

How to use Loan Products Node

- Create Loan Product
- Edit Loan Product
- Delete Loan Product
- Activate Loan Product
- Deactivate Loan Product
- Retire Loan Product

CREATE LOAN PRODUCTS

CREATE LOAN PRODUCTS

The screenshot displays a web application interface for managing loan products. On the left, a 'Navigation Area' contains a tree of menu items. The 'Loan Products' item is highlighted with a red oval, and a black arrow points from it to the first instruction. The main content area on the right shows a 'Loan Products' tab with a toolbar containing buttons for 'Delete', 'Open', 'New', 'Update', 'Deactivate', and 'Retire'. The 'New' button is circled in red, and a black arrow points from it to the second instruction. Below the toolbar is a table with two columns: 'ID' and 'Name'. The table contains two rows: '1 Teacher's Loan' and '2 Police Loan'.

1. Click the Loan Products Node in the Navigation Area.

2. Click the New button.

ID	Name
1	Teacher's Loan
2	Police Loan

CREATE LOAN PRODUCTS

(Basic Information)

Home Loan Products Add Financial Product

Save Close

Basic Product Information Interest Rate Past Due Interest Rate Fee Required Document Type View

*Name: Salary Loan

*Introduction Date: 10/6/2011

Sales Discontinuation Date:

Comment: Some comment here...

Product Status: Inactive

*Collateral Requirement: ☒ Secured ☒ Unsecured

*Interest Computation Mode: ☒ Diminishing Balance Method ☒ Straight Line Method

*Method of Changing Interest: ☒ Add-On Interest ☒ Discounted Interest

Loan Limit

*Minimum Loanable Amount: 20000

*Maximum Loanable Amount: 50000

Loan Term

*Minimum Loan Term: 1

*Maximum Loan Term: 24

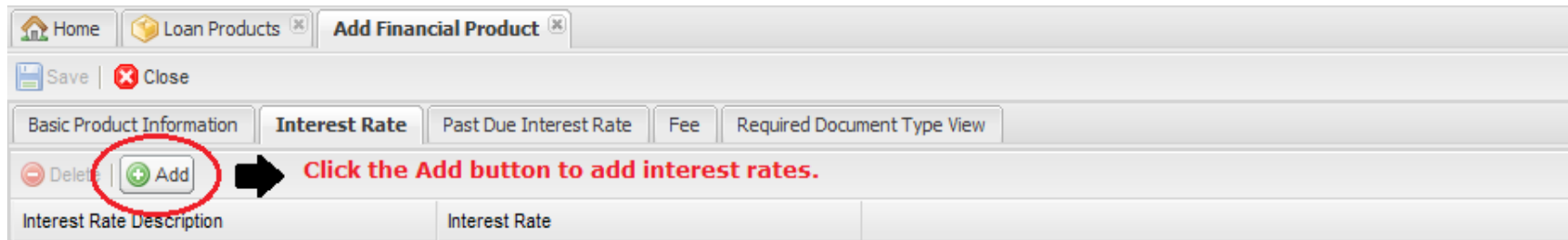
*Time Unit: Month/s

Please add interest rates.

**In the Basic Information Tab,
fill in ALL the required fields (*)**

CREATE LOAN PRODUCTS

(Interest Rate - ADD)



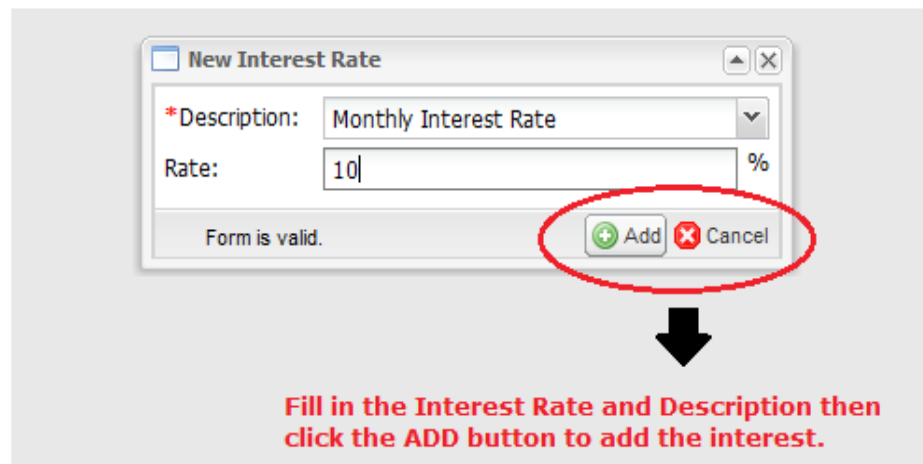
Home Loan Products Add Financial Product

Save Close

Basic Product Information **Interest Rate** Past Due Interest Rate Fee Required Document Type View

Delete **Add** Click the Add button to add interest rates.

Interest Rate Description	Interest Rate
---------------------------	---------------



New Interest Rate

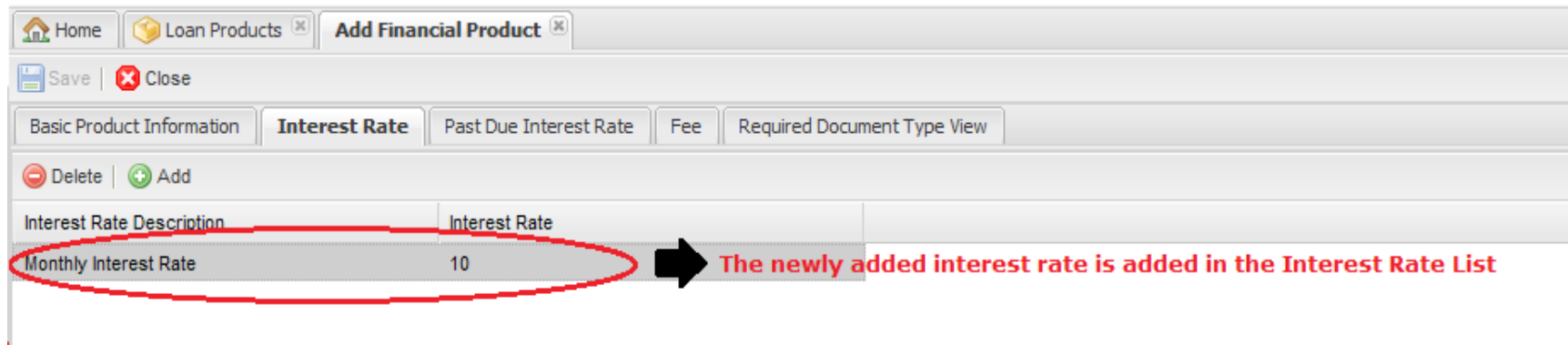
*Description: Monthly Interest Rate

Rate: 10 %

Form is valid.

Add Cancel

Fill in the Interest Rate and Description then click the ADD button to add the interest.



