

Task Menu  
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## Task Menu

Task menu has multiple sub menus. Based on the user role, the sub menus can be accessed by the user. Task Menu has the following sub menus:

- Completed Tasks
- Free Tasks
- Hold Tasks
- My Tasks
- Search

In the following sections, let's look at the details of each sub menus.

This section contains the following topics:

<a href="#">Completed Tasks</a>	<a href="#">Free Tasks</a>
<a href="#">Hold Tasks</a>	<a href="#">My Tasks</a>
<a href="#">Search</a>	

## Completed Tasks

Completed Tasks menu displays the tasks which has recently completed a stage in a process by the current user. This menu does not displays completed tasks of all the stages but displays only the latest stage. The task list will display the following details of the task:

- Priority
- Application Number
- Branch
- Customer Number
- Amount
- Process Name
- Stage

FuTura Bank

Core Maintenance

Corporate Lending

Dashboard

Maintenance

Security Management

Tasks

Completed Tasks

Free Tasks

Hold Tasks

My Tasks

Search

Supervisor Tasks

Trade Finance

Virtual Account Manage...

Completed Tasks

FBN UK ( GS1 ) Feb 1, 2019 SRIDHAR01 subham@gmail.com

Refresh

Flow Diagram

	Priority	Application Number	Branch	Customer Number	Amount	Process Name	Stage
<input type="checkbox"/>	M	GS1ELCLI0024250	GS1	000262	£0.00	Export LC Liquidation	Liquidation
<input type="checkbox"/>		GS1ELCLI0024250	GS1	000262	£18,000.00	Export LC Liquidation	Registration
<input type="checkbox"/>	M	GS1ELCLI0024233	GS1	000262	£0.00	Export LC Liquidation	Liquidation
<input type="checkbox"/>		GS1ELCLI0024233	GS1	000262	£15,000.00	Export LC Liquidation	Registration
<input type="checkbox"/>	M	GS1ELCDR0024204	GS1	000262	£15,000.00	Export LC Drawing	Data Enrichment
<input type="checkbox"/>	M	GS1ELCDR0024225	GS1	000262	£14,000.00	Export LC Drawing	Scrutiny

Page 1 of 1 (1-10 of 10 items) 

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Previous

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Next

Following actions can be performed on the Completed Tasks menu:

- Flow Diagram - Completed Tasks menu enables user to view the process flow of the selected task and also user can find the stages completed by the selected task and the current stage highlighted in the process flow.
- Refresh - Click **Refresh** to refresh the task list.

FuTura Bank

Core Maintenance

Corporate Lending

Dashboard

Maintenance

Security Management

Tasks

Completed Tasks

Free Tasks

Hold Tasks

My Tasks

Search

Supervisor Tasks

Trade Finance

Virtual Account Manage...

Completed Tasks

Refresh

Flow Diagram

	Priority	Application Number	Branch	Customer Number	Amount	Process Name	Stage
<input checked="" type="checkbox"/>	M	GS1ELCLI0024250	GS1	000262	£0.00	Export LC Liquidation	Liquidation
<input type="checkbox"/>		GS1ELCLI0024250	GS1	000262	£18,000.00	Export LC Liquidation	Registration
<input type="checkbox"/>	M	GS1ELCLI0024233	GS1	000262	£0.00	Export LC Liquidation	Liquidation
<input type="checkbox"/>		GS1ELCLI0024233	GS1	000262	£15,000.00	Export LC Liquidation	Registration
<input type="checkbox"/>	M	GS1ELCDR0024204	GS1	000262	£15,000.00	Export LC Drawing	Data Enrichment
<input type="checkbox"/>	M	GS1ELCDR0024225	GS1	000262	£14,000.00	Export LC Drawing	Scrutiny

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FBN UK ( GS1 )

Feb 1, 2019

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## Free Tasks

Free Tasks menu will display the tasks which were not acquired by any user and for which the current user is entitled to access. The task list will display the following details of the task:

- Action
- Priority
- Application Number
- Branch
- Customer Number
- Amount
- Process Name
- Stage

Following action can be performed on the Free Tasks menu:

- Acquire & Edit - Click **Acquire & Edit** to acquire the task and edit directly from free tasks menu.

