



ACCESSING CBS AND OTHER PROGRAMS WITH SCREEN READER PROGRAM JAWS.

**(READING AND REFERENCE MATERIAL FOR THE SPECIAL TRAINING FOR
VISUALLY IMPAIRED STAFF OF UNION BANK OF INDIA.)**

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INSTRUCTIONS MANUAL FOR ACCESSING FINACLE WITH JAWS FOR UNION BANK OF INDIA VISUALLY IMPAIRED EMPLOYEES

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1. GENERAL INSTRUCTION

a. Skills you need

- Good keyboarding and typing skills.
- Use of number pad to input numbers.
- Working with multiple windows and screens.
- Use of dialog box with keyboard.
- Very good knowledge of JAWS and windows all basic keyboard shortcuts.
- Advance use of JAWS.
- Different JAWS cursors.
- Using Screen echo JAWS feature.
- Use of JAWS onscreen feature.
- Intuitive mindset.
- Finding workarounds and experimenting.
- interpreting information read by the screen reader in a correct way.
- Ability to access relevant info on the screen quickly and efficiently as per the task you are performing.
- Visualization of screen info and its structure.

b. About Finacle, its key screen and important key commands

Finacle is a Core banking application developed by Infosys

Some notable facts about CBS:

- Bank has implemented Finacle as our CBS solution.
- Finacle stands for "Financial Oracle". Finacle is purchased from Infosys and first implemented in the year 2003. Oracle database is used for storage of data.
- We were the first Public Sector bank to Complete 100% CBS on 16th March 2008.
- Bank has implemented two factor authentication for Finacle wherein login is provided on the basis of Biometric authentication followed by User id and password. This prevents sharing of password one of the major causes of frauds.
- The place where the Data is stored is called the Data Center. The bank's primary Data centre is located at Powai, Mumbai and is being managed by a team of IBM and our Bank People. The disaster recovery site in Bangalore.
- All the branches including our foreign branches, Representative Offices, all the Regional offices, Central office are under CBS.
- After logging in main menu tree will be displayed according to the user's work class and Role.

I-link prerequisite:

Ensure that 'I-link' is activated and minimize it on the desktop. I-link is a link between the PC and the production server at Data center and is required for all printing operations. It is also a must for doing branch EOD operations.

Following printers are used to facilitate quick stabilization of routine printing operations:

DOT matrix printer for DD/PO printing
 DOT Matrix for Deposit receipt printing
 PR-50/PR-40 printer for Pass Book printing
 Line printer (DFX series etc) as Network printer for reports/ advice generation/bulk printing.

Ensure that "Internet Browser" is installed in all PCs and are configured as per specifications. Care should be taken to add the proper trusted site and enable 'Java Custom' settings.

As a backup, keep dump of 'ILINKWEB' and Java virtual machine for future requirements. This will enable reinstallation/fresh installation of JVM (for enabling Java custom settings - a pre-requisite for running Finacle) and ilinkweb (a pre-requisite for all print operations in Finacle) in other PCs.

c. Key mapping under Finacle:

Finacle is a command driven CBS Application and following function keys from Keyboard are used exclusively used with various Finacle commands for different purposes. Some of the frequently used function keys in Finacle are listed as under.

Function keys:

F1 - Field Level Help
 F2 - List the codes that may be used in a particular field.
 F4 - Accept .This function key validates the values entered by the user and takes the user to the next mandatory field or next block
 F5 - BACKGROUND Menu (very useful key especially when you are doing any transaction using one menu and in the meantime you are required to visit some other menu)
 F6 - Next block/Next Page
 F9 - View Signatures
 F10 - Commit which updates the database at server end
 F12 - Previous block/ Previous Page
 TAB - Go to Next valid Field
 SHIFT+TAB - Go to Previous valid Field
 CTRL+ Down Arrow - Next Record
 CTRL+UP Arrow - Previous Record
 CTRL+F9 - MEMO pad look up
 CTRL +D - Page Down list
 CTRL +U - Page Up list
 CTRL +E - Explode or Drilldown (for further Inquiry)
 CTRL +F - Clear Field
 Ctrl + F3 - Key Mapper
 Shift+F4 - To insert the selected value
 ESC - QUIT

About Status bar in the Finacle program window

Press F1 (Field Level Help) will give menu options available for the current selected field

E.g. ACLI menu. Account number edit field. Press F1 here and keep JAWS in say all mode. It will announce enter valid acc number, other keys are explode and list
 Also while processing of commands shows 'Working' status

Visually - in a processing state red color box at the end of status bar.

Visually - in a ready state green color box at the end of status bar.

List of Finacle background options:

BACKGROUND Menu is a very useful option especially when you are in the middle of a transaction and in the meantime you are required to visit some other menu

Press F5 to go to Background menu screen

Your focus goes to 'make your choice' edit box where you need to type the menu number. Or you can use down arrow up arrow to go through menu list. One screen shows 10 menus. There is an edit field 'make your choice' where we need to just enter digit for that option. For example for printing we will enter 12.

Below is a list of background options in Finacle

1. Components of Account Balance Inquiry - ACCBAL
2. Account Ledger Inquiry - ACLI
3. Interest calculator for deposits - DEPINT
4. Deposit Modeling - DEPMOD
5. Hot Items Lookup - HTINQ
6. Interest Table Code Inquiries - ITCI
7. List Joint Holders of an Account - JTHOLDER
8. Lists for Signature Display - LSD
9. Protect Application Password - PAPW
10. Pass Book Print - PBP
11. Party wise Overdue Packing Credits - POVDPC
12. Print Queue Inquiries - PRTINQ
13. Password Maintenance - PWMNT
14. User Login Maintenance - SAC
- 15 Teller Wise Cash Position Inquiry / All - TCPIA
- 16 Account TOD Maintenance – TODM

Below is a detailed description of above options:

ACCBAL-

Components of Account Balance Inquiry (ACCBAL- Components of available balance- inquiry- The system furnishes the following information: Limits: Clear balance amt, sanction limit, utilized amt, Secured limit- Adhoc limit, running limit, single TR LMT; DACC limit, lien amt, Overdue LIAB, system reserved amt (CLG, ANW, ATM). Clean limit- Adhoc limit, Running LMT, single TRN LMT. Balances: Funds in clearing, float balance, DP, available amt, available amt in FFD, effective available amt.)

ACLI -

Account Ledger Inquiry (By default it is today's date. It can be range of dates and also inquiry on the basis of value dated transactions.)

DEPINT -

Interest Calculator for Deposits

Here the assumptions made are

- 1) Compounding method will be used for interest calculation

2) The compounding frequency is 3 months

Which Type you want ? Enter

1 for RD

2 for FD

3 for reverse FD

4 for reverse RD

H/h for Help

Q/q to Quit

Your choice:

-Type 2 for FD and 1 for RD

- Type the number of months

- Type rate of interest

- Enter the amount

System displays the amount of maturity amount of DRIC, quarterly interest on FDR, monthly interest at discounted

DEPMOD -

Deposit Modeling

This function gives the maturity value for the given amount and ROI with scheme.

- Give deposit amount

- Give deposit period

- Give interest rate

- Give scheme code

System displays the interest amount and maturity amount.

(The best way is to give the scheme code for deposit modeling in which case we need not furnish additional information).

ITCI -

Interest Table Code inquiry (Users can inquire all the interest tables whether it is for deposits or advances, through this option.)

LSD -

List of Signature Display (signature of account holders can be seen through this option)

PAPW -

Protect Application Password. User can protect the password while going for leave so that no one can misuse his user id. However if the user resumes duty before the period, then only Data centre can enable him to log in.

PBP -

Pass Book Print

POVDPC -

Partywise Overdue Packing Credits (Selection is provided on the basis of: Party code, currency, scheme code, GL sub head, as on date, age of advance.)

SAC -

User Login Maintenance

TCPIA -

Teller Wise Cash Position Inquiry / All (This will be available only in case tellers are defined.)

TODM

Account TOD Maintenance

TOD to the accounts can be granted through this option

List of MENUS options that appear below status bar and above ticker bar at the bottom of the Finacle window.

These menus are not very accessible with keyboard but they can be click with mouse.

With JAWS OCR functionality and workaround we can try and access menus like TextDump or WhoAml, etc. for other menus we have direct keyboard shortcuts.

List of 18 menu options:

- Transmit
- Screen lock
- Accept
- Commit
- PrevRec
- NextRec
- WhoAml
- Background
- PreBlk
- NextBlk
- List
- Explode
- Back
- Menu
- Keys
- Logout
- Customize
- TextDump

About Text Dump

TEXT DUMP can be used to copy any text on the screen which otherwise not accessible.

About screen lock

Screen shows a dialog with enter key to lock screen and confirm the same.

Customize

One can activate customize by clicking on it and then unchecked options that you do not wish to have listed out of these 18 options.

d. Setting browser for Finacle with JAWS

1. Start internet explorer program.
2. To Access the Finacle visit Following URL
<http://172.31.12.121/UBI/fin1.html>
3. Most of the information is accessible with the help of JAWS Cursor and Route JAWS to PC:
 - To activate JAWS cursor = press number pad minus key
 - To activate route JAWS to PC mode = insert + NumPad minus
4. Use F1 key (Function key 1) also refer to as help key to ascertain the label or the information attached to an edit field. In Finacle window bottom line shows help info for sighted. Same info we can read with JAWS but for that we need do a work around as mentioned in the next point.
5. Screen echo should be switched to all with the help of JAWS key + S (Insert +s).
6. The onscreen OCR component available in JAWS 13 and later versions is also is an important tool to access the information. Use Following Keystrokes to access OCR
 - Recognize text on the screen: To recognize text on the screen use JAWS key plus space followed by O, S
 - Recognize text in the real window: To access text in the active window use JAWS key plus space followed by O, W
7. Screen resolution: 1024/768 pixels is the preferred screen resolution as the OCR component delivers optimal performance while working in Finacle.

e. About ON Screen (ONS) Menus:

1. The on screen menus are HTML based webpages which gets invoked in a different browser window.
2. These web pages can be navigated with the help of standard JAWS reading commands or Navigation Quick Keys.
3. Commonly observed useful controls for easy navigation on such webpages are listed below.
 - a. Links
 - b. Headings
 - c. Form Fields
 - d. Frames
4. to return to the Finacle home screen and to close the ONS menu screen press alt + f4 and JAWS will announce cancel button. Press enter to activate the same.
5. A subsequent dialogue box will be displayed twice with following message: "Are you sure, that you want to close the webpage?" Press enter on the yes button.
6. The cursor will return to the edit field on the home screen.

Quick key navigation in ONS menus:-

Following quick keys can be used in ONS menus for quick navigation.

1. Next link, TAB.
2. Prior link, SHIFT+TAB.
3. Open a link, ENTER.
4. Display a list of links, JAWSKey+f7.
5. Display and manage PlaceMarkers, control+shift+k.
6. Display a list of form fields, Insert+f5.

7. Display a list of headings, Insert+f6.
8. Display a list of frames, JAWSKey+F9.
9. Next Radio Button, A.
10. Next Button, B.
11. Next ComboBox, C.
12. Next different element, D.
13. Next Edit, E.
14. Next Form Field, F.
15. Next Graphic, G.
16. Next Heading, H.
17. Next List Item, I.
18. Jump to a specific line with J,
19. And return to the starting point before the jump with Shift+J.
20. Next Place Marker, K.
21. Next List, L.
22. Next Frame, M.
23. Skip past links, N.
24. Next Object, O.
25. Next Paragraph, P.
26. Next Main Region, Q.
27. Next Region, R.
28. Next Same Element, S.
29. Next Table, T.
30. Next unvisited link, U.
31. Next visited link, V.
32. Next Checkbox, X.
33. Next Span element, Y.
34. Next Division, Z.
35. Next OnMouseOver element, ; (semicolon).
36. Next MailTo link, \ (backslash).
37. Next Separator, - (Dash).
38. Next FlowTo element, = (Equals).

Note: user can Add SHIFT to these commands to move to the prior item.

To move and read in tables:

39. Next row, WINDOWS KEY+Alt+DOWN ARROW.
40. Prior row, WINDOWS KEY+Alt+UP ARROW.
41. Read Row, WINDOWS KEY+ALT+COMMA.
42. Next column, WINDOWS KEY+Alt+RIGHT ARROW.
43. Prior column, WINDOWS KEY+Alt+LEFT ARROW.
44. Read Column, WINDOWS KEY+ALT+PERIOD.
45. Next cell in a row, ALT+CTRL+RIGHT ARROW.
46. Prior cell in a row, ALT+CTRL+LEFT ARROW.
47. Cell below in a column, ALT+CTRL+DOWN ARROW.
48. Cell above in a column, ALT+CTRL+Up ARROW.
49. Jump to cell, Control+Windows+j.

2. IMPORTANT TERMINOLOGIES

Core Banking Solution (CBS)

Core Banking Solution (CBS) is networking of branches, which enables Customers to operate their accounts, and avail banking services from any branch of the Bank on CBS network, regardless of where he maintains his account. The customer is no more the customer of a Branch. He becomes the Bank's Customer. Thus CBS is a step towards enhancing customer convenience through Anywhere and Anytime Banking.

CORE expands to "Centralised Online Real time Environment". This means that all bank's branches access data from centralized datacenter in real time. Normal Core banking functions will include deposit accounts, loans and advances, payments and settlements. These services are available through multiple channels like ATMs, Internet Banking and Branches.

SOL

SOL is short form of Service Outlet. Each branch is considered as a SOL or service outlet.

SOL ID

SOL ID is the identification number of the branch (SOL). Each branch is identified by 5 digit number which is called SOL ID. e.g 53030

IBR Code

IBR Code is a unique six digit code allocated to a branch e.g. 553034.

SOL id is derived from IBR code by removing first and last digit from IBR code and then adding 0 as the fifth digit. e.g if IBR code is 553034, Sol id will be 53030

IFSC Number

Indian Financial System Code – IFSC number is a unique code allotted to a branch, used fund transfer to and from other banks in India. Derived prefixing UBIN0 to IBR Code e. g. for IBR code 553042 IFSC will be UBIN0553042.

