

Oracle® Banking Supply Chain Finance

Oracle Banking Getting Started User Guide



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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 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.

Documentation Accessibility

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Diversity and Inclusion

Oracle is fully committed to diversity and inclusion. Oracle respects and values having a diverse workforce that increases thought leadership and innovation. As part of our initiative to build a more inclusive culture that positively impacts our employees, customers, and partners, we are working to remove insensitive terms from our products and documentation. We are also mindful of the necessity to maintain compatibility with our customers' existing technologies and the need to ensure continuity of service as Oracle's offerings and industry standards evolve. Because of these technical constraints, our effort to remove insensitive terms is ongoing and will take time and external cooperation.

Conventions

The following text conventions are used in this document:

| Convention | Meaning |
|-----------------|--|
| boldface | Boldface type indicates graphical user interface elements associated with an action, or terms defined in text or the glossary. |
| <i>italic</i> | Italic type indicates book titles, emphasis, or placeholder variables for which you supply particular values. |
| monospace | Monospace type indicates commands within a paragraph, URLs, code in examples, text that appears on the screen, or text that you enter. |

Related Resources

For more information, refer to the following resources:

- *Oracle Banking Common Core User Guide*
Oracle Banking Security Management System User Guide
Tasks User Guide
Supply Chain Finance User Guide
Receivables and Payables User Guide
-

Screenshot Disclaimer

Personal information used in the interface or documents is dummy and does not exist in the real world. It is only for reference purposes.

1

Access Application

The user can access any application using the link provided by the administrator. 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*.

1.1 Sign In

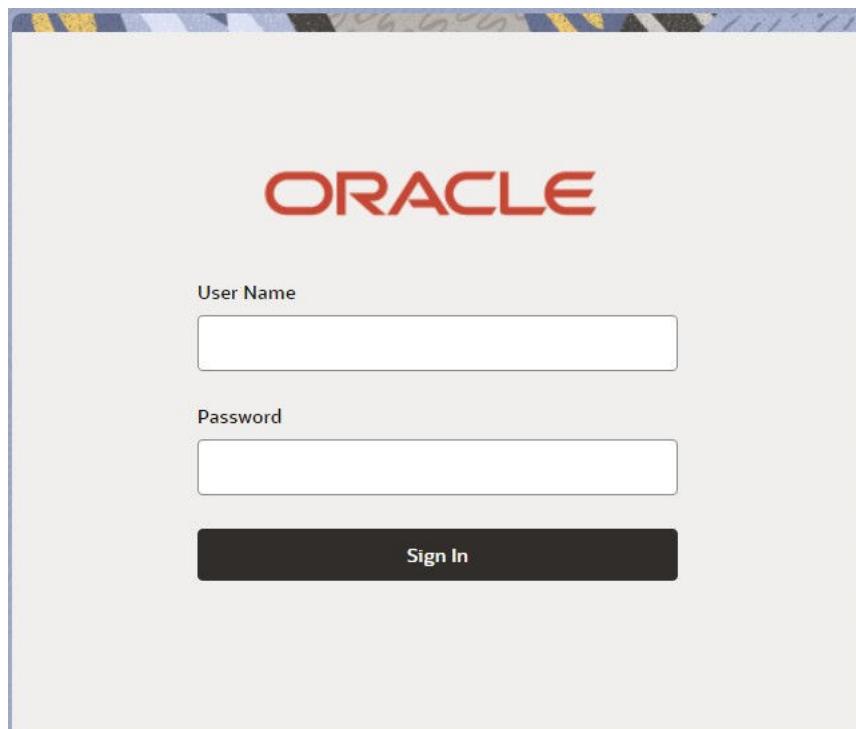
This topic provides systematic instructions to sign in to the application.

Make sure that a valid user name and password is 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



2. Specify the required fields on **Sign In** screen.

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

Table 1-1 Sign In – Field Description

| Field | Description |
|------------------|--|
| User Name | Specify the user name provided by the administrator. |
| Password | Specify the password provided by the administrator. |

3. Click **Sign In** to login to the application.

The **Home** screen displays.

1.2 Sign Out

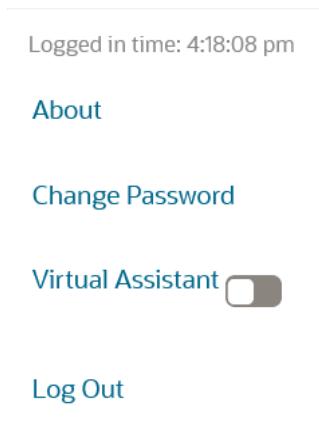
This topic provides systematic instructions to sign out from the application.

Make sure that all the fields are entered and saved.

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

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

Figure 1-2 User Profile



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

The application logs out.