- Acquire - Select the task and click **Acquire** to edit the task later from **My Task** menu.

**FuTura Bank** Free Tasks FBN UK (GS1) Feb 1, 2019 SRIDHAR01 subham@gmail.com

**Refresh** **Acquire** **Delegate** **Reassign** **Flow Diagram**

Action	Priority	Application Number	Branch	Customer Number	Amount	Process Name	Stage
<input checked="" type="checkbox"/> Acquire & Edit	M	GS1ELCDR0024401	GS1	000262	£1,000.00	Export LC Drawing	Approval1
<input type="checkbox"/> Acquire & Edit	M	GS1ELCDR0024398	GS1	000262	£1,000.00	Export LC Drawing	Retry HandOff
<input type="checkbox"/> Acquire & Edit	M	GS1ELCL0024400	GS1	000262	£29,000.00	Export LC Liquidation	Retry HandOff
<input type="checkbox"/> Acquire & Edit	M	GS1ELCDR0024395	GS1	000262	£1,000.00	Export LC Drawing	Scrutiny
<input type="checkbox"/> Acquire & Edit	M	GS1IDCBK0024390	GS1	000263	£267.00	Import Documentary- Booki...	Reject Approval
<input type="checkbox"/> Acquire & Edit	M	GS1ILCUD0024358	GS1	000343	\$10,000.00	Import LC Update Drawings	KYC Exception Approval

Page 1 of 1 (1-10 of 10 items) **Previous** 1 - 10 of 3586 records **Next**

- Flow Diagram - Free Tasks menu enables user to view the process flow of the selected task and also user can find the stages completed by the selected task and the current stage highlighted in the process flow.
- Refresh - Click **Refresh** to refresh the task list.

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**Refresh** **Acquire** **Delegate** **Reassign** **Flow Diagram**

Action	Priority	Application Number	Branch	Customer Number	Amount	Process Name	Stage
<input checked="" type="checkbox"/> Acquire & Edit	M	GS1ELCL0024400	GS1	000262	£29,000.00	Export LC Liquidation	Liquidation
<input type="checkbox"/> Acquire & Edit	M	GS1ELCDR0024396	GS1	000262	£1,000.00	Export LC Drawing	Scrutiny
<input type="checkbox"/> Acquire & Edit	M	GS1ELCDR0024395	GS1	000262	£1,000.00	Export LC Drawing	Scrutiny
<input type="checkbox"/> Acquire & Edit	M	GS1IDCBK0024390	GS1	000263	£267.00	Import Documentary- Booki...	Reject Approval
<input type="checkbox"/> Acquire & Edit	M	GS1ILCUD0024358	GS1	000343	\$10,000.00	Import LC Update Drawings	KYC Exception Approval
<input type="checkbox"/> Acquire & Edit	M	GS1ILCDR0024318	GS1	000262	£11,000.00	Import LC Drawing	Approval1

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- Reassign- Click **Reassign** to the task to sub-ordinates. This action can be performed only if user is provided with the assignment rights.

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**Refresh** **Acquire** **Delegate** **Reassign** **Flow Diagram**

