Process Code Maintenance User Guide

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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.

🗗 FuTura Bank
Sign In
User Name *
SRIDHAR
Password *
Sign In
Cancel

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

😑 🍞 FuTura Bank	Dashboard				🏦 Bank Fut	ura -Br (203) 🗰 04/13/18			OBTFPM subham@gmail.com
Core Maintenance	Priority Su	mmary		Import LC Issua	1CP			¢×	< +
Advice >									
Media 🕨	Branch	Process Name	Stage Name		o of High Priority Items	No of Medium Priority Items	No of Low	Prie	
Dashboard	203	Import LC Issuance	Registration	3		7	0		
Maintenance 🔹 🔻	203	Import LC Issuance	Scrutiny	1	3	2	0		
Process code Maitenance	203	Import LC Issuance	Data Enrichment	9		2	0		
Document Linkage									
Checklist 🕨								ø ×	5
Document Maintenance 🕨	High Value	e Transactions						Ψ	
Process - Checklist Linkage									
Guarantee Template Sum				N					
Import LC Template Sum				No data to c	Ispiay				
Guarantee Template Main									
Import LC Template Maite									
Tasks 🕨									
Trade Finance	Hand-off F	ailure						¢×	:
	Branch	Process Name	Stage Name Proc	ess Reference Number	Customer Name	Hand-off Failure Reason	land-off user		



#### 3. Click **Plus** Icon to create a new process code.

😑 🍞 FuTura Bank	ĸ	Process code Maitenance	OBTFPM subham@gmail.com			
Core Maintenance	Þ	ч с <del>+</del>				
Advice	•					
Media	•	Process Code:	Process Code: GTEADV	Process Code:	Process Code: ELCADV	45
Dashboard		Description: Initiate Guarantee Issuanc	Description: Initiate Guarantee Advice	Description: Initiate Import LC Issuance	Description: Initiate Ex	port LC Advise
Maintenance	•	Process Code: GTEISS	Process Code: GTEADV	Process Code: ILCISS	Process Code: ELCADV	
Tasks	Þ	🄀 Authorized 🔒 Open	🖒 Authorized 🔒 Open	🄀 Authorized 🔒 Open	Authorized	Open
Trade Finance	•	Page 1 of 1 (1-4 of 4 items) K	1 > >			

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

<b>₹</b>	FuTura Bank Process code N	laitenance		1 Bank Futura -Br (2)	03) 🗰 04/13/18	OBTFPN subham@gmail.com
Process	Code					,, <sup>12</sup> ×
Process Co	de *	Process Name	*	Process Version *		
Stage Id*	Stage Description	Seq Orde	r Source Stage			
Add Row	Remove	1			I	
	Field		Description		Sam	ple Values
	Process Code		name. The code mu	nique abbreviation for the proce ust be an alphanumeric text with ximum 10 character.		
-	Process Name		Provide the p	process name.		
-	Application Catego Code	ry	Provide the v	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:

😑 🍞 FuTura Bank	Process code M	aitenance		1	Bank Futura -Br (203)	04/13/18	OBTFPN subham@gmail.com
Process Code							,, <sup>12</sup> ×
Process Code *	itage Description	Process Name Seq Orde		Process Version *			
Add Row Remove		1					
Field			Description			Sam	ole Values
Stage ID			Provide an uni	ique ID for the stage	Э.		
Stage De	scription		Provide the de	escription of the stag	je.		



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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## **Reference and Feedback**

### 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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