Checklist Maintenance User Guide
Oracle Banking Trade Finance Process Management
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Oracle Banking Trade Finance Process Management - Checklist Maintenance User Guide
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Contents

1.1   Introduction

This user manual is designed to help you quickly get acquainted with Checklist Maintenance process in Oracle Banking Trade Finance Process Management.

1.2   Audience

This manual is intended for the following User/User Roles:

- Oracle Implementers
- Customer Service Representatives (CSRs)
- Oracle user

1.3   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.

Access to Oracle Support

Oracle customers that have purchased support have access to electronic support through My Oracle Support. For information, visit http://www.oracle.com/pls/topic/lookup?ctx=acc&id=info or visit http://www.oracle.com/pls/topic/lookup?ctx=acc&id=trs if you are hearing impaired.

1.4   Organization

This manual is organized into the following chapters:

- Preface gives information on the intended audience, structure, and related documents for this User Manual.
- The subsequent chapters provide an overview to the module.

1.5   Related Documents

- Getting Started User Guide
- Common Core User Guide

1.6   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

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standards evolve. Because of these technical constraints, our effort to remove insensitive terms is ongoing and will take time and external cooperation.

1.7   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.
italic	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.

1.8   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.

1.9   Glossary of Icons

This User Manual may refer to all or some of the following icons.

Icons	Function
✕	Exit
+	Add row
—	Delete row
🔍	Option List

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2. Checklist Maintenance

Checklist Maintenance process enables the OBTFPM user to maintain Checklist Items and map them to the process and stage level.

The user can Create Checklist, Map Checklist to Process- Stage and View Checklist Summary.

This section contains the following topics:

2.1 Creating Checklist

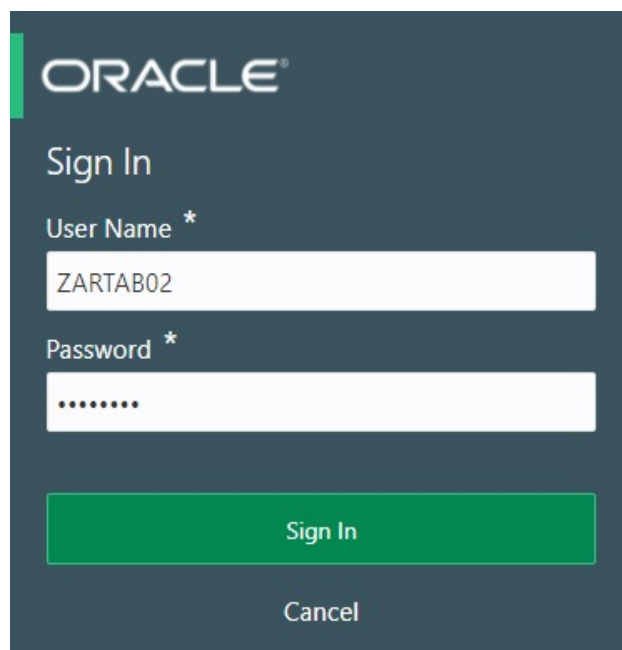This process allows the user to create a checklist. In the subsequent steps, let's look at the steps of creating a Checklist process:

1. Using the entitled login credentials for Registration stage, login to the OBTFPM application.

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2. On login, user must be able to view the dashboard screen with widgets as mapped to the user.
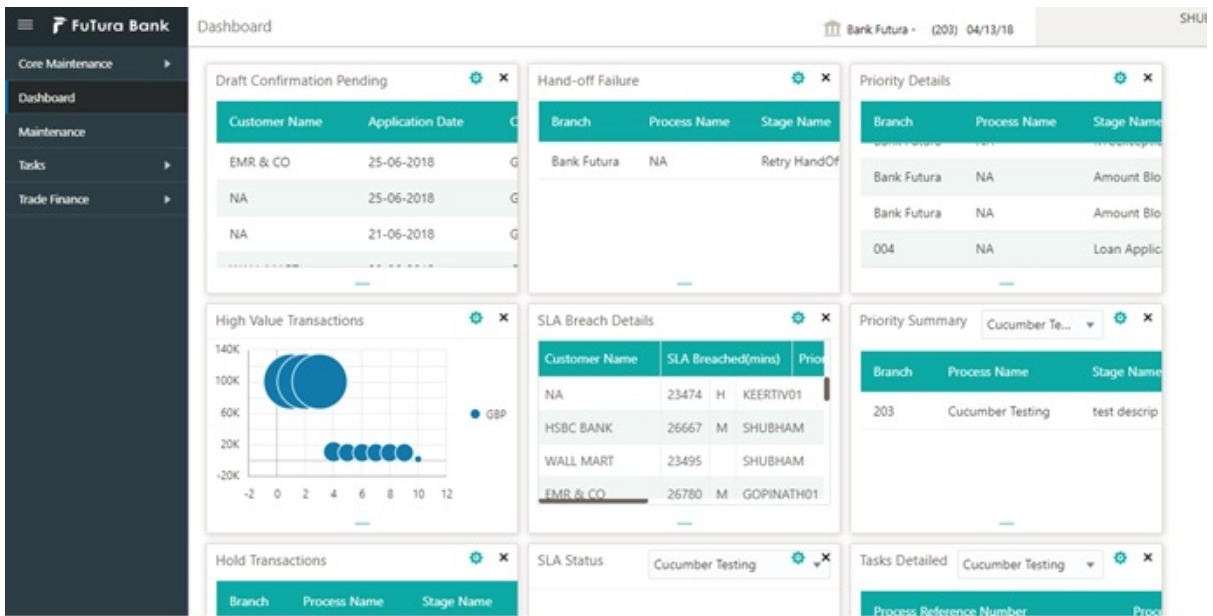
3. Click **Core Maintenance > Checklists > Checklist Maintenance.**

