

Oracle® Banking Corporate Lending Process Management Tasks Menu User Guide



Release 14.7.5.0.0

G14992-01

September 2024

The Oracle logo, consisting of a solid red square with the word "ORACLE" in white, uppercase, sans-serif font centered within it.

ORACLE®

Copyright © 2018, 2024, Oracle and/or its affiliates.

This software and related documentation are provided under a license agreement containing restrictions on use and disclosure and are protected by intellectual property laws. Except as expressly permitted in your license agreement or allowed by law, you may not use, copy, reproduce, translate, broadcast, modify, license, transmit, distribute, exhibit, perform, publish, or display any part, in any form, or by any means. Reverse engineering, disassembly, or decompilation of this software, unless required by law for interoperability, is prohibited.

The information contained herein is subject to change without notice and is not warranted to be error-free. If you find any errors, please report them to us in writing.

If this is software, software documentation, data (as defined in the Federal Acquisition Regulation), or related documentation that is delivered to the U.S. Government or anyone licensing it on behalf of the U.S. Government, then the following notice is applicable:

U.S. GOVERNMENT END USERS: Oracle programs (including any operating system, integrated software, any programs embedded, installed, or activated on delivered hardware, and modifications of such programs) and Oracle computer documentation or other Oracle data delivered to or accessed by U.S. Government end users are "commercial computer software," "commercial computer software documentation," or "limited rights data" pursuant to the applicable Federal Acquisition Regulation and agency-specific supplemental regulations. As such, the use, reproduction, duplication, release, display, disclosure, modification, preparation of derivative works, and/or adaptation of i) Oracle programs (including any operating system, integrated software, any programs embedded, installed, or activated on delivered hardware, and modifications of such programs), ii) Oracle computer documentation and/or iii) other Oracle data, is subject to the rights and limitations specified in the license contained in the applicable contract. The terms governing the U.S. Government's use of Oracle cloud services are defined by the applicable contract for such services. No other rights are granted to the U.S. Government.

This software or hardware is developed for general use in a variety of information management applications. It is not developed or intended for use in any inherently dangerous applications, including applications that may create a risk of personal injury. If you use this software or hardware in dangerous applications, then you shall be responsible to take all appropriate fail-safe, backup, redundancy, and other measures to ensure its safe use. Oracle Corporation and its affiliates disclaim any liability for any damages caused by use of this software or hardware in dangerous applications.

Oracle®, Java, MySQL, and NetSuite are registered trademarks of Oracle and/or its affiliates. Other names may be trademarks of their respective owners.

Intel and Intel Inside are trademarks or registered trademarks of Intel Corporation. All SPARC trademarks are used under license and are trademarks or registered trademarks of SPARC International, Inc. AMD, Epyc, and the AMD logo are trademarks or registered trademarks of Advanced Micro Devices. UNIX is a registered trademark of The Open Group.

This software or hardware and documentation may provide access to or information about content, products, and services from third parties. Oracle Corporation and its affiliates are not responsible for and expressly disclaim all warranties of any kind with respect to third-party content, products, and services unless otherwise set forth in an applicable agreement between you and Oracle. Oracle Corporation and its affiliates will not be responsible for any loss, costs, or damages incurred due to your access to or use of third-party content, products, or services, except as set forth in an applicable agreement between you and Oracle.

Contents

Preface

Purpose	v
Audience	v
Documentation Accessibility	v
Critical Patches	vi
Diversity and Inclusion	vi
Related Resources	vi
Conventions	vi
Screenshot Disclaimer	vi
Acronyms and Abbreviations	vi
Basic Actions	vii
Symbols and Icons	viii

1 Tasks Menu

1.1 Awaiting Customer Clarification	1-1
1.2 Completed Tasks	1-2
1.3 Free Tasks	1-3
1.4 Hold Tasks	1-4
1.5 My Tasks	1-5
1.6 Search	1-6
1.7 Supervisor Tasks	1-7

2 Business Process Maintenance

2.1 Process List Screen	2-1
2.2 Process Management Screen	2-2
2.3 Verify and Submit Screen	2-3

3 Error Codes and Messages

Preface

This topic contains following sub-topics:

- [Purpose](#)
- [Audience](#)
- [Documentation Accessibility](#)
- [Critical Patches](#)
- [Diversity and Inclusion](#)
- [Related Resources](#)
- [Conventions](#)
- [Screenshot Disclaimer](#)
- [Acronyms and Abbreviations](#)
- [Basic Actions](#)
- [Symbols and Icons](#)

Purpose

This manual is designed to help acquaint you with the Tasks module of the Oracle Banking Corporate Lending Process Management (OBCLPM). It provides an overview of the module and guides you, through the various steps involved in viewing the Oracle Banking Corporate Lending Process Management services for the customers of your bank.

Audience

This document is intended for the following audience:

- Customer Service Representatives (CSRs)
- Staff in charge of setting up new products in a bank

Documentation Accessibility

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

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.

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 make sure effective security, as strongly recommended by [Oracle Software Security Assurance](#).

