Oracle® Banking Collections Cloud Service

Getting Started with Oracle Banking Collections Cloud Service

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Oracle Banking Collections Cloud Service Getting Started with Oracle Banking Collections Cloud Service, Release 14.8.2.0.0

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Contents

Preface

Purpose

This guide helps to get started with Oracle Banking applications. It 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 application user guides.

Pre-requisite

Specify User Id and Password, and Login to the Home screen.

Audience

This guide is intended for the Customer Service Representatives (CSR) and staff responsible for setting up new products in your bank.

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.

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.

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.

Related Resources

For more information, see these related Oracle resources:

- Oracle Banking Collections License Guide - On-Premise
- Oracle Banking Collections Security Guide
- Oracle Banking Collections Maintenance User Guide
- Oracle Banking Collections Transactions User Guide

Post-requisite

After finishing all the requirements, please log out from the Home screen.

1 Welcome to Oracle Cloud

Oracle Cloud provides the industry's broadest and most integrated cloud platform. It offers flexible deployment options, from the public cloud to your own data center. Oracle Cloud delivers best-in-class services across Software as a Service (SaaS), Platform as a Service (PaaS), and Infrastructure as a Service (IaaS).

About Oracle Cloud

Oracle Cloud provides a complete set of cloud services to meet enterprise computing needs.

Oracle Infrastructure as a Service (IaaS) allows you to quickly provision virtual machines, storage, and networking resources to run a wide range of workloads. Oracle manages, hosts, and supports the infrastructure.

Oracle Platform as a Service (PaaS) provides ready-to-use environments for IT and development teams. Teams use these environments to build and deploy applications with Oracle databases and application servers.

Oracle Software as a Service (SaaS) helps organizations run business operations in the cloud. Oracle offers cloud-based solutions for Human Capital Management (HCM), Enterprise Resource Planning (ERP), Supply Chain Management (SCM), and many other business applications. Oracle manages, hosts, and supports these services.

Supported Web Browsers

Oracle Financial Services Cloud Services support the latest version of Google Chrome, Microsoft Edge and Mozilla Firefox.

> **Note**
>
> For more details, refer Oracle Software Web Browser Support Policy Oracle Software Web Browser Support Policy.

Order Oracle Cloud Applications

You can order Oracle Cloud Applications (Software as a Service) offerings by contacting Oracle Sales. After your order is processed, you can then activate your services.

To order a subscription to Oracle Cloud Applications:

1. Scroll down and select the Cloud Service that you are subscribed to.
2. Review the features and capabilities of the service and read the Datasheet.
3. When you are ready to order, scroll up and click Request a Demo.
4. You can either write an email or click Request Now to receive a call from Sales.
5. Enter your Business email, select the confirmation check box, and click Continue.
6. Provide a description and click Request Now.

2

Welcome to Oracle Cloud Service

To get started, you must activate the subscribed Cloud Service.

After activating the cloud service, you can log in as an administrator and perform the following tasks.

- Create and Activate New Cloud Account
- Access the Cloud Account
- Access Oracle Identity and Access Management (IAM) Console
- Onboard new application users for the subscribed cloud services.

After the administrator successfully adds an application user, they can log in and activate their cloud account and use the subscribed cloud services provisioned by the administrator.

2.1 Select a New or Existing Cloud Account

Every administrator in a cloud account (tenancy) can access all subscriptions within that account.

To prevent new administrators from accessing existing subscriptions, create a new Oracle Cloud Account and activate new subscriptions in a separate tenancy.

If you do not require separate access controls, add new subscriptions to an existing Oracle Cloud Account.

2.2 Create and Activate New Cloud Account

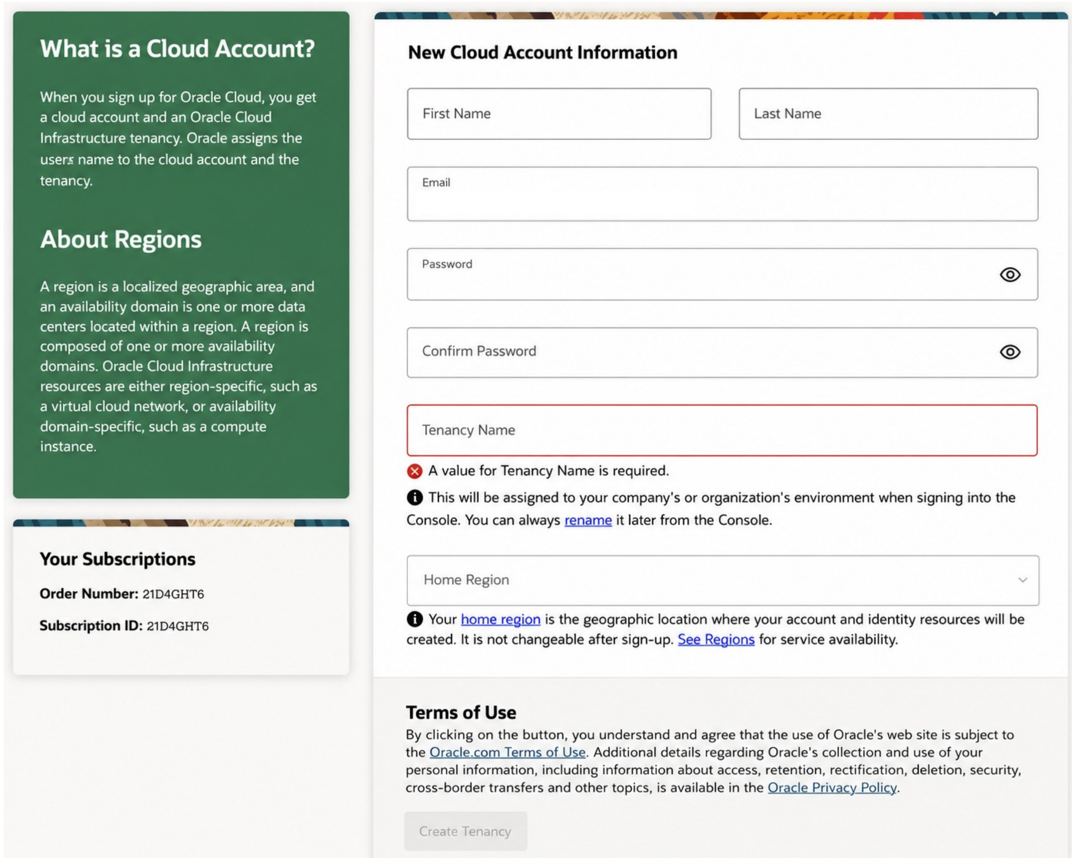
After you subscribe to the cloud service, you will receive a Welcome to Oracle Cloud email with details to create and activate your new cloud account.

