



## **User Manual - Online Registration & Administration**

**Release 1.2 – Aug 2004**

**Document Control Number \_\_1\_\_**

CrimsonLogic, formerly known as Singapore Network Services, offers innovative and secure B2B, B2G and G2G solutions for the trade and logistics, legal, government and healthcare sectors. It enables businesses and governments to connect and collaborate seamlessly with their customers and partners, anytime, anywhere. As an Application Service Provider (ASP) with 14 years of experience, CrimsonLogic has set industry standards with world-first solutions such as TradeNet, eStamping and Electronic Filing System, and continues to pioneer revolutionary solutions around the world. Beyond ASP services, CrimsonLogic provides systems integration, consulting and licensing of proprietary technology components. It also delivers trusted services in business intelligence, eLearning and security.

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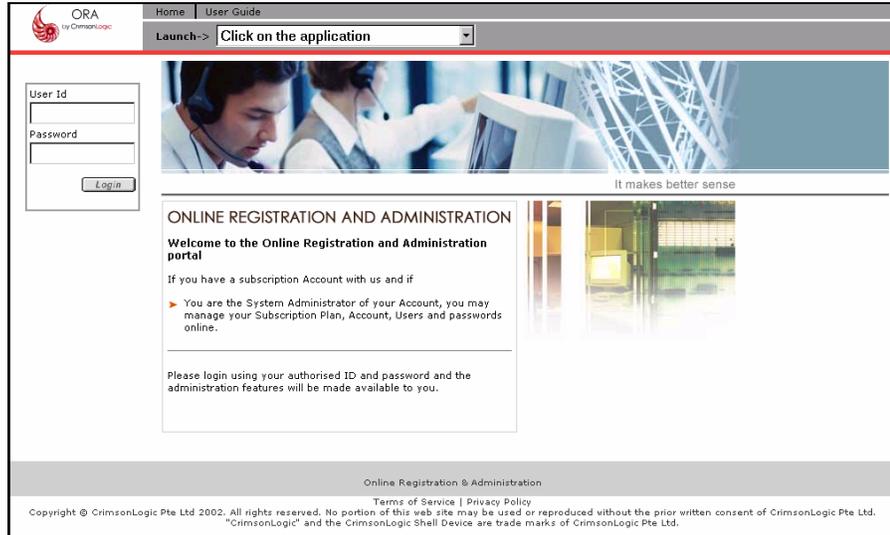
### PROPRIETARY INFORMATION

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# 1. Login

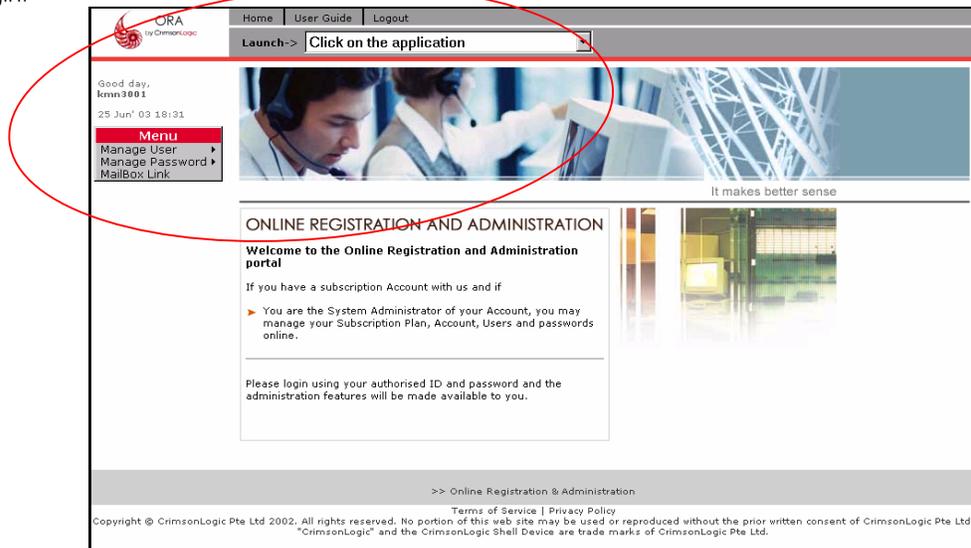
- a. Account Administrator will be directed to the home page of ORA through a menu item link provided from the service portal. An example of service portal is EFS portal.

## Home Page



- b. Login by entering the User ID and Password provided. The following page will display after a successful login.

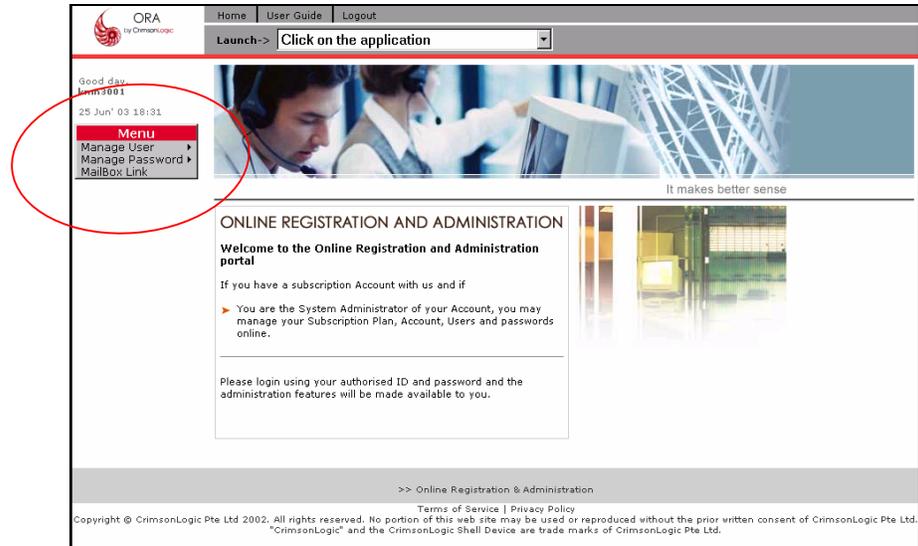
## Login Page



## 2. Options on Floating Menu

There are 2 possible floating menus. User IDs whose account has subscribed to Electronic Filing System will see Menu 1, while those whose account did not subscribed to Electronic Filing System will see Menu 2.

