

Oracle® Banking Liquidity Management

Getting Started User Guide



Release 14.7.2.0.0
F88336-01
November 2023

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

ORACLE®

F88336-01

Copyright © 2018, 2023, 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
Diversity and Inclusion	v
Related Resources	vi
Conventions	vi
Screenshot Disclaimer	vi

1 Application Access

1.1 Sign In	1-1
1.2 Sign Out	1-2

2 Application Environment

2.1 Maintenance Screen	2-2
2.2 Summary Screen	2-3

3 How to's

3.1 Access the Records	3-2
3.2 View Records	3-2
3.2.1 Tile View	3-2
3.2.2 List View	3-3
3.3 Search the Records	3-3
3.4 Edit the Records	3-4
3.5 Create / Configure the Records	3-5
3.6 Copy the Records	3-6
3.7 Unlock the Records	3-6
3.8 Reopen the Records	3-6
3.9 Delete the Records	3-6
3.10 Print the Records	3-7

3.11	Authorize the Records	3-7
3.12	Minimize and Maximize the Records	3-9
3.13	Close the Records	3-9
3.14	Audit the Records	3-10

4 Screen/Dashboard

4.1	Pagination	4-1
4.2	Mandatory and Optional Fields	4-1
4.3	Remove Tile	4-1
4.4	Reorder Tile	4-1
4.5	Expand Tile	4-2
4.6	Add Tile	4-2

5 Common Fields

6 Common Buttons/Icons

Index

Preface

- [Purpose](#)
- [Audience](#)
- [Documentation Accessibility](#)
- [Diversity and Inclusion](#)
- [Related Resources](#)
- [Conventions](#)
- [Screenshot Disclaimer](#)

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.

Audience

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

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:

- *Oracle Banking Microservices Platform Foundation User Guide*
- *Oracle Banking Common Core User Guide*
- *Routing Hub Configuration User Guide*
- *Oracle Banking Security Management System User Guide*
- *Oracle Banking Liquidity Management User Guide*
- *Interest and Charges User Guide*
- *Oracle Banking Liquidity Management Configuration Guide*
- *Oracle Banking Liquidity Management File Upload 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.
<code>monospace</code>	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.

1

Application Access

This topic describes about the application access.

The user can access any application using the link provided by the administrator. Please contact the administrator for URL and the login credentials.

For more information on Users and Roles, refer to **Oracle Banking Security Management System User Guide**.

- [Sign In](#)
This topic describes the systematic instruction to sign in to the application.
- [Sign Out](#)
This topic describes the systematic instruction to sign out from the application.

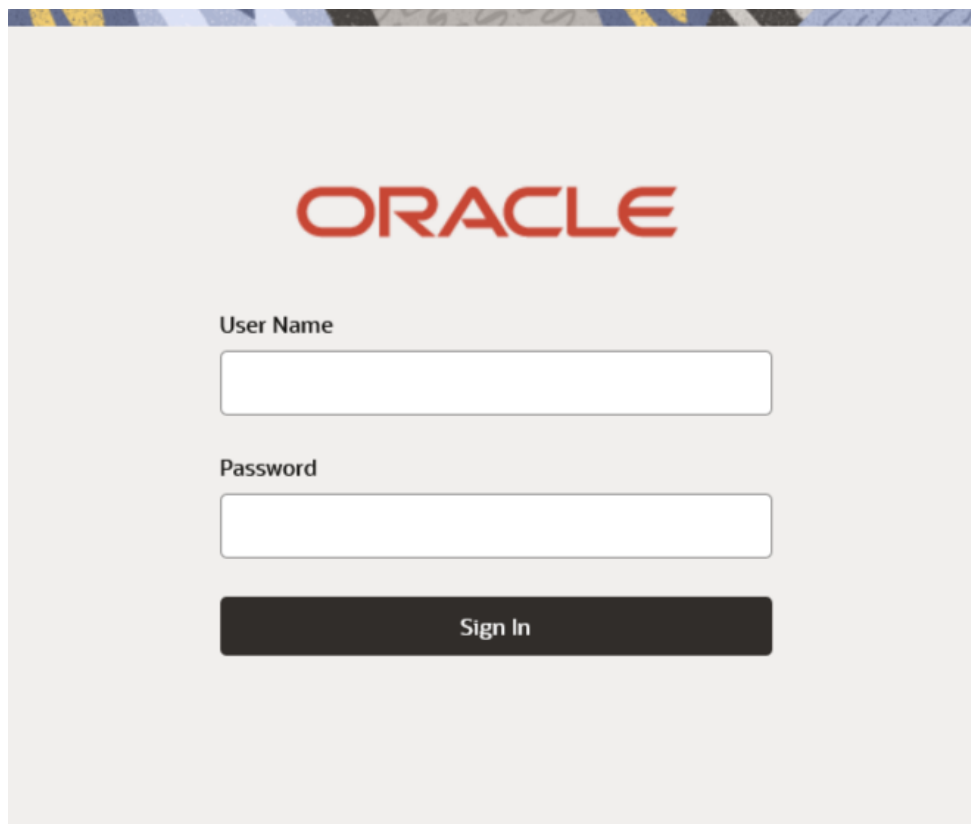
1.1 Sign In

This topic describes the systematic instruction to sign in to the application.