Home Loan Products Add Financial Product

Save Close

Basic Product Information **Interest Rate** Past Due Interest Rate Fee Required Document Type View

Delete Add

Interest Rate Description	Interest Rate
Monthly Interest Rate	10

The newly added interest rate is added in the Interest Rate List

CREATE LOAN PRODUCTS

(Interest Rate - DELETE)

Home Loan Products Add Financial Product

Save Close

Basic Product Information **Interest Rate** Past Due Interest Rate Fee Required Document Type View

Delete + Add

2. Click the Delete button to remove the selected interest rate.

Interest Rate Description	Interest Rate
Monthly Interest Rate	10
Annual Interest Rate	1

1. Select the interest rate you want to remove from the Interest Rate list.

CREATE LOAN PRODUCTS

(Interest Rate - DELETE)

Home Loan Products Add Financial Product

Save Close

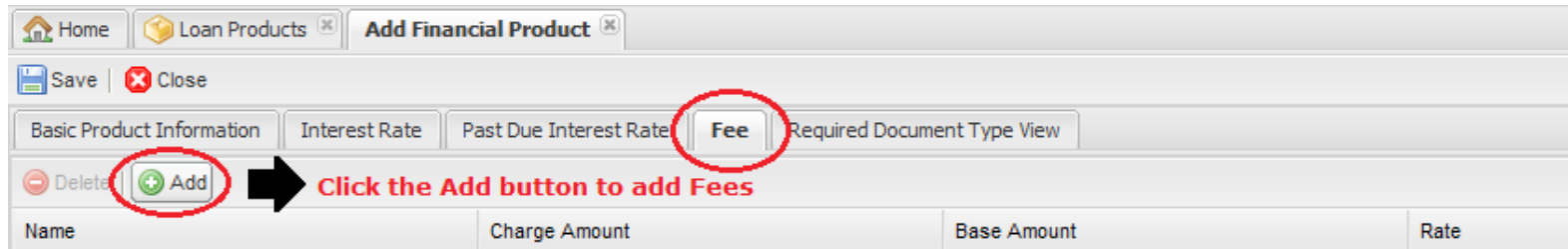
Basic Product Information **Interest Rate** Past Due Interest Rate Fee Required Document Type View

Delete Add

Interest Rate Description	Interest Rate
Monthly Interest Rate	10

The removed interest rate is then no longer available in the Interest Rate List.

CREATE LOAN PRODUCTS (Fee - ADD)



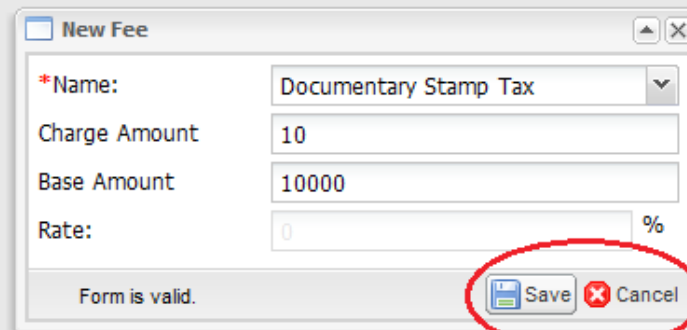
Home Loan Products Add Financial Product

Save Close

Basic Product Information Interest Rate Past Due Interest Rate **Fee** Required Document Type View

Delete **Add** Click the Add button to add Fees

Name	Charge Amount	Base Amount	Rate
------	---------------	-------------	------



New Fee

*Name: Documentary Stamp Tax

Charge Amount: 10

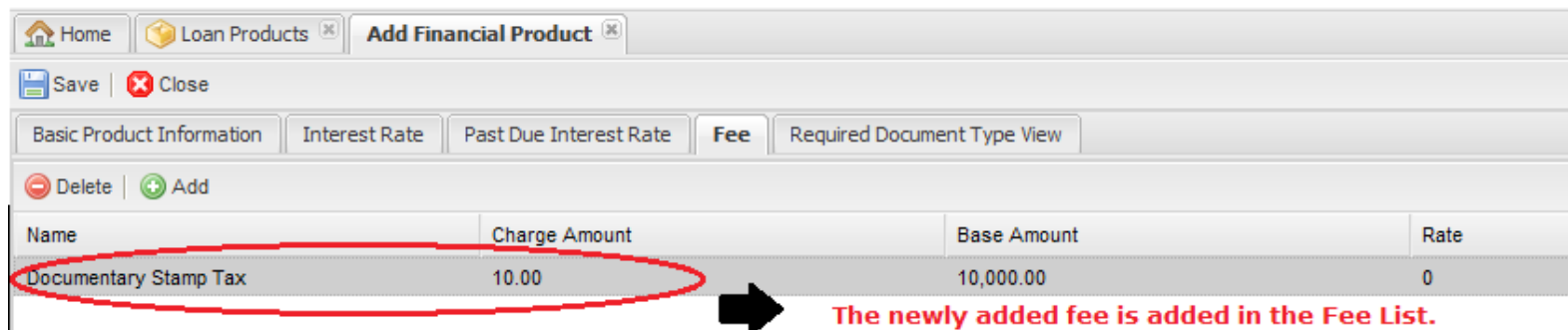
Base Amount: 10000

Rate: 0 %

Form is valid.

Save Cancel

Fill in the new fee fields then click Save button to add the fee.



Home Loan Products Add Financial Product

Save Close

Basic Product Information Interest Rate Past Due Interest Rate **Fee** Required Document Type View

Delete Add

Name	Charge Amount	Base Amount	Rate
Documentary Stamp Tax	10.00	10,000.00	0

The newly added fee is added in the Fee List.

CREATE LOAN PRODUCTS

(Fee - DELETE)

Home Loan Products Add Financial Product

Save Close

Basic Product Information Interest Rate Past Due Interest Rate **Fee** Required Document Type View

Delete Add

2. Click the Delete button to remove the selected fee from the list.

Name	Charge Amount	Base Amount	Rate
Documentary Stamp Tax	10.00	10,000.00	0
Service Charge	0.00	0.00	12

1. Select a Fee in the list that you want to remove.

CREATE LOAN PRODUCTS

(Fee - DELETE)

Home Loan Products Add Financial Product

Save Close

Basic Product Information Interest Rate Past Due Interest Rate **Fee** Required Document Type View

