

USERMANUAL



SYSTEM MODULE & AUDIT TRAIL

Creation/ Modification History Record Card

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1. PURPOSE

The purpose of this document is to outline and describe the features of System Module. It will serve as guide on Administration, Menu Control, User Control, Authorization, User Profile.

Administration will explain about Password Policy Define, Notice Entry, Help Entry.

Menu Control will explain how to Add/Edit Menu/pages/reports.

User Control will explain about Role Creation, Role Rights, User Creation, New User Approve, Reset Password, Program Assign To User, Change User Info, Change User Status.

Authorization will explain how to perform Change Request Approval.

Audit Trail will explain how to define new audit for specific tables or data, view user access log, view audit update information, view audit delete information, view user login report.

1.1.ADMINISTRATION

1.1.1. PASSWORD POLICY

PURPOSE

IT Admin User will use this screen/activity to define user's password conventions & Policy for the system's security purpose. It can be changeable any time if needed by Admin User only.

MENU

Security Module > Administrative >> Password Policy Setup

USER INTERFACE: PASSWORD POLICY

Password Policy Change Request ×

Minimum Password Length : 6

Minimum Password Differences : 3

Must Contain At Least One Alphabetic Character : Yes

Must Contain At Least One Numeric Character : No

Must Contain At Least One Punctuation Character : No

Must Contain At Least One Upper Case Character : No

Must Contain At Least One Lower Case Character : Yes

Must Not Contain Username : Yes

Punctuation Characters : !"#\$%&()*~`+,-./:;<=>?_

Password Expiration Day : 90

Figure: Password Policy

PERFORM PASSWORD POLICY ENTRY

Steps to Execute:

1. Open Password Policy entry page from the menu.
2. All input field which is indicate with (*) symbol are mandatory field.
3. Enter (input) Minimum Password Length.
4. Enter (input) Minimum Password Differences.
5. Select Password Must Contain at Least One Alphabetic Character or Not from Dropdown List.
6. Select Password Must Contain at Least One Numeric Character or Not from Dropdown List.
7. Select Password Must Contain at Least One Punctuation Character or Not from Dropdown List.
8. Select Password Must Contain at Least One Upper Case Character or Not from Dropdown List.
9. Select Password Must Not Contain Username or Not from Dropdown List.
10. Enter (input) Punctuation Characters.
11. Enter (input) Password Expiration Day.
12. Enter (input) Password Notification Day.
13. After clicking on 'Apply Changes' button the data will be saved and you will see a message of "Password Policy saved successfully".
14. To Discontinue Password Policy, click on 'Cancel' button.

Note: During Password Policy Some input field will be filled by the pre-defined data.

1.1.2. NOTICE ENTRY

PURPOSE

IT Admin User will use this screen/activity to Create new Notice for System Users. It can be changeable any time if needed by Admin User only.

MENU

Security Module ➤ Administrative >> Notice Entry

USER INTERFACE: NOTICE ENTRY

Notice Entry [Clear] [Submit] [Close]

* Application : Global User Module

* Notice Info. :
 [HTML Editor Toolbar: Bold, Italic, Underline, Text Color, Background Color, Bulleted List, Numbered List, Indent Left, Indent Right, Undo, Redo, Link, Unlink, Source Code, Full Screen, Print, etc.]

File Browse : Choose File

File Name : No File Uploaded

* Active Flag : Active

Figure:Notice Entry

PERFORM NOTICE ENTRY

Steps to Execute:

1. Open Notice Entry page from the menu.
2. Select Application To Add Notice for that specific Application.
3. All input field which is indicate with (*) symbol are mandatory field.
4. Enter (input) Notice in HTML Editor.
5. Upload File if needed.
6. After clicking on 'Submit' button the data will be saved and you will see a message of "Saved successfully".
7. To DiscontinueNotice Entry, click on 'Cancel' button.
8. To Clear all the Textboxes, click on 'Clear' button.

Note: During Notice EntrySome input field will be filled by the pre-defined data.

1.1.3. HELP ENTRY

PURPOSE

IT Admin User will use this screen/activity tocreate Help Guides for betterment of the system users to perform operations. It can be changeable any time if needed by Admin User only.

MENU

Security Module ➤Administrative >> Help Entry

USER INTERFACE: HELP ENTRY

Figure:Help Entry

PERFORM HELP ENTRY

Steps to Execute:

1. Open Help Entry page from the menu.
2. Select Application To Add Notice for that specific Application.
3. All input field which is indicate with (*) symbol are mandatory field.
4. Enter (input) Module Name.
5. Enter (input) Notice in HTML Editor.
6. Enter (input) Video PATH if needed.
7. Upload File if needed.
8. After clicking on 'Submit' button the data will be saved and you will see a message of "Saved successfully".
9. To DiscontinueHelp Entry, click on 'Cancel' button.
10. To Clear all the Textboxes, click on 'Clear' button.

Note: During Help EntrySome input field will be filled by the pre-defined data.

1.2.MENU CONTROL

1.2.1. ADD/EDIT MENU

PURPOSE

IT Admin User will use this screen/activity to create New menu/leaf/report for any system or sub-system.

Note: - Role Name must be Unique.