Make sure that the valid user name and password are created for the user.

1. Specify the URL in the browser address and press **Enter**.
The **Sign In** screen displays.

Figure 1-1 Sign In

The image shows the Oracle Sign In interface. At the top center is the Oracle logo in red. Below the logo, there are two input fields: one for 'User Name' and one for 'Password'. Both fields are empty. Below the password field is a dark grey button with the text 'Sign In' in white.

2. Specify **User Name** and *Password*.

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

Table 1-1 Sign In - Field Description

Field	Description
User Name	Specify the user name provided by the administrator.
<i>Password</i>	Specify the <i>password</i> provided by the administrator.

3. Click **Sign In** to login to the application. The **Home** screen displays.

1.2 Sign Out

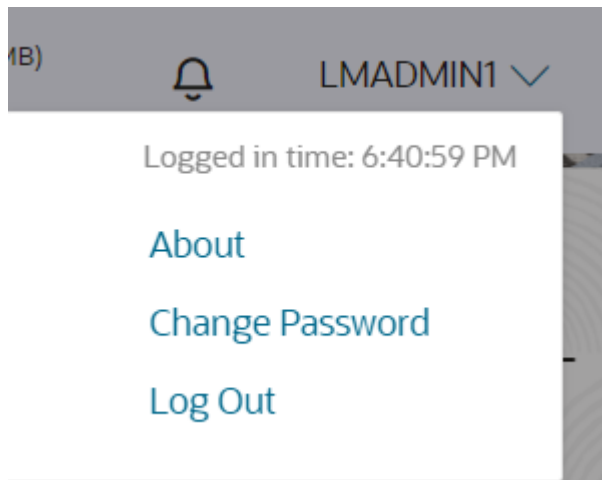
This topic describes the systematic instruction to sign out from the application.

Make sure that all the fields are entered and saved.

1. In the selected application, navigate to toolbar.
2. From toolbar, click the user name logged into the application.

The **User Profile** fly-out screen displays.

Figure 1-2 Sign Out



3. Click **Log out** to sign out from the application.
The application logs out.

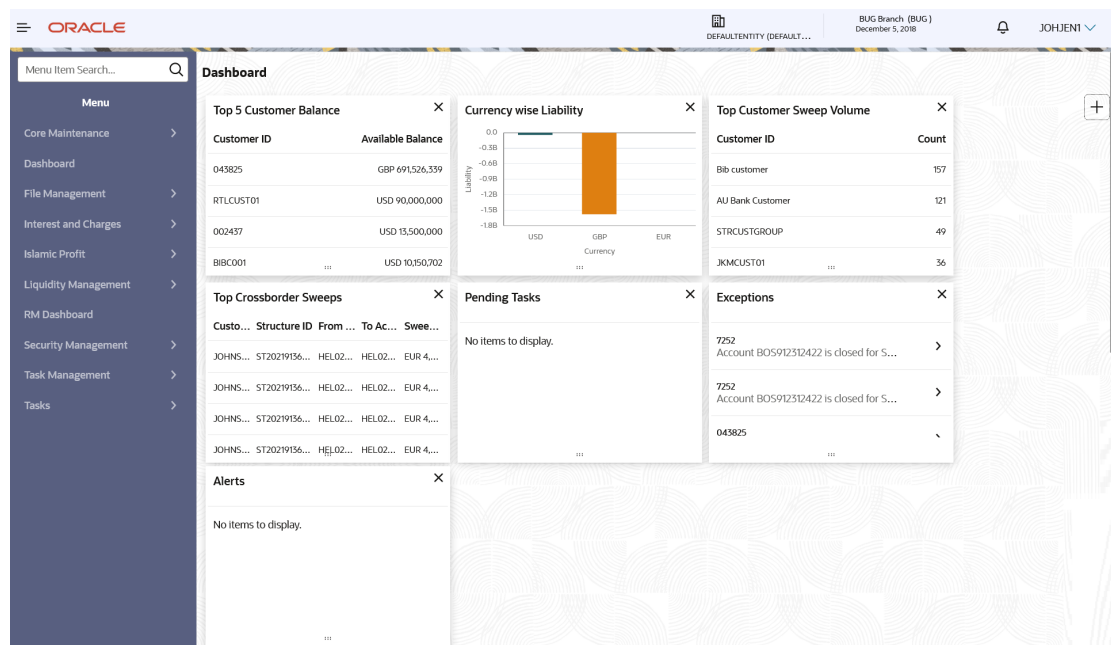
2

Application Environment

This topic describes about application environment.

On successful login, the application environment screen displays depending on the user privileges.

Figure 2-1 Application Environment



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

Table 2-1 Application Environment – Field Description

Field	Description
Hamburger Menu	Click expand/collapse the menu.
Menu	Click to navigate/open the screens associated with the application.
Sub-Menu	Click to navigate/open the screens associated with the application. These are screens associated with the menu depending on the user privileges.
Display Grid	Displays the screens/dashboards.
Bank Name	Displays the name of the bank.
Branch Code	Displays the branch associated with the bank. Click to select the branches associated with the logged in user.
Application Date	Displays the last performed application date of branch's EOD.