To create and activate a new cloud account

1. Click **Create New Cloud Account** in the email.

   The **New Cloud Account Information** screen displays.

Figure 2-1 New Cloud Account Information



2. Specify the following details to sign up.

Table 2-1 New Cloud Account Information

Field	Description
First Name	First name of the person who will be the cloud administrator.
Last Name	Last name of the person who will be the cloud administrator.
Email Address	Email address of the person who will be the cloud administrator. **Note** Instructions to log into the new Oracle Cloud Account will be sent to this email address.
Password	Specify the password to access the new cloud account.
Confirm Password	Specify the confirm password. **Note** Both **Password** and **Confirm Password** must be matched.

Table 2-1 (Cont.) New Cloud Account Information

Field	Description
Tenancy Name	Specify the tenancy name to be associated with the cloud account. **Note** You cannot modify the tenancy name after it is created. Hence, ensure to provide a valid tenancy name, based on your organization's requirements and naming conventions.
Home Region	Select the Home Region, where the account is located. Check the service availability before selecting the home region. For assistance regarding home region selection, contact Oracle support. Existing customers have to ensure that the identity resources are located in the home region. **Note** You can subscribe to additional regions but you cannot modify the home region, after provisioning your tenancy.

3. Click **Create Tenancy** to access the New Cloud Creation Confirmation page.

   After successful activation, the cloud account administrator will receive a Get Started Now with Oracle Cloud email.

2.3 Add to an Existing Oracle Cloud Account

If you already have a cloud account associated with your administrator user name, you can add the newly subscribed cloud service to that account.

To add an existing Cloud account:

1. In the welcome email, click **Add** to an existing cloud account.
2. Perform the steps as mentioned in the Access the **Oracle Cloud Infrastructure Identity and Access Management** (IAM) console.

2.4 Access the Cloud Account

An Administrator can access the Cloud Account activated and associated with their email address.

After your new cloud account is created and activated, you will receive a **Get Started Now with Oracle Cloud** email, to the email address provided while creating the account.

To access your Cloud account:

1. In the **Get Started Now with Oracle Cloud** email, click **Sign In**.
2. Specify the Tenancy name and click **Continue**.
3. Specify the **Username** and **Password** to log in to the OCI Console.
   Use the same Username and the Password that you provided during activation setup.

4. After successful login, proceed with the multi-factor authentication. Select the configured authentication mode and enter the OTP generated using the Oracle Mobile Authenticator application.

Once the MFA is successfully completed, you can access the Environment Page.

2.5 Create Co-Administrator Users

After you log in to the IAM console, the first task is to create additional user accounts.

You should assign specific user groups to the user accounts that you are creating. There are seeded user groups available that represent the services, users must be mapped to one or more of the user groups, depending on the role that they perform.

For example, you can create a user for each member of your team. Each member can then sign into the account with their credentials. You can also assign each user to specific user groups and apply specific security policies or roles to each group.

You can create the users and map the users to groups for your service. After creating the users, they will receive a Welcome email. The users must activate their accounts and enter a new password to access the services.

> **Note**
>
> A co-administrator will have the same privileges as the existing administrator.

To create a co-administrator user in the IAM Console:

1. In the IAM Console, select Domains (Identity domain) to view the list existing domains.
2. Click the required Domain Name, to access the Domain Details page.
3. In the left pane, click Users and select Create user, to proceed with the user creation.
4. Enter the following details:
   - First Name, Last Name and a valid Username and the Email ID

     > **Note**
     >
     > The username should be alphanumeric and cannot exceed 20 characters. You can enter only hyphen (-) and underscore (_) as special characters. Check the Use the email address as the username check box, as you can only set the username as the login ID and currently setting the email address as the login ID is not supported.

5. Select the Administrator Group.

> **Note**
>
> After a user logs in to a specific cloud service, the user to user-group mapping created in the IAM Console will onboard into the master and mapping tables. Later, if you deselect (remove) a user from a group in Assign User to Groups after provisioning, ensure that you also unmap the user from the corresponding user-group in the Admin Console. This is a mandatory step to complete the unmapping process.

6. After entering the required information, click Create to create and add the new user to the User Summary.

You can also batch import several users using a .CSV file.

2.6 Subscribe to a Disaster Recovery Infrastructure Region

In Oracle Cloud Infrastructure (OCI), a Disaster Recovery (DR) region is a secondary, geographically separated region that helps ensure service continuity.

To maintain high availability, you must subscribe to a DR region as part of your disaster recovery strategy.

For information on how to subscribe to a DR Infrastructure region, see Subscribing to an Infrastructure Region.

2.7 Create an Environment

After logging into the Oracle Cloud Infrastructure Console, an Administrator can create one or multiple environments/instances for different user groups.

To create an environment/instance:

1. Log in to Oracle Cloud Infrastructure Console (OCI).

   You can view the list of all the environments (instances) provisioned for the one or multiple cloud applications, with the following details:

   - **Name**: The cloud application's instance name.
   - **Type**: The instance type.
   - **Life cycle status**: The instance status.
   - **Region**: The region from where the specific instance is active.
   - **Application URL**: The URL to access the instance.
2. From **My Applications**, click the application in which you want to create an environment. Example: Oracle Financial Services Crime and Compliance Management Anti Money Laundering.
3. On the **Overview** page, click **Environments**.
4. From the Compartments drop-down list, select the compartment in which you want to create an environment.
5. Click **Create**, to access the list of cloud services to which the customer has subscribed and the region from where these services are operated.
6. (Optional) Select the Region to host the OCI environment/instance, from the drop-down list.

If you are not sure about the region, contact My Oracle Support (MoS).

> **Note**
>
> You can select the region only for the first environment/subscription and for the additionally added instances, the region cannot be modified.

7. Enter the following Environment Details, and click Create.
   - **Name**: The name of the new environment or instance.

     > **Note**
     >
     > You cannot modify the environment name after the environment is created. Hence, ensure to provide a valid environment name, based on your organization's requirements and naming conventions.

