Getting Started User Guide

Oracle Banking Trade Finance Process Management

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Oracle Banking Getting Started User Guide
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Welcome to Getting Started User Guide

This guide helps you get started with Oracle Banking applications and explains the basic design of Oracle and the common operations that you can follow while using it. The guide must be used as a supplement and must be read in conjunction with Common Core, Security Management System, and other application user guides.

This document is intended for the Customer Service Representatives (CSRs) and staff in charge of setting up new products in your bank.

This section contains the following topics:
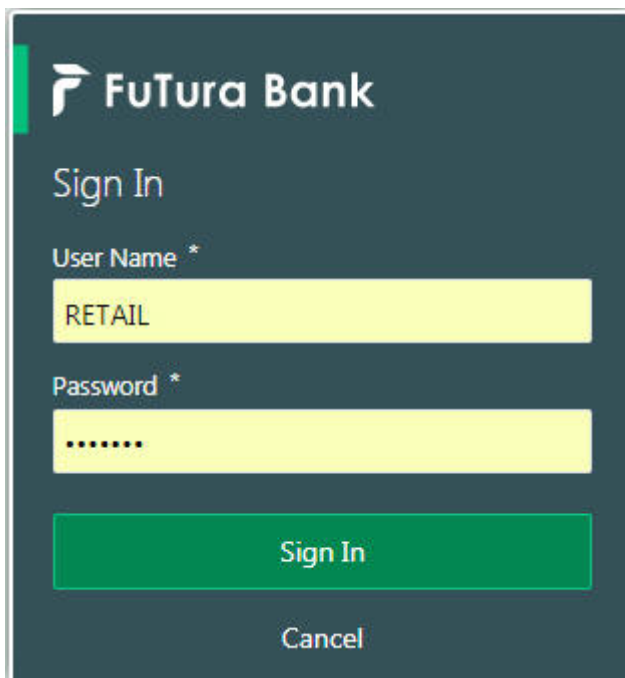
Accessing Application	Application Environment
To Get Started...	Screen/Dashboard
Exception Approval Widget	Common Buttons/Icons

Accessing Application

You can access any application using the link provided by the administrator. Contact the administrator for the URL and the login credentials. For more information on Users and Roles, refer Security Management System User Guide.

Signing In

1. Enter the URL in the browser address and press **Enter**. The application page appears.

2. Provide the required information:
   - User Name: Enter the user name provided by the administrator.
   - Password: Enter the password provided by the administrator.
3. Click **Sign In** to log into the application.

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Signing Out

1. In the selected application > Toolbar, click the user name logged into the application. The **User Profile** fly-out menu appears.

RETAIL

Logged in: 3:09:35 PM 6/7/2018
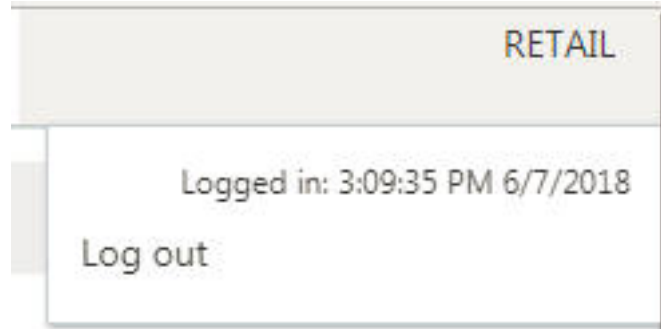
Log out

2. Click **Log Out** to sign out of the application.

Application Environment

On successful login, the selected application environment appears depending on the user privileges. Below is a sample illustration of the home page:

Call-out details:

1. **Hamburger Menu**: Use to expand/collapse the menu.

2. **Menu**: Use to navigate/open the screens associated with the application.

3. **Sub-Menu**: Click to view the sub-menus associated with the menu. These screens are associated with the menu depending on the user privileges.

4. **Display Grid**: Displays the screens/dashboards selected using the menu.

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5. **Bank Name**: Displays the name of the bank and its branch code. Click to select the branches associated with the logged in user.

Note

Depending on the logged in user and the branches associated, you can switch between branches and view the records.

6. **Application Date**: Displays the application date on which the branch's EOD was last performed.

7. **User Profile**: User profile related options and actions are available.

Screen Environment

Largely, there are three types of screen in the application, Dashboard, Summary, and Maintenance screens.

