Oracle® Retail Brand Compliance Management Cloud Service

Process User Guide

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Oracle Retail Brand Compliance Management Cloud Service Process User Guide, Release 23.0.101.0

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Preface

This document describes the Oracle Retail Brand Compliance Management Cloud Service Process user interface. It provides step-by-step instructions to complete most tasks that can be performed through the user interface.

Audience

This document is intended for the users of the Oracle Retail Brand Compliance Management Cloud Service Process module.

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Related Documents

For more information, see the following documents in the Oracle Retail Brand Compliance Management Cloud Service documentation set:

- *Oracle Retail Brand Compliance Management Cloud Service Administration Guide*
- *Oracle Retail Brand Compliance Management Cloud Service Implementation Guide*
- *Oracle Retail Brand Compliance Management Cloud Service Release Readiness Guide*
- *Oracle Retail Brand Compliance Management Cloud Service Security Guide*
- *Oracle Retail Brand Compliance Management Cloud Service User Guide*
- *Oracle Retail Brand Compliance Management Cloud Service Workspace User Guide*

For information on the Oracle Retail Brand Compliance Management Cloud Service modules, see the following documents:

- *Oracle Retail Brand Compliance Management Cloud Service Product User Guide*

- *Oracle Retail Brand Compliance Management Cloud Service Reports User Guide*
- *Oracle Retail Brand Compliance Management Cloud Service Supplier User Guide*

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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 Introduction

Process is a process management system based on the use of predefined templates for Processes, Briefs, and Activities:

- Processes, whether a single process or a combination of sub-processes, typically end with the product-specific elements which can be linked to the product record and specification.
- Within each of these elements, whether a Process or End Process template, there are key details entered plus a list of activities.
- Each Activity has a specified number of working days, responsibilities, keys, gates (locks), specification links/Activity indicators, and so on, which when added together, create a critical path and process time line.
- Wherever possible, the commencement/completion of an Activity automatically updates the Process workflow. This reduces the need for users to access the process plan and separately confirm tasks have been commenced/completed.

Accessing Process

After logging into the system, users see an option to access Process from the main navigation bar at the top of the screen.

To access a Process option, select the option from the Process drop-down list.

Figure 1-1 Process Drop-Down List

The Process Administrator and Process Manager roles are only given to Retailer users. Supplier users have access to processes associated to their supplier/site.

Access to Process functionality is restricted by the following roles:

Process Administrator

This can be assigned to Retailer users who need to configure Process, End Process, and Activity templates and the associated administration options.

If you have been assigned the Process Administrator Authority Profile, you can do the following:

- Access the Administration area and create, amend, or delete what has been set up for Process, such as, templates, teams, and pick list values.
- Create, amend, or delete Processes, Activities and Briefs.
- Schedule processes.
- Unlink records from a process.
- Access and maintain the system calendar.
- Access the Global Changes option to reassign the process managers.

Process Manager

This can be assigned to users who need to create processes and edit schedules.

If you have been assigned the Process Manager Authority Profile, you can do the following for those processes for which you are responsible:

- Access the Administration area and view what has been set up for Process, such as, templates, teams, and pick list values.
- Create, amend, or delete Processes, Activities and Briefs.
- Schedule processes.
- Unlink records from a process.

Getting Started

Before using Process, be sure that you are familiar with the user interface. If you need more information, see the *Oracle Retail Brand Compliance Management Cloud Service User Guide*. This User Guide covers the login, home page, and user interface.

2
Retailer Users

This chapter describes how the Process options are used by Retailer users. For information on each option, see the following section:

- Activities Option
- Processes Option
- End Processes Option
- Hierarchy Option
- Hierarchy All Option

For users with Administrator access for Process, see the *Oracle Retail Brand Compliance Management Cloud Service Administration Guide*.

The list views have the following options in the View Selector drop-down list:

- Associated: You can select to see entries for which you have been assigned as Owner, Responsible, or Viewer.
- Owner: You can select to see only the entries for which you have been assigned as Owner.
- Responsible: You can select to see only the entries for which you have been assigned as Responsible.

Some lists include Key and Gate columns. These are used within an Activity to force completion of previous activities so that the activities adhere to the critical path. An Activity Gate can be locked, that is, cannot be completed without previous Activity (key or keys) being completed.

Table 2-1 describes the icons in those columns.

Table 2-1 Icons for Key and Gate Columns

Icons	Description
△	Indicates this is a Process record.
◇	Indicates this is an End Process record.
	Indicates the Activity Key field is set to Yes.
	Indicates that the Activity Gate field is set to Yes and preceding keys are complete.
	Indicates that the Activity Gate field is set to Yes and preceding keys are not all complete.

Activities Option

To navigate to the activities you need to complete, select the Activities option. When you select this option, a tab opens with a default list view of Activities for which you have been assigned as being Responsible. For each activity, the following information is shown:

- Proposed End Date
- Activity Name
- Process Title
- Description
- Process
- Sequence
- Proposed Start Date
- Actual Start Date
- Duration
- Status
- Sub Status
- Critical Path
- Key
- Gate

The following actions are available on this page:

- View: Select an activity from the list. The Activity record opens in read only mode.
- Edit: Select an activity from the list. The Activity record opens in edit mode.
- Change Status and Exit

  There are two ways to update the status for activities:

  - Select multiple entries in the list. Select the Change Status and Exit action by either right-clicking or selecting it from the Actions menu. Then, select the status change from the list.
  - Open an activity in edit mode. Select the Change Status and Exit action by either right-clicking or selecting it from the Actions menu. Then, select the status change from the list.

To navigate to the activities you need to complete, you can also use the Task App and Urgent Items Manager on the Home page. For more information, see the *Oracle Retail Brand Compliance Management Cloud Service User Guide*.

Processes Option

When you select this option, a tab opens with a default list view of Processes that meet the following requirements:

- The Process has activities that have not been completed.

- You have been assigned as being Responsible.
- The Process has not been cancelled or completed.

For each process, the following information is shown:

- Parent Process
- Process Title
- Process Type
- Template Type
- Proposed Start Date
- Actual Start Date
- Proposed End Date
- Proposed Launch Date

The following actions are available on this page:

- New Process: See Creating a New Process.
- Add Process: See Adding a Process to an Existing Process.
- Schedule Processes: See Schedule Processes.
- Edit: See Editing an Existing Process.