### Menu 1



The screenshot shows the top navigation bar of the ORA system. The 'Launch->' dropdown menu is open, displaying a red 'Menu' button. A red circle highlights this button. Below the button, the menu items are: 'Manage User', 'Manage Password', and 'MailBox Link'. The background of the page shows a banner with the text 'It makes better sense' and a section titled 'ONLINE REGISTRATION AND ADMINISTRATION' with a welcome message and instructions for system administrators.

### Menu 2



The screenshot shows the top navigation bar of the ORA system. The 'Launch->' dropdown menu is open, displaying a red 'Menu' button. A red circle highlights this button. Below the button, the menu items are: 'Manage User' and 'Manage Password'. The background of the page shows a banner with the text 'It makes better sense' and a section titled 'ONLINE REGISTRATION AND ADMINISTRATION' with a welcome message and instructions for system administrators.

### 3. Password Change (for System Administrator of ORA only)

On the very first login of the system administrator of the login account, system administrator will be prompted to change password, as shown below.

Page 1

The screenshot shows a web browser window with the ORA logo (CrimsonLogic) in the top left. The navigation bar includes 'Home' and 'User Guide'. A 'Launch->' dropdown menu is set to 'Click on the application'. The main content area is titled 'Change Password' and features a red heading 'Password needs to be changed'. Below this, a message states: 'Please enter the current, new and confirmation password to change the password'. A section titled 'Password Information' contains three mandatory fields: 'Current Password \*', 'New Password \*', and 'Confirm Password \*'. A tooltip for the 'New Password' field specifies: 'Exactly 8 characters for password; only letters or/and numbers'. A 'Submit' button is located at the bottom right of the form. The footer contains 'Subscriber Administration', 'Terms of Service | Privacy Policy', and a copyright notice for CrimsonLogic Pte Ltd 2002.

#### Current Password

Specify the current used password. It is a mandatory field

The minimum and maximum length of password is 8 char.  
Only letters and/or numbers allowed.

#### New Password

Specify the new password. It is a mandatory field.

The minimum and maximum length of password is 8 char.  
Only letters and/or numbers allowed.

#### Confirm Password

Specify the confirmed password.  
It must be the same as New Password. It is a mandatory field.

The minimum and maximum length of password is 8 char.  
Only letters and/or numbers allowed.

#### Click on 'Submit' button

When update successful, system will prompt success message as shown.

ORA  
by CrimsonLogic

Home | User Guide

Launch-> Click on the application

*Password is successfully changed.*

User Id

Password

Login

### ONLINE REGISTRATION AND ADMINISTRATION

**Welcome to the Online Registration and Administration portal**

If you have a subscription Account with us and if

- ▶ You are the System Administrator of your Account, you may manage your Subscription Plan, Account, Users and passwords online.

Please login using your authorised ID and password and the administration features will be made available to you.

Subscriber Administration

Terms of Service | Privacy Policy

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## **4. Manage User**

This module allows an administrator of a subscriber's account to register and update user(s) of that login account. There are 2 options under Manage User:

1. Add New User
2. Revise User Details

To proceed, position cursor at the desired function, and click on the left mouse button.

Note: Please contact CrimsonLogic Call Centre (+65 68877888) should you require assistance in revising the services and roles of users or de-registration of users.

### **4.1. Add New User**

The function allows registration of user id. System will display a form for data entry.

There is a minimum of 3 pages in this function.

The screen below is page 1 of this function.

**User Id**

Specify a new User id. This is a mandatory field.  
User to enter in lower case.

Minimum length of 5 char.  
Maximum length of 35 char.  
It should not contain any special characters with the exception of '-'. Only characters, numbers and underscore allowed.

**Commencement Date**

This is a mandatory field. It will be defaulted to System Date + 1, but allow user to specify a future date.

System to verify that date >= System date + 1.

<b>First Name</b>	<p>Specify the first name of the user. This is a mandatory field. User can enter in any case.</p> <p>No conversion is required. It should not contain controlled character like ~!@#\$\$%^&amp;*()+={}  \;:'"&lt;&gt;?/~`</p>
<b>Middle Name</b>	<p>Specify the middle name of the user. This is not a mandatory field. User can enter in any case.</p> <p>No conversion is required. It should not contain controlled character like ~!@#\$\$%^&amp;*()+={}  \;:'"&lt;&gt;?/~`</p>
<b>Last Name</b>	<p>Specify the last name of the user. This is a mandatory field. User can enter in any case.</p> <p>No conversion is required. It should not contain controlled character like ~!@#\$\$%^&amp;*()+={}  \;:'"&lt;&gt;?/~`</p>
<b>Email</b>	<p>Specify the email address of the user. This is a mandatory field.</p> <p>System will default with the email address of the account's system administrator, but user can enter in any case.</p> <p>No conversion is required. Verify @ sign must exist.</p>
<b>Designation</b>	<p>Specify the designation of the user. This is not a mandatory field. User can enter any case.</p> <p>No conversion is required. It should not contain controlled character like ~!@#\$\$%^&amp;*()+={}  \;:'"&lt;&gt;?/~`</p>
<b>Department</b>	<p>Specify the department of the user. This is not a mandatory field. User can enter any case.</p> <p>No conversion is required. It should not contain controlled character like ~!@#\$\$%^&amp;*()+={}  \;:'"&lt;&gt;?/~`</p>
<b>Phone Number</b>	<p>Specify the phone number of user. This is a mandatory field.</p> <p>The phone number is segmented into 3 fields – country code, area code and phone number.</p> <p>Only numbers allowed in the 3 segments.</p>
<b>Fax Number</b>	<p>Specify the fax number of user. This is a mandatory field.</p> <p>The fax number is segmented into 3 fields – country code, area code and fax number.</p> <p>Only numbers allowed in the 3 segments.</p>
<b>Cell/Hand Number</b>	<p><b>Phone</b> Specify the Cell/Hand Phone number of user. This is not a mandatory field.</p> <p>The cell/hand number is segmented into 3 fields – country code, area code and cell/hand number.</p> <p>Only numbers allowed in the 3 segments.</p>
<b>Pager Number</b>	<p>Specify the Pager number of user. This is not a mandatory field.</p> <p>Only numbers allowed.</p>

**I.C. Number**

Specify the identification number of user. This is not a mandatory field. User can enter any case.