Table 2-1 (Cont.) Application Environment – Field Description

Field	Description
User Profile	Displays the user profile related options and actions are available.

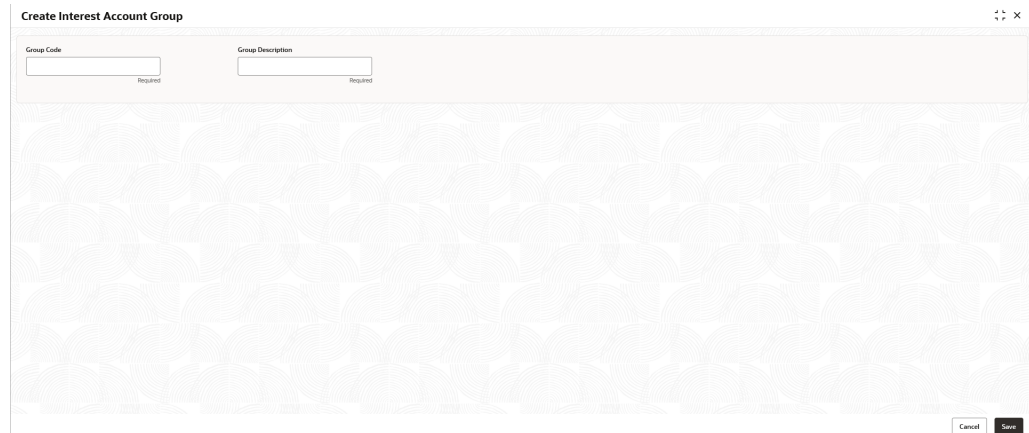
- [Maintenance Screen](#)
This topic describes about the various components in the maintenance screen.
- [Summary Screen](#)
This topic describes about the various components on the summary screen.

2.1 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 2-2 Maintenance Screen



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

Table 2-2 Maintenance Screen – Field Description

Field	Description
Fields	Displays the fields associated with the selected create screen. There are several types of fields such as text box, drop-down, and so on. These fields are either mandatory or options fields. For more information, refer to Mandatory and Optional Fields .
Tile bar	Displays the name of the screen, minimize, and remove actions. For more information, refer to Minimizing Records and Closing Records .

Table 2-2 (Cont.) Maintenance Screen – Field Description

Field	Description
Save	Click to save the entered details.
Cancel	Click to cancel the entered details.

2.2 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 2-3 Summary Screen

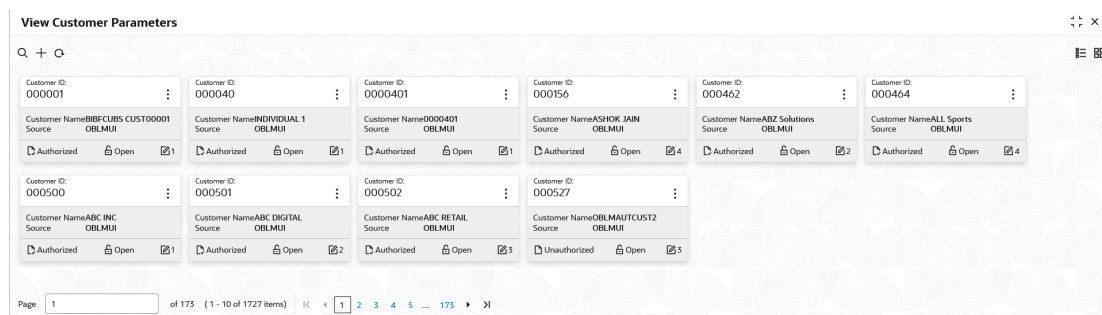


Table 2-3 Summary Screen – Field Description

Field	Description
Search	Click to search/view a record.
Refresh	Click to refresh all configured records.
Add	Click to create/configure a new record.
Pagination	Displays the number of items available and its page numbers.
Title bar	Displays the name of the screen, minimize, and remove actions. For more information, refer to Minimizing Records and Closing Records .
Records	Displays the configured records. The user can view the records in different format. For more information, refer to Viewing Records .
Tile view	Displays the configured records in the tile format.
List view	Displays the configured records in the list format.

3

How to's

This topic describes about the different types of actions that the user can perform in the application.

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

This topic contains the following subtopics:

- [Access the Records](#)
This topic provides the systematic instructions to access the records.
- [View 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.
- [Edit the Records](#)
This topic provides the systematic instructions to edit the records.
- [Create / Configure 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 records.

- [Audit the Records](#)
This topic provides the systematic instructions to audit the record.

3.1 Access the Records

This topic provides the systematic instructions to access the records.

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

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.

3.2 View Records

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

The user can view the summary of all configured records in the selected summary screen. This helps the user to find the required record faster.