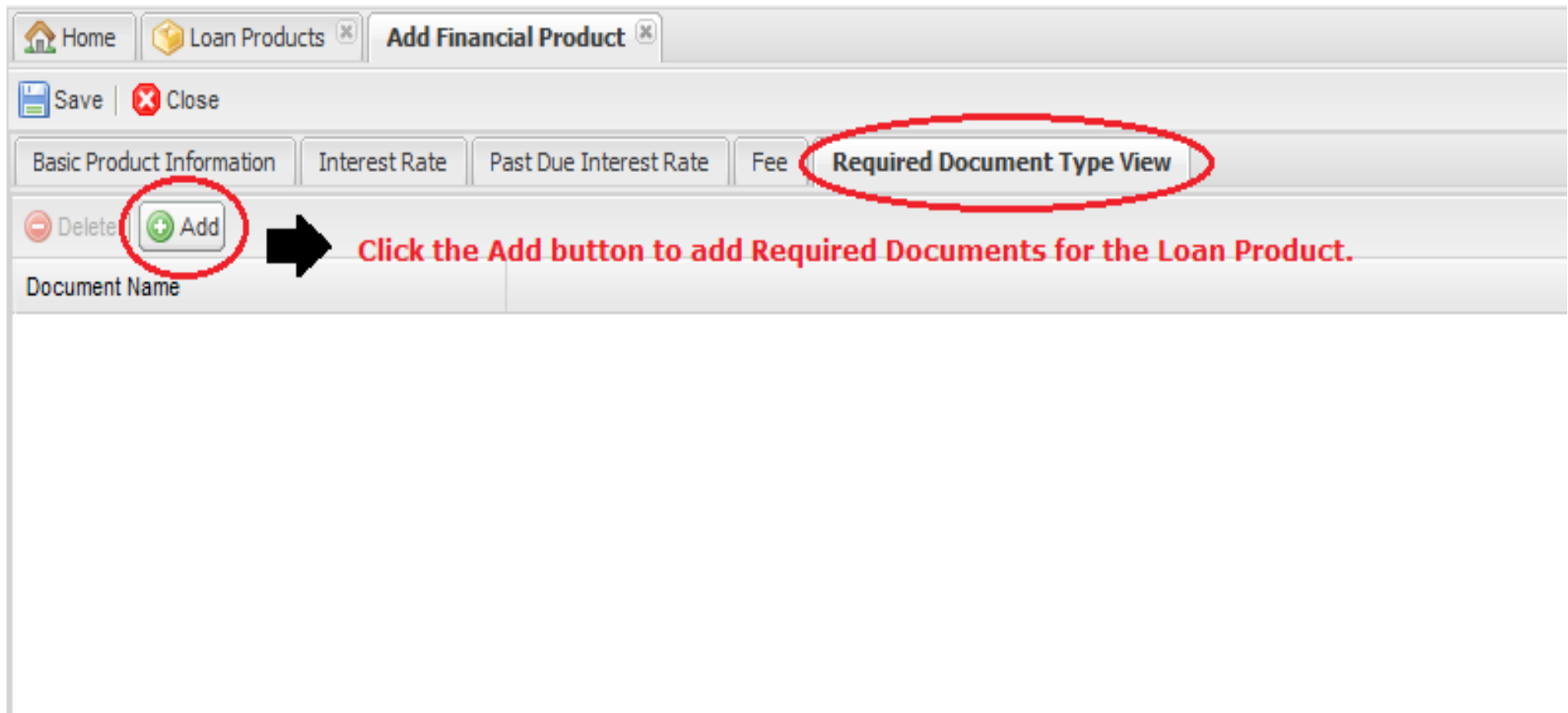
Delete Add

Name	Charge Amount	Base Amount	Rate
Documentary Stamp Tax	10.00	10,000.00	0

The removed fee is then no longer available in the Fee list.

CREATE LOAN PRODUCTS

(Required Document Type - ADD)



The screenshot shows a software interface for adding financial products. At the top, there are tabs for 'Home', 'Loan Products', and 'Add Financial Product'. Below these are 'Save' and 'Close' buttons. The main area has several tabs: 'Basic Product Information', 'Interest Rate', 'Past Due Interest Rate', 'Fee', and 'Required Document Type View'. The 'Required Document Type View' tab is selected and circled in red. Below the tabs, there are 'Delete' and 'Add' buttons. The 'Add' button is circled in red, and a black arrow points from it to the right. Below the buttons is a text input field labeled 'Document Name'. To the right of the 'Add' button, there is a red instruction: 'Click the Add button to add Required Documents for the Loan Product.'

Home Loan Products Add Financial Product

Save Close

Basic Product Information Interest Rate Past Due Interest Rate Fee Required Document Type View

Delete Add

Document Name

Click the Add button to add Required Documents for the Loan Product.

CREATE LOAN PRODUCTS

(Required Document Type - ADD)

Home Loan Products Add Financial Product **Select Required Document Type**

Select Cancel Name: Search here..

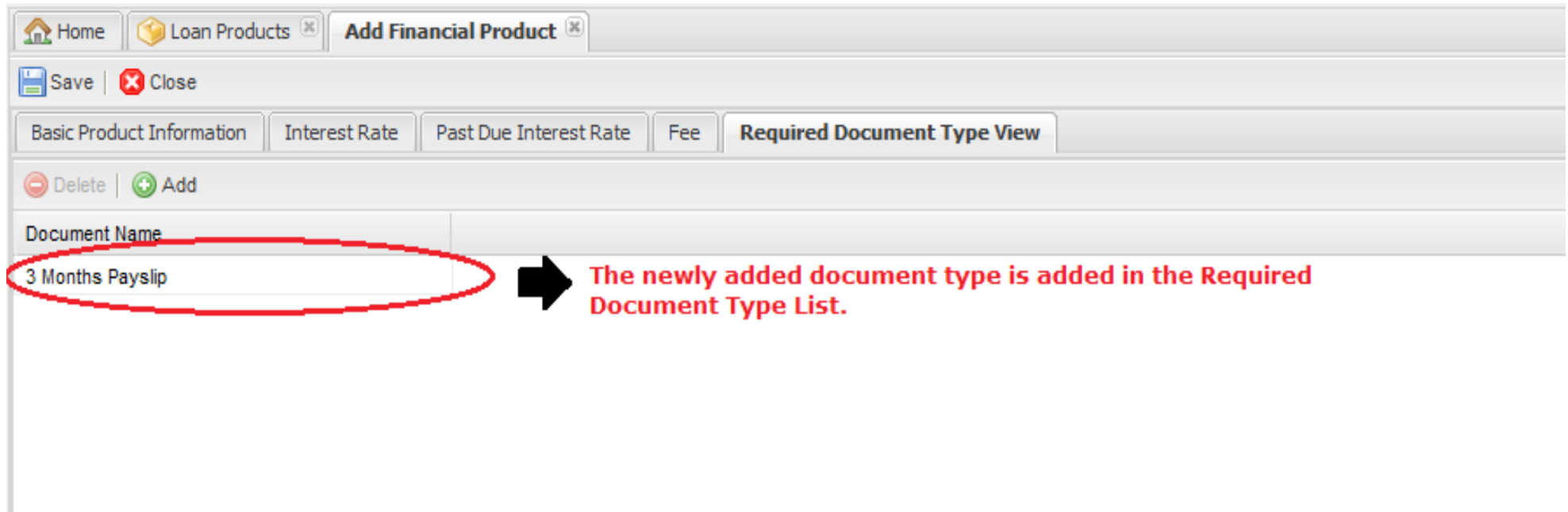
3. Click the Select button to add the selected document type or Cancel to cancel the action.

2. Select the document type you want to add.

Name
Land Title (Owner'S Copy)
Certificate of Employment
3 Months Payslip
Tax Clearance
Certification
Community Tax (Res. Cert.) Photocopy
Sketch/Location Plan
T. I. N. No.
Affidavit Of Non-Tenancy (For Agricultural Land Only)
Two (2) Valid ID With Picture

CREATE LOAN PRODUCTS

(Required Document Type - ADD)



Home | Loan Products | Add Financial Product

Save | Close

Basic Product Information | Interest Rate | Past Due Interest Rate | Fee | Required Document Type View

