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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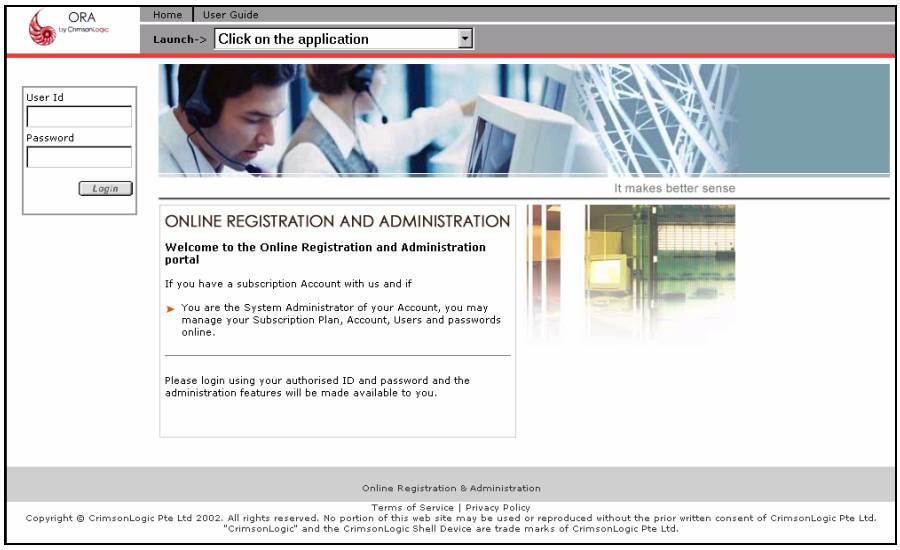
1. Login

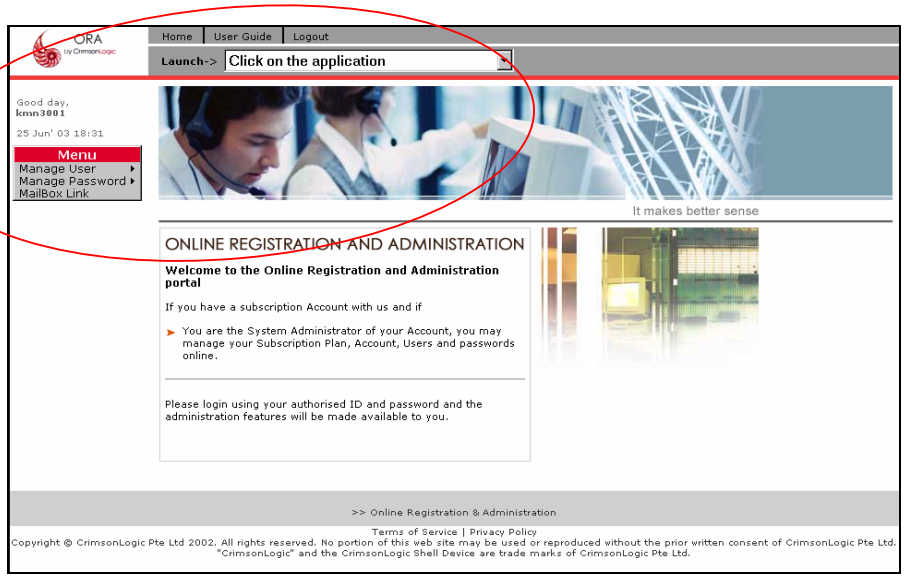
a. Account Administrator will be directed to the home page of ORA through a menu item link provided from the service portal. An example of service portal is EFS portal.