Customer ID (Cust ID):

A unique id allotted to one customer of the bank. One customer should have only one Customer ID across all the branches of the bank.

Scheme Code - alphanumeric

Alphanumeric Code allotted to each account scheme of the bank, eg. Savings Bank General (SBGEN), Current Account (CDGEN) etc

Scheme Code - numeric

Numeric Code allotted to each account scheme of the bank, eg. Savings Bank General (201), Current Account (101) etc. This code will be part of account number.

3. USER MAINTENANCE

a. Biometric authentication

1. Once the page is loaded the JAWS will announce "Finacle prelogin"., This HTML page contains the vital information about the newly introduced packages in our bank, circulars issued and messages from data center. On the left hand side of screen we have block of data center message, right hand side of page is latest circulars scroll and bottom of the page are important contact numbers. Center of the page is Finacle log in edit fields and submit button.
2. Press "E" to Navigate to the edit field "User ID" and enter your Finacle user ID and press tab to navigate to the sol ID field.
3. Enter the sol ID of your branch and press tab to navigate to submit button.
4. After activating the submit button, place your finger on the biometric device, while capturing the biometric credentials a progress window will be displayed, and JAWS will announce "- - webpage dialogue".
5. Best Finger(s) for biometric authentication is Right Middle Finger and Right Ring Finger.
6. Once the biometric authentication is successful the Finacle login screen will be displayed. The complete instructions for further login process is mentioned in the subsequent section of this document.
7. If biometric credentials does not match following error messages may be displayed.
 - a. Capture time out. Please try again.
 - b. Biometric mismatch. Best Finger(s) for Login : Right Middle Finger and Right Ring Finger.
 - c. Please swipe correct finger.
8. In case of any of the scenarios the information will be displayed is a dialogue box and user has to press space bar on the OK button to close the dialogue box, the focus will return to "Finacle Prelogin Screen".

b. Login Instructions

1. Position the cursor on login form by using route cursor to PC keystroke (Insert + NumPad minus).
2. While navigating with help of JAWS cursor following elements in the Finacle login form is Available;
 - User Name (Edit field)
 - Password (Edit field),
 - Language (Combo box)
 - Login button (Button).
3. Use JAWS cursor to position the cursor on language combo box and with the help of left/right arrow keys move to INF ENG (Value under language combo box.)
4. Select the value (INF ENG) by pressing left mouse button "/" twice, / symbol located on the NumPad.
5. Press shift tab twice to access user ID field and enter your user ID and password in subsequent fields.
6. Press tab and go to the login button and select the same by pressing enter, alternatively you can press enter twice after inputting the password.
7. Once you are logged in, the cursor will land to an edit field with label menu option attached to it.

8. Post login - The home screen will present a dialog box which displays last session login date and time information and needs to be attended by pressing ok button, the button can be accessed with the help of JAWS cursor and to activate the button press left mouse button twice.

c. Logout Instructions

Exiting from Finacle is an essential task in case the user is not working on Finacle for avoiding misuse of Finacle. If the user forgets to logout or session is terminated unexpectedly due to some error, then user will not be able to login next time and will need to be sacked by a different user.

To logout from Finacle a user can follow below mentioned steps.

1. Place the cursor in menu option edit field (home screen of the Finacle)
2. If the cursor is inside any menu the key combination shift plus f3 (Function key) can be used to bring the cursor directly to the menu option edit field.
3. Once the cursor is positioned in menu option edit field Type "exit" to logout from Finacle.
4. A dialogue box with message "Confirm Logout from Finacle Core?" will be displayed with yes and No buttons.
5. Move to the yes button with the help of tab and press enter.
6. After selecting the yes button, user will be logged out from the Finacle and login page will be displayed.

d. Changing user password

One of the Security features of working under CBS is the importance of 'User id' and 'password'. This also entails changing of password from time to time by the users. The password can be changed as frequently as possible. The minimum length of password should be of 6 characters/digits, or it can be alphanumeric or combinations of any characters like slash, at the rate of etc. There is no restriction on maximum length.

To change the user password in Finacle follow following steps

1. Invoke background menu by typing background in menu option edit field.
2. If the user is already in one of the menu options, 'Background menu' can be invoked by pressing F5 key from the key board.
3. The cursor will be positioned in an edit field with value '1', delete the text by pressing delete or backspace key and enter 13.
4. Value "13" invokes the change user password form.
5. The screen with following 3 edit fields will be displayed
 - Current application password: Enter the existing password
 - New application password: enter the new password
 - Re-enter new password: reenter the new password
6. The cursor will be positioned on the first edit field "Current application password"
7. Enter the existing password and use tab button to navigate to the next edit field "New application password".
8. Enter the New password and navigate to the "Re-enter new password" edit field and re-enter the new password.

9. Once the user is done with entering the passwords in subsequent edit fields press f10 (Function key) to commit the changes and complete the password reset process.
 10. After completion of password Reset process the background menu screen will be displayed.
 11. Press escape or f3 to close the background menu and access the home screen.
- Note: The background menu sequence gets changed after closure of branch/sol operations (CSOLOP), to invoke password change menu after CSOLOP enter 9 and follow the steps from step 5 to step 11.

e. Login precaution for Finacle CBS

1. Three wrong attempts of Username and password will delete your Finacle user profile. To enable it you need to apply through proper channel.
2. In order to undelete the user profile user need to contact staff department at regional office through proper channel for reset/undelete.
3. Be careful while entering User Name and Password.
4. Do not share your Finacle ID and PWD with anyone.

f. Sacking a user

If the user forgets to logout or session is terminated unexpectedly due to some error, then user will not be able to login next time and will needs to be sacked by a different user. Follow below mentioned steps to sack a user.

1. Type "SAC" in menu option and press enter to invoke the user login maintenance.
2. A form with following edit fields will be displayed.
 - a. Function
 - b. Users
 - c. SOL ID
 - d. User ID
3. Initially the cursor will be placed in first edit field "Function"
4. Type "D" to delete a user, and press tab. Other valid values for this edit field are
 - a. D - Delete
 - b. I - Inquire
5. Enter "U" for users in this edit field and press tab, other valid values for this edit field are;
 - a. 'U' -Users,
 - b. 'B' -Batch Jobs,
 - c. 'D' -Daemon Process
6. Enter the branch SOL set ID and press tab to navigate to the next edit field.
7. Enter the user ID for which the login record is to be deleted and press "F4" to navigate to next screen.
8. Press shift plus F4 to select the user ID and press "F10" to sac the selected user.

4. BALANCE ENQUIRY

a. Account Ledger Enquiry

To examine various events in an account related to account balance with help of JAWS following menus can be used.

Menu name ACLI: Account ledger enquiry or html menu is HACLI

b. About ACLI screen layout

To invoke account ledger enquiry menu Type ACLI in menu option edit field.

A form with following edit fields will be displayed.

- Account Number: enter valid account number.
- Start Date: Enter Date from which transaction records are to be listed.
- End date: Enter date to which records/transactions are to be listed.
- Order By (Trans/Value Date: Enter T, list the accounts by transaction
- ADDL CRIT IND
- Most Recent Tran: Enter “Y” “n” to list the most recent 10 transactions in the account. For obtaining recent 10 transactions in the account, start date and end date need not to be given.

While retrieving the balance of an account through ACLI menu the information is presented in 2 scenarios.

c. Scenario 1: Balance enquiry with transactions in account

In this case the information is presented in a tabular format; details are captioned in the first row.

Details pertaining to following parameters are stated in the table.

- Date: Date of the transaction
- Instrument number: Details of the instrument used for the transaction for example if the transaction is carried out using cheque, Cheque number will be displayed.

Visually shown as Inst. No.

- Particulars: details of the transactions such as incase of self withdrawal the information “self” is displayed.

Visually shown as Partics.

- Debit: specifies transaction is debit transaction.

Visually shown as Dr Amt. INR

- Credit: specifies transaction is credit transaction.

Visually shown as Cr Amt. INR

- Balance: specifies balance amount

Visually shown as Balance INR

Steps to retrieve the details.

1. Type ACLI in menu option edit field and press enter.
2. The cursor will land to an edit field with label account number.
3. Key in the account number of which balance is to be ascertained.
4. Press F4 (Function key).
5. If there are transactions in the account information will be displayed as per the table format explained above.
6. The cursor is placed at the first record, to check the available balance navigate using up/down arrow keys.
7. Move to the last record by pressing the down arrow keys till the JAWS announces “at the last record”.
8. The Record consists of the last available balance.

d. Scenario 2: Balance enquiry without transactions in account

To check the balance of an account you may follow following steps.

1. After log in to Finacle Type ACLI in menu option edit field and press enter.
2. The cursor will land to an edit field with label account number.
3. Key in the account number of which balance is to be ascertained.
4. Press F4 (Function key).
5. Following information pertaining to the account will be displayed on the screen.
 - Account Number: Account number keyed in by the user.
 - Opening balance: balance in the account at the time of closing of last business day
 - Type GL SUB Head: Account sub code
 - Closing balance: balance in the account at the time of closing of business day
 - Account open date: Date on which account was opened.
 - Close Date: In Case of closed account the date on which account was closed will be mentioned
 - Available amount: Amount available at present
 - Currency: Currency of the Account
 - Affective available amount: Amount that can be transacted by the account holder
 - Account status,
 - Account status date,
 - Funds in clearing,
 - Floating balance: Balance under clearing

Note: Aforementioned information is arranged in a table with 5 Rows.

6. To check the balance in the account or access any of the above mentioned information pertaining to the account use on screen OCR function of the JAWS.
7. Press insert + Space followed by O S to recognize the text on the screen.
8. Once JAWS announce Finished, access the required information by navigated through arrow keys.
9. Once the relevant information is read out press the pc cursor to reinstate the cursor to the PC cursor mode.

5. HTML MENU HACLI

This section of the document intents to give an idea about navigation using On Screen menus available in Finacle, HACLI is one of the commonly used On Screen Menu (ONS). This menu opens in a new browser window and is accessible with screen reading software. The menu is used for transaction enquiry of accounts. This menu provides information related to following parameters of accounts in Finacle;

- General Details
- Transaction Inquiry
- Balance Details
- Interest Inquiry
- Inward Cheques Inquiry
- Outward Cheques Inquiry
- Account Turnover Details
- Limit Details
- Related Party Inquiry
- TD Transaction Details
- TD Interest Details

- TD Tax Deduction Details
- TD Renewal History Details
- Asset Classification
- Retail Loans Inquiry
- Delivery Channel Transaction
- Bill and Coll History of Revolving OD
- Interest Rate Inquiry
- Fee Details

The above listed modules can be accessed with the help of JAWS link list. Other HTML navigation commands can be used for further navigation.

a. Screen Layout of HACLI menu

1. This page contains 36 links, there is 1 heading and multiple form fields.
2. When the page gets loaded the cursor is placed in an edit field for entering account number.
3. Most of the edit fields are not labeled; one can access the information by pressing up and down arrow.
4. You can search for accounts through the search option available in the form.
5. In this menu certain modules gets loaded in different browser window, be careful while navigating in the webpages.
6. Date has to be entered in DD/MM/YYYY format in different edit fields.
7. By default generally the current date is entered in the edit fields, user need to first delete the default value to enter the new date.

b. Using HACLI for transaction enquiry

Following steps may help you to start with this module of the Finacle

1. Type "HACLI" in menu option edit field on home screen of the Finacle.
2. Your cursor will be position in account number edit field press up arrow to cross check the same, screen reader will announce "images/search1", press up arrow once again screen reader shall read out "A/c. No"
3. Press down arrow twice to navigate to the account number edit field and key in the desired account number.
4. After entering the account number user has to input the date.
5. By default the edit fields will reflect current date, delete the existing value and enter the desired date in 3 subsequent edit fields as DD then tab and enter MM then tab and enter YYYY.
6. After entering account number press tab screen reader will announce "from edit" enter the day of the month in DD format from which transaction records are to be listed.
7. Press tab, cursor will navigate to MM Field and enter the month in MM format , once again press tab to navigate to the next edit field.
8. Enter the year in YYYY format and press tab to navigate to the next edit field in the form.
9. Pressing tab key will place the cursor in the to date edit field and cursor will be placed in DD field.

10. Press tab to navigate to subsequent edit fields enter month and date in 2 subsequent edit fields.
11. Press arrow keys to navigate to the submit button and last ten transactions will be displayed in a tabular format.
12. If you wish to view more than 10 transactions then you can change the value in edit field last N Transactions located above the submit buttons.

An Example

Lets understand the result with help of an example

Form Details

A/c. No: 354405010132174

Date:

From: 01-01-2015 (dd/mm/yyyy)

To : 31-01-2015 (dd/mm/yyyy)

Amt.

From: Blank

To: Blank

Inst No.

From: Blank

To: Blank

Last 'N' Transactions: 100

Order By (Radio Buttons)

Tran. Date (Checked)

Value Date (Unchecked)

Result:

To navigate to the result area page

The result page will display two tables with details of the account use table navigation commands to navigate in the table.

Table1 reflects following details of an account.

- A/c. No
- CCY / SOL ID
- Names
- GL Sub Head
- Balance
- Opening Bal.
- Closing Bal
- Float Balance
- Funds In Clearing
- Available Amt.
- Eff. Available Amt
- Cust. Status
- A/c. Open Date
- A/c. Status
- A/c. Status Date
- Last Purge Date
- Address

- City
- State
- Country
- Postal Code
- Phone No.
- Telex No.
- Email ID

Table 2 table will display the transaction details in following format.

Tran. Date	Value Date	Chq. No.	Withdrawal	Deposit	Balance	Narration
24-01-15	24-01-15		3,91,245.00		2,99,96,249.87	354405010 132174:Int. Coll:25-12-2014 to 24-01-2015
08-01-15	08-01-15	32436855	16,50,000.00			TFR SWASTIK ARMAAN STEELS PVT LTD

c. Using HACLI for balance enquiry:

Out of various options available in HACLI an important option available is balance enquiry, follow below mentioned steps to retrieve balance of an account. alternatively you may invoke the balance enquiry module by directly typing “HACCBAL” in menu option edit field.