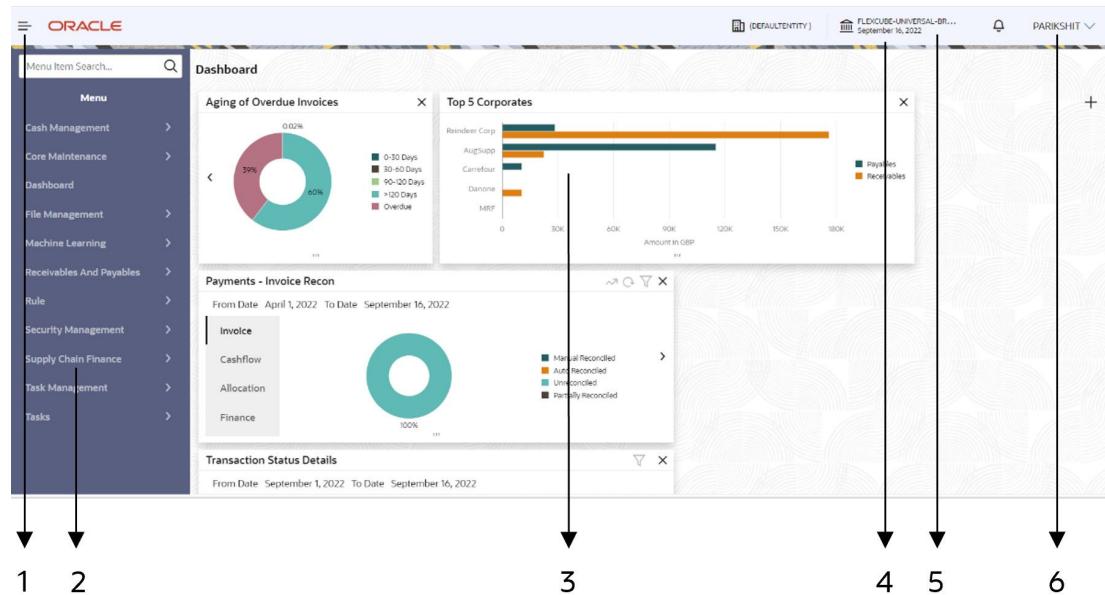
2

Application Environment

This topic describes about the various fields available in the application environment.

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

Figure 2-1 Application Environment



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

| Field | Description |
|-----------------------|--|
| Hamburger Menu | Click to expand/collapse the menu. |
| Menu | Click to navigate/open the screens associated with the application. |
| Sub-Menu | Click to navigate/open the screens associated with the application. These screens are associated with the menu depending on the user privileges. |
| Display Grid | Displays the screens/dashboards. |

| Field | Description |
|-------------------------|---|
| Bank Name | Displays the name of the bank and its branch code. Click to select the branches associated with the logged in user. |
| Application Date | Displays the last performed application date of branch's EOD. |
| User Profile | Displays the user profile related options and actions. |

- [Screen Environment](#) (page 2-2)

2.1 Screen Environment

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

There are three types of screens in the application.

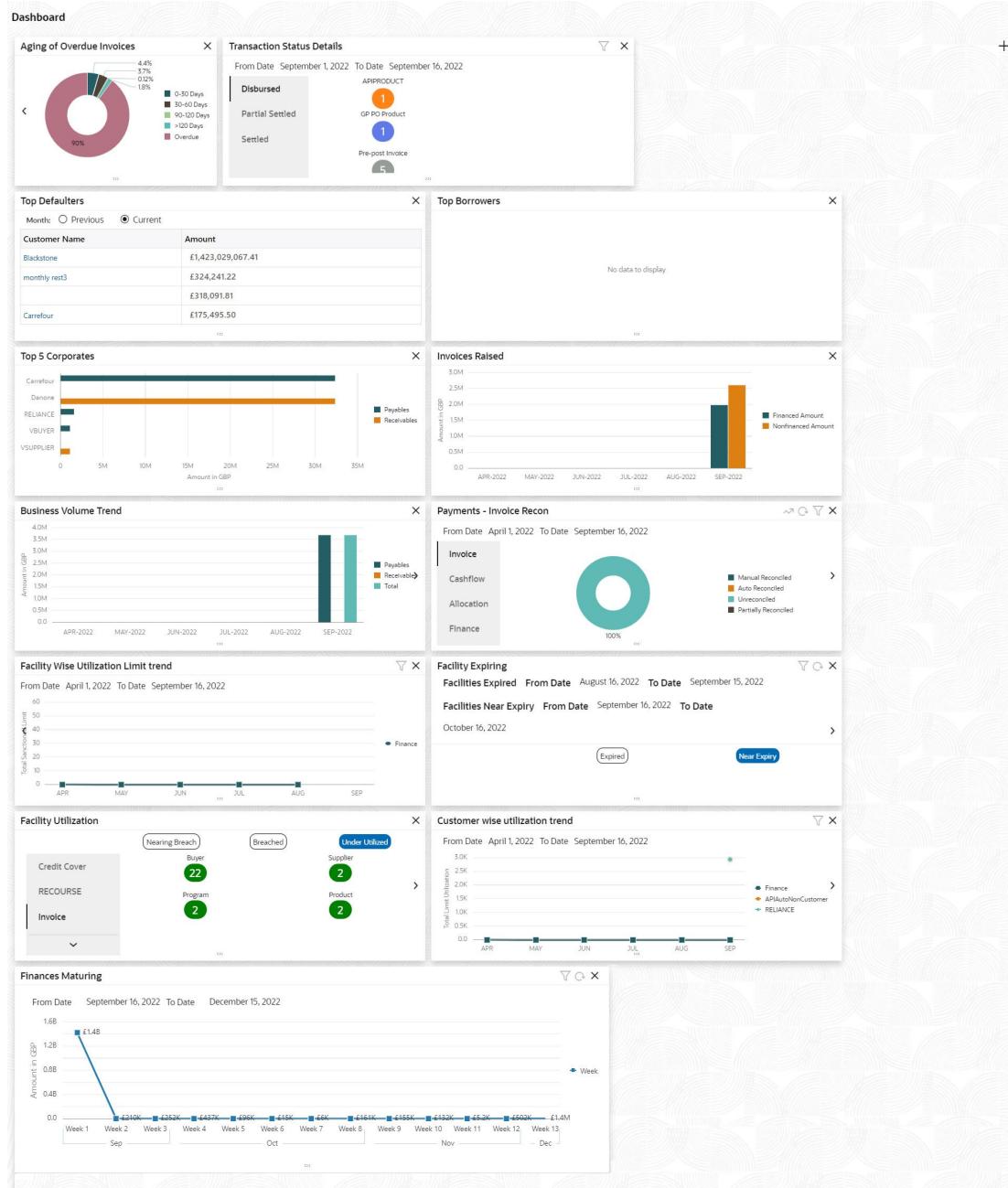
- Dashboard
- Maintenance Screen
- Summary Screen
- [Dashboard](#) (page 2-2)
- [Maintenance Screen](#) (page 2-3)
- [Summary Screen](#) (page 2-4)

2.1.1 Dashboard

This topic describes about the various components in the dashboard.

