

Process Code Maintenance User Guide

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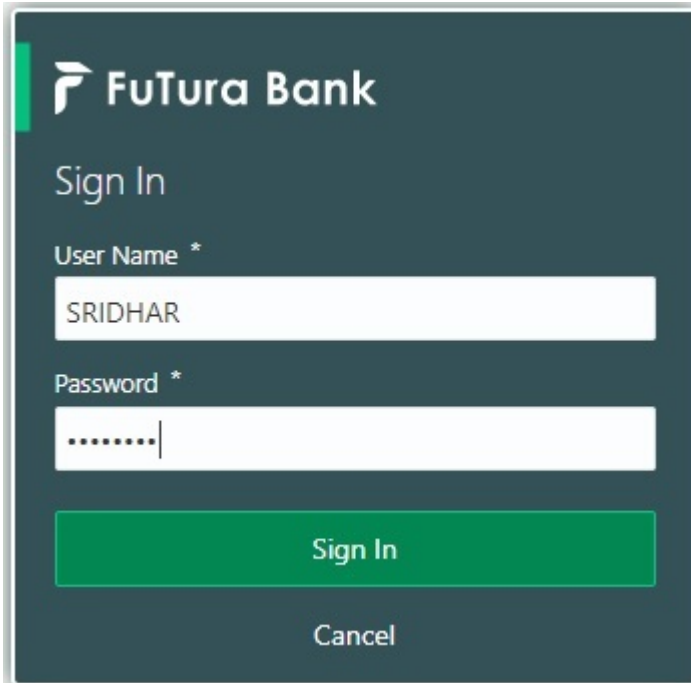
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Process Code Maintenance

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:

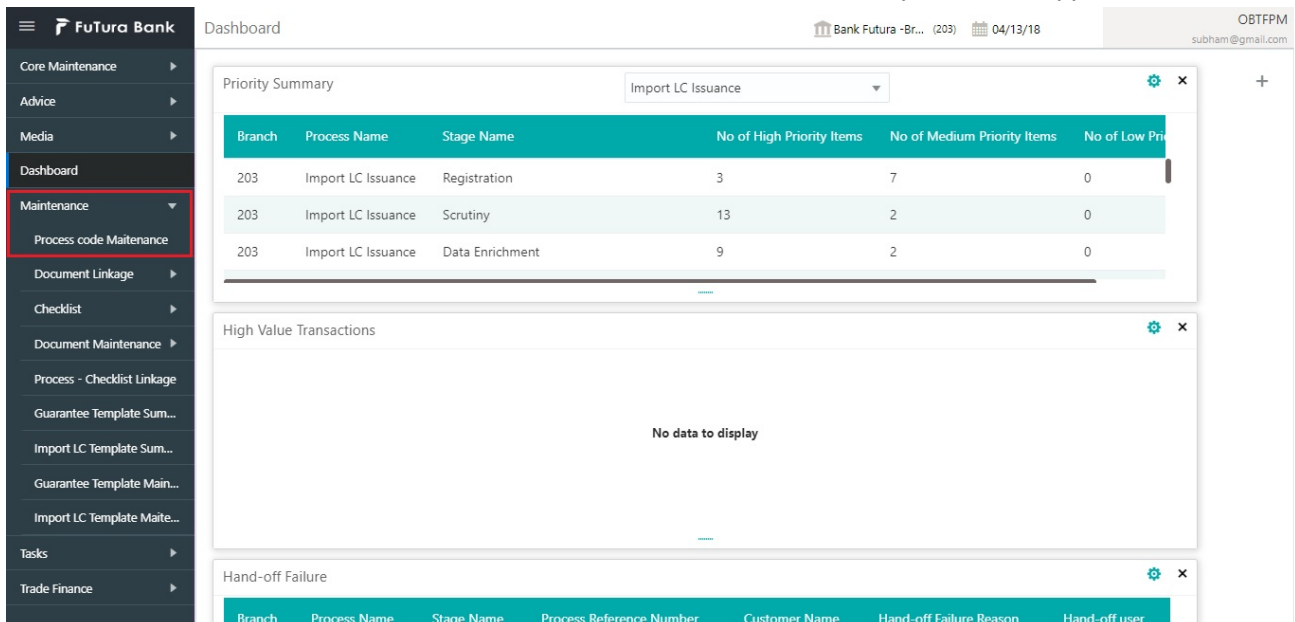
Initiate Process Code Maintenance

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



The image shows the FuTura Bank Sign In screen. It features the FuTura Bank logo at the top left. Below the logo, the text "Sign In" is displayed. There are two input fields: "User Name *" with the value "SRIDHAR" and "Password *" with masked characters. A green "Sign In" button is positioned below the password field, and a "Cancel" button is located at the bottom center.

