

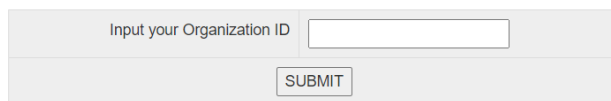
Processes Online User Guide

Getting Started

1 INTRODUCTION

When we created your organization's *Processes Online* account, we furnished you with your organization's unique **Organization ID**. Your organization's account also has an **Administrator** (who was nominated by your selves), and who was automatically assigned a default password.

Visit **host.processesonline.com**, whereupon you will be presented with the following screen:-



Input your Organization ID

SUBMIT

Figure 1

Now input your Organization ID and click **SUBMIT**, whereupon you will be presented with the **Main Menu**:-



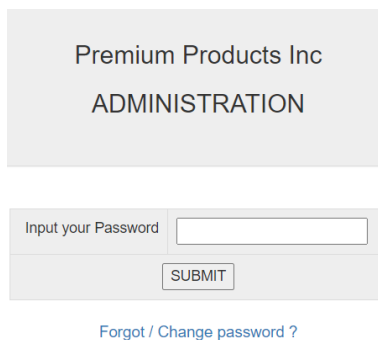
Premium Products Inc
Processes Online

ADMINISTRATOR

EMPLOYEES

Figure 2

When the Administrator clicks **ADMINISTRATOR**, he / she is presented with the following screen:-



Premium Products Inc
ADMINISTRATION

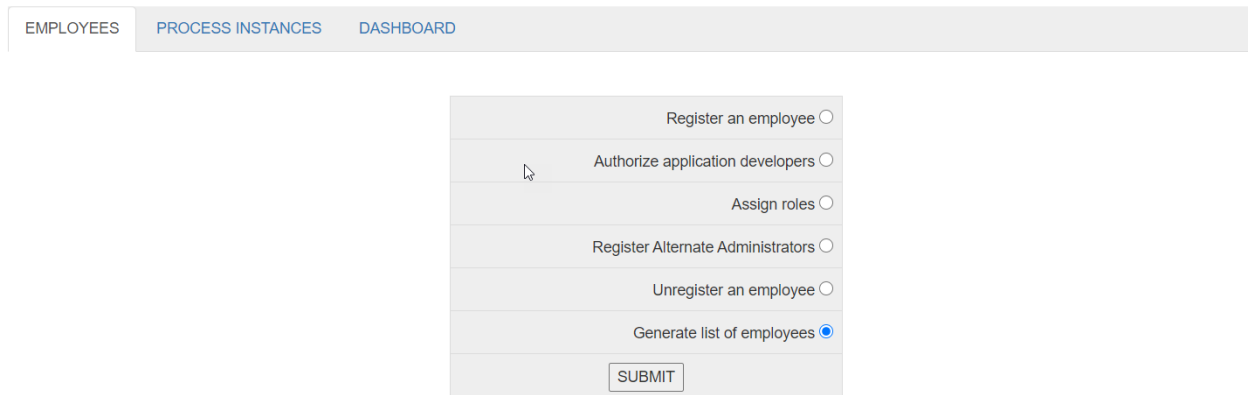
Input your Password

SUBMIT

[Forgot / Change password ?](#)

Figure 3

When the Administrator inputs his / her password and clicks **SUBMIT**, he / she is presented with the **Admin Main Menu**:-



The screenshot shows a navigation bar with three tabs: EMPLOYEES, PROCESS INSTANCES, and DASHBOARD. Below the tabs is a list of actions, each with a radio button. The actions are: Register an employee, Authorize application developers, Assign roles, Register Alternate Administrators, Unregister an employee, and Generate list of employees. The 'Generate list of employees' option is selected with a blue dot. A 'SUBMIT' button is located at the bottom of the list.

Figure 4

2 EMPLOYEES TAB

By selecting **Register an employee** under the EMPLOYEES tab of the Admin Main Menu, the Administrator can register one or more employees by inputting 3 attributes, viz., (i) First Name, (ii) Last Name, and (iii) Email ID. As soon as an employee is registered, he / she receives his / her default password by email. Every registered employee can click the **EMPLOYEES** button in the Main Menu (Figure 2), log in, and access **VIRTUAL OFFICE** (Visit <http://gcpvirtualoffice.com>).

By selecting **Authorize application developers**, the Administrator can authorize one or more of the employees to develop custom business processes for your organization. If at least one employee is so authorized, a **DEVELOPERS** button will appear in the Main Menu (Figure 2). An Authorized application developer can click this button, log in, and access the built-in **Database Management System** application.

By selecting **Assign roles**, the Administrator can (optionally) assign one or more roles to an employee. (For example, Salesperson, HR Manager, etc.)

By selecting **Register Alternate Administrators**, one or more of the employees can function as Administrator (In addition to the default Administrator).

