

# **USER GUIDE FOR SYSTEM ADMINISTRATOR OF WEB-BASED FRONT-END APPLICATION ELECTRONIC FILING SYSTEM**

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**CrimsonLogic Pte Ltd**

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CrimsonLogic offers innovative and secure B2B, B2G and G2G solutions in key sectors such as trade and logistics, legal, government and healthcare. It enables businesses and governments to connect and collaborate seamlessly with their customers and partners, anytime, anywhere. As an Application Service Provider (ASP) with 17 years of experience, CrimsonLogic has set industry standards with world-first solutions such as TradeNet, eStamping, Electronic Filing System and CertOfOrigin, and continues to pioneer revolutionary solutions around the world. Beyond ASP services, CrimsonLogic provides systems integration, consulting and licensing of eService components. It also delivers trusted solutions and services in business intelligence, eLearning, human resource and office administration and security.



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## **About This User Guide**

This user guide is intended for prospective System Administrators of the Web-based Front End Application to understand the functionalities provided by the application, to be used in Electronic Filing System Phase 2.0 and later.

This user guide helps the law firm System Administrator in understanding how to:

- manage the law firm member accounts
- maintain the law firm and system configuration information
- create and maintain work groups information
- synchronise the law firm database with the Courts in the event of case transfer

## **Objectives**

This user guide helps the reader to:

- Login to the FE-Web application
- Create new users (members) and Assign/Delete role
- Modify the law firm system configuration
- Modify the law firm information
- Create a new work group
- Modify an existing work group information
- Update the law firm database for case transfer
- Update tray limits for user
- Download EFS data

## **Target Audience**

- System Administrator(s) in the law firm which subscribes to EFS (Electronic Filing System)
- Authorised Users who may be assigned to the role of System Administrator by the law firm

## Conventions used in the Document

The following conventions are used in this user guide:

EFS	Electronic Filing System
FE-Web	Web-based Front End Application
LF	Law Firm
PDF	Portable Document Format
<b>Text</b>	Command options, commands on menus and buttons, dialog box, titles, options, and menu names
< <i>text</i> >	Menu bar / menu item/ URL link
URL	Uniform Resource Locator. It directs users to the location of a resource available electronically
Click or Clicking	Press the left button of the mouse

## 1 INTRODUCTION

The FE-Web System Administration module allows the System Administrator to manage and maintain their law firm's user registration details, and system configuration, via the Internet.

### 1.1 User Registration to access EFS Web Portal

FE-Web application is accessible via the EFS Web portal using a compatible browser. In order to use FE-Web, the LF System Administrator needs to register for new user IDs, and link the firm's mailbox to each of the users created.

***Important Note:***

*(1) Previously, users can register for themselves (which is known as Membership Registration). Starting 28 April 2003, only the LF system administrator can register new User IDs, and maintain existing User IDs.*

*(2) In EFS-related documentations and manuals, the terms **User**, **Subscriber** or **Member** have the same meaning and are used interchangeably.*

#### 1.1.1 Types (or Roles) of Users

- (i) General User
- (ii) Sys Admin User (System Administrator)

Two types (or roles) of users with different privilege levels and access rights are implemented in the FE-Web application. User IDs are created and their roles are assigned by the System Administrator through **Online Registration and Administration (ORA)** module which can be accessed through the EFS portal.

**(i) General User** - The General User (also called Domain User) has full access rights to all modules in the FE-Web application except for the System Administrator module. During the user registration, the System Administrator has to assign "**Domain User (DO)**" role to the user ID being registered. Users whose IDs have been activated and assigned a **DO** role will be able to use FE-Web application modules.

**(ii) Sys Admin User** - User(s) with System Administrator role can access the System Administration modules (System Configuration, LF Information, Work Group Maintenance, Case Transfer Information, Download Data, KGSG and CCS). LF System Administrator can create a user ID and assign it with "**SYSADM (SA)**" role, to be able to access Sys Admin modules.

#### 1.1.2 User Registration

LF system administrator can register new User IDs and assign roles, when the firm has been subscribed to EFS and due approval letter from CrimsonLogic has been received.

For new user registration, you need to go to EFS Portal at (<http://www.efs.com.sg>) and click on the **User Administration (ORA)** link in the header (see Figure below, **highlighted in yellow**). ORA application will be launched in a new browser window. Then register User IDs as follows:



- (i) Login to **ORA** application using **SYSADM (SA)** Mailbox ID and Password.  
(SYSADM Mailbox ID and password can be found in the EFS subscription approval letter from CrimsonLogic.)

**Important Note:**

*SYSADM Mailbox ID and password must be used whenever you log on to ORA application to create (or later to maintain) User IDs for your firm. You need to change your password, upon the first-time login to ORA.*

- (ii) Register a new User ID and to assign relevant role (**DO** for General or Domain User; or **SA** for Sys Admin User), for each user who needs to access EFS.  
(Refer to the **User Manual – Online Registration and Administration for EFS** in the Annex, for step-by-step instructions for user administration functions)
- (iii) End user's email address is required during registration. The new user ID and Password information will be emailed to this address.  
(You may choose to provide your own email address, for stricter control of the User ID creation. In this case, you need to forward the new User ID and Password to the end user, when the ID has been successfully registered).
- (iv) Link each newly registered User ID to the corresponding "mailbox". User ID which has the **DO** role must be linked to **Domain (DO)** Mailbox ID. User ID which has the **SA** role must be linked to **SYSADM (SA)** Mailbox ID.  
(Domain and SYSADM Mailbox ID and password can be found in the EFS subscription approval letter from CrimsonLogic.)

## 1.2 Login to FE-Web System Administration Module

To login to the System Administration module, the user has to open the URL for EFS Homepage ([www.efs.com.sg](http://www.efs.com.sg)) in the browser.

When the URL is opened, the EFS Homepage will be displayed.



