Process Code Maintenance User Guide

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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.

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

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3. Click **Plus** Icon to create a new process code.
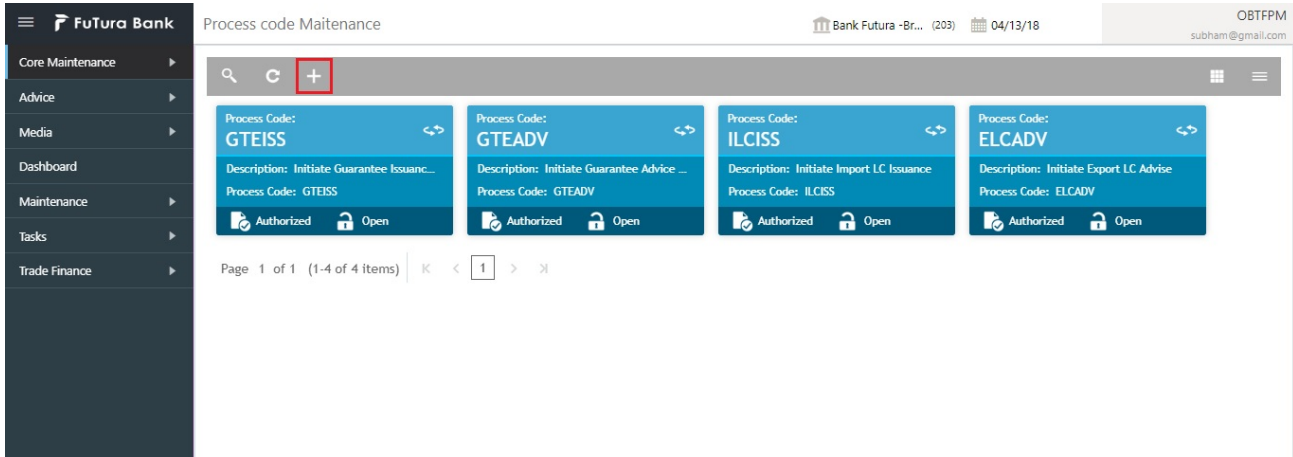
4. Provide process code details based on the description provided in the following table:

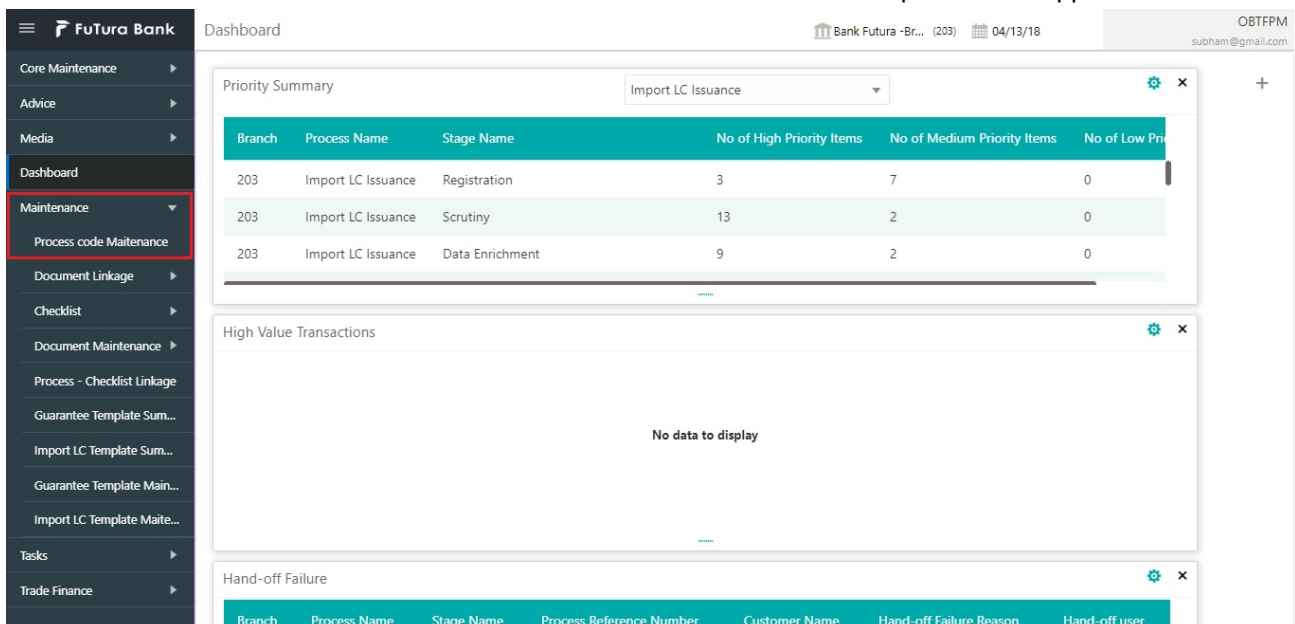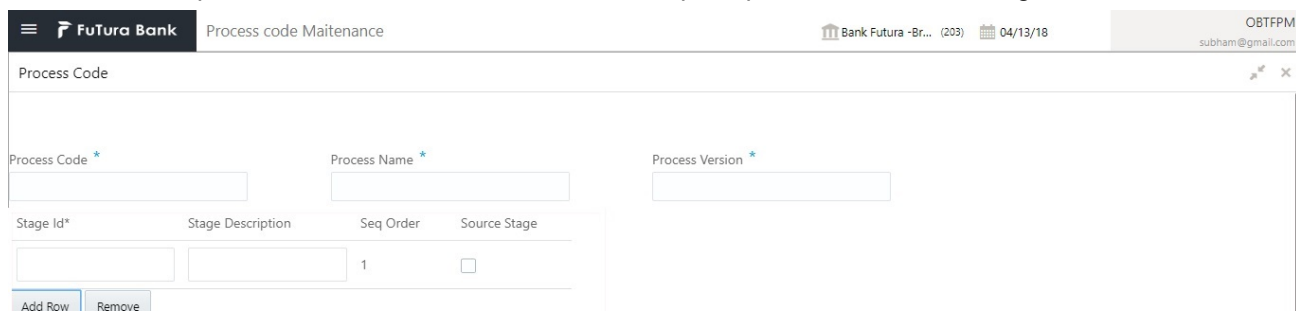| Field	Description	Sample Values
Process Code	Provide an unique abbreviation for the process name. The code must be an alphanumeric text with length of maximum 10 character.	
Process Name	Provide the process name.	
Application Category Code	Provide the version of the process.	

Click **Add Row** to capture the stage details that needs to be mapped to the process code as per the description the following table:
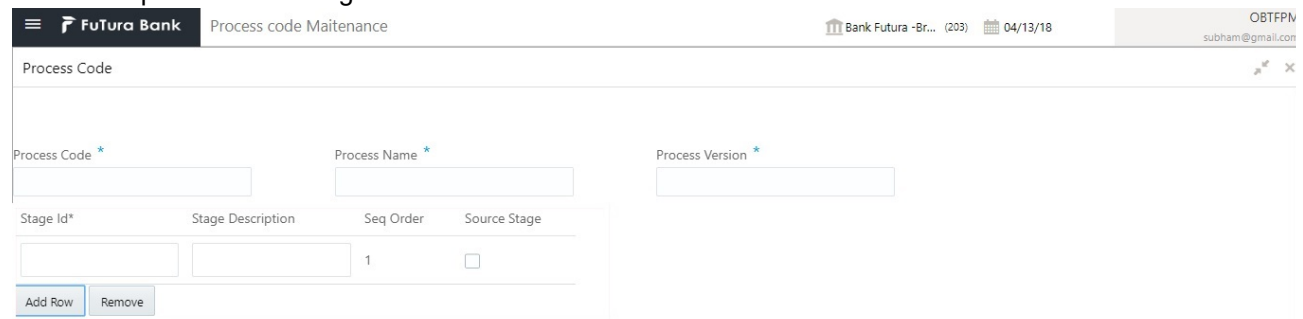
Field	Description	Sample Values
Stage ID	Provide an unique ID for the stage.	
Stage Description	Provide the description of the stage.	

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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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