The various formats to view the records are as follows:

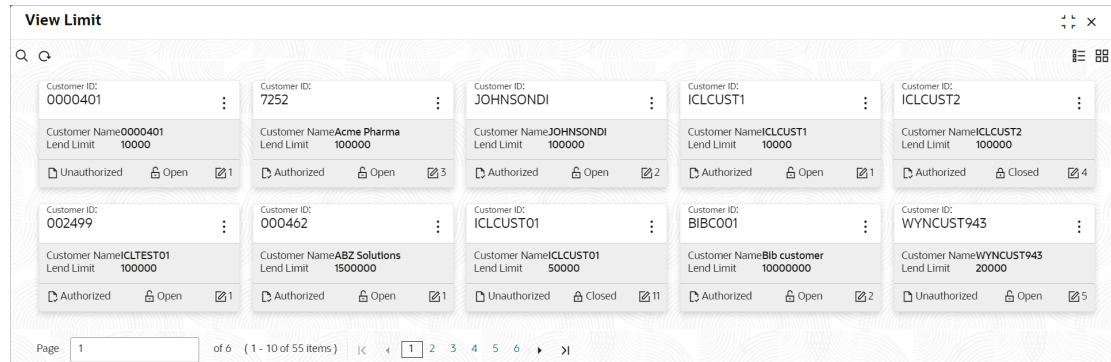
- [Tile View](#)
This topic describes about viewing the records in Tile View.
- [List View](#)
This topic describes about viewing the records in list view.

3.2.1 Tile View

This topic describes about viewing the records in 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. The user can click a tile to open a record in a full screen and view the details.

Figure 3-1 Tile View

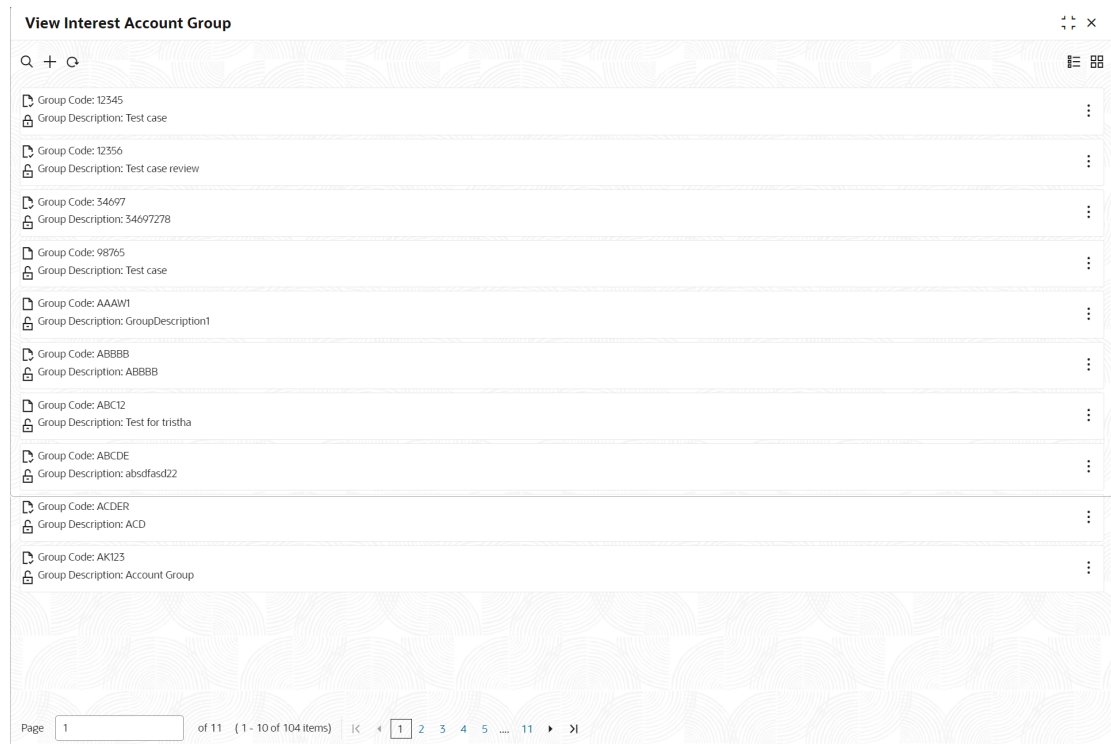


3.2.2 List View

This topic describes about viewing the records in list view.

On the maintenance screen, click **List View** icon to view the records that appear in a list view.