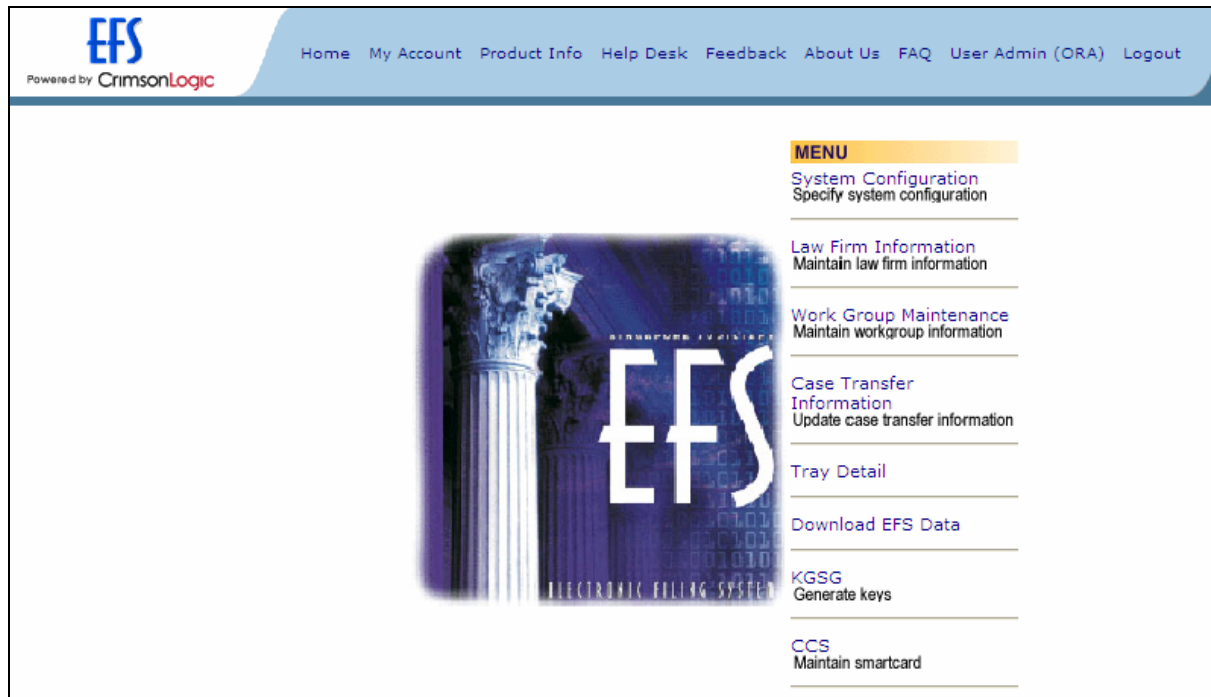
Figure 1.1: EFS FE-Web Homepage

Steps to login to the System Administration module:

1. Enter the System Administrator **User ID** in the EFS FE-Web Homepage (Figure 1.1).
2. Enter the **Password**.
3. Click on the **Login** button.

To discard the entries and quit the EFS FE-Web Homepage (Figure 1.1), click on close button  to close the browser.

After logging in successfully to the EFS portal, the **EFS System Administration Main Menu** is displayed.



**Figure 1.2:** After login to EFS Portal, EFS System Administration Main Menu

### **1.3 Services Available in FE System Administration Web Module**

FE-Web enables LF System Administrator to use the following services offered in EFS:

- ◆ System Configuration
- ◆ Law Firm Information
- ◆ Work Group Maintenance
- ◆ Case Transfer Information

Each of these services can be accessed by selecting the respective link in **EFS System Administration Main Menu** (Figure 1.2), after a successful login to EFS portal as a System Administrator user.

#### **1.3.1 System Configuration**

This service allows the System Administrator to specify the system configuration settings for the law firm users.

#### **1.3.2 Law Firm Information**

This service allows the System Administrator to update law firm's contact details.

#### **1.3.3 Work Group Maintenance**

This service allows the System Administrator to maintain work group details.

#### **1.3.4 Case Transfer Information**

This service allows the System Administrator to perform case transfer operations.

## 2 System Configuration

The **System Configuration** allows the System Administrator to specify the system configuration settings for the law firm users.

1. Click on the **System Configuration** *Specify system configuration* link in **EFS System Administration Main Menu** page (Figure 1.2).

The **System Configuration** page is displayed.

**SYSTEM CONFIGURATION**

**Law Firm Web Account ID**  
**SysAdmin Web Account ID**  
**Organisation Type** Law Firm  
**Default Source PDF Files Path \*** d:\efs\out\pdf\  
**Default Reply PDF Files Path \*** d:\efs\in\pdf\  
*Note: Enter a pathname not exceeding 17 characters. Use a drive letter [C - Z]. For example: C:\efs\_data\.*

**Total Waiver Flag**   
*Note: If set, new draft submissions will default to Total Waiver (Not applicable for Service Bureaux)*

**Allow "Everyone" in the firm access to new submission by default (Only applicable to Enhanced-FE)**

**Tray Records Limit (No. of days):**  
*Note: These settings limit the no. of records displayed in various trays for all users. High values will result in more records being displayed, thus potentially longer response time. It is therefore strongly recommended that a smaller value is set for each Tray (maximum 7 days, for Draft is 14 days) whenever possible.*

<b>Draft Tray *</b>	<input type="text"/>	<b>Days</b>
<b>Out Tray *</b>	<input type="text"/>	<b>Days</b>
<b>Sent Tray *</b>	<input type="text"/>	<b>Days</b>
<b>In Tray ("Non Acted On" view) *</b>	<input type="text"/>	<b>Days</b>
<b>In Tray ("Acted On" view) *</b>	<input type="text"/>	<b>Days</b>

*Example: If [5] days is entered, the respective trays will only display records processed in the last five days*

*If there are no Domain/General Users registered, you can do so using the User Administration (ORA) on the top menu*

Figure 2.1: System Configuration

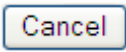
<b>Law Firm Web Account ID</b>	Displays the receiving mailbox id assigned to a law firm. This field is read-only.
<b>SysAdmin Web Account ID</b>	Displays the sending mailbox id assigned to a law firm. This field is read-only.
<b>Organisation Type</b>	<p>Displays the type of organisation this firm belongs to. The following lists out the various types of organisation:</p> <ul style="list-style-type: none"> <li>▪ Law Firm</li> <li>▪ Legal Aid Bureau</li> <li>▪ Collector of Land Revenue</li> <li>▪ High Court Service Bureau</li> <li>▪ Subordinate Courts Service Bureau</li> </ul>
<b>Default Source PDF File Path</b>	Allows the user to specify the default file path of source PDF file. By default, all the source PDF files will be saved in this directory. This field is mandatory.
<b>Default Reply PDF File Path</b>	Allows the user to specify the default file path of reply PDF files. All the reply PDF files will be saved in this directory. This field is mandatory.
<b>Total Waiver Flag</b>	<p>This feature is used for full waiver request.</p> <p>When the check box is checked, it allows the system to default the <b>Exemption/Waiver Type</b> as 'Full' in the <b>Document Information</b> page (refer to User Guide for Web-Based Front-End Application).</p> <p>When the check box is unchecked, the system will not default the <b>Exemption/Waiver Type</b> as 'Full' in the <b>Document Information</b> page.</p>
<b>Allow "Everyone" in the firm access to new submission by default</b>	<p>This feature is only applicable in enhanced-FE.</p> <p>When the check box is selected, all the users of the law firm will have access to the new submissions.</p>
<b>Limit View On Draft Tray</b>	<p>Allows the user to specify the number of days of records to be displayed in <b>Draft Tray</b>.</p> <p>The maximum and minimum values a user can enter are 14 and 1 respectively.</p>
<b>Limit View On Out Tray</b>	<p>Allows the user to specify the number of days of records to be displayed in <b>Out Tray</b>.</p> <p>The maximum and minimum values a user can enter are 7 and 1 respectively.</p>
<b>Limit View On Sent Tray</b>	<p>Allows the user to specify the number of days of records to be displayed in <b>Sent Tray</b>.</p> <p>The maximum and minimum values a user can enter are 7 and 1 respectively.</p>

<b>Limit View On In Tray "Non Acted On" view</b>	Allows the user to specify the number of days of records to be displayed in <b>In Tray "Non Acted On" view</b> .  The maximum and minimum values a user can enter are 7 and 1 respectively.
<b>Limit View On In Tray "Acted On" view</b>	Allows the user to specify the number of days of records to be displayed in <b>In Tray "Acted On" view</b> .  The maximum and minimum values a user can enter are 7 and 1 respectively.

