

Getting Started User Guide  
Oracle Banking Electronic Data Exchange  
for Corporates

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Getting Started User Guide, Release 14.7.1.0.0

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# Preface

## Purpose

This guide helps to get started with Oracle Banking applications. It 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 read in conjunction with Common Core, Security Management System, and other application user guides.

## Audience

This guide is intended for the Customer Service Representatives (CSR) and staff responsible for setting up new products in your bank.

## List of Topics

This guide is organized as follows:

**Table 1 List of Topics**

Topics	Description
<a href="#">Application Access</a>	This topic provides the information about the installation of different kinds of services.
<a href="#">Application Environment</a>	This topic provides the information about different types of screen environment.
<a href="#">How to's</a>	This topic provides the information about how to access the screens.
<a href="#">Screen/Dashboard</a>	This topic provides the information about the Screens / Dashboard.
<a href="#">Common Fields</a>	This topic provides the information about the common fields.
<a href="#">Common Buttons/Icons</a>	This topic provides the information about the common buttons.

# 1

## Application Access

This topic describes about the application access.

The user can access any application using the link provided by the administrator. Please contact the administrator for URL and the login credentials.

For more information on Users and Roles, refer to **Oracle Banking Security Management System User Guide**.

### Sign In

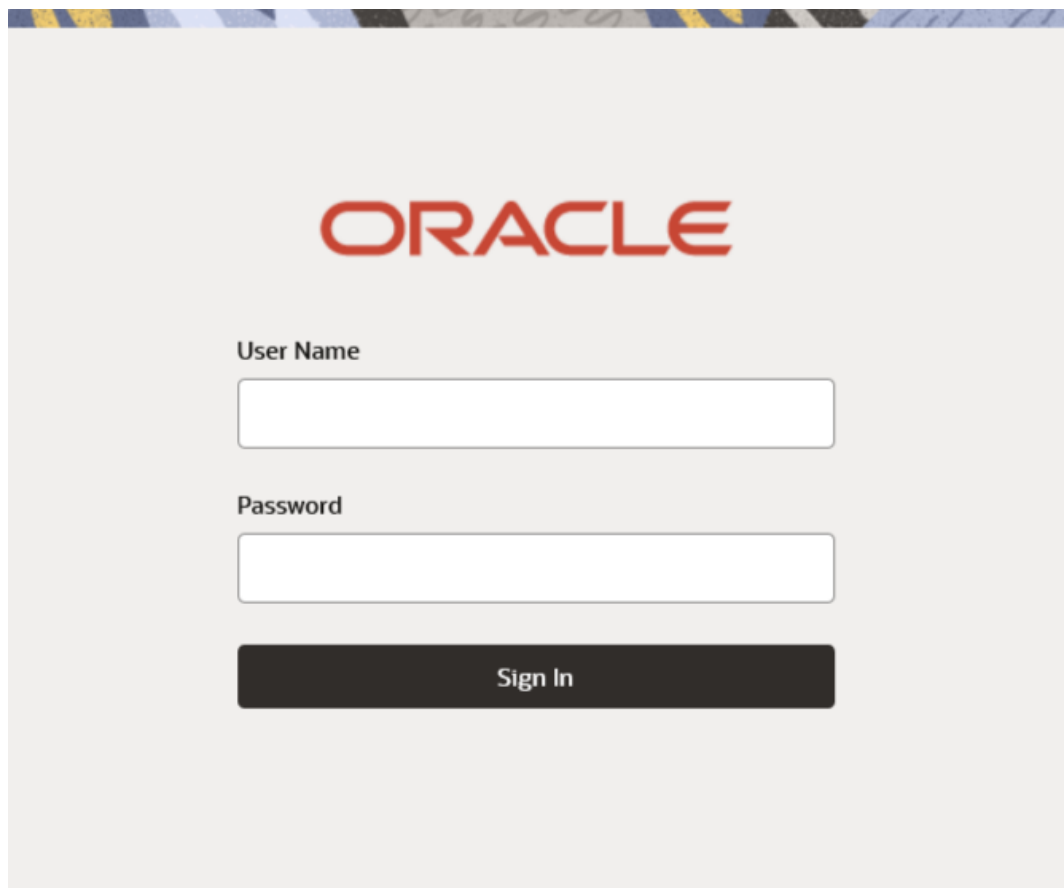
This topic describes the systematic instruction to sign in to the application.

Make sure that the valid user name and password are created for the user.

1. Specify the URL in the browser address and press **Enter**.

The **Sign In** screen displays.

**Figure 1-1 Sign In**



The screenshot shows the Oracle Sign In interface. At the top, the Oracle logo is displayed in red. Below the logo, the text 'User Name' is positioned above a white rectangular input field. Further down, the text 'Password' is positioned above another white rectangular input field. At the bottom of the form, there is a black rectangular button with the text 'Sign In' in white.

2. Specify **User Name** and **Password**.

For more information on fields, refer to field description table.

**Table 1-1 Sign In - Field Description**

Field	Description
<b>User Name</b>	Specify the user name provided by the administrator.
<b>Password</b>	Specify the <i>password</i> provided by the administrator.