Figure 3-2 List View



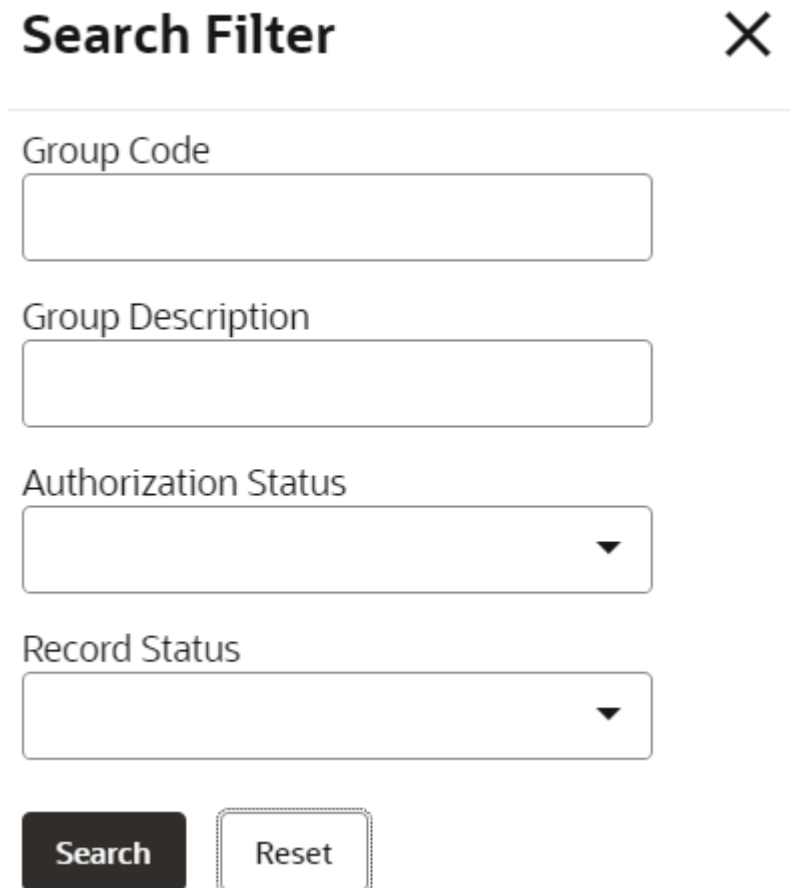
3.3 Search the Records

This topic provides the systematic instructions to search the records.

1. Navigate to **View** screen.
2. Click **Search** button.

The fields associated with the screen displays.

Figure 3-3 Search



Search Filter X

Group Code

Group Description

Authorization Status

Record Status

Search **Reset**

3. Specify the required fields associated with the selected screen.
 4. Click **Search**.
- The requested record displays.

3.4 Edit the Records

This topic provides the systematic instructions to edit the records.

Make sure you have the privileges to know the guidelines to modify the records.

1. In a selected **View** screen, click a record to make the required changes.
2. Click **Save** to save the modified record.

3.5 Create / Configure the Records

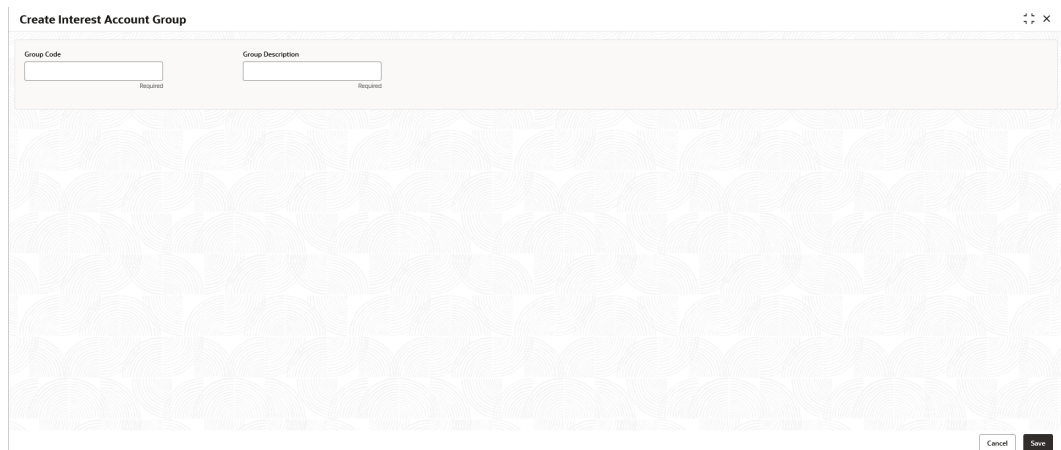
This topic provides the systematic instructions to create / configure the records.

The user can create / configure records in any of the two ways:

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

The **Create Interest Account Group** screen shown for reference.

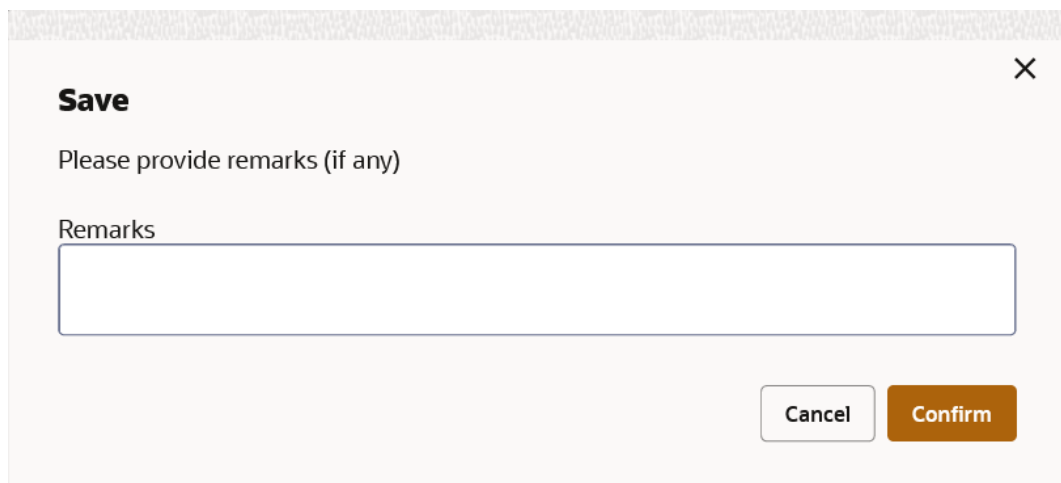
Figure 3-4 Create Interest Account Group