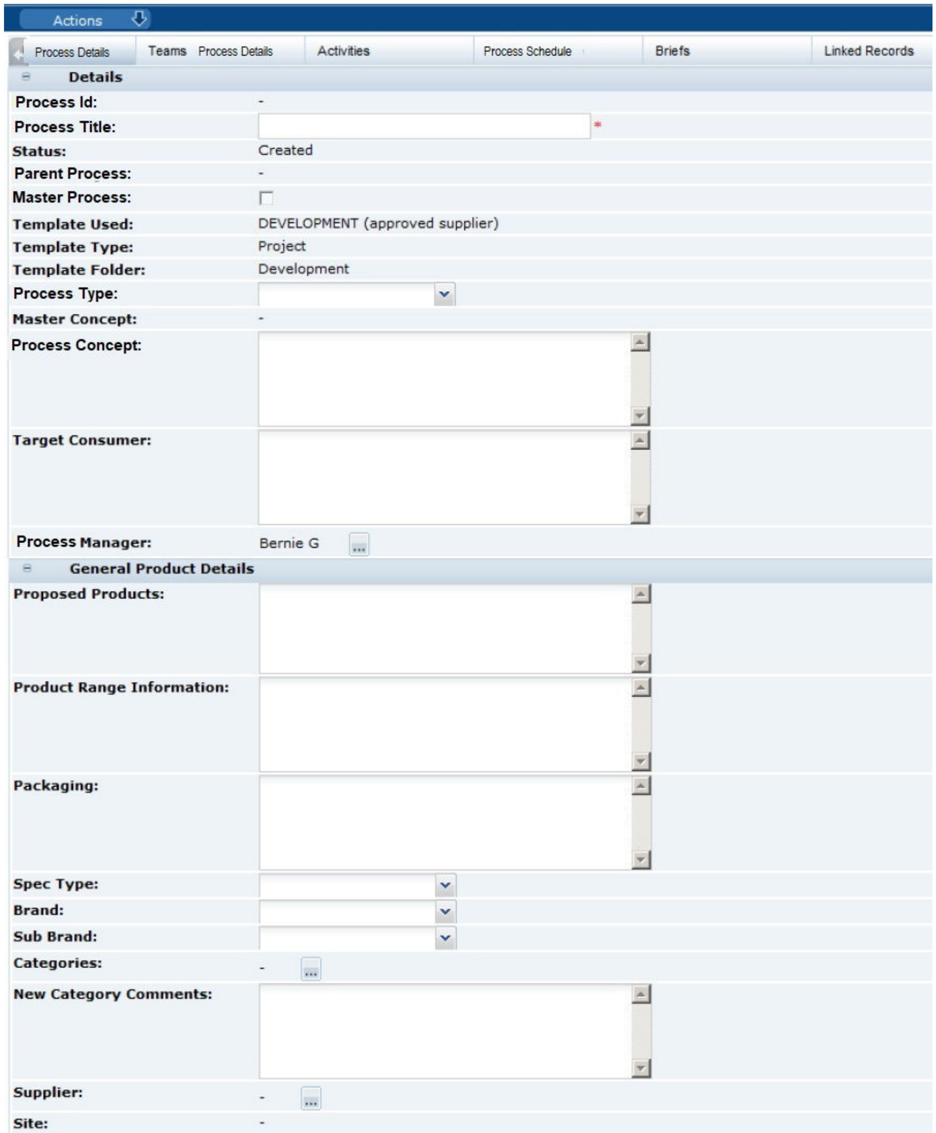
Creating a New Process

For information on creating Process Templates, see the *Oracle Retail Brand Compliance Management Cloud Service Administration Guide*.

To create a new process:

1. Select the New Process action. The Create Process dialog box opens:
   a. Select the folder containing the relevant process templates. Click the icon. In the Select Folder dialog box, select a folder from the list and click **Ok**.
   b. Choose the template from the selected folder. Click the icon. In the Select Template dialog box, select the process template and click **Ok**.
   c. The list of activities from the selected template are shown. Click **Ok**. The New Process tab opens.

Figure 2-1 New Process Page



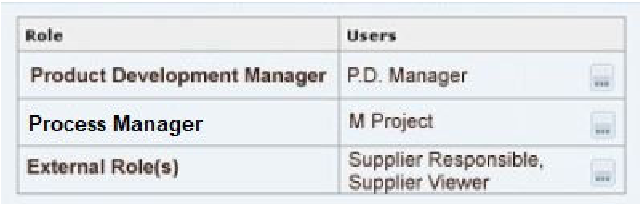
2. Enter the process details:
   - Process Id: The system assigns this ID when the process is created.
   - Process Title: The title must be unique within the system. This field is mandatory.
   - Status: The Status is set to Created.
   - Parent Process: If this new process is being added to an existing process, the parent process is shown here. The Parent Concept field is also shown.
   - Master Process: If this process is a master process within a hierarchy of processes, check the box.
   - Template Used: This is the name of the template that was selected for this process in Step 1.
   - Template Type: This is the type assigned to that template, that is, Process or End Process.

- Template Folder: Location of the template.
- Process Type: Select the type from the drop-down list.
- Master Concept: If this process is selected to be a master process, enter an overview of the concept in this field.
- Process Concept: Enter an overview of this process concept.
- Target Consumer: Enter a description of the target consumer for this process.
- Process Manager: This is initially set to the user who is creating the process. To change a process manager, click the icon.

3. Enter the general product details. These fields are not mandatory:
   - Proposed Products
   - Product Range Information
   - Packaging
   - Spec Type
   - Brand
   - Sub Brand
   - Categories
   - New Category Comments
   - Supplier
   - Site
4. Open the Teams page.

   If the process template used to create this process had any activities specified, all the user roles specified in the activities linked to the process template are shown here.

Figure 2-2 Teams Page

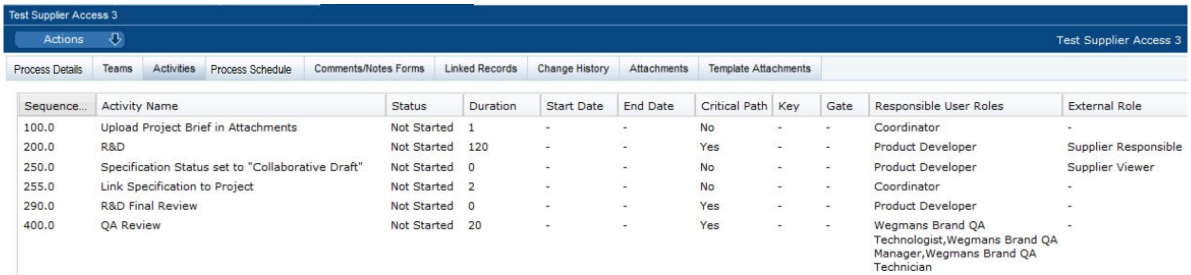


Role	Users
Product Development Manager	P.D. Manager
Process Manager	M Project
External Role(s)	Supplier Responsible, Supplier Viewer

To select users for each role, click the icon. The Select Users dialog box opens. Select the users from the list and click **Ok**.