Step to save the configuration and return to **EFS System Administration Main Menu** page (Figure 1.2):

1. Click on  in **System Configuration** page (Figure 2.1).

Step to discard the changes and return to **EFS System Administration Main Menu** page (Figure 1.12):

1. Click on  in **System Configuration** page (Figure 2.1).

### 3 Law Firm Information

The **Law Firm Information** allows the System Administrator to maintain information related to the firm.

1. Click on the [Law Firm Information](#) **Maintain law firm information** link in **EFS System Administration Main Menu** page (Figure 1.12).

The **Law Firm Information** page is displayed.

**EF**  
Powered by **CrimsonLogic**

Home My Account Feedback Site Map FAQ User Administration (ORA) Logout

## LAW FIRM INFORMATION

Law Firm Web Account ID  
Law Firm Code  
Law Firm Site No.  
Law Firm Domain No.  
Law Firm Name \*  
Law Firm Address \*

Email Address  
Law Firm Tel No. \*  
Law Firm Fax No.

Country Area Fax No. \*  
 Display "Not for Service of Court Document" on Document Info Page.  
Yes

Subscribed to SMS Alert Service  
Default Mobile Phone No. to alert  
Re-confirm the Mobile Phone No. \*

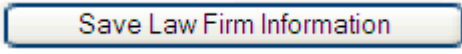
Note: This number will be used as default; you can provide a different number, at the point of filing. Inform CrimsonLogic Customer Admin (6887-8888) if you have not subscribed to SMS Alert Service.

Save Law Firm Information Cancel

Figure 3.1: Law Firm Information

<b>Law Firm Web Account ID</b>	Displays the receiving mailbox ID assigned to a law firm.
<b>Law Firm Code</b>	Displays the law firm code.
<b>Law Firm Site No.</b>	Displays the site number of the law firm.
<b>Law Firm Domain No.</b>	Displays the domain number of the law firm.
<b>Law Firm Name</b>	Displays the law firm name.
<b>Law Firm Address</b>	Allows the user to update the address of the law firm.
<b>Email Address</b>	Allows the user to update the law firm email address. This email address would be used in the EFS alert services.
<b>Law Firm Tel No.</b>	Allows the user to update the telephone number of the law firm. This field is mandatory.
<b>Law Firm Fax No.</b>	Allows the user to update the fax number of the law firm. Both country and area code are optional. The fax number field is mandatory.
<b>Display "Not for Service of Court Document" on Document Information Page</b>	By selecting this option, the label "Not for Service of Court Document" would be displayed on the Document Information Page.
<b>Subscribed to SMS Alert Service</b>	Displays "Yes" if the law firm is a SMS Alert Service subscriber; "No" if otherwise.
<b>Default Mobile Phone No. to alert</b>	Displays the default mobile phone number to send the SMS alert to.
<b>Re-confirm the Mobile Phone No.</b>	Allows the user to update a new mobile phone number for the SMS Alert Service.

Step to save the law firm information and return to **EFS System Administration Main Menu** page (Figure 1.2):

1. Click on  in **Law Firm Information** page (Figure 3.1).

Step to discard the changes and return to **EFS System Administration Main Menu** page (Figure 1.2):

1. Click on  in **Law Firm Information** page (Figure 3.1).

## 4 Work Group Maintenance

The **Work Group Maintenance** allows the System Administrator to create new work group(s) or maintain existing work group information.

System Administrator assigns users to a particular work group. A user can be a member of one or more work groups. When a User ID is created, it is automatically added to "Everyone" work group. This work group consists of all users.

1. Click on the [Work Group Maintenance](#) [Maintain workgroup information](#) link in **EFS System Administration Main Menu** page (Figure 1.2).

The **Retrieve Work Group** page is displayed.

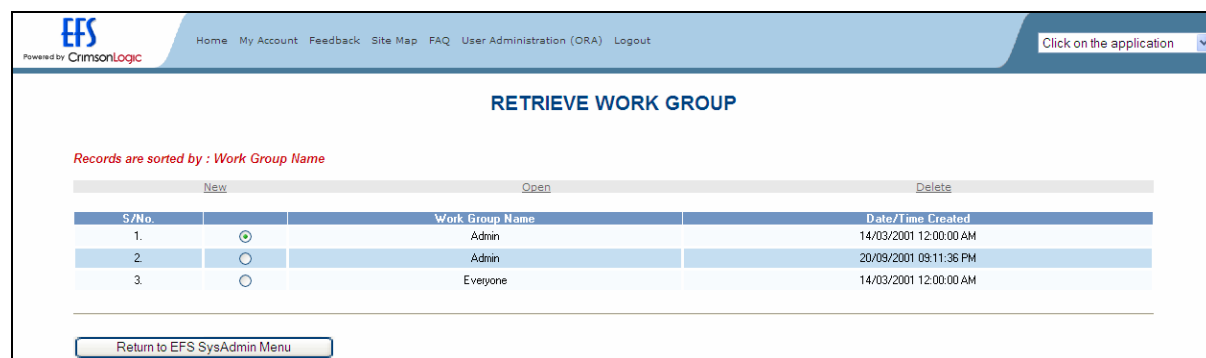


Figure 4.1: Retrieve Work Group

<b>New</b>	<p>Allows the creation of new work group.</p> <p>Click on the <a href="#">New</a> link. The <b>Work Group Information</b> page (Figure 4.2) will be displayed. For more details, refer to section 4.1.</p>
<b>Open</b>	<p>Allows the System Administrator to retrieve a previously created work group for modification.</p> <p>Click on the <a href="#">Open</a> link. The <b>Work Group Information</b> page (Figure 4.3) will be displayed. For more details, refer to section 4.2.</p>
<b>Delete</b>	<p>Deletes the selected work group (other than Admin and Everyone) from the list of work groups displayed.</p> <p>Select the record by using the radio button. Click on the <a href="#">Delete</a> link to delete the selected record.</p>

#### 4.1 Work Group Information (New)

This feature is to allow the System Administrator to create a new work group and to assign users to the work group.

1. Click on the **New** link in **Retrieve Work Group** page (Figure 4.1).

The **Work Group Information** page is displayed.

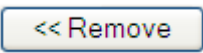
Figure 4.2: Work Group Information (New)

<b>Work Group ID</b>	This is a system generated number assigned to a newly created work group. It is to uniquely identify a work group.
<b>Work Group Name</b>	This is a name given by the System Administrator to the newly created work group. This field is mandatory.
<b>Date/Time Created</b>	This will be generated upon saving of the work group record.
<b>Users in Law Firm</b>	This list will show all the user names in the law firm.
<b>Users in Work Group</b>	This list will show all the user names that is a member of the selected work group.

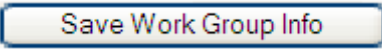
Steps to assign user(s) to a work group:

1. Enter a new name for the work group in **Work Group Name**.
2. Select the user name(s) from **Users in Law Firm** list box. Multiple selections are allowed.
3. Click on .
4. The selected user name(s) is now displayed in **Users in Work Group** list box.

Steps to remove user(s) from a work group:

1. Select the user name(s) from the **Users in Work Group** list box. Multiple selections are allowed.
2. Click on .
3. The selected user name(s) is now removed from the **Users in Work Group** list box.

