
User's Manual

For

Credit MIS

Version 1.0

Prepared by

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**PCCI – Affiliates Support and Systems Development Department
Credit Policy and Quality Assurance Division**

July 15, 2016

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Revision History

Name	Date	Reason For Changes	Version
Norman Thomas Herico	July 15, 2016	Initial Draft. Includes the updates of new requirement (additional 12 reports)	1.0

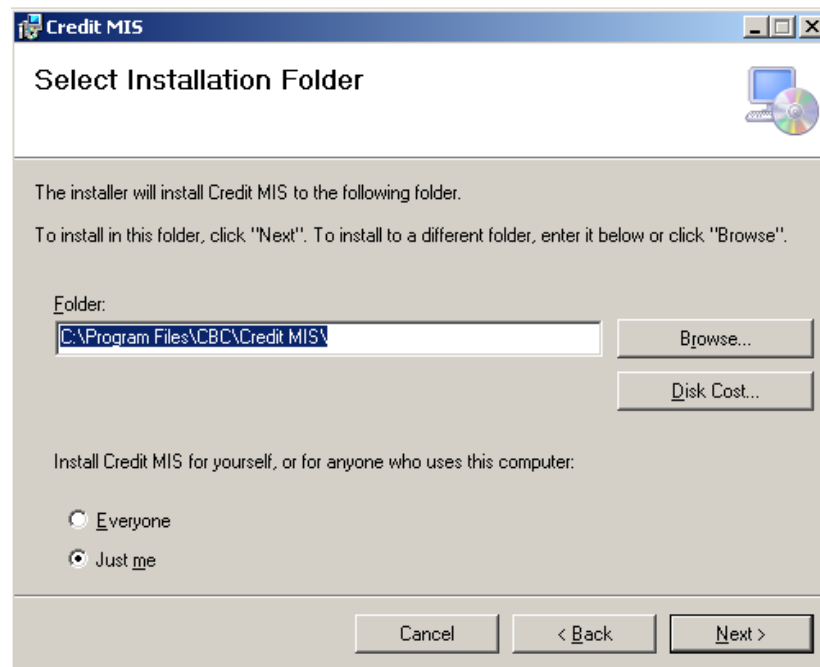
Installer

The system will install the following projects:

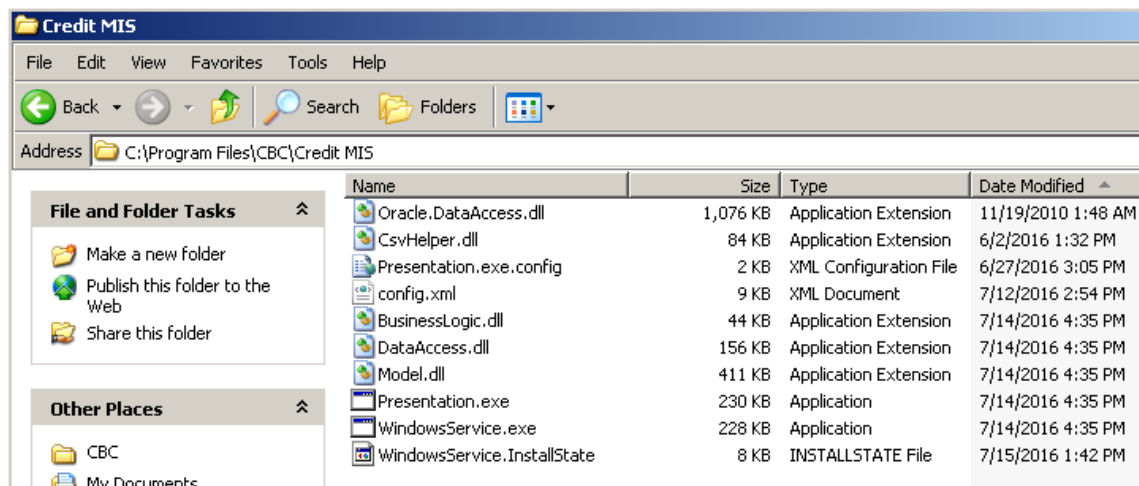
1. Credit MIS (Windows Form Application)
2. Credit MIS Service (Windows Service Application)

Steps in installing the Application

1. Run 'setup.exe'.
2. Click 'Next'.
3. Choose a directory to where it will be installed (default location is C:\Program Files) and click 'Just Me' then click 'Next'.



