

Oracle® Banking Credit Facilities Process Management Cloud Service

Getting Started User Guide



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ORACLE®

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Purpose

This guide helps to get started with Oracle Banking Cloud Services 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 read in conjunction with Common Core, Security Management System, and other Oracle Banking Cloud Services 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

For information about Oracle's commitment to accessibility, visit the Oracle Accessibility Program website at <http://www.oracle.com/pls/topic/lookup?ctx=acc&id=docacc>.

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.

Related Documents

The related documents are as follows:

- *Getting Started User Guide*
- *Oracle Banking Common Core User Guide*
- *Account Configurations User Guide*
- *Security Management System User Guide*

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.
<code>monospace</code>	Monospace type indicates commands within a paragraph, URLs, code in examples, text that appears on the screen, or text that you enter.

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.

Basic Actions

This basic actions that can be performed on a screen are described in the following table..

Table 1 Basic Actions

Action	Description
Approve	Used to approve the initiated report. This option displays when the user clicks Authorize .
Audit	Used to view the maker details, checker details and report status.
Authorize	Used to authorize the report created. A maker of the screen is not allowed to authorize the report. Only a checker can authorize a report, created by a maker.
Cancel	Used to cancel the performed action.
Close	Used to close a record. This action is available only when a record is created.
Collapse All	Used to hide the details in the sections. This option displays when the user clicks Compare .

Table 1 (Cont.) Basic Actions

Action	Description
Compare	Used to view the comparison through the field values of old record and the current record. This option displays in a widget when the user clicks Authorize .
Confirm	Used to confirm the performed action.
Expand All	Used to expand and view all the details in a section. This option displays when the user clicks Compare .
New	Used to add a new record. When the user clicks New , the system displays a new record to specify the required data.
OK	Used to confirm the details in the screen.
Reject	Used to reject the report created. A maker of the screen is not allowed to authorize the report. Only a checker can reject a report, created by a maker.
Save	Used to save the details entered or selected in the screen.
Unlock	Used to update the details of an existing record. System displays an existing record in editable mode.
View	Used to view the report details in a particular modification stage. This option displays in the widget when the user clicks Authorize . This option is also displayed in the Tile menu.
View Difference only	Used to view a comparison through the field element values of old record and the current record, which has undergone changes. This option is displayed when the user clicks Compare .

**Note:**

The user must specify values for all the mandatory fields and they are marked as **Required** in the UI.

Symbols and Icons

The following symbols and icons are used in the screens.

Table 2 Symbols and Icons - Common

Symbol/Icon	Function
	Minimize
	Maximize

Table 2 (Cont.) Symbols and Icons - Common

Symbol/Icon	Function
	Close
	Perform Search
	Open a list
	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

Table 2 (Cont.) Symbols and Icons - Common

Symbol/Icon	Function
	List view
	Refresh
	Click to add a new row
	Click to delete an existing row
	Calendar
	Alerts

Table 3 Symbols and Icons - Tiles

Symbol/Icon	Function
	Open status
	Unauthorized status

Table 3 (Cont.) Symbols and Icons - Tiles

Symbol/Icon	Function
	Closed status
	Authorized status
	Rejected status
	Modification Number

Table 4 Symbols and Icons – Audit Details

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

1

Application Access

This topic describes the application access.

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

Contact the administrator for URL and the login credentials.

- [Sign In](#)
This topic describes the systematic instruction to sign in to the application.
- [Sign Out](#)
This topic provides systematic instruction to log out from the application.