Dashboard

Depending on the access/permission provided to the user, you can view the dashboards associated with the user. These dashboards helps the user to analyse the situation and take the necessary actions.
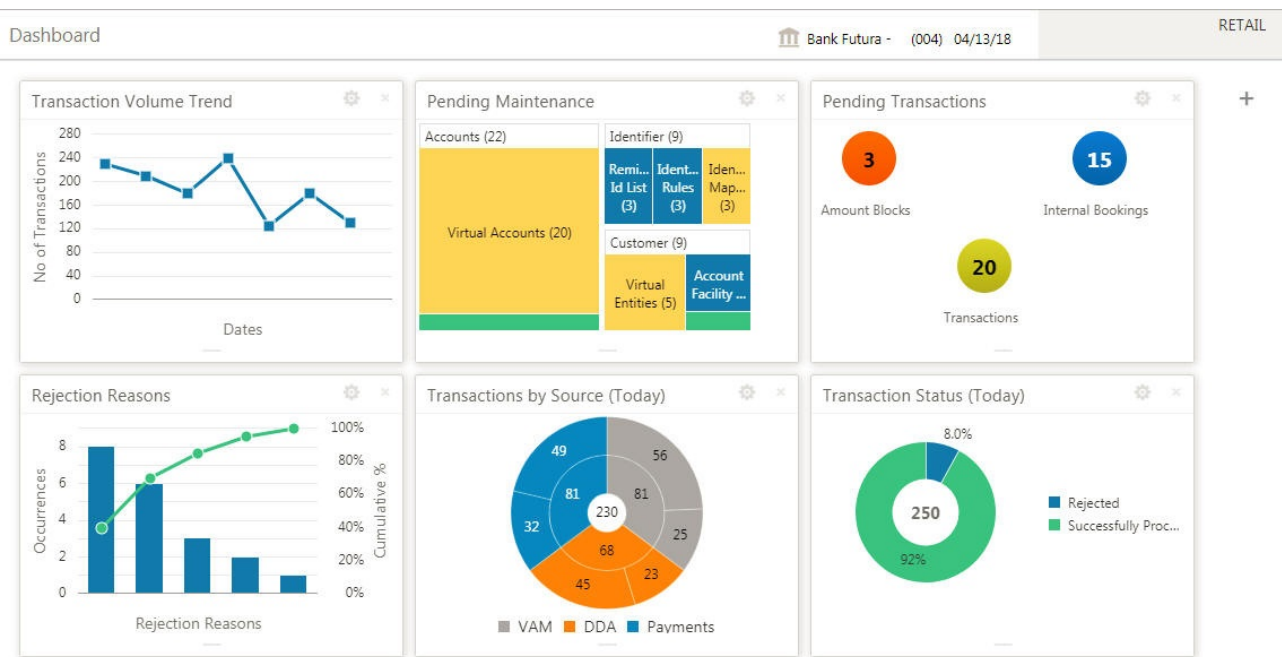
Summary Screen

Depending on the access/permission provided to the user, you can access a summary screen. Summary screen provides information about the configured records, you can perform selected actions and view the records. A sample illustration of a summary screen.

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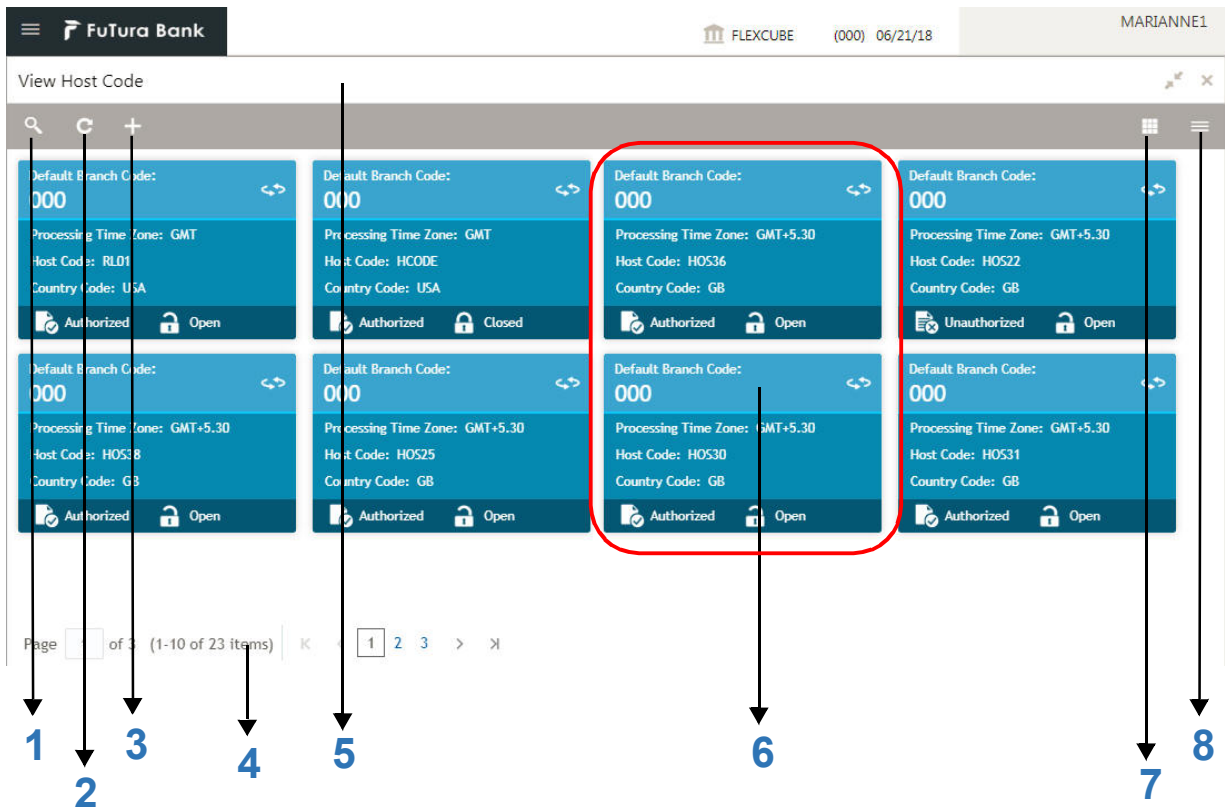
Call-out details:

1. **Search**: Click to search/view a record from a selected summary screen.

