for which you want to view the details. The **Limits Package Management - View** screen appears.

### Limit Package Management - View




### Field Description

| Field Name | Description |
|---|---|
| **Limit Package Code** | The unique code assigned to the limit package. |
| **Limit Package Description** | Description of the limit package. |
| **Touch Point/ Touch Point Group** | Name of the touch point or group mapped to a limit package. |
| **Roles** | The party or role (s) to which limit is applicable. |
| **Currency** | Currency in which the limit package is created. |
| **Transactions / Transaction Groups - Limits** | |

| Field Name | Description |
|---|---|
| **Transactions / Transaction Group Name** | Name of the transaction group that is mapped to the limit package. |
| **Effective Date** | The date from which the limit package is effective for the transaction/transaction group. |
| **Expiry Date** | Expiry date of a specific limit linked to a transaction.<br>This field will be displayed only if expiry date is maintained for each transaction. |
| **Cumulative Limit Daily** | The daily cumulative limit set for the specific transaction.<br>It displays the limit name and description along with the cumulative transaction amount and transaction count. |
| **Cumulative Limit Monthly** | The cumulative limit set for the specific transaction on basis on month.<br>It displays the limit name and description along with the cumulative transaction amount and transaction count. |
| **Transaction Limit** | The transaction limit set for the specific transaction.<br>It displays the limit name and description along with the minimum and maximum transaction amount set for the specific transaction. |
| **Cooling Limit** | The cooling limit set for the specific transaction.<br>It displays the limit name and description along with the amount and time limit. |

3. Click **Clone** to make another limit package with similar details.

   OR
   Click **Edit** to edit the limit package.
   OR
   Click **Delete** to delete the limit.
   OR
   Click **Cancel** to cancel the transaction and go back to Dashboard.
   OR
   Click **Back** to navigate to the previous screen.

## 10.2 Limit Package Management - Create

An administrator can create a new limit package using this maintenance. User has to define touch point or a touch point group and a currency in which a package is to be created. The touch points and groups defined are listed for selection. An administrator can also create a limit package for Global Touch point group (a group which is created automatically with all available internal and external touch points) A package can also be enabled for mapping at multiple user segments.

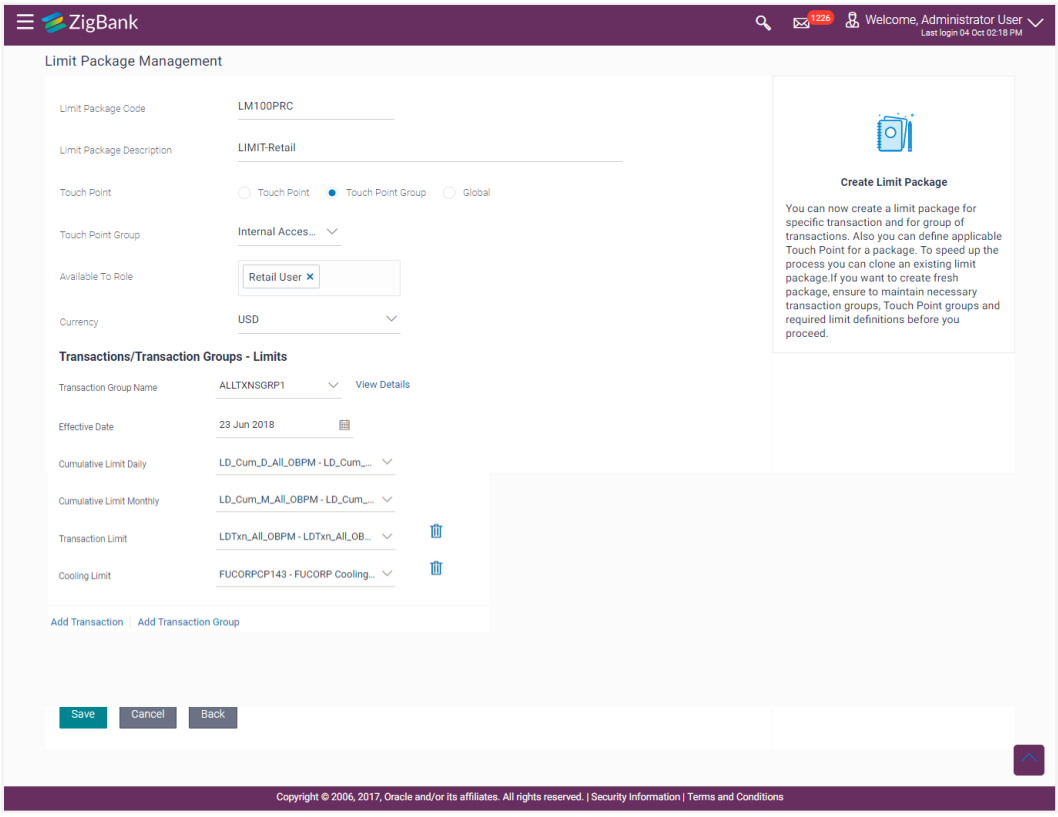
An administrator can add multiple transactions and transaction groups in a package and can assign limit definitions created for each transaction and for a group.

Further, these packages can be assigned at each touch point/group level while defining user segment parameters, party preferences and while creating business users.

**To create a limit package:**

1. In the **Limit Package Management** screen, click **Create**. The **Limit Package Management - Create** screen appears.

**Limit Package Management - Create**




**Field Description**

| Field Name | Description |
|---|---|
| **Limit Package Code** | The unique code of the limit package. |

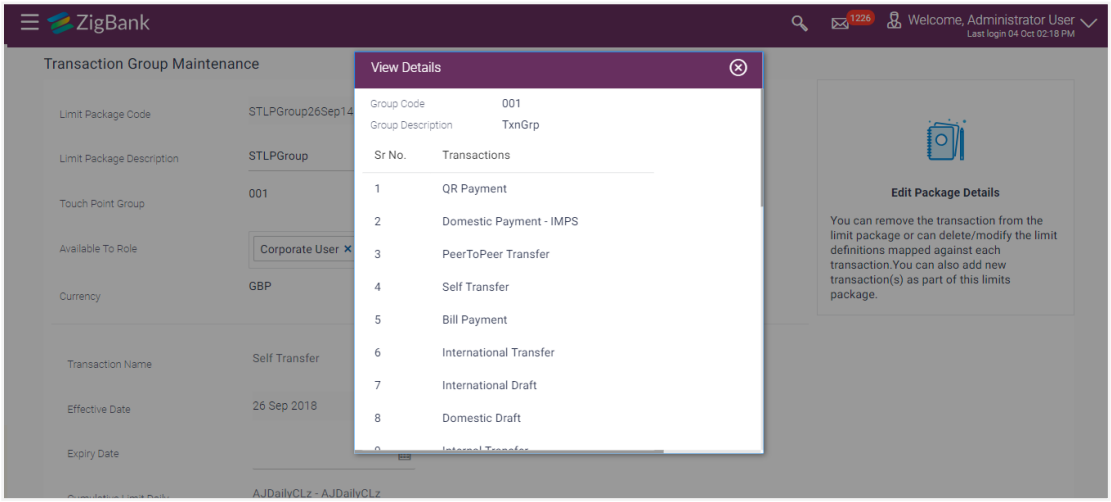
| Field Name | Description |
|---|---|
| **Limit Package Description** | Description of the limit package. |
| **Touch Point** | Touch point or a group of touch point for which a package is to be created.<br>The options are:<br>• Touch Point<br>• Touch Point Group<br>• Global: This a group of touch points created automatically (default touch point group has all internal and external touch points). |
| **Touch Point** | Internal and external touch points defined using touch point maintenance is available for selection.<br>This field is displayed and enabled if you select **Touch Point** option in the **Touch Point** field. |
| **Touch Point Group** | Internal and external touch points groups defined using touch point group maintenance are available for selection.<br>This field is displayed and enabled if you select **Touch Point Group** option in the **Touch Point** field. |
| **Available To Role** | User segment/s for which a package is to be enabled for mapping. |
| **Currency** | The currency to be set for the limit package. |
| **Transactions/ Transaction Group - Limits** | |
| **Transactions/ Transaction Group Name** | The transaction or transaction group name, to assign the limits to it. |
| **Effective Date** | Date from which the limits should be applied for a selected transaction or transaction group. |
| **Cumulative Limit Daily** | Cumulative transaction limits which are applicable for each day.<br>All the limit definitions maintained with cumulative – daily limit type and with the same currency as defined at package level are listed for selection. |
| **Cumulative Limit Monthly** | Cumulative transaction limits which are applicable for each month.<br>All the limit definitions maintained with cumulative – monthly limit type and with the same currency as defined at package level are listed for selection. |

| Field Name | Description |
|---|---|
| **Transaction Limit** | Transaction minimum and maximum initiation limits.<br>All the limit definitions maintained with transaction – limit type and with the same currency as defined at package level are listed for selection. |
| **Cooling Limit** | All the limit definitions maintained with cooling period – limit type and with the same currency as defined at package level are listed for selection. |

2. In the **Limit Package Code** field, enter the code for the limit package.
3. In the **Limit Package Description** field, enter the description of the limit package.
4. In the **Touch Point** field, select the appropriate option.
   a. If you select **Touch Point**;
      i. From the **Touch Point** list, select the appropriate option.
   b. If you select **Touch Point Group**;
      i. From the **Touch Point Group** list, select the appropriate option.
   c. Select **Global**, to create a limit package for a group of all touch points.
5. From **Available To Role** list, select the appropriate role.
6. From **Currency** list, select the appropriate currency to be associated with the Limit Package. It enables the **Transactions / Transaction Group - Limits** section.
7. From the **Transaction / Transaction Group Name** from the list, select the appropriate option for the limit package in the **Transactions / Transaction Group - Limits** section.

**Note:** Click **View Details** link to view transaction group details.

**View Details -Transaction Group Details**



**Field Description**

| Field Name | Description |
|---|---|
| **Group Code** | Search the transaction groups with group code. |
| **Group Description** | Search the transaction groups with group description. |
| **No. of Transactions** | Number of transactions associated with the transaction groups. |

8. Select the **Effective Date** from the calendar for the limit package in the **Transactions / Transaction Group - Limits** section.
9. From the **Cumulative Limit Daily, Cumulative Limit Monthly, Transaction Limit and Cooling Limit** lists, select the appropriate limits.
10. Click **Add Transaction** and repeat the steps 4 to 6, if you want to assign limits for more transactions.
    OR
    Click **Add Transaction Group** and repeat the steps 4 to 6, if you want to assign limits for more transactions groups.
11. Click **Save** to save the limit package.
    OR
    Click **Cancel** to cancel the transaction.
    OR
    Click **Back** to navigate back to previous screen.
12. The **Review** screen appears. Verify the details, and click **Confirm**.
    OR
    Click **Cancel** to cancel the transaction.
    OR
    Click **Back** to navigate back to previous screen.
13. The success message of transaction submission appears.
    Click **OK** to complete the transaction.

**Note**: You can click  to delete a transaction or cooling limit of a transaction.

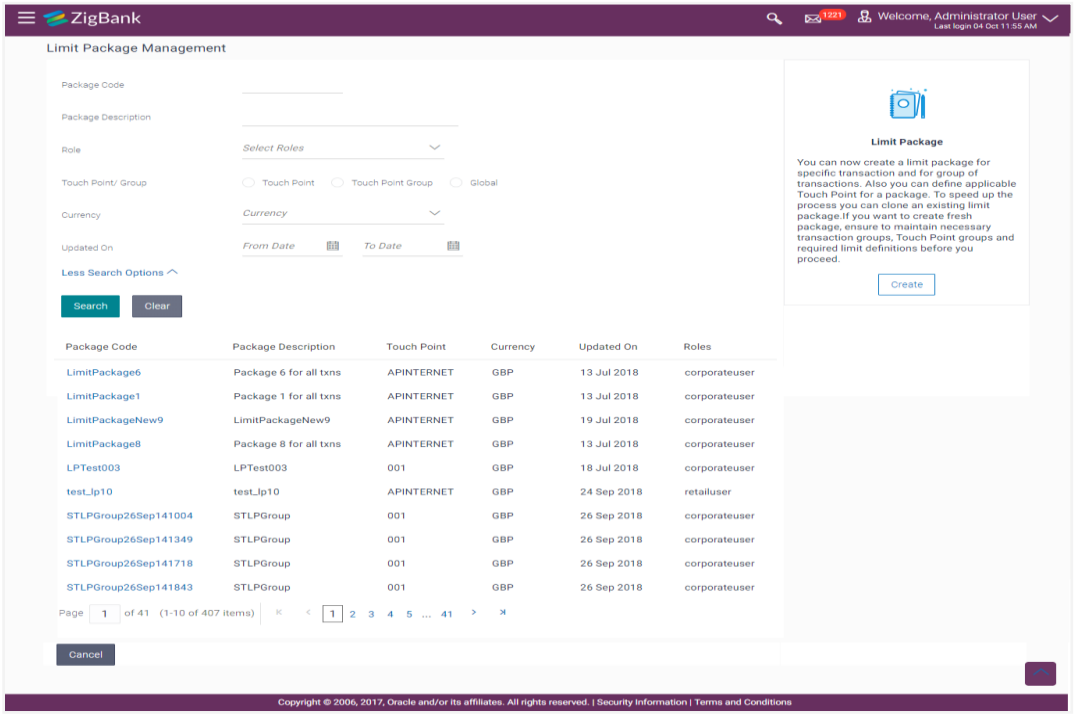
## 10.3 Limit Package Management - Edit

Using this option, System Administrator can update or edit a limit package created for a specific channel/touch point. User is not allowed to edit the code, currency and touch point details, whereas can add or remove the transactions/transaction groups available as a part of package. And also can edit the limit definitions mapped against each type of limit.

**To edit a limit package:**

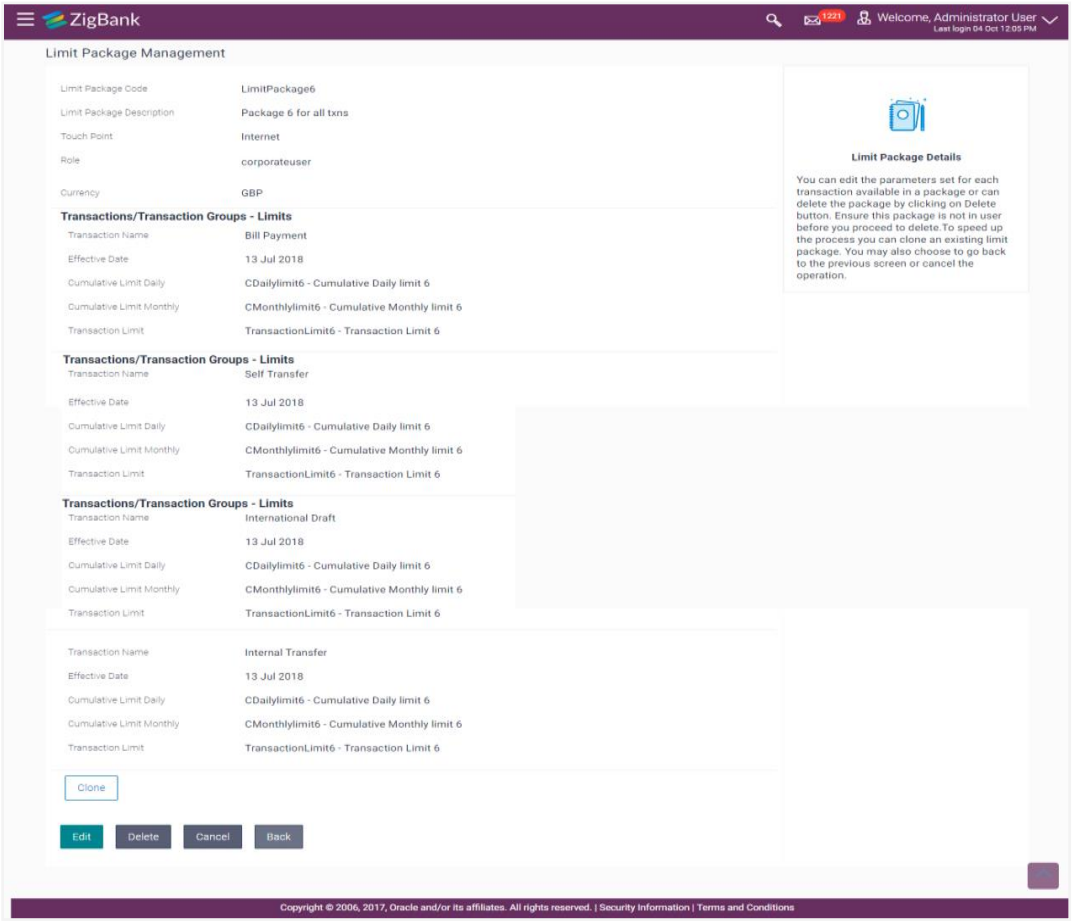
1. In the **Limit Package Management** screen, click **Search**. The **Limits Package Management** screen with search results appears based on the searched criteria.
   OR
   Click **Clear** to reset the search parameters.
   OR
   Click **Cancel** to cancel the search process.

**Limit Package Management - Search**



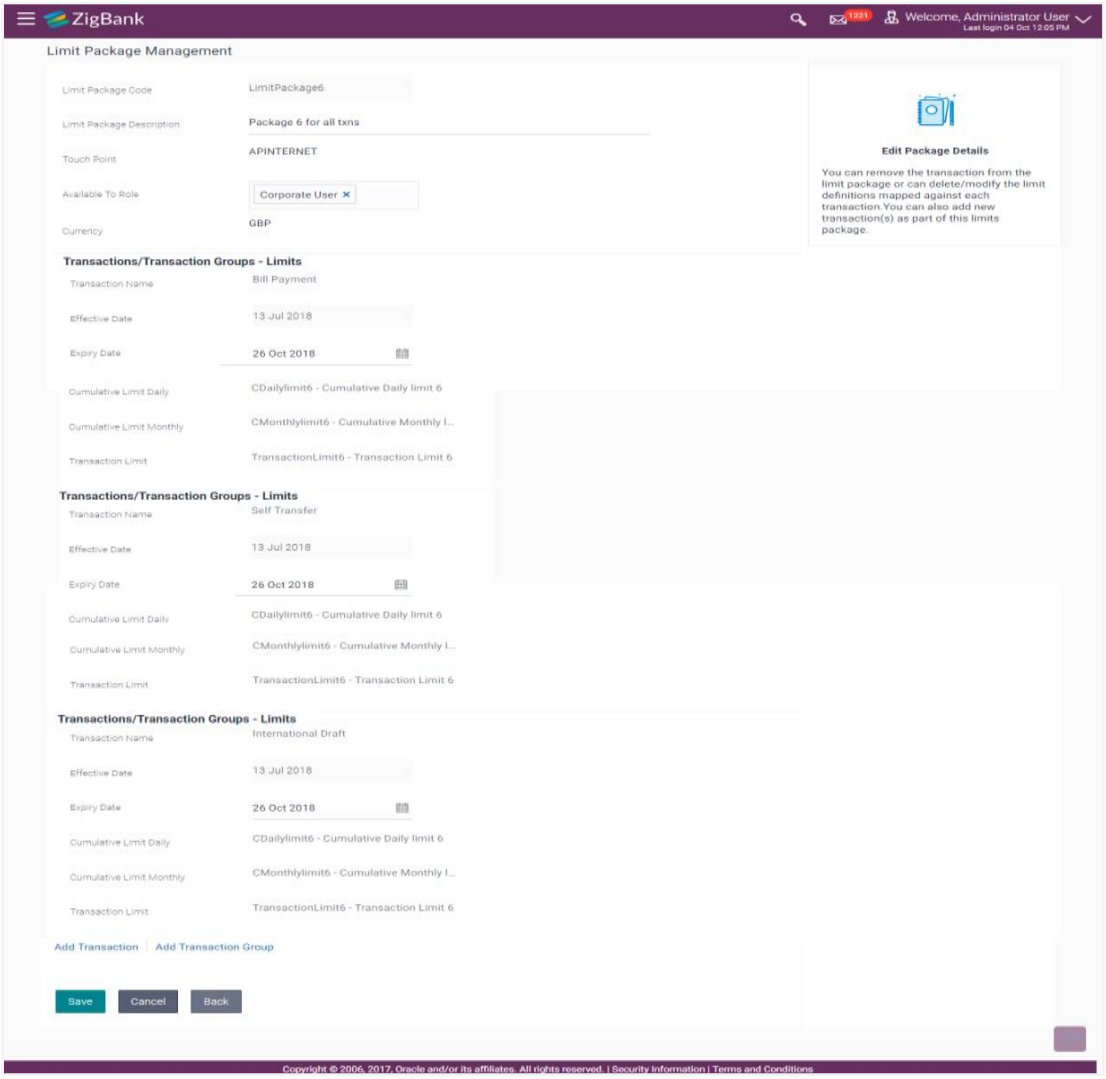

2. Click the **Limit Package Code** of the record for which you want to modify the details. The **Limits Management-View** screen appears.

**Limit Package Management - View**




3. Click **Edit**. The **Limit Package Management - Edit** screen appears.

## Limit Package Management - Edit




### Field Description

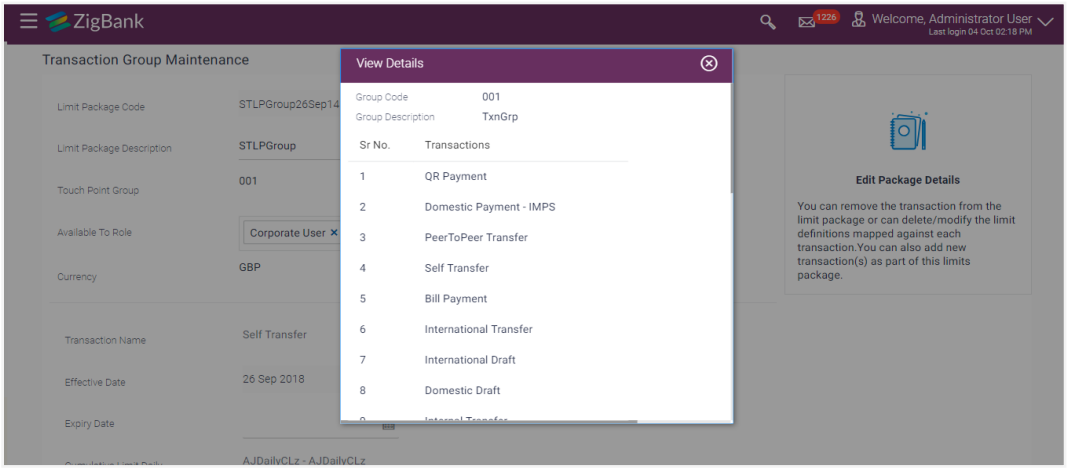
| Field Name | Description |
|---|---|
| **Limit Package Code** | The unique code of the limit package. This information cannot be edited. |
| **Limit Package Description** | Description of the limit package.<br>Details provided previously will be shown in an editable form. |
| **Touch Point** | Touch point or a group of touch point/Global touch point group for which a package is created. Touch point name or a group package name will be shown in non-editable form. |

| Field Name | Description |
|---|---|
| **Available To Role** | User segment/s for which a package is enabled for mapping.<br>Details provided previously will be shown in an editable form. |
| **Currency** | The currency which is set for the limit package.<br>This information cannot be edited. |
| **Transactions/ Transaction Group - Limits** | |
| **Transactions/ Transaction Group Name** | The transaction or transaction group name, to assign the limits to it. |
| **Effective Date** | Date from which the limits should be applied for a selected transaction or transaction group. |
| **Expiry Date** | Date from which the limits will be deactivated. |
| **Cumulative Limit Daily** | Cumulative transaction limits which are applicable for each day.<br>Already assigned package if any is shown in an editable form. All the limit definitions maintained with cumulative – daily limit type and with the same currency as defined at package level are listed for selection. |
| **Cumulative Limit Monthly** | Cumulative transaction limits which are applicable for each month.<br>Already assigned limit definition if any is shown in an editable form. All the limit definitions maintained with cumulative – monthly limit type and with the same currency as defined at package level are listed for selection. |
| **Transaction Limit** | Transaction minimum and maximum initiation limits.<br>Already assigned definition if any is shown in an editable form. All the limit definitions maintained with transaction – limit type and with the same currency as defined at package level are listed for selection. |
| **Cooling Limit** | Already assigned definition if any is shown in an editable form. All the limit definitions maintained with cooling period – limit type and with the same currency as defined at package level are listed for selection. |

4. Edit the required details, e.g. Touch point, Touch point group, roles, cumulative and/ or transaction, Transaction Group and/ or cooling limit.

**Note:** Click **View Details** link to view transaction group details.

### View Details -Transaction Group Details




### Field Description

| Field Name | Description |
|---|---|
| **Group Code** | Search the transaction groups with group code. |
| **Group Description** | Search the transaction groups with group description. |
| **No. of Transactions** | Number of transactions associated with the transaction groups. |

5. Click **Add Transaction**, if you want to add a new transaction.
   OR
   Click **Add Transaction Group**, if you want to add a new transaction group.
   OR
   Click Delete Transaction to delete an existing transaction/ transaction group.
6. Click **Save** to save the changes made to the limit package.
   OR
   Click **Cancel** to cancel the transaction.
   OR
   Click **Back** to navigate back to previous screen.
7. The **Review** screen appears. Verify the details, and click **Confirm**.
   OR
   Click **Cancel** to cancel the transaction.
   OR
   Click **Back** to navigate back to previous screen.
8. The success message of transaction submission appears.
   Click **OK** to complete the transaction.

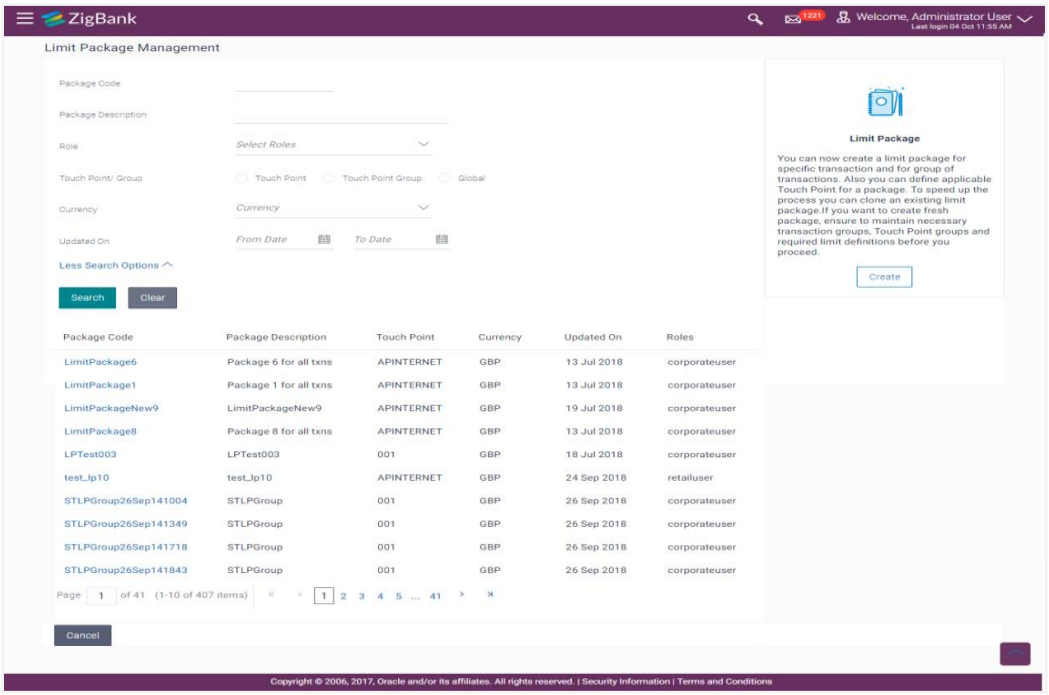
## 10.4 Limit Package Management - Clone

To speed up the process of creating new limit package, System Administrator can clone an existing limit package. All the values available in an existing package are shown in an editable format, administrator is allowed to make changes in it and save the package with different name.

**To clone a limit package:**

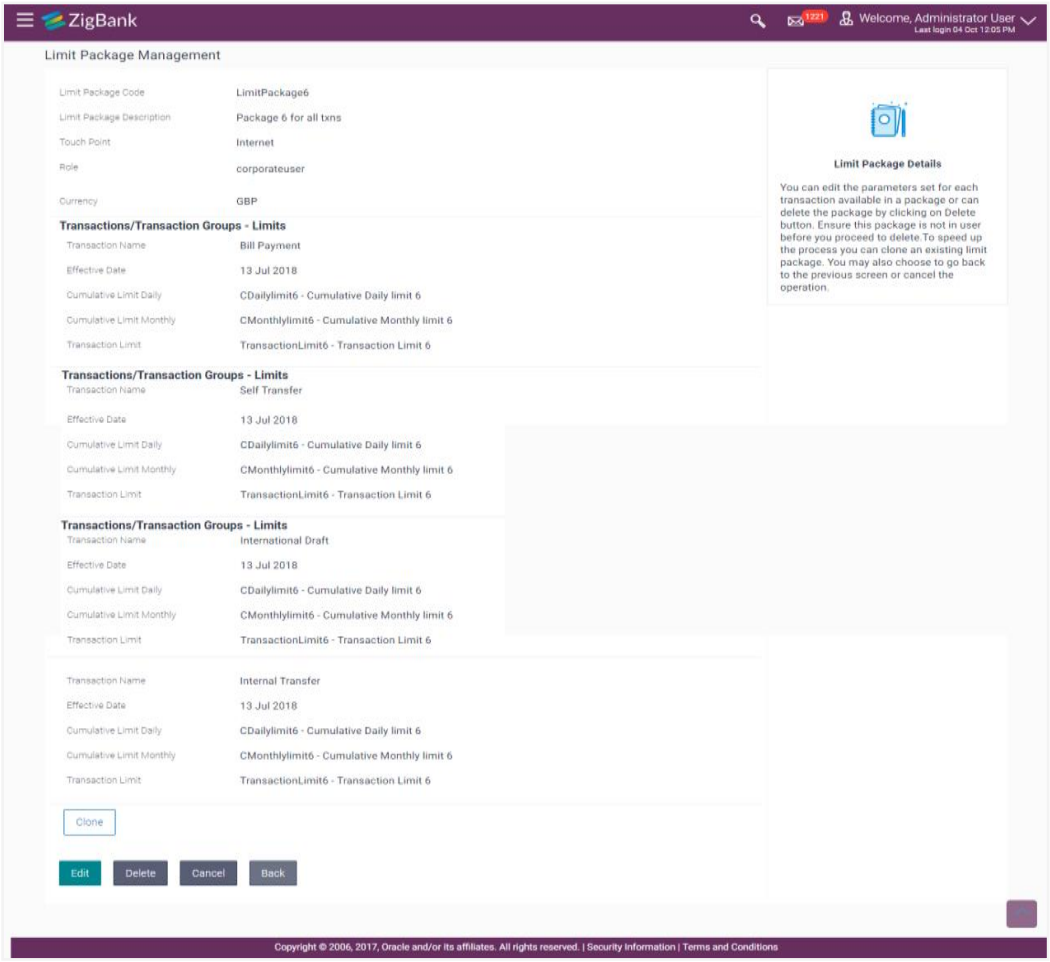
1. In the **Limit Package Management** screen, click **Search**. The **Limits Package Management** screen with search results appears based on the searched criteria.
   OR
   Click **Clear** to reset the search parameters.
   OR
   Click **Cancel** to cancel the search process.

**Limit Package Management - Search**



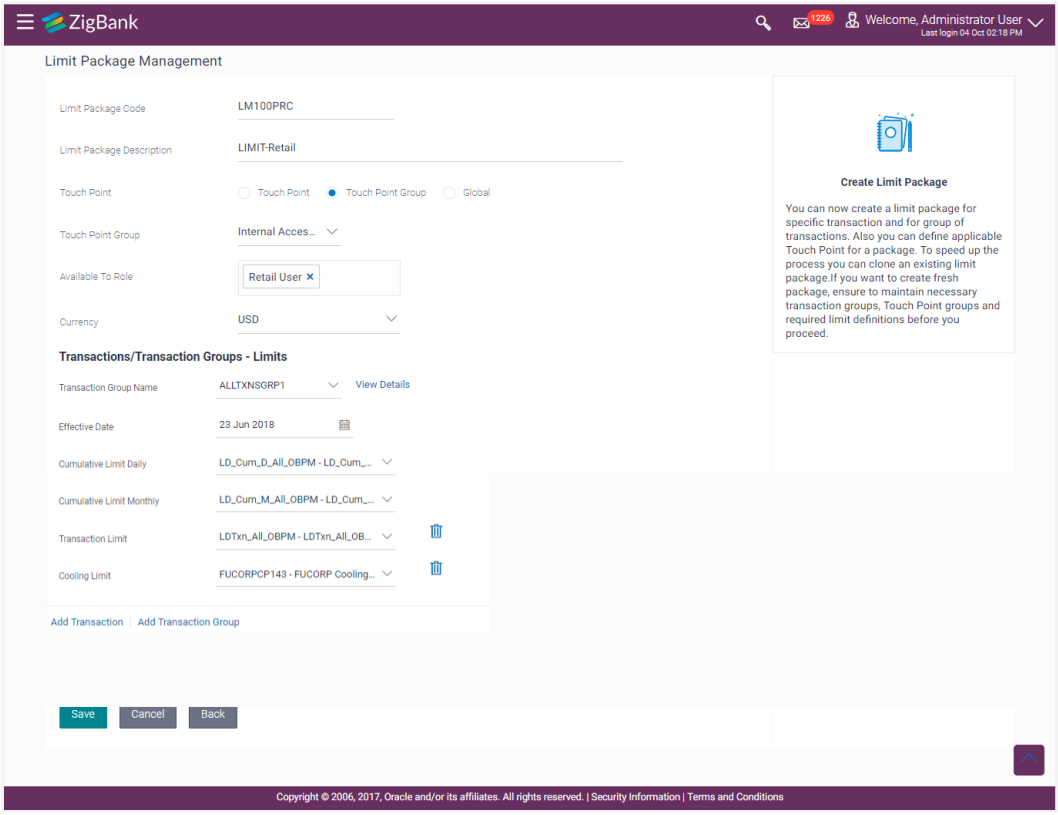

2. Click the **Limit Package Code** of the record for which you want to clone the details. The **Limits Package Management-View** screen appears.

**Limit Package Management - View**




3. Click **Clone**. The **Limits Package Management - Create** screen appears with existing limit package details.

### Limits Package Management - Create




4. Update limit package with required changes.
5. Click **Save** to save the limit package.
   OR
   Click **Cancel** to cancel the transaction.
   OR
   Click **Back** to navigate back to previous screen.
6. The **Review** screen appears. Verify the details, and click **Confirm**.
   OR
   Click **Edit** to modify the details.
   The user will be navigated back to the create screen.
   OR
   Click **Cancel** to cancel the transaction.
7. The success message of transaction submission appears.
   Click **OK** to complete the transaction.

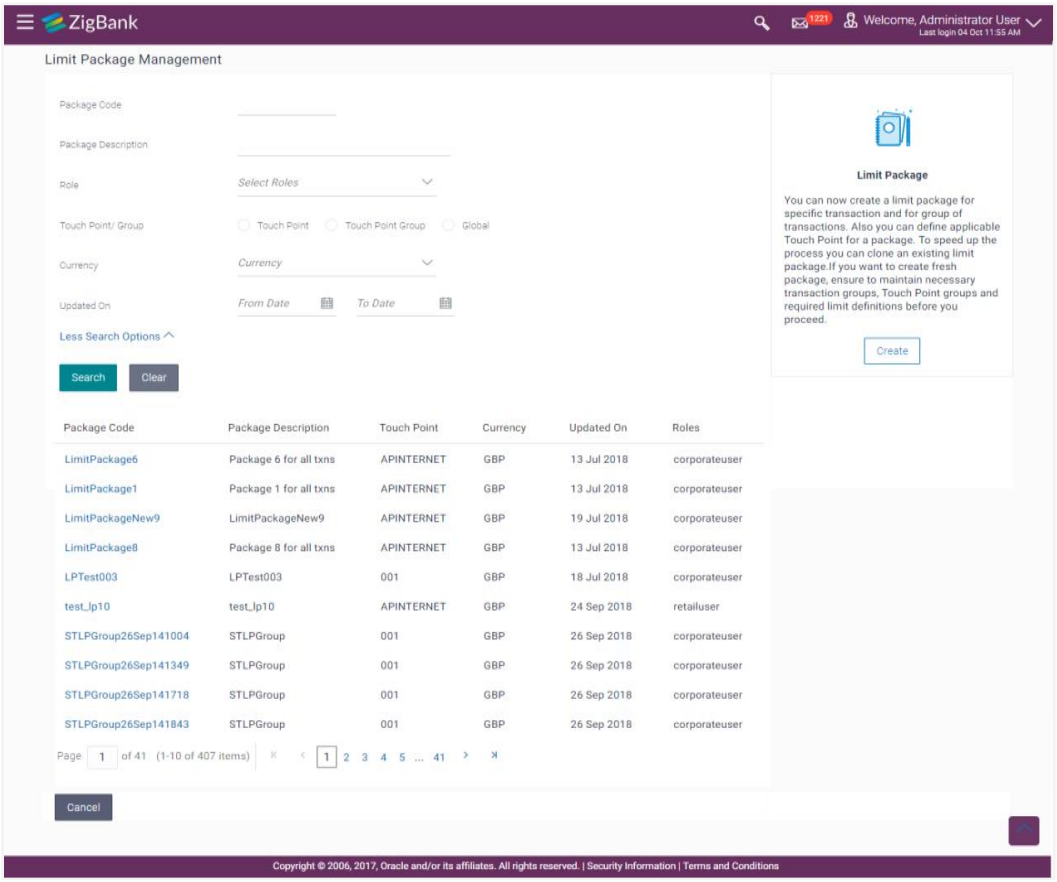
## 10.5 Limit Package Management - Delete

Using this option, System Administrator can delete a limit package created for a specific channel/ touch point. Deletion of limit package is allowed only if not in use (not mapped at any level)

**To delete a limit package:**

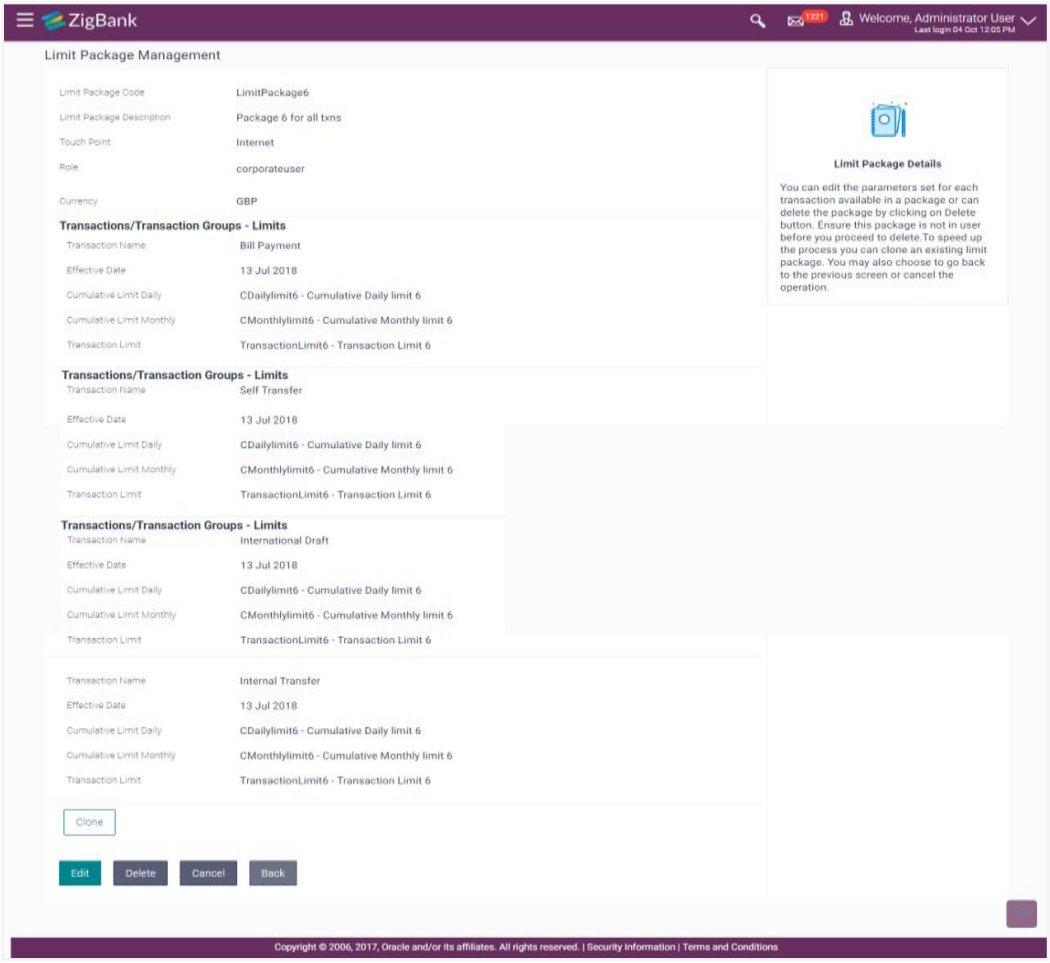
1. In the **Limit Package Management** screen, click **Search**. The **Limits Package Management** screen with search results appears based on the searched criteria.
   OR
   Click **Clear** to reset the search parameters.
   OR
   Click **Cancel** to cancel the search process.

**Limit Package Management - Search**



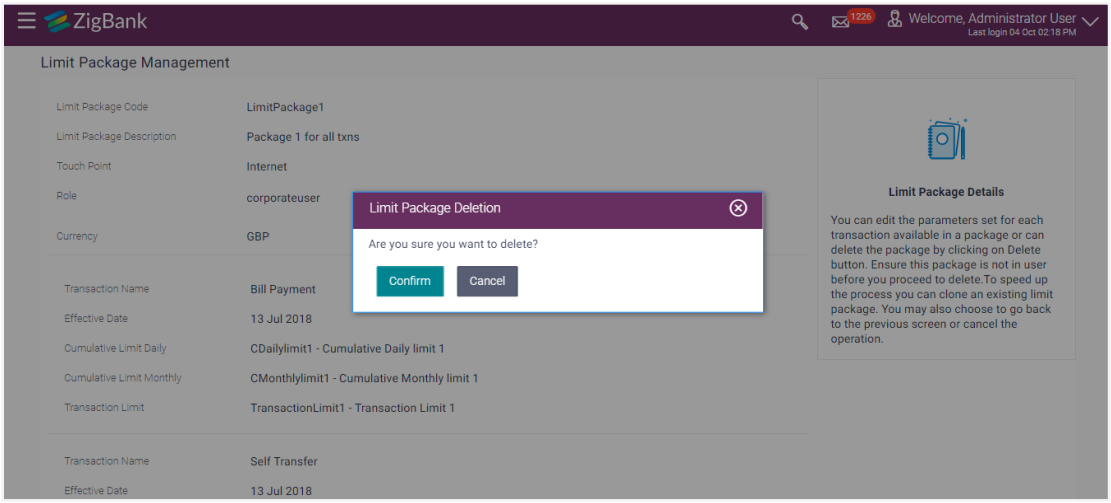

2. Click the **Limit Package Code** of the record for which you want to view the details. The **Limits Package Management-View** screen appears.

### Limit Package Management - View




3. Click **Delete**. The **Delete Warning** message appears.

### Delete Limit Package



4. Click **Confirm** to confirm the deletion.
   OR
   Click **Cancel** to cancel the deletion process.
5. The success message of limit package deletion appears.
   Click **OK** to complete the transaction.

# FAQs

**1. Can I delete transaction and/ or cumulative limits against a transaction in limit package?**

No, existing limits against a transaction cannot be deleted; it can only be edited if effective date is starting from a future date.

**2. Am unable to delete a limit through limit maintenance?**

There is a possibility that the limit that you are trying to delete is associated in the limit package against a transaction(s).

**3. Am unable to delete limits package through limit maintenance?**

There is a possibility that the limit package that you are trying to delete is associated at any of the entities i.e. User / Party / Segment/ Enterprise Role level.

**4. As part of edit, what can I update in the limits package maintenance?**

You can edit the transaction and/ or cumulative limits against the transaction. You can delete the transaction(s) from the limits package and/or you can also add new transaction(s) as part of the limits package

**5. What is the significance of 'Available to Roles' in Limits package?**

The roles defined in Limits package will make the package available to the users of that role only.

6. **Have created/ edited/ deleted Limits and/ or Limits package but it is not reflecting in the system even after a successful maintenance save message?**

There is a possibility that the maintenance is saved but the status is 'Pending Approval'. For the maintenance, if there is an approval required then the changes will reflect only once the approver(s) approve the submitted request.
If the setup does not require an approval workflow or is self / auto approved, then the same will reflect immediately.

7. **How can I define the touch point groups?**

A separate menu option 'Touch Point Group Maintenance' is available using which you can maintain internal and external touch point groups.

8. **How can I define the transaction groups?**

A separate menu option 'Transaction Group Maintenance' is available using which you can maintain group of transactions.

9. **Can I manually define Global touch point group?**

No, Touch Point – Global is nothing but a group of all internal and external touch points available in the application. This group cannot be maintained manually,

10. **Will the limits be applicable for newly added touch point or transactions in a respective groups?**

    Yes, limits will also be applicable for transaction or touch points added at a later stage in respective groups which are mapped as a part of limit package.

11. **How the limit will be utilized, if you add a new transaction to the group for which customers have already initiated transactions during the day but before group formation?**

    Limits assigned at individual transaction level will be utilized for the transaction Initiated before the transaction group formation. These limits will not be considered for group limit utilization.

12. **Can I delete a transaction group which is a part of any limit package?**

    No, a transaction group cannot be deleted if a group is already associated with the limit package.

13. **How the limits will be applied if the limit definitions are mapped for a specific transaction and to a group in which the same transaction is available?**

    Limits mapped for a transaction and group will be checked. Only if the sufficient limits are available at both the level, then user will be allowed to perform the transaction.

    Example:

    User level daily transaction limit of Domestic Transfer internet banking channel = 100000

    User level daily transaction limit of Domestic Transfer for mobile banking channel = 50000

    User level daily consolidated touch points transaction limit for Domestic Transfer = 120000

| Days | User action | Internet – Touch Point Limit | Mobile – Touch Point limit | Touch Point Group – User level limits |
|---|---|---|---|---|
| Day 1 | For internet as a touch point, Domestic Transfer transaction limit assigned by the Bank is 100000. | 100000 | | 120000 |
| Day 1 | For Mobile as a touch point, Domestic Transfer transaction limit assigned by the Bank is 50000 | | 50000 | |
| Day 1 | This means, user can perform maximum transaction worth 100000 from internet and maximum of 50000 from mobile daily. And touch point group limit maintained is 120000 for a day<br><br>User level will override the limits | | | |

| Days | User action | Internet – Touch Point Limit | Mobile – Touch Point limit | Touch Point Group – User level limits |
|---|---|---|---|---|
| | defined at user segment/type level | | | |
| Day 1 | 1. User preforms Domestic Transfer transaction worth 20000 from mobile touch point.<br>2. Now, user will be allowed Domestic transfer transaction of 100000 from internet and 30000 from mobile for that day<br>3. As per touch point group limits, user will be allowed to perform domestic transfer transaction of 100000 from either internet banking OR mobile banking. | 100000 | 30000 | 100000 |
| Day 1 | 1. User preforms Domestic transfer transaction of 50000 from internet \ on the same day.<br>2. Now, user will be allowed maximum of 50000 Domestic transfer transaction from internet banking and 30000 from mobile banking for that day.<br>3. Whereas, as per consolidated touch point limit, user will be allowed to perform Domestic Transfer transaction worth 50000 from either internet or from mobile. | 50000 | 30000 | 50000 |
| Day 1 | 1. Now user preforms Domestic transfer transaction of 20000 from mobile.<br>2. Then user will be allowed to perform the transaction of 50000 from internet and 10000 from mobile for that day.<br>3. As per consolidated touch point limit, user will be allowed Domestic Transfer transaction of 30000 from either internet or mobile.<br>4. Now, user will be allowed transaction of 30000 only from internet as consolidated channel limit is reduced to 30000. | 50000 | 10000 | 30000 |
| Day 1 | 1. After above transaction, if user utilizes 30000 from internet then internet limit | 20000 | 10000 | 0.00 |

| Days | User action | Internet – Touch Point Limit | Mobile – Touch Point limit | Touch Point Group – User level limits |
|---|---|---|---|---|
| | will be 20000<br>2. Now, if user performs Domestic transfer transaction of any amount from mobile or internet then user will be displayed an error message. As touch point group limits are exhausted. | | | |

Home

# 11. User Limits

Using this option the System/Bank Administrator can view the current available and utilized limits of specific retail user and also can modify (increase or decrease) the limits as per the requirement.

The user limits can be set for specific transaction level or at transaction group level or for a specific channel or for a group of channels.

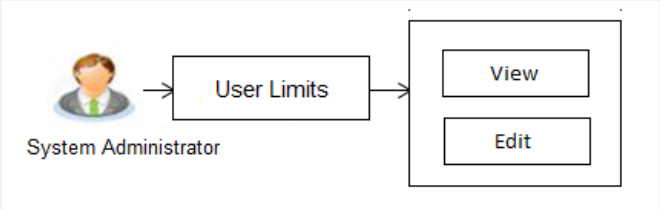
**The different types of limits are as follows:**

- Daily Count- Permitted number of transactions in a day
- Daily Amount- Cumulative amount of transactions in a day
- Monthly Count- Permitted number of transactions in a month
- Monthly Amount- Permitted number of transactions in a month

**Prerequisites:**

- Transaction access is provided to System Administrator.
- Limit package are assigned.
- Approval rule set up for System/Bank Administrator to perform the actions.

**Workflow**




**Features supported in application**

Following functions can be performed by the System administrator as part of the maintenance:

- Search/ View User Limits
- Edit User Limits

**How to reach here:**

*System Administrator Dashboard > Limits > User Limits*

*OR*

*System/ Bank Administrator Dashboard > Toggle menu > Limits > User Limits*

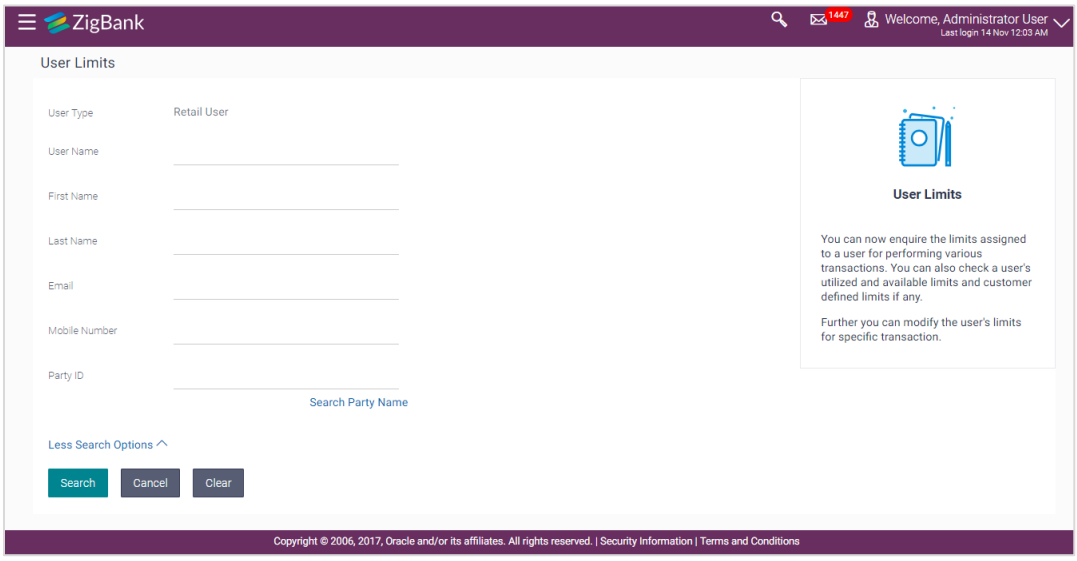
## 11.1 User Limits - View

Using this option, System Administrator can search and view the current available and utilized limits of specific retail user.

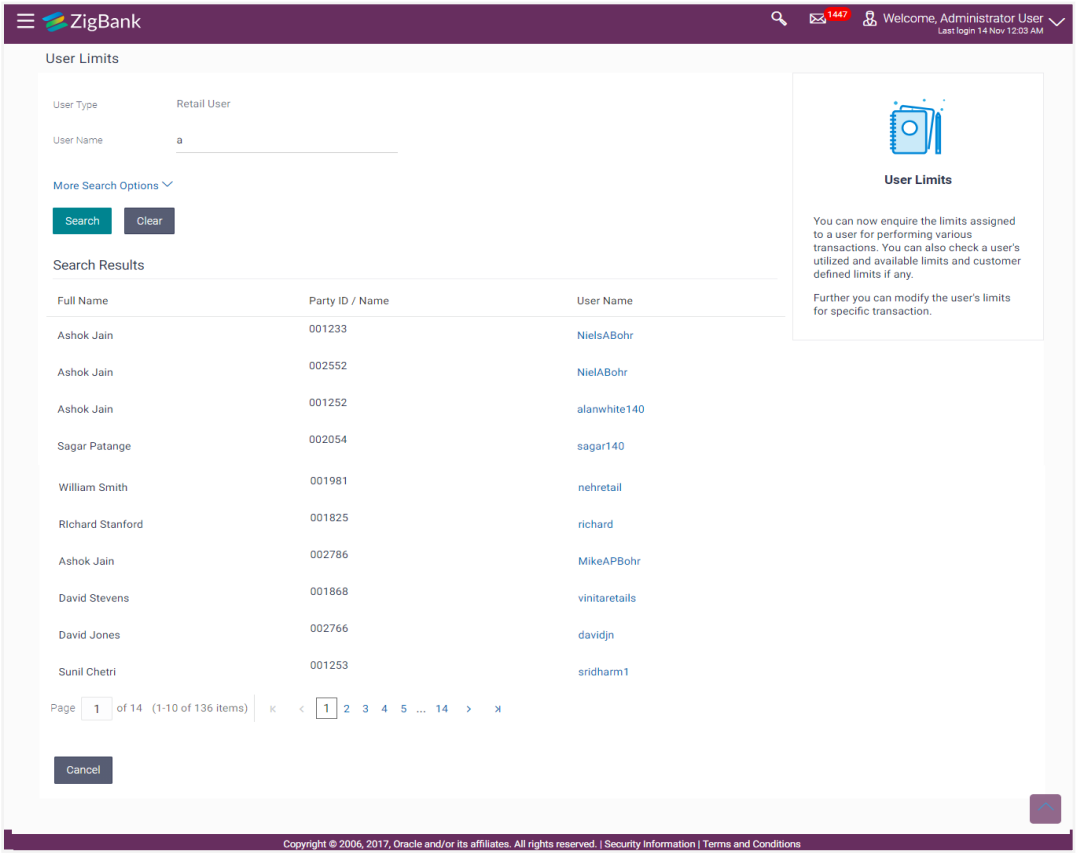
**To search and view user limits:**

1. Enter the search criteria, click **Search**.
   The search results appear on the **User Limits** screen based on the search parameters.
   OR
   Click **Cancel** if you want to cancel the transaction.
   OR
   Click **Clear** if you want to reset the search parameters.

**User Limits - Search**



## User Limits - Search Result




### Field Description

| Field Name | Description |
|---|---|
| **User Type** | Type of user to be searched.<br>This will be defaulted to 'Retail User'. |
| **User Name** | To search the retail user with the user name. Partial search is allowed. |

**More Search Options**

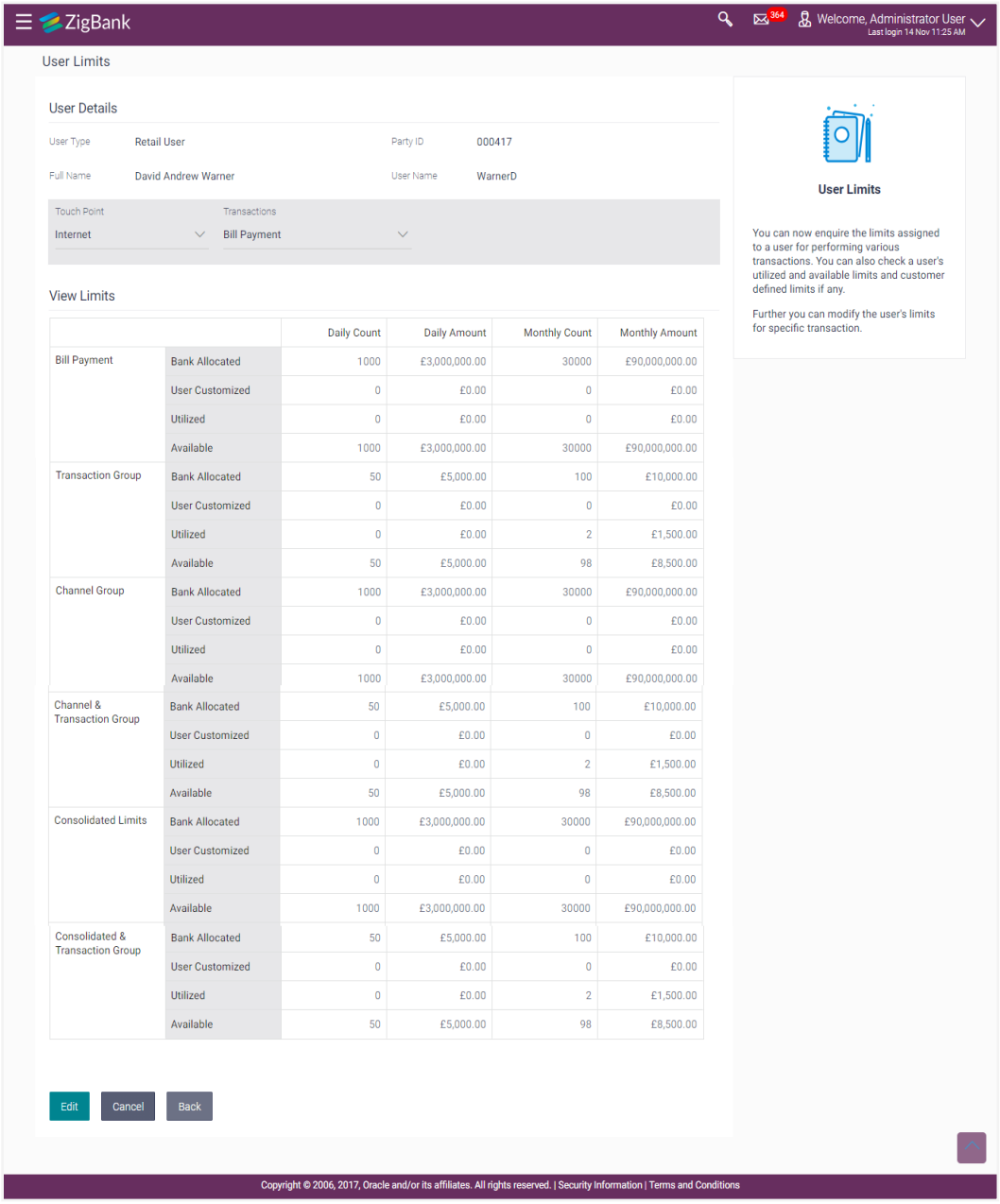
Below fields appears if you click the **More Search Options** link.

| | |
|---|---|
| **First Name** | Allows to search based on first name or given name of the retail user. |
| **Last Name** | Allows to search based on last name/ surname of the retail user. |
| **Email** | Allows to search based on email id of the retail user. |
| **Mobile Number** | Allows to search based on mobile number of the retail user. |

| Field Name | Description |
|---|---|
| **Party ID** | Allows to search based on Party id of the retail user. |
| **Search Party Name** | |
| Allows search based on | Party name of the retail user. |
| **Enter Party Name** | Party name of the retail user based on which search is to be done. |
| **Search Result** | |
| **Full Name** | First name and last name of the retail user. |
| **Party ID** | Displays the party id of the retail user. |
| **User Name** | Displays the retail user's user name. |

2. Click the **User Name** of the record for which you want to view the user limits details. The **User Limits - View** screen appears.

## User Limits - View




### Field Description

| Field Name | Description |
|---|---|
| **User Details** | |
| **User Type** | Type of user whose limits are displayed. |
| **Party ID** | Displays the party id of the retail user. |

| Field Name | Description |
|---|---|
| **Full Name** | First name and last name of the retail user. |
| **User Name** | Displays the retail user's user name. |
| **Touch Point** | Name of the touch point of which the limits to be inquired.<br>This will be defaulted to 'Internet' whereas User can change the touch point to view specific limits. |
| **Transactions** | Name of the transaction of which the limits to be inquired.<br>This defaulted to the 1st transaction available in the drop-down whereas user can change the transaction to view the transaction specific limits. |
| **View Limits** | |
| **Transaction Name** | Displays the category wise limits allocation for the transaction which is mapped to the retail user.<br>This section will be displayed if a limits package with selected touch point and transaction is mapped to the user.<br>The categories are:<br>• Bank Allocated<br>• User Customized<br>• Utilized<br>• Available |
| **Transaction Group** | Displays the category wise limits allocation for the transaction group which is mapped to the retail user.<br>This section will be displayed if a limit package with selected touch point and a transaction group (which has selected transaction) is mapped to the user.<br>The categories are:<br>• Bank Allocated<br>• User Customized<br>• Utilized<br>• Available |

| Field Name | Description |
|---|---|
| **Channel Group** | Displays the category wise limits allocation for the Transaction - channel group which is mapped to the retail user as per Touch Point / Transaction selected.<br>This section will be displayed if a limit package with touch point group (which has selected touch point) and a transaction is mapped to the user.<br>The categories are:<br>• Bank Allocated<br>• User Customized<br>• Utilized<br>• Available |
| **Channel and Transaction Group** | Displays the category wise limits allocation for the channel group and transaction group which is mapped to the retail user.<br>This section will be displayed if a limit package with touch point group (which has selected touch point) and a transaction group (which has selected transaction) is mapped to the user.<br>The categories are:<br>• Bank Allocated<br>• User Customized<br>• Utilized<br>• Available |
| **Consolidated Limits** | Displays the consolidated category wise limits (Limits assigned at global level for specific transaction) allocation which is mapped to the retail user as per Touch Point / Transaction selected.<br>This section will be displayed if a limit package with Global touch points and a transaction is mapped to the user.<br>The categories are:<br>• Bank Allocated<br>• User Customized<br>• Utilized<br>• Available |

| Field Name | Description |
|---|---|
| **Consolidated and Transaction Group** | Displays the category wise limits (Limits assigned at global level for group of transactions) allocation for the consolidated and transaction group which is mapped to the retail user.<br>This section will be displayed if a limit package with Global touch points and a transaction group (which has selected transaction) is mapped to the user.<br>The categories are:<br>• Bank Allocated<br>• User Customized<br>• Utilized<br>• Available |

3. From the **Touch Point** list, select the appropriate option whose user limits to be viewed.
4. From the **Transactions** list, select the appropriate option whose user limits to be viewed.
5. Click **Edit** to edit the user limits.
   OR
   Click **Cancel** to cancel the transaction and go back to Dashboard.
   OR
   Click **Back** to navigate to the previous screen.

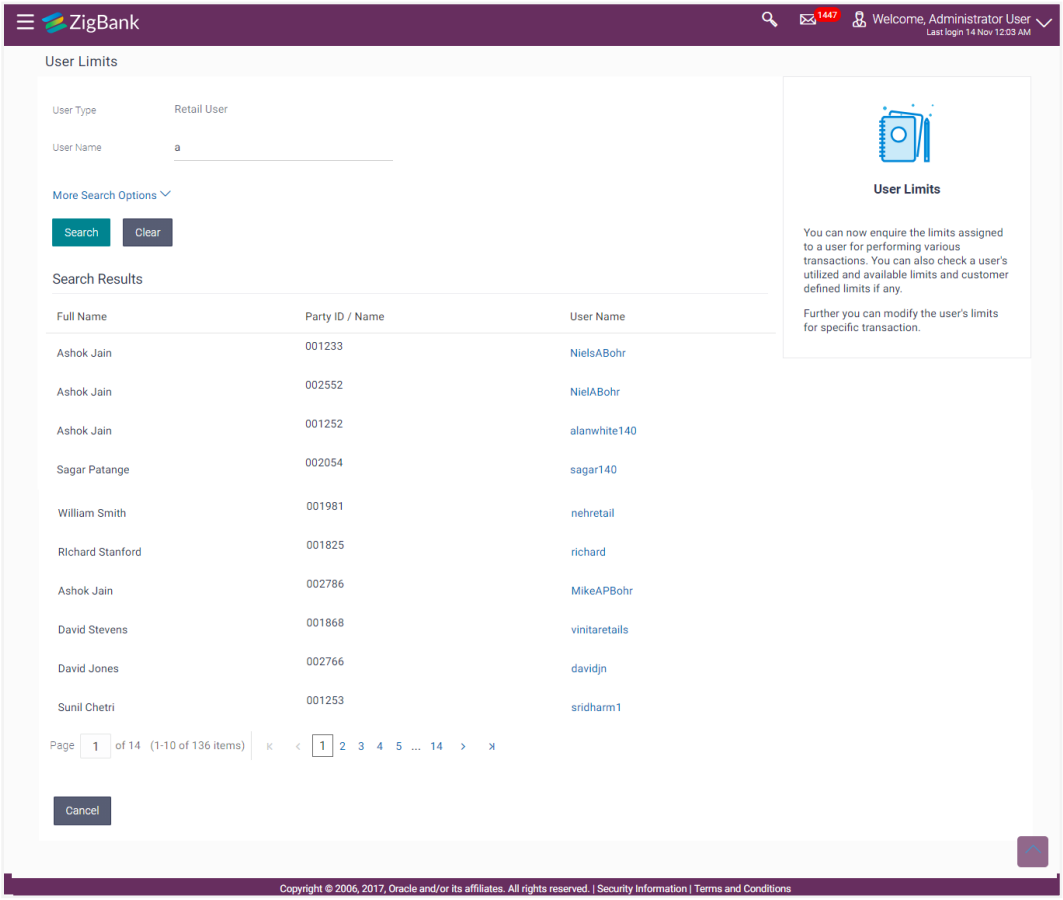
## 11.2 User Limits - Edit

Using this option, System Administrator can update or edit (increase or decrease) the limits as per the requirement for a specific retail user.

**To edit user limits:**

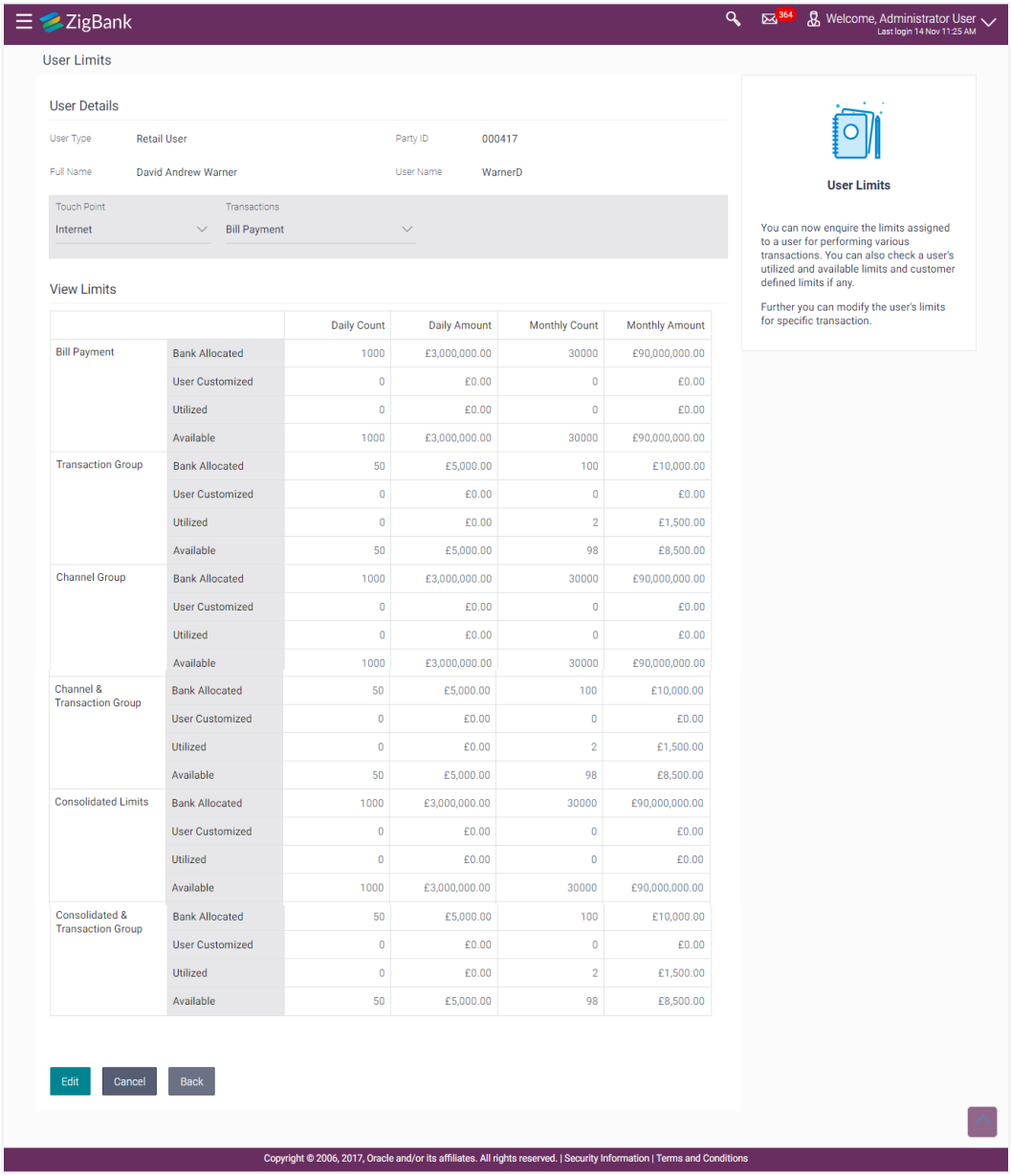
1. In the **User Limits** screen, click **Search**. The **User Limits** screen with search results appears based on the searched criteria.
   OR
   Click **Clear** to reset the search parameters.
   OR
   Click **Cancel** to cancel the search process.

## User Limits - Search Result




2. Click the **User Name** of the record for which you want to modify the details. The **User Limits-View** screen appears.

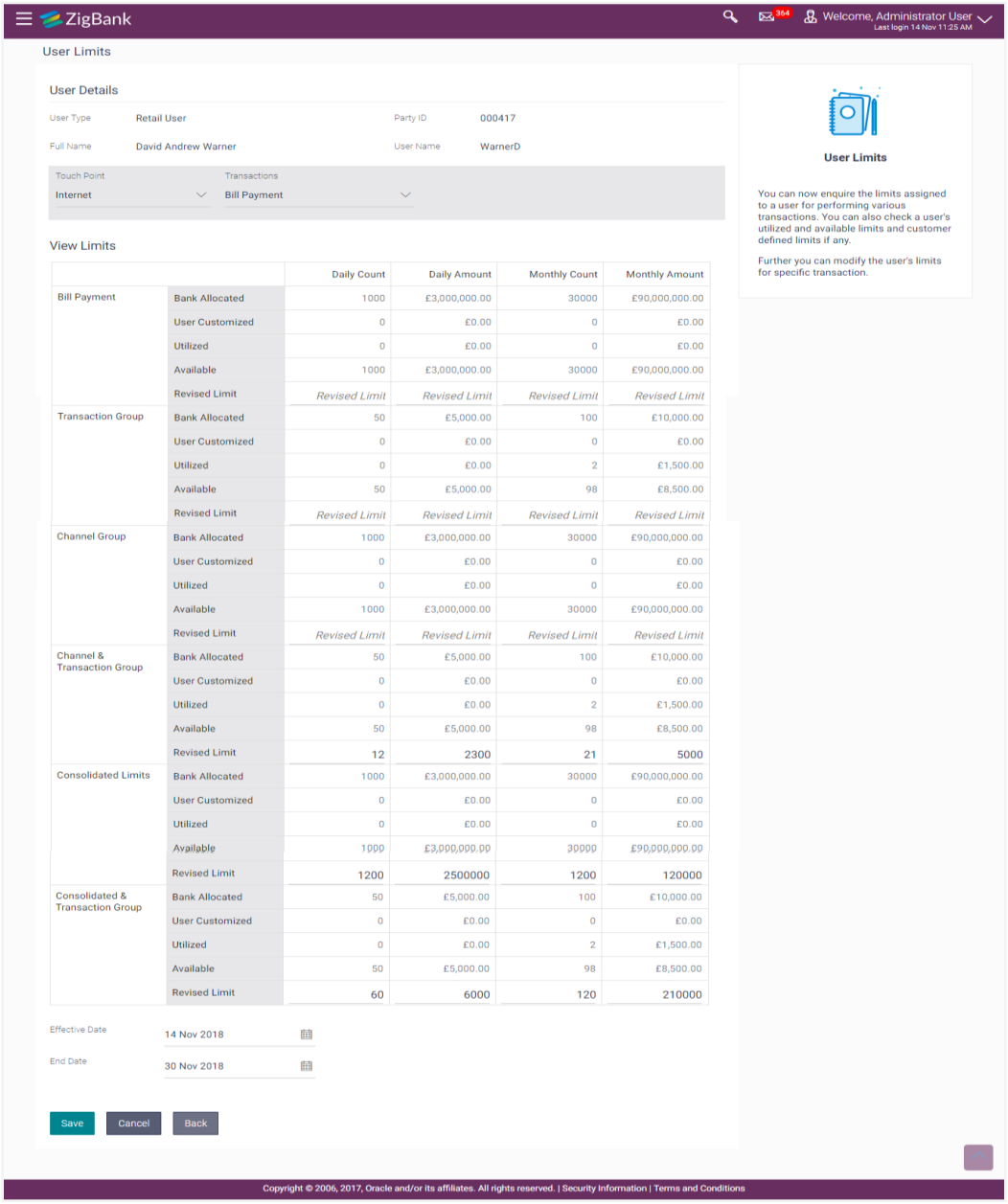
## User Limits - View




| | | Daily Count | Daily Amount | Monthly Count | Monthly Amount |
|---|---|---|---|---|---|
| Bill Payment | Bank Allocated | 1000 | £3,000,000.00 | 30000 | £90,000,000.00 |
| | User Customized | 0 | £0.00 | 0 | £0.00 |
| | Utilized | 0 | £0.00 | 0 | £0.00 |
| | Available | 1000 | £3,000,000.00 | 30000 | £90,000,000.00 |
| Transaction Group | Bank Allocated | 50 | £5,000.00 | 100 | £10,000.00 |
| | User Customized | 0 | £0.00 | 0 | £0.00 |
| | Utilized | 0 | £0.00 | 2 | £1,500.00 |
| | Available | 50 | £5,000.00 | 98 | £8,500.00 |
| Channel Group | Bank Allocated | 1000 | £3,000,000.00 | 30000 | £90,000,000.00 |
| | User Customized | 0 | £0.00 | 0 | £0.00 |
| | Utilized | 0 | £0.00 | 0 | £0.00 |
| | Available | 1000 | £3,000,000.00 | 30000 | £90,000,000.00 |
| Channel & Transaction Group | Bank Allocated | 50 | £5,000.00 | 100 | £10,000.00 |
| | User Customized | 0 | £0.00 | 0 | £0.00 |
| | Utilized | 0 | £0.00 | 2 | £1,500.00 |
| | Available | 50 | £5,000.00 | 98 | £8,500.00 |
| Consolidated Limits | Bank Allocated | 1000 | £3,000,000.00 | 30000 | £90,000,000.00 |
| | User Customized | 0 | £0.00 | 0 | £0.00 |
| | Utilized | 0 | £0.00 | 0 | £0.00 |
| | Available | 1000 | £3,000,000.00 | 30000 | £90,000,000.00 |
| Consolidated & Transaction Group | Bank Allocated | 50 | £5,000.00 | 100 | £10,000.00 |
| | User Customized | 0 | £0.00 | 0 | £0.00 |
| | Utilized | 0 | £0.00 | 2 | £1,500.00 |
| | Available | 50 | £5,000.00 | 98 | £8,500.00 |

3. Click **Edit**. The **User Limits - Edit** screen appears.

## User Limits - Edit




## Field Description

| Field Name | Description |
|---|---|
| **User Details** | |
| **User Type** | Type of user whose limits are displayed. |
| **Party ID** | Displays the party id of the retail user. |

| Field Name | Description |
|---|---|
| **Full Name** | First name and last name of the retail user. |
| **User Name** | Displays the retail user's user name. |
| **Touch Point** | Name of the touch point of which the limits to be inquired. |
| **Transactions** | Name of the transaction of which the limits to be inquired. |
| **View Limits** | |
| **Transaction Name** | Displays the category wise limits allocation for the transaction which is mapped to the retail user as per Touch Point / Transaction selected.<br>This section will be displayed if a limits package with selected touch point and transaction is mapped to the user.<br>The categories are:<br>• Bank Allocated<br>• User Customized<br>• Utilized<br>• Available<br>• Revised Limits: Specify the new user limit for the transaction. This field is editable. |
| **Transaction Group** | Displays the category wise limits allocation for the transaction group which is mapped to the retail user as per Touch Point / Transaction selected.<br>This section will be displayed if a limit package with selected touch point and a transaction group (which has selected transaction) is mapped to the user.<br>The categories are:<br>• Bank Allocated<br>• User Customized<br>• Utilized<br>• Available<br>• Revised Limits: Specify the new user limit for the transaction. This field is editable. |

| Field Name | Description |
|---|---|
| **Channel Group** | Displays the category wise limits allocation for the channel group which is mapped to the retail user as per Touch Point / Transaction selected.<br>This section will be displayed if a limit package with touch point group (which has selected touch point) and a transaction is mapped to the user.<br>The categories are:<br>• Bank Allocated<br>• User Customized<br>• Utilized<br>• Available<br>Revised Limits: Specify the new user limit for the transaction. This field is editable. |
| **Channel and Transaction Group** | Displays the category wise limits allocation for the channel and transaction group which is mapped to the retail user as per Touch Point / Transaction selected.<br>This section will be displayed if a limit package with touch point group (which has selected touch point) and a transaction group (which has selected transaction) is mapped to the user.<br>The categories are:<br>• Bank Allocated<br>• User Customized<br>• Utilized<br>• Available<br>• Revised Limits: Specify the new user limit for the transaction. This field is editable. |
| **Consolidated Limits** | Displays the consolidated category wise limits allocation which is mapped to the retail user as per Touch Point / Transaction selected.<br>This section will be displayed if a limit package with Global touch points and a transaction is mapped to the user.<br>The categories are:<br>• Bank Allocated<br>• User Customized<br>• Utilized<br>• Available<br>Revised Limits: Specify the new user limit for the transaction. This field is editable. |

| Field Name | Description |
|---|---|
| **Consolidated and Transaction Group** | Displays the category wise limits allocation for the consolidated and transaction group which is mapped to the retail user as per Touch Point / Transaction selected.<br>This section will be displayed if a limit package with Global touch points and a transaction group (which has selected transaction) is mapped to the user.<br>The categories are:<br>• Bank Allocated<br>• User Customized<br>• Utilized<br>• Available<br>• Revised Limits: Specify the new user limit for the transaction. This field is editable. |
| **Daily Count** | Displays the maximum permitted number of transactions in a day to a retail customer. User can specify the revised daily transaction count limit |
| **Daily Amount** | Displays the cumulative amount of transactions in a day for a retail customer. User can specify the revised daily transaction cumulative amount limit. |
| **Monthly Count** | Displays the maximum permitted number of transactions in a month to a retail customer. User can specify the revised monthly transaction count limit |
| **Monthly Amount** | Displays the cumulative amount of transactions in a month for a retail customer. User can specify the revised monthly transaction cumulative amount limit |
| **Effective Date** | The date from which the limit is effective for the transaction.<br>This field is editable. |
| **End Date** | End date for the set limits availability on transactions.<br>This field is editable. |

4. Click **Edit** to edit the user limits.
   From the **Touch Point** list, select the appropriate option whose user limits to be modified.
   From the **Transaction** list, select the appropriate option whose user limits to be modified.
   Enter the new values for the limits.
   OR
   Click **Cancel** to cancel the transaction and go back to Dashboard.

OR
Click **Back** to navigate to the previous screen.

5. Edit the required details.
6. Click **Save** to save the changes made to the user limits.
   OR
   Click **Cancel** to cancel the transaction.
   OR
   Click **Back** to navigate back to previous screen.
7. The **Review** screen appears. Verify the details, and click **Confirm**.
   OR
   Click **Cancel** to cancel the transaction.
   OR
   Click **Back** to navigate back to previous screen.
8. The success message of limits updation appears.
   Click **OK** to complete the transaction.

## FAQs

1. **Can I delete transaction and/ or cumulative group of transactions for which the limits are assigned using this function?**

   No, the transactions and/or group of transactions available in the limit package cannot be deleted or new transaction/transaction group can be added using this maintenance.

2. **Will the changes made in the user's limits will be applicable to all other users whom the same package is mapped?**

   No, the changes made in the limits will be applicable only the user of whom the details are being changed. Other users will continue to enjoy the same limits.

3. **Will the changes made in the user's limits will be effective immediately?**

   The limits will be effective from the date mentioned as 'Effective Date' while updating the limits. If the effective date is current date and day 0 flag is set as 'Next Day' for change in limits applicability. Then the changed limits will be applicable from the next day.

4. **How can I reassure of changing the specific limits, as the screen has lot of information?**

   As a part if user limits change review screen, only the transactions of which the limits are changed are shown on the screen with highlighted values. You can recheck the information and confirm the changes.

5. **Can I make the changes in the limits assigned to corporate users?**

   No, changes cannot be done for the limits assigned to corporate users using this maintenance.

**Home**

# 12. Transaction Group Maintenance

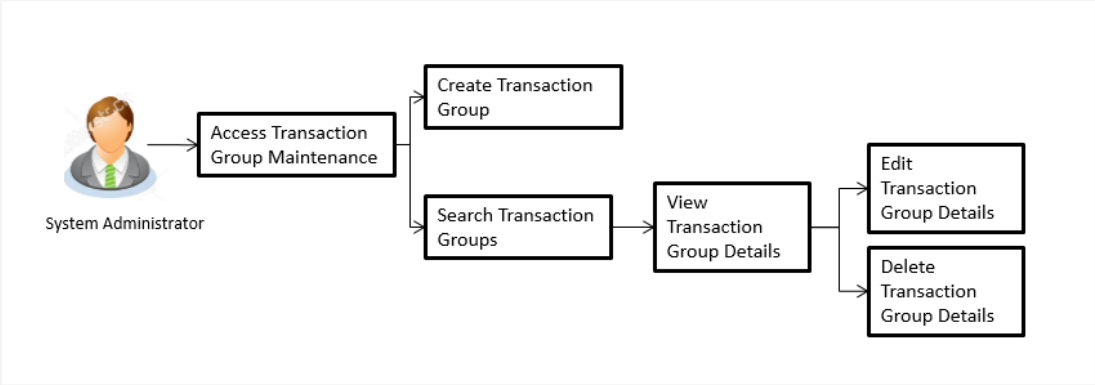
Transaction group maintenance enables the System Administrator to create and maintain group of transactions. Administrator can maintain a transaction group for the purpose of defining consolidated transaction limits. Once limits are assigned at transaction group, these limits acts as collective limit for selected transactions in a group.

For e.g., If the cumulative limit daily (for payment transaction group) is set to GBP 2000, then in a day, customer will be allowed to perform transactions up to GBP 2000 only, spanning across all selected transactions in a group.

**Prerequisites:**

- Transaction access is provided to system administrator.
- Approval rule set up for system administrator to perform the actions.
- Transactions are available for grouping.

**Workflow**




**Features supported in application**

The administrator can perform the following actions:

- Create Transaction Group
- Search/ View Transaction Group
- Edit Transaction Group
- Delete Transaction Group

**How to reach here:**

*System/ Bank Administrator Dashboard > Toggle menu > Limits > Transaction Group Maintenance*

## 12.1 Transaction Group Maintenance - View

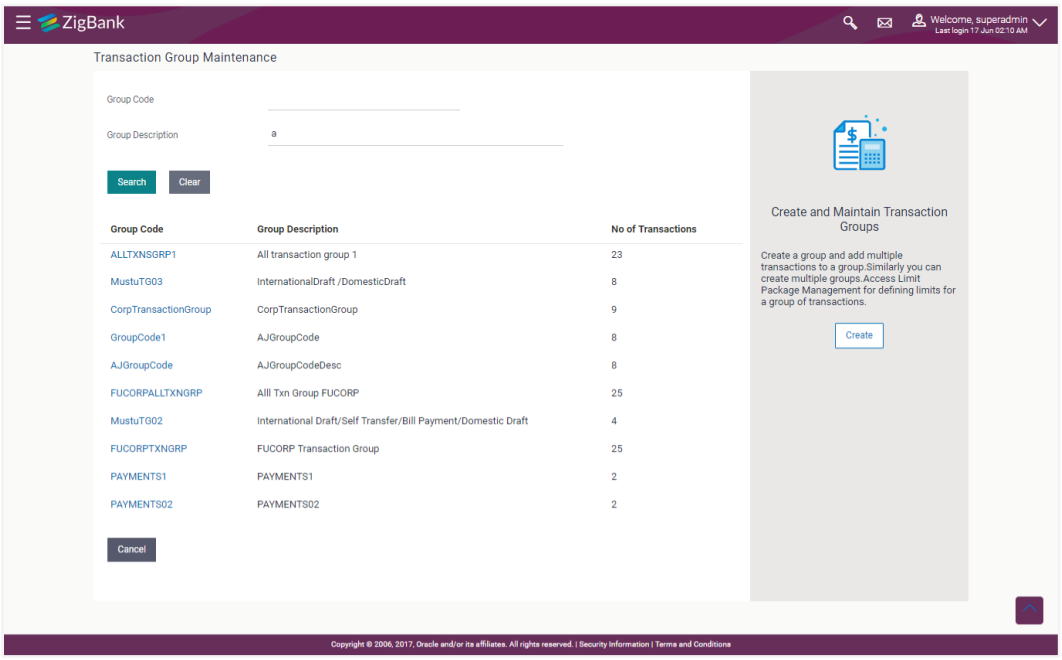
Using this option, System Administrator can search and view details of particular transaction group based on different search parameters like group code or group description. The search results displays a summary of matching transaction groups.

Further, System Administrator can view the details of transaction groups created for the purpose of maintaining limits.

**To search and view transaction group:**

1. In the **Transaction Group Maintenance** screen, enter the search parameters and click **Search**.
   The **Transaction Group Maintenance** screen with search results appears based on the search criteria.
   OR
   Click **Cancel** to cancel the search process.
   OR
   Click **Clear** to reset the search parameters.

**Transaction Group Maintenance - Search**

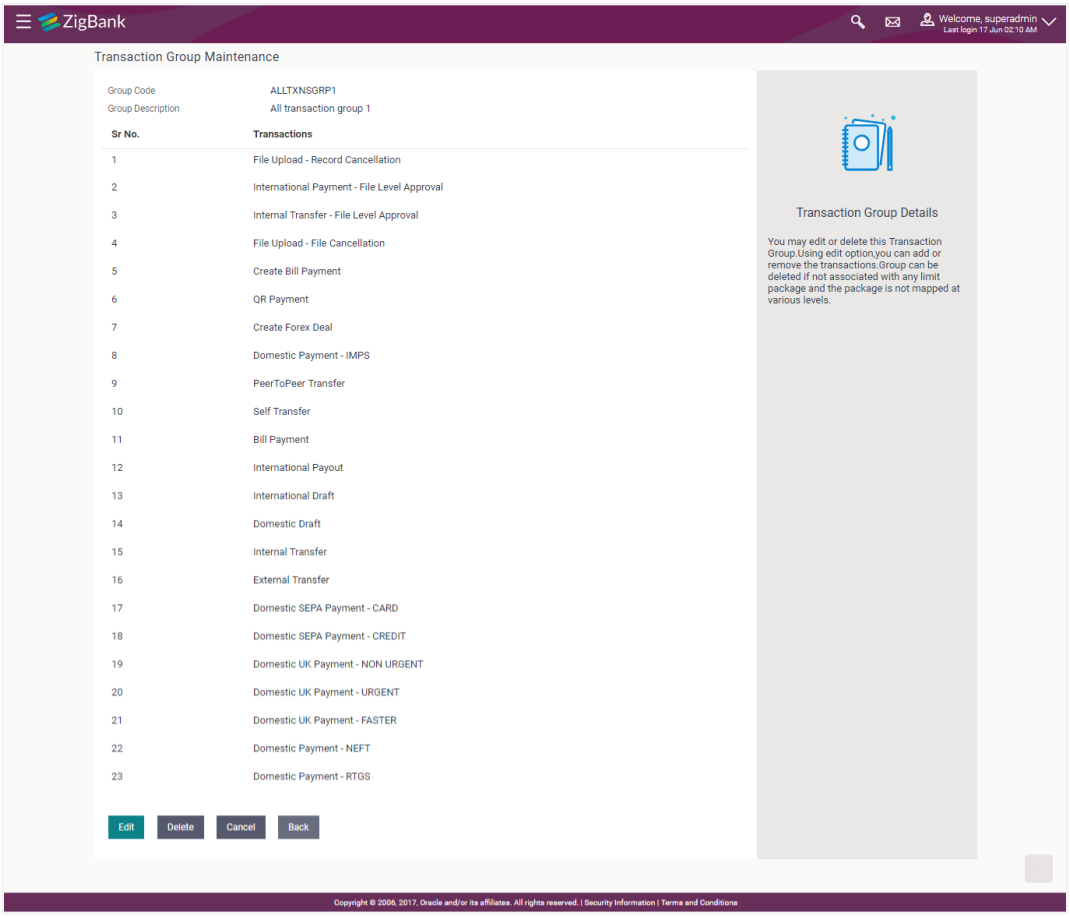



**Field Description**

| Field Name | Description |
|---|---|
| **Group Code** | Search the transaction groups with group code. |
| **Group Description** | Search the transaction groups with group description. |
| **Search Results** | |
| **Group Code** | Group code defined for a Transaction Groups. |
| **Group Description** | Group description defined for a Transaction Groups. |
| **No. of Transactions** | Number of transactions associated with the transaction groups. |

2. Click the **Group Code** link of the record to view the transaction group details. The **Transaction Group Maintenance - View** screen appears.

**Transaction Group Maintenance - View**




**Field Description**

| Field Name | Description |
|---|---|
| **Group Code** | Group code defined for a Transaction Groups. |
| **Group Description** | Group description defined for a Transaction Groups. |
| **Transactions** | Displays the transactions which are a part of transaction group. |

3. Click **Edit** to add or remove the transactions from the transaction group.
   OR
   Click **Delete** to delete the transaction group.
   OR
   Click **Cancel** to cancel the transaction and go back to Dashboard.
   OR
   Click **Back** to navigate to the previous screen.

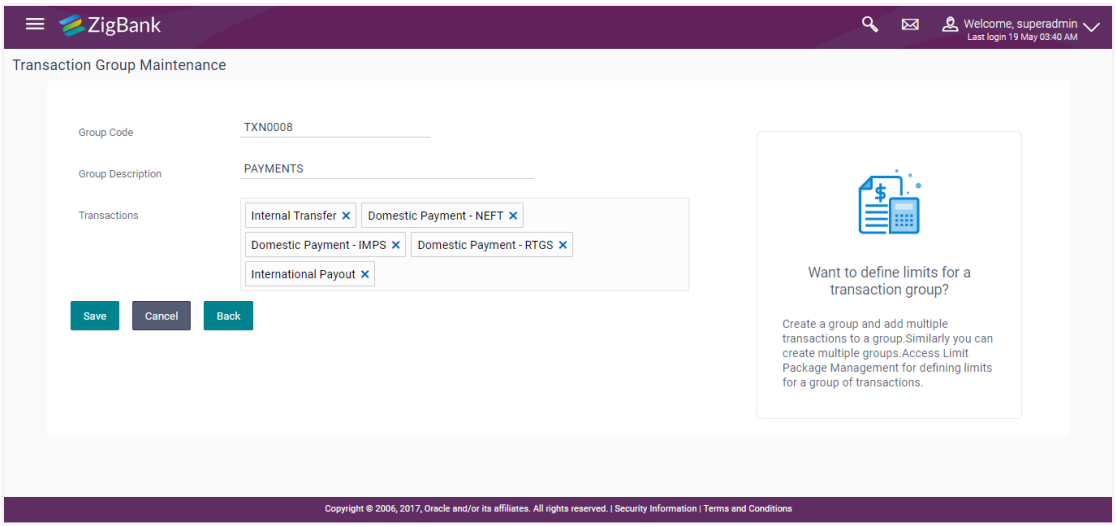
## 12.2 Transaction Group Maintenance - Create

Using this option, System Administrator can create a new transaction group and can add multiple transactions to a group. Administrator can create multiple transaction groups. Also can add same transactions as a part of multiple groups.

**To create a transaction group:**

1. In the **Transaction Group Maintenance** screen, click **Create**. The **Transaction Group Maintenance - Create** screen appears.

**Transaction Group Maintenance - Create**




**Field Description**

| Field Name | Description |
|---|---|
| **Group Code** | Unique group code defined for a Transaction Groups. |
| **Group Description** | Group description defined for a Transaction Groups. |
| **Transactions** | The list of transactions which are a part of transaction group. |

2. In the **Group Code** field, enter the code for the transaction group.
3. In the **Group Description** field, enter the description for the transaction group.
4. Click **Select Transactions**, a transaction drop-down appears with the list of transactions grouped according to the type. Multiple transactions can be selected.

**Note:** All the transactions for which limit flag is enabled will be displayed according to the type.

5. Add required transactions to group.
6. Click **Save** to save the transaction group details.
   OR

Click **Cancel** to cancel the transaction.
OR
Click **Back** to navigate to the previous screen.

7. The **Review** screen appears. Verify the details, and click **Confirm**.
   OR
   Click **Cancel** to cancel the transaction.
   OR
   Click **Back** to navigate to the previous screen.

8. The success message of Transaction Group Maintenance saved successfully appears along with the transaction reference number.
   Click **OK** to complete the transaction.

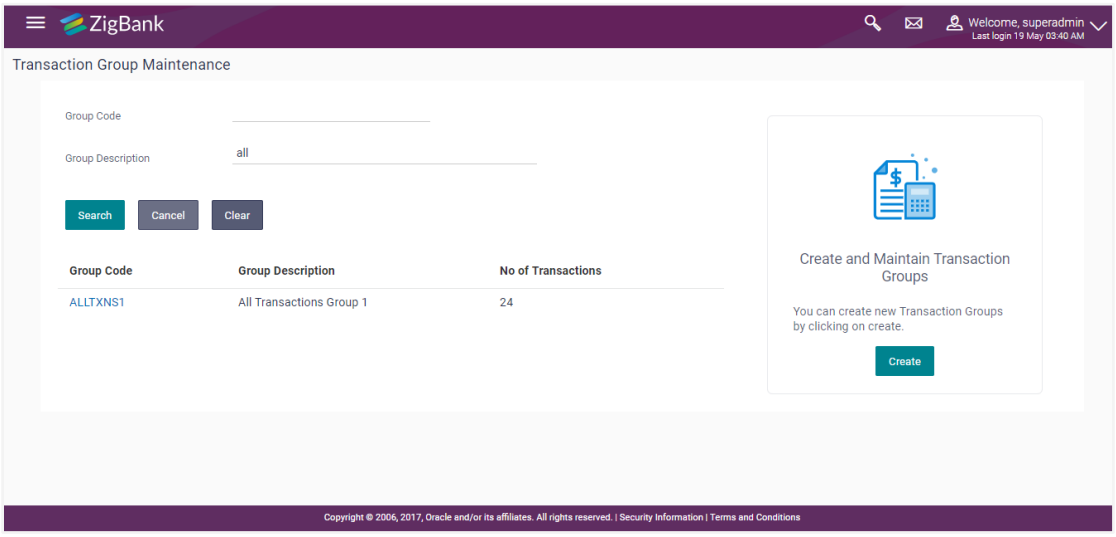
## 12.3 Transaction Group Maintenance - Edit

Using this option, System Administrator can update or edit a transaction group by adding / removing the transactions associated with the transaction group for purpose of limit maintenance.

**To edit a transaction group:**

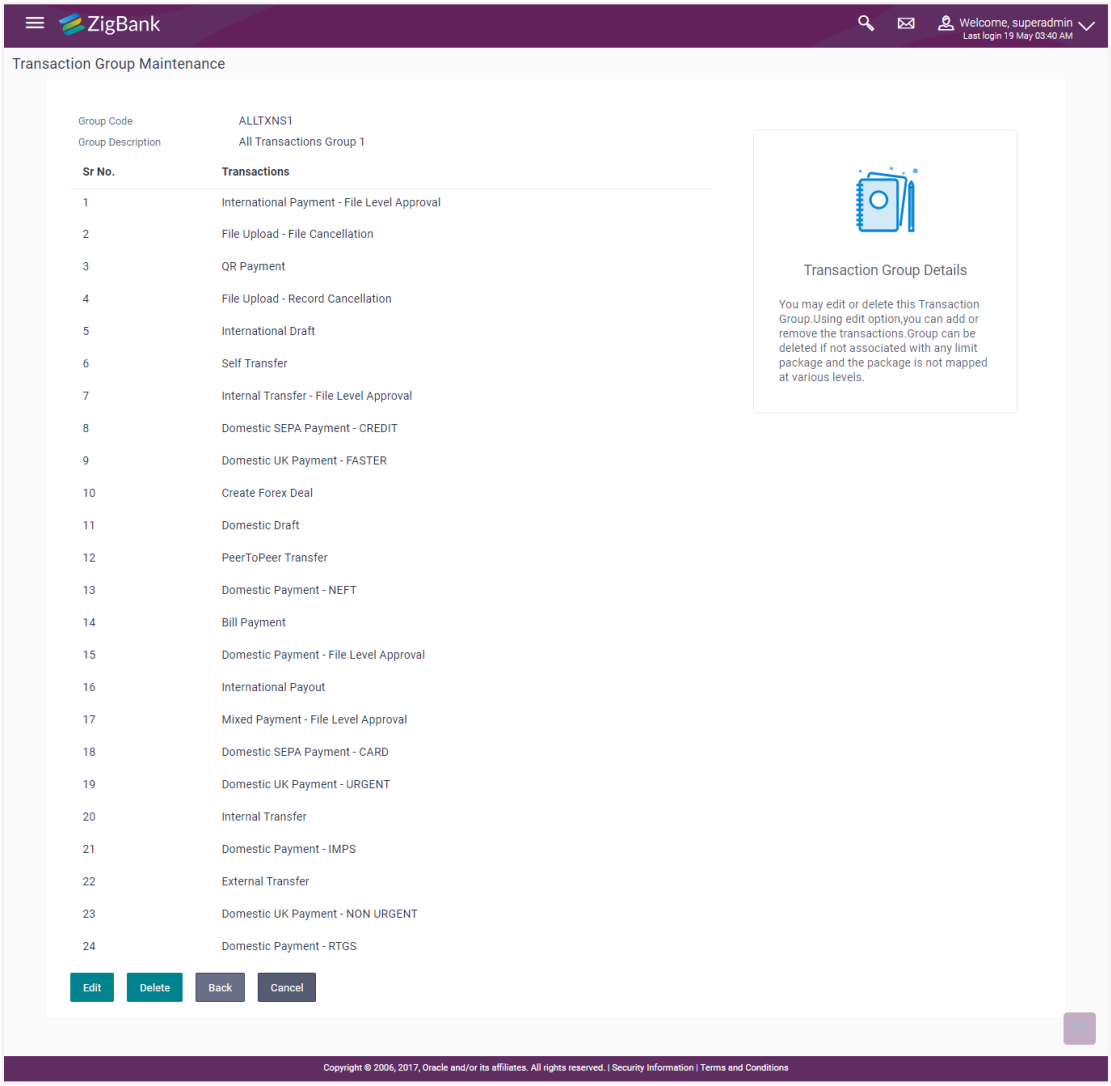
1. In the **Transaction Group Maintenance** screen, click **Search**. The **Transaction Group Maintenance** screen with search results appears based on the searched criteria.
   OR
   Click **Cancel** to cancel the search process.
   OR
   Click **Clear** to reset the search parameters.

**Transaction Group Maintenance - Search**



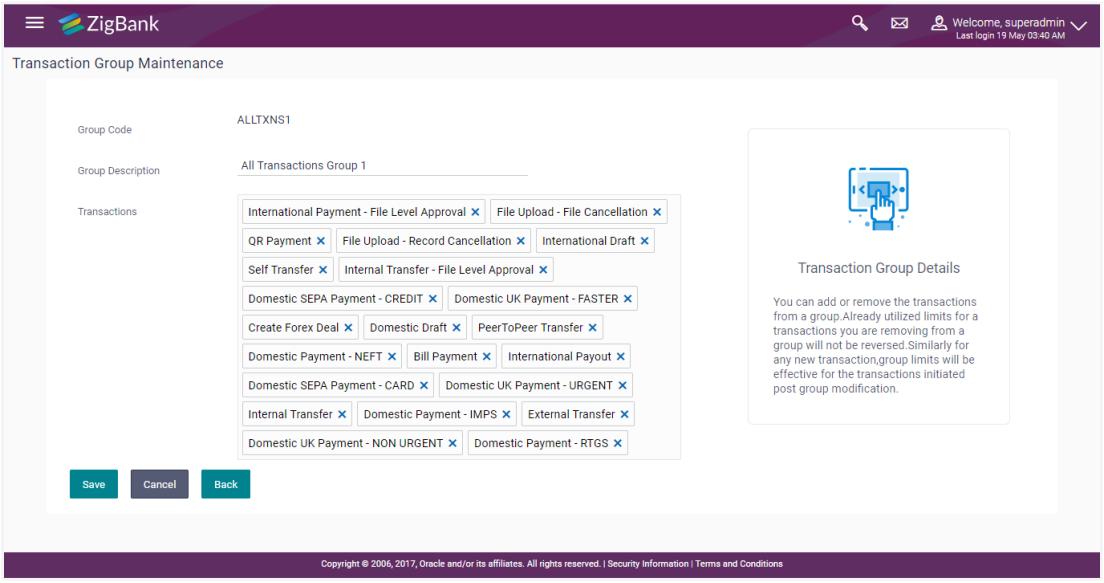

2. Click the **Group Code** link of the record to view the transaction group details. The **Transaction Group Maintenance - View** screen appears.

## Transaction Group Maintenance - View




3. Click **Edit** to add or remove the transactions from the transaction group. The **Transaction Group Maintenance - Edit** screen appears.

### Transaction Group Maintenance - Edit




4. Edit the required details, e.g. Group Description, Transactions.
5. Clicking transaction area, a transaction drop-down appears with the list of transactions grouped according to the type to add a new transaction.
   OR
   click  to delete an existing transaction from the group.
6. Click **Save** to save the transaction group details
   OR
   Click **Cancel** to cancel the transaction.
   OR
   Click **Back** to navigate back to previous screen.
7. The **Review** screen appears. Verify the details, and click **Confirm**.
   OR
   Click **Cancel** to cancel the transaction.
   OR
   Click **Back** to navigate back to previous screen.
8. The success message Transaction Group Maintenance saved successfully appears along with the Transaction reference number.
   Click **OK** to complete the transaction.

## 12.4 Transaction Group Maintenance - Delete

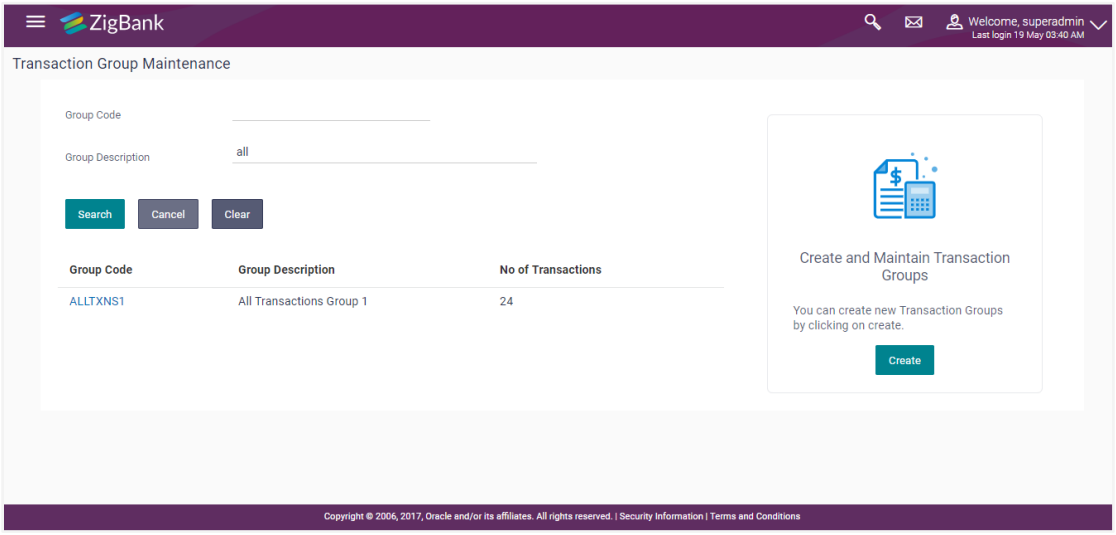
Using this option, System Administrator can delete the transaction group.

**Note:** System Administrator cannot delete the transaction group, if the limits are associated with that group, and it is mapped to the user/ party which is in use.

**To delete a transaction group:**

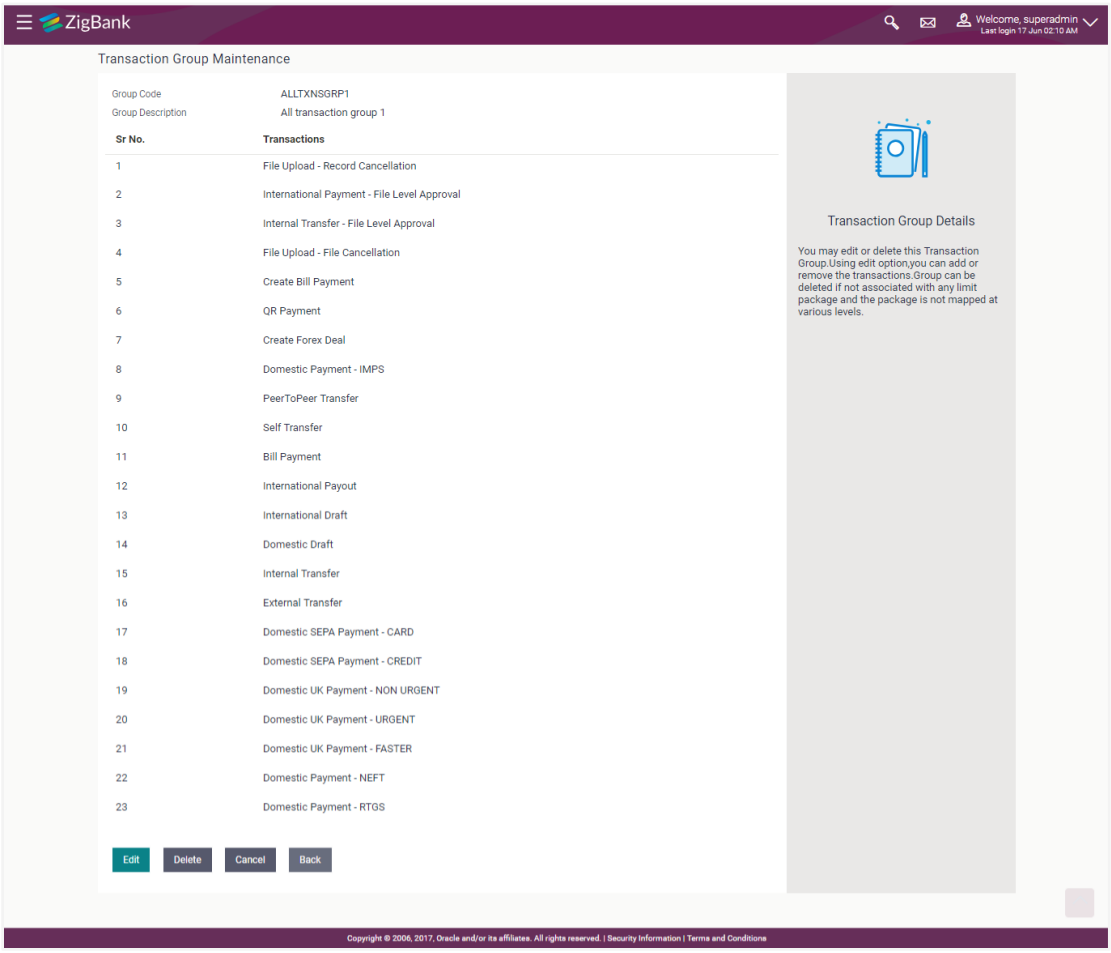
1. In the **Transaction Group Maintenance** screen, click **Search**. The **Transaction Group Maintenance** screen with search results appears based on the searched criteria.
   OR
   Click **Cancel** to cancel the search process.
   OR
   Click **Clear** to reset the search parameters.

**Transaction Group Maintenance - Search**



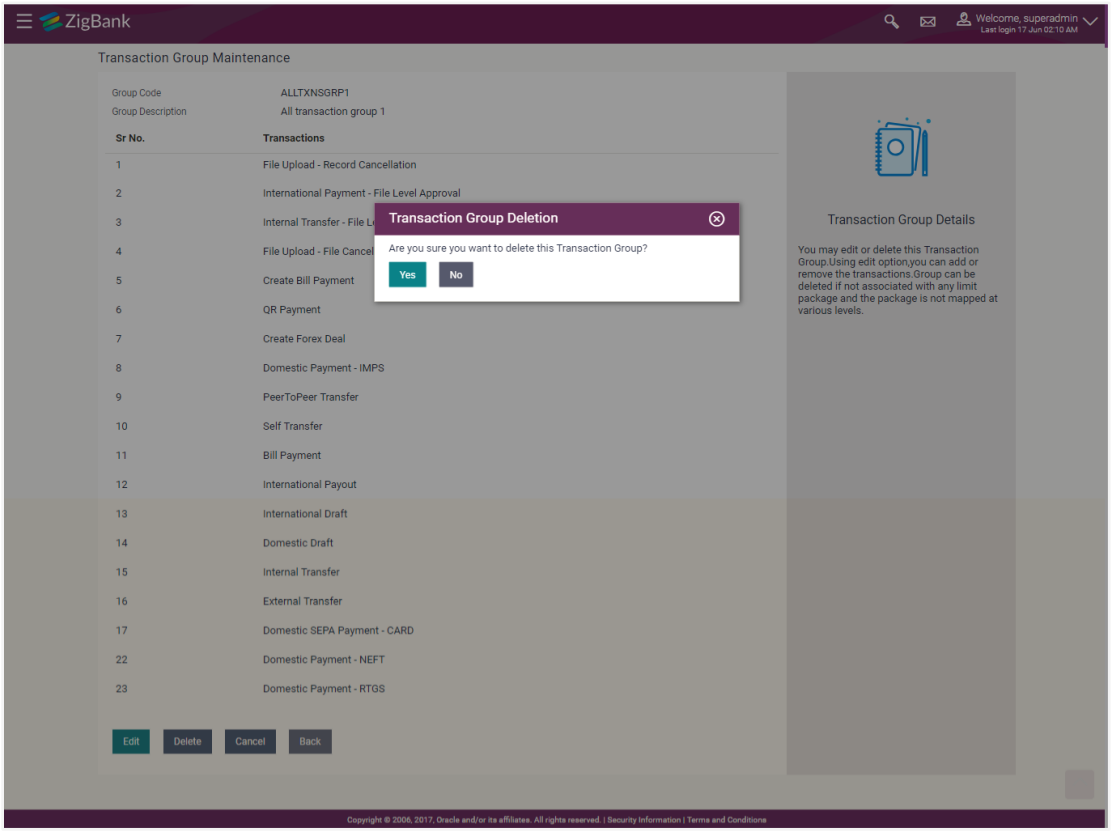

2. Click the **Group Code** link of the record to view the transaction group details. The **Transaction Group Maintenance - View** screen appears.

## Transaction Group Maintenance – View




3. Click **Delete**. The **Delete Warning** message appears.

### Delete Transaction Group




4. Click **Yes** to confirm the deletion.
   OR
   Click **No** to cancel the deletion process.
5. The success message of transaction group deletion appears.
   Click **OK** to complete the transaction.

# FAQs

**1. Can I club one transaction as a part of multiple groups?**

Yes, one transaction can be clubbed as part multiple groups.

**2. Where can I use these transaction groups?**

You can define a transaction limits using ‘Limit Package Management’ for these transaction groups.

**3. Can I edit a transaction group which is a part of any limit package?**

Yes, you can edit the transaction group details if a group is already associated with the limit package.

4. **How the limit will be utilized, if you add a new transaction to the group for which customers have already initiated transactions during the day but before group formation?**

Limits assigned at individual transaction level will be utilized for the transaction Initiated before the transaction group formation. These limits will not be considered for group limit utilization.

5. **Can I delete a transaction group which is a part of any limit package?**

No, if a transaction group cannot be deleted if a group is already associated with the limit package.

**Home**

# 13. Party Account Access

System/Bank Administrator can set up account and transaction access rules at the corporate party level. The System/ Bank Administrator can provide access to accounts held by the party with the bank as available in the core banking application or the respective mid-office application.

Using this function system administrator can manage access for Current and Savings Accounts, Term Deposit Loan accounts along with Liquidity Management enabled Real Accounts (including External Accounts if any) and VAM enabled Real and virtual accounts for a Corporate.

Upon navigating to the specific category tab viz. Demand Deposits, Term Deposits, Loans etc., the administrator can select a global check box of 'Map all accounts' to enable all the existing accounts under the selected category for channel banking. If specific accounts are required to be given access then the user needs to select the respective check boxes preceding the account number.

**Note**: Access Management for Loan Accounts are for accounts fetched from Core Banking System i.e. FCUBS. It is not supported for accounts from Oracle Banking Corporate Loan (OBCL) system.

As part of this maintenance, own accounts and transaction mapping as well as accounts of the linked parties can be mapped to the parent party.

**Note**: 1) Linked Party Access Management can be provided to parent party or users of the parent party only for Account Types CASA, TD and Loans.

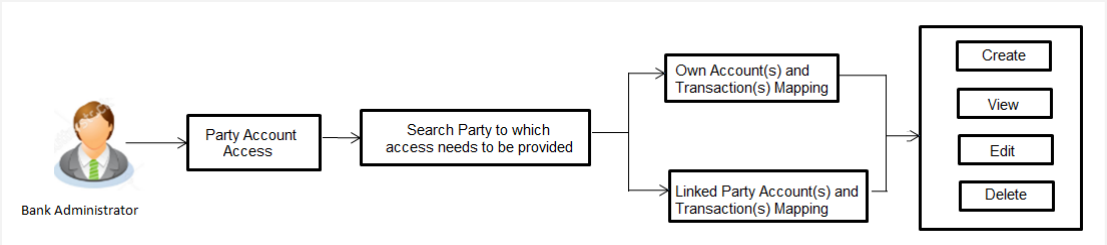
2) Linked party account mapping is not supported for Account Types 'VAM-Real Accounts, Virtual Accounts and Liquidity Management – Real Accounts'.

If there is any party to party linkage maintained in the mid-office system 'OBLM', then those accounts will appear in own account linkage itself on the OBDX side for access management.

### Pre-Requisites

- Party preferences should be created for the party for which access is to be maintained
- Channel Access should be enabled for party for which account access is to be maintained
- Account access maintenance for linked party accounts can be done once there is a party to party linkage maintained.
- Transaction access is provided to Bank Administrator.
- Approval rule set up for Bank Administrator to perform the actions.

### Workflow



**Features Supported In Application**

The following options are available as part of this maintenance:

- Party Account Access - Mapping (Own accounts and linked party accounts)
- Party Account Access – View (Own accounts and linked party accounts)
- Party Account Access - Edit (Own accounts and linked party accounts)
- Party Account Access - Delete (Own Accounts and linked party accounts)

**How to reach here:**

*Bank Administrator Dashboard > Account Access > Party Account Access*
*OR*
*System/ Bank Administrator Dashboard > Toggle menu > Account Access >Party Account Access*

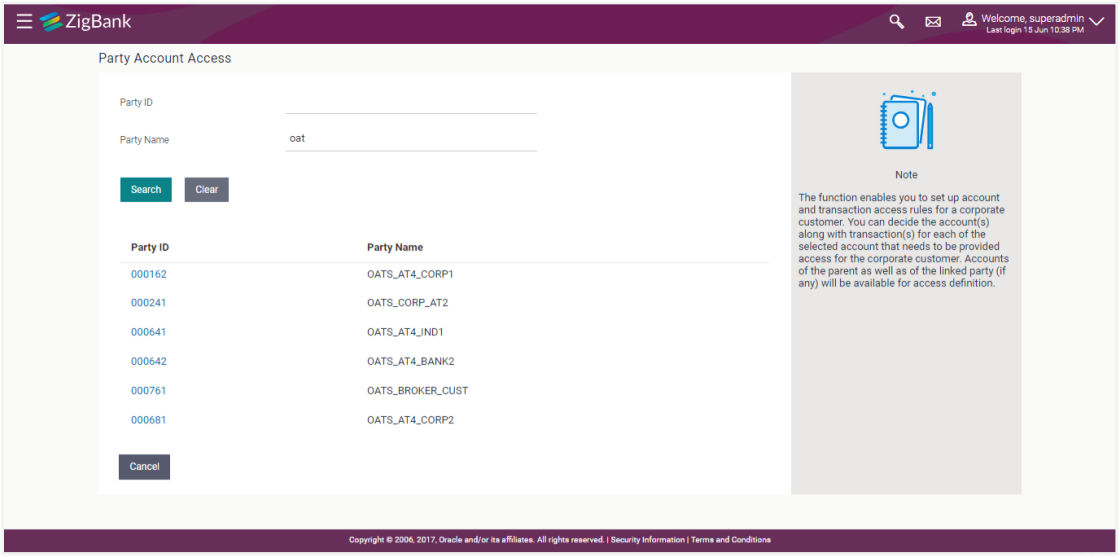
## 13.1 Party Account Access - Mapping (Create)

The Bank Administrator gets a request with the list of account(s) and transactions for which access needs to be provided to the party.

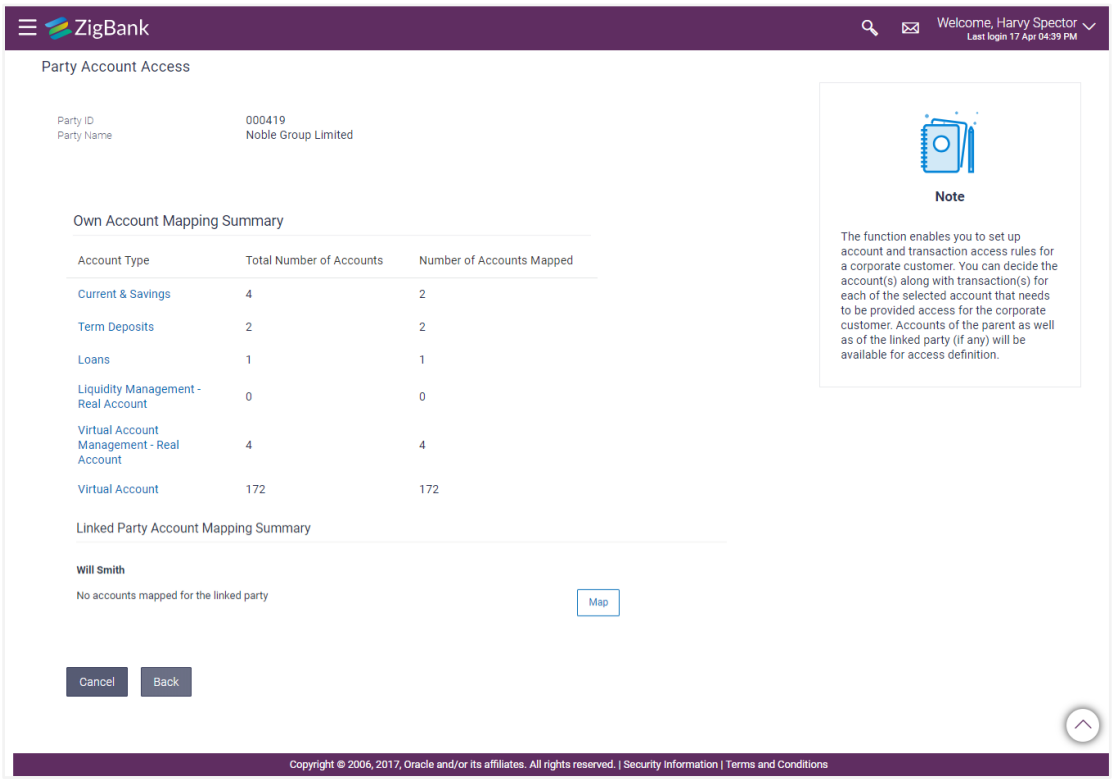
**To provide the party with account and transaction access:**

1. In the **Party ID** field, enter the party id of the user.
   OR
   In the **Party Name** field, enter the party name of the user.
2. Click **Search**. For a searched party, two sections **Own Account Mapping Summary** and **Linked Party Account Mapping Summary** appears.
   Linked party account mapping will only be available if the selected party has Party to Party Linkage maintained.
   OR
   Click **Cancel** to cancel the transaction.
   OR
   Click **Clear** to clear the search parameters.

## Party Account Access - Search




## Party Account Access - Search Result




## Field Description

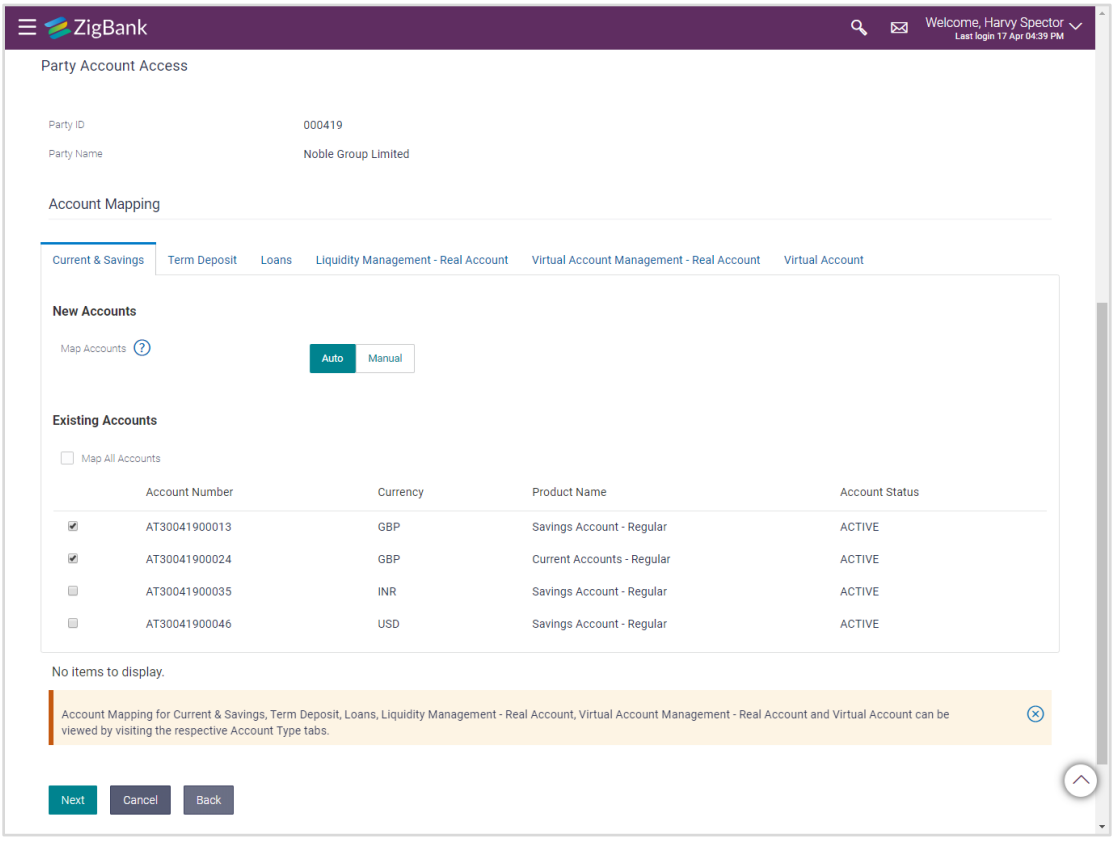
| Field Name | Description |
|---|---|
| **Party ID** | The party id searched by the bank administrator. |

| Field Name | Description |
|---|---|
| **Party Name** | The name of the party. |
| **Own Account Mapping Summary**<br>Click on **Account Type** to view the respective mapping details. | |
| **Account Type** | All account types available under the party. The account type can be:<br>• Current and Savings<br>• Term Deposits<br>• Loans<br>• Liquidity Management – Real Account<br>• Virtual Account Management – Real Account<br>• Virtual Account |
| **Total Number of Accounts** | Total number of accounts available under the party. |
| **Number of Accounts Mapped** | Number of accounts mapped to the particular account type. |
| **Linked Party Account Mapping Summary**<br>Click on **Account Type** to view the respective mapping details. | |

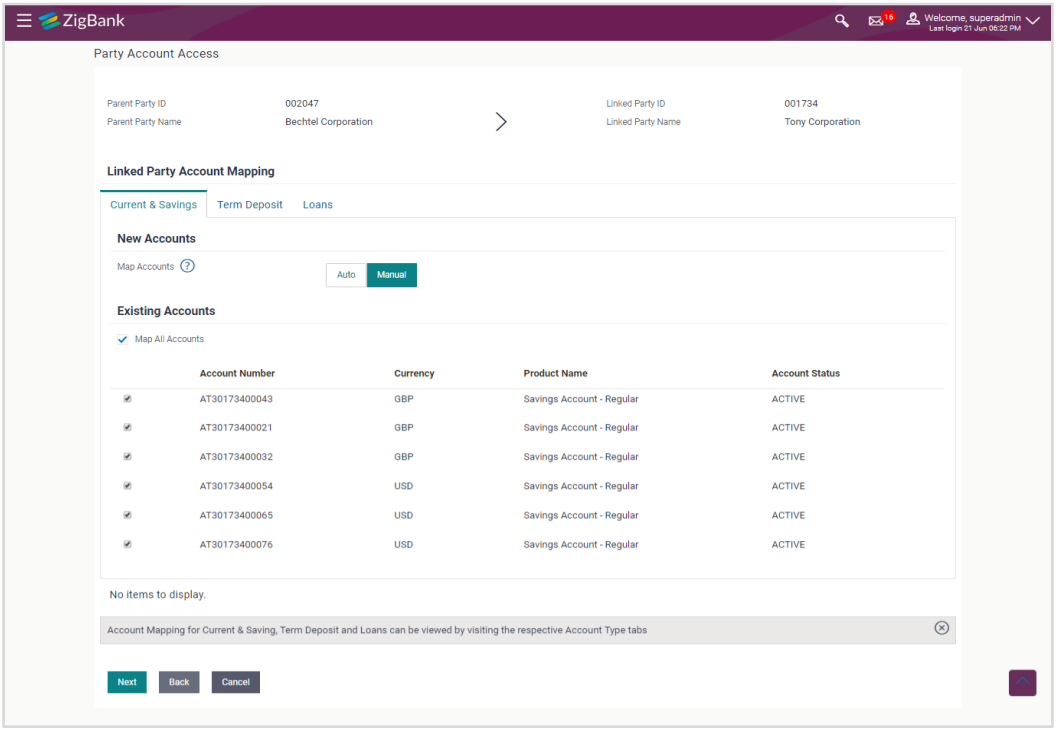
3. If there is no mapping done for a party (own/ linked), there will be a message **No Accounts mapped for the party** with **Map**.
4. Click **Map**. The **Party Account Access - Create** screen appears.
   OR
   Click **Cancel** to cancel the transaction.
   OR
   Click **Back** to navigate to the previous screen.
5. All the accounts held by the selected party as a relationship with the bank as available in the core banking system or the respective mid office system will be fetched and displayed in the respective categories i.e. Current and Savings, Term Deposits, Loans, Liquidity Management – Real Account, Virtual Account Management – Real Account, Virtual Account.
   In case of mapping of linked party accounts to the parent party, user will select the parent party as part of party search section and click **Map** against the linked party of which account access is to be provided.
6. Navigate to the specific category tab viz. Current and Savings, Term Deposits, Loans, Liquidity Management – Real Account, Virtual Account Management – Real Account, Virtual Account etc., and select a global check box of **Map all accounts** to enable all the existing accounts under the selected category for channel banking (on screen, it will serve as a **Select All** function).
   OR
   If specific accounts are required to be given access then the user needs to select the respective check boxes preceding the account number.

7. To map the new accounts, select appropriate option from **Map Accounts** field;
   Select **Auto** if you wish to allow access to all future Current and Savings/ Term Deposit/ Loans accounts/ Liquidity Management – Real Account/ Virtual Account Management – Real Account/Virtual Account.
   OR
   Select **Manual** if you wish to explicitly map new accounts and transactions.
8. The cookie message appears at the bottom of the category tab indicating the administrator that account mapping for other category tabs can be done by visiting the respective tabs.

**Party Account Access - Account Mapping (Own Account Mapping) - Create**



**Party Account Access - Account Mapping (Linked Account Mapping) - Create**

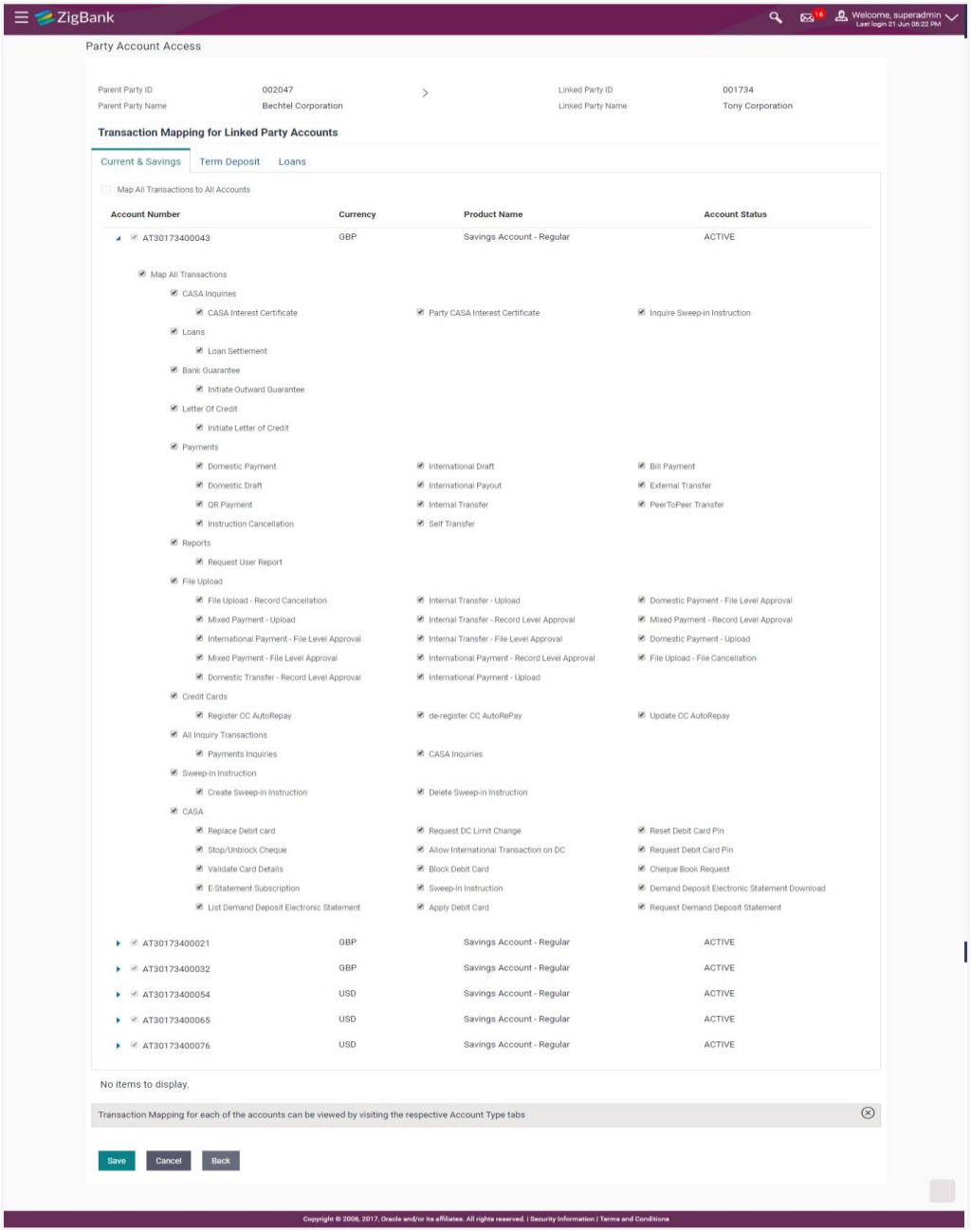



9. Click **Next**. The **Party Account Access - Create** (Transaction Mapping) screen appears.
   OR
   Click **Cancel** to cancel the transaction.
   OR
   Click **Back** to navigate to the previous screen.

## Party Account Access - Transaction- Account Mapping (Own Account Mapping)-Create



## Party Account Access - Transaction- Account Mapping (Linked Account)- Create




10. To map the transactions to the account, click  against the particular account number to view the transaction mapping.
11. Select the respective check boxes preceding the transaction to be mapped.
    OR
    Select **Map All Transactions**, if you want to map all the transactions to all accounts.
12. Click **Save** to save the changes.
    OR
    Click **Cancel** to cancel the transaction.

OR
Click **Back** to navigate to the previous screen.

13. The **Party Account Access - Review** screen appears. Verify the details, and click **Confirm**.
    OR
    Click **Cancel** to cancel the transaction.
    OR
    Click **Back** to navigate to the previous screen.
14. The screen with success message appears. Click **OK** to complete the transaction.
    After following above steps the summary of mapped accounts and transactions available for party.

## 13.2 Party Account Access- View

The Bank Administrator can view the list of account(s) and transactions for which access has been provided to the party.

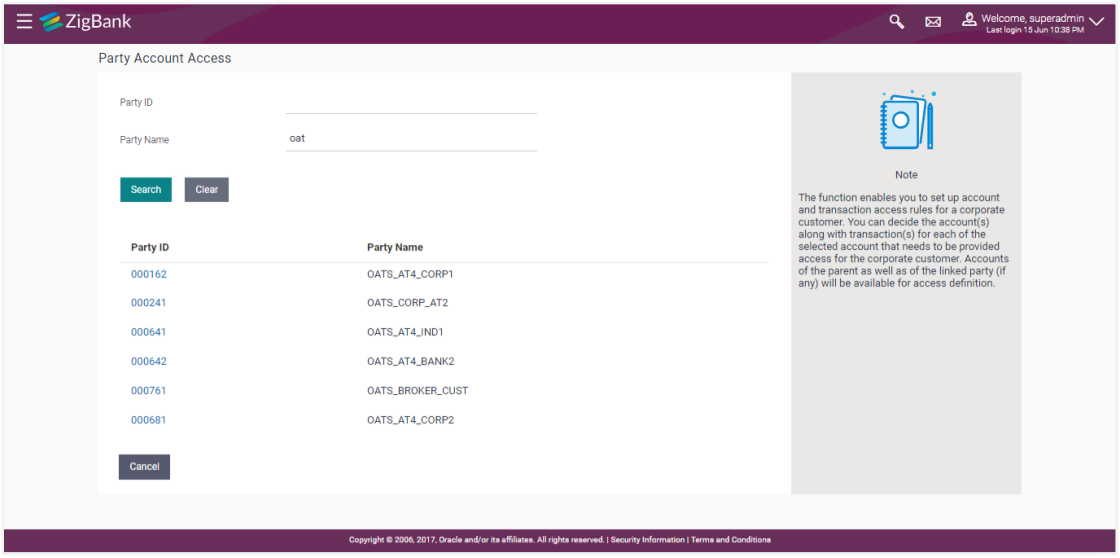
**Field Description**

| Field Name | Description |
|---|---|
| **Party ID** | Party Id of the corporate user. |
| **Party Name** | Party name of the corporate user. |

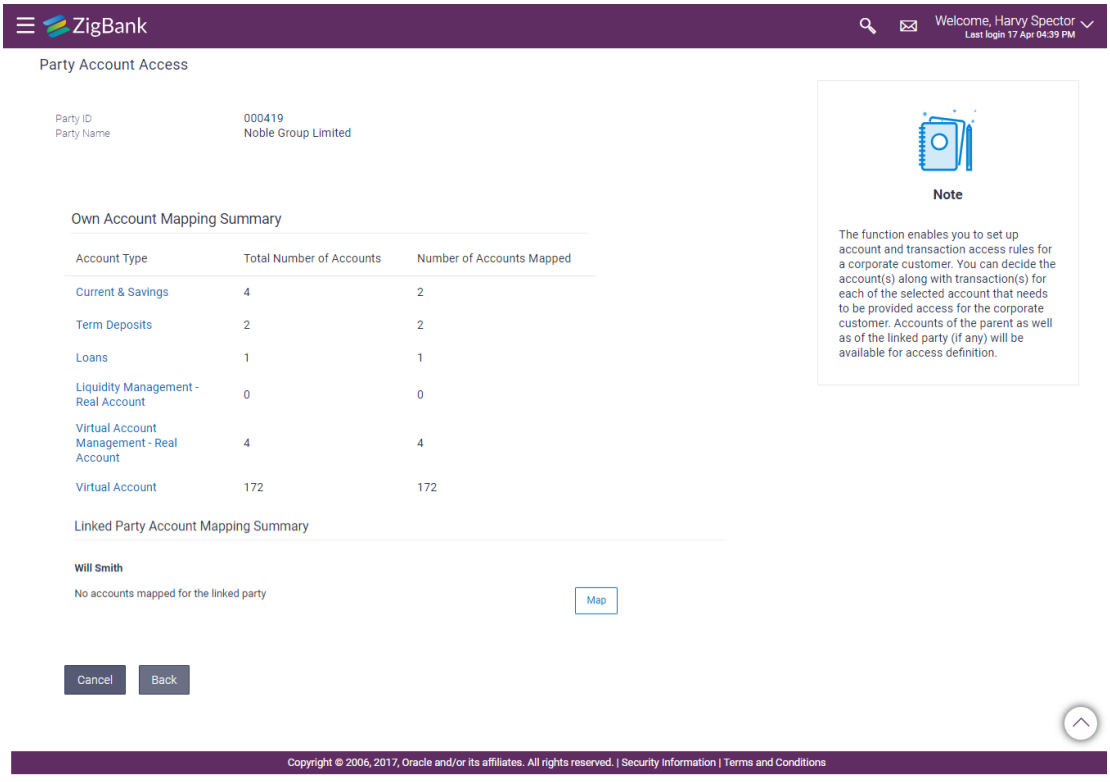
**To view the party account and transaction access:**

1. In the **Party ID** field, enter the party id of the user.
   OR
   In the **Party Name** field, enter the party name of the user.
2. Click **Search**. For a searched party, two sections **Own Account Mapping Summary** and **Linked Party Account Mapping Summary** appears.
   Linked party account mapping will only be available if the selected party has Party to Party Linkage maintained.
   OR
   Click **Cancel** to cancel the transaction.
   OR
   Click **Clear** to clear the search parameters.
3. Click **Account Type** i.e. Current and Savings / TD / Loans/ Liquidity Management – Real Account/ Virtual Account Management – Real Account/ Virtual Account in the summary details for the party, which will navigate to the view page.
   OR
   Click **Cancel** to cancel the transaction and navigate back to ‘Dashboard’.
   OR
   Click **Back** to navigate to the previous screen.

## Party Account Access - Search




## Party Account Access - Search Results



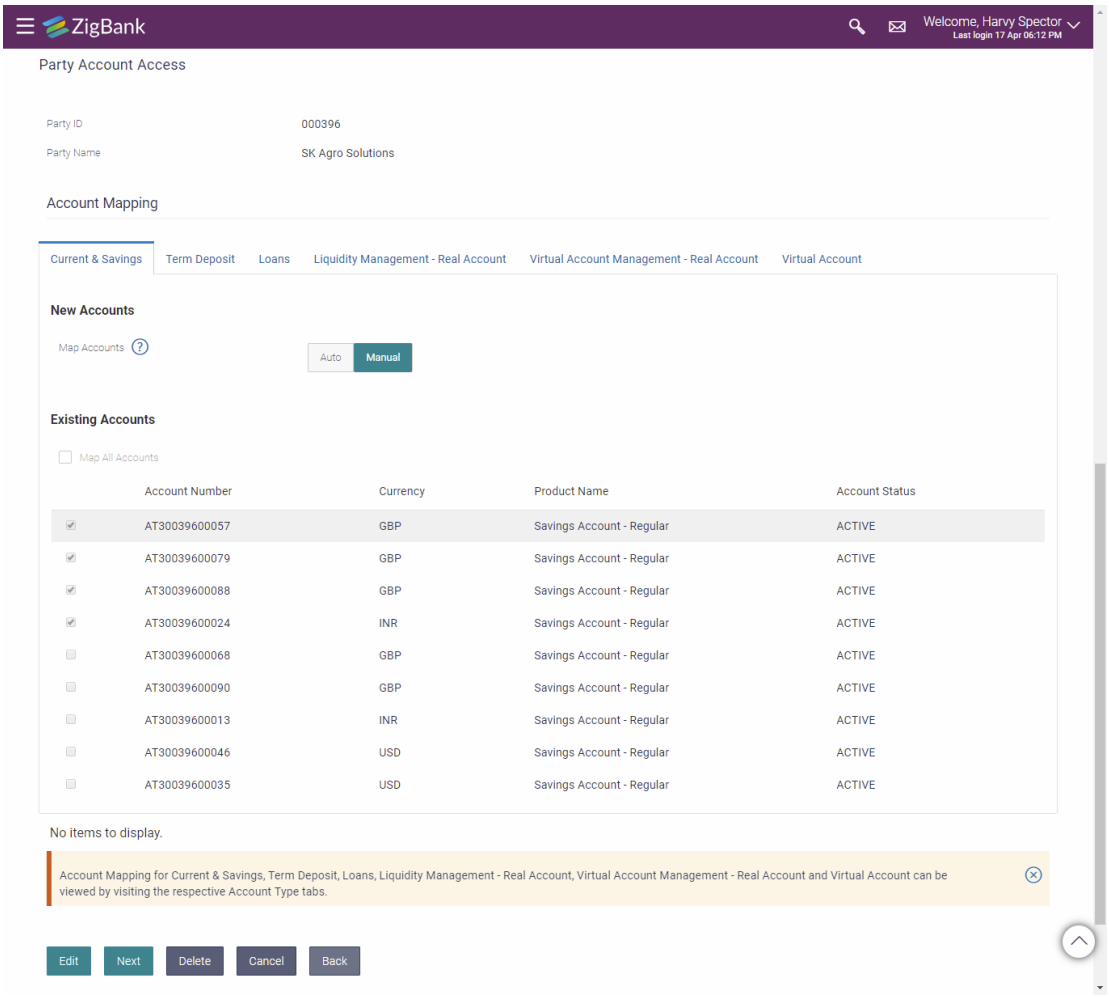

## Field Description

| Field Name | Description |
|---|---|
| **Party ID** | The party id searched by the bank administrator. |

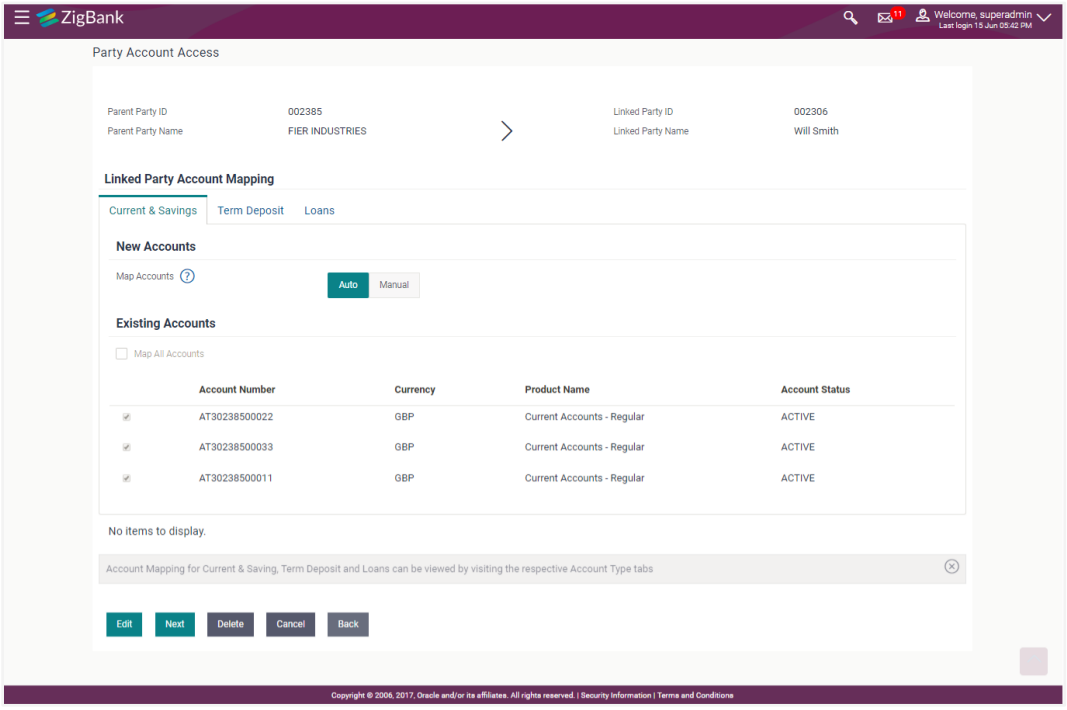
| Field Name | Description |
|---|---|
| **Party Name** | The name of the party. |
| **Own Account Mapping Summary**<br>Click on **Account Type** to view the respective mapping details. | |
| **Account Type** | All account types available under the party. The account type can be:<br>• Current and Savings<br>• Term Deposits<br>• Loans<br>• Liquidity Management – Real Account<br>• Virtual Account Management – Real Account<br>• Virtual Account |
| **Total Number of Accounts** | Total number of accounts available under the party. |
| **Number of Accounts Mapped** | Number of accounts mapped to the particular account type. |
| **Linked Party Account Mapping Summary**<br>Click on **Account Type** to view the respective mapping details. | |

4. Click **Account Type** i.e. Current and Savings /Term Deposits /Loan / Liquidity Management – Real Account/ Virtual Account Management – Real Account/ Virtual Account, all the accounts held by the selected party as a relationship with the bank as available in the core banking system will be fetched and displayed in the respective categories i.e. Current and Savings, Term Deposits, Loans, Liquidity Management – Real Account, Virtual Account Management – Real Account and Virtual Account.
   In case of mapping of linked party accounts to the parent party, select on the account type in the linked party summary section. It will have only Current
5. Navigate to the specific category tab viz. Current and Savings, Term Deposits, Loans, Liquidity Management – Real Account, Virtual Account Management – Real Account, Virtual Account etc., the administrator can view both; the accounts for which access has been provided and the ones for which access is not provided.
   Can also view the selection done for New Accounts mapping i.e. Auto/Manual.
6. The cookie message appears at the bottom of the category tab indicating the administrator that account mapping for other category tabs can be done by visiting the respective tabs.
7. Click **Next**. The **Party Account Access – View** (Transaction Mapping) screen appears.
   OR
   Click **Cancel** to cancel the transaction.
   OR
   Click **Back** to navigate to the previous screen.

## Party Account Access – View (Own Account Mapping Summary)



## Party Account Access - View (Linked Party Account Mapping Summary)




### Field Description

| Field Name | Description |
|---|---|

### Current and Savings/ Term Deposits/ Loans

### New Accounts

**Map Accounts**

Mapping of the accounts.

The options can be:

- Auto: gives default access to the all future newly added accounts and transactions of the party as soon as the account is opened.
- Manual: gives specific access to future accounts. This is to explicitly map new accounts and transactions if access needs to be provided

### Existing Accounts

**Map All Accounts**

Mapping all the existing accounts under the selected category to enable for channel banking.

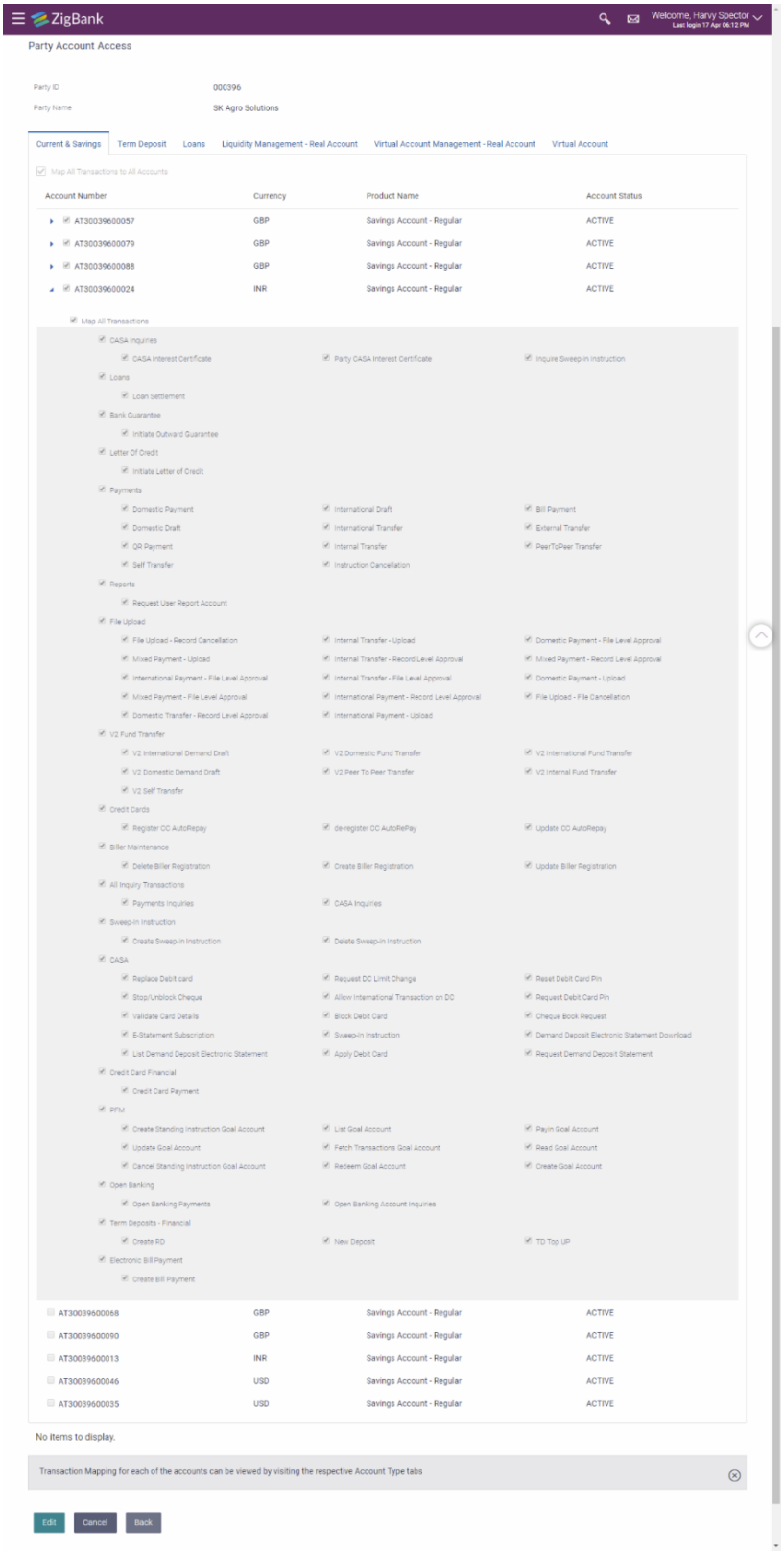
**Account Number**

List of account numbers present in a particular account type.

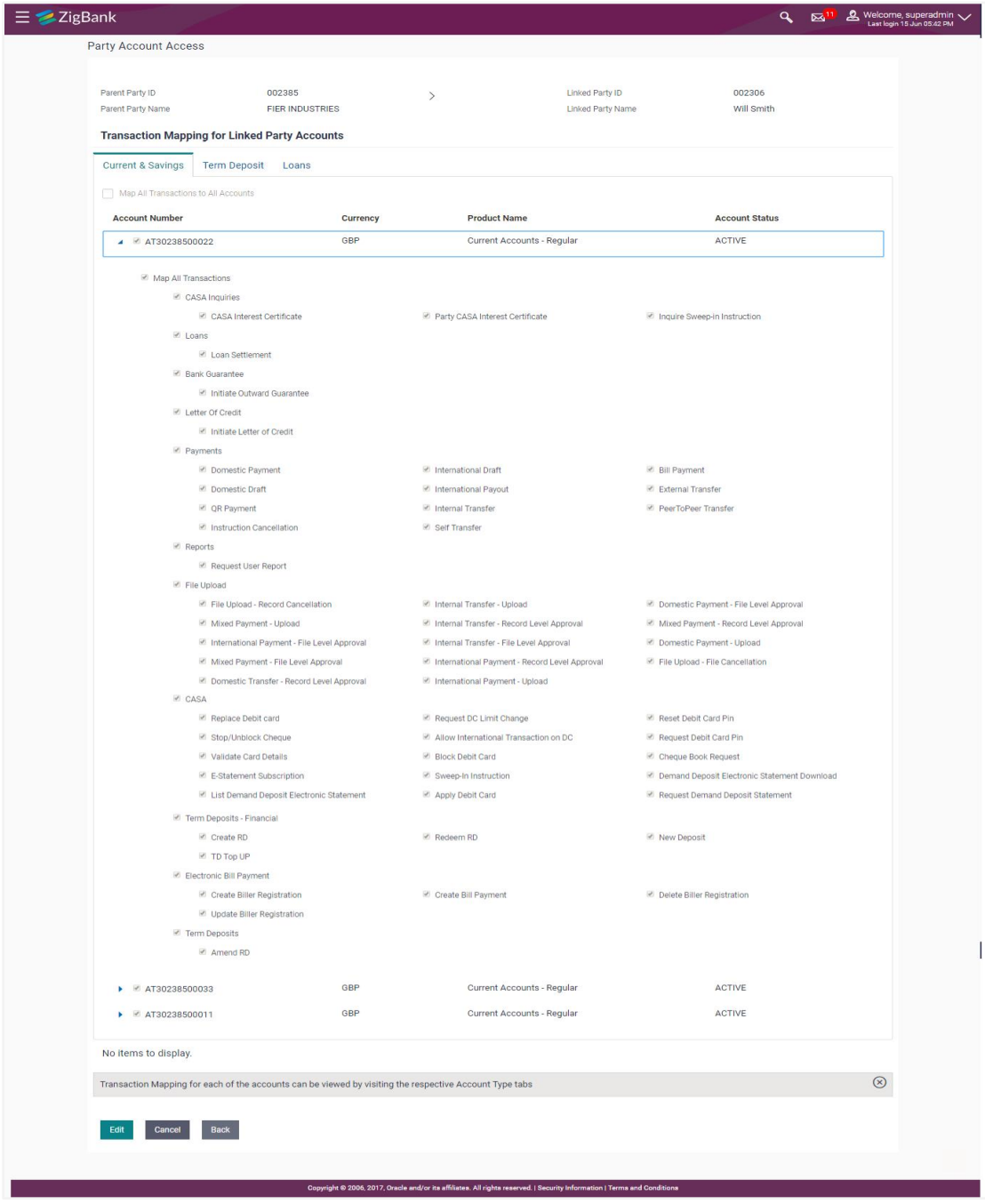
| Field Name | Description |
|---|---|
| **Currency** | Account currency. |
| **Product Name** | Name of the product available under the party. |
| **Account Status** | Status of the account access for the party |

8. Click **Next**. The **Party Account Access- View** screen for account selected and transactions enabled for the selected account appears.
   OR
   Click **Edit** to modify the account access.
   OR
   Click **Delete** to delete the Party Account Access setup.
   OR
   Click **Cancel** to cancel the transaction.
   OR
   Click **Back** to navigate to the previous screen.

## Party Account Access - Transaction- Own Account Mapping- View



## Party Account Access - Transaction- Account Mapping (Linked Account Mapping) - View




9. Click  against the particular account number to view the mapped transactions.
   OR
   Click **Edit** to update transaction mapping.
   OR
   Click **Cancel** to cancel the transaction.
10. Click **Edit** to update the **Party Account Access** account mapping for new accounts and existing accounts.
    OR

Click **Cancel** to cancel the transaction.
OR
Click **Back** to navigate to the previous screen.

## 13.3 Party Account Access - Edit

The Bank Administrator gets a request with the list of account(s) and transactions for which access details needs to be edited for the party.

**To edit account and transaction access for the party:**

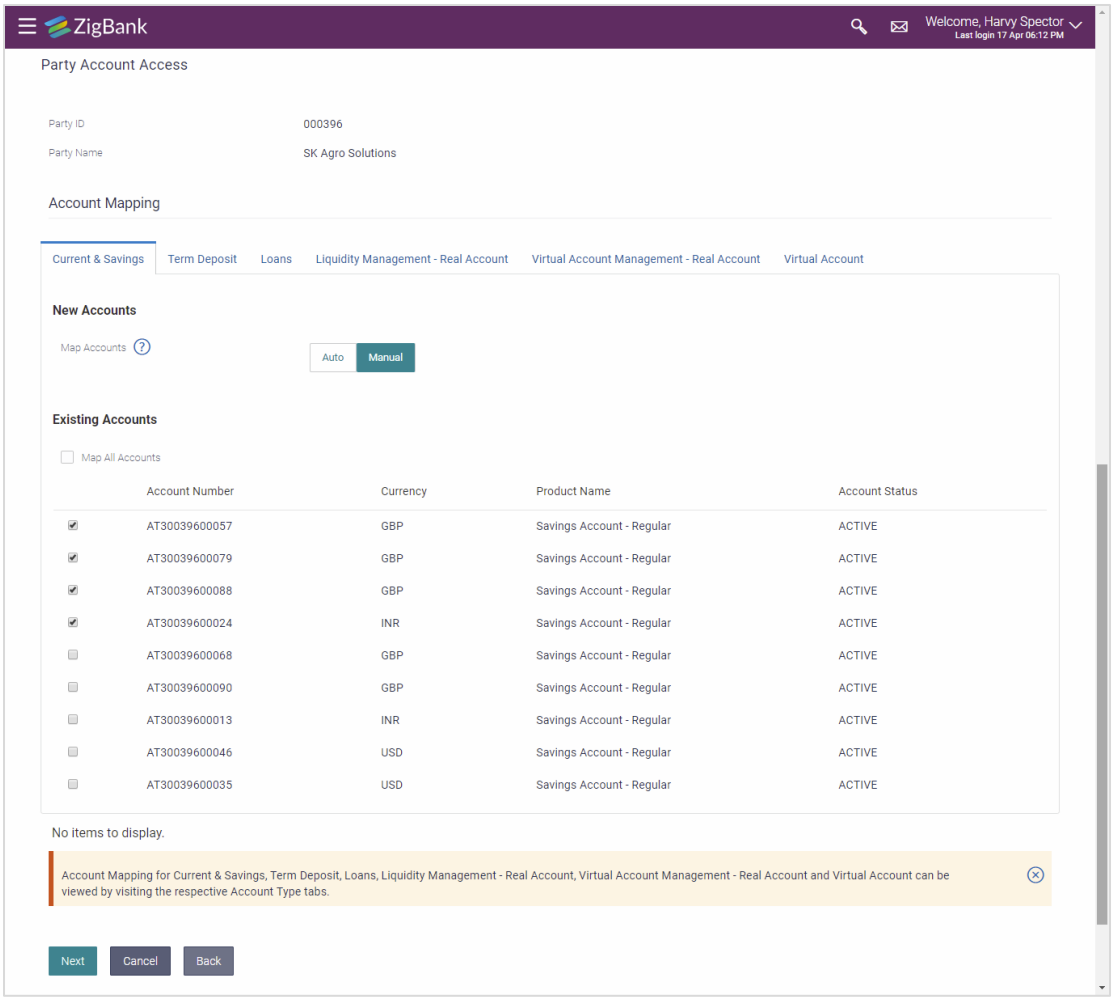
1. In the **Party ID** field, enter the party id of the user.
   OR
   In the **Party Name** field, enter the party name of the user.
2. Click **Search**. For a searched party, two sections **Own Account Mapping Summary** and **Linked Party Account Mapping Summary** appears.
   Linked party account mapping will only be available if the selected party has Party to Party Linkage maintained.
   OR
   Click **Cancel** to cancel the transaction.
   OR
   Click **Clear** to clear the search parameters.
3. If there is no mapping done for a party (own/ linked), the message **No Accounts mapped for the party** with **Map** appears.
4. Click **Account Type** i.e. Current and Savings / TD / Loans/ Liquidity Management – Real Account/ Virtual Account Management – Real Account/ Virtual Account in the summary details for the party, which will navigate to the view page.
   All the accounts held by the selected party as a relationship with the bank as available in the core banking system or respective mid-office system will be fetched and displayed in the respective categories i.e. Current and Savings, Term Deposits, Loans, Liquidity Management – Real Account, Virtual Account Management – Real Account and Virtual Account.
   OR
   Click **Cancel** to cancel the transaction and navigate back to 'Dashboard'.
   OR
   Click **Back** to navigate to the previous screen.
5. In case the selected party is mapped as a parent party to another party, select on the account type in the linked party summary section.
6. Click on **Account type** link to view/edit the details
7. Navigate to the specific category tab viz. Current and Savings, Term Deposits, Loans, the administrator can view both the accounts for which access has been provided and the ones for which access is not provided.

   Click **Edit**. The **Party Account Access - Edit** screen appears.
   This enables the selection and de-selection option against the accounts and also allow changing the map accounts from Auto to Manual and vice-versa.
   OR
   Click **Next** to next tab (Current and Savings/Term Deposit/Loans/ Liquidity Management – Real Account/ Virtual Account Management – Real Account/ Virtual Account)
   OR
   Click **Delete** to delete the Party Account Access setup.
   OR
   Click **Cancel** to cancel the transaction.

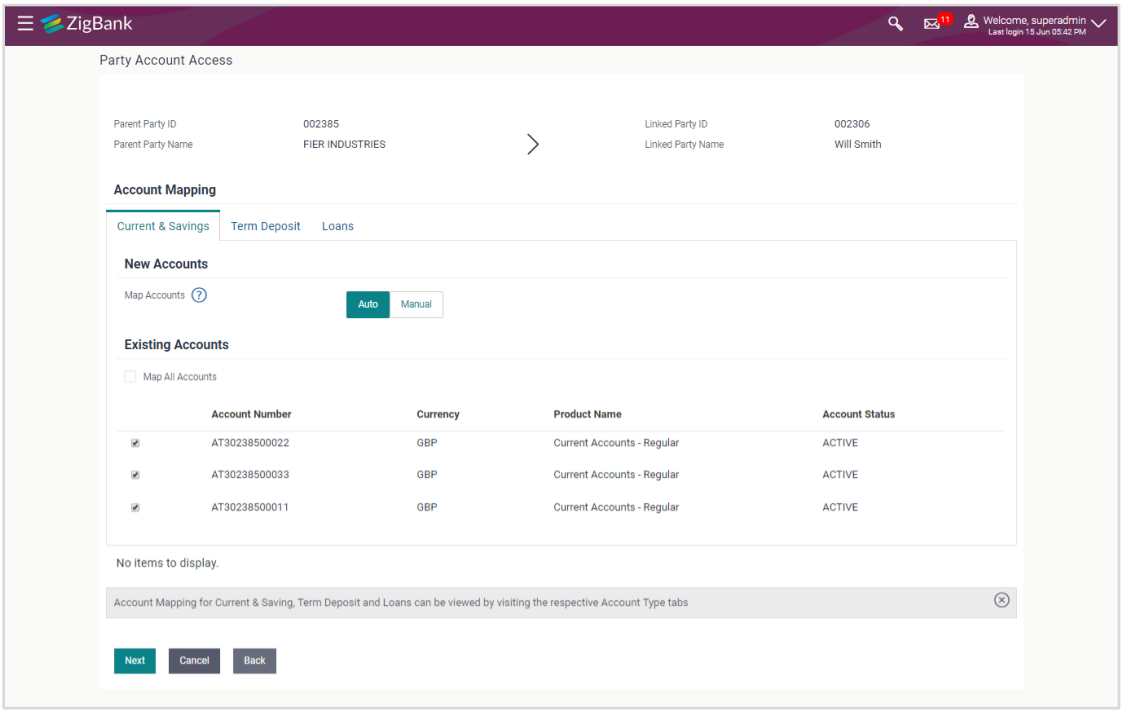
OR
Click **Back** to navigate to the previous screen.

8. Click **Account Type** for which you want to edit the mapping of the accounts.
9. The cookie message displayed indicating the administrator that account mapping for other category tabs can be viewed by visiting the respective tabs.

### Party Account Access (Own Account Mapping) - Edit



### Party Account Access (Linked Party Account Mapping) – Edit

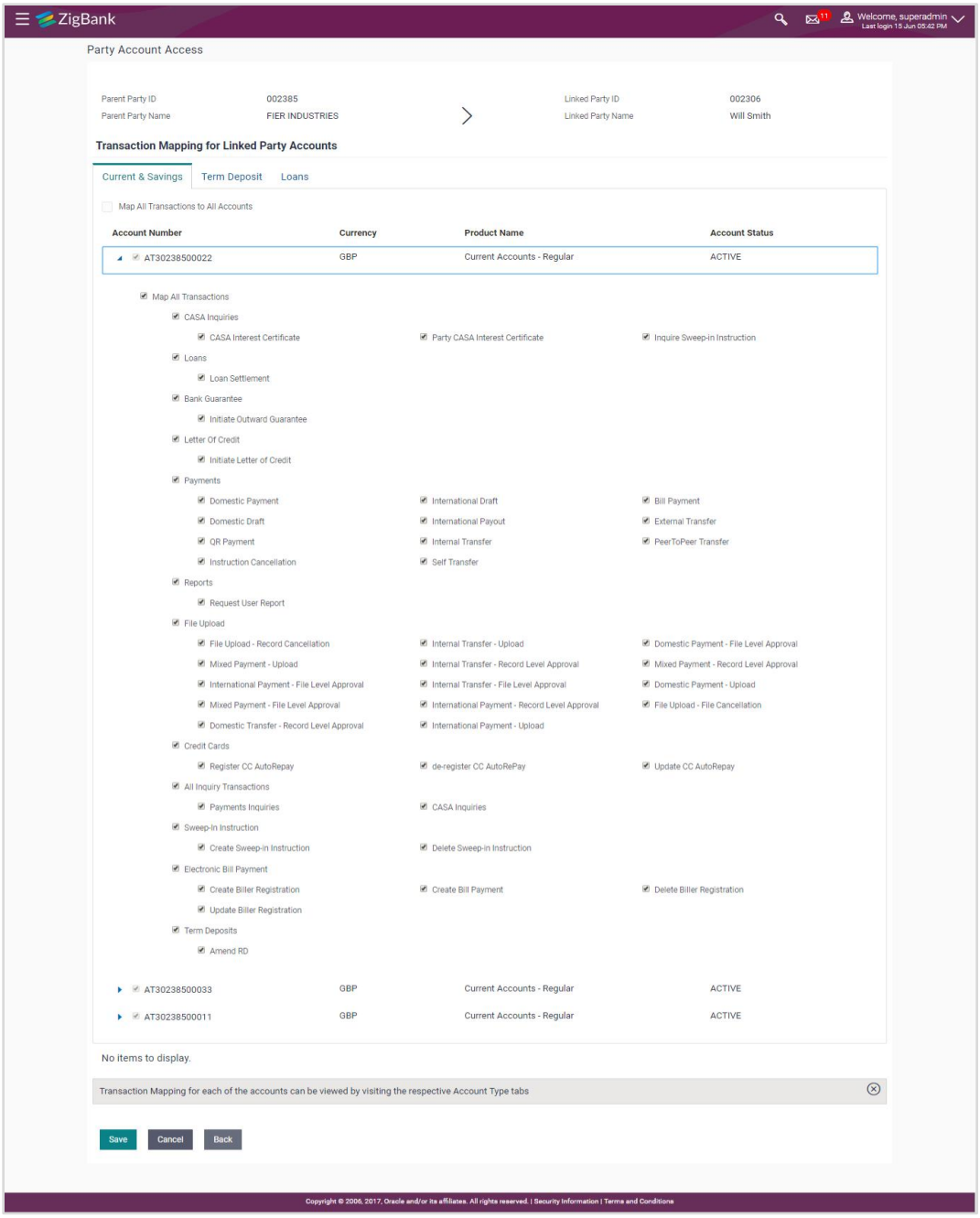



10. To map the new accounts, select appropriate option from **Map Accounts** field;
    Select **Auto** if you wish to allow access to all future Current and Savings/ Term Deposit/ Loans/ Liquidity Management – Real Account/ Virtual Account Management – Real Account / Virtual Account accounts.
    OR
    Select **Manual** if you wish to allow specific access to all future Current and Savings/ Term Deposit/ Loans/ Liquidity Management – Real Account/ Virtual Account Management – Real Account/ Virtual Account accounts.
11. Select the respective check boxes preceding the **Account Number** to be mapped.
    OR
    Select **Map All Accounts**, if you want to map all the account numbers.
12. Click **Next**. The **Party Account Access - Edit** screen with mapped transaction - account appears.
    OR
    Click **Cancel** to cancel the transaction.
    OR
    Click **Back** to navigate to the previous screen.
13. To map the transactions to the account, click  against the particular account number to view the transaction mapping.
14. Select the respective check boxes preceding the transaction to be mapped.
    OR
    Select **Map All Transactions**, if you want to map all the transactions to all accounts.

## Party Account Access - Transaction- Account Mapping (Own Account Mapping) - Edit



## Party Account Access - Transaction- Account Mapping (Linked Party Account Mapping) - Edit




15. Click **Save** to save the changes.
    OR
    Click **Cancel** to cancel the transaction.
    OR
    Click **Back** to navigate to the previous screen.
16. The **Party Account Access - Review** screen appears. Verify the details, and click **Confirm**.
    OR

Click **Cancel** to cancel the transaction.
OR
Click **Back** to navigate to the previous screen.

17. The screen with success message appears. Click **OK** to complete the transaction.

## 13.4 Party Account Access - Delete

As part of this option, own account mapping and/or linked party account mapping can be deleted.

**To delete account and transaction access for the party:**

1. In the **Party ID** field, enter the party id of the user.
   OR
   In the **Party Name** field, enter the party name of the user.
2. Click **Search**. For a searched party, two sections **Own Account Mapping Summary** and **Linked Party Account Mapping Summary** appears.
   Linked party account mapping will only be available if the selected party has Party to Party Linkage maintained.
   OR
   Click **Cancel** to cancel the transaction.
   OR
   Click **Clear** to clear the search parameters.
3. If there is no mapping done for a party (own/ linked), the message **No Accounts mapped for the party** with **Map** appears.
4. Click **Account Type** i.e. Current and Savings / TD / Loans/ Liquidity Management – Real Account/ Virtual Account Management – Real Account/ Virtual Account in the summary details for the party, which will navigate to the view page.
   All the accounts held by the selected party as a relationship with the bank as available in the core banking system or respective mid office system will be fetched and displayed in the respective categories i.e. Current and Savings, Term Deposits, Loans, Liquidity Management – Real Account, Virtual Account Management – Real Account and Virtual Account.
   OR
   Click **Cancel** to cancel the transaction and navigate back to 'Dashboard'.
   OR
   Click **Back** to navigate to the previous screen.
5. In case of mapping of linked party accounts to the parent party, select on the account type in the linked party summary section.
6. Navigate to the specific category tab viz. Current and Savings, Term Deposits, Loans, Liquidity Management – Real Account, Virtual Account Management – Real Account, Virtual Account etc., the administrator can view both the accounts for which access has been provided and the ones for which access is not provided.
7. Click **Delete**. The application prompt the administrator with a message Are you sure you want to delete Party Account Access setup for linked Party ID – Party name with an option of Yes / No.
8. Click **Yes** to proceed with the deletion request.
   It will navigate to confirmation page with a success message and the status.
   OR
   Click **No** if you do not wish to proceed with deletion.
9. The success message and the status appear.

10. Click **OK** to complete the transaction.

# FAQs

**1. Is it necessary to setup Party Account Access Management before setting up User Account Access?**

Yes. The party account access management setup must be done before the user level mapping of accounts and transactions.

**2. What is the significance of Auto and Manual option in 'Map Accounts'?**

This feature allows the administrator to configure access policies for accounts and associated transactions which may get added subsequently in the future.

Auto: Gives access to the newly added accounts and transactions of the party as soon as the account is opened. This option can be selected whenever bank administrator wishes to provide access by default

Manual: Denies the newly added accounts and transactions by default. This is to ensure that access to accounts and transactions is provided only upon receiving specific instructions from corporates

**3. Party Account Access has not been maintained for the party for Own or Linked party, still there is no 'Map' button available?**

It is possible that the channel access and/or party preferences has not been maintained for the party whose accounts needs to be provided for access to the selected party. There will be an appropriate message provided to the user below the party details. Before proceeding with account access, administrator can visit 'Party Preferences' screen and maintain the preferences and/or channel access for the party.

**4. Will Party Account Access – Deletion for a party (Own/Linked) lead to automatic deletion of User Account Access?**

Yes. Deletion of account access for a party will lead to automatic deletion of access for the users of that party.

**5. If I remove access of account(s) and transaction(s) for a party, will it lead to automatic access removal for the users of that party**

Yes. Access removal at party level for an account and/or transaction will automatically remove access at user level of the selected party.

**6. I have mapped/edited/deleted party account access for a party but it is not reflecting in the system even after a successful maintenance save message?**

There is a possibility that the maintenance is saved but the status is 'Pending Approval'.
For the maintenance, if there is an approval required then the changes will reflect only once the approver(s) approve the submitted request.
If the setup does not require an approval workflow or is self / auto approved, then the same will reflect immediately.

Home

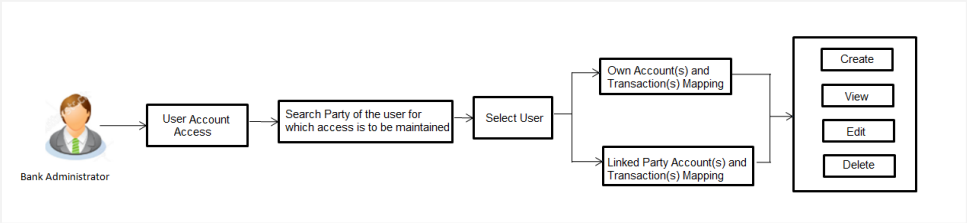
# 14. User Account Access

Using this option the Bank Administrator can set up account and transaction access for user(s) of the corporate party. This maintenance can be done only after the Party Account Access is setup for the party of the user(s). The user level mapping of accounts and transactions must be done in order to provide access to the accounts for performing transactions to the specific user. If this step is not followed, the corresponding user will not be able to view any accounts on the dashboard screen or at the individual transactions.

### Pre-Requisites

- Account Access should be maintained for the party of the user for which access is to be maintained
- Account Access for the party should be maintained for linked party accounts if the user needs access to linked party accounts.
- Party preferences should be created for the party of the user for which access is to be maintained
- Channel Access should be enabled for party of the user for which account access is to be maintained
- Transaction access is provided to Bank Administrator.
- Approval rule set up for Bank Administrator to perform the actions.

### Workflow




### Features Supported In Application

The following options are available as part of this maintenance:

- User Account Access - Mapping (Own accounts and linked party accounts)
- User Account Access – View (Own accounts and linked party accounts)
- User Account Access - Edit (Own accounts and linked party accounts)
- User Account Access - Delete (Own Accounts and linked party accounts)

### How to reach here:

*Bank Administrator Dashboard > Account Access > User Account Access*
*OR*
*System/ Bank Administrator Dashboard > Toggle Menu > Account Access > User Account Access*

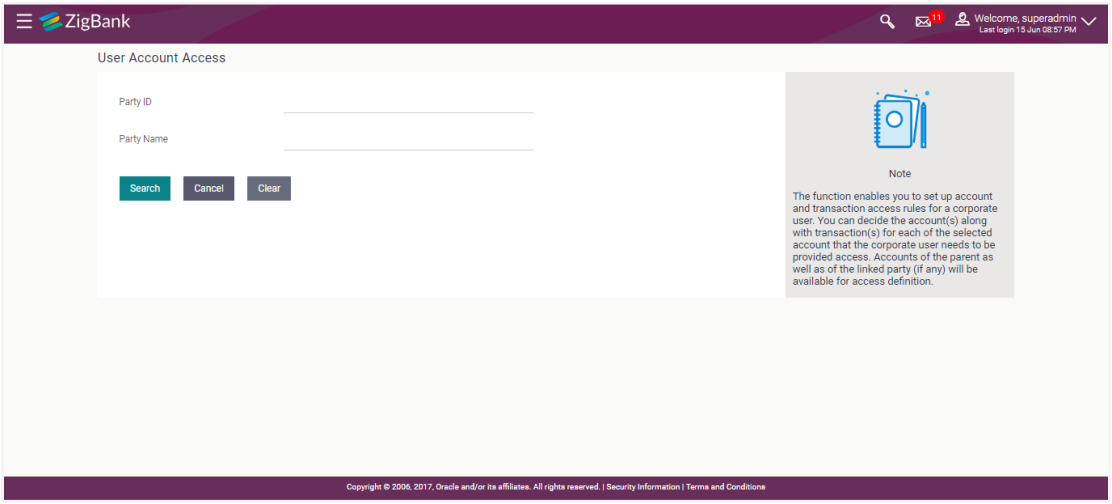
## 14.1 User Account Access - Mapping (Create)

This option lets the administrator to provide account access to specific users of a party.

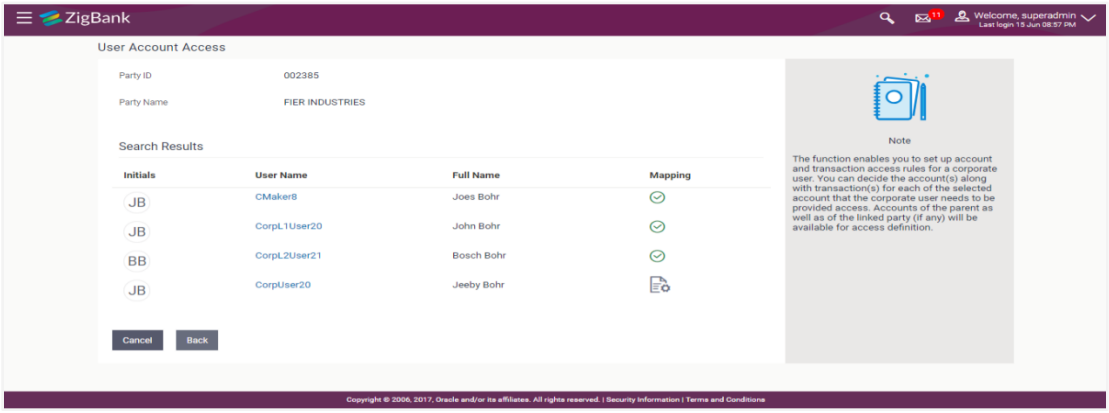
**To provide the user with account and transaction access:**

1. In the **Party ID** field, enter the party id of the user.
   OR
   In the **Party Name** field, enter the party name of the user.
2. Click **Search**.
   For a searched party, there will be a list of users displayed with information like user ID, contact details of the user and an indicator whether there is an account mapping done for the user.
   Click on user ID to navigate to **Account Access summary** section with two sections **Own Account Mapping Summary** and **Linked Party Account Mapping Summary**. Linked party account mapping will only be available if the selected party has Party to Party Linkage maintained.
   OR
   Click **Cancel** to cancel the transaction.
   OR
   Click **Clear** to clear the search parameters.

**User Account Access – Search**



### User Account Access - Search Result

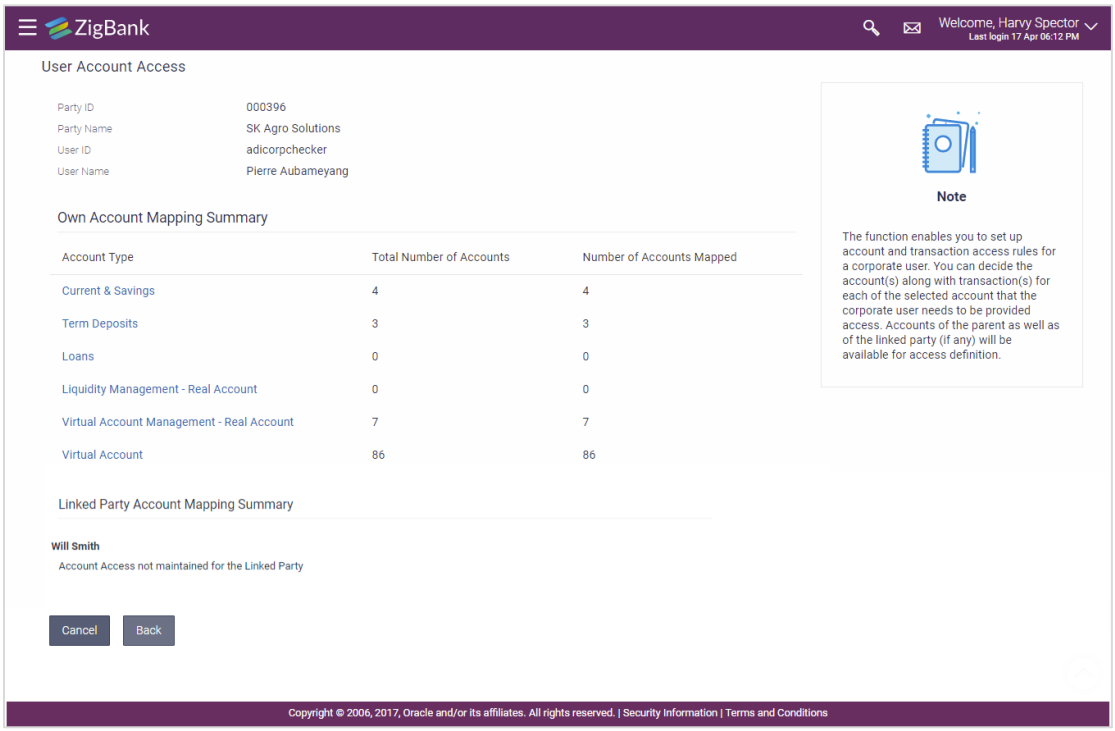



### Field Description

| Field Name | Description |
|---|---|
| **Party ID** | The party ID searched by the Bank Administrator. |
| **Party Name** | The name of the party. |
| **Search Result** | |
| **Initials** | Initials of the selected user. |
| **User Name** | User name of the selected user. |
| **Full Name** | Full name of the selected user. |
| **Mapping** | Displays the whether mapping of the accounts is done or not.<br>• - denotes that the account mapping is done<br>• - denotes that the account mapping is not done |

3. Click against the user record for which you want to view the details. The **User Account Access – Mapping Summary** screen appears.
   OR
   Click **Back** to navigate to the previous screen.
   OR
   Click **Cancel** to cancel the operation and navigate back to ‘Dashboard’.

## User Account Access – Summary Page




### Field Description

| Field Name | Description |
|---|---|
| **Party ID** | The party ID searched by the Bank Administrator. |
| **Party Name** | The name of the party. |
| **User ID** | User ID of the selected user. |
| **User Name** | User name of the selected user |
| **Own Account Mapping Summary** | |
| **Account Type** | All account types available under the party. The account type can be:<br>• Current and Savings<br>• Term Deposits<br>• Loans<br>• Liquidity Management – Real Account<br>• Virtual Account Management – Real Account<br>• Virtual Account |

| | |
|---|---|
| **Total Number of Accounts** | Total number of accounts available under the party. |
| **Number of Accounts Mapped** | Number of accounts mapped to the particular account type. |

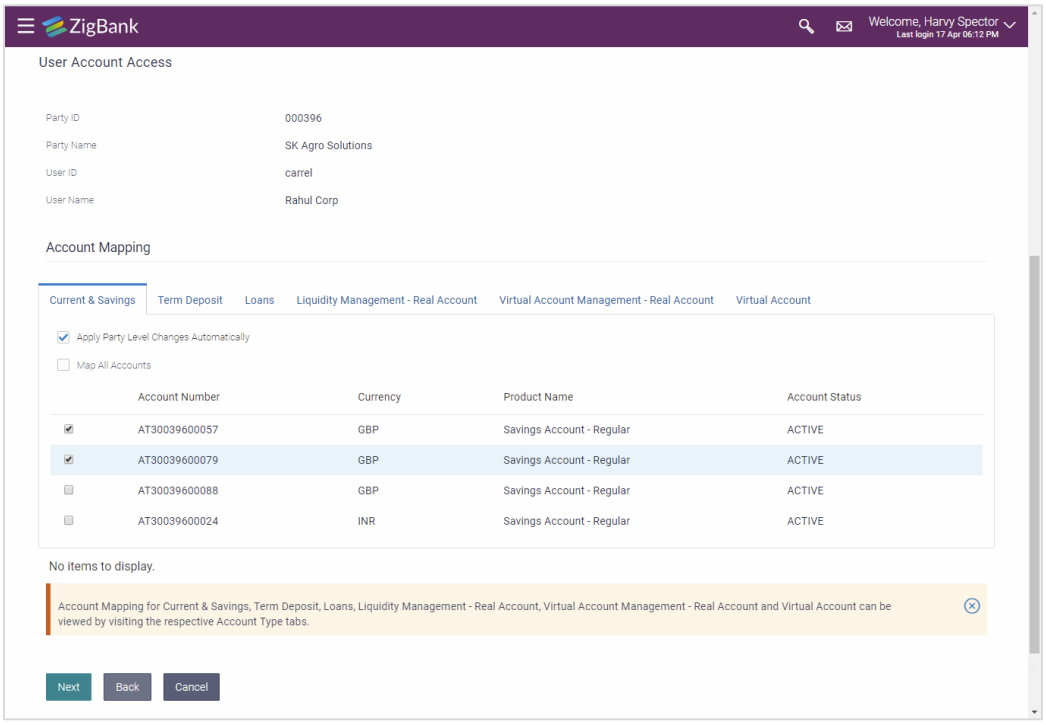
**Linked Party Account Mapping Summary**

Click on **Account Type** to view the respective mapping details.

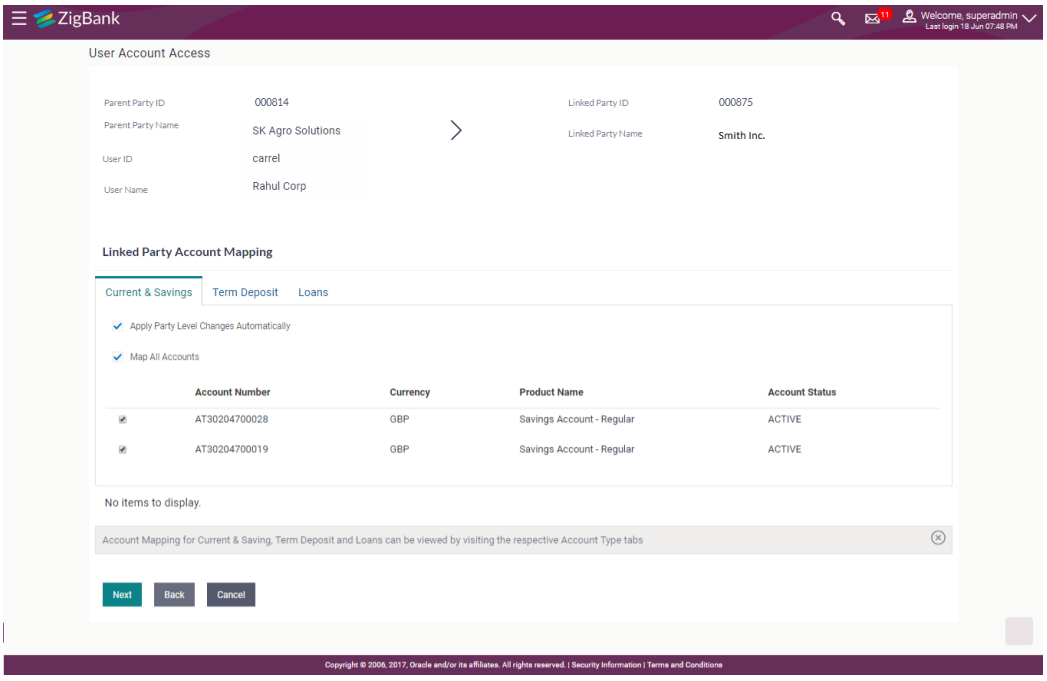
---

4. If there is no mapping done for the user for a party (own/ linked), there will be a message **No Accounts mapped for the party** with **Map**.
5. If the access for the party to which the user belongs to is not done, then there will be no **Map** button.
6. Click **Map**. The **User Account Access - Create** screen appears.
   OR
   Click **Cancel** to cancel the transaction.
   OR
   Click **Back** to navigate to the previous screen.
7. All the accounts held by the selected party as a relationship with the bank as available in the core banking system or respective mid office system will be fetched and displayed in the respective categories i.e. Current and Savings, Term Deposits, Loans, Liquidity Management – Real Account, Virtual Account Management – Real Account, Virtual Account.
   In case of mapping of linked party accounts to the user, bank administrator will select the parent party as part of party search section, select the user of the parent party and click **Map** against the linked party of which account access is to be provided.
8. Navigate to the specific category tab viz. Current and Savings, Term Deposits, Loans, Liquidity Management – Real Account, Virtual Account Management – Real Account, Virtual Account, and select a global check box of **Map all accounts** to enable all the existing accounts under the selected category for channel banking (on screen, it will serve as a **Select All** function).
   OR
   If specific accounts are required to be given access to the user, then the bank administrator needs to select the respective check boxes preceding the account number.
9. Select **Apply Party Level Changes Automatically** to automatically apply the party changes.
   The cookie message appears indicating the administrator that account mapping for other category tabs can be done by visiting the respective tabs.

## User Account Access - Account Mapping (Own Account Mapping) - Create

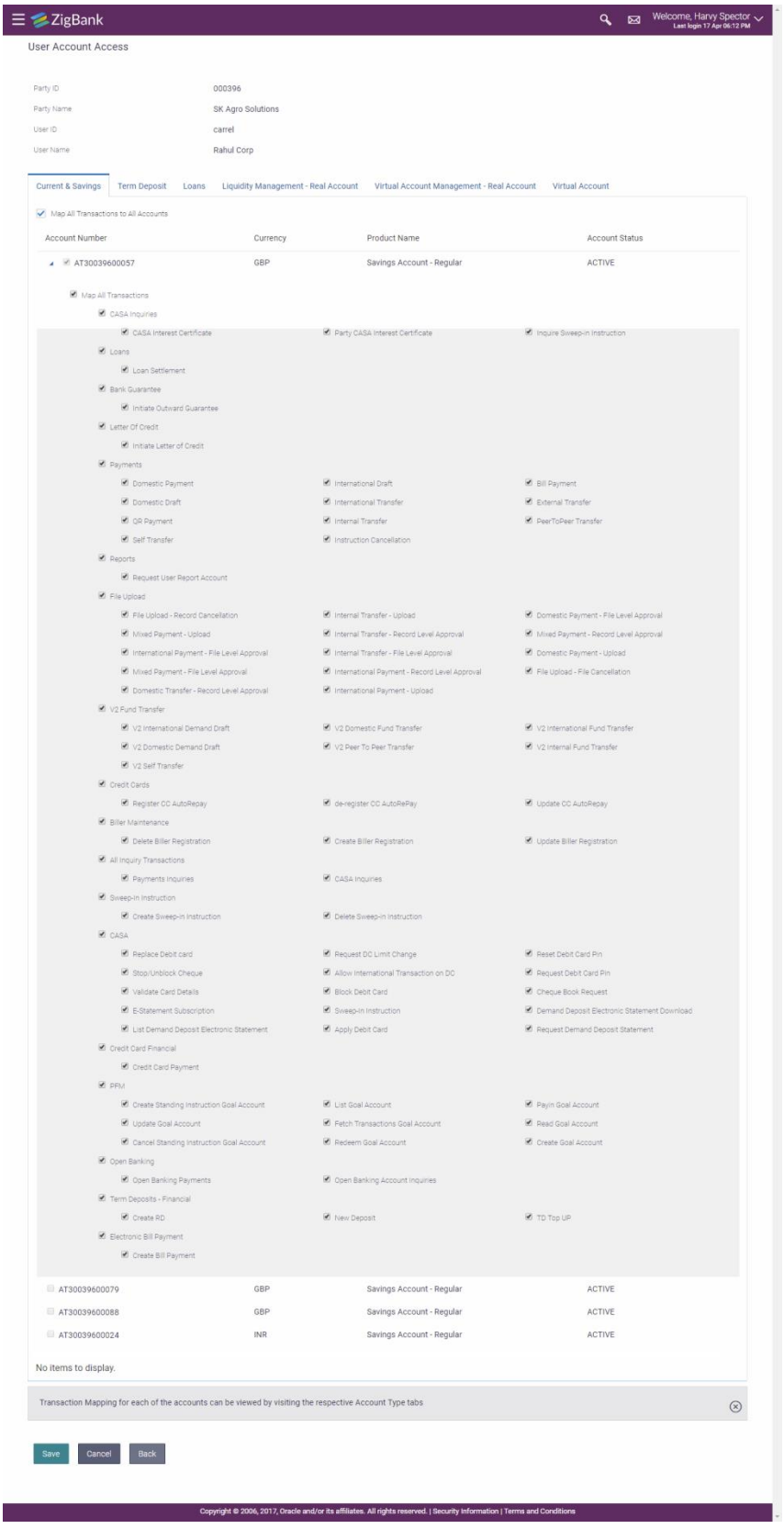



## User Account Access - Account Mapping (Linked Account Mapping) - Create

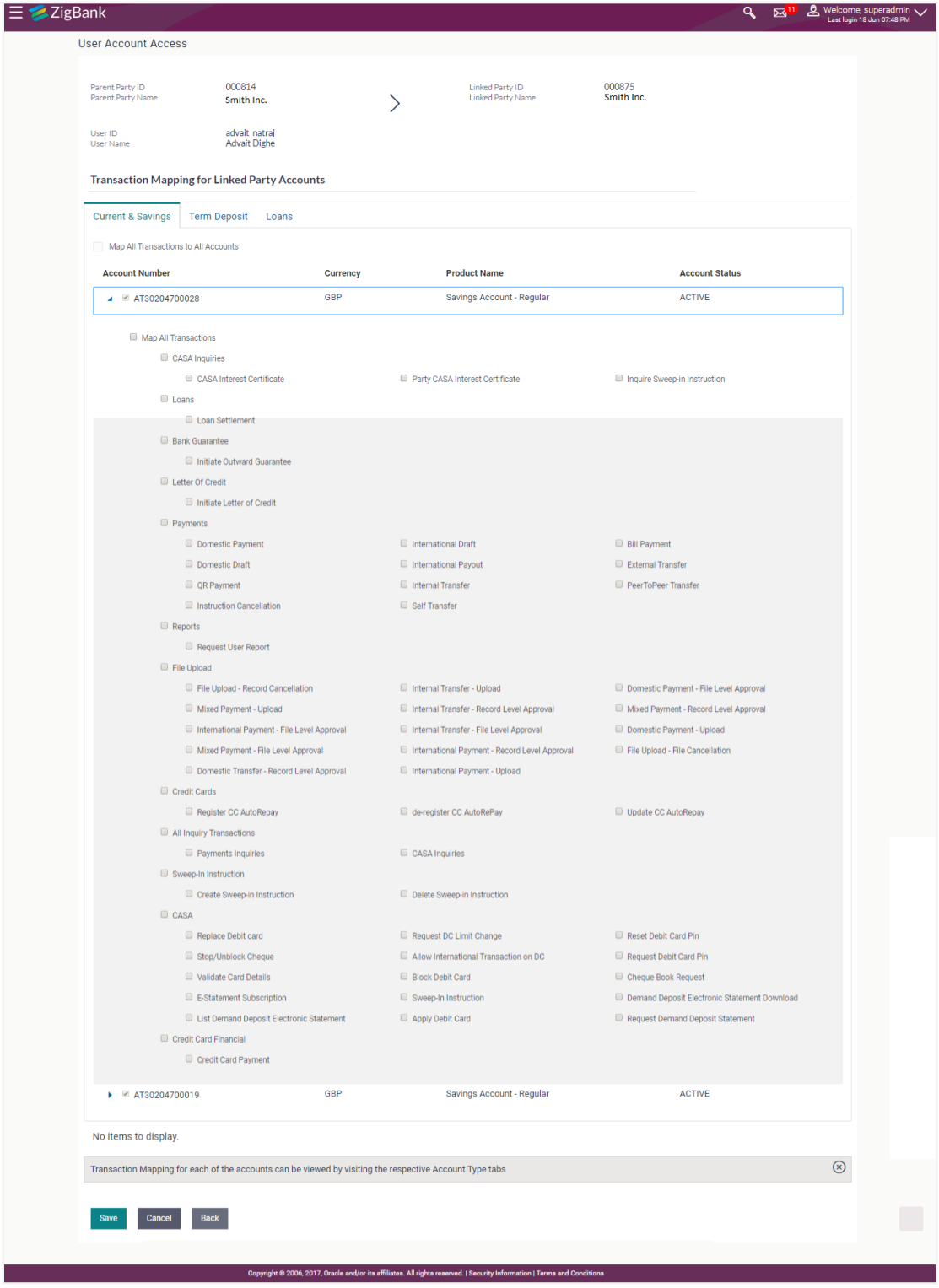



10. Click **Next**. The **User Account Access - Create** (Transaction Mapping) screen appears.
    OR
    Click **Back** to navigate to the previous screen.
    OR
    Click **Cancel** to cancel the transaction.

## User Account Access - Transaction- Account Mapping (Own Account Mapping)-Create



## User Account Access - Transaction- Account Mapping (Linked Account) - Create



**Field Description**

| Field Name | Description |
|---|---|
| **Party ID** | The party ID searched by the Bank Administrator. |
| **Party Name** | The name of the party. |
| **User ID** | User ID of the selected user. |
| **User Name** | User name of the selected user. |
| **Account Mapping** | |
| **Current and Savings/ Term Deposits/ Loans/ Liquidity Management – Real Account/ Virtual Account Management – Real Account/ Virtual Account** | |
| **Apply Party Level Changes Automatically** | User will get access to accounts that are allowed/ disallowed at the party level. |
| **Map All Transactions to All Accounts** | Mapping all the transactions to all the existing accounts. |
| **Account Number** | List of account numbers present in a particular account type. |
| **Currency** | Account currency. |
| **Product Name** | Name of the product. |
| **Account Status** | Status of the account access for the party |

11. To map the transactions to the account, click  against the particular account number to view the transaction mapping.
12. Select the respective check boxes preceding the transaction to be mapped.
    OR
    Select **Map All Transactions**, if you want to map all the transactions to all accounts.
13. Select **Apply Party Level Changes Automatically** to automatically apply the party changes.
14. Click **Save**.
    OR
    Click **Cancel** to cancel the transaction.
    OR
    Click **Back** to navigate to the previous screen.
15. The **User Account Access - Review** screen appears. Verify the details, and click **Confirm**.
    OR
    Click **Cancel** to cancel the transaction.
    OR
    Click **Back** to navigate to the previous screen.
16. The screen with success message appears. Click **OK** to complete the transaction.

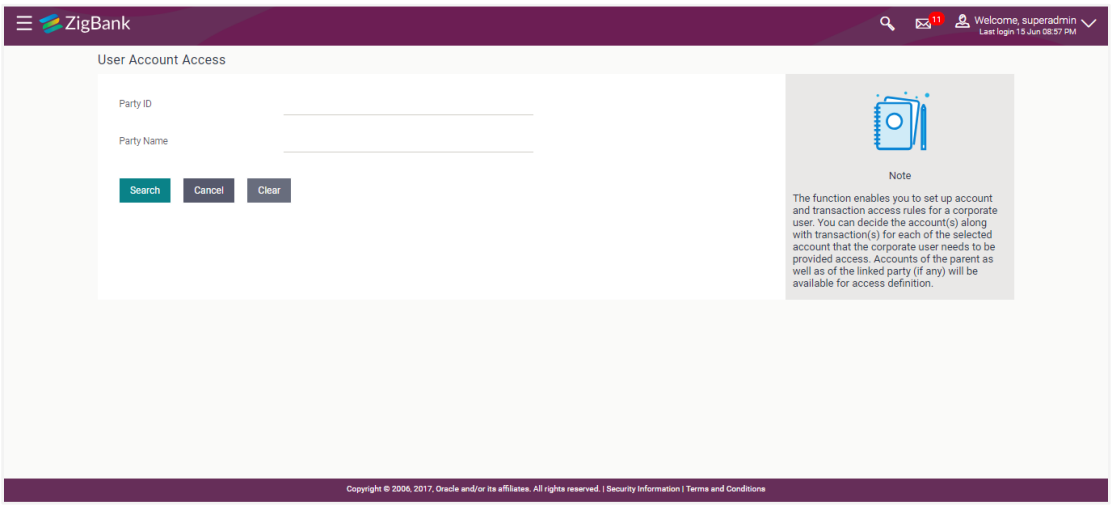
## 14.2 User Account Access- Search

The Bank Administrator can view the list of account(s) and transactions for which access has been provided to the user.

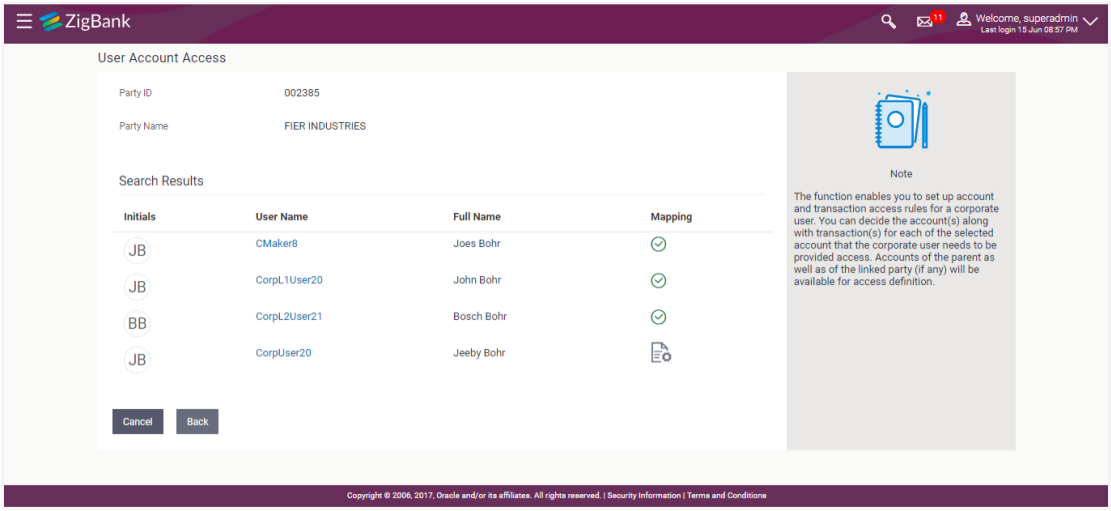
**To view the account and transaction access:**

1. In the **Party ID** field, enter the party ID of the user.
   OR
   In the **Party Name** field, enter the party name of the user.
2. Click **Search**.
   For a searched party, there will be a list of users displayed with information like user ID, contact details of the user and an indicator whether there is an account mapping done for the user.
3. Click on U**ser ID** to navigate to Account Access summary section for the user with two sections **Own Account Mapping Summary** and **Linked Party Account Mapping Summary**.
   Linked party account mapping will only be available if the selected party has Party to Party Linkage maintained.
   OR
   Click **Cancel** to cancel the transaction.
   OR
   Click **Clear** to clear the search parameters.
4. Click **Account Type** i.e. Current and Savings / TD / Loans/ Liquidity Management – Real Account/ Virtual Account Management – Real Account/ Virtual Account in the summary details for the party, which will navigate to the view page.
   OR
   Click **Cancel** to cancel the transaction and navigate back to ‘Dashboard’.
   OR
   Click **Back** to navigate to the previous screen.

**Account Access – Search**



### User Account Access - Search Result

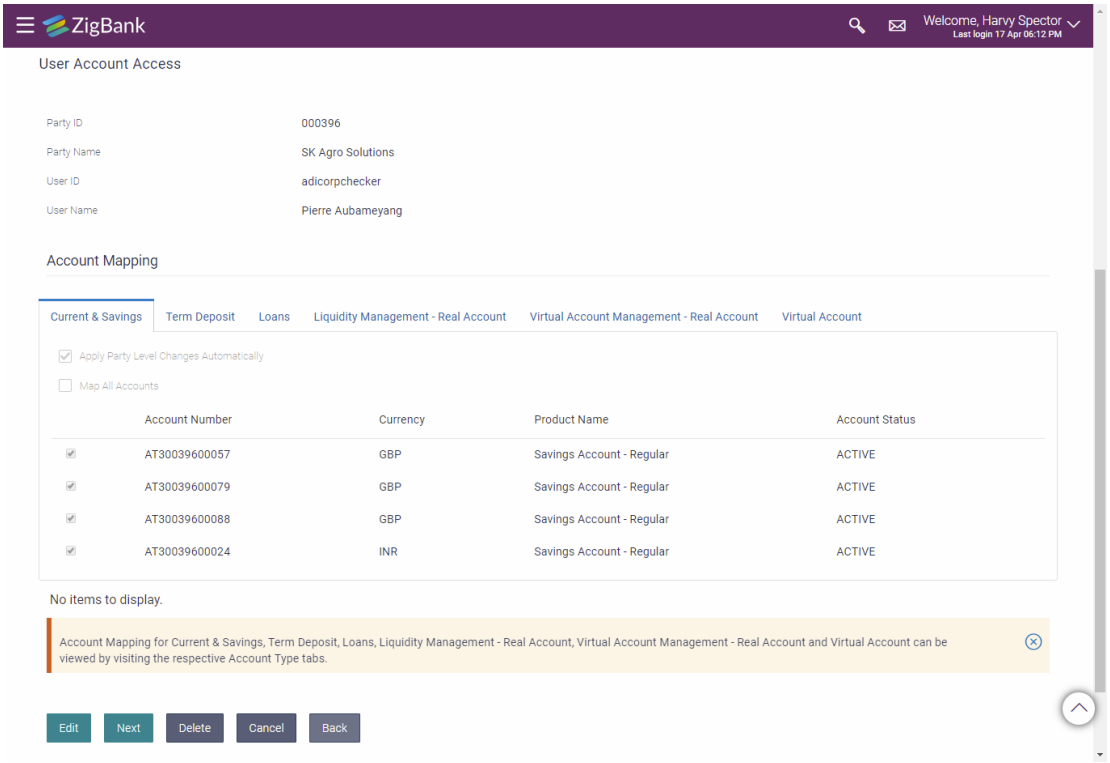



### Field Description

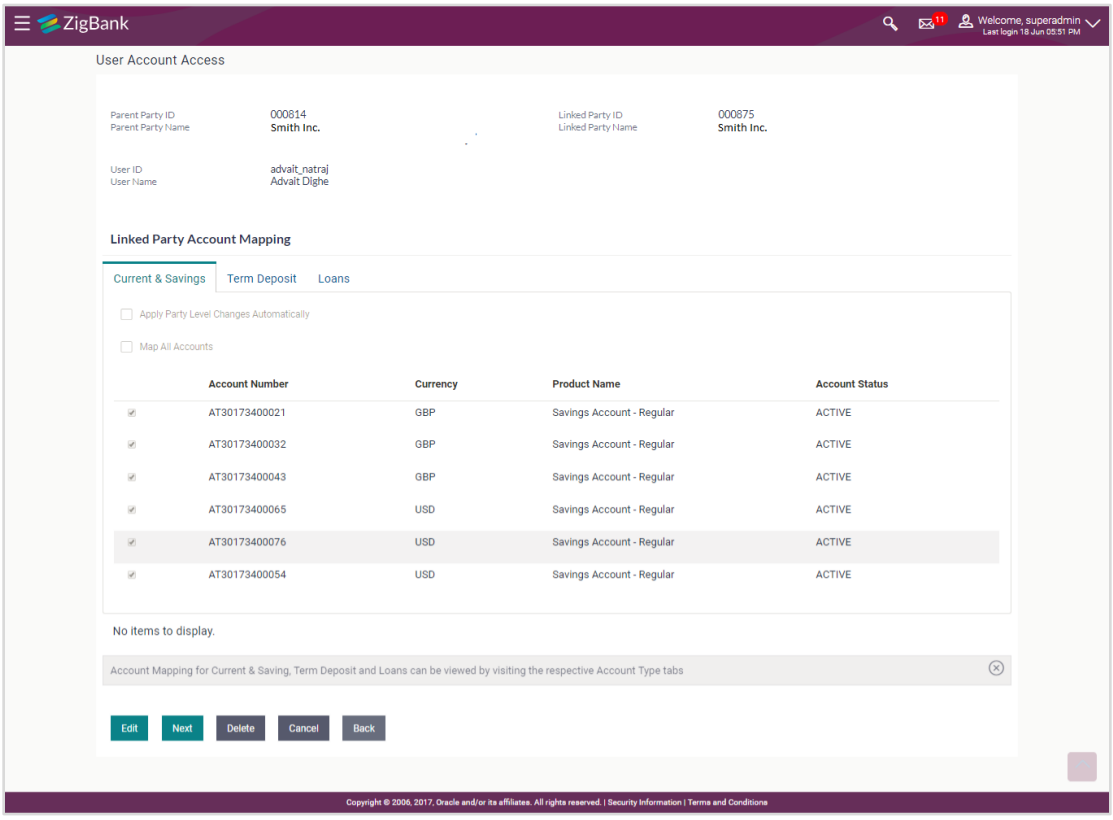
| Field Name | Description |
|---|---|
| **Party ID** | The party ID searched by the Bank Administrator. |
| **Party Name** | The name of the party. |
| **Search Result** | |
| **Initials** | Initials of the selected user. |
| **User Name** | User name of the selected user. |
| **Full Name** | Full name of the selected user. |
| **Mapping** | Displays whether mapping of the accounts is done or not. |

5. Click **Account Type** i.e. Current and Savings/TD/Loan/ Liquidity Management – Real Account/ Virtual Account Management – Real Account/ Virtual Account, all the accounts held by the selected party as a relationship with the bank as available in the core banking system or respective mid-office system will be fetched and displayed in the respective categories i.e. Current and Savings, Term Deposits, Loans, Liquidity Management – Real Account, Virtual Account Management – Real Account, Virtual Account.
   In case of mapping of linked party accounts to the parent party, select on the account type in the linked party summary section.
6. The cookie message appears indicating the administrator that account mapping for other category tabs can be done by visiting the respective tabs.
7. Click **Next.** The **User Account Access – View (Transaction Mapping)** screen appears.
   OR
   Click **Cancel** to cancel the transaction.
   OR
   Click **Back** to navigate to the previous screen.

## User Account Access – View (Own Account Mapping Summary)



## User Account Access – View (Linked Party Account Mapping Summary)



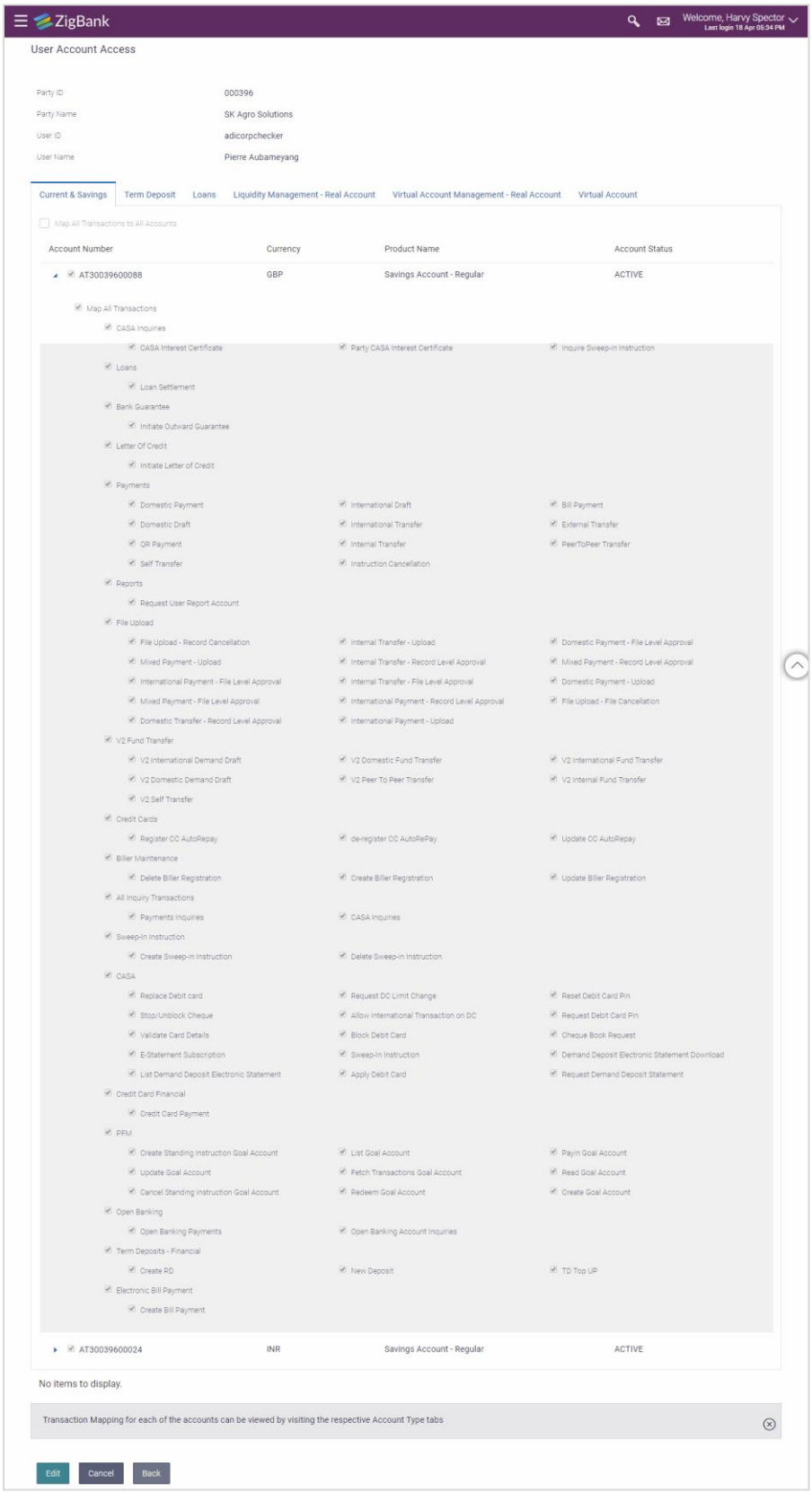

### Field Description

| Field Name | Description |
|---|---|
| **View** | |
| **Party ID** | The party ID searched by the Bank Administrator. |
| **Party Name** | The name of the party. |
| **User ID** | User ID of the user of selected party. |
| **User Name** | User name of the user of the selected party. |
| **Account Mapping** | |
| **Current and Savings/ Term Deposits/ Loans/Liquidity Management – Real Account/ Virtual Account Management – Real Account/ Virtual Account** | |
| **Apply Party Level Changes Automatically** | User will get access to accounts that are allowed/ disallowed at the party level. |
| **Map All Accounts** | Mapping all the existing accounts under the selected category to enable for channel banking. |

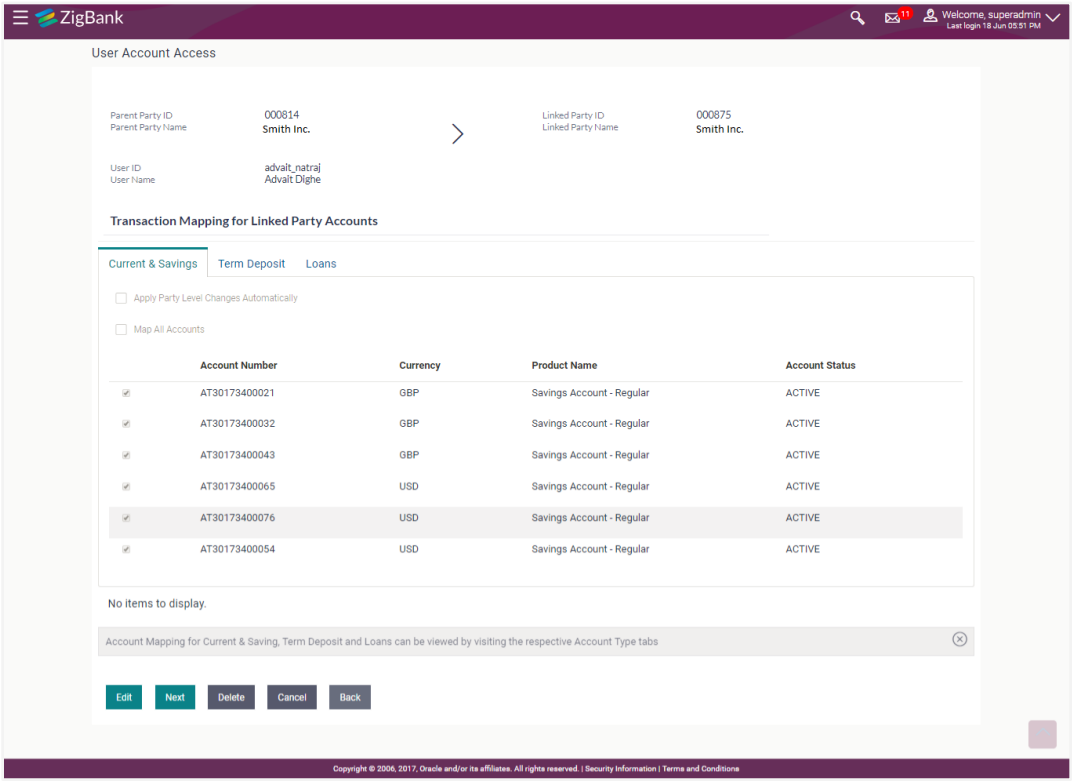
| Field Name | Description |
|---|---|
| **Account Number** | List of account numbers present in a particular account type. |
| **Currency** | Account currency. |
| **Product Name** | Name of the product. |
| **Account Status** | Status of the account access for the party |

8. Click **Next**. The **User Account Access- View** screen for account selected and transactions enabled for the selected account appears.
   OR
   Click **Edit** to edit the mapping.
   OR
   Click **Delete** to delete the User Account Access setup.
   OR
   Click **Cancel** to cancel the transaction.
   OR
   Click **Back** to navigate to the previous screen.

## User Account Access - Transaction- Own Account Mapping- View



**User Account Access - Transaction- Account Mapping (Linked Account Mapping) - View**




9. Click  against the particular account number to view the mapped transactions.

10. Click **Edit** to update the **User Account Access** account mapping for new accounts and existing accounts.
    OR
    Click **Cancel** to cancel the transaction.
    OR
    Click **Back** to navigate to the previous screen.

## 14.3 User Account Access - Edit

The Bank Administrator gets a request with the list of account(s) and transactions for which access details needs to be edited for a selected user of the party.

**To edit account and transaction access for the user:**

1. In the **Party ID** field, enter the party id of the user.
   OR
   In the **Party Name** field, enter the party name of the user.

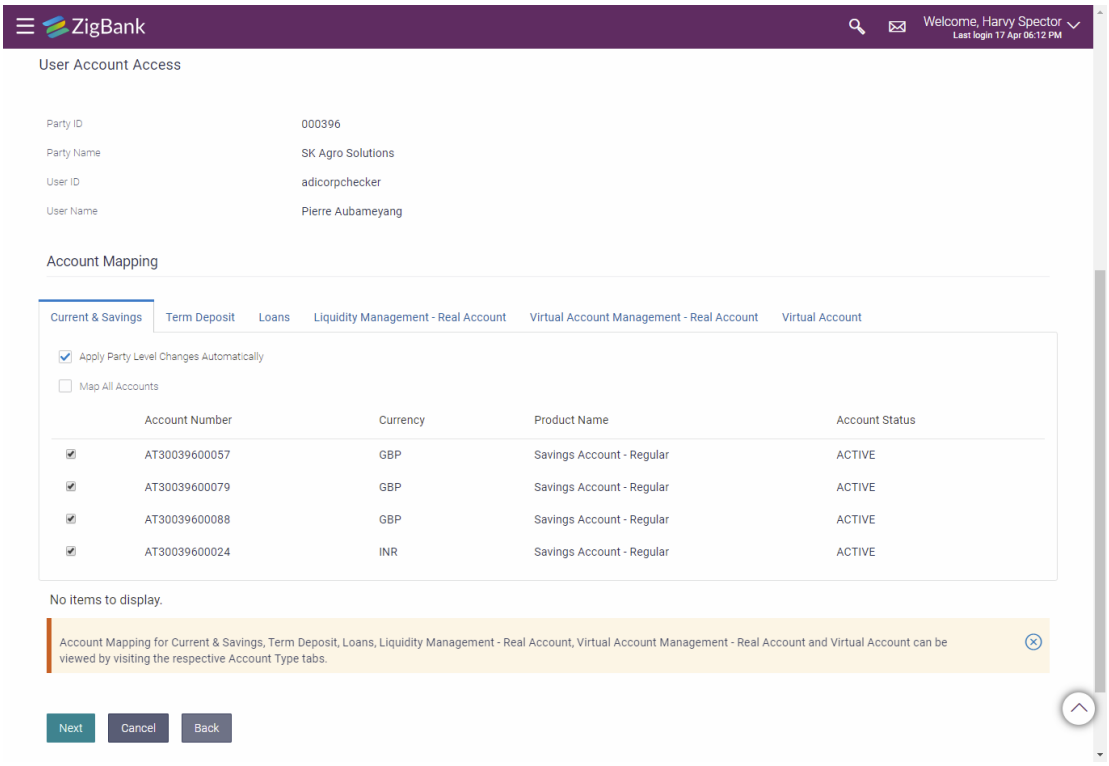
2. Click **Search**.
   For a searched party, there will be a list of users displayed with information like user ID, contact details of the user and an indicator whether there is an account mapping done for the user.

3. Click on **user ID** to navigate to Account Access summary section for the user with two sections **Own Account Mapping Summary** and **Linked Party Account Mapping Summary**.
   Linked party account mapping will only be available if the selected party has Party to Party

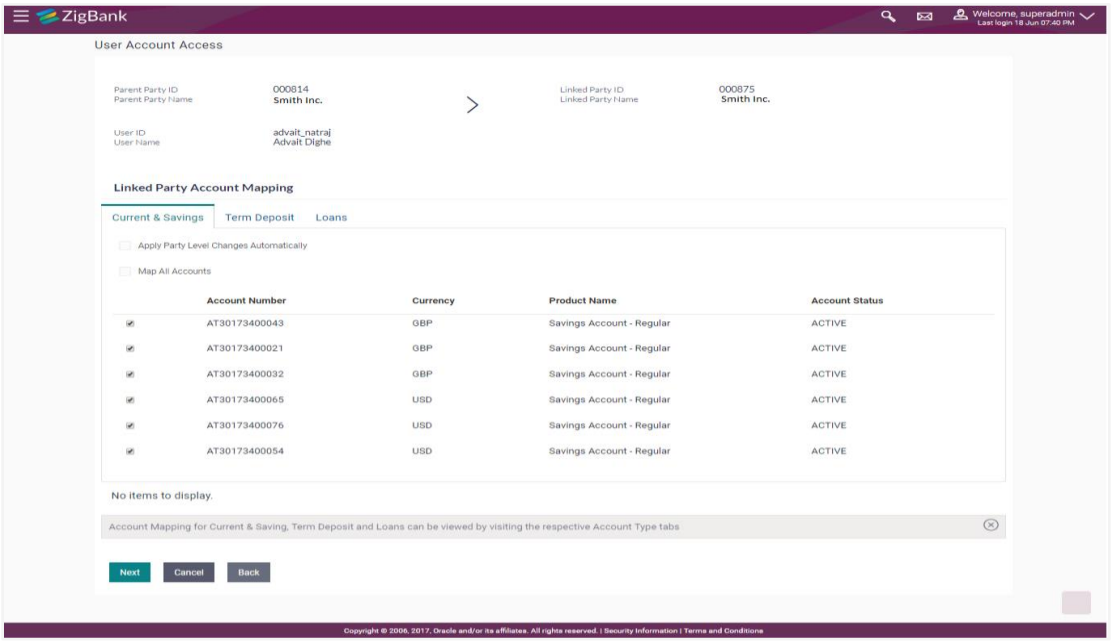
Linkage maintained.
OR
Click **Cancel** to cancel the transaction.
OR
Click **Clear** to clear the search parameters.

4. Click **Account Type** i.e. Current and Savings / TD / Loans/ Liquidity Management – Real Account/ Virtual Account Management – Real Account/ Virtual Account in the summary details for the party, which will navigate to the view page.
   OR
   Click **Cancel** to cancel the transaction and navigate back to 'Dashboard'.
   OR
   Click **Back** to navigate to the previous screen.
5. In case of mapping of linked party accounts to the parent party, select on the account type in the linked party summary section.
6. Navigate to the specific category tab viz. Current and Savings, Term Deposits, Loans, Liquidity Management – Real Account, Virtual Account Management – Real Account, Virtual Account etc., the administrator can view both the accounts for which access has been provided and the ones for which access is not provided.
7. Click **Edit**. The **User Account Access - Edit** screen appears.
   This enables the selection and de-selection option against the accounts. There is also an option to edit checkbox **Apply Party Level Changes Automatically** to apply/ remove the party changes.
   OR
   Click **Cancel** to cancel the transaction.
   OR
   Click **Back** to navigate to the previous screen.
8. Click **Account Type** for which you want to edit the mapping of the accounts.
   The cookie message displayed indicating the administrator that account mapping for other category tabs can be viewed by visiting the respective tabs.

## User Account Access (Own Account Mapping) – Edit




## User Account Access (Linked Party Account Mapping) – Edit

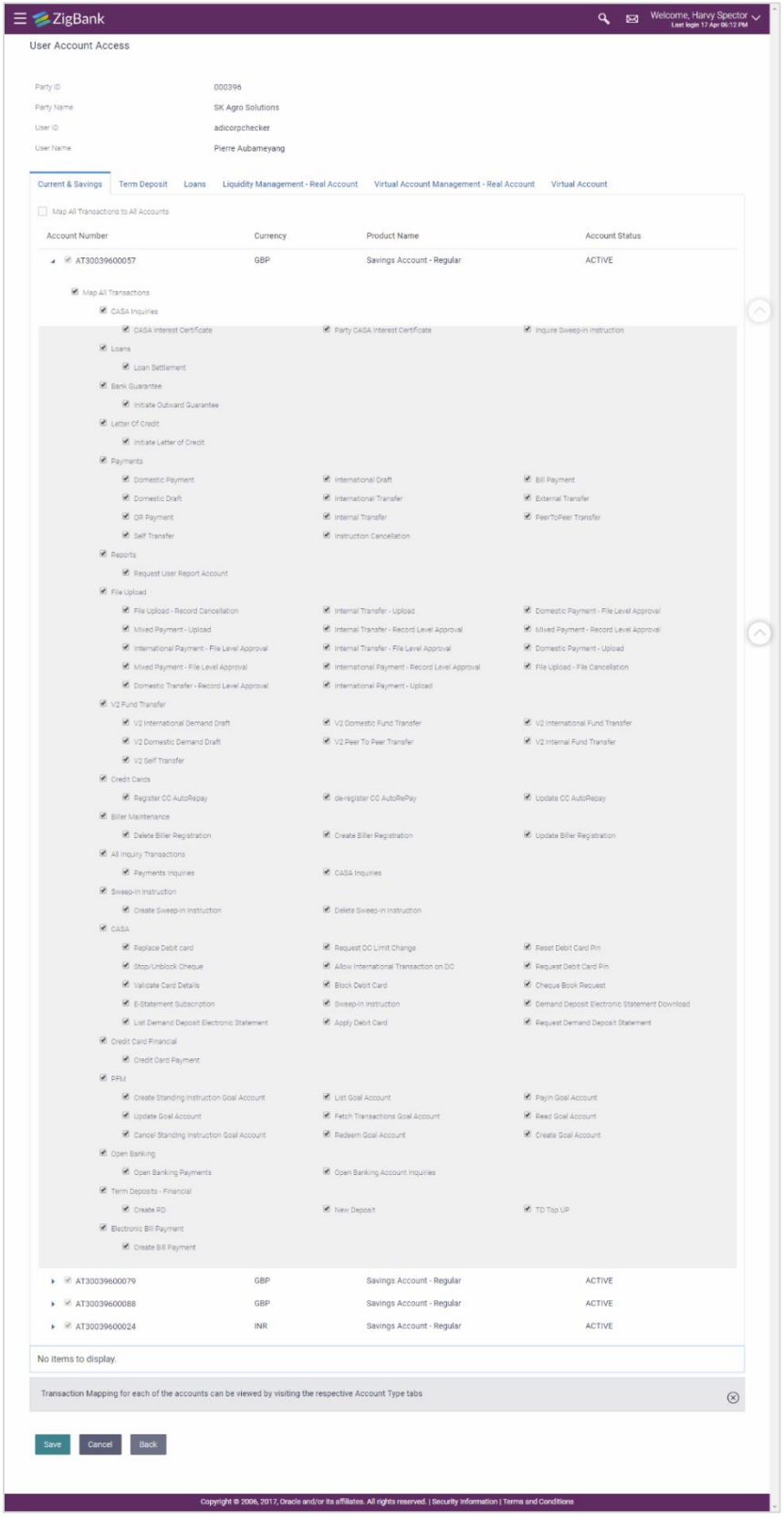



9. Select the respective check boxes preceding the **Account Number** to be mapped.
   OR
   Select **Map All Accounts**, if you want to map all the account numbers.

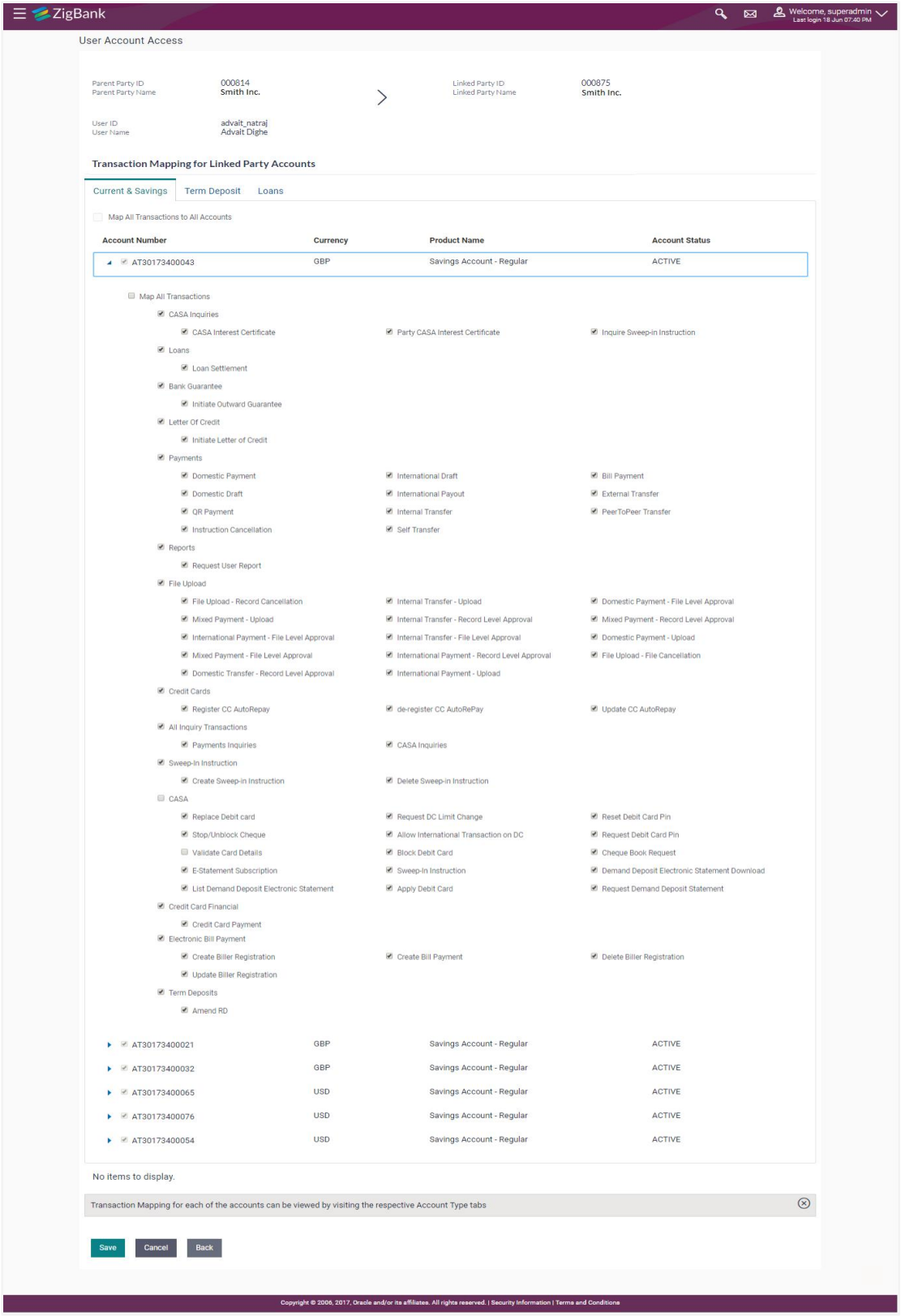
Select/Unselect check box **Apply Party Level Changes Automatically** to apply/remove the party changes.

10. Click **Next**. The **User Account Access - Edit** screen with mapped account appears.
    OR
    Click **Cancel** to cancel the transaction.
    OR
    Click **Back** to navigate to the previous screen.
11. To map the transactions to the account, click  against the particular account number to view the transaction mapping.
12. Select the respective check boxes preceding the transaction to be mapped.
    OR
    Select **Map All Transactions**, if you want to map all the transactions to all accounts.

## User Account Access - Transaction- Account Mapping (Own Account Mapping) - Edit



## User Account Access - Transaction- Account Mapping (Linked Party Account Mapping) - Edit



13. Click **Save**.
    OR
    Click **Cancel** to cancel the transaction.
    OR
    Click **Back** to navigate to the previous screen.
14. The **User Account Access - Review** screen appears. Verify the details, and click **Confirm**.
    OR
    Click **Edit** to edit the transaction.
    OR
    Click **Cancel** to cancel the transaction.
15. The **User Account Access - Confirmation** screen with success message appears.
16. Click **OK** to complete the transaction.

## 14.4 User Account Access - Delete

The Bank Administrator gets a request with the user information of a party for which access details needs to be deleted. As part of this option, own account mapping and/or linked party account mapping can be deleted for a user.

**To delete account and transaction access for the user:**

1. In the **Party ID** field, enter the party id of the user.
   OR
   In the **Party Name** field, enter the party name of the user.
2. Click **Search**.
   For a searched party, there will be a list of users displayed with information like user ID, contact details of the user and an indicator whether there is an account mapping done for the user.
3. Click on **user ID** to navigate to Account Access summary section for the user with two sections **Own Account Mapping Summary** and **Linked Party Account Mapping Summary**.
   Linked party account mapping will only be available if the selected party has Party to Party Linkage maintained.
   OR
   Click **Cancel** to cancel the transaction.
   OR
   Click **Clear** to clear the search parameters.
4. Click **Account Type** i.e. Current and Savings / TD / Loans/ Liquidity Management – Real Account/ Virtual Account Management – Real Account/ Virtual Account in the summary details for the party, which will navigate to the view page.
   OR
   Click **Cancel** to cancel the transaction and navigate back to ‘Dashboard’.
   OR
   Click **Back** to navigate to the previous screen.
5. In case of mapping of linked party accounts to the parent party, select on the account type in the linked party summary section.
6. Navigate to the specific category tab viz. Current and Savings, Term Deposits, Loans, Liquidity Management – Real Account, Virtual Account Management – Real Account, Virtual Account etc., the administrator can view both the accounts for which access has been provided and the ones for which access is not provided.

7. Click **Delete**.
   The application will prompt the administrator with a deletion message with an option of Yes / No.
8. Click **Yes** to proceed with the deletion request. It will navigate to confirmation page with a success message and the status.
   OR
   Click **No** if you do not wish to proceed with deletion.
9. Click **OK** to complete the transaction.

# FAQs

1. **Is it necessary to setup Party Account Access Management before setting up User Account Access?**

   Yes, party account access management setup must be done before the user level mapping of accounts and transactions.

2. **User Account Access has not been maintained for the user for Own or Linked party, still there is no 'Map' button available?**

   It is possible that the account access maintenance has not been done for the party to which the user belongs to. In such a case, bank admin will need to maintain account access for the party and only then proceed with User Account Access.

3. **Will Party Account Access – Deletion for a party (Own/Linked) lead to automatic deletion of User Account Access?**

   Yes, deletion of account access for a party will lead to automatic deletion of access for the users of that party.

4. **If I remove access of account(s) and transaction(s) for a party, will it lead to automatic access removal for the users of that party?**

   Yes, access removal at party level for an account and/or transaction will automatically remove access at user level of the selected party.

5. **I am unable to see some of the account(s) and/or transaction(s) for mapping as part of User Account Access that were available in Party Account Access for the party of the user?**

   There is a possibility that these accounts and/or transactions have not been provided access at party level of the selected user. The accounts and transactions that are unmapped at party level will not be visible at user level of the selected party.

6. **Have mapped/edited/deleted user account access for a party but it is not reflecting in the system even after a successful maintenance save message?**

   There is a possibility that the maintenance is saved but the status is 'Pending Approval'. For the maintenance, if there is an approval required then the changes will reflect only once the approver(s) approve the submitted request. If the setup does not require an approval workflow or is self / auto approved, then the same will reflect immediately.

**Home**

# 15. Party Resource Access

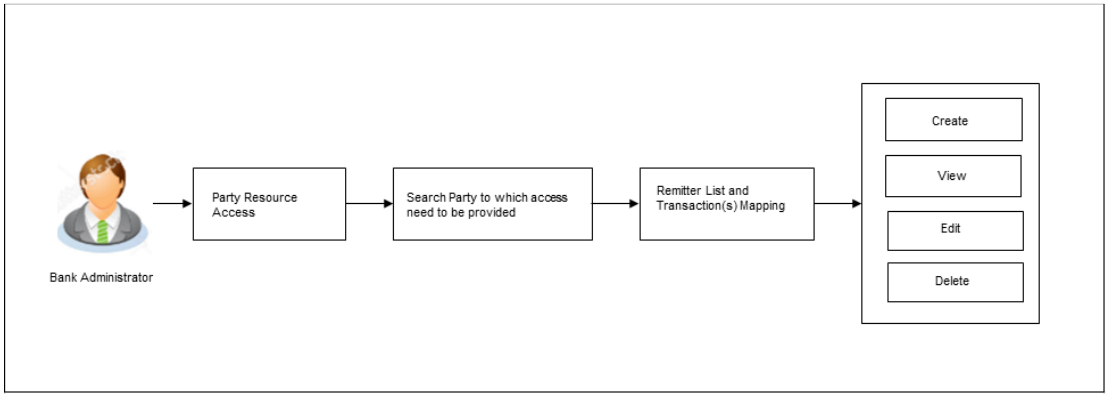
Using this maintenance, the System/ Bank Administrator can provide access to Virtual Account Management Resource ‘Remitter List’. The Party Resource Access screen lists the remitter IDs for the selected Corporate.

The administrator can select a global check box of ‘Map All Remitter List ’ to enable all the existing remitter list under the party for channel banking. If specific remitters are required to be given access then the user needs to select the respective check boxes preceding the remitter ID.

**Pre-Requisites**

- Party preferences should be created for the party for which access is to be maintained
- Channel Access should be enabled for party for which resource access is to be maintained
- Transaction access is provided to Bank Administrator.
- Approval rule set up for Bank Administrator to perform the actions.

**Workflow**




**Features Supported In Application**

The following options are available as part of this maintenance:

- Party Resource Access - Mapping
- Party Resource Access – View
- Party Resource Access - Edit
- Party Resource Access - Delete

**How to reach here:**

*Bank Administrator Dashboard > Resource Access > Party Resource Access*
*OR*
*System/ Bank Administrator Dashboard > Toggle menu Access Management > Resource Access > Party Resource Access*

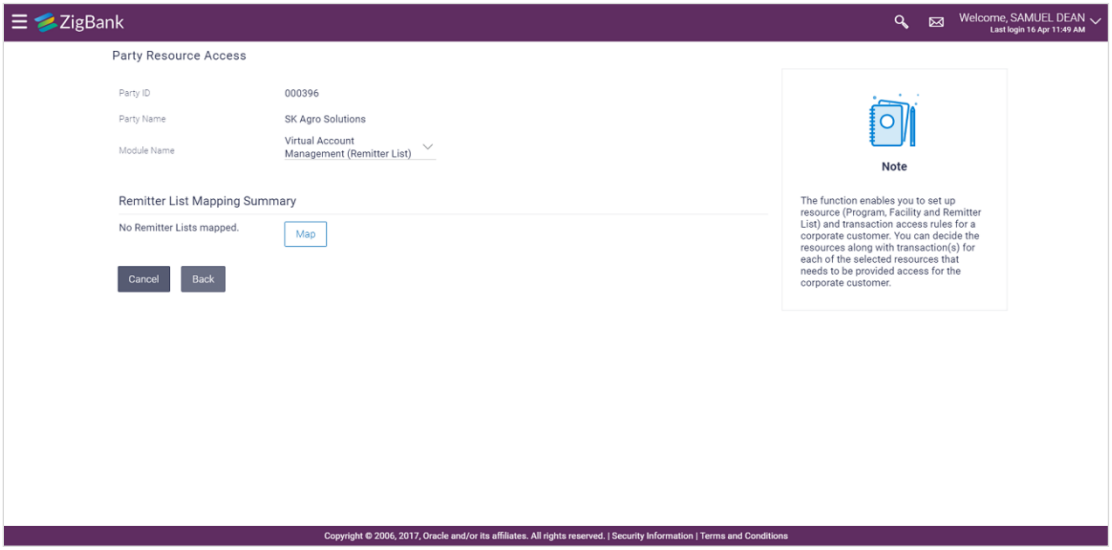
## 15.1 Party Resource Access - Mapping (Create)

The Bank Administrator gets a request with the Virtual Account Management Remitter list for which access needs to be provided to the party.

**To provide the party with remitters access:**

1. In the **Party ID** field, enter the party id of the user.
   OR
   In the **Party Name** field, enter the party name of the user.
2. Click **Search**. For a searched party, **Remitter List Mapping Summary** appears.
   OR
   Click **Cancel** to cancel the transaction.
   OR
   Click **Clear** to clear the search parameters.

**Party Resource Access - Search**



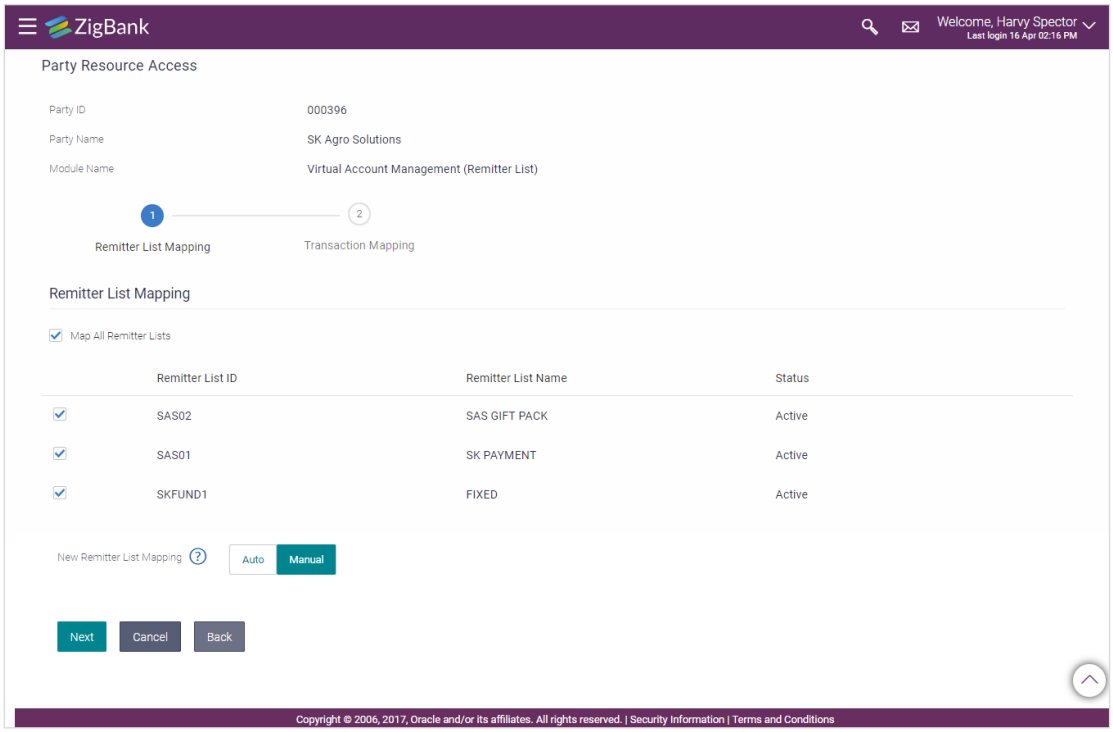

**Field Description**

| Field Name | Description |
|---|---|
| **Party ID** | The party id searched by the bank administrator. |
| **Party Name** | The name of the party. |
| **Module Name** | The name of the module. Only Virtual Account Management (Remitter List) is supported. |

| Field Name | Description |
|---|---|
| **Remitter List Mapping Summary** | |

3. If there is no mapping done for a party, there will be a message **No Remitter List mapped** with Map button.
4. Click **Map**. The **Party Resource Access - Create** screen appears.
   OR
   Click **Cancel** to cancel the transaction.
   OR
   Click **Back** to navigate to the previous screen.

### Party Resource Access - Create



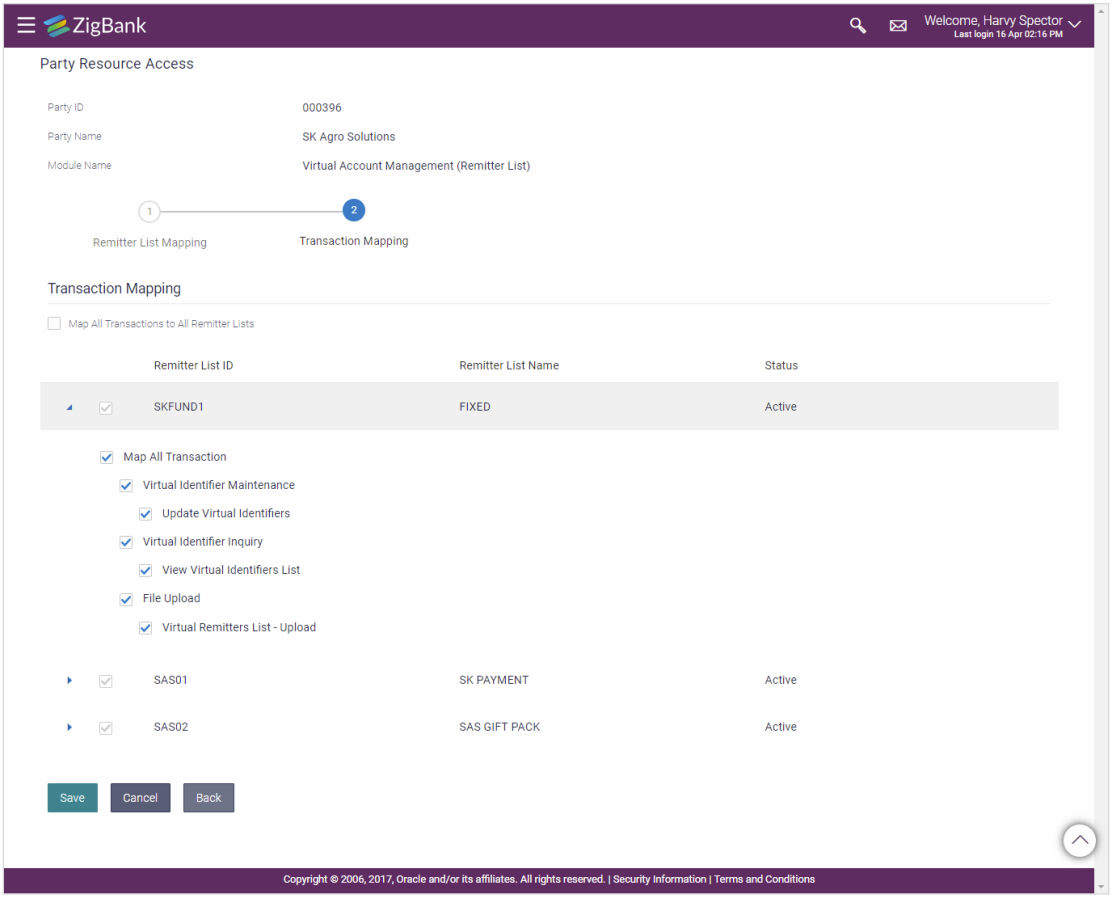

### Field Description

| Field Name | Description |
|---|---|
| **Party ID** | The party id searched by the bank administrator. |
| **Party Name** | The name of the party. |
| **Module Name** | The name of the module. |
| **Remitter List Mapping** | |

| Field Name | Description |
|---|---|
| **Map All Remitter List** | Mapping all the existing remitter list IDs to enable for channel banking. |
| **Remitter List ID** | List of remitter IDs present for the selected party. |
| **Remitter List Name** | Name of the remitter list available under the party. |
| **Status** | Status of the remitter list. |
| **New Remitter List Mapping** | Mapping of the remitters.<br>The options can be:<br>• Auto: gives default access to the all future newly added remitter list IDs and transactions of the party<br>• Manual: gives specific access to future remitter list IDs. This is to explicitly map new remitter lists and transactions if access needs to be provided. |

5. All the Remitter List IDs of the selected party as a relationship with the bank as available in the VAM mid-office system will be fetched and displayed.
6. Select a global check box of **Map All Remitter List** to enable all the existing remitters for channel banking (on screen, it will serve as a **Select All** function).
   OR
   If specific remitter list IDs are required to be given access then the user needs to select the respective check boxes preceding the remitter ID.
7. To map the new remitters list, select appropriate option from **New Remitter List Mapping** field;
   Select **Auto** if you wish to allow access to all future Remitter List.
   OR
   Select **Manual** if you wish to explicitly map new remitter list and transactions.
8. Click **Next**. The **Party Resource Access - Create** (Transaction Mapping) screen appears.
   OR
   Click **Cancel** to cancel the transaction.
   OR
   Click **Back** to navigate to the previous screen.

### Party Resource Access - Transaction Mapping - Create




9. To map the transactions to the remitter ID, click ▸ against the particular remitter list ID to view the transaction mapping.
10. Select the respective check boxes preceding the transaction to be mapped.
    OR
    Select **Map All Transactions to All Remitter List**, if you want to map all the transactions to all remitter lists.
11. Click **Save** to save the changes.
    OR
    Click **Cancel** to cancel the transaction.
    OR
    Click **Back** to navigate to the previous screen.
12. The **Party Resource Access - Review** screen appears. Verify the details, and click **Confirm**.
    OR
    Click **Cancel** to cancel the transaction.
    OR
    Click **Back** to navigate to the previous screen.
13. The screen with success message appears along with the reference number and status of the transaction. Click **OK** to complete the transaction.

## 15.2 Party Resource Access- View

The Bank Administrator can view the remitter lists and transactions under each remitter list ID for which access has been provided to the party.

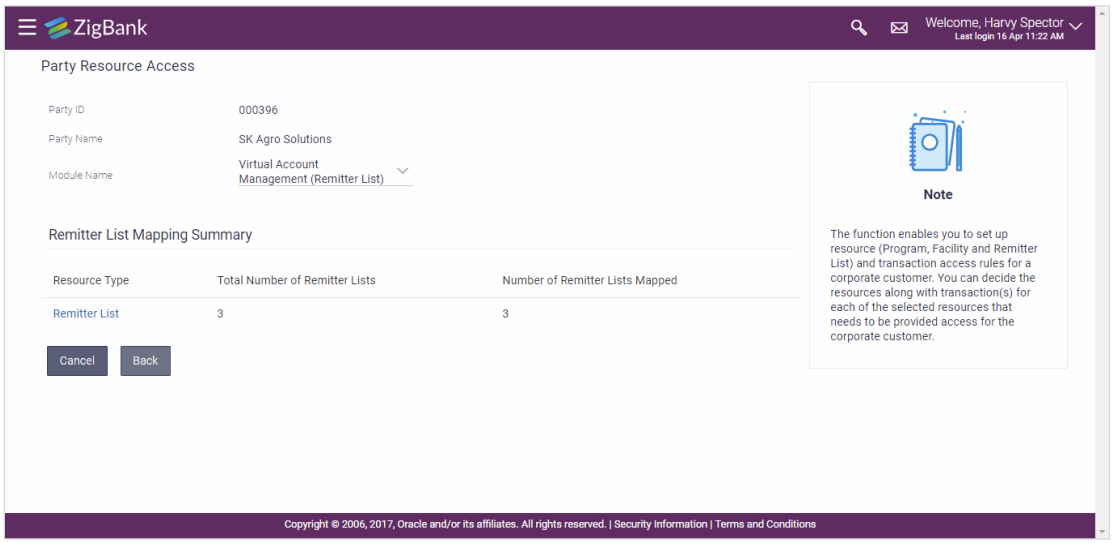
### Field Description

| Field Name | Description |
|---|---|
| **Party ID** | Party Id of the corporate user. |
| **Party Name** | Party name of the corporate user. |

**To view the remitter and transaction access:**

1. In the **Party ID** field, enter the party id of the user.
   OR
   In the **Party Name** field, enter the party name of the user.
2. Click **Search**. For a searched party, **Remitter List Mapping Summary** appears that provides details of the Total no. of Remitter List IDs and the number of Remitter List IDs mapped.
   OR
   Click **Cancel** to cancel the transaction.
   OR
   Click **Clear** to clear the search parameters.