5. Open the Activities page. Activities that were set up for the template are shown here.

Figure 2-3 Activities Page



You can add and remove activities from the list:

- To add activities, select the Add Activity action. The Add Activity dialog box opens. Select the activities from the list and click **Ok**.
- To remove activities, select the entries in the list and then select the Remove Activity action. The Confirmation dialog appears. Click **Ok**.

6. Open the Process Schedule page.

Figure 2-4 Process Schedule Page

The Start and End dates are mandatory fields. These dates are used for scheduling activities:

- Planned Working Days is initially set to zero. To calculate the number of working days, select the Schedule action. The number of planned days for activities on the critical path are added up and shown here.
- When a launch date is selected, the year and week are shown here based on the system calendar.

7. Open the Briefs page. Briefs that were set up for the process template are shown here. If additional activity briefs need to be added to the process, this can be done by adding an activity to the process which contains the additional briefs.
8. Open the Linked Records page. This page lists any links the process has with any records within the system. For information on adding and deleting linked records, see Adding and Removing Links to Records.
9. Open the Attachments page. This page shows a list of documents that are attached to a process. Table 2-2 describes the columns on this page.

Table 2-2 Columns for Attachments

Column	Description
Download	Double-click the icon to download the file. The icon indicates the type of file, for example, Microsoft Excel spreadsheet or Word document.
File Name or URL	File name or the URL to the file.
Description	Description of the file.
Bytes	Number of bytes in the file.
Attached By Id	Name of the person who attached the file.
Attached On	Date and time the file was attached.

You can add, delete, and edit the list:

- To add an attachment, select the New Attachment action. The Add/Edit Attachment dialog box appears. Enter the information about the file and click **Save**.
- To edit an attachment, select the entry in the list and then select the Edit action. The Add/Edit Attachment dialog box appears. The information for the selected file is shown. Make any changes and click **Save**.
- To delete an attachment, select the entry in the list and then select the Delete action. The Confirm Delete Attachment dialog box appears. Click **Ok**.

10. Open the Template Attachments page. This is a list of files attached to the template being used to create this process. For a description of the columns on this page, see Table 2-2. The same options are available to add, delete, and edit the list as provided on the Attachments page.
11. When you have made all your entries for the new process, select the Save action. The new process is added to the process hierarchy at the root level.

Adding a Process to an Existing Process

A process can be added under an existing process. To add a process, select the parent process in the left pane and then select the Add Process action. A tab opens to enable you to create the process. For information on completing this page, see Creating a New Process. The new process is added to the process hierarchy under the selected parent process.

Adding an Activity and Schedule

To schedule or reschedule activities:

1. Select the processes and then select the Add Activity & Schedule action. The Add Activity dialog box opens.
2. Select the activities and then click **Ok**. The Schedule Activities dialog box opens.
3. Select the scheduling method. The following choices are available:
   - Forwards from the Start Date (with non-critical Activities Starting on same date)
   - Forwards from the Start Date (with non-critical Activities Ending on same date)
   - Backwards from the end date (with non-critical Activities Starting on same date)
   - Backwards from the end date (with non-critical Activities Ending on same date)

  - Forwards from Last Completed Activity Date (with non-critical Activities Starting on same date)
  - Forwards from Last Completed Activity Date (with non-critical Activities Ending on same date)
4. Click **Ok**. A Confirmation dialog box appears.
5. Click **Ok**. The selected activities are added to the processes. The system calculates the start and end dates for each activity.

Schedule Processes

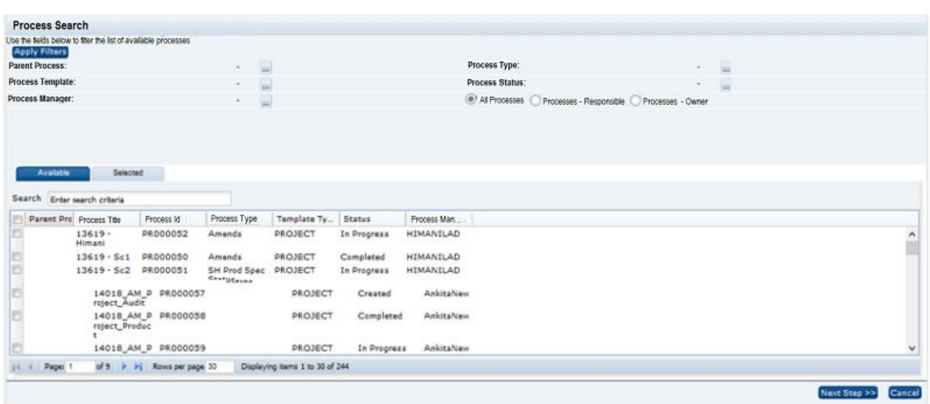
The multiple process update wizard provides a method of updating and scheduling processes, including the following features:

- Add Activities
- Remove Activities
- Amend Activity Duration
- Set Process Start/End Date
- Schedule Process

To update multiple processes and/or schedule in a single process:

1. Open Processes or End Processes under the Process menu.
2. Select the **Schedule Processes** option under the Actions menu.
   a. A Process Search window opens presenting a list of processes:
      - When selected from the Processes page, it will contain both Process and End Process types (as defined by their templates).
      - When selected from the End Processes page, it will only contain End Process types (as defined by their templates).
   b. Select the processes to be updated and/or scheduled. To search the list of available processes, select the filters to use and then click Apply Filters, or use the search box to search the contents of the columns.
   c. Click the Selected tab to view the selected processes. Unchecking in the Selected tab deselects the process.

Figure 2-5 Schedule Processes Wizard Step 1

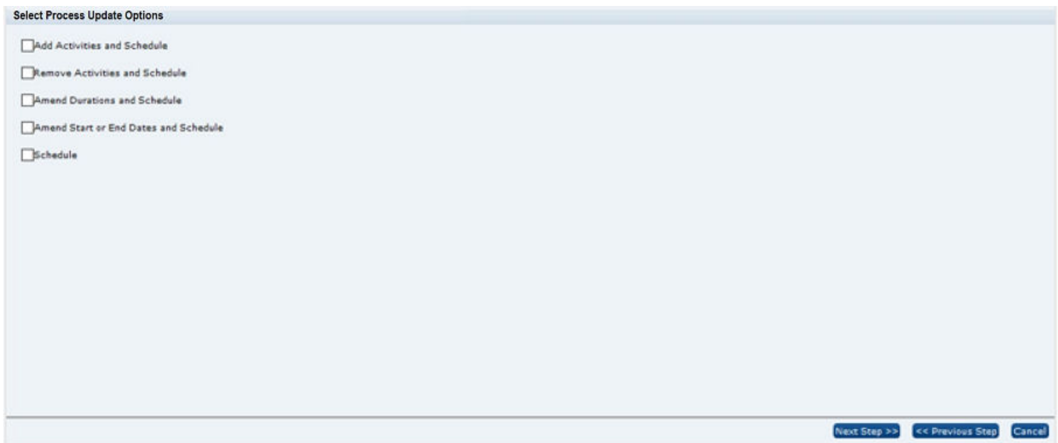


Ensure that at least one process has been selected and then select **Next Step**. The wizard moves to Step 2 for selecting the process update options.