1. Type “HACCBAL” in menu option edit field, or if you are in ONS Menu (HACLI/HACTI) bring up the link list dialogue box by pressing insert plus F7 and navigate to the “balance details” link.
2. Cursor will be positioned in the edit field A/C No. enter the desired account number and press down arrow to navigate to the submit button.
3. Press space bar on submit button to view the result page..
4. Press “H” to navigate to the heading “Balance Details Of Account” and press down arrow to read the account name and balance.
5. The page will also display a table with following account details.
 - Clear Bal. Amt
 - Funds In Clearing
 - Sanction Limit
 - Float Balance
 - Drawing Power
 - Drawings against Unclear
 - Utilised Amount
 - Available Amt.
 - DACC Limit
 - Available Amount in FFD

- Lien Amount
- Eff. Avail. Amt
- Overdue Liability
- System Rsrvd Amt
- Avail. Amt in HC
- Secured Limits
- Clean Limits
- Adhoc Limit
- Adhoc Limit
- Running Limit
- Running Limit
- Single Tr. Limit
- Single Tr. Limit
- Cust. Status

Closing HTML menu window

Important to note in case of HTML menus is they open in a new browser window. So close them we can press alt + f4. This will bring our focus back to original Finacle window. Press tab here jaws will announce cancel wait button. Press enter or spacebar to activate. This will bring another pop up message on screen as the webpage you are viewing is trying to close. Do you want to close? Select YES. This will take back your focus to original Finacle main menu window.

6. PASSBOOK ENTRY

Passbooks are generally issued to saving, cumulative and term loan account holders, and are required to be frequently updated.

a. Prerequisites

1. Ensure that ILinkweb.exe is installed on the computer and is active.
2. Run the Ilinkweb.exe file from the directory (C:\ilink\ilinkweb.exe)

b. Updating an existing passbook

To update an existing passbook a user can follow below mentioned steps.

1. Invoke the passbook print menu by typing 'PBP' in the menu option edit field.
2. The cursor will be position to an edit field, enter the account number of which passbook is presented.
3. Enter the account number in the edit field where the cursor is placed and press f4.
4. A dialog box with customer PAN number will be displayed, the information can be accessed by route JAWS to PC key combination (Insert plus NumPad minus).
5. Press enter to close the dialog box and press f4 (function key) to proceed.
6. A passbook update Screen with following fields will be displayed.
 - Printer type: Values: "1", "2"
 - New passbook: Values "Y", "N"
 - Start line number to print: Value: Line number of the last printed record
 - Start page number to print: Value: Displays the active page number of the passbook.

- MRT File name: Displays the system file name, should be left intact.
 - Transactions printed in pass book up to: shows the last passbook update date and time.
7. The above screen will be in read-only mode and no changes or navigation will be permitted, accept the screen by pressing f4 (function key).
8. The cursor will be positioned at the edit field "Printer type" with value "1". Press Tab and navigate to the following fields to make necessary changes as explained in subsequent points.
9. New passbook: Values Y/N,
- Default Value: "N"
 - Should be left intact in case of updating and existing passbook.
 - Press tab to move to the next field "Start line number to print"
10. Start line number to print;
- Default value: last line number to which last record was printed
 - Change: Erase the existing value and enter the succeeding number. For example if the value is 12 erase the number 12 and enter 13. Press tab to move to the next field "Start page number to print"
11. Start page number to print;
- Default value: displays the active page number of the passbook.
 - Change: If the number of lines count reaches to 36 and line number is changed to "1" then the page number also needs to be changed.
 - Erase the existing value and enter the succeeding number. For example if the value is 6 erase the number 6 and enter 7.
12. Insert the passbook in the printer and press F10. The entries will get printed on the pass book.
13. If there are transactions required to be printed on a next page, system will prompt you to turn the page to print. Also in the footer of the pass book, a message "Please Turn Over" will be printed. Turn the page and insert the pass book and Press F10. Remaining entries will be printed on the pass book.
- Press F4.
14. Once the passbook records are updated, available balance in the account will be displayed on the screen.
15. After printing the last record in the passbook a message "Field must be entered" will be displayed. Enter 'Y' in the edit field and press f4 (Function key), the first screen of PBP will be displayed.
- Note: A standard passbook being circulated by bank consists of 36 lines in a page.

7. GENERATING ACCOUNT STATEMENTS

A bank statement or account statement is a summary of financial transactions which have occurred over a given period of time on a bank account held by a person or business with a financial institution. Generally Statements of accounts are to be issued to CD/CC/OD account holders, to generate the statement follow below mentioned steps.

a. Prerequisites

Ensure that ILinkweb.exe is installed on the computer and is active, run the Ilinkweb.exe file from the directory (C:\ilink\ilinkweb.exe)

Check the folder “download” exist in c drive, if folder does not exist then create a folder: download” in directory c:\ as all files are downloaded in the directory c:\downloads\.

b. Printing statement

1. Invoke ‘PSP’ menu from menu option edit field.
2. A form with following edit fields will be displayed.
 - Pass Sheet/Swift/Combined Stmt (P/S/C)
 - Adhoc Print (Y/N)
3. Keep the values intact in aforementioned edit fields and press f4.
4. A form screen with following options will be displayed.
 - Set ID: Sol ID of the branch (Default Value: the sol ID of the logged in user)
 - Customer List ID: Enter the Customer ID
 - Currency code (Displayed as @CCY@)
 - From account
 - To account
 - From G/L SH
 - To G/L SH
 - From Scheme
 - To Scheme
 - From Cust ID
 - To Cust ID
 - A/C manager
 - A/C label
 - Period From
 - Period to
 - Pass sheet holder?
 - Pass Sheet Size
 - Principal Holder
 - From last Print?
 - Dispatch mode
 - Waive print charges?
 - Open/Closed A/c
 - Print in local date?
 - Print details when no Tran?
 - Pre-printed stationary
 - Enter remarks to be printed on pass sheet(s)
5. The cursor will be positioned at the “Set ID” edit field and the default value will be the SOL ID of the branch of the logged in user.
6. Press f4, cursor will be focused on the account number edit field, enter the account number of which statement is to be generated.
7. Navigate to the period start date by pressing tab 7 times and enter the date from which statement is to be printed.
8. Press tab once to navigate to the period end date and enter the date to which records are to be listed in the statement.
9. Press tab three times to move to the Principal Holder edit field and enter “p” in case of a single account statement.
10. Press f4, if appropriate values are entered aptly pressing f4 will invoke print parameter acceptance form with following edit fields.

- Fore/background?: Enter F if generation is required in foreground and b if generation is required in background.
 - Print required? Enter Y to get a hardcopy printout, N to save the soft copy.
11. Pressing F4 will position the cursor in fore/Background edit field, Enter F and press tab to navigate to the print required Enter F in the edit field to generate the report in the foreground. Press tab key once to navigate to the print required? Edit field.
 12. Enter Y to get a hardcopy printout, press f4 to navigate to the next screen.
 13. A screen with following edit fields will be displayed.
 - Printer ID: Default value is local, keep the values intact
 - No. of copies: Enter the number of copies s required to be printed, default value is 1.
 - Delete after print: Enter Y to delete after print or n to save the file in background, default value is y.
 14. Press f10 to print the Statement.

c. Generating statement

To generate and save the statement of an account on a local computer a user can follow following steps.

1. To generate the statement follow steps 1 to 9 as explained in section 5.1 “Generating and printing statement.”
2. If appropriate values are filled in respective fields in the active screen pressing f4 will invoke the print parameter acceptance form with following edit fields.
 - Fore/background?: Enter F if generation is required in foreground and b if generation is required in background.
 - Print required? Enter Y to get a hardcopy printout, N to save the soft copy.
3. Pressing F4 will position the cursor in fore/Background edit field, Enter F and press tab to navigate to the print required Enter F in the edit field to generate the report in the foreground. Press tab key once to navigate to the print required? Edit field.
4. Enter N to generate the statement file.
5. While generating the statement JAWS will prompt “working” after and once the statement is generated the JAWS will announce the file name of the statement generated.
6. Once the statement generation process is completed the PSP screen will be displayed.
7. To export the statement to the local computer invoke background menu press f5 (Shortcut to invoke background menu.
Press control e twice to generate the statement.
8. The statement will be saved to the directory C:\downloads\ directory.

8. ISSUING INTEREST CERTIFICATE

Individual account

1. Invoke Interest certificate menu by entering INTCERT in menu option edit field.
2. A screen with following edit field will be displayed.
 - Finacle code: Default Value: G
 - Account ID: Enter the account number

- From date: Enter the start date
 - TO date enter the end date.
3. The cursor will be positioned on the first field “Finacle code” edit field with default value ‘G’, keep the value unchanged and press tab to navigate to the next field “Account ID”.
 4. Enter the account number of which account certificate is to be printed and press tab to navigate to the next field “From date”.
 5. Enter the from date in dd-mm-yyyy format and press the tab key to navigate to the end date.
 6. Enter the end date and press f4 to invoke the print parameter acceptance form.
 7. If appropriate values are entered aptly pressing f4 will invoke print parameter acceptance form with following edit fields.
 - Fore/background?: Enter ‘F’ if generation is required in foreground and ‘B’ if generation is required in background.
 - Print required? Enter Y to get a hardcopy printout, N to save the soft copy.
 8. Cursor will be positioned in Fore/Background edit field, Enter F and press tab to navigate to the print required Enter F in the edit field to generate the report in the foreground. Press tab key once to navigate to the print required? Edit field.
 9. Enter Y to get a hardcopy printout, press F4 to navigate to the next screen.
 10. A screen with following edit fields will be displayed.
 - No. of copies: Enter the number of copies required to be printed, default value is 1.
 - Printer ID: Default value is local, keep the values intact
 - Delete after print: Enter Y to delete after print or n to save the file in background, default value is y.
 11. Press f10 to print the Statement.

9. REPORTS

a. Prerequisites

1. Ensure that ILinkweb.exe is installed on the computer and is active.
2. Run the Ilinkweb.exe file from the directory (C:\ilink\ilinkweb.exe)
3. Download folder is created in c drive, please note location of the folder is “c:\download” all reports will be downloaded and saved in this location.

b. BRACMIS

This menu is used to generate reports for various MIS parameters of the branch, the menu is available in the report server. Following reports are available for download from this menu. Steps for generating the report are listed below.

1. DD Status Report.
2. Sundry Account Detail.
3. POB Account Detail.
4. Suspense Account Detail.
5. Bank Master Download.
7. Dormant Account Intimation.
8. Cibil Customer Data.

9. Central Office Closing Balance Report.
10. IFSC Code Query.
11. Cibil Commercial Data.
12. Query On MIS Fields.
13. USSA Accounts Without Salary Credit For Two Months.
14. USSA accounts where OD is outstanding.
15. ATM Cash Report.
16. Account Wise Balance.
17. Govt Account Details.
18. Sundry Statement.
19. POB Statement.
20. Suspense Statement.
21. High Cost Deposit.
22. Deposit Ac Interest Rate Download.
23. Loan Ac Interest Rate Download.
24. Balancing Of Income Heads.
25. Balancing Of Expenditure Heads.
26. Loan Overdue Details
27. LOAN SECTOR WISE DOWNLOAD.
28. POB Claims On Branch.
29. Error Interest Education Loan Report.
30. FCNR Detail Report .
31. Customers having 999 Occupation Code.
32. Credit Transactions in Digital Authority Cheque Accounts.
33. Risk Categorization Summary.
34. Risk Categorization Accounts.
35. Account having Turnover of Rs.10 cr and Above.
36. Education Loan Report upto 4.5 Lakhs income group
37. Bank Guarantee Statement.
38. Scheme wise Alternate Delivery Channels Facility Aailed.
39. Count of Accounts/CustId with invalid Occupation code(999).
40. Dis-honour Cheque Report.
41. Report of Schemes with Sanction limit.
42. MIS for UMCD Account type.
43. Rephased accounts not marked in LONRSHDL.
44. CASA Balance Fluctuation In Accounts.
45. A1-A4 Borrowers Details.
46. Customers having Unclaimed/Overdue Deposits.
47. SHG Account Details.
48. CIBIL closed Account Details.
49. CIBIL Consumer -OLD FORMAT.
50. CIBIL Commercial Closed Accounts.
51. Non Fund Based Commercial Format for CIBIL(LG).
52. Non Fund Based Commercial Format for CIBIL(LC).
54. Inward/Outward Clearing Transactions Count.
56. Activity Wise Report.
57. CM Rural Housing Mission Scheme Report.
58. Accounts not having SRM Details
59. Vendor wise ATM Transactions Details.
60. Vendor wise ATM Transactions Details under DFS Module.

61. A/Cs Transferred from One Scheme to Another
62. Accounts list for Union KBC
63. Overdue List for RDFLX and RDNLX Scheme Accounts
64. Non CTS 2010 Standard Cheques in Use
65. Letters for Dormant Accounts
67. Account Label Details Report
68. Financial Inclusion Progress Report.
69. Daily Transactions Report for Single Note Acceptor.
70. ATM Cash Dispensed Summary.
71. Inward Clearing Transaction Count
72. Outward Clearing Transaction Count
73. TDS Deduction Returns Report
74. ECS Debits Report for Housing EMI
75. Loan Acct Rate of interest between specified Rates Report
79. TASMAC Report
80. Progress of SB Accounts Opened(FI)
81. Status report of UGC Accounts
85. Restructure based NPA classification
86. DCCO based NPA classification
87. Fraud Label attached and not loss asset
89. Report for LADSP batch failure
90. Transaction Details of DDA
92. Non-Cooperative Borrower Report.
93. Security, Insurance, Inspection Details
94. Maturity Date wise Deposits.
95. Manual ATM Transactions.
96. RBS Pending Rating Report
98. Guarantors Details.
99. List of Guarantors/Related Part Details/Date of Birth/Mobile No not maintained
101. Tax Withholding Report

Steps to generate report from BRACMIS menu.