### Party Resource Access - Search Results



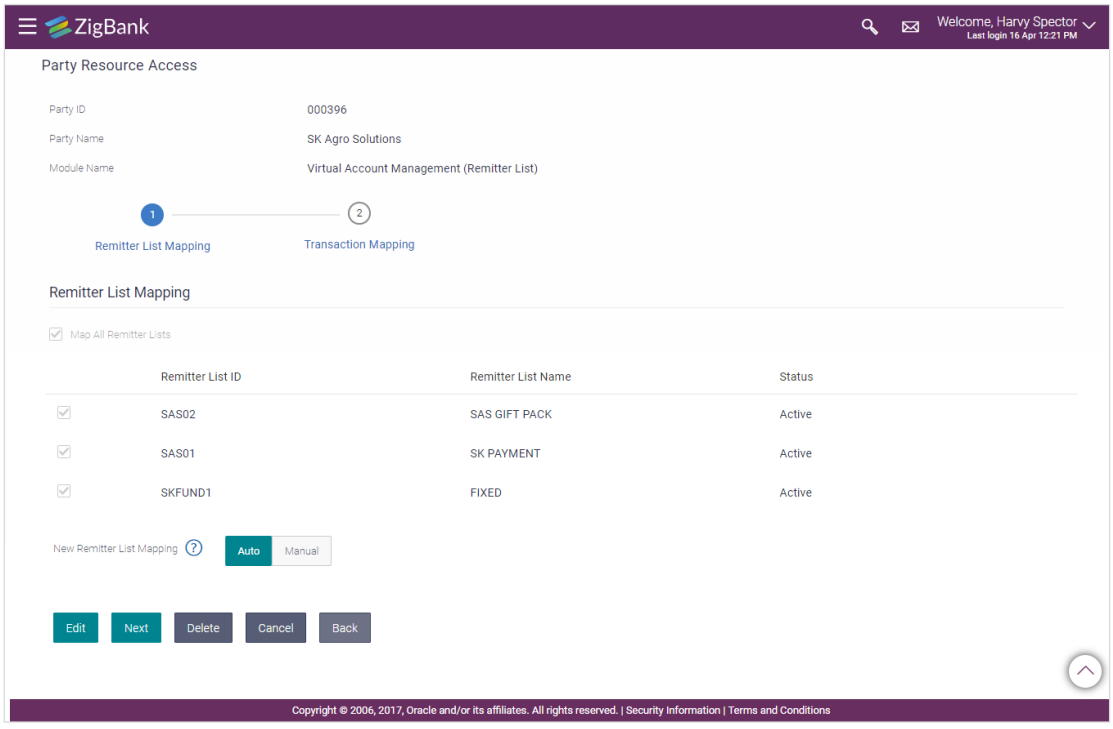

### Field Description

| Field Name | Description |
|---|---|
| **Party ID** | The party id searched by the bank administrator. |

| Field Name | Description |
|---|---|
| **Party Name** | The name of the party. |
| **Module Name** | The name of the module. |
| **Remitter List Mapping Summary** | |
| Click on **Resource Type** to view the respective mapping details. | |
| **Resource Type** | The resource types available under the party for the selected module. Resource type for Virtual Account Management module is Remitter List. |
| **Total Number of Remitter Lists** | Total number of remitter lists available under the party. |
| **Number of Remitter Lists Mapped** | Number of remitter lists mapped to the party. |

3. Click the **Remitter List** link, which will navigate to the view page.
   OR
   Click **Cancel** to cancel the transaction and navigate back to 'Dashboard'.
   OR
   Click **Back** to navigate to the previous screen.

### Party Resource Access – View

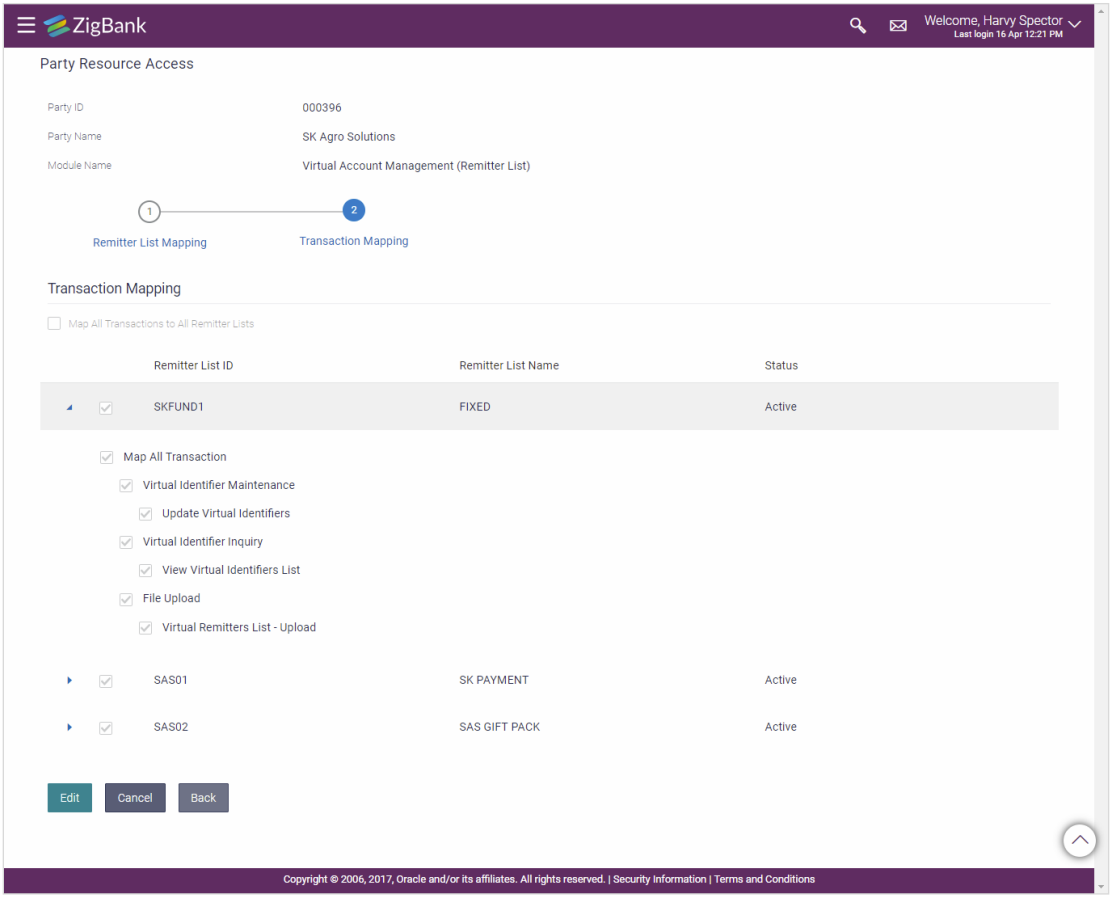


**Field Description**

| Field Name | Description |
|---|---|
| **Remitter List Mapping** | |
| **Map All Remitter List** | Mapping all the remitters of the VAM module to enable for channel banking. |
| **Remitter List ID** | List of remitter IDs present in a particular resource type. |
| **Remitter List Name** | Name of the remitter list available under the party. |
| **Status** | Status of the remitter list. |
| **New Remitter List Mapping** | Mapping of the remitters.<br>The options can be:<br>• Auto: gives default access to the all future newly added remitter lists and transactions of the party<br>• Manual: gives specific access to future remitter lists. This is to explicitly map new remitter lists and transactions if access needs to be provided |

4. Click **Next**. The **Party Resource Access - View** screen to view the selected remitter lists and transactions enabled for the selected remitter lists appears.
   OR
   Click **Edit** to modify the remitter list mapping.
   OR
   Click **Delete** to delete the Party Resource Access setup.
   OR
   Click **Cancel** to cancel the transaction.
   OR
   Click **Back** to navigate to the previous screen.

**Party Resource Access - Transaction Mapping- View**




5. Click ▸ against the particular Remitter List to view the mapped transactions.
   OR
   Click **Edit** to update transaction mapping.
   OR
   Click **Cancel** to cancel the transaction.
   OR
   Click **Back** to navigate to the previous screen.

## 15.3 Party Resource Access - Edit

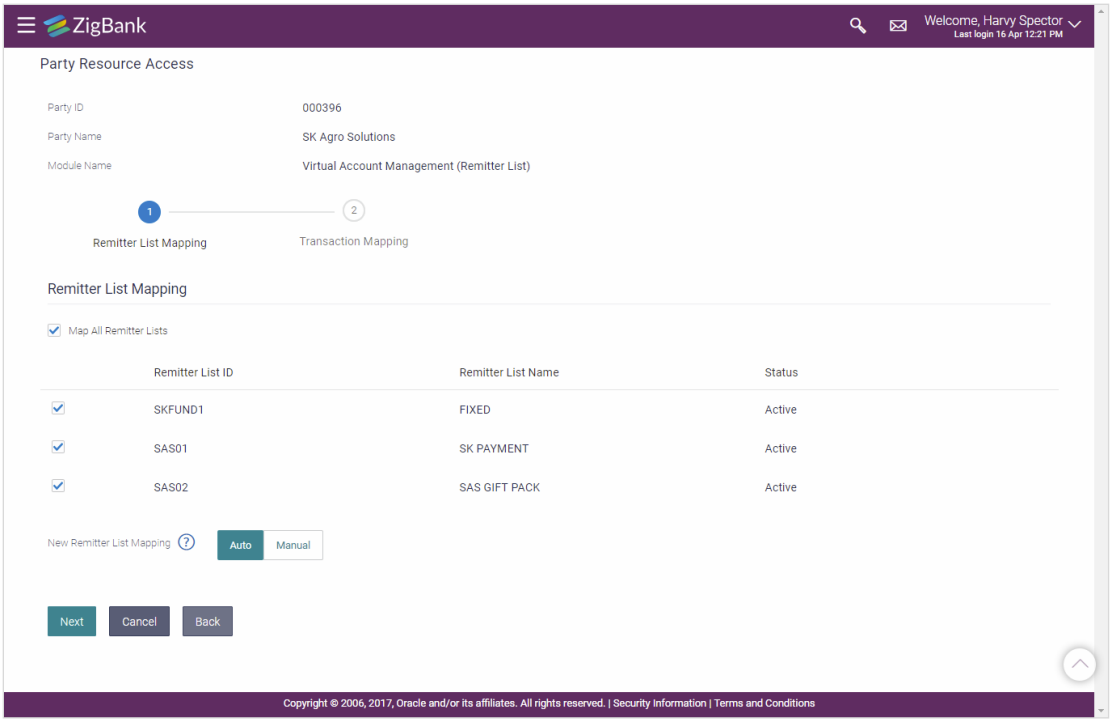
The Bank Administrator gets a request with the list of remitter lists and transactions under each Remitter List for which access details needs to be edited for the party.

**To edit remitter lists and transaction access for the party:**

1. In the **Party ID** field, enter the party id of the user.
   OR
   In the **Party Name** field, enter the party name of the user.
2. Click **Search**. For a searched party, **Remitter List Mapping Summary** appears.
   OR
   Click **Cancel** to cancel the transaction.
   OR
   Click **Clear** to clear the search parameters.

3. If there is no mapping done for a party , the message **No Resource  mapped for the party** with **Map** option appears.
4. Click the **Remitter Type** link to view/edit the details. The **Party Resource Access**- View screen appears.
5. Click **Edit**. The **Party Resource Access - Edit** screen appears.
   This enables the selection and de-selection option against the Remitter List IDs and allows changing the map remitters from Auto to Manual and vice-versa.
   OR
   Click **Next** to go to the next tab (Transaction Mapping).
   OR
   Click **Delete** to delete the Party Resource Access setup.
   OR
   Click **Cancel** to cancel the transaction.
   OR
   Click **Back** to navigate to the previous screen.

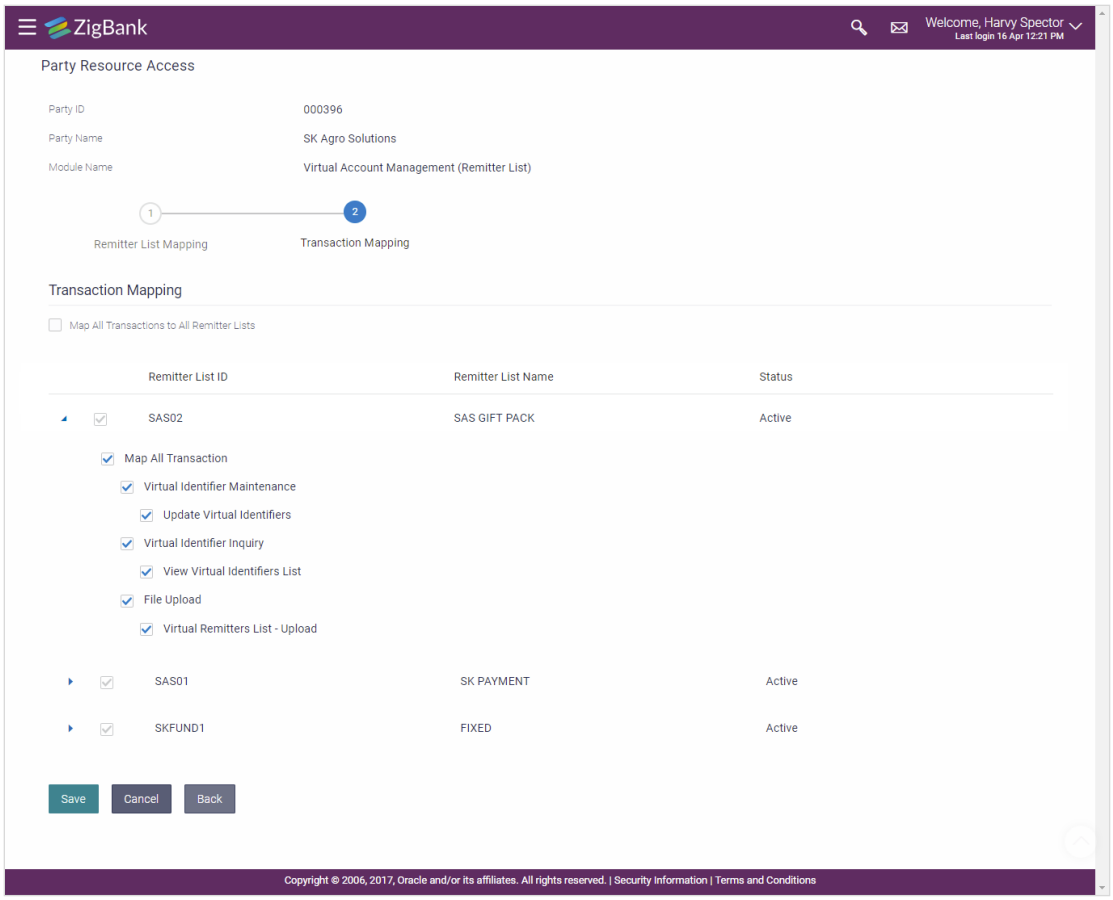
**Party Resource Access - Remitter List Mapping - Edit**




6. To map the new resources (remitter lists), select appropriate option from **New Remitter List Mapping** field;
   Select **Auto** if you wish to allow access to all future remitter list.
   OR
   Select **Manual** if you wish to allow specific access to all future remitter list.
7. Select the respective check boxes preceding the **Remitter List ID** to be mapped.
   OR
   Select **Map All Remitter List**, if you want to map all the remitters.
8. Click **Next**. The **Party Resource Access - Edit** screen with mapped transaction - to the remitter appears.
   OR

Click **Cancel** to cancel the transaction.
OR
Click **Back** to navigate to the previous screen.

### Party Resource Access - Transaction Mapping - Edit




9. To map the transactions to the Remitter lists, click against the particular remitter list ID to view the transaction mapping.
10. Select the respective check boxes preceding the transaction to be mapped.
    OR
    Select **Map All Transactions**, if you want to map all the transactions to all remitter list IDs.
11. Click **Save** to save the changes.
    OR
    Click **Cancel** to cancel the transaction.
    OR
    Click **Back** to navigate to the previous screen.
12. The **Party Resource Access - Review** screen appears. Verify the details, and click **Confirm**.
    OR
    Click **Cancel** to cancel the transaction.
    OR
    Click **Back** to navigate to the previous screen.
13. The screen with success message appears along with the reference number and status of the transaction. Click **OK** to complete the transaction.

## 15.4 Party Resource Access - Delete

As part of this option, remitter list mapping and /transaction mapping can be deleted.

**To delete remitter list and transaction access for the party:**

1. In the **Party ID** field, enter the party id of the user.
   OR
   In the **Party Name** field, enter the party name of the user.
2. Click **Search**. For a searched party, **Remitter List Mapping Summary** section appears.
   OR
   Click **Cancel** to cancel the transaction.
   OR
   Click **Clear** to clear the search parameters.
3. If there is no mapping done for a party (own/ linked), the message **No Remitters mapped for the party** with **Map** option appears.
4. Click the **Remitter List** link to view/delete the details. The **Party Resource Access** - View screen appears.
5. Click **Delete**. The application prompt the administrator with a message 'Are you sure you want to delete Remitter List Mapping setup for Party ID – Party name' with an option of Yes / No.
6. Click **Yes** to proceed with the deletion request.
   It will navigate to confirmation page with a success message and the status.
   OR
   Click **No** if you do not wish to proceed with deletion.
7. The success message and the status appears.
   Click **OK** to complete the transaction.

**Home**

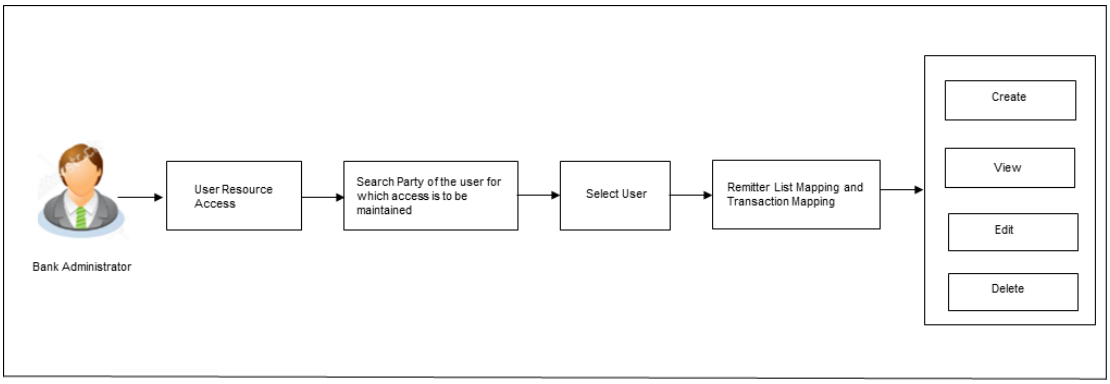
# 16. User Resource Access

Using this option the System/ Bank Administrator can set up remitter list mapping and transaction access for user(s) of the corporate party. This maintenance can be done only after the Party Resource Access is setup for the party of the user(s).

**Pre-Requisites**

- Resource Access should be maintained for the party of the user for which access is to be maintained
- Party preferences should be created for the party of the user for which access is to be maintained
- Channel Access should be enabled for party of the user for which resource access is to be maintained
- Transaction access is provided to Bank Administrator.
- Approval rule set up for Bank Administrator to perform the actions.

**Workflow**




**Features Supported In Application**

The following options are available as part of this maintenance:

- User Resource Access - Mapping
- User Resource Access – View
- User Resource Access - Edit
- User Resource Access - Delete

**How to reach here:**

*Bank Administrator Dashboard > Resource Access > User Resource Access*
*OR*
*System/ Bank Administrator Dashboard > Toggle Menu > Resource Access > User Resource Access*

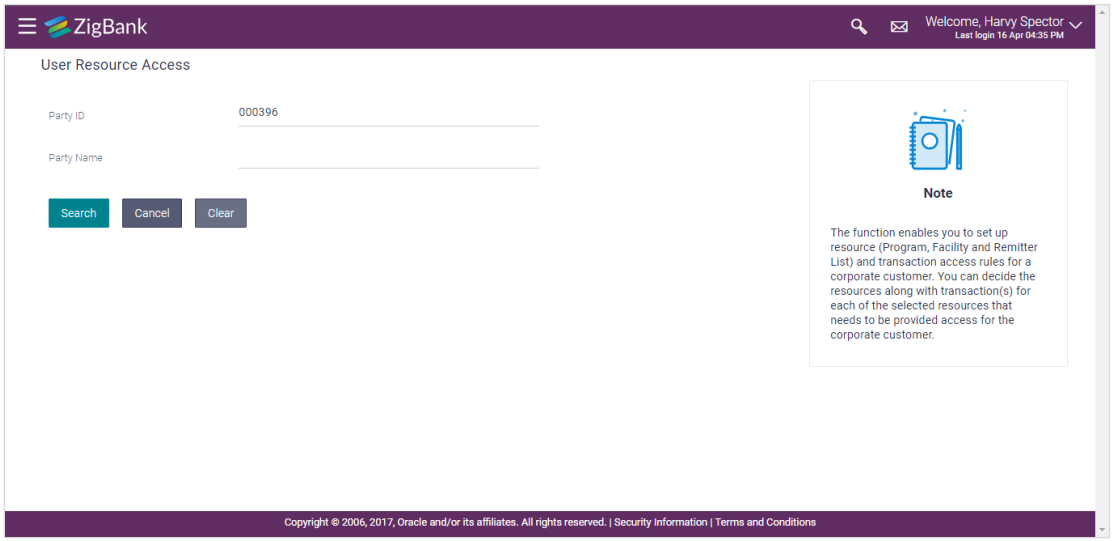
## 16.1 User Resource Access - Mapping (Create)

This option allows the administrator to provide access to specific users of a party.

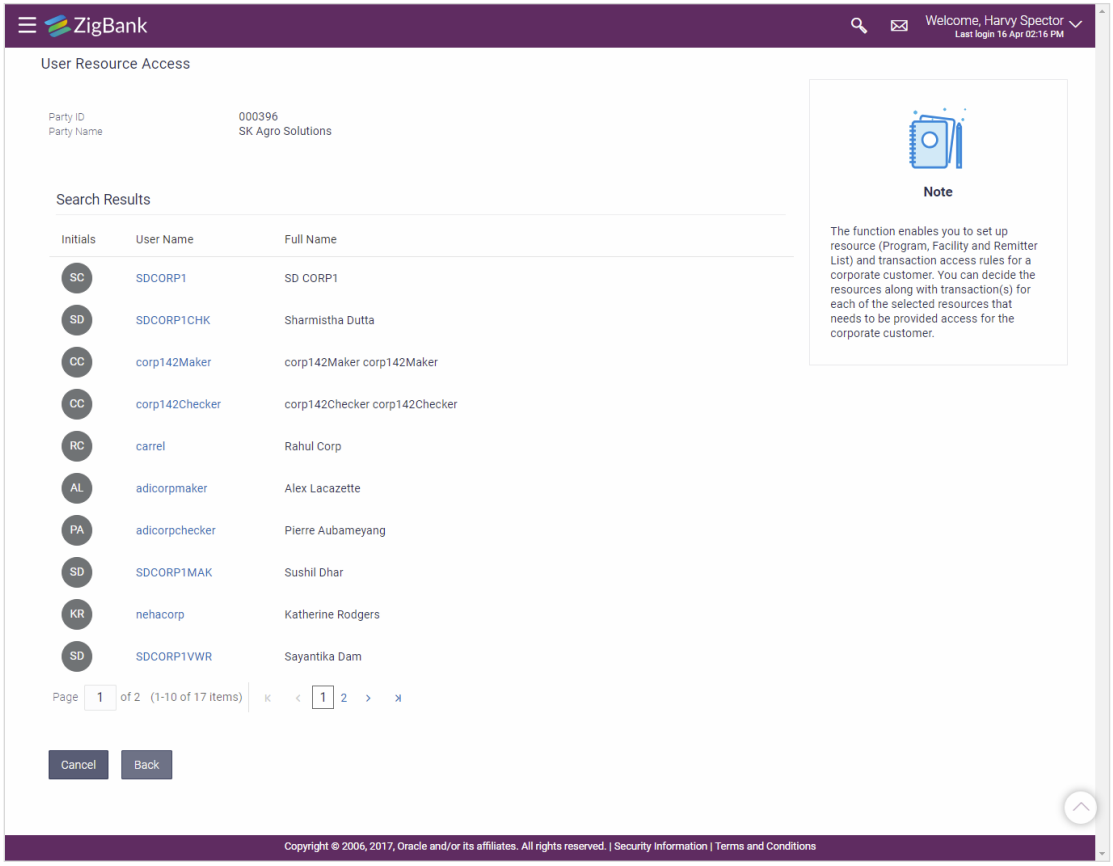
**To provide the user with account and transaction access:**

1. In the **Party ID** field, enter the party id of the user.
   OR
   In the **Party Name** field, enter the party name of the user.
2. Click **Search**.
   For a searched party, there will be a list of users displayed with information like user ID, full name of the user and initials of the user.
   OR
   Click **Cancel** to cancel the transaction.
   OR
   Click **Clear** to clear the search parameters.

**User Resource Access – Search**



### User Resource Access - Search Result



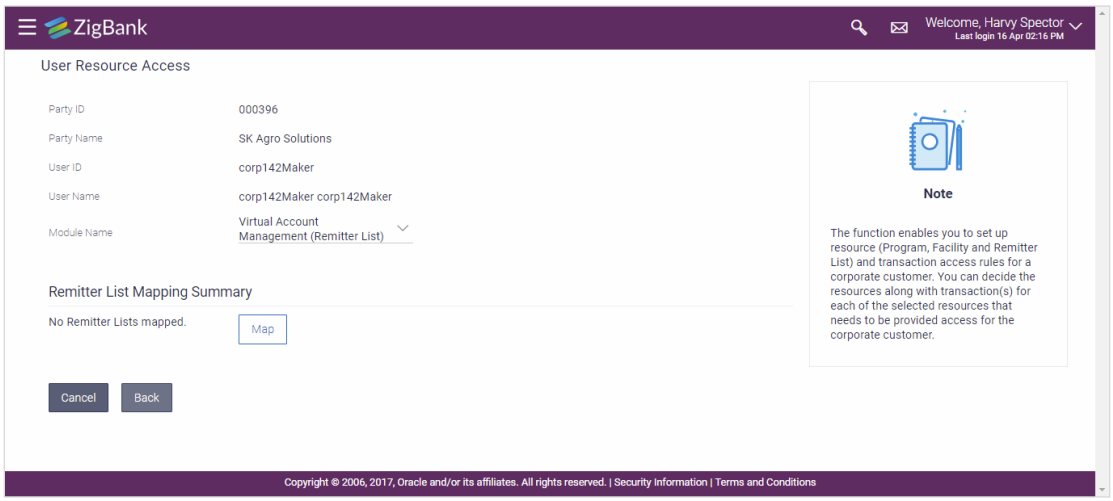

### Field Description

| Field Name | Description |
|---|---|
| **Party ID** | The party ID searched by the Bank Administrator. |
| **Party Name** | The name of the party. |
| **Search Result** | |
| **Initials** | Initials of the user. |
| **User Name** | User name of the user |
| **Full Name** | Full name of the user. |

3. Click the **User Name** link against the user record for which you want to create the mapping. The **User Resource Access – Mapping Summary** screen appears.
   OR
   Click **Cancel** to cancel the transaction.
   OR
   Click **Back** to navigate to the previous screen.

4. If there is no mapping done for the user for a party, there will be a message **No Remitter List mapped** with **Map** button.
5. If the access for the party to which the user belongs to is not done, then there will be no Map button.

### User Resource Access – Summary Page



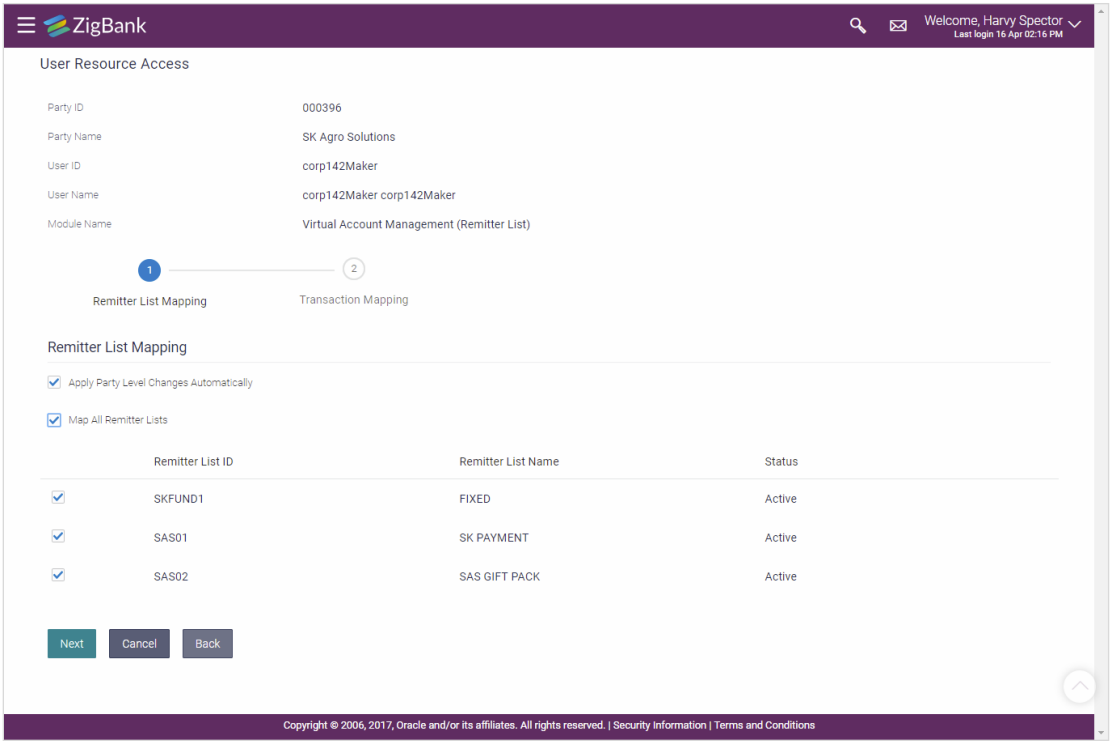

### Field Description

| Field Name | Description |
|---|---|
| **Party ID** | The party ID searched by the Bank Administrator. |
| **Party Name** | The name of the party. |
| **User ID** | User ID of the selected user. |
| **User Name** | User name of the selected user |
| **Module Name** | The name of the module. Only Virtual Account Management (Remitter List) is available. |

**Remitter List Mapping Summary**

6. Click **Map**. The **User Resource Access - Create** screen appears.
   OR
   Click **Cancel** to cancel the transaction.
   OR
   Click **Back** to navigate to the previous screen.

## User Resource Access - Create



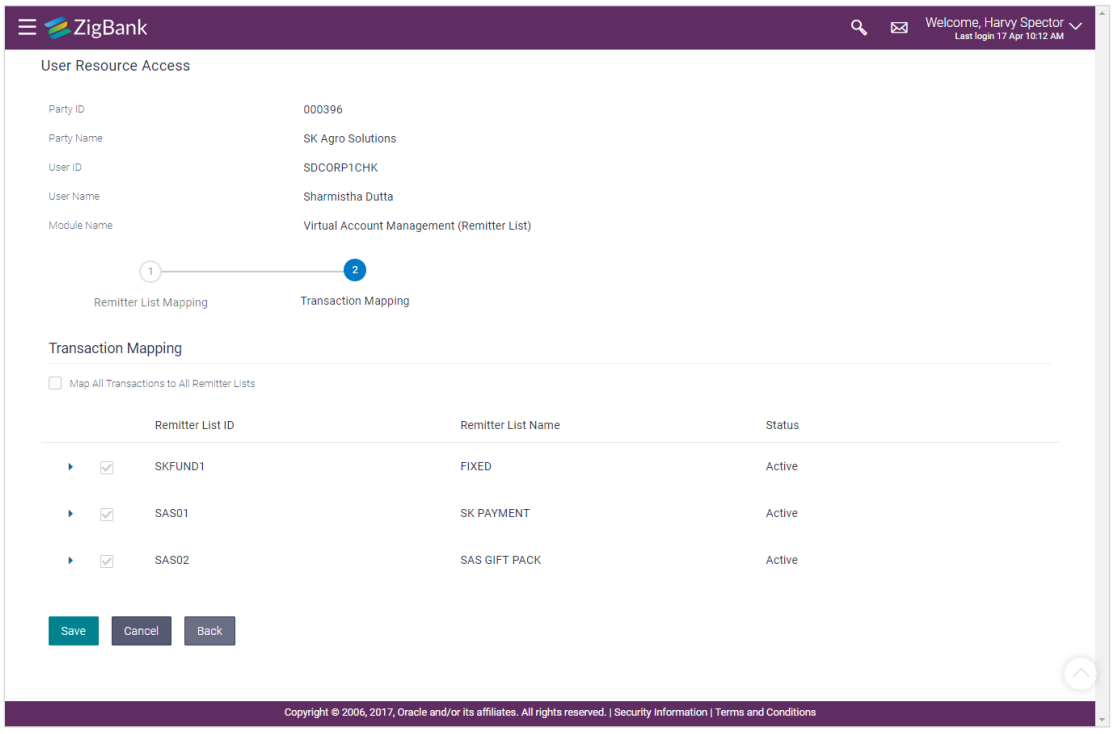

## Field Description

| Field Name | Description |
|---|---|
| **Party ID** | The party ID searched by the Bank Administrator. |
| **Party Name** | The name of the party. |
| **User ID** | User ID of the selected user. |
| **User Name** | User name of the selected user |
| **Module Name** | The name of the module. |
| **Remitter List Mapping** | |
| **Apply Party Level Changes Automatically** | User will get access to remitters that are allowed/ disallowed at the party level. |
| **Map All Remitter List** | Mapping all the remitters of the VAM module to the existing resource. |
| **Remitter List ID** | List of remitter IDs present in a particular resource type. |
| **Remitter List Name** | Name of the remitter list available under the party. |

| Field Name | Description |
|---|---|
| **Status** | Status of the remitter access for the party |

7. All the remitters held by the selected party as a relationship with the bank as available in the core banking system will be fetched and displayed.
8. Select a global check box of **Map All Remitter List** to enable all the existing remitters for channel banking (on screen, it will serve as a **Select All** function).
   OR
   If specific remitter is required to be given access to the user, then the bank administrator needs to select the respective check boxes preceding the remitter ID.
9. Select **Apply Party Level Changes Automatically** to automatically apply the party changes.
10. Click **Next**. The **User Resource Access - Create** (Transaction Mapping) screen appears.
    OR
    Click **Back** to navigate to the previous screen.
    OR
    Click **Cancel** to cancel the transaction.

### User Resource Access - Transaction Mapping - Create



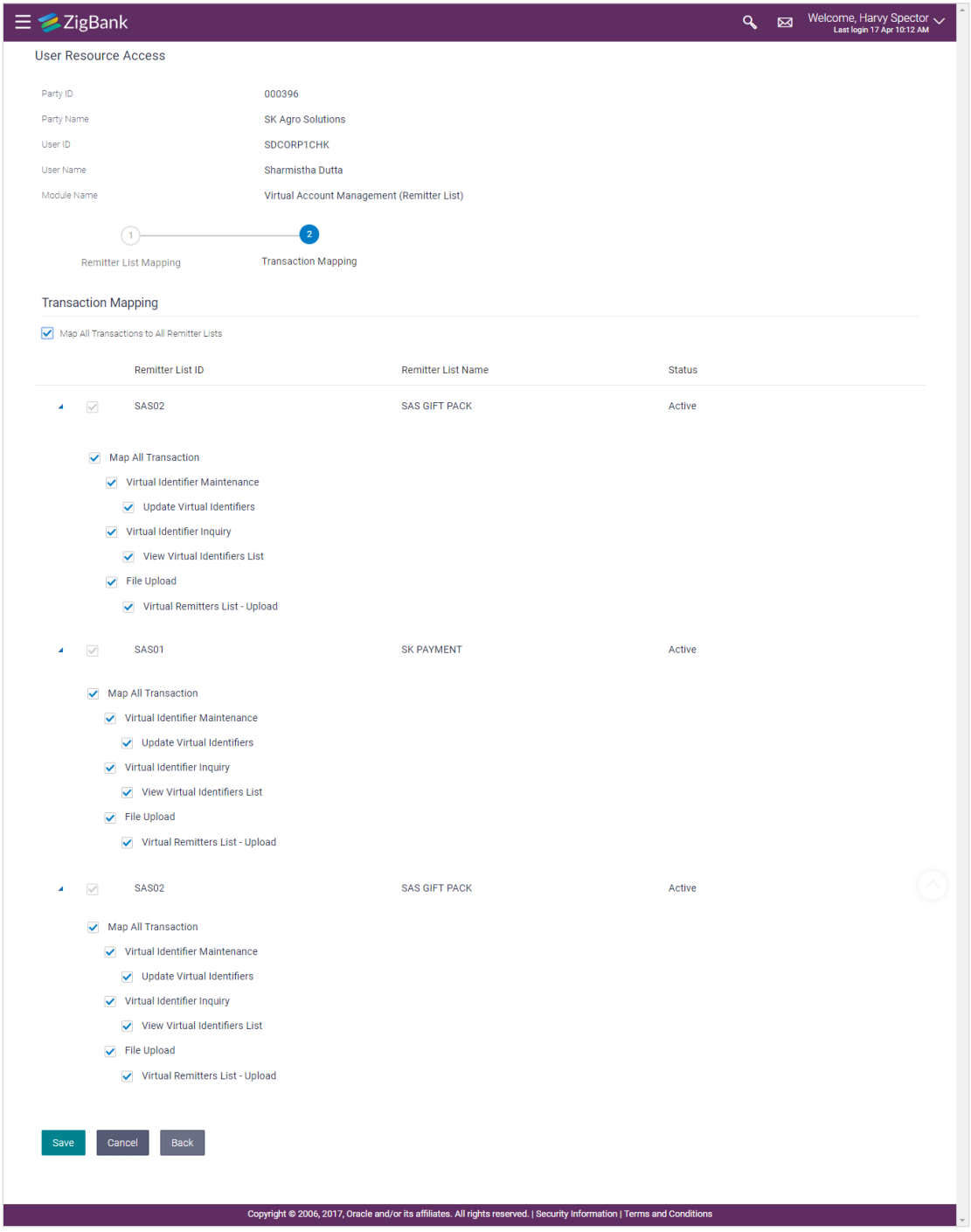

### Field Description

| Field Name | Description |
|---|---|
| **Party ID** | The party ID searched by the Bank Administrator. |

| Field Name | Description |
|---|---|
| **Party Name** | The name of the party. |
| **User ID** | User ID of the selected user. |
| **User Name** | User name of the selected user |
| **Module Name** | The name of the module. |
| **Transaction Mapping** | |
| **Map All Transactions to All Remitter List** | Mapping all the transactions to all the remitter list. |
| **Remitter List ID** | List of remitter IDs present in a particular resource type. |
| **Remitter List Name** | Name of the remitter list available under the party. |
| **Status** | Status of the remitter access for the party |

11. To map the transactions to the account, click ▸ against the particular remitter ID to view the transaction mapping.

## User Resource Access - Transaction Mapping (Map Transaction) - Create




12. Select the respective check boxes preceding the transaction to be mapped.
    OR
    Select **Map All Transactions**, if you want to map all the transactions to all accounts.
13. Select **Apply Party Level Changes Automatically** to automatically apply the party changes.
14. Click **Save**.
    OR

Click **Cancel** to cancel the transaction.
OR
Click **Back** to navigate to the previous screen.

15. The **User Resource Access - Review** screen appears. Verify the details, and click Confirm.
    OR
    Click **Cancel** to cancel the transaction.
    OR
    Click **Back** to navigate to the previous screen.
16. The screen with success message appears along with the reference number and status of the transaction. Click **OK** to complete the transaction.

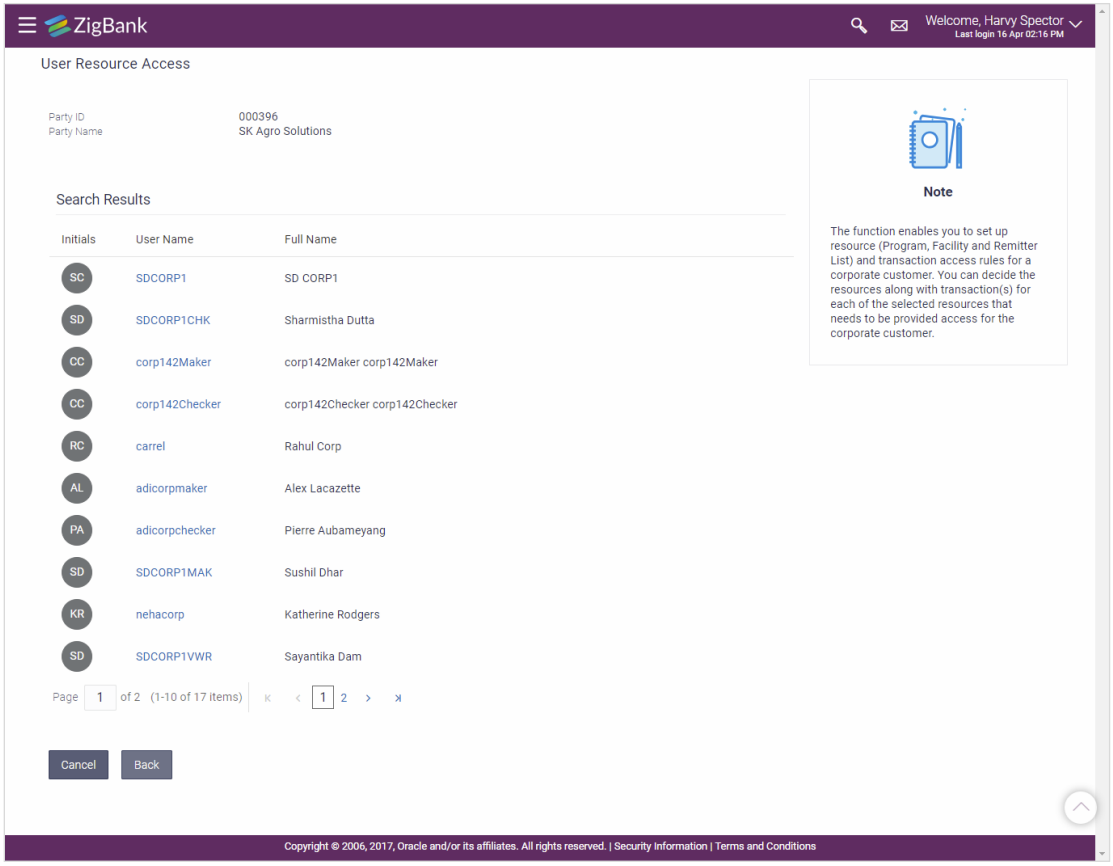
## 16.2 User Resource Access- Search

The Bank Administrator can view the list of remitter(s) and transactions for which access has been provided to the user.

**To view the remitter and transaction access:**

1. In the **Party ID** field, enter the party id of the user.
   OR
   In the **Party Name** field, enter the party name of the user.
2. Click **Search**.
   For a searched party, there will be a list of users displayed with information like user ID, full name of the user and initials of the user.
   OR
   Click **Cancel** to cancel the transaction.
   OR
   Click **Clear** to clear the search parameters.

### User Resource Access - Search Result

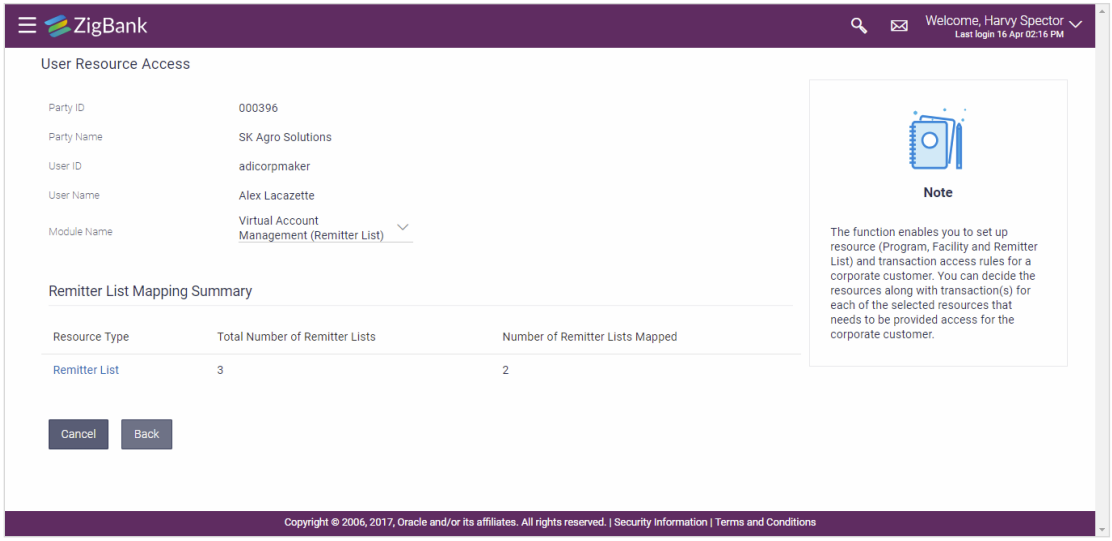



### Field Description

| Field Name | Description |
|---|---|
| **Party ID** | The party ID searched by the Bank Administrator. |
| **Party Name** | The name of the party. |
| **Search Result** | |
| **Initials** | Initials of the user. |
| **User Name** | User name of the user |
| **Full Name** | Full name of the user. |

3. Click the **User Name** link against the user record for which you want to view the details. The **User Resource Access – Mapping Summary** screen appears.
   OR
   Click **Cancel** to cancel the transaction.
   OR
   Click **Back** to navigate to the previous screen.

### User Resource Access – Summary Page

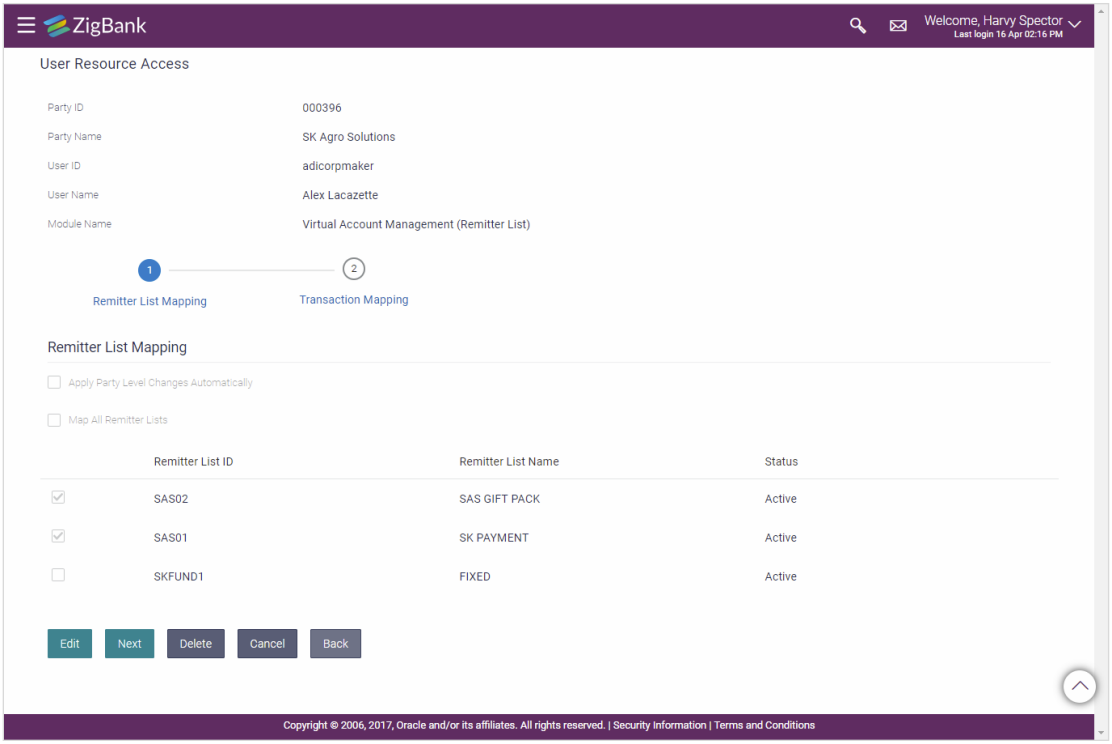



### Field Description

| Field Name | Description |
|---|---|
| **Party ID** | The party ID searched by the Bank Administrator. |
| **Party Name** | The name of the party. |
| **User ID** | User ID of the selected user. |
| **User Name** | User name of the selected user |
| **Module Name** | The name of the module. |
| **Remitter List Mapping Summary** | |
| **Resource Type** | The resource types available under the party. The resource type can be:<br>• Remitter List |
| **Total Number of Remitter Lists** | Total number of remitter lists available under the party. |
| **Number of Remitter Lists Mapped** | Number of remitter lists mapped to the particular resource type. |

4. Click the **Remitter List** link to view the remitter mapping. The **User Resource Access – View** screen, displaying remitter list mapping appears.
   OR
   Click **Cancel** to cancel the transaction.
   OR
   Click **Back** to navigate to the previous screen.

## User Resource Access – View



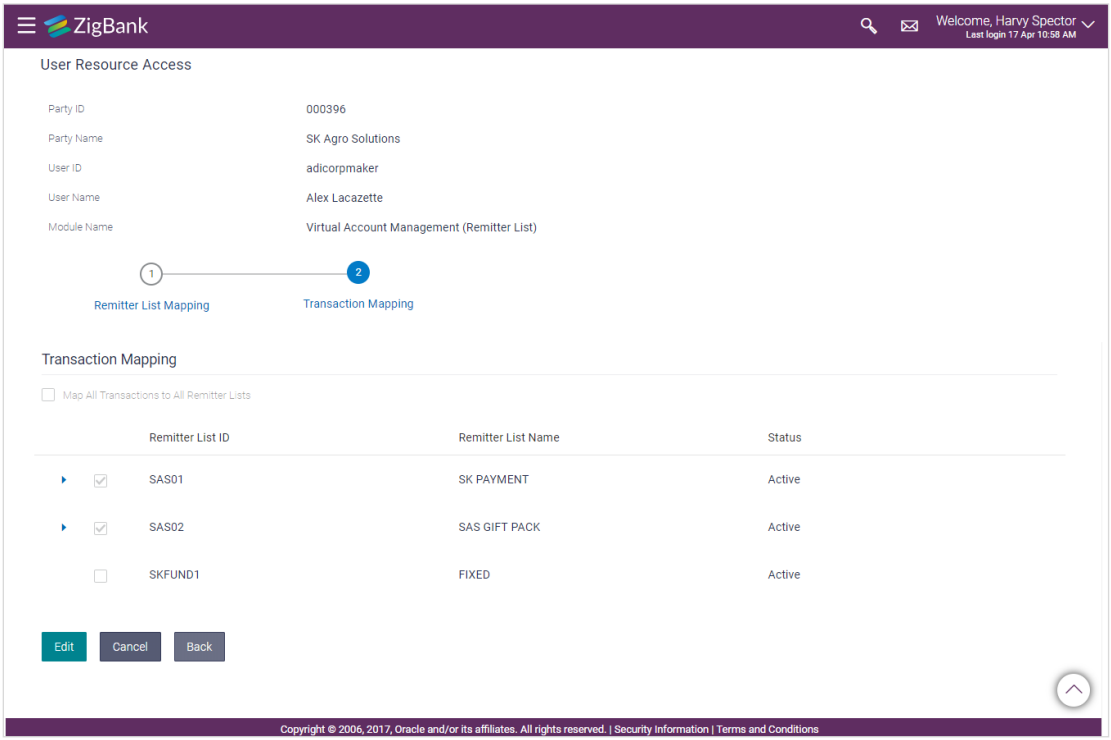

### Field Description

| Field Name | Description |
|---|---|
| **Party ID** | The party ID searched by the Bank Administrator. |
| **Party Name** | The name of the party. |
| **User ID** | User ID of the selected user. |
| **User Name** | User name of the selected user. |
| **Module Name** | The name of the module. |
| **Remitter List Mapping** | |
| **Apply Party Level Changes Automatically** | User will get access to remitter lists that are allowed/ disallowed at the party level. |
| **Map All Remitter List** | Mapping all the remitter lists to the user that are allowed at the party level. |
| **Remitter List ID** | Remitter List Identifier. |
| **Remitter List Name** | Name of the remitter list available under the party. |

| Field Name | Description |
|---|---|
| **Status** | Status of the remitter access for the party |

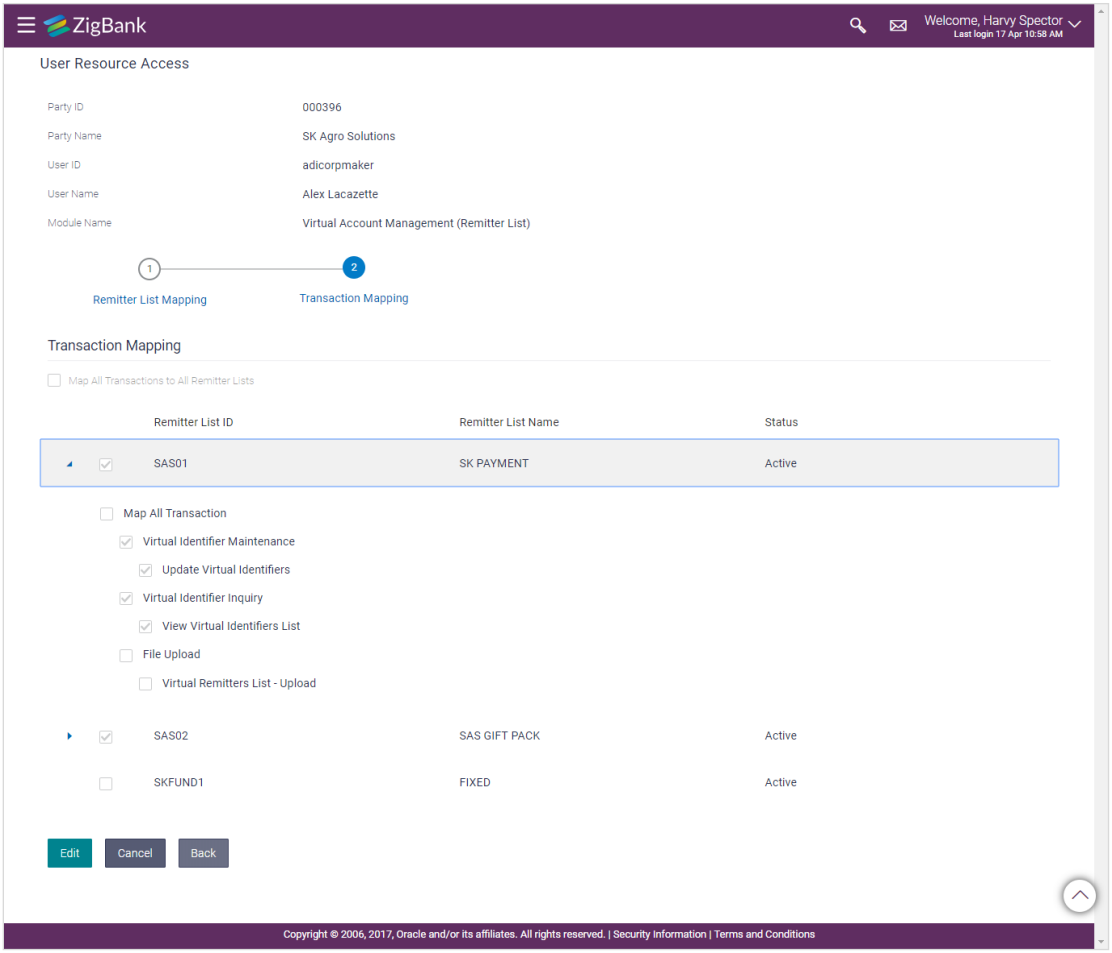
5. Click **Next**. The **User Resource Access – View (Transaction Mapping)** screen appears.
   OR
   Click **Edit** to modify the remitter list mapping.
   OR
   Click **Delete** to delete the User Resource Access setup.
   OR
   Click **Cancel** to cancel the transaction.
   OR
   Click **Back** to navigate to the previous screen.

**User Resource Access - Transaction Mapping - View**




6. Click ▸ against the particular Remitter List to view the mapped transactions.
   OR
   Click **Edit** to update transaction mapping.
   OR
   Click **Cancel** to cancel the transaction.
   OR
   Click **Back** to navigate to the previous screen.

**User Resource Access - Transaction Mapping - View Mapping**




7. Click **Edit** to update the User Resource Access mapping.
   OR
   Click **Cancel** to cancel the transaction.
   OR
   Click **Back** to navigate to the previous screen.

## 16.3 User Resource Access - Edit

The Bank Administrator gets a request with the list of remitter lists and transactions for which access details needs to be edited for a selected user of the party.

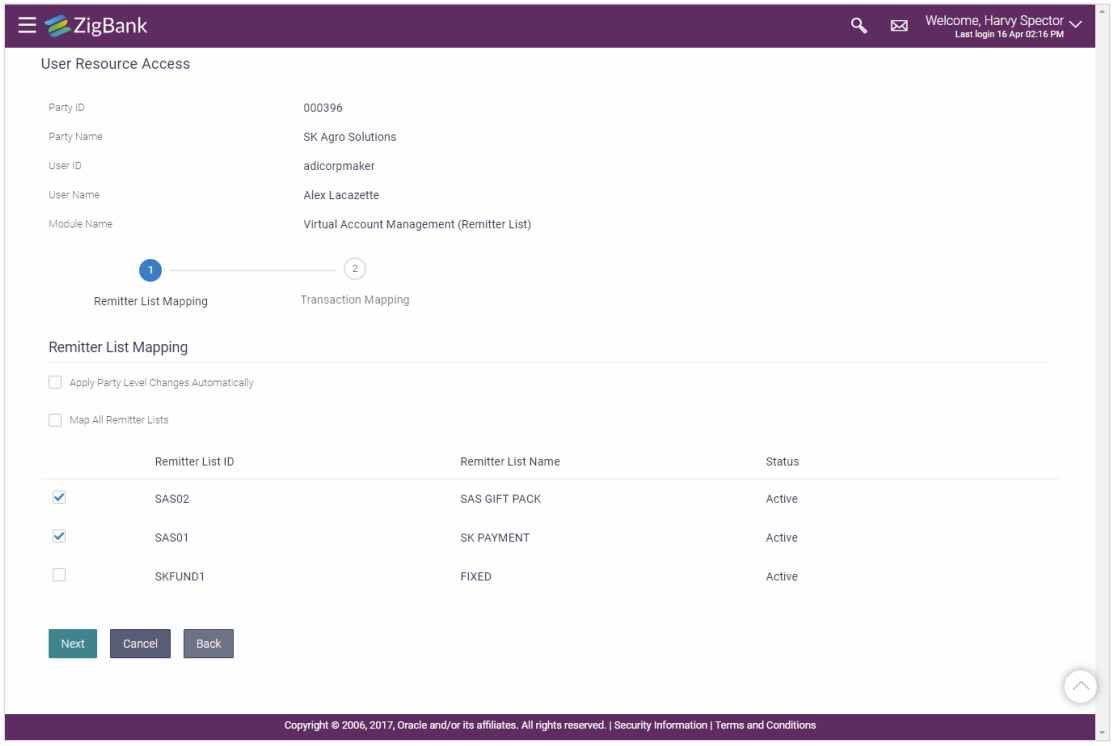
**To edit remitter list and transaction access for the user:**

1. In the **Party ID** field, enter the party id of the user.
   OR
   In the **Party Name** field, enter the party name of the user.
2. Click **Search**.
   For a searched party, there will be a list of users displayed with information like user ID, full name of the user and initials of the user.
3. Click the **User Name** link against the user record for which you want to edit the details. The **User Resource Access – Mapping Summary** screen appears.
   OR

Click **Cancel** to cancel the transaction.
OR
Click **Back** to navigate to the previous screen.

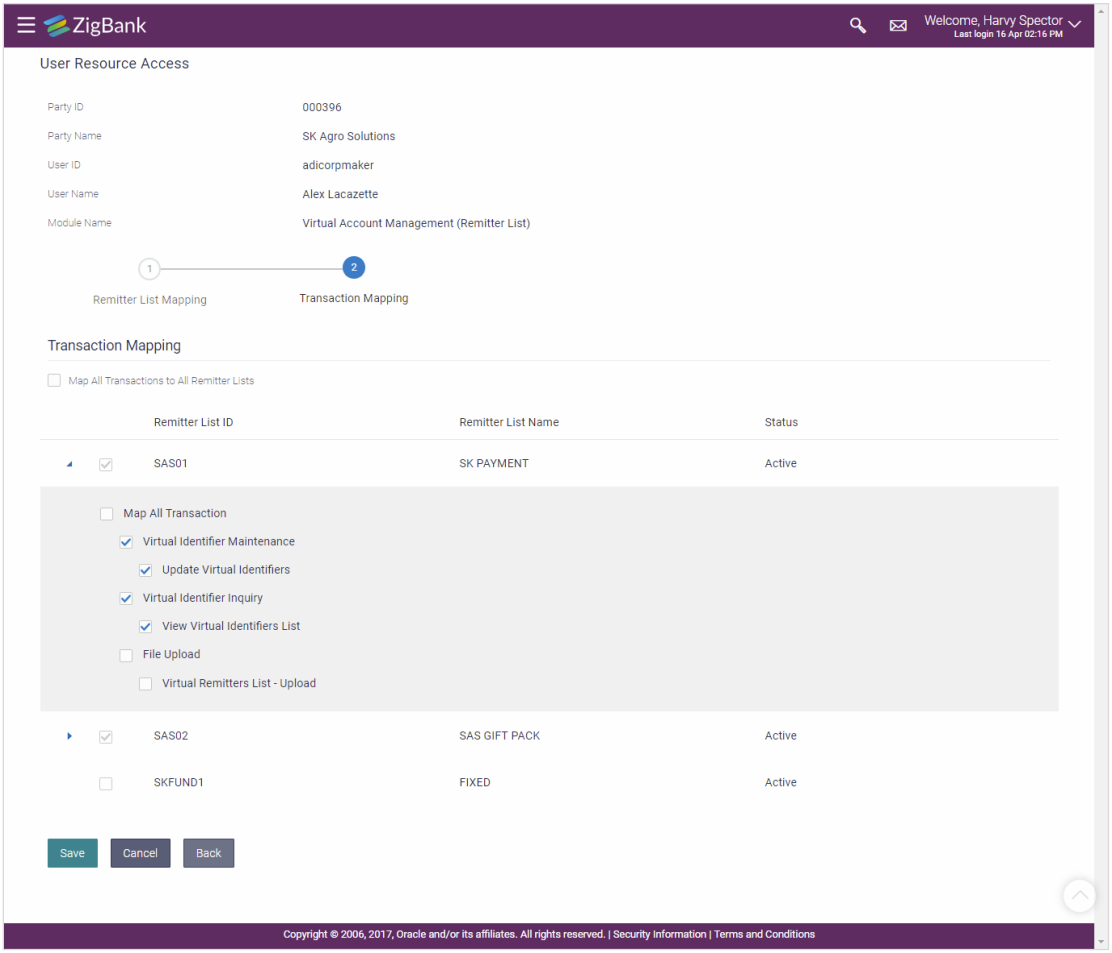
4. Click the **Remitter List** link. The **User Resource Access – View** screen, displaying remitter list mapping appears.
5. Click **Edit**. The **User Resource Access - Edit** screen appears.
   This enables the selection and de-selection option against the remitter list. There is also an option to edit check box **Apply Party Level Changes Automatically** to apply/ remove the party changes.
   OR
   Click **Cancel** to cancel the transaction.
   OR
   Click **Back** to navigate to the previous screen.

**User Resource Access – Edit**




6. Select the respective check boxes preceding the **Remitter List ID** to be mapped.
   OR
   Select **Map All Remitter List**, if you want to map all the Remitter Lists available.
   Select/ De-select check box **Apply Party Level Changes Automatically** to apply/remove the party changes.
7. Click **Next**. The **User Resource Access - Edit** screen with mapped remitter list appears.
   OR
   Click **Back** to navigate to the previous screen.
   OR
   Click **Cancel** to cancel the transaction.
8. To map the transactions to the remitter lists, click ▸ against the particular Remitter List ID to view the transaction mapping.

**User Resource Access - Transaction- Resource Mapping - Edit**




9. Select the respective check boxes preceding the transaction to be mapped.
   OR
   Select **Map All Transactions**, if you want to map all the transactions to all Remitter Lists.
10. Click **Save**.
    OR
    Click **Back** to navigate to the previous screen.
    OR
    Click **Cancel** to cancel the transaction.
11. The **User Resource Access - Review** screen appears. Verify the details, and click Confirm.
    OR
    Click Edit to edit the transaction.
    OR
    Click Cancel to cancel the transaction.
12. The **User Resource Access - Confirmation** screen with success message appears along with the reference number and status of the transaction.
    Click OK to complete the transaction.

## 16.4 User Resource Access - Delete

The Bank Administrator gets a request with the user information of a party for which access details needs to be deleted. As part of this option, remitter list mapping can be deleted for a user.

**To delete remitter and transaction access for the user:**

1. In the **Party ID** field, enter the party id of the user.
   OR
   In the **Party Name** field, enter the party name of the user.
2. Click **Search**.
   For a searched party, there will be a list of users displayed with information like user ID, full name of the user and initials of the user.
3. Click the **User Name** link against the user record for which you want to delete the details. The **User Resource Access – Mapping Summary** screen appears.
4. Click the **Remitter List** link. The **User Resource Access – View** screen, displaying remitter list mapping appears.
5. Click **Delete**. The application will prompt the administrator with a deletion message with an option of Yes / No.
   OR
   Click **Edit** to modify the remitter list mapping.
   OR
   Click **Next** to go to the next screen. The **User Resource Access – View (Transaction Mapping)** screen appears.
   OR
   Click **Cancel** to cancel the transaction.
   OR
   Click **Back** to navigate to the previous screen.
6. Click **Yes** to proceed with the deletion request. It will navigate to confirmation page with a success message and the status.
   OR
   Click **No** if you do not wish to proceed with deletion.
7. Click **OK** to complete the transaction.

**Home**

# 17. Approvals

Each user is assigned a particular task to perform as per their position in the hierarchy of the bank/corporate. For instance, some user(s) may be given rights to do data entry for transactions such as domestic fund transfer, draft issuance by logging in to channel banking. Transaction created by initiator in the system is routed to the appropriate authorized signatory or group of signatories for approval depending upon the rules configured. A transaction once approved by all the required approvers gets processed.

Approval Management function enables the Bank Administrator to configure approval flows for various financial and non-financial transactions on channel banking for bank's customers and for administrators.

Approval flow includes configuration of rules for the users with following access types:

- Maker/ Initiator – User who is a creator of the transaction.
- Authorizer/ Approver – User who authorizes the transactions created by the maker. His authorization rights are maintained by an administrator.

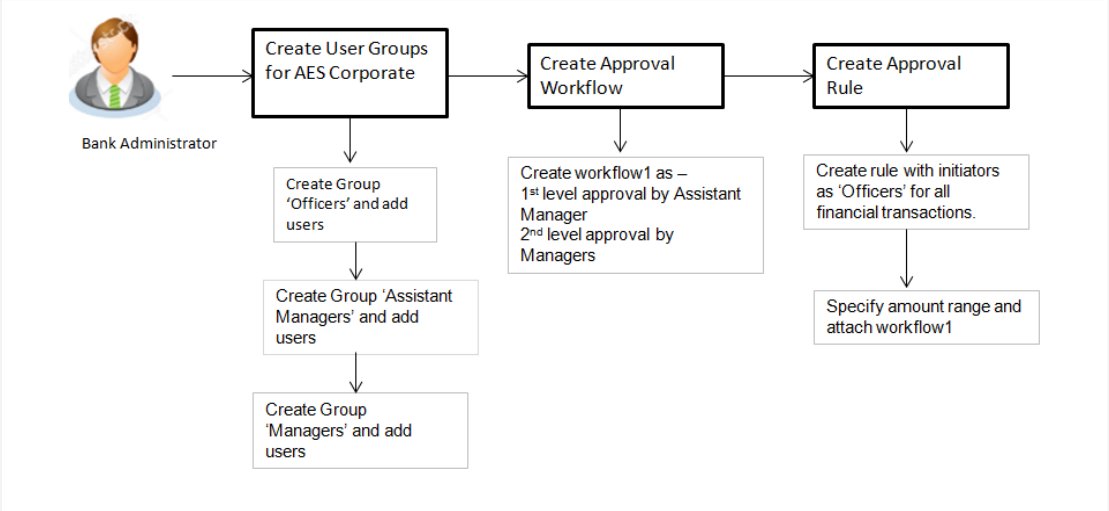
### Features supported in application

Approval management supported for Bank administrator users includes;

- Approval Workflow Maintenance
- Approval Rule Maintenance

### Business scenario

AES Corporation wants to enable approval workflow for all financial transactions. The requirement is – All the financial transactions will be initiated by 'Officers' of the corporate. The transactions initiated by 'Officers' should be sent to 'Assistant Managers' for 1st level approval. After the transaction is approved by any one user from a group of 'Assistant Managers' then the transaction should be sent to 'Managers' for final level of approval. The transaction processing should happen only after final approval.



## 17.1 Workflow Management

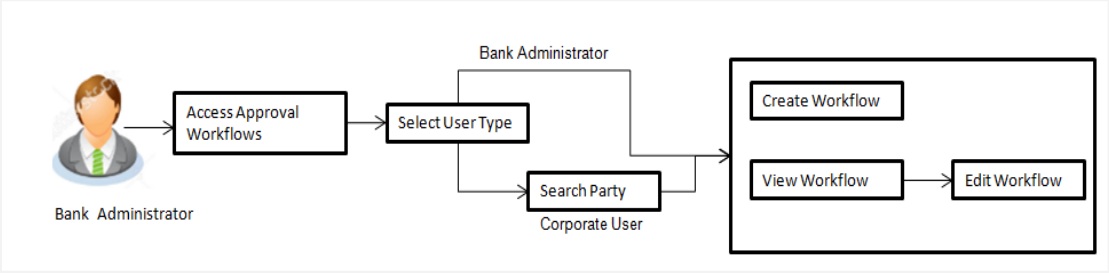
Approval workflows are created to support requirements where multiple levels of approval are required in a specific sequence for a transaction/maintenance. Each workflow can be configured to have up to five levels of approval with a specific user or a user group configured at each level.

Workflows can be created independently and can be attached to a specific transaction/maintenance as part of the Approval Rule configuration.

**Prerequisites**

- Transaction access is provided to Bank Administrator.
- Party preference is maintained.
- Multiple users are maintained under a party or as Bank Administrators
- Approval rule set up for Bank Administrator to perform the actions.
- Necessary user groups are maintained using User Group Management.

**Workflow**




**Features supported in application**

Approval Rule maintenance allows Bank Administrator to:

- View Approval Workflows
- Create Approval Workflows
- Edit Approval Workflows

**How to reach here:**

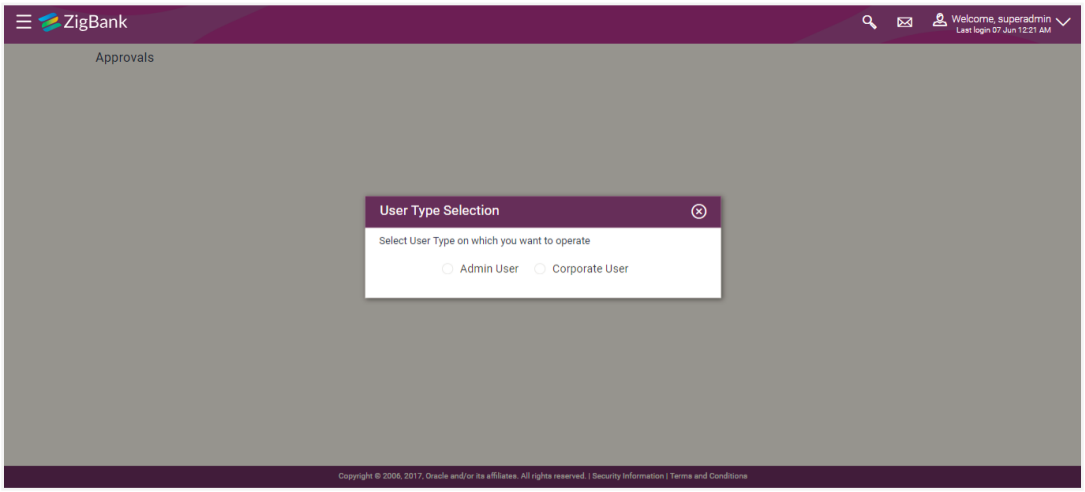
*System/ Bank Administrator Dashboard > Toggle Menu > Approvals > Workflow Management*

*OR*
Bank Administrator Dashboard > *Approvals > Workflow Management*

### 17.1.1 Approval Workflow – Select User Type

Bank Administrator logs into the system and navigates to the Approval Workflow screen. On accessing the 'Approval Workflow Management' menu, bank administrator has to select the user type for whom the workflows are to be maintained.

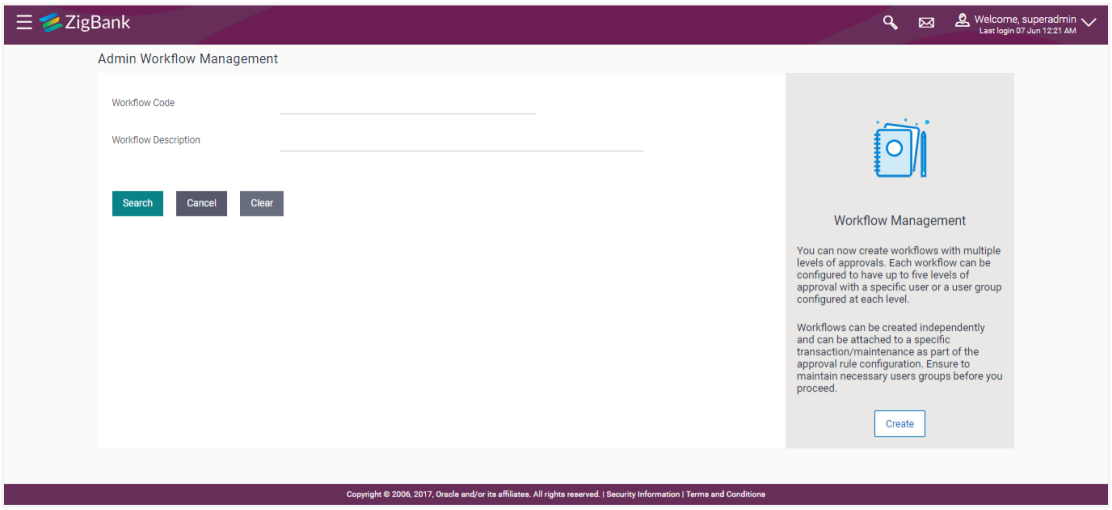
### Approval Workflow – Select User Type




1. Click **Admin User** to access the workflow management of bank administrator users. The **Admin Workflow Management** screen appears.
2. Click **Corporate User** to access the workflow management of bank administrator users. The **Workflow Management** screen appears.

## 17.1.2 Approval Workflow - Admin User - Admin Workflow Management

### Admin Workflow Management



**Field Description**

| Field Name | Description |
|---|---|
| **Workflow Code** | Code of the already maintained approval workflow. |
| **Workflow Description** | Description of the already maintained approval workflow. |

1. Click **Create** to create new admin workflow. The **Admin Workflow Management – Create** screen appears.
   OR
   Click **Cancel** to cancel the operation and navigate the user back to 'Dashboard'.
   OR
   Enter the search parameters and click **Search** to search the matching records.
   OR
   Click **Clear** to clear the input search parameters.

### 17.1.3 Admin Workflow Management – Search

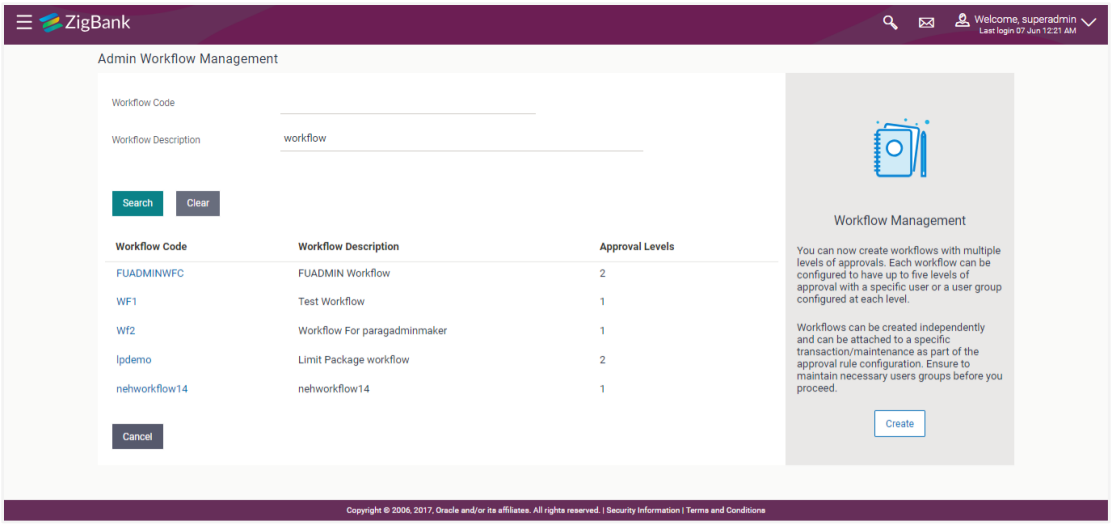
Bank Administrator user can search the workflows maintained for administrator users.

Workflows maintained (if any) for admin users are displayed on the screen after searching with valid input. User can view the details of existing workflow by clicking on the search results or can create new approval workflow using this screen.

**To search the approval workflow for admin users:**

1. In the **Admin Workflow Management** screen, enter the search parameters and click **Search**. The **Admin Workflow Management** screen with search results appears based on the searched criteria.

**Admin Workflow Management – Search**



**Field Description**

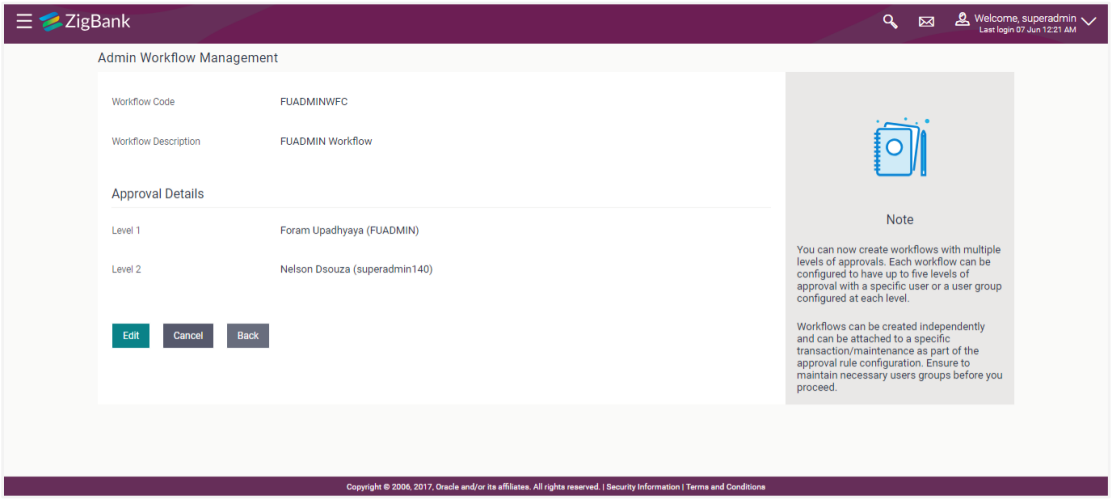
| Field Name | Description |
|---|---|
| **Workflow Code** | The approval workflow code to search the approval workflows. |
| **Workflow Description** | The approval workflow description to search the approval workflows. |
| **Search Results** | |
| **Workflow Code** | Unique code of the already maintained approval workflow. |
| **Workflow Description** | Description of the already maintained approval workflow. |
| **Approval Level** | Number of approval levels in each workflow. |

2. Click the **Work Flow code** link, to view details of the selected Approval Workflow. The **Workflow Management - View** screen appears.
   OR
   Click **Cancel** to cancel the operation and navigate back to 'Dashboard'.
   OR
   Click **Create** to create new Approval Workflow for admin users.

### 17.1.4 Admin Workflow Management – View

Further drill down is given on the each workflow to view the details of the users/ user groups who are the part of workflow.

**Admin Workflow Management – View**



**Field Description**

| Field Name | Description |
|---|---|
| **View** | |
| **Workflow Code** | Workflow code is displayed. |
| **Workflow Description** | Workflow description is displayed. |
| **Approval Details** | |
| **Approval Level** | User / user group maintained at each approval level. There can be up to five levels of approval levels. |
| **User Name / User Groups** | User or a user group maintained at each level of approval. |

1. Click **Edit** to edit the workflow. The **Admin Workflow Management - Edit** screen with values in editable form appears.
   OR
   Click **Cancel** to cancel the operation and navigate back to 'Dashboard'.
   OR
   Click **Back** to go back to the previous screen.

### 17.1.5 Admin Workflow Management – Create

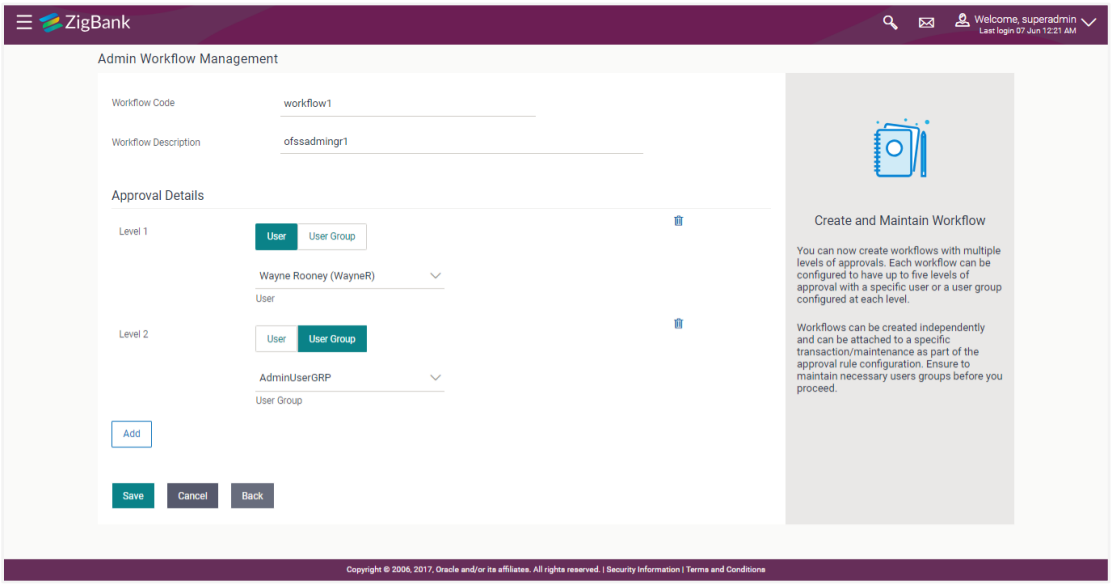
Bank Administrator can create approval workflows for the Admin users. By default, user can specify minimum one and maximum five levels of approvals as a part of workflow.

Administrator can set either an individual user or user group of a corporate as a part of each level of approval. Approval type (sequential/non-sequential/no authorization) is defined at the party preference.

**To create an approval workflow:**

1. In the **Admin Workflow Management** screen, click **Create**. The **Admin Workflow Management - Create** screen appears.

### Admin Workflow Management – Create




**Field Description**

| Field Name | Description |
|---|---|
| **Create** | |
| **Workflow Code** | To specify approval workflow code. |
| **Workflow Description** | To specify approval workflow description. |
| **Approval Details** | |
| **Approval levels for a user / user group. You can click Add for multi level approval process.** | |
| **Approval Level** | Approval levels for a user / user group. User can click Add for multi level approval process. |
| **User / User Group** | To select specific user or a user group at each level of approval. |

2. In the **Workflow Code** field, enter the workflow code.
3. In the **Workflow Description** field, enter the name of the workflow.
4. In the **Approval Details** section, from the **Level 1** field, click appropriate user / user group.
5. From the **User Name / User Groups** list, select the approver user name.
6. Click **Add** to add the selected user/ user group at specific level of approval.
   OR
7. Click icon to remove specific approval level.

8. Click **Save** to save Approval Workflow.
   OR
   Click **Cancel** to cancel the operation and navigate back to ‘Dashboard’.
   OR
   Click **Back** to go back to previous screen.
9. The **Admin Workflow Management - Create - Review** screen appears post necessary validations. Verify the details, and click **Confirm**.
   OR
   Click **Cancel** to cancel the operation and navigate back to ‘Dashboard’.
   OR
   Click **Back** to go back to previous screen.
10. The success message of saving the created approval workflow appears along with the transaction reference number and status.
    Click **OK** to complete the transaction and navigate back to the ‘Dashboard’.

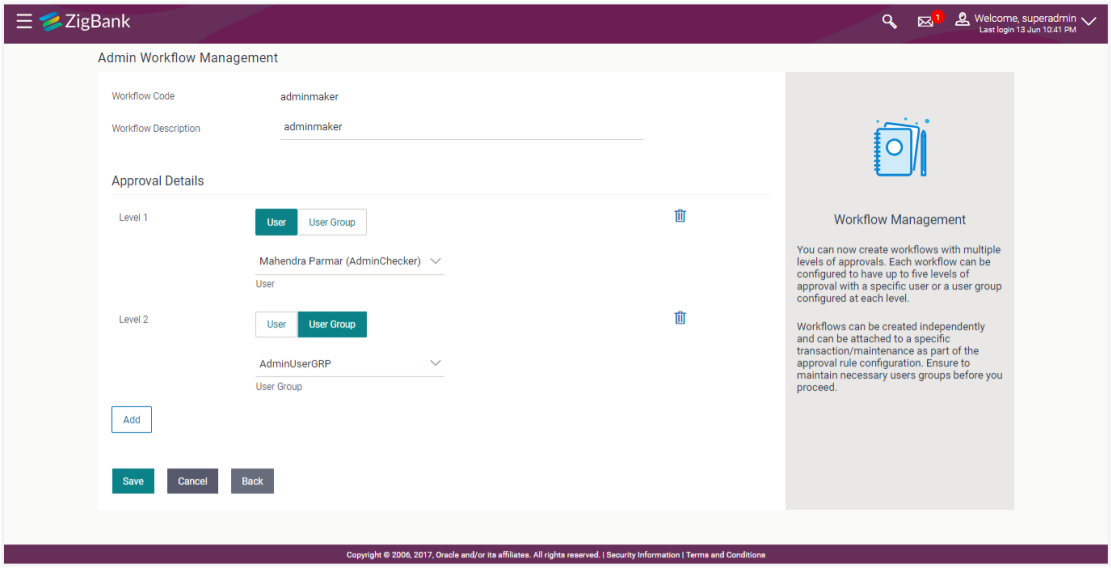
### 17.1.6 Admin Workflow Management - Edit

This function enables the Bank Administrator to update the description of the workflow and also to remove existing and add the new approval levels. Edited workflows are applicable for new transactions initiated post workflow update, whereas the previously initiated and transactions pending approval follows the old workflow.

**To edit an approval workflow:**

1. In the **Admin Workflow Management** screen, click the **Work Flow code** link, for which you want to view the details. The **Admin Workflow Management - View** screen appears.
2. Click **Edit**. The **Admin Workflow Management - Edit** screen appears.

**Admin Workflow Management - Edit**



**Field Description**

| Field Name | Description |
|---|---|
| **Edit** | |
| **Workflow Code** | Workflow code is displayed. |
| **Workflow Description** | Workflow description is displayed in editable form. |
| **Approval Details** | |
| **Approval Level** | Approval levels for a user / user group.<br>Administrator can remove or add approval levels in a workflow. |
| **User Name / User Groups** | User or a user group maintained at each level of approval.<br>Administrator can edit an existing user/user group maintained at each level and can also specify user/user group for additional approval level. |

3. Edit the required details.
4. Click **Add** to add the selected user/ user group at specific level of approval.
   OR
   Click  icon to remove specific approval level.
5. Click **Save** to save Approval Workflow.
   OR
   Click **Cancel** to cancel the operation and navigate back to 'Dashboard'.
   OR
   Click **Back** to cancel the operation and to go back to previous screen.
6. The **Admin Workflow Management – Edit - Review** screen appears post necessary validations. Verify the details, and click **Confirm**.
   OR
   Click **Cancel** to cancel the operation and navigate back to 'Dashboard'.
   OR
   Click **Back** to cancel the operation and to go back to previous screen.
7. The success message of saving the approval workflow modification appears along with the transaction reference number and status.
   Click **OK** to complete the transaction and navigate back to 'Dashboard'.

### 17.1.7 Approval Workflow - Corporate User - Workflow Management

System displays a screen to enter the party information (party ID or party name) and search party for which the approval workflows are to be maintained/ viewed.

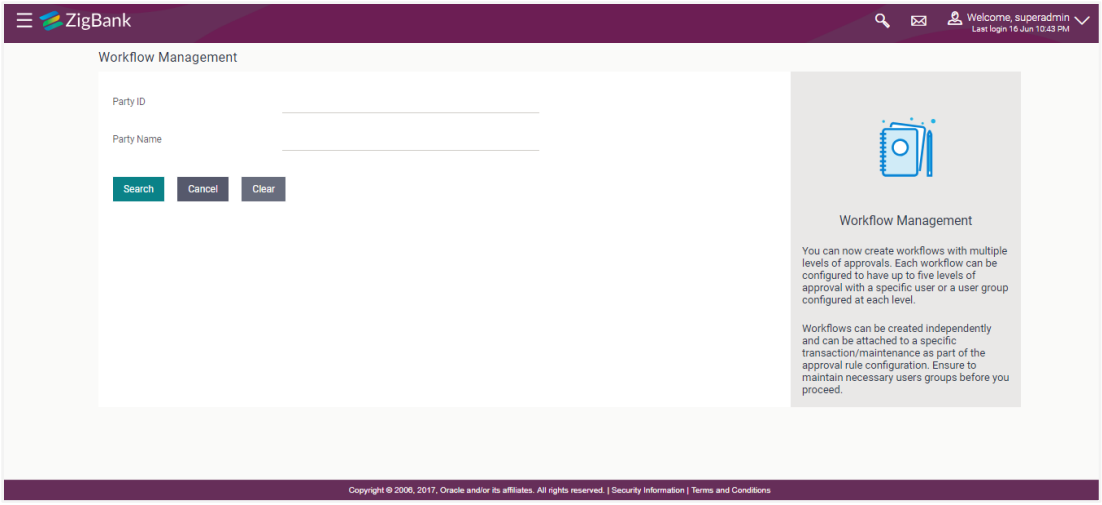
User can enter the party ID (if known) or the party name with a minimum of five characters.

System matches the input provided by the user with the party name records and displays the matching party records.

In case of a party search by party ID, it is an exact match and system displays the workflows maintained if any.

In case of a party search by name, system displays the matching party records. The records have parties listed with both Party ID and Party Name information. User can select the record by clicking on the Party ID from the list.

### Workflow Management




### Field Description

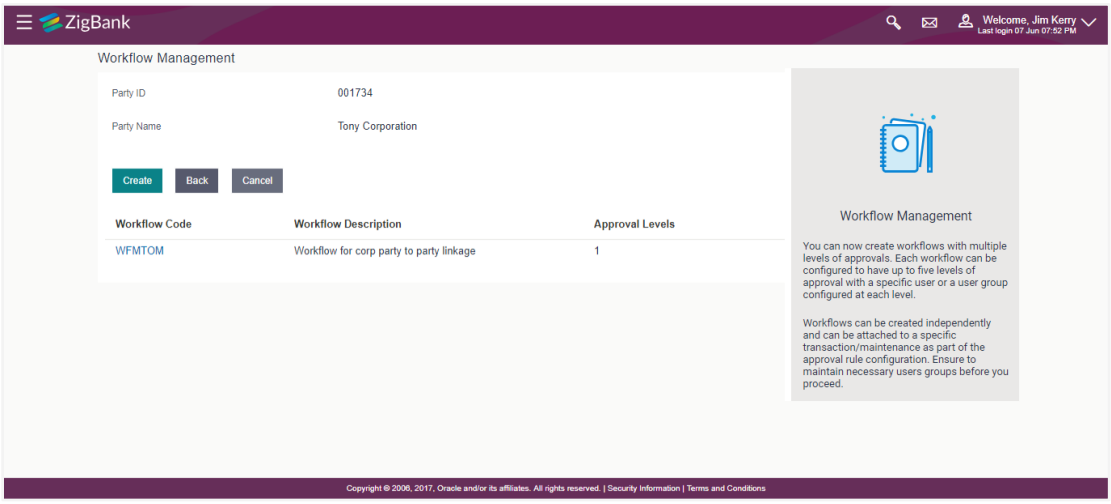
| Field Name | Description |
|---|---|
| **Party ID** | Party IDs as per search input. |
| **Party Name** | Party names of the party ID. |

Enter the search parameters and click **Search** to search the matching records.
OR
Click **Cancel** to cancel the operation and navigate the user back to 'Dashboard'.
OR
Click on '**Clear**' to clear the input search parameters.

### 17.1.8 Workflow Management – Summary

Clicking on Workflow Code Hyperlink, workflows maintained (if any) under a party are displayed on the screen. User can opt to view the details of existing workflows or can create new approval workflow using this screen.

**Workflow Management – Summary**




**Field Description**

| Field Name | Description |
|---|---|
| **Party ID** | Party ID of which workflows to be viewed/ edited. |
| **Party Name** | Party name of Party ID of which workflows to be viewed/ edited. |
| **Workflow Code** | Code of the already maintained approval workflow.<br>This field will be displayed only if there are existing approval workflows available under a party. |
| **Workflow Description** | Description of the already maintained approval workflow.<br>This field will be displayed only if there are existing approval workflows available under a party |
| **Approval Levels** | Number of approval levels in each workflow.<br>This field will be displayed only if there are existing approval workflows available under a party. |

1. Click the **Workflow Code** link to view details of the selected Approval Workflow. The **Workflow Management - View** screen appears.
   OR
   Click **Create**. The **Workflow Management - Create** screen appears.
   OR
   Click **Cancel** to cancel the operation and navigate back to 'Dashboard'.
   OR
   Click **Back** to go back to previous screen.

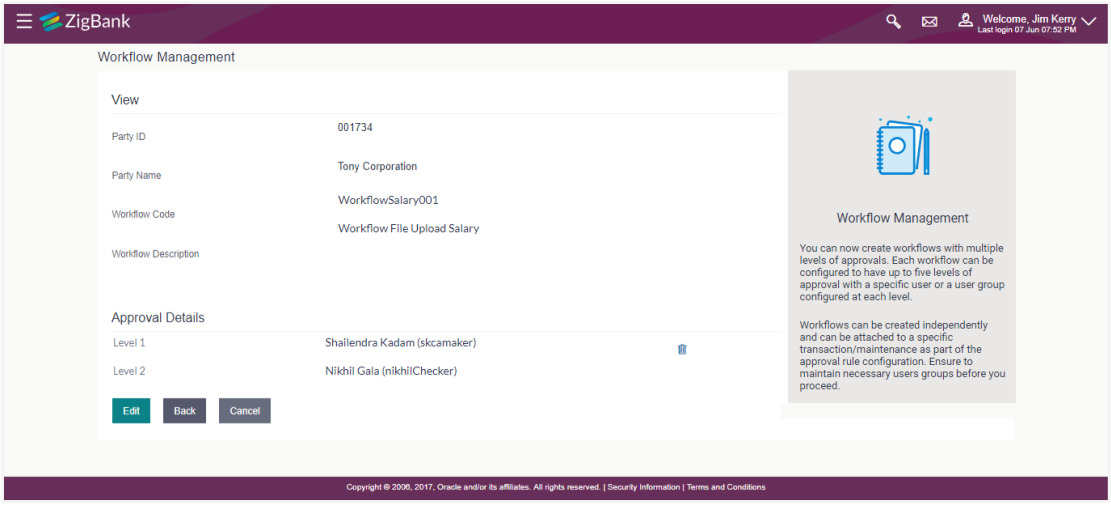
### 17.1.9 Workflow Management – View

Further drill down is provided on the each workflow to view the details of the users/ user groups who are the part of workflow.

**To view the approval workflow for corporate users:**

1. In the **Workflow Management** screen, enter the search parameters and click **Search**. The **Workflow Management** screen with search results appears based on the searched criteria.
2. Click the **Workflow Code** link to view details of the selected Approval Workflow. The **Workflow Management - View** screen appears.

**Workflow Management – View**




**Field Description**

| Field Name | Description |
|---|---|
| **View** | |
| **Party ID** | Party ID of which workflows to be viewed/ edited. |
| **Party Name** | Party name of Party ID of which workflows to be viewed/ edited. |
| **Workflow Code** | Workflow code is displayed. |
| **Workflow Description** | Workflow description is displayed. |
| **Approval Details** | |
| **Approval Level** | User / user group maintained at each approval level. |
| **User / User Group** | User or a user group maintained at each level of approval. |

3. Click **Edit** to edit the workflow. The **Workflow Management - Edit** screen with values in editable form appears.
   OR
   Click **Cancel** to cancel the operation and navigate back to 'Dashboard'.
   OR
   Click **Back** to go back to the previous screen.

### 17.1.10 Workflow Management – Create

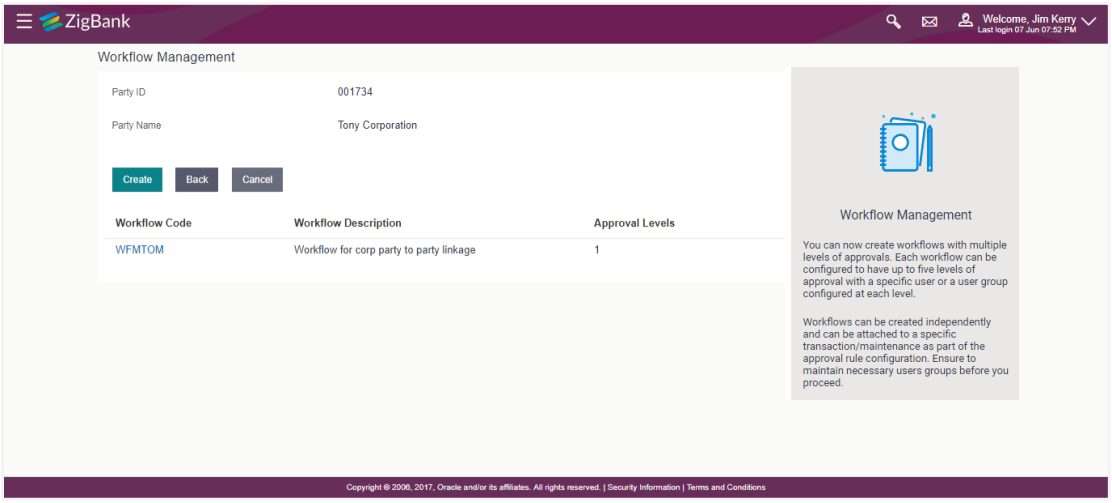
Bank Administrator can create approval workflows for corporate users. By default, user can specify minimum one and maximum five levels of approvals as a part of workflow.

Administrator can set either an individual user or user group of a corporate as a part of each level of approval. Approval type (sequential/non-sequential/no authorization) is defined at the party preference.

**To create an approval workflow:**

1. In the **Workflow Management** screen, enter the party id in the In the **Party Id** field.
   OR
   In the **Party Name** field, enter the party name.
2. Click **Search**. The **Workflow Management** screen with both Party ID and Party Name appears.
   OR
   Click **Clear** to clear the search parameters.
   OR
   Click **Cancel** to cancel the transaction.

**Workflow Management – Party Search**



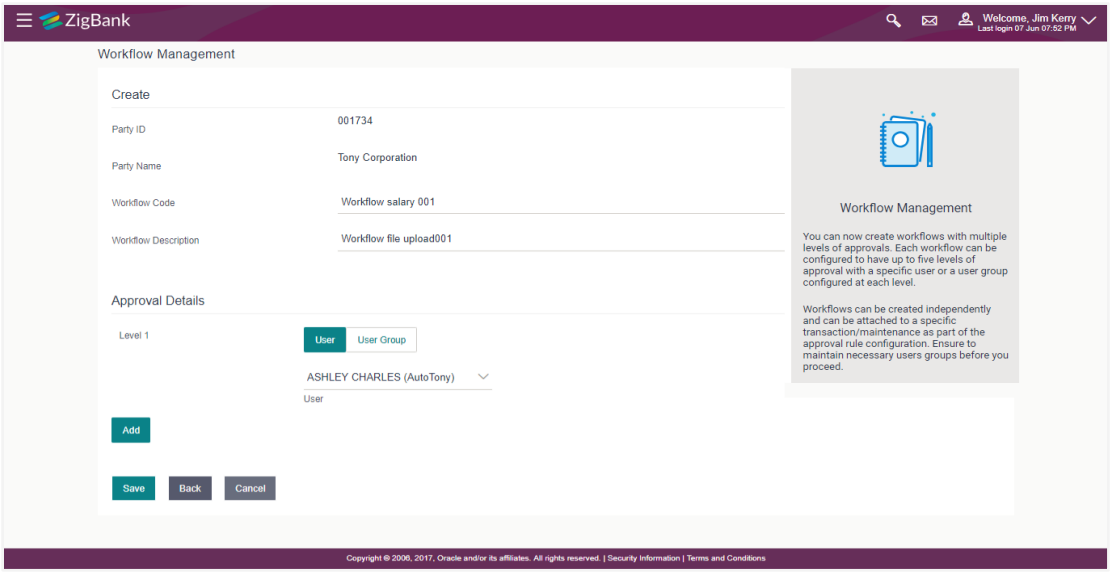

**Field Description**

| Field Name | Description |
|---|---|
| **Party ID** | List of the Party IDs as per search input. |
| **Party Name** | List of the Party names of the party IDs as per search input. |

| Field Name | Description |
|---|---|
| **Workflow Code** | Code of the already maintained approval workflow. |
| **Workflow Description** | Description of the already maintained approval workflow. |
| **Approval Levels** | Number of approval levels in each workflow. |

3. Click **Create**. The **Workflow Management - Create** screen appears.
   OR
   Click the **Workflow Code** link to view details of the selected Approval Workflow. The **Workflow Management - View** screen appears.

**Workflow Management – Create**




**Field Description**

| Field Name | Description |
|---|---|
| **Create** | |
| **Party ID** | Party ID of which workflows to be viewed/ edited. |
| **Party Name** | Party name of Party ID of which workflows to be viewed/ edited. |
| **Workflow Code** | To specify approval workflow code. |
| **Workflow Description** | To specify approval workflow description. |
| **Approval Details** | |

| Field Name | Description |
|---|---|
| **Approval Level** | Approval levels for a user / user group. User can click Add for multi level approval process. |
| **User / User Group** | To select specific user or a user group at each level of approval. |

4. In the **Workflow Code** field, enter the workflow code.
5. In the **Workflow Description** field, enter the name of the workflow.
6. In the **Approval Details** section, from the **Level 1** field, click appropriate user / user group.
7. From the **User Name / User Groups** list, select the approver user name.
8. Click **Add** to add the selected user/ user group at specific level of approval.
   OR
9. Click  icon to remove specific approval level.
10. Click **Save** to save Approval Workflow.
    OR
    Click **Cancel** to cancel the operation and navigate back to 'Dashboard'.
    OR
    Click **Back** to go back to previous screen.
11. The **Workflow Management - Create - Review** screen appears post necessary validations. Verify the details, and click **Confirm**.
    OR
    Click **Cancel** to cancel the operation and navigate back to 'Dashboard'.
    OR
    Click **Back** to go back to previous screen.
12. The success message of saving the created approval workflow appears along with the transaction reference number and status.
    Click **OK** to complete the transaction and navigate back to 'Dashboard'.

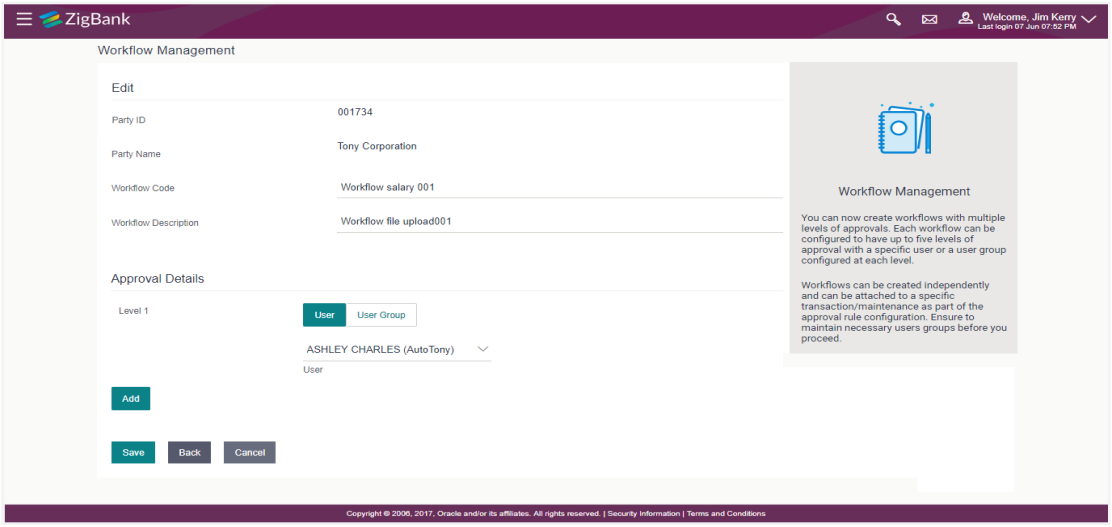
### 17.1.11 Workflow Management - Edit

This function enables the Bank Administrator to update the description of the workflow and also to remove existing and add the new approval levels. Edited workflows are applicable for new transactions initiated post workflow update, whereas the previously initiated and transactions pending approval follows the old workflow.

**To edit an approval workflow:**

1. In the **Workflow Management** screen, enter the search parameters and click **Search**.
   The **Workflow Management** screen with search results appears based on the searched criteria.
2. Click the **Workflow Code** link to view details of the selected Approval Workflow. The **Workflow Management - View** screen appears.
3. Click **Edit** to edit the workflow. The **Workflow Management - Edit** screen with values in editable form appears.
   OR
   Click **Cancel** to cancel the operation and navigate back to 'Dashboard'.
   OR
   Click **Back** to go back to the previous screen.

### Workflow Management - Edit




### Field Description

| Field Name | Description |
|---|---|
| **Edit** | |
| **Party ID** | Party ID of which workflows to be viewed/ edited. |
| **Party Name** | Party name of Party ID of which workflows to be viewed/ edited. |
| **Workflow Code** | Workflow code is displayed. |
| **Workflow Description** | Workflow description is displayed in editable form. |
| **Approval Details** | |
| **Approval Level** | Approval levels for a user / user group.<br>Administrator can remove or add approval levels in a workflow. |
| **User Name / User Groups** | User or a user group maintained at each level of approval.<br>Administrator can edit an existing user/user group maintained at each level and can also specify user/user group for additional approval level. |

4. Edit the required details.
5. Click **Add** to add the selected user/ user group at specific level of approval.
   OR
   Click icon to remove specific approval level.
6. Click **Save** to save Approval Workflow.
   OR
   Click **Cancel** to cancel the operation and navigate back to ‘Dashboard’.

OR
Click **Back** to cancel the operation and go back to previous screen.

7. The **Workflow Management - Edit- Review** screen appears post necessary validations. Verify the details, and click **Confirm**.
   OR
   Click **Cancel** to cancel the operation and navigate back to 'Dashboard'.
   OR
   Click **Back** to cancel the operation and go back to previous screen.
8. The success message of saving the approval workflow modification appears along with the transaction reference number and status.
   Click **OK** to complete the transaction and navigate back to 'Dashboard'.

# FAQs

1. **What is approval management?**

   Approval Management enables a bank administrator to set up approval conditions for various transactions on channel banking. The approval management allows setting up the maker / checker flow, wherein a transaction is initiated by a maker and the same is authorized by a single / multiple checkers depending on the configuration.

2. **What is approval workflow maintenance?**

   Approval workflows are created to support requirements where multiple levels of approval are required in a specific sequence for a transaction/maintenance. Each workflow can be configured to have up to 5 levels of approval with a specific user or a user group configured at each level.

3. **How many approval levels can I set up in the system?**

   Administrator can set up minimum one and maximum five levels of approvals as a part of approval workflow.

4. **Can I get the list of users associated with a group from workflow management screen?**

   No, list of the users associated with a group cannot be viewed using workflow management screen. However you can view the same from User Group Management screen.

**Home**

## 17.2 Approval Rules

This function enables the Bank Administrator to set up conditions for approval as per the bank/corporate requirements. Rule can be set up for financial transactions, non-financial, non account financial transactions, and for maintenances. Flexibility exists to define approval rules with conditions stating that 'specific transaction' if initiated by a 'specific user/ user group' has to be approved by a 'specific approver/approver group' along with other attributes like amount range etc.

**Prerequisites**:

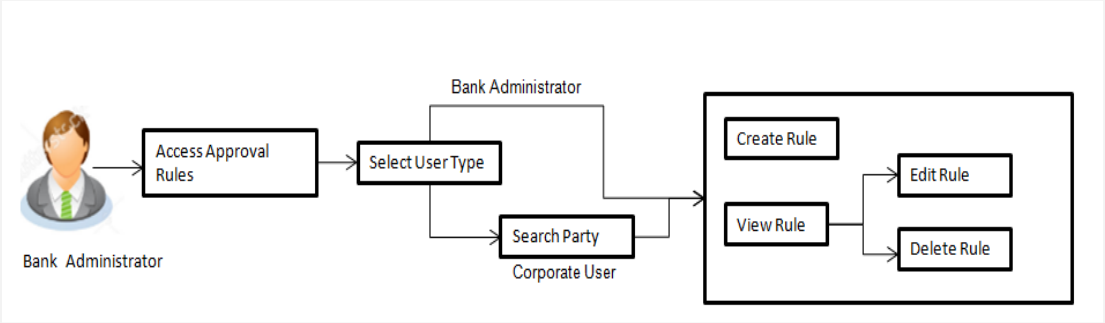
- Transaction access is provided to Bank Administrator
- Party preference is maintained for setting up rules for corporates
- Corporate and Administrator users are maintained
- Workflow configuration is maintained if approval required is to be set as 'Yes'
- Approval rule set up for Bank Administrator to perform the actions
- Necessary user groups and approval workflows are maintained

**Features supported in application**

The Approval Rule maintenances allow the bank administrator to:

- Create Approval Rules
- View Approval Rules
- Edit Approval Rules
- Delete Approval Rules

**Workflow**



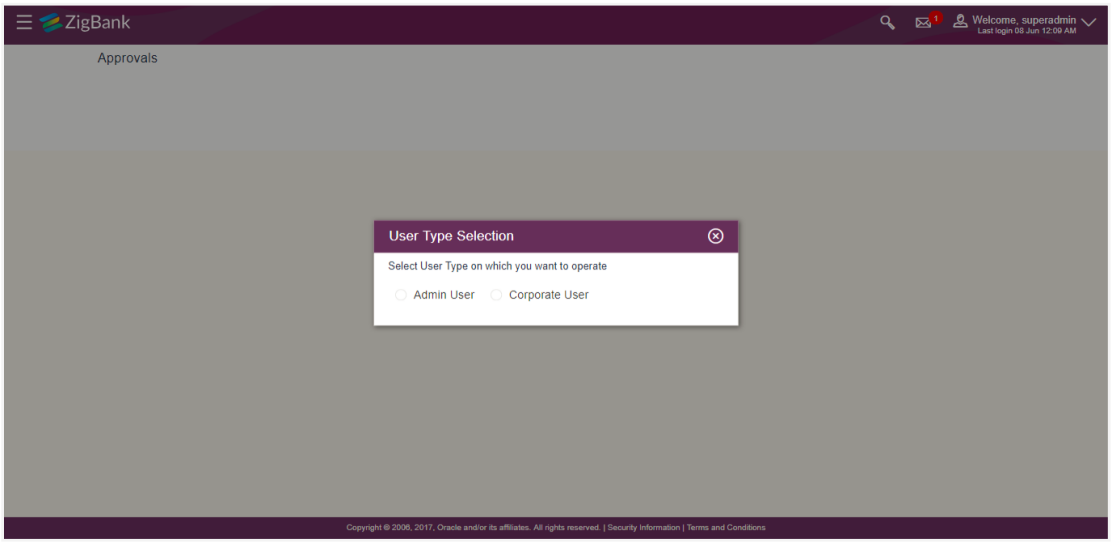

**How to reach here:**

*System/ Bank Administrator Dashboard > Toggle Menu > Approvals > Rule Management > Approval Rules*
*OR*
*Bank Administrator Dashboard > Approvals > Rule Management*

## 17.3 Approval Rules – Select User Type

Bank Administrator logs into the system and navigates to the Rule Management screen. On accessing the ‘Approval Rules Management’ menu, Bank Administrator has to select the user type for which the rules are to be maintained.

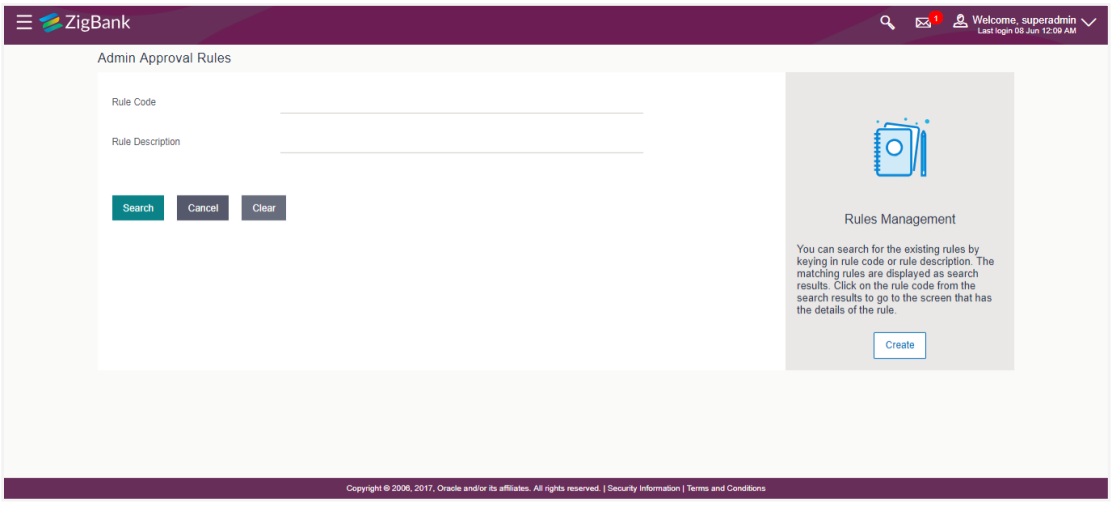
**Approval Rules – Select User Type**




1. Click **Admin User** to access the Approval Rules of Bank Administrator users. The **Admin Approval Rules** screen appears.
2. Click **Corporate User** to access the Approval Rules of Corporate users. The **Approval Rules** screen appears.

## 17.4 Approval Rules - Admin User - Admin Approval Rules

**Admin Approval Rules**



**Field Description**

| Field Name | Description |
|---|---|
| **Rule Code** | Search rules with a rules code of the already maintained approval rule. |
| **Rule Description** | Search rules with a rule description of the already maintained approval rule. |

1. Click **Create** to create new admin workflow. The **Admin Approval Rules – Create** screen appears.
   OR
   Enter the search parameters and click **Search** to search the matching records.
   OR
   Click **Cancel** to cancel the operation and navigate the user back to 'Dashboard'.
   OR
   Click on '**Clear**' to clear the input search parameters.

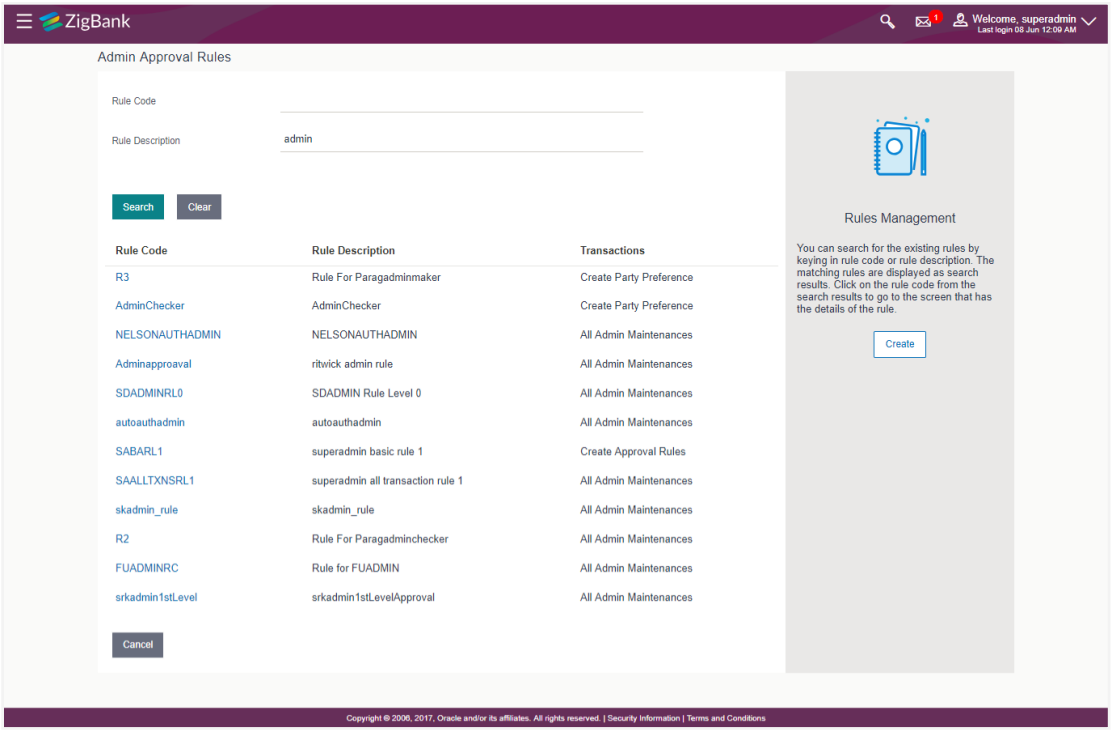
### 17.4.1 Admin Approval Rules – Search

Approval rules maintained (if any) for administrator users are displayed on the screen after searching with valid input. User can to view the details of existing rule or can create new approval rule using this screen.

**To search the approval rules for admin users:**

1. In the **Admin Approval Rules** screen, enter the search parameters and click **Search**. The **Admin Approval Rules** screen with search results appears based on the searched criteria.

**Admin Approval Rules – Search**



**Field Description**

| Field Name | Description |
|---|---|
| **Search Results** | |
| **Rule Code** | Code of the already maintained approval rule. |
| **Rule Description** | Description of the already maintained approval rule. |
| **Transactions** | Transaction/ s for which the rule is maintained. |

2. Click the **Rule code** link, to view details of the selected Approval Rule. The **Approval Rules - View** screen appears.
   OR
   Click **Create** to create new Approval Rules for admin users.
   OR
   Click **Cancel** to cancel the operation and navigate back to 'Dashboard'.
   OR
   Click **Back** to go back to previous screen.

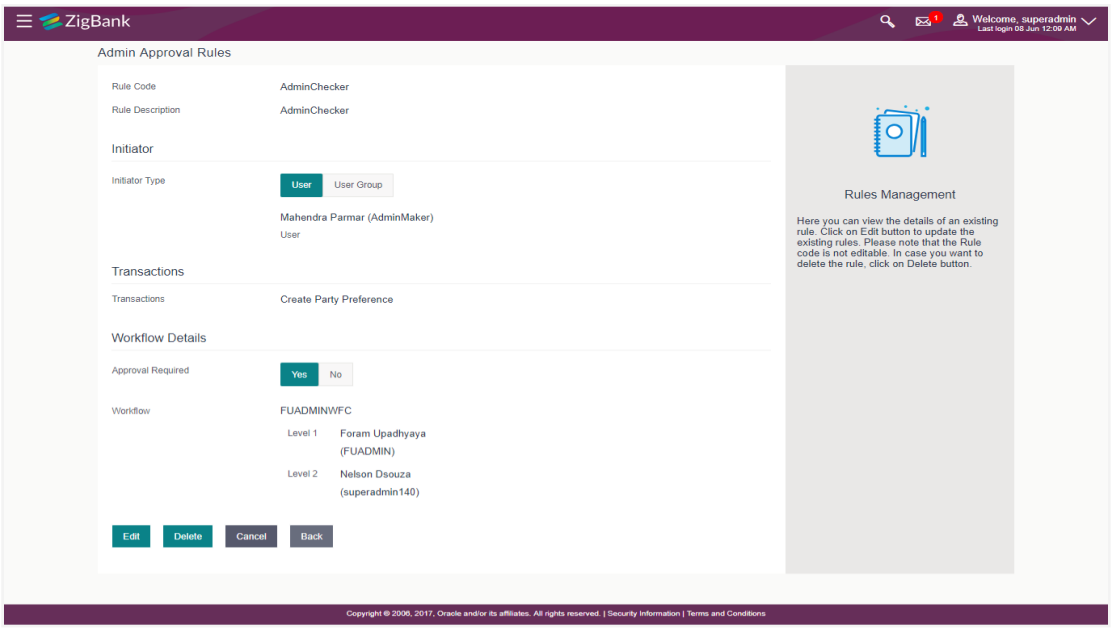
### 17.4.2 Admin Approval Rules – View

Further drill down is given on the each workflow to view the details of the users/ user groups who are the part of workflow.

**To view the admin approval rules:**

1. In the **Admin Approval Rules** screen, click the **Rule Code** link, for which user wants to view the details. The **Admin Approval Rules - View** screen appears.

**Admin Approval Rules - View**



**Field Description**

| Field Name | Description |
|---|---|
| **View** | |
| **Rule Code** | Approval rule code. |
| **Rule Description** | Approval rule description. |
| **Initiator** | |
| **Initiator Type** | Initiator type specified while creating a rule. |
| **User Name / User Groups** | Name of the user or user group defined as initiator for the rule condition. |
| **Transactions** | Transaction for which the rule is set up. |
| **Workflow Details** | |
| **Approval Required** | Field displays whether approval is required or not for the set condition. |
| **Workflow Details** | Field displays the approval workflow details along with the defined approval levels.<br>This field appears if you select **Yes** in the **Approval Required** field. |

2. Click **Edit** to edit the approval rule. The **Admin Approval Rule - Edit** screen with values in editable form appears.
   OR
   Click **Delete** to delete the approval rule.
   OR
   Click **Cancel** to cancel the operation and navigate back to ‘Dashboard’.
   OR
   Click **Back** to go back to previous screen.
   The application will prompt the administrator with a deletion message, Click **Yes** to confirm. User is directed to **Admin Approval Rule – Delete** confirmation page.

### 17.4.3 Admin Approval Rules – Create

Approval rules can be setup based on the following parameters.

- Transactions
- Initiator
- Specific User
- User Group

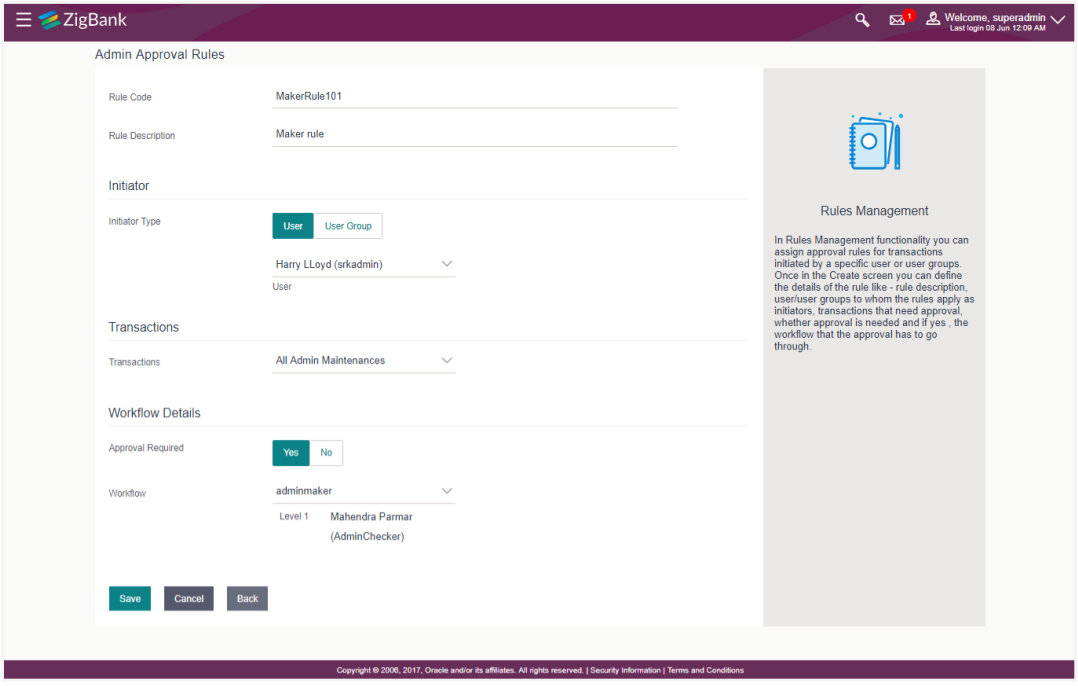
Bank Administrator can create multiple approval rules for Administrator users. In a scenario when a transaction is initiated and multiple rules are applicable as per set conditions, then the complex rule amongst all the applicable rules is applied for approval.

User can further define if for a condition, the transaction should be auto approved (which means there is no approval workflow and the transaction gets approved as soon as initiator submits the transaction) or should follow a set approval workflow and should get approved by the defined set of approvers. The same is achieved by attaching a workflow maintained for the administrator users.

**To create an approval rule:**

1. In the **Admin Approval Rules** screen, click **Create**. The **Admin Approval Rules - Create** screen appears.

**Admin Approval Rules - Create**




**Field Description**

| Field Name | Description |
|---|---|
| **Rule Code** | To specify approval rule code. |

| Field Name | Description |
|---|---|
| **Rule Description** | To specify approval rule description. |
| **Initiator** | |
| **Initiator Type** | Initiator type who initiates the transaction.<br>This has options as ‘User’ and ‘User Group’. |
| **User Name / User Groups** | Name of the user or user group as initiator.<br>If initiator is selected as User, then all the users belongs to administrator user segment will be listed for selection.<br>If initiator is selected as User Group, then all the user groups belongs to the administrator user segment will be listed for selection. |
| **Transactions** | All transactions to set the approval rules are listed.<br>User can select specific transaction or all admin transactions. |
| **Workflow Details** | |
| **Approval Required** | Option to decide whether approval is required or not for the set condition. |
| **Workflow** | Field has description of the approval workflow. All workflows maintained for the administrator type of user segment are listed here along with the defined approval level for each of them.<br>This field appears if you select **Yes** in the **Approval Required** field. |

2. In the **Rule Code** field, enter the code.
3. In the **Rule Description** field, enter the rule name.
4. From the **Initiator Type** field, click appropriate user / user group and select the user/ user group.
5. From the **Transaction** list, select the transactions to be mapped to the rule.
6. In the **Workflow Details** section, select whether approval is required for the mapped transactions.
   d. If you select **Yes** option, select the appropriate **Workflow**.
7. Click **Save** to save the approval rule.
   OR
   Click **Cancel** to cancel the operation and navigate back to ‘Dashboard’.
   OR
   Click **Back** to go back to previous screen.
8. The **Approval Rule - Create Review** screen appears. Verify the details, and click **Confirm**.
   OR
   Click **Cancel** to cancel the operation and navigate back to the ‘Dashboard’.

OR
Click **Back** to go back to previous screen.

9. The success message of saving the created approval rule appears along with the transaction reference number and status.
Click **OK** to complete the transaction and navigate back to 'Dashboard'.

### 17.4.4 Admin Approval Rules - Edit

Bank Administrator can edit the approval rules. An Administrator is allowed to change the description of the rule and is also allowed to change the parameters associated with the specific approval rule.

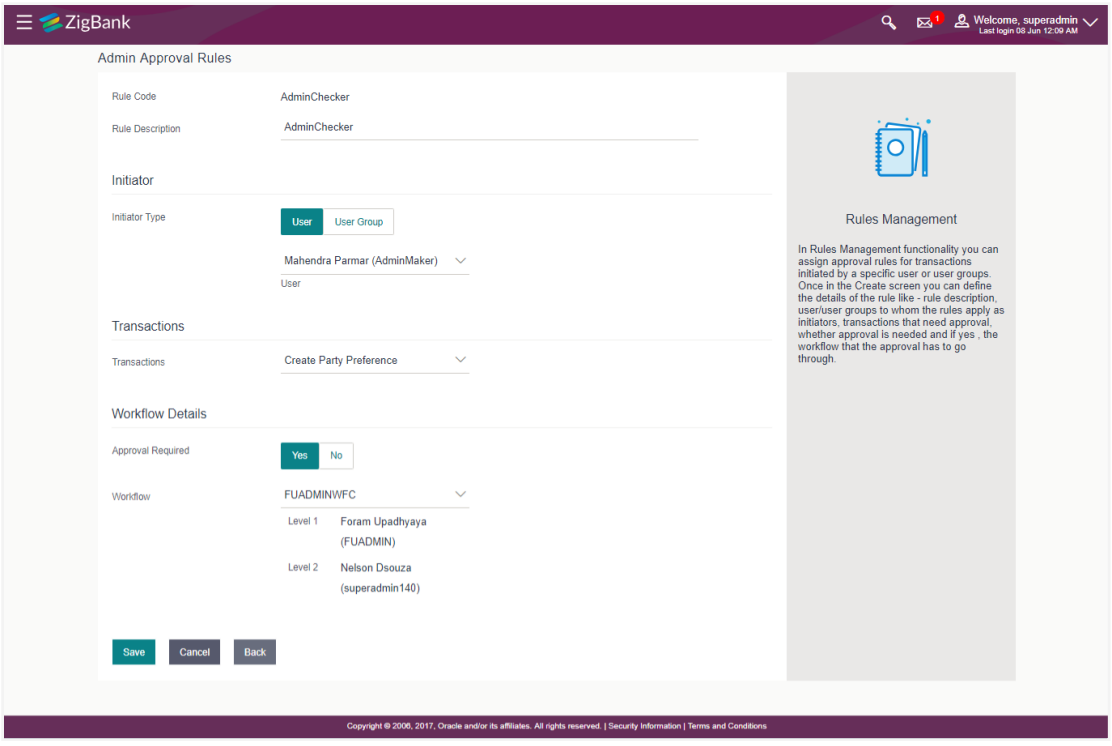
Edited rules are applicable for new transactions initiated post rule update. Previously initiated transactions which are pending approval will follow a rule which was applied at the time of transaction initiation.

**To edit an approval workflow:**

1. In the **Admin Approval Rules** screen, click the **Rule Code** link, for which you want to view the details. The **Admin Approval Rules - View** screen appears.

2. Click **Edit**. The **Admin Approval Rules - Edit** screen appears.

**Admin Approval Rules - Edit**



**Field Description**

| Field Name | Description |
|---|---|
| **Edit** | |
| **Rule Code** | Approval rule code provided by the user. |
| **Rule Description** | Approval rule description provided by the user in editable form. |
| **Initiator** | |
| **Initiator Type** | Initiator type who initiates the transaction will be displayed in editable form. |
| **User Name / User Groups** | Name of the user or user group as initiator will be displayed in editable form.<br>If initiator is selected as User, then all the users belonging to the administrator type of user segment will be listed for selection.<br>If initiator is selected as User Group, then all the user groups belonging to the administrator type of user segment will be listed for selection. |
| **Workflow Details** | |
| **Approval Required** | Whether approval is required will be displayed in editable form. |
| **Workflow Details** | Details of the approval workflow along with the defined approval levels for a condition will be displayed in editable form.<br>This field appears if you select **Yes** in the **Approval Required** field. |

3. Edit the required details.
4. Click **Save** to save the approval rule.
   OR
   Click **Cancel** to cancel the operation and navigate back to ‘Dashboard’.
   OR
   Click **Back** to cancel the operation and to go back to previous screen.
5. The **Admin Approval Rule - Edit Review** screen appears post necessary validations. Verify the details, and click **Confirm**.
   OR
   Click **Cancel** to cancel the operation and navigate back to ‘Dashboard’.
   OR
   Click **Back** to cancel the operation and to go back to previous screen.
6. The success message of saving the approval rule modification appears along with the transaction reference number and status.
   Click **OK** to complete the transaction and navigate back to ‘Dashboard’.

# 17.5 Approval Rules - Corporate User - Approval Rule

## 17.5.1 Approval Rules - Corporate User - Search

System displays a screen to enter the party ID or party name to search the approval rules that are maintained.

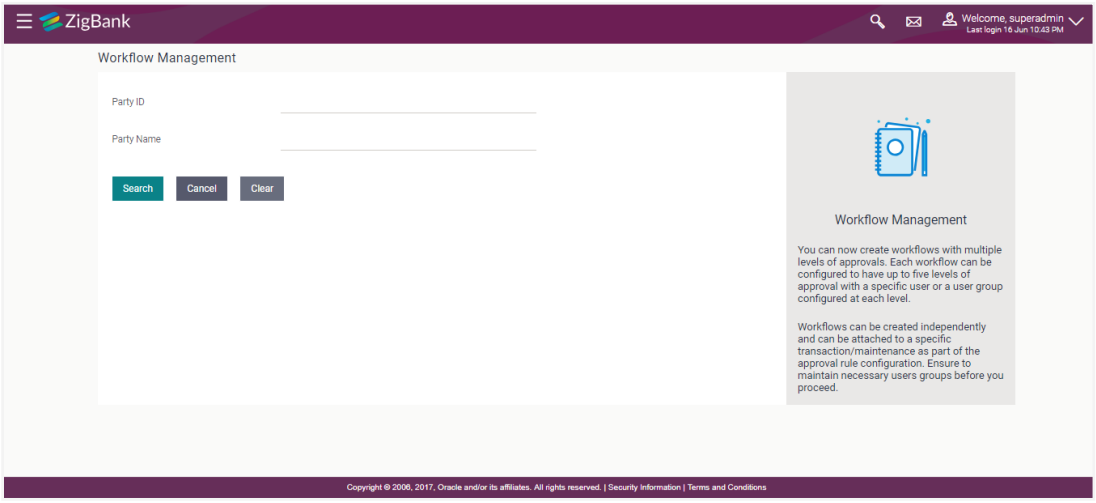
User can enter the party ID (if known) or the party name with a minimum of 5 characters.

System matches the input provided by the user with the party name records and displays the matching party records.

In case of a party search by party ID, it is an exact match and system displays the rules maintained if any.

In case of a party search by name, system displays the matching party records. The records have parties listed with both Party ID and Party Name information. User can select the record by clicking on the Party ID from the list.

**Approval Rules - Corporate User**




**Field Description**

| Field Name | Description |
|---|---|
| **Party ID** | Party IDs as per search input. |
| **Party Name** | Party names of the party ID. |

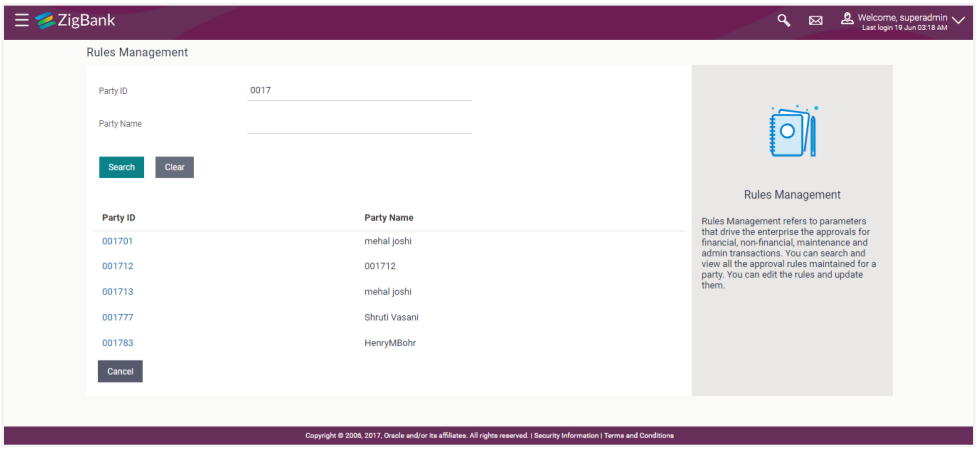
**To search the approval rules for corporate users:**

1. In the **Approval Rules** screen, enter the party ID in the In the **Party ID** field.
   OR
   In the **Party Name** field, enter the party name.
2. Click **Search** to search the matching records. The **Approval Rules** screen with search results appears based on the searched criteria.
   OR
   Click **Cancel** to cancel the operation and navigate the user back to ‘Dashboard’.

OR
Click '**Clear**' to clear the input search parameters.

**Note:** The Approval rule - Corporate User - Party Search Results screen appears only if no approval rule is created, else the search results displays the approval rules already created by the party.

**Approval Rules - Corporate User - Party Search**

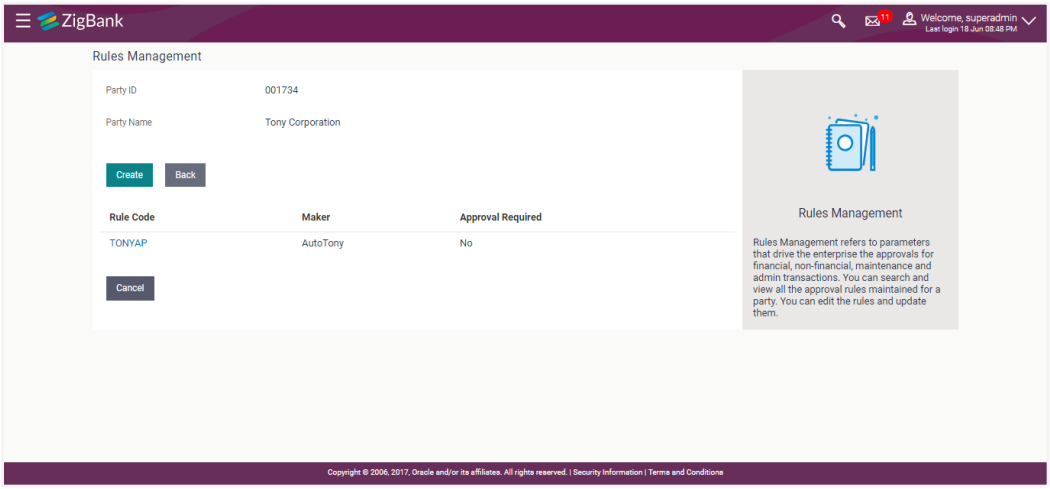



**Field Description**

| Field Name | Description |
|---|---|
| **Search Results** | |
| **Party ID** | List of the Party IDs as per search input. |
| **Party Name** | List of the Party names of the party IDs as per search input. |

3. Click the **Party ID** link, to view details. The **Approval Rule - Summary** screen appears.
   OR
   Click **Cancel** to cancel the operation and navigate back to 'Dashboard'.

**Approval Rule – Summary**




4. Click the **Rule code** link, to view details of the selected Approval Rule. The **Approval Rules - View** screen appears.
   OR
   Click **Create** to create new Approval Rule for corporate users.
   OR
   Click **Cancel** to cancel the operation and navigate back to 'Dashboard'.
   OR
   Click **Back** to go back to previous screen.

### 17.5.2 Approval Rule – Corporate User - Create

Bank Administrator can create approval rules for the corporate users. Administrator is allowed to create an approval rule only if the party preference is maintained and party is in active status.

Approval rules can be setup based on the following parameters.

- Type of Transaction
  - Financial Transactions
    - This option is used to setup approval rules for the transactions, this involves exchange of money.
    - E.g. Money Transfer, Draft Issuance, Redeem Term Deposit etc.
  - Non Financial Transactions
    - This option is used to setup approval rules for the transaction which are for an account, but does not involve exchange of money.
    - E.g. Cheque Book Request, Statement Request, Stop Cheque etc.
  - Maintenance
    - This option is used to setup approval rules for the transaction which are at the party level and not for a specific account
    - E.g. Payee Maintenance, Biller Maintenance etc.
  - Administration
    - Option is used to setup approval rules for the maintenances which corporate administrator can initiate. These are mainly configurations related transactions for that corporate
    - E.g. Account-Transaction mapping, Approval related maintenances etc.

- Non Account Financial Transactions:
    - This option is used to setup approval rules for the transaction with amount range and no debit account
    - E.g. Initiate LC, Supply Chain Finance related transactions like create Invoice.
- Initiator
    - Specific User
    - User Group
- Accounts
- Transactions
- Currency
- Amount Range

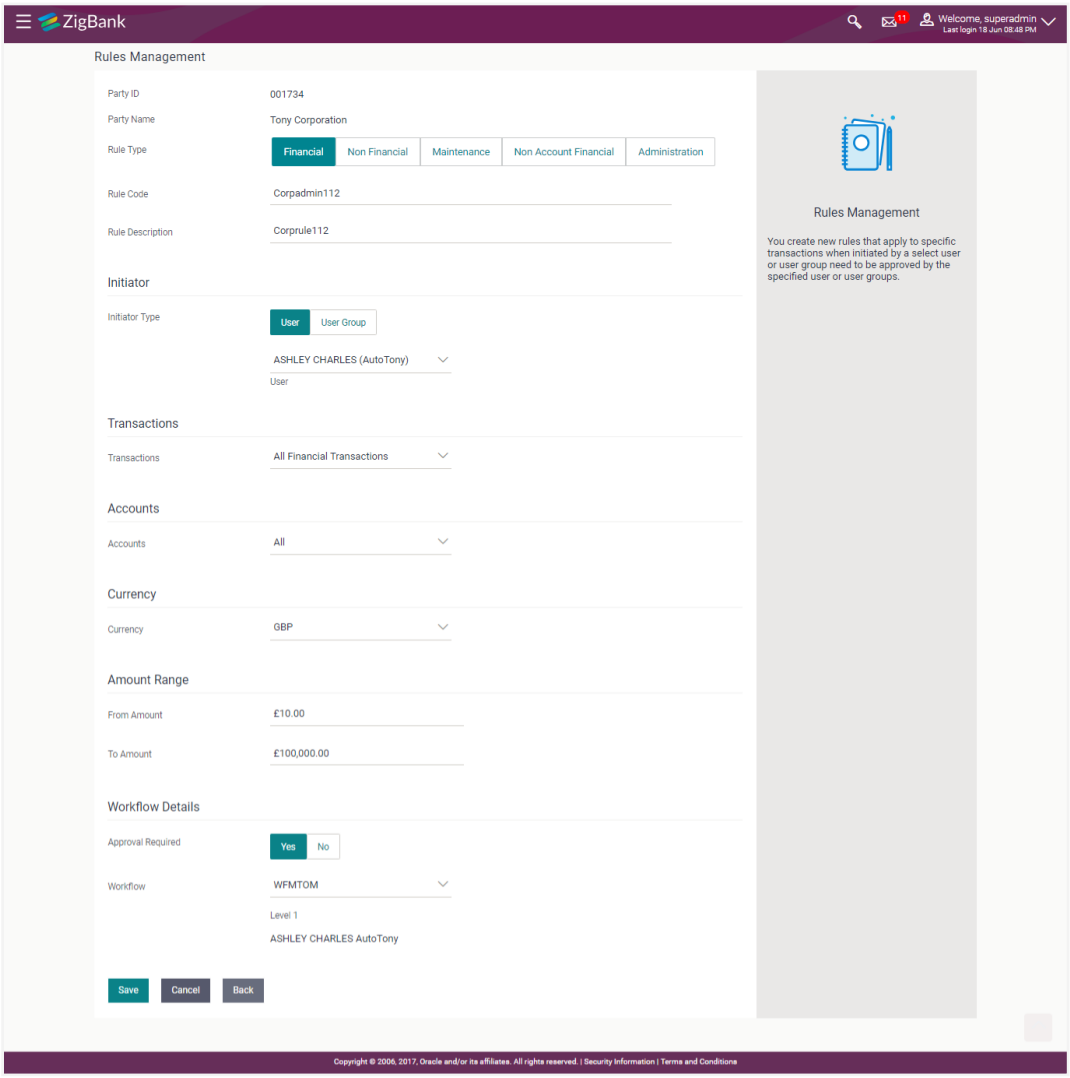
Administrator can create multiple approval rules for party users. In a scenario when a transaction is initiated and multiple rules are applicable as per set conditions, then the complex rule amongst all the applicable rules is applied for approval.

User can further define if for a condition, the transaction should be auto approved (which means there is no approval workflow and the transaction gets approved as soon as initiator submits the transaction) or should follow a set approval workflow and should get approved by the defined set of approvers. The same is achieved by attaching a workflow maintained for the corporate party.

**To create an approval rule for corporate user:**

1. In the **Approval Rules** screen, enter the search parameters and click **Search**. The **Approval Rules** screen with both Party ID and Party Name appears.
2. Click the **Party ID** link, to view details. The **Approval Rule - Summary** screen appears.
3. Click **Create**. The **Approval Rules - Create** screen appears.

## Approval Rules – Corporate User - Create




### Field Description

| Field Name | Description |
|---|---|
| **Party ID** | Party ID for which an approval rule is to be maintained. |
| **Party Name** | Party name of Party ID for which an approval rule is to be maintained. |

| Field Name | Description |
|---|---|
| **Rule Type** | Transaction rule type for which the approval rule needs to be set up.<br>The transaction rule types are:<br>• Financial<br>• Non Financial<br>• Maintenance<br>• Administration<br>• Non Account Financial |
| **Rule Code** | To specify approval rule code. |
| **Rule Description** | To specify approval rule description. |
| **Initiator** | |
| **Initiator Type** | Initiator type who initiates the transaction.<br>This has options as ‘User’ and ‘User Group’. |
| **User / User Group** | Name of the user or user group as initiator.<br>If initiator is selected as User, then all the users belongs to the party will be listed for selection.<br>If initiator is selected as User Group, then all the user groups belongs to the party will be listed for selection. |
| **Transactions** | Type of transactions to set the approval rules.<br>Type of transactions depends on the selection of rule type. |
| **Accounts** | Type of accounts.<br>This field appears if you select **Financial** and **Non Financial** in the **Rule Type** field. |
| **Currency** | Currency type in which the financial approval rule for a corporate is defined.<br>This field appears if you select **Financial** in the **Rule Type** field. |
| **Amount Range** | |
| **From Amount/ To Amount** | Transactions allowed for the user between the amount range.<br>This field appears if you select **Financial** and **Non Account Financial** in the **Rule Type** field. |
| **Workflow Details** | |
| **Approval Required** | Option to decide whether approval is required or not for the set condition. |

| Field Name | Description |
|---|---|
| **Workflow** | Field has description of the approval workflow. All workflows maintained for the party are listed here along with the defined approval level for each of them.<br>This field appears if you select **Yes** in the **Approval Required** field. |

4. In the **Rule Type** field, select the appropriate transaction rule type.
5. In the **Rule Code** field, enter the code.
6. In the **Rule Description** field, enter the rule name.
7. From the **Initiator Type** field, click appropriate user / user group and select the user/ user group.
8. From the **Transaction** list, select the transactions to be mapped to the rule.
9. From the **Accounts** list, select the appropriate account, if you have selected **Financial** option in the **Rule Type** field.
10. From the **Currency** list, select the appropriate account currency, if you have selected **Financial** option in the **Rule Type** field.
11. In the **Amount Range** section, enter the appropriate amount if you have selected **Financial** and **Non Account Financial** option in the **Rule Type** field.
12. In the **Workflow Details** section, select whether approval is required for the mapped transactions.
13. If you select **Yes** option, select the appropriate **Workflow**.
14. Click **Create** to save the approval rule.
    OR
    Click **Cancel** to cancel the operation and navigate back to ‘Dashboard’.
    OR
    Click **Back** to go back to previous screen.
15. The **Approval Rule - Create - Review** screen appears. Verify the details, and click **Confirm**.
    OR
    Click **Cancel** to cancel the operation and navigate back to the ‘Dashboard’.
    OR
    Click **Back** to go back to previous screen.
16. The success message of saving the created approval rule appears along with the transaction reference number and status.
    Click **OK** to complete the transaction and navigate back to ‘Dashboard’.

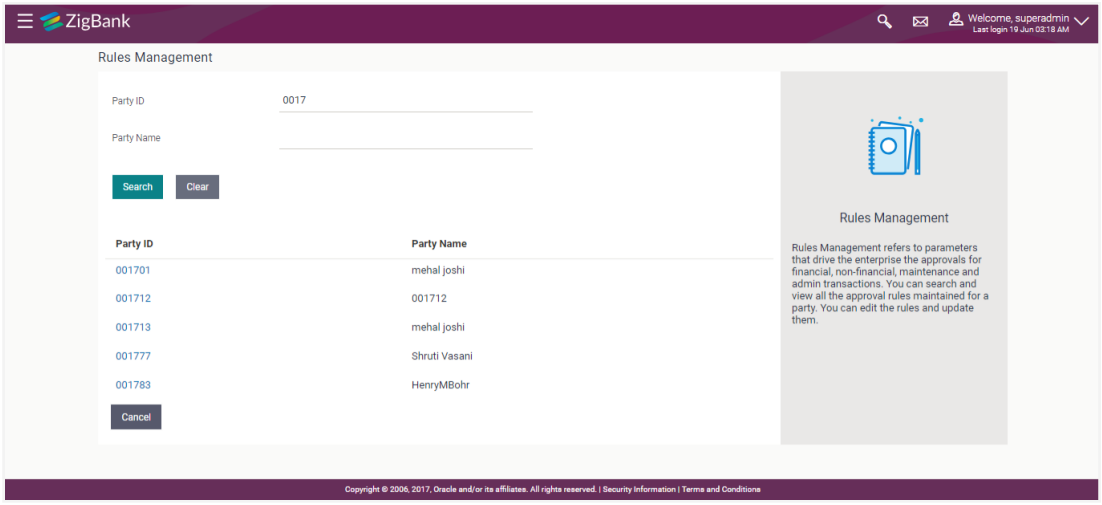
### 17.5.3 Approval Rules – Corporate User – Rule Summary

Bank Administrator logs into the system and navigates to the Rules Management screen, and searches the party. On accessing the party ID, approval rules maintained (if any) for the party mapped to the user are displayed on the screen. User can opt to view the details of existing rules or can create new approval rule using this screen.

**How to reach here:**

*Dashboard > Toggle Menu > Approvals > Rule Management > Corporate User > Search Party > View Rule summary*

### Approval Rule – Summary

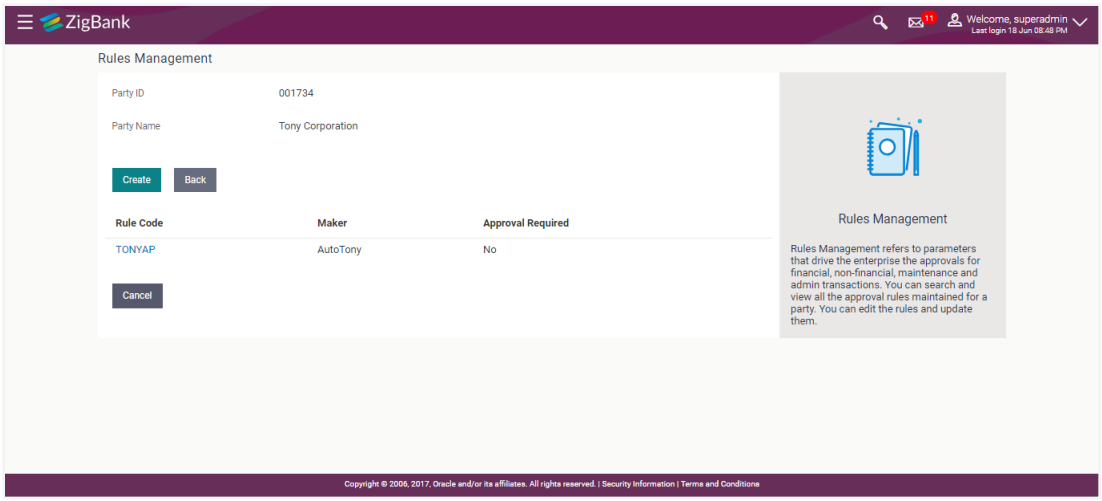



### Field Description

| Field Name | Description |
|---|---|
| **Party ID** | Party ID for which an approval rule is to be viewed. |
| **Party Name** | Party name of Party ID for which an approval rule is to be viewed. |
| **Search Results** | |
| **Party ID** | List of the Party IDs as per search input. |
| **Party Name** | List of the Party names of the party IDs as per search input. |

1. Click the **Party ID** link, link, to view details. The Approval Rule - Summary screen appears.

### Approval Rule – Summary



**Field Description**

| Field Name | Description |
|---|---|
| **Party ID** | Party ID for which an approval rule is to be viewed. |
| **Party Name** | Party name of Party ID for which an approval rule is to be viewed. |
| **Search Results** | |
| **Rule Code** | The approval rule code. |
| **Maker** | Initiator type (User ID or User Group Code) of the transaction.<br>This field will be displayed only if existing approval rules are available under a party. |
| **Approval Required** | Whether approval is required for each rule maintained. |
| **Workflow Code** | The approval workflow code. |

2. Click the **Rule code** link, to view details of the selected Approval Rule. The **Approval Rules - View** screen appears.
   OR
   Click **Cancel** to cancel the operation and navigate back to 'Dashboard'.
   OR
   Click **Back** to go back to previous screen.
   OR
   Click **Create** to create new Approval Rule for corporate users.

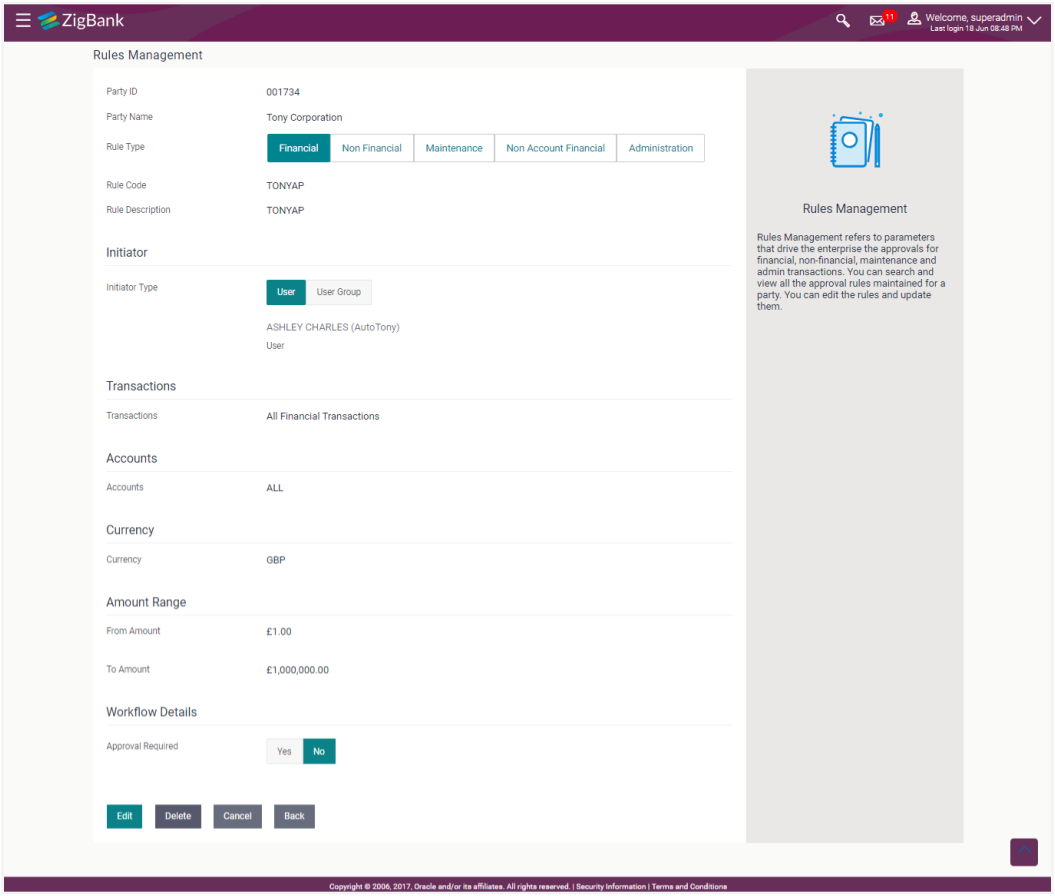
### 17.5.4 Approval Rules - View

On accessing 'Rules Management' menu option, and searching rules by providing party ID, summarized view of all the approval rules maintained (if any) for the party are displayed on the screen. Further drill down is given on the each rule to view the details of approval rule.

**To view the approval rules for corporate users:**

1. In the **Approval Rules** screen, enter the search parameters and click **Search**. The **Approval Rules** screen with both Party ID and Party Name appears.
2. Click the **Party ID** link, to view details. The **Approval Rule - Summary** screen appears.
3. Click the **Rule Code** link, for which you want to view the details. The **Approval Rules - View** screen appears.

## Approval Rules View




## Field Description

| Field Name | Description |
|---|---|
| **View** | |
| **Party ID** | Party ID for which an approval rule is to be viewed. |
| **Party Name** | Party name of Party ID for which an approval rule is to be viewed. |
| **Rule Type** | Transaction rule type for which the approval rule is set up.<br>The transaction rule types are:<br>• Financial<br>• Non Financial<br>• Maintenance<br>• Administration<br>• Non Account Financial |

| Field Name | Description |
|---|---|
| **Rule Code** | Approval rule code. |
| **Rule Description** | Approval rule description. |
| **Initiator** | |
| **Initiator Type** | Initiator type specified while creating a rule. |
| **User Name / User Groups** | Name of the user or user group defined as initiator for the rule condition. |
| **Transactions** | Transaction for which the rule is set up. |
| **Accounts** | Field will display the account for which rule being viewed is set up.<br>This field appears if you select **Financial** and **Non Financial** in the **Rule Type** field. |
| **Currency** | Currency type in which the financial approval rule for a corporate is defined.<br>This field appears if you select **Financial** in the **Rule Type** field. |
| Amount Range | |
| **From Amount/ To Amount** | Transactions allowed for the user between the amount range.<br>This field appears if you select **Financial** and **Non Account Financial** in the **Rule Type** field. |
| **Workflow Details** | |
| **Approval Required** | Field displays whether approval is required or not. |
| **Workflow Details** | Field displays the approval workflow details along with the defined approval levels.<br>This field appears if you select **Yes** in the **Approval Required** field. |

4. Click **Edit** to edit the approval rule. The **Approval Rule - Edit** screen with values in editable form appears.
   OR
   Click **Delete** to delete the approval rule.
   OR
   Click **Cancel** to cancel the operation and navigate back to 'Dashboard'.
   OR
   Click **Back** to go back to previous screen.
   The application will prompt the administrator with a deletion message, Click **Yes** to confirm.
   User is directed to **Admin Approval Rule – Delete** confirmation page.

### 17.5.5 Approval Rules - Edit

Bank Administrator can edit the approval rules. An administrator is allowed to change the description of the rule and is also allowed to change the parameters associated with the specific approval rule.

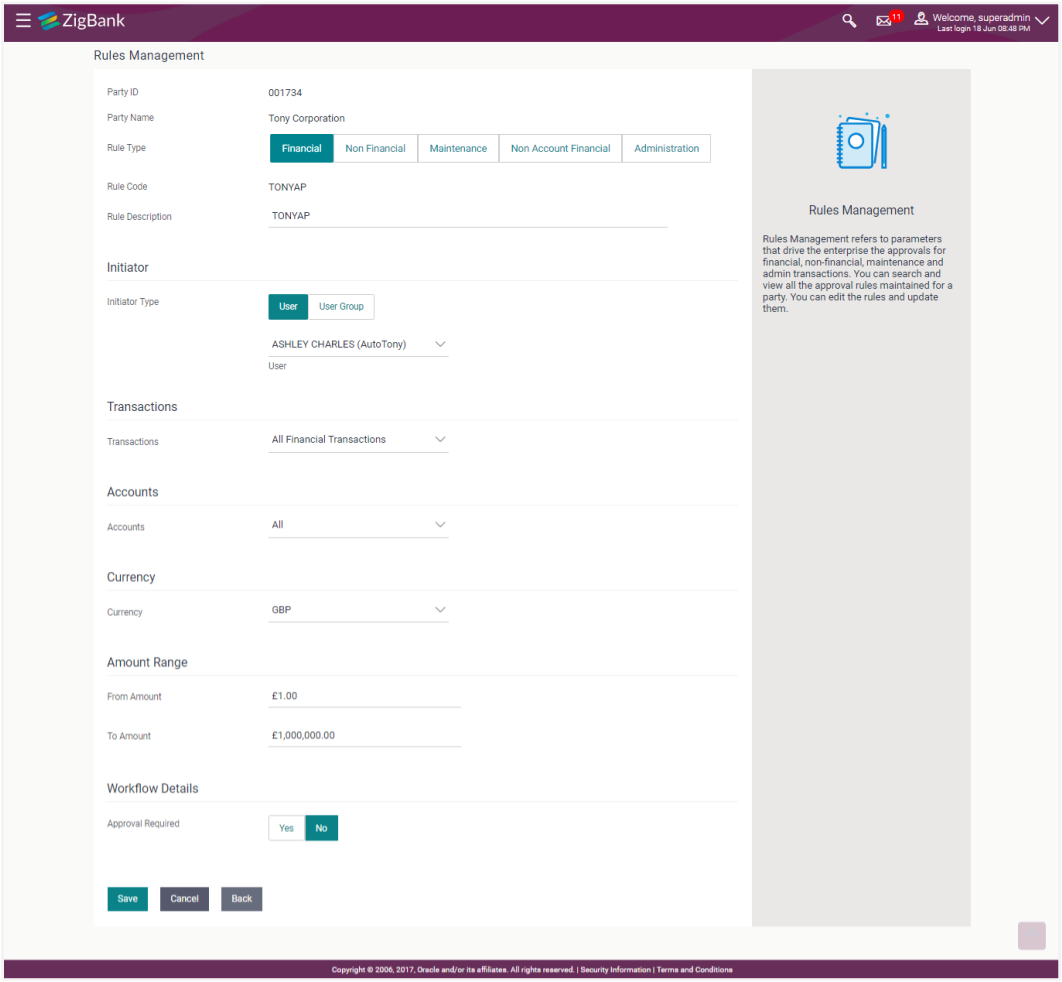
Modifications in approval rule are allowed only if the party preference is in active status.

Edited rules are applicable for new transactions initiated post rule update. Previously initiated transactions which are pending approval will follow a rule which was applied at the time of transaction initiation.

**To edit an approval workflow:**

1. In the **Approval Rules** screen, enter the search parameters and click **Search**. The **Approval Rules** screen with both Party ID and Party Name appears.
2. Click the **Party ID** link, to view details. The **Approval Rule - Summary** screen appears.
3. Click the **Rule Code** link, for which you want to view the details. The **Approval Rules - View** screen appears.
4. Click **Edit** to edit the approval rule. The **Approval Rule - Edit** screen with values in editable form appears.

## Approval Rules - Edit




## Field Description

| Field Name | Description |
|---|---|
| **Edit** | |
| **Party ID** | Party ID for which an approval rule is to be modified. |
| **Party Name** | Party name of Party ID for which an approval rule is to be modified. |

| Field Name | Description |
|---|---|
| **Rule Type** | Transaction rule type for which the approval rule is set up will be displayed.<br>The transaction rule types are:<br>• Financial<br>• Non Financial<br>• Maintenance<br>• Administration<br>• Non Account Financial |
| **Rule Code** | Approval rule code provided by the user. |
| **Rule Description** | Approval rule description provided by the user in editable form. |
| **Initiator** | |
| **Initiator Type** | Initiator type who initiates the transaction will be displayed in editable form. |
| **User Name / User Groups** | Name of the user or user group as initiator will be displayed in editable form.<br>If initiator is selected as User, then all the users belonging to the party will be listed for selection.<br>If initiator is selected as User Group, then all the user groups belonging to the party will be listed for selection. |
| **Transactions** | Type of transactions to set the approval rules will be displayed in editable form.<br>Type of transactions depends on the selection of rule type. |
| **Accounts** | Type of accounts will be displayed in editable form.<br>This field appears if you select **Financial** and **Non Financial** in the **Rule Type** field. |
| **Currency** | Currency type in which the financial approval rule for a corporate is defined.<br>This field appears if you select **Financial** in the **Rule Type** field. |
| **Amount Range** | |
| **From Amount/ To Amount** | Transactions allowed for the user between the defined amounts ranges will be displayed in editable form.<br>This field appears if you select **Financial and Non Account Financial** in the **Rule Type** field. |

| Field Name | Description |
|---|---|
| **Workflow Details** | |
| **Approval Required** | Whether approval is required will be displayed in editable form. |
| **Workflow Details** | Details of the approval workflow along with the defined approval levels for a condition will be displayed in editable form.<br>This field appears if you select **Yes** in the **Approval Required** field. |

5. Edit the required details.
6. Click **Save** to save the approval rule.
   OR
   Click **Cancel** to cancel the operation and navigate back to 'Dashboard'.
   OR
   Click **Back** to cancel the operation and to go back to previous screen.
7. The **Approval Rule - Edit Review** screen appears post necessary validations. Verify the details, and click **Confirm**.
   OR
   Click **Cancel** to cancel the operation and navigate back to 'Dashboard'
   OR
   Click **Back** to cancel the operation and to go back to previous screen.
8. The success message of saving the approval rule modification appears along with the transaction reference number and status.
   Click **OK** to complete the transaction and navigate back to 'Dashboard'.

## FAQs

1. **How many approval levels can I set up in the system?**

   Administrator can set up minimum one and maximum five levels of approvals as a part of approval workflow. Whereas, maximum levels of approvals that the user can set is configurable as Day0.

2. **Which approval rule will get applied when multiple applicable approval rules are found for specific transaction?**

   In a scenario when a transaction is initiated and multiple rules are applicable as per set conditions, then the complex rule amongst all the applicable rules is applied for approval.

3. **What happens to the approval process when approval rule gets edited and a transaction is pending with one of the approver for approval?**

   Edited rules are applicable for new transactions initiated post rule update. Previously initiated transactions which are pending for approval will follow a rule which was applied at the time of transaction initiation.

4. **What happens if the transaction is initiated in the currency in which approval rule is not maintained?**

   If the rule is not maintained in specific currency, then the approval rule set in the local currency for the transaction and amount combination will be applied.

5. **What happens if the approval rule in local currency is not maintained in above scenario?**

   If the approval rule is not set for both transaction currency and local currency, then transaction cannot be initiated.

**Home**

# 18. Service Request Form Builder

Service Request Form Builder transaction allows the system administrator to define service requests by defining its attributes and by building the form (Request page that should be available to business user) which are then available for Retail users for creating a new Service Request.

This screen is divided in three sections – Request Parameters, Build your Form and Preview

**Request Parameters** section lets the System/Bank Administrator to create a service requests by defining attributes like, SR Name, description, Product, Category name, SR type, severity, and status etc..

Second tab which is the **Form Builder** page lets the System/Bank administrator define the request form and the fields that needs to be available on the Service Request screen to retail user. Field attributes like field name, field type, allowed characters and error message with respect to that field can also be defined for each field.

**Preview** Section lets the administrator preview the Service Request form created in the same way as it will be shown to the retail user while raising the Service Request.

**Pre-Requisites**

- Transaction access is provided to System/Bank Administrator.

**Features Supported In Application**

The module supports following features:

- Create Service Requests Form
- Search and View Service Request
- Copy and Create a new Request
- Edit Service Requests

**How to reach here:**

*System Administrator Dashboard > Templates > Service Request - Form Builder*
*OR*
*System/ Bank Administrator Dashboard > Toggle Menu > Others > Service Request - Form Builder*
*OR*
*Bank Administrator Dashboard > Quick Links > Service Request*

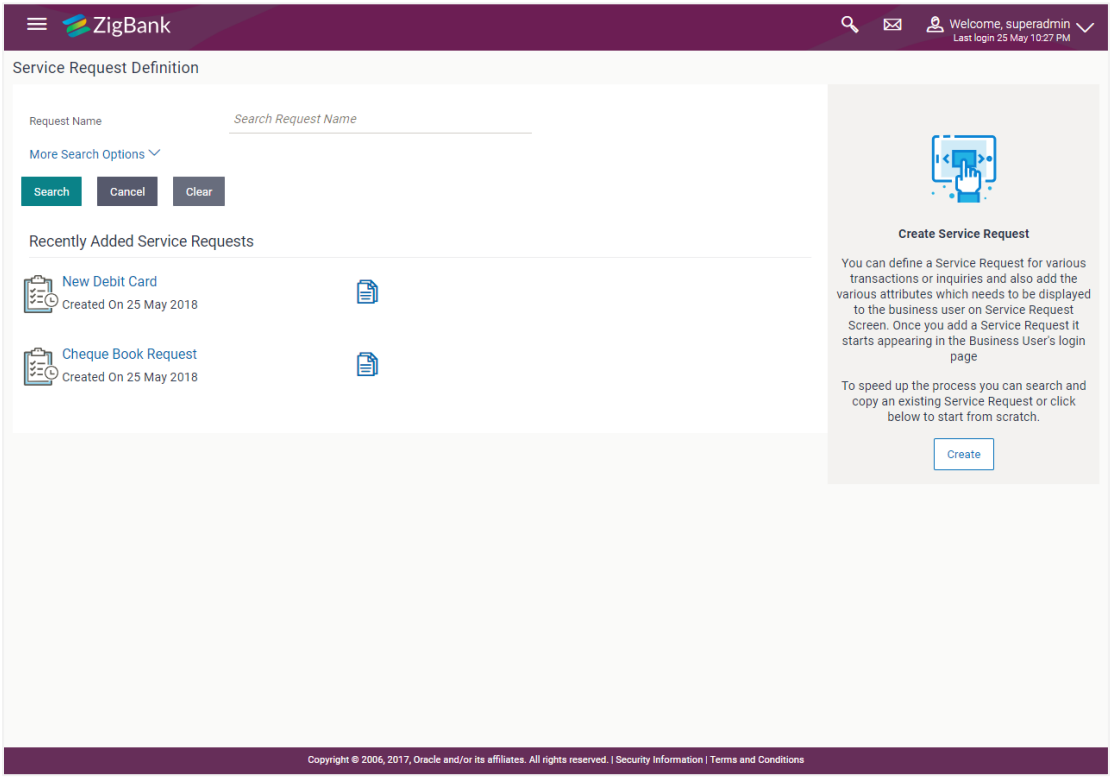
## 18.1 Service Request Definition - Summary

Last three service requests that are created by the administrator are by default displayed on the Service Request Definition summary screen.

**To view the service requests:**

1. Navigate to the **Service Request Definition** screen. The initial (summary) page of the service request appears.

**Service Request Definition - Summary**




2. Click  against a specific service request record if you want to create a new Service Request definition by copying the definition of that service request.

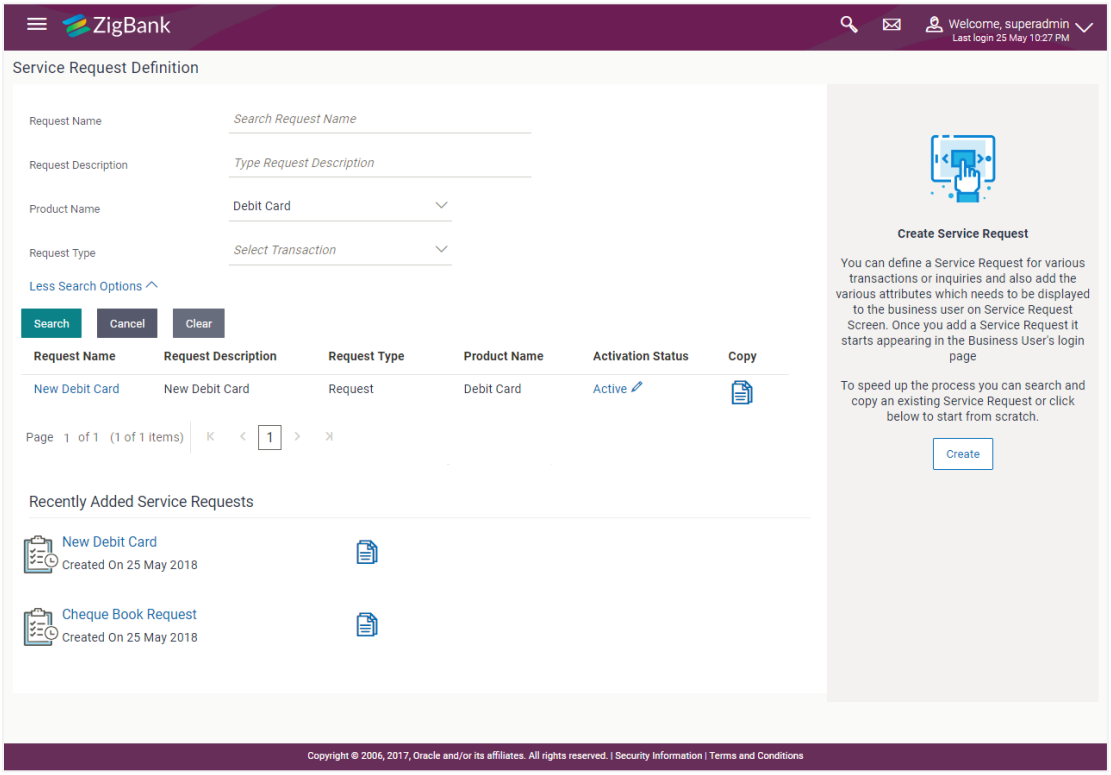
## 18.2 Service Request Definition - Search and View

The System/Bank Administrator can search and view Service Request using a search criteria.

**To search and view an existing Service Request definition:**

1. In the **Request Name** field, enter the name of the service request.
   OR
   In the **Request Description** field, enter the description of the service request.
   OR
   From the **Product Name** list, select the name of the product.
   OR
   From the **Request Type** list, select the type of request.

## Service Request - Search




## Field Description

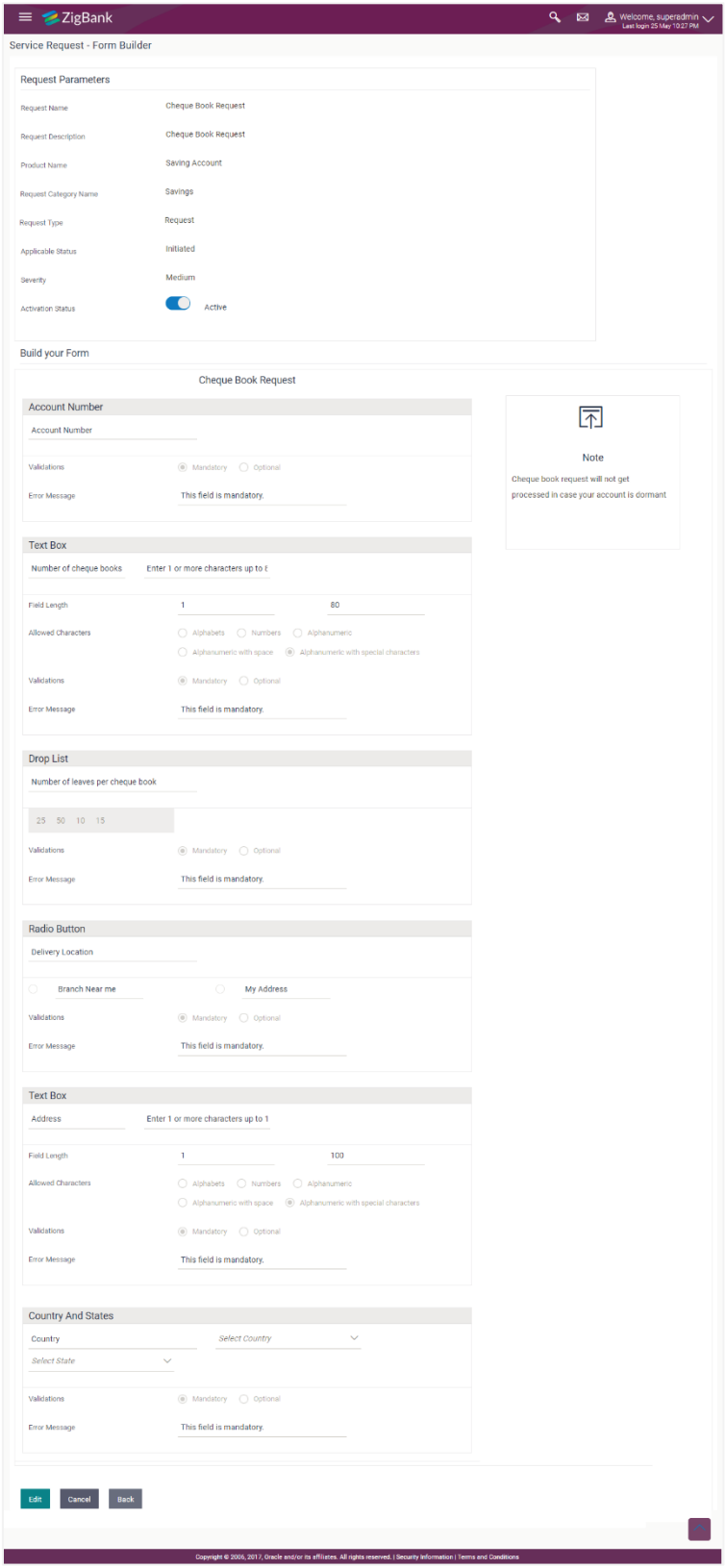
| Field Name | Description |
|---|---|
| **Search Criteria** | |
| **Request Name** | The name of the service request that is to be searched. |
| **Request Description** | The description of the service request. |
| **Product Name** | The name of the product for which service request is to be searched. |
| **Request Type** | The administrator can select the type of service request to be displayed in the search result records.<br>The options are:<br>• Complaint<br>• Feedback<br>• Query<br>• Request<br>• Lead<br>• Fraud |

| Field Name | Description |
|---|---|
| **Search Results** | |
| **Request Name** | The name of the service request. |
| **Request Description** | The description of the service request. |
| **Request Type** | The type of service request. |
| **Product Name** | The name of the product. |
| **Activation Status** | The link to activate or de-activate the service request.<br>The statuses are:<br>• Active<br>• Inactive |
| **Copy** | The administrator can create a new Service Request Definition by copying of the service request. |
| **Recently Added Service Request** | |
| **Request Name** | The name of the service request that is added recently. |
| **Created On** | Date on which the service request is created. |

2. Click **Search**. The **Service Request Definition** screen with search results appears based on the searched criteria.
   OR
   Click **Cancel** to cancel the search process and to go back to dashboard.
   OR
   Click **Clear** to clear the search parameters.

3. Click the **Request Name** of the record for which you want to view the details. The **Service Request Form Builder - View** screen appears.
   OR
   In the **Recently Added Service Request** section click the **Service Request** that you want to view.

## Service Request Form Builder - View



**Field Description**

| Field Name | Description |
|---|---|
| **Request Parameters** | |
| **Request Name** | The name of the service request. |
| **Request Description** | The description of the service request. |
| **Product Name** | The name of the product for which service request is applicable. |
| **Request Category Name** | The service request category name that appears on the business user's screen. |
| **Request Type** | The type of service request. |
| **Applicable Status** | The statuses that are applicable for the service request. |
| **Severity** | The severity of the service request. |
| **Activation Status** | The option to activate or deactivate the service request.<br>The statuses are:<br>• Active<br>• Inactive |

**Build Your Form**

This section displays all the fields available in the form builder for the selected Service Request definition

**Text Box**

| | |
|---|---|
| **Type Label Name** | The label name of the field.<br>This field is mandatory if the user selects Text box. |
| **Type Hint Text** | The hint text to explain the field. |
| **Field Length - Min Value-Max Value** | The field length of the text box for the text to be entered. |

| Field Name | Description |
|---|---|
| **Allowed Characters** | Characters that should be allowed in the text box as input.<br>The options are:<br>• Alphabets<br>• Numbers<br>• Alphanumeric<br>• Alphanumeric with space<br>• Alphanumeric with special characters |
| **Validations** | The validation to define whether the field is mandatory or optional. |
| **Error Message** | The error message to be displayed to the business user if he does not enter data in the field which is defined as mandatory field. |
| **Radio Button** | |
| **Type Label Name** | The label name of the field. |
| **Type Value 1** | The first option of the radio button field. |
| **Type Value 2** | The second option of the radio button field. |
| **Validations** | The validation to define whether the field is mandatory or optional. |
| **Error Message** | The error message to be displayed to the business user if he does not enter data in the field which is defined as mandatory field. |
| **Check Box - Multiple Choice** | |
| **Type Value** | The label name of the multiple-choice field. |
| **Type Value 1** | The first option of the multiple-choice field. |
| **Type Value 2** | The second option of the multiple-choice field. |
| **Validations** | The validation to define whether the field is mandatory or optional. |
| **Error Message** | The error message to be displayed to the business user if he does not enter data in the field that is defined as mandatory field. |
| **Drop List** | |
| **Type Value** | The label name of the drop-down list field. |
| **Combo Box for Drop - down values** | The combo box to enter the options of the drop-down list. |

| Field Name | Description |
|---|---|
| **Validations** | The validation to define whether the field is mandatory or optional. |
| **Error Message** | The error message to be displayed to the business user if he does not enter data in the field that is defined as mandatory field. |
| **File Upload** | |
| **Type Label Name** | The label name of the field, against which the user has to upload the file. |
| **Validations** | The validation to define whether the field is mandatory or optional. |
| **Error Message** | The error message to be displayed to the business user if he does not enter data in the field that is defined as mandatory field. |
| **Multi Select** | |
| **Type Value** | The label name of the multi select field. |
| **Combo Box for Drop - down values** | The combo box to enter the options of the multi select field. |
| **Validations** | The validation to define whether the field is mandatory or optional. |
| **Error Message** | The error message to be displayed to the business user if he does not enter data in the field that is defined as mandatory field. |
| **Predefined Elements** | The fields that are already defined and are commonly used, can be added directly in the business user form. Value for these fields gets auto populated, administrator can only define the label name, validations and error message for the same.<br>Following predefined elements are defined in this option:<br>• **Account Number**: Text box to enter the account number of the user. This field populates all active accounts for the customer who is raising that Service Request when displayed on the Service request form.<br>• **Account Number & Debit Card**: Drop-down to select the account number and debit card. This field populates all active accounts and debit cards (for the selected account) for the customer who is raising that Service Request when displayed on the Service request form.<br>• **Gender**: Drop-down to select the gender of the user.<br>• **Salutation**: Drop-down to select the salutation of the user<br>• **Date**: Date picker to select the date<br>• **Country And States**: Drop-down to select the country and state of the user |

| Field Name | Description |
|---|---|
| **Page Elements** | The page elements consists of text that needs to be displayed to the business user.<br>The page elements are:<br>• Confirmation Message: confirmation message that is to be displayed to the business user after submission of the request. |
| **Information Box** | This field displays the information header, text and icon uploaded by administrator that should be available to the retail user in information panel section while raising this service request. |

4. Click **Edit** to edit the service request.
   OR
   Click **Cancel** to cancel the transaction and go back to Dashboard.
   OR
   Click **Back** to navigate to the previous screen

**Note:** The above mentioned fields appear in the **Build Your Form** section depending upon the on type of field you have selected to build the service request definition.

## 18.3 Service Request Form Builder - Create

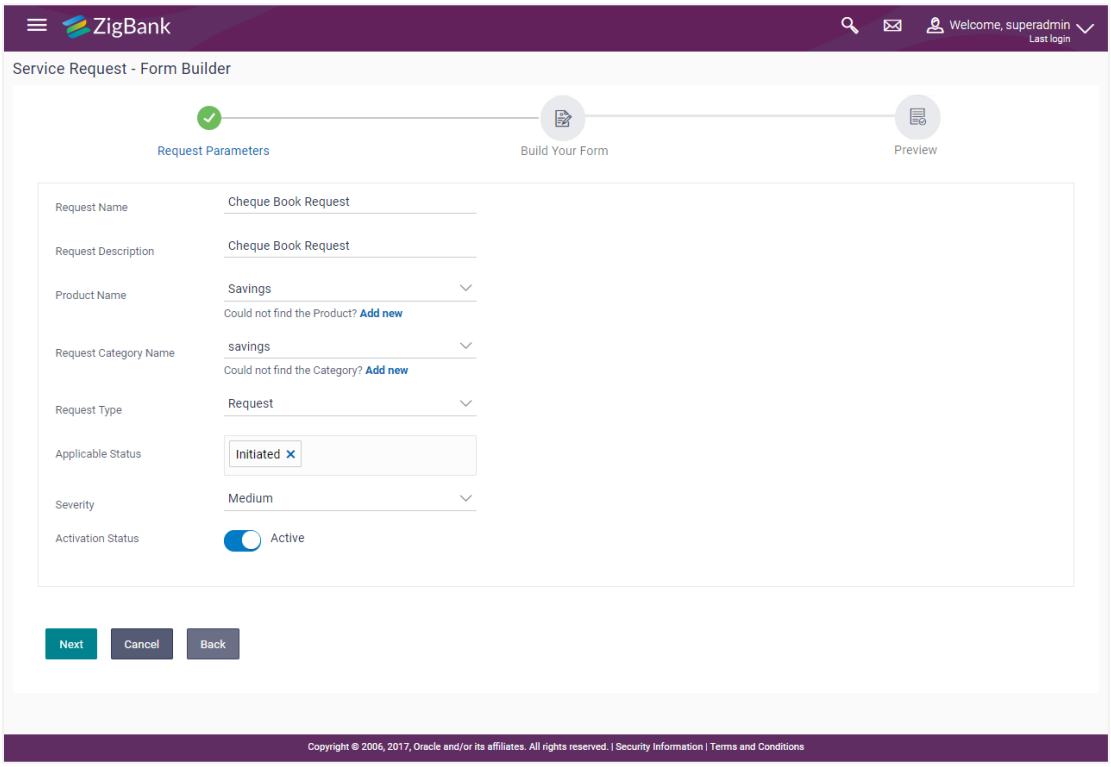
Service Request Form Builder feature allows the System/Bank Administrator to create Service requests. The Service Request Form Builder involves following steps to create a service request form.

- Request Parameters: This step involves entering the request name, description, product, type of service request etc.
- Build Your Form: In this steps System/ Bank administrator defines the various form fields and its attributes like field name, field type, field validations and error message which will be used to create business user's 'Service Request' screen for raising a new SR.
- Preview: After completing the screen creation System/Bank administrator previews the created Service Request in this step.

**To create a new service request:**

1. In the **Service Request Definition** screen, click Create. The **Service Request - Form Builder** screen appears.

### Service Request Form Builder - Request Parameters




### Field Description

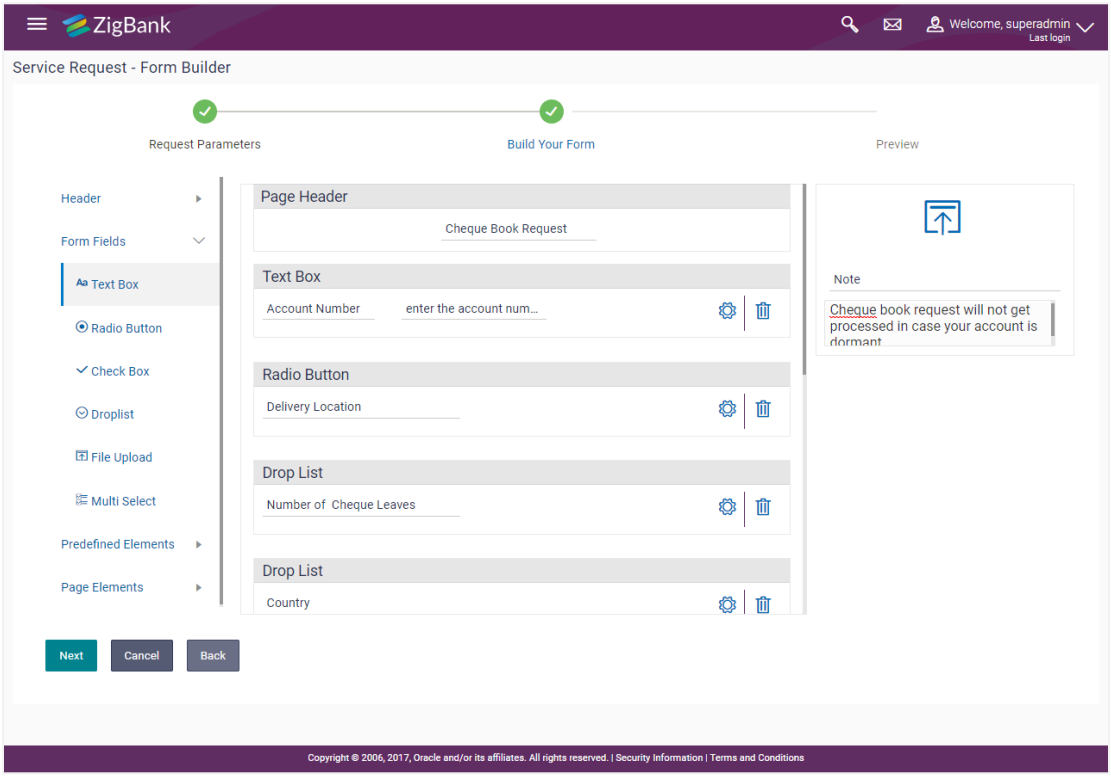
| Field Name | Description |
|---|---|
| **Request Name** | The name of the service request that is to be created. |
| **Request Description** | The description of the service request. |
| **Product Name** | The name of the product for which service request is applicable.<br>Service request definition will get listed in the business user's login, under the Product name selected in this field.<br>Click the **Add New** link to add a new product that is not listed in the drop-down list. |

| Field Name | Description |
|---|---|
| **Request Category Name** | Category list gets populated on the basis of the product name selected.<br>Service request definition will get listed in the business user's login, under the category name selected in this field.<br>Click the **Add New** link to add a category that is not listed in the drop-down list. |
| **Request Type** | The type of service request.<br>The options are:<br>• Complaint<br>• Feedback<br>• Query<br>• Request<br>• Lead<br>• Fraud |
| **Applicable Status** | The statuses that should be applicable for the service request. Administrator can select multiple status in this field.<br>Default status for any request that raised by user will in 'Initiated' status. |
| **Severity** | The severity of the service request. |
| **Activation Status** | The option to activate or de-activate the service request. Only Active requests will be available for getting raised by business user.<br>The statuses are:<br>• Active<br>• Inactive |

2. In the **Request Name** field, enter the name of the service request.
3. In the **Request Description** field, enter the description of the service request.
4. From **Product Name** list, select the appropriate product for the service request.
   OR
   Click the **Add New** link, if you want to add a product that is not listed in the drop-down list.
5. From **Request Category Name** list, select the appropriate product category for the service request.
   OR
   Click the **Add New** link, if you want to add a new product category that is not listed in the drop-down list.
6. From **Request Type** list, select the appropriate type of service request.
7. From **Applicable Status** list, select the status applicable for the service request.
8. From **Severity** list, select the severity of the service request.
9. In the **Activation Status** toggle field, select the activation status of the service request.

10. Click **Next**. The **Service Request Form Builder - Build Your Form** screen appears.
    OR
    Click **Cancel** to cancel the transaction and go back to Dashboard.
    OR
    Click **Back** to navigate back to the **Service Request Definition** screen.

### Service Request Form Builder - Build Your Form




### Field Description

| Field Name | Description |
|---|---|
| **Header** | |
| **H1 Page Header** | Page header for the request form. By default the header is available on the form, there it is shown is disabled mode on the left side panel. |
| **H2 Section Header** | The section header of the request form. |
| **H3 Sub Header** | The section sub header of the request form. |
| **Form Fields** | |
| **Text Box** | |

| Field Name | Description |
|---|---|
| **Type Label Name** | The label name of the field.<br>This fields is mandatory If the user selects Text box. |
| **Type Hint Text** | The hint text to explain the field. |
| **Field Length - Min Value-Max Value** | Minimum and maximum field length of the text box for the text to be entered. |
| **Allowed Characters** | Characters that should be allowed in the text box as input.<br>The options are:<br>• Alphabets<br>• Numbers<br>• Alphanumeric<br>• Alphanumeric with space<br>• Alphanumeric with special characters |
| **Validations** | The validation to define whether the field is mandatory or optional. |
| **Error Message** | The error message to be displayed to the business user if he does not enter data in the field that is defined as mandatory field. |
| **Radio Button** | |
| **Type Label Name** | The label name of the field. |
| **Type Value 1** | The first option of the radio button field. |
| **Type Value 2** | The second option of the radio button field. |
| **Add More Values** | The button to add more options to the radio button. |
| **Validations** | The validation to define whether the field is mandatory or optional. |
| **Error Message** | The error message to be displayed to the business user if he does not enter data in the field that is defined as mandatory field. |
| **Check Box - Multiple Choice** | |
| **Type Value** | The label name of the multiple-choice field. |
| **Type Value 1** | The first option of the multiple-choice field. |
| **Type Value 2** | The second option of the multiple-choice field. |

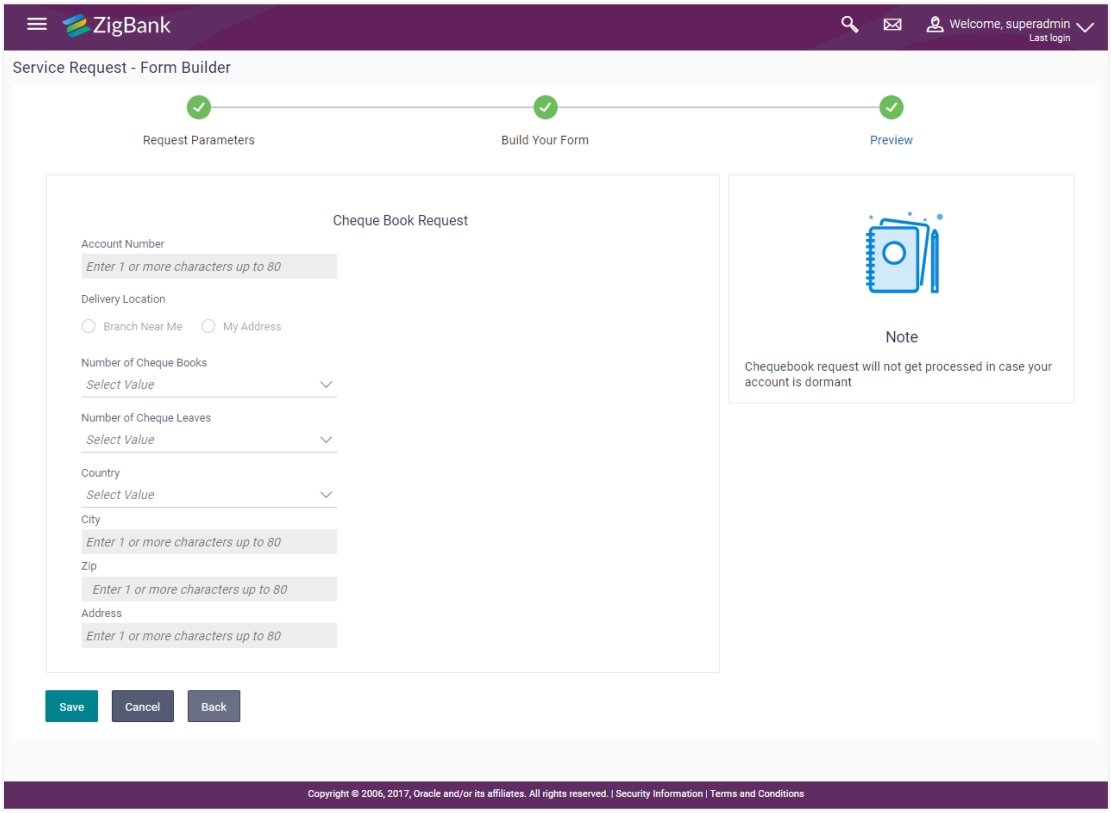
| Field Name | Description |
|---|---|
| **Add More Values** | The button to add more options to the multiple-choice check box. |
| **Validations** | The validation to define whether the field is mandatory or optional. |
| **Error Message** | The error message to be displayed to the business user if he does not enter data in the field that is defined as mandatory field. |
| **Drop List** | |
| **Type Value** | The label name of the drop-down list field. |
| **Combo Box for Drop - down values** | The combo box to enter the options of the drop-down list. |
| **Validations** | The validation to define whether the field is mandatory or optional. |
| **Error Message** | The error message to be displayed to the business user if he does not enter data in the field that is defined as mandatory field. |
| **File Upload** | |
| **Type Label Name** | The label name of the field, where the user want to upload the file. |
| **Validations** | The validation to define whether the field is mandatory or optional. |
| **Error Message** | The error message to be displayed to the business user if he does not enter data in the field that is defined as mandatory field. |
| **Multi Select** | |
| **Type Value** | The label name of the multi select field. |
| **Combo Box for Drop - down values** | The combo box to enter the options of the multi select field. |
| **Validations** | The validation to define whether the field is mandatory or optional. |
| **Error Message** | The error message to be displayed to the business user if he does not enter data in the field that is defined as mandatory field. |

| Field Name | Description |
|---|---|
| **Predefined Elements** | The fields that are already defined and are commonly used, can be added directly in the business user form. Value for these fields gets auto populated, administrator can only define the label name, validations and error message for the same.<br>Following predefined elements are defined in this option:<br>• **Account Numbe**r: Text box to enter the account number of the user. This field populates all active accounts for the customer who is raising that Service Request when displayed on the Service request form.<br>• **Account Number & Debit Card**: Drop-down to select the account number and debit card. This field populates all active accounts and debit cards (for the selected account) for the customer who is raising that Service Request when displayed on the Service request form.<br>• **Gender**: Drop-down to select the gender of the user<br>• **Salutation**: Drop-down to select the salutation of the user<br>• **Date**: Date picker to select the date<br>• **Country And States**: Drop-down to select the country and state of the user |
| **Page Elements** | The page elements consists of text that needs to be displayed to the business user.<br>The page elements are:<br>**Confirmation Message**: confirmation message that is to be displayed to the business user after submission of the request. |
| **Information Header** | The header name and the information notes that is to be displayed on information panel section of the Service request page of the business user. |

11. In the **H1 Page Header** field, enter the header of the service request form and click .
12. Select the **H2 Section Header** and **H3 Sub Header** field (if required) and enter the H2 header name and H3 sub header name on the request form.
13. In the **Form Fields**, click the **Text Box** field if required, the text box section appears.
    a. In the **Type Label Name** field, enter the label name of the field.
    b. In the **Field Length** field, enter the minimum and maximum value for the length of the field.
    c. In the **Allowed Characters** field, select the appropriate option.
    d. In the **Error Message** field, enter the error message to be displayed to the business user.
    e. Click **Save** to save the details.
    OR
    Click **Copy** if you want to make the copy of this field with similar field attributes.

14. In the **Form Fields**, click the **Radio button** field if you want to add radio button in the business user request form the radio button section appears.
    OR
    Click **Add More Values** to add more options of radio button.
15. Enter the required detail and click **Save** to save the details.
    OR
    Click **Copy** if you want to make the copy of this field with similar field attributes.
16. You can also add Check Box, Drop-Down list, Multi Select fields, if required to build the business user request form.
17. You can drag and drop the field attributes window, if you want to change the sequence of the fields.
18. Click the **Predefined Elements** section, if you want to add the fields that are already defined.
19. In the **Page Elements** field select **Confirmation message**, enter the required text message which you want to appear in the business user form on the confirmation page.
20. In the **Information box**, enter the header name and the information notes that you want to appear in the right side of the business user service request form.
    Click the **Upload** icon, if you want to upload an image.
21. Click **Next**. The **Service Request Form Builder - Preview** screen appears.
    OR
    Click **Cancel** to cancel the transaction and go back to Dashboard.
    OR
    Click **Back** to navigate back to the **Service Request Form Builder - Request Parameters** screen.

**Service Request Form Builder - Preview**




22. Click **Save** to save the details.
    OR
    Click **Cancel** to cancel the transaction and go back to Dashboard.
    OR
    Click **Back** to navigate back to the previous page.
23. The **Review** screen appears. Verify the details, and click **Confirm**.
    OR
    Click **Cancel** to cancel the transaction.
    OR
    Click **Back** to navigate back to the **Service Request Form Builder - Preview** screen.
24. The success message appears along with the reference number and status.
    Click **OK** to complete the transaction.

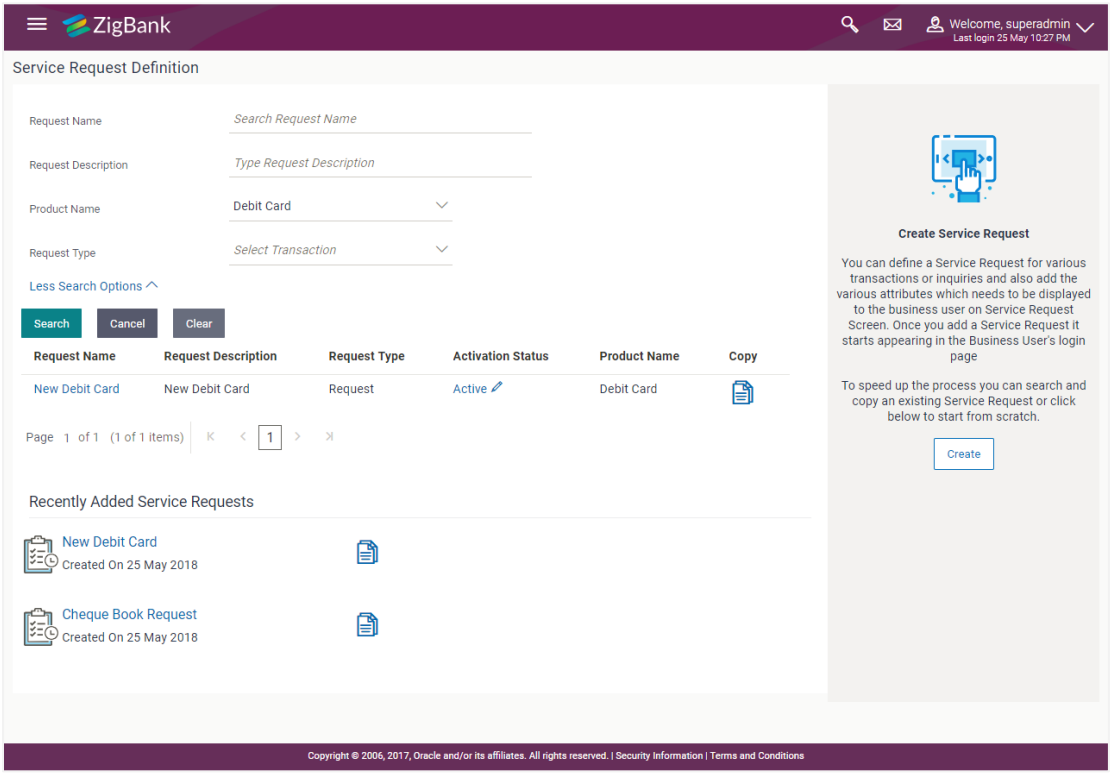
### 18.3.1 Copy and Create a new Request

This option allows the system administrator to create a new service request by copying the already existing service request.

**To create a new service request by copying the existing service request:**

1. In the **Service Request screen**, enter the search criteria.
2. Click **Search**. The **Service Request Definition** screen with search results appears based on the searched criteria.

**Service Request Definition**




3. Click  against the record for which you want to create a new service request definition.
   A confirmation message of creating a copy of the service request appears.
   Click **Ok** to continue to the **Service Request Form Builder** screen. A copy of the Service requests selected will get open in editable mode, administrator can define a new name for the request, change the required fields and save the request.
   OR

   In the **Recently Added Service Request** section click  against the record for which you want to create a new service request definition.

## 18.4 Service Request Form Builder - Edit

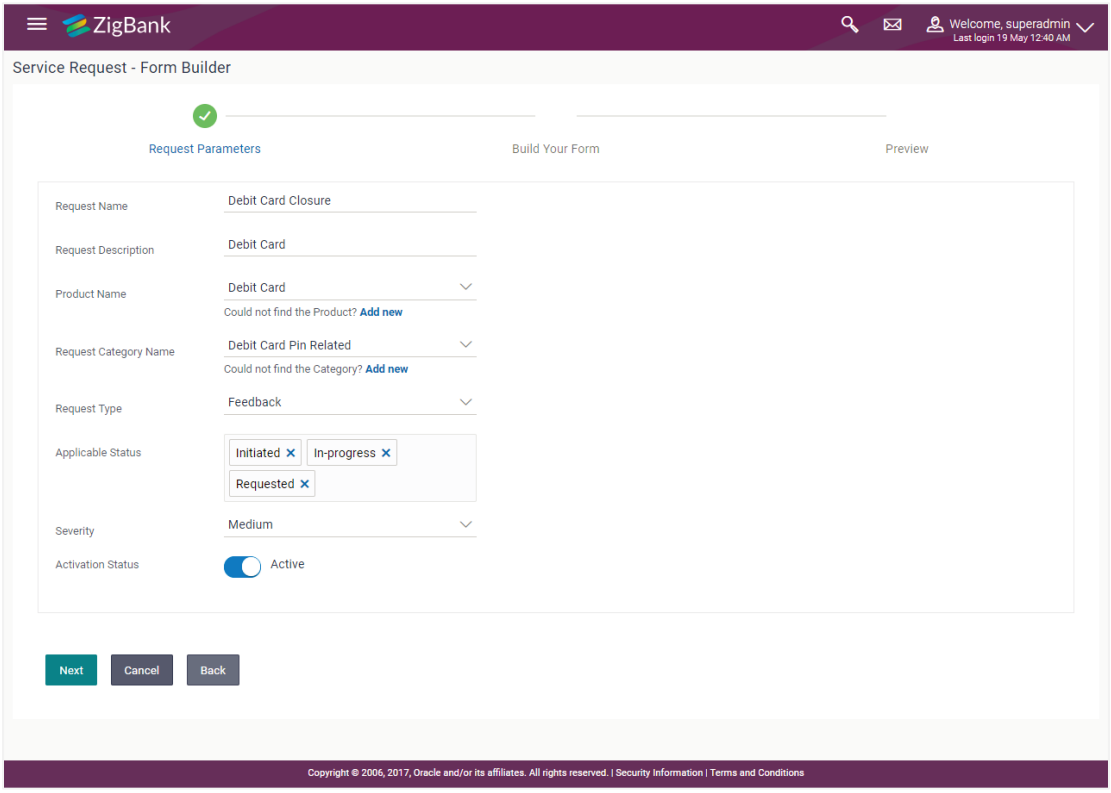
The System Administrator can edit the available Service Requests definitions only if there are no service requests raised by the business user for that SR definition.

**To modify the service request definition:**

1. In the initial **Service Request Definition** screen, enter the search criteria and click **Search**.
   The **Service Request Definition** screen with search results appears based on the searched criteria.
   OR
   In the **Recently Added Service Request** section click the **Service Request** that you want to modify.
2. Click the **Request Name** of the record for which you want to edit the details. The **Service Request Form Builder - View** screen appears.

3. Click **Edit** to edit the service request.
   OR
   Click **Cancel** to cancel the transaction and go back to Dashboard.
   OR
   Click **Back** to navigate to the previous screen.

### Service Request Form Builder - Edit



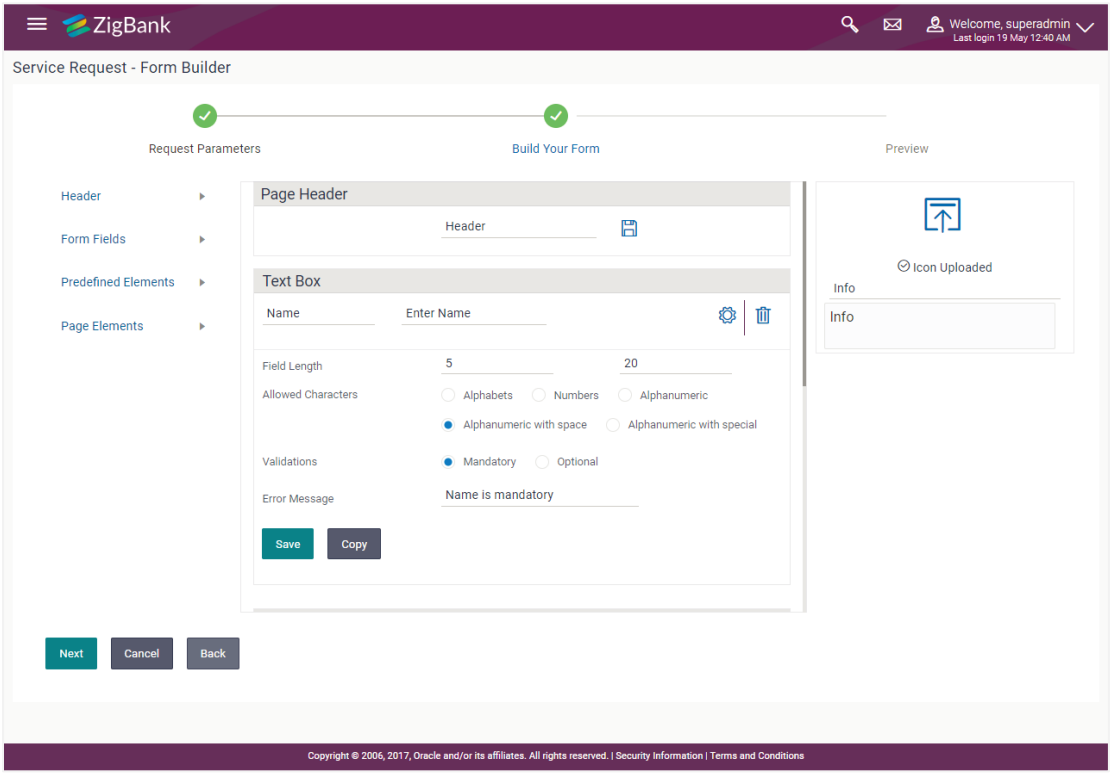

### Field Description

| Field Name | Description |
|---|---|
| **Request Name** | The name of the service request that is to be created. |
| **Request Description** | The description of the service request. |
| **Product Name** | The name of the product for which service request is applicable.<br>Service request definition will get listed in the business user's login, under the product name selected in this field.<br>Click the **Add New** link to add a product that is not in the drop-down list. |
| **Request Category Name** | Service request definition will get listed in the business user's login, under the category name selected in this field.<br>Click the **Add New** link to add a category that is not in the drop-down list. |

| Field Name | Description |
|---|---|
| **Request Type** | The type of service request.<br>The options are:<br>• Complaint<br>• Feedback<br>• Query<br>• Request<br>• Lead<br>• Fraud |
| **Applicable Status** | The statuses that should be applicable for the service request.<br>Default status for any request that raised by user will in 'Initiated' status. |
| **Severity** | The severity of the service request. |
| **Activation Status** | The option to activate or de-activate the service request.<br>The statuses are:<br>• Active<br>• Inactive |

4. Edit the required details and click **Next**. The **Service Request Form Builder - Build Your Form** screen appears.
   OR
   Click **Cancel** to cancel the transaction and go back to Dashboard.
   OR
   Click **Back** to navigate back to the **Service Request Definition** screen.

## Service Request Form Builder - Build Your Form




### Field Description

| Field Name | Description |
|---|---|
| **Header** | |
| **H1 Page Header** | Page header for the request form. |
| **H2 Section Header** | The section header of the request form. |
| **H3 Sub Header** | The section sub header of the request form. |
| **Form Fields** | |
| **Text Box** | |
| **Type Label Name** | The label name of the field.<br>This fields is mandatory If the user selects Text box. |
| **Type Hint Text** | The hint text to explain the field. |
| **Field Length - Min Value-Max Value** | The field length of the text box for the text to be entered. |

| Field Name | Description |
|---|---|
| **Allowed Characters** | Characters that should be allowed in the text box as input.<br>The options are:<br>• Alphabets<br>• Numbers<br>• Alphanumeric<br>• Alphanumeric with space<br>• Alphanumeric with special |
| **Validations** | The validation to define whether the field is mandatory or optional. |
| **Error Message** | The error message to be displayed to the business user if he does not enter data in the field that is defined as mandatory field. |
| **Radio Button** | |
| **Type Label Name** | The label name of the field. |
| **Type Value 1** | The first option of the radio button field. |
| **Type Value 2** | The second option of the radio button field. |
| **Add More Values** | The button to add more options to the radio button. |
| **Validations** | The validation to define whether the field is mandatory or optional. |
| **Error Message** | The error message to be displayed to the business user if he does not enter data in the field that is defined as mandatory field. |
| **Check Box - Multiple Choice** | |
| **Type Value** | The label name of the multiple-choice field. |
| **Type Value 1** | The first option of the multiple-choice field. |
| **Type Value 2** | The second option of the multiple-choice field. |
| **Add More Values** | The button to add more options to the multiple-choice check box. |
| **Validations** | The validation to define whether the field is mandatory or optional. |
| **Error Message** | The error message to be displayed to the business user if he does not enter data in the field that is defined as mandatory field. |
| **Drop List** | |

| Field Name | Description |
|---|---|
| **Type Value** | The label name of the drop-down list field. |
| **Combo Box for Drop - down values** | The combo box to enter the options of the drop-down list. |
| **Validations** | The validation to define whether the field is mandatory or optional. |
| **Error Message** | The error message to be displayed to the business user if he does not enter data in the field that is defined as mandatory field. |
| **File Upload** | |
| **Type Label Name** | The label name of the field, where the user want to upload the file. |
| **Validations** | The validation to define whether the field is mandatory or optional. |
| **Error Message** | The error message to be displayed to the business user if he does not enter data in the field that is defined as mandatory field. |
| **Multi Select** | |
| **Type Value** | The label name of the multi select field. |
| **Combo Box for Drop - down values** | The combo box to enter the options of the multi select field. |
| **Validations** | The validation to define whether the field is mandatory or optional. |
| **Error Message** | The error message to be displayed to the business user if he does not enter data in the field that is defined as mandatory field. |
| **Predefined Elements** | The fields that are already defined and are commonly used, can be added directly in the business user form. The predefined elements can be Account Number, Gender, Salutation, Date, Country And States etc. |
| **Page Elements** | The page elements consists of text that needs to be displayed to the business user, like confirmation message that is to be displayed to the user after completion of the transaction. |
| **Information Header** | The header name and the information notes that is to be displayed on information panel section of the Service request page of the business user. |

5. Edit the required details.
   OR
   You can add more fields if required from **Form Fields** section.

6. Click **Next**. The **Service Request Form Builder - Preview** screen appears.
   OR
   Click **Cancel** to cancel the transaction and go back to Dashboard.
   OR
   Click **Back** to navigate back to the **Service Request Form Builder - Request Parameters** screen.

7. Click **Save** to save the details.
   OR
   Click **Cancel** to cancel the transaction and go back to Dashboard.
   OR
   Click **Back** to navigate back to the previous page.
8. The **Review** screen appears. Verify the details, and click **Confirm**.
   OR
   Click **Cancel** to cancel the transaction.
   OR
   Click **Back** to navigate back to the **Service Request Form Builder - Preview** screen.
9. The success message appears along with the reference number and status.
   Click **OK** to complete the transaction.

## 18.5 Deactivate/Activate Service Request

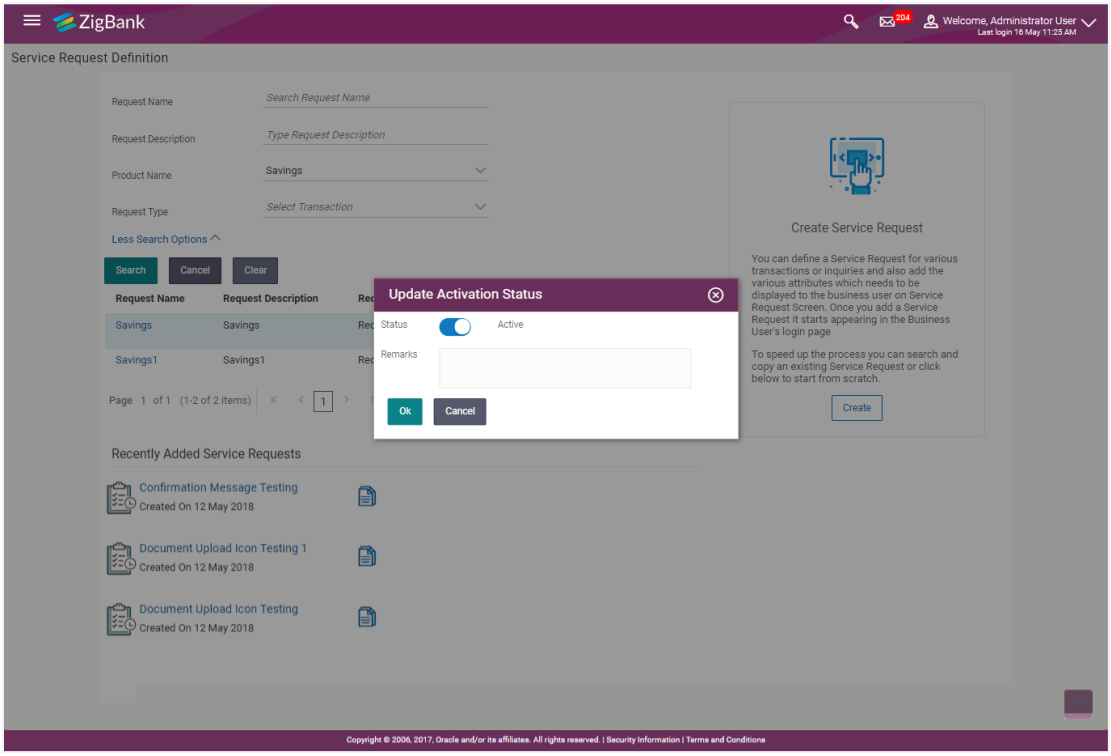
System/Bank Administrator can deactivate the Service Request which is no longer required by the bank and it will not be available to the business users.

The System/Bank administrator can also activate the service requests whenever it is required by the bank.

**To deactivate the service request:**

1. In the initial **Service Request Definition** screen, enter the search criteria and click **Search**.
   The **Service Request Definition** screen with search results appears based on the searched criteria.
2. Click the **Activation Status** link, of the service request record, which you want to deactivate.
   The **Service Request Definition** screen with **Update Activation Status** pop-up box appears.

### Deactivate Service Request




3. In the **Status** toggle field, click the toggle to deactivate.
4. In the **Remarks** field, enter the remarks.
5. Click **Ok**. The success message appears.

Using the same flow Admin can activate a deactivated Service Request.

## FAQs

1. **How can I change the sequence of fields defined on form builder while creating the Service Request-form?**

   You can drag and drop the fields for changing the sequence of the form fields at the time of creation.

2. **Can I edit the fields on preview page?**

   No, you cannot edit the form fields on preview page, but you can go back to form builder page and edit the fields.

3. **Can I edit an existing Service Request Form ?**

   You can only update a Service Request form only if there are no service request raised for that Service Request- form, by business users.

4. **Can I delete a Service Request –form ?**

   No, Service Request form cannot be deleted. However you can deactivate the Service Request –form and it will stop appearing in the business user's login.

5. **Can I create two Service Request forms with the same names?**

   No, Service Request Forms are unique, so two forms cannot have the same names.

**Home**

# 19. Feedback

Customer experience and satisfaction are very important aspects for the banks and it differentiates one bank from another, hence measuring customer satisfaction is exceedingly important. Feedback capture allows the customers to express their opinion on the services offered by the bank.

The following capabilities are available as part of feedback:

- Feedback Template definition
- Feedback capture on transaction completion
- General Feedback capture
- Feedback Analytics

As part of feedback template definition, the administrator can define the feedback question, the rating scale, question and option set along with deciding the set of transaction(s) for which feedback capture needs to be enabled.

The business users i.e. retail and corporate users will get an option to capture feedback on completion of transaction depending upon whether the transaction is part of the feedback template applicable to the role of the user.

The business user also has an option to capture general feedback if required and not necessarily perform a transaction to capture feedback.

Feedback captured by the user in terms of the rating and the options selected on the subsequent questions asked are stored in the system for the bank to carry out analysis for corrective actions if required. The administrator will have an option to view the details.

## 19.1 Feedback Template Maintenance

Using this option, the System Administrator can maintain the feedback templates by defining the feedback question, selecting the rating scale, adding new questions along with new options, selecting the transactions for which feedback capture needs to be enabled.

The administrator can also decide whether an additional question is to be asked for a scale weight and select the applicable options for the question.

**How to reach here:**

*System Administrator Dashboard > Templates > Feedback Template*
*OR*
*Bank Administrator Dashboard > Others > Feedback Template Maintenance*

*OR*
*System / Bank Administrator Dashboard > Toggle Menu > Others > Feedback > Feedback Template Maintenance*

### 19.1.1 Feedback Template Maintenance - Search

**To search feedback template:**

1. In the **Template ID** field, enter an appropriate template ID if you wish to search by template ID.
2. In the **Template Name** field, enter the name of the template to be searched.
3. Select appropriate role(s) if you wish to search the template based on the parameter **Applicable to Role**.
4. Click **Search**.

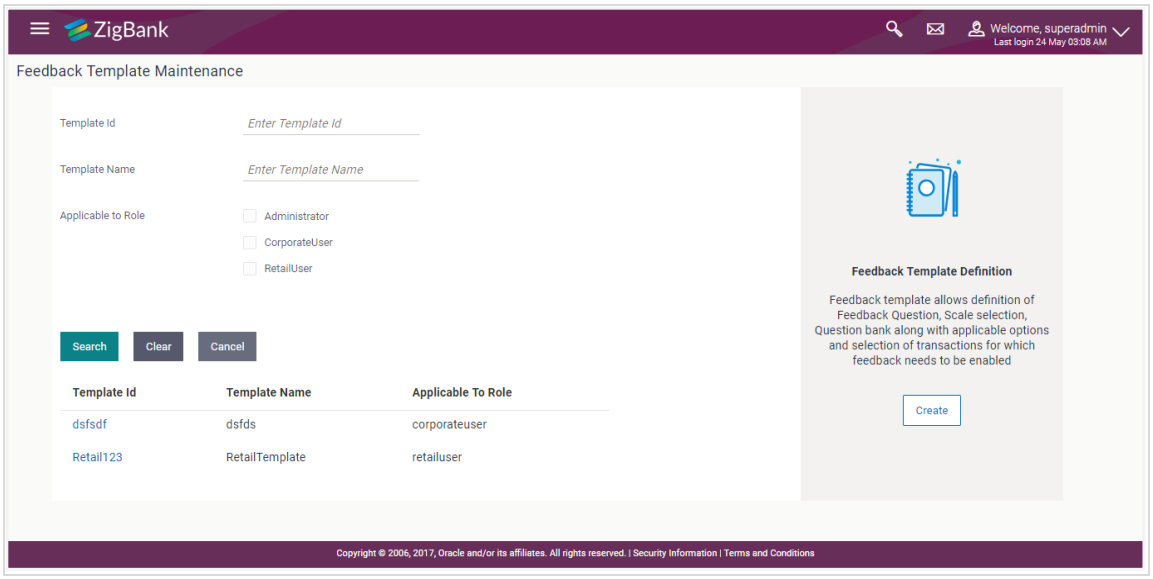
   OR

   Click **Clear** to reset the search parameters

   OR

   Click **Cancel** to cancel the transaction

**Feedback Template Maintenance-Search**



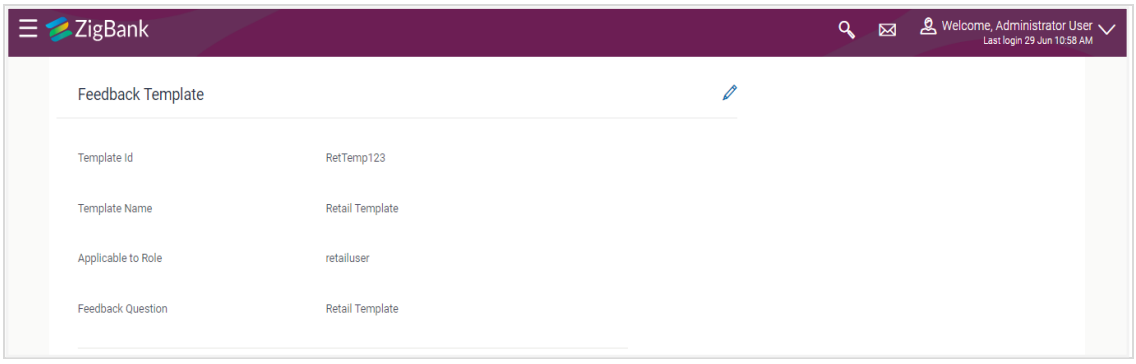

**Field Description**

| Field Name | Description |
|---|---|
| **Template ID** | Specify the template ID you want to search. |
| **Template Name** | Specify the template name you want to search. |
| **Applicable To Role** | Select the role if you wish the search the template based on the role. |
| **Search Results** | |

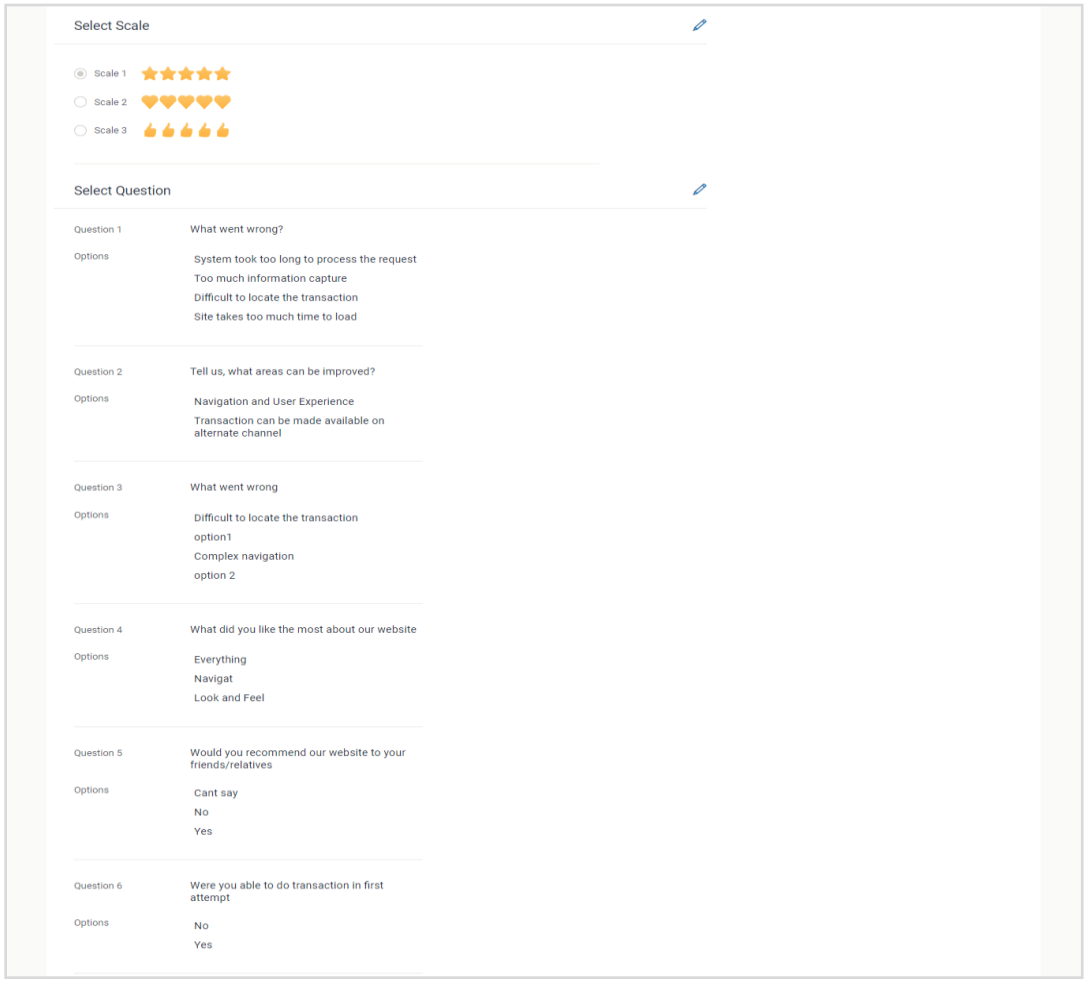
| Field Name | Description |
|---|---|
| **Template ID** | Displays the template ID of the applicable template based on the search criteria. |
| **Template Name** | Displays the template name of the applicable template based on the search criteria. |
| **Applicable To Role** | The role to which the searched feedback template is applicable. |

5. Click the link under the **Template ID** column. The **Feedback Template Maintenance** screen appears with the details of the feedback template i.e. template ID, template name, feedback question, question and option set along with the set of transactions for which template is applicable.

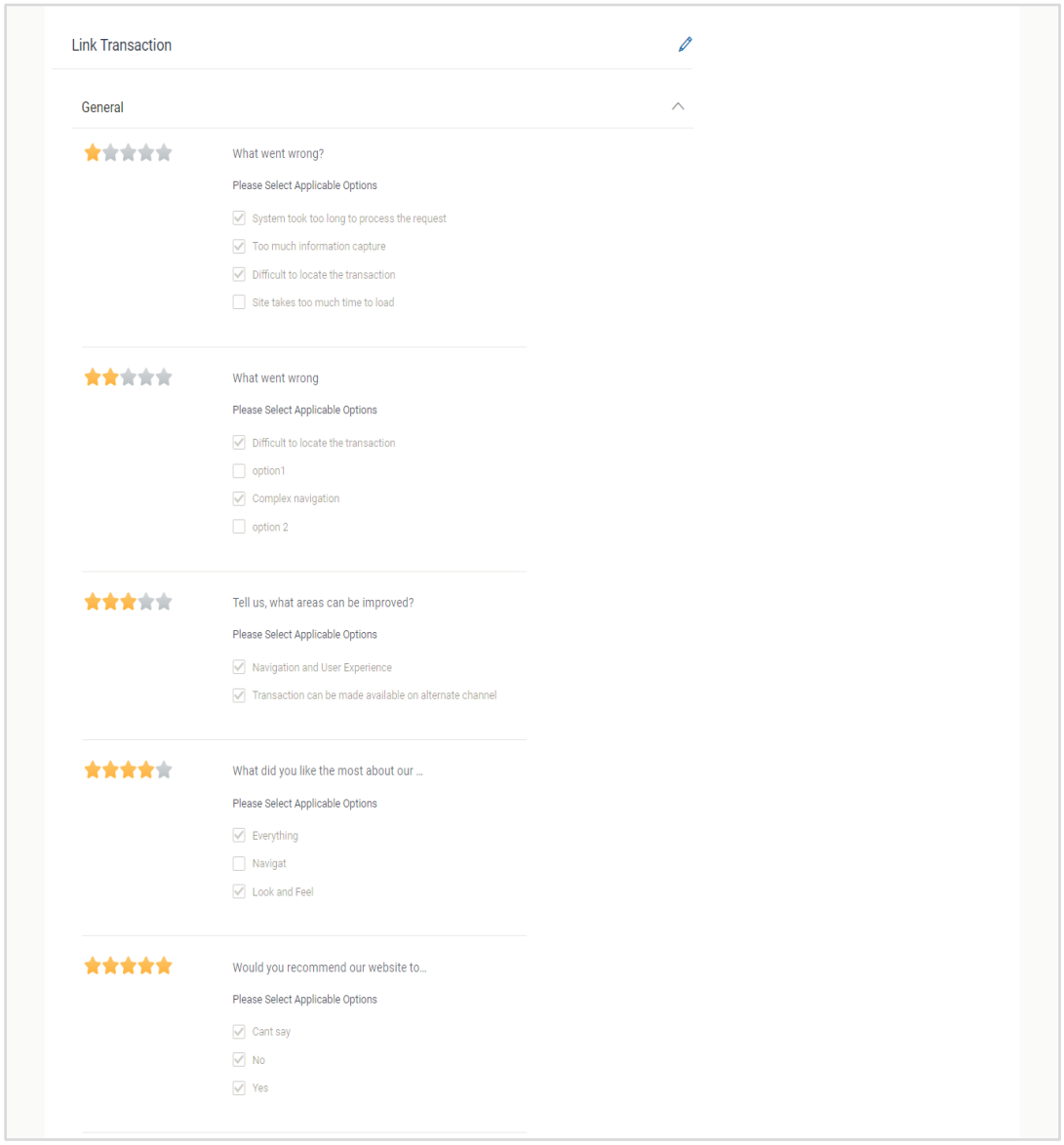
**Feedback Template – View**

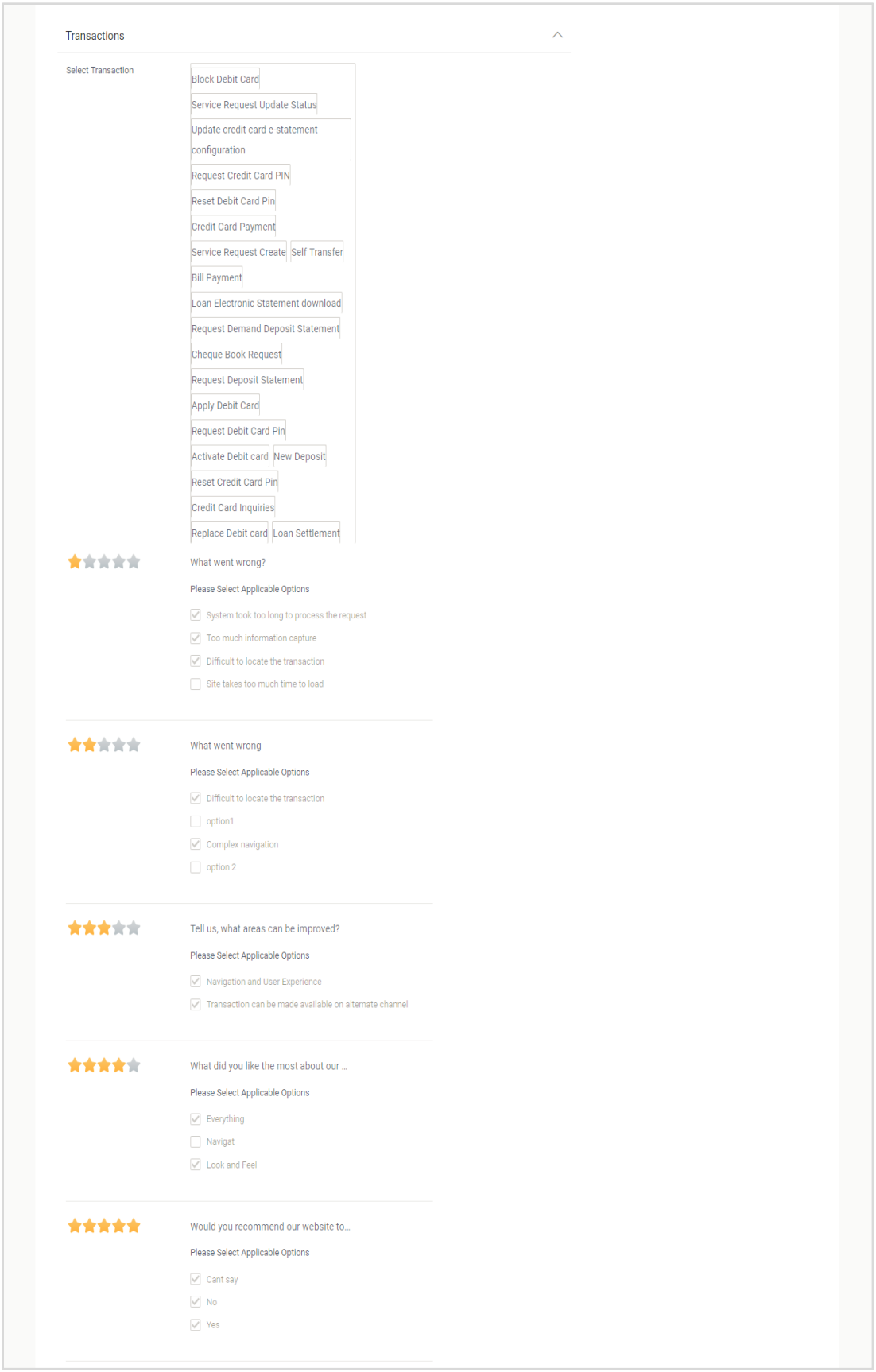


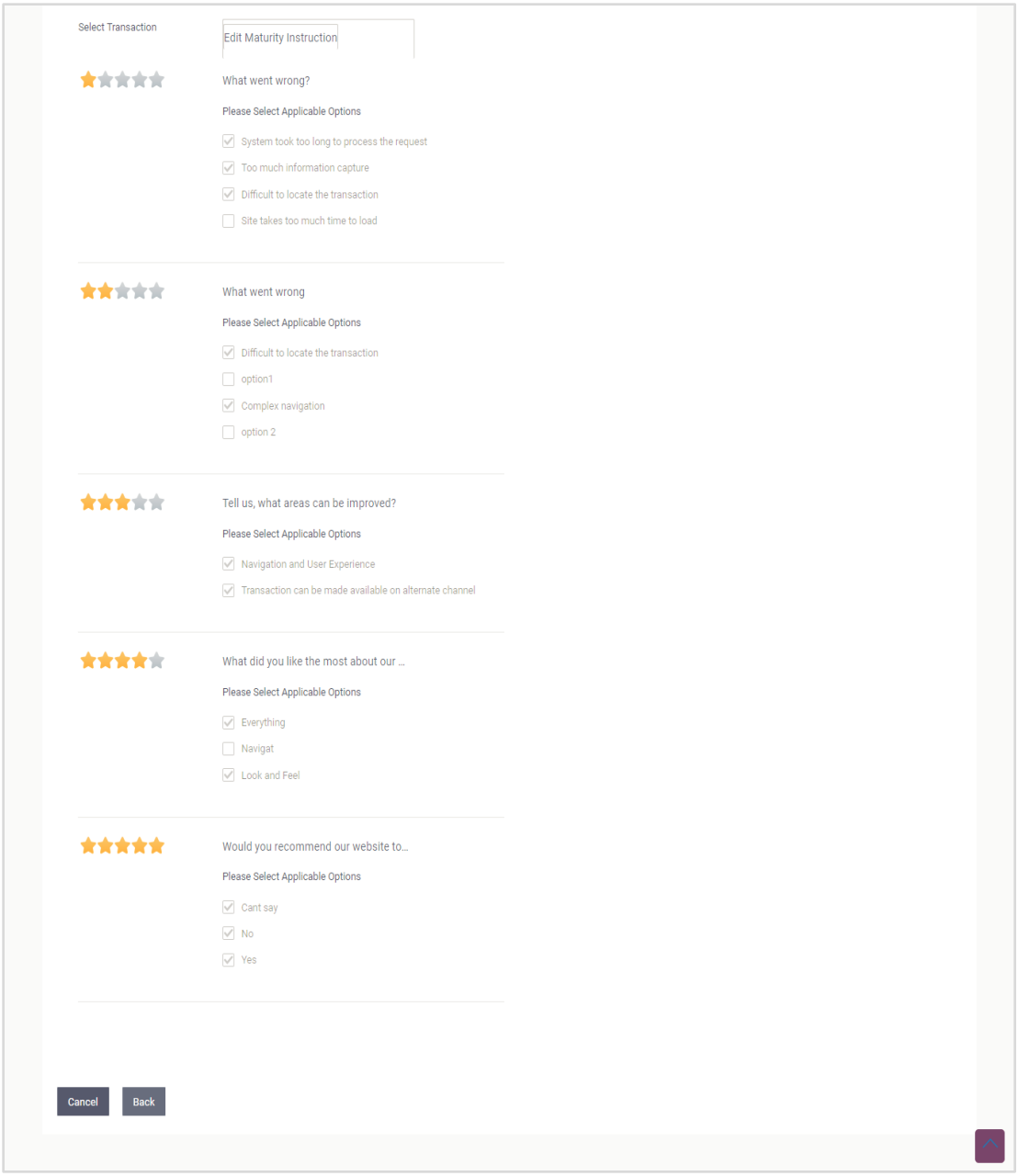
## Select Scale – View



## Link Transaction – View




Transactions
Select Transaction
Block Debit Card
Service Request Update Status
Update credit card e-statement configuration
Request Credit Card PIN
Reset Debit Card Pin
Credit Card Payment
Service Request Create
Self Transfer
Bill Payment
Loan Electronic Statement download
Request Demand Deposit Statement
Cheque Book Request
Request Deposit Statement
Apply Debit Card
Request Debit Card Pin
Activate Debit card
New Deposit
Reset Credit Card Pin
Credit Card Inquiries
Replace Debit card
Loan Settlement
What went wrong?
Please Select Applicable Options
System took too long to process the request
Too much information capture
Difficult to locate the transaction
Site takes too much time to load
What went wrong
Please Select Applicable Options
Difficult to locate the transaction
option1
Complex navigation
option 2
Tell us, what areas can be improved?
Please Select Applicable Options
Navigation and User Experience
Transaction can be made available on alternate channel
What did you like the most about our ...
Please Select Applicable Options
Everything
Navigat
Look and Feel
Would you recommend our website to...
Please Select Applicable Options
Cant say
No
Yes




6. Click  against the respective section to edit the feedback template.
   OR
   Click **Cancel** to cancel the transaction.
   OR
   Click **Back** to navigate to the previous screen.

### 19.1.2 Feedback Template Maintenance - Edit

Using this option, the administrator can modify details in the feedback template i.e. update feedback question, change the rating scale, add new questions and options, add / remove transactions from the template.

**To edit or modify feedback template:**

1. Search the Feedback template by specifying different search criteria and click **Search**. The search results appear on the **Feedback Template Maintenance** screen based on the search parameters.
2. Click the link under the **Template ID** column. The **Feedback Template Maintenance** screen appears.
3. Click  to edit the details in respective section of the feedback template. The **Feedback Template Maintenance - Edit** screen appears.
   OR
   Click **Cancel** to cancel the transaction.
   OR
   Click **Back** to navigate to the previous screen.
4. The administrator will be navigated to the respective section i.e. feedback template details or scale definition or select question or link transaction depending on the edit option selected against the respective section.
5. As part of feedback template details, feedback question, template ID, template name and applicable to role can be modified
6. As part of scale definition, the administrator can change the rating scale
7. As part of select question section, the administrator can add new questions and also add new options for existing as well as new questions defined.
8. As part of link transaction section, the administrator can add new transactions as well as remove existing transactions.

   Administrator can also add new options, to the existing questions associated to each scale weight of the rating scale applicable to general feedback as well as for transactions
9. Edit the required details in the respective section and click **Save** if you need to go to review page

   OR

   Click **Next**, to go to the next step in the process and edit details wherever required.

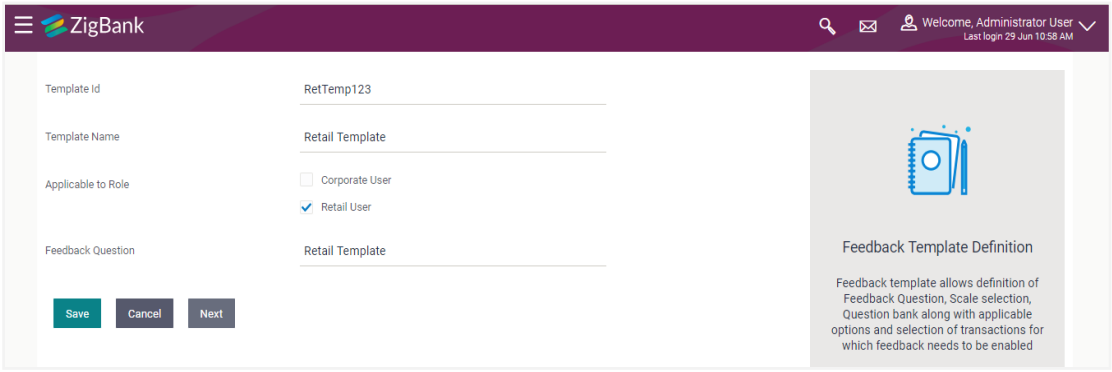
   OR

   Click **Back** to go to the previous page

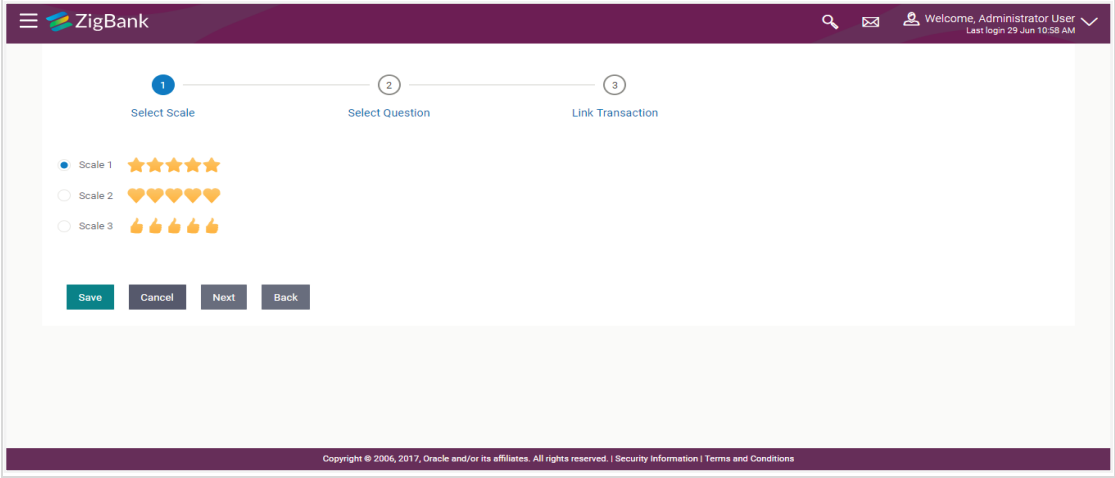
   OR

   Click **Cancel** to cancel the transaction

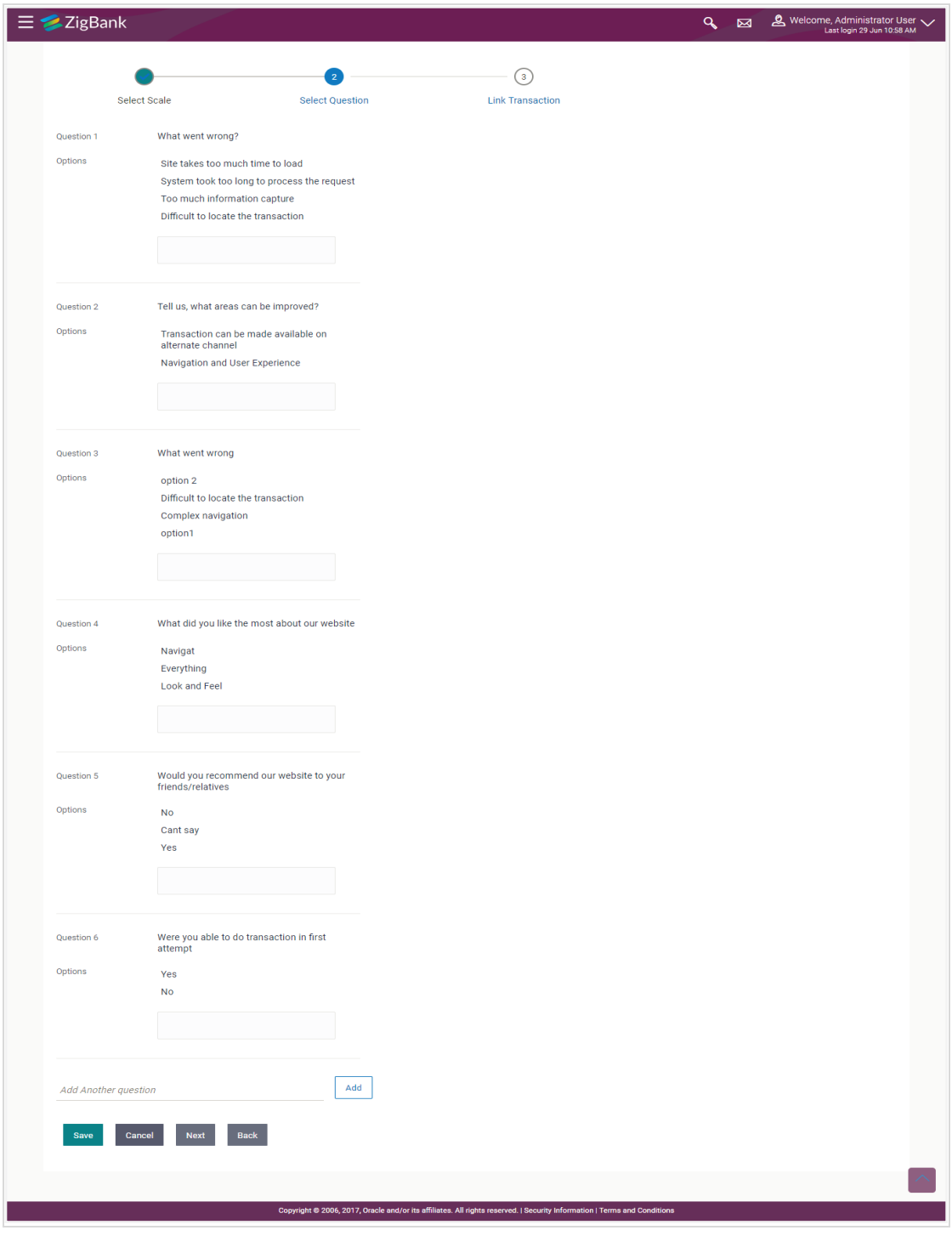
## Feedback Template - Edit



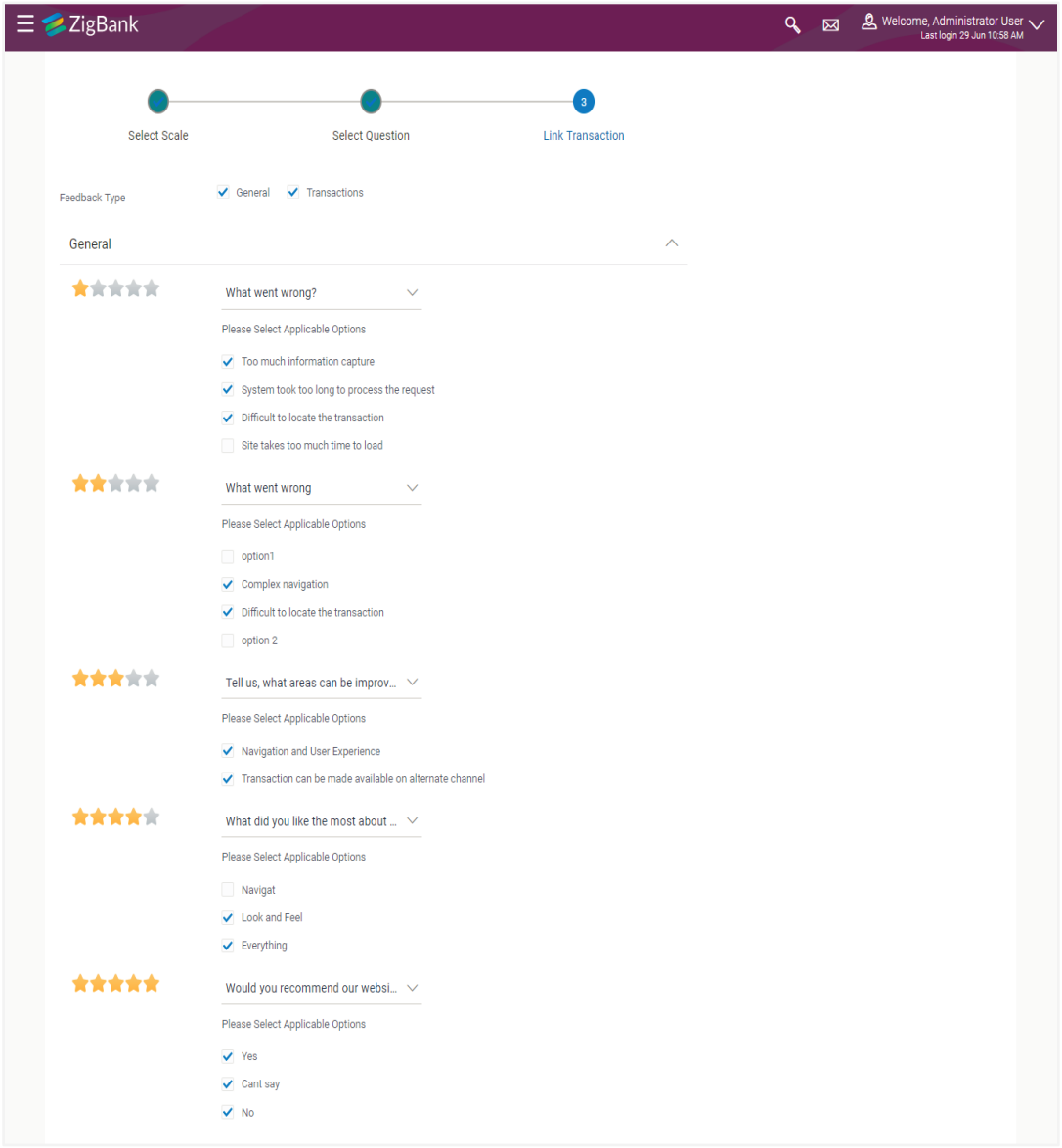

## Select Scale - Edit

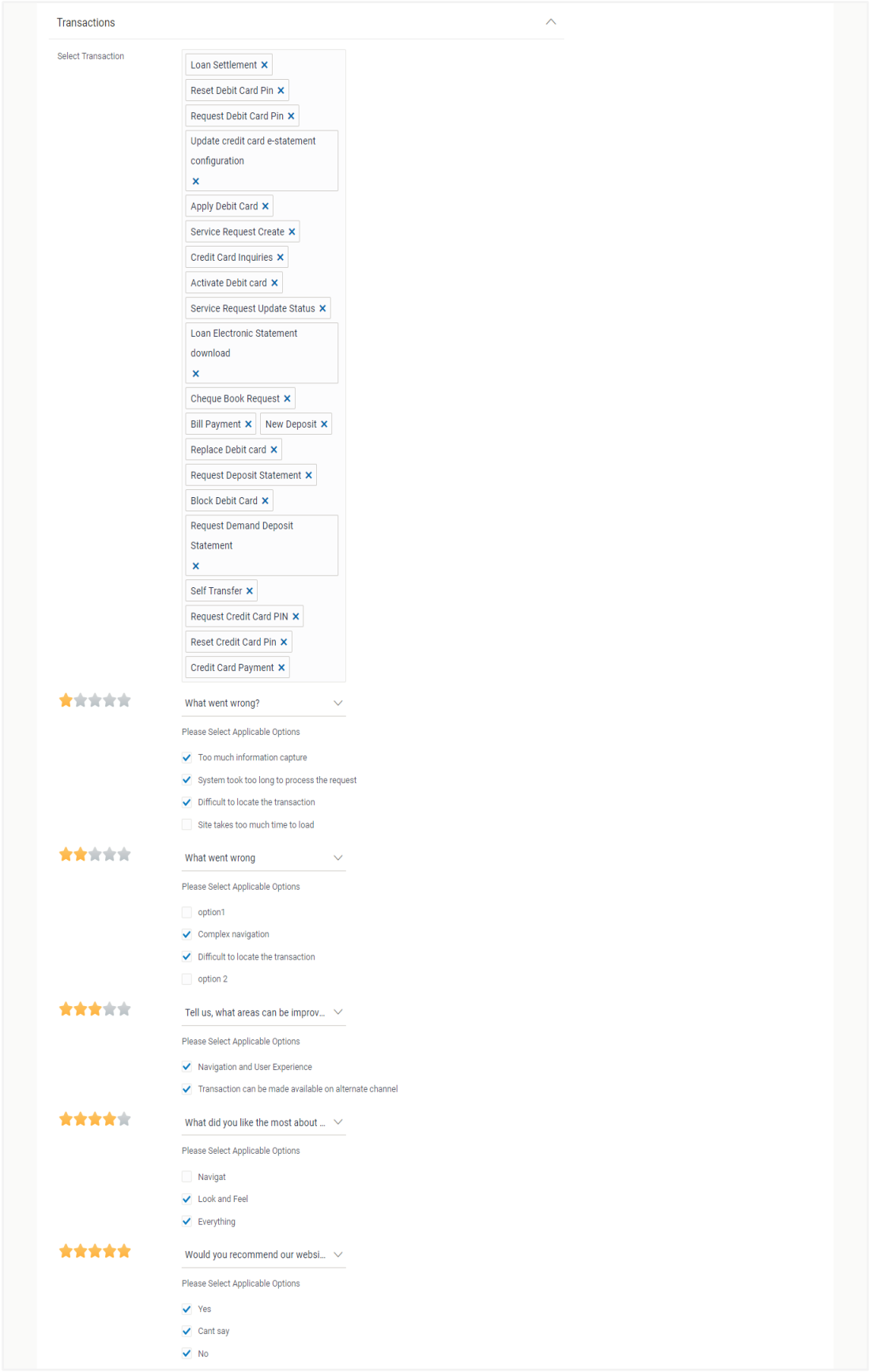


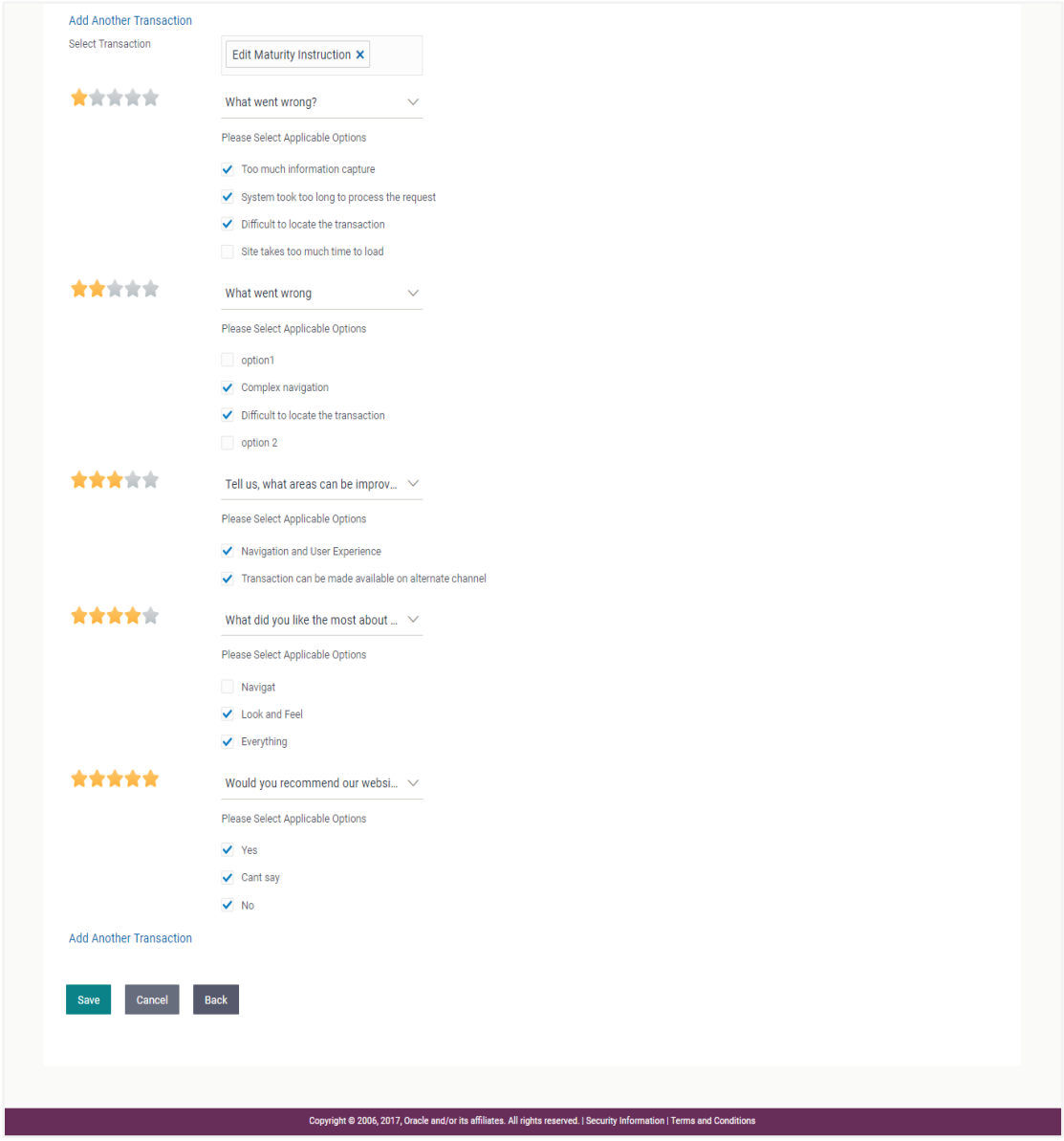
## Select Question – Edit



## Link Transaction - Edit




Transactions
Select Transaction
Loan Settlement
Reset Debit Card Pin
Request Debit Card Pin
Update credit card e-statement configuration
Apply Debit Card
Service Request Create
Credit Card Inquiries
Activate Debit card
Service Request Update Status
Loan Electronic Statement download
Cheque Book Request
Bill Payment
New Deposit
Replace Debit card
Request Deposit Statement
Block Debit Card
Request Demand Deposit Statement
Self Transfer
Request Credit Card PIN
Reset Credit Card Pin
Credit Card Payment
What went wrong?
Please Select Applicable Options
Too much information capture
System took too long to process the request
Difficult to locate the transaction
Site takes too much time to load
What went wrong
Please Select Applicable Options
option1
Complex navigation
Difficult to locate the transaction
option 2
Tell us, what areas can be improv...
Please Select Applicable Options
Navigation and User Experience
Transaction can be made available on alternate channel
What did you like the most about ...
Please Select Applicable Options
Navigat
Look and Feel
Everything
Would you recommend our websi...
Please Select Applicable Options
Yes
Cant say
No




10. The **Review** screen appears. Verify the details, and click **Confirm**.
    OR
    Click **Back** to go to previous screen.
    OR
    Click **Cancel** to cancel the transaction.
11. The success message with reference number appears.
    Click **OK** to complete the transaction.