Step to save the work group information and return to **EFS System Administration Main Menu** page (Figure 1.2):

1. Click on the  button in **Work Group Information** page (Figure 4.2).

Step to discard the work group and return to **EFS System Administration Main Menu** page (Figure 1.2):

1. Click on the  button in **Work Group Information** page (Figure 4.2).

## 4.2 Work Group Information (Open)

This feature is to allow the System Administrator to retrieve a previously created work group for viewing or for modification.

1. Select a work group by choosing the appropriate radio button in **Retrieve Work Group** page (Figure 4.1).
2. Click on the **Open** link.

The **Work Group Information** page is displayed with information retrieved from database.

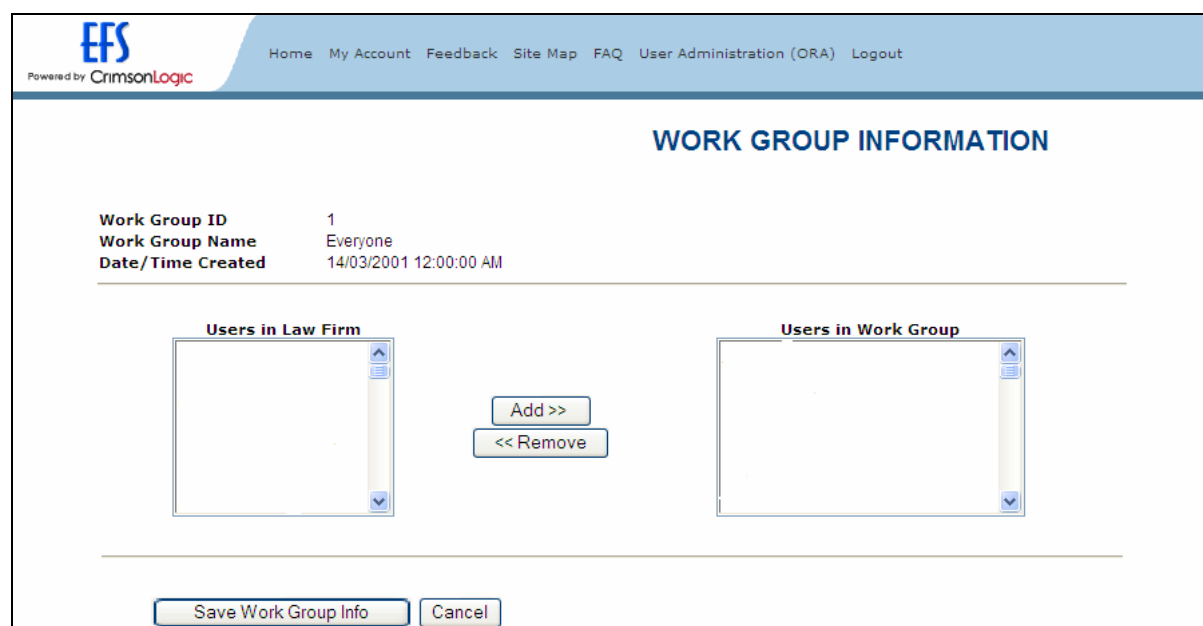


Figure 4.3: Work Group Information (Open)

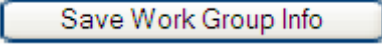
Steps to assign new user(s) to the work group:

1. Select the user name(s) from **Users in Law Firm** list box. Multiple selections are allowed.
2. Click on **Add >>**.
3. The selected user name(s) is now displayed in **Users in Work Group** list box.

Steps to remove user(s) from the work group:

1. Select the user name(s) from the **Users in Work Group** list box. Multiple selections are allowed.
2. Click on **<< Remove**.
3. The selected user name(s) is now removed from the **Users in Work Group** list box.

Step to save the work group information and return to **EFS System Administration Main Menu** page (Figure 1.2):

1. Click on the  button in **Work Group Information** page (Figure 4.3).

Step to discard the work group and return to **EFS System Administration Main Menu** page (Figure 1.12):

1. Click on the  button in **Work Group Information** page (Figure 4.3).

## 5 Case Transfer Information

The Courts sends the information regarding the case transfer and the System Administrator updates the database with the information.

**Case Transfer  
Information**

1. Click on the **Update case transfer information** link in **EFS System Administration Main Menu** page (Figure 1.2).

The **Case Transfer Information** page is displayed.

S/No.	Unique Reference No.	Date/Time Sent from Courts	Old Case No.	New Case No.	XML File Path
1.	<input type="radio"/>				

**Figure 5.1:** Case Transfer Information

Steps to update the case transfer information into the database:

1. Select a record by choosing the appropriate radio button in **Case Transfer Information** page (Figure 5.1).
2. Click on the **Update Case Transfer Info** button. The information will be updated into the database.
3. Repeat Steps 1 and 2 for the next record, if any.

Steps to return to **EFS System Administration Main Menu** page (Figure 1.2):

1. Click on the **Cancel** button in **Case Transfer Information** page (Figure 5.1)

## 6 Tray Detail

The Tray Detail feature allows the System Administrator to set different tray limit for individual users of the law firm (for each tray). The accepted range for Draft Tray is 1 – 14 days. The rest of the trays have an accepted range of 1 – 7 days.

1. Click on the [Tray Detail](#) link in **EFS System Administration Main Menu** page (Figure 1.2).

The **Tray Limit for Users** page is displayed.

User Id.	User Name	Draft Tray	Out Tray	Sent Tray	In-Tray (Acted-On)	In Tray (Non-Acted On)	
		14	7	7	7	7	Update
		14	7	7	7	7	Update
		14	7	7	7	7	Update

Figure 6.1: Tray Limit for Users

Steps to update individual user's tray limits:

1. Update the tray limits for a user.
2. Click on the [Update](#) button. The information would be updated into the database.
3. Repeat Steps 1 and 2 for the next user, if required.

Steps to return to **EFS System Administration Main Menu** page (Figure 1.2):

1. Click on the [Return to EFS SysAdmin Menu](#) button at the bottom of the Tray Limit for Users page (Figure 6.1).

## 7 Download Data

This utility allows the law firm SysAdmin user to download the data that is stored in the CrimsonLogic FE-Web database. **These data are details of the law firm's submissions (and the corresponding court replies) which are stored in the CrimsonLogic database, and do not include PDF documents.**

1. Click on the [Download EFS Data](#) link in **EF System Administration Main Menu** page (Figure 1.2).

The **EF System Administration (Filing)** page is shown:

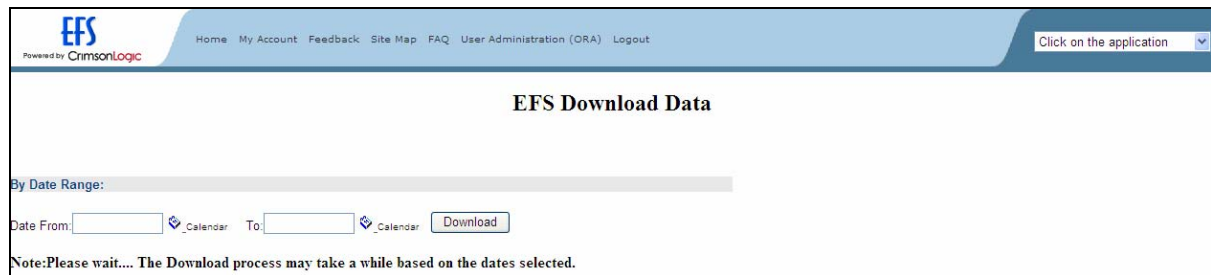


Figure 7.1: EFS Download Data

Note: Users are allowed to download one month's data from FE-Web database, **Date range and URN range can not cover more than 30 days period.**

The user will be able to specify a range of dates or URNs for the data to be extracted from FE-Web database. Based on the date that the records are created by the users of the law firm, the data will be downloaded according to the extraction criteria upon clicking of the **Download** command button. **The downloaded data will be in delimited text format files in a single compressed zip file.** Use a WinZip (or similar software) to unzip the text files in your local PC.

