

Processes Online User Guide

Getting Started -- Administrator

1 INTRODUCTION

The **Main Menu** of *Processes Online* is shown hereunder:-

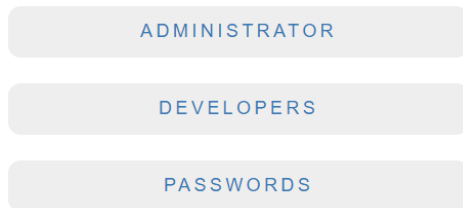


Figure 1

When the Administrator clicks **ADMINISTRATOR**, and logs in, he / she sees the following **Admin Main Menu**:-

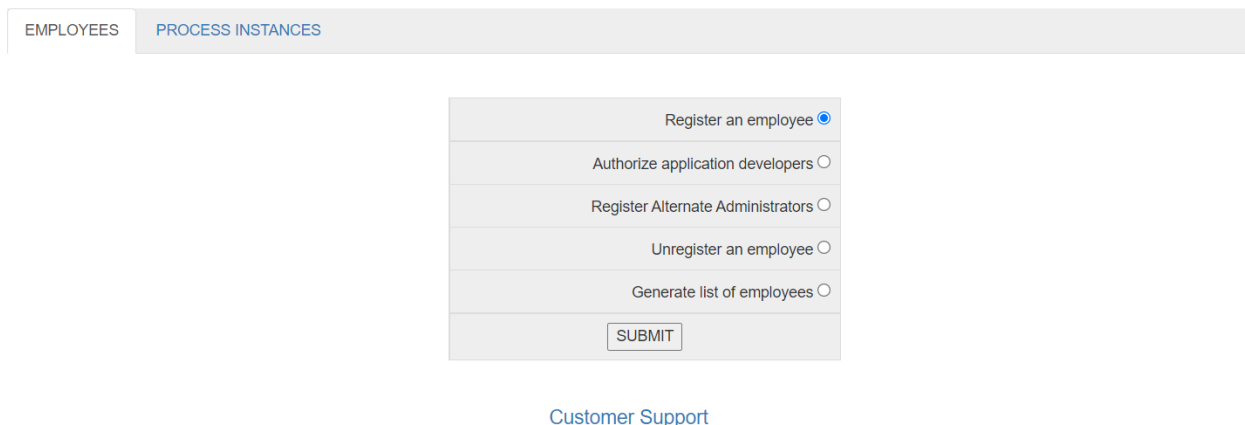


Figure 2

Under the **EMPLOYEES** tab, Administrator can register one or more employees. By selecting **Authorize application developers**, one or more of them can be authorized to be application developers. Only an authorized application developer can click **DEVELOPERS** in the Main Menu (Figure 1), and access the Database Management System. Administrator can also select **Register Alternate Administrators**, and register one or more of the employees as Alternate Administrators. Administrator can select **Generate list of employees**, e.g.:-

LIST OF EMPLOYEES

Sl. No.	Entity ID	Name	Email	Authorized application developer (i.e., has access to Java DBaaS APIs)
1	ADMIN3	Sarah Connor	eflh010@gmail.com	Yes
2	ADMIN2	Rohit Shetty	eflh007@gmail.com	No
3	ADMIN1	Ramachandra Rao	eflh003@gmail.com	Yes

Figure 3

When Administrator clicks **PROCESS INSTANCES** tab, he / she sees the following menu:-

The screenshot shows a navigation bar with two tabs: 'EMPLOYEES' and 'PROCESS INSTANCES'. Below the tabs is a menu with the following options:

- List current process instances
- List archived process instances
- View archived process instance
- Terminate a current process instance
- Terminate an archived process instance

A 'SUBMIT' button is located at the bottom of the menu.

Figure 4

Only the Administrator is authorized to terminate (i.e., completely remove from the database) a current or an archived business process instance.

2 ENTITY MANAGEMENT

Processes Online features 8 built-in classes, or entity types, viz., Employee, Customer, Vendor, Member, Faculty, Student, Doctor and Patient. Entities of type, Employee, can be created by the Administrator under the Admin Main Menu, as described above. Entities belonging to these 8 classes can manage their passwords by clicking **PASSWORDS** in the Main Menu (Figure 1). Entities belonging to the remaining 7 types can be created by the Administrator by accessing the **Entity Management Menu**, which is found right below the Admin Main Menu:-

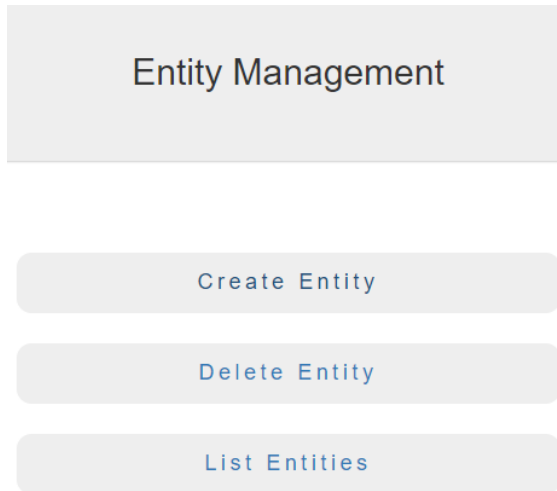


Figure 5

When an entity is create by clicking **Create Entity**, the entity receives his / her default password by email.

3 CUSTOMER SUPPORT

When Administrator clicks **Customer Support** under the Admin Main Menu (Figure 2), he / she sees the following screen:-

The image shows a 'Customer Login' screen. At the top, there is a grey rectangular box with the text 'SAAS PROCESSES PRIVATE LIMITED ERP' in black, and below it, 'Customer Login' in black. Below the box, there is a login form. The form has two input fields: 'Email ID:' and 'Password:'. Below the 'Password:' field, there is a 'SUBMIT' button. Below the form, there is a link that says 'Forgot/change password ?' in blue.

Figure 6

This enables the Administrator to login as a customer of SAAS PROCESSES PRIVATE LIMITED.

Please note: The Administrator's Customer password is different from his / her Administrator password which he / she uses to login to Processes Online; the Customer password can be retrieved by clicking **Forgot/change password ?** in Figure 6.

Upon logging in, he / she will be presented with the following menu:-

SERVICES PORTAL

MAKE PAYMENT

VIEW STATEMENT

Figure 7

He / she should now click the button, **SERVICES PORTAL**, in order to access our Helpdesk. Our response will be typically within 1 working day.