MENU

Security Module > Menu Control >> Add/Edit Menu

USER INTERFACE: ADD/EDIT MENU

Add / Edit Menu
Clear
Submit
Get List
X

New Programme

Application : Global User Module

* Menu / Leaf : Leaf

* Parent Name :

Menu SL No:

Allow From HO : Yes

* Program Name :

* Page No. :

* Program Type : New Report

Report Name

☒ IT Scope Permission

VIEW : ☐
ADD : ☐
MOD : ☐

☒ IBusiness Scope Permission

VIEW : ☐
ADD : ☐
MOD : ☐

☒ IVendor Scope Permission

View : ☐
ADD : ☐
MOD : ☐

☒ IOthers Privilege

CHANGE APPROVAL NEED : ☐
IS TRANSACTION PAGE : ☐
RESTRICT TRANS HOUR : ☐

Module List

Previous Page
X

App Name: Global User Module

Q Go Actions

Figure:Add/Edit Menu

PERFORM ADD/EDIT MENU

Steps to Execute:

1. Open Add/Edit Menu page from the menu.
2. All input field which is indicate with (*) symbol are mandatory field.
3. Select Application from dropdown list.
4. Select Menu/Leaf from dropdown list.
5. If Leaf, then Parent is needed.
6. Enter (input) Program Name.
7. Enter (input) Page No.
8. Enter (input) Menu SL.
9. Select Program Type from dropdown list.
10. Add Permission as needed.

11. After clicking on 'Submit' button the data will be saved and you will see a message of "Saved successfully".
12. To See Full List Click on 'Get List' button.
13. To DiscontinueAdd/Edit Menu, click on 'Cancel' button.
14. To Clear all the Textboxes, click on 'Clear' button.

Note: During Add/Edit Menu Some input field will be filled by the pre-defined data. Those data will be select by Dropdown.

1.3.USER CONTROL

1.3.1. ROLE CREATION

PURPOSE

IT Admin User will use this screen/activity to create Roles.User can View and Modify Role Information later if needed.

Note: - Role Name must be Unique.

MENU

Security Module > User Control > Role Creation

USER INTERFACE: ROLE CREATION

Role Name	Effect Date	Create By	Create Date
Business loan Sanction	15-MAR-17	ITOPRUSRD1	15-MAR-17
IT All	23-MAR-16	ITOPRUSRD1	26-JAN-17
IT Audit	29-MAR-17	ITOPRUSRD1	26-JAN-17
IT Report	06-APR-15	ITOPRUSRD1	26-JAN-17
Report	06-APR-17	ITOPRUSRD1	26-JAN-17

[Download Excel](#)

Figure: Role Creation

PERFORM ROLE CREATION

Steps to Execute:

15. Open Role Creation page from the menu.
16. All input field which is indicate with (*) symbol are mandatory field.
17. Select Role Scope from dropdown list.
18. Enter (input) RoleName.
19. Enter (input) Effect & Expire Date.
20. After clicking on 'Submit' button the data will be saved and you will see a message of "Role saved successfully".

21. To DiscontinueRole Creation, click on 'Cancel' button.
22. To Clear all the Textboxes, click on 'Clear' button.

VIEW ROLE INFORMATION

Steps to Execute:

1. Open Role Creation page from the menu.
2. Role List Will be Populated automatically in the View Report Section of Role Creation Page.

MODIFY ROLE INFORMATION

Steps to Execute:

1. Open Role Creation page from the menu.
2. Role List Will be Populated automatically with Edit Mode.
3. Input all modified data and mandatory fields.
4. Press 'Submit' button to save the modified information.
5. To DiscontinueRole Creation, click on 'Cancel' button.
6. To Clear all the Textboxes, click on 'Clear' button.

Note: During Role CreationSome input field will be filled by the pre-defined data. Those data will be select by Dropdown.

1.3.2. ROLE RIGHTS

PURPOSE

IT Admin User will use this screen/activity to assign different Rights to different Role.User can view and Modify Rights Information later if needed.

MENU

Security Module ➤ User Control ➤ Role Rights

USER INTERFACE: ROLE RIGHTS ASSIGN

Role Rights

Clear

×

* Application Name :

Global User Module

▼

* Role Name :

Business loan Sanction (E

▼

Menu Assign Report

Submit

Menu Name	<input type="checkbox"/> Rights	<input checked="" type="checkbox"/> Revoke	<input type="checkbox"/> Add Grant	<input type="checkbox"/> Add Permission	<input type="checkbox"/> Mod Grant	<input type="checkbox"/> Mod Permission	<input type="checkbox"/> View Grant	<input type="checkbox"/> View Permission
Administrative	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
....Notice Entry	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
User Control	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
....Role Creation	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
....Role Rights	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
....User Creation	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
....New User Approve	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
....Reset Password	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
....Program Assign to User	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
....Change User Info.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
....Change User Status	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Authorization	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
....Change Request Approval	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Reports	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
....User Information	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Figure: Role Rights Assign

PERFORM ROLE RIGHTS ASSIGN

Steps to Execute:

1. Open Role RightsAssign page from the menu.
2. All input field which is indicate with (*) symbol are mandatory field.
3. Select Application from dropdown list.
4. Select Role Name from Dropdown List.
5. Select Rights by using Checkboxes to Assign to Role.
6. After clicking on 'Submit' button the data will be saved and you will see a message of "Successfully Complete!!!".