Diversity and Inclusion

Oracle is fully committed to diversity and inclusion. Oracle respects and values having a diverse workforce that increases thought leadership and innovation. As part of our initiative to build a more inclusive culture that positively impacts our employees, customers, and partners, we are working to remove insensitive terms from our products and documentation. We are also mindful of the necessity to maintain compatibility with our customers' existing technologies and the need to ensure continuity of service as Oracle's offerings and industry standards evolve. Because of these technical constraints, our effort to remove insensitive terms is ongoing and will take time and external cooperation.

Related Resources

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

- *OBCLPM Bilateral Loans User Guide*
- *OBCLPM Loan Syndication User Guide*
- *OBCLPM Configuration User Guide*

Conventions

The following text conventions are used in this document:

Convention	Meaning
boldface	Boldface type indicates graphical user interface elements associated with an action, or terms defined in text or the glossary.
<i>italic</i>	Italic type indicates book titles, emphasis, or placeholder variables for which you supply particular values.
monospace	Monospace type indicates commands within a paragraph, URLs, code in examples, text that appears on the screen, or text that you enter.

Screenshot Disclaimer

Personal information used in the interface or documents is dummy and does not exist in the real world. It is only for reference purposes.

Acronyms and Abbreviations


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

Table 1 Acronyms and Abbreviations

Acronyms	Abbreviations
DSL	Domain Specific Language
JSON	JavaScript Object Notation
OBCLPM	Oracle Banking Corporate Lending Process Management

Basic Actions

Table 2 List of Basic Actions

Action	Description
Approve	Click Approve to approve the initiated report. This button is displayed, once the user click Authorize .
Audit	Click Audit to view the maker details, checker details of the particular record, and record status. This button is displayed only for the records that are already created.
Authorize	Click Authorize to authorize the record created. A maker of the screen is not allowed to authorize the report. Only a checker can authorize a record. This button is displayed only for the already created records.
Close	Click Close to close a record. This action is available only when a record is created.
Confirm	Click Confirm to confirm the performed action.
Cancel	Click Cancel to cancel the performed action.
Compare	Click Compare 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	Click Collapse All to hide the details in the sections. This button is displayed, once the user click Compare .
Expand All	Click Expand All to expand and view all the details in the sections. This button is displayed, once the user click Compare .
New	Click New to add a new record. The system displays a new record to specify the required data. <div style="border-left: 2px solid #0070C0; padding-left: 10px; margin-left: 10px;"> <p> Note: The fields which are marked with Required are mandatory.</p> </div>
OK	Click OK to confirm the details in the screen.
Save	Click Save to save the details entered or selected in the screen.
View	Click View 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	Click View Difference only 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 .

Symbols and Icons

The following symbols and icons are used in the screens.

Table 3 Symbols and Icons - Common









Symbol/Icon	Function
	Minimize
	Maximize
	Close
	Perform Search
	Open a list
	Add a new record
	Navigate to the first record
	Navigate to the last record

Table 3 (Cont.) Symbols and Icons - Common










Symbol/Icon	Function
	Navigate to the previous record
	Navigate to the next record
	Grid view
	List view
	Refresh
	Calendar
	Filter
	Copy a record
	Click this icon to add a new row.

Table 3 (Cont.) Symbols and Icons - Common




Symbol/Icon	Function
	Click this icon to delete an existing row.
	Click to view the created record.
	Click to unlock, delete, authorize or view the created record.

Table 4 Symbols and Icons - Audit Details









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

Table 5 Symbols and Icons - Widget

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

1

Tasks Menu

Task menu has multiple sub menus. Based on the user role, the sub menus can be accessed by the user.

This topic contains following sub-topic.

- [Awaiting Customer Clarification](#)
Use **Awaiting Customer Clarification** menu to display the tasks which are in awaiting customer clarification state.
- [Completed Tasks](#)
Use **Completed Tasks** menu to display the tasks which has been recently completed a stage in a process by the current user. This menu does not display completed tasks of all the stages but displays only the latest stage.
- [Free Tasks](#)
Use **Free Tasks** menu to display the tasks which were not acquired by any user and for which the current user is entitled to access.
- [Hold Tasks](#)
Use **Hold Tasks** menu to display the tasks which were moved on hold by the current user.
- [My Tasks](#)
Use **My Tasks** menu to display the tasks acquired from the free tasks menu by the current user.
- [Search](#)
Use **Search** menu to search for the task(s) with the filters. Search fetches the result either with one or multiple filter criteria.
- [Supervisor Tasks](#)
Use **Supervisor Tasks** menu to view the **User Tasks** or **Free Tasks**. The tasks gets displayed based upon the option selected.

1.1 Awaiting Customer Clarification

Use **Awaiting Customer Clarification** menu to display the tasks which are in awaiting customer clarification state.

The task list displays the following details of the task.