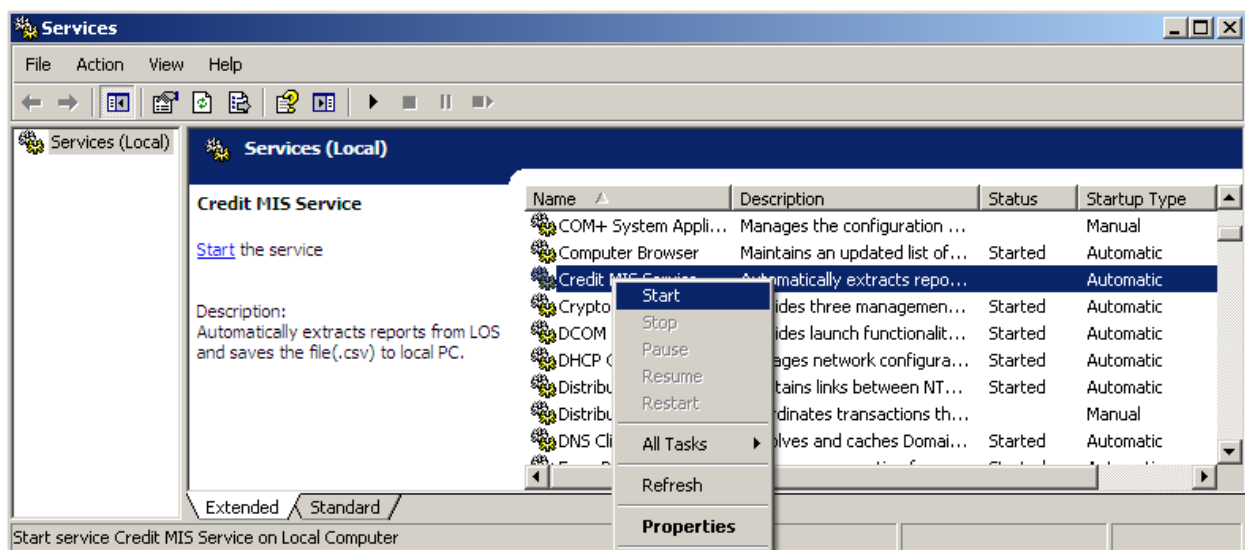
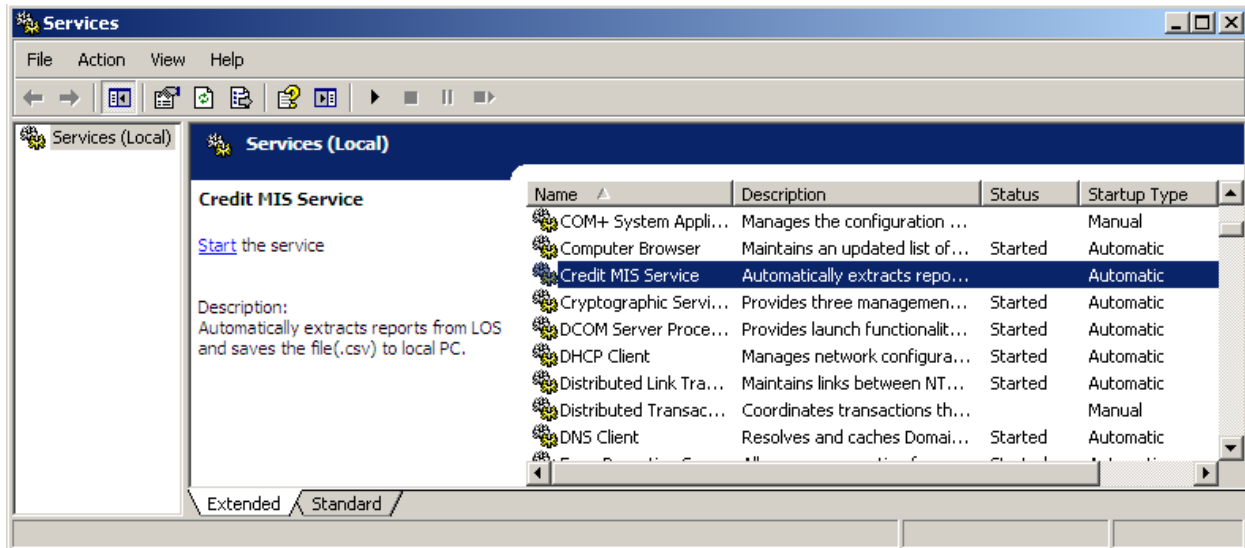
4. Click 'Next'.
5. Click 'Close'. The installer will create these files.



