

SoftCo

Admin User Guide

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1 Access Control

The Access Control section is where the security for the different workflows is handled and archive information structures are defined. The access control section also manages the users and user rights for different modules, functions, and organizations.

The **Access Control** section is home to the following configuration elements: Access keys, Users, Groups, Keysets, and Roles:

Identifier	Description	Bound
Admin	Admin	●
ap_admin	ap admin	○
ap_arc_delete	Purchase invoice archive, delete	○
ap_arc_insert	Purchase invoice archive, insert	○
ap_arc_query	Purchase invoice archive, query	○
ap_arc_update	Purchase invoice archive, update	○
ap_assistant	Purchase invoice wf, pre-processing	○
ap_dashboard	AP Dashboard Access	○
ap_delete	Allows to delete invoices from workflow	○
ap_doc_general_q	Purchase invoice, document, user, query	○
ap_doc_healthcare	Purchase invoice, health care	○
ap_doc_healthcare_q	Purchase invoice, document, health care, query	○
ap_doc_misc_protected_q	Purchase invoice, document, misc protected, query	○
ap_monitor	Purchase invoice wf, accounts payable	○

The security model for your system is predefined and is performed during the initial system setup.

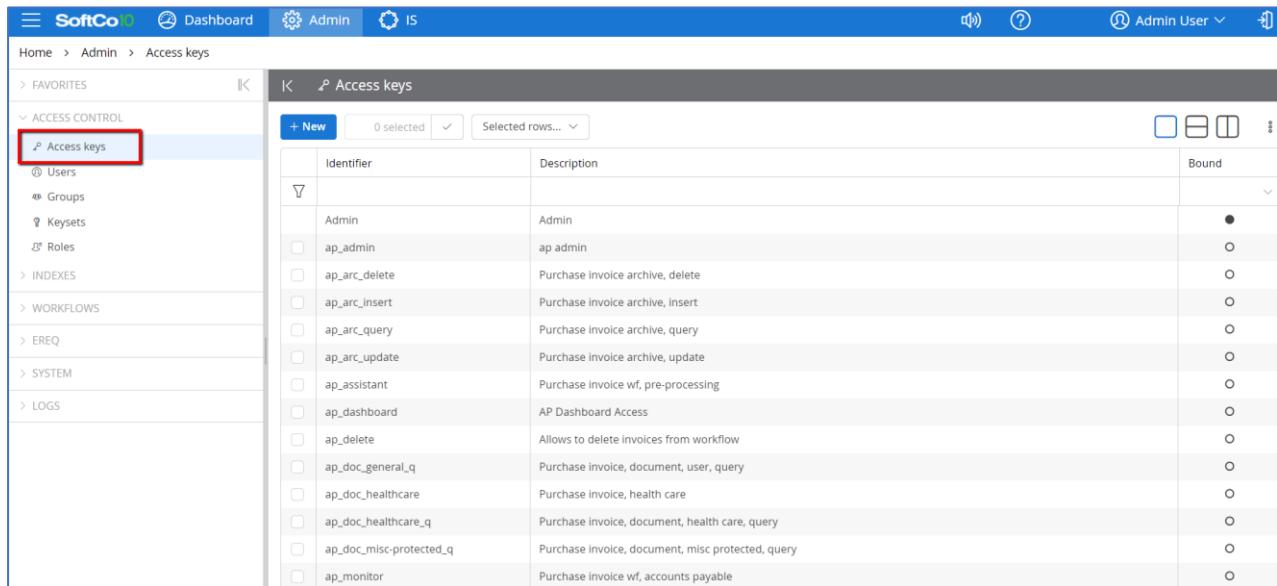
The different elements that make up the security model are linked. First, you must create access keys. Next, the access keys are assigned to roles which can then be associated with users.

For a full list of roles, functions, and organization functions (and descriptions of each), refer to the Excel file: **SoftCo10 User Roles, Functions, Organization Functions**.

1.1 Access Keys

The system allows you to associate locks with different areas of the application. You can provide access to the locks by assigning the corresponding access key to the relevant role or user. Any users without the relevant access key cannot access that area of the application controlled by the lock.

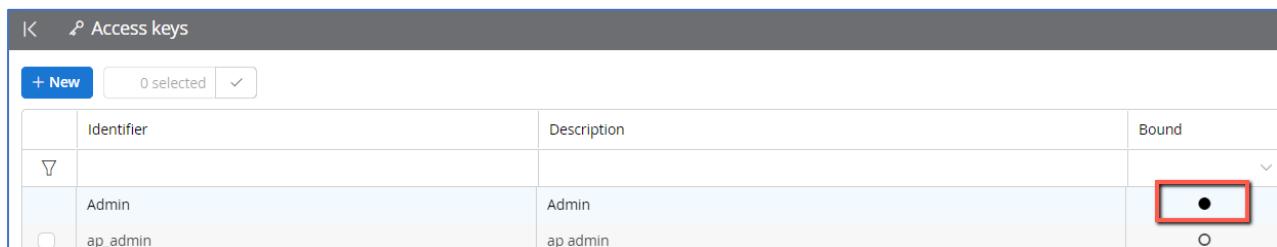
You can access the Access keys section in **Admin -> Access control -> Access keys**:



The screenshot shows the SoftCo10 Admin interface with the 'Access keys' section selected. The left sidebar has a tree view with 'Access keys' highlighted. The main area is titled 'Access keys' and contains a table with columns for Identifier, Description, and Bound. The 'Bound' column includes icons for a black circle (mandatory) and an empty circle (optional). A red box highlights the 'Access keys' link in the sidebar.

Identifier	Description	Bound
Admin	Admin	●
ap_admin	ap admin	○
ap_arc_delete	Purchase invoice archive, delete	○
ap_arc_insert	Purchase invoice archive, insert	○
ap_arc_query	Purchase invoice archive, query	○
ap_arc_update	Purchase invoice archive, update	○
ap_assistant	Purchase invoice wf, pre-processing	○
ap_dashboard	AP Dashboard Access	○
ap_delete	Allows to delete invoices from workflow	○
ap_doc_general_q	Purchase invoice, document, user, query	○
ap_doc_healthcare	Purchase invoice, health care	○
ap_doc_healthcare_q	Purchase invoice, document, health care, query	○
ap_doc_misc_protected_q	Purchase invoice, document, misc protected, query	○
ap_monitor	Purchase invoice wf, accounts payable	○

The system is setup with several access keys. The Admin and User access keys are mandatory and will always exist in your system. The system does not allow the deletion of these keys. Access keys that are linked to the archive are indicated by a black circle in the Bound field:



This screenshot shows a filtered view of the 'Access keys' list, displaying only the 'Admin' and 'ap_admin' entries. The 'Bound' column for 'Admin' shows a black circle (●), while 'ap_admin' shows an empty circle (○). A red box highlights the black circle in the 'Bound' column for 'Admin'.

Identifier	Description	Bound
Admin	Admin	●
ap_admin	ap admin	○

For more detailed information on Access Keys, refer to the **SoftCo10 Customer Manual**.

1.2 Users

Depending on the permissions set up by your administrator, if you are set up to manage users, you can view and modify users who belong to the same instance's organization (this is extended to all sub-organizations). You cannot modify your own user profile. Only the Admin user can modify their own user profile.

You can access the Users section in **Admin -> Access control -> Users:**

The screenshot shows the SoftCo10 Admin interface. The left sidebar has sections like Favorites, ACCESS CONTROL (with 'Users' highlighted), INDEXES, WORKFLOWS, EREQ, SYSTEM, and LOGS. The main area is titled 'User' and shows a table of users with columns: Username, First name, Last name, Additional identifier, Email address, Reason for blocking, and Last logon. A dropdown menu at the top says '0 selected'. A red box highlights the 'Users' link in the sidebar.

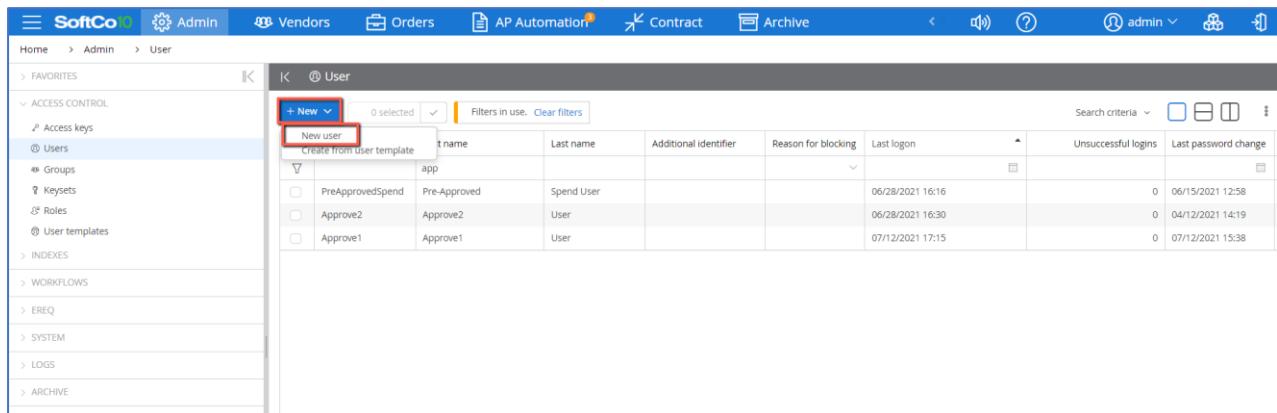
	Username	First name	Last name	Additional identifier	Email address	Reason for blocking	Last logon
▼	app%						
☐	Approve1	Approve1	User				01/13/2020 14:56
☐	Approve2	Approve2	User			Too many unsuccessful login attempts	10/22/2019 14:45
☐	Approve3	Approve3	User				12/09/2019 09:28
☐	Approve4	Approve4	User				08/27/2019 11:41
☐	Approve5	Approve5	User				08/27/2019 11:42
☐	Approve6	Approve6	User				08/27/2019 11:42

You can Copy or Remove users from the Selected rows drop down menu:

The screenshot shows the same Admin interface as above, but with a single user row selected ('john1007'). A context menu is open over this row, with a red box highlighting it. The menu options are: Selected rows..., Copy, Remove from instance, Export, Audit log, Print, Reset password, and Reset confirmation password.

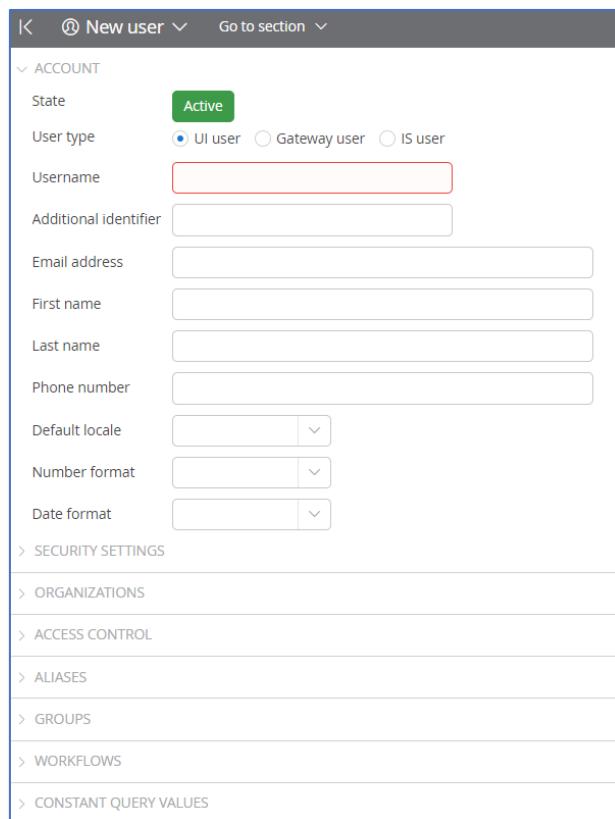
1.2.1 Create a new user

To create a new user, click **New** then click **New User**:



The screenshot shows the SoftCo Admin interface with the 'User' module selected. On the left, there's a navigation sidebar with sections like Favorites, Access Control (with 'Users' highlighted), Workflows, EREQ, System, Logs, and Archive. The main area displays a table of users with columns: First name, Last name, Additional identifier, Reason for blocking, Last logon, Unsuccessful logins, and Last password change. A red box highlights the '+ New' button in the top left of the main content area.

Complete the information, fields in red are mandatory:



The screenshot shows the 'New user' creation dialog. It has a 'ACCOUNT' section with fields for State (Active), User type (UI user selected), Username (highlighted with a red border), Additional identifier, Email address, First name, Last name, Phone number, Default locale, Number format, and Date format. Below this, there are sections for SECURITY SETTINGS, ORGANIZATIONS, ACCESS CONTROL, ALIASES, GROUPS, WORKFLOWS, and CONSTANT QUERY VALUES.

User types:

- UI User: Standard access to the application via the web interface.
- Gateway User: Integration access to the application for external systems.
- IS User: Interface user for use within the IS module. The password for an IS user does not expire.

As an admin super user, you will always create users as UI User.

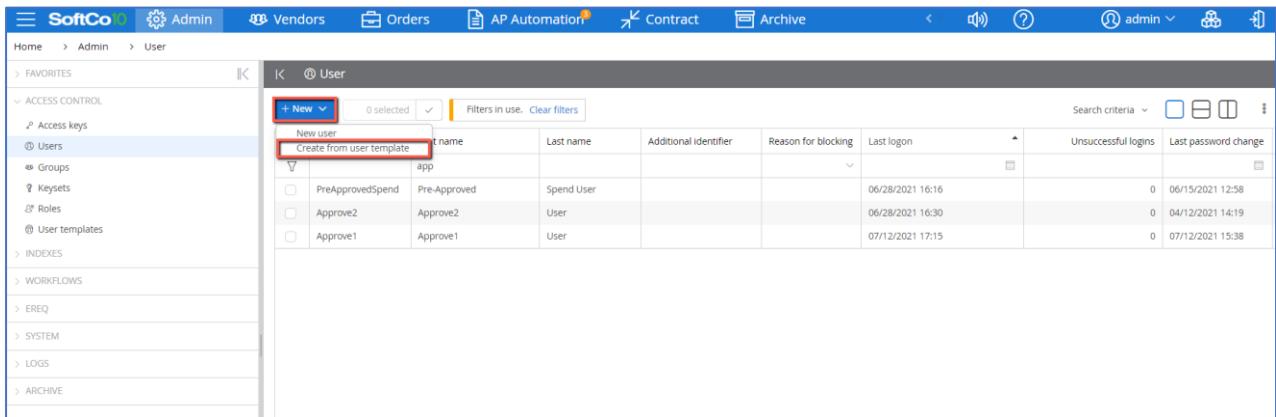
Username:

The username is a unique value in the system. It is not possible to create another user with the same username.

1.2.2 Create a user from user template

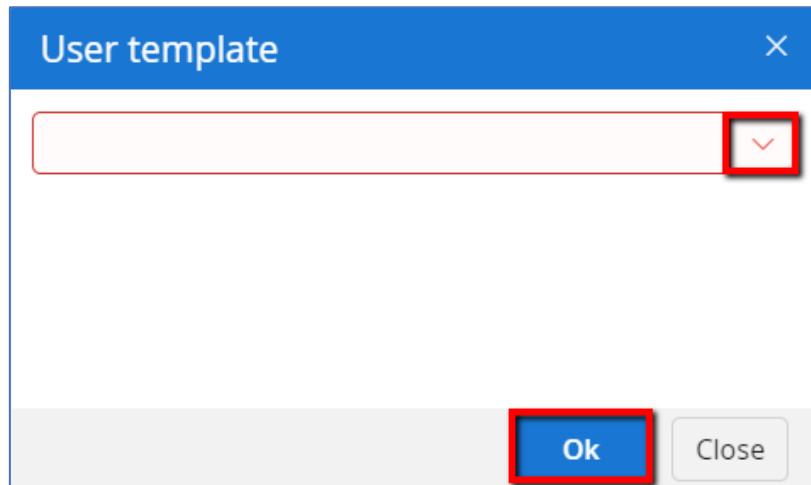
If there are user templates in the system, you can create a user from the template. For more information on creating user templates, go to the User templates section.

Click **New**, then click **Create from user template**:



The screenshot shows the SoftCo Admin interface with the 'User' module selected. The 'New' button is highlighted with a red box. A dropdown menu is open, and the 'Create from user template' option is highlighted with a red box.

Select the template from the drop-down menu and click **Ok**:



1.2.3 Security settings

In **Security Settings**, set the login type:

The screenshot shows a user interface for managing security settings. At the top, there are navigation links: 'New user' (with a profile icon), 'Go to section' (with a dropdown arrow), and a search bar. Below these are two main sections: 'ACCOUNT' and 'SECURITY SETTINGS'. Under 'SECURITY SETTINGS', there are two items: 'Username based form login' with a checked checkbox and 'Two-factor authentication in use' with an unchecked checkbox.

Username based form login:

By default, this setting is enabled. It determines whether it is possible to use the application held username and password to log into the system. When this setting is disabled, the system must be setup to use another means of authentication for users.

Two-factor authentication in use:

Two-Factor Authentication (2FA) is a type of Multi-Factor Authentication (MFA). It is a secure method of confirming users' identities by using a combination of two different factors (e.g. a password and a code).

1.2.4 Organizations

In **Organizations**, add the organizations the user needs access to:

The screenshot shows a user interface for managing organizations. At the top, there are navigation links: 'New user' (with a profile icon), 'Go to section' (with a dropdown arrow), and a search bar. Below these is a section titled 'ORGANIZATIONS' with a '+ New' button. On the left, there is a list of organizations under 'main Carter Global': '1 Carter Inc', '3 Carter UK Ltd', '4 Carter Oy', and '2 Carter Ireland Ltd'. On the right, there is a selection tool with a 'Select all' button, a count of '5', a 'Remove all' button, and a dropdown menu. Below this is a table with one row containing '1 Carter Inc'. To the right of the table are several red-bordered arrows pointing right, indicating a selection or transfer mechanism.

1.2.5 Access control

The Access control section determines what elements the user gets access to through the assignment of each of the access control items. Usually the rights come from the role which is been given to the user:

This screenshot shows the 'Editing user Approve3' screen in the SoftCo10 Admin interface. The left sidebar shows various sections like Favorites, Roles, ACCESS CONTROL, etc. The main area displays user details for 'Approve3 (Approve3 User)'. A dropdown menu under 'Go to section' is open, with 'Access control' highlighted. The bottom right corner of the main area also has a red box around 'ACCESS CONTROL'.

The left side of the window displays a count in every access control item. When you click the section, you can see the item and the source of the rights. In the example below, the source is the role which has been given to the user:

This screenshot shows the 'Editing user Approve3' screen with the 'ACCESS CONTROL' section expanded. The 'Roles' section is highlighted with a red box. A list of roles is displayed, including 'ap_user' which is checked. To the right, a table lists various roles with their identifiers and names.

	Identifier	Name
<input type="checkbox"/>	accessControlAdmin	Access control admin role
<input type="checkbox"/>	ap_admin	AP Admin
<input type="checkbox"/>	ap_delete	Allows to delete invoices from workflow
<input type="checkbox"/>	ap_monitor	Accounts clerk
<input type="checkbox"/>	ap_search_only	AP Search Only
<input checked="" type="checkbox"/>	ap_user	AP user role
<input type="checkbox"/>	Audit	Audit
<input type="checkbox"/>	consultant_admin	Consultant Admin
<input type="checkbox"/>	contract_monitor	Contract monitor user
<input type="checkbox"/>	contract_report	Reporting I

1.2.6 Roles tab

The Roles tab shows the roles defined in the system. Any roles currently assigned to the user are marked with a tick in the checkbox to the left of the role.

The screenshot shows the SoftCo10 Admin User interface. The top navigation bar includes 'Dashboard', 'Admin', and 'IS'. The left sidebar has sections for Favorites, Roles, ACCESS CONTROL (Access keys, Users, Groups, Keysets, Roles), INDEXES, WORKFLOWS, EREQ, SYSTEM, and LOGS. The main area shows a 'ACCESS CONTROL' summary with a search bar and a table of roles. A red box highlights the 'Roles' section in the sidebar and the 'ap_user' row in the main table, which has a checked checkbox in its first column.

Identifier	Name
<input checked="" type="checkbox"/> ap_user	AP user role
<input type="checkbox"/> Audit	Audit
<input type="checkbox"/> consultant_admin	Consultant Admin
<input type="checkbox"/> contract_monitor	Contract monitor user
<input type="checkbox"/> contract_reportl	Reporting I
<input type="checkbox"/> contract_user	Contract User
<input type="checkbox"/> ereq_admin	purchase admin, eReq
<input type="checkbox"/> ereq_edit	ereq_edit
<input type="checkbox"/> ereq_monitor	Procurement Monitor Role
<input type="checkbox"/> ereq_plan_only	Requisitions Based on Pre-Approved Spend
<input checked="" type="checkbox"/> ereq_user	Purchase request user

To change the role assignment, click the checkbox to either select or deselect a role and click **Save**. Roles include keysets, access keys, functions and organization functions.

When a role is selected, the user inherits all items included in the role. When the role selection changes, the summary of access control items in the left of the window is automatically updated.

For more information on Roles, see the Roles [section](#).

1.2.7 Workflows (approval limits)

Users can be setup to have separate approval limits set per organization and vendor, if required.

This can be set in the user's **Workflows access**. E.G. a user's invoice approval level can be set to \$10,000:

Workflow process models	Human task	Supervisor	Secondary recipient	Viewing limit	Total limit	Row limit	Limit currency
Other Circulated Documents	Approve, Approve						
Retention Document Workflow							
Query Management							
Journal	approve, Approve						
AP Invoices	Approval, Approve				10000,00		USD
Purchase Orders							
Contract Workflow	Approve, Approve						USD
Requisitions	Approve, Approve						USD
Vendors							
Pre-Approved Spend	Approve, Approve						USD

Then an advanced option can be applied, where the user's invoice approval level for a specific organization and vendor can be set to \$50,000.

Click the blue grid to see **Advanced workflow mapping**. Click **New** and enter the required changes and click **Apply**:

Organization	Human task	Supervisor	Secondary ...	Viewing limit	Total limit	Row limit	Vendor Number*
1 Carter Inc	Approval, Approve	Essi-EN Approver (essi2)		50000,00	50000,00	EQUAL	1007

In the above example, the user will be able to approve invoices for organization 1 Carter Inc from vendor 1007 up to the value of \$50,000.

Any invoices which are not for 1 Carter Inc from vendor 1007, the user will only be able to approve up to the value of \$10,000.

1.2.8 Print user details

If you need to print user details (e.g. for audit requirements), it's possible to do so within the Users section. Select the users you want to print details for:

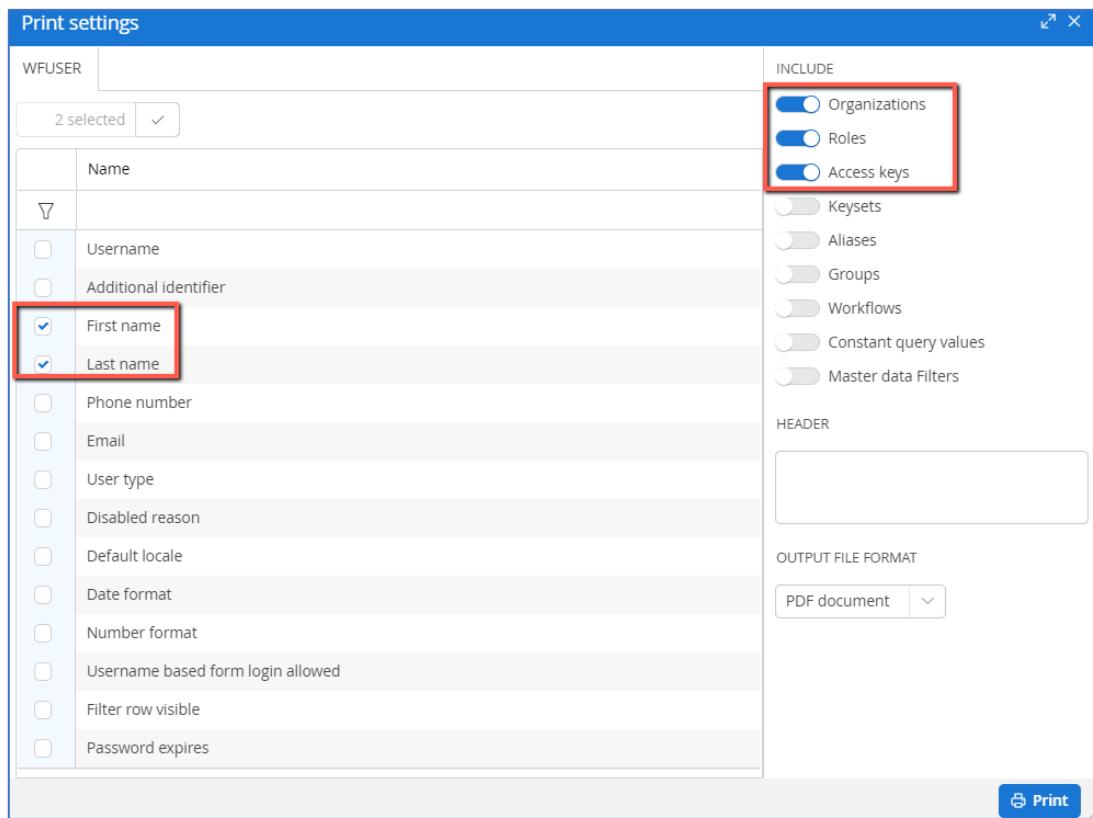
The screenshot shows the SoftCo10 Admin User interface. On the left, there is a navigation sidebar with sections like Favorites, Access Control (with 'Users' highlighted and boxed in red), Indexes, Workflows, EREQ, System, Logs, and Archive. The main area is titled 'User' and contains a table with columns: Username, First name, and Last name. A vertical selection column on the left side of the table has checkboxes next to each row, all of which are checked. The table data is as follows:

	Username	First name	Last name
<input checked="" type="checkbox"/>	approve		
<input checked="" type="checkbox"/>	Approve1	Approve1	User
<input checked="" type="checkbox"/>	Approve2	Approve2	User
<input checked="" type="checkbox"/>	Approve3	Approve3	User
<input checked="" type="checkbox"/>	Approve4	Approve4	User
<input checked="" type="checkbox"/>	Approve5	Approve5	User
<input checked="" type="checkbox"/>	Approve6	Approve6	User
<input checked="" type="checkbox"/>	Approver	Henri	
<input checked="" type="checkbox"/>	contract_test_approve_user	Contract	Approver1
<input checked="" type="checkbox"/>	contract_test_approve2_user	Contract	Approver2
<input checked="" type="checkbox"/>	PreApprovedApprover	Pre-Approved	Spend Approver
<input checked="" type="checkbox"/>	PreApprovedSpend	Pre-Approved	Spend User
<input checked="" type="checkbox"/>	RetentionApprover	Retention Ap	User

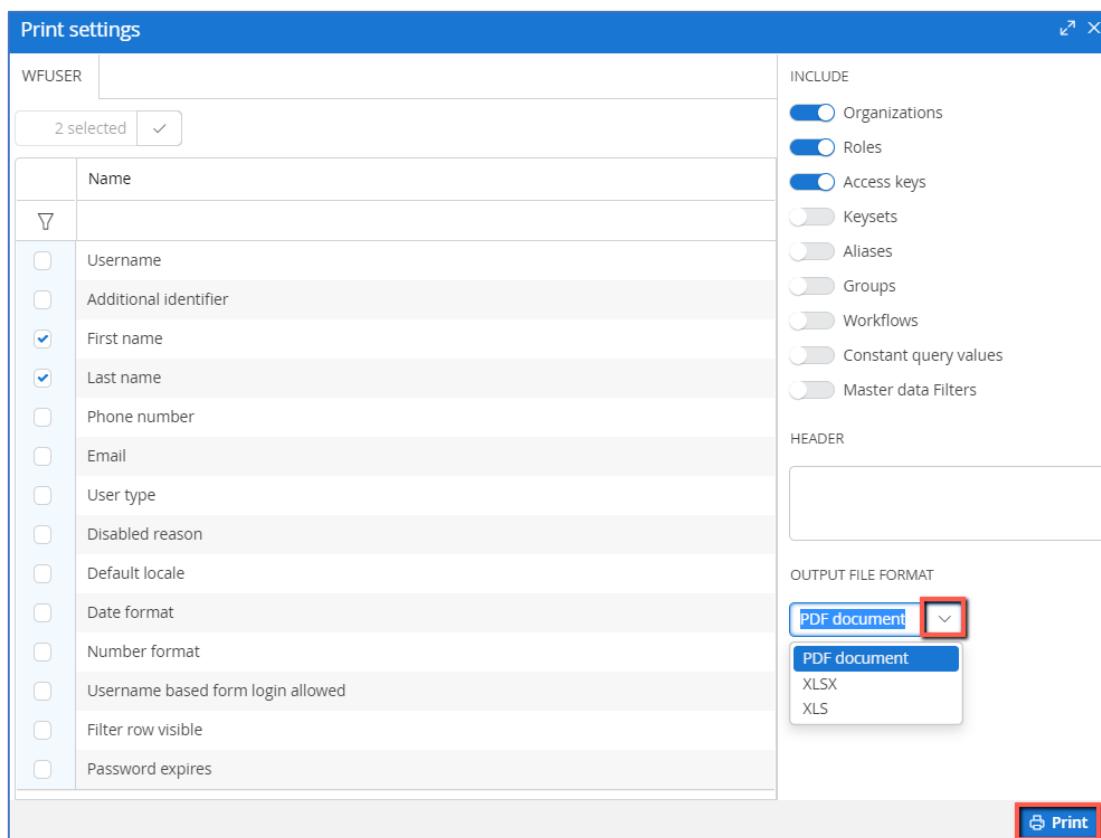
From the Selected rows drop down menu click **Print**:

The screenshot shows the same SoftCo10 Admin User interface as above, but with a focus on the 'Selected rows...' dropdown menu. This menu is located at the top right of the user list table. It contains several options: Copy, Remove from instance, Export, Audit log, Print (which is highlighted with a red box), Reset password, and Reset confirmation password.