   - **Instance type**: Select one of the following instances:
     - **Production**: If the environment is used for Production activities.
     - **Non-production**: If the environment is used for testing and development purposes. For example, a sandbox environment.
   - **Admin email**: The administrator email ID used to log in to the Cloud Console. You can also enter a different email ID that needs to be part of the cloud tenancy. For more details, see Managing Users.
   - Admin first name and Admin last name: The first and last names of the Administrator.

   The environment details are added to the Oracle Cloud Infrastructure Classic Console under the Environments tab (LHS menu). It may take a few hours for the status to change to Active. If there are any issues, you can raise a service ticket with My Oracle Support (MoS).

   After the environment is set to Active, click the environment name to view Environment details. Click the Service console URL under Environment Information to create users and groups.

2.8 Access Oracle Identity and Access Management

Oracle Cloud Infrastructure Identity and Access Management (IAM) provides identity and access management capabilities, including authentication, single sign-on (SSO), and identity lifecycle management. It supports Oracle Cloud services as well as Oracle and non-Oracle applications, whether they run as SaaS, in the cloud, or on-premises.
Employees, business partners, and customers can securely access applications anytime, from anywhere, and on any device.

IAM integrates with existing identity stores, external identity providers, and applications across cloud and on-premises environments. This integration simplifies user access management.

IAM provides the security platform for Oracle Cloud. It allows users to access, develop, and deploy business applications such as Oracle Human Capital Management (HCM) and Oracle Sales Cloud, as well as platform services such as Oracle Java Cloud Service and Oracle Business Intelligence (BI) Cloud Service.

Administrators and users use IAM to create, manage, and access a cloud-based identity management environment securely and efficiently. They do not need to manage the underlying infrastructure or platform components.

To add users to your Cloud Services, navigate to the Oracle Identity and Access Management (IAM) Console.

To access the IAM Console:

1. Log in to Cloud.Oracle.com, to view all the details pertaining to your cloud order.

   Access the service link from the console to start using your subscribed cloud service.

2. Enter the Cloud Account Name and click Next to access the IAM Console.
3. Click Change tenancy option if you want to use a different tenancy.
4. Ensure that the displayed identity domain matches the expected value.

   > **Note**
   >
   > Cloud environments are created under the Default identity domain. If you need to assign your environment to a different identity domain, raise a Service Request.

5. Log in with your Username and Password.

   As an Administrator, you can create and manage users with different access rights to the Cloud Service.
   For example, the IAM Administrator has superuser privileges for an Oracle Identity and Access Management Domain. This administrator can create users, groups, group memberships, and so on.

2.9 Activate Application User Account

A user provisioned by their administrator can use the specific cloud services they have subscribed to.
When an administrator completes provisioning an application user, the user receives an account activation email from Oracle.

To log in and activate your application user account:

1. Open the email received from Oracle and review the information about your service in the email.
2. Click Activate Your Account. You will be prompted to change your password on the initial log in.
3. Enter your new credentials in the Reset Password window to activate your account. After the password is successfully reset, a Congratulations message is displayed.
4. Access the Application URL shared by the administrator.
5. Enter your credentials to sign in to your account and access the Welcome Page.

3

Welcome to Getting Started User Guide

This topic provides an overview of getting started user guide.

This guide helps you get started with Oracle Banking applications 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 must be read in conjunction with Common Core User Guide, Security Management System User Guide, and other application user guides.

This document is intended for the Customer Service Representatives (CSRs) and staff in charge of setting up new products in your bank.

4 Access Application

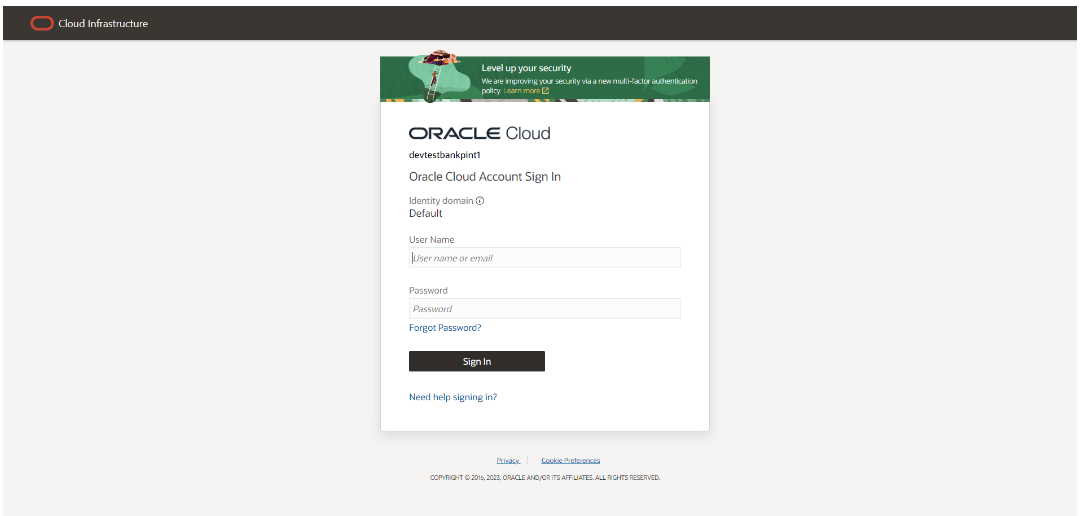
You can access any application using the link provided by the administrator. Contact the adminis-trator for the URL and the login credentials. For more information on Users and Roles, refer to **Oracle Banking Security Management System User Guide**.

Sign In

To sign in the product application:

1. Specify the URL in the browser address and press **Enter**. The Sign In page appears.

Figure 4-1 Sign In

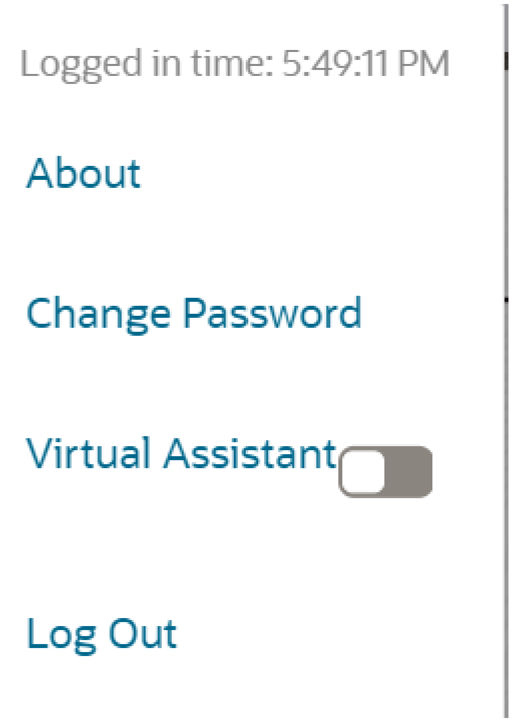


2. In the **User Name** field, enter the user name using which you wish to login.
3. In the **Password** field, enter the set password of the entered user name.
4. Click**Sign In** to log in to the application.