Sample of Delimited Text Format - TEFS\_Solicitor.txt)

```
fit100120010505A0001+1+1+HCS2599653D+Grace Tan+null+null+null+null
fit100120010505A0001+2+1+HCS452685E+Grace Tan+null+null+null+null
fit100120010505A0002+1+1+HCS2599653D+Grace Tan+null+null+null+null
fit100120010505A0002+2+1+HCS452685E+Grace Tan+null+null+null+null
fit100120010505A0003+1+1+HCS2599653D+Grace Tan+null+null+null+null
fit100120010505A0003+2+1+HCS452685E+Grace Tan+null+null+null+null
fit100120010505A0004+1+1+HCS2599653D+Grace Tan+null+null+null+null
fit100120010505A0004+2+1+HCS452685E+Grace Tan+null+null+null+null
fit100120010505A0005+1+1+HC2599653D+HO AND HO+3201110+65+null+3201111
fit100120010505A0006+1+1+HC2599653D+HO AND HO+3201110+65+null+3201111
fit100120010505A0007+1+1+HC2599653D+HO AND HO+3201110+65+null+3201111
fit100120010505A0008+1+1+SUS452685E+Anthony Mallory+7854669+001+65+8574426
fit100120010505A0009+1+1+HCS2599653D+Grace Tan+null+null+null+null
fit100120010505A0009+2+1+HCS452685E+Grace Tan+null+null+null+null
fit100120010505A0010+1+1+HCS2599653D+Grace Tan+null+null+null+null
fit100120010505A0010+2+1+HCS452685E+Grace Tan+null+null+null+null
```

## **ANNEX**

### **User Manual for Online Registration and Administration**



## **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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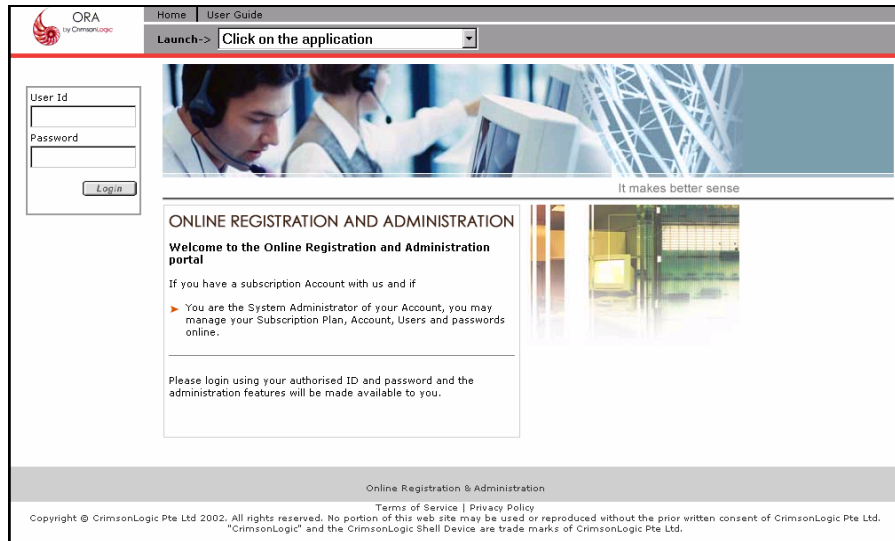
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# 1. Login

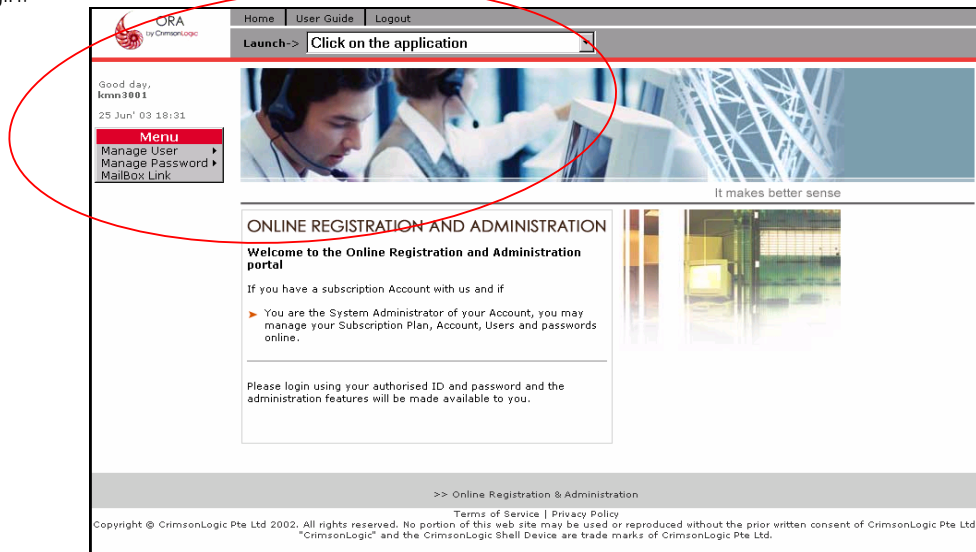
- a. Account Administrator will be directed to the home page of ORA through a menu item link provided from the service portal. An example of service portal is EFS portal.