3. Click **Sign In** to login to the application. The **Home** screen displays.

## Sign Out

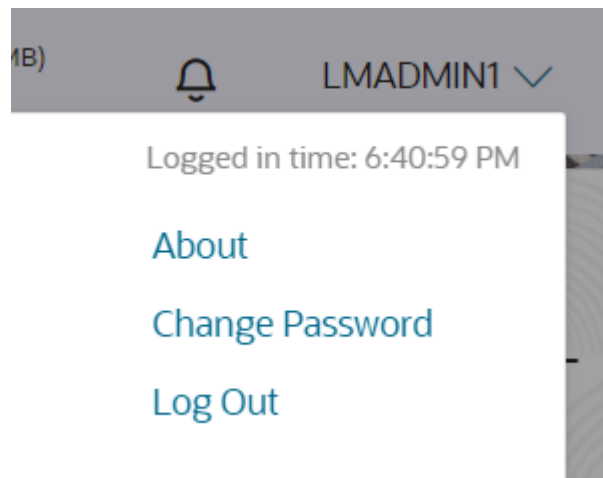
This topic describes the systematic instruction to sign out from the application.

Make sure that all the fields are entered and saved.

1. In the selected application, navigate to toolbar.
2. From toolbar, click the user name logged into the application.

The **User Profile** fly-out screen displays.

**Figure 1-2 Sign Out**



3. Click **Log out** to sign out from the application.  
The application logs out.

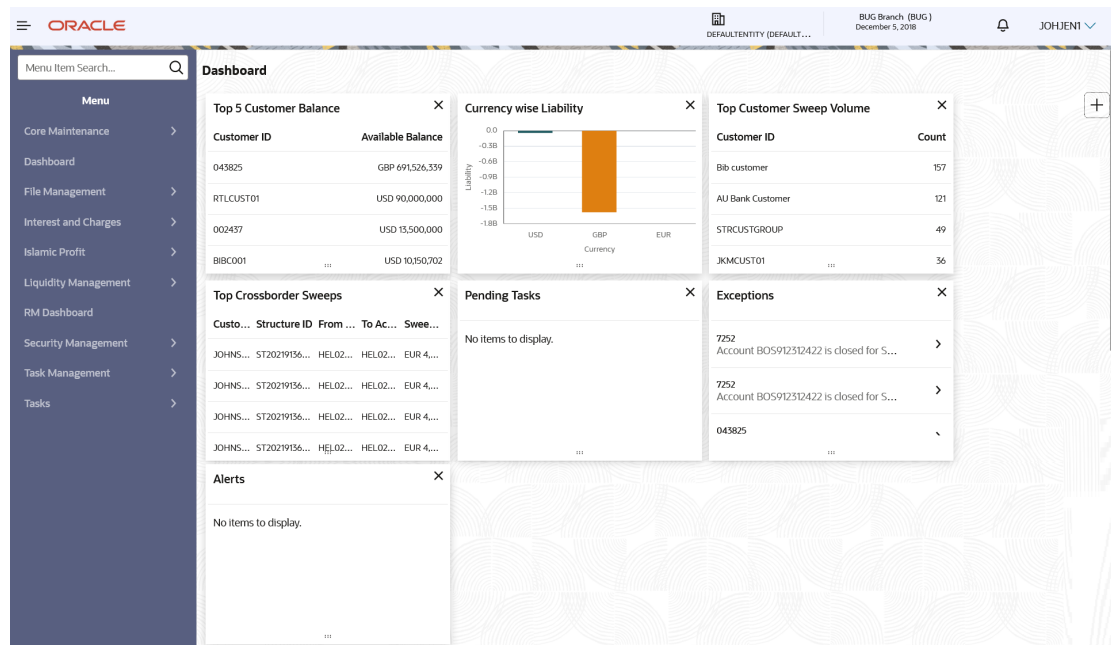
# 2

## Application Environment

This topic describes about application environment.

On successful login, the application environment screen displays depending on the user privileges.

**Figure 2-1 Application Environment**



For more information on fields, refer to the field description table.

**Table 2-1 Application Environment – Field Description**

Field	Description
<b>Hamburger Menu</b>	Click expand/collapse the menu.
<b>Menu</b>	Click to navigate/open the screens associated with the application.
<b>Sub-Menu</b>	Click to navigate/open the screens associated with the application. These are screens associated with the menu depending on the user privileges.
<b>Display Grid</b>	Displays the screens/dashboards.
<b>Bank Name</b>	Displays the name of the bank.
<b>Branch Code</b>	Displays the branch associated with the bank. Click to select the branches associated with the logged in user.
<b>Application Date</b>	Displays the last performed application date of branch's EOD.



**Table 2-1 (Cont.) Application Environment – Field Description**

Field	Description
User Profile	Displays the user profile related options and actions are available.

## Maintenance Screen

This topic describes about the various components in the maintenance screen.

Depending on the access/permission provided to the logged-in user, the user can access the create screen. The create screen allows the user to create/configure the new records using the fields associated with the selected create screen. These new records can also be saved.

**Figure 2-2 Maintenance Screen**

For more information on fields, refer to the field description table.