Log out

1. In the selected application navigate to the **Toolbar**.
2. Under **Toolbar**, click the user name logged into the application. The User Profile fly-out menu appears.

Figure 4-2 Log Out

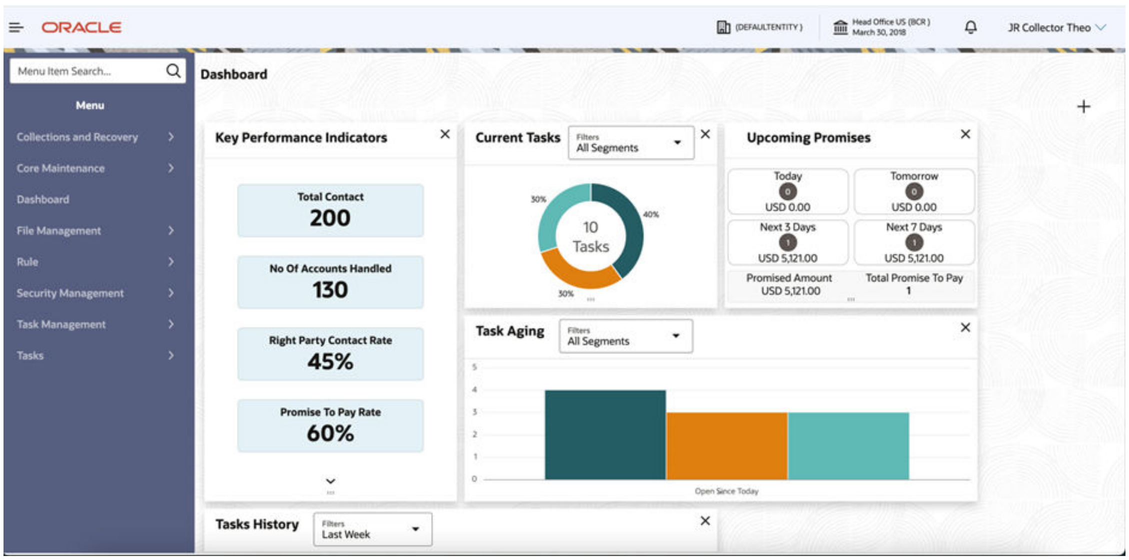


5 Application Environment

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 5-1 Application Environment



Call-out details

1. **HamburgerMenu**: Use to expand/collapse the menu.
2. **Menu**: Use to navigate/open the screens associated with the application.
3. **Sub-Menu**: Click to view the sub-menus associated with the menu. These screens are associated with the menu depending on the user privileges.
4. **DisplayGrid**: Displays the screens/dashboards selected using the menu.
5. **BankName**: Displays the name of the bank and its branch code. Click to select the branches associated with the logged in user.

> **Note**
>
> Depending on the logged in user and the branches associated, you can switch between branches and view the records

6. **ApplicationDate**: Displays the application date on which the branch's EOD was last performed.
7. **UserProfile**: User profile related options and actions are available.

- [Screen Environment](#)
  This topic describes about the various components in the screen environment.

5.1 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](#)
  This topic describes about the various components in the dashboard.
- [Summary Screen](#)
  This topic describes about the various components on the summary screen.
- [Maintenance Screen](#)
  This topic describes about the various components in the maintenance screen.

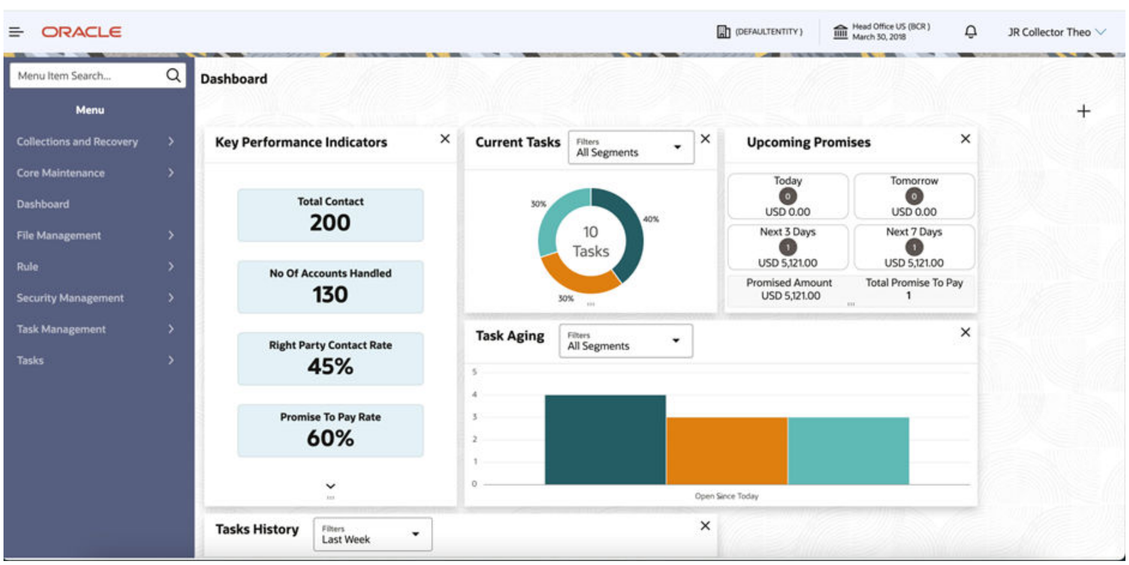
5.1.1 Dashboard

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 analyse the situation and take the necessary actions.