2. **Refresh**: Click to refresh all records configured in the selected summary screen.

3. **Add**: Click to create/configure a new record.

4. **Pagination**: Displays the number of items available and the page numbers.

5. **Title bar**: Displays the name of the screen and couple of common actions such as minimize and remove. For more information, see Minimizing Records and Closing Records.

6. **Records**: Displays the configured records, you can view the records in different format. For more information, see Viewing Records.

7. **Tile View**: Displays the configured records in the tile format.

8. **List View**: Displays the configured records in the list format.

Maintenance Screen

Depending on the access/permission provided to the user, you can access the maintenance screen. Maintenance screen allows you to create/configure new records. Using the fields associated with the selected maintenance screen you can save a new record. A sample illustration of a maintenance screen:

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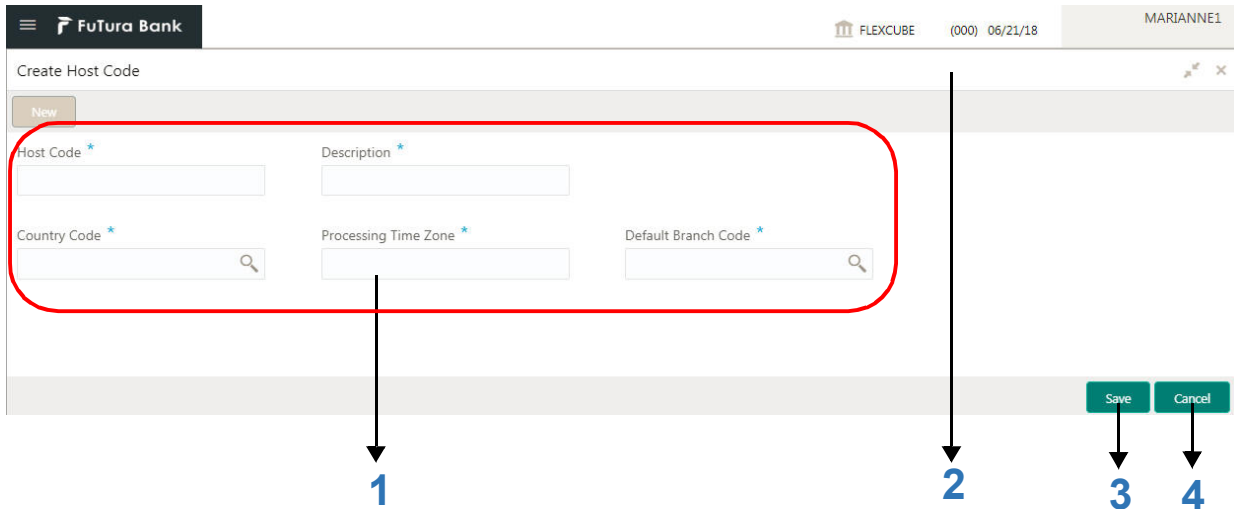
Call-out details:

1. **Fields**: Displays the fields associated with the selected maintenance screen. There are several types of fields such as text box, dropdown, and so on, these fields can also be either mandatory or options fields. For more information, see Mandatory and Optional Fields.

2. **Title bar**: Displays the name of the screen and couple of common actions such as minimize and remove. For more information, see Minimizing Records and Closing Records.

3. **Save**: Click to save the captured details in the maintenance screen.

4. **Cancel**: Click to reset the entered details in the maintenance screen.

To Get Started...

As a new user you might require to perform a set of tasks that are common in all the screens such as to view, edit, delete existing records and more. These tasks explain how to begin working with your record:

Accessing Records	Viewing Records
Searching Records	Refreshing Records
Creating/Configuring Records	Editing Records
Copying Records	Unlocking Records
Reopening Records	Deleting Records
Printing Records	Authorizing Records
Minimizing Records	Closing Records
Auditing Records	

When you are working with records, it is important to remember that the types of records you can create, view, edit, delete, and so on are determined by administrator settings, such as a user profile or permission set. Work with your administrator to ensure you have access to the records and data you need.

Now, that you have learned how to work with your records, you might want to explore more advanced features.

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Accessing Records

Depending on the permissions/rights provided to the user, you can access the screens.

- On the menu (by default, the hamburger menu is expanded), click <sub-menu> > <name of the screen>. The screens associated with the sub-menu appears.
- Create <name of the screen>: You can create/configure new records.
- View <name of the screen>: You can view the configured records.

Viewing Records

You can view the summary of all configured records in the selected summary screen. This helps you to find the required record faster. You can view the records in various formats. The same is illustrated below.