Home Page



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

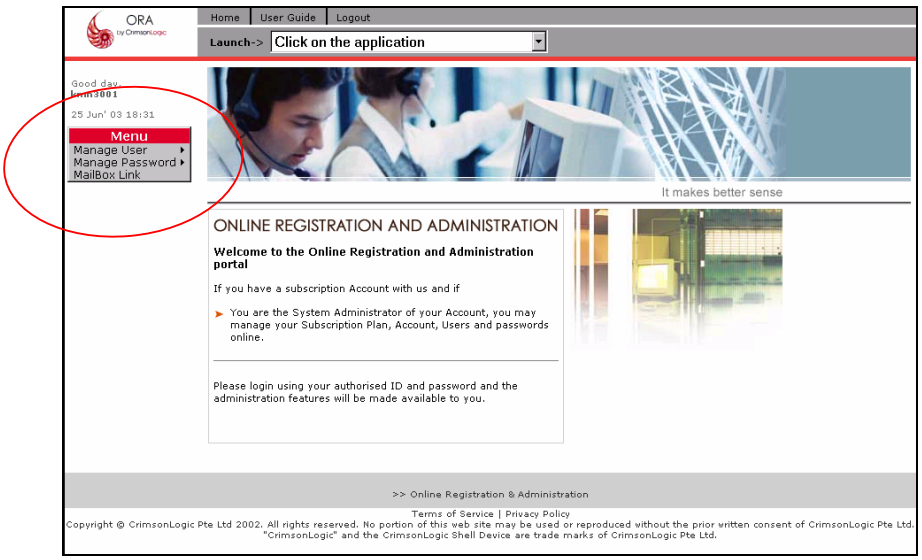
Login Page



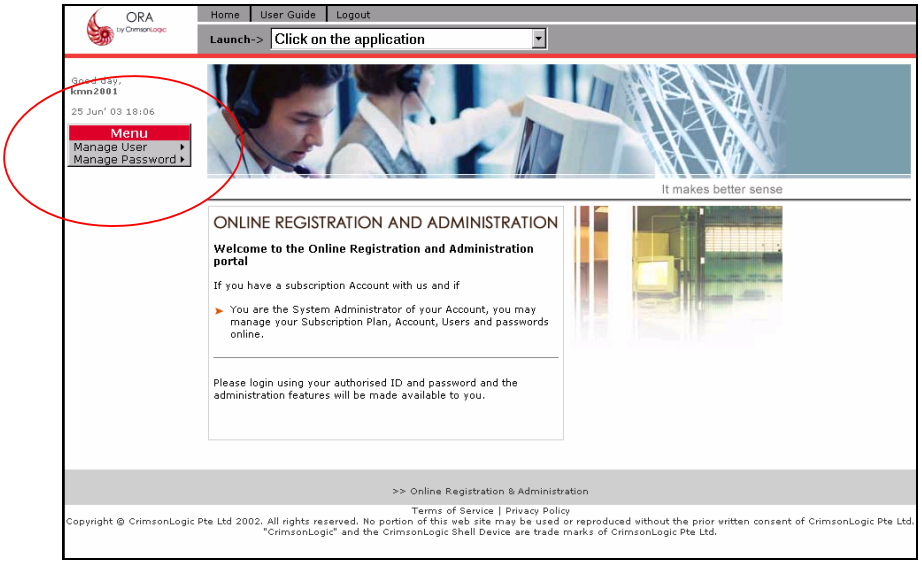
2. Options on Floating Menu

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



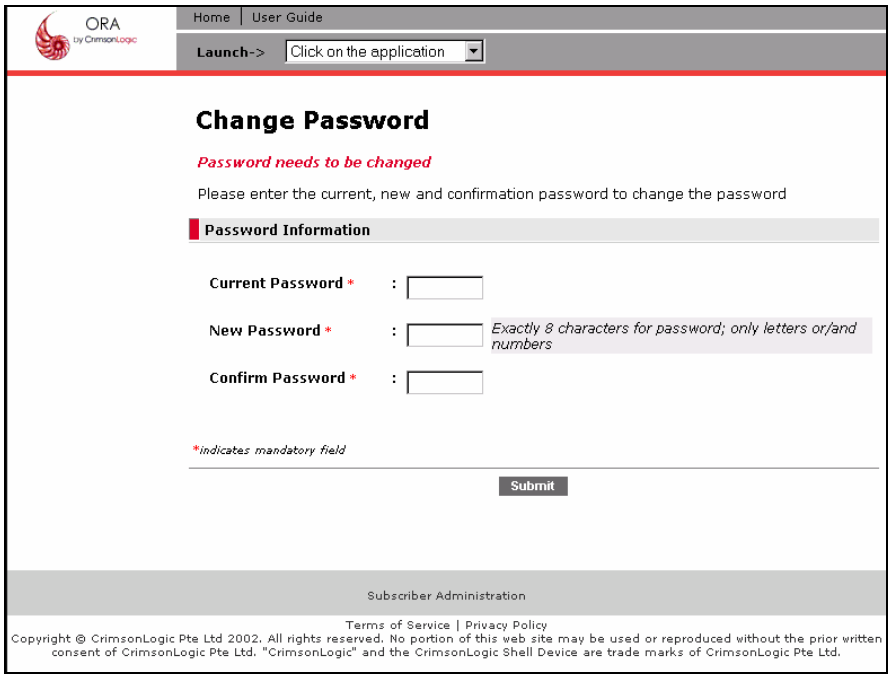
Menu 2



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



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

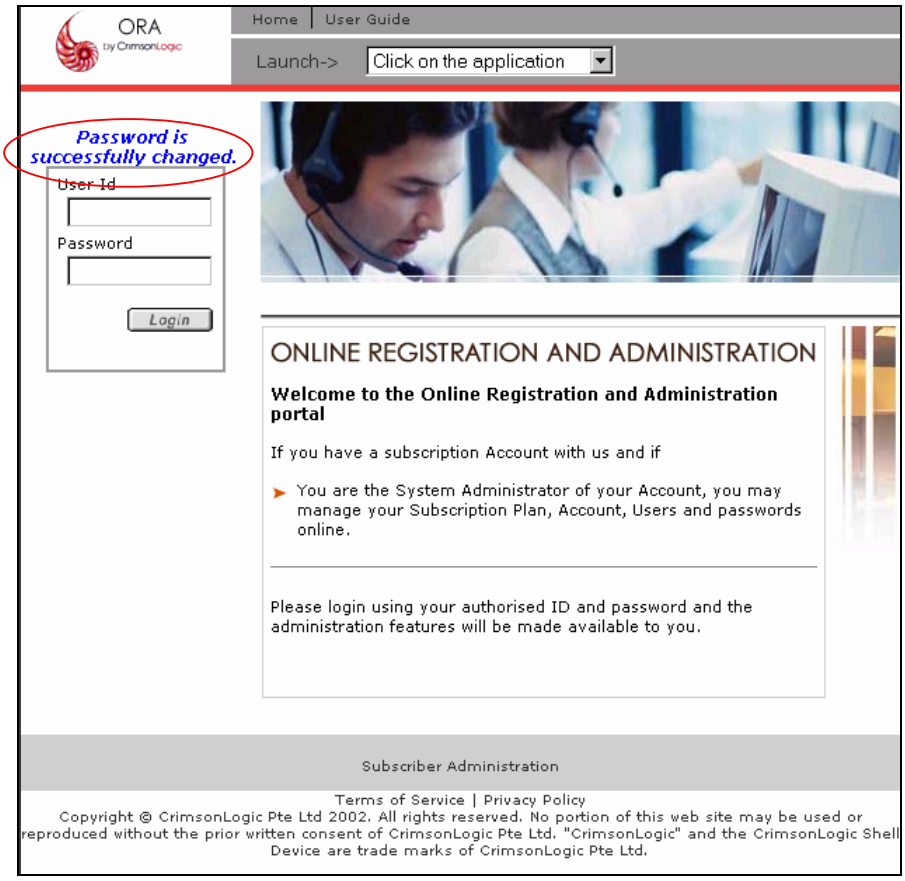
Specify the confirmed password.
It must be the same as New Password. It is a mandatory field.

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.

Page 2


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
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.

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.