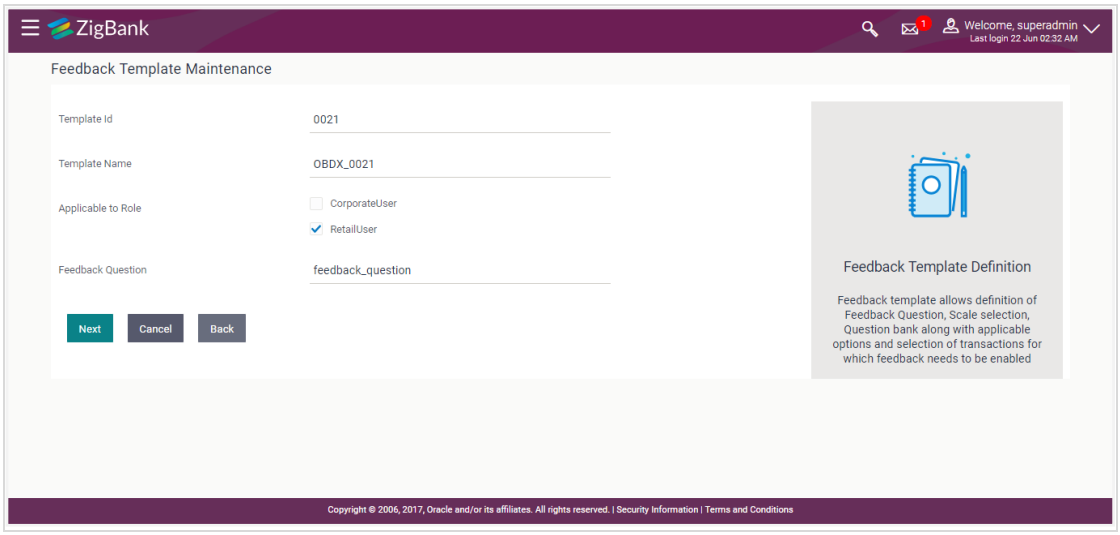
### 19.1.3 Feedback Template Maintenance - Create

Using this option, the administrator can create feedback template for a specific user type i.e. retail / corporate by defining the details i.e. the feedback question, selecting the rating scale, addition of new questions along with options, select transactions for which the feedback capture needs to be enabled.

**To create feedback template:**

1. Navigate to the **Feedback Template Maintenance** screen and click **Create**. The **Feedback Template Maintenance - Create** screen appears.
2. In the **Template ID** field, enter the template ID.
3. In the **Template Name** field, enter the name of the template.
4. Select the role(s) for which the feedback template is applicable by selecting check box in the **Applicable to Role** field.
5. In the **Feedback Question** field, enter the name of the feedback question.

**Feedback Template Maintenance - Create**



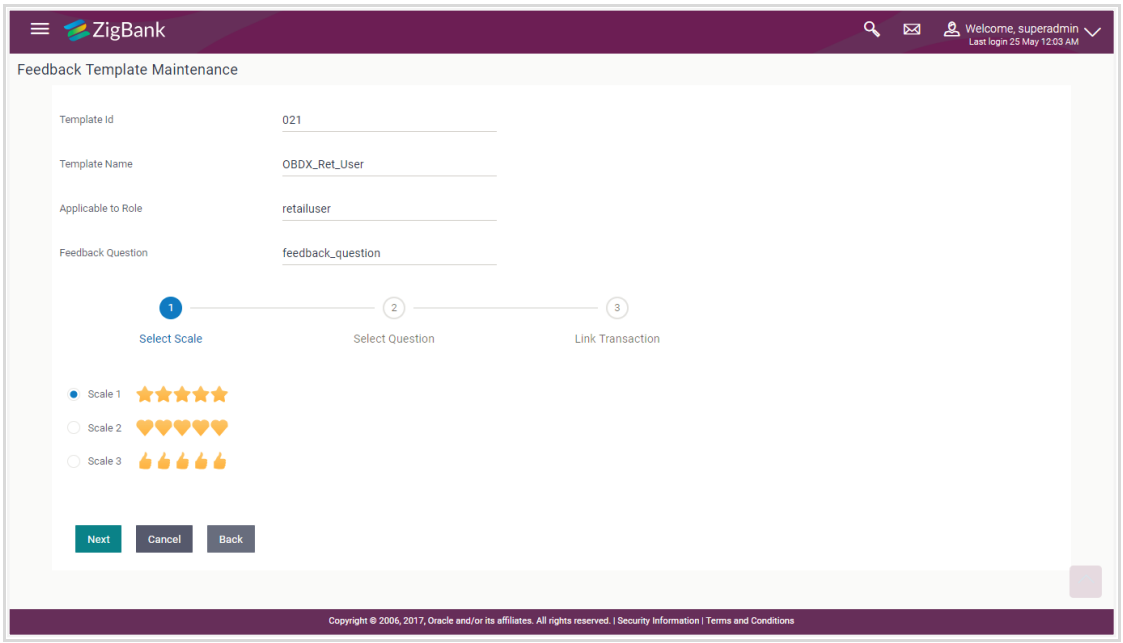

**Field Description**

| Field Name | Description |
|---|---|
| **Template ID** | Enter the template ID. |
| **Template Name** | Enter the template name for the template being created. |
| **Applicable To Role** | Select the role(s) for which the template will be applicable. You can select multiple roles and the system will resolve the template based on the role of the user when the user wishes to capture feedback. |

| Field Name | Description |
|---|---|
| **Feedback Question** | Define the feedback question. This is the question that will be asked to the user as part of feedback capture on which he/she can rate on the rating scale. |

6. Click **Next**. The select scale screen section in the feedback template maintenance screen is displayed.
   OR
   Click **Cancel** to cancel the transaction.
   OR
   Click **Back** to navigate to the previous screen.

**Feedback Template Maintenance - Select Scale**

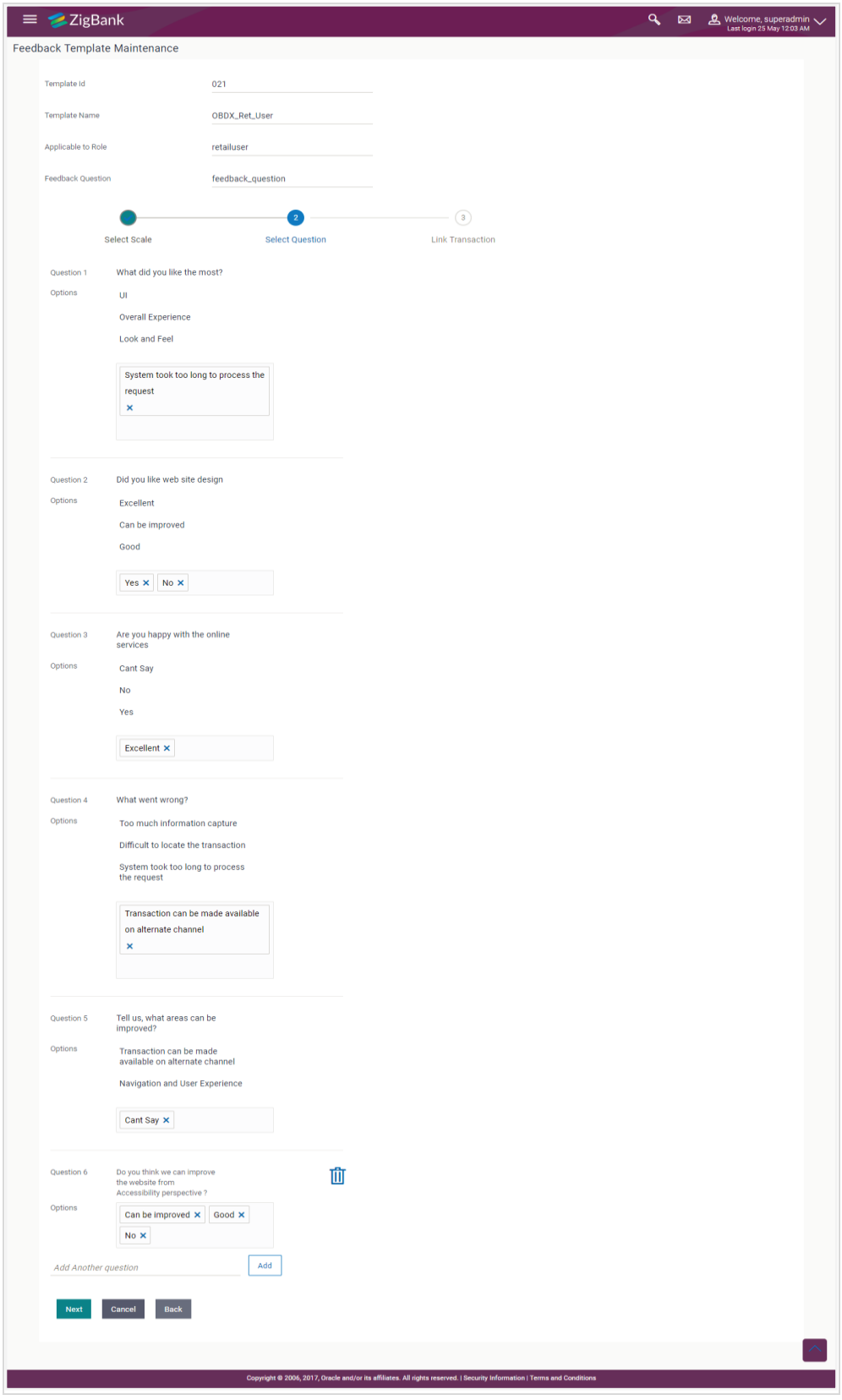



**Field Description**

| Field Name | Description |
|---|---|
| **Select Scale** | Select the required scale. The scale will be available for the user to rate as part of feedback capture. |

7. In the **Select Scale** field, select the appropriate option.
8. Click **Next**. The select question section as part of **Feedback Template Maintenance** screen is displayed.
   OR
   Click **Cancel** to cancel the transaction.
   OR
   Click **Back** to navigate to the previous screen.

## Feedback Template Maintenance - Select Question



**Field Description**

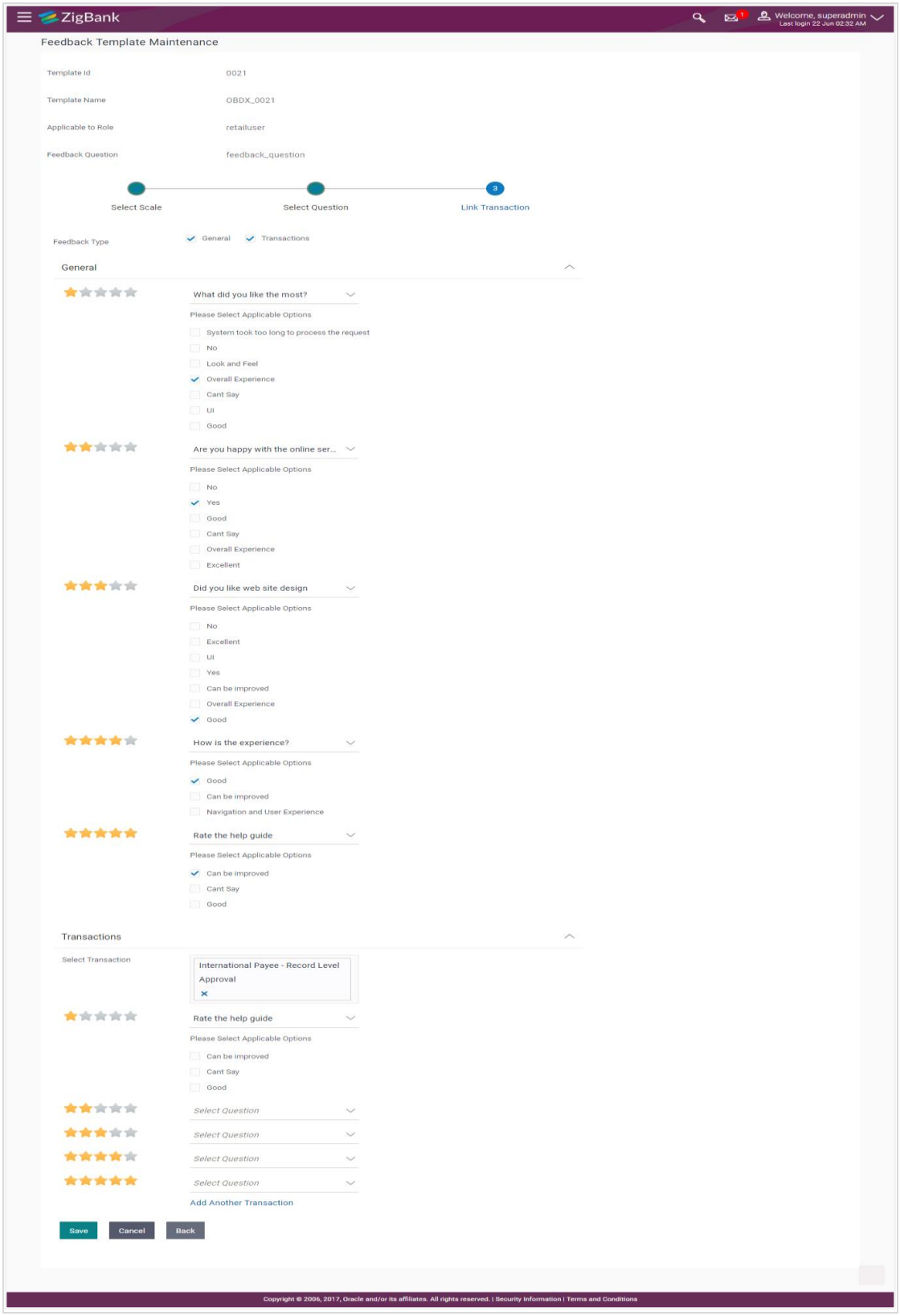
| Field Name | Description |
|---|---|
| **Select Question** | |
| **Question** | Displays the default questions as defined in the system. The user can add new questions as part of the template definition. The default questions as well as the newly added questions will be associated to the scale weight of the rating scale. |
| **Options** | Displays the default options as defined in the system. The user can add new options as part of the template definition. The newly added options can be associated to the existing default questions as well as newly added questions. |

9. Click in the Options field to add more options to the existing questions.
10. To add a new question, type the question in the text area in ‘Add another question’ and click the **Add button**.
11. Once the question is added, click in the **Options** field to add answers to the newly added questions.

**Note:** Click  to delete the newly added question.

12. Click **Next**. The **Feedback Template Maintenance** screen is displayed.
    OR
    Click **Cancel** to cancel the transaction.
    OR
    Click **Back** to navigate to the previous screen.

## Feedback Template Maintenance - Link Transaction



**Field Description**

| Field Name | Description |
|---|---|
| **Link Transactions** | |
| **Feedback Type** | Indicates whether feedback type is general or is specific to transaction.<br>The options are:<br>• General: This is very generic in nature and not feedback specific to a transaction. The template defined will be applicable when the user wishes to leave feedback generally through the menu option.<br>• Transactions: This is in case wherein administrator wants to define the template very specific to a set of transaction or a set of transactions. |

13. Select the applicable feedback type i.e. general or transactions or both
14. If you select **General** option, there will be a panel available to define questions along with options against each of the scale weights of the rating scale. It is not mandatory to assign a question to each scale weight.
15. If you select **Transaction** option, there will be a panel available to select the transactions in the **'Select transaction'** field and also define questions along with options against each of the scale weights of the rating scale. It is not mandatory to assign a question to each scale weight.
16. Click **Save** to save the template information.
    OR
    Click **Cancel** to cancel the transaction.
    OR
    Click **Back** to navigate to the previous screen.
17. The **Review** screen appears. Verify the details, and click **Confirm**.
    OR
    Click **Cancel** to cancel the transaction.
    OR
    Click **Back** to go to previous screen.

# FAQs

1. **Can I define multiple feedback questions as part of the template definition?**

   No. Only one feedback question can be defined as part of the template and this will be asked to the business user on which he/she will rate. The same question will be applicable to General feedback and for transactions.

2. **What is the relevance of the questions and option set defined as part of select question section?**

   The questions and options defined as part of the select question section are used for association to the scale weights if required which will be asked to the user on he/she selecting the weight on the rating scale as part of actual feedback capture.

3. **Can I have separate questions associated at scale weight level for different transactions?**

   Yes, you will need to select and group transactions for which you wish to have common questions and options at scale weight level. Click on Add Another Transaction to add transactions that require different set of questions and options at scale weight level.

4. **Can I remove the questions associated at scale weight level as part of edit?**

   No. Currently questions once defined can't be removed.

5. **Can the same feedback template be applicable to multiple roles?**

   Yes, provided multiple roles have been selected in the 'Applicable to Role' field.

Home

## 19.2 Feedback Analytics

Feedback Analytics gives the bank a quick analysis of the feedback information collected from the customers. The analytics covers information about the average of feedback ratings that transactions have got, trends in how the average ratings have changed the top and bottom transactions in terms of ratings etc. The analytics helps banks in quickly identifying the pain points in customer journeys and points out the specific areas for improvement and action.

Using this option, the System Administrator can analyze the feedback given by users.

The following information will be available to the administrator as part of analytics:

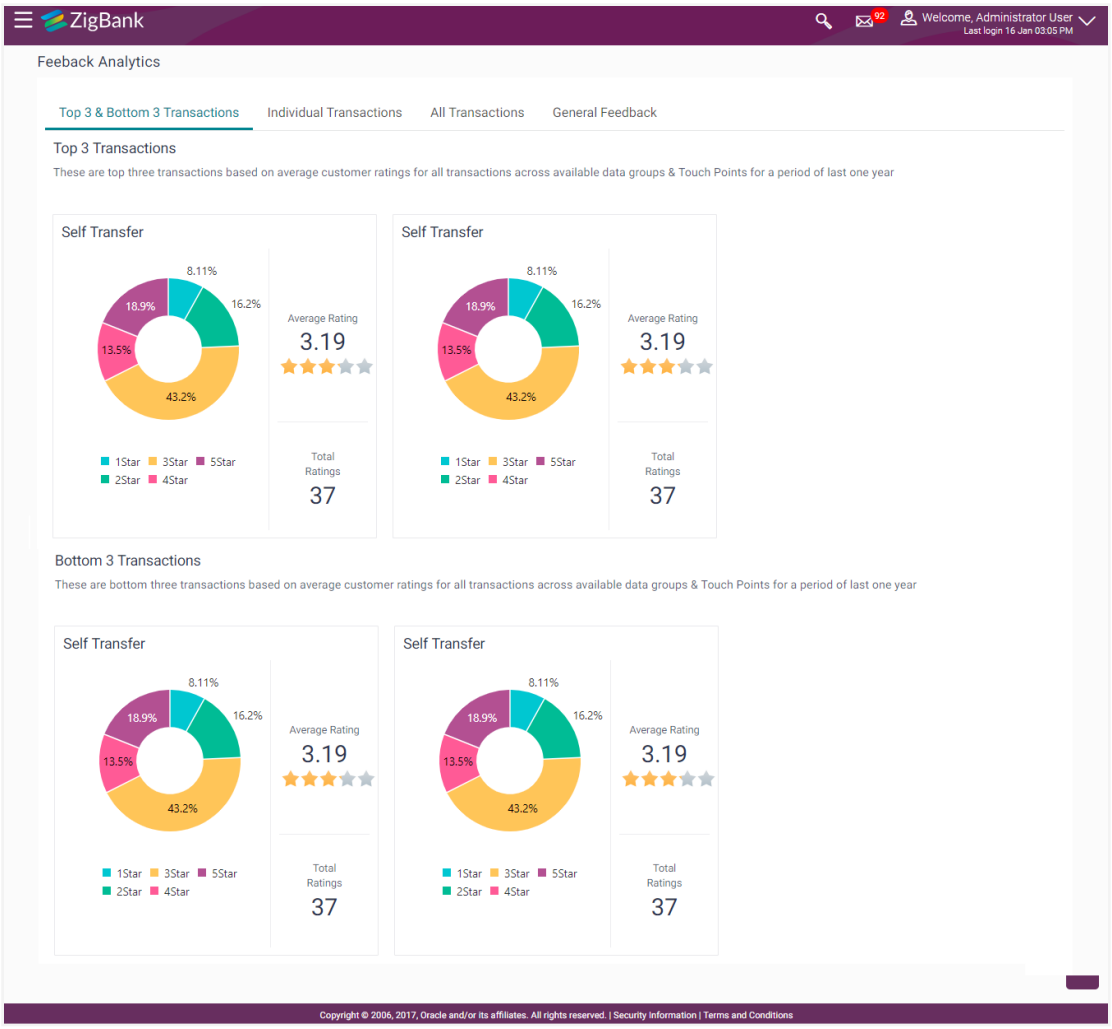
- Top three and bottom three transactions: Shows the top three and bottom three transactions based on user given rating
- Individual Transactions: Shows the user given ratings, distribution of the ratings given, the answer options chosen for the associated question & change of ratings over three time periods for an individual transaction
- All Transactions : Shows the user given ratings, distribution of the ratings given, and change of ratings over three time periods
- General Feedback: Shows the user's general feedback i.e. Average rating for the selected time period, Rating over time (last month, last quarter, last year), Recent comments by user grouped based on ratings, and the Customer response for the question associated with each rating

**How to reach here:**

*Administrator Dashboard > Control & Monitoring > Feedback Analytics*

### 19.2.1 Top Three and Bottom Three Transactions

**Top three and bottom three transactions**




**Field Description**

| Field Name | Description |
|---|---|
| **Top / Bottom 3 Transactions** | Displays the top / bottom three transactions in graphical format. It also displays the ratings given by the user to that particular transaction. |

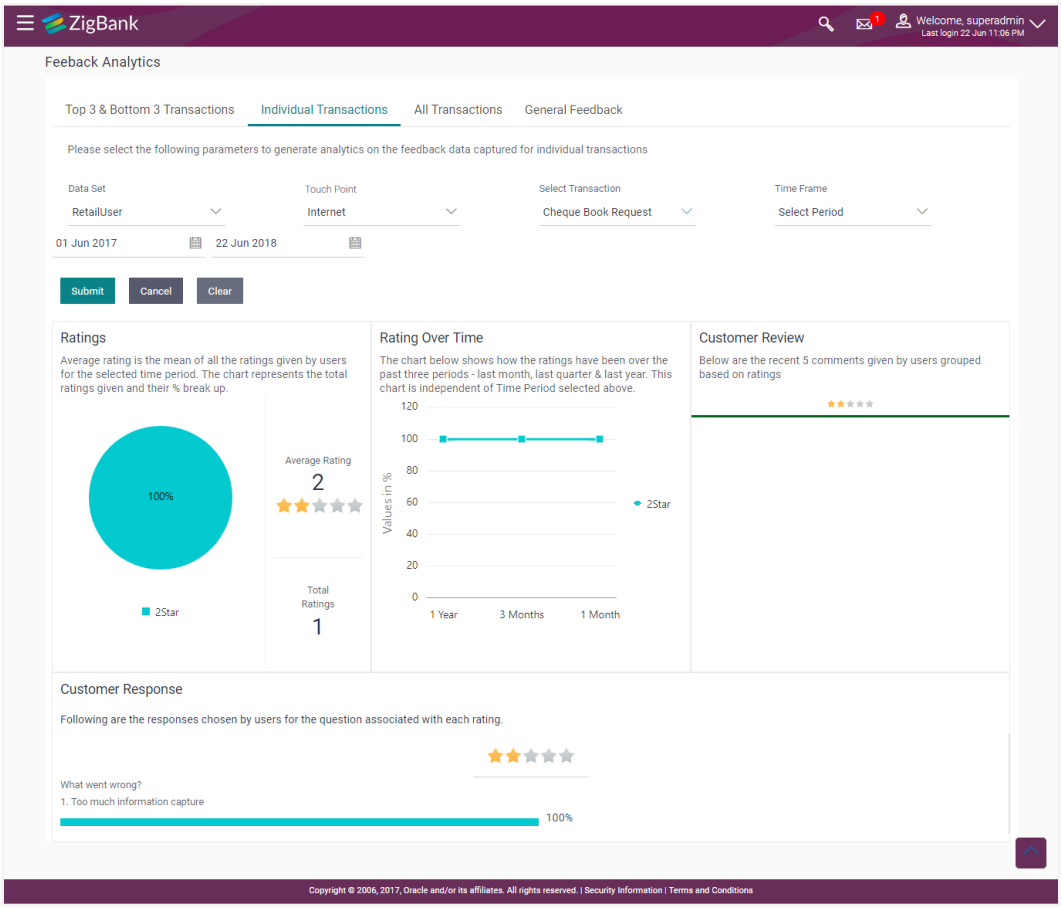
## 19.2.2 Individual Transactions

**To view individual transactions:**

1. From the **Data Set** list, select the user for which the transaction is to be searched.
2. From the **Touch Point** list, select the banking channel.
3. From the **Select Transaction** list, select the transaction name for which the feedback is to be searched.
4. From the **Time Frame** list, select the duration in number of months / years.

5. Click **Submit**. The search results are displayed.
   OR
   Click **Cancel** to cancel the transaction.
   OR
   Click **Clear** to clear the search criteria.

### Individual Transactions




### Field Description

| Field Name | Description |
|---|---|
| **Data Set** | Select the type of the user from the list.<br>The options are:<br>• Administrator<br>• Corporate User<br>• Retail User |

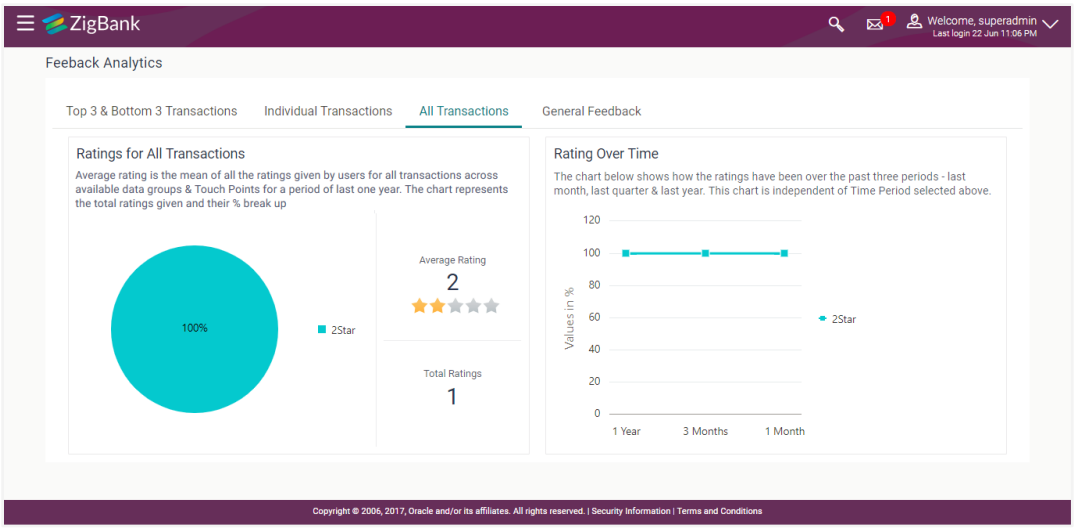
| Field Name | Description |
|---|---|
| **Touch Point** | Select the banking touch point from the list.<br>The options are:<br>• Mobile Application<br>• Internet<br>• Mobile (Responsive)<br>• Wearables<br>• Missed Call Banking<br>• SMS Banking<br>• Siri / Chatbot<br>• Snapshot |
| **Select Transaction** | Select the transaction from the list for which you wish to analyze the feedback. |
| **Time Frame** | Select the time period for which you wish analyze the feedback.<br>You can search the feedback on the basis of time range, by entering the **From Date** and **To Date**. The **From Date** and **To Date** fields are displayed, if you select **Select Period** option from the **Time Frame** field. |

### 19.2.3 All Transactions

**To view all transactions:**

1. From the **Data Set** list, select the user for which the transaction is to be searched.
2. From the **Touch Point** list, select the banking channel.
3. From the **Select Transaction** list, select the transaction name for which the feedback is to be searched.
4. From the **Time Frame** list, select the duration in number of months / years.
5. Click **Submit**. The search results are displayed.
   OR
   Click **Cancel** to cancel the transaction.
   OR
   Click **Clear** to clear the search criteria

### All Transactions




### Field Description

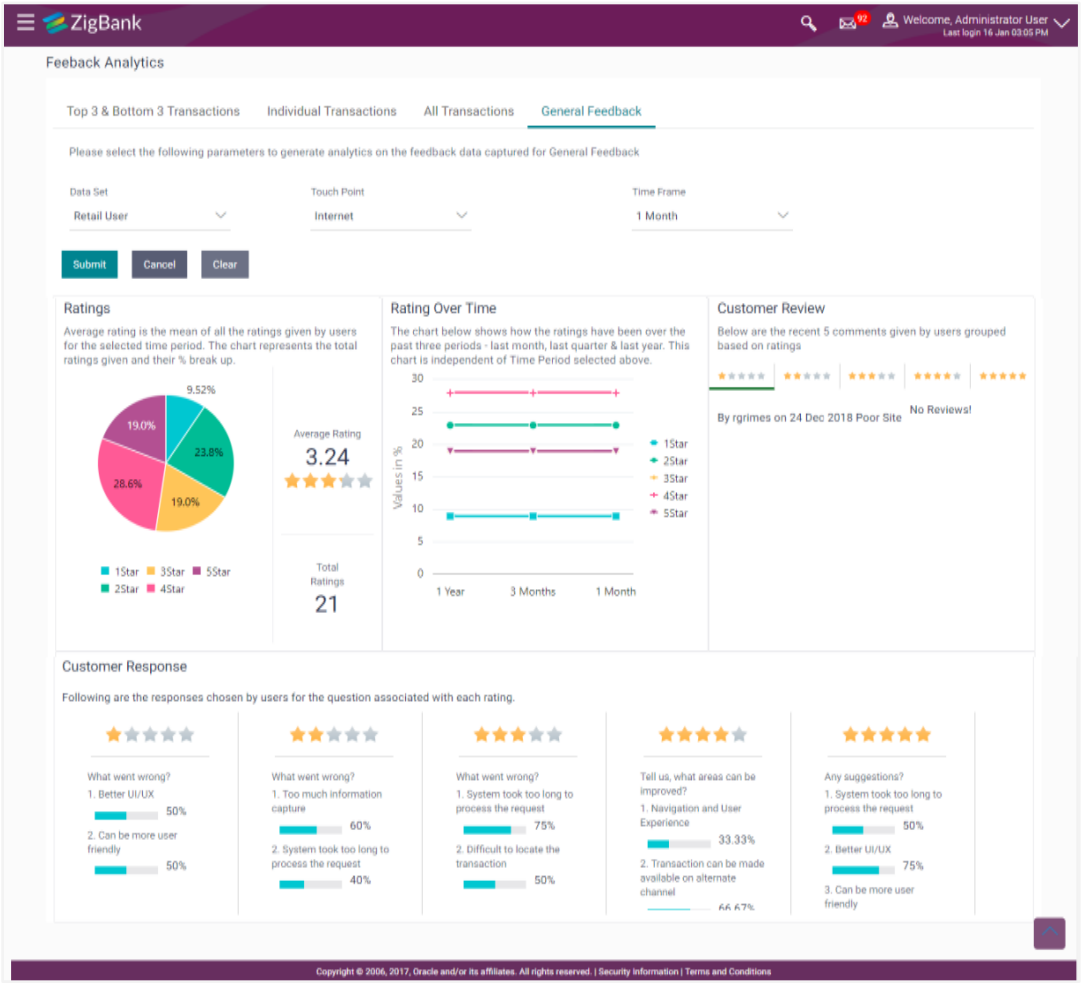
| Field Name | Description |
|---|---|
| **All Transactions** | Displays the feedback for all transactions and for a period.<br>The feedback is segregated in:<br>• Ratings for All Transactions: It is a rating given by the users for all transactions across available data groups and touch point for last one year.<br>• Rating Over Time: It is a rating given for a period of time, for example, one month, three month and one year. |

## General Feedback

**To view general feedback:**

1. From the **Data Set** list, select the user type for which general feedback is to be viewed.
2. From the **Touch Point** list, select the banking channel for which feedback information needs to be viewed.
3. From the **Time Frame** list, select the duration for which the feedback information needs to be viewed.
4. Click **Submit**. The results are displayed based on the search criteria input.
   OR
   Click **Cancel** to cancel the transaction.
   OR
   Click **Clear** to clear the search criteria

## General Feedback




## Field Description

| Field Name | Description |
|---|---|
| **Data Set** | Select the type of the user from the list.<br>The options are:<br>• Corporate User<br>• Retail User |
| **Touch Point** | Select the touch point from the list.<br>The options are:<br>• Internet<br>• Mobile (Responsive)<br>• Mobile Application |

| Field Name | Description |
|---|---|
| **Time Frame** | Select the time period for which you wish analyze the feedback from the customer.<br>You can search the feedback on the basis of time range, by entering the **From Date** and **To Date**. The **From Date** and **To Date** fields are displayed, if you select **Select Period** option from the **Time Frame** field. |
| **Search Result** | |
| **General Feedback** | Displays the general feedback details for and the selected search parameters.<br>• Ratings: It displays the percentage of ratings for each rating given by the users as part of general feedback. It also displays the average rating value and also displays the total no. of ratings.<br>• Rating Over Time: It displays the general feedback ratings given over a time period i.e. last month, last quarter, last year.<br>• Customer Review: It displays the recent 5 comments provided by users and grouped based on ratings.<br>• Customer Response: It displays responses chosen by users for the question associated with each rating |

**Home**

# 20. SMS Banking

SMS and Missed call banking gives business user the control to manage his/her account whenever and wherever needed by sending a SMS or by giving a missed call on a designated number.

Business user just needs to register his/her mobile number with the bank and explicitly opt for SMS/Missed Call banking services to access the required information.

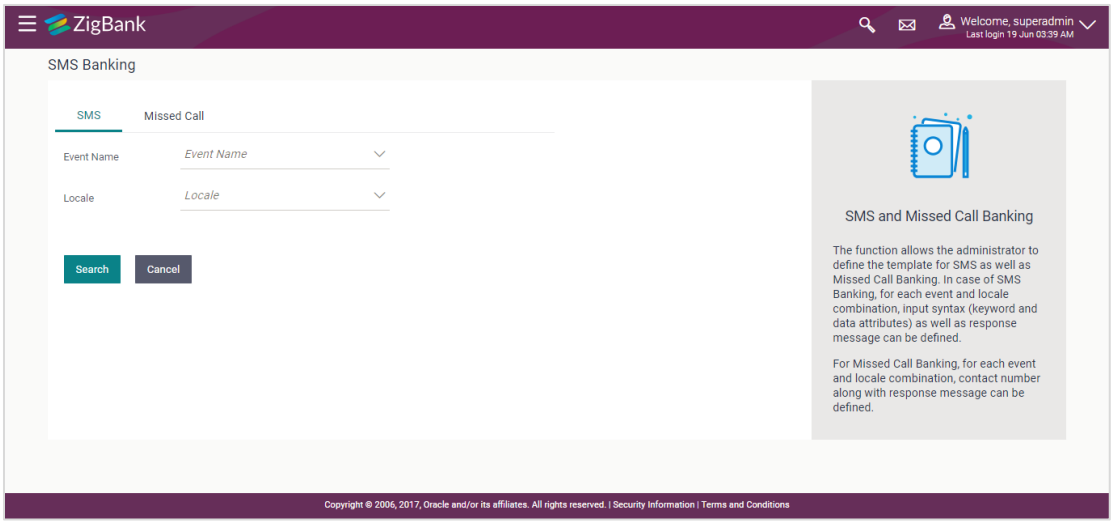
Using this option, the system administrator can maintain the following templates

- **SMS Banking:** The template for an event and locale combination can be created by defining the input keyword, data attributes, whether PIN required and response message.
- **Missed Call Banking:** The template for an event and locale combination can be created by defining the contact number on which the customer would need to give a missed call and response message.

**How to reach here:**

*System Administrator Dashboard > Templates > SMS and Missed Call Banking > SMS*

**SMS Banking - Search**



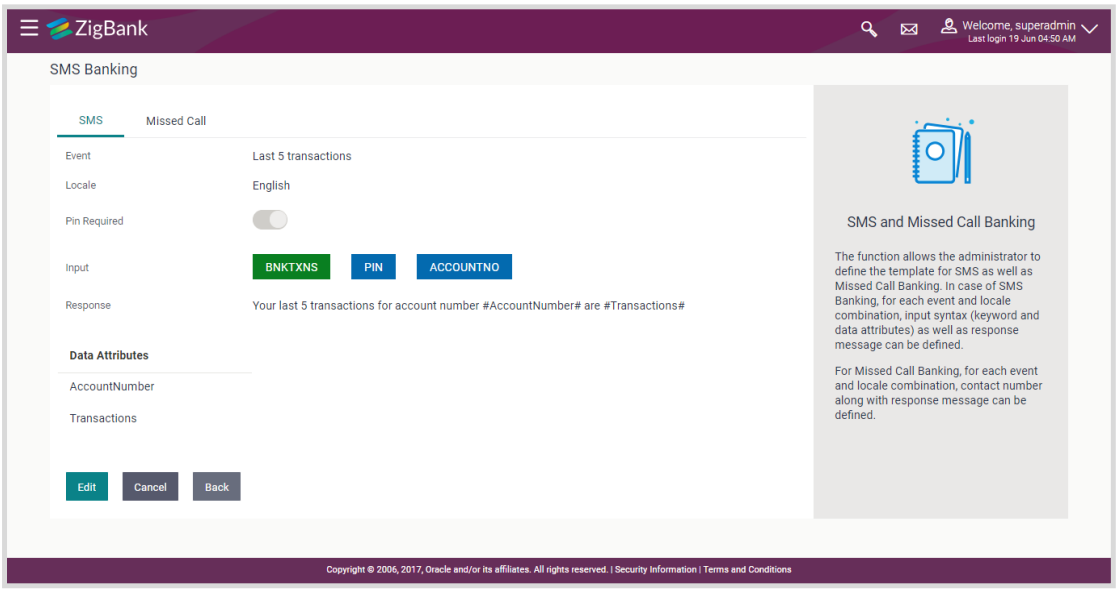

**To search SMS template:**

1. From the **Event Name** list, select the appropriate event.
2. From the **Locale** list, select the language.
3. Click **Search**. The View screen appears, depending on the search criteria.

   OR

   Click **Cancel** to cancel the transaction.

### SMS Banking - View




### Field Description

| Field Name | Description |
|---|---|
| **Event Name** | Select the event name. |
| **Locale** | Select the locale of the template. Currently only 'English' is supported |
| **Event Name** | Displays the event name as selected on the search page for which the template details are to be viewed. |
| **Locale** | Displays the language in which the SMS template is defined i.e. input syntax as well as the response message |
| **Pin Required** | Indicates whether PIN is required while requesting information from the bank. |
| **Input** | Displays the input syntax containing the keyword, data attribute(s) and PIN (if required) for the selected event and locale combination<br>The format in which the user needs to send the text message with the required attribute(s) to receive appropriate information.<br>For example: If the account holder wishes to receive account balance information from the bank and the template is defined as MBAL <PIN> <AccountNumber>, user's PIN is defined as 5678, and account number is AT30012100012, then user will need to send SMS as MBAL 5678 AT30012100012. |

| Field Name | Description |
|---|---|
| **Response** | Displays the response message along with the data attributes as defined for the event and locale combination. It is the response message that the account holder would be receiving on sending a SMS for a specific inquiry or transaction |
| **Data Attributes** | Displays the data attributes used as part of response message for the respective event. |

4. Click **Edit** to if you want to edit the SMS template.
   OR
   Click **Cancel** to cancel the transaction.
   OR
   Click **Back** to navigate to the previous screen.

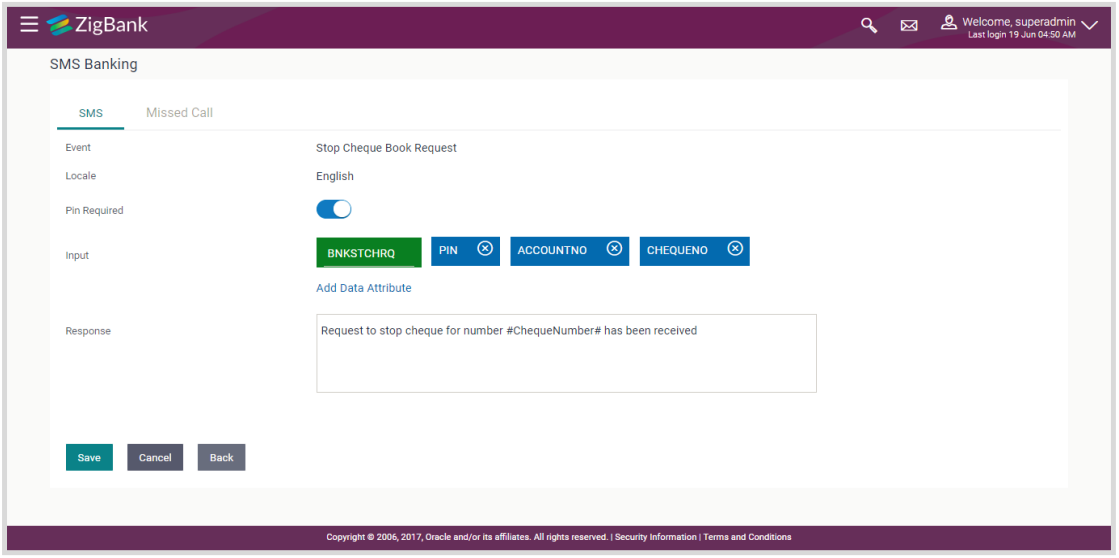
## 20.1 SMS Banking - Edit

Using this option, System Administrator can modify the SMS Banking template defined for an event and locale combination.

**To edit or update a SMS template:**

1. Select the Event and Locale and click **Search**. You will be navigated to the SMS Banking Template in View mode.
2. Click **Edit** to modify the details. The **SMS Banking- Edit** screen appears.
   OR
   Click **Cancel** to cancel the transaction.
   OR
   Click **Back** to navigate to the previous screen.

**SMS Banking - Edit**



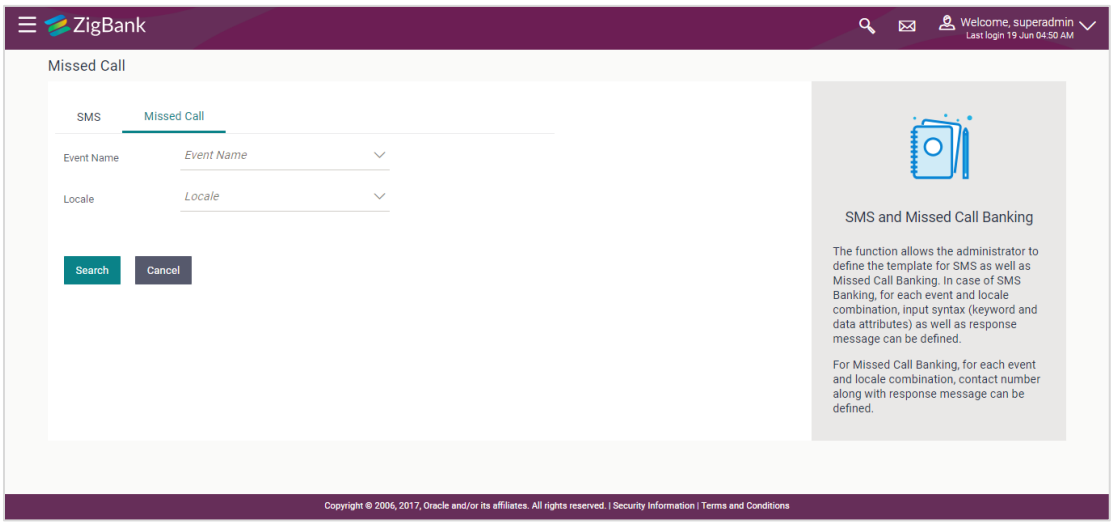
3. As part of edit, you can modify the keyword defined for the event, include new data attributes in the input syntax or remove existing data attributes, modify the response message and also include new data attributes as part of response message.
4. Click **Save** to update the changes.
   OR
   Click **Back** to navigate to previous screen.
   OR
   Click **Cancel** to cancel the transaction.
5. The **Review** screen appears. Verify the details, and click **Confirm**.
   OR
   Click **Back** to go to previous screen.
   OR
   Click **Cancel** to cancel the transaction.
6. The success message about modification appears.
   Click **OK** to complete the transaction.

## 20.2 Missed Call Banking - Search

**How to reach here:**

*Administrator Dashboard > Templates > SMS and Missed Call Banking > Missed Call*

**Missed Call Banking - Search**




**Missed Call Banking - Search**

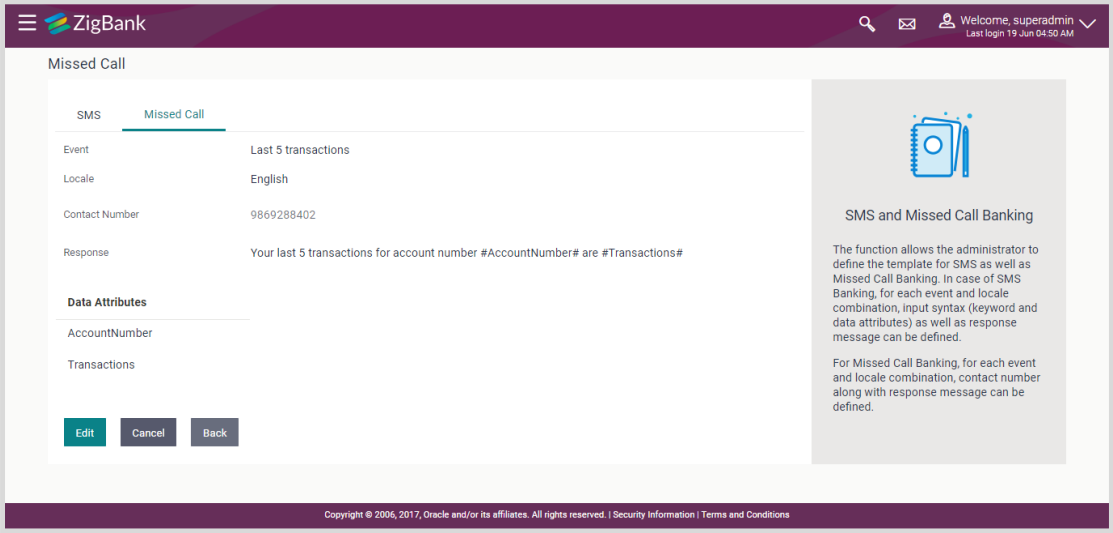
**To search Missed Call Banking template:**

1. From the **Event Name** list, select the appropriate event.
2. From the **Locale** list, select the language.
3. Click **Search**. The View screen appears, depending on the search criteria.

   OR

   Click **Cancel** to cancel the transaction

### Missed Call Banking - View




### Field Description

| Field Name | Description |
|---|---|
| **Event Name** | Select the event name from the list. |
| **Locale** | Select the locale of the template. Currently only 'English' is supported. |
| **Event Name** | Displays the event name as selected on the search page for which the template details are to be viewed |
| **Locale** | Displays the locale as selected on the search page for which the template details are to be viewed<br>It is the language in which the information is communicated to the account holder on request. |
| **Contact Number** | Displays the contact number defined for the selected event and locale combination on which the user needs to give a missed call to get the required information. |
| **Response** | Displays the response message as defined for the event and locale combination with the required data attributes. It is the response message that the account holder would be receiving when he gives a missed call on a specific contact number |
| **Data Attributes** | Data attributes that are used as part of response message for the respective event. |

4. Click **Edit** to if you want to edit the missed call template.
   OR
   Click **Cancel** to cancel the transaction.

OR
Click **Back** to navigate to the previous screen.

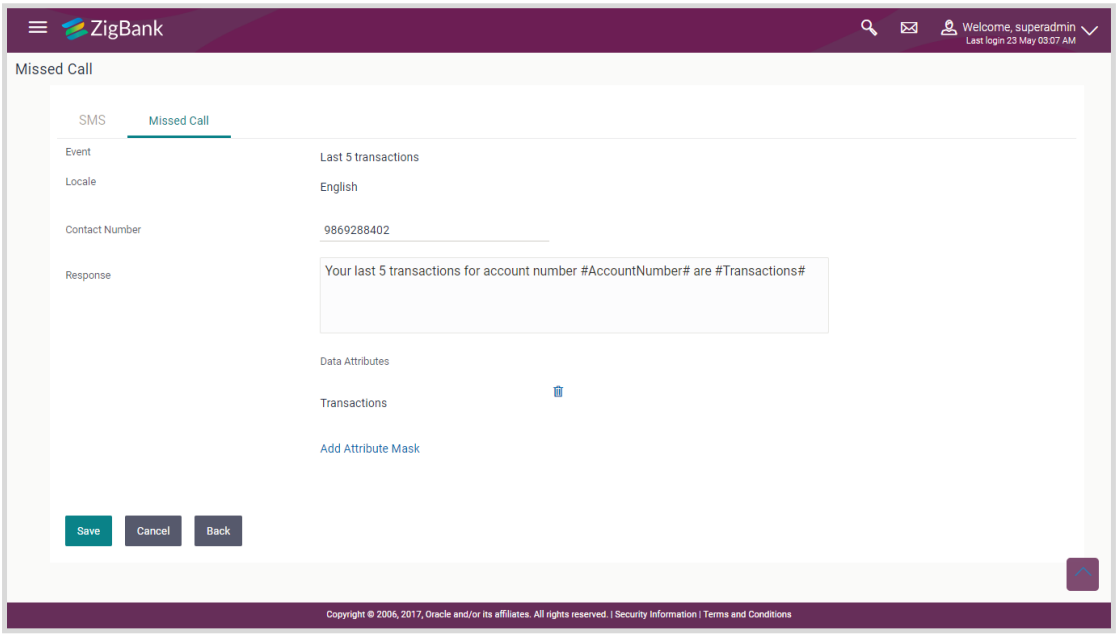
## 20.3 Missed Call Banking - Edit

Using this option, System Administrator can modify the Missed Call Banking template defined for an event and locale combination.

**To edit or update a missed call template:**

1. Select the Event and Locale from the list and click **Search**. You will be navigated to the **Missed Call Banking** template in View mode.
2. Click **Edit** to modify the details. The **Missed Call Banking- Edit** screen appears.
   OR
   Click **Cancel** to cancel the transaction.
   OR
   Click **Back** to navigate to the previous screen.

**Missed Call Banking - Edit**




3. As part of edit, you can modify the contact number as well as the response message
4. Edit the required details.
5. Click **Save** to update the changes.
   OR
   Click **Back** to navigate to previous screen.
   OR
   Click **Cancel** to cancel the transaction.
6. The **Review** screen appears. Verify the details, and click **Confirm**.
   OR
   Click **Back** to go to previous screen.
   OR
   Click **Cancel** to cancel the transaction.

7. The success message about modification appears.
   Click **OK** to complete the transaction.

# FAQs

**1. How can the business user register for SMS Banking?**

User can send a SMS with the required keywords and data attributes defined by the bank to a specified contact number. User needs to send the SMS from his/her registered mobile number with the bank. Alternatively he/she can login to Internet Banking and register for SMS Banking.

**2. Is it mandatory to have a PIN in each of the request for SMS Banking?**

It will depend on the template defined for event and locale combination. If PIN is required, then user needs to define the PIN as part of registration process and subsequently send that as part of the request.

**3. Does the user needs to specify an account number as part of the request while sending SMS?**

No, it is not necessary. If the user does not specify the account number, system will return response for the primary account number if defined.

**4. For which account does system return the response in case of Missed Call Banking?**

System will always return the response for the primary account number (if defined) on receipt of request through missed call banking

**5. User is unable to receive information and getting an error, how can he/she find the correct keyword?**

User might be getting an error due to keyword and/or account number not being valid or the required data attributes not present. He/she can find the keywords by sending a help message and system will return the set of business functions supported through SMS Banking along with keywords for each of the transactions.

**6. Should the user be on-boarded on channel platform for him/her to access SMS Banking?**

Yes, the user needs to be on-boarded on OBDX with SMS Banking as a touch point enabled to access SMS Banking.

**Home**

# 21. System Rules

System rules are defined to set different parameters for each enterprise role (User Type- Retail, Corporate and Administrator). Various parameters that can be set for each enterprise role are Party Mapping required Limits check, Party Preferences check, Account Transaction Mapping and Approvals check. Enabling these parameters at enterprise role, enforces the system to check if respective maintenances are available for users associated with those enterprise roles.

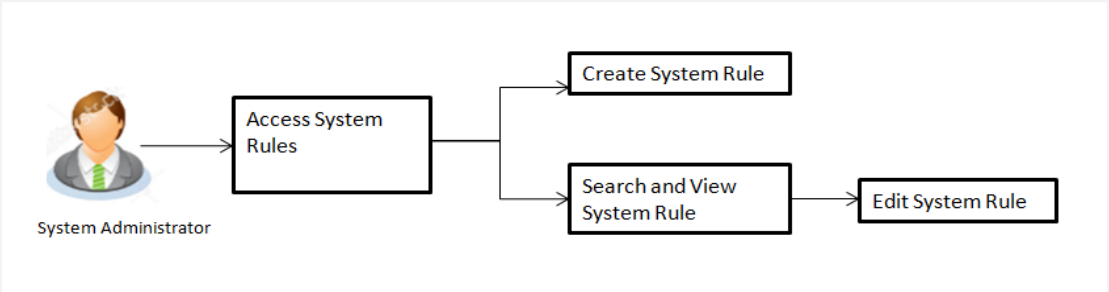
E.g. if Approval check flag is enabled for 'Corporate User' type of enterprise role; then transactions initiated by corporate type of users will follow the approval maintenance for a party mapped to user and vice versa.

This screen allows the System Administrator to search and view existing system rules, and create new system rule.

**Pre-Requisites**

- Transaction access is provided to System Administrator.
- Approval rule set up for System Administrator to perform the actions.
- Enterprise roles are maintained in application.
- Touch point groups are maintained, if required.
- Limit packages are maintained.

**Workflow**




**Features Supported In Application**

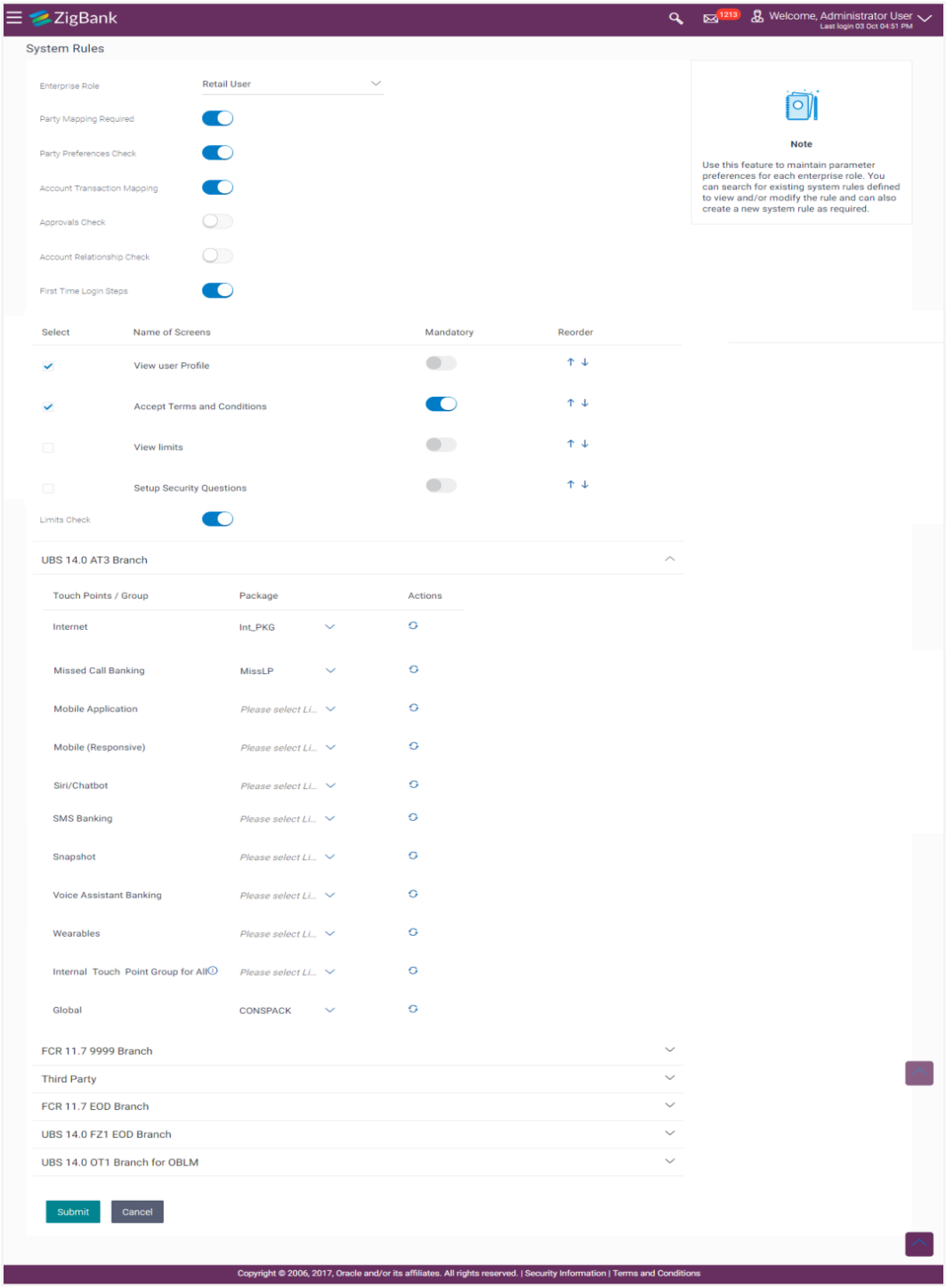
This option allows the System Administrator to:

- Maintain system rules
- View system rules
- Edit system rules

**How to reach here:**

*System Administrator Dashboard > Configuration > System Rules*
*OR*
*System/ Bank Administrator Dashboard > Toggle Menu > Configuration > System Rules*

## System Rules



**Field Description**

| Field Name | Description |
|---|---|
| **Enterprise Role** | Name of enterprise roles set in application.<br>The options can be:<br>• Corporate User<br>• Administrator<br>• Retail User<br>On selecting an application role, system rules maintained if any, are shown in editable form. |
| **Party Mapping Required** | Party mapping check is required for a particular enterprise role or not. |
| **Party Preferences Check** | Party preferences check is required or not. |
| **Account Transaction Mapping** | Account transaction mapping check is required or not. |
| **Approvals Check** | Approvals check is required or not. |
| **First Time Login Steps** | First time login steps to be followed or not. Administrator can also configure the steps along with the order of the steps that need to be displayed to user. |
| Below field are displayed if the **First Time Login Steps** option is enabled. | |
| **Select** | Option to decide whether that transaction is to be displayed as part of the first time login steps. |
| **Name of Screen** | Name of the transaction which is to be included as part of **First Time Login Step**s process. |
| **Mandatory** | Option which will decide whether the transaction is mandatory to execute as part of **First Time Login Step**s process. |
| **Reorder** | Order in which the transactions will get displayed when the user logs in for the first time. Administrator can click on the reorder icon and configure the order of steps in which these steps need to be displayed to user. |
| **Account Relationship Check** | Account Relationship check is required or not. |
| **Limits Check** | Limits check is required or not. |

| Field Name | Description |
|---|---|
| **Limits - Entity Level Configuration** | |
| **If limit check is required, assign a limit package.** | |
| In case of multi entity set up, limit packages needs to be mapped at each entity level. | |
| **Name of the entity** | Name of entity under which limit packages are to be mapped is shown in the header. |
| **Touch Points/ Group** | Name of touch points/ groups under a specific entity to whom the limit packages are to be mapped. Also an option is provided to map the limit package at Global level (a group created with all internal and external touch points) |
| **Package** | List of the packages which are to be mapped to a touch points/ groups. Only limit packages maintained for the selected touch point will get listed here. |

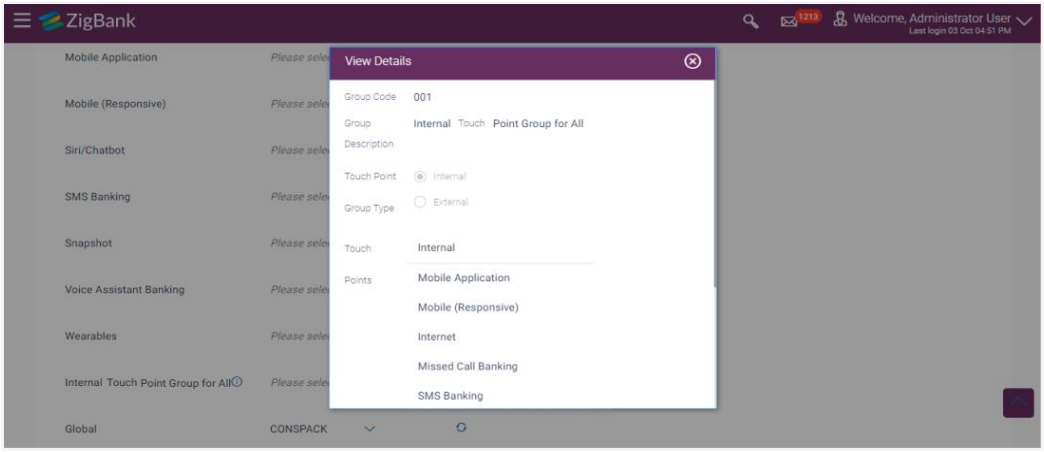
**To set the system rules:**

1. From the **Enterprise Role** list, select the appropriate option.
2. In the **Party Mapping Required** field, select the appropriate option.
3. In the **Party Preferences Check** field, select the appropriate option.
4. In the **Account Transaction Mapping Check** field, select the appropriate option.
5. In the **Approvals Chec**k field, select the appropriate option.
6. In the **First Time Login Steps** field, select the appropriate option.
    a. To include in the **First Time Login Steps** process, select the checkbox(s) against the transaction and configure the steps.
    b. Slide Mandatory option to enabled /disabled the execution of transaction in the **First Time Login Steps** process.
    c. Slide ↑↓ icon to set order in which transaction are executed in the **First Time Login Steps** process.
7. In the **Account Relationship Check** field, select the appropriate option.
8. In the **Limits Check** field, select the appropriate option.
    a. Click ◢ of desired entity to whom limit package to be mapped. Displays the list of touch points/ groups to map limit package.
    b. From the **Package** list, select the appropriate option.

**Note:** Click ↻ to refresh the option.

    c. Repeat steps a to b of step 8 for all touch points/ groups.
        i. Click ⓘ to view the details of touch points group. The **View Details -Touch Point Group** popup window appears.

**View Details -Touch Point Group**




**Field Description**

| Field Name | Description |
|---|---|
| **Group Code** | Group code defined for a touch point group. |
| **Group Description** | Group description defined for a touch point groups. |
| **Touch Point Group Type** | Type of touch point i.e. whether touch point is of type internal or external. |
| **Touch Points** | List of the internal or external touch points. |

9. Click **Submit** to save system rules.
   OR
   Click **Cancel** to cancel the transaction.
   The success message appears.
10. The **System Rules - Review** screen appears. Verify the details, and click **Confirm**.
    OR
    Click **Back** to make the changes if any.
    OR
    Click **Cancel** to cancel the transaction and navigate back to 'Dashboard'.
11. The success message of System Rules maintenance appears along with the transaction reference number. Click **OK** to complete the transaction.

# FAQs

1. **Who can create-edit this maintenance?**

   System Administrator can create and edit this maintenance.

2. **How can I find out what checks are granted to a particular role and can I change it?**

   You can select a role and view the checks mapped to the role, you can also edit the type of checks.

3. **How can I group the touch points?**

A separate menu option ‘Touch Point Group Maintenance’ is available to the system administrator user to maintain the groups. Groups maintained under specific entity are shown on the System Rules screen against which a consolidated limit package can be assigned.

**4. Is it mandatory to map packages for all the touch points and groups available under each entity?**

Mapping the limit packages for each touch point and for all groups available under each entity is not mandatory. But it is mandatory to map a limit package at Global level for each entity.

**Home**

# 22. Workflow Configuration

Banks across different geographies can have varied requirements with regards to sequence of steps in originations for different products.

Workflow configuration is an administrative maintenance using which the bank administrator can define the sequence of the sections in application form for each of the products.

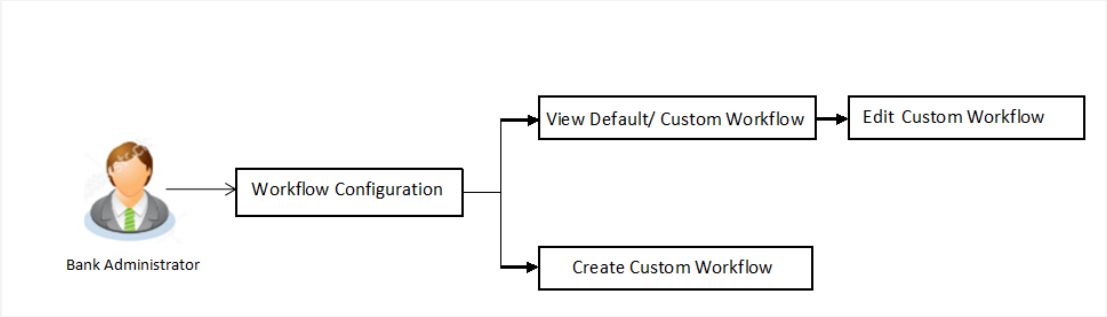
There will be a default workflow defined in the product as part of Day0 definition for each of the product along with identified set of steps.

Bank administrator will have an option to view the default workflow for each of the products. If the sequence defined for a product does not suit the bank requirements, the admin can opt to create a custom workflow by re-arranging the steps.

Bank administrator also will have a choice to decide on the workflow to be applied for products i.e. default/custom.

**Prerequisites**

- Transaction access is provided to Bank Administrator
- Default Workflow with set of steps applicable for a product is defined in the system




**Features supported in application**

Workflow configuration allows Bank Administrator to:

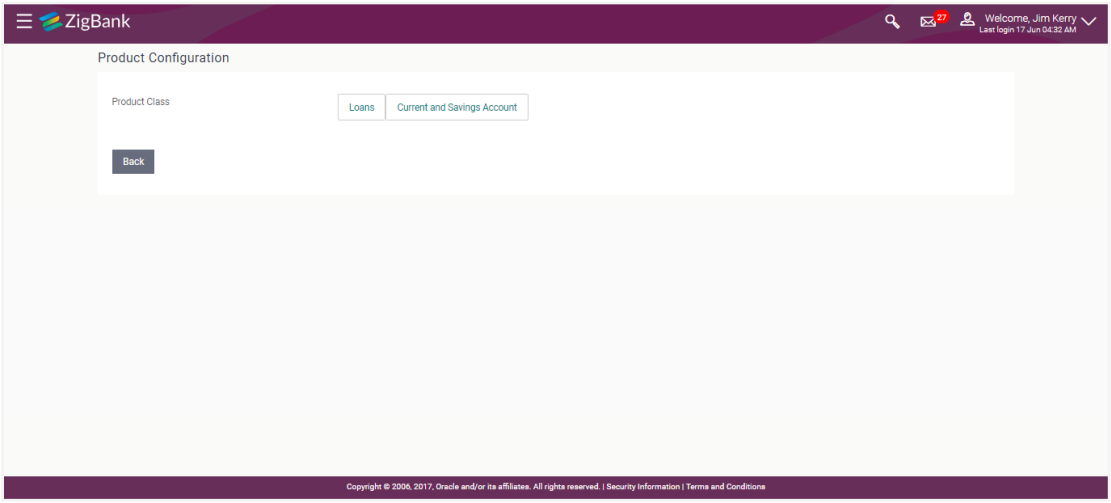
- View Default / Custom Workflow
- Create Custom Workflow
- Edit Custom Workflow

**How to reach here:**

*Bank Administrator Dashboard > **Origination Administrator**> Workflow Configuration*
*OR*

*System/ Bank Administrator Dashboard > Toggle Menu > Others > Workflow Configuration*

### Product Configuration

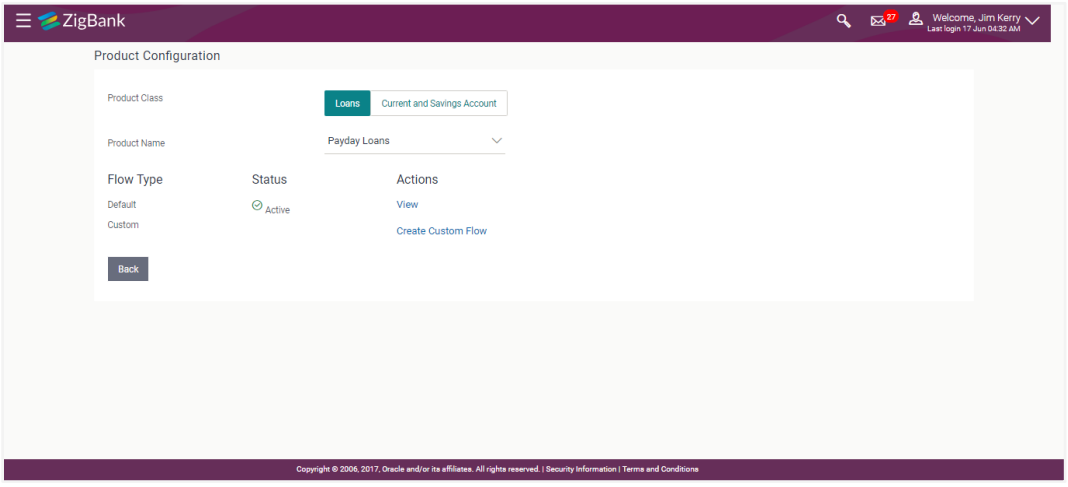



### Field Description

| Field Name | Description |
|---|---|
| **Product Class** | Select the product class for which the workflow needs to be viewed or custom workflow is to be defined. |

1. In the **Product Class** field, click the desired product. The **Product Configuration** screen with option to select the product appears.
   OR
   Click **Back** to navigate back to the previous screen.

### Product Configuration



**Field Description**

| Field Name | Description |
|---|---|
| **Product Class** | The selected product class for which the workflow needs to be viewed or custom workflow is to be defined. |
| **Product Name** | Select the product name for which the workflow needs to be viewed or configured. The list will be populated based on the Day 0 configurations done in the application.<br>The options are:<br>• Loans<br>▪ Auto Loans (UBS)<br>▪ Payday Loans<br>▪ Auto Loans (FLL)<br>▪ Unsecured Personal Loans<br>• CASA<br>▪ Current Account<br>▪ Savings Account |
| **Flow Type** | The available flow types for the product are displayed.<br>The options are:<br>• Default<br>• Custom |
| **Status** | Indicates the status against the flow type i.e. whether the default or the custom flow is active / inactive. At any point in time, either the default or the custom flow type for a product can remain in active state. |
| **Actions** | The available action buttons against each of the Flow Type is displayed.<br>The action button can be:<br>• View: Click to view the workflow definition for the selected product.<br>• Create Custom Flow: Click to define custom workflow for the selected product.<br>This option will be available only if there is no custom workflow defined for the selected product. |

2. In the **Actions** column, click **View** to view the default/ custom workflow definition for the selected product.
   OR
   Click **Create Custom Flow** to create a new workflow (Link is enabled only if no workflow is created for selected product).
   OR
   Click **Back** to navigate to the previous screen.

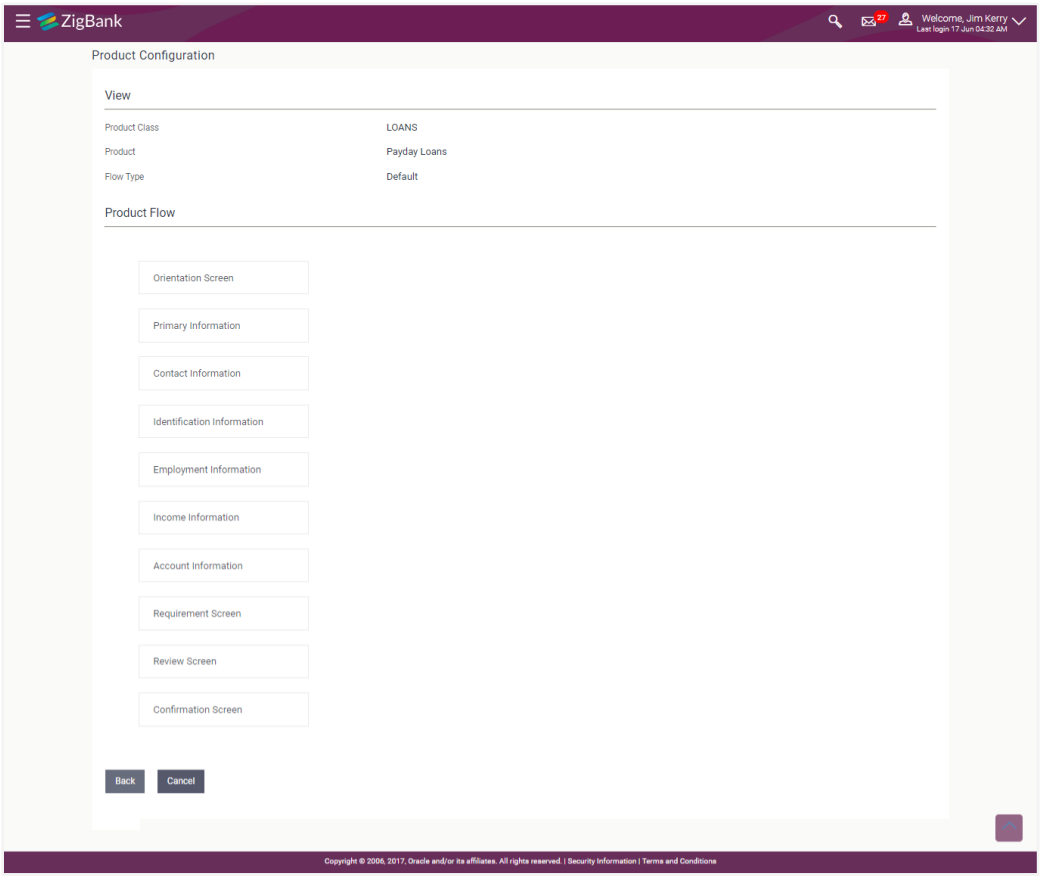
## 22.2 Product Configuration - View Default Workflow

Using this option Bank Administrator can view the workflow definition for the selected product.

**To view the product configuration:**

1. From the **Product Name** list, select the appropriate product. The Flow Type, Status and Actions column appears.
2. In the **Action** column against the default workflow, click **View**. The **Product Configuration - View** screen appears.

**Product Configuration - View**




**Field Description**

| Field Name | Description |
|---|---|
| **Product Class** | Product class as selected in the previous screen is displayed. |
| **Product** | Product name as selected in the previous screen is displayed. |

| Field Name | Description |
|---|---|
| **Flow Type** | The flow type for the product against which the action of view is selected is displayed.<br>The options are:<br>• Default<br>• Custom |
| **Product Flow (Default)** | Default workflow defined for the selected product with the following steps is displayed:<br>• Orientation Page<br>• Primary Information<br>• Contact Information<br>• Identity Information<br>• Employment Information<br>• Income Information<br>• Account Information<br>• Requirement Screen<br>• Review Screen<br>• Confirmation Screen |

3. Click **Back** to navigate to the previous screen.
   OR
   Click **Cancel** to cancel the transaction and navigate to the 'Dashboard'.

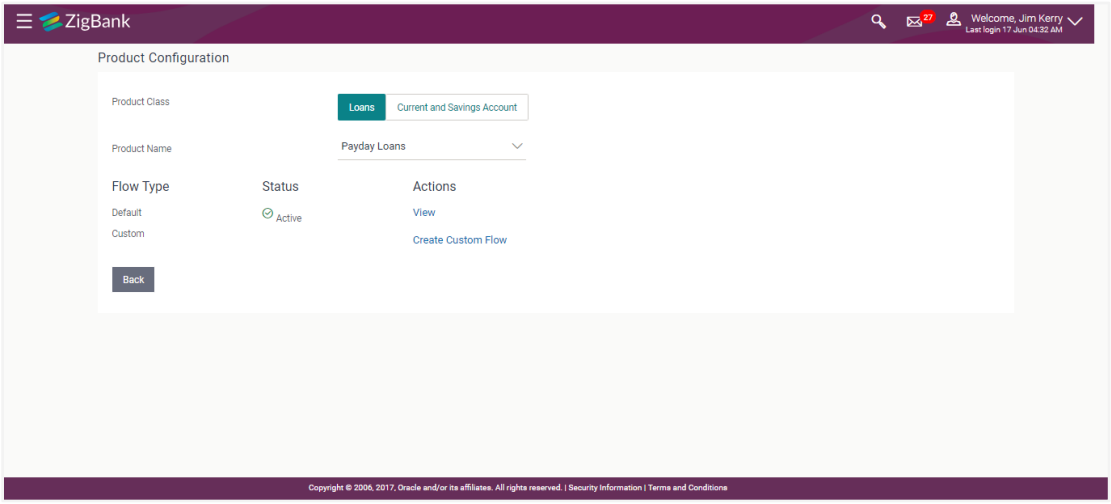
## 22.3 Product Configuration - Create Custom Flow

Using this option, bank administrator can create the workflow configuration.

**To create the** product **configuration:**

1. In the **Product Configuration** screen, select the product class from **Product Class** field.

## Product Configuration




### Field Description

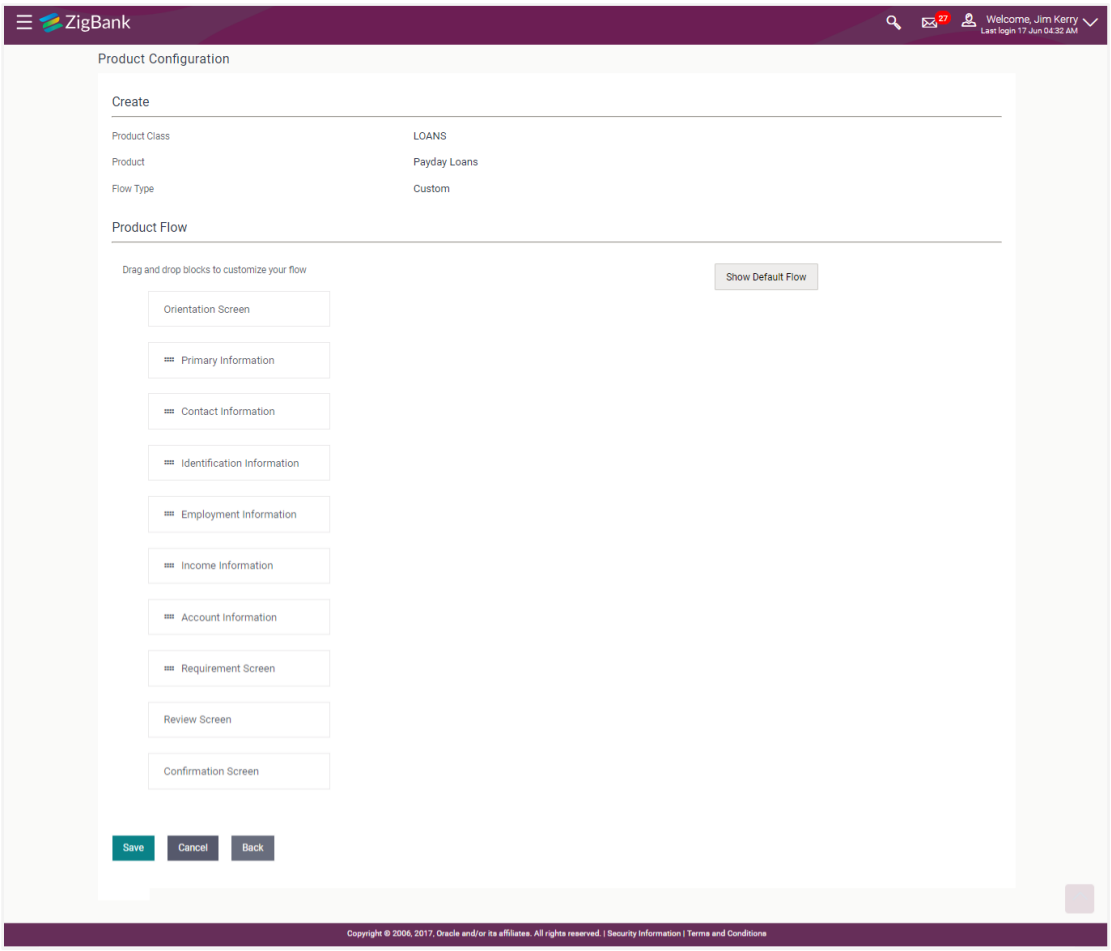
| Field Name | Description |
|---|---|
| **Product Class** | The selected product class for which the custom workflow is to be defined. |
| **Product Name** | Select the product name for which the workflow needs to be configured. The list will be populated based on the Day 0 configurations done in the application.<br>The options are:<br>• Loans<br>▪ Auto Loans (UBS)<br>▪ Payday Loans<br>▪ Unsecured Personal Loans<br>• CASA<br>▪ Current Account<br>▪ Savings Account |
| **Flow Type** | The available flow types for the product are displayed.<br>The options are:<br>• Default<br>• Custom |
| **Status** | Indicates the status against the flow type i.e. whether the default or the custom flow is active / inactive. At any point in time, either the default or the custom flow type for a product can remain in active state. |

| Field Name | Description |
|---|---|
| **Actions** | The available action buttons against each of the Flow Type is displayed.<br>The action button can be:<br>• View: Click to view the workflow definition for the selected product.<br>• Create Custom Flow: Click to define custom workflow for the selected product. This option will be available only if there is no custom workflow defined for the selected product. |

2. From the **Product Name** list, select the appropriate product.
3. In the **Action** column, click **Create Custom Flow**. The **Product Configuration - Create** screen appears.
   The steps as defined in the default workflow will be displayed with an option to move the steps in the order as required.

   At any point in time, the user will have an option to view the default workflow.

**Product Configuration - Create Custom Flow**



**Field Description**

| Field Name | Description |
|---|---|
| **Product Class** | Product class as selected in the previous screen is displayed. |
| **Product** | Product name as selected in the previous screen is displayed. |
| **Flow Type** | The flow type for the product as selected in the previous screen is displayed. |
| **Product Flow** | Default workflow defined for the selected product with the following steps is displayed:<br>• Orientation Page<br>• Primary Information<br>• Contact Information<br>• Identity Information<br>• Employment Information<br>• Income Information<br>• Account Information<br>• Requirement Screen<br>• Review Screen<br>• Confirmation Screen |

4. Select the step to be moved,
5. Click and drag the same in the area where it needs to be placed.
6. Click **Save** to save the transaction.
   OR
   Click **Cancel** to cancel the transaction and navigate to the 'Dashboard'.
   OR
   Click **Back** to navigate to previous screen.
   OR
   Click **Show Default Flow** to view the default workflow for the product.
7. The **Product Configuration - Review** screen appears. Verify the details, and click **Confirm**.
   OR
   Click **Cancel** to cancel the transaction.
   OR
   Click **Edit** to make the changes if any.
8. The success message appears along with the transaction reference number and status of transaction.
   Click **OK** to complete the transaction.

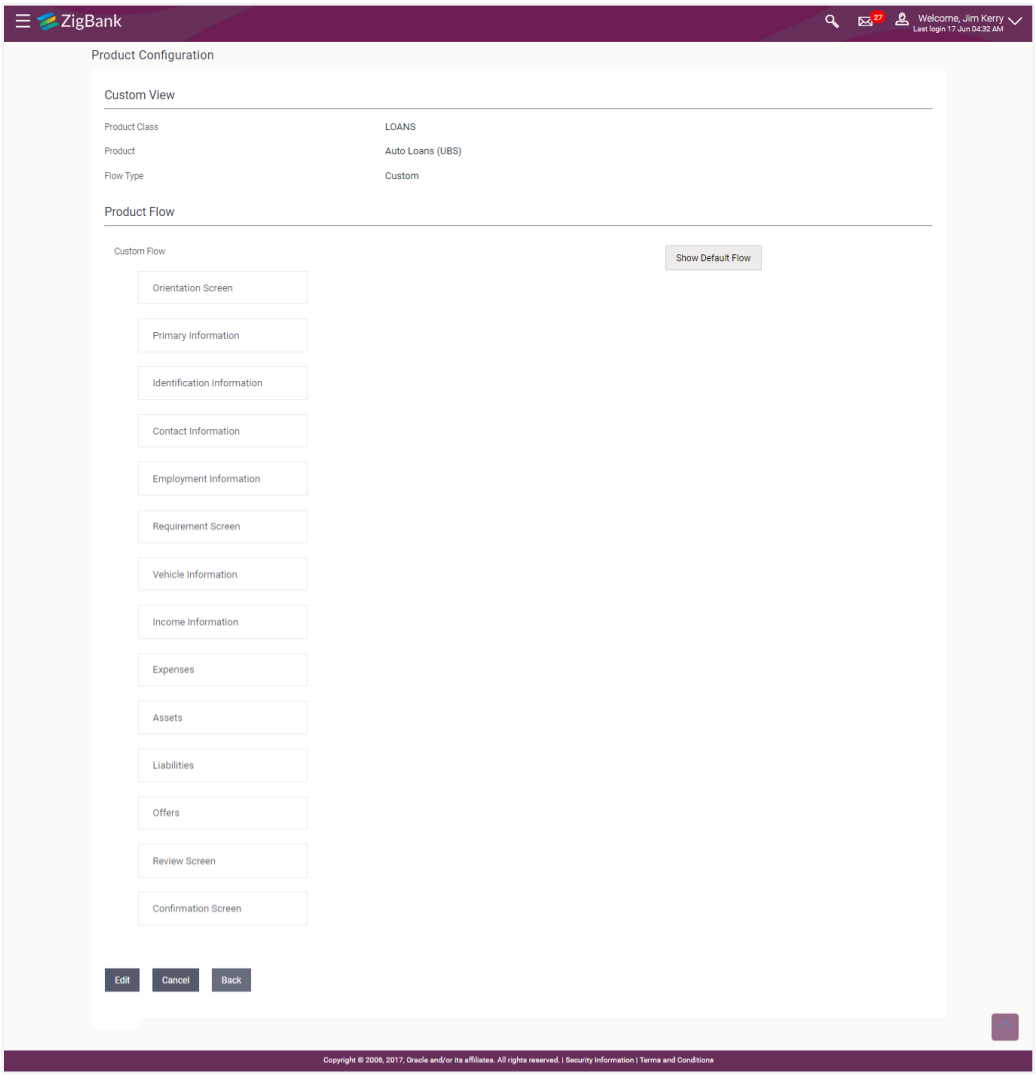
## 22.4 Product Configuration - View Custom Workflow

Using this option Bank Administrator can view the workflow definition created by them.

**To view the custom workflow:**

1. From the **Product** list, select the appropriate product.
2. In the **Action** column against the custom workflow, click **View**. The **Product Configuration - View** screen appears.

**Product Configuration - View Custom Workflow**



**Field Description**

| Field Name | Description |
|---|---|
| **Product Class** | Product class as selected in the previous screen is displayed. |
| **Product** | Product name as selected in the previous screen is displayed. |
| **Flow Type** | The flow type for the product as selected in the previous screen is displayed. |
| **Product Flow** | Default workflow defined for the selected product with the following steps is displayed:<br>• Orientation Page<br>• Primary Information<br>• Contact Information<br>• Identity Information<br>• Employment Information<br>• Income Information<br>• Account Information<br>• Requirement Screen<br>• Review Screen<br>• Confirmation Screen |

3. Click **Edit** to edit the workflow configuration. The **Product Configuration - Edit** screen appears.
   OR
   Click **Show Default Flow** to view the default workflow for the product.
   OR
   Click **Cancel** to cancel the transaction and navigate to the 'Dashboard'.
   OR
   Click **Back** to navigate to the previous screen.

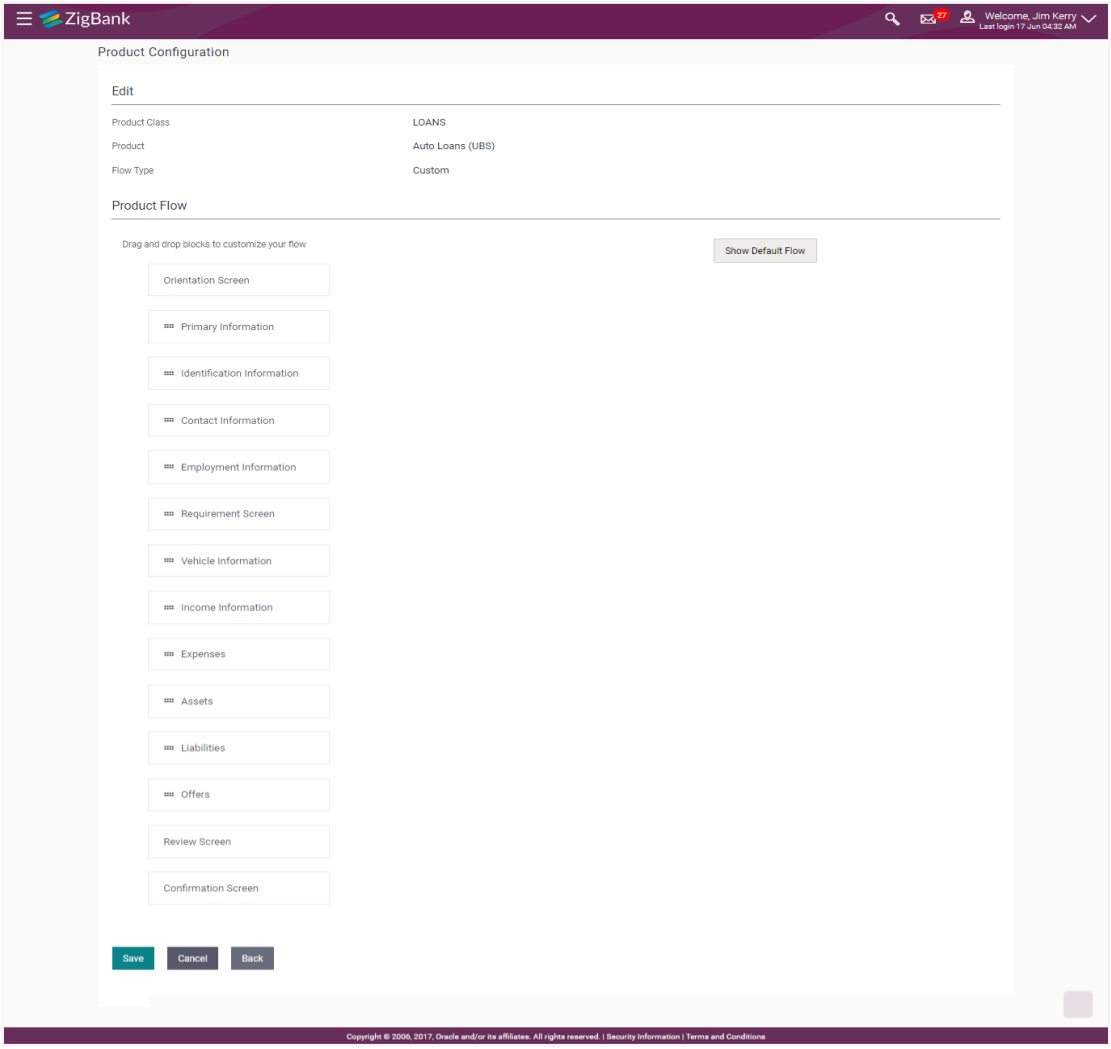
## 22.5 Product Configuration - Edit

If the custom workflow defined for a product does not suit the business needs, then bank administrator can edit the defined custom workflow. To edit custom workflow, bank administrator will need to follow the steps mentioned below:

**To edit the product configuration:**

1. From the **Product** list, select the appropriate product.
2. In the **Action** column, click **View against the Custom Workflow option**. The **Product Configuration - View** screen appears.
3. Click **Edit** to edit the workflow configuration. The **Product Configuration - Edit** screen appears.
   OR
   Click **Cancel** to cancel the transaction and navigate to the 'Dashboard'.
   OR
   Click **Back** to navigate to the previous screen.

**Product Configuration - Edit**



**Field Description**

| Field Name | Description |
|---|---|
| **Product Class** | Product class as selected in the previous screen is displayed. |
| **Product** | Product name as selected in the previous screen is displayed. |
| **Flow Type** | The flow type for the product as selected in the previous screen is displayed. |
| **Product Flow (Default)** | Default workflow defined for the selected product with the following steps is displayed:<br>• Orientation Page<br>• Primary Information<br>• Contact Information<br>• Identity Information<br>• Employment Information<br>• Income Information<br>• Account Information<br>• Requirement Screen<br>• Review Screen<br>• Confirmation Screen |
| **Product Flow (Custom)** | Default workflow defined for the selected product with the following steps is displayed:<br>• Orientation Page<br>• Primary Information<br>• Contact Information<br>• Identity Information<br>• Employment Information<br>• Income Information<br>• Account Information<br>• Requirement Screen<br>• Review Screen<br>• Confirmation Screen |

4. Select the step to be moved.
5. Click and drag the same in the area where it needs to be placed.
6. Click **Save** to save the transaction.
   OR
   Click **Cancel** to cancel the transaction and navigate to the 'Dashboard'.

OR
Click **Back** to navigate to the previous screen.
OR
Click **Show Default Flow** to view the default workflow for the product.

7. The **Review** screen appears. Verify the details, and click **Confirm**.
   OR
   Click **Cancel** to cancel the transaction.
   OR
   Click **Edit** to make the changes if any.
8. The success message appears along with the transaction reference number and status of transaction.
   Click **OK** to complete the transaction.

**Home**

# 23. Transaction Aspects

Using this option, System Administrator can define the aspects for a transaction. Depending on the aspects defined for a transaction through this maintenance, the transaction will be available/ unavailable for selection in the respective maintenance screen.

User can view the aspects for a selected transaction and also edit the aspects i.e. enable/disable the aspects for the selected transaction.

The following aspects are available for a transaction:

- Limits Check
- Approvals
- Grace Period
- Working Window
- Blackout
- 2 Factor Authentication
- Audit
- e-Receipts
- Customer Relationship Matrix

**Pre-Requisites**

System Administrator has access to the specified transaction

**Note:** There are certain transactions in the system for which all the aspects are not applicable. In such cases on selection of the transaction, the aspect(s) that are not applicable will not get displayed to user.

**Features supported in Application:**

- View Transaction Aspects
- Edit Transaction Aspects

**How to reach here:**

*System Administrator Dashboard > Configuration > Transaction Aspects*
*OR*
*System/ Bank Administrator Dashboard > Toggle Menu > Configuration > Transaction Aspects*

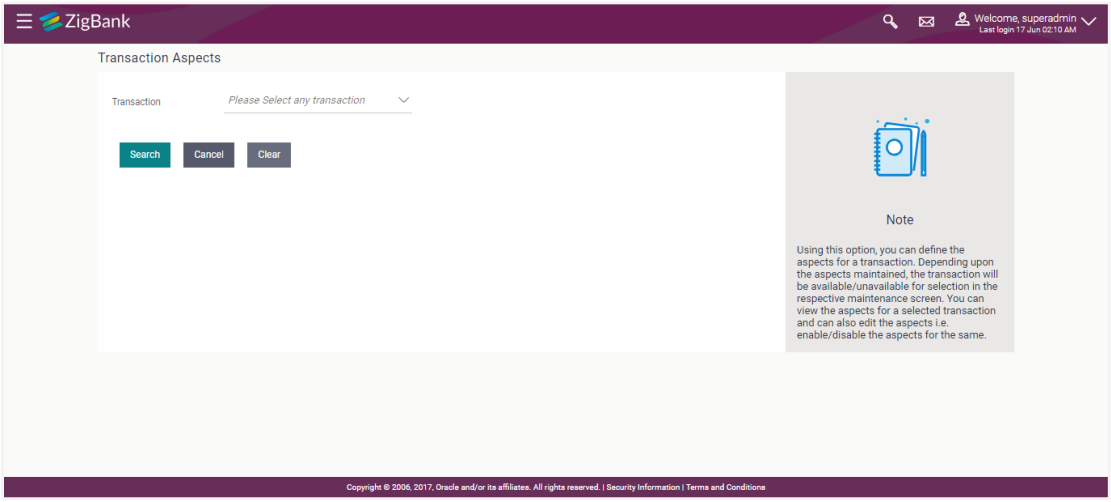
## 23.1 View Transaction Aspects

System Administrator can view the aspects enabled/disabled for a transaction.

**To view the transaction aspects:**

1. From the **Transaction** list, select the transaction for which you wish to view the defined aspects.

## Transaction Aspects

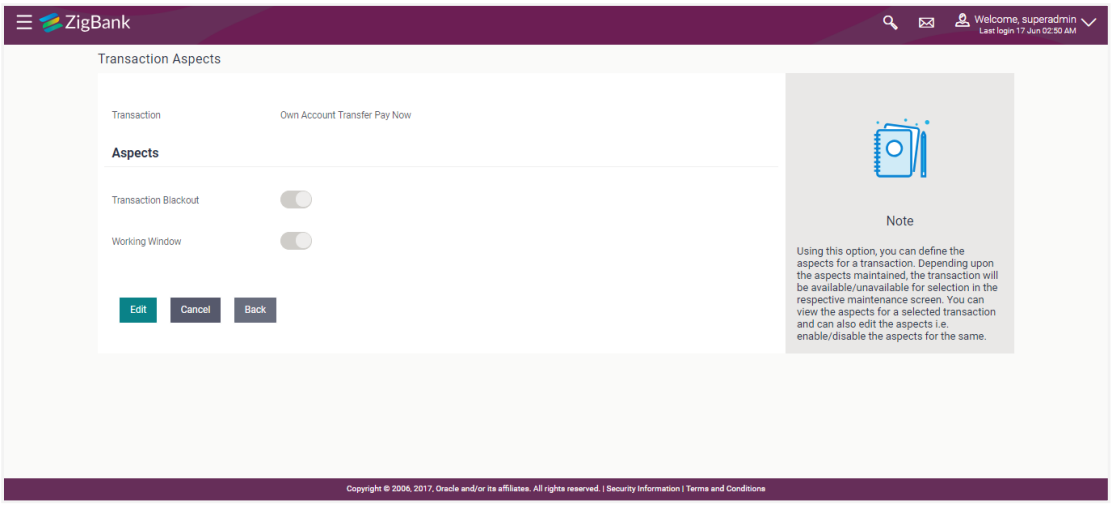



## Field Description

| Field Name | Description |
|---|---|
| **Transaction** | The name of the transaction for which aspects are to be listed. |

2. Click **Search**. The **Transaction Aspects- View** screen appears.
   OR
   Click **Cancel** to cancel the transaction.
   OR
   Click **Clear** to reset the selected transaction.

## Transaction Aspects- View



**Field Description**

| Field Name | Description |
|---|---|
| **Transaction** | The name of the transaction for which aspects are to be listed. |
| **Aspects** | |
| **List of Aspects** | The list of aspects for a transaction. |

3. Click **Edit** to modify the aspects.
   OR
   Click **Cancel** to cancel the transaction.
   OR
   Click **Back** to navigate back to previous screen.

## 23.2 Update Transaction Aspects

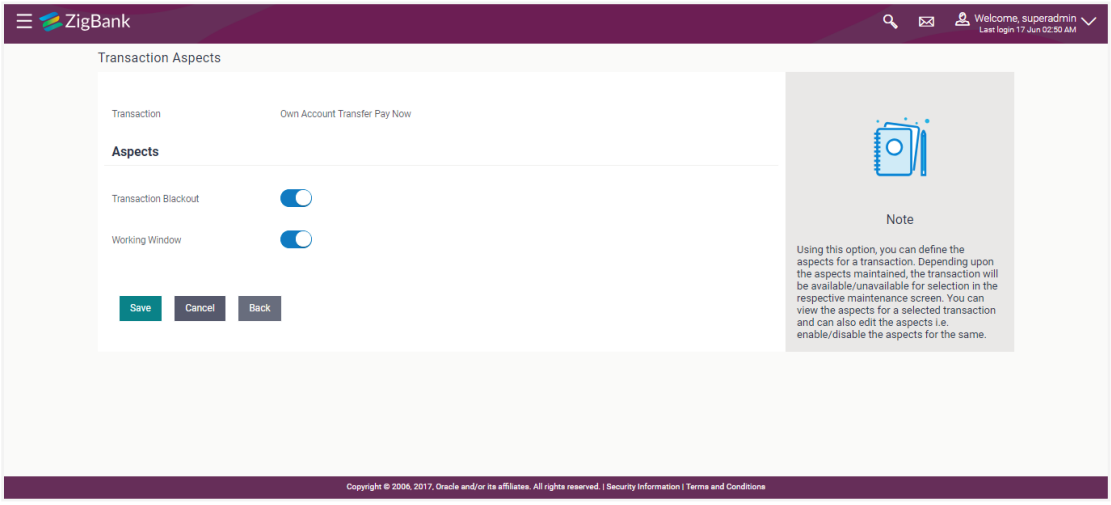
Using this option user can update the listed aspects for a transaction by enabling or disabling it.

**To modify the transaction aspects:**

1. From the **Transaction** list, select the appropriate transaction.
2. Click **Search**. The Transaction Aspects- View screen appears.
3. Click **Edit** to modify the aspects i.e. the aspect for a transaction can be enabled/disabled. The **Transaction Aspects- Edit** screen appears.

   OR
   Click **Cancel** to cancel the transaction.
   OR
   Click **Back** to navigate back to previous screen.

**Transaction Aspects- Edit**



**Field Description**

| Field Name | Description |
|---|---|
| **Transaction** | The name of the transaction for which aspects are to be updated. |
| **Aspects** | |
| **List of Aspects** | The list of aspects applicable for the selected transaction. |

4. Click on the toggle button against the respective aspect to enable/disable the aspect
5. Click **Save** to confirm the changes.
   OR
   Click **Cancel** to cancel the transaction.
   OR
   Click **Back** to navigate back to previous screen.
6. The **Review** screen appears. Verify the details, and click **Confirm**.
   OR
   Click **Edit** to make the changes if any. User is directed to the **Transaction Aspects- Edit screen** with values in editable form.
   OR
   Click **Cancel** to cancel the transaction.
7. The success message appears confirming the modification of aspects for the transaction.

**Home**

# 24. ATM / Branch Maintenance

ATM Branch Locator feature available to the bank customers enables the users to locate the bank's ATMs/ branches available within a specific radius of his current location.

Default radius is 2.5 Kms which can be configured by updating the value of DEFAULT_SEARCH_RADIUS in digx_fw_config_all_b. Changed value will be in effect post server restart.

For the customers, to fetch the relevant information related to ATMs and Branches, System Administrator maintains the data at their local databases. The details of ATMs and Branches are fetched from the core banking application, which is further enriched and stored in local database. This is a one-time activity at the time of implementation. Subsequently, as and when branches and ATMs are added, or any details regarding them updated, the administrator performs the necessary updates to the bank database.

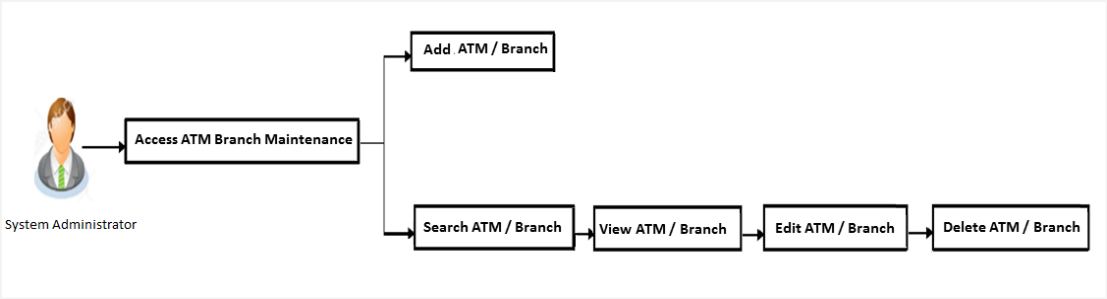
Using this option, the System Administrator can search and view the ATM/ branch and its details (Fetched from core banking application) which include branch/ ATM ID, branch name, address details, phone number, work timings and services offered by the bank. New ATM and branch details can also be manually added, viewed and edited.

The System Administrator can manually add new branch/ ATM details one by one, or add multiple branches / ATMs details simultaneously through file upload.

### Pre-requisites

- Transaction access is provided to System Administrator.
- Approval rule set up for System Administrator to perform the actions.
- ATM and Branches are maintained in core banking application.

### Workflow




### Features Supported In Application

- Add ATM/ branches
- View ATM/ branches
- Edit ATM/ branches
- Delete ATM / branches

**How to reach here:**

*System Administrator Dashboard > Configuration > ATM/ Branch Maintenance*
*OR*
*System/ Bank Administrator Dashboard > Toggle Menu > Configuration > ATM/ Branch Maintenance*

## 24.1 ATM/ Branch Maintenance - Search

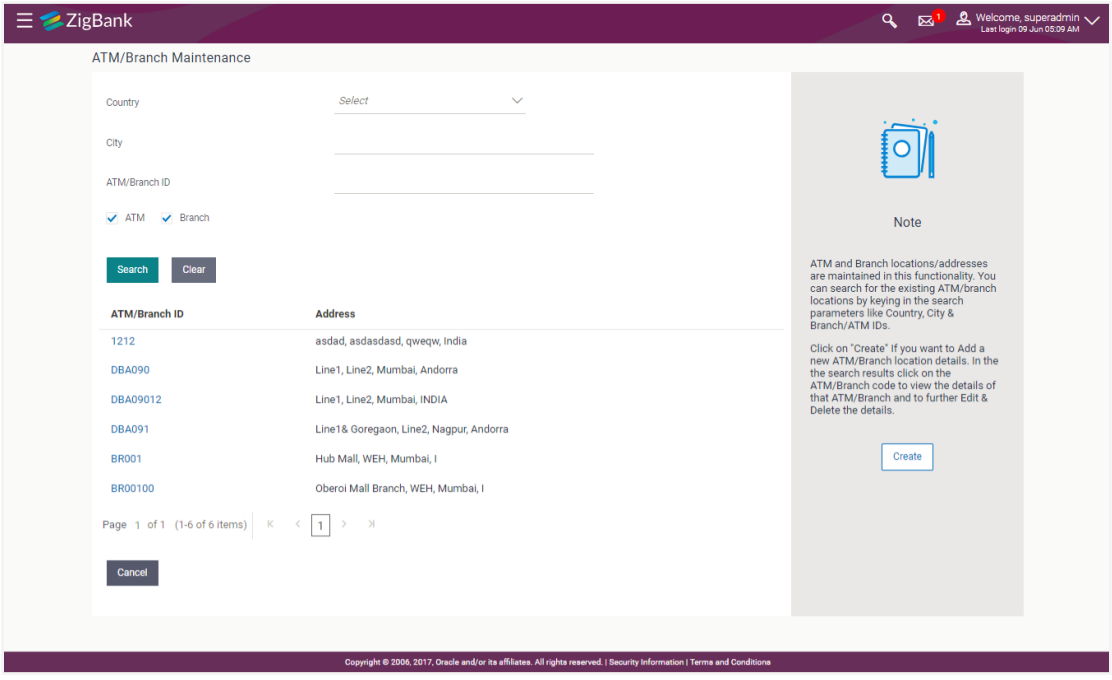
Using this option, System Administrator can search for particular ATM/ Branch based on search parameters. The search results display a list of ATM/ Branch corresponding to the search inputs.

If the search parameters are not specified, records of all the limits maintained in the application are displayed.

**To search the ATM/ branch:**

1. Click **Search**. The **ATM/ Branch Maintenance** screen with search results appears based on the searched criteria.
   OR
   Click **Clear** to reset the search parameters.
   OR
   Click **Cancel** to cancel the search process.

**ATM/ Branch Maintenance - Search**



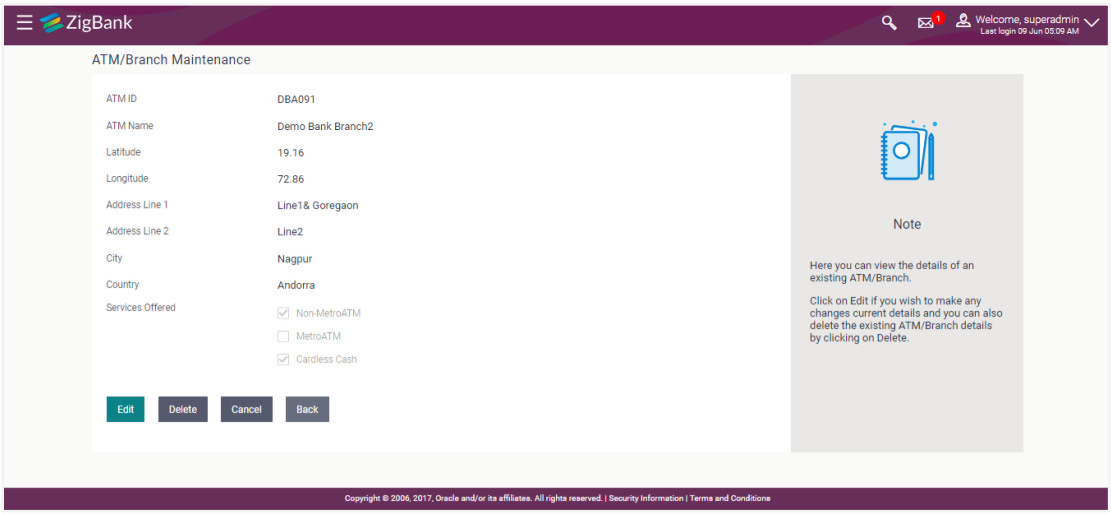

**Field Description**

| Field Name | Description |
|---|---|
| **Country** | Select the country in which you want to locate a branch or ATM of the bank. |

| Field Name | Description |
|---|---|
| **City** | Select the city in which you want to locate a branch or ATM of the bank. |
| **ATM/ Branch ID** | Unique key to identify the ATM / Branch. Specify valid Branch / ATM ID maintained in the system. |
| **ATM/ Branch** | Select if the search is for a branch or ATM. |
| **Search Result** | |
| **ATM/ Branch ID** | Unique key of the ATM / Branch. |
| **Address** | The address of the ATM / branch that corresponds with the ATM / branch ID. |

2. View the search results. Click the **ATM/ Branch ID** link of the record for which you want to view the details. The **ATM/ Branch Maintenance - View** screen appears.

**ATM/ Branch Maintenance - View**




**Field Description**

| Field Name | Description |
|---|---|
| **ATM/ Branch ID** | Unique key to identify the ATM / branch. |
| **ATM/ Branch Name** | Name of the ATM / branch. |
| **Latitude** | The location of the ATM/ branch in term of latitude which is the angular distance, north or south of the equator (an imaginary circle around the Earth halfway between the North Pole and the South Pole). |

| Field Name | Description |
|---|---|
| **Longitude** | The location of the ATM/ branch in term of longitude which is angular distance, east or west of the prime meridian (an imaginary line running from north to south through Greenwich, England). |
| **Address Line 1 - 4** | The address of the ATM / branch that corresponds with the ATM / branch ID. |
| **City** | The city of the ATM / branch that corresponds with the ATM / branch ID. |
| **Country** | The country of the ATM / branch. |
| **Work Timings** | The operating hours of the branch / ATM.<br>This field appears if you are viewing the details of a **Branch of the bank.** |
| **Additional Details** | Additional details if any.<br>This field appears if you are viewing the details of a **Branch of the bank.** |
| **Phone Number** | The phone number of the branch / ATM.<br>This field appears if you are viewing the details of a **Branch of the bank.** |
| **Services Offered** | The services offered by the bank branch / ATM. |

3. Click **Edit** to edit the ATM/ branch details.
   OR
   Click **Delete** to delete the ATM/ branch details.
   OR
   Click **Cancel** to cancel the transaction.
   OR
   Click **Back** to navigate back to previous screen.

## 24.2 ATM/ Branch Maintenance - Add

Using this option, System Administrator can add ATM or branch details. Single ATM/ branch details can be added directly using the Add ATM/ branch Details screen. Multiple ATMs or branches can be added by uploading a File.

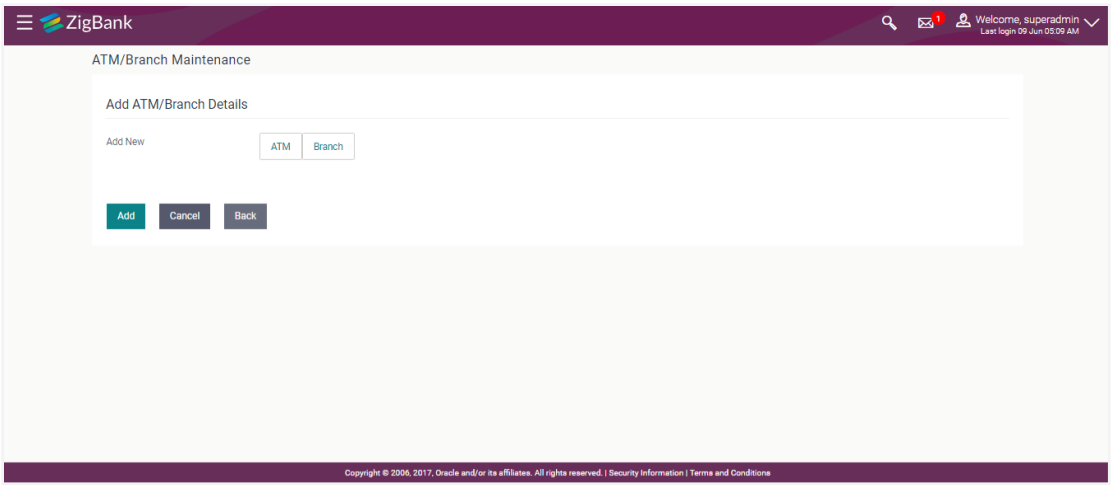
Adding ATM/ branches feature allows the bank administrator to:

- Add Single ATM/ Branches
- Add Multiple ATM/ Branches

**To add an ATM/ Branch:**

1. Navigate to the **ATM/Branch Maintenance** screen.
2. Click **Create**.
   The **ATM/ Branch Maintenance - Add ATM/ Branch Details** screen appears.

### ATM/ Branch Maintenance - Add Single ATM/ Branch Details

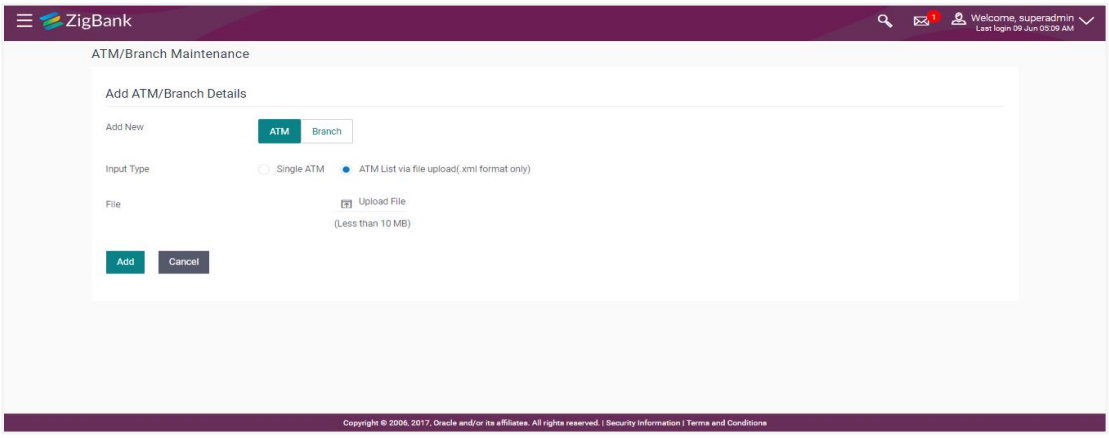



### Field Description

| Field Name | Description |
|---|---|
| **Add ATM/ Branch Details** | |
| **Add New – ATM / Branch** | Buttons to be selected for adding either the ATM or the branch details.<br>The buttons are:<br>• ATM<br>• Branch |

3. In the **Add New** field, click the appropriate button to add the ATM or branch details. The **ATM/ Branch Maintenance - Add ATM/ Branch Details** screen with options to add single or multiple ATM/ Branch details appear.

### ATM/ Branch Maintenance - Add ATM/ Branch Details

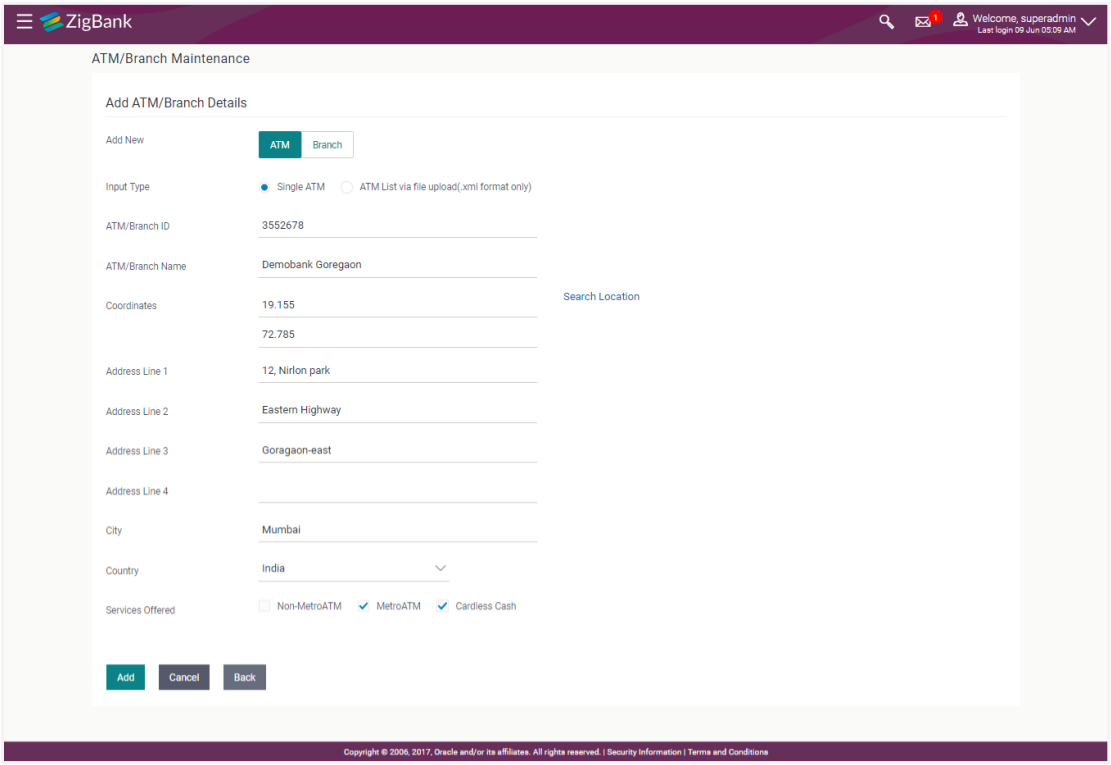


**Field Description**

| Field Name | Description |
|---|---|
| **Add New – ATM / Branch** | Buttons for adding either the ATM or the branch details. |
| **Input Type** | Options to add single or multiple ATM/ branch details.<br>• Add Single ATM/ Branches<br>• Add Multiple ATM/ Branches |
| **File** | Select the file to be uploaded. |

4. In the **Input Type** field, click the appropriate option to add the single or multiple ATM/ branch details.
   a. If you select **Single ATM/ Branches** option, the fields for adding the details appears on the **ATM/ Branch Maintenance - Add ATM/ Branch Details** screen.

**Add Single ATM/ Branches Details**



**Field Description**

| Field Name | Description |
|---|---|
| **Add ATM/ Branch Details** | |
| **Add New – ATM / Branch** | Buttons for adding either the ATM or the branch details. |
| **Input Type** | Options to add single or multiple ATM/ branch details.<br>• Single ATM/ Branch<br>• Multiple ATMs/ Branches via file upload (.xml format only) |
| **ATM/ Branch ID** | Unique key to identify the ATM / branch. |
| **ATM/ Branch Name** | Name of the ATM / branch which is to be added. |
| **Coordinates** | The location of the new ATM/ branch in term of latitude which is the angular distance, north or south of the equator (an imaginary circle around the Earth halfway between the North Pole and the South Pole).<br>The location of the new ATM/ branch in term of longitude which is angular distance, east or west of the prime meridian (an imaginary line running from north to south through Greenwich, England).<br>Click the **Search Location** link to auto populate the coordinates value. |
| **Address Line 1 - 4** | The address of the ATM / branch that corresponds with the ATM / branch ID. |
| **City** | The city in which a branch or ATM of the bank is located. |
| **Country** | The country a branch or ATM of the bank is located. |
| **Work Timings** | The operating hours of the branch<br>This field appears if you click **Branch** button in the **Add New** field. |
| **Additional Details** | Additional details if any.<br>This field appears if you click **Branch** button in the **Add New** field. |
| **Phone Number** | The phone number of the branch / ATM.<br>This field appears if you click **Branch** button in the **Add New** field. |
| **Alternate Phone Number** | A contact number other than your main phone number, if you have any.<br>This field appears if you click **Branch** button in the **Add New** field. |

| Field Name | Description |
|---|---|
| **Services Offered** | Services offered by the bank.<br>Following services are offered if you click **ATM** button in the **Add New** field. (The information will be fetched based on the data maintained as Day 0).<br>• Non-Metro ATM<br>• Metro ATM<br>• Cardless Cash<br>Following services are offered if you click **Branch** button in the **Add New** field. (The information will be fetched based on the data maintained as Day 0).<br>• Wealth branch<br>• Loan Servicing Branch<br>• Forex Branch<br>• Gold Loan Branch<br>• Touch Banking Branch<br>• Lockers Enabled Branch<br>• Retail Branch |

b. In the **ATM/ Branch ID** field, enter the unique id for ATM/ branch.

c. In the **ATM/ Branch Name** field, enter the name of the new ATM/ branch.

d. In the **Coordinates** field, click the **Search Location** link to enter the location. The coordinate value appears in the field.

e. In the **Address Line 1, 2** field, enter the address of the new ATM/ branch.

f. In the **City** field, enter the city of the ATM/ branch.

g. From the **Country** list, select the country of the new ATM/ branch.

h. In the **Phone Number** field, enter the phone number of the bank branch.

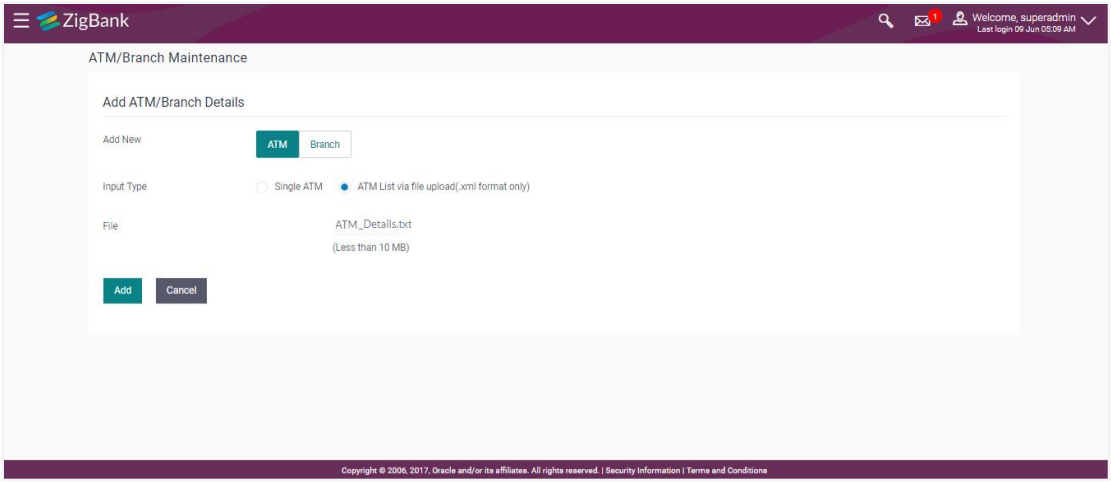
i. Click **Add** to add the ATM/ branch details.
OR
Click **Cancel** to cancel current transaction.

j. The **Add ATM/ Branch Details - Review** screen appears post necessary validations. Verify the details, and click **Confirm**.
OR
Click **Edit** to make the changes if any.
User is directed to the **Add ATM/ Branch Details** screen with values in editable form.
OR
Click **Cancel** to cancel the operation and navigate back to ‘Dashboard’.

k. The success message of saving the ATM/ Branch maintenance appears along with the transaction reference number and status of the transaction.
Click **OK** to complete the transaction and navigate back to ‘Dashboard’.

5. In the **ATM/ Branch Maintenance - Add Branch Details** screen, if you select **Multiple ATM/ Branches** option, the **ATM/ Branch Maintenance - Add ATM/ Branch Details** screen for uploading the files appears.

**ATM/ Branch Maintenance - Add Multiple ATM/ Branch Details**




**Field Description**

| Field Name | Description |
|---|---|
| **Add ATM/ Branch Details** | |
| **Add New** | Buttons to be selected for adding either the ATM or the branch details. |
| **Input Type** | Options to add single or multiple ATM/ branch details.<br>• Single ATM/ Branch<br>• Multiple ATM/ Branches |
| **File** | Select the file to be uploaded. |

6. In the **Input Type** field, click the appropriate option to add the single or multiple ATM/ branch option.
   a. If you select **Multiple ATM/ Branches** option, the fields for uploading file (specific file format is mentioned here – XML only) appears on the **ATM/ Branch Maintenance - Add ATM/ Branch Details** screen.
   b. In the **File** field, select the file to be uploaded.
   c. Click **Add** to add the ATM/ branch details.
   OR
   Click **Cancel** to cancel current transaction.
   d. The **Add ATM/ Branch Details - Review** screen appears post necessary validations. Verify the details, and click **Confirm**.
   OR
   Click **Edit** to make the changes if any.
   User is directed to the **Add ATM/ Branch Details** screen with values in editable form.

OR
Click **Cancel** to cancel the operation and navigate back to ‘Dashboard’.

e. The success message of saving the ATM/ Branch maintenance appears along with the transaction reference number and status of the transaction.
Click **OK** to complete the transaction and navigate back to ‘Dashboard’.

### ATM file template example

```
<?xml version="1.0" encoding="UTF-8" standalone="yes"?>
<ATMs xmlns:datatype="http://datatype.fc.ofss.com" xmlns:validationdtoapp="http://validation.dto.app.fc.ofss.com" xmlns:dtocommondomainframework="
http://dto.common.domain.framework.fc.ofss.com" xmlns:ns4="http://enumeration.fc.ofss.com">
    <ATM>
        <coordinates>
            <latitude>19.1547995</latitude>
            <longitude>72.8562558</longitude>
        </coordinates>
        <ID>DBA001</ID>
        <name>Demo Bank Branch1</name>
        <PostalAddress>
            <datatype:city>Mumbai</datatype:city>
            <datatype:country>INDIA</datatype:country>
            <datatype:line1>Line1</datatype:line1>
            <datatype:line2>Line2</datatype:line2>
        </PostalAddress>
        <Services>
            <id>3</id>
        </Services>
        <Services>
            <id>2</id>
        </Services>
        <type>ATM</type>
    </ATM>
    <ATM>
        <coordinates>
            <latitude>19.16</latitude>
            <longitude>72.86</longitude>
        </coordinates>
        <ID>DBA002</ID>
        <name>Demo Bank Branch2</name>
        <PostalAddress>
            <datatype:city>Nagpur</datatype:city>
            <datatype:country>INDIA</datatype:country>
            <datatype:line1>Line1</datatype:line1>
            <datatype:line2>Line2</datatype:line2>
        </PostalAddress>
        <Services>
            <id>5</id>
        </Services>
        <Services>
            <id>2</id>
        </Services>
        <type>ATM</type>
    </ATM>
</ATMs>
```

### Output

1547995 72.8562558 DBA001 Demo Bank Branch1 Mumbai INDIA Line1 Line2 3 2 ATM 19.16 72.86 DBA002 Demo Bank Branch2 Nagpur INDIA Line1 Line2 5 2 ATM

## Branch file template example

```
<?xml version="1.0" encoding="UTF-8" standalone="yes"?>
<Branches xmlns:datatype="http://datatype.fc.ofss.com" xmlns:validationdtoapp="http://validation.dto.app.fc.ofss.com" xmlns:dtocommondomainframework="
http://dto.common.domain.framework.fc.ofss.com" xmlns:ns4="http://enumeration.fc.ofss.com">
   <!-- Sample Record to Upload branch -->
<Branch>
        <coordinates>
             <latitude>17.900840</latitude>
            <longitude>102.5332620</longitude>
        </coordinates>
        <ID>STBRECORD01</ID>
        <name>ST Bank KM8</name>
        <PostalAddress>
            <datatype:city>Vientiane</datatype:city>
            <datatype:country>LAO PEOPLES DEMOCRATIC REPUBLIC</datatype:country>
            <datatype:line1>Somvang Village</datatype:line1>
            <datatype:line2>Hadsayfong District</datatype:line2>
        </PostalAddress>
        <Services>
            <id>1</id>
        </Services>
        <Services>
            <id>7</id>
        </Services>
        <type>BRANCH</type>
        <phone>
            <number>021-315712</number>
        </phone>
        <workDays>Mon-Fri</workDays>
        <Timings>09:00-17:00</Timings>
        <!-- In case of multiple branch timings required -->
        <workDays>Sat</workDays>
        <Timings>09:00-17:00</Timings>
    </Branch>

    <Branch>
        <coordinates>
             <latitude>17.900840</latitude>
            <longitude>102.5332620</longitude>
        </coordinates>
        <ID>STBRECORD02</ID>
        <name>ST Bank KM8</name>
        <PostalAddress>
            <datatype:city>Vientiane</datatype:city>
            <datatype:country>LAO PEOPLES DEMOCRATIC REPUBLIC</datatype:country>
            <datatype:line1>Somvang Village</datatype:line1>
            <datatype:line2>Hadsayfong District</datatype:line2>
        </PostalAddress>
        <Services>
            <id>1</id>
        </Services>
        <Services>
            <id>7</id>
        </Services>
        <type>BRANCH</type>
        <phone>
            <number>021-315712</number>
        </phone>
        <workDays>Mon-Fri</workDays>
        <Timings>09:00-17:00</Timings>
        <!-- In case of multiple branch timings required -->
        <workDays>Sat</workDays>
        <Timings>09:00-17:00</Timings>
    </Branch>

</Branches>
```

## Output

17.900840 102.5332620 STBRECORD01 ST Bank KM8 Vientiane LAO PEOPLES DEMOCRATIC REPUBLIC Somvang Village Hadsayfong District 1 7 BRANCH 021-315712 Mon-Fri 09:00-17:00 Sat 09:00-17:00 17.900840 102.5332620 STBRECORD02 ST Bank KM8 Vientiane LAO PEOPLES DEMOCRATIC REPUBLIC Somvang Village Hadsayfong District 1 7 BRANCH 021-315712 Mon-Fri 09:00-17:00 Sat 09:00-17:00

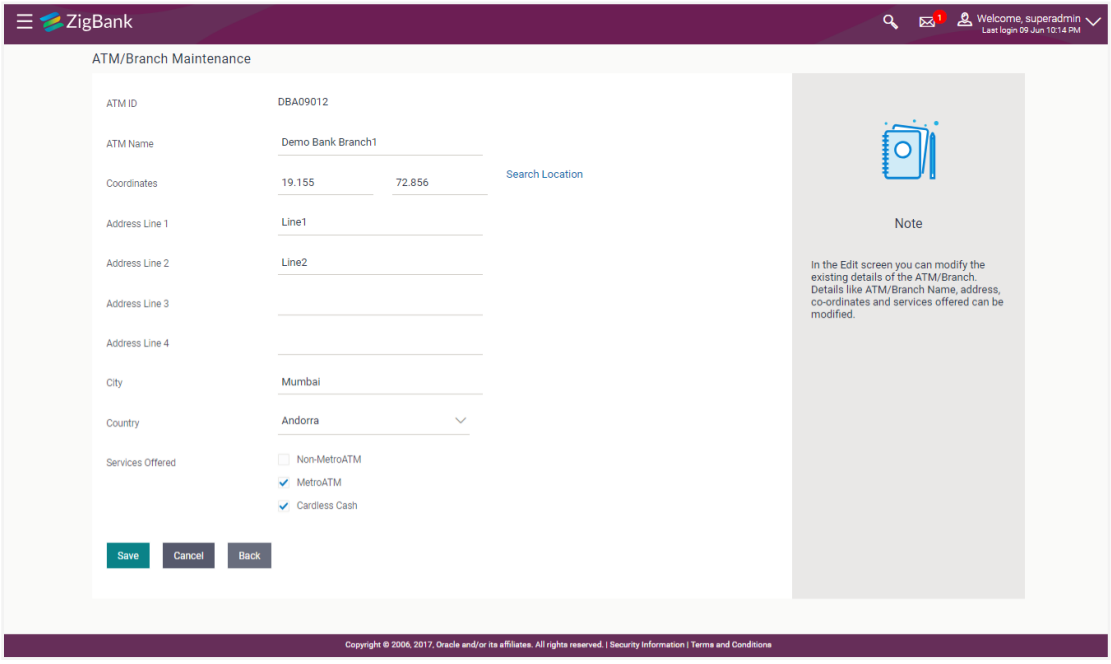
## 24.3 ATM/ Branch Maintenance - Edit

Using this option, System Administrator can update or edit an ATM/ branch details.

**To edit an ATM/ branch details:**

1. In the **ATM/ Branch Maintenance** screen, click **Search**. The **ATM/ Branch Maintenance** screen with search results appears based on the search criteria.
   OR
   Click **Clear** to reset the search parameters.
   OR
   Click **Cancel** to cancel the search process.
2. Click the **ATM/ Branch ID** link of the record for which you want to view the details. The **ATM/ Branch Maintenance - View** screen appears.
3. Click **Edit** to edit the ATM/ branch details. The **ATM/ Branch Maintenance - Edit** screen appears.

**ATM/ Branch Maintenance - Edit**




**Field Description**

| Field Name | Description |
|---|---|
| **ATM/ Branch ID** | Unique key to identify the ATM / branch.<br>This field is not editable. |
| **ATM/ Branch Name** | Name of the ATM / branch which is to be edited. |

| Field Name | Description |
|---|---|
| **Latitude** | The location of the ATM/ branch in term of latitude which is the angular distance, north or south of the equator (an imaginary circle around the Earth halfway between the North Pole and the South Pole). |
| **Longitude** | The location of the ATM/ branch in term of longitude which is angular distance, east or west of the prime meridian (an imaginary line running from north to south through Greenwich, England). |
| **Address Line 1 - 4** | The address of the ATM / branch that corresponds with the ATM / branch ID. |
| **City** | The city of the ATM / branch that corresponds with the ATM / branch ID. |
| **Country** | The country of the ATM / branch. |
| **Work Timings** | The operating hours of the branch / ATM.<br>This field is only applicable when the user is editing details of the **Branch**. |
| **Additional Details** | Additional details if any.<br>This field appears if you are viewing the details of a **Branch of the bank.** |
| **Phone Number** | The phone number of the branch / ATM.<br>This field is only applicable when the user is editing details of the **Branch**. |
| **Services Offered** | The services offered by the bank branch/ ATM. |

4. In the **ATM/ Branch Name** field, edit the name of the new ATM/ branch if required.
5. In the **Coordinates** field, click the **Search Location** link to enter the location. The coordinate value appears in the field. Modify, if required.
6. In the **Address Line 1, 2** field, edit the address of the new ATM/ branch if required.
7. In the **City** field, edit the city of the ATM/ branch (if required).
8. From the **Country** list, select the country of the new ATM/ branch.
9. In the **Phone Number** field, edit the phone number of the bank branch if required.
10. Click **Save** to update the ATM/ branch details.
    OR
    Click **Cancel** to cancel current transaction.
    OR
    Click **Back** to navigate back to previous screen.
11. The **Edit ATM/ Branch Details - Review** screen appears post necessary validations. Verify the details, and click **Confirm**.
    OR
    Click **Edit** to make changes if any.
    User is directed to the **Edit ATM/ Branch Details** screen with values in editable form.
    OR
    Click **Cancel** to cancel the operation and navigate back to ‘Dashboard’.

12. The success message of saving the ATM/ Branch maintenance appears along with the status of the transaction.
    Click **OK** to complete the transaction and navigate back to 'Dashboard'.

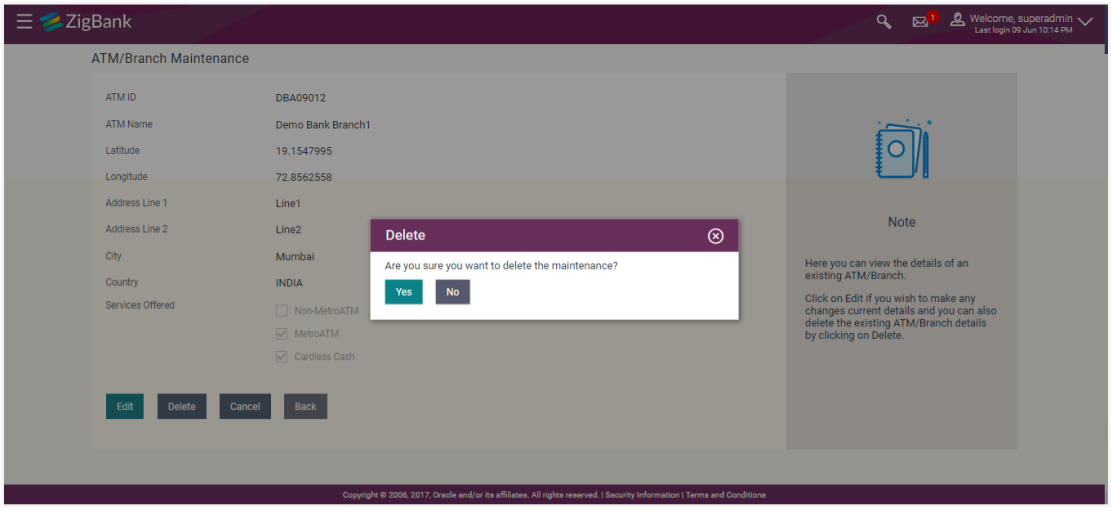
## 24.4 ATM/ Branch Maintenance - Delete

The System Administrator can delete the ATM and branch details.

**To delete ATM/ branch details:**

1. In the **ATM/ Branch Maintenance** screen, click **Search**. The **ATM/ Branch Maintenance** screen with search results appears based on the search criteria.
   OR
   Click **Clear** to reset the search parameters.
   OR
   Click **Cancel** to cancel the search process.
2. Click the **ATM/ Branch ID** link of the record for which you want to view the details. The **ATM/ Branch Maintenance - View** screen appears.
3. Click **Delete** to delete the ATM/ branch details.
   The application will prompt the administrator with a deletion message with an option of Yes / No.

**ATM/ Branch Maintenance - Delete**




4. Click **Yes** to delete ATM / Branch. It will navigate to confirmation page with a success message and the status.
   OR
   Click **No** if you do not wish to delete the ATM / Branch.
5. Click **OK** to complete the transaction.

# FAQs

1. **In which format I can upload a file with ATM and Branch details?**

   You can upload a file in xml format to add new branches and ATMs.

2. **Do I need to remember the latitude and longitude while updating single ATM/Branch?**

   No, you may search the location. Based on the location selected latitude and longitude data will be auto fetched and shown on the screen.

3. **Can I edit the address and other details of already saved ATM/Branch?**

   Yes, an option to edit the information of already saved ATM/Branches is provided.

**Home**

# 25. Product Mapping

Product mapping feature allows the System Administrator to map products to users from the channel.

System Administrator can map products maintained in the core banking system to different User type and all the users falling under that user type can open accounts for the mapped products only. This option is currently enabled for Term Deposit and Recurring Deposit module.

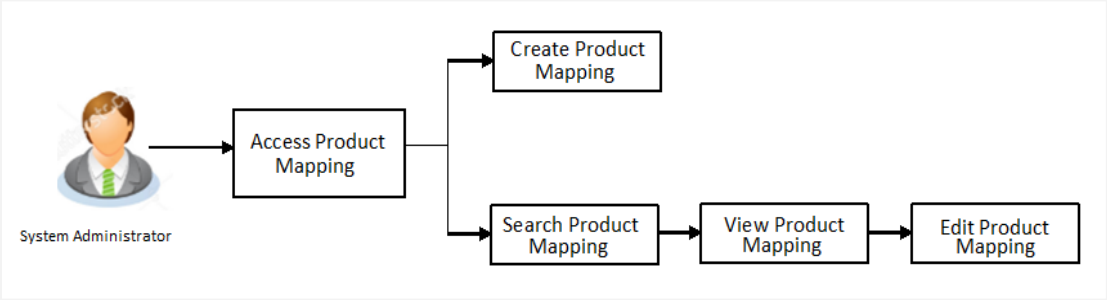
For example: A user can open a term deposit or a recurring deposit only under those products which are mapped to the User Type/User Segment assigned to the user. Products which are not mapped, will not be available (for opening deposit accounts) to a channel user. This will be a part of Day 1 setup.

Note: For User Type – Retail, product mapping can be done for User Type and User Segment combination.

**Pre-Requisites**

- Transaction access is provided to System Administrator.
- Approval rule is set up for System Administrator to perform the actions.
- Necessary products are maintained in core banking application.

**Workflow**




**Features Supported In Application**

The module supports following features:

- View Product Mapping
- Edit Product Mapping
- Create Product Mapping

**How to reach here:**

*System Administrator Dashboard > Configuration > Product Mapping*
*OR*
*System/ Bank Administrator Dashboard > Toggle Menu > Configuration > Product Mapping*

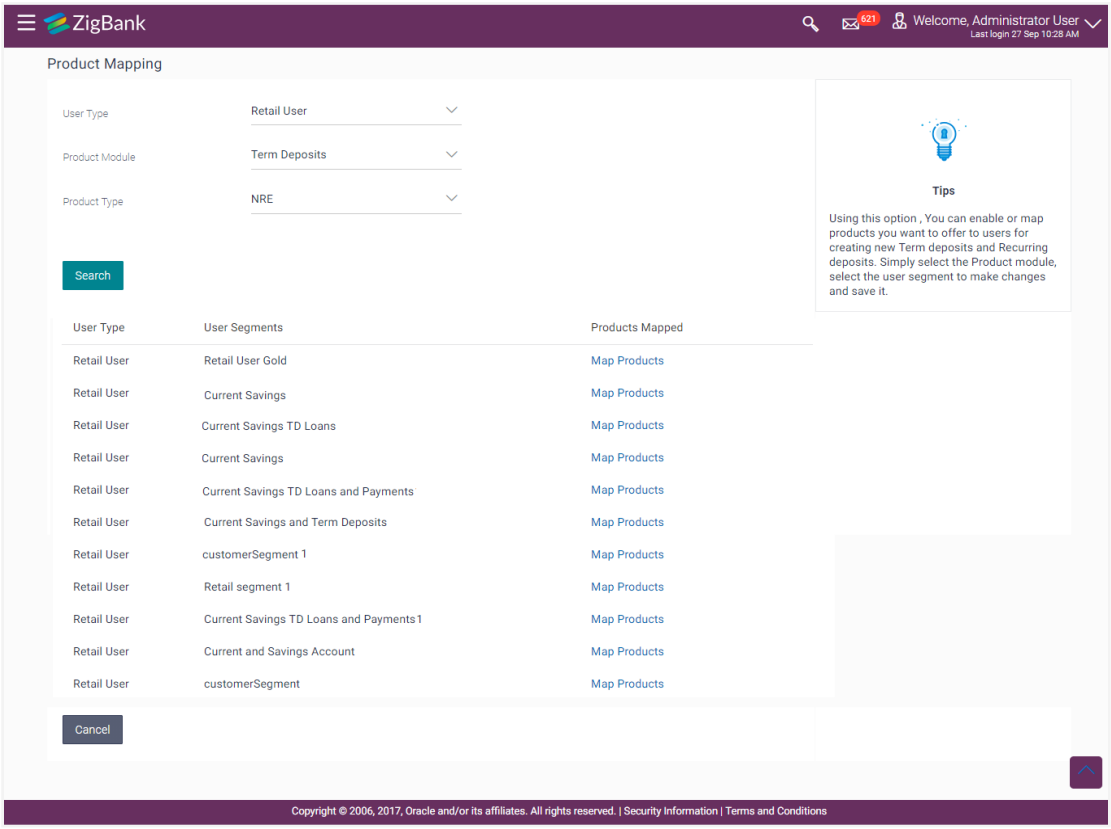
# 25.1 Product Mapping - View

Using Product mapping view option, System Administrators can view the list of products mapped to the product module. The System Administrator can view the mapping details by clicking the User Segments link.

**To view the product mapping:**

1. Navigate to the **Product Mapping** screen. The **Product Mapping** screen with mapped products appears.
   OR
   Click **Cancel** to cancel the transaction and navigate to the dashboard.

**Product Mapping**



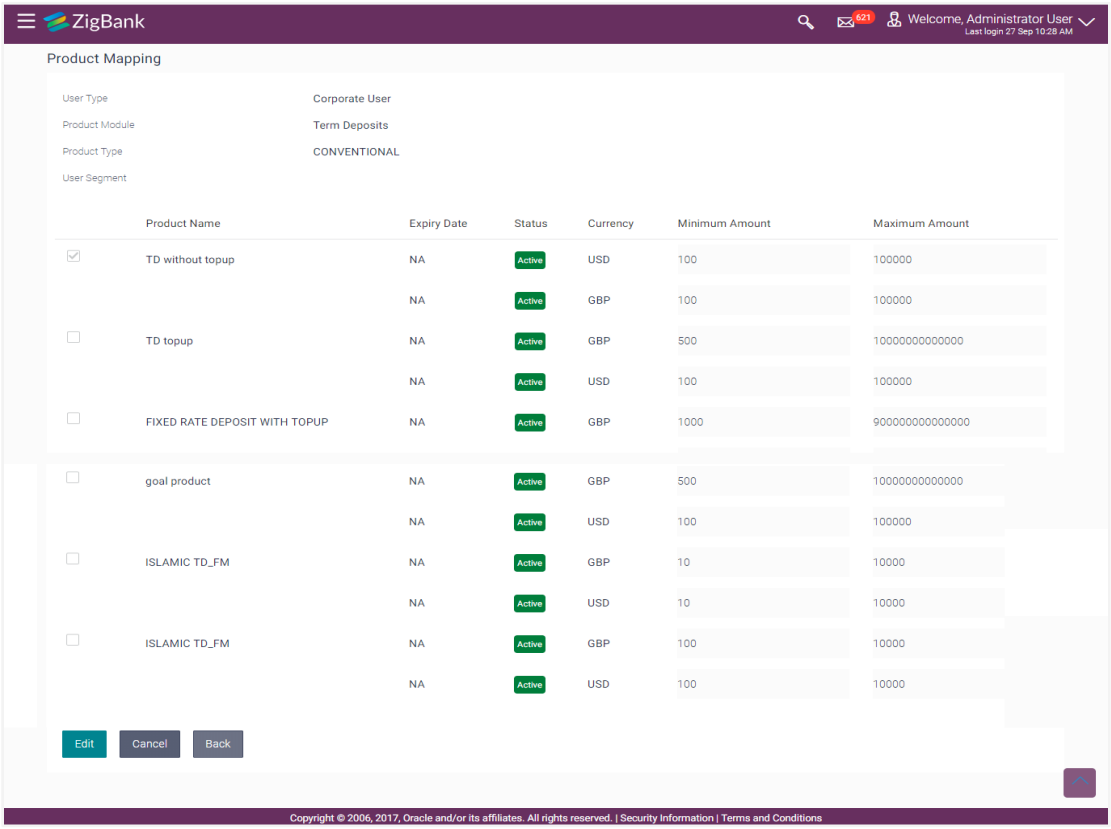

**Field Description**

| Field Name | Description |
|---|---|
| **User Type** | The user type available for mapping products. |
| **Product Module** | Following product modules are available for mapping:<br>• Term Deposit<br>• Recurring Deposit |

| Field Name | Description |
|---|---|
| **Product Type** | The type of products available to be mapped to the user segment or to the role for that product module. |
| **Search Result** | |
| **User Type** | The user for which products are mapped. |
| **User Segment** | The user segments for which products mapped. This field is applicable only for Retail user type. |
| **Products Mapped** | The number of products mapped to the user segment or user type for that product type and product module. |

2. Click the **Product Mapped** link of the user record for which you want to view the details. The **Product Mapping - View** screen appears.

**Product Mapping - View**



**Field Description**

| Field Name | Description |
|---|---|
| **View** | |
| **User Type** | The user for which products are mapped. |
| **Product Module** | Following product modules are available for mapping:<br>• Term Deposit<br>• Recurring Deposit<br>Note: For corporate only Term Deposit product module is available |
| **Product Type** | The type of product under the selected module for which the product list needs to be fetched . |
| **User Segment** | The user segment for which products are mapped. This field is applicable only for Retail user type. |
| **Product Name** | Name of the product which is mapped to the user type for the selected product type and product module. |
| **Expiry Date** | The expiry date of the product.<br>If the product is expired, an 'Expired' flag is shown against the product. |
| **Status** | The current status of the product. |
| **Currency** | The currency in which products are maintained. |
| **Minimum Amount** | The minimum permissible amount for opening deposit under the selected product. |
| **Maximum Amount** | The maximum permissible amount for opening deposit under the selected product. |

3. Click **Edit** to edit the user-segment - product mapping.
   OR
   Click **Cancel** the operation and navigate to the ‘Dashboard’.
   OR
   Click **Back** to navigate to the previous screen.

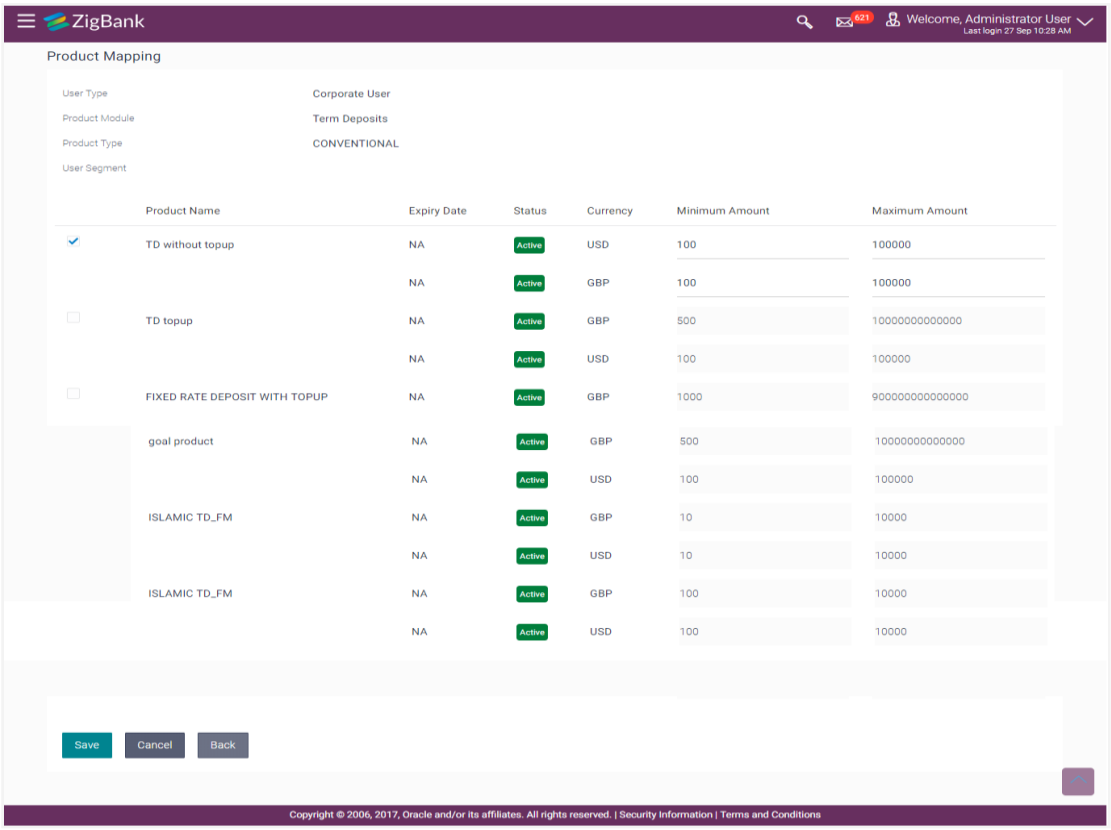
## 25.2 Product Mapping - Edit

This function enables the System Administrator to edit the product mapping. The System Administrator can map or delete the products to the product module.

**To edit or update the product mapping:**

1. In the **Product Mapping** screen, click the **Product Mapped** link of the user record for which you want to edit the details.
   The **Product Mapping - View** screen appears.
2. Click **Edit** to edit the user-segment - product mapping. The **Product Mapping – Edit** screen appears.
   OR
   Click **Cancel** the operation and navigate to the 'Dashboard'.
   OR
   Click **Back** to navigate to the previous screen.

**Product Mapping - Edit**




**Field Description**

| Field Name | Description |
|---|---|
| **Edit** | |
| **User Type** | The user for which products are mapped. |

| Field Name | Description |
|---|---|
| **Product Module** | One of the following product modules for which the mapping is to be edited:<br>• Term Deposit<br>• Recurring Deposit |
| **Product Type** | The list of product type, available for mapping. |
| **User Segment** | The user segment, for which products are mapped. |
| **Product Name** | Name of the product which is mapped to the user type for the selected product type and product module. |
| **Expiry Date** | The expiry date of the product.<br>If the product is expired, an 'Expired' flag is shown against products. |
| **Status** | The current status of the product. |
| **Currency** | The currency in which products are maintained. |
| **Minimum Amount** | The minimum permissible amount for opening deposit under the selected product. |
| **Maximum Amount** | The maximum permissible amount for opening deposit under the selected product. |

3. Edit View the defined values for fields, in an editable form.
4. Edit the required details.
5. Click **Save** to save the changes.
   OR
   Click **Cancel** to cancel the operation and navigate back to 'Dashboard'.
   OR
   Click **Back** to navigate to previous screen.
6. The **Review** screen appears. Verify the details, and click **Confirm**.
   OR
   Click **Cancel** to cancel the transaction.
   OR
   Click **Back** to navigate to previous screen.
7. The success message of transaction submission appears along with the transaction reference number and status.
   Click **OK** to complete the transaction.

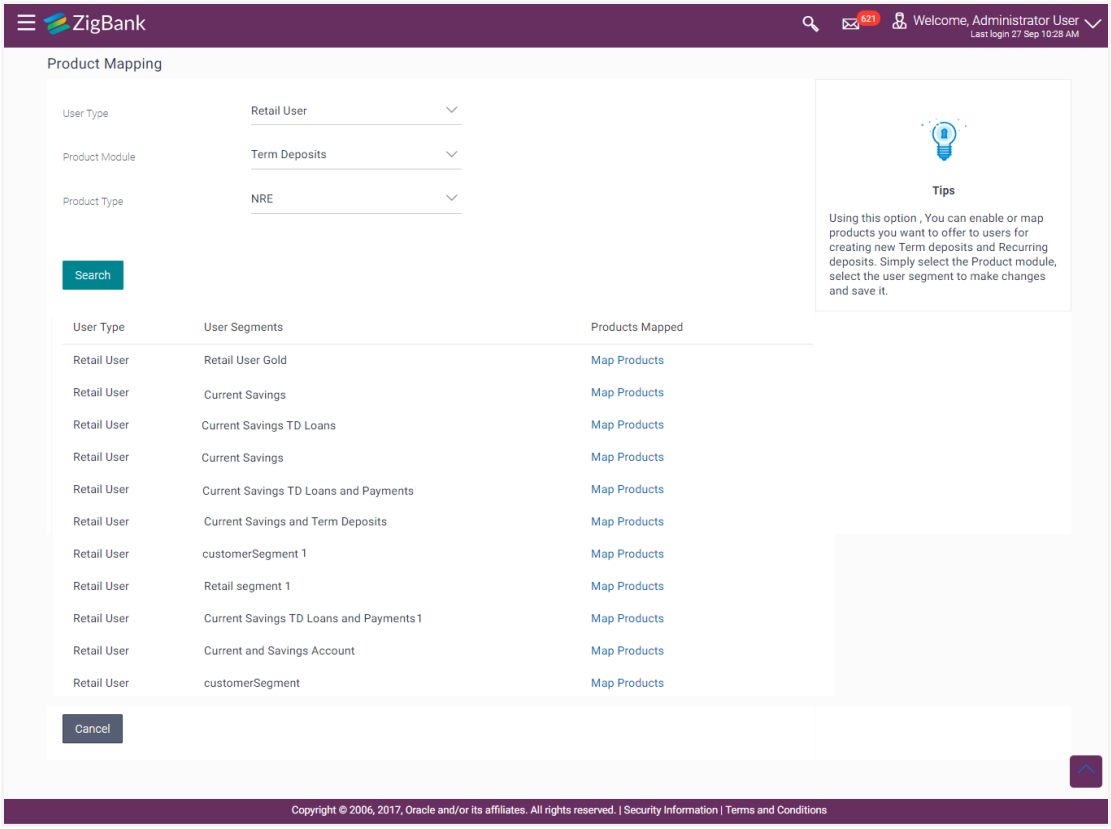
## 25.3 Product Mapping - Create

This option enables the System Administrator to select the products and map it to the Product Module.

**To create a new product mapping:**

1. Navigate to the **Product Mapping** screen.
2. Select the User Type for which the product mapping needs to be maintained
3. Select the User Segment (applicable only for Retail user type).

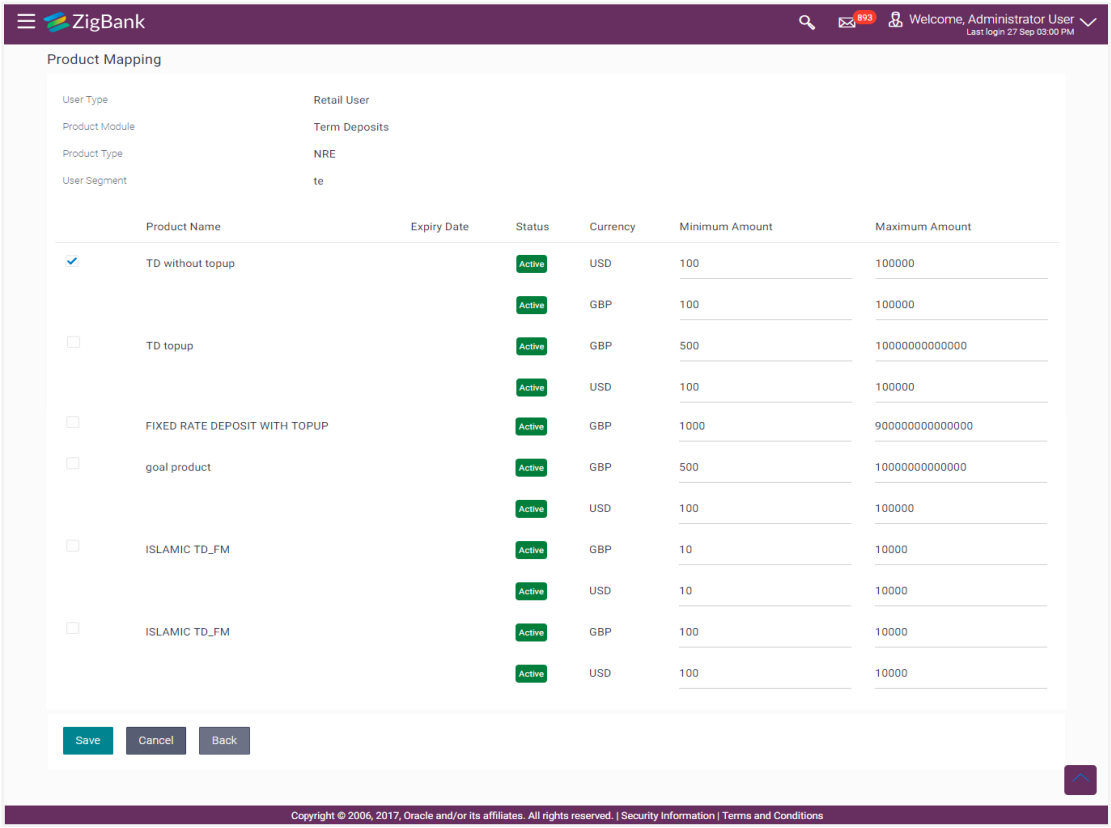
**Product Mapping**




4. Click **Map Products**.
   The **Product Mapping - Create** screen appears.

Note: The **Map Products** link is available only if no products are mapped to the user segment.

## Product Mapping - Create




### Field Description

| Field Name | Description |
|---|---|
| **Create** | |
| **User Type** | The user for which products are mapped. |
| **Product Module** | Following product modules are available for mapping:<br>• Term Deposit<br>• Recurring Deposit |
| **Product Type** | The list of product, available for mapping. |
| **User Segment** | The user segment, for which products are to be mapped. |
| **Product Name** | Name of the product which is mapped to the user type for the selected product type and product module. |
| **Expiry Date** | The expiry date of the product.<br>If the product is expired, an 'Expired' flag is shown against products. |

| Field Name | Description |
|---|---|
| **Status** | The current status of the product.<br>**Note**: Only the active products are displayed |
| **Currency** | The currency in which products are maintained. |
| **Minimum Amount** | The minimum permissible amount for opening deposit under the selected product. |
| **Maximum Amount** | The maximum permissible amount for opening deposit under the selected product. |

5. From the **User Type** list, select user for which products are mapped.
6. From the **Product Module** list, select product modules which are available for mapping.
7. From the **Product Type** list, select product type available for mapping.
8. Select the checkbox(s) for the product which has to be mapped to the user.
9. In the **Minimum Amount** field, enter the minimum permissible amount for opening deposit under the selected product.
10. In the **Maximum Amount** field, enter the maximum permissible amount for opening deposit under the selected product.
11. Click **Save** to save the mapping.
    OR
    Click **Cancel** to cancel the operation and navigate back to 'Dashboard'.
    OR
    Click **Back** to navigate to previous screen.
12. The **Review** screen appears. Verify the details, and click **Confirm**.
    OR
    Click **Cancel** to cancel the transaction.
    OR
    Click **Back** to navigate to previous screen.
13. The success message of transaction submission appears along with the transaction reference number and status.
    Click **OK** to complete the transaction.

# FAQs

1. **For which type of products, product mapping functionally is available?**

   As of now, product mapping feature is enabled only for Term Deposit and Recurring Deposit type of products for retail users and Term Deposit for corporate users.

2. **Can customer view the account details of an account opened under a product which is not mapped?**

   Yes, user can view the account details of an account opened under a product which is not mapped. The restriction will only be for opening new account from channel.

3. **What will happen once the products mapped gets expired?**

   The expired products will no longer be available for product mapping. Also customers will not be able to open new accounts using expired product.

4. **What will happen if the products are not mapped to any user segment and are only mapped to user type?**

   In this case, all the products mapped to the user type will be available for account opening to the users associated to that user type.

**Home**

# 26. User Profile Maintenance

This function enables the System/Bank Administrator user to manage the user profile details that needs to be shown and needs to be made available for modification for Retail users. Details maintained on user profile includes date of birth, PAN card number, Aadhar number, passport number, national ID, driving license, communication address, email ID, and contact number, fax number, etc.

In a multi entity scenario, Administrator can do this setup for each entity by selecting the entity.

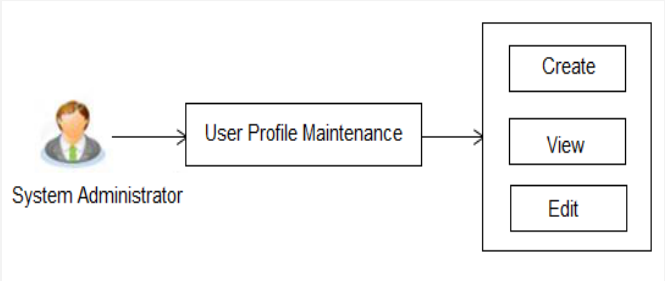
**Note**: For the business users to be able to modify the 'My Profile' fields, the modification of those fields should be allowed in FCUBS or in the backend Host System.

FCUBS has a separate maintenance for allowing modification of user's details, please make sure that modification of the required user details in enabled (if the FCUBS is configured as a backend system).

**Pre-requisites**

- User must have a valid Login credentials
- Transaction access is provided to system administrator.
- Approval rule set up for Bank administrator to perform the actions.

**Workflow**




**Features supported in application**

The administrator can perform the following actions:

- Create User Profile
- View User Profile
- Edit User Profile

**How to reach here:**

*System/ Bank Administrator Dashboard > Configuration > User Profile Maintenance*

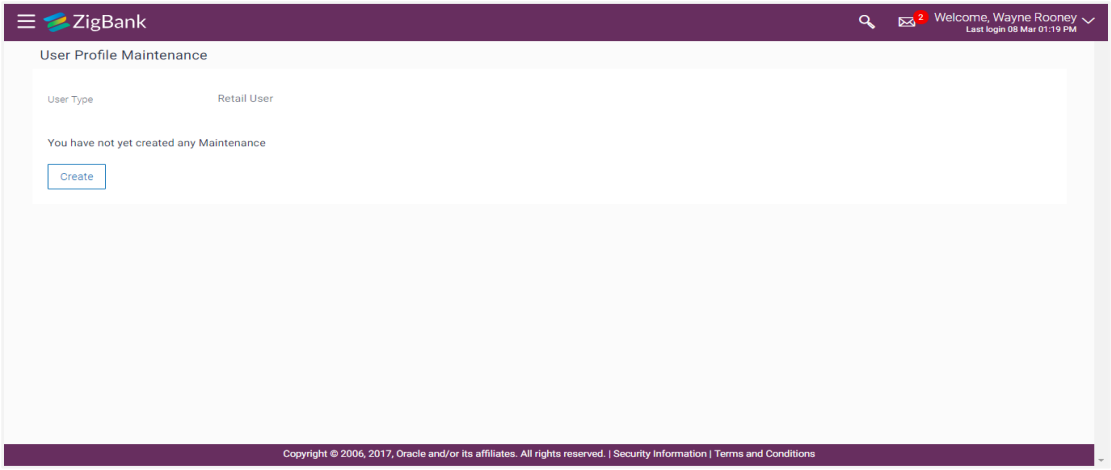
## 26.1 User Profile - Create

It allows System Administrator to setup the user profile details for user type retail, where the administrator can choose which details is to be displayed in his profile like date of birth, PAN card number, Aadhar number, passport number, driving license, communication address, email ID, and phone number, fax number, etc.

**To create user profile details:**

1. Displays the **User Profile Maintenance** screen, if the user profile is not maintained.
2. Click **Create**.

**User Profile Maintenance- Create**




**Field Description**

| Field Name | Description |
|---|---|
| **User Type** | Displays the user type for whom the user profile is to be created.<br>The user can be:<br>• Retail |

3. Click **Personal Information**; select the appropriate personal information details from the drop-down that needs to be displayed on the user profile screen.
4. Click **Contact Information**; select the appropriate contact information details from the drop-down that needs to be displayed on the user profile screen.
5. Based on the selection of Personal Information and Contact Information, user details get listed down.
6. Enable the toggle button against each detail to allow the business user to modify those details. If the toggle button is disabled against a field, user will not be able to modify that particular field in his/her profile screen.

**Field Description**

| Field Name | Description |
|---|---|
| **Details to be displayed on User Profile** | |
| **Personal Information** | Select the personal information that needs to be displayed to user on his profile.<br>The options are:<br>• National ID<br>• Passport<br>• Driving License<br>• Aadhar Card Number<br>• PAN Card Number |
| **Contact Information** | The contact information of user to be displayed on his profile.<br>The options are:<br>• Communication Address<br>• Email ID<br>• Fax Number<br>• Fax ISD Number<br>• Contact Number<br>• Contact ISD Number |
| **User Details - Modification Allowed or Not** | Details selected by the user gets listed here along with a toggle button against each details. All the details listed here will be displayed to business user provided those details are supported by the backend host system.<br>The options against each field are:<br>• Enable: Enable the toggle to allow the Retail user to modify that field in his/her profile.<br>• Disable: Disable the toggle if the Retail user should not be able to modify that field in his/her profile. |

7. Click **Save** to save the user profile details.
   OR
   Click **Cancel** to cancel the transaction.
   OR
   Click **Back** to navigate back to previous screen.
8. The **Review** screen appears. Verify the details, and click **Confirm**.
   OR
   Click **Cancel** to cancel the transaction.
   OR
   Click **Edit** to modify the user profile details.

9. The success message of user profile maintenance completed successfully appears along with the transaction reference number and status.
10. Click **OK** to complete the transaction.

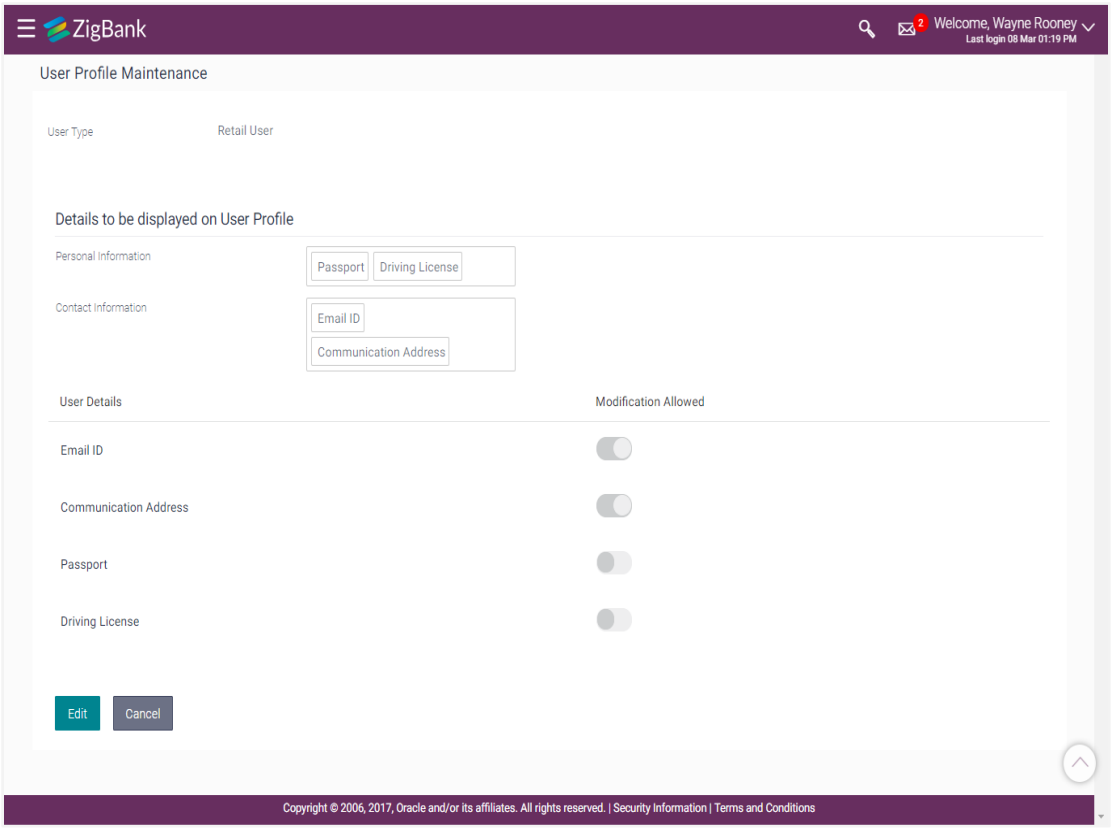
## 26.2 User Profile - View

This screen displays the setup done for user profile maintenance done for user type -Retail

**To view user profile details:**

1. Navigate to the **User Profile Maintenance** screen, the user profile maintained for the user appears.

**User Profile Maintenance- View**




**Field Description**

| Field Name | Description |
|---|---|
| **User Type** | Displays the user type for whom the user profile is to be created.<br>The user can be:<br>• Retail |
| **Details to be displayed on User Profile** | |

| Field Name | Description |
|---|---|
| **Personal Information** | Displays the personal details maintained for the bank/system administrator for being shown to business user on his/her profile.<br>The options against each field are:<br>• Enable: If the toggle is displayed as enabled, that field can be modified by the business user.<br>• Disable: If the toggle is displayed as disabled, that field cannot be modified by the business user. |
| **Contact Information** | Displays the contact details maintained for the bank/system administrator for being shown to business user on his/her profile.<br>The options against each field are:<br>• Enable: If the toggle is displayed as enabled, that field can be modified by the business user.<br>• Disable: If the toggle is displayed as disabled, that field cannot be modified by the business user. |

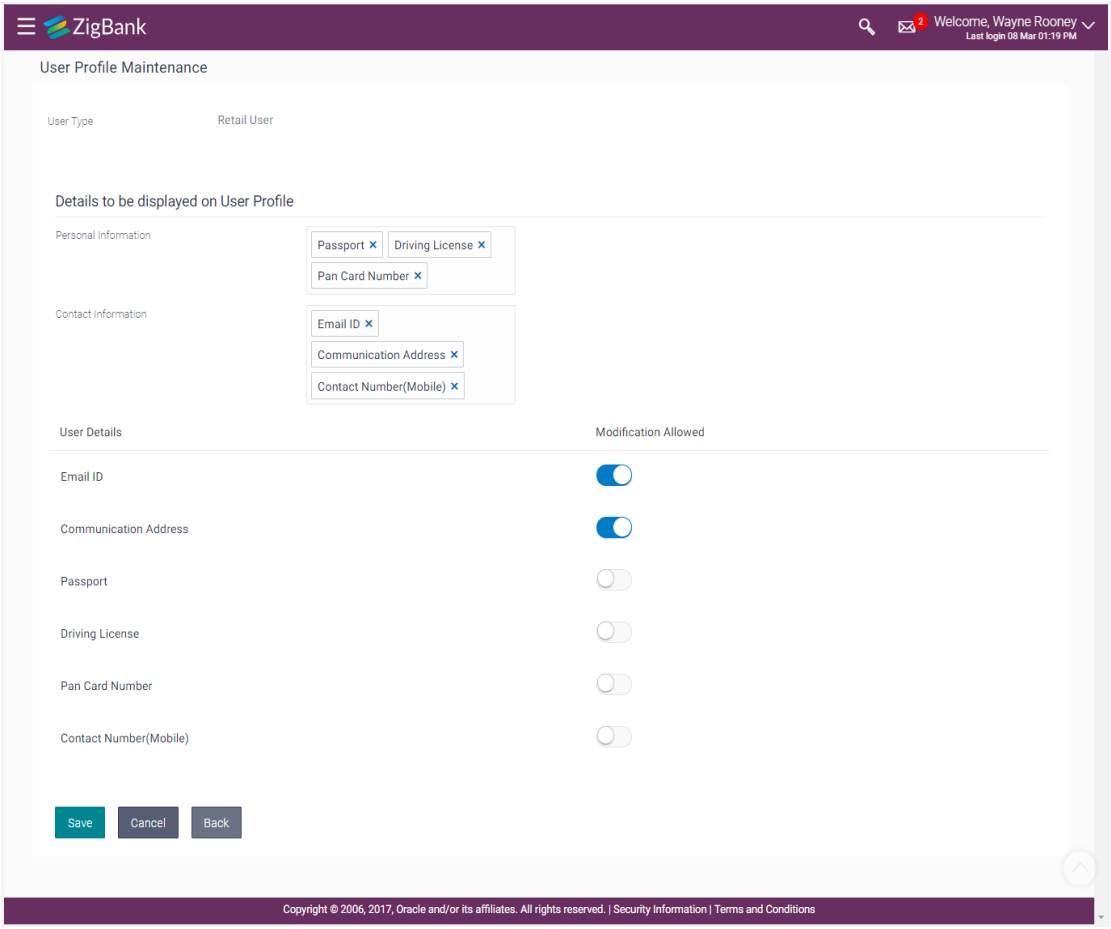
## 26.3 User Profile - Edit

This function enables the bank/system administrator to modify the existing setup done for user profile details.

**To modify user profile details:**

1. Navigate to the **User Profile Maintenance** screen, if the user profile is already maintained for user, appears on **User Profile Maintenance- View** screen.
2. Click **Edit** to modify the user profile details. The **User Profile Maintenance - Edit** screen appears with the details.
   OR
   Click **Cancel** to cancel the transaction.

### User Profile Maintenance- Edit




3. Modify the required details, e.g. date of birth, PAN number, Aadhar number, passport number communication address and phone number, fax number etc.
4. Click **Save** to save the user profile details.
   OR
   Click **Cancel** to cancel the transaction.
   OR
   Click **Back** to navigate back to previous screen.
5. The **Review** screen appears. Verify the details, and click **Confirm**.
   OR
   Click **Cancel** to cancel the transaction.
   OR
   Click **Edit** to modify the user profile details.
6. The success message of user profile maintenance completed successfully appears along with the transaction reference number and status.

# FAQs

1. **Can this maintenance be done for Corporate and Admin users as well?**

   No, this maintenance can only be done for Retail users.

2. **Can the System/bank administrator select any value from the personal /contact information field and the same will start appearing on the business user's profile screen?**

   Yes, the values selected by Bank administrator will be displayed to business user in his/her profile, provided those fields are supported by host system.

**Home**

# 27. Payment Purpose Mapping

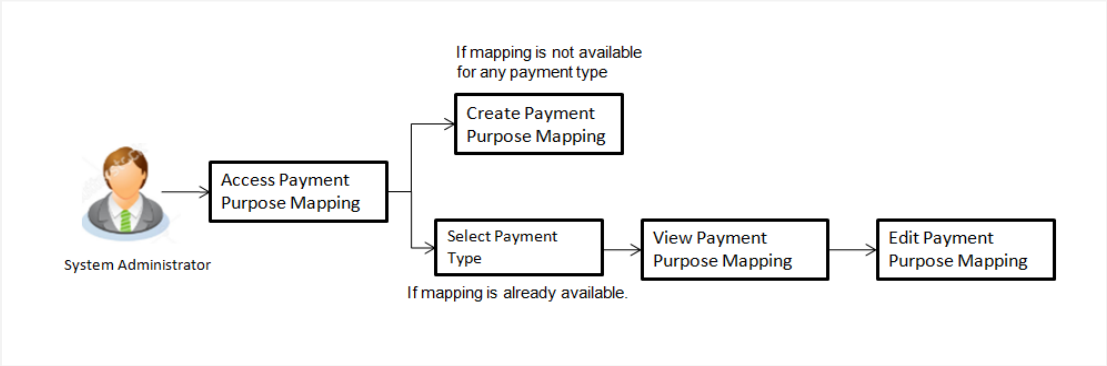
The customers of the bank initiate various outgoing payments from their accounts using channel banking facility. As per regulations set by Central Bank of various countries, outgoing payments must contain the purpose of payment which needs to be provided by the customer while initiating a transaction. Core banking application /Product Processor maintain various purposes of payments.

System Administrator maps these purposes to each type of payment available through channel banking, which are then made available to the customers for selection while initiating each payment.

**Pre-Requisites**

- Transaction access is provided to System Administrator.
- Payment purposes are maintained in core banking application.
- All payment types for which the purposes can be maintained are set as day 0.

**Workflow**




**Features Supported In Application**

This option allows the System Administrator to:

- Map Purposes
- View Payment Purposes
- Edit Payment Purposes

**How to reach here:**

*System Administrator Dashboard > Payments >Payment Purpose Mapping*
*OR*
*System/ Bank Administrator Dashboard > Toggle Menu> Payments >Payment Purpose Mapping*

## 27.1 Payment Purposes - View

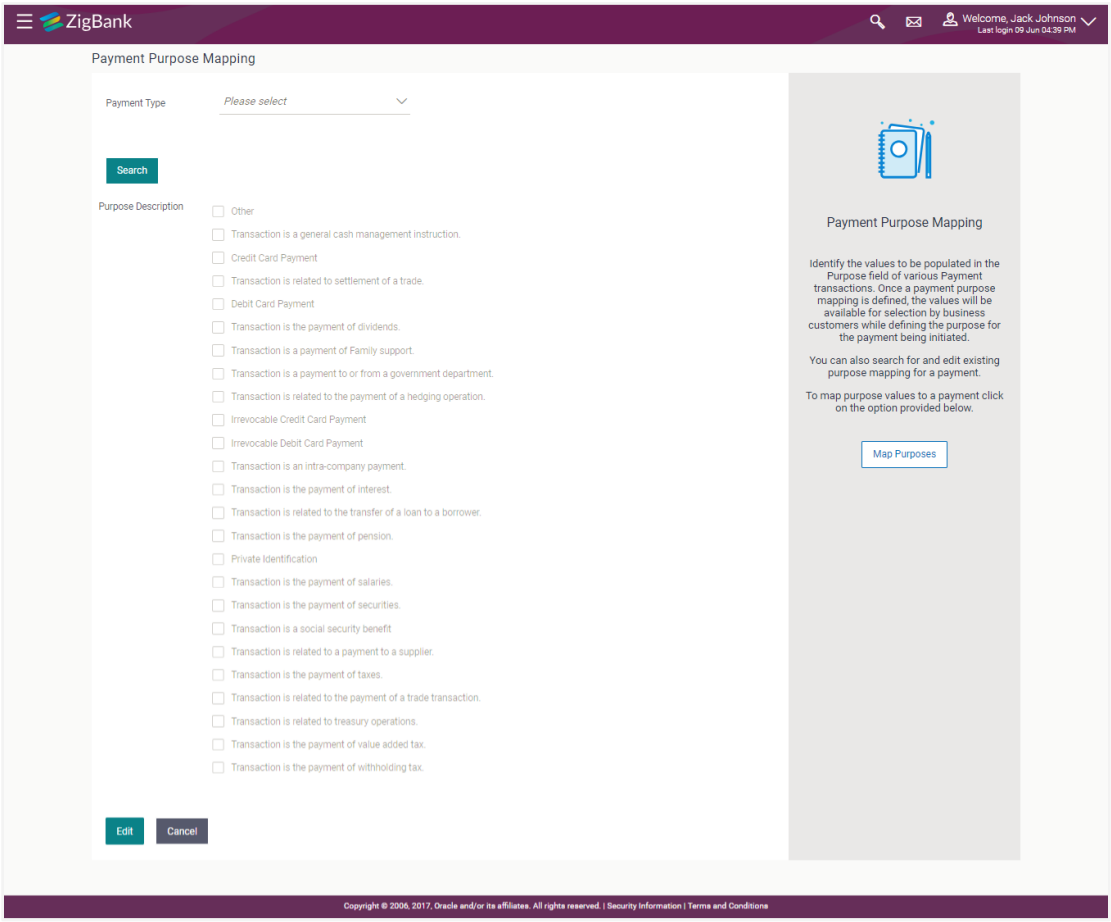
System Administrator logs into the system and navigates to the Payment Purpose Mapping maintenance. This screen allows the administrator to search and view payment purposes mapped to payment transactions.

User selects the transaction type to view the mapping; the results are displayed on the same screen.

**To search purposes for the payment type:**

1. From the **Payment Type** list, select the appropriate option.
2. Click **Search** to search the purposes mapped to selected transaction type.
3. Click **Edit** to make the changes if any. User is directed to the **Payment Purpose Mapping – Edit** screen with values in editable form.
4. Click **Cancel** to cancel the transaction and navigate the user back to **Payment Purpose Mapping - View screen**

**Search Purposes**



**Field Description**

| Field Name | Description |
|---|---|
| **View** | |
| **Payment Type** | Select a Payment type to view the payment purpose mapping.<br>This field will list the payment types for which the mapping is available. |
| **Purpose Description** | List of the payment purposes maintained in core banking application.<br>Mapped purposes to a selected transaction type would be highlighted in green color. |

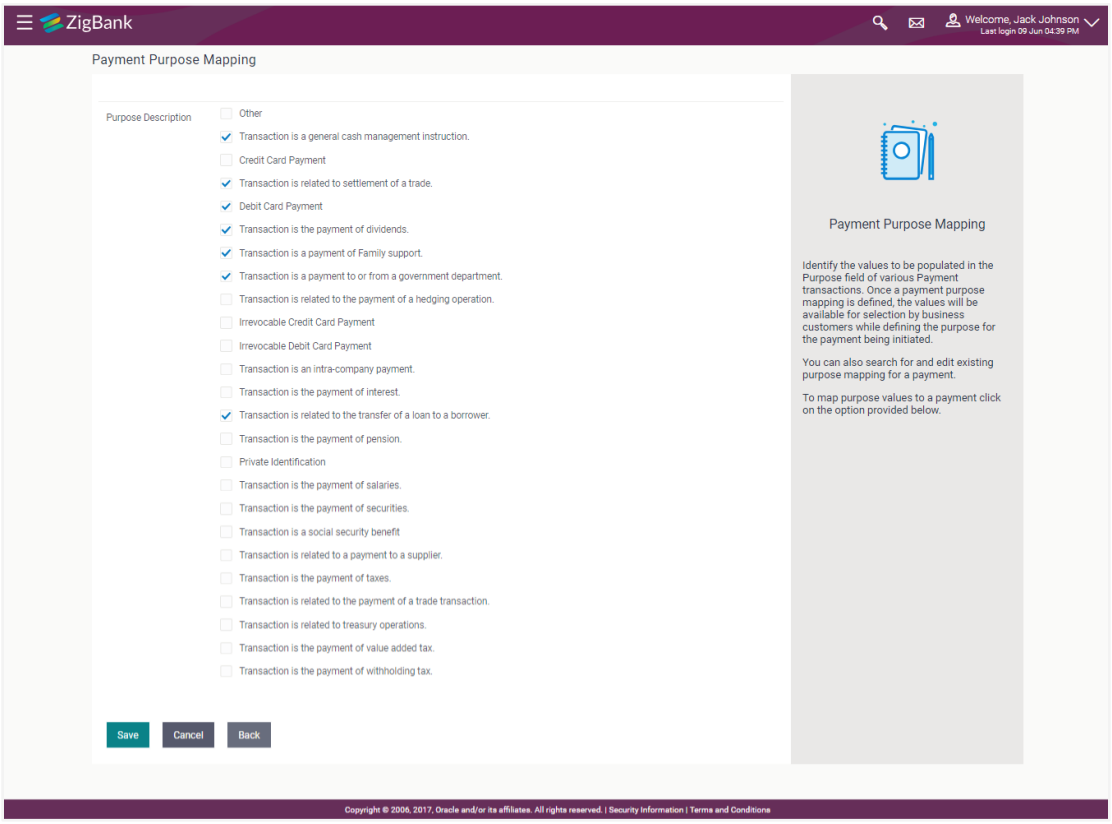
## 27.2 Payment Purposes - Edit

Administrator can edit payment purposes mapped to specific transaction type. As a part of edit payment purpose mapping, user is allowed to remove the existing payment purposes and map new payment purposes to the transaction type.

**To edit purposes for the payment type:**

1. From the **Payment Type** list, select the appropriate option.
2. Click **Search** to search the purposes mapped to selected transaction type.
3. Click **Edit** to make the changes if any. User is directed to the **Payment Purpose Mapping – Edit** screen with values in editable form.
   OR
   Click **Cancel** to cancel the transaction and to go back to dashboard.

## Edit Purposes




### Field Description

| Field Name | Description |
|---|---|
| **Edit** | |
| **Payment Type** | Selected Payment type to edit the payment purpose mapping. |
| **Purpose Description** | List of the payment purposes maintained in core banking application.<br>Mapped purposes to a selected transaction type would be highlighted in color. User can edit the mapping. |

4. To update the purposes of payment, select the **Purpose Description** check box.
5. Click **Save** to save the Payment Purpose Mapping.
   OR
   Click **Cancel** to cancel the transaction.
6. The **Review** screen appears. The Verify the details, and click **Confirm.**
7. The success message of payment purpose mapping edit appears along with the transaction reference number.
8. Click **OK** to complete the transaction.

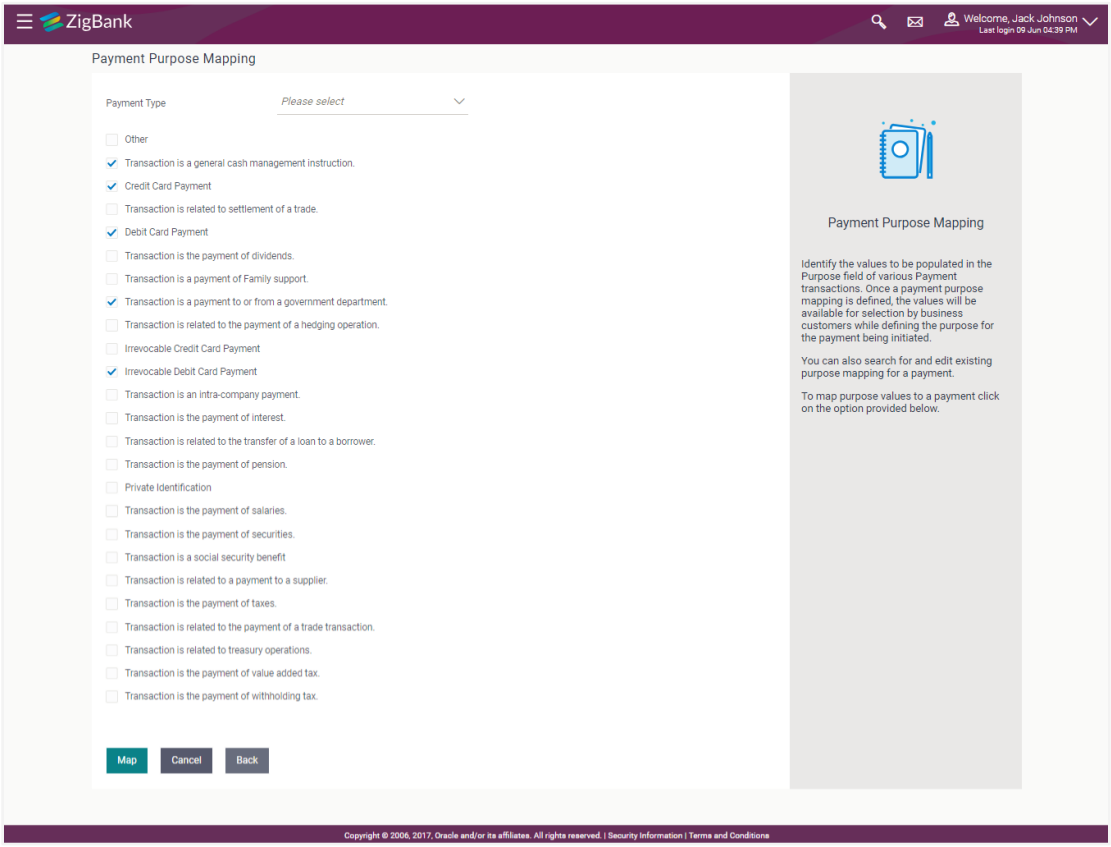
## 27.3 Payment Purposes Mapping- Map Purposes

Administrator can map payment purposes to new transaction types for which an existing mapping is not available.

**To map the payment purposes:**

1. In the Payment Purpose Mapping screen, click Map Purposes. The Map Purpose screen appears.

**Map Purpose**




**Field Description**

| Field Name | Description |
|---|---|
| **Map Purpose** | |
| **Payment Type** | Select a Payment type to map payment purposes.<br>This field will list the payment types for which payment purposes are not mapped previously. |
| **Purpose Description** | List of the payment purposes maintained in core banking application. Selected payment purposes for mapping would be highlighted in color. |

2. From the **Payment Type** select the appropriate option.
3. Select the **Purpose Description** check box.
4. Click **Map** to save the Payment Purpose Mapping.
   OR
   Click **Cancel** to cancel the transaction.
5. The **Review** screen appears. The Verify the details, and click **Confirm.**
   OR
   Click **Cancel** to cancel the transaction.
6. The success message of payment purpose mapping appears along with the transaction reference number.
7. Click **Done** to complete the transaction and navigate back to 'Dashboard'.

# FAQs

**1. Who can create-edit this maintenance?**

System administrator can create and edit this maintenance.

**2. Can I maintain new payment purposes using this option?**

No, the payment purposes are maintained in core banking application, only mapping of these purposes to the transaction type can be done using this maintenance.

**3. Can customer specify his own purpose of payment while making a payment from channel?**

Yes, if 'Other' option is mapped by an administrator to specific transaction type. Customer can select purpose of payment as 'Other', and can specify purpose while initiating a payment.

**4. If new purposes are added in the core banking application, will they get mapped automatically to a transaction type for which the existing maintenance is available?**

No, System Administrator will have to operationally map these newly added payment purposes to a specific transaction type.

**5. Can I edit the payment purpose mapping? How does it impact the transactions?**

Yes, administrator can edit the transaction type – payment purpose mapping. The changes will be applicable with an immediate effect. Customers will see the updated list of payment purposes while initiating payment.

**6. What happens if the payment purpose code mapped to a transaction type is deleted from the core banking application?**

Payment purposes deleted from the core banking application needs to be manually unmapped from a specific transaction type by System Administrator.

**Home**

# 28. Payee Restriction Setup

Bank customers add payees or beneficiaries to transfer funds from one account to another. Bank can limit the number of payees that can be added by the retail user in a day.

Payee Restriction set up maintenance allows the System Administrator to restrict the number of payees that a retail user can create for each payment network per day.

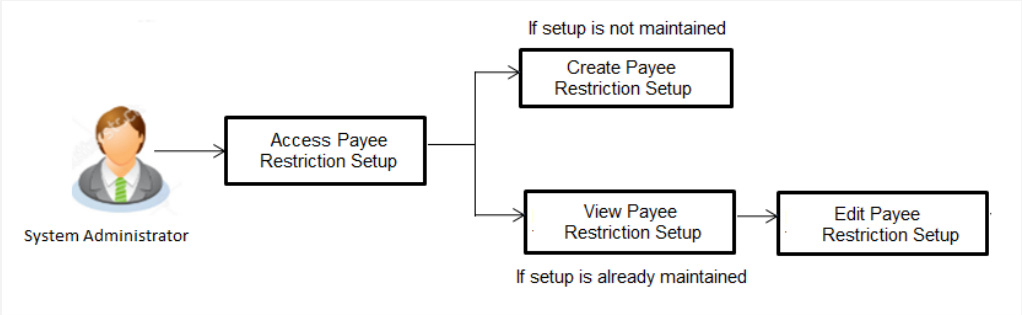
System Administrator can also restrict the total number of payees irrespective of payment network that the retail user can create per day.

Payee restriction setup can be done for a User type and also for a User type and Segment combination.

**Prerequisites:**

- Transaction access is provided to System Administrator
- Approval rule set up for System Administrator to perform the actions

**Workflow**




**Features supported in Application**

Payee Restriction Setup maintenance is created only once at the 'Day 1' configuration by the System Administrator. However it can later be viewed and modified.

This option allows an administrator to:

- Create Payee Restriction Maintenance
- View Existing Maintenance
- Edit Maintenance

**How to reach here:**

*System Administrator Dashboard > Payments > Payee Restrictions*
*OR*

*System/ Bank Administrator Dashboard > Toggle Menu > Payments > Payee Restrictions*

# 28.1 Payee Restriction Setup - View

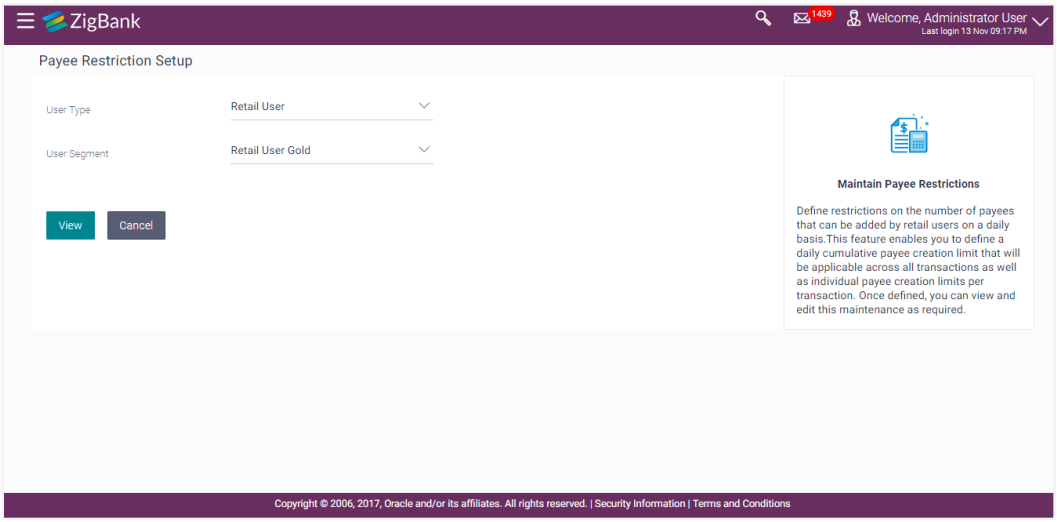
Using this option, administrator can search for particular payee restriction set up based on different search parameters. The search results displays a payee restriction set up based on search filters selected.

System displays the payee restriction set up for the search criteria entered. When System Administrator user is accessing Payee Restriction Set-up for the very first time, the limit set up for payment network type is defaulted to 'No'.

**To view payee restriction setup:**

1. From the **User Type** list, select the appropriate user whose payee restriction setup to be viewed.
2. From the **User Segment** list, select the appropriate name of segment whose payee restriction setup to be viewed.
3. Click **View**. The **Payee Restriction Setup** screen with payee restriction setup appears.
   OR
   Click **Cancel** to cancel the process.

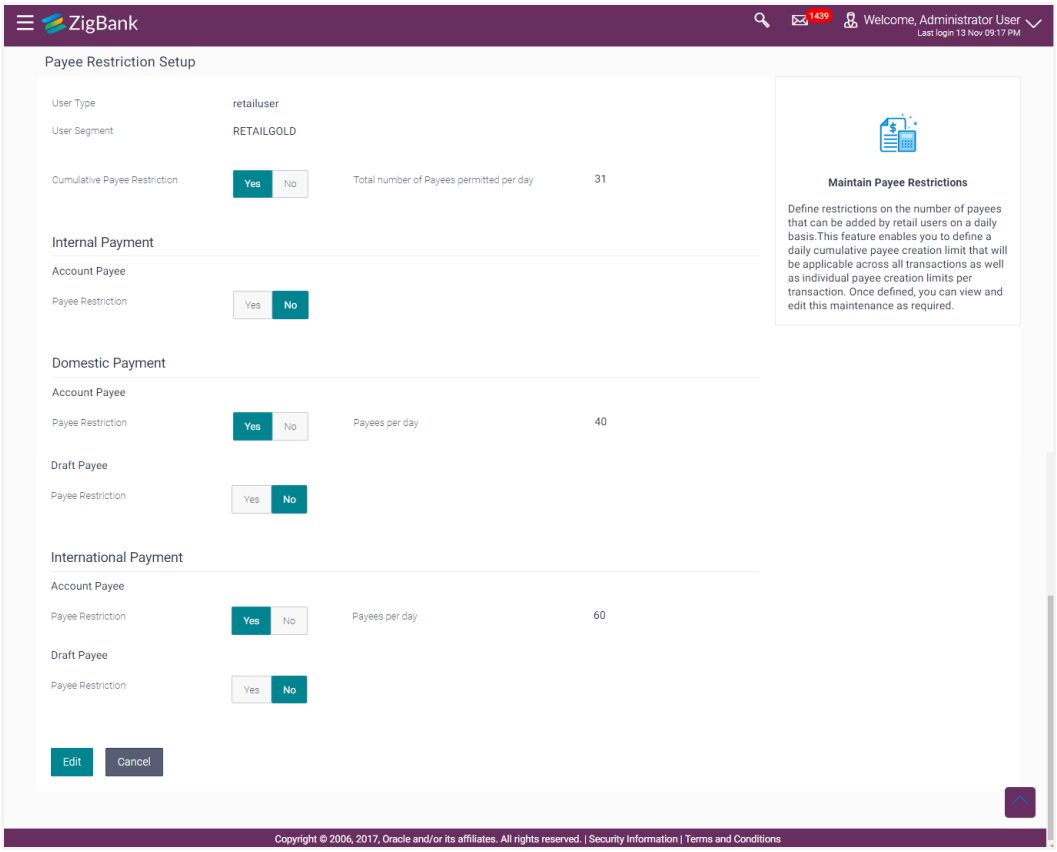
**Payee Restriction Setup**




**Field Description**

| Field Name | Description |
|---|---|
| **User Type** | Select the user type for which payee restriction setup details needs to be searched. |
| **User Segment** | Select the name of segment or which payee restriction setup details needs to be searched. |

## Payee Restriction Setup




### Field Description

| Field Name | Description |
|---|---|
| **User Type** | The user type for which payee restriction setup is done. |
| **User Segment** | The user segment for which payee restriction setup is done. |
| **Cumulative Payee Restriction** | Whether the cumulative payee restriction is enabled or not. |
| **Total number of Payees permitted per day** | Displays the total number of payees that are permitted, if the cumulative payee restriction is enabled. |
| **Internal Payment** | |
| **Account Payee - Payee Restriction** | Whether the account payee restriction is enabled or not, for internal payment. |
| **Payees Per Day** | Displays the total number of payees that are permitted, if the account payee restriction for internal payment is enabled. |

| Field Name | Description |
|---|---|
| **Domestic Payment** | |
| **Account Payee - Payee Restriction** | Whether the account payee restriction is enabled or not, for domestic payment.<br>For India region this will be applicable for all the payments falling under domestic type of payment (NEFT, RTGS and IMPS). |
| **Payees Per day** | Displays the total number of payees that are permitted, if the account payee restriction for internal payment is enabled. |
| **Draft Payee - Payee Restriction** | Whether the account payee restriction is enabled or not, for a domestic draft payment. |
| **Payees Per Day** | Displays the total number of payees that are permitted, if the account payee restriction for internal payment is enabled. |
| **International Payment** | |
| **Account Payee - Payee Restriction** | Whether the account payee restriction is enabled or not, for international payment. |
| **Payees Per Day** | Displays the total number of payees that are permitted, if the account payee restriction for international payment is enabled. |
| **Draft Payee - Payee Restriction** | Whether the account payee restriction is enabled or not, for international draft payment. |
| **Payees Per Day** | Displays the total number of payees that are permitted, if the account payee restriction for international draft payment is enabled. |

4. Click **Edit** to edit the payee restriction set up.
   The **Payee Restriction Set-up-Edit** screen with values in editable form appears.
   OR
   Click **Cancel** to cancel the operation and navigate back to ‘Dashboard’.

## 28.2 Payee Restriction Setup - Edit

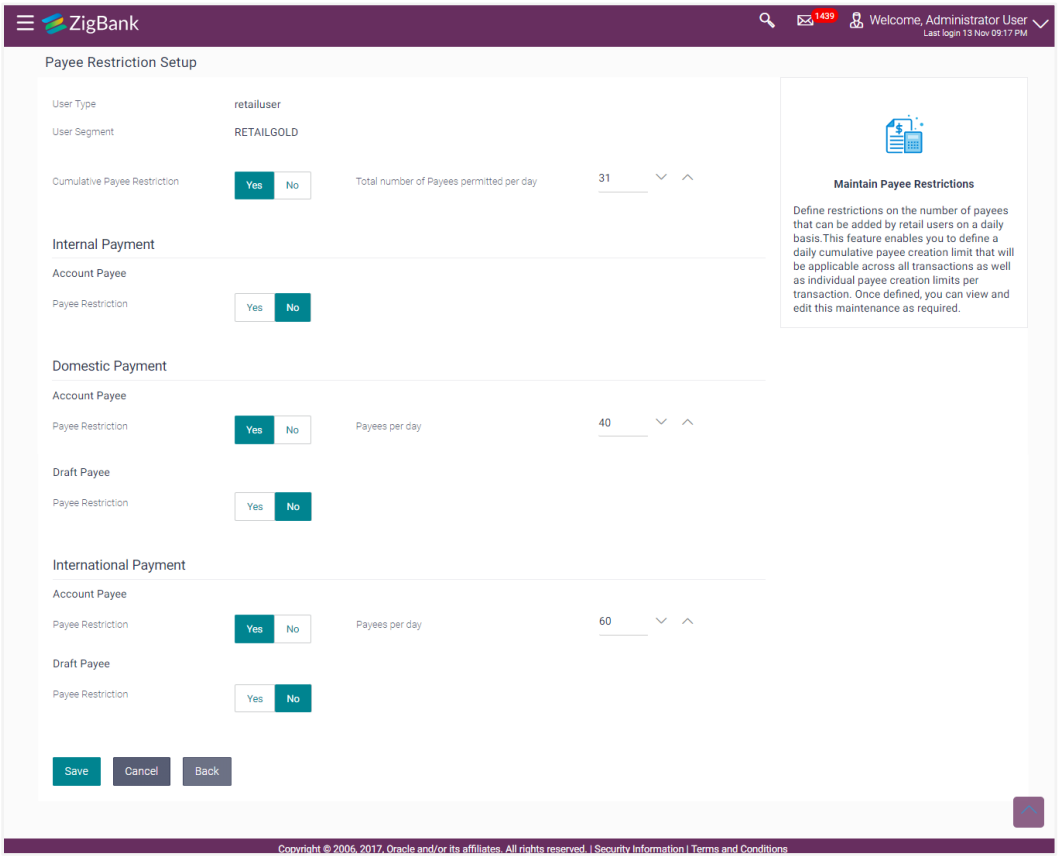
System Administrator can modify existing payee restriction maintenance.

Using this option, System Administrator can edit the payee restriction option for a specific payment network. Also an edit is permitted on number of payees per payment network and for cumulative combined limit irrespective of payment network.

**To edit a payee restriction setup:**

1. Click **Edit**. The **Payee Restriction Setup - Edit** screen appears.

**Payee Restriction Setup - Edit**




**Field Description**

| Field Name | Description |
|---|---|
| **User Type** | The user type for which payee restriction setup is done. |
| **User Segment** | The user segment for which payee restriction setup is done. |
| **Cumulative Payee Restriction** | Whether the cumulative payee restriction is enabled or not.<br>This field is not editable. |

| Field Name | Description |
|---|---|
| **Total number of Payees permitted per day** | Displays the total number of payees that are permitted, if the cumulative payee restriction is enabled.<br>This field will only be displayed if cumulative payee restriction is enabled. |
| **Internal Payment** | |
| **Account Payee - Payee Restriction** | Whether the account payee restriction is enabled or not, for internal payment.<br>For India region this will be applicable for all the payments falling under domestic type of payment (NEFT, RTGS and IMPS). |
| **Payees Per Day** | Displays the total number of payees that are permitted, if the account payee restriction for internal payment is enabled.<br>Field will not be displayed if Account - Payee Restriction for Internal Payment is disabled. |
| **Domestic Payment** | |
| **Account Payee - Payee Restriction** | Whether the account payee restriction is enabled or not, for domestic payment. |
| **Draft Payee - Payee Restriction** | Whether the account payee restriction is enabled or not, for a domestic draft payment. |
| **Payees Per Day** | Displays the total number of payees that are permitted, if the account payee restriction for internal payment is enabled.<br>Field will not be displayed if Draft - Payee Restriction for Domestic Payment is disabled. |
| **International Payment** | |
| **Account Payee - Payee Restriction** | Whether the account payee restriction is enabled or not, for international payment. |
| **Payees Per Day** | Displays the total number of payees that are permitted, if the account payee restriction for international payment is enabled.<br>Field will not be displayed if International Payment - Payee Restriction for Domestic Payment is disabled. |
| **Draft Payee - Payee Restriction** | Whether the account payee restriction is enabled or not, for international draft payment. |

| Field Name | Description |
|---|---|
| **Payees Per Day** | Displays the total number of payees that are permitted, if the account payee restriction for international draft payment is enabled.<br>Field will not be displayed if International Draft - Payee Restriction for Domestic Payment is disabled. |

2. In the **Cumulative Payee Restriction/ Account Payee - Payee Restriction/ Draft Payee - Payee Restriction** field, select the appropriate option.
   a. If user select **Yes** option:
      i. Edit the values in **Total number of Payees permitted per day** field.
      OR
      Click  or  to edit the values.
   b. If user select **No** option:
      i. Fields Total Number of payees per day and Payees per day are not displayed for respective payment type.
3. Select the transactions whose details you want to edit.
4. Click **Save** to save the changes made to the payee restriction set up. The message box informing that the changes will be effective next day appears.
   OR
   Click **Cancel** to cancel the operation and navigate back to 'Dashboard'.
   OR
   Click **Back** to navigate back to previous screen.
5. The **Payee Restriction Set-up – Edit – Review** screen appears. Verify the details, and click **Confirm**.
   OR
   Click **Cancel** to cancel the operation.
   The success message of Payee Restriction Set-up – Edit appears along with the transaction reference number.
   OR
   Click **Back** to navigate back to previous screen.
6. Click **OK** to complete the transaction and navigate back to 'Dashboard'.

## 28.3 Payee Restriction Setup - Create

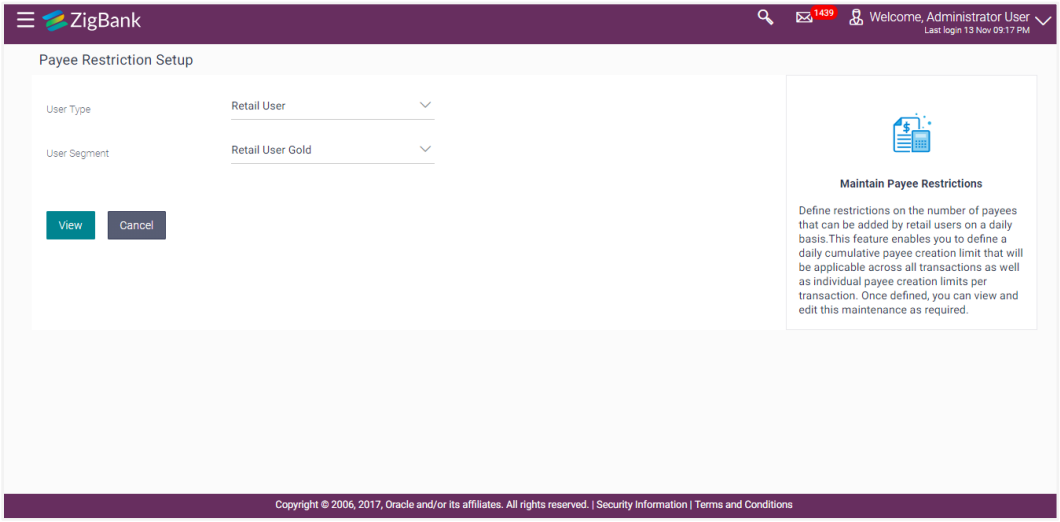
System Administrator can setup Payee Restriction at the 'Day 1' configuration for a user type or a user type and user segment combination.

Using this option, System Administrator can setup payee restriction for a specific payment network. Administrator can also define permitted number of payees per payment network along with the cumulative combined limit for the number of payees irrespective of payment network.

**To create payee restriction setup:**

1. From **User Type** list, select appropriate user for whom payee restriction setup is to be done.
2. From the **User Segment** list, select appropriate user segment for whom payee restriction setup is to be done.
3. Click **View**. The popup message of Payee Restriction Setup for the selected segment not done appears.

### Payee Restriction Setup screen

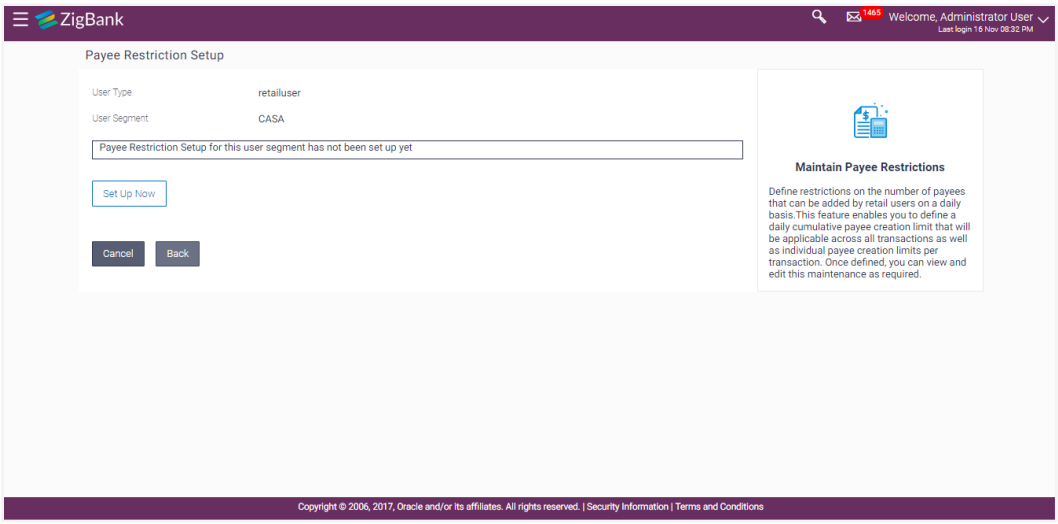



### Field Description

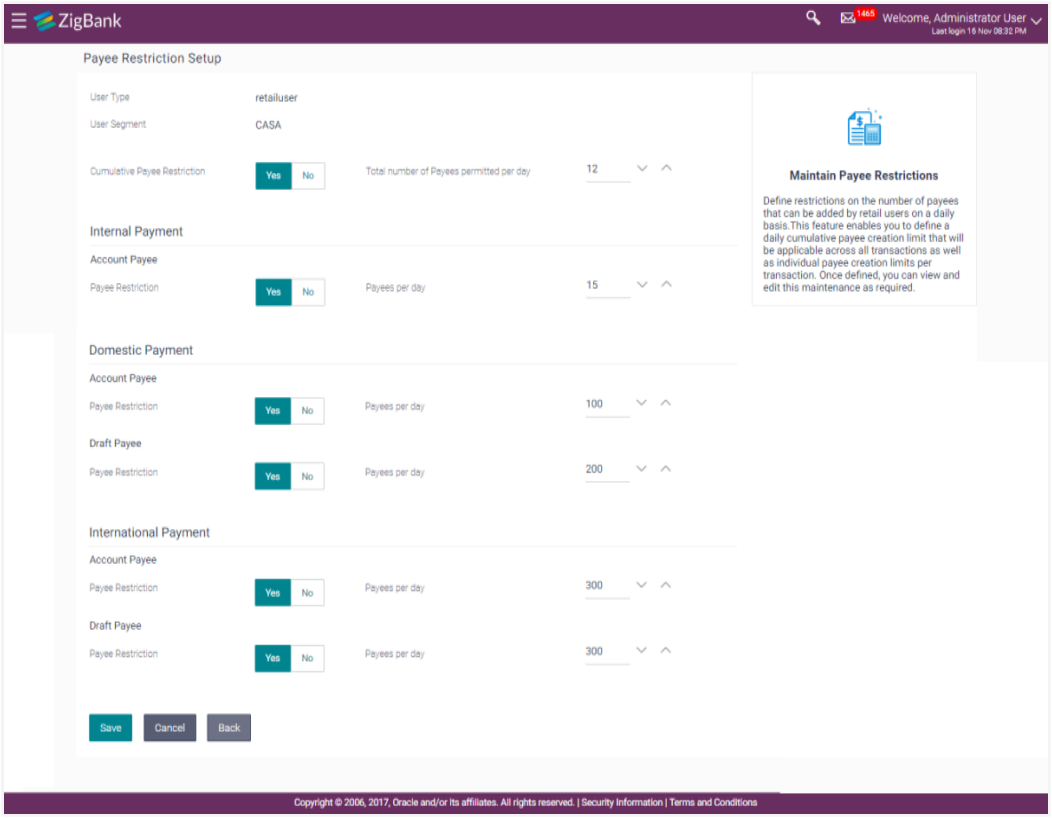
| Field Name | Description |
|---|---|
| **User Type** | The user type for which payee restriction setup is done. |
| **User Segment** | The user segment for which payee restriction setup is done. |

4. Click **Set Up Now** to create Payee Restriction Setup. **Payee Restriction Setup - Create** screen appears.
   OR
   Click **Cancel** to cancel the operation.
   OR
   Click **Back** to navigate back to previous screen.

### Payee Restriction Setup screen



## Payee Restriction Setup - Create




### Field Description

| Field Name | Description |
|---|---|
| **User Type** | The user type for which payee restriction setup is being done. |
| **User Segment** | The user segment for which payee restriction setup is being done. |
| **Cumulative Payee Restriction** | Enable cumulative payee restriction to define the total number of payees across the network types |
| **Total number of Payees permitted per day** | Specify the total number of payees that are permitted, if the cumulative payee restriction is enabled.<br>This field will only be displayed if cumulative payee restriction is enabled. |
| **Internal Payment** | |

| Field Name | Description |
|---|---|
| **Account Payee - Payee Restriction** | Enable cumulative payee restriction to define the number of payees for internal payment.<br>For India region this will be applicable for all the payments falling under domestic type of payment (NEFT, RTGS and IMPS). |
| **Payees Per Day** | Specify the total number of payees that are permitted, if the account payee restriction for internal payment is enabled.<br>Field will not be displayed if Account - Payee Restriction for Internal Payment is disabled. |
| **Domestic Payment** | |
| **Account Payee - Payee Restriction** | Enable cumulative payee restriction to define the number of payees for domestic payment. |
| **Payees Per Day** | Specify the total number of payees that are permitted, if the account payee restriction for internal payment is enabled.<br>Field will not be displayed if Account Payee Restriction for Domestic Payment is disabled. |
| **Draft Payee - Payee Restriction** | Enable cumulative payee restriction to define the number of payees for a domestic draft payment. |
| **Payees Per Day** | Specify the total number of payees that are permitted, if the account payee restriction for internal payment is enabled.<br>Field will not be displayed if Draft - Payee Restriction for Domestic Payment is disabled. |
| **International Payment** | |
| **Account Payee - Payee Restriction** | Enable cumulative payee restriction to define the number of payees for international payment. |
| **Payees Per Day** | Specify the total number of payees that are permitted, if the account payee restriction for international payment is enabled.<br>Field will not be displayed if International Payment - Payee Restriction for Domestic Payment is disabled. |
| **Draft Payee - Payee Restriction** | Enable cumulative payee restriction to define the number of payees for international draft payment. |
| **Payees Per Day** | Specify the total number of payees that are permitted, if the account payee restriction for international draft payment is enabled.<br>Field will not be displayed if International Draft - Payee Restriction for Domestic Payment is disabled. |

5. In the **Cumulative Payee Restriction/ Account Payee - Payee Restriction/ Draft Payee - Payee Restriction** field, select the appropriate option.
   a. If user select **Yes** option:
      i. Edit the values in **Total number of Payees permitted per day** or **Payees Per Day** field.
      OR
      Click  or  to increase or decrease the values.
   b. If user select **No** option:
      i. Fields Total Number of payees per day and Payees per day are not displayed for respective payment type.
6. Select the transactions whose details you want to define.
7. Click **Save** to save the changes made to the payee restriction set up. The message box informing that the changes will be effective next day appears.
   OR
   Click **Cancel** to cancel the operation and navigate back to 'Dashboard'.
   OR
   Click **Back** to navigate back to previous screen.
8. The **Payee Restriction Set-up– Review** screen appears. Verify the details, and click **Confirm**.
   OR
   Click **Cancel** to cancel the operation.
   The success message of Payee Restriction Set-up creation appears along with the transaction reference number.
   OR
   Click **Back** to navigate back to previous screen.
9. Click **OK** to complete the transaction and navigate back to 'Dashboard'.

## FAQs

1. **Will edited maintenance be applicable from immediate effect?**

   No, edited maintenance will be applicable from next calendar date.

2. **What happens if the user's cumulative payee limit for a day is fully utilized but network for which he is creating a payee is available?**

   System will first check the availability of cumulative payee limit. If available, will check network level payee availability limit. If both the conditions are met, user is allowed to create a payee.

3. **Is this maintenance is also applicable for corporate type of users?**

   No, currently this maintenance is applicable only to Retail Users.

Home

# 29. Biller Category Maintenance

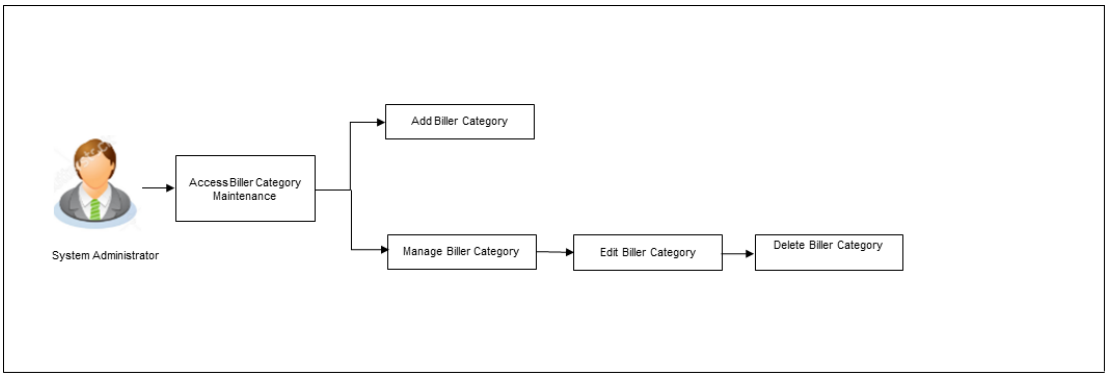
Using this function System Administrator can create new biller categories and can upload an image (image file type allowed SVG & PNG only) for that biller, which will appears as icon for these categories. These categories are mapped to billers when system administrator is creating billers. E.g. administrator can create biller category as ‘Insurance’ and link this Biller Category when creating Insurance billers like ‘United Healthcare’ and ‘Healthspring’ and ‘WellCare Health Plans’.

The System administrators can change the order of the categories as per their priority by dragging the categories. In the Biller Category drop-down these categories appear in the same order for selection to the customers, as defined by the administrators.

**Pre-Requisites**

- Transaction access is provided to System Administrator.
- Approval rule set up for System Administrator to perform the actions.

**Workflow**




**Features Supported In Application**

This option allows the System Administrator to:

- Manage Biller Category
- Add Biller Category
- Edit Biller Mapping Category
- Delete Biller Category

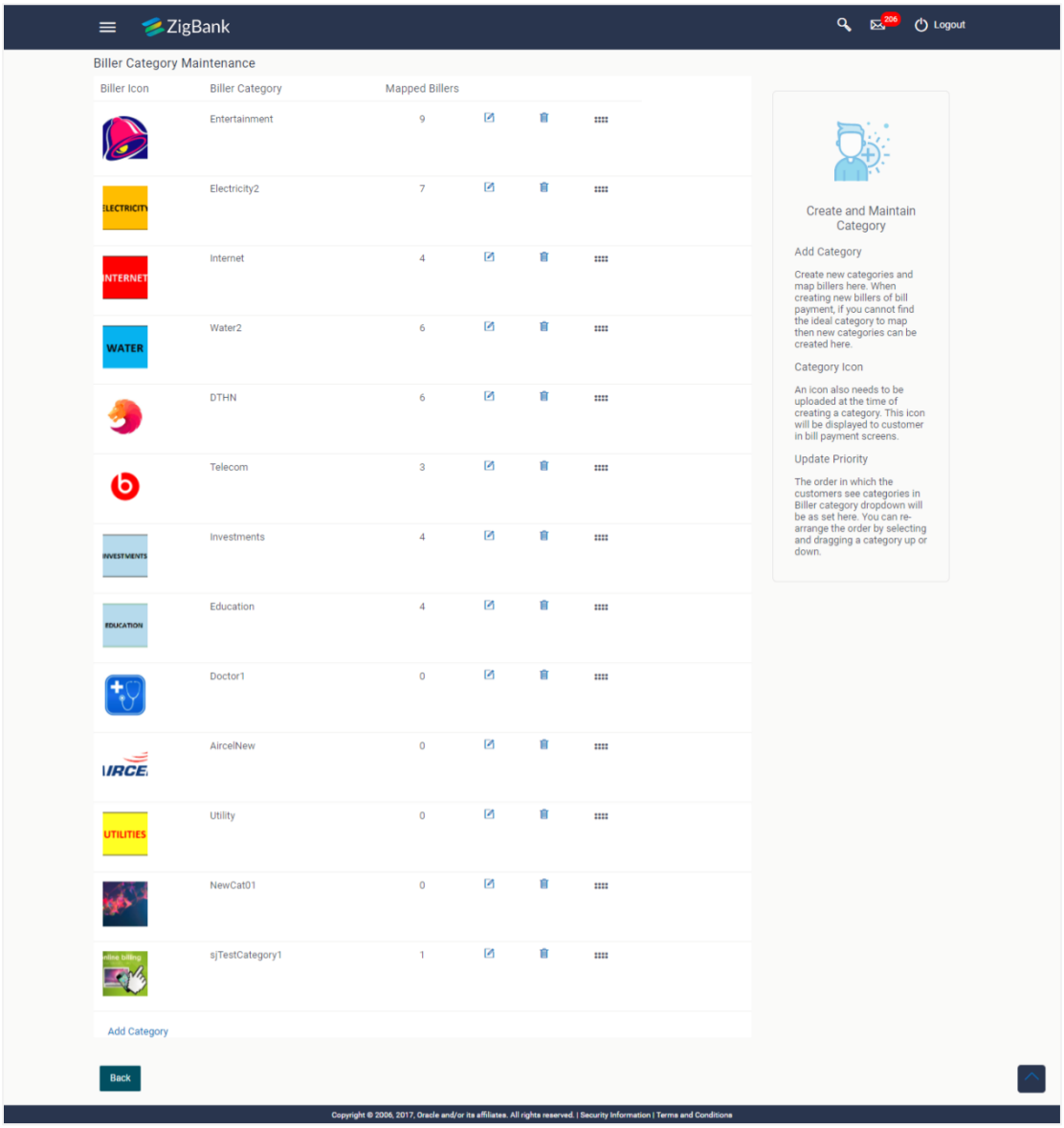
**How to reach here:**

*System Administrator Dashboard > Payments > Biller Category Maintenance*
*OR*
*System/ Bank Administrator Dashboard > Toggle Menu > Payments > Biller Category Maintenance*

## 29.1 Biller Category Maintenance - Summary

Biller Category Maintenance screen displays a list of all the billers along with the biller icon and number of billers mapped to the selected biller category.

### Biller Category Maintenance - Summary




### Field Description

| Field Name | Description |
|---|---|
| **Biller Icon** | The image associated with the category.<br>Displays the preview of the image uploaded for the category. |

| Field Name | Description |
|---|---|
| **Biller Category** | The name of the biller category. |
| **Mapped Billers** | The number of billers mapped to the category at a given point of time. |

1. Click the **Add Category** link to add a new biller category.
   OR
   Click to edit the biller category.
   OR
   Click . to delete existing biller category.
   OR
   Click the **Back** to navigate to the previous screen.

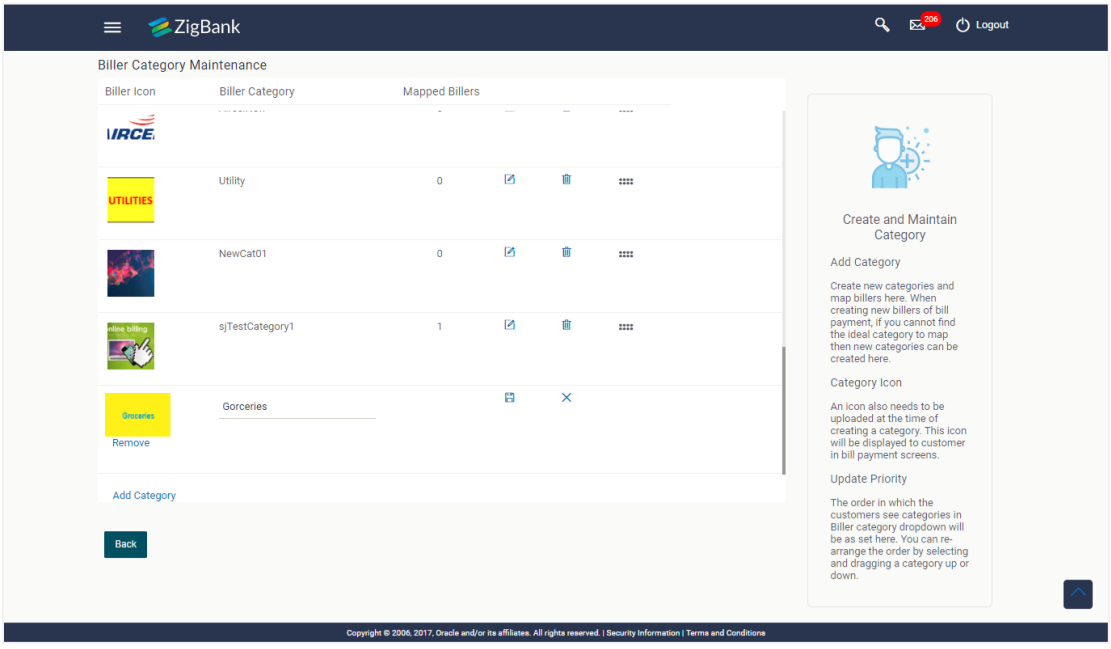
## 29.2 Biller Category Maintenance - Add Category

Using this option, the System Administrator can add a new biller category.

**To add a new biller category:**

1. In the **Biller Category Maintenance** screen, click the **Add Category** link to add a new biller category. The **Biller Category Maintenance** screen with a row to add new category appears.

**Biller Category Maintenance - Edit Category**



**Field Description**

| Field Name | Description |
|---|---|
| **Biller Icon** | The image associated with the category.<br>Displays the preview of the image uploaded for the category. |
| **Biller Category** | The name of the biller category. Category name should be unique.<br>Category name entered here will appear as a Biller Category drop-down to the customers screens. |

2. Click the **Biller Icon** field, select and upload the biller image. OBDX provides a set of icons for categories out of the box. These image files have to be copied to the user's local drive before selection. Alternatively user can select his own icon images as long as they are in SVG or PNG format.
3. In the **Biller Category** field, enter the name of the biller category.
4. Click .
   OR
   Click to cancel the transaction.
   OR
   Click the **Remove** link to remove the uploaded image and upload a new biller image.
5. The success message of saving the biller category appears along with the status and reference number.
   Click **OK** to complete the transaction.

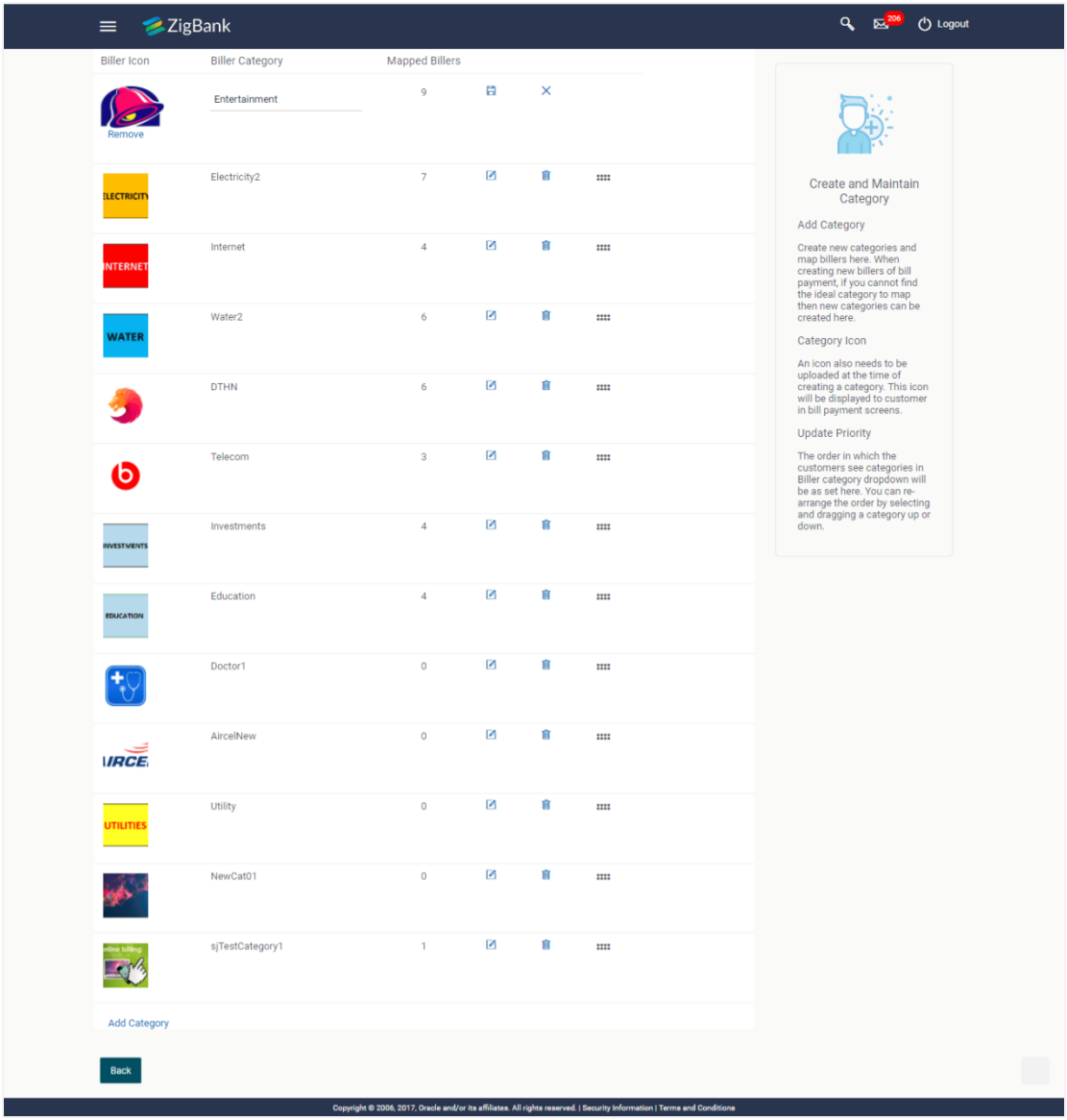
## 29.3 Biller Category Maintenance - Edit Category

System Administrator can modify the existing biller category using this screen.

**To edit a biller category:**

1. In the **Biller Category Maintenance** screen, select and click against the record for which you want to edit the biller category. The **Biller Category Maintenance** screen appears in the editable form.

### Biller Category Maintenance - Edit Category




2. In the **Biller Icon** field, click the **Remove** link to remove the uploaded image and upload a new biller image, if required.
3. In the **Biller Category** field, edit the name of the biller category, if required.
4. Click .
   OR
   Click to cancel the transaction.
5. The success message of saving the biller category appears along with the status and reference number. Click **OK** to complete the transaction.
6. Click and drag against a record to re-arrange the biller categories, if required.

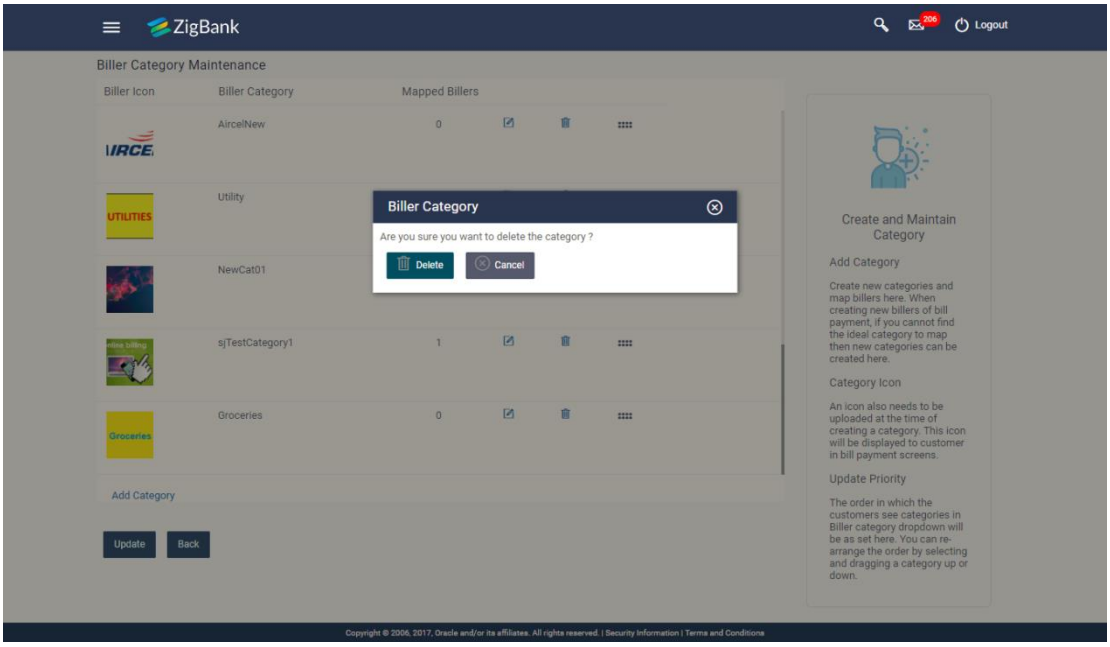
## 29.4 Biller Category Maintenance - Delete

Using this option the system administrator can delete a biller category. As part of this option, only those biller category can be deleted if there are no billers mapped to the existing biller category.

**To delete a biller category:**

1. In the **Biller Category Maintenance** screen, select and click  against the record for which you want to delete the biller category. The application prompt the administrator with a message 'Are you sure you want to delete the category' with an option of Yes / No.

**Biller Category Maintenance - Delete**




2. Click **Yes** to proceed with the deletion request.
   It will navigate to confirmation page with a success message along with the status and reference number.
   OR
   Click **No** if you do not wish to proceed with deletion.
3. Click **OK** to complete the transaction.

# FAQs

1. **Who can create-edit this maintenance?**

   System Administrator can create and edit this maintenance.

2. **Can I link a biller to multiple biller categories?**

   No, one biller can be linked only to one biller category.

3. **Can I delete a biller category which is having billers mapped to it?**

   No, biller category can only be deleted if no billers are mapped to a category.

4. **Can I change the icon image associated with a category?**

   Yes, you can change the image as long as the new images are in PNG or SVG format.

5. **If I change the order of the categories, how long does it take to come into effect in the system?**

   The change happens in real time (or after checker approves the change). You will start seeing the revised order of categories in all Biller Category drop-downs immediately.

**Home**

# 30. Forex Deal Maintenance

Using this option System Administrator can maintain currency pair. The maintained currency pairs are made available to corporate users to book deals and utilize those while making payments.

**Features supported in application**

Using this option System Administrator can perform the following actions:

- Maintain currency Pair

**How to reach here:**

*System* Administrator Dashboard > Payments> Forex Deal Maintenance
OR
*System/ Bank* Administrator Dashboard > Toggle Menu > Payments> Forex Deal Maintenance

## 30.1 Add Currency Pairs

Using this option System Administrator can define currency pairs.

**To add currency pair:**

1. From the **Currency Pair** list, select the appropriate currency pair.
2. Click **Add** to add the currency pair.

**Forex Deal Maintenance - Create**




**Field Description**

| Field Name | Description |
|---|---|
| **Add Currency Pair Details** | |
| **Currency Pair** | List of the permissible currency combinations in which corporate user can book a deal. |
| **Selected Currency Pairs** | |

| Field Name | Description |
|---|---|
| **Currency Pair** | The maintained currency pair for corporate users. |
| **Action** | Allows user to maintain i.e. delete the selected currency pairs. |

3. The Currency pair gets added in the **Selected Currency Pairs** section.
4. Click  to delete the added currency pair.
5. Click **Save** to save the changes.
   OR
   Click **Cancel** to cancel the transaction.

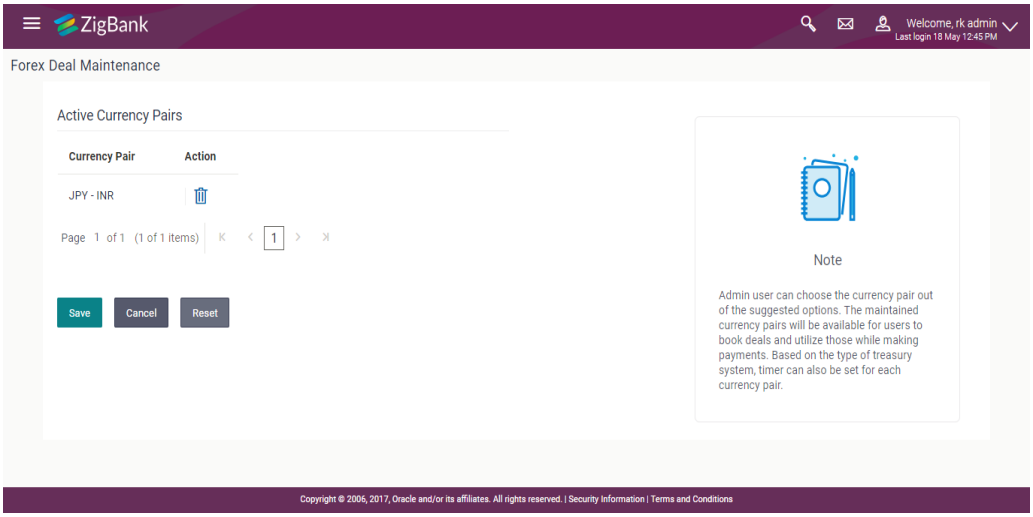
## 30.2 Update Forex Deal

Using this option, System Administrator can modify active currency pairs maintained in the application. System Administrator can delete the existing maintained currency pair.

**To update forex deal:**

1. Click **Edit**.
   The list of active currency pairs maintained in application appears.

**Forex Deal Maintenance- Edit**




**Field Description**

| Field Name | Description |
|---|---|
| **Active Currency Pairs** | |
| **Action** | Allows user to maintain i.e. delete the existing currency pairs. |

2. Click  to delete the selected currency pair.
3. Click **Save** to save the changes.
   OR
   Click **Cancel** to cancel the transaction.
   OR
   Click **Reset** to clear the entered details.

**Home**

# 31. Biller Category Maintenance- Integrated

The customers of the Bank initiate bill (utility) payments from their accounts using channel banking facility by selecting billers maintained by the Bank. Core banking applications/Product Processor maintains various billers. Using biller category mapping maintenance, System Administrators can map a biller category to each biller maintained in the core banking application.

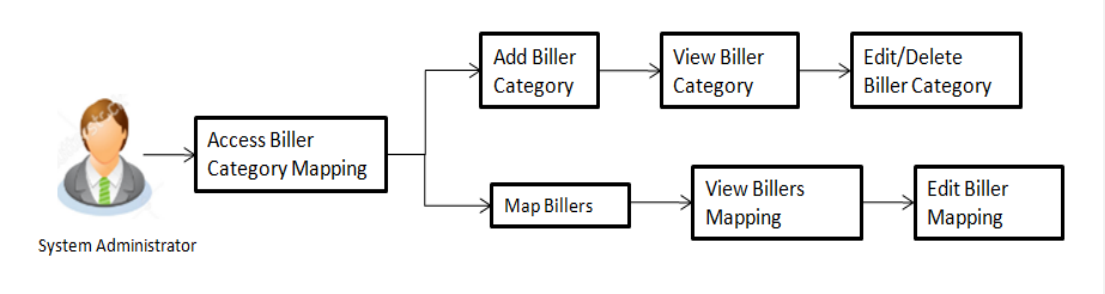
System Administrator creates biller category and maps these billers to each type of biller category through channel banking, which are then made available to the customers for selection while initiating bill payment. E.g. administrator can create biller category as 'Insurance' and map 'United Healthcare' and 'Healthspring' and 'WellCare Health Plans' billers which are fetched from the core banking application system to biller category 'Insurance' which is created in channel banking application.

Note: This function is applicable for Bill payment feature integrated with UBS or FCR as host system.

**Pre-Requisites**

- Transaction access is provided to System Administrator.
- Billers are maintained in core banking application.

**Workflow**




**Features Supported In Application**

This option allows the System Administrator to:

- Manage Biller Category
- Map Billers
- View Biller Mapping
- Edit Biller Mapping

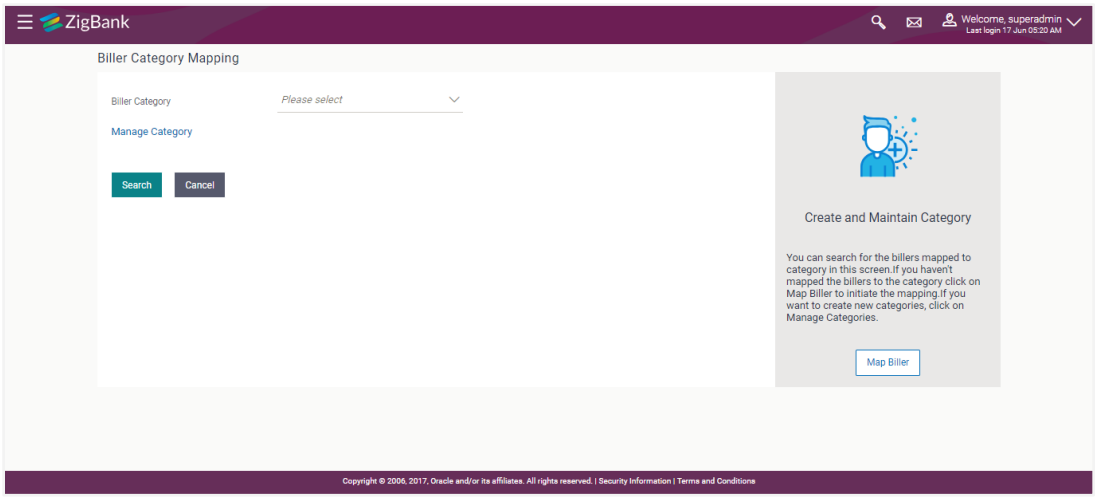
**How to reach here:**

*System Administrator Dashboard > Payments > Biller Category* Maintenance- Integrated
OR
*System/ Bank Administrator Dashboard > Toggle Menu >Payments > Biller Category* Maintenance- Integrated

## 31.1 Search Biller

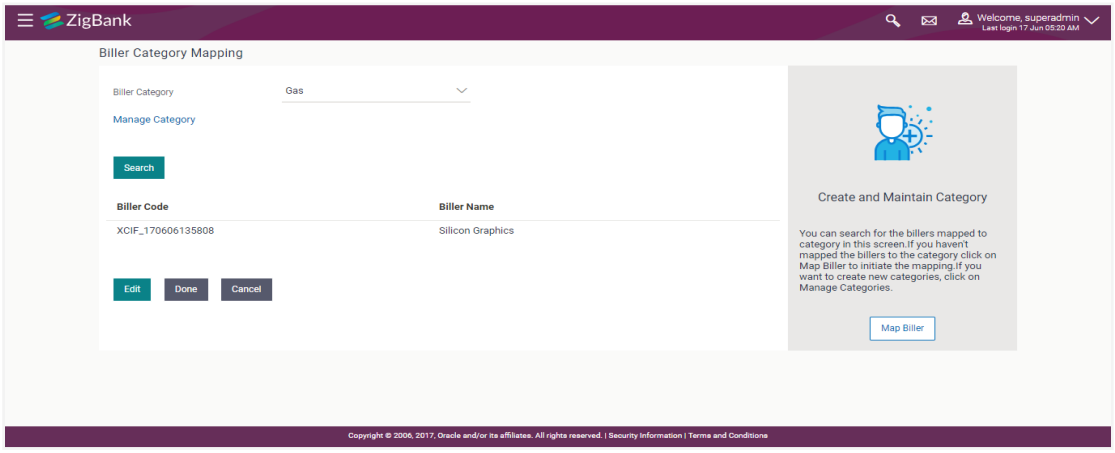
Using this option, System Administrators search the billers mapped under the selected biller category. The search result displays a list of particular biller along with the biller code mapped to the selected biller category.

### Search Biller




1. Click **Search**, to search the billers mapped to selected biller category.
   OR
   Click **Cancel** to cancel the transaction.
   OR
   Click **Map Biller**, to map new billers to existing biller category.
   OR
   Click **Manage Category**, to maintain new biller categories, edit and delete existing biller.

### Biller Category Mapping- Search Result



**Field Description**

| Field Name | Description |
|---|---|
| **Search Biller Category** | |
| **Biller Category** | The name of the biller category. |
| **Search Result** | |
| **Biller Code** | The unique biller code of the biller. |
| **Biller Name** | The name of the biller. |

**To search biller mapped under biller category:**

2. From the **Biller Category** list, select the appropriate option.
3. Click **Search**.
   The search result appears based on the search parameters.
4. Click **Done** to complete the transaction.
   OR
   To edit biller, click **Edit**.
   The billers mapped under selected biller category appear.

   c. To delete a biller, click . The **Delete Warning** message appears.

      ii. Click **Confirm** to delete the biller.

      iii. The success message of biller category deletion appears.

   d. Click **Done** to complete the transaction.
      OR
      Click on **Back** to go back to previous screen.

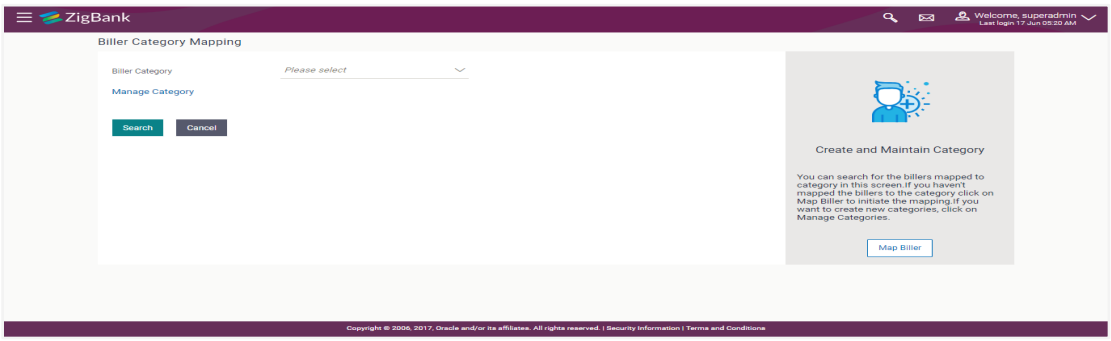
## 31.2 Map Biller

Using this option, the System Administrator can map one or more biller to the biller category.