- Action
- Priority
- Process Name
- Process Reference Number
- Application Number
- Stage
- Application Date
- Branch

- Customer Number
- Amount

Figure 1-1 Awaiting Customer Clarification

Action	Priority	Process Name	Process Reference Number	Application Number	Stage	Application Date	Branch	Customer Number	Amount
<input type="checkbox"/> Edit	high	Savings Account Origin...	0005AVNEW0006137	000APP000014292	Application Enrichment	20-03-26	000	006096	

1.2 Completed Tasks

Use **Completed Tasks** menu to display the tasks which has been recently completed a stage in a process by the current user. This menu does not display completed tasks of all the stages but displays only the latest stage.

The task list displays the following details of the task.

- Priority
- Process Name
- Process Reference Number
- Application Number
- Stage
- Application Date
- Branch
- Customer Number
- Amount

Following actions can be performed on the Completed Tasks menu:

- **Flow Diagram - Completed Tasks** menu enables you to view the process flow of the selected task and you can find the stages completed by the selected task and the current stage highlighted in the process flow.
- **Refresh** - Click **Refresh** to refresh the task list.

Figure 1-2 Completed Tasks

Completed Tasks

Refresh Audit Flow Diagram

Priority	Process Name	Process Reference Number	Application Number	Stage	Application Date	Branch	Customer Number
High	Rollover workflow	DMOROLOVR15093048970	DMOLOANAP150930...	Amendment Approval	15-04-03	DMO	BR001
High	Rollover workflow	DMOROLOVR15093048970	DMOLOANAP150930...	Amendment Enrichment	15-04-03	DMO	BR001
High	Rollover workflow	DMOROLOVR15093048970	DMOLOANAP150930...	Amendment Entry	15-04-03	DMO	BR001
High	Loan Origination	DMOLNORGN15093048966	DMOLOANAP150930...	Application Verification	15-04-03	DMO	BR001
High	Loan Origination	DMOLNORGN15093048966	DMOLOANAP150930...	Credit Exception	15-04-03	DMO	BR001
High	Loan Origination	DMOLNORGN15093048966	DMOLOANAP150930...	Application Enrichment	15-04-03	DMO	BR001
High	Loan Origination	DMOLNORGN15093048966	DMOLOANAP150930...	Application Entry	15-04-03	DMO	BR001
High	Tranche Non Financial...	DMOTNFAMD15093048953	DMOSYDCN150930...	Tranche Amendment Appr...	15-04-01	DMO	BR001
High	Tranche Non Financial...	DMOTNFAMD15093048953	DMOSYDCN150930...	Tranche Amendment Entry	15-04-01	DMO	BR001
High	Syndication Participan...	DMOSNPATR15093048949	DMOSYDCN150930...	Application Approval	15-04-01	DMO	BR001
High	Syndication Participan...	DMOSNPATR15093048949	DMOSYDCN150930...	Application Entry	15-04-01	DMO	NA

Page 1 of 175 (1 - 20 of 3483 items) |< < 1 2 3 4 5 ... 175 > >|

1.3 Free Tasks

Use **Free Tasks** menu to display the tasks which were not acquired by any user and for which the current user is entitled to access.

The task list displays the following details of the task.

- Action
- Priority
- Process Name
- Process Reference Number
- Application Number
- Stage
- Application Date
- Branch
- Customer Number
- Amount

Following action can be performed on the Free Tasks menu:

- **Acquire & Edit** - Click **Acquire & Edit** to acquire the task and edit directly from free tasks menu.
- **Acquire** - Select the task and click **Acquire** to edit the task later from **My Task** menu.
- **Flow Diagram** - **Free Tasks** menu enables user to view the process flow of the selected task and also user can find the stages completed by the selected task and the current stage highlighted in the process flow.
- **Refresh** - Click **Refresh** to refresh the task list.

Figure 1-3 Free Tasks

Free Tasks

Refresh Acquire Flow Diagram

<input type="checkbox"/>	Acquire & Edit	Priority	Process Name	Process Reference Number	Application Number	Stage	Application Date	Branch
<input type="checkbox"/>	Acquire & ...	High	Loan Origination	DMOLNORGN15093048966	DMOLOANAPI50930...	Customer Agreement	15-04-03	DMO
<input type="checkbox"/>	Acquire & ...	High	SME Lending process ...	DMOSMELND15093048972	DMOLOANAPI50930...	Application Enrichment	15-04-03	DMO
<input type="checkbox"/>	Acquire & ...	High	The Loan Amendmen...	DMOLNAMND15093048961	DMOLOANAPI50930...	Amendment Approval		DMO
<input type="checkbox"/>	Acquire & ...	High	The Financial Amend...	DMOFNAMND15093048959	DMOLOANAPI50930...	Retry Amendment Handoff		DMO
<input type="checkbox"/>	Acquire & ...	High	The Syndication Tranc...	DMOSNTRAM15093048956	DMOSNTRAM150930...	Syndication Tranche Amen...		DMO
<input type="checkbox"/>	Acquire & ...	High	Syndication Payment ...	DMOSNPMNT15093048951	DMOSYNDNCN150930...	Payment Application Appr...	15-04-03	DMO
<input type="checkbox"/>	Acquire & ...	High	Syndication Participan...	DMOSNPATRI15093048949	DMOSYNDNCN150930...	Participant Transfer Hando...	15-04-01	DMO
<input type="checkbox"/>	Acquire & ...	High	Syndication Rollover ...	DMOSYSPLR15093048946	DMOSYNDNCN150930...	Retry Rollover Handoff		DMO
<input type="checkbox"/>	Acquire & ...	High	Participant Draw Dow...	DMOSNPDD15093048943	DMOLOANAPI50930...	Application Verification	15-04-03	DMO
<input type="checkbox"/>	Acquire & ...	High	Syndication PreMand...	DMOSNPMCA15093048940	DMOSYNDNCN150930...	Review Legal Comments	15-04-03	DMO
<input type="checkbox"/>	Acquire & ...	High	Syndication PreMand...	DMOSNPMND15093048938	DMOSYNDNCN150930...	Review Credit Approval	15-04-03	DMO