**Table 2-2 Maintenance Screen – Field Description**

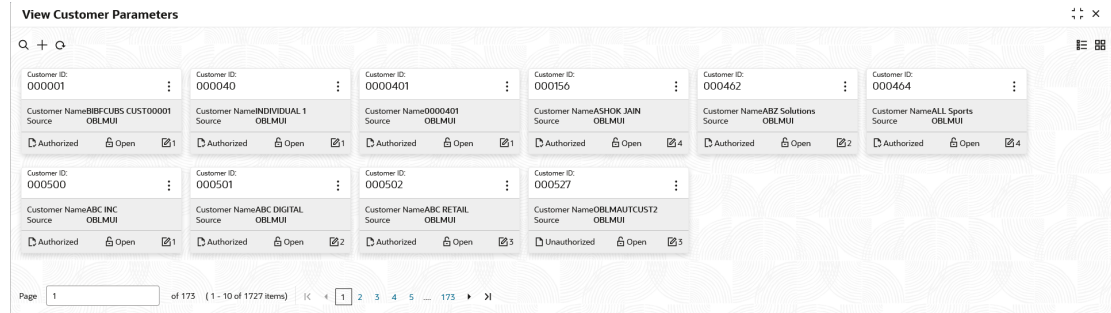
Field	Description
<b>Fields</b>	Displays the fields associated with the selected create screen. There are several types of fields such as text box, drop-down, and so on. These fields are either mandatory or options fields. For more information, refer to <b>Mandatory and Optional Fields</b> .
<b>Tile bar</b>	Displays the name of the screen, minimize, and remove actions. For more information, refer to <b>Minimizing Records</b> and <b>Closing Records</b> .
<b>Save</b>	Click to save the entered details.
<b>Cancel</b>	Click to cancel the entered details.

## Summary Screen

This topic describes about the various components on the summary screen.

Depending on the access/permission provided to the logged in user, the user can access the summary screen. The summary screen provides the information about the configured records, where the user can perform few common actions and view the records.

**Figure 2-3 Summary Screen**



**Table 2-3 Summary Screen – Field Description**

Field	Description
<b>Search</b>	Click to search/view a record.
<b>Refresh</b>	Click to refresh all configured records.
<b>Add</b>	Click to create/configure a new record.
<b>Pagination</b>	Displays the number of items available and its page numbers.
<b>Title bar</b>	Displays the name of the screen, minimize, and remove actions. For more information, refer to <b>Minimizing Records</b> and <b>Closing Records</b> .
<b>Records</b>	Displays the configured records. The user can view the records in different format. For more information, refer to <b>Viewing Records</b> .
<b>Tile view</b>	Displays the configured records in the tile format.
<b>List view</b>	Displays the configured records in the list format.

# 3

## How to's

This topic describes about the different types of actions that the user can perform in the application.

As a new user, the user need to perform a set of tasks that are similar in all the screens such as view, edit, delete existing records, and more.

When the user is working with records, it is important to remember that any records that user create, view, edit, delete, and more are determined by administrator settings such as user profile or permission set. Work with the administrator to ensure that the user have access to the records and data.

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

This topic contains the following subtopics:

### Access the Records

This topic provides the systematic instructions to access the records.

The user can access the screens on the permissions/rights provided for the user.

Specify **User ID** and **Password**, and login to **Home** screen.

1. Navigate to the hamburger menu.  
By default, the hamburger menu is expanded.
2. Click <sub-menu>, and click <name of the screen>.  
The screens associated with the sub-menu displays.
3. Click Create <name of the screen>.  
The Create <name of the screen> screen displays. The user can create/configure the new records.
4. Click View <name of the screen>.  
The View <name of the screen> screen displays. The user can view the configured records.

### View Records

This topic describes about the various formats to view the records.

The user can view the summary of all configured records in the selected summary screen. This helps the user to find the required record faster.

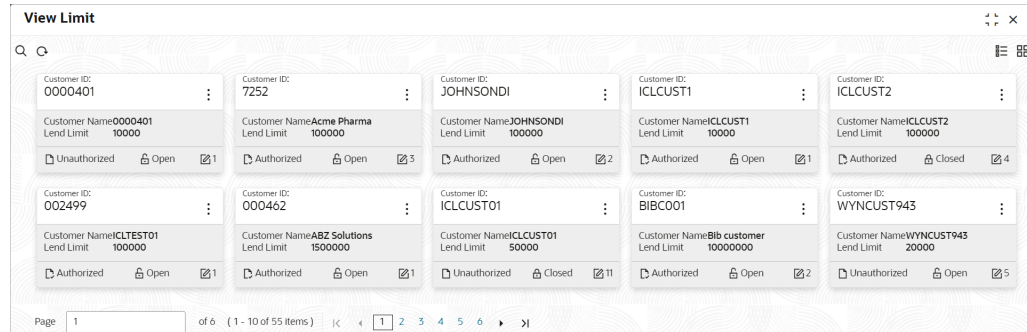
The various formats to view the records are as follows:

## Tile View

This topic describes about viewing the records in 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. The user can click a tile to open a record in a full screen and view the details.

