

Process Code Maintenance User Guide

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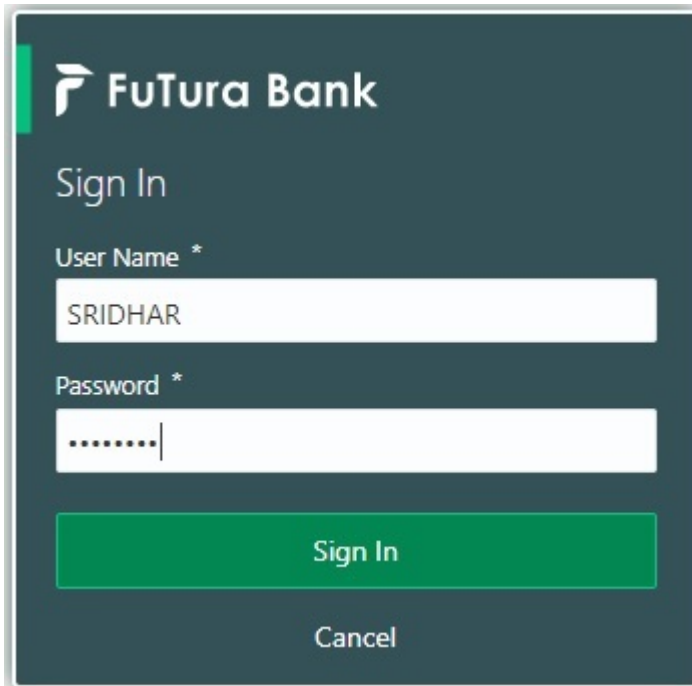
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Process Code Maintenance

Process code maintenance enables the user to set the process code to the individual stages according to the process. In the subsequent steps, let's look at the details for creating a process code:

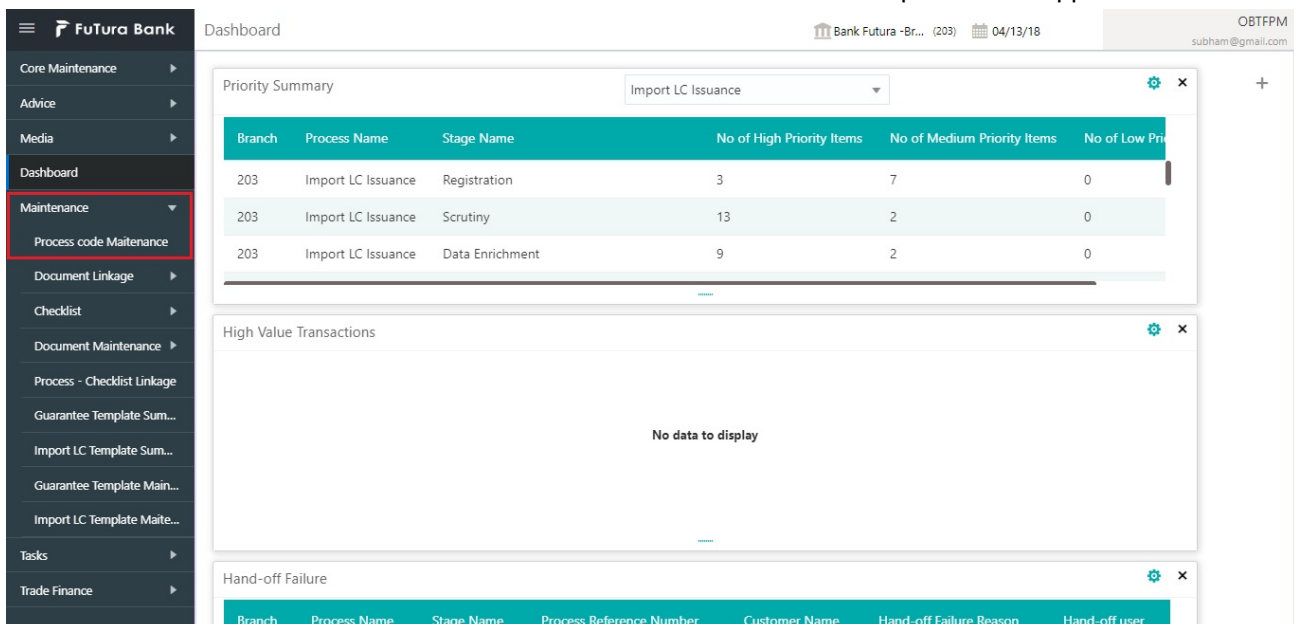
Initiate Process Code Maintenance

1. Using the entitled login credentials for registration stage, login to the application.



The image shows the 'Sign In' screen of the FuTura Bank application. It features a dark blue header with the FuTura Bank logo. Below the header, there are two input fields: 'User Name *' with the text 'SRIDHAR' and 'Password *' with masked characters. A green 'Sign In' button and a 'Cancel' button are at the bottom.

2. Click **Core Maintenance > Process Code Maintenance** on the left pane of the application.



The image shows the FuTura Bank Dashboard. The left sidebar menu has 'Maintenance' selected, and 'Process code Maintenance' is highlighted. The main content area displays a 'Priority Summary' table for 'Import LC Issuance'.

Branch	Process Name	Stage Name	No of High Priority Items	No of Medium Priority Items	No of Low Priority Items
203	Import LC Issuance	Registration	3	7	0
203	Import LC Issuance	Scrutiny	13	2	0
203	Import LC Issuance	Data Enrichment	9	2	0

Below the table, there is a 'High Value Transactions' section with the message 'No data to display'. At the bottom, there is a 'Hand-off Failure' section with a table header.

Branch	Process Name	Stage Name	Process Reference Number	Customer Name	Hand-off Failure Reason	Hand-off user
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3. Click **Plus** Icon to create a new process code.

Process code Maintenance

Bank Futura - Br... (203) 04/13/18

OBTFPM subham@gmail.com

Process Code: GTEISS
Description: Initiate Guarantee Issuance...
Process Code: GTEISS
Authorized Open

Process Code: GTEADV
Description: Initiate Guarantee Advice...
Process Code: GTEADV
Authorized Open

Process Code: ILCISS
Description: Initiate Import LC Issuance...
Process Code: ILCISS
Authorized Open

Process Code: ELCADV
Description: Initiate Export LC Advise...
Process Code: ELCADV
Authorized Open

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4. Provide process code details based on the description provided in the following table:

Process Code

Process Code * Process Name * Process Version *

Stage Id* Stage Description Seq Order Source Stage

1

Add Row Remove

Field	Description	Sample Values
Process Code	Provide an unique abbreviation for the process name. The code must be an alphanumeric text with length of maximum 10 character.	
Process Name	Provide the process name.	
Application Category Code	Provide the version of the process.	

Click **Add Row** to capture the stage details that needs to be mapped to the process code as per the description the following table:

Process Code

Process Code * Process Name * Process Version *

Stage Id* Stage Description Seq Order Source Stage

1

Add Row Remove

Field	Description	Sample Values
Stage ID	Provide an unique ID for the stage.	
Stage Description	Provide the description of the stage.	

Field	Description	Sample Values
Seq Order	The sequence order identifies the order of the stage in the complete process. Registration must be first in sequence order.	
Source Stage	Enables to identify if the particular stage is the starting point of the process.	

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References

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

- Getting Started User Guide
- Common Core User Guide

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