Select what information you want to include:



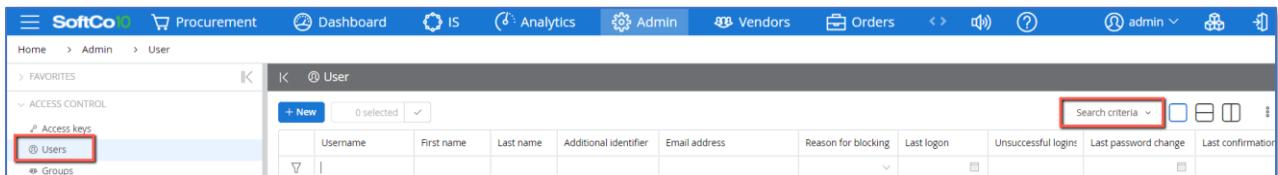
Select the output file format (either PDF or Excel) and click **Print**:



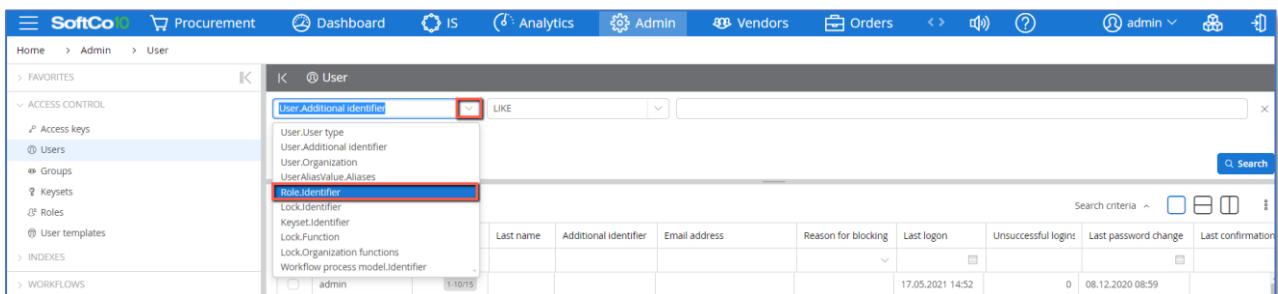
The file will then be generated. You can open the file or save to your computer, as required.

1.2.9 Searching users based on rights/roles

It is possible to search for users based on their access rights and roles. You can also search based on various other fields, such as keyset, supervisor, out of office, etc. To do this, go to **Access Control > Users** and click **Search criteria**:



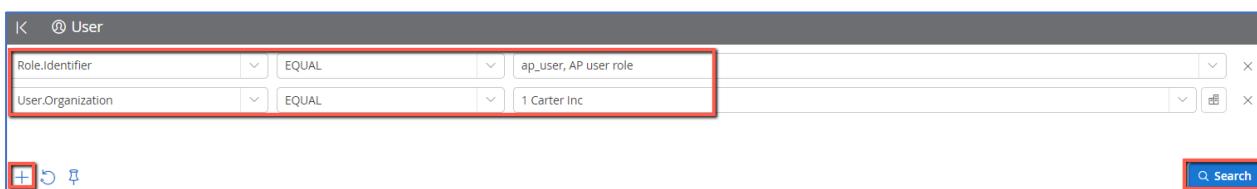
Select an item from the drop down menu to search by:



The following fields are available to search by:

- User type
- Additional identifier
- Organization
- Aliases
- Role (using identifier)
- Lock (using identifier)
- Keyset (using identifier)
- Function Lock
- Organization Function Lock
- WPM (workflow) (using identifier)
- Human Task (using identifier)
- Supervisor
- Substitute
- Out of Office (Absences Today)
- Out of Office (this will be a boolean field based on the current date)

You can add multiple fields. To do this click the + icon. Enter the search criteria and click **Search**:



The users matching your search criteria will be displayed.

1.3 Groups

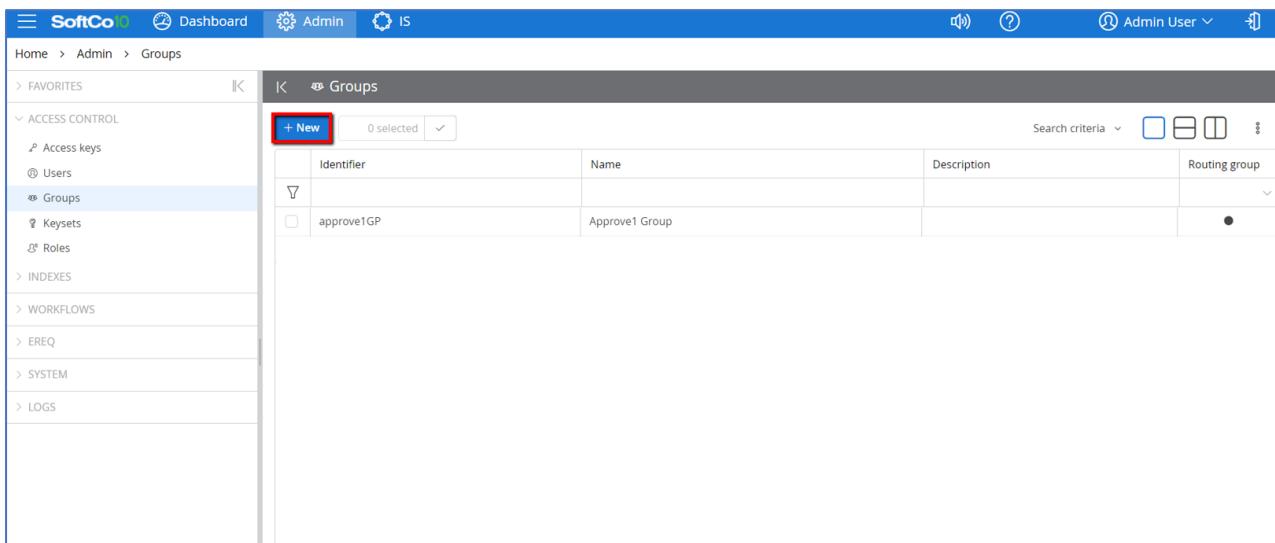
The system allows you to group users into groups, which makes it easier to manage sets of users with similar access rights or properties. Additionally, it is possible to mark a group as a routing group, which makes the group available for case assignment in workflow tasks. For example, it is possible to send an invoice for verification to a group, which removes the need to identify the individuals within the group.

You can access the Groups section in **Admin -> Access control -> Groups**. Rows in the result set with a black circle in the 'Routing group' field indicate groups with the routing option enabled:

Identifier	Name	Description	Routing group
<input type="checkbox"/> approve1GP	Approve1 Group		●

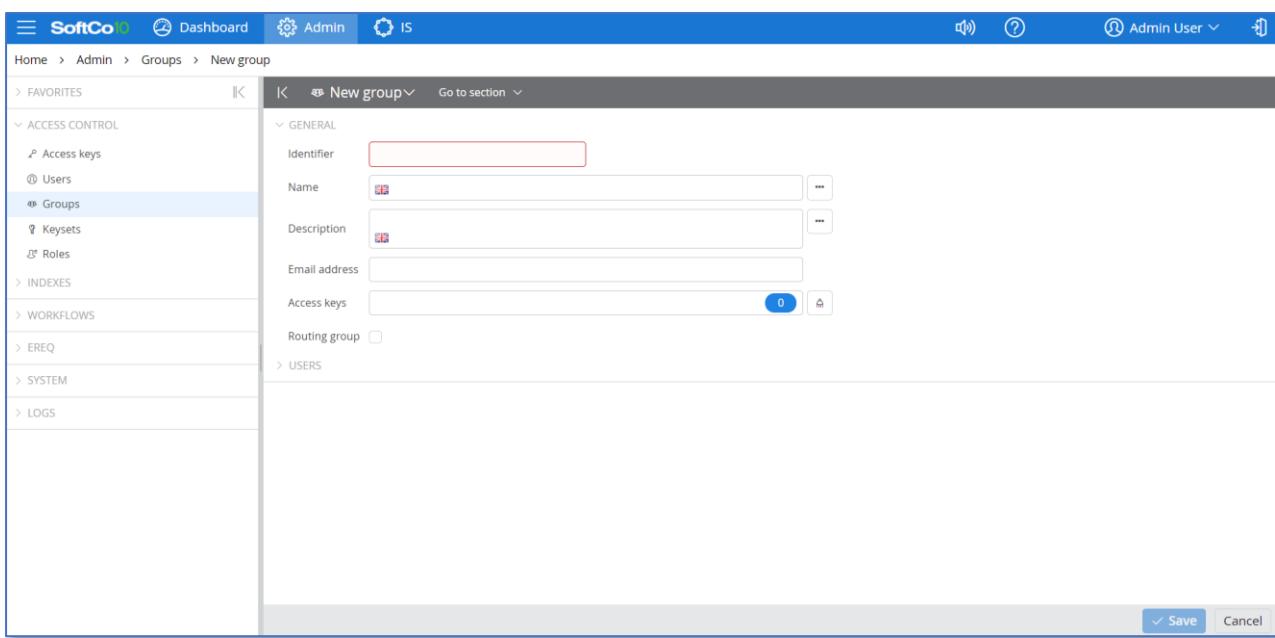
1.3.1 Create new groups

To create a new group, click **New**:



The screenshot shows the 'Groups' list screen in the SoftCo10 Admin interface. On the left, there's a sidebar with sections like Favorites, Access Control, Indexes, Workflows, EREQ, System, and Logs. Under 'ACCESS CONTROL', 'Groups' is selected. In the main area, there's a table with columns: Identifier, Name, Description, and Routing group. A single row is visible with the identifier 'approve1GP' and name 'Approve1 Group'. At the top of the table area, there's a red box highlighting the '+ New' button.

The New group screen opens:



The screenshot shows the 'New group' configuration screen. The sidebar on the left is identical to the previous screenshot. The main area has a title 'New group' with a dropdown 'Go to section'. Below it, there's a 'GENERAL' section with fields for Identifier (with a red border), Name (with a flag icon), Description (with a flag icon), Email address, Access keys (with a count of 0), and Routing group (with a checkbox). There's also a 'USERS' section which is currently empty. At the bottom right, there are 'Save' and 'Cancel' buttons.

Identifier

Group identifier.

Name

Group name. Translation can be added using the ellipses button beside the field.

Description

Group description. Translation can be added using the ellipses button beside the field.

E-mail address

Email address of the group.

Routing group

Select this checkbox if you want to allow cases to be routed to the group. When this option is selected, the group is available for selection in the routing section of a case.

Access keys

Select the access key for the group. Only users with the appropriate access key can use the group in the routing (if set as routing group). Select the access keys that you want to protect the group using the twin column selector. You can add new access keys by clicking the **pencil** button:

The screenshot shows the SoftCo Admin interface with a blue header bar. The main menu includes 'Dashboard', 'Admin', and 'IS'. On the left, a sidebar lists 'FAVORITES', 'ACCESS CONTROL' (with 'Access keys' selected), 'INDEXES', 'WORKFLOWS', 'EREQ', 'SYSTEM', and 'LOGS'. The main content area is titled 'New group' under 'GENERAL'. It has fields for 'Identifier' (redacted), 'Name' (with a flag icon), 'Description' (with a flag icon), 'Email address' (empty), 'Access keys' (containing a list of users with a red box around the pencil icon), and 'Routing group' (unchecked). At the bottom right are 'Save' and 'Cancel' buttons.

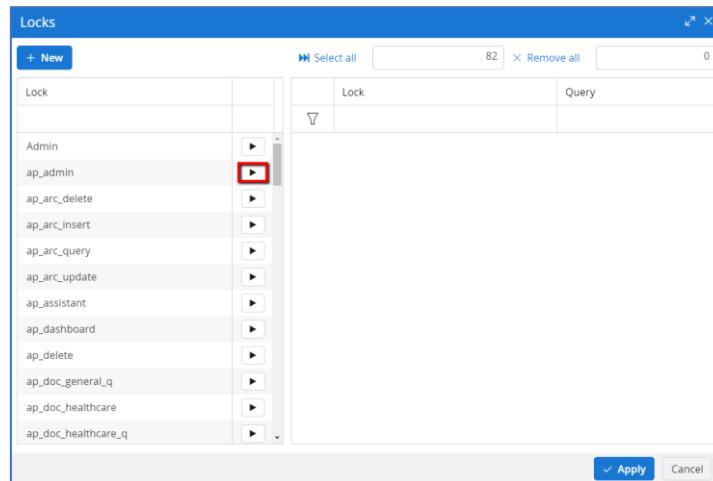
A list of users you can select from appears:

The screenshot shows a 'Locks' dialog box. It has a header with '+ New', 'Select all' (22), 'Remove all' (0), and 'Lock' and 'Query' buttons. The main area contains a table with two columns: 'Lock' (listing users like 'Admin', 'ap_approver', etc.) and 'Query' (empty). On the left, there's a vertical list of users with small arrows to their right. At the bottom are 'Apply' and 'Cancel' buttons.

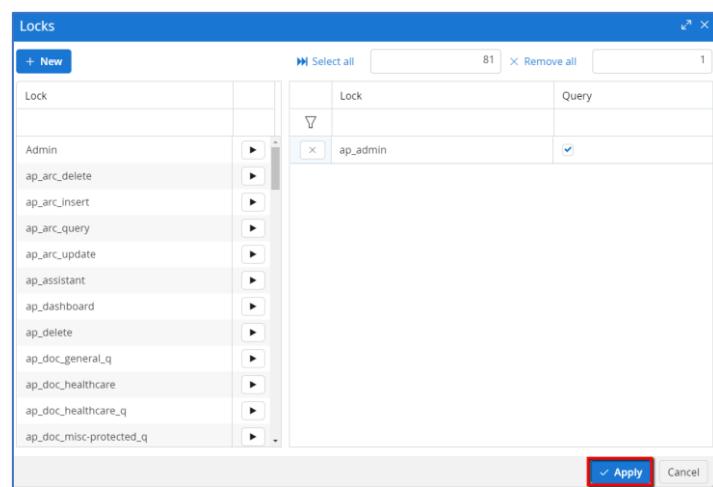
Users

You can select the users that you want to include in the group using the twin column selector. When creating the routing group, check that users have the necessary routing rights.

Select the users you want to add to the group. The user will move to the left side:



Once all the users have been selected, click **Apply**:



You can Edit, Copy, Delete etc. from the Selected rows drop down menu:

The screenshot shows the 'Groups' page in the SoftCo10 interface. The left sidebar shows navigation options like Home, Admin, Groups, etc. The main area displays a table of groups with columns for Identifier, Name, Description, and Routing group. A row for 'approve1GP' is selected, indicated by a red box around its checkbox. A context menu is open over this row, with a red box highlighting the 'Selected rows...' option. The menu items are: Edit, Copy, Delete, Export, and Audit log.

1.3.2 Searching users in a group

You can search for a user to see what groups they are included in. In Groups, click **Search Criteria:**

The screenshot shows the SoftCo Admin interface with the 'Groups' module selected. The search criteria section is highlighted with a red box, showing fields for 'Identifier', 'Name', 'Description', and 'Routing group'. A dropdown menu labeled 'Search criteria' is open, and the 'Groups' option is also highlighted with a red box.

Enter the name or email address of the person you want to find, click **Search:**

The screenshot shows the SoftCo Admin interface with the 'Groups' search results screen. The search criteria 'User group.Username' is set to 'LIKE' and 'John'. The search results table shows a single row for 'User group.Username' with the value 'John'. The 'Search' button is highlighted with a red box.

The groups that person is included in will appear on screen:

The screenshot shows the SoftCo Admin interface with the 'Groups' search results screen. The search criteria 'User group.Username' is set to 'LIKE' and 'John'. The search results table shows two rows: 'User group.Username' with value 'John' and 'User group.Email' with value 'John'. Both rows are highlighted with a red box. The 'Search' button is also highlighted with a red box.

1.4 Keysets

The system allows you to group access keys into sets which can be easier to manage in systems that have many access keys. A keyset can be given a relevant name (a department name for example) so it is clearer what resources are controlled by the individual access keys.

When you provide access to a keyset, the user or group will have the access resulting from the aggregate of all the access keys in the set. You can access the Keysets section in **Admin -> Access control -> Keysets**:

The screenshot shows the SoftCo10 Admin interface. The top navigation bar includes 'SoftCo10', 'Dashboard', 'Admin' (selected), 'IS', and user information 'Admin User'. The left sidebar under 'FAVORITES' has sections for 'ACCESS CONTROL' (Access keys, Users, Groups, Keysets, Roles), 'INDEXES', 'WORKFLOWS', 'EREQ', 'SYSTEM', and 'LOGS'. The 'Keysets' link is highlighted with a red box. The main content area is titled 'Keysets' with a sub-header 'Keysets'. It features a table with columns 'Identifier', 'Name', and 'Description'. A search bar 'Search criteria' and filter icons are at the top of the table. The table currently displays one row with a single entry.

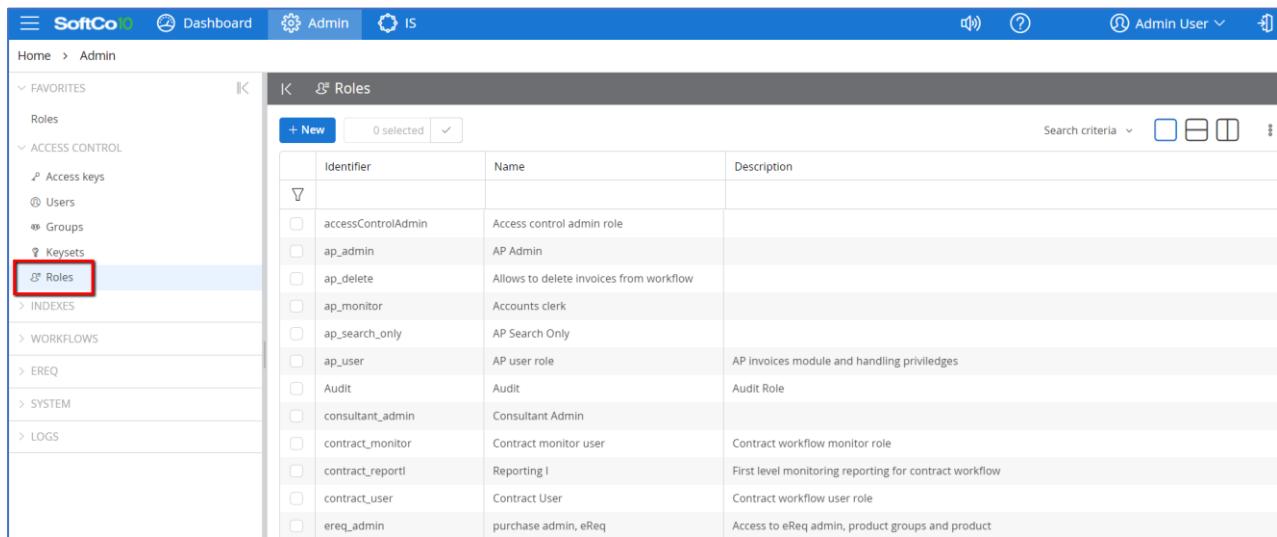
Keysets changes are made by your SoftCo system administrator/consultant. For more detailed information on Keysets, refer to the **SoftCo10 Customer Manual**.

1.5 Roles

To simplify the management of users, the system allows you to setup roles rather than assigning security elements to users directly. You can assign a number of roles and then link the users to the roles. If the security requirements change, you only need to update the relevant role(s), rather than editing each of the users.

You can associate keysets, access keys, functions, organization functions, and constant query values to a role. Users linked to this role automatically inherit the security elements included in it.

You can access the Roles section in **Admin -> Access control -> Roles**:

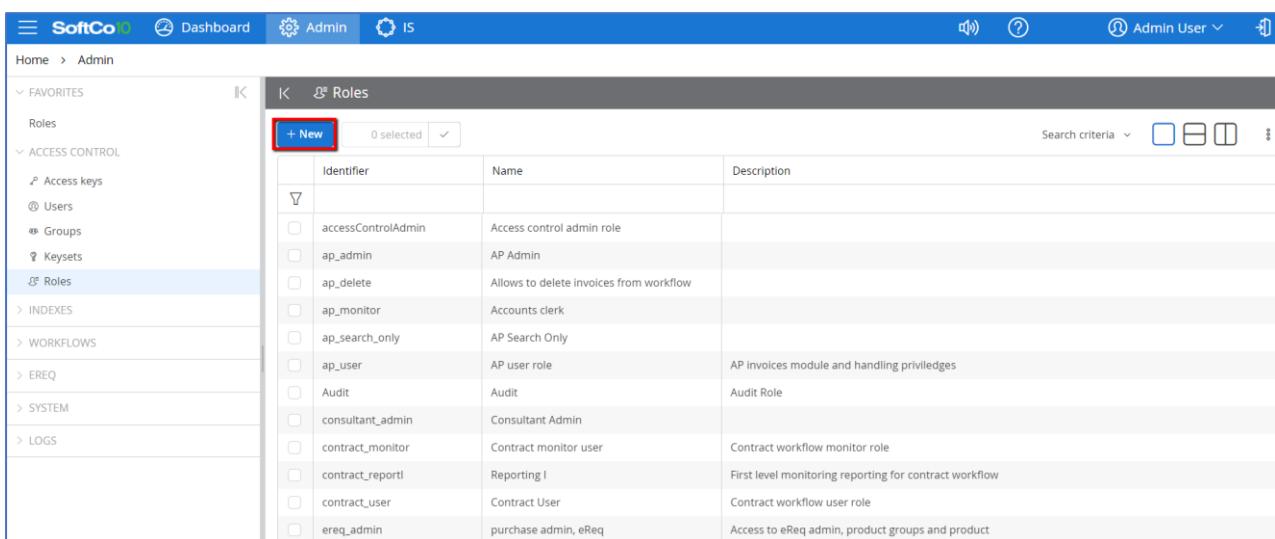


The screenshot shows the SoftCo10 Admin interface. The left sidebar has a tree view with nodes like FAVORITES, ACCESS CONTROL (Access keys, Users, Groups, Keysets, Roles), INDEXES, WORKFLOWS, EREQ, SYSTEM, and LOGS. The 'Roles' node under ACCESS CONTROL is highlighted with a red box. The main panel title is 'Roles'. It has a 'New' button, a 'selected' dropdown, and a search bar. A table lists various roles with their identifiers and descriptions. The table columns are Identifier, Name, and Description.

Identifier	Name	Description
accessControlAdmin	Access control admin role	
ap_admin	AP Admin	
ap_delete	Allows to delete invoices from workflow	
ap_monitor	Accounts clerk	
ap_search_only	AP Search Only	
ap_user	AP user role	AP invoices module and handling priviledges
Audit	Audit	Audit Role
consultant_admin	Consultant Admin	
contract_monitor	Contract monitor user	Contract workflow monitor role
contract_reportl	Reporting I	First level monitoring reporting for contract workflow
contract_user	Contract User	Contract workflow user role
ereq_admin	purchase admin, eReq	Access to eReq admin, product groups and product

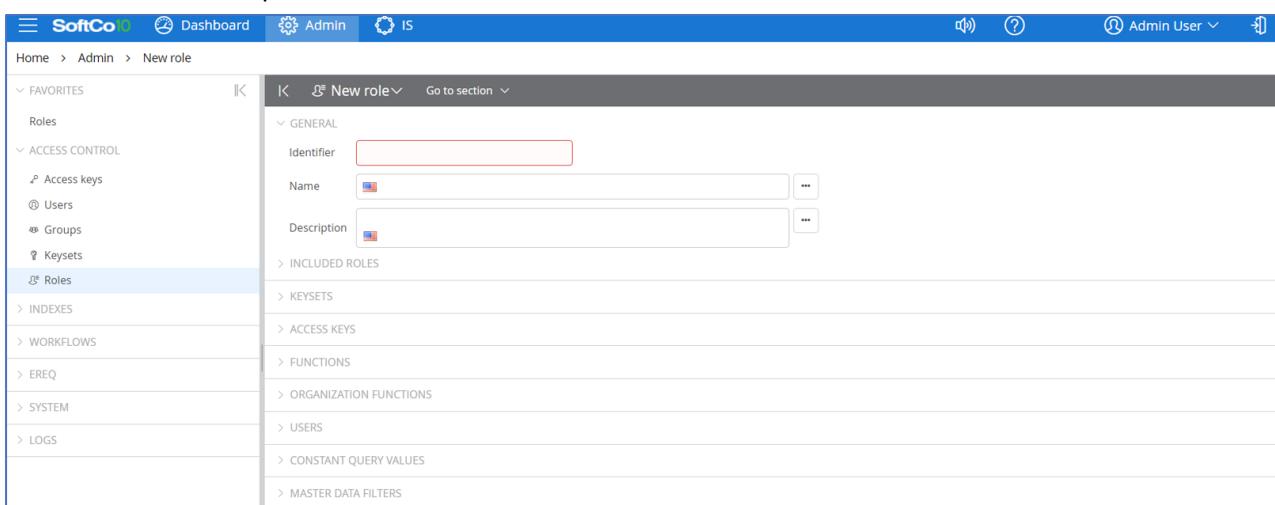
1.5.1 Create a new role

To create a new role, click **New**:



The screenshot shows the 'Roles' list screen in the Admin module. On the left, there's a sidebar with various menu items like 'Access keys', 'Users', 'Groups', 'Keysets', and 'Roles'. The 'Roles' item is currently selected and highlighted in blue. In the main area, there's a table listing existing roles with columns for Identifier, Name, and Description. At the top of this table, there's a button labeled '+ New' which is also highlighted with a red box. The table contains approximately 15 rows of role definitions.

The New role screen opens:



The screenshot shows the 'New role' configuration screen. The left sidebar has the same structure as the previous screenshot. The main area is titled 'New role' and contains several input fields and sections. The first section is 'GENERAL', which includes fields for 'Identifier' (with a red border), 'Name' (with a small flag icon and an ellipsis button), and 'Description' (with a small flag icon and an ellipsis button). Below this are other sections: 'INCLUDED ROLES', 'KEYSETS', 'ACCESS KEYS', 'FUNCTIONS', 'ORGANIZATION FUNCTIONS', 'USERS', 'CONSTANT QUERY VALUES', and 'MASTER DATA FILTERS'. Each of these sections has a small arrow icon to its left.

Identifier

Add identifier for the role.

Name

Add name for the role. Translation can be added using the ellipses button beside the field.

Description

Add description for the role. Translation can be added using the ellipses button beside the field.

Complete the fields and click **Save**.

You can Edit, Copy, Delete etc. from the Selected rows drop down menu:

The screenshot shows the 'Roles' list in the Admin module. A red box highlights the 'Selected rows...' dropdown menu, which is open and displays five options: Edit, Copy, Delete, Export, and Audit log. The 'ap_admin' role is selected, indicated by a checked checkbox in the 'Identifier' column.

Identifier	Description
accessControlAdmin	admin role
ap_admin	Allows to delete invoices from workflow
ap_delete	
ap_monitor	Accounts clerk
ap_search_only	AP Search Only
ap_user	AP user role
Audit	Audit
consultant_admin	Consultant Admin
contract_monitor	Contract monitor user
contract_reportl	Reporting I
contract_user	Contract User
ereq_admin	purchase admin, eReq

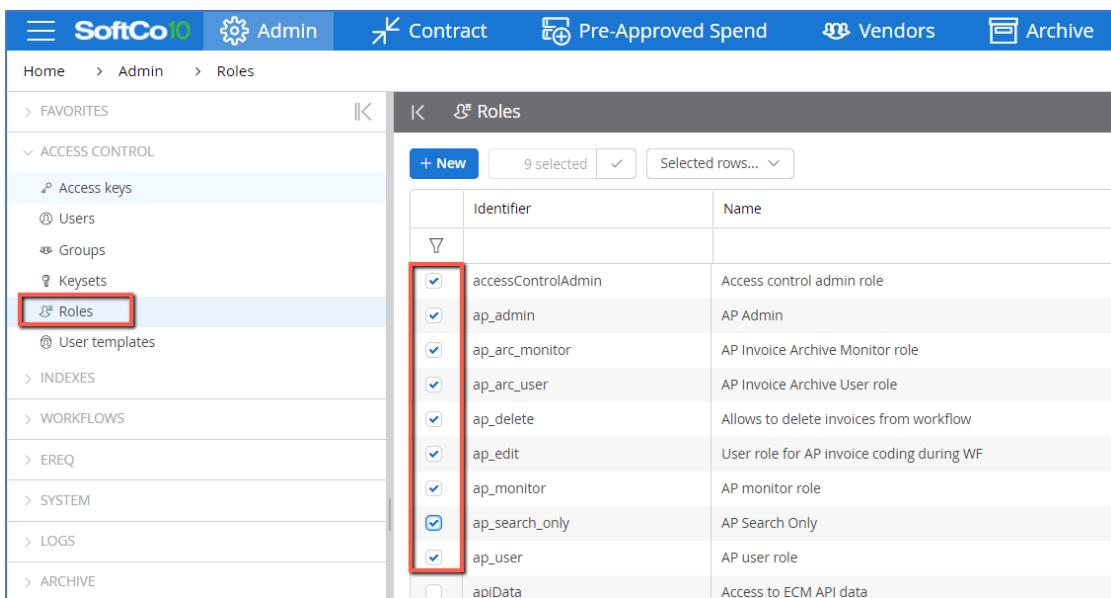
For more information on assigning roles to users, see the [Access Control -> Users -> Roles tab section](#).

1.5.2 Role descriptions

For a full list of roles, functions, and organization functions (and descriptions of each), refer to the Excel file: [SoftCo10 User Roles, Functions, Organization Functions](#).