A sample screenshot of Dashboard is shown below:

Figure 5-2 Dashboard

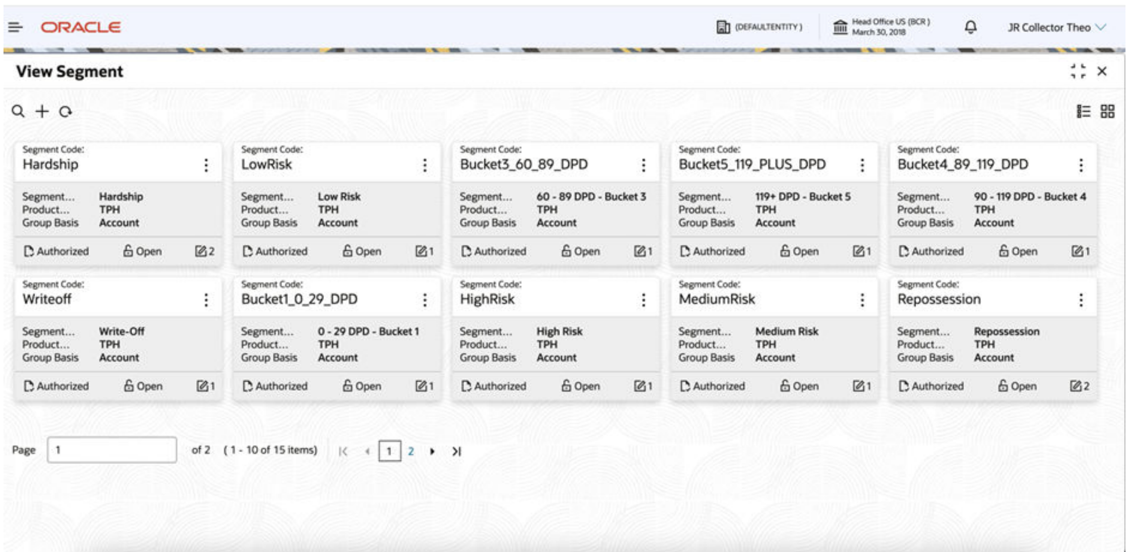


5.1.2 Summary Screen

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

Figure 5-3 Summary Screen



Call-out details

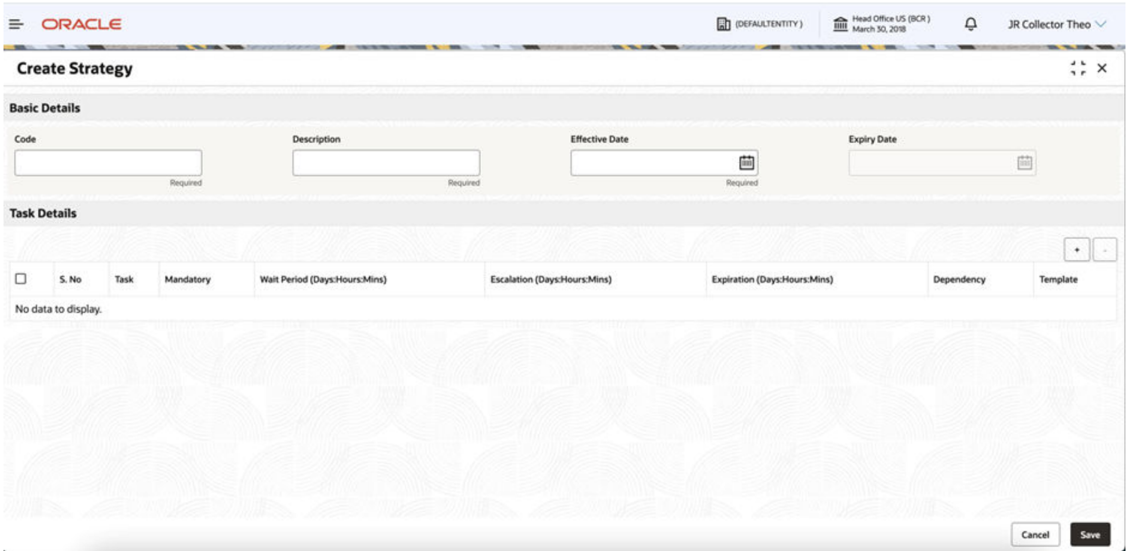
1. **Search**: Click to search/view a record from a selected summary screen.
2. **Refresh**: Click to refresh all records configured in the selected summary screen.
3. **Add**: Click to create/configure a new record.
4. **Pagination**: Displays the number of items available and the page numbers.
5. **Title bar**: Displays the name of the screen and couple of common actions such as minimize and remove. For more information, refer to **1.3.15 Minimizing Records** and **1.3.16 Closing Records** .
6. **Records**: Displays the configured records, you can view the records in different format. For more information, refer to **1.3.2 Viewing Records** .
7. **TileView**: Displays the configured records in the tile format.
8. **ListView**: Displays the configured records in the list format.

5.1.3 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 create screen. The create 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 5-4   Maintenance



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

Call-out Details

1. **Fields**: Displays the fields associated with the selected maintenance screen. There are several types of fields such as text box, dropdown, and so on, these fields can also be either manda-tory or options fields. For more information, refer to **Mandatory and Optional Fields** .
2. **Title bar**: Displays the name of the screen and couple of common actions such as minimize and remove. For more information, refer to **Minimizing Records** and **Closing Records** .
3. **Save**: Click **Save**to save the specified details in the maintenance screen.
4. **Cancel**: Click **Cancel**to reset the specified details in the maintenance screen

6
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.

Now, you have learned how to work with your records, you might want to explore more advanced features.

- Access the Records
  This topic provides the systematic instructions to access the records.
- View the Records
  This topic describes about the various formats to view the records.
- Search the Records
  This topic provides the systematic instructions to search the records.
- Refresh the Records
  This topic provides the systematic instructions to refresh the records.
- Creating / Configuring the Records
  This topic provides the systematic instructions to create / configure the records.
- Copy the Records
  This topic provides the systematic instructions to copy the record.
- Unlock the Records
  This topic provides the systematic instructions to unlock the record.
- Reopen the Records
  This topic provides the systematic instructions to reopen the record.
- Delete the Records
  This topic provides the systematic instructions to delete the record.
- Print the Records
  This topic provides the systematic instructions to print the record.
- Authorize the Records
  This topic provides the systematic instructions to authorize the record.
- Minimize and Maximize the Records
  This topic provides the systematic instructions to minimize and maximize the records.
- Close the Records
  This topic provides the systematic instructions to close the record.
- Audit the Records
  This topic provides the systematic instructions to audit the record.

6.1 Access the Records

This topic provides the systematic instructions to access the records.

The user can access the screens depending on the permissions/rights provided.

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 displays.

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.

6.2 View the Records

This topic describes about the various formats to view the records.