3. A window opens, presenting a checkbox list of options for updating and/or scheduling processes:

   - Add Activities and Schedule
   - Remove Activities and Schedule
   - Amend Durations and Schedule
   - Amend Start or End Dates and Schedule
   - Schedule

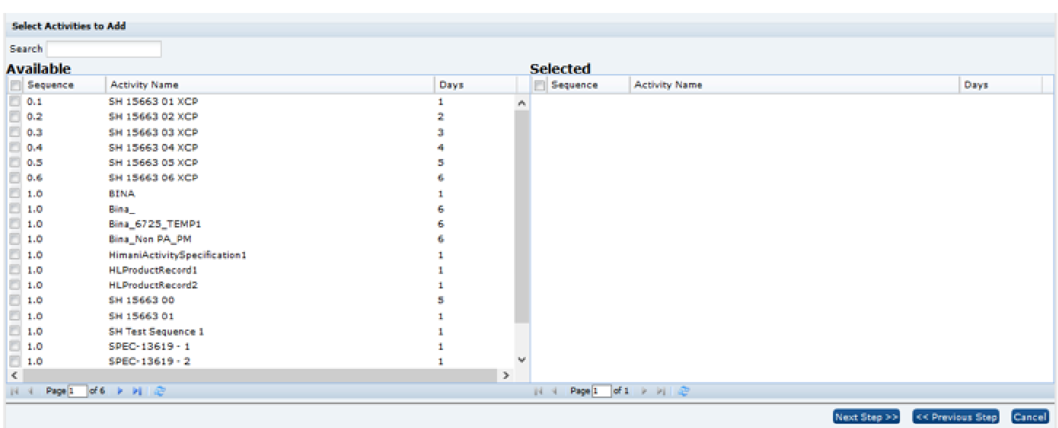
   Figure 2-6 Schedule Processes Wizard Step 2



   Ensure that at least one option has been selected and then select **Next Step**. The wizard takes you through the updates options selected.

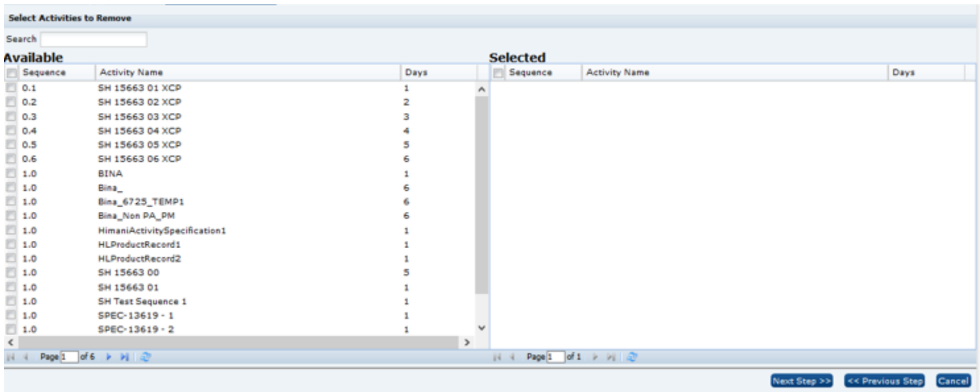
4. If ***Add Activities and Schedule*** was selected as an update option, a window for Step 3 of the wizard opens presenting a list of active activity templates for the user to select from to add to processes. Select at least one activity and then select **Next Step**. The wizard moves to the next selected update option.

   Figure 2-7 Schedule Processes Wizard Step 3



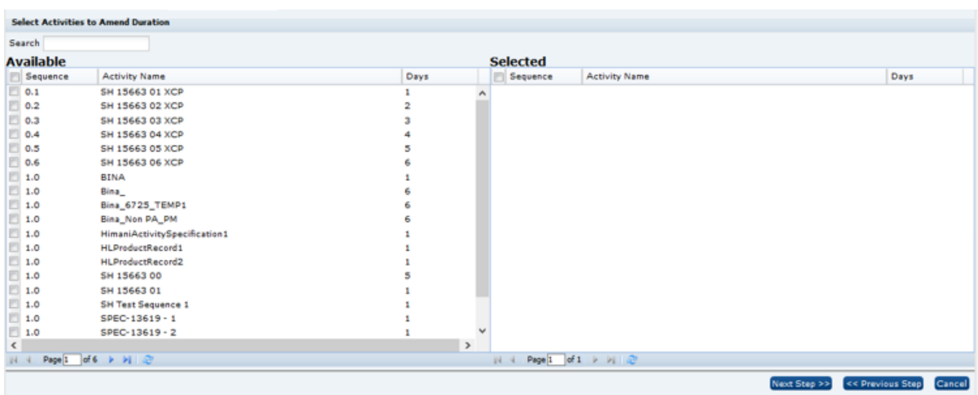
5. If ***Remove Activities and Schedule*** was selected as an update option, a window for Step 4 of the wizard opens, presenting a list of active activity templates for removal from processes. Select at least one activity and then select **Next Step**. The wizard moves to the next selected update option.

Figure 2-8 Schedule Processes Wizard Step 4



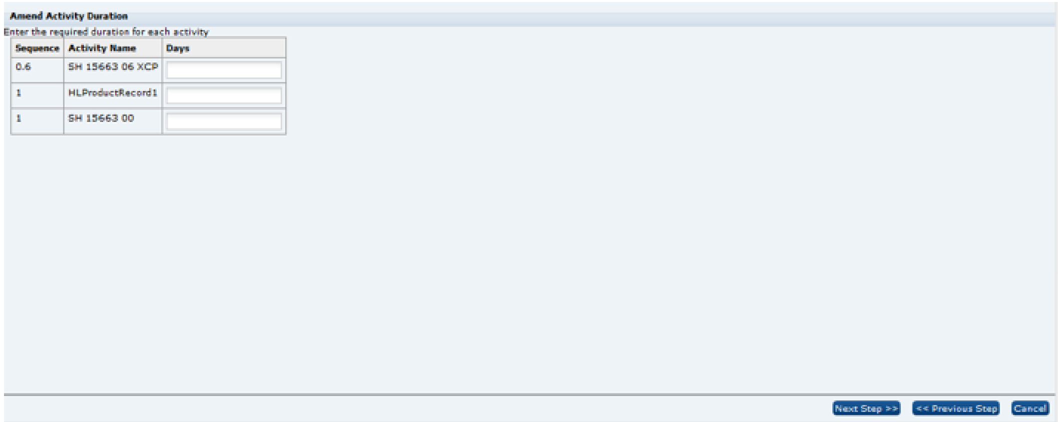
6. If ***Amend Durations and Schedule*** was selected as an update option, a window for Step 5 of the wizard opens presenting a list of active activity templates to select for amending the activity duration. Select at least one activity and then select **Next Step**. The wizard moves to part 2 of this step.