VIEW ROLE RIGHTS INFORMATION

Steps to Execute:

1. Open Role Rights page from the menu.
2. Select Role Name from Dropdown List.
3. Role Rights List Will be Populated automatically.
4. Role Rights will be divided into two regions, one is Rights Already Exists and another is The Rest of Rights.

MODIFY ROLE RIGHTS INFORMATION

Steps to Execute:

1. Open Role Rights page from the menu.
2. Select Role Name from Dropdown List.
3. Role Rights List Will be Populated automatically.

4. Role Rights will be divided into two regions, one is Rights Already Exists and another is The Rest of Rights.
5. To do change in Rights just remove the specific Rights by Selecting Checkboxes.
6. Press 'Apply Changes' button to save the modified information.

Note: During Role Rights Assign Some input field will be filled by the pre-defined data. Those data will be select by Dropdown like Role Name, Rights List.

1.3.3. USER CREATION

PURPOSE

IT Admin User will use this screen/activity to Create Users for the system. User Basic Information, Address Information, Role Assign, Photograph will be captured. Created User will be able to login after complete the full user creation process & Approval. Password will be Generated Automatically after User Creation.

Note:

- IT Admin User Will Get Access ALL by Default.
- National ID No must be 13 or 17 Digits.
- Mobile No must be start with 011, 015, 016, 017, 018, 019, 044.
- 6 Digits User Password will be generated automatically.

MENU

Business Admin ➤ User Control ➤ User Creation

USER INTERFACE: USER INFORMATION ENTRY

Basic Information

Address Information

Role Assign

Photograph

0%

Basic Information

Personal Information

* Role Scope :

☐ Business Operation
 ☐ IT Operation

Password Date :

09-APR-17

* User Login ID :

* User Name :

* Date of Birth :

PWD Expire Day :

90

Contact Information

* Mobile No :

Phone No :

* Email Address :

Login Restriction

Restrict From Date :

Restrict To Date :

Uses Application:

Application Name	
Global User Module	<input type="checkbox"/>
Audit Trail Log	<input type="checkbox"/>
Core Banking System	<input type="checkbox"/>

UM: System Module & Audit Trail

Basic Information

Address Information

Role Assign

Photograph

0%

Address Information

User Code :

* Address Type :

-- Select Address --

* District Code :

-- Select District --

* Upazila / Thana Code :

-- Select Upazilla --

* Union / Ward Code :

-- Select Union --

Post Code :

-- Select Union --

* ADD_LINE_1 :

ADD_LINE_2 :

View Report

no data found

Basic Information

Address Information

Role Assign

Photograph

0%

Role Assign

User Code :

* Login User Role Scope :

IT Operation

New User Role Scope :

* Role Name :

-- Select Role --

* Effect Date :

Expire Date :

View Report

no data found

Basic Information

Address Information

Role Assign

Photograph

0%

Photograph

* User Code :

Photo Preview

Capture

Choose File

Capture Photo

Previous Photo

Figure: UserCreation

PERFORM USERCREATION ENTRY

Steps to Execute:

1. Open User Creation page from the menu.
2. All input field which is indicate with (*) symbol are mandatory field.
3. Select Role Scope.
4. Password Date is SYSDATE.
5. Select Application for the user by checkbox.
6. Enter (input) User Login ID.
7. Enter (input) User Name.
8. Enter (input) Date of Birth.
9. Enter (input) Password Expire Date.
10. Enter (input) Mobile No.
11. Enter (input) Email ID [Optional].

12. Enter (input) Telephone No [Optional].
13. Enter (input) Restrict from Date [Optional].
14. Enter (input) Restrict to Date [Optional].
15. Click on 'Submit' button to save information. Then Click on 'Address Information Tab to add address details.
16. Select Address Type from dropdown list.
17. Select District Name from Dropdown List.
18. Select Upazila Name from Dropdown List.
19. Select Union Name from Dropdown List.
20. Select Postal Code from Dropdown List.
21. Enter (input) Address Line 1.
22. Enter (input) Address Line 2.
23. Click on 'Submit' button to save information. Then Click on 'Role Assign' Tab to add role details.
24. Enter (input) Permanent Address.
25. Select Role Name from Dropdown List.
26. Enter (input) Effect Date.
27. Enter (input) Expire Date.
28. Click on 'Submit' button to save information. Then Click on 'Photograph' Tab to add user photo.
29. Upload User Image from Local PC or by using Web Camera.
30. User Creation Progress (%) will be shown.
31. After clicking on 'Submit' button the data will be saved and you will see a message of "User Creation Successfully Complete & Waiting for Approval" and **System Generated Password is: [#####]**.
32. To DiscontinueUser Creation, click on 'Cancel' button.
33. To Clear all the Textboxes, click on 'Clear' button.

Note: During User Creation Some input field will be filled by the pre-defined data. Those data will be select by Dropdown.

1.3.4. NEW USER APPROVAL

PURPOSE

IT Admin User will use this screen/activity to Approve or Reject User Creation Request. User will be able to login to system after the approval otherwise login is not possible.