Tile View

The default summary view of the records are tile view. Displays the configured records in a tile format with few key fields that are associated with the screen. You can click a tile to open a record in a full screen and view the details.
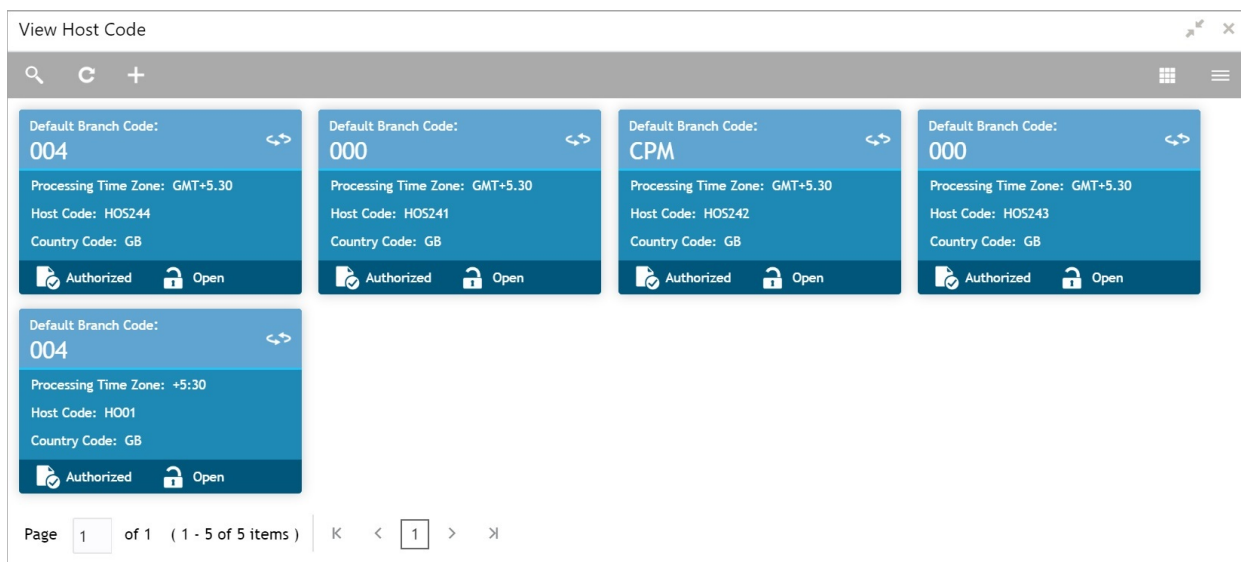
Tile View with Context Menu

Tile view with context menu is similar to any tile view summary record. The context menu allows you to perform any actions that are associated with the records. The content menu is available for:

- View Account Input
- View Account Product
- View Internal Credit Line
- View Line Account Linkage
- View Virtual Entity

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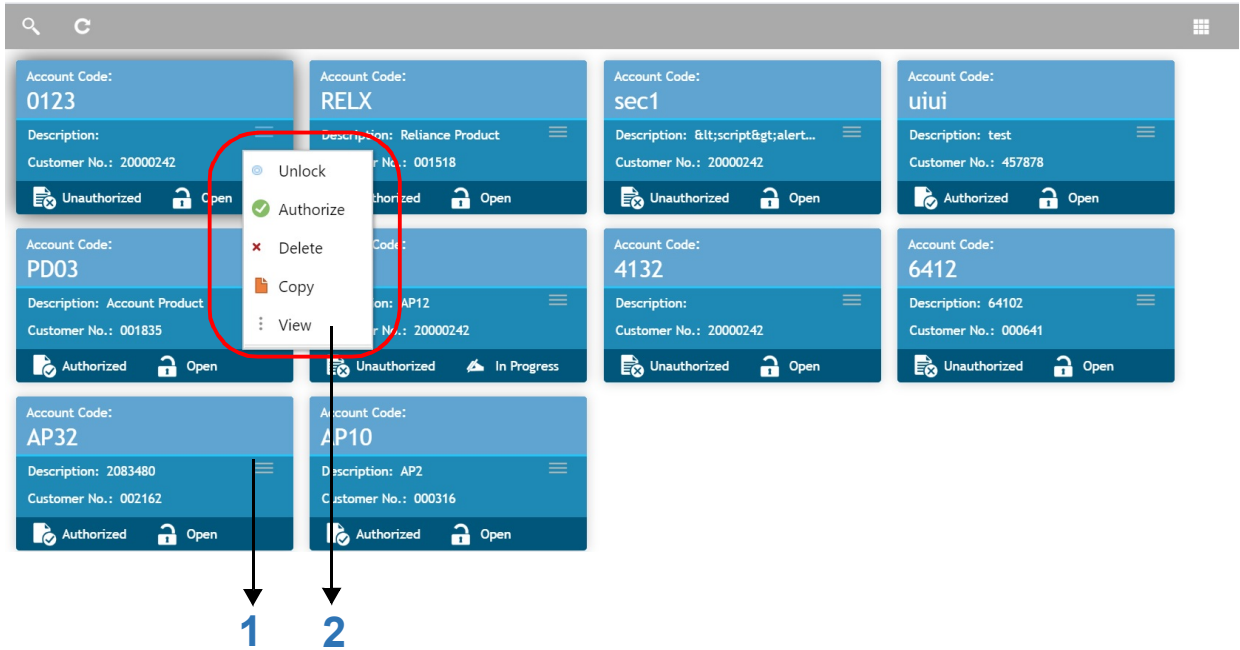
Call-out details:

1. **Context Menu**: The menu icon appears only to a select number of screens. The context menu allows you to perform actions that are associated with the record.

2. **Context Menu Flyout**: A list of all actions appear, the list of actions depend on the status of the record.

List View

Displays the configured records in a list format.

- In the selected screen, click **List View** on the action toolbar as illustrated to view the details.

