Oracle® Banking Credit Facilities Process Management

To Do List User Guide

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Oracle Banking Credit Facilities Process Management To Do List User Guide, Release 14.7.5.0.0

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1 Preface

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1.1 Purpose

This guide is designed to help the user to quickly get acquainted with the Customer Standard Instructions maintenance process.

1.2 Audience

This guide is intended for the central administrator of the Bank who controls the system and application parameters and ensures smooth functionality and flexibility of the banking application.

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 customer access to and use of Oracle support services will be pursuant to the terms and conditions specified in their Oracle order for the applicable services.

1.4 Critical Patches

Oracle advises customers to get all their security vulnerability information from the Oracle Critical Patch Update Advisory, which is available at Critical Patches, Security Alerts and Bulletins. All critical patches should be applied in a timely manner to ensure effective security, as strongly recommended by Oracle Software Security Assurance.

1.5 Related Resources

For more information on any related features, refer to the following documents

- *Oracle Banking Security Management System User Guide*
- *Routing Hub Configuration User Guide*
- *Oracle Banking Getting Started User Guide*

1.6 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.
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.

1.7 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.

1.8 Acronyms and Abbreviations

The list of the acronyms and abbreviations used in this guide are as follows:

Table 1-1 Acronyms and Abbreviations

Abbreviation	Description
System	Core Maintenance Module
NLP	Natural Language Processing
REST	Representational State Transfer

1.9 Basic Actions

Table 1-2 Basic Actions

Action	Description
Approve	Used to approve the initiated report. This button is displayed, once the user click **Authorize**.
Audit	Used to view the maker details, checker details, and report status.

Table 1-2 (Cont.) Basic Actions

Action	Description
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.
Close	Used to close a record. This action is available only when a record is created.
Confirm	Used to confirm the performed action.
Cancel	Used to cancel the performed action.
Compare	Used to view the comparison through the field values of old record and the current record. This button is displayed in the widget, once the user click **Authorize**.
Collapse All	Used to hide the details in the sections. This button is displayed, once the user click **Compare**.
Expand All	Used to expand and view all the details in the sections. This button is displayed, once the user click **Compare**.
New	Used to add a new record. When the user click **New**, the system displays a new record enabling to specify the required data.
OK	Used to confirm the details in the screen.
Save	Used to save the details entered or selected in the screen.
View	Used to view the report details in a particular modification stage. This button is displayed in the widget, once the user click **Authorize**.
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 button is displayed, once the user click **Compare**.
Unlock	Used to update the details of an existing record. System displays an existing record in editable mode.

1.10 Symbols and Icons

The following symbols and icons are used in the screens.

Table 1-3 Symbols and Icons - Common

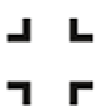
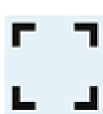
Symbol/Icon	Function
	Minimize
	Maximize

Table 1-3 (Cont.) Symbols and Icons - Common

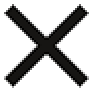
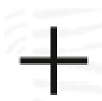
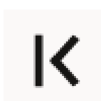
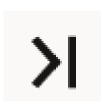
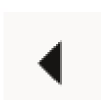
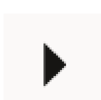
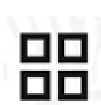
Symbol/Icon	Function
	Close
	Perform Search
	Open a list
	Add a new record
	Navigate to the first record
	Navigate to the last record
	Navigate to the previous record
	Navigate to the next record
	Grid view

Table 1-3 (Cont.) Symbols and Icons - Common

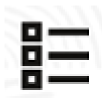
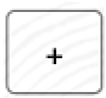
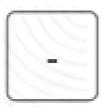
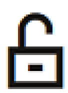
Symbol/Icon	Function
	List view
	Refresh
	Click this icon to add a new row.
	Click this icon to delete an existing row.
	Click to view the created record.
	Click to modify the fields.
	Click to unlock, delete, authorize or view the created record.