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



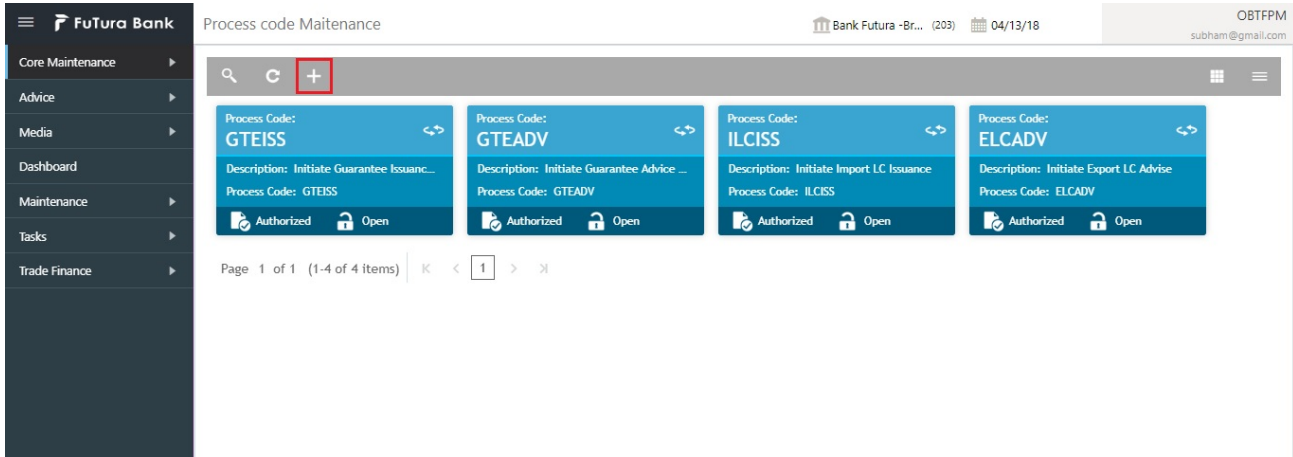
The screenshot displays the FuTura Bank dashboard. The left sidebar menu is expanded to show "Maintenance" with "Process code Maintenance" highlighted. The main content area shows a "Priority Summary" table for "Import LC Issuance".

| 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 |

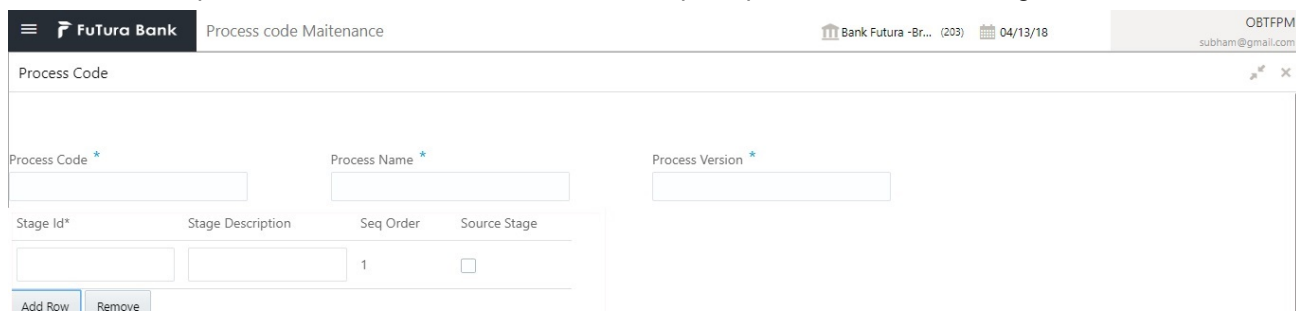
Below the table, there is a "High Value Transactions" section with the message "No data to display". At the bottom, there is a "Hand-off Failure" section with a table structure.

| Branch | Process Name | Stage Name | Process Reference Number | Customer Name | Hand-off Failure Reason | Hand-off user |
|--------|--------------|------------|--------------------------|---------------|-------------------------|---------------|
|--------|--------------|------------|--------------------------|---------------|-------------------------|---------------|

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

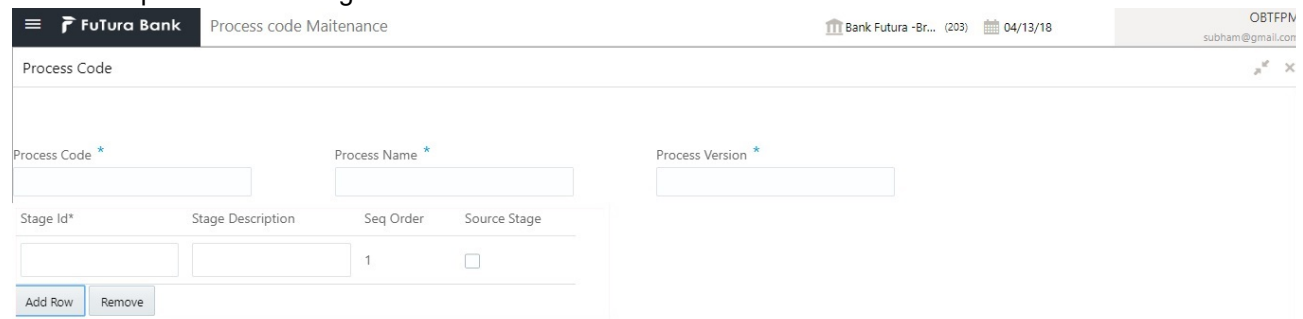


4. Provide process code details based on the description provided in the following table:



| 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:



| 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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