Credit MIS Service (Windows Form Application)

Steps in enabling the Service

1. Click 'Start > Control Panel > Administrative Tools > Services'.
2. Right-click 'Credit MIS Service' listed in local services and click 'Start'. This will enable the service and run at background-level.

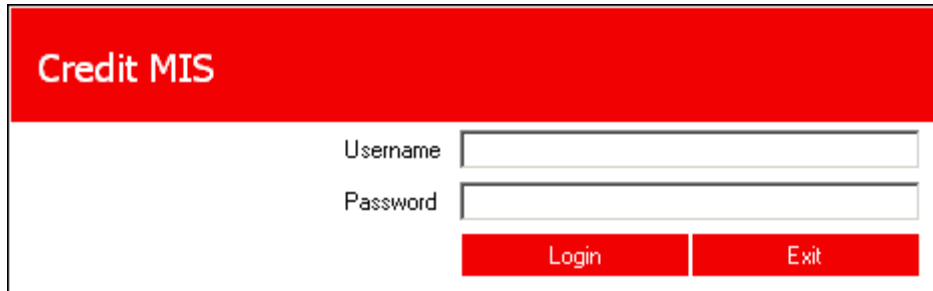


3. Close the window.

Credit MIS (Windows Service Application)

Steps in logging in the system

1. Run the 'Presentation.exe' located in installation directory.
2. Type the login credentials and click 'Login'.



Credit MIS

Username

Password

Login Exit

Steps in creating User Account

1. Logged in system using administrator account.
2. In the main menu, click 'Account' then click 'Add New User'

Credit MIS				
Add New User	EmployeeID	Username	UserType	Active
Main Menu	48010859	Razchelle Sarte	User	True
	00160133	Norman Thomas C. Herico	User	True
	48011102	Jed Baccay	User	True
	admin	System Administrator	Administrator	True

3. Provide the needed information and click 'Add'.

Account	
EmployeeID	<input type="text"/>
Username	<input type="text"/>
Old Password	<input type="password"/>
New Password	<input type="password"/>
Confirm Password	<input type="password"/>
<div>AddCancel</div>	

Steps in changing the Password Settings

1. Logged in to system using administrator account.
2. In the main menu, click 'Settings'.
3. Provide the needed information and click 'Save'.

The screenshot shows the 'Credit MIS' application interface. A red header bar at the top contains the text 'Credit MIS'. Below the header, on the left, is a vertical menu with three red buttons: 'Account', 'Settings', and 'Logout'. The 'Settings' button is currently selected. To the right of the menu is a large, light gray area representing the main content of the application. Overlaid on this is a 'System Settings' dialog box. The dialog box has a red title bar with the text 'System Settings'. Inside the dialog, there are several settings: 'Password Duration' with a text input field containing '60' and the unit 'Days' to its right; 'Minimum Password Character' with a text input field containing '8'; 'Maximum Password Character' with a text input field containing '15'; and four checkboxes, all of which are checked: 'Number Required', 'Lowercase Required', 'Uppercase Required', and 'Special Character Required'. At the bottom of the dialog are two red buttons: 'Save' and 'Cancel'. Below the dialog box, there are two horizontal scroll bars. At the very bottom of the application window is a gray status bar with the text 'You are logged as System Administrator - Administrator | Copyright©2016 Chinabank Corporation'.