Table 1-4 Symbols and Icons - Audit Details

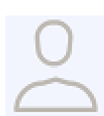
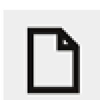
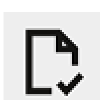
Symbol/Icon	Function
	A user

Table 1-4 (Cont.) Symbols and Icons - Audit Details

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

Table 1-5 Symbols and Icons - Widget

Symbol/Icon	Function
	Open status
	Unauthorized status
	Closed status
	Authorized status

1.11 Prerequisite

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

2 To Do Task

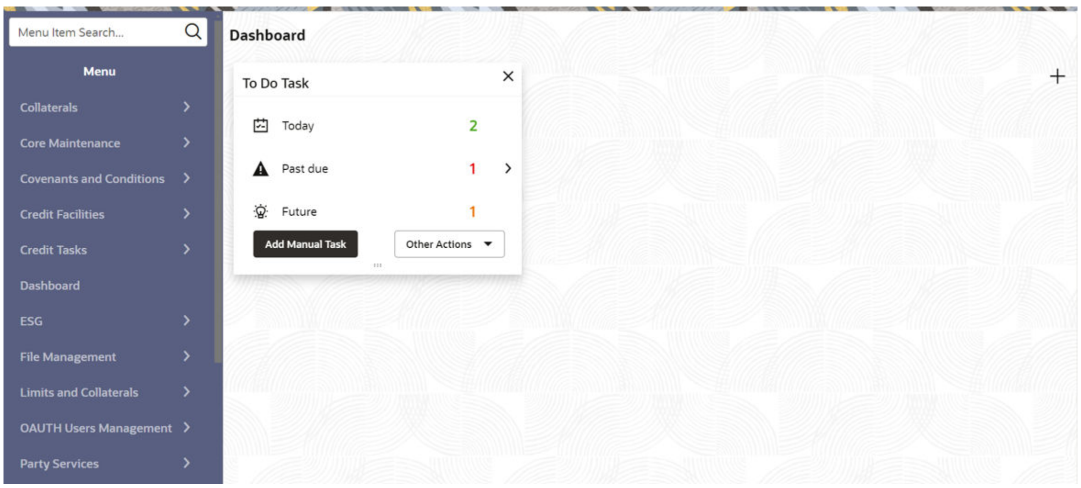
This topic describes the systematic instructions to configure the to do task.

To do Task is a task management tool, which facilitates the Credit department stakeholders to manage the day-to-day activity.

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

   The **To Do Task** widget displays on dashboard.

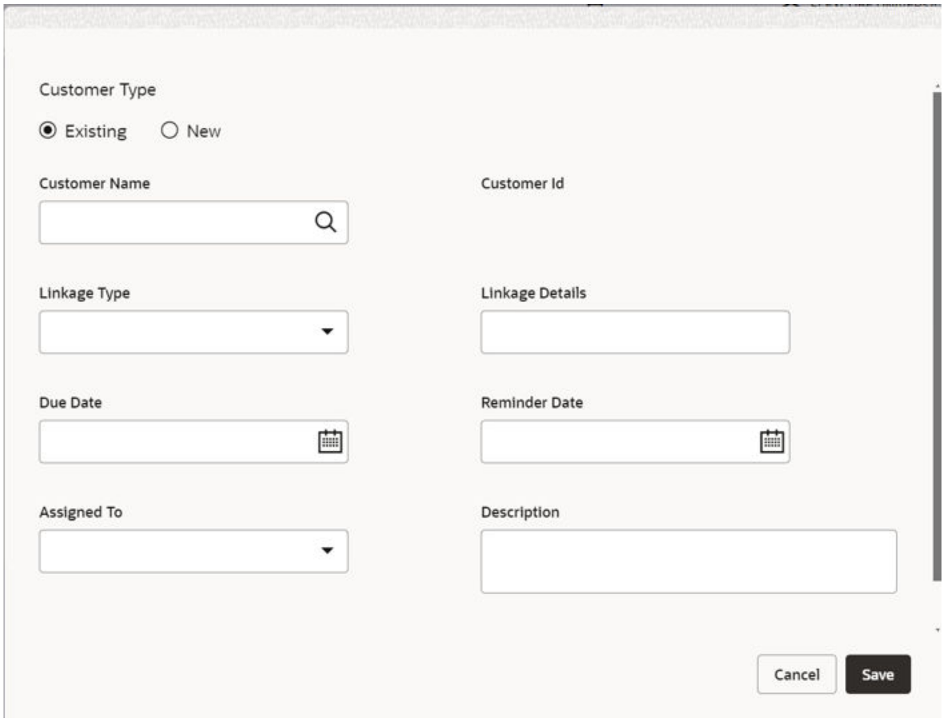
   Figure 2-1 To Do Task

2. From **Home** screen, click **Add Manual Task** on **To Do Task** widget.

   The **Add Manual task** screen displays.