No conversion is required.  
It should not contain controlled character like ~!@#%\$%^&\*()+={}| \;:'"<>?/~`

**Application and Role Information**

This section will display the services subscribed at the account level. The roles will be from ANA master database. System will check that at least one role must be selected for the selected services.

To select a service, click at the desired checked box.

To change the role, click at the desired radio button, if not the defaulted one will be assumed.

**Password information**

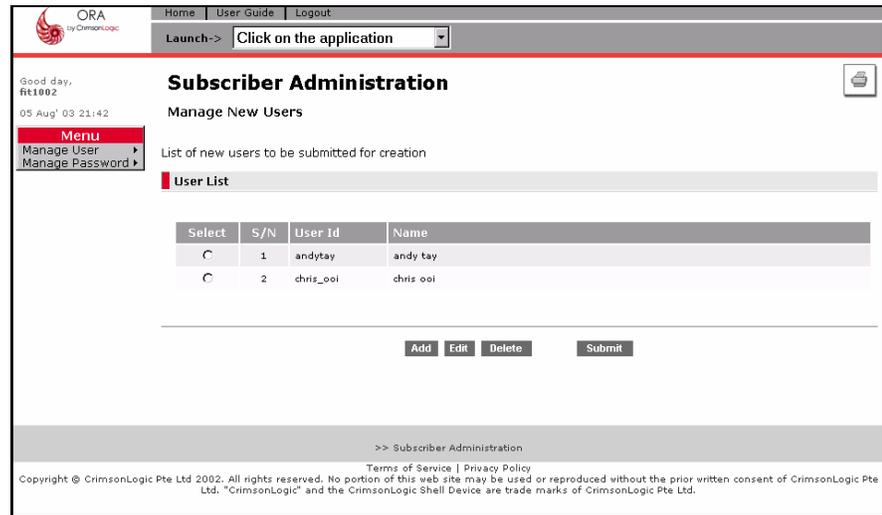
System will default password expiry to '0' and forced password change to 'Y' for EFSWEB and FutureFirm. In addition, the whole section is not displayed. Only for information purpose.

Note: user will have to change their password upon their first login.

**Click on 'Submit' button**

This will bring you to Page 2 of this function.

**Page 2**



**Display of Name**

The display of name is the concatenation of first name and last name, delimited by a space.

**Click on 'Add' button**

This will bring you back to Page 1 of this function. For details, please refer Page 1 of this function.

Clicking on the 'Add' button allows the user to create more user ids and submit the whole list of user ids to the system for creation at one shot.

There is no need to click on the radio button for this 'Add' function.

All field validation is as in 'Add New User'.

Note that there is an additional 'Cancel' button. When clicked, it will bring you back to the display page of all the new users, the current new addition.

**Click on 'Edit' button**

User will need to select one of the user ids for update by clicking on a radio button, and click the 'Edit' button.

If none of the user id is selected, system will prompt an error message indicating

the selection of user id is required.

All field validation is as in 'Add New User'.

## Edit Page

ORA  
Home User Guide Logout  
Launch-> Click on the application

Good day,  
Rt1002  
05 Aug' 03 21:43

Menu  
Manage User  
Manage Password

### Subscriber Administration

#### Edit New User

Please revise the user and role information for this new user

**User Information**

User Id \* :  5-30 characters for user id; only letters, numbers and underscore.

Commencement Date \* :

First Name \* :

Middle Name :

Last Name \* :

Email \* :  User ID and Password notifications will be sent to this email address.

Designation :

Department :

Phone Number \* :  -  -  (Country Code)-(Area Code)-(Phone Number)

Fax Number \* :  -  -  (Country Code)-(Area Code)-(Fax Number)

Hand Phone Number :  -  -  (Country Code)-(Area Code)-(HandPhone Number)

Pager Number :

I.C. Number :

**Application & Role Information**

FUTUREFIRM TE (FFTE)  
 DOMAIN USER (DO)  
 SYSTEM ADMIN (SA)

FUTUREFIRM MM (FFMM)  
 DOMAIN USER (DO)  
 SYSTEM ADMIN (SA)

FUTUREFIRM CLIENT (FFCLT)  
 CLIENT (CL)

\* indicates mandatory field

>> Subscriber Administration

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Clicking on the 'Submit' button will bring you back to Page 2 with changes made to the record.

Clicking on the 'Cancel' button will also bring you back to Page 2, but discarding all changes made to the record.

## Click on 'Delete' button

User will need to select one of the user ids for deletion by clicking on a radio button, and click the 'Delete' button.

If none of the user id is selected, system will prompt an error message indicating

the selection of user id is required.

System will display the info and request user to confirm for deletion.

## Delete Page

The screenshot shows a web application interface for 'Subscriber Administration'. At the top, there is a navigation bar with 'Home', 'User Guide', and 'Logout' links. Below this is a 'Launch->' dropdown menu set to 'Click on the application'. The main content area is titled 'Subscriber Administration' and 'Delete New User'. A confirmation message asks 'Confirm to delete this new user?'. Below this is a section for 'User Information' with the following details: User Id: chris\_ooi, Commencement Date: 06/06/2003, First Name: chris, Middle Name: (blank), Last Name: ooi, Email: tiying@crimsonlogic.com, Designation: (blank), Department: (blank), Phone Number: -- 68795466, Fax Number: -- 68795466, Hand Phone Number: --, Pager Number: (blank), and I.C. Number: (blank). Below the user information is a section for 'Application & Role Information' with two entries: 'FUTUREFIRM TE (FFTE)' with role 'DOMAIN USER (DO)' and 'FUTUREFIRM MM (FFMM)' with role 'DOMAIN USER (DO)'. At the bottom of the form are 'Submit' and 'Cancel' buttons. The footer contains copyright information for CrimsonLogic Pte Ltd 2002 and links to Terms of Service and Privacy Policy.

Clicking on the 'Submit' button will bring you back to Page 2 with the record deleted from the list.

