

Processes Online User Guide

Getting Started

1 INTRODUCTION

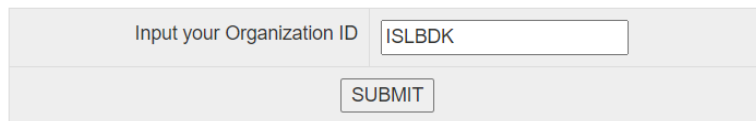
Recollect that when you created your Processes Online database, you received a message that looked like this:-

Welcome to Processes Online !
You are the ADMINISTRATOR of your organization, Pristine Products Pvt. Ltd., whose unique Organization ID is **ISLBDK**
In order to access the Main Menu, visit **<https://processesonline3.appspot.com>**, and input your Organization ID.

Figure 1

You also received your default Administrator password in your email.

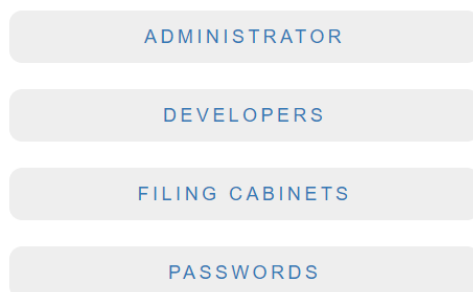
Accordingly, visit <https://processesonline3.appspot.com>, whereupon you will see the following screen:-



A screenshot of a web form. It has a light gray background. At the top, it says "Input your Organization ID" in a small font. Below this is a text input field containing the text "ISLBDK". To the right of the input field is a button labeled "SUBMIT".

Figure 2

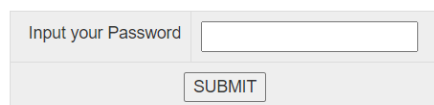
Now input your Organization ID, let us say ISLBDK, and click **SUBMIT**. You will now see the **Main Menu** of *Processes Online*:-



A screenshot of a main menu with four buttons stacked vertically. Each button is light gray with blue text. The buttons are labeled "ADMINISTRATOR", "DEVELOPERS", "FILING CABINETS", and "PASSWORDS".

Figure 3

You, being the Administrator, should now click **ADMINISTRATOR**, whereupon you will see the following login screen:-



A screenshot of a login form. It has a light gray background. At the top, it says "Input your Password" in a small font. Below this is a text input field. To the right of the input field is a button labeled "SUBMIT".

[Know your password / Change password ?](#)

Figure 4

Now input your password and click **SUBMIT**.

If you do not remember your password, click *Know your password / Change password ?* in the login screen (Figure 4), whereupon you will see the following forms:-

Want to change your password ?

Email ID:	<input type="text"/>
Password:	<input type="password"/>
<input type="button" value="SUBMIT"/>	

Want to know your password ?
(Your current password will be emailed to you)

Input your Email ID:	<input type="text"/>
<input type="button" value="SUBMIT"/>	

Figure 5

In the lower form, input your Email ID and click **SUBMIT**, whereupon you should see your password in your email INBOX, else in your spam folder. If you did not receive your password in your email, repeat the process, whereupon you should definitely see your password in your email.

When you input your password and click **SUBMIT** in the login screen (Figure 4), you will see the following **Admin Main Menu**:-

EMPLOYEES	PROCESS INSTANCES
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Register an Employee

Authorize Application Developers

Register Alternate Administrators

Unregister Employee

Generate List of Employees

Entity Management System

Customer Services

	Current	Maximum
No. of objects	6	100000

Figure 6

Under the **EMPLOYEES** tab, you can register one or more employees. By selecting **Authorize application developers**, one or more of them can be authorized to be application developers. Only an authorized application developer can click **DEVELOPERS** in the Main Menu (Figure 3), and access the Database Management System. You can also select **Register Alternate Administrators**, and register one or more of the employees as Alternate Administrators. And when you click **Generate List of Employees**, you will see the current list of registered employees, as well as know who among them is an authorized application developer:-

LIST OF EMPLOYEES

Sl. No.	Entity ID	Name	Email	Authorized application developer (i.e., has access to Java DBaaS APIs)
1	ADMIN1	Ramachandra Rao	eflh003@gmail.com	Yes
2	ADMIN3	Sarah Connor	eflh010@gmail.com	Yes
3	ADMIN2	Rohit Shetty	eflh007@gmail.com	No

Figure 6a

When you click **PROCESS INSTANCES** tab in the Admin Main Menu (Figure 6), you will see the following menu:-