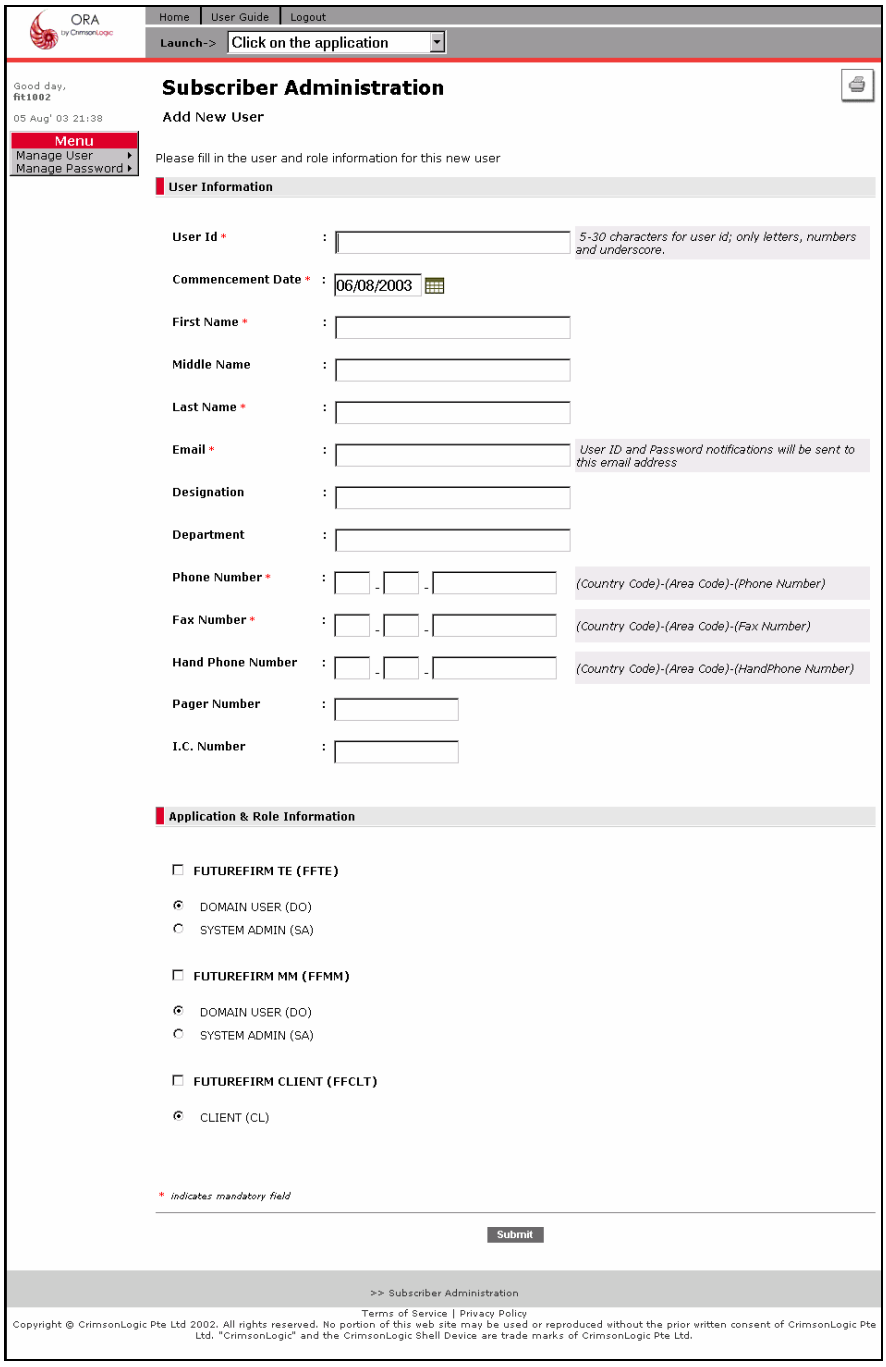
4.1. Add New User

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.

Page 1



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.

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

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

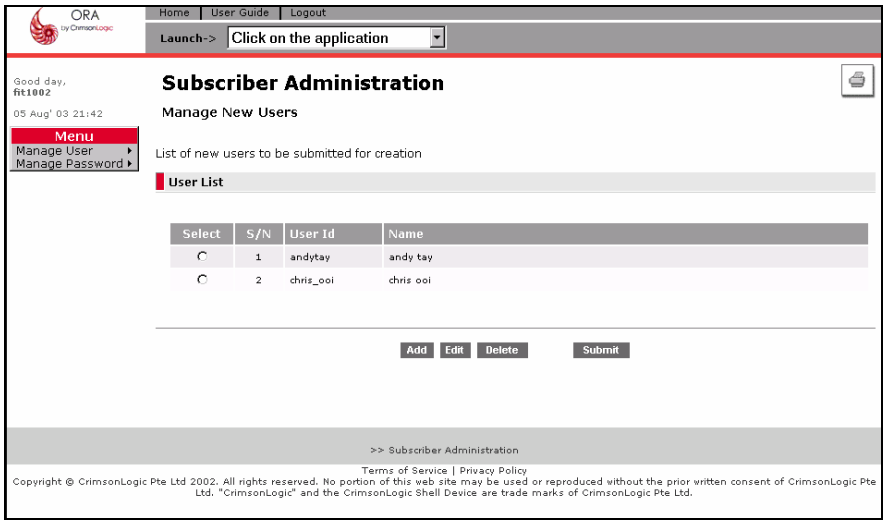
System will default password expiry to '0' and forced password change to 'Y' for EFSWEB and FutureFirm. In addition, the whole section is not displayed. Only for information purpose.

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

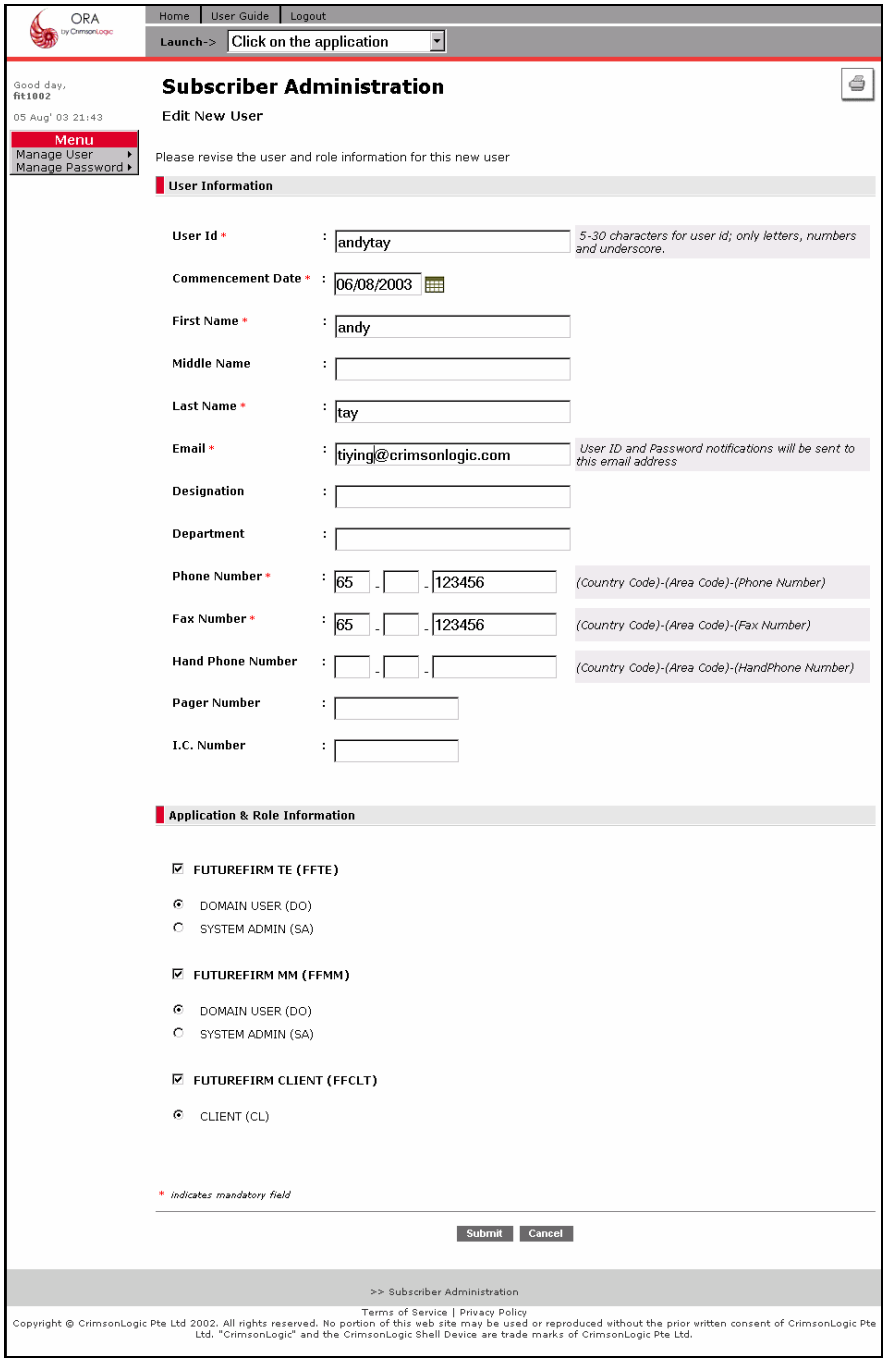
User will need to select one of the user ids for update by clicking on a radio button, and click the 'Edit' button.