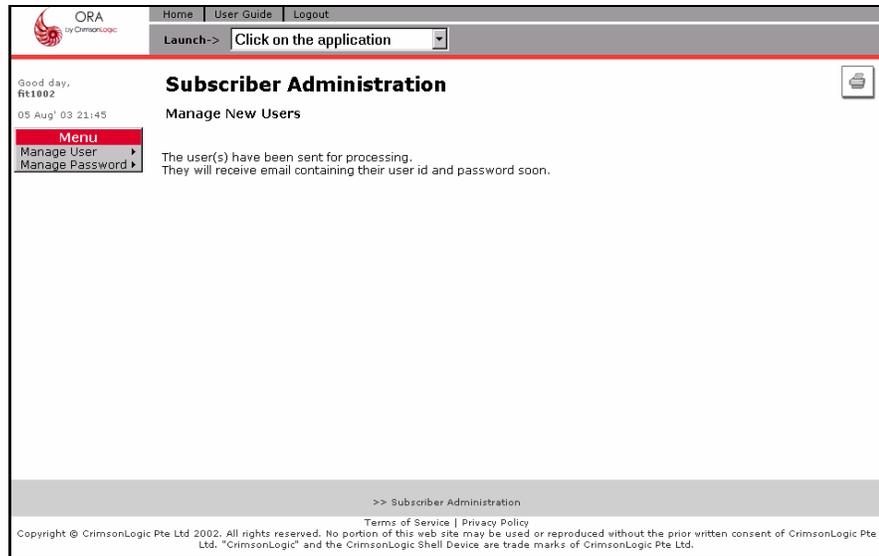
Clicking on the 'Cancel' button will also bring you back to Page 2, but with the record is in the list.

### Click on 'Submit' button

This button is for final confirmation to register the list of user ids in the database.

If the user id already exists, it will inform user to change the user id and submit again.

This will bring you to Page 3 of this function.

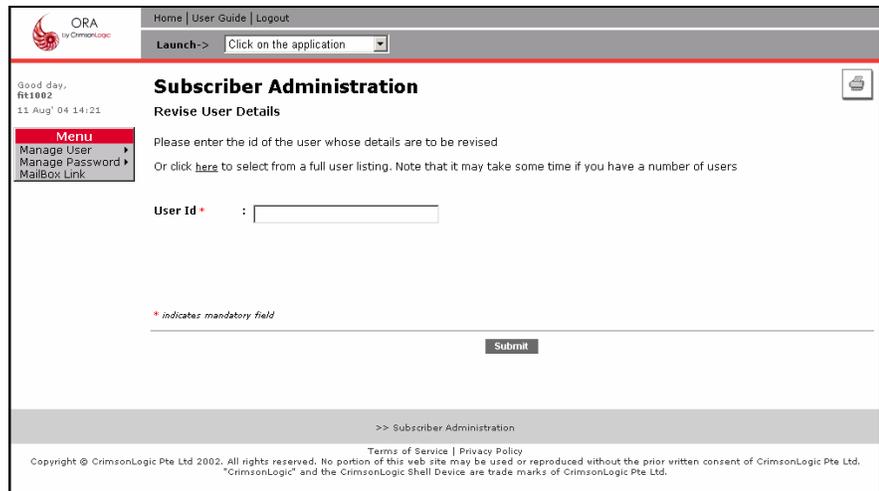


#### 4.2. Revise User Details

The function allows the updating of user id information. System will display a form for data entry, if the user id has been predetermined. Alternatively, user can request the system to display a user list for individual selection.

There is a minimum of 3 pages in this function.

The screen below is page 1 of this function.



#### User Id

Specify an existing User id. This is a mandatory field. User to enter in lower case.

Minimum length of 5 char.  
 Maximum length of 35 char.  
 It should not contain any special characters with the exception of '-'. Only characters, numbers and underscore allowed.

#### Click 'here' hyperlink

To display the full user listing from the login account for selection.

This will bring you to Page 2 of this function.

Click on 'Submit' button This will bring you to Page 3 of this function.

Page 2

ORA  
by CrimsonLogic

Home | User Guide | Logout

Launch-> Click on the application

Good day,  
fit1002  
11 Aug '04 14:23

**Subscriber Administration**

Revise User Details

Please select a user to revise his/her details

**User List**

Select	S/N	User Id	Name	Roles
<input type="radio"/>	1	fit3001	NA	ELECTRONIC FILING SYSTEM:DOMAIN USER
<input type="radio"/>	2	fit5001	NA	ELECTRONIC FILING SYSTEM:DOMAIN USER
<input type="radio"/>	3	fit5002	NA	ELECTRONIC FILING SYSTEM:SYSADM
<input type="radio"/>	4	fit9001	NA	ELECTRONIC FILING SYSTEM:DOMAIN USER
<input type="radio"/>	5	josecabral1	JOSE CABRAL	ELECTRONIC FILING SYSTEM:DOMAIN USER
<input type="radio"/>	6	jonathan	JONATHAN TEO	ELECTRONIC FILING SYSTEM:DOMAIN USER
<input type="radio"/>	7	jose_cabral_sa	TESTER TESTER1	FUTUREFIRM (MATTER MANAGEMENT):SYSTEM ADMIN
<input type="radio"/>	8	jose_cabral_do	JOSE BERTRAM	ELECTRONIC FILING SYSTEM:DOMAIN USER
<input type="radio"/>	9	miketan	MIKE TAN	ELECTRONIC FILING SYSTEM:DOMAIN USER
.....				
<input type="radio"/>	57	elston	dfsf fsfsf	ELECTRONIC FILING SYSTEM:DOMAIN USER
<input type="radio"/>	58	carlos	dfdf dfdf	ELECTRONIC FILING SYSTEM:SYSADM
<input type="radio"/>	59	jose201	sffsf sffsf	ELECTRONIC FILING SYSTEM:DOMAIN USER
<input type="radio"/>	60	efsc	kevin tan	ELECTRONIC FILING SYSTEM:DOMAIN USER
<input type="radio"/>	61	rteterte	tete tete	ELECTRONIC FILING SYSTEM:SYSADM
<input type="radio"/>	62	testing1234	sds dsd	ELECTRONIC FILING SYSTEM:DOMAIN USER
<input type="radio"/>	63	tester1234	jose cabral	ELECTRONIC FILING SYSTEM:DOMAIN USER
<input type="radio"/>	64	tester12345	jose cabral	ELECTRONIC FILING SYSTEM:DOMAIN USER
<input type="radio"/>	65	jose_mq_test	jose cabral	ELECTRONIC FILING SYSTEM:DOMAIN USER
<input type="radio"/>	66	u020501	u020501 u020501	ELECTRONIC FILING SYSTEM:DOMAIN USER
<input type="radio"/>	67	u020505	u020505 u020505	ELECTRONIC FILING SYSTEM:DOMAIN USER
<input type="radio"/>	68	jonny1	jon sim	ELECTRONIC FILING SYSTEM:DOMAIN USER
<input type="radio"/>	69	efsc_admin	Kevin Tan	ELECTRONIC FILING SYSTEM:SYSADM

**Submit**

>> Subscriber Administration

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Note: User IDs created by CrimsonLogic CA will not be displayed in the user list.