## Home Page



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

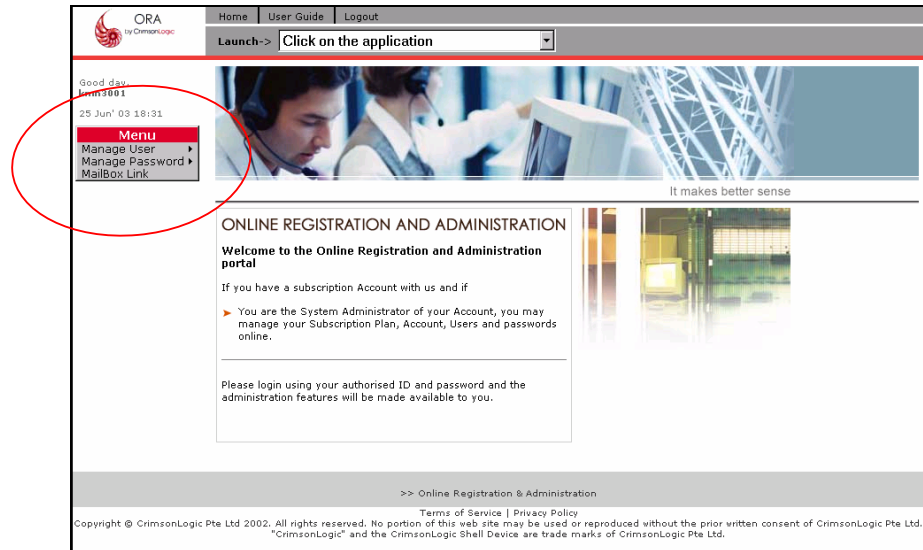
## Login Page



## 2. Options on Floating Menu

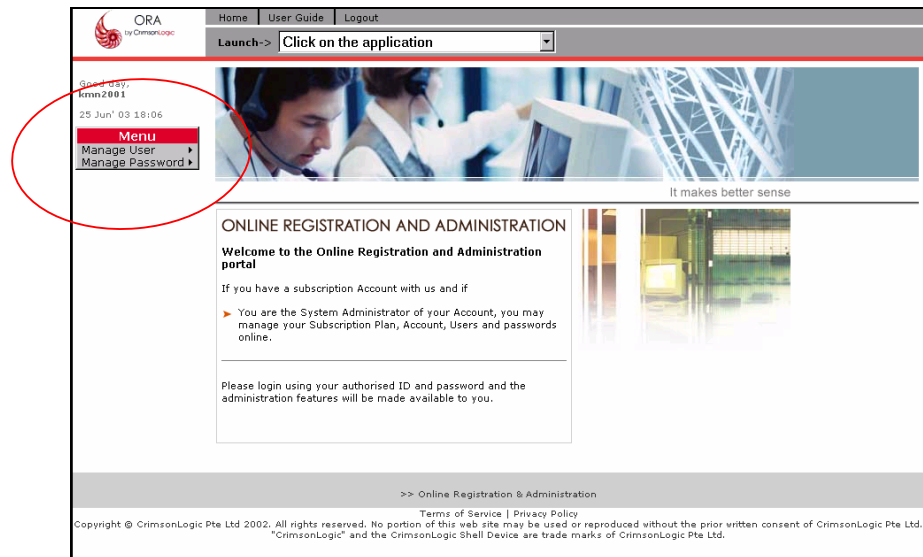
There are 2 possible floating menus. User IDs whose account has subscribed to Electronic Filing System will see Menu 1, while those whose account did not subscribed to Electronic Filing System will see Menu 2.

### Menu 1



The screenshot shows the top navigation bar of the ORA system. The 'Launch->' dropdown menu is open, displaying 'Click on the application'. Below the navigation bar, a floating menu is visible, circled in red. It contains the following items: 'Menu', 'Manage User', 'Manage Password', and 'MailBox Link'. The main content area of the page is titled 'ONLINE REGISTRATION AND ADMINISTRATION' and includes a welcome message and instructions for users with subscription accounts.

### Menu 2



The screenshot shows the top navigation bar of the ORA system. The 'Launch->' dropdown menu is open, displaying 'Click on the application'. Below the navigation bar, a floating menu is visible, circled in red. It contains the following items: 'Menu', 'Manage User', and 'Manage Password'. The main content area of the page is titled 'ONLINE REGISTRATION AND ADMINISTRATION' and includes a welcome message and instructions for users with subscription accounts.

### 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 and navigation links (Home, User Guide). A 'Launch->' dropdown menu is set to 'Click on the application'. The main content area is titled 'Change Password' and includes a red warning message: 'Password needs to be changed'. Below this, a text prompt asks the user to enter their current, new, and confirmation passwords. A section titled 'Password Information' contains three input 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 note at the bottom left states '\*indicates mandatory field'. A 'Submit' button is located at the bottom right of the form area. 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

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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.

ORA  
by CrimsonLogic

Home | User Guide | Logout

Launch-> Click on the application

Good day,  
fit1002  
05 Aug' 03 21:38

**Subscriber Administration**

Add New User

Please fill in 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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**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**

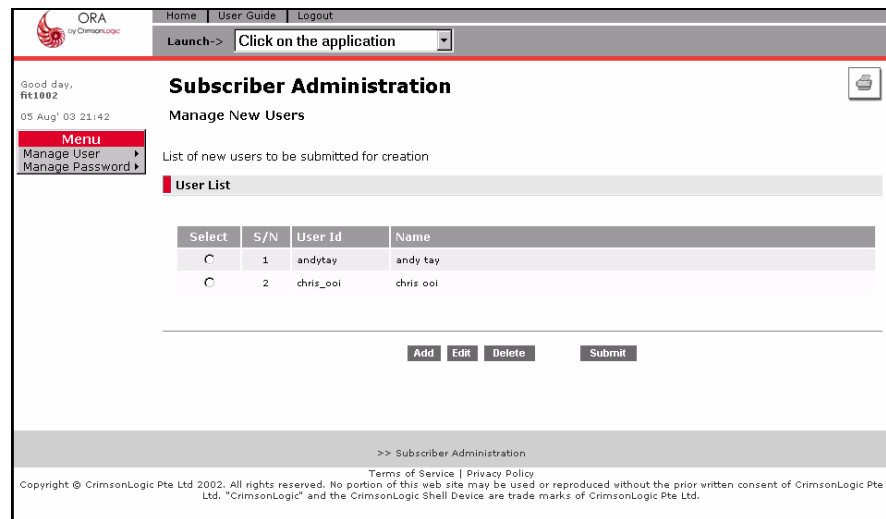
System will default password expiry to '0' and forced password change to 'Y' for EFSWEB and FutureFirm. In addition, the whole section is not displayed. Only for information purpose.

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: (empty), Last Name: ooi, Email: tiying@crimsonlogic.com, Designation: (empty), Department: (empty), Phone Number: -- 68795466, Fax Number: -- 68795466, Hand Phone Number: --, Pager Number: (empty), and I.C. Number: (empty). 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.

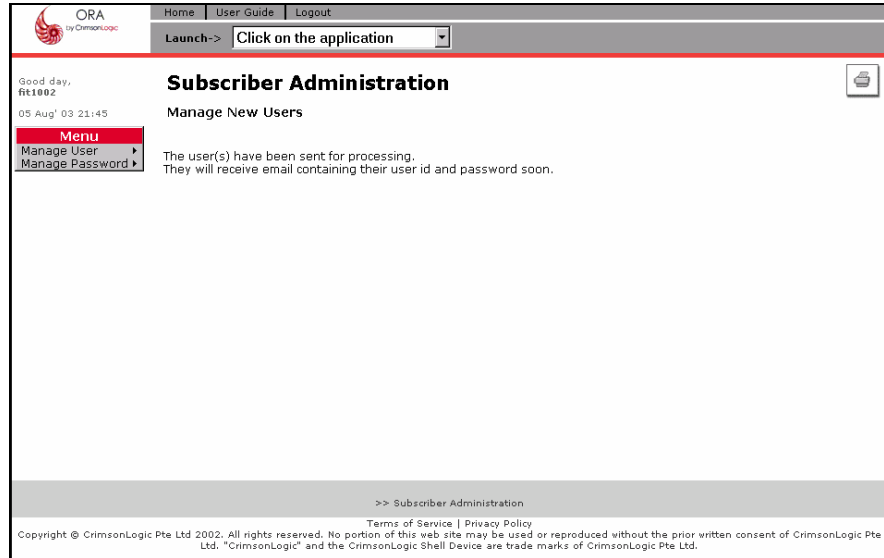
Clicking on the 'Cancel' button will also bring you back to Page 2, but with the record is in the list.