Depending on the access/permission provided to the logged-in user, the user can view the dashboards associated with the user. These dashboard helps the user to analyze the situation and take the necessary actions.

Figure 2-2 Dashboard

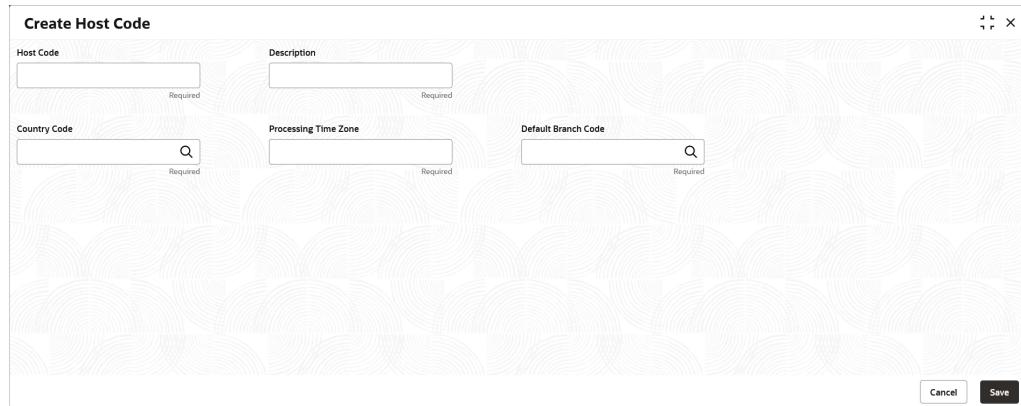


2.1.2 Maintenance Screen

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 Maintenance screen. The Maintenance 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 2-3 Maintenance Screen



The screenshot shows a 'Create Host Code' maintenance screen. The screen has a title bar 'Create Host Code'. It contains four input fields: 'Host Code' (Required), 'Description' (Required), 'Country Code' (Required), and 'Processing Time Zone' (Required). Each field has a search icon. At the bottom right are 'Cancel' and 'Save' buttons.

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

Table 2-1 Maintenance Screen – Field Description

| Field | Description |
|-----------------|---|
| Fields | 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 Mandatory and Optional Fields . |
| Tile bar | Displays the name of the screen, minimize, and remove actions. For more information, refer to Minimizing Records (page 3-13) and Close the Records . |
| Save | Click to Save the entered details. |
| Cancel | Click to reset the entered details. |

2.1.3 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 information about the configured records, where the user can perform few common actions and view the records.

Figure 2-4 Summary Screen

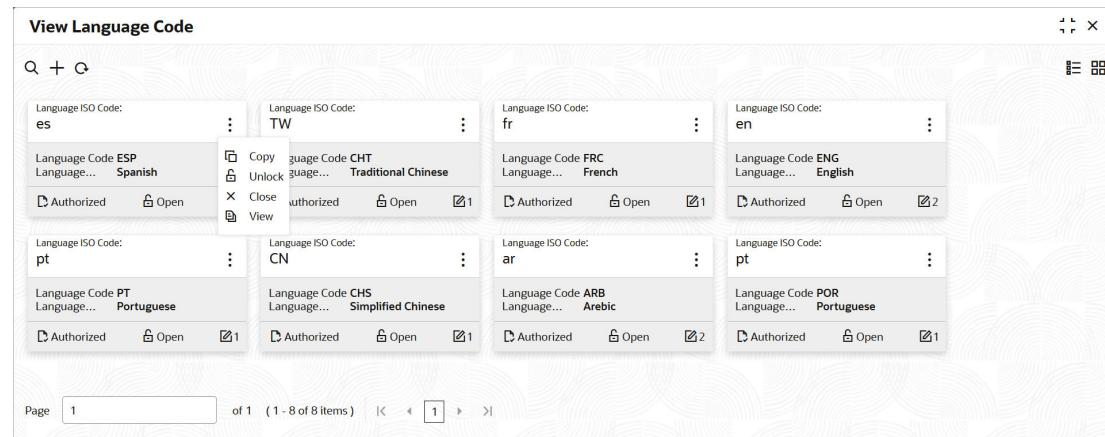


Table 2-2 Summary Screen – Field Description

| Field | Description |
|-------------------|--|
| Search | Click to search/view a record. |
| Refresh | Click to refresh all configured records. |
| Add | Click to create/configure a new record. |
| Pagination | Displays the number of items available and its page numbers. |
| Title bar | Displays the name of the screen, minimize, and remove actions. For more information, refer to Minimizing Records (page 3-13) and Close the Records . |
| Records | Displays the configured records. The user can view the records in different format. For more information, refer to View the Records (page 3-2). |
| Tile view | Displays the configured records in the tile format. |
| List view | Displays the configured records in the list format. |

How to's

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

As a new user, you 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, you have learned how to work with your records, you might want to explore more advanced features.