**Display of Name**

The display of name is the concatenation of first name and last name, delimited by a space.

**Display of Roles**

There are 2 fields under the display of role – [Service description: role description]

**Click on 'Submit' button**

User will need to select one of the user ids for update by clicking on a radio button, and click the 'Submit' button.

If none of the user id is selected, system will prompt an error message indicating the selection of user id is required.

This will bring you to Page 3 of this function.

ORA  
by CrimsonLogic

Home | User Guide | Logout

Launch-> Click on the application

Good day,  
R11002  
11 Aug' 04 14:31

**Subscriber Administration**  
Revise User Information

Please revise the user details accordingly

**Menu**  
Manage User  
Manage Password  
MailBox Link

**User Information**

User Id : chris\_ooi

Registration Date : 05/08/2003

First Name \* : CHRIS

Middle Name :

Last Name \* : OOI

Email \* : trying@crimsonlogic.com

Designation :

Department :

Phone Number \* : [ ] [ ] 68795466 (Country Code)-(Area Code)-(Phone Number)

Fax Number \* : [ ] - [ ] - 68795466 (Country Code)-(Area Code)-(Fax Number)

Hand Phone Number : [ ] - [ ] - [ ] (Country Code)-(Area Code)-(HandPhone Number)

Pager Number : [ ]

I.C. Number : [ ]

**Application & Role Information**

FUTUREFIRM (TIME & EXPENSE MANAGEMENT) (FFTE)  
DOMAIN USER (DO)

FUTUREFIRM (MATTER MANAGEMENT) (FFMM)  
DOMAIN USER (DO)

\* indicates mandatory field

Submit

>> Subscriber Administration

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**First Name**

Specify the first name of the user. This is a mandatory field.  
User can enter in any case.

No conversion is required.  
It should not contain controlled character like `~!@#%&^&*()+={}| \:;'"<>?/~``

**Middle Name**

Specify the middle name of the user. This is not a mandatory field.  
User can enter in any case.

No conversion is required.  
It should not contain controlled character like `~!@#%&^&*()+={}| \:;'"<>?/~``

**Last Name**

Specify the last name of the user. This is a mandatory field.  
User can enter in any case.

No conversion is required.  
It should not contain controlled character like `~!@#%&^&*()+={}| \:;'"<>?/~``

**Email**

Specify the email address of the user. This is a mandatory field.  
System will default with the email address of the account's administrator, but  
User can enter in any case.

No conversion is required.  
Verify @ sign must exist.

**Designation**

Specify the designation of the user. This is not a mandatory field.

		<p>User can enter any case.</p> <p>No conversion is required. It should not contain controlled character like ~!@#\$\$%^&amp;*()+={}  \:;'"&lt;&gt;?/~`</p>
<b>Department</b>		<p>Specify the department of the user. This is not a mandatory field. User can enter any case.</p> <p>No conversion is required. It should not contain controlled character like ~!@#\$\$%^&amp;*()+={}  \:;'"&lt;&gt;?/~`</p>
<b>Phone Number</b>		<p>Specify the phone number of user. This is a mandatory field.</p> <p>The phone number is segmented into 3 fields – country code, area code and phone number.</p> <p>Only numbers allowed in the 3 segments.</p>
<b>Fax Number</b>		<p>Specify the fax number of user. This is a mandatory field.</p> <p>The fax number is segmented into 3 fields – country code, area code and fax number.</p> <p>Only numbers allowed in the 3 segments.</p>
<b>Cell/Hand Number</b>	<b>Phone</b>	<p>Specify the Cell/Hand Phone number of user. This is not a mandatory field.</p> <p>The cell/hand number is segmented into 3 fields – country code, area code and cell/hand number.</p> <p>Only numbers allowed in the 3 segments.</p>
<b>Pager Number</b>		<p>Specify the Pager number of user. This is not a mandatory field.</p> <p>Only numbers allowed.</p>
<b>I.C. Number</b>		<p>Specify the identification number of user. This is not a mandatory field. User can enter any case.</p> <p>No conversion is required. It should not contain controlled character like ~!@#\$\$%^&amp;*()+={}  \:;'"&lt;&gt;?/~`</p>
<b>Application and Role Information</b>		<p>This section will display the services subscribed by the user and its corresponding roles. It is for information only.</p> <p>Note: For revision of services and roles, please contact CrimsonLogic Call Centre (+65 68877888).</p>
<b>Click on 'Submit' button</b>		<p>Upon making the necessary changes, click on the 'Submit' button to update to the system.</p> <p>All filed verification will be as in registration.</p> <p>When update successful, system will prompt success page as in Page 4 of this function.</p>

ORA  
by CrimsonLogic

Home | User Guide | Logout

Launch-> Click on the application

Good day,  
fit1002  
11 Aug' 04 14:33

**Subscriber Administration**

Revise User Information

**Menu**

- Manage User
- Manage Password
- MailBox Link

User information was successfully updated

>> Subscriber Administration

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## 5. Manage Password

This module allows an administrator of an account to change his/her own password, reset other user's password and re-activate other user's password if the account is frozen. There are 3 options under Manage Password:

1. Change Own Password
2. Reset a User's Password
3. Re-activate User Frozen Account

Note:

- a. Users other than the administrator of a subscriber's account will have to change password at 'My Account' (at the top of the page) after login at the application portal.

To proceed, position cursor at the desired function, and click on the left mouse button.

### 5.1. Change Own Password

The function allows the login user to change his/her own password. System will display a form to change password.

There are a total of 2 pages in this function.

The screen below is page 1 of this function.