Credit MIS

Account
Settings
Logout

System Settings

Password Duration Days

Minimum Password Character

Maximum Password Character

Number Required ☒

Lowercase Required ☒

Uppercase Required ☒

Special Character Required ☒

Save Cancel

Bank Branch

Debitors

AT

ty

nager, DSA, DME

Browse

You are logged as System Administrator - Administrator | Copyright©2016 Chinabank Corporation

Steps in enabling User Account

1. Logged in to system using administrator account.
2. In the main menu, click 'Account'
3. Right-click in the user and click 'Enable'.

Credit MIS				
Add New User	EmployeeID	Username	UserType	Active
Main Menu	48010859	Razchelle Sarte	User	True
	00160133	Norman Thomas C. Herico	User	
	48011102	Jed Baccay	User	
	admin	System Administrator	Administrator	

Edit User

Enable

Reset Password

4. Click 'Yes'.

Steps in resetting User Password

1. Logged in to system using administrator account.
2. In the main menu, click 'Account'
3. Right-click in the user and click 'Reset Password'.

Credit MIS				
Add New User	EmployeeID	Username	UserType	Active
Main Menu	48010859	Razchelle Sarte	User	True
	00160133	Norman Thomas C. Herico	User	
	48011102	Jed Baccay	User	
	admin	System Administrator	Administrator	

Edit User

Enable

Reset Password

4. Click 'Yes'.

Steps in changing User Password

1. Logged in to system using user account.
2. In the main menu, click 'Account'.
3. Provide the needed information and click 'Change Password'.

The screenshot displays the 'Credit MIS' application interface. On the left, a red sidebar contains navigation buttons: 'Extract', 'Account', 'Profile', 'Scheduler', and 'Logout'. The 'Account' button is highlighted. The main content area features a modal window titled 'Account' with the following fields: 'EmployeeID' (00160133), 'Username' (Norman Thomas C. Herico), 'Old Password', 'New Password', and 'Confirm Password'. Below these fields are two red buttons: 'Change Password' and 'Cancel'. The background shows a list of accounts with checkboxes and a 'Browse' link. At the bottom, a status bar indicates the user is logged as 'Norman Thomas C. Herico - User' and includes the copyright notice 'Copyright©2016 Chinabank Corporation'.

Credit MIS

Extract
Account
Profile
Scheduler
Logout

Account

EmployeeID: 00160133
Username: Norman Thomas C. Herico
Old Password:
New Password:
Confirm Password:

Change Password Cancel

You are logged as Norman Thomas C. Herico - User | Copyright©2016 Chinabank Corporation

Steps in creating Profile

1. Logged in to system using user account.
2. In the main menu, click 'Profile'.

Credit MIS

List of Reports

AUDIT TRAIL DESCR	MAIN REPORTS
<input type="checkbox"/> Accomodation	<input checked="" type="checkbox"/> Last Approved TAT
<input type="checkbox"/> Account Officer Code	<input checked="" type="checkbox"/> Crecom Approvals
<input type="checkbox"/> Account Type	<input checked="" type="checkbox"/> Others TAT
<input type="checkbox"/> Address Type	<input checked="" type="checkbox"/> Dedupe and Last Activity TAT
<input type="checkbox"/> Applicant Type	<input checked="" type="checkbox"/> First Approval TAT
<input type="checkbox"/> Appraiser	<input checked="" type="checkbox"/> Manual Approval
<input type="checkbox"/> Area	<input checked="" type="checkbox"/> BID Report
<input type="checkbox"/> Asset Category	<input checked="" type="checkbox"/> CCAD Report
<input type="checkbox"/> Asset Insured	<input checked="" type="checkbox"/> Principal Customer Category
<input type="checkbox"/> Asset Make	<input checked="" type="checkbox"/> Sourcing - Relationship Manager, DSA, DME
<input type="checkbox"/> Asset Model	<input checked="" type="checkbox"/> Application ID Notecodes