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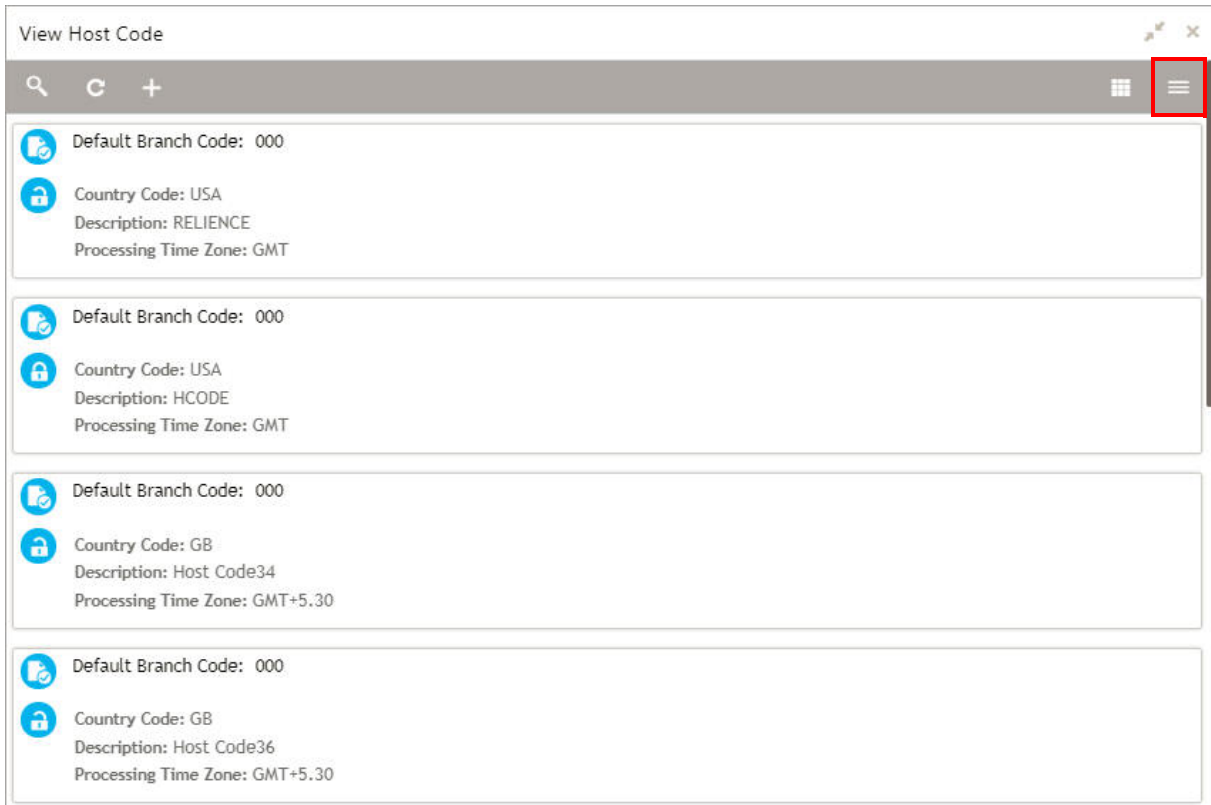
Flip View

Displays additional information associated with the configured records in a flip view.

- In the selected screen, click **Flip View** on the record as illustrated to view the details.
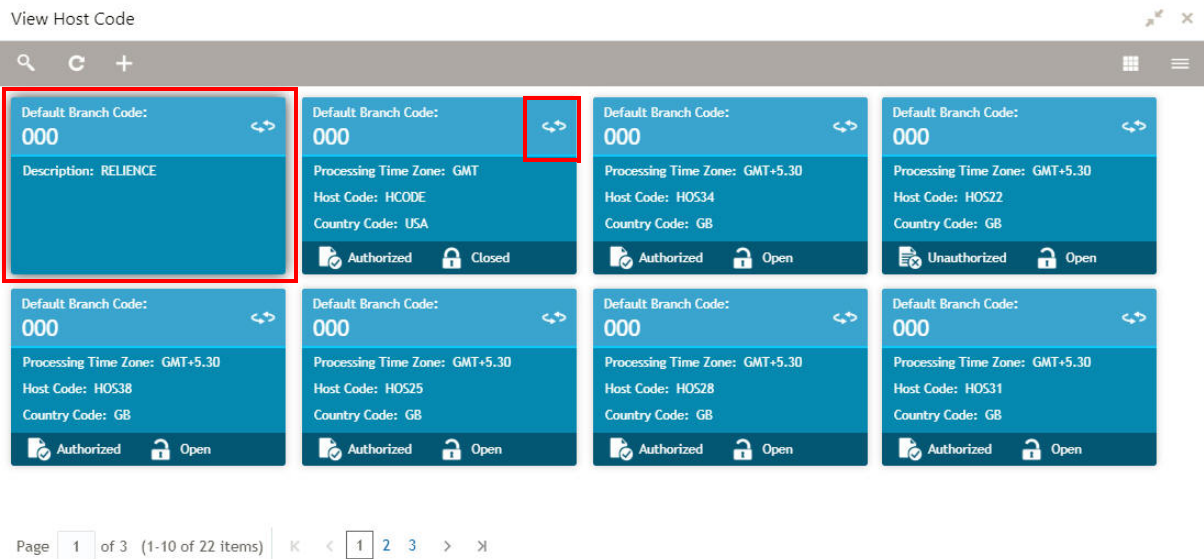
Searching Records

1. In the selected screen, click **Search**, the fields associated with the selected screen appear in a drop-down menu.

2. Provide the required details associated with the selected screen.

3. Click **Search** to view the requested record.

Refreshing Records

- In the selected screen, click **Refresh**, the records associated with the selected screen is updated with the latest details.