MENU

Approval>User Control >> New User Approval

USER INTERFACE: NEW USER APPROVAL

UM: System Module & Audit Trail

New User Approval						Submit	
User Code	User Name	Mobile No.	User DOB	Created User	Check Status	Show Report	
testfinal	Final	01748065751	28-APR-90	ADMIN01	<input type="radio"/> Approve <input type="radio"/> Reject <input checked="" type="radio"/> Not Change	View Details	
HZADF	Gdsd	01979041699	22-MAR-95	VENDOR	<input type="radio"/> Approve <input type="radio"/> Reject <input checked="" type="radio"/> Not Change	View Details	
FFFFF	Fdf	01922108240	22-MAR-91	VENDOR	<input type="radio"/> Approve <input type="radio"/> Reject <input checked="" type="radio"/> Not Change	View Details	
TESTPROGRESSBAR	Test	01922108240	10-MAR-91	VENDOR	<input type="radio"/> Approve <input type="radio"/> Reject <input checked="" type="radio"/> Not Change	View Details	
GHJFIJH	Gjhjghj	01979041699	22-MAR-95	ALIT	<input type="radio"/> Approve <input type="radio"/> Reject <input checked="" type="radio"/> Not Change	View Details	
TRRSHSHFH	Fhfgdf	01979041699	22-MAR-95	ALIT	<input type="radio"/> Approve <input type="radio"/> Reject <input checked="" type="radio"/> Not Change	View Details	
AFDSFSD	Sdfdfds	01979041699	22-MAR-95	ALIT	<input type="radio"/> Approve <input type="radio"/> Reject <input checked="" type="radio"/> Not Change	View Details	
ADSDGGD	Dggsdsgsdg	01979041699	22-MAR-95	ALIT	<input type="radio"/> Approve <input type="radio"/> Reject <input checked="" type="radio"/> Not Change	View Details	
RTTETR	Eertr	01979041699	22-MAR-95	ALIT	<input type="radio"/> Approve <input type="radio"/> Reject <input checked="" type="radio"/> Not Change	View Details	
EWWERQ	Rwvervq	01979041699	23-MAR-95	ALIT	<input type="radio"/> Approve <input type="radio"/> Reject <input checked="" type="radio"/> Not Change	View Details	

Figure:New User Approval

PERFORM NEW USER APPROVAL

Steps to Execute:

1. Open New User Approval page from the menu.
2. Page will be loaded with All User Request list with Approve/Reject/No Change option. By default, No Change option will be selected.
3. Select any of the 3 options [Approve/Reject/No Change]and Click on 'Submit' button.
4. After clicking on 'Submit' button the data will be saved and you will see a message of "Approve/Reject done successfully".
5. To DiscontinueNew User Approval, click on 'Cancel' button.

1.3.5. RESET PASSWORD

PURPOSE

IT Admin User will use this screen/activity to Reset User Password through Email or SMS.

Note:

MENU

Business Admin ➤ User Control ➤Reset Password

USER INTERFACE: RESET PASSWORD

Reset Password (Through SMS & MAIL)				Clear	Send	
* User :	PARUL - Parul Akhtar	^				
Email Id :	Parul@Era.Com.Bd			Mobile No :	1922108240	

Figure: Reset Password

PERFORM RESET PASSWORD

Steps to Execute:

1. Open Reset Password page from the menu.
2. All input field which is indicate with (*) symbol are mandatory field.
3. Select User Code from Dropdown List.
4. Email & Mobile No will be shown automatic.
5. After clicking on 'Send' button, System will send a Email to Corresponding mail address with Password Reset Link.
6. To DiscontinuePassword Reset, click on 'Cancel' button.
7. To Clear all the Textboxes, click on 'Clear' button.

Note: During Password ResetSome input field will be filled by the pre-defined data. Those data will be select by Dropdown like User Code.

1.3.6. PROGRAM ASSIGN TO USER

PURPOSE

IT Admin User will use this screen/activity to assign program/menu/page/leaf/report to any registered and approved user of the system.

MENU

Business Admin ➤ User Control ➤Program Assign To User

USER INTERFACE: PROGRAM ASSIGN TO USER

Program Assign to User
Clear
✕

* Application Name :
Global User Module

* User Name :
AGENT01 - Shakila Shahri

Menu Assign
Submit

Menu Name	<input type="checkbox"/> Rights	<input type="checkbox"/> Revoke	<input type="checkbox"/> Add Grant	<input type="checkbox"/> Add Permission	<input type="checkbox"/> Mod Grant	<input type="checkbox"/> Mod Permission	<input type="checkbox"/> View Grant	<input type="checkbox"/> View Permission
Administrative	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
....Password Policy Setup	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
....Notice Entry	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Menu Control	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
....Add / Edit Menu	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
User Control	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
....Role Creation	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
....Role Rights	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Figure: Program Assign To User

PERFORM ZONE WISE USER PERMISSION

Steps to Execute:

1. Open Program Assign To User page from the menu.
2. All input field which is indicate with (*) symbol are mandatory field.
3. Select Application Name from dropdown list.
4. Select UserName from Dropdown List.
5. System will display Menu List with Permission List with checkboxes.
6. User will give permission to tick the checkboxes.

7. After clicking on 'Submit' button the data will be saved and you will see a message of "Information has been saved successfully".
8. To DiscontinueProgram Assign To User, click on 'Cancel' button.
9. To Clear all the Textboxes, click on 'Clear' button.