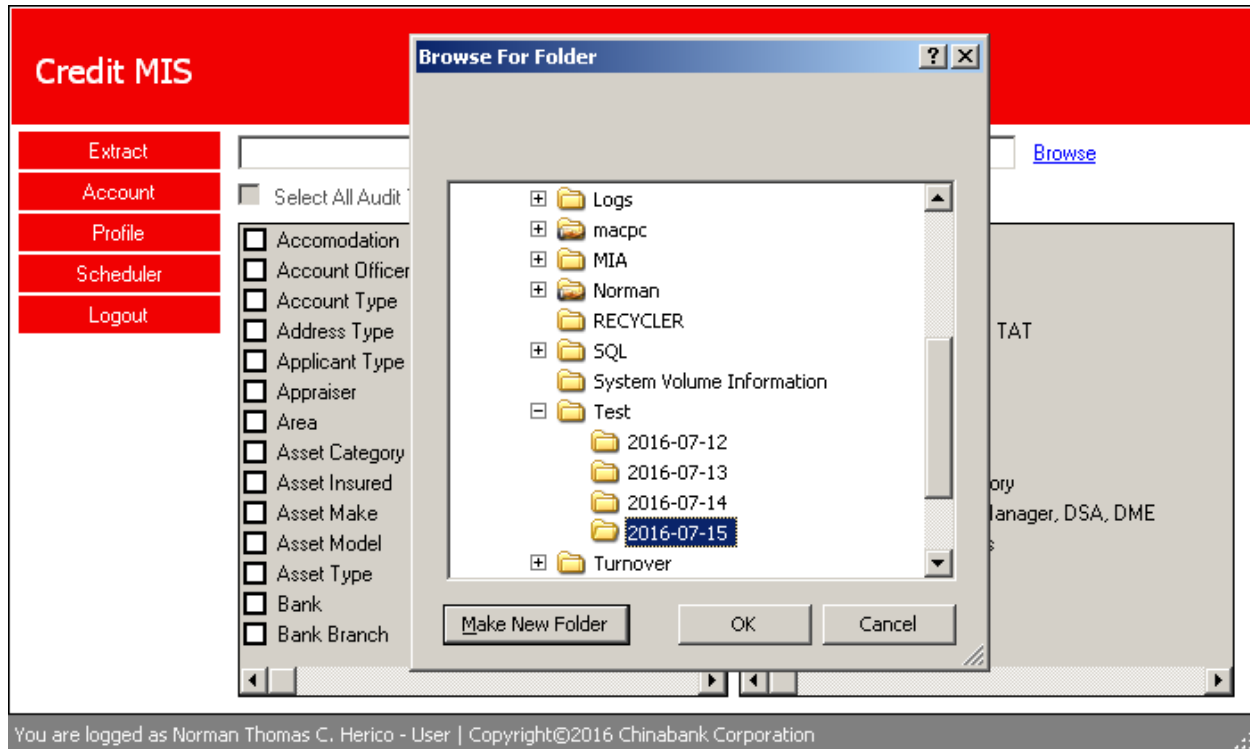
Save **Cancel**

You are logged as Norman Thomas C. Herico - User | Copyright©2016 Chinabank Corporation

3. Select the preferred reports and click 'Save'.

Steps in Extracting Reports Manually

1. Logged in to system using user account.
2. Select a path where the extracted reports will be save by clicking 'Browse' at the right side of the screen.



3. Click 'Ok'.
4. Select the report you want to extract from the list. You can use 'Select All' to select all the report.