Figure 2-2 Customer Type



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

Table 2-1 Add Manual Task

Field	Description
Customer Type	Specify the **Customer Type**. The available options are: • **Existing** • **New**
Customer Name	Click **Search** to view and select the **Customer Name**.
Customer Id	Displays the **Customer Id** based on the **Customer Name** selected. **Note:** For New customer, the customer ID field will not be populated, since its not applicable.
Linkage Type	Specify the **Linkage Type**. The available options are: • **Party** • **Liability** • **Facility** • **Collateral** • **Collateral Insurance** • **Covenant** • **Terms & Conditions**

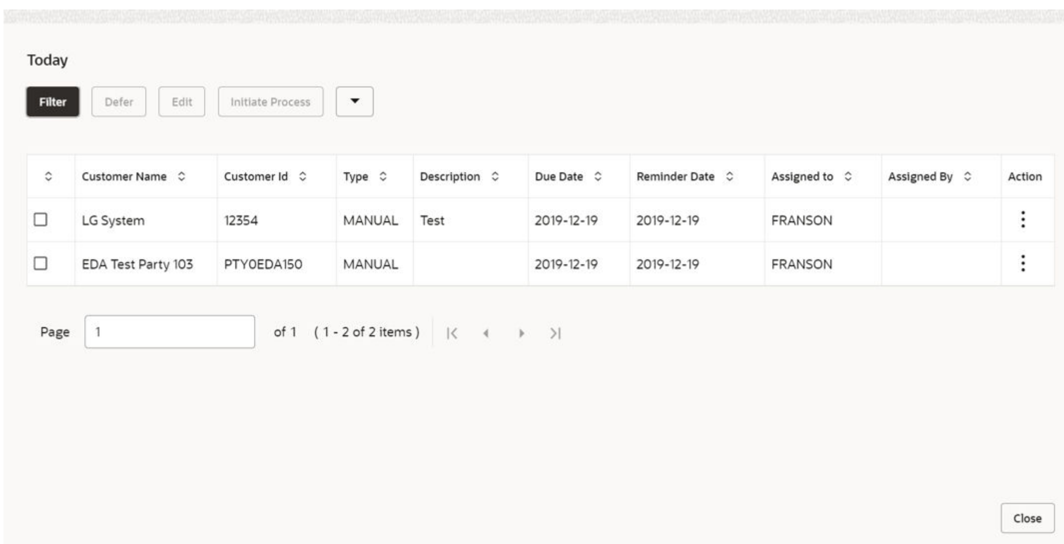
Table 2-1 (Cont.) Add Manual Task

Field	Description
Linkage Details	Displays the **Linkage Details** based on the **Linkage Type** selected. For example: • Liability Currency & Amount • Facility ID, facility Currency & Amount • Collateral Currency & Amount • Covenant details • Terms and Conditions details
Due Date	Click **Calender** to select the **Due Date**. **Note:** The current date and backdates not be permitted.
Reminder Date	Click **Calender** to select the **Reminder Date**. **Note:** • Reminder date should be before the Due date. • Reminder date should be after current business date.
Assigned To	Specify the assignee name.
Description	Specify the **Description**.
Cancel	Click **Cancel** to close the details without saving.
Save	Click **Save** to save the details.

3. On **To Do Task** widget, click **Today Count Number**.

   The **Today** screen displays.