Page 1 of 165 (1 - 20 of 3287 items) 1 2 3 4 5 ... 165

1.4 Hold Tasks

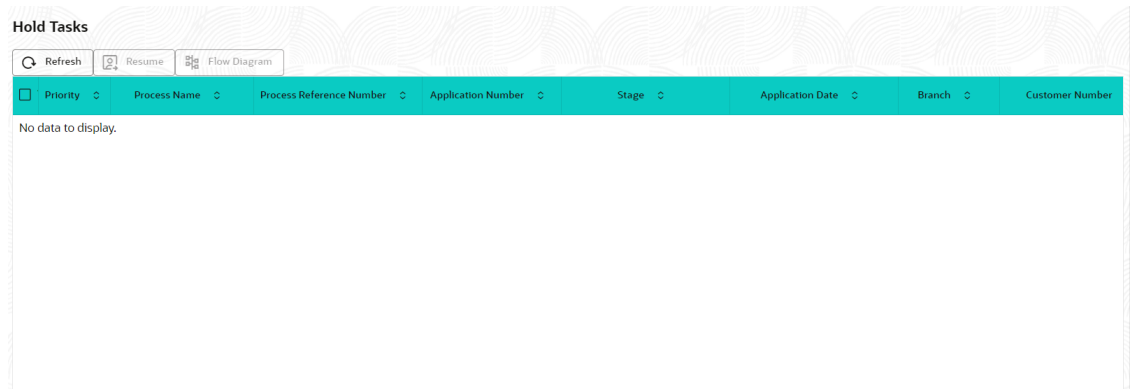
Use **Hold Tasks** menu to display the tasks which were moved on hold by the current user.

The task list displays the following details of the task.

- Priority
- Process Name
- Process Reference Number
- Application Number
- Stage
- Application Date
- Branch
- Customer Number
- Amount

Following action can be performed on the Hold Tasks menu:

- **Resume** - Select the task and click Resume to move the task to **My Tasks** menu and edit.
- **Flow Diagram - Hold Tasks** menu enables you to view the process flow of the selected task and also you can find the stages completed by the selected task and the current stage highlighted in the process flow.
- **Refresh** - Click **Refresh** to refresh the task list.

Figure 1-4 Hold Tasks

1.5 My Tasks

Use **My Tasks** menu to display the tasks acquired from the free tasks menu by the current user.

The task list displays the following details of the task.

- Priority
- Process Name
- Process Reference Number
- Application Number
- Stage
- Application Date
- Branch
- Customer Number
- Amount

Following action can be performed on the **My Tasks** menu:

- **Edit** - Click **Edit** to edit the selected task.
- **Release** - Click **Release** to release the selected task from **My Tasks** to **Free Tasks** menu.
- **Refresh** - Click **Refresh** to refresh the task list.
- **Flow Diagram** - **My Tasks** menu enables you to view the process flow of the selected task and also you can find the stages completed by the selected task and the current stage highlighted in the process flow.
- **Delegate** - Click **Delegate** to assign the acquired task to any valid user for processing within the group.
- **Escalate** - Task is assigned to Supervisor