Credit MIS

Extract Account Profile Scheduler Logout

D:\Test\2016-07-15 [Browse](#)

☐ Select All Audit Trail Reports ☒ Select All Main Reports

<input type="checkbox"/> Accommodation	<input checked="" type="checkbox"/> Last Approved TAT
<input type="checkbox"/> Account Officer Code	<input checked="" type="checkbox"/> Crecom Approvals
<input type="checkbox"/> Account Type	<input checked="" type="checkbox"/> Others TAT
<input type="checkbox"/> Address Type	<input checked="" type="checkbox"/> Dedupe and Last Activity TAT
<input type="checkbox"/> Applicant Type	<input checked="" type="checkbox"/> First Approval TAT
<input type="checkbox"/> Appraiser	<input checked="" type="checkbox"/> Manual Approval
<input type="checkbox"/> Area	<input checked="" type="checkbox"/> BID Report
<input type="checkbox"/> Asset Category	<input checked="" type="checkbox"/> CCAD Report
<input type="checkbox"/> Asset Insured	<input checked="" type="checkbox"/> Principal Customer Category
<input type="checkbox"/> Asset Make	<input checked="" type="checkbox"/> Sourcing - Relationship Manager, DSA, DME
<input type="checkbox"/> Asset Model	<input checked="" type="checkbox"/> Application ID Notecodes
<input type="checkbox"/> Asset Type	<input checked="" type="checkbox"/> Deviation - Details
<input type="checkbox"/> Bank	<input checked="" type="checkbox"/> Deviation - History
<input type="checkbox"/> Bank Branch	<input checked="" type="checkbox"/> Deviations

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5. Click 'Extract'.
6. A message box will appear when the extraction has been completed.

Credit MIS

Extract Account Profile Scheduler Logout

D:\Test\2016-07-15 [Browse](#)

☐ Select All Audit Trail Reports ☐ Select All Main Reports

<input checked="" type="checkbox"/> Accommodation	<input type="checkbox"/> Last Approved TAT
<input checked="" type="checkbox"/> Account Officer Code	<input type="checkbox"/> Crecom Approvals
<input checked="" type="checkbox"/> Account Type	<input type="checkbox"/> Others TAT
<input checked="" type="checkbox"/> Address Type	<input type="checkbox"/> Dedupe and Last Activity TAT
<input checked="" type="checkbox"/> Applicant Type	<input type="checkbox"/> First Approval TAT
<input type="checkbox"/> Appraiser	<input type="checkbox"/> Manual Approval
<input type="checkbox"/> Area	<input type="checkbox"/> BID Report
<input type="checkbox"/> Asset Category	<input type="checkbox"/> CCAD Report
<input type="checkbox"/> Asset Insured	<input type="checkbox"/> Principal Customer Category
<input type="checkbox"/> Asset Make	<input type="checkbox"/> Sourcing - Relationship Manager, DSA, DME
<input type="checkbox"/> Asset Model	<input type="checkbox"/> Application ID Notecodes
<input type="checkbox"/> Asset Type	<input type="checkbox"/> Deviation - Details
<input type="checkbox"/> Bank	<input type="checkbox"/> Deviation - History
<input type="checkbox"/> Bank Branch	<input type="checkbox"/> Deviations

Below files are successfully extracted and saved to your directory:

- Accommodation
- Account Officer Code
- Account Type
- Address Type
- Applicant Type

OK

You are logged as Norman Thomas C. Herico - User | Copyright©2016 Chinabank Corporation

Steps in Extracting Reports using Scheduler

1. Credit MIS Service should be running.
2. Logged in to system using user account.
3. In the main menu, Click 'Scheduler'.

Credit MIS

Scheduler

☐ Enabled ☒ One-Time ☒ Recurring

Location Browse

One-Time

Date Hour Minute Period

Recurring

☐ Monday ☐ Friday Hour Minute Period

☐ Tuesday ☐ Saturday

☐ Wednesday ☐ Sunday

☐ Thursday

AUDIT TRAIL DESCR

☐ Accomodation

☐ Account Officer Code

☐ Account Type

☐ Address Type

MAIN REPORTS

☐ Last Approved TAT

☐ Crecom Approvals

☐ Others TAT

☐ Dedupe and Last Activity TAT

☐ First Approval TAT

Save **Cancel**

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4. Click 'Enabled'.
5. Choose between 'One-Time' or 'Recurring'.
6. Select a path where the extracted reports will be save by clicking 'Browse'.
7. Provide the date/time of extraction and preferred days if recurring.
8. Select the report you wish to extract.