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



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

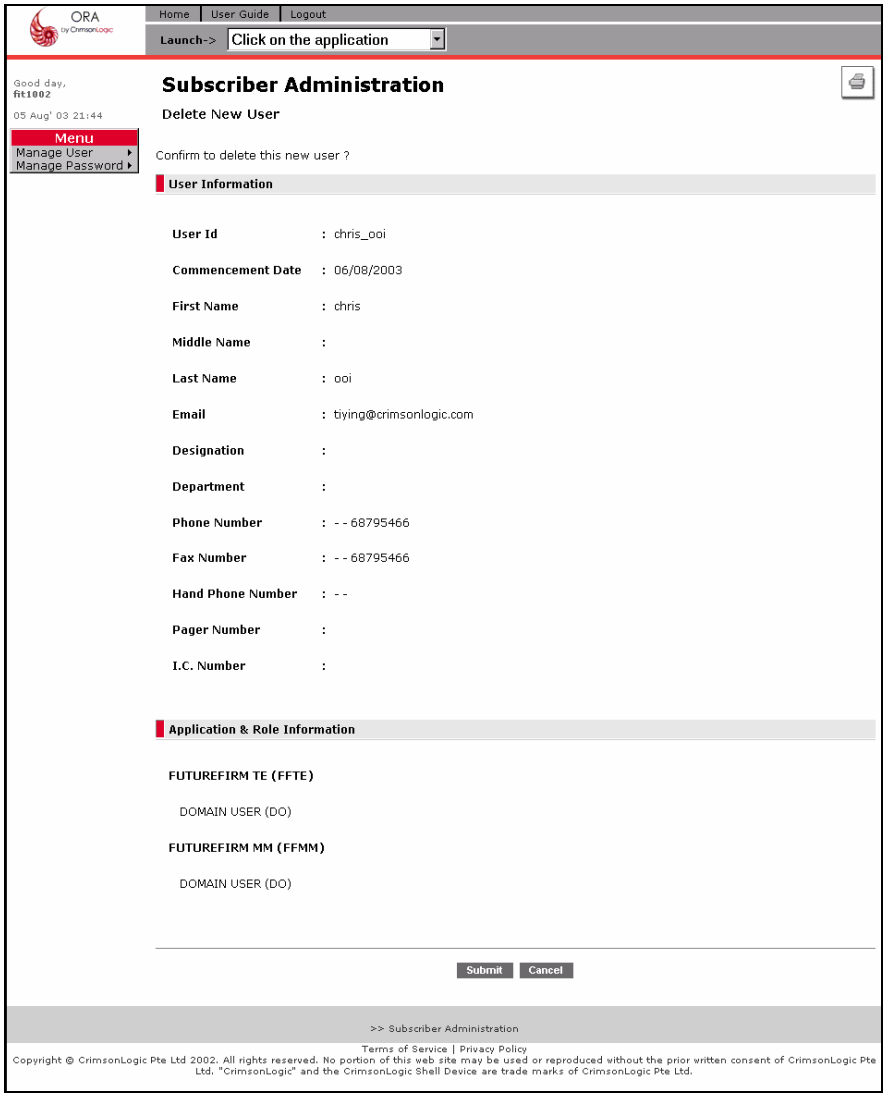
User will need to select one of the user ids for deletion by clicking on a radio button, and click the 'Delete' button.

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



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.

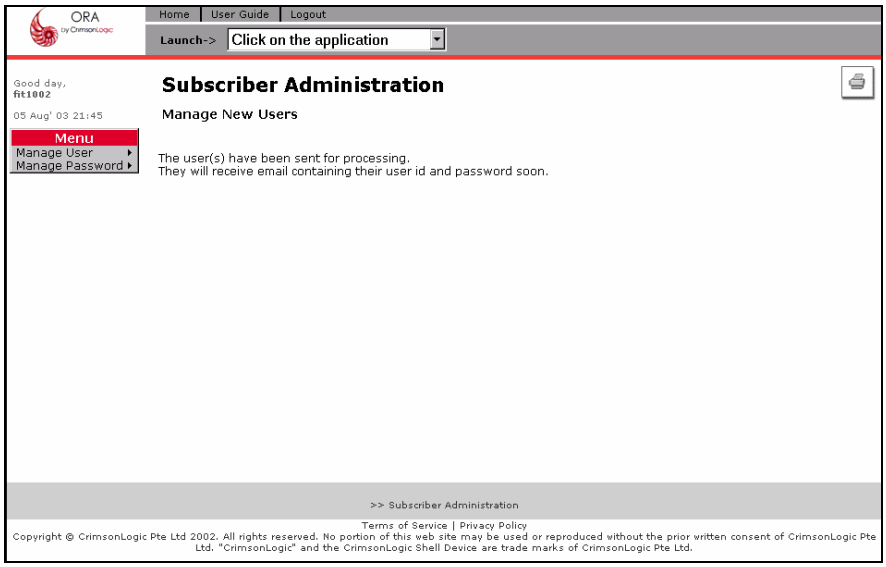
Click on 'Submit' button

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.

Page 3



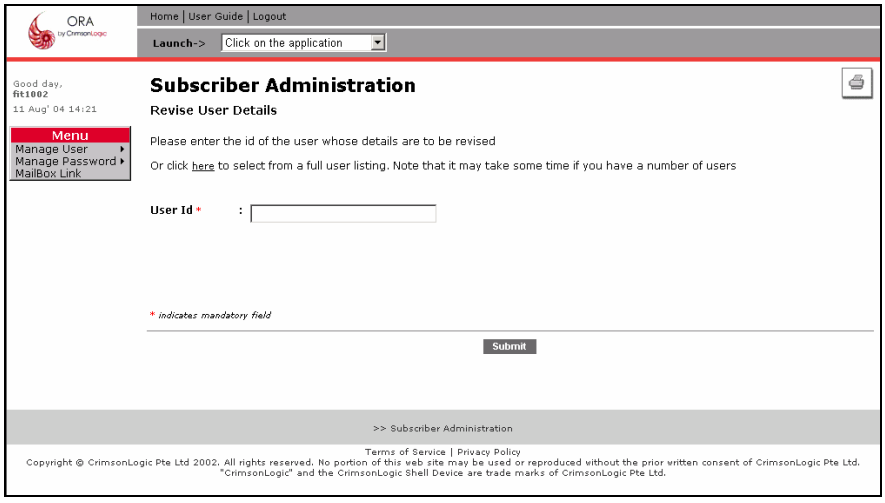
4.2. Revise User Details

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.

Page 1



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.

