Credit Facilities Module Quick Guide

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How To Use Credit Facilities Module

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1. What is the Credit Facilities Module?

This module allows the users to handle Partner's credit line requests such as Letter of Credit, Terms Loans, Revolving Credit etc. Therefore this module links directly to the Partner Profile module.

2. How can I access the Credit Facilities Module?

The Credit Facilities Module can be accessed in different ways:

2.1. Dashboard
1. Upon logging in, you will be directed to the dashboard/homepage.
2. Clicking the Credit Facilities link from the left side menu of the page or module abbreviation through the module widget (CF) will redirect you to the module's summary page.

How to Use Credit Facilities Module V1.00
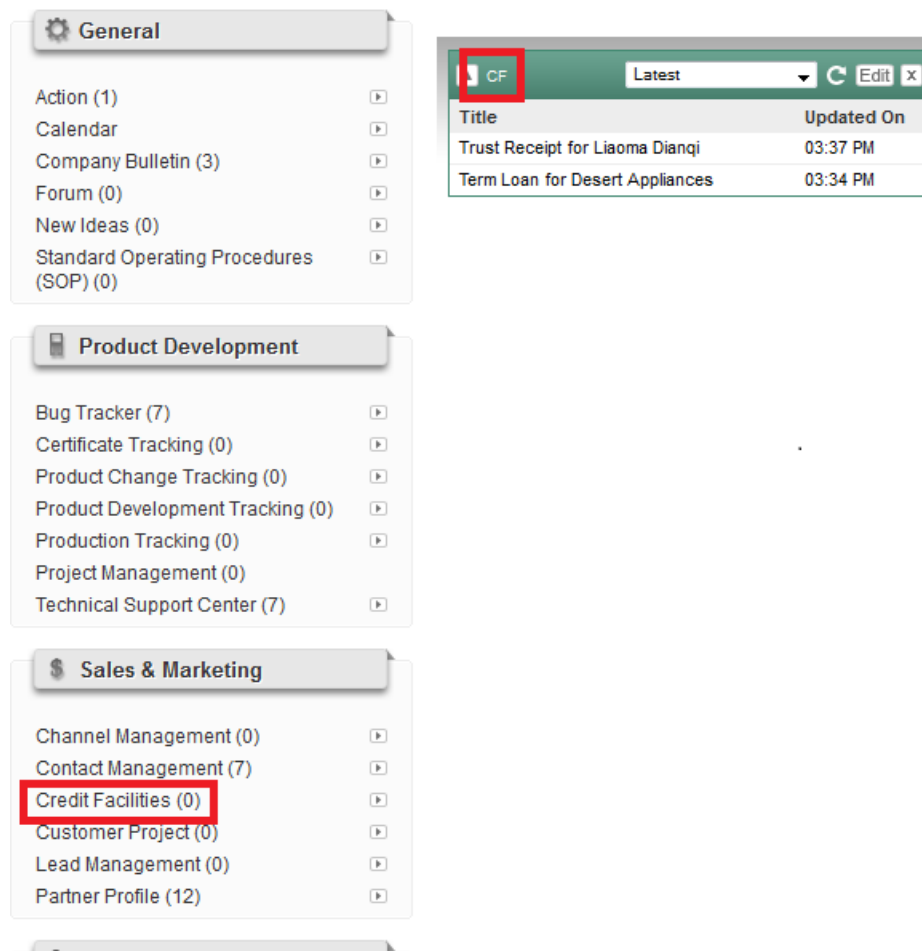
2.2.   Menu Tab > Operations & Admin category

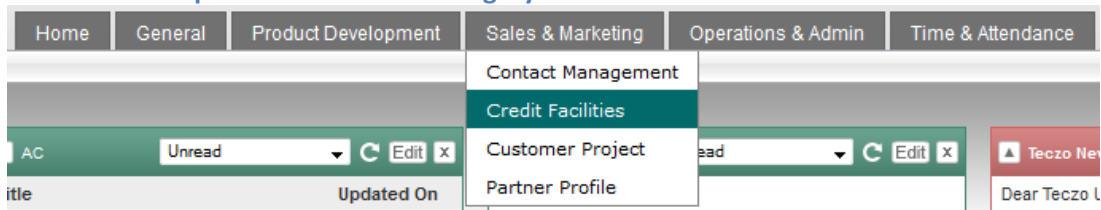1. You can also access the module through the menu header tabs by going to the Sales & Marketing tab/category where you can see the Credit Facilities link.
2. Clicking the link will redirect you to the summary page.