Page 1

The screenshot displays the 'Subscriber Administration' web application interface. At the top, there is a navigation bar with 'Home', 'User Guide', and 'Logout' links. Below this is a 'Launch->' dropdown menu set to 'Click on the application'. The main content area is titled 'Subscriber Administration' and 'Change Own Password'. It includes a greeting 'Good day, ora3002' and a timestamp '05 Aug' 03 22:10'. A 'Menu' sidebar on the left contains 'Manage User' and 'Manage Password'. The main form area contains a message: 'Please enter the current, new and confirmation password to change the password'. Below this are two sections: 'User Information' and 'Password Information'. The 'User Information' section lists 'User Id : ora3002', 'First Name : NORA', 'Middle Name :', and 'Last Name : KINTAN'. The 'Password Information' section has three mandatory fields: 'Current Password \*', 'New Password \*', and 'Confirm Password \*', each with an input box. A note states 'Exactly 8 characters for password, only letters or/and numbers'. A 'Submit' button is at the bottom. The footer contains copyright information for CrimsonLogic Pte Ltd 2002 and links to 'Terms of Service' and 'Privacy Policy'.

#### Current Password

Specify the current used password. It is a mandatory field. Password is case-sensitive.

The minimum and maximum length of password is 8 char.  
Only letters and/or numbers allowed.

#### New Password

Specify the new password. It is a mandatory field. Password is case-sensitive.

The minimum and maximum length of password is 8 char.  
Only letters and/or numbers allowed.

**Confirm Password**

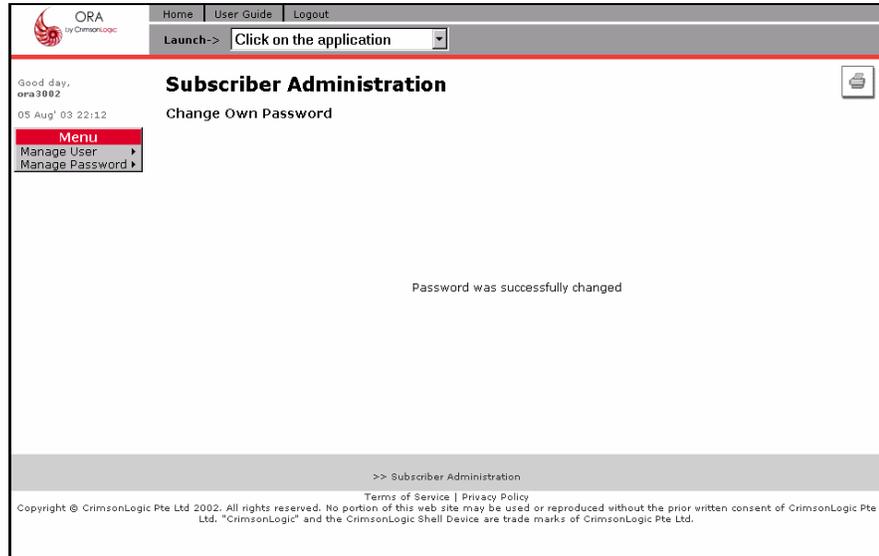
Specify the confirmed password. Password is case-sensitive.  
It must be the same as New Password. It is a mandatory field.

The minimum and maximum length of password is 8 char.  
Only letters and/or numbers allowed.

**Click on 'Submit' button**

When update successful, system will prompt success page as in Page 2 of this function.

**Page 2**

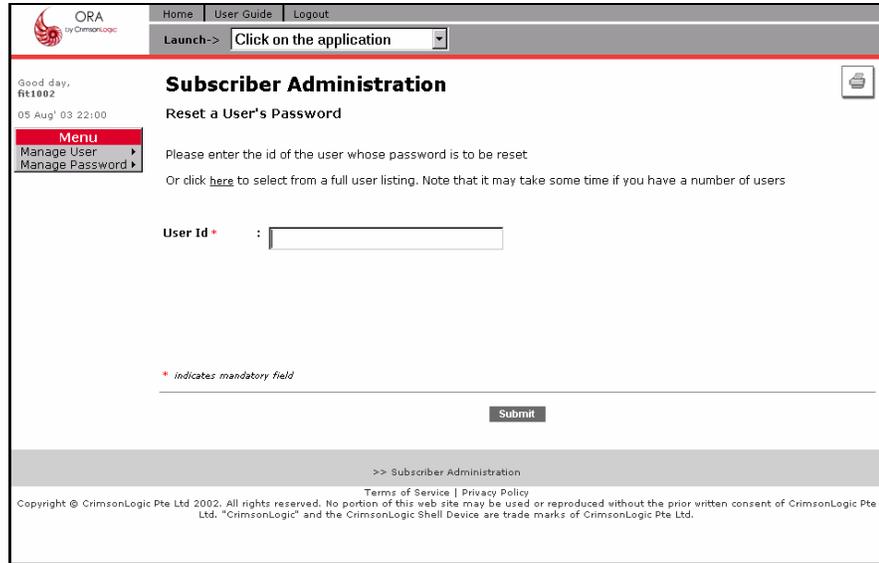


**5.2. Reset a User's Password**

The function allows the login user to reset other user's password. (Password will be changed) System will display a form for data entry, if the user id has been predetermined. Alternatively, user can request the system to display a user list for individual selection.

There is a minimum of 3 pages in this function.

The screen below is page 1 of this function.



User Id

Specify an existing User id. This is a mandatory field. User to enter in lower case.

Minimum length of 5 char.  
 Maximum length of 35 char.  
 It should not contain any special characters with the exception of '-'. Only characters, numbers and underscore allowed.

Click 'here' hyperlink

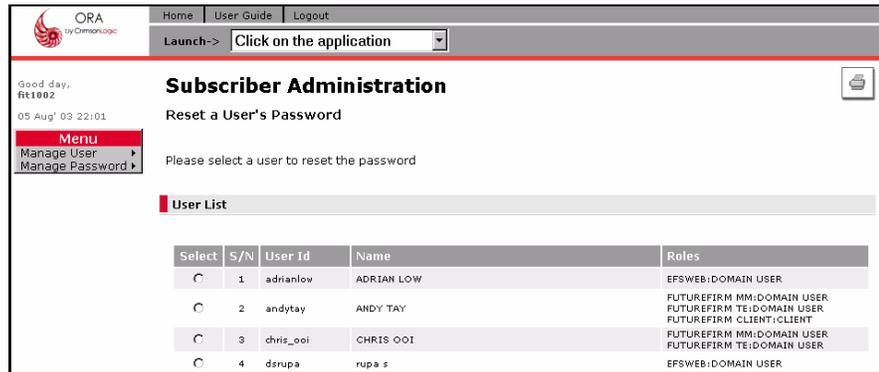
To display the full user listing from the login account for selection.