Figure 2-9 Schedule Processes Wizard Step 5 Part 1



A list of activities selected in the first part of this step is presented, to allow entry of the *Days* duration for each activity.

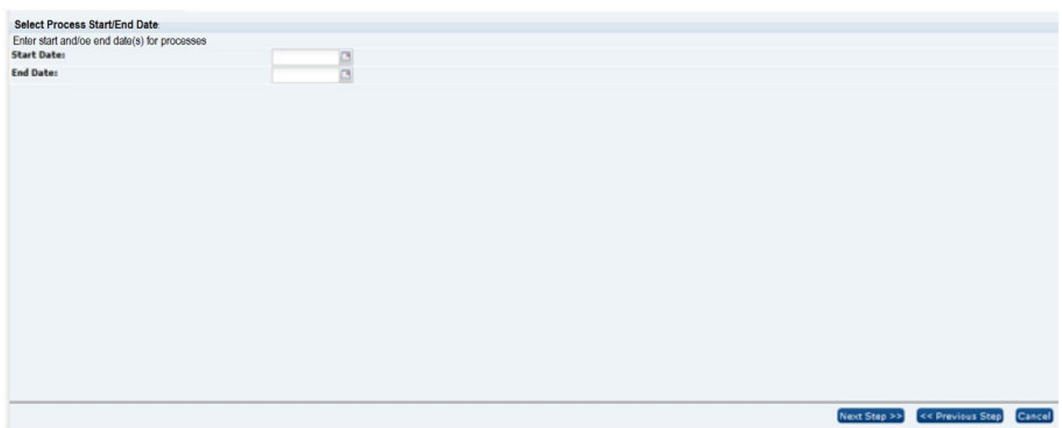
Figure 2-10 Schedule Processes Wizard Step 5 Part 2



After entering a value in the Days field for each of the activities, select **Next Step**. The wizard moves to the next selected update option.

7. If **Amend Start or End Dates and Schedule** was selected as an update option, a window for Step 6 of the wizard opens presenting the date selection fields for applying to the processes.

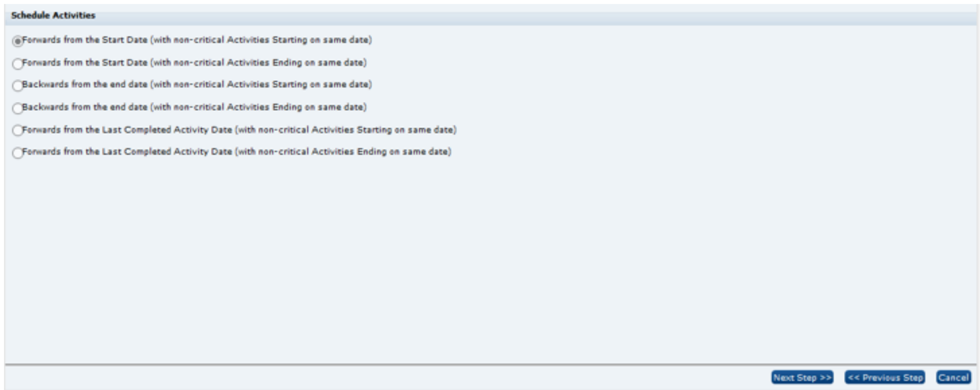
Figure 2-11 Schedule Processes Wizard Step 6



Enter a start and/or end date and select **Next Step**. The wizard moves to the Schedule Activities step.

8. The Schedule Activities step will always be presented, regardless of which options are selected in Step 2. The following window is presented to allow one of the scheduling methods to be selected for the Processes. The default option is the first option in the list.

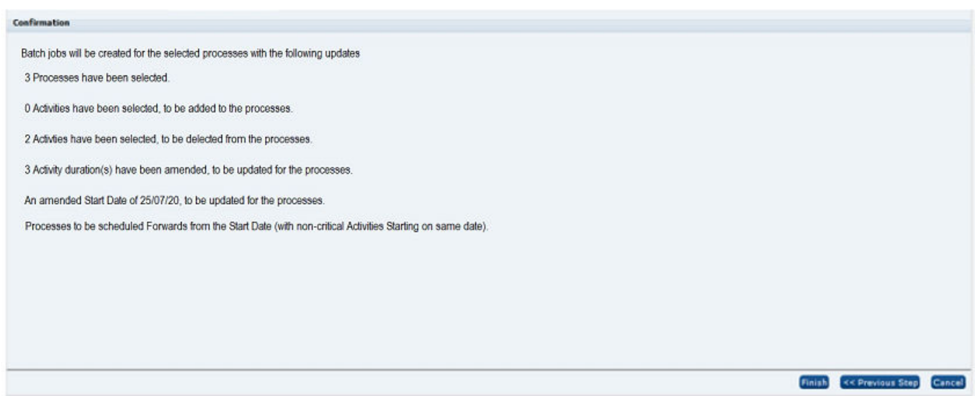
Figure 2-12 Schedule Processes Wizard Step 7



After choosing a scheduling option, select **Next Step**. The wizard displays a confirmation window.

9. The Confirmation window provides a summary of the updates that will be applied to the selected processes and the method of scheduling.

Figure 2-13 Schedule Processes Wizard Confirmation



Selecting **Finish** results in the window closing and a job being scheduled to process the updates. You will receive an email notification when the job has started and again when it has completed, including details of any exceptions.

Editing an Existing Process

Select the process and then select the Edit action. The process records open in edit mode. The following options are available:

- Adding Users
- Replacing a Team
- Adding Activities
- Removing Activities

- Moving a Process
- Adopting Information from a Parent Process
- Distributing Information from a Parent Process

Adding Users

If additional users are required for a process, you can add them. Open the Teams page. On the Teams page, select the Add Team action from the main actions menu. The Select Team dialog box opens. Select a team, click **Ok**, and then save the process:

- If you select a team that contains additional users to those users already in your process, these users are added to the relevant role within your process.
- If you add a team which does not contain roles used by your process, there is no effect on the process.
- If you add or remove a user, the user is added or removed from all the underlying activities of your process.