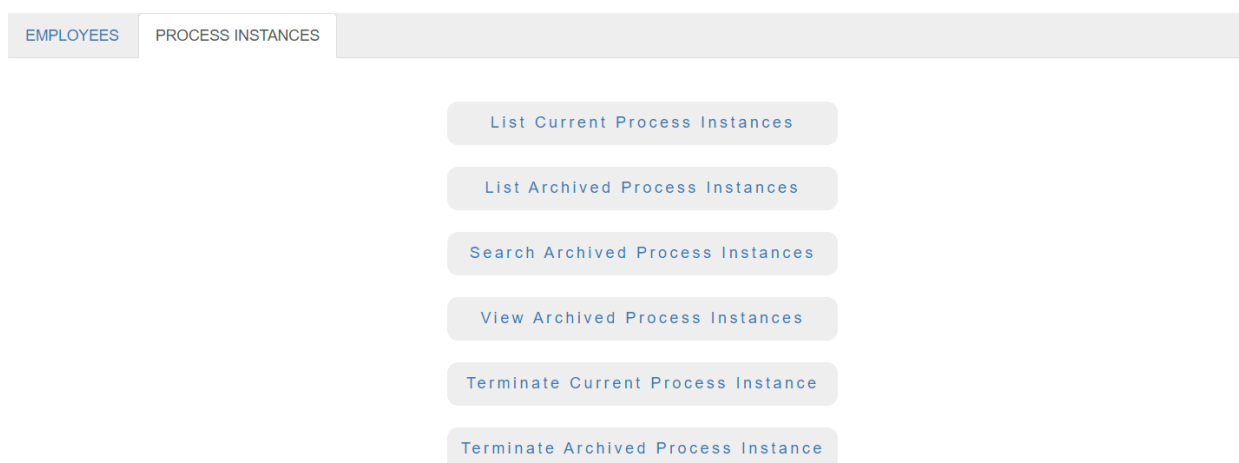


Figure 7

Only you, the Administrator, are authorized to terminate (i.e., completely remove from the database) a current or an archived business process instance.

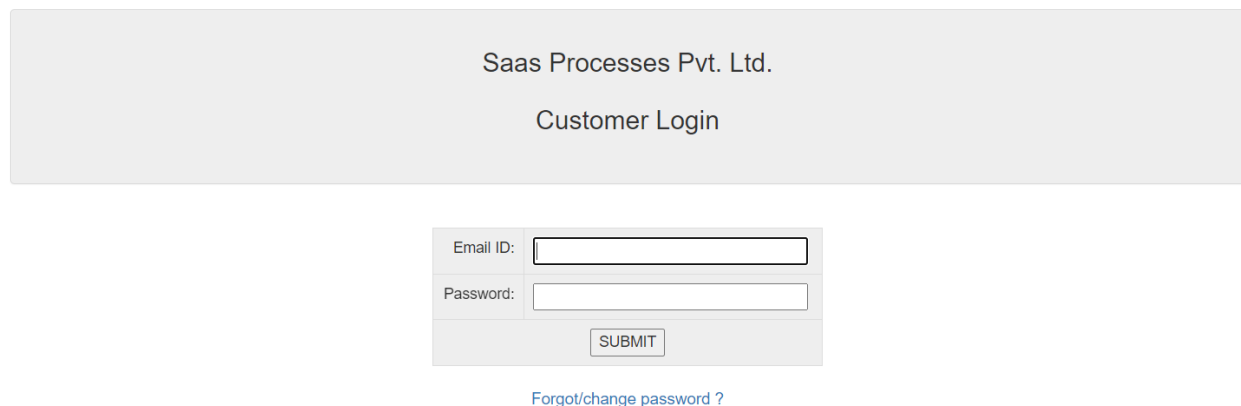
2 ENTITY MANAGEMENT

Processes Online features 8 built-in classes, or entity types, viz., Employee, Customer, Vendor, Member, Faculty, Student, Doctor and Patient. **An entity belonging to any one of these 8 entity types can function as an actor in a business process.** You can create entities of type, Employee, using the Admin Main Menu, as described above. You can create entities belonging to the remaining 7 types by clicking **Entity Management System** in the **Admin Main Menu** (Figure 6). Entities belonging to these 8 classes can (i)

manage their passwords by clicking **PASSWORDS** in the **Main Menu** (Figure 3), and (ii) create one or more electronic filing cabinets, as well as store one or more documents in an electronic filing cabinet, by clicking **FILING CABINETS** in the **Main Menu**.

3 CUSTOMER SERVICES

Only the original Administrator can click **Customer Services** in the **Admin Main Menu** (Figure 6), and avail the services of SAAS PROCESSES PRIVATE LIMITED. Upon clicking **Customer Services**, this is the login form he / she would see:-

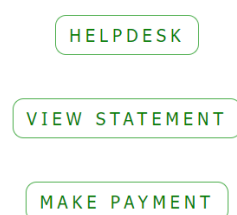


The image shows a login interface for 'Saas Processes Pvt. Ltd.'. At the top, the company name is centered. Below it, 'Customer Login' is centered. The login form consists of two input fields: 'Email ID:' and 'Password:'. Below these fields is a 'SUBMIT' button. At the bottom of the form, there is a link that says 'Forgot/change password ?'.

Figure 8

Caution: The original Administrator must login using his / her *Customer Services password*, which is different from his Administrator password. In order to retrieve or change his / her Customer Services password, he / she should click [Forgot/change password ?](#) in Figure 8.

Upon logging in, he / she can access the following **Customer Services Menu**:-



The image shows three buttons arranged vertically. The first button is labeled 'HELPDESK'. The second button is labeled 'VIEW STATEMENT'. The third button is labeled 'MAKE PAYMENT'.

Figure 9

Click **HELPDESK**, in order to avail our support. We will typically respond within 1 working day.

Click **VIEW STATEMENT**, in order to view your account statement.

Click **MAKE PAYMENT**, in order to make online payment of SaaS charges to SAAS PROCESSES PVT. LTD.