Delete | Add

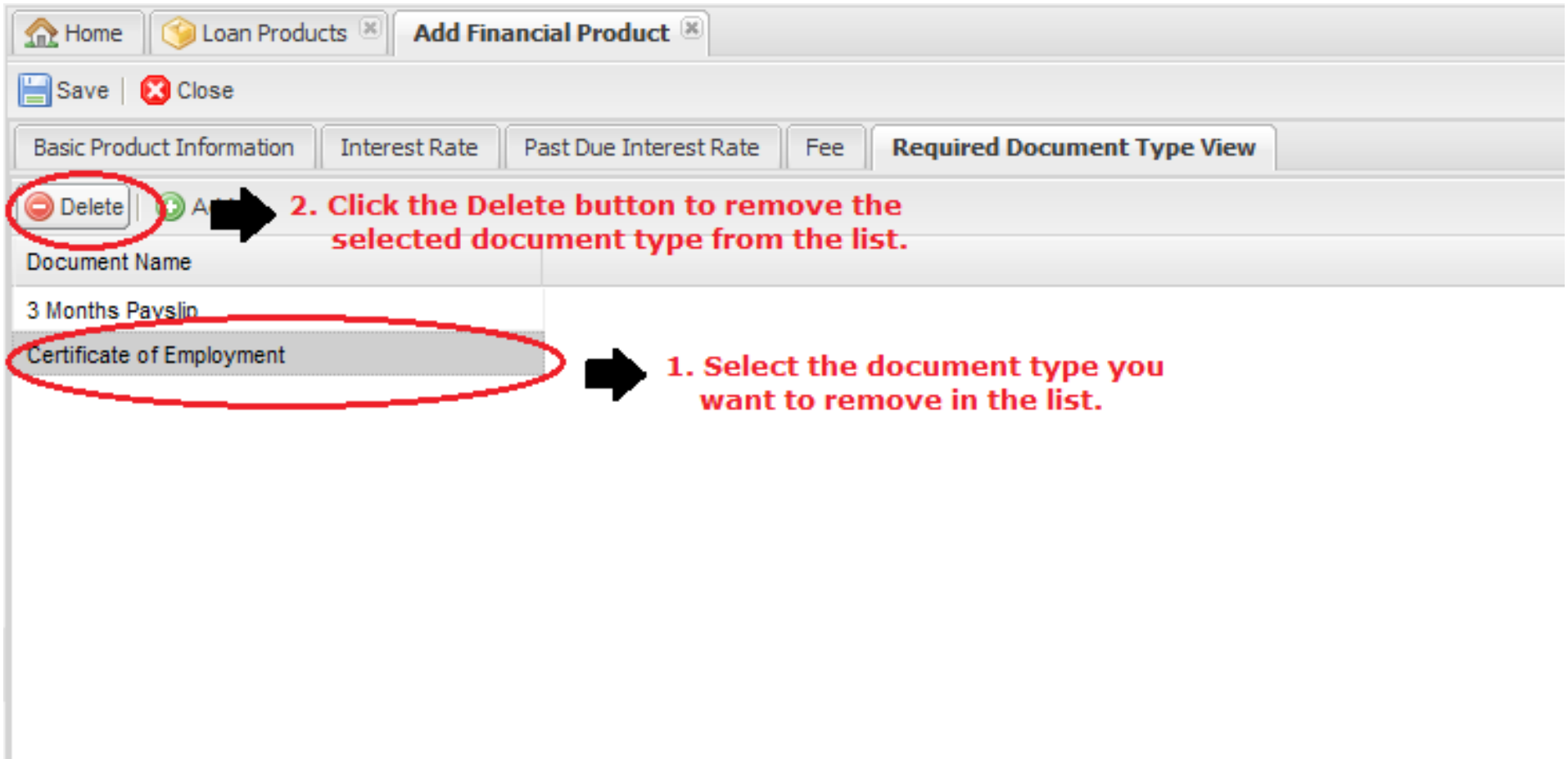
Document Name

3 Months Payslip

The newly added document type is added in the Required Document Type List.

CREATE LOAN PRODUCTS

(Required Document Type - DELETE)



Home Loan Products Add Financial Product

Save Close

Basic Product Information Interest Rate Past Due Interest Rate Fee Required Document Type View

Document Name

3 Months Payslip

Certificate of Employment

2. Click the Delete button to remove the selected document type from the list.

1. Select the document type you want to remove in the list.

CREATE LOAN PRODUCTS (Saving)

The screenshot shows a web application interface for creating loan products. At the top, there are tabs for 'Home', 'Loan Products', and 'Add Financial Product'. Below the tabs, there is a status bar with 'Save' and 'Close' buttons, which are circled in red. An arrow points from the 'Close' button to a red instruction: '2. You can then click the Select button to save the loan product or Close to cancel the action.' The main form area is titled 'Basic Product Information' and contains several fields: '*Name:' (Salary Loan), '*Introduction Date:' (10/6/2011), 'Sales Discontinuation Date:', 'Comment:' (Some comment here...), 'Product Status:' (Active), '*Collateral Requirement:' (Secured and Unsecured), '*Interest Computation Mode:' (Diminishing Balance Method and Straight Line Method), and '*Method of Changing Interest:' (Add-On Interest and Discounted Interest). Below this, there are two sections: 'Loan Limit' and 'Loan Term'. 'Loan Limit' includes '*Minimum Loanable Amount:' (20000) and '*Maximum Loanable Amount:' (50000). 'Loan Term' includes '*Minimum Loan Term:' (1), '*Maximum Loan Term:' (24), and '*Time Unit:' (Month/s). At the bottom, there is a status bar with 'Form is valid.', which is circled in red. An arrow points from this message to a red instruction: '1. After all the required fields are filled, this message in the status bar will inform you that you can now proceed to saving the loan product.'

Home Loan Products Add Financial Product

Save Close

2. You can then click the Select button to save the loan product or Close to cancel the action.

Basic Product Information Interest Rate Past Due Interest Rate Fee Required Document Type View

*Name: Salary Loan

*Introduction Date: 10/6/2011

Sales Discontinuation Date:

Comment: Some comment here...

Product Status: Active

*Collateral Requirement: ☒ Secured ☒ Unsecured

*Interest Computation Mode: ☒ Diminishing Balance Method ☒ Straight Line Method

*Method of Changing Interest: ☒ Add-On Interest ☒ Discounted Interest

Loan Limit Loan Term

*Minimum Loanable Amount: 20000 *Minimum Loan Term: 1

*Maximum Loanable Amount: 50000 *Maximum Loan Term: 24

*Time Unit: Month/s

Form is valid.

1. After all the required fields are filled, this message in the status bar will inform you that you can now proceed to saving the loan product.

CREATE LOAN PRODUCTS (Saving)

The screenshot shows the 'Add Financial Product' form with several annotations:

- Annotation 1:** A red oval highlights the 'Save' button in the top left corner. An arrow points to the text: **3. The Save button will be disabled unless all required fields are filled and valid.**
- Annotation 2:** A red oval highlights the 'Name' field, which is empty and has a red dashed border. An arrow points to the text: **1. The red highlight in a field will inform you that a required field needs to be filled.**
- Annotation 3:** A red oval highlights a status message at the bottom left: **Please fill out the form.** An arrow points to the text: **2. The status message at the bottom will also inform you that you have missed some required fields somewhere within the open tabs (i.e. Interest Rate, Fee, etc.)**

The form itself contains the following fields and options:

- Basic Product Information:**
 - *Name: (Empty field with red dashed border)
 - *Introduction Date: 10/6/2011
 - Sales Discontinuation Date: (Empty field)
 - Comment: Some comment here...
 - Product Status: Active
 - *Collateral Requirement: ☒ Secured ☒ Unsecured
 - *Interest Computation Mode: ☒ Diminishing Balance Method ☒ Straight Line Method
 - *Method of Changing Interest: ☒ Add-On Interest ☒ Discounted Interest
- Loan Limit:**
 - *Minimum Loanable Amount: 20000
 - *Maximum Loanable Amount: 50000
- Loan Term:**
 - *Minimum Loan Term: 1
 - *Maximum Loan Term: 24
 - *Time Unit: Month/s

CREATE LOAN PRODUCTS (Saving)

Active

☒ Secured ☒ Unsecured

☒ Diminishing Balance Method ☒ Straight Line Method

☒ Add-On Interest

20000

50000

Maximum Loan Term:

1

24

*Time Unit: Month/s

Status

Successfully added the financial product record.