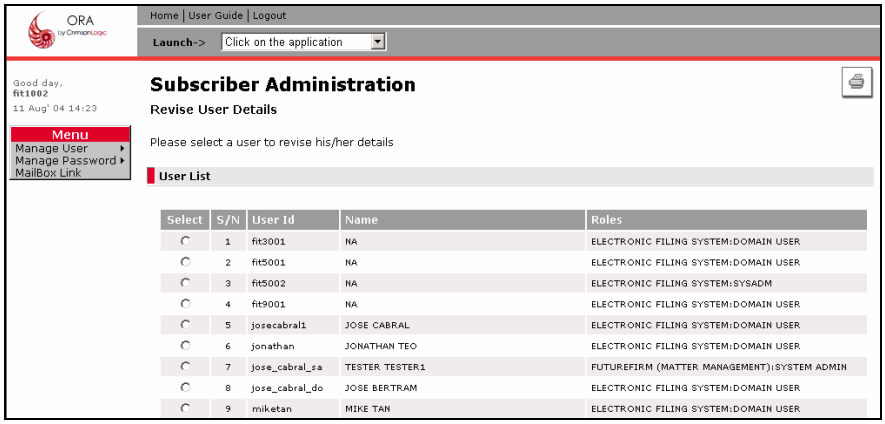
Click 'here' hyperlink

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

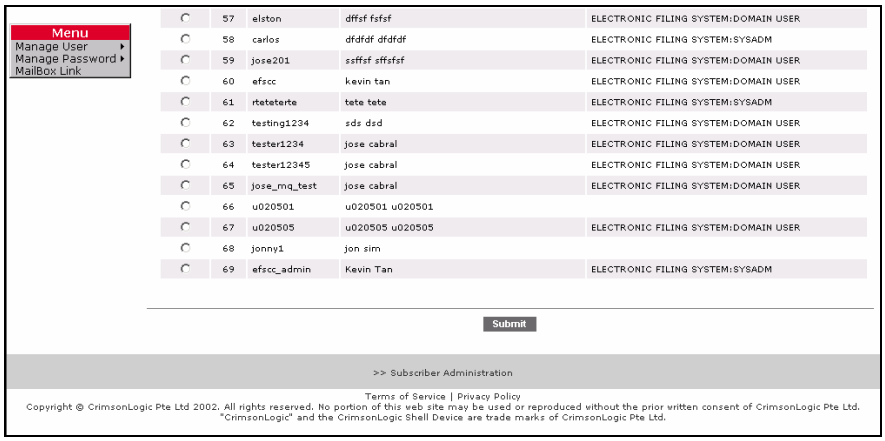
This will bring you to Page 2 of this function.

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

Page 2



.....



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.

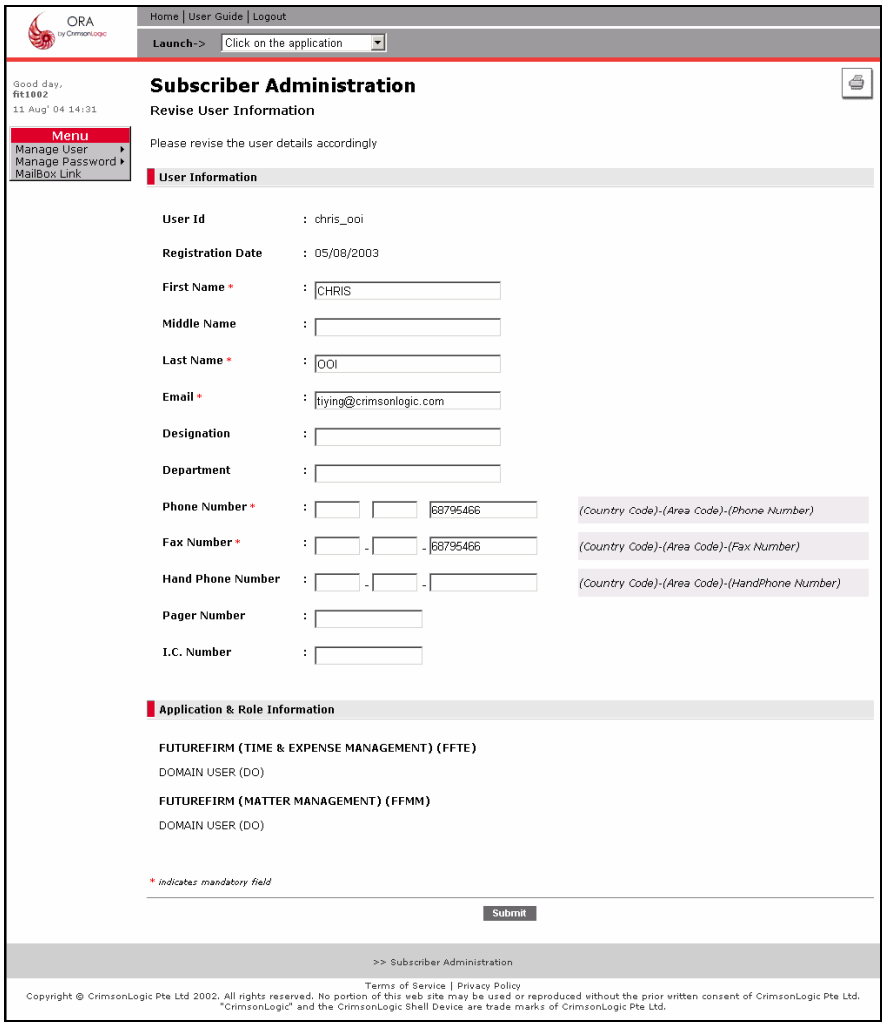
Display of Roles There are 2 fields under the display of role – [Service description: role description]

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.

Page 3



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.

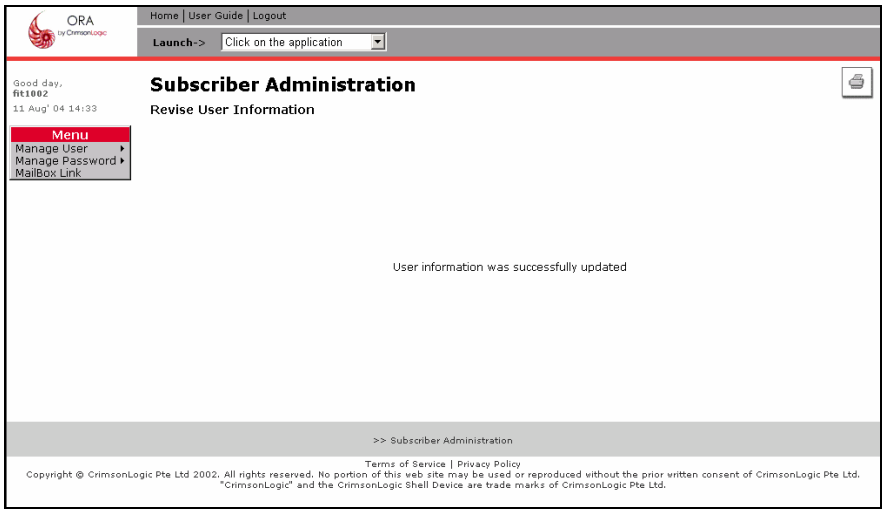
No conversion is required.
Verify @ sign must exist.

Designation

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

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

Page 4


ORA
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
Terms of Service | Privacy Policy
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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.