Figure 1-5 My Tasks

My Tasks									
<input type="button" value="Refresh"/> <input type="button" value="Release"/> <input type="button" value="Escalate"/> <input type="button" value="Delegate"/> <input type="button" value="Flow Diagram"/>									
<input type="checkbox"/>	Edit	Priority	Process Name	Process Reference Number	Application Number	Stage	Application Date	Branch	Customer
<input type="checkbox"/>	Edit	High	Syndication Rollover ...	DMOSYSPRL15093048977	DMOSYNDCN150930...	Rollover Entry		DMO	BR001
<input type="checkbox"/>	Edit	High	Loan Payment Process	DMOLNPMNT15093048976	DMOLOANAP150930...	Payment Application Entry	15-04-03	DMO	BR001
<input type="checkbox"/>	Edit	High	Loan Origination	DMOLNORGN15093048974	DMOLOANAP150930...	Application Entry	15-04-03	DMO	BR001
<input type="checkbox"/>	Edit	High	Rollover workflow	DMOROLOVR15093048970	DMOLOANAP150930...	Retry Amendment Handoff	15-04-03	DMO	BR001
<input type="checkbox"/>	Edit	High	The Rate Quotation w...	DMOLNRQTN15093048968	DMOLOANAP150930...	Application Entry		DMO	BR001
<input type="checkbox"/>	Edit	High	Tranche Non Financial...	DMOTNFAMD15093048953	DMOSYNDCN150930...	Handoff Retry	15-04-01	DMO	BR001
<input type="checkbox"/>	Edit	High	Loan Payment Process	DMOLNPMNT15093048919	DMOLOANAP150930...	Payment Application Entry	15-04-03	DMO	BR001
<input type="checkbox"/>	Edit	High	Rollover workflow	DMOROLOVR15093048913	DMOLOANAP150930...	Amendment Approval	15-04-03	DMO	BR001
<input type="checkbox"/>	Edit	High	The Rate Quotation w...	DMOLNRQTN15093048911	DMOLOANAP150930...	Application Entry		DMO	BR001
<input type="checkbox"/>	Edit	High	Tranche Non Financial...	DMOTNFAMD15093048897	DMOSYNDCN150930...	Tranche Amendment Appr...	15-04-01	DMO	BR001
<input type="checkbox"/>	Edit	High	Loan Payment Process	DMOLNPMNT15093048864	DMOLOANAP150930...	Payment Application Entry	15-04-03	DMO	BR001

Page 1 of 67 (1 - 20 of 1324 items) |< < 1 2 3 4 5 ... 67 > >|

1.6 Search

Use **Search** menu to search for the task(s) with the filters. Search fetches the result either with one or multiple filter criteria.

The task list displays the following details of the task.

- Application Number
- Customer Number
- Branch Name
- Taks
- Priority
- Process and Stage
- Entity Type
- Amount

Figure 1-6 Search

The screenshot shows a search interface with a sidebar on the left containing filters for Application Number, Customer Id, Party Id, Branch Name, Processes/Tasks, Priority, and Process. The main area displays a 'Task List' table with columns for Application Number, Task Name, Status, and Description. The table contains four rows of tasks, each with a menu icon on the right.

Application Number	Task Name	Status	Description
BR001 DMOLNORGN15093000517	Loan Origination Application Entry DMO	NaN	This task is acquired by ATMAKER2(ATMAKER2) and last modified on Jun 8, 2022 1:46:44 PM
BR001 DMOFNAMND15093000509	The Financial Amendment workflow Amendment Entry DMO	NaN	This task is acquired by ATMAKER2(ATMAKER2) and last modified on Jun 7, 2022 9:26:42 PM
BR001 DMOLNAMND15093000507	The Loan Amendment workflow Amendment Entry DMO	NaN	This task is acquired by ATMAKER2(ATMAKER2) and last modified on Jun 7, 2022 9:22:21 PM
BR001 DMOLNAMND15093000505	The Loan Amendment workflow Amendment Entry DMO	NaN	This task is acquired by ATMAKER2(ATMAKER2) and last modified on Jun 7, 2022 9:10:54 PM

Following action can be performed on the tasks listed in the task list.

- **Acquire** - Click **Acquire** to acquire task.
- **Flow Diagram** - Enables you to view the process flow of the selected task and also you can find the stages completed by the selected task and the current stage highlighted in the process flow.

Figure 1-7 Search Task

The screenshot shows the search interface with a filter sidebar on the left. The main area displays a 'Task List' table. The third row is highlighted, and a context menu is open over it, showing options: FlowDiagram, Audit, and AcquireAndEdit.

DMOLNAMND15093000507	workflow Amendment Entry DMO		ATMAKER2(ATMAKER2) and last modified on Jun 7, 2022 9:22:21 PM
BR001 DMOLNAMND15093000505	The Loan Amendment workflow Amendment Entry DMO	NaN	This task is acquired by ATMAKER2(ATMAKER2) and last modified on Jun 7, 2022 9:10:54 PM
BR001 DMODRADWN15093000502	CorporateLending Drawdown Application Entry DMO	NaN	This task is in free state
BR001 DMODRADWN15093000502	CorporateLending Drawdown Customer Agreement DMO	\$100,000.00	This task is in free state
BR001 DMODRADWN15093000502	CorporateLending Drawdown Loan Approval DMO	\$100,000.00	This task is in free state

1.7 Supervisor Tasks

Use **Supervisor Tasks** menu to view the **User Tasks** or **Free Tasks**. The tasks gets displayed based upon the option selected.