**Figure 3-1 Tile View**

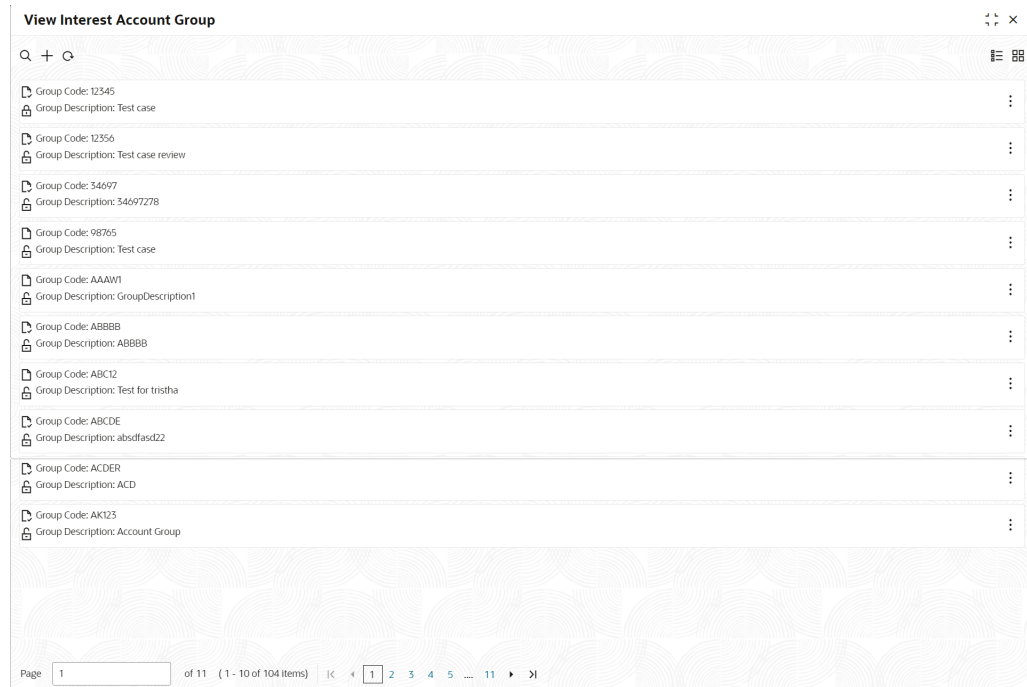


## List View

This topic describes about viewing the records in list view.

On the maintenance screen, click **List View** icon to view the records that appear in a list view.

**Figure 3-2 List View**



## Search the Records

This topic provides the systematic instructions to search the records.

1. Navigate to **View** screen.
2. Click **Search** button.

The fields associated with the screen displays.

**Figure 3-3 Search**

The image shows a 'Search Filter' dialog box with a close button (X) in the top right corner. Below the title bar, there are four input fields: 'Group Code' (text), 'Group Description' (text), 'Authorization Status' (dropdown), and 'Record Status' (dropdown). At the bottom of the dialog, there are two buttons: 'Search' and 'Reset'.

3. Specify the required fields associated with the selected screen.
4. Click **Search**.

The requested record displays.

## Edit the Records

This topic provides the systematic instructions to edit the records.

Make sure you have the privileges to know the guidelines to modify the records.

1. In a selected **View** screen, click a record to make the required changes.
2. Click **Save** to save the modified record.

## Create / Configure the Records

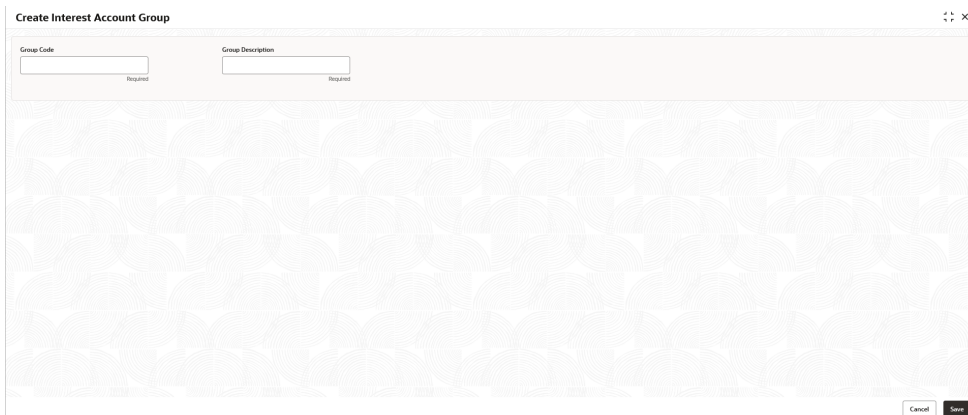
This topic provides the systematic instructions to create / configure the records.

The user can create / configure records in any of the two ways:

1. In the selected **Summary** screen, click **Add** to create / configure a record.
2. On the **menu**, select a **sub-menu** and click **<Create name of the screen>**.

The **Create Interest Account Group** screen shown for reference.