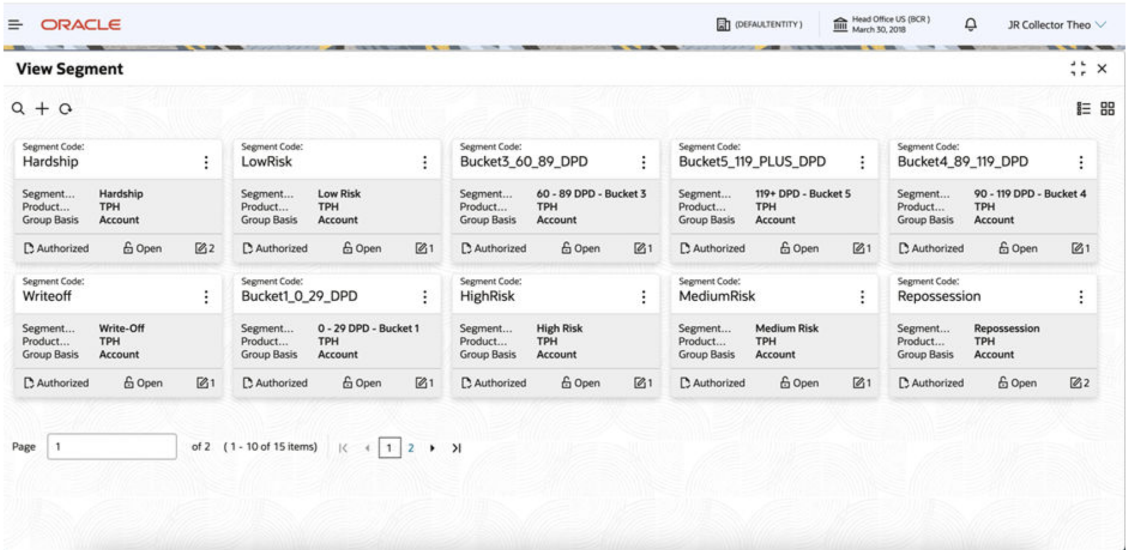
You can view the summary of all configured records in the selected summary screen. This helps you to find the required record faster. A few different formats to view the records are described.

Tile View

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. You can click a tile to open a record in a full screen and view the details.

A sample screenshot is shown below:

Figure 6-1 Tile View



Tile View with Context Menu

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

Call - Out Details

- **Context Menu**:The icon appears only to the selected number of screens. The context menu allows you to perform actions that are associated with the record.
- **Context Menu Flyout**:A list of all of the actions appear, and the list of actions depend on the status of the record

6.3 Search the Records

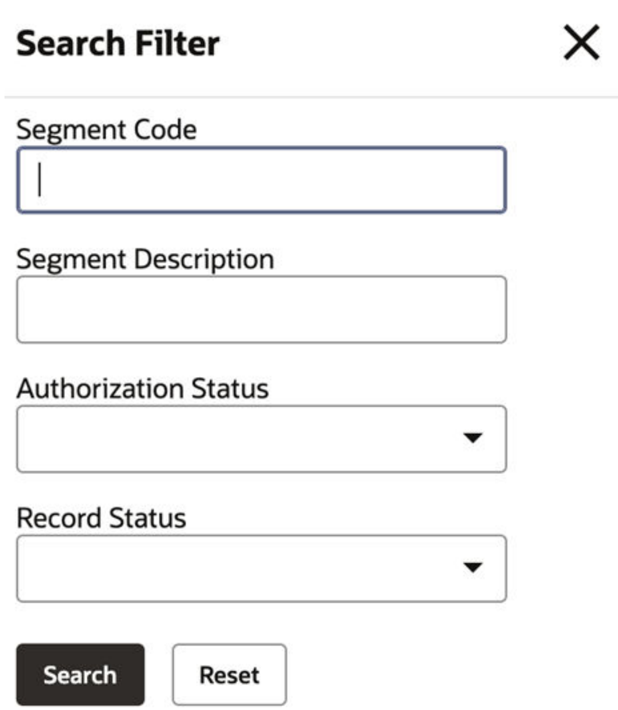
This topic provides the systematic instructions to search the records.

You can search the required number of records.

1. In the selected screen, click **Search**, the fields associated with the selected screen appear in a drop-down menu.

   A sample screenshot is shown below.

Figure 6-2 Searching Records



2. Provide the required details associated with the selected screen.
3. Click **Search**. The requested record displays.

6.4 Refresh the Records

This topic provides the systematic instructions to refresh the records.

In the selected screen, click **Refresh**, the records associated with the selected screen is updated with the latest details.

6.5 Creating / Configuring the Records

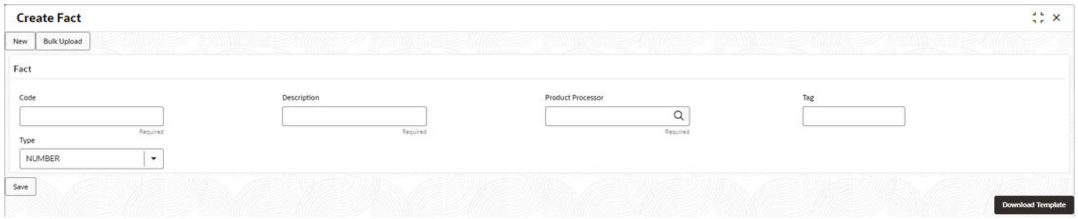
This topic provides the systematic instructions to create / configure the records.

You can create/configure records with any of the following two ways:

1. In the selected view screen, click **Add** icon to create/configure a record.
2. On the **menu**, select a **sub-menu** and click **<Create name of the screen>**.

   The **Create or Configure the record** screen shown for reference.