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

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

Figure 3-5 Save - Confirmation Message



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 [Audit the Records](#) topic for the detailed explanation.
7. Click **Cancel** to discard the changes.

3.6 Copy the Records

This topic provides the systematic instructions to copy the record.

1. Navigate to **View** screen.
2. Click the record that need to copy.
3. Click **Copy** to copy the selected record details and do the required changes to the record.
4. Click **Save** to save the copied record.

3.7 Unlock the Records

This topic provides the systematic instructions to unlock the record.

1. Navigate to **View** screen.
2. Click the record that need to unlock.
3. Click **Unlock** to unlock the selected record details and do the required changes to the record.
4. Click **Save**.
The modified record is saved.

3.8 Reopen the Records

This topic provides the systematic instructions to reopen the record.

1. Navigate to **View** 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.

3.9 Delete the Records

This topic provides the systematic instructions to delete the record.

Make sure that the have privileges and know the guidelines for deleting the records.

1. Navigate to **View** screen.
2. Click the record that need to delete.
3. Click **Delete**.

The selected record is deleted.

3.10 Print the Records

This topic provides the systematic instructions to print the record.

1. Navigate to **View** screen.
2. Click the record that need to print.
3. Click **Print** to view the record in a print format.

The selected record is printed.

3.11 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 actioned.
3. Click **Authorize**.

The authorized records associated with the screen displays.

Figure 3-6 Authorize



4. Click **View** to view the record.

Note:

If the **Enforce View before Authorize** toggle is enabled in **View Account Parameters** screen, the user must view the record before authorizing the record.

5. Click **Cancel** to cancel the authorization of the record.
6. Select the required modification number that must be approved/rejected.

 **Note:**

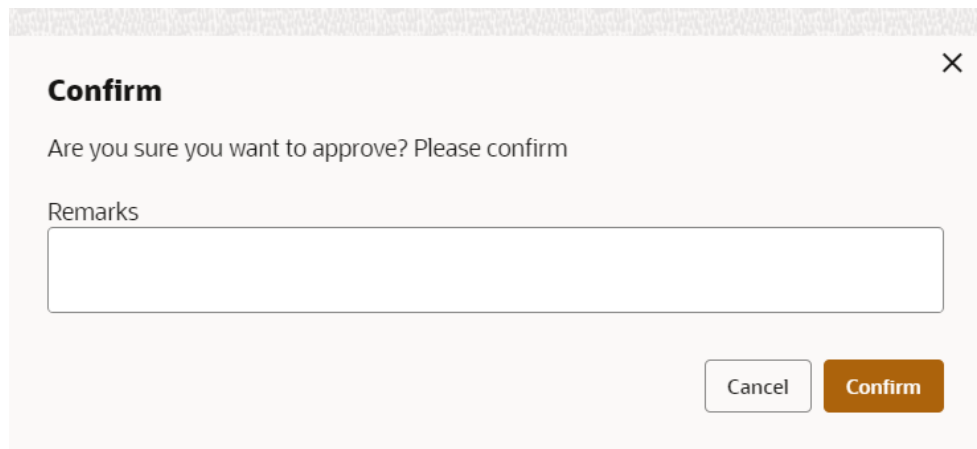
- If the lower modification has to be rejected, all the higher modifications (if any) must also be rejected.
- If the higher modification has to be approved, all the lower modifications (if any) must also be approved.

To authorize the record:

7. Select the required record that must be authorized.
8. Click **Approve** to authorize the record.

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

Figure 3-7 Authorize - Confirmation Message



Confirm ×

Are you sure you want to approve? Please confirm

Remarks

Cancel Confirm

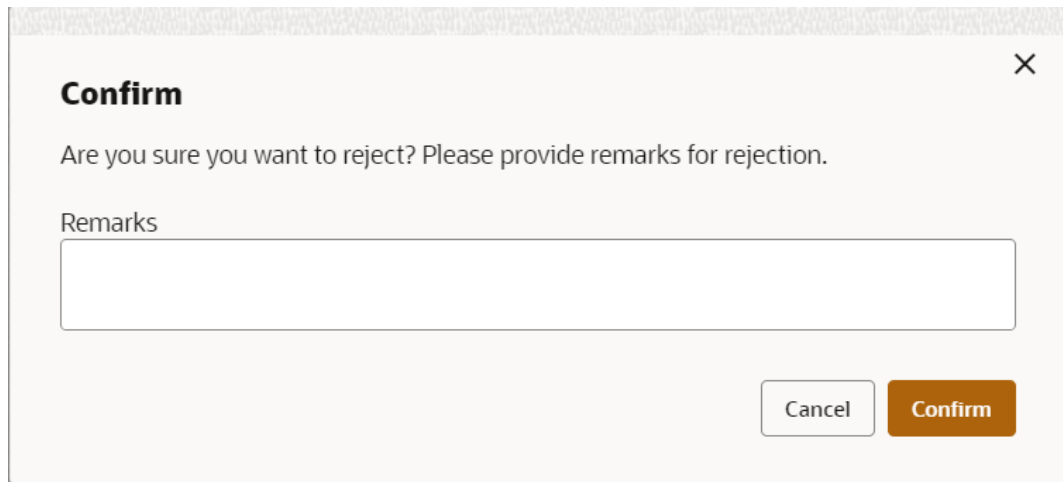
9. Specify the authorization remarks in the **Remarks** field.
10. Click **Confirm** to confirm the authorization of the record.
11. Click **Cancel** to discard the authorization of the record.

To reject the record:

12. Select the required record that must be rejected.
13. Click **Reject** to reject the record.

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

Figure 3-8 Reject - Confirmation Message



14. Specify the rejection remarks in the **Remarks** field.

 **Note:**

The Remarks is mandatory while rejecting the record.

15. Click **Confirm** to reject the record.
The selected record is rejected and the rejection remarks can be viewed in **Audit** screen. Refer [Audit the Records](#) topic for the detailed explanation.
16. Click **Cancel** to discard the rejection of the record.

3.12 Minimize and Maximize the Records

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

1. Navigate to **View** screen.
2. Click **Collapse** to minimize the screen.
The minimized screen displays at the bottom left corner of the screen.
3. Click **Maximize** button to maximize the screen.
The screen is maximized.

3.13 Close the Records

This topic provides the systematic instructions to close the records.

1. Navigate to **View** screen.
2. Click **Remove** button to close the record.
The selected record is closed.

 **Note:**

If the user is in the middle of creating/modifying the records, an error/warning message appears prompting to save the changes.







3.14 Audit the Records

This topic provides the systematic instructions to audit the record.

1. Navigate to **View** screen.
2. Click **Audit** to view the change history of the record.

The **Audit** detail popup screen displays.

Figure 3-9 Audit

Maker	Checker
 SAJI02	 AUTOBLM1
 November 1, 2021 at 5:42:12 AM	 March 30, 2018 at 7:48:27 AM
Status	Modification No
 Authorized	2
 Closed	Show History

3. 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** popup screen displays in the reverse chronological order.

Figure 3-10 Modification History

[Back](#)

Modification No: 3 Authorization Status: Unauthorized Record Status: Open	Maker: ADMINUSER1 Maker Remarks: OVERDRAFT AMOUNT CHANGED Maker Date Time: April 9, 2018 at 11:50:44 AM	Checker: Checker Remarks: OVERDRAFT AMOUNT VERIFIED Checker Date Time:
Modification No: 2 Authorization Status: Authorized Record Status: Closed	Maker: ADMINUSER1 Maker Remarks: close Maker Date Time: April 9, 2018 at 6:30:03 PM	Checker: ADMINUSER1 Checker Remarks: Auto Authorize Checker Date Time: April 9, 2018 at 6:30:03 PM
Modification No: 1 Authorization Status: Authorized Record Status: Open	Maker: ADMINUSER1 Maker Remarks: - Maker Date Time: April 9, 2018 at 4:20:33 AM	Checker: ADMINUSER1 Checker Remarks: - Checker Date Time: April 9, 2018 at 4:20:33 AM

Page 1 of 1 (1-3 of 3 items) | < 1 >

4. Click **Back** to navigate to the previous screen.
5. Click anywhere the screen to close the audit detail popup screen.

4

Screen/Dashboard

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

This topic contains the following subtopics:

- [Pagination](#)
This topic describes about the pagination details in the screen.
- [Mandatory and Optional Fields](#)
This topic describes about the mandatory and optional fields in the screen.
- [Remove Tile](#)
This topic describes the systematic instructions to remove the dashboard tile.
- [Reorder Tile](#)
This topic describes the systematic instructions to reorder the dashboard tile.
- [Expand Tile](#)
This topic describes the systematic instructions to expand the dashboard tile.
- [Add Tile](#)
This topic describes the systematic instructions to add the dashboard tile.

4.1 Pagination

This topic describes about the pagination details in the screen.

The pagination displays the number of records on the bottom left corner of the selected view screen. The number of pages appears depending on the records available. The user can navigate to the first page, last page, previous page, or next page using the numbers options.

4.2 Mandatory and Optional Fields

This topic describes about the mandatory and optional fields in the screen.

The user can identify the mandatory field with the **Required** text. Once the value is captured, the **Required** text will disappear. If the user tries to save the record without providing all the mandatory fields, the fields are highlighted with the error message at the bottom of the fields.