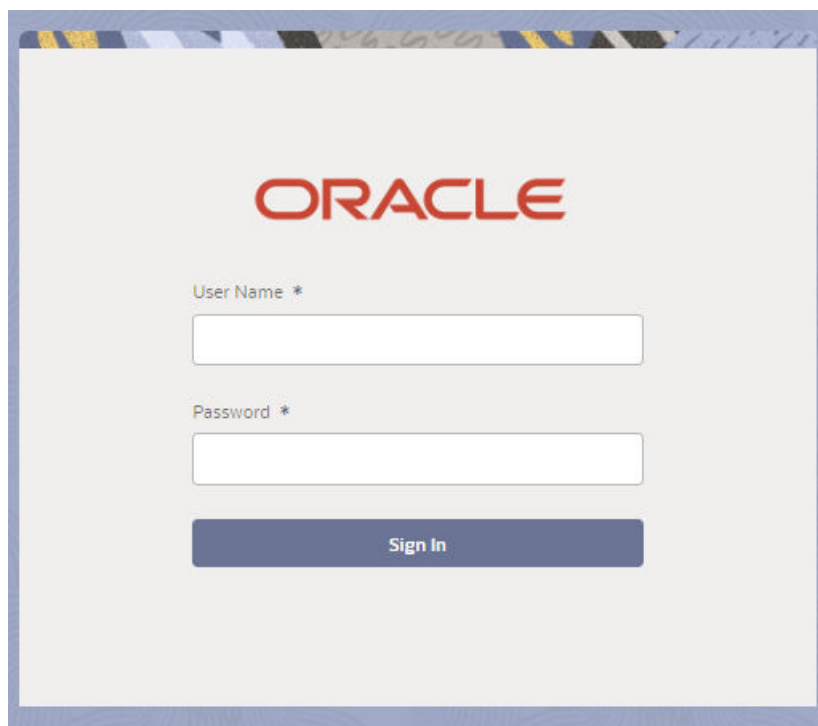
1.1 Sign In

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 image shows a web browser window displaying the Oracle Sign In page. The page has a light gray background with the Oracle logo in red at the top center. Below the logo, there are two input fields: 'User Name *' and 'Password *'. The 'User Name' field is a white rectangle with a thin gray border. The 'Password' field is a white rectangle with a thin gray border and a small eye icon on the right side. Below these fields is a dark blue button with the text 'Sign In' in white. The entire sign-in area is enclosed in a light gray border.

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
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.

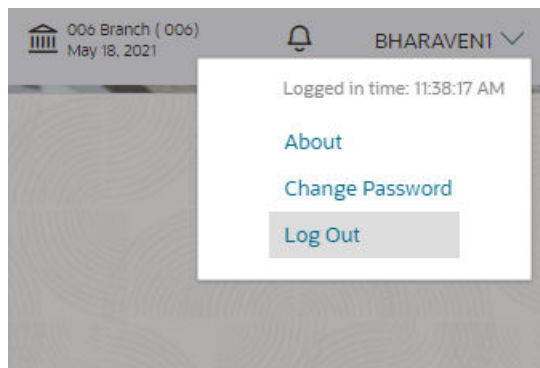
1.2 Sign Out

This topic provides systematic instruction to log 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 Sign Out

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

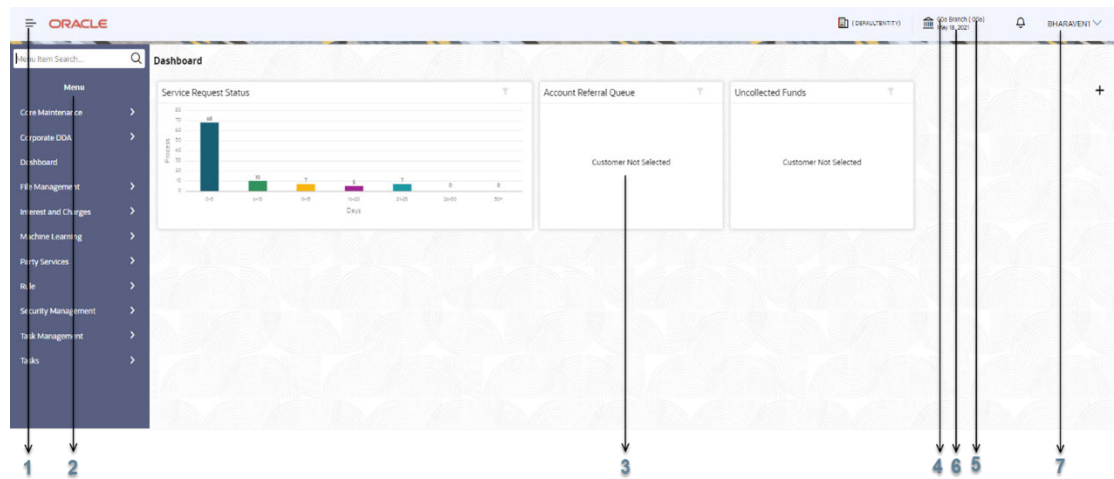
2

Application Environment

This topic provides information about the 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 below.

Table 2-1 Application Environment – Field Description

Number	Field	Description
1	Hamburger Menu	Click expand/collapse the menu.
2	Menu	Click to navigate/open the screens associated with the application.
3	Display Grid	Displays the screens/dashboards selected using the menu.
4	Branch Name	Displays the name of the branch.
5	Branch Code	Displays the branch associated with the bank. Click to select the branches associated with the logged in user.
6	Application Date	Displays the last performed application date of branch's EOD.
7	User Profile	Click to expand/collapse the menu.
	Sub-Menu	Click to navigate/open the screens associated with the application. These are the screens associated under the Menu depending on the user privileges.

3

How to's

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

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.