Figure 2-3 Today

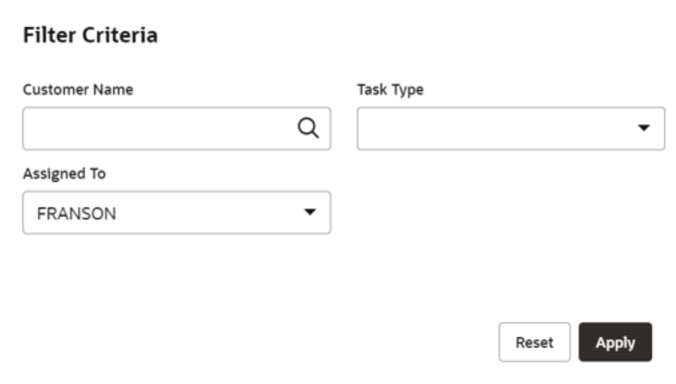


Filter

4. On **Today** screen, click **Filter**.

   The **Filter Criteria** screen displays.

Figure 2-4 Filter criteria



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

Table 2-2 Filter Criteria

Filed	Description
Customer Name	Click **Search** to view and select the **Customer Name**.
Task Type	Specify the **Task Type**. The available options are: • **System Generated** • **Manual**
Assigned To	Specify the assignee name.
Reset	Click **Reset** to reset the details.
Apply	Click **Apply** to filter.

Defer

5. Select the specific record from **Today** screen and click **Defer**.

   The **Defer Task** screen displays.

Figure 2-5 Defer Task

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

Table 2-3 Defer Task

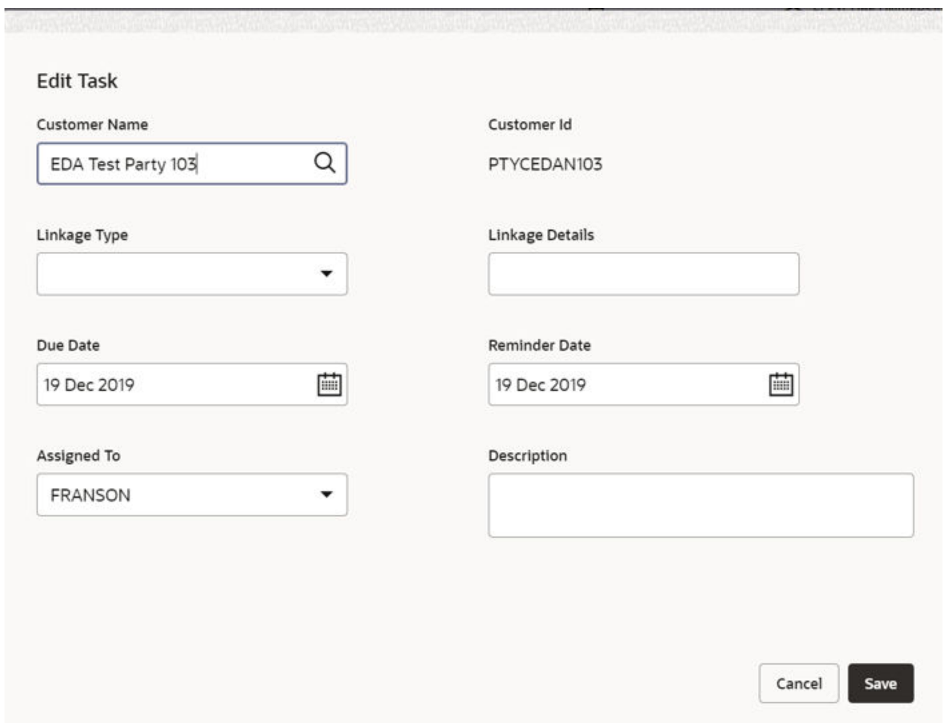
Field	Description
Revised Reminder Date	Click **Calender** to select the **Revised Reminder Date**.
Comments	Specify the **Comments**.
Cancel	Click **Cancel** to close the details without saving.
Defer	Click **Defer** to defer the details for the selected task.

Edit

6. Select the specific record from **Today** screen and click **Edit**.

   The **Edit Task** screen displays.