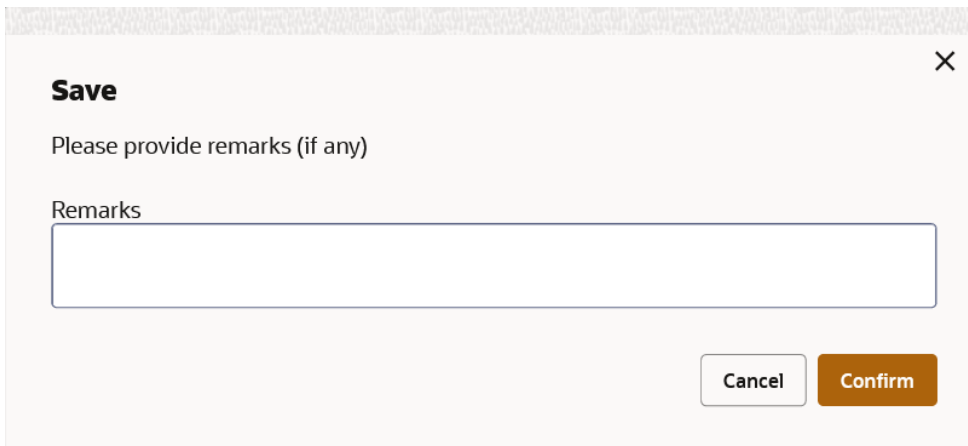
**Figure 3-4 Create Interest Account Group**



3. Specify the required details in the respective fields.
4. Click **Save**.

The **Save - Confirmation Message** popup screen displays.

**Figure 3-5 Save - Confirmation Message**



5. Specify the remarks on the **Remarks** field.

6. Click **Confirm** to save the details.  
The record is created and the maker remarks can be viewed in **Audit** screen. Refer [Audit the Records](#) topic for the detailed explanation.
7. Click **Cancel** to discard the changes.

## Copy the Records

This topic provides the systematic instructions to copy the record.

1. Navigate to **View** screen.
2. Click the record that need to copy.
3. Click **Copy** to copy the selected record details and do the required changes to the record.
4. Click **Save** to save the copied record.

## Unlock the Records

This topic provides the systematic instructions to unlock the record.

1. Navigate to **View** screen.
2. Click the record that need to unlock.
3. Click **Unlock** to unlock the selected record details and do the required changes to the record.
4. Click **Save**.  
The modified record is saved.

## Reopen the Records

This topic provides the systematic instructions to reopen the record.

1. Navigate to **View** screen.
2. Click on the record that need to reopen.
3. Click **Reopen**.  
The **Confirmation** screen displays.
4. Specify a remark.
5. Click **Confirm** to reopen the record.

## Delete the Records

This topic provides the systematic instructions to delete the record.

Make sure that the have privileges and know the guidelines for deleting the records.

1. Navigate to **View** screen.
2. Click the record that need to delete.
3. Click **Delete**.

The selected record is deleted.

## Print the Records

This topic provides the systematic instructions to print the record.

1. Navigate to **View** screen.
2. Click the record that need to print.
3. Click **Print** to view the record in a print format.

The selected record is printed.

## Authorize the Records

This topic provides the systematic instructions to authorize the record.

1. Navigate to **Summary** screen.



2. Click icon on the unauthorized record which needs to be actioned.
3. Click **Authorize**.

The authorized records associated with the screen displays.

**Figure 3-6 Authorize**



4. Click **View** to view the record.

### Note:

If the **Enforce View before Authorize** toggle is enabled in **View Account Parameters** screen, the user must view the record before authorizing the record.

5. Click **Cancel** to cancel the authorization of the record.
6. Select the required modification number that must be approved/rejected.



 **Note:**

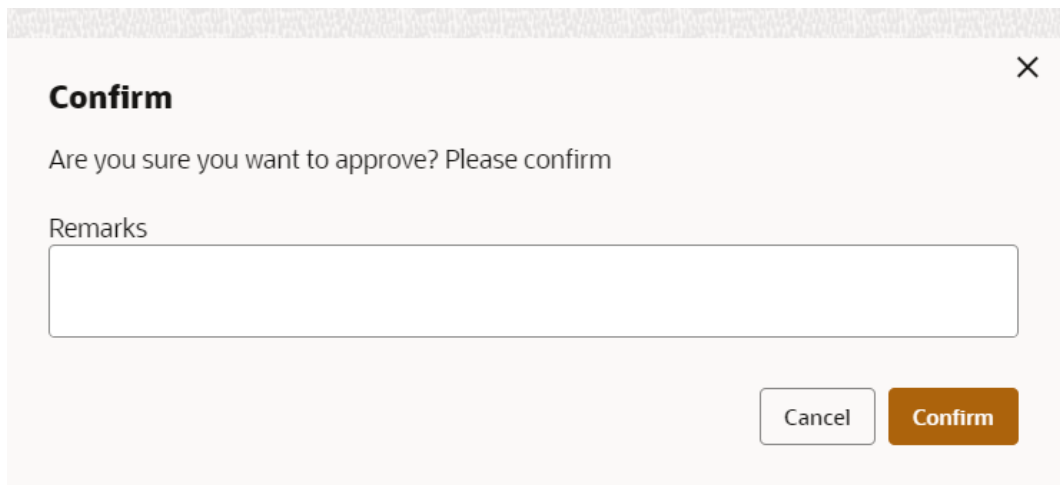
- If the lower modification has to be rejected, all the higher modifications (if any) must also be rejected.
- If the higher modification has to be approved, all the lower modifications (if any) must also be approved.