Creating/Configuring Records

You can create/configure records in any of the three ways:

- In the selected view screen, click **Add** to create/configure a record.
- In the selected view screen, click on a configured record > click **New** to create/configure a record.
- On the menu, select a sub-menu > click <**Create name of the screen**>.

Editing Records

Note

Ensure you have the privileges and know the guidelines to modify the records.

1. In a selected screen, click a record and make the required changes to the record.

2. Click **Save** to save the modified record.

Copying Records

1. In a selected screen, click a record.

2. Click **Copy** to copy the selected record details and make the required changes to the record such as name.

3. Click **Save** to save the modified record.

Unlocking Records

1. In a selected screen, click a record.

2. Click **Unlock** to unlock the selected record details and make the required changes to the record.

3. Click **Save** to save the modified record.

Reopening Records

1. In a selected screen, click a record.

2. Click **Reopen**, a confirmation popup appears.

3. Provide a remark and click **Confirm** to reopen the record.

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Deleting Records

Note

Ensure you have the privileges and know the guidelines to delete the records.

- In a selected screen, select a record and click **Delete** to remove the record.

Printing Records

1. In a selected screen, click a record.

2. Click **Print** to view the record in a printable format and print the records.

Authorizing Records

1. In the selected screen, click a record.

2. Click **Authorize**, the records associated with the selected screen that must be authorized appears.
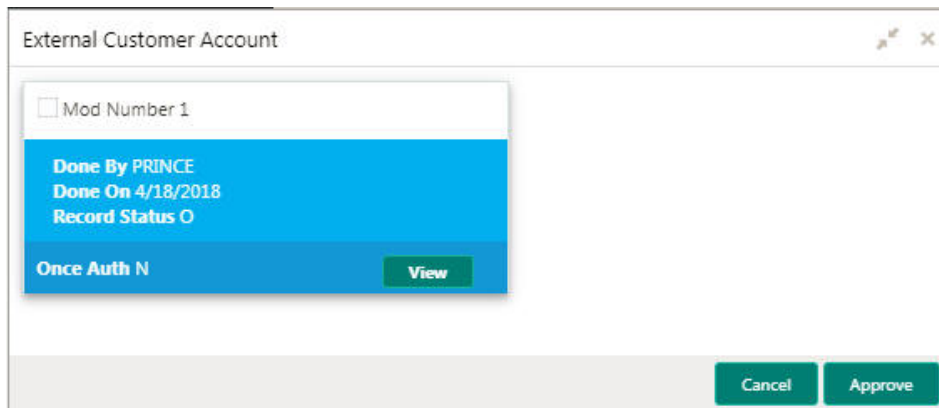
3. Select the required record that must be authorized.

4. Click **Approve** to authorize the record.

Minimizing Records

- In the selected screen, click **Collapse** to minimize the screen. The minimized screen appears at the bottom left corner of the screen. You can click to maximize the screen.

Closing Records

- In the selected screen, click **Remove** to close the screen. If you are in the middle of creating/ modifying the records in a selected screen, an error/warning message appears prompting to save the changes.

Auditing Records

1. In the selected screen, click **Audit** to view the change history of the record. The audit detail popup appears.

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Maker	Checker
👤 KISHORE	👤 KISHORE1
📅 Tue Jul 03 2018 17:02:41 GMT+0530 (India Standard Time)	📅 Tue Jul 03 2018 17:03:31 GMT+0530 (India Standard Time)
Status	**Modification No**
✅ Authorized	2
⚠️ Closed	

2. Click anywhere on the screen to close the audit detail popup.

Screen/Dashboard

You can perform several actions in any screen/dashboard:

Pagination	Mandatory and Optional Fields
Configuring Tile	Reordering Tile
Reordering Tile	Expanding Tile
Adding Tile	

Pagination

The number of records are displayed on the bottom left corner of the selected view screen. Depending on the records available the number of pages appear. You can navigate using the first page, last page, previous page, next page and by using the numbers option.

Mandatory and Optional Fields

There are mandatory and optional fields available for any screen. You can identify the mandatory field with (*) symbol. If you try to save the record without providing all the mandatory fields, a red exclamation mark or an error appears against the field to update the details.