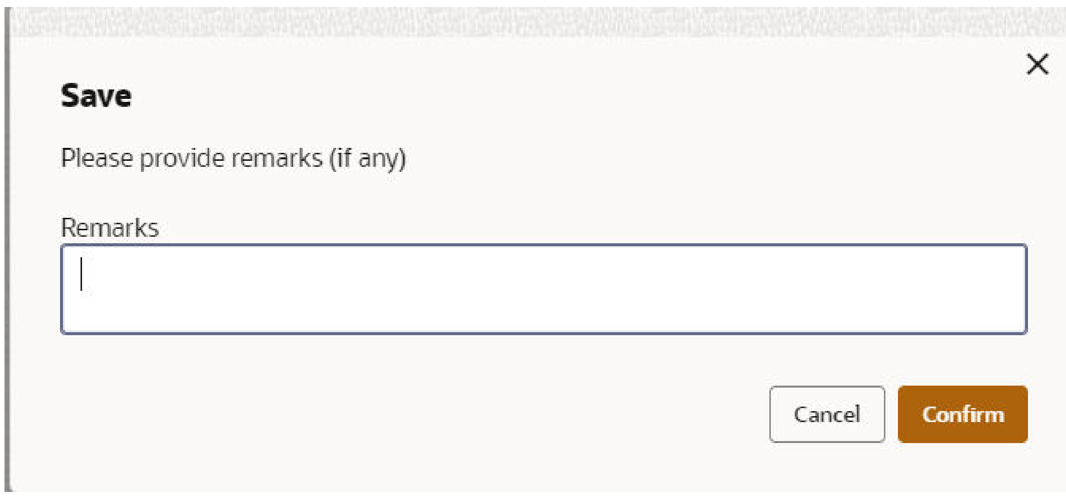
Figure 6-3 Create or Configure the record



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

   The **Save - Confirmation Message** popup screen displays.

Figure 6-4 Save



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 **Auditing Record** topic for the detailed explanation.
7. Click **Cancel** to discard the changes.

6.6 Copy the Records

This topic provides the systematic instructions to copy the record.

Perform the following steps to copy a record.

1. In a selected screen, click a record.
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.

6.7 Unlock the Records

This topic provides the systematic instructions to unlock the record.

Perform the following steps to unlock a record.

1. In a selected screen, click a record.
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.

6.8 Reopen the Records

This topic provides the systematic instructions to reopen the record.

1. Navigate to **Summary** screen.
2. Click on the record that need to reopen.
3. Click **Reopen**.

   The **Confirmation** screen displays.
4. Specify a remark.
5. Click **Confirm** to reopen the record.

6.9 Delete the Records

This topic provides the 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.

6.10 Print the Records

This topic provides the 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.

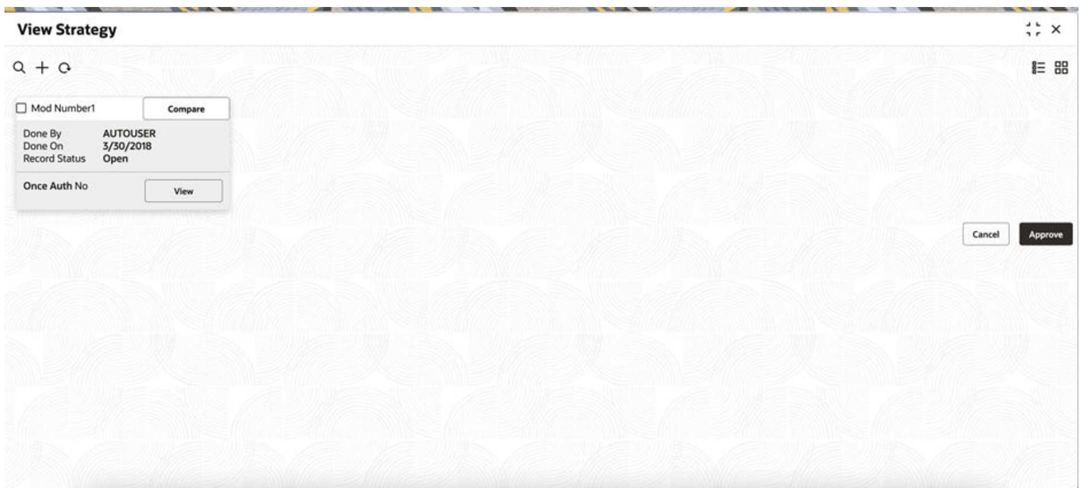
6.11 Authorize the Records

This topic provides the systematic instructions to authorize the record.

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

   The **Authorization** screen displays.

   Figure 6-5 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.

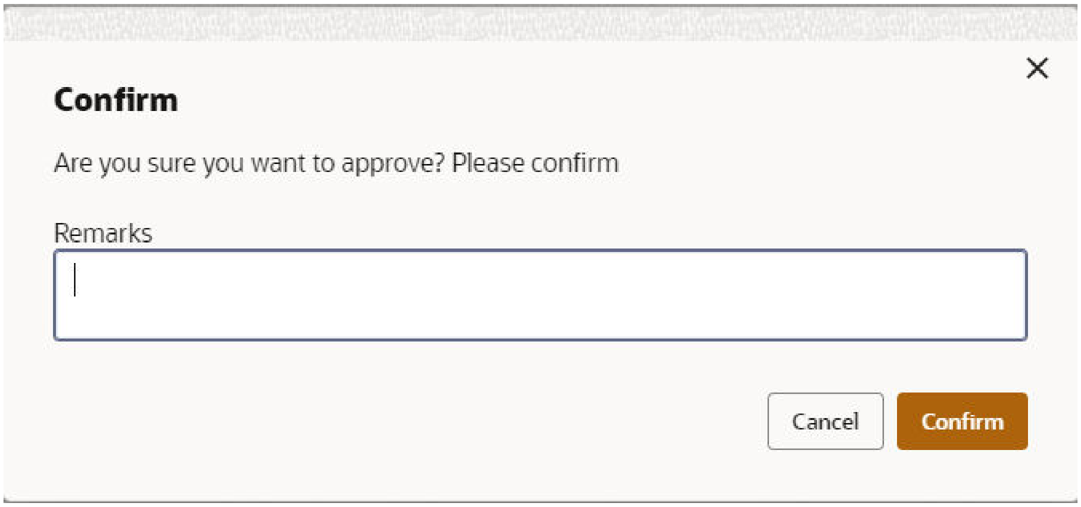
   > **Note**
   >
   > - If the lower modification has to be rejected, all the higher modifications (if any) must also be rejected.
   > - If the higher modification has to be approved, all the lower modifications (if any) must also be approved.

To approve the record:

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

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

Figure 6-6 Confirmation



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 topic for the detailed explanation.
10. Click **Cancel** to discard the approval.

To reject the record:

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

    The **Reject - Confirmation Message** 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 Record** topic for the detailed explanation.
14. Click **Cancel** to discard the rejection.

6.12 Minimize and Maximize the Records

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

In the selected screen, click Collapse to minimize the screen. The minimized screen appears at the bottom left corner of the screen. You can click to maximize the screen.