The Checklist maintenance screen appears.

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4. Click Plus icon. The Checklist screen with fields appear.

Checklist Code *	Checklist Name *
HC0351	Checklist_03

Save   Cancel

Provide the field description based on the following table.

Field	Description
Checklist Code	Enter the unique Checklist Code.
Checklist Name	Enter the description of the Checklist.

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2.1.0.1 Action Buttons

Field	Description
Save	Click to save the record.
Cancel	Click to cancel the record.

2.1.0.2 Audit

Maker

■ OBTFPM09

📅 5/5/2021, 8:12:13 AM

Status

⚠ Unauthorized

✅ Open

Checker

■

📅

Modification No

1

Field	Description
Maker ID	System displays the maker ID.
Checker	System displays the checker ID.
Time stamp	System displays the maker id date and time stamp.
Time stamp	System displays the checker id date and time stamp.
Modification No.	Displays the modification number.
Status	Displays the status of the record. Values are Authorized and Unauthorized.

2.2 Viewing Checklist

The user can view the summary of Checklist Items maintained in the form of tiles. The user can view the maintained checklist, if checklist is already available in the system. The user can view the checklist items in the 'List' or 'Table' form, by clicking the List or Table icon on the top right corner of the screen.

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1. Click **Core Maintenance > Checklists > Checklist Maintenance.**
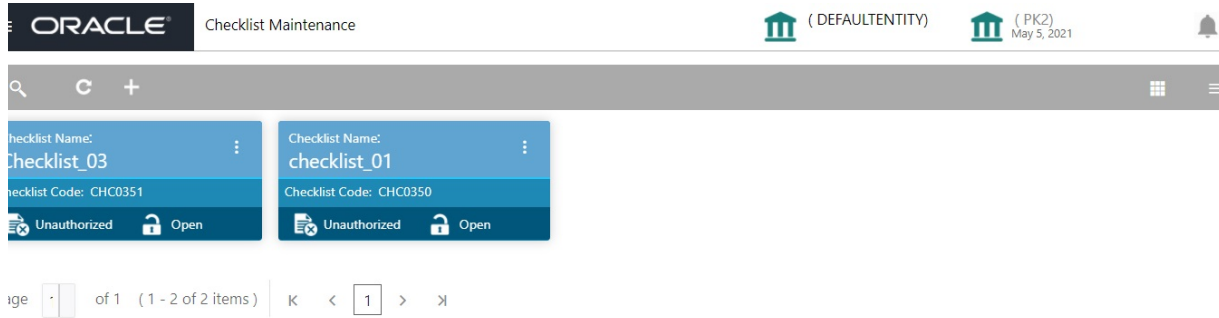
Field	Description
Checklist Code	The unique Checklist Code.
Checklist Name	The description of the Checklist.
Status	Displays the status of the record. Values are Authorized and Unautho-rized.

2. Click the   icon, and then click **Authorize** to Authorize the checklist or **Delete** to delete the checklist.

2.3   Checklist Linkage Maintenance

The process allows the user to map Checklist items to Process and Stage level.

2.3.1   Creating Checklist Linkage

The user can create a new mapping of a checklist items to a process and stage. In th subsequent steps the mapping process is described.

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1. **Core Maintenance > Checklists > Checklist Linkage Maintenance**.