1.5.3 Print roles

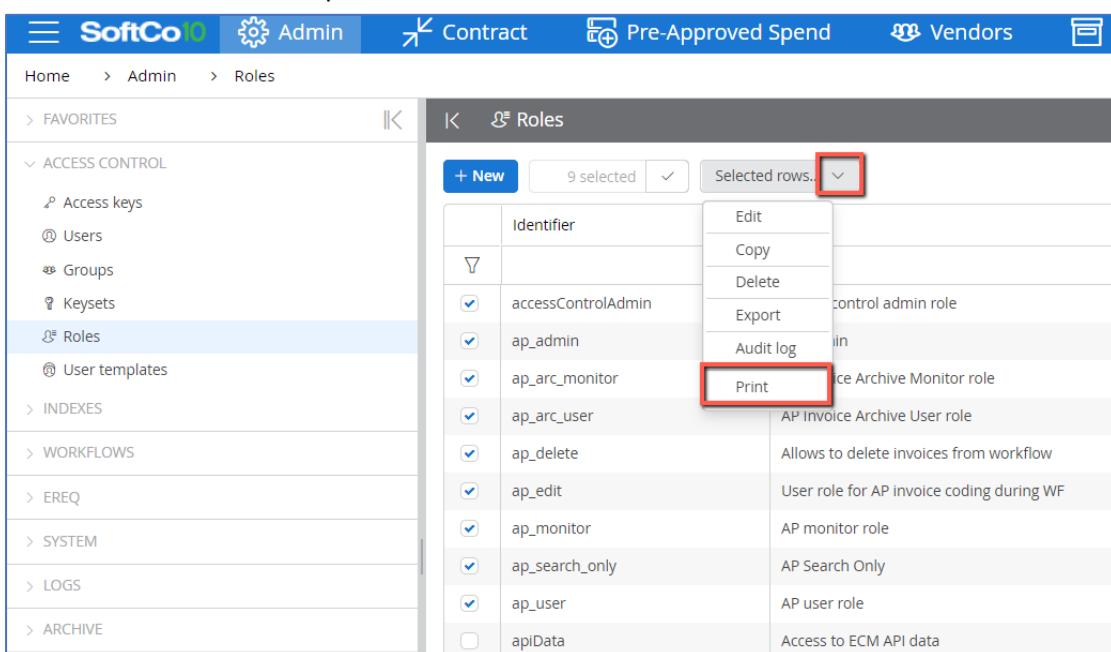
If you need to print roles (e.g. for audit requirements), it's possible to do so within the Roles section. Select the roles you want to print details for:



The screenshot shows the Admin Roles section. On the left sidebar under ACCESS CONTROL, the 'Roles' item is selected and highlighted with a red box. In the main table, nine roles are listed, each with a checked checkbox in the first column. A second red box highlights the 'Selected rows...' dropdown menu at the top right of the table.

	Identifier	Name
<input checked="" type="checkbox"/>	accessControlAdmin	Access control admin role
<input checked="" type="checkbox"/>	ap_admin	AP Admin
<input checked="" type="checkbox"/>	ap_arc_monitor	AP Invoice Archive Monitor role
<input checked="" type="checkbox"/>	ap_arc_user	AP Invoice Archive User role
<input checked="" type="checkbox"/>	ap_delete	Allows to delete invoices from workflow
<input checked="" type="checkbox"/>	ap_edit	User role for AP invoice coding during WF
<input checked="" type="checkbox"/>	ap_monitor	AP monitor role
<input checked="" type="checkbox"/>	ap_search_only	AP Search Only
<input checked="" type="checkbox"/>	ap_user	AP user role
<input type="checkbox"/>	apiData	Access to ECM API data

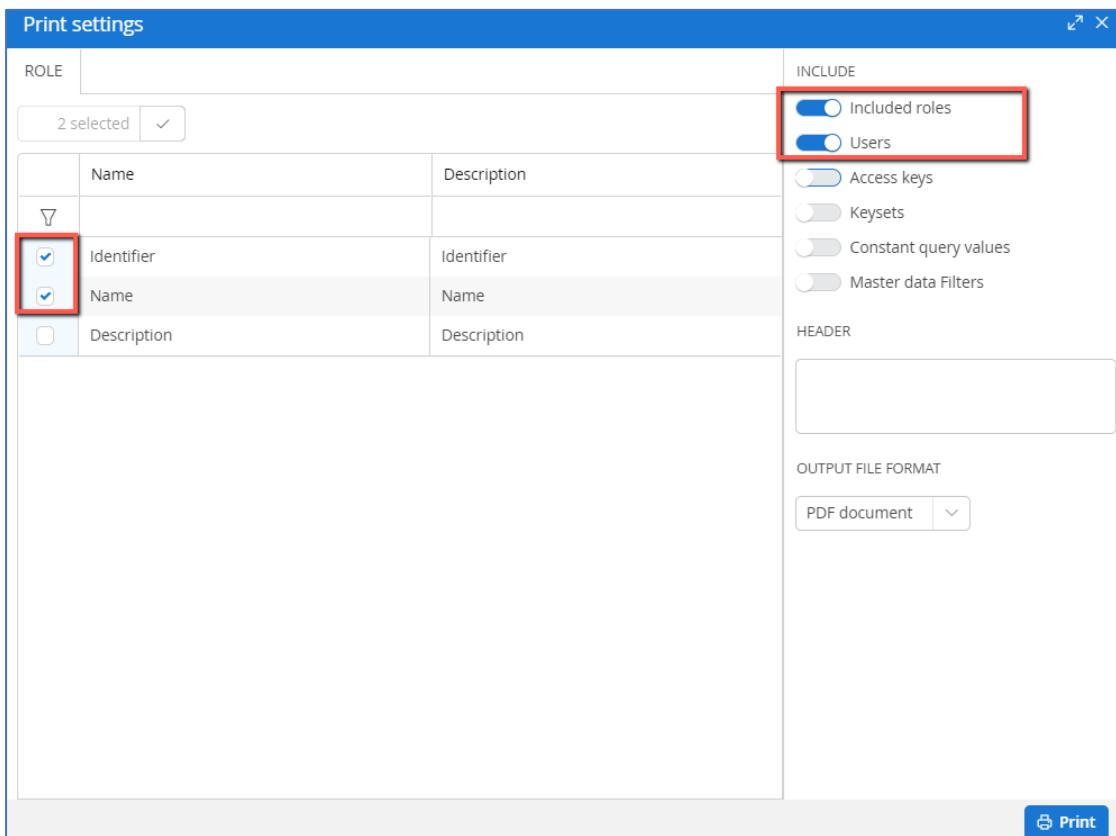
From the Selected rows drop down menu click **Print**:



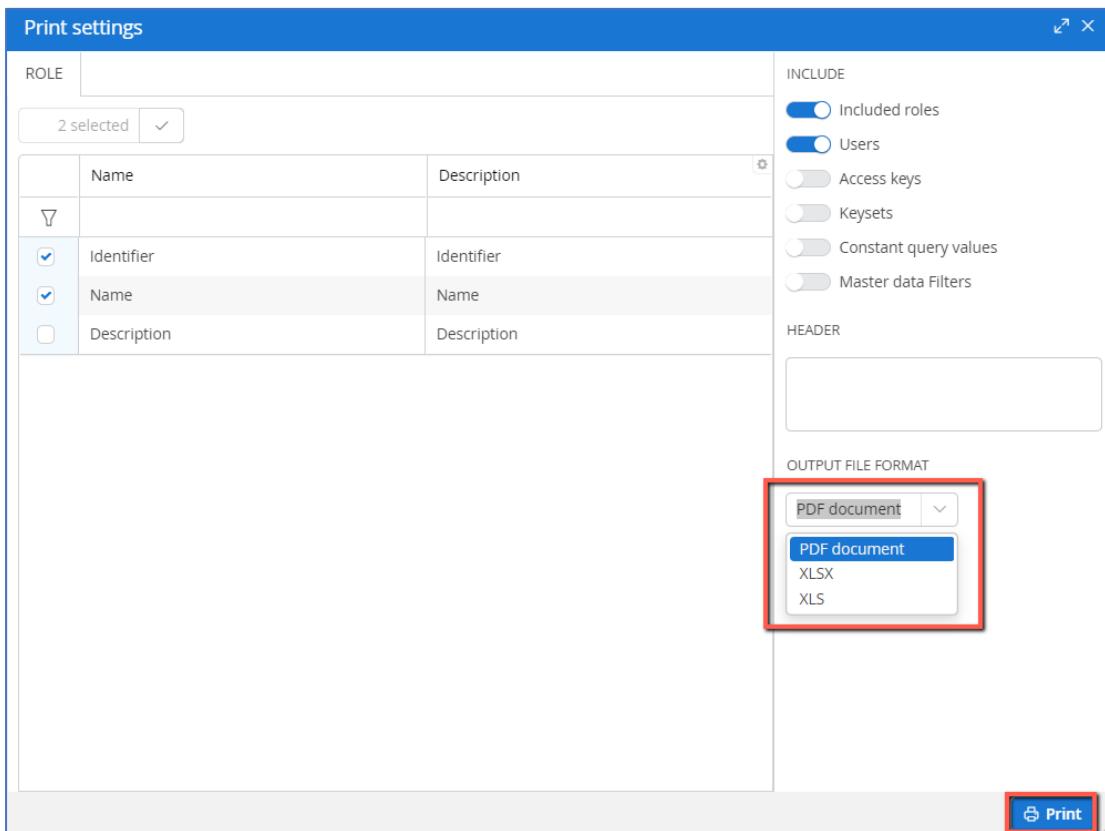
The screenshot shows the Admin Roles section with the 'Selected rows...' dropdown menu open. The 'Print' option is highlighted with a red box. The rest of the menu items (Edit, Copy, Delete, Export, Audit log) are also visible.

	Identifier	Actions
<input checked="" type="checkbox"/>	accessControlAdmin	Edit Copy Delete Export Audit log Print
<input checked="" type="checkbox"/>	ap_admin	
<input checked="" type="checkbox"/>	ap_arc_monitor	
<input checked="" type="checkbox"/>	ap_arc_user	
<input checked="" type="checkbox"/>	ap_delete	
<input checked="" type="checkbox"/>	ap_edit	
<input checked="" type="checkbox"/>	ap_monitor	
<input checked="" type="checkbox"/>	ap_search_only	
<input checked="" type="checkbox"/>	ap_user	
<input type="checkbox"/>	apiData	

Select what information you want to include:



Select the output file format (either PDF or Excel) and click **Print**:



The file will then be generated. You can open the file or save it to your computer, as required.

1.6 User templates

To simplify the management of users, the system allows you to setup templates rather than creating users from their initial state each time.

You can access the User templates section in **Admin -> Access control -> User templates**:

The screenshot shows the SoftCo Admin interface. The top navigation bar includes links for Home, Admin, IS, Procurement, Contract, AP Automation (with a red notification dot), System Admin, and other system icons. The main content area has a breadcrumb path: Home > Admin > User templates. On the left, a sidebar under the ACCESS CONTROL section lists: Access keys, Users, Groups, Keysets, Roles, and User templates (which is highlighted with a red box). Other sections include INDEXES, WORKFLOWS, EREQ, SYSTEM, LOGS, and ARCHIVE. The right side shows a table titled "User templates" with columns for Identifier and Name. A button labeled "+ New" is at the top left of the table area. The table currently displays one row with a downward arrow icon in the Identifier column.

1.6.1 Create new user templates

To create a new template, click **New**:

The screenshot shows the 'User templates' page in a software application. On the left, there's a sidebar with various menu items like 'Access control', 'Users', 'Groups', etc. The 'User templates' item is currently selected and highlighted in blue. In the main area, there's a table with two columns: 'Identifier' and 'Name'. At the top of the table area, there's a blue button labeled '+ New'. Above the table, it says '0 selected'.

The New template screen opens.

The screenshot shows the 'New user template' configuration screen. It has a sidebar with 'User templates' selected. The main form contains the following fields:

- User type: Radio buttons for 'UI user' (selected), 'Gateway user', and 'IS user'.
- Identifier: A text input field with a red border.
- Name: A text input field with a small ellipsis button to its right.
- Description: A text input field with a small ellipsis button to its right.
- Default locale: A dropdown menu.
- Number format: A dropdown menu.
- Date format: A dropdown menu.
- Username based form login: A checked checkbox.

At the bottom right, there are 'Save' and 'Cancel' buttons.

Identifier

Add identifier for the role.

Name

Add name for the role. Translation can be added using the ellipses button beside the field.

Description

Add description for the role. Translation can be added using the ellipses button beside the field.

Default locale

Select the language/location of the user from the drop down list.

Number format

Select the number format from the drop down list.

Date format

Select the date format from the drop down list.

In Organizations, add the organization(s):

The screenshot shows the 'New user template' page in a software application. On the left, there's a navigation sidebar with various sections like Favorites, Access Control, User templates, etc. The main area is titled 'New user template'. Under 'ACCESS CONTROL', there's a 'User templates' section which is currently selected. On the right, there's a 'ORGANIZATIONS' section. A red box highlights the 'ORGANIZATIONS' dropdown menu. Below it, a list of organizations is shown in two columns. A red box highlights the 'Carter Inc' entry in the second column. There are several buttons at the bottom right: 'Save' and 'Cancel'.

In Access Control, add the role(s):

The screenshot shows the 'New user template' page. The 'ACCESS CONTROL' section is highlighted with a red box. In the 'Roles' section, a list of roles is shown, and one specific role, 'ap_monitor', is highlighted with a red box. Other roles listed include 'accessControlAdmin', 'ap_admin', 'ap_delete', 'ap_search_only', 'ap_user', 'Audit', and 'consultant_admin'. At the bottom right, there are 'Save' and 'Cancel' buttons.

The Workflows section only needs to be completed for Approver users. This example template user is a standard AP Clerk.

Once you have completed the sections, click **Save**:

Home > Admin > User templates > New user template

User type: UI user

Identifier: AP_User_Template

Name: AP User Template

Description:

Default locale: English(eng)

Number format: 1,234,567.123

Date format: MM/dd/yyyy

Username based form login:

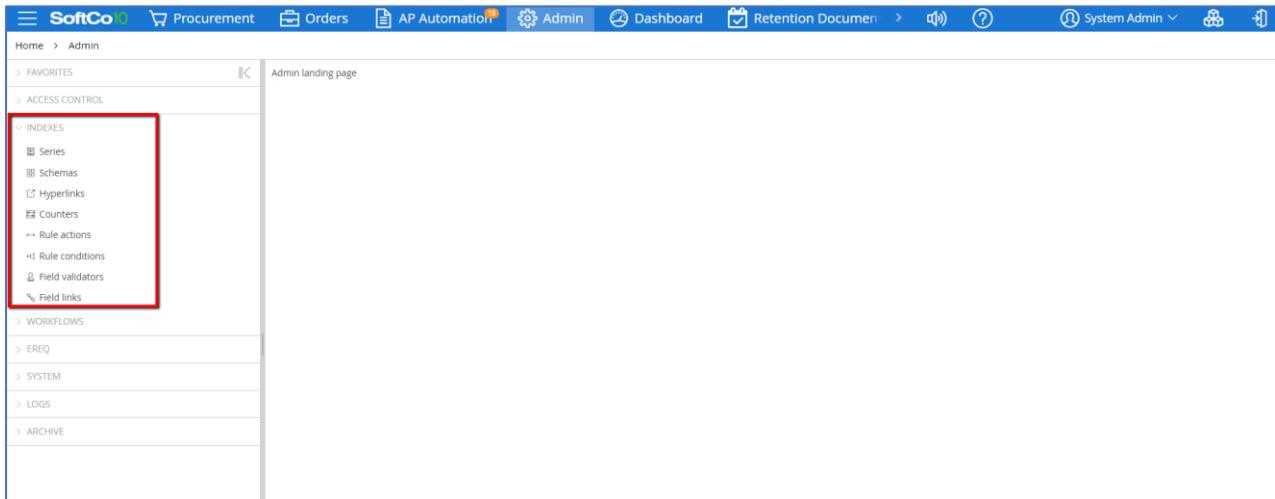
Save Cancel

The template user will then be created, from which you can create new users from:

+ New		0 selected	✓
	Identifier	Name	
<input type="checkbox"/>	AP_User_Template	AP User Template	

2 Indexes

The Indexes section includes the following configuration elements:



The screenshot shows the Admin landing page of the SoftCo system. The left sidebar contains a navigation menu with several sections: FAVORITES, ACCESS CONTROL, INDEXES, WORKFLOWS, EREQ, SYSTEM, LOGS, and ARCHIVE. The INDEXES section is currently selected and highlighted with a red box. Within the INDEXES section, there are sub-items: Series, Schemas, Hyperlinks, Counters, Rule actions, Rule conditions, Field validators, and Field links. The main content area of the page is currently empty.

Only the **Rule actions** and **Rule conditions** are set as configurable items for super users. Any other configuration changes are made by your SoftCo system administrator/consultant.

2.1 Rule actions

The system allows you to set rule condition and rule action pairs. The rule action determines what will happen and the rule condition determines when it will happen.

Therefore, a rule action always requires a rule condition to take place.

Any rule actions defined in the system without a matching rule condition will never be triggered.

The following are the types of available rule actions:

- Requirement rule action
 - The field defined in the rule is validated based on an operator or an operator and a specific value.
For example, the invoice number cannot be empty, or currency must be EUR.
- Supplement rule action
 - The field defined in the rule is populated with the value specified.
For example, the eReq period is 1.

You can access the Rule actions section in **Admin -> Indexes -> Rule actions**:

The screenshot shows the SoftCo administration interface. The top navigation bar includes links for Procurement, Orders, AP Automation, Admin, Dashboard, Retention Document, System Admin, and a search bar. The left sidebar has sections for Favorites, Access Control, Indexes (Series, Schemas, Hyperlinks, Counters), Workflows, EREQ, System, Logs, and Archive. The 'Rule actions' link under 'Indexes' is highlighted with a red box. The main content area is titled 'Rule action' and displays a table of rule actions. The table columns are Identifier, Name, and Type. The rows include various rule conditions like 'APAutomationHeader_Credit_Amount' and 'eReqCostCentre'. The 'Type' column indicates whether each rule is a Requirement or a Supplement.

Identifier	Name	Type
APAutomationHeader_Credit_Amount	Invoice Credit Note Amounts must be negative	Requirement
APAutomationHeader_Credit_Matchin	Invoice Credit Note Matching Amount must be negative	Requirement
APAutomationRequiredFields	AP Automation Required Fields	Requirement
APAutomationRequiredFieldsPOInvoi	AP Automation Required Fields POInvoice	Requirement
APAutomationRowRequiredFields	AP Automation Row Required Fields	Requirement
ContractRowRequiredFields	Contract Row Required Fields	Requirement
defaultGRNPeriod	Default GRN Period	Requirement
eReqCostCentre	eReq Costcenter is Mandatory	Requirement
eReqQuantity	eReq Quantity cannot be zero	Requirement
poQuantityWithinLimit	PO Quantity is lower than or equal to eReq Quantity	Requirement
pplanCostCentre	Pre-Approved Spend Cost Centre Mandatory	Requirement
supplierWithEDI	Supplier EDI Required	Requirement
taxidenterEU	EU Supplier VAT ID Format Not Valid	Requirement
taxidenterUS	US Supplier Tax ID Format Not Valid	Requirement

You can set search criteria to filter rows in the result set:

This screenshot shows the same administration interface as above, but with a search filter applied. A search input field in the top right is set to 'Rule action.index schema' with a 'LIKE' operator and a placeholder 'Search...'. A red box highlights this search input. The main content area shows the filtered list of rule actions, which now only includes rows related to the 'index schema' filter, such as 'Rule action.Index schema', 'Rule action.Row type', and 'Rule action.row.Operator'.

Identifier	Name	Type
APAutomationHeader_Credit_Amount	Invoice Credit Note Amounts must be negative	Requirement
APAutomationHeader_Credit_Matchin	Invoice Credit Note Matching Amount must be negative	Requirement
APAutomationRequiredFields	AP Automation Required Fields	Requirement
APAutomationRequiredFieldsPOInvoi	AP Automation Required Fields POInvoice	Requirement
APAutomationRowRequiredFields	AP Automation Row Required Fields	Requirement
ContractRowRequiredFields	Contract Row Required Fields	Requirement
defaultGRNPeriod	Default GRN Period	Requirement
eReqCostCentre	eReq Costcenter is Mandatory	Requirement
eReqQuantity	eReq Quantity cannot be zero	Requirement
poQuantityWithinLimit	PO Quantity is lower than or equal to eReq Quantity	Requirement
pplanCostCentre	Pre-Approved Spend Cost Centre Mandatory	Requirement
supplierWithEDI	Supplier EDI Required	Requirement
taxidenterEU	EU Supplier VAT ID Format Not Valid	Requirement
taxidenterUS	US Supplier Tax ID Format Not Valid	Requirement

2.1.1 Creating a new rule action: requirement

To create a new rule action, click **New**:

The screenshot shows the 'Rule action' list page. On the left, there's a sidebar with categories like INDEXES, WORKFLOWS, EREQ, SYSTEM, LOGS, and ARCHIVE. The 'Rule actions' category is selected and expanded, showing sub-categories: Rule conditions, Field validators, and Field links. The main area displays a table of rule actions with columns for Identifier, Name, and Type. A red box highlights the '+ New' button in the top left corner of the table header.

Identifier	Name	Type
APAutomationHeader_Credit_Amount	Invoice Credit Note Amounts must be negative	Requirement
APAutomationHeader_Credit_Matchin	Invoice Credit Note Matching Amount must be negative	Requirement
APAutomationRequiredFields	AP Automation Required Fields	Requirement
APAutomationRequiredFieldsPOInvo	AP Automation Required Fields POInvoice	Requirement
APAutomationRowRequiredFields	AP Automation Row Required Fields	Requirement
ContractRowRequiredFields	Contract Row Required Fields	Requirement
defaultGRNPeriod	Default GRN Period	Supplement
eReqCostCentre	eReq Costcenter is Mandatory	Requirement
eReqQuantity	eReq Quantity cannot be Zero	Requirement
poQuantityWithinLimit	PO Quantity is lower than or equal to eReq Quantity	Requirement
pplanCostCentre	Pre-Approved Spend Cost Centre Mandatory	Requirement
supplierWithEDI	Supplier EDI Required	Requirement
taxIdentifierEU	EU Supplier VAT ID Format Not Valid	Requirement
taxIdentifierUS	US Supplier Tax ID Format Not Valid	Requirement

In the Basics tab, select **Requirement** as the type:

The screenshot shows the 'New rule action' creation dialog. On the left, there's a sidebar with categories like INDEXES, WORKFLOWS, EREQ, SYSTEM, LOGS, and ARCHIVE. The 'Rule actions' category is selected and expanded, showing sub-categories: Rule conditions, Field validators, and Field links. The main area has tabs for 'General', 'Group', and 'Item'. The 'General' tab is active, showing fields for Identifier, Name, Description, and Modified by. A red box highlights the 'Type' dropdown menu, which is open and shows 'Requirement' selected.

Complete the fields in the Basics tab and click **Apply**:

The screenshot shows a dialog box with tabs at the top: Basics (selected), Group, and Item. The Basics tab contains the following fields:

- Type: Requirement (dropdown)
- Index schema: invoiceSchema (dropdown, highlighted with a red box)
- Identifier: InvoicePostingRow (highlighted with a red box)
- Name: (button with USA flag icon)
- Description: (button with USA flag icon)
- Modified by: (button)
- Last modified at: (button)

At the bottom of the dialog is a row of buttons: **✓ Apply**, [Delete...](#), and [Cancel](#). A large red arrow points from the 'Identifier' field down to the 'Apply' button.

Type

Select Requirement

Index schema

This is the schema for which you want to choose fields to include in the rule actions. This schema also determines which fields are available when you add items in the Item tab. Select a schema from the dropdown. The box icon allows you to open the schema configuration for the selected schema.

Identifier

This is the identifier for the element. This is mandatory and it should always start with a lowercase letter.

Name

Rule action name. It is recommended to use the same name for rule action and rule condition, this makes their paring easier.

Description

Rule action description.

To add criteria for validation, click **Item**:

The screenshot shows a dialog box with three tabs at the top: 'Basics', 'Group', and 'Item'. The 'Item' tab is selected and highlighted with a red border. The dialog contains several input fields:

- Field:** A dropdown menu with a red border.
- Operator:** A dropdown menu set to 'EQUAL'.
- Value:** A text input field.
- Group sub id:** A text input field.

Field

This field is validated as part of the rule. Only fields corresponding to the selected schema in the Basics tab are available.

Operator

This operator is used for validation. The number of values you must enter depends on the operator used. The list of operators available depends on the data type of the selected field. For a full description of all Operators, refer to the **SoftCo10 Customer Manual**.

Value

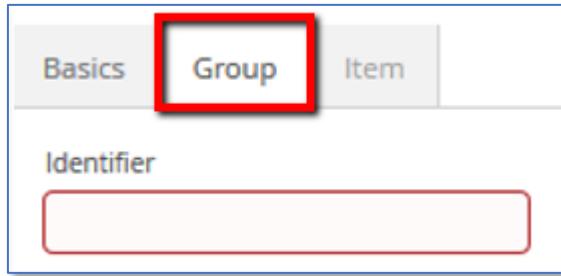
The value used for validation. This value depends on the data type of the field and the selected operator. Some operators do not require a value or may refer to another field in the schema.

Group sub id

Group sub id allows the possibility to use same field multiple times in the same group.

Note: To create new items in other groups other than the Default group, you must highlight the group first before you click +Item. Otherwise the item is created under the Default group.

To set an alternative group of validation items, click **Group**. The system switches to the Group tab:



Identifier

This is the identifier for the element. This is mandatory and should always start with a lowercase letter.

Click **Apply**. This makes the information available in the tree view structure. To delete an item from the tree view, select the item and choose Delete. Deleting a group also deletes the items in that group.

Items within the same group define validation criteria that must be met at the same time (the system applies a logical AND between those conditions).

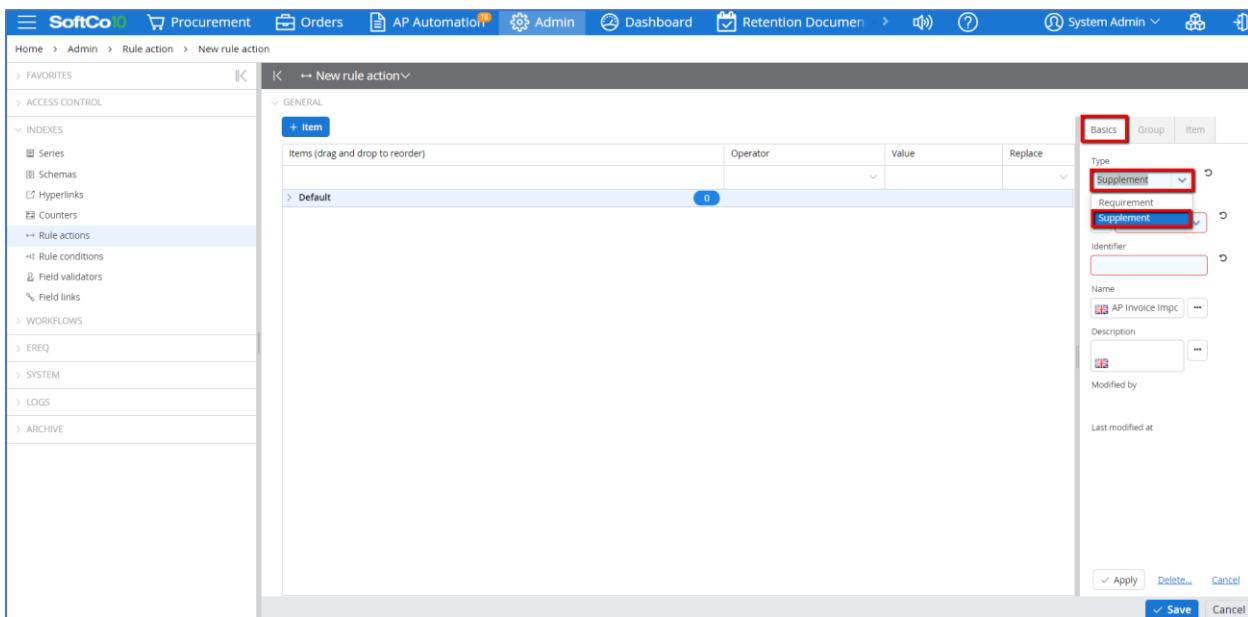
Items in different groups represent different alternative validation criteria (the system applies a logical OR between those conditions).

Click **Save**. The new action rule will then be available in the system:

The screenshot shows the SoftCo10 application's administrative interface. On the left is a navigation sidebar with various sections like Favorites, Access Control, Indexes, Rule actions, Rule conditions, Field validators, Field links, Workflows, EREQ, SYSTEM, LOGS, and ARCHIVE. The 'Rule actions' section is currently selected. In the center, a dialog box titled 'New rule action' is open. It has tabs for 'General', 'Group', and 'Item', with 'Group' being the active tab. Below the tabs is a table with columns 'Items (drag and drop to reorder)', 'Operator', 'Value', and 'Group sub id'. A single row is listed under 'Default'. On the right side of the dialog, there are several configuration fields: Type (Requirement), Index schema (InvoiceSchema), Identifier (InvoicePostingRow), Name (AP Invoice Impc), Description, and Modified by. At the bottom right of the dialog is a 'Save' button, which is highlighted with a red box.

2.1.2 Creating a new rule action: supplement

To create a new rule action, click New and in the Basics tab, select Supplement type.



Complete the fields in the Basics tab:

Basics	Group	Item
Type Supplement		
Index schema [schema icon]		
Identifier		
Name [US flag icon]		
Description [US flag icon]		

Type

Select Supplement.