1. Open the Finacle report server.
2. Login with your login credentials (Finacle user ID and password).
3. Invoke the menu "BRACMIS"
4. Following fields will be displayed.
 - choice
 - Set ID
 - As on date
 - Place holder
 - IFSC Code
 - Payment mode
5. Initially cursor will be positioned on "Choice" edit field, enter the corresponding number of report, the list can be accessed by pressing f2, alternatively you may pick up the code as listed above.
6. Press tab to navigate to the next edit field "Set ID" enter your branch sol ID and press tab to navigate to next edit field " as on date".
7. Enter the date of the report and press f4 to navigate to the next screen.
8. Pressing F4 will bring the print acceptance screen and position the cursor in fore/Background edit field, Enter F and press tab to navigate to the print

required Enter F in the edit field to generate the report in the foreground.

Press tab key once to navigate to the print required? Edit field.

9. type N in this edit field and press f10 to generate the report., wait for some time until the report gets generated.
10. Once the report is generated the BRACMIS report screen will be displayed, press f5 to navigate to the background menu.
11. Delete the existing value in the edit field and type 12 and press enter.
12. Now the list of reports generated will be displayed and the recently generated report will be placed on the top.
13. Type ctrl plus e twice to explore the report to your local computer.
14. The report will be saved to your computer in rpt/txt format which you may access in notepad/wordpad.

c. LAROR

This menu provides the list of loan accounts due for renewal in a specified time period. To generate the report follow following steps.

1. Invoke the "LAROR" menu in Finacle live/report server.
2. Form with following edit fields will be displayed.
 - Function
 - Set ID
 - From date
 - to date
3. By default cursor will be positioned in "Function edit field" with value "G", keep the value in tacked and press tab to navigate to the next edit field.
4. Enter your branch sol ID and press tab to navigate to date edit field, enter the date from which records are to be listed and press tab to navigate to the to date edit field.
5. Enter the date to which records are to be listed and press f4 to invoke the print acceptance screen.
6. Pressing F4 will bring the print acceptance screen and position the cursor in fore/Background edit field, Enter F and press tab to navigate to the print required Enter F in the edit field to generate the report in the foreground. Press tab key once to navigate to the print required? Edit field.
7. type N in this edit field and press f10 to generate the report., wait for some time until the report gets generated.
8. Once the report is generated the BRACMIS report screen will be displayed, press f5 to navigate to the background menu.
9. Delete the existing value in the edit field and type 12 and press enter.
10. Now the list of reports generated will be displayed and the recently generated report will be placed on the top.
11. Type ctrl plus e twice to explore the report to your local computer.
12. The report will be saved to your computer in rpt/txt format which you may access in notepad/wordpad.

d. DCARD

Important menu on debit card.

Type dcard in Finacle main menu screen.

Function edit field by default shows E

List of choices are

Choice.	Description
A.	CCAGR SCHEME DETAILS
B.	REPORT FOR THE BRANCH
C.	Debit Card Summary Report for CC Avenue.
D.	DELETION FOR THE DEBIT CARD
E.	ENTRY OF READY-KIT DEBIT CARD
F.	READY KIT DOWNLOAD FILE
G.	PERSONALIZED DOWNLOAD FILE
H.	USSA Accounts where Verified DebitCards are linked
I.	DEBIT CARD INQUIRY
K.	Loyalty Rewards-Debit Card Data
M.	Debit Card Summary Report for 37890
N.	Accounts Not having Debit Card
O.	Loyalty Rewards-POS Transaction Data
P.	REQUEST OF PERSONALIZED DEBIT CARD
Q.	Bulk Upload of Personalized Debit Cards
R.	DEBIT CARD REPORT FOR CENTRAL OFFICE
S.	DEBIT CARD TRANSACTION SUMMARY
U.	ATM SWITCH FILE UPLOAD
V.	VERIFICATION OF CARD
W.	Upload BSBDA/BSBDS Personalized Card (FIS DATA)
Z.	ATM Transaction Summary

Type I, and press F4 if you wish to do debit card inquiry.

or

Type B and press F4 will change the next screen with the options

Report code B

SET ID

FROM DATE

TO DATE

Debit card enquiry

Type account number and press F4

Fields gives you details of card expiry date, issue date, card type, etc.

e. MNDTRPT

MANDATORY REPORT (MNDTRPT) MENU

Purpose of the MNDTRPT Menu

MNDTRPT Menu is used for Generating mandatory reports. There is one mandatory report and seven (7) other reports which are to be generated and printed every day as on previous working day. All these reports are generated through single menu 'MNDTRPT'. The list of reports is as under:

1. Mandatory report
2. Report for Income & Expenditure
3. Report for TOD
4. Exceptional Report for Modification in Advance accounts
5. Report for minor becoming major
6. Letter for dormant accounts
7. Letter for Inoperative accounts
8. User Transaction Log report

The reports generated are to be verified by the Branch Manager/Accountant of the branch every day and to be signed by the branch manager, having seen and verified.

In order to generate various reports using MNDTRPT menu, the user has to run the menu by typing MNDTRPT and pressing Enter in Menu Option of Finacle home screen

Function 'G' will be shown as selected by the system. SOL ID and report date will be populated by the system by default to current SOL ID of the user and Report date will be previous working day.

Press F4 to proceed. Print acceptance form will be displayed by the system. 'B' should be entered in Fore/Background denoting Background generation of report. Reports will be generated only in background only. Print required should be 'N'.

Press F10 key after entering above details. Reports will be generated in background.

Check Background menu after some time. Generation of reports may take few minutes depending on the load on server.

Importance of Mandatory Reports

Mandatory reports are very useful tool for the branch officials to monitor day-to-day activities of the branch./office to have proper control over the same

These reports shows various transactions of the previous day, wherein the transactions are of exceptional nature. Report-wise details are as under:

Mandatory report shows exceptional transactions as under:

1. Mandatory report shows exceptional transactions as under:
 - Txn Involving Disbursement of Loan
 - Freezed Account Unfreezed
 - Cr Trf Txn Exceed Monetary Limit in SB, CD & TD A/c
 - User Lien Lifted
 - Cash Payment done of Other Sol
 - Account Made Inoperative
 - Change of Account Status from Dormant to Active
 - Adv A/c where Prefer Int Offered & due for Renewal
 - Dr Cash Withdrawal form Used for Withdrawal
 - Manual Entries in Suspense/Sundry/POB/Bills Payable
2. Report for Income & Expenditure

Details of Debit & credit to income and expenditure account is listed

3. Report for TOD
Account-wise Details of TOD sanctioned by the branch on reporting date
4. Exceptional Report for Modification in Advance accounts
Details of modification in ACM, Limit, rate of interest etc done in advance accounts on reporting date
5. Report for minor becoming major
List of account, where minor account holder become major as on reporting date
6. Letter for dormant accounts
Letter to be sent to account classified as dormant of the reporting date.
7. Letter for Inoperative accounts
Letter to be sent to account classified as inactive of the reporting date.
8. User Transaction Log report
Branch user-wise exceptional transaction details are reported.

SUPPLEMENTARY REPORT (SUPPLM) MENU

Purpose of the SUPPLM Menu

SUPPLM (Supplementary Report) Menu is used for Generate supplementary reports, which is report containing details of all the day's transactions and arranged in Scheme-wise and type of transaction-wise (i.e. Cash, Clearing & transfer)

In order to generate various reports using SUPPLM menu, the user has to run the menu by typing SUPPLM and pressing Enter in Menu Option of Finacle home screen

- Select the Function Code 'G' (populated by default by system)
- Enter Sol Id for which report is required.
- Type 'GL SUB HEAD CODE' for the desired Scheme/GL code or leave the field blank for generating report for all the schemes.
- Fill in date for which report is required in DD-MM-YYYY format.
- After entering the details as above, press F4. Then following screen will be displayed.

Type 'F' for foreground, 'B' for back ground. If you require print enter Print required as 'Y' and press F4 again.

If print required is 'Y', then enter the Number of copies required in relevant field and press F10 key.

Ensure that printer connected to the PC is switched on and sufficient paper is loaded. Also ensure that Ilinkweb program in the PC is open & running

If the print option is given system will print the report, else report will be available in Background menu for print/view later. (Screen Shot 3)

f. ADTRPT

An important report generation menu. Steps will be added later.

g. ACSP

An important report generation menu. Steps will be added later.

h. STKSTMT

Non submitted stock statement menu

Type stkstmt in Finacle main menu screen and press Enter.

Next screen shows below options.

Function code

Sol id

Scheme

i. HSGCERT

Housing loan interest certificate generation

Type stkstmt in Finacle main menu screen and press Enter.

Next screen shows below options.

Function code

Account no.

EMI amt

10. FINACLE REPORTING SERVER

MIS reports are generated using this server. This is not a live Finacle but data available on this server is one day old. Few examples of menus we can use on report server but no on live Finacle.

BRACMIS

ACSP

HSGCERT

11. LIST OF HTML BASED MENUS

Menu starting from H are accessible with screen reader

Few examples are:

S. No.	Menu Name	Description
1	HACCBAL	Balance details of an Account
2	HACCDDET	General Details
3	HACDET	Account Balance Details
4	HACI	Customer Accounts Inquiry
5	HACILA	Customer Accounts Inquiry for Term Loans
6	HACIMU	CRV-Account Level Menu
7	HACINT	INTEREST RUN FOR ACCOUNTS
8	HACITD	Accounts Inquiry for Term Deposits
9	HACLHI	Limit Details
10	HACLI	Transactions Inquiry
11	HACM	Customer Accounts Maintenance
12	HACTI	Account turnover details
13	HACTODI	Account TOD Inquiry
14	HAINTRPT	Interest Report For Accounts
15	HANGSOL	SOLS HANG IN CSOLOP
16	HASSET	Asset classification
17	HASTI	Amount-slab Table Inquiry
18	HBINQ	Inquiry on Honey Bee Accounts
19	HBKQRY	Bank Level Query Option
20	HBKTI	Bank Table Inquiry
21	HBREP	Honey Bee Deposits Summary
22	HBRTI	Branch Table Inquiry
23	HCASHDPI	Cash Deposit Inquiry
24	HCASHWDI	Cash Withdrawal Inquiry
25	HCDEP	Combined Deposit
26	HCMSMU	Debit Card Management System- Main Menu
27	HCPAMT	Parameterising Amount for RTGS
28	HCRVMU	Customer Relationship View- Main Menu
29	HCSM	Combined Statement Detail
30	HCUACC	Accounts of Customer
31	HCUCA	Current Account of Customer
32	HCUCC	Cash Credit of Customer
33	HCUDET	General details of Customer
34	HCUIMU	CRV- Customer Level Menu
35	HCULA	Loan Accounts of Customer
36	HCUMAT	Forthcoming Maturities of Customer
37	HCUMI	Customer Master Inquiry

38	HCUOD	Overdraft Accounts of Customer
39	HCUPSD	Portfolio details of Customer
40	HCUSB	Savings Account of Customer
41	HCUSEL	Customer Selection
42	HCUSUM	Summary details of Customer
43	HCUSWP	Sweep details of Customer
44	HCUTD	Term Deposits of Customer
45	HCUTI	Turnover Summary of Customer
46	HDCDET	Delivery Channel transaction details
47	HDCL	helpdesk call
48	HDDREM	DD Reminder
49	HDN	Due Notice
50	HGDET	General Deposit Details
51	HHII	Hot Items Inquiry
52	HICI	Inward Cheques Inquiry
53	HICTM	Inward Clearing Transaction Maintenance
54	HII	Hot Items Inquiry
55	HIM	Hot Items Maintenance
56	HINTCI	Interest Table Code Inquiry
57	HINTTI	Interest Rate Details Inquiry
58	HLADGEN	Loans Demand Generation
59	HLADSP	Loans Demand Satisfaction Process
60	HLAI	Loan Inquiry
61	HLANM	Loan Account Notice Maintenance
62	HLARA	Loan Amendment and Rescheduling
63	HLARSHDL	Loan Amendment and Rescheduling
64	HLNI	Limit Node Inquiry
65	HLVSI	Loan Interest Version Slab Inquiry
66	HLVSM	Loan Interest Version Slab Maintenance
67	HMEMOPAD	Memopad Maintenance
68	HOAACMCA	CA Account Open Modification
69	HOAACMCC	CC Account Open Modification
70	HOAACMLA	LA Account Open Modification
71	HOAACMOD	OD Account Open Modification
72	HOAACMSB	SB Account Open Modification
73	HOAACMTD	TD Account Open Modification
74	HOCADV	HOC ADVICES
75	HOCI	Outward Cheques Inquiry
76	HOCIP	HOC Inquiry cum BA(R) Print
77	HODBCH	Bill and Collection History Details
78	HOSUMP	HOC Summary Print
79	HOT	REPORT ON HOT ITEMS
80	HOTCARD	Hot Card
81	HOTCE	Over the Counter Transaction
82	HPDCZM	Post Dated Cheque Zone Maintenance

83	HPRTINQ	Print Queue Inquiry
84	HRENHIST	Renewal History of TD Account
85	HRRCDI	Reference Code Inquiry
86	HRTGS	Real Time Gross Settlement System
87	HRTGSV	Dual Verification For RTGS Transaction
88	HSGCERT	Provisional Interest Certificate
89	HSSII	Standing Instruction Inquiry
90	HTD	Term deposit transaction details
91	HTDINT	Term deposit interest details
92	HTDTAX	Term deposit tax deduction details
93	HTFIN	Customer Trade Finance Inquiry
94	HTVSI	TD Interest Version Slab Inquiry
95	HXFERI	Transfer Transaction Inquiry

These menu pages contains various elements like edit boxes, buttons, mouse over links, combo boxes and other elements organized in frames, lists and tables, most of the elements are accessible with JAWS.

12. FREQUENTLY USED MENUS IN CBS

S.No.	Menu	Description
1	CUS	Customer Selection -Searching of customer id.
2	CUMM	For creating Customer Master
3	CUMI	Customer Master Inquiry
4	ACLI	Account Ledger Inquiry
5	INTCERTI	Account Interest certificate
6	FFDPSP	FFD pass sheet print.
7	PBP	Pass book printing
8	DRP	Print deposit receipt
9	NOMDET	Report – Nomination Detail Register
10	DEPCUST	Details of term deposit accounts – customer wise.
11	CHQBOOK	Option for entering the request of customer for issuing cheque book. On entering the details in this Menu, the customer gets cheque book.
12	TM	Transaction Maintenance
13	FTI	Financial Transaction Inquiry
14	FTR	Financial Transaction Report
15	DDPRNT	Printing of single DD
16	LAMOD	EMI calculator
17	STKSTMT	Stock statement not submitted report
18	LAROR	Loan review report
19	SIM	Standing Instructions Maintenance
20	F1	F 1 report
21	MNDTRPT	Mandatory report (as of previous day only)

22	BRACMIS	Branches MIS Report
23	CSOLOP	Closure of SOL operation
24	HRTGS	For doing RTGS/NEFT
25	SAC	For deleting an user when he is not able to login and getting a message “user is already logged in” and to know which user is working in which Menu option.