This topic contains the following subtopics:

- [Access the Records](#) (page 3-1)
- [View the Records](#) (page 3-2)
- [Search the Records/Transactions](#) (page 3-4)
- [Refresh the Records](#) (page 3-7)
- [Create/Configure the Records](#) (page 3-7)
- [Copy the Records](#) (page 3-8)
- [Unlock the Records](#) (page 3-8)
- [Reopen the Records](#) (page 3-8)
- [Delete the Records](#) (page 3-9)
- [Print the Records](#) (page 3-9)
- [Authorize the Records/Transactions](#) (page 3-9)
- [Minimize and Maximize the Records](#) (page 3-13)
- [Close the Records](#) (page 3-13)
- [Audit the Records](#) (page 3-14)

3.1 Access the Records

This topic provides 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 appears.

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.

3.2 View the 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 you to find the required record faster.

The various formats to view the records are as follows:

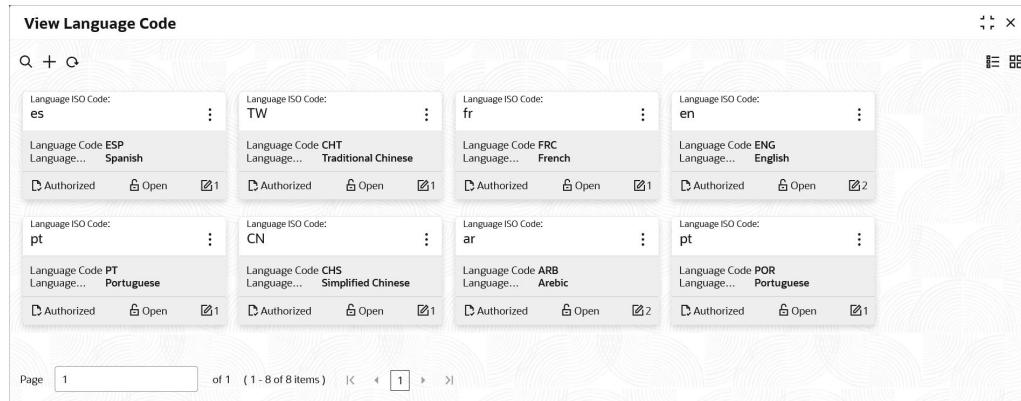
- [Tile View \(page 3-2\)](#)
- [Tile View with Context Menu \(page 3-2\)](#)
- [List View \(page 3-3\)](#)

3.2.1 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

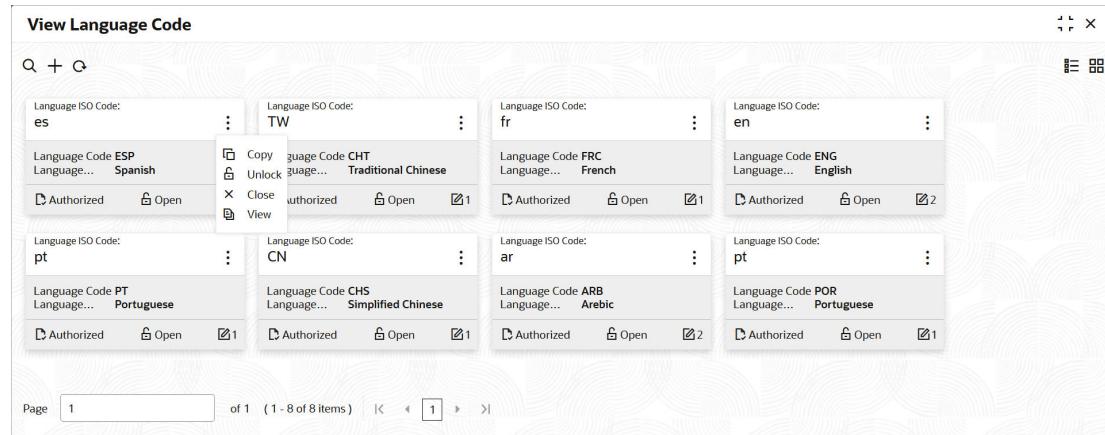


3.2.2 Tile View with Context Menu

This topic describes about viewing the records in tile view with context menu.

Tile view with context menu is similar to any tile view summary record. The context menu allows the user to perform any actions that are associated with the records.

Figure 3-2 Tile View with Context Menu



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

Table 3-1 Tile View with Context Menu - Field Description

| Field | Description |
|----------------------------|---|
| Context Menu | The context menu allows the user to perform actions that are associated with the record. |
| Context Menu Flyout | A list of all actions appears. The list of actions depend on the status of the record. |

3.2.3 List View

This topic describes about viewing the record in list view.

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

The list view displays the configured records in a list format.

1. Navigate to **View** screen.
2. Click **List View** on the action toolbar to view the details.

The **List View** displays with the details.

Figure 3-3 List View

| View Language Code | |
|------------------------------------|------------------------|
| <input type="text"/> | <input type="button"/> |
| Language ISO Code: es | <input type="button"/> |
| Language Code: ESP | <input type="button"/> |
| Language Name: Spanish | <input type="button"/> |
| Language ISO Code: TW | <input type="button"/> |
| Language Code: CHT | <input type="button"/> |
| Language Name: Traditional Chinese | <input type="button"/> |
| Language ISO Code: fr | <input type="button"/> |
| Language Code: FRC | <input type="button"/> |
| Language Name: French | <input type="button"/> |
| Language ISO Code: en | <input type="button"/> |
| Language Code: ENG | <input type="button"/> |
| Language Name: English | <input type="button"/> |
| Language ISO Code: pt | <input type="button"/> |
| Language Code: PT | <input type="button"/> |
| Language Name: Portuguese | <input type="button"/> |

3.3 Search the Records / Transactions

This topic describes the instruction to search the records/transactions.

3.3.1 Search the Records

This topic provides systematic instructions to search the records.

1. Navigate to **Summary - Maintenance** screen.
2. Click **Search** button.

The fields associated with the screen displays.