OK

An alert message will inform you that the record was successfully added. Click OK to return.

CREATE LOAN PRODUCTS (Saving)

Home Loan Products			
Delete Open New Activate Deactivate Retire			
Search by status..			
ID	Name	Introduction Date	Sale
1	Teacher's Loan	08/26/2011	
2	Police Loan	10/29/2008	
3	Salary Loan	10/06/2011	



The newly added record is then added in the Loan Product List.

EDIT LOAN PRODUCTS

EDIT LOAN PRODUCTS

Home Loan Products

Delete Open New Activate Deactivate Retire

Search by status.. x Name: Search

ID	Name	Introduction Date	Sales Discontinuation Date
1	Teacher's Loan	08/26/2011	
2	Police Loan	10/29/2008	
3	Salary Loan	10/06/2011	

2. Click the Open button to view the selected record you want to update.

1. Select from the list the record you want to update.

EDIT LOAN PRODUCTS

Home Loan Products **Update Financial Product**

Edit

1. A new tab named Update Financial Product will open. Once open, this tab is in view mode, i.e. you can view the contents of the record.

2. Clicking the Edit button will allow you to update the record.

Basic Product Interest Rate Fee Required Document Type View

*Name: Salary Loan

*Introduction Date: 10/6/2011

Sales Discontinuation Date:

Comment:

Product Status: Active

*Collateral Requirement: ☒ Secured ☒ Unsecured

*Interest Computation Mode: ☒ Diminishing Balance Method ☒ Straight Line Method

*Method of Changing Interest: ☒ Add-On Interest ☒ Discounted Interest

Loan Limit		Loan Term	
*Minimum Loanable Amount:	20000	*Minimum Loan Term:	1
*Maximum Loanable Amount:	50000	*Maximum Loan Term:	24
		*Time Unit:	Month/c

EDIT LOAN PRODUCTS

Home Loan Products Update Financial Product

Open Save Close

Basic Product Information

Interest Rate

Past Due Interest Rate

Fee

Required Document Type View

*Name:

Salary Loan

*Introduction Date:

10/6/2011

Sales Discontinuation Date:

Comment:

We are currently in Edit Mode... If you click the Edit button, you can start updating the fields.

Product Status:

Active

*Collateral Requirement:

☒ Secured

☒ Unsecured

*Interest Computation Mode:

☒ Diminishing Balance Method

☒ Straight Line Method

*Method of Changing Interest:

☒ Add-On Interest

☒ Discounted Interest

Loan Limit

Loan Term

*Minimum Loanable Amount:

20000

*Minimum Loan Term:

1

*Maximum Loanable Amount:

50000

*Maximum Loan Term:

24

*Time Unit:

Month/s

Form is valid. The status message will below will inform you of the validity of all your input.

EDIT LOAN PRODUCTS

The screenshot shows a web application interface for editing loan products. At the top, there are tabs for 'Home', 'Loan Products', and 'Update Financial Product'. Below these are action buttons: 'Open', 'Activate', 'Deactivate', and 'Retire'. On the right, there are 'Save' and 'Close' buttons. A red oval highlights the 'Interest Rate' tab, which is currently selected. Below the tabs, there are 'Delete' and 'Add' buttons. A table displays the 'Interest Rate' data with two columns: 'Interest Rate Description' and 'Interest Rate'. The table contains one row: 'Monthly Interest Rate' with a value of '10'. A red text annotation points to the table with the instruction: 'Refer to CREATE Loan Products on how to fill up the content of the tabs.' At the bottom, a green checkmark indicates 'Form is valid.'

Interest Rate Description	Interest Rate
Monthly Interest Rate	10

EDIT LOAN PRODUCTS

[Home](#) | [Loan Products](#) | **Update Financial Product**

[Open](#) | [Activate](#) | [Deactivate](#) | [Retire](#)

Clicking the Save button will save all changes made and Close, otherwise.

[Save](#) | [Close](#)

Basic Product Information | Interest Rate | Past Due Interest Rate | Fee | Required Document Type View

*Name: Salary Loan

*Introduction Date: 10/6/2011

Sales Discontinuation Date:

Comment: We are currently in Edit Mode...

Product Status: Active

*Collateral Requirement: ☒ Secured ☒ Unsecured

*Interest Computation Mode: ☒ Diminishing Balance Method ☒ Straight Line Method

*Method of Changing Interest: ☒ Add-On Interest ☒ Discounted Interest

Loan Limit		Loan Term	
*Minimum Loanable Amount:	20000	*Minimum Loan Term:	1
*Maximum Loanable Amount:	50000	*Maximum Loan Term:	24
		*Time Unit:	Month/s

Form is valid.

EDIT LOAN PRODUCTS

☒ Unsecured

☒ Straight Line Method

Balance Method

rest

Status

Successfully updated the financial product record.

OK

1

24

Time Unit: Month/s

After clicking the Save button, an alert message will inform you that the update of the record was successful. Click the OK button to return to View mode.

EDIT LOAN PRODUCTS

Update Financial Product (Close)

After Saving the changes, you are then returned to View mode. You can scan the record for the changes and may edit again.

Clicking either of the close buttons will close this tab and return to the list.

Basic Product Information | Interest Rate | Past Due Interest Rate | Fee | Required Document Type View

*Name: Salary Loan

*Introduction Date: 10/6/2011

Sales Discontinuation Date:

Comment: We are currently in Edit Mode...

Product Status: Active

*Collateral Requirement: ☒ Secured ☒ Unsecured

*Interest Computation Mode: ☒ Diminishing Balance Method ☒ Straight Line Method

*Method of Changing Interest: ☒ Add-On Interest ☒ Discounted Interest

Loan Limit		Loan Term	
*Minimum Loanable Amount:	20000	*Minimum Loan Term:	1

EDIT LOAN PRODUCTS (Deactivate/Retire)

Home Loan Products Update Financial Product

Edit | **Activate** | **Deactivate** | Retire

You can also Deactivate and/or Retire the product through Edit/View mode.

Basic Product Information Interest Rate Past Due Interest Rate Fee Required Document Type View

*Name: Salary Loan

*Introduction Date: 10/6/2011

Sales Discontinuation Date:

Comment: We are currently in Edit Mode...

Product Status: Active

*Collateral Requirement: ☒ Secured ☒ Unsecured

*Interest Computation Mode: ☒ Diminishing Balance Method ☒ Straight Line Method

*Method of Changing Interest: ☒ Add-On Interest ☒ Discounted Interest

Loan Limit		Loan Term	
*Minimum Loanable Amount:	20000	*Minimum Loan Term:	1

EDIT LOAN PRODUCTS

(Deactivate/Retire)

Home Loan Products Update Financial Product

Edit Activate **Deactivate** Retire

Click the Deactivate button to deactivate the product.

Basic Product Information Interest Rate Past Due Interest Rate Fee Required Document Type View

*Name: Salary Loan

*Introduction Date: 10/6/2011

Sales Discontinuation Date:

Comment: We are currently in Edit Mode...