Credit MIS

Scheduler

☒ Enabled ☐ One-Time ☒ Recurring

Location [Browse](#)

One-Time

Date

7/15/2016

Hour

00

Minute

00

Period

AM

Recurring

☒ Monday ☒ Friday

☒ Tuesday ☐ Saturday

☒ Wednesday ☐ Sunday

☒ Thursday

Hour

04

Minute

00

Period

PM

Save

Cancel

☐ AUDIT TRAIL DESCR

☐ Accomodation

☐ Account Officer Code

☐ Account Type

☐ Address Type

☒ MAIN REPORTS

☒ Last Approved TAT

☒ Crecom Approvals

☒ Others TAT

☒ Dedupe and Last Activity TAT

☒ First Approval TAT

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9. Click 'Save'.

Logs

Logs are located in the application path where the program is being installed. Default path is 'C:\Program Files\CBC\Credit MIS\Logs'

Types of Log File:

- **Account Logs**

These are log files which records all the login/logout of users in Credit MIS system per day.

File naming convention:

"ACC20160715.log"

Red = Acronym for Account

Green = Date (YYYYMMDD)

Blue = File type

Sample data:

```
Account Logs:
-----
7/15/2016 2:28:34 PM    UserID=1;LogDirection=IN
7/15/2016 2:38:30 PM    UserID=1;LogDirection=OUT
7/15/2016 2:38:36 PM    UserID=22;LogDirection=IN
7/15/2016 2:41:44 PM    UserID=22;LogDirection=OUT
7/15/2016 2:41:53 PM    UserID=1;LogDirection=IN
7/15/2016 3:03:13 PM    UserID=1;LogDirection=OUT
7/15/2016 3:03:19 PM    UserID=22;LogDirection=IN
```

- **Error Logs**

These are log files which records all the error in Credit MIS system per day. It captures the detailed error (date/time the error occurs, source, inner exception, target site, message, and stack trace). If incase an error occurs, kindly send the error log file to developer for checking.

File naming convention:


"ERR20160704.log"

Red = Acronym for Error

Green = Date (YYYYMMDD)

Blue = File type

Sample data:



```

ERR20160704.log - Notepad
File Edit Format View Help
Error Details:
-----
Date/Time: 7/4/2016 9:18:35 AM
Source: System.Data
InnerException:
TargetSite: System.Data.DataRow NewRowFromBuilder(System.Data.DataRowBuilder)
Message: Exception of type 'system.outofmemoryexception' was thrown.
StackTrace:    at System.Data.DataTable.NewRowFromBuilder(DataRowBuilder builder)
               at System.Data.DataTable.NewRow(Int32 record)
               at System.Data.DataTable.LoadDataRow(Object[] values, Boolean fAcceptChanges)
               at System.Data.ProviderBase.SchemaMapping.LoadDataRow()
               at System.Data.Common.DataAdapter.FillLoadDataRow(SchemaMapping mapping)
               at System.Data.Common.DataAdapter.FillFromReader(DataSet dataset, DataTable datatable, String srcTable,
DataReaderContainer dataReader, Int32 startRecord, Int32 maxRecords, DataColumn parentChapterColumn, Object
parentChapterValue)
               at System.Data.Common.DataAdapter.Fill(DataTable[] dataTables, IDataReader dataReader, Int32 startRecord,
Int32 maxRecords)
               at Oracle.DataAccess.Client.OracleDataAdapter.Fill(DataTable[] dataTables, Int32 startRecord, Int32
maxRecords, IDbCommand command, CommandBehavior behavior)
               at System.Data.Common.DbDataAdapter.Fill(DataTable dataTable)
               at DataAccess.SqlBase.GetOracleData(String viewName) in
D:\Norman\Projects\CREDIT_MIS\DataAccess\SqlBase.cs:line 134
               at DataAccess.ReportsDAL.Reports_RPT_MAIN_REPORT_034_GetList() in
D:\Norman\Projects\CREDIT_MIS\DataAccess\ReportsDAL.cs:line 3706
               at BusinessLogic.ReportsBL.Reports_RPT_MAIN_REPORT_034_GetList() in
D:\Norman\Projects\CREDIT_MIS\BusinessLogic\ReportsBL.cs:line 773
               at Presentation.ReportList.ExtractReports() in
D:\Norman\Projects\CREDIT_MIS\Presentation\Forms\ReportList.cs:line 2884
               at Presentation.ReportList.btnExtract_Click(Object sender, EventArgs e) in
D:\Norman\Projects\CREDIT_MIS\Presentation\Forms\ReportList.cs:line 543
  