Figure 2-6 Edit Task



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

Table 2-4 Edit Task

Field	Description
Customer Name	Click **Search** to view and select the **Customer Name**.
Customer Id	Displays the **Customer Id** based on the **Customer Name** selected.

Table 2-4 (Cont.) Edit Task

Field	Description
Linkage Type	Specify the **Linkage Type**. The available options are: • **Party** • **Liability** • **Facility** • **Collateral** • **Collateral Insurance** • **Covenant** • **Terms & Conditions**
Linkage Details	Displays the **Linkage Details**based on the **Linkage Type** selected.
Due Date	Click **Calender** to select the **Due Date**.
Due Date	Click **Calender** to select the **Due Date**. **Note:** Current date and backdates should not be permitted.
Reminder Date	Click **Calender** to select the **Reminder Date**. **Note:** • Reminder date should be before the Due date. • Reminder date should be after current business date
Assigned To	Specify the assignee name.
Description	Specify the **Description**.
Cancel	Click **Cancel** to close the details without saving.
Save	Click **Save** to save the details.

Note:

- Edit task is only allowed for Manual Task type.
- User cannot edit the multiple tasks.

Re-assign

7. Select the specific record from **Today** screen, click **Drop down** icon and click **Re-assign**.

   The **Re-assign** screen displays.

Figure 2-7 Re-assign

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

Table 2-5 Re-assign

Field	Description
Assigned To	Specify the assignee name.
Comments	Specify the **Comments**.

Close Task

8. Select the specific record from **Today** screen, click **Drop down** icon and click **Close Task**.

   The **Close Task** screen displays.

Figure 2-8 Close Task

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

Table 2-6 Close Task

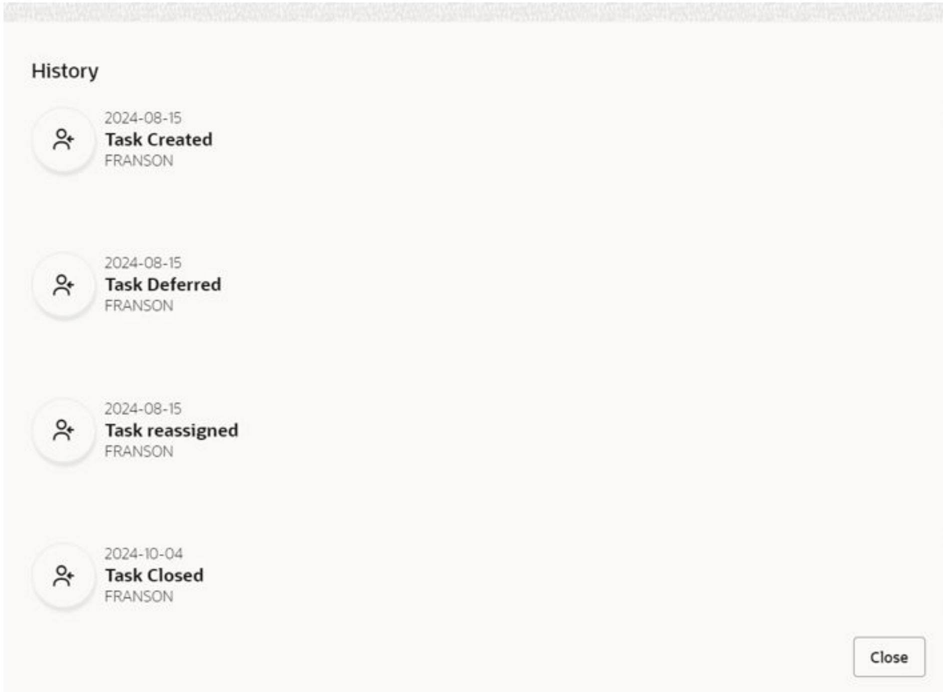
Field	Description
Comments	Specify the **Comments**.
Cancel	Click **Cancel** to close the details without saving.
Close Task	Click **Close Task** to close the selected task.

Task History

9. Select the specific Task record, click and click **Task History**.

   The **History** screen displays.