Index schema

This is the schema for which you want to choose fields to include in the rule actions. This schema also determines which fields are available when you add items in the Item tab. Select a schema from the drop-down. The box icon allows you to open the schema configuration for the selected schema.

Identifier

This is the element identifier. This is mandatory and it should always start with a lowercase letter.

Name

Rule action name.

Description

Rule action description.

To set the values, click **Apply**.

To define the criteria used in the supplement rule, click **Item**:

The screenshot shows a dialog box with three tabs at the top: Basics, Group, and Item. The Item tab is selected and highlighted with a red border. The dialog contains four main sections: Field, Operator, Value, and a Replace checkbox. The Field section has a dropdown menu with a red border. The Operator section shows 'EQUAL' selected. The Value section has an empty input field with a red border. The Replace checkbox is checked and labeled 'Replace'.

Field

This is the field that is populated as part of the rule. Only fields corresponding to the selected schema selected in the Basics tab are available.

Operator

Select the operator to populate the field. The number of values you must enter depends on the operator used. For a full description of all Operators, refer to the **SoftCo10 Customer Manual**.

Replace checkbox

When the Replace checkbox is not selected, the rule updates the value if the field is empty. If the Replace checkbox is selected, the system sets the value even if the field is already populated.

Value

This value depends on the data type of the field and the operator selected. Some operators do not require a value or may refer to another field in the schema.

Click **Apply**. This makes the information available in the tree view structure. To delete an item from the tree view, select the item and choose Delete.

Click **Save**. The new action rule is available in the system.

2.2 Rule conditions

The system allows you to set rule condition and rule action pairs. The rule action determines what happens and the rule condition determines when it happens. A rule condition is used to trigger a rule action.

You can access the Rule conditions section in **Admin -> Indexes -> Rule conditions**:

The screenshot shows the 'Rule condition' list page. On the left, there's a sidebar with navigation links like Favorites, Access Control, Indexes, Workflows, EREQ, System, Logs, and Archive. The 'Rule conditions' link under 'Indexes' is highlighted with a red box. The main area has a table with the following columns: Organization, Identifier, Name, Type, Rule scope, Rowset requirement, and Ok. There are 15 rows listed, each representing a different rule condition. The 'Ok' column contains black circles for most rows, indicating they are valid triggers.

Only conditions that are highlighted as OK can trigger a rule action (conditions with a black circle icon in the result set).

You can set search criteria to filter rows in the result set:

This screenshot shows the same 'Rule condition' list page as above, but with a search interface. A dropdown menu is open over the search bar, listing various schema and field names. The search bar itself has the text 'LIKE' and a placeholder 'Search'. The rest of the page, including the table of rule conditions, looks identical to the first screenshot.

You can Edit, Copy, Delete etc. rules from the Selected rows drop down menu:

The screenshot shows the SoftCo Admin interface with the 'Rule condition' screen open. On the left, there's a navigation sidebar with categories like INDEXES, WORKFLOWS, EREQ, SYSTEM, LOGS, and ARCHIVE. The 'Rule conditions' section is selected. In the main area, a table lists various rule conditions. A context menu is open over the first row, with options 'Edit', 'Copy', and 'Delete' highlighted by red boxes. The table columns include Organization, Identifier, Name, Type, Rule scope, Rowset requirement, and Ok.

Organization	Identifier	Name	Type	Rule scope	Rowset requirement	Ok
main Carter Global	APAutomationCreditNoteAmount	Invoice Credit Note Amounts must be negative	Requirement	General	<input type="radio"/>	<input checked="" type="radio"/>
main Carter Global	APAutomationCreditNoteMatching	Invoice Credit Note Matching Amount must be negative	Requirement	General	<input type="radio"/>	<input checked="" type="radio"/>
main Carter Global	APAutomationRequiredFields	AP Automation Required Fields	Requirement	Both	<input type="radio"/>	<input checked="" type="radio"/>
main Carter Global	APAutomationRequiredFieldsPOInvoice	AP Automation Required Fields PO Invoice	Requirement	Both	<input type="radio"/>	<input checked="" type="radio"/>
main Carter Global	APAutomationRowRequiredFields	AP Automation Row Required Fields	Requirement	Both	<input type="radio"/>	<input checked="" type="radio"/>
main Carter Global	ContractRowRequiredFields	Contract Row Required Fields	Requirement	Both	<input type="radio"/>	<input checked="" type="radio"/>
main Carter Global	defaultGRNPeriod	Default GRN Period	Supplement	Both	<input type="radio"/>	<input checked="" type="radio"/>
main Carter Global	eReqCostCentreRowGL	eReq Cost center Mandatory	Requirement	General	<input type="radio"/>	<input checked="" type="radio"/>
main Carter Global	eReqQuantity	eReq Quantity cannot be Zero	Requirement	General	<input type="radio"/>	<input checked="" type="radio"/>
main Carter Global	poQuantityWithinLimit	PO Quantity is lower than or equal to eReq Quantity	Requirement	Both	<input type="radio"/>	<input checked="" type="radio"/>
main Carter Global	pplanCostCentreRowGL	Pre-Approved Spend Cost Centre Mandatory	Requirement	General	<input type="radio"/>	<input checked="" type="radio"/>
main Carter Global	supplierWithEDI	Supplier EDI GLN Required	Requirement	Both	<input type="radio"/>	<input checked="" type="radio"/>
main Carter Global	taxIdentifierEU	EU Supplier VAT ID Format Not Valid	Requirement	Both	<input type="radio"/>	<input checked="" type="radio"/>
main Carter Global	taxIdentifierUS	US Supplier Tax ID Format Not Valid	Requirement	Both	<input type="radio"/>	<input checked="" type="radio"/>

2.2.1 Creating a new rule condition: requirement

To create a new rule condition, click **New**:

Organization	Identifier	Name	Type	Rule scope	Rowset requirement	Ok
main Carter Global	APAutomationHeader_Credit_Amount	Invoice Credit Note Amounts must be negative	Requirement	General	<input type="radio"/>	<input checked="" type="radio"/>
main Carter Global	APAutomationHeader_Credit_Matchin	Invoice Credit Note Matching Amount must be negative	Requirement	General	<input type="radio"/>	<input checked="" type="radio"/>
main Carter Global	APAutomationRequiredFields	AP Automation Required Fields	Requirement	Both	<input type="radio"/>	<input checked="" type="radio"/>
main Carter Global	APAutomationRequiredFieldsPOInv	AP Automation Required Fields PO Invoice	Requirement	Both	<input type="radio"/>	<input checked="" type="radio"/>
main Carter Global	APAutomationRowRequiredFields	AP Automation Row Required Fields	Requirement	Both	<input type="radio"/>	<input checked="" type="radio"/>
main Carter Global	ContractRowRequiredFields	Contract Row Required Fields	Requirement	Both	<input type="radio"/>	<input checked="" type="radio"/>
main Carter Global	defaultGRNPeriod	Default GRN Period	Supplement	Both	<input type="radio"/>	<input checked="" type="radio"/>
main Carter Global	eReqCostCentreRowGL	eReq Cost center Mandatory	Requirement	General	<input type="radio"/>	<input checked="" type="radio"/>
main Carter Global	eReqQuantity	eReq Quantity cannot be Zero	Requirement	General	<input type="radio"/>	<input checked="" type="radio"/>
main Carter Global	poQuantityWithinLimit	PO Quantity is lower than or equal to eReq Quantity	Requirement	Both	<input type="radio"/>	<input checked="" type="radio"/>
main Carter Global	pplanCostCentreRowGL	Pre-Approved Spend Cost Centre Mandatory	Requirement	General	<input type="radio"/>	<input checked="" type="radio"/>
main Carter Global	supplierWithEDI	Supplier EDI GLN Required	Requirement	Both	<input type="radio"/>	<input checked="" type="radio"/>
main Carter Global	taxIdentifierEU	EU Supplier VAT ID Format Not Valid	Requirement	Both	<input type="radio"/>	<input checked="" type="radio"/>
main Carter Global	taxIdentifierUS	US Supplier Tax ID Format Not Valid	Requirement	Both	<input type="radio"/>	<input checked="" type="radio"/>

In the Basics tab, select **Requirement** as the type:

Show rule
Basics
Rule actions

GENERAL

Rows	Operator	Value

Type: **Requirement**

Rowset requirement

Index schema:

Organization:

Identifier:

Name:

Description:

Row types:

Rule scope:

Valid forever

The row set rules/requirements are used for checking the following:

1. Overlapping of rows
--> similar posting fields are not allowed during certain time range
2. Checking links between rows
--> the value A on row X must be on field B on another row
3. Checking the existence of the rows
--> the posting must include 1-n rows of type X and 1-n rows of type Y

Index schema

This is the schema for which you want to choose fields to include in the rule actions. This schema also determines which fields are available when you add items in the Item tab. Select a schema from the drop-down. The box icon allows you to open the schema configuration for the selected schema.

Organization

Conditions are organization specific. This field is mandatory.

Identifier

This is the element identifier. This is mandatory and should always start with a lowercase letter.

Name

Rule condition name.

Note: When processing a workflow case, if one of the filed values triggers the rule, the condition name is displayed in the Alerts tab.

Description

Rule condition description.

Row types

This field allows you to narrow down which index structures of the schema are available. The row types you select determine which fields are available for configuration in the Items tab. If no row types are selected, all of the fields from the index schema are available.

Rule scope

Both -> if rule is triggered it does not matter if it happens in routing or in general situation.

General -> rule can be triggered when it does not happen in routing.

Route -> use this if rule can be triggered only in routing.

Valid forever

When this setting is enabled, the rule condition validity time is not restricted. This is mandatory if the Valid from and Valid to fields are not set.

Valid from

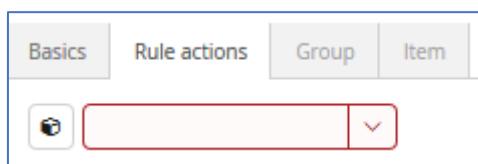
Valid from defines the date from which this condition is valid. This is mandatory if the Valid forever checkbox is not selected.

Valid to

Valid to defines the date until which this condition is valid. This is mandatory if the Valid forever checkbox is not selected.

Click **Apply** to set values.

To select a rule action and link it to the condition, click **+Rule actions**. The system switches to the Rule actions tab:



From the drop-down, select a rule action. The system only shows rule actions corresponding to the schema and row types selected in the Basics tab. The box icon allows you to open the rule action configuration for the selected item.

Click **Apply**. This makes the information available in the tree view structure.

Click the **AND** line in the tree view.

Click **+Item**. The system switches to the Item tab.

Field

This field is validated as part of the condition. Only fields corresponding to the selected schema in the Basics tab are available.

Operator

This operator is used for validation. The number of values you must enter depends on the operator used. The list of operators available depends on the data type of the selected field. For a full description of all Operators, refer to the **SoftCo10 Customer Manual**.

Value

This value will depend on the data type of the field and the operator selected. Some operators do not require value, or this may refer to another field in the schema.

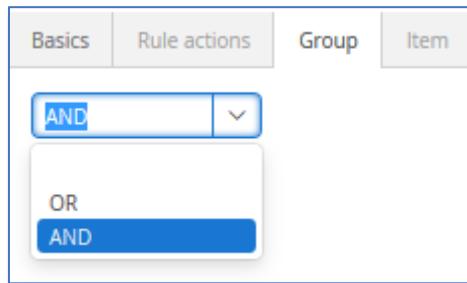
Click **Apply**. This makes the information available in the tree view structure. To delete an item from the tree view, select the item and choose Delete.

Note: To create new items in a group other than the Default group, first you must create a group, select the group, and then click Item+.

By default, all rule conditions are included under the same logical operator set for the group (AND or OR). To change the operator, click the AND operator in the tree view and change the value in the drop-down to OR. Any conditions included in an AND group must be met before the condition is triggered. In an OR group, only one of the conditions in the group must be met before the condition is triggered.

Click **Apply**.

To add additional nested levels of logical operators, click the relevant group in the tree view and click **+Group**. The system switches to the Group tab.



Select the logical operator from the drop-down. Click **Apply**. This makes the information available in the tree view structure. To delete a group from the tree view, select the item and choose Delete. Deleting a group also deletes the items in that group.

One rule condition may contain several rule actions with groups and items. A rule action row shows the rule actions and their content. The condition items are listed in the view under the group where they belong. Item names consist of the schema name with the field name separated with a period, for example, <schema identifier>.<field name>.

2.2.2 Creating a new rule condition: supplement

To create a new rule condition, click **New**:

	Organization	Identifier	Name	Type	Rule scope	Rowset requirement	Ok
main Carter Global	APAutomationHeader_Credit_Amount	Invoice Credit Note Amounts must be negative	Requirement	General	<input type="radio"/>	<input checked="" type="radio"/>	<input checked="" type="radio"/>
main Carter Global	APAutomationHeader_Credit_Matchin	Invoice Credit Note Matching Amount must be negative	Requirement	General	<input type="radio"/>	<input checked="" type="radio"/>	<input checked="" type="radio"/>
main Carter Global	APAutomationRequiredFields	AP Automation Required Fields	Requirement	Both	<input type="radio"/>	<input checked="" type="radio"/>	<input checked="" type="radio"/>
main Carter Global	APAutomationRequiredFieldsPOInv	AP Automation Required Fields PO Invoice	Requirement	Both	<input type="radio"/>	<input checked="" type="radio"/>	<input checked="" type="radio"/>
main Carter Global	APAutomationRowRequiredFields	AP Automation Row Required Fields	Requirement	Both	<input type="radio"/>	<input checked="" type="radio"/>	<input checked="" type="radio"/>
main Carter Global	ContractRowRequiredFields	Contract Row Required Fields	Requirement	Both	<input type="radio"/>	<input checked="" type="radio"/>	<input checked="" type="radio"/>
main Carter Global	defaultGRNPeriod	Default GRN Period	Supplement	Both	<input type="radio"/>	<input checked="" type="radio"/>	<input checked="" type="radio"/>
main Carter Global	eReqCostCentreRowGL	eReq Cost center Mandatory	Requirement	General	<input type="radio"/>	<input checked="" type="radio"/>	<input checked="" type="radio"/>
main Carter Global	eReqQuantity	eReq Quantity cannot be Zero	Requirement	General	<input type="radio"/>	<input checked="" type="radio"/>	<input checked="" type="radio"/>
main Carter Global	poQuantityWithinLimit	PO Quantity is lower than or equal to eReq Quantity	Requirement	Both	<input type="radio"/>	<input checked="" type="radio"/>	<input checked="" type="radio"/>
main Carter Global	pplanCostCentreRowGL	Pre-Approved Spend Cost Centre Mandatory	Requirement	General	<input type="radio"/>	<input checked="" type="radio"/>	<input checked="" type="radio"/>
main Carter Global	supplierWithEDI	Supplier EDI GLN Required	Requirement	Both	<input type="radio"/>	<input checked="" type="radio"/>	<input checked="" type="radio"/>
main Carter Global	taxIdentifierEU	EU Supplier VAT ID Format Not Valid	Requirement	Both	<input type="radio"/>	<input checked="" type="radio"/>	<input checked="" type="radio"/>
main Carter Global	taxIdentifierUS	US Supplier Tax ID Format Not Valid	Requirement	Both	<input type="radio"/>	<input checked="" type="radio"/>	<input checked="" type="radio"/>

In the Basics tab, select **Supplement** as the type:

Type

Select the type Supplement.

Index schema

This is the schema for which you want to choose fields to include in the rule actions. This schema also determines which fields are available when you add items in the Item tab. Select a schema from the drop-down. The box icon allows you to open the schema configuration for the selected schema.

Organization

Conditions are organization specific. This field is mandatory. The organization icon allows you to open the organization configuration for the selected organization.

Identifier

This is the element identifier. This is mandatory and should always start with a lowercase letter.

Name

Rule condition name.

Note: When processing a workflow case, if one of the filed values triggers the rule, the condition name is displayed in the Alerts tab.

Description

Rule condition description.

Row types

This field allows you to narrow down which index structures of the schema are available. The row types you select determine which fields are available for configuration in the Items tab. If no row types are selected, all the fields from the index schema are available.

Valid forever

When this setting is enabled, the rule condition validity time is not restricted. This is mandatory if the Valid from and Valid to fields are not set.

Valid from

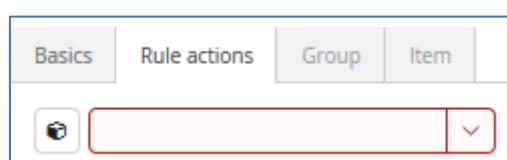
Valid from defines the date from which this condition is valid. This is mandatory if the Valid forever checkbox is not selected.

Valid to

Valid to defines the date until which this condition is valid. This is mandatory if the Valid forever checkbox is not selected.

Click **Apply** to set values.

To select a rule action and link it to the condition, click **+Rule** action. The system switches to the Rule actions tab.



Select a rule action from the drop-down. The system only shows the rule actions corresponding to the schema and row types selected in the Basics tab. The box icon allows you to open rule action configuration for the selected item.

Rows	Operator	Value
Office Required		

Click **Apply**. This makes the information available in the tree view structure.

Click the **AND** line in the tree view.

Click **+Item**. The system switches to the Items tab.

Basics	Group	Item	
Field			
office, Office (Invoice header)			
Operator			
IS NOT EMPTY			
Value			

Field

Select a field from the drop-down list. Only fields corresponding to the schema selected in the Basics tab are available.

Operator

This operator is used for validation. The number of values you must enter depends on the operator used. The list of operators available depends on the data type of the selected field. For a full description of all Operators, refer to the **SoftCo10 Customer Manual**.

Value

This value depends on the data type of the field and the operator selected. Some operators do not require a value or may refer to another field in the schema.

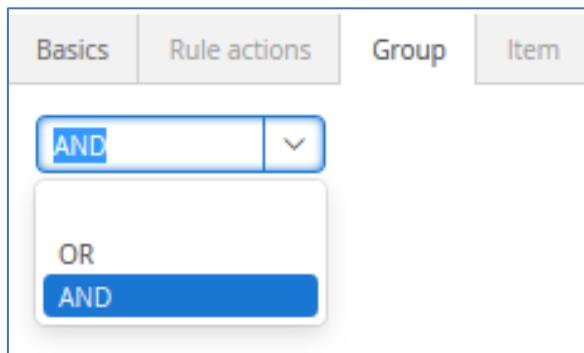
Click **Apply**. This makes the information available in the tree view structure. To delete an item from the tree view, select the item and choose **Delete**.

Note: *To create new items in a group other than the Default group, first you must create a group, select the group and then click in Item+.*

By default all the rule conditions are included under the same logical operator set for the group (AND or OR). To change the operator, click the AND operator in the tree view and change the value in the drop-down to OR. Any conditions included in an AND must be met before the condition is triggered. In an OR group, only one of the conditions in the group must be met before the condition is triggered.

Click **Apply**.

To add additional nested levels of logical operators, click the relevant group in the tree view and click **+Group**. The system switches to the Group tab.



Select the logical operator from the drop-down.

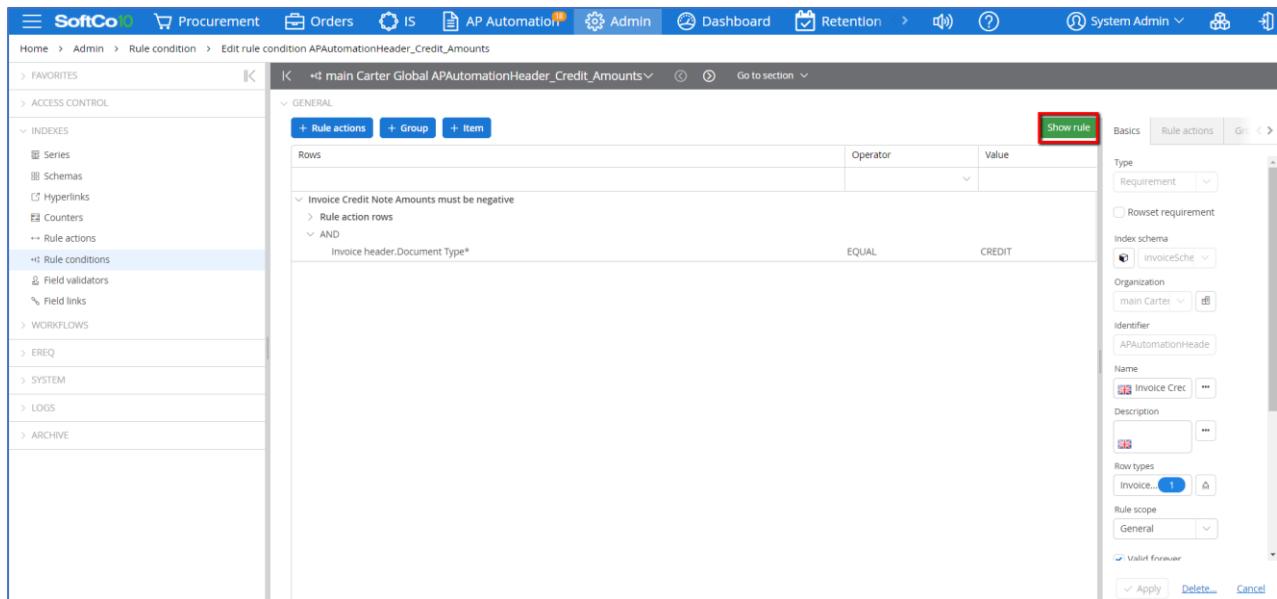
Click **Apply**. This makes the information available in the tree view structure. To delete a group from the tree view, select the item and choose Delete. Deleting a group also deletes the items in that group.

Click **Save**. The new condition rule is now available in the system.

One rule condition may contain several rule actions with groups and items. A rule action row shows the rule actions and their content. The condition items are listed in the view under the group where they belong. Item names consist of the schema name with the field name separated with a period, for example, <schema identifier>.<field name>.

2.2.3 Show rule

The Show rule button indicates whether the rule condition configuration is valid or not. When the Show rule button is **green** the rule content is **OK**, and when it is **red** the rule content is **not OK**.



To display the technical format of a rule, click **Show rule**. If the Show rule button is red, the system displays an error message with the reason why the rule is not OK. Your system administrator/consultant can use this information to identify the reason for the issue and possible conflicts.

2.2.4 Users and roles

Rules can be limited so that they will only be valid for selected users or selected roles. Below there is an example of a rule where the approver named Amber is limited, meaning she can only approve the rows where the cost center is 1001:

To limit a rule to a certain role, select the role and click **Save**:

2.2.5 Print rules

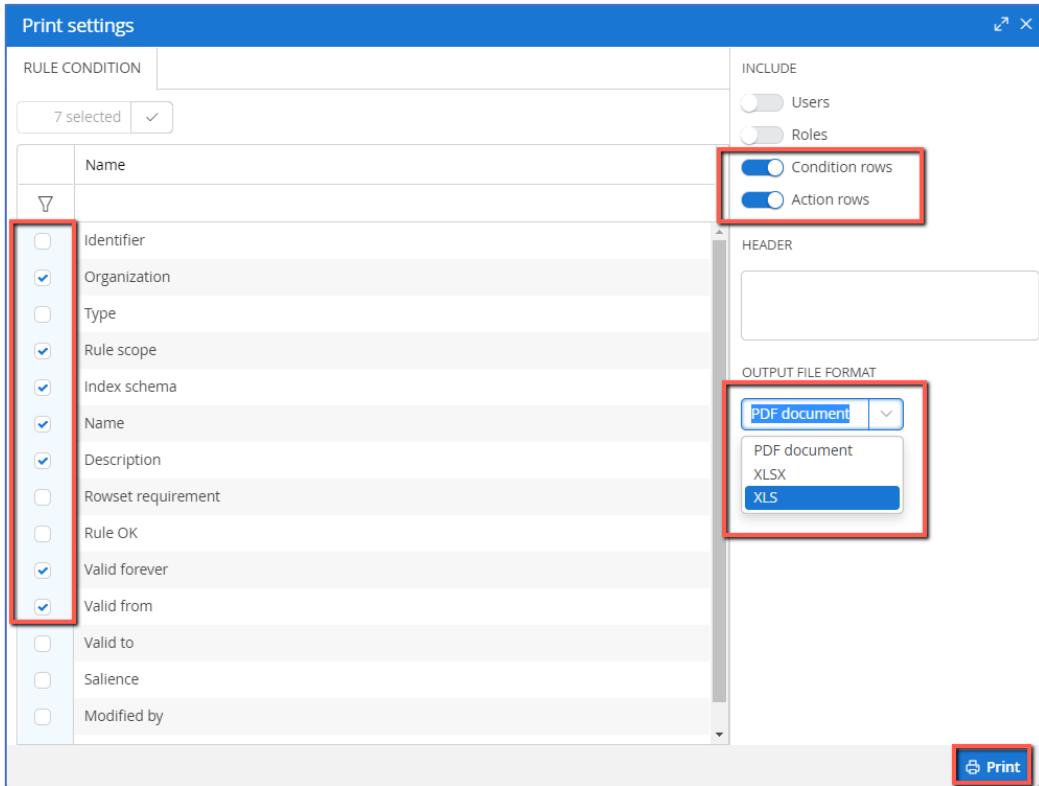
You can print workflow rules from the system. In **Admin > Indexes > Rule conditions** select the rule(s) you want to print:

Organization	Identifier	Name	Type	Rule scope	Rowset requirement	Ok
main Carter Global	APAutomationHeader_Credit_Amount	Invoice Credit Note Amounts must be negative	Requirement	General	<input type="radio"/>	<input checked="" type="radio"/>
main Carter Global	APAutomationHeader_Credit_Matchin	Invoice Credit Note Matching Amount must be negative	Requirement	General	<input type="radio"/>	<input checked="" type="radio"/>
main Carter Global	APAutomationRequiredFields	AP Automation Required Fields	Requirement	Both	<input type="radio"/>	<input checked="" type="radio"/>
main Carter Global	APAutomationRequiredFieldsContract	AP Automation Required Fields Contract Invoice	Requirement	Both	<input type="radio"/>	<input checked="" type="radio"/>
main Carter Global	APAutomationRequiredFieldsPOInvoic	AP Automation Required Fields PO Invoice	Requirement	Both	<input type="radio"/>	<input checked="" type="radio"/>
main Carter Global	APAutomationRowRequiredFields	AP Automation Row Required Fields	Requirement	Both	<input type="radio"/>	<input checked="" type="radio"/>
main Carter Global	autoDraftDisabledForArchive	Auto-Draft Disabled for Archive	Requirement	Both	<input type="radio"/>	<input checked="" type="radio"/>
main Carter Global	autoDraftRequiredFields	Auto-Draft Required Fields	Requirement	General	<input type="radio"/>	<input checked="" type="radio"/>
main Carter Global	ContractRowRequiredFields	Contract Row Required Fields	Requirement	Both	<input type="radio"/>	<input checked="" type="radio"/>
main Carter Global	curMandatoryMatchContract	Currency is mandatory when contract is matching type	Requirement	Both	<input type="radio"/>	<input checked="" type="radio"/>
main Carter Global	customerContractRequiredFields	Customer Contract Required Fields	Requirement	Both	<input type="radio"/>	<input checked="" type="radio"/>
main Carter Global	defaultGRNPeriod	Default GRN Period	Supplement	Both	<input type="radio"/>	<input checked="" type="radio"/>
main Carter Global	eReqCostCentreRowGL	eReq Cost center Mandatory	Requirement	General	<input type="radio"/>	<input checked="" type="radio"/>

From the Selected rows drop down menu click **Print**:

Organization	Identifier	Name	Type	Rule scope	Rowset requirement	Ok
main Carter Global	APAutomationHeader_Credit_Amount	Invoice Credit Note Amounts must be negative	Requirement	General	<input type="radio"/>	<input checked="" type="radio"/>
main Carter Global	APAutomationHeader_Credit_Matchin	Invoice Credit Note Matching Amount must be negative	Requirement	General	<input type="radio"/>	<input checked="" type="radio"/>
main Carter Global	APAutomationRequiredFields	AP Automation Required Fields	Requirement	Both	<input type="radio"/>	<input checked="" type="radio"/>
main Carter Global	APAutomationRequiredFieldsContract	AP Automation Required Fields Contract Invoice	Requirement	Both	<input type="radio"/>	<input checked="" type="radio"/>
main Carter Global	APAutomationRequiredFieldsPOInvoic	AP Automation Required Fields PO Invoice	Requirement	Both	<input type="radio"/>	<input checked="" type="radio"/>
main Carter Global	APAutomationRowRequiredFields	AP Automation Row Required Fields	Requirement	Both	<input type="radio"/>	<input checked="" type="radio"/>
main Carter Global	autoDraftDisabledForArchive	Auto-Draft Disabled for Archive	Requirement	Both	<input type="radio"/>	<input checked="" type="radio"/>
main Carter Global	autoDraftRequiredFields	Auto-Draft Required Fields	Requirement	General	<input type="radio"/>	<input checked="" type="radio"/>
main Carter Global	ContractRowRequiredFields	Contract Row Required Fields	Requirement	Both	<input type="radio"/>	<input checked="" type="radio"/>
main Carter Global	curMandatoryMatchContract	Currency is mandatory when contract is matching type	Requirement	Both	<input type="radio"/>	<input checked="" type="radio"/>
main Carter Global	customerContractRequiredFields	Customer Contract Required Fields	Requirement	Both	<input type="radio"/>	<input checked="" type="radio"/>
main Carter Global	defaultGRNPeriod	Default GRN Period	Supplement	Both	<input type="radio"/>	<input checked="" type="radio"/>
main Carter Global	eReqCostCentreRowGL	eReq Cost center Mandatory	Requirement	General	<input type="radio"/>	<input checked="" type="radio"/>

Select the information you want and the output file format (either PDF or Excel) and click Print:

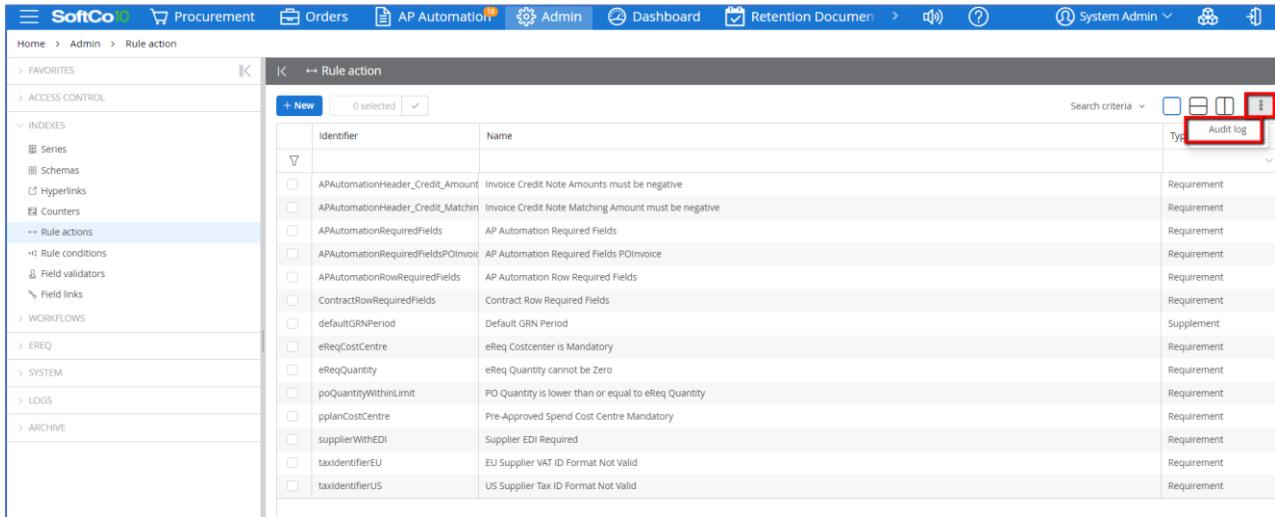


The file will then be generated. You can open the file or save it to your computer, as required.