Product Status: Active

*Collateral Requirement: ☒ Secured ☒ Unsecured

*Interest Computation Mode: ☒ Diminishing Balance Method ☒ Straight Line Method

*Method of Changing Interest: ☒ Add-On Interest ☒ Discounted Interest

Loan Limit **Loan Term**

*Minimum Loanable Amount: 20000

*Minimum Loan Term: 1

Note: A deactivated product cannot be used for loan applications. To use a deactivated product, activate it first.


EDIT LOAN PRODUCTS (Deactivate)

☒ Unsecured

ance Method ☒ Straight Line Method

est

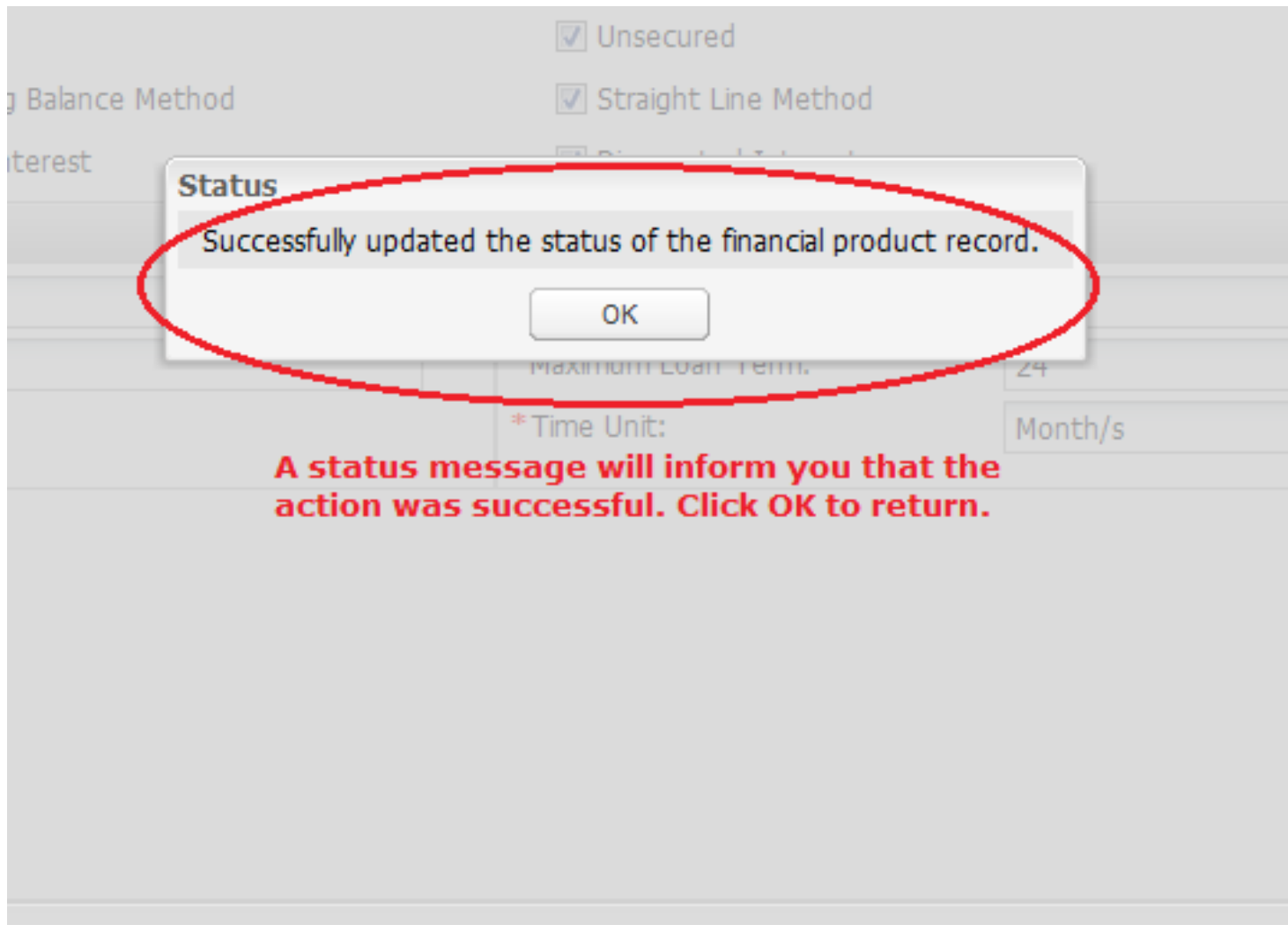
Confirmation ✕

 Are you sure you want to deactivate this product?

* Time Unit:

A confirmation message will ask you to confirm the deactivating action. Click Yes to proceed to deactivation.

EDIT LOAN PRODUCTS (Deactivate)



The screenshot shows a web form for editing loan products. A modal status message box is centered on the screen, indicating a successful update. The background form contains various input fields and checkboxes, some of which are partially visible.

Status
Successfully updated the status of the financial product record.
OK

g Balance Method
Interest
Unsecured
Straight Line Method
Maximum Loan Term: 24
* Time Unit: Month/s

A status message will inform you that the action was successful. Click OK to return.

EDIT LOAN PRODUCTS (Activate)

Home Loan Products Update Financial Product

Activate Deactivate Edit View

You can also Activate a deactivated product through Edit/View mode.

Basic Product Information Interest Rate Past Due Interest Rate Fee Required Document Type View

*Name: Salary Loan

*Introduction Date: 10/6/2011

Sales Discontinuation Date:

Comment: We are currently in Edit Mode...

Product Status: Active

*Collateral Requirement: ☒ Secured ☒ Unsecured

*Interest Computation Mode: ☒ Diminishing Balance Method ☒ Straight Line Method

*Method of Changing Interest: ☒ Add-On Interest ☒ Discounted Interest

Loan Limit **Loan Term**

*Minimum Loanable Amount: 20000

*Maximum Loanable Amount: 50000

*Minimum Loan Term:

*Maximum Loan Term:

Note: Only products with a status of Inactive can be activated.

EDIT LOAN PRODUCTS (Activate)

Home Loan Products Update Financial Product

Activate Click the Activate button to Activate the product.

Basic Product Information Interest Rate Past Due Interest Rate Fee Required Document Type View

*Name: Salary Loan

*Introduction Date: 10/6/2011

Sales Discontinuation Date:

Comment: We are currently in Edit Mode.

Secured ☒ Unsecured

Diminishing Balance Method ☒ Straight Line Method

Old-On Interest

000

000

Month/s

Confirmation

Are you sure you want to activate this product?

Yes No

A confirmation message will ask you to confirm your action. Click Yes to proceed and No otherwise.

Secured ☒ Unsecured

Diminishing Balance Method ☒ Straight Line Method

Old-On Interest

000

000

Month/s

Status

Successfully updated the status of the financial product record.

OK

An alert message will inform you that activation was successful. Click OK to return.

EDIT LOAN PRODUCTS (Retire)

Home | Loan Products | Update Financial Product

Activate | Deactivate | **Retire**

Only a product with the Active status can be Retired. Click the Retire button to Retire an active product.

Basic Product Information | Interest Rate | Past Due Interest Rate | Fee | Required Document Type View

*Name: Salary Loan

*Introduction Date: 10/6/2011

Sales Discontinuation Date:

Comment: We are currently in Edit Mode...