Figure 2-9   History



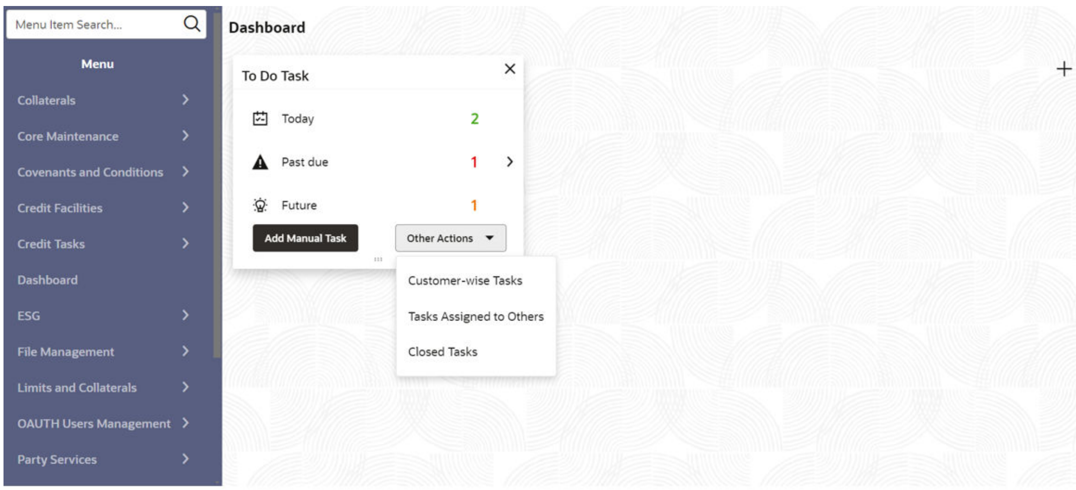
3
Other Actions

This topic describes the systematic instructions to configure the other actions.

1. On **Home** screen, click **Other Actions** on **To Do Task** widget.

   The **Other Actions** screen displays.

Figure 3-1 Other Actions

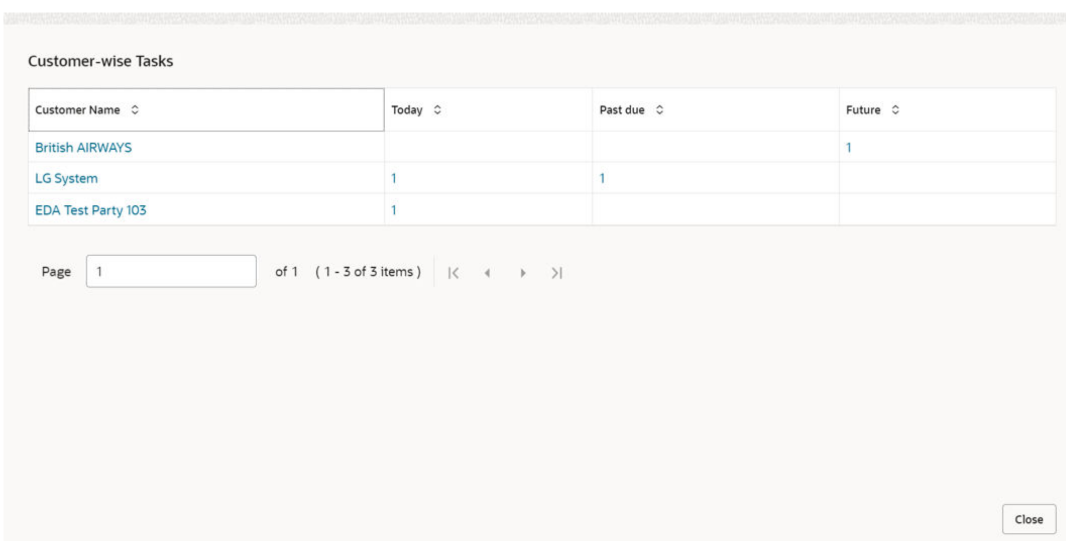


Customer-wise Tasks

2. Click **Customer-wise Tasks**.

   The **Customer-wise Tasks** screen displays.