2.3 Audit logs

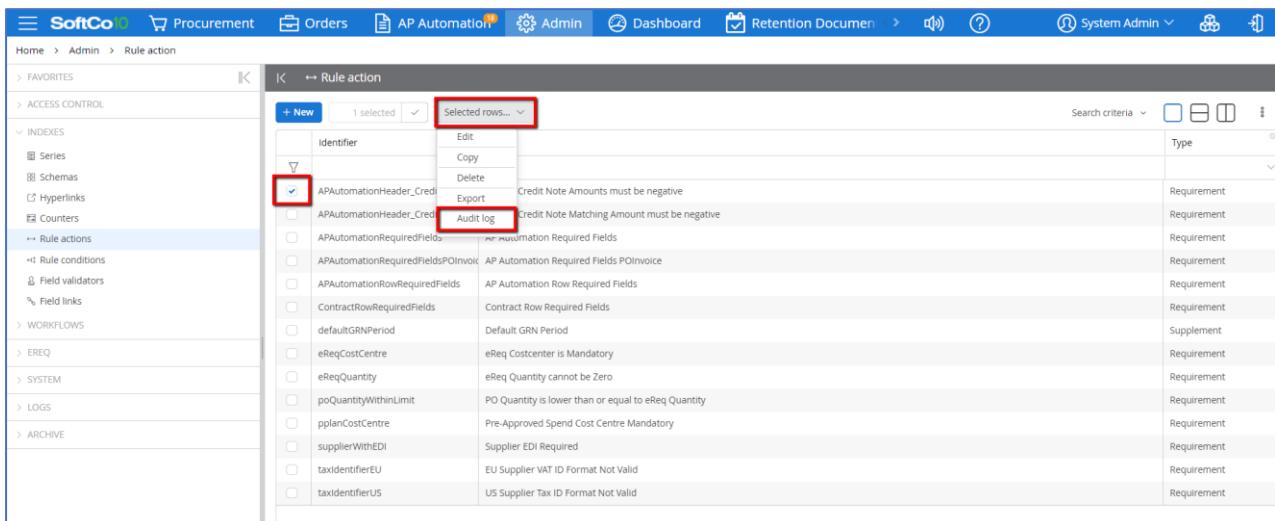
If an audit log source for rules has been defined in some of the levels (all/insert/update/delete), then the possible changes are listed by the audit log. You can perform an audit log for rule actions and rule conditions. Both are performed in the same way. Below is an example of one.

Select the **Audit log** from 3 dots (ellipses) menu. This will list all the rules where changes have been done:



The screenshot shows the 'Rule action' screen in the SoftCo application. On the left, there's a sidebar with navigation links like 'Favorites', 'Access Control', 'Indexes', 'Rule actions' (which is currently selected), 'Rule conditions', 'Field validators', 'Field links', 'Workflows', 'eReq', 'System', 'Logs', and 'Archive'. The main area is titled 'Rule action' and contains a table with columns 'Identifier' and 'Name'. A search bar at the top right includes a dropdown set to 'Audit log'. The table lists various rule identifiers and their descriptions, such as 'APAutomationHeader_Credit_Amount' (Credit Note Amounts must be negative) and 'APAutomationRequiredFields' (AP Automation Required Fields). The 'Type' column indicates the nature of each rule.

Or select a specific rule and select **Audit log** from selected rows drop down menu:



This screenshot shows the same 'Rule action' screen as above, but with a specific row selected. The row for 'APAutomationHeader_Credit_Amount' has a checkmark in its selection column. A context menu is open over this row, with the 'Audit log' option highlighted and surrounded by a red box. Other options in the menu include 'Edit', 'Copy', 'Delete', and 'Export'. The rest of the interface and data table are identical to the first screenshot.

When you click the Audit log, the changes are listed with user who did the change and the time when the change was done. Example:

The screenshot shows the SoftCo10 application interface with the title bar "SoftCo10 Procurement Orders AP Automation Admin Dashboard Retention Document System Admin". The left sidebar has sections like FAVORITES, ACCESS CONTROL, INDEXES, WORKFLOWS, EREQ, SYSTEM, LOGS, and ARCHIVE. Under INDEXES, "Rule actions" is selected. The main content area is titled "Audit log" and shows a table with one row. The table columns are "Audit event class", "Event identifier", "Parent class", "Function", "Username", and "Timestamp". The data in the table is: "Rule actions (Requirement)", "1#APAutomationHeader_Credit_Amounts#REQUIREMENT#30", "Empty", "Insert", "admin", "10/04/2019 14:55". There is a dropdown menu next to the "Audit event class" column.

Click the row to open more details. You can check the old/new/added/removed values of the change:

The screenshot shows the SoftCo10 application interface with the same title bar and sidebar as the previous screenshot. The main content area is titled "Audit event" and shows a table with several rows of field changes. The table columns are "Field", "Old value", "New value", "Added", and "Removed". The data in the table is as follows:

Field	Old value	New value	Added	Removed
names		en#Invoice Credit Note Amounts must be neg... 1	1	0
rows		rule "b78b2e00-803e-4b8d-86be-7a07ab287f2e_f" when C 0	0	0
indexSchema		30=INVOICE#ROW_TYPE_INVOICE_HEADER##invoiceSchema 0	0	0
type		REQUIREMENT 0	0	0
instanceLink		1=LINK#main 0	0	0
code		APAutomationHeader_Credit_Amounts 0	0	0

2.3.1 Audit log for user access with two-factor authentication

User access may be audited with respect to multi-factor authentication or two-factor (2FA).

Logs show when a valid or invalid 2FA user login occurs. For new, updated, or deleted user accounts, changes to 2FA operation are also logged.

The screenshot shows the 'Audit log configurations' screen. On the left is a navigation sidebar with sections like Favorites, Access Control, Indexes, Workflows, EREQ, System, Logs (selected), Licences, Audit log (selected), Logger configuration, Log files, and Archive. The main area is titled 'Audit log configurations' and contains a table with columns: Source, Level, and Operation. The table lists various sources and their corresponding audit operations: Tolerance groups (Update), Workflow process models (Insert, Update), Difference codes (Insert, Update), Access Lockdown (Insert, Update, Delete). A red box highlights the 'Operation' column for these entries, showing four specific audit types: Invalid 2FA, Valid 2FA, 2FA initialized, and 2FA bypassed.

Source	Level	Operation
Tolerance groups	Update	
Workflow process models	Insert	
Workflow process models	Update	
Difference codes	Insert	
Difference codes	Update	
Access Lockdown	Insert	
Access Lockdown	Update	
Access Lockdown	Delete	
		Invalid 2FA
		Valid 2FA
		2FA initialized
		2FA bypassed

3 Workflows

The Workflows section includes the following configuration elements:

	Organization	Identifier	Name	Type	Owner	Workflow process models	Classification
<input type="checkbox"/>	1 Carter Inc	Cleaning supplies	Cleaning supplies	Personal model	AP User	AP Invoices	
<input type="checkbox"/>	1 Carter Inc	Dell 2018	Dell 2018	Personal model	System Admin	AP Invoices	
<input type="checkbox"/>	1 Carter Inc	net100	Net 100	System model		AP Invoices	
<input type="checkbox"/>	1 Carter Inc	testPersonalCopy	testPersonalCopy	System model		AP Invoices	
<input type="checkbox"/>	2 Carter IRL Ltd	MicrosoftInvoices	MicrosoftInvoices	Personal model	System Admin	AP Invoices	
<input type="checkbox"/>	2 Carter IRL Ltd	SystemMicrosoft	SystemMicrosoft	System model		AP Invoices	

Only the **Posting models** and **Route models** are set as configurable items for super users. Any other configuration changes are made by your SoftCo system administrator/consultant.

3.1 Posting models

Posting models are WPM specific models which are used to define the posting rows for the case e.g. invoice posting rows. A posting model can be a system-specific model or a user-specific personal model. System type of posting models are created and maintained in the Admin module and only the Admin user can maintain the system models.

The user can see their own personal models and system models, but not personal models created by other users. Only the user (and the user who has separate access right to manage other users posting models), can maintain personal posting models.

You can access the Posting models section in **Admin -> Workflows -> Posting models:**

Organization	Identifier	Name	Type	Owner	Workflow process models	Classification
1 Carter Inc	Cleaning supplies	Cleaning supplies	Personal model	AP User	AP Invoices	
1 Carter Inc	Dell 2018	Dell 2018	Personal model	System Admin	AP Invoices	
1 Carter Inc	net100	Net 100	System model		AP Invoices	

You can create copy of existing posting model. Select model you want to be copied as a basis for new posting model:

Organization	Identifier	Name	Type	Owner	Workflow process models	Classification
1 Carter Inc	Cleaning supplies	Cleaning supplies	Personal model	AP User	AP Invoices	
1 Carter Inc	Dell 2018	Dell 2018	Personal model	System Admin	AP Invoices	
1 Carter Inc	net100	Net 100	System model		AP Invoices	

In addition of normal filtering inside the columns, posting models contain separate search criteria functionality for the fields which are not listed in the result set columns. Click **Search criteria**:

Organization	Identifier	Name	Type	Owner	Workflow process models	Classification
1 Carter Inc	Cleaning supplies	Cleaning supplies	Personal model	AP User	AP Invoices	
1 Carter Inc	Dell 2018	Dell 2018	Personal model	System Admin	AP Invoices	
1 Carter Inc	net100	Net 100	System model		AP Invoices	

Search criteria selection will show. Posting models can be searched by difference code or surcharge:

With button you can add more fields into the search criteria. Reset button clears the values and resets the search criteria with the original default fields.

Keep open leaves the search bar open after the search has been performed. on the right side of the field row removes the field.

After the search you can also reopen and hide the search criteria by clicking the **Search** button.

3.1.1 Posting model usage

Posting models define the fields in the posting row with specific values. Posting models can be selected in the posting row options, the model can also be triggered automatically by certain conditions.

Apply posting model can be found here:

The screenshot shows the SoftCo Admin interface with the following navigation path: Home > Admin > Posting models > Cleaning supplies. On the left, there's a sidebar with sections like Favorites, Access Control, Indexes, Workflows, and Posting models (which is currently selected). The main area has a 'POSTING ROW' tab highlighted with a red box. Below it, there's a table with columns: RowID, Read Only, Debit, All fields (checkbox), GL Account Type, Tax Code, Tax Base %, Tax %, Tax Discount %, Amount (USD), and Description. A dropdown menu is open over the 'All fields' checkbox, with 'Apply posting model' highlighted by a red box. Other options in the dropdown include 'Posting Row' and 'Import spreadsheet'.

Posting models which are created with classifications are shown under the system models in their own sections. The Unspecified section is for posting models which are not connected with the classification:

The dialog box titled 'Posting models' contains a search bar 'Find posting model...'. Below it is a tree view of posting models:

- Personal model
 - My_posting_model
- System model
 - Unspecified
 - Posting model X
 - Standard Posting
 - Posting model 1

At the bottom are three buttons: 'Apply' (grey), 'Apply and close' (blue), and 'Cancel'.

Click the posting model which you want to use for posting rows. Existing posting rows can be replaced when you enable the **Replace existing rows**. Slide this button to change the selection. Grey if off and blue is on:

The dialog box titled 'Posting models' contains a search bar 'Find posting model...'. Below it is a tree view of posting models:

- System model
 - Unspecified
 - Standard Posting
 - Posting model 1

A toggle switch labeled 'Replace existing rows' is located at the bottom left, and it is currently turned on (blue).

Click **Apply** and window closes. The posting row(s) are generated based on the selected model. With Apply and close, you can generate posting rows and continue to select another model.

POSTING ROW										Balance 0.00	Gross 100.00	
<input type="button" value="+ Add"/> 0 selected <input checked="" type="checkbox"/> <input type="button" value="Save"/> <input type="button" value="Cancel"/>												
	RowID	Read only	Debit or credit	GL account	GL account type	TAX code	TAX %	TAX base %	TAX discount %	Posting amount	Foreign amount	Description
<input type="checkbox"/>	1	false	Debit	4500	Deductabl					0.00		

Posting models cannot be saved without posting row(s). Add posting row(s) for posting model.

POSTING ROW										Gross (USD) 0.00	Balance (Foreign) 0.00	Balance (USD) 0.00	Tax (USD) 0.00
<input type="button" value="+ Add"/> 0 selected <input checked="" type="checkbox"/> <input type="button" value="Save"/> <input type="button" value="Cancel"/>													
	RowID	GL Account	Description	Cost Centre	AccountingObject02	AccountingObject03	AccountingObject04	AccountingObject05	Amount (USD)	TAX			
<input type="checkbox"/>	1	1											

Organization in the posting model restricts the selectable master data (you can only select the data that belongs into the same organization or its main organization). If you select the Tax code, the system generates the Tax row automatically in the posting model.

POSTING ROW										Gross (USD) 0.00	Balance (Foreign) 0.00	Balance (USD) -100.00	Tax (USD) 7.62
<input type="button" value="+ Add"/> 0 selected <input checked="" type="checkbox"/> <input type="button" value="Save"/> <input type="button" value="Cancel"/>													
	RowID	GL Account	Description	Cost Centre	AccountingObject02	AccountingObject03	AccountingObject04	AccountingObject05	Amount (USD)	TAX Code			
<input type="checkbox"/>	1	11310, IT Eq		1004, Custom					92.38	M8, Mass Sal			
<input type="checkbox"/>	2	31415, Vat		1004, Custom					7.62	M8, Mass Sal			

The posting amount is the relative distribution of the invoice total amount generated for invoice posting rows.

If the posting model does not have posting amount (=relative distribution) defined, then posting amount will be given separately in invoice posting rows.

3.1.2 Create new posting model (system)

Click **New** to add the new posting model:

Organization	Identifier	Name	Type	Owner	Workflow process models	Classification
1 Carter Inc	Cleaning supplies	Cleaning supplies	Personal model	AP User	AP Invoices	
1 Carter Inc	Dell 2018	Dell 2018	Personal model	System Admin	AP Invoices	
1 Carter Inc	net100	Net 100	System model		AP Invoices	

System type of posting models are visible to all the users. Posting model type is automatically 'system' if it is created in the Admin module. Posting model which is created via case view is personal.

GENERAL

- Workflow process models:
- Organization:
- Identifier:
- Name:
- Locks:
- Valid from:
- Valid to:

MODEL TRIGGER

- > POSTING ROW
- > DIFFERENCE CODE
- > SURCHARGES

Workflow process model

Select WPM where this posting model will be effective. Only WPMs which contain posting rows, are available in this selection (invoice type of WPM, case with rows type of WPM). Drill down icon is only shown if you have query rights to the WPM in question.

Organization

Organization that this posting model will be effective for.

Identifier

Identifier for the posting model.

Name

A name describing the posting model. Translation can be added with the button next to the field.

Valid from/to

This is the validity time of the posting model, invoice date (document date) must match in this time range.

Add posting rows for posting model:

POSTING ROW										
POSTING ROW										
	RowID	GL Account	Description	Cost Centre	AccountingObject02	AccountingObject03	AccountingObject04	AccountingObject05	Amount (USD)	VAT
<input type="checkbox"/>	1	1								

Organization in the posting model restricts the selectable master data (you can select only the data that belongs into the same organization or its main organization). If you select the Tax code, the system generates the Tax row automatically in the posting model.

POSTING ROW										
POSTING ROW										
	RowID	GL Account	Description	Cost Centre	AccountingObject02	AccountingObject03	AccountingObject04	AccountingObject05	Amount (USD)	TAX Code
<input type="checkbox"/>	1	11310, IT Eqi		1004, Custom					92.38	M8, Mass Sal
	2	31415, Vat		1004, Custom					7.62	M8, Mass Sal

Posting amount is the relative distribution of Invoice's total amount generated for invoice posting rows. Total amount should be 100.

If posting model does not have posting amount (=relative distribution) defined, then posting amount will be given separately in invoice posting rows.

Posting Model Surcharges

If posting model is used for surcharges, select appropriate surcharge to the right-side table:

SURCHARGES		<input type="button" value="Select all"/> 2 <input type="button" value="Remove all"/> 0	
Identifier	Name	Identifier	Name
surchargeBasic	Basic surcharges	<input type="button" value=">"/>	
additionalSurcharge	Additional surcharge	<input type="button" value=">"/>	

Below there is the example of the posting model which relates to appropriate surcharge:

GENERAL										
Workflow process models										
Organization										
WPM1, AP Invoices										
1 Carter Inc										
Identifier	postingModel									
Name	Posting model -Surcharges									
Locks	User				1					
Valid from	5/13/18									
Valid to	5/31/19									
Classification										
MODEL TRIGGER										
POSTING ROW										
POSTING ROW										
Gross (USD)	0.00	Balance (Foreign)	0.00	Balance (USD)	-50.00	Tax (USD)	0.00			
<input type="button" value="+ Add"/>	0 selected									
	RowID	GL Account	Description	Cost Centre	AccountingObject02	AccountingObject03	AccountingObject04	AccountingObject05	Amount (USD)	
<input type="checkbox"/>	1	52110, Cor	surcharge:	1002, Marl					50.00	

SURCHARGES			
+ New		Select all 1 Remove all 1	
Identifier	Name	Identifier	Name
additionalSurcharge	Additional surcharge	►	surchargeBasic Basic surcharges

Posting Model for Difference Codes

Difference codes and relating posting models define how differences in the matching are handled in the posting rows when tolerance exceeds. Default template environment does not contain difference codes, these are configured only in use if wanted in customer environment.

Click **Add** in the posting model's difference codes section:

DIFFERENCE CODE

+ Add

Difference codes

After this you can select the difference code (if it is been defined in the system):

DIFFERENCE CODE		Model type
+ Add		
Difference codes		
<input type="text" value=""/>		
Identifier	Name	
toleranceGroupLimit	Tolerance group limit	

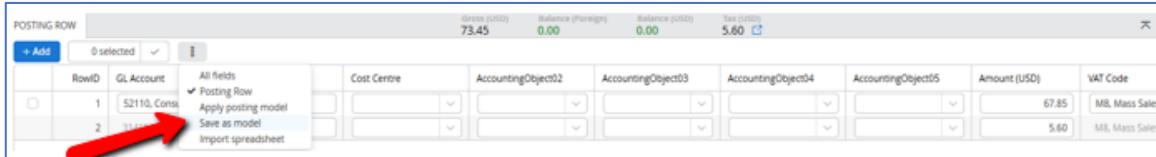
Discount

If discount is tagged, the difference is related only to the discount (discount has the separate posting rows).

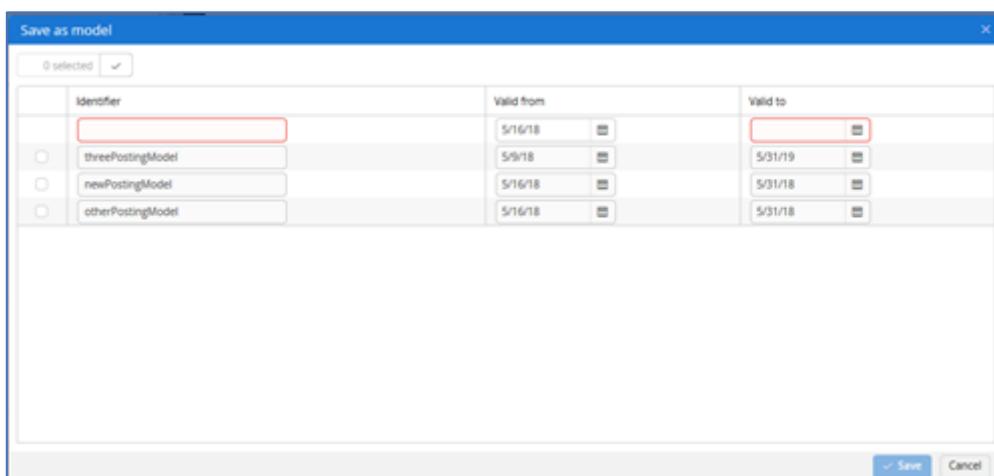
3.1.3 Create new posting model (personal)

Posting model which is created via case view is personal. Each user can create personal posting models. The user can see personal models and system models in posting, but not those personal models created by other users. In the personal posting model, you cannot set difference codes or surcharges.

To save your own personal posting model, click **Save as Model** on top of the posting rows:

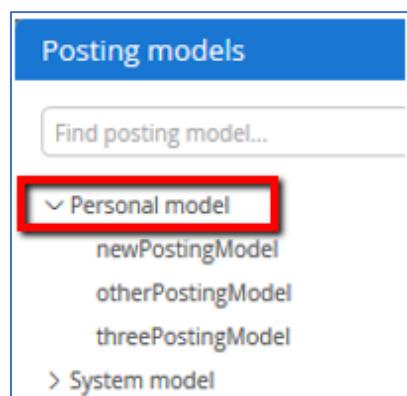


Save as model window opens. You can see all your personal models in the same window. Enter the identifier and validity time for your new posting model:



Note: When a posting model is used, the document date must match with the posting model's validity time.

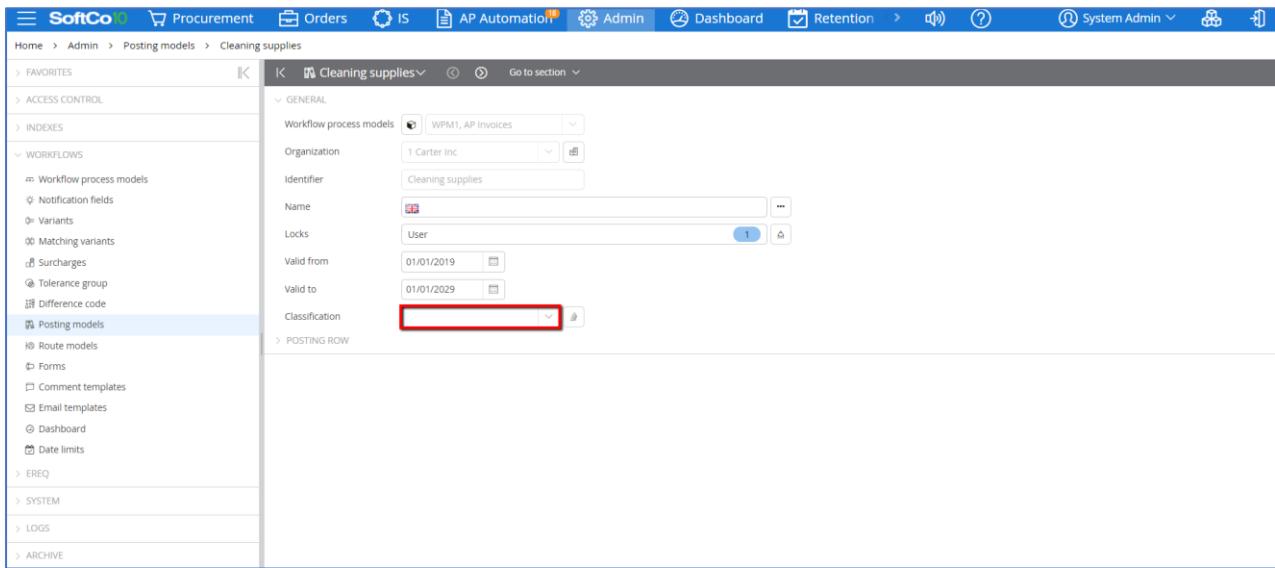
When you have saved the posting model, it is saved automatically to the posting models in the Admin module. In the posting rows options, click **Apply Posting Model**. Select the personal model:



3.1.4 Classification in posting model

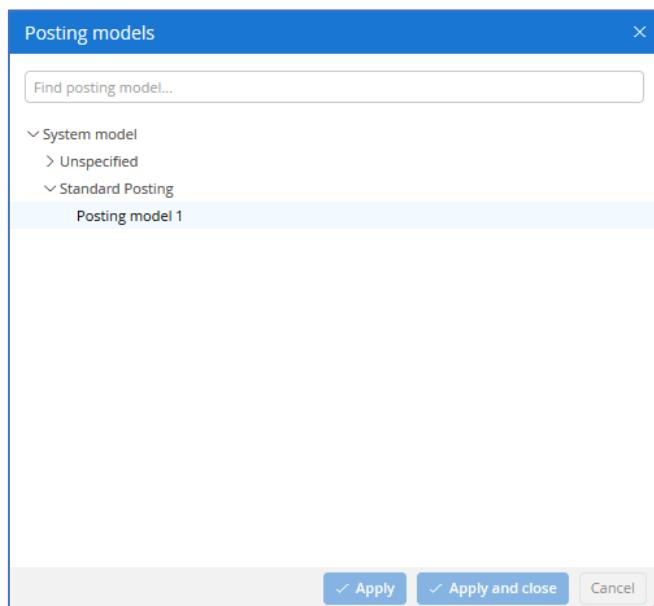
Classification selection becomes visible in posting model setting if selected wpm has posting row structure schema, and classification is been connected in WPM posting section.

Select classification for posting model:



Usage

In the invoice, when you select posting model in the posting rows, the classification (in this example is "standard posting") is shown under the system model. Unspecified section is for those posting models which are not connected with the classification:



3.1.5 Posting model trigger

Posting model can be configured with the model trigger. Triggering defines the condition when the posting model is automatically in use. Note that 'apply row model' must be enabled behind the step.

In the example below the model is triggered when the Description field in the header has the value Model:

The screenshot shows two configuration panels. The top panel is titled 'GENERAL' and contains the following fields:

Workflow process models	WDS, Invoice
Organization	002 SoftCo Finland
Identifier	Trigger01
Name	Equipment (Trigger)
Locks	User
Valid from	01.07.2012
Valid to	31.07.2020

The bottom panel is titled 'MODEL TRIGGER' and shows a rule configuration. It includes a table for rules and a detailed configuration pane on the right.

Rows	Operator	Value
Header.Description	EQUAL	Model

Configuration pane details:

- Field: description, Descript
- Operator: EQUAL
- Value: Model

The gross amount (master amount) must be given in the case header before triggered posting model takes place.

3.1.6 Print posting model

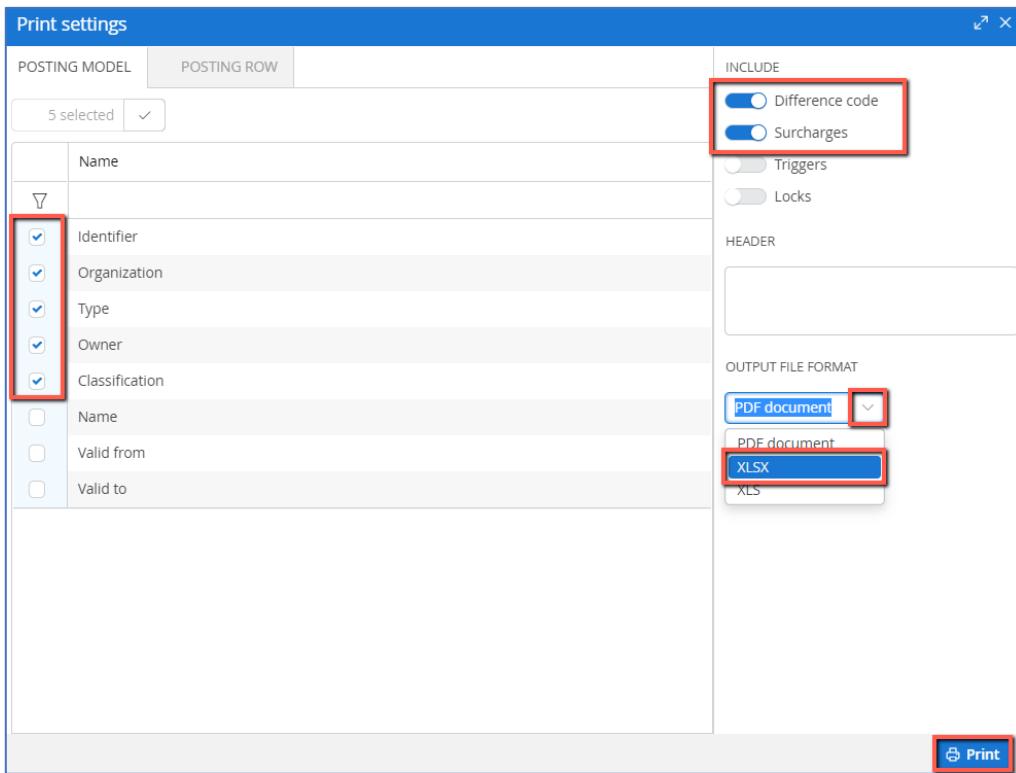
You can print a posting model from the system. In Admin > Workflows > Posting models select the posting model(s) you want to print:

Organization	Identifier	Name	Type	Owner	Workflow process models	Classification
2	2 Carter IRL Ltd	MicrosoftInvoices	MicrosoftInvoices	Personal model	System Admin	AP Invoices
2	2 Carter IRL Ltd	SystemMicrosoft	SystemMicrosoft	System model	System Admin	AP Invoices

From the Selected rows drop down menu click Print:

Organization	Identifier	Name	Type	Owner	Workflow process models	Classification
2	2 Carter IRL Ltd	MicrosoftInvoices	MicrosoftInvoices	Personal model	System Admin	AP Invoices
2	2 Carter IRL Ltd	SystemMicrosoft	SystemMicrosoft	System model	System Admin	AP Invoices

Select the information you want and the output file format (either PDF or Excel) and click Print:



The file will then be generated. You can open the file or save it to your computer, as required.