Figure 3-4 Search - Maintenance

Search Filter X

Language Code

Language Name

Authorization Status

Record Status

Search **Reset**

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

Table 3-2 Search - Field Description

| Field | Description |
|---|--|
| <Specific Search Parameters> | Specify the applicable search parameters for the respective summary screen. |
| Authorization Status | Select the authorization status to filter the records. The available options are: <ul style="list-style-type: none">• Authorized• Unauthorized• Rejected |
| Record Status | Select the record status to filter the records. The available options are: <ul style="list-style-type: none">• Open• In Progress• Closed |

3. Specify the required fields.

4. Click **Search**.

The requested record displays.

3.3.2 Search the Transactions

This topic provides the systematic instructions to search the transactions.

1. Navigate to **Summary - Transaction** screen.
2. Click **Search** button.

The fields associated with the screen displays.

Figure 3-5 Search - Transaction

Search Filter

Branch

Reference

Source Reference

Authorization Status

Transaction Status

Search Reset

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

Table 3-3 Search - Field Description

| Field | Description |
|---|---|
| <Specific Search Parameters> | Specify the applicable search parameters for the respective summary screen. |
| Authorization Status | Select the authorization status to filter the transactions. The available options are: <ul style="list-style-type: none">• Authorized• Unauthorized• Rejected |
| Transaction Status | Select the transaction status to filter the transactions. The available options are: <ul style="list-style-type: none">• Active• Reversed• Pending• Expired |

3. Specify the required fields.
4. Click **Search**.

The requested transaction displays.

3.4 Refresh the Records

This topic provides systematic instructions to refresh the records.

1. Navigate to **Summary** screen.
2. Click **Refresh** button.

The records associated with the screen is updated with the latest details.

3.5 Create / Configure the Records

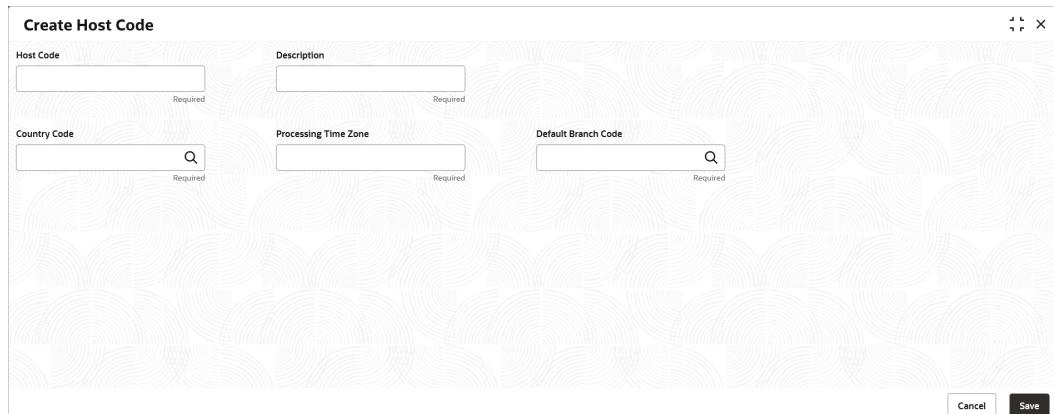
This topic provides systematic instructions to create / configure the records.

The user can create / configure records in any of the three 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 Host Code** screen shown for reference.

Figure 3-6 Create Host Code

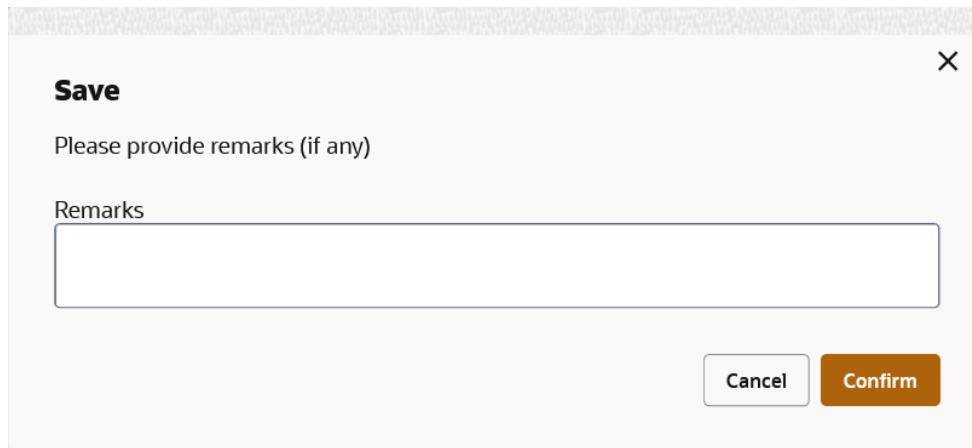


The screenshot shows the 'Create Host Code' screen. It has a title bar and four input fields. The first field is 'Host Code' with a 'Required' label. The second field is 'Description' with a 'Required' label. The third field is 'Country Code' with a 'Required' label and a search icon. The fourth field is 'Processing Time Zone' with a 'Required' label and a search icon. At the bottom right are 'Cancel' and 'Save' buttons.

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

The **Save - Confirmation Message** pop-up screen displays.

Figure 3-7 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](#) (page 3-14) topic for the detailed explanation.

7. Click **Cancel** to discard the changes.

3.6 Copy the Records

This topic provides systematic instructions to copy the record.

1. Navigate to **Summary** screen.
2. Click on the record that needs to be copied.
3. Click **Copy** to copy the selected record details and do the required changes to the record.
4. Click **Save**.

The modified record is saved.