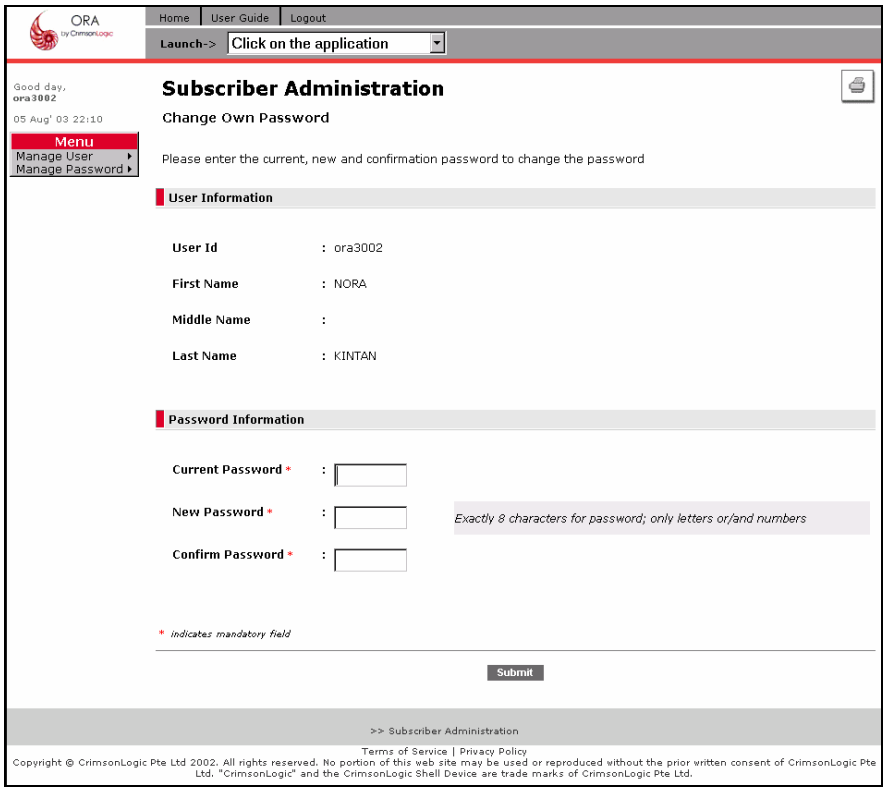
5.1. Change Own Password

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



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

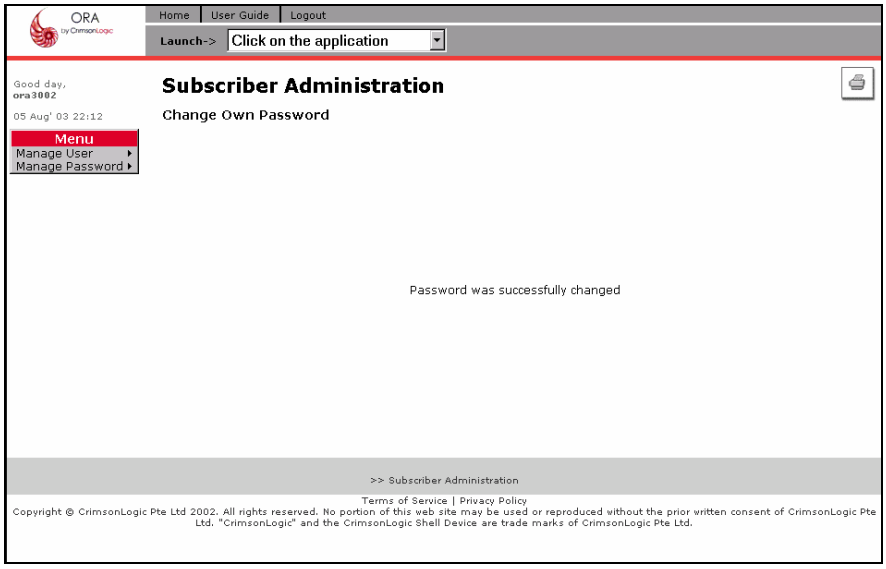
Specify the confirmed password. Password is case-sensitive.
It must be the same as New Password. It is a mandatory field.

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



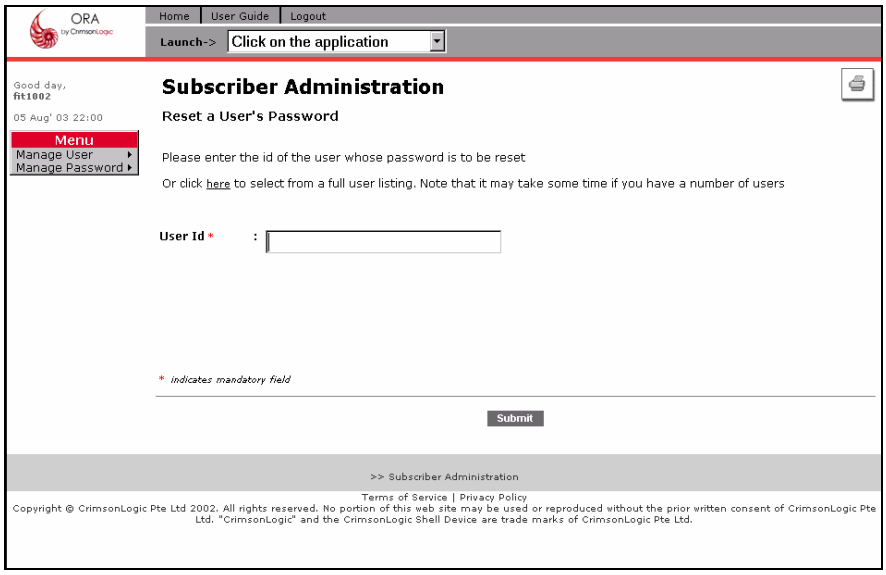
5.2. Reset a User's Password

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.

Page 1



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

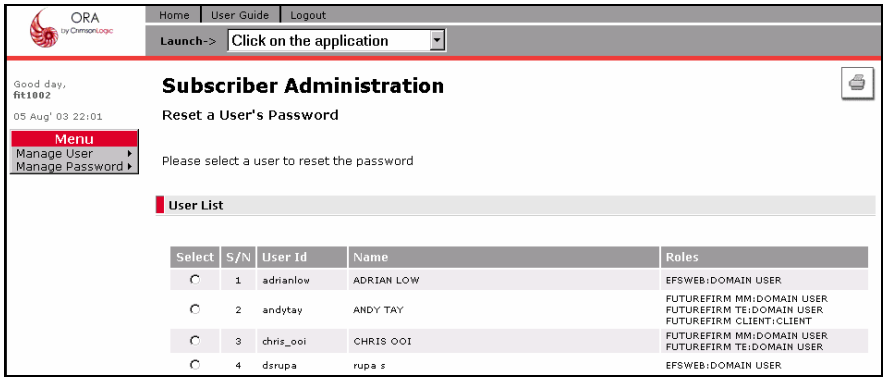
To display the full user listing from the login account for selection.

This will bring you to Page 2 of this function.