3.1.7 Edit posting models in bulk

It is possible to edit posting models in bulk, if required. Select the posting models that need to be edited, then from the selected rows menus click **Edit rows**:

The screenshot shows the SoftCo Admin interface with the 'Posting models' page selected. On the left, there's a sidebar with various navigation items. In the main area, a table lists four selected posting models. A context menu is open over the selected rows, with 'Edit rows' highlighted.

	Organization	Identifier	Name
<input checked="" type="checkbox"/>	4 Carter Oy	sample_posting_model_1002	Sample Posting Model 1002
<input checked="" type="checkbox"/>	4 Carter Oy	sample_posting_model_1001	Sample Posting Model 1001
<input checked="" type="checkbox"/>	4 Carter Oy	sample_posting_model_1003	Sample Posting Model 1003
<input checked="" type="checkbox"/>	4 Carter Oy	sample_posting_model_1004	Sample Posting Model 1004

Make the necessary changes and click **Ok**:

The 'Edit rows' dialog box is shown. Under 'GENERAL', there are checkboxes for Locks, Owner, Valid from, Valid to, and Classification. Under 'POSTING ROW', there's a toggle for 'TAX rows' and a section for 'INCLUDE'. The 'GL Account' dropdown shows '11310, IT Equipment'. The 'Description' dropdown shows 'IT Equipment 2021'. The 'Cost Center' dropdown shows '1003, Operations'. At the bottom right, the 'Ok' button is highlighted.

All of the models you have selected will be updated. You will see the change in the **Posting Row** section:

sample_posting_nmodel_1004

GENERAL

Workflow process models	WPM1, AP Invoices
Organization	4 Carter Oy
Identifier	sample_posting_nmodel_1004
Name	Sample Posting Model 1004
Locks	User
Owner	
Valid from	08.01.2021
Valid to	30.01.2021
Classification	

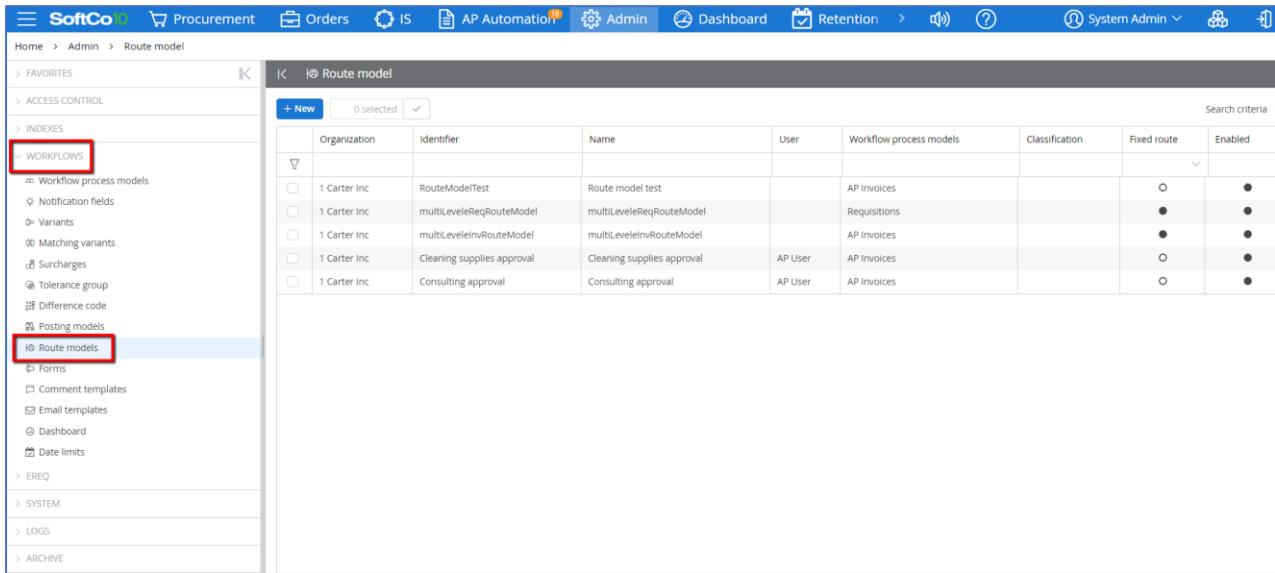
MODEL TRIGGER

POSTING ROW

POSTING ROW				
	RowID	GL Account	Description	Cost Center
<input type="checkbox"/>	1	11310, IT Equipment	IT Equipment 2021	1003, Operations
	2	31415, Tax	IT Equipment 2021	1003, Operations

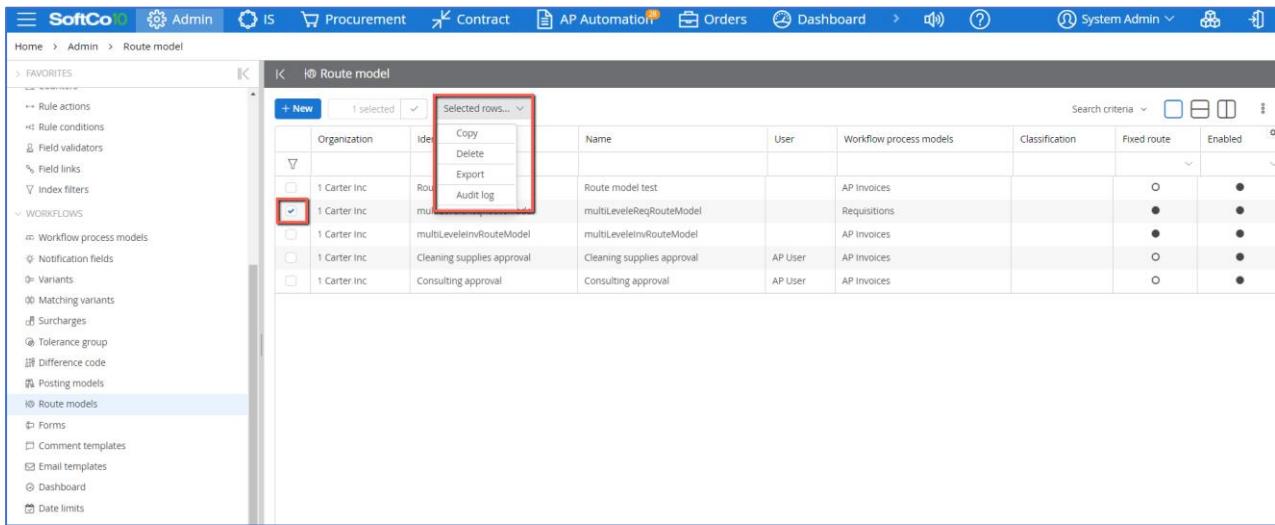
3.2 Route models

Route models are models which are used to define ready-made routing that can be used in invoice routing. You can access the Route models section in Admin -> Workflows -> Route models:



The screenshot shows the SoftCo Admin interface with the following navigation path: Home > Admin > Route model. On the left sidebar, under the 'WORKFLOWS' section, the 'Route models' option is highlighted with a red box. The main content area displays a table titled 'Route model' with columns: Organization, Identifier, Name, User, Workflow process models, Classification, Fixed route, and Enabled. The table lists several route models, such as 'Route model test', 'multiLeveleReqRouteModel', and 'Consulting approval'. Each row includes a checkbox for selection.

You can create a copy of an existing route model. Select the model you want to be copied as a basis for new route model:



The screenshot shows the SoftCo Admin interface with the same navigation path: Home > Admin > Route model. The 'Route models' section in the sidebar is highlighted with a red box. In the main content area, a context menu is open over a selected row, with the 'Copy' option highlighted with a red box. The table structure is identical to the one in the previous screenshot, showing route models and their details.

In addition to normal filtering inside the columns, route models contain separate search criteria functionality for the fields which are not listed in the result set columns. Click **Search criteria**:

Organization	Identifier	Name	User	Workflow process models	Classification	Fixed route	Enabled
1 Carter Inc	RouteModelTest	Route model test		AP Invoices		<input type="radio"/>	<input checked="" type="radio"/>
1 Carter Inc	multiLevelReqRouteModel	multiLevelReqRouteModel		Requisitions		<input checked="" type="radio"/>	<input checked="" type="radio"/>
1 Carter Inc	multiLevelInRouteModel	multiLevelInRouteModel		AP Invoices		<input checked="" type="radio"/>	<input checked="" type="radio"/>
1 Carter Inc	Cleaning supplies approval	Cleaning supplies approval	AP User	AP Invoices		<input type="radio"/>	<input checked="" type="radio"/>
1 Carter Inc	Consulting approval	Consulting approval	AP User	AP Invoices		<input type="radio"/>	<input checked="" type="radio"/>

Search criteria selection will show. You can search the route models based on the recipient user or routing group:

Organization	Identifier	Name	User	Workflow process models	Classification	Fixed route	Enabled
1 Carter Inc	RouteModelTest	Route model test		AP Invoices		<input type="radio"/>	<input checked="" type="radio"/>
1 Carter Inc	multiLevelReqRouteModel	multiLevelReqRouteModel		Requisitions		<input checked="" type="radio"/>	<input checked="" type="radio"/>
1 Carter Inc	multiLevelInRouteModel	multiLevelInRouteModel		AP Invoices		<input checked="" type="radio"/>	<input checked="" type="radio"/>
1 Carter Inc	Cleaning supplies approval	Cleaning supplies approval	AP User	AP Invoices		<input type="radio"/>	<input checked="" type="radio"/>
1 Carter Inc	Consulting approval	Consulting approval	AP User	AP Invoices		<input type="radio"/>	<input checked="" type="radio"/>



With **+ button** you can add more fields into the search criteria. Reset **button** resets the search criteria with original default fields.



button cleans the values and



Keep open **button** leaves the search criteria open after the search is been performed. **X** on the right side of the field row removes the field.

After the search you can also reopen and hide the search criteria by clicking the **Search** button.

3.2.1 Mass routing

Mass routing of the invoices can be done by selecting invoices in the result set and perform the activity from selected rows. Available activities depend on the configuration of the workflow. Also, single cases can be selected from the result set and it is processed with mass routing logic.

Recipients are selected in the routing. You can remove the user from the route by clicking the X-button at the end of the row. The task (human task) of the selected user appears automatically in task selection. If the selected user is having more than one human task (e.g. verify and approve) you can change the task from the drop down menu. Press **Ok** to route:

3.2.2 Create a new route model

Click **New** to add the new route model:

Organization	Identifier	Name	User	Workflow process models	Classification	Fixed route	Enabled
1 Carter Inc	RouteModelTest	Route model test		AP Invoices		<input type="radio"/>	<input checked="" type="radio"/>
1 Carter Inc	multiLeveleReqRouteModel	multiLeveleReqRouteModel		Requisitions		<input checked="" type="radio"/>	<input checked="" type="radio"/>
1 Carter Inc	multiLeveleinRouteModel	multiLeveleinRouteModel		AP Invoices		<input checked="" type="radio"/>	<input checked="" type="radio"/>
1 Carter Inc	Cleaning supplies approval	Cleaning supplies approval	AP User	AP Invoices		<input type="radio"/>	<input checked="" type="radio"/>
1 Carter Inc	Consulting approval	Consulting approval	AP User	AP Invoices		<input type="radio"/>	<input checked="" type="radio"/>

The new route model screen appears:

Enabled/Disabled

You can enable and disable the route model. If route model is disabled it cannot be used in routing.

Workflow process model

Select the WPM where this route model can be used. Drill down icon is shown only if you have query rights to the WPM in question.

Organization

Select the organization where this route model can be used.

Identifier

Route model identifier. This is mandatory and should always start with a lowercase letter.

Name

Route model name. Translation can be added with the button next to the field.

Valid forever

Route model is valid without restrictions.

Valid from/Valid to

Select validity time if this route model is going to be valid certain amount of time.

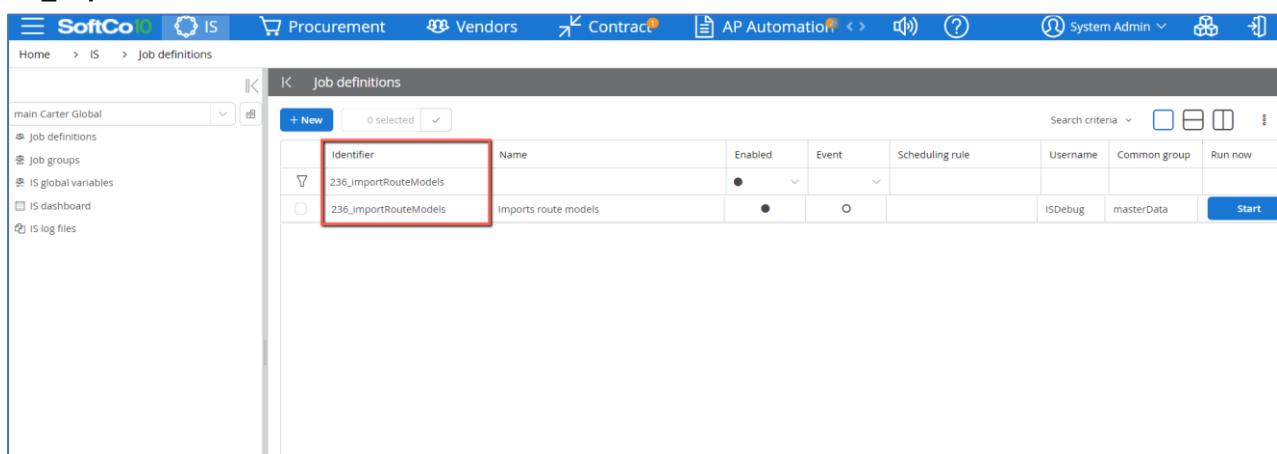
Fixed route

When route model has "fixed route" enabled, the route cannot be changed by users when this route model is used.

Background only

When route model has "background only" enabled, then this route model is not visible in route model selection of routing window. Route model, which is background only, is to be used in IS.

Route models can also be created by importing a structured XML or TXT file. The import is done via IS job **236_importRouteModels**:



The screenshot shows the SoftCo IS application interface. The top navigation bar includes links for Procurement, Vendors, Contracts, AP Automation, System Admin, and other system-related options. The main content area is titled "Job definitions". On the left, there is a sidebar with navigation links: Home, main Carter Global, Job definitions (which is selected), Job groups, IS global variables, IS dashboard, and IS log files. The main table displays two rows of job definitions:

Identifier	Name	Enabled	Event	Scheduling rule	Username	Common group	Run now
236_importRouteModels	Imports route models	●	○		ISDebug	masterData	Start

3.2.3 Route model recipients

Press Add button to add recipients for routing (route model):

The screenshot shows the 'New route model' screen in the SoftCo10 Admin interface. On the left, there is a sidebar with various navigation options like Favorites, Access Control, Indexes, Workflows, Route models, etc. The 'Route models' option is currently selected. In the main area, there's a 'RECIPIENTS' section with a table and a '+ Add' button. The '+ Add' button is highlighted with a red box.

Select recipients with human task. A recipient who has rights for the same organization and has the rights to perform workflows human tasks can be selected:

The screenshot shows the 'New route model' screen with the 'User' field in the 'RECIPIENTS' section highlighted with a red box. A modal window titled 'Human task' is open, listing several options: Received, Confirm, Query, Verify, Received, Confirm, Query, Verify. The entire 'Human task' modal window is highlighted with a red box.

If a user has approval rights, both verify (which is lower level task) and approve are available to be selected.

If there are routing groups defined in the system, recipients can be added by selecting the group:

The screenshot shows the 'New route model' configuration screen. On the left, a sidebar lists various system modules like Workflows, Forms, and Logs. The main area is titled 'New route model' and has a 'RECIPIENTS' section. A 'User' dropdown is set to 'Approve1 User'. Below it is a 'Group' dropdown, which is expanded to show two entries: 'Identifier' and 'Name'. The 'Identifier' entry is 'approve1GP' and the 'Name' entry is 'Approve1 Group'. Both the 'Group' dropdown and its list are highlighted with a red box.

3.2.4 Route model trigger

It is possible to define a trigger (condition) for the route model, when the condition takes place, the route model is automatically triggered for the case routing. Route model trigger contains mostly the same functions as the rule condition.

In **Model Trigger** define the trigger if route model will be triggered under certain condition:

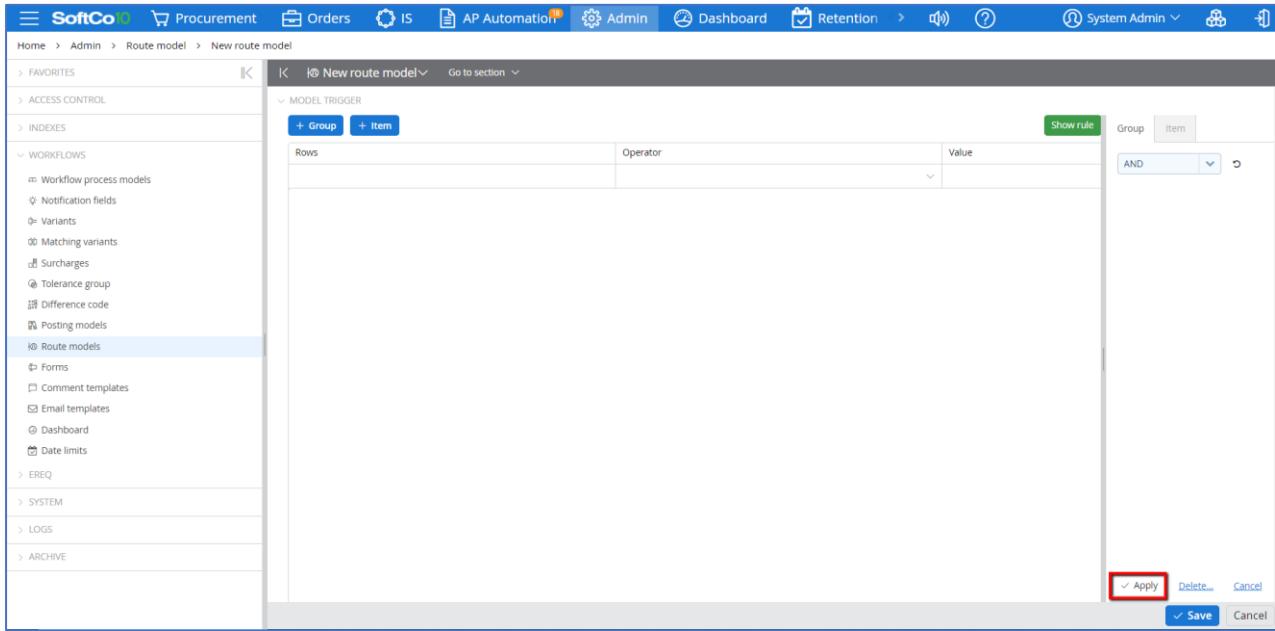
The screenshot shows the SoftCo10 application interface. The top navigation bar includes links for Procurement, Orders, IS, AP Automation, Admin, Dashboard, Retention, System Admin, and other system icons. The main menu on the left is expanded to show 'Route models' under 'WORKFLOWS'. The current page is 'New route model'. At the top right, there is a 'MODEL TRIGGER' section with a red box highlighting the 'Group' button. Below this, there is a table with columns for 'Rows', 'Operator', and 'Value', and a 'Show rule' button.

Press **Group** button to define AND or OR operation:

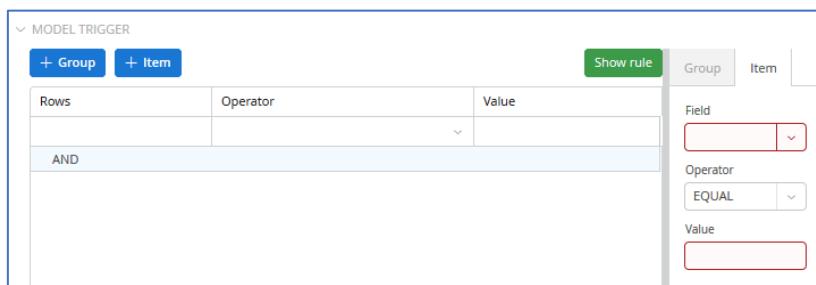
This screenshot is identical to the one above, showing the 'New route model' screen. The red box is now highlighting the '+ Group' button within the 'MODEL TRIGGER' section, indicating where to click to define the logical grouping for the trigger conditions.

Any conditions included in an AND group must be met before the condition is triggered. In an OR group, only one of the conditions in the group must be met before the condition is triggered.

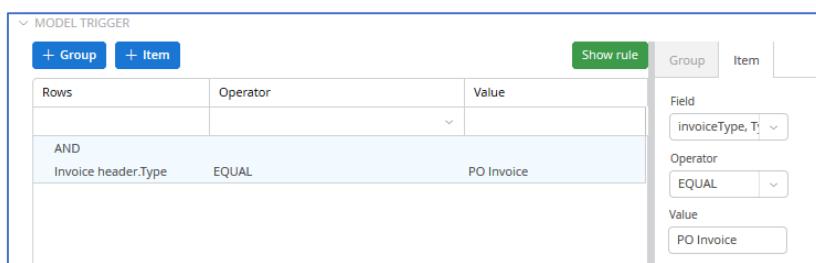
Then press **Apply** button to set the operator in the left side window:



Press **Item** tab to set the field for trigger:



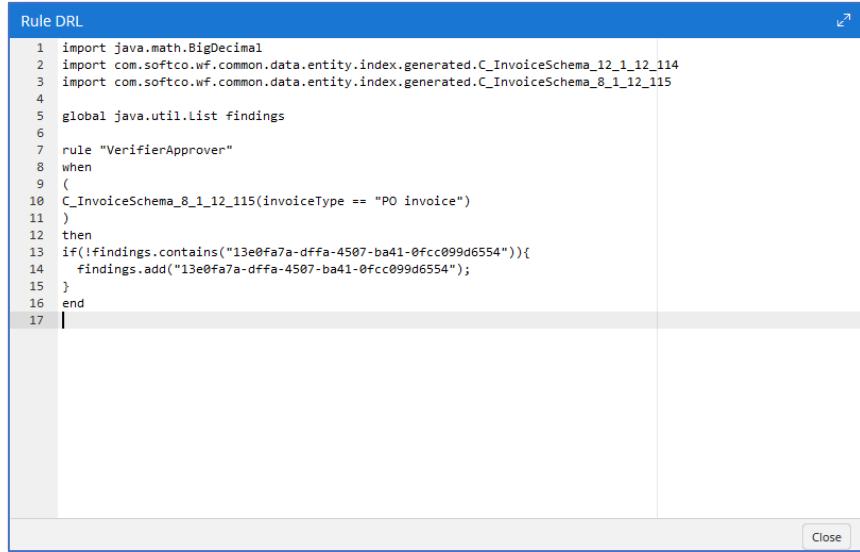
Select the field with operator and set the value, then press **Apply**, e.g.:



Save the route model with trigger. After saving, check that show rule button is **green**.

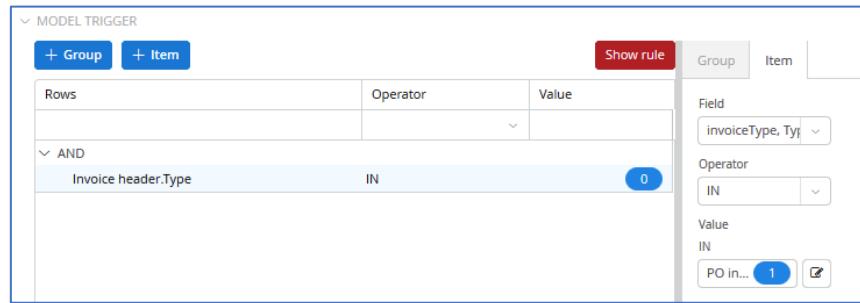
Red in Show rule button indicates there's an error in the rule.

Show rule button opens the window where the rule is shown in DRL format (Drools Rule Language):



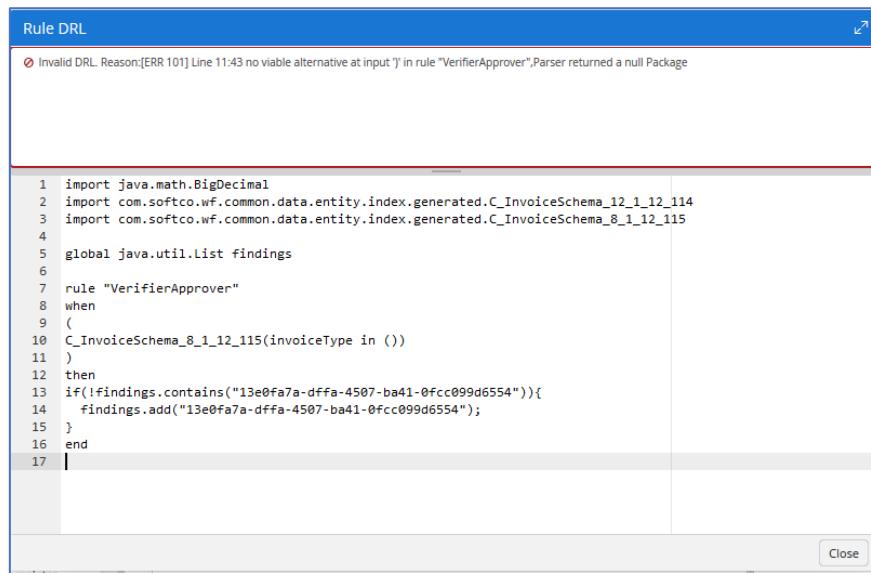
```
Rule DRL
1 import java.math.BigDecimal
2 import com.softco.wf.common.data.entity.index.generated.C_InvoiceSchema_12_1_12_114
3 import com.softco.wf.common.data.entity.index.generated.C_InvoiceSchema_8_1_12_115
4
5 global java.util.List findings
6
7 rule "VerifierApprover"
8 when
9 (
10 C_InvoiceSchema_8_1_12_115(invoiceType == "PO invoice")
11 )
12 then
13 if(!findings.contains("13e0fa7a-dffa-4507-ba41-0fcc099d6554")){
14   findings.add("13e0fa7a-dffa-4507-ba41-0fcc099d6554");
15 }
16 end
17 |
```

Example of invalid rule:



The screenshot shows the 'Model Trigger' configuration interface. It includes sections for 'Rows', 'AND', and 'OR'. The 'Rows' section has a 'Field' dropdown set to 'invoiceType, Type'. The 'AND' section contains a single condition: 'Invoice header.Type IN [PO in...]'.