3.7 Unlock the Records

This topic provides systematic instructions to unlock the record.

1. Navigate to **Summary** screen.
2. Click the record that needs to be unlocked.
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.

3.8 Reopen the Records

This topic provides systematic instructions to reopen the record.

1. Navigate to **Summary** screen.
2. Click the record that needs to be reopened.
3. Click **Reopen**.
The **Confirmation** screen displays.
4. Specify a remark.
5. Click **Confirm** to reopen the record.

3.9 Delete the Records

This topic provides systematic instructions to delete the record.

 **Note:**

Make sure that the user have privileges and know the guidelines to delete the records.

1. Navigate to **Summary** screen.
2. Click the **Record** that needs to be deleted.
3. Click **Delete**.

The selected record is deleted.

3.10 Print the Records

This topic provides systematic instructions to print the record.

1. Navigate to **Summary** screen.
2. Click the record that needs to be printed.
3. Click **Print** to view the record in a print format.

The selected record is printed.

3.11 Authorize the Records / Transactions

This topic describes the instruction to authorize the records/transactions.

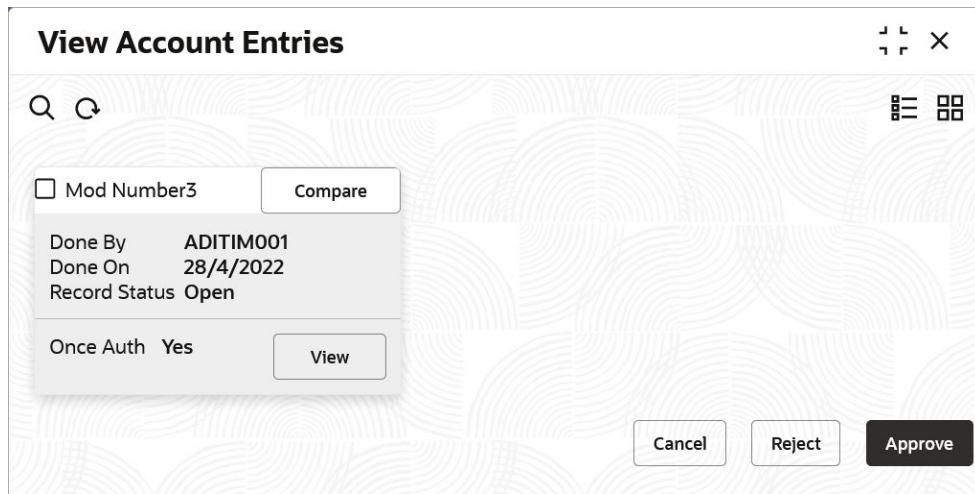
3.11.1 Authorize the Records

This topic provides systematic instructions to authorize the record.

1. Navigate to **Summary - Maintenance** screen.
2. Click **Action** icon on the unauthorized record which needs to be authorized.
3. Click **Authorize**.

The **Authorization** screen displays.

Figure 3-8 Authorization



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

 **Note:**

If the **Enforce View before Authorize** toggle is enabled in **External Bank Parameter Maintenance** screen, the user must view the record before approving or rejecting.

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

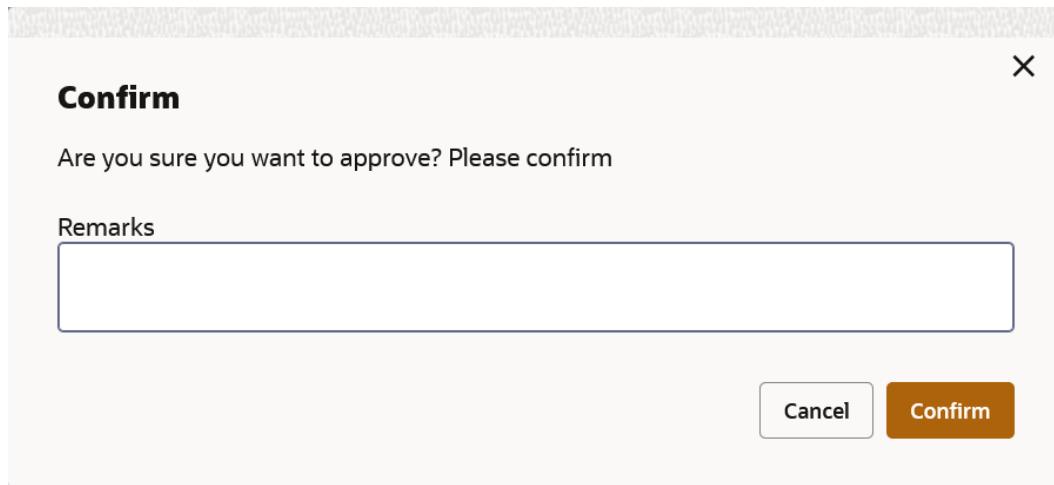
 **Note:**

- 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 approve the record:

7. Click **Approve** to approve the record.

The **Approval Confirmation** pop-up screen displays.