13. COMPREHENSIVE FINACLE MENUS LIST

S.No.	Menu	Description
1	CUS	Customer Selection -Searching of customer id.
2	CUMM	For creating Customer Master
3	CUMI	Customer Master Inquiry
4	CUMP	Customer Master Print
5	CUSTBALP	Customer Balance printing.
6	CCA	Change customer id of an account.
7	OAAC	Account Opening. Visiting General Details and Scheme Details is mandatory for any type of account. And depending on type of account, we are required to visit other details and by using F2, we can visit them.
8	OAACAU	Verification of account Opening. (Any modification before verification to an account opened can be made by the user who has opened through this menu)
9	ACM	Account master Maintenance – Modification / Inquiry
10	ACLI	Account Ledger Inquiry

11	ACTI	Account Turnover Inquiry
12	ACI	Customer Account Inquiry
13	ACMP	Account master print
14	ACCDDET	Account details – This furnishes the details of account such as customer ID, A/c No., open date, customer name, address, balance
15	CBM	Customer becoming Major – Report can be generated for customers who are attaining majority for a given range of date.
16	COMBSTMT	To generate Combined statement
17	ACXFRSC	To transfer accounts between schemes codes.
18	LETACCT	A/C OPENED/CLOSED LETTER TO CUSTOMER
19	LETINTRO	LETTER TO INTRODUCER
20	ACCTSTMT	Statement to customer in DAT format
21	CUSTINT	Customer ID wise- interest certificate.
22	BALCERTI	Balance certificate account wise for a given date
23	INTCERTI	Account Interest certificate
24	FFDPSP	FFD pass sheet print.
25	ACS/ACSP	Account selection inquiry/print.
26	PBP	Pass book printing
27	PSP	Pass sheet printing- instrument wise.

28	Memo pad	Internal messaging system – Memo pad feature provides general purpose text storage and retrieval of information, cautions for account operation etc.,
29	How to see Memo Pad	First be in one menu option. Then Ctrl+F9 – Add, Inquiry, Modify, Delete.
30	ACXFRSOL	Account transfer between SOLs
31	DCARD	debit card upload generation (for ATM card)
32	DAM	Useful for term deposit specific modifications such as interest details, penalty amount (in case of cumulative accounts), regeneration of flows, changing maturity date, etc (Users are advised to take guidance from CBS Help Desk before undertaking any changes)
33	DRP	Print deposit receipt
34	REDRP	Reprint deposit receipt
35	DUDRP	Deposit receipt reprint (Duplicate)
36	GDET	General Deposit Details – Report gives maturity amount
37	NOMDET	Report – Nomination Detail Register
38	PARTINQ	Inquiry can be done on partitioned a/c
39	PHINQ	Inquiry on history of partitioned accounts
40	261/3000	Intacctr- Short deposit
41	261/4000	Intacctr- Fixed deposit
42	DEPCUST	Details of term deposit accounts – customer wise.
43	INTADV	Interest advice

44	SBFFDPSP	SB FFD pass sheet print
45	FCNRCUST	Report – Customer wise FCNR deposit details report.
46	IMAUM	Inventory movement authorization maintenance
47	IMC	Inventory movement between locations.
48	ISI	Inquiry of security items at employee location and split and Merge (at employee location)
49	ISIA	Inquiry of security items at all locations including DL and split and Merge (All)
50	IMI	Inventory Movement Inquiry
51	LCQMM	Option for entering of cheque for issuing to customer who is not having cheque book with him and coming for withdrawal upto an amount of Rs.5000/-. WF is not allowed.
52	ICHB	Cheque book issue – for issuing loose cheque for drawing amount more than Rs.5000/= or for issuing cheque book immediately to customer from stationery.
53	ICHBAU	Issue Cheque book – verification.
54	CHBM	Cheque Book Maintenance – To find out the status of cheque book issued to the customer.
55	CHQBOOK	Option for entering the request of customer for issuing cheque book. On entering the details in this Menu, the customer gets cheque book.
56	INQACHQ	Inquire of account number for a Cheque
57	REJREP1	Clg. Cheques returned or carved as 'N' on the day under various clearing zones.
58	SPP	Stop payment processing and verification
59	SPRG	Stop Payment register

60	ALM	Account lien maintenance
61	TM	Transaction Maintenance
62	CRT	Transaction reversal
63	SPTM	Reversal of Proxy Posted entries.
64	VCHR	Voucher can be printed through this menu option
65	ADVC	Printing of advice to customer
66	FTI	Financial Transaction Inquiry
67	FTR	Financial Transaction Report
68	SWEEPS	Extending 'Sweeps' facility to the customer
69	TTUM	for uploading the softcopies of transactions such as salary etc.
70	F9	Signature display
71	LDIMG	Image upload utility.
72	CAAC	Closure of an account
73	CAACAU	Authorization of account closure.
74	DDMI	Mass issue of DD
75	DDUPLD	The soft copy of DD issue submitted by customer can be uploaded.
76	DDPRNT	Printing of single DD
77	DDPALL	Printing of all unprinted DD's
78	DDREPRNT	DD Reprint.

79	DDC	Demand Draft cancellation.
80	DDLOST	Marking of DD as “lost”
81	GMM	Guarantee Master Maintenance
82	GI	Guarantee Inquiry
83	GENR	Guarantee expired but not renewed
84	BGLIMIT	Guarantee Limit
85	BGPRINT	BG print
86	GP	Guarantee printing
87	DPGR	Deferred Payment Guarantee Register
88	BGSTMNT	Statement of guarantee
89	GIPNP	Guarantees invoked paid/not paid
90	LGREM	Expired guarantees reminder
91	LGCL	LG confirmation letter
92	GPI	Guarantee parameter inquiry
93	BGDET	List of letter of guarantees outstanding
94	GILR	Guarantee issued cum liability register
95	MCLZOH	Maintaining outward clearing zone
96	OCTM	Outward Clearing Transaction Maintenance
97	PTW	For downloading the outward clearing to floppy

98	PWO	Generation of outward clearing register
99	OCLGADV	Generation of clearing advice
100	OIQ	Outward instruments inquiry
101	OPQ	Outward part tran inquiry
102	MICZ	Maintaining Inward Clearing Zone
103	ICTM	Inward clearing transaction maintenance
104	MARKPEND	mark pending of instruments for regularization
105	REVPEND	Revoke pending
106	RFTDS	Refund of TDS
107	TDSIP	used for printing of Form 16 and to inquire/generate TDS report
108	CUSTTDS	TDS code report
109	LNМ	Limit Node maintenance
110	LTL	Limit Tree Lookup
111	LNI	Limit Node Inquiry
112	LNDI	Limit Node Detail Inquiry
113	CULI	Customer Unutilized Limit Inquiry
114	LNHTIR	Limit Node History/Tran Inquiry/Report
115	LLIR	Limit Liability inquiry report
116	LAOPI	Loan overdue position inquiry

117	LAMOD	EMI calculator
118	ODFDLN	OD accounts linkage to FD account
119	ACTODM	Account TOD Maintenance
120	ACTODMAU	Account TOD Maintenance - Authorization
121	CHLMT	Changes in limits
122	TODRP	TOD register printing
123	INSDET	Reminder letter is being generated to the customer for insurance policies expiring during the period specified
124	STKSTMT	Stock statement not submitted report
125	INTTM	Interest table maintenance
126	INTLIST	Gives the list of accounts under scheme types CCA, LAA, ODA, CAA or ALL with Rate of interest for each account
127	SRM	Security register maintenance
128	INSEXP	Insurance expired
129	LAROR	Loan review report
130	LAGI	Loan General Inquiry
131	LAODR	Loan Overdue Reminder/Report
132	AITINQ	Account level interest inquiry
133	LAMP	Loan account master print
134	LAOPI	Loans overdue position inquiry

135	LADGEN	Term Loan demand generation process.
136	ACCINT	Running account demand generation process.
137	SECDET	Accounts where security is not adequate
138	INTCAL	Account where Interest is not applied.
139	IBCS	Cheques covering schedule
140	BCSI	Bills covering schedule
141	IBINT	Intimation to Drawee
142	BI	Bill Inquiry
143	BRRCR	Outstanding bills-Balancing Report-Collection
144	BRBPR	Outstanding bills- Balancing Report – Bills purchased
145	SIM	Standing Instructions Maintenance
146	SIE	Standing Instructions Execution
147	SIFAIL	Standing Instruction Failure Report
148	SIADVC	Print SI advice to customer.
149	SIRP	SI register printing
150	MMGPD	Monthly Master General Progress Data – To know how many accounts are opened /closed for a given period scheme wise.
151	MMPSD	Monthly Master Priority Sector Data
152	F1	F 1 report

153	BR	Balancing report
154	GR	D1/W1 report, Flash report, P&L report
155	FACWR	Facility wise report account wise
156	EXCPRPT	Exceptions report
157	ACLPOA	Account ledger print- office a/c
158	PDB	Print Day Book
159	SUPPLM	Print supplementary
160	AINTRPT	Interest report for accounts
161	ISTR	Inter SOL transaction report
162	CSHBR	Cash balance report
163	CBR	Cash balance book
164	AFI	Audit File Inquiry
165	SCWRPTA	Shroff Cash report – All
166	SOLSTAT	displays the status of SOL
167	RCSOLOP	service outlet validation process
168	HSGCERTI	Housing loan certificate
169	MNDTRPT	Mandatory report (as of previous day only)
170	ADTRPT	Audit Report generation on various parameters
171	BRACMIS	Branches MIS Report

172	ATOR	Account turnover report
173	CUSTVIEW	360 Degree view
174	CSOLOP	Closure of SOL operation
175	SASCL	Upgradation of NPA accounts
176	NPATM	For posting of transaction in NPA account.
177	NPAPSP	For viewing unrecovered interest in the a/c
178	HRTGS	For doing RTGS/NEFT
179	SAC	For deleting a user when he is not able to login and getting a message “user is already logged in” and to know which user is working in which Menu option.
180	Scheme code for opening loan account towards subsidy received in term loan	TL012
181	Scheme code for opening loan account towards subsidy received in working capital account	ODSUB
182	NPRAV	Reversal of Unrecovered interest in NPA account
183	NPAINT	Calculation of Interest in NPA accounts

14. SCHEMEWISE ACCOUNT PREFIX

S.No	Sch m Type	Schm Code	SCHEME DESCRIPTION	Account Prefix starts with	Account Prefixed
1	BIA	IB001	CHEQUE PURCHASED	8	1
2	BIA	IB002	BILLS PURCHASED	8	2
3	BIA	IB003	IDOC. BILLS PUR.(SIGHT)	8	3

4	BIA	IB004	DOC.BILLS PUR.(USANCE)	8	4
5	BIA	IB005	ADVANCE AGNST.BILLS(COLL)	8	5
6	BIA	IB006	USANCE BILL DISCOUNTED	8	6
7	BIA	IB007	IMM.CR.FOR OUTSTATION CHQ	8	7
8	BIA	IB010	CHEQUE PURCHASED - STAFF	8	1
9	CAA	CABAN	CD BANKS	1	2
10	CAA	CAGEN	CD GENERAL	1	1
11	CAA	CANRE	CD NON RESIDENT	1	6
12	CAA	CANRO	CD NRO	1	13
13	CAA	CAPCF	PC DISBURSAL ACCOUNT	1	7
14	CAA	CDFFD	CD FLEXI GENERAL	1	11
15	CAA	CDFRE	CD NON RES FLEXI	1	12
16	CAA	CDMGS	MULTI GAINS CURRENT A/ C	1	10
17	CCA	CCGEN	CC-GENERAL	5	1
18	CCA	CCPRD	CC-UNION HIGH PRIDE	5	6
19	CCA	CCUTR	CC-UNION TRADE	5	4
20	LAA	TL009	OTHER SECURED TERM LOAN	6	39
21	LAA	TL011	EMI- OTH SECURED TERM LOA	6	41
22	LAA	TLA01	ST AGRI CROP LOAN	6	1
23	LAA	TLA02	MT AGRI.-DLRI-HARVEST	6	2
24	LAA	TLA03	MT AGRI.-DLRI-OTHERS	6	3
25	LAA	TLA04	MT AGRI.-TL-HARVEST	6	4
26	LAA	TLA05	MT AGRI.-TL-OTHERS	6	5
27	LAA	TLP01	SMALL SCALE INDUSTRIES	6	11
28	LAA	TLP02	ROAD TRANSPORT OPERATORS	6	12
29	LAA	TLP03	RETAIL TRADE	6	13
30	LAA	TLP04	SMALL BUSINESS	6	14
31	LAA	TLP05	PROFF AND SELF EMPL	6	15
32	LAA	TLP06	CONSUMPTION LOAN	6	16
33	LAA	TLS01	STF-HOUSING LOAN-SIMPLE	6	81
34	LAA	TLS02	STF-CLEAN LOAN-SIMPLE INT	6	82
35	LAA	TLS03	STF-CAR LOAN-SIMPLE INT	6	83
36	LAA	TLS04	STF-2 WHEEL LOAN-SIMPLE	6	84
37	LAA	TLS05	STF-OTH.SECURED LOANS	6	85
38	LAA	TLS06	STF-NSC- LOANS	6	86
39	LAA	TLS07	STF-CLEAN COMPOUND INT	6	87
40	LAA	TLS08	STF-HSG.LOAN-COMM.INT.RT.	6	88
41	LAA	TLU01	UNION HOME FIXED RATE	6	51
42	LAA	TLU02	UNION MILES	6	52
43	LAA	TLU03	UNION GOLD- NON-PRIORITY	6	53
44	LAA	TLU04	UNION GOLD AGRICULTURE	6	54
45	LAA	TLU05	UNION EDUCATION	6	55