This will bring you to Page 2 of this function.

Click on 'Submit' button

This will bring you to Page 3 of this function.

Page 2



Menu					
Manage User	<input type="radio"/>	51	shadow2	TET TEST	FUTUREFIRM MM:DOMAIN USER FUTUREFIRM TE:DOMAIN USER FUTUREFIRM CLIENT:CLIENT
Manage Password	<input type="radio"/>	52	shadow3	TEST TET	FUTUREFIRM MM:DOMAIN USER FUTUREFIRM TE:DOMAIN USER FUTUREFIRM CLIENT:CLIENT
	<input type="radio"/>	53	shadow4	YYY EEE	FUTUREFIRM MM:DOMAIN USER FUTUREFIRM TE:DOMAIN USER FUTUREFIRM CLIENT:CLIENT
	<input type="radio"/>	54	shadow5	E Y	FUTUREFIRM MM:DOMAIN USER FUTUREFIRM TE:DOMAIN USER FUTUREFIRM CLIENT:CLIENT
	<input type="radio"/>	55	shadow6	G J	FUTUREFIRM MM:DOMAIN USER FUTUREFIRM CLIENT:CLIENT
	<input type="radio"/>	56	shadow7	F T	FUTUREFIRM TE:DOMAIN USER
	<input type="radio"/>	57	shadow8	F H	FUTUREFIRM MM:DOMAIN USER
	<input type="radio"/>	58	shadow9	G J	FUTUREFIRM CLIENT:CLIENT
	<input type="radio"/>	59	trialtester	TRIALTESTER TRIALTESTER	EFWSWEB:DOMAIN USER
	<input type="radio"/>	60	veena	veena veena	EFWSWEB:DOMAIN USER
	<input type="radio"/>	61	volvo	WRWR RWR	EFWSWEB:DOMAIN USER
	<input type="radio"/>	62	yurong	yurong yurong	FUTUREFIRM MM:DOMAIN USER

>> Subscriber Administration

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Note: User IDs created by CrimsonLogic CA will not be displayed in the user list.

### Display of Name

The display of name is the concatenation of first name and last name, delimited by a space.

### Display of Roles

There are 2 fields under the display of role – [Service description: role description]

### Click on 'Submit' button

User will need to select one of the user ids by clicking on a radio button, and click the 'Submit' button.

If none of the user id is selected, system will prompt an error message indicating the selection of user id is required.

This will bring you to Page 3 of this function.

### Page 3

ORA  
by CrimsonLogic

Home | User Guide | Logout

Launch-> Click on the application

Good day,  
fit1002  
05 Aug '09 22:05

Menu  
Manage User  
Manage Password

## Subscriber Administration

### Reset a User's Password

Confirm reset password for this user ?

**User Information**

**User Id** : shadow9

**First Name** : G

**Middle Name** :

**Last Name** : J

>> Subscriber Administration

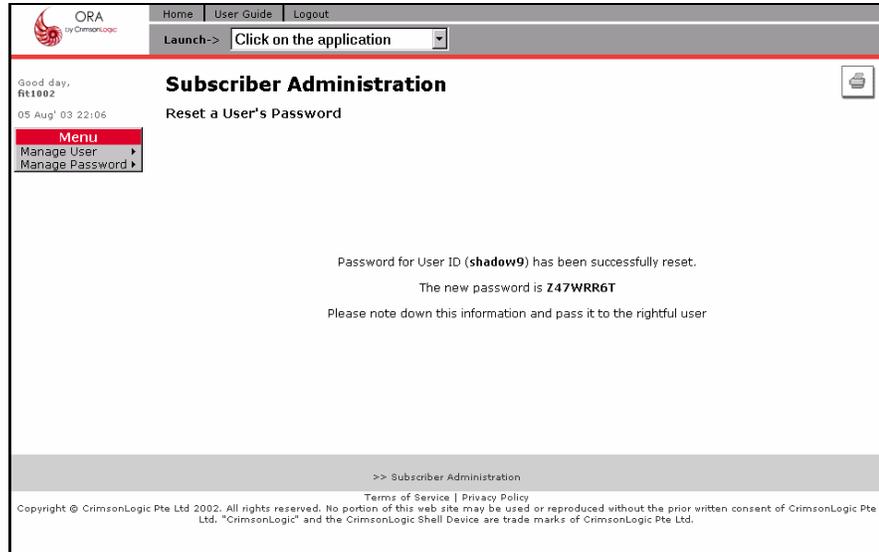
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### Click on 'Submit' button

Upon making the necessary changes, click on the 'Submit' button to update to the system.

When reset of password is successful, system will prompt success page as in Page 4 of this function.



### 5.3. Re-activate Frozen User Account

The function allows the re-activate user's frozen account. System will display a form for data entry.

There are a total of 2 pages in this function.

The screen below is page 1 of this function.



#### User Id

Specify an existing User id. This is a mandatory field. User to enter in lower case.

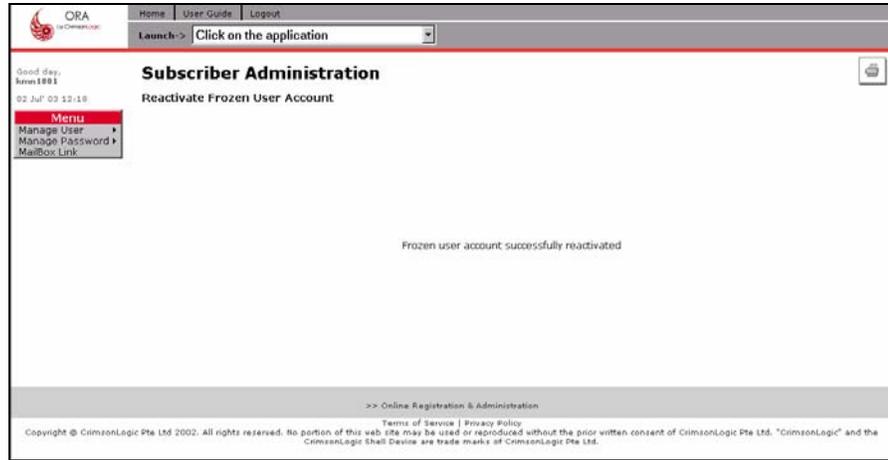
Minimum length of 5 char.