8. Specify the approval remarks in the **Remarks** field.
9. Click **Confirm** to approve the record.

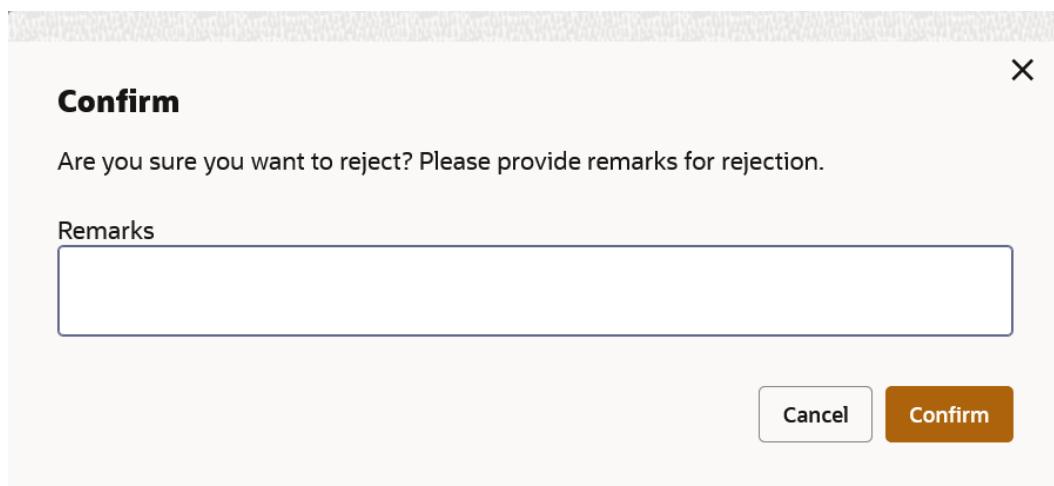
The selected record is approved and the approval remarks can be viewed in **Audit** screen. Refer [Audit the Records](#) (page 3-14) topic for the detailed explanation.

10. Click **Cancel** to discard the approval.

To reject the record:

11. Click **Reject** to reject the record.

The **Rejection Confirmation** pop-up screen displays.



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

 **Note:**

The **Remarks** is mandatory while rejecting the record.

13. 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](#) (page 3-14) topic for the detailed explanation.

14. Click **Cancel** to discard the rejection.

3.11.2 Authorize the Transactions

This topic provides the systematic instructions to authorize the transaction.

1. Navigate to **Summary - Transaction** screen.
2. Click **Action** icon on the unauthorized transaction which needs to be authorized.
3. Click **Authorize**.

The **Authorization** screen displays.

To approve the transaction:

4. Click **Approve** to approve the transaction.

The **Approval Confirmation** pop-up screen displays.

5. Specify the approval remarks in the **Remarks** field.
6. Click **Confirm** to approve the transaction.

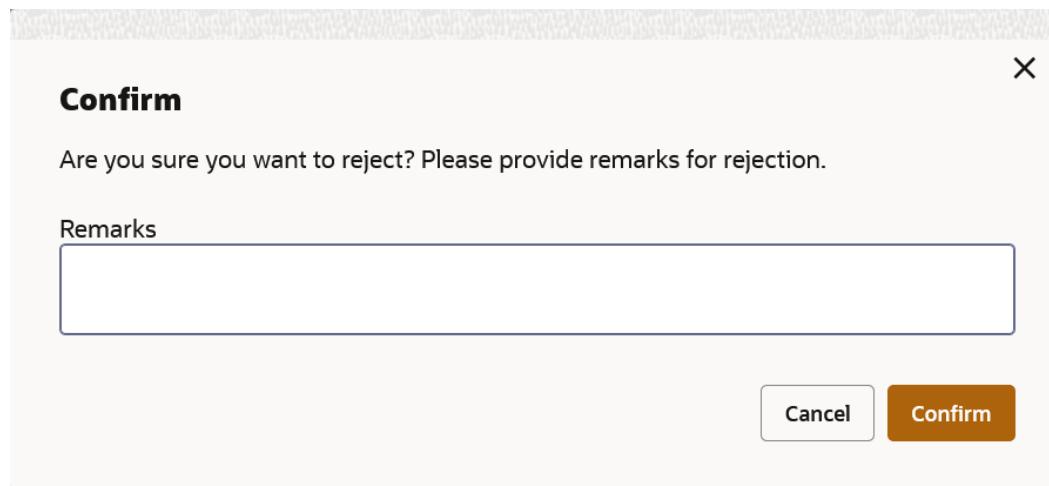
The selected transaction is approved and the approval remarks can be viewed in **Audit** screen. Refer [Audit the Records](#) (page 3-14) topic for the detailed explanation.

7. Click **Cancel** to discard the approval.

To reject the transaction:

8. Click **Reject** to reject the transaction.

The **Rejection Confirmation** pop-up screen displays.



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

 **Note:**

The **Remarks** is mandatory while rejecting the transaction.

10. Click **Confirm** to reject the transaction.

The selected transaction is rejected and the rejection remarks can be viewed in **Audit** screen. Refer [Audit the Records](#) (page 3-14) topic for the detailed explanation.

11. Click **Cancel** to discard the rejection.

3.12 Minimize and Maximize the Records

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

1. Navigate to **Summary** screen.
2. Click **Collapse** to minimize the screen.

The minimized screen appears at the bottom left corner of the screen.

3. Click **Maximize** button to maximize the screen.

The screen is maximized.

3.13 Close the Records

This topic provides systematic instructions to close the record.

1. Navigate to **Summary** 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.

3.14 Audit the Records

This topic provides systematic instructions to audit the record.

1. Navigate to **Summary** screen.
2. Click **Options** icon and click **Unlock** or **View** button to modify/view the record.
3. On **Maintenance** screen, click **Audit** to view the change history of the record.

The **Audit** detail pop-up screen appears.

Figure 3-9 Audit

| Maker | Checker |
|---|---|
|  ADMINUSER1 |  ADMINUSER2 |
|  2018-04-09 11:50:44 |  2018-05-09 12:54:48 |
| AMOUNT INCREASED FROM 10000 USD TO 20000 USD | AMOUNT VERIFIED |
| Status | Modification No |
|  Unauthorized | 3 |
|  Open | Show History |

4. 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** pop-up screen displays in the reverse chronological order.