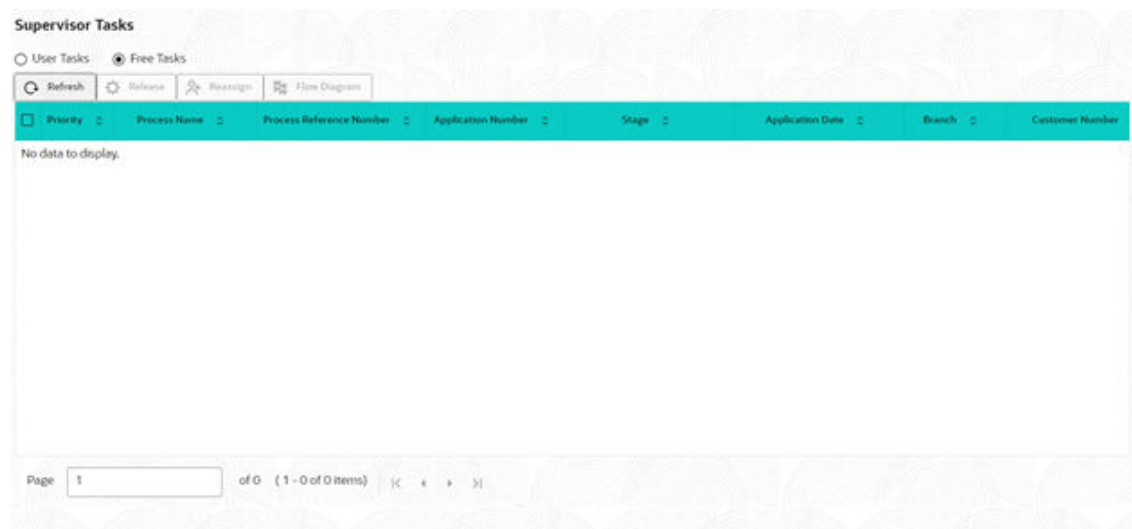
The task list displays the following details of the task.

- Priority
- Process Name
- Process Reference Number
- Application Number
- Stage
- Application Date
- Branch
- Customer Number
- Amount

Following actions can be performed on the **Supervisor Tasks** menu

- **Release** - Supervisor can release the task of his/her reportee and the task will be available in free task.
- **Refresh** - It refreshes the data on the grid.
- **Flow Diagram** - Click **Flow Diagram** to preview the flow diagram of the selected task.
- **Reassign** - After selecting tasks from the task list, click **Reassign** to reassign the selected tasks to any of the subordinates.

Figure 1-8 Supervisor Tasks



2

Business Process Maintenance

Use **Business Process Maintenance** menu to allow the user to create workflows.

Basically, it comprises of three screens.

- [Process List Screen](#)
Use **Process List** screen to view the list of processes. You can select any one of the existing process or a blank process. Blank process can be selected if you want to create a new workflow from scratch.
- [Process Management Screen](#)
Use **Process Management** screen to view the list of the stages under the process, which was selected from the **Process List** screen, on the right under the heading **Process Stage List** . In addition, all stages are listed in table on the left under the heading **All Stage List**.
- [Verify and Submit Screen](#)
Use **Verify & Submit** screen to view the process task list with all the new/modified tasks.

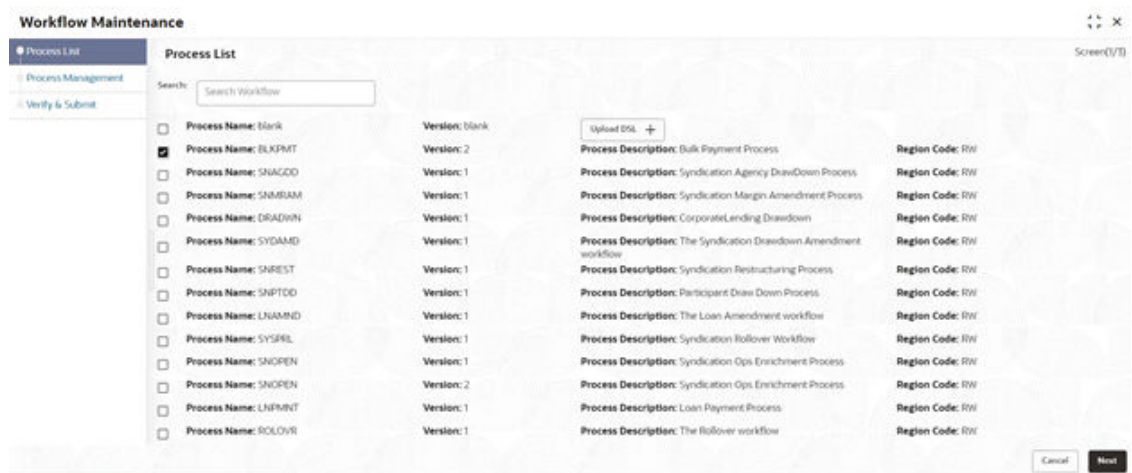
2.1 Process List Screen

Use **Process List** screen to view the list of processes. You can select any one of the existing process or a blank process. Blank process can be selected if you want to create a new workflow from scratch.

Following actions can be performed on the **Process List** screen:

- **Search** – For searching any of the existing workflows/Process.
- **Upload DSL** – Can be used to upload workflow in JSON format.
- **Next** – After selecting one process, click **Next** to navigate to the **Process Management** screen
- **Cancel** – To exit from the **Business Process Maintenance** menu.