### 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.

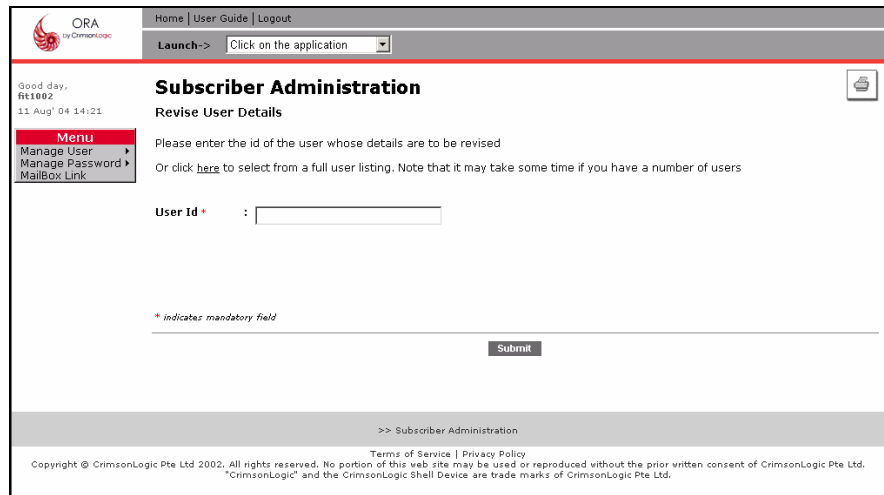


#### 4.2. Revise User Details

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

Good day,  
fit1002  
11 Aug '04 14:23

Menu  
Manage User  
Manage Password  
MailBox Link

### 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' 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' dropdown is visible on the left, with 'Manage Password' selected. The form contains a text prompt: '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 right. 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**

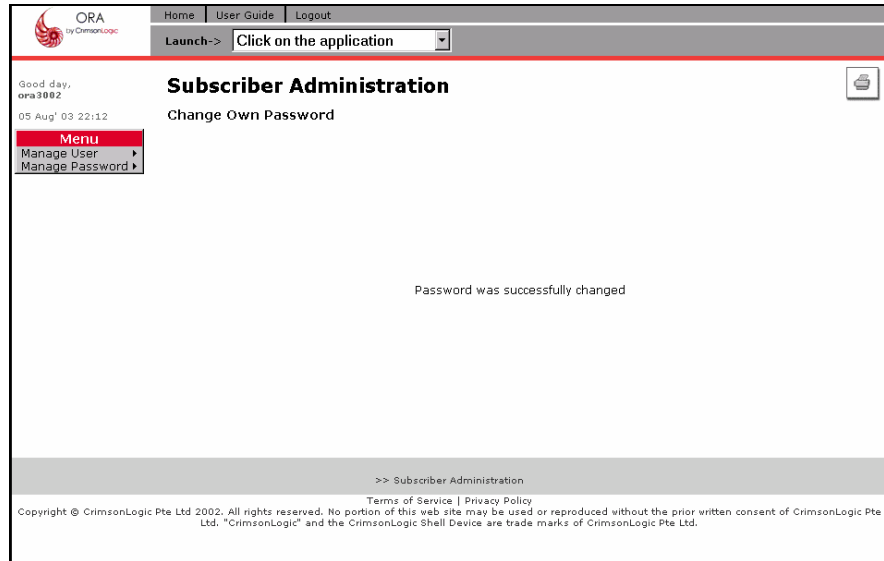
Specify the confirmed password. Password is case-sensitive.  
It must be the same as New Password. It is a mandatory field.

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**

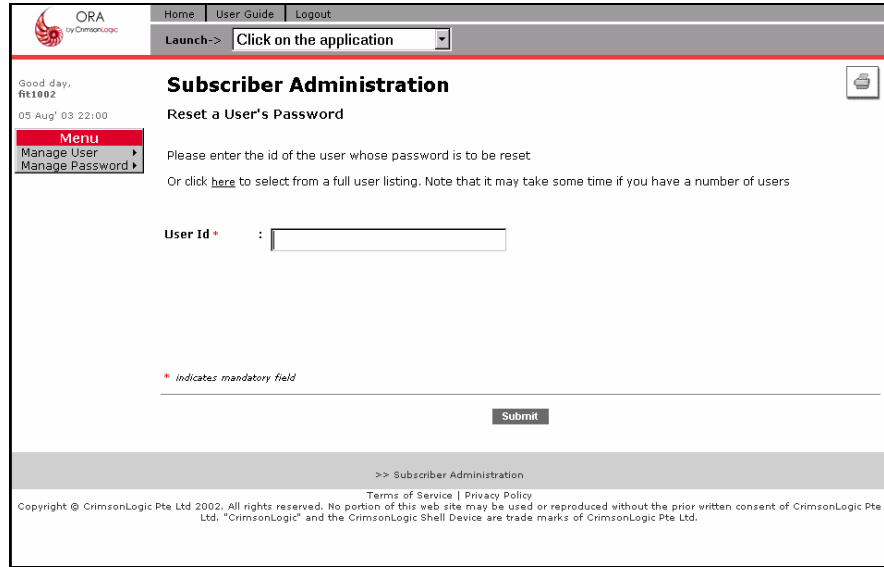


**5.2. Reset a User's Password**

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**

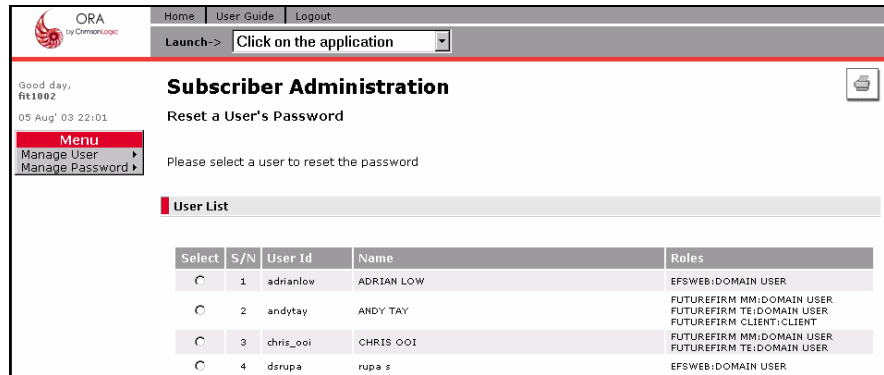
To display the full user listing from the login account for selection.