**To authorize the record:**

7. Select the required record that must be authorized.
8. Click **Approve** to authorize the record.

The **Authorize - Confirmation Message** popup screen displays.

**Figure 3-7 Authorize - Confirmation Message**



**Confirm** ✕

Are you sure you want to approve? Please confirm

Remarks

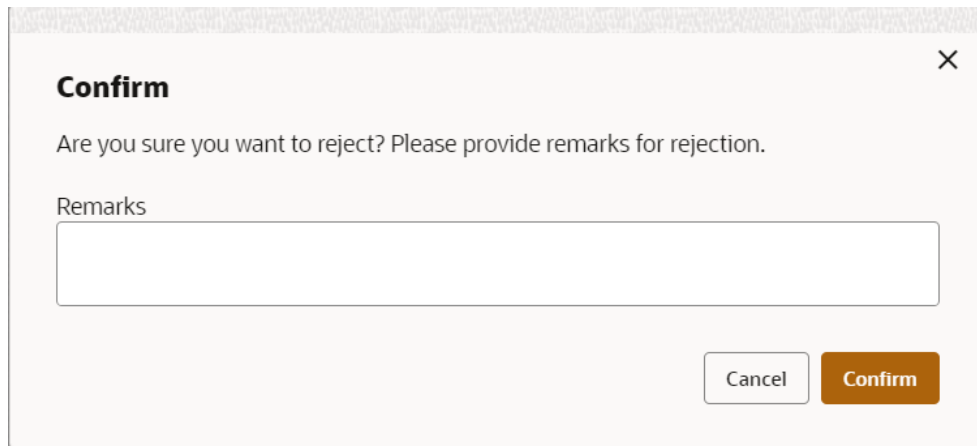
9. Specify the authorization remarks in the **Remarks** field.
10. Click **Confirm** to confirm the authorization of the record.
11. Click **Cancel** to discard the authorization of the record.

**To reject the record:**

12. Select the required record that must be rejected.
13. Click **Reject** to reject the record.

The **Reject - Confirmation Message** popup screen displays.

**Figure 3-8 Reject - Confirmation Message**



14. Specify the rejection remarks in the **Remarks** field.

 **Note:**

The Remarks is mandatory while rejecting the record.

15. Click **Confirm** to reject the record.  
The selected record is rejected and the rejection remarks can be viewed in **Audit** screen. Refer [Audit the Records](#) topic for the detailed explanation.
16. Click **Cancel** to discard the rejection of the record.

## Minimize and Maximize the Records

This topic provides the systematic instructions to minimize and maximize the records.

1. Navigate to **View** screen.
2. Click **Collapse** to minimize the screen.  
The minimized screen displays at the bottom left corner of the screen.
3. Click **Maximize** button to maximize the screen.  
The screen is maximized.

## Close the Records

This topic provides the systematic instructions to close the records.

1. Navigate to **View** screen.
2. Click **Remove** button to close the record.  
The selected record is closed.

 **Note:**

If the user is in the middle of creating/modifying the records, an error/warning message appears prompting to save the changes.







## Audit the Records

This topic provides the systematic instructions to audit the record.

1. Navigate to **View** screen.
2. Click **Audit** to view the change history of the record.

The **Audit** detail popup screen displays.

**Figure 3-9 Audit**

<b>Maker</b>	<b>Checker</b>
 SAJI02	 AUTOBLM1
 November 1, 2021 at 5:42:12 AM	 March 30, 2018 at 7:48:27 AM
<b>Status</b>	<b>Modification No</b>
 Authorized	2
 Closed	<a href="#">Show History</a>

3. Click **Show History** hyperlink to view the modification history of the record.

 **Note:**

This hyperlink appears only if the **Modification Number** is greater than 1.

The **Modification History** popup screen displays in the reverse chronological order.

**Figure 3-10 Modification History**

[Back](#)

<b>Modification No:</b> 3 <b>Authorization Status:</b> Unauthorized <b>Record Status:</b> Open	<b>Maker:</b> ADMINUSER1 <b>Maker Remarks:</b> OVERDRAFT AMOUNT CHANGED <b>Maker Date Time:</b> April 9, 2018 at 11:50:44 AM	<b>Checker:</b> <b>Checker Remarks:</b> OVERDRAFT AMOUNT VERIFIED <b>Checker Date Time:</b>
<b>Modification No:</b> 2 <b>Authorization Status:</b> Authorized <b>Record Status:</b> Closed	<b>Maker:</b> ADMINUSER1 <b>Maker Remarks:</b> close <b>Maker Date Time:</b> April 9, 2018 at 6:30:03 PM	<b>Checker:</b> ADMINUSER1 <b>Checker Remarks:</b> Auto Authorize <b>Checker Date Time:</b> April 9, 2018 at 6:30:03 PM
<b>Modification No:</b> 1 <b>Authorization Status:</b> Authorized <b>Record Status:</b> Open	<b>Maker:</b> ADMINUSER1 <b>Maker Remarks:</b> - <b>Maker Date Time:</b> April 9, 2018 at 4:20:33 AM	<b>Checker:</b> ADMINUSER1 <b>Checker Remarks:</b> - <b>Checker Date Time:</b> April 9, 2018 at 4:20:33 AM

Page 1 of 1 (1-3 of 3 items) < < 1 > >

4. Click **Back** to navigate to the previous screen.
5. Click anywhere the screen to close the audit detail popup screen.