**To map a biller:**

1. In the **Biller Category Mapping** screen, click **Map Biller**. The screen appears.

**Map Biller**



**Field Description**

| Field Name | Description |
|---|---|
| **Biller Category** | The biller category. |
| **Biller Information** | The unique biller code of the biller to be mapped with the selected biller category.<br>This field appears, if you select **Biller Category**. |

2. From the **Biller Category** list, select the appropriate option.
3. From the **Biller Information** list, select the appropriate biller code to be mapped with the selected biller category.

**Note:**
1) Click **Add more** to a add multiple biller for mapping.
2) Click ✖ to delete added biller.

4. Click **Map**.
5. The **Review** screen appears. Verify the details, and click **Confirm.**
   OR
   Click **Cancel** to cancel the transaction.
6. The success message of biller mapped to a biller category appears.
7. Click **OK** to complete the transaction.

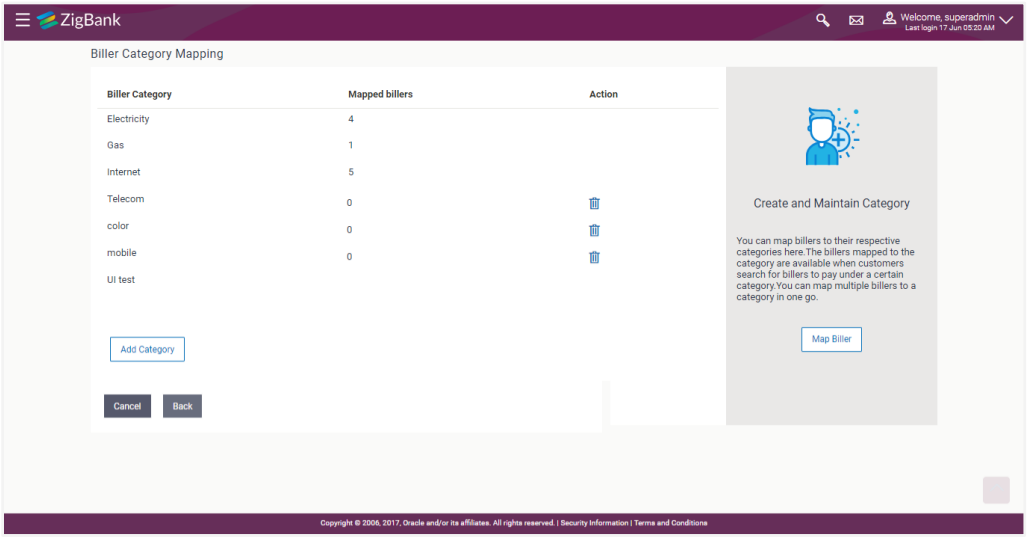
## 31.3 Manage Category- View

System Administrator can view and create new biller category using this maintenance. The existing biller categories with respective number of mapped billers appear on Manage Categories screen.

**To view biller category:**

1. Click **Manage Category** link on **Biller Category Mapping** screen.
2. The existing biller categories with respective mapped billers appear on **Manage Categories** screen.

**Manage Biller Category- View**




**Field Description**

| Field Name | Description |
|---|---|
| **View** | |
| **Biller Category** | Existing biller categories maintained are listed. |
| **Mapped Billers** | Number of billers mapped to the existing biller category.<br>**Note:** This field will not be displayed for newly added category. |

3. Click **Add Category** to add new category. A box will be shown to enter a new category.
4. Click **Done** to complete the transaction.
5. Click adjacent to already added biller category. The **Delete Warning** message appears.
   Click **Confirm** to delete the category.

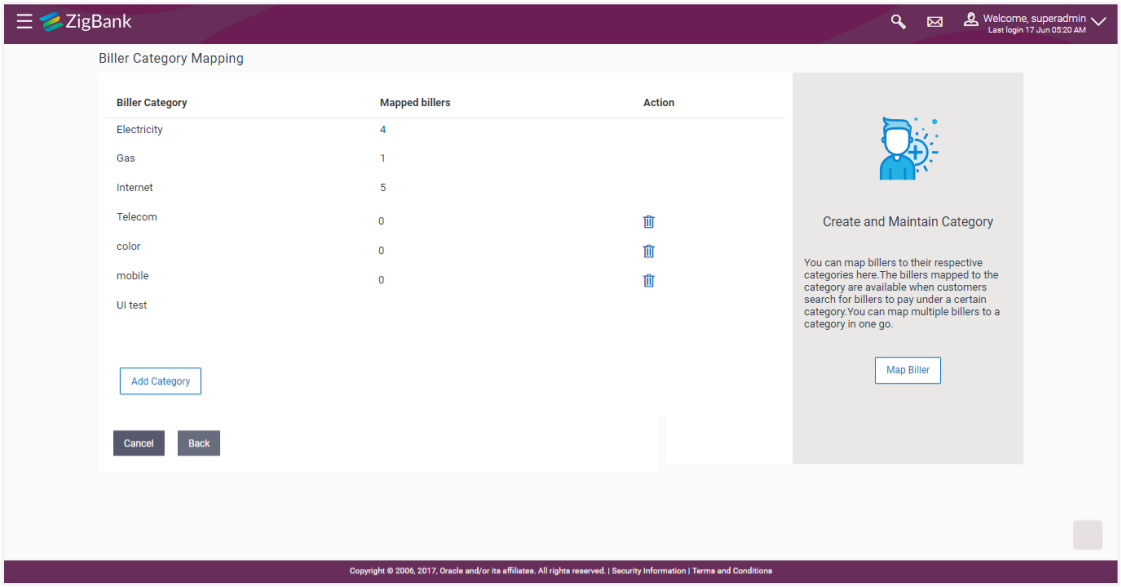
## 31.4 Manage Category- Add Category

System Administrator can create new category using this screen.

**To add new biller category:**

1. Click **Manage Category** link on **Biller Category Mapping** screen to maintain new biller categories, edit and delete existing biller categories.
2. The existing biller categories with respective mapped billers appear on **Manage Categories** screen.
3. Click **Add Category** to add new category. A box will be shown to enter a new category.

## Manage Biller Category




### Field Description

| Field Name | Description |
|---|---|
| **View** | |
| **Biller Category** | Existing biller categories maintained are listed. |
| **Mapped Billers** | Number of billers mapped to the existing biller category.<br>**Note:** This field will not be displayed for newly added category. |
| **Box(Biller Category)** | Empty box to enter a new biller category is displayed on clicking upon '**Add Category**'. |

a. If you click **Add Category**.

   i. In the **Biller Category** field, enter a new category.

   ii. Click **Save** to confirm the category addition. The success message of category addition appears on the screen.
   OR
   Click **Cancel** to cancel the transaction.
   OR
   Click **Back** to navigate to the previous screen.

   iii. The success message of biller category added appears.

   iv. Click **Done** to complete the transaction.

b. If you click  adjacent to already added biller category. The **Delete Warning** message appears.
   This icon will be shown only if the billers are not mapped under a category.

i. Click **Delete** to delete the category.
OR
Click **Cancel** to cancel the transaction.

ii. The success message of biller category deletion appears.

## FAQs

**1. Who can create-edit this maintenance?**

System Administrator can create and edit this maintenance.

**2. Can I link a biller to multiple biller categories?**

No, one biller can be linked only to one biller category.

**3. Can I delete a biller category which is having billers mapped to it?**

No, biller category can be deleted only if no billers are mapped to a category.

**4. Will a biller get auto removed from biller-category mapping when biller gets deleted from the core banking application?**

No, biller deleted from the core banking application needs to be removed operationally from biller category mapping.

**5. Can customers make online payments for biller which is available in core banking application but is not mapped to any biller category on channel banking platform?**

Customers can make payments only to the billers which are available in core banking application and for which the biller category mapping is available on channel banking platform.

Home

# 32. Network Preference Maintenance

Network suggestion is a feature that is provided to retail and corporate users as part of the domestic transfer (India region) offering. If domestic transfer network suggestion is enabled in system configuration, when a business user initiates a domestic transfer, the system will identify which networks (NEFT, IMPS or RTGS) are supported for the transfer based on certain factors such as payee bank support of networks, network limits and working window maintenance. The system will also suggest a network, out of the enabled networks, based on the preferences defined for each domestic network by the administrator from the Network Preference Maintenance screen.

Once defined, the administrator can also modify this network preference.

**Pre-Requisites**

- Transaction access is provided to the administrator.

**Features Supported In Application**

This option allows the System Administrator to:

- View Network Preference Maintenance
- Edit Network Preference Maintenance

**How to reach here:**

*System Administrator Dashboard > Payments > Network Preference Maintenance*
*OR*
*System/ Bank Administrator Dashboard > Toggle Menu > Payments > Network Preference Maintenance*

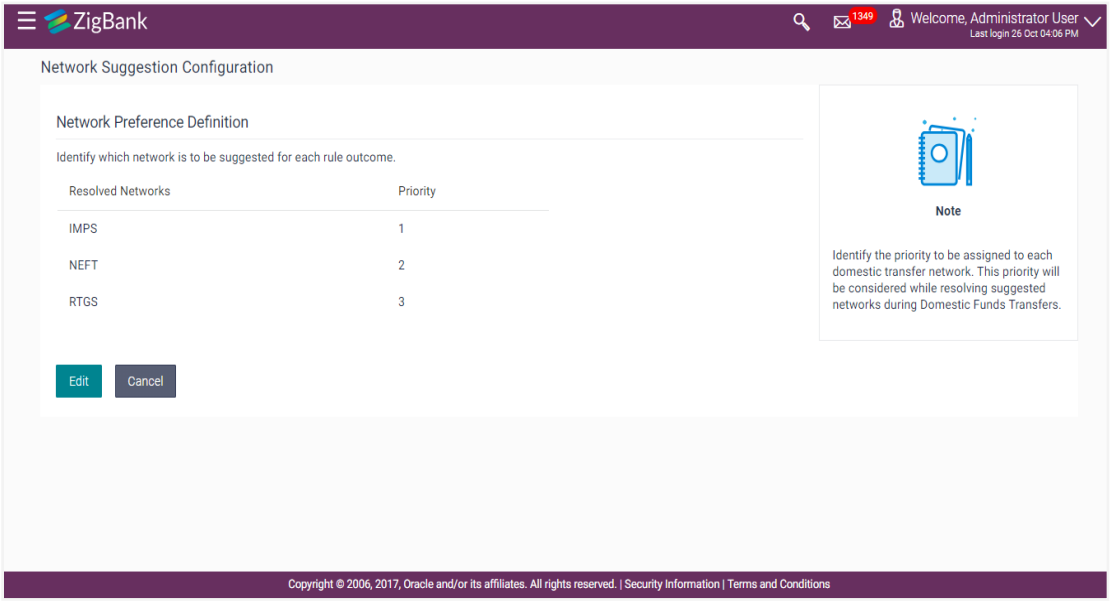
## 32.1 Network Preference Maintenance - View

This screen allows the System Administrator to view the domestic network preference maintenance.

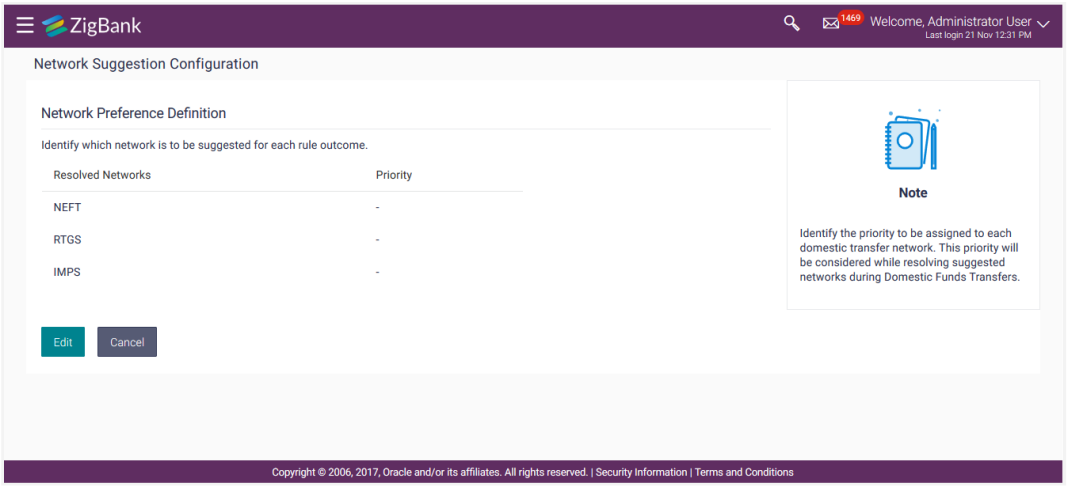
**To view the network preference maintenance:**

1. Navigate to the Network Preference Maintenance screen.

### Network Preference Maintenance - View




### Network Preferences – View (When Priority has not been set)




**Note**: There is no default priority that is defined. System Administrator should define the priority on day zero as per the Bank's requirement.

### Field Description

| Field Name | Description |
|---|---|
| **Resolved Networks** | The list of domestic transfer networks for which priority are assigned. |

| Field Name | Description |
|---|---|
| **Priority** | The priorities defined for each domestic transfer networks (IMPS/NEFT/RTGS). In case priority has not yet been set, the fields under this column will be blank. |

2. Click **Edit** to edit the network preference maintenance.

   OR

   Click **Cancel** to return to the dashboard.

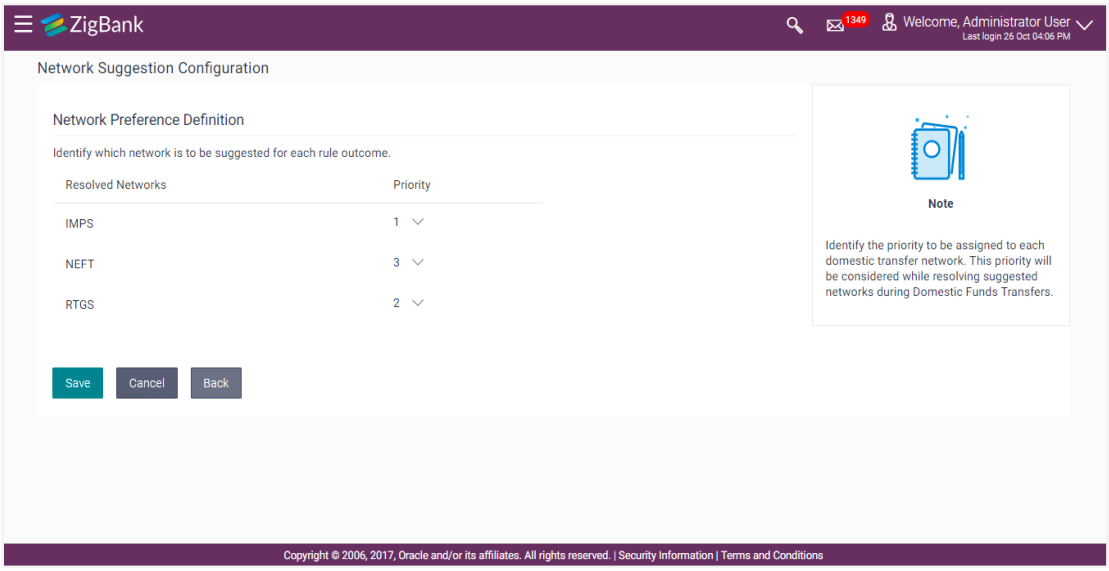
## 32.2 Network Preference Maintenance - Edit

This screen allows the System Administrator to modify the domestic network preference maintenance. In case network preferences have not yet been defined, the fields under the Priority column will be blank and clicking on the **Edit** option will enable the administrator to set network preference maintenance.

**To modify the network preference maintenance:**

1. Navigate to the **Network Preference Maintenance** screen.
2. Click **Edit** to make changes, if any. The user is directed to the **Network Preference Maintenance - Edit** screen with values in editable form.
   OR
   Click **Cancel** to cancel the transaction and go back to the dashboard.

**Network Preference Maintenance - Edit**



**Field Description**

| Field Name | Description |
|---|---|
| **Resolved Networks** | The list of domestic transfer networks for which priority maintenance is to be done. |
| **Priority** | The priority set for the domestic transfer networks (IMPS/NEFT/RTGS). |

3. From the **Priority** list, select the appropriate option.
4. Click **Save** to save the changes.
   OR
   Click **Cancel** to cancel the transaction.
   OR
   Click **Back** to navigate back to the previous screen.
5. The **Review** screen appears. Verify the details, and click **Confirm**.
6. The message confirming updation of domestic transfer network preference maintenance appears along with the transaction reference number.
7. Click **Ok** to complete the transaction.

**Home**

# 33. Touch Point Maintenance

Touch points are different channels/medium through which transactions or inquiries can be performed in OBDX.

Touch points in OBDX are of type ‘Internal’ and ‘External’.

Internal Touch points are defined as part of Day 0 definition whereas External Touch Points are typically third party applications that can be defined by the System Administrator as part of onboarding in OBDX.

Internal Touch Points defined/available as parts of OBDX system are as follows:

- Internet
- Mobile App
- Mobile Browser
- SMS
- Missed Call
- Siri/Chatbot
- Snapshot
- Wearables

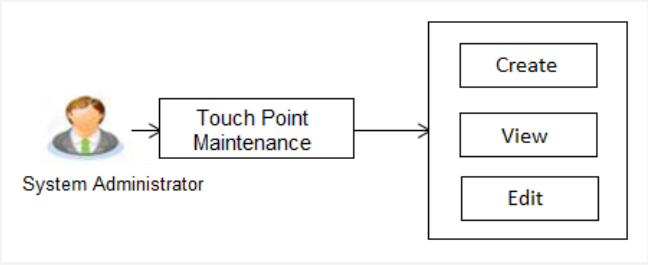
External Touch Points enable the user to perform inquiries and transactions from Third Party applications provided the user has provided consent to the Third Party Application. Each Third Party application i.e. Client defined on the OAuth Server is onboarded as an External Touch Point.

As part of Touch Point Maintenance, Touch Points can be defined/created, viewed/inquired and modified by the System Administrator

**Prerequisites**

- Transaction Access has been provided to the System Administrator
- Approval Rules have been setup for approval of Touch Point Maintenance

**Workflow**




**Features supported in application**

The administrator can perform the following actions:

- Search/ View Touch Point
- Create Touch Point
- Edit Touch Point

**How to reach here:**

*System Administrator Dashboard > Access Policies >Touch Points*
*OR*
*System/ Bank Administrator Dashboard > Toggle Menu > Authorization and Access Controls >Touch Points*

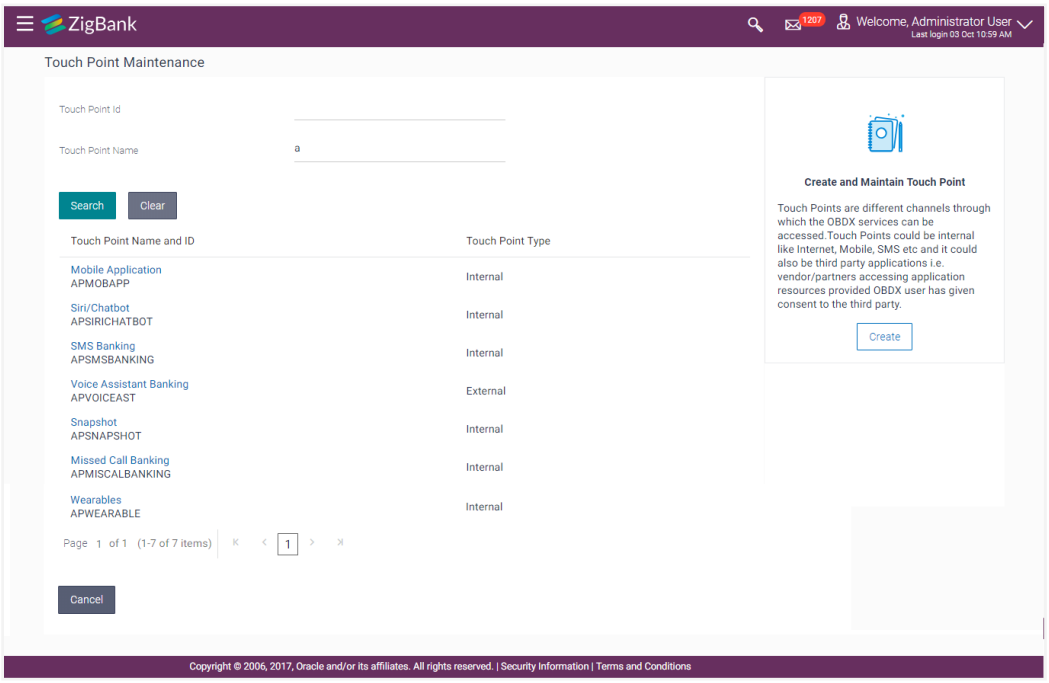
## 33.1 Touch Point Maintenance - View

Using this option, System Administrator can search and view details for specific touch point based on different search parameters like Touch Point ID or Touch Point name.

**To search and view touch point:**

1. In the **Touch Point Maintenance** screen, enter the search parameters and click **Search**. The **Touch Point Maintenance** screen with search results appears based on the search criteria.
   OR
   Click **Cancel** if you want to cancel the transaction.
   OR
   Click **Clear** to reset the search parameters.

**Touch Point Maintenance - Search**



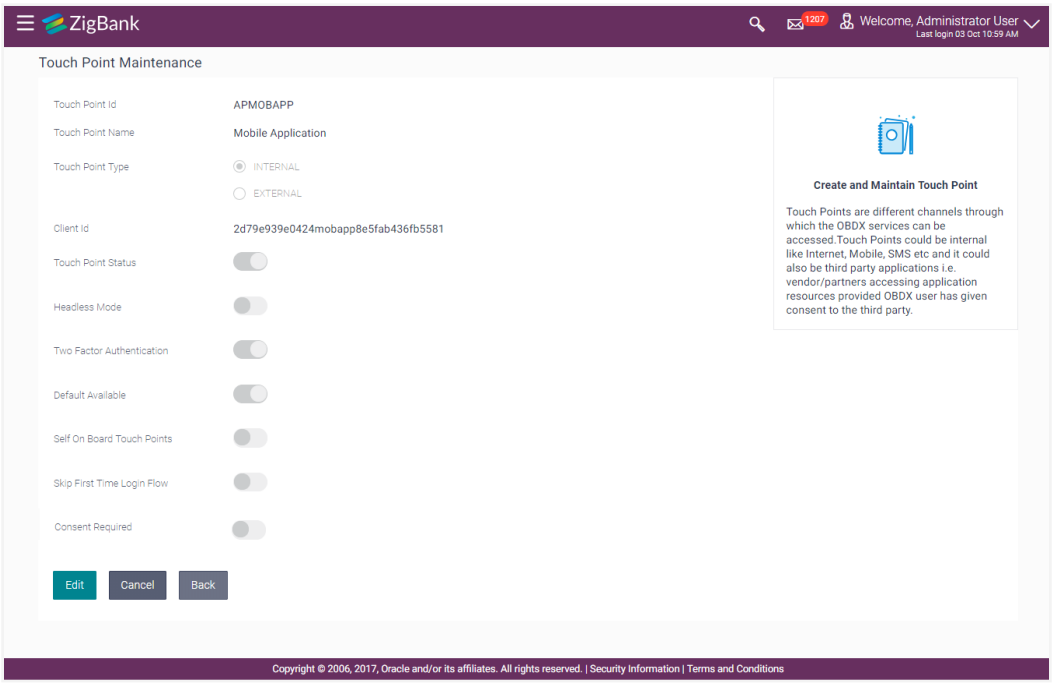

**Field Description**

| Field Name | Description |
|---|---|
| **Touch Point ID** | Specify the touch point ID to search a specific Touch point by ID. |

| Field Name | Description |
|---|---|
| **Touch Point Name** | Specify the touch point name to search a Touch point by name. |
| **Search Results** | |
| **Touch Point Name and ID** | Displays the touch point name and unique ID defined for a Touch point. |
| **Touch Point Type** | Displays the touch point type i.e. internal/ external against the Touch points. |

2. Click the **Touch Point Name and ID** link to view details of the touch point. The **Touch Point Maintenance - View** screen appears.

**Touch Point Maintenance - View**




**Field Description**

| Field Name | Description |
|---|---|
| **Touch Point ID** | Unique ID defined for the Touch Point. |
| **Touch Point Name** | Name of the touch point. |
| **Touch Point Type** | Type of touch point i.e. whether touch point is of type internal or external. |

| Field Name | Description |
|---|---|
| **Client ID** | Client ID of the touch point if touch point is of type internal or external. |
| **Scope** | The applicable scope(s) defined for touch point in case of type **External**. |
| **Upload Logo** | The logo of the Third Party. This field is displayed if the **Touch Point Type** is **External**. |
| **Touch Point Status** | Status of the Touch Point i.e. whether it is Inactive or Active. If touch point is marked as Inactive, then the system will not honor the request i.e. transaction or inquiry is initiated from that touch point. |
| **Headless Mode** | Mode in which the touch point operates i.e. headless mode enabled / disabled. If headless mode is enabled, it means the touch point is capable of working without user interface and session parameters<br>**Note:** By default, the mode is in disabled state. |
| **Two Factor Authentication** | Two Factor Authentication enabled / disabled for the touch point. |
| **Default Available** | Touch point default available to users. If enabled, then the user gets access to touch points which are default available. |
| **Self On Board Touch Points** | Whether the user can self on board himself on the touch point or by bank administrator. |
| **Skip First Time Login Flow** | Displays if Skip First Time Login Flow option is checked by the user.<br>If this option is enabled for the selected touch point, user will not be shown the first time login steps (configured in system rule), when he/she logs in for the first time. |
| **Consent Required** | To decide if Consent definition and validation is required for a Touch Point i.e. TPPs. For UK Open Banking, it should always be defined as 'Y'. |

3. Click **Edit** to modify touch point details.
   OR
   Click **Cancel** to cancel the transaction.
   OR
   Click **Back** to navigate back to previous screen.

## 33.2 Touch Point Maintenance - Edit

Using this option, System Administrator can modify the details of a touch point

**To modify touch point details:**

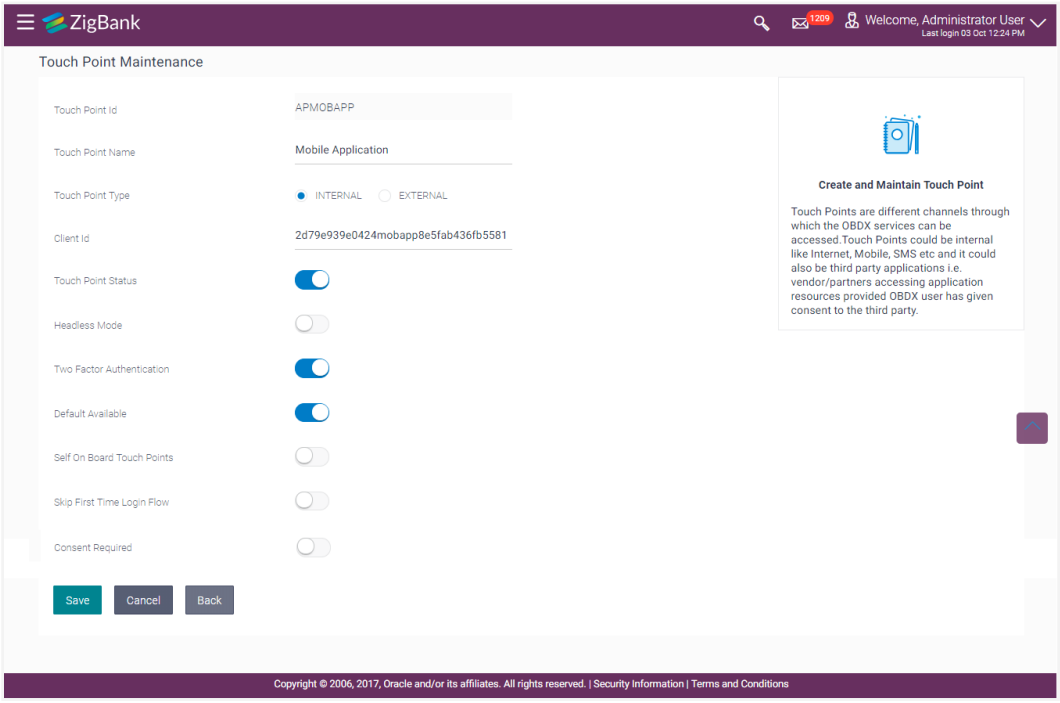
1. In the **Touch Point Maintenance** screen, enter the search parameters and click **Search**. The **Touch Point Maintenance** screen with search results appears based on the search criteria.

OR
Click **Cancel** to cancel the transaction.
OR
Click **Clear** to reset the search parameters.

2. Click the **Touch Point Name and ID** link to view details of the touch point. The **Touch Point Maintenance - View** screen appears.

3. Click **Edit** to modify the touch point details.
OR
Click **Cancel** to cancel the transaction.
OR
Click **Back** to navigate back to previous screen.

### Touch Point Maintenance - Edit




### Field Description

| Field Name | Description |
|---|---|
| **Touch Point ID** | Displays the Unique ID for the Touch Point and cannot be modified. |
| **Touch Point Name** | Displays the name of the touch point. The same can be modified. |
| **Touch Point Type** | Displays the type of touch point i.e. whether touch point is of type internal or external. The same can be modified |

| Field Name | Description |
|---|---|
| **Client ID** | Displays the Client ID of the touch point if touch point is of type External. The same can be modified.<br>This field is mandatory for External type of touch point. |
| **Scope** | Displays the applicable scope(s) defined for touch point in case of type External. The same can be modified i.e. new scopes can be added and/or existing can be removed. |
| **Upload Logo** | The logo of the Third Party. This field is displayed if the **Touch Point Type** is **External**. |
| **Touch Point Status** | Displays the status of touch point. The same can be modified to enable to an active state or disable to make it inactive. |
| **Headless Mode** | Displays the mode in which the touch point operates i.e. headless mode enabled / disabled. The same can be modified to enable/disable the mode |
| **Two Factor Authentication** | Displays if Two Factor Authentication is enabled/disabled for the touch point. The same can be modified. |
| **Default Available** | Displays if Touch point is available to users by default. If enabled, then the user gets access to touch points which are default available. |
| **Self On Board Touch Points** | Displays if Touch point can be on boarded by the user. The same can be modified. |
| **Skip First Time Login Flow** | Displays if Skip First Time Login Flow option is checked by the user.<br>If this option is enabled for the selected touch point, user will not be shown the first time login steps (configured in system rule), when he/she logs in for the first time. The same can be modified. |
| **Consent Required** | To decide if Consent definition and validation is required for a Touch Point i.e. TPPs.<br>For UK Open Banking, it should always be defined as 'Y'. The same can be modified. |

4. Modify the required details, e.g. Touch Point Name, Touch Point Type, Client ID, Scope, Logo, Touch Point Status, Headless Mode, Two Factor Authentication, Default Available and Self On board Touch Points.
5. Click **Save** to save the touch point details.
   OR
   Click **Cancel** to cancel the transaction.
   OR
   Click **Back** to navigate back to previous screen.
6. The **Review** screen appears. Verify the details, and click **Confirm**.
   OR
   Click **Cancel** to cancel the transaction.

OR
Click **Back** to navigate back to previous screen.

7. The success message of Touch Point Maintenance saved successfully appears along with the transaction reference number.
Click **OK** to complete the transaction.

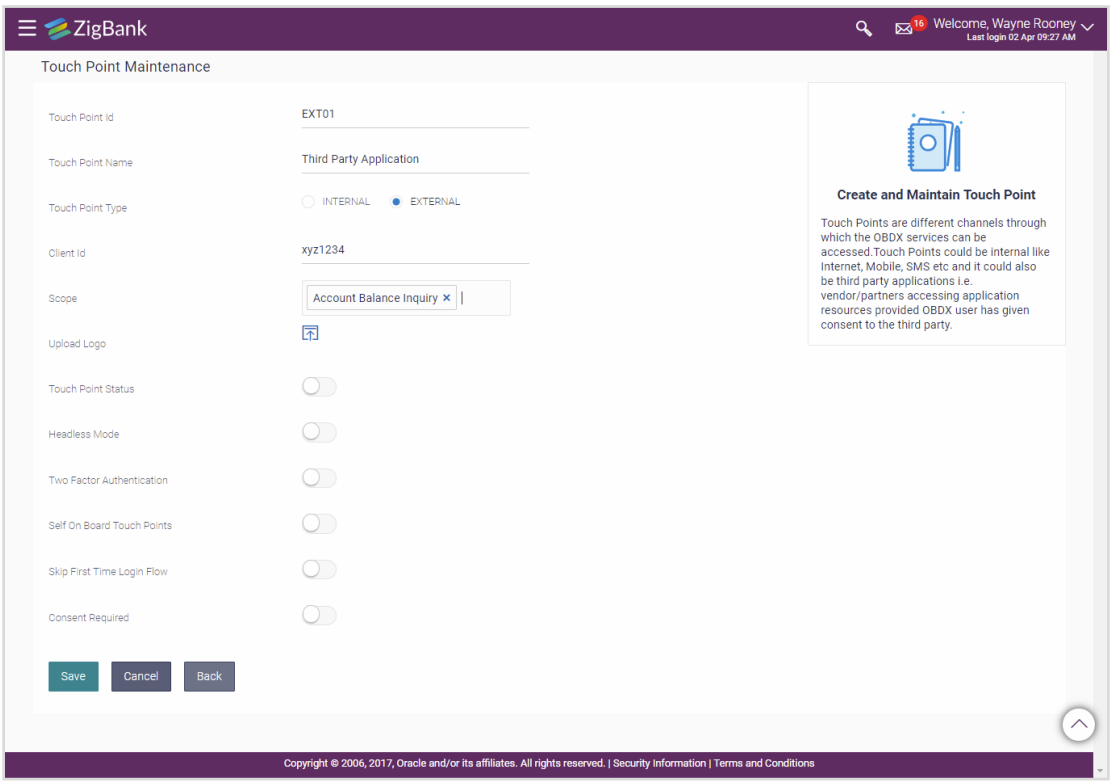
## 33.3 Touch Point Maintenance - Create

Using this option, System Administrator can create new touch point of type Internal or External

**To create a touch point:**

1. In the **Touch Point Maintenance** screen, click **Create**. The **Touch Point Maintenance - Create** screen appears.

**Touch Point Maintenance - Create**




**Field Description**

| Field Name | Description |
|---|---|
| **Touch Point ID** | Specify the unique ID for the Touch Point. |
| **Touch Point Name** | Specify the name for the Touch Point. |

| Field Name | Description |
|---|---|
| **Touch Point Type** | Select the type of Touch point type i.e. whether the type is Internal or External |
| **Client ID** | Specify the Client ID for the touch point. This field is mandatory for External Type of Touch point. |
| **Scope** | Specify the applicable scope(s) for the touch point.<br>This field is enabled, if you select **External** option in the **Touch Point Type** field. |
| **Upload Logo** | Upload logo of the Third Party Provider through browse and upload image option. This field is enabled, if you select **External** option in the **Touch Point Type** field. |
| **Touch Point Status** | Select the status for the touch point i.e. whether it is active/inactive. |
| **Headless Mode** | Select the mode in which the touch point operates i.e. whether headless mode is to be enabled for a touch point.<br>**Note:** By default this mode is in disabled state. |
| **Two Factor Authentication** | Select if Two Factor Authentication is required for a touch point. |
| **Default Available** | Select if Touch point is to be default made available to users. If enabled, then the user gets access to touch points which are default available |
| **Self On Board Touch Points** | Select if user will self on board himself on the touch point or by the bank administrator. If the bank administrator on boards the user on a touch point, then the same needs to be disabled. |
| **Skip First Time Login Flow** | Select if user wants to skip the first time login flow for a touch point. If this option is enabled for the selected touch point, user will not be shown the first time login steps (configured in system rule), when he/she logs in for the first time. |
| **Consent Required** | Select if user wants Consent definition and validation is required for a Touch Point i.e. TPPs. For UK Open Banking, it should always be defined as 'Y'. |

2. In the **Touch Point ID** field, enter the unique ID for the touch point.
3. In the **Touch Point Name** field, enter the name for touch point.
4. In the **Touch Point Type** field, select the appropriate option i.e. Internal or External.
5. In the Client ID field, enter the client ID
   a. If you select **External**;
      i. Click **Scope**; select the appropriate scope from the drop-down.

ii. Click on upload icon to upload a logo for the external type of touch point.

6. Click the **Touch Point Status** toggle to enable it to mark the touch point 'Active'.
7. Click the **Headless Mode** toggle to enable the touch point in headless mode.
8. Click the **Two Factor Authentication** toggle to enable 2FA for a touch point.
9. Click the **Default Available** toggle to make the touch point available to users by default in case of self-onboarding.
10. Click the **Self On board Touch Point** toggle if the user will self-onboard himself on the touch point and not by bank administrator.
11. Click the **Skip First Time Login Flow** toggle if the user wants to skip it for touch point.
12. Click **Save** to save the Touch Point details.
    OR
    Click **Cancel** to cancel the transaction.
    OR
    Click **Back** to navigate back to previous screen.
13. The **Review** screen appears. Verify the details, and click **Confirm**.
    OR
    Click **Cancel** to cancel the transaction.
    OR
    Click **Back** to navigate back to previous screen.
14. The success message of touch point creation successfully appears along with the transaction reference number.
    Click **OK** to complete the transaction.

**Home**

# 34. Touch Point Group Maintenance

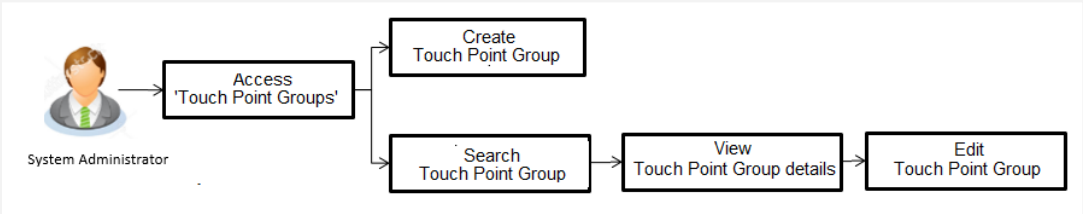
Touch points are different channels e.g. Internet, Mobile, SMS, Third Party applications etc. through which the OBDX services can be accessed. This maintenance enables the System Administrator user to group two or multiple touch points together for the purpose of defining common limits for a transaction accessed from any Touch point grouped together.

Further this maintenance facilitates user to view and modify the touch point groups.

**Prerequisites**

- Transaction access is provided to system administrator.
- Approval rule set up for system administrator to perform the actions.
- Multiple touch points are maintained.

**Workflow**




**Features supported in application**

The administrator can perform the following actions:

- Create Touch Point Groups
- Search/ View Touch Point Groups
- Edit Touch Point Groups

**How to reach here:**

*System Administrator Dashboard > Access Policies >Touch Point Groups*
*OR*
*System/ Bank Administrator Dashboard > Toggle Menu > Authorization and Access Controls > Touch Point Groups*

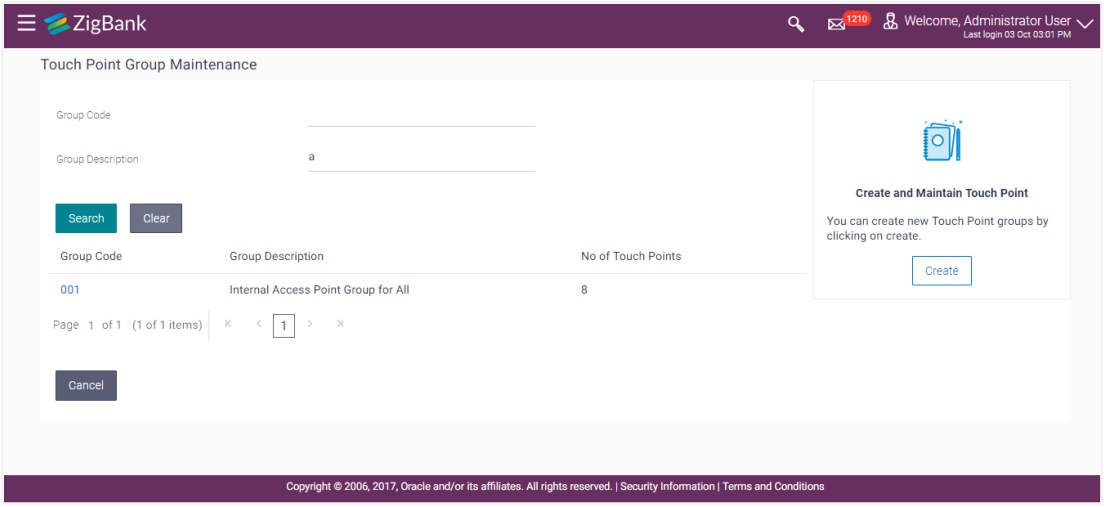
## 34.1 Touch Point Group Maintenance - View

Using this option, System Administrator can search and view details for particular touch point groups based on different search parameters like group code and/or group description.

**To search and view touch point group:**

1. In the **Touch Point Group Maintenance** screen, enter the search parameters and click **Search**.
   The **Touch Point Group Maintenance** screen with search results appears based on the search criteria.
   OR
   Click **Cancel** to cancel the search process.
   OR
   Click **Clear** to reset the search parameters.

**Touch Point Group Maintenance - Search**

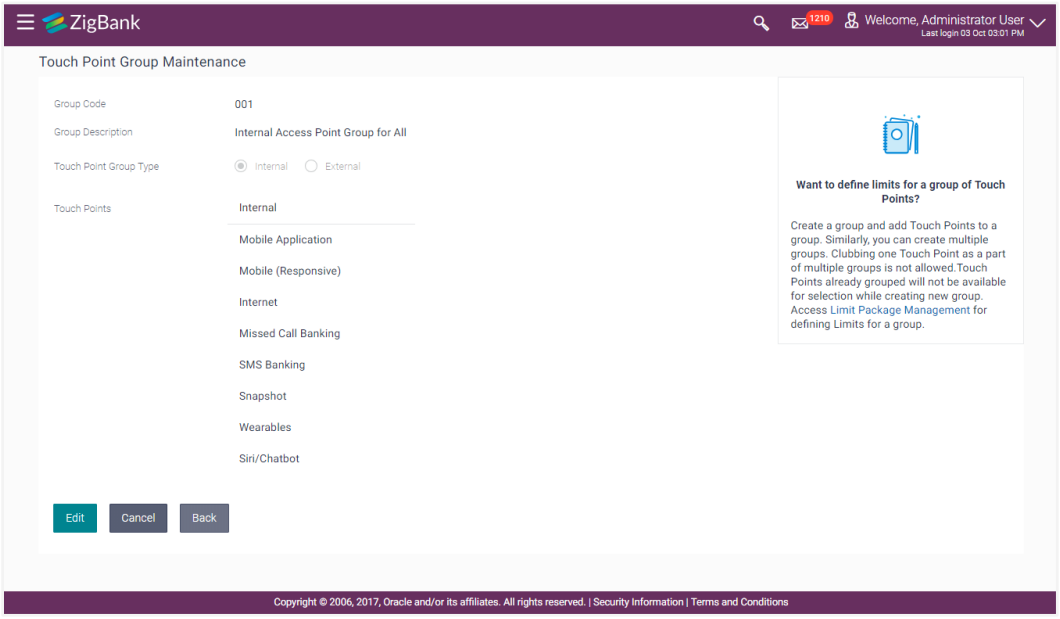



**Field Description**

| Field Name | Description |
|---|---|
| **Group Code** | Search the touch point groups with group code. |
| **Group Description** | Search the touch point groups with group description. |
| **Search Results** | |
| **Group Code** | Displays the group code defined for Touch Point Groups. |
| **Group Description** | Displays the group description defined for Touch Point Group. |
| **No of Touch Points** | Displays the number of touch points associated with the touch point groups. |

2. Click the **Group Code** link to view the touch point group details. The **Touch Point Group Maintenance - View** screen appears.

### Touch Point Group Maintenance - View




### Field Description

| Field Name | Description |
|---|---|
| **Group Code** | Group code defined for touch point group. |
| **Group Description** | Group description defined for touch point groups. |
| **Touch Point Group Type** | Type of touch point group i.e. whether touch point group type is internal or external. |
| **Internal Touch Points** | Displays internal touch points which are part of touch point group in disable mode. |
| **External Touch Points** | Displays external touch points which are part of touch point group in disable mode. |

3. Click **Edit** to add or remove the touch points from the touch point group.
   OR
   Click **Cancel** to cancel the transaction.
   OR
   Click **Back** to navigate back to previous screen.

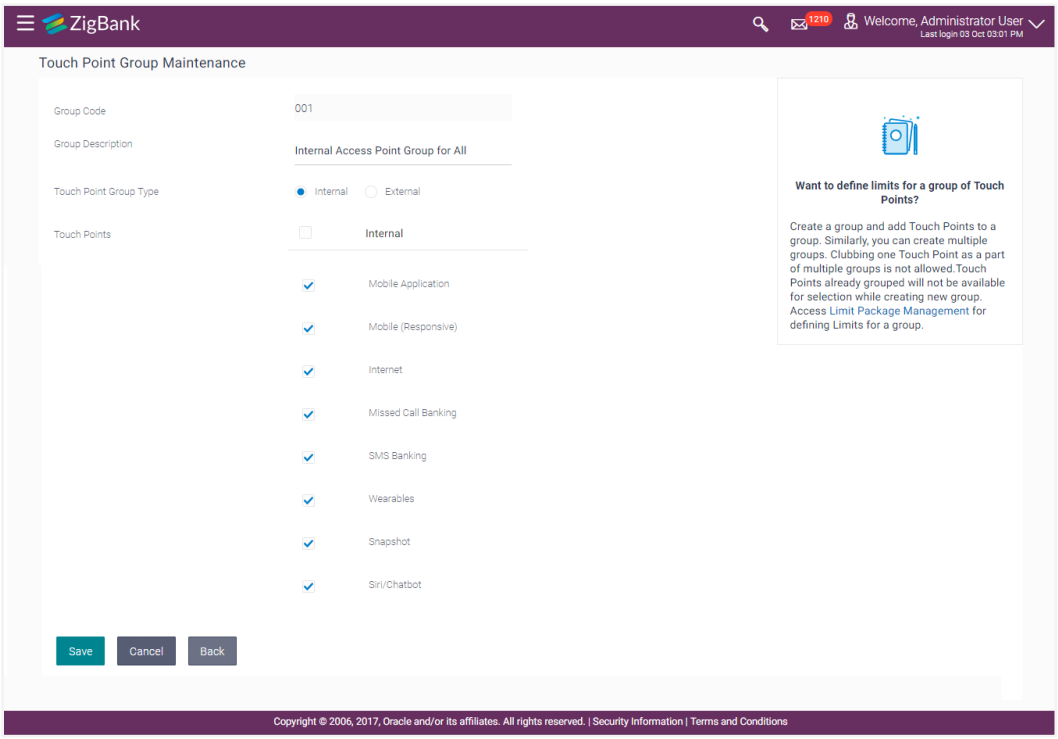
## 34.2 Touch Point Group Maintenance - Edit

Using this option, System Administrator can add or remove the touch points from the touch point group. Clubbing of touch points as a part of multiple groups is not allowed. Touch points already grouped as a part of other groups will not be available for selection.

**To modify touch point group:**

1. In the **Touch Point Group Maintenance** screen, enter the search parameters and click **Search**.
   The **Touch Point Group Maintenance** screen with search results appears based on the search criteria.
   OR
   Click **Cancel** to cancel the search process.
   OR
   Click **Clear** to reset the search parameters.
2. Click the **Group Code** link to view the touch point group details. The **Touch Point Group Maintenance - View** screen appears.
3. Click **Edit** the **Touch Point Group Maintenance - Edit** screen appears.
   OR
   Click **Cancel** to cancel the transaction.
   OR
   Click **Back** to navigate back to previous screen.

**Touch Point Group Maintenance - Edit**



**Field Description**

| Field Name | Description |
|---|---|
| **Group Code** | Group code defined for touch point group. |
| **Group Description** | Group description defined for touch point groups. |
| **Touch Point Group Type** | Displays the type of touch point group i.e. whether touch point group is of type internal or external. The same can be modified. |
| **Touch Points** | |
| **Internal Touch Points** | Displays all the internal touch points. Touch points which are the part of a group will be shown as pre-selected.<br>**Note:**<br>1) User can de-select a pre-selected internal touch points which are already part of the group.<br>2) Other Internal touch points which are not part of any other group will be listed for selection.<br>3) The touch points which are already a part of one of the groups will be shown in disable mode. (one Touch point can be part of on group only) |
| **External Touch Points** | Displays all the external touch points. Touch points which are the part of a group will be shown as pre-selected.<br>**Note:**<br>1) User can de-select an external touch points which are already part of a group will be shown as pre-selected.<br>2) Other external touch points which are not part of any other group will be listed for selection.<br>3) The touch points which are already a part of one of the group will be shown in disable mode. |

4. Modify the required details, e.g. Group Description, Internal / External Touch Points.
5. Click **Save** to save the touch point group details.
   OR
   Click **Cancel** to cancel the transaction.
   OR
   Click **Back** to navigate back to previous screen.
6. The **Review** screen appears. Verify the details, and click **Confirm**.
   OR
   Click **Cancel** to cancel the transaction.
   OR
   Click **Back** to navigate back to previous screen.
7. The success message of Touch Point Group Maintenance saved successfully appears along with the transaction reference number.
   Click **OK** to complete the transaction.

## 34.3 Touch Point Group Maintenance - Create

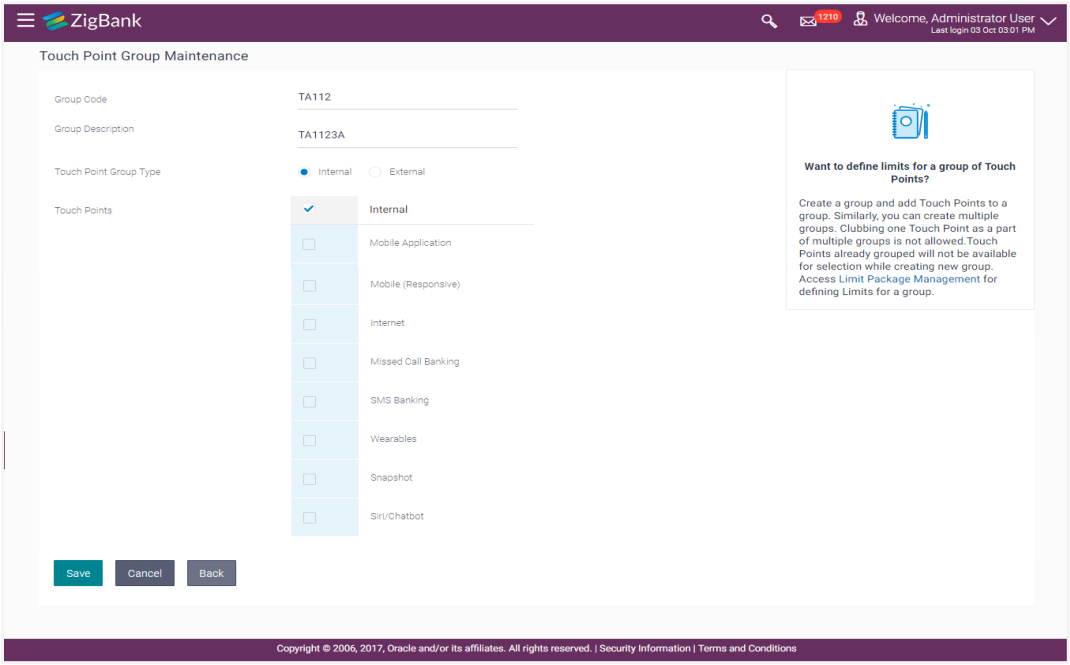
Using this option, System Administrator can create a new touch point group and add touch points to a group.

**Note:** System Administrator cannot club one touch point as part of multiple groups. While creating group, touch points which are already part of a group will not be available for selection.

**To create a touch point group:**

1. In the **Touch Point Group Maintenance** screen, click **Create**. The **Touch Point Group Maintenance - Create** screen appears.

**Touch Point Group Maintenance - Create**




**Field Description**

| Field Name | Description |
|---|---|
| **Group Code** | Unique group code defined for touch point group. |
| **Group Description** | Touch point group description defined for touch point groups. |
| **Touch Point Group Type** | Select the type of Touch point group type i.e. whether the type is Internal or External. |
| **Touch Points** | |

| Field Name | Description |
|---|---|
| **Internal Touch Points** | Displays all the internal touch points maintained.<br><br>**Note:**<br>1) Internal touch points which are not part of any other group will be listed for selection.<br>2) Touch points which are already a part of any other group will be shown in disabled mode. |
| **External Touch Points** | Displays all the external touch points maintained.<br><br>**Note:**<br>1) External touch points which are not part of any other group will be listed for selection.<br>2) Touch points which are already a part of any other group will be shown in disabled mode. |

2. In the **Group Code** field, enter the unique group code for touch point group.
3. In the **Group Description** field, enter the touch point group description.
4. In the **Touch Points** field, select the checkbox against the Internal / External Touch Points.

**Note:** To select all available Internal / External Touch Points in one instance, select the checkbox adjacent to Internal / External Touch Points.

5. Click **Save** to save the Touch point group details.
   OR
   Click **Cancel** to cancel the transaction.
   OR
   Click **Back** to navigate back to previous screen.
6. The **Review** screen appears. Verify the details, and click **Confirm**.
   OR
   Click **Cancel** to cancel the transaction.
   OR
   Click **Back** to navigate back to previous screen.
7. The success message of Touch Point Group Maintenance saved successfully appears along with the transaction reference number.

# FAQs

1. **From where can I get the list of touch points which I can club together?**

   Internal and external touch points maintained by the System Administrator using ‘Touch Point Maintenance’ will be listed for group creation.

2. **Can I club internal and external touch points together in one group?**

   No, clubbing of internal and external touch points together in one group is not allowed.

3. **Can I club one touch point as a part of multiple groups?**

   No, one touch point can be a part of only one group.

4. **Where can I use these touch point groups?**

   You can create a transaction limit package using ‘Limit Package Management’ for touch point group.

Home

# 35. Role transaction Mapping

**OBDX** application has many roles for different type of users defined under different user types i.e. Retail, Corporate, and Admin. These roles are defined for internal as well as for external touch points.

Application roles mapped to Internal Touch Points (Internet, Mobile Application, SIRI, Chatbot, etc.) are used by OBDX itself, whereas Application roles mapped to External Touch Points are defined for being used by third party system. Each External role is mapped to a scope (defined in Identity Management System) and the same scopes are mapped to External Touch Points in **Touch Point Maintenance** screen.

For Internal Touch Points, a user can perform only those transactions which are mapped to the application role assigned to that user. Whereas for External Touch Points, third party system can only perform only those transactions (on behalf of the user), which are mapped to the application role, mapped to the scope assigned to that external touch point (third party system).

Using this option a customer can define an Application role. Application Roles are mapped to Entitlements for various Touch Points, so that System Administrator can decide which all transactions should be available for which touch points.

Apart from the transactions, OBDX widgets are also available as entitlement and can be mapped to the application roles.

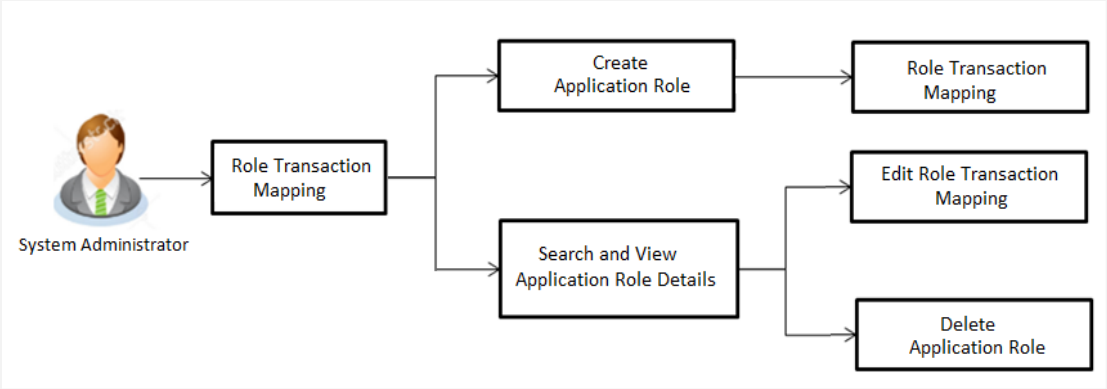
System displays only those menu options widgets and dashboard which are mapped to the application role assigned to the logged in user. For e.g. If a user with application role 'Retail' does not have access to transactions widgets & dashboard related to Wealth Management module, then those transactions, widgets and dashboard will not be shown on the UI to user.

Note: The users can have access only to those transactions, dashboards and widget which are mapped to the role associated to the him/her.

**Pre-Requisites**

- Transaction access is provided to System Administrator.
- Approval rule set up for System Administrator to perform the actions.

**Workflow**



**Features supported in application**

Using this option System Administrator can perform the following actions:

- Create Application Roles
- View Application Roles
- Edit Application Roles
- Delete Application Roles

**How to reach here:**

*System Administrator Dashboard > Authorization and Access Controls > Role Transaction Mapping*
*OR*
*System/ Bank Administrator Dashboard > Toggle Menu > Authorization and Access Controls > Role Transaction Mapping*

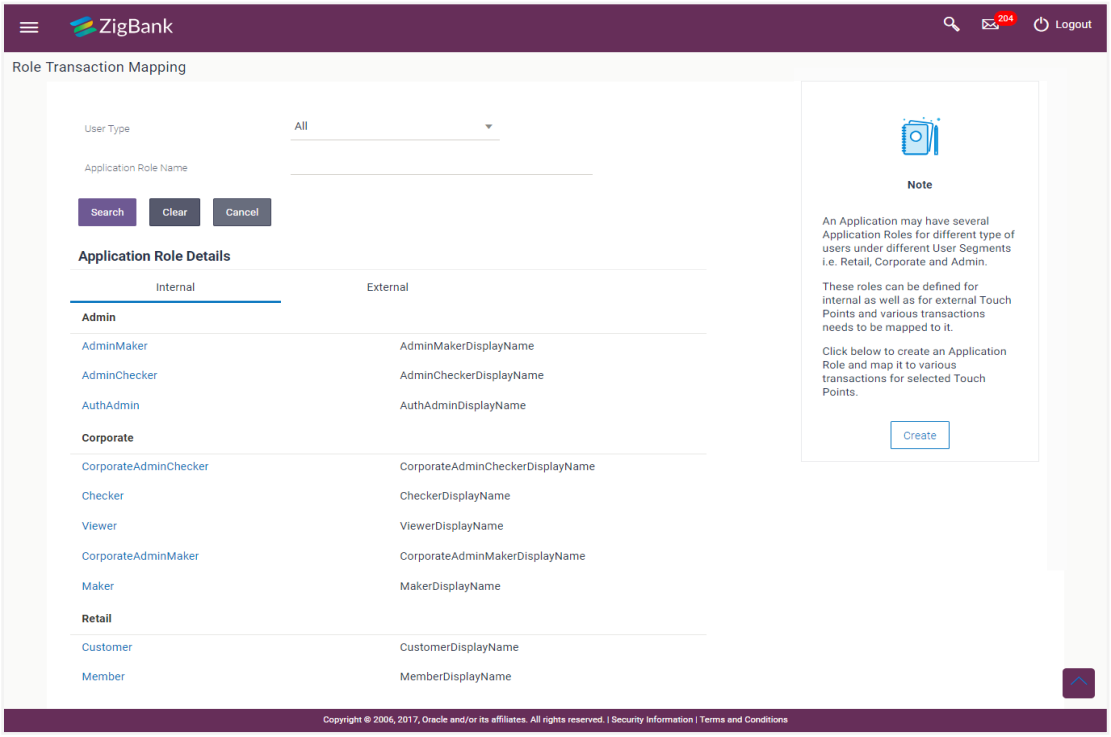
## 35.1 Search Application Role

Using this option, System Administrator can search application roles based on the search criteria. By default all the application roles will be displayed on this screen, Administrator can filter the list by entering the values in search criteria.

**To search application role/ application roles:**

1. In the **User Type** field, select the user type.
2. In the **Application Role Name** field, enter the name of the application role.
3. Click **Search**.
   The search result based on search criteria displayed in **Application Role Details** section.
   OR
   Click **Clear** to reset the search parameters.
   OR
   Click **Cancel** to cancel the search process and to go back to dashboard.

### Search Application Roles - Search Results




### Field Description

| Field Name | Description |
|---|---|
| **User Type** | User type for which the application role is created.<br>Retail, Corporate and Administrator are three types available in the application. |
| **Application Role Name** | Name of the application role. |

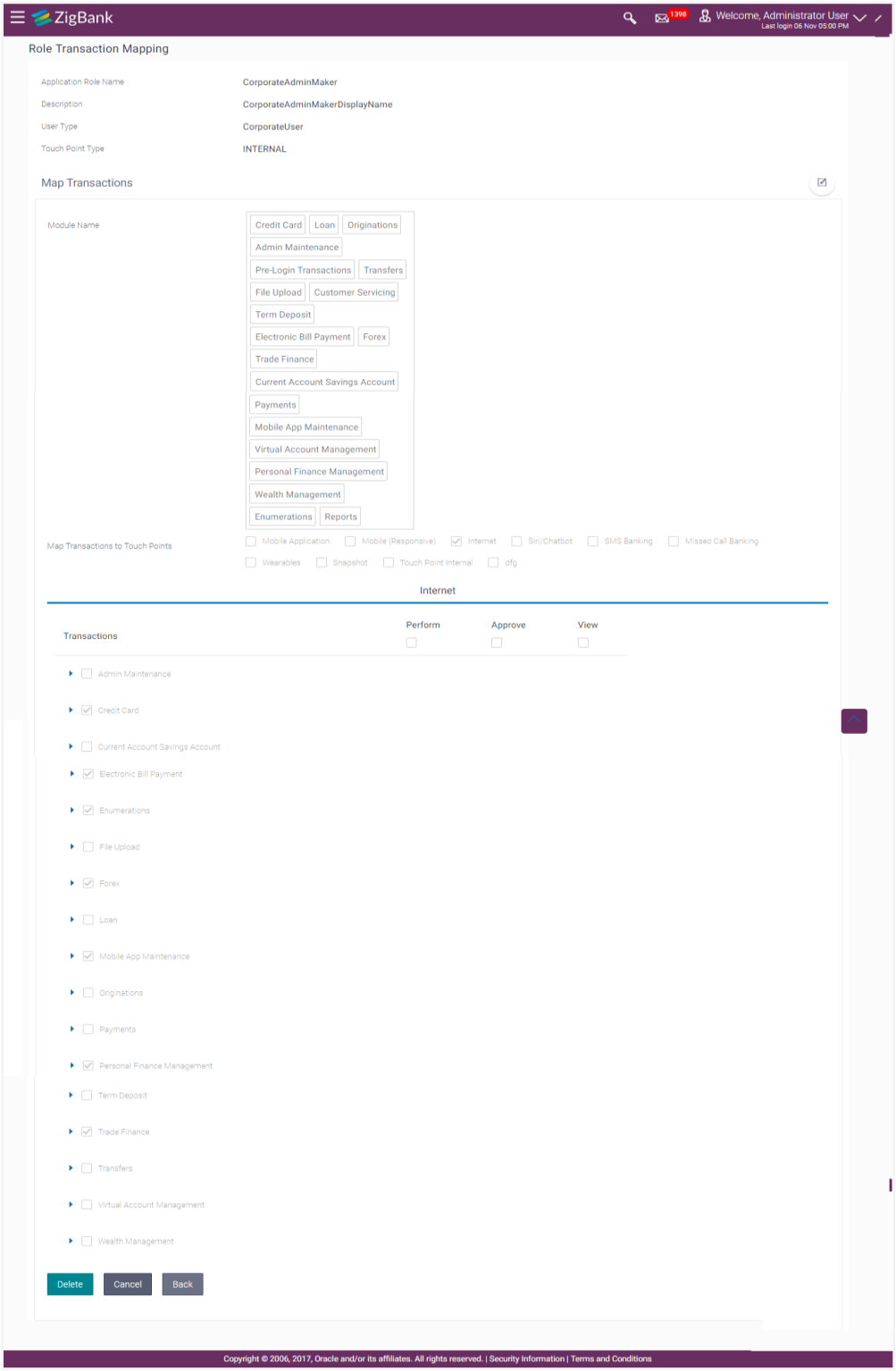
**Application Role Details**

Application roles can be views based on Touch Point Type-Internal and External in different tabs. Application roles are grouped and displayed User Segment wise.

| | |
|---|---|
| **User Type** | Name of the User Type. |
| **Application Role Name** | Name of the application role. |
| **Application Role Description** | Description of the application role. |

4. Click on the **Application Role Name** to view the details. **Role Transaction Mapping - View** screen appears.

## Role Transaction Mapping - View



**Field Description**

| Field Name | Description |
|---|---|
| **Application Role View** | |
| **Application Role Name** | Name of the application role. |
| **Description** | Description of the application role. |
| **User Type** | User type for which the application role is created. |
| **Touch Point Type** | Type of Touch Point. |
| **User Segment** | Segment of the user for which the application role is created.<br>This is applicable only for **Retail user** type and **Internal** touch point type. |
| **Map Transactions** | |
| **Module Name** | Name of the module for which role transaction mapping is done. |
| **Map Transactions to Touch Points** | Touch points for which the transaction mapping is done for application role. |
| **Transactions** | Displays all the transactions for the selected module which are mapped to the application role for the selected touch points. Transactions are grouped under Transaction Categories and Module. |
| **Type of Action** | Name of the action that can be performed for that transaction by the user to which this application role is assigned.<br>• Perform- This action lets the user to perform or initiate that transaction and should be given to maker role.<br>• Approve- This action lets the user to approve that transaction and should be given to approver role<br>• View- This action lets the user to view the initiated and approved transactions by other users and should be given to viewer role. |

5. Click  against the particular category to view the transaction mapping details.
6. Click  to modify the transaction role mapping. The **Role Transaction Mapping** screen appears in editable form.
   OR
   Click **Delete** To delete the application role along with the transaction mapping. (Deletion of any role is only allowed if there are no users attached to that role)
   OR
   Click **Back** to navigate back to previous screen.

OR
Click **Cancel** to cancel the search process and to go back to dashboard.

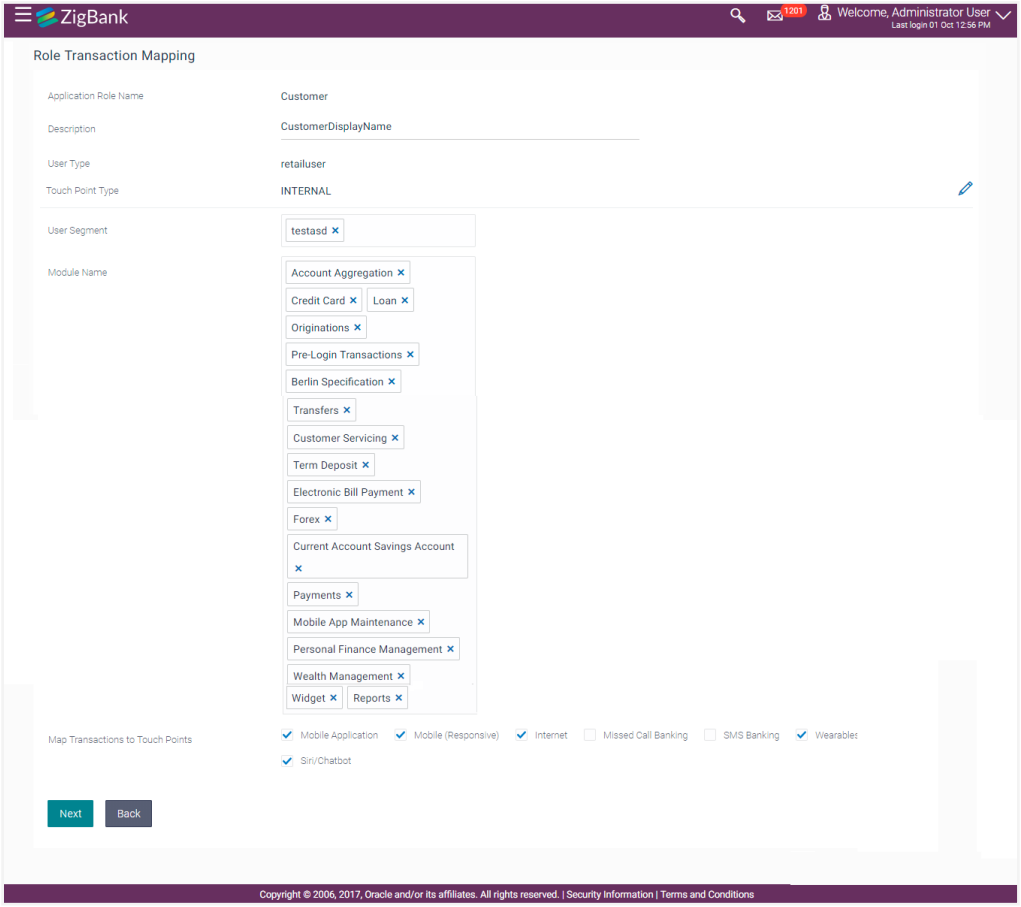
## 35.2 Edit Application Role

Using this option System Administrator can edit or update the details of an existing role transaction mapping.

**To modify role transaction mapping:**

1. Repeat step 1 to 4 of **Search Application Role** section.
2. Click  against the **Map Transactions**.
   Screen in editable mode appears.

**Role Transaction Mapping - Edit**

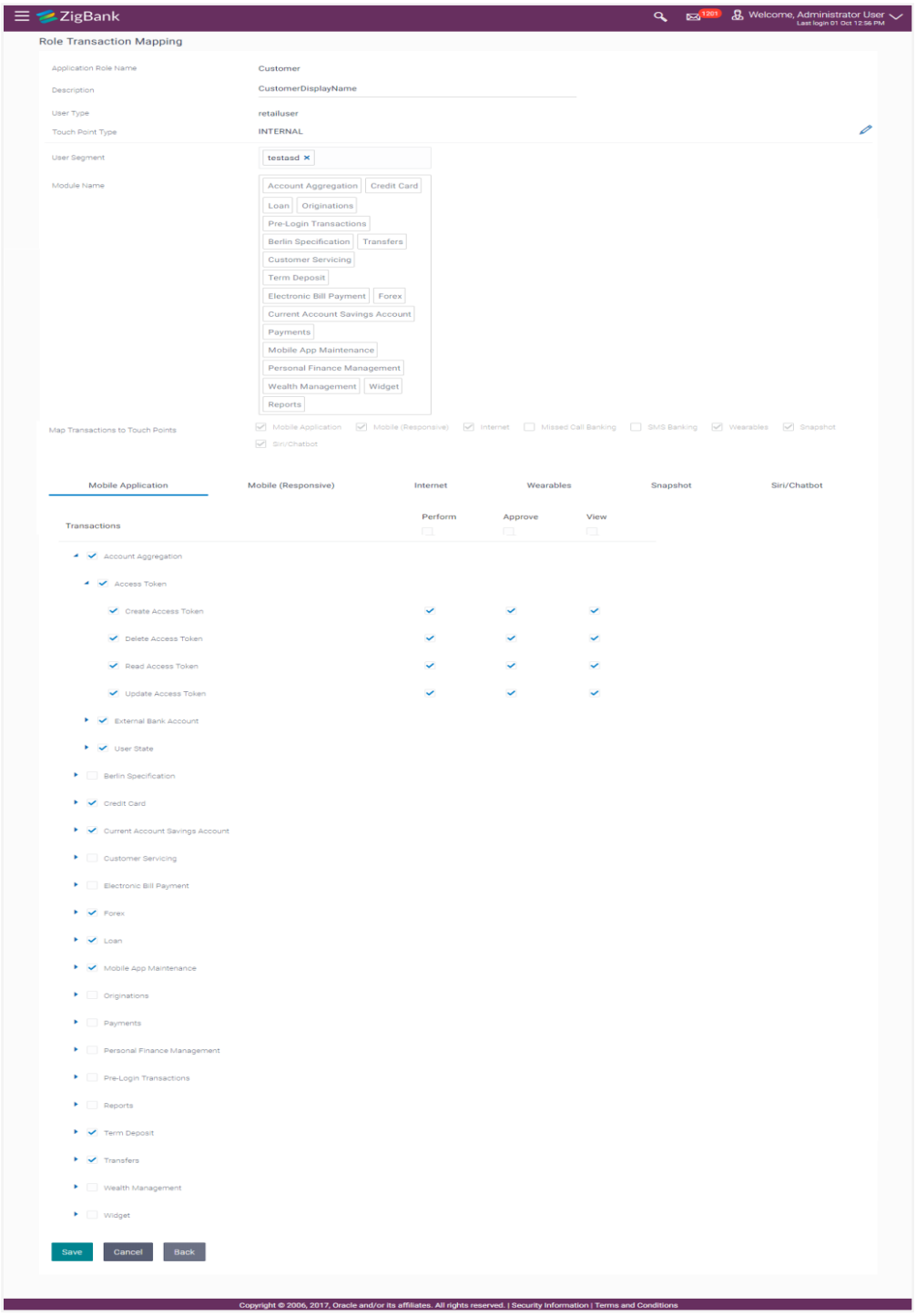



**Note**: Application Role Name, User Type, and Touch Point Type fields cannot be edited.

3. Update the role description if required.
4. Add/ remove the user segment as per requirement.
5. Select/ deselect module names for which the transaction mapping is to be done.
6. Check/uncheck the touch points for which the transaction mapping is to be done.

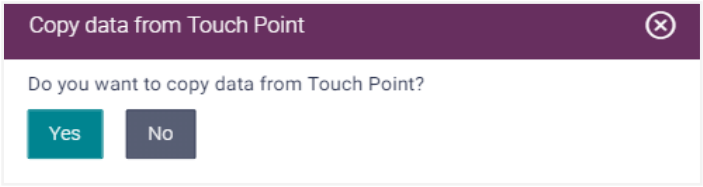
7. Click **Next** to link/ delink transactions.
   OR
   Click **Back** to go back to previous screen.

**Note**: If the administrator deselects a module from Module name field, transaction mapping done for all the transactions under that module will get removed for that module. Similarly if the administrator unchecks and existing touch point, transaction mapping done for all modules for that touch point will get removed for that Touch Point.



8. Modify the transactions mapping for different touch points. Click  against the particular category to view and update the transaction mapping.
9. Click on the next touch point tab, a pop up window appears for asking **Copy data from touch point**.

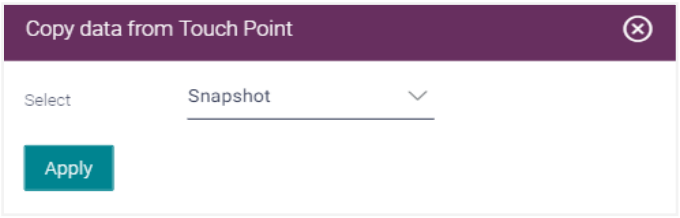
**Copy data from touch point Confirmation popup window**




a. Click **Yes** to select the touch point from which the data has to be copied.

b. Copy transaction mapping details of touch point to another popup window.

**Copy data from touch point Confirmation popup window**




a. From the **Select** list, select the touch point from the list.

b. Click **Apply**.
OR
Click **No**. to do the mapping operationally.

10. Modify the transactions mapping for current touch points if required.
11. Click **Save** to save the updates.
OR
Click **Cancel** to cancel the transaction.
OR
Click **Back** to navigate back to previous screen.
12. The screen with success message appears. Click **OK** to close the message screen.

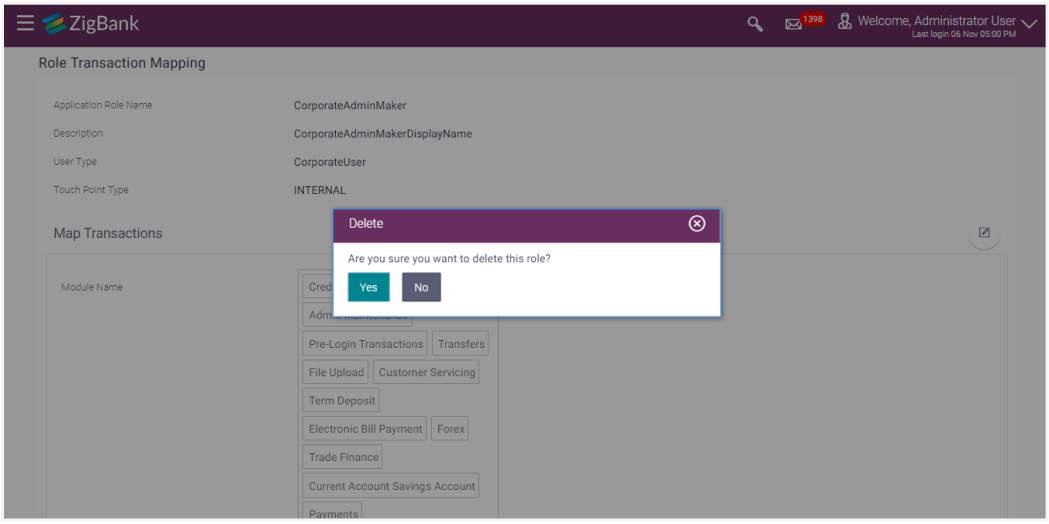
## 35.3 Delete Application Role

Using this option System Administrator can delete an existing role transaction mapping. Deletion of any role is only allowed if there are no users attached to that role.

**To delete role transaction mapping:**

1. Repeat step 1 to 4 of **Search Application Role** section.
2. Click **Delete** to delete the application role along with the transaction mapping.
The **Delete Warning** message appears.

### Delete Application Role




3. Click **Yes**.
   The **Role Transaction Mapping** screen with the successful role deletion message appears.
   OR
   Click **No** to cancel the transaction.

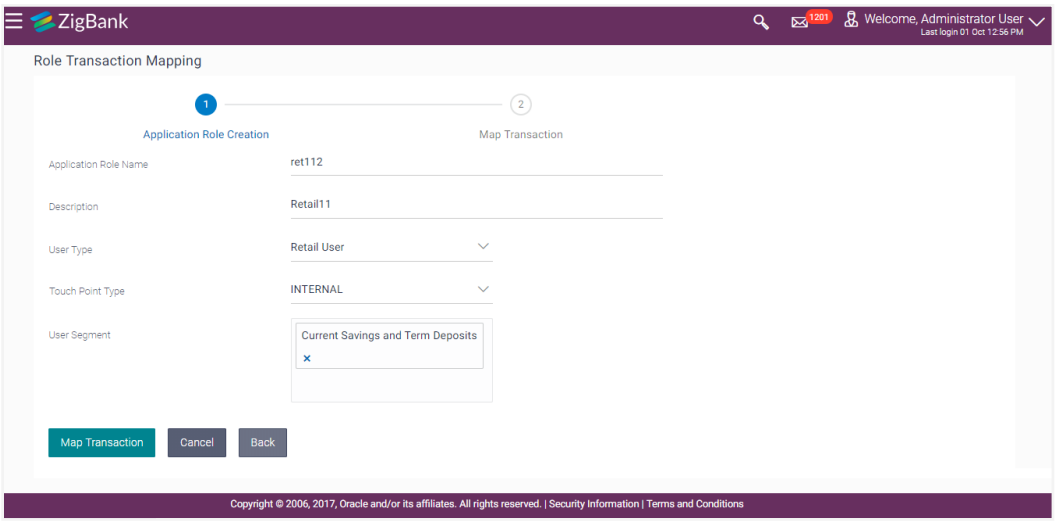
## 35.4 Create Application Role

Using this option System Administrator can define an application role and map transactions to it for selected touch points.

**To create an application role transaction mapping:**

1. In the **Role Transaction Mapping** screen, click **Create**. The **Role Transaction Mapping - Create** screen appears.

### Application Role Creation



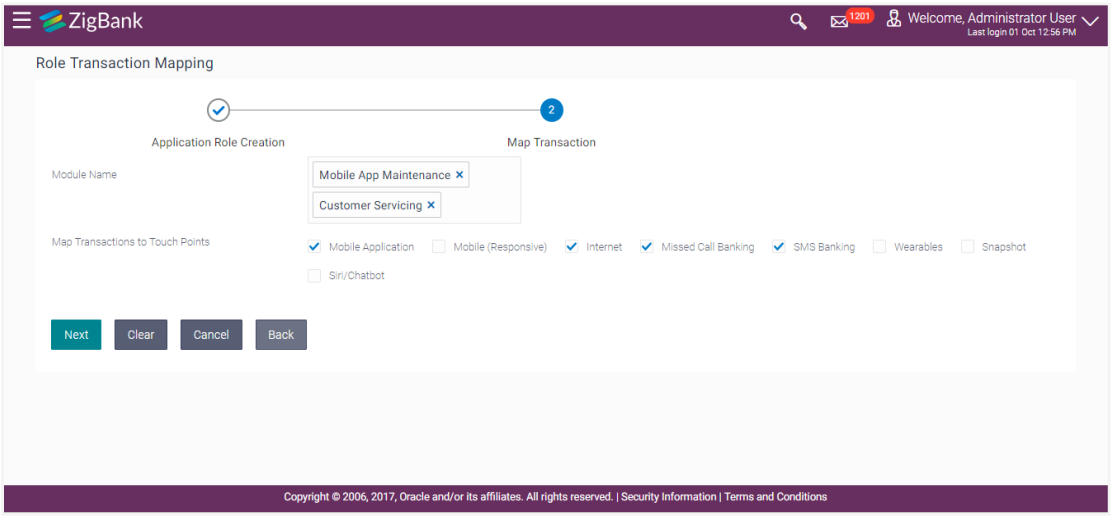
**Field Description**

| Field Name | Description |
|---|---|
| **Application Role Name** | Name of the application role. |
| **Description** | Description of the application role. |
| **User Type** | Type of the user for which the application role is to be created.<br>The options are:<br>• Retail User<br>• Corporate User<br>• Administrator |
| **Touch Point Type** | Type of Touch Point.<br>The options are:<br>• Internal: (for internal touch points like internet, Mobile Application, Siri, Chatbot etc.)<br>• External : (for third Party applications) |
| **User Segment** | User segments of selected user type for which the maintenance is to be done. This field is applicable only for **Retail user type** and **Internal touch point** type. |
| **Scope Name** | List the scopes for the external touch point.<br>This field is displayed and enabled, if you select **External** option in the **Touch Point Type** field.<br>Once a scope is mapped to a role, it cannot be mapped to any other role. |

2. In the **Application Role Name** field, enter the name of the application role.
3. In the **Description** field, enter the description of the application role.
4. From the **User Type** list, select appropriate type for which role is to be created.
5. From the **Touch Point Type** list, select appropriate option.
   a. If you select **External**;
      i. From the **Scope Name** list, select the appropriate scope to map to application role.
   b. If you select **Internal and User Type as Retail**;
      i. From the **User Segment** list, select the appropriate segments for which maintenance is to be done.
6. Click **Map Transaction** to map transaction to the role.
   The **Application Role Creation** screen to add transaction modules and touch points appears.
   OR
   Click **Back** to navigate back to previous screen.

OR
Click **Cancel** to cancel the transaction and to go back to dashboard.

### Role Transaction Mapping - Application Role Creation

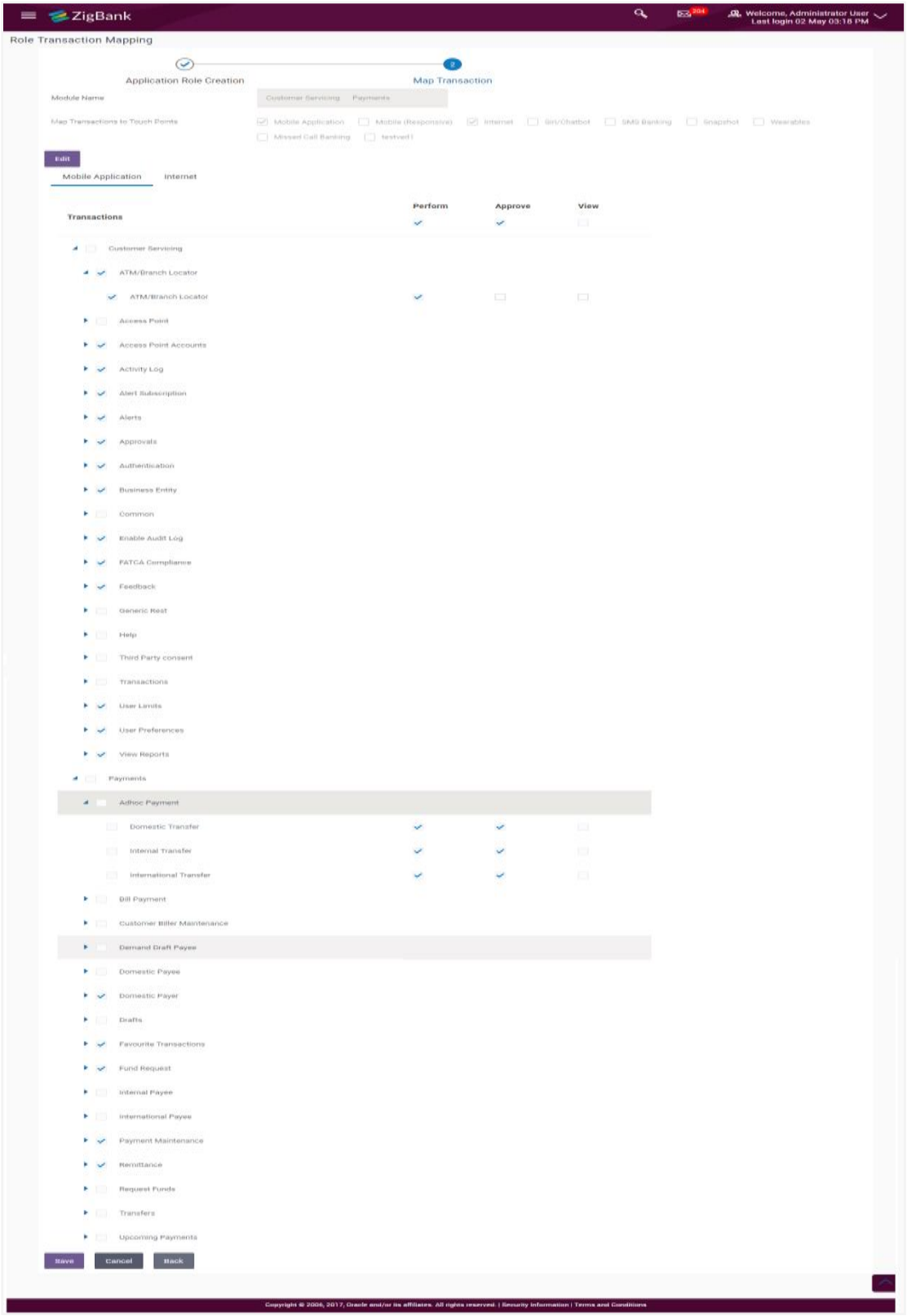



### Field Description

| Field Name | Description |
|---|---|
| **Module Name** | The modules for which the transaction mapping is to be done. Transactions under the selected modules will get displayed for mapping.<br>Note: Select **All** option from the drop-down to select all modules. |
| **Map Transactions to Touch Points** | The internal touch points for which the transaction mapping is done for application role.<br>All the internal touch point maintained in the system gets displayed here.<br>This field is displayed and enabled, only if you select the **Internal** option in the **Touch Point Type** field. |

7. Select appropriate modules for transactions mapping.
8. Select the check box (against the list of Touch Points to map the transactions to selected touch points.
9. Click **Next**. The entitlement mapping section **Map Transaction** appears.
   OR
   Click **Clear** to reset the entered details.
   OR
   Click **Cancel** to cancel the transaction and to go back to dashboard.
   OR
   Click **Back** to navigate back to previous screen.

## Role Transaction Mapping - Map Transaction

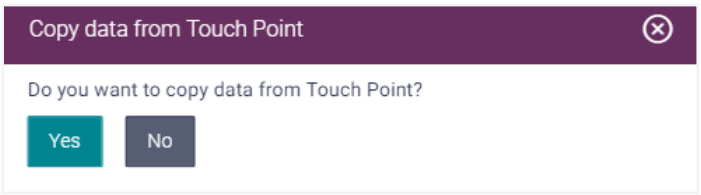


**Field Description**

| Field Name | Description |
|---|---|
| **Transaction Name** | Name of transaction to be mapped to the application role. |
| **Action** | Name of the action that can be performed for that transaction by the user to which this application role is assigned.<br>• Perform- This action lets the user to perform or initiate that transaction and should be given to maker role.<br>• Approve- This action lets the user to approve that transaction and should be given to approval role<br>• View- This action lets the user to view the initiated and approved transactions by other users and should be given to viewer role. |

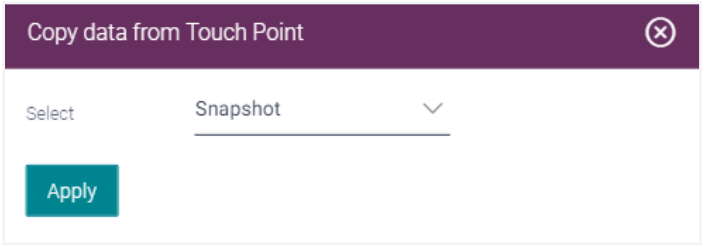
10. Click on the desired Touch Point tab for e.g. Internet.
11. To map the transactions to the role, click  against the particular module, then select the transaction type, and then transactions to be mapped.
12. Select the respective check boxes preceding to transaction to be mapped.
    OR
    Select the checkbox at header level if you want to map all the transactions below that at one instance.
13. Click on the next touch point tab, a pop up window appears for asking **Copy data from touch point**.

**Copy data from touch point Confirmation popup window**




a. Click **Yes** to select the touch point from which the data has to be copied.
b. Copy transaction mapping details of touch point to another popup window.

**Copy data from touch point Confirmation popup window**




a. From the **Select** list, select the touch point from the list.

b. Click **Apply**.
OR
Click **No**. to do the mapping operationally.

14. Click **Save** to save the changes.
OR
Click **Cancel** to cancel the transaction.
OR
Click **Back** to navigate back to the previous screen.

15. The **Role Transaction Mapping - Review** screen appears. Verify the details, and click **Confirm**.
OR
Click **Cancel** to cancel the transaction.
OR
Click **Back** to navigate back to the previous screen.

16. The screen with success message of **Application Role Policy Map** appears. Click **OK** to complete the transaction.

# FAQs

**1. Is it mandatory to map transactions to the created application role?**

Yes. You will need to associate transactions for at least one module for a touch point, once an application role is created.

**2. Do I need to mandatorily map transactions for each touch point for the new application role created?**

No, it is not mandatory to map transactions for each touch point for the new role created but if the same are not defined then on initiation of transaction from that touch point, system will give an access denied message.

**3. Why am I unable to select an action against a specific entitlement for a transaction?**

This could be because that the specific action is not applicable or relevant for an entitlement i.e. approve as an action is not applicable to inquiry entitlement for a transaction.

**4. Can I copy the same transaction mapping for an application role from one touch point to another?**

Yes, you can copy the details along with an option to decide from which touch point the details need to be copied. On selection of a touch point, system will prompt to select the

touch point from which the entitlements need to be copied. If you had selected ‘No’ and later wish to copy the details, then you will need to click on the touch point tab again for the system to provide that option.

**5. Once I select the module and touch points for transaction mapping to an application, can I include additional modules and touch points?**

Yes, you can click on ‘Edit’ and include additional modules and touch points for mapping.

**6. Can I associate multiple scopes to an application role of type external and how are they associated to external touch points?**

No. Only one scope can be mapped to an application role to map transactions. Once a scope is mapped to an application role, that scope cannot be mapped to another application role. Multiple scopes can be associated to an external touch point as part of touch point definition and the same scope can be mapped to different external touch points.

**Home**

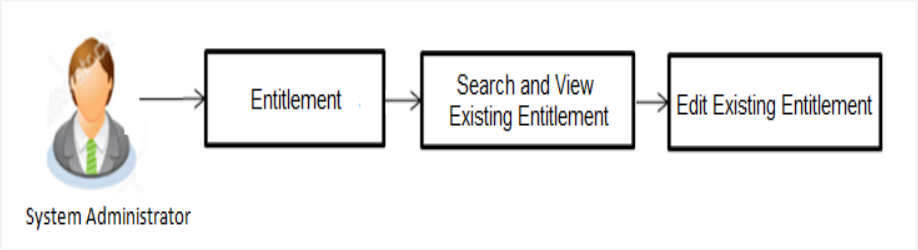
# 36. Entitlements

Entitlements are the transactions that the user can perform. Each Entitlement is linked to a single or group of resources. Access of these entitlements to a role is given basis on the necessity and relevance of entitlement to that role. For creation of role and mapping entitlements to that role please refer to Role Transaction Mapping screen.

**Pre-Requisites**

- Transaction access is provided to System Administrator.

**Workflow**




**Features supported in application**

Using this option system administrator can perform the following actions:

- View Entitlement
- Edit Entitlement

**How to reach here:**

*System Administrator Dashboard > Authorization and Access Controls > Entitlements*
*OR*
*System/ Bank Administrator Dashboard >Toggle Menu > Authorization and Access Controls > Entitlements*

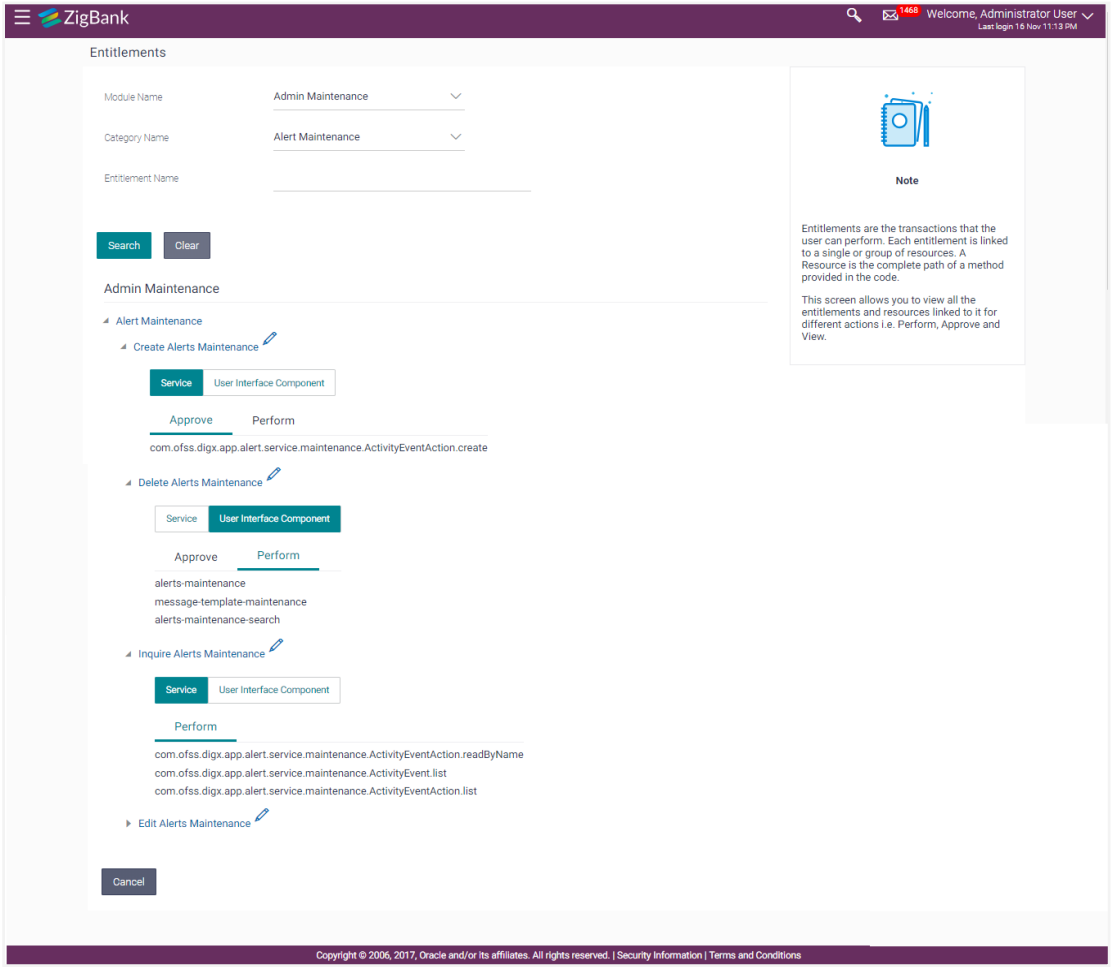
## 36.1 Entitlements - View

Using this option, Administrator can search and view the existing entitlements.

**To search entitlement (s):**

1. From the **Module Name** list, select the appropriate module for which the entitlements are to be viewed.
2. From the **Category Name** list, select the appropriate category of the selected module. 3. Enter the entitlement name.
3. Click **Search**. The based on the search criteria the list of entitlements appears.
   OR
   Click **Cancel** to cancel the transaction.
   OR
   Click **Clear** to reset the entered details.
   OR
   Enter the value directly in the **Entitlement Name** field and Click **Search**.

## Entitlements - View




### Field Description

| Field Name | Description |
|---|---|
| **Module Name** | Name of the module under which all transactions are maintained.<br>This field lists all the module names for the entitlements maintained in the system. |
| **Category Name** | Name of the category. |
| **Entitlement Name** | Name of entitlement/ transaction. |
| **Entitlement Details** | |
| **Module Name** | Name of the module under which all transactions/ entitlements are maintained. |

| Field Name | Description |
|---|---|
| **Category Name** | Name of the category under the module.<br>Under each module entitlements are grouped under a category. |
| **Transaction Name** | Name of entitlement/ transaction. |
| **Service** | Displays the list of service resources mapped to the entitlements. |
| **User Interface Component** | Displays the list of user interface components mapped to entitlements. |
| **Action Name** | Name of available actions for an entitlement.<br>The options are:<br>• Approve<br>• Perform<br>• View |
| **Resource Name** | Name of the resources mapped to entitlement for each action- Approve/Perform/View under Services or User Interface Component. |

4. Click  against the particular category to view the entitlement under that category.
5. Select the **Service** or **User Interface Component** tab to view respective details.
6. Click  to update entitlement details.
   OR
   Click **Cancel** to cancel the transaction and go back to dashboard.

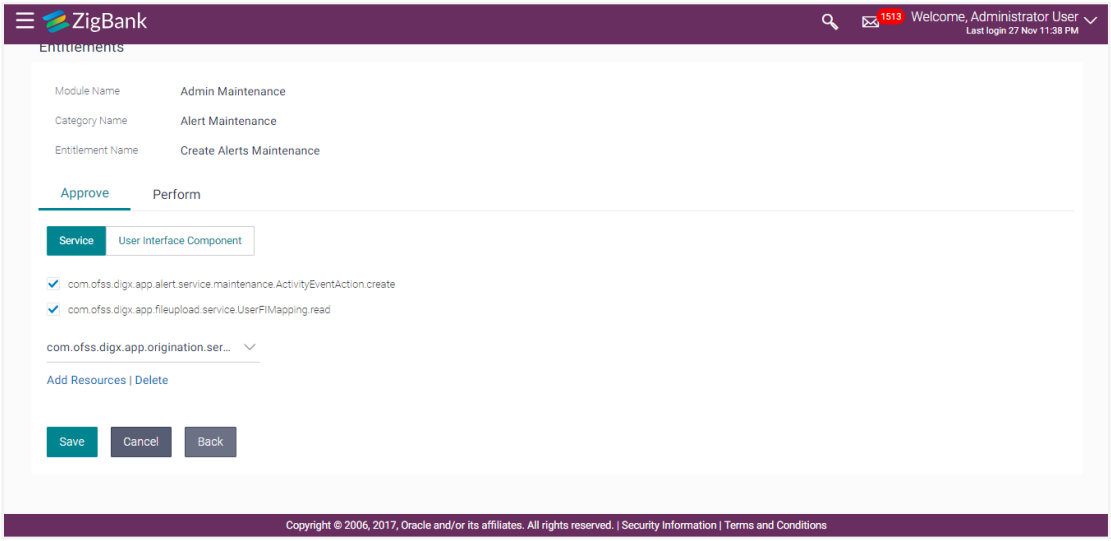
## 36.2 Entitlements - Edit

Using this option, Administrator can add or delete the resources under Services and User Interface Component.

**To update entitlement details:**

1. From the **Module Name** list, select the appropriate module for which the entitlements are to be viewed.
2. From the **Category Name** list, select the appropriate category of the selected module. 3. Enter the entitlement name.
3. Click **Search**. The based on the search criteria the list of entitlements appears.
   OR
   Enter the value directly in the **Entitlement Name** field and Click **Search**.
4. Click  against the particular category to view the entitlement under that category.
5. Click  to update entitlement details. The **Entitlements - Edit** screen appears.

### Entitlements - Edit




### Field Description

| Field Name | Description |
|---|---|
| **Module Name** | Name of the module under which all transactions are maintained.<br>This field lists all the module names for the entitlements maintained in the system. |
| **Category Name** | Name of the category. |
| **Entitlement Name** | Name of entitlement/ transaction. |
| **Service** | Displays the list of service resources mapped to the entitlements. |
| **User Interface Component** | Displays the list of user interface components mapped to entitlements. |
| **Action Name** | Name of available actions for an entitlement.<br>The options are:<br>• Approve<br>• Perform<br>• View |
| **Resource Name** | Name of the resources mapped to entitlement for each action- Approve/Perform/View under Services or User Interface Component. |

6. Select the **Service** or **User Interface Component** tab to update the respective details.
7. Click **Add Resources** link to add resource. This field populates all the existing resources in the system for selection.

OR
Select the existing resources and click **Delete** link to delete the selected resource.

8. Click **Save** to save the changes made to the entitlements.
   OR
   Click **Cancel** to cancel the transaction.
   OR
   Click **Back** to navigate back to previous screen.
9. The **Review** screen appears. Verify the details, and click **Confirm**.
   OR
   Click **Cancel** to cancel the transaction.
   OR
   Click **Back** to navigate back to previous screen.
10. The success message of entitlements updation appears.
    Click **OK** to complete the transaction.

**Home**

# 37. User Segment Maintenance

In order to offer appropriate product and services to the customers, banks can employ some method of segmentation. Banks can group customers into different segments on the basis of different attributes of the customer; it could be demographic information, geographical information, behavioral information etc.

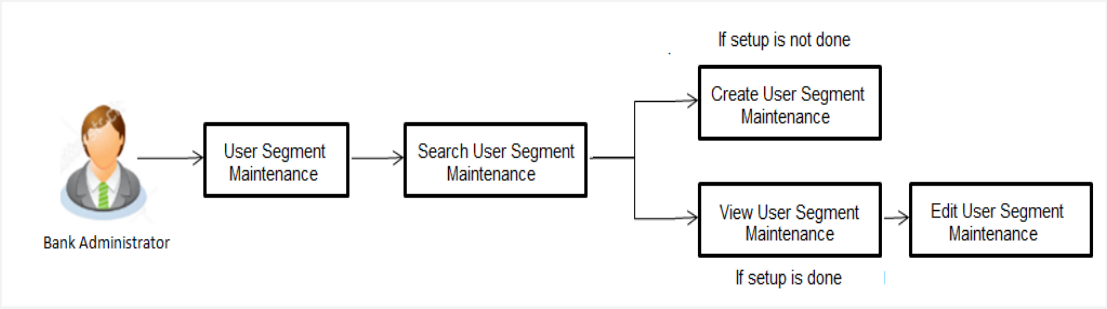
Banks can have different communication mailers, authentication mechanisms, transaction limits and branding aspects on the basis of customer segmentation.

User segment maintenance screen allows the system administrator to create new segments and subsequently use these segments to define specific maintenances at user segment level. Limits can also be defined specific to a user segment. Within each user segment, limits package can be associated to different touch points.

**Pre-Requisites**

- Transaction access is provided to System / Bank Administrator.
- Application roles are maintained

**Workflow**




**Features Supported In Application:**

- Create User Segment
- Search and View User Segment
- Edit User Segment

**How to reach here:**

*System/ Bank Administrator Dashboard > Toggle Menu > Authorization and Access Controls > User Segments*
*OR*
*System Administrator Dashboard > Authorization and Access Controls > User Segment Maintenance*

## 37.1 User Segment Maintenance - Search

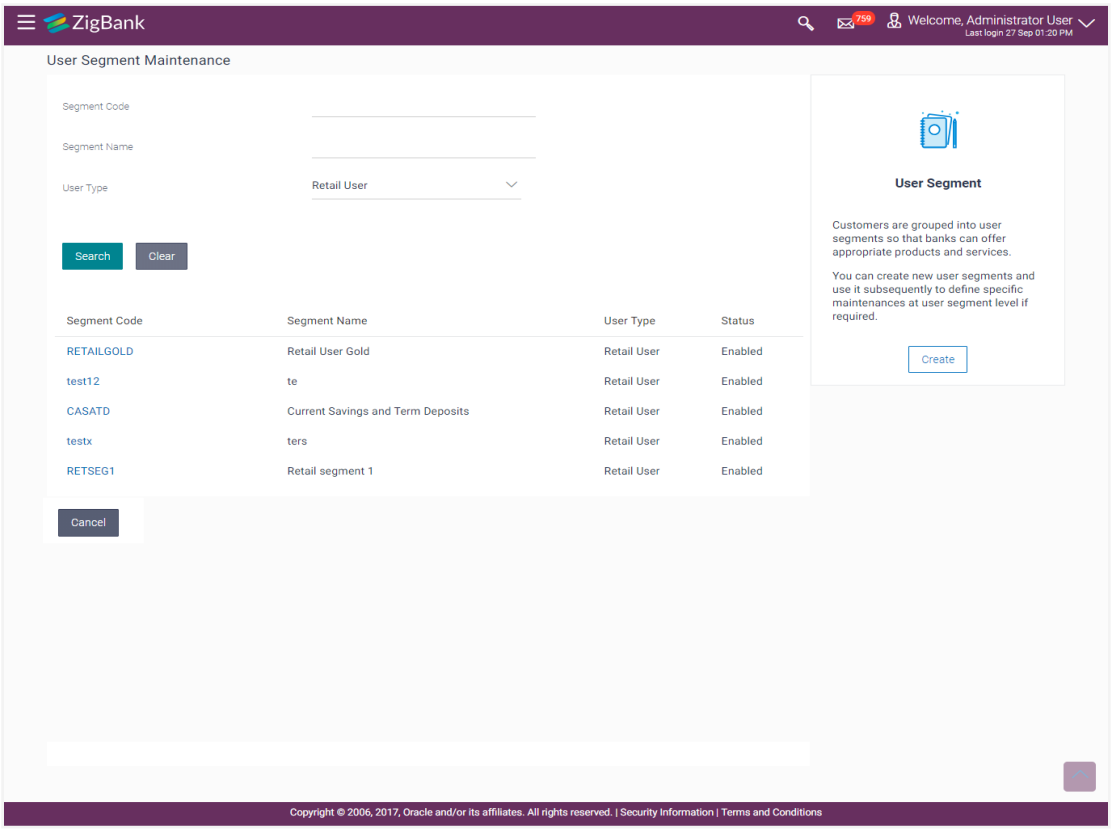
Using this option, System Administrator user can search the user segments maintained for retail users. The search result displays matching results based on search criteria entered.

System Administrator can view details of a specific segment by selecting the segment ID to get required details for a segment.

**To search user segments:**

1. In the **Segment Code** field, enter the segment code whose details you want to view.
   OR
   In the **Segment Name** field, enter the name of the segment whose details you want to view.
   OR
   From the **User Type** list, select the user type for which you wish to view user segment details. Currently only segments for user type 'Retail' can be defined.
2. Click **Search**.
   The search results appear on the **User Segment Maintenance** screen based on the search parameters.
   OR
   Click **Clear** to reset the details.
   OR
   Click **Cancel** to cancel the transaction and the administrator will be navigated back to the **Dashboard**.

**User Segment Maintenance- Search Result**

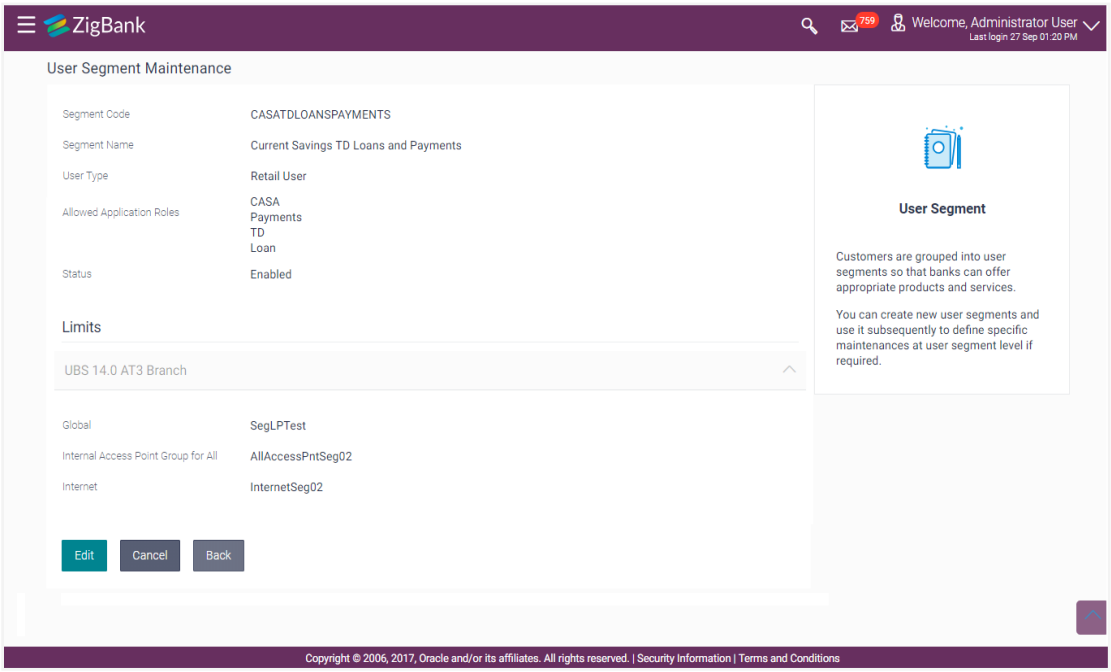


**Field Description**

| Field Name | Description |
|---|---|
| **Search Parameters** | |
| **Segment Code** | Enter the segment code of the segment that needs to be searched. |
| **Segment Name** | Enter the name of the segment that needs to be searched |
| **User Type** | Select the user type for which segment details needs to be searched |
| **Search Result** | |
| **Segment Code** | System displays the code of the segment(s) based on the search criteria input. |
| **Segment Name** | System displays the name of segment(s) based on the search criteria input. |
| **User Type** | System will display the user type i.e. Retail / Corporate against each of the search result. |
| **Status** | System displays the status of the segment whether it is active/inactive. |

3. Click the **Segment Code** link of the record for which you want to view the user segment details. The **User Segment Maintenance - View** screen appears.

**User Segment Maintenance- View**



**Field Description**

| Field Name | Description |
|---|---|
| **Segment Code** | System displays the Segment Code of the segment that was selected to view details. |
| **Segment Name** | System displays the name of the segment that was selected to view details. |
| **User Type** | System displays the user type of the segment that was selected to view the details. |
| **Allowed Application Roles** | System displays the application roles that are mapped to the selected segment. |
| **Status** | System displays the current status of the selected segment i.e. whether the segment is active / inactive.<br>Note: If the user segment is no longer active and needs to be disabled then the same can be done in **Edit** mode. |

**Limits - Touch Points /Group/ Global**

Limits package can be optionally attached at user segment level. All the touch points and touch point groups maintained in the system are listed under each entity in case of multi entity setup. Limits Package can be mapped for each touch point and for a touch point group.

| | |
|---|---|
| **Touch Points/ Group/ Global** | Name of touch points/ groups/ global under a specific entity (with all internal and external touch points). |
| **Internal Touch Points Group for All** | Displays the touch points which are the part of a group. |
| **Touch Points** | Displays the touch points (banking channels) which allows a user to perform transactions using the touch points.<br>The touch points could be:<br>• Mobile Application<br>• Mobile (Responsive)<br>• Internet<br>• Mobile Banking<br>• Missed Call Banking<br>• SMS Banking<br>• Wearables<br>• Snapshot<br>• Siri / Chatbot |

4. Click **Edit** to modify the segment details.
   OR
   Click **Cancel** to cancel the transaction.
   OR
   Click **Back** to navigate to previous screen.

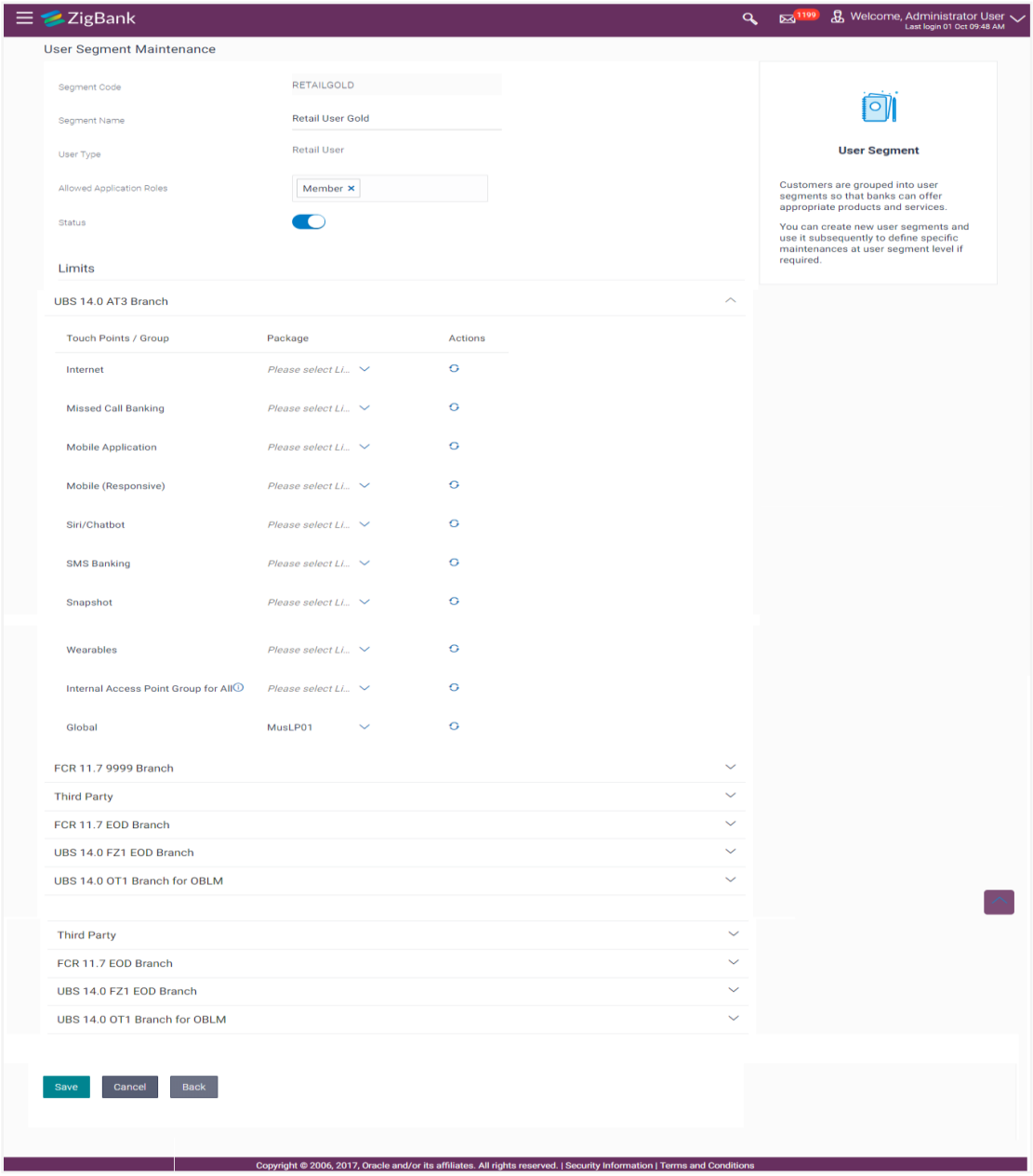
## 37.2 User Segment Maintenance - Edit

Using this option, System Administrator can modify the details of the existing user segment.

**To edit the user segment details:**

1. In the **Segment Code** field, enter the segment code whose details you want to modify.
   OR
   In the **Segment Name** field, enter the name of the segment whose details you want to modify.
   OR
   From the **User Type** list, select the user type whose user segment details you want to modify.
2. Click **Search**.
   The search results appear on the **User Segment Maintenance** screen based on the search parameters.
   OR
   Click **Clear** to reset the details.
   OR
   Click **Cancel** to cancel the transaction. The **Dashboard** appears.
3. Click the **Segment Code** link of the record to select the segment for which you want to modify the details. The **User Segment Maintenance - View** screen appears.
4. Click **Edit** to modify the User Segment details.
   The **User Segment Maintenance - Edit** screen appears. .

## User Segment Maintenance- Edit




## Field Description

| Field Name | Description |
|---|---|
| **Segment Code** | System displays the segment code of the segment selected and is non-editable. |
| **Segment Name** | System displays the name of the selected segment and is available for edit. |

| Field Name | Description |
|---|---|
| **User Type** | System displays the User type for the selected segment and is non-editable |
| **Allowed Application Roles** | System displays the application roles that have been mapped to the selected segment and are available for edit. As part of edit, new application roles can be mapped and existing roles can be removed. |
| **Status** | System displays the current status of the user segment and is available for edit.<br>**Note**: You can modify the segment status to Active if the current state is Inactive and vice-versa. |

**Limits**

**Limit - Touch Points /Group**

Limits package can be optionally attached at user segment level. All the touch points and touch point groups maintained in the system are listed under each entity in case of multi entity setup. Limits Package can be mapped for each touch point and for a touch point group.

| | |
|---|---|
| **Touch Points/ Group** | Name of touch points/ groups maintained under a specific entity to which the limit packages can be mapped. |
| **Package** | System lists the packages available for mapping to a touch point/ touch point group. If there was any limits package to a touch point/group mapped earlier, it will be shown in editable form. |
| **Actions** | Click  to reset the limit packages defined for a segment. |

5. Edit the required details i.e. segment name, allowed Application Roles, Status, and Limits package for any of the touch point/touch point group.
6. Click **Save** to update the changes.
   OR
   Click **Cancel** to cancel the transaction.
   OR
   Click **Back** to navigate to previous screen.
7. The **Review** screen appears. Verify the details, and click **Confirm**.
   OR
   Click **Edit** to make changes if any.
   OR
   Click **Cancel** to cancel the transaction and navigate back to **Dashboard**.
8. The success message of modification appears.
   Click **OK** to complete the transaction.

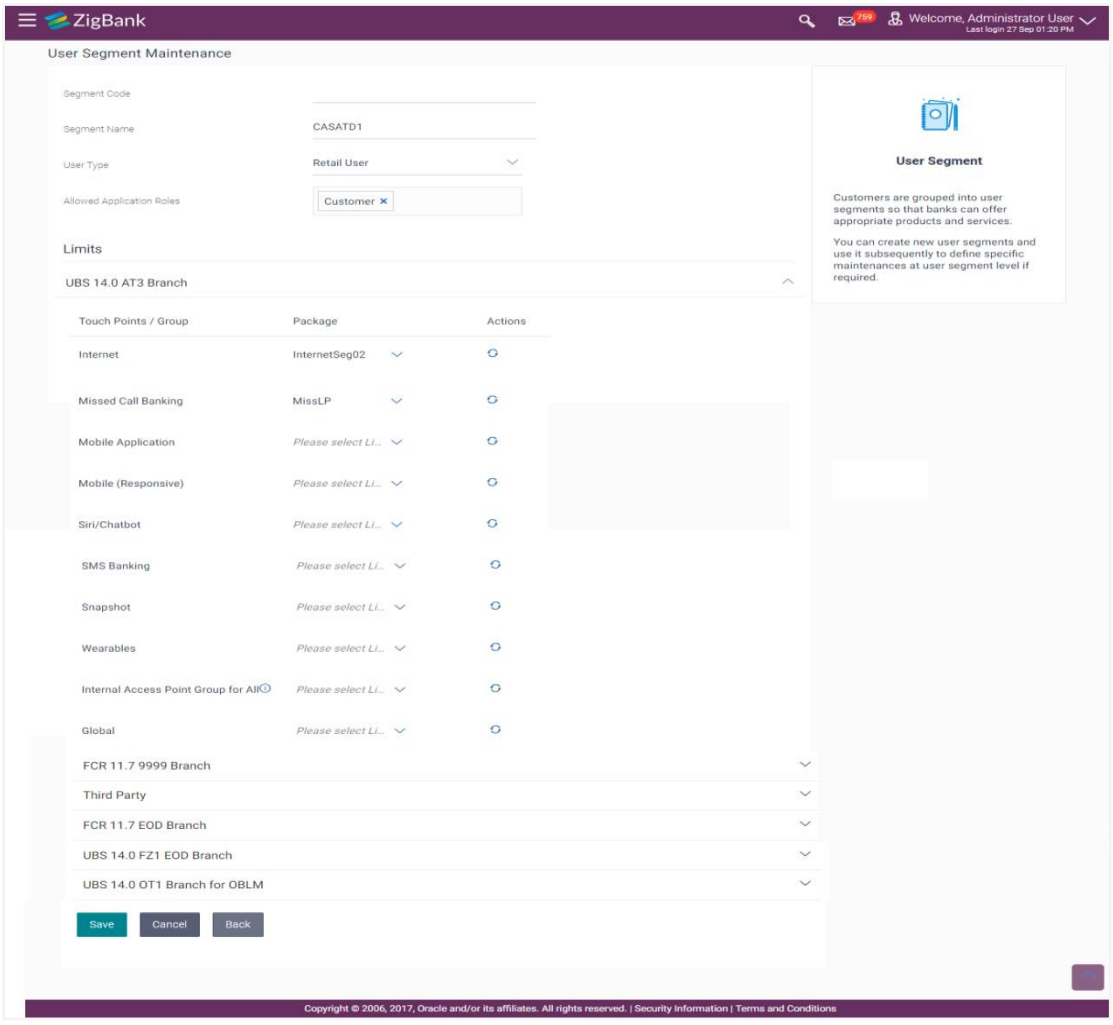
## 37.3 User Segment Maintenance - Create

Using this option, System Administrator can create new user segment for a user type ‘Retail’.

**To create the user segment:**

1. In the **User Segment Maintenance** screen, click **Create**. The **User Segment Maintenance - Create** screen appears.

**User Segment Maintenance- Create**




**Field Description**

| Field Name | Description |
|---|---|
| **Segment Code** | Enter the unique code for the user segment to be created. |
| **Segment Name** | Enter the name of the user segment to be created. |

| Field Name | Description |
|---|---|
| **User Type** | Select the User type from the list for which the user segment is to be created. Currently only user type 'Retail' is supported |
| **Allowed Application Roles** | Select the application role(s) that needs to be associated to the user segment being created. The selected application role(s) will be by default available to the users to whom the created segment is associated. |

**Limits**

**Limit - Touch Points /Group**

In this section user can define limits package for a user segment so that, bank can have varying limits depending on the segment of the user.

| | |
|---|---|
| **Touch Points/ Group** | Name of touch points/ groups maintained under a specific entity to which the limit packages can be mapped.<br>**Note**: The limits package will be associated to a touch point/touch point within a segment. It is not mandatory to associate limits package to each touch point / touch point group. |
| **Package** | Select the limits package from the list of packages available for mapping to a touch points/ groups. |
| **Actions** | Click  to reset the limit packages selected against the touch point. |

2. In the **Segment Code** field, enter the unique code for the user segment to be created.
3. In the **Segment Name** field, enter the name of the user segment to be created.
4. In the **User Type** list, select the appropriate user type for the user segment being created.
5. In the **Allowed Application Roles** list, select the application role(s) to be mapped to the segment.
6. In the **Limits** section, select the limit packages to be mapped to touch points / touch point from the limit package list. The limits package selected as part of this definition will be applicable to the users to whom this segment is associated and will also depend on the limits preference applicability.

**Note**: Click  to reset the limit packages applicable to a segment.

7. Click **Save** to save the user segment details.
   OR
   Click **Cancel** to cancel the transaction.
   OR
   Click **Back** to navigate to previous screen.
8. The **Review** screen appears. Verify the details, and click **Confirm**.
   OR
   Click **Cancel** to cancel the transaction.
   OR

Click **Back** to navigate to previous screen.
The user will be navigated back to the create screen.

9. The success message of transaction completion appears.
   Click **OK** to complete the transaction.

# FAQs

**1. Is it mandatory to create a User Segment as part of Day 1 maintenances?**

No. It is not mandatory to create User Segments as part of Day 1 definition. If User Segments are created, then the same will be available for association to user as part of User Onboarding but it is not mandatory to associate user segment to business users as part of onboarding.

**2. What is the relationship between User Segment and Application Roles?**

Association of application roles to user segment is not mandatory. Multiple application roles can be assigned to a user segment and those application roles will be by default available to all users who are assigned that segment. The same application role can be mapped to multiple user segments.

3. **Can I remove specific application role(s) from the user level if I associate user segment?**

The application role(s) that are mapped to a user segment cannot be removed from the user if the segment is associated to the user, however the application role(s) that are not associated to any user segment will be available for mapping/unmapping at user level.

**4. What will happen if I disable a Segment which is associated to Users?**

Access to all the maintenances done on that segment level like Dashboard Builder, Product mapping, 2FA, Limits will not be referred. System will start referring to the maintenance done for the User Type associated to the users attached to the disabled segment, for Dashboard Builder, Product mapping, 2FA and Limits.

Users associated to the disabled segment will not have access to the application roles attached to that segment, hence bank user should attach new segment or application operationally to those users.

Home

# 38. Authentication

Passwords are the most common form of authentication used in the world today. But passwords can easily be forgotten and commonly compromised. Two-factor authentication (2FA) adds an extra layer of security by requiring users to use two different authentication factors to verify their identity.

The two step verification or 2 Factor Authentication is an extra layer of security that is known as "multi factor authentication" that requires not only a password and username but also something that only, and only, the user knows e.g. tokens, OTP, answer of security questions etc. Using a Two Factor Authentication process can help to lower the number of cases of identity theft on the Internet, as well as phishing via email. For security reason authentication is used by user (Retail/ Corporate) while performing transactions through digital platform.

The Two Factor Authentication requires two different kinds of evidence before executing transaction successfully. This option enables the System Administrator to maintain authentication pattern for each transaction of a specific user segment.

Second Factor authentication can be set for each User type (Retail & Corporate) and for user type and User Segment combination (as of now user segment is only available for Retail user type).

This maintenance can be setup for each entity in a multi entity setup, which enables banks in defining different authentication mode for a same transaction for each entity.

The types of 2 factor authentication used are as follows:

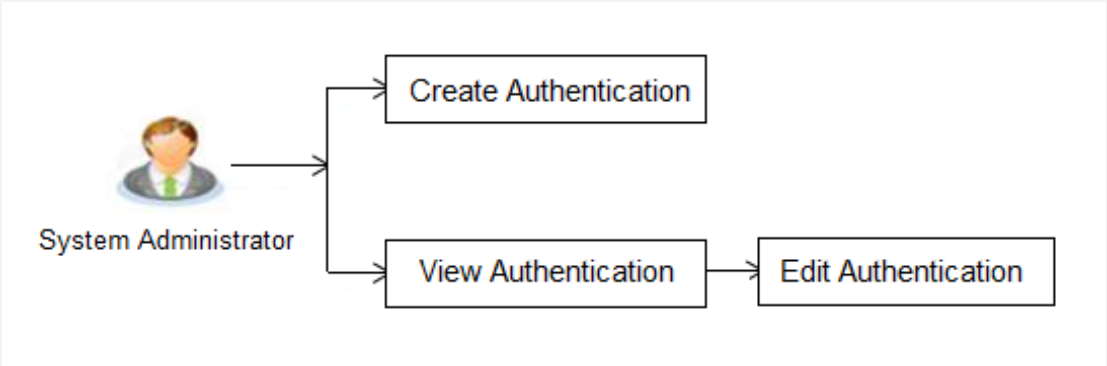
- Security Question
- Soft Token
- One Time Password (OTP)

Note: Two factor authentication is only for retail and corporate user.

**Pre-requisites**

- Transaction access is provided to System Administrator.
- Approval rule set up for Bank Administrator to perform the actions.
- Transactions are enabled for 2 Factor Authentication aspect.

**Workflow**



**Features Supported In Application**

The following options are available as part of this maintenance:

- View Authentication
- Edit Authentication
- Create Authentication

**How to reach here:**

*System Administrator Dashboard > Security > Authentication*
*OR*
*System/ Bank Administrator Dashboard > Toggle Menu > Security > Authentication*

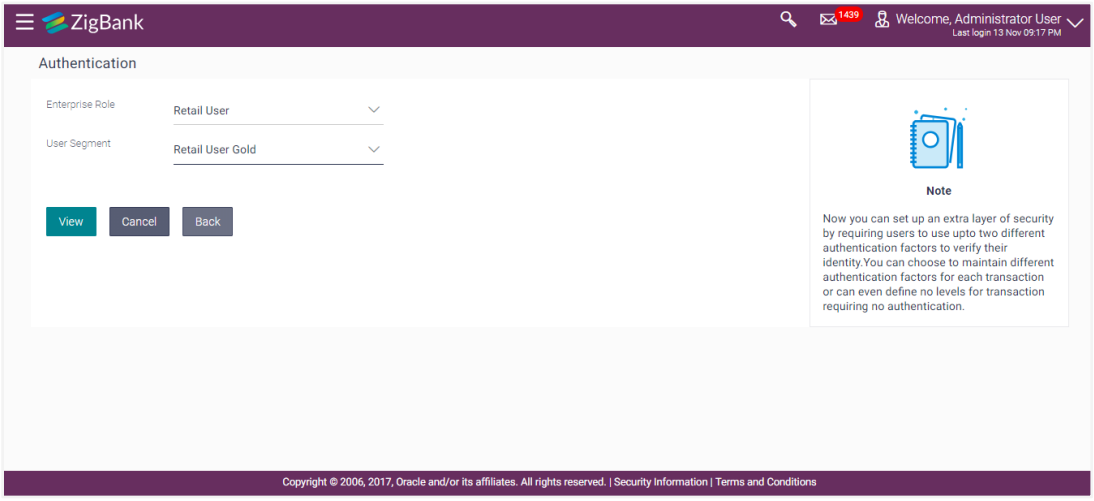
## 38.1 Authentication - View

On accessing 'Authentication' menu, system displays the existing maintenance available for selected user segment to view the authentication setup for user segment:

**To view the authentication setup for user segment:**

1. From the **Enterprise Role** list, select the appropriate role.
2. From the **User Segment** list, select the appropriate user segment.

**Authentication Setup**



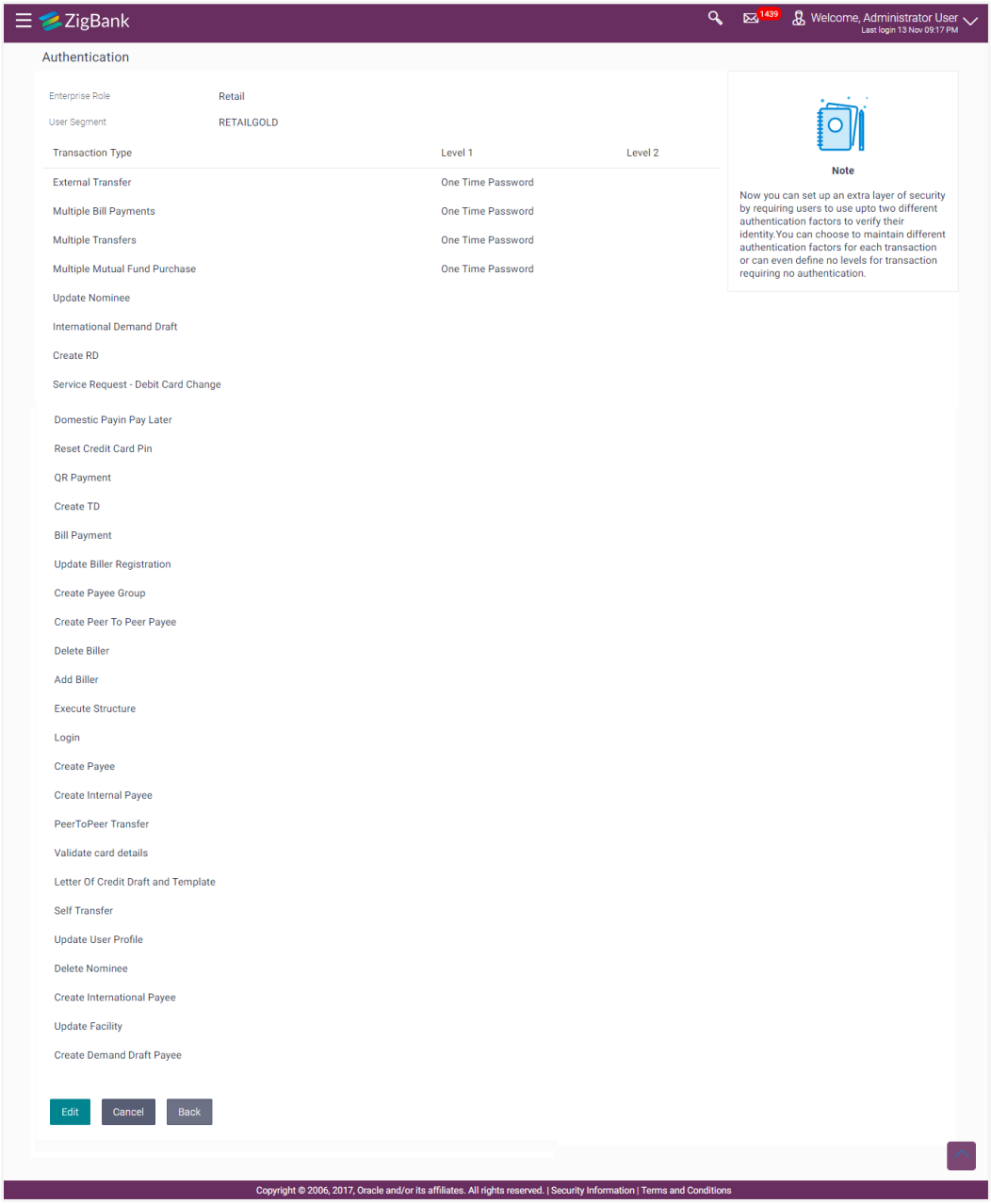
**Field Description**

| Field Name | Description |
|---|---|
| **Enterprise Role** | Name of enterprise roles set in application.<br>The options are:<br>• Retail User<br>• Corporate User |
| **User Segment** | The user segments maintained by the Bank (applicable for Retail User type only). |

3. Click **Cancel** to cancel the transaction.
   OR
   Click **Back** to go back to Dashboard.
   OR
   Click **View** to view the 2FA maintained for the user segment. The **Authentication - View** screen appears.

**Note:** If the existing maintenance is not available for selected user segment, message will be displayed "2 Factor Authentication for this user segment has not been set up yet" with the **Set up now** button which launches the screen to maintain 2 Factor Authentication.

## Authentication Setup- View




### Field Description

| Field Name | Description |
|---|---|
| **View** | |
| **Enterprise Role** | View the enterprise role for which the 2 Factor Authentication is set-up. |
| **User Segment** | View the user segment for which the 2 Factor Authentication is set-up. |

| Field Name | Description |
|---|---|
| **Transactions** | |
| **Transaction Type** | The transaction type for which the 2 Factor Authentication is set-up. |
| **Level 1** | Displays the first level of two factor authentication mode (Security Questions, One Time Password or Soft Token) set for the transaction type. |
| **Number of Question** | Number of security questions to be asked from user at level 1 authentication.<br>This field appears only if the **Security Question** option is selected as the **Authentication mode**. |
| **Level 2** | Displays the second level of two factor authentication mode (Security Questions, One Time Password or Soft Token) set for the transaction type. |
| **Number of Question** | Number of security questions to be asked from user at level 2 authentication.<br>This field appears only if the **Security Question** option is selected in the **Authentication**. |

4. Click **Edit** to update the details. Screen in editable mode appears.
   OR
   Click **Cancel** to cancel the transaction.
   OR
   Click **Back** to go back to previous screen.

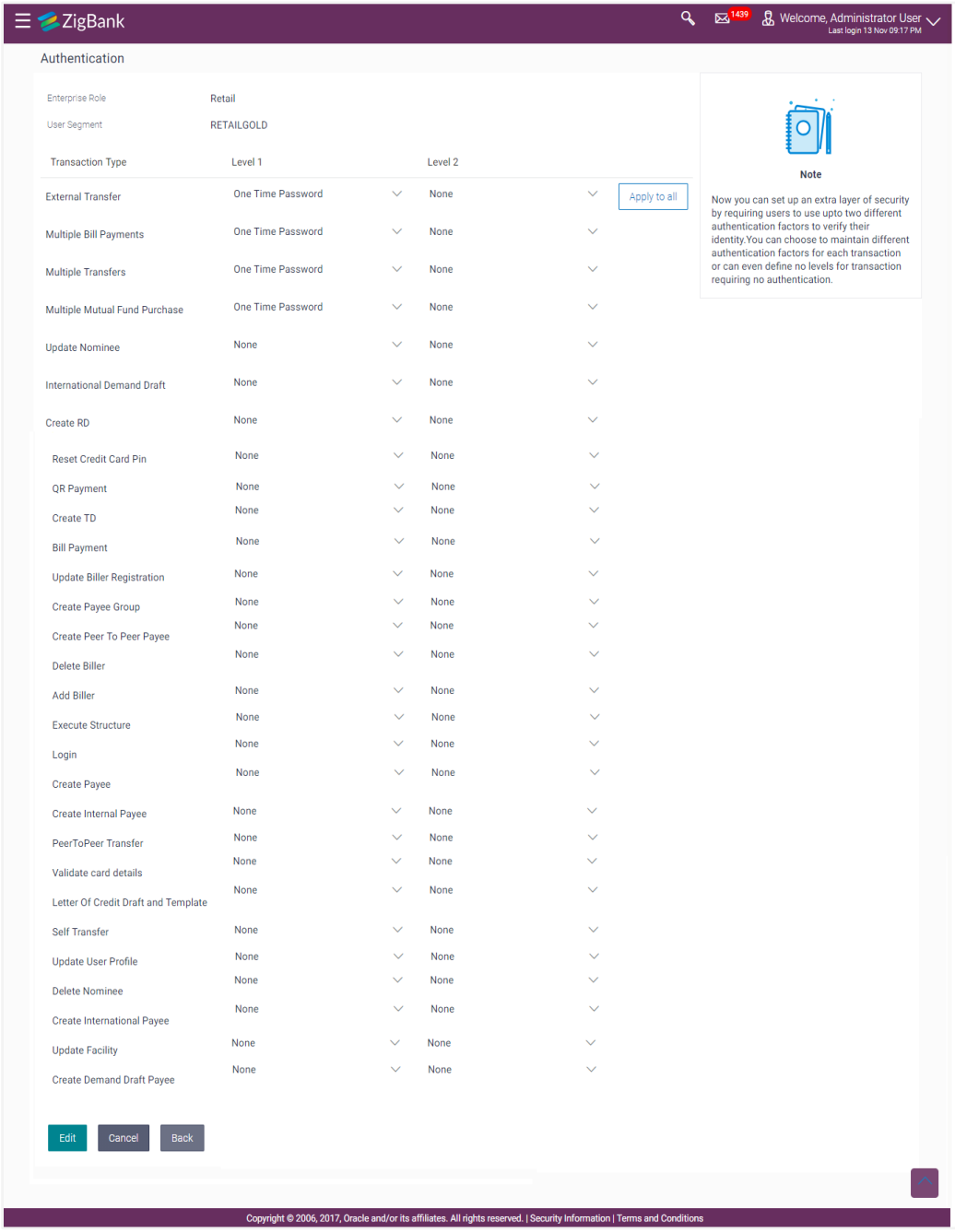
## 38.2 Authentication - Edit

System Administrator can modify existing authentication maintenance.

**To edit the authentication setup:**

1. From the **Enterprise Role** list, select the appropriate role.
2. From the **User Segment** list, select the appropriate user segment (if applicable).
3. Click **View** to view the 2 Factor Authentications maintained for the user segment. The **Authentication - View** screen appears.
4. Click **Edit**. The **Authentication – Edit** screen with values in editable form appears.

## Authentication - Edit




## Field Description

| Field Name | Description |
|---|---|
| **Edit** | |
| **Enterprise Role** | The enterprise role for which the 2 Factor Authentication is set-up. |

| Field Name | Description |
|---|---|
| **User Segment** | The user segment for which the 2 Factor Authentication is set-up. |
| **Transactions** | |
| **Transaction Type** | The transaction type for which the 2 Factor Authentication is set-up. |
| **Level 1** | The first level of two factor authentication mode (Security Questions, One Time Password or Soft Token) set for the transaction type.<br>The options are:<br>• None<br>• Security Question<br>• One Time Password<br>• Soft Token |
| **Number of Question** | Number of security questions to be asked from user at level 1 authentication.<br>This field appears only if the **Security Question** option is selected as the **Authentication** mode. |
| **Level 2** | The second level of two factor authentication mode (Security Questions, One Time Password or Soft Token) set for the transaction type.<br>The options are:<br>• None<br>• Security Question<br>• One Time Password<br>• Soft Token |
| **Number of Question** | Number of security questions to be asked at level 2 authentication.<br>This field appears only if the **Security Question** option is selected as the **Authentication** mode. |

5. In **Transactions** section, in **Level 1** of authentication select the appropriate option.
   a. If user selects **Security Question** option:
6. In the **Number of questions** field enter the number of security questions to be asked.
7. In **Transactions** section, in **Level 2** of authentication select the appropriate option.
   a. If user selects **Security Question** option:
8. In the **Number of questions** field enter the number of security questions to be asked.

**Note**: Click **Apply to all** to apply the same kind of level 1 & level 2 authentication for all transaction types.

1. Click **Save** to save the changes made.
   OR
   Click **Cancel** to cancel the operation and navigate back to ‘Dashboard’.
   OR
   Click **Back** to go back to previous screen.
2. The **Authentication Review** screen appears. Verify the details, and click **Confirm**.
   OR
   Click **Edit** to make the changes if any.
   The **Authentication – Edit** screen with values in editable form screen appears.
   OR
   Click **Cancel** to cancel the operation and navigate back to ‘**Dashboard**’.
3. The success message of Authentication setup appears along with the transaction reference number.
   Click **OK** to complete the transaction and navigate back to ‘**Dashboard**’.

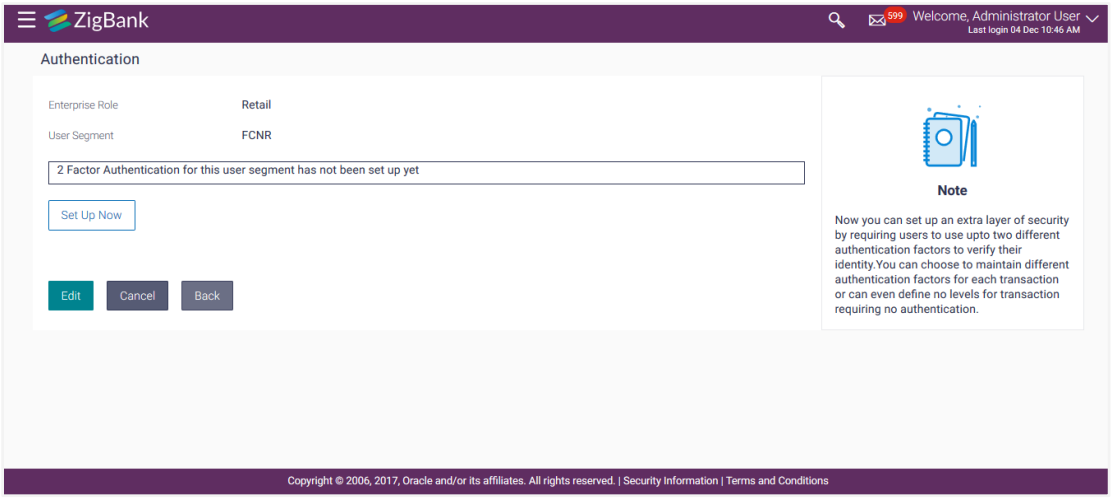
## 38.3 Authentication - Create

System Administrator can create authentication maintenance if the maintenance is not available.

**To create the authentication setup for user segment:**

1. From the **Enterprise Role** list, select the appropriate role.
2. From the **User Segment** list select the user segment (if applicable)

**Authentication Setup**




**Field Description**

| Field Name | Description |
|---|---|
| **Enterprise Role** | The enterprise role for which the 2 Factor Authentication is set-up. |

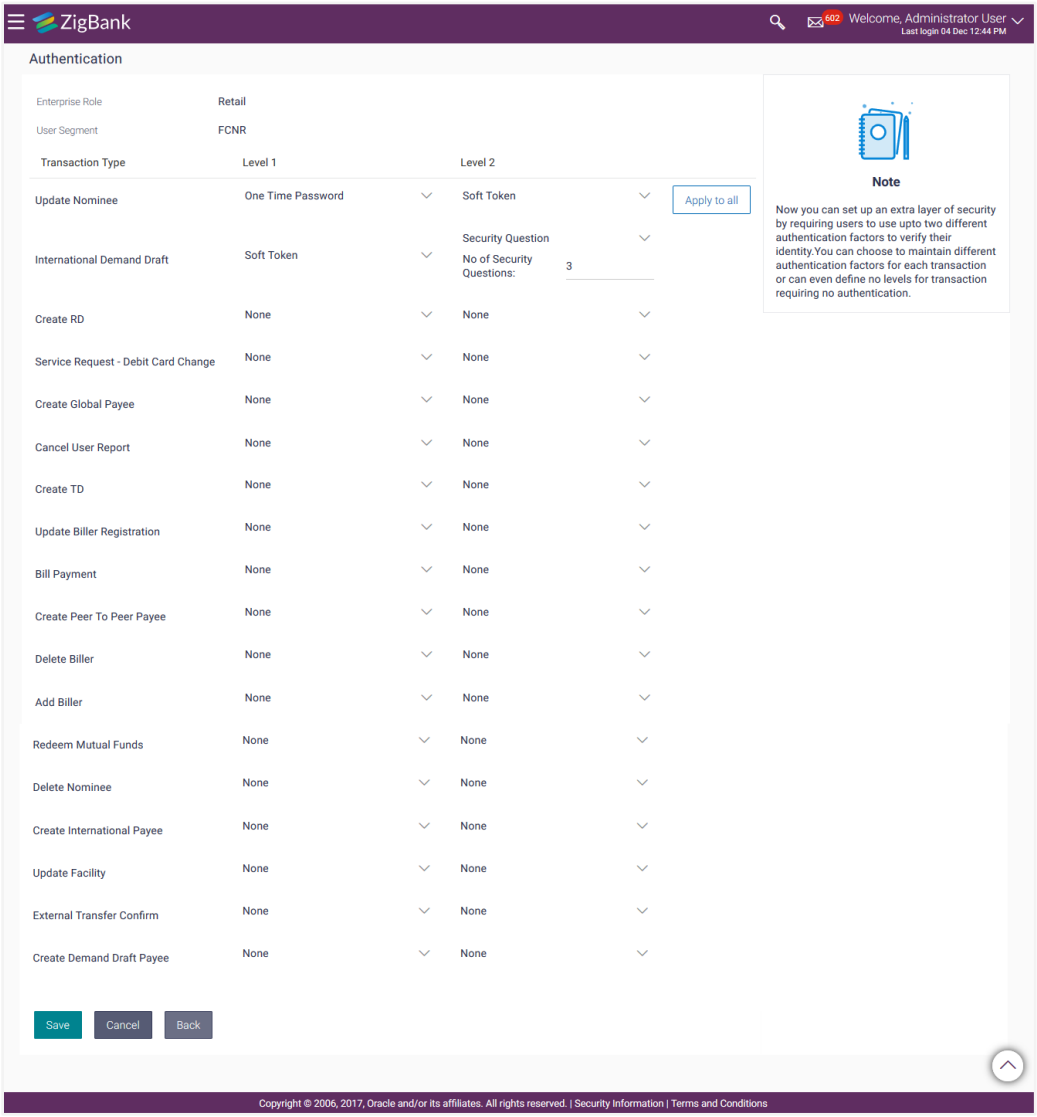
| Field Name | Description |
|---|---|
| **User Segment** | The user segments maintained by the Bank.<br>The options are:<br>• Retail User<br>• Corporate User |

3. Click **Cancel** to cancel the transaction.
   OR
   Click **View** to view the 2 Factor Authentications maintained for the user segment. The **Authentication - View** screen appears.

**Note:** If the existing maintenance is not available for selected user segment, message will be displayed "Authentication for this user segment has not been set up yet" with a setup now button.

4. Click **Set up now** to create new 2Factor Authentication. The Authentication - Create screen appears.

## Authentication - Create




## Field Description

| Field Name | Description |
|---|---|
| **Create** | |
| **Enterprise Role** | The enterprise role for which the 2 Factor Authentication is set-up. |
| **User Segment** | The user segment for which the 2 Factor Authentication is set-up from. The options are:<br>• Retail User<br>• Corporate User |

| Field Name | Description |
|---|---|
| **Transactions** | |
| **Transaction Type** | The transaction type for which the 2 Factor Authentication is set-up. |
| **Level 1** | The first level of two factor authentication mode (Security Questions, One Time Password or Soft Token) set for the transaction type.<br>The options are:<br>• None<br>• Security Question<br>• One Time Password(OTP)<br>• Soft Token |
| **Number of Question** | Number of security questions to be asked from user at level 1 authentication.<br>This field appears only if the **Security Question** option is selected as the **Authentication** mode. |
| **Level 2** | The second level of two factor authentication mode (Security Questions, One Time Password or Soft Token) set for the transaction type.<br>The options are:<br>• None<br>• Security Question<br>• One Time Password(OTP)<br>• Soft Token |
| **Number of Question** | Number of security questions to be asked from user at level 2 authentication.<br>This field appears only if the **Security Question** option is selected as the **Authentication** mode. |

5. In **Transactions** section, in **Level 1** of authentication select the appropriate option.
   a. If user selects Security Question option: In the Number of questions field enter the number of security questions to be asked.
6. In **Transactions** section, in **Level 2** of authentication select the appropriate option.
   a. If user selects **Security Question** option: In the Number of questions field enter the number of security questions to be asked.

**Note:** Click **Apply to all** to apply the same kind of level 1 & level 2 authentications for all transaction types.

7. Click **Save** to save the changes made.
   OR
   Click **Cancel** to cancel the operation and navigate back to 'Dashboard'.

OR
Click **Back** to go back tom previous screen.

8. The **Authentication Create– Review** screen appears. Verify the details, and click **Confirm**.
   OR
   Click **Edit** to make the changes if any.
   The **Authentication – Edit** screen with values in editable form appears.
   OR
   Click **Cancel** to cancel the operation and navigate back to '**Dashboard**'.
   The success message of Authentication setup appears along with the transaction reference number.
   Click **OK** to complete the transaction and navigate back to '**Dashboard**'.

# FAQs

**1. Can I also set the 2 Factor Authentication for transaction approval?**

You don't have to set up separate 2 Factor Authentication for transaction approval. The 2 Factor Authentication set for transaction initiation will also applied for transaction approval as well.

**2. When will the changes made in authentication maintenance be applied?**

Changes made in the authentication maintenance will be effective from an immediate effect. This will be applicable to new transactions initiated as well as for transactions pending for approval post the changes are effective.

**3. Is it mandatory to set authentication method at both the levels?**

No, you may set 1 level authentication for specific transaction. This can be achieved by selecting specific authentication method at level 1 and by specifying 'None' option at level 2.

**4. Can I set 'No additional authentication required' for specific transaction?**

Yes, this can be achieved by selecting 'None' option at level1 and level 2. No additional authentication is required for transaction initiation and approval if both levels are set as 'None'.

**5. Where can I define which security questions to be asked to the users?**

A separate maintenance 'Manage Security Questions' is available to set the up the questions which are to be asked to the users as a part of authentication process.

6. **Is it mandatory to set up 2 factor authentication for a User Type and User Segment Combination**

No, User Segment is an optional field and is applicable for only for Retail type of users. If the Bank doesn't want to setup the authentication for a user segment, they can simply do it for each user type.

**7. Can I set up this maintenance for each entity in case of a multi entity setup?**

Yes, Authentication can be setup for each entity in case of a multi entity setup. User can select the entity from the entity selection dropdown available on the top right corner of the application to set up the maintenance.

Home

# 39. Security Questions Maintenance

This function allows the System Administrator to set up security questions, which will then be used as another layer of security (Over & above the Login credentials), before a user (Retail/ Corporate/ Administrator) can complete transactions through the internet channel.

Through the Manage Security Questions functionality, the administrator user can create and modify security questions. He / She can add the security questions, if required.

**Features Supported In Application**

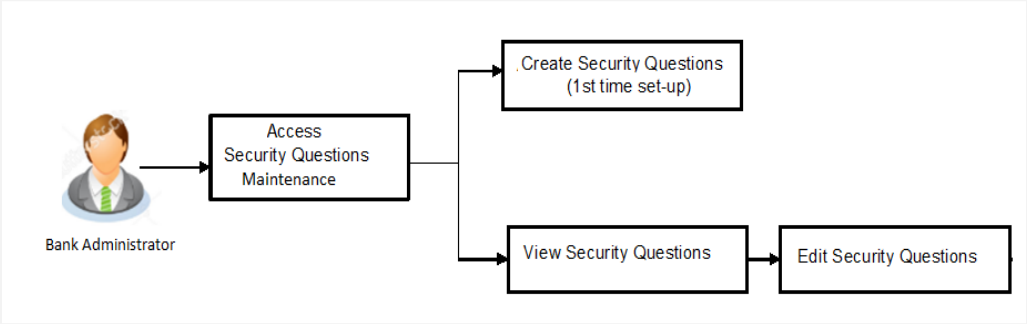
The following options are available to the administrator user as part of this maintenance:

- View Security Questions
- Edit Security Questions (Add new)
- Setup Security Questions (1st time setup)

**Pre-requisites**

- Transaction access is provided to System Administrator.

**Workflow**




**How to reach here:**

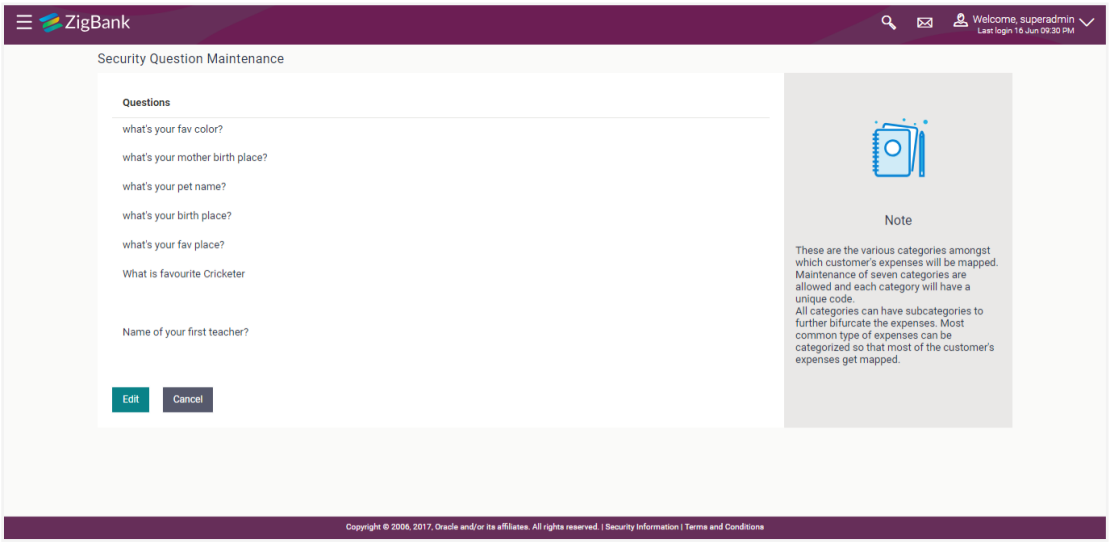
*System Administrator Dashboard > Security> Security Questions* Maintenance
OR
*System/ Bank Administrator Dashboard > Toggle Menu > Security > Manage Security Questions*

## 39.1 View Security Questions

On accessing ‘Manage Security Questions’ option, system displays the existing security questions already maintained if any.

**To view the existing security questions maintenance:**

**Security Questions Maintenance - View**




**Field Description**

| Field Name | Description |
|---|---|
| **View** | |
| **Questions** | The list of security questions set for users, as an added layer of security. |

**Note:** If the first-time maintenance is not already done, a message will be displayed "Security Questions has not been set up yet". With a button alongside – ‘Set up now’

1. Click **Edit** to update the set of security questions. An editable screen appears.
   OR
   Click **Cancel** to cancel the transaction.

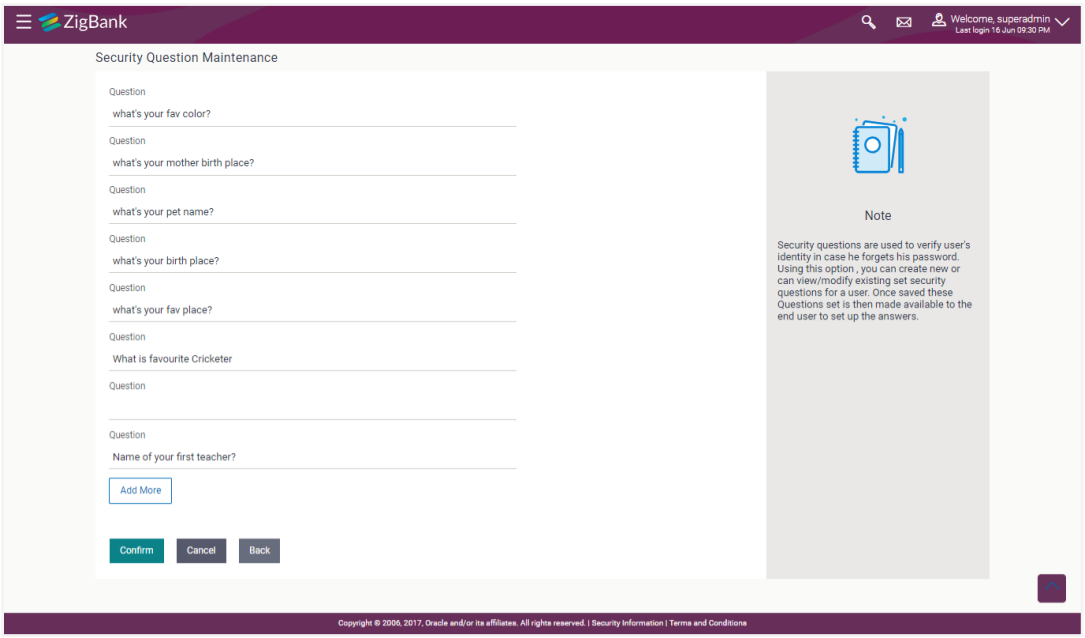
## 39.2 Security Questions Maintenance - Edit

System Administrator can modify existing maintenance for security questions. Administrator is allowed to add security questions but cannot delete the existing questions.

**To edit the security questions set:**

1. Click **View** to view the security questions already set. The **Security Questions Maintenance - View** screen appears.
2. **Click Edit**. The **Security Questions Maintenance – Edit** screen with values in editable form screen appears.

**Security Questions Maintenance - Edit**




**Field Description**

| Field Name | Description |
|---|---|
| **Edit** | |
| **Questions** | |
| This section displays the security questions. | |
| **Questions** | The list of security questions. |

3. Click  adjacent to question to delete the particular question.
   OR
   Click **Add More** to add more security questions.
   a. Type the new question to be added in the set.

4. Click **Confirm** to save the changes made.
   OR
   Click **Cancel** to cancel the operation and navigate back to 'Dashboard'.
   OR
   Click **Back** to go back to previous screen.

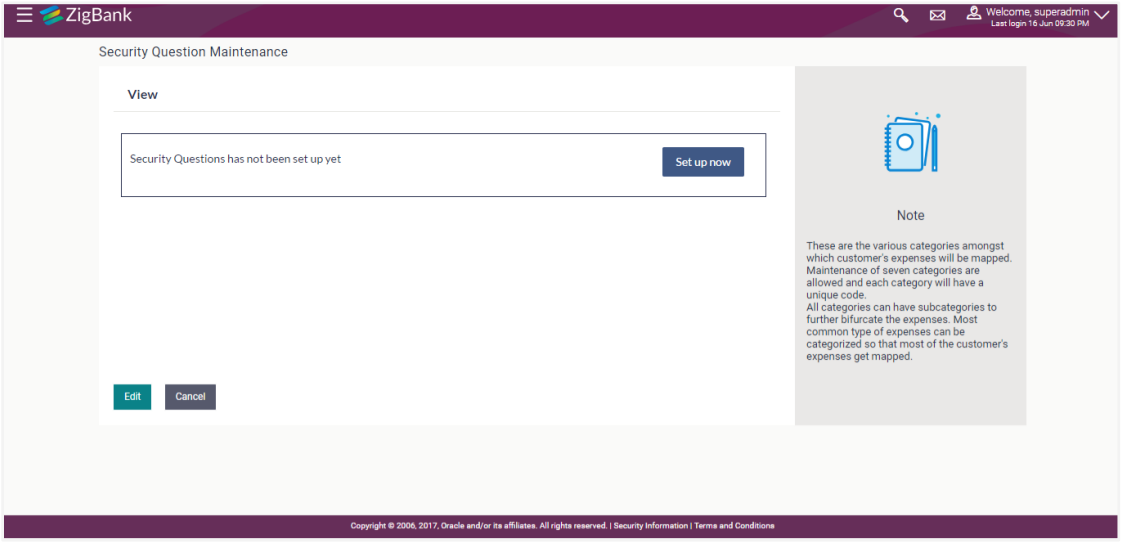
5. The **Security Questions Maintenance – Review** screen appears. Verify the details, and click **Confirm**.
   OR
   Click **Cancel** to cancel the operation and navigate back to 'Dashboard'.
   OR
   Click **Back** to go back to previous screen.
   The success message of security question setup appears along with the transaction reference number.
   Click **OK** to complete the transaction and navigate back to '**Dashboard**'.

## 39.3 Security Questions Maintenance - Create

As a part of first-time maintenance of Security Questions, the System Administrator can set-up security questions.

**To set security questions:**

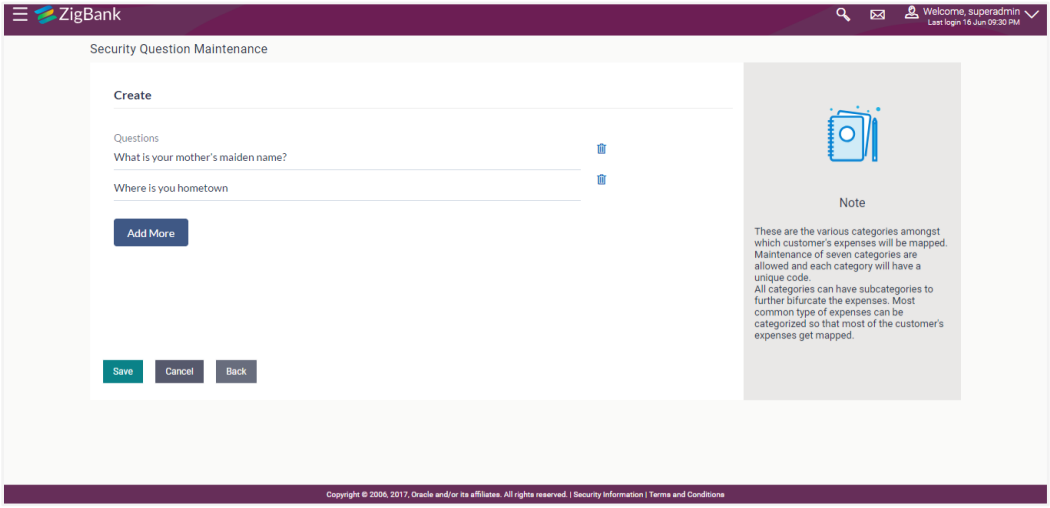
**Security Question Maintenance - Setup**




**Note:** Since the security question maintenance is not available, message will be displayed "Security Questions have not been set up yet". Alongside a button – "Set up now"

1. Click **Set up now** to set-up security questions. The **Security Questions Maintenance - Create** screen appears.

### Security Questions Maintenance - Create




### Field Description

| Field Name | Description |
|---|---|
| **Create** | |
| **Questions** | |
| **Questions** | The list of security questions |

2. Type the security question to be added.

**Note:** Click  adjacent to question to delete the particular question.

3. Click **Add More** to add more security questions.
   a. Type the new question to be added in the set.
4. Click **Save** to save the changes made.
   OR
   Click **Cancel** to cancel the operation and navigate back to '**Dashboard**'.
   OR
   Click **Back** to go back tom previous screen.
5. The **Security Questions Maintenance – Review** screen appears. Verify the details, and click **Confirm**.
   OR
   Click **Cancel** to cancel the operation and navigate back to '**Dashboard**'.
   OR
   Click **Back** to go back tom previous screen.
6. The success message of security question setup appears along with the transaction reference number.
   Click **OK** to complete the transaction and navigate back to '**Dashboard**'.

# FAQs

1. **Can I delete the existing security questions?**

   No, you can add more questions, but cannot delete the existing questions.

2. **How many questions will be asked to the user as layer of security?**

   Number of questions to be asked shall be defined while defining ‘Authentication’ mode using ‘Authentication’ maintenance.

Home

# 40. Password Policy Maintenance

Password policy maintenance enables System Administrator to define password parameters for users. Using this option System Administrator can create, view and edit, password policy for different user types (Admin, Retail and Corporate). Password policy maintenance contains following sections:

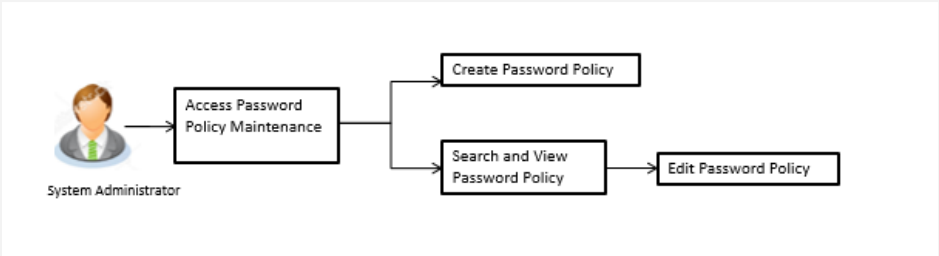
- Password Validators: This section contains the validations for a password. The validations include minimum and maximum length of the password, allowed characters in a password, repetitive and successive characters allowed, details to be excluded in the password like, date of birth, first and last name, user ID and party ID and Bank defined restricted passwords. User can also define, number of successive incorrect attempts allowed, and number of previous passwords disallowed.
- Password Expiry Parameters: This section contains details about password expiry period in days, first password expiry period in days and whether to force user to change password if there is a change in password policy(so that users can change their password as per the new password policy).

**Note**: This feature will only be available with OBDX DB authenticator as Identity Management System.

**Pre-requisites**

- Provide transaction access to System Administrator.

**Workflow**




**How to reach here:**

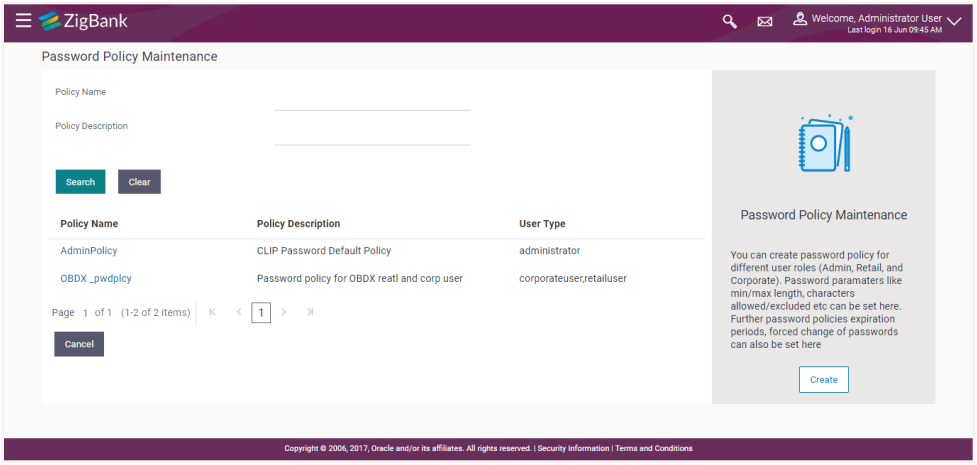
*System Administrator Dashboard > Security > Password Policy Maintenance*
*OR*
*System/ Bank Administrator Dashboard > Toggle menu > Security > Password Policy Maintenance*

## 40.1 Password Policy Maintenance - Search

**To search password policy:**

1. In the **Policy Name** field, enter the password policy name.
2. Click **Search**. The search results corresponding to the search criteria are displayed.
   OR
   Click **Clear** to reset the entered details.
   OR
   Click **Cancel** to cancel the transaction.

### Password Policy Maintenance -Search




### Field Description

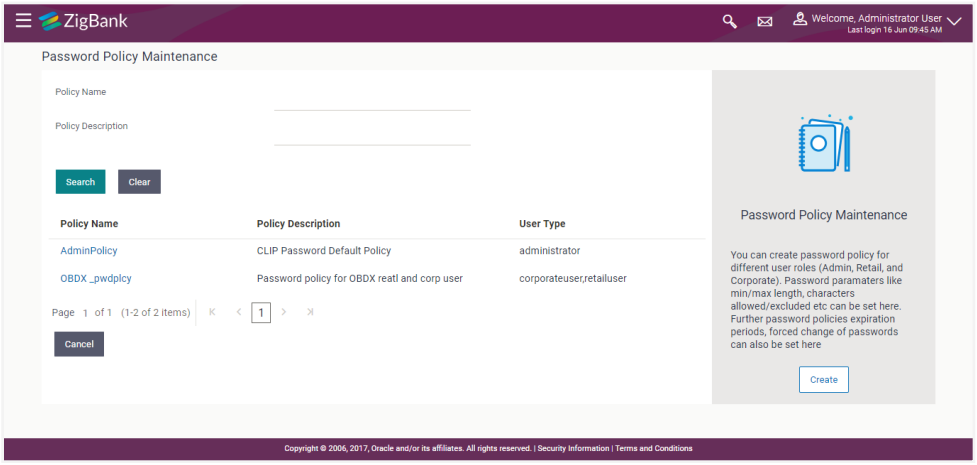
| Field Name | Description |
|---|---|
| **Search Criteria** | |
| **Policy Name** | Password policy name. |
| **Policy Description** | Brief description of the password policy. |
| **Search Result** | |
| **Policy Name** | Password policy name. |
| **Policy Description** | Brief description of the password policy. |
| **User Type** | Type of users for which the password policy to be applied. |

## 40.2 Password Policy Maintenance - View

**To view password policy details:**

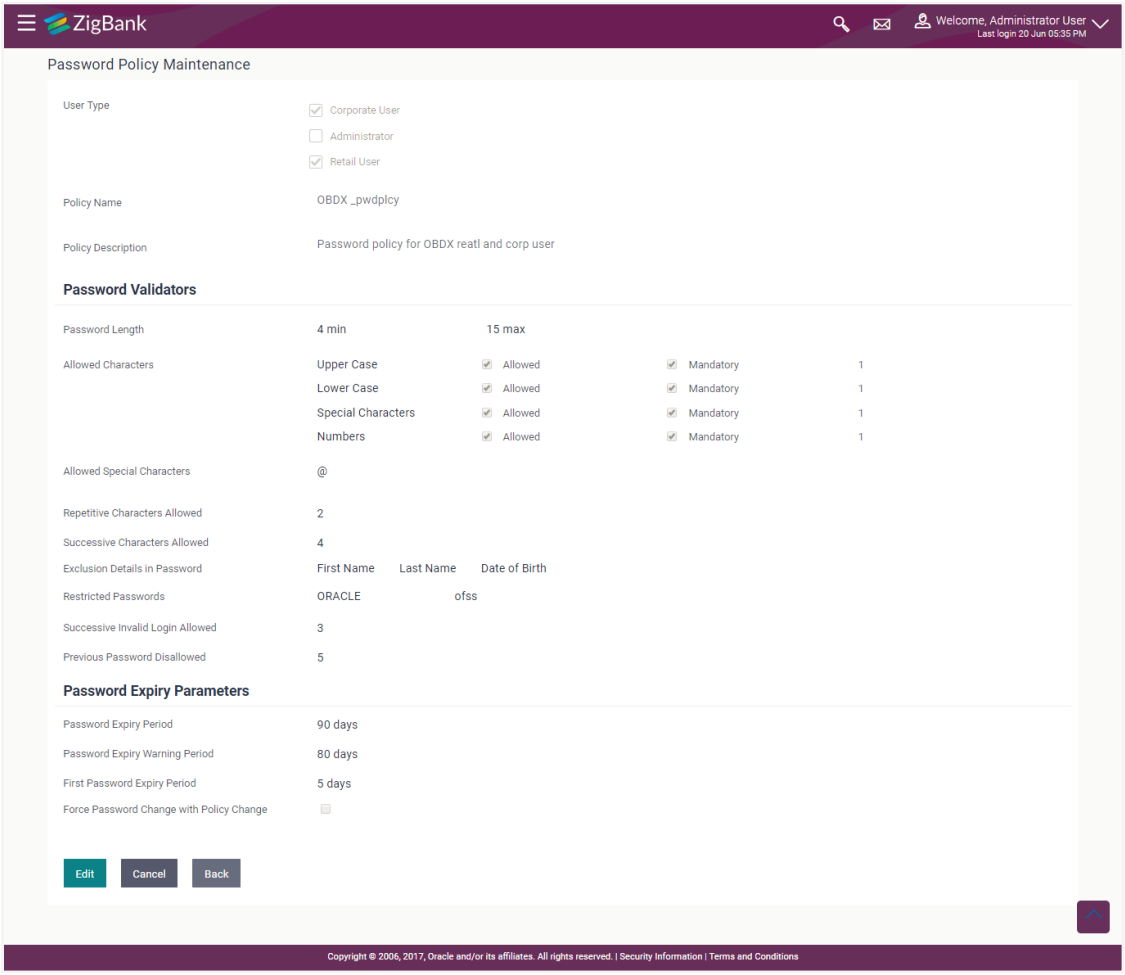
1. In the **Policy Name** field, enter the password policy name.
2. Click **Search**. The search results corresponding to the search criteria are displayed.
   OR
   Click **Clear** to reset the selected transaction.
   OR
   Click **Cancel** to cancel the transaction.

## Password Policy Maintenance -Search




3. Click the **Policy Name** link of the record for which you want to view the password policy details. The **Password Policy Maintenance - View** screen appears.

## Password Policy Maintenance - View



**Field Description**

| Field Name | Description |
|---|---|
| **User Type** | Indicates the user type for which the password policy is applied. Multiple user types can be selected for a single policy.<br>The user type are:<br>• Corporate User<br>• Administrator<br>• Retail User |
| **Policy Name** | Password policy name. |
| **Policy Description** | Brief description of the password policy. |
| **Password Validators** | |
| **Password Length** | The minimum and maximum length of the password. |
| **Allowed Characters** | Characters allowed in the password. Different types of characters are:<br>• Upper Case<br>• Lower Case<br>• Special Characters<br>• Numbers |
| **Allowed Special Characters** | The allowed Special characters in the password.<br>The example of special characters could be, @, #, &, etc.<br>This field only gets enabled if the Administrator has allowed special characters in the password (in Allowed Characters field). |
| **Repetitive Characters Allowed** | Number of repetitive characters allowed in the password.<br>For example: If you enter 2 in this field, user can enter 2 repetitive characters in his password like aabcd. If user enters aaabcd as his password, system will display error. |
| **Successive Characters Allowed** | Number of successive characters allowed.<br>For example: If you enter 4 in this field, then user cannot enter four successive characters (aaaa/1111) in the password. |

| Field Name | Description |
|---|---|
| **Exclusion Details in Password** | The exclusion options. It can be multiple values.<br>Exclusion details includes:<br>• First Name<br>• Last Name<br>• User ID<br>• Date of Birth<br>• Party ID |
| **Restricted Password** | The restricted password. The multiple commonly used passwords which are entered by user which the Bank does not want it's user to define as password..<br>For example: If you enter restricted password as Password123, the system does not allow the user to set his password as 'Password123'. |
| **Successive Invalid Login Allowed** | The number of attempts allowed for login with incorrect password. User will get locked once he reached the maximum invalid attempts allowed. |
| **Previous Password Disallowed** | The disallowed number of historic passwords.<br>For example: If you enter 5 in this field user can not define his last five passwords as his new password. |
| **Password Expiry Parameters** | |
| **Password Expiry Period** | The number of days after which the password will get expired. |
| **Password Warning Period** | The period in days in this field, post which user will get a warning message to change his password.<br>This field gets only enabled if the **Password Expiry Period** is set. |
| **First Password Expiry Period** | The number of days after which user's first system generated password will get expired. |
| **Force Password Change with Policy Change** | The check box to force change the password if there is a change in any of the parameter in the password validators section. |

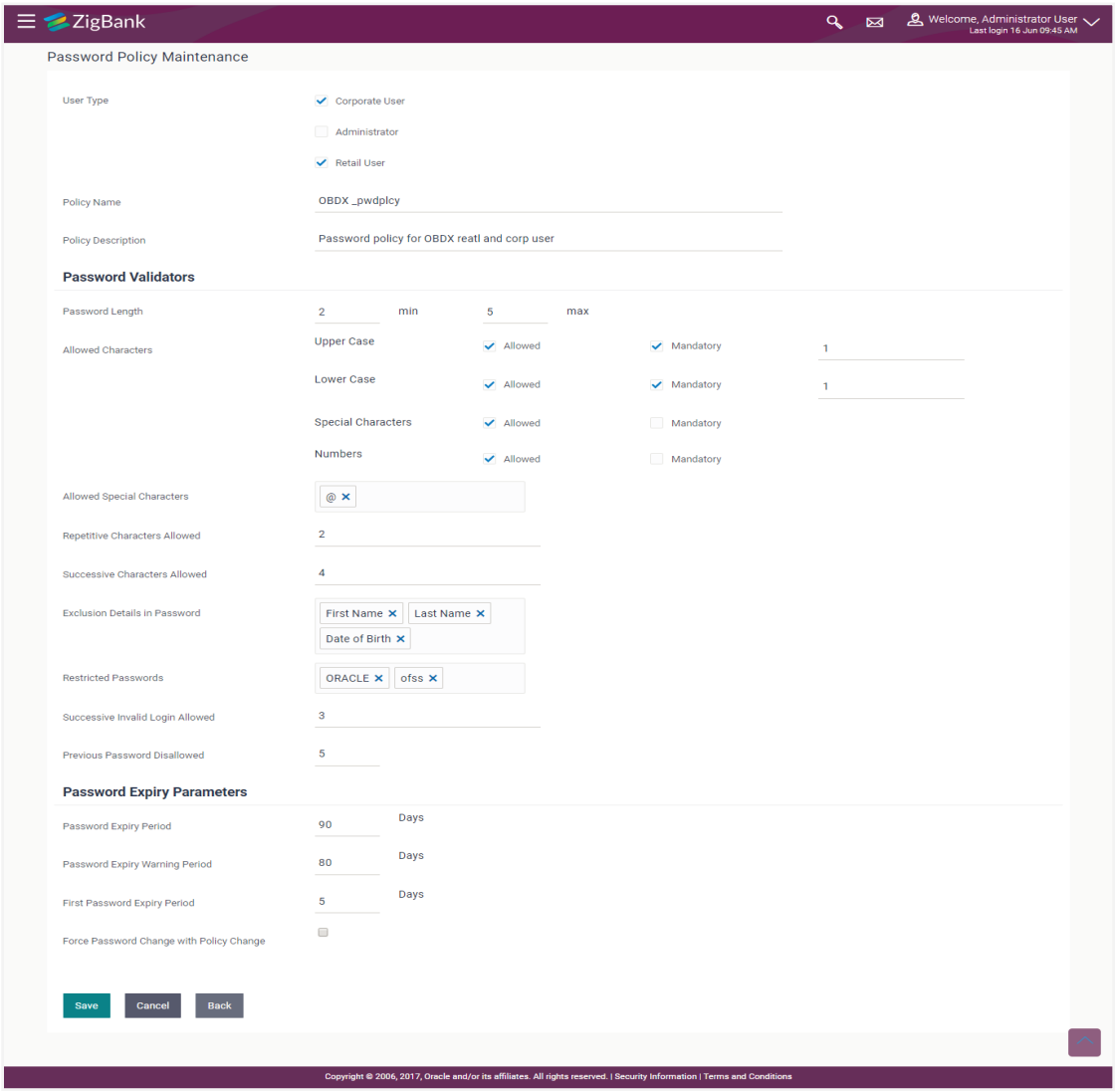
4. Click **Edit** if you want to edit the password policy details.
   OR
   Click **Cancel** to cancel the password policy maintenance and to go back to dashboard.
   OR
   Click **Back** to navigate to the previous screen.

## 40.3 Password Policy - Create

**To create a new password policy:**

1. In the **Password Policy Maintenance** screen, click **Create**. The **Create New Password Policy** screen appears.
2. To apply the password policy, select the appropriate user type.
3. In the **Policy Name** field, enter the password policy name.
4. In the **Policy Description** field, enter the password description.
5. In the **Password Validators** section, enter the minimum and maximum length of the password in the **min** and **max** field.

**Create New Password Policy**



**Field Description**

| Field Name | Description |
|---|---|
| **User Type** | Indicates the user type for which the password policy is applied. Multiple user types can be selected for a single policy.<br>The user type are:<br>• Corporate User<br>• Administrator<br>• Retail User |
| **Policy Name** | Password policy name. |
| **Policy Description** | Brief description of the password policy. |
| **Password Validators** | |
| **Password Length** | The minimum and maximum length of the password. |
| **Allowed Characters** | Characters allowed in the password. Different types of characters are:<br>• Upper Case<br>• Lower Case<br>• Special Characters<br>• Numbers |
| **Mandatory** | Select the **Mandatory** check box to make the selected allowed character mandatory in the password.<br>This field only gets enabled if the user has selected 'Allowed' for that character. |
| **Mandatory Characters Allowed** | Enter the number of mandatory characters that should be present in the password.<br>This field only gets enabled if the user has selected 'Mandatory' for that character. |
| **Allowed Special Characters** | Enter the allowed Special characters in the password.<br>The example of special characters could be, @, #, &, etc.<br>This field only gets enabled if the Administrator has allowed special characters in the password (in Allowed Characters field). |
| **Repetitive Characters Allowed** | Number of repetitive characters allowed in the password.<br>For example: If you enter 2 in this field, user can enter 2 repetitive characters in his password like aabcd. If user enters aaabcd as his password, system will display error. |

| Field Name | Description |
|---|---|
| **Successive Characters Allowed** | Number of successive characters allowed.<br>For example: If you enter 4 in this field, then user cannot enter four successive characters (aaaa/1111) in the password. |
| **Exclusion Details in Password** | Select the exclusion option from the list. You can select multiple values from the list.<br>Exclusion details includes:<br>• First Name<br>• Last Name<br>• User ID<br>• Date of Birth<br>• Party ID |
| **Restricted Password** | Enter the restricted password. User can input multiple commonly used passwords which the Bank does not want it's user to define as password.<br>For example: If you enter restricted password as Password123, the system does not allow the user to set his password as 'Password123'. |
| **Successive Invalid Login Allowed** | Enter the number of attempts allowed for login with incorrect password. User will get locked once he reached the maximum invalid attempts allowed. |
| **Previous Password Disallowed** | Enter the disallowed number of historic passwords.<br>For example: If you enter 5 in this field user can not define his last five passwords as his new password. |
| **Password Expiry Parameters** | |
| **Password Expiry Period** | Enter the number of days after which the password will get expired. |
| **Password Warning Period** | Enter the period in days in this field, post which user will get a warning message to change his password.<br>This field should only be enabled if the **Password Expiry Period** is set. |
| **First Password Expiry Period** | Enter the number of days after which user's first system generated password will get expired. |
| **Force Password Change with Policy Change** | Select the check box to force change the password if there is a change in any of the parameter in the password validators section. |

6. Click **Save** to save the password policy details.
   OR

Click **Cancel** to cancel the password policy maintenance and to go back to dashboard.
OR
Click **Back** to navigate to previous screen.

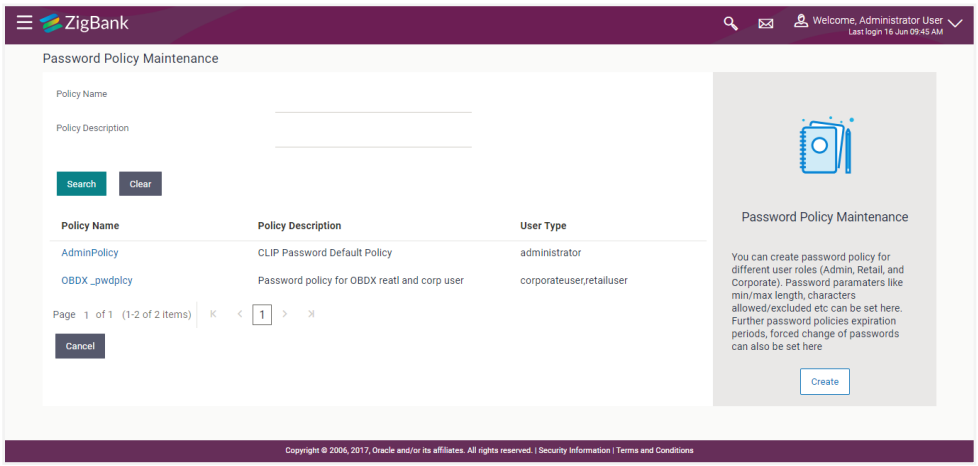
7. The **Review** screen appears. Verify the details, and click **Confirm**.
   OR
   Click **Cancel** to cancel the transaction.
   OR
   Click **Back** to navigate to previous screen.
8. The success message of password creation appears along with the transaction reference number.
   Click **OK** to complete the transaction.

## 40.4 Password Policy Maintenance - Edit

**To edit password policy:**

1. In the **Policy Name** field, enter the password policy name.
2. Click **Search**. The search results corresponding to the search criteria are displayed.

**Edit Password Policy-Search**



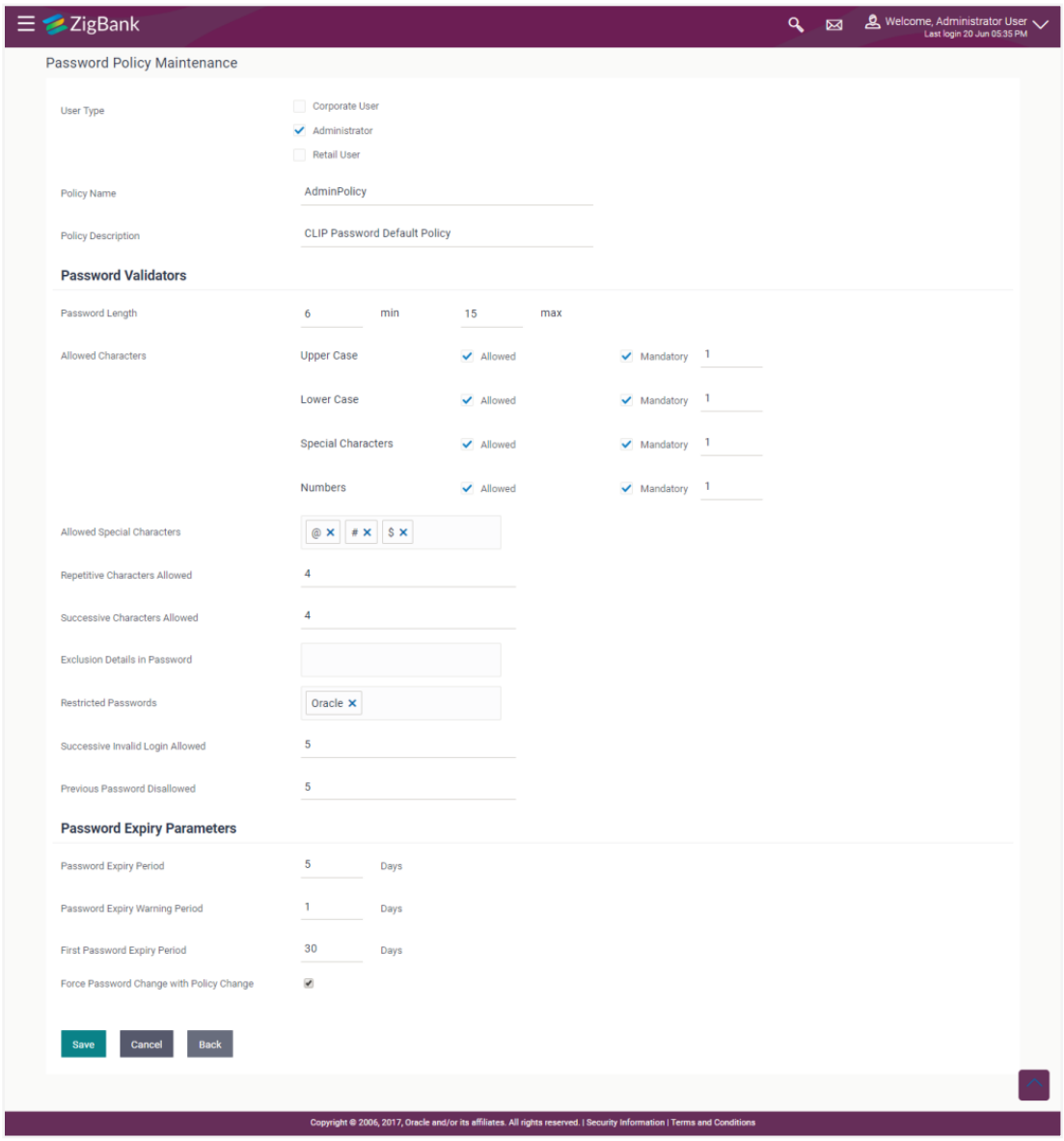

**Field Description**

| Field Name | Description |
|---|---|
| **Search Criteria** | |
| **Policy Name** | Password policy name. |
| **Policy Description** | Brief description of the password policy. |
| **Search Result** | |
| **Policy Name** | Password policy name. |

| Field Name | Description |
|---|---|
| **Policy Description** | Brief description of the password policy. |
| **User Type** | Type of users for which the password policy to be applied. |

3. Click the password policy name in the **Policy Name** column.
4. The password policy details screen is displayed. Click **Edit**.

### Edit Password Policy



**Field Description**

| Field Name | Description |
|---|---|
| **User Type** | Indicates the user type for which the password policy is applied. Multiple user types can be selected for a single policy.<br>The user type are:<br>• Corporate User<br>• Administrator<br>• Retail User |
| **Policy Name** | Password policy name. |
| **Policy Description** | Brief description of the password policy. |
| **Password Validators** | |
| **Password Length** | The minimum and maximum length of the password. |
| **Allowed Characters** | Characters allowed in the password.<br>Different types characters are:<br>• Upper Case<br>• Lower Case<br>• Special Characters<br>• Number |
| **Mandatory** | Select the **Mandatory** check box to make the selected allowed character mandatory in the password.<br>This field only gets enabled if the user has selected 'Allowed' for that character. |
| **Mandatory Characters Allowed** | Number of mandatory characters that should be present in the password.<br>This field only gets enabled if the user has selected 'Mandatory' for that character. |
| **Allowed Special Characters** | Special characters allowed in the password.<br>The example of special characters could be, @, #, &, etc.<br>This field only gets enabled if the Administrator has allowed special characters in the password (in Allowed Characters field). |

| Field Name | Description |
|---|---|
| **Repetitive Characters Allowed** | Number of repetitive characters allowed in the password.<br>For example: If you enter 2 in this field, user can enter 2 repetitive characters in his password like, aabcd. If user enters aaabcd as his password, system will display error. |
| **Successive Characters Allowed** | Number of successive characters allowed.<br>For example: If you enter 4 in this field, then user cannot enter four successive characters (aaaa/1111) in the password. |
| **Exclusion Details in Password** | Select the exclusion option from the list. You can select multiple values from the li<br>Exclusion details includes:<br>• First Name<br>• Last Name<br>• User ID<br>• Date of Birth<br>• Party ID |
| **Restricted Password** | Enter the restricted password. User can input multiple commonly used passwords which the Bank does not want it's user to define as password.<br>For example: If you enter restricted password as Password123, the system does not allow the user to set his password as 'Password123'. |
| **Successive Invalid Login Allowed** | Enter the number of attempts allowed for login with incorrect password. User will get locked once he reached the maximum invalid attempts allowed. |
| **Previous Password Disallowed** | Enter the disallowed number of historic passwords. For example: If you enter 5 in this field user can not define his last five passwords as his new password. |
| **Password Expiry Parameters** | |
| **Password Expiry Period** | Enter the number of days after which the password will get expired. |
| **Password Warning Period** | Enter the period in days in this field, post which user will get a warning message to change his password.<br>This field should only be enabled if the **Password Expiry Period** is set. |

| Field Name | Description |
|---|---|
| **First Password Expiry Period** | Enter the number of days after which user's first system generated password will get expired. |
| **Force Password Change with Policy Change** | Select the check box to force change the password if there is a change in any of the parameter in the password validators section. |

5. Modify the appropriate details.
6. Click **Save** to update the modified password policy details.
   OR
   Click **Cancel** to abort the edit password policy process.
7. The **Review** screen appears. Verify the details, and click **Confirm**.
   OR
   Click **Cancel** to cancel the transaction.
   OR
   Click **Back** to navigate to previous screen.
8. The success message of password creation appears along with the transaction reference number.
   Click **OK** to complete the transaction.

# FAQ

1. **If I edit a password policy, will the new policy be applied for the existing users mapped under the user category?**

   Yes, the new password policy will get applied to existing as well as new users.

2. **If an existing password policy has changed will the existing users be asked to change their password to meet criteria as per the new policy**

   Existing users will only be asked to change their password if the **Force Password Change with Policy Change** checkbox is checked in the password policy.

3. **Will the user be shown any warning before the password expiry?**

   Yes, user will be shown a message on his dashboard prompting him to change his password starting from the number of days maintained in password warning period until the password gets expired.

4. **Can the Bank define more than one password policy for a user type (Administrator/Corporate/Retail)?**

   No, only one policy can be defined for a particular user type.

5. **Can the System Administrator delete a Password policy?**

   No, deletion of password policy is not permitted; however system administrator can make changes to the existing password policy.

**Home**

# 41. Security Keys

## 41.1 Password Encryption and Decryption with Public and Private Key Pairs

Encryption and decryption allow communication between two parties to disguise information. The sender encrypts information before sending it and the receiver decrypts the information after receiving it. While in transit, the information is encrypted to ensure that it is protected from an intruder.

Public and Private key pair helps to encrypt information that ensures sensitive data is protected during transmission. Whatever is encrypted with a Public Key can only be decrypted by its corresponding Private Key and vice versa.

## 41.2 JWT Encryption Key

A JSON web token is a JSON object to represent a set of information. On sign in, user is authenticated and JWT token is generated. This JWT is subsequently passed to make API calls.

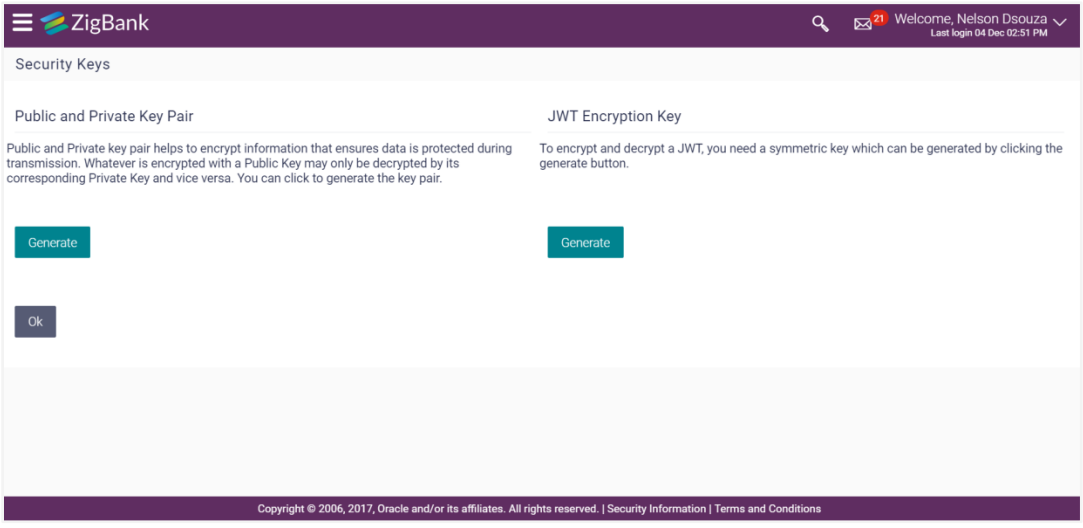
To keep sensitive information hidden from the bearer (client) or third parties, JWT should be encrypted.

A single key can be used to encrypt the data, if the JWT is encrypted with the key then the data can be decrypted using the same key.

**How to reach here:**

*System/ Bank Administrator Dashboard > Toggle Menu > Security > Security Keys*

**Security Keys**



**To generate the security keys:**

1. The default behavior in the product will be no encryption for password as well as JWT.
2. If encryption needs to be enabled, then the system administrator should generate the respective keys.
3. Click **Generate** against the **Public and Private Key Pair**. System will generate public as well as private keys.
4. Click **Generate** against the **JWT Encryption Key**. System will generate the symmetric key for encryption.
5. Click **OK** to navigate back to dashboard

Note: The server will need to be restarted post key generation.

**Home**

# 42. User Group - Subject Mapping

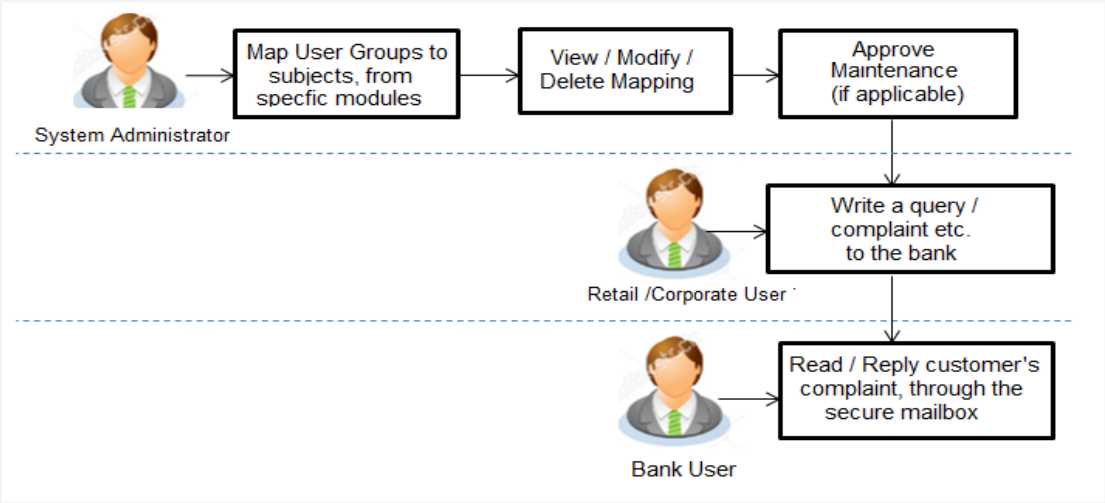
This maintenance facilitates mapping of subjects, to user groups in the bank, to streamline communication between the bank's users and its end customers.

Once User Groups are mapped to certain transactions or modules, users, in that group can reply to communication pertaining to the specific subject. The communication channel used is the bank's secure mailbox. For instance, employees in the Credit Card department of the bank will be able to reply to / address queries raised by customers who are overdue on their payments or who want to seek clarification on their monthly statement.

**Pre-Requisites**

- Transaction access is provided to System Administrator.
- Approval rule set up for System Administrator to perform the actions.
- Administrator user groups are maintained.
- Maintain applicable subjects, for each Module

**Workflow**




**Features Supported In Application**

- Search User Group - Subject Mapping
- Create User Group - Subject Mapping
- Modify User Group - Subject Mapping

**How to reach here:**

*System Administrator Dashboard > Communications > User Group Subject Mapping*
*OR*
*System/ Bank Administrator Dashboard > Toggle Menu > Communications > User Group Subject Mapping*

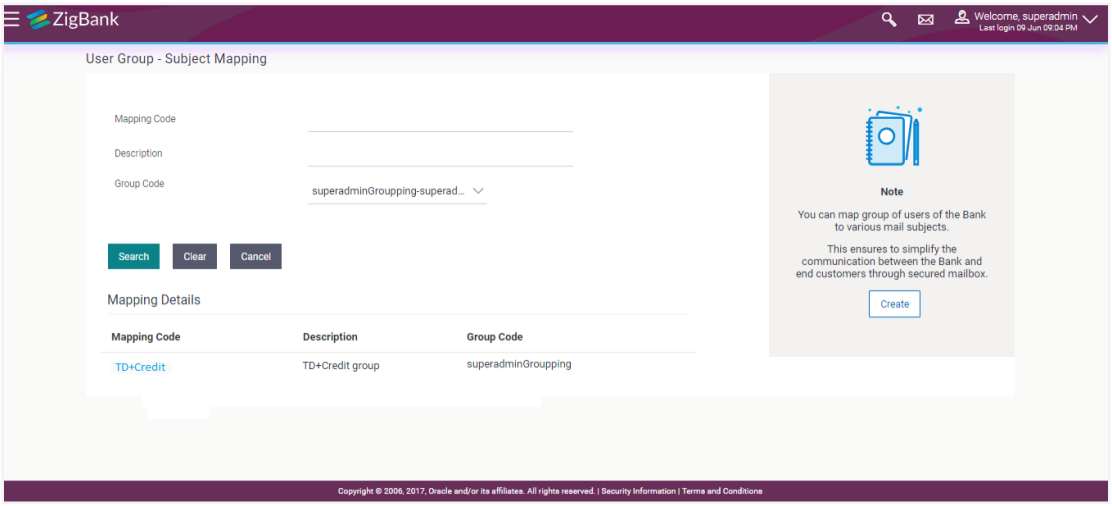
# 42.1 User Group - Subject Mapping - Search

User Group – subject mapping search option allows System Administrator to view the existing User Group - Subject Mapping.

**To view User Group - Subject Mapping:**

1. In the **Mapping Code** field, enter the user group - subject mapping code for which you want to view the details.
   OR
   In the **Description** field, enter the user group - subject mapping description for which you want to view the details.
   OR
   From the **Group Code** list, select the group code already maintained to view the details of the same. Click **Search**, display results based on search criteria.
   OR
   Click **Clear** to reset the details.
   OR
   Click **Cancel** to cancel the transaction.

**User Group - Subject Mapping - Search**

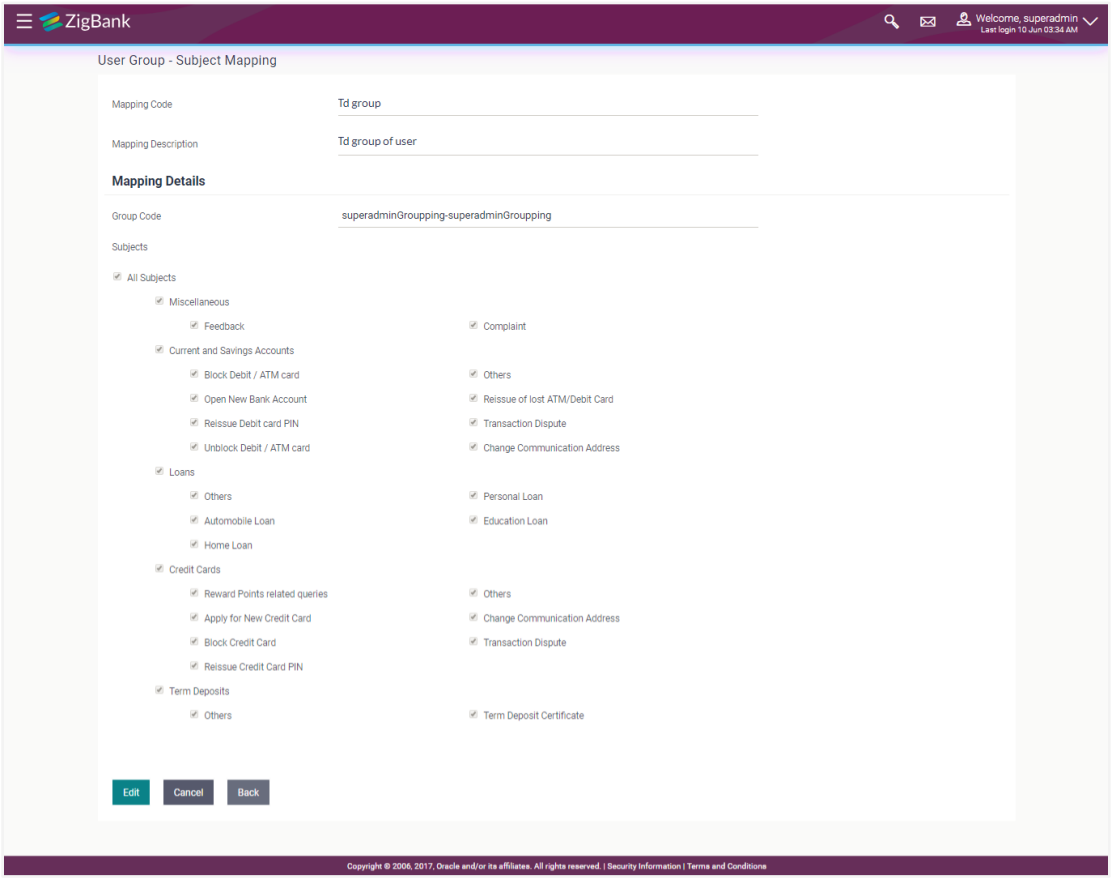



**Field Description**

| Field Name | Description |
|---|---|
| **Mapping Code** | The user group - subject mapping code. |
| **Description** | The user group - subject mapping description. |
| **Group Code** | The group code to enquire about user group subject mapping, already maintained. |

2. Click the **Mapping Code** for which you want to view the mapping details. The **User Group - Subject Mapping - View** screen displays the mapping of subject to the user group.

## User Group - Subject Mapping - View




### Field Description

| Field Name | Description |
|---|---|
| **Mapping Code** | The user group - subject mapping code. |
| **Description** | The user group - subject mapping description. |
| **Mapping Details** | |
| **Group Code** | The group code assigned to user group subject mapping. |
| **Subjects** | The list of all subjects maintained. |

**Note:**
1) All Subjects: if this is checked, then all subjects will be mapped with selected group code within the CASA, TD, Loans, Credit Cards modules.
2) List of Individual Subject: Module wise list of subjects will be available with check box against those. If this is checked, then individual subject is mapped with selected group code within the CASA, TD, Loans, Credit Cards and other modules.

3. Click **Edit** to edit the subject mapping details.
   OR
   Click **Cancel** to cancel the transaction.
   OR
   Click **Back** to navigate to previous screen.

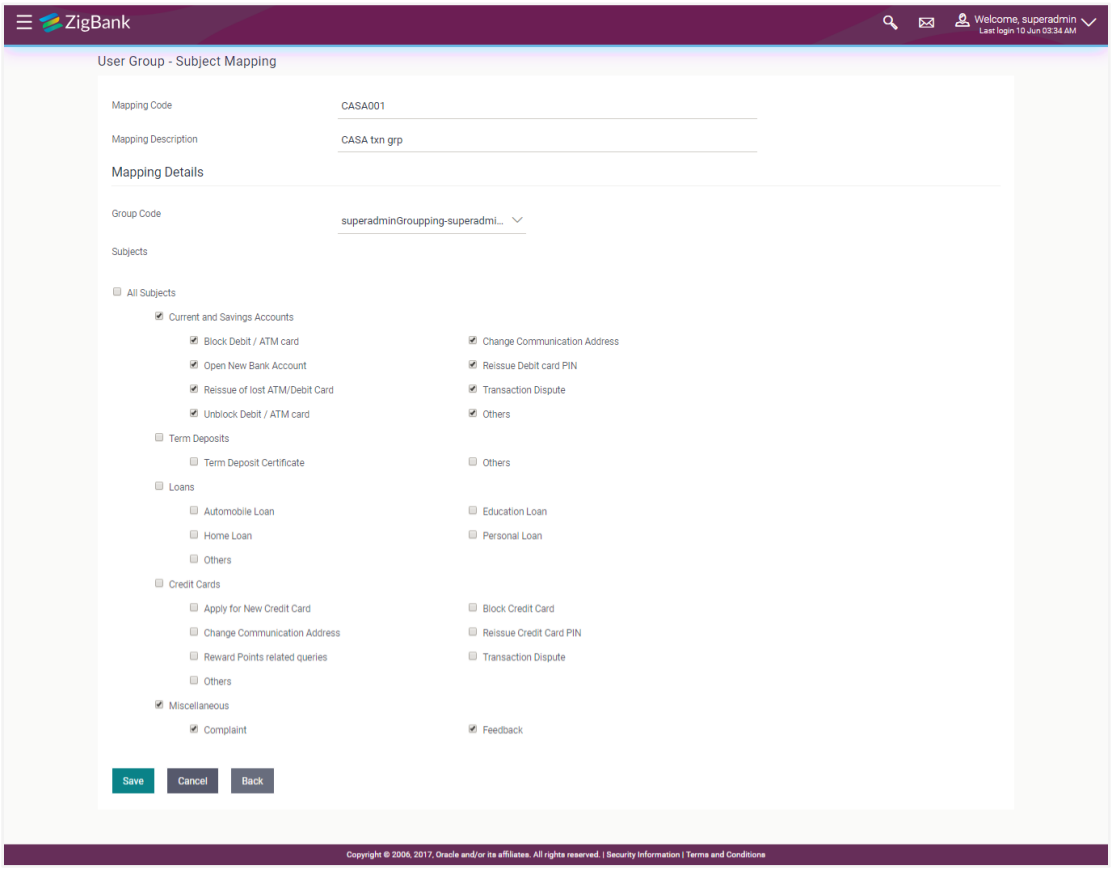
## 42.2 User Group - Subject Mapping - Create

Using User Group – Subject mapping - Create option, System Administrator can create the user group - subject mapping.

**To create User Group - Subject Mapping:**

1. Click **Create.**
   The **User Group - Subject Mapping - Create** screen appears.
   OR
   Click **Back** to navigate to previous screen.
   OR
   Click **Cancel** to cancel the transaction.

**User Group - Subject Mapping - Create**



**Field Description**

| Field Name | Description |
|---|---|
| **Mapping Code** | The user group - subject mapping code. |
| **Description** | The user group - subject mapping description. |
| **Mapping Details** | |
| **Group Code** | The group code to create user group subject mapping. |
| **Subjects** | The list of all subjects maintained. |

**Note:**
1) All Subjects: if this is checked, then all subjects will be mapped with selected group code within the CASA, TD, Loans, and Credit Cards modules.
2) List of Individual Subject: Module wise list of subjects will be available with check box against those. If this is checked, then individual subject is mapped with selected group code within the CASA, TD, Loans, Credit Cards and other modules.

2. In the **Mapping Code** field, enter the user group - subject mapping code.
3. In the **Description** field, enter the user group - subject mapping description.
4. From the **Group Code** list, select the appropriate option.
5. Select the respective check boxes preceding the subject to be mapped.
   OR
   Select **All Subjects** check box, if you want to map all subjects.
6. Update the required details.
7. Click **Save** to save the modified details.
   OR
   Click **Cancel** to cancel the transaction.
   OR
   Click **Back** to navigate to previous screen.
8. The **Review** screen appears. Verify the details, and click **Confirm**.
   OR
   Click **Cancel** to cancel the transaction.
   OR
   Click **Edit** to modify the details.
9. The success message of creation of user group - subject mapping along with the transaction reference number appears.
   Click **OK** to complete the transaction.

**Note:**
1) If the mapping setup requires an approval workflow, the maintenance will be initiated. Once approved by the required number of approvers, the mapping will be effected.
2) If the setup does not require an approval workflow or is self / auto approved, then the mapping will be effected immediately.

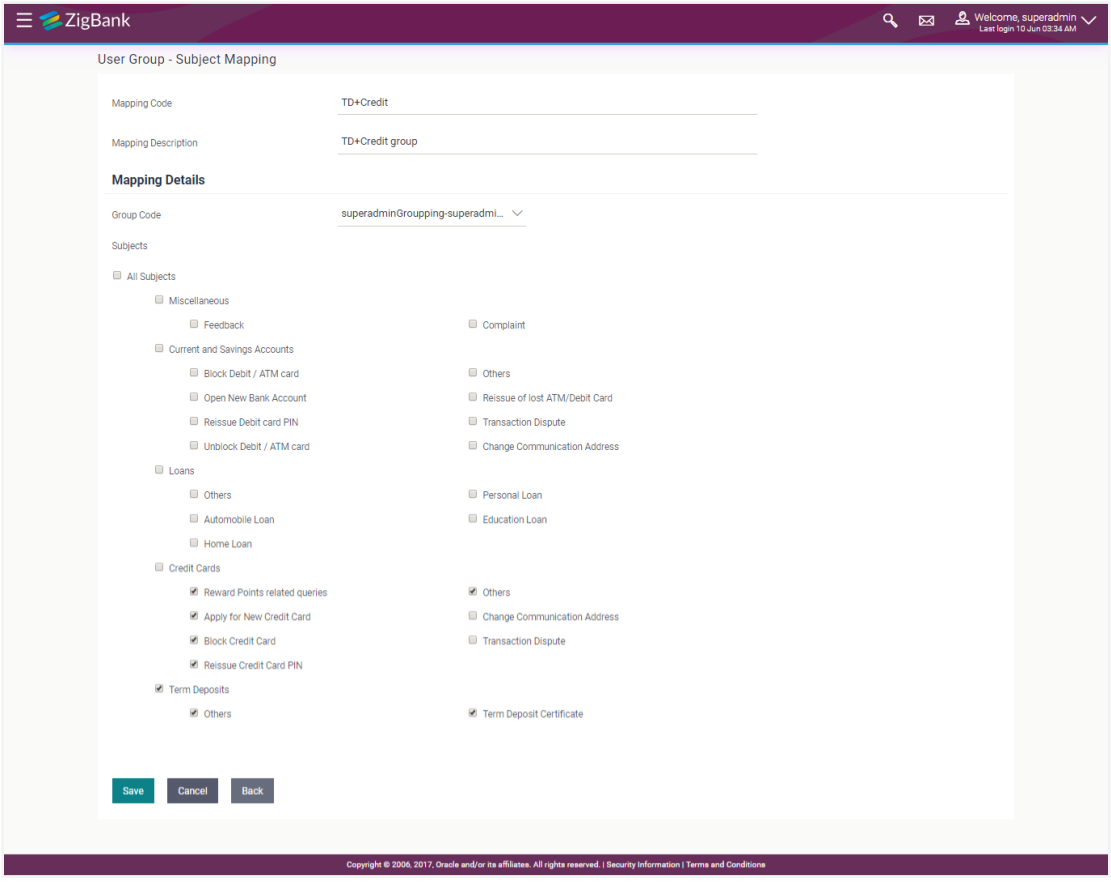
## 42.3 User Group - Subject Mapping - Modify

Using User Group – Subject Mapping - Modify option; System Administrator can edit the user group - subject mapping.

**To edit the User Group - Subject Mapping:**

1. In the **Mapping Code** field, enter the user group - subject mapping code for which you want to view the details.
   OR
   In the **Description** field, enter the user group - subject mapping description for which you want to view the details. OR
   From the **Group Code** list, select the group code already maintained to view the details of the same.
2. Click **Search to** display results based on search criteria.
3. Click the **Mapping Code** for which you want to view the mapping details. The **User Group - Subject Mapping - View** screen displays the mapping of subject to the user group.

**User Group - Subject Mapping - Edit**



**Field Description**

| Field Name | Description |
|---|---|
| **Mapping Code** | The user group - subject mapping code. |
| **Description** | The user group - subject mapping description. |
| **Mapping Details** | |
| **Group Code** | The group code assigned to user group subject mapping. |
| **Subjects** | The list of all subjects maintained. |

**Note:**
1) All Subjects: if this is checked, then all subjects will be mapped with selected group code within the CASA, TD, Loans, and Credit Cards modules.
2) Individual Subject: if this is checked, then individual subject is mapped with selected group code within the CASA, TD, Loans, Credit Cards modules.

4. Select the respective check boxes preceding the subject to be mapped.
   OR
   Select **All Subjects** check box, if you want to map all subjects.
5. Update the required details.
6. Click **Save** to save the modified details.
   OR
   Click **Cancel** to cancel the transaction.
   OR
   Click **Back** to navigate to previous screen.
7. The **Review** screen appears. Verify the details, and click **Confirm**.
   OR
   Click **Cancel** to cancel the transaction.
   OR
   Click **Edit** to modify the details.
8. The success message of update along with the transaction reference number appears. Click **OK** to complete the transaction.

**Note:**
1) If the mapping setup requires an approval workflow, the maintenance will be initiated. Once approved by the required number of approvers, the mapping will be effected.
2) If the setup does not require an approval workflow or is self / auto approved, then the mapping will be effected immediately.

# FAQs

1. **If a user has been mapped to all subjects in the CASA module, what does it mean?**

   If the bank user is mapped to all subjects in CASA, he will be able to receive and reply to the business users on those CASA subjects.

2. **How does this maintenance help the bank and its customers?**

   This set-up is a way to allow or restrict access, to the users of the bank. This enables a secure communication channel between the bank and its end customers.

3. **I am an employee of the bank, and I belong to the user group that is mapped to all Term Deposits subjects. Can I initiate an email and send it to the customer?**

   No, you cannot initiate a correspondence with a customer, you can only reply to his queries on Term Deposits, through the mailbox.

Home

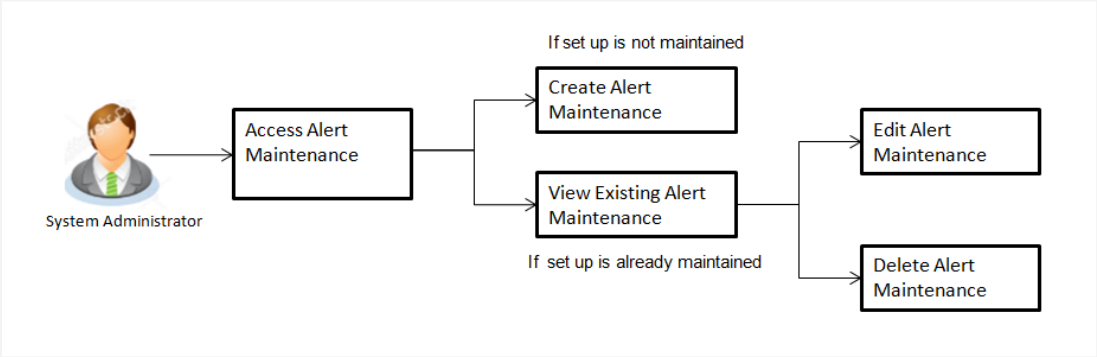
# 43. Alerts Maintenance

Alerts maintenance allows the System Administrator to define required parameters for each alert that is to be sent to the banks internal (Administrators) and external users (Business users). User can define the alert messages to be sent to different recipients on different channels. Also the type of alert Mandatory or subscribed can be defined by the user for each event.

**Pre-Requisites**

- Transaction access is provided to System Administrator.
- Approval rule set up for System Administrator to perform the actions.
- Various events are maintained

**Workflow**




**Features Supported In Application**

Alert maintenance available features available to System Administrator users in the application:

- View alerts already maintained
- Create a new alert
- Edit an alert
- Delete an alert

**How to reach here:**

*System Administrator Dashboard > Communications > Alert Maintenance*
*OR*
*System/ Bank Administrator Dashboard > Toggle Menu > Communications > Alert Maintenance*

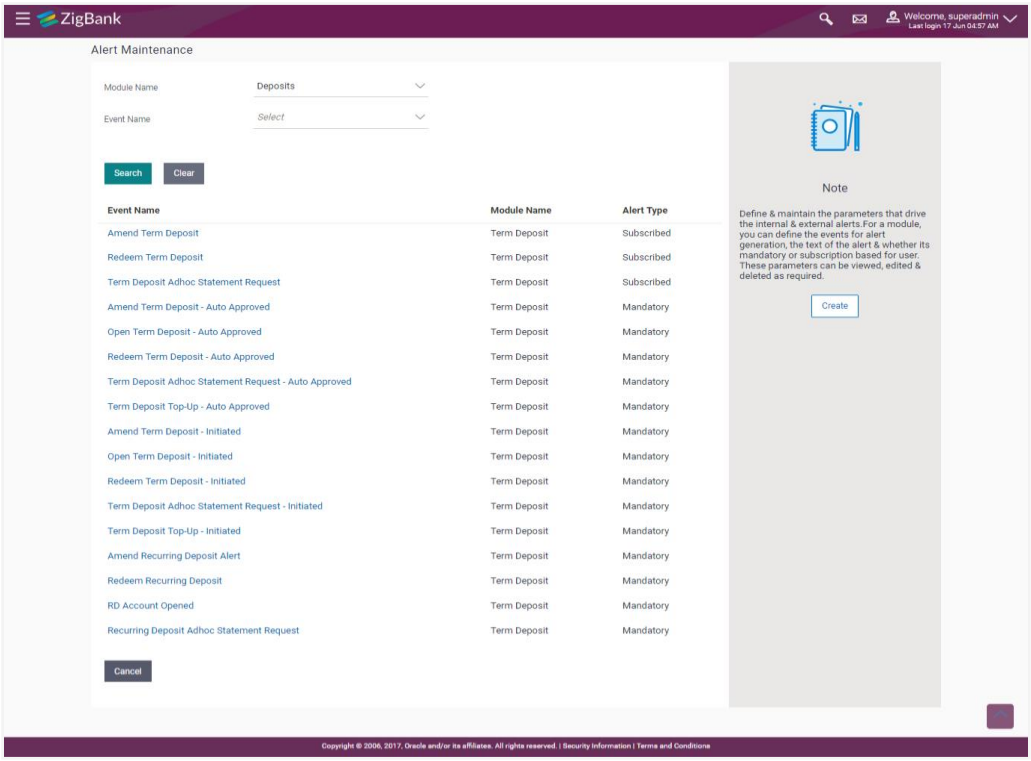
# 43.1 Alerts Maintenance - Search

Using this option, System Administrator can search and view the details of any alerts maintained based on the search parameters. If the search parameters are not specified, records of all the alerts maintained in the application are displayed (i.e. a blank search is allowed).

**To view alerts:**

1. From the **Module Name** list, select the appropriate option whose alerts you to view.
2. From the **Event Name** list, select the event, for which one wants to view the alerts maintained.
3. Click **Search**.
   The alerts maintained appear based on the entered search parameters.
   OR
   Click **Clear** to reset the details.
   OR
   Click **Cancel** to cancel the transaction.

**Alerts Maintenance- Search**




**Field Description**

| Field Name | Description |
|---|---|
| **Module Name** | Name of the module to which alert is maintained. |

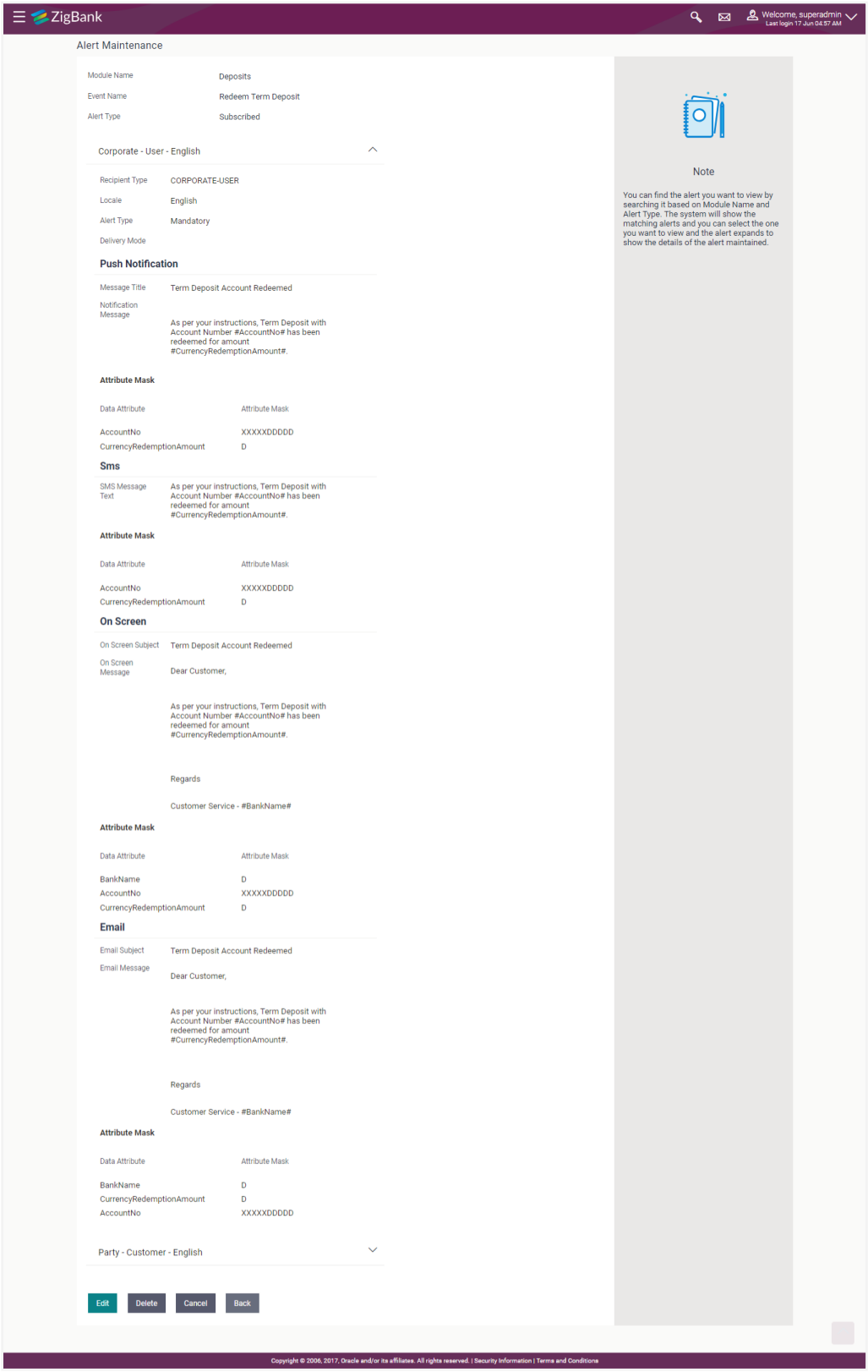
| | |
|---|---|
| **Event Name** | The event activity associated with the alert based on the Module name selection. |

**Search Results**

| | |
|---|---|
| **Event Name** | The event activity associated with the alert. |
| **Module Name** | Name of the module to which the event was linked. |
| **Alert Type** | The type of alert i.e. if the alert is a subscription based alert or is one that is sent by the bank by default.<br>The options are:<br>• Subscribed<br>• Mandatory (Bank Notification) |

4. To view the details of a specific alert, click the **Event Name** field, in the Search Results table. The **Alert Maintenance- View** screen with maintained details appears.

## Alerts Maintenance – Detailed View



**Field Description**

| Field Name | Description |
|---|---|
| **Module Name** | Name of the module for which alert is maintained. |
| **Event Name** | The event activity associated with the alert based on the Module name selection. |
| **Alert Type** | The type of alert i.e. if the alert is a subscription based alert or is one that is sent by the bank by default (mandatory).<br>The options are:<br>• S: Subscribed<br>• M: Mandatory (Bank Notification) |

**Message Settings**

| | |
|---|---|
| **Recipient Type** | The facility to select the category of recipients of the alert.<br>The values can be:<br>• Corporate<br>▪ Approver<br>▪ Initiator<br>▪ Next Approver<br>▪ Previous Approver<br>▪ User<br>• Banker<br>▪ Approver<br>▪ Initiator<br>▪ Next Approver<br>▪ Previous Approver<br>• External<br>▪ User<br>• Party<br>▪ Customer |
| **Locale** | Language in which the message is defined. |
| **Alert Type** | The type of alert i.e. if the alert is a subscription based alert or is one that is sent by the bank by default.<br>The options are:<br>• S: Subscribed<br>• M: Mandatory (Bank Notification) |

| Field Name | Description |
|---|---|
| **Delivery Mode** | The delivery mode through which the alert is to be sent.<br>The options are:<br>• Email: alert is to be sent as an email<br>• SMS: alert is to be sent as an SMS on the user's mobile number<br>• On screen: : alert is sent as an email to customer's email account<br>• Push Notification: notifications are sent as a banner or pop-up message on the user's mobile number |
| Below fields appears, if the **Delivery Mode** is **Email**. | |
| **Email Subject** | The subject as specified in the template. |
| **Email Message** | The content of the template. |
| **Attribute Mask** | The attribute mask may be in the form of masking all but the last 4 digits of the account number. |
| **Data Attribute** | The data attribute that is to be masked, in the communication. |
| Below fields appear, if the **Delivery Mode** is **On Screen**. | |
| **On Screen Subject** | The subject as specified in the On Screen template. |
| **On Screen Message** | The content of the template. |
| **Attribute Mask** | The attribute mask may be in the form of masking all but the last 4 digits of the account number. |
| **Data Attribute** | The data attribute that is to be masked, in the communication. |
| Below fields appear, if the **Delivery Mode** is **Push Notification**. | |
| **Message Title** | The title as specified in the Push Notification template. |
| **Notification Message** | The content of the notification template. |
| **Attribute Mask** | The attribute mask may be in the form of masking all but the last 4 digits of the account number. |
| **Data Attribute** | The data attribute that is to be masked, in the communication. |
| Below fields appears, if the **Delivery Mode** is **SMS**. | |

| Field Name | Description |
|---|---|
| **SMS Message Text** | The content of the SMS template. |
| **Attribute Mask** | The attribute mask may be in the form of masking all but the last 4 digits of the account number. |

5. Click **Edit** to edit the alerts details.
   OR
   Click **Delete** to delete the alert. (Only non-mandatory alerts can be deleted).
   OR
   Click **Cancel** to cancel the transaction.
   OR
   Click **Back** to navigate to previous screen.

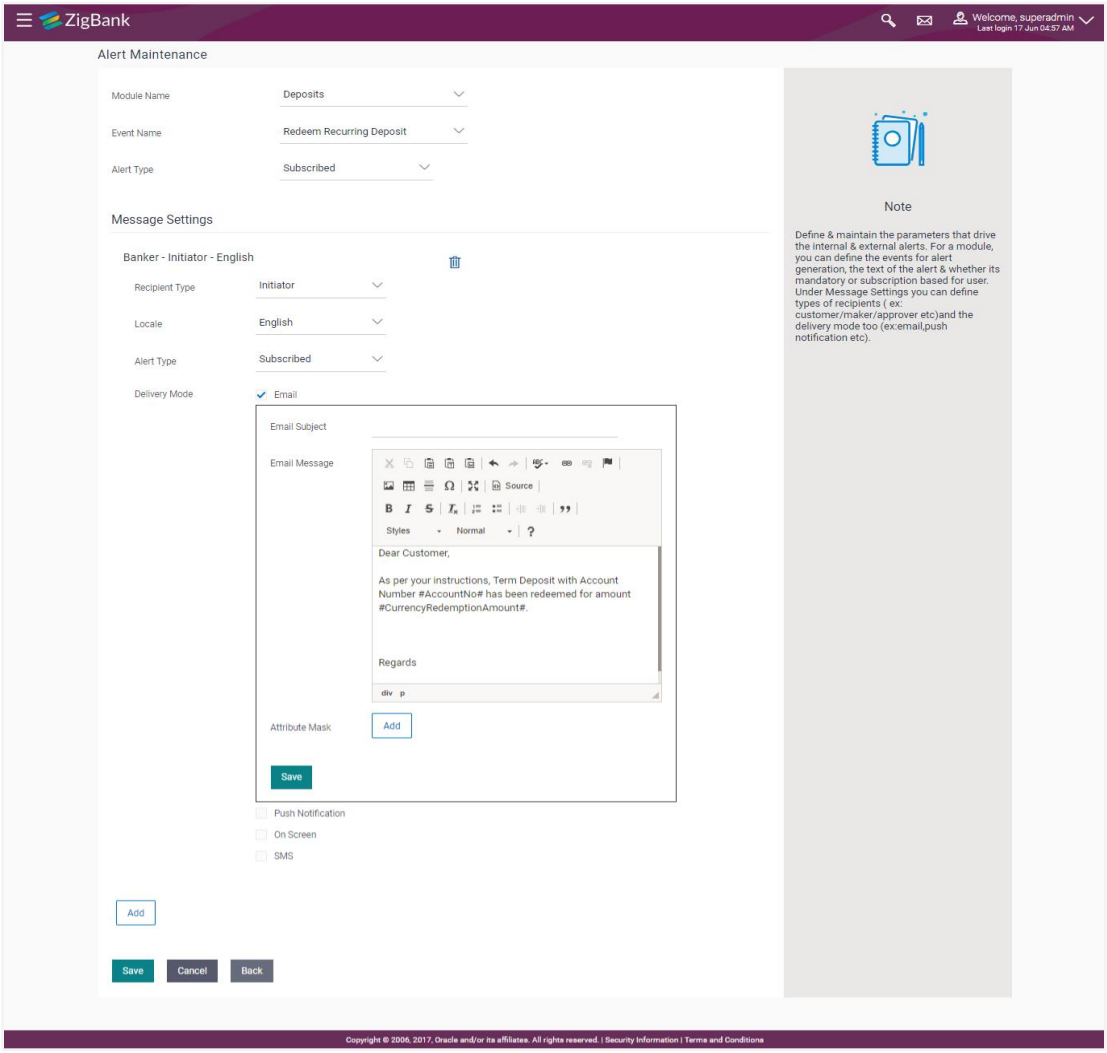
## 43.2 Alerts Maintenance- Create

Using this option, the System Administrator defines the alerts. User has to select the module-event combination for which the alert needs to be maintained. Further user has to select the recipients for whom the alerts need to be sent on an event.

**To create an alert:**

1. Click **Create** to create an alert. The **Alert Maintenance - Create** screen appears.

## Alerts Maintenance- Create




### Field Description

| Field Name | Description |
|---|---|
| **Module Name** | The unique name to be given to the module for which alert is to be created.<br>The options are:<br>• Term Deposits<br>• Current and Savings Account<br>• Loan<br>• Originations<br>• Payments<br>• Host<br>• User Management |

| Field Name | Description |
|---|---|
| | • Back Office<br>• File Upload<br>• Approvals<br>• Credit Card<br>• PFM<br>• Reports<br>• Wallets |
| **Event Name** | The event activity associated with the alert. |
| **Alert Type** | The type of alert i.e. if the alert is a subscription based alert or is one that is sent by the bank by default.<br>The options are:<br>• S: Subscribed<br>• M: Mandatory (Bank Notification) |

**Message Settings**

Click the '**add**' button to enable the following fields. Click on the drop down for Recipient type 1. (Repeat the following steps, for every new recipient you wish to add)

| | |
|---|---|
| **Recipient Type** | The facility to select the category of recipients of the alert.<br>The values can be:<br>• Corporate<br>▪ Approver<br>▪ Initiator<br>▪ Next Approver<br>▪ Previous Approver<br>▪ User<br>• Banker<br>▪ Approver<br>▪ Initiator<br>▪ Next Approver<br>▪ Previous Approver<br>• External<br>▪ User<br>• Party<br>▪ Customer |

| Field Name | Description |
|---|---|
| **Locale** | Language in which the message is to be defined. |
| **Alert Type** | The type of alert i.e. if the alert is a subscription based alert or is one that is sent by the bank by default.<br>The options are:<br>• S: Subscribed<br>• M: Mandatory (Bank Notification) |
| **Delivery Mode** | The delivery mode through which the alert is to be sent.<br>The options are:<br>• Email: alert is to be sent as an email<br>• SMS: alert is to be sent as an SMS on the user's mobile number<br>• On screen: alert is sent as an email to customer's email account<br>• Push Notification: notifications are sent as a banner or pop-up message on the user's mobile number<br>Note: For Push Notification alerts, user can define separate sound/notification tone for different notifications so that, there can be a clear differentiation in the tone between an update (related to an account) and promotions.<br>Click on one or more of the delivery mode to enable the following fields |

Below fields appears, if the **Email** option is selected in **Delivery Mode** field.

| | |
|---|---|
| **Email Subject** | The subject as specified in the template. |
| **Email Message** | The content of the template. |
| **Attribute Mask** | The attribute mask may be in the form of masking all but the last 4 digits of the account number.<br>Click **Add** to add one or more data attributes. |
| **Data Attribute** | The data attribute that is to be masked, in the communication. |

Below fields appear, if the **On Screen** option is selected in **Delivery Mode** field.

| | |
|---|---|
| **On Screen Subject** | The subject as specified in the On Screen template. |

| Field Name | Description |
|---|---|
| **On Screen Message** | The content of the template. |
| **Attribute Mask** | The attribute mask may be in the form of masking all but the last 4 digits of the account number.<br>Click **Add** to add one or more data attributes. |
| **Data Attribute** | The data attribute that is to be masked, in the communication. |
| Below fields appear, if the **Push Notification** option is selected in **Delivery Mode** field. | |
| **Message Title** | The title as specified in the Push Notification template. |
| **Notification Message** | The content of the Notification template. |
| **Attribute Mask** | The attribute mask may be in the form of masking all but the last 4 digits of the account number.<br>Click **Add** to add one or more data attributes. |
| **Data Attribute** | The data attribute that is to be masked, in the communication. |
| Below fields appear, if the **SMS** option is selected in **Delivery Mode** field. | |
| **SMS Message Text** | The content of the SMS template. |
| **Attribute Mask** | The attribute mask may be in the form of masking all but the last 4 digits of the account number.<br>Click **Add** to add one or more data attributes. |

2. From the **Module Name** list, select the appropriate option for which you want to create alert.
3. From the **Event Name** list, select the appropriate option which you want to create alert.
4. From the **Alert Type** list, select the appropriate option.
5. In the Message Settings section, click **Add**, the **Recipient Type** field appears.
6. Click  against the **Recipient Type** field.
7. From the **Recipient** list, select the appropriate recipient type.
8. From the **Locale** list, select the appropriate option
9. From the **Alert Type** list, select the appropriate option.
10. In the **Delivery Mode** field, select the appropriate option. If you select **Email** option:

a. In the **Email Subject** field, enter the subject for the email message.

b. In the **Email Message** field, enter the content for the email message.

c. In the **Attribute Mask** section, select the **Data Attribute** that is to be masked, in the communication.

d. In the **Attribute Mask** field, enter the information to be masked.

e. Click **Save** to save the details entered.
OR
Click **Add** to add more attributes.

11. In the **Delivery Mode** field, if you select **On Screen** option:

a. Select the **Copy Content from Email** option, if you want to copy the contents from email.

b. In the **On Screen Subject** field, enter the subject for the On Screen message.

c. In the **On Screen Message** field, enter the content for the On Screen message.

d. Repeat steps 10 c to e.

12. In the **Delivery Mode** field, if you select **Push Notification** option:

a. In the **Message Title** field, enter the subject for the push notification message.

b. In the **Notification Message** field, enter the content for the push notification message.

c. Repeat steps 10 c to e.

13. In the **Delivery Mode** field, if you select **SMS** option:

a. In the **SMS Text Message** field, enter the content for the SMS message.

b. Repeat steps 10 c to e.

14. Click **Add** if you want to add more recipients.
OR
Click  if you want to delete the added recipients.

15. Click  against the message template to enter the required details.

16. Click **Save** to save the details entered.

17. The **Review** screen appears. Verify the details and click **Confirm**.
OR
Click **Edit** to make the changes if any. The **Alert Maintenance – Edit** screen with values in editable form appears.
OR
Click **Cancel** to cancel the transaction.

18. The success message appears. Click **OK** to complete the transaction.

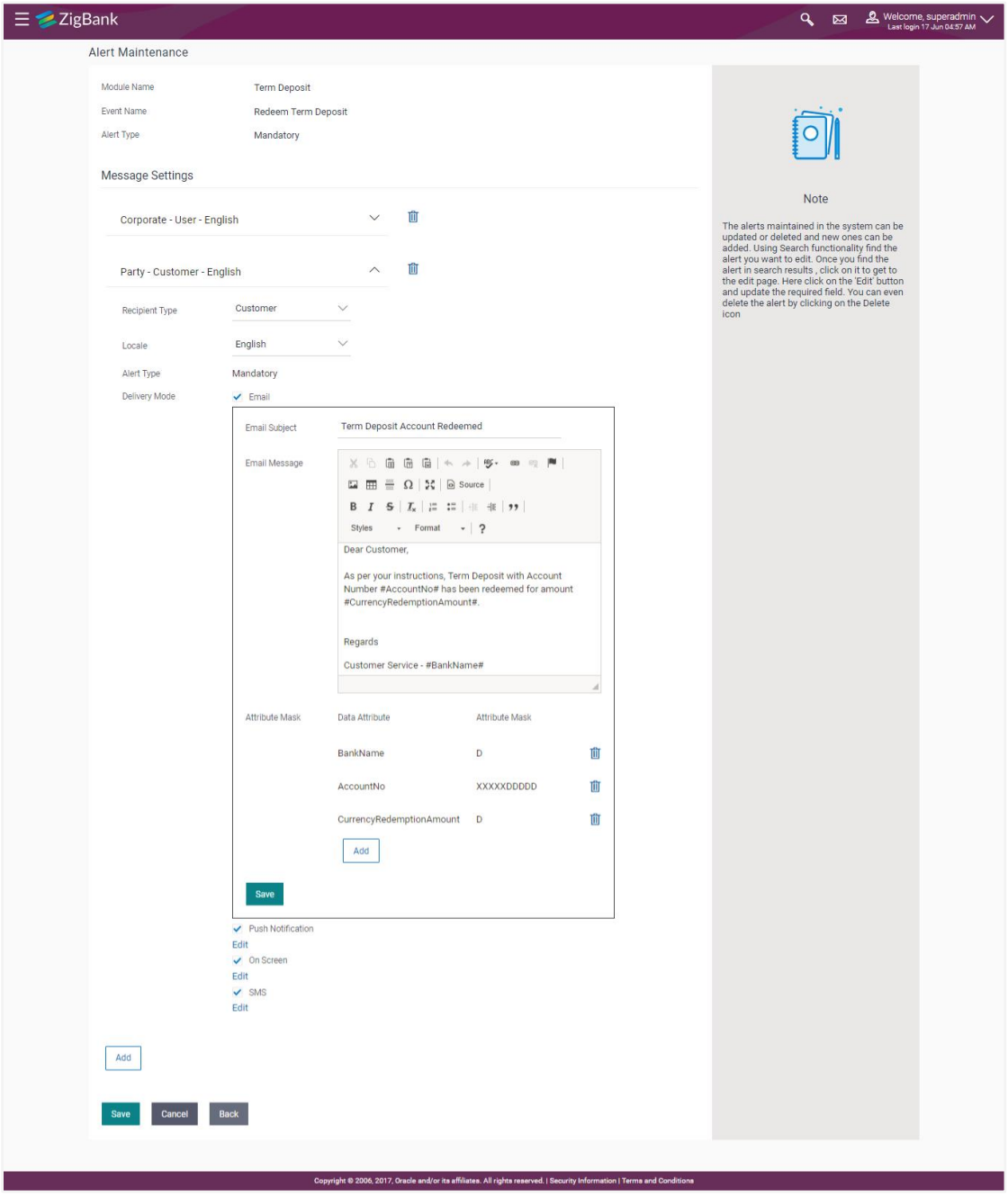
## 43.3 Alerts Maintenance- Edit

Using this option, System Administrator can edit the details of selected alerts maintenance defined in the application.

**To modify an alert:**

1. Enter the search criteria, and click **Search**.
   The alerts maintained appear based on the entered search parameters.
   OR
   Click **Clear** to reset the details.
   OR
   Click **Cancel** to cancel the transaction.
2. Click on alert whose details you want to modify. The **Alert Maintenance- View** screen with maintained details appears.
3. Click **Edit** to edit the alerts details. The **Alert Maintenance- Edit** screen appears.

## Alerts Maintenance- Edit




4. Update the required fields.
   Module Name, Event Name and Alert Type fields are read only, and cannot be edited.
5. You can click against the particular message template to delete it.
6. View the value for recipient type – modify if required.
7. If **Alert Type** field selection is mandatory above, this field will be defaulted.
8. Click to enable / disable the delivery mode, by clicking the check box.

9. Click **Edit**, against each delivery Mode to view the Subject, Message and Attribute masks (if any). Modify if required.
10. Click **Save** to update the alert maintenance. User will be directed to the Alert Maintenance - Edit - Review page post necessary validations.
11. The **Review** screen appears. Verify the details, and click **Confirm**.
    OR
    Click **Edit** to make the changes if any. The **Alert Maintenance – Edit** screen with values in editable form appears.
    OR
    Click **Cancel** to cancel the transaction.
12. The success message appears. Click **Done** to complete the transaction.

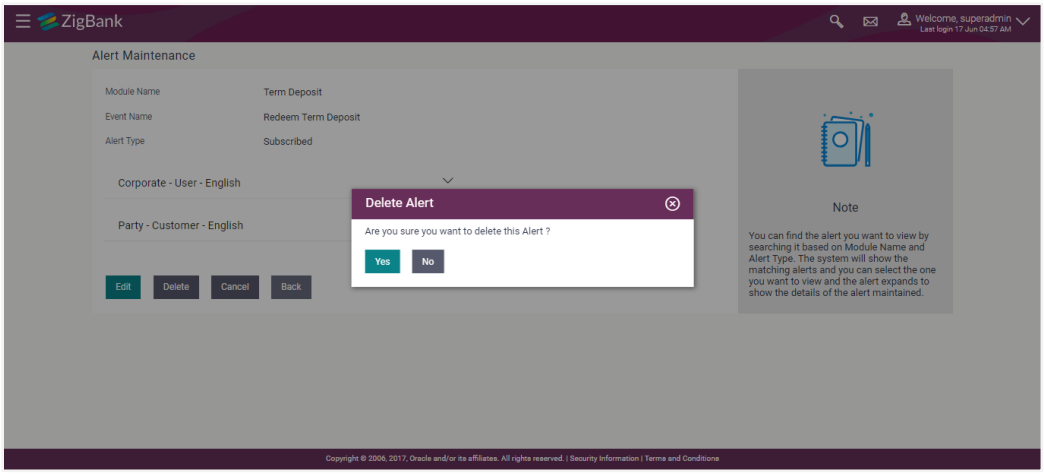
## 43.4 Alerts Maintenance- Delete

Using this option, you can search and delete an existing alert. Note that mandatory alerts cannot be deleted.

**To delete an alert:**

1. Repeat steps 1 to 2 of **Edit Alert** section.
2. To delete an alert, click **Delete**.
3. The **Delete Warning** message appears, click **Yes**.

**Alert Delete Warning**




4. The **Alert Maintenance** screen with the successful object deletion message appears. Click **Done** to complete the transaction.

Click here to view the list of events for **Alert Maintenance**.

# FAQs

1. **What is a significance of Mandatory and Subscribe types of alerts?**

   Recipients will get an alert by default for the alert types defined as Mandatory and will have to subscribe for those alerts for which the alert type is defined as ‘Subscribe’.

2. **What is a reason for applying attribute masking?**

   The main reason for applying masking to a data field is to protect data that is classified as personal identifiable data, personal sensitive data or commercially sensitive data as a communication between the customer and Bank.

3. **Can I define the masking for data attribute available in subject?**

   No, data attribute masking can be defined only for the data available in the message body.

4. **Can I add an attribute masks for more the one data attribute for a specific recipient and channel?**

   Yes, you can add multiple attribute masks for different data attributes for a specific recipient and channel.

5. **Can I delete specific recipient added for an alert event in Alert Maintenance?**

   Yes, administrator can delete specific recipient mapped to an event.

6. **What happens to the in-transit transactions if I edit the alert maintenance for specific recipient?**

   An updated maintenance will be applicable for any new event performed after maintenance is saved successfully.

**Home**

# 44. Mailers

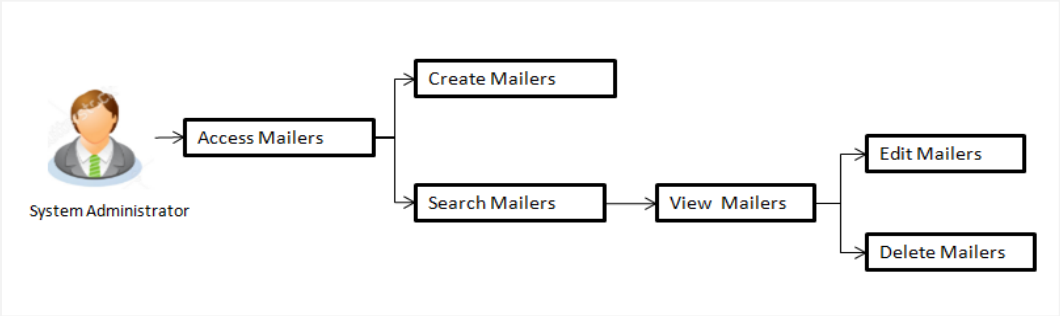
Mailers are information or messages published by the Bank, to communicate about the Bank's Products, services and other information to its users. Bank may send mailers to announce a limited period promotional product rate, launch of a product or service, etc.

Using this option, the System Administrator creates Mailers which are sent to specific users, parties or user segments. Mailers can be customized to reach some or all users, to be sent now or on a specific date and time, in the future.

**Pre-Requisites**

- Transaction access is provided to System Administrator
- Approval rule set up for Administrator to perform the actions

**Workflow**




**Features Supported In** Application

The Mailers module supports following features:

- Search and View Mailers
- Create Mailers
- Edit Mailers (Only for Scheduled Mailers)
- Delete Mailers (Only for Scheduled Mailers)

**How to reach here:**

*System Administrator Dashboard > Communications > Mailers*
*OR*
*System/ Bank Administrator Dashboard > Toggle Menu > Communication > Mailers*

## 44.1 Mailers - Search and View

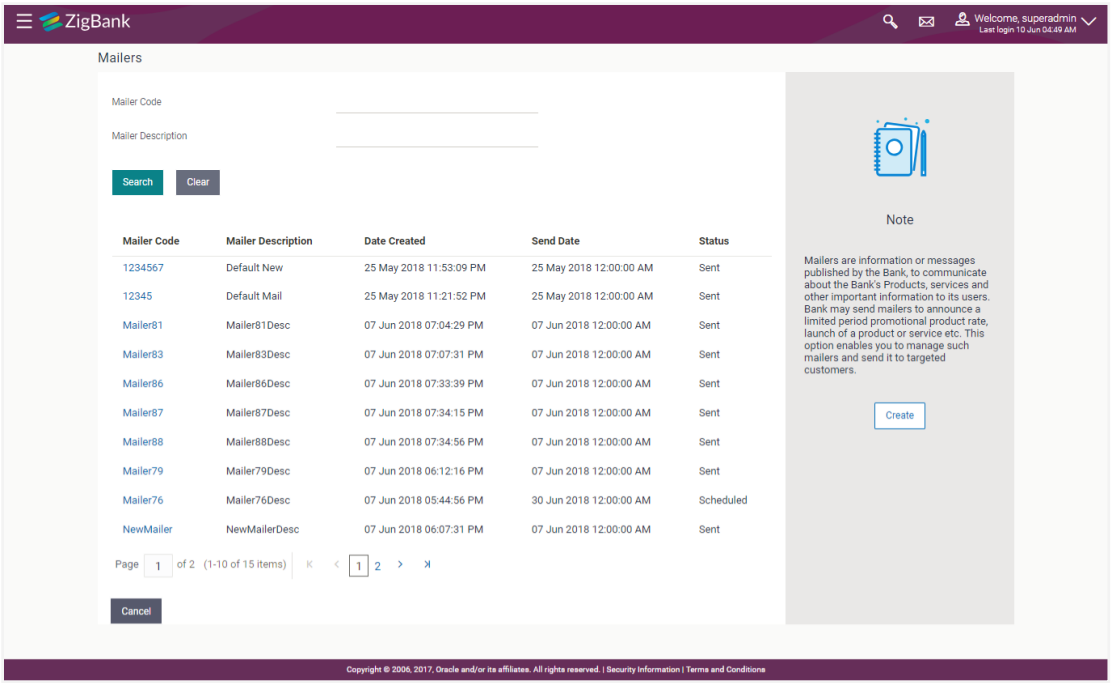
Using Mailers – search option, System Administrators can search and view the list of mailers created in the application. System Administrator enters the mailer code or mailer description to search the user, however blank search is also allowed.

The information will be displayed sorted by Date of creation.

**To search the mailer:**

1. In the **Mailer Code** field, enter the mailer code to view the mailer details.
   OR
   In the **Mailer Description** field, enter the mailer description to view the mailer details.
2. Click **Search**.
3. The search results appear on the **Mailers** screen.
   OR
   Click **Clear** if you want to reset the search parameters.
   OR
   Click **Cancel** if you want to cancel the transaction.