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	EFWEB:DOMAIN USER
	<input type="radio"/>	60	veena	veena veena	EFWEB:DOMAIN USER
	<input type="radio"/>	61	volvo	WRWR RWR	EFWEB:DOMAIN USER
	<input type="radio"/>	62	yurong	yurong yurong	FUTUREFIRM MM:DOMAIN USER

**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 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

**Submit**

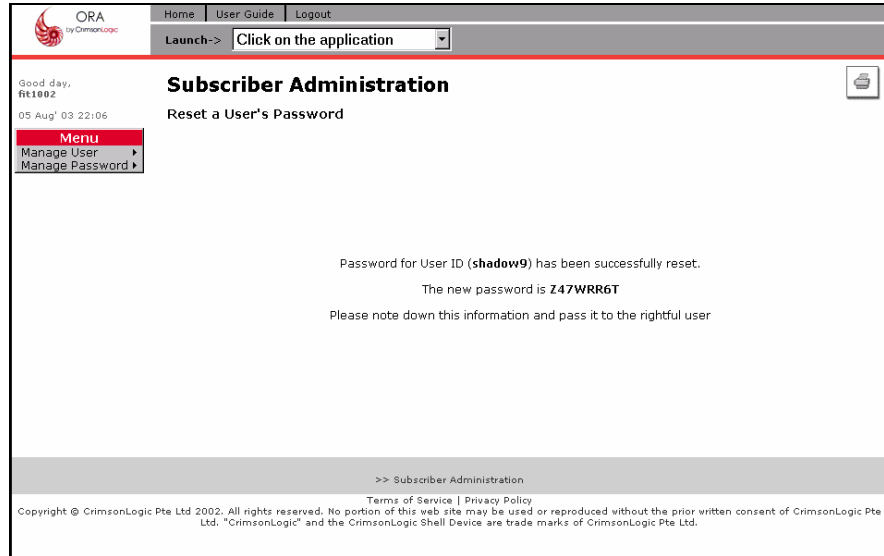
>> Subscriber Administration

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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.

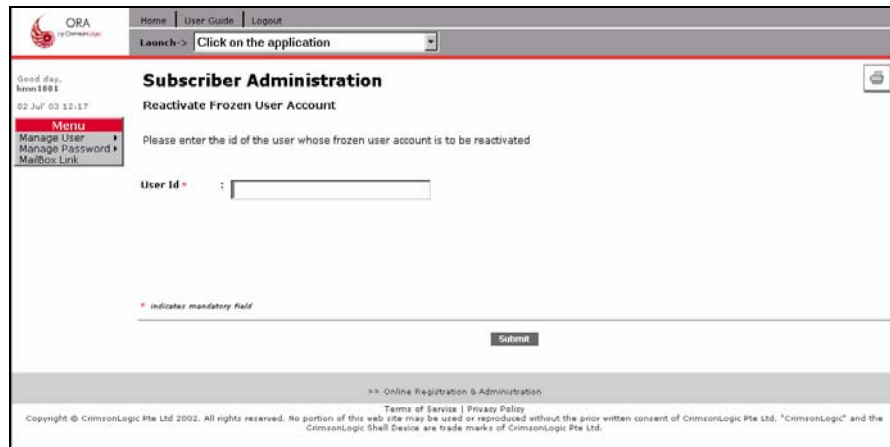


### 5.3. Re-activate Frozen User Account

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.

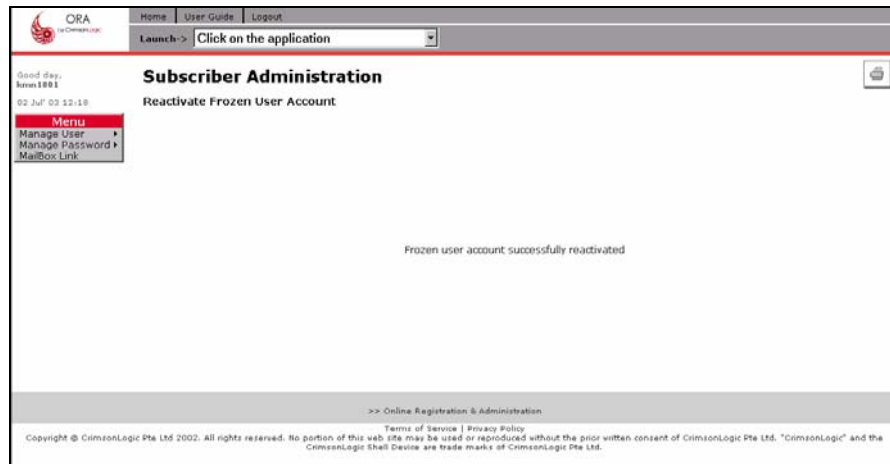
Minimum length of 5 char.

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 red asterisk indicates that these fields are mandatory. A 'Submit' button is located at the bottom right of the form. On the left side of the page, there is a 'Menu' with options: 'Manage User', 'Manage Password', and 'MailBox Link'. The footer 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.

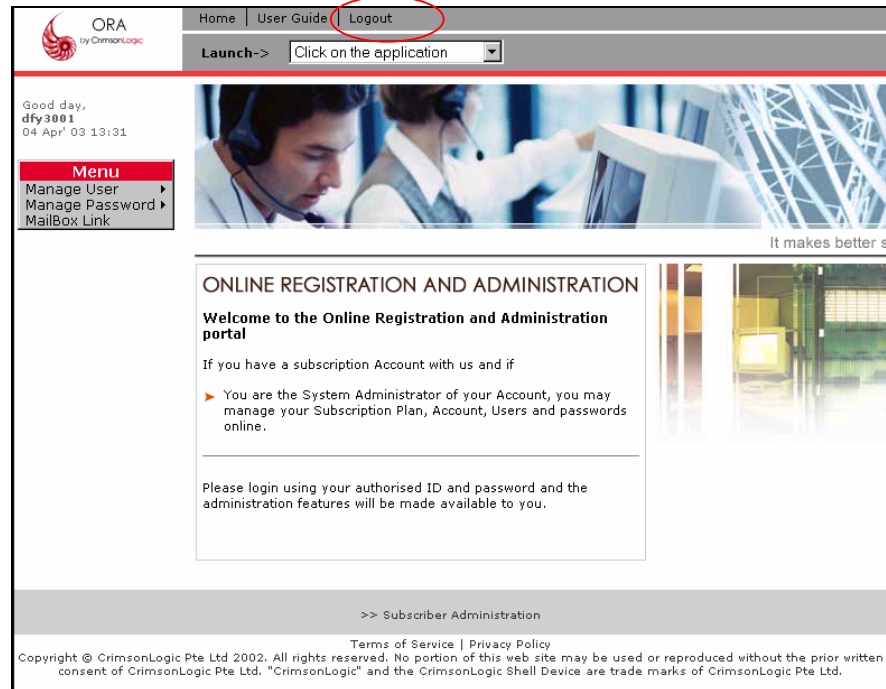
### Click on 'Submit' button

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

The screenshot displays the ORA (by CrimsonLogic) web interface. At the top, there is a navigation bar with links for Home, User Guide, and Logout. Below this is a 'Launch->' dropdown menu currently set to 'Click on the application'. The main content area features a greeting: 'Good day, dfy3001 02 Apr '03 11:03'. The primary heading is 'Subscriber Administration', followed by the message 'The User Ids were connected successfully.' and a print icon. A 'Menu' box on the left contains 'Manage User', 'Manage Password', and 'MailBox Link'. A breadcrumb trail at the bottom reads '>> Subscriber Administration'. The footer includes 'Terms of Service | Privacy Policy' and a copyright notice for CrimsonLogic Pte Ltd 2002.

## 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 greeting: 'Good day, dfy3001, 04 Apr' 03 13:31'. Below the greeting is a 'Menu' section with the following items: 'Manage User', 'Manage Password', and 'MailBox Link'. The main content area features a banner image of two people working at a computer. Below the banner, there is a section titled 'ONLINE REGISTRATION AND ADMINISTRATION' with a sub-heading 'Welcome to the Online Registration and Administration portal'. The text below the sub-heading 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, there 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.'