```

- **Report Logs**

These are log files which records all the extractions in Credit MIS system per day. Includes the start time/end time of extraction and list of successfully extracted reports.

File naming convention:

"RPT20160717.log"

Red = Acronym for Report

Green = Date (YYYYMMDD)

Blue = File type

Sample data:



```

RPT20160717.log - Notepad
File Edit Format View Help
Report Extraction Logs:
-----
Extraction Date/Time From: 7/17/2016 5:30:55 PM
Extraction Date/Time To: 7/17/2016 5:54:23 PM
-Last Approved TAT
-Crecom Approvals
-Others TAT
-Dedupe and Last Activity TAT
-First Approval TAT
-Manual Approval
-BID Report
-CCAD Report
-Principal Customer Category
-Sourcing-Relationship Manager, DSA, DME
-Application ID Notecodes
-Deviation-Details
-Deviation-History
-Deviations
-Builder Master
-Property Master
-Housing Loans Application History-Month To Date
-Auto Loans Application History-Month To Date
-Personal Loans Application History-Month To Date
-Customer Address Master
-Customer Master
-Application Master
-Cancelled Application Report per Day
-Rejected Application Report per Day
-Finnone Users - CAS
-Finnone Users - Masters
-Finnone Users - Collection
-Finnone Users - Communications
-Finnone Auto Reject
-Finnone Rejected Applications Comments
-Finnone Cancelled Applications Comments
-Finnone Approver Report
-All Underwriting Approved Accounts
-For Recon Reprocessed Daily
-For Recon Reprocessed Weekly
-For Recon Reprocessed Monthly
Reports were successfully extracted with no errors.
  
```

- **Service Logs**

These are log files which records all the stop/start and extraction in service/background-level. The schedule of extraction can be configured in Credit MIS > Scheduler.

File naming convention:

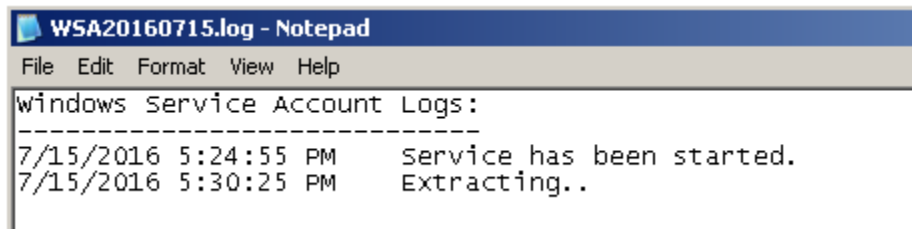
"WSA20160704.log"

Red = Acronym for Windows Service Account

Green = Date (YYYYMMDD)

Blue = File type

Sample data:



```
WSA20160715.log - Notepad
File Edit Format View Help
windows Service Account Logs:
-----
7/15/2016 5:24:55 PM Service has been started.
7/15/2016 5:30:25 PM Extracting..
```

END