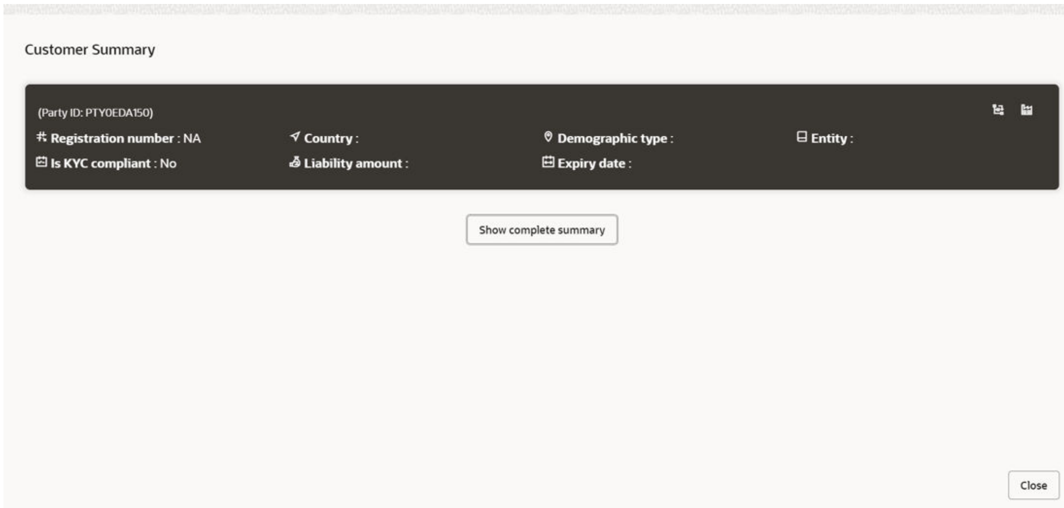
Figure 3-2 Customer-wise Tasks



3. Click the **Customer Name** on the **Customer-wise Tasks** screen.

   The **Customer Summary**screen displays.

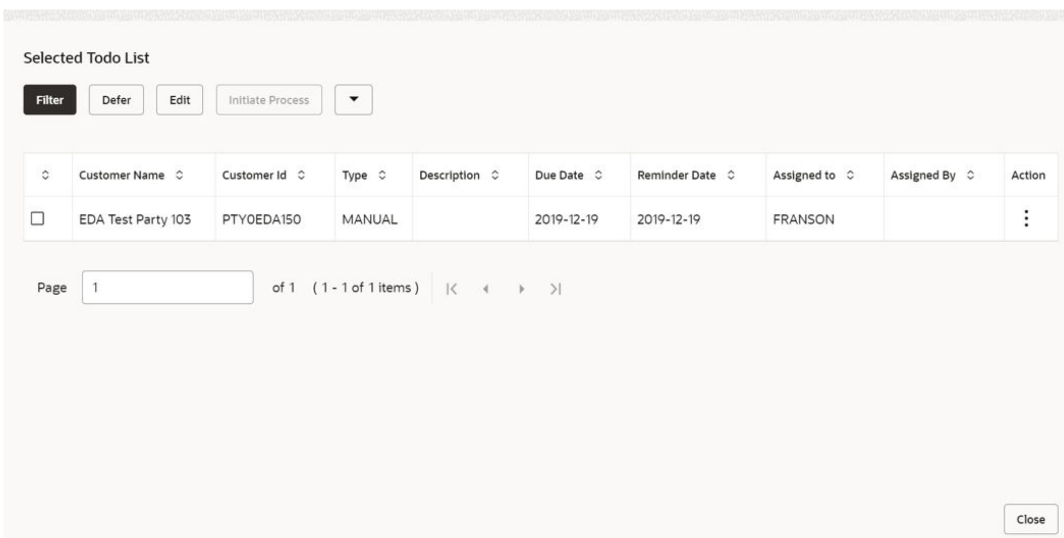
Figure 3-3 Customer Summary



4. Click **Number** below the segments - Today/Past due/Future on the **Customer-wise Tasks** screen. The number of Task under the respective segment will be populated.

   The **Selected To Do List** screen displays.