Note: During Program Assign To UserSome input field will be filled by the pre-defined data. Those data will be select by Dropdown.

1.3.7. CHANGE USER INFO

PURPOSE

IT Admin User will use this screen/activity to change/modify existing User Information of the system.

Business Admin ➤ User Control ➤Change User Info

USER INTERFACE: CHANGE USER INFO

Edit	User Code	User Name	User Type	User DOB	Mobile No	Email Id	Tele No	Restrict From DT	Restrict To DT	Create By	Create Date	Check By	Check Date
	ADMIN02	Parul	ADM	23-MAR-90	01748065751	fahmi@gmail.com					13-MAR-17		14-MAR-17

Download

Figure: Change User Info

PERFORM ROLE ASSIGN

Steps to Execute:

1. Open Change User Info page from the menu.
2. All input field which is indicate with (*) symbol are mandatory field.
3. Select User Codefrom Dropdown List.
4. User List will be populated in a table with Edit button.
5. After Clicking on 'Edit' button system will redirect to User Creation page in edit mode.
6. After clicking on 'Submit' button the data will be saved and you will see a message of "Information has been saved successfully".
7. To DiscontinueChange User Info, click on 'Cancel' button.
8. To Clear all the Textboxes, click on 'Clear' button.

Note: During Role Assign [User] Some input field will be filled by the pre-defined data. Those data will be select by Dropdown.

1.3.8. CHANGE USER STATUS

PURPOSE

IT Admin User will use this screen/activity to change/modify existing User Status of the system.

MENU

Business Admin ➤ User Control ➤ Change User Status

USER INTERFACE: CHANGE USER STATUS

The screenshot shows a web form titled "Change User Status". At the top right of the form are two buttons: "Clear" (orange) and "Submit" (green). The form contains the following fields:

- User ID :** A text input field containing the value "ADMIN02".
- User Name :** A text input field containing the value "Parul".
- Current Status :** A text input field containing the value "Active".
- New Status :** A dropdown menu with "Active" selected.

Figure: Change User Status

PERFORM CHANGE USER STATUS

Steps to Execute:

1. Open Chose User Status page from the menu.
2. All input field which is indicate with (*) symbol are mandatory field.
3. Enter (input) User ID.
4. User Name & Current Status will be shown automatic.
5. Select New Status from Dropdown List.
6. After clicking on 'Submit' button the data will be saved and you will see a message of "Information has been saved successfully".
7. To DiscontinueChange User Status, click on 'Cancel' button.
8. To Clear all the Textboxes, click on 'Clear' button.

1.4.AUTHORIZATION

1.4.1. CHANGE REQUEST APPROVAL

PURPOSE

IT Admin User will use this screen/activity to Approve or Reject Change Requests from different activities.

MENU

Business Admin ➤ Authorization ➤ Change Request Approval

USER INTERFACE: CHANGE REQUEST APPROVAL

Request Page Filter

Clear
X

Requested Page :
User Creation

Request Authorization
Submit

Sl#	Request Type	Request Page Name	Request Purpose	Requested user	Request Date	Previous Value	Change Value	Approve Status	View
1	Add	User Creation	Basic Info Change Request for User:500	ADMIN01	05/04/2017	-	APP CODE= AUD; USER ID= 199	<input checked="" type="radio"/> Approve <input type="radio"/> Reject <input type="radio"/> No Changes	Details
2	Add	User Creation	Basic Info Change Request for User:500	ADMIN01	05/04/2017	-	APP CODE= CBS; USER ID= 199	<input checked="" type="radio"/> Approve <input type="radio"/> Reject <input type="radio"/> No Changes	Details
3	Add	User Creation	Basic Info Change Request for User:500	ADMIN01	05/04/2017	-	APP CODE= EBK; USER ID= 199	<input checked="" type="radio"/> Approve <input type="radio"/> Reject <input type="radio"/> No Changes	Details
4	Add	User Creation	Basic Info Change Request for User:500	ADMIN01	05/04/2017	-	ACTIVE FLAG= Y; APP CODE= GUMS; USER ID= 199	<input checked="" type="radio"/> Approve <input type="radio"/> Reject <input type="radio"/> No Changes	Details

Figure: Change Request Approval

PERFORM ROLE ASSIGN

Steps to Execute:

- Open Change Request Approval page from the menu.
- Select Requested Page from dropdown List.
- Page will be loaded with All Change Requests list with Approve/Reject/No Change option. By default, No Change option will be selected.
- Select any of the 3 options [Approve/Reject/No Change]and Click on 'Submit' button.
- After clicking on 'Submit' button the data will be saved and you will see a message of "Approve/Reject done successfully".

Note: During Role Assign [User] Some input field will be filled by the pre-defined data. Those data will be select by Dropdown like User Name, Role Name, Active Status.

1.5.USER PROFILE

PURPOSE

IT Admin User will use this screen/activity to view their own profile in the system.