By selecting **Generate list of employees**, the Administrator is able to list out the employees, know which of them is an authorized application developer, and know the roles assigned to each of them; for example:-

LIST OF EMPLOYEES

Sl. No.	Entity ID	Name	Email	Authorized application developer (i.e., has access to Java DBaaS APIs)
1	ADMIN1	Sarah Connor	eflh003@gmail.com	No
2	ADMIN2	Jim Kelly	eflh004@gmail.com	Yes
3	ADMIN8	Gregory Peck	eflh012@gmail.com	No
4	ADMIN7	Lana Turner	eflh010@gmail.com	No
5	ADMIN4	Harsh Vardhan	eflh007@gmail.com	No
6	ADMIN5	Gary Cooper	eflh008@gmail.com	No
7	ADMIN01	John Brown	efcustomapps@gmail.com	No
8	ADMIN6	Spencer Tracy	eflh009@gmail.com	No
9	ADMIN3	Burt Lancaster	eflh006@gmail.com	No

Figure 5

Current assigned roles

Employee	Roles
ADMIN1::Sarah Connor	InvManSys, EntityAccSys, InfoManSys, Storekeeper
ADMIN2::Jim Kelly	--
ADMIN8::Gregory Peck	HR Manager
ADMIN7::Lana Turner	Accounts Officer
ADMIN4::Harsh Vardhan	Salesperson
ADMIN5::Gary Cooper	Salesperson
ADMIN6::Spencer Tracy	Dispatch Clerk
ADMIN3::Burt Lancaster	Sales Manager, ServicesPortalSupportStaff, BroadcastServiceAdministrator, RelationshipManager

Figure 6

The Entity ID, ADMIN01, is reserved for the Administrator (In the above example, John Brown).

Notice that in the example, Jim Kelly is the only authorized application developer.

3 SPECIAL ROLES

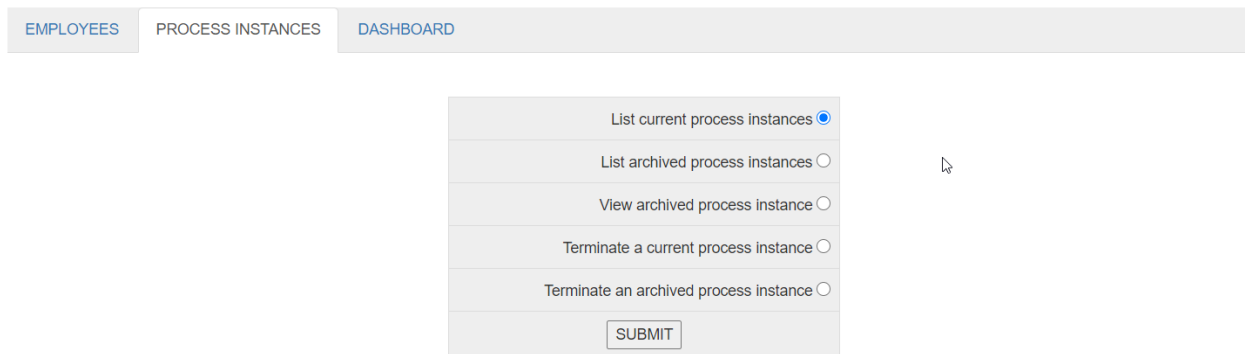
The roles, InfoManSys, EntityAccSys, InvManSys, ServicesPortalSupportStaff, BroadcastServiceAdministrator and RelationshipManager, have a special meaning:-

ROLE	MEANING
InfoManSys	Can access Information Management System application
EntityAccSys	Can access Entity Accounting System application
InvManSys	Can access Inventory Management System application
ServicesPortalSupportStaff	Can function as Support Staff of the Helpdesk , or ServicesPortal , service
BroadcastServiceAdministrator	Can function as creator of notices, or broadcasts, of the Notice Board service
RelationshipManager	Can function as Relationship Manager in the CRM service

An employee can get access to **VIRTUAL OFFICE** (<http://www.gcpvirtualoffice.com>), as well as to the above applications and services, by clicking **EMPLOYEES** in the Main Menu (Figure 2), and logging in.

4 PROCESSES INSTANCES TAB

The **PROCESSES INSTANCES** tab of Admin Main Menu is shown below:-



The screenshot shows a navigation bar with three tabs: 'EMPLOYEES', 'PROCESS INSTANCES', and 'DASHBOARD'. The 'PROCESS INSTANCES' tab is active. Below the navigation bar, there is a form with five radio button options and a 'SUBMIT' button. The options are: 'List current process instances' (selected), 'List archived process instances', 'View archived process instance', 'Terminate a current process instance', and 'Terminate an archived process instance'.

Figure 7

Notice that the Administrator has adequate control over the business process instances, pertaining both to the Electronic Office application, as well as to custom business processes.

5 DASHBOARD TAB

The **DASHBOARD** tab of Admin Main Menu is shown below:-

	Current	Maximum possible in Lite Edition
No. of objects	242	1000
No. of document attachments	108	1000
No. of emails sent in a calendar month	129	5000

Figure 8

This tab is self-explanatory. Remember that *Processes Online* is available in 3 editions, viz., Lite, Group and Standard, with limits as shown in <http://processesonline.com/pricing/>.