Action	Priority	Application Number	Branch	Customer Number	Amount	Process Name	Stage
<input checked="" type="checkbox"/> Acquire & Edit	M	GS1ELCDR0024410	GS1	000262	£2,000.00	Export LC Drawing	Scrutiny
<input type="checkbox"/> Acquire & Edit	M	GS1ELCDR0024401	GS1	000262	£1,000.00	Export LC Drawing	Approval1
<input type="checkbox"/> Acquire & Edit	M	GS1ELCDR0024398	GS1	000262	£1,000.00	Export LC Drawing	Retry HandOff
<input type="checkbox"/> Acquire & Edit	M	GS1ELCL0024400	GS1	000262	£29,000.00	Export LC Liquidation	Retry HandOff
<input type="checkbox"/> Acquire & Edit	M	GS1ELCDR0024395	GS1	000262	£1,000.00	Export LC Drawing	Scrutiny
<input type="checkbox"/> Acquire & Edit	M	GS1IDCBK0024390	GS1	000263	£267.00	Import Documentary- Booki...	Reject Approval

Page 1 of 1 (1-10 of 10 items) **Previous** 1 - 10 of 3587 records **Next**

## Hold Tasks

Hold Tasks menu displays the tasks which were moved on hold by the current user. The task list will display the following details of the task:

- Priority
- Application Number
- Branch
- Customer Number
- Amount
- Process Name
- Stage

Following action can be performed on the Hold Tasks menu:

- Resume - Select the task and click **Resume** to move the task to **My Tasks** menu and edit.

Hold Tasks

Refresh Resume Flow Diagram

	Priority	Application Number	Branch	Customer Number	Amount	Process Name	Stage
<input checked="" type="checkbox"/>	M	203ILCI000003665	093	001345	£1,200.00	Import LC	Data Enrichment

Previous 1 - 1 of 1 records Next

- Flow Diagram - Hold Tasks menu enables user to view the process flow of the selected task and also user can find the stages completed by the selected task and the current stage highlighted in the process flow.
- Refresh - Click **Refresh** to refresh the task list.

Hold Tasks

Refresh Resume Flow Diagram

	Priority	Application Number	Branch	Customer Number	Amount	Process Name	Stage
<input checked="" type="checkbox"/>	M	203ILCI000003665	093	001345	£1,200.00	Import LC	Data Enrichment

Previous 1 - 1 of 1 records Next

## My Tasks

My Tasks menu displays the tasks acquired from the free tasks menu by the current user. The task list will display the following details of the task:

- Priority
- Application Number
- Branch
- Customer Number
- Amount
- Process Name
- Stage

Following action can be performed on the My Tasks menu:

- Edit - Click **Edit** to edit the selected task.
- Release - Click **Release** to release the selected task from **My Tasks** to **Free Tasks** menu.

The screenshot shows the 'My Tasks' interface in the FuTura Bank system. It includes a sidebar with navigation options like Core Maintenance, Corporate Lending, Dashboard, Maintenance, Security Management, Tasks, Trade Finance, and Virtual Account Manage... The main area displays a table of tasks with columns: Action, Priority, Application Number, Branch, Customer Number, Amount, Process Name, and Stage. Two tasks are listed, both with priority 'M' and process name 'Export LC Drawing'. The first task has application number 'GS1ELCDR0024396' and customer number '000262', with an amount of '£1,000.00'. The second task has application number 'GS1ELCDR0024391' and customer number '000262', with an amount of '£1,000.00'. The 'Action' column for the first task shows 'Edit' and 'Release' buttons. The 'Release' button is highlighted with a red box. Below the table, there is a pagination control showing 'Page 1 of 1 (1-2 of 2 items)' and buttons for 'Previous' and 'Next'.

- Refresh - Click Refresh to refresh the task list.
- Flow Diagram - My Tasks menu enables user to view the process flow of the selected task and also user can find the stages completed by the selected task and the current stage highlighted in the process flow.

This screenshot is identical to the previous one, showing the 'My Tasks' interface. In this version, the 'Refresh' button in the top action bar is highlighted with a red box. The table and pagination controls remain the same.

- Delegate - Click Delegate to assign the acquired task to any valid user for processing within the group.

## Search

Search menu enables the user to search for the task(s) with the following filters. Search will fetch the results either will one filter criteria or with multiple filter criteria.