Product Status: Active

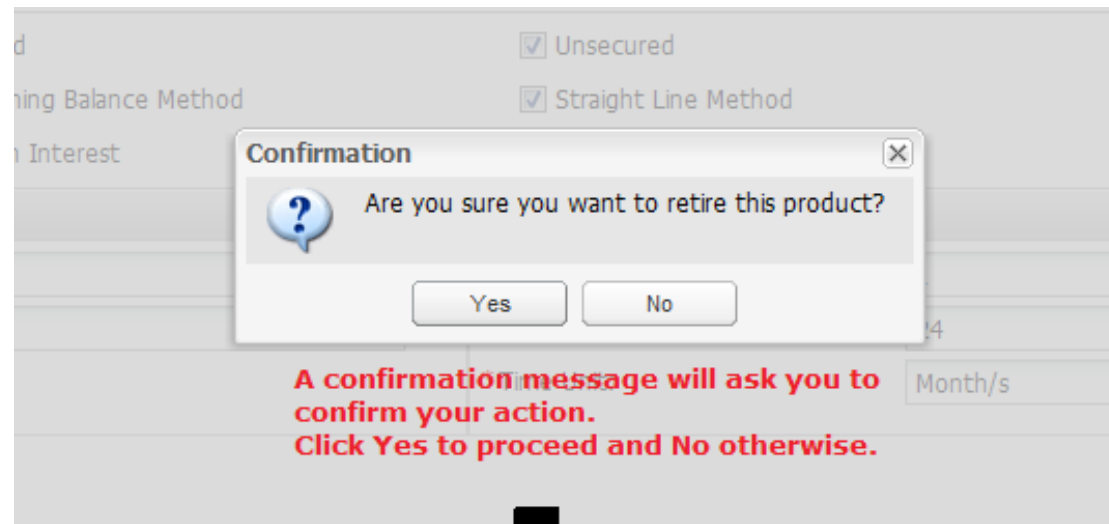
*Collateral Requirement: ☒ Secured ☒ Unsecured

*Interest Computation Mode: ☒ Diminishing Balance Method ☒ Straight Line Method

*Method of Changing Interest: ☒ Add-On Interest ☒ Discounted Interest

Note: Once a product's status is Retired, it can no longer be activated once more, such cannot be used anymore.

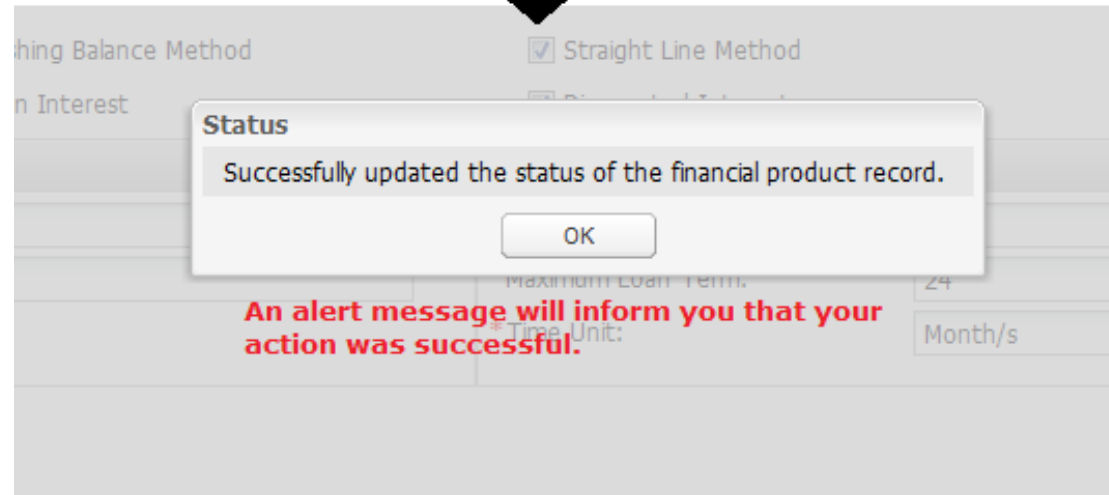
EDIT LOAN PRODUCTS (Retire)



The screenshot shows a web form for editing loan products. A modal dialog box titled "Confirmation" is displayed in the center. The dialog contains a question mark icon and the text "Are you sure you want to retire this product?". Below the text are two buttons: "Yes" and "No".

A confirmation message will ask you to confirm your action. Click Yes to proceed and No otherwise.

A large black arrow points down from the first screenshot to the second screenshot.



The second screenshot shows the same web form, but the "Confirmation" dialog box is replaced by a "Status" alert box. The alert box contains the text "Successfully updated the status of the financial product record." and an "OK" button.

An alert message will inform you that your action was successful.

EDIT LOAN PRODUCTS (Retire)

Home Loan Products Update Financial Product

Activate Deactivate Retire **You will then be returned to View mode.**

Basic Product Information Interest Rate Past Due Interest Rate Fee Required Document Type View

*Name: Salary Loan

*Introduction Date: 10/6/2011 **Note that all buttons are disabled. This means that a product with a Retired status can only be viewed.**

Sales Discontinuation Date:

Comment: We are currently in Edit Mode...

Product Status: Retired

*Collateral Requirement: ☒ Secured ☒ Unsecured

*Interest Computation Mode: ☒ Diminishing Balance Method ☒ Straight Line Method

*Method of Changing Interest: ☒ Add-On Interest ☒ Discounted Interest

DELETE LOAN PRODUCTS

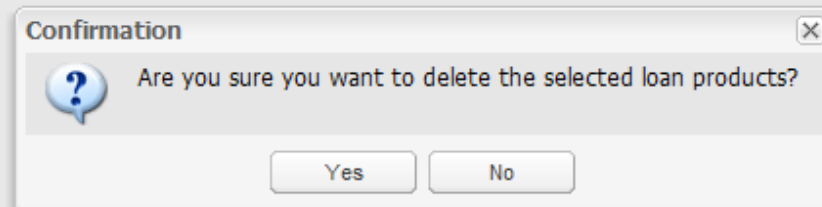
(Delete Inactive/Retired)

Home Loan Products ✕					
Delete Open New Activate Deactivate Retire					
ID	Name	Introduction Date	Sales Discontinuation Date	Status	
1	Teacher's Loan	08/26/2011		Active	
3	Salary Loan	10/06/2011		Retired	
2	Police Loan	10/29/2008		Inactive	

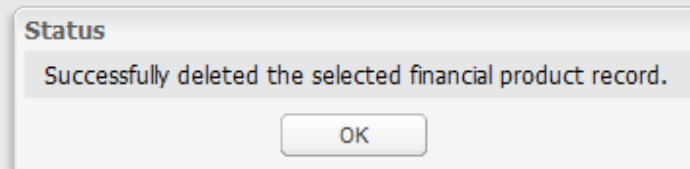
**Only products with a status of Inactive or Retired can be deleted from the list.
Click the Delete button to delete the selected record.**

Home Loan Products ✕					
Delete Open New Activate Deactivate Retire <input type="text" value="Search by status.."/>					
ID	Name	Introduction Date	Sales Discontinuation Date	Status	
1	Teacher's Loan	08/26/2011		Active	
3	Salary Loan	10/06/2011		Retired	
2	Police Loan	10/29/2008		Inactive	

DELETE LOAN PRODUCTS (Delete Inactive/Retired)