**Mailers - Search**




**Field Description**

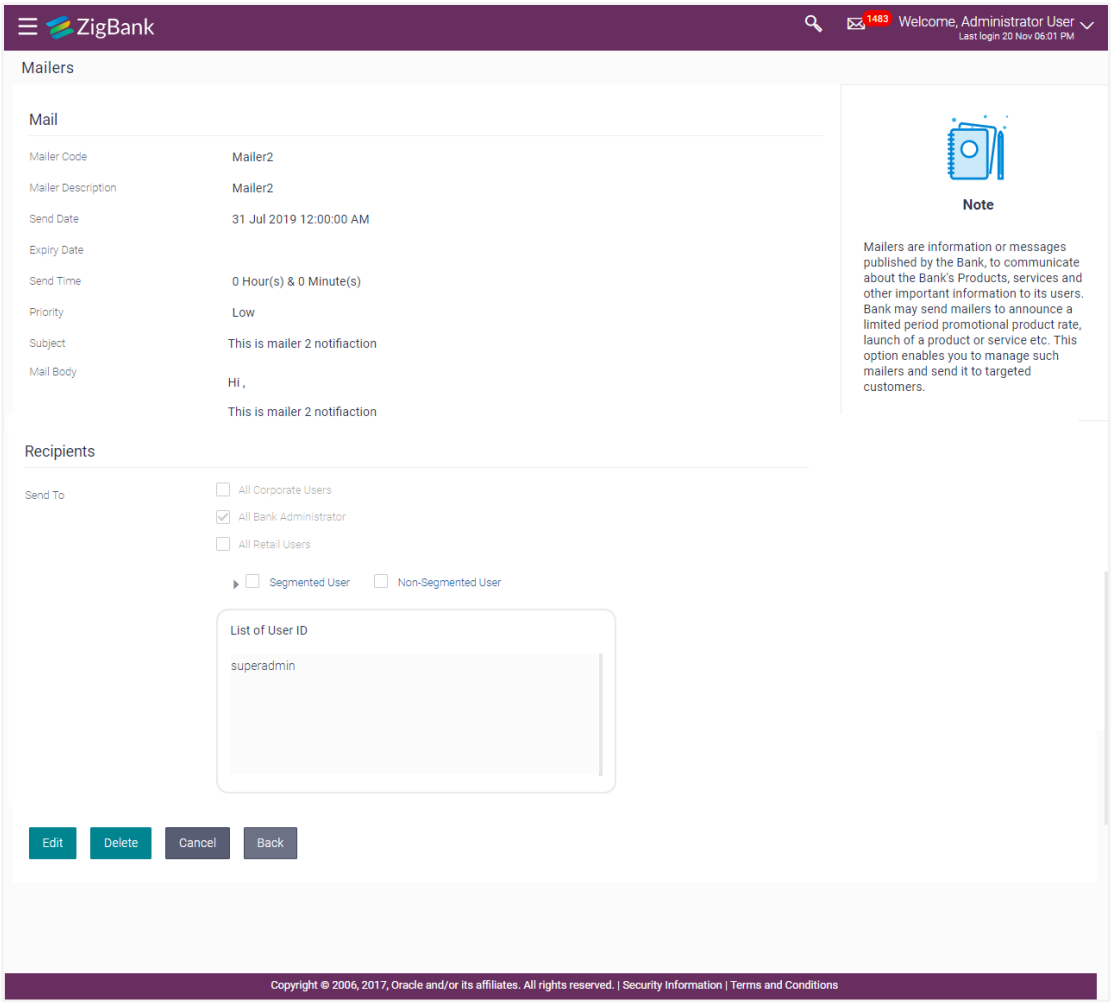
| Field Name | Description |
|---|---|
| **Mailer Code** | The unique key to identify the mailer. |
| **Mailer Description** | The description of the mailer corresponding to mailer code. |
| **Search Results** | |
| **Mailer Code** | The mailer code. |
| **Mailer Description** | The description of the mailer corresponding to mailer code. |
| **Date Created** | The date on which the mailer was created. |

| Field Name | Description |
|---|---|
| **Send Date** | The date on which mailer is sent. |
| **Status** | The status of the mailer - viz., scheduled, sent and expired. |

**To view the mailer details:**

4. In the **Mailer - Search Results** section, click the **Mailer Code** link of the record for which you want to view the details.
   The search results appear on the **Mailers - View** screen appears.

**Mailer - View**



**Field Description**

| Field Name | Description |
|---|---|
| **Mail** | |
| **Mailer Code** | The unique key to identify the mailer. |
| **Mailer Description** | The description of the mailer corresponding to the mailer code. |
| **Send Date** | The date and time on which the mailer was sent. |
| **Expiry Date** | The date and time on which the mailer will expire and will stop appearing in user's mailbox. |
| **Send Time** | The time on which the mailer was sent. |
| **Priority** | The priority of the mailer.<br>The options can be:<br>• Low<br>• Medium<br>• High |
| **Subject** | The subject of the mailer. |
| **Mail Body** | The content of the main body of the mailer. |
| **Recipients** | |
| **Send To** | The recipients of the mailer.<br>The recipients can be:<br>• All Corporate Users<br>• All Bank Administrator<br>• All Retail Users<br>• Segmented Users<br>• Non-Segmented Users<br>• User IDs<br>• Party IDs |

5. Click **Edit** to edit the mailer.
   OR
   Click **Delete** the delete the mailer.
   OR
   Click **Cancel** the operation and navigate the user back to 'Dashboard'.
   OR

Click **Back** to navigate to the previous screen.

**Note**: The **Edit** and **Delete** option is available only for Mailers that have a status as '**Scheduled**'.

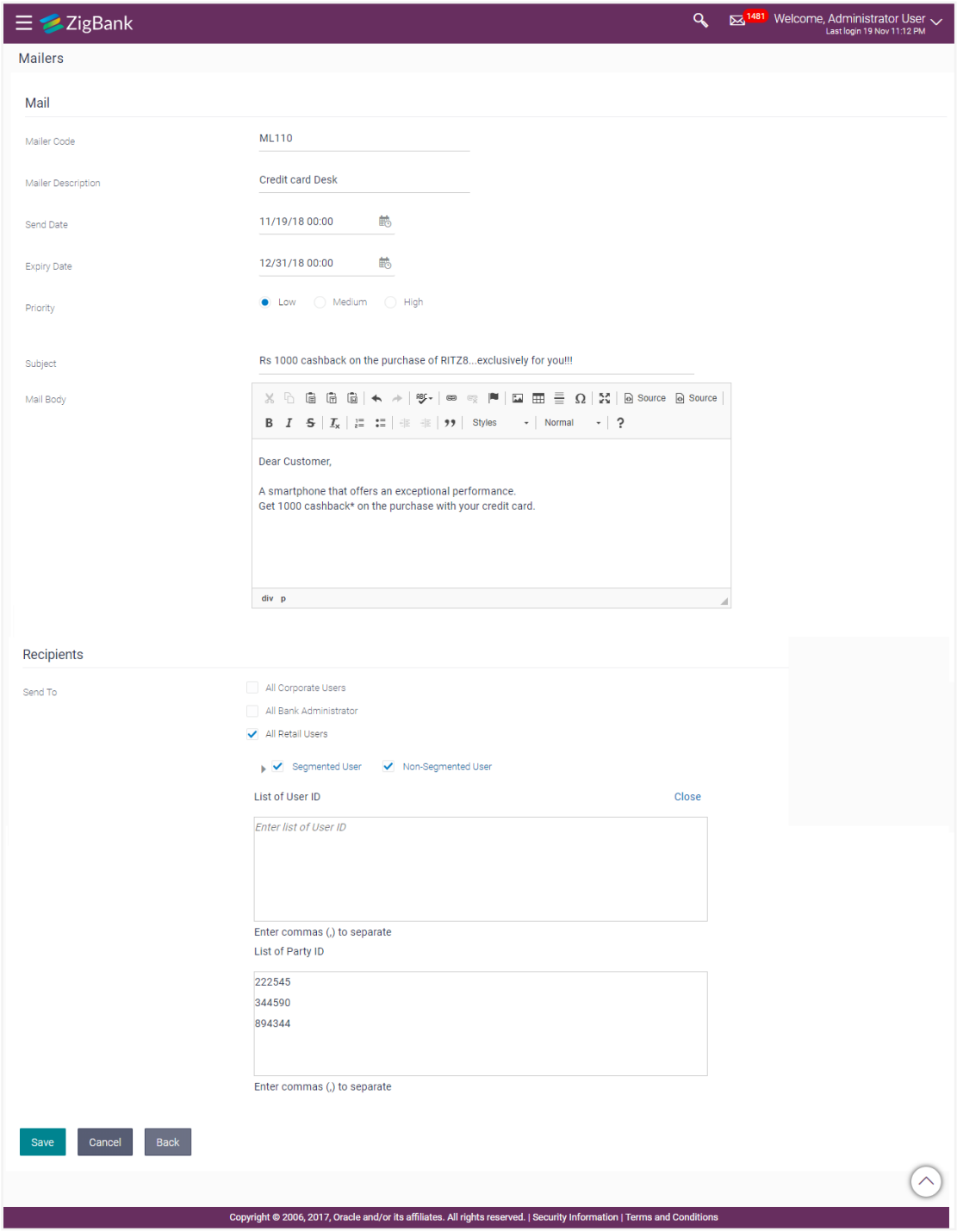
## 44.2 Mailers - Create

This function allows the System Administrator to create mailers. The System Administrator creates the content of the mailers, specifies the date - when a mailer is to be sent, priority of the mailer, and the recipients to whom the mailer needs to be sent.

**To create a new mailer:**

1. In the **Mailers** screen, click **Create**. The **Mailers - Create** screen appears.

## Mailer - Create



**Field Description**

| Field Name | Description |
|---|---|
| **Mailer Code** | Specify the unique key to identify the mailer. |
| **Mailer Description** | The description of the mailer corresponding to the mailer code. |
| **Send Date** | The desired date and time for sending the mailer. |
| **Expiry Date** | The date and time on which the mailer will expire and it will stop appearing in the user's mailbox. |
| **Priority** | The priority of the mailer.<br>The options are:<br>• Low<br>• Medium<br>• High |
| **Subject** | The subject of the mailer. |
| **Mail Body** | The content of the main body of the mailer. |
| **Recipients** | |
| **Send To** | The recipients of the mailer.<br>The options are:<br>• All Corporate Users<br>• All Bank Administrator<br>• All Retail Users<br>• Segmented Users<br>• Non-Segmented Users<br>• List of User ID: This field is enabled, if you click the **Add_List of User ID** button.<br>• List of Party ID: This field is enabled, if you click the **Add_List of Party ID** button. |

2. In the **Mailer Code** field, enter the mailer id.
3. In the **Mailer Description** field, enter the mailer description.
4. From the **Send Date** list, select the appropriate date and time to send the mailer.
5. From the **Expiry Date** list, select the appropriate date and time on which the mailer will expire.
6. In the **Priority** field, select the priority to send the mailer.
7. In the **Subject** field, enter the appropriate subject for the mailer.

8. In the **Mail Body** field, enter the appropriate content for the mailer.
9. To send the mailer, select the type of recipients from the **Send To** list.
   Click the ▶ against the Segmented Users/ Non Segmented Users field to view and select the desired user.
   OR
   Select the check box to select all the segmented users/ non segmented users.
   OR
   Click **Add List of User ID** and enter the user ids, if you want to add specific user ids as mailer recipients.
   OR
   Click **Add List of Party ID** and enter the party ids, if you want to add specific party ids as mailer recipients.
   OR
   Click **Save** to save the details.
   OR
   Click **Cancel** the operation and navigate the user back to 'Dashboard'.
   OR
   Click **Back** to navigate to previous screen.
10. The **Review** screen appears. Verify the details, and click **Confirm**.
    OR
    Click **Cancel** to cancel the transaction.
    OR
    Click **Back** to navigate to previous screen.
11. The success message of mailer creation appears along with the transaction reference number.
    Click **OK** to complete the transaction.

## 44.3 Mailers - Edit

This function enables the System Administrator to edit the mailer details.

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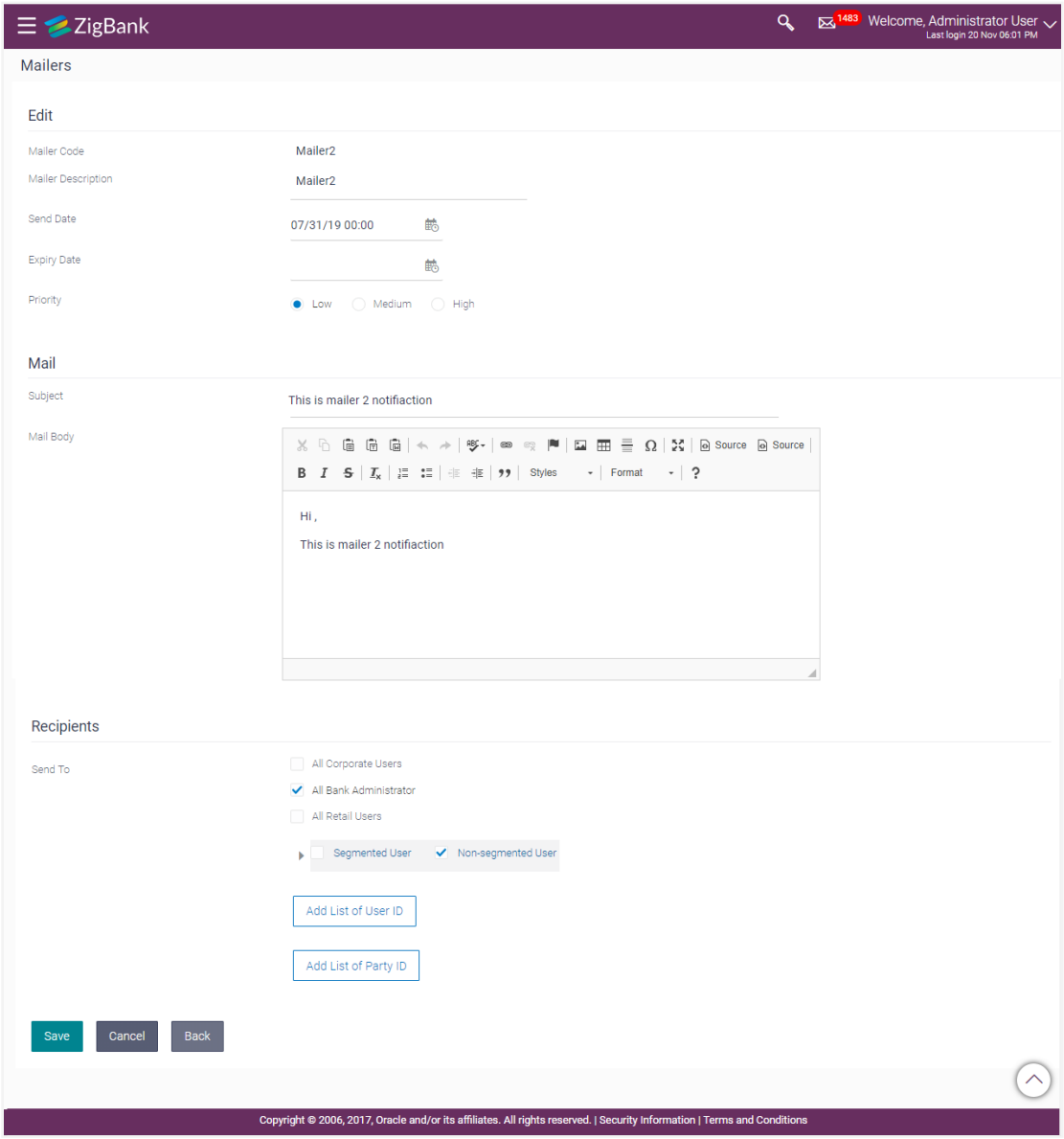
**Note**: This option is available only for Mailers, which have status as '**Scheduled**' (future dated).

---

**To edit or update a mailer details:**

1. Enter the search criteria, click **Search**.
   The search results appear on the **Mailers** screen.
2. In the **Mailer - Search Results** section, click the **Mailer Code** link of the record for which you want to view the details.
   The search results appear on the **Mailers - View** screen appears.
3. Click **Edit** to edit the mailer. The **Mailers - Edit** screen appears
   OR
   Click **Cancel** to cancel the operation and navigate the user back to 'Dashboard'.
   OR
   Click **Back** to navigate to the previous screen.

## Mailers - Edit




### Field Description

| Field Name | Description |
|---|---|
| **Edit** | |
| **Mailer Code** | The unique key to identify the mailer.<br>This field is not editable. |
| **Mailer Description** | The description of the mailer corresponding to mailer code. |
| **Send Date** | The desired date and time for sending the mailer. |

| Field Name | Description |
|---|---|
| **Expiry Date** | The date and time on which the mailer will expire. |
| **Priority** | The priority of the mailer.<br>The options are:<br>• Low<br>• Medium<br>• High |
| **Mail** | |
| **Subject** | The subject of the mailer. |
| **Mail Body** | The content for the mail body of the mailer. |
| **Recipients** | |
| **Send To** | The recipients of the mailer.<br>The options are:<br>• All Corporate Users<br>• All Bank Administrator<br>• All Retail Users<br>• Segmented Users<br>• Non-Segmented Users<br>• List of User ID: This field is enabled, if you click the **Add List of User ID** button.<br>• List of Party ID: This field is enabled, if you click the **Add List of Party ID** button. |

4. View the defined values for fields, in an editable form.
5. Modify the required details.
6. Click **Save** to update the changes.
   OR
   Click **Cancel** to cancel the operation and navigate the user back to ‘Dashboard’.
   OR
   Click **Back** to navigate to previous screen.
7. The **Review** screen appears. Verify the details, and click **Confirm**.
   OR
   Click **Cancel** to cancel the transaction.
   OR
   Click **Back** to navigate to previous screen.
8. The success message of mailer update appears along with the transaction reference number. Click **OK** to complete the transaction.

## 44.4 Mailers - Delete

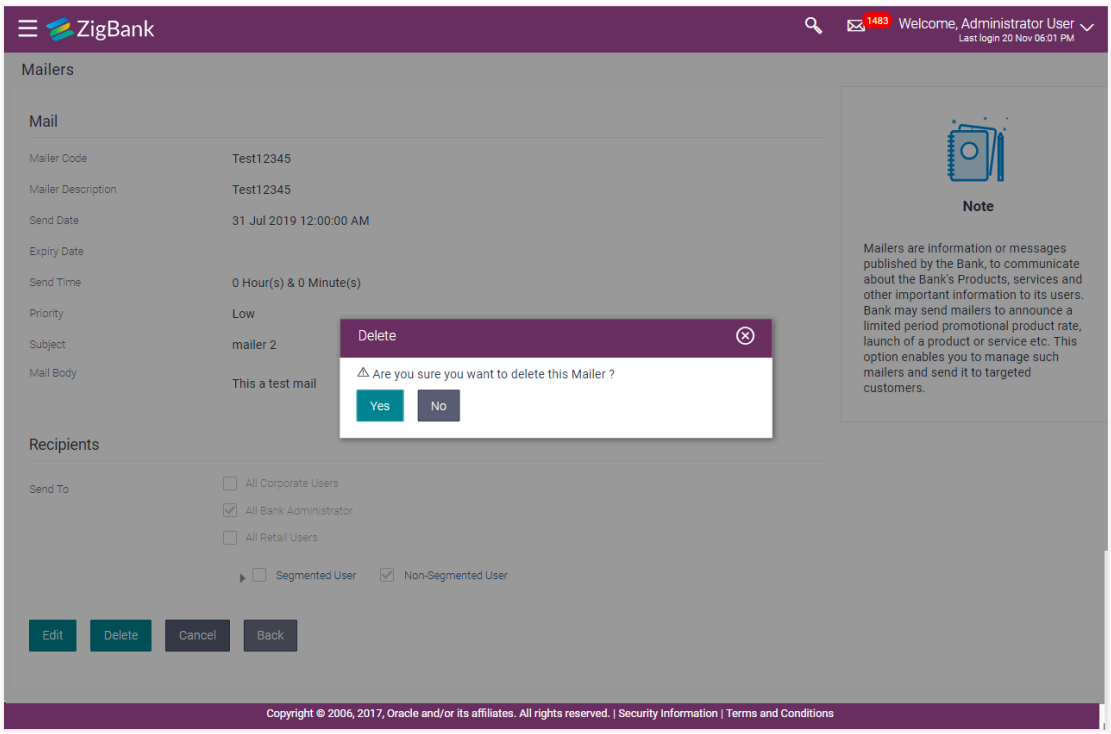
Using this option, the System Administrator can delete the mailer.

**Note**: This option is available only for Mailers, which have status as '**Scheduled**' (future dated).

**To delete the mailer:**

1. Enter the search criteria, click **Search**.
   The search results appear on the **Mailers** screen.
2. In the **Mailer - Search Results** section, click the **Mailer Code** link of the record for which you want to view the details.
   The search results appear on the **Mailers - View** screen appears.
3. Click **Delete**. The application prompt the System Administrator with a delete confirmation message with an option of **Yes** / **No**.

**Mailers - Delete**




4. Click **Yes** to continue.
   OR
   Click **No** to cancel the deletion process.
5. The screen with success message appears. Click **OK** to complete the transaction.

# FAQs

1. **Can I attach a file while creating a Mailer?**

   No, option to attach files is not supported.

2. **Till which date I can see the mailers which are already sent to the customers?**

   You can view already sent mailers till the date, data is available in the system. This will be based on the Bank's purging policy.

3. **Can I send mailers to specific customers?**

   Mailers can be sent to all the customers (Retail/corporate/Administrators), specific user segments or to specific user(s) by specifying the user IDs or party IDs.

4. **Who will be the recipients of the mailers incase if mailers are targeted for specific party id(s)?**

   The users to whom the party ID is mapped as primary party will receive the mailers on scheduled date and time.

Home

# 45. Account Aggregation

Account aggregation feature allows retail users to link their external bank accounts to OBDX and provides with an ability to view and access all their savings, term deposits and loan accounts information anytime, anywhere using single digital platform. The benefit of account aggregation is that retail users get a snapshot of all financial accounts while being able to easily retrieve account details, such as net balance available across all the current and savings accounts, recent transactions, etc. in one place. Using this feature, the user log on to the application to see all financial accounts, instead of log in to several accounts to tally up a financial overview, which saves time and effort of the user.

As a part of Account Aggregation module OBDX enables a retail user to access external bank accounts, and aggregate accounts with OBDX, the system administrator has to perform External Bank Maintenance.

Home

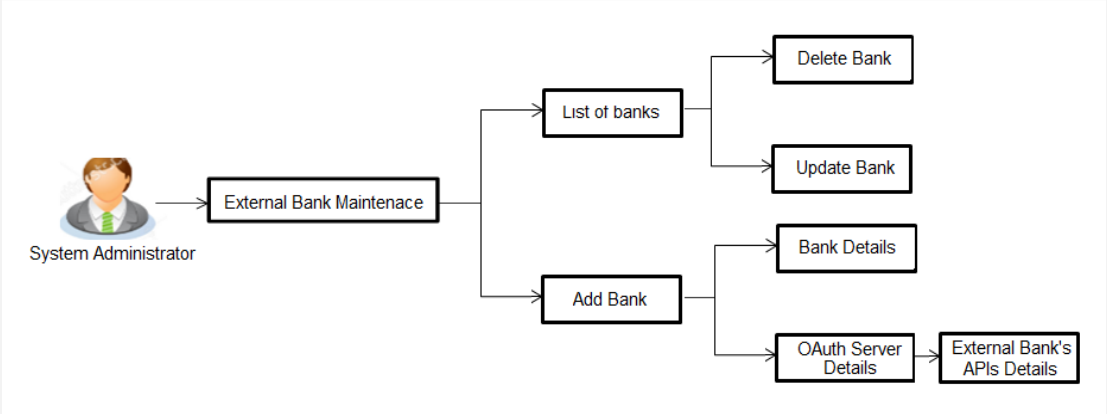
## 45.1 External Bank Maintenance

Using external bank maintenance, System Administrators can add an external bank. The external bank logo, address, URL and other details can be maintained. In addition to this, the authorization details can be captured, that will enable linking of OBDX with the external bank. Multiple external APIs can be saved, to facilitate access of data, which will then be available for the perusal of the OBDX customer.

**Pre-Requisites**

- Transaction access is provided to System Administrator
- Approval rule set up for System Administrator to perform the actions

**Workflow**




**Features Supported In Application**

This option allows the System Administrator to:

- View External Bank Details
- Add External Bank
- Update External Bank Details
- Delete External Bank

**How to reach here:**

*System Administrator Dashboard > Personal Finance > External Bank Maintenance*
*OR*
*System/ Bank Administrator Dashboard > Toggle Menu > Personal Financial Management > External Bank Maintenance*

### 45.1.1 Search and View External Bank's Details

System Administrators can search and view the details of the external banks already maintained in the application.

**To view external bank's details:**

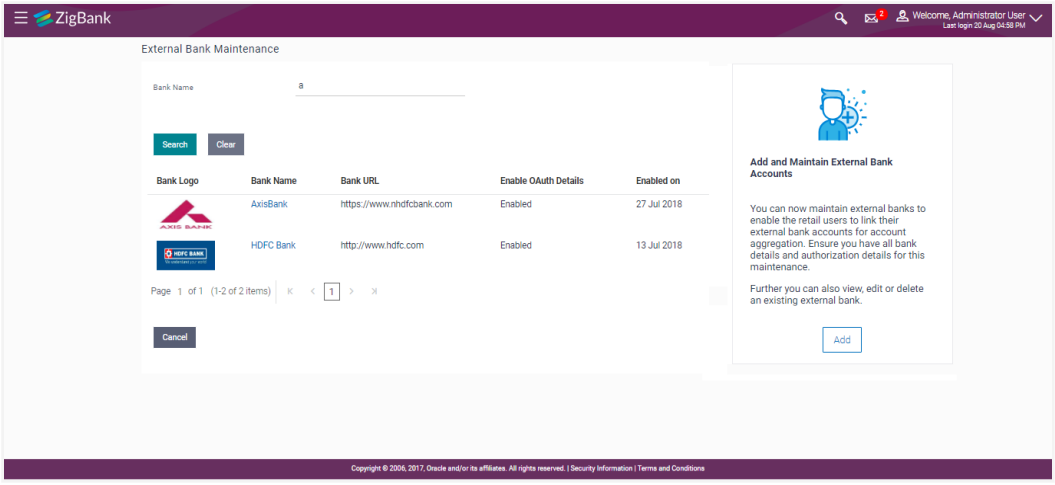
1. In the **Bank Name** field, enter the bank name to search for a specific external bank.
2. Click **Search**.
   List of external banks matching search criteria appears in search summary section.

OR
Click **Cancel** to cancel the transaction and navigate the user back to **Dashboard**.
OR
Click **Clear** to reset the details.

OR

Click **ADD to add new external bank.**

**External Bank Maintenance - Search Result**

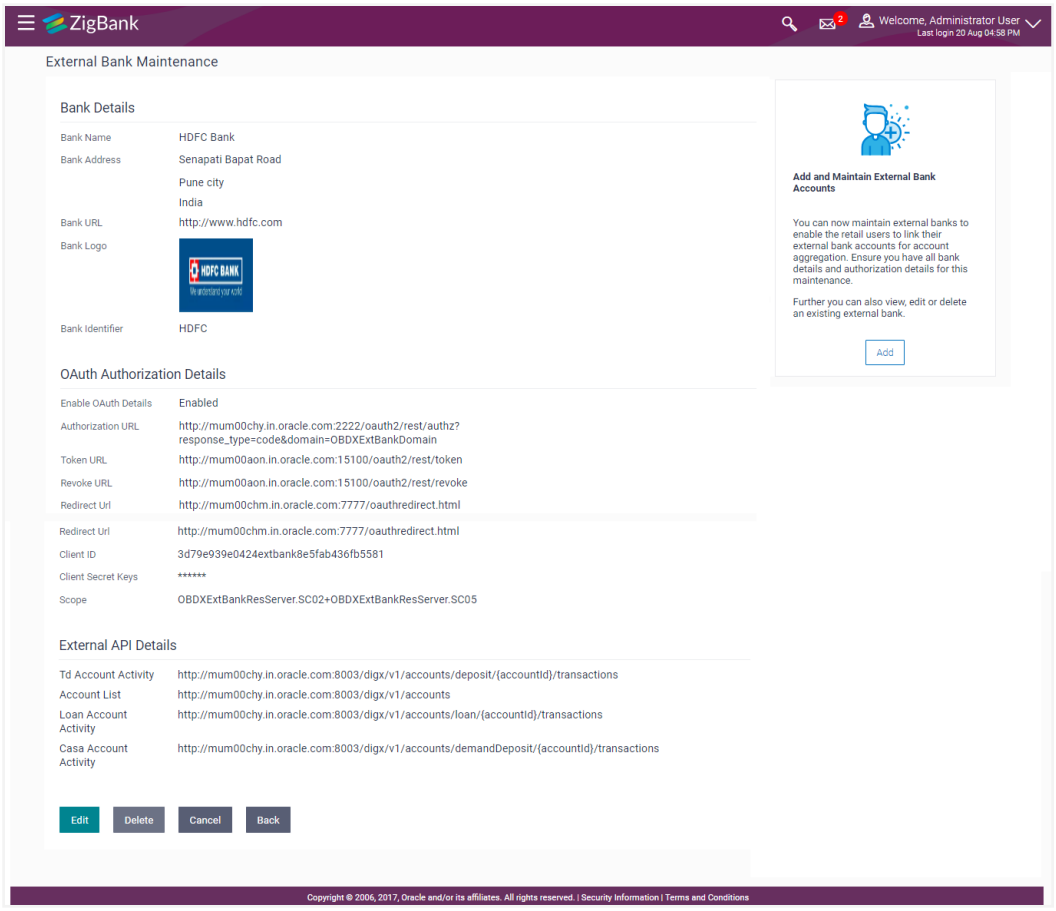



**Field Description**

| Field Name | Description |
|---|---|
| **Bank Logo** | The external Bank's logo. |
| **Bank Name** | The name of the external bank maintained in OBDX. |
| **Bank URL** | The URL of the external bank maintained in OBDX. |
| **Enable OAuth Details** | The status of the external bank's authorization details, if enabled or disabled. |
| **Enabled on** | If the status of an external bank is enabled, then date and time on which the bank is enabled for customers. |

3. Click **Bank Name** link on **External Bank Maintenance** screen.
   The bank details maintained appears on **External Bank Maintenance - View** screen.

## External Bank Maintenance - View




### Field Description

| Field Name | Description |
|---|---|
| **Bank Details** | |
| **Bank Name** | The name of the external bank maintained in OBDX. |
| **Bank Address** | The address of the external bank maintained in OBDX. |
| **Bank URL** | The URL of the external bank maintained in OBDX. |
| **Bank Logo** | The external Bank's logo. |
| **Bank Identifier** | The external bank identifier. |
| **OAuth Authorization Details** | |
| **Enable OAuth Details** | Displays the authorization details status for the external bank i.e. whether to enable /disable. |

| Field Name | Description |
|---|---|
| **Authorization URL** | Displays the authorization url. |
| **Token URL** | Displays the Token url. |
| **Revoke URL** | Displays the Revoke url. |
| **Redirect URL** | Displays the Redirect url. |
| **Client ID** | Displays the Client ID. |
| **Client Secret Keys** | Displays the Client secret keys. |
| **Scope** | Displays the applicable scope(s) for the external bank. |
| **External API Details** | |
| **External API's** | Displays the category of external API's exchanged between the Banks. |
| **API URL** | Displays the API URL. |

4. Click **Edit** to edit the external bank details.
   OR
   Click **Delete** to delete the external bank details.
   OR
   Click **Cancel** to cancel the transaction.
   OR
   Click **Back** to navigate to previous screen.

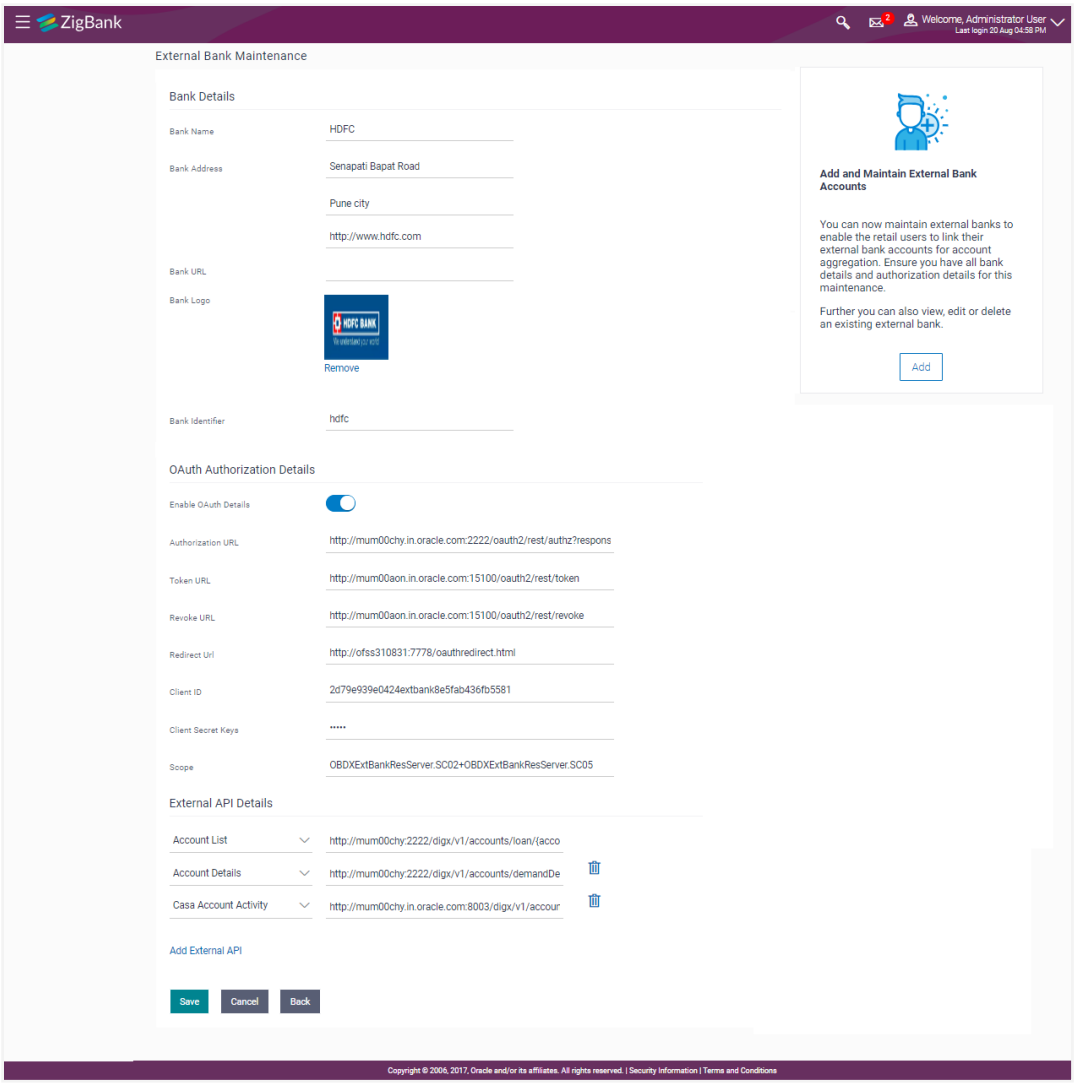
### 45.1.2 Add External Bank

System Administrators can add an external bank - so that it is available to the Retail User for account aggregation services (on successful authorization of this maintenance). System Administrators can add external bank details like Bank details, Bank Authorization details, multiple external APIs (to facilitate access of data between OBDX and the External Bank.)

**To add external bank:**

1. In the **External Bank Maintenance** screen, click **Add**. The **External Bank Maintenance - Create** screen appears.

## External Bank Maintenance - Add




### Field Description

| Field Name | Description |
|---|---|
| **Bank Details** | |
| **Bank Name** | Specify the name of the external bank. |
| **Bank Address** | Enter address of the external bank. |
| **Bank URL** | Specify the URL of the external bank. |
| **Bank Logo** | Upload logo of the bank through browse and upload image option. |
| **Bank Identifier** | Enter the external bank identifier. |

| Field Name | Description |
|---|---|
| **OAuth Authorization Details** | |
| **Enable OAuth Details** | Select the authorization details status for the external bank i.e. whether to enable /disable. |
| Below fields is enabled only if the **Enable OAuth Details** field is **enable** under **OAuth Authorization Details** section | |
| **Authorization URL** | Specify the authorization URL. |
| **Token URL** | Specify the Token URL. |
| **Revoke URL** | Specify the Revoke url. |
| **Redirect URL** | Specify the Redirect url. |
| **Client ID** | Specify the Client ID. |
| **Client Secret Keys** | Specify the Client secret keys. |
| **Scope** | Specify the applicable scope(s) for the external bank. |
| **External API Details** | |
| **External API's** | Select the external API's category, to access data between OBDX and the External Bank.<br>The External API could be to access the following information of the User's External Bank accounts:<br>• Account List<br>• Account Details<br>• Account Summary<br>• Account Activity |
| **API URL** | Specify the API URL. |

2. In the **Bank Name** field, enter the external bank's name.
3. In the **Bank Address** field, enter the external bank's address.
4. In the **Bank URL** field, enter the external bank's url.
5. Click **Choose Files** or **Drag Files here**, browse and upload image of bank logo.
6. In the **Bank Identifier** field, enter the external bank's identifier.
7. Click the **Enable OAuth Details** toggle button to enable or disable the authorization details.

**Note**: **OAuth Authorization Details** are maintained for the external bank, if the status of the **Enable OAuth Details** field is enabled.

8. In the **Authorization URL** field, enter the external bank's authorization url.
9. In the **Token URL** field, enter the external bank's token url.
10. In the **Revoke URL** field, enter the external bank's revoke url.
11. In the **Redirect URL** field, enter the external bank's redirect url.
12. In the **Client ID** field, enter the external bank's client ID.
13. In the **Client Secret Keys** field, enter the external bank's client secret keys.
14. In the **Scope** field, enter the appropriate scope for the external bank.
15. From the **External APIs** list, select the external API's exchanged between the Banks in **External API Details** section.
16. Click **+ Add External API** to add more APIs.
    The list appears to select the APIs.
    a. From the drop-down list, select the appropriate option.
    b. In the **API URL** field, enter the API url.
    c. OR
    Click  against the particular already added External API to delete it.
17. Click **Save** to update the changes.
    OR
    Click **Cancel** to cancel the transaction.
    OR
    Click **Back** to navigate to previous screen.
18. The **Review** screen appears. Verify the details, and click **Confirm**.
    OR
    Click **Cancel** to cancel the transaction.
    OR
    Click **Back** to navigate to previous screen.
19. The success message of external bank details creation appears.
    Click **OK** to complete the transaction.

### 45.1.3 Update External Bank's Details

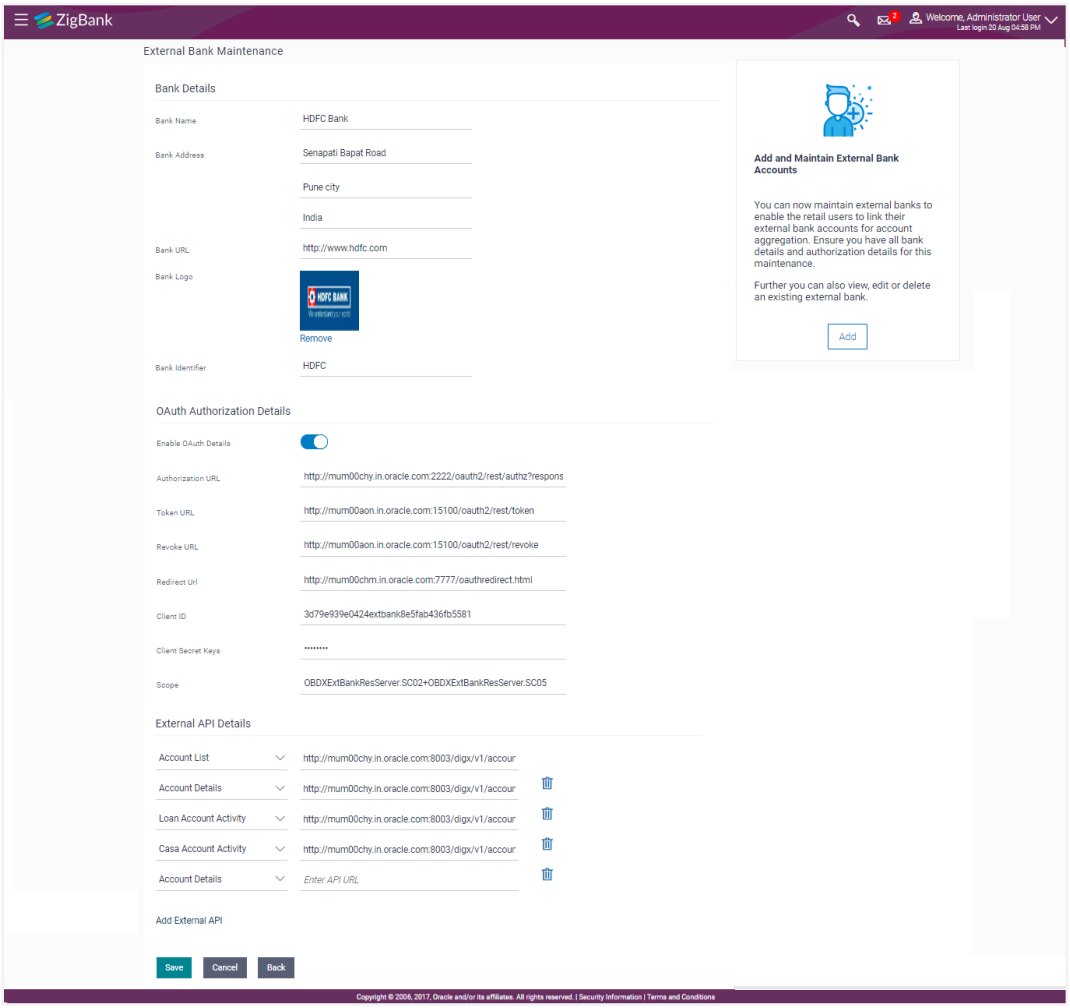
System Administrators can view and update the details of the external banks already maintained in the application. System Administrators can modify Bank details, Authorization details and External API information.

**To edit External bank details:**

1. In the **Bank Name** field, enter the bank name to search for the specific external bank.
2. Click **Search**.
   List of external banks matching the search criteria appears in search summary section.
   OR
   Click **Cancel** to cancel the transaction and navigate the user back to **Dashboard**.
   OR
   Click **Clear** to reset the details.
3. Click **Bank Name** link on **External Bank Maintenance** screen.
   The bank details maintained appears on **External Bank Maintenance - View** screen.

4. Click **Edit** to edit the external bank details. The **External Bank Maintenance - Edit** screen appears with values in editable form.

**External Bank Maintenance - Edit**




**Field Description**

| Field Name | Description |
|---|---|
| **Bank Details** | |
| **Bank Name** | Displays the name of the external bank.<br>This field is editable. |
| **Bank Address** | Displays an address of the external bank.<br>This field is editable. |
| **Bank URL** | Displays the URL of the external bank.<br>This field is editable. |

| Field Name | Description |
|---|---|
| **Bank Logo** | Displays the logo of the bank.<br>This field is editable. |
| **Bank Identifier** | Displays the external bank identifier.<br>This field is editable. |
| **OAuth Authorization Details** | |
| **Enable OAuth Details** | Displays the authorization details status for the external bank i.e. whether it is enable /disable.<br>This field is editable. |
| **Authorization URL** | Displays the Authorization URL.<br>This field is editable. |
| **Token URL** | Displays the Token URL.<br>This field is editable. |
| **Revoke URL** | Displays the Revoke url.<br>This field is editable. |
| **Client ID** | Displays the Client ID.<br>This field is editable. |
| **Client Secret Keys** | Displays the Client keys.<br>This field is editable. |
| **External API Details** | |
| **External API's** | Displays the category of external API's to access data between OBDX and the External Bank.<br>The options are:<br>• Account List<br>• Account Details<br>• Account Summary<br>• Account Activity<br>This field is editable. |
| **API URL** | Displays the API URL.<br>This field is editable. |

5. Update the required details.

6. Click **Save** to update the changes.
   OR
   Click **Cancel** to cancel the transaction.
   OR
   Click **Back** to navigate to previous screen.
7. The **Review** screen appears. Verify the details, and click **Confirm**.
   OR
   Click **Cancel** to cancel the transaction.
   OR
   Click **Back** to navigate to previous screen.
8. The success message of updates appears.
   Click **OK** to complete the transaction.

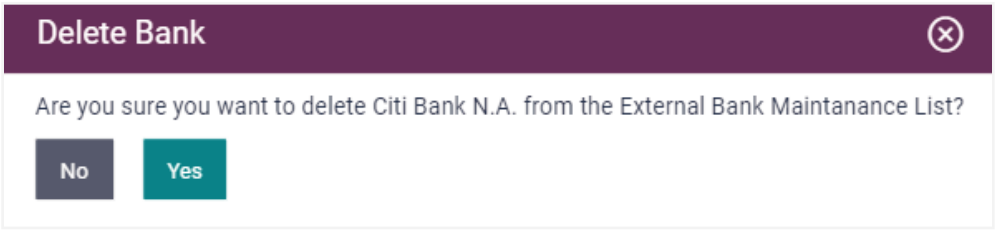
### 45.1.4 Delete External Bank's Details

System Administrators can search and delete existing external bank details.

**To delete external bank details:**

1. In the **Bank Name** field, enter the bank name to search for the specific external bank.
2. Click **Search**.
   List of external banks matching the search criteria appears in search summary section.
   OR
   Click **Cancel** to cancel the transaction and navigate the user back to **Dashboard**.
   OR
   Click **Clear** to reset the details.
3. Click **Bank Name** link on **External Bank Maintenance** screen.
   The bank details maintained appears on **External Bank Maintenance - View** screen.
4. Click **Delete** to delete the external bank details.
5. The **Delete Warning** message appears, click **Yes**.

**External Bank Maintenance - Delete**




6. The **External Bank Maintenance** screen with the successful object deletion message appears.
   Click **OK** to complete the transaction.

Home

# 46. Spend Category

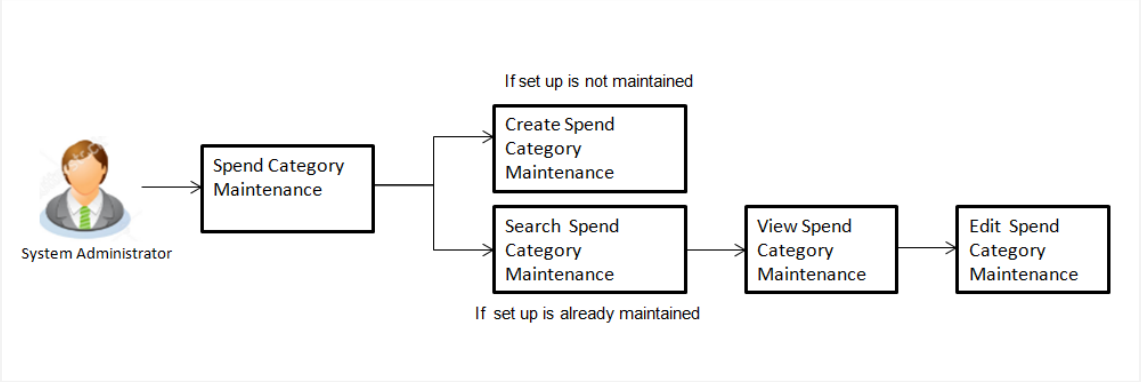
Using this option, the System Administrator can maintain the spend categories. Spend Category maintenance allows the System Administrator to create, modify or expire categories. For each of the Spend Category, System Administrator shall be able to map its corresponding sub categories under which the transactions will be tagged. This maintenance is done only for retail customers. Any time there can be a maximum of 7 categories available and each will have a unique category code. Spend categories cannot be deleted.

The each spend category can have up to four sub categories each.

**Prerequisites**

- Transaction access is provided to System Administrator
- Transactions which needs to be mapped to different categories are maintained
- Transaction description must have keywords which can be distinguished by rule engine for classification into subcategories

**Workflow**




**Features Supported In Application**

The Spend Category maintenance allows the System Administrator to:

- Search and View Spend Category
- Create Spend Category
- Edit Spend Category
- Add Spend Sub Category
- Edit Spend Sub Category

**How to reach here:**

*System Administrator Dashboard > Personal Finance > Spend Category*
*OR*
*System/ Bank Administrator Dashboard > Toggle Menu > Personal Financial Management > Spend Category*

## 46.1 Spend Category - Search

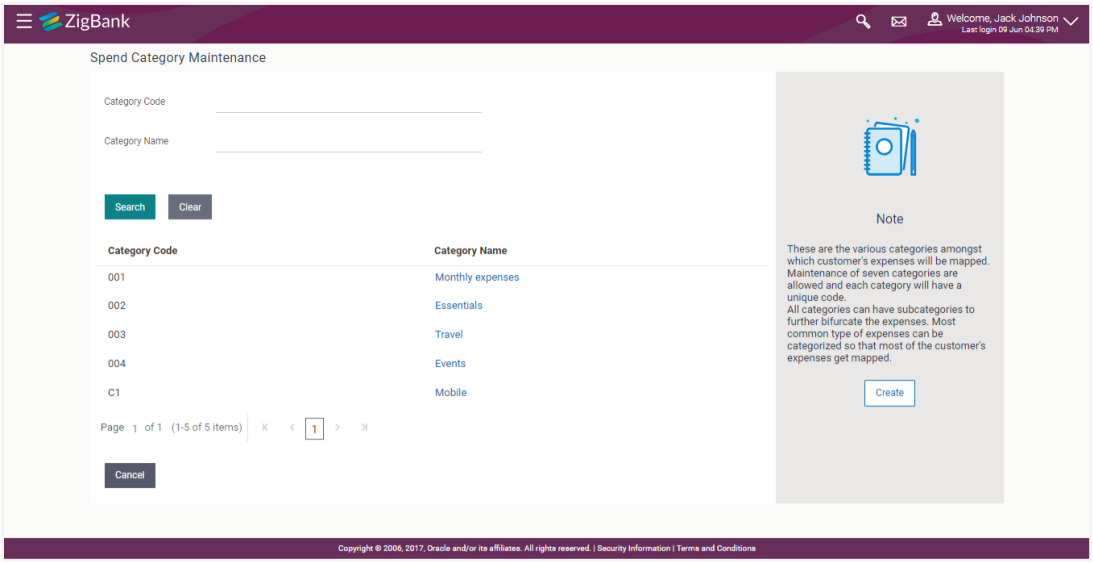
Using Spend category search option, System Administrators search the existing spend category. The search result displays a particular spend categories based on search criteria entered.

If the search parameters are not specified, then it displays all the records.

**To search a spend category:**

1. Enter the search criteria, click **Search**. The search results appear on the **Spend Category** screen based on the search parameters.
   OR
   Click **Clear** if you want to reset the search parameters.
   OR
   Click **Cancel** if you want to cancel the transaction.

**Spend Category - Search**




**Field Description**

| Field Name | Description |
|---|---|
| **Category Code** | Unique ID maintained for the spend category. |
| **Category Name** | Name of the spend category. Transactions are mapped to the category name to classify spending under each category. |

**Search Results**

| | |
|---|---|
| **Category Code** | Category codes of the searched spend categories. |

| Field Name | Description |
|---|---|
| **Category Name** | Name of the searched categories. |

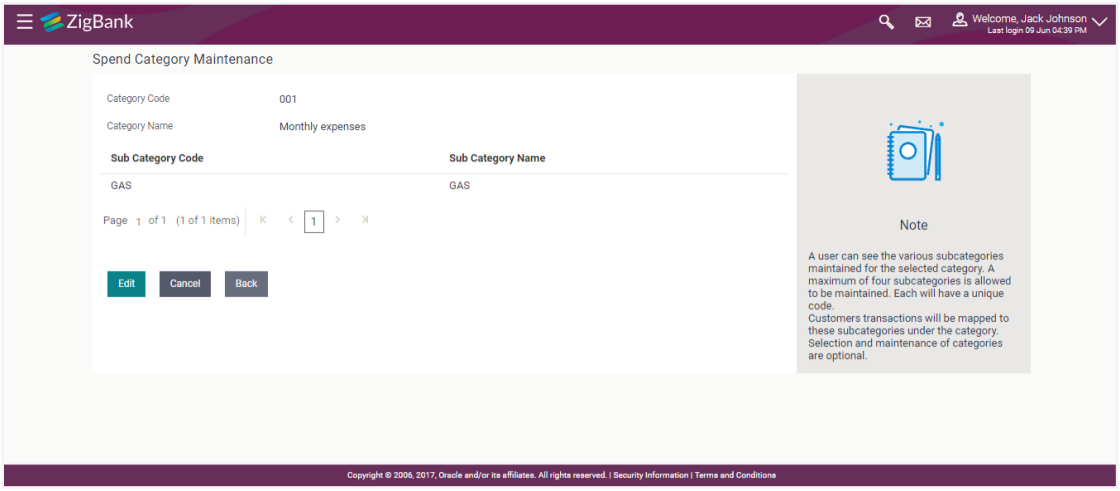
### 46.1.2 Spend Category - View

Using spend category view option, the System Administrator can view the spend categories and sub categories.

**To view a spend category:**

1. Enter the search criteria, click **Search**. The search results appear on the **Spend Category** screen based on the search parameters.
2. Click the **Category Name** link of the record for which you want to view the spend category. The **Spend Category - View** screen appears.

**Spend Category - View**




**Field Description**

| Field Name | Description |
|---|---|
| **Category Code** | Unique ID maintained for the spend category |
| **Category Name** | Name of the category. Transactions are mapped to the category name to classify spending under each category. |

**Sub Category Details**

| Field Name | Description |
|---|---|
| **Sub Category Code** | Unique ID maintained for the spend sub-category. |
| **Sub Category Name** | Name of the subcategory based on the category name. Transactions can be further classified under the sub categories available under a category. For e.g. Spend category name could be Household Expenses and under that, sub categories could be Grocery, Rent etc. |

3. Click **Edit** to if you want to edit the spend category.
   OR
   Click **Cancel** to cancel the transaction.
   OR
   Click **Back** to navigate to the previous screen.

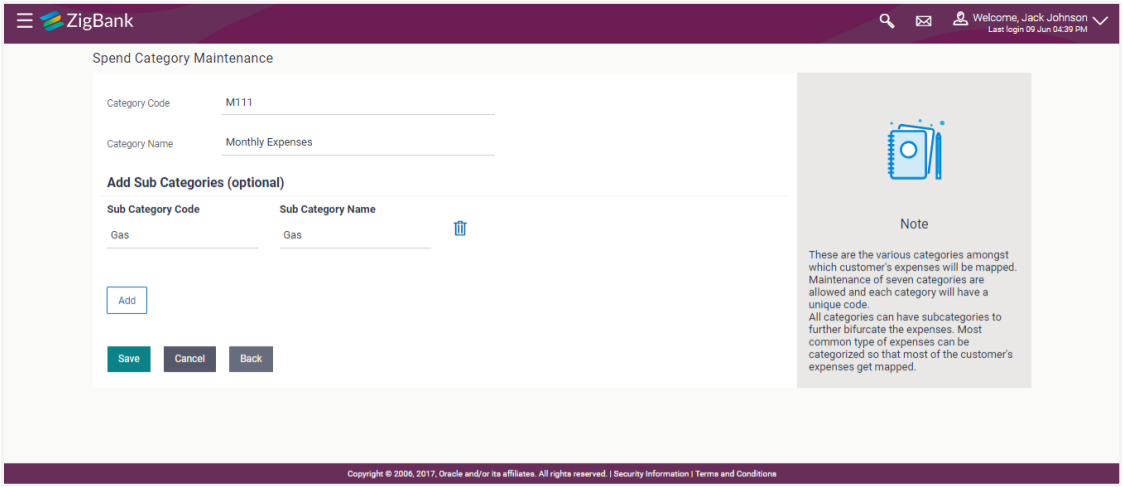
## 46.2 Spend Category - Create

Using spend category create option, the System Administrator can create new spend categories and sub categories.

**To create a spend category:**

1. In the **Spend Category** screen, click **Create**. The **Spend Category - Create** screen appears.

**Spend Category - Create**




**Field Description**

| Field Name | Description |
|---|---|
| **Category Code** | Unique ID maintained for the spend category. |

| Field Name | Description |
|---|---|
| **Category Name** | Name of the category. Transactions are mapped to the category name to classify spending under each category. |
| **Sub Category Details** | |
| **Sub Category Code** | Unique ID maintained for the spend sub-category. |
| **Sub Category Name** | Name of the subcategory based on the category name. Transactions can be further classified under the sub categories available under a category. For e.g. Spend category name could be Household Expenses and under that, sub categories could be Grocery, Rent etc. |

2. In the **Category Code** field, enter the code for the spend category.
3. In the **Category Name** field, enter the name of the spend category.
4. In the **Sub Category Details** section, enter the relevant information for subcategories.
5. Repeat step 4 to add more sub categories to a sub category.

**Note:** You can click  to delete a spend sub category or click **Add** to add more spend sub categories.

6. Click **Save** to save the category and sub category details.
   OR
   Click **Back** to navigate to previous screen.
   OR
   Click **Cancel** to cancel the transaction.
7. The **Review** screen appears. Verify the details, and click **Confirm**.
   OR
   Click **Edit** to modify the details.
   The user will be navigated back to the create screen.
   OR
   Click **Cancel** to cancel the transaction.
8. The success message of spend category creation appears.
   Click **Ok** to complete the transaction.

## 46.3 Spend Category - Edit

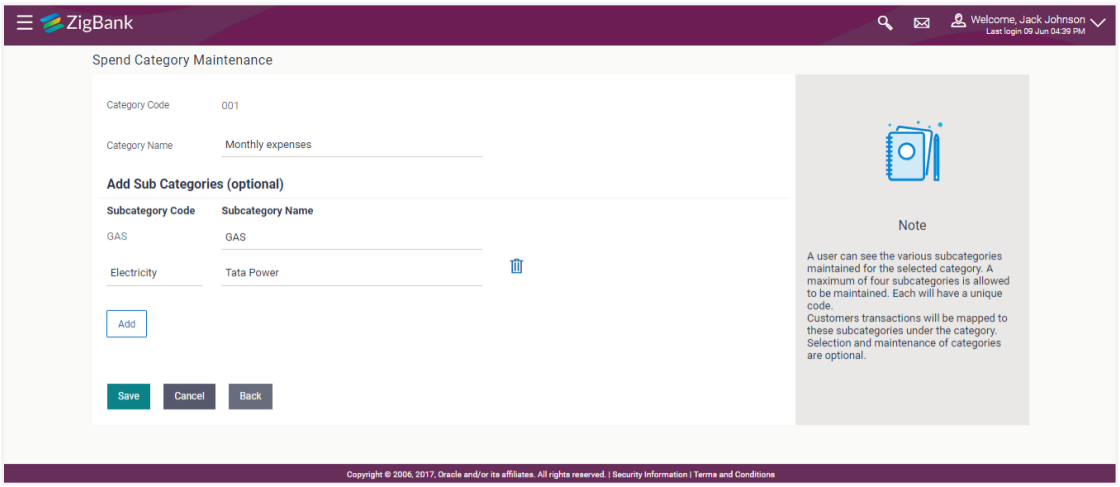
Using spend category edit option, System Administrator can modify the spend category details.

**To edit or update a spend category:**

1. Enter the search criteria, click **Search**. The search results appear on the **Spend Category** screen based on the search parameters.
2. Click the **Category Name** link of the record for which you want to edit the spend category. The **Spend Category - View** screen appears.
3. Click **Edit** to edit the spend category. The **Spend Category- Edit** screen appears.
   OR
   Click **Cancel** to cancel the transaction.

OR
Click **Back** to navigate to the previous screen.

### Spend Category - Edit




4. Edit the required details.
5. Click **Save** to update the changes.
   OR
   Click **Back** to navigate to previous screen.
   OR
   Click **Cancel** to cancel the transaction.
6. The **Review** screen appears. Verify the details, and click **Confirm**.
   OR
   Click **Edit** to modify the details.
   The user will be navigated back to the create screen.
   OR
   Click **Cancel** to cancel the transaction.
7. The success message of updates appears.
   Click **OK** to complete the transaction.

# FAQs

1. **How many spend categories can a System Administrator can create?**

   A System Administrator can create maximum of seven categories. However this is a Data base configuration and can be increased or decreased at the time of implementation.

2. **How many spend sub-categories can a System Administrator can create?**

   A System Administrator can create a maximum of four sub-categories under a main category.

3. **What is category code used for?**

   It is used as a unique key to distinguish different categories.

4. **How are the transactions being mapped to the categories?**

   The categories would be linked to a rule engine which will use some keywords in the description of transaction and get mapped to the category or sub category on its own.

Home

# 47. Goal Category Maintenance

Goal Category maintenance allows the System Administrator to create, modify or expire goal categories. For each of the Goal Category, System Administrator can map the Product under which the goals will be opened. This maintenance is done only for retail type of parties and is not applicable for corporate type of parties. Any time there can be a maximum of 10 categories available and each will have a unique category code.

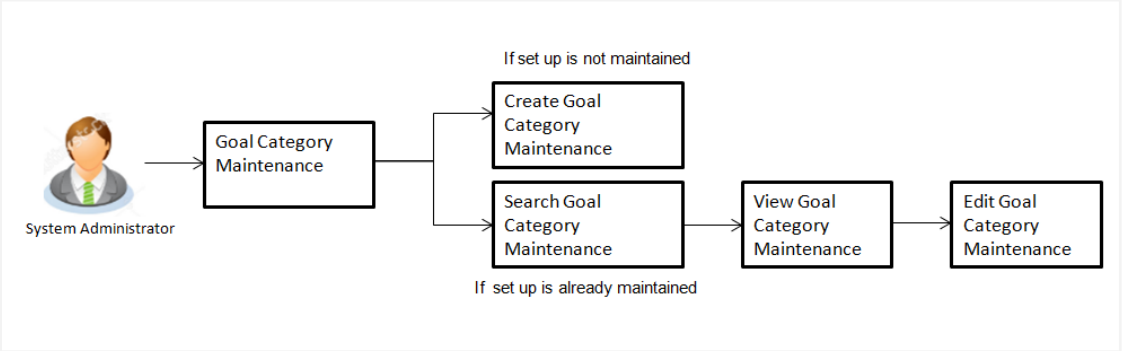
Administrator created categories needs to be linked with a product which will decide the other key parameters which will govern the Goal category. These parameters would be:

- Goal Amount Range ( Minimum and Maximum Value)
- Interest Rate Offered
- Tenure Range ( Minimum and Maximum)

**Prerequisites**

- Transaction access is provided to System Administrator
- Products which needs to be mapped to different categories are well maintained
- Goal categories to be made are limited and cannot be deleted

**Workflow**




**Features Supported In Application**

Goal category maintenance available for System administrator include

- Search Goal Category
- Create Goal Category
- Edit Goal Category

**How to reach here:**

*System Administrator Dashboard > Personal Finance > Goal Category*
*OR*
*System/ Bank Administrator Dashboard > Toggle Menu > Personal Financial Management > Goal Category*

# 47.1 Goal Category - Search

Using this option, System Administrators can search the existing goal category already created. The search result displays matching results of the goal based on search criteria entered.

If the search parameters are not specified, then it displays all the records. The search criteria comprises of two parameters:

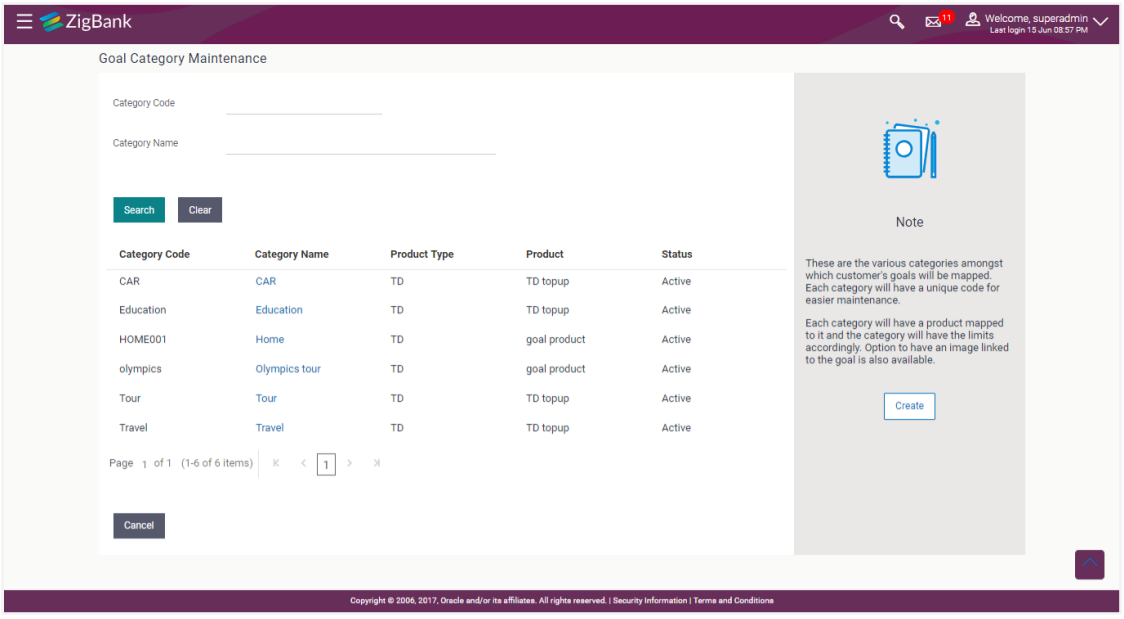
- Category Code
- Category Name

Category code will be a unique code which can be used by administrator to distinguish Goals which can vary on the product mapped.

**To search a goal category:**

1. Enter the search criteria, click **Search**. The search results appear on the **Goal Category** screen based on the search parameters.
   OR
   Click **Clear** if you want to reset the search parameters.
   OR
   Click **Cancel** if you want to cancel the transaction.

**Search Goal Category**




**Field Description**

| Field Name | Description |
|---|---|
| **Category Code** | Unique ID maintained for the category for internal search for bank administrator. |
| **Category Name** | Name of the category. |

| Field Name | Description |
|---|---|
| **Search Results** | |
| **Category Code** | Category code of the searched goal(s). |
| **Category Name** | Name of the searched category. |
| **Product Type** | Type of product mapped to the category under which the goals are opened. |
| **Product** | Name of the product which is mapped to the category. |
| **Status** | Status of the category, whether it is active or expired. |

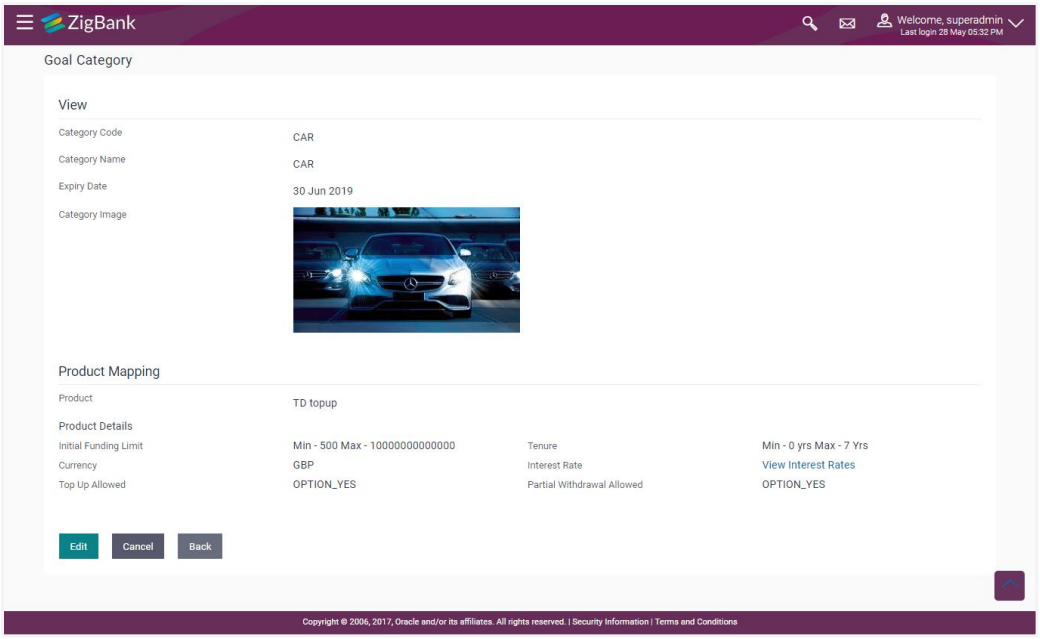
### 47.1.2 Goal Category - View

Using Goal category view option, the System Administrator can view the goal categories which already exist.

**To view a goal category:**

1. Enter the search criteria, click **Search**. The search results appear on the **Goal Category** screen based on the search parameters.
2. Click the **Category Name** link of the record for which you want to view the goal category. The **Goal Category - View** screen appears.

**Goal Category - View**



**Field Description**

| Field Name | Description |
|---|---|
| **Category Code** | Unique ID maintained for the category for internal search for bank administrator. |
| **Category Name** | Name of the category. |
| **Expiry Date** | Expiry date of the goal category. If the expiry date reaches, the user will not able to view the category. |
| **Category Image** | Image assigned for goal category. |
| **Product Mapping** | |
| **Product** | Name of the product mapped to the category under which the goal shall be opened. |
| **Product Details** | |
| **Initial Funding Limit** | The initial amount that the user can invest for his goal. |
| **Tenure** | The period of the goal created should fall within this range. |
| **Currency** | The currency with which a goal can be created. |
| **Interest Rate** | Click the **View Interest Rates** hyperlink to view the interest rate slab. Interest rate slab is set for the particular tenure, and is displayed according to the amount selected. |
| **Top Up Allowed** | Whether top up for the goal is allowed or not. |
| **Partial Withdrawal Allowed** | Whether partial withdrawal of the goal is allowed or not. |

3. Click **Edit** to if you want to edit the goal category.
   OR
   Click **Cancel** to cancel the transaction.
   OR
   Click **Back** to navigate to the previous screen.

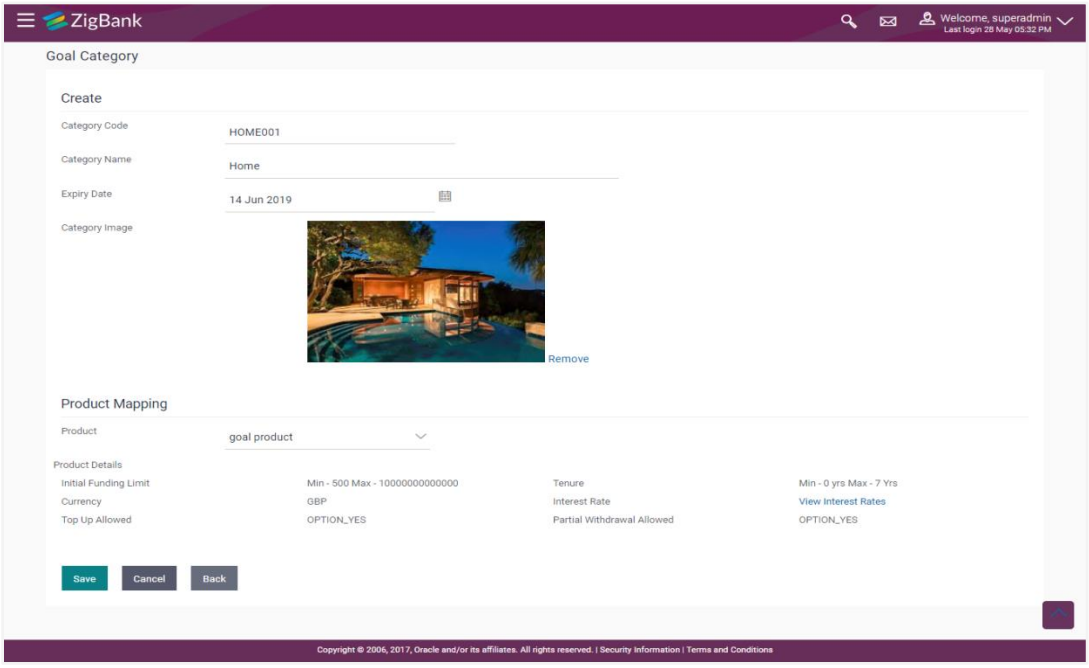
## 47.2 Goal Category - Create

Using Goal category create option, the System Administrator can create new goal categories and sub categories.

**To create a goal category:**

1. In the **Goal Category** screen, click **Create**. The **Goal Category - Create** screen appears.

### Goal Category - Create




### Field Description

| Field Name | Description |
|---|---|
| **Category Code** | Unique id maintained for the category. Which will be used for internal search for bank administrator. |
| **Category Name** | Name of the category. |
| **Expiry Date** | Expiry date of the goal category. If the expiry date reaches, the user will not be able to view the category while creating a new goal. |
| **Category Image** | Image of the category for which category to be created. |
| **Product Mapping** | |
| **Product** | Name of the product to be mapped to the category under which the goal shall be opened. Bank maintains different products based on the category of the goal. |
| **Product Details** | |
| **Initial Funding Limit** | The initial amount that the user is investing for his goal. It must be within the limits of the product mapped. |
| **Tenure** | The period of the goal created should fall within this range. |

| Field Name | Description |
|---|---|
| **Currency** | The currency with which a goal can be created. |
| **Interest Rate** | Click the **View Interest Rates** hyperlink to view the interest rate slab. Interest rate slab is set for the particular tenure, and is displayed according to the amount selected. |
| **Top Up Allowed** | Whether top up for the goal is allowed or not. |
| **Partial Withdrawal Allowed** | Whether partial withdrawal of the goal is allowed or not. |

2. In the **Category Code** field, enter the code for the goal category.
3. In the **Category Name** field, enter the name of the goal category.
4. From the **Expiry Date** list, select the appropriate date.
5. Click **Choose Files** to choose the category image.
6. From the **Product** list, select the appropriate option.
7. Click **Save** to save the category details.
   OR
   Click **Cancel** to cancel the transaction.
   OR
   Click **Back** to navigate to previous screen.
8. The **Review** screen appears. Verify the details, and click **Confirm**.
   OR
   Click **Cancel** to cancel the transaction.
   OR
   Click **Back** to navigate to previous screen.
9. The success message of goal category creation appears.
   Click **OK** to complete the transaction.

## 47.3 Goal Category - Edit

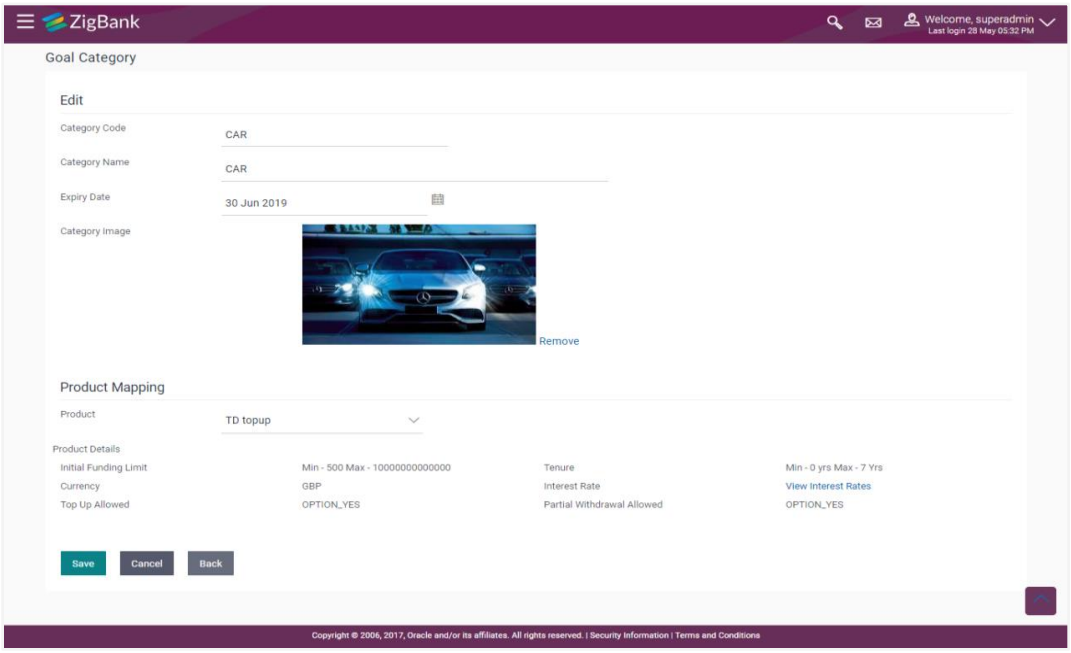
Using Goal category edit option, System Administrator can modify the goal details at any time during the tenure of the goal. Administrator can edit Category Name, Expiry Date and Interest Rate fields.

**To edit or update a goal category:**

1. Enter the search criteria, click **Search**. The search results appear on the **Goal Category** screen based on the search parameters.
2. Click the **Category Name** link of the record for which you want to edit the goal category. The **Goal Category View** screen appears.
3. Click **Edit** to edit the goal category. The **Goal Category Edit** screen appears.
   OR
   Click **Cancel** to cancel the transaction.

OR
Click **Back** to navigate to the previous screen.

### Goal Category - Edit




4. Edit the required details.
5. Click **Save** to update the changes.
   OR
   Click **Cancel** to cancel the transaction.
   OR
   Click **Back** to navigate to previous screen.
6. The **Review** screen appears. Verify the details, and click **Confirm**.
   OR
   Click **Cancel** to cancel the transaction.
   OR
   Click **Back** to navigate to previous screen.
7. The success message of updates appears.
   Click **OK** to complete the transaction.

# FAQs

1. **Can I create a category with unique category code but a common category name?**

   No, category code and category name, both should be unique.

2. **Can I delete a goal category?**

   No, goal category once created cannot be deleted. However you can update an expiry date.

3. **How many Goal categories can be created?**

   Administrator can create a maximum of ten goal categories. At a time there can be a maximum of ten active goal categories. Expired goal categories are treated as inactive categories.

Home

# 48. Manage Brand

Banks can have varied requirements with regards to the theme and for look and feel of the application.

Manage Brand is an administrative maintenance that allows the System Administrator to define the theme using brand logo, colors, fonts and font sizes.

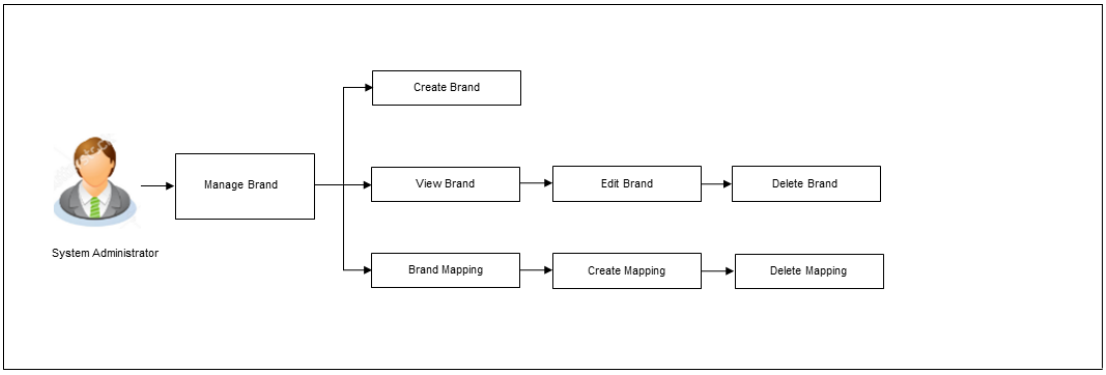
System Administrator can configure the style / theme by selecting brand logo, header, background, label, button and font colors, font type and sizes for header text, menu, buttons etc. The administrator can define multiple themes with the above-mentioned attributes and once defined, the administrator can activate one of the themes from the available list. The administrator defines brand attributes for user segments.

This function also enables the System Administrator to create themes which will be available for Retail user for personalizing his view.

At any point in time, the administrator can deactivate a theme and activate another one.

**Prerequisites**

- Transaction access is provided to System Administrator



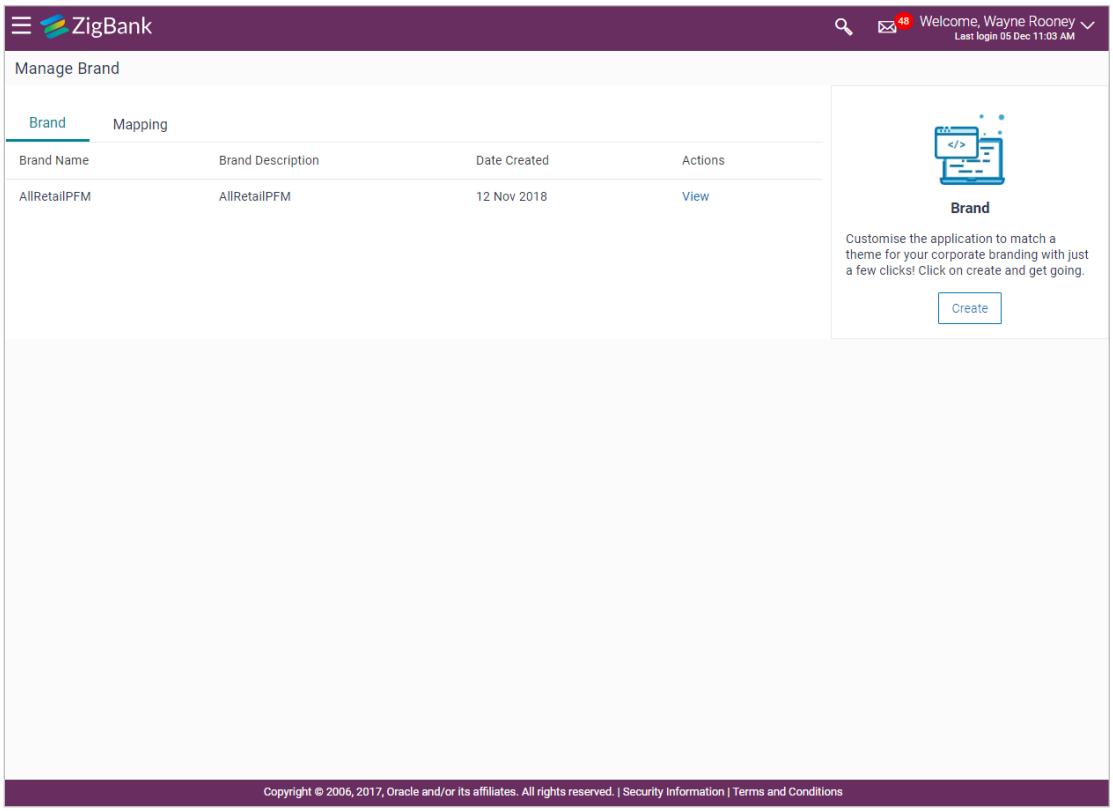

**Features supported in application**

- View Brand
- Create Brand
- Edit Brand
- Delete Brand
- Brand Mapping

**How to reach here:**

*System Administrator Dashboard > User Experience > Manage Brand*
*OR*
*System/ Bank Administrator Dashboard > Toggle menu > User Experience > Manage Brand*

## Manage Brand – Summary




### Field Description

| Field Name | Description |
|---|---|
| **Brand Name** | Displays the theme name as defined. |
| **Brand Description** | Displays the theme description as defined. |
| **Date Created** | Displays the date of theme creation. |
| **Actions** | The available action buttons against the theme are displayed.<br>The action button can be:<br>• View: Click to view the created theme. |

1. In the **Action** column, click the **View** link to view the already created theme.
   OR
   Click **Create** to create a new theme.

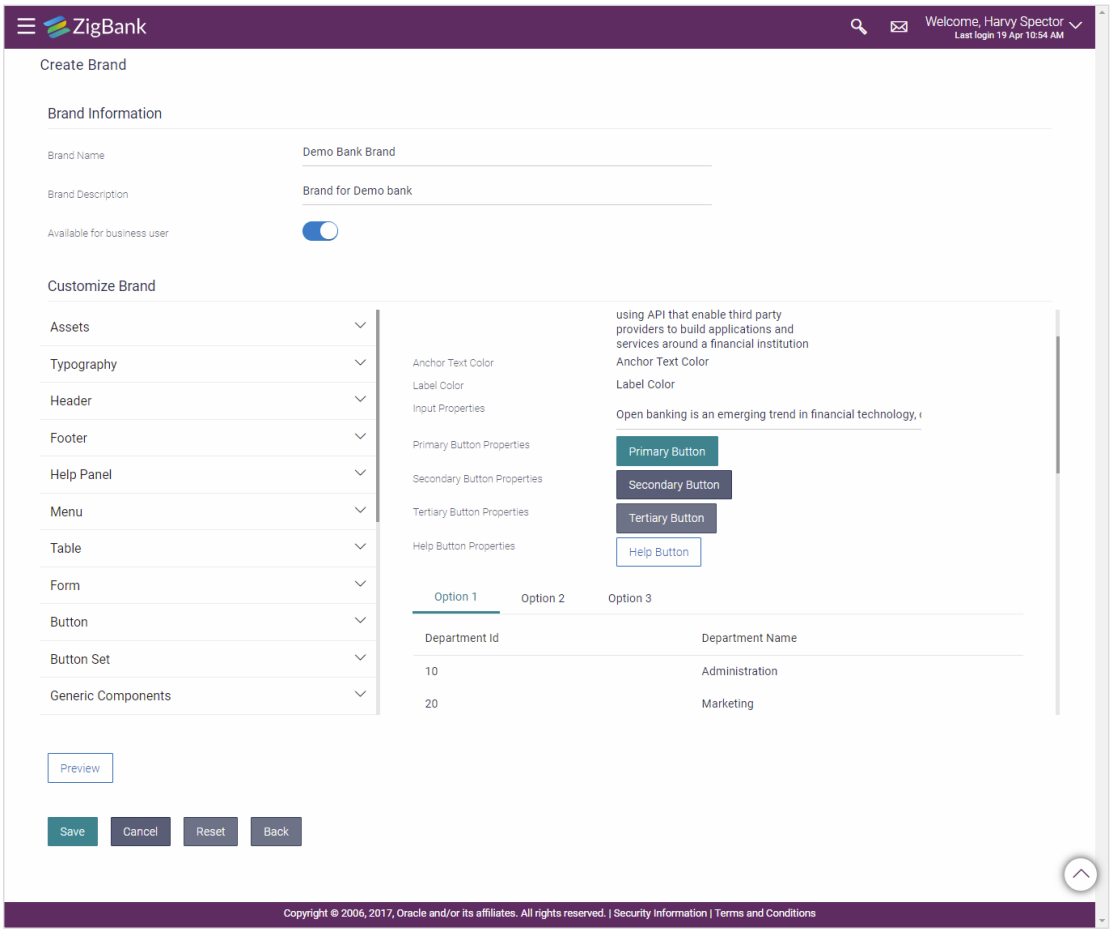
# 48.1 Manage Brand - Create

Using this option, System Administrator can create a new theme for retail, corporate and administrator users.

**To create a brand:**

1. In the **Manage Brand** screen, click Create. The **Create Brand** screen appears.

**Manage Brand - Create**




**Field Description**

| Field Name | Description |
|---|---|
| **Brand Name** | Enter a name for the brand being created. |
| **Brand Description** | Enter a description for the brand being created. |

| Field Name | Description |
|---|---|
| **Available for Business Users** | The toggle button to define whether the brand will be available to business users or not for personalization. If this toggle is enabled, then the created theme will be available for Retail users for personalization. Retail user can select from the available themes and can personalize his view. |

**Customized Brands**

| | |
|---|---|
| **Assets** | Upload a zip file which contains the icons and logo for the brand. The name of the assets uploaded should be same as the ones available in the application.<br>For e.g. if the logo is available in the application with the name “logo.svg”, the updated logo should be uploaded with the same name. The file path should be like “common/logo.svg”.<br>**Note**: For mac users, create the zip file using command line to exclude DS_Store files. |
| **Typography** | The typography of the brand being created is defined in this section.<br>The typography includes:<br>• Base Font URL<br>• Base Font Family |
| **Base Font URL** | The URL for the base font that is to be used in the brand.<br>This field appears if you click ⌄ against the **Typography** field. |
| **Base Font Family** | The name of the base font family that is to be applied for creating the brand.<br>This field appears if you click ⌄ against the **Typography** field. |

**Header**

A **header of the application** is the most valuable area. It runs across the top of the page and has important information and links, which make the navigation across the application easier and quick.

The application header related attributes are defined in this section.

A preview of how the header will be displayed, based on brand definition is focused and appears on the right-hand side of the screen.

Below fields appear if you click ⌄ against the **Header** field.

| Field Name | Description |
|---|---|
| **Background** | The header background color is defined in this section.<br>The color includes:<br>• Solid Color - A flat single color to be used in the background<br>• Gradient - Two colors appearing in progression in a particular direction<br>• Transparent - No color is defined to be used in the background |
| **Icon Size** | The size of the header icon is defined in this section. |
| **Typography** | The typography color, font size and weight for the header is defined in this section. |
| **Header Height** | The height of the brand header is defined in this section. |
| **Border** | The color of the border for the header is defined in this section. |

**Footer**

The area that appears at the bottom on every page of the application is known as the footer. It contains site information for e.g. the copyright details and the release year of the application.

The application footer related attributes are defined in this section.

A preview of how the footer will be displayed, based on brand definition is focused and appears on the right-hand side of the screen.

Below fields appear if you click against the **Footer** field.

| | |
|---|---|
| **Background** | The footer background color is defined in this section.<br>The color includes:<br>• Solid Color - A flat single color to be used in the background<br>• Gradient - Two colors appearing in progression in a particular direction<br>• Transparent - No color is defined to be used in the background |
| **Typography** | The typography color, font size and weight for the footer is defined in this section. |
| **Footer Height** | The height of the brand footer is defined in this section. |

| Field Name | Description |
|---|---|

**Help Panel**

The area that appears on the right side of the form on every page of the application is the Help Panel. It contains brief information related to the module it appears on.

The application help panel related attributes are defined in this section.

A preview of how the help panel will be displayed, based on brand definition is focused and appears on the right-hand side of the screen.

Below fields appear if you click against the **Help Panel** field.

**Background** The typography color, size and weight for the header is defined in this section.

The color includes:

- Solid Color - A flat single color to be used in the background
- Gradient - Two colors appearing in progression in a particular direction
- Transparent - No color is defined to be used in the background

**Typography** The typography color, body and header font size and weight for the help panel is defined in this section.

**Header** The font size and color of the help panel is defined in this section.

**Icon Size** The size of the header icon is defined in this section.

**Menu**

The collapsible area that appears on the click of the Hamburger menu icon on the top left corner of the application is known as the menu. It contains links to navigate across application.

The application Menu related attributes are defined in this section.

A preview of how the menu will be displayed, based on brand definition can be viewed. By clicking on the hamburger icon on the top left corner of the header.

Below fields appear if you click against the **Menu** field.

**Background** The menu background color is defined in this section.

The color includes:

- Solid Color - A flat single color to be used in the background
- Gradient - Two colors appearing in progression in a particular direction
- Transparent - No color is defined to be used in the background

| Field Name | Description |
|---|---|
| **Typography** | The typography color, body and header font size and weight for the Menu is defined in this section. |
| **Hover** | The mouse hover color on the menu items is defined in this section. |
| **Interaction** | The type of menu interaction is selected from this section.<br>The options are:<br>• Collapsible<br>• Sliding |

**Table**

A formatted structure with rows and columns to represent the data is known as the table.

The application table related attributes are defined in this section.

A preview of how the table will be displayed, based on brand definition is focused and appears on the right-hand side of the screen.

Below fields appear if you click against the **Table** field.

**Header**

| | |
|---|---|
| **Background** | The background color of the table header is defined in this section.<br>The color includes:<br>• Solid Color - A flat single color to be used in the background<br>• Gradient - Two colors appearing in progression in a particular direction<br>• Transparent - No color is defined to be used in the background |
| **Typography** | The typography color, body and header font size and weight for the Menu is defined in this section. |

**Body**

| | |
|---|---|
| **Background** | The background color of the table body is defined in this section.<br>The color includes:<br>• Solid Color - A flat single color to be used in the background<br>• Gradient - Two colors appearing in progression in a particular direction<br>• Transparent - No color is defined to be used in the background |

| Field Name | Description |
|---|---|
| **Typography** | The typography color, body and body font size and weight for the Menu is defined in this section. |
| **Border** | The color of the border for the table is defined in this section. |
| **Hover** | The color of the hover on the table is defined in this section. |

**Form**

A structural representation of user related input fields is known as a form.

The application form related attributes are defined in this section.

A preview of how the form will be displayed, based on brand definition is focused and appears on the right-hand side of the screen.

Below fields appear if you click against the **Form** field.

**Form Section Header**

| | |
|---|---|
| **Background** | The background color of the section header of the form is defined in this section.<br>The color includes:<br>• Solid Color - A flat single color to be used in the background<br>• Gradient - Two colors appearing in progression in a particular direction<br>• Transparent - No color is defined to be used in the background |
| **Typography** | The typography color, body font size and weight for the section header of form is defined in this section. |

**Label**

| | |
|---|---|
| **Typography** | The typography color, body font size and weight for the Labels of form is defined in this section. |

**Information Text**

| | |
|---|---|
| **Typography** | The typography color, body font size and weight for the Information text of form is defined in this section. |

**Icon**

| | |
|---|---|
| **Dimension** | The color, font size and weight for the icons in the form is defined in this section. |
| **Hover** | The color of the hover in the form is defined in this section. |

| Field Name | Description |
|---|---|
| **Disabled Input** | |
| **Background** | The background color of the disabled input is defined in this section.<br>The color includes:<br>• Solid Color - A flat single color to be used in the background<br>• Gradient - Two colors appearing in progression in a particular direction<br>• Transparent - No color is defined to be used in the background |
| **Typography** | The typography color, body font size and weight for the disabled text of form is defined in this section. |
| **Link** | |
| **Typography** | The typography color, body font size and weight for the links in form is defined in this section. |
| **Hover** | The color of the hover of disabled field in the form is defined in this section. |

**Button**

An element that allows the user to take actions with a single tap and interact with them is known as the button.

The application buttons related attributes are defined in this section.

A preview of how the buttons will be displayed, based on brand definition is focused and appears on the right-hand side of the screen.

Below fields appear if you click against the **Button** field.

**Primary / Secondary / Tertiary/ Help**

| | |
|---|---|
| **Border** | The color of the border for the buttons is defined in this section.<br>The border attribute includes:<br>• Border Color<br>• Border Width<br>• Border Radius |

| Field Name | Description |
|---|---|
| **Background** | The background color of the Primary, Secondary, Tertiary and Help button is defined in this section.<br>The color includes:<br>• Solid Color - A flat single color to be used in the background<br>• Gradient - Two colors appearing in progression in a particular direction<br>• Transparent - No color is defined to be used in the background |
| **Typography** | The typography color, font size and weight for button text is defined in this section. |
| **Icon Size** | The size of the icon used in the button. |

**Button Set**

A preview of how the button set for e.g. Toggle buttons, Switch buttons will be displayed, based on brand definition is focused and appears on the right-hand side of the screen.

Below fields appear if you click against the **Button Set** field.

| | |
|---|---|
| **Border** | The color of the border for the button set is defined in this section.<br>The border attribute includes:<br>• Border Color<br>• Border Width<br>• Border Radius |
| **Background** | The background color of the button set is defined in this section.<br>The color includes:<br>• Solid Color - A flat single color to be used in the background<br>• Gradient - Two colors appearing in progression in a particular direction<br>• Transparent - No color is defined to be used in the background |
| **Typography** | The typography color, font size and weight for the button text in the button set is defined in this section. |

**Selected**

| Field Name | Description |
|---|---|
| **Border** | The color of the border for the selected button in the button set is defined in this section.<br>The border attribute includes:<br>• Border Color<br>• Border Width<br>• Border Radius |
| **Background** | The background color of the selected button in the button set is defined in this section.<br>The color includes:<br>• Solid Color - A flat single color to be used in the background<br>• Gradient - Two colors appearing in progression in a particular direction<br>• Transparent - No color is defined to be used in the background |
| **Typography** | The typography color, font size and weight for the selected button in the button set text is defined in this section. |

**Generic Components**

The accordion includes components which are generic to the application.

Below fields appear if you click against the **Generic Components** field.

| | |
|---|---|
| **Background** | The background color of the application is defined in this section.<br>The color includes:<br>• Solid Color - A flat single color to be used in the background<br>• Gradient - Two colors appearing in progression in a particular direction<br>• Transparent - No color is defined to be used in the background |

**Page Title**

| | |
|---|---|
| **Typography** | The typography color, font size and weight for the Page Title text is defined in this section. |

**Default Base Border**

| | |
|---|---|
| **Border** | The color of the border for the application in general is defined in this section. |

| Field Name | Description |
|---|---|
| **Font Size Small/ Medium / Large/ Larger/ Default** | The size of the small, medium, large, larger and default fonts to be used in the brand application is defined in this section. |

**Modal Window**

An element that appears as a subordinate to the main page where an action is to be taken or information is provided is known as the Modal Window. The window disables the main page which it is on, making it it's child.

The application modal window related attributes are defined in this section.

A preview of how the modal window will be displayed, based on brand definition can be viewed by clicking on the Show Modal Window button on the right-hand side of the screen.

Below fields appear if you click against the **Modal Window** field.

**Header**

| | |
|---|---|
| **Background** | The background color of the Modal Window header is defined in this section.<br>The color includes:<br>• Solid Color - A flat single color to be used in the background<br>• Gradient - Two colors appearing in progression in a particular direction<br>• Transparent - No color is defined to be used in the background |
| **Typography** | The typography color, font size and weight for the Modal Window header text is defined in this section. |

**Body**

| | |
|---|---|
| **Background** | The background color of the Modal Window body is defined in this section.<br>The color includes:<br>• Solid Color - A flat single color to be used in the background<br>• Gradient - Two colors appearing in progression in a particular direction<br>• Transparent - No color is defined to be used in the background |
| **Typography** | The typography color, font size and weight for the Modal Window body text is defined in this section. |

| Field Name | Description |
|---|---|
| **Navigation List** | |
| | An element that appears as quick links which makes switching between different pages of the same component easier is known as the Navigation List.<br>The application Navigation List related attributes are defined in this section.<br>A preview of how the Navigation List will be displayed, based on brand definition is focused and appears on the right-hand side of the screen.<br>Below fields appear if you click against the **Navigation List** field. |
| **Default** | |
| **Typography** | The default typography color, font size and weight for the Navigation List body text is defined in this section. |
| **Hover** | |
| **Typography** | The hover typography color, font size and weight for the Navigation List body text is defined in this section. |
| **Border** | The hover color of the border for the Navigation List is defined in this section.<br>The border attribute includes:<br>• Border Color<br>• Border Width<br>• Border Radius |
| **Background** | The hover background color for the Navigation List is defined in this section.<br>The color includes:<br>• Solid Color - A flat single color to be used in the background<br>• Gradient - Two colors appearing in progression in a particular direction<br>• Transparent - No color is defined to be used in the background |
| **Selected** | |
| **Typography** | The selected typography color, font size and weight for the Navigation List body text is defined in this section. |

| Field Name | Description |
|---|---|
| **Border** | The selected color of the border for the Navigation List is defined in this section.<br>The border attribute includes:<br>• Border Color<br>• Border Width<br>• Border Radius |

**Information Banner**

An area where the information summary about any transaction is available in the application is known as the Information Banner.

The application Information Banner related attributes are defined in this section.

A preview of how the Information Banner will be displayed, based on brand definition is focused and appears on the right-hand side of the screen.

Below fields appear if you click against the **Information Banner** field.

| | |
|---|---|
| **Background** | The background color for the Information Banner is defined in this section.<br>The color includes:<br>• Solid Color - A flat single color to be used in the background<br>• Gradient - Two colors appearing in progression in a particular direction<br>• Transparent - No color is defined to be used in the background |
| **Typography** | The typography color, font size and weight for the Information Banner body text is defined in this section. |

**Review Banner**

A preview of how the Review Banner will be displayed, based on brand definition is focused and appears on the right-hand side of the screen.

Below fields appear if you click against the **Review Banner** field.

| | |
|---|---|
| **Background** | The background color for the Review Banner is defined in this section.<br>The color includes:<br>• Solid Color - A flat single color to be used in the background<br>• Gradient - Two colors appearing in progression in a particular direction<br>• Transparent - No color is defined to be used in the background |

| Field Name | Description |
|---|---|
| **Border** | The color of the border for the Review Banner is defined in this section.<br>The border attribute includes:<br>• Border Color<br>• Border Width<br>• Border Radius |
| **Typography** | The typography color, font size and weight for the Review Banner body text is defined in this section. |

**Confirmation / Error Banner**

A preview of how the Confirmation/Error Banner will be displayed, based on brand definition is focused and appears on the right-hand side of the screen.

Below fields appear if you click against the **Confirm Screen** field.

| | |
|---|---|
| **Border** | The color of the border for the Confirmation/Error Banner is defined in this section.<br>The border attribute includes:<br>• Border Color<br>• Border Width<br>• Border Radius |
| **Typography** | The typography color, font size and weight for the Confirmation/Error Banner body text is defined in this section. |

**Success**

| | |
|---|---|
| **Background** | The background color for the Confirmation Banner is defined in this section.<br>The color includes:<br>• Solid Color - A flat single color to be used in the background<br>• Gradient - Two colors appearing in progression in a particular direction<br>• Transparent - No color is defined to be used in the background |
| **Border** | The color of the border for Confirmation Banner is defined in this section.<br>The border attribute includes:<br>• Border Color<br>• Border Width<br>• Border Radius |

| Field Name | Description |
|---|---|
| **Error** | |
| **Background** | The background color for the Error Banner is defined in this section.<br>The color includes:<br>• Solid Color - A flat single color to be used in the background<br>• Gradient - Two colors appearing in progression in a particular direction<br>• Transparent - No color is defined to be used in the background |
| **Border** | The color of the border for Error Banner is defined in this section.<br>The border attribute includes:<br>• Border Color<br>• Border Width<br>• Border Radius |
| **Scroll Bar** | |
| An example of how the scroll bar will be displayed, based on brand definition appears in the scroll bar on the form section (right hand side) of the screen.<br>Below fields appear if you click against the **Scroll Bar** field. | |
| **Scroll Track** | |
| **Border** | The color of the border for the Scroll track is defined in this section. |
| **Scroll Thumb** | |
| **Border** | The color of the border for the Scroll Thumb is defined in this section. |
| **Accordion** | |
| A vertically stacked element which allows the user to toggle between sections of content.<br>The application Accordion related attributes are defined in this section.<br>A preview of how the Accordion will be displayed, based on brand definition is focused and appears on the right-hand side of the screen.<br>Below fields appear if you click against the **Accordion** field. | |

| Field Name | Description |
|---|---|
| **Border** | The color of the border for Accordion is defined in this section.<br>The border attribute includes:<br>• Border Color<br>• Border Width<br>• Border Radius |
| **Header** | |
| **Background** | The background color for the Accordion header is defined in this section.<br>The color includes:<br>• Solid Color - A flat single color to be used in the background<br>• Gradient - Two colors appearing in progression in a particular direction<br>• Transparent - No color is defined to be used in the background |
| **Typography** | The typography color, font size and weight for the Accordion header text is defined in this section. |
| **Body** | |
| **Background** | The background color for the Accordion body is defined in this section.<br>The color includes:<br>• Solid Color - A flat single color to be used in the background<br>• Gradient - Two colors appearing in progression in a particular direction<br>• Transparent - No color is defined to be used in the background |
| **Typography** | The typography color, font size and weight for the Accordion body text is defined in this section. |
| **Disabled Accordion Header** | |
| **Background** | The background color for the Disabled Accordion header is defined in this section.<br>The color includes:<br>• Solid Color - A flat single color to be used in the background<br>• Gradient - Two colors appearing in progression in a particular direction<br>• Transparent - No color is defined to be used in the background |

| Field Name | Description |
|---|---|
| **Typography** | The typography color, font size and weight for the Disabled Accordion header text is defined in this section. |

**Overlay**

An element that appears as a subordinate to the main page overlaying the same where an action is to be taken or information is provided is known as the Overlay. The window disables the main page which it is on, making it it's child.

The application overlay related attributes are defined in this section.

A preview of how the Overlay will be displayed, based on brand definition can be viewed by clicking on the **Show Overlay** button on the right-hand side of the screen

Below fields appear if you click against the **Overlay** field.

| | |
|---|---|
| **Background** | The background color for the Overlay header is defined in this section.<br>The color includes:<br>• Solid Color - A flat single color to be used in the background<br>• Gradient - Two colors appearing in progression in a particular direction<br>• Transparent - No color is defined to be used in the background |

**Header**

| | |
|---|---|
| **Typography** | The typography color, font size and weight for the Overlay header text is defined in this section. |

**Alert Message**

The application Alert Message related attributes are defined in this section.

A preview of how the Alert Message will be displayed, based on brand definition can be viewed by clicking on the **Show Alert Message** button on the right-hand side of the screen

Below fields appear if you click against the **Alert Message** field.

| | |
|---|---|
| **Border** | The color of the border for Alert Message is defined in this section.<br>The border attribute includes:<br>• Border Color<br>• Border Width<br>• Border Radius |

**Header**

| | |
|---|---|
| **Typography** | The typography color, font size and weight for the Alert Message header text is defined in this section. |

| Field Name | Description |
|---|---|
| **Body** | |
| **Typography** | The typography color, font size and weight for the Alert Message body text is defined in this section. |

**Welcome Panel**

An element that appears on the top of the Menu Panel by clicking the menu icon is the Welcome Panel. It contains the user name, language selection and entity.

The application Welcome Panel related attributes are defined in this section.

A preview of how the Welcome Panel will be displayed, based on brand definition can be viewed by clicking on the Menu icon on the left-hand side of the screen.

Below fields appear if you click against the **Welcome Panel** field.

Background Color - The background color for the Overlay header is defined in this section.

The color includes:

- Solid Color - A flat single color to be used in the background
- Gradient - Two colors appearing in progression in a particular direction
- Transparent - No color is defined to be used in the background

**Form**

The following section displays a preview of all the components comprising of the brand theme as defined under the **Customize Brand** section.

| | |
|---|---|
| **Font Color** | Text displaying the color of the font, as defined. |
| **Anchor Text Color** | The anchor text color of the brand. |
| **Label Color** | The label color, as defined. |
| **Input Properties** | An example of how an input field will be displayed. |
| **Primary Button Properties** | An example of how a primary button will be displayed. |
| **Secondary Button Properties** | An example of how a secondary button will be displayed. |
| **Tertiary Button Properties** | An example of how a tertiary button will be displayed. |

| Field Name | Description |
|---|---|
| **Help Button Properties** | An example of how a help button will be displayed. |
| **Option 1, 2, 3** | An example of how the navigation list will be displayed, based on brand definition. |
| **Table Example** | An example of how the table will be displayed, based on brand definition. |
| **Button Sets** | An example of how the button sets will be displayed, based on brand definition. |
| **Show Modal Window** | Clicking on the button displays how the modal window will appear, based on brand definition. |
| **Show Overlay** | Clicking on the button displays how the overlay will appear, based on brand definition. |
| **Show Alert Box** | Clicking on the button displays how the alert box will appear, based on brand definition. |
| **Help Panel** | An example of how the help panel will be displayed, based on brand definition. |
| **Information Banner** | An example of how the information banner will be displayed, based on brand definition. |
| **Review Banner** | An example of how the review banner will be displayed, based on brand definition. |
| **Confirmation Banner** | An example of how the confirmation banner will be displayed, based on brand definition. |
| **Error Banner** | An example of how the error banner will be displayed, based on brand definition. |
| **Footer** | An example of how the footer will be displayed, based on brand definition. |
| **Welcome - Panel** | An example of how the Welcome Panel will be displayed, based on brand definition. |

2. In the **Brand Name** field, enter the name of the theme.
3. In the **Brand Description** field, enter the description for the theme.
4. Under the **Customized Brands** section:
    a. In the **Asset** section, click **Choose File** to browse and upload the assets like the logo, icons, images for brand.
    b. In the **Typography** section, enter the base font family name and base font URL.

c. In the **Header/ Footer** section, enter the values for background color, icon size and header/ footer size.

d. In the **Help Panel** section, enter the required details for help panel.

e. In the **Menu** section, select the background, typography, menu hover color and interaction type for the menu to be defined.

f. In the **Table** section, select the background, typography of table header and table body.

g. In the **Form** section, select the form background color and typography for form header, form disabled input, label, info text icon and links.

h. In the **Button/ Button Sets** section, select the values for border, background and typography for primary, secondary, tertiary, help button and other buttons.

i. In the **Generic Components** section, define the background color and font size for various components in the application.

j. In the **Modal Window** section, select the values for modal window header, and modal window body.

k. In the **Navigation Bar** section, colors to be assigned to the various components that form part of the navigation bar.

l. In the **Information Banner** section, select the colors and dimension to be assigned to the various components that form part of banners.

m. In the **Review Banner** section, select the colors and dimension to be assigned to the various components that form part of review banner.

n. In the **Confirmation/ Error Banner** section, select the colors and dimension to be assigned to the various components that form part of confirm/error banner.

o. In the **Scroll Bar** section, click and select the border colors for scroll track and scroll thumb.

p. In the **Accordion** section, select the colors and typography to be assigned to the various components of accordion.

q. In the **Overlay** section, select the background colors and header typography to be assigned to the various components of overlay window.

r. In the **Alert Message** section, select the colors and typography to be assigned to the various components of alert messages.

s. In the **Welcome Panel** section, select the background colors to be assigned to the various components of alert messages.

5. An example of how the various components of the brand will be displayed, based on brand definition appears in the form section (right hand side) of the screen.
   Click **Show Modal Window** to view the defined modal window.
   OR
   Click **Show Overlay** to view the defined overlay window.
   OR
   Show **Alert Box** to view the defined alert box.

6. Click **Save** to save the details.
   OR
   Click **Preview** to preview the defined brand.
   OR
   Click **Cancel** to cancel the maintenance and to navigate to the 'Dashboard'.
   OR
   Click **Reset** to clear the entered values entered in all sections under **Customize Brand**.

OR
Click **Back** to navigate to the previous screen.

7. The **Review** screen appears. Verify the details, and click Confirm.
   OR
   Click **Edit** to make the changes if any.
   OR
   Click **Cancel** to cancel the maintenance.
8. The success message appears along with the status of maintenance. Click **OK** to return to the dashboard.

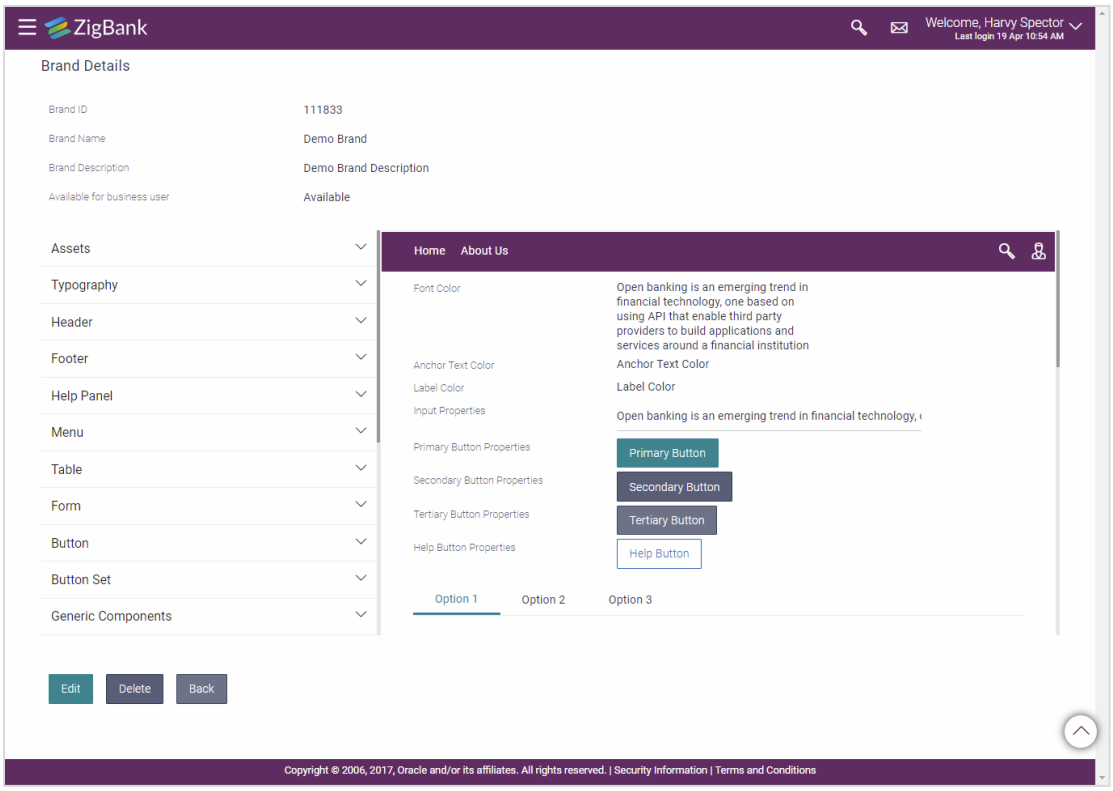
## 48.2 Manage Brand - View

Using this option System Administrator can view the created theme or brand.

**To view the brand:**

In the **Action** column, click **View** against the brand which you want to view. The **Manage Brand - View** screen appears.

**Manage Brand - View**




1. Click **Edit** to edit the theme. The **Manage Brand - Edit** screen appears.
   OR
   Click **Delete** to delete the brand.
   OR
   Click **Back** to navigate to the previous screen.

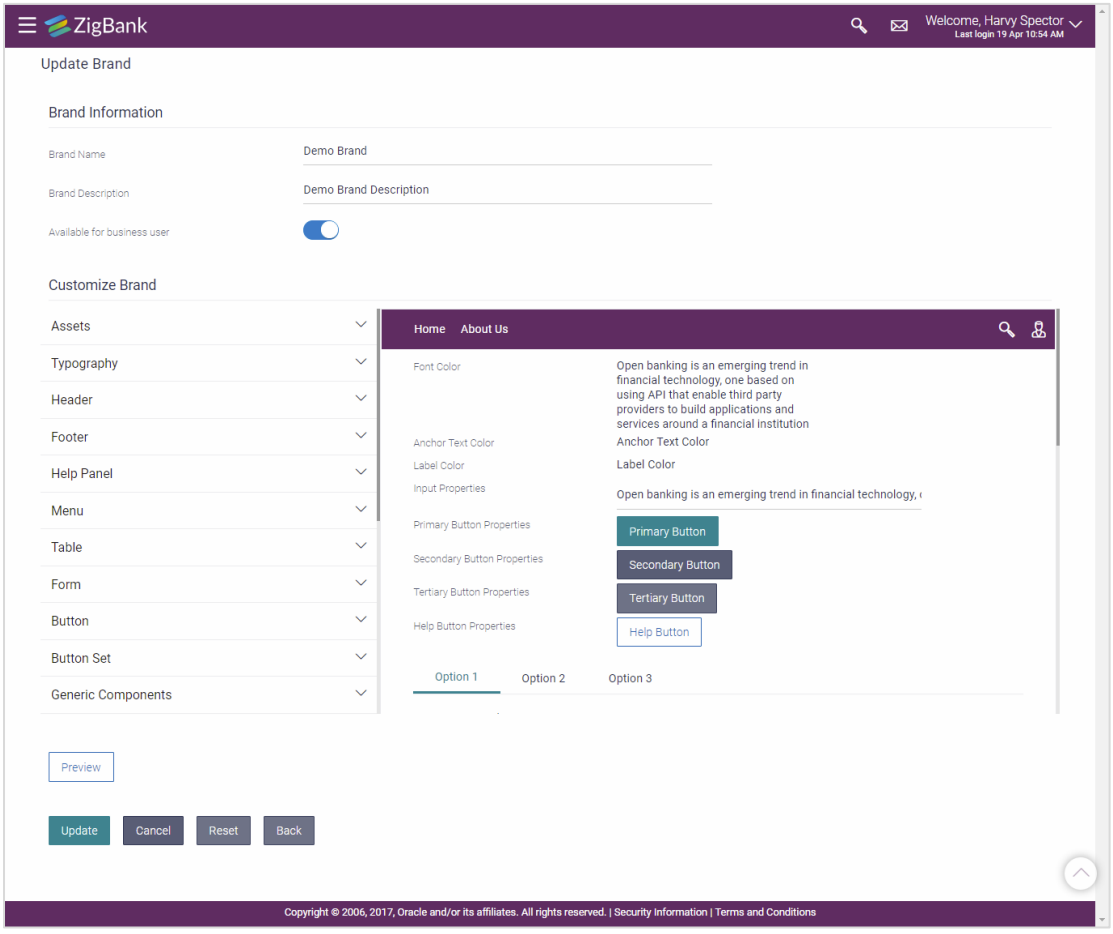
## 48.3 Manage Brand - Edit

If the defined theme does not suit the requirement, then system administrator can edit the defined theme using the Update option.

**To edit the brand:**

1. In the **Action** column, click **View** against the brand which you want to edit. The **Manage Brand - View** screen appears.
2. Click **Edit** to edit the brand. The **Update Brand** screen appears.
   OR
   Click **Delete** to delete the brand.
   OR
   Click **Back** to navigate to the previous screen

**Manage Brand - Edit**




**Field Description**

| Field Name | Description |
|---|---|
| **Brand Name** | Name for the brand is displayed in editable form. |

| Field Name | Description |
|---|---|
| **Brand Description** | Description for the brand is displayed in editable form. |
| **Available for Business Users** | The toggle defining whether the brand is available to business users or not for personalization. If this toggle is enabled, then the created theme will be available for Retail users for personalization. Retail user can select from the available themes and can personalize his view |

**Customized Brands**

| | |
|---|---|
| **Assets** | Upload a zip file which contains the icons and logo for the brand. The name of the assets uploaded should be same as the ones available in the application.<br>For e.g. if the logo is available in the application with the name “logo.svg”, the updated logo should be uploaded with the same name.<br>**Note**: For mac users, create the zip file using command line to exclude DS_Store files. |
| **Typography** | The typography of the brand is defined in this section and available for edit.<br>The typography includes:<br>• Base Font URL<br>• Base Font Family |
| **Base Font URL** | The URL for the base font that is used in the brand is displayed in editable form.<br>This field appears if you click ⌄ against the **Typography** field. |
| **Base Font Family** | The name of the base font family that is to be applied for creating the brand.<br>This field appears if you click ⌄ against the **Typography** field. |

**Header**

A **header of the application** is the most valuable area. It runs across the top of the page and has important information and links, which make the navigation across the application easier and quick.

The application header related attributes are defined in this section.

A preview of how the header will be displayed, based on brand definition is focused and appears on the right-hand side of the screen.

Below fields appear if you click ⌄ against the **Header** field.

| Field Name | Description |
|---|---|
| **Background** | The header background color is defined in this section and is displayed in the editable form.<br>The color includes:<br>• Solid Color - A flat single color to be used in the background<br>• Gradient - Two colors appearing in progression in a particular direction<br>• Transparent - No color is defined to be used in the background |
| **Icon Size** | The size of the header icon is defined in this section and is displayed in the editable form. |
| **Typography** | The typography color, font size and weight for the header is defined in this section and is displayed in the editable form. |
| **Header Height** | The height of the brand header is defined in this section and is displayed in the editable form. |
| **Border** | The color of the border for the header is defined in this section and is displayed in the editable form. |

**Footer**

The area that appears at the bottom on every page of the application is known as the footer. It contains site information for e.g. the copyright details and the release year of the application.

The application footer related attributes are defined in this section.

A preview of how the footer will be displayed, based on brand definition is focused and appears on the right-hand side of the screen.

Below fields appear if you click against the **Footer** field.

| | |
|---|---|
| **Background** | The footer background color is defined in this section and is displayed in the editable form.<br>The color includes:<br>• Solid Color - A flat single color to be used in the background<br>• Gradient - Two colors appearing in progression in a particular direction<br>• Transparent - No color is defined to be used in the background |
| **Typography** | The typography color, font size and weight for the footer is defined in this section and is displayed in the editable form. |
| **Footer Height** | The height of the brand footer is defined in this section and is displayed in the editable form. |

| Field Name | Description |
|---|---|

**Help Panel**

The area that appears on the right side of the form on every page of the application is the Help Panel. It contains brief information related to the module it appears on.

The application help panel related attributes are defined in this section.

A preview of how the help panel will be displayed, based on brand definition is focused and appears on the right-hand side of the screen.

Below fields appear if you click against the **Help Panel** field.

**Background** The typography color, size and weight for the header is defined in this section and is displayed in the editable form.

The color includes:

- Solid Color - A flat single color to be used in the background
- Gradient - Two colors appearing in progression in a particular direction
- Transparent - No color is defined to be used in the background

**Typography** The typography color, body and header font size and weight for the help panel is defined in this section and is displayed in the editable form.

**Header** The font size and color of the help panel is defined in this section and is displayed in the editable form.

**Icon Size** The size of the header icon defined in this section and is displayed in the editable form.

**Menu**

The collapsible area that appears on the click of the Hamburger menu icon on the top left corner of the application is known as the menu. It contains links to navigate across application.

The application Menu related attributes are defined in this section.

A preview of how the menu will be displayed, based on brand definition can be viewed. By clicking on the hamburger icon on the top left corner of the header.

Below fields appear if you click against the **Menu** field.

| Field Name | Description |
|---|---|
| **Background** | The menu background color is defined in this section and is displayed in the editable form.<br>The color includes:<br>• Solid Color - A flat single color to be used in the background<br>• Gradient - Two colors appearing in progression in a particular direction<br>• Transparent - No color is defined to be used in the background |
| **Typography** | The typography color, body and header font size and weight for the Menu is defined in this section and is displayed in the editable form. |
| **Hover** | The mouse hover color on the menu items is defined in this section and is displayed in the editable form. |
| **Interaction** | The type of menu interaction is selected from this section, and is displayed in the editable form.<br>The options are:<br>• Collapsible<br>• Sliding |

**Table**

A formatted structure with rows and columns to represent the data is known as the table.

The application table related attributes are defined in this section.

A preview of how the table will be displayed, based on brand definition is focused and appears on the right-hand side of the screen.

Below fields appear if you click against the **Table** field.

**Header**

| | |
|---|---|
| **Background** | The background color of the table header is defined in this section and is displayed in the editable form.<br>The color includes:<br>• Solid Color - A flat single color to be used in the background<br>• Gradient - Two colors appearing in progression in a particular direction<br>• Transparent - No color is defined to be used in the background |

| Field Name | Description |
|---|---|
| **Typography** | The typography color, body and header font size and weight for the Menu is defined in this section and is displayed in the editable form. |
| **Body** | |
| **Background** | The background color of the table body is defined in this section and is displayed in the editable form.<br>The color includes:<br>• Solid Color - A flat single color to be used in the background<br>• Gradient - Two colors appearing in progression in a particular direction<br>• Transparent - No color is defined to be used in the background |
| **Typography** | The typography color, body and body font size and weight for the Menu is defined in this section and is displayed in the editable form. |
| **Border** | The color of the border for the table is defined in this section and is displayed in the editable form. |
| **Hover** | The color of the hover on the table is defined in this section and is displayed in the editable form. |

**Form**

A structural representation of user related input fields is known as a form.

The application form related attributes are defined in this section.

A preview of how the form will be displayed, based on brand definition is focused and appears on the right-hand side of the screen.

Below fields appear if you click against the **Form** field.

**Form Section Header**

| | |
|---|---|
| **Background** | The background color of the section header of the form is defined in this section and is displayed in the editable form.<br>The color includes:<br>• Solid Color - A flat single color to be used in the background<br>• Gradient - Two colors appearing in progression in a particular direction<br>• Transparent - No color is defined to be used in the background |
| **Typography** | The typography color, body font size and weight for the Section header of form is defined in this section and is displayed in the editable form. |

| Field Name | Description |
|---|---|
| **Label** | |
| **Typography** | The typography color, body font size and weight for the Labels of form is defined in this section and is displayed in the editable form. |
| **Information Text** | |
| **Typography** | The typography color, body font size and weight for the Information text of form is defined in this section and is displayed in the editable form. |
| **Icon** | |
| **Dimension** | The color, font size and weight for the icons in the form is defined in this section and is displayed in the editable form. |
| **Hover** | The color of the hover in the form is defined in this section and is displayed in the editable form. |
| **Disabled Input** | |
| **Background** | The background color of the disabled input is defined in this section and is displayed in the editable form.<br>The color includes:<br>• Solid Color - A flat single color to be used in the background<br>• Gradient - Two colors appearing in progression in a particular direction<br>• Transparent - No color is defined to be used in the background |
| **Typography** | The typography color, body font size and weight for the disabled text of form is defined in this section and is displayed in the editable form. |
| **Link** | |
| **Typography** | The typography color, body font size and weight for the links in form is defined in this section and is displayed in the editable form. |
| **Hover** | The color of the hover of disabled field in the form is defined in this section and is displayed in the editable form. |

| Field Name | Description |
|---|---|

**Button**

An element that allows the user to take actions with a single tap and interact with them is known as the button.

The application buttons related attributes are defined in this section.

A preview of how the buttons will be displayed, based on brand definition is focused and appears on the right-hand side of the screen.

Below fields appear if you click against the **Button** field.

**Primary / Secondary / Tertiary/ Help**

**Border** The color of the border for the buttons is defined in this section and is displayed in the editable form.

The border attribute includes:

- Border Color
- Border Width
- Border Radius

**Background** The background color of the Primary, Secondary, Tertiary and Help button is defined in this section and is displayed in the editable form.

The color includes:

- Solid Color - A flat single color to be used in the background
- Gradient - Two colors appearing in progression in a particular direction
- Transparent - No color is defined to be used in the background

**Typography** The typography color, font size and weight for button text is defined in this section and is displayed in the editable form.

**Icon Size** The size of the icon used in the button and is displayed in the editable form.

**Button Set**

A preview of how the button set for e.g. Toggle buttons, Switch buttons will be displayed, based on brand definition is focused and appears on the right-hand side of the screen.

Below fields appear if you click against the **Button Set** field.

| Field Name | Description |
|---|---|
| **Border** | The color of the border for the button set is defined in this section and is displayed in the editable form.<br>The border attribute includes:<br>• Border Color<br>• Border Width<br>• Border Radius |
| **Background** | The background color of the button set is defined in this section and is displayed in the editable form.<br>The color includes:<br>• Solid Color - A flat single color to be used in the background<br>• Gradient - Two colors appearing in progression in a particular direction<br>• Transparent - No color is defined to be used in the background |
| **Typography** | The typography color, font size and weight for the button text in the button set is defined in this section and is displayed in the editable form. |
| **Selected** | |
| **Border** | The color of the border for the selected button in the button set is defined in this section and is displayed in the editable form.<br>The border attribute includes:<br>• Border Color<br>• Border Width<br>• Border Radius |
| **Background** | The background color of the selected button in the button set is defined in this section and is displayed in the editable form.<br>The color includes:<br>• Solid Color - A flat single color to be used in the background<br>• Gradient - Two colors appearing in progression in a particular direction<br>• Transparent - No color is defined to be used in the background |
| **Typography** | The typography color, font size and weight for the selected button in the button set text is defined in this section and is displayed in the editable form. |

| Field Name | Description |
|---|---|

**Generic Components**

The accordion includes components which are generic to the application.

Below fields appear if you click against the **Generic Components** field.

**Background** The background color of the application is defined in this section and is displayed in the editable form.

The color includes:

- Solid Color - A flat single color to be used in the background
- Gradient - Two colors appearing in progression in a particular direction
- Transparent - No color is defined to be used in the background

**Page Title**

**Typography** The typography color, font size and weight for the Page Title text is defined in this section and is displayed in the editable form.

**Default Base Border**

**Border** The color of the border for the application in general is defined in this section and is displayed in the editable form.

**Font Size Small/ Medium / Large/ Larger/ Default** The size of the small, medium, large, larger and default fonts to be used in the brand application is defined in this section and is displayed in the editable form.

**Modal Window**

An element that appears as a subordinate to the main page where an action is to be taken or information is provided is known as the Modal Window. The window disables the main page which it is on, making it it's child.

The application modal window related attributes are defined in this section.

A preview of how the modal window will be displayed, based on brand definition can be viewed by clicking on the Show Modal Window button on the right-hand side of the screen.

Below fields appear if you click against the **Modal Window** field.

**Header**

| Field Name | Description |
|---|---|
| **Background** | The background color of the Modal Window header is defined in this section and is displayed in the editable form.<br>The color includes:<br>• Solid Color - A flat single color to be used in the background<br>• Gradient - Two colors appearing in progression in a particular direction<br>• Transparent - No color is defined to be used in the background |
| **Typography** | The typography color, font size and weight for the Modal Window header text is defined in this section and is displayed in the editable form. |
| **Body** | |
| **Background** | The background color of the Modal Window body is defined in this section and is displayed in the editable form.<br>The color includes:<br>• Solid Color - A flat single color to be used in the background<br>• Gradient - Two colors appearing in progression in a particular direction<br>• Transparent - No color is defined to be used in the background |
| **Typography** | The typography color, font size and weight for the Modal Window body text is defined in this section and is displayed in the editable form. |

**Navigation List**

An element that appears as quick links which makes switching between different pages of the same component easier is known as the Navigation List.

The application Navigation List related attributes are defined in this section.

A preview of how the Navigation List will be displayed, based on brand definition is focused and appears on the right-hand side of the screen.

Below fields appear if you click against the **Navigation List** field.

| | |
|---|---|
| **Default** | |
| **Typography** | The default typography color, font size and weight for the Navigation List body text is defined in this section and is displayed in the editable form. |
| **Hover** | |

| Field Name | Description |
|---|---|
| **Typography** | The hover typography color, font size and weight for the Navigation List body text is defined in this section and is displayed in the editable form. |
| **Border** | The hover color of the border for the Navigation List is defined in this section and is displayed in the editable form.<br>The border attribute includes:<br>• Border Color<br>• Border Width<br>• Border Radius |
| **Background** | The hover background color for the Navigation List is defined in this section and is displayed in the editable form.<br>The color includes:<br>• Solid Color - A flat single color to be used in the background<br>• Gradient - Two colors appearing in progression in a particular direction<br>• Transparent - No color is defined to be used in the background |
| **Selected** | |
| **Typography** | The selected typography color, font size and weight for the Navigation List body text is defined in this section and is displayed in the editable form. |
| **Border** | The selected color of the border for the Navigation List is defined in this section and is displayed in the editable form.<br>The border attribute includes:<br>• Border Color<br>• Border Width<br>• Border Radius |

**Information Banner**

An area where the information summary about any transaction is available in the application is known as the Information Banner.

The application Information Banner related attributes are defined in this section.

A preview of how the Information Banner will be displayed, based on brand definition is focused and appears on the right-hand side of the screen.

Below fields appear if you click against the **Information Banner** field.

| Field Name | Description |
|---|---|
| **Background** | The background color for the Information Banner is defined in this section and is displayed in the editable form.<br>The color includes:<br>• Solid Color - A flat single color to be used in the background<br>• Gradient - Two colors appearing in progression in a particular direction<br>• Transparent - No color is defined to be used in the background |
| **Typography** | The typography color, font size and weight for the Information Banner body text is defined in this section and is displayed in the editable form. |

**Review Banner**

A preview of how the Review Banner will be displayed, based on brand definition is focused and appears on the right-hand side of the screen.

Below fields appear if you click against the **Review Banner** field.

| | |
|---|---|
| **Background** | The background color for the Review Banner is defined in this section and is displayed in the editable form.<br>The color includes:<br>• Solid Color - A flat single color to be used in the background<br>• Gradient - Two colors appearing in progression in a particular direction<br>• Transparent - No color is defined to be used in the background |
| **Border** | The color of the border for the Review Banner is defined in this section and is displayed in the editable form.<br>The border attribute includes:<br>• Border Color<br>• Border Width<br>• Border Radius |
| **Typography** | The typography color, font size and weight for the Review Banner body text is defined in this section and is displayed in the editable form. |

**Confirmation / Error Banner**

A preview of how the Confirmation/Error Banner will be displayed, based on brand definition is focused and appears on the right-hand side of the screen.

Below fields appear if you click against the **Confirm Screen** field.

| Field Name | Description |
|---|---|
| **Border** | The color of the border for the Confirmation/Error Banner is defined in this section and is displayed in the editable form.<br>The border attribute includes:<br>• Border Color<br>• Border Width<br>• Border Radius |
| **Typography** | The typography color, font size and weight for the Confirmation/Error Banner body text is defined in this section and is displayed in the editable form. |
| **Success** | |
| **Background** | The background color for the Confirmation Banner is defined in this section and is displayed in the editable form.<br>The color includes:<br>• Solid Color - A flat single color to be used in the background<br>• Gradient - Two colors appearing in progression in a particular direction<br>• Transparent - No color is defined to be used in the background |
| **Border** | The color of the border for Confirmation Banner is defined in this section and is displayed in the editable form.<br>The border attribute includes:<br>• Border Color<br>• Border Width<br>• Border Radius |
| **Error** | |
| **Background** | The background color for the Error Banner is defined in this section and is displayed in the editable form.<br>The color includes:<br>• Solid Color - A flat single color to be used in the background<br>• Gradient - Two colors appearing in progression in a particular direction<br>• Transparent - No color is defined to be used in the background |

| Field Name | Description |
|---|---|
| **Border** | The color of the border for Error Banner is defined in this section and is displayed in the editable form.<br>The border attribute includes:<br>• Border Color<br>• Border Width<br>• Border Radius |

**Scroll Bar**

An example of how the scroll bar will be displayed, based on brand definition appears in the scroll bar on the form section (right hand side) of the screen.

Below fields appear if you click against the **Scroll Bar** field.

**Scroll Track**

| | |
|---|---|
| **Border** | The color of the border for the Scroll track is defined in this section and is displayed in the editable form. |

**Scroll Thumb**

| | |
|---|---|
| **Border** | The color of the border for the Scroll Thumb is defined in this section and is displayed in the editable form. |

**Accordion**

A vertically stacked element which allows the user to toggle between sections of content.

The application Accordion related attributes are defined in this section.

A preview of how the Accordion will be displayed, based on brand definition is focused and appears on the right-hand side of the screen.

Below fields appear if you click against the **Accordion** field.

| | |
|---|---|
| **Border** | The color of the border for Accordion is defined in this section and is displayed in the editable form.<br>The border attribute includes:<br>• Border Color<br>• Border Width<br>• Border Radius |

**Header**

| Field Name | Description |
|---|---|
| **Background** | The background color for the Accordion header is defined in this section and is displayed in the editable form.<br>The color includes:<br>• Solid Color - A flat single color to be used in the background<br>• Gradient - Two colors appearing in progression in a particular direction<br>• Transparent - No color is defined to be used in the background |
| **Typography** | The typography color, font size and weight for the Accordion header text is defined in this section and is displayed in the editable form. |
| **Body** | |
| **Background** | The background color for the Accordion body is defined in this section and is displayed in the editable form.<br>The color includes:<br>• Solid Color - A flat single color to be used in the background<br>• Gradient - Two colors appearing in progression in a particular direction<br>• Transparent - No color is defined to be used in the background |
| **Typography** | The typography color, font size and weight for the Accordion body text is defined in this section and is displayed in the editable form. |
| **Disabled Accordion Header** | |
| **Background** | The background color for the Disabled Accordion header is defined in this section and is displayed in the editable form.<br>The color includes:<br>• Solid Color - A flat single color to be used in the background<br>• Gradient - Two colors appearing in progression in a particular direction<br>• Transparent - No color is defined to be used in the background |
| **Typography** | The typography color, font size and weight for the Disabled Accordion header text is defined in this section and is displayed in the editable form. |

| Field Name | Description |
|---|---|

**Overlay**

An element that appears as a subordinate to the main page overlaying the same where an action is to be taken or information is provided is known as the Overlay. The window disables the main page which it is on, making it it's child.

The application overlay related attributes are defined in this section.

A preview of how the Overlay will be displayed, based on brand definition can be viewed by clicking on the **Show Overlay** button on the right-hand side of the screen

Below fields appear if you click against the **Overlay** field.

**Background** The background color for the Overlay header is defined in this section and is displayed in the editable form.

The color includes:

- Solid Color - A flat single color to be used in the background
- Gradient - Two colors appearing in progression in a particular direction
- Transparent - No color is defined to be used in the background

**Header**

**Typography** The typography color, font size and weight for the Overlay header text is defined in this section and is displayed in the editable form.

**Alert Message**

The application Alert Message related attributes are defined in this section.

A preview of how the Alert Message will be displayed, based on brand definition can be viewed by clicking on the **Show Alert Message** button on the right-hand side of the screen

Below fields appear if you click against the **Alert Message** field.

**Border** The color of the border for Alert Message is defined in this section and is displayed in the editable form.

The border attribute includes:

- Border Color
- Border Width
- Border Radius

**Header**

**Typography** The typography color, font size and weight for the Alert Message header text is defined in this section and is displayed in the editable form.

| Field Name | Description |
|---|---|
| **Body** | |
| **Typography** | The typography color, font size and weight for the Alert Message body text is defined in this section and is displayed in the editable form. |
| **Welcome Panel** | An element that appears on the top of the Menu Panel by clicking the menu icon is the Welcome Panel. It contains the user name, language selection and entity.<br>The application Welcome Panel related attributes are defined in this section.<br>A preview of how the Welcome Panel will be displayed, based on brand definition can be viewed by clicking on the Menu icon on the left-hand side of the screen.<br>Below fields appear if you click against the **Welcome Panel** field.<br>Background Color - The background color for the Overlay header is defined in this section.<br>The color includes:<br>• Solid Color - A flat single color to be used in the background<br>• Gradient - Two colors appearing in progression in a particular direction<br>• Transparent - No color is defined to be used in the background |
| **Form** | |
| The following section displays a preview of all the components comprising of the brand theme as defined under the **Customize Brand** section. | |
| **Font Color** | Text displaying the color of the font, as defined. |
| **Anchor Text Color** | The anchor text color of the brand. |
| **Label Color** | The label color, as defined. |
| **Input Properties** | An example of how an input field will be displayed. |
| **Primary Button Properties** | An example of how a primary button will be displayed. |
| **Secondary Button Properties** | An example of how a secondary button will be displayed. |

| Field Name | Description |
|---|---|
| **Tertiary Button Properties** | An example of how a tertiary button will be displayed. |
| **Help Button Properties** | An example of how a help button will be displayed. |
| **Option 1, 2, 3** | An example of how the navigation list will be displayed, based on brand definition. |
| **Table Example** | An example of how the table will be displayed, based on brand definition. |
| **Button Sets** | An example of how the button sets will be displayed, based on brand definition. |
| **Show Modal Window** | Clicking on the button displays how the modal window will appear, based on brand definition. |
| **Show Overlay** | Clicking on the button displays how the overlay will appear, based on brand definition. |
| **Show Alert Box** | Clicking on the button displays how the alert box will appear, based on brand definition. |
| **Help Panel** | An example of how the help panel will be displayed, based on brand definition. |
| **Information Banner** | An example of how the information banner will be displayed, based on brand definition. |
| **Review Banner** | An example of how the review banner will be displayed, based on brand definition. |
| **Confirmation Banner** | An example of how the confirmation banner will be displayed, based on brand definition. |
| **Error Banner** | An example of how the error banner will be displayed, based on brand definition. |
| **Footer** | An example of how the footer will be displayed, based on brand definition. |
| **Welcome Panel** | An example of how the Welcome Panel will be displayed, based on brand definition |

3. In the **Brand Name** field, edit the name of the brand, if required.
4. In the **Brand Description** field, edit the description of the theme, if required.
5. Under the **Customized Brands** sections, click and expand any sub section and make changes to any component as required.

6. Click **Update** to save the changes.
   OR
   Click **Cancel** to cancel the maintenance and navigate to the 'Dashboard'.
   OR
   Click **Reset** to clear the entered values in the screen.
   OR
   Click **Back** to navigate to previous screen.
7. The **Review** screen appears. Verify the details, and click **Confirm**.
   OR
   Click **Edit** to make the changes if any.
   OR
   Click **Cancel** to cancel the maintenance.
8. The success message appears along with the status of maintenance. Click **OK** to return to the dashboard.

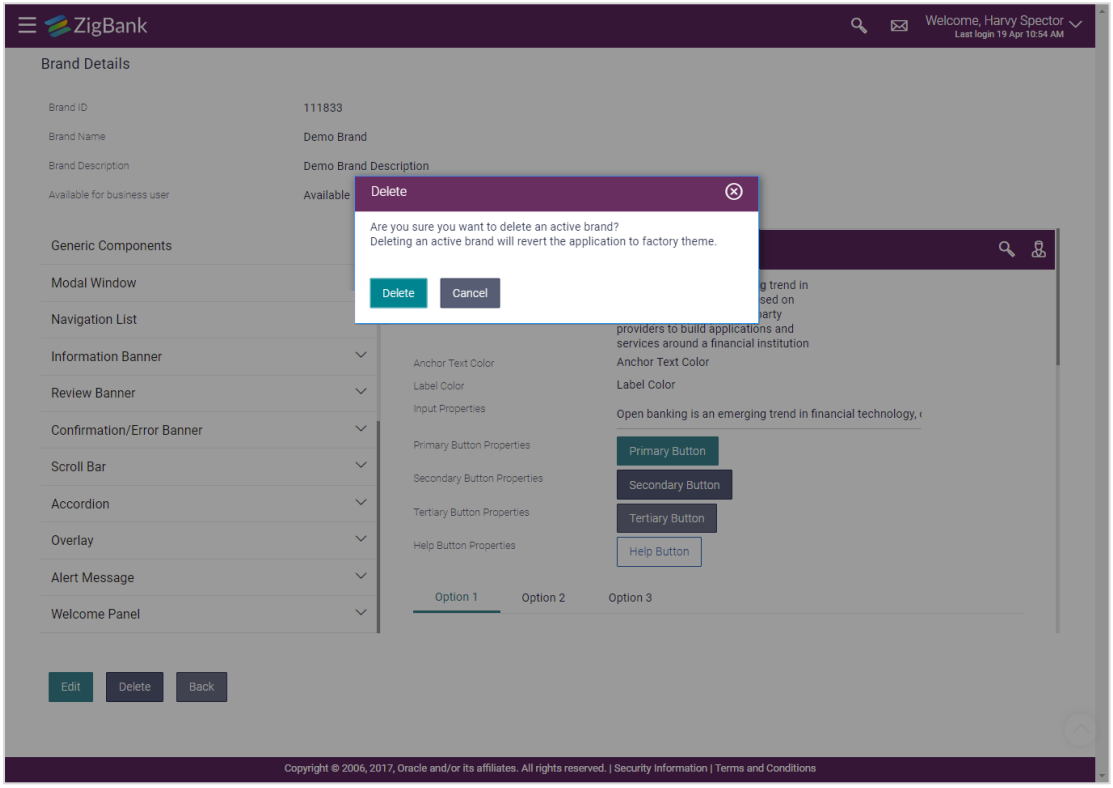
## 48.4 Manage Brand - Delete

The System Administrator can delete a created brand maintained in the application.

**To delete the brand:**

1. In the **Action** column, click **View** against the brand which you want to delete. The **Manage Brand - View** screen appears.
2. Click **Delete**. A message appears asking the user to confirm brand deletion. Click **Delete** to confirm deletion of the brand.
   OR
   Click **Cancel** to cancel deletion and return to the **Manage Brand – View** screen.

### Delete Brand




3. The success message appears along with the status of the maintenance. Click **Ok** to return to the dashboard.

## 48.5 Brand Mapping

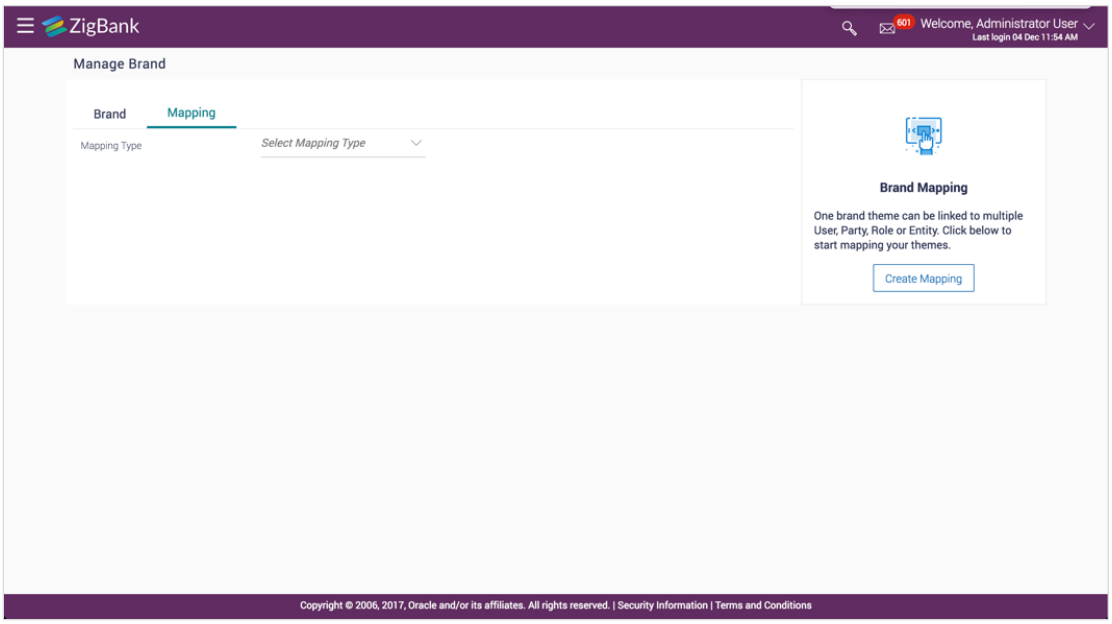
Using this option System Administrator can map the existing brands to any user, party, role or entity.

### 48.5.1 Brand Mapping Search

**To view the brand mapping details:**

1. In the **Manage Brand** screen, click the **Brand Mapping** tab. The **Manage Brand - Brand Mapping** screen appears.

**Brand Mapping**

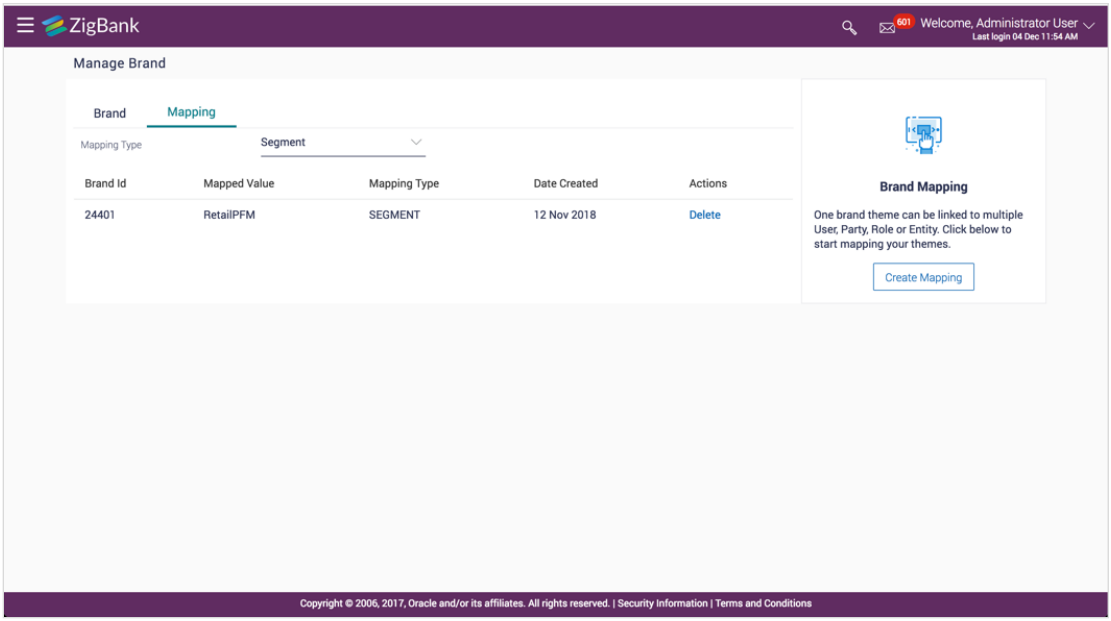



**Field Description**

| Field Name | Description |
|---|---|
| **Mapping Type** | A list of options for the mapping type to search which brand it is mapped to appear.<br>The options are:<br>• User<br>• Party<br>• Segment<br>• User Type<br>• Entity |

2. From the **Mapping Type** list, select the option for which you want to view the mapping. The **Manage Brand – Search Results** appear.

### Manage Brand - Brand Mapping Summary




### Field Description

| Field Name | Description |
|---|---|
| **Brand Mapping Summary** | |
| **Brand Id** | The identification number of the mapped theme. |
| **Mapped Value** | The value, which is mapped to the brand.<br>The mapped value depends on the selected mapping type. For example, If the mapping type is 'user' the mapping value will be 'user ID',<br>If the mapping type is 'party' the mapping value will be 'party ID',<br>If the mapping type is 'role' the mapping value will be user role, such as 'Corporate' 'Retail' and 'Administrator',<br>If the mapping type is 'entity' the mapping value will be 'entities'. |
| **Mapping Type** | The level at which the brand is mapped. |
| **Date Created** | The date on which the brand mapping was performed. |
| **Actions** | The available actions that can be performed against the brand mapping are displayed.<br>The options can be:<br>• Delete |

3. Click **Delete** against a record to delete the brand mapping.
   OR
   Click **Create Mapping in the Help Panel,** to create a brand mapping.

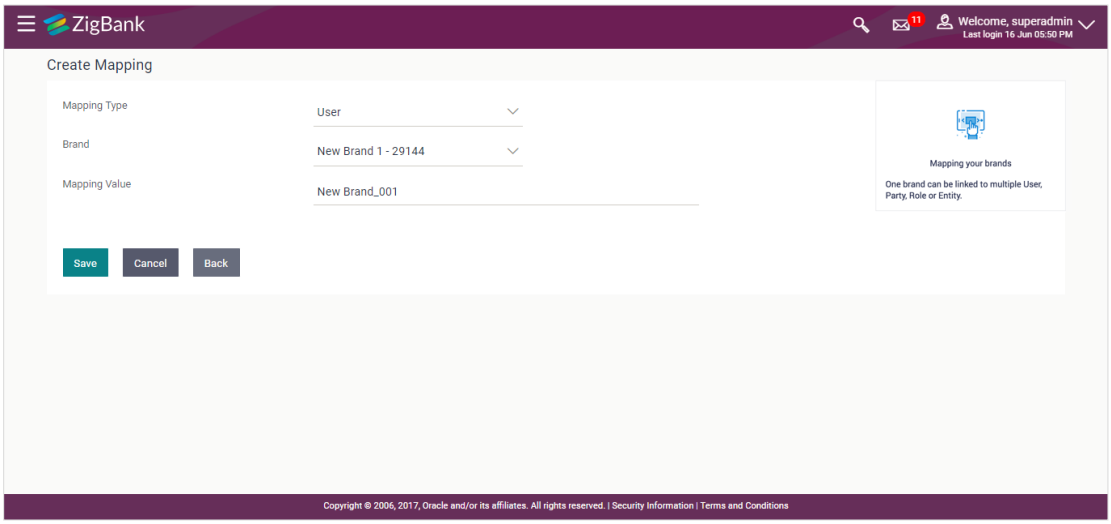
### 48.5.2 Create Mapping

Using this option System Administrator can create a brand mapping.

**To create the brand mapping:**

1. In the **Brand Mapping** tab, click **Create Mapping button in the Help Panel**. The **Manage Brand - Create Mapping** screen appears.

**Manage Brand- Create Mapping**




**Field Description**

| Field Name | Description |
|---|---|
| **Mapping Type** | Select the level at which the brand is to be mapped.<br>The options are:<br>• User<br>• Party<br>• User Type<br>• Entity |
| **Brand** | Select a brand to be mapped at the level selected under Mapping Type. |
| **Mapping Value** | Enter a mapping value.<br>This field appears if you select **Party** option from the **Mapping Type** list, click the **Party Search** link and search for a party. The result will populate in the **Mapping Value** field. |

| Field Name | Description |
|---|---|
| **Segment** | Segment of the user for which the value is to be mapped.<br>This field appears if you select **User Type** option from the **Mapping Type** list. |

2. From the **Mapping Type** list, select the appropriate option to be mapped.
3. From the **Brand** list, select a brand.
4. In the **Mapping Value** field, enter the value to be mapped.
   OR
   If you have selected **Party** option from the **Mapping Type** list, click **Party Search**, to search the party Id. The Mapping Value field gets populated.
   If you have selected User Type option from the Mapping Type list, click **Segment** list to select the segment.
5. Click **Save**.
   OR
   Click **Cancel** to cancel the maintenance.
   OR
   Click **Back** to return to the previous screen.
6. The success message along with the status of maintenance appears. Click **Ok** to return to the dashboard.

### 48.5.3 Delete Mapping

Using this option System Administrator can delete a brand mapping.

**To delete a brand mapping:**

1. In the **Mapping** tab, select the appropriate option from the **Mapping Type** list. The **Brand Mapping Summary** screen appears.
2. Click Delete against a mapping record in the action column, that you want to delete.
3. The **Review** screen appears. Verify the details, and click Confirm.
   OR
   Click **Edit** to make the changes if any.
   OR
   Click **Cancel** to cancel the maintenance.
4. The success message appears along with the status of maintenance. Click **OK** to return to the dashboard.

**Home**

# 49. Dashboard Builder

Dashboard Builder provides an ability to the Bank to build custom dashboards.

Dashboard Builder is an administrative maintenance that allows the System Administrator to create and configure dashboard templates for Retail, Corporate and Administrator users.

System Administrator can configure new dashboards by dragging and dropping the desired widget at desired location in template. System administrator can define the dashboard for a user segment, application role, module and for a user type. Facility is provided to search, view, edit and delete the configured dashboards.

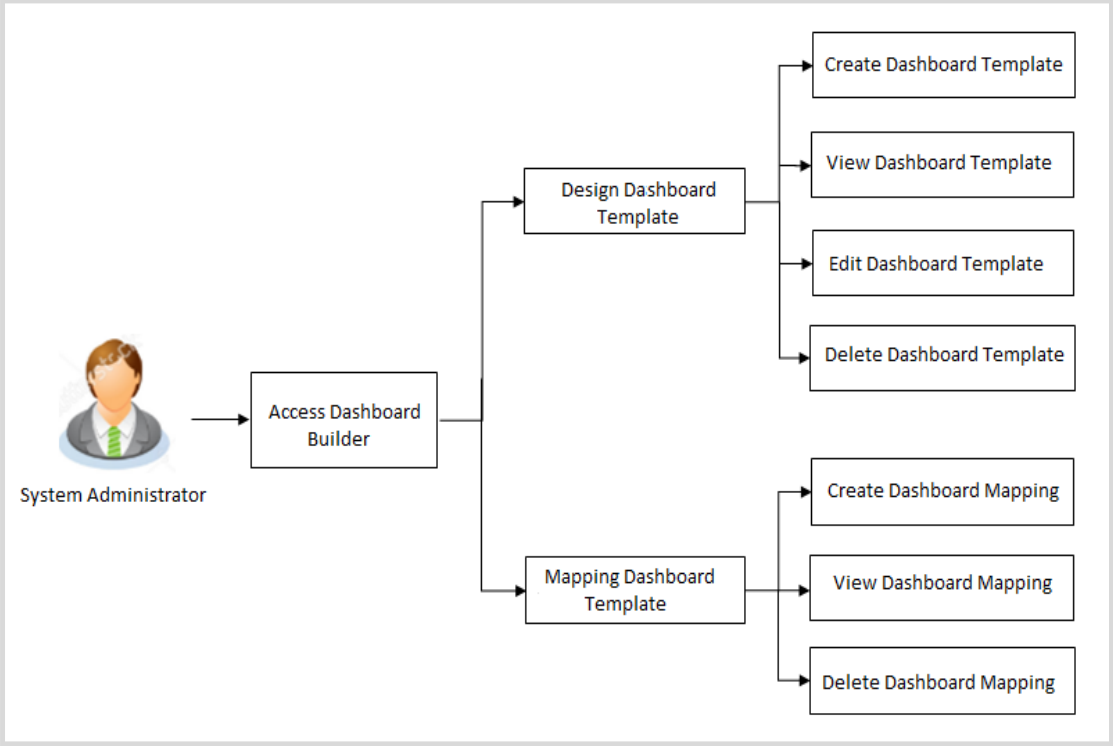
These dashboards are responsive and can adapt to any type of device i.e. desktop, mobile and tablet. System allows the user to design new template and preview it for different types of devices before enabling it. The user can also change the size of the widget (expand and compress) and can remove the widget from the template if desired. The widgets on the dashboard auto adjust itself according to the place available on the dashboard.

The administrator can define multiple dashboards with the various attributes/ widgets. Further these templates can be mapped to the roles, party or even to a specific user.

**Prerequisites**

- Transaction access is provided to System Administrator
- Approval rule set up for System Administrator to perform the actions
- Application roles are maintained in application and widgets are mapped to application roles

**Workflow**



**Features supported in application**

**Design**

- Create New Dashboard
- View Dashboard
- Edit Dashboard
- Delete Dashboard

**Mapping**

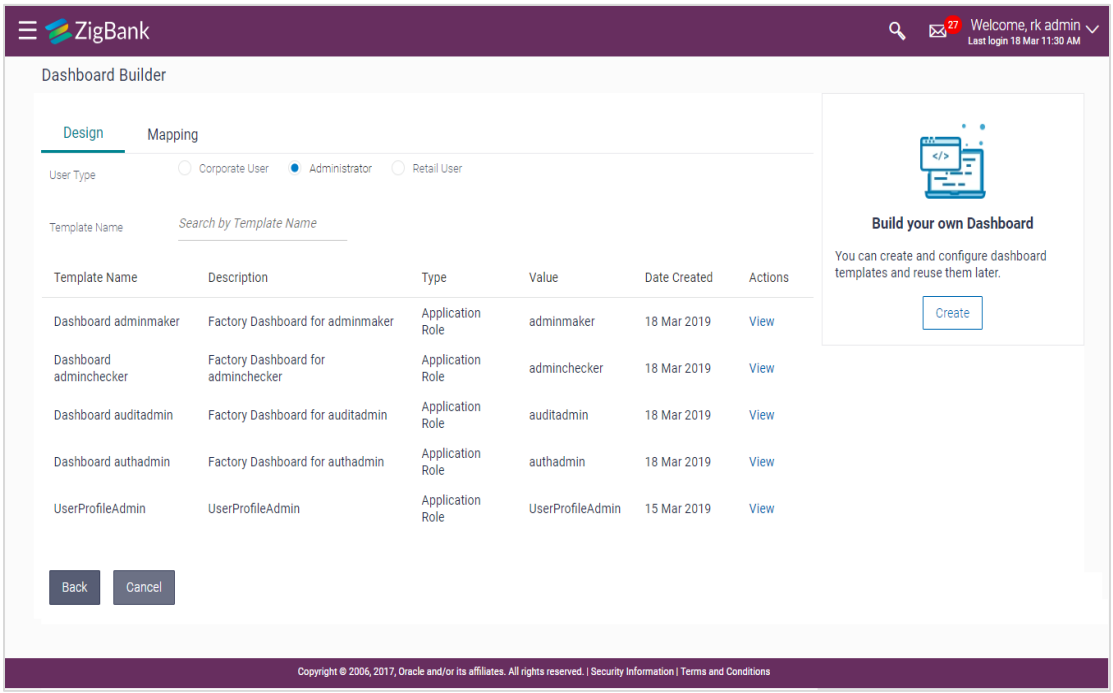
- View Dashboard Mapping
- Create Dashboard Mapping
- Delete Dashboard Mapping

**How to reach here:**

*System Administrator Dashboard > User Experience > Dashboard Builder*
*OR*
*Bank Administrator Dashboard > Toggle Menu > User Experience > Dashboard Builder*

**Dashboard Builder – Summary**

Dashboard Builder- Design summary page displays the list of already designed templates, with template name, description, dashboard type, value and date of creation. The administrator can view the dashboard template details by clicking the View link in the Action column against the respective template.



**Field Description**

| Field Name | Description |
|---|---|
| **User Type** | Specify the user type for which the dashboard template needs to be viewed.<br>The options are:<br>• Corporate User<br>• Administrator<br>• Retail User |
| **Template Name** | Name of the template that the administrator can enter to view the specific template. |
| **Search Results** | |
| **Template Name** | Displays the name of the custom dashboard template. |
| **Description** | Displays the description as defined for the custom dashboard template. |
| **Type** | Displays the type for which the dashboard template is created i.e. application role, segment, user type or module. |
| **Value** | Displays the name of the application role / segment / module for which the dashboard template is defined. |
| **Date Created** | Displays the date of dashboard template creation. |
| **Actions** | The available action buttons against the dashboard template are displayed.<br>The action button can be:<br>• View: Click to view the created dashboard template. |

1. In the **Action** column, click **View** to view the already created dashboard template.
   OR
   Click Back to navigate to the previous screen.

## 49.2 Dashboard Builder – View

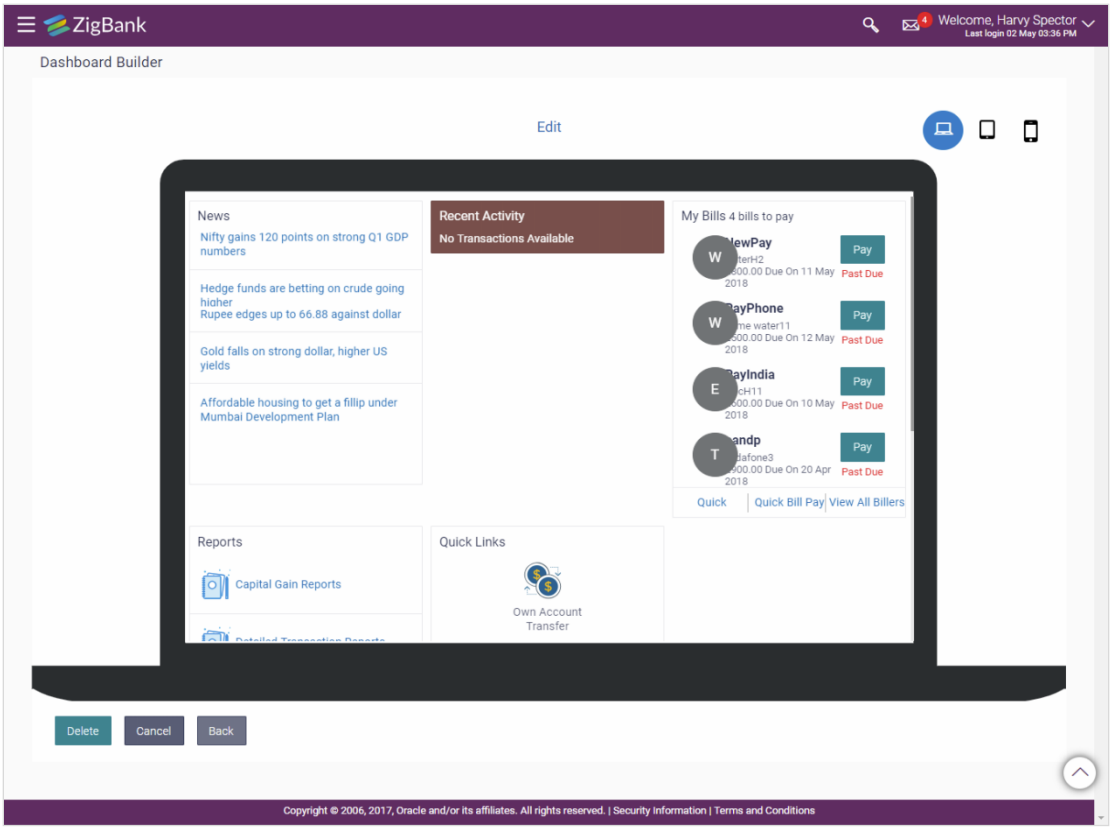
Using this option, System Administrator can view the details of already created dashboard template. The system administrator can view the template in desktop, tablet and for mobile mode by clicking the respective icons.

**To search and view a dashboard template:**

1. In the **Dashboard Builder – Summary** screen, select the appropriate type of user in the **User Type** field. All the dashboard templates of the selected user type appears on the screen.
   OR
   In the **Template Name** field, enter the name of the template that you want to search. The searched dashboard template appears on the screen.

2. In the **Action** column, click **View** against the template, which you want to view. The **Dashboard Builder - View** screen appears.
   OR
   Click Back to navigate to the previous screen.
   OR
   Click Cancel to cancel the transaction and navigate to the 'Dashboard'.

**Dashboard Builder – View**




3. Click **Edit** to modify the template. The **Dashboard Builder - Edit** screen appears.
   OR
   Click **Delete** to delete the dashboard template.
   OR
   Click **Cancel** to cancel the transaction and navigate to the 'Dashboard'.
   OR
   Click **Back** to navigate to the previous screen.
   OR
   Click the **Desktop/ Tab/ Mobile** icon to view the template in desktop, tab or mobile mode.

## 49.3 Dashboard Builder – Create

System Administrator can create new custom dashboard template for Retail, Corporate and Administrator user using this option.

As part of creation of custom dashboard, the administrator needs to select the appropriate tab for which the dashboard needs to be created/ designed i.e. user segment or module or application role or user type.

System will facilitate the user with a default dashboard available and the administrator can decide to create a custom dashboard by dragging and dropping new widgets available from the list of widgets.

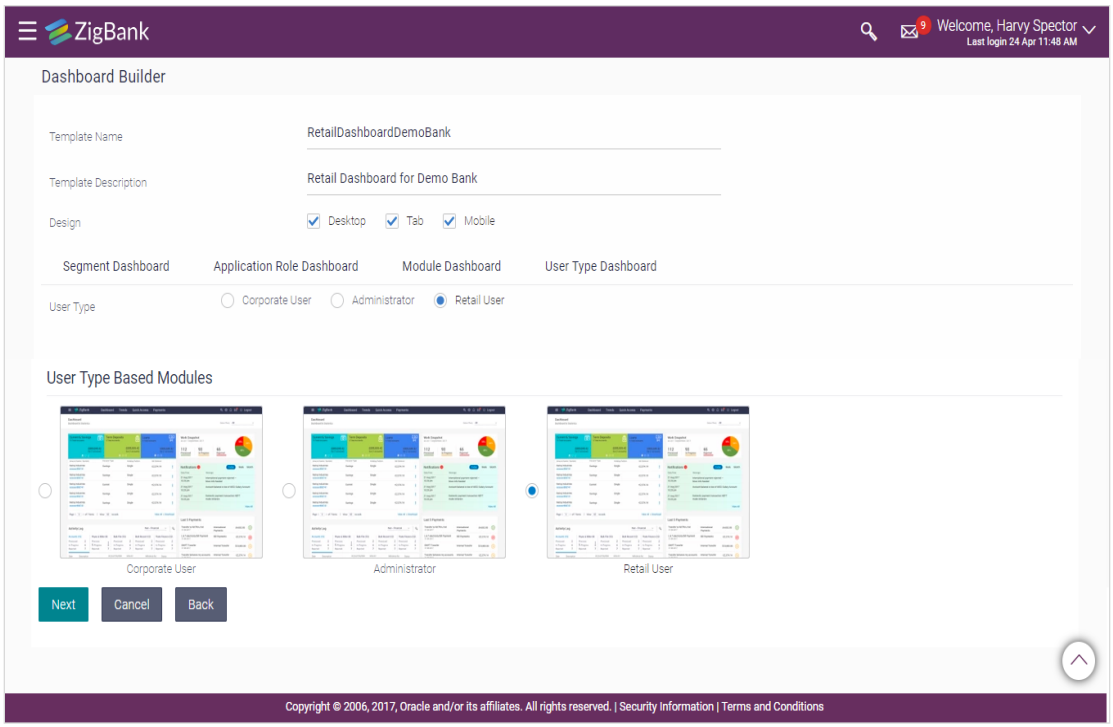
Following types of dashboard can be created:

- Segment Dashboard - Design dashboard for a user segment
- Application Role Dashboard - Design dashboard for an application role
- Module Dashboard - Design dashboard for the available application modules i.e. CASA, Term Deposit, Loans etc.
- User Type Dashboard - Design dashboard for a user type i.e. Retail, Corporate or Administrator.

**To create a new dashboard template:**

1. In the **Dashboard Builder** screen, click Create. The **Dashboard Builder** screen appears in create mode.

**Dashboard Builder - Create**



**Field Description**

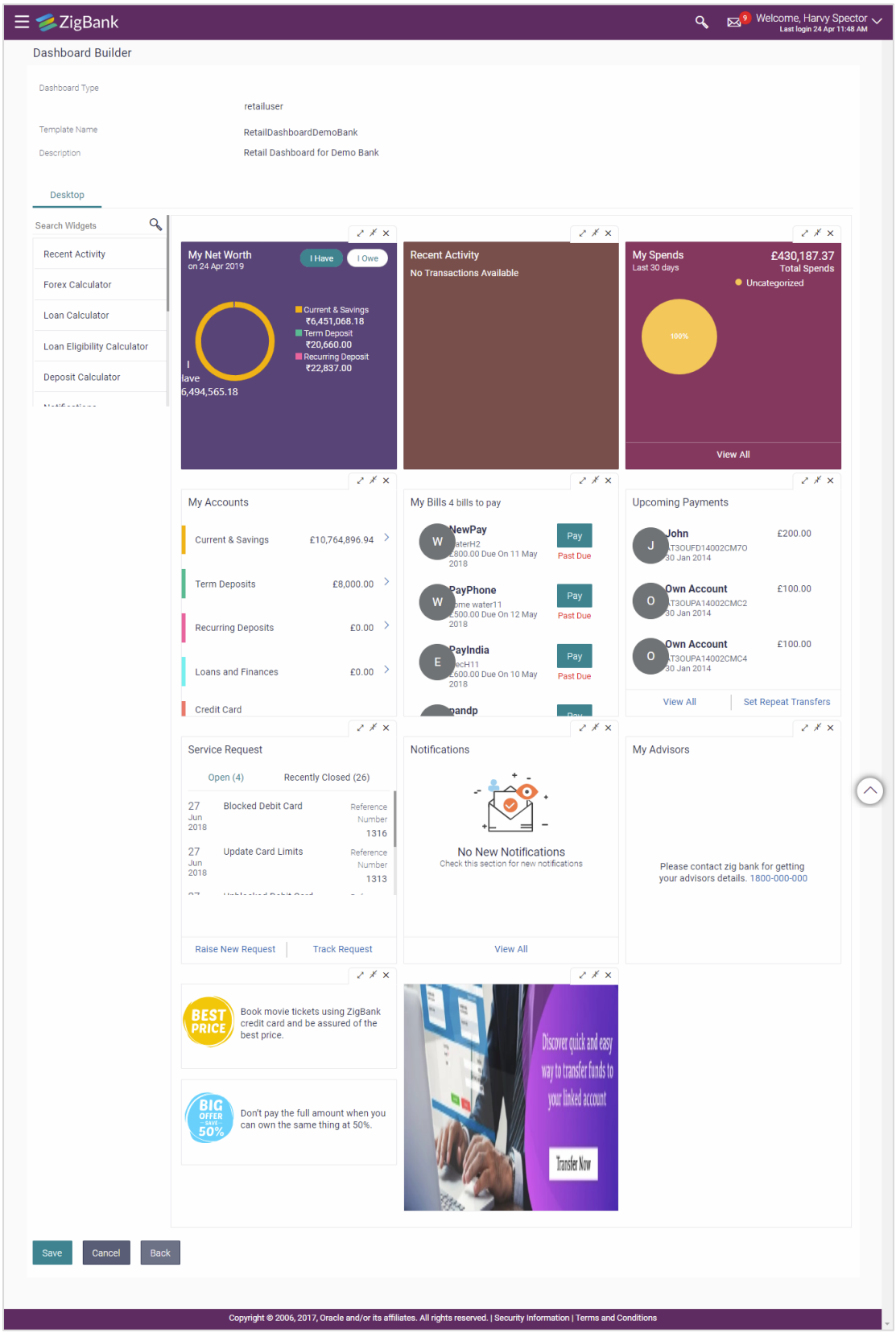
| Field Name | Description |
|---|---|
| **Template Name** | Name of the template that the System Administrator user wants to create. |
| **Template Description** | Description for the template. |
| **Design** | The type of device on which the template will be enabled. |
| **Select Module** | System lists the dashboard for the segments / application roles / user type / module depending on the option selected. |
| **User Type** | Select the user type for which the dashboard needs to be created. If dashboard needs to be created for a user segment then user type 'Retail' needs to be selected. User Segment is not supported for Corporate and Administrator user. |
| **Select Module Icon** | Select the dashboard icon that is displayed based on the selected segments / application roles / user type / module. |
| **List of Dashboards** | System displays the list of dashboards available for selection based on the selected module type. |

2. In the **Template Name** field, enter the name of the new template that is to be created.
3. In the **Template Description** field, enter the description of the new template.
4. To enable the template for Desktop/ Tablet / Mobile, select the required options from the **Design** check box.
5. From the **Segment Dashboard/ Application Role Dashboard/ Module Dashboard/ User Type Dashboard** tabs, select the appropriate module. The **Dashboard Builder - Design** screen of the selected module appears.
   For example, Retail is selected from the **User Type Dashboard**. The Dashboard Builder - Design template for Retail user appears.
6. In the **User Type** field, select the appropriate user type. If dashboard needs to be created for a user segment then user type 'Retail' needs to be selected. User Segment is not supported for Corporate and Administrator user.
7. Select the appropriate dashboard from the list of dashboards displayed based on the selected module.
8. Click **Next**. The **Dashboard Builder** template screen appears.
   OR
   Click **Cancel** to cancel the transaction and navigate to the 'Dashboard'.
   OR
   Click **Back** to navigate to previous screen.

**Note**: In case of Segment based and application role based dashboard, system will list the widgets based on the mapping of application role(s) to widgets in the Role to Transaction mapping.

System will always display the widgets (for dashboard building) mapped to a combination of application role and internet as touch point (definition in Role Transaction Mapping) irrespective of any device size the user selects.

## Dashboard Builder - Create



9. Drag and drop the desired widgets from the widget list.
   OR
   In the **Search Widget** field, enter the name of the widget that you want to appear on the dashboard and click  .
   OR
   Drag and drop widgets of the dashboard to the desired location. System highlights the area where the widget can be dropped.
10. Click  on the upper right corner of the widget, if you want to expand the widget.
    OR
    Click  on the upper right corner of the widget, if you want to compress the widget.
    OR
    Click  on the upper right corner of the widget, if you want to remove the widget from the dashboard.
11. If the selected widget has multiple widgets on the same like quick links, select the required widget that you want to appear on the dashboard.
12. Click **Save** to save the template.
    OR
    Click **Cancel** to cancel the transaction and navigate to the 'Dashboard'.
    OR
    Click **Back** to navigate to previous screen.
13. The **Review** screen appears. Verify the details, and click **Confirm**.
    OR
    Click the **Desktop**/ **Tab**/ **Mobile** icon to review the created template in desktop, tab or mobile mode.
    OR
    Click **Cancel** to cancel the transaction.
    A warning message of canceling the operation appears. Click **Yes** to confirm.
    OR
    Click **Back** to navigate to previous screen.
14. The success message appears along with the status of transaction.
    Click **Ok** to complete the transaction.

## 49.4 Dashboard Builder – Design – Create Administrator Template

The system administrator can select a default dashboard available for administrator or can create a custom dashboard by dragging and dropping new widgets available from the list of components.

The administrator can create the administrator dashboard template either by selecting the administrative maintenance or group of administrative functions.

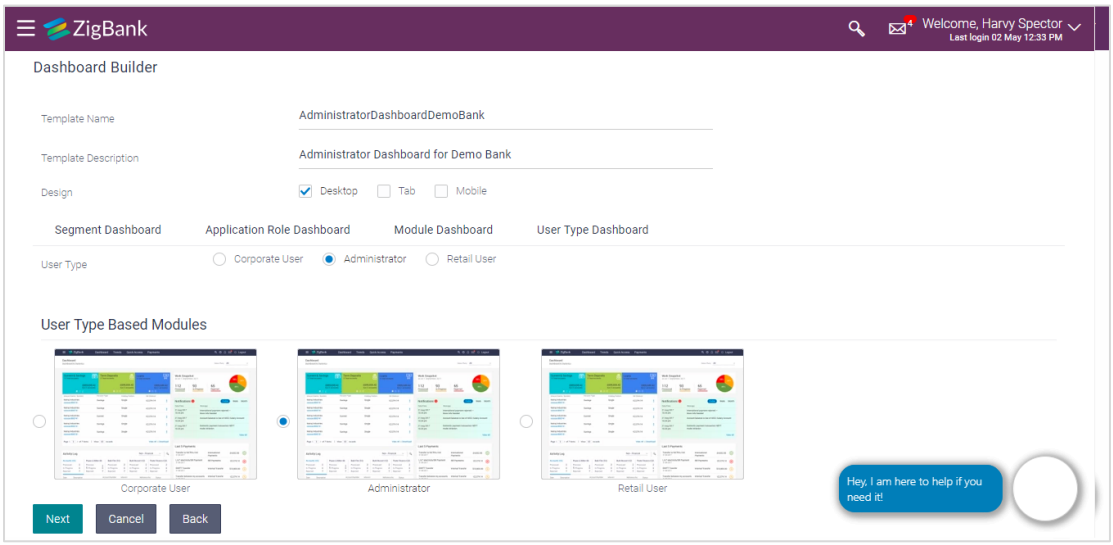
As part of administrative maintenances UI component, there are individual transaction quick links put in a single widget and basis on the application role to component mapping available, the administrator user on actual login will be shown only those quick links that his application role has access to.

As part of system functions UI component, there is a logical group of transactions that can placed as a widget on the dashboard by selecting the administrative function from the group.

**To create a new administrative dashboard template:**

1. In the **Dashboard Builder** screen, click Create. The **Dashboard Builder** screen appears in create mode.

**Dashboard Builder - Create Administrator Template**



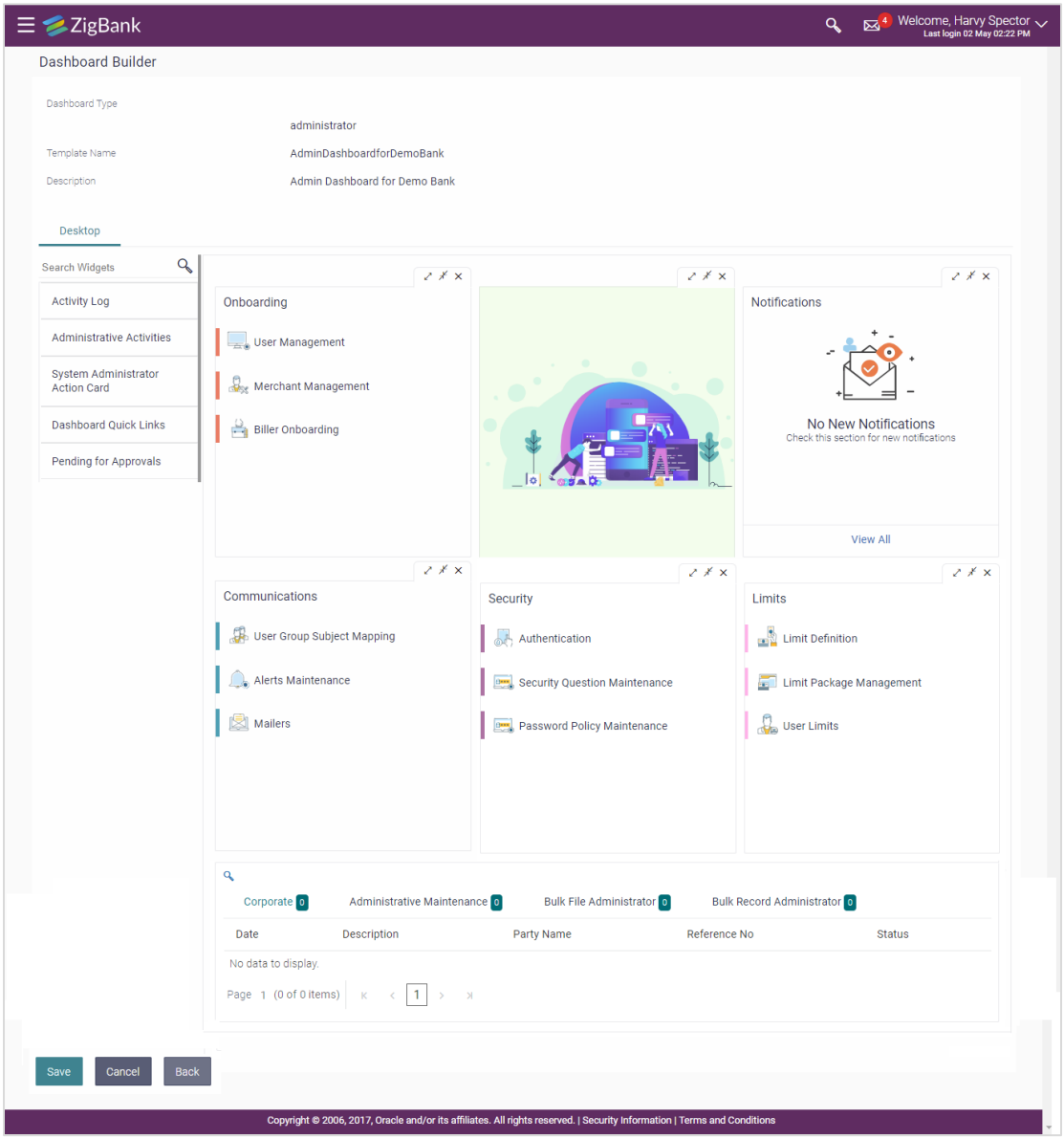

**Field Description**

| Field Name | Description |
|---|---|
| **Template Name** | Name of the template that the System Administrator user wants to create. |
| **Template Description** | Description for the template. |
| **Design** | The type of device on which the template will be enabled. |

| Field Name | Description |
|---|---|
| **Select Module** | System lists the dashboard for the segments / application roles / user type / module depending on the option selected. |
| **User Type** | Select administrator from the user type list. |
| **List of Dashboards** | System displays the list of dashboards available for selection based on the selected module type. |

2. In the **Template Name** field, enter the name of the new template that is to be created.
3. In the **Template Description** field, enter the description of the new template.
4. To enable the template for Desktop/ Tablet / Mobile, select the required options from the **Design** check box.
5. From the **Segment Dashboard/ Application Role Dashboard/ Module Dashboard/ User Type Dashboard** tabs, select the appropriate module. The **Dashboard Builder - Design** screen of the selected module appears.
   To create a dashboard for a newly created administrator application role or to customize the dashboard for an existing administrator application role, user will need to select Application Role Dashboard/ User Type Dashboard tab.
6. In the **User Type** field, select the administrator user.
7. Select the appropriate dashboard from the list of dashboards displayed based on the selected module.
8. Click **Next**. The **Dashboard Builder - Design** template for Administrator appears.
   OR
   Click **Cancel** to cancel the transaction and navigate to the 'Dashboard'.
   OR
   Click **Back** to navigate to previous screen.

## Dashboard Builder - Design – Create Administrator Template

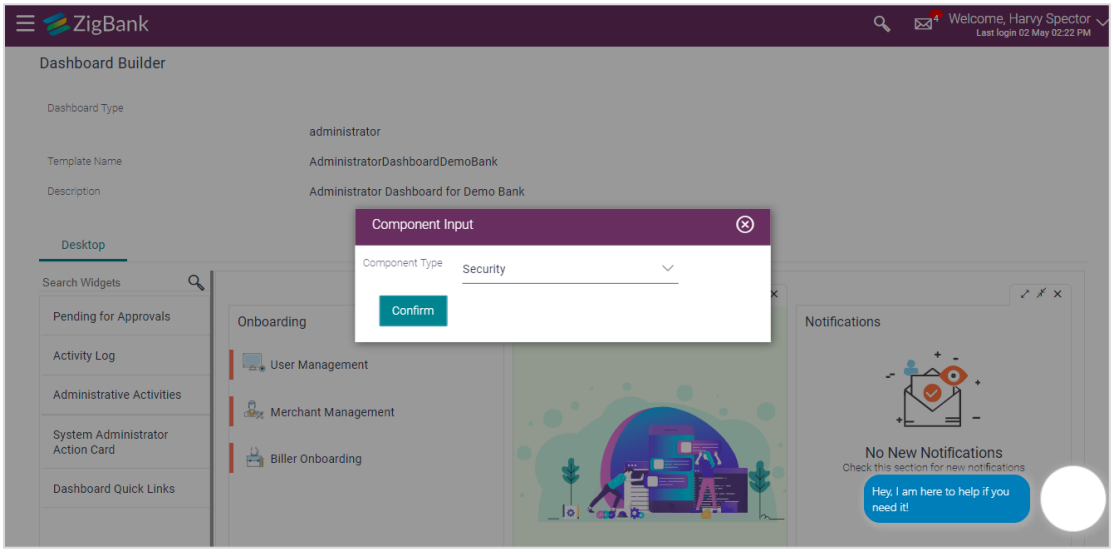



9. Drag and drop the desired widgets from the widget list.
   OR
   In the **Search Widget** field, enter the name of the widget that you want to appear on the dashboard and click .
   OR
   Drag and drop widgets of the dashboard to the desired location. System highlights the area where the widget can be dropped.

10. Click on the upper right corner of the widget, if you want to expand the widget.
    OR
    Click on the upper right corner of the widget, if you want to compress the widget.
    OR
    Click on the upper right corner of the widget, if you want to remove the widget from the dashboard.

11. If the selected widget has multiple widgets on the same component like 'System Administrator Action Card', select the required widget that you want to appear on the dashboard.

**Dashboard Builder - Component Input box**




**Field Description**

| Field Name | Description |
|---|---|
| **Component Type** | Select the component type, which you want to appear on your dashboard.<br>This field is applicable only if the selected widget has multiple components. |

t. From the **Component Type** list, select the widget component that you want to appear on the dashboard.

u. Click **Confirm**. The selected component appears as a widget on the selected location of your dashboard.

12. Click **Save** to save the template.
OR
Click **Cancel** to cancel the transaction and navigate to the 'Dashboard'.
OR
Click **Back** to navigate to previous screen.

13. The **Review** screen appears. Verify the details, and click Confirm.
OR
Click Cancel to cancel the transaction and navigate to the 'Dashboard'.
OR
Click Back to navigate to previous screen.
OR
Click the **Desktop**/ **Tab**/ **Mobile** icon to review the template in desktop, tab or mobile mode.

14. The success message appears.
Click **Go to Dashboard** to view your customized dashboard.

## 49.5 Dashboard Builder – Edit

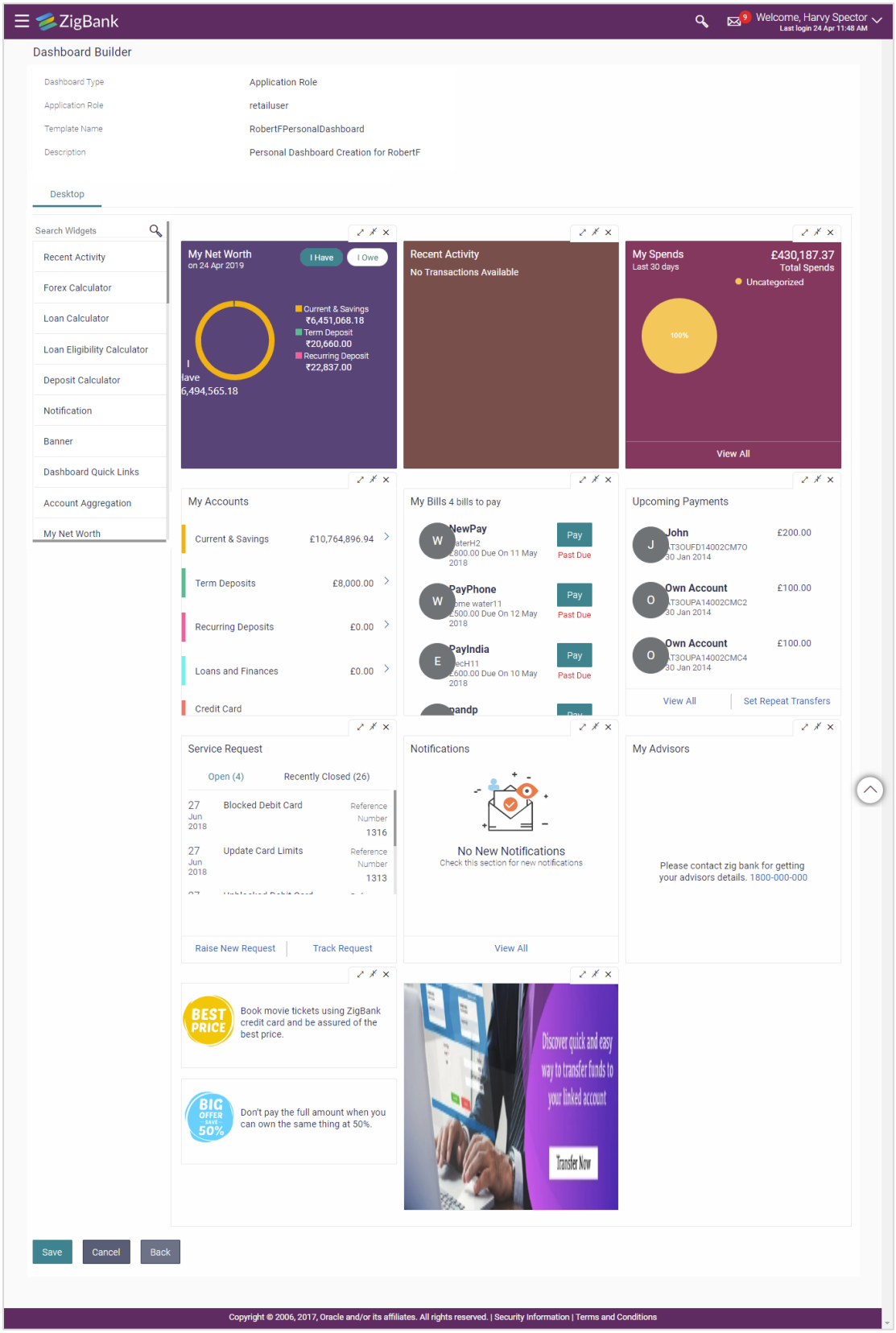
The system administrator can modify the configured dashboard using the Edit option. The administrator can edit the dashboard widgets for desktop, tablet or mobile devices by clicking the specific icons.

**Note**:
1) Dashboard Builder - Edit section is common for Administrator user and business users.
2) System Administrator will not be able to edit the factory shipped dashboards.

**To edit the configured dashboard:**

1. In the **Dashboard Builder - Summary** screen, click the **View** link, against the dashboard, which you want to edit. The **Dashboard Builder - View** screen appears.
2. Click the **Edit** link to modify the dashboard template. The **Dashboard Builder** screen appears in edit mode.
   OR
   Click the **Desktop**/ **Tablet**/ **Mobile** icon to edit the template in desktop, tablet or mobile mode.
   OR
   Click Delete to delete the dashboard template.
   OR
   Click Cancel to cancel the transaction.
   OR
   Click Back to navigate to the previous screen.

## Dashboard Builder - Edit



3. Drag and drop widgets from the widget list if required.
4. Click on the upper right corner of the widget, if you want to expand the widget.
   OR
   Click on the upper right corner of the widget, if you want to compress the widget.
   OR
   Click on the upper right corner of the widget, if you want to remove the widget from the dashboard.
5. Click **Save** to save the changes.
   OR
   Click **Cancel** to cancel the transaction and navigate to the 'Dashboard'.
   OR
   Click **Back** to navigate to previous screen.
6. The **Review** screen appears. Verify the details, and click Confirm.
   OR
   Click the **Desktop/ Tablet/ Mobile** icon to review the template in desktop, tablet or mobile mode.
   OR
   Click **Edit** to make the changes if any for the selected device type.
   OR
   Click **Cancel** to cancel the transaction.
   OR
   Click **Back** to navigate to previous screen.
7. The success message appears along with the status of transaction.
   Click **Ok** to complete the transaction.

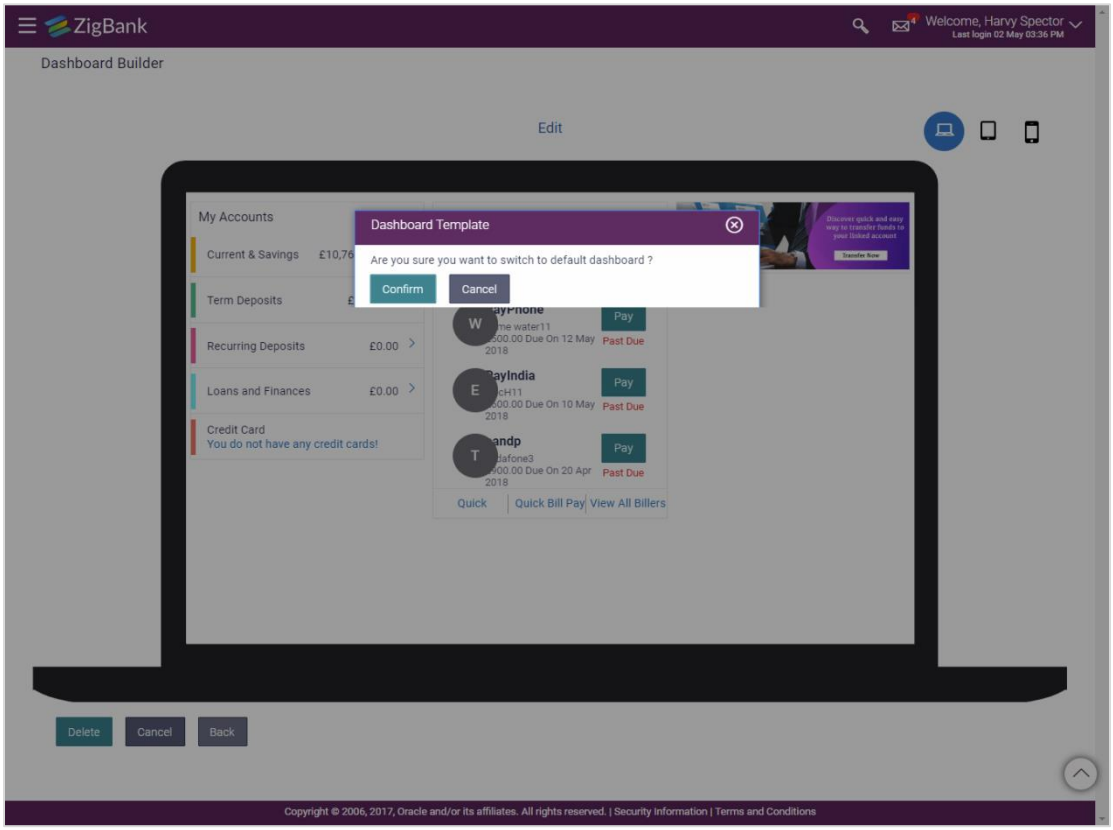
## 49.6 Dashboard Builder – Delete

The System Administrator can delete the custom dashboard templates maintained in the application. Deleting specific template will also result in deleting the template and revert back to the default dashboard.

**To delete the configured dashboard:**

1. In the **Dashboard Builder - Summary** screen, click the **View** link, against the dashboard that you want to delete. The **Dashboard Builder - View** screen appears.
2. Click **Delete**. The application prompts the administrator with a warning message 'Are you sure you want to switch to default dashboard' with an option of Confirm / Cancel.

## Dashboard Builder - Delete




3. Click **Confirm** to proceed with the deletion request.
   It will navigate to confirmation page with a success message along with the status and reference number.
   OR
   Click **Cancel** if you do not wish to proceed with deletion.
4. Click **OK** to complete the transaction.

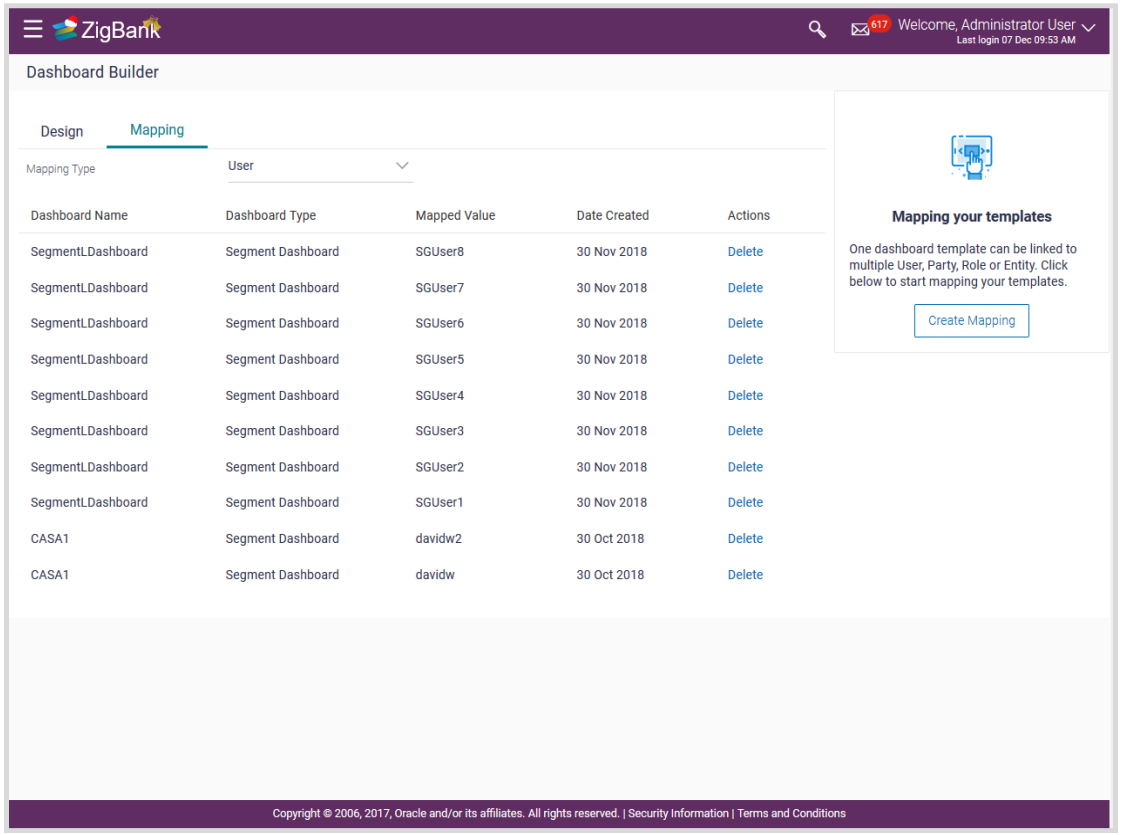
## 49.7 Dashboard Mapping – Summary

Using this option, System Administrator can map the configured dashboards to the user or party, or user type or user segments depending on the dashboard template selected. The system administrator can create mapping and can delete the mapping.

**To view the Dashboard mapping summary:**

1. In the **Dashboard Builder** screen, click the **Mapping** tab. The **Dashboard Builder - Mapping** summary screen appears.

**Dashboard Mapping Summary**




**Field Description**

| Field Name | Description |
|---|---|
| **Mapping Type** | Select the mapping type to search the dashboard template.<br>The options are:<br>• User<br>• Party<br>• Segment<br>• User Type |

| Field Name | Description |
|---|---|
| **Dashboard Name** | System displays the name of the dashboard template. |
| **Dashboard Type** | System displays the type of the dashboard i.e. module / application role / user type. |
| **Mapped Value** | System displays the value that is mapped to the template.<br>In case if the dashboard is mapped to the user, user ID to whom the dashboard is mapped will be shown as mapped value.<br>In case if the dashboard is mapped to the party, party ID to whom the dashboard is mapped will be shown as mapped value.<br>In case if the dashboard is mapped to the Role, role name to whom the dashboard is mapped will be shown as mapped value. |
| **Date Created** | The date on which template mapping was created. |
| **Actions** | Link to delete the mapping. |

2. From the **Mapping Type** list, select the appropriate option for which you want to view the mapping. The **Dashboard Builder - Mapping Summary** screen appears.

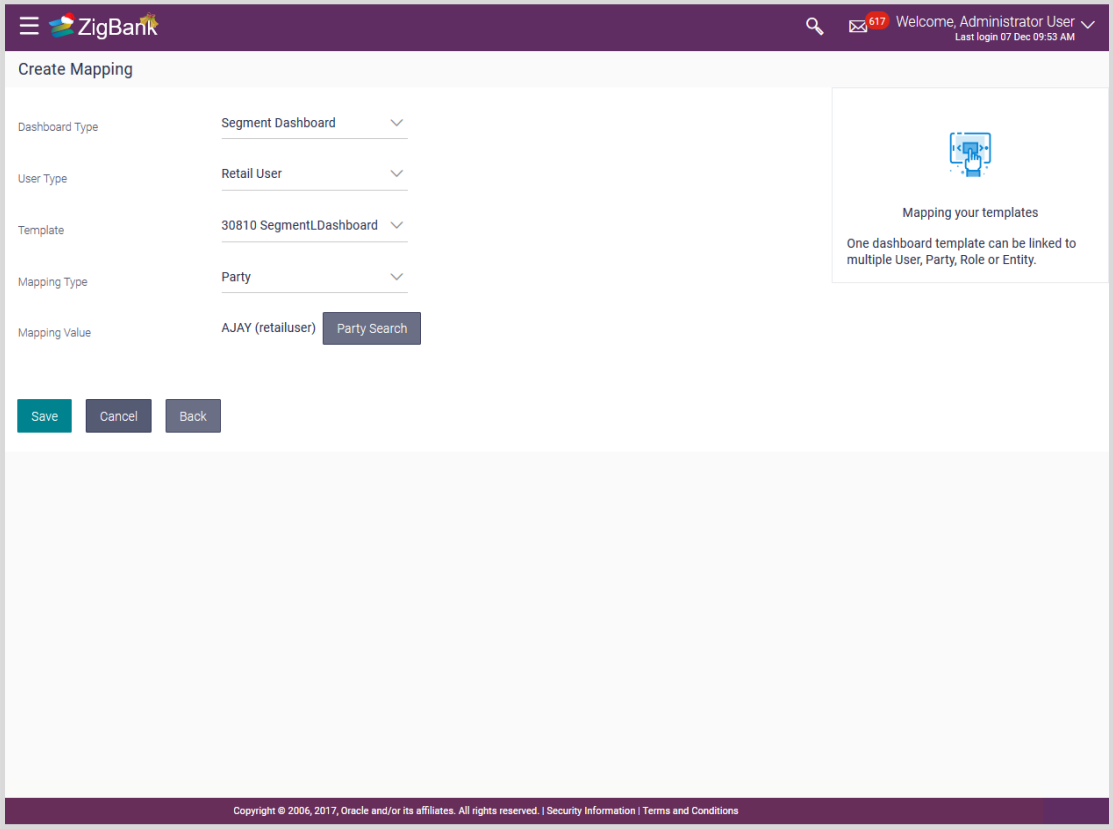
### 49.7.2 Create Mapping

Using this option, System Administrator selects the dashboard type, the dashboard template and then map either to a user/party/user segment/user type. The mapping type will depend on the type of dashboard selected.

**To map dashboard templates:**

1. In the **Dashboard Builder - Mapping** tab, click Create Mapping. The **Dashboard Builder - Create Mapping** screen appears.

## Create Mapping




### Field Description

| Field Name | Description |
|---|---|
| **Dashboard Type** | Select the dashboard type that is to be mapped. |
| **User Type** | Select the user type for which the dashboard template needs to be mapped. |
| **Template** | Select the template from the list that needs to be mapped. |
| **Mapping Type** | Select the mapping type i.e. the selected dashboard template to map to the required option.<br>The options are:<br>• User<br>• Party<br>• Segment<br>• User Type<br>The mapping type options will also depend on the dashboard type selected i.e. for user type dashboard, system will not have options of User, Party and Segment |

| Field Name | Description |
|---|---|
| **Mapping Value** | The mapping value will depend on the option selected in the mapping type. For Party selected in the mapping type, the admin can capture the party for which the dashboard template is applicable. For user selected in the mapping type, the admin can capture the user for which the dashboard template is applicable. For segment selected as the mapping type, admin can capture the segment for which the dashboard template is applicable. |
| **Party ID** | Party Id to search a party that is to be mapped to the dashboard template.<br>This field appears if you select **Party** option from the **Mapping Type** list. |
| **Party Name** | Party name to search a party that is to be mapped to the dashboard template.<br>This field appears if you select **Party** option from the **Mapping Type** list. |
| **User ID** | User ID that is to be mapped to the dashboard template.<br>This field appears if you select **User** option from the **Mapping Type** list. |
| **Select Segment** | Select the user segment that is to be mapped to the dashboard template.<br>This field appears if you select **Segment** option from the **Mapping Type** list. |

2. From the **Dashboard Type,** select the appropriate dashboard type i.e. Application Role Dashboard or Segment Dashboard or Module Dashboard or User Type Dashboard.
3. From the **User Type**, select the user type for which the Template mapping needs to be done.
4. Select the Template from the list that needs to be mapped.
5. From the **Mapping Type** list, select the appropriate option to be mapped.
   a. If you select **User** option, enter the user name.
   b. If you select **Party** option, enter the party Id in the **Party ID** field, and click Search. The Mapping Value appears. Click link under the Party ID column to view the party details.
      OR
      In the **Party Name** field enter the party name and click Search. The Mapping Value appears. Click link under the Party ID column to view the party details.
      OR
      Click Cancel to cancel the transaction.
      OR
      Click Clear to clear the entered value.
   c. If you select **Segment** option, select the role from the **User Segment** list.
6. Click **Save**.
   The success message along with the status of transaction appears.

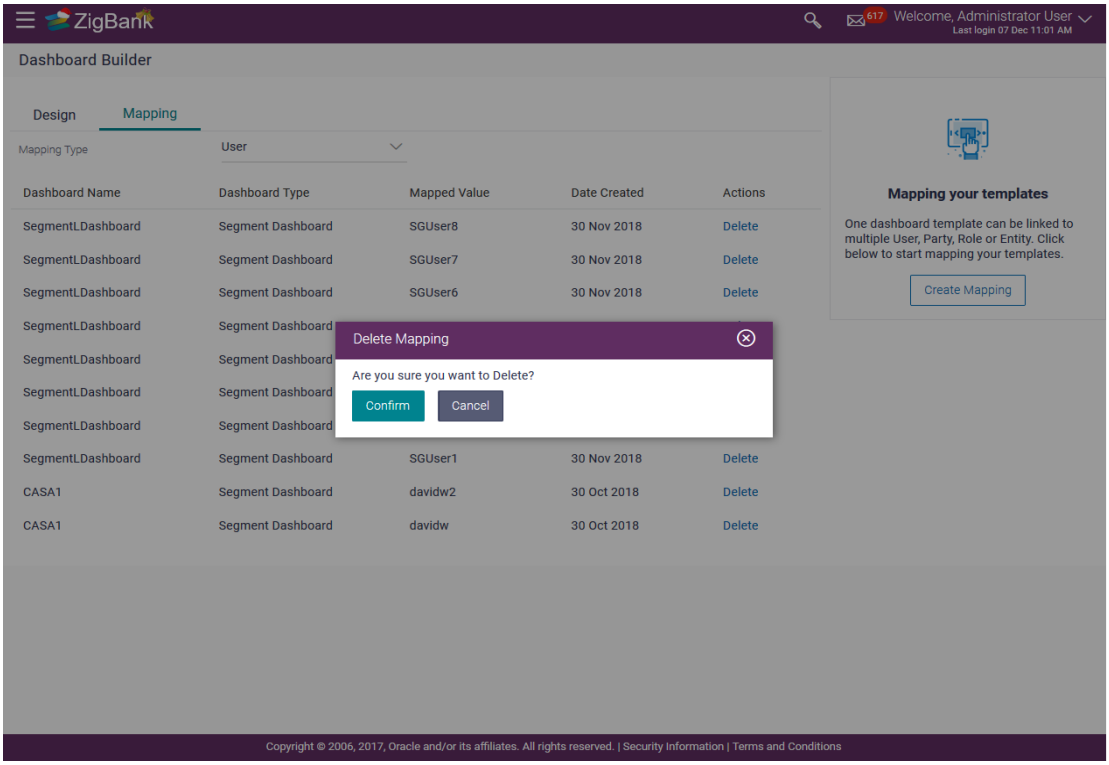
### 49.7.3 Delete Mapping

Using this option System Administrator can delete the templates mapped to a User or Party or User Segment or to a User Type.

**To delete the mapped dashboard template:**

1. In the **Dashboard Builder** screen, click the **Mapping** tab. The **Dashboard Builder - Mapping** summary screen appears.
2. Select the **Mapping Type** from the list i.e. User / Party / Segment / User Type
3. In the **Action** column, click **Delete** against the template mapping that you want to delete. The application will prompt the administrator with a deletion message with an option of Confirm/ Cancel.

**Delete Mapping**




4. Click **Confirm** to delete the mapping. It will navigate to confirmation page with a success message and the status.
   OR
   Click **Cancel** if you do not wish to delete the mapping.
5. Click **OK** to complete the transaction.

## FAQs

1. **Can I design new widgets using Dashboard Builder functionality?**

   No, designing of a new widget is not allowed using this functionality. Administrator can use the existing widgets and can design the required dashboard.

2. **Can I design different dashboards for different device types (desktop, mobile and tablet) using one template?**

   Yes, you can design different dashboards for different types of devices using one template. An edit option is available while previewing the dashboard on each type of device, which will help the user to make the necessary changes for specific device type.

   However the system will always display the widgets mapped to a combination of application role and internet as touch point, irrespective of any device size the user selects

3. **Can I delete the template that is mapped to a user / party / segment / user type?**

   Yes, you can delete the template that are already mapped to a user / party / segment or user type. A warning message informing about the mapping deletion is shown to the administrator while deleting a template.

4. **Can I map the same template to multiple users or parties?**

   Yes, you can map the same template to multiple parties or users. Separate entries are required for such mapping.

5. **Can I design the dashboard and map for administrator types of users (Bank/system administrator and corporate administrator)?**

   Yes, you can design the administrative dashboards using Dashboard Builder maintenance.

6. **When will the newly mapped dashboard be visible to the end customer?**

   Newly mapped dashboard will be available to the end user with an immediate effect.

7. **Can an end user (Retail/Corporate users) design their own dashboards or set their preferences to see required widgets?**

   Only **Retail** users can personalize and design their main dashboard. **Corporate** users cannot personalize their dashboards.

8. **In case of dashboard templates available at user level, segment level, application role level and user type level, which dashboard will the system resolve? Also what is the order in which the dashboards are resolved?**

   If there is a dashboard template mapped at a user level, then the system will display the user level dashboard on login.

   Before rendering the dashboard, system will first check if there is a dashboard at user level, followed by segment, application role and then at user type.

   In case where a retail user has personalize his/her dashboard, the system will give the priority to user defined dashboard followed by Administrator defined dashboards as user, segment, application role and then at user type.

**Home**

# 50. Relationship Maintenance

Customer Relationship Maintenance enables the System Administrator to set up the transaction access logic for Bank's retail customers from Digital Banking Platform based on their account - mode of operation or relationship.

E.g. If a customer relationship (Mode of operation) is 'Either or Survivor', provide an access of all transactions whereas, if a customer relationship (Mode of operation) is 'Jointly', provide an access of all Inquiries and restrict all financial transactions from Digital Banking Platform. Such account and transaction access rules can be set up by the System Administrator using 'Relationship Maintenance Module'.

This account relationship maintenance is a two-step process.

- Relationship Mapping Maintenance - Using this maintenance System Administrator can map OBDX relationship codes with core banking relationship codes
- Relationship Matrix Definition - Using this maintenance System Administrator can define the transaction access based on the account relationships

## 50.1 Relationship Mapping

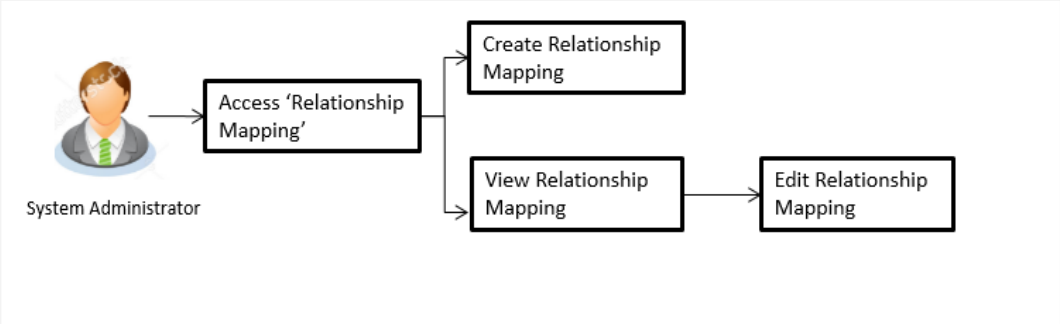
Using this option a System Administrator can map OBDX account relationship codes with account relationship codes defined in Core Banking Application so that the corresponding matrix defined in OBDX will be followed based on the available account relationship in the core application.

**Note:** The relationship matrix maintenance is done using **Relationship Matrix Maintenance** transaction.

**Prerequisites**

- Transaction access is provided to System Administrator.
- Account relationship codes are maintained in OBDX and in Core Banking Application.

**Workflow**




**Features supported in application**

The administrator can perform the following actions:

- Create Relationship Mapping

- Search/ View Relationship Mapping
- Edit Relationship Mapping

**How to reach here:**

*System Administrator Dashboard > Controls & Monitoring > Relationship Mapping*
*OR*
*System Administrator Dashboard > Toggle Menu >Controls & Monitoring > Relationship Mapping*

### 50.1.1 Relationship Mapping Maintenance - View

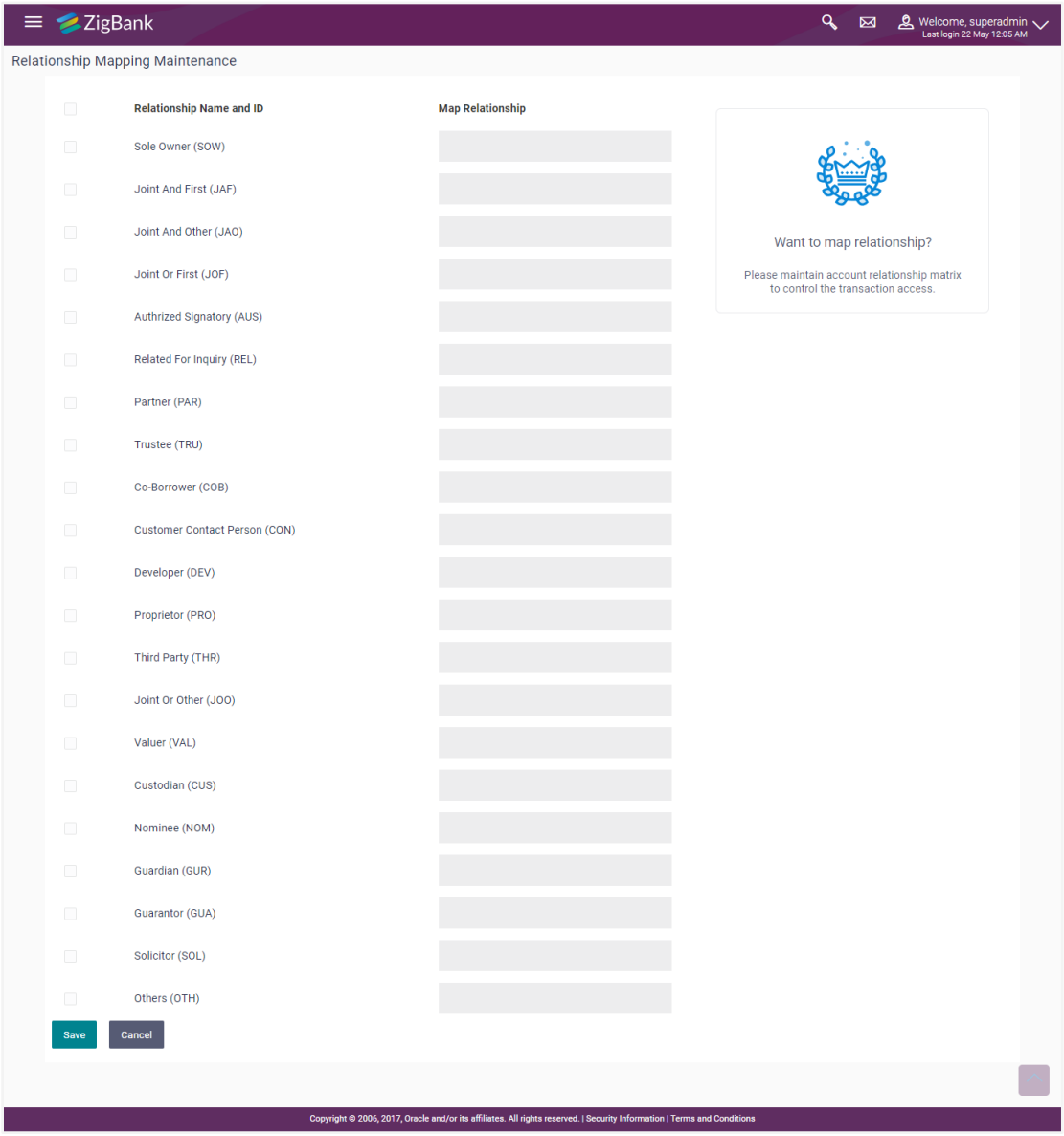
By accessing this menu option, System Administrator can view the account relationship codes maintained in OBDX and paired with the codes maintained in Core Banking Application

Relationship code maintained in OBDX appears on left side of the screen and paired codes if any appears on right side of the screen

1. All the relationships maintained under user account appears on **Relationship Mapping Maintenance** screen.
   OR
   Click **Edit** to edit the maintenance.
   OR
   Click **Cancel** to cancel the transaction.

**Note:** Instead of the **Edit** option, the **Save** option available if user is accessing it for the first time.

## Relationship Mapping Maintenance




## Field Description

| Field Name | Description |
|---|---|
| **Relationship Name and ID** | Lists all the relationships maintained in OBDX. |
| **Map Relationship** | Lists all the relationships maintained in Core Banking Application. |

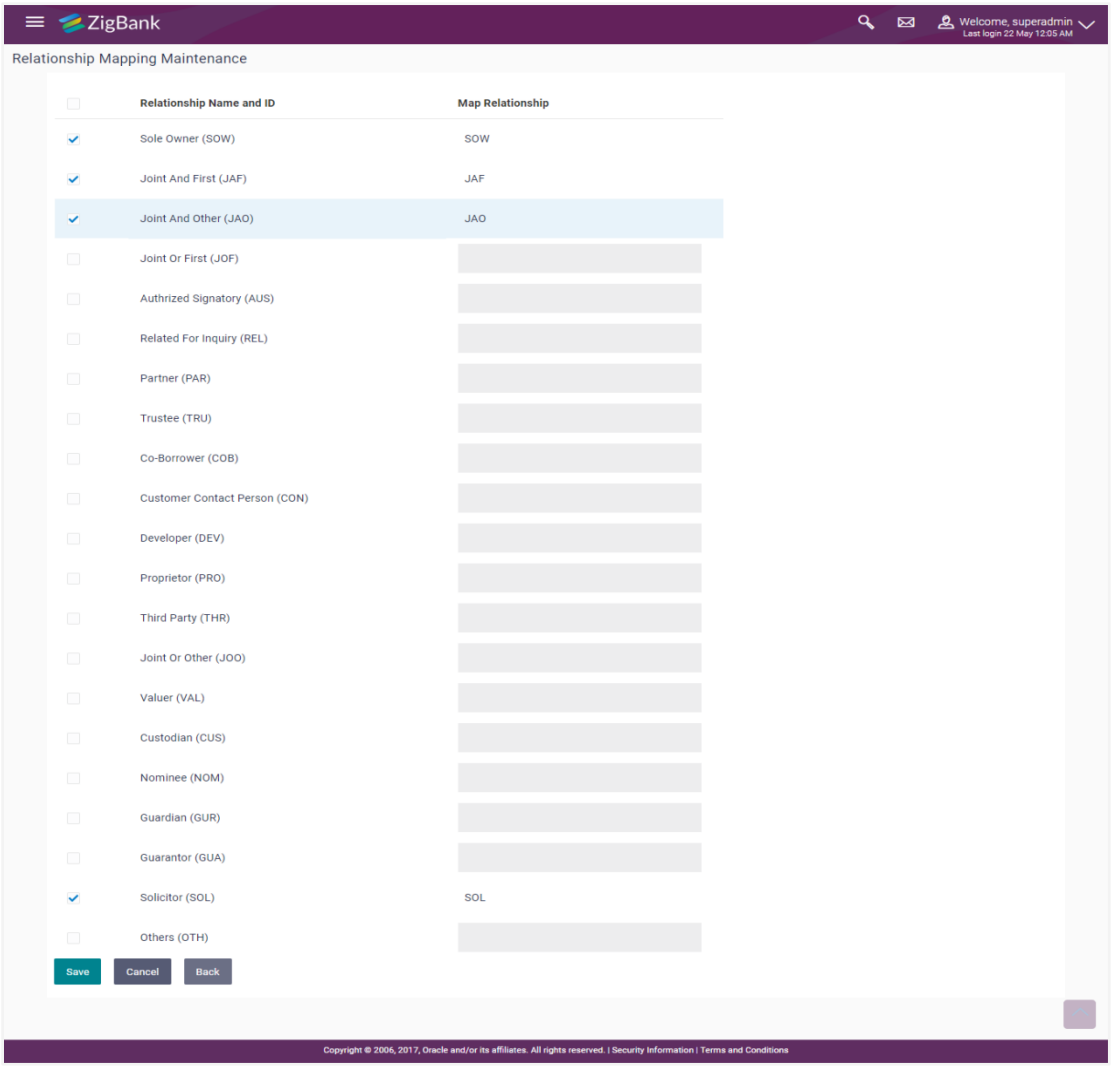
### 50.1.2 Relationship Mapping Maintenance - Edit

Using this option, System Administrator is allowed to map the newly added relationship codes with the codes defined in core application. As well as System Administrator can remove the relationship codes which are selected from the default list.

**To modify relation mapping:**

1. Navigating to **Relationship Mapping Maintenance** screen, application displays the All the relationships maintained under user account.
2. Click **Edit** to edit the maintenance.
   OR
   Click **Cancel** to cancel the transaction.

**Relationship Mapping Maintenance - Edit**



**Field Description**

| Field Name | Description |
|---|---|
| **Relationship Name and ID** | To map the OBDX relationships with the relationship codes available in the Core Banking system.<br>**Note:** Lists all the relationships maintained in OBDX. |
| **Map Relationship** | Relationship ID to be mapped with OBDX relationship ID.<br>**Note:** Lists all the relationships maintained in Core Banking Application.<br>If an existing mapping is available, a value will be shown in **Map Relation** field. |

1. Select the checkbox against **Relationship Name and ID** to map Core Banking relationships to OBDX relationships.

**Note:**
1) Select the checkbox adjacent to **Relationship Name and ID** in header row to select all relationships in one instance.
2) To unmap the relation mapping, uncheck the checkbox

2. In the **Map Relationship** field, enter the relationships value as maintained in Core Banking Application.
3. Click **Save** to save the relationship mapping maintenance.
   OR
   Click **Cancel** to cancel the transaction.
   OR
   Click **Back** to navigate back to previous screen.
4. The **Review** screen appears. Verify the details, and click **Confirm**.
   OR
   Click **Cancel** to cancel the transaction.
   OR
   Click **Back** to navigate back to previous screen.
5. The success message of Relationship Mapping Maintenance saved successfully appears along with the transaction reference number.
   Click **OK** to complete the transaction.

**Home**

## 50.2 Relationship Matrix

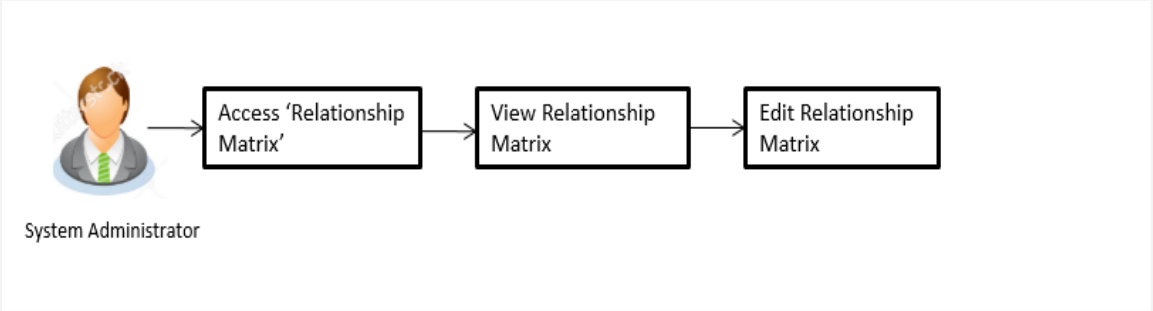
Relationship Matrix maintenance allows the System Administrator to define the transaction access based on the account relationships. Administrator can enable or disable each transaction for each relationship code.

OBDX first checks if the transaction is mapped to the role attached to the user and then if it is enabled in relationship matrix. If both the conditions are satisfied, an access of a transaction and of an account is provided to the user.

**Prerequisites**

- Transaction access is provided to System Administrator.
- Approval rule set up for System Administrator to perform the actions.
- Account relationship codes are maintained in OBDX and in Core Banking Application.
- Relationship mapping (mapping of OBDX relationship codes with codes maintained in Core Banking application) is maintained.

**Workflow**




**Features supported in application**

The administrator can perform the following actions:

- View Relationship Matrix
- Edit Relationship Matrix

**How to reach here:**

*System Administrator Dashboard > Controls & Monitoring >Relationship Matrix Maintenance*

### 50.2.1 Relationship Matrix Maintenance - View

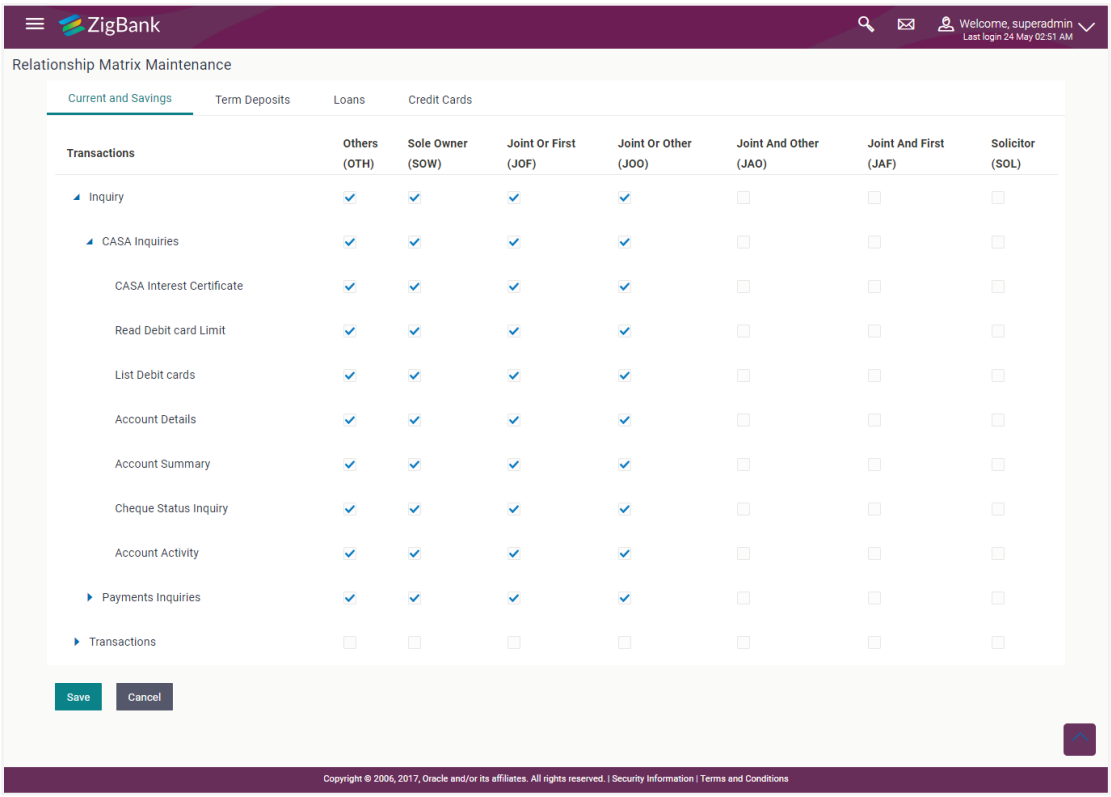
Based on the account relationship and transaction access matrix, System Administrator will know the account relationships IDs for which the channel access has been granted.

**To view relationship matrix:**

1. Displays the details maintained under user account relationship and transaction access matrix in **Relationship Matrix Maintenance - View** screen.
   OR
   Click **Edit** to modify the maintenance.
   OR
   Click **Cancel** to cancel the transaction.

**Note:** Instead of the **Edit** option, the **Save** option available if user is accessing it for the first time.

### Relationship Matrix Maintenance - View




### Field Description

| Field Name | Description |
|---|---|
| **Module Name** | Name of the module under which all transactions are maintained for Relationship Matrix.<br>• Current and Savings<br>• Deposits<br>• Loans<br>• Credit Cards |
| **Transaction Name** | Lists all the transactions under a specific module for which a channel access has been granted based on account relationship and transaction access matrix.<br>Under each module transactions are mainly grouped as:<br>• Inquiry<br>• Transactions |

| Field Name | Description |
|---|---|
| **Relationship ID** | Lists all the relationship IDs maintained in OBDX for which the codes available in core banking application are mapped. |

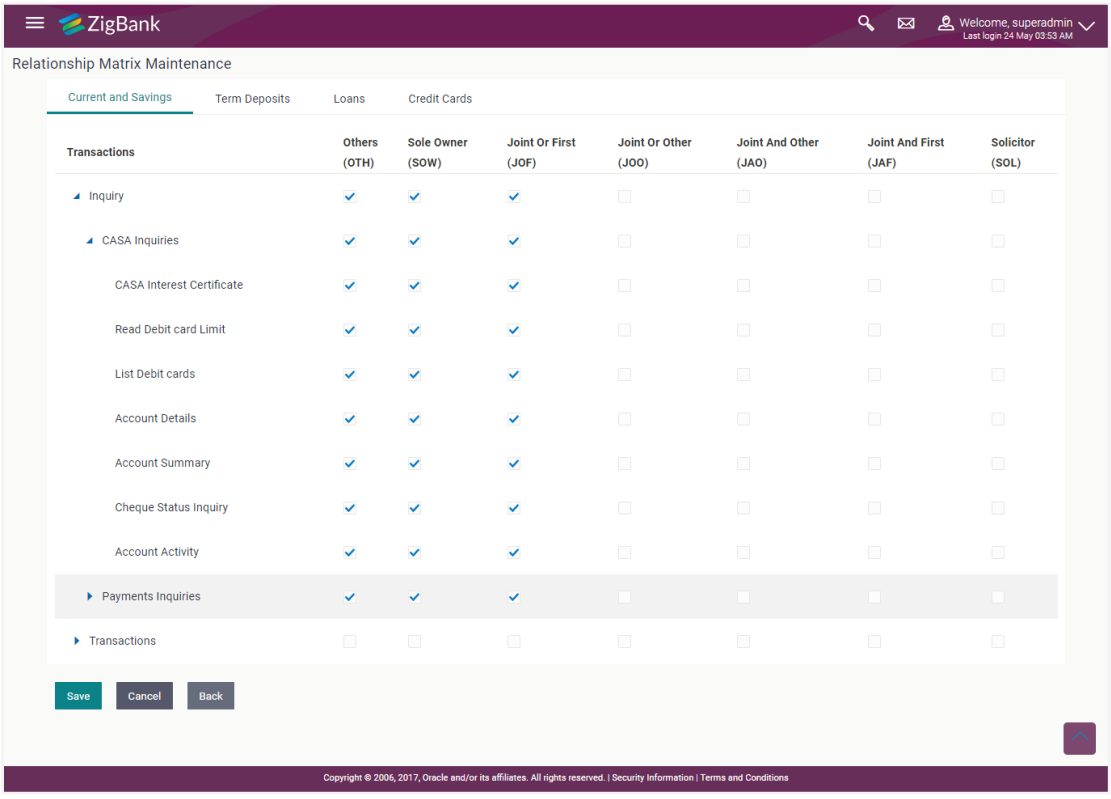
## 50.2.2 Relationship Matrix Maintenance - Edit

Using this option, System Administrator can modify the account relationship and transaction access matrix.

**To modify relationship matrix:**

1. Displays the details maintained under user account relationship and transaction access matrix in **Relationship Matrix Maintenance - View** screen.
2. Click **Edit** to modify the maintenance.
   The **Relationship Matrix Maintenance - Edit** screen appears.

**Relationship Matrix Maintenance - Edit**



**Field Description**

| Field Name | Description |
|---|---|
| **Module Name** | Name of the module under which all transactions are maintained for Relationship Matrix.<br>• Current and Savings<br>• Deposits<br>• Loans<br>• Credit Cards |
| **Transaction Name** | Lists all the transactions of a specific account for which a channel access has been granted based on account relationship and transaction access matrix.<br>The transaction categories are:<br>• Inquiry<br>• Transactions<br>Select/ deselect the transactions to maintain relationship matrix. |
| **Relationship ID** | Lists all the relationship IDs maintained in OBDX for which the codes available in core banking application are mapped. |

3. Select the check box available in the header of transaction category (Inquiry and Transactions**),** to select all transactions for selected category in one instance.
   OR
   Select the check box available against the **Relationship ID**) for each transaction.

**Note:**
1) Select / deselect the check box against the Transaction category (Inquiry and Transactions) to select all transactions under it.
2) To unmap the relation mapping, deselect the check box.

4. Repeat step 2 for all modules as per requirement.
5. Click **Save** to save the relationship matrix maintenance.
   OR
   Click **Cancel** to cancel the transaction.
   OR
   Click **Back** to navigate back to the previous screen.
6. The **Review** screen appears. Verify the details, and click **Confirm**.
   OR
   Click **Cancel** to cancel the transaction.
   OR
   Click **Back** to navigate back to previous screen.
7. The success message of Relationship Matrix Maintenance saved successfully appears along with the transaction reference number.
   Click **OK** to complete the transaction.

# FAQs

1. **Is relationship mapping a mandatory step?**

   Yes, relationship mapping is a mandatory step, without which the accounts will not be fetched from the core banking application.

2. **Will all transactions available be listed under a respective module on relationship matrix screen?**

   Transactions for which the Customer Relationship Matrix maintenance flag is enabled in 'Transaction Aspects' screen will be listed under the respective modules.

3. **Will a user get the access of a transaction and of an account, based on the relationship matrix definition?**

   No, OBDX first checks if the transaction is mapped to the role attached to the user and then if it is enabled in relationship matrix. If both the conditions are satisfied, access of the transaction and of account is provided to the user.

4. **What will happen if an inquiry access for current and savings accounts module have been granted for a specific relationship code e.g. JAF (Joint and First) and not provided for a non-inquiry transactions?**

   In the above case user having an account with the relationship code JAF, will be able to access all inquiry transactions from digital platform but the account will not be listed in non-inquiry transaction screen.

**Home**

# 51. Transaction Blackout

A blackout period is duration of time when access to something usually available is prohibited.

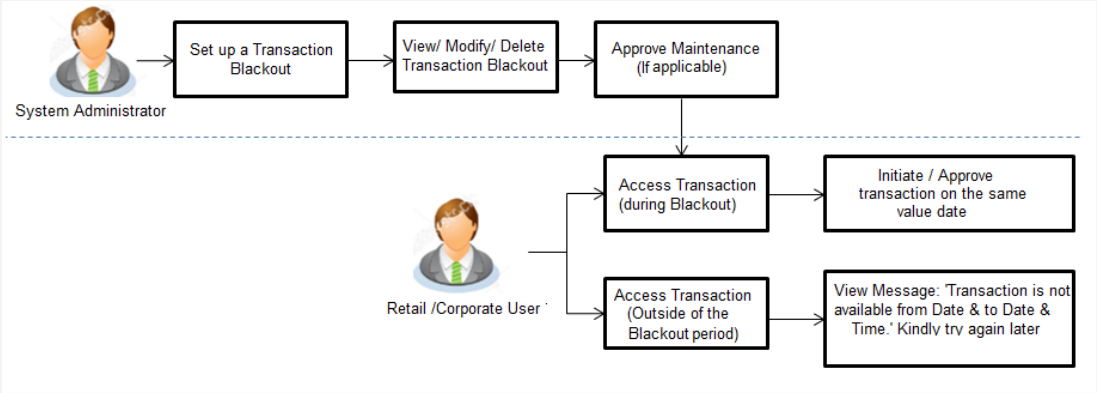
When a System Administrator maintains a transaction blackout, for a period, transaction/s are not accessible to users of the bank's retail and corporate or even to the administrator users for a preset time period.

The system administrator may use the time, when a transaction is blacked-out, to do necessary maintenances.

**Pre-Requisites**

- Transaction access is provided to System Administrator.
- Approval rule set up for system administrator to perform the actions.

**Workflow**




Access Transaction (during blackout) – Blackout message needs to be displayed

Check the flow, message part is against access of transaction outside blackout period.

**Features Supported In Application**

The following options are available as part of this maintenance:

- Create a new Transaction Blackout Maintenance
- Search and View Transaction blackouts already maintained
- Delete or Edit transaction blackouts maintained.

**How to reach here:**

*System Administrator Dashboard > Controls & Monitoring> Transaction Blackout*
*OR*
*System/ Bank Administrator Dashboard > Toggle Menu > Controls & Monitoring> Transaction Blackout*

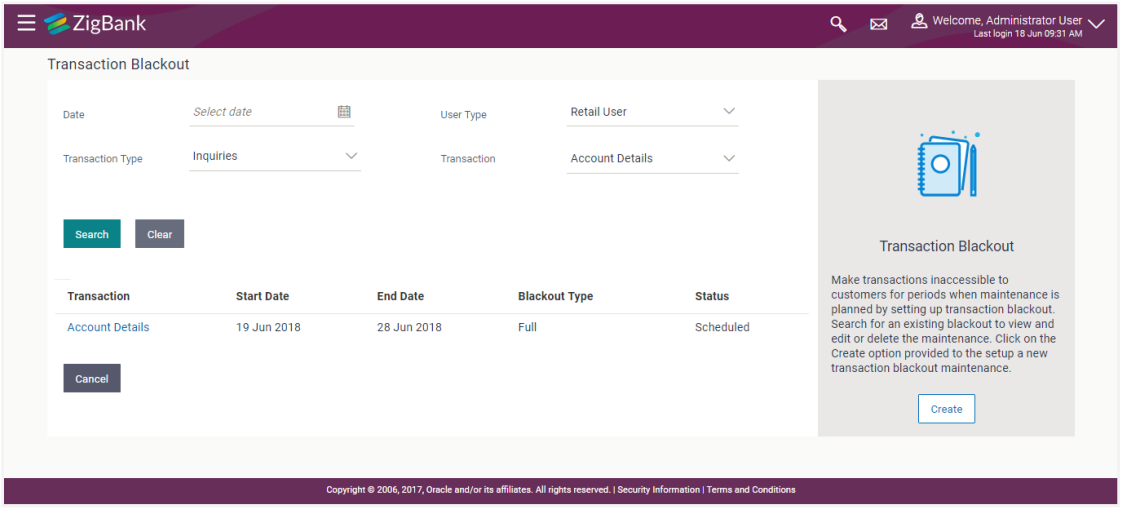
## 51.1 Transaction Blackout - Search

This function allows the System Administrator to search for transactions under a particular user type and also to create a new Transaction blackout. The search is available on the basis of User type, Transaction Type, Transaction and date. The search result displays only those transactions under a user type for which the 'Transaction Blackout' is maintained.

**To search for transactions under a particular user type:**

1. Enter the search criteria.
2. Click **Search**, displays results based on search criteria.
   OR
   Click **Clear** to reset the details.
   OR
   Click **Cancel** to cancel the transaction.

**Transaction Blackout- Search**



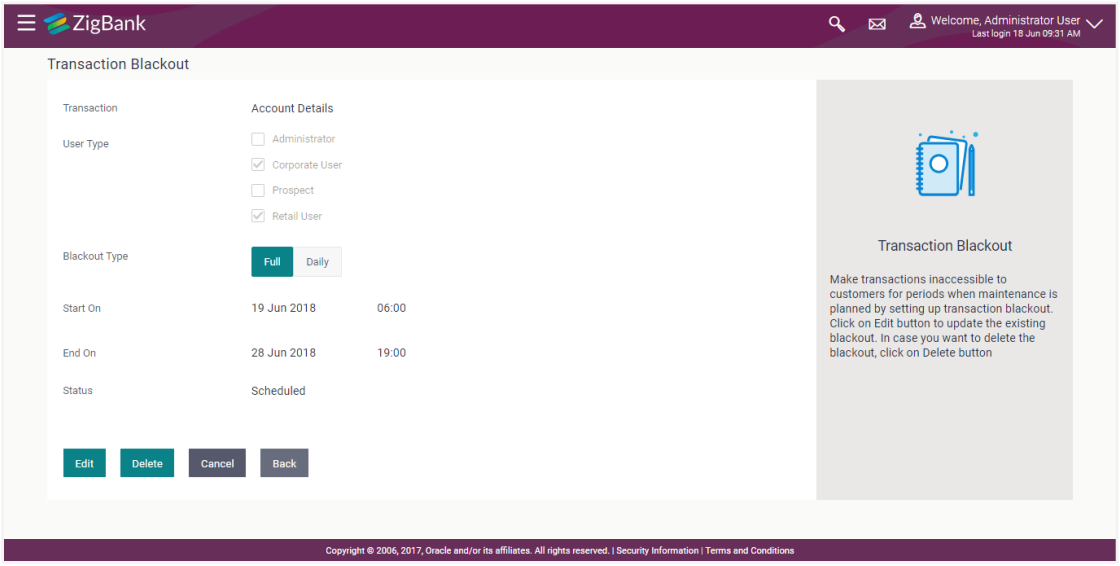

**Field Description**

| Field Name | Description |
|---|---|
| **Date** | Date of the transaction blackout. |
| **User Type** | The type of user for whom the transaction is blacked out.<br>The user types could be:<br>• Corporate User<br>• Administrator<br>• Retail User<br>Prospect |

| Field Name | Description |
|---|---|
| **Transaction Type** | Transaction type to be blacked out.<br>The options are:<br>• Maintenances<br>• Administration<br>• Inquiries<br>• Non-Financial<br>• Financial |
| **Transaction** | The specific transaction, for which a blackout is maintained. Transactions list displayed here gets populated basis on the transaction type selected in the previous field. |
| **Search Result** | |
| **Transaction** | The specific transaction, for which a blackout is maintained |
| **Start Date** | Start date for the blackout. |
| **End Date** | End date for the blackout. |
| **Blackout Type** | Type of black out.<br>• Full: Indicates that it will be complete transaction blackout for the set date and time.<br>• Daily: Indicates that it will be daily blackout for the set date and time. |
| **Status** | The transaction blackout status.<br>The options are:<br>• Ongoing: Indicates that blackout is ongoing.<br>• Scheduled: Indicates that scheduled for some day in the future. |

3. View the table with search results. This table contains the start date and end date of the blackout maintenance. Transaction for which the blackout is applicable, the type of blackout (full or daily) and the status – whether the blackout is ongoing, or scheduled for some day in the future.
4. Click on the field **Transaction** to view more details.

### Transaction Blackout- View details




### Field Description

| Field Name | Description |
|---|---|
| **Transaction** | The specific transaction, for which a blackout is maintained. |
| **User Type** | The type of user for whom the transaction is blacked out.<br>The user types could be:<br>• Corporate User<br>• Administrator<br>• Retail User<br>• Prospect |
| **Blackout Type** | Type of black out.<br>• Full: Indicates that it will be complete transaction blackout for the set date and time.<br>• Daily: Indicates that it will be daily blackout for the set date and time. |
| **Start On** | Start date and time for the blackout.<br>This field will be displayed if the Blackout type is selected as '**Full**'. |
| **End On** | End date and time for the blackout.<br>This field will be displayed if the Blackout type is selected as '**Full**'. |
| **Date Range** | Blackout start and end date.<br>This field will be displayed if the Blackout type is selected as '**Daily**'. |

| Field Name | Description |
|---|---|
| **Time Range** | Blackout start and end time.<br>This field will be displayed if the Blackout type is selected as '**Daily**'.<br>**Note:**<br>When blackout type is full - the following fields are displayed and enabled: Start On (Date and Time) End On and (Date and Time) When blackout type is Daily - the following fields are displayed and enabled - Date Range - From and To. Time Range - From and To. And, an option to Add Time |
| **Status** | The transaction blackout status.<br>The options are:<br>• Ongoing: Indicates that blackout is ongoing.<br>• Scheduled: Indicates that scheduled for some day in the future. |

5. Click **Edit** to edit the maintenance.
   OR
   Click **Delete** to delete the maintenance.
   OR
   Click **Cancel** to close the blackout creation process.
   OR
   Click **Back** to navigate to previous screen.

## 51.2 Transaction Blackout - Create

System Administrator can create new transaction blackout maintenance for the selected transaction. User needs to select the particular transaction and user type for whom blackout needs to be applied.

Further user can set up blackout type:

- Full – Black out for the entire period.
- Daily - Blackout between start and end time daily, for the days set.

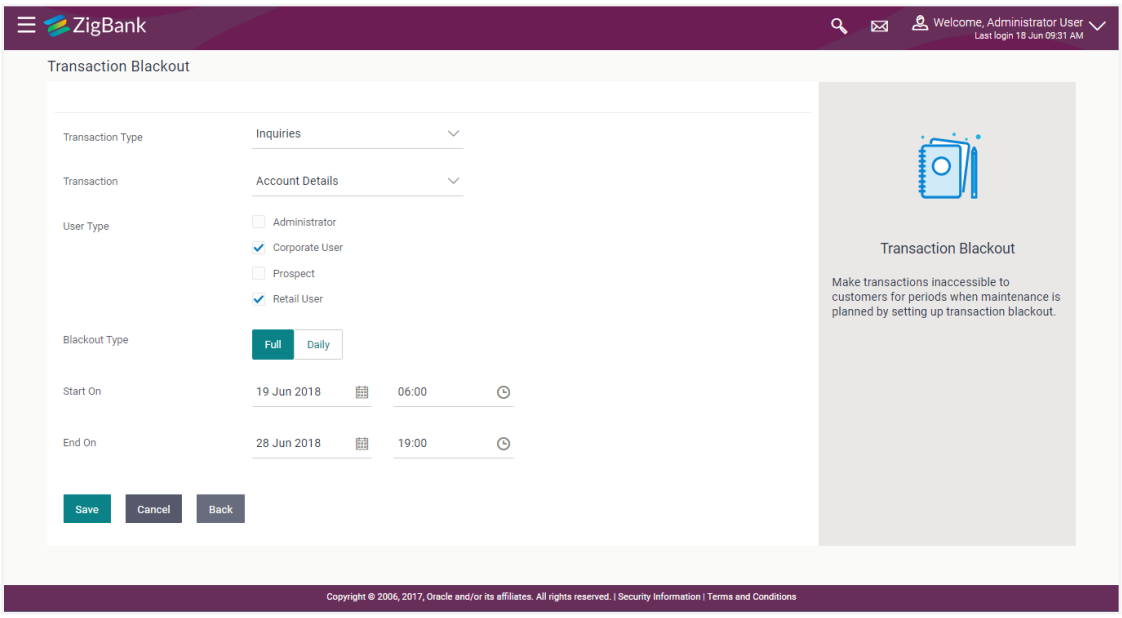
**To create new transaction blackout:**

1. Click **Create**.
2. From the **Transaction** list select the appropriate option.
3. From the **User Type** select the appropriate option.
4. From the **Blackout Type** select the appropriate option:
5. If you select **Full Day:**
   a. From the **Start On** list, select the start date and time of the transaction blackout.
   b. From the **End On** list, select the end date and time of the transaction blackout.
6. If you select **Daily:**
   a. From the **Date Range** list select the start and end date of the transaction blackout.

b. From the **Time Range** list select the start and end time of the transaction blackout.

**Note:** You can click **+Add Time Range** button, to add multiple time options for transaction blackout.

### Transaction Blackout- Create




### Field Description

| Field Name | Description |
|---|---|
| **Transaction Type** | Transaction type to be blacked out.<br>The options are:<br>• Maintenances<br>• Administration<br>• Inquiries<br>• Non-Financial<br>• Financial |
| **Transaction** | The specific transaction, for which a blackout is to be maintained. |
| **User Type** | The type of user for whom the transaction is blacked out.<br>The user types could be:<br>• Corporate User<br>• Administrator<br>• Retail User<br>• Prospect |

| Field Name | Description |
|---|---|
| **Blackout Type** | Type of black out.<br>• Full: A Full transaction blackout prevents access to a transaction from a certain day/time to certain day / time. The transaction is not enabled at all, during a full blackout<br>• Daily: A daily transaction blackout prevents access to a transaction for the defined time in a day, over few days. The transaction is enabled, outside of the blackout window, in case of a daily blackout |
| **Start On** | Start date and time for the blackout.<br>This field will be displayed if the Blackout type is selected as '**Full**'. |
| **End On** | End date and time for the blackout.<br>This field will be displayed if the Blackout type is selected as '**Full**'. |
| **Date Range** | Blackout start and end date.<br>This field will be displayed if the Blackout type is selected as '**Daily**'. |
| **Time Range** | Blackout start and end time.<br>This field will be displayed if the Blackout type is selected as '**Daily**'. |

**Note:**
When blackout type is full - the following fields are displayed and enabled: Start On (Date and Time) End On and (Date and Time) When blackout type is Daily - the following fields are displayed and enabled - Date Range - From and To. Time Range - From and To. And, an option to Add Time Range

7. Click **Save** to create the transaction blackout. User will be directed to the Transaction Blackout-Create - review page post necessary validations.
   OR
   Click **Cancel** to cancel the operation and navigate back to 'Dashboard'.
   OR
   Click **Back** to navigate to previous screen.
8. The **Review** screen appears. Verify the details, and click **Confirm**.
   OR
   Click **Cancel** to cancel the transaction.
   OR
   Click **Back** to navigate to previous screen.
9. The success message appears along with the transaction reference number. Click **Ok** to complete the transaction.

## 51.3 Transaction Blackout - Edit

System Administrator can modify existing blackout instructions. This screen displays the inputs captured for Daily/Full, End date and End time in the create transaction blackout screen in an editable form. Whereas user is not allowed to edit Transaction.

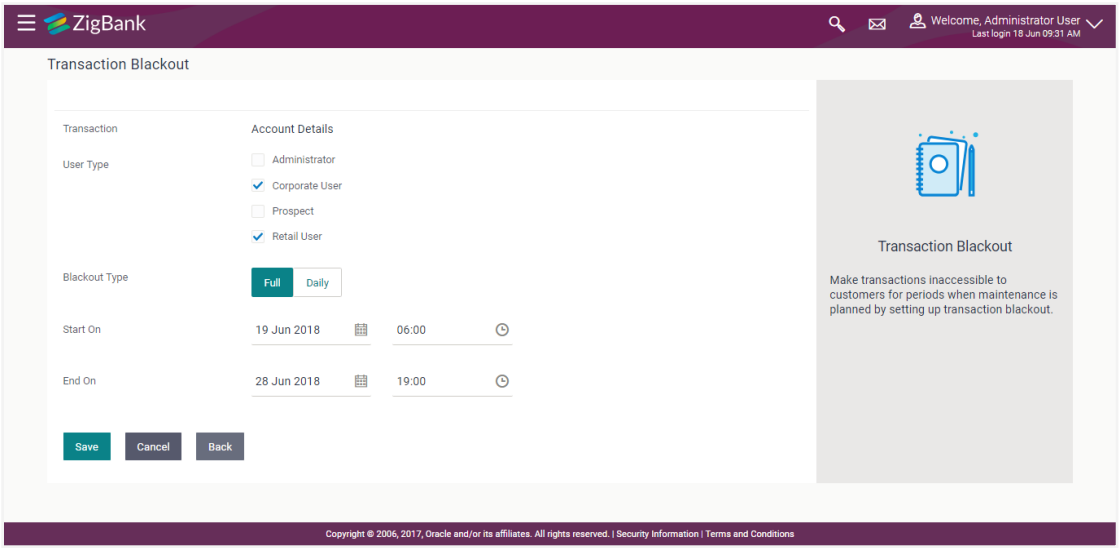
**To modify blackout instructions:**

1. Enter the search criteria like **Transaction**, **Date,** or **User Type**.

**Note:** Alternately, the user can perform a blank search.

2. Click **Search**, displays results based on search criteria.
   OR
   Click **Clear** to reset the details.
   OR
   Click **Cancel** to cancel the transaction.
3. Click on the transaction.
4. Click **Edit** to edit the maintenance.

**Editing a scheduled Maintenance**




**Field Description**

| Field Name | Description |
|---|---|
| **Transaction** | The specific transaction, for which a blackout is to be modified. |

| Field Name | Description |
|---|---|
| **User Type** | The type of user for whom the transaction is blacked out.<br>The user types could be:<br>• Corporate User<br>• Administrator<br>• Retail User<br>• Prospect |
| **Blackout Type** | Type of black out.<br>• Full: A Full transaction blackout prevents access to a transaction from a certain day/time to certain day / time. The transaction is not enabled at all, during a full blackout<br>• Daily: A daily transaction blackout prevents access to a transaction for the defined time in a day, over few days. The transaction is enabled, outside of the blackout window, in case of a daily blackout |
| **Start On** | Start date and time for the blackout.<br>This field will be displayed if the Blackout type is selected as '**Full**'. |
| **End On** | End date and time for the blackout.<br>This field will be displayed if the Blackout type is selected as '**Full**'. |
| **Date Range** | Blackout start and end date.<br>This field will be displayed if the Blackout type is selected as '**Daily**'. |
| **Time Range** | Blackout start and end time.<br>This field will be displayed if the Blackout type is selected as '**Daily**'. |

**Note:**
When blackout type is full - the following fields are displayed and enabled: Start On (Date and Time) End On and (Date and Time) When blackout type is Daily - the following fields are displayed and enabled - Date Range - From and To. Time Range - From and To. And, an option to Add Time Range

5. From the **User Type** select the appropriate option.
6. From the **Blackout Type** select the appropriate option:
7. If you select **Full Day:**
   a. From the **Start On** list, select the start date and time of the transaction blackout.
   b. From the **End On** list, select the end date and time of the transaction blackout.
8. If you select **Daily:**
   a. From the **Date Range** list, select the start and end date of the transaction blackout.

b. From the **Time Range** list, select the start and end time of the transaction blackout.

**Note:** You can click **+Add Time Range** button, to add multiple time options for transaction blackout.

9. Click **Save** to button to save Transaction Blackout Maintenance. User is directed to **Transaction Blackout-Edit - review** page post necessary validations.
   OR
   Click **Cancel** to cancel the transaction.
   OR
   Click **Back** to navigate to the previous screen.
10. The **Review** screen appears. Verify the details, and click **Confirm**.
    OR
    Click **Cancel** to cancel the transaction.
    OR
    Click **Back** to navigate to the previous screen.
11. The success message appears along with the transaction reference number. Click **OK** to complete the transaction.

## 51.4 Transaction Blackout - Delete

System Administrator can delete existing blackout instructions. User is allowed to delete future dated blackouts. Deleting ongoing blackout will stop the blackout and the transaction will be available to the users post approved by necessary levels of approvals.

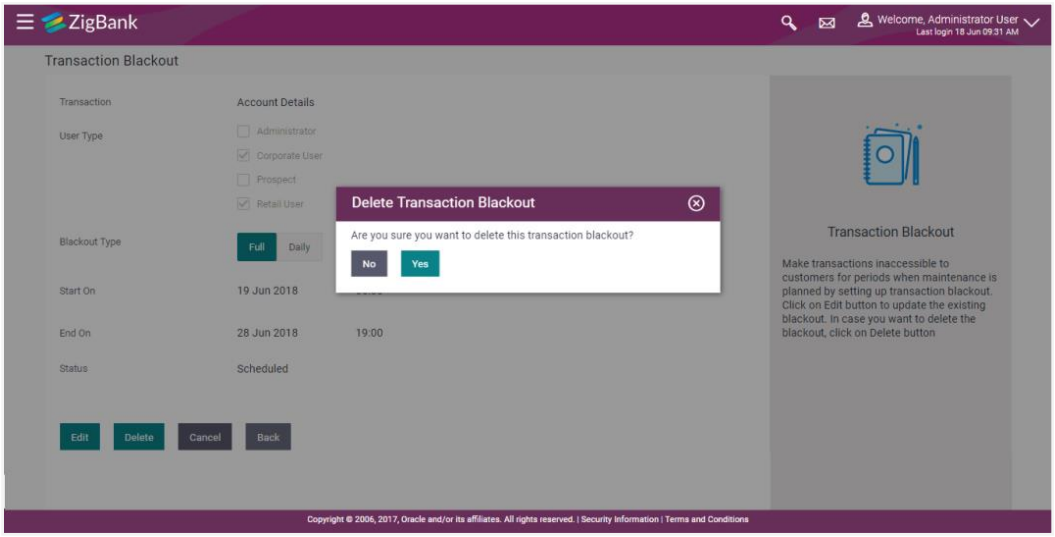
**To delete maintenance:**

1. Enter the search criteria like **Transaction**, **Date,** or **User Type**.

**Note:** Alternately, the user can perform a blank search.

2. Click **Search**, displays results based on search criteria.
   OR
   Click **Clear** to reset the details.
   OR
   Click **Cancel** to cancel the transaction.
3. Click **Edit** to edit the maintenance.
   OR
   On the Detailed View screen, click **Delete** to delete the maintenance.
   OR
   Click **Cancel** to close the blackout creation process.
   OR
   Click **Back** to navigate to previous screen.
4. The Pop-up Message to confirm deletion appears.