Show rule opens the invalid rule:



The screenshot shows the 'Rule DRL' window. At the top, there is an error message: 'Invalid DRL. Reason:[ERR 101] Line 11:43 no viable alternative at input ')' in rule "VerifierApprover",Parser returned a null Package'. Below the message, the rule code is displayed:

```
Rule DRL
1 import java.math.BigDecimal
2 import com.softco.wf.common.data.entity.index.generated.C_InvoiceSchema_12_1_12_114
3 import com.softco.wf.common.data.entity.index.generated.C_InvoiceSchema_8_1_12_115
4
5 global java.util.List findings
6
7 rule "VerifierApprover"
8 when
9 (
10 C_InvoiceSchema_8_1_12_115(invoiceType in ())
11 )
12 then
13 if(!findings.contains("13e0fa7a-dffa-4507-ba41-0fcc099d6554")){
14   findings.add("13e0fa7a-dffa-4507-ba41-0fcc099d6554");
15 }
16 end
17 |
```

3.2.5 Print route models

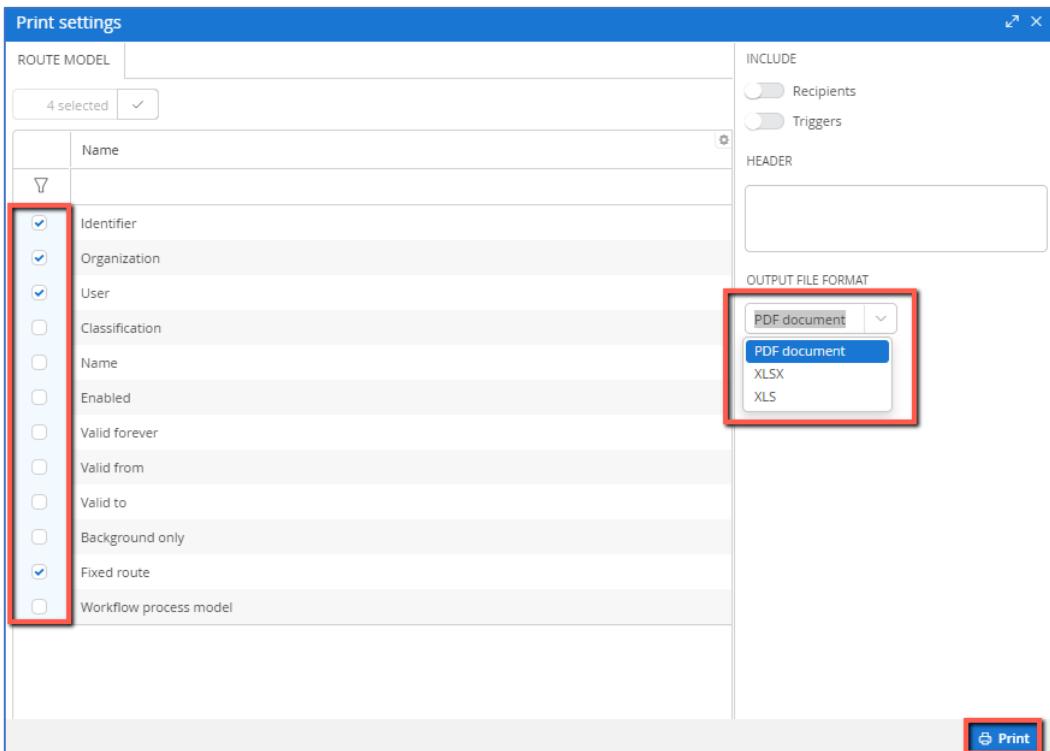
You can print route models from the system. In **Admin > Workflows > Route models** select the route model you want to print:

Organization	Identifier	Name	User	Workflow process models	Classification	Fixed route	Enabled
main Carter Global	1234_100001	Test route model name 1		AP Invoices		○	
main Carter Global	1234_100002	Test route model name 2		AP Invoices		○	
main Carter Global	1234_100003	Test route model name 3		Requisitions		○	
main Carter Global	1234_100004	Test route model name 4		Requisitions		○	
4 Carter Oy	teemut	teemut	admin	Contract Workflow		○	
4 Carter Oy	frompersonaltosystemTEST	frompersonaltosystemTEST		Contract Workflow		○	
4 Carter Oy	11012021	11012021	Teemu Approver	AP Invoices		○	
1 Carter Inc	Cleaning supplies approval	Cleaning supplies approval		AP Invoices		●	

From the Selected rows drop down menu click **Print**:

Organization	Identifier	Name	User	Workflow process models	Classification	Fixed route	Enabled
main Carter Global	1234_100001	Test route model name 1		AP Invoices		○	
main Carter Global	1234_100002	Test route model name 2		AP Invoices		○	
main Carter Global	1234_100003	Test route model name 3		Requisitions		○	
main Carter Global	1234_100004	Test route model name 4		Requisitions		○	
4 Carter Oy	teemut	teemut	admin	Contract Workflow		○	
4 Carter Oy	frompersonaltosystemTEST	frompersonaltosystemTEST		Contract Workflow		○	
4 Carter Oy	11012021	11012021	Teemu Approver	AP Invoices		○	
1 Carter Inc	Cleaning supplies approval	Cleaning supplies approval		AP Invoices		●	

Select the information you want and the output file format (either PDF or Excel) and click Print:



The file will then be generated. You can open the file or save it to your computer, as required.

4 System

The section contains the environment, instance and organization specific settings, the master data and other system related configurations.

The System section includes the following configuration elements:

The screenshot shows the SoftCo Admin interface with the 'Settings' tab selected. On the left, a sidebar menu is open, showing various administrative sections. The 'SYSTEM' section is expanded, and its sub-items are listed. The 'Settings' item is highlighted with a red box. Other items in the 'SYSTEM' section include Instances, Organizations, Aliases, Master data, Applications setup, Dynamic modules, System messages, System fields validation, Classifications, Branding, Data lists, and Active sessions. Below the sidebar, the main content area displays the 'GENERAL' settings. It includes a 'Mode' dropdown set to 'Normal', a checkbox for 'Reload translations on next boot', and a checkbox for 'Remember password allowed'. There is also a rich text editor for 'Login personal assistance', input fields for 'Login help URL' and 'Login page logo click target URL', a password field for 'Encryption key' (containing 'passphrase'), and a dropdown for 'Audit invalid login'. At the bottom of the content area, there are links for 'TIMEOUTS', 'THEMING', 'PORTAL', and 'LOCALES'.

Only the **Master data** and **System messages** are configurable items for super users. Any other configuration changes are made by your SoftCo system administrator/consultant.

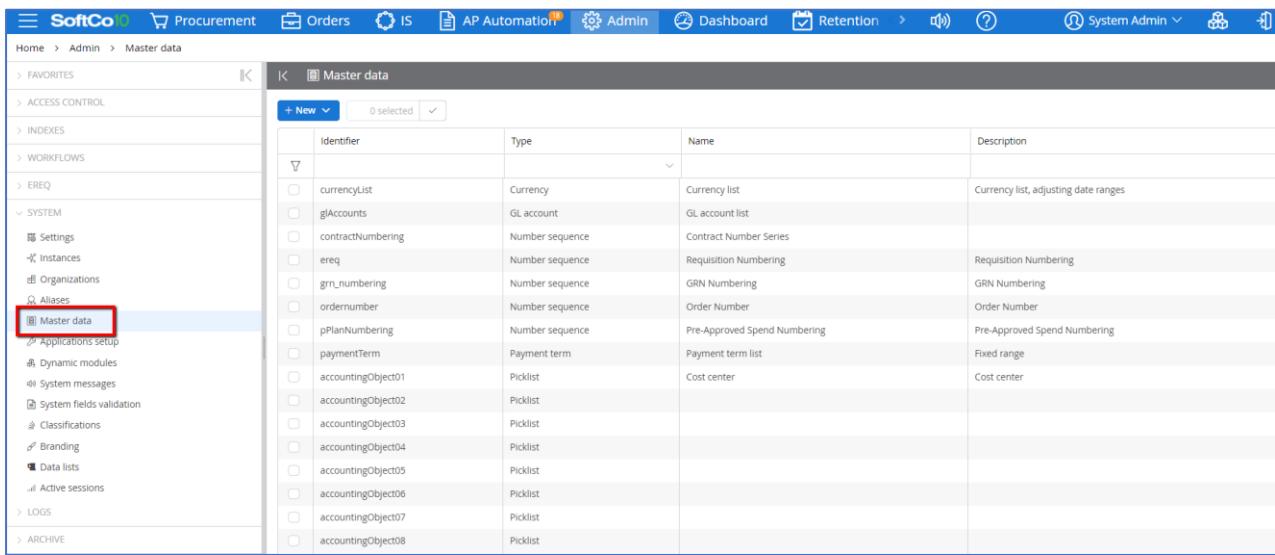
4.1 Master data

Master data is the generic term used to refer to all business related data used in the system. This includes data elements such as, general ledger accounts or vendor lists. The lists are instance specific, and all data elements are associated to a particular organization. Any data elements associated to the parent organization are visible to all its corresponding sub-organizations.

Those master data list types which are based on the system schema, allows the possibility to add manually new fields in the schema based on the customer needs.

Master data elements are imported via IS jobs from a predefined format. After the initial setup, the maintenance can be automated so that the master data lists are loaded nightly. Alternatively, if you are setup as a super user, you can maintain these lists manually.

You can access the Master data section in **Admin -> System -> Master data**:



The screenshot shows the SoftCo Admin interface with the 'Master data' section selected. The left sidebar shows various administrative categories like Favorites, Access Control, Indexes, Workflows, EREQ, SYSTEM, and ARCHIVE. Under SYSTEM, the 'Master data' item is highlighted with a red box. The main content area displays a table of master data items with columns for Identifier, Type, Name, and Description. The table includes entries such as currencyList (Currency), glAccounts (GL account), contractNumbering (Number sequence), eReq (Number sequence), grn_numbering (Number sequence), ordernumber (Number sequence), pPlanNumbering (Number sequence), paymentTerm (Payment term), accountingObject01 through 08 (Picklist), and accountingObject09 through 16 (Picklist). Each entry has a small checkbox next to it.

Identifier	Type	Name	Description
currencyList	Currency	Currency list	Currency list, adjusting date ranges
glAccounts	GL account	GL account list	
contractNumbering	Number sequence	Contract Number Series	
ereq	Number sequence	Requisition Numbering	Requisition Numbering
grn_numbering	Number sequence	GRN Numbering	GRN Numbering
ordernumber	Number sequence	Order Number	Order Number
pPlanNumbering	Number sequence	Pre-Approved Spend Numbering	Pre-Approved Spend Numbering
paymentTerm	Payment term	Payment term list	Fixed range
accountingObject01	Picklist	Cost center	Cost center
accountingObject02	Picklist		
accountingObject03	Picklist		
accountingObject04	Picklist		
accountingObject05	Picklist		
accountingObject06	Picklist		
accountingObject07	Picklist		
accountingObject08	Picklist		

Super users can manually add or import a master data item. Any other changes are made by your SoftCo system administrator/consultant.

4.1.1 Manually add master data

You can manually add an item to the master data. Go to **Admin -> System -> Master Data** and select the master data type you want to add an item to:

Identifier	Type	Name	Description
pPlanNumbering	Number sequence	Pre-Approved Spend Numbering	Pre-Approved Spend Numbering
paymentTerm	Payment term	Payment term list	Fixed range
accountingObject01	Picklist	Cost Centre	Cost Centre
accountingObject02	Picklist		
accountingObject03	Picklist		
accountingObject04	Picklist		
accountingObject05	Picklist		
accountingObject06	Picklist		
accountingObject07	Picklist		
accountingObject08	Picklist		
accountingObject09	Picklist		
apDocumentType	Picklist	AP Document Type	
cancelReasons	Picklist	Cancel Reasons	
ContDocumentType	Picklist	Contract document type	
contractClass	Picklist	Contract Class	
contractSource	Picklist	Contract Source	
contractType	Picklist	Contract Process Type	

Click New:

Organization	Payment term	Description	Valid from	Valid to
main Carter Global	P14	Payment Term 1	01/01/2001	12/31/2999
main Carter Global	P30	Payment Term 2	01/01/2001	12/31/2999
main Carter Global	JR_P14	Payment Term 1	01/01/2001	12/31/2999
main Carter Global	JR_P30	Payment Term 2	01/01/2001	12/31/2999
main Carter Global	JRE_P14	Payment Term 1	01/01/2001	12/31/2999
main Carter Global	JRE_P30	Payment Term 2	01/01/2001	12/31/2999
main Carter Global	NONE	None	01/01/2001	12/31/2999
main Carter Global	P30JR	Payment Term 2	01/01/2001	12/31/2999

Depending on which master data type you have selected there will be different fields to populate.

Complete fields and click **Save**.

4.1.2 Import master data

You can import a file to the master data. Save the file you want to import to the designated server location provided to you by your SoftCo system administrator/consultant.

Go to IS -> Job definitions:

Identifier	Name	Enabled	Event	Scheduling rule	Username	Common group	Run now
102_importOrderNumberSeries	102_importOrderNumberSeries	●	○		isuser	initialData	Start
201_importGLAccount	201_importGLAccount	●	○		isuser	masterData	Start
202_importSupplier	Imports Vendors for invoice module to use	●	○		isuser	masterData	Start
203_importCurrency	203_importCurrency	●	○		isuser	masterData	Start
204_importPaymentTerm	Imports payment term list	●	○		isuser	masterData	Start
205_importPicklists	Standard picklist import	●	○		isuser	masterData	Start
206_importVAT	Import Tax codes	●	○		ISDebug	masterData	Start
207_importProducts	Imports catalog	●	○		isuser	masterData	Start
208_importUsers	208_importUsers	●	○		isuser	masterData	Start
209_importAddresses	209_importAddresses	●	○		isuser	masterData	Start
210_importeReqSupplier	Imports Vendors for eReq module	●	○		isuser	masterData	Start
211_importGLFlipCatalog	Import GL Flip Catalog	●	○		isuser	masterData	Start
212_labelPicklistImport	Import picklist values to label1 to label5 -fields	●	○		isuser	masterData	Start
213_importUnitOfMeasure	Imports unit of measure list values	●	○		isuser	masterData	Start
214_importCancelReasons	Imports cancel reason list values	●	○		isuser	masterData	Start

Find the job based on the master data type that you are importing. In this example, the jobs are filtered by the supplier/vendor import job. Click **Start**:

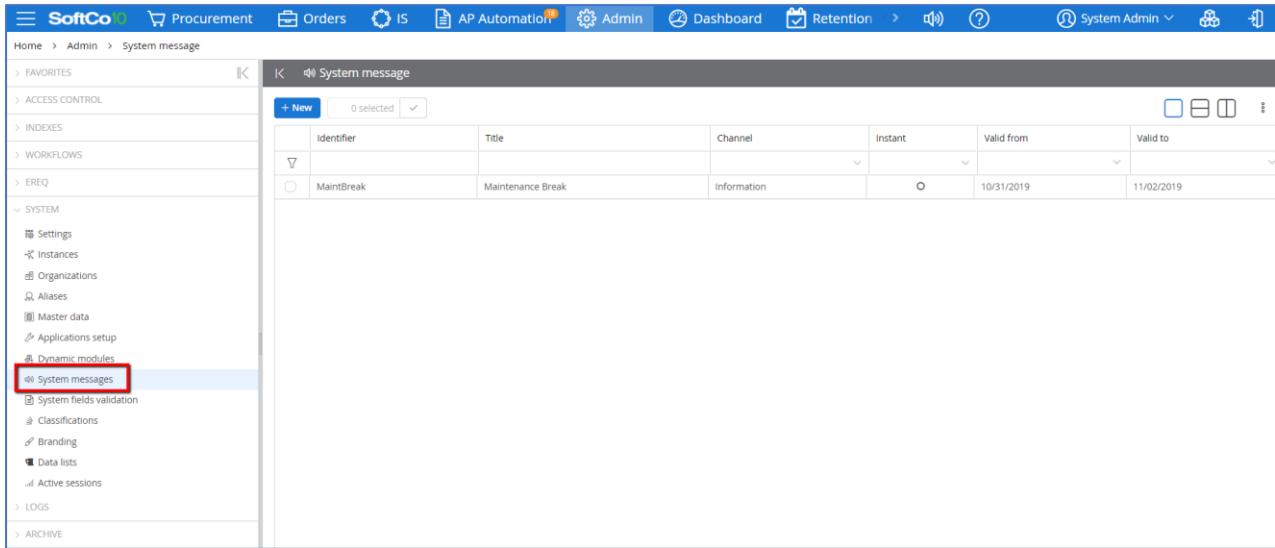
Identifier	Name	Enabled	Event	Scheduling rule	Username	Common group	Run now
%supplier%		●	○				Start
202_importSupplier	Imports Vendors for invoice module to use	●	○		isuser	masterData	Start
210_importeReqSupplier	Imports Vendors for eReq module	●	○		isuser	masterData	Start
218_SupplierLocale	Import Vendor locale list	●	○		isuser	masterData	Start
219_importSupplierCategory	Import Supplier Category	●	●		isuser	masterData	Start
222_importSupplierType	Import Supplier Type	●	○		isuser	masterData	Start
414_emailRejectedToSupplier	Email Rejected invoices To Vendor	●	●		isuser	internalJobs	Start
420_supplierManagementCaseUpdated	Syncs Vendor management case data with master data record	●	●		isuser	internalJobs	Start
421_supplierManagementCaseUserCreate	Pre-populates the user details for Vendors after the signup process	●	●		isuser	internalJobs	Start
520_exportSupplierData	Export Supplier Data	●	○		isuser	export Jobs	Start
521_exportSuppliersReadsoftOnline	Export suppliers into ReadSoft Online XML format	●	○		isuser	export jobs	Start

Once the job has completed, the master data item will be updated.

4.2 System messages

System messages provide information to users. There may be a need to send instant messages in urgent matters or informative messages for a specific period of time. Instant messages are visible to users immediately without having to open the Broadcast menu. For messages that are sent without the Instant checkbox selected, users must open the Broadcast menu to read any messages.

You can access System messages in **Admin -> System**. System messages are instance specific and listed in the result set.



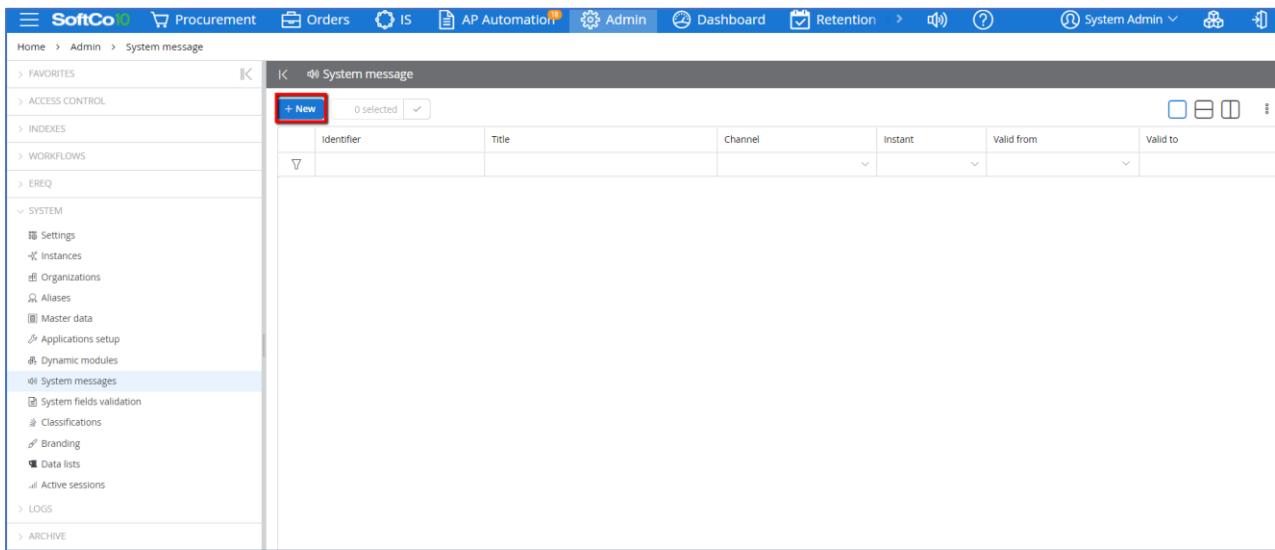
The screenshot shows the SoftCo Admin interface with the following details:

- Top Navigation:** Home > Admin > System message
- Left Sidebar:** Favorites, Access Control, Indexes, Workflows, EREQ, SYSTEM (with sub-options like Settings, Instances, Organizations, Aliases, Master data, Applications setup, Dynamic modules, and System messages), LOGS, ARCHIVE.
- Center Content:** A table titled "System message" with columns: Identifier, Title, Channel, Instant, Valid from, and Valid to. One row is shown: MaintBreak, Maintenance Break, Information, (instant), 10/31/2019, 11/02/2019.
- Bottom Right:** Three small icons (blue square, red square, green square).

A black circle icon in the Instant column indicates that the message is marked as an instant message. A white circle icon indicates that the message is not instant.

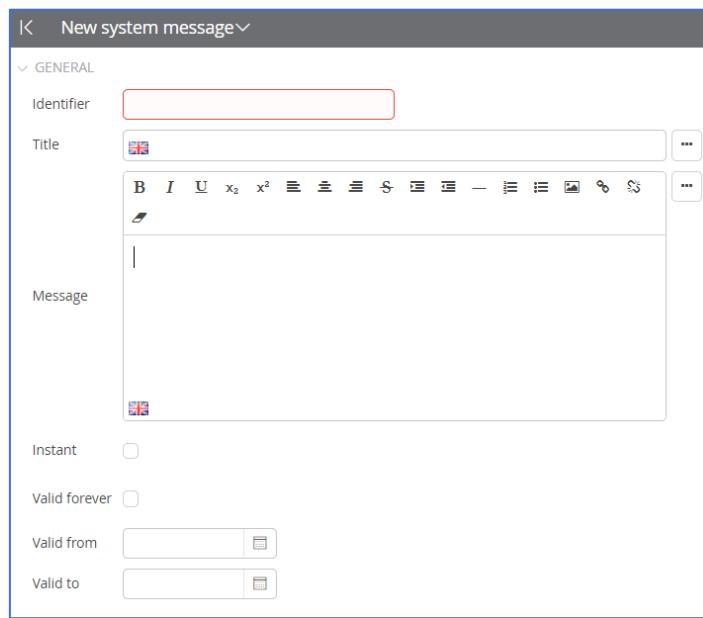
4.2.1 Create new system message

To add a new message, click **New**:



The screenshot shows the 'System message' list view in the SoftCo Admin interface. On the left, there is a sidebar with various system navigation links. In the center, a grid displays columns for Identifier, Title, Channel, Instant, Valid from, and Valid to. A red box highlights the '+ New' button in the top-left corner of the grid header.

The New system message view opens:



The screenshot shows the 'New system message' creation dialog. The 'GENERAL' tab is selected. It includes fields for Identifier, Title (with a language dropdown and ellipsis button), Message (rich text editor with toolbar), Instant, Valid forever, Valid from, and Valid to. The 'Message' field is currently empty.

Identifier

System message identifier. This is a mandatory field.

Title

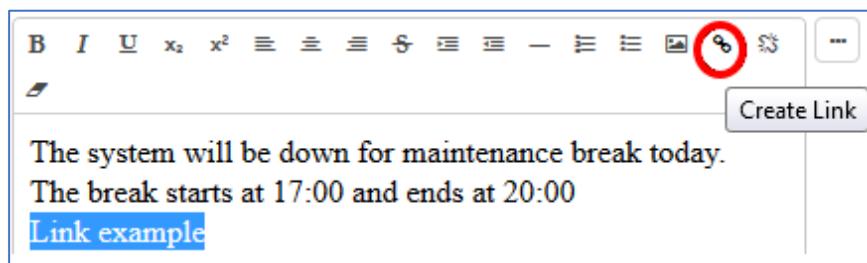
Enter the title for the message. Translation can be added using the ellipses button beside the field.

Message

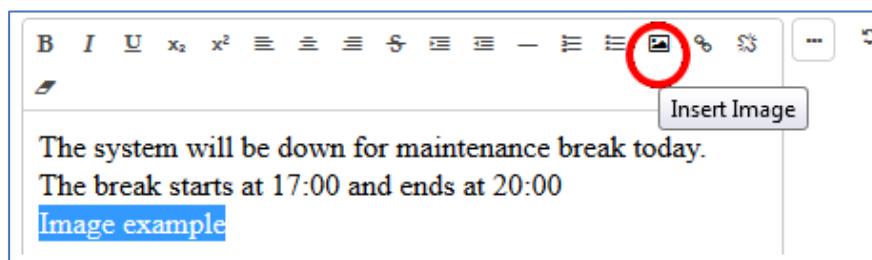
Write the message in the language supported rich text editor view. The content is rich text format, it allows you to format text (bold, cursive, underline) as well as add hyperlinks and images to the field if necessary.

All of the icons on top of the field contain a tooltip describing the icon's functionality.

- Adding a hyperlink
 - 1. Add the text in the message field.
 - 2. Select the part of the text where you want to add the hyperlink.
 - 3. Click the **Create Link** icon:



- Adding an image
 - 1. Add the text in the message field.
 - 2. Select the part of the text where you want to add the image.
 - 3. Click the **Insert Image** icon and add the URL for the image:



Instant

If the Instant checkbox is selected, the system message appears in the main view when user logs in. Otherwise, it is located in the Broadcast view only.

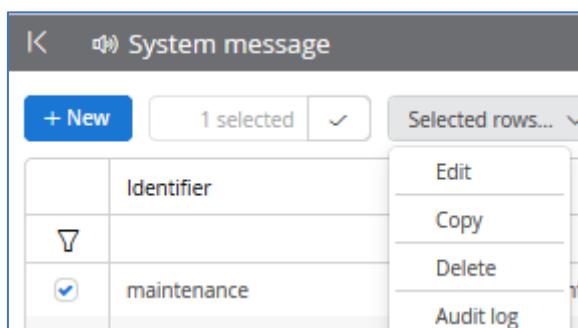
Valid forever

If this checkbox is selected, the message is shown without any validity restriction. If this checkbox is not selected, the Valid from and Valid to fields must be set.

Valid from/Valid to

If the Valid forever checkbox is not selected, these fields must be set. If this checkbox is selected, these fields are not activated.

You can Edit, Copy or Delete system messages from the Selected rows drop down menu:



5 IS Definitions

The IS module contains a list of all the IS jobs and definitions. The number and description of jobs will be dependent on your organization's requirements.

Certain IS jobs will run on a scheduled basis, which will be agreed in advanced with your SoftCo system administrator/consultant. You have the ability to search and run jobs manually, as needed.

Not all administrators will have access to the IS module. This is dependent on your access level and is determined by your organization.

Go to IS -> Job definitions:

This screenshot shows the 'Job definitions' page in the SoftCo IS module. The left sidebar includes links for 'Job groups', 'IS global variables', 'IS dashboard', and 'IS log files'. The main area displays a table of job definitions with columns for Identifier, Name, Enabled, Event, Scheduling rule, Username, Common group, and Run now. Each row has a checkbox in the first column and a 'Start' button in the last column. A red box highlights the 'Job definitions' link in the sidebar and the 'Start' button for the first job in the table.

Identifier	Name	Enabled	Event	Scheduling rule	Username	Common group	Run now
102_importOrderNumberSeries	102_ImportOrderNumberSeries	●	○		isuser	initialData	<button>Start</button>
201_importGLAccount	201_ImportGLAccount	●	○		isuser	masterData	<button>Start</button>
202_importSupplier	Imports Vendors for invoice module to use	●	○		isuser	masterData	<button>Start</button>
203_importCurrency	203_ImportCurrency	●	○		isuser	masterData	<button>Start</button>
204_importPaymentTerm	Imports payment term list	●	○		isuser	masterData	<button>Start</button>
205_importPicklists	Standard picklist import	●	○		isuser	masterData	<button>Start</button>
206_importVAT	Import Tax codes	●	○		ISDebug	masterData	<button>Start</button>
207_importProducts	Imports catalog	●	○		isuser	masterData	<button>Start</button>
208_importUsers	208_ImportUsers	●	○		isuser	masterData	<button>Start</button>
209_importAddresses	209_ImportAddresses	●	○		isuser	masterData	<button>Start</button>
210_importReqSupplier	Imports Vendors for eReq module	●	○		isuser	masterData	<button>Start</button>
211_importGLFlipCatalog	Import GL_Flip Catalog	●	○		isuser	masterData	<button>Start</button>
212_labelPicklistImport	Import picklist values to label1 to label5-fields	●	○		isuser	masterData	<button>Start</button>
213_importUnitOfMeasure	Imports unit of measure list values	●	○		isuser	masterData	<button>Start</button>
214_importCancelReasons	Imports cancel reason list values	●	○		isuser	masterData	<button>Start</button>

Filter the jobs based on the identifier or name you are looking for. In this example, the jobs are filtered by %supplier% for the supplier/vendor master data import job. Click Start:

This screenshot shows the 'Job definitions' page in the SoftCo IS module, similar to the previous one but with a search filter applied. The search bar at the top right contains the text '%supplier%'. The table shows a subset of jobs related to suppliers, with a red box highlighting the 'Start' button for the first job in the list.

Identifier	Name	Enabled	Event	Scheduling rule	Username	Common group	Run now
202_importSupplier	Imports Vendors for invoice module to use	●	○		isuser	masterData	<button>Start</button>
210_importReqSupplier	Imports Vendors for eReq module	●	○		isuser	masterData	<button>Start</button>
218_SupplierLocale	Import Vendor locale list	●	○		isuser	masterData	<button>Start</button>
219_importSupplierCategory	Import Supplier Category	●	●		isuser	masterData	<button>Start</button>
222_importSupplierType	Import Supplier Type	●	○		isuser	masterData	<button>Start</button>
414_emailRejectedInvoicesToSupplier	Email Rejected Invoices To Vendor	●	●		isuser	internalJobs	<button>Start</button>
420_supplierManagementCaseUpdated	Syncs Vendor management case data with master data record	●	●		isuser	internalJobs	<button>Start</button>
421_supplierManagementCaseUserCreate	Pre-populates the user details for Vendors after the signup process	●	●		isuser	internalJobs	<button>Start</button>
520_exportSupplierData	Export Supplier Data	●	○		isuser	export Jobs	<button>Start</button>
521_exportSuppliersReadsoftOnline	Export suppliers into ReadSoft Online XML format	●	○		isuser	export Jobs	<button>Start</button>

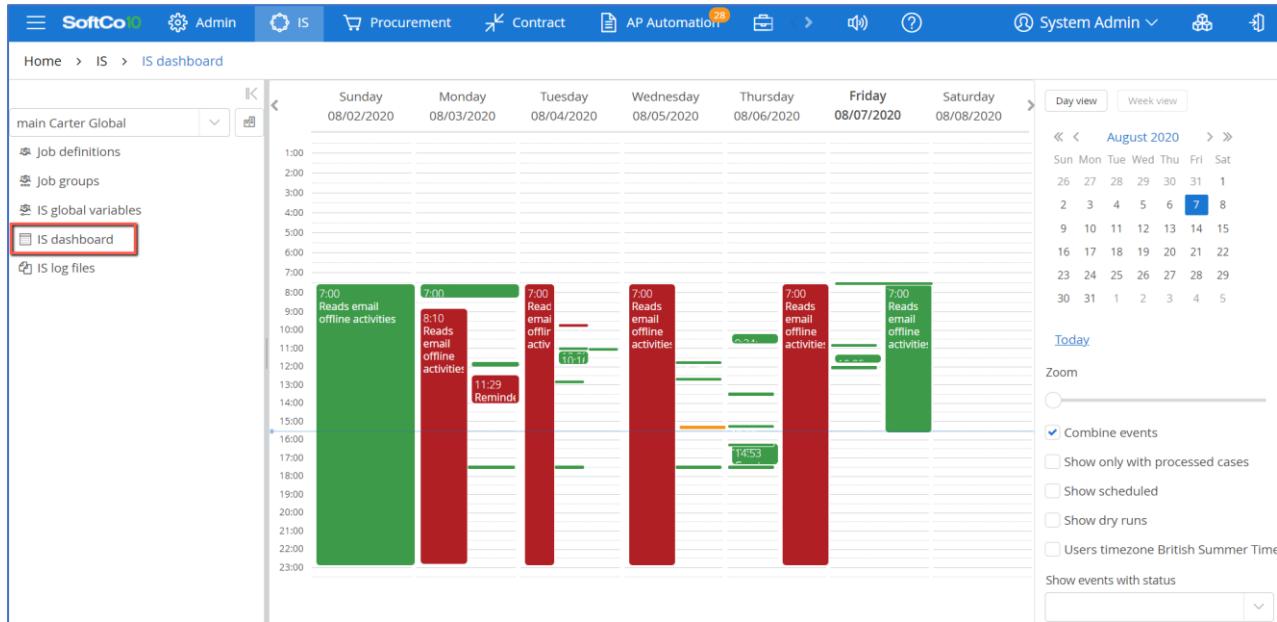
After clicking Start, the job will then run.