46	LAA	TLU06	UNION HEALTH	6	56
47	LAA	TLU08	UNION RENT	6	58
48	LAA	TLU09	UNION COMFORT	6	59
49	LAA	TLU10	UNION CASH	6	60
50	LAA	TLU12	UNION AWAS	6	62
51	LAA	TLU13	UNIONGOLD OTHER-PRIORITY	6	63
52	LAA	TLU14	UNION TRADE-TERM LOAN	6	64
53	LAA	TLU15	UNION HOME FLOATING RATE	6	65
54	LAA	TLU17	UNION MORTGAGE-FIXED	6	67
55	LAA	TLU18	UNION MORTGAGE-FLOATING	6	68
56	ODA	LNSEC	SECURED LOANS	7	3
57	ODA	ODGEN	OVERDRAFT-GENERAL	4	1
58	ODA	ODMOR	OVERDRAFT MORTGAGE	4	5
59	ODA	ODSTF	OVERDRAFT-STAFF	4	2
60	CCA	CCAGR	CC-AGRICULTURE(UGC)	5	3
61	SBA	SBFRE	SB FLEXI NRE	2	8
62	SBA	SBFRL	NO FRILLS SAVINGS A/C	2	1
63	SBA	SBFRO	SB FLEXI NRO	2	4
64	SBA	SBGEN	SB GENERAL	2	1
65	SBA	SBNFD	SB NEW FLEXI GENERAL	2	5
66	SBA	SBNRE	SB NRE	2	2
67	SBA	SBNRO	SB NRO	2	6
68	SBA	SBPEN	SB PENSION	2	3
69	SBA	SBSTF	SB STAFF	2	7
70	SBA	SBZER	SAVING ZERO BALANCE	2	1
71	TDA	TD001	SHORT TERM DEPOSIT	3	1
72	TDA	TD002	FIXED DEPOSIT(FDR)	3	2
73	TDA	TD003	DRIC-DEP.REINVEST.CERT.	3	3
74	TDA	TD004	CUMULATIVE -GENERAL	3	4
75	TDA	TD006	MONTHLY INCOME SCHEME-MIS	3	6
76	TDA	TDE02	NRE FDR	3	72
77	TDA	TDE03	NRE- DRIC	3	73
78	TDA	TDE07	NRE-CUMULATIVE	3	77
79	TDA	TDE08	NRE- MIS UNFIXED DEPOSIT	3	78
80	TDA	TDE09	NRE-MONTHLY INCOME SCHEME	3	79
81	TDA	TDE10	NRE FLEXI FIXED DEP (CD)	3	77
82	TDA	TDF01	FCNR(B) DRIC	3	91
83	TDA	TDF02	FCNR(B) FDR	3	92
84	TDA	TDF03	RESIDENT FOREIGN CURRENCY	3	93
85	TDA	TDF04	RFC DRIC	3	94
86	TDA	TDN01	NRO SHORT TERM DEPOSIT	3	41

87	TDA	TDN02	NRO-FIXED DEPOSIT	3	42
88	TDA	TDN03	NRO- DRIC	3	43
89	TDA	TDN04	NRO-CUMULATIVE	3	44
90	TDA	TDN05	NRO FLEXI FIXED DEPOSIT	3	45
91	TDA	TDN06	NRO-MONTHLY INCOME SCHEME	3	46

15. ACKNOWLEDGEMENT

Information added in this manual is referred from Union Bank's internal 'Finacle AT Glance' html user manual and use of Finacle menus such as 'MS' menu search, etc.

End of manual.

**UNION PARIVAAR USER MANUAL FOR BLIND STAFF MEMBERS
PREPARED SPECIALLY FOR ACCESSING WITH SCREEN READER
PROGRAM JAWS**

Application name: Union Parivaar (Union bank's Human Resource Management
System and employee self service module)

Screen Reader program: JAWS for Windows

Manual version - 2.0

Manual prepared By- Jerin Jose, Assistant Manager, Union Bank of India and

Yogesh Taneja Assistant Manager, Union Bank of India

Manual Reviewed by – Rahul Gambhir, Assistant Manager, Union Bank of India

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1. Introduction

1.1 About Union Parivaar

Union Parivaar is the human resource management system (HRMS) of Union bank of India. This is a web based people soft software application developed by Oracle. The HR activities such as performance management system, leave management system, training system, work flow etc are tracked through this package. The package caters to HR related needs of the employees belonging to all cadres. The application is integrated with CBS application (Finacle) for crediting the emoluments and other staff entitlements.

The major components of Union Parivaar are:

- Employee self service
- Performance management system
- Leave management system
- Benefits management system
- Training feedback system etc.

1.2 About this manual

This manual is prepared exclusively for our blind staff members who are using screen reader program to access computer. The core idea behind preparing this special manual is to provide orientation of the few screens. After developing Understanding of steps for accessing Parivaar with JAWS for few regular HRMS tasks this will make our blind staff independent. This tutorial provides only an overview of the Union Parivaar package. For the complete manual by the bank, please visit manual link on the sign in page.

1.3 An important Note

Parivaar user interface is designed through PeopleSoft product. It has accessibility challenges for screen reader programs and keyboard user. Few complex screens are difficult to navigate with keyboard and can only be accessed with mouse thus makes blind user dependent on sighted assistance.

1.4 Union Parivaar Helpline

Phone: (022) 2289 6366

IP Phone: 116215

1.5 Accessibility

Union Parivaar is a web based oracle people soft application package. AS the name indicates, the package interface is accessed through web browsers such as internet

explorer, Firefox, Google chrome etc. The standard JAWS commands for a standard web page works fine with the package interface as well.

1.6 JAWS commands

All the JAWS commands for HTML web pages work fine with the Union Parivaar application. Some of the JAWS commands for HTML are as follows,

- To display the list of form fields: INSERT+F5.
- To display the list of headings: INSERT+F6.
- To display the list of links: INSERT+F7.
- To display the list of frames: INSERT+F9.
- To move to next link: TAB.
- To move to next heading: H.
- To move to next button: B.
- To move to next frame: M.
- To move to next edit field: E.
- To move to next checkbox: X.
- To move to next combo box: C.
- To move to next table: T
- To move to the next non-linked text: N
- To activate a link: Enter
- To activate a mouse over: insert+control+enter
- Use of various JAWS cursors and routing will be also helpful at times.

For more JAWS commands press insert+F1 twice quickly keeping the focus in internet explorer. Then press F6 to move to the window pane where the page is displayed. Press enter on the link JAWS commands for HTML and find the tables containing the JAWS commands for the HTML page. These commands work well with union Parivaar since it is a web based application.

2. Log in instructions

To access the application using internet explorer, follow the steps below.

1. Select the internet explorer icon and press enter.
2. Type the following URL in the address bar and press enter.
 1. <http://172.31.6.92:8080/ps/ps/?cmd=login&languageCd=ENG>
2. Union Parivaar sign in page will be displayed.
3. Enter PF number as user id
4. Press tab to go to the password field and enter the password. (In case of the first time user the initial password will be conveyed to you, and needs to be changed at the time of first login.)
5. Press tab and move to the login button and press enter. (After the first sign in, the system will prompt to change the password).

3. Finding an existing value or adding a new value

In the modules organized under employee self service menu, the user can either search for a submitted application, or submit a new application. To search for a submitted application, the user has to use the find an existing value module. To submit a new application, the user needs to use the add a new value module.

After selecting relevant module under employee Self Service Modules except leave module, the Users will get the page Find an Existing value and ADD a new Value.

For making a new online application every time, the Users have to click link ADD a new Value. After clicking on the add a new value link, a page with add button will be displayed. The user have to activate the add button after filling the fields above the add button.

Under Find an Existing Value, the Users can view the History of their online applications by clicking Clear button first and then Search button.

After clicking Search button, the Search result will be displayed sorted in the newer to older order. The User has to click on the particular application, which he/she wants to view.

4. Screens Overview

4.1 Home page overview

This page contains 44 links. There are 2 forms. This is an HTML document, so you can use the standard JAWS reading commands or Navigation Quick Keys to navigate and read this document. JAWS can also display lists of certain elements on this page. For example, you can press INSERT+F7 for a list of links, INSERT+F6 for a list of headings, or INSERT+F5 for a list of form fields. In addition, if you hold down CTRL+INSERT while pressing a Navigation Quick Key, JAWS displays a list of all elements of that type on the page.

By default, Auto Forms Mode is on. This means that when you navigate to an edit field, JAWS automatically turns on Forms Mode so that you can immediately type text in the edit field. Forms Mode will turn off when you exit the edit field.

If you turn off the Auto Forms Mode option, using the Quick Settings dialog box (INSERT+V), you must now press ENTER to manually trigger Forms Mode before you can type in the edit field. Press ESC or NUMPAD PLUS to manually exit Forms Mode.

You can create Place Markers to help you bookmark important locations on the page for easy reference. Press CTRL+Windows+K to create a temporary Place Marker that You can return to by pressing the Navigation Quick Key K. To create a permanent Place Marker at your current location, press CTRL+SHIFT+K to open the Place Marker dialog.

You can assign custom labels to almost any element on the page. To assign a custom label to a link, image, button, or other element on the page, move to it and press CTRL+INSERT+TAB. Alternatively, you can press INSERT+F2 and choose Custom Label.

For more details on these features, refer to the JAWS Help system. You can also press INSERT+H (keeping the focus in the home page) to view a complete list of JAWS hot keys for HTML or PDF documents.

4.2 Navigation overview

The different parts of the home page of the union Parivaar is discussed in this section.

Quick links

Three quick links are displayed in the home page. JAWS reach these three quick links when we start navigating from the top. These quick links are,

- Home
- Work List
- Sign Out

These quick links are displayed in all the pages of the application.

The menus

There are two major menus in the home page,

- Favorites Menu
- Main Menu

Other links

There are few other links placed in the home page of the Union Parivaar. They are as follows,

Target=help: To get the help page of Union Parivaar

Refresh: To refresh the page

Minimise/Maximise

Remove

Favorites Menu

Favorites menu has sub menu which contains the recently visited menus. This is the menu which enables the user to quickly recall the last visited five menus. This menu varies from user to user.

Main menu

This is the main menu which contains the sub menus related to the day to day activities of an employee.

5. Checking leave balance and applying for a new leave

An employee of Union Bank gets various types of leaves during his service such as Privileged leave, Casual Leave and Sick Leave etc. This module is used for

5.1 Checking leave balance

For checking leave balances do the following;

1. Log on to the application with your User ID and Password.
2. Go to the link Employee Self Service by using DOWNARROW or bring the link list dialogue box, navigate to employee self service using arrow keys and press ENTER.
3. Once the page is loaded bring the links list dialogue box by pressing Insert plus f7 and navigate to Review Request Absences and press ENTER on the link.
4. Now navigate the page and you will find a table containing following details;
 - a. Leave Type.
 - b. Leave balance.
 - c. Pending Approval.

Note: You can also check the status of your applied leaves on the same page given in tabular form along with their status. Use following navigation commands to navigate inside the table

To move between table cells, use ALT+CTRL+UP, DOWN, LEFT or RIGHT ARROWS.

You can also jump directly to a table cell using Control+Windows+J.

Press Alt+Windows+Comma OR Alt+Windows+NumPad5 to read the current row, and Alt+Windows+Period to read the current column.

To move to the next table on a page, press T.

To move out of the table and continue reading the rest of the page, press Alt+Windows+End OR Shift+Period.

5.2 Applying a new leave

To apply a new leave do the following;

1. Log on to the application with your User ID and Password.
2. Go to the link Employee Self Service by using DOWNARROW or bring the link list dialogue box, navigate to employee self service using arrow keys and press ENTER.
3. Once the page is loaded bring the links list dialogue box by pressing Insert plus f7 and navigate to Review Request Absences and press ENTER on the link.
4. Press ENTER on Apply For New Leave button.
5. On the opened page, navigate to LeaveType edit field by using DOWNARROW or by creating forms field's list.

6. Here you have to type the leave type for example Casual Leave/Sick Leave. (you can look for the Leave Type by pressing ENTER on the Lookup leave type link which is available just after Leave Type edit field).
7. Move to absence Reason edit field by TAB key and type Absence reason such as standard etc. Generally "STD" IS ENTERED in this edit field. (you can select absence reason by visiting the link Lookup Absence Reason given just after the edit field).
8. Press TAB to navigate to next edit field which is Start Date. It generally contains the current date which can be changed to the desired date.
9. Press tab to navigate to End Date edit field and type the end date. (it can be the same date as start date if you are applying leave for 1 day).
10. Similarly you can navigate to other fields such as Emp Comments, Address During Leave edit fields and fill accordingly.
11. After entering data in above mentioned fields, move to Submit button by DOWNARROW or letter B (when forms mode is off.) and press ENTER to apply.

Note: Leave Type, Absence Reason, Start Date and End Date are mandatory and cannot be left blank.

6. Viewing pay slip

To view your pay slip, do the following;

1. Log on to the application with your User ID and Password.
2. Bring up the link list dialogue box by pressing insert plus f7 and choose employee self service.
3. Once the page is loaded choose link "View pay slip" and press enter.
4. Once the page is loaded Move to Month combo box by DOWNARROW or letter C and hit enter. Select the desired month for which you want to view the pay slip.
5. Press tab twice to Navigate to Year combo box for selecting year and select the desired year for which you want to view the pay slip.
6. Again press TAB to move to search button and hit ENTER.
7. On the next page you will find the desired data in tabular format.

7. Submitting various claims

An employee of Union Bank is entitled for various benefits such as NEWS Papers, Entertainment expenses, Conveyance expenses, Medical expenses and Briefcase expenses etc. some of reimbursements are to be claimed on monthly basis while few have different time period. In this section of the manual we will learn to apply some of the claims.

7.1 Finding a value

Before learning the process of submitting claims for various benefits, we should learn the process of searching the status of earlier applications. Please note that leave module does not provide the facility of searching the status of previous applications as it displays the status of previously submitted leaves on the main page of the module.