Maximum length of 35 char.

It should not contain any special characters with the exception of '-'. Only characters, numbers and underscore allowed.

#### Click on 'Submit' button

This will bring you to Page 2 of this function.



(Note: if the id is not frozen, it cannot be reactivated. The following message will appear – 'User account is not frozen')

## 6. Mailbox Link

The module allows linking of registered id to a mailbox id.

To proceed, position cursor at the desired function, and click on the left mouse button.

Page 1

The screenshot shows a web application interface for 'Subscriber Administration'. At the top, there is a navigation bar with 'Home', 'User Guide', and 'Logout' links. Below this is a 'Launch->' dropdown menu currently set to 'Click on the application'. The main content area is titled 'Subscriber Administration' and contains a 'Mail Box Link' form. The form includes four mandatory fields: 'Application Name \*' (a dropdown menu with 'EFSWEB' selected), 'User Id \*' (a text input field), 'Mailbox Id \*' (a text input field), and 'Mailbox Password \*' (a text input field). A 'Submit' button is located at the bottom right of the form. A red 'Menu' button is visible on the left side of the page, with a dropdown menu containing 'Manage User', 'Manage Password', and 'MailBox Link'. The footer of the page contains copyright information for CrimsonLogic Pte Ltd 2002 and links to 'Terms of Service' and 'Privacy Policy'.

### Application Name

Select the Application. It is a mandatory field.

### User Id

Specify a new User id. This is a mandatory field.  
User can enter in any case. (It will be checked against database)

### Mailbox Id

Specify a new User id. This is a mandatory field.  
User can enter in any case. (It will be checked against database)

### Password

Specify the current password. It is a mandatory field  
(It will be checked against database)

### Click on 'Reset' button

This will clear all the entry in the page.

### Click on 'Submit' button

When update successful, system will prompt success page as in Page 2 of this function.

ORA  
by CrimsonLogic

Home | User Guide | Logout

Launch-> Click on the application

Good day,  
dfy3001  
02 Apr '03 11:03

## Subscriber Administration

The User Ids were connected successfully.

**Menu**

- Manage User ▶
- Manage Password ▶
- MailBox Link

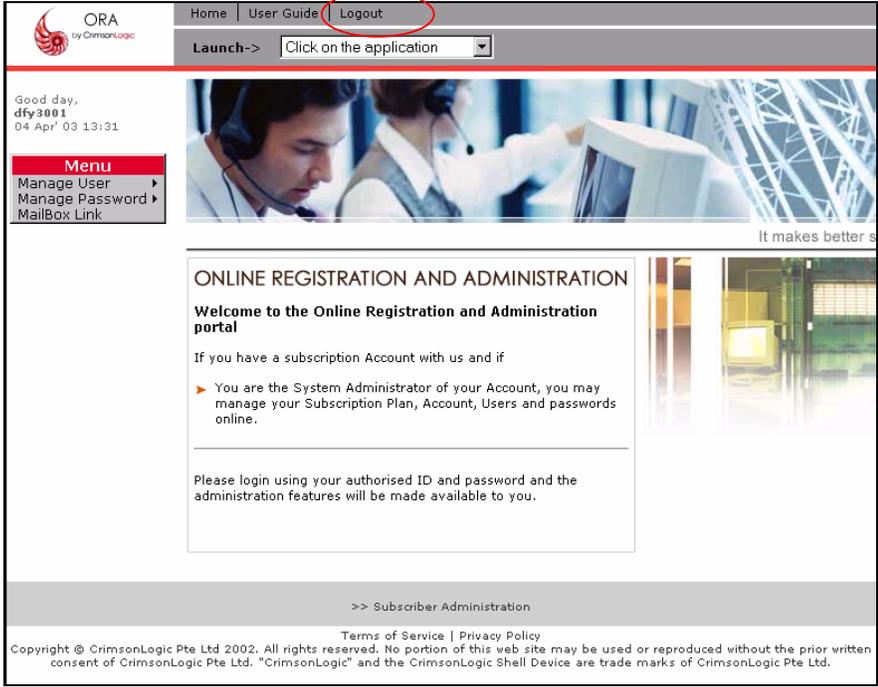
>> Subscriber Administration

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## 7. Logout

To exit from ORA, simply click on 'Logout' at the top of the page.



The screenshot displays the ORA web application interface. At the top, there is a navigation bar with links for 'Home', 'User Guide', and 'Logout'. The 'Logout' link is circled in red. Below the navigation bar, there is a 'Launch->' dropdown menu with the text 'Click on the application'. On the left side, there is a user profile section with the text 'Good day, dfy3001' and '04 Apr' 03 13:31'. Below this is a 'Menu' section with options: 'Manage User', 'Manage Password', and 'MailBox Link'. The main content area features a banner image of two people working at a computer, with the text 'It makes better s' partially visible. Below the banner is a section titled 'ONLINE REGISTRATION AND ADMINISTRATION' with a sub-heading 'Welcome to the Online Registration and Administration portal'. The text below reads: 'If you have a subscription Account with us and if' followed by a bullet point: 'You are the System Administrator of your Account, you may manage your Subscription Plan, Account, Users and passwords online.' Below this is a line of text: 'Please login using your authorised ID and password and the administration features will be made available to you.' At the bottom of the page, there is a footer with the text '>> Subscriber Administration' and 'Terms of Service | Privacy Policy'. The copyright notice at the very bottom reads: 'Copyright © CrimsonLogic Pte Ltd 2002. All rights reserved. No portion of this web site may be used or reproduced without the prior written consent of CrimsonLogic Pte Ltd. "CrimsonLogic" and the CrimsonLogic Shell Device are trade marks of CrimsonLogic Pte Ltd.'