6 IS Dashboard

Executed job results and scheduled jobs can be checked from the IS Dashboard. The job may be manually started, scheduled to be run automatically, or executed by some activity or external event.

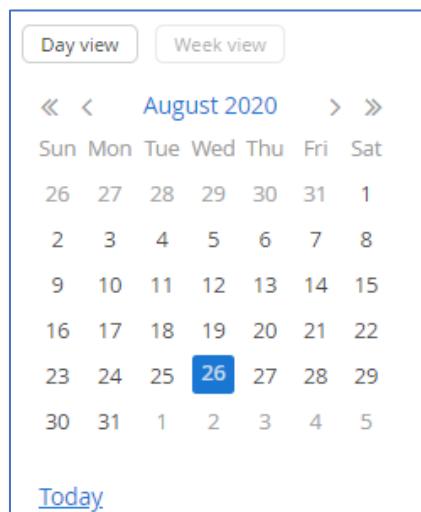
IS Dashboard opens in calendar week view and user can change the view also at the day view.

The jobs are indicated with different colors based on their state: executed (green), failed (red), and scheduled in future (blue), skipped or executed with acceptable errors (yellow). If the job run has not ended (the run is ongoing) it is green until the job run ends, after which the color is updated based on the result.



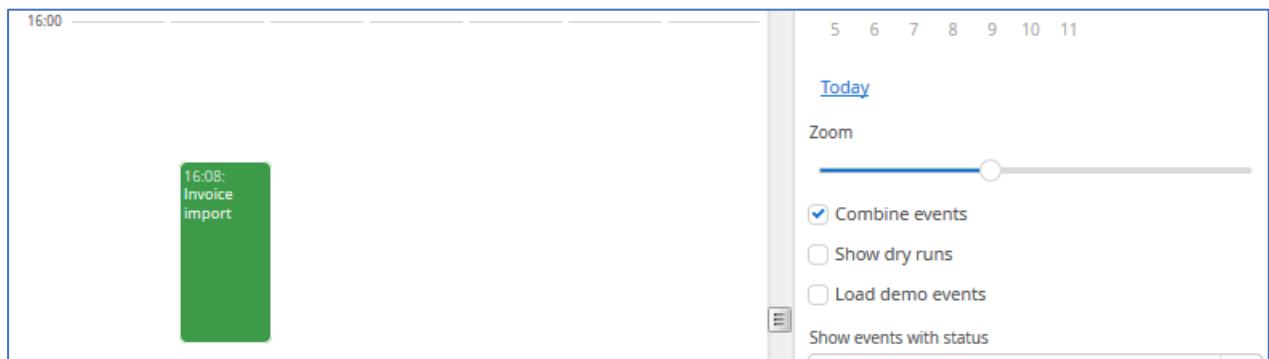
Day view/Week view

You can change the view to the day view. You can also click the **Today** link which opens the current day in the calendar:



Zoom

You can zoom the calendar view by dragging the zoom button towards right, events appear larger.



Users timezone GMT+02:00

IS dashboard shows timestamps at servers timezone. User can switch view to show timestamps at users timezone. This selection does not change job log viewers timestamps.

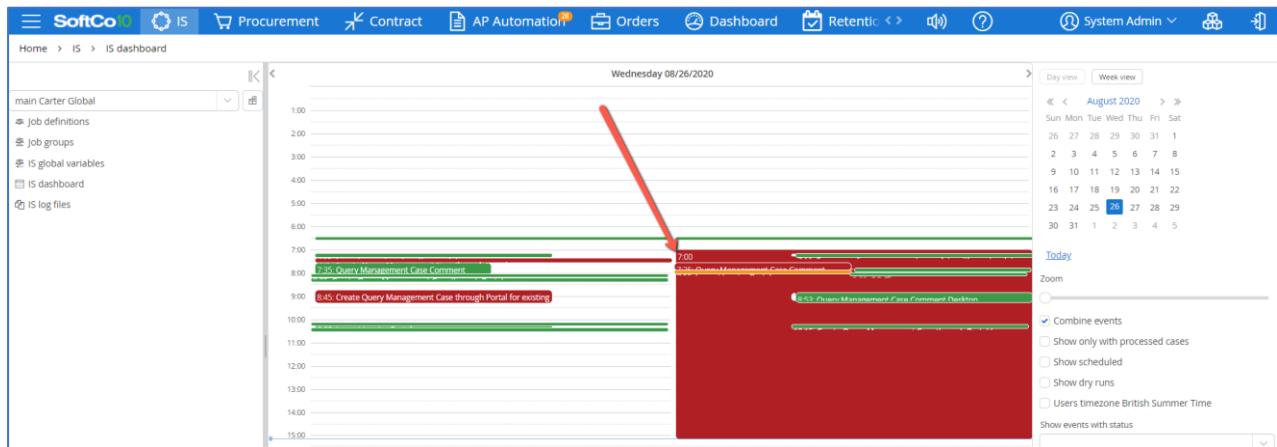
Show events with status

Shown events can be filtered using filter selection options in the dropdown selector. Possible options are:

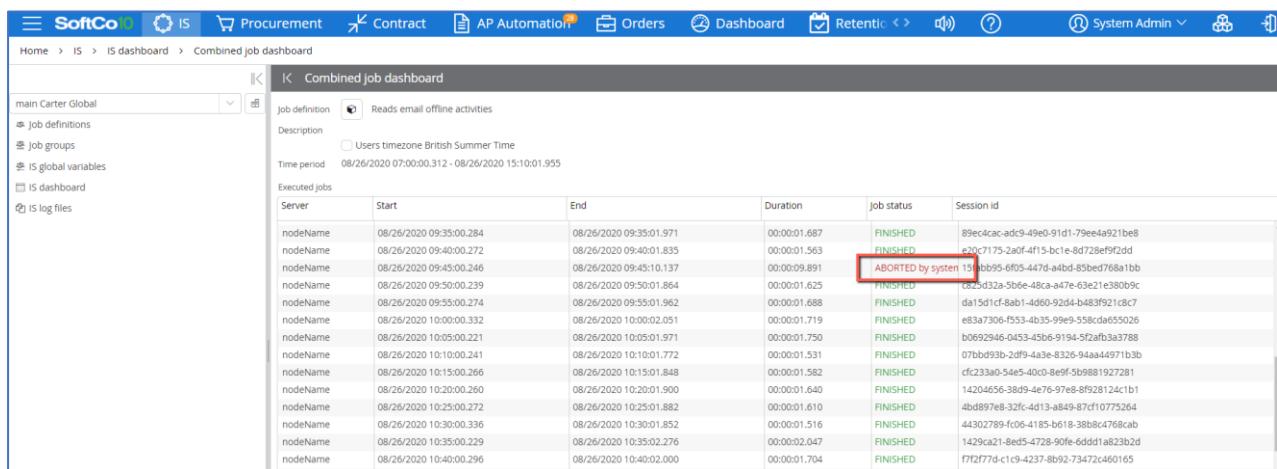
- Successfully finished (green) -> successfully executed jobs.
- Finished with acceptable errors (yellow) -> job run is been executed but it contained acceptable errors.
- Failed (red) -> job run is been failed and interrupted because of the failure.
- Running (green) -> job is been started and job run is ongoing.
- Aborted (red) -> recipe creation is been failed (recipe is created at the beginning of job run) and job run couldn't start
- Canceled (red) -> jobs which have been canceled by user.
- Skipped (yellow) -> some parts of the job step items in import have been skipped (e.g. didn't pass the validation) or whole step is been skipped if there is been other step running at the same time inside the same job (=multiple runs are not allowed).

In addition the job runs which have been scheduled for future are shown with blue in the calendar view.

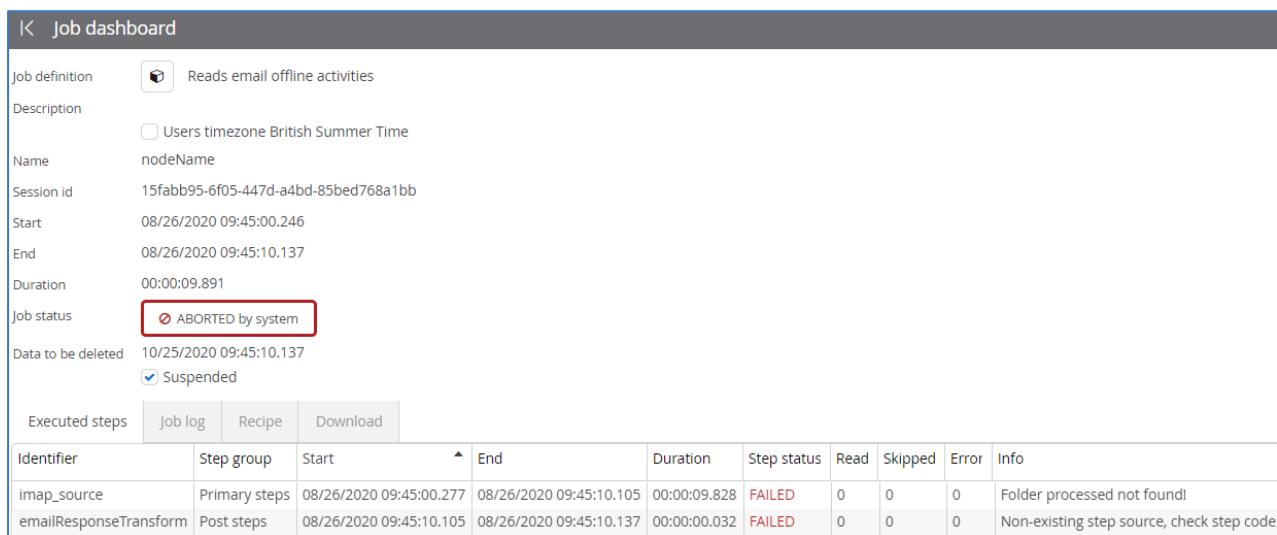
If the same job is run several times and a minimum of 1 job fails, then the whole block will show in red. You will need to click on the red block. This will give you details of which job run has actually failed:



After clicking on the red block, you will see the list of jobs. Jobs which have failed will show in red:



The job log starts from the bottom up, so the last entry is at the top. Click on the failed job and you will see further details:



The four tab options: executed steps, job log, recipe and download are explain their individual sections below.

6.1 Job dashboard

Job dashboard view can be **combined** (several job runs have been merged together and can be opened from calendar view) or **not combined** (one job run is shown separately and can be opened from the calendar view). From the dashboard you can check the executed steps, the job log and the recipe which is been created for the job and download them (log file and recipe file) in your file system.

Click the executed job to open **Job dashboard**. If job is opened from the calendar as single event (not combined), the Job dashboard opens. Job dashboard shows all the executed steps that one job contains:

The screenshot shows the 'Job dashboard' interface. At the top, there's a header bar with tabs for 'Job definition', 'Job log', 'Recipe', and 'Download'. The 'Job definition' tab is active. Below the header, there are several sections with job details:

- Job definition:** Shows an icon of a person reading an email, labeled 'Reads email offline activities'.
- Description:** Includes a checkbox for 'Users timezone British Summer Time' and 'nodeName'.
- Name:** 'nodeName'
- Session id:** '63e3734f-ae0c-4b9c-8d3c-cf7af24a4529'
- Start:** '08/26/2020 08:50:00.270'
- End:** '08/26/2020 08:50:01.832'
- Duration:** '00:00:01.562'
- Job status:** A green button with a checkmark and the word 'FINISHED'.
- Data to be deleted:** '09/26/2020 08:50:00.270'
- Suspended:** An unchecked checkbox.

Below these details is a table titled 'Executed steps' with the following columns: Identifier, Step group, Start, End, Duration, Step status, Read, Skipped, Error, and Info. The table contains four rows of data:

Identifier	Step group	Start	End	Duration	Step status	Read	Skipped	Error	Info
imap_source	Primary steps	08/26/2020 08:50:00.301	08/26/2020 08:50:01.754	00:00:01.453	FINISHED	0	0	0	
DoEmailActivity	Primary steps	08/26/2020 08:50:01.754	08/26/2020 08:50:01.770	00:00:00.016	FINISHED	0	0	0	
emailResponseTransform	Post steps	08/26/2020 08:50:01.770	08/26/2020 08:50:01.785	00:00:00.015	FINISHED	0	0	0	
emailSender	Post steps	08/26/2020 08:50:01.785	08/26/2020 08:50:01.817	00:00:00.032	FINISHED	0	0	0	

If you have job definition query rights, you can drill down to the job definition by clicking the job definition icon.

Combined job dashboard

When combined events checkbox has been marked in calendar view, the combined job dashboard opens if more than one job has run. The combined job dashboard shows the executed jobs and their status.

You can drill down to the job definition by clicking the icon in Job definition field.

6.1.1 Executed steps

All the steps which have been executed inside this job are listed in **Executed Steps** tab.

The screenshot shows the 'Job dashboard' interface. At the top, there are several configuration options: 'Job definition' (Reads email offline activities), 'Description' (Users timezone British Summer Time), 'Name' (nodeName), 'Session id' (6335d662-faf8-45a7-a75e-667b7d2dc4c), 'Start' (08/26/2020 07:25:00.286), 'End' (08/26/2020 07:25:01.848), 'Duration' (00:00:01.562), 'Job status' (FINISHED), 'Data to be deleted' (09/26/2020 07:25:00.286), and 'Suspended' (unchecked). Below this, there are three tabs: 'Executed steps' (highlighted with a red box), 'Job log', and 'Recipe'. The 'Executed steps' tab displays a table of step execution details:

Identifier	Step group	Start	End	Duration	Step status	Read	Skipped	Error	Info
imap_source	Primary steps	08/26/2020 07:25:00.332	08/26/2020 07:25:01.754	00:00:01.422	FINISHED	0	0	0	
DoEmailActivity	Primary steps	08/26/2020 07:25:01.770	08/26/2020 07:25:01.770	00:00:00.000	FINISHED	0	0	0	
emailResponseTransform	Post steps	08/26/2020 07:25:01.785	08/26/2020 07:25:01.801	00:00:00.016	FINISHED	0	0	0	
emailSender	Post steps	08/26/2020 07:25:01.801	08/26/2020 07:25:01.832	00:00:00.031	FINISHED	0	0	0	

In executed steps fields you can see:

- Identifier of the step
- Step group
- Start time
- End time
- Duration of the step run
- Step status
- Read (how many items have been read in the import)
- Skipped (shows the number of skipped items e.g. if some item in master data has immutable setting on it cannot be updated by IS)
- Error (shows the number of items which have an error)
- Info (if the step fails, this will show the reason for failure)

If the job is in started status, this means the job run is still ongoing and the job log and recipe tabs will not show until the job has run.

6.1.2 Job log

Job log tab shows the log of executed jobs (this requires that IS has been configured on in Admin/Log configurations). The log shows by default the info level rows, more detailed debug level rows are shown if debug level is been activated in log configurations in the Admin side (debug level is recommended to use only in unresolved error situations).

The latest log events are shown on the top Job log tab:

	Timestamp	Level	User	Step ID	Detailed Message
1	2020-08-26 07:25:01.832	INFO	isuser-6335d662-faf8-45a7-a75e-667b7d2dc4c	[com.softco.wf.is.job.AbstractJobLogHandler]: IS job step 409_importEmailResponse/emailSender with	
2	2020-08-26 07:25:01.801	INFO	isuser-6335d662-faf8-45a7-a75e-667b7d2dc4c	[com.softco.wf.is.job.AbstractJobLogHandler]: IS job step 409_importEmailResponse/emailSender with	
3	2020-08-26 07:25:01.801	INFO	isuser-6335d662-faf8-45a7-a75e-667b7d2dc4c	[com.softco.wf.is.job.AbstractJobLogHandler]: IS job step 409_importEmailResponse/emailResponseTra	
4	2020-08-26 07:25:01.785	INFO	isuser-6335d662-faf8-45a7-a75e-667b7d2dc4c	[com.softco.wf.is.job.AbstractJobLogHandler]: IS job step 409_importEmailResponse/emailResponseTra	
5	2020-08-26 07:25:01.770	INFO	isuser-6335d662-faf8-45a7-a75e-667b7d2dc4c	[com.softco.wf.is.job.AbstractJobLogHandler]: IS job step 409_importEmailResponse/DoEmailActivity	
6	2020-08-26 07:25:01.770	INFO	isuser-6335d662-faf8-45a7-a75e-667b7d2dc4c	[com.softco.wf.is.job.AbstractJobLogHandler]: IS job step 409_importEmailResponse/DoEmailActivity	
7	2020-08-26 07:25:01.754	INFO	isuser-6335d662-faf8-45a7-a75e-667b7d2dc4c	[com.softco.wf.is.job.AbstractJobLogHandler]: IS job step 409_importEmailResponse/imap_source with	
8	2020-08-26 07:25:01.754	INFO	isuser-6335d662-faf8-45a7-a75e-667b7d2dc4c	[com.softco.wf.is.job.AbstractJobLogHandler]: IS job step 409_importEmailResponse/imap_source with	
9	2020-08-26 07:25:01.020	INFO	isuser-6335d662-faf8-45a7-a75e-667b7d2dc4c	[com.softco.wf.is.job.JobLogHandlerImpl]: IS:409_importEmailResponse/imap_source:target - 0 email	
10	2020-08-26 07:25:00.332	INFO	isuser-6335d662-faf8-45a7-a75e-667b7d2dc4c	[com.softco.wf.is.job.AbstractJobLogHandler]: IS job step 409_importEmailResponse/imap_source with	
11	2020-08-26 07:25:00.286	INFO	isuser-6335d662-faf8-45a7-a75e-667b7d2dc4c	[com.softco.wf.is.job.AbstractJobLogHandler]: IS job 409_importEmailResponse with status: STARTED	
12					

If the job log file is too big (more than 500KB) it is not fully shown in Job log view. There will be a notification at the end of the log to download the file:

***** Content is too long, download the log file instead! *****

Example of the failed job run:

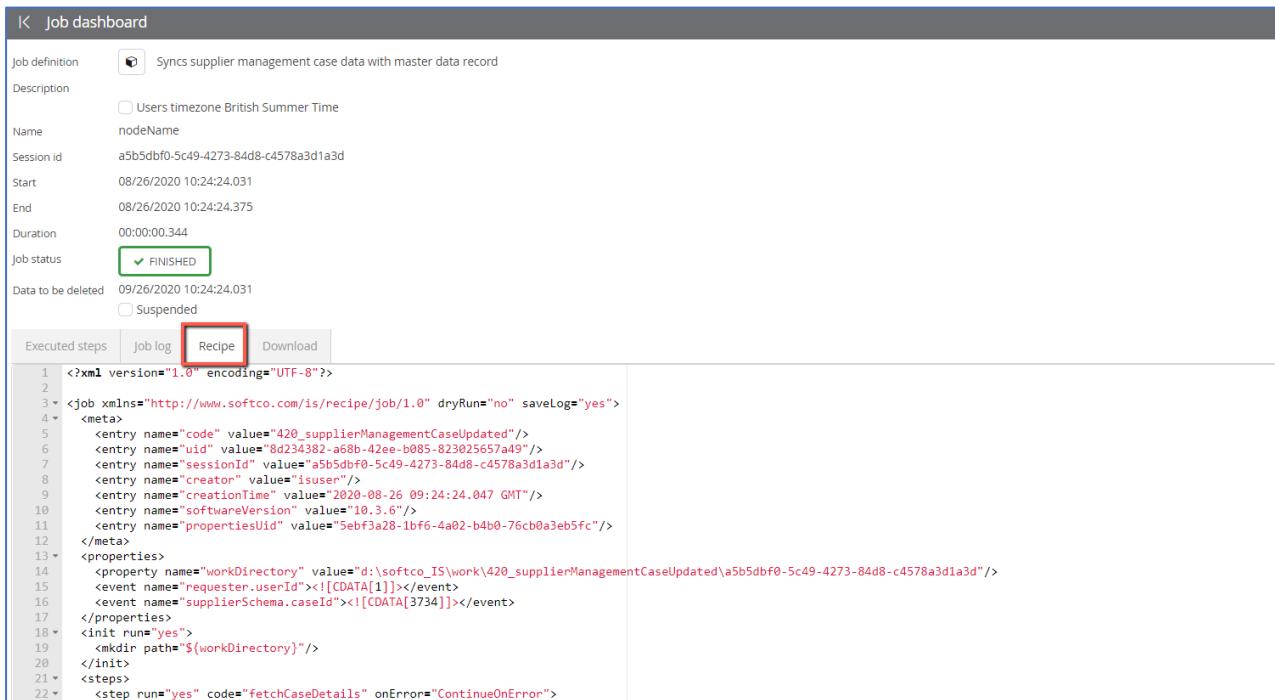
	Timestamp	Level	User	Step ID	Detailed Message
1	2020-08-26 08:45:24.775	INFO	isuser-0cf78114-39d6-40d5-84c3-29e466e9468d	[com.softco.wf.is.job.AbstractJobLogHandler]: IS job step 702_QueryOnCase/set_parent_case_comment_or	
2	2020-08-26 08:45:24.759	INFO	isuser-0cf78114-39d6-40d5-84c3-29e466e9468d	[com.softco.wf.is.job.AbstractJobLogHandler]: IS job step 702_QueryOnCase/set_parent_case_comment_or	
3	2020-08-26 08:45:24.759	INFO	isuser-0cf78114-39d6-40d5-84c3-29e466e9468d	[com.softco.wf.is.job.AbstractJobLogHandler]: IS job step 702_QueryOnCase/set_parent_case_comment_in	
4	2020-08-26 08:45:24.743	INFO	isuser-0cf78114-39d6-40d5-84c3-29e466e9468d	[com.softco.wf.is.job.AbstractJobLogHandler]: IS job step 702_QueryOnCase/set_parent_case_comment_in	
5	2020-08-26 08:45:24.743	INFO	isuser-0cf78114-39d6-40d5-84c3-29e466e9468d	[com.softco.wf.is.job.AbstractJobLogHandler]: IS job step 702_QueryOnCase/create_case with status: F	
6	2020-08-26 08:45:24.743	WARN	isuser-0cf78114-39d6-40d5-84c3-29e466e9468d	[com.softco.wf.is.job.JobLogHandlerImpl]: IS:702_QueryOnCase/create_case:source - Input file(s) were	
7	2020-08-26 08:45:24.728	INFO	isuser-0cf78114-39d6-40d5-84c3-29e466e9468d	[com.softco.wf.is.job.AbstractJobLogHandler]: IS job step 702_QueryOnCase/create_case with status: S	
8	2020-08-26 08:45:24.728	INFO	isuser-0cf78114-39d6-40d5-84c3-29e466e9468d	[com.softco.wf.is.job.AbstractJobLogHandler]: IS job step 702_QueryOnCase/fetch_query with status: F	
9	2020-08-26 08:45:24.712	INFO	isuser-0cf78114-39d6-40d5-84c3-29e466e9468d	[com.softco.wf.is.job.AbstractJobLogHandler]: IS job step 702_QueryOnCase/fetch_query with status: S	
10	2020-08-26 08:45:24.618	INFO	isuser-0cf78114-39d6-40d5-84c3-29e466e9468d	[com.softco.wf.is.job.AbstractJobLogHandler]: IS job 702_QueryOnCase with status: STARTED	
11					

6.1.3 Recipe

Recipe is created automatically at the beginning of the job run. Recipe contains information of the job and its steps (and step related configuration) that are going to be included in the job run.

The recipe file is generated in IS folder structure under the job run specific folder, which is located inside IS specific backup directory. The user can also download the recipe file from the **Download** tab, if needed to be sent for technical support in error situations.

Recipe can be viewed in **Recipe** tab.



The screenshot shows the 'Job dashboard' interface. At the top, there's a summary of the job: 'Job definition' (Syncs supplier management case data with master data record), 'Description' (Syncs supplier management case data with master data record), 'Name' (nodeName), 'Session id' (a5b5dbf0-5c49-4273-84d8-c4578a3d1a3d), 'Start' (08/26/2020 10:24:24.031), 'End' (08/26/2020 10:24:24.375), 'Duration' (00:00:00.344), and 'Job status' (FINISHED). Below this, it shows 'Data to be deleted' (09/26/2020 10:24:24.031) and a checkbox for 'Suspended'. At the bottom, there are tabs: 'Executed steps' (selected), 'Job log', 'Recipe' (highlighted with a red box), and 'Download'. The main area displays the XML 'Recipe' code:

```
1 <?xml version="1.0" encoding="UTF-8"?>
2
3 <job xmlns="http://www.softco.com/is/recipe/job/1.0" dryRun="no" saveLog="yes">
4   <meta>
5     <entry name="code" value="420_supplierManagementCaseUpdated"/>
6     <entry name="uid" value="8d234382-a6b-b085-823025657a49"/>
7     <entry name="sessionId" value="a5b5dbf0-5c49-4273-84d8-c4578a3d1a3d"/>
8     <entry name="creator" value="isuser"/>
9     <entry name="creationTime" value="2020-08-26 09:24:24.047 GMT"/>
10    <entry name="softwareVersion" value="10.3.6"/>
11    <entry name="propertiesUid" value="5ebf3a28-1bf6-4a02-b4b0-7cb0a3eb5fc"/>
12  </meta>
13  <properties>
14    <property name="workDirectory" value="d:\softco_IS\work\420_supplierManagementCaseUpdated\a5b5dbf0-5c49-4273-84d8-c4578a3d1a3d"/>
15    <event name="requester.userId"><![CDATA[1]]></event>
16    <event name="supplierSchema.caseId"><![CDATA[3734]]></event>
17  </properties>
18  <init run="yes">
19    <mkdir path="${workDirectory}" />
20  </init>
21  <steps>
22    <step run="yes" code="fetchCaseDetails" onError="ContinueOnError">
```

For more detailed information on job Recipe, refer to the **SoftCo10 Customer Manual**.

6.1.4 Download

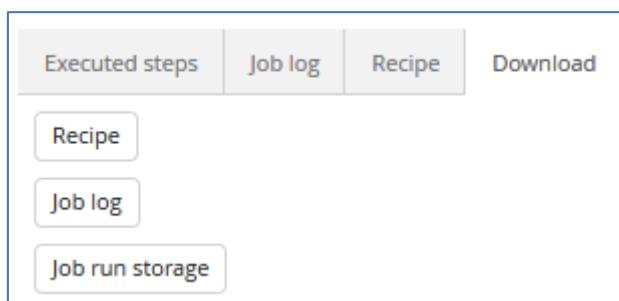
You can download both the recipe and the job log file and save them in the own file system. This helps to resolve problems in error situations where the job run fails and you need to send the files for investigation.

The screenshot shows a 'Job dashboard' interface with various job details and a navigation bar. The 'Job status' section indicates the job is 'FINISHED'. Below it, the 'Data to be deleted' field shows a timestamp and a checkbox for 'Suspended'. The navigation bar includes tabs for 'Executed steps', 'Job log', 'Recipe', and 'Download', with 'Download' being the active tab and highlighted with a red border. Below the tabs, there are three buttons: 'Recipe', 'Job log', and 'Job run storage'.

The job log is downloaded in a zipped file. The recipe is downloaded in recipe_orig.xml file.

The job log (job.log) and the recipe (recipen_orig.xml) are located in IS folder structure under the folder which is been created for the job run session.

The **job run storage** is shown in the downloads tab if the job definition contains the step to download temporary processed files from job. Job run storage downloads the xml file which has been set for import or generated for export.



6.1.5 Cases handled

If cases have been handled during the import, then the **Cases handled** tab shows which cases have been touched or created in import:

Job dashboard												
Job definition	 Query Management Case Comment Desktop Query Management Case Comment Desktop <input type="checkbox"/> Users timezone British Summer Time											
Name	nodeName											
Session id	fb4ce9cb-1c3b-49ab-a072-6b8a2712e67d											
Start	08/26/2020 06:29:08.508											
End	08/26/2020 06:29:10.789											
Duration	00:00:02.281											
Job status	 FINISHED <input checked="" type="checkbox"/> Suspended											
Data to be deleted	09/26/2020 06:29:08.508 <input type="checkbox"/> Suspended											
Executed steps	Job log	Recipe	Download	Cases handled								
Executed step	Step group	Model	Caseld	DocId	Status	Type	Archived	Deleted	Exported	File		Info
set_parent_case_comment_order	Primary steps	WPM: WPM2	238	168	Read skipped	Update	false	false	false	read_1_934acf2c-11fb-48df-b24f-3572da633f52.xml		
set_parent_case_comment_invoice	Primary steps	WPM: WPM1	238	168	Stored	Update	false	false	false			