Configuring Tile

1. In the Dashboard Click **Configure Tile**, the **Configure Dashboard Tile** popup page appears.

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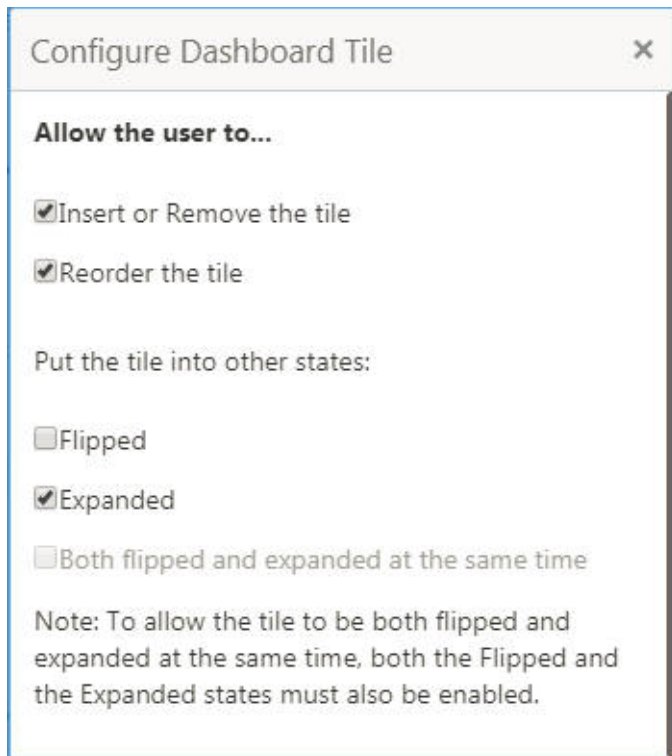
2. Select the required options:

Allow the user to...

- Insert or Remove the tile: You can remove the dashboard widget from the dashboard landing page.
- Reorder the tile: You can rearrange the dashboard widget in the dashboard landing page.

Put the tile into other states:

- Flipped: You can flip the dashboard widget for more information.
- Expanded: You can expand the dashboard widget in the dashboard landing page.
- Both flipped and expanded at the same time: You can flip and expand the dashboard widget in the dashboard landing page.

3. Click **Close** to update the dashboard widget configuration.

Removing Tile

- Click **Remove** to remove the dashboard widget from the landing page. The removed widgets will be available under the **Add Tiles** option.

Reordering Tile

- Select and drag the **Drag to Reorder** option to drop the dashboard widget at the desired place. The page is automatically refreshed and displays the updated order.

Expanding Tile

- Click **Expand Tile** to view all the information of the dashboard widget. The expanded widget appears on a complete row to view more information.

Adding Tile

1. Click **Add Tiles** to Dashboard to add more available dashboard widget to the dashboard landing page. The **Click on Tiles to Add Dashboard** popup screen appears.

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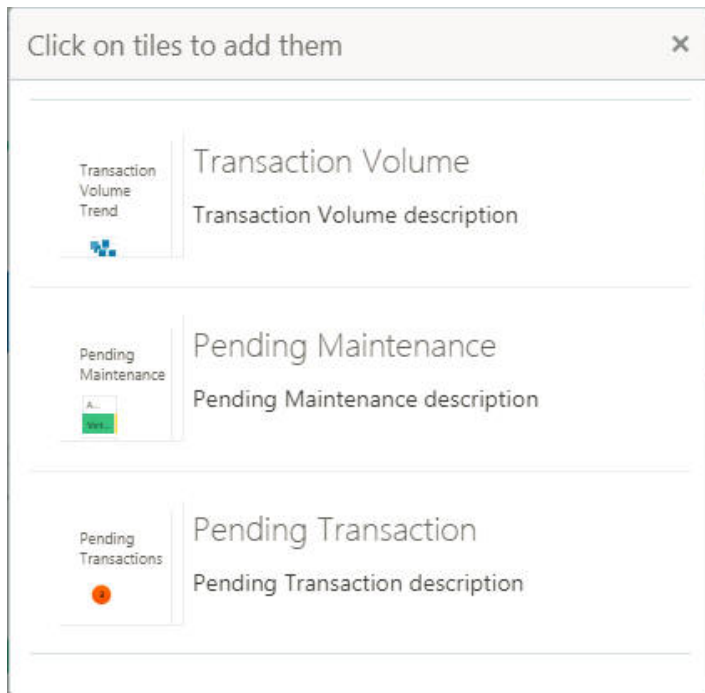
2. Click on the dashboard that you want to add to the dashboard landing page. The page will automatically refresh and displays the added dashboard widget.

Exception Approval Widget

The user can view the Pending Exception Approval Tasks Widget in the Dashboard in the Exception Approval Widget, to know the Exception Tasks pending for approval and acquire them and work on them if he has the user rights.

In the default list view, the widget allows the user to filter by one or more or all of the following values; Branch, Process name and Customer.

The widget list view indicates the no. of items against each of the exception stages.

When the user clicks on one of the exception stages, the system should display all the items in the stage in a table view as per the filter applied.

The user can view the widget either in List view or Table view and can navigate to the other view.

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RM Widget

RM widget is a separate panel and is available to Relationship Managers (RM) in banks, who takes care of a given number of customers and is the primary point of contact between the bank and the customer.