Figure 3-4 Selected To Do List

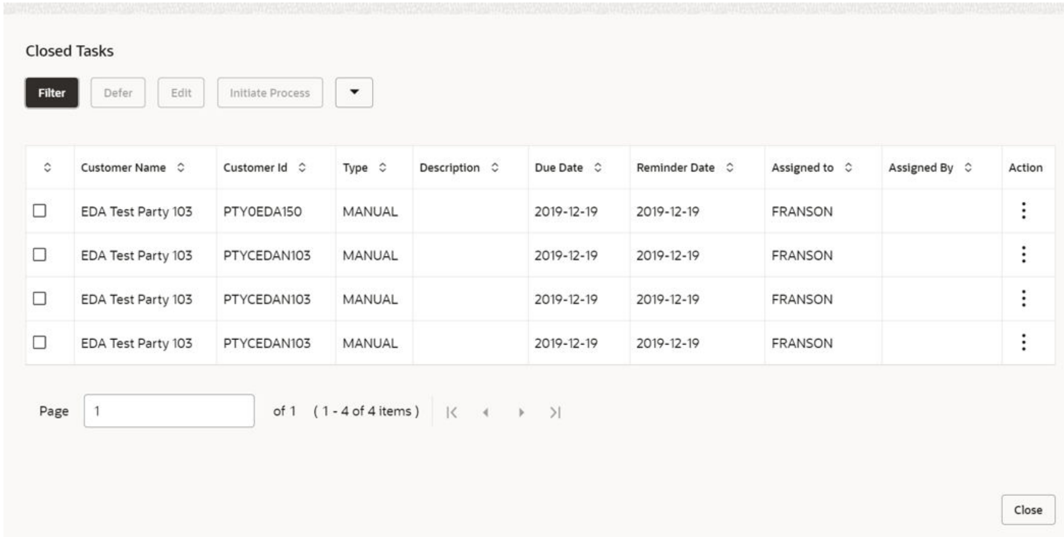


Closed Tasks

5. Click **Closed Tasks**.

   The **Closed Tasks** screen displays.

Figure 3-5 Closed Tasks

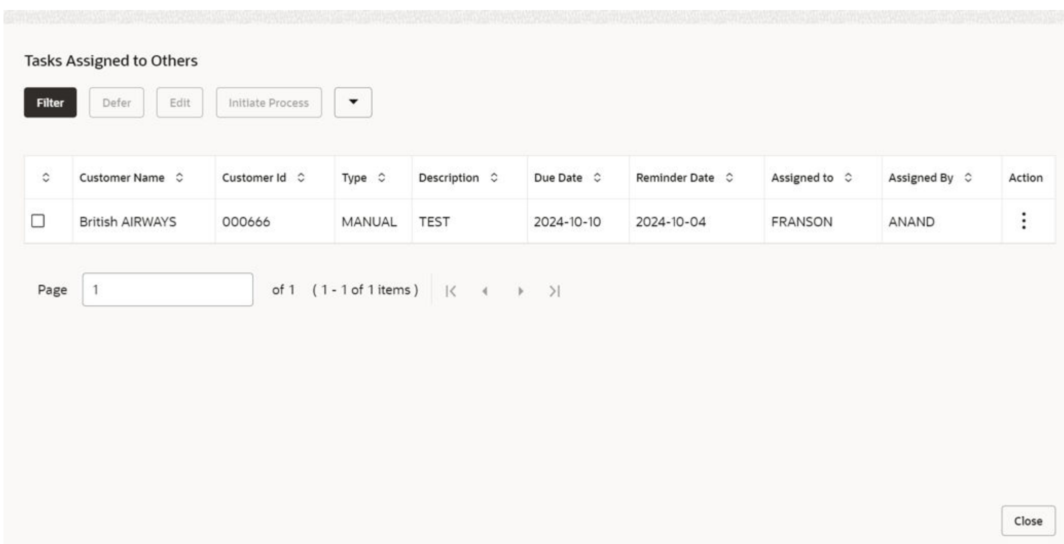


Task Assigned To Others

6. Click **Task Assigned To Others**.

   The **Task Assigned To Others** screen displays.

Figure 3-6 Task Assigned To Others



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