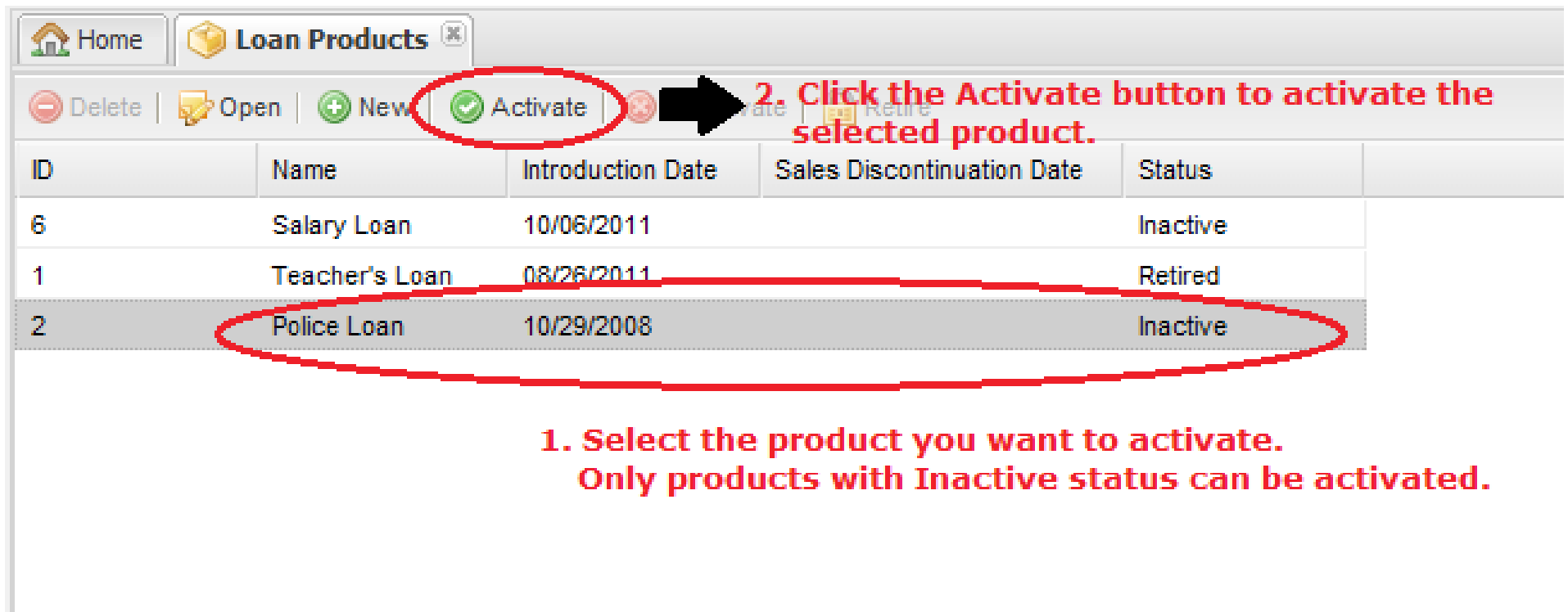


A confirmation message will ask you to confirm your action. Click Yes to proceed with deletion and No otherwise.



An alert message will inform you that the deletion was successful. Click OK to return.

ACTIVATE LOAN PRODUCTS (in the List View)



The screenshot displays a web application interface for managing loan products. At the top, there is a navigation bar with 'Home' and 'Loan Products' tabs. Below the navigation bar is a toolbar containing buttons for 'Delete', 'Open', 'New', 'Activate', 'Deactivate', and 'Retire'. The 'Activate' button, which features a green checkmark icon, is circled in red. A black arrow points from this button to the right, towards the second instruction. Below the toolbar is a table with the following columns: ID, Name, Introduction Date, Sales Discontinuation Date, and Status. The table contains three rows of data. The first row (ID 6) is 'Salary Loan' with an introduction date of 10/06/2011 and an 'Inactive' status. The second row (ID 1) is 'Teacher's Loan' with an introduction date of 08/26/2011 and a 'Retired' status. The third row (ID 2) is 'Police Loan' with an introduction date of 10/29/2008 and an 'Inactive' status. This entire row is circled in red. Below the table, two instructions are provided in red text: '1. Select the product you want to activate. Only products with Inactive status can be activated.' and '2. Click the Activate button to activate the selected product.'

Home Loan Products

Delete Open New **Activate** Deactivate Retire

ID	Name	Introduction Date	Sales Discontinuation Date	Status
6	Salary Loan	10/06/2011		Inactive
1	Teacher's Loan	08/26/2011		Retired
2	Police Loan	10/29/2008		Inactive

**1. Select the product you want to activate.
Only products with Inactive status can be activated.**

2. Click the Activate button to activate the selected product.

DEACTIVATE LOAN PRODUCTS (in the List View)

Home Loan Products










Delete Open New Activate Deactivate

Click the Deactivate button to deactivate the selected record.

ID	Name	Introduction Date	Sales Discontinuation Date	Status
6	Salary Loan	10/06/2011		Inactive
1	Teacher's Loan	08/26/2011		Retired
2	Police Loan	10/29/2008		Active

1. Select the product you want to deactivate. Only products with status of Active can be deactivated.

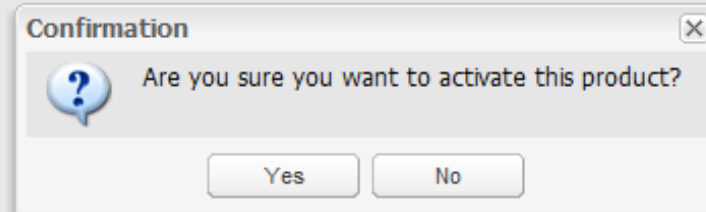
RETIRE LOAN PRODUCTS (in the List View)

 Home					
 Loan Products 					
 Delete  Open  New  Activate  Deactivate  Retire					
ID	Name	Introduction Date	Sales Discontinuation Date	Status	
6	Salary Loan	10/06/2011		Inactive	
1	Teacher's Loan	08/26/2011		Retired	
2	Police Loan	10/29/2008		Active	

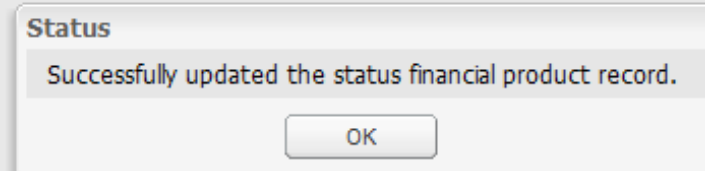
2. Click the retire button to retire the selected product.

1. Select the product you want to retire. Only products with status of Active can be retired.

ACTIVATE/DEACTIVATE/RETIRE LOAN PRODUCTS (in the List View)






**A confirmation message will ask you to confirm your action.
Click Yes to proceed with activation and No otherwise.**









An alert message will inform you that your action was successful.

ACTIVATE LOAN PRODUCTS (in the List View)

 Home

 Loan Products 

 Delete |  Open |  New |  Activate |  Deactivate |  Retire

ID	Name	Introduction Date	Sales Discontinuation Date	Status
6	Salary Loan	10/06/2011		Inactive
1	Teacher's Loan	08/26/2011		Retired
2	Police Loan	10/29/2008		Active

You will then be returned to the Products list with the status of the record already changed to active.

You will then be returned to the Products list with the status of the record already changed to active.