### Deleting an Ongoing / scheduled Maintenances




5. On the Detailed View screen, of the blackout, click **Delete**.
6. The Pop-up Message to confirm deletion appears.
7. Click **Yes** to delete.
   OR
   Click **No** to go back to the maintenance.
8. The **Review** screen appears. Verify the details, and click **Confirm**.
   OR
   Click **Cancel** to cancel the transaction.
   OR
   Click **Back** to navigate to previous screen.
9. The success message appears along with the transaction reference number. Click **Ok** to complete the transaction.

# FAQs

1. **Can I edit an Ongoing Transaction Blackout?**

   Only the End time and End Date of the ongoing blackout can be edited, that too only if it is greater than the current system date and time.

2. **Can I edit scheduled Transaction Blackout?**

   Yes. System Administrator has more flexibility in editing a scheduled transaction blackout.

3. **Can I delete an ongoing Transaction blackout?**

   Yes, ongoing transaction blackout can be deleted. Deleting ongoing blackout will stop the blackout and the transaction will be available to the users post approved by necessary levels of approvals.

4. **Any notification will be sent to the users about the planned blackout?**

   Administrator can send a notification to the users using the mailers feature available.

5. **What happens when user tries to access the transaction which is blacked out?**

   A message is shown on the screen informing about transaction blackout.

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# 52. Working Window

A transaction working window is the period in a day, when a transaction can be initiated, approved and processed. This is essentially like business hours, for a transaction. It is a time window within which electronic payments, such as domestic transfers, international transfers etc., must be submitted for an entry in the system so that the transaction is processed with same value date.

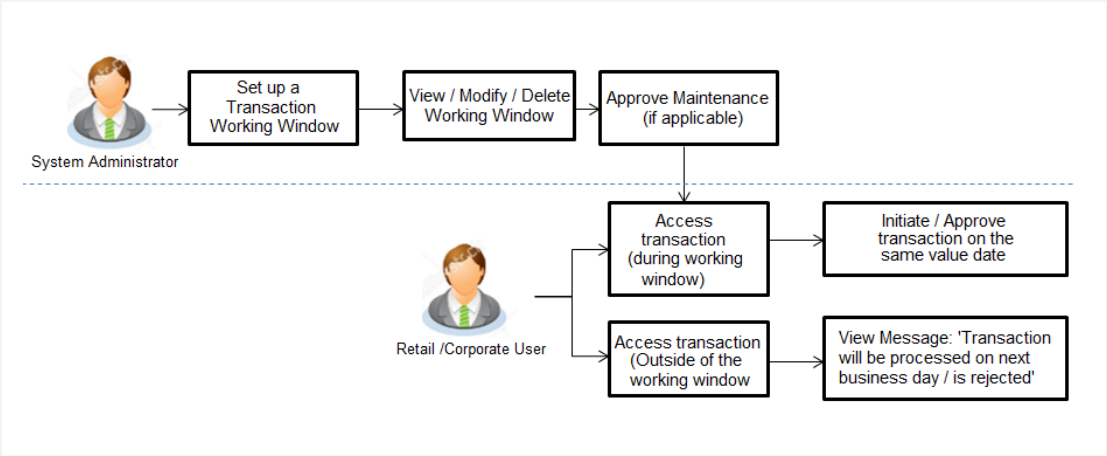
A working window is maintained, by the System Administrator for each transaction for which the value date is applicable for processing. In order to enable such transactions on channel, it is mandatory to define the working window for all the days of a week as day 0 maintenance. By doing this maintenance, user defines the channel working window for each day of the week for a specific transaction. Further, administrator can also define the processing pattern if the transaction is initiated by customers after the window is closed. Transactions, that are initiated or approved outside of the working window, are either processed on the next value date or rejected. Transaction working window can also be maintained for specific date which will be considered as exceptional working window, e.g. maintenance for specific public holiday. Working window set for an exception, overrides the normal working window.

Administrator can set up two different weekly and exceptional working windows for a specific transaction for different user types (Retail and Corporate User).

**Pre-Requisites**

- Transaction access is provided to System Administrator
- Approval rule set up for System Administrator to perform the actions
- Enable only those transactions for which the working window maintenance is applicable

**Workflow**




**Features Supported In Application**

The following options are available as part of this maintenance:

- Create a Transaction Working Window and an Exception for a particular date for all seven days
- Search and View Transaction working windows and Exceptions already maintained
- Delete or Edit transaction working windows / Exceptions maintained.

**How to reach here:**

*System Administrator Dashboard > Controls and Monitoring > Working Window*
*OR*
*System/ Bank Administrator Dashboard > Toggle Menu > Controls and Monitoring > Working Window*

## 52.1 Transaction Working Window - Search

This function allows the System Administrator to search the working windows which are already maintained. The search is available on the basis of specific date, transaction and user type.

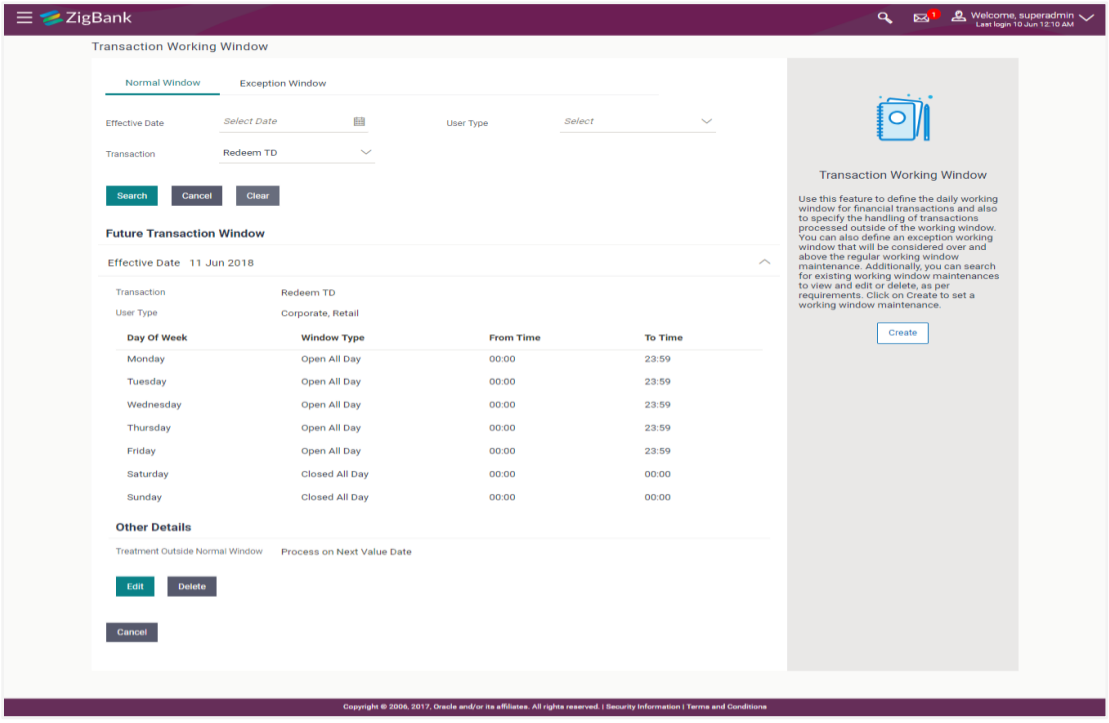
The screen is broadly divided into:

- Normal Window
- Exception Window

**To search the working windows:**

1. Select the working window.
2. If you select **Normal Window** tab,
   a. Enter the search criteria like **Transaction**, **Effective Date,** or **User Type**.
   b. Click **Search**, displays results based on search criteria.
   OR
   Click **Clear** to clear the search parameters.
   OR
   Click **Cancel** to cancel the transaction.

**Search Normal Window**



**Field Description**

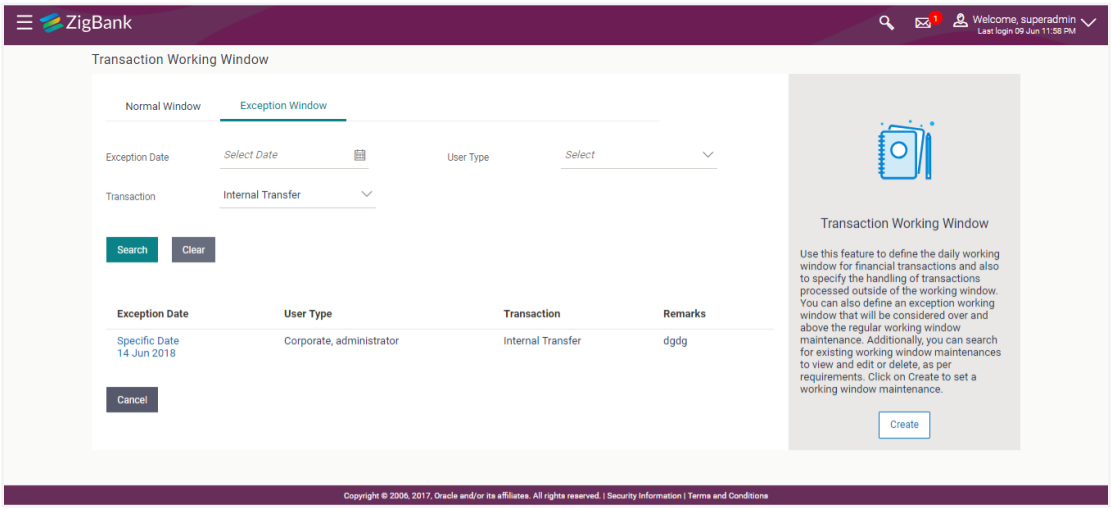
| Field Name | Description |
|---|---|
| **Normal Window** | |
| **Effective Date** | Effective date of working window. |
| **Transaction** | The specific financial transaction, for which a working window is maintained. |
| **User Type** | The type of user for whom the transaction working window is being maintained.<br>The user types could be:<br>• Corporate User<br>• Retail User |
| **Search Result** | |
| **Day of Week** | Day of week for which the transaction working window is applicable. |
| **Window Type** | Type of working window for the transaction.<br>The type can be:<br>• Limited Time<br>• Open All Day<br>• Closed All Day |
| **From Time** | Start time of transaction working window.<br>This field is enabled if you select **Limited Time** from the **Window Type** field. |
| **To Time** | End time of transaction working window.<br>This field is enabled if you select **Limited Time** from the **Window Type** field. |
| **Other Details** | |
| **Treatment Outside Normal Window** | Indicates the treatment outside normal window:<br>The options are:<br>• Process on Next Value Date<br>• Reject Transaction |

3. View the working window - Current Working Window and Future working window (if any), with the effective date. This is split day wise. Go through the working window time for each day and also how processing is set-up, outside the working window.

4. Click **Edit** to edit the maintenance.
   OR
   Click **Delete** to delete the maintenance.

If you select **Exception Window** tab,

### Search Exception Window



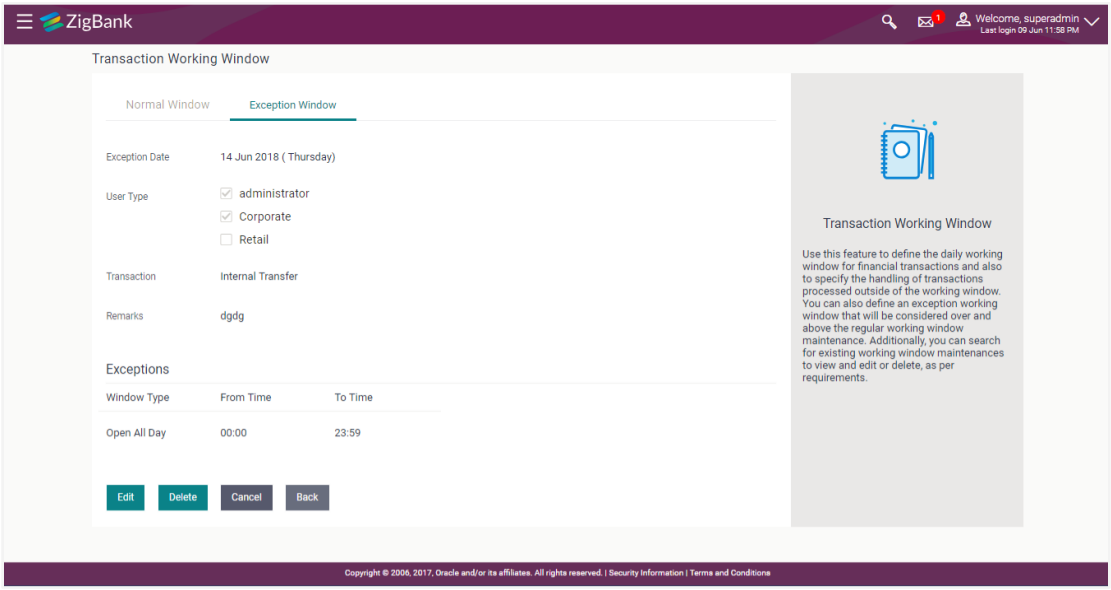

### Field Description

| Field Name | Description |
|---|---|
| **Exception Window** | |
| **Exception Date** | Exception date for which the transaction is allowed during the specific date or date range.<br>The exception date could be:<br>• Specific Date: Transaction allowed for a specific date.<br>• Date Range: Transaction allowed during a specified period. |
| **User Type** | Type of user, whether the transaction exception is applicable for a retail or corporate user. |
| **Transaction** | The specific financial transaction, for which a working window is maintained. |
| **Remarks** | Reason for exception. |
| **User Type** | Type of user, whether the transaction exception is applicable for a retail or corporate user. |
| **Exceptions** | |

| Field Name | Description |
|---|---|
| **Date and Day** | Day and date for which the exception is applicable. |
| **Window Type** | Transaction exception applicable window.<br>Window types:<br>• Limited Time: Transaction is applicable for a limited time.<br>• Open all Day: Transaction can be done for the entire day.<br>• Close all Day: Transaction is closed for the whole day. |
| **Time Range** | Transactions are open during the specific time.<br>This field is enabled, if you select **Limited Time**, option from the **Window Type** list. |

5. Click the **Exception Date** field to launch the **Detailed View** screen.

**Search Exception Window- Detailed View**




**Field Description**

| Field Name | Description |
|---|---|
| **Exception Date** | Exception date for which the transaction is allowed during the specific date or date range.<br>The exception date could be:<br>• Specific Date: Transaction allowed for a specific date.<br>• Date Range: Transaction allowed during a specified period. |

| Field Name | Description |
|---|---|
| **User Type** | Type of user, whether the transaction exception is applicable for a retail or corporate user. |
| **Transaction** | The specific financial transaction, for which a working window is maintained. |
| **Remarks** | Reason for exception. |
| **Exceptions** | |
| **Window Type** | Type of working window for the exception.<br>Window types:<br>• Limited Time: Transaction is enabled, for the set limited time – the business hours of the transaction<br>• Open all Day: Transaction is enabled, for the entire day.<br>• Close all Day: Transaction is disabled, for the whole day. |
| **Time Range** | Business hours of the transaction.<br>This field is enabled, if you select **Limited Time**, option from the **Window Type** list. |

6. Click **Edit** to edit the maintenance.
   OR
   Click **Delete** to delete the maintenance.
   OR
   Click **Back** to navigate to the previous screen.
   OR
   Click **Cancel** to cancel the transaction.

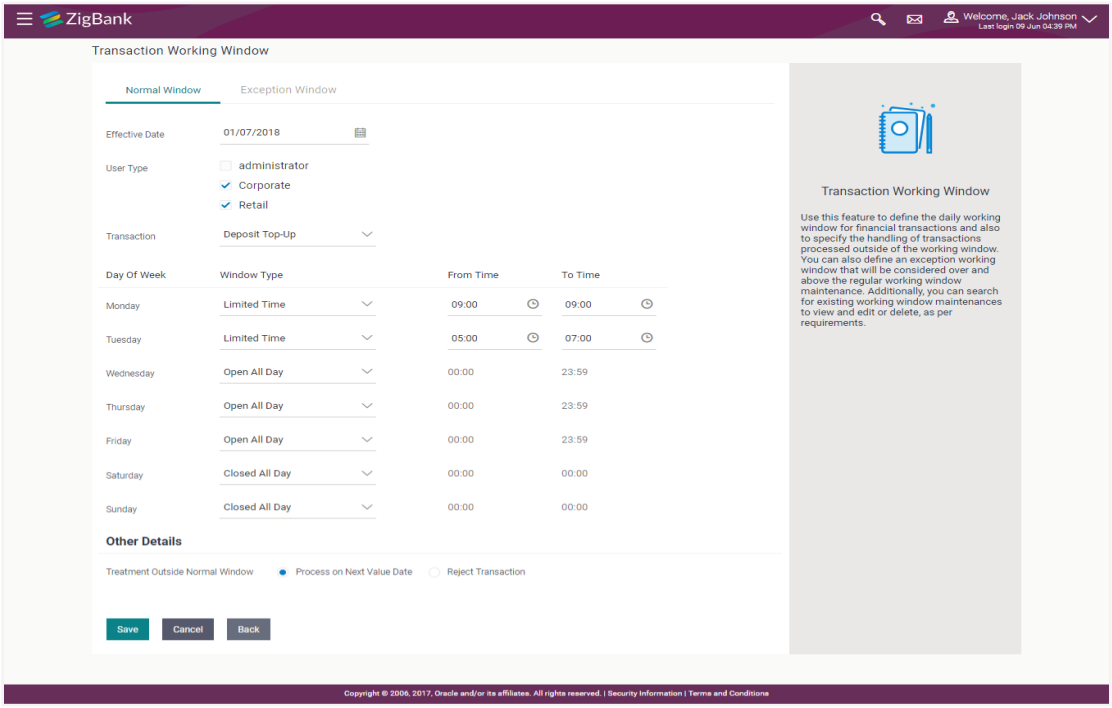
## 52.2 Transaction Working Window - Create

System Administrator can create new transaction working window maintenance for the selected transaction. Working window can be set as ‘Normal’ working window (for all days of the week) and ‘Exception Window’.

**To create normal window:**

1. Select the working window.
2. If you select **Normal Window** tab,
   a. Click **Create**.

## Create Working Window




## Field Description

| Field Name | Description |
|---|---|
| **Effective Date** | Effective date of working window. |
| **User Type** | The type of user for whom the transaction working window is being maintained.<br>The user types could be:<br>• Corporate User<br>• Retail User |
| **Transaction** | The specific financial transaction, for which a working window is maintained. |
| **Day of Week** | Day of week for which the transaction working window is applicable. |
| **Window Type** | Type of working window for the transaction.<br>The type can be:<br>• Limited Time<br>• Open All Day<br>• Closed All Day |

| Field Name | Description |
|---|---|
| **From Time** | Start time of transaction working window.<br>This field is enabled if you select **Limited Time** from the **Window Type** field. |
| **To Time** | End time of transaction working window.<br>This field is enabled if you select **Limited Time** from the **Window Type** field. |
| **Other Details** | |
| **Treatment Outside Normal Window** | Indicates the treatment outside normal window:<br>The options are:<br>• Process on Next Value Date<br>• Reject Transaction |

b. From the **Effective Date** list, select the start date of the transaction working window.

c. From the **Window Type**, select the appropriate option.

d. If you select the **Window Type** as **Limited Time**, from the **From Time** / **To Time** list select the start and end time of the transaction working window.

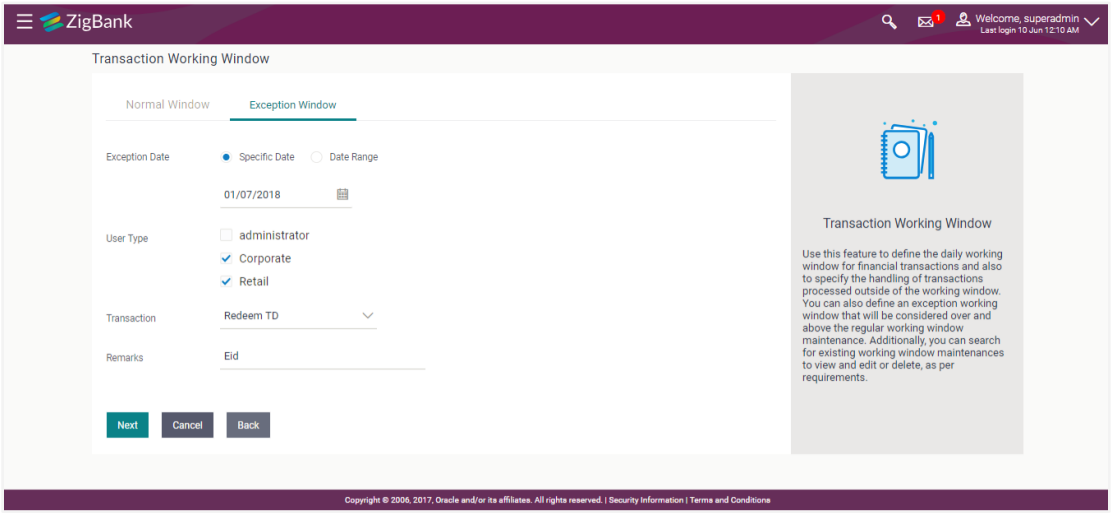
e. In the **Other Details** section, from the **Treatment Outside Normal Window** field, select the appropriate option.

3. Click **Save** to create the transaction working window.
   OR
   Click **Back** to navigate to the previous screen.
   OR
   Click **Cancel** to cancel the transaction.
4. The **Review** screen is displayed. Verify the details, and click **Confirm**.
   OR
   Click **Edit** to modify details if any.
   OR
   Click **Cancel** to cancel the transaction.
5. The success message is displayed along with the transaction reference number. Click **OK** to complete the transaction.

**To create Exception window:**

1. Select the working window.
2. If you select **Exception Window** tab,
   a. Click **Create.**

## Create Exception Window




## Field Description

| Field Name | Description |
|---|---|
| **Exception Date** | Exception date or date range, when processing for a transaction, overrides that set in the normal transaction working window.<br>The exception date could be:<br>• Specific Date: Exception for a single day<br>• Date Range: Exception for a date range |
| **User Type** | Type of user, whether the transaction exception is applicable for a retail or corporate user. |
| **Transaction** | The specific financial transaction, for which an exceptional working window is maintained. |
| **Remarks** | Reason for exception for e.g. a national holiday. |
| **Exceptions** | Type of working window for the transaction.<br>Window types:<br>• Limited Time<br>• Open all Day<br>• Close all Day |

| Field Name | Description |
|---|---|
| **Window Type** | Type of working window for the exception.<br>Window types:<br>• Limited Time: Transaction is applicable for a limited time.<br>• Open all Day: Transaction can be done for the entire day.<br>• Close all Day: Transaction is closed for the whole day. |
| **Time Range** | Business hours of the transaction.<br>This field is enabled, if you select **Limited Time**, option from the **Window Type** list. |

b. From the **Exception Date** list, select the start date of the working window - exception.

c. From the **Window Type**, select the appropriate option.

d. If you select the **Window Type** as **Limited Time**, from the **From Time** / **To Time** list select the start and end time of the working window - exception.

6. Click **Save** to create the transaction working window.
   OR
   Click **Back** to navigate to the previous screen.
   OR
   Click **Cancel** to close the exception creation process.
7. The **Review** screen is displayed. Verify the details, and click **Confirm**.
   OR
   Click **Edit** to modify details if any.
   OR
   Click **Cancel** to cancel the transaction.
8. The success message is displayed along with the transaction reference number. Click **OK** to complete the transaction.

## 52.3 Transaction Working Window - Edit

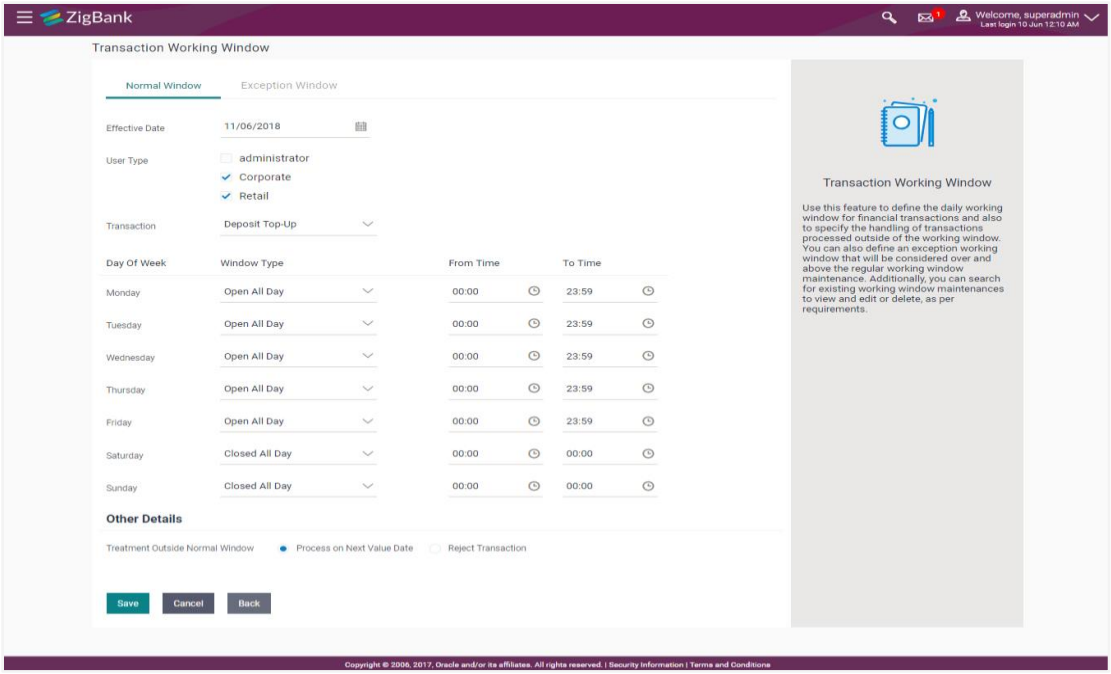
System Administrator can modify existing working window maintenance. In case of normal working window, edit is allowed only if the effective date is a future date. In case of exception working window, future window can be edited current exceptional window can also be edited if the set time is less than the actual time.

**To modify normal window:**

1. Select the working window.
2. If you select **Normal Window** tab,
   a. Enter the search criteria like **Transaction**, **Effective Date,** or **User Type**.
   b. Click **Search**, displays results based on search criteria.
      OR
      Click **Clear** to clear the search parameters.
      OR
      Click **Cancel** to cancel the transaction.

c. Click **Edit** to edit the working window, from the Detailed View page.
OR
Click **Delete** to delete the maintenance.

**Edit Normal Window**




**Field Description**

| Field Name | Description |
|---|---|
| **Effective Date** | Effective date of working window. |
| **User Type** | The type of user for whom the transaction working window is being maintained.<br>The user types could be:<br>• Corporate User<br>• Retail User |
| **Transaction** | The specific financial transaction, for which a working window is maintained. |
| **Window Type** | Type of working window for the transaction.<br>The type can be:<br>• Limited Time<br>• Open All Day<br>• Closed All Day |

| Field Name | Description |
|---|---|
| **From Time** | Start time of transaction working window.<br>This field is enabled if you select **Limited Time** from the **Window Type** field. |
| **To Time** | End time of transaction working window.<br>This field is enabled if you select **Limited Time** from the **Window Type** field. |
| **Other Details** | |
| **Treatment Outside Normal Window** | Indicates the treatment outside normal window:<br>The options are:<br>• Process on Next Value Date<br>• Reject Transaction |

d. View the effective date, from when the modified maintenance will be effective. Modify if required.

e. The user can view the days of the week – from Monday through Sunday with a drop-down of three values against each day( Open all Day, Closed all day, Limited Time)

**Note:** For open all day and closed all day options, system defaults from and to time values of– 00:00 and 23:59 hours, for the former and 00:00 hours, for the latter. For the limited time option, specify from and to time, to define the transaction working window.

f. View the preferred processing, when transaction is initiated or approved outside of the working window.
Either Process on Next Value Date or Reject Transaction Modify if required.

3. Click **Save** to create the transaction working window.
OR
Click **Cancel** to close the exception creation process.
OR
Click **Back** to navigate to the previous screen.
4. The **Review** screen is displayed. Verify the details, and click **Confirm**.
OR
Click **Edit** to modify details if any.
OR
Click **Cancel** to cancel the transaction.
5. The success message is displayed along with the transaction reference number. Click **OK** to complete the transaction.

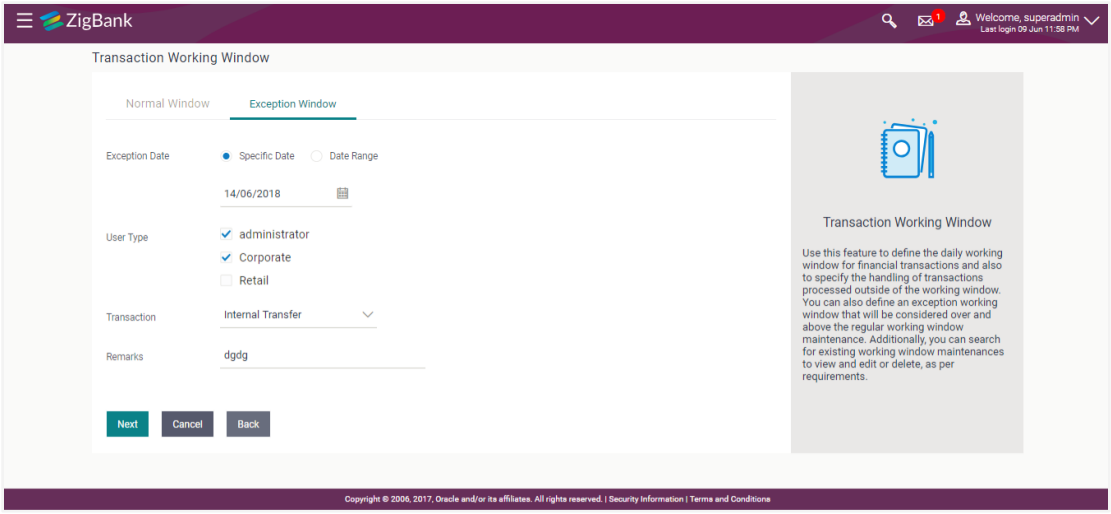
**To modify exception window:**

6. Select the working window.
7. If you select **Exception Window** tab,
   a. Enter the search criteria like **Transaction**, **Effective Date,** or **User Type**.
   b. Click **Search**, displays results based on search criteria.
   OR

Click **Clear** to clear the search parameters.
OR
Click **Cancel** to cancel the transaction.

c. Click **Edit** to edit the working window - exception, from the Detailed View page.
OR
Click **Delete** to delete the maintenance.

### Edit Exception Window




### Field Description

| Field Name | Description |
|---|---|
| **Exception Date** | Exception date or date range, when processing for a transaction, overrides that set in the normal transaction working window.<br>The exception date could be:<br>• Specific Date: Exception for a single day<br>• Date Range: Exception for a date range |
| **User Type** | Type of user, whether the transaction exception is applicable for a retail or corporate user. |
| **Transaction** | The specific transaction, for which exception is being maintained. |
| **Remarks** | Reason for exception for e.g. a national holiday. |
| **Exceptions** | |

| Field Name | Description |
|---|---|
| **Window Type** | Type of working window for the exception.<br>Window types:<br>• Limited Time: Transaction is applicable for a limited time.<br>• Open all Day: Transaction can be done for the entire day.<br>• Close all Day: Transaction is closed for the whole day. |
| **Time Range** | Business hours of the transaction.<br>This field is enabled, if you select **Limited Time**, option from the **Window Type** list. |

8. Update the required details.
9. Click **Save** to create the transaction working window.
   OR
   Click **Back** to navigate to the previous screen.
   OR
   Click **Cancel** to close the exception creation process.
10. The **Review** screen is displayed. Verify the details, and click **Confirm**.
    OR
    Click **Edit** to modify details if any.
    OR
    Click **Cancel** to cancel the transaction.
11. The success message is displayed along with the transaction reference number. Click **OK** to complete the transaction.

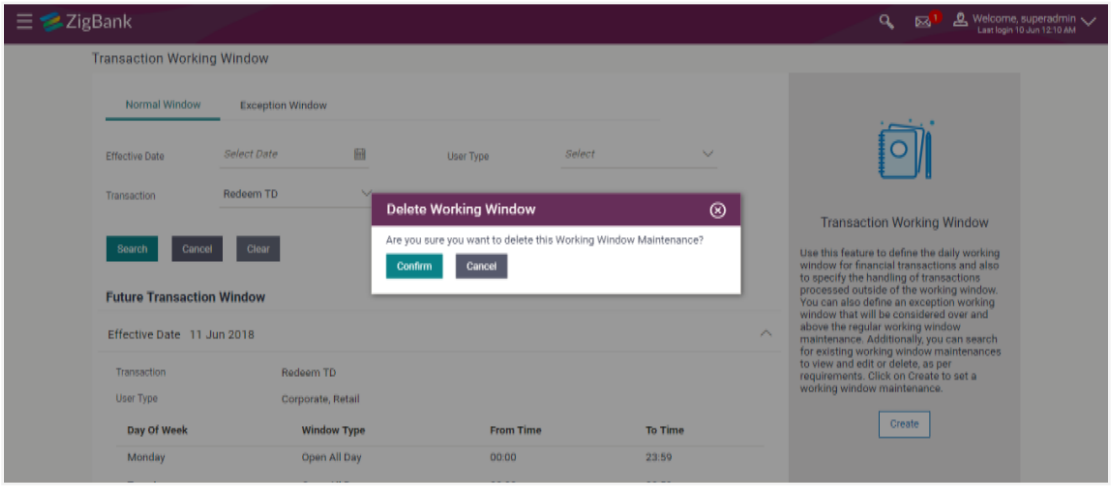
## 52.4 Transaction Working Window - Delete

System Administrator can delete existing working window maintenance. User is allowed to delete future dated maintenances.

**To delete normal window:**

1. Select the working window.
2. If you select **Normal Window** tab,
   a. Enter the search criteria like **Transaction**, **Effective Date,** or **User Type**.
   b. Click **Search**, displays results based on search criteria.
      OR
      Click **Clear** to clear the search parameters.
      OR
      Click **Cancel** to cancel the transaction.
   c. Click **Edit** to edit the working window, from the Detailed View page.
      OR
      Click **Delete** to delete the working window, from the Detailed View page.

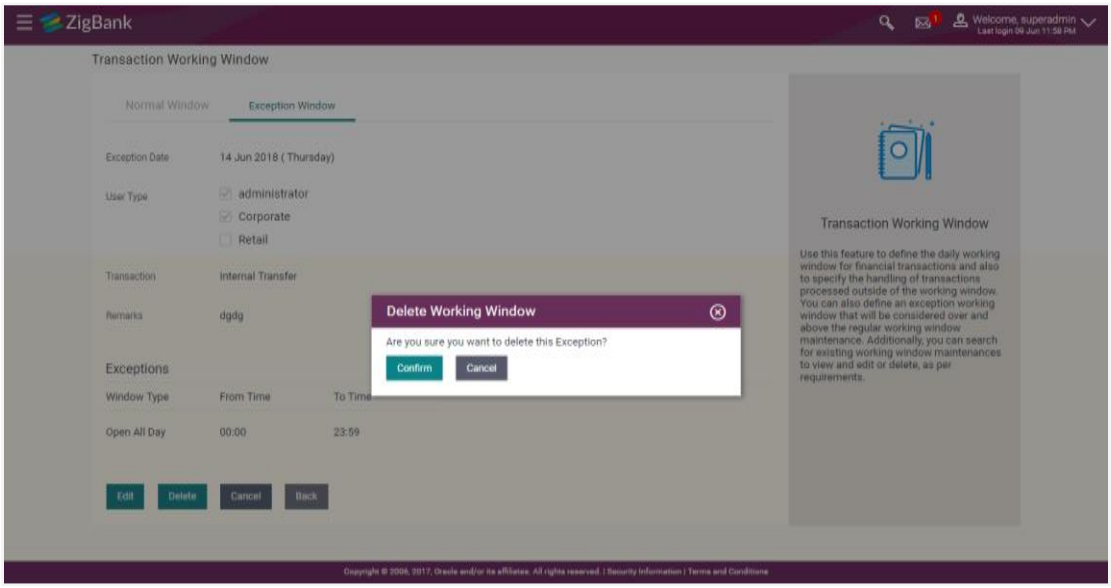
### Delete Normal Window




**To delete exception window:**

3. Select the working window.
4. If you select **exception Window** tab,
   a. Enter the search criteria like **Transaction**, **Effective Date,** or **User Type**.
   b. Click **Search**, displays results based on search criteria.
      OR
      Click **Clear** to clear the search parameters.
      OR
      Click **Cancel** to cancel the transaction.
   **c.** Click **Edit** to edit the working window, from the Detailed View page.
      OR
      Click **Delete** to delete the working window - exception, from the Detailed View page.

### Delete Exception Window



- The user can delete a future transaction working window or an exception with an effective date in the future.
- Navigate to the particular working window or the exception and click on Delete.
- The system displays a pop-up message with Confirm and Cancel buttons. On confirming deletion, system displays a transaction successful message, provides a reference number and the status of the maintenance (e.g. pending approval)
- If the user chooses to cancel the transaction, he's directed to the admin dashboard

## FAQs

1. **Can I set the transaction working window from the current date?**

   No, you cannot set the transaction working window date from current date. You can set that from future date.

2. **If a particular day, have both a normal working window set, and an exception – which will take precedence?**

   Working window set for an exception, overrides the normal working window set.

3. **If the normal working window for a transaction is set for Open all Day and an Exception is set as Closed all Day, will I be able to initiate transaction, on that day?**

   No, I will not be able to initiate the transaction on that day. The transaction will either have the next working day's value date or be rejected.

4. **Can I delete or edit current applicable normal working window?**

   No, current applicable normal working window cannot be edited or deleted. User can add a new window with future effective date.

5. **Can I set 'behavior of transaction outside working window' for exceptional days?**

   No, behavior of transaction outside working window for exceptional date maintenance will remain same as normal window maintenance.

**Home**

# 53. Audit Log

Audit log is set of records that provide information about operations performed in the application and details of the user who has performed it along with date and time when it was performed.

Audit logs are useful both for maintaining security and for auditing any disputed transaction. As part of this function, the bank administrator and/or system administrator can view details about the transactions and maintenances performed by different user(s) in the system.

The administrator can search records by providing specific search parameters and system will display matching records for the search criteria. Maintenances created/edited/deleted/inquired by bank administrator can be audited through this function by the system administrator. Maintenances created/edited/deleted/inquired by corporate administrator can be audited through this function by the bank as well as system administrator.

Transactions carried out by corporate users can be audited if required by the Corporate or Bank administrator and also by system administrator.

**Prerequisites**

- Transaction access is provided to System and Bank administrator.
- Transactions are available under respective users to check audit log.

**How to reach here:**

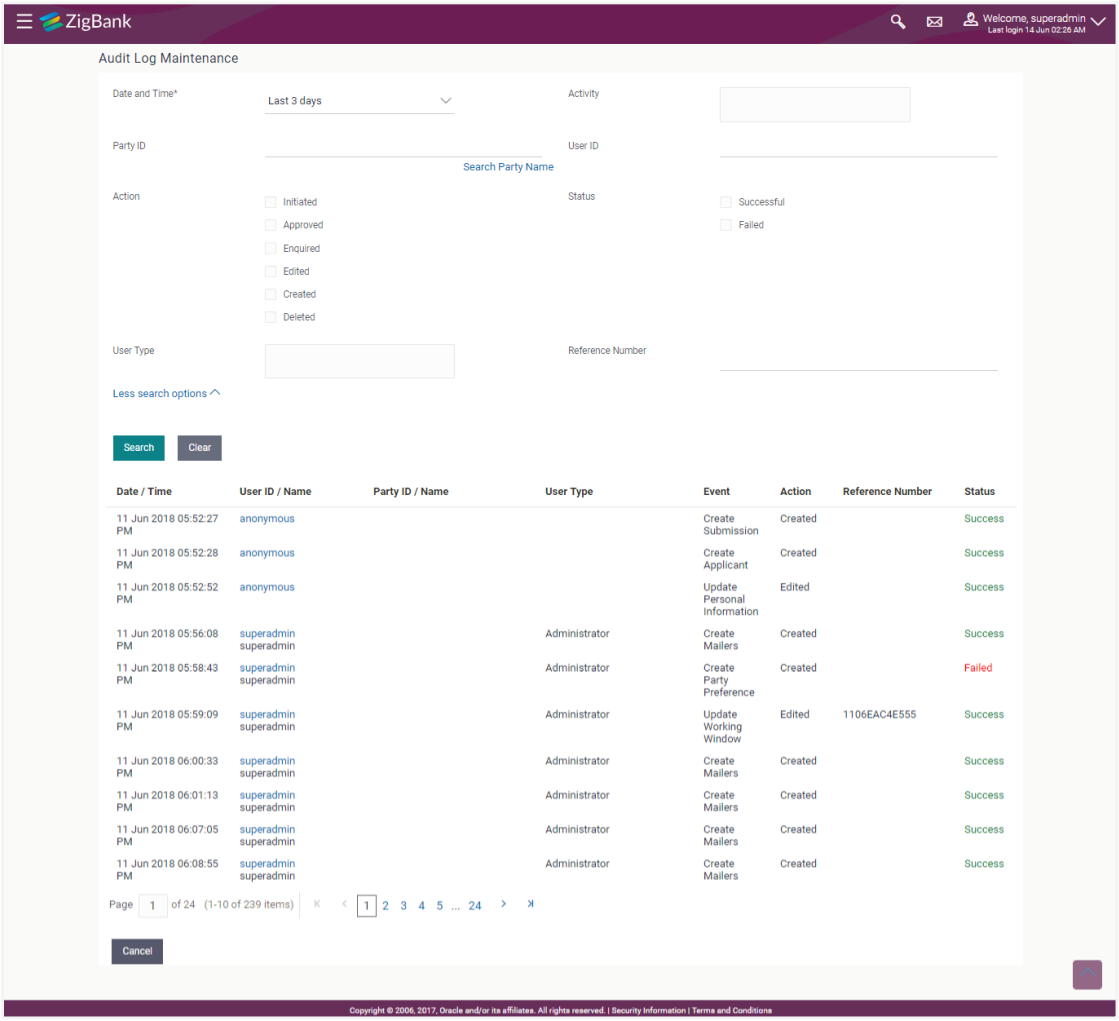
*System Administrator Dashboard >Controls and Monitoring> Audit Log*
*OR*
*System/ Bank Administrator Dashboard > Toggle menu >* **Controls & Monitoring** *> Audit Log*

## 53.1 Search Audit Details

**To view audit log:**

1. From the **Date and Time** list, select the period for which you want to view the audit log.
2. Enter required search criteria. Click **Search**.
   Audit log appears based on the entered search parameters.
   OR
   Click **Clear** to reset the details.
   OR
   Click **Cancel** to cancel the transaction and navigate the user back to **Dashboard**.

## Audit Log- Search




### Field Description

| Field Name | Description |
|---|---|
| **Date and Time** | The date and time from which audit log is to be generated.<br>The options are:<br>• Today<br>• Yesterday<br>• Last 3 days<br>• Date Range |
| **From** | Start date and time of the request processing.<br>This field appears if you select **Date Range** option from the **Date and Time** list. |

| Field Name | Description |
|---|---|
| **To** | End date and time of the request processing.<br>This field appears if you select **Date Range** option from the **Date and Time** list. |
| **Activity** | Select specific transaction or maintenance from the list. |
| **Party ID** | Party ID of the logged in user for which audit details are logged. |
| **Search Party Name** | Click on the **Search Party Name** link, the pop up window appears. User can search the Party ID by entering keywords of party name.<br>Click **Search** to search the party ID. The search result appears based on party name, select appropriate party.<br>OR<br>Click **Clear** to reset the search parameters. |
| **User ID** | User ID for which the audit details are logged. |
| **Action** | Type of action.<br>The options are:<br>• **Initiated**: To be selected if only initiated transactions are to be searched<br>• **Approved**: To be selected if only transactions/maintenances in approved state are to be searched.<br>• **Enquired**: To be selected if only maintenances which were enquired are to be searched<br>• **Edited**: To be selected if only maintenances which were edited are to be searched<br>• **Created**: To be selected if only maintenances which were created are to be searched<br>• **Deleted**: To be selected if only maintenances which were deleted |
| **Status** | Status of the transaction.<br>The options are:<br>• Success<br>• Failed |
| **User Type** | To be selected if the search is to be based on the user type. Multiple user types can be selected. Following are user types.<br>• Retail User<br>• Corporate User<br>• Administrator |

| Field Name | Description |
|---|---|
| **Reference Number** | Search based on Reference number of the transaction. |
| **Search Result** | |
| **Date / Time** | The date and time of the activity i.e. transaction/maintenance. |
| **User ID/ Name** | User ID and Name of the user who performed the transaction or carried out the maintenance.<br>Click on the hyperlink available on the User ID to view the Request/response details of the transaction/maintenance in json format. |
| **Party ID/ Name** | Party ID and Party name for which the maintenance or transaction was carried out. |
| **User Type** | User type of the user who performed an activity i.e. maintenance/transaction. |
| **Event** | Name of transaction/maintenance for which audit details of transaction are logged. |
| **Action** | Name of transaction action.<br>• Enquired<br>• Initiated<br>• Created<br>• Edited<br>• Deleted<br>• Approved |
| **Reference Number** | Reference number of the transaction/maintenance. |
| **Status** | Status of the transaction.<br>The options are:<br>• Success<br>• Failed |

# FAQs

1. **Do I need to enter all the parameters to search?**

   No. You need to enter at least the date and time criteria to proceed with audit search. Rest of the search parameters are optional and can be entered if the search results are to be narrowed down.

2. **I do not remember the party ID for input, can I search a party if I need to view audit details for a specific party?**

   Yes. You can search a party by clicking ‘Search Party’ and searching the party by entering the party name.

3. **As part of input search criterion/parameters, in the action field there are certain options disabled. Is there a specific reason?**

   If you select any maintenance in the activity field, ‘Initiated’ as an action will not be available. If you select any transaction in the activity field, ‘Created’, ‘Edited’ or ‘Deleted’ as actions will not be available.

Home

# 54. File Upload

File Uploads facilitates processing of multiple transactions through a single file. This is a faster way of processing transactions than entering single screen transactions. Salary payments, fund transfers, vendor payments are few examples of financial transactions that can be supported through file upload. A non-financial transaction to facilitate upload of multiple payee details, at a single instance, is also possible through file upload.

OBDX has made File Upload functionality available for both Corporate and Bank Users.

Some of the file uploads available for Corporate User are:

- Internal payments (within the bank)
- Domestic payments (within the country)
- International payments (cross border)
- Mixed payments
- Create Payees / Beneficiaries
- Create Virtual Accounts, Structure & Identifiers

File upload available for Bank User

- Addition of Biller

Oracle Banking Digital Experience File Upload module enables banks to process files of payments according to agreed operational and business rules and save time. File Uploads facility is simple to use, has daily transaction limits and comes with the security of dual / multi signatory approvals.

- File Upload Set up: Enables the administrator to create file identifiers, and map users to file identifiers.
- File Upload Servicing: Enables the corporate user to upload, view and approve files, (files that the user has access to).

**File Upload Set up**

File Upload set up covers the maintenance part of file upload and is performed by an administrator user. As a part of the initial set-up, the administrator user -

- Creates a File Identifier for a File Template using the ‘File Identifier’ option
- Maps a File Identifier to a user using the ‘User File Identifier Mapping’ option

## 54.1 File Identifier Maintenance

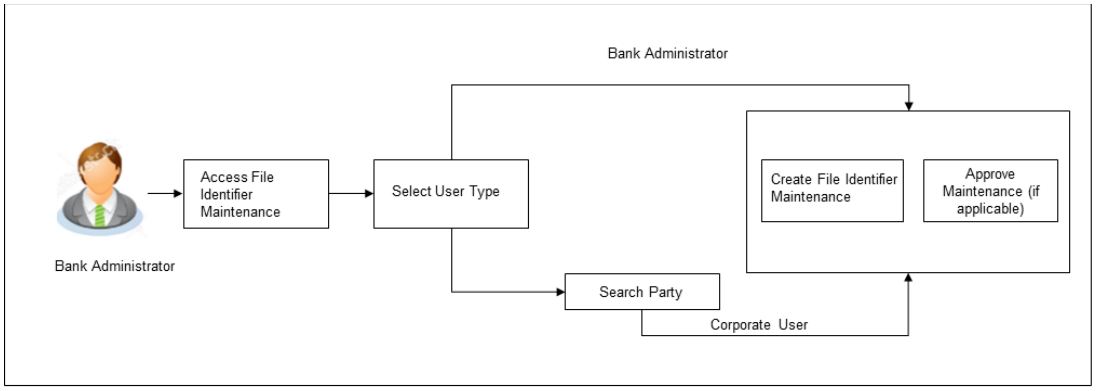
Bank Administrator can create file identifiers (FI) to upload files for corporate as well as bank administrator users. This enables the corporate users and bank administrators to process file uploads. A File Identifier is always mapped to a specific file template. It permits configuration of party preferences like approval type (file level / record level) for a particular type of file.

**Prerequisites**

- Transaction access is provided to Bank Administrator
- User Creation
- Set up Party Account access (for corporate file upload)
- Set up Transaction Account access (for corporate file upload)
- Set up Approval Rules (for corporate file upload)

**Features Supported In Application**

- Search File Identifier
- Create File Identifier
- Edit File Identifier



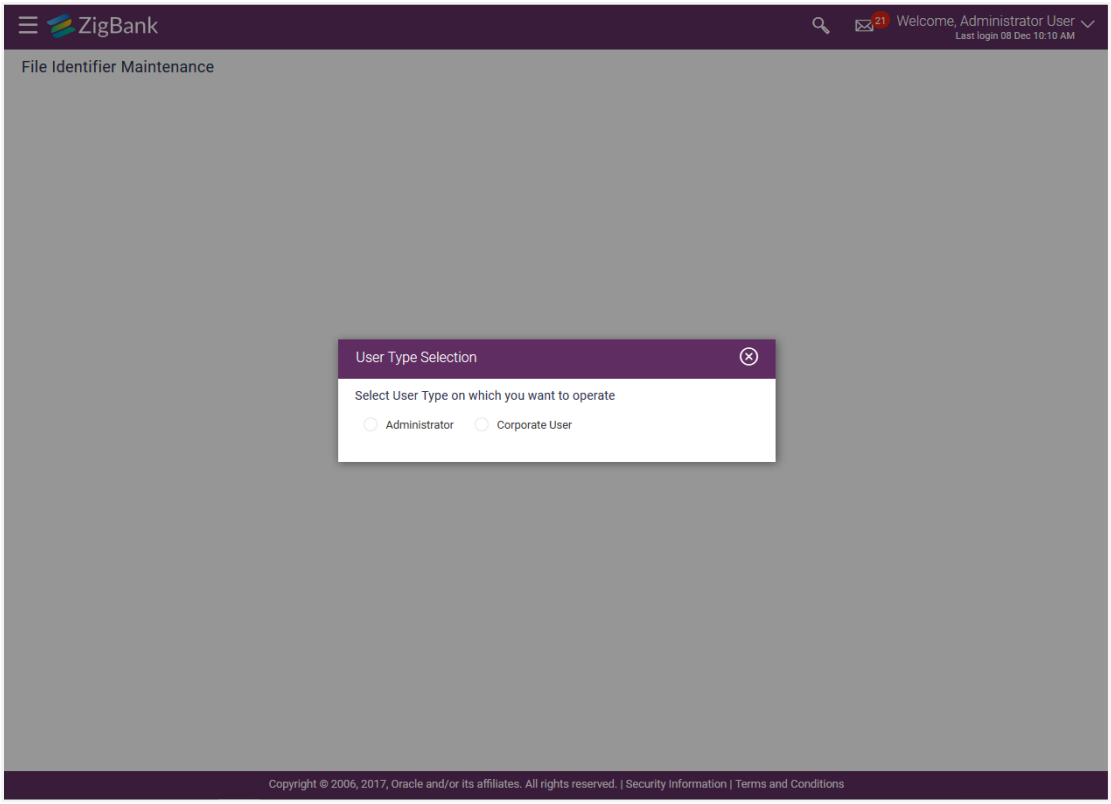

**How to reach here:**

*System/ Bank Administrator Dashboard > Toggle Menu > File Upload > File Identifier Maintenance*
*OR*
*Bank Administrator Dashboard > Quick Links > File Identifier Maintenance*

### 54.1.1 File Identifier Maintenance – User Type Selection

Bank Administrator logs into the system and navigates to the File Identifier Maintenance screen. On accessing the ‘File Identifier Maintenance’ menu, bank administrator has to select the user type.

**File Identifier Maintenance – User Type Selection**




1. Click **Administrator** to access the file identifier for bank administrator users. The File Identifier Maintenance screen appears.
2. Click **Corporate User** to access the file identifier of corporate users. The File Identifier Maintenance screen appears.

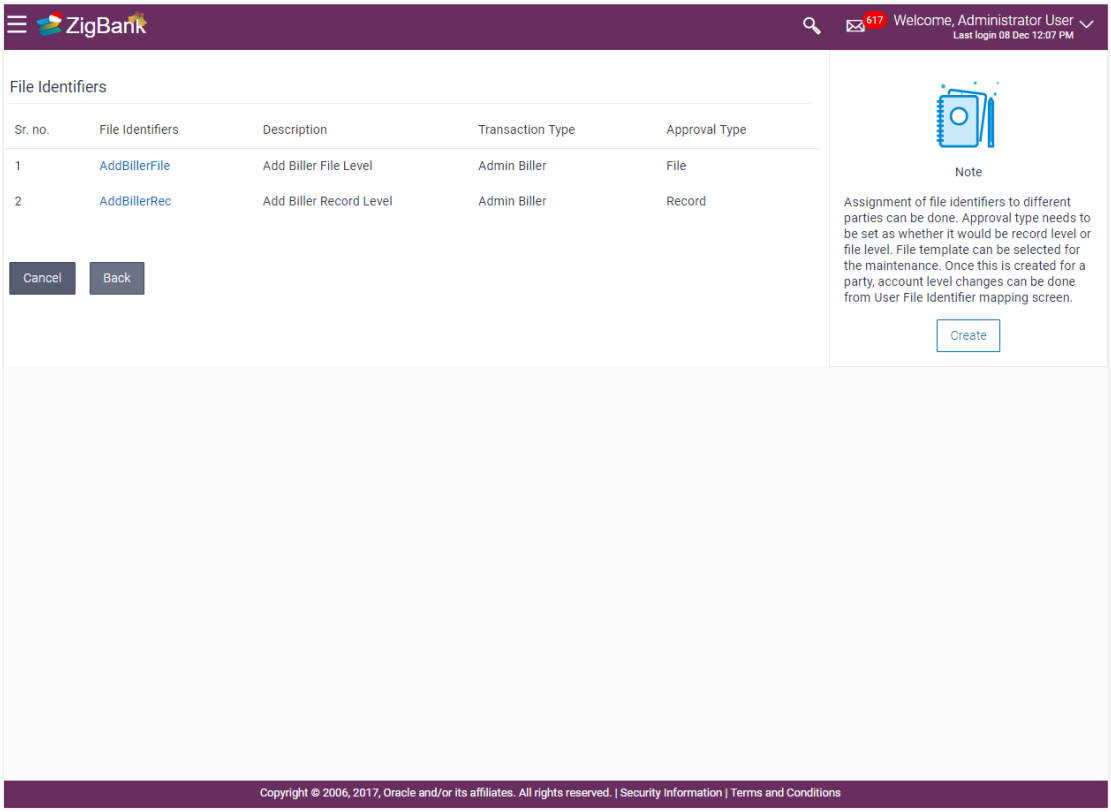
### 54.1.2 File Identifier Maintenance - Administrator User – Summary

For the bank administrators the only file upload available is for the uploading of EBPP Billers. Once the logged in user navigates to File Identifier Maintenance (Administrator User) screen, user can view the record details of the File Identifiers already created.

**To search and view the file identifiers:**

1. Navigate to the **File Identifier Maintenance** screen. The **File Identifier** - summary screen appears.

## File Identifier - Summary



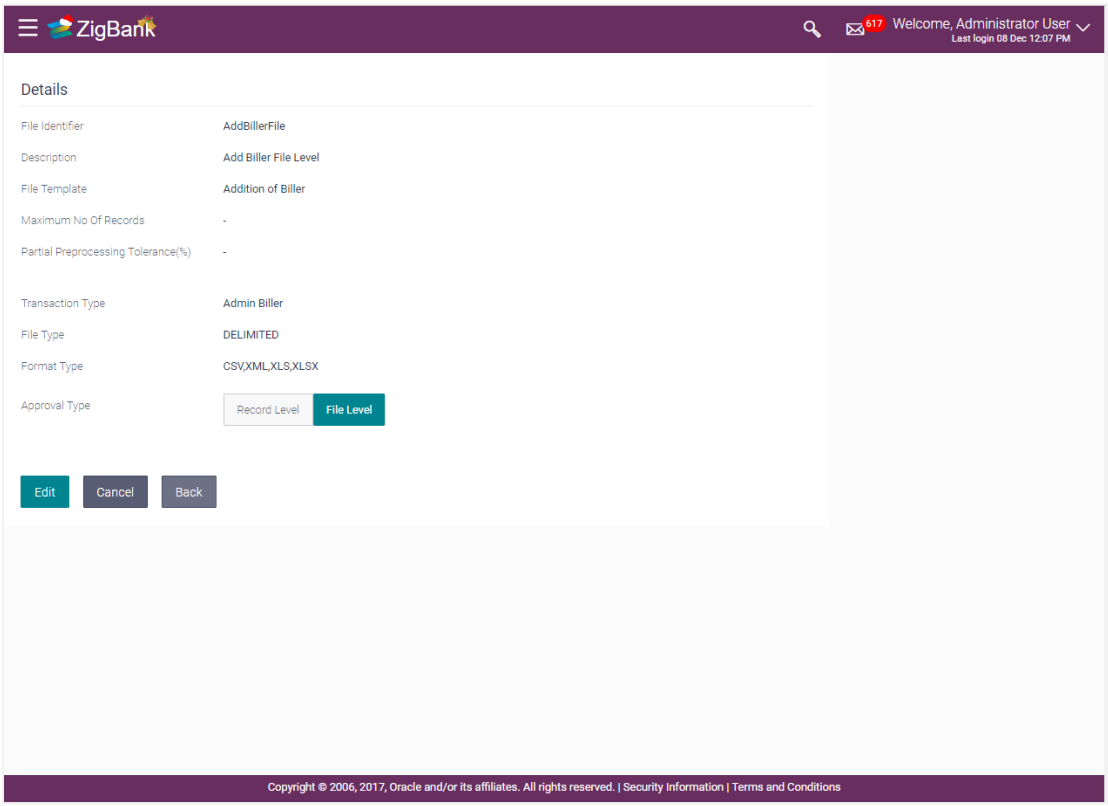

### Field Description

| Field Name | Description |
|---|---|
| **File Identifiers** | |
| **Sr. No.** | Serial number of the record. |
| **File Identifiers** | Unique code/ name assigned as per party preferences for handling of payment files. |
| **Description** | File name / code description corresponding to the file upload code. |
| **Transaction Type** | Type of transaction:<br>The Transaction types could be:<br>• Admin Biller |
| **Approval Type** | The approval type is at file level or record level. |

2. Click the **File Identifier** link against the record, for which you want to view the details. The **File Identifier Maintenance- View** screen appears.
   OR
   Click **Cancel** to cancel the operation and navigate back to 'Dashboard'.

OR
Click **Back** to go back to previous screen.

### File Identifier Maintenance - View




### Field Description

| Field Name | Description |
|---|---|
| **Details** | |
| **File Identifier** | Unique code/ name assigned for handling of payment files. |
| **Description** | File name / code description corresponding to the file upload code. |
| **File Template** | Predefined file templates.<br>Following file templates are available:<br>• Addition of Biller |
| **Maximum No of Records** | Maximum number of records permissible in the uploaded file. |

| Field Name | Description |
|---|---|
| **Partial Processing Tolerance (%)** | The partial processing tolerance for a file (in percentage terms). Suppose, the user sets this value at 60% - this implies that if 60% or more, of the records in a file clear the validation stage, then the file can go for further processing. If less than 60% of the records in a file clear the validation stage, then the file is rejected.<br>This field appears if approval is 'Record Type'. |
| **Transaction Type** | Type of transaction:<br>The Transaction type can be:<br>• Admin Biller |
| **File Type** | The file type - delimited or fixed length. |
| **Format Type** | The format in which file is uploaded.<br>The format could be .CSV, .XLS, .XLSX. |
| **Approval Type** | The approval type is at file level or record level.<br>• **File Level** - The approver accepts or rejects the entire file, and all records are either processed or rejected en-masse.<br>• **Record Level** - The approver could approve some records, and rejects others. Payments are processed only for approved records. |

3. Click **Edit** to modify the file identifier.
   OR
   Click **Cancel** to cancel the operation and navigate back to 'Dashboard'.
   OR
   Click **Back** to navigate to the previous screen.

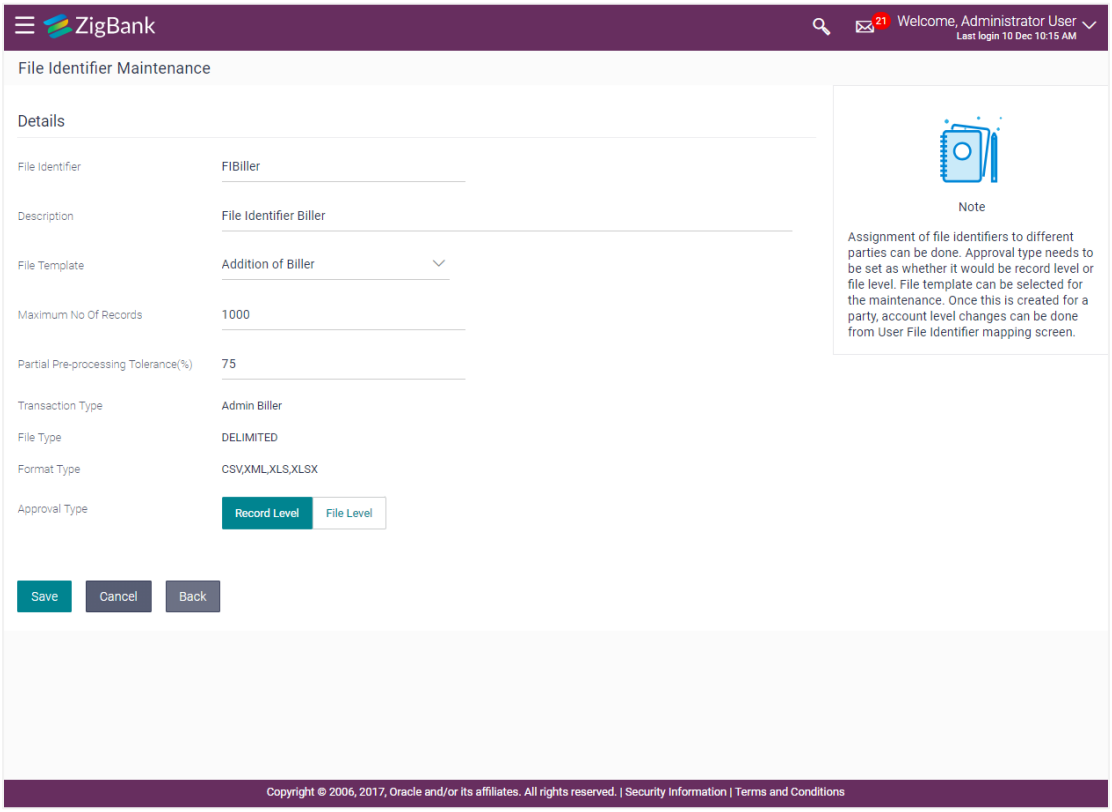
### 54.1.3 File Identifier Maintenance - Administrator User - Create

Using this option the administrator user can create a new file identifier.

**To create a file identifier:**

1. In the **File Identifier Maintenance** screen, click **Create**. The **File Identifier Maintenance - Create** screen appears.

**File Identifier Maintenance - Create**




**Field Description**

| Field Name | Description |
|---|---|
| **Details** | |
| **File Identifier** | Unique code or name assigned to the uploaded file. |
| **Description** | Descriptions corresponding to the file identifier. |
| **File Template** | Predefined file templates.<br>Following file templates are available:<br>• Addition of Biller |

| Field Name | Description |
|---|---|
| **Maximum No of Records** | Maximum number of records permissible in the uploaded file. |
| **Partial Processing Tolerance (%)** | The partial processing tolerance for a file (in percentage terms).<br>Suppose, the user sets this value at 60% - this implies that if 60% or more, of the records in a file clear the Validation stage, then the file can go for further processing. If less than 60% of the records in a file clear the validation stage, then the file is rejected.<br>This field appears if approval is 'Record Type'. |
| **Transaction Type** | Type of transaction:<br>The Transaction type could be:<br>• Admin Biller |
| **File Type** | The file type – delimited or fixed length. |
| **Format Type** | The format in which file is uploaded.<br>The format could be CSV, XLS, XLSX. |
| **Approval Type** | The approval type is at file level or record level.<br>• File Level - The approver accepts or rejects the entire file, and all records are either processed or rejected en-masse.<br>• Record Level - The approver could approve some records, and reject others. Payments are processed only for approved records. |

2. In the **File Identifier** field, enter the code of the file to be maintained for upload.
3. In the **Description** field, enter the file description corresponding to the file code.
4. From the **File Template** list, select the file template.
5. Select the appropriate **Approval Type**.
6. Click **Save**.
   OR
   Click **Cancel** to cancel the operation and navigate back to 'Dashboard'.
   OR
   Click **Back** to navigate to the previous screen.
7. The **File Identifier Maintenance - Review** screen appears. Verify the details and click **Confirm**.
   form.
   OR
   Click **Cancel** to cancel the operation and navigate back to 'Dashboard'.
   OR
   Click **Back** to navigate to the previous screen.
8. The success message appears along with the transaction reference number and status. Click **OK** to complete the transaction and navigate back to 'Dashboard'.

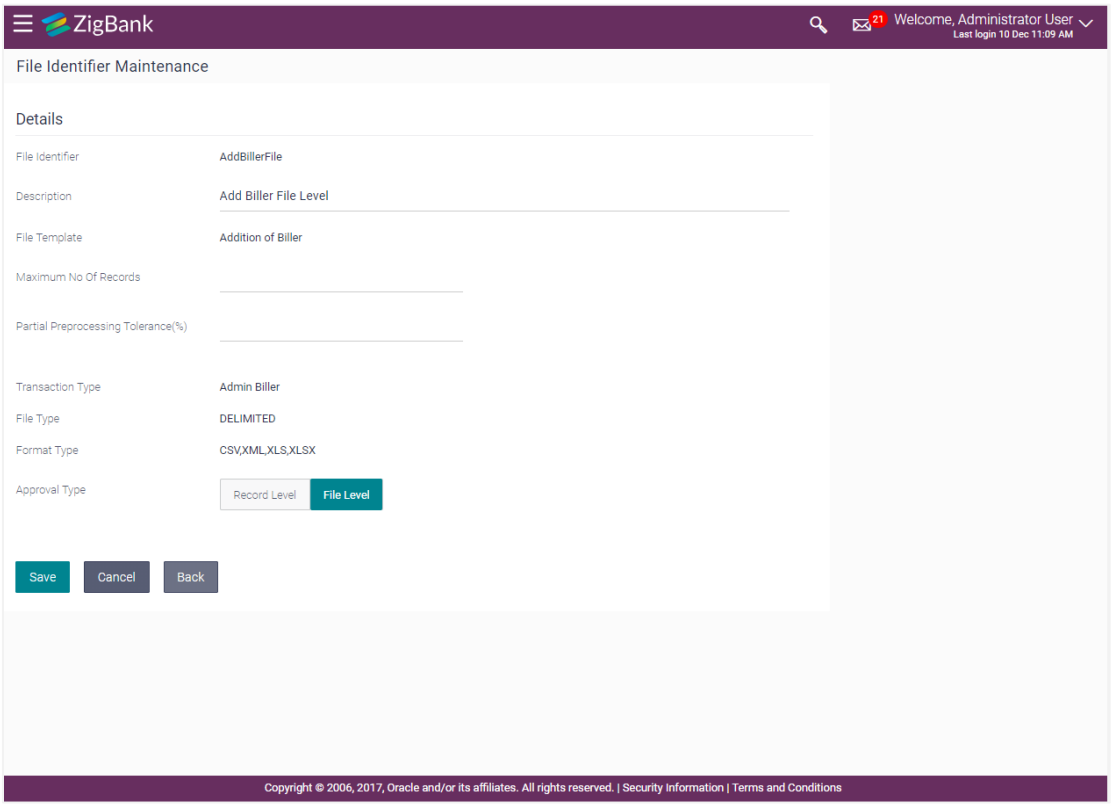
### 54.1.4 File Identifier Maintenance - Administrator User – Edit

Using this option the administrator can edit and update a file identifier.

**To edit file identifier:**

1. In the **File Identifier Maintenance** screen, click the **File Identifier** link against the record, which you want to modify.
   The **File Identifier Maintenance- View** screen appears.
2. Click **Edit** to edit the file identifier.
   The **File Identifier Maintenance - Edit** screen appears.

**File Identifier Maintenance - Edit**




3. Edit the required fields of file identifiers. E.g. Description, Maximum Number of Records, and Partial Processing Tolerance, Debit Account Number – if required.

**User Interface Details**

| Field Name | Description |
|---|---|
| **Description** | Descriptions corresponding to the file upload code. |
| **Maximum No of Records** | Maximum number of records permissible in the uploaded file. |
| **Partial Processing Tolerance (%)** | The partial processing tolerance for a file (in percentage terms) Suppose, the user sets this value at 60% - this implies that if 60% or more, of the records in a file clear the Validation stage, then the file can go for further processing. If less than 60% of the records in a file clear the validation stage, then the file is rejected. |

4. Click **Save** to save the modified details.
   OR
   Click **Cancel** to cancel the operation and navigate back to 'Dashboard'.
   OR
   Click **Back** to navigate to previous screen.
5. The **File Identifier Maintenance – Edit - Review** screen appears. Verify the details, and click **Confirm**.
   OR
   Click **Cancel** to cancel the operation and navigate back to 'Dashboard'.
   OR
   Click **Back** to navigate to previous screen.
6. The success message appears along with the transaction reference number and status. Click **OK** to complete the transaction and navigate back to 'Dashboard'.

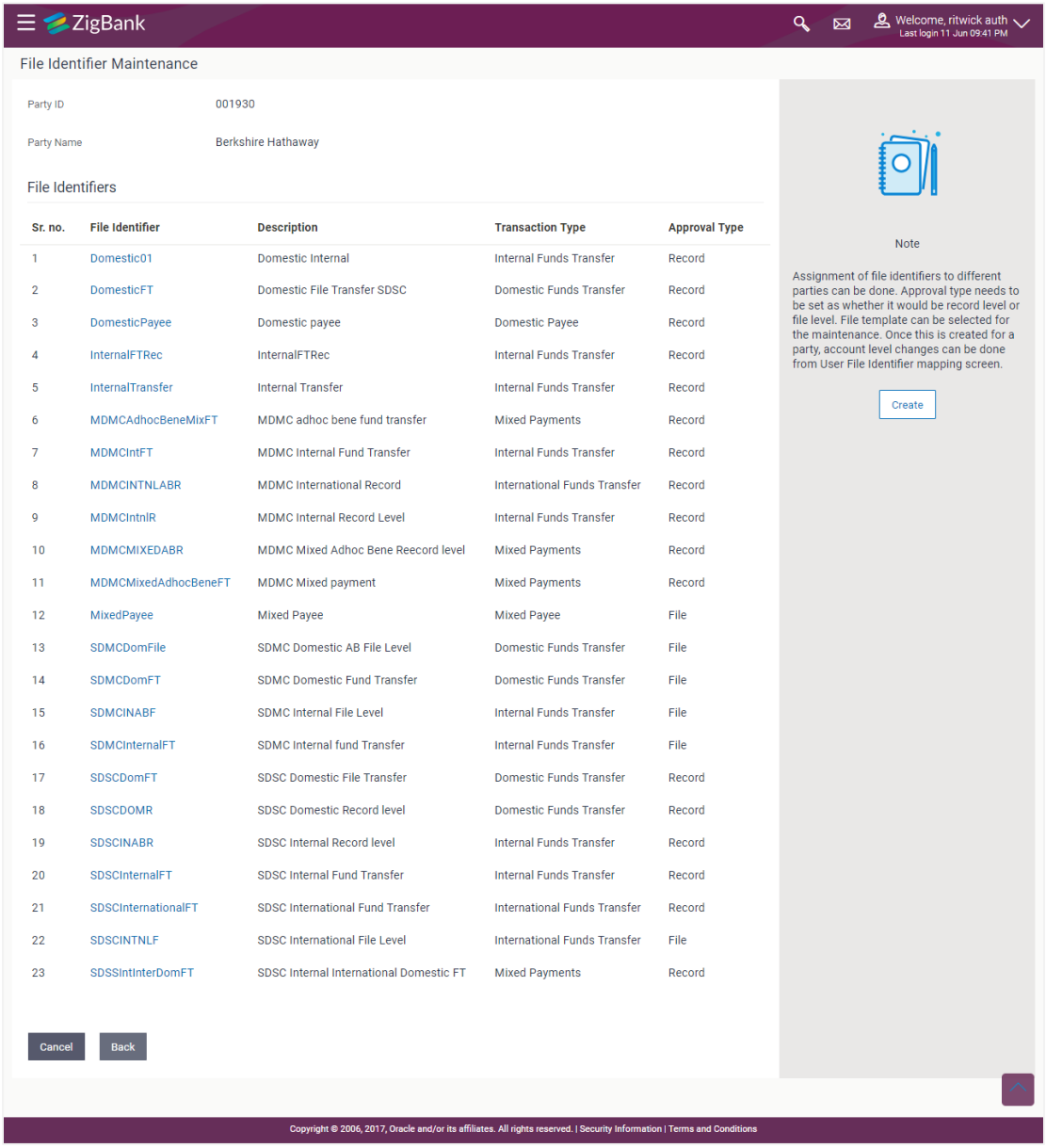
### 54.1.5 File Identifier Maintenance - Corporate User – Search and View

Once the logged in user navigates to File Identifier Maintenance (for Corporate User) screen, user can search and view the files that are uploaded under a party with the future date with file type as SDSC(Single Debit Single Credit), SDMC (Single Debit Multiple Credit), and MDMC (Multiple Debit Multiple Credit) and view the record details of the File Identifiers already created.

**To search and view the file identifiers:**

1. In the **Party ID** field, enter the party id of the user.
   OR
   In the **Party Name** field, enter the name of the party.
2. Click **Search**. The **File Identifier Maintenance** screen with search results appears.
   OR
   Click **Clear** to clear the search parameters.
   OR
   Click **Cancel** to cancel the operation and navigate back to 'Dashboard'.

## File Identifier Maintenance - Search



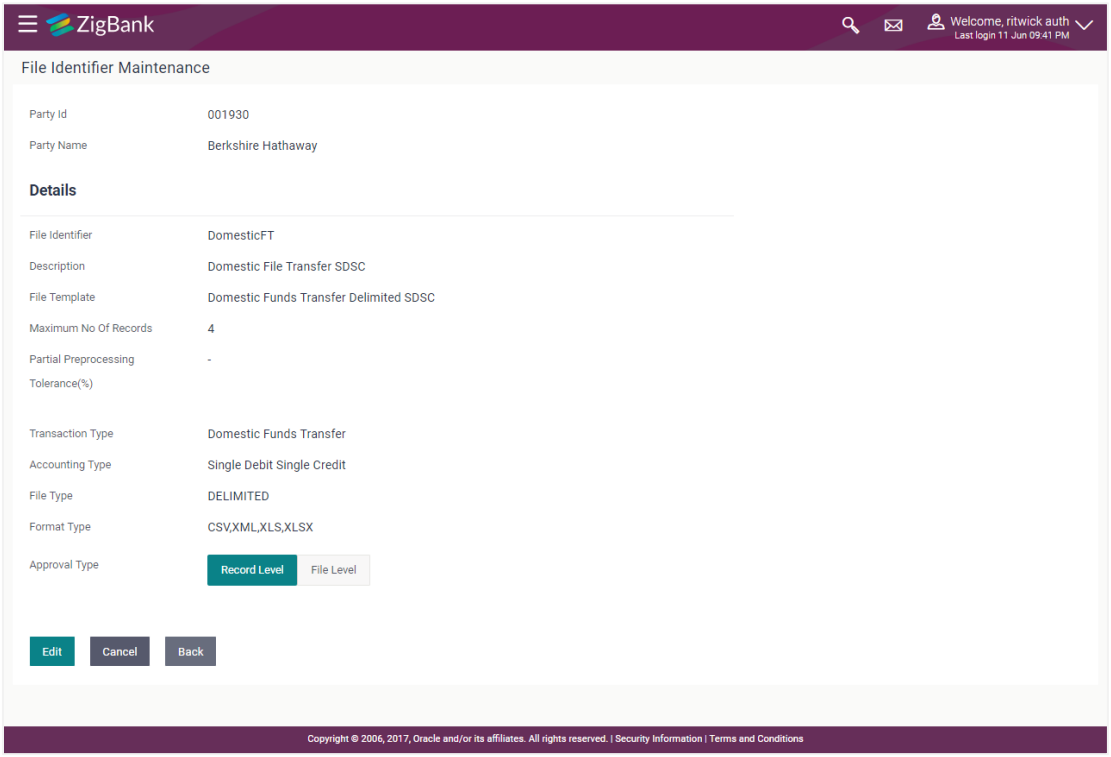

## Field Description

| Field Name | Description |
|---|---|
| **Party ID** | Party ID of the corporate for whom the file identifier is created. |
| **Party Name** | Party name corresponding to the party id. |
| **File Identifiers** | |
| **Sr. No.** | Serial number of the record. |

| Field Name | Description |
|---|---|
| **File Identifier** | Unique code/ name assigned as per party preferences for handling of payment files. |
| **Description** | File name / code description corresponding to the file upload code. |
| **Transaction Type** | Type of transaction:<br>The Transaction types could be:<br>• Internal Funds Transfer<br>• Domestic Funds Transfer<br>• International Funds Transfer<br>• Mixed Transfer<br>• Internal Payee<br>• Domestic Payee<br>• International Payee<br>• Mixed Payee<br>• Domestic Demand Draft Payee<br>• International Demand Draft Payee |
| **Approval Type** | The approval type is at file level or record level. |

3. Click the **File Identifier** link against the record, for which you want to view the details. The **File Identifier Maintenance- View** screen appears.
   OR
   Click **Cancel** to cancel the operation and navigate back to 'Dashboard'.
   OR
   Click **Back** to go back to previous screen.

## File Identifier Maintenance - View




| Field Name | Description |
|---|---|
| **Party ID** | The party id searched by the bank administrator. |
| **Party Name** | Party name corresponding to the party ID. |
| **Details** | |
| **File Identifier** | Unique code/ name assigned for handling of payment files. |
| **Description** | File name / code description corresponding to the file upload code. |
| **File Template** | Predefined file templates.<br>Following file templates are available:<br>• Domestic Funds Transfer Delimited SDSC<br>• Domestic Funds Transfer Fixed SDSC<br>• Domestic Funds Transfer Delimited MDMC<br>• Domestic Funds Transfer Fixed MDMC<br>• Domestic Funds Transfer Delimited SDMC<br>• Domestic Funds Transfer Fixed SDMC<br>• Domestic Funds Transfer Delimited SDSC with Account ID |

| Field Name | Description |
|---|---|
| | defined at File Identifier level<br>• Internal and Domestic Funds Transfer Delimited SDMC<br>• Internal and Domestic Funds Transfer Fixed SDMC<br>• Internal Funds Transfer Delimited SDSC<br>• Internal Funds Transfer Fixed SDSC<br>• Internal Funds Transfer Delimited MDMC<br>• Internal Funds Transfer Fixed MDMC<br>• Internal Funds Transfer Delimited SDMC<br>• Internal Funds Transfer Fixed SDMC<br>• Internal Funds Transfer Delimited SDMC with Account ID defined at File Identifier level<br>• Internal Funds Transfer Delimited SDSC with Account ID defined at File Identifier level<br>• International Funds Transfer Delimited SDSC<br>• International Funds Transfer Fixed SDSC<br>• International Funds Transfer Delimited MDMC<br>• International Funds Transfer Fixed MDMC<br>• International Funds Transfer Delimited SDMC<br>• International Funds Transfer Fixed SDMC<br>• Demand Draft Payees<br>• Domestic Payees<br>• Internal payees<br>• International Payees<br>• Mixed Payees<br>• Mixed Payments Delimited MDMC<br>• Mixed Payments Fixed MDMC<br>• Mixed Payments Delimited SDSC<br>• Mixed Payments Fixed SDSC<br>• Create Virtual Accounts<br>• Create Virtual Accounts Structure<br>• Create Virtual Identifier |
| **Maximum No of Records** | Maximum number of records permissible in the uploaded file. |

| Field Name | Description |
|---|---|
| **Partial Processing Tolerance (%)** | The partial processing tolerance for a file (in percentage terms). Suppose, the user sets this value at 60% - this implies that if 60% or more, of the records in a file clear the validation stage, then the file can go for further processing. If less than 60% of the records in a file clear the validation stage, then the file is rejected.<br>This field appears if approval is 'Record Type'. |
| **Debit Account Number** | Account number from which amount is to be debited.<br>This field appears for templates having **AcctId defined at FI level.** |
| **Transaction Type** | Type of transaction:<br>The Transaction type can be:<br>• Internal Funds Transfer<br>• Domestic Funds Transfer<br>• International Funds Transfer<br>• Mixed Transfer<br>• Internal Payee<br>• Domestic Payee<br>• International Payee<br>• Mixed Payee<br>• Domestic Demand Draft Payee<br>• International Demand Draft Payee<br>• Virtual Account<br>• Virtual Account Structure<br>• Virtual Identifier<br>• Virtual Account Structure |
| **Accounting Type** | Accounting type of transaction:<br>The accounting type can be:<br>• SDSC: Single Debit Single Credit<br>• SDMC: Single Debit Multi Credit<br>• MDMC: Multi Debit Multi Credit<br>This field does not appear for **Demand Draft Payees**, **Domestic Payees**, **Internal payees**, **International Payee** and **Mixed Payees and Virtual Account** templates. |
| **File Type** | The file type - delimited or fixed length. |

| Field Name | Description |
|---|---|
| **Format Type** | The format in which file is uploaded.<br>The format could be .CSV, .XML, .XLS, .XLSX. |
| **Approval Type** | The approval type is at file level or record level.<br>• File Level - The approver accepts or rejects the entire file, and all records are either processed or rejected en-masse.<br>• Record Level - The approver could approve some records, and rejects others. Payments are processed only for approved records. |

4. Click **Edit** to modify the file identifier.
   OR
   Click **Back** to navigate to the previous screen.
   OR
   Click **Cancel** to cancel the operation and navigate back to 'Dashboard'.

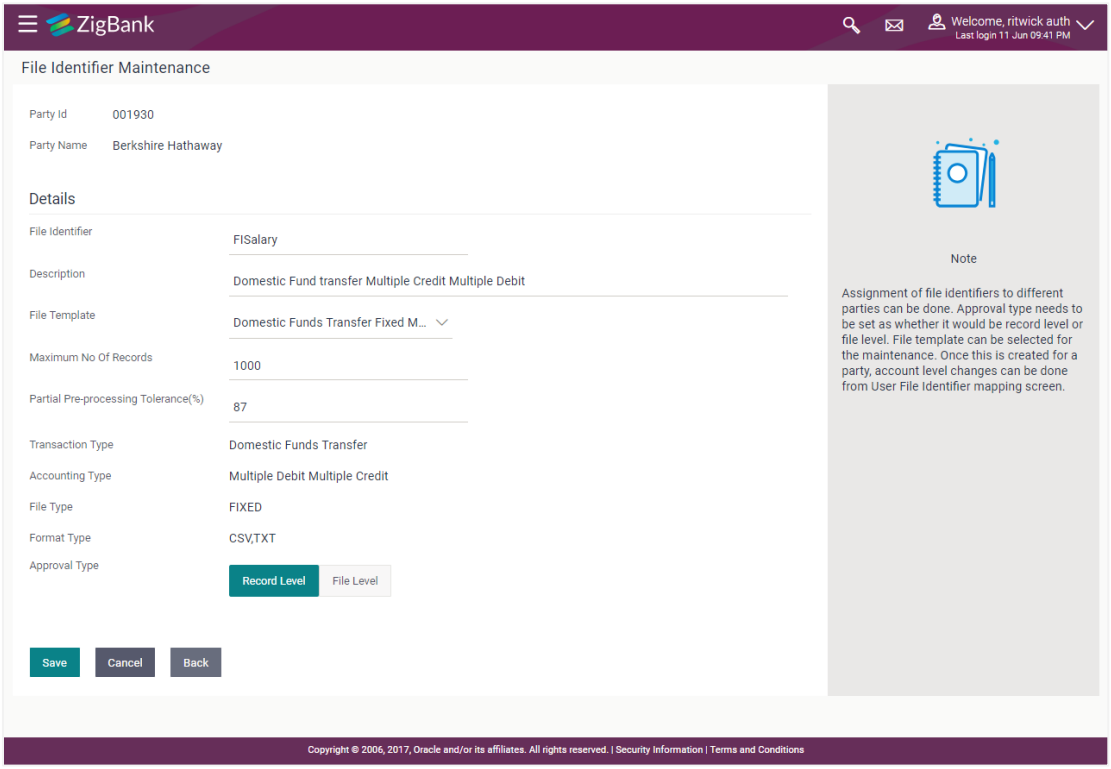
### 54.1.6 File Identifier Maintenance - Corporate User - Create

Using this option the administrator user can create a new file identifier.

**To create a file identifier:**

1. In the **Party Id** field, enter the party id of the user.
   OR
   In the **Party Name** field, enter the name of the party.
2. Click **Search**. The **File Identifier Maintenance** screen with search results appears.
   OR
   Click **Clear** to clear the search parameters.
   OR
   Click **Cancel** to cancel the operation and navigate back to 'Dashboard'.
3. Click **Create**. The **File Identifier Maintenance - Create** screen appears.

## File Identifier Maintenance - Create




## Field Description

| Field Name | Description |
|---|---|
| **Party ID** | Party id for whom the file identifier is created. |
| **Party Name** | Party name corresponding to the party id. |
| **Details** | |
| **File Identifier** | Unique code or name assigned to the uploaded file. |
| **Description** | Descriptions corresponding to the file identifier. |
| **File Template** | Predefined file templates.<br>Following file templates are available:<br>• Domestic Funds Transfer Delimited SDSC<br>• Domestic Funds Transfer Fixed SDSC<br>• Domestic Funds Transfer Delimited MDMC<br>• Domestic Funds Transfer Fixed MDMC<br>• Domestic Funds Transfer Delimited SDMC<br>• Domestic Funds Transfer Fixed SDMC |

| Field Name | Description |
|---|---|
| | • Domestic Funds Transfer Delimited SDSC with Account ID defined at File Identifier level<br>• Internal and Domestic Funds Transfer Delimited SDMC<br>• Internal and Domestic Funds Transfer Fixed SDMC<br>• Internal Funds Transfer Delimited SDSC<br>• Internal Funds Transfer Fixed SDSC<br>• Internal Funds Transfer Delimited MDMC<br>• Internal Funds Transfer Fixed MDMC<br>• Internal Funds Transfer Delimited SDMC<br>• Internal Funds Transfer Fixed SDMC<br>• Internal Funds Transfer Delimited SDMC with Account ID defined at File Identifier level<br>• Internal Funds Transfer Delimited SDSC with Account ID defined at File Identifier level<br>• International Funds Transfer Delimited SDSC<br>• International Funds Transfer Fixed SDSC<br>• International Funds Transfer Delimited MDMC<br>• International Funds Transfer Fixed MDMC<br>• International Funds Transfer Delimited SDMC<br>• International Funds Transfer Fixed SDMC<br>• Demand Draft Payees<br>• Domestic Payees<br>• Internal payees<br>• International Payees<br>• Mixed Payees<br>• Mixed Payments Delimited MDMC<br>• Mixed Payments Fixed MDMC<br>• Mixed Payments Delimited SDSC<br>• Mixed Payments Fixed SDSC<br>• Create Virtual Accounts<br>• Create Virtual Accounts Structure<br>• Create Virtual Identifier |
| **Maximum No of Records** | Maximum number of records permissible in the uploaded file. |

| Field Name | Description |
|---|---|
| **Partial Processing Tolerance (%)** | The partial processing tolerance for a file (in percentage terms).<br>Suppose, the user sets this value at 60% - this implies that if 60% or more, of the records in a file clear the Validation stage, then the file can go for further processing. If less than 60% of the records in a file clear the validation stage, then the file is rejected.<br>This field appears if approval is 'Record Type'. |
| **Debit Account Number** | Account number from where amount has to be debited.<br>This field appears for templates having **AcctId defined at FI level**. |
| **Transaction Type** | Type of transaction:<br>The Transaction type could be:<br>• Internal Funds Transfer<br>• Domestic Funds Transfer<br>• International Funds Transfer<br>• Mixed Transfer<br>• Internal Payee<br>• Domestic Payee<br>• International Payee<br>• Mixed Payee<br>• Domestic Demand Draft Payee<br>• International Demand Draft Payee<br>• Virtual Account<br>• Virtual Account Structure<br>• Virtual Identifier<br>• Virtual Account Structure |
| **Accounting Type** | Accounting type of transaction:<br>The accounting type could be:<br>• SDSC: Single Debit Single Credit<br>• SDMC: Single Debit Multi Credit<br>• MDMC: Multi Debit Multi Credit<br>This field does not appear for **Demand Draft Payees**, **Domestic Payees**, **Internal payees**, **International Payee, Mixed Payees, and Virtual Account** templates. |
| **File Type** | The file type – delimited or fixed length. |

| Field Name | Description |
|---|---|
| **Format Type** | The format in which file is uploaded.<br>The format could be CSV, XML, XLS, XLSX. |
| **Approval Type** | The approval type is at file level or record level.<br>• File Level - The approver accepts or rejects the entire file, and all records are either processed or rejected en-masse.<br>• Record Level - The approver could approve some records, and reject others. Payments are processed only for approved records. |

4. In the **File Identifier** field, enter the code of the file to be maintained for upload.
5. In the **Description** field, enter the file description corresponding to the file code.
6. From the **File Template** list, select the file template.
   a. If you have selected a file template with **AcctId defined at FI level** from the **File Template** list, enter the Debit Account Number.
7. Select the appropriate **Approval Type**.
8. Click **Save**.
   OR
   Click **Cancel** to cancel the operation and navigate back to 'Dashboard'.
   OR
   Click **Back** to navigate to the previous screen.
9. The **File Identifier Maintenance - Review** screen appears. Verify the details and click **Confirm**.
   OR
   Click **Cancel** to cancel the operation and navigate back to 'Dashboard'.
   OR
   Click **Back** to navigate to the previous screen.
10. The success message appears along with the transaction reference number and status. Click **OK** to complete the transaction and navigate back to 'Dashboard'.

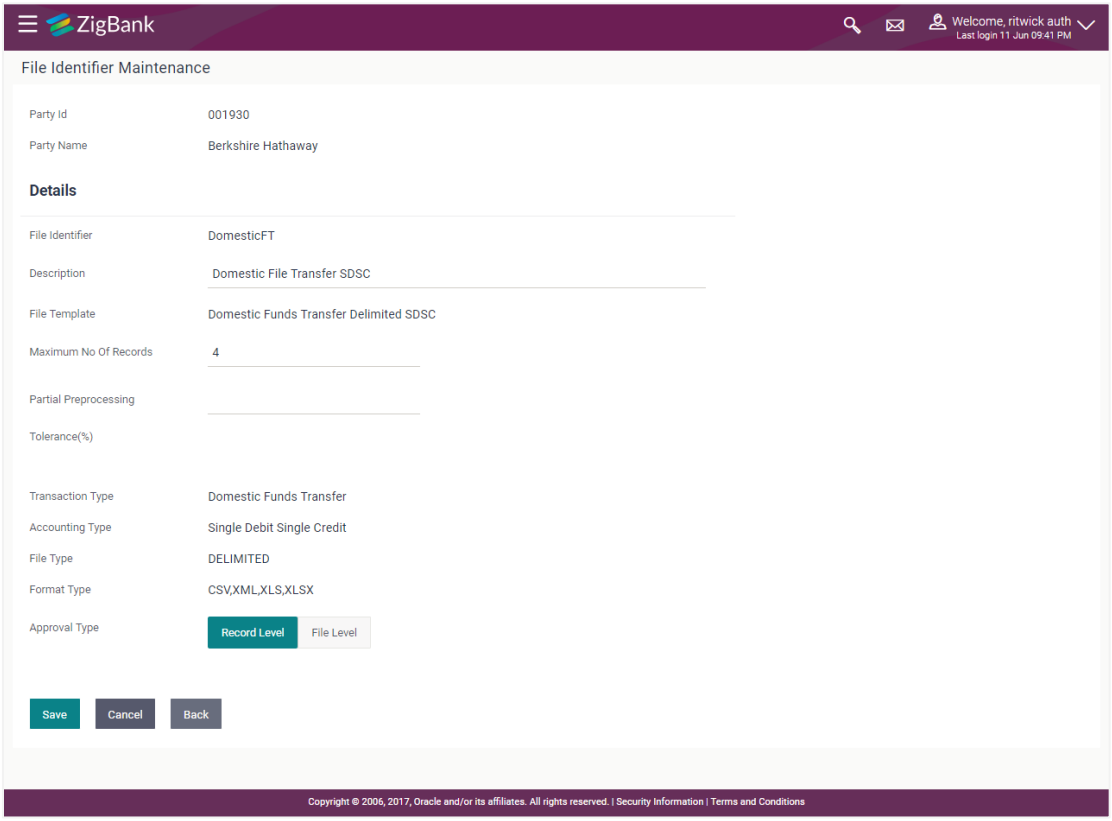
### 54.1.7 File Identifier Maintenance - Corporate User – Edit

Using this option the administrator can edit and update a file identifier.

**To edit file identifier:**

1. In the **Party Id** field, enter the party id of the user.
   OR
   In the **Party Name** field, enter the name of the party.
2. Click **Search**. The **File Identifier Maintenance** screen with search results appears.
   OR
   Click **Clear** to clear the search parameters.
   OR
   Click **Cancel** to cancel the operation and navigate back to 'Dashboard'.
3. Click the file identifier record.
   The **File Identifier Maintenance- View** screen appears.
4. Click **Edit** to edit the file identifier mapping.
   The **File Identifier Maintenance - Edit** screen appears.

**File Identifier Maintenance - Edit**




5. Edit the required fields of file identifiers. E.g. Description, Maximum Number of Records, and Partial Processing Tolerance, Debit Account Number – if required.

**User Interface Details**

| Field Name | Description |
|---|---|
| **Description** | Descriptions corresponding to the file upload code. |
| **Maximum No of Records** | Maximum Number of records permissible in the uploaded file. |
| **Partial Processing Tolerance (%)** | The partial processing tolerance for a file (in percentage terms) Suppose, the user sets this value at 60% - this implies that if 60% or more, of the records in a file clear the Validation stage, then the file can go for further processing. If less than 60% of the records in a file clear the validation stage, then the file is rejected. |

6. Click **Save** to save the modified details.
   OR
   Click **Back** to navigate to previous screen.
   OR
   Click **Cancel** to cancel the operation and navigate back to 'Dashboard'.
7. The **File Identifier Maintenance – Edit - Review** screen appears. Verify the details, and click **Confirm**.
   OR
   Click **Cancel** to cancel the operation and navigate back to 'Dashboard'.
   OR
   Click **Back** to navigate to the previous screen.
8. The success message appears along with the transaction reference number and status. Click **OK** to complete the transaction and navigate back to 'Dashboard'.

## FAQs

1. **For bank administrators which transactions have file upload support?**

   Currently the file upload feature for bank administrators is available for addition of billers only.

**2. What are the different transaction types, accounting types and file formats supported?**

The following table details the different transaction types, accounting types and file formats supported. A file identifier with a specific template is a combination of the parameters below:

| Sr. No. | Parameter | Types |
|---|---|---|
| 1 | Transaction Type | Internal funds Transfer<br>Domestic Funds Transfer<br>International Funds Transfer<br>Mixed Transfer<br>Admin Biller (available only for admin user)<br>Payee Files (Internal / Domestic / International Or Mixed Payee Files)<br>Virtual Account related (Accounts, Structure & Identifiers creation) |
| 2 | Accounting Type | Single Debit, Single Credit (SDSC)<br>Single Debit, Multi Credit (SDMC)<br>Multi Debit, Multi Credit (MDMC) |
| 3 | Approval Type | File Level<br>Record Level |
| 4 | Format Type | CSV, XML, XLS, XLSX |

**3. Why do we have different accounting types?**

File templates support different accounting types, and business users can use the template that best support their needs. Details with business examples below:

| Sr No. | Accounting Type | Business Example | Approval Type |
|---|---|---|---|
| 1 | Single Debit, Single Credit (SDSC) | A corporate may want to make monthly payments to its various vendors from one central account. So though the debit account is the same across all records, the credit accounts are different and the debit accounting entry is not consolidated. | Record Type or File Type |

| Sr No. | Accounting Type | Business Example | Approval Type |
|---|---|---|---|
| 2 | Single Debit, Multi Credit (SDMC) | A corporate may want to make monthly salary payments to all its employees. A single consolidated debit entry is required to be passed, against multiple credits to different accounts. | File Type |
| 3 | Multi Debit, Multi Credit (MDMC) | This file format caters to a lot of one to one transfers between two parties for various payments. Organizations that are brokers or intermediaries in trade contracts, may find this format more suitable for their business needs. | Record Type |

**4. What is the business rationale of having different approval types?**

A record type approval, gives more flexibility to the corporate user – in the sense, that even if some records are not validated, the file could still be processed (only those records that have passed validations) and file type approval, gives more control to the corporate user. Since all records in the file have to pass validations, before a file is processed.

**5. Who can create File Identifiers for a corporate party?**

Only a bank administrator or a corporate administrator with required rights can create file identifiers for a corporate party.

**6. What is a 'File Upload Template'?**

A template that is used to upload a file is called as file template. It distinguishes one file from another depending on:

a) Transaction type of the file

b) Format of the file to be uploaded

c) Approval type set-up for the file

d) Accounting type of a payment file

Home

## 54.2 User File Identifier Mapping

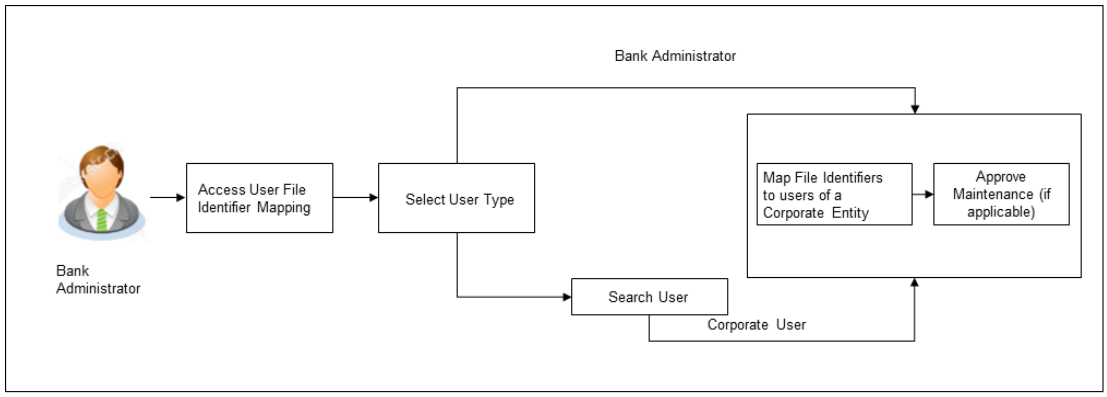
This function can be used by the administrator to map the required file identifier to a specific user or a set of users so that the user can upload and view the required file types. In case of corporate user the mapping will be done for the Party ID and for bank administrators mapping will be done for the User ID.

**Prerequisites**

- Transaction access is provided to Bank Administrator User Creation
- Party and Account access (for corporate file upload)
- Set up Transaction and account access (for corporate file upload)
- Set up Approval Rules (for corporate file upload)
- File Identifier Maintenance

**Features Supported In Application**

- Search User File Identifier Mapping
- Create User File Identifier Mapping
- Edit User File Identifier Mapping



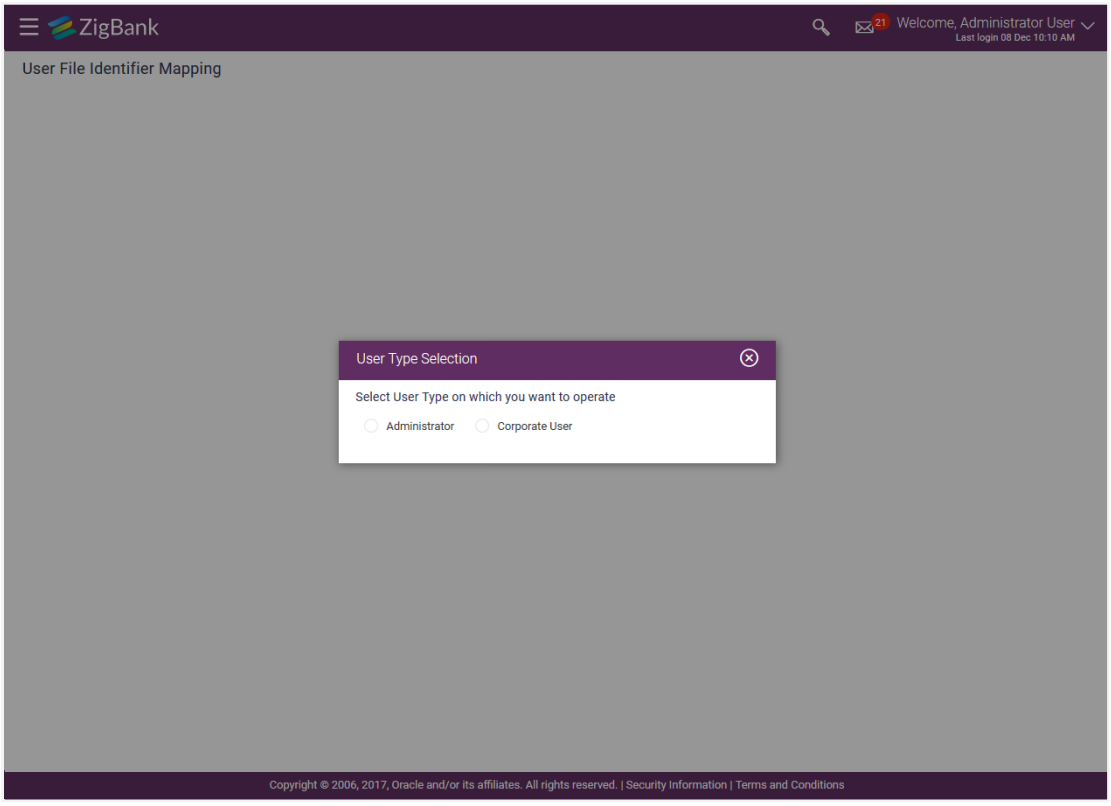

**How to reach here:**

*System/ Bank Administrator Dashboard > Toggle Menu > File Upload > User File Identifier Mapping*
*OR*
*Bank Administrator Dashboard > Quick Links > User File Identifier Mapping*

### 54.2.1 User File Identifier Mapping – User Type Selection

Bank Administrator logs into the system and navigates to the User File Identifier Mapping screen. On accessing the ‘User File Identifier Mapping’ menu, bank administrator has to select the user type.

**User File Identifier Mapping – User Type Selection**




1. Click **Administrator** to access file identifier for bank administrator users. The User File Identifier Mapping screen appears.
2. Click **Corporate User** to access the file identifier of corporate users. The User File Identifier Mapping screen appears.

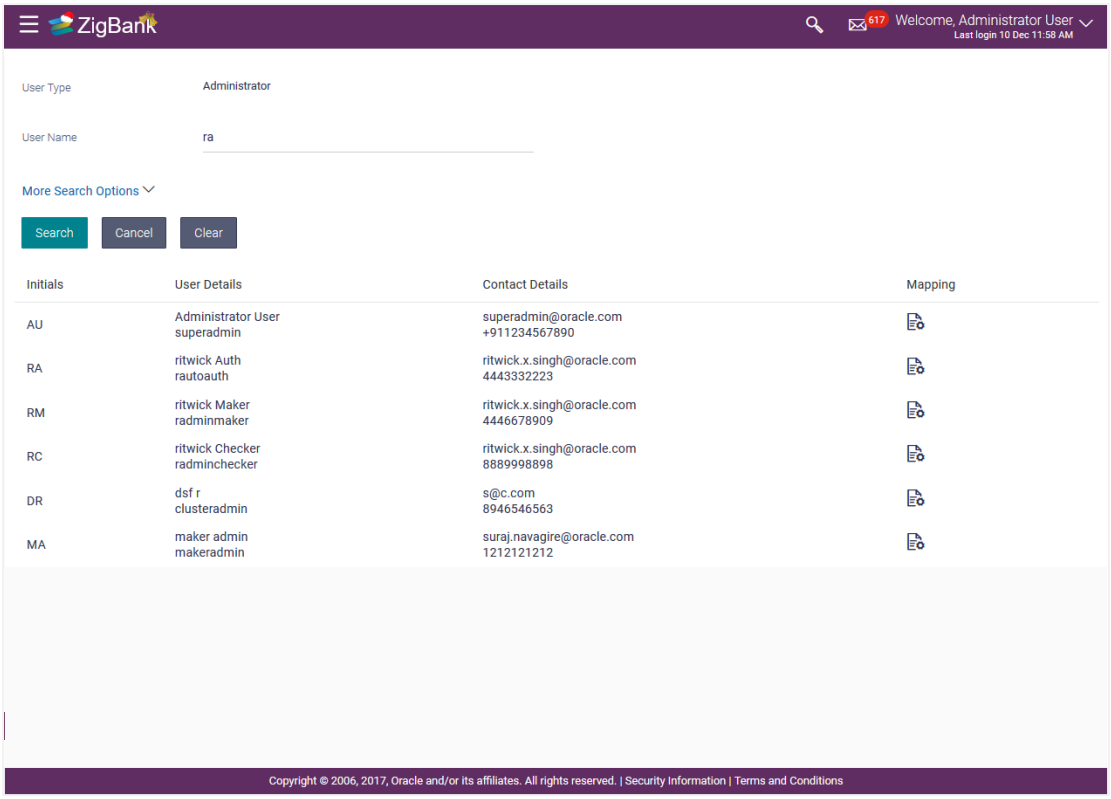
### 54.2.2 User File Identifier Mapping – Administrator - Search

Using this option the administrator can search and view the file identifiers mapped to the user.

**To search and view the file identifiers:**

1. In the **User File Identifier Mapping** screen, enter any one search criteria.
2. Click **Search**. The **User File Identifier Mapping** screen with search results appears.
   OR
   Click **Cancel** to cancel the operation and navigate back to 'Dashboard'.
   OR
   Click **Clear** to clear the search parameters.

**User File Identifier Mapping - Search**



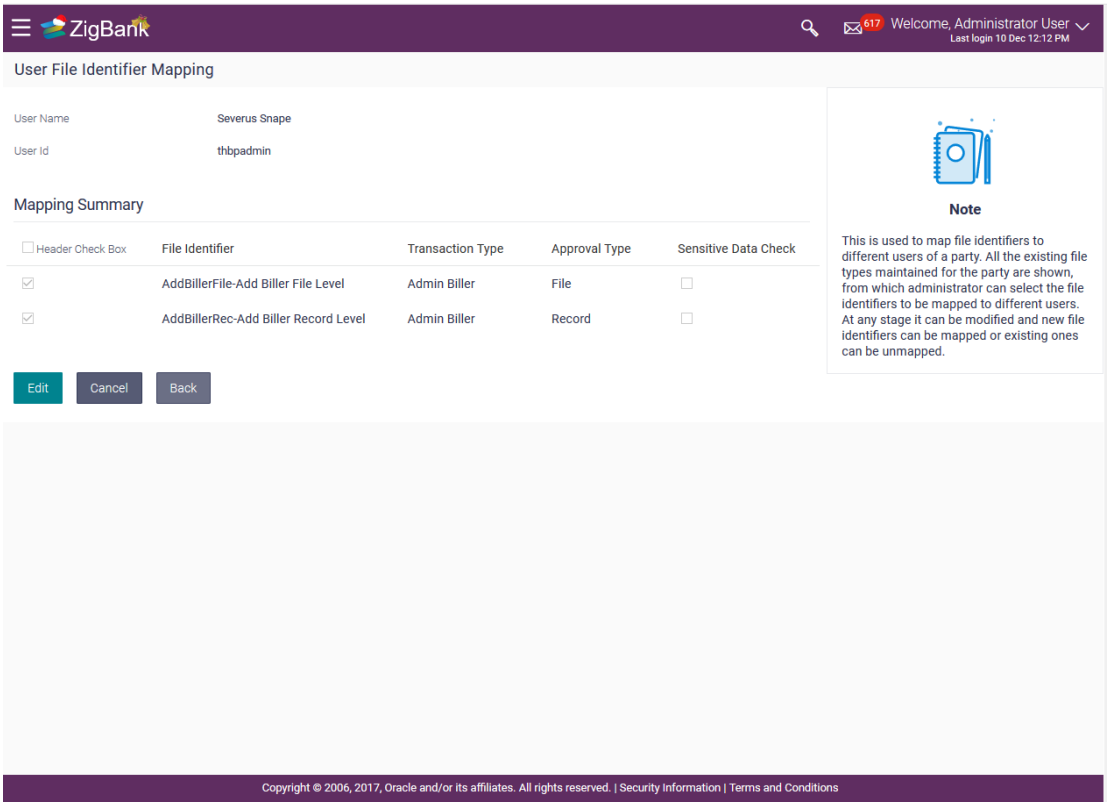

**Field Description**

| Field Name | Description |
|---|---|
| **User Type** | The type of user as selected in the User File Identifier Mapping – User Type Selection screen.<br>The options are:<br>• Administrator<br>• Corporate User |

| Field Name | Description |
|---|---|
| **User Name** | To search the user with the user name. Partial search is allowed. |
| **More Search Options** | |
| Below fields appears if you click the **More Search Options** link. | |
| **First Name** | To search based on first name or given name of the user. |
| **Last Name** | To search based on last name/ surname of the user. |
| **Email** | To search based on email id of the user. |
| **Mobile Number** | To search based on mobile number of the user. |
| **Search Result** | |
| **Initials** | The initials of the user. |
| **User Details** | The details of the user like user name or user id. |
| **Contact Details** | Email and contact number of the user. |
| **Mapping** | Displays whether the file identifier is mapped to the user.<br>• - denotes that the file identifier is mapped to the user<br>• - denotes that the file identifier is not mapped to the user. |

3. Click against the file identifier record of which you want to view the details. The **User File Identifier Mapping - View** screen appears.

## User File Identifier Mapping - View




## Field Description

| Field Name | Description |
|---|---|
| **User Name** | User name of the logged-in user. |
| **User Id** | User id of the user. |
| **Mapping Summary** | |
| **Header Check Box** | The check box to select the records for mapping. |
| **File Identifier** | Unique code assigned to the uploaded file. |
| **Transaction Type** | Type of transaction:<br>The transaction type could be:<br>• Admin Biller |

| Field Name | Description |
|---|---|
| **Approval Type** | The approval type is at file level or record level.<br>• File Level - The approver accepts or rejects the entire file, and all records are either processed or rejected<br>• Record Level - The approver could approve some records, and reject others. Payments are processed only for approved records |
| **Sensitive Data Check** | If selected, the users are barred from viewing the contents of the file. |

4. Click **Edit** to modify the user file identifier mapping.
   OR
   Click **Cancel** to cancel the operation and navigate back to 'Dashboard'.
   OR
   Click **Back** to navigate to the previous screen.

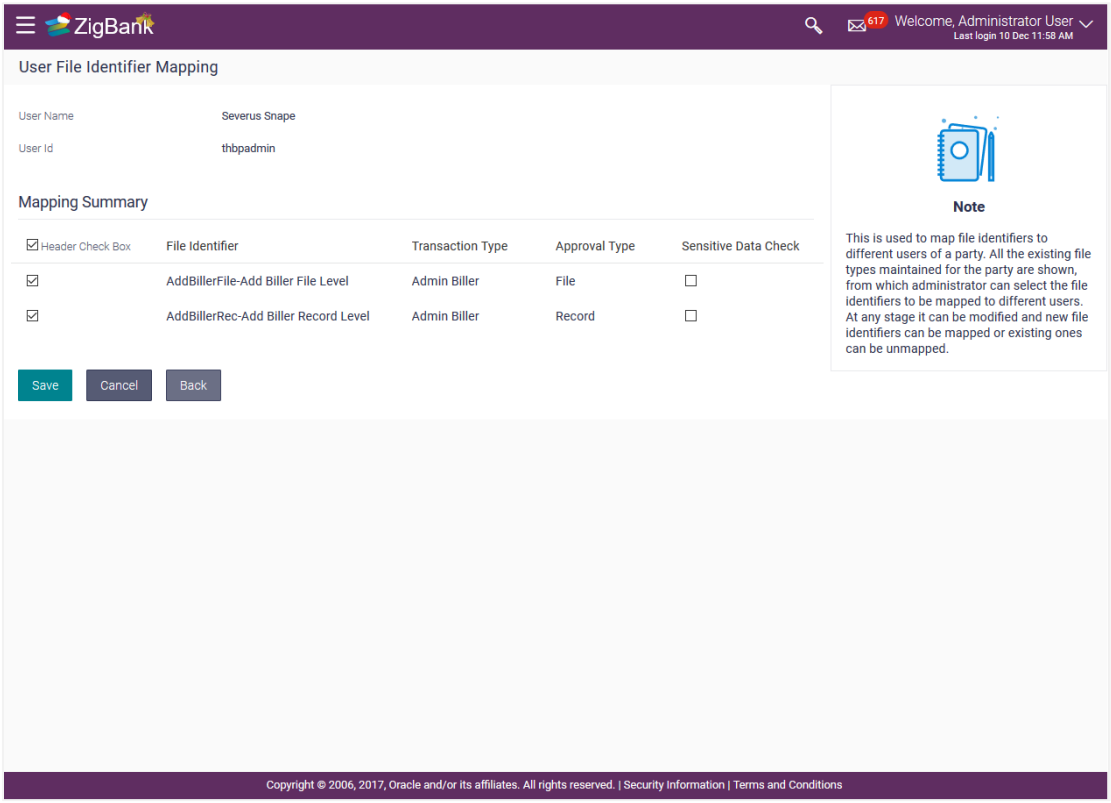
### 54.2.3 User File Identifier Mapping – Administrator - Create

Using this option the administrator can map the file identifiers to a user.

**To map a user to a file identifier:**

1. In the User File Identifier Mapping screen, enter any one search criteria.
2. Click **Search**. The **User File Identifier Mapping** screen with search results appears.
   OR
   Click **Cancel** to cancel the operation and navigate back to 'Dashboard'.
   OR
   Click **Clear** to clear the search parameters.
3. Click  against the file identifier record, for which you want to map the user. The **User File Identifier Mapping** screen appears.

## User File Identifier Mapping - Create




## Field Description

| Field Name | Description |
|---|---|
| **User Name** | User name. |
| **User Id** | User id of the user. |
| **Mapping Summary** | |
| **Header Check Box** | The check box to select the records for mapping. |
| **File Identifier** | Unique code assigned to the uploaded file. |
| **Transaction Type** | Type of transaction:<br>The Transaction type could be:<br>• Admin Biller |

| Field Name | Description |
|---|---|
| **Approval Type** | The approval type is at file level or record level.<br>• File Level - The approver accepts or rejects the entire file, and all records are either processed or rejected<br>• Record Level - The approver could approve some records, and rejects others. Payments are processed only for approved records |
| **Sensitive Data Check** | If selected, the users are barred from viewing the contents of the file. |

4. In the **Mapping Summary** section, select the file identifier which you want to map to the user.
5. Check / Uncheck the **Sensitive Data** check field, to enable / disable access to the contents of the file.
6. Click **Save**.
   OR
   Click **Cancel** to cancel the operation and navigate back to 'Dashboard'.
   OR
   Click **Back** to navigate to the previous screen.
7. The **User File Identifier Mapping - Review** screen appears. Verify the details and click **Confirm**.
   OR
   Click **Cancel** to cancel the operation and navigate back to 'Dashboard'.
   OR
   Click **Back** to navigate to the previous screen.
8. The success message appears along with the transaction reference number and status of the transaction.
   Click **OK** to complete the transaction and navigate back to 'Dashboard'.

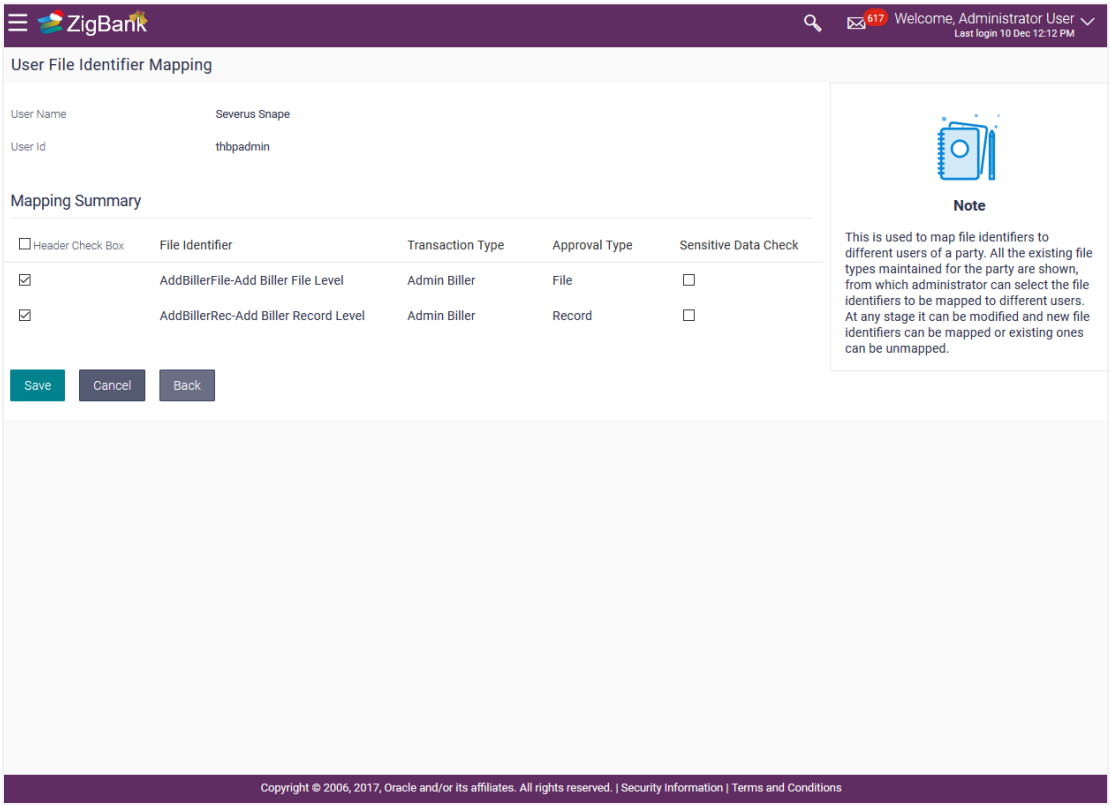
### 54.2.4 User File Identifier Mapping – Administrator - Edit

Using this option the administrator can edit and update mapping of a file identifier, to a user

**To edit a User File Identifier Mapping:**

1. In the **User Name** field, enter the username of the user.
2. Click **Search**. The **User File Identifier Mapping** screen with search results appears.
   OR
   Click **Clear** to clear the search parameters.
   OR
   Click **Cancel** to cancel the operation and navigate back to 'Dashboard'.
3. Click  against the file identifier record. The **User File Identifier Mapping - View** screen appears.
4. Click **Edit**. The **User File Identifier Mapping - Edit** screen appears

### User File Identifier Mapping - Edit




5. View the details of File Identifier mapping already saved. Select or de-select the File Identifier record to map / un-map a File Identifier to a user.
6. Check / Uncheck the Sensitive Data Check, to enable / disable the complete access to file content.
7. Click **Save** to save the modified details.
   OR
   Click **Cancel** to cancel the operation and navigate back to 'Dashboard'.
   OR
   Click **Back** to navigate to previous screen.
8. The **User File Identifier Mapping - Review** screen appears. Verify the details, and click **Confirm**.
   OR
   Click **Cancel** to cancel the operation and navigate back to 'Dashboard'.
   OR
   Click **Back** to navigate to previous screen.
9. The success message appears along with the transaction reference number and status of the transaction.
   Click **OK** to complete the transaction and navigate back to 'Dashboard'.

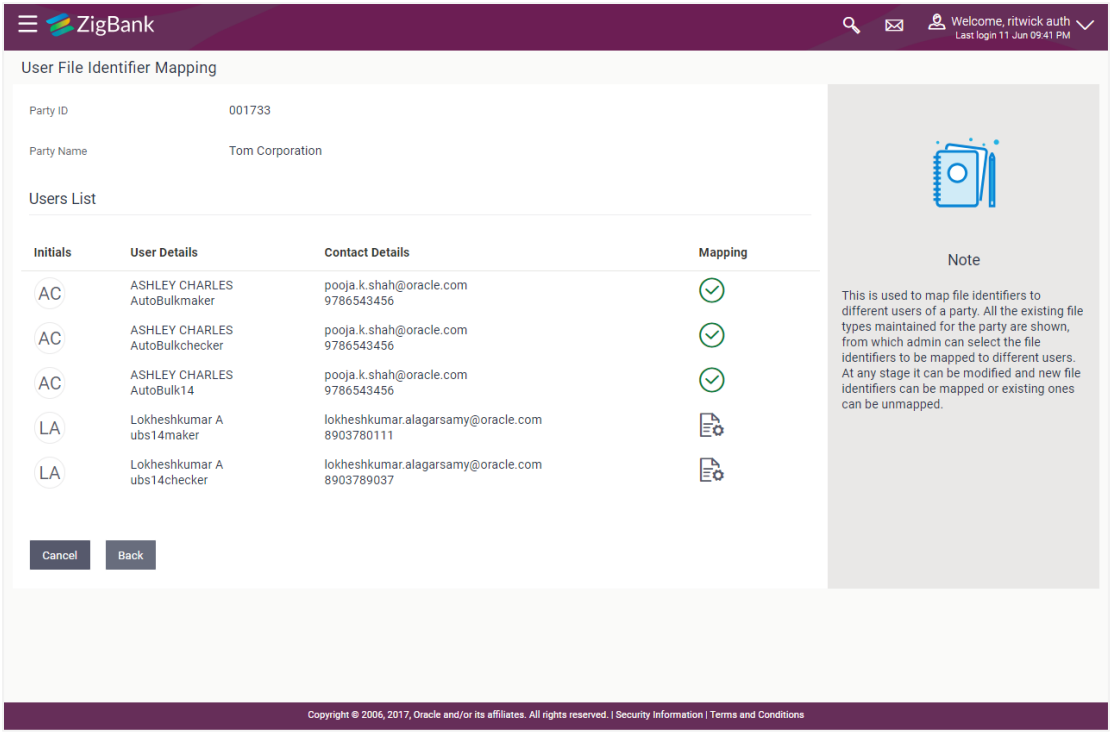
### 54.2.5 User File Identifier Mapping - Corporate User - Search

Using this option bank administrator can search and view the file identifiers mapped to the corporate user.

**To search and view the file identifiers:**

1. In the **Party Id** field, enter the party id of the user.
   OR
   In the **Party Name** field, enter the name of the party.
2. Click **Search**. The **User File Identifier Mapping** screen with search results appears.
   OR
   Click **Cancel** to cancel the operation and navigate back to 'Dashboard'.
   OR
   Click **Clear** to clear the search parameters.

**User File Identifier Mapping - Search**



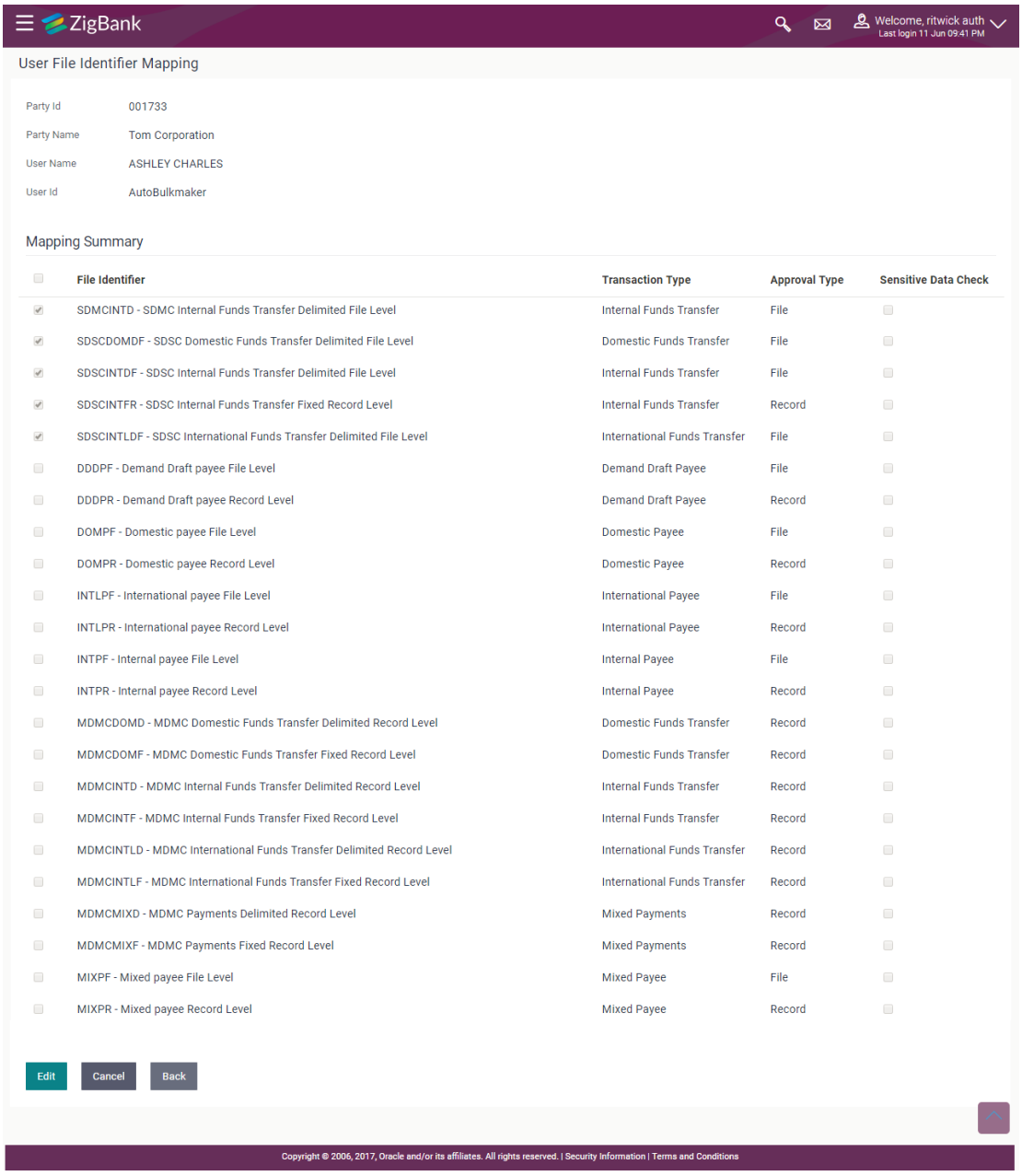

**Field Description**

| Field Name | Description |
|---|---|
| **Party ID** | **Party ID of the user.** |
| **Party Name** | **Party name corresponding to the party ID.** |

| Field Name | Description |
|---|---|
| **Users List** | |
| **Initials** | The initials of the user. |
| **User Details** | The details of the user like user name or user id. |
| **Contact Details** | Email and contact number of the user. |
| **Mapping** | Displays whether the file identifier is mapped to the user.<br>• - denotes that the file identifier is mapped to the user<br>• - denotes that the file identifier is not mapped to the user |

3. Click against the file identifier record of which you want to view the details. The **User File Identifier Mapping - View** screen appears.
   OR
   Click **Back** to go back to previous screen.
   OR
   Click **Cancel** to cancel the operation and navigate back to 'Dashboard'.

## User File Identifier Mapping - View




## Field Description

| Field Name | Description |
|---|---|
| **Party ID** | Party ID of the user. |
| **Party Name** | Party name corresponding to the party ID. |
| **User Name** | User name of the logged-in user. |

| Field Name | Description |
|---|---|
| **User Id** | User id of the user. |
| **Mapping Summary** | |
| **File Identifier** | Unique code assigned to the uploaded file. |
| **Transaction Type** | Type of transaction:<br>The transaction type could be:<br>• Internal Funds Transfer<br>• Domestic Funds Transfer<br>• International Funds Transfer<br>• Mixed Transfer<br>• Internal Payee<br>• Domestic Payee<br>• International Payee<br>• Mixed Payee<br>• Domestic Demand Draft Payee<br>• International Demand Draft Payee |
| **Approval Type** | The approval type is at file level or record level.<br>• File Level - The approver accepts or rejects the entire file, and all records are either processed or rejected<br>• Record Level - The approver could approve some records, and reject others. Payments are processed only for approved records |
| **Sensitive Data Check** | If selected, the users are barred from viewing the contents of the file. |

4. Click **Edit** to modify the user file identifier mapping.
   OR
   Click **Back** to navigate to the previous screen.
   OR
   Click **Cancel** to cancel the operation and navigate back to ‘Dashboard’.

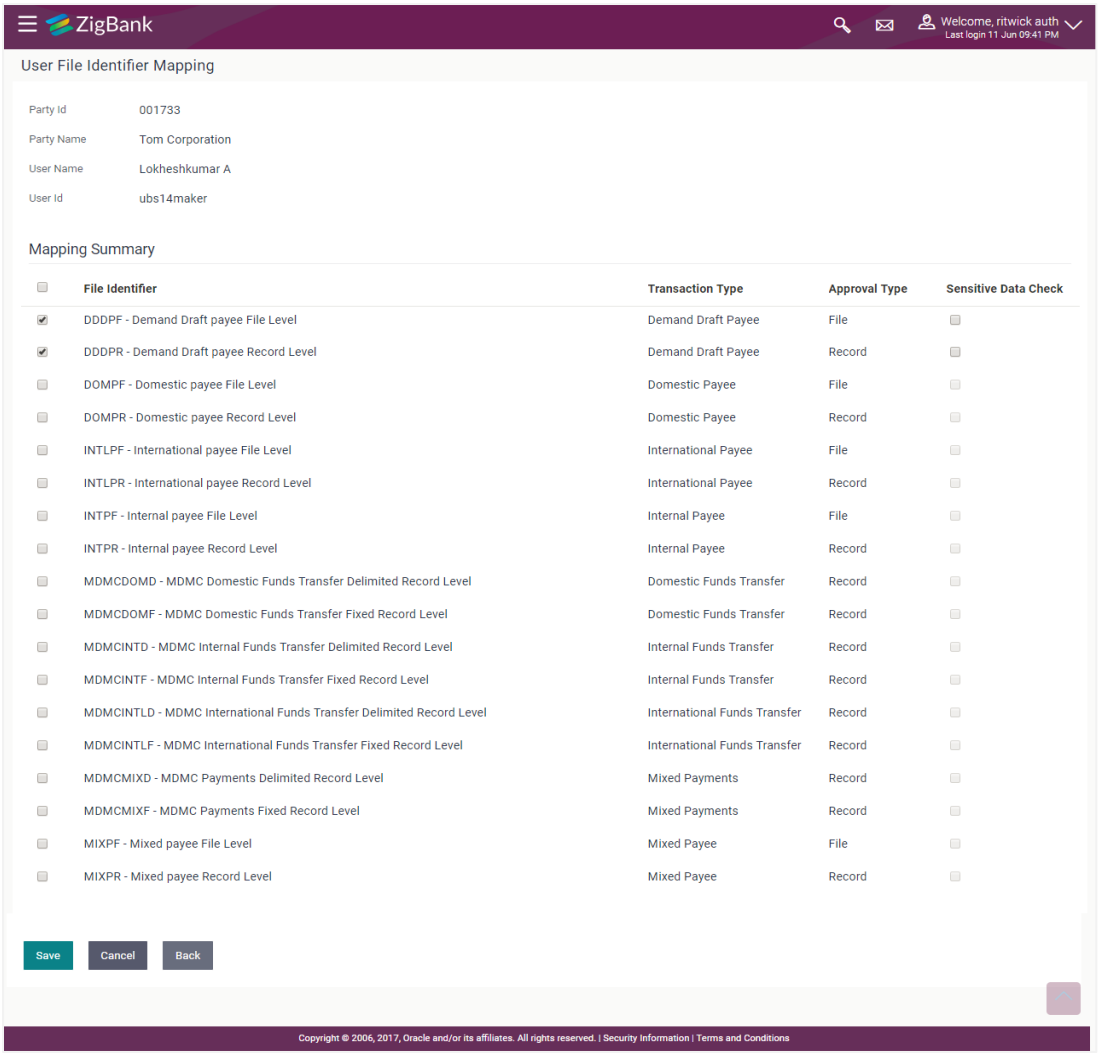
### 54.2.6 User File Identifier Mapping - Corporate User - Create

Using this option the administrator can map the file identifiers to a user.

**To map a user to a file identifier:**

1. In the **Party Id** field, enter the party id.
   OR
   In the **Party Name** field, enter the name of the party.
2. Click **Search**. The **User File Identifier Mapping** screen with search results appears.
   OR
   Click **Clear** to clear the search parameters.
   OR
   Click **Cancel** to cancel the operation and navigate back to 'Dashboard'.
3. Click  against the file identifier record, for which you want to map the user. The **User File Identifier Mapping** screen appears.

**User File Identifier Mapping - Create**



**Field Description**

| Field Name | Description |
|---|---|
| **Party ID** | Party ID of the user |
| **Party Name** | Party name corresponding to the party ID. |
| **User Name** | User name. |
| **User Id** | User id of the user. |
| **Mapping Summary** | |
| **File Identifier** | Unique code assigned to the uploaded file. |
| **Transaction Type** | Type of transaction:<br>The Transaction type could be:<br>• Internal Funds Transfer<br>• Domestic Funds Transfer<br>• International Funds Transfer<br>• Mixed Transfer<br>• Internal Payee<br>• Domestic Payee<br>• International Payee<br>• Mixed Payee<br>• Domestic Demand Draft Payee<br>• International Demand Draft Payee |
| **Approval Type** | The approval type is at file level or record level.<br>• File Level - The approver accepts or rejects the entire file, and all records are either processed or rejected<br>• Record Level - The approver could approve some records, and rejects others. Payments are processed only for approved records |
| **Sensitive Data Check** | If selected, the users are barred from viewing the contents of the file. |

4. In the **Mapping Summary** section, select the file identifier which you want to map to the user.
5. Check / Uncheck the **Sensitive Data** check field, to enable / disable access to the contents of the file.

6. Click **Save**.
   OR
   Click **Cancel** to cancel the operation and navigate back to ‘Dashboard’.
   OR
   Click **Back** to navigate to the previous screen.
7. The **User File Identifier Mapping - Review** screen appears. Verify the details and click **Confirm**.
   OR
   Click **Cancel** to cancel the operation and navigate back to ‘Dashboard’.
   OR
   Click **Back** to navigate to the previous screen.
8. The success message appears along with the transaction reference number and status of the transaction.
   Click **OK** to complete the transaction and navigate back to ‘Dashboard’.

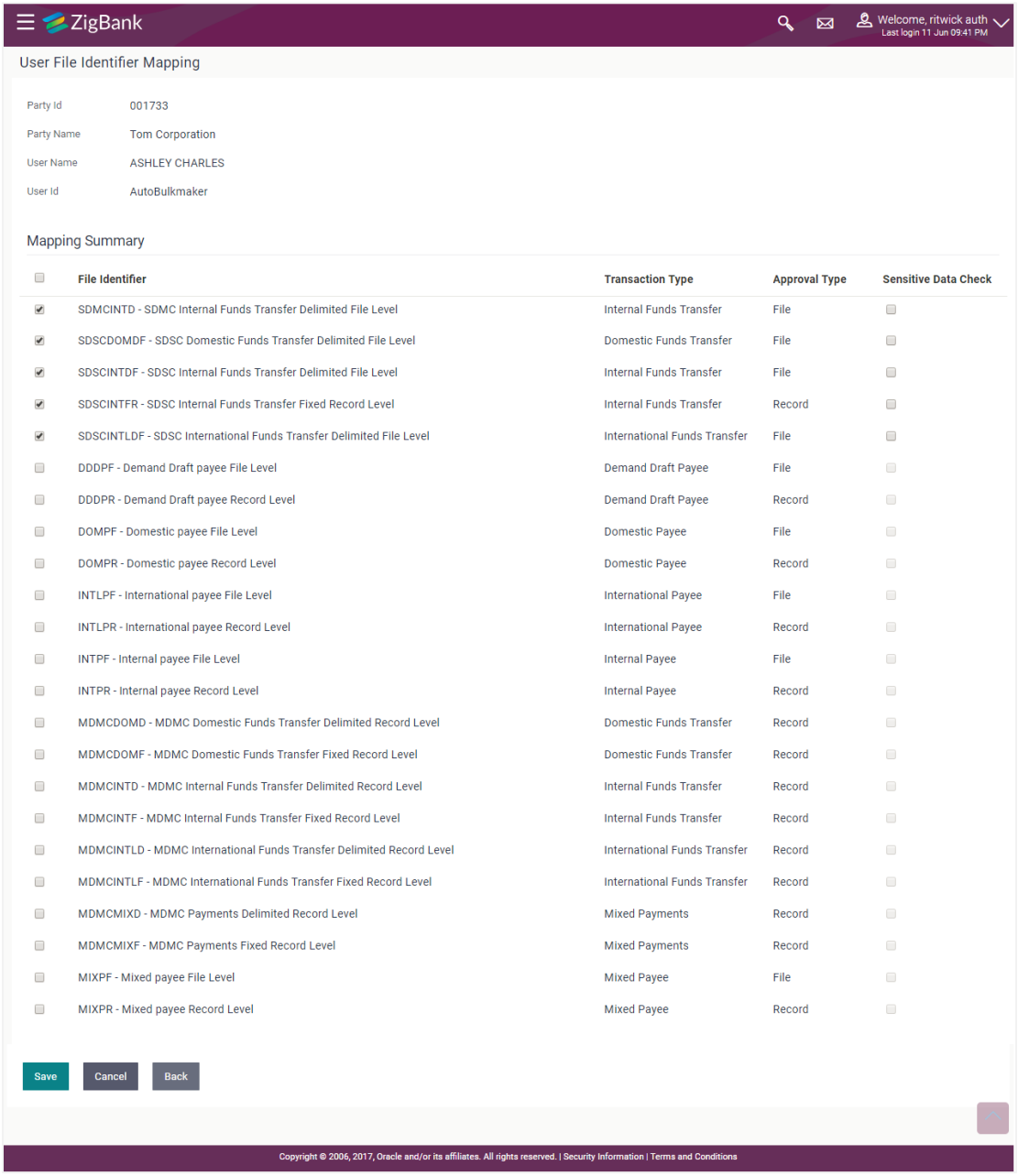
### 54.2.7 User File Identifier Mapping - Corporate User - Edit

Using this option the administrator can edit and update mapping of a file identifier, to a user

**To edit a User File Identifier Mapping:**

1. In the **Party Id** field, enter the party id of the user.
   OR
   In the **Party Name** field, enter the name of the party.
2. Click **Search**. The **User File Identifier Mapping** screen with search results appears.
   OR
   Click **Clear** to clear the search parameters.
   OR
   Click **Cancel** to cancel the operation and navigate back to ‘Dashboard’.
3. Click  against the file identifier record. The **User File Identifier Mapping - View** screen appears.
4. Click **Edit**. The **User File Identifier Mapping - Edit** screen appears

## User File Identifier Mapping - Edit




5. View the details of File Identifier mapping already saved. Select or de-select the File Identifier record to map / un-map a File Identifier to a user.
6. Check / Uncheck the **Sensitive Data Check**, to enable / disable the complete access to file content.
7. Click **Save** to save the modified details.
   OR
   Click **Cancel** to cancel the operation and navigate back to 'Dashboard'.
   OR
   Click **Back** to navigate to previous screen.

8. The **User File Identifier Mapping - Review** screen appears. Verify the details, and click **Confirm**.
   OR
   Click **Cancel** to cancel the operation and navigate back to 'Dashboard'.
   OR
   Click **Back** to navigate to previous screen.
9. The success message appears along with the transaction reference number and status of the transaction.
   Click **OK** to complete the transaction and navigate back to 'Dashboard'.

## FAQs

1. **Can all users of a particular corporate access all file types, mapped to the corporate?**

   User/s have to be mapped to file identifiers to be able to access files. For example, only the user/s of Human Resource Department of a corporate may have access to upload / view and enquire status of salary files.
   Mapping File Identifier's to specific users thus enables access of certain types of file/s to certain user/s.

2. **If a user is mapped to a File Identifier and he has uploaded a file – but after this, he is no longer mapped to the File Identifier – can he view the status of the file?**

   No, the user will not be able to view the status of the file, if he is not mapped to it, at the point in time when he is checking for the status.

Home

## 54.3 File Upload (for Biller Maintenance)

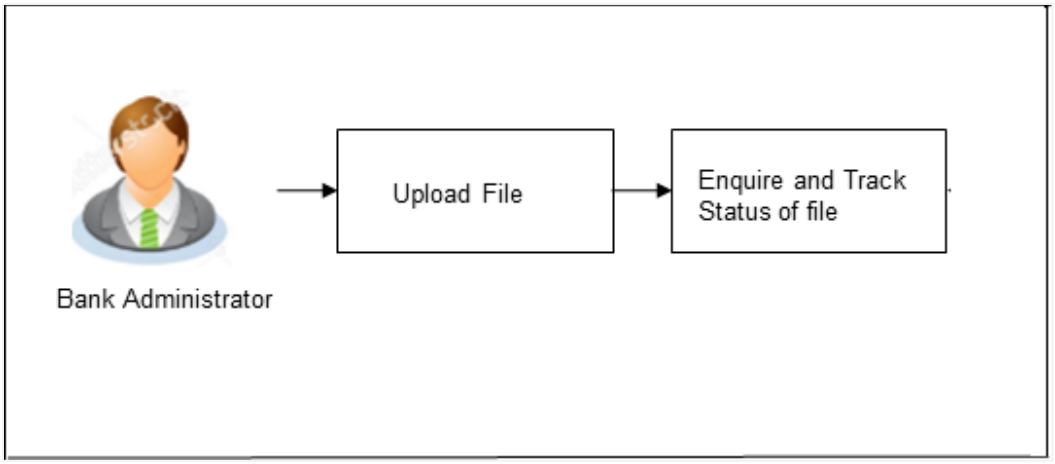
This option allows the Bank administrator user to upload the files containing EBPP Billers. Billers uploaded will be available for retail users to register and make online bill payment & pre-paid recharge transactions.

**Prerequisites**

- File Identifier Maintenance
- User – File Identifier Mapping

**Features Supported In Application**

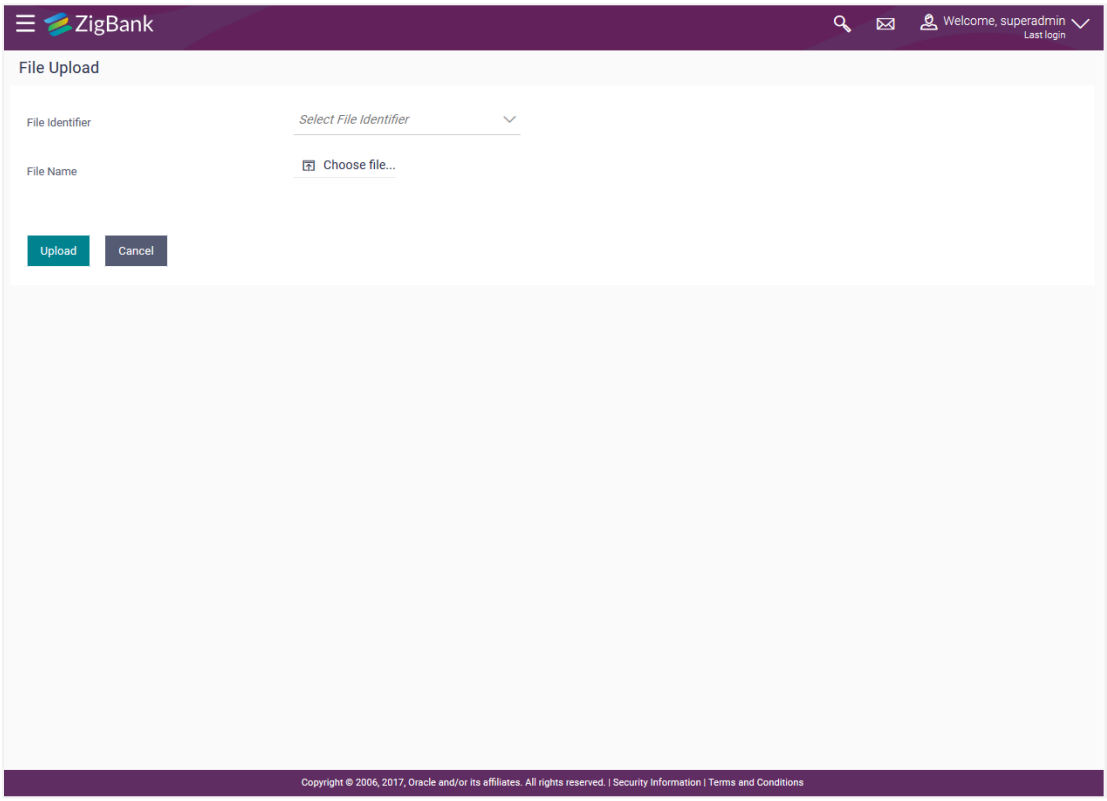
- Upload a File




**How to reach here:**

*System/ Bank Administrator Dashboard > Toggle Menu > File Upload > File Upload*

## File Upload




**e**

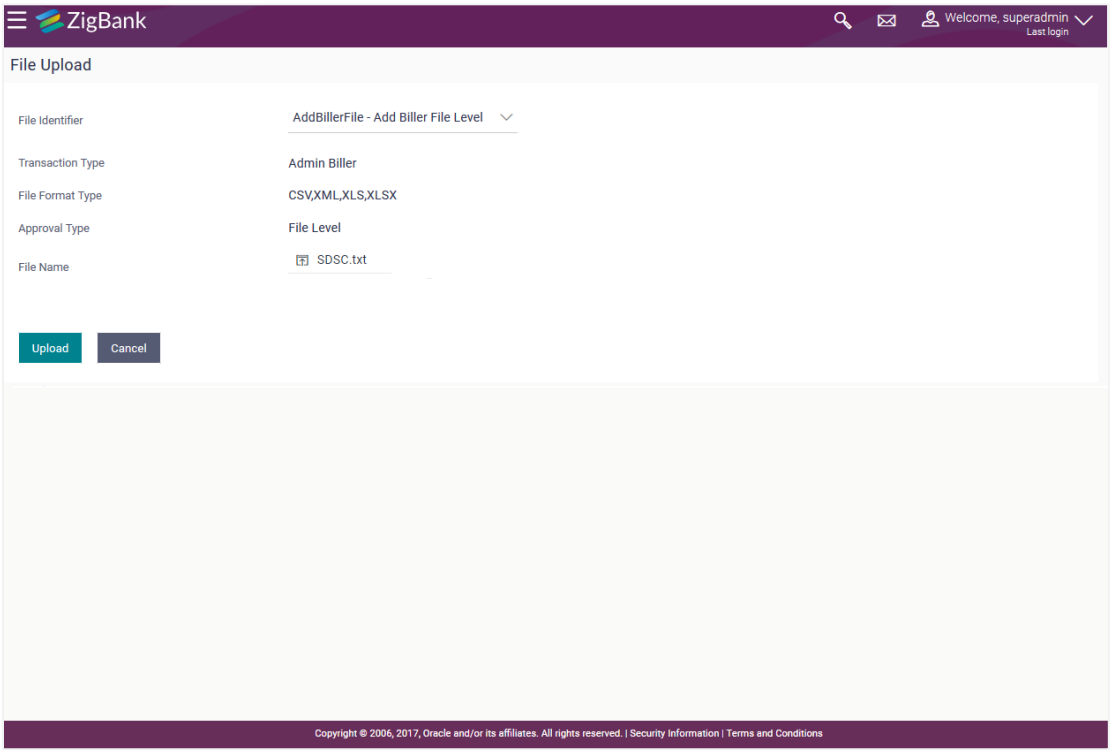
### Field Description

| Field Name | Description |
|---|---|
| **File Identifier** | File identifier created earlier in order to identify the file. |
| **File Name** | Browse and select the file to be uploaded. |

**To upload a file:**

1. From the **File Identifier** list, select the file identifier.
   The file identifier details appear.
2. In the **File Name** field, select the file to be uploaded.

## File Upload




### Field Description

| Field Name | Description |
|---|---|
| **File Identifier** | File identifier created earlier in order to identify the file. |
| **Transaction Type** | Transaction type of the file upload.<br>The transaction type could be:<br>• Admin Biller |
| **File Format Type** | Format of the file.<br>The file format could be:<br>• CSV<br>• XLS<br>• XLSX |

| Field Name | Description |
|---|---|
| **Approval Type** | Approval level of the file.<br>The approval could be:<br>• Record Level: In record type approval, the approver can approve some records (in a file), and reject others. Only approved records are processed.<br>• File Level: In a file type approval, the approver accepts or rejects the entire file, and all records are either processed or rejected. |
| **File Name** | Name of the file which is uploaded. |

3. Click **Upload**.
   OR
   Click **Cancel** to abort the file uploading process.
4. The success message along with the file reference ID and status of the transaction appears.
   Click **OK** to complete the file upload.
   OR
   Click the **File Reference ID** to inquire about the uploaded file status.
   The Uploaded File Inquiry screen appears.

**Home**

## 54.4 Uploaded Files Inquiry (Biller Maintenance)

Through this option the user can view the billers file uploaded and their status.

- The search can be filtered on various parameters like status and file reference ID.
- The user can track the status of the file and if there is an error in the file, he / she can download the error file to arrive at the exact reason for error.
- For files in the 'Processed' status, the user can download Response file, to vet status of processing (in the host) for each record, of the file.
- The user can track file history and also check Individual record details.

**Note**: The landing screen displays all the files that are uploaded today.

### Prerequisites

- File Identifier Maintenance
- User – File Identifier Mapping

### Features Supported In Application

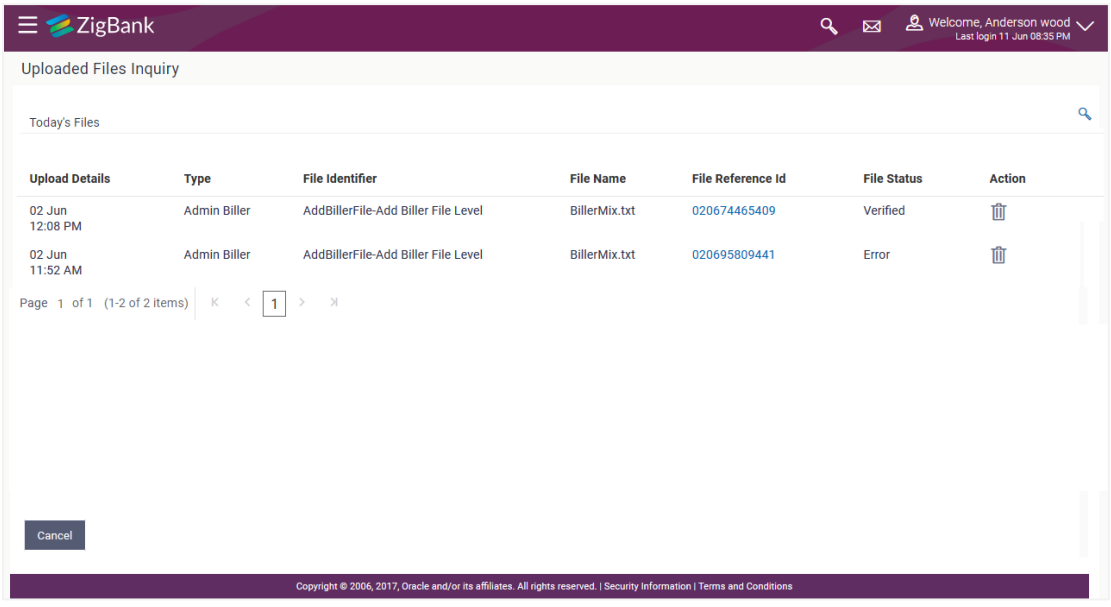
- View Uploaded File & its Status (Uploaded File Inquiry)

### How to reach here:

*System / Bank Administrator Dashboard > Toggle Menu > File Upload > Uploaded File Inquiry*

### Uploaded File Inquiry – Summary

All the files that are uploaded today that is the current system date and file details will be displayed on the Uploaded File Inquiry - Summary screen.



**Field Description**

| Field Name | Description |
|---|---|
| **Today's Files** | |
| **Upload Details** | File upload date and time. |
| **Type** | Transaction type of file uploaded. |
| **File Identifier** | File identifier selected while uploading the file. |
| **File Name** | Name of the uploaded file. |
| **File Reference ID** | The file reference number generated after the file was uploaded. |
| **File Status** | Status of the uploaded file.<br>The file status could be:<br>• Uploaded: File Uploaded and file reference number is generated.<br>• Verified: File has been pre-processed and authorization checks done. File is now Pending Approval.<br>• Error: File has been pre-processed and contains error. The end of the life cycle of the file (File Level).The user can download the error file at this stage.<br>• Processing in Progress: File is not yet processed.<br>• Rejected: File has been rejected (File level). The end of the life cycle of the file.<br>• Approved: File has been fully approved.<br>• Processed: File is completely processed. The user can download a response file at this stage.<br>• Processed with exception: File is partially processed – i.e. while some records are processed, others are not.<br>• Expired: File has expired.<br>• Deleted: File was deleted. |
| **Action** | The available action icon against the uploaded files.<br>The action is delete the uploaded file. |

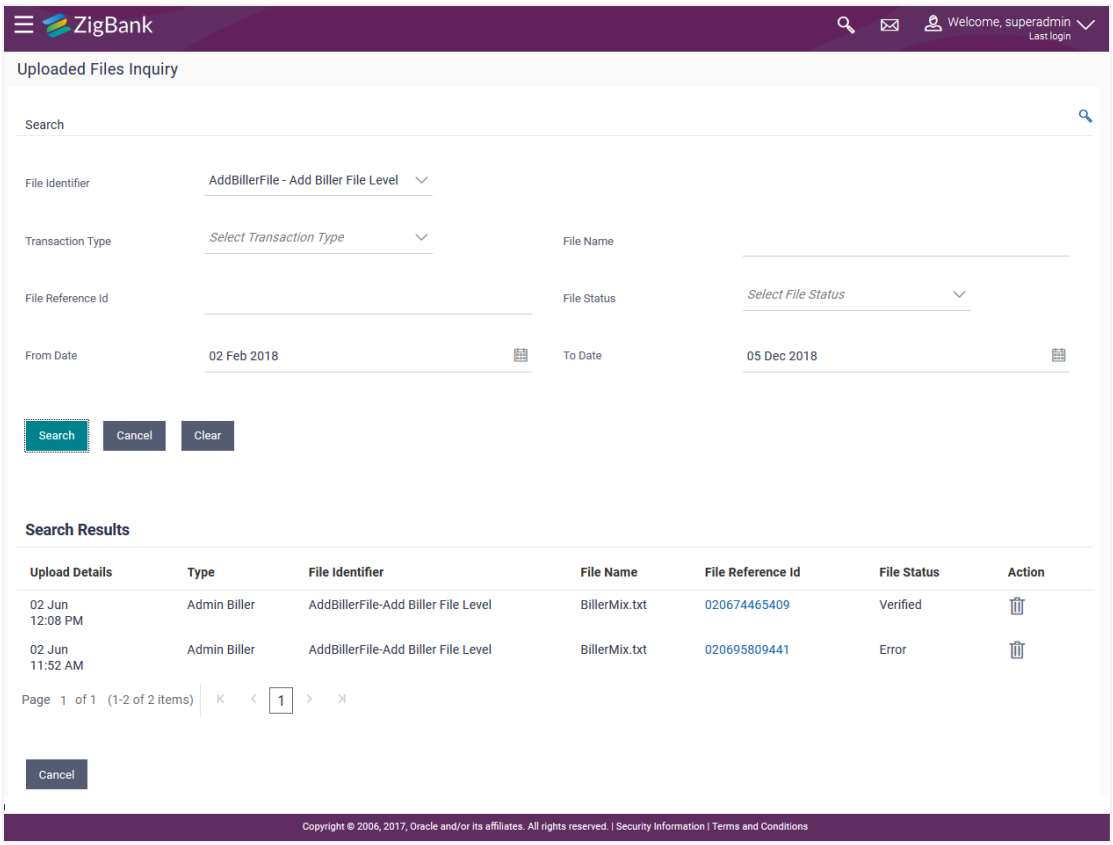
### 54.4.1 Uploaded File Inquiry – Search

Using this option, system administrator can search and view the files that are uploaded and view the record details under the same.

**To search and view uploaded files**

1. Click to expand the search criteria.
   The search section appears.
2. Enter any two search criteria in the search section.
3. Click **Search**. The search results appear on the **Uploaded File Inquiry** screen based on the search parameters.
   OR
   Click **Cancel** to close the search panel.
   OR
   Click **Clear** to reset the search criteria.

**Uploaded File Inquiry - Search**



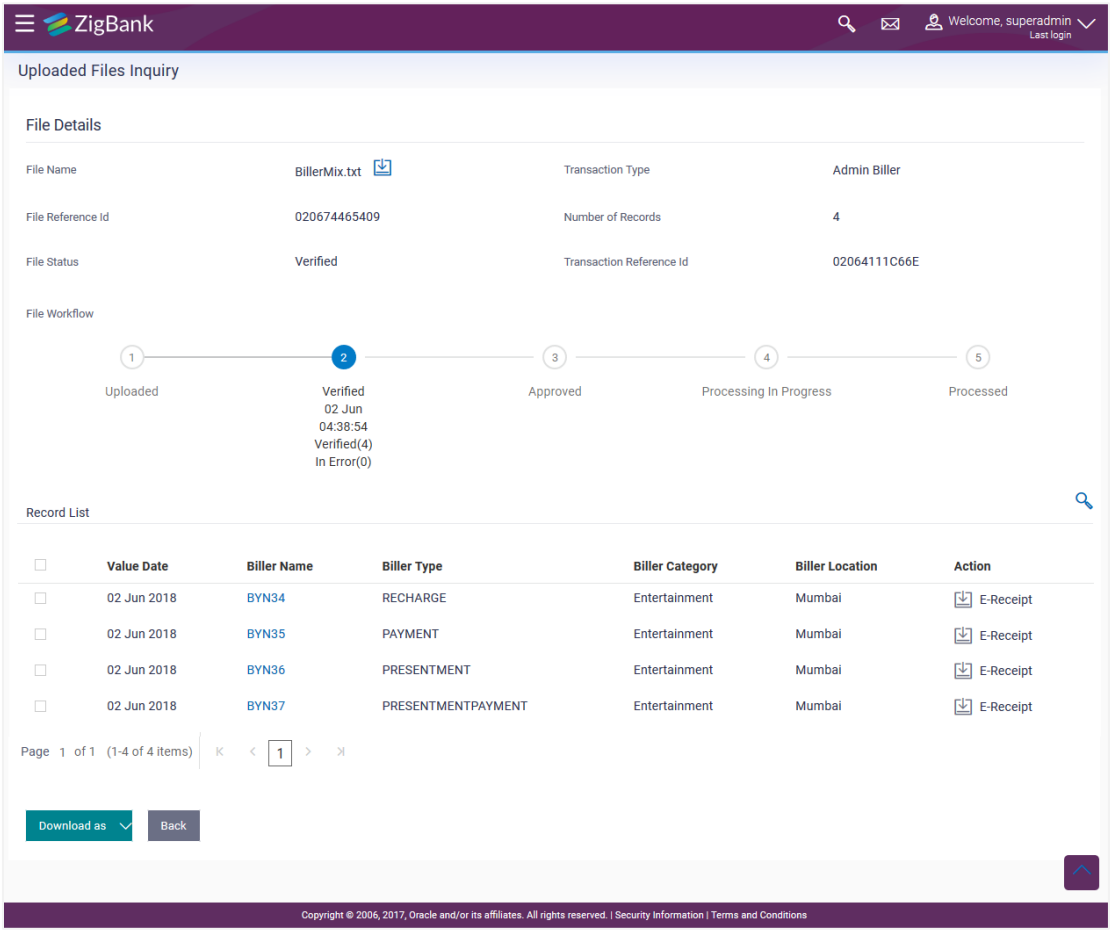
**Field Description**

| Field Name | Description |
|---|---|
| **Search** | |
| **File Identifier** | Unique code/ name assigned for the party preferences for handling of files. |
| **Transaction Type** | Transaction type associated with the file. |
| **File Name** | File name of the uploaded file. |
| **File Reference ID** | The file reference number which was generated while uploading the file. |
| **File Status** | Status of the file uploads. |
| **From Date** | From Date, to search for an uploaded file, in the specified date range. |
| **To Date** | To Date, to search for an uploaded file, in the specified date range. |
| **Search Results** | |
| **Upload Details** | File upload date and time. |
| **Type** | Transaction type of file uploaded |
| **File Identifier** | File identifier selected while uploading the file. |
| **File Name** | Name of the uploaded file. |
| **File Reference ID** | The file reference number generated after the file was uploaded. |

| Field Name | Description |
|---|---|
| **File Status** | Status of the uploaded file.<br>The file status could be:<br>• Uploaded: File Uploaded and file reference number is generated.<br>• Verified: File has been pre-processed and authorization checks done. File is now Pending for Approval.<br>• Error: File has been pre-processed and contains error. The end of the life cycle of the file (File Level).The user can download the error file at this stage.<br>• Processing in Progress: File is not yet processed.<br>• Rejected: File has been rejected (File level). The end of the life cycle of the file.<br>• Approved: File has been fully approved.<br>• Processed: File is completely processed. The user can download a response file at this stage.<br>• Processed with exception: File is partially processed – i.e. while some records are processed, others are not.<br>• Expired: File has expired.<br>• Deleted: File was deleted. |
| **Action** | The available action icon against the uploaded files.<br>The action is delete the uploaded file. |

4. Click the **File Reference ID** link to view the details. The **Uploaded File Inquiry - File Details** screen appears.
   OR
   Click  against a specific file upload record to delete the record. A delete icon will be enabled against a record, only when if a record is of a future date and is fully approved.

## File Details




## Field Description

| Field Name | Description |
|---|---|
| **File Name** | File name of the uploaded file. |
| **Transaction Type** | Transaction type associated with the file. |
| **File Reference ID** | The file reference number, which was generated while uploading the file. |
| **Number of Records** | The total number of records in the file. |
| **File Status** | Status of the file uploads. |
| **Transaction Reference ID** | The Transaction reference number, which was generated for the uploaded file. |
| **Error Report** | Shows an icon to download the error file in case the uploaded file faced some runtime issue and failed to execute. |

| Field Name | Description |
|---|---|
| **File Workflow** | Flow displaying various stages and status of file upload. |
| **Search Results** | |
| **Value Date** | The date on which the file was uploaded. |
| **Biller Name** | Name of the biller in the records. |
| **Biller Type** | Biller type in the records. |
| **Biller Category** | Category of the biller in the records. |
| **Biller Location** | Location of the biller in the records. |
| **Action** | The available action icon against the records. Icon to download the e-receipt. |

**To search and view the specific records**

5. Click to expand the search criteria and search a particular records. The search section appears.
6. Enter the search criteria in the search section.

   Click **Search**. The search results appear on the Uploaded File Inquiry - File Details screen based on the search parameters.
   OR
   Click **Cancel** to close the search panel.
   OR
   Click **Clear** to reset the search criteria.
7. In the **File Name** field, click to download the originally uploaded file.
   OR
   Click the **Biller Name** link to view the record details.
8. In the **Action** column, click against a specific record to download the e-receipt of the transaction in pdf format.

   OR
   Click **Download as** to download the file in .pdf or .csv format.
   OR
   Click **Back** to navigate to the previous screen.

**Note**: If there is an error during file verification (i.e. the file is in error status), an option will be available to download the generated error file.

# FAQs

**1. What are some of the validations that a file goes through at various stages, in its life cycle?**

The following are the validations performed on an uploaded file by OBDX and subsequently by the Host, before file is liquidated.

| Sr No | Events | Applicable to | Checks |
|---|---|---|---|
| 1 | On File Upload | All Files | File contents should not match an already uploaded file |
| 2 | On File Upload | All Files | File should not exceed the Maximum Size limit |
| 3 | On File Upload | All Files | The File Extension type should be the ones permitted viz., xml, xls, xlxs, csv |
| 4 | On File Upload | All Files | The file should not be Malicious |
| 5 | At Pre-Processing | All Files | The format for all fields, should be as templated viz., Date, Currency in accordance with ISO standards, CIF- numeric, account number-alphanumeric etc. |
| 6 | At Pre-Processing | All Files | The CIF(if available) should be valid, should exist |

**2. If some records in a file are deleted, what will the status of the file be?**

The following table shows the file status which is followed to depict various status of the file upload. So if all the records of file are liquidated then the file status is processed, and if any of the records in the file is liquidated while all the other are rejected the file status will be processed, and if any of the records is liquidated and rest all have an error the file status will be processed with exception.

| Verified | Approved | Processing in Progress | Processed | Rejected | Deleted | Error | File Status |
|---|---|---|---|---|---|---|---|
| All | | | | | | | Verified |
| | All | | | | | | Approved |
| | | All | | | | | Processing in Progress |
| | | | All | | | | Processed |
| | | | | All | | | Rejected |
| | | | | | All | | Deleted |
| | | | | | | All | Error |

| Verified | Approved | Processing in Progress | Processed | Rejected | Deleted | Error | File Status |
|---|---|---|---|---|---|---|---|
| | | | 1 | 1 | | | Processed |
| | | | 1 | | 1 | | Processed |
| | | | 1 | | | 1 | Processed with exception |
| | | | 1 | 1 | 1 | | Processed |
| | | | 1 | 1 | 1 | 1 | Processed with exception |
| | | | | 1 | 1 | | Deleted |
| | | | | 1 | | 1 | Processed with exception |
| | | | | | 1 | 1 | Processed with exception |

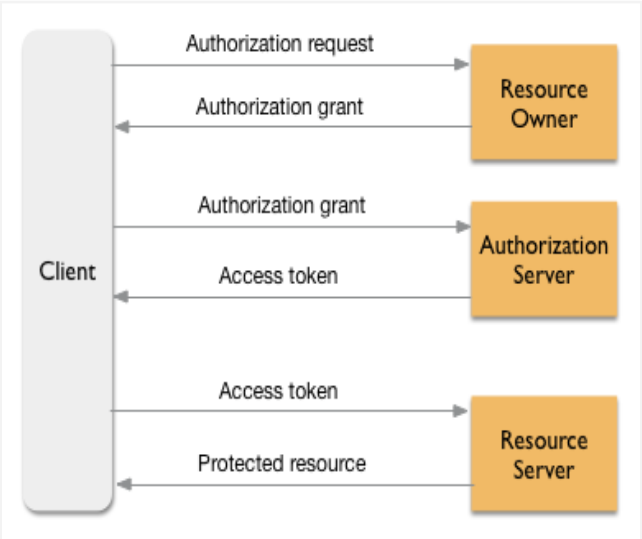
3. **After a file is successfully uploaded, is the user provided notifications on its status?**

   Yes, Users mapped to the FI – initiators and approvers of the file, are provided with alerts / notification, as file progresses from the Uploaded stage to Approved to Processing in Progress to the Processed stage. Alternately, users can log in to view the status of the file.

**Home**

# 55. OAuth 2.0

The OAuth 2.0 authorization framework enables a third-party application to obtain limited access to an HTTP service, either on behalf of a resource owner by orchestrating an approval interaction between the resource owner and the HTTP service, or by allowing the third-party application to obtain access on its own behalf.




- **Client** - It is the third party app (running on mobile or on browser) that makes requests to the resource server for protected resources on behalf of the resource owner. The resource owner must give the app permission to access the protected resources.
- **Resource owner** - The person who is capable of granting access to a protected resource.
- **Resource server** - The resource server needs some kind of authorization before it will serve up protected resources to the app.
- **Authorization server** - The authorization server is implemented in compliance with the OAuth 2.0 specification, and it is responsible for validating authorization grants and issuing the access tokens that give the app access to the user's data on the resource server.

**The following administrative maintenances needs to be done as part of OAuth Server Setup:**

- Identity Domain Definition
- Resource Server Definition
- Client Definition

Home

## 55.1 Identity Domain Maintenance

The Identity Domain corresponds to the notion of a tenant and each identity domain corresponds to an identity store. All artifacts such as resource server and client needs to be created under an identity domain.

As part of the Identity Domain definition, Identity store as well as token settings can be defined.

Currently only ‘Embedded LDAP’ i.e. DB Authenticator as Identity Store is supported.

**Pre-Requisites**

- Transaction access is provided to System Administrator.

**Features supported in application**

Using this option System Administrator can perform the following actions:

- Create Identity Domain
- Edit Identity Domain details
- View Identity Domain details

**How to reach here:**

*System/ Bank Administrator Dashboard > Toggle menu > OAuth > Identity Domain Maintenance*

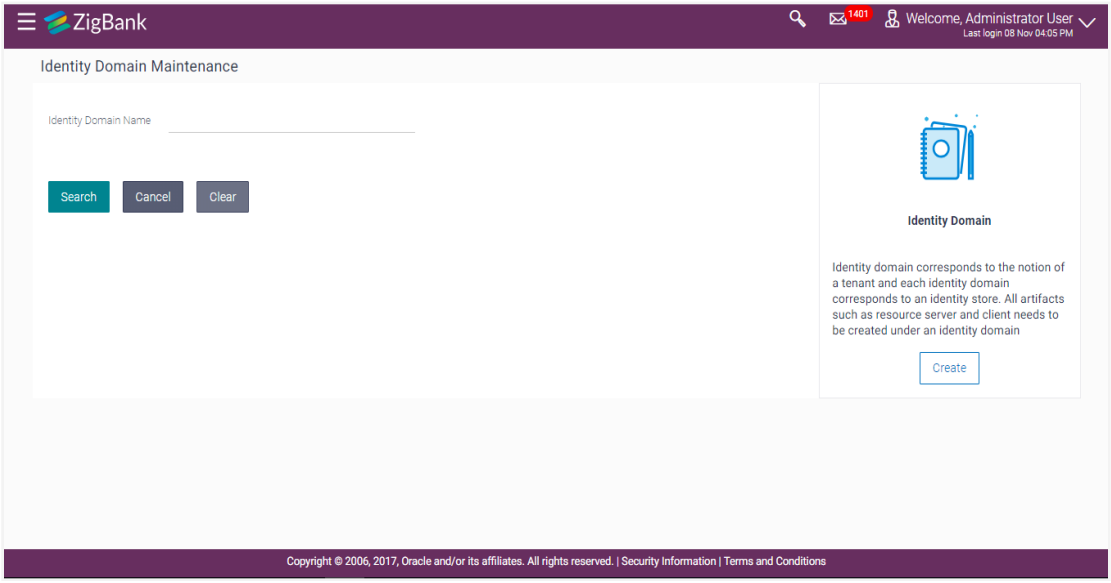
### 55.1.1 Identity Domain Maintenance - Search

User can search for any maintained Identity Domains by entering the required search parameters.

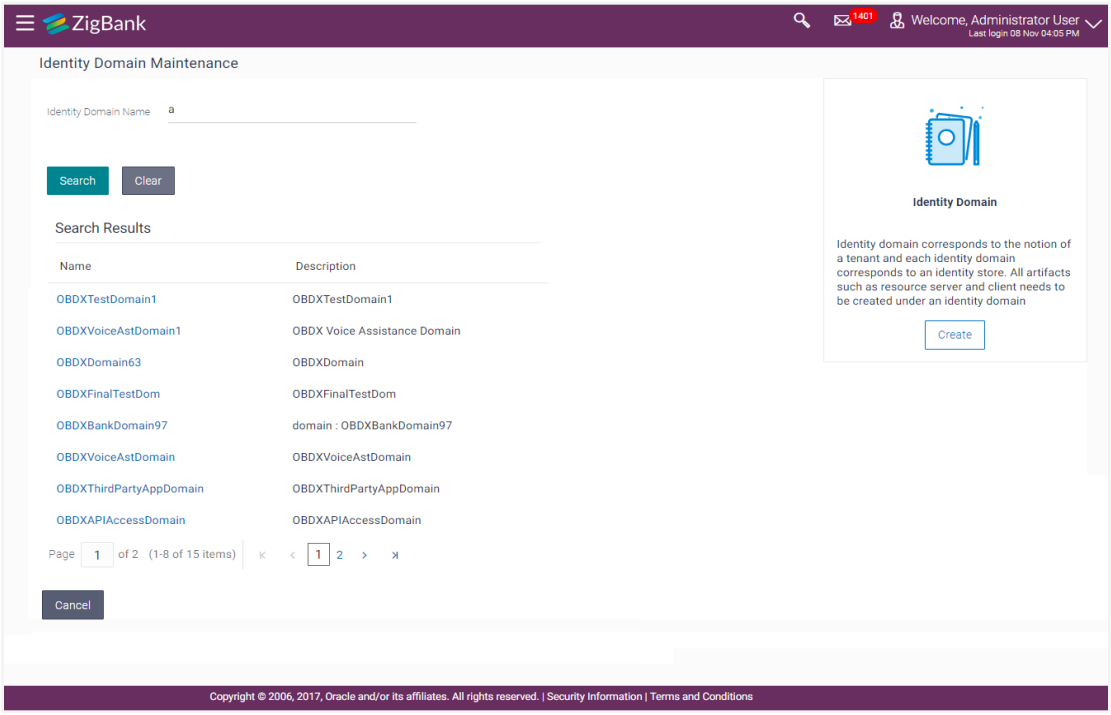
**To search for an Identity Domain**

1. In **Identity Domain Maintenance** screen, enter the **Identity Domain Name**.
2. Click **Search**. The search results appears.
   OR
   Click **Cancel** to cancel the transaction.
   OR
   Click **Clear** to clear the search parameters.

## Identity Domain Maintenance – Search




## Identity Domain Maintenance – Search Results



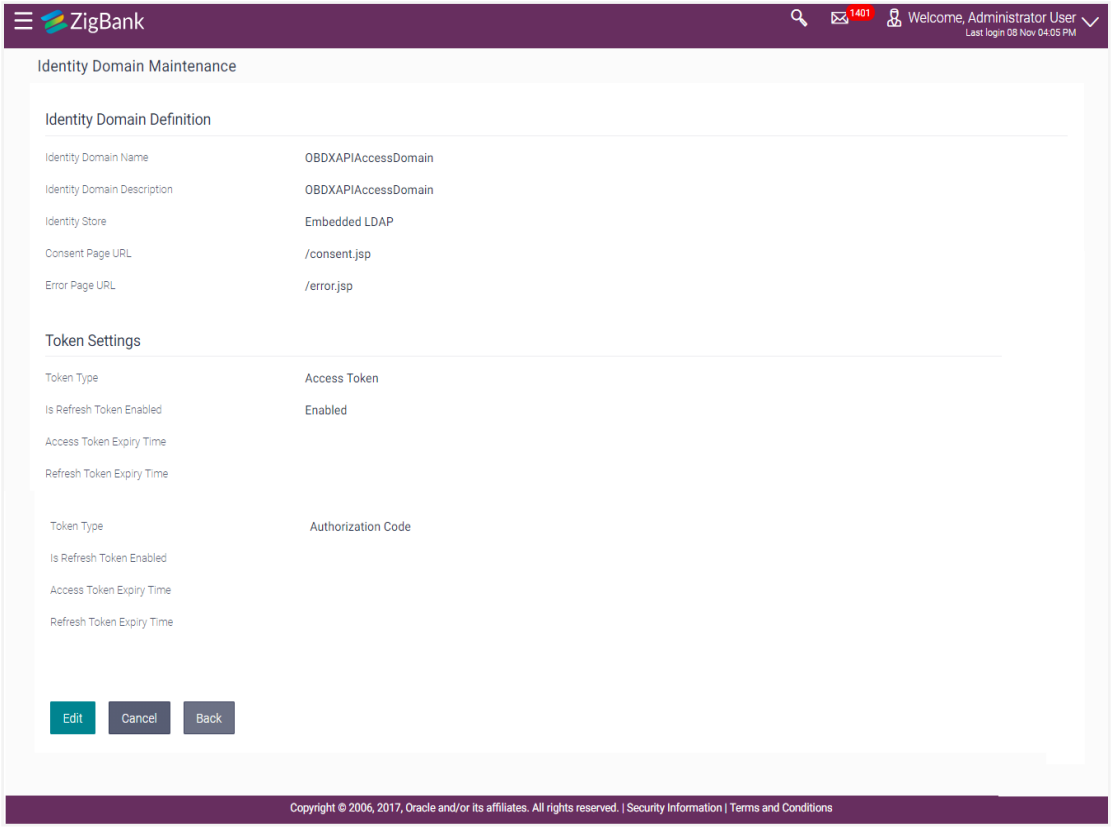

## Field Description

| Field Name | Description |
|---|---|
| **Identity Domain Name** | Specify the name of the identity domain that is to be searched |

| Field Name | Description |
|---|---|
| **Search Result** | |
| **Name** | System displays the name of the identity domain based on the input search parameter |
| **Description** | System displays the description of the identity domain |

3. Click on **Name** link to view details of a specific identity domain.

**Identity Domain Maintenance – View**




**Field Description**

| Field Name | Description |
|---|---|
| **Identity Domain Definition** | |
| **Identity Domain Name** | Displays the name of the Identity Domain. |
| **Identity Domain Description** | Displays the description of the Identity Domain. |

| Field Name | Description |
|---|---|
| **Identity Store** | Displays the Identity Domain store. |
| **Consent page URL** | Displays the Consent page URL. |
| **Error page URL** | Displays the Error page URL. |
| **Token Settings** | |
| **Token Type** | Displays the token type i.e. Access Token or Authorization Code. |
| **Is Refresh Token Enabled** | Displays whether refresh token is enabled. |
| **Access Token Expiry Time** | Displays the maintained expiry time for an access token. |
| **Refresh Token Expiry Time** | Displays the maintained expiry time for a refresh token. |
| **Token Type** | Displays the token type i.e. Access Token or Authorization Code. |
| **Is Refresh Token Enabled** | Displays whether refresh token is enabled for token type 'Authorization Code'. |
| **Access Token Expiry Time** | Displays the maintained expiry time for an access token with token type 'Authorization Code'. |
| **Refresh Token Expiry Time** | Displays the maintained expiry time for refresh token with token type 'Authorization Code'. |

4. Click **Edit** to edit the Identity Domain details. User is directed to the **Identity Domain Maintenance - Edit** screen with values in editable form.
   OR
   Click **Cancel** to cancel the transaction.
   OR
   Click **Back** to navigate to previous screen.

### 55.1.2 Identity Domain Maintenance – Edit

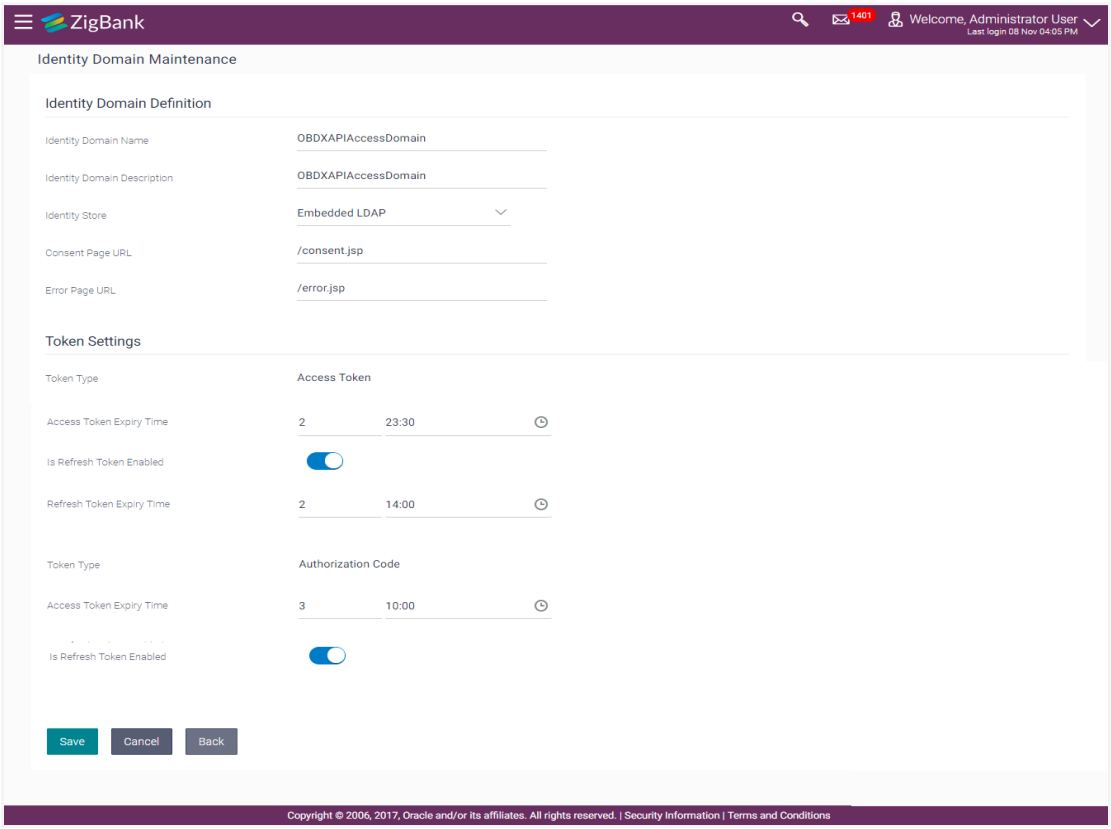
This function enables the System Administrator to edit the details of maintained identity domains. As part of edit, System Administrator can modify the details i.e. URLs as well as token settings for an identity domain.

**To edit or update an identity domain:**

1. In **Identity Domain Maintenance** screen, in the **Identity Domain Name** field, enter the identity domain name.
2. Click **Search**. The search results appears.

3. Click the **Name** link of the record whose details you want to view.
   The **Identity Domain Maintenance – View** screen appears.
4. Click **Edit** to modify the identity domain details.
   The **Identity Domain Maintenance – Edit** screen appears in editable form.

**Identity Domain Maintenance – Edit**




5. Update the details as required.
6. Click **Save** to save the changes.
   OR
   Click **Cancel** to cancel the transaction.
   OR
   Click **Back** to navigate to previous screen.
7. The **Review** screen appears. Verify the details, and click **Confirm**..
   OR
   Click **Cancel** to cancel the transaction.
   OR
   Click **Back** to cancel the operation to navigate to previous screen.
8. The success message of identity domain details modification appears along with the reference number.
   Click **OK** to complete the transaction.

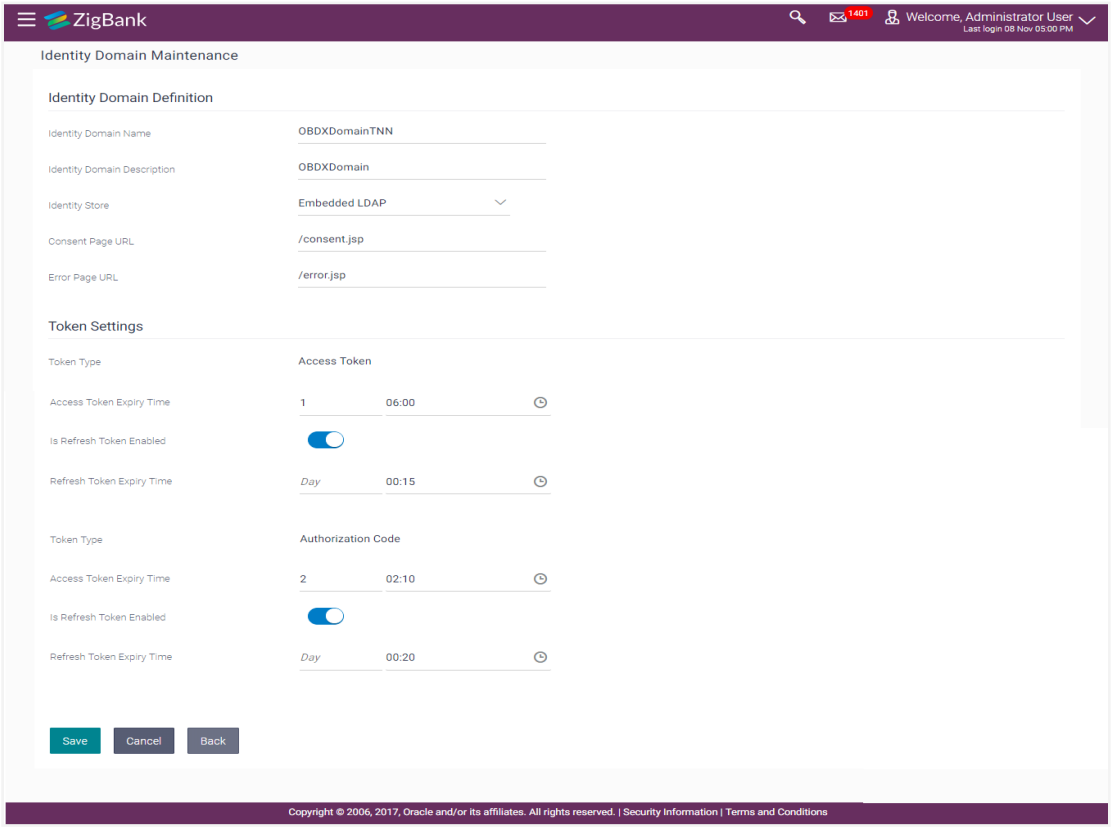
### 55.1.3 Identity Domain Maintenance – Create

This function enables the System Administrator to create an identity domain. As part of Identity Domain definition, the administrator can define the identity store, different URLs i.e. redirect and Error URLs and the token settings.

**To create an identity domain:**

1. Click **Create** to create a new Identity Domain. The **Identity Domain Maintenance - Create** screen appears.

**Identity Domain Maintenance – Create**




**Field Description**

| Field Name | Description |
|---|---|
| **Identity Domain Definition** | |
| **Identity Domain Name** | Specify the name of the Identity Domain. |
| **Identity Domain Description** | Specify the Identity Domain description. |

| Field Name | Description |
|---|---|
| **Identity Store** | Select the Identity store to be mapped for the identity domain. Currently only Embedded LDAP is supported for the identity store. |
| **Consent page URL** | Specify the Consent page URL. This is the page on which the user will get re-directed to provide consent to the Third Party Provider (TPP) |
| **Error page URL** | Specify the Error page URL. This is the page on which the user will get re-directed to in case of incorrect details. |
| **Token Setting** | |
| **Token Type** | Displays the token type as Access Token. Token settings can be defined for both token types i.e. Authorization Code and Access Token |
| **Access Token Expiry Time** | Specify the expiry time for the access token. |
| **Is Refresh Token Enabled** | Specify whether the refresh token needs to be enabled. If enabled, the TPP will be provided with a refresh token along with access token. |
| **Refresh Token Expiry Time** | Specify the expiry time for refresh token.<br>This field will be enabled to enter the expiry time only if **Refresh Token** is enabled. |
| **Token Type** | Displays the token type as Authorization Code. Token settings can be defined for both token types i.e. Authorization Code and Access Token |
| **Access Token Expiry Time** | Specify the expiry time for the access token for token type as authorization code |
| **Is Refresh Token Enabled** | Specify whether the refresh token needs to be enabled. If enabled, the TPP will be provided with a refresh token along with access token for token type Authorization Code. |
| **Refresh Token Expiry Time** | Specify the expiry time for refresh token.<br>This field will be enabled to enter expiry time only if **Refresh Token** is enabled for token type ‘Authorization Code’ |

2. In the **Identity Domain Name** field, enter name for an identity domain to be created.
3. In the **Identity Domain Description** field, enter description for an identity domain to be created.
4. From the **Identity Store** list, select the Identity store for the identity domain.
5. In the **Consent Page URL** field, enter URL for the consent page on which the user needs to be re-directed for providing consent to the TPP.
6. In the **Error Page URL** field, enter URL for the error page on which the user needs to be re-directed in case of incorrect details entered.

7. In the **Access Token Expiry Time** field for token type **Access Token**, enter the expiry time for the access token in days and hh:mm format.
8. Click the **Is Refresh Token Enabled** toggle to ‘Y’ if there is a need to provide with a refresh token along with an access token.
   b. In the **Refresh Token Expiry Time** field, enter the expiry time for the refresh token in days and hh:mm format.
9. In the **Access Token Expiry Time** field of **Authorization Code Token** type, enter the expiry time for the access token in days and hh:mm format.
10. Click the **Is Refresh Token Enabled** toggle to ‘Y’ if there is a need to provide with a refresh token along with an access token for token type ‘Authorization Code’
    c. In the **Refresh Token Expiry Time** field, enter the expiry time for the refresh token in days and hh:mm format. This expiry time is for refresh token with token type ‘Authorization Code’
11. Click **Save** to save the changes.
    OR
    Click **Cancel** to cancel the transaction.
    OR
    Click **Back** to navigate to previous screen.
12. The **Review** screen appears. Verify the details, and click **Confirm**..
    OR
    Click **Cancel** to cancel the transaction.
    OR
    Click **Back** to cancel the operation to navigate to previous screen.
13. The success message of identity domain details creation appears along with the transaction reference number.
    Click **OK** to complete the transaction.

**Home**

## 55.2 Resource Server Maintenance

The resource server is the server that contains the user's information that is being accessed by the third party application and handles authenticated requests after the application has obtained an access token.

Resource Server is always associated to one Identity Domain. Through this maintenance, the administrator can define scopes for the resource server. Scopes are transactions or inquiries that are provided to the client so that the TPP/client can transact or inquire on behalf of the customer with an access token provided the customer has provided consent to the TPP.

**Pre-Requisites**

- Transaction access is provided to System Administrator.

**Features supported in application**

Using this option System Administrator can perform the following actions:

- Create Resource Server
- Edit Resource Server
- View Resource Server

**How to reach here:**

*System/ Bank Administrator Dashboard > Toggle menu > OAuth > Resource Server Maintenance*

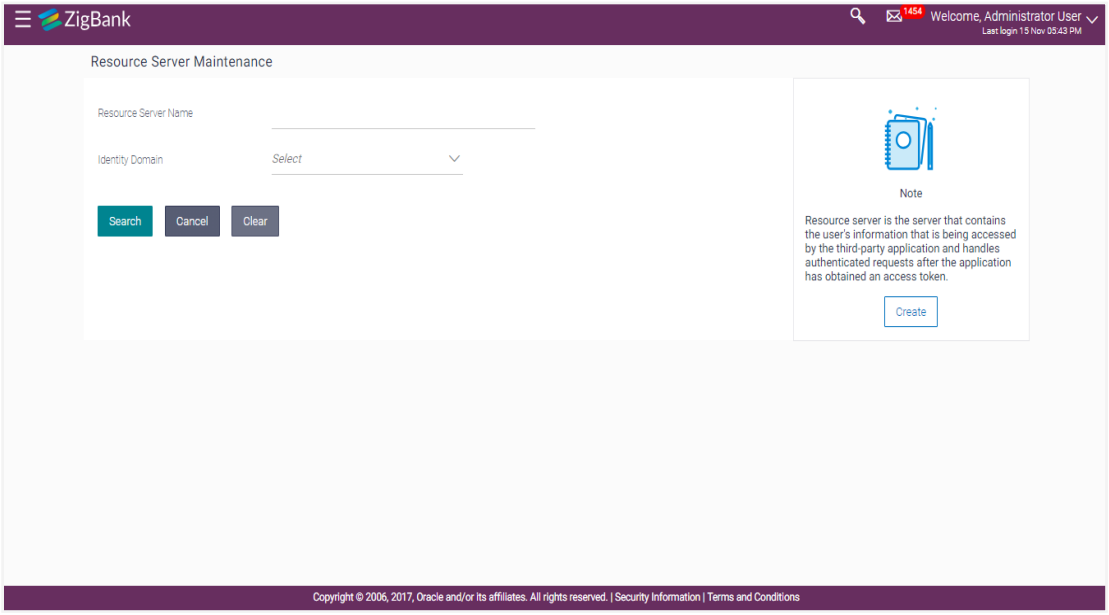
### 55.2.1 Resource Server Maintenance - Search

User can search for any maintained Resource Servers by entering the required search parameters.

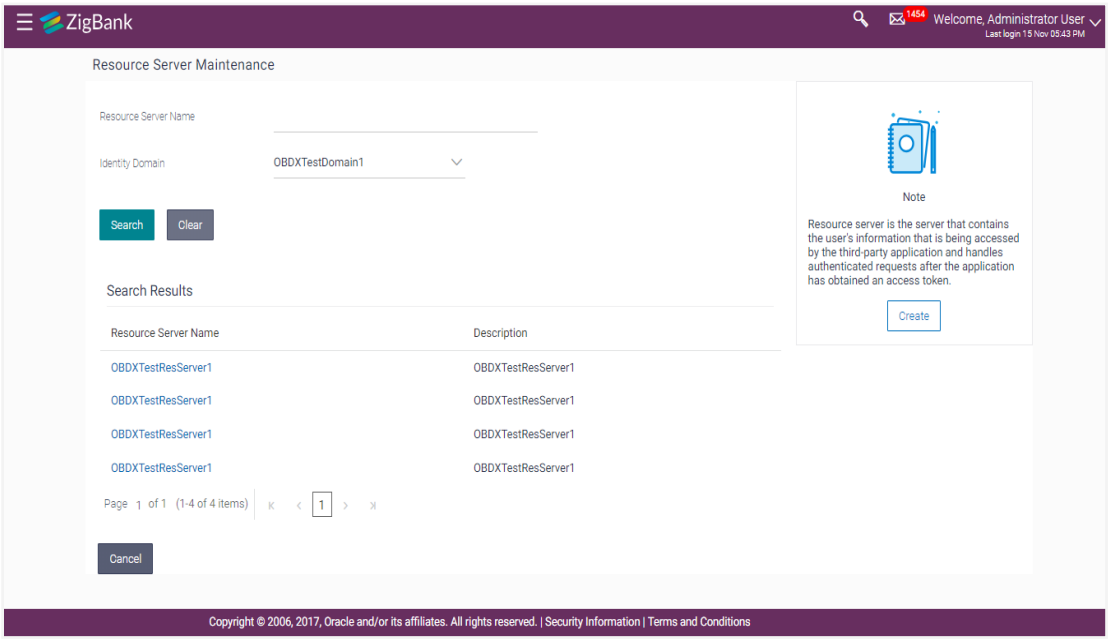
**To search for a Resource Server.**

1. In **Resource Server Maintenance** screen, in the **Resource Server Name** field, enter name of the resource server that is to be searched.
2. From the **Identity Domain** list, select the appropriate identity domain from which resource servers are to be searched. One Identity Domain can have multiple resource servers associated.
3. Click **Search**. Based on the input search parameters, system will display the search results i.e. Resource Server Name and Description.
   OR
   Click **Cancel** to cancel the transaction.
   OR
   Click **Clear** to clear the search parameters.

### Resource Server Maintenance – Search




### Resource Server Maintenance – Search Summary



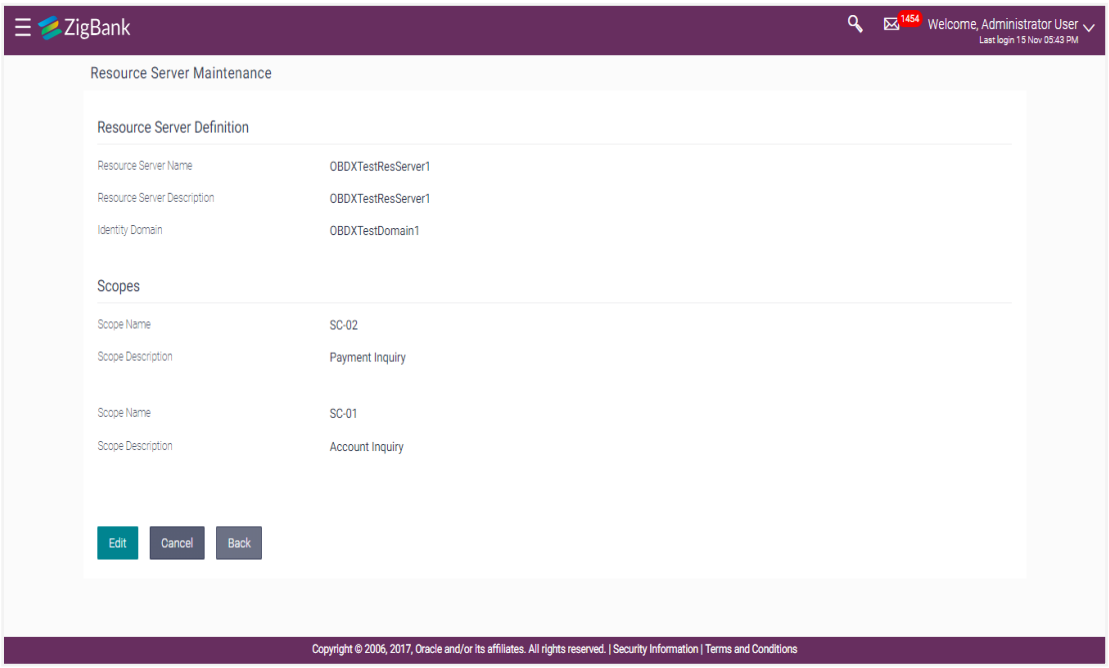

### Field Description

| Field Name | Description |
|---|---|
| **Resource Server Name** | Specify the name of the resource server that is to be searched |

| Field Name | Description |
|---|---|
| **Identity Domain Name** | Select the name of the identity domain in which resource server(s) are to be searched |
| **Search Result** | |
| **Resource Server Name** | System displays the name of the resource server based on the input search parameter |
| **Description** | System displays the description of the resource server. |

3. Click on **Resource Server Name** link to view details of a specific resource server.

**Resource Server Maintenance – View**




**Field Description**

| Field Name | Description |
|---|---|
| **Resource Server Definition** | |
| **Resource Server Name** | Displays the name of the resource server. |
| **Resource Server Description** | Displays the resource server description. |
| **Identity Domain** | Displays the Identity Domain name to which resource server belongs. |

| Field Name | Description |
|---|---|
| **Scopes** | |
| **Scope Name** | Displays the name of the scopes for resource server. |
| **Scope Description** | Displays the description of the defined scopes for resource server. |

4. Click **Edit** to edit the Resource Server details if required. User is directed to the **Resource Server Maintenance - Edit** screen with values in editable form.
   OR
   Click **Cancel** to cancel the transaction.
   OR
   Click **Back** to navigate to previous screen.

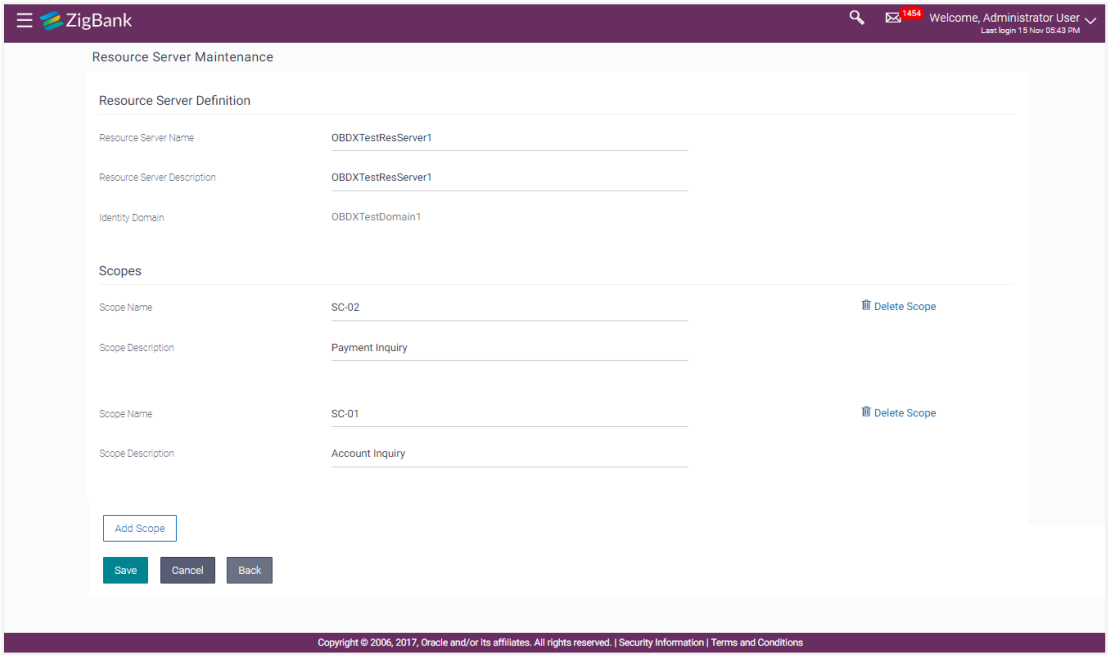
### 55.2.2 Resource Server Maintenance – Edit

This function enables the System Administrator to update the details of the maintained resource servers. System Administrator can modify the resource server details i.e. add new scopes or remove existing scopes.

**To update resource server details:**

1. In **Resource Server Maintenance** screen, in the **Resource Server Name** field, enter name of the resource server which is to be searched.
2. From the **Identity Domain** list, select the appropriate identity domain from which resource server is to be searched.
3. Click **Search** . The search summary appears.
4. Click the **Resource Server Name** link of the record whose details you want to view.
   The **Resource Server Maintenance – View** screen appears.
5. Click **Edit** to edit the Resource Server.
   The **Resource Server Maintenance – Edit** screen appears in editable form.

**Resource Server Maintenance – Edit**




5. Update the details as required.

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**Note:** Click on Add Scope icon to add new scope(s) for the resource server.

Click on Delete Scope icon against the already added scope to remove the scope from the resource server.

---

6. Click **Save** to save the changes.
   OR
   Click **Cancel** to cancel the transaction.
   OR
   Click **Back** to navigate to previous screen.
7. The **Review** screen appears. Verify the details, and click **Confirm**.
   OR
   Click **Cancel** to cancel the transaction.
   OR
   Click **Back** to navigate to previous screen.
8. The success message of resource server details modification appears along with the transaction reference number.
   Click **OK** to complete the transaction.

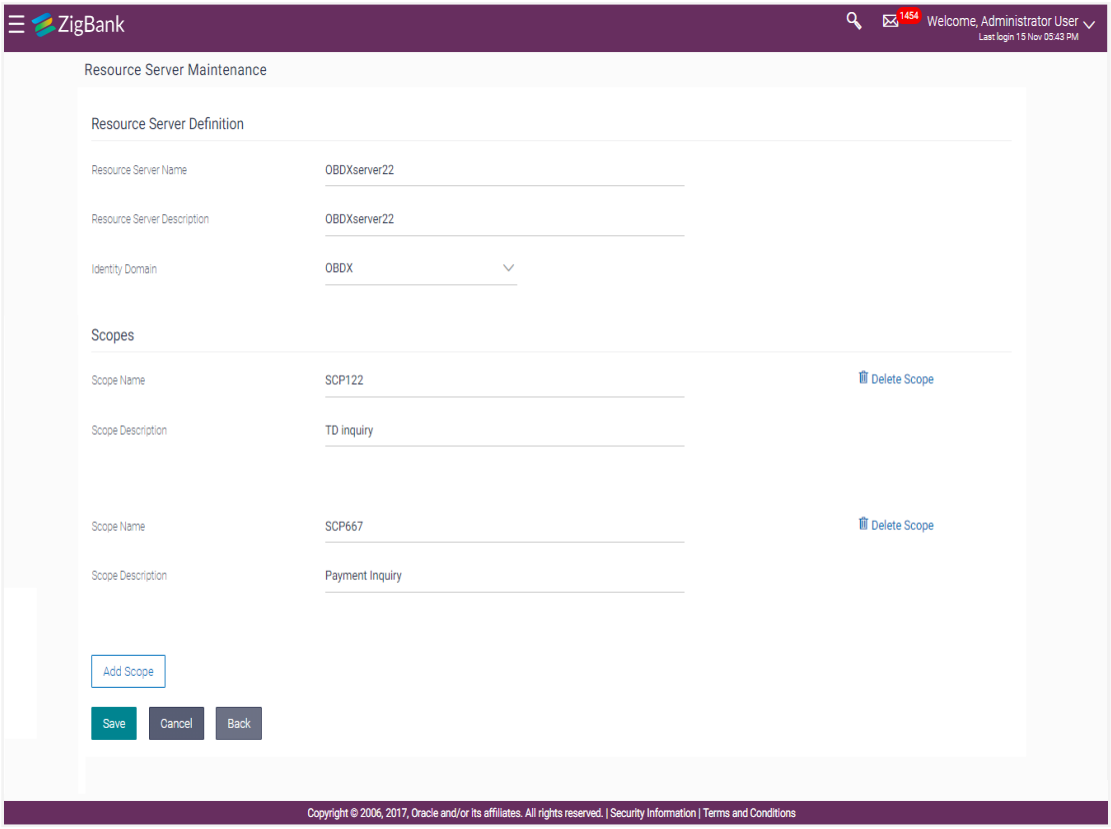
### 55.2.3 Resource Server Maintenance – Create

This function enables the System Administrator to create a resource server. As part of Resource definition, the administrator can select the Identity Domain in which the resource server needs to be created and also define the scopes for the resource server.

**To create resource server:**

1. Click **Create** to create resource server. The **Resource Server Maintenance - Create** screen appears.

**Resource Server Maintenance – Create**

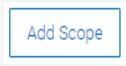


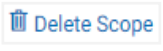

**Field Description**

| Field Name | Description |
|---|---|
| **Resource Server Definition** | |
| **Resource Server Name** | Specify the name of the resource server. |
| **Resource Server Description** | Specify the resource server description. |
| **Identity Domain** | Select an Identity Domain in which the Resource Server needs to be created. |
| **Scopes** | |
| **Scope Name** | Specify the name of the scope to be created for a resource server |

| Field Name | Description |
|---|---|
| **Scope Description** | Specify the description for the scope to be created for a resource server. |

2. In the **Resource Server Name** field, enter name for resource server to be created.
3. In the **Resource Server Description** field, enter description for resource server to be created.
4. From the **Identity Domain** list, select the appropriate identity domain in which the resource server is to be created.
5. In the **Scope Name** field, enter the scope name for resource server.
6. In the **Scope Description** field, enter the description for the scope to be defined for resource server.

**Note**: Click on 

icon to add scope for the resource server.
OR
Click on 

icon against the already added scope to delete it.

7. Click **Save** to save the changes.
   OR
   Click **Cancel** to cancel the transaction.
   OR
   Click **Back** to navigate to previous screen.
8. The **Review** screen appears. Verify the details, and click **Confirm**..
   OR
   Click **Cancel** to cancel the transaction.
   OR
   Click **Back** to navigate to previous screen.
9. The success message of resource server creation appears along with the reference number. Click **OK** to complete the transaction.

**Home**

## 55.3 Client Maintenance

Clients are Third Party Provides (TPPs) that can access information from the resource server on behalf of the user provided the user has provided consent to the TPPs. As part of this definition, the administrator can define client details i.e. client ID, client name, scopes, redirect URLs etc.

**Pre-Requisites**

- Transaction access is provided to System Administrator.

**Features supported in application**

Using this option System Administrator can perform the following actions:

- Create Client
- Edit Client
- View Client

**How to reach here:**

*System/ Bank Administrator Dashboard > Toggle menu > OAuth > Client Maintenance*

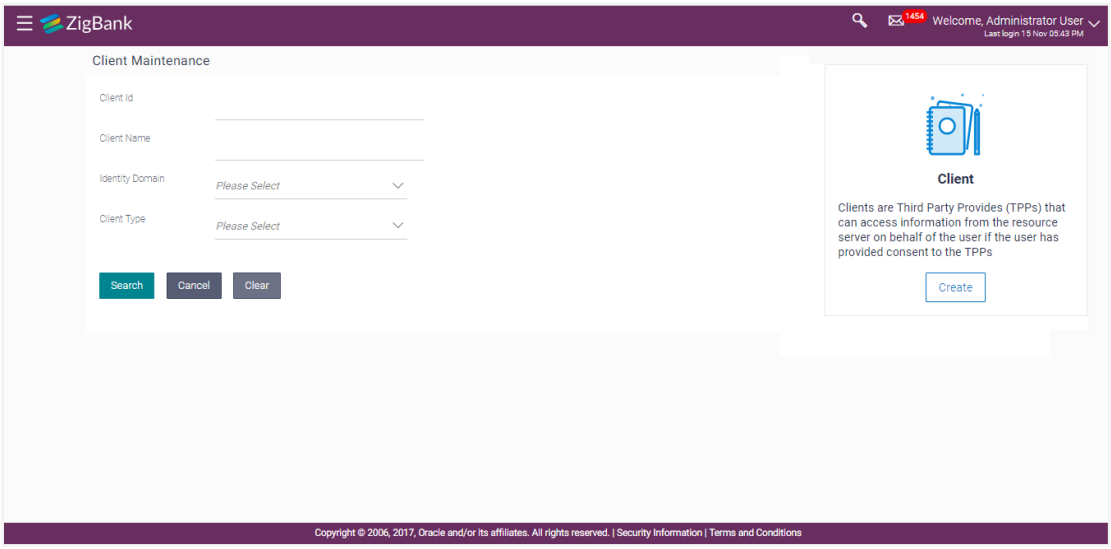
### 55.3.1 Client Maintenance - Search

User can search for any maintained Clients by entering the required search parameters.

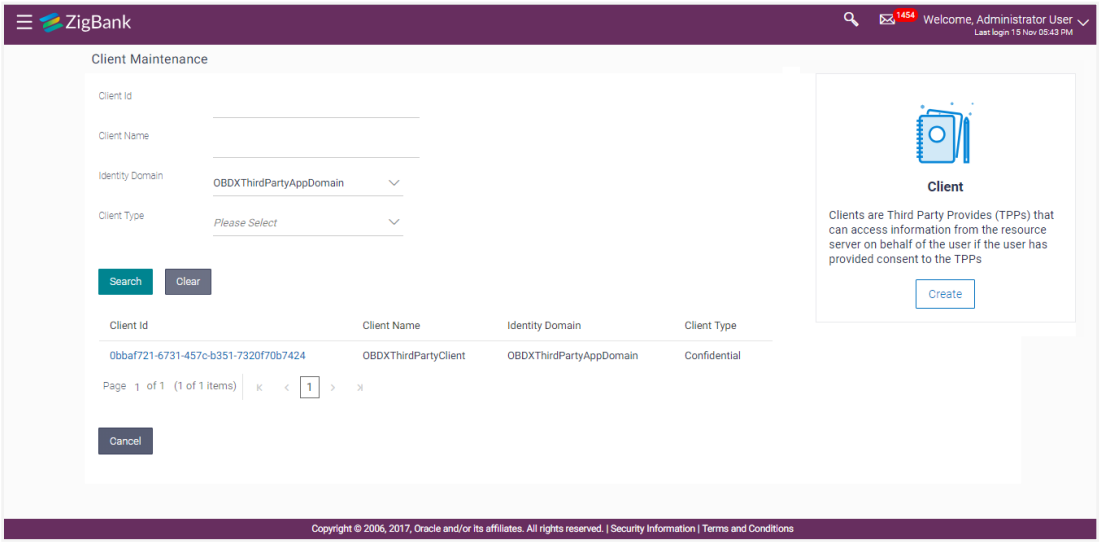
**To search for any maintained client**

1. In **Client Maintenance** screen, enter the **Client Name** as one of the search criteria.
2. Click **Search**. The search summary appears.
   OR
   Click **Cancel** to cancel the transaction.
   OR
   Click **Clear** to clear the search parameters.

**Client Maintenance – Search**



**Client Maintenance – Search Summary**

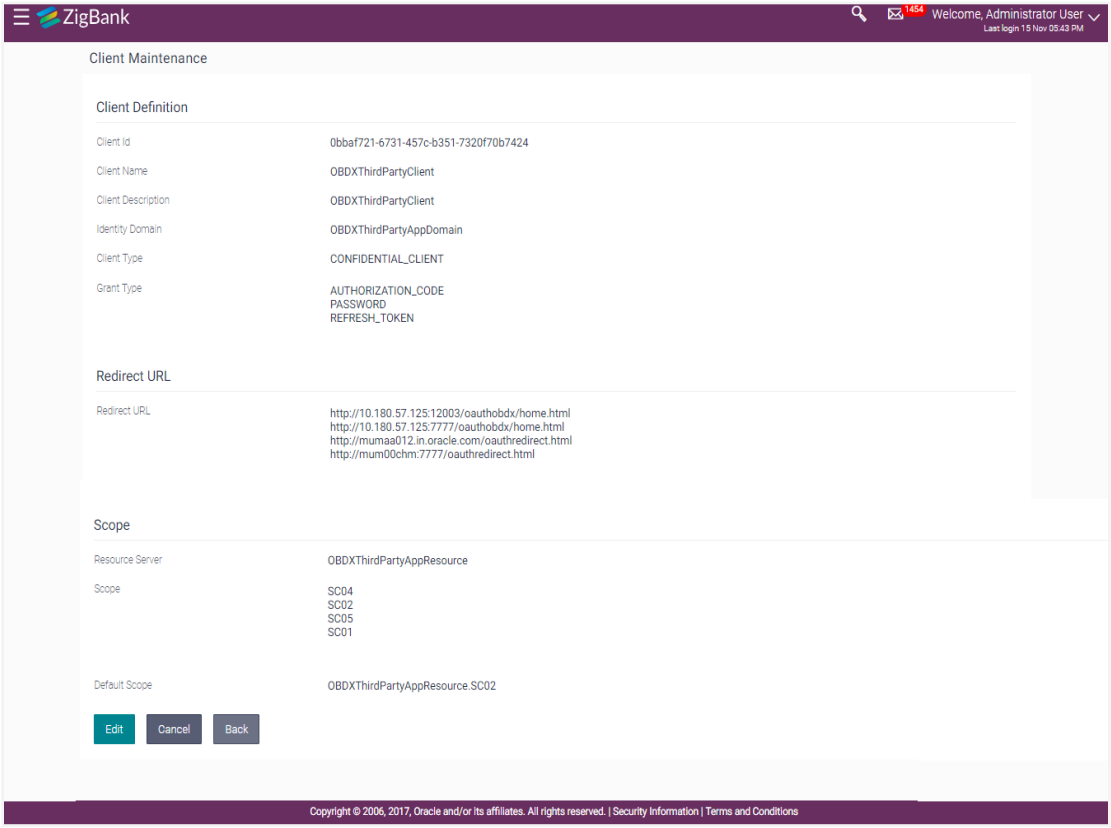



**Field Description**

| Field Name | Description |
|---|---|
| **Client ID** | Specify the Client ID that is to be searched. |
| **Client Name** | Specify the Client Name if the client needs to be searched based on client name. |
| **Identity Domain** | Select the Identity Domain in which the client needs to be searched. |
| **Client Type** | Select the type of client based on which search is to be done. |
| **Search Result** | |
| **Client ID** | System displays the client ID of the client based on the input search parameters. |
| **Client Name** | System displays the client name of the client based on the input search parameters. |
| **Identity Domain** | System displays the name of identity domain to which client belongs. |
| **Client Type** | System displays the client type for the searched client. |

3. Click on **Client Id** link to view details of the selected client.

### Client Maintenance – View




### Field Description

| Field Name | Description |
|---|---|
| **Client Definition** | |
| **Client ID** | Displays the Client ID of the selected Client |
| **Client Name** | Displays the Client Name of the selected client. |
| **Client Description** | Displays the Client description of the selected client. |
| **Identity Domain** | Displays the name of the Identity Domain to which client belongs. |
| **Grant Type** | Displays the grant type for the selected client. |
| **Redirect URL** | |
| **Redirect URL** | Displays the redirect page URLs for the selected client. |
| **Scope** | |

| Field Name | Description |
|---|---|
| **Resource Server** | Displays the name of the resource server to which the mapped scopes belong. |
| **Scope** | Displays the scope name defined for the client. |
| **Default Scope** | Displays the default scope defined for the client. |

4. Click **Edit** to update details of the client. User is directed to the **Client Maintenance - Edit** screen with values in editable form.
   OR
   Click **Cancel** to cancel the transaction.
   OR
   Click **Back** to navigate to previous screen.

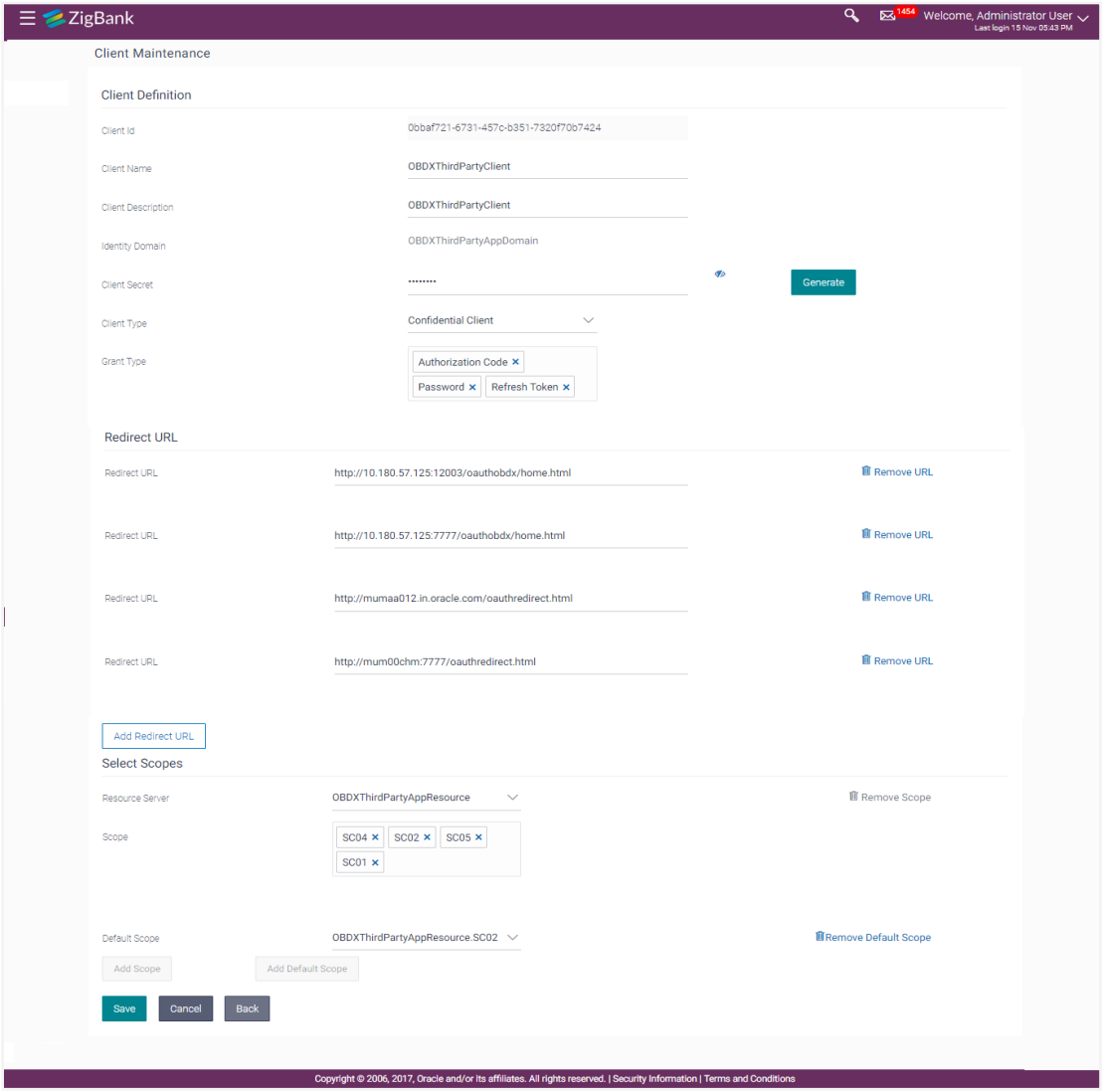
### 55.3.2 Client Maintenance – Edit

This function enables the System Administrator to update the details of the maintained clients. System Administrator can update specific client details, Redirect URL, and scopes.

**To update client details:**

1. In **Client Maintenance** screen, enter the search criteria.
2. Click **Search**. The search summary appears.
3. Click the **Client ID** link of the record whose details you want to view.
   The **Client Maintenance – View** screen appears.
4. Click **Edit** to update the client details.
   The **Client Maintenance – Edit** screen appears in editable form.

Client Maintenance – Edit




5. Update the details as required.
6. Click **Save** to save the changes.
   OR
   Click **Cancel** to cancel the transaction.
   OR
   Click **Back** to navigate to previous screen.
7. The **Review** screen appears. Verify the details, and click **Confirm**..
   OR
   Click **Cancel** to cancel the transaction.
   OR
   Click **Back** to navigate to previous screen.
8. The success message of client details modification appears along with the transaction reference number.
   Click **OK** to complete the transaction.

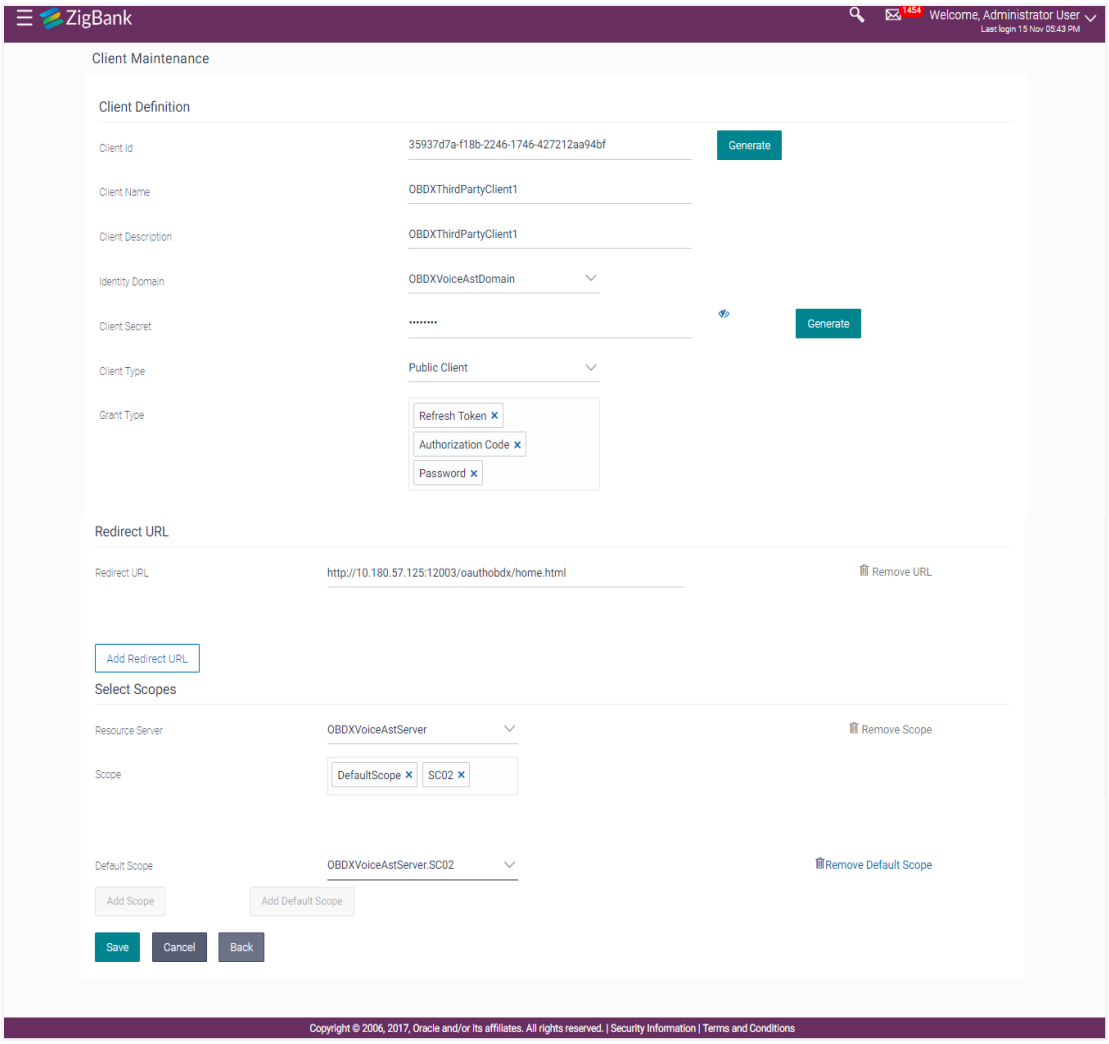
### 55.3.3 Client Maintenance – Create

This function enables the System Administrator to create a new client i.e. Third Party Provider and define details like Client ID, Client Secret, Scopes, Redirect URLs etc.

**To create client:**

1. Click **Create** to create a new client. The **Client Maintenance - Create** screen appears.

**Client Maintenance – Create**



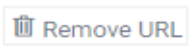

**Field Description**

| Field Name | Description |
|---|---|
| **Client Definition** | |
| **Client ID** | Specify the Client ID or click **Generate** to auto-generate the client Id for the client to be created. |

| Field Name | Description |
|---|---|
| **Client Name** | Specify the client name for the client to be created. |
| **Client Description** | Specify the client description for the client to be created. |
| **Identity Domain** | Select the Identity Domain to which client belongs. |
| **Client Secret** | Specify the client secret or click **Generate** to auto-generate the client secret for the client to be created. |
| **Client Type** | Select the client type for the client to be created. |
| **Grant Type** | Select the grant type for the client to be created. User can select multiple grant types. |
| **Redirect URL** | |
| **Redirect URL** | Specify the redirect page URL. It is the page that the user will need to be re-directed to post Authorization Code flow |
| **Select Scopes** | |
| **Resource Server** | Select the resource server from which the scopes need to be selected for the client. |
| **Scope** | Select the scope to be defined for the client. User can select multiple scopes from the same resource server. |
| **Default Scope** | Select the default scope to be defined for the client. |

2. In the **Client Id** field, enter the client Id or click **Generate** to auto-generate the client Id for the client to be created.
3. In the **Client Name** field, enter name for the client to be created.
4. In the **Client Description** field, enter description for the client to be created.
5. From the **Identity Domain** list, select the identity domain in which the client needs to be created.
6. In the **Client Secret** field, enter the client secret or click **Generate** to auto-generate the client secret for the client to be created.
7. From the **Client Type** list, select the appropriate client type for the client to be created.
8. From the **Grant Type** list, select the appropriate grant type for the client to be created.

Note: Click 

to add Redirect page URL.
OR
Click 

to remove already added Redirect page URL.

9. From the **Default Scope** list, select the default scope to be defined for the client.

Note: Click **Add Scope** to add scope.
OR
Click **Add Default Scope** to add default scope.
OR
Click  to remove already added default scope.



10. Click **Save** to save the changes.
    OR
    Click **Cancel** to cancel the transaction.
    OR
    Click **Back** to navigate to previous screen.
11. The **Review** screen appears. Verify the details, and click **Confirm**.
    OR
    Click **Cancel** to cancel the transaction.
    OR
    Click **Back** to cancel the operation to navigate to previous screen.
12. The success message of client creation appears along with the reference number.
    Click **OK** to complete the transaction.

**Home**

# 56. User Group Management

User group is a set of x users with similar interests and goals.

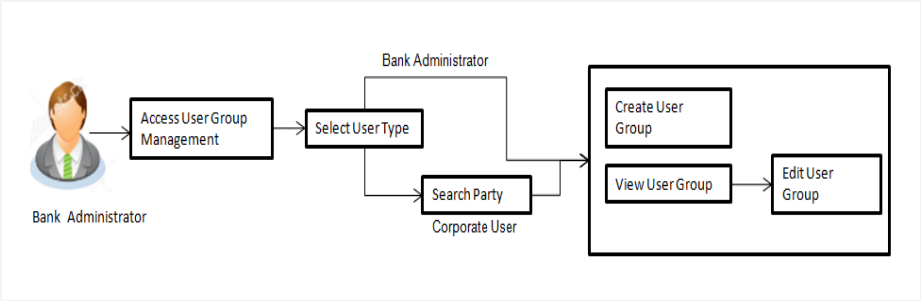
Using User Group Management option Bank administrator can maintain the user groups of Bank administrator and of corporate users of same party ID. User groups maintained by administrators for Bank administrator users and corporate users are used while creating approval workflows and approval rules.

Also the user groups created for Bank administrator type of user are used for mapping secured mail subjects. Each subject category can be linked to a group of Bank Administrator users. So that administrators will receive the mails only of the subjects mapped to the users.

**Prerequisites:**

- Transaction access is provided to Bank Administrator.
- Multiple corporate and administrator users are maintained.
- Approval rule set up for Bank administrator to perform the actions.
- Party preference for which the groups are to be created is maintained and is active.

**Workflow**




**Features Supported In Application**

User Group Management allows Bank Administrator to:

- Create User Groups
- View User Groups
- Modify User Groups

**How to reach here:**

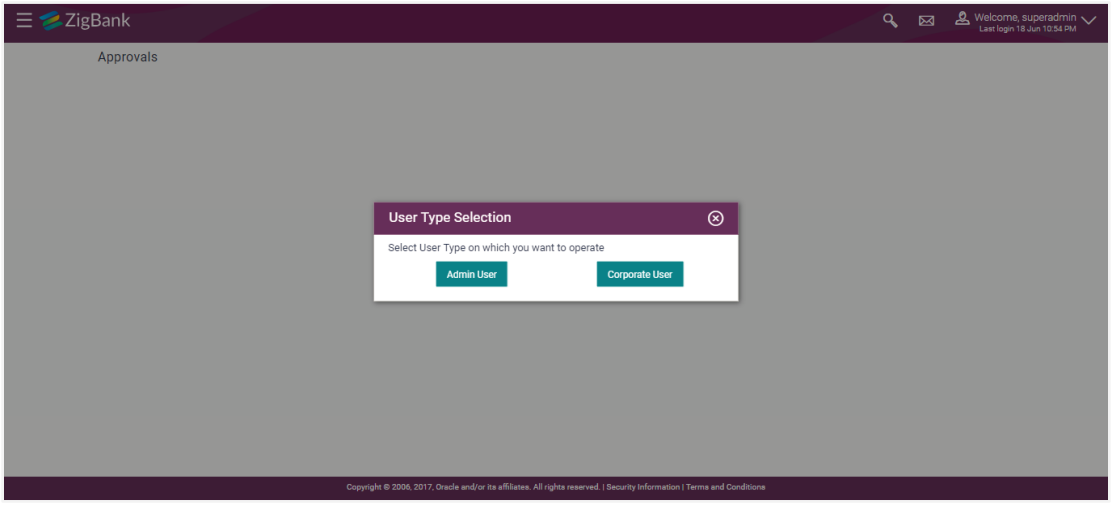
*System/ Bank Administrator Dashboard > Toggle menu > Others > User Group Management*

## 56.1 User Groups - Summary

Bank Administrator logs into the system and navigates to the User Group screen. On accessing the ‘User Group Management’ menu, Bank Administrator has to select the user type for whom the user groups are to be maintained.

1. The **User Type Selection** screen appears. Select the appropriate option.
   Click **Admin User** to access the user group management of Bank Administrator users.
   Click **Corporate User** to access the user group management of corporate users.

**User Type Selection**




**User Group- Admin User:**

Bank Administrator user can search the user groups maintained for administrator users.

2. Click **Search** to search the matching records.
   OR
   Click **Cancel** to abort the user group maintenance process.
   OR
   Click **Clear** to reset the entered details.

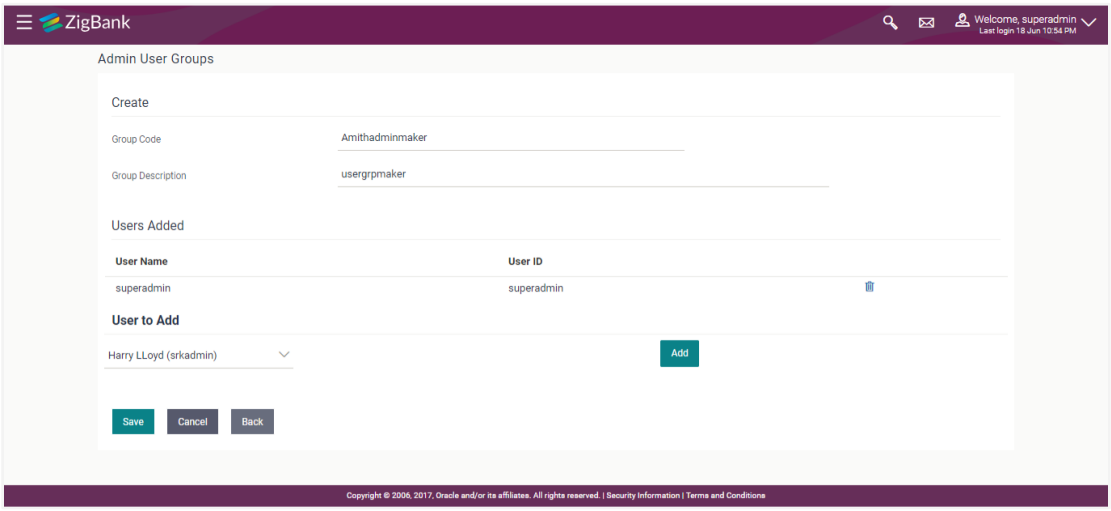
## 56.2 User Groups - Admin User – Create

Bank Administrator can create user groups for the Administrator users. Administrator can create multiple user groups and one user can be part of multiple user groups, whereas creating a user group without any user is not allowed.

**To create a user group:**

1. The **User selection** screen appears. Select the appropriate option.

**Admin User Group -Create**




**Field Description**

| Field Name | Description |
|---|---|
| **Create** | |
| **Group Code** | User group code. |
| **Group Description** | Description provided to the user group. |
| **Search Results - User Group** | |
| **User Name** | User name list to select and add a user to the user group.<br>All the administrator users will be listed down |
| **User ID** | User IDs of each user selected from user list are displayed. |

2. Click **Create**.
3. In the **Group Code** field, enter the group code.
4. In the **Group Description** field, enter the group name.

5. In the **User Group** section, click **Add** to add the selected user in the User Group. Once added, the user name will be removed from the user drop-down to avoid duplication of users.
6. Click **Save** to create the user groups.
   OR
   Click **Cancel** to close the maintenance creation process.
   OR
   Click **Back** to navigate to the previous screen.
7. The **Review** screen appears. Verify the details, and click **Confirm**.
   OR
   Click **Cancel** to cancel the transaction.
   OR
   Click **Back** to navigate to the previous screen.
8. The success message of user group creation appears along with the transaction reference number.
   Click **OK** to complete the transaction.

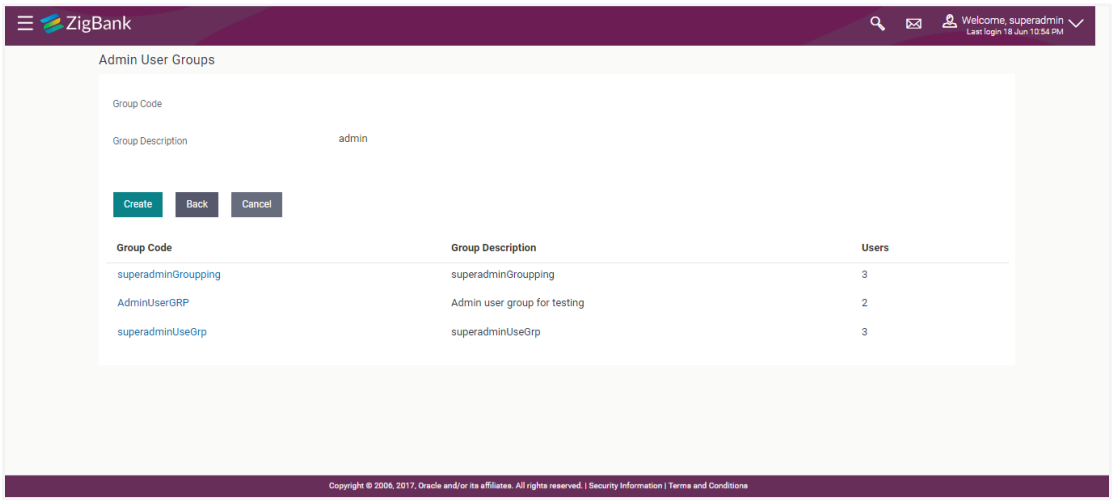
**Note:** You can click to delete a record.

## 56.3 User Groups - Admin User – Search Summary

User Groups maintained (if any) for administrator users are displayed on the screen after searching with valid input. User can opt to view the details of existing user groups or can create new user group using this screen.

1. In **Administrator User Group** screen, in the **Group Code** field, enter the group code.
   OR
   In the **Group Description** field, enter the group name.
2. Click **Search**. The search summary appears.

**Admin User – Search Summary**

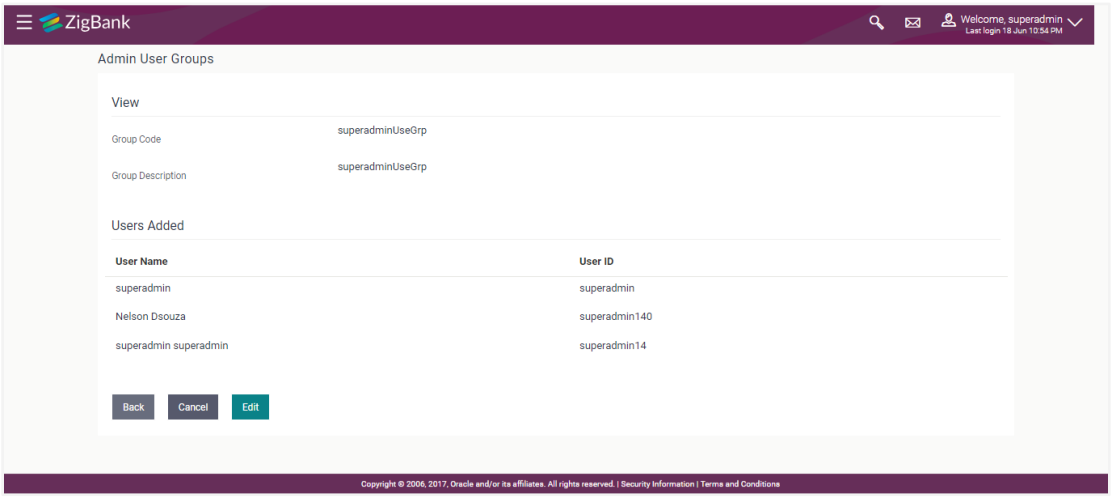


**Field Description**

| Field Name | Description |
|---|---|
| **Summary** | |
| **Group Code** | Code of the already maintained user group. |
| **Group Description** | Description of the already maintained User group. |
| **Users** | Number of users associated with each user group. |

3. Click **Create** to create new user group.
   OR
   Click **Back** to navigate to previous screen.
   OR
   Click **Cancel** to abort the user group maintenance process.
   OR
   Click on **Group Code Hyperlink** to view details of the selected User Group.
   Further drill down is given on the each user group to view the details of the users mapped to each group.

**Admin User – View Group Details**




**Field Description**

| Field Name | Description |
|---|---|
| **View** | |
| **Group Code** | User Group code is displayed. |
| **Group Description** | User Group code description is displayed. |

| Field Name | Description |
|---|---|
| **User Name** | User name of the user who is part of the selected user group is displayed. |
| **User ID** | User ID of the user who is part of the user group is displayed. |

4. Click **Back** to navigate to previous screen.
   OR
   Click **Cancel** to abort the user group maintenance process.
   OR
   Click **Edit** to edit the user group. User is directed to the **User Group-Edit** screen with values in editable form.

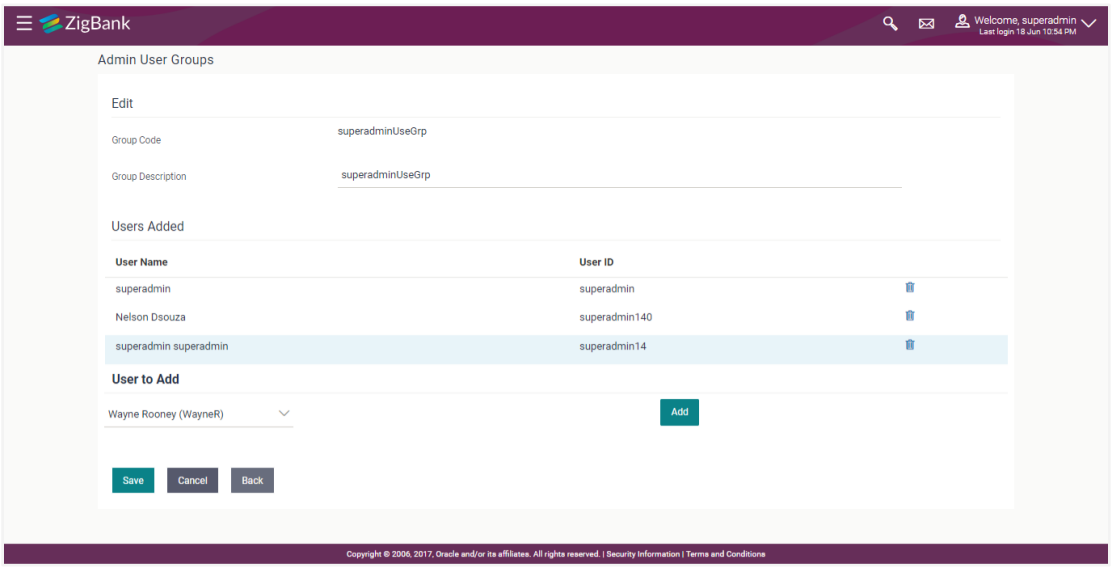
## 56.4 User Groups - Admin User – Edit Group

This function enables the Bank Administrator to edit the description of existing user groups. Bank Administrator can also add new users and remove existing users of the user group as part of this function. A check is performed on minimum and maximum number of users allowed as a part of user group while adding or removing the users from the user group.

**To edit or update a user group:**

1. In **Admin User Group** screen, in the **Group Code** field, enter the group code.
   OR
   In the **Group Description** field, enter the group name.
2. Click **Search**. The search summary appears.
3. Click the **Group Code** link of the record whose details you want to view.
   The **User Groups - View** screen appears.
4. Click **Edit** to edit the user group.
   The **User Groups - Edit** screen displays the mapping of the user group.

**Admin User – Edit Group**



**Field Description**

| Field Name | Description |
|---|---|
| **Summary** | |
| **Group Code** | User Group description is displayed in editable form. |
| **Group Description** | User name of the user who is part of the user group.<br>User name list to select and add a new user to the user group. |
| **Users** | Number of users available in each user group.<br>(This field will be displayed only if there are existing user groups available under a party). |

5. Click **Add** to add the selected user in the User Group. Once added, the user name will be removed from the user drop-down to avoid duplication of users.

   Click  to remove a user from the User Group.

6. Click **Save** to save the User Group .The **User Group-Create - Review** screen post necessary validations appear.
   OR
   Click **Cancel** to cancel the operation and navigate back to 'Dashboard'
   OR
   Click **Back** to cancel the operation to navigate to previous screen.

7. Verify the details, and click **Confirm**. The **User Group-Edit – Confirmation** screen appears.
   OR
   Click **Cancel** to cancel the transaction.
   OR
   Click **Back** to cancel the operation to navigate to previous screen.

8. The success message of user group creation appears along with the transaction reference number.
   Click **OK** to complete the transaction and navigate back to 'User Groups' screen.

## 56.5 User Groups - Corporate User – Search Party

Bank Administrator logs into the system and navigates to the User Group Management screen.

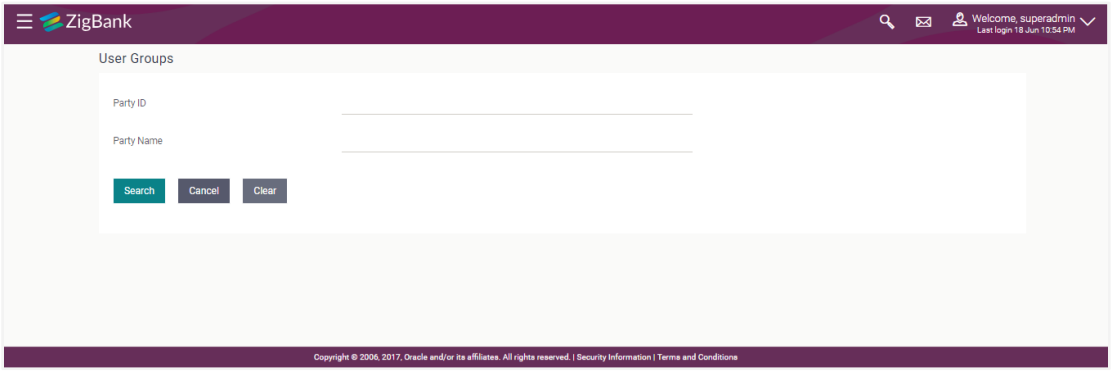
1. The **User Type Selection** screen appears. Select the appropriate option.
   Click **Corporate User** to access the user group management of corporate users.

System displays a screen to enter the party information (party ID or party name) and search party for which the user groups are to be maintained/ viewed.

User can enter the party ID (if known) or the party name with a minimum of 5 characters. System matches the input provided by the user with the party name records and displays the matching party records.

In case of a party search by party ID, it is an exact match and system displays the user groups maintained if any.

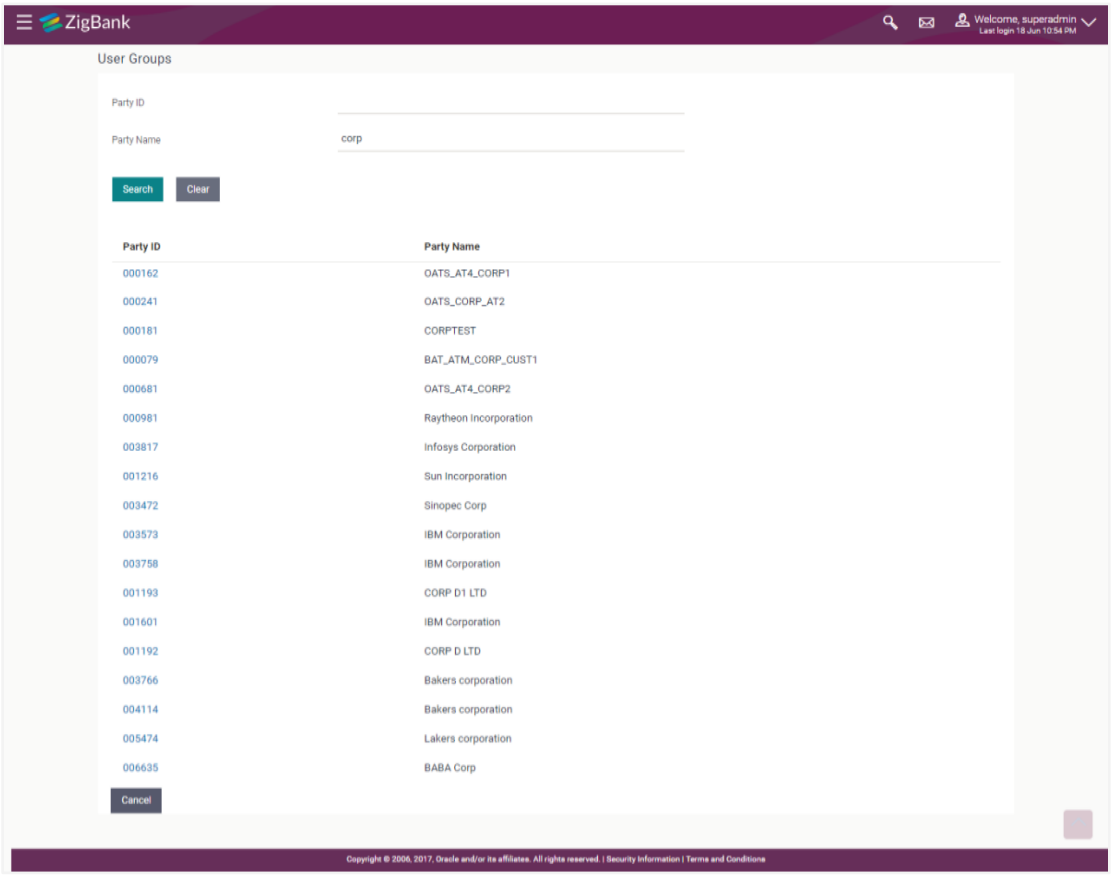
### Corporate User – Search Party




System displays a screen to enter the party information (party ID or party name) and search party for which the user groups are to be maintained/ viewed.

In case of a party search by name, system displays the matching party records. The records have parties listed with both Party ID and Party Name information. User can select the record by clicking on the Party ID from the list.

### Corporate User – Search by Party name



**Field Description**

| Field Name | Description |
|---|---|
| **Search** | |
| **Party ID** | List of the Party IDs as per search input. |
| **Party Name** | List of the Party names of the party IDs as per search input. |

2. After providing party ID or name of party, click **Search.**
   Click on **Party ID** hyperlink to view details of the selected user group.
   OR
   Click **Clear** to clear the input search parameters.
   OR
   Click **Cancel** to abort the user group maintenance process.

## 56.6 User Groups - Corporate User – Create

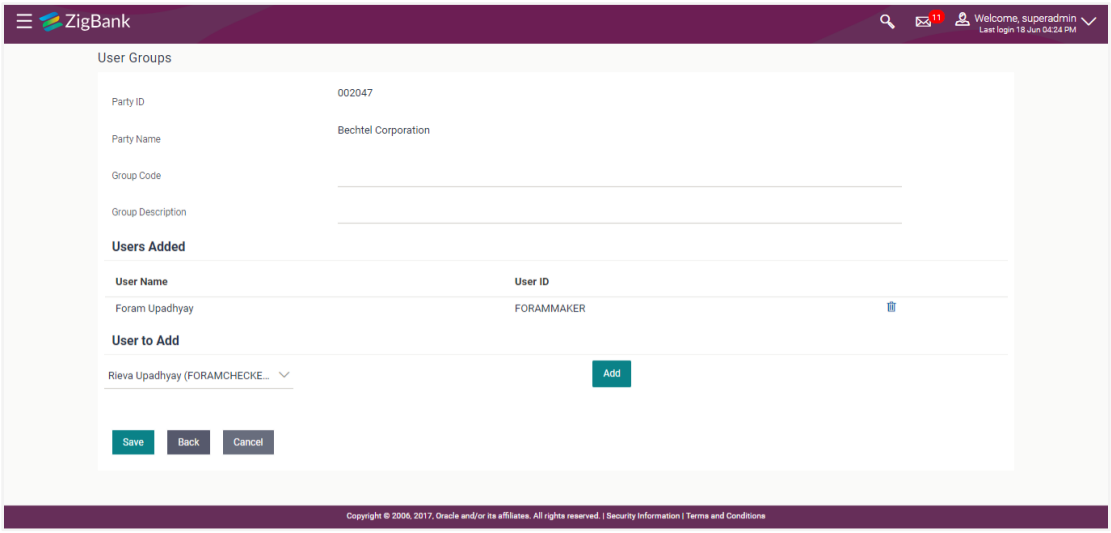
Bank Administrator can create a new User Group for a specific Party ID by using this option. Only the users of party ID can be clubbed together in a User Group.

Administrator can create multiple user groups and one user can be part of multiple user groups, whereas creating a user group without any user is not allowed.

**To create a user group:**

1. The **User selection** screen appears. Select the appropriate option.

**Corporate User Group -Create**



**Field Description**

| Field Name | Description |
|---|---|
| **Party ID** | Party ID mapped for which user group to be created is displayed. |
| **Party Name** | Party name of Party ID for which user group to be created is displayed. |
| **Group Code** | To specify User Group code. |
| **Group Description** | To specify User Group description. |
| **User Name** | User name list to select and add a user to the user group.<br>Users belonging to the same Party are listed. |
| **User ID** | User IDs of each user selected from user list are displayed. |

2. Click **Create**.
3. In the **Group Code** field, enter the group code.
4. In the **Group Description** field, enter the group name.
5. In the **User Group** section, click **Add** to add the selected user in the User Group. Once added, the user name will be removed from the user drop-down to avoid duplication of users.
6. Click **Save** to create the user groups.
   OR
   Click **Cancel** to close the maintenance creation process.
   OR
   Click **Back** to navigate to the previous screen.
7. The **Review** screen appears. Verify the details, and click **Confirm**.
   OR
   Click **Cancel** to cancel the transaction.
   OR
   Click **Back** to navigate to the previous screen.
8. The success message of user group creation appears along with the transaction reference number.
   Click **OK** to complete the transaction.

**Note:** You can click  to delete a record.

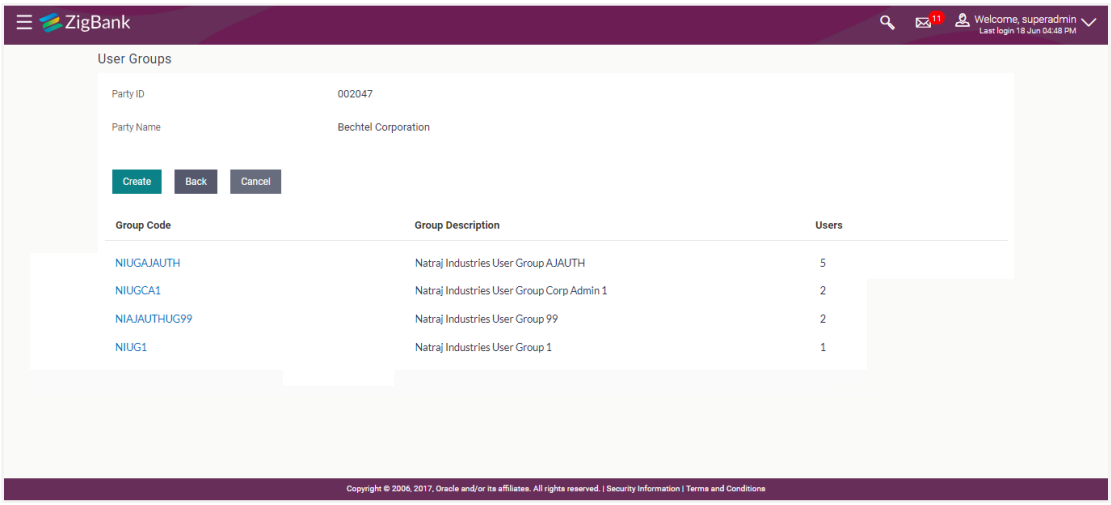
## 56.7 User Groups - Corporate User – Group Summary

Once the logged in Bank Administrator navigates to User Group Management screen, and searches the party ID. User groups maintained if any under the party are displayed on the screen. User can opt to view the details of existing user groups or can create new user group using this screen.