Replacing a Team

If a different set of users is required for a process, you can replace the team. Open the Teams page. On the Teams page, select the **Replace Team** action from the main actions menu. The Select Team dialog box opens. Select a team from the available teams, click **Ok**, and then save the process:

- All current users are replaced with the users specified by the selected team. However, current users assigned to user roles not contained within the selected team are retained.
- If you add or remove a user, the user is added or removed from all the underlying activities of the process.

Adding Activities

If additional activities are needed for a process, you can add them. Open the Activities page. From the Activities page, select the Add Activity action from the main actions menu. The Add Activity dialog box. Select the activities, click **Ok**, and then save the process.

Removing Activities

If activities are no longer required, you can remove them from a process. Only activities at Not Started status can be removed.

Open the Activities page. On the Activities page, select the activities to be removed and then select the Remove Activity action. Save the process.

Moving a Process

A process can be moved to a different parent process. To move a sub-process, open the sub-process in edit mode. Select the Change Parent Process action. The Select Parent Process dialog box appears. Select the new parent process, click **Ok**, and save the process.

Apart from the process name, the original data is retained. If you need to adopt information from the new parent, see Adopting Information from a Parent Process.

Adopting Information from a Parent Process

You can replace process information for a sub-process from its parent process. Open the sub-process in edit mode. Select the Adopt Parent Information action and save the process. The following information is replaced from the parent process:

- Process Details:
  - Process Concept
  - Target Consumer
  - Proposed Products
  - Product Range Information
  - Packaging
  - Spec Type
  - Brand
  - Sub Brand
  - Business Category
- Process Schedule:
  - Proposed Launch Date
  - Proposed Year
  - Proposed Week (of period)

Distributing Information from a Parent Process

You can distribute information from a parent process to processes. To distribute the information, open the parent process in edit mode. Select the Distribute Parent Process. It will distribute the information to all processes that are one level down from the parent process. For the list of information that is distributed, see Adopting Information from a Parent Process.

Adding and Removing Links to Records

The system allows activities (through setting an Activity Type) to be linked to a number of different records, which can be used to control the activity status, including the following:

- Sites
- Audits
- Assessments
- Product Records
- Product Specifications

To link an activity to a record:

1. Open the activity in edit mode.
2. Select the Go to for the record. The record opens in edit mode.

3. Select the Link to Process action. The Create Activity Link dialog box appears. It lists the process title, activity name, and linked record name.
4. Click **Ok**.

To remove a link to an activity:

1. Open the Linked Records page.
2. Select the linked records in the list to be removed.
3. Select the Unlink action.

Linking Multiple Product Specifications

A Process Linking wizard provides an alternative method of linking Product Specifications to process activities. It allows for multiple links to be made using a single action.

1. Open a list view of Product Specifications or Produce Specifications.
2. Select the Link Specifications to Processes action. The Link Specifications to Processes Step 1 dialog box opens:
    a. Select the specifications to be linked. To search the list of available specifications, select the filters to use and then click Apply Filters, or use the search box to search the contents of the columns.

       When launched from a Produce specification list view, the Specification Type is fixed as Produce, so the selector is hidden; when launched from the list views of other specification types, Produce is excluded from the selectable specification types. The list excludes deleted and archived specifications.

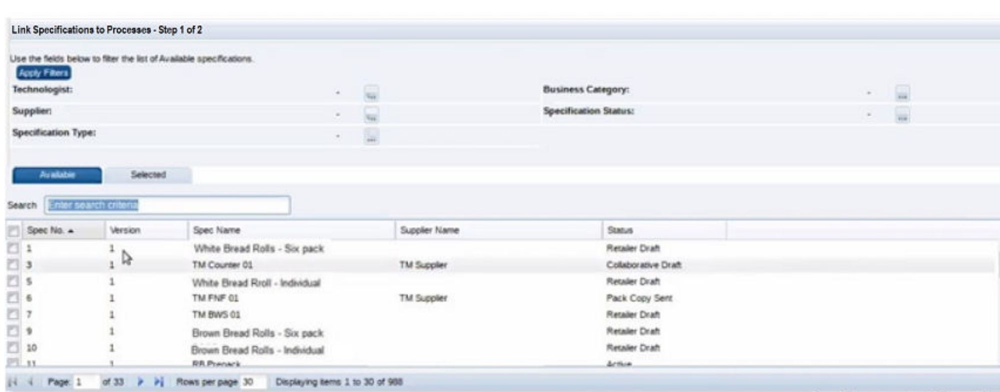
       The Specification Status filter shows the statuses appropriate to Produce or non Produce specifications accordingly.

       The Business Category filter searches the Other Business Categories field.

       If the user is a Supplier user, the Supplier filter is hidden.

       The filters are applied with AND logic, so for example if a Technologist and a Supplier have been selected, only specifications that are assigned the Technologist and the Supplier will be returned.
    b. Click the Selected tab to view the selected specifications. Unchecking in the Selected page deselects the specification.

Figure 2-14   Link Specifications to Processes Step 1



3. Ensure at least one specification has been selected, then click **Next Step**. The Link Specifications to Processes Step 2 dialog box opens:
   a. Select the process activities to link each specification to.

Figure 2-15 Link Specifications to Processes Step 2

   The option can be checked to exclude those that are already linked to a specification when selecting process activities (a system parameter controls the default value).

   b. Ensure each specification has a process selected and click **Ok**. A Link Specifications to Processes batch job is submitted to perform the linking processing. You will receive an email notification when the job has started and again when it has completed, including details of any exceptions.

Unlinking Multiple Records

Users with the Process Manager or Process Administrator Authority Profile can select a number of processes to be unlinked, using a single action.

To unlink multiple records from their processes, select the Unlink action, either when editing the Process's Linked Records page, or from the Process Links section / page when editing a linked record.

The process unlinks the record from the process activity, plus any other activities within the process that link to the record, where they share the same Linkage Group. The status of the activity is reset to Not Started, unless other records remain linked to it.

If other records remain linked, the status of the remaining linked records (in the same Linkage Group) is considered, and compared to the Started and Completed statuses defined in the corresponding Activity Type glossary to check whether the activity statuses should remain the same, or be set back to Not Started:

- If one or more remaining records match the *Started* status, the activity remains Started (or is set to Started, if previously Complete). It is not reset to Not Started.
- If all remaining records match the *Completed* status, the activity remains Completed. It is not reset to Not Started.

- If none of the remaining records match either the *Started* or *Completed* status, the activity is reset to Not Started.

Changing Status of Multiple Processes

Users with the Process Manager or Process Administrator Authority Profile can select a number of processes in the view and then, either by right-clicking or by selecting a status from the Actions menu, change the status of the processes. A confirmation dialog must be accepted in order for the updates to be submitted.