- Application Number



- Customer Name
- Branch Name
- Tasks
- Priority
- Process and Stage
- Entity Type
- Amount

FuTura Bank
Search
AIB Dublin (93) Jan 18, 2019
OBTFPM  
subham@gmail.com

- Core Maintenance ▶
- Maintenance ▶
- Tasks ▼
- Completed Tasks
- Free Tasks
- Hold Tasks
- My Tasks
- Search
- Supervisor Tasks
- Trade Finance ▶

Filters

✕ Clear Filters

**Application Number**

Select Application Number ▼

---

**Customer Name**

---

**Branch Name**

Select Branch

---

▶ **Tasks**

---

▶ **Priority**

---

▶ **Process**

---

**Entity Type**

---

▶ **Amount**

### Task List

001346	NA <small>Scrutiny Bank Futura -Branch FZ1</small>	£1,200.00	The Task is in Free State	⋮
093001401	NA <small>Approval2 AIB Dublin</small>	\$150,000.00	The Task is in Free State	⋮
001346	NA <small>Scrutiny Bank Futura -Branch FZ1</small>	£1,200.00	The Task is in Free State	⋮
093001401	NA <small>Retry HandOff AIB Dublin</small>	\$100,000.00	The Task is in Free State	⋮
093001401	NA <small>Retry HandOff AIB Dublin</small>	\$100,000.00	The Task is in Free State	⋮
093001401	NA <small>Retry HandOff AIB Dublin</small>	\$150,000.00	The Task is in Free State	⋮
093001401	NA <small>Retry HandOff AIB Dublin</small>	\$150,000.00	The Task is in Free State	⋮
093001401	NA <small>Retry HandOff AIB Dublin</small>	\$150,000.00	The Task is in Free State	⋮

Following actions can be preformed on the tasks listed in the task list:

- **Acquire** - Click **Acquire** to acquire the task.

- **Flow Diagram** - enables user to view the process flow of the selected task and also user can find the stages completed by the selected task and the current stage highlighted in the process flow.

FuTura Bank
Search
AIB Dublin (093) Jan 18, 2019
OBTFFPM  
subham@gmail.com

- Core Maintenance ▶
- Maintenance ▶
- Tasks ▼**
- Completed Tasks
- Free Tasks
- Hold Tasks
- My Tasks
- Search**
- Supervisor Tasks
- Trade Finance ▶

**Application Number**

**Customer Name**

**Branch Name**

---

**Tasks**

☐ My Tasks

☒ Free Tasks

☐ Hold Tasks

☐ All Tasks

---

**Priority**

### Task List

<b>001346</b> 203ILCI000003721	<b>NA</b> Scrutiny Bank Futura - Branch FZ1	£1,200.00	The Task is in Free State	<div>Acquire FlowDiagram</div>
<b>001346</b> 203ILCI000003689	<b>NA</b> Scrutiny Bank Futura - Branch FZ1	£1,200.00	The Task is in	
<b>001345</b> 203ILCI000003678	<b>NA</b> Registration Bank Futura - Branch FZ1	£1,000.00	The Task is in Free State	
<b>001346</b> 203ILCI000003670	<b>NA</b> Registration Bank Futura - Branch FZ1	£10,000.00	The Task is in Free State	
<b>001344</b> 203GTEI000003667	<b>NA</b> Registration Bank Futura - Branch FZ1	£2,000.00	The Task is in Free State	
<b>001344</b> 203GTEI000003666	<b>NA</b> Registration Bank Futura - Branch FZ1	£2,000.00	The Task is in Free State	

## C

Completed Tasks ..... 4

## F

Free Tasks ..... 5

## H

Hold Tasks ..... 7

## M

My Tasks ..... 8

## S

Search ..... 8

## T

Task Menu ..... 4

    Completed Tasks ..... 4

    Free Tasks ..... 5

    Hold Tasks ..... 7

    My Tasks ..... 8

    Search ..... 8

### References

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

- Process Code Maintenance User Guide
- Queue Maintenance User Guide

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