4.3 Remove Tile

This topic describes the systematic instructions to remove the dashboard tile.

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

4.4 Reorder Tile

This topic describes the systematic instructions to reorder the dashboard tile.

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

4.5 Expand Tile

This topic describes the systematic instructions to expand the dashboard tile.

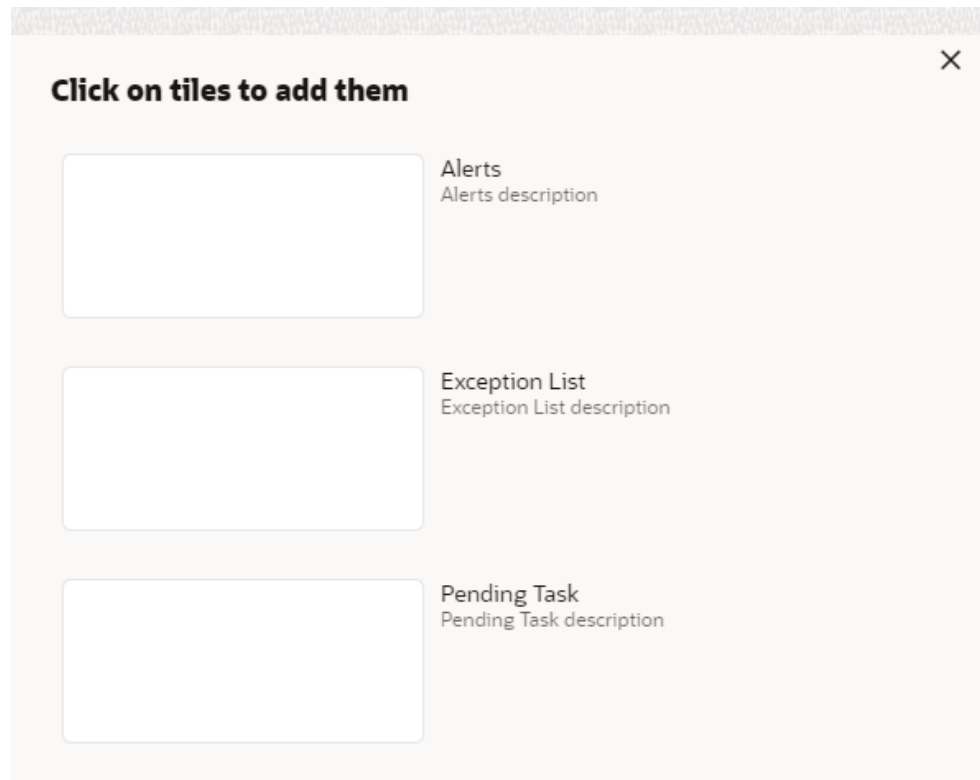
- Click **Expand Tile** to view all the information of the dashboard widget.
The expanded widget displays on a complete row to view more information.

4.6 Add Tile

This topic describes the systematic instructions to add the dashboard tile.

1. Click **Add Tiles to Dashboard** to add more available dashboard widget to the dashboard landing page.
The **Click on tiles to add them** screen displays.

Figure 4-1 Click on tiles to add them



2. Click on the dashboard that the user wants to add to the dashboard-landing page.
The page is automatically refreshed and displays the added dashboard widget.

5

Common Fields

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

The list of common fields are as follows.

Table 5-1 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.
Customer Number	The user can select a configured customer number which the user wants to associate with the selected screen. The user can configure the customer number using the Create External Customer screen.
Account Number	The user can select a configured account number which the user wants to associate with the selected screen. The user can configure the account number using the Create External Customer Account screen.
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: <ul style="list-style-type: none">• 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.

6

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 as follows.

Table 6-1 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	Print view the configured record for the selected screen.
Authorize	Authorize 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.

Index

A

Access the Records, [3-2](#)
Add Tile, [4-2](#)
Application Access, [1-1](#)
Application Environment, [2-1](#)
Audit the Records, [3-10](#)
Authorize the Records, [3-7](#)

C

Close the Records, [3-9](#)
Common Buttons/Icons, [6-1](#)
Common Fields, [5-1](#)
Copy the Records, [3-6](#)
Create / Configure the Records, [3-5](#)

D

Delete the Records, [3-6](#)

E

Edit the Records, [3-4](#)
Expand Tile, [4-2](#)

H

How to's, [3-1](#)

L

List View, [3-3](#)

M

Maintenance Screen, [2-2](#)

Mandatory and Optional Fields, [4-1](#)
Minimize and Maximize the Records, [3-9](#)

P

Pagination, [4-1](#)
Print the Records, [3-7](#)

R

Remove Tile, [4-1](#)
Reopen the Records, [3-6](#)
Reorder Tile, [4-1](#)

S

Screen/Dashboard, [4-1](#)
Search the Records, [3-3](#)
Sign In, [1-1](#)
Sign Out, [1-2](#)
Summary Screen, [2-3](#)

T

Tile View, [3-2](#)

U

Unlock the Records, [3-6](#)

V

View Records, [3-2](#)