6.13 Close the Records

This topic provides the systematic instructions to close the record.

In the selected screen, click Remove to close the screen. If you are in the middle of creating/ modi-fying the records in a selected screen, an error/warning message appears prompting to save the changes.

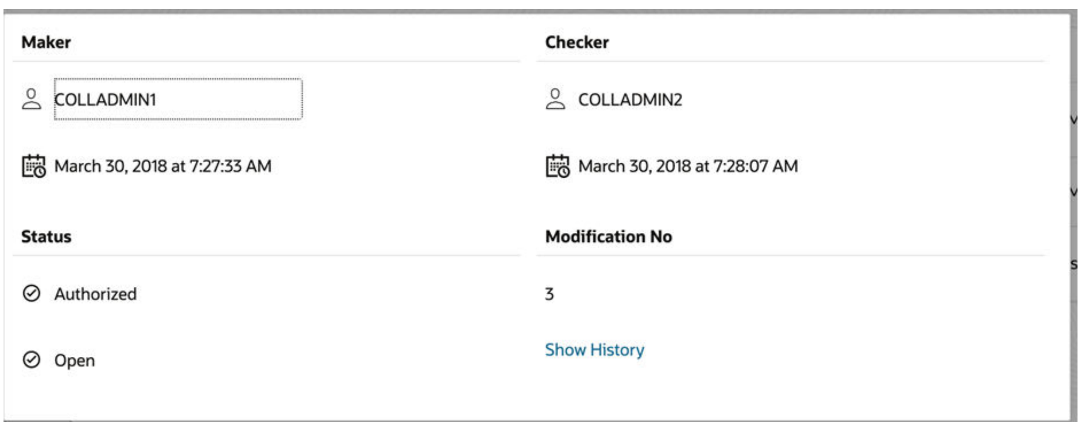
6.14 Audit the Records

This topic provides the systematic instructions to audit the record.

1. Navigate to **Summary** screen.
2. Click 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 displays.

   Figure 6-7 Audit Details

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

7 Screen / Dashboard

This topic describes about the various components in Screen / Dashboard.

Pagination

The number of records are displayed on the bottom left corner of the selected view screen. Depending on the records available the number of pages appear. You can navigate using the first page, last page, previous page, next page and by using the numbers option.

Mandatory and Optional Fields

There are mandatory and optional fields available for any screen. Mandatory fields are mentioned as **Required**. If you try 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.

Removing Tile

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

Reordering Tile

Select and drag the **Drag to Reorder** option to drop the dashboard widget at the desired place. The page is automatically refreshed and displays the updated order.

Expanding Tile

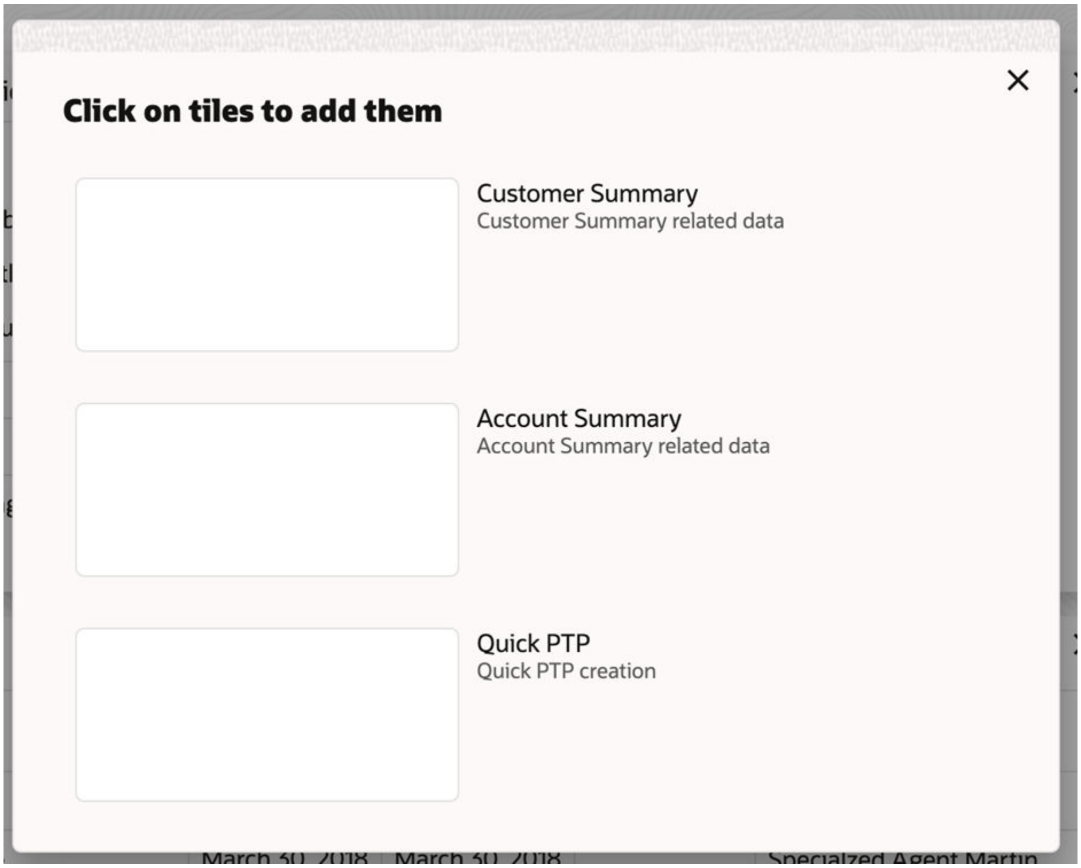
Click **Expand Tile** to view all the information of the dashboard widget. The expanded widget appears on a complete row to view more information.

Adding Tile

Perform the following steps to add a tile.

1. Click **Add Tiles** to Dashboard to add more available dashboard widget to the dashboard landing page.
   The **Click on tiles to add Dashboard** pop-up appears.

Figure 7-1 Click on tiles to add Dashboard



2. Click on the dashboard you want to add to the dashboard landing page. The page is automatically refreshed and displays the added dashboard widget

8
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 8-1 List of Buttons/Icons

Button/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	Prints the configured record for the selected screen.
Approve	Approve 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 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.

9

Common Fields

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

The list of common fields are described as follows.

Table 9-1 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.
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. • **Rejected**: The record is rejected. • **Open**: The record is open and waiting for verification. • **Locked**: The record is locked. • **Closed**: The record is closed.

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