For searching previous applications do the following;

1. After log in Go to Employee Self Service link.
2. Press ENTER on the link of the module for which you want to find the information.
3. Here you will get Edit Fields/Combo Boxes for entering/Selecting the year and month of the application.
4. Enter/select data accordingly and press ENTER on Search button.
5. On the next page, information will generally be displayed in tabular form.

7.2 Adding a new value for NEWS Paper

IN Union Parivaar submitting a new application for claiming any benefit is called adding a new value. For submitting an application for NEWS Paper do the following;

1. Select link NEWS Paper/Periodical/Journal from Employee Self Service page and hit ENTER.
2. From the next screen select Add A New Value link and press ENTER on it.
3. Now from the combo boxes select the calendar year and the month for which you are submitting the application. And Click on Add button.
4. On the next page fill in the name of NEWS Paper and amount. Please note an officer is entitled for Rs. 3 for week days while for weekends (Saturday and Sunday) the amount is Rs. 10.
5. In Application Date edit field, current date will automatically popup.
6. Now press ENTER on Save button.
7. On the next page the application will display the details filled by you and you have to press ENTER on Submit button to finally submit the application.

7.3 Reimbursement of Ent Expenses

TO claim the entertainment expenses follow the below mentioned steps.

1. Choose Entertainment Expenses on employee self service page .
2. On next screen, visit Declaration of Ent Expenses link.
3. From the next page visit Add a New Value link.
4. On next page you will observe that your PF number and current date is already filled.
5. Hit ENTER on Add Button.
6. On the next page you will get a form for entering few details. Enter the amount, from and to dates and place in their respective fields and save the data and click on Save Button.
7. On the next page you will be able to view the data which you have filled earlier. Now you just click on Submit Button and you will be done.

7.4 Mobile Bill reimbursement

Officers of bank are eligible for a stipulated amount every month in the form of Mobile Bill. It has to be claimed every month like other expenses. You can easily submit your Mobile Bill Reimbursement by following the steps given below.

1. Log on to Union Parivaar with your log in credentials.
2. Visit Employee Self Service link.
3. Click on mobile Bill Reimbursement link after reaching on to it with the help of arrow keys or by creating link's list.
4. On the next screen click on add a New Value link.
5. On next page,, Fill the month for which you are filing the claim and enter the year. For example if you are submitting the claim in the month of May, then you will have to select April in the month combo box.(please note that month can be easily selected from the combo box and for year you will find an edit box)
6. After entering the month and year, press ENTER on Add button.
7. It will direct you to the next page where you will have to enter the mobile number, amount and the bill number and click on SubmitButton. (Please keep in mind that the edit fields are not properly labeled so data should be entered carefully. If you will navigate with the help of DOWNARROW then Mobile number, Amount and Bill number should be entered in first, second and third edit fields respectively.

Note: you can also search for Previously entered data after reaching on Mobile Bill Reimbursement link.

7.5 Conveyance expenses

This option is used for conveyance reimbursement. To declare the conveyance expenses, enter on the conveyance reimbursement link under the Employee Self Service link. A new page will be loaded with a frame labeled as conveyance declaration in it. Enter on the link Add a new value and add a new value as discussed earlier.

There are two options, petrol allowance and non petrol allowance, which are represented through two radio buttons. Select the appropriate radio button using space key on the keyboard.

7.6 The petrol expenses

1. Click on the petrol expenses link next to the radio button representing the petrol expenses option. (please note that the link will be become clickable only after selecting the corresponding radio button)
2. There will be two radio buttons representing submission of bills and on declaration. Select the appropriate radio button using the space key on the keyboard. In case of declaration module, find the next table containing two edit boxes representing Number of Liters and Rate amount.

3. Enter the number of liters in the first edit box and petrol rate in the second edit box.
4. The amount claimed (Number of liters × petrol rate) automatically appears in the third edit box.
5. Click on OK button to return to the conveyance reimbursement main page
6. Amount claimed appears in the first edit box meant for amount in figures. enter the same amount in the next edit box in words. (it can be left blank)
7. Fill the vehicle details in the third, fourth and fifth edit boxes in the conveyance reimbursement main page. Enter the vehicle name (Ex: Santro, Swift) in the first, registration number in the second and the average milage of the vehicle in the third edit boxes. (This is a onetime activity)
8. Check the check box labeled as I have not drawn any amount towards Conveyance Expenses
9. Check The check box labeled as above expenses have been actually incurred by me
10. Select the area type from the combo box. (A class for the metro cities, Area 1 for the other cities)
11. Enter on the save button
12. Enter on the submit button
13. Check the status by finding the text status using the JAWS find command. If the request is submitted the status will be submitted, else the status will be saved.

7.7 Non petrol expense

1. Enter the amount to be reimbursed in the edit box provided. The amount has to be entered in both figures and words, in the first and second edit boxes respectively.
2. Press Tab to navigate to the check box labeled as I have not debited any amount on account of local conveyance expenses and Check it by pressing Space bar.
3. Press TAB and Check the check box labeled as I have not drawn any amount towards Conveyance Expenses.
4. Check The check box labeled as Above expenses have been actually incurred by me
5. Select the area type from the combo box. (A class for the metro cities, Area 1 for the other cities)
6. By using down arrow key navigate to the save button and press enter.
7. After activating the Save button, press down arrow key to navigate to the submit button and press space bar or Enter on the submit button.
8. The process of claiming conveyance expenses is complete and you may Check the status by finding the text status using the JAWS find command. If the request is submitted the status will be submitted, else the status will be saved.

7.8 Cleaning Expenses

An employee of our bank can claim a definite amount in the form of Cleaning Expenses after each quarter.

For claiming the Cleaning Expenses, Just go to Employee Self Service>Cleaning Expenses> Add a new value and fill in the information such as year and the quarter for which you want to submit your application. Now press ENTER on add button followed by submit button.

8. Medical aid and hospitalization

This module is used for the hospitalization and medical purposes. The sub menus in this module are,

1. Apply for medical aid: Apply for the medical aid: This option is used to apply for the medical aid reimbursement. In this option the employee can claim the medical aid expenses to reimburse.
2. Apply for the hospitalization expenses: This option is used to reimburse the hospitalization expenses met by the employee.
3. View medical aid balance registration: This option is used to view the balance in the in the medical aid eligibility. The medical aid register can be viewed using this option.
4. Family planning incentive: This option is used to claim the family planning incentive by an employee.

Steps with JAWS are not given will be added in the next version.

9. Personal Information

The personal information of every employee is captured in the human resource management system. This is the module where an employee can see his/her personal information captured in the HRMS application. The sub menus in this module are,

- Other personal information
- Job information
- Biodata

Other information: In this option the dependant details, date of birth, place of birth, marital status, qualification and category of the employee is displayed.

Job information: This option displays the job related information of the employee. An employee can see his/her job location, job code, recruitment information, specialist/non specialist, pay slabs etc.

Biodata: In this module the brief biodata of the employee is displayed. In case of any error in the biodata, the employee can raise the request to correct the biodata through this module.

Steps with JAWS are not given will be added in the next version.

10. Performance management

This module is a newly introduced module in Union Parivaar. This module is introduced with the intention to plan the performance and track the planned performance of the employees who belong to the officer cadre.

There are two components for this module,

- Performance planning
- Final performance appraisal

Performance planning: At the beginning of every financial year, an officer has to plan his/her performance during that financial year. In this planning the officer has to outline the expected achievements, self targets etc.

Final performance appraisal: This step comes at the end of the financial year. The appraiser will award score for the officer as per the performance during the financial year. This score will be sent to the higher authority (acceptor) for the acceptance of the score awarded. After the acceptance by the acceptor, a final score is awarded to the officer. This is the final performance appraisal.

This module steps are not listed in this manual. It will be added in the next version as it's a big module.

11. Staff Welfare Schemes

An employee of Union Bank of India is eligible for various welfare schemes such as educational schemes, Miscellaneous Schemes and Health Schemes. Each scheme under Staff Welfare schemes provides a number of benefits to all employees. This section contains details of the process for applying for the few schemes.

11.1 Holiday Home

Our bank has various guest houses on different locations such as Manali, Haridwar etc. Every employee can book the room through Union Parivaar and can also check the availability on a particular date. This module will explain the that how we can check the availability and book a room accordingly. You can find out the locations of holiday homes by visiting Employee Self Service>Miscellaneous Schemes>holiday home>list of Holiday Homes.

For checking the availability follow the steps given below;

1. Log in to the Union Parivaar with your login credentials.
2. Visit the link Employee Self Service.
3. From the next page visit Miscellaneous Schemes>Holiday Home>Room availability.
4. Enter the Code of Holiday Home for which you want to check the availability. (you can get the Holiday Home code by clicking the corresponding look up holiday home code link to this field).
5. After selecting the holiday home code from the look up holiday home code link, type the start date and end date in their respective fields along with the

checkin/checkout time. For example if you want to check the availability for 9th to 12th April 2015 then in start field type 09/04/2015 12:00 and in the end date field type 12/04/2015 11:59.

6. Finally hit ENTER on Add button and you will get the result of your search on the next page in tabular form which will contain holiday home code, Room Code, Start date, End date and the Description.

Note: if the table on the result page is Empty, it means no rooms are available on the given dates for given holiday home.

11.2 Apply for holiday home

If you want to apply for a Holiday Home follow the steps given below;

1. Log in to the Union Parivaar with your login credentials.
2. Visit the link Employee Self Service.
3. From the next page visit Miscellaneous Schemes>Holiday Home>Apply for a Holiday Home>add a new value.
4. On the next page, enter the start date in DD/MM/YY HH:MM format and the Holiday Home code. (you can also look for the Holiday Home code)
5. Click on Add button and you will be directed to the next page.
6. On next page enter the end date, number of rooms required along with the information about the member who will be staying with you. (first row of the table will contain your details).
7. Click on save button.
8. You can view filled details from the next page and finally submit the data in order to complete the booking process.

Note: Room charges vary from place to place and it is also mentioned on the List of Holiday Homes page. You can also view your reservations from the booking Information link given on employee Self Service>Miscellaneous Schemes>Holiday Home>Booking Information. Similarly you can cancel your reservation by visiting employee Self Service>Miscellaneous Schemes>Holiday Home>Cancel/view request.

End of manual.

LOTUS EMAIL CLIENT INSTRUCTIONS

Version - Lotus notes 8.5 (Basic configuration)

Screen Reader Support : JAWS and NVDA

Lotus has Accessibility features

- We can use accelerators and command keys to navigate through Lotus Notes.
An underlined letter on the screen designates an accelerator; for example, F is the accelerator for the **File** menu. In Microsoft Windows, press the Alt key, then the accelerator to trigger an action; for example, Alt+F shows the **File** menu. If they are enabled, you can use extended accelerators as well.
Command keys directly trigger an action and usually make use of the Ctrl (Windows) or Command (Macintosh) keys. For example, to print, press Ctrl+P (Macintosh users, Command+P).
- Lotus Notes uses Microsoft Active Accessibility (MSAA). This means that people with limited vision can use screen-reader software, along with a digital speech synthesizer, to listen to what is displayed on the screen.
- Lotus Notes supports system's display settings, such as color scheme, font size, and high-contrast display. See the "Setting up Lotus Notes for low vision" section below.

Notes have many other features that you can customize to fit your individual needs. See any of these sections:

- Settings you can customize in basic preferences
e.g. enable use of accessible keyboard navigation, etc.
- Settings you can customize in mail preferences
e.g. enable playing sound alert, popup alert, etc.
- Settings you can customize in location preferences
- Setting up Lotus Notes for low vision
View menu – text size set as larger or largest

Settings you can customize in basic preferences

Click **File > Preferences > User Preferences** (*Macintosh OS X users: Click Lotus Notes > Preferences > User Preferences*) to do the following:

You can select an icon color or size that is easier to see.

Under **Display**, use **Icon color scheme** to change color; use **Bookmark icon size** to change icon size.

Change default fonts

You can select different fonts for clarity.

Under **Display**, click **Default Fonts**, choose default font options and click **OK**.

Select or clear the Show extended accelerators option

Extended accelerators offer keyboard methods for operating the bookmarks bar and window tabs. If you have extended accelerators enabled, press and hold Alt to display additional accelerators for each bookmark and window tab. Once you see the extended accelerators displayed on your screen, press the letter or number that corresponds to the area of Notes you want to go to.

Under **Additional options**, select or clear **Show extended accelerators**.

Select or clear the Textured Workspace or Right double-click closes window options

The **Textured workspace** option can be cleared to improve screen clarity or to improve access for screen readers. The **Right double-click closes window** option offers an alternate way of closing windows in Lotus Notes.

Under **Additional options**, select or clear one or both of these options.

Enable or disable Java applets, JavaScript, Java access from JavaScript, JavaScript error dialogs, Plugins in Notes Browser, or ActiveX in Notes Browser

Notes supports Java Applets, JavaScript, Plugins, and ActiveX technology. Currently, some of these technologies are not accessible. Depending on which access technology you are using, you may want to disable these features.

Under **Additional options**, enable or disable any of these options.

Select or clear the Use Tab to navigate Read-Only Documents option

Tab moves to next unread document until the last unread document is selected. Then it moves to the next navigable object in the next frame. When a document is open in read mode, Tab navigates to any embedded object such as URLs, application links, and attachments.

Under **Additional options**, select or clear **Use Tab to navigate Read-Only Documents**.

Keyboard shortcuts

This product uses standard Microsoft Windows navigation keys in addition to application-specific keys.

Select or clear the Use Accessibility Keyboard navigation option

You can disable the directional arrows and enable Tab to move from field to field within a document in edit mode.

Under **Additional options**, select or clear **Use Accessibility Keyboard navigation**.

You can choose to display the **Window** menu in the menu bar, allowing you to move between open documents and applications. If the **Window** menu option is enabled,

extended accelerators for window tabs are disabled, and instead enabled for the **Window** menu.

Under **Additional options**, select or clear **Display Window Menu**.

If you have specified one of the Windows high-contrast color schemes (See Windows Help to learn how to enable high-contrast color schemes), you can set Lotus Notes to use the same colors in its user interface, views, and documents.