MENU

User > Profile

USER INTERFACE: USER PROFILE

User Information Details ◀ Back

Personal Information:

User Code : **ADMIN01**

User Name : **Admin User1**


Mobile No. : **01748065751**

Finger Print : **No**

User Type : **Admin User**

Date of Birth : **12-JUN-84**

Email ID : **bdparul@gmail.com**



User Address Details:

Address Type	District	Upazila	Union	Post Code	Address
Living Address	Bagerhat	Bagerhat Sadar	Baruypara	9381	KL0p
Permanent Address	Bandarban	Lama	Paitong	4610	ERA

User Assign Group:

Group Name	Effect Date	Expire Date	Group code
IT All	01-MAR-15		04

Figure:User Profile

VIEW USER PROFILE**Steps to Execute:**

1. Open Profilepage from the menu.
2. By default, User will able view their Profile in two sections 'User Profile" and 'A/C Information'.

1.6.PASSWORD CHANGE**PURPOSE**

Any Logged In User can use this screen/activity to change their own password if needed.

Note:

- New Password must meet the Password Policy.
- Please keep in mind that password is cash sensitive.
- Password Expiry Day Maximum 90 Days.

MENU

User ➤ Password Change

USER INTERFACE: PASSWORD CHANGE

Figure: Password Change

PERFORM PASSWORD CHANGE

Steps to Execute:

1. Open Password Change page from the menu.
2. All input field which is indicate with (*) symbol are mandatory field.
3. Enter (input) Old Password.
4. Enter (input) New Password.
5. Enter (input) Confirm Password.
6. Enter (input) Password Expiration Day.
7. After clicking on 'Submit' button the data will be saved and you will see a message of "Password Changed successfully".
8. To DiscontinuePassword Policy, click on 'Cancel' button.
9. To Clear all the Textboxes, click on 'Clear' button.

Note:

During Password Change Some input field will be filled by the pre-defined data. Those data are User Code, User Name.

1.7.PASSWORD RECOVERY

PURPOSE

If any user forgot his/her password and can login to system. Then User WillRecover his/her password by using the Password Recovery feature through Mobile No or Email Address.

Note:

- User must remember his/her User Code.
- User must remember his/her Date of Birth used in Registration.
- User must have access to Mobile No or Email address used in Registration.
- User must change the recovered password after first login.

MENU

Login Screen➤Need Help

USER INTERFACE: PASSWORD RECOVERY

Recovery Password

User Name : 500001

Date of Birth : 01/01/1993

☒ Get a verification code by email

☐ Get a verification code by text message

Mobile No : 019*****000

Existing E-mail ID : mar**@era.com.bd

Send Email / SMS

Figure: Password Recovery

PERFORM PASSWORD RECOVERY**Steps to Execute:**

1. Open Password Recovery page from Login Screen.
2. Enter (input) User Code.
3. Enter (input) Date of Birth.
4. System will display Mobile No & Email Address [Partial Display].
5. Select mode of getting new password [Mobile No or Email].
6. After clicking on 'Send Email/SMS' button the data will be saved and you will see a message of "Password has been sent to Email/Mobile" and **User will be Forced to Change the Recovered Password after First Login.**

1.8.AUDIT TRAIL**1.8.1. AUDIT SETUP MASTER****PURPOSE**

IT Admin User will use this screen/activity to Define/Create new Audit Report for a Specific Table or even for a specific column. Audit Report can be Audit Update or Audit Delete or Both.

MENU

Security Module➤Audit Trail ➤Audit Setup Master

USER INTERFACE: AUDIT SETUP MASTER

Audit Setup Master

Table Name : * DEBIT_SERVICE_CHARGE_REQ ^

Key column 1 : SRL_NO

Key column 2 :

Key column 3 :

Key column 4 :

Key column 5 :

Key column 6 :

Update Log : ☐

Delete Log : ☐

No Audit Log Found

Cancel

Clear

Submit

Audit Flag Setup

Column Name	Audit Flag
AC_TYPE	No
AMOUNT	No
APPROVE_BY	No
APPROVE_DATE	No
APPROVE_FLAG	No
CREATE_BY	No
CREATE_DATE	No
DEBIT_DOC_NO	No
DISTRICT_CODE	No
PROVISION_NO	No

Figure:Audit Setup Master

PERFORM AUDIT SETUP MASTER

Steps to Execute:

1. Open Audit Setup Master page from the menu.
2. All input field which is indicate with (*) symbol are mandatory field.
3. SelectTable Name from Dropdown List.
4. Select Key Column [1 - 6].
5. System will display all the Columns of Selected Table.
6. Select Audit Flag from Dropdown List for Columns.
7. Select Update Log, Delete Log [as required].
8. After clicking on 'Submit' button the data will be saved and you will see a message of "Audit Setup successful".
9. To DiscontinueAudit Setup Master, click on 'Cancel' button.
10. To Clear all the Textboxes, click on 'Clear' button.

MODIFY AUDIT MASTER INFORMATION

Steps to Execute:

1. Open Audit Setup Master page from the menu.
2. Select Table Name from Dropdown List.
3. System will display all the Columns of Selected Table.
4. Input all modified data and mandatory fields.
5. Press 'Submit' button to save the modified information.
6. To Discontinue Audit Setup Master, click on 'Cancel' button.
7. To Clear all the Textboxes, click on 'Clear' button.

Note: During Audit Setup Master Some input field will be filled by the pre-defined data. Those data will be select by Dropdown like Table Name, Key Column [1 - 6], Audit Flag.