# 4

## Screen/Dashboard

This topic describes about the various components in Screen / Dashboard.

This topic contains the following subtopics:

### Pagination

This topic describes about the pagination details in the screen.

The pagination displays the number of records on the bottom left corner of the selected view screen. The number of pages appears depending on the records available. The user can navigate to the first page, last page, previous page, or next page using the numbers options.

### Mandatory and Optional Fields

This topic describes about the mandatory and optional fields in the screen.

The user can identify the mandatory field with the **Required** text. Once the value is captured, the **Required** text will disappear. If the user tries to save the record without providing all the mandatory fields, the fields are highlighted with the error message at the bottom of the fields.

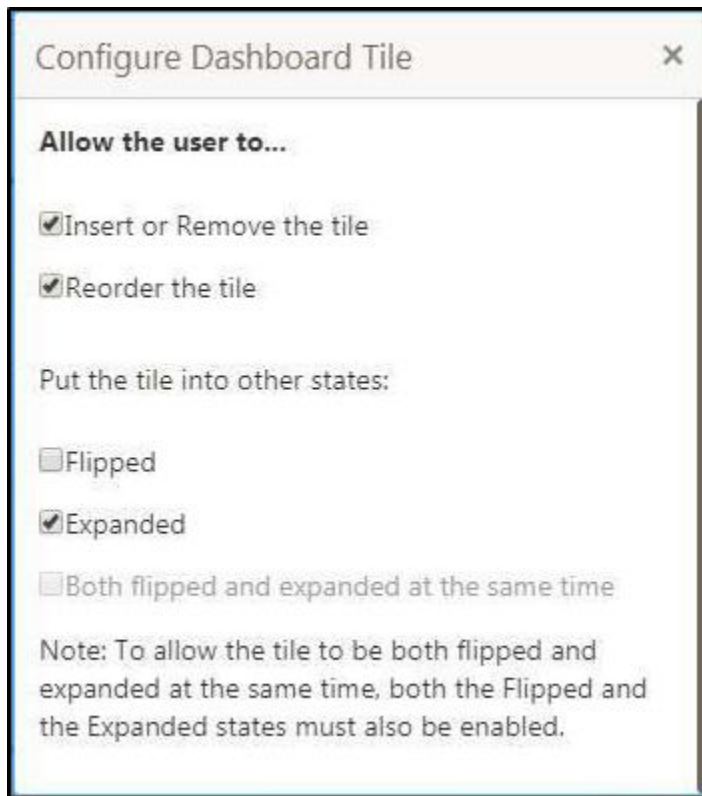
### Configure Tile

This topic describes the systematic instructions to configure the dashboard tile.

1. On the Dashboard, click **Configure Tile**.

The **Configure Dashboard Tile** pop-up screen displays.

Figure 4-1 Configure Dashboard Tile



2. On **Configure Dashboard Tile**, select the required options.  
For more information on fields, refer to the field description table.

Table 4-1 Configure Dashboard Tile - Field Description

Field	Description
<b>Insert or Remove the tile</b>	If selected, the user can remove the dashboard widget from the dashboard-landing page.
<b>Reorder the tile</b>	If selected, the user can rearrange the dashboard widget in the dashboard-landing page.
<b>Flipped</b>	If selected, the user can flip the dashboard widget for more information.
<b>Expanded</b>	If selected, the user can expand the dashboard widget in the dashboard landing page.
<b>Both flipped and expanded at the same time</b>	If selected, the user can flip and expand the dashboard widget in the dashboard landing page.

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

## Remove Tile

This topic describes the systematic instructions to remove the dashboard tile.

- Click **Remove** to remove the dashboard widget from the landing page.

The removed widgets are available under the **Add Tiles** option.

## Reorder Tile

This topic describes the systematic instructions to reorder the dashboard tile.

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

## Expand Tile

This topic describes the systematic instructions to expand the dashboard tile.