End Processes Option

When you select this option, a tab opens with a default list view showing End Processes that have activities that meet the following requirements:

- The Process Type set to End Process.
- The Process has activities that have not been completed.
- You have been assigned as being Responsible.
- The Process has not been cancelled or completed.

For each End Process, the following information is shown:

- Parent Process
- Process Title
- Process Type
- Proposed Start Date
- Actual Start Date
- Proposed End Date
- Proposed Launch Date

The following actions are available on this page:

- New Process: See Creating a New Process.
- Add Process: See Adding a Process to an Existing Process.
- Add Activity & Schedule: See Adding an Activity and Schedule.
- Edit: See Editing an Existing Process.

Hierarchy Option

When you select this option, a tab opens with a three panel view showing a list of Processes in the left pane that meet the following requirements:

- You have been assigned as being either Responsible, Owner, or Viewer.
- The Process has activities that have not been completed.
- The Process has not been cancelled or completed.

For an example of this page, see Figure 2-16.

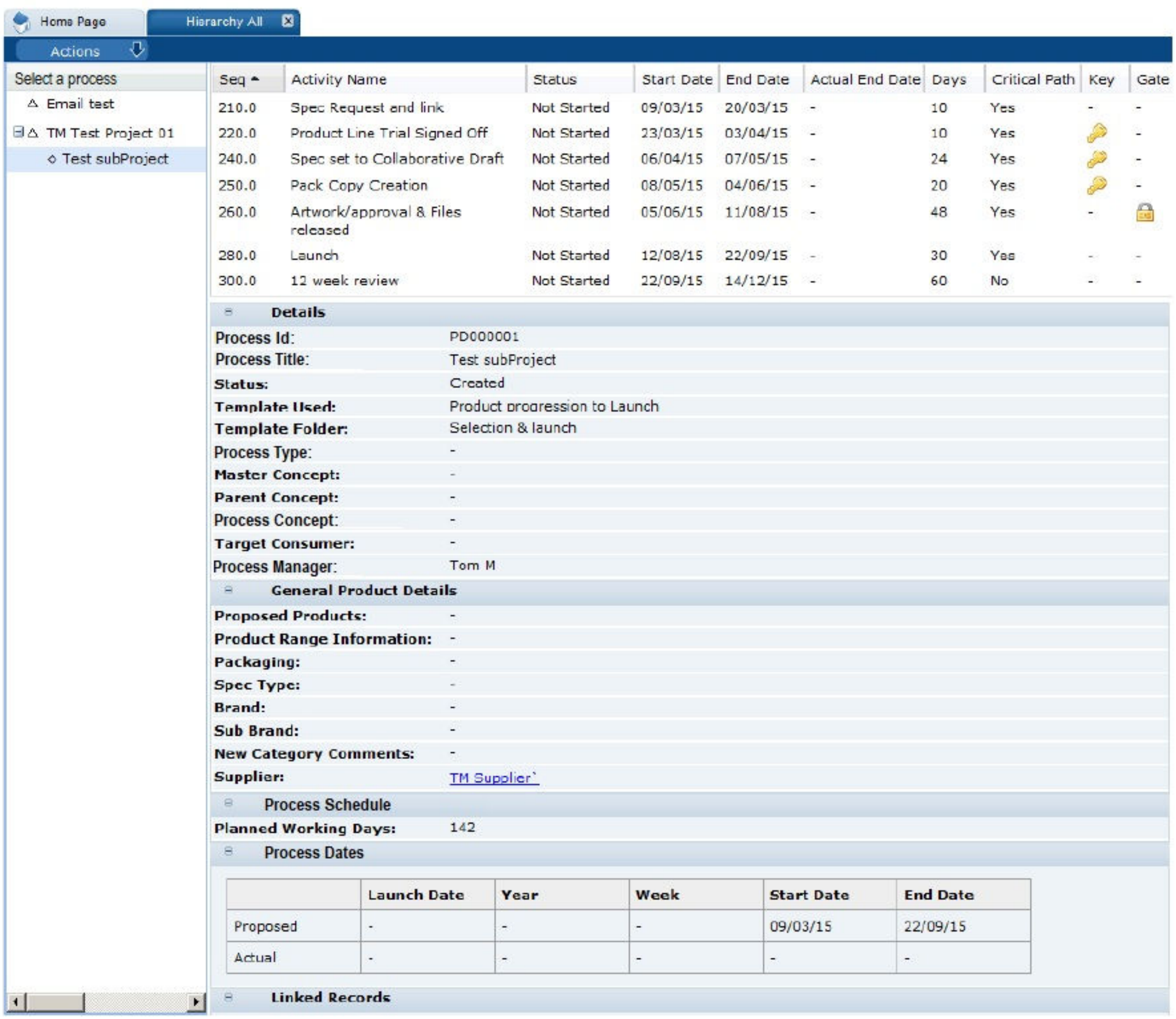
The following actions are available on this page:

- New Process: See Creating a New Process.
- Add Process: See Adding a Process to an Existing Process.
- Edit: See Editing an Existing Process.

Hierarchy All Option

For Process Managers or Process Administrators, when you select this option, a tab opens with a three panel view showing all Processes. The left panel displays a hierarchical list of the processes. The top right panel shows the activities for the process selected in the left pane. The bottom right panel shows the process details.

Figure 2-16 Hierarchy All Page



The following actions are available on this page:

- New Process: See Creating a New Process

- Add Process: See Adding a Process to an Existing Process
- Edit: See Editing an Existing Process
- Copy a Process

Copying a Process

To copy a process:

1. Select the process in the left panel and select the Copy action. The Copy Process dialog box appears.
2. Enter the number of copies that are required. Click **Ok**. The dialog box is updated with a Process Title field for each copy.
3. Enter the titles and click **Ok**. A tab is opened for each new process.
4. For each new process, make updates as needed and then select the Save action. A new process is created at the same hierarchy level as the process being copied.

3 Supplier and Site Users

This chapter describes how the Process options are used by Supplier and Site users. For information on each option, see the following section:

- Activities Option
- Processes Option
- End Processes Option
- Hierarchy Option

For more information on the functionality of the options, see Retailer Users. Note that only Retailer users can create processes and templates.

Activities Option

To navigate to the activities you need to complete, you can select the Activities option on the Proxess menu. When you select this option, a tab opens with a list view of Activities that meet the following requirements:

- The External Role is set to Supplier Responsible.
- The supplier or site is named in the Process.

You can also select the Processes option on the Process menu and then open activities from the Activities page.

Processes Option

When you select this option, a tab opens with a list view of Processes that have activities that meet the following requirements:

- The External Role is set to Supplier Responsible.
- The supplier or site is named in the Process.
- The Process has not been cancelled or completed.