RM user can see the transactions of their customers in the dashboard.
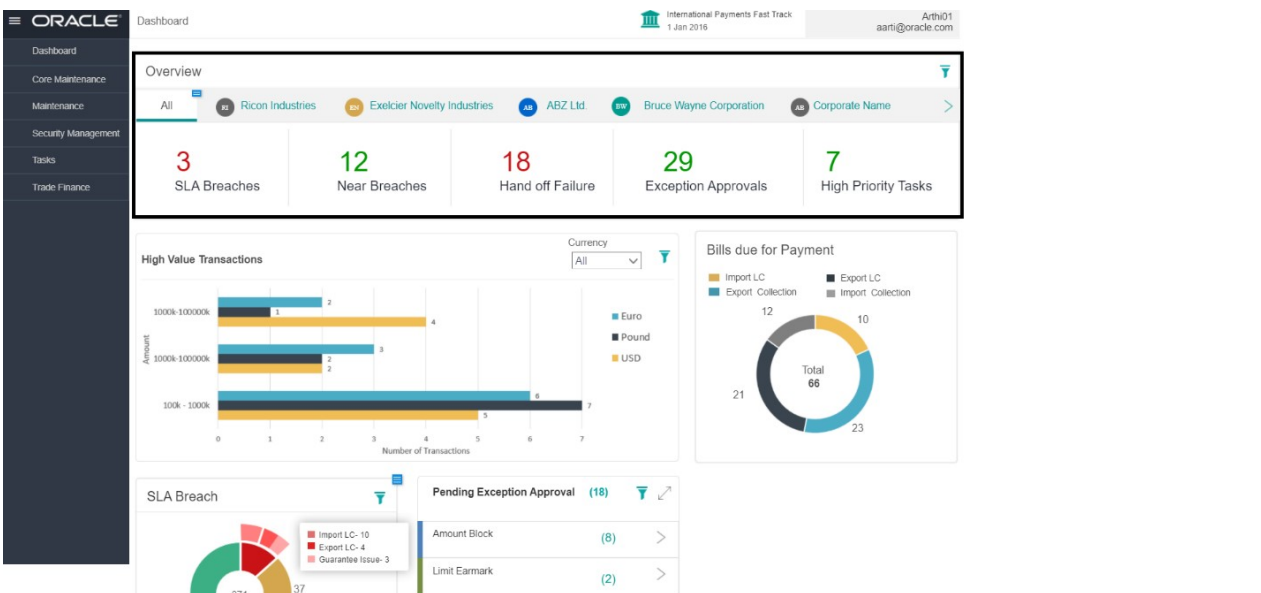
1. The widget can contain the overview of critical activities/tasks customers.

2. The widget can filter only the customers attached to me as an RM.

3. The widget can support view of All customers.

4. The widget can also support display of select customers that are configurable.

5. The widget can auto-refresh on a pre-decided schedule

6. The widget should allow me to drilldown and work on the individual tasks as required

The individual widget below RM widget displays details of all customers and the RM has to filter specific customers to find more information.

Bills due for payment Widget

Authorized users will be able to view LC as well Collection bills due for liquidation using the Bills due for payment widget. Authorized users will also be able to initiate liquidation process from within the widget.

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Common Fields

Provides information about all the common fields available in the application.

Field	Description
Branch Code	You can select a configured branch code which you want to associate with the selected screen.
Maker	Displays the name of the logged in user who created the record.
Customer Number	You can select a configured customer number which you want to associate with the selected screen. You can configure the customer number using the **Create External Customer** screen.
Account Number	You can select a configured account number which you want to associate with the selected screen. You can configure the account number using the **Create External Customer Account** screen.
Source System	You can select a configured source system which you want to associate with the selected screen. You can configure the source system using the **Create Upload Source** screen.
Host Code	You can select a configured host code which you want to associate with the selected screen. You can configure the host code using the **Create Host Code** screen.
Currency	You can select a configured currency which you want to associate with the selected screen. You can configure the currency using the **Create Currency Definition** screen.
Status	Displays the status of the record: ● Authorized: The record is verified and authorized. ● Unauthorized: The record is not verified. ● Open: The record is open and waiting for verification. ● Locked: The record is locked. ● Closed: The record is closed.

Common Buttons/Icons

Provides information about all the common buttons/icons used in the application.

Button/Icon	Description
New	Creates a new record for the selected screen.
Query	View all the configured records for the selected screen.
Unlock	Unlock the configured record for the selected screen.
Search	Search the configured record and select the required record for the selected screen.
Copy	Copy the configured record, modify the details and save with a different name for the record.
Delete	Remove the configured record for the selected screen.

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Button/Icon	Description
Reopen	Reopens a closed record for the selected screen.
Close	Closes the configured record for the selected screen.
Print	Print view the configured record for the selected screen.
Authorize	Authorize the configured record for the selected screen.
Collapse	Minimises the opened screen to the bottom left corner of the screen.
Remove	Closes the opened screen.
Audit	Check the history of the configured records for the selected screen.
Save	Save the configured record for the selected screen.
Cancel	Discard the configured record before saving it.
+	Add a row in the grid to provide the required record for the selected screen.
-	Remove a row in the grid for the selected screen.
>	Select a record and move it to the required selected list grid.
>	Select a record and move it back to the available list grid.
|<	Move all the available list of records to the selected list of grid.
>|	Move back all the selected list of records to the available list of grid.

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Glossary

This section provides a glossary of all terms and abbreviations used in the user guide.

Hamburger Menu

Available in the top corner of the application. You can click to access the menu and sub-menu associated with the application.

Display Grid

It is a container that consists of fields and action buttons that allows you to view/perform actions.

Menu

It is a list of features that are organized for easy access. Generally, there are several sub-menus associated with a menu, each sub-menu has a set of features either in a sequence or non-sequence manner.

User Profile

Provides information associated with the logged in user and provides few action that a user can perform.

Sign In

Log in to an application to access the application/records.

Sign Out

Log out/leave the application.

Records

It is a piece of information that is configured using the application.

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Reference and Feedback

References

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

- Oracle Banking Security Management System User Guide
- Oracle Banking Common Core User Guide

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