1. In **User Group Management** screen, in the **Party ID** field, enter the Party ID.
2. Click **Search**. User groups maintained if any under the party are displayed on the screen.

3. Click on **Party ID** hyperlink to view details of the selected Approval Workflow.

**Corporate User – Group Summary**




**Field Description**

| Field Name | Description |
|---|---|
| **Summary** | |
| **Party ID** | Party ID of which user groups are to be viewed/ edited. |
| **Party Name** | Party name of Party ID of which user groups are to be viewed/ edited. |
| **Search Result** | |
| **Group Code** | User group code.<br>(This field will be displayed only if there are existing user groups available under a party). |
| **Group Description** | Description provided to the user group.<br>(This field will be displayed only if there are existing user groups available under a party). |
| **Users** | Number of users available in each user group.<br>(This field will be displayed only if there are existing user groups available under a party). |

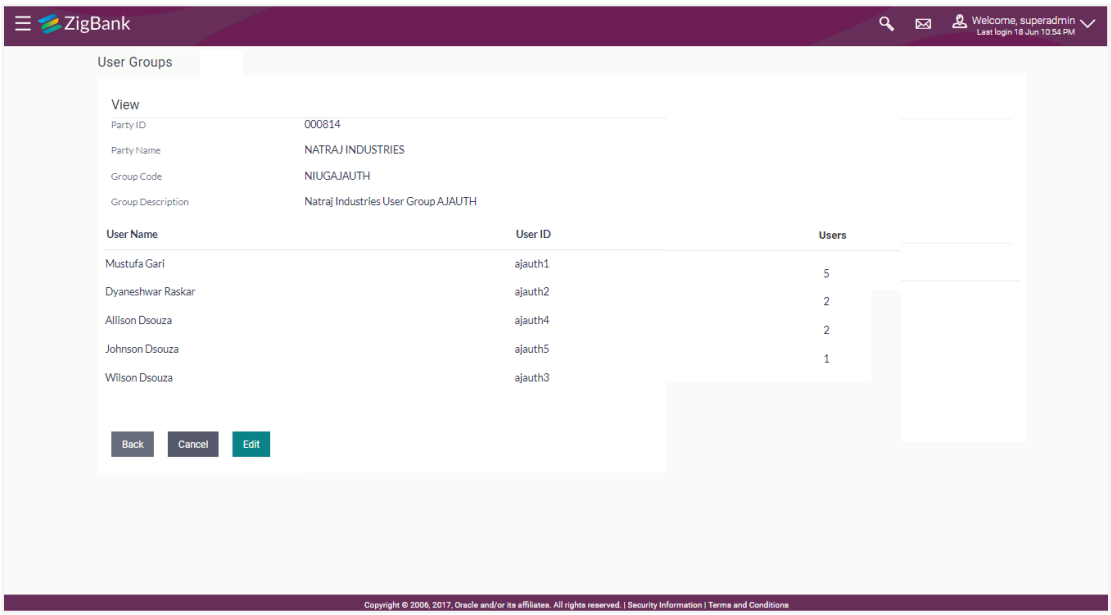
4. Click **Create** to create new user group.
   OR
   Click **Back** to navigate to previous screen.
   OR
   Click **Cancel** to abort the user group maintenance process.
   OR
   Click on **Group Code** hyperlink to view details of the selected User Group.

Further drill down is given on the each user group to view the details of the users mapped to each group.

### Corporate User- View Group Details

On accessing ‘User Group Management’ menu option and searching the user groups of specific party, summarized view of all the user groups created (if any) for the Party is displayed on the screen. Further drill down is given on the each user group to view the details of the users who are the part of user group.

### Corporate User – View Group Details




### Field Description

| Field Name | Description |
|---|---|
| **View** | |
| **Party ID** | Party ID of which user groups are to be viewed/ edited. |
| **Party Name** | Party name of Party ID of which user groups are to be viewed/ edited. |
| **Group Code** | User Group code is displayed. |
| **Group Description** | User Group description is displayed. |
| **User Name** | User name of the user who is part of the selected user group is displayed. |
| **User ID** | User ID of the user who is part of the user group is displayed. |

5. Click **Back** to navigate to previous screen.
   OR
   Click **Cancel** to abort the user group maintenance process.
   OR
   Click **Edit** to edit the user group. User is directed to the **User Group-Edit** screen with values in editable form.

## 56.8 User Groups - Corporate User – Edit Group

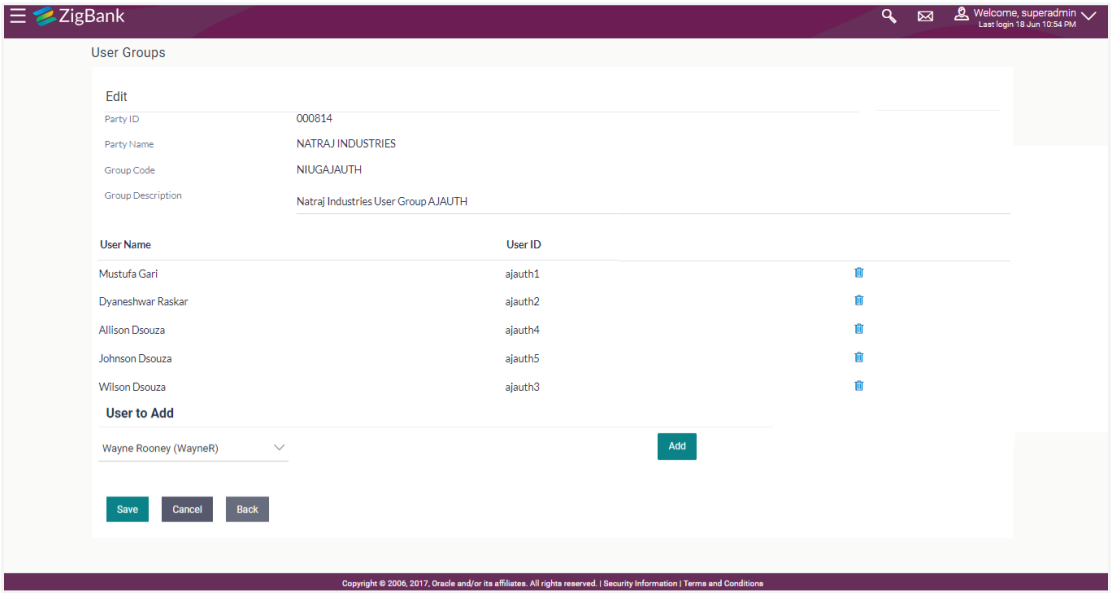
This function enables the Bank Administrator to edit the description of existing user groups. Bank Administrator can also add new users and remove existing users of the user group as part of this function.

A check is performed on minimum and maximum number of users allowed as a part of user group while adding or removing the users from the user group.

**To edit or update a user group:**

1. In **User Group Management** screen, in the **Party ID** field, enter the Party ID.
2. Click **Search**. User groups maintained if any under the party are displayed on the screen.
3. Click on **Party ID** hyperlink to view details of the selected Approval Workflow.
4. Click **Edit** to edit the user group.
   The **User Groups - Edit** screen displays the mapping of the user group.

**Corporate User – Edit Group**



**Field Description**

| Field Name | Description |
|---|---|
| **Edit** | |
| **Party ID** | Party ID of which user groups are to be viewed/ edited. |
| **Party Name** | Party name of Party ID of which user groups are to be viewed/ edited. |
| **Group Code** | User Group code is displayed. |
| **Group Description** | User Group description is displayed in editable form. |
| **User Name** | User name of the user who is part of the user group.<br>User name list to select and add a new user to the user group. |
| **User ID** | User ID of the user who is a part of the user group is displayed. |

5. Click **Add** to add the selected user in the User Group. Once added, the user name will be removed from the user drop-down to avoid duplication of users.
   Click  to remove a user from the User Group.
6. Click **Save** to save the User Group .The **User Group-Edit- Review** screen post necessary validations appear.
   OR
   Click **Cancel** to cancel the operation and navigate back to 'Dashboard'.
   OR
   Click **Back** to cancel the operation to navigate to previous screen.
7. Verify the details, and click **Confirm**. The **User Group-Edit – Confirmation** screen appears.
   OR
   Click **Cancel** to cancel the transaction.
   OR
   Click **Back** to cancel the operation to navigate to previous screen.
8. The success message of user group creation appears along with the transaction reference number.
   Click **OK** to complete the transaction and navigate back to 'User Groups' screen.

# FAQs

1. **Can user be the part of multiple user groups created under a party?**

   Yes, same user can be part of multiple user groups. Whereas creating a user group without any user is not allowed.

2. **Where can these Administrator User Groups be used?**

   User groups created for Administrator users are used for approval and for User Group – mail subject mapping.

   **Approval** - User groups maintained by administrators are used while creating approval workflows and approval rules.

   **Secured Mailbox** - Each subject category is linked to a group of Bank Administrator users. Depending upon the mail-subject mapping to each Bank Administrator user, administrators will receive the mails only of the subjects mapped to the users and initiated by bank's customers.

3. **Can I delete an existing user group?**

   No, user groups cannot be deleted but can be edited. Administrator can add new users and remove existing users of the user group.

4. **Can I add users of linked party ID while creating a user group for primary party?**

   No, only users of primary party can be the part of user group.

Home

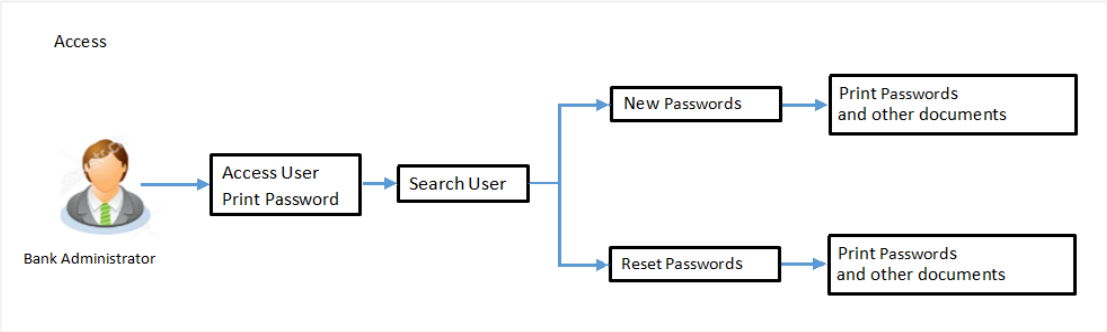
# 57. Print Password

When a new user opens an account in the bank and registers for channel banking, the bank sends the printed password along with some other documents like Welcome letter, Terms & Conditions document and applicable promotional offers to the registered user via courier or post. This screen allows the Bank Administrator to print the password along with these documents for new users as well as for existing users who have requested for reset password.

**Pre-Requisites**

- Application roles and child roles are maintained
- Transaction access is provided to Bank Administrator.

**Workflow**




**Features Supported In Application**

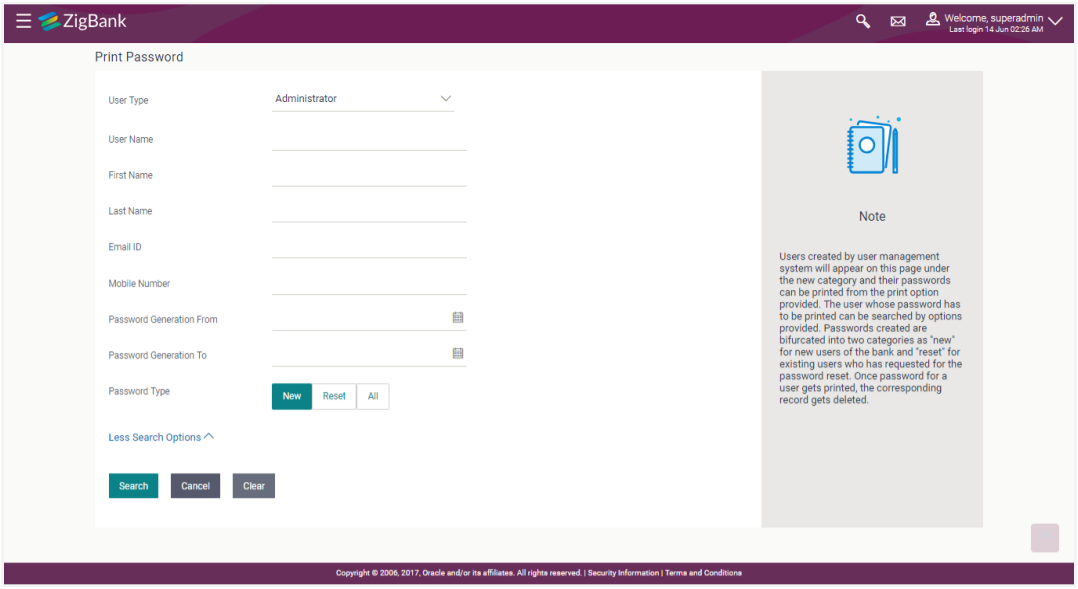
The Print Password allows the Bank Administrator to

- Print Password and other welcome documents for new and existing users

**How to reach here:**

*System/ Bank Administrator Dashboard > Toggle Menu > Others > Print Password*

**Print Password**




# 57.1 Print Password - Search

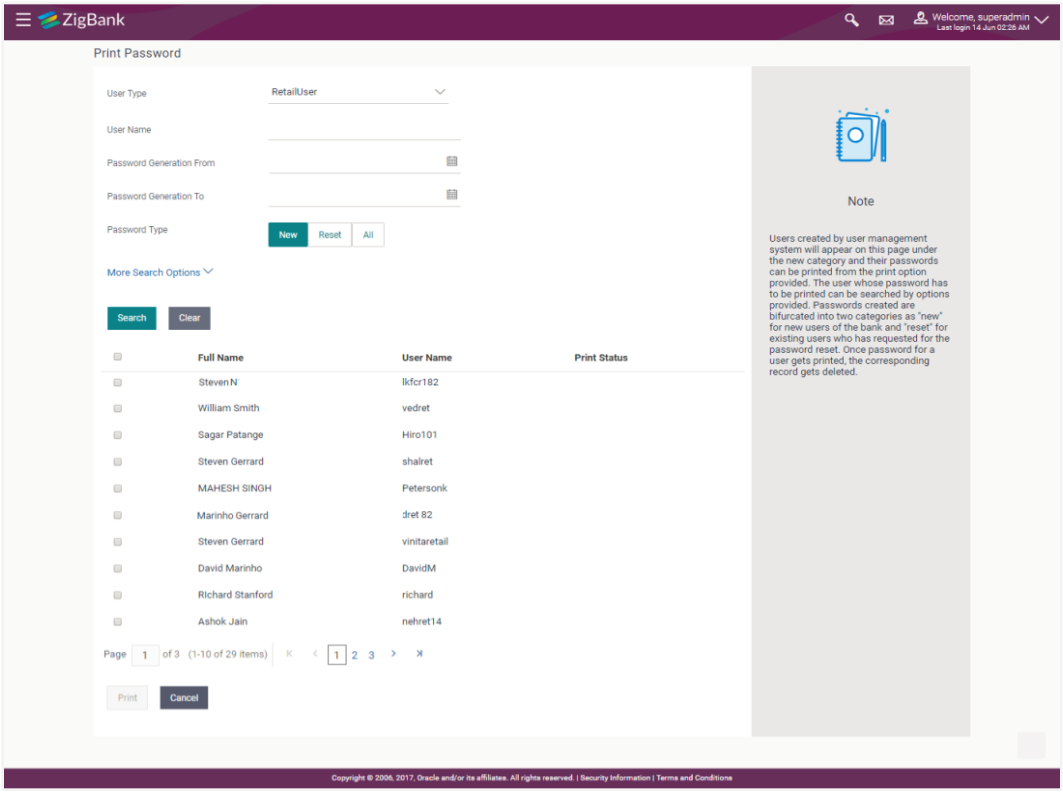
Using this option, Bank Administrators can search the users to send the printed password.

All the users (new & existing) for which the password has been generated for first time or got reset will be available on this screen. Once the password gets successfully printed for a user, that record will get removed from the list.

**To search user:**

1. From the **User Type** list, select the appropriate type of user.
   OR
   Click **Cancel** to cancel the transaction.
2. In the **Party ID** field, enter the party id of the user.
3. From the **Password Type** list, select the appropriate option.
4. Enter the other search criteria if required.

## Print Password - Search




### Field Description

| Field Name | Description |
|---|---|
| **User Type** | Type of user, which is to be searched.<br>The user types are:<br>• Corporate<br>• Retail<br>• Administrator |
| **User Name** | To search the user with the user name. Partial search is allowed. |
| **Party ID** | Allows to search based on Party id. |
| **First Name** | Allows to search based on first name or given name of the user. |
| **Last Name** | Allows to search based on last name/ surname of the user. |
| **Email ID** | Allows to search based on email id of the user. |
| **Mobile Number** | Allows to search based on mobile number of the user. |

| Field Name | Description |
|---|---|
| **Password Generation From** | Allows to search based on password generation date. |
| **Password Generation To** | Allows to search based on password generation date. |
| **Password Type** | Allows to search based on password type.<br>The options are:<br>• New- Password created for new users of the bank.<br>• Reset- Password created for the existing users of the bank who are requested for the password reset.<br>• All- Password created for new users as well as existing users of the bank. |
| **Search Results** | |
| **Full Name** | First name and last name of the user. |
| **User Name** | User Name of the user. |
| **Print Status** | Print status of the password. If the password printing gets failed due to some reason for a user, system will show the status as 'error in printing' for that record. If the record gets successfully printed that record will get removed from the list.<br>For the records which are not printed yet, this status remains blank. |

5. Click **Search**.
   The search results appear on the **Print Password** screen based on the search parameters.
   OR
   Click **Clear** if you want to reset the search parameters.
   OR
   Click **Print** if you want to print the password letter, welcome letter, terms and conditions documents.
   OR
   Click **Cancel** if you want to cancel the transaction.

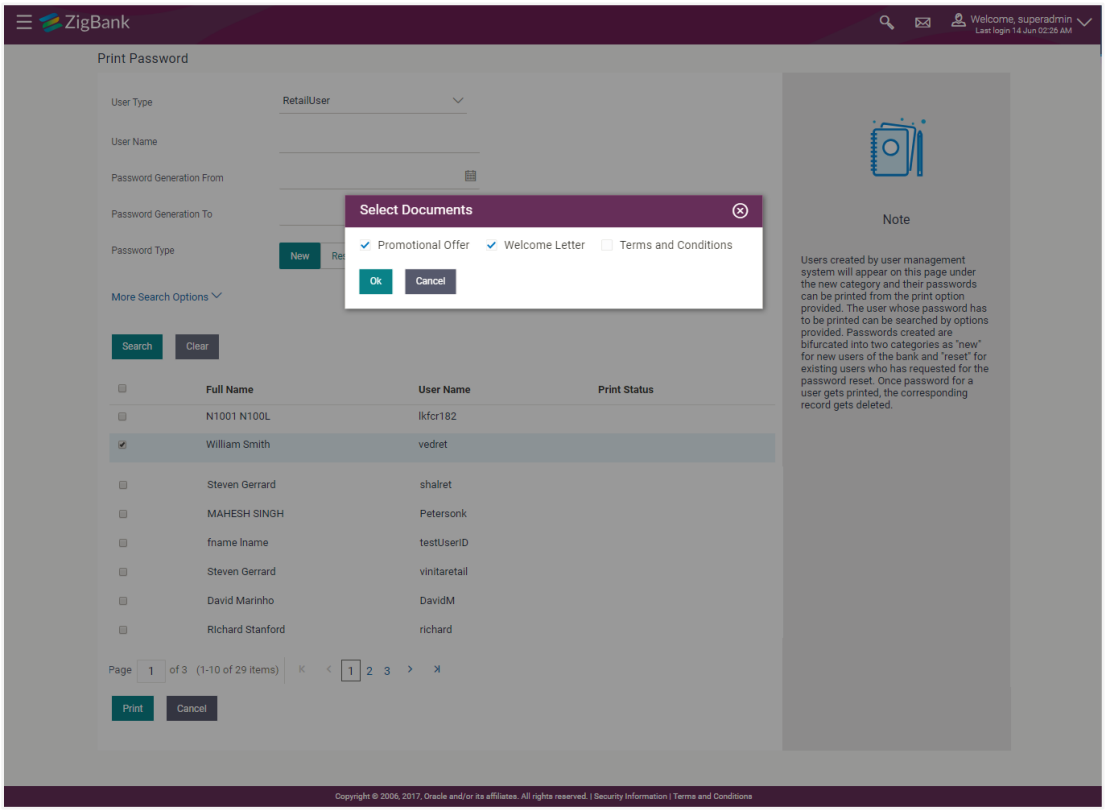
## 57.2 Print Password - Print

This feature allows the Bank Administrator to print the password letter, welcome letter, terms and conditions document etc.

**To print the password letter for the user:**

1. In the **Print Password - Search Results** section, select the user record for which you want to print the password letter.
2. Click **Print**. The 'Select Documents' pop up window appears.

**Print Password**




**Field Description**

| Field Name | Description |
|---|---|
| **Select Documents** | |
| **Terms & Conditions** | Document containing terms and conditions of the bank. |
| **Welcome Letter** | Welcome letter for the user for opening the account. |
| **Promotional Offer** | Promotional offers of the bank. |

3. Select the documents, which you desire to print.

4. Click **Print** to print the documents.
   OR
   Click **Cancel** to cancel the printing.

**Note**: For printing the password, the implementation team will need to write a utility. For more information on implementation of 'Print Password', refer **Oracle Banking Digital Experience Security Guide**.

## FAQs

1. **Can the password be only printed by the same Administrator user who has created the user/reset the password or it can be done by any other Administrator user as well?**

   All the reset/new passwords can be printed by all the admin users who have access to Print Password Screen.

2. **Can the Bank maintain separate documents for each type of user role?**

   No, documents cannot be maintained as per the user role. Same documents will be available for all type of users (Retail/Corporate/Administrator).

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# 58. Alerts Subscription

Using this option System/Bank Administrator can subscribe alerts for a user for selected events. Retail and Corporate users of the bank, can contact the bank to subscribe to alerts. The Bank Administrator subscribes users to alerts, delivered through Email, SMS, through push notification or in their on-screen mailbox.

Note that this functionality is for non-mandatory alerts.

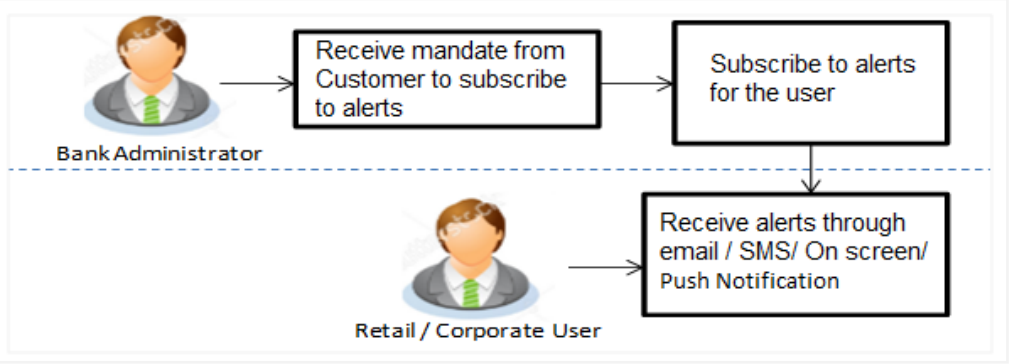
**The subscribed alert types are:**

- User Level Alerts
- Customer Level Alerts
- Account Level Alerts

**Pre-Requisites**

- Transaction access is provided to Bank Administrator.
- Approval rule set up for Bank Administrator to perform the actions.
- Maintain Alerts, so that these are available for subscription
- Customers (retail and corporate users) are maintained

**Workflow**




**Features Supported In Application**

- Search alerts subscribed
- Subscribe / unsubscribe to alerts

**How to reach here:**

*System/ Bank Administrator Dashboard > Toggle menu > Others > Alerts Subscription*

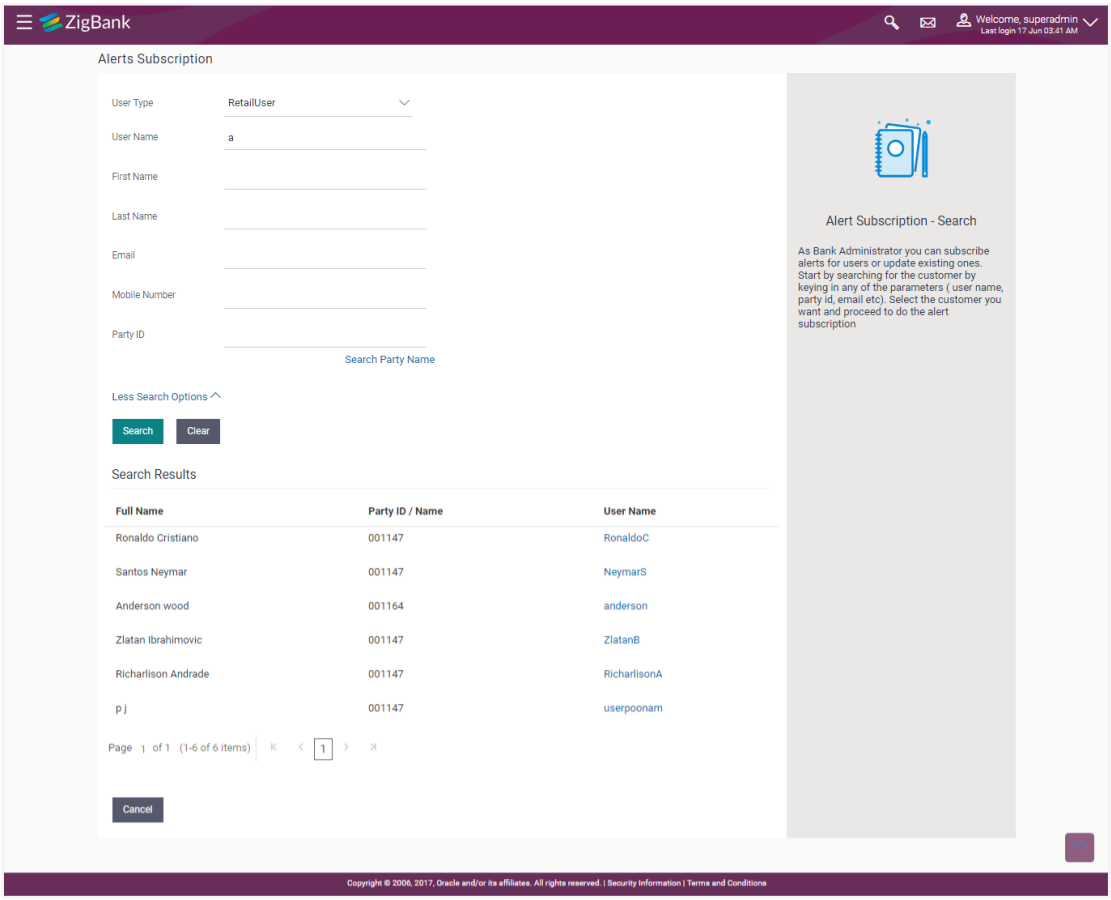
# 58.1 Alerts Subscription - Search

Using this option, the Bank Administrator can search and view the details of alerts subscribed. If the search parameters are not specified, records of all the alerts maintained for a party are displayed. All the alerts subscribed for a party will be displayed in the respective categories viz. Current and Savings, Term Deposits, Loans etc. in a table.

**To view subscribed alerts for a party:**

1. From the **User Type** list, select the appropriate option whose alerts you wish to view.
2. In the **User Name** field, enter the user name.
3. Click **More Search Options** to enter the additional search criteria.
4. Click **Search**.
   The search result appears based on the search criteria.
   OR
   Click **Cancel** to cancel the transaction.
   OR
   Click **Clear** to clear the search parameters.

**Alerts Subscription - Search**



**Field Description**

| Field Name | Description |
|---|---|
| **User Type** | The user type.<br>The options are:<br>• Corporate User<br>• Retail User |
| **User Name** | User name maintained in the core banking application for retail users and maintained for corporate users. |
| **First Name** | User's first name. |
| **Last Name** | User's last name. |
| **Email** | User's registered email address.<br>**Note:** For a retail user, the email Id will be fetched from the Party Id maintained in the Core Banking Application. For a corporate user the email Id will be fetched from Users maintained in **User Management**. |
| **Mobile Number** | User's registered mobile number.<br>**Note:** For a retail user, the mobile number will be fetched from the Party details maintained in the Core Banking Application. For a corporate user the mobile number will be fetched from Users maintained in **User Management**. |
| **Party ID** | Party Id of the user. |
| **Search Party Name** | Enter Party Id, and click to search the party name of the user. |

**Search Result**

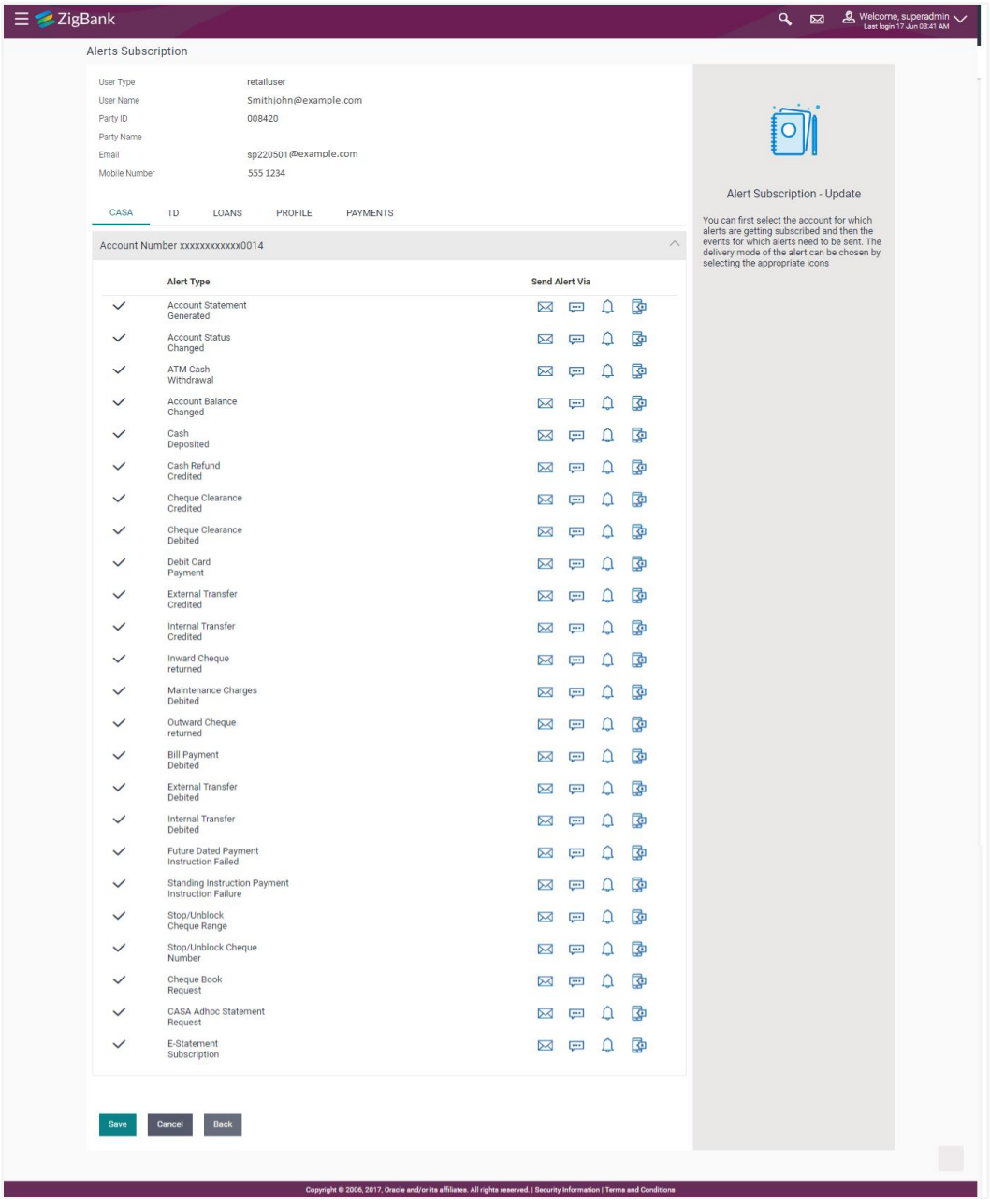
| | |
|---|---|
| **Full Name** | Full name of the user. |
| **Party Id/ Name** | Party Id and/ or name of the user. |
| **User Name** | User name of the user. |

5. For the detailed view, click on **User Name** field. The tabs for all modules CASA/ Term Deposit/ Loans / Profile that the user has access to with the respective account numbers appears.

6. Click against the particular account number to view alert type and delivery mode, for each CASA (Current and Savings Accounts) / TD (Term Deposits) / Loans account.

**Note:** View the icon on the delivery mode against the alert, if the user has subscribed to any alerts for that.

**Alerts Subscription - Detailed View**




7. Subscribe/ unsubscribe alerts, and click **Save** to subscribe/ unsubscribe alerts.
   OR
   Click **Cancel** to cancel the transaction.

OR
Click **Back** to navigate to previous screen.

## 58.2 Subscribe/ Unsubscribe Alerts

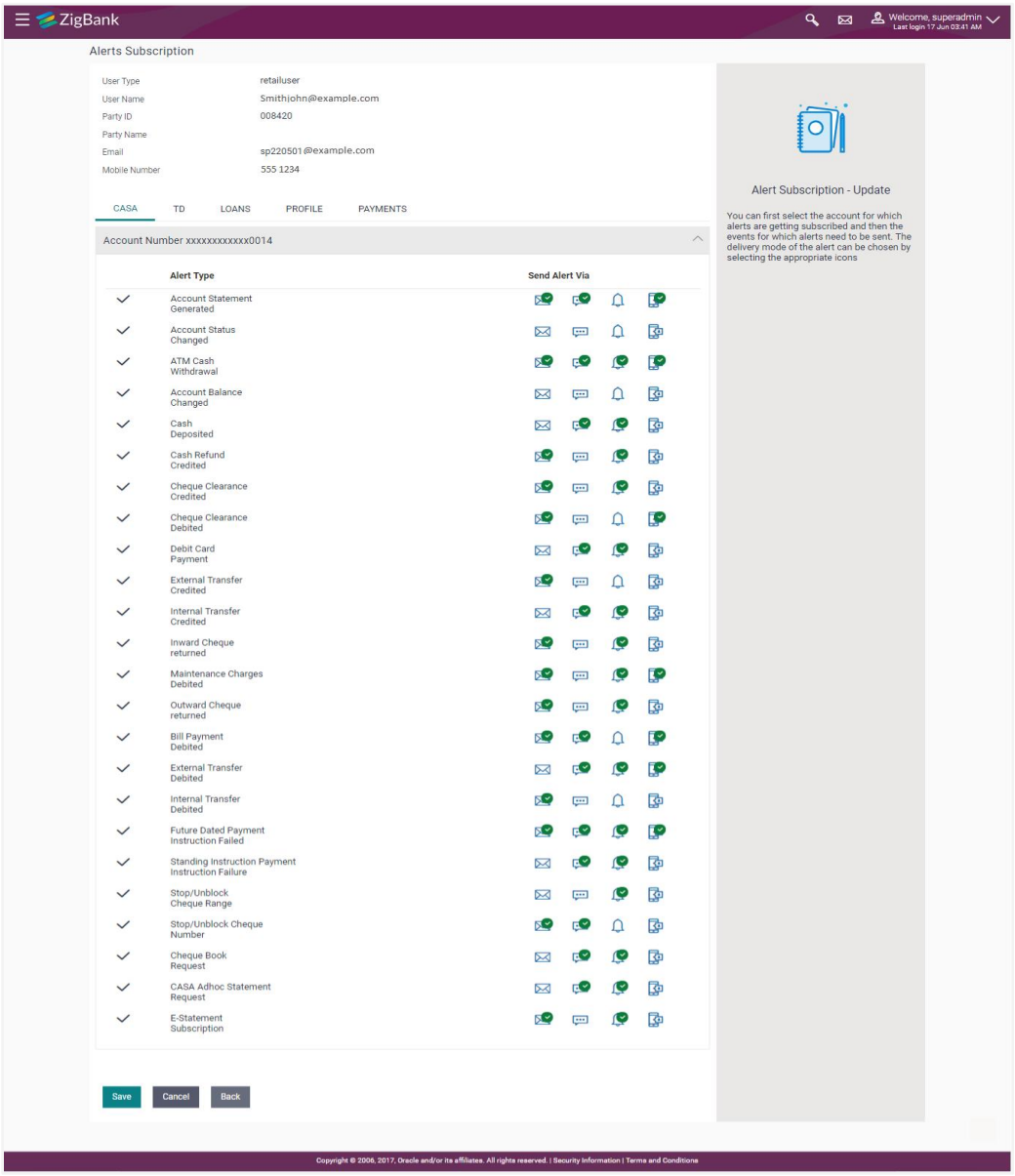
Using this option, Bank Administrator can modify the alerts subscribed for the user.

**To subscribe / unsubscribe alerts:**

1. Repeat steps 1 to 3 of **Alerts Subscription- Search** section.
   The categories viz details of an alert subscribed appears.

2. Click  against the particular account number to view the alerts subscribed.

**Alerts Subscription - Subscribe / Unsubscribe**



**Field Description**

| Field Name | Description |
|---|---|
| **User Type** | The user type.<br>The options are:<br>• Corporate User<br>• Retail User |
| **User Name** | User name maintained in the Core Banking Application for retail users and maintained for users. |
| **First Name** | User's first name. |
| **Last Name** | User's last name. |
| **Email** | User's registered email address.<br>**Note:** For a retail user, the email Id will be fetched from the Party ID maintained in the Core Banking Application. For a corporate user the email ID will be fetched from Users maintained in **User Management**. |
| **Mobile Number** | User's registered mobile number.<br>**Note:** For a retail user, the mobile number will be fetched from the Party details maintained in the Core Banking Application. For a corporate user the mobile number, will be fetched from Users maintained in **User Management**. |
| **Party ID** | Party Id of the user for whom alerts to be subscribed. |
| **Party Name** | Party name of the user. |
| **Email** | Registered email id of the user.<br>**Note:**<br>1) For a retail user, the email Id will be fetched from the Party ID maintained in the Core Banking Application.<br>2) For a corporate the email ID will be fetched from Users maintained in User Management. |
| **Mobile Number** | Registered mobile number of the user. |

| Field Name | Description |
|---|---|
| **Module Name** | Name of the module to which alerts is maintained.<br>The options can be:<br>• CASA<br>• Loan<br>• TD<br>• Profile<br>• Payments |
| **Account Number** | Account number for which the user is viewing/ updating the alert subscription. |

**CASA /TD/ Loans/ Payments**

Subscribed alerts displayed in tabs for all modules that the user has access to with the respective account numbers.

| | |
|---|---|
| **Alert Name** | The alert type mostly in the form of an event for which an alert is to send to a user. |
| **Send Alert Via** | The delivery mode through which the alert is to be sent.<br>The options are:<br>• Email: alert is to be sent as an email<br>• SMS : alert is to be sent as an SMS on the user's mobile number<br>• On screen Mailbox: on screen, alert sent to as an email to user's mailbox<br>• Push Notification: notifications are sent as a banner or pop-up message on the user's mobile number |

**Note:** The selected mode has  icon against it.

**Profile**

3. Click against the particular account number to update the details.

   a. Click  to send alert as an email.
   OR
   Click  to send alert as a mail to On screen mailbox.
   OR
   Click  to send alert as SMS on the user's mobile number.
   OR
   Click  to send alert via push notifications. Push notification is as a banner or pop-up message on the user's mobile number.

4. The selected mode has an  icon against it.
5. Click **Save** to save the Alert Subscription.
   User will be directed to the Alert Subscription - Edit - Review page post necessary validations.
   OR
   Click **Cancel** to cancel the transaction.
   OR
   Click **Back** to go back to previous screen.
6. The **Review** screen appears. Verify the details, and click **Confirm**.
   OR
   Click **Cancel** to cancel the transaction and navigate back to 'Dashboard'.
   OR
   Click **Back** to go back to previous screen.
7. The success message along with the transaction reference number appears. Click **OK to** complete the transaction.

## FAQs

1. **Which alerts can the Bank Administrator subscribe or unsubscribe, for the retail or corporate user?**

   The alerts which are not mandatory can be subscribed or unsubscribed, by the Bank Administrator for the retail/corporate user.

2. **What if a Retail or Corporate customer wants to opt-out of alerts?**

   The Bank Administrator can unsubscribe the alerts for a Retail or Corporate customer. Please note that the customer will continue to receive the mandatory alerts irrespective of his choice on the subscribed alerts.

Home

# 59. Request Processing

This feature enables the Bank Administrator to view the details of each service request initiated by business user and hence, enables the administrator to take an informed decision regarding the approval or rejection of the service request. Alternately, the administrator can also select multiple service request records from the summary page to approve or reject multiple requests at once. The search criteria provided enables the administrator to filter service requests based on various criteria such as request type, status, reference number, etc.

For the requests built using Service Request Form builder feature, once the Administrator approves/rejects a Service Request, he can change the status of the request and can also enter the comments while updating the status.

Below are the Service Requests that are available out of the box in the system:

- Credit Card Supplementary
- Credit Card PIN Request
- Replace Credit Card
- Update Card Limits
- Update Credit Card Auto Payment
- Register Credit Card Auto Payment
- Deregister Credit Card Auto Payment
- Activate Credit Card
- Hotlist Debit Card
- Cancel Debit Card
- Debit Card PIN Request
- Apply Debit Card
- Replace Debit Card
- Block Debit Card (temporary block)
- Unblock Debit Card (remove temporary block)
- Upgrade Debit Card

Apart from the above mentioned Service Requests, Bank can define new Service Requests definitions using Service Request-Form builder.

**Pre-Requisites**

- Transaction access is provided to Bank Administrator.

**Features Supported In Application**

The module supports following features:

- View details of Service Request raised by customers
- Approve / Reject Service Requests
- Changes status of Service Request and input comments (for service requests built using Service Request-form builder)

**How to reach here:**

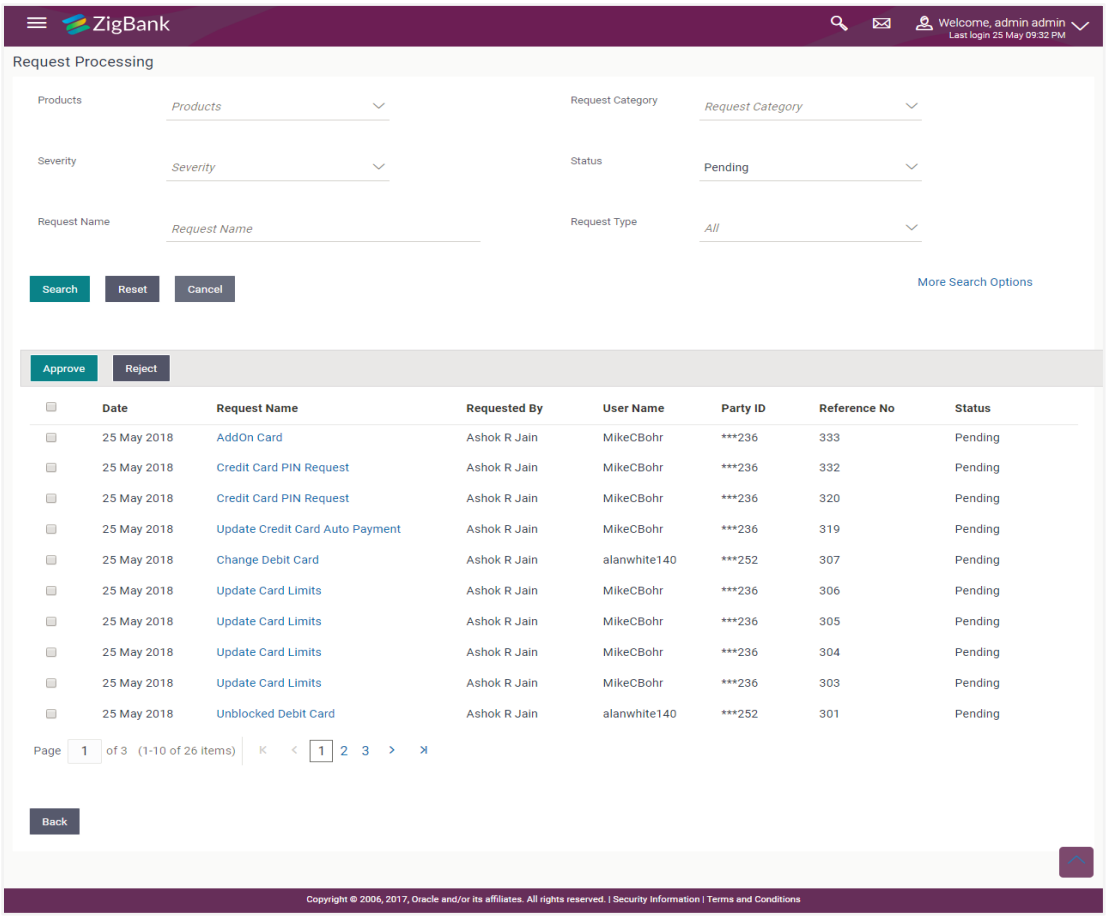
*System/ Bank Administrator Dashboard > Toggle Menu > Others >Request Processing*
*OR*
*Bank Administrator Dashboard > Others >Request Processing*

# 59.1 Request Processing - Summary

**To view service requests:**

1. Select the **Request Processing** option on the dashboard or menu. The initial (summary) page of the Request Processing appears.

**Request Processing - Summary**




**Field Description**

| Field Name | Description |
|---|---|
| **Search Criteria** | |
| **Product** | The administrator can search for service requests based on type of |

| Field Name | Description |
|---|---|
| | product. |
| **Request Category** | The administrator can search for service requests based on service request category.<br>Category list gets populated on the basis of the product name selected. |
| **Severity** | The administrator can search for service requests based on severity of the service request. |
| **Status** | The administrator can search for service requests based on status.<br>On selecting a status, the administrator is required to mandatorily specify a date range so as to be displayed all the service requests that were initiated within the specified date range and that are in the particular status. |
| **Request Name** | The administrator can search for service requests on the basis of name of the service request. |
| **Request Type** | The administrator can select the type of service request to be displayed in the search result records. |
| **Reference No** | The administrator can search for a service request based on reference number that was generated at the time the service request was initiated. |
| **Date Range** | The administrator can search for service requests initiated between two dates by specifying a date range. The administrator cannot specify a date range that exceeds 30 days. (The maximum date range is configurable). |
| **First Name** | The administrator can search for service requests initiated by a particular business user by specifying the user's first name |
| **Last Name** | The administrator can search for service requests initiated by a particular business user by specifying the user's last name or surname |
| **User Name** | The administrator can search for service requests initiated by a particular business user by specifying the user's user name. |
| **Party ID** | The administrator can search for service requests initiated by business users on the basis of party ID. |
| **Search Results** | |
| **Date** | The date on which the service request was raised. |
| **Request Name** | The name of the service request. |
| **Requested by** | The name of the customer who has raised the service request. |
| **User Name** | The user name of the customer who has raised the service request |
| **Party ID** | The party ID of the user who has raised the service request. |

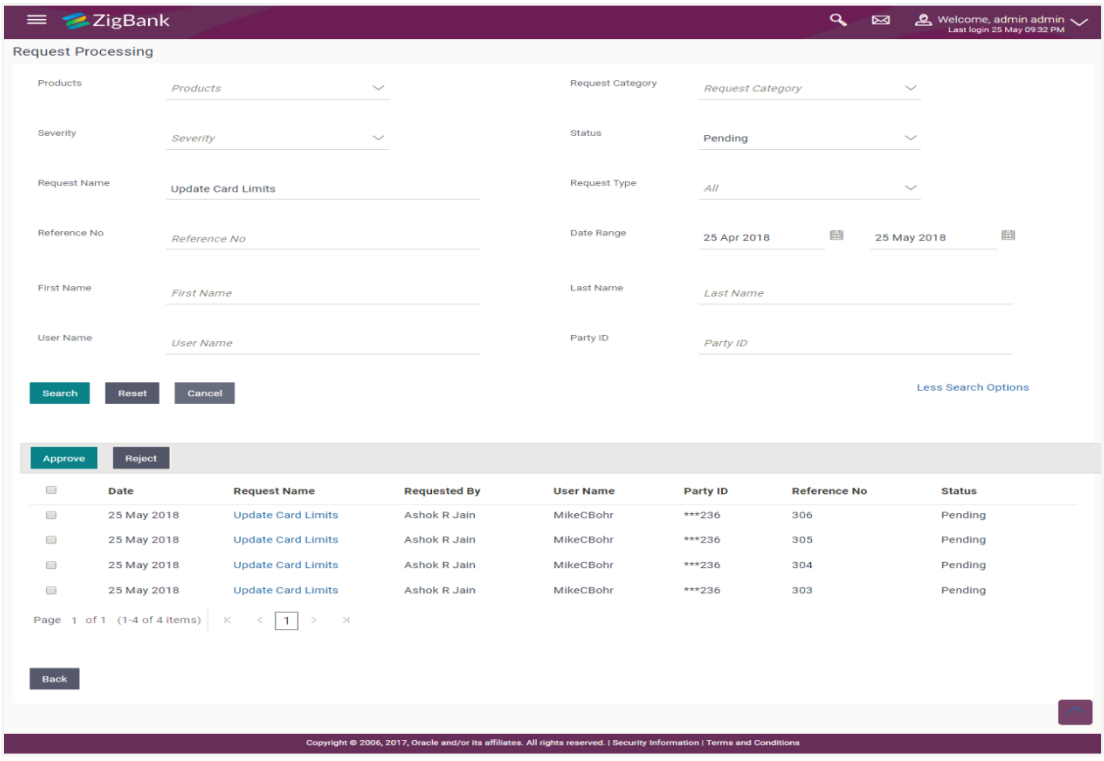
| Field Name | Description |
|---|---|
| **Reference No** | The reference number generated at the time the service request was raised. |
| **Status** | The current status of the service request. |

2. Click on a specific service request record to view the details of that service request.
   OR
   Select the checkbox of one or multiple service requests to approve or reject service requests.

**To search for specific service requests:**

3. Enter the required information in the search criteria fields.
4. Click **Search**. The specific service request records are displayed based on the search criteria specified.
   OR
   Click **Reset** to clear the search parameters.

**Service Request - Search Result**




5. Click on a specific service request record to view the details of that service request.
   OR
   Select the check box of one or multiple service requests to approve or reject service requests.

## 59.2 Service Request Details (For Service Requests available out of the box)

This page is displayed once the Bank Administrator selects a service request record from the previous summary page. This screen comprises of three sections which display the details of the service request, the details of the initiator of the service request and also the transaction journey i.e. a time line graph depicting the stages of the service request.

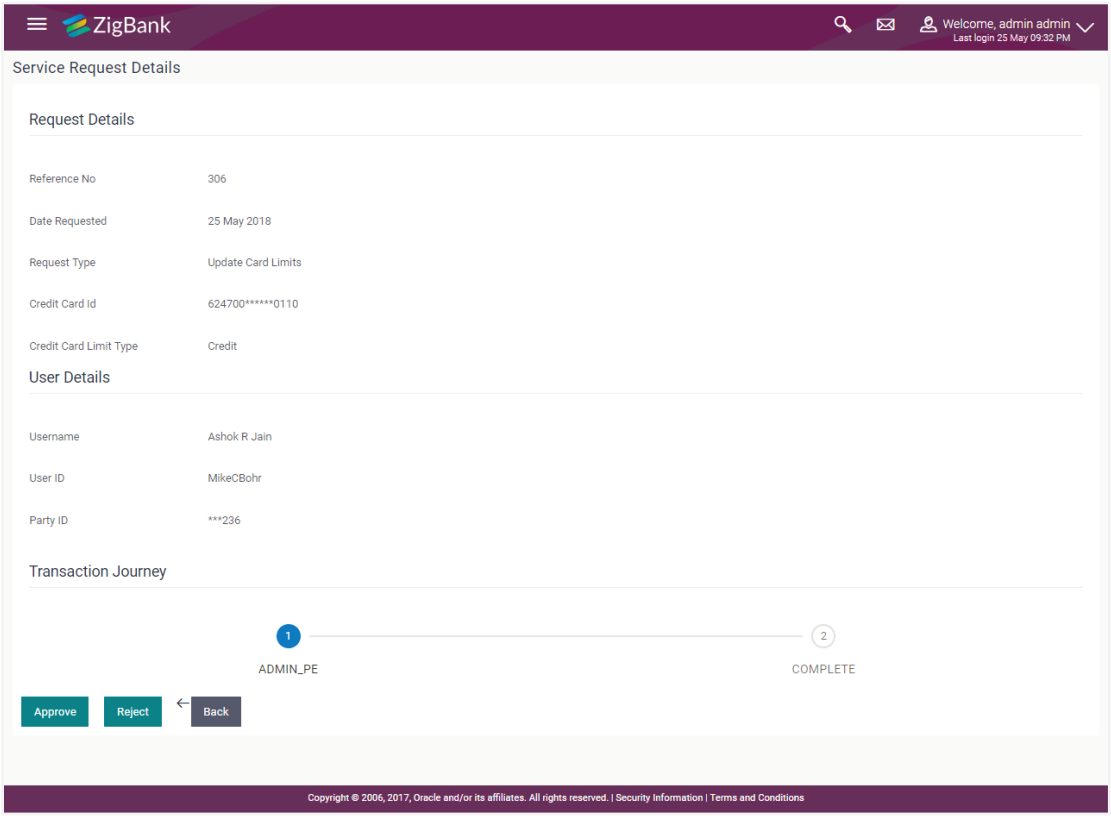
Below are the Service Requests that are available out of the box in the system:

- Credit Card Supplementary
- Credit Card PIN Request
- Replace Credit Card
- Update Card Limits
- Update Credit Card Auto Payment
- Register Credit Card Auto Payment
- Deregister Credit Card Auto Payment
- Activate Credit Card
- Hotlist Debit Card
- Cancel Debit Card
- Debit Card PIN Request
- Apply Debit Card
- Replace Debit Card
- Block Debit Card (temporary block)
- Unblock Debit Card (remove temporary block)
- Upgrade Debit Card

To view the service requests details:

1. Enter the required information in the search criteria fields.
2. Click **Search**. The specific service request records are displayed based on the search criteria specified.
   OR
   Click **Reset** to clear the search parameters.
3. Click on a specific service request record to view the details of that service request. The service request details appears on the **Service Request Details** screen.

## Service Request Details




## Field Description

| Field Name | Description |
|---|---|
| **Request Details** | |
| **Reference No** | The reference number generated at the time the service request was raised. |
| **Date Requested** | The date on which the service request was raised. |
| **Request Type** | The type of service request initiated. |
| **User Details** | |
| **User Name** | The user name of the business user who initiated the service request. |
| **User ID** | The user Id of the business user who initiated the service request. |
| **Party ID** | The party Id of the user who initiated the service request. |

| Field Name | Description |
|---|---|
| **Transaction Journey** | This section displays the stages of the service request in the form of a timeline graph. Details pertaining to when the service request was initiated along with when the service request was approved or rejected are displayed with the help of this timeline. |

4. Click **Approve** to Approve the Service Request.
   OR
   Click **Reject** to Reject the Service Request.
5. Click **Back** to navigate back to the **Request Processing - Summary** screen.

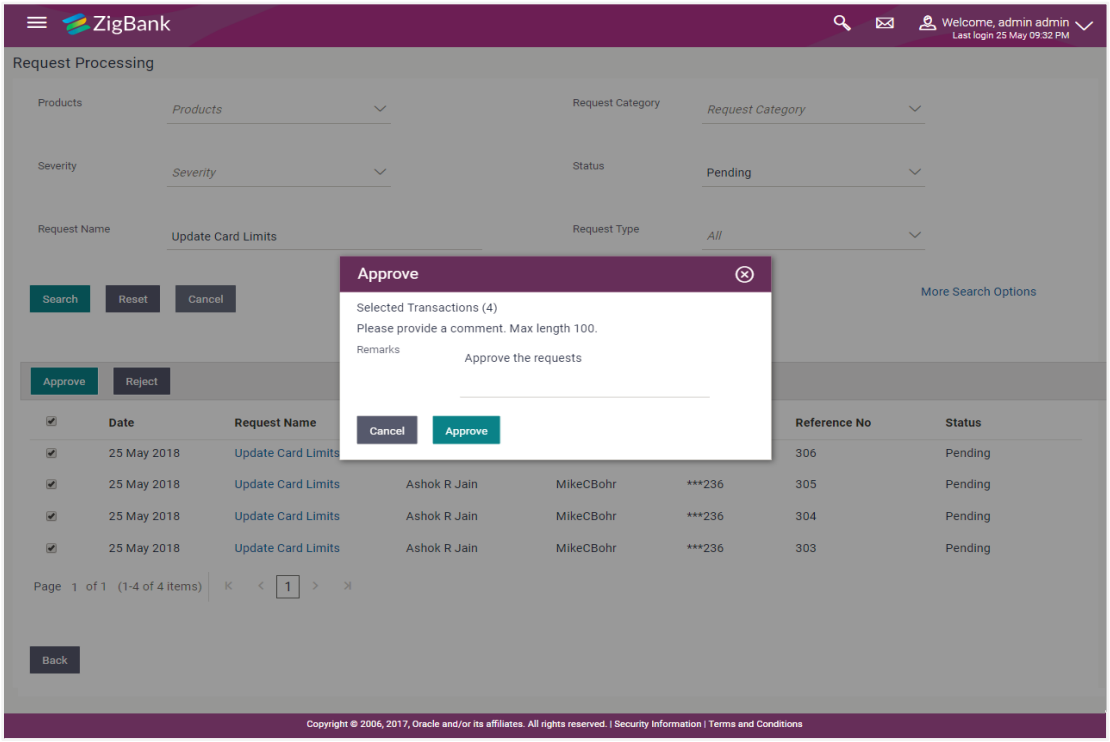
### 59.2.1 Approve or Reject Service Requests (For Service Requests available out of the box)

The Bank Administrator can take action on service requests initiated by business users by either approving or rejecting requests. The Administrator can select multiple service requests to approve or reject from the Service Request Summary page and can also approve or reject a service request individually after having viewed the details of the request from the Service Request Details page.

**To approve / reject service requests from Service Requests Summary page:**

1. Select the check boxes of the service requests that you wish to take action on.
   The pop up on which to specify remarks for Approval/Rejection is displayed.
2. Enter **Remarks** and click **Approve**/**Reject**.
   The service requests get approved / rejected.

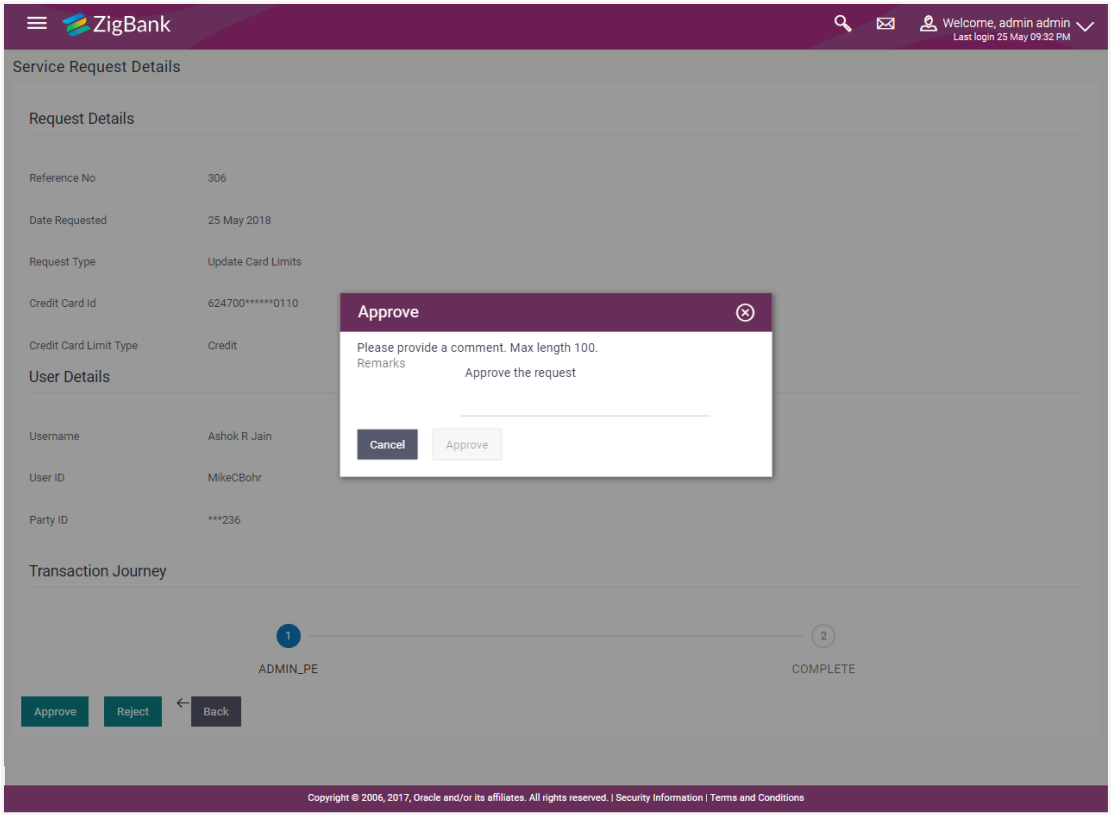
**Multiple Service Request Approve or Reject**



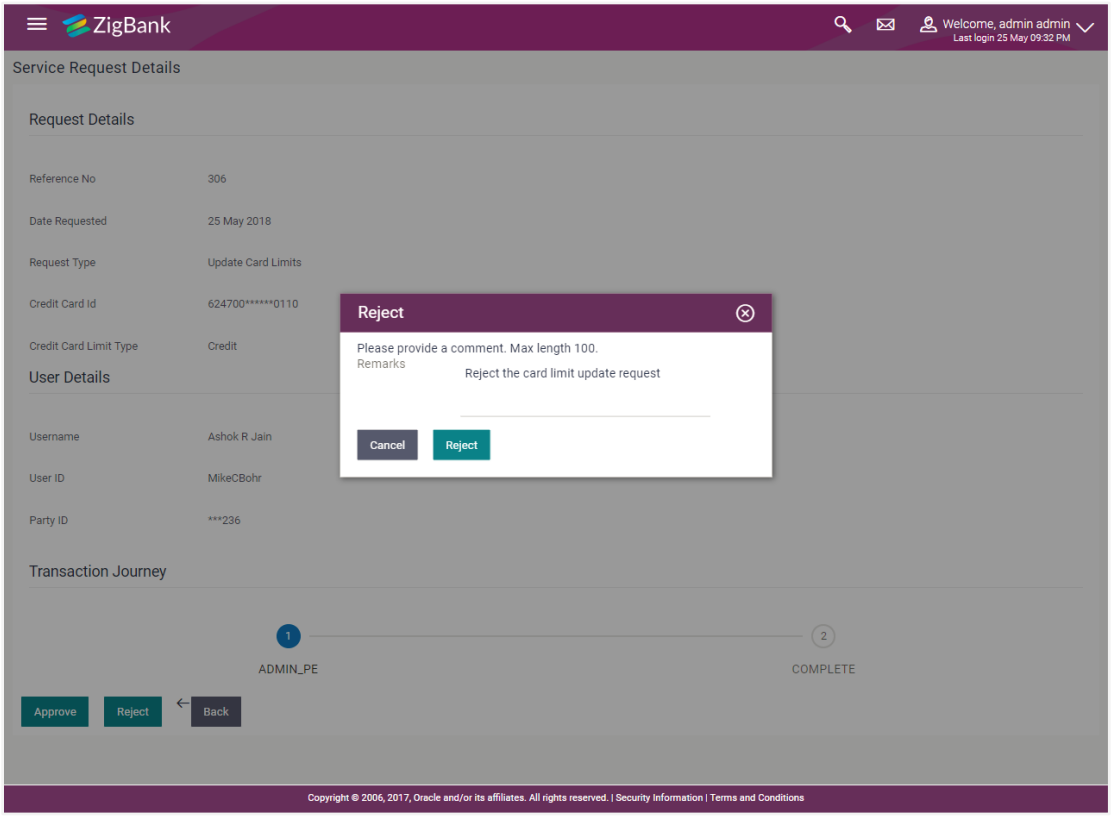
**To approve / reject a service request from the Service Requests Details page:**

3. Select the service request on which you wish to take action from the **Service Request** Summary page
4. Click **Approve** or **Reject** button.
   The pop up on which to specify remarks for Approval/Rejection is displayed.
5. Enter Remarks and click Approve/Reject.
   The service requests get approved/ rejected.

**Individual Service Request Approval**



**Individual Service Request Rejection**




## 59.3 Service Request Details (Requests created using Service Request-Form Builder)

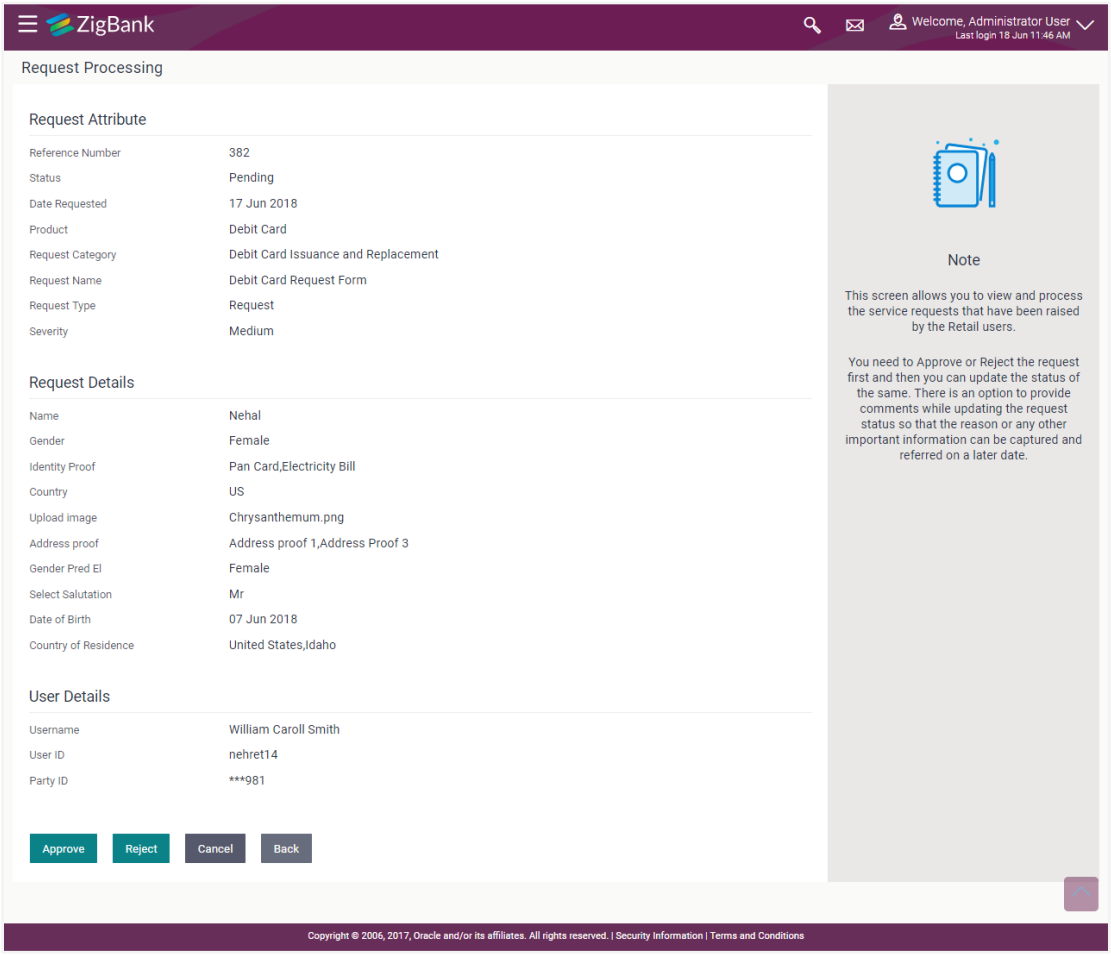
This page appears for the service requests created using ‘Service Request Form Builder’ screen.

The Bank Administrator selects a service request record from the summary page. This screen comprises of three sections which display the request attributes, the details of the service request and the user details.

**To view the service requests details:**

1. Enter the required information in the search criteria fields.
2. Click **Search**. The specific service request records are displayed based on the search criteria specified.
   OR
   Click **Reset** to clear the search parameters.
3. Click on a specific service request record to view the details of that service request. The service request details appears on the **Request Processing** details screen.

## Request Processing - Details




### Field Description

| Field Name | Description |
|---|---|
| **Request Attribute** | |
| **Reference No** | The reference number generated at the time the service request was raised. |
| **Status** | The status of the service request. |
| **Date Requested** | The date on which the service request was raised. |
| **Product** | The type of product for which the service request was raised. |
| **Request Category** | The service request category for which the service request was raised. Category is based on the type of product name selected. |
| **Request Name** | The name of the service request. |

| Field Name | Description |
|---|---|
| **Request Type** | The type of service request initiated. |
| **Severity** | The severity of the service request. |
| **Request Details** | |
| This section displays the details of the service request. The fields vary depending on the type of service request. | |
| **User Details** | |
| **User name** | The user name of the business user who initiated the service request. |
| **User ID** | The user Id of the business user who initiated the service request. |
| **Party ID** | The party Id of the user who initiated the service request. |

4. Click **Approve** to Approve the Service Request.
   OR
   Click **Reject** to Reject the Service Request.
5. Click **Back** to navigate back to the **Request Processing - Summary** screen.

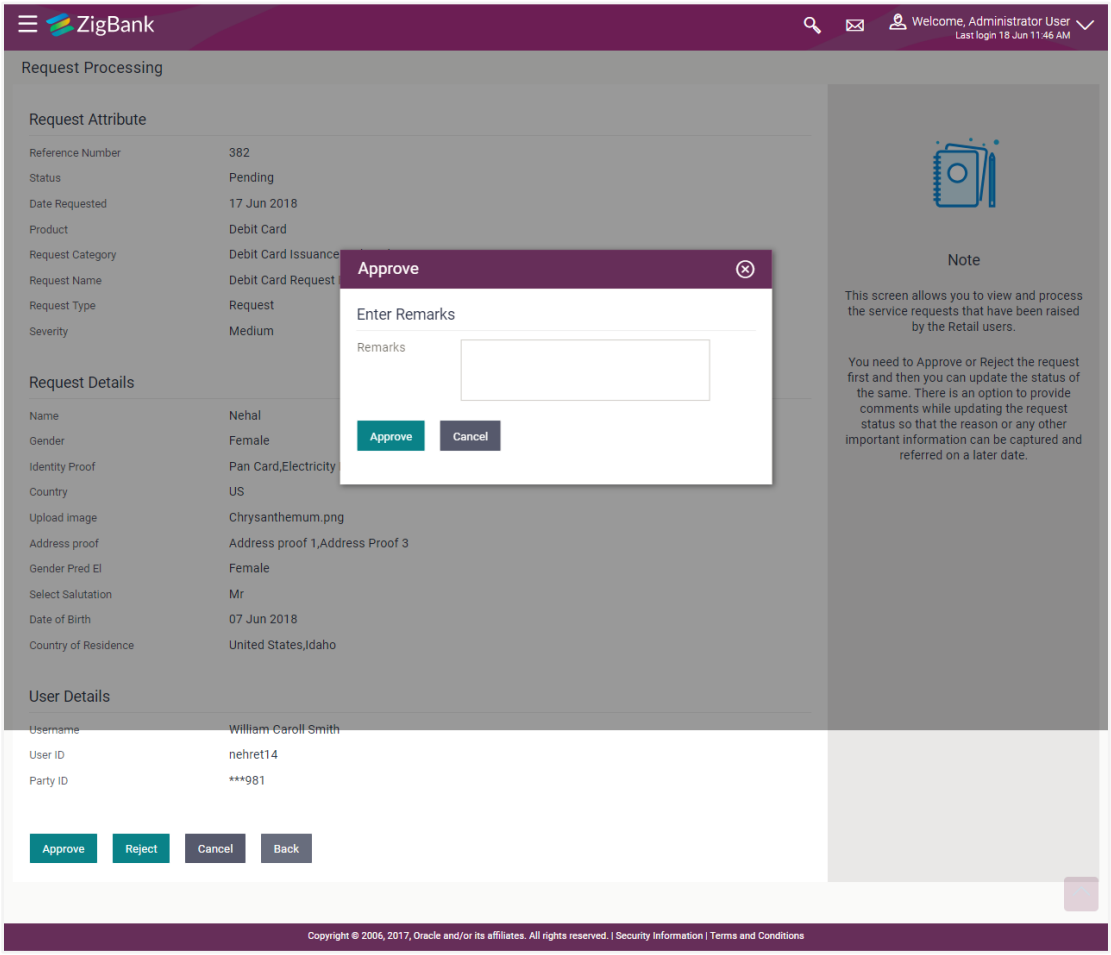
### 59.3.1 Approve or Reject Service Requests (created using Service Request Form Builder)

The Bank Administrator can take action on service requests initiated by business users by either approving or rejecting requests. The Administrator can select multiple service requests to approve or reject from the Service Request Summary page and can also approve or reject a service request individually after having viewed the details of the request from the Service Request Details page.

**To approve / reject a service request:**

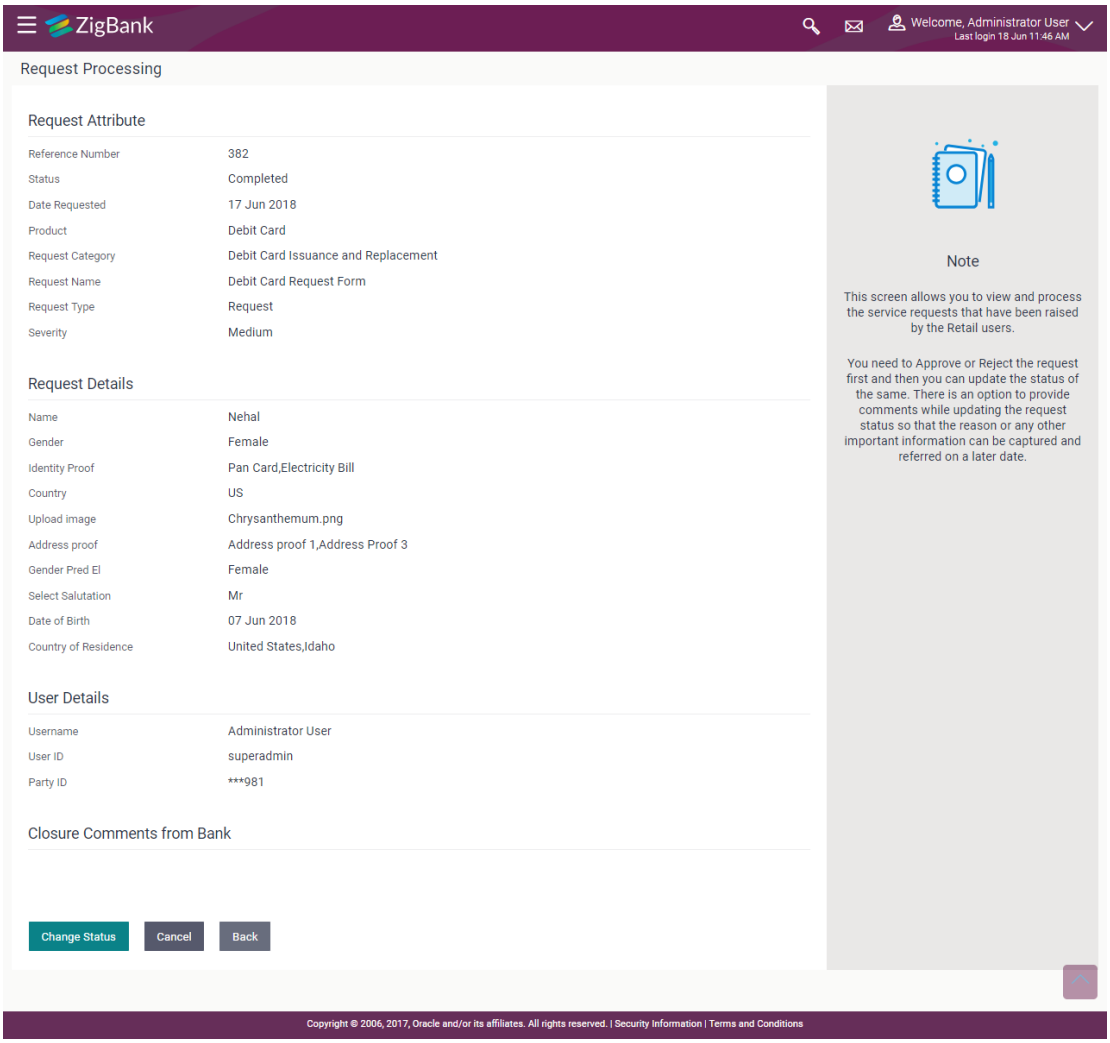
1. Select the service request on which you wish to take action from the **Service Request** Summary page
2. Click **Approve** or **Reject** button.
   The pop up on which to specify remarks for Approval/Rejection is displayed.

### Service Request Approval



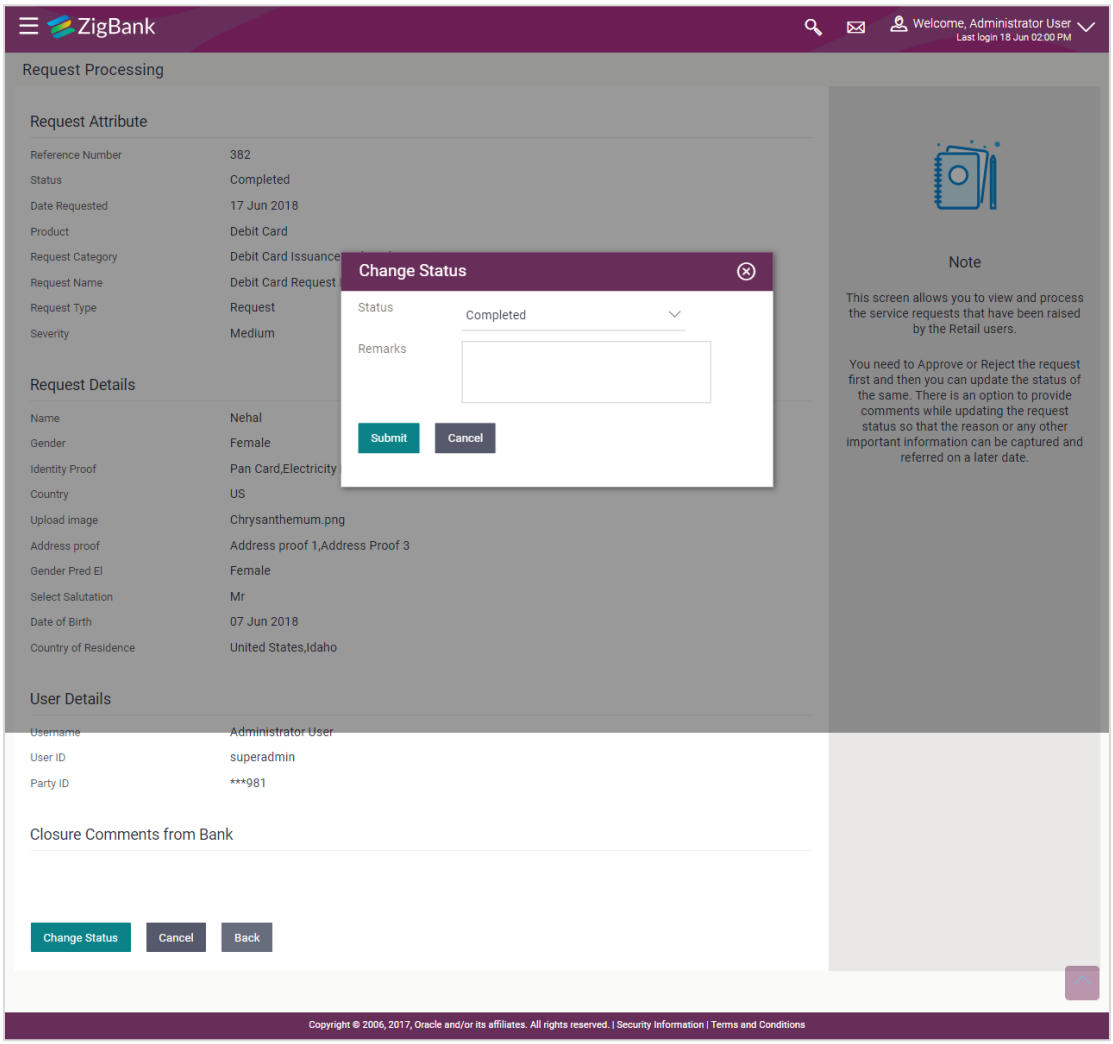

3. Enter Remarks and click **Approve**/**Reject**.
   The success message along with the reference number, service request number and status appears.
4. Click **Ok** to complete the transaction and navigate the dashboard.
5. Navigate to the **Request Processing** transaction and search the service request that you have approved.
   The **Request Processing** details screen appears.

## Request Processing - Details




6. Click **Change Status** to change the status of the service request. A pop up to specify remarks appears.
   OR
   Click **Cancel** to cancel the transaction and navigate to the dashboard.
   OR
   Click **Back** to navigate to previous screen.

### Request Processing - Change Status




### Field Description

| Field Name | Description |
|---|---|
| **Change Status** | |
| **Status** | The status of the service request. |
| **Remarks** | Remarks for changing the status of the service request. |

7. From the **Status** list, select the status of the service request.
8. In the **Remarks** field, enter the remarks if any.
9. Click **Submit**.
   The success message along with the reference number, service request number and status appears.

Home

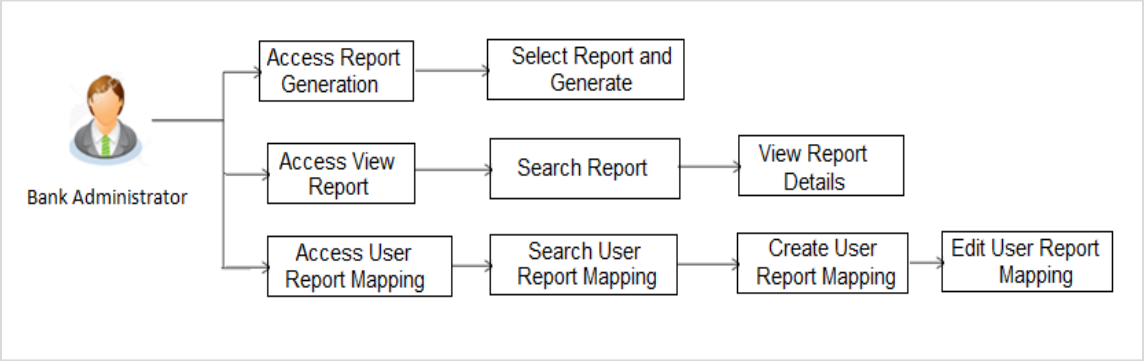
# 60. Reports

Using this option, Administrators can generate various adhoc and schedule banking reports. Application provides an option to generate and schedule reports using Oracle Business Intelligence (BI) Publisher and also by using an internal application. The adoption of Oracle BI Publisher provides a simple and easy tool for the Operational and MIS reports

**Prerequisites:**

- Transaction access is provided to Bank Administrator
- Approval rule set up for Bank Administrator to perform the actions.
- Oracle BI Publisher is configured.

**Workflow**




**Features supported in application**

Reports module allows Bank Administrator to

- Generate and schedule Customer and Administrative Reports
- View/ Download generated Reports.
- View User Report Mapping
- Create User Report Mapping
- Edit User Report Mapping
- View Scheduled Report

# 61. Report Generation

Bank Administrator logs into the system and navigates to Report Generation screen. On accessing ‘Report Generation menu, Bank Administrator has to select an option if an adhoc report is to be generated or report needs to be scheduled.

Reports are categorized as:

- Adhoc Reports: When a report needs to be generated immediately on a need basis
- Schedule Reports: When report generation needs to be scheduled at fixed intervals e.g. daily, weekly, monthly etc.

After selecting the report generation category, user has to select a type of a report which needs to be generated. Other reports parameters with respect to each report are displayed on the screen as input fields so that report can be requested with specific data.

**Note**: If 2 factor authentication is enabled, the reports get generated only after successful authentication.

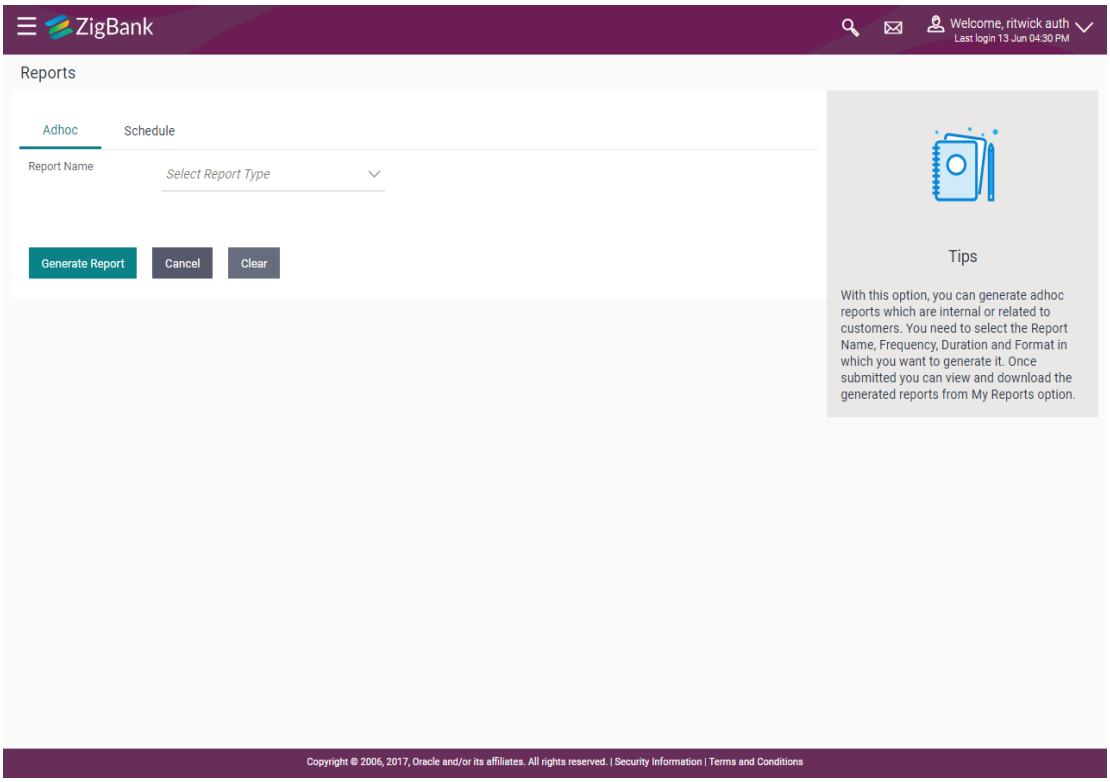
The list of reports is:

- API Consumption Report
- Bill Payment Pay Later Report
- Biller Reconciliation Report
- Biller Registration Report
- Date wise User Creation Report
- EPI Payment reconciliation Report
- FATCA &CRS Declaration Report
- File Identifier wise Party User Mapping Report
- Party User wise File Identifiers Mapping Report
- Party wise Approval Rule Report
- Party wise File Identifiers Mapping Report
- Party wise Payee Maintenance Report
- Party wise User Groups Report
- Party wise Workflows Report
- Party wise Pending Approvals list Report
- User Segment Summary Report
- Wallet Transaction Activity Report
- Wallets KYC Report
- Wallets Creation for a Date Range Report

**How to reach here:**

*System/ Bank Administrator Dashboard > Toggle menu > Reports > Report Generation*

## Report Generation



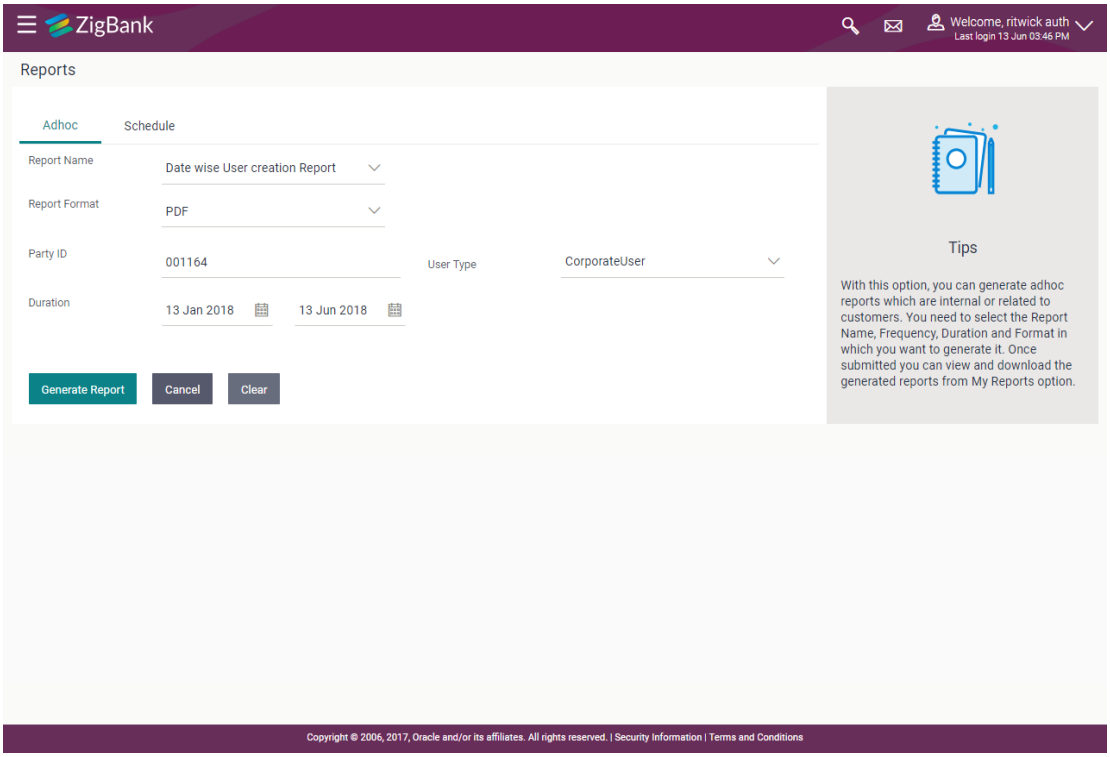

## Field Description

| Field Name | Description |
|---|---|
| **Report Name** | Select the type of report to be generated. |

## 61.1 Adhoc Reports

Adhoc reports are generated on demand or on request. Generated reports can be viewed using ‘My Reports’ screen.

### Adhoc Reports




### Field Description

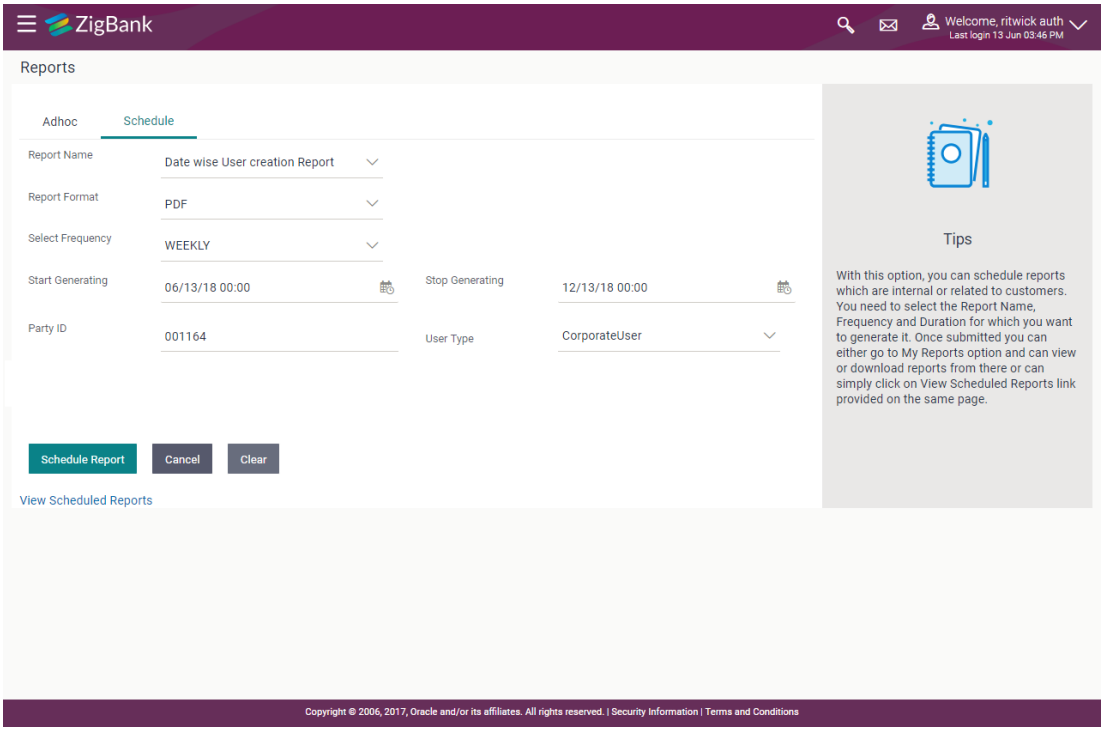
| Field Name | Description |
|---|---|
| **Report Name** | Select the type of report to be generated. |
| **Report Format** | Select the format in which the report is to be generated.<br>The options with Oracle Business Intelligence (BI) Publisher are:<br>• PDF<br>• XLS<br>The options with Internal Reporting Application are:<br>• PDF<br>• CSV |

**Note**: Other reports parameters with respect to each report are displayed on the screen as input fields so that report can be requested with specific data.

## 61.2 Schedule Reports

The reports that are generated in specific time frame such as daily, weekly, monthly, quarterly, and annually are categorized under scheduled reports.

### Schedule Reports




### Field Description

| Field Name | Description |
|---|---|
| **Report Name** | Select the type of report to be generated. |
| **Report Format** | Select the format in which the report is to be generated.<br>The options with Oracle Business Intelligence (BI) Publisher are:<br>• PDF<br>• XLS<br>The options with Internal Reporting Application are:<br>• PDF<br>• CSV |

| Field Name | Description |
|---|---|
| **Select Frequency** | Select the frequency at which the report is to be generated.<br>The options are:<br>• Once<br>• Daily<br>• Weekly<br>• Monthly |
| **Start Generating** | Start date of the date range from which you want to generate the report. |
| **Stop Generating** | End date of the date range up-to which you want to generate the report. |
| **View Scheduled Reports** | Link to view all the reports that are scheduled by the logged in user and other Bank administrator users. |

**Note**: Other reports parameters with respect to each report are displayed on the screen as input fields so that report can be requested with specific data.

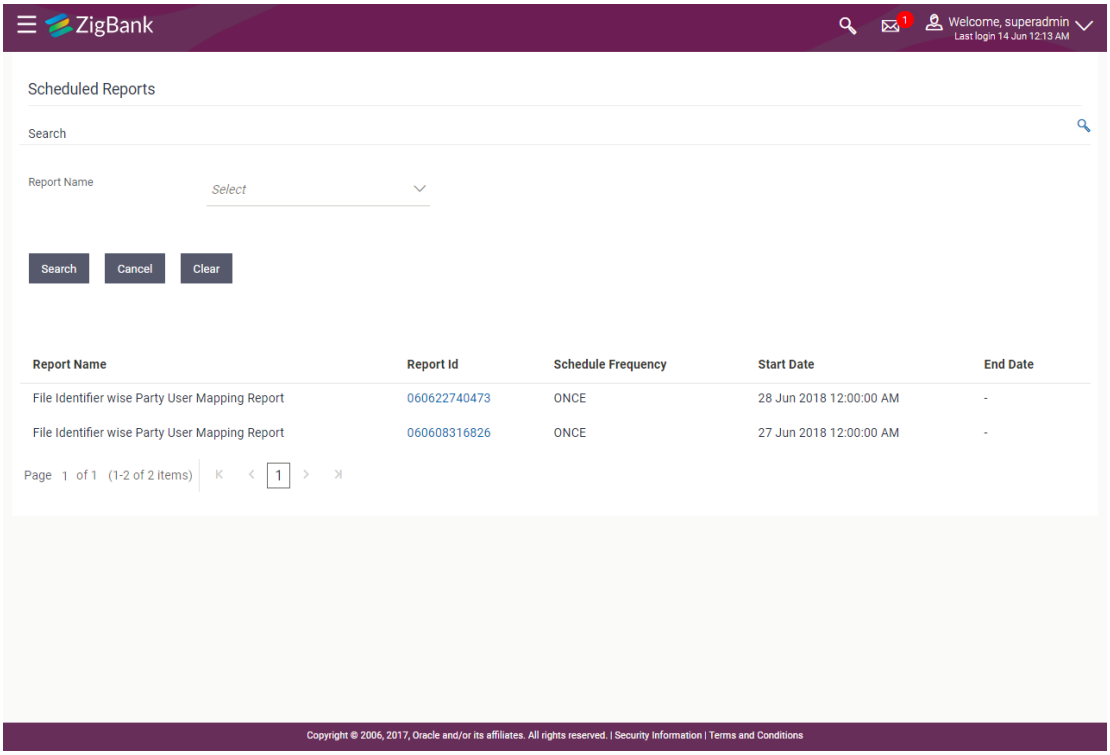
### 61.2.1 View Scheduled Reports

Using this option, Bank Administrator can view all the reports and its details that are scheduled by logged in user or any other Bank Administrator user with the future date.

**To view the scheduled reports:**

1. Click the **Schedule** tab. The scheduled report generation screen appears.
2. Click the **View Scheduled Reports** link.
   The **Scheduled Reports** screen appears.

## Scheduled Reports

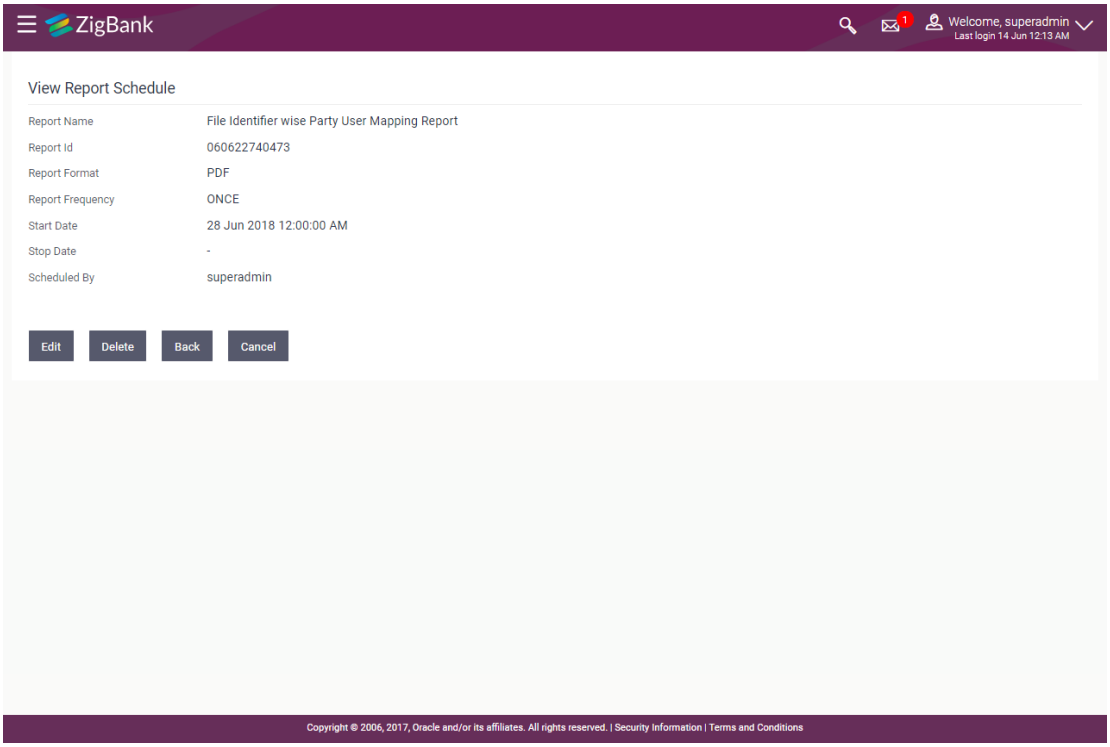



## Field Description

| Field Name | Description |
|---|---|
| **Search** | |
| **Report Name** | Select the report that is to be searched. |
| **Search Results** | |
| **Report Name** | Name of the scheduled reports. |
| **Report ID** | IDs of the reports that are scheduled. |
| **Schedule Frequency** | The frequency on which the report is scheduled. |
| **Start Date** | Date from which the report will be generated as per the frequency defined. |
| **End Date** | Date till which the report will be generated as per the frequency defined. |

3. Click on desired **Report ID** to view the details of the scheduled report. The **View Reports Schedule** screen appears.
   OR
   Click on the icon against the Report ID, to select the **Report from the** list, which you want to view. The searched report appears in the search result section.
   Click the **Report ID** to view the details of the scheduled report.

### View Reports Schedule




### Field Description

| Field Name | Description |
|---|---|
| **Report Name** | Name of the scheduled report. |
| **Report ID** | ID of the scheduled report. |
| **Report Format** | Select the format in which the report is to be generated. |
| **Report Frequency** | The frequency at which the reports are scheduled to run. |
| **Start Date** | Date from which the report will be generated as per the frequency defined. |
| **Stop Date** | Date till which the report will be generated as per the frequency defined. |

| Field Name | Description |
|---|---|
| **Scheduled By** | User ID of the user who has scheduled the report generation. |

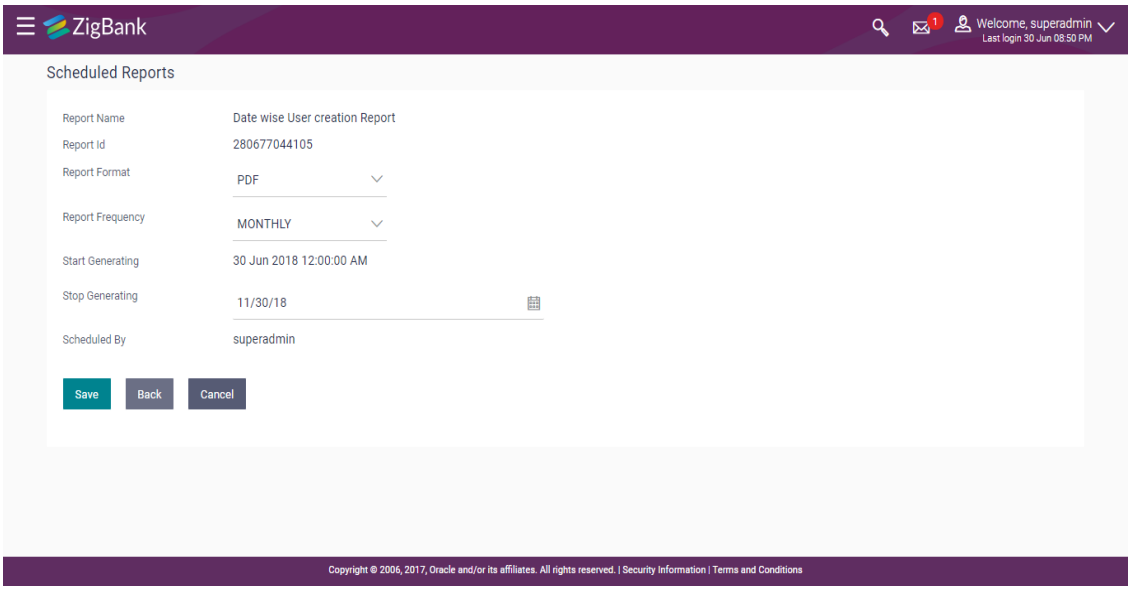
### 61.2.2 Edit Schedule Reports

Using this option, Bank Administrator can edit the parameters defined for scheduled reports. These changes are applied to generate the reports of next scheduled cycle.

**To edit the schedule reports:**

1. Click the **Schedule** tab. The scheduled report generation screen appears.
2. Click the **View Scheduled Reports** link.
   The **Scheduled Reports** screen appears.
3. Click on desired **Report ID** to edit the details of the scheduled report. The **View Report Schedule** screen appears.
4. Click **Edit** to modify the report schedule. The **Edit Report Schedule** screen appears.
   OR
   Click **Delete** to delete the report schedule.
   OR
   Click **Back** to navigate to the previous screen.
   OR
   Click **Cancel** to cancel the transaction.

**Edit Reports Schedule**



**Field Description**

| Field Name | Description |
|---|---|
| **Report Name** | Name of the scheduled reports.<br>Name of the report will be displayed in non-editable form. |
| **Report ID** | ID of the reports that are scheduled.<br>This is a non-editable field. |
| **Report Format** | The report format of the scheduled report. |
| **Report Frequency** | The frequency of the scheduled report.<br>The options are:<br>• Once<br>• Daily<br>• Weekly<br>• Monthly |
| **Start Generating** | The start date of the scheduled report.<br>This field can be edited only if the date and time is in future. |
| **Stop Generating** | The date till which the report is to be generated. |
| **Scheduled By** | User ID of the user who scheduled the report generation. |

5. Modify the details, if required. You can modify the Report Format, Report Frequency, Start generation date and time (if future date) and Stop Generating date and time.
6. Click **Save** to save the changes. The **Confirm Edit Report Schedule** screen appears.
   OR
   Click **Back** to navigate to the previous screen.
   OR
   Click **Cancel** to cancel the transaction.
7. Click **Confirm**.
   OR
   Click **Cancel** to cancel the transaction.
8. The success message along with the reference number and status appears.
   Click **Ok** to close the screen and navigate to the dashboard.

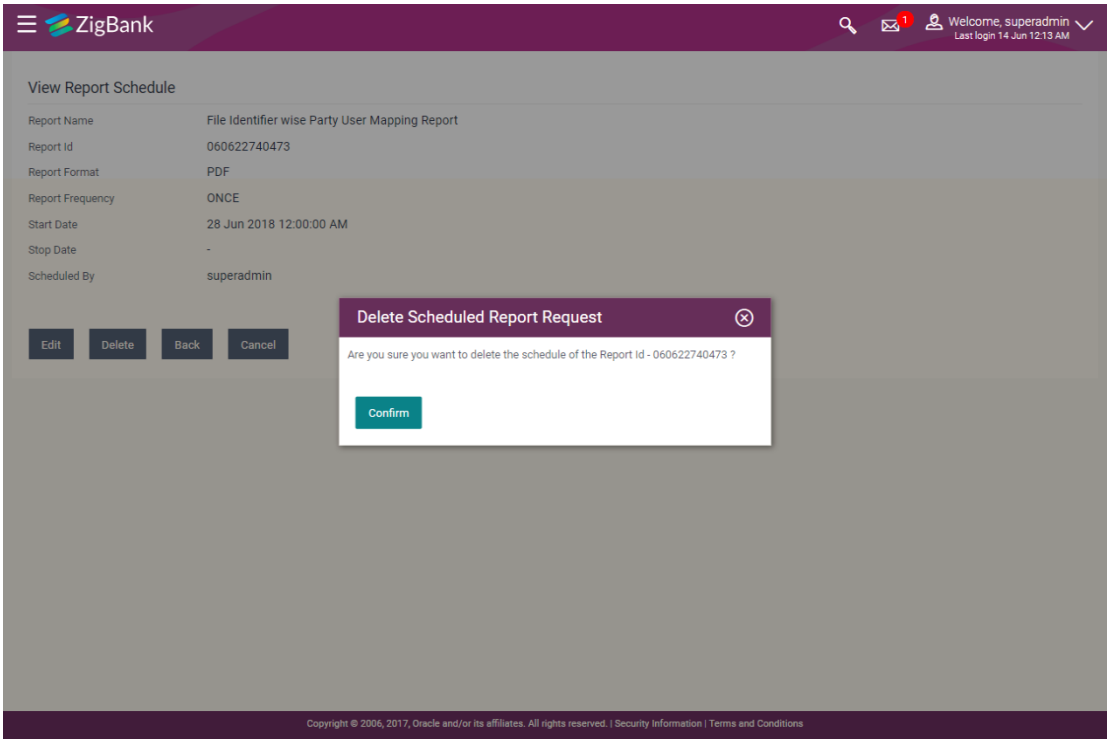
### 61.2.3 Delete Schedule Reports

The Bank Administrator can delete the scheduled reports which are no longer required.

**To delete account and transaction access for the user:**

1. In the **Reports** screen, click the **Schedule** tab. The scheduled report generation screen appears.
2. Click the **View Scheduled Reports** link.
   The **Schedule Reports** screen appears.
3. Click on desired **Report ID** to delete the scheduled report. The **View Report Schedule** screen appears.
4. Click **Delete**.
   The application will prompt the administrator with a deletion message.

**Delete Reports Schedule**




5. Click **Confirm** to proceed with the deletion request. It will navigate to confirmation page with a success message and the status.
6. Click **Ok** to close the screen and navigate to the dashboard.

Home

## 61.3 API Consumption Report

API Consumption report provides information on API consumption for a selected access point for a particular user.

The user has to select a format in which the report needs to be generated. The generation of both Adhoc and Scheduled reports are supported.

**How to reach here:**

*Administrator Dashboard > Toggle menu > Report > Report Generation*

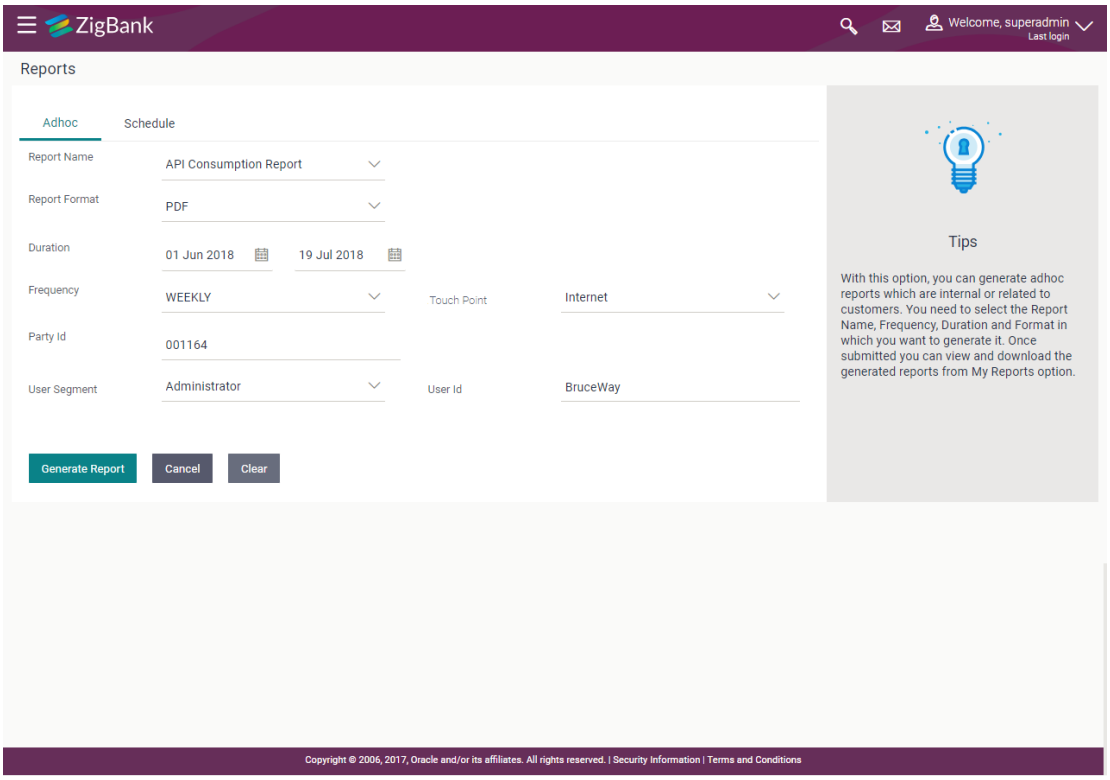
### 61.3.1 API Consumption - Adhoc Report

API Consumption Adhoc report is generated on demand or on request. Report can be requested from the 'Report Generation' screen. Adhoc reports can be viewed using 'My Reports' screen.

**To generate the API Consumption adhoc report:**

1. Click the **Adhoc** tab.
2. From the **Report Name** list, select the appropriate report to be generated.
   The respective report generation screen appears.

**API Consumption - Adhoc Report**



**Field Description**

| Field Name | Description |
|---|---|
| **Report Name** | Select the type of report to be generated. |
| **Report Format** | Select the format in which the report is to be generated<br>The options with Oracle Business Intelligence (BI) Publisher are:<br>• PDF<br>• XLS<br>The options with Internal Reporting Application are:<br>• PDF<br>• CSV |
| **Duration** | The period for which the report is to be generated.<br>Start date of the date range from which you want to generate the report.<br>End date of the date range up-to which you want to generate the report. |
| **Frequency** | Select the frequency at which the report is to be generated.<br>The options are:<br>• Once<br>• Daily<br>• Weekly<br>• Monthly |
| **Touch Point** | The different channels/ medium for which you want to generate the report. |
| **Party ID** | The party ID for whom the report is to be generated. |
| **User Segment** | The segment of user for whom the report is to be generated.<br>The options are:<br>• Corporate User<br>• Retail User<br>• Administrator |
| **User id** | The user id of the user for whom the report is to be generated. |

3. From the **Report Format** list, select the appropriate report output format.
4. From the **Duration - From Date** and **Duration - To Date** list, select the appropriate duration.
5. From the **Frequency** list, select the appropriate option.
6. From the **Touch Point** list, select the appropriate option.

7. In the **Party ID** field, enter the party id.
8. From the **User Segment** list, select the appropriate type of user.
9. In the **User Id** field, enter the id of the user for whom the report is to be generated.
10. Click **Generate Report** to generate the report.
    OR
    Click **Cancel** to cancel the transaction.
    OR
    Click **Clear** to reset the search parameters.
11. The success message along with the reference number, status and **Report Request Id** appears. Click **Ok** to close the screen and navigate to the dashboard.
    OR
    Click on the **View Reports** link to download the report. The user is directed to the **My Reports** screen. The list of reports appears.
    OR
    Click **Generate another report** to generate another report.
12. In the **My Reports** screen, click on desired **Report Sub ID** to view and download the generated report. A report will be generated in the format specified at the time of scheduling or generating an adhoc report.

Note: You can also download the requested report from ***Administrator Dashboard > Toggle Menu > Reports > My Reports***.

*For reference, a specimen of the report generated is given below:*

## API Consumption Details Report

From Date : **2018-10-12** | To Date : **2018-11-12**
Frequency : **WEEKLY** | Touch Point : **APINTERNET**
Party Id : | Party Name :
User Segment : | User Id :

ZigBank
Digital Banking

| API Name | /accessPointGroups | | | |
|---|---|---|---|---|
| From Date | To Date | Count: | Touch Point | Status |
| 29-OCT-2018 | 05-NOV-2018 | 919 | APINTERNET | Success Count: 906Failure Count:13 |

| API Name | /accessPointGroups/{accessPointGroupId} | | | |
|---|---|---|---|---|
| From Date | To Date | Count: | Touch Point | Status |
| 29-OCT-2018 | 05-NOV-2018 | 1 | APINTERNET | Success Count: 1Failure Count:0 |

| API Name | /accessPointScopes | | | |
|---|---|---|---|---|
| From Date | To Date | Count: | Touch Point | Status |
| 29-OCT-2018 | 05-NOV-2018 | 42 | APINTERNET | Success Count: 42Failure Count:0 |

| API Name | /accessPoints | | | |
|---|---|---|---|---|
| From Date | To Date | Count: | Touch Point | Status |
| 29-OCT-2018 | 05-NOV-2018 | 2872 | APINTERNET | Success Count: 2857Failure Count:15 |

| API Name | /accessPoints/{accessPointId} | | | |
|---|---|---|---|---|
| From Date | To Date | Count: | Touch Point | Status |
| 29-OCT-2018 | 05-NOV-2018 | 42 | APINTERNET | Success Count: 42Failure Count:0 |

| API Name | /accesstokens | | | |
|---|---|---|---|---|
| From Date | To Date | Count: | Touch Point | Status |
| 29-OCT-2018 | 05-NOV-2018 | 2823 | APINTERNET | Success Count: 2821Failure Count:2 |

| API Name | /accesstokens/{id} | | | |
|---|---|---|---|---|
| From Date | To Date | Count: | Touch Point | Status |
| 29-OCT-2018 | 05-NOV-2018 | 2 | APINTERNET | Success Count: 2Failure Count:0 |

| API Name | /accesstokens/{stateId}/{code} | | | |
|---|---|---|---|---|
| From Date | To Date | Count: | Touch Point | Status |
| 29-OCT-2018 | 05-NOV-2018 | 11 | APINTERNET | Success Count: 6Failure Count:5 |

| API Name | /accountAccess | | | |
|---|---|---|---|---|
| From Date | To Date | Count: | Touch Point | Status |
| 29-OCT-2018 | 05-NOV-2018 | 752 | APINTERNET | Success Count: 723Failure Count:29 |

1 Report generated by **superadmin** | 14 Nov 2018, 08:03

**Field Description**

| Field Name | Description |
|---|---|
| **Report Parameters** | |
| **From Date** | Date from which the report is generated. |
| **To Date** | Date till which the report is generated. |
| **Frequency** | The frequency at which the report is generated. |
| **Access Point (Touch Point)** | The different channels/ medium for which report is generated. |
| **Party ID** | The party ID for whom the report is generated. |
| **Party Name** | The name of the party for whom the report is generated. |
| **User Segment** | The user segment for which, the report is generated. |
| **User ID** | ID of the user. |
| **API Name** | The name of the API for which the report is generated. |
| **From Date** | Date from which the report is generated. |
| **To Date** | Date till which the report is generated. |
| **Count** | The total count of transactions that are successful and failed. |
| **Touch Point** | The different channels/ medium for which report is generated. |
| **Status** | The status of the transaction. |

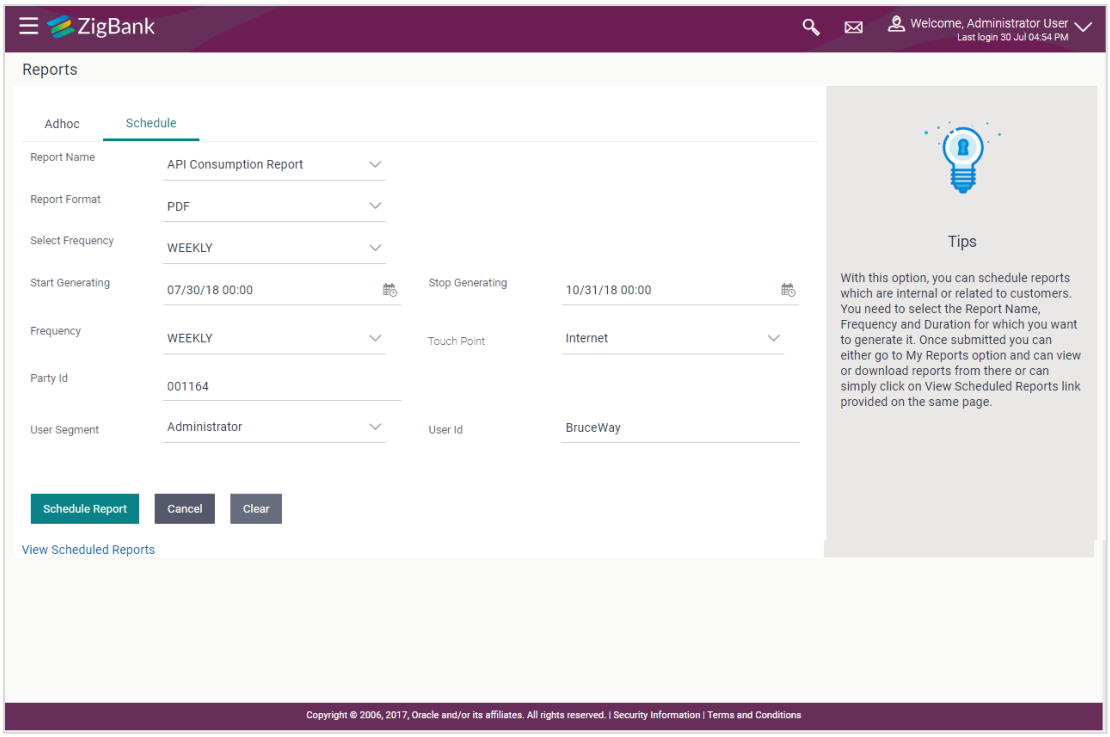
### 61.3.2 API Consumption - Schedule Reports

The reports that are generated in specific time frame such as daily, weekly, monthly, quarterly, and annually are categorized under scheduled reports.

**To generate the API consumption schedule report:**

1. Click the **Schedule** tab.
2. From the **Report Name** list, select the appropriate report to be generated.
   The respective report generation screen appears.

**API Consumption Report - Schedule Report**




**Field Description**

| Field Name | Description |
|---|---|
| **Report Name** | Select the type of report to be generated. |
| **Report Format** | Select the format in which the report is to be generated<br>The options with Oracle Business Intelligence (BI) Publisher are:<br>• PDF<br>• XLS<br>The options with Internal Reporting Application are:<br>• PDF<br>• CSV |

| Field Name | Description |
|---|---|
| **Select Frequency** | Select the frequency at which the report is to be generated.<br>The options are:<br>• Once<br>• Daily<br>• Weekly<br>• Monthly |
| **Start Generating** | Date from which the report is to be generated as per frequency defined. |
| **Stop Generating** | Date till which the report is to be generated as per frequency defined. |
| **Frequency** | Select the frequency at which the report is to be generated.<br>The options are:<br>• Once<br>• Daily<br>• Weekly<br>• Monthly |
| **Touch Point** | The different channels/ medium for which you want to generate the report. |
| **Party ID** | The party ID for whom the report is to be generated. |
| **User Segment** | The user segment for which the report is to be generated.<br>The options are:<br>• Corporate User<br>• Retail User<br>• Administrator |
| **User id** | The user id of the user for whom report is to be generated. |
| **View Scheduled Reports** | Link to view all the reports that are scheduled. |

3. From the **Report Format** list, select the appropriate report output format.
4. From the **Select Frequency** list, select the appropriate option.
5. From the **Start Generating** and **Stop Generating** list, select the appropriate duration.
6. From the **Frequency** list, select the appropriate option.
7. From the **Touch Point** list, select the appropriate option.
8. In the **Party ID** field, enter the party id.

9. From the **User Segment** list, select the appropriate segment.
10. In the **User Id** field, enter the id of the user for whom the report is to be generated.
11. Click **Schedule Report** to generate and view the report.
    OR
    Click the **View Scheduled Reports** link to view all the scheduled reports. The **Scheduled Reports** screen appears.
    OR
    Click **Cancel** to cancel the transaction.
    OR
    Click **Clear** to reset the search parameters.
12. The success message along with the reference number, status and **Report Request Id** appears. Click **Ok** to close the screen and navigate to the dashboard.
    OR
    Click on the **View Reports** link to download the report. The user is directed to the My Reports screen. The list of reports appears.
    OR
    Click **Schedule another Report** to generate another report.
13. In the **My Reports** screen, click on desired **Report Sub ID** to view and download the generated report. A report will be generated in the format specified at the time of scheduling or generating an adhoc report.

**Note**: You can also download the requested report from ***Administrator Dashboard > Toggle Menu > Reports > My Reports > Scheduled Reports***.

## 61.4 Biller Registration Report

Biller Registration report provides the details of customers registered to a biller for online bill payment. Administrator has to select the biller id of which the report is to be generated.

Further, the administrator user can choose the report format as CSV or pdf. The generation of both Adhoc and Scheduled reports are supported. This report is available only with the internal reporting system.

**How to reach here:**

*Administrator Dashboard > Toggle menu > Report > Report Generation*

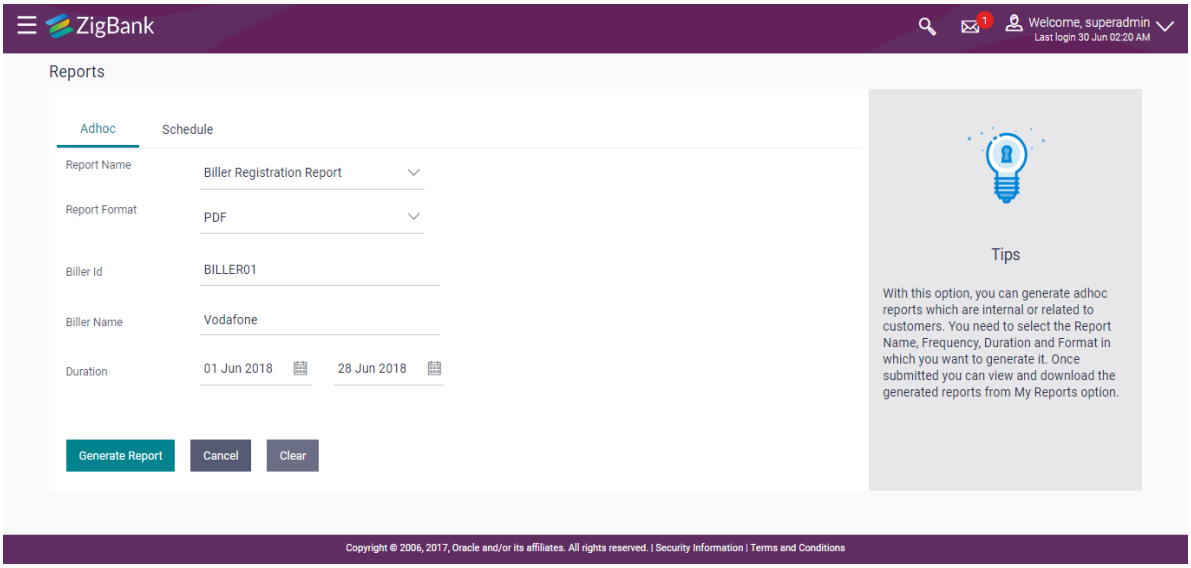
### 61.4.1 Biller Registration - Adhoc Report

Biller Registration Adhoc reports are generated on demand or on request. Generated reports can be viewed using 'My Reports' screen.

**To generate the Biller Registration adhoc report:**

1. Click the **Adhoc** tab.
2. From the **Report Name** list, select the appropriate report to be generated.
   The receptive report generation screen appears.

**Biller Registration - Adhoc Report**




**Field Description**

| Field Name | Description |
|---|---|
| **Report Name** | Select the type of report to be generated. |

| Field Name | Description |
|---|---|
| **Report Format** | Select the format in which the report is to be generated.<br>The options with Internal Reporting Application are:<br>• PDF<br>• CSV |
| **Biller Id** | Specify the unique code assigned to a specific biller. |
| **Biller Name** | Specify the name of the biller. |
| **Duration** | Select the date range for which the report is to be generated.<br>User has to enter From and To dates. |

3. From the **Report Format** list, select the format in which the report is to be generated.
4. In the **Biller Id** field, enter the id of the biller for whom the report to be generated.
5. In the **Biller Name** field, enter the name of the biller.
6. From the **Duration - From** and **Duration - To** list, select the appropriate duration.
7. Click **Generate Report** to generate the report.
   OR
   Click **Cancel** to cancel the transaction.
   OR
   Click **Clear** to reset the search parameters.
8. The success message along with the reference number, status and **Report Request Id** appears. Click **Ok** to close the screen and navigate to the dashboard.
   OR
   Click on the **View Reports** link to download the report. The user is directed to the **My Reports** screen. The list of reports appears.
   OR
   Click **Generate another report** to generate another report.
9. In the **My Reports** screen, click on desired **Report Sub ID** to view and download the generated report. A report will be generated in the format specified at the time of scheduling or generating an adhoc report.

**Note**: You can also download the requested report from ***Administrator Dashboard > Toggle Menu > Reports > My Reports***.

**For reference, a specimen of the report generated is given below:**



ZigBank
Digital Banking

EBPP Admin - Registration Report

Biller ID : 1
Biller Name : Test
Date From:2018-06-04
Date To:2018-06-14

| Customer ID | Customer Name | Phone No and Email | Biller Nick Name | Registration Date | Registration Status |
|---|---|---|---|---|---|
| 001868 | David Stevens | Phone:<br>Email: ritwick.x.singh@oracle.com | vodafone3 | 22 May 2018 | APPROVED |
| 001868 | David Stevens | Phone:<br>Email: ritwick.x.singh@oracle.com | eleh3 | 24 May 2018 | APPROVED |
| 001868 | David Stevens | Phone:<br>Email: ritwick.x.singh@oracle.com | waterh2 | 22 May 2018 | APPROVED |
| 001868 | David Stevens | Phone:<br>Email: ritwick.x.singh@oracle.com | homewater2 | 24 May 2018 | APPROVED |
| 001868 | David Stevens | Phone:<br>Email: ritwick.x.singh@oracle.com | office3 | 22 May 2018 | APPROVED |
| 001868 | David Stevens | Phone:<br>Email: ritwick.x.singh@oracle.com | movies1 | 25 May 2018 | APPROVED |
| 001868 | David Stevens | Phone:<br>Email: ritwick.x.singh@oracle.com | vany1 | 25 May 2018 | APPROVED |
| 001868 | David Stevens | Phone:<br>Email: ritwick.x.singh@oracle.com | dthome2 | 22 May 2018 | APPROVED |
| 001868 | David Stevens | Phone:<br>Email: ritwick.x.singh@oracle.com | dthome3 | 22 May 2018 | APPROVED |
| 001868 | Gary John Oldman | Phone:<br>Email: shailendra.kadam@oracle.com | TellBiller | 22 May 2018 | APPROVED |
| 001868 | Gary John Oldman | Phone: | WaterBill | 22 May 2018 | APPROVED |

1 Report generated by

## Field Description

| Field Name | Description |
|---|---|
| **Report Parameters** | |
| **Biller ID** | The unique ID of the biller. |
| **Biller Name** | The name of the biller. |
| **Date From** | The date from which the report is generated. |
| **Date To** | Date till which the report is generated. . |

| Field Name | Description |
|---|---|
| **Customer Id** | The unique id of the customer/Party. |
| **Customer Name** | The name of the customer/party. |
| **Customer Phone No and Email** | The phone number and Email address of the customer. |
| **Biller Nickname** | The nick name of the biller. |
| **Registration Date** | The date on which customer is registered to the biller. |
| **Registration Status** | The status of registration. |

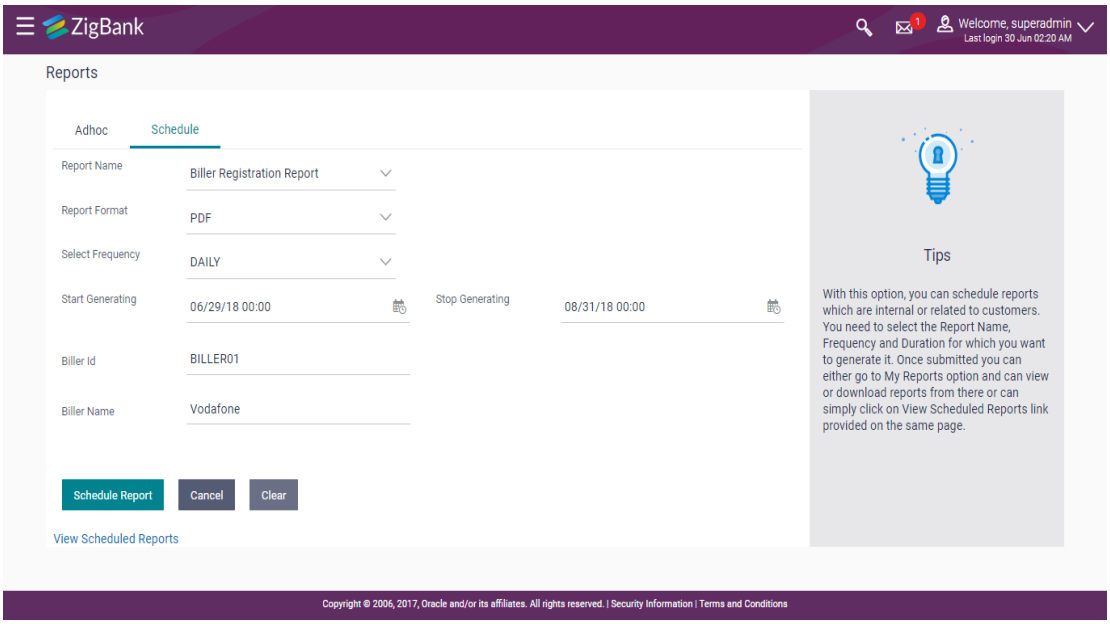
### 61.4.2 Biller Registration - Schedule Reports

The reports that are generated in specific time frame such as daily, weekly, monthly, quarterly, and annually are categorized under scheduled reports.

**To generate the Biller Registration schedule report:**

1. Click the **Schedule** tab.
2. From the **Report Name** list, select the appropriate report to be generated.
   The receptive report generation screen appears.

**Biller Registration - Schedule Report**



**Field Description**

| Field Name | Description |
|---|---|
| **Report Name** | Select the type of report to be generated. |
| **Report Format** | Select the format in which the report is to be generated.<br>The options with Internal Reporting Application are:<br>• PDF<br>• CSV |
| **Select Frequency** | Select the frequency at which the report is to be generated.<br>The options are:<br>• Once<br>• Daily<br>• Weekly<br>• Monthly |
| **Start Generating** | Date from which the report is to be generated as per frequency defined. |
| **Stop Generating** | Date till which the report is to be generated as per frequency defined. |
| **Biller Id** | The unique code assigned to a specific biller. |
| **Biller Name** | The name of the biller. |
| **View Scheduled Reports** | Link to view all the reports that are scheduled. |

3. From the **Report Format** list, select the format in which the report is to be generated.
4. From the **Select Frequency** list, select the appropriate option.
5. From the **Start Generating** and **Stop Generating** list, select the appropriate duration.
6. In the **Biller Id** field, enter the id of the biller for whom the report to be generated.
7. In the **Biller Name** field, enter the name of the biller.
8. Click **Schedule Report** to view and generate the report.
   OR
   Click the **View Scheduled Reports** link to view all the scheduled reports. The **Scheduled Reports** screen appears.
   OR
   Click **Cancel** to cancel the transaction.
   OR
   Click **Clear** to reset the search parameters.
9. The success message along with the reference number, status and **Report Request Id** appears. Click Ok to close the screen and navigate to the dashboard.

OR
Click on the **View Reports** link to download the report. The user is directed to the **My Reports** screen. The list of reports appears.
OR
Click **Schedule another Report** to generate another report.

10. In the **My Reports** screen, click on desired **Report Sub ID** to view and download the generated report.. A report will be generated in the format specified at the time of scheduling or generating an adhoc report.

---

**Note**: You can also download the requested report from ***Administrator Dashboard > Toggle Menu > Reports > My Reports > Scheduled Reports***.

---

**Home**

## 61.5 Biller Reconciliation report

Biller Reconciliation report provides information on reconciliation of bill payment transactions made to a biller for a selected period. Administrator has to select the biller id of which the report is to be generated.

The administrator user can choose the report format as CSV or pdf. The generation of both Adhoc and Scheduled reports are supported. This report is available only with the internal reporting system.

**How to reach here:**

*Administrator Dashboard > Toggle menu > Report > Report Generation*

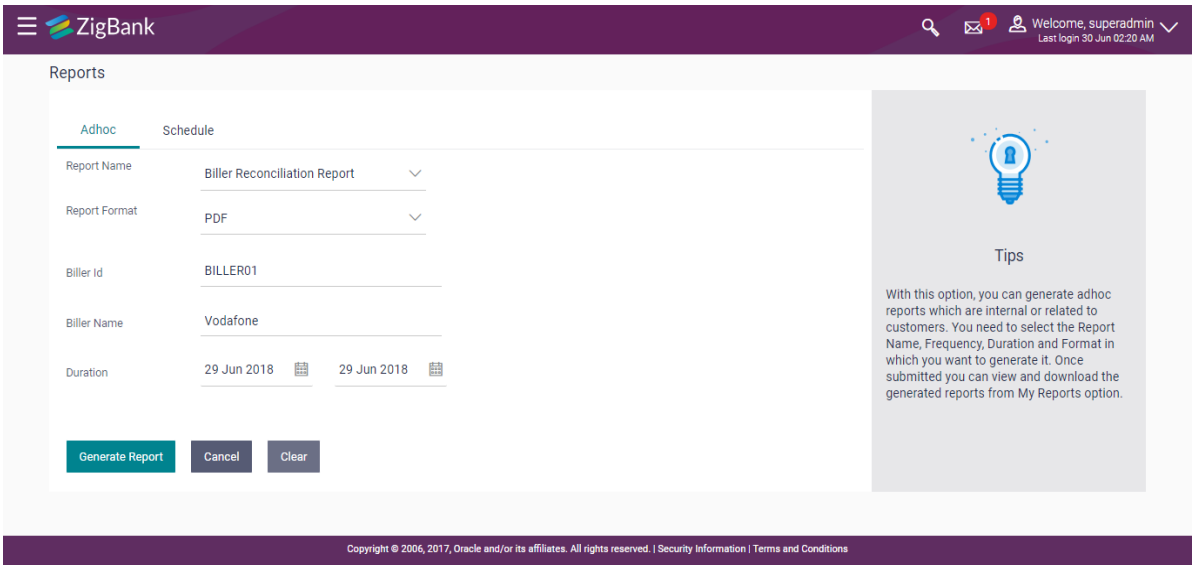
### 61.5.1 Biller Reconciliation - Adhoc Report

Biller Reconciliation Adhoc reports are generated on demand or on request. Generated reports can be viewed using 'My Reports' screen.

**To generate the Biller Reconciliation adhoc report:**

1. Click the **Adhoc** tab.
2. From the **Report Name** list, select the appropriate report to be generated.
   The receptive report generation screen appears.

**Biller Reconciliation - Adhoc Report**




**Field Description**

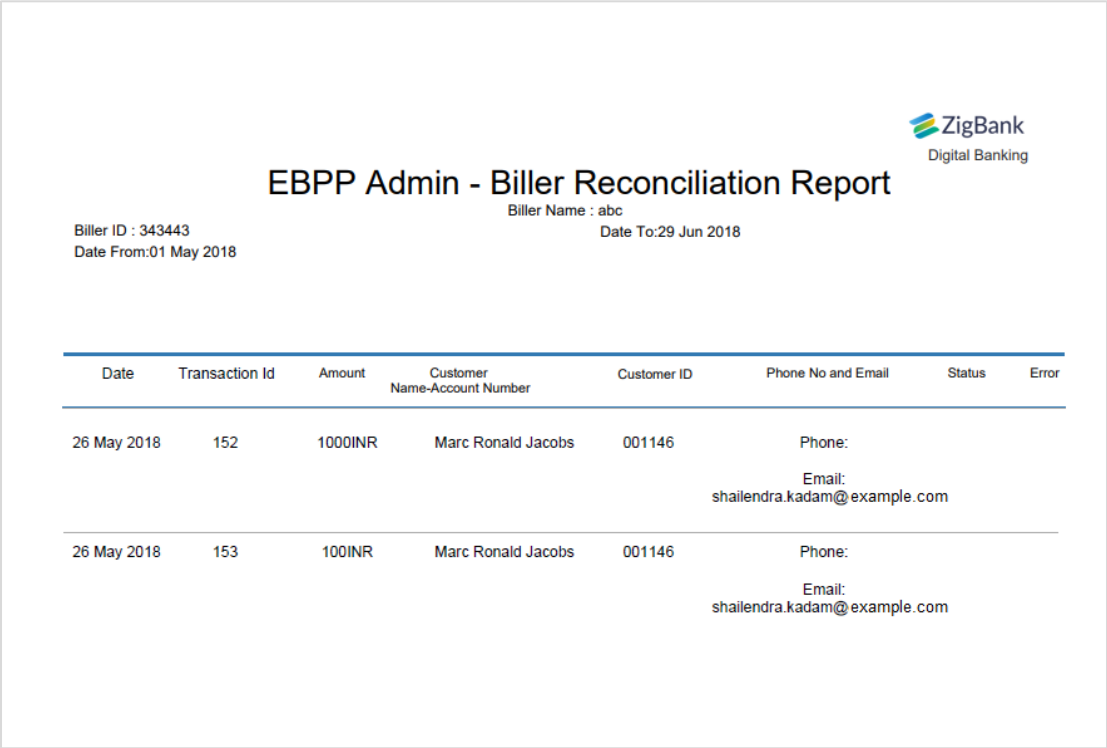
| Field Name | Description |
|---|---|
| **Report Name** | Select the type of report to be generated.. |

| Field Name | Description |
|---|---|
| **Report Format** | Select the format in which the report is to be generated.<br>The options with Internal Reporting Application are:<br>• PDF<br>• CSV |
| **Biller Id** | The unique code assigned to a specific biller. |
| **Biller Name** | The name of the biller. |
| **Duration** | Select the date range for which the report is to be generated.<br>User has to enter From and To dates. |

3. From the **Report Format** list, select the format in which the report is to be generated.
4. In the **Biller Id** field, enter the id of the biller for whom the report is to be generated.
5. In the **Biller Name** field, enter the name of the biller.
6. From the **Duration - From** and **Duration - To** list, select the appropriate duration.
7. Click **Generate Report** to generate the report.
   OR
   Click **Cancel** to cancel the transaction.
   OR
   Click **Clear** to reset the search parameters.
8. The success message along with the reference number, status and **Report Request Id** appears. Click **Ok** to close the screen and navigate to the dashboard.
   OR
   Click on the **View Reports** link to download the report. The user is directed to the **My Reports** screen. The list of reports appears.
   OR
   Click **Generate another report** to generate another report.
9. In the **My Reports** screen, click on desired **Report Sub ID** to view and download the generated report. A report will be generated in the format specified at the time of scheduling or generating an adhoc report

Note: You can also download the requested report from ***Administrator Dashboard > Toggle Menu > Reports > My Reports***.

**For reference, a specimen of the report generated is given below:**



ZigBank
Digital Banking

EBPP Admin - Biller Reconciliation Report

Biller Name : abc

Biller ID : 343443
Date From:01 May 2018

Date To:29 Jun 2018

| Date | Transaction Id | Amount | Customer Name-Account Number | Customer ID | Phone No and Email | Status | Error |
|---|---|---|---|---|---|---|---|
| 26 May 2018 | 152 | 1000INR | Marc Ronald Jacobs | 001146 | Phone:<br>Email:<br>shailendra.kadam@example.com | | |
| 26 May 2018 | 153 | 100INR | Marc Ronald Jacobs | 001146 | Phone:<br>Email:<br>shailendra.kadam@example.com | | |

**Field Description**

| Field Name | Description |
|---|---|
| **Report Parameters** | |
| **Biller ID** | The unique ID of the biller. |
| **Biller Name** | The name of the biller. |
| **Date From** | Date from which the report is generated. |
| **Date To** | Date till which the report is generated. |
| **Date** | Transaction date and time. |
| **Transaction ID** | The transaction Id of the transaction. |
| **Amount** | The amount of the transaction in local currency. |
| **Customer Name & Account Number** | The name of the customer and an account number |
| **Customer Id** | The unique id of the customer/party. |

| Field Name | Description |
|---|---|
| **Customer Phone No and Email** | The phone number and Email address of the customer. |
| **Status** | The status of the transaction. |
| **Error** | Error if any. |

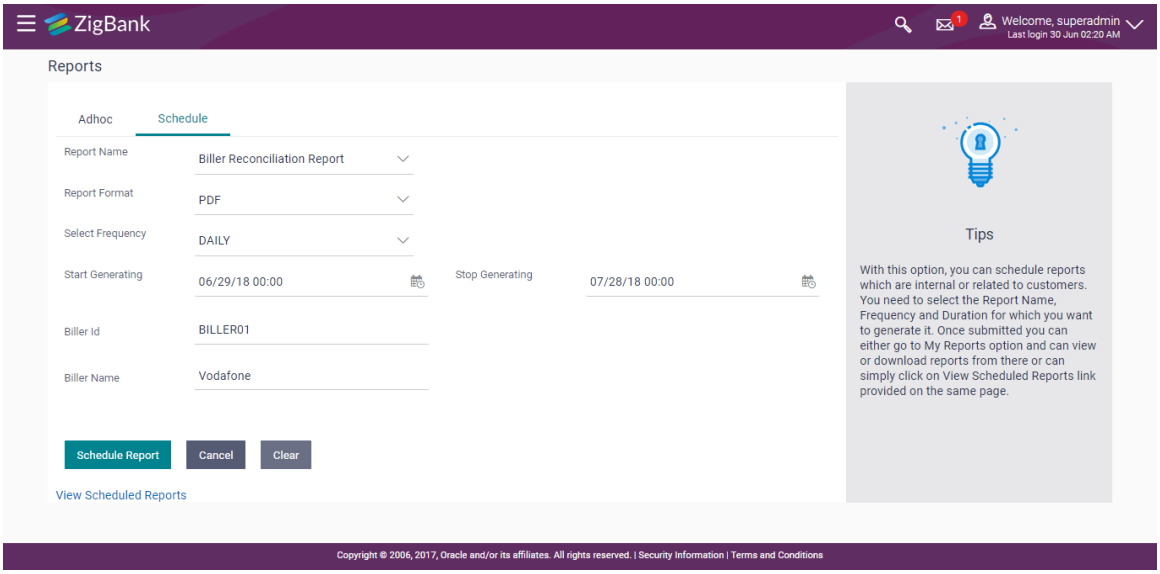
### 61.5.2 Biller Reconciliation - Schedule Reports

The reports that are generated in specific time frame such as daily, weekly, monthly, quarterly, and annually are categorized under scheduled reports.

**To generate the Biller Reconciliation schedule report:**

1. Click the **Schedule** tab.
2. From the **Report Name** list, select the appropriate report to be generated.
   The receptive report generation screen appears.

**Biller Reconciliation - Schedule Report**




**Field Description**

| Field Name | Description |
|---|---|
| **Report Name** | Select the type of report to be generated. |

| Field Name | Description |
|---|---|
| **Report Format** | Select the format in which the report is to be generated.<br>The options with Internal Reporting Application are:<br>• PDF<br>• CSV |
| **Select Frequency** | Select the frequency at which the report is to be generated.<br>The options are:<br>• Once<br>• Daily<br>• Weekly<br>• Monthly |
| **Start Generating** | Date from which the report is generated. |
| **Stop Generating** | Date till which the report is generated. |
| **Biller Id** | The unique code assigned to a specific biller. |
| **Biller Name** | The name of the biller. |
| **View Scheduled Reports** | Link to view all the reports that are scheduled. |

3. From the **Report Format** list, select the format in which the report is to be generated.
4. From the **Select Frequency** list, select the appropriate option.
5. From the **Start Generating** and **Stop Generating** list, select the appropriate duration.
6. In the **Biller Id** field, enter the id of the biller for whom the report is to be generated.
7. In the **Biller Name** field, enter the name of the biller.
8. From the **Duration - From Date** and **Duration - To Date** list, select the appropriate duration.
9. Click **Schedule Report** to view and generate the report.
   OR
   Click the **View Scheduled Reports** link to view all the scheduled reports. The **Scheduled Reports** screen appears.
   OR
   Click **Cancel** to cancel the transaction.
   OR
   Click **Clear** to reset the search parameters.
10. The success message along with the reference number, status and **Report Request Id** appears. Click Ok to close the screen and navigate to the dashboard.
    OR
    Click on the **View Reports** link to download the report. The user is directed to the My Reports screen. The list of reports appears.
    OR
    Click **Schedule another Report** to generate another report.

11. In the **My Reports** screen, click on desired **Report Sub ID** to view and download the generated report. A report will be generated in the format specified at the time of scheduling or generating an adhoc report

Note: You can also download the requested report from ***Administrator Dashboard > Toggle Menu > Reports > My Reports > Scheduled Reports***.

**Home**

## 61.6 Bill Payment Pay Later Report

Bill Payment Pay Later report provides the details of "Pay Later" transactions set up for a biller for a given period. The user has to select the biller id of which the report is to be generated.

The administrator user can choose the report format as CSV or pdf. The generation of both Adhoc and Scheduled reports are supported. This report is available only with the internal reporting system.

**How to reach here:**

*Administrator Dashboard > Toggle menu > Report > Report Generation*

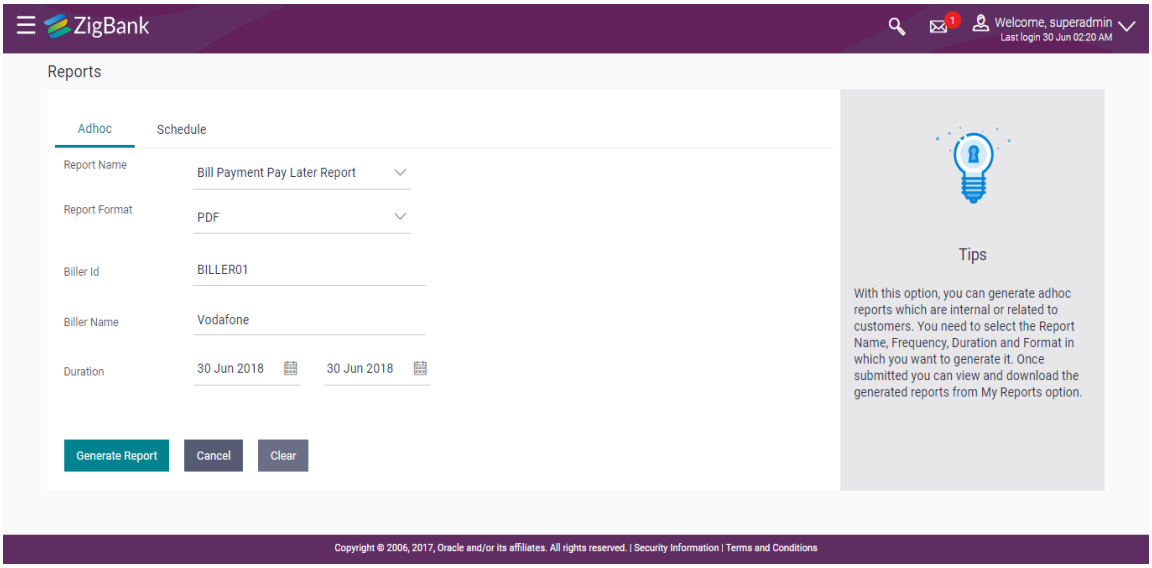
### 61.6.1 Bill Payment Pay Later - Adhoc Report

Bill Payment Pay Later Adhoc reports are generated on demand or on request. Generated reports can be viewed using ‘My Reports’ screen.

**To generate the Bill Payment Pay Later adhoc report:**

1. Click the **Adhoc** tab.
2. From the **Report Name** list, select the appropriate report to be generated.
   The receptive report generation screen appears.

**Bill Payment Pay Later - Adhoc Report**




**Field Description**

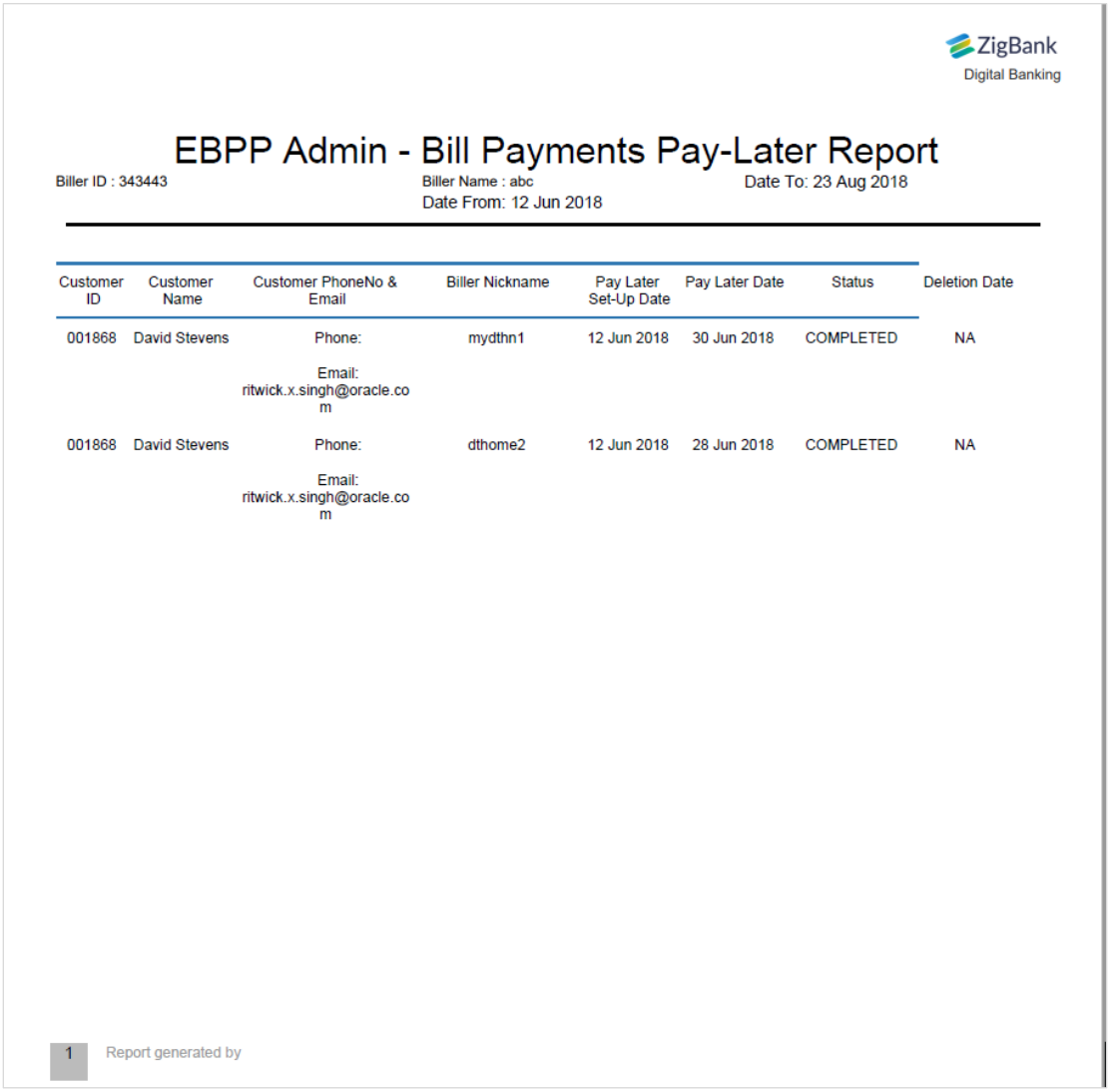
| Field Name | Description |
|---|---|
| **Report Name** | Select the type of report to be generated. |

| Field Name | Description |
|---|---|
| **Report Format** | Select the format in which the report is to be generated.<br>The options with Internal Reporting Application are:<br>• PDF<br>• CSV |
| **Biller Id** | The unique code assigned to a specific biller. |
| **Biller Name** | The name of the biller. |
| **Duration** | Select the date range for which the report is to be generated.<br>User has to enter From and To dates. |

3. From the **Report Format** list, select the format in which the report is to be generated.
4. In the **Biller Id** field, enter the id of the biller for whom the report is to be generated.
5. In the **Biller Name** field, enter the name of the biller.
6. From the **Duration - From** and **Duration - To** list, select the appropriate duration.
7. Click **Generate Report** to generate the report.
   OR
   Click **Cancel** to cancel the transaction.
   OR
   Click **Clear** to reset the search parameters.
8. The success message along with the reference number, status and **Report Request Id** appears. Click Ok to close the screen and navigate to the dashboard.
   OR
   Click on the **View Reports** link to download the report. The user is directed to the My Reports screen. The list of reports appears.
   OR
   Click **Generate another report** to generate another report.
9. In the **My Reports** screen, click on desired **Report Sub ID** to view and download the generated report. A report will be generated in the format specified at the time of scheduling or generating an adhoc report

**Note**: You can also download the requested report from ***Administrator Dashboard > Toggle Menu > Reports > My Reports***.

**For reference, a specimen of the report generated is given below:**



ZigBank
Digital Banking

EBPP Admin - Bill Payments Pay-Later Report

Biller ID : 343443 Biller Name : abc Date To: 23 Aug 2018
Date From: 12 Jun 2018

| Customer ID | Customer Name | Customer PhoneNo & Email | Biller Nickname | Pay Later Set-Up Date | Pay Later Date | Status | Deletion Date |
|---|---|---|---|---|---|---|---|
| 001868 | David Stevens | Phone:<br>Email: ritwick.x.singh@oracle.com | mydthn1 | 12 Jun 2018 | 30 Jun 2018 | COMPLETED | NA |
| 001868 | David Stevens | Phone:<br>Email: ritwick.x.singh@oracle.com | dthome2 | 12 Jun 2018 | 28 Jun 2018 | COMPLETED | NA |

1 Report generated by

## Field Description

| Field Name | Description |
|---|---|
| **Report Parameters** | |
| **Biller ID** | The unique ID of the biller. |
| **Biller Name** | The name of the biller. |
| **Date From** | Date from which the report is generated. |
| **Date To** | Date until which the report is generated. |
| **Customer Id** | The unique id of the customer/party. |

| Field Name | Description |
|---|---|
| **Customer Name** | The name of the customer/party. |
| **Customer Phone No and Email** | The phone number and Email address of the customer. |
| **Biller Nickname** | The nick name of the biller. |
| **Pay Later Setup Date** | This is a date on which the request for bill payment is initiated. |
| **Pay Later Date** | The future date on which the funds are to be transferred to the billers. |
| **Status** | Status of the bill payment |
| **Deletion Date** | The date on which the future bill payment cancellation request was initiated |

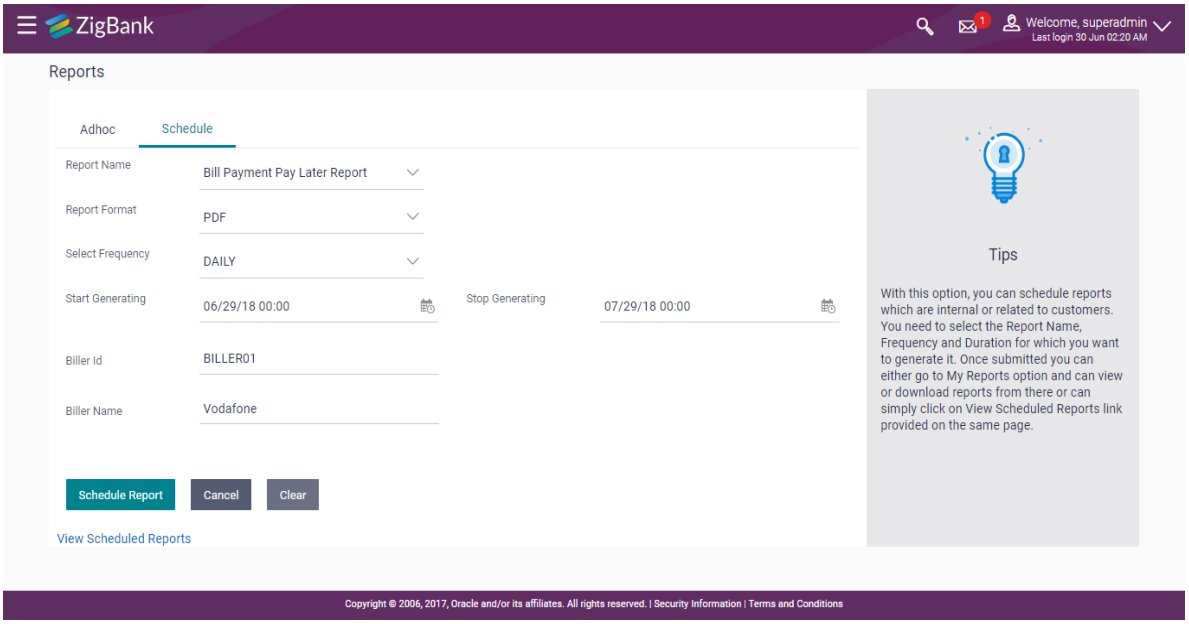
### 61.6.2 Bill Payment Pay Later - Schedule Reports

The reports that are generated in specific time frame such as daily, weekly, monthly, quarterly, and annually are categorized under scheduled reports.

**To generate the Bill Payment Pay Later schedule report:**

1. Click the **Schedule** tab.
2. From the **Report Name** list, select the appropriate report to be generated.
   The receptive report generation screen appears.

**Bill Payment Pay Later - Schedule Report**



**Field Description**

| Field Name | Description |
|---|---|
| **Report Name** | Select the type of report to be generated.. |
| **Report Format** | Select the format in which the report is to be generated..<br>•<br>The options with Internal Reporting Application are:<br>• PDF<br>• CSV |
| **Select Frequency** | Select the frequency at which the report is to be generated.<br>The options are:<br>• Once<br>• Daily<br>• Weekly<br>• Monthly |
| **Start Generating** | Date from which the report is to be generated . |
| **Stop Generating** | Date till which the report is to be generated, |
| **Biller Id** | The unique code assigned to a specific biller. |
| **Biller Name** | The name of the biller. |
| **View Scheduled Reports** | Link to view all the reports that are scheduled. |

3. From the **Report Format** list, select the format in which the report is to be generated.
4. From the **Select Frequency** list, select the appropriate option.
5. From the **Start Generating** and **Stop Generating** list, select the appropriate duration.
6. In the **Biller Id** field, enter the id of the biller for whom the report is to be generated.
7. In the **Biller Name** field, enter the name of the biller.
8. From the **Duration - From Date** and **Duration - To Date** list, select the appropriate duration.
9. Click **Schedule Report** to view and generate the report.
   OR
   Click the **View Scheduled Reports** link to view all the scheduled reports. The **Scheduled Reports** screen appears.
   OR
   Click **Cancel** to cancel the transaction.
   OR
   Click **Clear** to reset the search parameters.
10. The success message along with the reference number, status and **Report Request Id** appears. Click **Ok** to close the screen and navigate to the dashboard.

OR
Click on the **View Reports** link to download the report. The user is directed to the My Reports screen. The list of reports appears.
OR
Click **Schedule another Report** to generate another report.

11. In the **My Reports** screen, click on desired **Report Sub ID** to view and download the generated report. A report will be generated in the format specified at the time of scheduling or generating an adhoc report

Note: You can also download the requested report from ***Administrator Dashboard > Toggle Menu > Reports > My Reports > Scheduled Reports***.

**Home**

## 61.7 Date Wise User Creation Report

Date wise user creation report provides a list of users created with particular application role within given duration. An administrator can request to generate an adhoc report with following additional parameters:

- User Type (Application Roles)
- Party ID
- Frequency
- Date Range

Further, user has to select a format in which the report needs to be generated. The generation of both Adhoc and Scheduled reports are supported.

**How to reach here:**

*Administrator Dashboard > Toggle menu > Report > Report Generation*

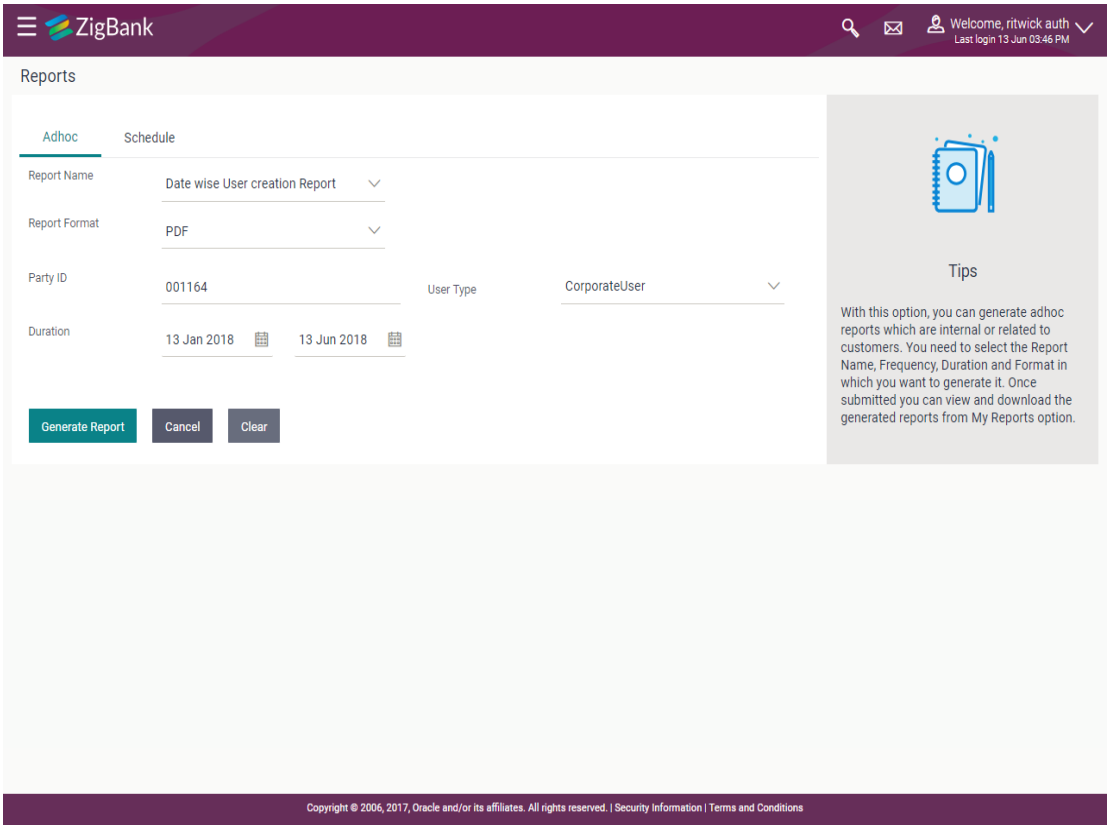
### 61.7.1 Date Wise User Creation - Adhoc Report

Date Wise User Creation Adhoc reports are generated on demand or on request. Generated reports can be viewed using ‘My Reports’ screen.

**To generate the date wise user creation adhoc report:**

1. Click the **Adhoc** tab.
2. From the **Report Name** list, select the appropriate report to be generated.
   The receptive report generation screen appears.

## Date Wise User Creation - Adhoc Reports




### Field Description

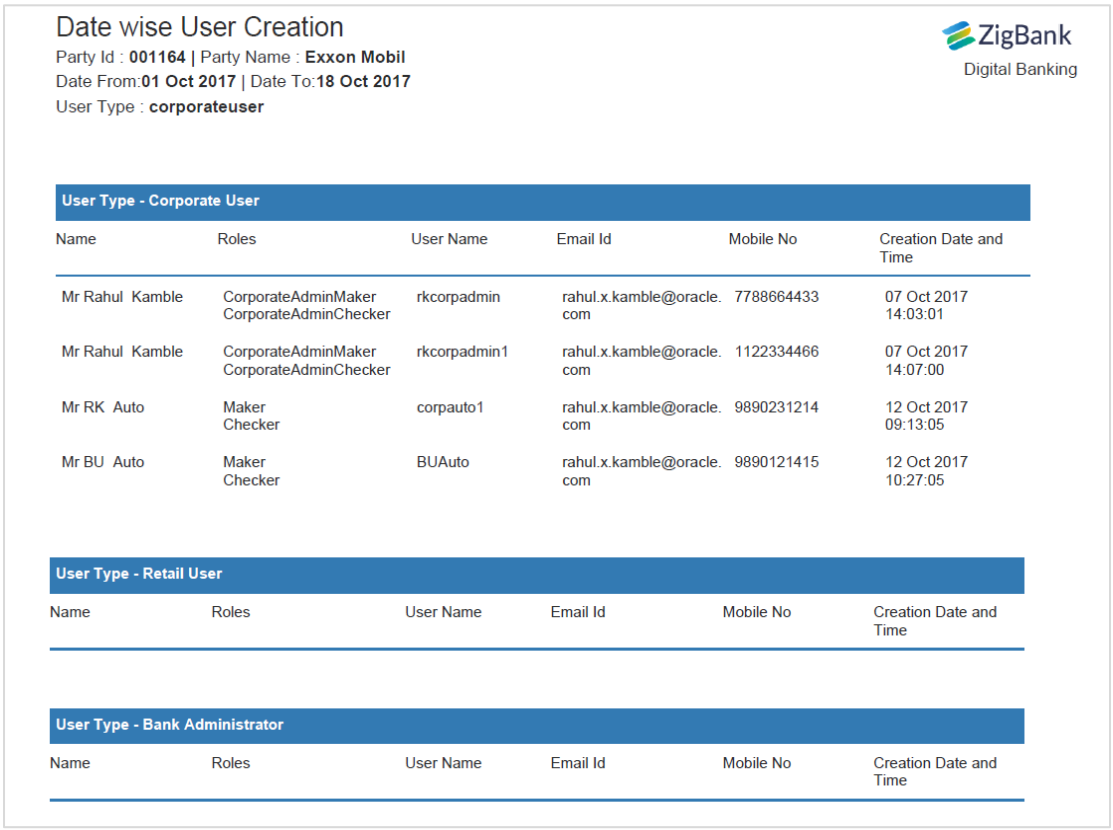
| Field Name | Description |
|---|---|
| **Report Name** | Select the type of report to be generated. |
| **Report Format** | Select the format in which the report is to be generated.<br>The options with Oracle Business Intelligence (BI) Publisher are:<br>• PDF<br>• XLS<br>The options with Internal Reporting Application are:<br>• PDF<br>• CSV |
| **Party ID** | The party ID of the users of whom the report is to be generated. |

| Field Name | Description |
|---|---|
| **User Type** | The user type for whom report is to be generated.<br>The options are:<br>• Corporate User<br>• Retail User<br>• Administrator |
| **Duration** | Specify the date range for which the report is to be generated.<br>Date from which the report is to be generated. .<br>Date till which the report is to be generated |

3. From the **Report Format** list, select the format in which the report is to be generated.
4. In the **Party ID** field, enter the party ID.
5. From the **User Type** list, select the appropriate user.
6. From the **Duration - From** and **Duration - To** list, select the appropriate duration.
7. Click **Generate Report** to view and generate the report.
   OR
   Click **Cancel** to cancel the transaction.
   OR
   Click **Clear** to reset the search parameters.
8. The success message along with the reference number, status and **Report Request Id** appears. Click **Ok** to close the screen and navigate to the dashboard.
   OR
   Click on the **View Reports** link to download the report. The user is directed to the **My Reports** screen. The list of reports appears.
   OR
   Click **Generate another report** to generate another report.
9. In the **My Reports** screen, click on desired **Report Sub ID** to view and download the generated report. A report will be generated in the format specified at the time of scheduling or generating an adhoc report

**Note**: You can also download the requested report from ***Administrator Dashboard > Toggle Menu > Reports > My Reports***.

**For reference, a specimen of the report generated is given below:**



Date wise User Creation

Party Id : **001164** | Party Name : **Exxon Mobil**
Date From:**01 Oct 2017** | Date To:**18 Oct 2017**
User Type : **corporateuser**

ZigBank
Digital Banking

**User Type - Corporate User**

| Name | Roles | User Name | Email Id | Mobile No | Creation Date and Time |
|---|---|---|---|---|---|
| Mr Rahul Kamble | CorporateAdminMaker CorporateAdminChecker | rkcorpadmin | rahul.x.kamble@oracle.com | 7788664433 | 07 Oct 2017 14:03:01 |
| Mr Rahul Kamble | CorporateAdminMaker CorporateAdminChecker | rkcorpadmin1 | rahul.x.kamble@oracle.com | 1122334466 | 07 Oct 2017 14:07:00 |
| Mr RK Auto | Maker Checker | corpauto1 | rahul.x.kamble@oracle.com | 9890231214 | 12 Oct 2017 09:13:05 |
| Mr BU Auto | Maker Checker | BUAuto | rahul.x.kamble@oracle.com | 9890121415 | 12 Oct 2017 10:27:05 |

**User Type - Retail User**

| Name | Roles | User Name | Email Id | Mobile No | Creation Date and Time |
|---|---|---|---|---|---|

**User Type - Bank Administrator**

| Name | Roles | User Name | Email Id | Mobile No | Creation Date and Time |
|---|---|---|---|---|---|

## Field Description

| Field Name | Description |
|---|---|
| **Report Parameters** | |
| **Party ID** | The ID of party for whom the report is generated. |
| **Party Name** | The name of the party for whom the report is generated. |
| **Date From** | Date from which the report is generated. |
| **Date To** | Date till which the report is generated. |
| **User Type** | The user type for whom report is generated and is selected at the time of report generation. |
| **Name** | Name of the user. |
| **Roles** | Child roles assigned to each user. |
| **User Name** | User ID assigned to the user. |

| Field Name | Description |
|---|---|
| **Email ID** | Email ID of the user. |
| **Mobile No** | Mobile number of the user. |
| **Creation Date and Time** | Date on which the user is created. |

### 61.7.2 Date Wise User Creation - Schedule Reports

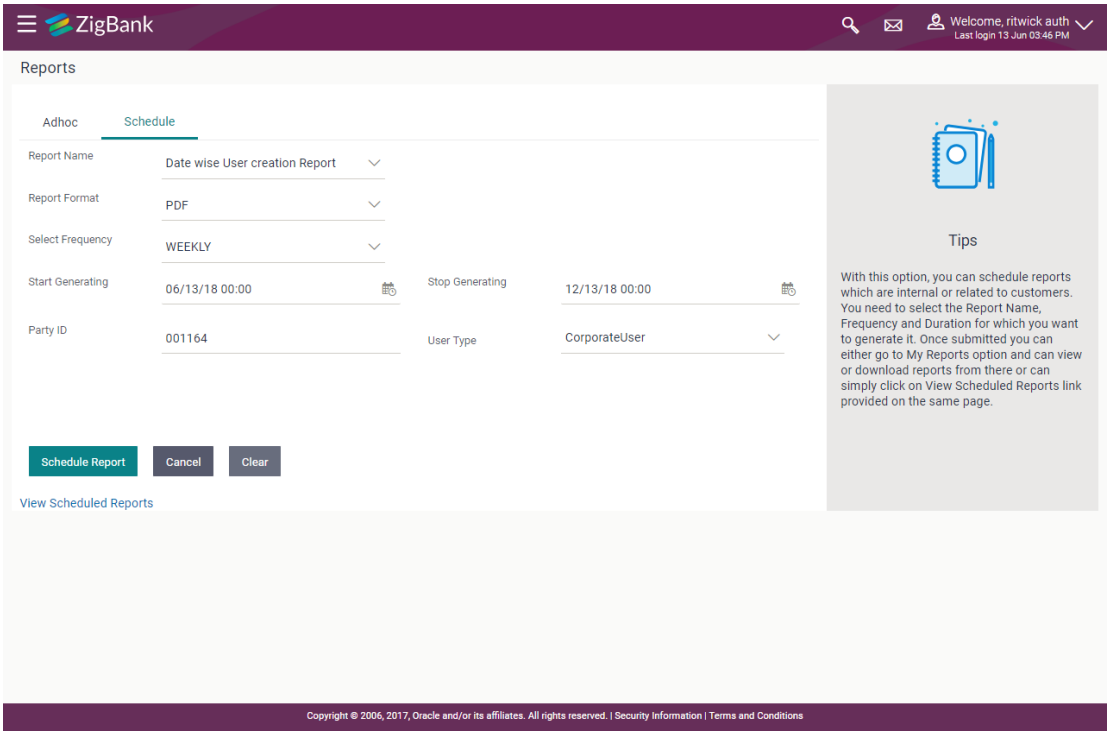
The reports that are generated in specific time frame such as daily, weekly, monthly, quarterly, and annually are categorized under scheduled reports.

An administrator can schedule – Date wise user creation report.

**To generate the Date Wise User Creation schedule report:**

1. Click the **Schedule** tab.
2. From the **Report Name** list, select the appropriate report to be generated.
   The receptive report generation screen appears.

**Date Wise User Creation - Schedule Report**



**Field Description**

| Field Name | Description |
|---|---|
| **Report Name** | Select the type of report to be generated. |
| **Report Format** | Select the format in which the report is to be generated.<br>The options with Internal Reporting Application are:<br>• PDF<br>• CSV |
| **Select Frequency** | Select the frequency at which the report is to be generated.<br>The options are:<br>• Once<br>• Daily<br>• Weekly<br>• Monthly |
| **Start Generating** | Date from which the report is to be generated as per the frequency defined. |
| **Stop Generating** | Date till which the report is to be generated as per the frequency defined. |
| **Party ID** | The ID of party of whom the report is to be generated. |
| **User Type** | The user type for whom report is generated and is selected at the time of report generation. |
| **View Scheduled Reports** | Link to view all the reports that are scheduled. |

3. From the **Report Format** list, select the format in which the report is to be generated.
4. From the **Select Frequency** list, select the appropriate option.
5. From the **Start Generating** and **Stop Generating** list, select the appropriate duration.
6. In the **Party ID** field, enter the party id.
7. From the **User Type** list, select the appropriate user.
8. Click **Schedule Report** to view and generate the report.
   OR
   Click the **View Scheduled Reports** link to view all the scheduled reports. The **Scheduled Reports** screen appears.
   OR
   Click **Cancel** to cancel the transaction.
   OR
   Click **Clear** to reset the search parameters.

9. The success message along with the reference number, status and **Report Request Id** appears. Click Ok to close the screen and navigate to the dashboard.
   OR
   Click on the **View Reports** link to download the report. The user is directed to the My Reports screen. The list of reports appears.
   OR
   Click **Schedule another Report** to generate another report.
10. In the **My Reports** screen, click on desired **Report Sub ID** to view and download the generated report. A report will be generated in the format specified at the time of scheduling or generating an adhoc report.

---

**Note**: You can also download the requested report from ***Administrator Dashboard > Toggle Menu > Reports > My Reports > Scheduled Reports***.

---

**Home**

## 61.8 EPI Payment Reconciliation Report

EPI Payment Reconciliation report provides the status of all reconciled transactions, in a given duration. The user has to select the merchant code for which the report is to be generated,

Further, user has to select a format in which the report needs to be generated. The generation of both Adhoc and Scheduled reports are supported.

**How to reach here:**

*Administrator Dashboard > Toggle menu > Report > Report Generation*

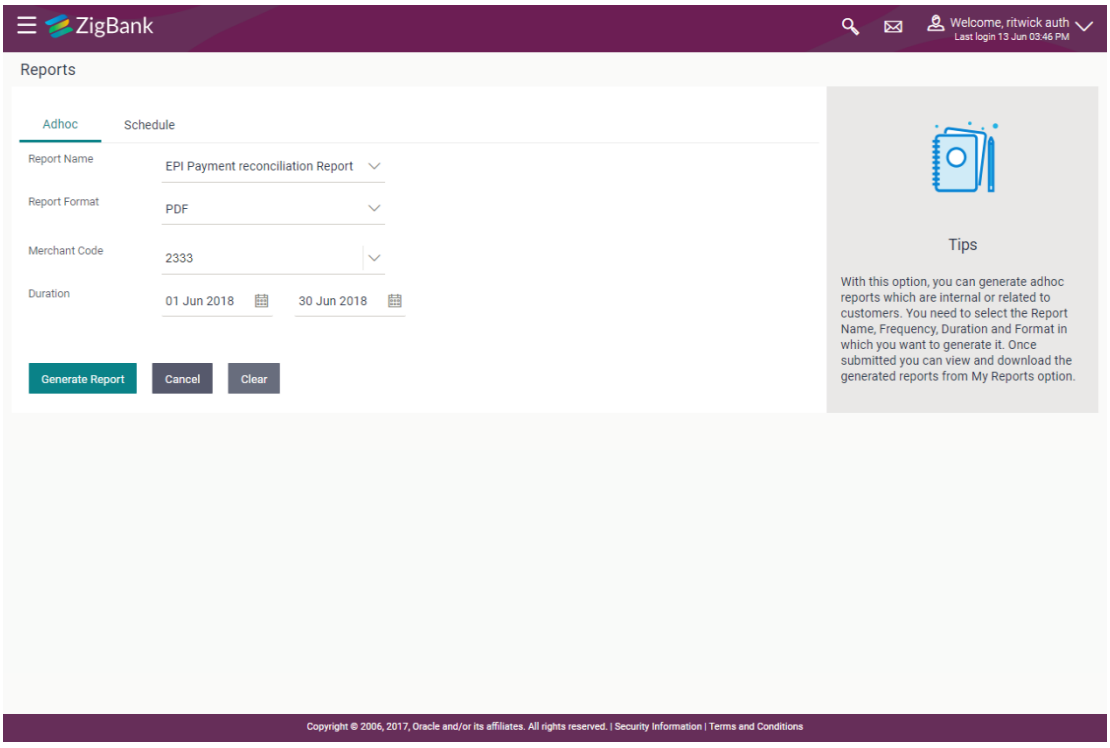
### 61.8.1 EPI Payment Reconciliation - Adhoc Report

EPI Payment Reconciliation Adhoc reports are generated on demand or on request. Generated reports can be viewed using 'My Reports' screen.

**To generate the EPI Payment Reconciliation adhoc report:**

1. Click the **Adhoc** tab.
2. From the **Report Name** list, select the appropriate report to be generated.
   The receptive report generation screen appears.

**EPI Payment Reconciliation Report - Adhoc Report**



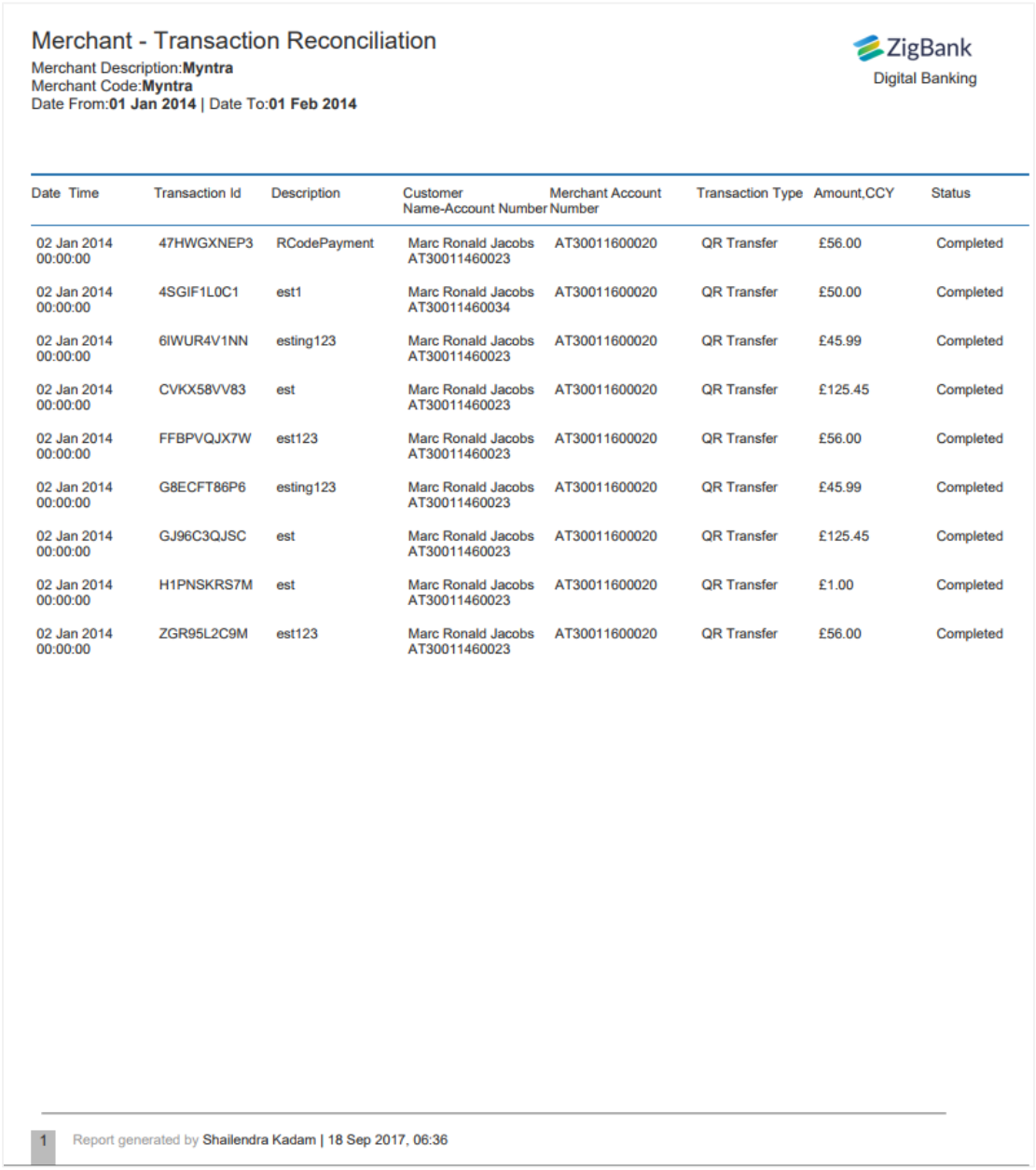
**Field Description**

| Field Name | Description |
|---|---|
| **Report Name** | Select the type of report to be generated. |
| **Report Format** | Select the format in which the report is to be generated.<br>The options with Oracle Business Intelligence (BI) Publisher are:<br>• PDF<br>• XLS<br>The options with Internal Reporting Application are:<br>• PDF<br>• CSV |
| **Merchant Code** | The unique code assigned to a specific merchant by the Bank. |
| **Duration** | Specify the date range for which the report is to be generated.<br>User has to enter From and To Date. |

3. From the **Report Format** list, select the format in which the report is to be generated.
4. In the **Merchant Code** field, enter the merchant's code for whom the report to be generated.
5. From the **Duration - From** and **Duration - To** list, select the appropriate duration.
6. Click **Generate Report** to generate the report.
   OR
   Click **Cancel** to cancel the transaction.
   OR
   Click **Clear** to reset the search parameters.
7. The success message along with the reference number, status and **Report Request Id** appears. Click **Ok** to close the screen and navigate to the dashboard.
   OR
   Click on the **View Reports** link to download the report. The user is directed to the **My Reports** screen. The list of reports appears.
   OR
   Click **Generate another report** to generate another report.
8. In the **My Reports** screen, click on desired **Report Sub ID** to view and download the generated report. The report will be generated in the format specified at the time of scheduling or generating an adhoc report

**Note**: You can also download the requested report from ***Administrator Dashboard > Toggle Menu > Reports > My Reports***.

**For reference, a specimen of the report generated is given below:**



Merchant - Transaction Reconciliation

Merchant Description:**Myntra**
Merchant Code:**Myntra**
Date From:**01 Jan 2014** | Date To:**01 Feb 2014**

ZigBank
Digital Banking

| Date Time | Transaction Id | Description | Customer Name-Account Number | Merchant Account Number | Transaction Type | Amount,CCY | Status |
|---|---|---|---|---|---|---|---|
| 02 Jan 2014 00:00:00 | 47HWGXNEP3 | RCodePayment | Marc Ronald Jacobs AT30011460023 | AT30011600020 | QR Transfer | £56.00 | Completed |
| 02 Jan 2014 00:00:00 | 4SGIF1L0C1 | est1 | Marc Ronald Jacobs AT30011460034 | AT30011600020 | QR Transfer | £50.00 | Completed |
| 02 Jan 2014 00:00:00 | 6IWUR4V1NN | esting123 | Marc Ronald Jacobs AT30011460023 | AT30011600020 | QR Transfer | £45.99 | Completed |
| 02 Jan 2014 00:00:00 | CVKX58VV83 | est | Marc Ronald Jacobs AT30011460023 | AT30011600020 | QR Transfer | £125.45 | Completed |
| 02 Jan 2014 00:00:00 | FFBPVQJX7W | est123 | Marc Ronald Jacobs AT30011460023 | AT30011600020 | QR Transfer | £56.00 | Completed |
| 02 Jan 2014 00:00:00 | G8ECFT86P6 | esting123 | Marc Ronald Jacobs AT30011460023 | AT30011600020 | QR Transfer | £45.99 | Completed |
| 02 Jan 2014 00:00:00 | GJ96C3QJSC | est | Marc Ronald Jacobs AT30011460023 | AT30011600020 | QR Transfer | £125.45 | Completed |
| 02 Jan 2014 00:00:00 | H1PNSKRS7M | est | Marc Ronald Jacobs AT30011460023 | AT30011600020 | QR Transfer | £1.00 | Completed |
| 02 Jan 2014 00:00:00 | ZGR95L2C9M | est123 | Marc Ronald Jacobs AT30011460023 | AT30011600020 | QR Transfer | £56.00 | Completed |

1 Report generated by Shailendra Kadam | 18 Sep 2017, 06:36

## Field Description

| Field Name | Description |
|---|---|
| **Report Parameters** | |
| **Merchant Description** | The description of the merchant. |
| **Merchant Code** | The unique code assigned to a specific merchant by the bank. |

| Field Name | Description |
|---|---|
| **Date From** | The start date of period for which the report is generated. |
| **Date To** | The end date of the date for which the report is generated. |
| **Date Time** | Transaction date and time. |
| **Transaction ID** | The transaction Id of the transaction. |
| **Description** | The description of the transaction. |
| **Customer Name-Account Number** | The name and account number of the customer. |
| **Merchant Account Number** | The merchant's account number. |
| **Transaction Type** | The transaction type.<br>The options are:<br>• Sale<br>• Commission |
| **Amount, CCY** | The amount of the transaction in local currency. |
| **Status** | The status of the transaction. |

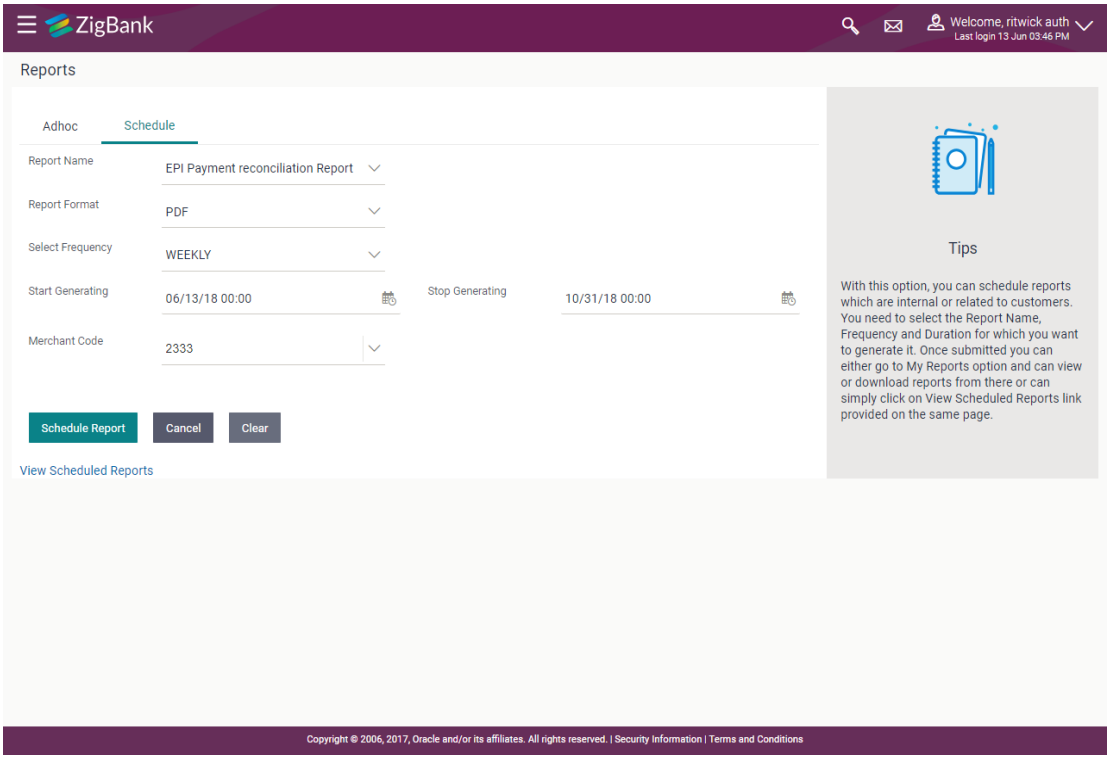
### 61.8.2 EPI Payment Reconciliation – Schedule Report

The reports that are generated in specific time frame such as daily, weekly, monthly, quarterly, and annually are categorized under scheduled reports.

**To generate the EPI Payment Reconciliation scheduled report:**

1. Click the **Schedule** tab.
2. From the **Report Name** list, select the appropriate report to be generated.
   The receptive report generation screen appears.

## EPI Payment Reconciliation - Schedule Report




### Field Description

| Field Name | Description |
|---|---|
| **Report Name** | Select the type of report to be generated. |
| **Report Format** | Select the format in which the report is to be generated.<br>The options with Oracle Business Intelligence (BI) Publisher are:<br>• PDF<br>• XLS<br>The options with Internal Reporting Application are:<br>• PDF<br>• CSV |
| **Select Frequency** | Select the frequency at which the report is to be generated.<br>The options are:<br>• Once<br>• Daily<br>• Weekly<br>• Monthly |

| Field Name | Description |
|---|---|
| **Start Generating** | Date from which the report is to be generated as per the frequency defined. |
| **Stop Generating** | Date till which the report is to be generated as per the frequency defined. |
| **Merchant Code** | The unique code assigned to a specific merchant by the Bank. |
| **View Scheduled Reports** | Link to view all the reports that are scheduled. |

3. From the **Report Format** list, select the format in which the report is to be generated.
4. From the **Select Frequency** list, select the appropriate option.
5. From the **Start Generating** and **Stop Generating** list, select the appropriate duration.
6. In the **Merchant Code** field, enter the merchant's code for whom the report to be generated.
7. Click **Schedule Report** to view and generate the report.
   OR
   Click the **View Scheduled Reports** link to view all the scheduled reports. The **Scheduled Reports** screen appears.
   OR
   Click **Cancel** to cancel the transaction.
   OR
   Click **Clear** to reset the search parameters.
8. The success message along with the reference number, status and **Report Request Id** appears. Click Ok to close the screen and navigate to the dashboard.
   OR
   Click on the **View Reports** link to download the report. The user is directed to the My Reports screen. The list of reports appears.
   OR
   Click **Schedule another Report** to generate another report.
9. In the **My Reports** screen, click on desired **Report Sub ID** to view and download the generated report. A report will be generated in the format specified at the time of scheduling or generating an adhoc report.

Note: You can also download the requested report from ***Administrator Dashboard > Toggle Menu > Reports > My Reports > Scheduled Reports***.

**Home**

## 61.9 FATCA & CRS Declaration Report

The FATCA & CRS Declaration report contains details related to the information submitted by the users in the forms along with information pertaining to the date and time at which each form was submitted. The administrator can generate separate reports for the FATCA & CRS Self-Certification form for Individuals and the FATCA & CRS Self-Certification form for Entities.

The generation of both Adhoc and Scheduled FATCA & CRS Declaration reports are supported. These reports can be generated in CSV format.

**How to reach here:**

*Administrator Dashboard > Toggle menu > Report > Report Generation*

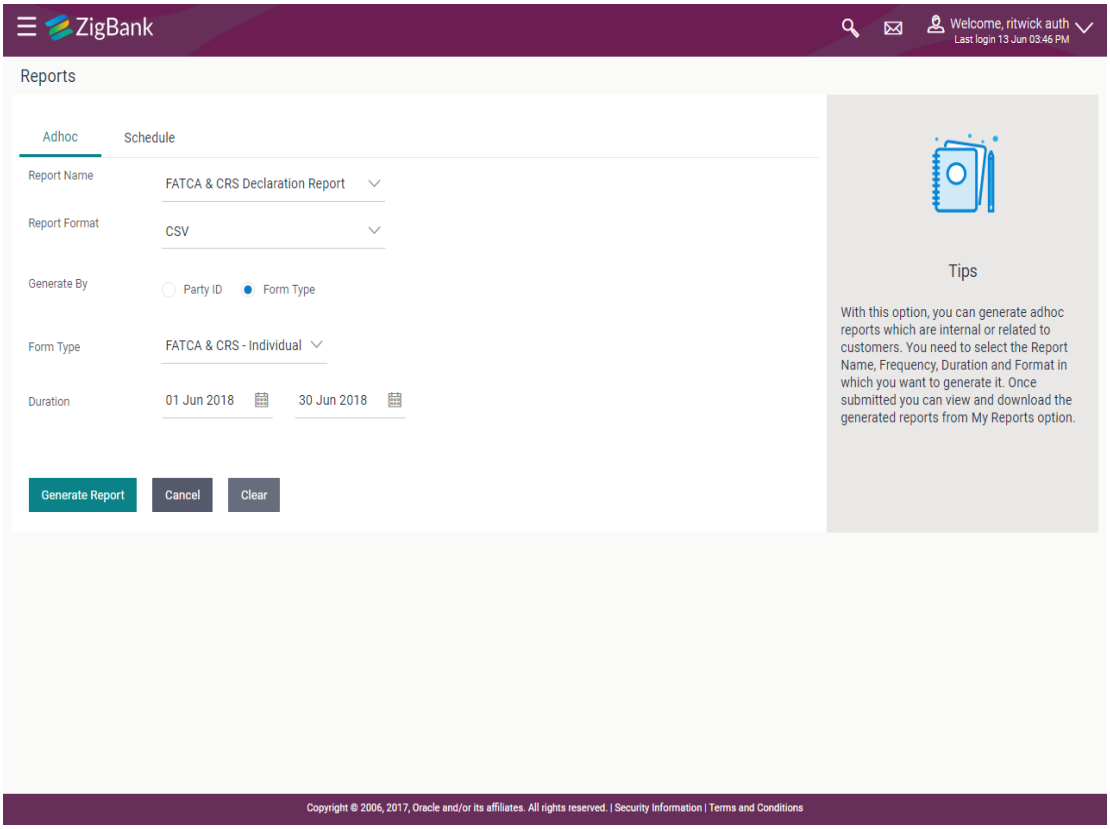
### 61.9.1 FATCA & CRS Declaration - Adhoc Report

Adhoc reports are generated on demand or on request.

**To generate the FATCA & CRS Declaration Adhoc report:**

1. Click the **Adhoc** tab.
2. From the **Report Name** list, select the appropriate report to be generated. The respective report generation screen appears.

**FATCA & CRS Declaration - Adhoc Report**



**Field Description**

| Field Name | Description |
|---|---|
| **Report Name** | Select the type of report to be generated. |
| **Report Format** | Select the format in which the report is to be generated.<br>The FATCA & CRS Declaration report can be generated in format CSV only. |
| **Generate By** | Specify whether the report is to be generated on the basis of party ID or form type as Individual or Entity.<br>The options are:<br>• Party ID<br>• Form Type |
| **Enter Party ID** | Specify the party ID of the user for whom report is to be generated.<br>This field appears if you have selected **Party ID** in the **Generate By** field. |
| **Form Type** | Select whether you want to generate the report for the FATCA & CRS forms of entities or individuals.<br>The options are:<br>• FATCA & CRS - Entity<br>• FATCA & CRS - Individual<br>This field appears if you have selected **Form Type** in the **Generate By** field. |
| **Duration** | Specify the period for which the report is to be generated.<br>• From – The date from which you want to generate the report.<br>• To – The date until which you want to generate the report. |

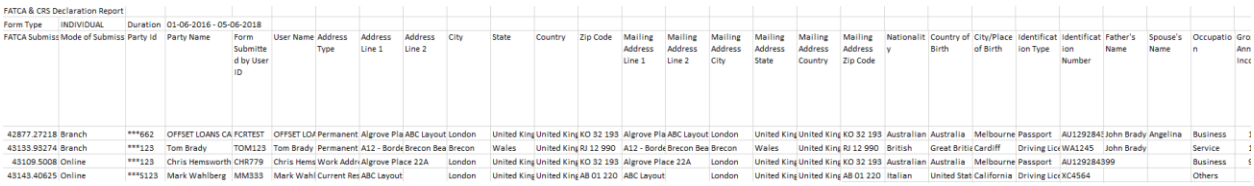
3. From the **Report Format** list, select the format in which the report is to be generated.
4. In the **Generate By** field, select the option of choice.
   b. If you have selected the option **Party ID**, enter the party ID of the user for whom the report is to be generated in the **Enter Party ID** field.
   c. If you have selected the option **Form Type**, select the required form type from the **Form Type** list.
   From the **Duration - From** and **Duration - To** list, select the desired duration.
5. Click **Generate Report** to generate the report.
   OR
   Click **Cancel** to cancel the transaction.
   OR
   Click **Clear** to reset the search parameters.
6. The success message along with the reference number, status and **Report Request ID** appears. Click **Ok** to close the screen and navigate to the dashboard.
   OR
   Click on the **View Reports** link to download the report. The user is directed to the **My Reports**

screen. The list of reports appears.
OR
Click **Generate another report** to generate another report.

7. In the **My Reports** screen, click on desired **Report Sub ID** to view and download the generated report.

**Note**: You can also download the requested report from ***Administrator Dashboard > Toggle Menu > Reports > My Reports***.

**For reference, a specimen of the report generated for FATCA & CRS form for Individuals is displayed below:**



| FATCA & CRS Declaration Report | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| Form Type | INDIVIDUAL | Duration | 01-06-2016 - 05-06-2018 | | | | | | | | | | | | | | | | | | | | | | | | | | |
| FATCA Submiss | Mode of Submiss | Party Id | Party Name | Form Submitte d by User ID | User Name | Address Type | Address Line 1 | Address Line 2 | City | State | Country | Zip Code | Mailing Address Line 1 | Mailing Address Line 2 | Mailing Address City | Mailing Address State | Mailing Address Country | Mailing Address Zip Code | Nationalit y | Country of Birth | City/Place of Birth | Identificat ion Type | Identificat ion Number | Father's Name | Spouse's Name | Occupatio n | Gro Ann Inc | | | |
| 42877.27218 | Branch | ***662 | OFFSET LOANS CA | FCRTEST | OFFSET LOA | Permanent | Algrove Pla | ABC Layout | London | United King | United King | KO 32 193 | Algrove Pla | ABC Layout | London | United King | United King | KO 32 193 | Australian | Australia | Melbourne | Passport | AU129284 | John Brady | Angelina | Business | | | | |
| 43133.93274 | Branch | ***123 | Tom Brady | TOM123 | Tom Brady | Permanent | A12 - Borde | Brecon Bea | Brecon | Wales | United King | RJ 12 990 | A12 - Borde | Brecon Bea | Brecon | Wales | United King | RJ 12 990 | British | Great Britic | Cardiff | Driving Lic | WA1245 | John Brady | | Service | | | |
| 43109.5008 | Online | ***123 | Chris Hemsworth | CHR779 | Chris Hems | Work Addr | Algrove Place 22A | | London | United King | United King | KO 32 193 | Algrove Place 22A | | London | United King | United King | KO 32 193 | Australian | Australia | Melbourne | Passport | AU129284399 | | | Business | | | | |
| 43143.40625 | Online | ***5123 | Mark Wahlberg | MM333 | Mark Wahl | Current Res | ABC Layout | | London | United King | United King | AB 01 220 | ABC Layout | | London | United King | United King | AB 01 220 | Italian | United Stat | California | Driving Lic | XC4564 | | | Others | | | | |

## Field Description

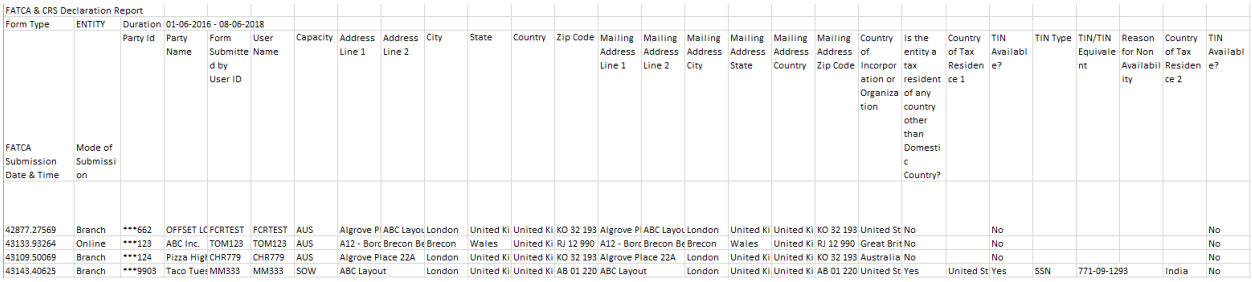
| Field Name | Description |
|---|---|
| **FATCA & CRS Declaration report for Individuals** | |
| **The following four fields comprise of the criteria on the basis of which the report has been generated.** | |
| **Party ID** | The party ID of the user who has submitted the form.<br>This field is displayed only if at the time of report generation, the administrator chose to generate the report by specifying a party ID. |
| **Form Type** | The type of FATCA & CRS form for which the report is being generated.<br>The form types are:<br>• Entity<br>• Individual |
| **Duration** | The period for which the report is generated. This field is displayed only if at the time of report generation, the administrator chose to generate the report on the basis of form type. |
| **The following fields comprise of the main body of the report.** | |
| **FATCA Submission Date & Time** | The date at time at which the form was submitted by the user. |
| **Mode of Submission** | The mode through which the form was submitted e.g. online, branch. |
| **Party ID** | The party ID of the user who submitted the form. |

| Field Name | Description |
|---|---|
| **Party Name** | The party name of the user who submitted the form. |
| **Form Submitted by User ID** | The user ID of the user who has filled and submitted the FATCA and CRS form. |
| **User Name** | The name of the user who has filled and submitted the FATCA and CRS form. |
| **Address Line 1-2** | The address details of the user, as entered in the form. |
| **City** | The name of the city, as entered in the form. |
| **State** | The state, as entered in the form. |
| **Country** | The country, as entered in the form. |
| **Zip Code** | The zip code of the user, as entered in the form. |
| **Mailing Address Line 1-2** | The mailing address of the user, as entered in the form. |
| **Mailing Address City** | The city of the user's mailing address, as entered in the form. |
| **Mailing Address State** | The state of the user's mailing address, as entered in the form. |
| **Mailing Address Country** | The country of the mailing address of the user. |
| **Mailing Address Zip Code** | The zip code of the mailing address of the user. |
| **Nationality** | The nationality of the user, as entered in the form. |
| **Country of Birth** | The country of birth of the user, as entered in the form. |
| **City/ Place of Birth** | The city of birth of the user, as entered in the form. |
| **Identification Type** | The identification document that serves as proof of identity. |
| **Identification Number** | The identification number corresponding to the identification type. |
| **Father's Name** | The name of the user's father, as entered in the form. |
| **Spouse's Name** | The name of the user's spouse, as entered in the form. |

| Field Name | Description |
|---|---|
| **Occupation** | The employment type of the user, as entered in the form.<br>The occupation type could be any of the following:<br>• Service<br>• Business<br>• Others |
| **Gross Annual Income** | The gross annual income that the user enters, as entered in the form. |
| **Politically Exposed Person(PEP) Status** | The political status of the user. |
| **Was the Entity established in a country other than <country name>?** | The value in this field will identify whether the entity was established in the country in which the bank accounts are held. This field is applicable to sole proprietors only. |
| **Are you a tax resident of any country other than <country name>?** | Whether the user is a tax resident of any country other than the country in which the bank accounts are held. |
| **Country of Tax Residence** | The name of the country in which the user is a tax resident. A value will be displayed against this field only if the value against the field '**Are you a tax resident of any country other than <country name>?**' is **Yes**. |
| **TIN Available** | Whether the user's taxpayer identification number of the country in which he is a tax resident, is available or not. A value will be displayed against this field only if the value against the field '**Are you a tax resident of any country other than <country name>?**' is **Yes**. |
| **Tax Identification Type** | The tax identification type of the user. A value will be displayed against this field only if the value against the field '**Are you a tax resident of any country other than <country name>?**' is **Yes** and if the value displayed against '**TIN Available**' is **Yes**. |
| **TIN / TIN Equivalent** | The user's taxpayer identification number or equivalent. A value will be displayed against this field only if the value against the field '**Are you a tax resident of any country other than <country name>?**' is **Yes** and if the value displayed against '**TIN Available**' is **Yes**. |
| **Reason for Non Availability** | The reason for which the user's taxpayer identification number is not available. The user's taxpayer identification number or equivalent. A value will be displayed against this field only if the value against the field '**Are you a tax resident of any country other than <country name>**' is **Yes** and if the value displayed against '**TIN Available**' is **No**. |

| Field Name | Description |
|---|---|
| **Are you a citizen of United States of America** | Whether the user has a citizenship of the United States of America. |
| **Do you meet the Substantial Presence Test?** | Whether the user meets the Substantial Presence Test criteria. |
| **Do you have a green card?** | Whether the user holds a United States green card. |

**For reference, a specimen of the report generated for FATCA & CRS forms for Entities is displayed below:**



| FATCA & CRS Declaration Report | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| Form Type | ENTITY | Duration | 01-06-2016 - 08-06-2018 | | | | | | | | | | | | | | | | | | | | | | | | |
| FATCA Submission Date & Time | Mode of Submission | Party Id | Party Name | Form Submitted by User ID | User Name | Capacity | Address Line 1 | Address Line 2 | City | State | Country | Zip Code | Mailing Address Line 1 | Mailing Address Line 2 | Mailing Address City | Mailing Address State | Mailing Address Country | Mailing Address Zip Code | Country of Incorporation or Organization | Is the entity a tax resident of any country other than Domestic Country? | Country of Tax Residence 1 | TIN Available? | TIN Type | TIN/TIN Equivalent | Reason for Non Availability | Country of Tax Residence 2 | TIN Available? |
| 42877.27569 | Branch | ***662 | OFFSET LC | FCRTEST | FCRTEST | AUS | Algrove Pl | ABC Layou | London | United Ki | United Ki | KO 32 193 | Algrove Pl | ABC Layou | London | United Ki | United Ki | KO 32 193 | United St | No | | No | | | | | No |
| 43133.93264 | Online | ***123 | ABC Inc. | TOM123 | TOM123 | AUS | A12 - Borc | Brecon Be | Brecon | Wales | United Ki | RJ 12 990 | A12 - Borc | Brecon Be | Brecon | Wales | United Ki | RJ 12 990 | Great Brit | No | | No | | | | | No |
| 43109.50069 | Branch | ***124 | Pizza High | CHR779 | CHR779 | AUS | Algrove Place 22A | | London | United Ki | United Ki | KO 32 193 | Algrove Place 22A | | London | United Ki | United Ki | KO 32 193 | Australia | No | | No | | | | | No |
| 43143.40625 | Branch | ***9903 | Taco Tues | MM333 | MM333 | SOW | ABC Layout | | London | United Ki | United Ki | AB 01 220 | ABC Layout | | London | United Ki | United Ki | AB 01 220 | United St | Yes | United St | Yes | SSN | 771-09-1293 | | India | No |

**Field Description**

| Field Name | Description |
|---|---|
| **FATCA & CRS Declaration report for Entity** | |
| **The following four fields comprise of the criteria on the basis of which the report has been generated.** | |
| **Party ID** | The party ID of the user who has submitted the form.<br>This field is displayed only if at the time of report generation, the administrator chose to generate the report by specifying a party ID. |
| **Form Type** | The type of FATCA & CRS form for which the report is being generated.<br>The form types are:<br>• Entity<br>• Individual |

| Field Name | Description |
|---|---|
| **Duration** | The period for which the report is generated. This field is displayed only if at the time of report generation, the administrator chose to generate the report on the basis of form type. |
| **The following fields comprise of the main body of the report.** | |
| **FATCA Submission Date & Time** | The date at time at which the form was submitted by the user. |
| **Mode of Submission** | The mode through which the form was submitted e.g. online, branch. |
| **Party ID** | The party ID of the organization on behalf of which the form was submitted. |
| **Party Name** | The party name of the organization on behalf of which the form was submitted. |
| **Form Submitted by User ID** | The user id of the user who has filled and submitted the FATCA and CRS form on the behalf of the organization. |
| **User Name** | The name of the user who has filled and submitted the FATCA and CRS form on behalf of the organization. |
| **Capacity** | The capacity in which the user has submitted the form on behalf of the organization. The values that can be displayed under this column are TRU for trustee, AUS for Authorized Signatory or SOW for Single Ownership. |
| **Address Line 1-2** | The address details of the organization. |
| **City** | The city name of the organization. |
| **State** | The state of the organization. |
| **Country** | The country of the organization. |
| **Zip Code** | The zip code of the organization. |
| **Mailing Address Line 1-2** | The mailing address of the organization. |
| **Mailing Address City** | The city of the mailing address of the organization. |
| **Mailing Address State** | The state of the of the organization’s mailing address. |
| **Mailing Address Country** | The country of the mailing address of the organization. |

| Field Name | Description |
|---|---|
| **Mailing Address Zip Code** | The zip code of the mailing address of the organization. |
| **Country of Incorporation or Organization** | The country in which the organization was incorporated. |
| **Is the Entity a tax resident of any country other than <country name>?** | Whether the entity is a tax resident of country other than country in which the entity's accounts are held within the bank. |
| **Country of Tax Residence** | The name of the country in which the organization is a tax resident. A value will be displayed against this field only if the value against the field '**Is the Entity a tax resident of any country other than <country name>?**' is **Yes**. |
| **TIN Available** | Whether the organization's taxpayer identification number of the country of which it is a tax resident, is available or not. A value will be displayed against this field only if the value against the field '**Is the Entity a tax resident of any country other than <country name>?**' is **Yes**. |
| **Tax Identification Type** | The tax identification type of the organization. A value will be displayed against this field only if the value against the field '**Is the Entity a tax resident of any country other than <country name>?**' is **Yes** and if the value displayed against '**TIN Available**' is **Yes**. |
| **TIN / TIN Equivalent** | The taxpayer identification number or equivalent. A value will be displayed against this field only if the value against the field '**Is the Entity a tax resident of any country other than <country name>?**' is **Yes** and if the value displayed against '**TIN Available**' is **Yes**. |
| **Reason for Non Availability** | The reason for which the entity's taxpayer identification number is not available. A value will be displayed against this field only if the value against the field '**Is the Entity a tax resident of any country other than <country name>?**' is **Yes** and if the value displayed against '**TIN Available**' is **No**. |
| **Entity incorporated in the United States of America?** | Whether the entity was incorporated in the United States of America or not. |
| **Entity has any ultimate beneficial owners who are tax residents of countries other than <country name>?** | Whether any of the beneficial owners including the controlling persons of the entity/ organization is a tax resident of any country other than the country in which the entity's accounts are held within the bank. |

| Field Name | Description |
|---|---|
| **Entity Category** | The category to which the entity belongs.<br>The categories are: Financial Institution and Non- Financial Institution. |
| **An Investment Entity located in a Non-Participating Jurisdiction and managed by another Financial Institution** | Whether the entity is an investment entity located in a Non-Participating Jurisdiction and managed by another Financial Institution. The value against this field will be Yes or No if the entity is a Financial Institution and an Investment Entity. If the entity is a non-financial institution or a financial institution that is a Depository Institution, Custodial Institution or Specified Insurance Company the value will be NA. |
| **Other Investment Entity** | Whether the entity is a type of investment entity that is different from that of an investment entity located in a Non-Participating Jurisdiction and managed by another Financial Institution. The value against this field will be Yes or No if the entity is a Financial Institution and an Investment Entity. If the entity is a non-financial institution or a financial institution that is a Depository Institution, Custodial Institution or Specified Insurance Company the value will be NA. |
| **Depository Institution, Custodial Institution or Specified Insurance Company** | Whether the entity is a depository institution, custodial institution or an insurance company. The value against this field will be Yes or No if the entity is a Financial Institution. If the entity is a non-financial institution, the value will be NA. |
| **GIIN Available** | Whether the entity's Global Intermediary Identification Number, is available or not. The value against this field will be Yes or No if the entity is a Financial Institution. If the entity is a non-financial institution, the value will be NA. |
| **GIIN** | The entity's Global Intermediary Identification Number. The value against this field will be defined if the entity is a Financial Institution and if the value against GIIN Available is Yes. If the entity is a non-financial institution, the value will be NA. |
| **Reason for Non Availability** | The reason for which the entity’s GIIN is not available. The value against this field will be defined if the entity is a Financial Institution and if the value against GIIN Available is No. If the entity is a non-financial institution, the value will be NA. |
| **Active NFE - A corporation, the stock of which is regularly traded on an established securities market** | Whether the entity is an active NFE and the entity’s stock is regularly traded on an established securities market. The value against this field will be Yes or No if the entity is an Active Non-Financial Institution. If the entity is a financial institution, the value will be NA. |

| Field Name | Description |
|---|---|
| **Name of the established securities market on which the corporation is regularly traded** | The name of securities market on which the entity trades regularly. The value against this field will be defined if the entity is an Active Non-Financial Institution and is a corporation, the stock of which is regularly traded on an established securities market. The value displayed against this field will be NA if the entity is a financial institution or is any type of non-financial institution other than Active NFE – whose the stock of which is regularly traded on an established securities market. |
| **Active NFE - Entity is related to a corporation whose stock is regularly traded on an established securities market** | Whether the entity is an active non-financial entity and is related to a corporation whose stock is regularly traded on an established securities market. The value against this field will be Yes or No if the entity is an Active Non-Financial Institution. If the entity is a financial institution, the value will be NA. |
| **Name of the related corporation whose stock is traded** | The name of securities market on which the entity's stock is traded regularly. The value against this field will be defined if the entity is an Active Non-Financial Institution and is related to a corporation whose stock is regularly traded on an established securities market. The value displayed against this field will be NA if the entity is a financial institution or is any type of non-financial institution other than Active NFE and is related to a corporation whose stock is regularly traded on an established securities market. |
| **Nature of relation** | The relation that the entity has with the company whose stock is traded. The value against this field will be defined if the entity is an Active Non-Financial Institution and is related to a corporation whose stock is regularly traded on an established securities market. The value displayed against this field will be NA if the entity is a financial institution or is any type of non-financial institution other than Active NFE and is related to a corporation whose stock is regularly traded on an established securities market.<br>The value displayed can be any one of the following:<br>• Subsidiary of the listed company<br>• Controlled by a listed company<br>• Common control as a listed company |
| **Name of the established securities market on which the stock of the related corporation is regularly traded** | The name of security market in which the stock of the related corporation is traded regularly. The value against this field will be defined if the entity is an Active Non-Financial Institution and is related to a corporation whose stock is regularly traded on an established securities market. The value displayed against this field will be NA if the entity is a financial institution or is any type of non-financial institution other than Active NFE and is related to a corporation whose stock is regularly traded on an established securities market. |

| Field Name | Description |
|---|---|
| **Active NFE - A Governmental Entity or Central Bank** | Whether the entity is an active non-financial Governmental Entity or Central Bank. The value against this field will be Yes or No if the entity is an Active Non-Financial Institution. If the entity is a financial institution, the value will be NA. |
| **Active NFE - An International Organization** | Whether the entity is an active non-financial international organization. The value against this field will be Yes or No if the entity is an Active Non-Financial Institution. If the entity is a financial institution, the value will be NA. |
| **Active NFE - Other - e.g. a start-up NFE or a non-profit NFE** | Whether the entity is any other type of active non-financial organization e.g. a start-up NFE or a non-profit NFE. The value against this field will be Yes or No if the entity is an Active Non-Financial Institution. If the entity is a financial institution, the value will be NA. |
| **Sub-Category of Active NFE** | The sub-category of the active non- financial entity. The value against this field will be defined if the entity is an Active Non-Financial Institution and is either a government entity or central bank, an international organization or any other type of active NFE. If the entity is a financial institution, the value will be NA. |
| **Passive Non-Financial Entity (NFE)** | Specify Whether the entity is a passive non-financial entity. The value against this field will be Yes or No if the entity is a Non-Financial Institution. If the entity is a financial institution, the value will be NA. |

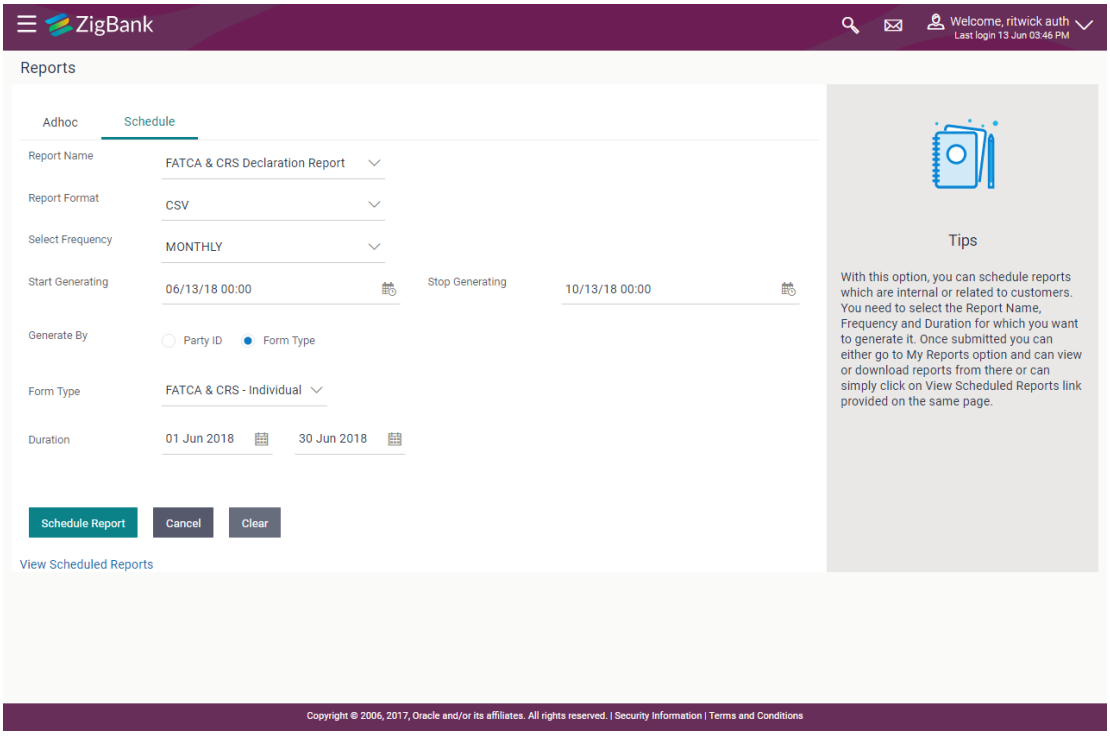
### 61.9.2 FATCA & CRS Declaration - Schedule Reports

The reports that are generated in a specific time frame such as daily, weekly, monthly, quarterly, and annually are categorized under scheduled reports.

**To generate the FATCA & CRS Declaration schedule report:**

1. Click the **Schedule** tab.
2. From the **Report Name** list, select **FATCA & CRS Declaration Report** as the report to be generated.
   The respective report generation screen appears.

**FATCA & CRS Declaration - Schedule Report**




**Field Description**

| Field Name | Description |
|---|---|
| **Report Name** | Select the type of report to be generated. |
| **Report Format** | Select the format in which the report is to be generated.<br>The FATCA & CRS Declaration report can be generated in format CSV only. |

| Field Name | Description |
|---|---|
| **Select Frequency** | Select the frequency at which the report is to be generated.<br>The options are:<br>• Once<br>• Daily<br>• Weekly<br>• Monthly |
| **Start Generating** | Date from which the report is to be generated as per frequency defined. |
| **Stop Generating** | Date till which the report is to be generated as per frequency defined. |
| **Generate By** | Specify whether the report is to be generated on the basis of party ID or form type as Individual or Entity.<br>The options are:<br>• Party ID<br>• Form Type |
| **Enter Party ID** | Specify the party ID of the user for whom report is to be generated.<br>This field appears if you have selected **Party ID** in the **Generate By** field. |
| **Form Type** | Select whether you want to generate the report for the FATCA & CRS forms of entities or individuals.<br>The options are:<br>• FATCA & CRS - Entity<br>• FATCA & CRS - Individual<br>This field appears if you have selected **Form Type** in the **Generate By** field. |
| **Duration** | Specify the period for which the report is to be generated.<br>• From – The date from which you want to generate the report.<br>• To – The date until which you want to generate the report. |
| **View Scheduled Reports** | Link to view all the reports that are scheduled. |

3. From the **Report Format** list, select the format in which the report is to be generated.
4. From the **Select Frequency** list, select the appropriate option.
5. From the **Start Generating** and **Stop Generating** list, select the appropriate duration.

6. In the **Generate By** field, select the option of choice.
   a. If you have selected the option **Party ID**, enter the party ID of the user for whom the report is to be generated in the **Enter Party ID** field.
   b. If you have selected the option **Form Type**, select the required form type from the **Form Type** list.

      From the **Duration - From** and **Duration - To** list, select the desired duration.
7. Click **Schedule Report** to view and generate the report.
   OR
   Click the **View Scheduled Reports** link to view all the scheduled reports. The **Scheduled Reports** screen appears.
   OR
   Click **Cancel** to cancel the transaction.
   OR
   Click **Clear** to reset the search parameters.
8. The success message along with the reference number, status and **Report Request ID** appears. Click **Ok** to close the screen and navigate to the dashboard.
   OR
   Click on the **View Reports** link to download the report. The user is directed to the **My Reports** screen. The list of reports appears.
   OR
   Click **Schedule another Report** to generate another report.
9. In the **My Reports** screen, click on desired **Report Sub ID** to view and download the generated report. A report will be generated in the format specified at the time of scheduling or generating an adhoc report.

---

**Note**: You can also download the requested report from ***Administrator Dashboard > Toggle Menu > Reports > My Reports > Scheduled Reports.***

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**Home**

## 61.10 File Identifier wise Party User Mapping Report

File Identifier wise Party User Mapping report provides the summary of user IDs mapped to each file identifiers under a specific party ID. Administrator has to provide a party ID for which the File identifier – user mapping request is to be generated.

Further, user has to select a format in which the report needs to be generated. The generation of both Adhoc and Scheduled reports are supported.

**How to reach here:**

*Administrator Dashboard > Toggle menu > Report > Report Generation*

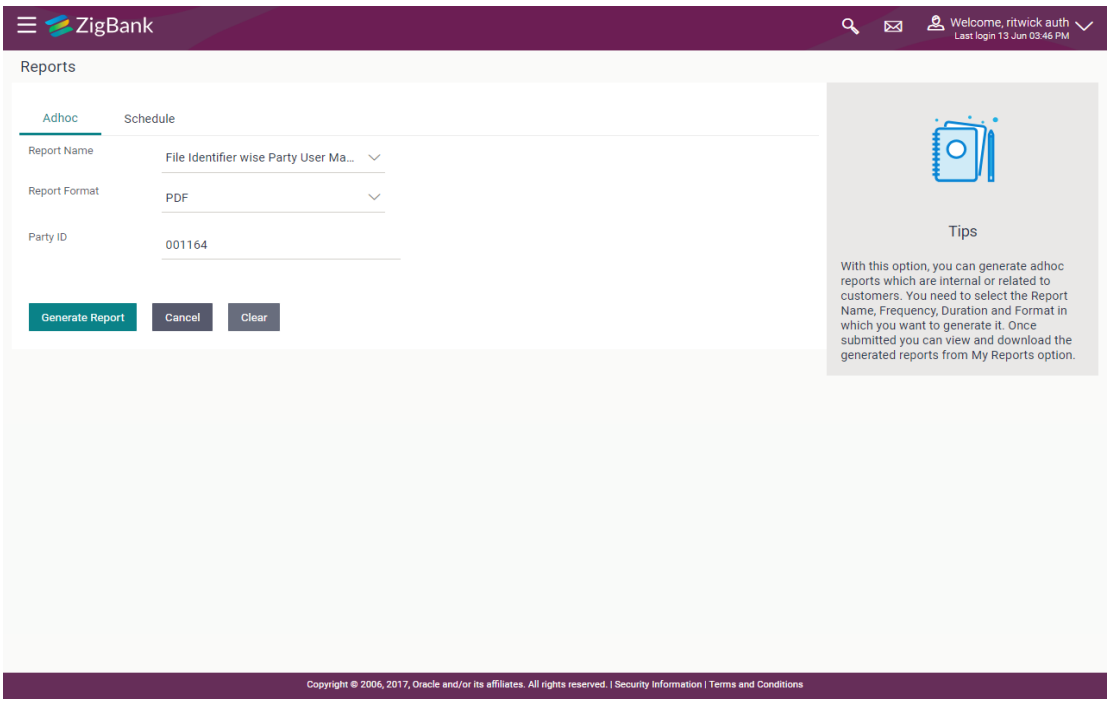
### 61.10.1 File Identifier wise Party User Mapping - Adhoc Report

File Identifier wise Party User Mapping Adhoc reports are generated on demand or on request. Generated reports can be viewed using ‘My Reports’ screen.

**To generate the File Identifier wise Party User Mapping adhoc report:**

1. Click the **Adhoc** tab.
2. From the **Report Name** list, select the appropriate report to be generated.
   The receptive report generation screen appears.

**File Identifier wise Party User Mapping - Adhoc Report**




**Field Description**

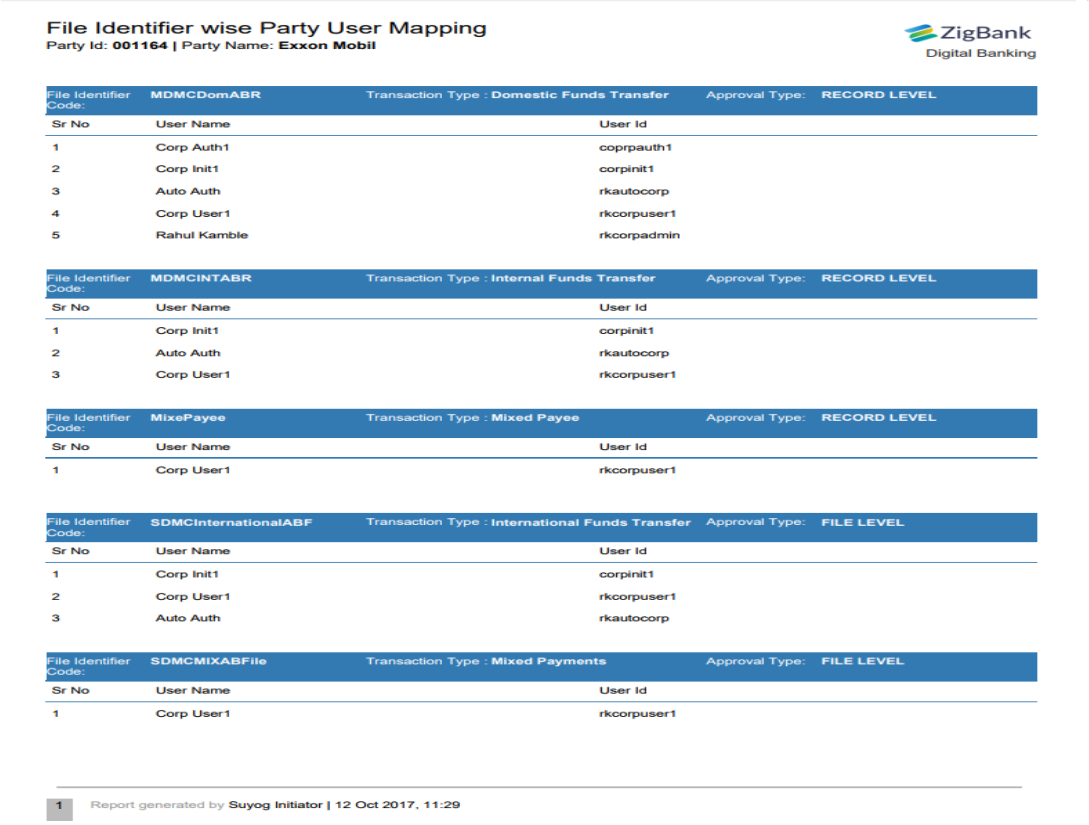
| Field Name | Description |
|---|---|
| **Report Name** | Select the type of report to be generated. |

| Field Name | Description |
|---|---|
| **Report Format** | Select the format in which the report is to be generated.<br>The options with Oracle Business Intelligence (BI) Publisher are:<br>• PDF<br>• XLS<br>The options with Internal Reporting Application are:<br>• PDF<br>• CSV |
| **Party ID** | The ID of party of whom the report is to be generated. |

3. From the **Report Format** list, select the format in which the report is to be generated.
4. From the **Frequency** list, select the appropriate option to generate a frequency based report.
5. In the **Party ID** field, enter the party id.
6. Click **Generate Report** to view and generate the report.
   OR
   Click **Cancel** to cancel the transaction.
   OR
   Click **Clear** to reset the search parameters.
7. The success message along with the reference number, status and **Report Request Id** appears. Click Ok to close the screen and navigate to the dashboard.
   OR
   Click on the **View Reports** link to download the report. The user is directed to the My Reports screen. The list of reports appears.
   OR
   Click **Generate another report** to generate another report.
8. In the **My Reports** screen, click on desired **Report Sub ID** to view and download the generated report. A report will be generated in the format specified at the time of scheduling or generating an adhoc report.

**Note**: You can also download the requested report from ***Administrator Dashboard > Toggle Menu > Reports > My Reports***.

**For reference, a specimen of the report generated is given below:**



File Identifier wise Party User Mapping

Party Id: **001164** | Party Name: **Exxon Mobil**

ZigBank Digital Banking

| File Identifier Code: | MDMCDomABR | Transaction Type : Domestic Funds Transfer | Approval Type: | RECORD LEVEL |
|---|---|---|---|---|
| Sr No | User Name | User Id | | |
| 1 | Corp Auth1 | coprpauth1 | | |
| 2 | Corp Init1 | corpinit1 | | |
| 3 | Auto Auth | rkautocorp | | |
| 4 | Corp User1 | rkcorpuser1 | | |
| 5 | Rahul Kamble | rkcorpadmin | | |

| File Identifier Code: | MDMCINTABR | Transaction Type : Internal Funds Transfer | Approval Type: | RECORD LEVEL |
|---|---|---|---|---|
| Sr No | User Name | User Id | | |
| 1 | Corp Init1 | corpinit1 | | |
| 2 | Auto Auth | rkautocorp | | |
| 3 | Corp User1 | rkcorpuser1 | | |

| File Identifier Code: | MixePayee | Transaction Type : Mixed Payee | Approval Type: | RECORD LEVEL |
|---|---|---|---|---|
| Sr No | User Name | User Id | | |
| 1 | Corp User1 | rkcorpuser1 | | |

| File Identifier Code: | SDMCInternationalABF | Transaction Type : International Funds Transfer | Approval Type: | FILE LEVEL |
|---|---|---|---|---|
| Sr No | User Name | User Id | | |
| 1 | Corp Init1 | corpinit1 | | |
| 2 | Corp User1 | rkcorpuser1 | | |
| 3 | Auto Auth | rkautocorp | | |

| File Identifier Code: | SDMCMIXABFile | Transaction Type : Mixed Payments | Approval Type: | FILE LEVEL |
|---|---|---|---|---|
| Sr No | User Name | User Id | | |
| 1 | Corp User1 | rkcorpuser1 | | |

1 Report generated by **Suyog Initiator** | 12 Oct 2017, 11:29

## Field Description

| Field Name | Description |
|---|---|
| **Report Parameters** | |
| **Party ID** | The party ID of whom the report is generated. |
| **Party Name** | The name of the party of whom the report is generated. |
| **File Identifier Code** | The file identifier code mapped to the users. |
| **Transaction Type** | The transaction type associated with the file identifier code. |
| **Approval Type** | Approval type for the file - either Record or File. |
| **Sr No** | Serial number of the records. |
| **User Name** | Name of the user to whom the file identifiers are mapped. |
| **User ID** | ID of the user. |

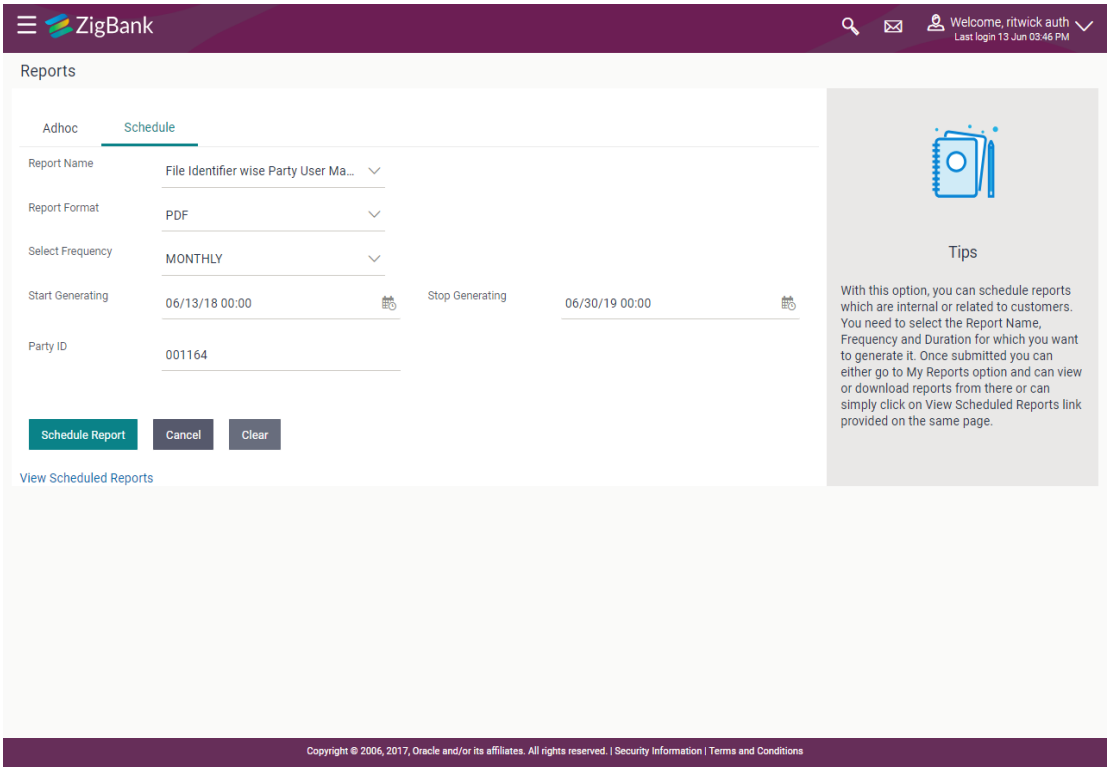
### 61.10.2 File Identifier wise Party User Mapping - Schedule Report

The reports that are generated in specific time frame such as daily, weekly, monthly, quarterly, and annually are categorized under scheduled reports.

**To generate the File Identifier wise Party User Mapping scheduled report:**

1. Click the **Schedule** tab.
2. From the **Report Name** list, select the appropriate report to be generated.
   The receptive report generation screen appears.

**File Identifier wise Party User Mapping - Schedule Report**




**Field Description**

| Field Name | Description |
|---|---|
| **Report Name** | Select the type of report to be generated. |

| Field Name | Description |
|---|---|
| **Report Format** | Select the format in which the report is to be generated<br>The options with Oracle Business Intelligence (BI) Publisher are:<br>• PDF<br>• XLS<br>The options with Internal Reporting Application are:<br>• PDF<br>• CSV |
| **Select Frequency** | Select the frequency at which the report is to be generated.<br>The options are:<br>• Once<br>• Daily<br>• Weekly<br>• Monthly |
| **Start Generating** | Date from which the report is to be generated as per the frequency defined |
| **Stop Generating** | Date till which the report is to be generated as per the frequency defined. |
| **Party ID** | Party ID of whom the report is to be generated. |
| **View Scheduled Reports** | Link to view all the reports that are scheduled. |

3. From the **Report Format** list, select the format in which the report is to be generated.
4. From the **Select Frequency** list, select the appropriate option.
5. From the **Start Generating** and **Stop Generating** list, select the appropriate duration.
6. In the **Party ID** field, enter the party ID.
7. From the **Duration - From** and **Duration - To** list, select the appropriate duration.
8. Click **Schedule Report** to view and generate the report.
   OR
   Click the **View Scheduled Reports** link to view all the scheduled reports. The **Scheduled Reports** screen appears.
   OR
   Click **Cancel** to cancel the transaction.
   OR
   Click **Clear** to reset the search parameters.
9. The success message along with the reference number, status and **Report Request Id** appears. Click Ok to close the screen and navigate to the dashboard.
   OR
   Click on the **View Reports** link to download the report. The user is directed to the My Reports

screen. The list of reports appears.
OR
Click **Schedule another Report** to generate another report.

10. In the **My Reports** screen, click on desired **Report Sub ID** to view and download the generated report. A report will be generated in the format specified at the time of scheduling or generating an adhoc report.

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**Note**: You can also download the requested report from ***Administrator Dashboard > Toggle Menu > Reports > My Reports > Scheduled Reports***.

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**Home**

## 61.11 Party User wise File Identifiers Mapping Report

Party User wise File Identifiers Mapping Report provides a summary of file identifiers mapped to each user of a specific party. Administrator has to provide a party ID for which the Party User wise File Identifiers Mapping Report is to be generated. Further, user has to select a format in which the report needs to be generated.

The generation of both Adhoc and Scheduled reports are supported.

**How to reach here:**

*Administrator Dashboard > Toggle menu > Reports > Report Generation*

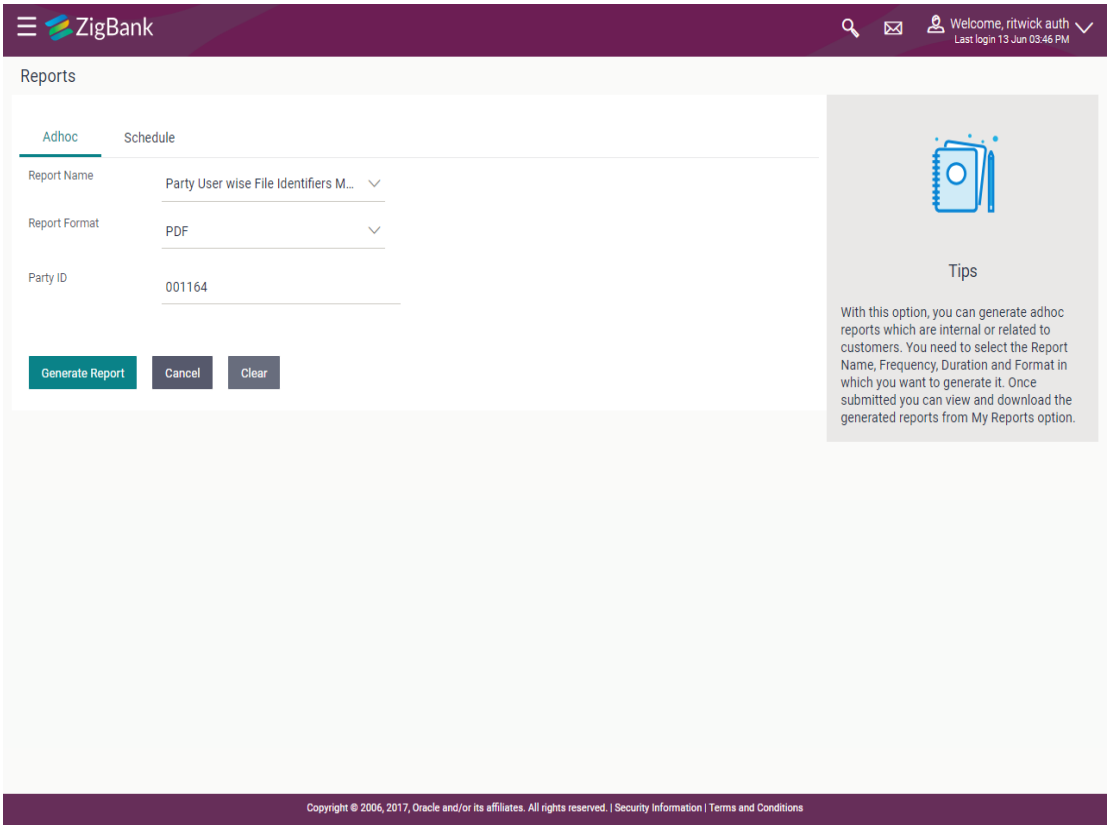
### 61.11.1 Party User wise File Identifiers Mapping - Adhoc Report

Party User wise File Identifiers Mapping Adhoc reports are generated on demand or on request. Generated reports can be viewed using 'My Reports' screen.

**To generate the Party User wise File Identifiers Mapping adhoc report:**

1. Click the **Adhoc** tab.
2. From the **Report Name** list, select the appropriate report to be generated.
   The receptive report generation screen appears.

**Party User wise File Identifiers Mapping - Adhoc Reports**



**Field Description**

| Field Name | Description |
|---|---|
| **Report Name** | Select the type of report to be generated. |
| **Report Format** | Select the format in which the report is to be generated..<br>The options with Oracle Business Intelligence (BI) Publisher are:<br>• PDF<br>• XLS<br>The options with Internal Reporting Application are:<br>• PDF<br>• CSV |
| **Party ID** | Party ID for which the report is to be generated. |

3. From the **Report Format** list, select the format in which the report is to be generated.
4. In the **Party ID** field, enter the party id.
5. Click **Generate Report** to view and generate the report.
   OR
   Click **Cancel** to cancel the transaction.
   OR
   Click **Clear** to reset the search parameters.
6. The success message along with the reference number, status and **Report Request Id** appears. Click Ok to close the screen and navigate to the dashboard.
   OR
   Click on the **View Reports** link to download the report. The user is directed to the **My Reports** screen. The list of reports appears.
   OR
   Click **Generate another report** to generate another report.
7. In the **My reports** screen, click on desired **Report Sub ID** to view and download the generated report.. A report will be generated in the format specified at the time of scheduling or generating an adhoc report.

**Note**: You can also download the requested report from ***Administrator Dashboard > Toggle Menu > Reports > My Reports***.

**For reference, a specimen of the report generated is given below:**

## Party User wise File Identifiers Mapping

Party Id : **001164** | Party Name : **Exxon Mobil**

ZigBank
Digital Banking

User Name : **Corp User1** User Id : **rkcorpuser1**

| File Identifier Code | Description | File Type | Transaction Type | Accounting Type | Approval Type | File Template | Format Type |
|---|---|---|---|---|---|---|---|
| MDMCDomABR | MDMC Domestic Adhoc Bene Record Level | DELIMITED | Domestic Funds Transfer | MDMC | RECORD level | DomesticFTMDMC | CSV |
| MDMCINTABR | MDMC Internal Adhoc Bene Record Level | DELIMITED | Internal Funds Transfer | MDMC | RECORD level | InternalFTMDMC | CSV |
| MixePayee | Mixed Payee Upload | DELIMITED | Mixed Payee | SDSC | RECORD level | MixedPayee | CSV |
| SDMCINTABF | SDMC Internal Adhoc Bene File Level | DELIMITED | Internal Funds Transfer | SDMC | FILE level | InternalFTSDMC | CSV |
| SDMCInternationalABF | SDMC International Adhoc Bene File Level | DELIMITED | International Funds Transfer | SDMC | FILE level | InternationalFTSDMC | CSV |
| SDMCMIXABFile | SDMC Mix Adhoc Bene File Level | DELIMITED | Mixed Payments | SDMC | FILE level | InternalDomSDMC | CSV |
| SDSCINABFileLevel | SDSC Internal Adhoc Bene File Level | DELIMITED | Internal Funds Transfer | SDSC | FILE level | InternalFT | CSV |
| SDSCInternalAR | SDSC Internal Adhoc Bene Record Level | DELIMITED | Internal Funds Transfer | SDSC | RECORD level | InternalFT | CSV |

User Name : **Auto Auth** User Id : **rkautocorp**

| File Identifier Code | Description | File Type | Transaction Type | Accounting Type | Approval Type | File Template | Format Type |
|---|---|---|---|---|---|---|---|
| MDMCDomABR | MDMC Domestic Adhoc Bene Record Level | DELIMITED | Domestic Funds Transfer | MDMC | RECORD level | DomesticFTMDMC | CSV |
| MDMCINTABR | MDMC Internal Adhoc Bene Record Level | DELIMITED | Internal Funds Transfer | MDMC | RECORD level | InternalFTMDMC | CSV |
| SDMCINTABF | SDMC Internal Adhoc Bene File Level | DELIMITED | Internal Funds Transfer | SDMC | FILE level | InternalFTSDMC | CSV |
| SDMCInternationalABF | SDMC International Adhoc Bene File Level | DELIMITED | International Funds Transfer | SDMC | FILE level | InternationalFTSDMC | CSV |
| SDSCINABFileLevel | SDSC Internal Adhoc Bene File Level | DELIMITED | Internal Funds Transfer | SDSC | FILE level | InternalFT | CSV |
| SDSCInternalAR | SDSC Internal Adhoc Bene Record Level | DELIMITED | Internal Funds Transfer | SDSC | RECORD level | InternalFT | CSV |
| SDSCMixFile | SDSCMixFile | DELIMITED | Mixed Payments | SDSC | FILE level | InternalIntlDomSDSC | CSV |

User Name : **Rahul Kamble** User Id : **rkcorpadmin**

1 Report generated by Suyog Initiator | 27 Oct 2017, 07:43

**Field Description**

| Field Name | Description |
|---|---|
| **Report Parameters** | |
| **Party ID** | The party ID for which the report is generated. |
| **Party Name** | The name of the party for which the report is generated. |
| **User Name** | Name of the users to whom the file identifiers are mapped. |
| **User ID** | ID of the user |
| **File Identifier Code** | The file identifier code mapped to the users. |
| **Description** | Description of the file identifier mapped to the user. |
| **File Type** | File type of the file identifier mapped to the user. |
| **Transaction Type** | Transaction type of the file identifier mapped to the user |
| **Accounting Type** | The accounting type of the file identifier mapped to the user. |
| **Approval Type** | Approval type of the file identifier mapped to the user |
| **File Template** | File template of the file identifier mapped to the user. |
| **Format Type** | Format type of the file identifier mapped to the user. |

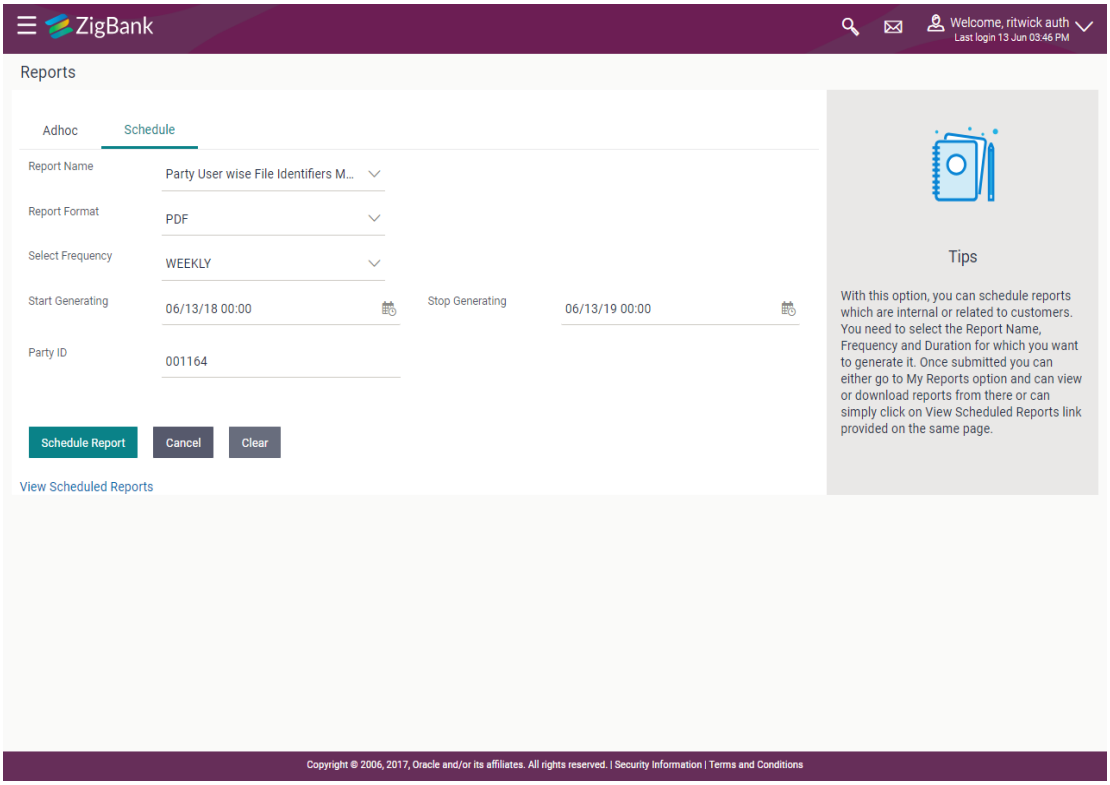
### 61.11.2 Party User wise File Identifiers Mapping - Schedule Reports

The reports that are generated in specific time frame such as daily, weekly, monthly, quarterly, and annually are categorized under scheduled reports.

**To generate the Party User wise File Identifiers Mapping schedule report:**

1. Click the **Schedule** tab.
2. From the **Report Name** list, select the appropriate report to be generated.
   The receptive report generation screen appears.

### Party User wise File Identifiers Mapping – Schedule Report




### Field Description

| Field Name | Description |
|---|---|
| **Report Name** | Select the type of report to be generated. |
| **Report Format** | Select the format in which the report is to be generated.<br>The options with Oracle Business Intelligence (BI) Publisher are:<br>• PDF<br>• XLS<br>The options with Internal Reporting Application are:<br>• PDF<br>• CSV |

| Field Name | Description |
|---|---|
| **Select Frequency** | Select the frequency at which the report is to be generated.<br>The options are:<br>• Once<br>• Daily<br>• Weekly<br>• Monthly |
| **Start Generating** | Date from which the report is to be generated as per the frequency defined. |
| **Stop Generating** | Date till which the report is to be generated as per the frequency defined. |
| **Party ID** | The party ID for which the report is to be generated. |
| **View Scheduled Reports** | Link to view all the reports that are scheduled. |

3. From the **Report Format** list, select the format in which the report is to be generated.
4. From the **Select Frequency** list, select the appropriate option.
5. From the **Start Generating** and **Stop Generating list**, select the appropriate duration.
6. In the **Party ID** field, enter the party id.
7. Click **Schedule Report** to view and generate the report.
   OR
   Click the **View Scheduled Reports** link to view all the scheduled reports. The **Scheduled Reports** screen appears.
   OR
   Click **Cancel** to cancel the transaction.
   OR
   Click **Clear** to reset the search parameters.
8. The success message along with the reference number, status and **Report Request Id** appears. Click Ok to close the screen and navigate to the dashboard.
   OR
   Click on the **View Reports** link to download the report. The user is directed to the My Reports screen. The list of reports appears.
   OR
   Click **Schedule another Report** to generate another report.
9. In the **My reports** screen, click on desired **Report Sub ID** to view and download the generated report. A report will be generated in the format specified at the time of scheduling or generating an adhoc report.

Note: You can also download the requested report from ***Administrator Dashboard > Toggle Menu > Reports > My Reports > Scheduled Reports***.

Home

## 61.12 Party wise Approval Rule report

Party wise approval rule report provides summary of approval rules set for a party. Approval rule maintenance is used to configure the conditions that define an approval flow. Administrator has to provide a party ID for which the Party wise Approval Rule Report is to be generated.

Further, user has to select a format in which the report needs to be generated. The generation of both Adhoc and Scheduled reports are supported.