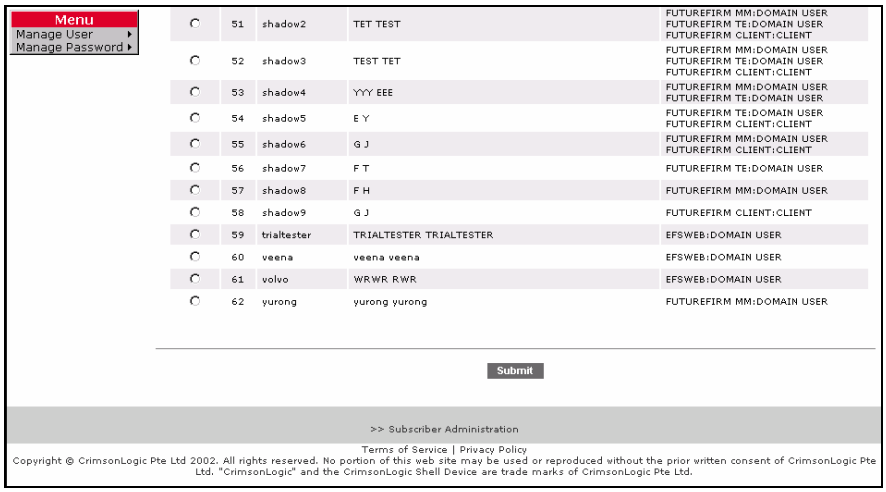
Click on 'Submit' button

This will bring you to Page 3 of this function.

Page 2



.....



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]

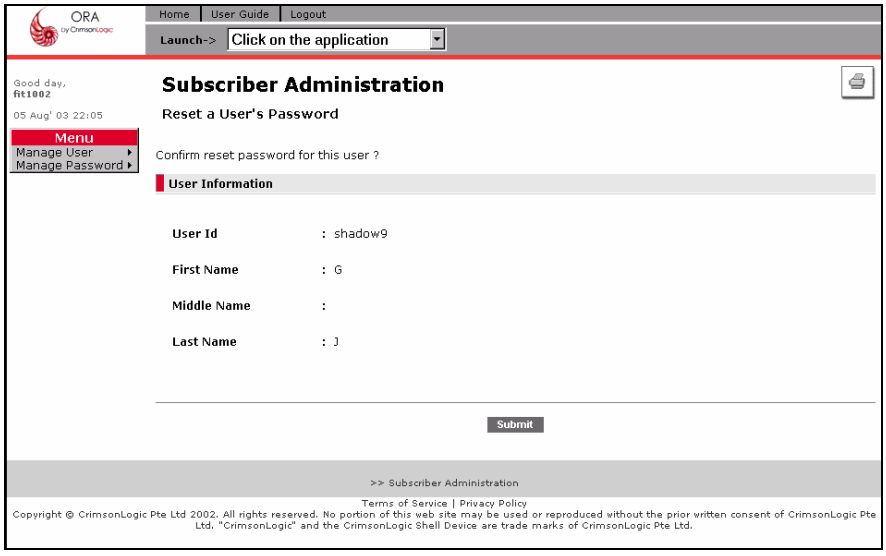
Click on 'Submit' button

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

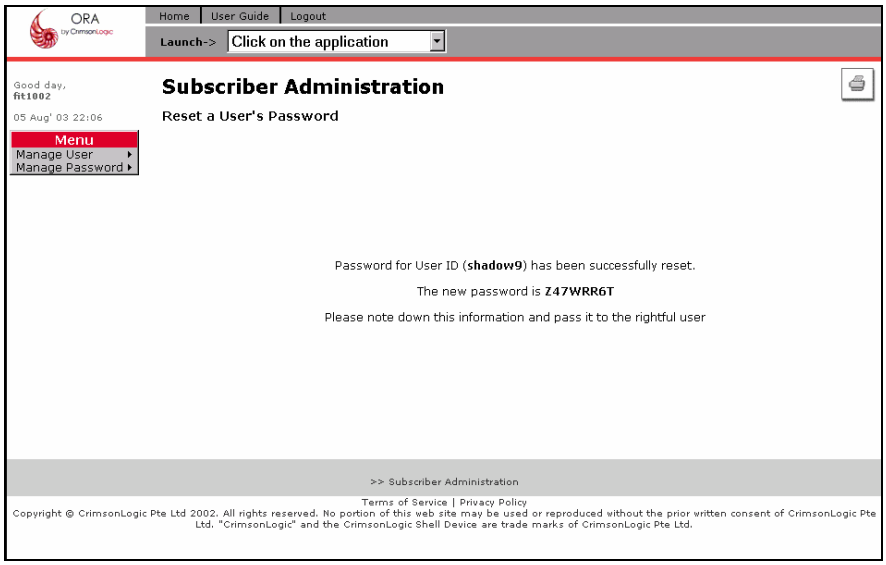


Click on 'Submit' button

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.

Page 4



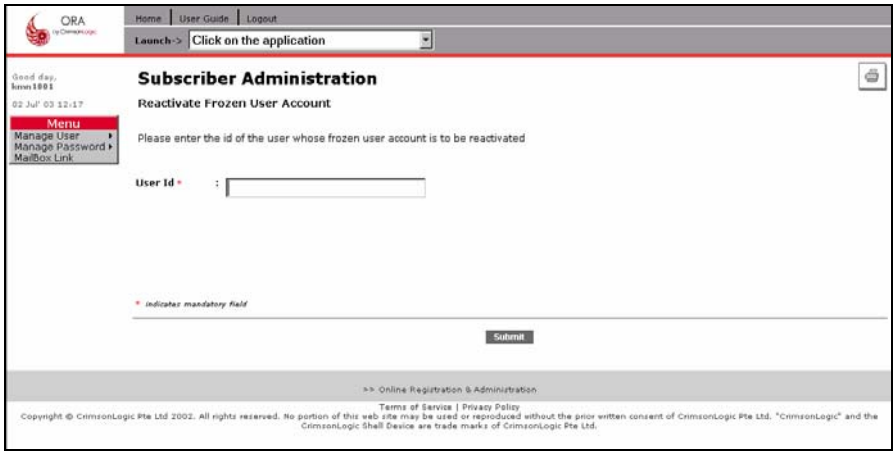
5.3. Re-activate Frozen User Account

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.