Figure 3-10 Modification History

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

5. Click **Back** to navigate to the previous screen
6. Click anywhere in the screen to close the audit detail pop-up screen.

Screen / Dashboard

This topic describes about Screen / Dashboard.

This topic contains the following subtopics:

- [Pagination \(page 4-1\)](#)
- [Mandatory and Optional Fields \(page 4-1\)](#)
- [Configure Tile](#)
- [Remove Tile \(page 4-1\)](#)
- [Reorder Tile \(page 4-1\)](#)
- [Expand Tile \(page 4-2\)](#)
- [Add Tile \(page 4-2\)](#)

4.1 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 by using the number options.

4.2 Mandatory and Optional Fields

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

There are mandatory and optional fields available for any 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.

4.3 Remove Tile

This topic describes the systematic instructions to remove the tile.

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

4.4 Reorder Tile

This topic describes the systematic instructions to reorder the 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.

4.5 Expand Tile

This topic describes the systematic instructions to expand the tile.

- Click **Expand Tile** to view all the information of the dashboard widget.

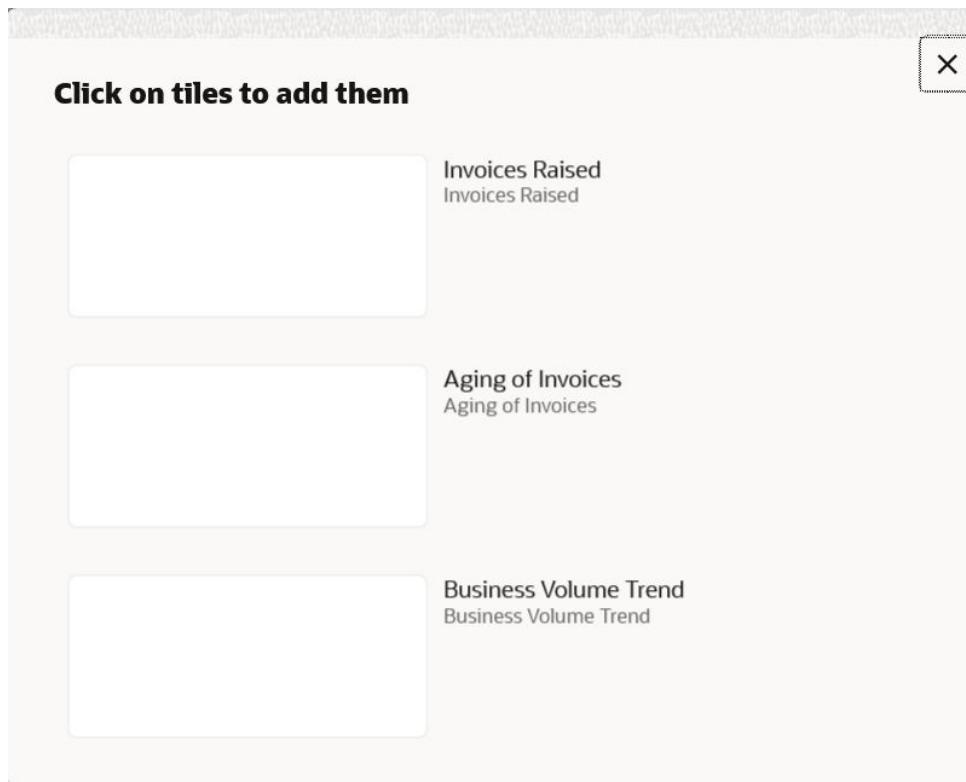
The expanded widget appears on a complete row to view more information.

4.6 Add Tile

This topic describes the systematic instructions to add the 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.



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 information about all the common fields used in the application.

The list of common fields are as follows.

Table 5-1 Common Fields

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

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 described as follows.

Table 6-1 List of Buttons

| Button | 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. |
| Reopen | Reopens a closed record for the selected screen. |
| Close | Closes the configured record for the selected screen. |
| Print | Prints the configured record for the selected screen. |
| Authorize | Authorizes the configured record for the selected screen. |
| Reject | Rejects 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. |

Table 6-2 Symbols and Icons - Common

| Symbol/Icon | Function |
|-------------|----------------|
| | Minimize |
| | Maximize |
| | Close |
| | Perform Search |
| | Open a list |

Table 6-2 (Cont.) Symbols and Icons - Common

| Symbol/Icon | Function |
|---|--|
|  | Date Range |
|  | Add a new record |
|  | Navigate to the first record |
|  | Navigate to the last record |
|  | Navigate to the previous record |
|  | Navigate to the next record |
|  | Grid view |
|  | List view |
|  | Refresh |
|  | Click this icon to add a new row. |
|  | Click this icon to delete a row, which is already added. |
|  | Calendar |
|  | Alerts |
|  | Unlock Option |
|  | View Option |
|  | Reopen Option |

Table 6-3 Symbols and Icons – Audit Details

| Symbol/Icon | Function |
|---|-------------------------------|
|  | A user |
|  | Date and time |
|  | Unauthorized or Closed status |
|  | Authorized or Open status |
|  | Rejected status |

Table 6-4 Symbols and Icons - Widget

| Symbol/Icon | Function |
|---|---------------------|
|  | Open status |
|  | Unauthorized status |
|  | Rejected status |
|  | Closed status |
|  | Authorized status |
|  | Modification Number |

Table 6-5 Symbols and Icons - Dashboard

| Symbol/Icon | Function |
|---|-----------|
|  | Bar Chart |

Table 6-5 (Cont.) Symbols and Icons - Dashboard

| Symbol/Icon | Function |
|--|--------------|
|  | Donut Chart |
|  | Table View |
|  | Filter |
| ⋮⋮⋮ | Move Widgets |
|  | Reset |

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