**How to reach here:**

*Administrator Dashboard > Toggle menu > Reports > Report Generation*

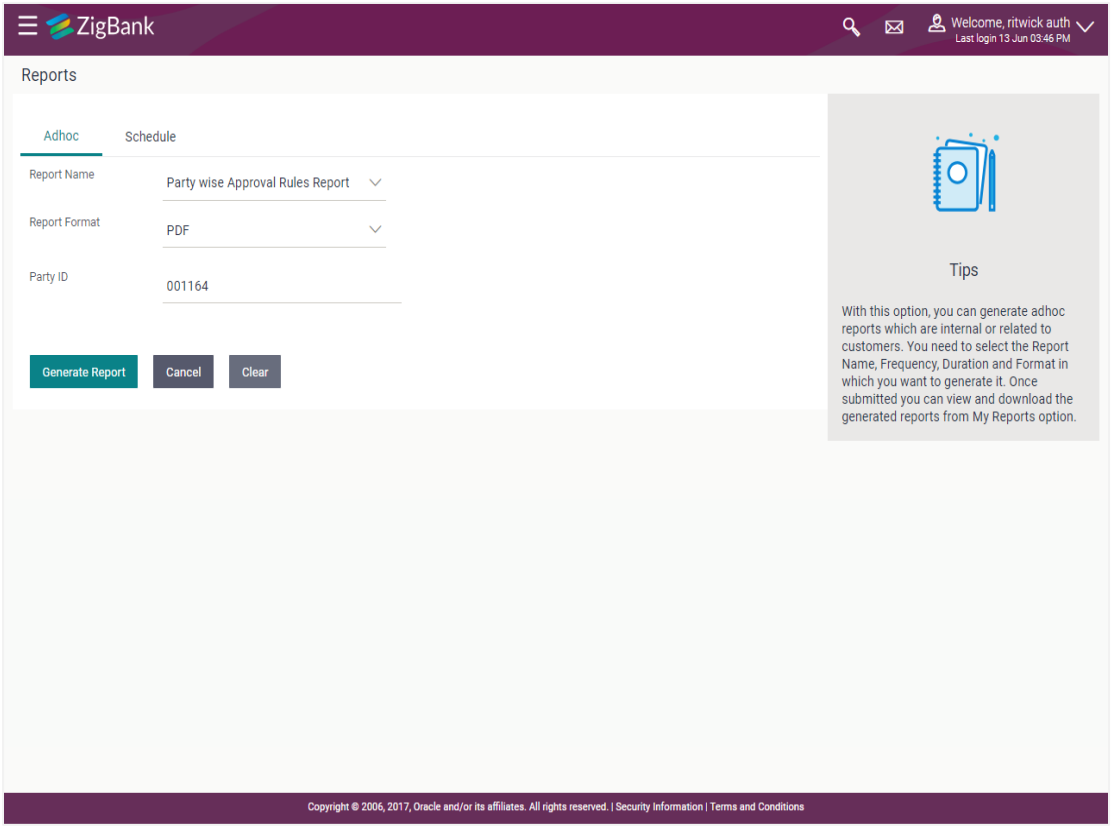
### 61.12.1 Party wise Approval Rule - Adhoc Report

Party wise Approval Rule Adhoc reports are generated on demand or on request. Generated reports can be viewed using 'My Reports' screen.

**To generate the Party wise Approval Rule adhoc report**

1. Click the **Adhoc** tab.
2. From the **Report Name** list, select the appropriate report to be generated.
   The receptive report generation screen appears.

**Party wise Approval Rule - Adhoc Reports**



**Field Description**

| Field Name | Description |
|---|---|
| **Report Name** | Select the type of report to be generated. |
| **Report Format** | Select the format in which the report is to be generated..<br>The options with Oracle Business Intelligence (BI) Publisher are:<br>• PDF<br>• XLS<br>The options with Internal Reporting Application are:<br>• PDF<br>• CSV |
| **Party ID** | The party ID of whom the report is to be generated. |

3. From the **Report Format** list, select the format in which the report is to be generated.
4. In the **Party Id** field, enter the party id.
5. Click **Generate Report** to view and generate the report.
   OR
   Click **Cancel** to cancel the transaction.
   OR
   Click **Clear** to reset the search parameters.
6. The success message along with the reference number, status and **Report Request Id** appears. Click Ok to close the screen and navigate to the dashboard.
   OR
   Click on the **View Reports** link to download the report. The user is directed to the My Reports screen. The list of reports appears.
   OR
   Click **Generate another Report** to generate another report.
7. In the **My Reports** screen, click on desired **Report ID** to view and download the generated report. A report will be generated in the format specified at the time of scheduling or generating an adhoc report.

Note: You can also download the requested report from ***Administrator Dashboard > Toggle Menu > Reports > My Reports***.

**For reference, a specimen of the report generated is given below:**



Party wise Approval Rules

Party Id: **001164** | Party Name: **Exxon Mobil**

ZigBank
Digital Banking

| Sr No | Rule Type | Rule Code | Rule Description | Initiator Type | Transactions | Accounts | Approval Required | Workflow |
|---|---|---|---|---|---|---|---|---|
| 1 | | rkcorpadmin | rkcorpADMINmn | User | | | Yes | rkcorpadmin1 |
| 2 | Financial | AutoApprovalRule | AutoApprovalRule | User | | ALL | No | |
| 3 | Maintenance | rkcorpadmin1 | rkcorpadmin1 | User | | | No | |
| 4 | Maintenance | abc | abc | User | | | Yes | SingleLevelAppWF |
| 5 | Financial | AutoauthUser | AutoauthUser | User | | ALL | No | |
| 6 | Maintenance | MaintanceAutoAuthRul | MaintanceAutoAuthRule | User | | | No | |

1 Report generated by Mustufa Gari | 27 Oct 2017, 05:39

## Field Description

| Field Name | Description |
|---|---|
| **Report Parameters** | |
| **Party ID** | Party ID of whom the report is generated. |
| **Party Name** | Party name of whom the report is generated. |
| **Sr No** | Serial number of the records. |

| Field Name | Description |
|---|---|
| **Rule Type** | Transaction rule type.<br>The transaction rule type could be:<br>• Financial<br>• Non Financial<br>• Maintenance |
| **Rule Code** | Approval rule code. |
| **Rule Description** | Description given to an approval rule. |
| **Initiator Type** | Type of the initiator if specific user or group to whom the approval rule is applicable. |
| **Transactions** | Type of transactions for which the approval rule is applicable. |
| **Accounts** | Type of accounts for which the approval rule is applicable. |
| **Approval Required** | Whether approval is required for the condition set. Yes or No. |
| **Workflow** | Workflow mapped for approving the transaction. |

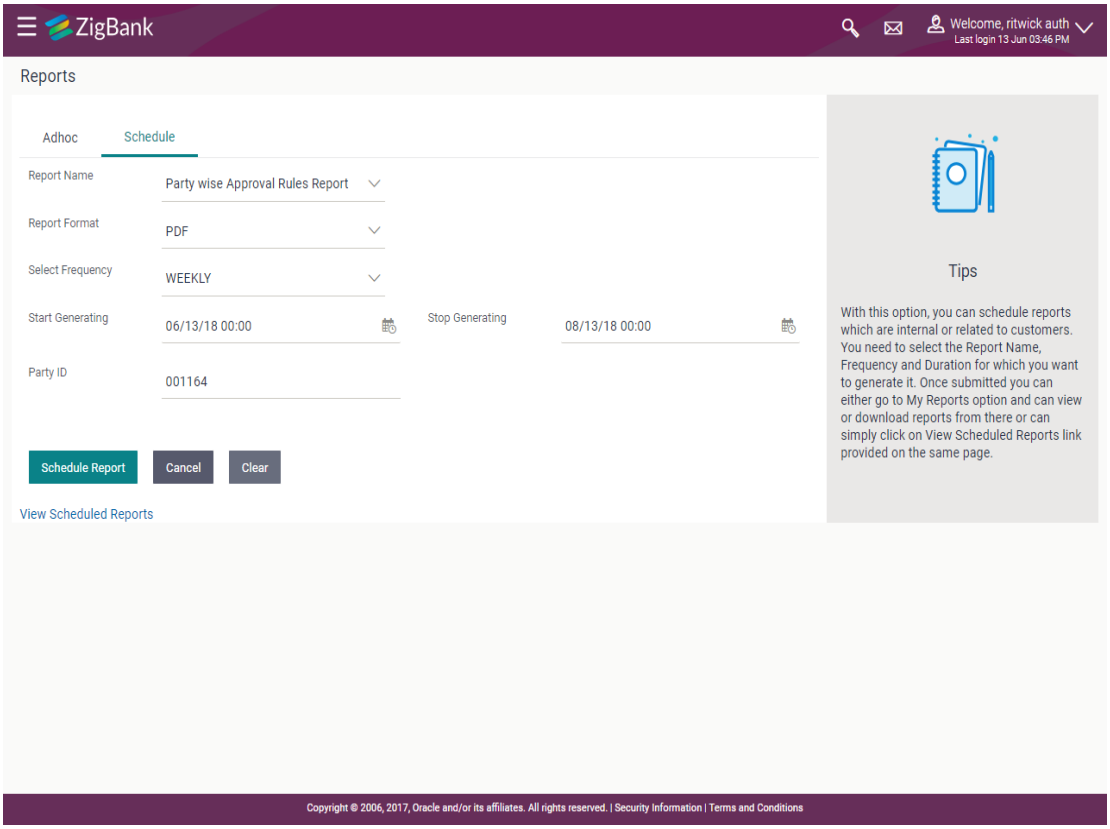
### 61.12.2 Party wise Approval Rule - Schedule Reports

The reports that are generated in specific time frame such as daily, weekly, monthly, quarterly, and annually are categorized under scheduled reports.

**To generate the Party wise Approval Rule schedule report:**

1. Click the **Schedule** tab.
2. From the **Report Name** list, select the appropriate report to be generated.
   The receptive report generation screen appears.

### Party wise Approval Rule - Schedule Report




### Field Description

| Field Name | Description |
|---|---|
| **Report Name** | Select the type of report to be generated. |
| **Report Format** | Select the format in which the report is to be generated.<br>The options with Oracle Business Intelligence (BI) Publisher are:<br>• PDF<br>• XLS<br>The options with Internal Reporting Application are:<br>• PDF<br>• CSV |

| Field Name | Description |
|---|---|
| **Select Frequency** | Select the frequency at which the report is to be generated.<br>The options are:<br>• Once<br>• Daily<br>• Weekly<br>• Monthly |
| **Start Generating** | Date from which the report is to be generated as per the frequency defined. |
| **Stop Generating** | Date till which the report is to be generated as per the frequency defined. |
| **Party ID** | Party ID of whom the report is to be generated. |
| **View Scheduled Reports** | Link to view all the reports that are scheduled. |

3. From the **Report Format** list, select the format in which the report is to be generated.
4. From the **Select Frequency** list, select the appropriate option.
5. From the **Start Generating** and **Stop Generating** list, select the appropriate duration.
6. In the **Party ID** field, enter the party id.
7. Click **Schedule Report** to view and generate the report.
   OR
   Click the **View Scheduled Reports** link to view all the scheduled reports. The **Scheduled Reports** screen appears.
   OR
   Click **Cancel** to cancel the transaction.
   OR
   Click **Clear** to reset the search parameters.
8. The success message along with the reference number, status and **Report Request Id** appears. Click **Ok** to close the screen and navigate to the dashboard.
   OR
   Click on the **View Reports** link to download the report. The user is directed to the My Reports screen. The list of reports appears.
   OR
   Click **Schedule another Report** to generate another report.
9. In the **My Reports** screen, click on desired **Report Sub ID** to view and download the generated report. A report will be generated in the format specified at the time of scheduling or generating an adhoc report.

Note: You can also download the requested report from ***Administrator Dashboard > Toggle Menu > Reports > My Reports > Scheduled Reports***.

**Home**

## 61.13 Party wise File Identifiers Mapping Report

Party wise file identifier mapping report provides summary of file identifiers mapped to a specific party ID. Administrator has to provide a party ID for which Party wise file identifier mapping report is to be generated.

Further, user has to select a format in which the report needs to be generated.

The generation of both Adhoc and Scheduled reports are supported.

**How to reach here:**

*Administrator Dashboard > Toggle menu > Reports > Report Generation*

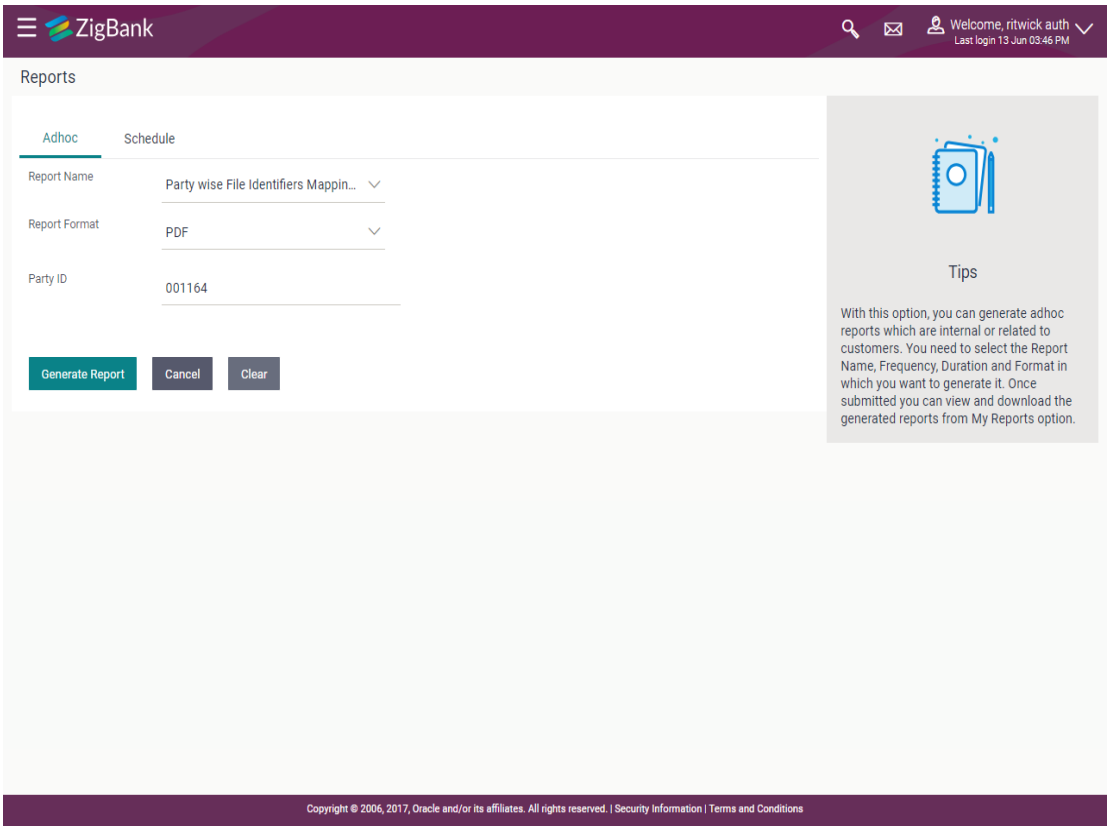
### 61.13.1 Party wise File Identifiers Mapping - Adhoc Report

Party wise File Identifiers Mapping Adhoc reports are generated on demand or on request. Generated reports can be viewed using ‘My Reports’ screen.

**To generate the Party wise File Identifiers Mapping adhoc report:**

1. Click the **Adhoc** tab.
2. From the **Report Name** list, select the appropriate report to be generated.
   The receptive report generation screen appears.

**Party wise File Identifiers Mapping - Adhoc Report**



**Field Description**

| Field Name | Description |
|---|---|
| **Report Name** | Select the type of report to be generated. |
| **Report Format** | Select the format in which the report is to be generated..<br>The options with Oracle Business Intelligence (BI) Publisher are:<br>• PDF<br>• XLS<br>The options with Internal Reporting Application are:<br>• PDF<br>• CSV |
| **Party ID** | Party ID of whom the report is to be generated. |

3. From the **Report Format** list, select the format in which the report is to be generated.
4. In the **Party ID** field, enter the party id.
5. Click **Generate Report** to view and generate the report.
   OR
   Click **Cancel** to cancel the transaction.
   OR
   Click **Clear** to reset the search parameters.
6. The success message along with the reference number, status and **Report Request Id** appears. Click Ok to close the screen and navigate to the dashboard.
   OR
   Click on the **View Reports** link to download the report. The user is directed to the My Reports screen. The list of reports appears.
   OR
   Click **Generate another report** to generate another report.
7. In the **My Reports** screen, click on desired **Report Sub ID** to view and download the generated report. A report will be generated in the format specified at the time of scheduling or generating an adhoc report.

**Note**: You can also download the requested report from ***Administrator Dashboard > Toggle Menu > Reports > My Reports***.

**For reference, a specimen of the report generated is given below:**

## Party wise File Identifiers Mapping

Party Id : **001164** | Party Name : **Exxon Mobil**

ZigBank
Digital Banking

| Sr No | File Identifier Code | Description | File Type | Transaction Type | Accounting Type | Approval Type | File Template | Format Type |
|---|---|---|---|---|---|---|---|---|
| 1 | MDMCDomABR | MDMC Domestic Adhoc Bene Record Level | DELIMITED | Domestic Funds Transfer | MDMC | RECORD LEVEL | DomesticFTMDMC | CSV |
| 2 | MDMCINTABR | MDMC Internal Adhoc Bene Record Level | DELIMITED | Internal Funds Transfer | MDMC | RECORD LEVEL | InternalFTMDMC | CSV |
| 3 | MixePayee | Mixed Payee Upload | DELIMITED | Mixed Payee | SDSC | RECORD LEVEL | MixedPayee | CSV |
| 4 | SDMCINTABF | SDMC Internal Adhoc Bene File Level | DELIMITED | Internal Funds Transfer | SDMC | FILE LEVEL | InternalFTSDMC | CSV |
| 5 | SDMCInternationalABF | SDMC International Adhoc Bene File Level | DELIMITED | International Funds Transfer | SDMC | FILE LEVEL | InternationalFTSDMC | CSV |
| 6 | SDMCMIXABFile | SDMC Mix Adhoc Bene File Level | DELIMITED | Mixed Payments | SDMC | FILE LEVEL | InternalDomSDMC | CSV |
| 7 | SDSCINABFile Level | SDSC Internal Adhoc Bene File Level | DELIMITED | Internal Funds Transfer | SDSC | FILE LEVEL | InternalFT | CSV |
| 8 | SDSCInternalAR | SDSC Internal Adhoc Bene Record Level | DELIMITED | Internal Funds Transfer | SDSC | RECORD LEVEL | InternalFT | CSV |
| 9 | SDSCMixFile | SDSCMixFile | DELIMITED | Mixed Payments | SDSC | FILE LEVEL | InternalIntlDomSDSC | CSV |

1 Report generated by **Mustufa Gari** | 27 Oct 2017, 06:37

**Field Description**

| Field Name | Description |
|---|---|
| **Report Parameters** | |
| **Party ID** | Party ID of whom the report is generated. |
| **Party Name** | Party name of whom the report is generated. |
| **Sr No** | Serial number of the records. |
| **File Identifier Code** | The file identifier codes mapped to the specific party. |
| **Description** | Description of file identifiers mapped to the party. |
| **File Type** | File type of file identifiers mapped to the party. |
| **Transaction Type** | Transaction type of file identifiers mapped to the party. |
| **Accounting Type** | The accounting type of file identifiers mapped to the party. |
| **Approval Type** | Approval type of file identifiers mapped to the party. |
| **File Template** | File template of file identifiers mapped to the party. |
| **Format Type** | Format type of file identifiers mapped to the party.. |

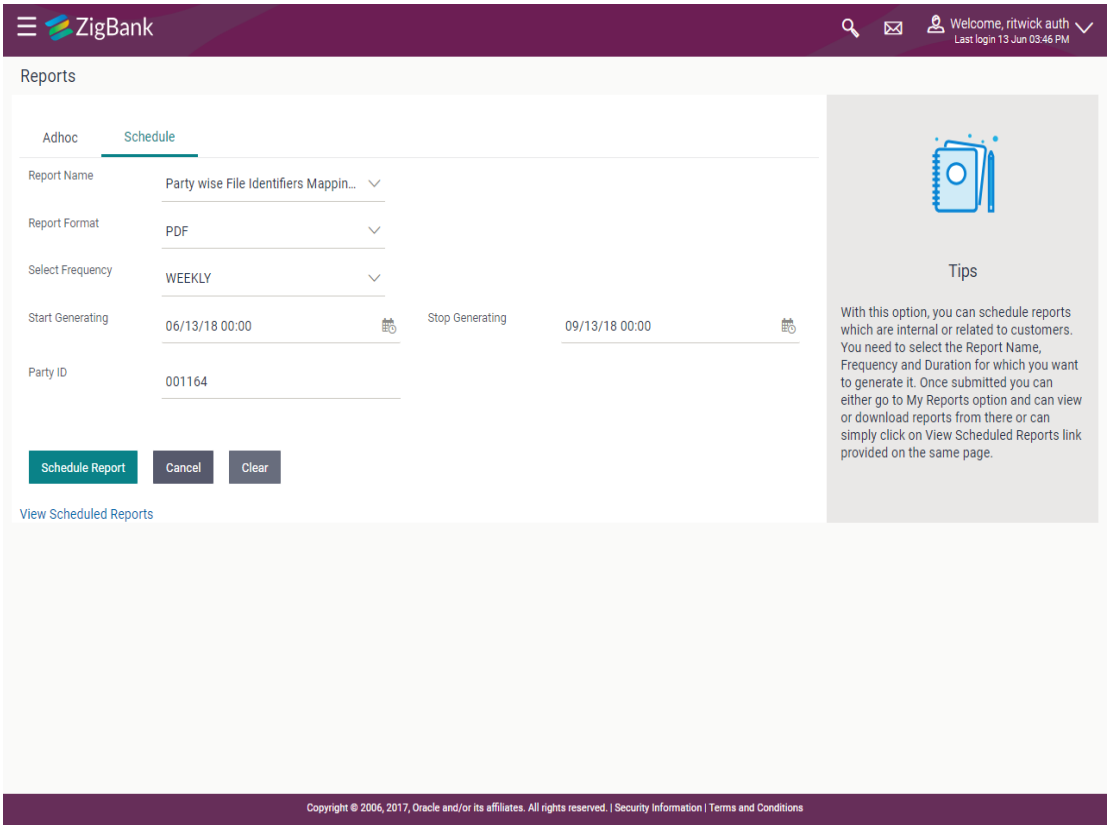
### 61.13.2 Party wise File Identifiers Mapping - Schedule Reports

The reports that are generated in specific time frame such as daily, weekly, monthly, quarterly, and annually are categorized under scheduled reports.

**To generate the Party wise File Identifiers Mapping schedule report:**

1. Click the **Schedule** tab.
2. From the **Report Name** list, select the appropriate report to be generated.
   The receptive report generation screen appears.

### Party wise File Identifiers Mapping - Schedule Report




### Field Description

| Field Name | Description |
|---|---|
| **Report Name** | Select the type of report to be generated. |
| **Report Format** | Select the format in which the report is to be generated..<br>The options with Oracle Business Intelligence (BI) Publisher are:<br>• PDF<br>• XLS<br>The options with Internal Reporting Application are:<br>• PDF<br>• CSV |

| Field Name | Description |
|---|---|
| **Select Frequency** | Select the frequency at which the report is to be generated.<br>The options are:<br>• Once<br>• Daily<br>• Weekly<br>• Monthly |
| **Start Generating** | Date from which the report is to be generated as per the frequency defined. |
| **Stop Generating** | Date till which the report is to be generated as per the frequency defined, |
| **Party ID** | Party ID of which the report is to be generated. |
| **View Scheduled Reports** | Link to view all the reports that are scheduled. |

3. From the **Report Format** list, select the format in which the report is to be generated.
4. From the **Select Frequency** list, select the appropriate option.
5. From the **Start Generating** and **Stop Generating list**, select the appropriate duration.
6. In the **Party ID** field, enter the party id.
7. Click **Schedule Report** to view and generate the report.
   OR
   Click the **View Scheduled Reports** link to view all the scheduled reports. The **Scheduled Reports** screen appears.
   OR
   Click **Cancel** to cancel the transaction.
   OR
   Click **Clear** to reset the search parameters.
8. The success message along with the reference number, status and **Report Request Id** appears. Click Ok to close the screen and navigate to the dashboard.
   OR
   Click on the **View Reports** link to download the report. The user is directed to the My Reports screen. The list of reports appears.
   OR
   Click **Schedule another Report** to generate another report.
9. In the **My Reports** screen, click on desired **Report Sub ID** to view and download the generated report. A report will be generated in the format specified at the time of scheduling or generating an adhoc report.

**Note**: You can also download the requested report from ***Administrator Dashboard > Toggle Menu > Reports > My Reports > Scheduled Reports***.

**Home**

## 61.14 Party wise Payee Maintenance Report

Party wise Payee Maintenance Report provides summary of account and draft payees maintained under a specific party ID. Administrator has to provide a party ID for which Party wise Payee Maintenance Report is to be generated.

Further, user has to select a format in which the report needs to be generated. The generation of both Adhoc and Scheduled reports are supported.

**How to reach here:**

*Administrator Dashboard > Toggle menu > Reports > Report Generation*

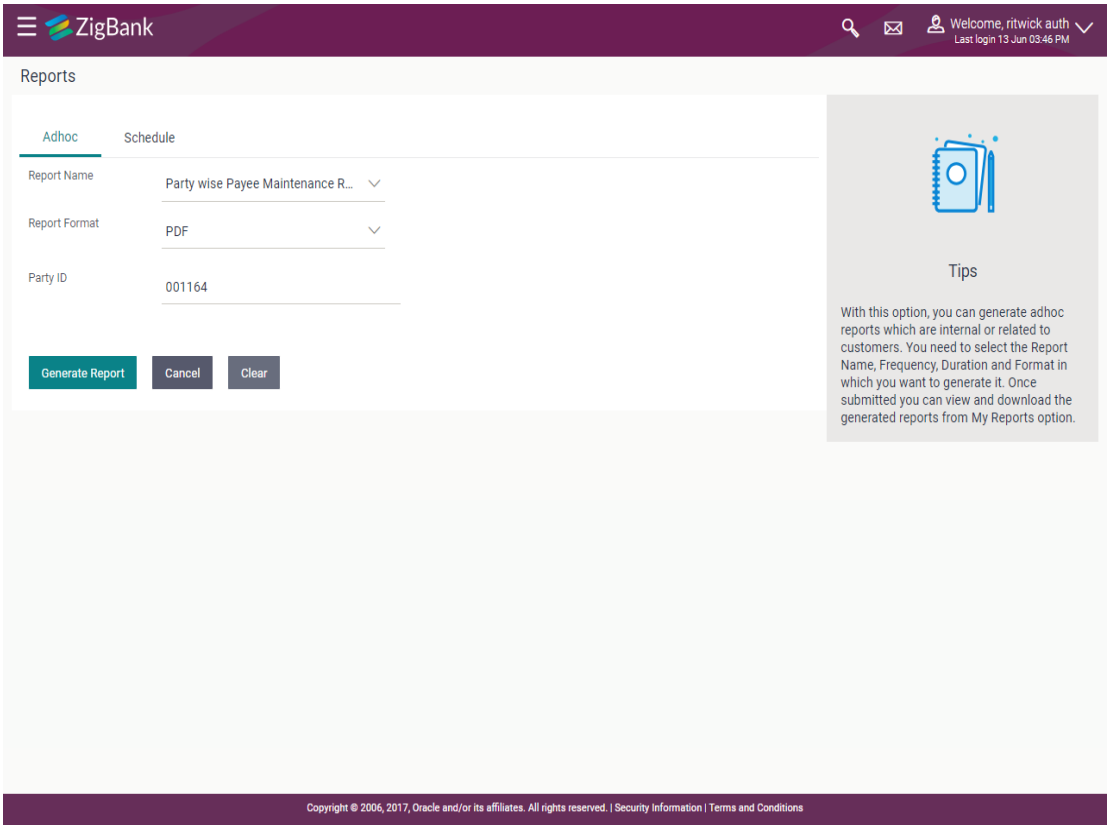
### 61.14.1 Party wise Payee Maintenance - Adhoc Report

Party wise Payee Maintenance Adhoc reports are generated on demand or on request. Generated reports can be viewed using 'My Reports' screen.

**To generate the Party wise Payee Maintenance adhoc report:**

1. Click the **Adhoc** tab.
2. From the **Report Name** list, select the appropriate report to be generated.
   The receptive report generation screen appears.

**Party wise Payee Maintenance - Adhoc Reports**



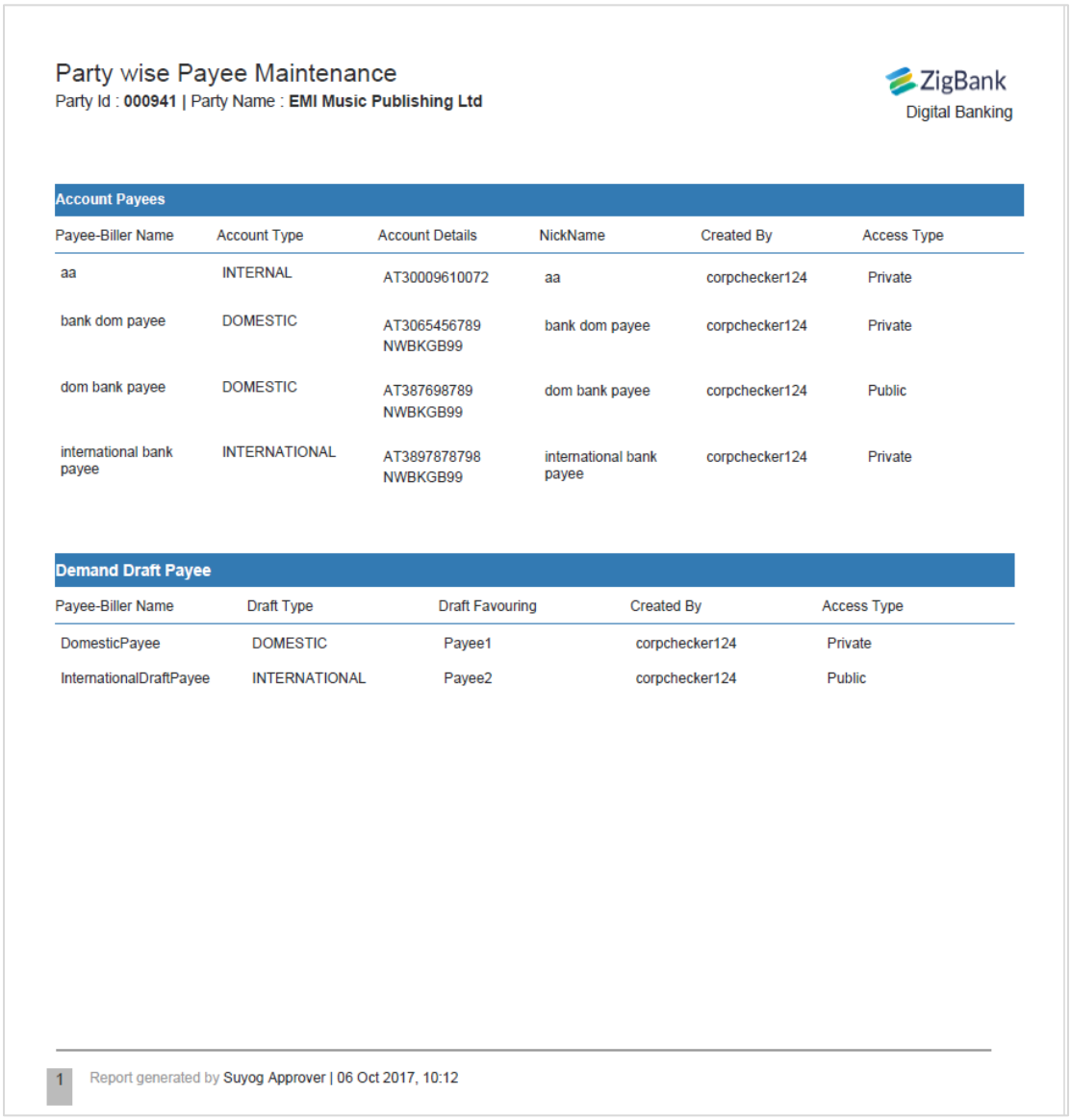
**Field Description**

| Field Name | Description |
|---|---|
| **Report Name** | Select the type of report to be generated. |
| **Report Format** | Select the format in which the report is to be generated..<br>The options with Oracle Business Intelligence (BI) Publisher are:<br>• PDF<br>• XLS<br>The options with Internal Reporting Application are:<br>• PDF<br>• CSV |
| **Party ID** | Party ID of which the report is to be generated. |

3. From the **Report Format** list, select the format in which the report is to be generated.
4. In the **Party Id** field, enter the party id.
5. Click **Generate Report** to view and generate the report.
   OR
   Click **Cancel** to cancel the transaction.
   OR
   Click **Clear** to reset the search parameters.
6. The success message along with the reference number, status and **Report Request Id** appears. Click Ok to close the screen and navigate to the dashboard.
   OR
   Click on the **View Reports** link to download the report. The user is directed to the My Reports screen. The list of reports appears.
   OR
   Click **Generate another Report** to generate another report.
7. In the **My Reports** screen, click on desired **Report Sub ID** to view and download the generated report. A report will be generated in the format specified at the time of scheduling or generating an adhoc report.

Note: You can also download the requested report from ***Administrator Dashboard > Toggle Menu > Reports > My Reports***.

**For reference, a specimen of the report generated is given below:**



Party wise Payee Maintenance

Party Id : **000941** | Party Name : **EMI Music Publishing Ltd**

ZigBank
Digital Banking

**Account Payees**

| Payee-Biller Name | Account Type | Account Details | NickName | Created By | Access Type |
|---|---|---|---|---|---|
| aa | INTERNAL | AT30009610072 | aa | corpchecker124 | Private |
| bank dom payee | DOMESTIC | AT3065456789 NWBKGB99 | bank dom payee | corpchecker124 | Private |
| dom bank payee | DOMESTIC | AT387698789 NWBKGB99 | dom bank payee | corpchecker124 | Public |
| international bank payee | INTERNATIONAL | AT3897878798 NWBKGB99 | international bank payee | corpchecker124 | Private |

**Demand Draft Payee**

| Payee-Biller Name | Draft Type | Draft Favouring | Created By | Access Type |
|---|---|---|---|---|
| DomesticPayee | DOMESTIC | Payee1 | corpchecker124 | Private |
| InternationalDraftPayee | INTERNATIONAL | Payee2 | corpchecker124 | Public |

1 Report generated by Suyog Approver | 06 Oct 2017, 10:12

## Field Description

| Field Name | Description |
|---|---|
| **Report Parameters** | |
| **Party ID** | Party ID of whom the report is generated. |
| **Party Name** | Party name of the party for whom the report is to be generated. |
| **Report Parameters** | |
| Below field appears for **Account** type payee | |

| Field Name | Description |
|---|---|
| **Payee Name** | Name of the payee. |
| **Account Type** | Type of account associated with the payee. |
| **Account Details** | The details of the account i.e. the account number of the payee's account. |
| **Nickname** | Account nickname of the payee to identify the account for fund transfer. |
| **Created By** | ID of the corporate user who created a payee. |
| **Access Type** | The access type of the payee.<br>The options are:<br>• Public<br>• Private |
| **Report Parameters** | |
| Below field appears for **Demand Draft** type payee | |
| **Payee Name** | Name of the payee. |
| **Draft Type** | Type of draft associated with the Payee.<br>The type can be:<br>• Domestic<br>• International |
| **Draft Favouring** | Draft favouring details. |
| **Created By** | ID of the corporate user who created a payee. |
| **Access Type** | The access type for payee.<br>The options are:<br>• Public<br>• Private |

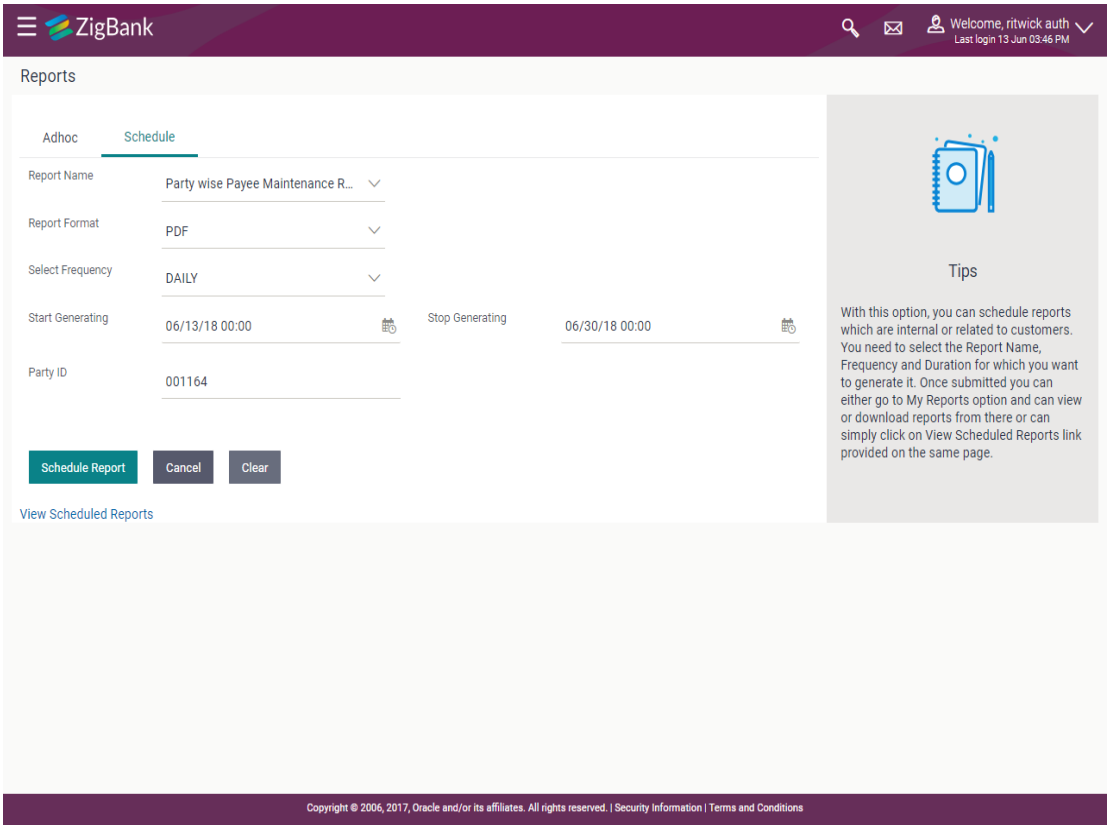
### 61.14.2 Party wise Payee Maintenance - Schedule Reports

The reports that are generated in specific time frame such as daily, weekly, monthly, quarterly, and annually are categorized under scheduled reports.

**To generate the Party wise Payee Maintenance schedule report:**

1. Click the **Schedule** tab.
2. From the **Report Name** list, select the appropriate report to be generated.
   The receptive report generation screen appears.

### Party wise Payee Maintenance - Schedule Report




### Field Description

| Field Name | Description |
|---|---|
| **Report Name** | Select the type of report to be generated. |
| **Report Format** | Select the format in which the report is to be generated.<br>The options with Oracle Business Intelligence (BI) Publisher are:<br>• PDF<br>• XLS<br>The options with Internal Reporting Application are:<br>• PDF<br>• CSV |

| Field Name | Description |
|---|---|
| **Select Frequency** | Select the frequency at which the report is to be generated.<br>The options are:<br>• Once<br>• Daily<br>• Weekly<br>• Monthly |
| **Start Generating** | Date from which the report is to be generated as per the frequency defined. |
| **Stop Generating** | Date till which the report is to be generated as per the frequency defined. |
| **Party ID** | Party ID of which the report is to be generated. |
| **View Scheduled Reports** | Link to view all the reports that are scheduled. |

3. From the **Report Format** list, select the format in which the report is to be generated.
4. From the **Select Frequency** list, select the appropriate option.
5. From the **Start Generating** and **Stop Generating** list, select the appropriate duration.
6. In the **Party Id** field, enter the party id.
7. Click **Schedule Report** to view and generate the report.
   OR
   Click the **View Scheduled Reports** link to view all the scheduled reports. The **Scheduled Reports** screen appears.
   OR
   Click **Cancel** to cancel the transaction.
   OR
   Click **Clear** to reset the search parameters.
8. The success message along with the reference number, status and **Report Request Id** appears. Click Ok to close the screen and navigate to the dashboard.
   OR
   Click on the **View Reports** link to download the report. The user is directed to the My Reports screen. The list of reports appears.
   OR
   Click **Schedule another Report** to generate another report.
9. In the **My Reports** screen, click on desired **Report Sub ID** to view and download the generated report. A report will be generated in the format specified at the time of scheduling or generating an adhoc report.

**Note**: You can also download the requested report from ***Administrator Dashboard > Toggle Menu > Reports > My Reports > Scheduled Reports***.

**Home**

## 61.15 Party wise Pending Approvals List Report

Party wise Pending Approval List Report provides a summary of transaction pending for approval under a specific party ID. Administrator has to provide a party ID for Party wise Pending Approval List Report is to be generated.

Further, user has to select a format in which the report needs to be generated. The generation of both Adhoc and Scheduled reports are supported.

**How to reach here:**

*Administrator Dashboard > Toggle menu > Reports > Report Generation*

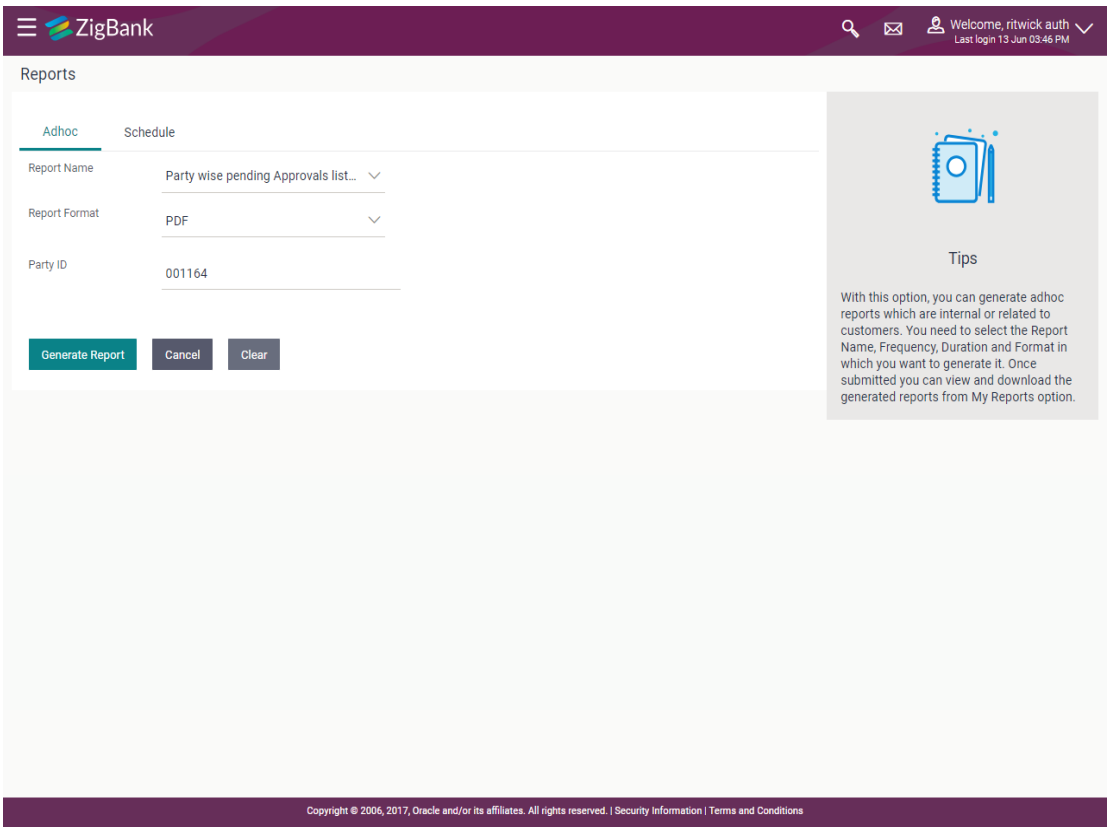
### 61.15.1 Party wise Pending Approvals list - Adhoc Report

Party wise Pending Approvals list Adhoc reports are generated on demand or on request. Generated reports can be viewed using 'My Reports' screen.

**To generate the date wise user creation adhoc report:**

1. Click the **Adhoc** tab.
2. From the **Report Name** list, select the appropriate report to be generated.
   The receptive report generation screen appears.

**Party wise Pending Approvals List - Adhoc Report**



**Field Description**

| Field Name | Description |
|---|---|
| **Report Name** | Select the type of report to be generated. |
| **Report Format** | Select the format in which the report is to be generated..<br>The options with Oracle Business Intelligence (BI) Publisher are:<br>• PDF<br>• XLS<br>The options with Internal Reporting Application are:<br>• PDF<br>• CSV |
| **Party ID** | Party ID of which the report is to be generated. |

3. From the **Report Format** list, select the format in which the report is to be generated.
4. In the **Party ID** field, enter the party id.
5. Click **Generate Report** to view and generate the report.
   OR
   Click **Cancel** to cancel the transaction.
   OR
   Click **Clear** to reset the search parameters.
6. The success message along with the reference number, status and **Report Request Id** appears. Click Ok to close the screen and navigate to the dashboard.
   OR
   Click on the **View Reports** link to download the report. The user is directed to the My Reports screen. The list of reports appears.
   OR
   Click **Generate another Report** to generate another report.
7. In the **My reports** screen, click on desired **Report Sub ID** to view and download the generated report. A report will be generated in the format specified at the time of scheduling or generating an adhoc report.

**Note**: You can also download the requested report from ***Administrator Dashboard > Toggle Menu > Reports > My Reports***.

**For reference, a specimen of the report generated is given below:**



Party wise Pending Approvals List

Party Id: **000941** | Party Name : **EMI Music Publishing Ltd**

ORACLE Digital Banking

**ACCOUNT FINANCIAL-**

| Transaction Date | Description | Account Details | Amount | Initiated By | Reference Number | Status |
|---|---|---|---|---|---|---|

**ACCOUNT NON FINANCIAL-**

| Transaction Date | Description | Account Details | Amount | Initiated By | Reference Number | Status |
|---|---|---|---|---|---|---|

**PAYMENTS-**

| Transaction Date | Description | From Account | Amount | Payee Account Details | Initiated By | Reference Number | Status |
|---|---|---|---|---|---|---|---|

**BULK FILE-**

| Transaction Date | Description | Transaction Type | File Name | File Amount | Initiated By | Reference Number | Status |
|---|---|---|---|---|---|---|---|

**BULK RECORD-**

| Transaction Date | Description | Debit Account Number | Amount | Payee Account Details | Initiated By | Reference Number | Status |
|---|---|---|---|---|---|---|---|

**PAYEE AND BILLER-**

| Transaction Date | Payee-Biller Name | Payee type | Category | Initiated By | Reference Number | Status |
|---|---|---|---|---|---|---|

1 Report generated by Admin Auto | 28 Sep 2017, 13:53

## Field Description

| Field Name | Description |
|---|---|
| **Party ID** | Party ID of which the report is generated. |

| Field Name | Description |
|---|---|
| **Party Name** | Name of the party of whom the report is generated, |
| **Accounts Financial/ Accounts Non Financial** | |
| **Transaction Date** | Date of transaction initiation. |
| **Description** | Description of the transaction. |
| **Account Details** | Accounts details of transaction. |
| **Amount** | Amount for transaction. |
| **Initiated By** | Name of the user who has initiated the transaction. |
| **Reference Number** | Reference number of transaction. |
| **Status** | Status of the transaction. |
| **Report Parameters- Payments** | |
| **Transaction Date** | Date of the transaction initiation. |
| **Description** | Description of the transaction. |
| **From Account** | The account from which the funds are to be debited |
| **Amount** | Transactions amount. |
| **Payee Account Details** | Name and account details of the payee. |
| **Initiated By** | Name of the user who has initiated the transaction. |
| **Reference Number** | Reference number of transaction. |
| **Status** | Status of the transaction. |
| **Report Parameters- Bulk File** | |
| **Transaction Date** | Date of the transaction initiation. |
| **Description** | Description of the transaction. |
| **Transaction Type** | Transaction Type. |
| **File Name** | File name of the bulk file uploaded by the user. |
| **File Amount** | File amount. |
| **Initiated By** | Name of the user who has initiated the transaction. |

| Field Name | Description |
|---|---|
| **Reference Number** | Reference number of transaction. |
| **Status** | Status of the transaction. |
| **Report Parameters- Bulk Record** | |
| **Transaction Date** | Date of the transaction initiation. |
| **Description** | Description of the transaction. |
| **Debit Account Number** | The account from which the funds are to be debited. |
| **Amount** | The amount of the transaction. |
| **Payee Account Details** | Name and account details of the payee. |
| **Initiated By** | Name of the user who has initiated the transaction. |
| **Reference Number** | Reference number of transaction. |
| **Status** | Status of the transaction. |
| **Report Parameters- Payee and Biller** | |
| **Transaction Date** | Date of the transaction initiation. |
| **Payee-Biller Name** | Payee/ biller name. |
| **Payee Type** | Payee Type. |
| **Category** | Payee Category. |
| **Initiated By** | Name of the user who has initiated the transaction. |
| **Reference Number** | Reference number of transaction. |
| **Status** | Status of the transaction. |

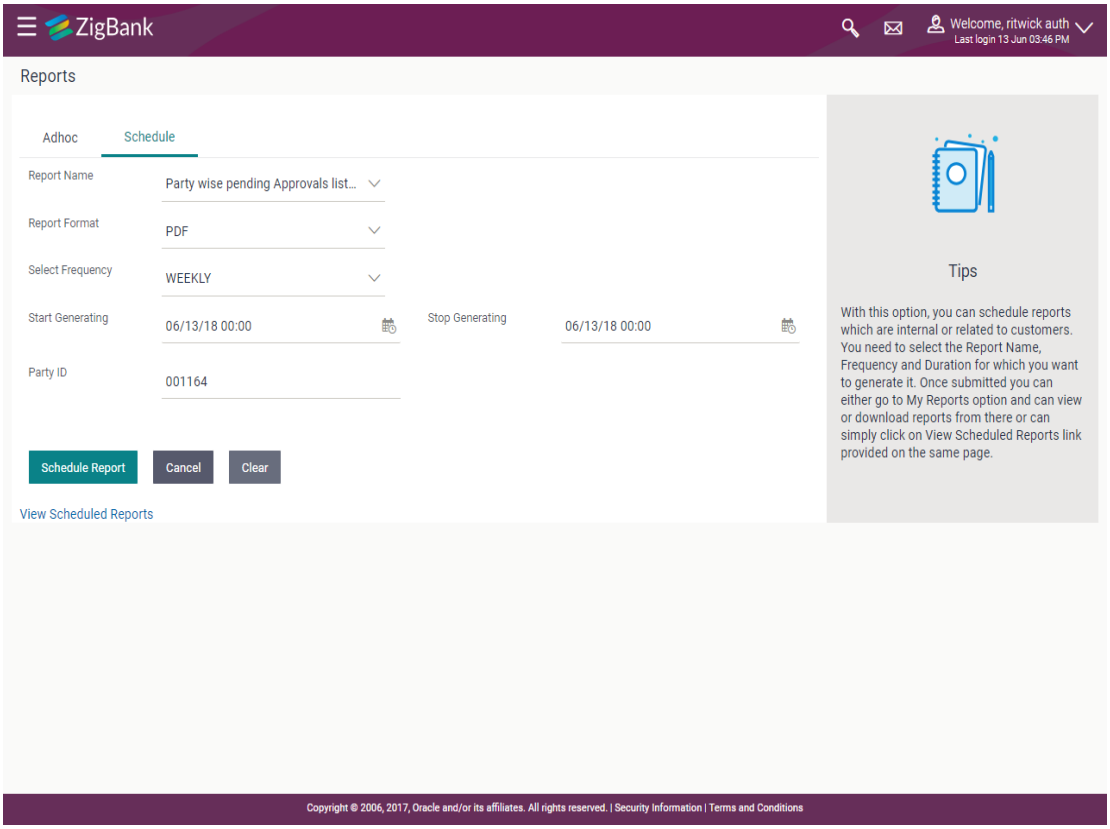
### 61.15.2 Party wise Pending Approvals List – Schedule Report

The reports that are generated in specific time frame such as daily, weekly, monthly, quarterly, and annually are categorized under scheduled reports.

**To generate the Party wise Pending Approvals List scheduled report:**

1. Click the **Schedule** tab.
2. From the **Report Name** list, select the appropriate report to be generated.
   The receptive report generation screen appears.

### Party wise Pending Approvals List - Schedule Report




### Field Description

| Field Name | Description |
|---|---|
| **Report Name** | Select the type of report to be generated. |
| **Report Format** | Select the format in which the report is to be generated.<br>The options with Oracle Business Intelligence (BI) Publisher are:<br>• PDF<br>• XLS<br>The options with Internal Reporting Application are:<br>• PDF<br>• CSV |

| Field Name | Description |
|---|---|
| **Select Frequency** | Select the frequency at which the report is to be generated.<br>The options are:<br>• Once<br>• Daily<br>• Weekly<br>• Monthly |
| **Start Generating** | Date from which the report is to be generated as per the frequency defined. |
| **Stop Generating** | Date till which the report is to be generated as per the frequency defined. |
| **Party ID** | Party ID of which the report is to be generated. |
| **View Scheduled Reports** | Link to view all the reports that are scheduled. |

3. From the **Report Format** list, select the format in which the report is to be generated.
4. From the **Select Frequency** list, select the appropriate option.
5. From the **Start Generating** and **Stop Generating** list, select the appropriate duration.
6. In the **Party ID** field, enter the party id.
7. Click **Schedule Report** to view and generate the report.
   OR
   Click the **View Scheduled Reports** link to view all the scheduled reports. The **Scheduled Reports** screen appears.
   OR
   Click **Cancel** to cancel the transaction.
   OR
   Click **Clear** to reset the search parameters.
8. The success message along with the reference number, status and **Report Request Id** appears. Click Ok to close the screen and navigate to the dashboard.
   OR
   Click on the **View Reports** link to download the report. The user is directed to the My Reports screen. The list of reports appears.
   OR
   Click **Schedule another Report** to generate another report.
9. In the **My Reports** screen, click on desired **Report Sub ID** to view and download the generated report. A report will be generated in the format specified at the time of scheduling or generating an adhoc report.

**Note**: You can also download the requested report from ***Administrator Dashboard > Toggle Menu > Reports > My Reports > Scheduled Reports***.

Home

## 61.16 Party wise User Group Report

Party wise User Group Report provides a summary of User Groups created under a specific party ID. Administrator has to provide a party ID for which the Party wise User Group Report is to be generated.

Further, user has to select a format in which the report needs to be generated. The generation of both Adhoc and Scheduled reports are supported.

**How to reach here:**

*Administrator Dashboard > Toggle menu > Reports > Report Generation*

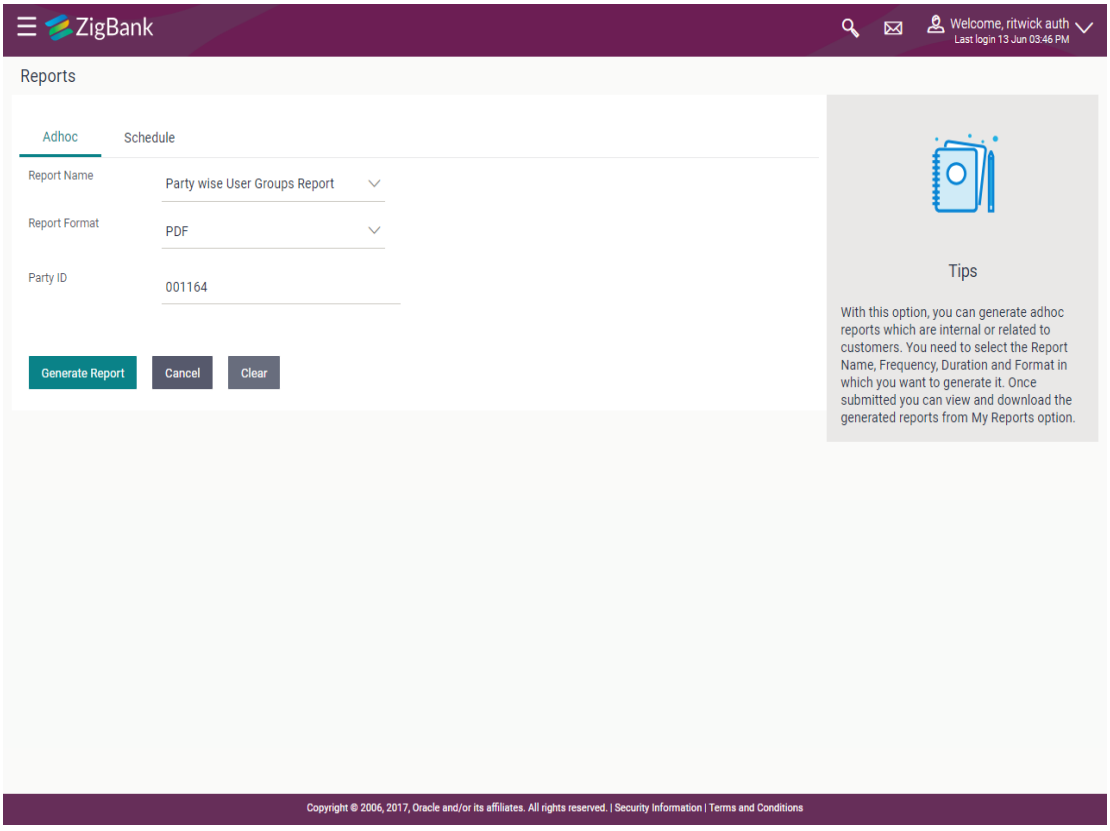
### 61.16.1 Party wise User Group - Adhoc Report

Party wise User Groups Adhoc reports are generated on demand or on request. Generated reports can be viewed using 'My Reports' screen.

**To generate the Party wise User Group adhoc report:**

1. Click the **Adhoc** tab.
2. From the **Report Name** list, select the appropriate report to be generated.
   The receptive report generation screen appears.

**Party wise User Group - Adhoc Reports**



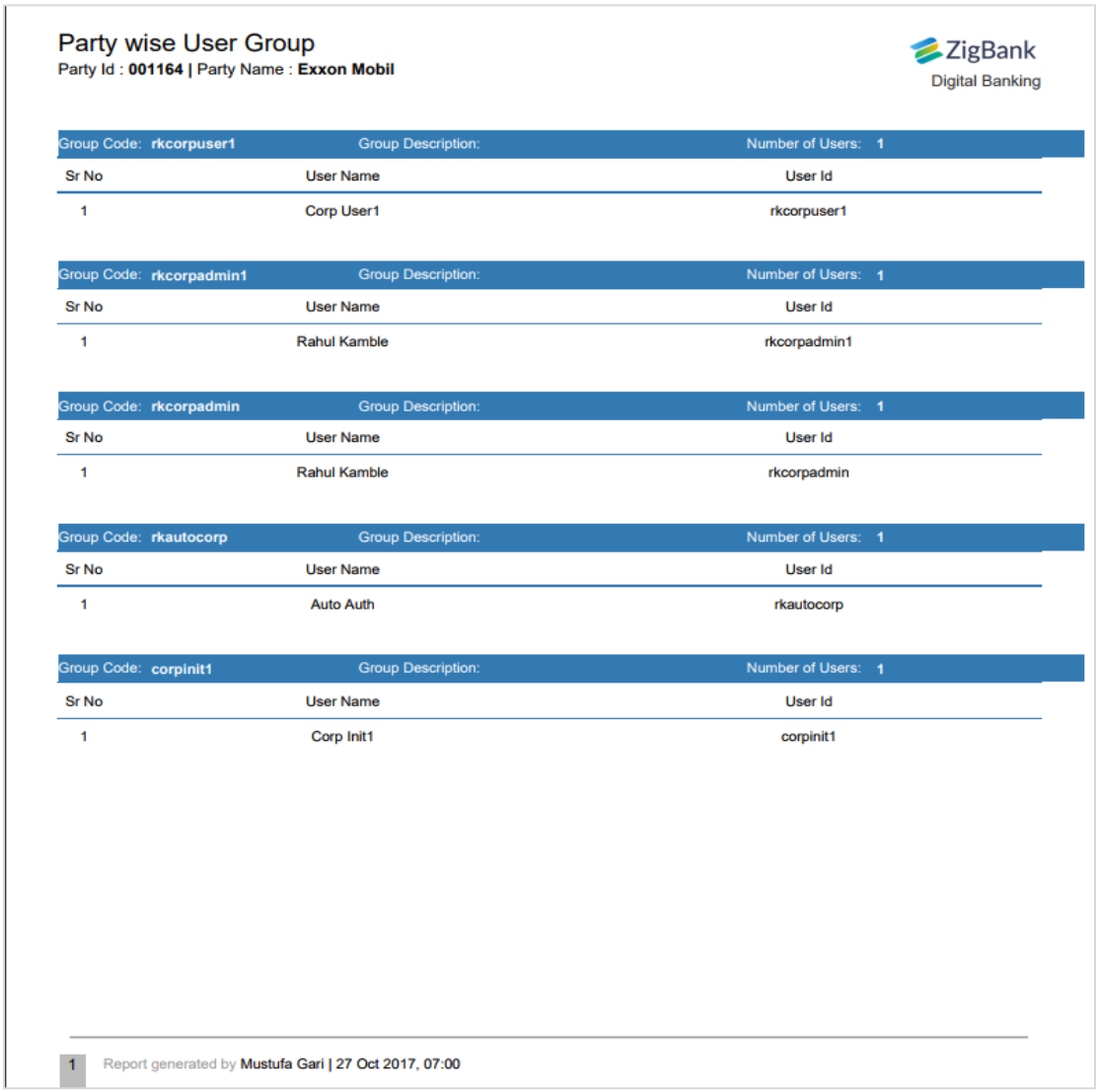
**Field Description**

| Field Name | Description |
|---|---|
| **Report Name** | Select the type of report to be generated.. |
| **Report Format** | Select the format in which the report is to be generated..<br>The options with Oracle Business Intelligence (BI) Publisher are:<br>• PDF<br>• XLS<br>The options with Internal Reporting Application are:<br>• PDF<br>• CSV |
| **Party ID** | Party ID of which the report is to be generated. |

3. From the **Report Format** list, select the format in which the report is to be generated.
4. In the **Party ID** field, enter the party id.
5. Click **Generate Report** to view and generate the report.
   OR
   Click **Cancel** to cancel the transaction.
   OR
   Click **Clear** to reset the search parameters.
6. The success message along with the reference number, status and **Report Request Id** appears. Click Ok to close the screen and navigate to the dashboard.
   OR
   Click on the **View Reports** link to download the report. The user is directed to the My Reports screen. The list of reports appears.
   OR
   Click **Generate another report** to generate another report.
7. In the **My Reports** screen, click on desired **Report Sub ID** to view and download the generated report. A report will be generated in the format specified at the time of scheduling or generating an adhoc report.

Note: You can also download the requested report from ***Administrator Dashboard > Toggle Menu > Reports > My Reports***.

**For reference, a specimen of the report generated is given below:**



Party wise User Group

Party Id : **001164** | Party Name : **Exxon Mobil**

ZigBank
Digital Banking

| Group Code: **rkcorpuser1** | Group Description: | Number of Users: **1** |
|---|---|---|
| Sr No | User Name | User Id |
| 1 | Corp User1 | rkcorpuser1 |

| Group Code: **rkcorpadmin1** | Group Description: | Number of Users: **1** |
|---|---|---|
| Sr No | User Name | User Id |
| 1 | Rahul Kamble | rkcorpadmin1 |

| Group Code: **rkcorpadmin** | Group Description: | Number of Users: **1** |
|---|---|---|
| Sr No | User Name | User Id |
| 1 | Rahul Kamble | rkcorpadmin |

| Group Code: **rkautocorp** | Group Description: | Number of Users: **1** |
|---|---|---|
| Sr No | User Name | User Id |
| 1 | Auto Auth | rkautocorp |

| Group Code: **corpinit1** | Group Description: | Number of Users: **1** |
|---|---|---|
| Sr No | User Name | User Id |
| 1 | Corp Init1 | corpinit1 |

1 Report generated by **Mustufa Gari** | 27 Oct 2017, 07:00

## Field Description

| Field Name | Description |
|---|---|
| **Report Parameters** | |
| **Party ID** | Party ID for which the report is generated. |
| **Party Name** | Party name for which the report is generated. |
| **Group Code** | The group code of the user groups available under a party. |
| **Group Description** | The group description of the user groups available under a party. |
| **Number of Users** | Count of the users available in a group. |

| Field Name | Description |
|---|---|
| **Sr No** | Serial number of the records. |
| **User Name** | Name of the users available in a user group. |
| **User ID** | User ID of the users available in a group. |

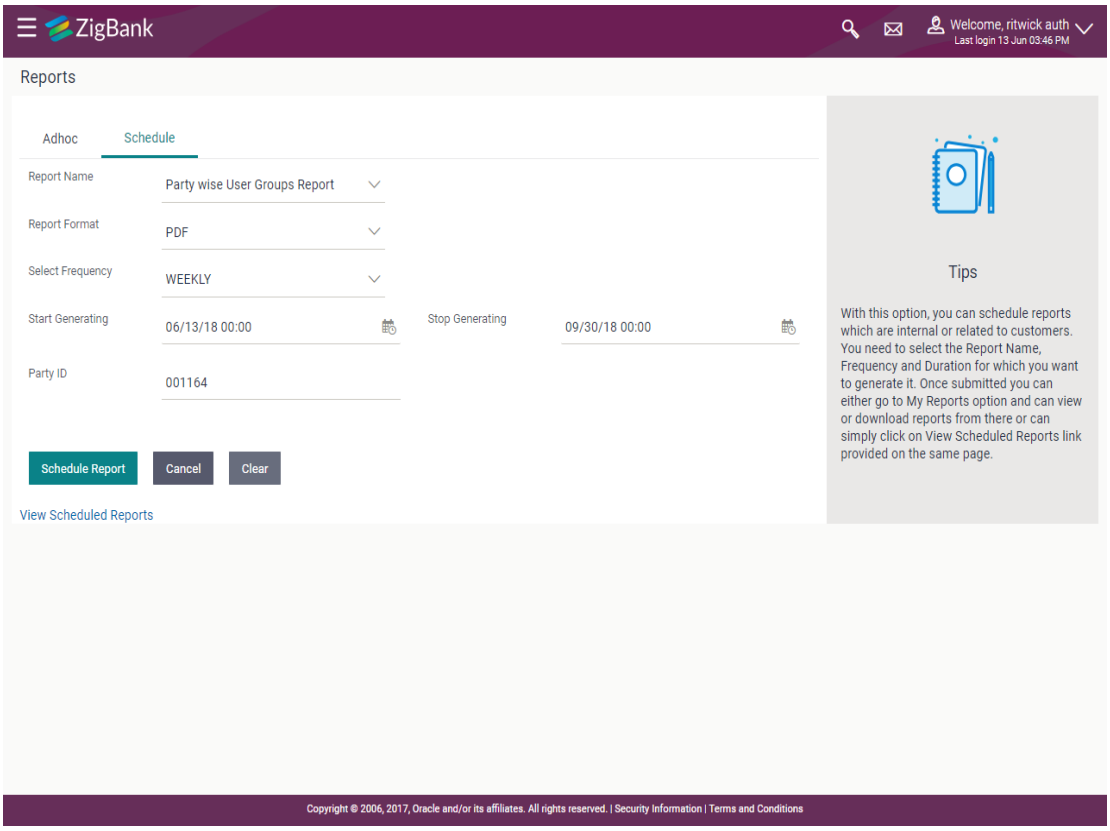
### 61.16.2 Party wise User Group - Schedule Report

The reports that are generated in specific time frame such as daily, weekly, monthly, quarterly, and annually are categorized under scheduled reports.

**To generate the Party wise User Groups schedule report:**

1. Click the **Schedule** tab.
2. From the **Report Name** list, select the appropriate report to be generated.
   The receptive report generation screen appears.

**Party wise User Group - Schedule Report**



**Field Description**

| Field Name | Description |
|---|---|
| **Report Name** | Select the type of report to be generated. |
| **Report Format** | Select the format in which the report is to be generated.<br>The options with Oracle Business Intelligence (BI) Publisher are:<br>• PDF<br>• XLS<br>The options with Internal Reporting Application are:<br>• PDF<br>• CSV |
| **Select Frequency** | Select the frequency at which the report is to be generated.<br>The options are:<br>• Once<br>• Daily<br>• Weekly<br>• Monthly |
| **Start Generating** | Date from which the report is to be generated as per the frequency defined. |
| **Stop Generating** | Date till which the report is to be generated as per the frequency defined, |
| **Party ID** | Party ID of which the report is to be generated. |
| **View Scheduled Reports** | Link to view all the reports that are scheduled. |

3. From the **Report Format** list, select the format in which the report is to be generated.
4. From the **Select Frequency** list, select the appropriate option.
5. From the **Start Generating** and **Stop Generating** list, select the appropriate duration.
6. In the **Party ID** field, enter the party id.
7. Click **Schedule Report** to view and generate the report.
   OR
   Click the **View Scheduled Reports** link to view all the scheduled reports. The **Scheduled Reports** screen appears.
   OR
   Click **Cancel** to cancel the transaction.
   OR
   Click **Clear** to reset the search parameters.

8. The success message along with the reference number, status and **Report Request Id** appears. Click Ok to close the screen and navigate to the dashboard.
   OR
   Click on the **View Reports** link to download the report. The user is directed to the My Reports screen. The list of reports appears.
   OR
   Click **Schedule another Report** to generate another report.
9. In the **My Reports** screen, click on desired **Report Sub ID** to view and download the generated report. A report will be generated in the format specified at the time of scheduling or generating an adhoc report.

Note: You can also download the requested report from ***Administrator Dashboard > Toggle Menu > Reports > My Reports > Scheduled Reports***.

**Home**

## 61.17 Party Wise Workflows Report

Party wise workflows Report provides a summary of approval workflows created under a specific party ID. Administrator has to provide a party ID for which the Party wise Workflows Report is to be generated.

Further, user has to select a format in which the report needs to be generated. The generation of both Adhoc and Scheduled reports are supported.

**How to reach here:**

*Administrator Dashboard > Toggle menu > Reports > Report Generation*

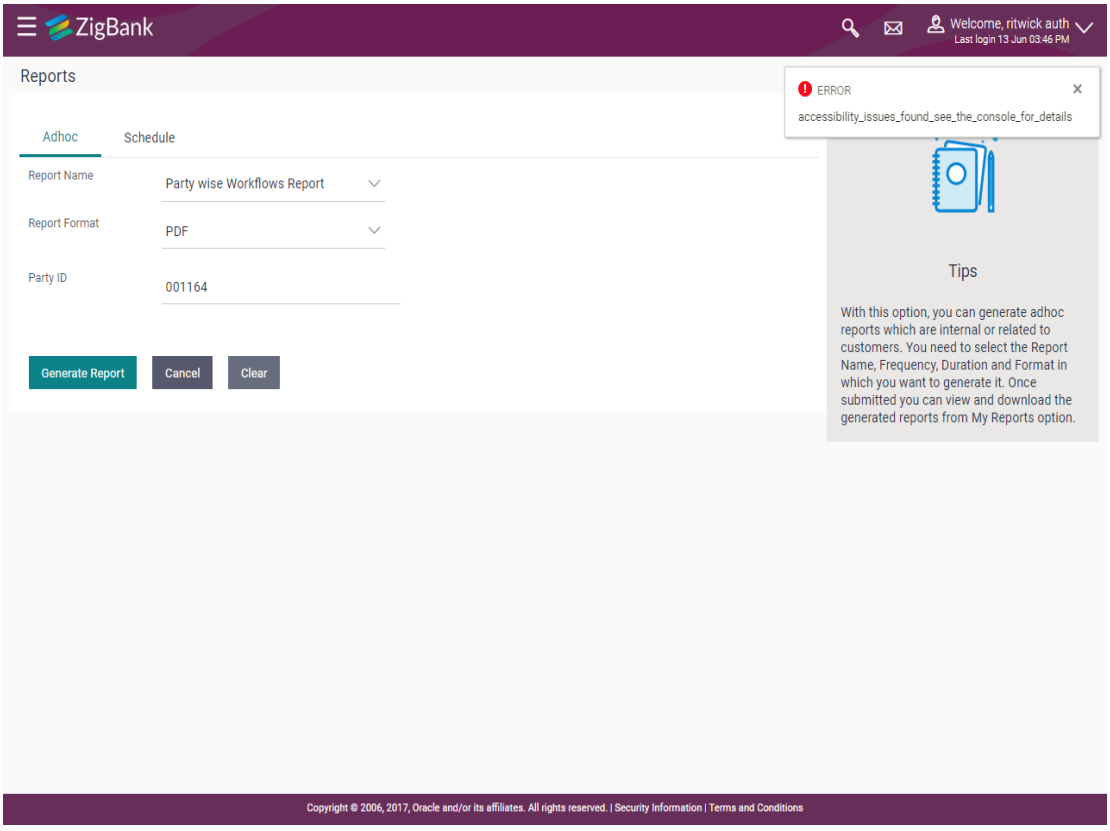
### 61.17.1 Party wise Workflows - Adhoc Report

Party wise Workflows Adhoc reports are generated on demand or on request. Generated reports can be viewed using 'My Reports' screen.

**To generate the Party wise Workflows adhoc report:**

1. Click the **Adhoc** tab.
2. From the **Report Name** list, select the appropriate report to be generated.
   The receptive report generation screen appears.

**Party wise Workflows - Adhoc Reports**



**Field Description**

| Field Name | Description |
|---|---|
| **Report Name** | Select the type of report to be generated. |
| **Report Format** | Select the format in which the report is to be generated..<br>The options with Oracle Business Intelligence (BI) Publisher are:<br>• PDF<br>• XLS<br>The options with Internal Reporting Application are:<br>• PDF<br>• CSV |
| **Party ID** | Party ID of which the report is to be generated. |

3. From the **Report Format** list, select the format in which the report is to be generated.
4. In the **Party ID** field, enter the party id.
5. Click **Generate Report** to view and generate the report.
   OR
   Click **Cancel** to cancel the transaction.
   OR
   Click **Clear** to reset the search parameters.
6. The success message along with the reference number, status and **Report Request Id** appears. Click Ok to close the screen and navigate to the dashboard.
   OR
   Click on the **View Reports** link to download the report. The user is directed to the My Reports screen. The list of reports appears.
   OR
   Click **Generate another report** to generate another report.
7. In the **My Reports** screen, click on desired **Report Sub ID** to view and download the generated report. A report will be generated in the format specified at the time of scheduling or generating an adhoc report.

Note: You can also download the requested report from ***Administrator Dashboard > Toggle Menu > Reports > My Reports***.

**For reference, a specimen of the report generated is given below:**



Party wise Workflows

Party Id : **001164** | Party Name : **Exxon Mobil**

ZigBank
Digital Banking

| Workflow Code: **rkcorpadmin1** | Workflow Description: **rkcorpadmin1** |
|---|---|
| Approval Levels | User Group/User Name |
| 1 | rkcorpadmin1 |

| Workflow Code: **SingleLevelAppWF** | Workflow Description: **Single Level approval WF** |
|---|---|
| Approval Levels | User Group/User Name |
| 1 | rkcorpuser1 |

1 Report generated by Mustufa Gari | 27 Oct 2017, 09:39

**Field Description**

| Field Name | Description |
|---|---|
| **Report Parameters** | |
| **Party ID** | Party ID of which the report is generated. |
| **Party Name** | Party name of which the report is generated. |
| **Workflow Code** | Code of the approval workflows maintained under specified party. |

| Field Name | Description |
|---|---|
| **Workflow Description** | Description approval workflow maintained under a party. |
| **Approval levels** | Number of approval levels in each workflow. |
| **User Group/Name** | User name /group name of the user maintained in a workflow at level. |

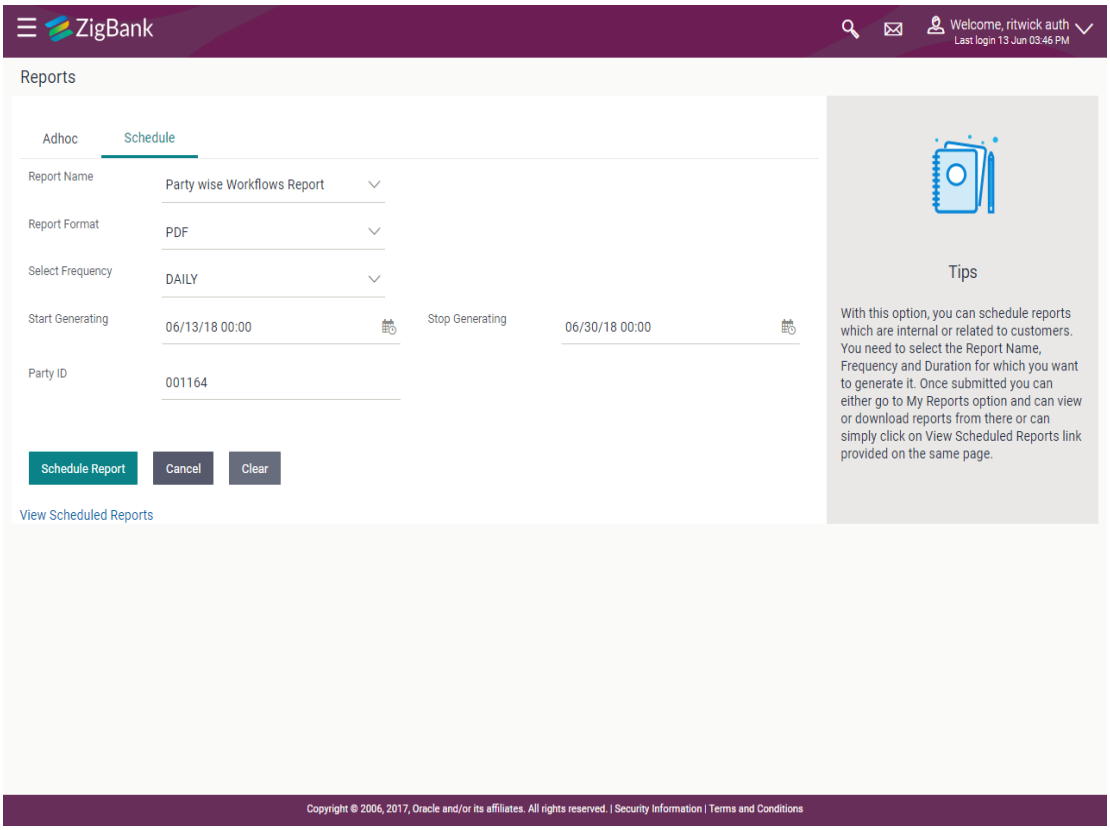
### 61.17.2 Party wise Workflows - Schedule Reports

The reports that are generated in specific time frame such as daily, weekly, monthly, quarterly, and annually are categorized under scheduled reports.

**To generate the Party wise Workflows schedule report:**

1. Click the **Schedule** tab.
2. From the **Report Name** list, select the appropriate report to be generated.
   The receptive report generation screen appears.

**Party wise Workflows - Schedule Report**



**Field Description**

| Field Name | Description |
|---|---|
| **Report Name** | Select the type of report to be generated. |
| **Report Format** | Select the format in which the report is to be generated..<br>The options with Oracle Business Intelligence (BI) Publisher are:<br>• PDF<br>• XLS<br>The options with Internal Reporting Application are:<br>• PDF<br>• CSV |
| **Select Frequency** | Select the frequency at which the report is to be generated.<br>The options are:<br>• Once<br>• Daily<br>• Weekly<br>• Monthly |
| **Start Generating** | Date from which the report is to be generated. |
| **Stop Generating** | Date till which the report is to be generated. |
| **Party ID** | Party ID of which the report is to be generated. |
| **View Scheduled Reports** | Link to view all the reports that are scheduled. |

3. From the **Report Format** list, select the format in which the report is to be generated.
4. From the **Select Frequency** list, select the appropriate option.
5. From the **Start Generating** and **Stop Generating list**, select the appropriate duration.
6. In the **Party ID** field, enter the party id.
7. Click **Schedule Report** to view and generate the report.
   OR
   Click the **View Scheduled Reports** link to view all the scheduled reports. The **Scheduled Reports** screen appears.
   OR
   Click **Cancel** to cancel the transaction.
   OR
   Click **Clear** to reset the search parameters.
8. The success message along with the reference number, status and **Report Request Id** appears. Click **Ok** to close the screen and navigate to the dashboard.
   OR
   Click on the **View Reports** link to download the report. The user is directed to the My Reports

screen. The list of reports appears.
OR
Click **Schedule another Report** to generate another report.

9. In the **My Reports** screen, click on desired **Report Sub ID** to view and download the generated report. A report will be generated in the format specified at the time of scheduling or generating an adhoc report.

---

**Note**: You can also download the requested report from ***Administrator Dashboard > Toggle Menu > Reports > My Reports > Scheduled Reports***.

---

**Home**

# 61.18 User Segment Summary Report

User Segment Summary Report enables the System Administrator user to view the count of users mapped to a segment.

System Administrator has to select a format in which the report needs to be generated. Generation of both Adhoc and Scheduled reports are supported.

**How to reach here:**

*Administrator Dashboard > Toggle menu > Report > Report Generation*

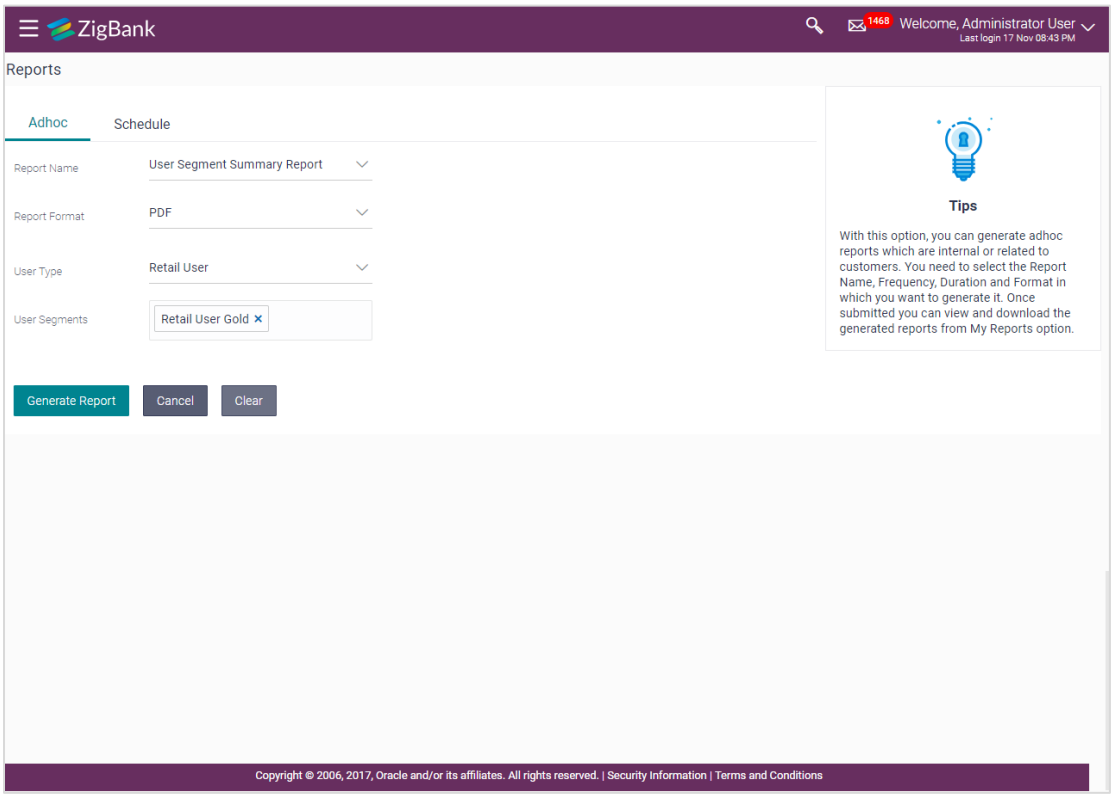
## 61.18.1 User Segment Summary - Adhoc Report

User Segment Summary Report Adhoc reports are generated on demand or on request. Reports can be requested from the 'Reports' screen. Adhoc reports can be viewed using 'My Reports' screen.

**To generate the User Segment Summary adhoc report:**

1. Click the **Adhoc** tab.
2. From the **Report Name** list, select the appropriate report to be generated.
   The respective report generation screen appears.

**User Segment Summary Report - Adhoc Report**



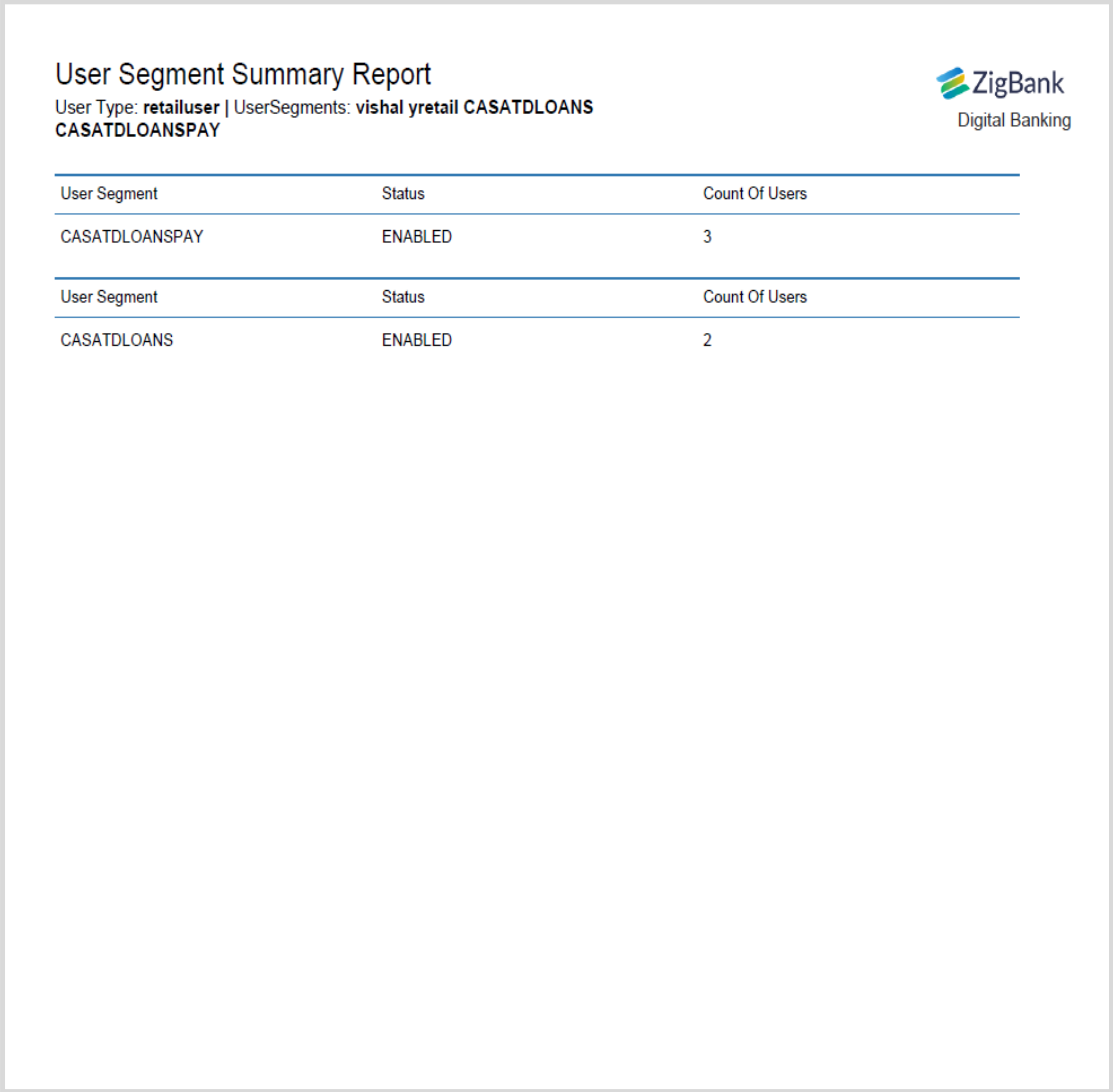
Field Description

| Field Name | Description |
|---|---|
| **Report Name** | Select the type of report to be generated. |
| **Report Format** | Select the format in which the report is to be generated<br>The options with Oracle Business Intelligence (BI) Publisher are:<br>• PDF<br>• XLS<br>The options with Internal Reporting Application are:<br>• PDF<br>• CSV |
| **User Type** | The user type for which, the report is generated.<br>The options are:<br>• Corporate User<br>• Administrator User<br>• Retail User |
| **User Segment** | The user segment for which the report is to be generated. |

3. From the **Report Format** list, select the appropriate report output format.
4. From the **User Type** list, select the appropriate type of user.
5. From the **User Segment** list, select the appropriate user segment.
6. Click **Generate Report** to generate the report.
   OR
   Click **Cancel** to cancel the transaction.
   OR
   Click **Clear** to reset the search parameters.
7. The success message along with the reference number, status and **Report Request Id** appears. Click **Ok** to close the screen and navigate to the dashboard.
   OR
   Click on the **View Reports** link to download the report. The user is directed to the **My Reports** screen. The list of reports appears.
   OR
   Click **Generate another report** to generate another report.
8. In the **My Reports** screen, click on desired **Report Sub ID** to view and download the generated report. A report will be generated in the format specified at the time of scheduling or generating an adhoc report.

**Note**: You can also download the requested report from ***Administrator Dashboard > Toggle Menu > Reports > My Reports***.

*For reference, a specimen of the report generated is given below:*



User Segment Summary Report

User Type: **retailuser** | UserSegments: **vishal yretail CASATDLOANS CASATDLOANSPAY**

ZigBank
Digital Banking

| User Segment | Status | Count Of Users |
|---|---|---|
| CASATDLOANSPAY | ENABLED | 3 |

| User Segment | Status | Count Of Users |
|---|---|---|
| CASATDLOANS | ENABLED | 2 |

Field Description

| Field Name | Description |
|---|---|
| **Report Parameters** | |
| **User Type** | The user type for which, the report is generated. |
| **User Segments** | The user segments mapped to the user type. |
| **User Segment** | The user segment for which, the report is generated. |
| **Status** | The status of the transaction. |

| Field Name | Description |
|---|---|
| **Count of Users** | The count of users mapped to a segment for which, the report is generated. |

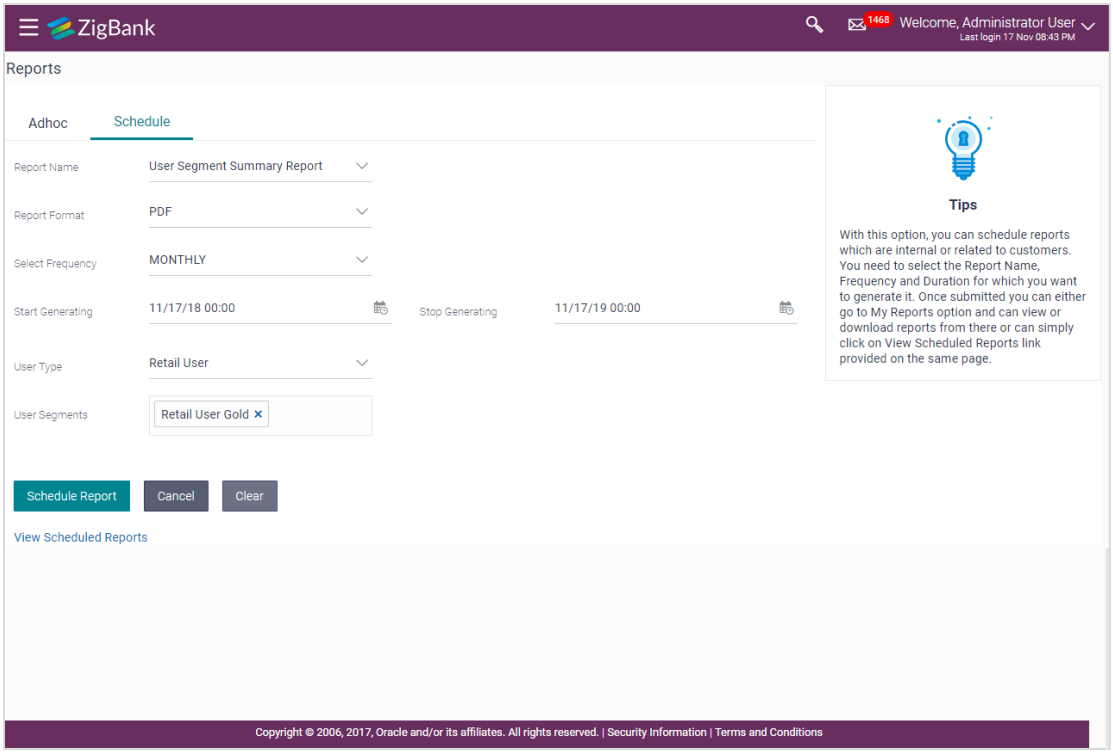
## 61.18.2 User Segment Summary - Schedule Reports

The reports that are generated in specific time frame such as daily, weekly, monthly, quarterly, and annually are categorized under scheduled reports.

**To generate the user segment summary schedule report:**

1. Click the **Schedule** tab.
2. From the **Report Name** list, select the appropriate report to be generated.
   The respective report generation screen appears.

**User Segment Summary - Schedule Report**




**Field Description**

| Field Name | Description |
|---|---|
| **Report Name** | Select the type of report to be generated. |

| Field Name | Description |
|---|---|
| **Report Format** | Select the format in which the report is to be generated<br>The options with Oracle Business Intelligence (BI) Publisher are:<br>• PDF<br>• XLS<br>The options with Internal Reporting Application are:<br>• PDF<br>• CSV |
| **Select Frequency** | Select the frequency at which the report is to be generated.<br>The options are:<br>• Once<br>• Daily<br>• Weekly<br>• Monthly |
| **Start Generating** | Date from which the report is to be generated as per frequency defined. |
| **Stop Generating** | Date till which the report is to be generated as per frequency defined. |
| **User Type** | The user type for which, the report is generated.<br>The options are:<br>• Corporate User<br>• Administrator User<br>• Retail User |
| **User Segment** | The user segment for which the report is to be generated. |
| **View Scheduled Reports** | Link to view all the reports that are scheduled. |

3. From the **Report Format** list, select the appropriate report output format.
4. From the **Select Frequency** list, select the appropriate option.
5. From the **Start Generating** and **Stop Generating** list, select the appropriate duration.
6. From the **User Type** list, select the appropriate type of user.
7. From the **User Segments** list, select the appropriate user segment.
8. Click **Schedule Report** to generate and view the report.
   OR
   Click the **View Scheduled Reports** link to view all the scheduled reports. The **Scheduled Reports** screen appears.
   OR
   Click Cancel to cancel the transaction.

OR
Click Clear to reset the search parameters.

9. The success message along with the reference number, status and **Report Request Id** appears. Click Ok to close the screen and navigate to the dashboard.
   OR
   Click on the **View Reports** link to download the report. The user is directed to the My Reports screen. The list of reports appears.
   OR
   Click **Schedule another Report** to generate another report.
10. In the **My Reports** screen, click on desired **Report Sub ID** to view and download the generated report. A report will be generated in the format specified at the time of scheduling or generating an adhoc report.

**Note**: You can also download the requested report from ***Administrator Dashboard > Toggle Menu > Reports > My Reports > Scheduled Reports***.

# 61.19 Wallets Creation for a Date Range Report

This is bank's internal report. Wallet creation report provides the summary of wallets created during specific date range. User has to specify the date range and select a format in which the report needs to be generated.

Further, user has to select a format in which the report needs to be generated. The generation of both Adhoc and Scheduled reports are supported.

**How to reach here:**

*Administrator Dashboard > Toggle menu > Report > Report Generation*

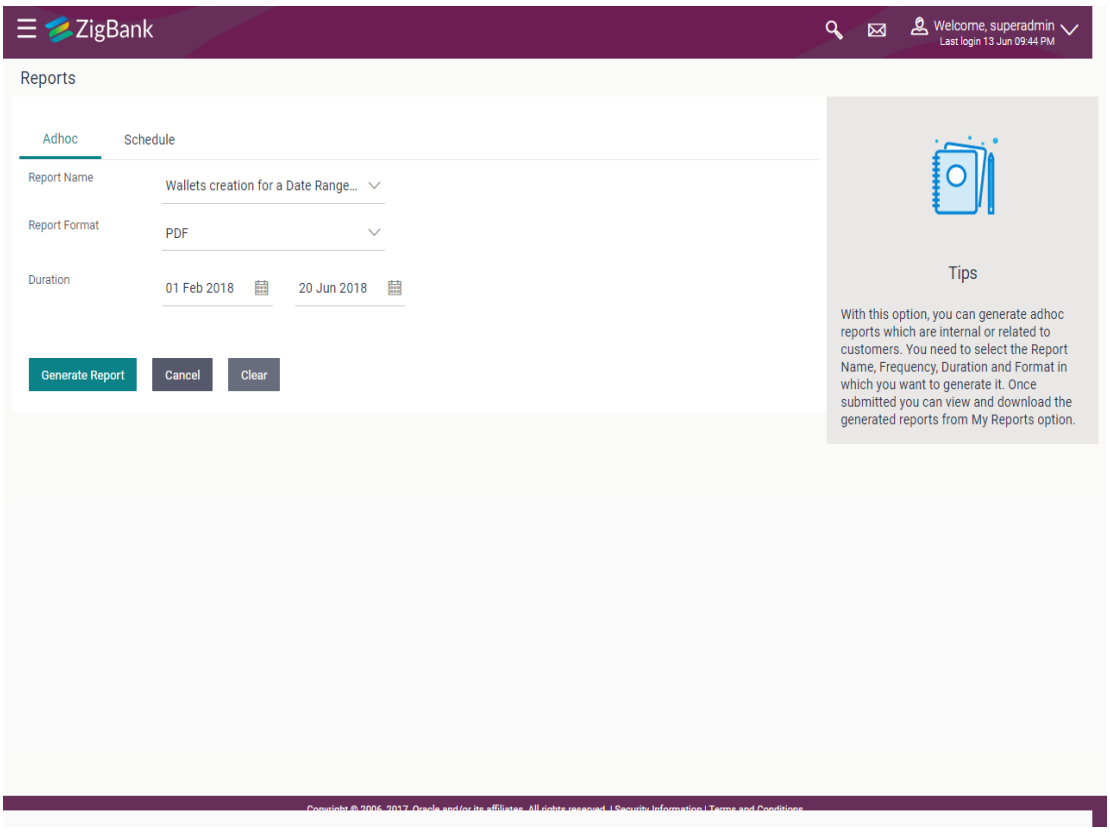
## 61.19.1 Wallets Creation for a Date Range - Adhoc Report

Wallets Creation for a Date Range Adhoc reports are generated on demand or on request. Generated reports can be viewed using 'My Reports' screen.

**To generate the Wallets Creation for a Date Range adhoc report:**

1. Click the **Adhoc** tab.
2. From the **Report Name** list, select the appropriate report to be generated.
   The receptive report generation screen appears.

**Wallets Creation for a Date Range - Adhoc Reports**



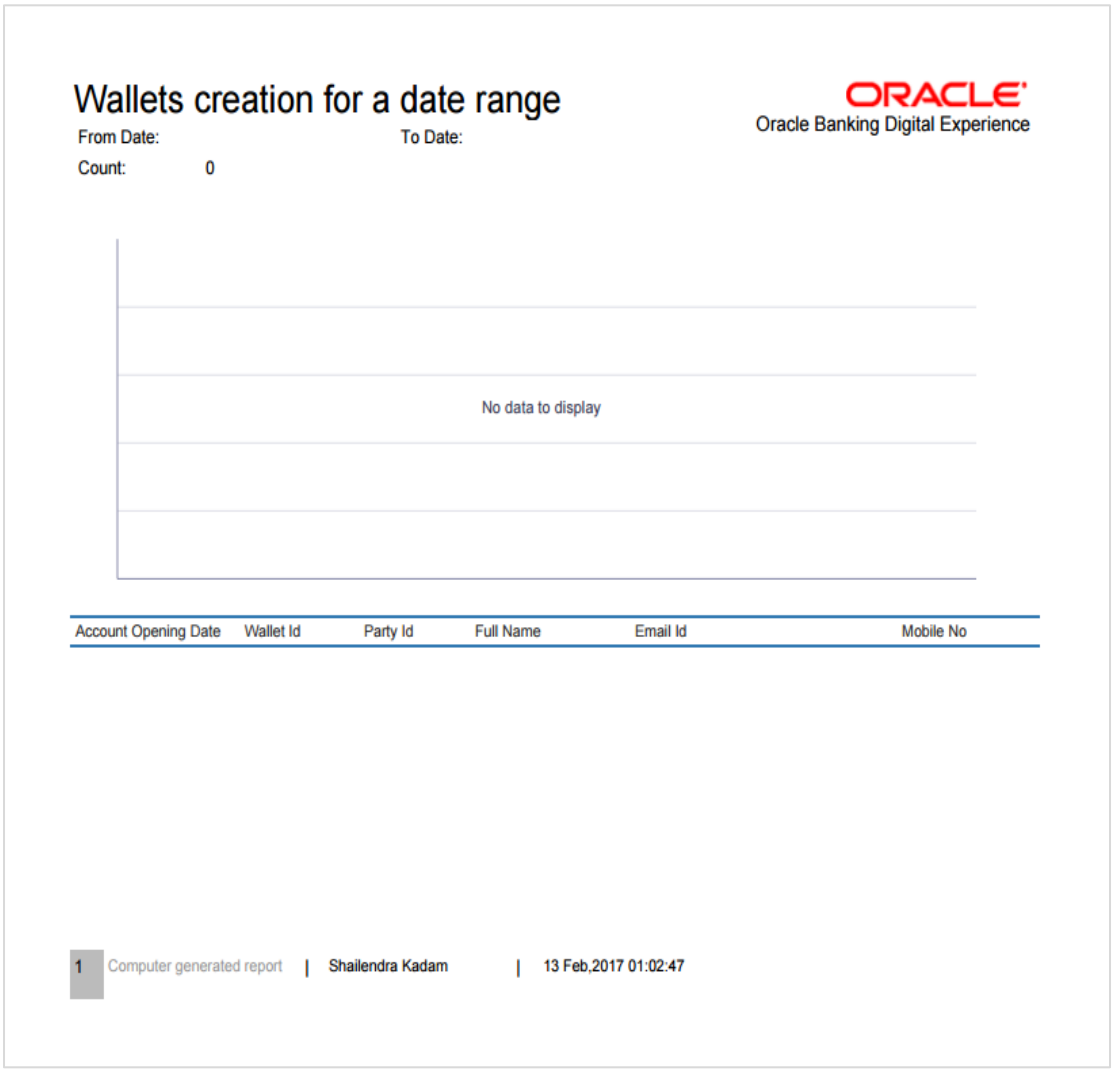
**Field Description**

| Field Name | Description |
|---|---|
| **Report Name** | Select the type of report to be generated.<br>. |
| **Report Format** | Select the format in which the report is to be generated..<br>The options with Oracle Business Intelligence (BI) Publisher are:<br>• PDF<br>• XLS<br>The options with Internal Reporting Application are:<br>• PDF<br>• CSV |
| **Duration** | Specify the Date range for which the report is to be generated.<br>User has to enter From and To dates. |

3. From the **Report Format** list, select the format in which the report is to be generated.
4. Click **Generate Report** to view and generate the report.
   OR
   Click **Cancel** to cancel the transaction.
   OR
   Click **Clear** to reset the search parameters.
5. The success message along with the reference number, status and **Report Request Id** appears. Click Ok to close the screen and navigate to the dashboard.
   OR
   Click on the **View Reports** link to download the report. The user is directed to the **My Reports** screen. The list of reports appears.
   OR
   Click **Generate another report** to generate another report.
6. In the **My Reports** screen, click on desired **Report Sub ID** to view and download the generated report. A report will be generated in the format specified at the time of scheduling or generating an adhoc report

Note: You can also download the requested report from ***Administrator Dashboard > Toggle Menu > Reports > My Reports***.

**For reference, a specimen of the report generated is given below:**




## Field Description

| Field Name | Description |
|---|---|
| **Report Parameters** | |
| **From Date** | Date from which the report is to be generated. |
| **To Date** | Date till which the report is to be generated. |
| **Account Opening Date** | The wallet account opening date. |
| **Wallet ID** | The wallet user ID. |
| **Party ID** | The party Id under which wallet is opened. |

| Field Name | Description |
|---|---|
| **Full Name** | First name and last name of the wallet user. |
| **Email Id** | Email id of the wallet user. |
| **Mobile Number** | Mobile number of the wallet user. |

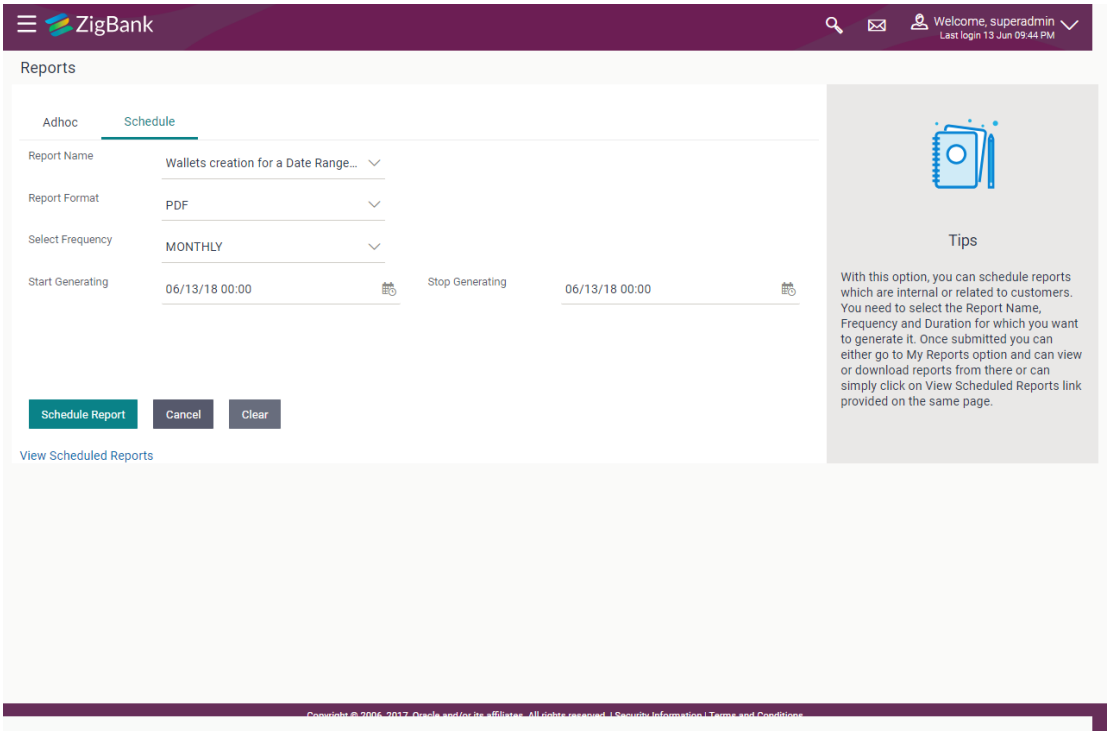
### 61.19.2 Wallets Creation for a Date Range - Schedule Report

The reports that are generated in specific time frame such as daily, weekly, monthly, quarterly, and annually are categorized under scheduled reports.

**To generate the Wallets Creation for a Date Range scheduled report:**

1. Click the **Schedule** tab.
2. From the **Report Name** list, select the appropriate report to be generated.
   The receptive report generation screen appears.

**Wallets Creation for a Date Range**



**Field Description**

| Field Name | Description |
|---|---|
| **Report Name** | Select the type of report to be generated. |
| **Report Format** | Select the format in which the report is to be generated..<br>The options with Oracle Business Intelligence (BI) Publisher are:<br>• PDF<br>• XLS<br>The options with Internal Reporting Application are:<br>• PDF<br>• CSV |
| **Select Frequency** | Select the frequency at which the report is to be generated.<br>The options are:<br>• Once<br>• Daily<br>• Weekly<br>• Monthly |
| **Start Generating** | Date from which the report is to be generated as per the frequency defined. |
| **Stop Generating** | Date till which the report is to be generated as per the frequency defined. |
| **View Scheduled Reports** | Link to view all the reports that are scheduled. |

3. From the **Report Format** list, select the format in which the report is to be generated.
4. From the **Select Frequency** list, select the appropriate option.
5. From the **Start Generating** and **Stop Generating** list, select the appropriate duration.
6. Click **Schedule Report** to view and generate the report.
   OR
   Click the **View Scheduled Reports** link to view all the scheduled reports. The **Scheduled Reports** screen appears.
   OR
   Click **Clear** to reset the search parameters.
   OR
   Click **Cancel** to cancel the transaction.
   OR
   Click **Clear** to reset the search parameters.

7. The success message along with the reference number, status and **Report Request Id** appears. Click Ok to close the screen and navigate to the dashboard.
   OR
   Click on the **View Reports** link to download the report. The user is directed to the **My Reports** screen. The list of reports appears.
   OR
   Click **Schedule another Report** to generate another report.
8. In the **My Reports** screen, click on desired **Report Sub ID** to view and download the generated report. A report will be generated in the format specified at the time of scheduling or generating an adhoc report.

---

**Note**: You can also download the requested report from ***Administrator Dashboard > Toggle Menu > Reports > My Reports > Scheduled Reports***.

---

**Home**

# 61.20 Wallet KYC report

This is bank's internal report. Wallet KYC report provides the KYC status of specific wallet account/s. User has to specify email ID, mobile number, date range and select KYC status with which the report is to be generated.

Further, user has to select a format in which the report needs to be generated. The generation of both Adhoc and Scheduled reports are supported.

**How to reach here:**

*Administrator Dashboard > Toggle menu > Report > Report Generation*

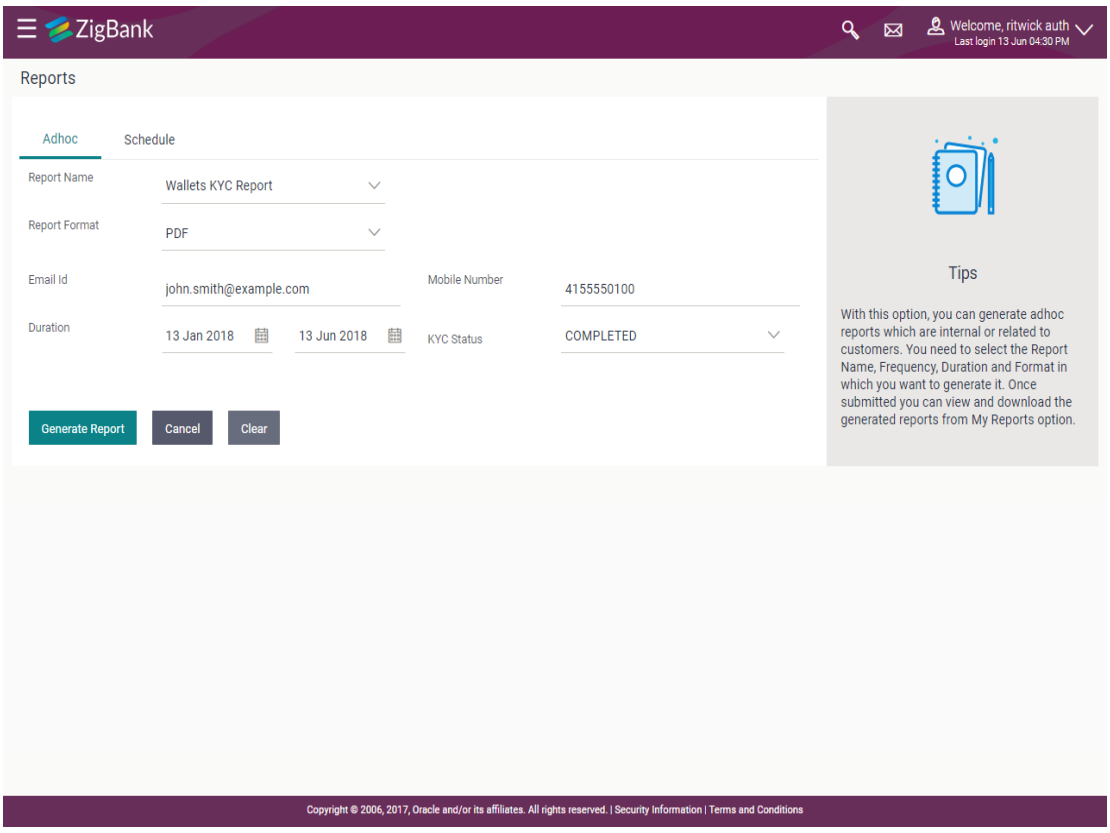
## 61.20.1 Wallets KYC - Adhoc Report

Wallets KYC Adhoc reports are generated on demand or on request. Generated reports can be viewed using 'My Reports' screen.

**To generate the Wallets KYC adhoc report:**

1. Click the **Adhoc** tab.
2. From the **Report Name** list, select the appropriate report to be generated.
   The receptive report generation screen appears.

**Wallets KYC - Adhoc Reports**



**Field Description**

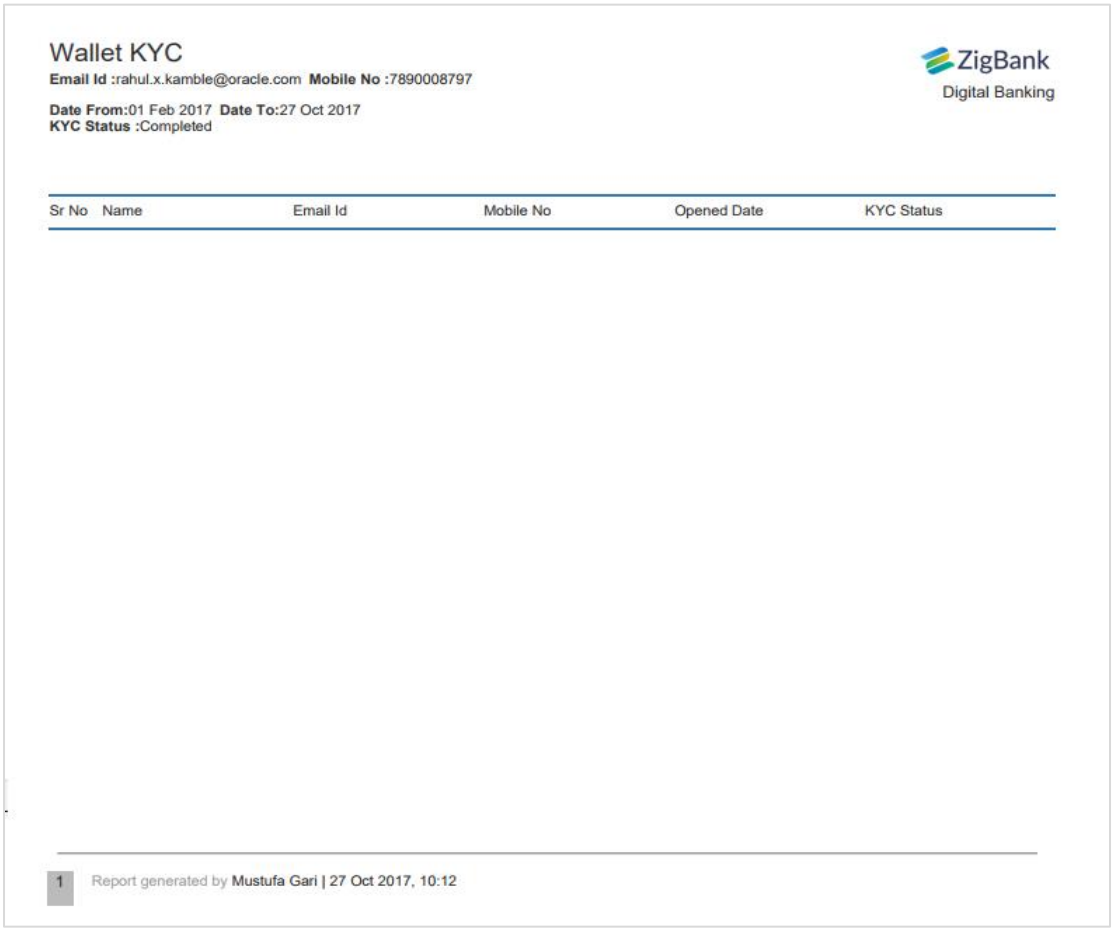
| Field Name | Description |
|---|---|
| **Report Name** | Select the type of report to be generated. |
| **Report Format** | Select the format in which the report is to be generated..<br>The options with Oracle Business Intelligence (BI) Publisher are:<br>• PDF<br>• XLS<br>The options with Internal Reporting Application are:<br>• PDF<br>• CSV |
| **Email ID** | Email ID of the wallet user of whom report is to be generated. |
| **Mobile Number** | Mobile number of the wallet user of whom report is to be generated. |
| **Duration** | Specify the date range for which the report is to be generated.<br>User has to enter From and To dates. |
| **KYC Status** | KYC status of the wallet user.<br>The options are:<br>• Pending<br>• Complete |

3. From the **Report Format** list, select the format in which the report is to be generated.
4. In the **Email ID** field, enter the email address of the user.
   OR
   In the **Mobile Number** field, enter the mobile number of the user.
5. From the **Duration - From** and **Duration - To** list, select the appropriate duration.
6. From the **KYC Status** list, select the appropriate option.
7. Click **Generate Report** to view and generate the report.
   OR
   Click **Cancel** to cancel the transaction.
   OR
   Click **Clear** to reset the search parameters.
8. The success message along with the reference number, status and **Report Request Id** appears. Click **Ok** to close the screen and navigate to the dashboard.
   OR
   Click on the **View Reports** link to download the report. The user is directed to the **My Reports** screen. The list of reports appears.
   OR
   Click **Generate another report** to generate another report.

9. In the **My Reports** screen, click on desired **Report Sub ID** to view and download the generated report. A report will be generated in the format specified at the time of scheduling or generating an adhoc report

**Note**: You can also download the requested report from ***Administrator Dashboard > Toggle Menu > Reports > My Reports***.

**For reference, a specimen of the report generated is given below:**


Wallet KYC

**Email Id** :rahul.x.kamble@oracle.com **Mobile No** :7890008797

**Date From**:01 Feb 2017 **Date To**:27 Oct 2017
**KYC Status** :Completed

ZigBank
Digital Banking

| Sr No | Name | Email Id | Mobile No | Opened Date | KYC Status |
|---|---|---|---|---|---|

1 Report generated by Mustufa Gari | 27 Oct 2017, 10:12

**Field Description**

| Field Name | Description |
|---|---|
| **Report Parameters** | |
| **Email ID** | Email id of the wallet user. |
| **Mobile No** | Mobile number of the wallet user. |
| **Date From** | Date from which the report is generated. |
| **Date To** | Date till which the report is generated. |

| Field Name | Description |
|---|---|
| **KYC Status** | Current KYC status. |
| **Sr No** | Serial number of the records. |
| **Name** | First name and last name of the wallet user. |
| **Email Id** | Email ID of the wallet user. |
| **Mobile No** | Mobile number of the wallet user. |
| **Opened Date** | Wallet open date with the time stamp. |
| **KYC Status** | Current KYC status. |

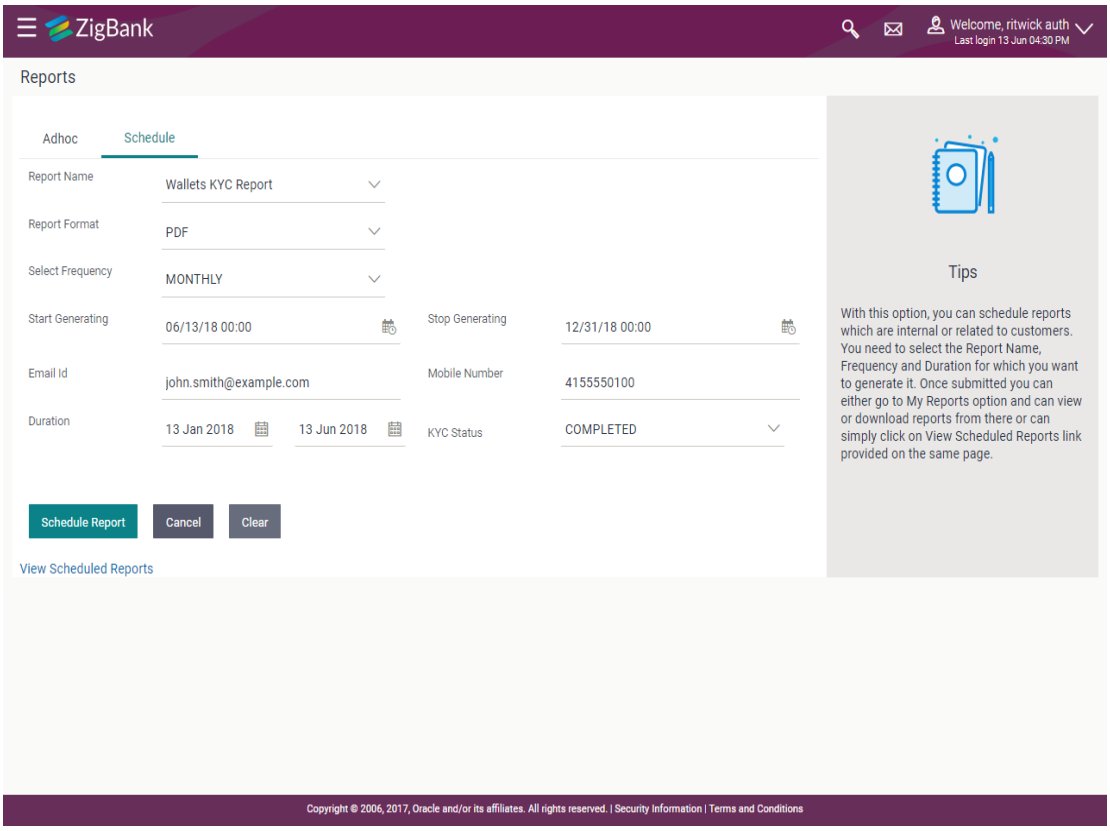
### 61.20.2 Wallets KYC - Schedule Report

The reports that are generated in specific time frame such as daily, weekly, monthly, quarterly, and annually are categorized under scheduled reports.

**To generate the Wallets KYC scheduled report:**

1. Click the **Schedule** tab.
2. From the **Report Name** list, select the appropriate report to be generated.
   The receptive report generation screen appears.

## Wallets KYC - Schedule Report




## Field Description

| Field Name | Description |
|---|---|
| **Report Name** | Select the type of report to be generated. |
| **Report Format** | Select the format in which the report is to be generated.<br>The options with Oracle Business Intelligence (BI) Publisher are:<br>• PDF<br>• XLS<br>The options with Internal Reporting Application are:<br>• PDF<br>• CSV |

| Field Name | Description |
|---|---|
| **Select Frequency** | Select the frequency at which the report is to be generated.<br>The options are:<br>• Once<br>• Daily<br>• Weekly<br>• Monthly |
| **Start Generating** | Date from which the report is to be generated as per the frequency defined. |
| **Stop Generating** | Date till which the report is to be generated as per the frequency defined. |
| **Email ID** | Email ID of the wallet user for whom report is to be generated. |
| **Mobile Number** | Mobile number of the wallet user for whom report is to be generated. |
| **Duration** | Specify the date range for which the report is to be generated.<br>User has to enter From and To dates. |
| **KYC Status** | KYC status of the wallet user.<br>The options are:<br>• Pending<br>• Complete |
| **View Scheduled Reports** | Link to view all the reports that are scheduled. |

3. From the **Report Format** list, select the format in which the report is to be generated.
4. From the **Select Frequency** list, select the appropriate option.
5. From the **Start Generating** and **Stop Generating** list, select the appropriate duration.
6. In the **Email ID** field, enter the email address of the user.
   OR
   In the **Mobile Number** field, enter the mobile number of the user.
7. From the **Duration - From** and **Duration - To** list, select the appropriate duration.
8. From the **KYC Status** list, select the appropriate option.
9. Click **Schedule Report** to view and generate the report.
   OR
   Click the **View Scheduled Reports** link to view all the scheduled reports. The **Scheduled Reports** screen appears.
   OR
   Click **Cancel** to cancel the transaction.

OR
Click **Clear** to reset the search parameters.

10. The success message along with the reference number, status and **Report Request Id** appears. Click **Ok** to close the screen and navigate to the dashboard.
    OR
    Click on the **View Reports** link to download the report. The user is directed to the **My Reports** screen. The list of reports appears.
    OR
    Click **Schedule another Report** to generate another report.
11. In the **My Reports** screen, click on desired **Report Sub ID** to view and download the generated report. A report will be generated in the format specified at the time of scheduling or generating an adhoc report.

---

**Note**: You can also download the requested report from ***Administrator Dashboard > Toggle Menu > Reports > My Reports > Scheduled Reports***..

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**Home**

# 61.21 Wallets Transaction Activity Report

This is bank's internal report Wallet transaction activity report provides the list of transaction activities done in specific wallet. User has to specify email Id, mobile number, date range and select transaction type with which the report is to be generated.

Further, user has to select a format in which the report needs to be generated. The generation of both Adhoc and Scheduled reports are supported.

**How to reach here:**

*Administrator Dashboard > Toggle menu > Report > Report Generation*

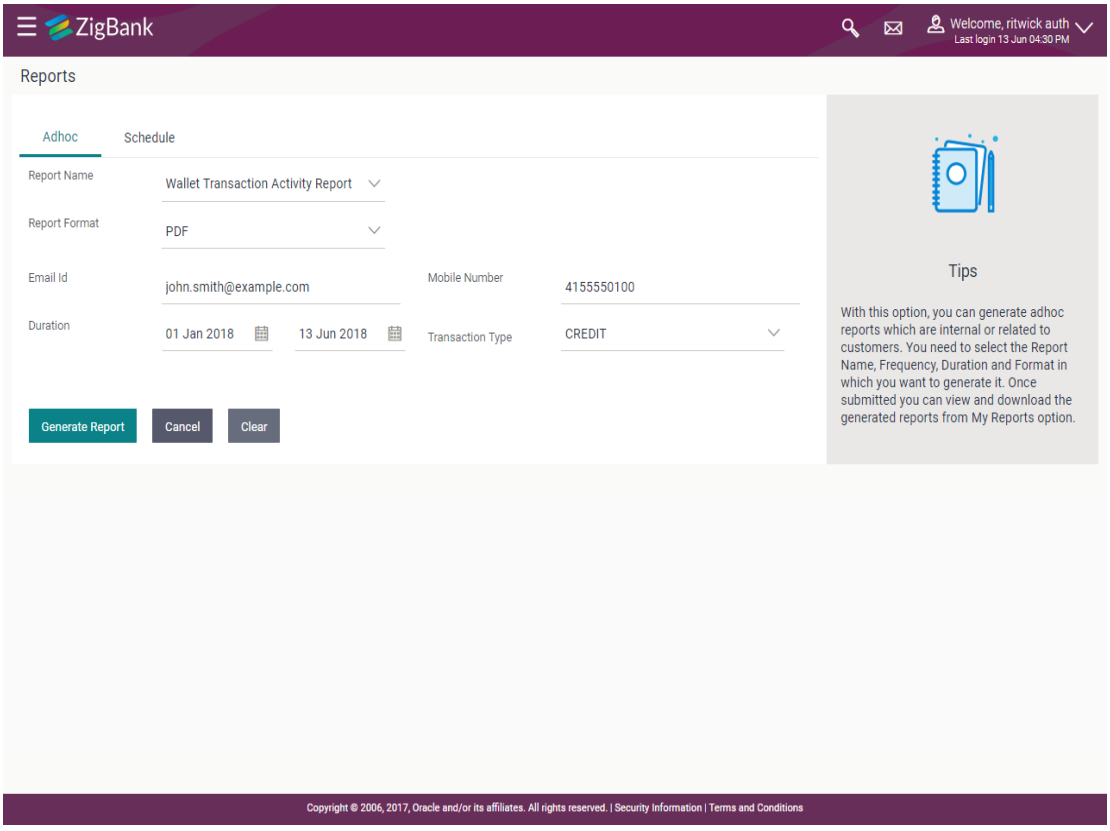
## 61.21.1 Wallets Transaction Activity - Adhoc Report

Wallets Transaction Activity Adhoc reports are generated on demand or on request. Generated reports can be viewed using 'My Reports' screen.

**To generate the Wallets Transaction Activity adhoc report:**

1. Click the **Adhoc** tab.
2. From the **Report Name** list, select the appropriate report to be generated.
   The receptive report generation screen appears.

**Wallets Transaction Activity - Adhoc Report**



**Field Description**

| Field Name | Description |
|---|---|
| **Report Name** | Select the type of report to be generated. |
| **Report Format** | Select the format in which the report is to be generated..<br>The options with Oracle Business Intelligence (BI) Publisher are:<br>• PDF<br>• XLS<br>The options with Internal Reporting Application are:<br>• PDF<br>• CSV |
| **Email ID** | Email ID of the wallet user for whom report is to be generated. |
| **Mobile Number** | Mobile number of the wallet user for whom report is to be generated. |
| **Duration** | Specify the date range for which the report is to be generated.<br>User has to enter From and To dates. |
| **Transaction Type** | The transactions providing transaction type.<br>The options are:<br>• Debit<br>• Credit |

3. From the **Report Format** list, select the format in which the report is to be generated.
4. In the **Email ID** field, enter the email address of the user.
   OR
   In the **Mobile Number** field, enter the mobile number of the user.
5. From the **Duration - From** and **Duration - To** list, select the appropriate duration.
6. From the **Transaction Type** list, select the appropriate option.
7. Click **Generate Report** to view and generate the report.
   OR
   Click **Cancel** to cancel the transaction.
   OR
   Click **Clear** to reset the search parameters.
8. The success message along with the reference number, status and **Report Request Id** appears. Click **Ok** to close the screen and navigate to the dashboard.
   OR
   Click on the **View Reports** link to download the report. The user is directed to the **My Reports** screen. The list of reports appears.
   OR
   Click **Generate another Report** to generate another report.

9. In the **My reports** screen, click on desired **Report Sub ID** to view and download the generated report. A report will be generated in the format specified at the time of scheduling or generating an adhoc report.

Note: You can also download the requested report from ***Administrator Dashboard > Toggle Menu > Reports > My Reports***.

**For reference, a specimen of the report generated is given below:**


Wallet Transaction Activity

From Date: **2017-02-01** | To Date: **2019-02-26**

ORACLE
Oracle Banking Digital Experience

| Sr. No. | Name | Email Id | Mobile No | Date | Description | Reference Number | Amount |
|---|---|---|---|---|---|---|---|

1 Computer generated report | Shailendra Kadam | 10 Feb 2017, 16:29

**Field Description**

| Field Name | Description |
|---|---|
| **Report Parameters** | |
| **From Date** | Date from which the report is to be generated. |
| **To Date** | Date till which the report is to be generated. |
| **Sr No** | Serial number of the records. |
| **Name** | First name and last name of the wallet user. |
| **Email ID** | Email Id of the user. |

| Field Name | Description |
|---|---|
| **Mobile No** | Mobile number of the user. |
| **Date** | Date of the transaction. |
| **Description** | Description of the transaction. |
| **Reference Number** | Reference number for each transaction. |
| **Amount** | Amount of the transaction. |

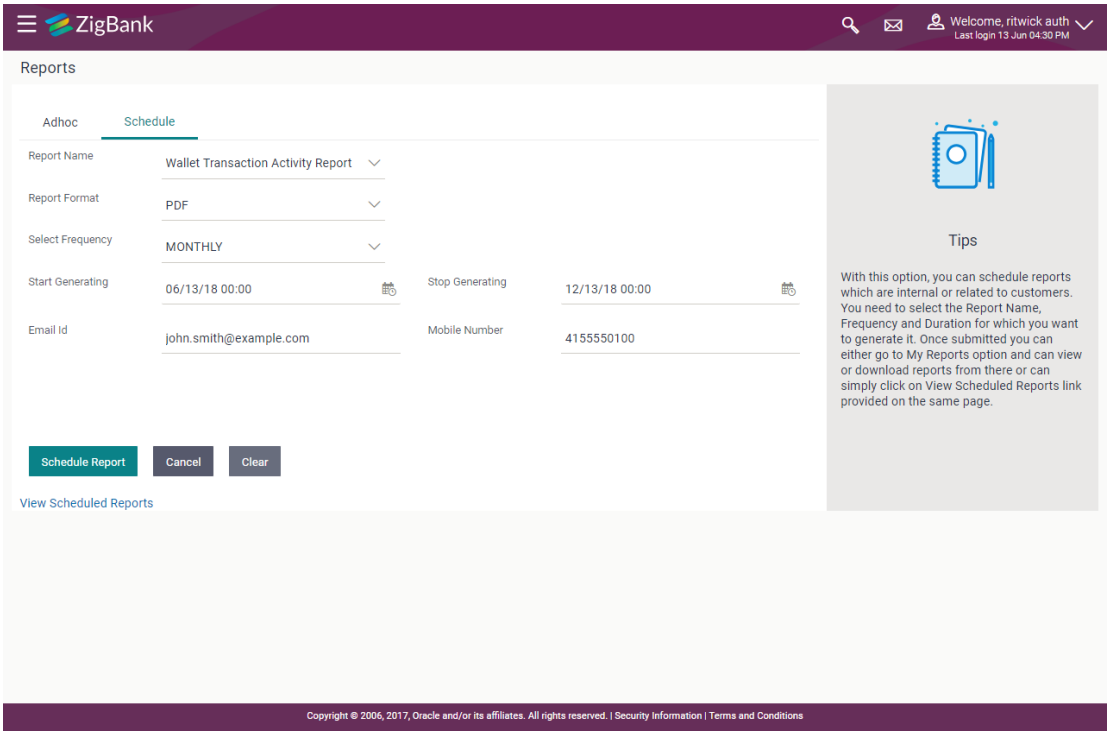
## 61.21.2 Wallets Transaction Activity - Schedule Report

The reports that are generated in specific time frame such as daily, weekly, monthly, quarterly, and annually are categorized under scheduled reports.

**To generate the Wallets Transaction Activity scheduled report:**

1. Click the **Schedule** tab.
2. From the **Report Name** list, select the appropriate report to be generated.
   The receptive report generation screen appears.

**Wallets Transaction Activity - Schedule Report**



**Field Description**

| Field Name | Description |
|---|---|
| **Report Name** | Select the type of report to be generated.<br>. |
| **Report Format** | Select the format in which the report is to be generated..<br>The options with Oracle Business Intelligence (BI) Publisher are:<br>• PDF<br>• XLS<br>The options with Internal Reporting Application are:<br>• PDF<br>• CSV |
| **Select Frequency** | Select the frequency at which the report is to be generated.<br>The options are:<br>• Once<br>• Daily<br>• Weekly<br>• Monthly |
| **Start Generating** | Date from which the report is to be generated as per the frequency defined. |
| **Stop Generating** | Date till which the report is to be generated as per the frequency defined. |
| **Email ID** | Email ID of the wallet user of whom report is to be generated. |
| **Mobile Number** | Mobile number of the wallet user of whom report is to be generated. |
| **Transaction Type** | The transactions providing transaction type.<br>The options are:<br>• Debit<br>• Credit |
| **View Scheduled Reports** | Link to view all the reports that are scheduled. |

3. From the **Report Format** list, select the format in which the report is to be generated.
4. From the **Select Frequency** list, select the appropriate option.
5. From the **Start Generating** and **Stop Generating** list, select the appropriate duration.

6. In the **Email ID** field, enter the email address of the user.
   OR
   In the **Mobile Number** field, enter the mobile number of the user.
7. From the **Duration - From** and **Duration - To** list, select the appropriate duration.
8. From the **Transaction Type** list, select the appropriate option.
9. Click **Schedule Report** to view and generate the report.
   OR
   Click the **View Scheduled Reports** link to view all the scheduled reports. The **Scheduled Reports** screen appears.
   OR
   Click **Cancel** to cancel the transaction.
   OR
   Click **Clear** to reset the search parameters.
10. The success message along with the reference number, status and **Report Request Id** appears. Click Ok to close the screen and navigate to the dashboard.
    OR
    Click on the **View Reports** link to download the report. The user is directed to the **My Reports** screen. The list of reports appears.
    OR
    Click **Schedule another Report** to generate another report.
11. In the **My Reports** screen, click on desired **Report Sub ID** to view and download the generated report. A report will be generated in the format specified at the time of scheduling or generating an adhoc report.

---

Note: You can also download the requested report from ***Administrator Dashboard > Toggle Menu > Reports > My Reports > Scheduled Reports***.

---

**Home**

# 62. My Reports

This option enables the user to download the adhoc/scheduled reports generated using Report Generation screen. On accessing ‘My Reports’ menu, last 10 reports which generated by the system are listed with the respective report status. User can choose to search the specific report using the search criteria or can opt to view/ download detailed report.

The reports generated on adhoc basis will appear under ‘Adhoc’ tab, whereas the scheduled reports generated as per set frequency will appear under ‘Scheduled’ tab.

**How to reach here:**

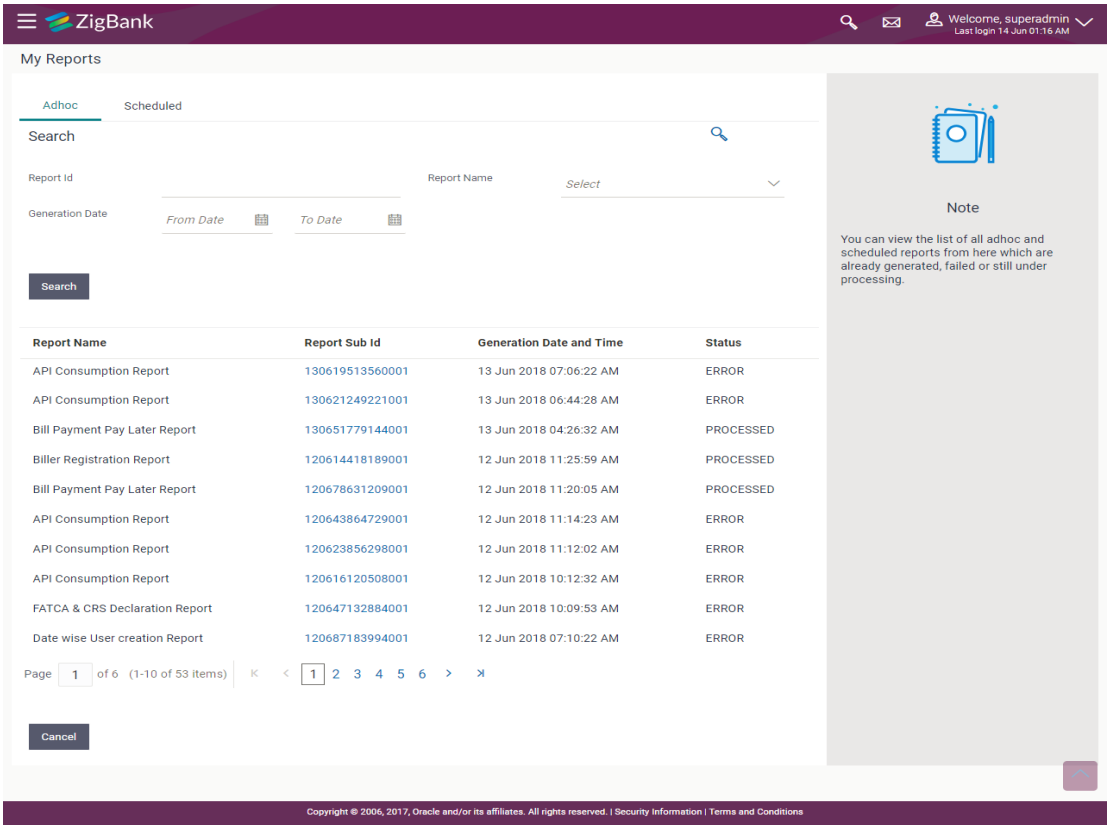
*Administrator Dashboard > Toggle menu > Reports > My Reports*
*OR*
*Bank Administrator Dashboard > Toggle menu > Reports > My Reports*

## 62.1 My Reports - Adhoc

Adhoc reports are generated on demand or on request. Generated reports can be viewed using ‘My Reports’ screen.

**To view and download the generated adhoc reports:**

**My Reports - Adhoc**



**Field Description**

| Field Name | Description |
|---|---|
| **Search** | |
| **Report ID** | Report ID to search specific report. All the report IDs will be listed. |
| **Report Name** | Report Name to search specific report. All the reports with the names will be listed. |
| **Generation Date** | To search generated reports between specific date ranges.<br>• From date – To search the reports generated from specific date.<br>• To date – To search the reports generated till specific date |
| **Report List** | |
| **Report Name** | Report Name to search specific report. All the reports with the names are listed. |
| **Report Sub Id** | Report sub ID with the hyperlink to see the report details. . |
| **Generation Date and Time** | Report generation time and date. |
| **Status** | Status of generated reported.<br>The status can be:<br>• Processed<br>• Pending<br>• Error |

1. Click search icon to search the reports with given search criteria. The search results matching to the search criteria are shown on the same screen.
2. Click on **Report Sub Id** hyperlink to view the detailed report. (Refer specimen provided for each report)

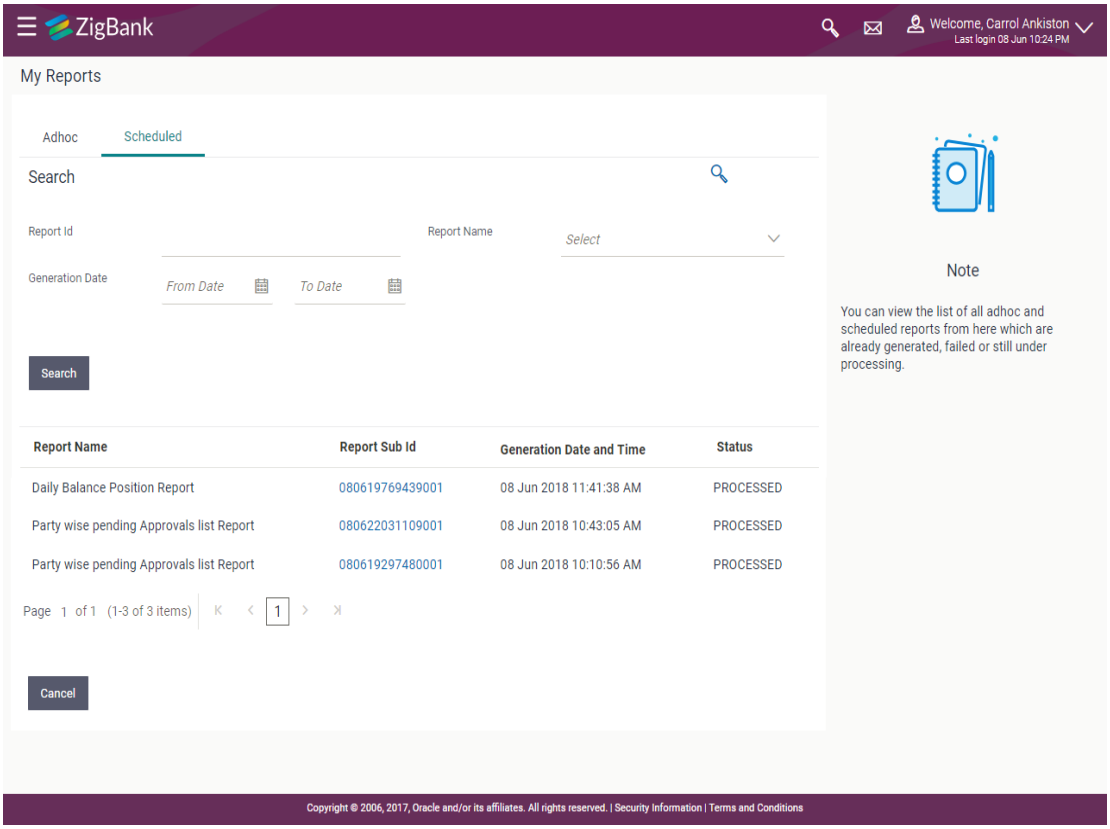
## 62.2 My Reports - Scheduled

The reports that are generated in specific time frame such as daily, weekly, monthly, quarterly, and annually are categorized under scheduled reports.

**To view and download the generated scheduled reports:**

1. Click the **Scheduled** tab. The list of scheduled reports appear.
   OR
   Click search icon to search the reports with given search criteria. The search results matching to the search criteria are shown on the same screen.

**My Reports - Scheduled**




**Field Description**

| Field Name | Description |
|---|---|
| **Search** | |
| **Report ID** | Report ID to search specific report. All the report IDs will be listed. |
| **Report Name** | Report Name to search specific report. All the reports with the names will be listed. |

| Field Name | Description |
|---|---|
| **Generation Date** | To search generated reports between specific date ranges.<br>• From date – to specify the date from which the generated reports to be searched.<br>• To date – to specify the date till which the generated reports to be searched. |
| **Report List** | |
| **Report Name** | Report Name to search specific report. All the reports with the names will be listed. |
| **Report Sub Id** | Links of view the specific report. |
| **Generation Date and Time** | Report generation time and date. |
| **Status** | Status of generated reported.<br>The status can be:<br>• Processed<br>• Pending<br>• Error |

2. Click on **Report Sub ID** hyperlink to view the detailed report. (Refer specimen provided for each report)

## FAQs

1. **Can I choose a format in which a report is to be downloaded from My Reports screen?**

   A report can be downloaded in a format selected while generating a report.

2. **Can I view and download a report which is generated by other administrator users?**

   Yes, you can view and download the reports which are generated by other administrator users using **My Reports** screen.

Home

# 63. User Report Mapping

The user report mapping maintenance allows the Bank Administrators to map the report or set of reports to a specific corporate user. The corporate users can generate and view the reports of which they have an access to.

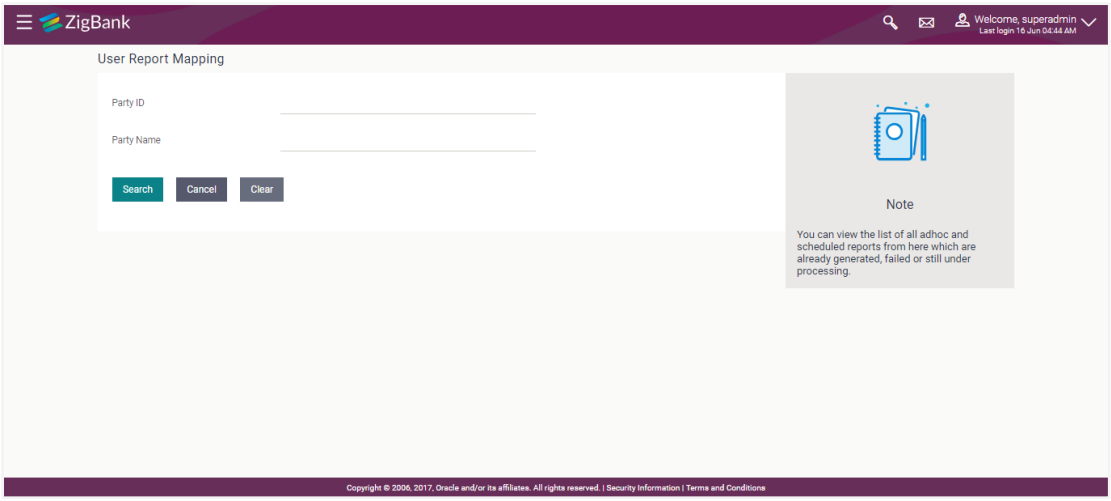
Bank Administrator searches a corporate user based on the party ID and view the reports mapped to him, he can also un-map the reports from specific corporate user so that access of the specific report/ s can be removed to that corporate user.

The Bank Administrator can also map the accounts of primary and linked parties for which the reports can be generated by a corporate user, so that corporate user can generate the report only for the accounts mapped to him.

**How to reach here:**

*Administrator Dashboard > Toggle menu > Reports > User Report Mapping*
*OR*
*Bank Administrator Dashboard > Toggle menu > Reports > User Report Mapping*

**User Report Mapping**




**Field Description**

| Field Name | Description |
|---|---|
| **Party ID** | Party ID of the user. |
| **Party Name** | Party name corresponding to the party ID. |

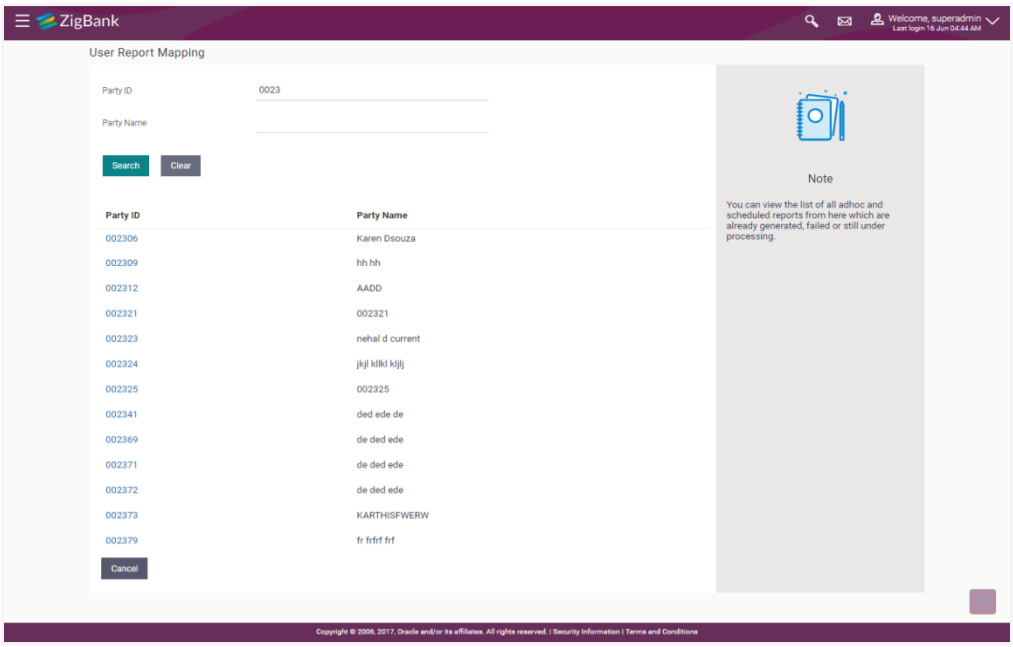
## 63.1 User Report Mapping - Search

Using this option Bank Administrator can search and view the reports mapped to the user.

**To search and view the reports mapping:**

1. In the **Party ID** field, enter the party id of the user.
   OR
   In the **Party Name** field, enter the name of the party.
2. Click **Search**. The **User Report Mapping** screen with search results appears.
   OR
   Click **Clear** to clear the search parameters.
   OR
   Click **Cancel** the operation and navigate back to ‘Dashboard’.

**User Report Mapping - Search Result**

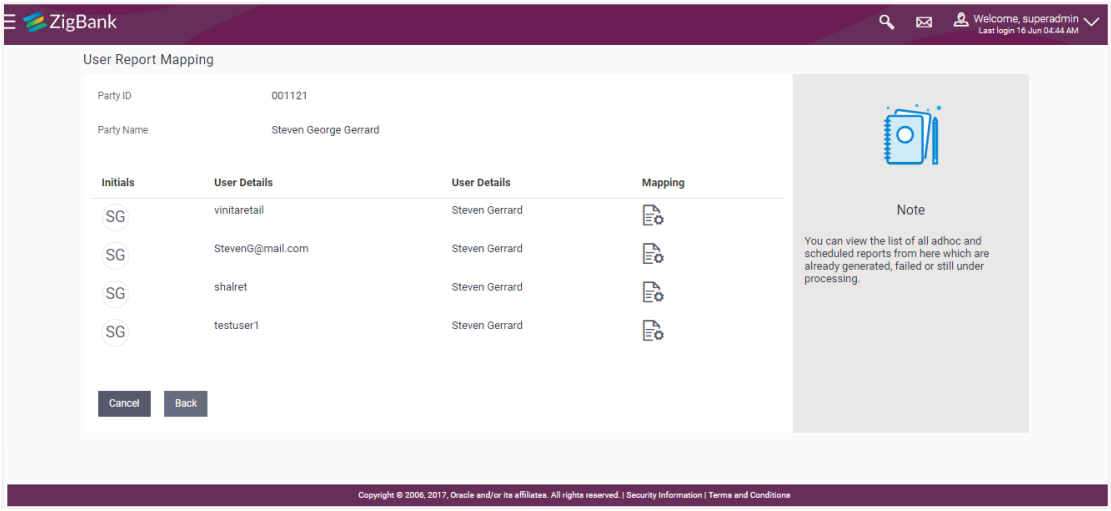



**Field Description**

| Field Name | Description |
|---|---|
| **Party ID** | Party ID of the user. |
| **Party Name** | Party name corresponding to the party ID. |

3. Click on the **Party ID** link to view the details. The **User Report Mapping - View** screen appears.

### User Report Mapping - View

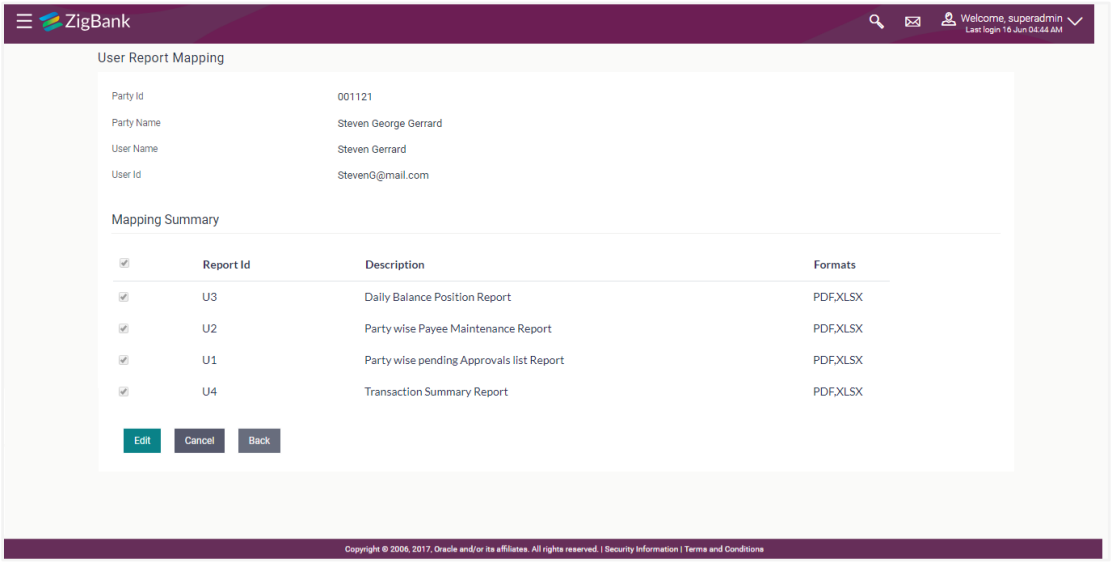



### Field Description

| Field Name | Description |
|---|---|
| **Party ID** | Party Id of the corporate user. |
| **Party Name** | Party name of the corporate user. |
| **Users List** | |
| **Initials** | The initials of the user. |
| **User Details** | The details of the user like user name or user id. |
| **Mapping** | Displays whether the file identifier is mapped to the user.<br>• - denotes that the report is mapped to the user<br>• - denotes that the report is not mapped to the user. |

4. Click against the user record for which you want to view the details. The **User Report Mapping – Mapping Summary** screen appears.
   OR
   Click **Back** to navigate to the previous screen.
   OR
   Click **Cancel** to cancel the operation and navigate back to ‘Dashboard’.

### User Report Mapping – Mapping Summary




### Field Description

| Field Name | Description |
|---|---|
| **Party ID** | Party Id of the corporate user. |
| **Party Name** | Party name of the corporate user. |
| **User Name** | Name of the corporate user. |
| **User ID** | User Id of the corporate user. |
| **Mapping Summary** | |
| **Report ID** | Unique id assigned to the mapped report. |
| **Description** | Description of the report. |
| **Formats** | Formats in which a report can be generated. |

5. Click **Edit** to modify the user report mapping.
   OR
   Click **Cancel** to cancel the operation and navigate back to ‘Dashboard’.
   OR
   Click **Back** to navigate to the previous screen.

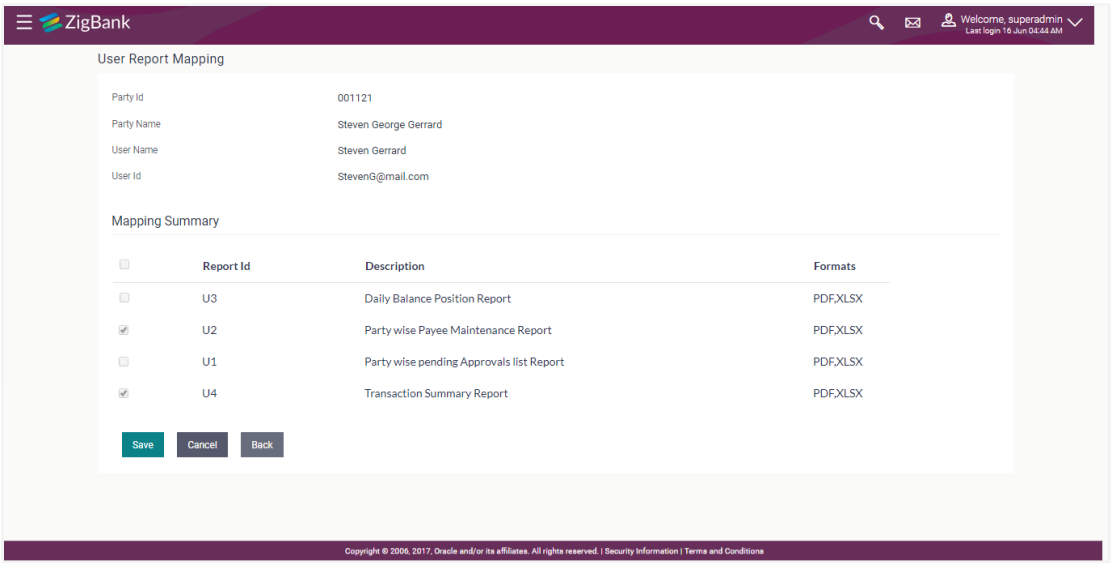
## 63.2 User Report Mapping - Create

Using this option Bank Administrator can map the reports to a specific corporate user.

**To map the reports to a user:**

1. In the **Party ID** field, enter the party id of the user.
   OR
   In the **Party Name** field, enter the name of the party.
2. Click **Search**. The **User Report Mapping** screen with search results appears.
   OR
   Click **Clear** to clear the search parameters.
   OR
   Click **Cancel** the operation and navigate back to 'Dashboard'.
3. Click  of user record, for which you want to map the report/ s. The **User Report Mapping** screen to create the report mapping appears.

**User Report Mapping - Create**




**Field Description**

| Field Name | Description |
|---|---|
| **Party ID** | Party ID of the user. |
| **Party Name** | Party name of the corporate user. |
| **User Name** | Name of the corporate user. |
| **User Id** | User Id of the corporate user. |

**Mapping Summary**

| Field Name | Description |
|---|---|
| **Report ID** | Unique id assigned to a report. |
| **Description** | Description of the report. |
| **Formats** | The format in which the report is to be generated.<br>The format could be PDF, XLSX. |

4. In the **Mapping Summary** section, select the report id of the report which you want to map to the user.
5. Click **Save** to save the mapping.
   OR
   Click **Cancel** to cancel the operation and navigate back to 'Dashboard'.
   OR
   Click **Back** to navigate to the previous screen.
6. The **User Report Mapping - Review** screen appears. Verify the details and click **Confirm**.
   OR
   Click **Cancel** to cancel the operation and navigate back to 'Dashboard'.
   OR
   Click **Back** to navigate to the previous screen.
7. The success message appears along with the transaction reference number and status of the transaction.
   Click **OK** to complete the transaction and navigate back to 'Dashboard'.

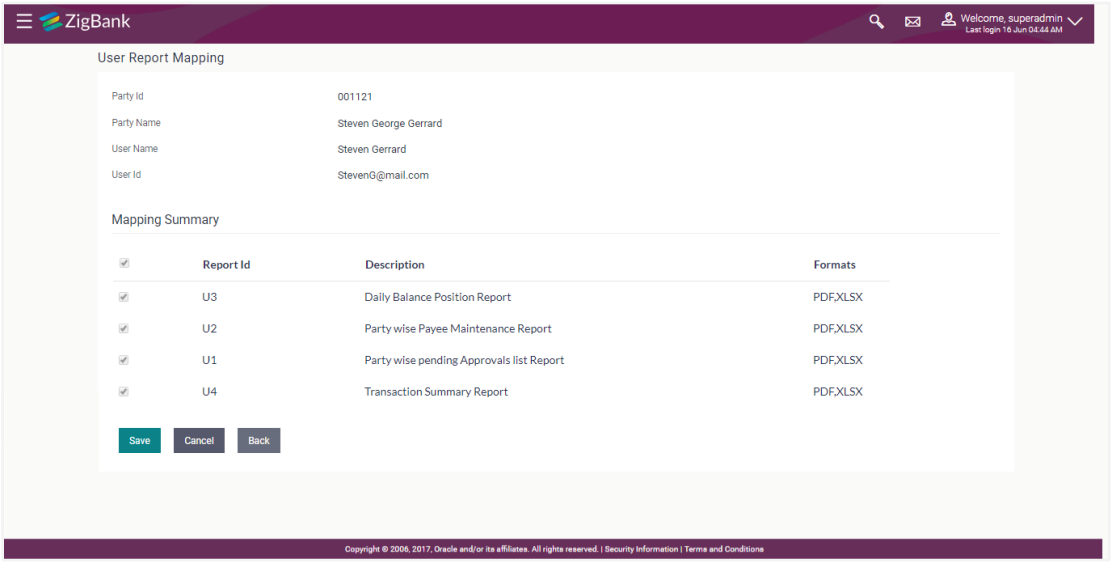
## 63.3 User Report Mapping - Edit

Using this option Bank Administrator can edit the mapping or un-map the reports from specific corporate user.

**To edit a User Report Mapping:**

1. In the **Party ID** field, enter the party id of the user.
   OR
   In the **Party Name** field, enter the name of the party.
2. Click **Search**. The **User Report Mapping** screen with search results appears.
   OR
   Click **Clear** to clear the search parameters.
   OR
   Click **Cancel** to cancel the operation and navigate back to 'Dashboard'.
3. Click  against the file identifier record for which you want to view the details. The **User Report Mapping - View** screen appears.
4. Click **Edit**. The **User Report Mapping - Edit** screen appears.

**User Report Mapping - Edit**




5. View the details of report mapping already saved. Select or de-select the report id record to map / un-map a report to a user.
6. Click **Save** to save the modified details.
   OR
   Click **Cancel** to cancel the operation and navigate back to ‘Dashboard’.
   OR
   Click **Back** to navigate to previous screen.
7. The **User Report Mapping - Review** screen appears. Verify the details, and click **Confirm**.
   OR
   Click **Cancel** the operation and navigate back to ‘Dashboard’.
   OR
   Click **Back** to navigate to previous screen.
8. The success message appears along with the transaction reference number and status of the transaction.
   Click **OK** to complete the transaction and navigate back to ‘Dashboard’.

**Home**

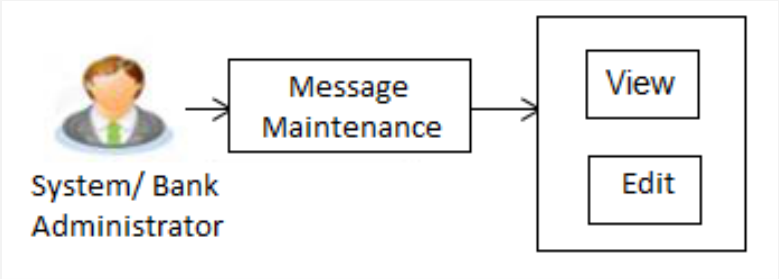
# 64. Message Maintenance

Using this option, System Administrator can inquire the existing Error Messages defined in the system for an OBDX error code. It also allows you to modify the text defined for a message code for a particular Language.

**Pre-Requisites**

- Transaction access is provided to the administrator.
- Approval rule is setup

**Workflow**




**Features Supported In Application**

This option allows the System/Bank Administrator to:

- View Message Maintenance
- Edit Message Maintenance

**How to reach here:**

*System/ Bank Administrator Dashboard > Toggle Menu > Others > Message Maintenance*

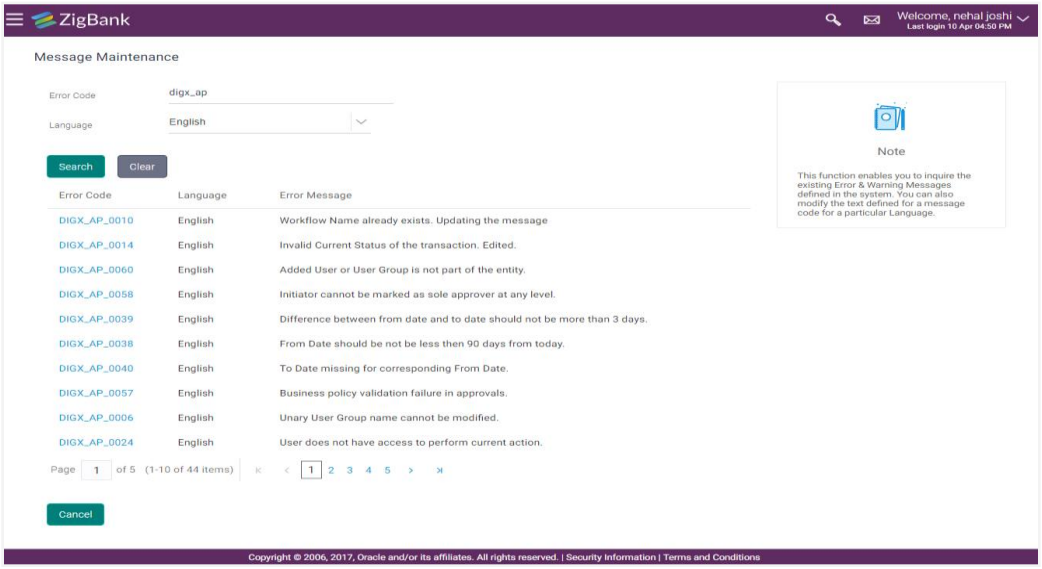
## 64.1 Message Maintenance - View

This screen allows the System Administrator to view the Error Messages defined in the system.

**To view the Error Messages:**

1. Navigate to the **Message Maintenance** screen.
2. Enter the search Criteria.
3. Click **Search**. The search summary appears.
   OR
   Click **Clear** to clear the search parameters.
   OR
   Click **Cancel** to cancel the transaction.

### Message Maintenance - Search Result

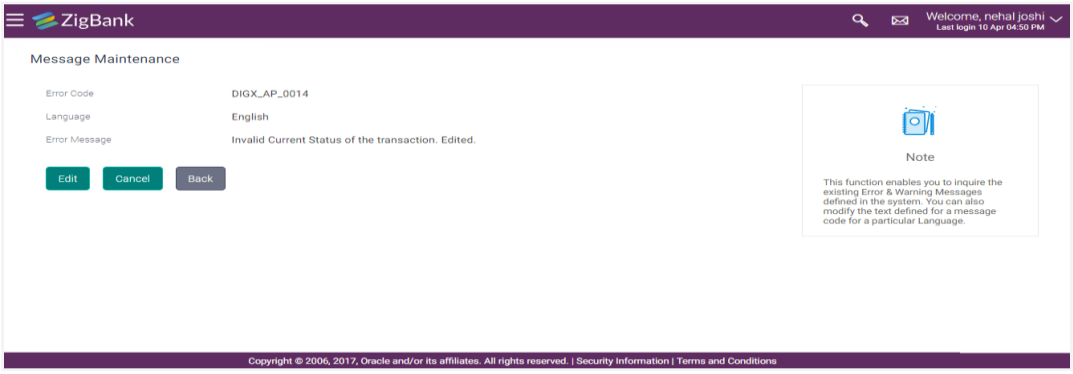



### Field Description

| Field Name | Description |
|---|---|
| **Error Code** | Enter the name of the error code to be searched. |
| **Language** | Select language in which the error message is defined. |
| **Search Result** | |
| **Error Code** | Displays the error code. |
| **Language** | Displays the language in which the error messages are defined. |
| **Error Message** | Displays the error message content. |

4. Click on **Error Code** link to view details of the selected error message.
5. The **Message Maintenance – View** screen appears with the details.

### Message Maintenance – View




### Field Description

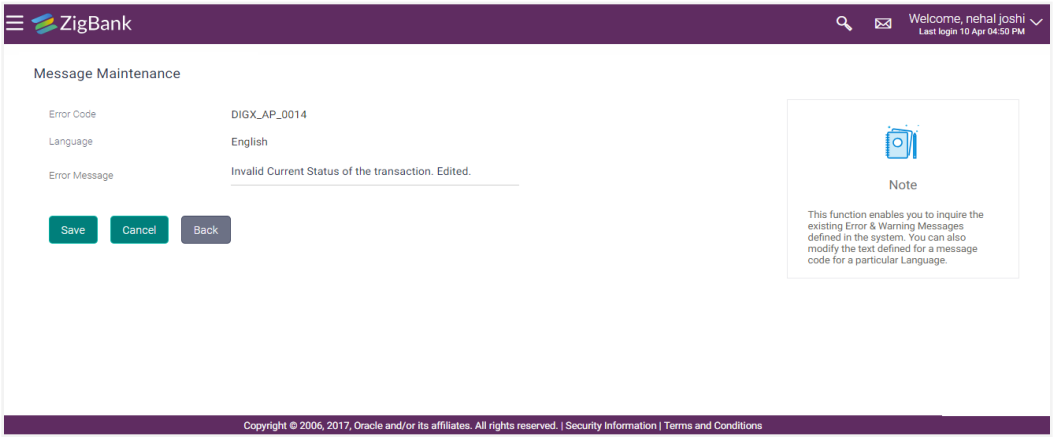
| Field Name | Description |
|---|---|
| **Error Code** | Displays the name of the error code. |
| **Language** | Displays the language in which the error message is defined. |
| **Error Message** | Displays the error message content. |

6. Click **Edit** to update details of the client. User is directed to the **Message Maintenance - Edit** screen with values in editable form.
   OR
   Click **Cancel** to cancel the transaction.
   OR
   Click **Back** to navigate to previous screen.
7. Message Maintenance - Edit
8. You can modify the text defined for a message code for a particular Language.

**To modify the error Messages:**

1. Navigate to the **Message Maintenance** screen.
2. Enter the search Criteria.
3. Click **Search**. The search summary appears.
4. Click on **Error Code** link to view details of the selected error message.
5. The **Message Maintenance – View** screen appears with the details.
6. Click **Edit** to make changes, if any. The user is directed to the **Message Maintenance - Edit** screen with values in editable form.
   OR
   Click **Cancel** to cancel the transaction and to go back to the dashboard.

### Message Maintenance - Edit




7. Modify the message of the error code.
8. Click **Save** to save the changes.
   OR
   Click **Cancel** to cancel the transaction.
   OR
   Click **Back** to navigate back to the previous screen.
9. The **Review** screen appears. Verify the details, and click **Confirm**.
10. The message confirming updation appears along with the transaction reference number.
11. Click **Ok** to complete the transaction.

**Home**

# 65. User Helpdesk

This feature will allow Bank administrator to create business user's session and perform the transaction requested by business user if he has forgotten his internet banking password or is unable to perform a transaction using his internet banking.

To authenticate the user, system will send an OTP to the customer and the same OTP needs to be communicated to the administrator user so that he can enter it on the screen to create user's session.

**Note**: OTP should be maintained as the second factor authentication for 'Create Helpdesk Session' event in Authentication setup.

**How to reach here:**

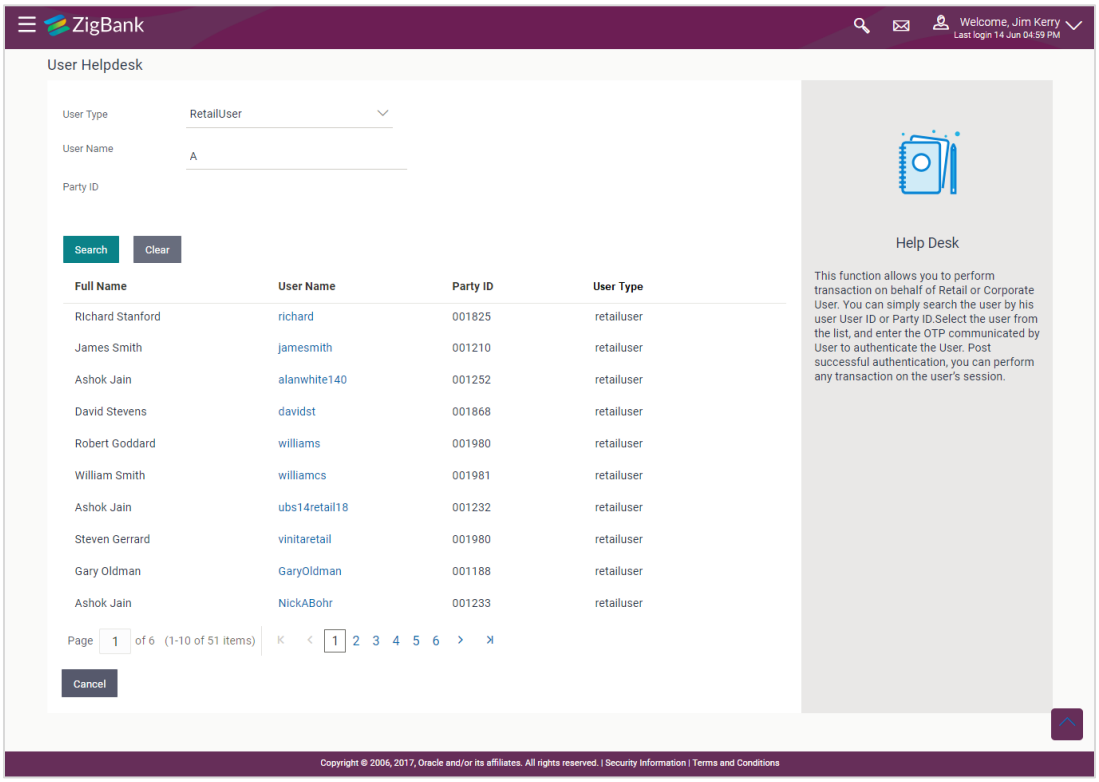
*System/ Bank Administrator Dashboard > Toggle Menu > Others > User Helpdesk*
*OR*
*Bank Administrator Dashboard > Others > User Helpdesk*

**User Helpdesk - Search**

**To search user helpdesk:**

1. From the **User Type** list, select the user.
2. In the **User Name** field, enter the name of the user.
   OR
   In the **Party ID** field, enter the party ID.
3. Click **Search**.

## User Helpdesk - Search



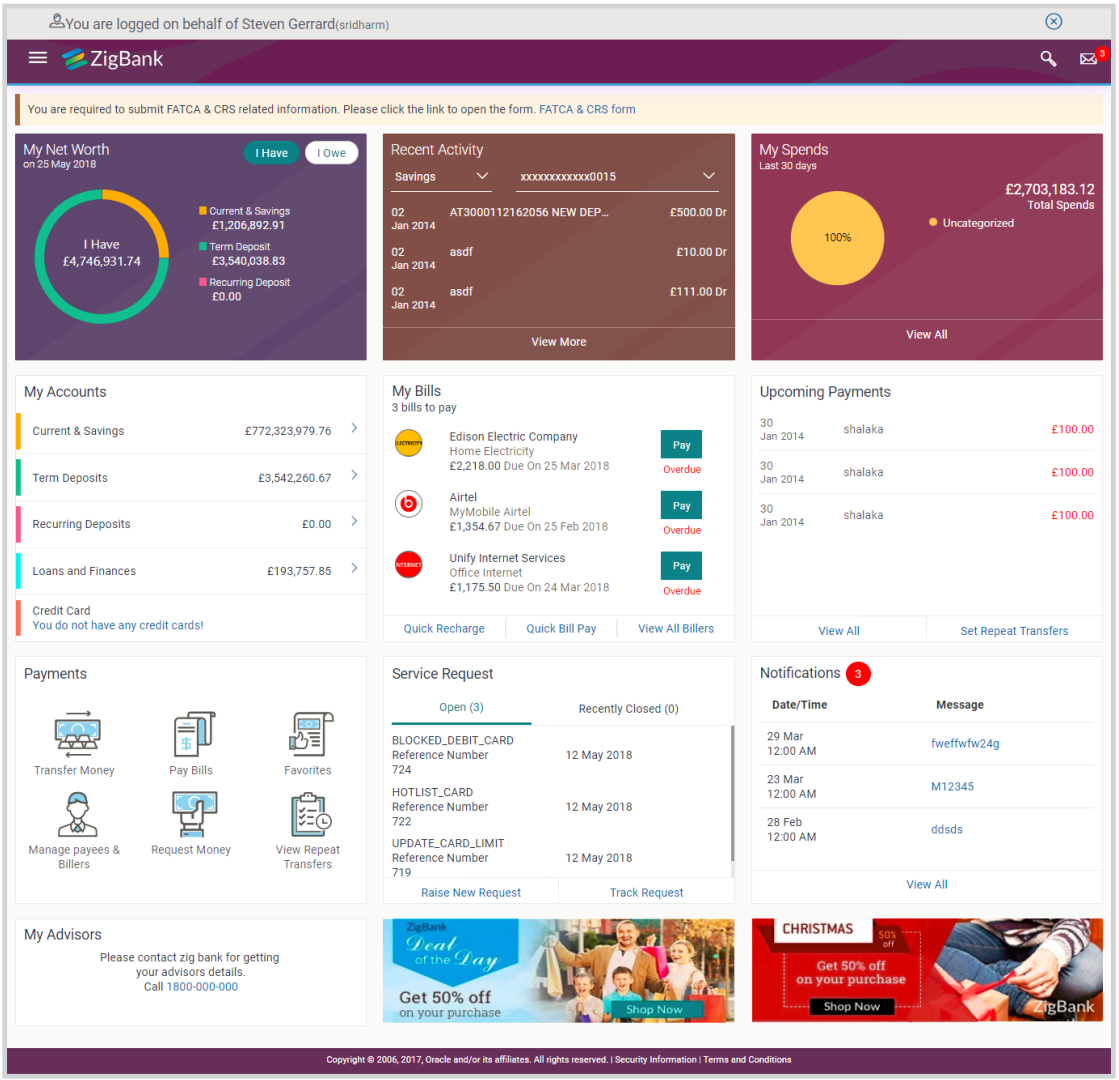

### Field Description

| Field Name | Description |
|---|---|
| **User Type** | The user type for which the help desk session has to be created. |
| **User Name** | User name (User ID) of the user for which help desk session has to be created. |
| **Party ID** | Party ID of the user for which the help desk session has to be created. Administrator can enter either the party ID or the user name. |
| **Search Result** | |
| **Full Name** | Displays the full name of the user. |
| **User Name** | Displays the user name (user ID) of the user. |
| **Party ID** | Displays the party ID of the user. |
| **User Type** | Displays the type of the user (Retail/Corporate). |

4. Click on the **User Name**. Session of the selected user gets displayed.

## User Helpdesk - Detail

The header displays the user name on behalf of whom the session is in progress. You can click  icon to close the active session. Once the active session is successfully closed, the Administrator will be navigated to the Dashboard.



# FAQs

1. **Can the Bank administrator create the helpdesk session for a new user (who has channel banking facility but has never logged in)?**

   No, for new users helpdesk session cannot be created, new users must login himself for the first time.

2. **Can the administrator set the 2FA mode anything else other than OTP for 'Create Helpdesk session' event in the Authentication screen?**

   System does not restrict the administrator from selecting a mode while setting up 2FA for 'Create Helpdesk session', however Administrator must set OTP as the 2FA mode for creating user helpdesk session.

3. **Can the administrator create the helpdesk session for the user, whose status is updated as 'Locked'?**

   No, the system will alert Bank Administrator to update the status of the user to "Unlock" from the User Management before creating the helpdesk session.

Home

# 66. Mailbox

Mailbox is a two way communication channel between Bank customers and Bank administrators. Customers communicate with the bank via secured mailbox facility. Customers can send mail messages to the bank with specific pre-defined subjects for their queries/ complaints /feedback. In application, as day 0 maintenance each subject category is linked to a group of bank administrators' users. Depending upon the mail-subject mapping to each bank administrator user, administrators will receive the mails only of the subjects mapped to the users.

Administrators can view the number of received e-mails and access all received and sent e-mails from their secured mailbox. User can click the message to read the detailed content of the message. The subject of the message gives a brief understanding of what the message is about. User can view the message details, the sender information and also view the chain of messages exchanged if any.

The complete chain of message helps user to understand and know the information exchanged with the bank on a particular subject. Bank administrators can also view the alert messages sent by the bank on various banking events.

As a Day 0 maintenance, Bank has to define whether the OBDX mailbox should point to the UBS-interaction module or to the internal mailbox. In case if the mailbox is pointed to the UBS-Interaction module, the mail initiated by customers will be sent to the UBS bank user for his action and will not be sent to the OBDX administrator.

**Pre-Requisites**

- Roles and departments for various Bank Administrator must be defined in reference to mail section
- Alerts must be pre-set by bank and gets auto triggered if subscribed by customer or set as mandatory

**Features supported in Application:**

- **Inbox**: Where bank administrators can view the messages sent by the customers and also can reply and delete the mails.
- **Sent Mail folder:** This allows user to view the mails replied by logged in user. Also an option is provided to delete the mails.
- **Deleted Mail Folder:** This allows the user to view mails deleted from user's inbox and sent folders and can permanently delete the mails. There is an option to restore the deleted mails to respective folder.
- **Alerts:** View the alerts sent by the bank and received by logged in user. Also an option is provided to delete the alerts.
- **Notifications** - This section allows the logged in user to view all the notifications sent by the bank. Also an option is provided to delete the notifications.

**How to reach here:**

*System/ Bank Administrator Dashboard > Toggle Menu >Mailbox > Mails*
*OR*

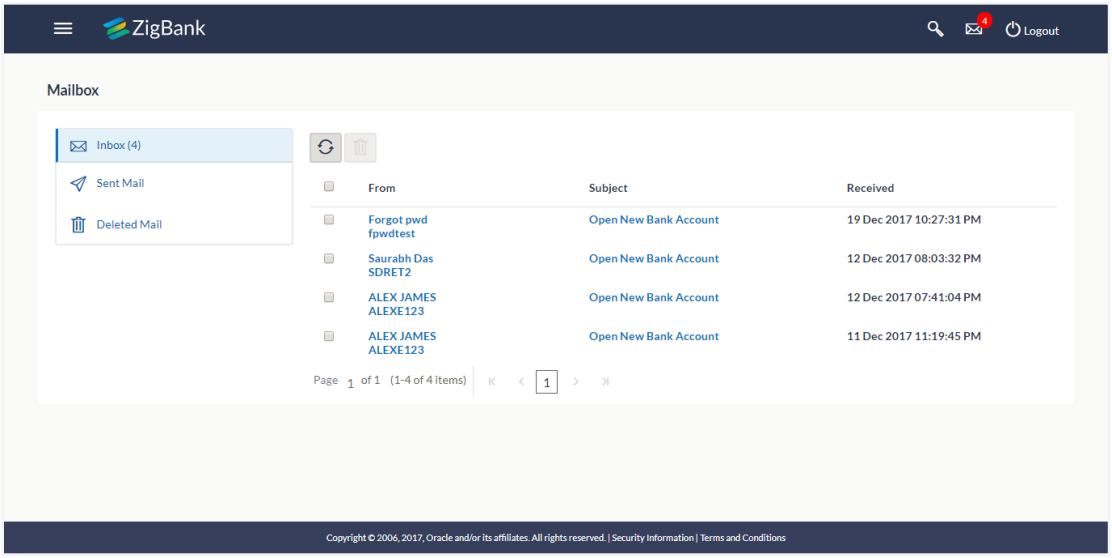
*System/ Bank Administrator Dashboard > Click* 

## 66.1 Mails

The Mails functionality consist of the following sections:

- **Inbox :** can view messages and can also reply to the messages received
- **Sent Mail**: can view the messages that have been sent by logged in user
- **Deleted Mail**: can view the messages deleted by logged in user from Inbox and Sent Mail folder

**Mailbox- Mails**




**Field Description**

| Field Name | Description |
|---|---|
| **Inbox** | Folder that lists the messages sent to Bank Administrator.<br>Number of unread mails if any will be displayed. |
| **Sent Mail** | Folder that lists the messages sent by Bank Administrator. |
| **Deleted Mail** | Folder that lists the messages deleted by Bank Administrator from Inbox and Sent Mail. |
| **From** | The name and the User ID of the sender of the message. |
| **Subject** | The descriptive synopsis of the message.<br>Indicates the link to access the message. |
| **Received** | Date and time on which the message was received. |

1. In the **Message- Mails,** Click the required option.
   a. If you click the **Inbox** option, the **Mail Box** section with received messages appears; click individual message to view the details.

b. If you click the **Sent Mail** option, the **Mail Box** section with sent messages appear; click individual message to view the details.

c. If you click the **Deleted Mail** option, the **Mail Box** section with deleted messages appears; click individual message to view the details.

2. Click on mail message to view the mail details.
OR
Click  to refresh the mailbox.
OR
For multiple mail deletion, select the check box (s) against the mail, and  to delete the message.

### 66.1.2 Mailbox - Inbox

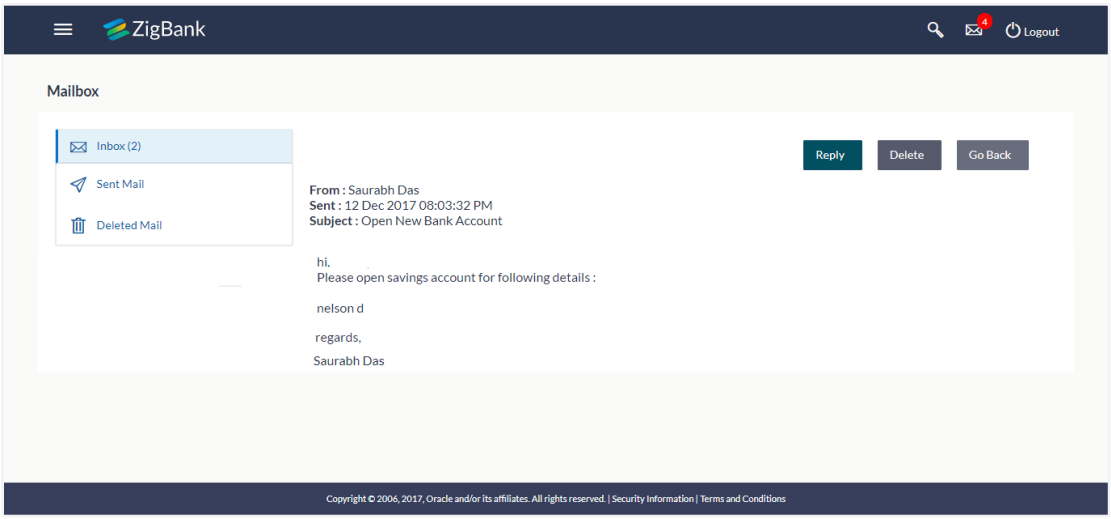
Using this feature, user can view the messages received in his Inbox. User can view the individual message by clicking on the sender's name.

**To access the inbox:**

1. In the **Message- Mails,** Click the required option.

   a. If you click the **Inbox** option, the **Mail Box** section with received messages appears; click individual message to view the details.

**Inbox - Message Details**




**Field Description**

| Field Name | Description |
|---|---|
| **Message Details** | |
| **From** | The name of the sender who has sent the mail. |
| **Sent** | Date and time on which the message was received. |

| Field Name | Description |
|---|---|
| **Subject** | Subject of the received message. |
| **Message Chain** | The message record contains:<br>• Actual contents of the message<br>• Date and time on which each message was received<br>• Sender of the message, that is the bank admin or the user<br>**Note:** A mail chain is formed when a user sends a mail to bank administrator and he replies back. |

**Message - Reply**

This section displays the reply section.

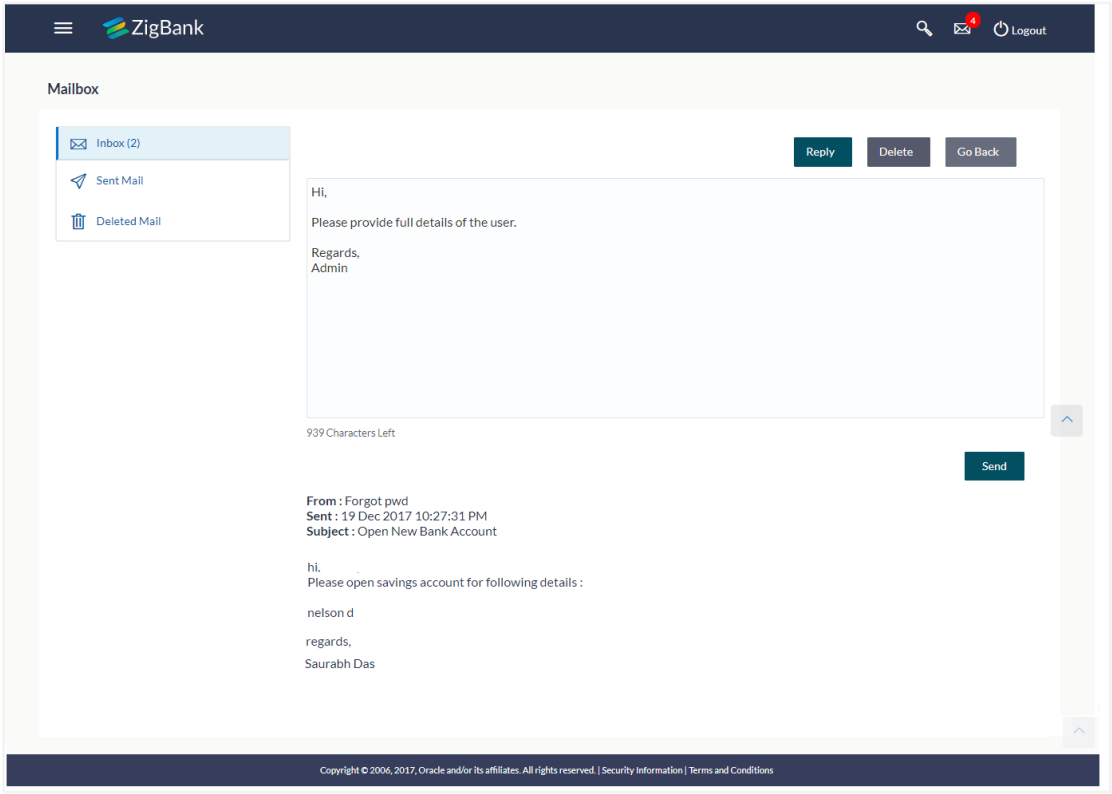
| | |
|---|---|
| **Message** | The message to be sent. |

b. If you click the **Sent Mail** option, the **Mail Box** section with sent messages appear; click individual message to view the details.

c. If you click the **Deleted Mail** option, the **Mail Box** section with deleted messages appears; click individual message to view the details.

2. Click on the required message whose details you want to view. The mail details appear.
   OR
   Click  to refresh the mailbox.
   OR
   For multiple mail deletion, select the check box (s) against the mail, and  to delete the messages.
3. Click **Reply** if user wants to reply the received message. The new screen appears in which the user can type a reply message to be sent. Existing mail content is also linked.
   a. Click **Send** to send the reply message. The success message appears.
      OR
      Click **Delete** to delete the message.
      OR
      Click **Go Back** to navigate to the previous page.

### Message – Reply Message




### Field Description

| Field Name | Description |
|---|---|
| **Message - Reply** | |
| This section displays the reply section. | |
| **Message** | The message to be sent to the bank. |

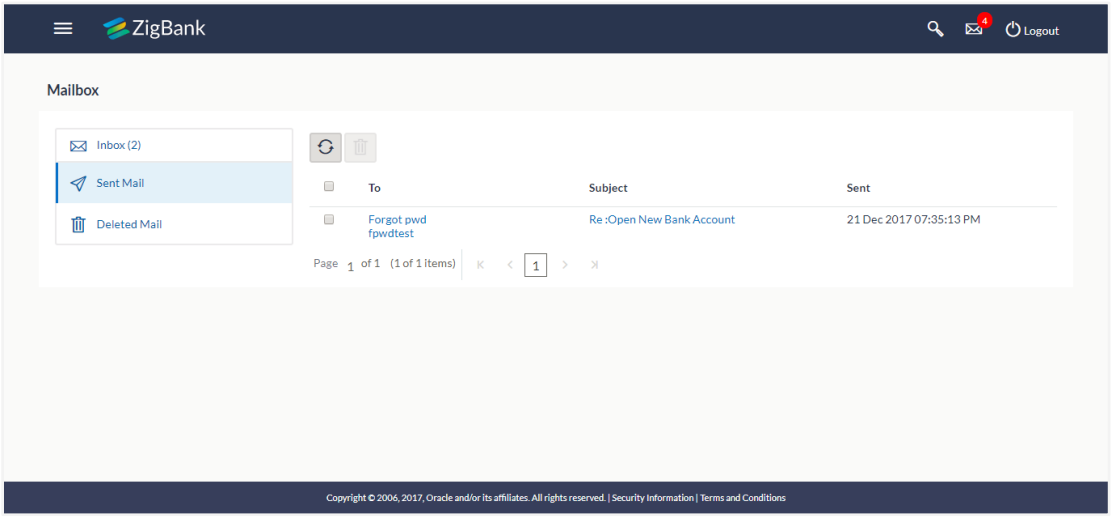
## 66.1.3 Mailbox - Sent Mail

This option displays all the messages sent by the logged in user.

**To view the sent messages:**

1. In the **Mails** section, click **Sent Mail** option.
2. The message screen with sent messages list appears; click individual message to view the details.

### Message – Sent Mail

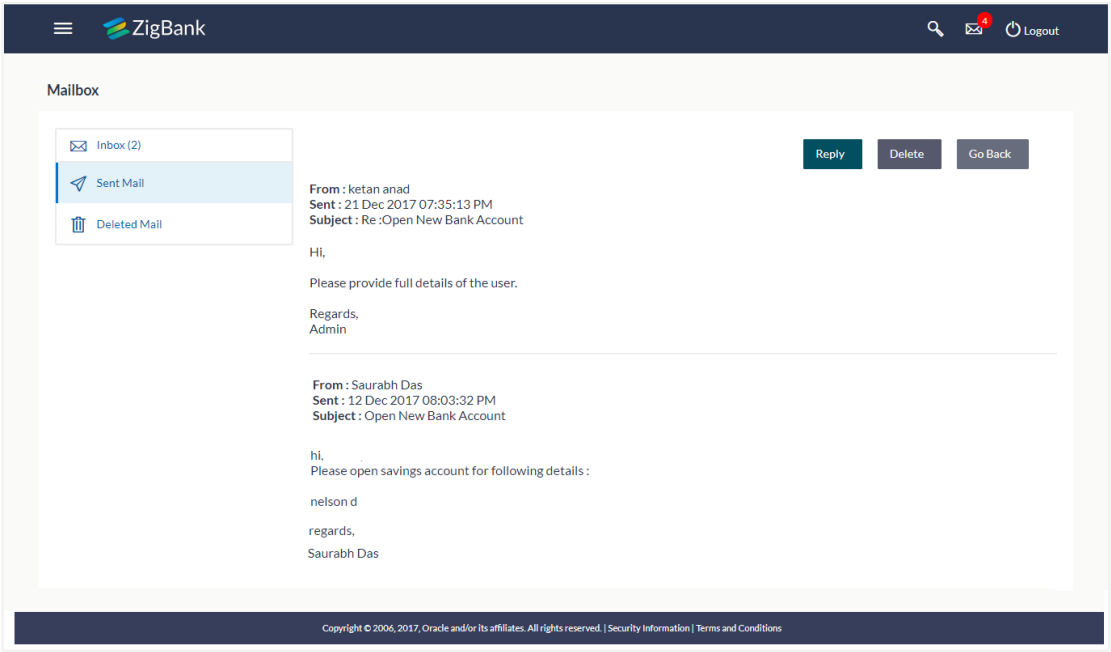



### Field Description

| Field Name | Description |
|---|---|
| **To** | The name of the receiver of the mail. |
| **Subject** | Subject of the message. |
| **Sent** | Date and time on which the message was sent. |

3. Click the required sent message that you want to view.
   OR
   Click  to refresh the mailbox.
   OR
   Select message and click  to delete the message.

## Message – Sent Mail Details




### Field Description

| Field Name | Description |
|---|---|

**Message Details**

This section displays the detailed message.

**From** The name of the sender who has sent the mail.

**Sent** Date and time on which the message was sent.

**Subject** Subject of the sent message.

**Message Chain** The message record contains:

- Actual contents of the message
- Date and time on which each message was sent
- Sender of the message, that is the bank admin or the user

**Note:** A mail chain is formed when a user sends a mail to bank administrator and he replies back.

**Message - Reply**

This section displays the reply section.

**Message** The message to be sent to the bank.

4. The message screen with detailed message record appears; click **Reply** if you want to reply the current message. The success message appears.
   OR
   Click **Delete** to delete the message.
   OR
   Click **Go Back** to navigate to the previous page.

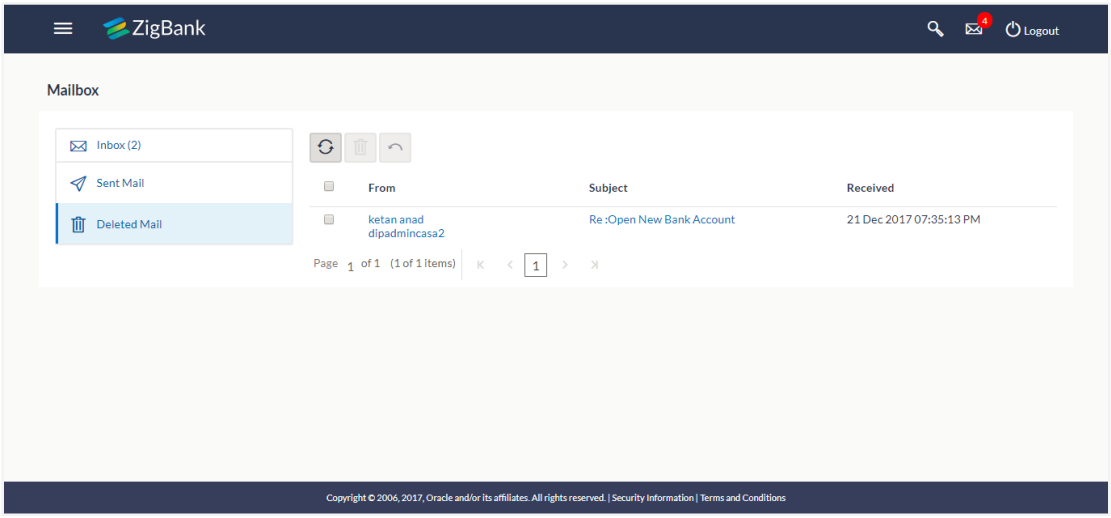
### 66.1.4 Mailbox - Deleted Mail

This option displays all the messages that are deleted by the user from Inbox and Sent Mail Folders.

**To view the deleted messages**

1. In the Mails section, click Deleted Mail option.
2. The message screen with deleted messages list appears; click individual message to view the details.

**Message – Deleted Mail**




**Field Description**

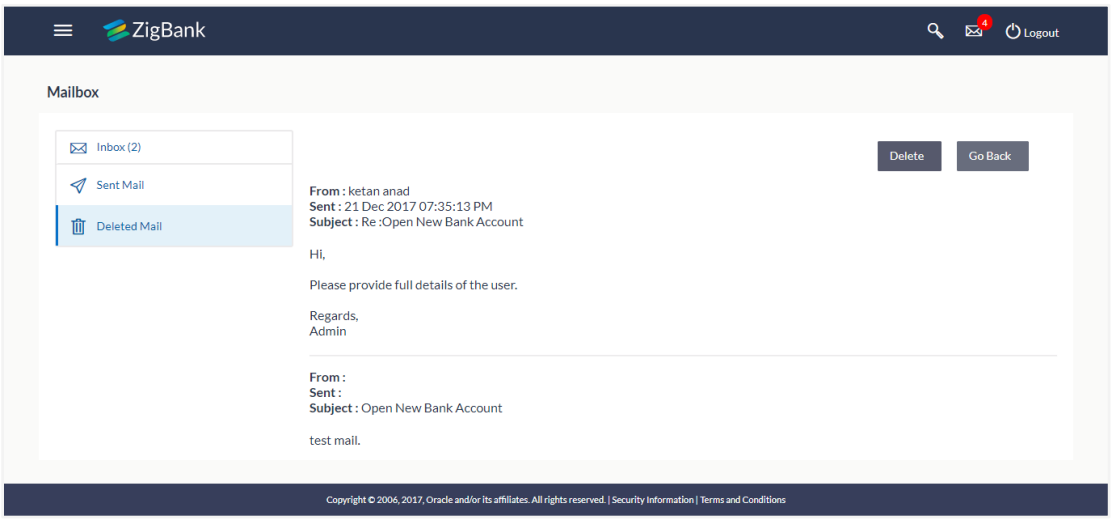
| Field Name | Description |
|---|---|
| **From** | The name of the sender who has sent the mail. |
| **Subject** | Subject of the message. |
| **Received** | Date and time on which the message was received. |

3. Click to refresh the mailbox.
   OR

To delete the mails, select the check box (s) against the mail, and click to delete the message permanently.
OR
To move the mails back to inbox/ sent mail folder, select the check box(s) against the mail, and click

4. Click individual deleted message to view the details.

**Message – Deleted Mail Details**




**Field Description**

| Field Name | Description |
|---|---|
| **Message Details** | |
| This section displays the detailed message. | |
| **From** | The name of the sender who has sent the mail. |
| **Sent** | Date and time on which the message was sent. |
| **Subject** | Subject of the sent message. |
| **Message Contents** | The contents of the message. |

5. The message screen with detailed message record appears; Click **Delete** to delete the message permanently.
OR
Click **Go Back** to navigate to the previous page.

Home

## 66.2 Alerts

Under this section, all the alerts auto generated and sent to the logged in user will be displayed. User is not allowed to reply to the alerts received in his mailbox. Number of unread mail count if any will be shown in this section.

**How to reach here:**

*System/ Bank Administrator Dashboard > Toggle Menu >Mailbox > Alerts*
*OR*

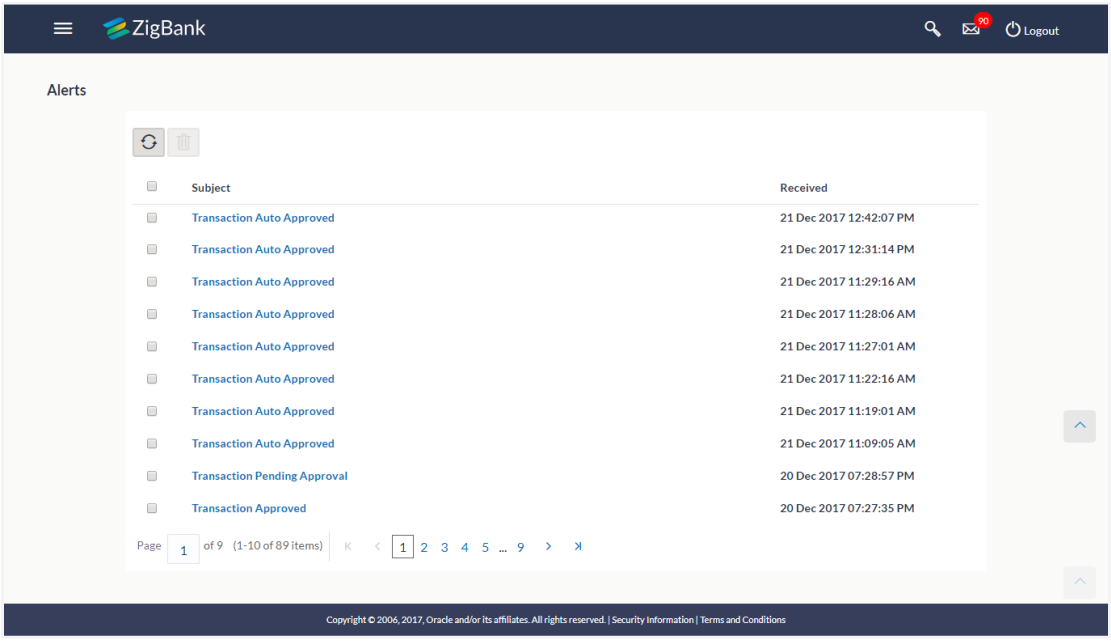
*System/ Bank Administrator Dashboard > Click* 

*> Alerts > View All*

**To view the alerts:**

1. Click the **Alerts** tab. The alert section displays list all alerts.

**Alerts**




**Field Description**

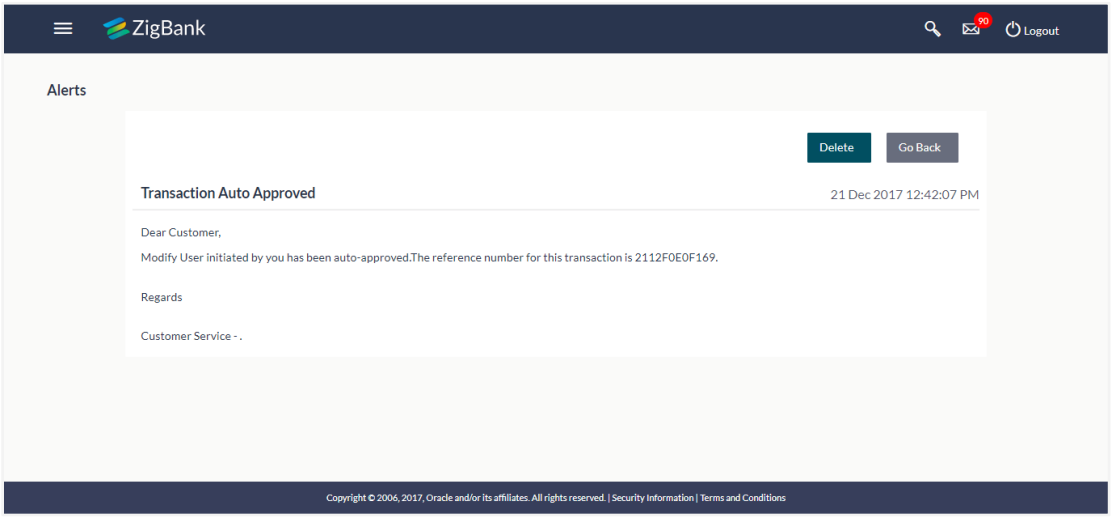
| Field Name | Description |
|---|---|
| **Subject** | Subject of the alert. |
| **Received** | Date and time on which the alert was received. |

2. Click to refresh the alerts.
   OR
   Click to delete the alerts.

**Note:** For multiple alerts deletion, select the check box (s) against the alert, and click .

3. Click individual alert to view the details. The details appear depend upon the type of alert being generated.

### Alerts Details




### Field Description

| Field Name | Description |
|---|---|
| **Subject** | Subject of the alert. |
| **Received** | Date and time on which the alert was received. |
| **Message** | Message Body of the alert. |

4. Click **Delete** to delete the alert.
   OR
   Click **Go Back** to navigate to the previous page.

Home

## 66.3 Notifications

This section lists all the notifications sent to the logged in user will be displayed. The user can view the detailed notifications but cannot reply to these notifications. Number of unread notification count if any will be shown in this section.

**How to reach here:**

*System/ Bank Administrator Dashboard > Toggle Menu >Mailbox > Notifications*
*OR*

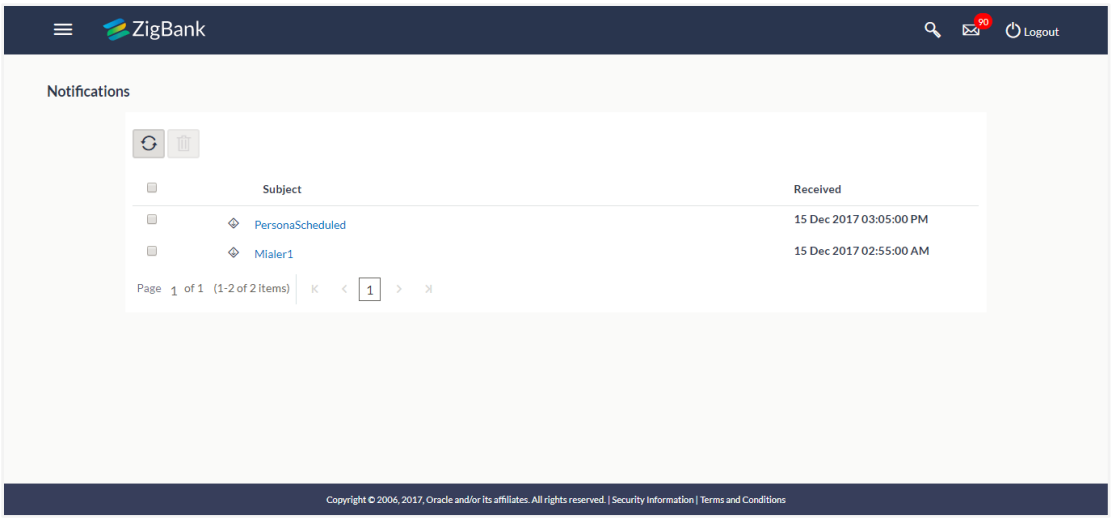
*System/ Bank Administrator Dashboard > Click* 

*> Notifications > View All*

**To view the notifications:**

1. Click the **Notifications** tab. The notifications section displays list all the notifications.

**Notifications**




**Field Description**

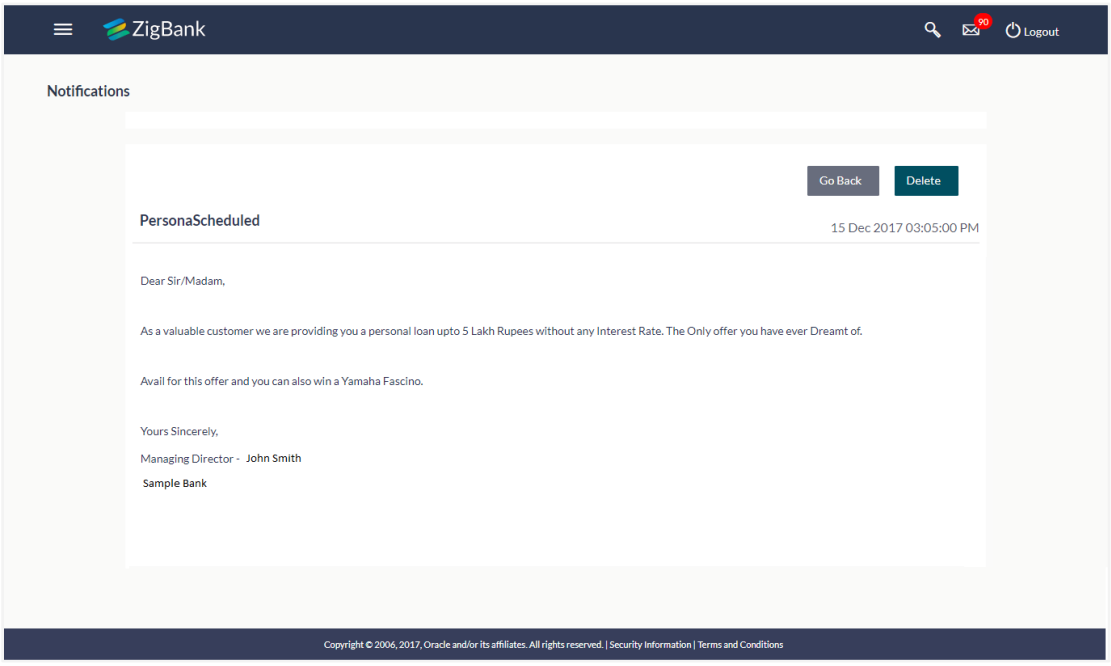
| Field Name | Description |
|---|---|
| **Subject** | Subject of the notification.<br>The icon against the record denotes that the notification is sent at high priority. |
| **Received** | Date and time on which the notification was received. |

2. Click to refresh the Notifications.
   OR
   Click to delete the Notifications.

**Note:** For multiple notification deletion, select the check box (s) against the notification, and click .

3. Click individual notification to view the details. The details appear depend upon the type of notification being received.

### Notifications Details




### Field Description

| Field Name | Description |
|---|---|
| **Subject** | Subject of the notification. |
| **Received** | Date and time on which the notification was received. |
| **Message** | Message body of the notification. |

4. Click **Delete** to delete the notification.
   OR
   Click **Go Back** to navigate to the previous page.

# FAQs

1. **Can Bank Administrator initiate fresh mails?**

   No, Bank administrator can not initiate fresh mail. Administrator will be allowed only to reply to the mails received in their inbox.

2. **Will Bank Administrators receive all mails initiated by bank's customers?**

   Bank Administrators will receive only those mails of which the mail subject is mapped to individual user or group of users. E.g. Mail initiated by customer with subject 'Change of communication address' will only be sent to the users whom this subject is mapped.

3. **Can Bank Administrator view reply sent by other Administrator to customer's mail?**

   Yes, bank administrators can view the mails replied by other administrators, only if the mail subject is mapped to the user.

4. **Can Bank Administrator delete multiple mails?**

   Yes, user can select multiple mails and delete the same.

5. **Can Bank Administrator restore the deleted mails?**

   Deleted mails from inbox and sent mail folder will be stored in Deleted Mails folder. User can view the details of deleted mail and can restore the mail back in respective folders. Mails will get permanently deleted from user's view if further deleted from 'Deleted Mail folder'.

Home

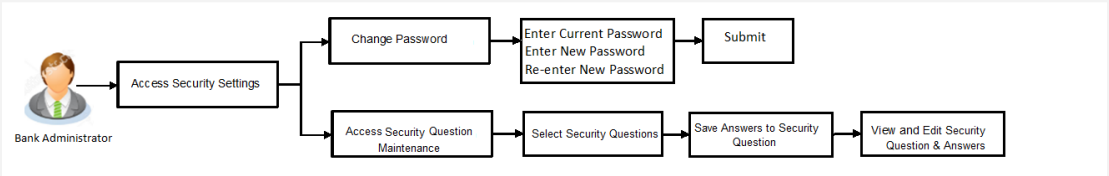
# 67. Security Settings

Security settings includes changing of password and setting of security questions for the user.

**Pre-requisites**

- User must have a valid Login credentials
- Transaction access is provided to Bank Administrator

**Workflow**




**Features supported in application**

The Security Settings maintenance allow the Bank Administrator to:

- Changing of old password to new Password
- Set Security Questions
- View Security Questions
- Edit Security Questions

**How to reach here:**

*System/ Bank Administrator Dashboard > Toggle Menu > Security Settings*

## 67.1 Set Security Question

Security Questions are the second layer of authentication mode set by the Bank to complete various transactions.

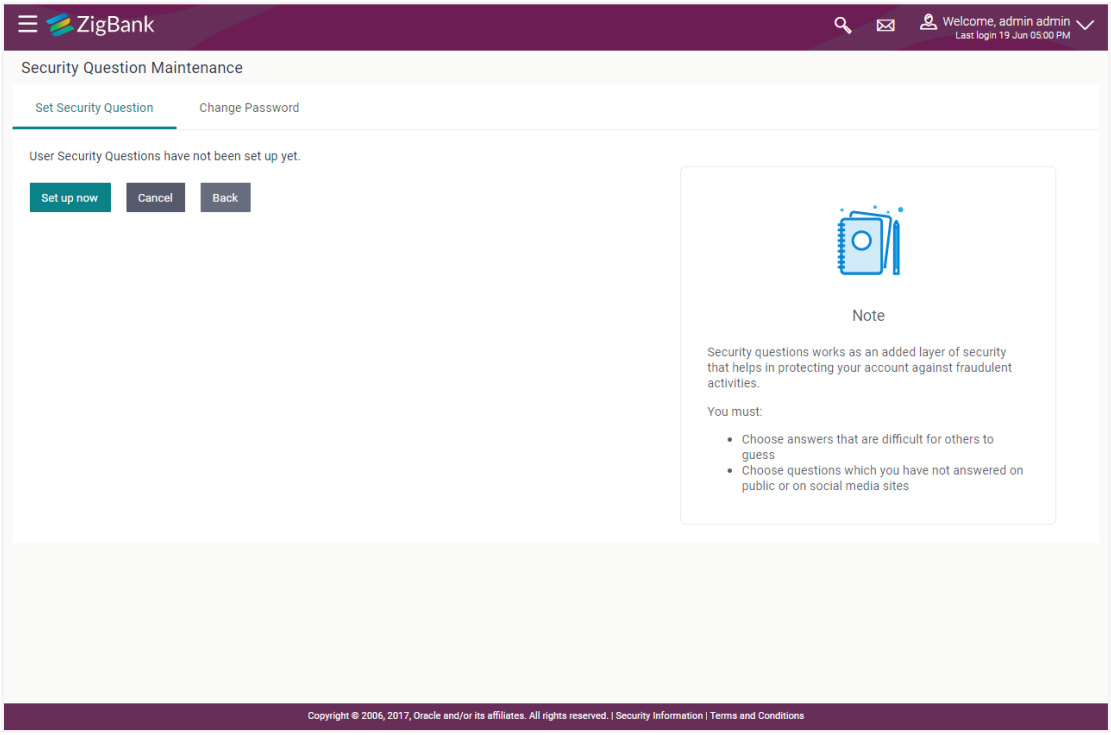
This feature allows the administrator user to set up the answers of the security questions, which will then be used as another layer of security (Over and above the Login credentials).

User will be asked to answer these security questions to complete the transactions for which bank would have set Security Question as the second factor authentication.

**How to reach here:**

*Administrator Dashboard > Toggle Menu > Security Settings > Set Security Question*

## Set Security Question

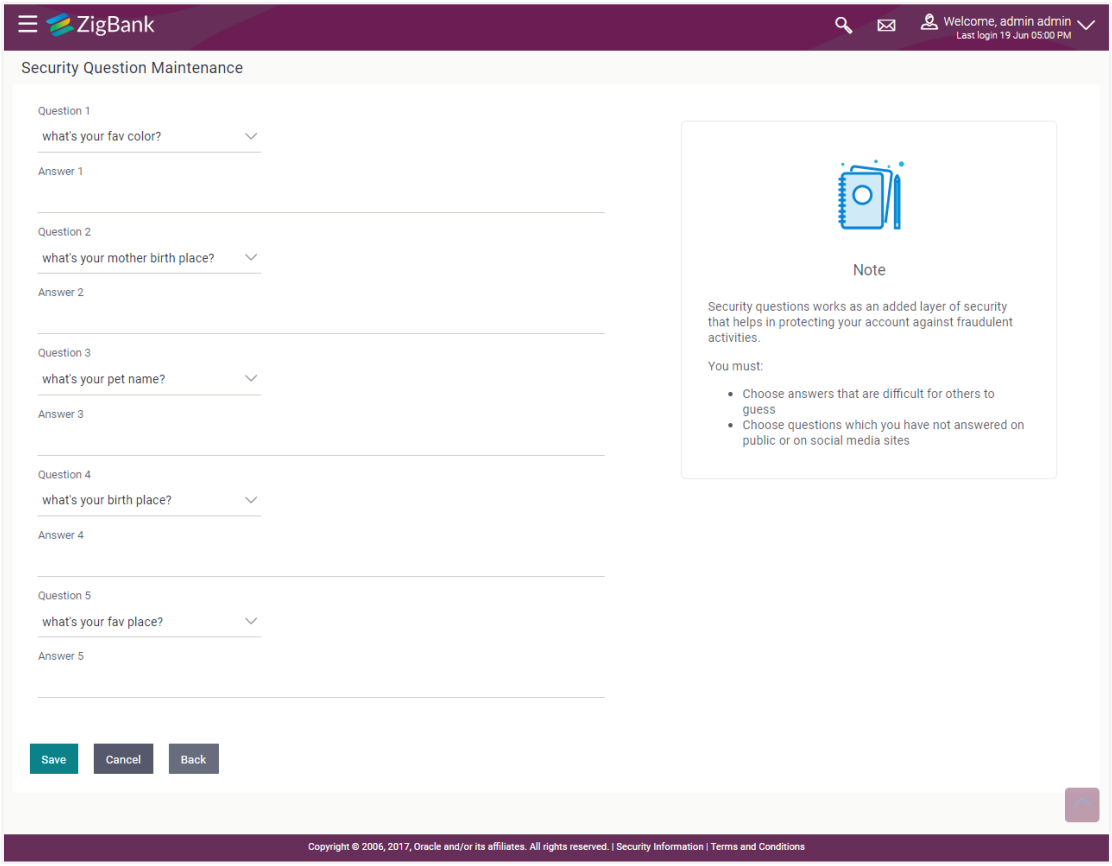



**To set up security questions:**

**Note:** Since security questions have not been set-up by the user, message will be displayed "Security Questions are not set up yet".

1. Click **Set up now** to set-up security questions. The **User Security Question** screen appears.
   OR
   Click **Cancel** to cancel the operation and navigate back to '**Dashboard**'.
   OR
   Click **Back** to go back to the previous screen.

### User Security Question




### Field Description

| Field Name | Description |
|---|---|
| **User Security Questions** | |
| **Security Question** | Questions available for selection for setup. |
| **Answer** | Enter the answers corresponding to the security question. |

2. From the **Security Questions** list, select the appropriate security question to be added in set.
3. In the **Answers** field, enter the answers corresponding to the security question.
4. Click **Save** to save the changes made.
   OR
   Click **Cancel** to cancel the operation and navigate back to '**Dashboard**'.
   OR
   Click **Back** to go back to the previous screen.
5. The **User Security Question – Review** screen appears. Verify the details, and click **Confirm**.
   OR
   Click **Cancel** to cancel the operation and navigate back to '**Dashboard'**.

OR
Click **Back** to make the changes if any.
The **User Security Question – Edit** screen with values in editable form screen appears

6. The success message appears along with the status of transaction.
   Click **OK** to complete the transaction and navigate back to '**Dashboard'**.

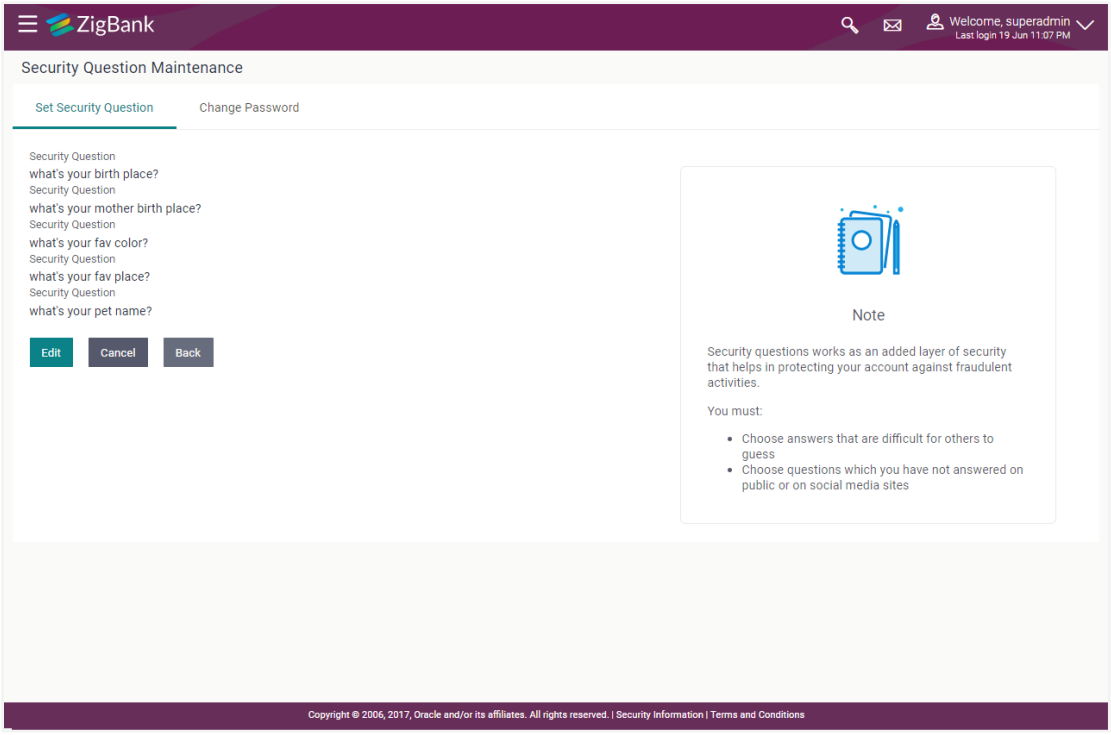
### 67.1.1 View Security Questions

On accessing 'Manage Security Questions' option, system displays the existing security questions already maintained if any.

**To view the existing t security questions maintenance:**

1. Navigate to **Set Security Question** screen, **Set Security Question - View** screen appears.

**Set Security Question - View**




**Field Description**

| Field Name | Description |
|---|---|
| **Set Security Question - View** | |
| **User ID** | User ID of the logged in user. |
| **Security Questions** | The list of security question, which is the existing set, for the user |

2. Click **Edit** to make the changes if any. The **User Security Question – Edit** screen with values in editable form appears.
   OR

Click **Cancel** to cancel the operation and navigate back to '**Dashboard**'.
OR
Click **Back** to go back to previous screen.

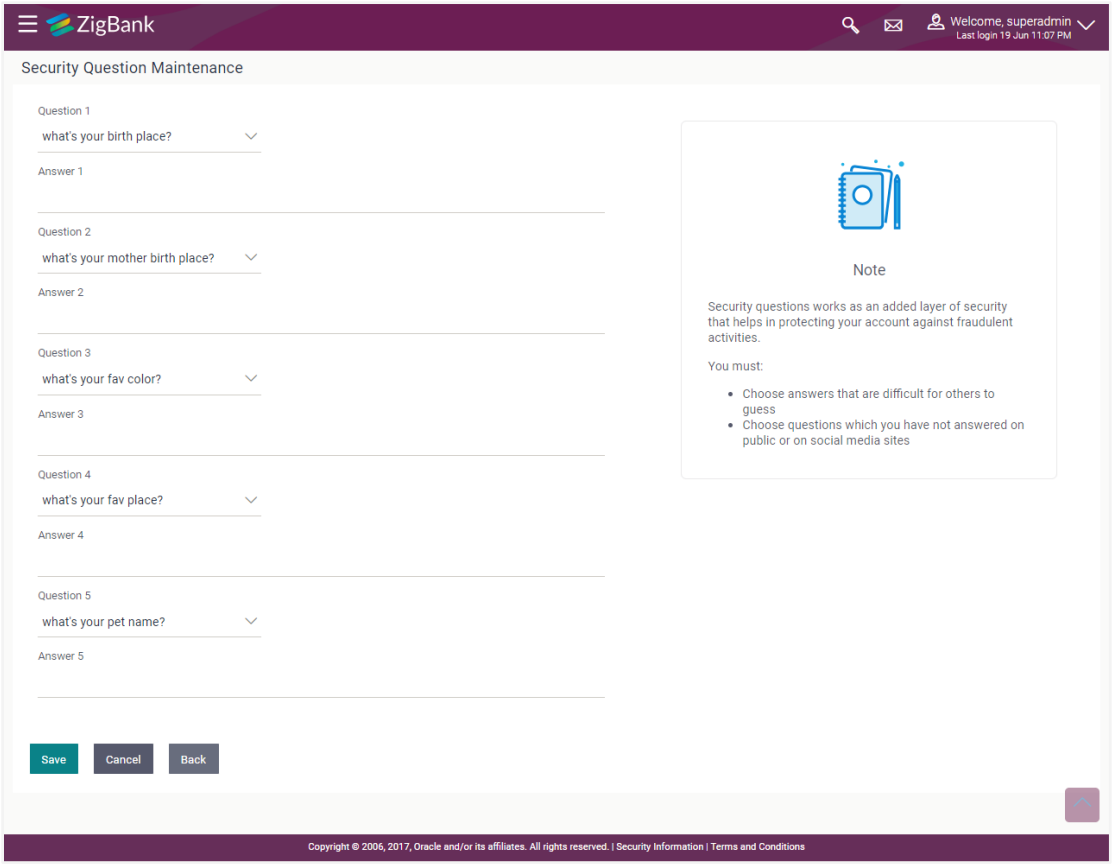
### 67.1.2 User Security Question - Edit

Bank Administrator can modify existing maintenance for security questions. Administrator is allowed to add security questions but cannot delete the existing questions.

**To edit the security questions set:**

1. Click **View** to view the security questions already set. The **User security questions – View** screen appears.
2. Click **Edit**. The **User Security Question - Edit** screen with values in editable form screen appears.

**User Security Question - Edit**




**Field Description**

| Field Name | Description |
|---|---|
| **User Security Question - Edit** | |
| **Questions** | The list of security question, which is the existing set, for the user. |

| Field Name | Description |
|---|---|
| **Answer** | Answers will not be visible in edit mode due to security reasons. |

3. From the **Security Questions** list, view the existing questions. Modify if required.
4. In the **Answers** field, enter the answers corresponding to the security question.
5. Click **Save** to save the changes made.
   OR
   Click **Cancel** to cancel the operation and navigate back to '**Dashboard**'.
   OR
   Click **Back** to go back to the previous screen.
6. The **User Security Question– Review** screen appears. Verify the details, and click **Confirm**.
   OR
   Click **Back** to make the changes if any.
   OR
   Click **Cancel** to cancel the operation and navigate back to '**Dashboard**'.
7. The **User Security Question – Edit** screen with values in editable form screen appears.
   OR
   Click **Cancel** to cancel the operation and navigate back to '**Dashboard'**.
   The success message of security question setup appears along with the transaction reference number.
   Click **OK** to complete the transaction and navigate back to 'Dashboard'.

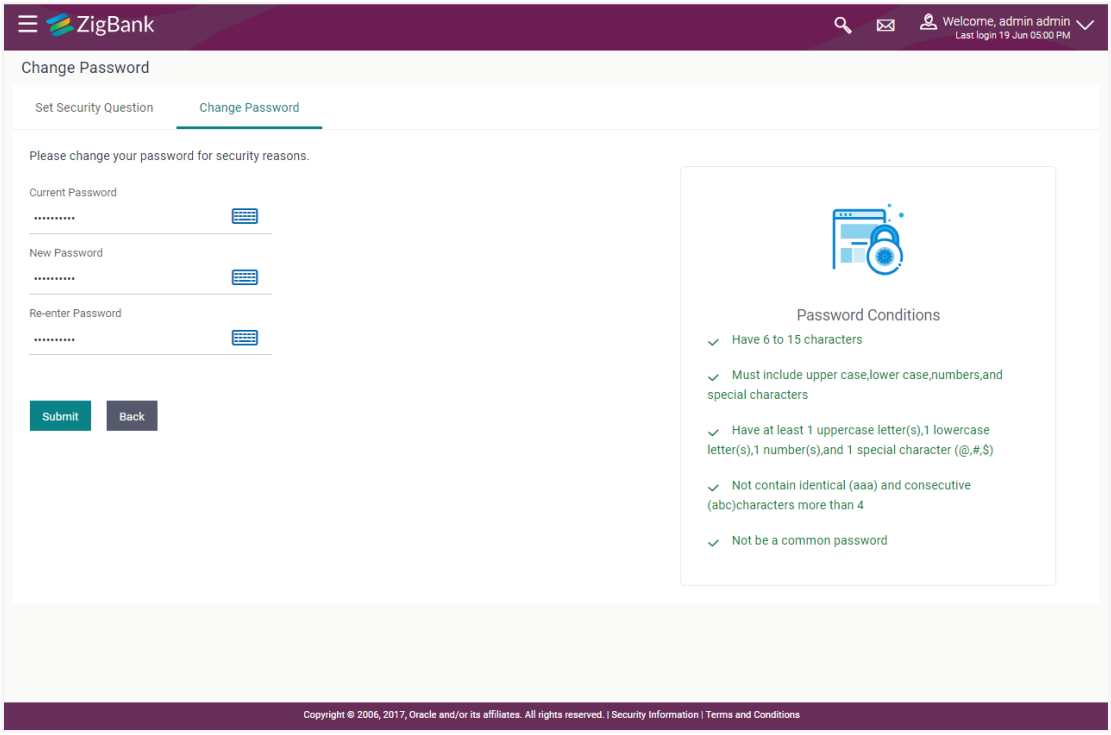
## 67.2 Change Password

This feature allows the Administrator to change their password.

**How to reach here:**

*Administrator Dashboard > Toggle Menu > Security Settings > Change Password*

**Change Password**




**Field Description**

| Field Name | Description |
|---|---|
| **Old Password** | Old password for channel access. |
| **New Password** | New password for channel access. |
| **Re-enter Password** | Re-enter the new password to confirm. |

**To reset the password:**

1. In the **Current Password** field, enter the password.
   OR
   Click icon to enter the password using the virtual keyboard.
2. In the **New Password** field, enter the password.
   OR
   Click icon to enter the new password using the virtual keyboard.

(See Password Condition section on the application screen to view the policy of setting a new password.)

3. In the **Re-enter Password** field, re-enter the password.
   OR
   Click  icon to re-enter the password using the virtual keyboard.
4. Click **Submit**.
   OR
   Click **Cancel** to cancel the transaction.
5. The success message of changing the password appears. Click **Login** on confirmation screen to log in to the application.

**Note**: Password Conditions gets highlighted in green if the user's password is meeting the Password Policy criteria and similarly in Red if the password is not as per the Password Policy maintained.

## FAQs

1. **Can I modify the security questions already set by me?**

   Yes, Answer to security Questions can be modified.

Home

# 68. My Profile

Using this option, the bank administrator can view his profile details. Details that can be viewed include user name, last login time, email id, phone number, and date of birth and address of the user.

**Pre-requisites**

User must have a valid Login credentials

**Features Supported In Application**

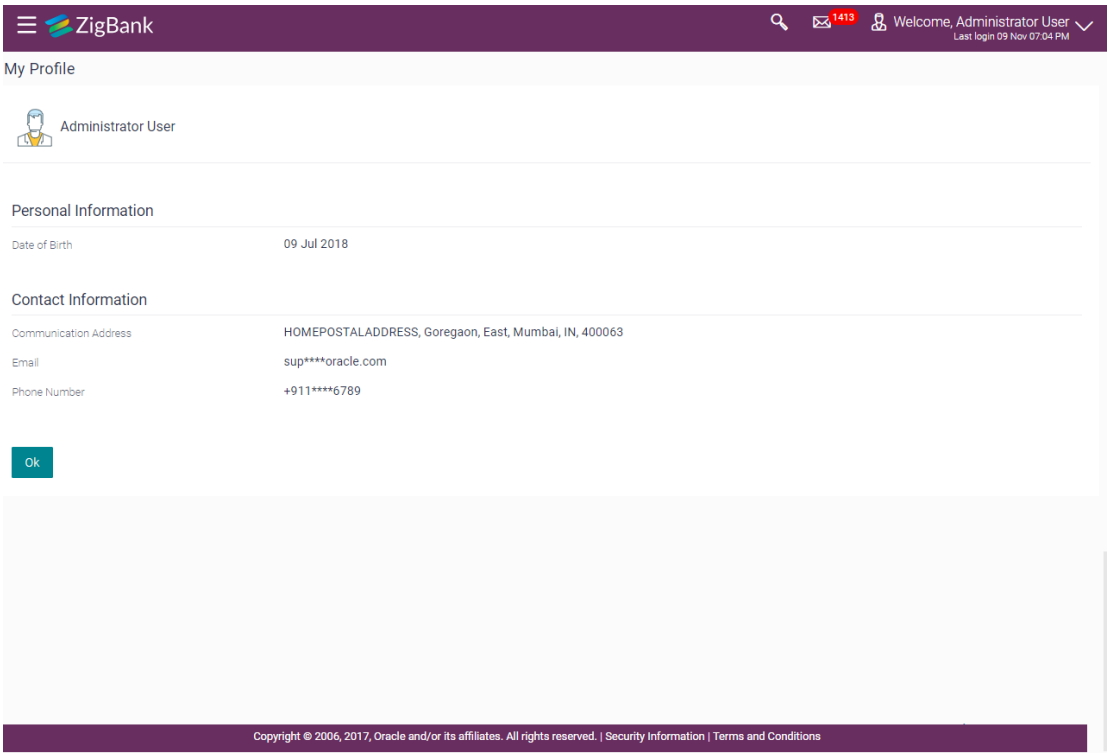
- View the profile details of bank administrator user

**How to reach here:**

***OR***

*System/ Bank Administrator Dashboard > Toggle menu > Account Setting> My Profile*
*OR*
*User Name icon (top right corner of the screen) > My Profile*

**My Profile**




**Field Description**

| Field Name | Description |
|---|---|
| **User Name** | First name and last name of the logged in user. |
| **Personal Information** | |

| Field Name | Description |
|---|---|
| **Date of Birth** | Date of birth of the user. |
| **Contact Information** | |
| **Communication Address** | Address of the user. |
| **Email** | Email id of the user, in masked format. |
| **Phone Number** | The mobile number of the user, in masked format. |

1. Click **OK** to navigate to the previous screen.

## FAQs

**1. Can the bank administrator user edit his profile information?**

No, the bank administrator user cannot edit his profile information; he/she can only view the profile details.

Home

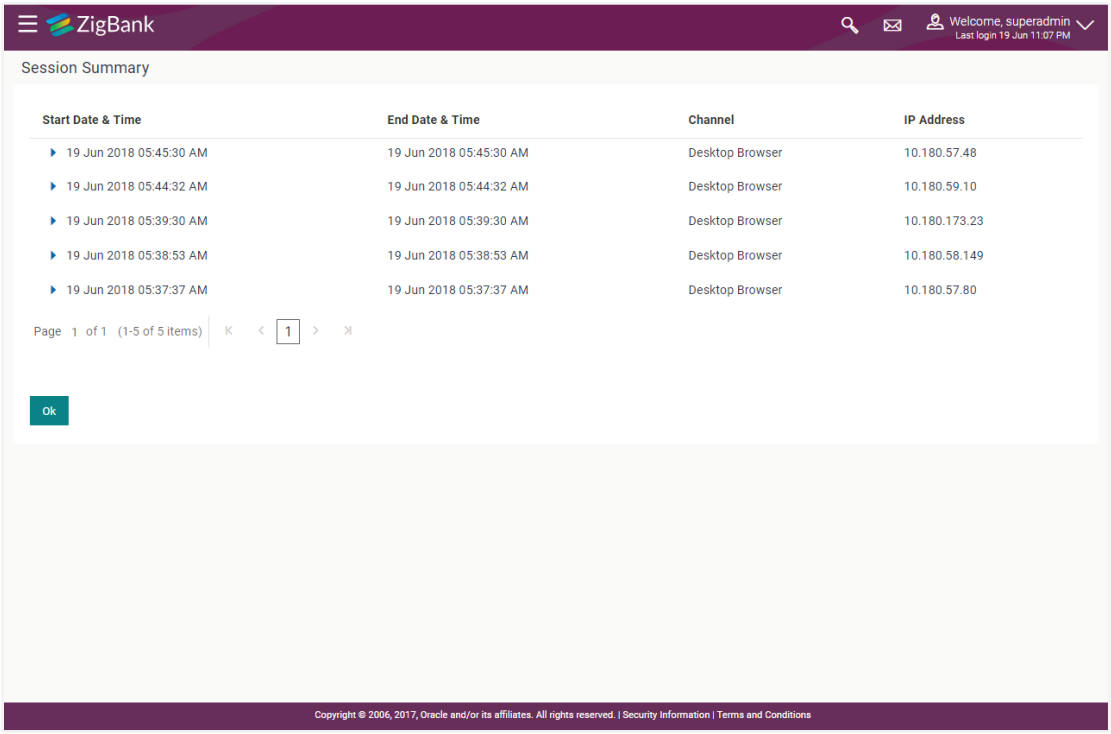
# 69. Session Summary

The option used by the user to check the log of transactions and login details for the previous five logins. The System Administrator can view the entire session summary of the previous five logins, login and logoff date and time for each session, channel in which transactions are carried out in each session along with the IP address of the channel.

**How to reach here:**

*System/ Bank Administrator Dashboard > Toggle Menu > Session Summary*
*OR*
*System/ Bank Administrator Dashboard > Toggle Menu > Account Settings > Session Summary*

**Session Summary**



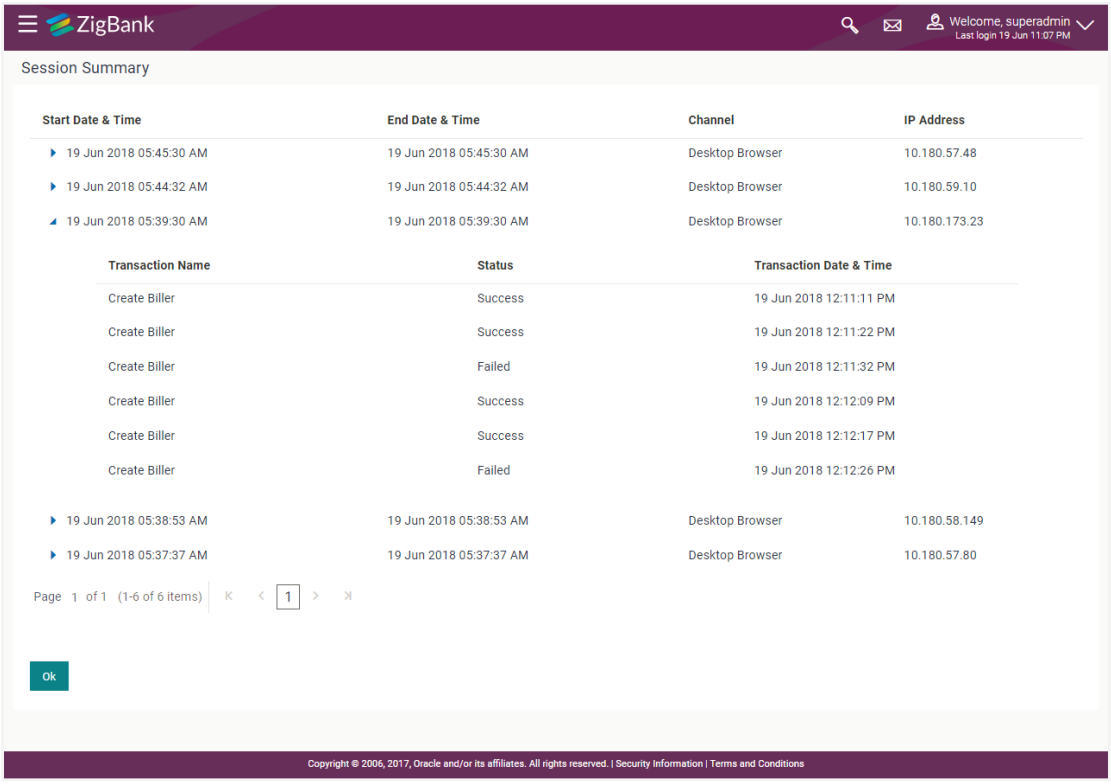

**Field Description**

| Field Name | Description |
|---|---|
| **Start Date & Time** | The start date and time of the session. |
| **End Date & Time** | The end date and time of the session. |
| **Channel** | The channel of access for the session (Desktop Browser). |
| **IP Address** | IP address of the channel. |

1. Click against a specific record to view the details of that session. The session details appear.

OR
Click **OK** to navigate to the Dashboard screen.

### Session Summary - Details




### Field Description

| Field Name | Description |
|---|---|
| **Start Date & Time** | The start date and time of the session. |
| **End Date & Time** | The end date and time of the session. |
| **Channel** | The channel of access for the session (Desktop Browser). |
| **IP Address** | IP address of the channel. |
| **Session Summary - Details** | |
| **Transaction Name** | Name of the transaction, performed in the session. |
| **Status** | Status of the transaction. |
| **Transaction Date & Time** | The date and time of the transaction. |

Home

# 70. Forgot Password

The login password is the password using which the user can log into the internet banking platform. The user cannot access his bank accounts without this password. The Forgot Password feature enables users to reset their login password.

The user is required to enter his User ID and Date of Birth. His identity is validated through the 2factor authentication process, post which, the user can setup a new login password for channel access.

**Pre-requisites**

- The user must have valid login credentials to access the digital banking platform.
- The system administrator must have setup 2 factor authentication for Forgot Password.

**Features Supported In the Application**

- User Verification
- New Password Creation

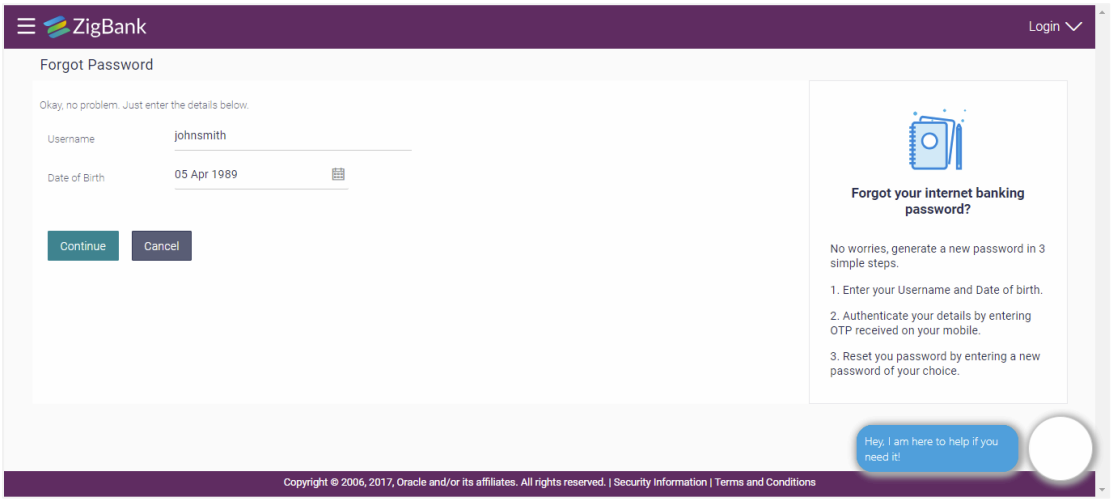
**How to reach here:**

*Portal > Forgot Password*

**To reset the password:**

1. In the **Login** page, click **Forgot Password**. The **Forgot Password** screen appears.

**Forgot Password - User Verification**



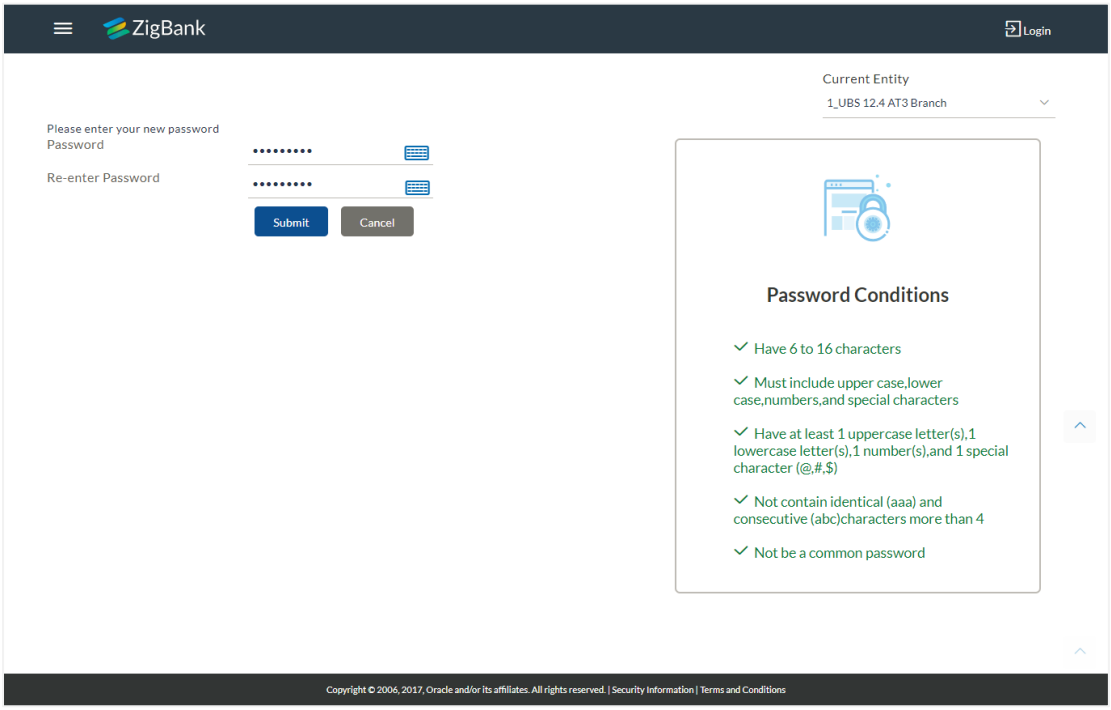

**Field Description**

| Field Name | Description |
|---|---|
| **Username** | Enter your login username. |

| Field Name | Description |
|---|---|
| **Date of birth** | Enter your date of birth. |

2. In the **Username** field, enter your login username.
3. In **Date of birth** field, enter your date of birth.
4. Click **Continue**.
   OR
   Click to **Cancel** the transaction.
5. The **Verification** screen appears. The user has to pass the 2factor authentication, before he can proceed. 2 factor authentication (OTP/Security question/Soft Token) will be as per the setup done by the system administrator.
6. The **Forgot Password** screen appears.

### Forgot Password – New Password Creation




### Field Description

| Field Name | Description |
|---|---|
| **Please enter your new password** | |
| **Password** | Enter a new password for channel access. |
| **Re-enter Password** | Re-enter the new password to confirm the same. |

7. In the **Password** field, enter a new password.
   OR
   Click  icon to enter a new password using the virtual keyboard.
8. In the **Re-enter Password** field, re-enter the new password.
   OR
   Click  icon to re-enter the new password using the virtual keyboard.
9. Click **Submit**.
   OR
   Click **Cancel** to cancel the transaction.
10. A message confirming the successful reset of the password appears. Click **Login** to log in to the application.

**Home**

# 71. Forgot Username

Using this feature user can retrieve his channel banking Username, in case he has forgotten the same.

**Pre-requisites**

- The user must have valid login credentials to access the digital banking platform.
- The system administrator must have setup 2 factor authentication for Forgot Username.

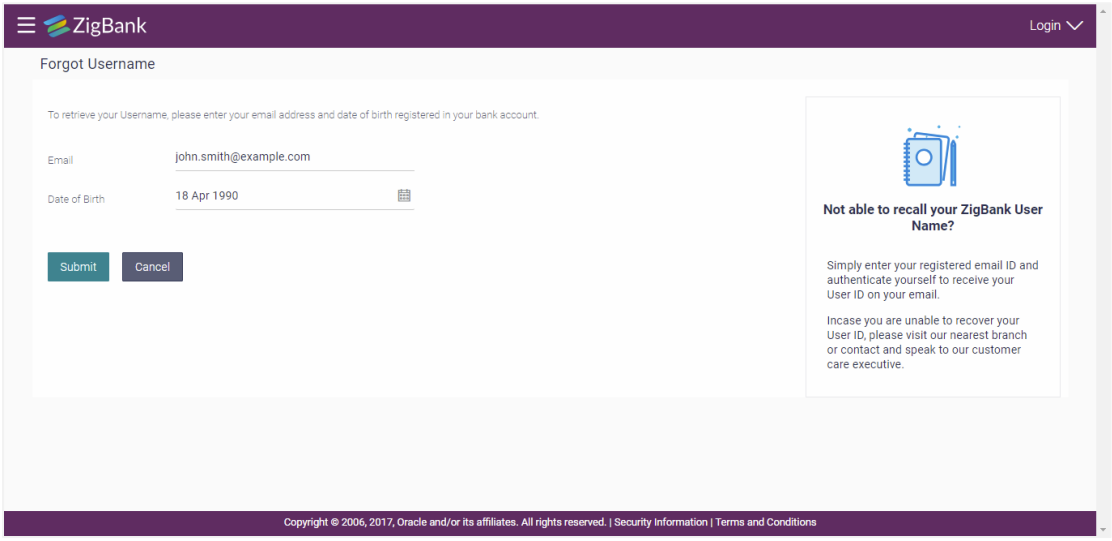
**How to reach here:**

*Portal > Forgot Username*

**To reset the username:**

1. In the **Login** page, click **Forgot Username**. The **Forgot Username** screen appears.

**Forgot Username - User Verification**



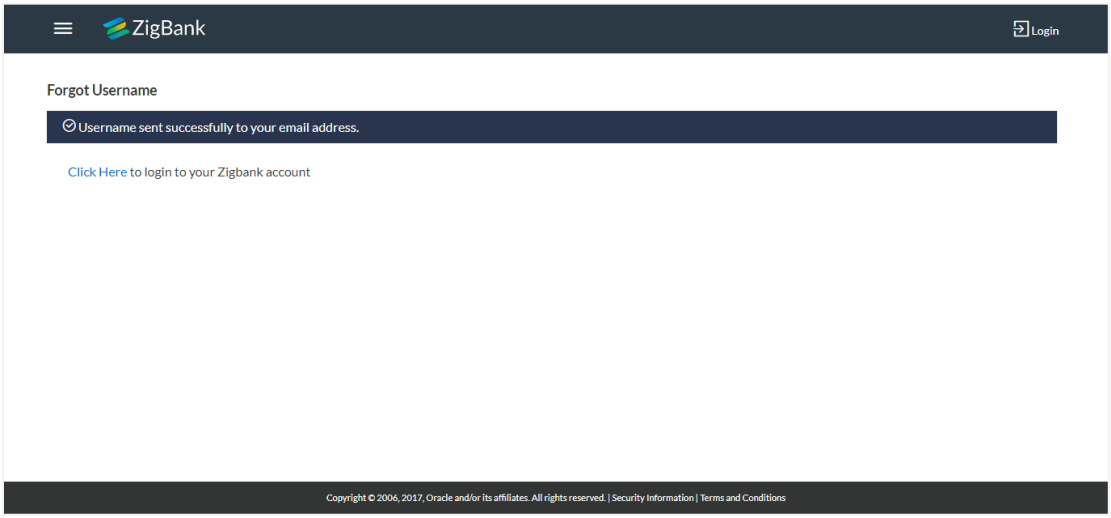

**Field Description**

| Field Name | Description |
|---|---|
| **Email** | Enter your email ID that is registered with the bank. |
| **Date of birth** | Enter your date of birth. |

2. In the **Email** field, enter your email ID that is registered with the bank.
3. In **Date of birth** field, enter your date of birth.
4. Click **Submit**.
   OR
   Click **Cancel** to cancel the transaction.

5. The verification screen appears if the transaction is configured for Two Factor Authentication.
6. Enter the details required for second factor authentication.
   The **Forgot Username** confirmation screen appears.

**Forgot Username – Confirmation Page**




7. A message stating that the username has been sent to your registered email address appears. Click the **Click here** link to log in to the application.

**Note**: If a user has more than one user ID with the same email ID and DOB, then he/she will not be able to retrieve his/her User ID using the above function. In that case, the user will have to contact the bank for retrieving his/her user ID.

Home