Page 1



User Id

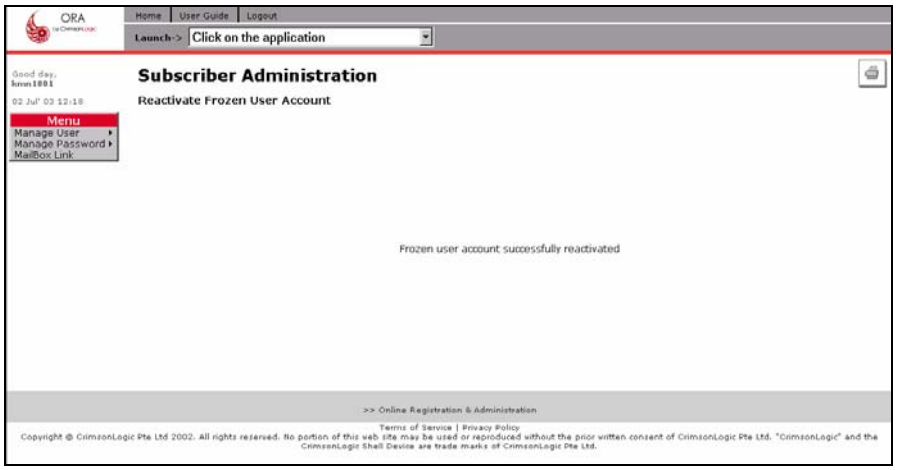
Specify an existing User id. This is a mandatory field.
User to enter in lower case.

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.

Page 2



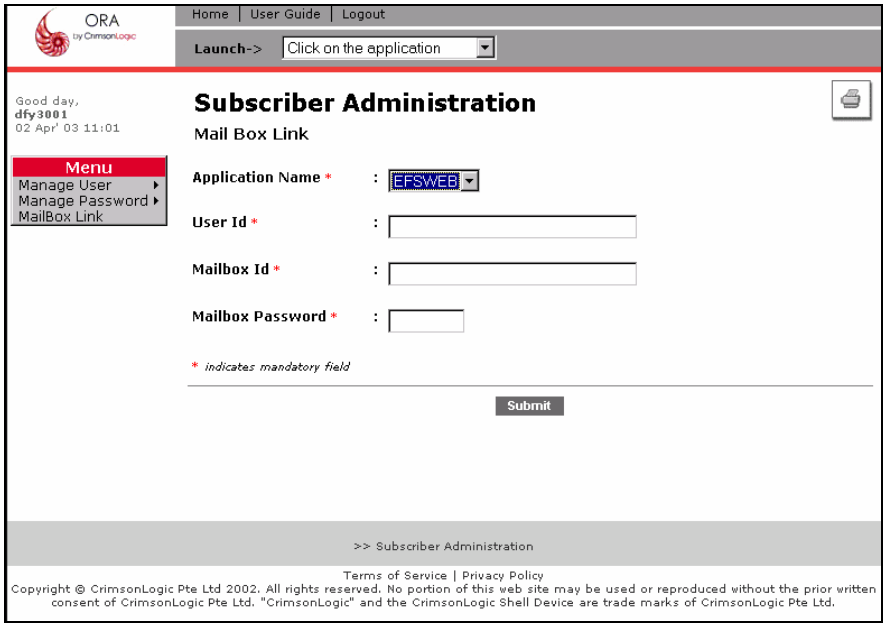
(Note: if the id is not frozen, it cannot be reactivated. The following message will appear – 'User account is not frozen')

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



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)

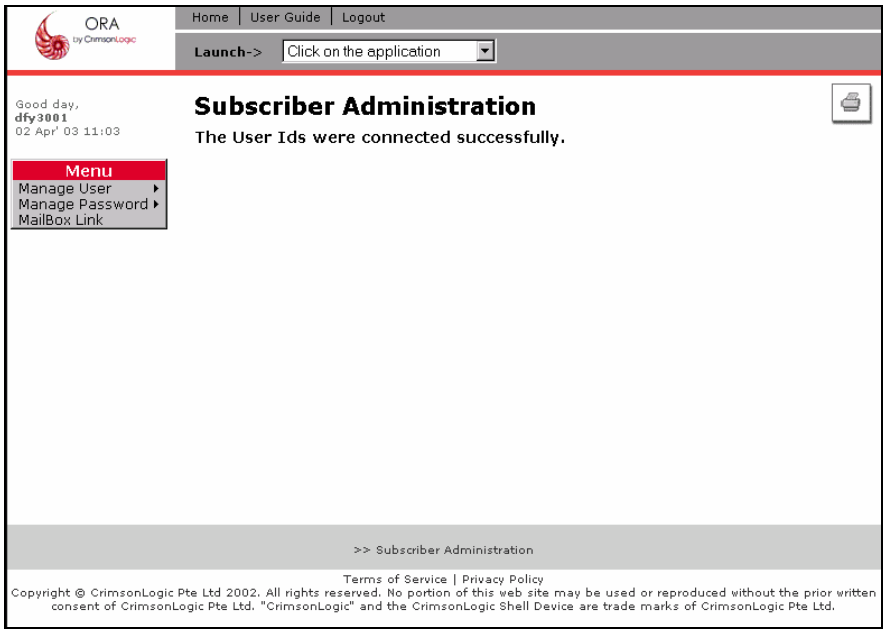
Password Specify the current password. It is a mandatory field

(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.

Page 2


ORA
by CrimsonLogic
Home | User Guide | Logout
Launch-> Click on the application
Good day,
dfy3001
02 Apr' 03 11:03
Menu
Manage User
Manage Password
MailBox Link
Subscriber Administration
The User Ids were connected successfully.
>> Subscriber Administration
Terms of Service | Privacy Policy
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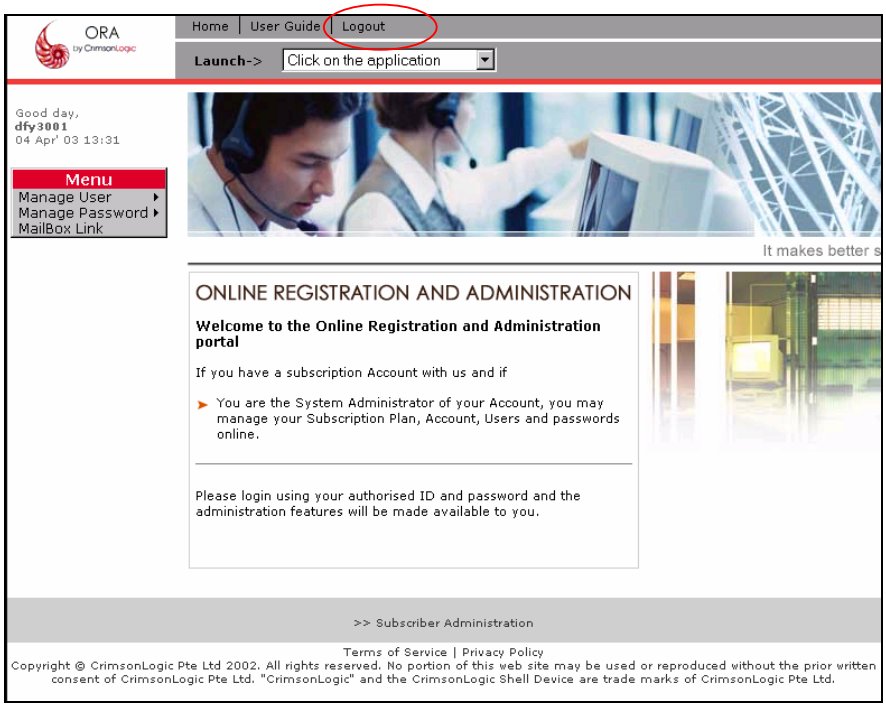
7. Logout

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