2. Click Plus icon. The **Checklist Linkage Maintenance** screen with fields appear.
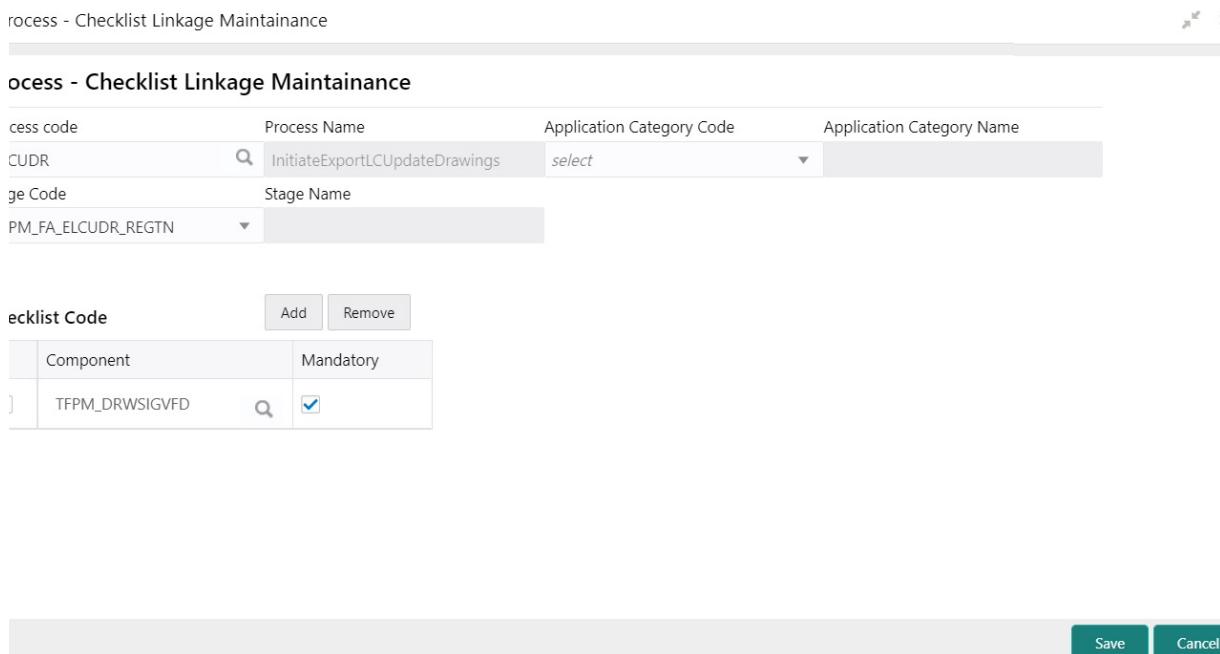
Provide the field description based on the following table.

Field	Description
Process Code	Select the process code to which this checklist has to be mapped from LOV.
Process Name	The process name is populated based on selected process code.
Application Category Code	Select the application category code.
Application Category Name	The application category name is populated based on selected process code.
Stage Code	Select the stage code in process to which this checklist has to be mapped.

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Field	Description
Stage Name	The stage name is populated based on selected process code.
Checklist Code	
Component	Select the unique checklist component from the LOV and link checklist code.
Mandatory	Select the check box, if the checklist is to be maintained as a mandatory Checklist item.

2.3.1.1 Action Buttons

Field	Description
Add	Click Add to add the component of checklist.
Remove	Click Remove to remove the checklist component.
Save	Click to save the record.
Cancel	Click to cancel the record.

2.3.1.2 Audit

Maker

OBTFPM09

5/5/2021, 8:12:13 AM

Status

⚠ Unauthorized

✅ Open

⋮

Checker

Modification No

1

Field	Description
Maker ID	System displays the maker ID.
Checker	System displays the checker ID.
Time stamp	System displays the maker id date and time stamp.
Time stamp	System displays the checker id date and time stamp.
Modification No.	Displays the modification number.
Status	Displays the status of the record. Values are Authorized and Unauthorized.

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2.3.2 Viewing Checklist Linkage

The user can view the summary of Checklist Items maintained in the form of tiles. The user can view the maintained checklist, if the checklist is already created in the system. The user can view the checklist linkage items in the 'List' or 'Table' form, by clicking the List or Table icon on the top right corner of the screen.

1. Click **Core Maintenance > Checklists > Checklist Maintenance.**

Field	Description
Process Code	Displays the process code to which this checklist is mapped.
Application Category Code	Displays the application category code.
Stage Code	Displays the stage code in process to which this checklist is mapped.
Status	Displays the status of the record. Values are Authorized and Unauthorized.

2. Click the   icon and then click **Authorize** to Authorize the checklist or **Delete** to delete the checklist .

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