1.8.2. USER ACCESS LOG

PURPOSE

IT Admin User will use this screen/activity to view a detail report of User Access Log to Pages. The report will be included Page ID, User Code, Date & Time, Accessibility Permission, Session ID etc. Report can be generated for all pages or a single page.

MENU

Security Module > Audit Trail > Audit Report > User Access Log

USER INTERFACE: USER ACCESS LOG

User Access Log Parameter

User Code : Admin User(500001)

Page ID : ALL

Access Flag : ALL

From Date : 28-FEB-17

To Date : 01-MAR-17

Clear

Show Report

User Access Log

Page ID	Page Name	User Code	Visit Time	Access Right	Session ID	User Name
230	User Limit Setup	500001	01-MAR-2017 17:04 PM	Have Access Permission	5705969251827	ADMIN USER
18	stzonmas	500001	01-MAR-2017 17:03 PM	Have Access Permission	5529854846422	ADMIN USER
18	stzonmas	500001	01-MAR-2017 17:03 PM	Have Access Permission	5529854846422	ADMIN USER
18	stzonmas	500001	01-MAR-2017 17:03 PM	Have Access Permission	5529854846422	ADMIN USER

Figure: User Access Log

PERFORM USER ACCESS LOG VIEW

Steps to Execute:

1. Open User Access Log page from the menu.
2. All input field which is indicate with (*) symbol are mandatory field.
3. Select User Code from Dropdown.
4. Select Page ID from Dropdown.

5. Select Access Log from Dropdown.
6. Enter (input) the Date Range using Date Picker.
7. After clicking on 'Show Report' button the System Will Generate a User Access Log Report based on given criteria.
8. To Clear all the Textboxes, click on 'Clear' button.

Note: During User Access Log View Some input field will be filled by the pre-defined data. Those data will be select by Dropdown like User Code, Page ID, Access Log.

1.8.3. AUDIT UPDATE INFORMATION

PURPOSE

IT Admin User will use this screen/activity to view Audit Update Report of updated history of any Specific Table. Audit Update Report will be included User Name, IP Address, Machine Name, Table Name, Column Name, Old Value, New Value, Database User etc.

MENU

Security Module > Audit Trail > Audit Report > Audit Update Information

USER INTERFACE: AUDIT UPDATE INFORMATION

Update Audit Trail

From Date: 24-FEB-17

To Date: 08-MAR-17

Table Name: -- All --

IP Address:

Machine:

Clear

Show Report

OS User	IP Address	Program Name	Date Time	Machine Name	Table Name	Column Name	Old Value	New Value	DataBase User
Administrator	10.11.201.248	TOAD 10.5.0.41	06-MAR-17	WORKGROUP\WOOR	STCODMAS	CODDES	http://202.40.191.118:80/reports/nwserver?ucmbmb	http://202.40.191.118:80/reports/nwserver?ucmbmb3v	EBEK
SYSTEM	10.11.201.38	EBEK/APEXAPP 101:290	04-MAR-17	WORKGROUP\ERA-PC	SYUSRMAS	BANK_ACCOUNT_NO	-	10733000096	APEX_PUBLIC_USER
SYSTEM	10.11.201.38	EBEK/APEXAPP 101:290	04-MAR-17	WORKGROUP\ERA-PC	SYUSRMAS	BANK_ACCOUNT_NO	-	10733000094	APEX_PUBLIC_USER

Figure: Audit Update Information

PERFORM AUDIT UPDATE INFORMATION

Steps to Execute:

1. Open Audit Update Information page from the menu.
2. All input field which is indicate with (*) symbol are mandatory field.
3. Enter (input) Date Range using Date Picker.
4. Select Table Name from Dropdown List.
5. Enter (input) IP Address [Optional].
6. Enter (input) Machine Name [Optional].

- After clicking on 'Show Report' button the System Will Generate an Audit Update Information Report based on given criteria.
- To Clear all the Textboxes, click on 'Clear' button.

Note: During Audit Update Information View Some input field will be filled by the pre-defined data. Those data will be select by Dropdown like Table Name.

1.8.4. AUDIT DELETE INFORMATION

PURPOSE

IT Admin User will use this screen/activity to view Audit Delete Report of deleted history of any Specific Table. Audit Delete Report will be included User Name, IP Address, Machine Name, Table Name, Program Name, Deleted Record etc.

MENU

Security Module > Audit Trail > Audit Report > Audit Delete Information

USER INTERFACE: AUDIT DELETE INFORMATION

Filter Parameter

Table Name : -- All --

IP Address :