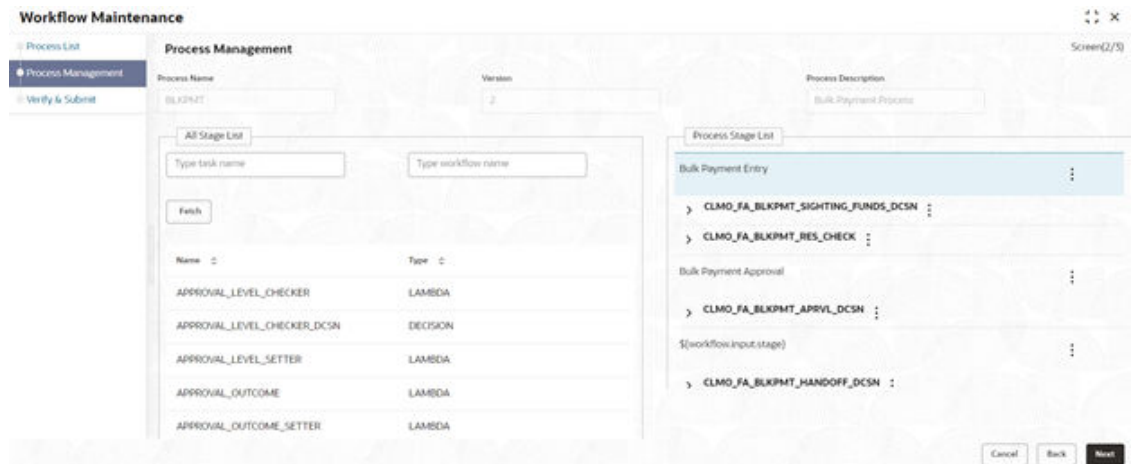
Figure 2-1 Process List



2.2 Process Management Screen

Use **Process Management** screen to view the list of the stages under the process, which was selected from the **Process List** screen, on the right under the heading **Process Stage List** . In addition, all stages are listed in table on the left under the heading **All Stage List**.

Figure 2-2 Process Management Screen



Drag and Drop Functionality:

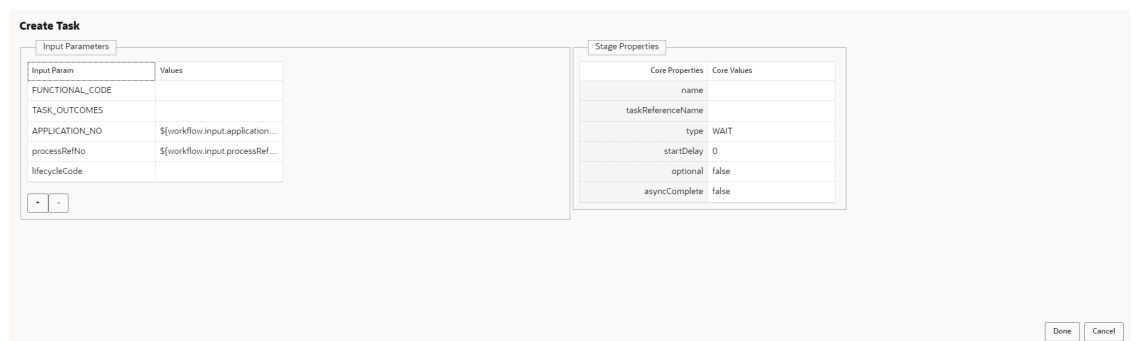
To add new stages in the process, drag and drop any stage from **All Stage List** to **Process Stage List**.

Creating a New Stage

- Click **Create Stage** on the **Process Management** screen to create new stage.

The **Create Task** screen is displayed. The type of the stage can be changed in the core properties.

Figure 2-3 Create Tasks



Edit/Delete Functionality

1. Click **Edit** to edit the stage in **Process Stage List**. The **Modify Task** screen is displayed.
2. Click **Delete** to delete the stage from **Process Stage List**.