End Processes Option

When you select this option, a tab opens with a list view showing End Processes that have activities that meet the following requirements:

- The External Role is set to Supplier Responsible.
- The supplier or site is named in the Process.
- The Process has not been cancelled or completed.

Hierarchy Option

When you select this option, a tab opens with a three panel view showing Processess in the left pane that meet the following requirements:

- The Process has activities with the External Role set to Supplier Responsible or Supplier Viewer.
- The supplier or site is named in the Process.
- The Process has not been cancelled or completed.

4
All Users

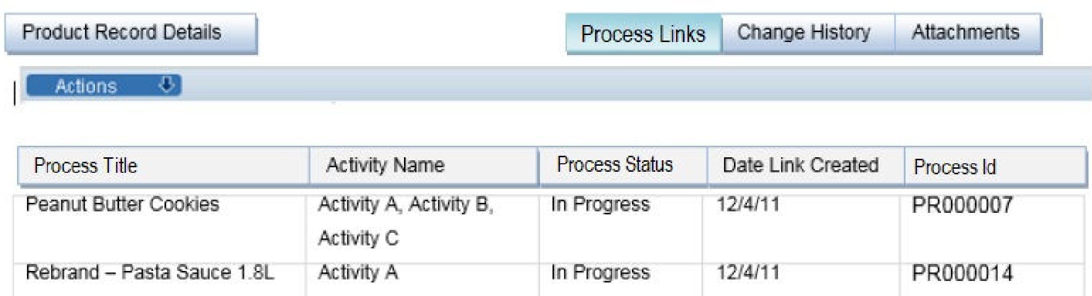
This chapter describes Process options available to all users. For information on each option, see the following section:

- Process Links
- Process Briefs

Process Links

Any records that a Process is linked to show the links in the Process Links page. Figure 4-1 shows an example of links to Processes within a Product Record.

Figure 4-1   Links to Processes within a Product Record



If a row shows a link with greyed-out text, clicking it will do nothing. If shown in black text, it can be double-clicked to open the Process record.

Process Briefs

Within Processes and Activities, the Brief Extract action can be used to produce an extract containing the questions used. The extract can be based on new or previously saved selection criteria. Previous selection criteria that is no longer required can be deleted. The extract is saved in the Report Outputs area, and a link is emailed to the user.

A Brief Extract may also be scheduled as a report. See the *Oracle Retail Brand Compliance Management Cloud Service Reports User Guide*.

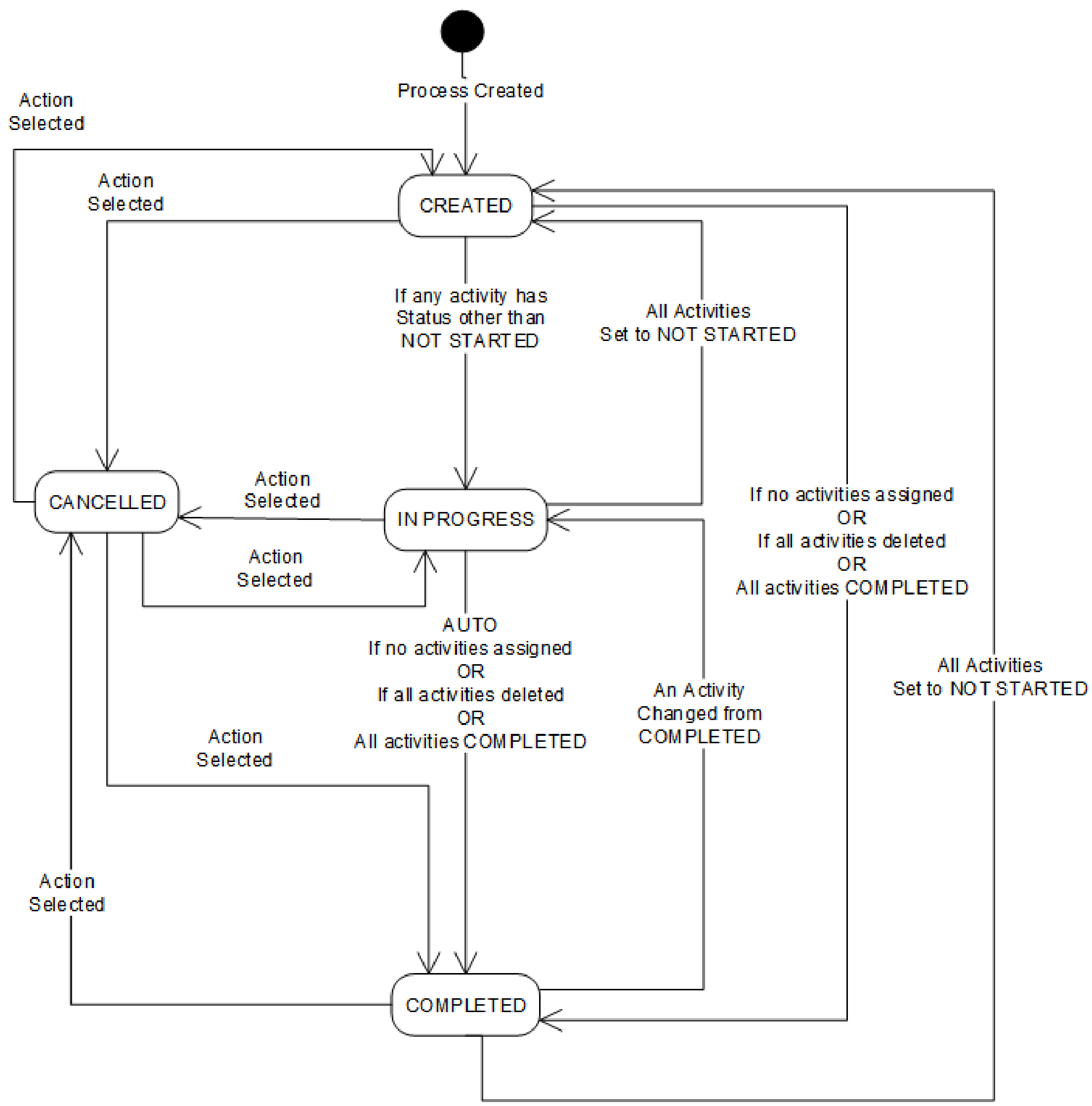
A

Appendix: Workflows

This appendix provides flow diagrams that illustrate how the status of processes and activities flows during the life of a process and activity.

Processes start in a Created status and move to Completed status.

Figure A-1 Process Status Workflow



Activities start in a Not Started status and move to Completed status.

Figure A-2 Activity Status Workflow