From Date : 23-FEB-17

To Date : 08-MAR-17

Clear

Show Report

Audit Delete Record Information

Sl#	Table Name	Operation Date	OS User	Machine Name	IP Address	Program Name	Deleted Record
1	DISTRICT_INFO	27/02/2017	SYSTEM	WORKGROUP\ERA-PC	10.11.201.5	EBEK/APEXAPP 101:21	<?xml version="1.0"?> <ROWSET> <ROW> <DIVISION_CODE>20</DIVISION_CODE> <DISTRICT_CODE>10</DISTRICT_CODE> <DISTRICT_CODE_GOV>40</DISTRICT_CODE_GOV> <DISTRICT_SHORT_NAME>bt</DISTRICT_SHORT_NAME> <DISTRICT_NAME>test for audit</DISTRICT_NAME> <RECORD_STATUS>C</RECORD_STATUS> <CREATE_BY>500001</CREATE_BY> <CREATE_DATE>05-JAN-17</CREATE_DATE> </ROW> </ROWSET>
2	DISTRICT_INFO	26/02/2017	SYSTEM	WORKGROUP\ERA-PC	10.11.201.248	EBEK/APEXAPP 101:21	<?xml version="1.0"?> <ROWSET> <ROW> <DIVISION_CODE>20</DIVISION_CODE> <DISTRICT_CODE>21</DISTRICT_CODE> <DISTRICT_CODE_GOV>41</DISTRICT_CODE_GOV> <DISTRICT_SHORT_NAME>t</DISTRICT_SHORT_NAME> <DISTRICT_NAME>test 21</DISTRICT_NAME> <RECORD_STATUS>C</RECORD_STATUS> <CREATE_BY>500001</CREATE_BY> <CREATE_DATE>26-FEB-17</CREATE_DATE> </ROW> </ROWSET>
3	STCODMAS	26/02/2017	SYSTEM	WORKGROUP\ERA-PC	10.11.201.248	EBEK/APEXAPP 101:72	<?xml version="1.0"?> <ROWSET> <ROW> <HARCOD>SOC</HARCOD> <SOFCOD>SER</SOFCOD> <CODDES>SERVICE</CODDES> <OPRSTAMP>500001</OPRSTAMP> <TIMESTAMP>26-FEB-17</TIMESTAMP> <ACTFLG>Y</ACTFLG> </ROW> </ROWSET>

Figure: Audit Delete Information

PERFORM AUDIT DELETE INFORMATION

Steps to Execute:

- Open Audit Delete Information page from the menu.
- All input field which is indicate with (*) symbol are mandatory field.
- Select Table Name from Dropdown List.
- Enter (input) the IP Address [Optional].
- Enter (input) Date Range using Date Picker.

- After clicking on 'Show Report' button the System Will Generate an Audit Delete Information Report based on given criteria.
- To Clear all the Textboxes, click on 'Clear' button.

Note: During Audit Delete Information View Some input field will be filled by the pre-defined data. Those data will be select by Dropdown like Table Name.

1.8.5. USER LOGIN REPORT

PURPOSE

IT Admin User will use this screen/activity to view Login Detail report of any specific user. User Login report will be included User Code, Date & Time, Session ID, IP Address, Remote User, Browser Information, Port No etc.

MENU

Security Module > Audit Trail > Audit Report > User Login Report

USER INTERFACE: USER LOGIN REPORT

User Login

User: * Admin User(500001)

Form Date: * 23/02/2017

To Date: * 08/03/2017

Clear

Show Report

Q

Go

Actions

	User Code	In Time	Session ID	Remote Address	Remote User	HTTP User Agent	Server Port
	500001	06-MAR-2017 05:51PM	10355187609802	10.11.201.166	APEX_PUBLIC_USER	Mozilla/5.0 (Windows NT 10.0; WOW64) AppleWebKit/537.36 (KHTML, like Gecko) Chrome/56.0.2924.87 Safa	7777
	500001	06-MAR-2017 05:52PM	13124482980635	10.11.201.166	APEX_PUBLIC_USER	Mozilla/5.0 (Windows NT 10.0; WOW64) AppleWebKit/537.36 (KHTML, like Gecko) Chrome/56.0.2924.87 Safa	7777
	500001	02-MAR-2017 03:32PM	7993230837475	10.11.201.148	APEX_PUBLIC_USER	Mozilla/5.0 (Windows NT 6.1; rv:51.0) Gecko/20100101 Firefox/51.0	7777
	500001	02-MAR-2017 03:39PM	9812213247578	10.11.201.118	APEX_PUBLIC_USER	Mozilla/5.0 (Windows NT 10.0; Win64; x64) AppleWebKit/537.36 (KHTML, like Gecko) Chrome/56.0.2924.87	7777
	500001	02-MAR-2017 03:40PM	9883163287778	10.11.201.190	APEX_PUBLIC_USER	Mozilla/5.0 (Windows NT 10.0; Win64; x64) AppleWebKit/537.36 (KHTML, like Gecko) Chrome/56.0.2924.87	7777
	500001	02-MAR-2017 03:49PM	24475439499716	10.11.201.227	APEX_PUBLIC_USER	Mozilla/5.0 (Windows NT 6.1; Win64; x64) AppleWebKit/537.36 (KHTML, like Gecko) Chrome/56.0.2924.87	7777
	500001	02-MAR-2017 04:11PM	8696413680	10.11.201.18	APEX_PUBLIC_USER	Mozilla/5.0 (Windows NT 6.1; WOW64; rv:49.0) Gecko/20100101 Firefox/49.0	7777

Figure:User Login Report

PERFORM USER LOGIN REPORT

Steps to Execute:

- Open User Login Report page from the menu.
- All input field which is indicate with (*) symbol are mandatory field
- Select User from Dropdown List.
- Enter (input) Date Range using Date Picker.
- After clicking on 'Show Report' button the System Will Generate a User Login Report based on given criteria.
- To Clear all the Textboxes, click on 'Clear' button.

Note: During User Login Report View Some input field will be filled by the pre-defined data. Those data will be select by Dropdown like User.