Note: The **High Contrast** options have a default time out of five minutes. If your system is idle for five minutes the settings may change out of high contrast and back to a default setting.

Under **Additional options**, select or clear **Use System Color**.

Settings you can customize in mail preferences

Click **File > Preferences > User Preferences** (*Macintosh OS X users: Click **Lotus Notes > Preferences > User Preferences***), and then click **Mail** to do the following:

Set audible or visual notification for incoming mail

When you receive a new mail message, Lotus Notes can notify you with either a sound or a visual cue.

Under **When new mail arrives**, click **Play a sound** or **Display a popup alert**.

Select a specific word processor

Although the editing features in Lotus Notes are designed to be accessible, you can also use your own word processor to edit documents.

Under **Alternate message editor**, select **Microsoft Word** or **Lotus Word Pro**.

Set your Internet mail format or Internet news format

You can select HTML or plain-text format.

Under **Mail**, click **Internet**. Then, for Internet mail, select a format under **Internet mail format**; for Internet news, select a format under **Internet news format**.

Settings you can customize in location preferences

Choose whether or not Lotus Notes should load images

If you are using a screen reader, it may help not to load images. You can turn them off to improve performance.

Click **File > Preferences > Location Preferences** (*Macintosh OS X users: Click **Lotus Notes > Preferences > Location Preferences***).

Then, click the **Advanced** tab and then the **Basics** tab. In the **Load images** field, click **On request**.

Choose a browser other than Lotus Notes

You can use Lotus Notes as your Internet browser or use another browser, such as a text-only browser, instead. You must already have your preferred browser installed on your system.

Click **File > Preferences > Location Preferences** (*Macintosh OS X users: Click **Lotus Notes > Preferences > Location Preferences***), click the **Internet Browser**

tab, and then click the browser in the **Internet browser** field. If you click **Other**, specify the browser path in the **Internet browser path** field.

Additional Lotus Notes settings

Additional settings are available.

Set your workspace as your home page

For easier navigation, you may prefer to set the Lotus Notes workspace, rather than the Lotus Notes Home page, to appear when you start Lotus Notes. Both the workspace and the Home page are accessible through MSAA. In your bookmarks, open the **Applications** folder, right-click (Macintosh users, Ctrl+click) the workspace bookmark, and click **Set Bookmark as Home Page**.

Change font settings in your Notes.ini file

The Notes.ini file configuration file is located in your Lotus Notes directory. It stores information about your personal Lotus Notes installation. If you need to use slightly larger or smaller fonts at all times, close Lotus Notes, open your Notes.ini file in a text editor, and add the following setting as a new line anywhere in the file:

Display_font_adjustment=*n*

where *n* is the number of points added to the default size and is a number between -1 and 25. For example, if you want to increase the font size by 3 points, you would type:

Display_font_adjustment=3

CAUTION: Using a value of 4 or higher may result in formatting problems. If you need to use fonts that large, it is best to change your display fonts in Windows, which will affect all the programs on your computer, including Lotus Notes. See the "Setting up Lotus Notes for low vision" section below.

Save your Notes.ini file after you add the new font line, and then re-open Lotus Notes.

Enable keyboard navigation of the bookmarks list

If **Show extended accelerators** is enabled in your basic preferences, you can enable keyboard navigation along the bookmarks list. Press Alt+B to shift focus to the bookmarks list. For navigation, use the Up and Down arrows, Home, End, Page Up, and Page Down. To select a bookmark, press Enter. To remove focus from the bookmarks list, press Esc.

Enable summaries in your calendar

In the default calendar views, dates are horizontally-oriented with regular vertical time slots. For easier navigation, you may prefer to use summaries in these views, which make the views completely vertically-oriented without the time slots, so you can navigate directly from entry to entry. To do so, open your calendar, and then click **View > Show > Summary**.

Using the preview pane

Depending on how you use Notes, you may want to turn the preview pane on or off in views such as your mail's Inbox.

Screen reader users should turn the preview pane off. To do so from a view, press Alt+V to open the **View** menu, press P to open the **Preview Pane** menu, and press P again to deselect the **Show Preview** option.

Keyboard users and high contrast users may want to keep the preview pane open as it provides a way for them to get information about the selected document (for example, a calendar entry) that is not available from the view.

Setting up Lotus Notes for low vision

If you have low vision, you can increase the size of fonts displayed in Lotus Notes, and you can reduce the use of color and graphics when scheduling a meeting by setting the Scheduler to always open to the **Summary** view.

Increasing the size of fonts displayed in Lotus Notes

1. If necessary, exit Lotus Notes. For operating system high contrast settings to be recognized by Lotus Notes, they must be set before Lotus Notes is started.
2. In the Windows accessibility options, enable **High Contrast** mode through your operating system (refer to the operating system's Help for details).
3. Start Lotus Notes and click **View > Text Size > Largest, Larger, or Restore** to change the size of the Lotus Notes display text for documents and views.

It is best to change the size of your Lotus Notes fonts by changing your display fonts in Windows. (Changing your Windows display fonts affects all programs on your computer.) Refer to Windows Help for more information.

Note: In Microsoft Windows XP, selecting the **Large size** option in the **DPI setting** field will not have the desired effect in Lotus Notes. You must select **Custom setting** and then select the percentage to scale to.

Note: You can also change font size in Lotus Notes by adding large font settings to your Notes.ini file, but doing so may cause formatting problems.

Setting Scheduler to always open to the Summary view

The Scheduler indicates when people are available for a meeting in one of two ways—a **Summary** view or a **Details** view. **Details** makes use of color and graphics to indicate whether people are available. If you have low vision, you may find it easier to use the **Summary** view, which is text-based. The **Summary** view is the default in your calendar preferences, but if the default has been changed and you want to reset it, do the following:

1. From your calendar, click **Actions > More > Preferences**.
2. Click the **Scheduling** tab, and then click the **Scheduler Display** tab.
3. Select **Suggested best times for meeting**, and click **OK**.

For more information on using the **Summary** and **Details** views in the Scheduler, see [Finding free time for a meeting](#).

IBM and accessibility

See the IBM Accessibility Center (www.ibm.com/able) for more information about the commitment that IBM has to accessibility.

Keyboard shortcuts

If extended accelerators are disabled, click **File > Preferences > User Preferences** (*Macintosh OS X users: Click **Lotus Notes > Preferences > User Preferences***), and then select **Show extended accelerators** under **Additional options**.

Lotus Notes menus

A way to find keyboard shortcuts is to refer to the menus in Lotus Notes. Most menu items show the equivalent keyboard shortcut to the right of the menu item or the letter of the keyboard shortcut underlined.

You can also choose to display the **Window** menu. If extended accelerators are disabled, click **File > Preferences > User Preferences** (*Macintosh OS X users: Click **Lotus Notes > Preferences > User Preferences***), and then select **Display Window Menu** under **Additional options**.

Message Control + M

URL Control + L

Open Control + O

New Control + N

Properties Alt + Enter

Lock Display Control + F5

Cut Control + X

Copy Control + C

Delete del

Find/Replace Control + F

Find Next Control + G

Help F1

Screen layout

Application tab

Workspace tab

Mail inbox window

Press alt to get options

New message ALT + 1

Reply ALT + 2

Reply all ALT + 3

Forward ALT + 4

Folder ALT + 5

Follow up (Flag message) ALT + 6

Mail ALT + B (SIDE BAR)

Reference from Lotus help topics.

End of manual.

CORE RAJBHASHA SOLUTION DIRECT LINKS FOR EASY ACCESS

Prepared date: 4th April 2015 by Prashant Naik, AM, ACNID

Instruction

Below is a work around solution for easy access to CRS package. With JAWS and keyboard it's a difficult to reach and activate links. It is possible but with challenges. Below list of direct links will help a lot to directly open pages and performed given tasks.

Recommended to use browser Firefox.

Direct links

Core Rajbhasha Solution URL

<http://172.31.14.6/crs/GUIs/Login.aspx>

Main link - home मुख पृष्ठ

<http://172.31.14.6/crs/GUIs/Home.aspx>

Main link - profile

<http://172.31.14.6/crs/GUIs/RegionProfile.aspx>

Main link - डाटा एंट्री

sub link for data entry - प्रशिक्षण केन्द्र - मासिक प्रगति रिपोर्ट [Training Centre - Monthly Progress Report]

<http://172.31.14.6/crs/GUIs/mprMain.aspx?QPRTType=S>

sub link for data entry - प्रशिक्षण केन्द्र - तिमाही प्रगति रिपोर्ट [Training Centre - Quarterly Progress Report]

<http://172.31.14.6/crs/GUIs/HindiMainBranch.aspx?QPRTType=S>

Main link - UPLOAD

sub link for upload - व्यक्तिशः आदेश

http://172.31.14.6/crs/RO/RO_IndOrder_List.aspx

sub link for upload - अपलोड 10(4) में अधिसूचना

http://172.31.14.6/crs/RO/RO_Sec10_Upload.aspx

sub link for upload - 8(4) में विनिर्दिष्ट कार्य

http://172.31.14.6/crs/RO/RO_Sec8_Upload.aspx

sub link for upload - अपलोड रबड़ की मोहरें (Upload Rubber Stamp)

<http://172.31.14.6/crs/GUIs/UploadStamp.aspx>

sub link for upload - राभाकास की बैठक के कार्यवृत्त

http://172.31.14.6/crs/GUIs/Upload_Rabhakash_Meeting_List.aspx

sub link for upload - हिन्दी कार्यशाला / राजभाषा संगोष्ठी की जानकारी

http://172.31.14.6/crs/RO/RO_WS_LIST.aspx

sub link for upload - हिन्दी दिवस / सप्ताह / पखवाड़ा / माह

http://172.31.14.6/crs/RO/RO_Hindi_Day_List.aspx

sub link for upload - सन्दर्भ साहित्य सूची

http://172.31.14.6/crs/RO/RO_SS_List.aspx

sub link for upload - विशेष उपलब्धि

http://172.31.14.6/crs/RO/RO_SPL_ACHIEVE_LIST.aspx

sub link for upload - प्रशिक्षण सामग्री सम्बन्धी पॉवर पॉइंट सूची

http://172.31.14.6/crs/RO/RO_TRNG_MATERIAL.aspx

Main link - REPORT

sub link for report - प्रशिक्षण केन्द्र - मासिक प्रगति रिपोर्ट [Training Centre - Monthly Progress Report]

http://172.31.14.6/crs/RO/RPT_MPR.aspx

sub link for report - प्रशिक्षण केन्द्र - तिमाही प्रगति रिपोर्ट [Training Centre - Quarterly Progress Report]

http://172.31.14.6/crs/Branch/Branch_QPR_Report.aspx?QPRType=S

Main link - ANNYA MASTER DATA (अन्य मास्टर डाटा)

sub link for अन्य मास्टर डाटा - कर्मचारी सूची (level 2)

<http://172.31.14.6/crs/GUIs/EmployeeList.aspx>

Sub link अन्य मास्टर डाटा - कर्मचारी रोस्टर (level 2) has 5 sub sub links as below

Sub sub link for कर्मचारी रोस्टर - कर्मचारी रोस्टर (level 3)

<http://172.31.14.6/crs/GUIs/EmpRosterList.aspx>

Sub sub link for कर्मचारी रोस्टर - रोस्टर रिपोर्ट (level 3)

http://172.31.14.6/crs/RO/RPT_RO_ROSTER.aspx

Sub sub link for कर्मचारी रोस्टर आवक पत्र रजिस्टर (level 3)

Sub sub link for कर्मचारी रोस्टर जावक पत्र रजिस्टर (level 3)

रोस्टर has again 4 links at level 4 as below

Sub sub link for कर्मचारी रोस्टर (level 2)- रोस्टर (level 3)- रोस्टर की स्थिति (level 4)

http://172.31.14.6/crs/RO/RO_EMP_ROSTER.aspx?ROST=STATUS

Sub sub link for कर्मचारी रोस्टर (level 2)- रोस्टर (level 3)- कर्मचारियों का हिन्दी ज्ञान (level 4)

http://172.31.14.6/crs/RO/RO_EMP_ROSTER.aspx?ROST=HINDIK

Sub sub link for कर्मचारी रोस्टर (level 2)- रोस्टर (level 3)- हिन्दी कार्यशाला में प्रशिक्षण (level 4)

http://172.31.14.6/crs/RO/RO_EMP_ROSTER.aspx?ROST=WSTR

Sub sub link for कर्मचारी रोस्टर (level 2)- रोस्टर (level 3)- -हिन्दी में कार्य का प्रतिशत (level 4)

http://172.31.14.6/crs/RO/RO_EMP_ROSTER.aspx?ROST=HINDIWP

Main link - SETTING

पासवर्ड बदलें [Change Password]

<http://172.31.14.6/crs/GUIs/ChangePassword.aspx>

Main link - LOG OUT

<http://172.31.14.6/crs/GUIs/Login.aspx?msg=Logout>

End of manual.

IP MESSENGER WITH JAWS

Steps to install and access IP messenger with jaws.

1. Copy IPMSG.exe file in startup folder, follow below mentioned points to find out startup folder on your computer.
2. Open start menu press down arrow and select programs
3. Press right arrow to expand programs sub menu and press down arrow until jaws announces startup Sub Menu
4. Press application key to invoke context menu and select "open".
5. "Startup" folder will get open in windows explorer.
6. Paste the IPMSG.exe file in the folder.
7. Press enter on the ipmsg.exe file to start the program.

Steps to use IP messenger application with jaws.

8. Press insert + f11 to bring up the list of system tray Icons.
9. Press down arrow to Select IPMSG, jaws will announce IPMSG (#) # is the number of users using IPMSG in your local area network.
10. Navigate to left double click button by Pressing tab and press enter to open IP messenger.
11. IP messenger window will be displayed with following controls
 - a. An edit box: to enter the message
 - b. A list of available members
 - c. Send button
 - d. 2 check boxes
12. By default the cursor will be positioned in the edit filed where you can enter the message.
13. Press Shift tab to select the recipient from available list.
14. Press tab to navigate to the send button and press enter or space bar. Your message will be delivered on the recipient computer.
15. You can also transfer files/folder, to do this press the application key on the selected recipient and select the appropriate option from the context menu.

End of manual.