- [View Records](#)
This topic describes about viewing the records.
- [Search the Records](#)
This topic provides systematic instructions to search the records.
- [Edit the Records](#)
This topic provides systematic instructions to edit the records.
- [Copy the Records](#)
This topic provides systematic instructions to copy the record.
- [Unlock the Records](#)
This topic provides systematic instructions to unlock the record.
- [Delete the Records](#)
This topic provides systematic instructions to delete the record.
- [Print the Records](#)
This topic provides systematic instructions to print the record.
- [Authorize the Records](#)
This topic provides systematic instructions to authorize the record.
- [Minimize and Maximize Records](#)
This topic provides systematic instructions to minimize the screen.
- [Close the Records](#)
This topic provides systematic instructions to close the record.
- [Dashboard Screen](#)
This topic describes about the various actions that are performed in the Dashboard Screen.
- [Mandatory and Optional Fields](#)
This topic describes about mandatory and optional fields.
- [Add Tile](#)
This topic describes the systematic instructions to add the tile.
- [Remove Tile](#)
This topic describes the systematic instructions to remove the tile.
- [Reorder Tile](#)
This topic describes the systematic instructions to reorder the tile.

- [Expand Tile](#)
This topic describes the systematic instructions to expand the tile.

3.1 View Records

This topic describes about viewing 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.

A few different formats to view the records are described.

- [Tile View](#)
This topic describes about view the records in Tile View.
- [List View](#)
This topic describes about view the records in list view.

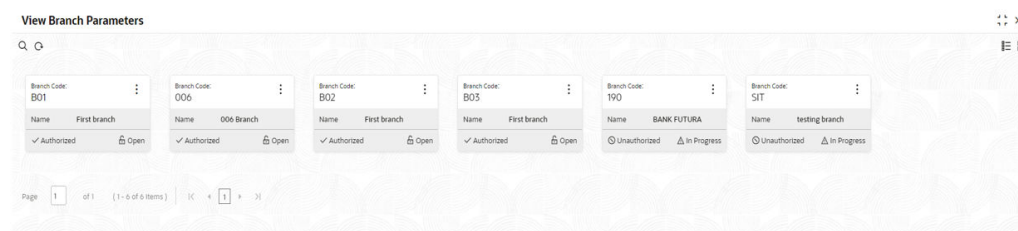
3.1.1 Tile View

This topic describes about view the records in Tile View.

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

The default summary view of the records are tile view. The user can view the records that displays in a tile format.

Figure 3-1 Tile View



3.1.2 List View

This topic describes about view the records in list view.

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

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

Figure 3-2 List View

The screenshot shows a window titled "View Branch Parameters" with a search bar at the top. Below the search bar is a list of branches. Each entry in the list includes a checkmark, a branch code, and a branch name. The branches listed are: Branch Code: B01, Name: First branch; Branch Code: 006, Name: 006 Branch; Branch Code: B02, Name: First branch; Branch Code: B03, Name: First branch; Branch Code: 190, Name: BANK FUTURA; and Branch Code: 51T, Name: testing branch. At the bottom of the window, there is a pagination bar showing "Page 1 of 1 (1-6 of 6 items)" and navigation buttons.

3.2 Search the Records

This topic provides systematic instructions to search the records.

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

1. In the selected screen, click the **Search** button.

The fields associated with the screen displays.

Figure 3-3 Search Records

The screenshot shows a window titled "Account Search". It contains several input fields: "Account Number", "Account Name", "Account Type" (a dropdown menu), "Currency", "Authorization Status" (a dropdown menu), "Record Status" (a dropdown menu), and "Customer Number". There are "Search" and "Reset" buttons at the bottom left of the form.

2. Specify the required fields.
3. Click **Search** button.

The requested record displays.

3.3 Edit the Records

This topic provides systematic instructions to edit the records.

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

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

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

3.4 Copy the Records

This topic provides systematic instructions to copy the record.

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

1. In a selected screen, click the record that need to copy.
2. Click **Copy** to copy the selected record details and do the required changes to the record.
3. Click **Save** to save the modified record.

3.5 Unlock the Records

This topic provides systematic instructions to unlock the record.

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

1. In a selected screen, click the record that need to unlock.
2. Click **Unlock** to unlock the selected record details and do the required changes to the record.
3. Click **Save** to save the modified record.

3.6 Delete the Records

This topic provides systematic instructions to delete the record.

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

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

1. In a selected screen, click the record that need to delete.
2. Click **Delete** to remove the record.

3.7 Print the Records

This topic provides systematic instructions to print the record.

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

1. In a selected screen, click the record that need to print.
2. Click **Print** to view the record in a print format.

The selected record is printed.