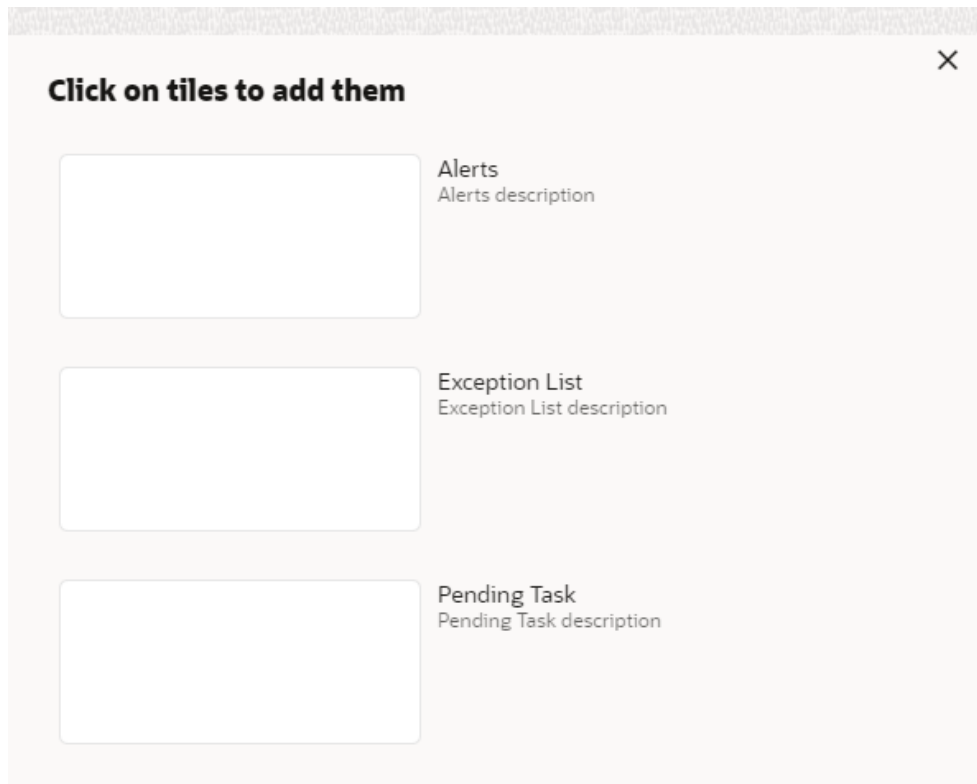
- Click **Expand Tile** to view all the information of the dashboard widget. The expanded widget displays on a complete row to view more information.

## Add Tile

This topic describes the systematic instructions to add the dashboard tile.

1. Click **Add Tiles to Dashboard** to add more available dashboard widget to the dashboard landing page. The **Click on tiles to add them** screen displays.

Figure 4-2 Click on tiles to add them



2. Click on the dashboard that the user wants to add to the dashboard-landing page. The page is automatically refreshed and displays the added dashboard widget.



# 5

## Common Fields

This topic provides the information about all the common fields used in the application.

The list of common fields are as follows.

**Table 5-1 Common Fields**

Field	Description
<b>Branch Code</b>	The user can select a configured branch code which the user wants to associate with the selected screen.
<b>Maker</b>	Displays the name of the logged in user who created the record.
<b>Customer Number</b>	The user can select a configured customer number which the user wants to associate with the selected screen. The user can configure the customer number using the <b>Create External Customer</b> screen.
<b>Account Number</b>	The user can select a configured account number which the user wants to associate with the selected screen. The user can configure the account number using the <b>Create External Customer Account</b> screen.
<b>Source System</b>	The user can select a configured source system which the user wants to associate with the selected screen. The user can configure the source system using the <b>Create Upload Source</b> screen.
<b>Host Code</b>	The user can select a configured host code which the user wants to associate with the selected screen. The user can configure the host code using the <b>Create Host Code</b> screen.
<b>Currency</b>	The user can select a configured currency which the user wants to associate with the selected screen. The user can configure the currency using the <b>Create Currency Definition</b> screen.
<b>Status</b>	Displays the status of the record: <ul style="list-style-type: none"><li>• <b>Authorized:</b> The record is verified and authorized.</li><li>• <b>Unauthorized:</b> The record is not verified.</li><li>• <b>Rejected:</b> The record is rejected.</li><li>• <b>Open:</b> The record is open and waiting for verification.</li><li>• <b>Locked:</b> The record is locked.</li><li>• <b>Closed:</b> The record is closed.</li></ul>

# 6

## Common Buttons/Icons

This topic provides the information about all the common buttons/icons used in the application.

The list of common buttons and icons are as follows.

**Table 6-1 List of Buttons/Icons**

<b>Button/Icon</b>	<b>Description</b>
<b>New</b>	Creates a new record for the selected screen.
<b>Query</b>	View all the configured records for the selected screen.
<b>Unlock</b>	Unlock the configured record for the selected screen.
<b>Search</b>	Search the configured record and select the required record for the selected screen.
<b>Copy</b>	Copy the configured record, modify the details, and save with a different name for the record.
<b>Delete</b>	Remove the configured record for the selected screen.
<b>Reopen</b>	Reopens a closed record for the selected screen.
<b>Close</b>	Closes the configured record for the selected screen.
<b>Print</b>	Print view the configured record for the selected screen.
<b>Authorize</b>	Authorize the configured record for the selected screen.
<b>Reject</b>	Rejects the configured record for the selected screen.
<b>Collapse</b>	Minimises the opened screen to the bottom left corner of the screen.
<b>Remove</b>	Closes the opened screen.
<b>Audit</b>	Check the history of the configured records for the selected screen.
<b>Save</b>	Save the configured record for the selected scree
<b>Cancel</b>	Discard the configured record before saving it.
<b>+</b>	Add a row in the grid to provide the required record for the selected screen.
<b>-</b>	Remove a row in the grid for the selected screen.
<b>&gt;</b>	Select a record and move it to the required selected list grid.
<b>&lt;</b>	Select a record and move it back to the available list grid.
<b>&gt; </b>	Move all the available list of records to the selected list of grid.
<b> &lt;</b>	Move back all the selected list of records to the available list of grid.

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