Figure 2-4 Edit-Delete functionality

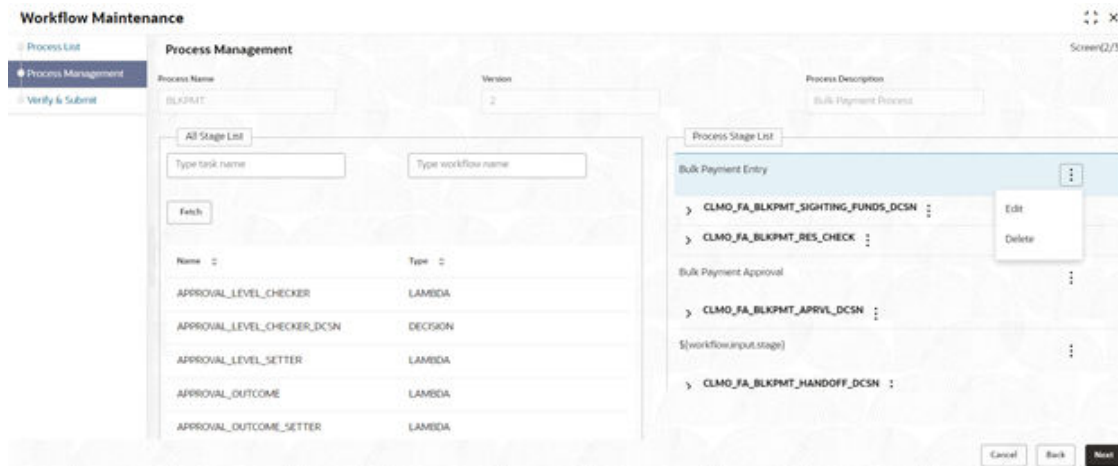


Figure 2-5 Modify Tasks



Following actions can be performed on the Process Management screen:

- **Back** – Click **Back** to navigate to the previous screen.
- **Next** – After modifying the stages, click **Next** to navigate to the next screen **Verify & Submit**
- **Cancel** – To exit from the **Business Process Maintenance** menu.

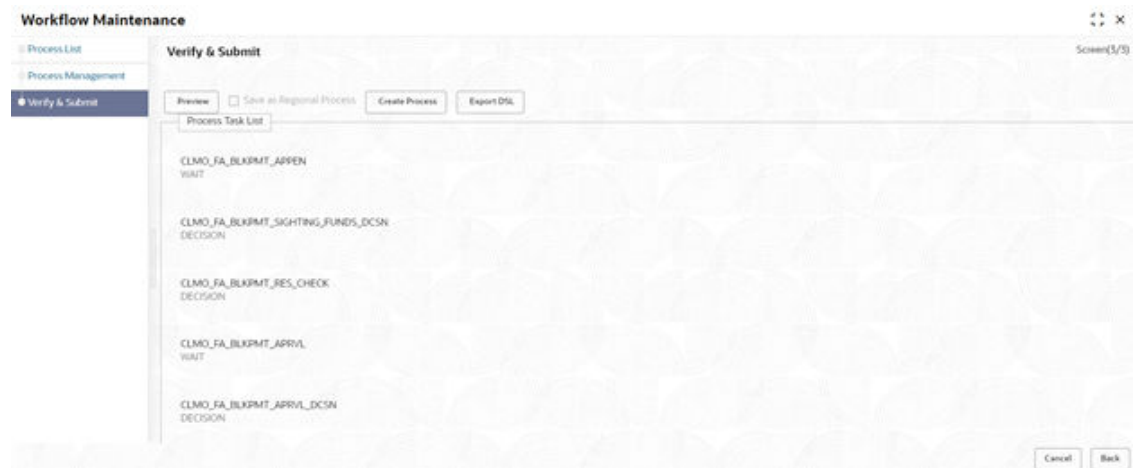
2.3 Verify and Submit Screen

Use **Verify & Submit** screen to view the process task list with all the new/modified tasks.

Following actions can be performed on the Process Management screen:

- **Preview** - Click **Preview** to view the flow diagram of the selected process.
- **Create Process** - Used to create new process. If an existing process is modified, a new process with updated version would appear on the process list screen or else a new process would appear.
- **Export DSL** - To **Export DSL** into a file in JSON format.
- **Back** – Click **Back** to navigate to the previous screen.
- **Cancel** – To exit from the **Business Process Maintenance** menu.

Figure 2-6 Verify and Submit



3

Error Codes and Messages

Use this topic to view the error codes and messages

Table 3-1 Error code and Messages

Error code	Messages
GCS-SAV-001	Record already exists
ORCH-0001	The system is unable to complete the task. Contact your supervisor.
ORCH-0002	Error in retrieving subordinates list
ORCH-1001	Invalid operator is used in query criteria.
ORCH-1002	Found invalid field/s in query criteria. It allows only following fields (case sensitive):
ORCH-1003	Header or both headers are missing the request.
ORCH-1004	Invalid User/ branch in request.
ORCH-1005	Invalid query task type. Please use one of the given types
ORCH-1006	Invalid task Id, please pass a valid task ID
ORCH-1007	TaskId should not be null, please pass a task Id in the body
ORCH-1008	In the body transaction model should not be empty
ORCH-1009	Current User cannot update the given task
ORCH-1010	Task which is completed cannot be updated.
ORCH-1011	Task must be in ACQUIRED state for update
ORCH-1012	Invalid Supervisor/ branch in request.
file_error	Please upload json file only
select_error	Please select once process

Index

A

Awaiting Customer Clarification, [1-1](#)

B

Business Process Maintenance, [2-1](#)

C

Completed Tasks, [1-2](#)

E

Error codes and messages, [3-1](#)

F

Free Tasks, [1-3](#)

H

Hold Tasks, [1-4](#)

M

My Tasks, [1-5](#)

P

Process List screen, [2-1](#)

Process Management Screen, [2-2](#)

S

Search, [1-6](#)

Supervisor Tasks, [1-7](#)

T

Tasks Menu, [1-1](#)

V

Verify & Submit, [2-3](#)