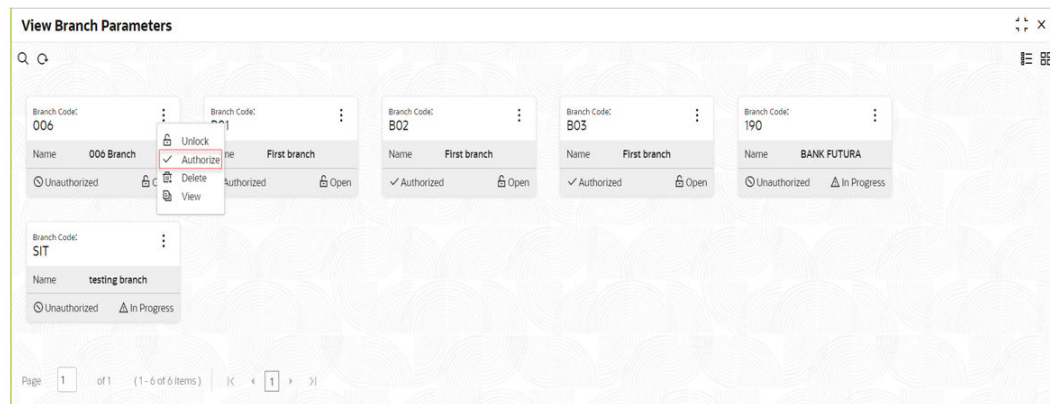
3.8 Authorize the Records

This topic provides systematic instructions to authorize the record.

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

1. In a selected screen, click the record that need to authorize.
2. Click **Authorize**.

The authorized records associated with the screen displays.

Figure 3-4 Authorize Records

3. Select the required record that must be authorized.
4. Click **Confirm** to authorize the record.

Figure 3-5 Authorize Records_Confirm

3.9 Minimize and Maximize Records

This topic provides systematic instructions to minimize the screen.

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

1. In the selected screen, click on **Collapse** to minimize the screen.
The minimized screen appears at the bottom of the screen.
2. Click **Maximize** button to maximize the screen.
The screen is maximized.

3.10 Close the Records

This topic provides systematic instructions to close the record.

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

- In the selected screen, click **Remove** to close the screen.
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.

3.11 Dashboard Screen

This topic describes about the various actions that are performed in the Dashboard Screen.

There are several actions that can be performed in a selected dashboard screen.

3.12 Mandatory and Optional Fields

This topic describes about mandatory and optional fields.

There are mandatory and optional fields available for any screen. The user can identify the mandatory field with the **Required** text. If the user tries 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.

3.13 Add Tile

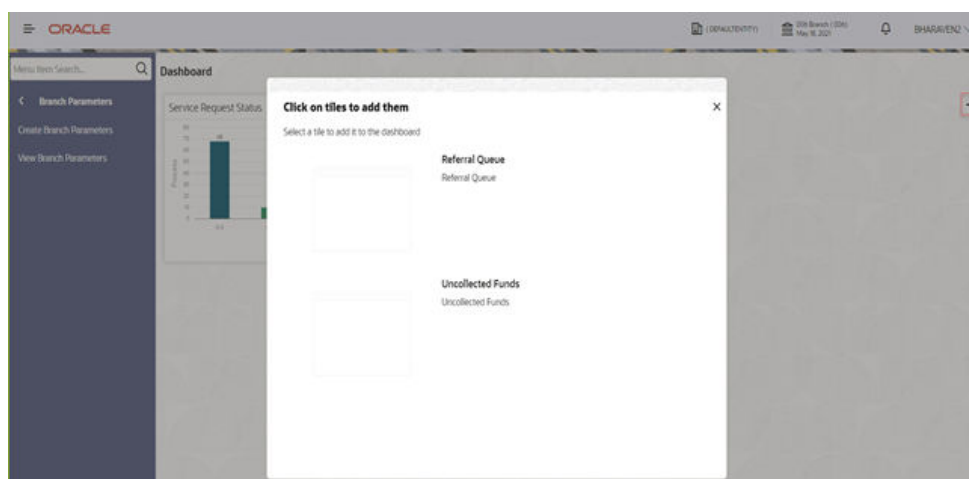
This topic describes the systematic instructions to add the tile.

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

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 3-6 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.

3.14 Remove Tile

This topic describes the systematic instructions to remove the tile.

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

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

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

3.15 Reorder Tile

This topic describes the systematic instructions to reorder the tile.

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

- 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.

3.16 Expand Tile

This topic describes the systematic instructions to expand the tile.

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

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

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

4

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 4-1 Common Fields

Field	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: • 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.

5

Common Icons

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

The list of common icons are as follows.

Table 5-1 List of Icons

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.
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	Minimizes 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 scree
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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