3.   How can I add a Credit Facility item?

You can easily add a credit facility item through the summary table of the module or through the Partner Profile module.

3.1.   Add through Credit Facility Module

1. Simply click the "Add Credit Facility" button located on the rightmost side of the State Bar. If you don't see this button, please contact your system administrator.
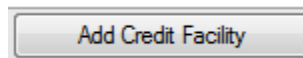

2. Add Credit Facility Field Details

a. Credit Facility Title – type the title of your credit facility item.
b. Partner Name – select the partner name where the credit facility will be granted. The list will show all the Partners you own or moderate from the Partner Profile module. Upon saving, the credit facility item will be linked and listed in the Credit tab of the

partner profile. You cannot add a credit facility item if you're not the owner or moderator of a partner profile.

c. Description – type the description of the credit facility item.

d. State – by default, this field is disabled, as a new credit facility item must have the Open state. In the case you need to change the state, you can edit the credit facility topic or move it to other states through the state bar.

e. Priority – select the priority of your credit facility item.

f. Currency – select the currency of the credit facility for the partner.

g. Moderated By – select one or more moderators of the credit facility item. Moderators can edit the item such as change field values, add attachments, or remove users in the access rights, etc. If you create a credit facility item, you're automatically assigned as the moderator, but you can remove yourself if you feel you don't need to be the moderator. In that event you can no longer edit the item details after saving.

h. Date to Grant – select date where you plan to grant the credit facility for the partner.

i. Owner – assign the user who needs to own the credit facility item. If you create the credit facility item, your name is selected by default. If someone else needs to be the owner, you can select another user to be the owner. In that event you can no longer edit the item details after saving.

j. Date to Review – select the date where you plan to review the credit facility for the partner.

k. Immediate Respondents – select the users that you need to respond to the credit facility immediately. Typing characters in the box will filter the list of the users that have access to the CF module. They will be given notice of the updates that will be made to the credit facility item details.

l. Keywords – for easy searching or filtering of your credit facility item, it is advisable to set values for this field.

m. Initiated By – select the user who initiated the credit facility. In the event that the person doesn't have access to the module, you can have your name as the reporter which is selected by default. Upon saving the credit facility item, this field cannot be modified.

Credit Facilities Module Quick Guide

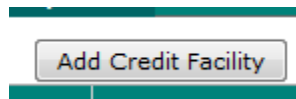**3.2.**   **Add through Partner Profile Module**

1. Go to Partner Profile module either through the dashboard or header menu.
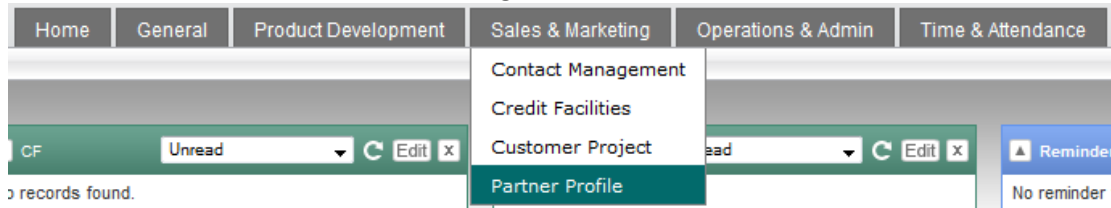
2. Select the partner profile you own or moderate and open the Credit tab through the comment column.
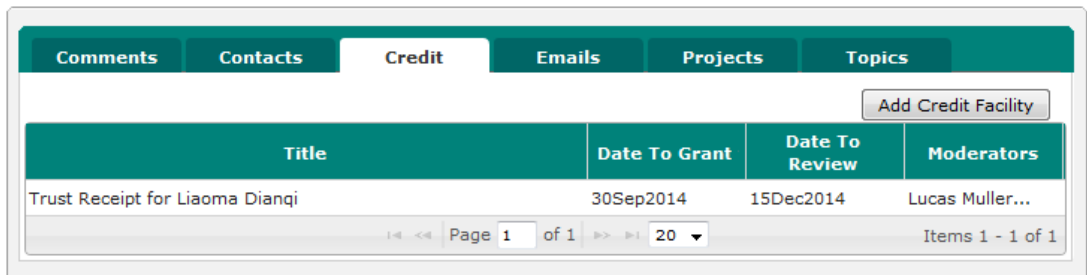
3. Click the "Add Credit Facility" button.

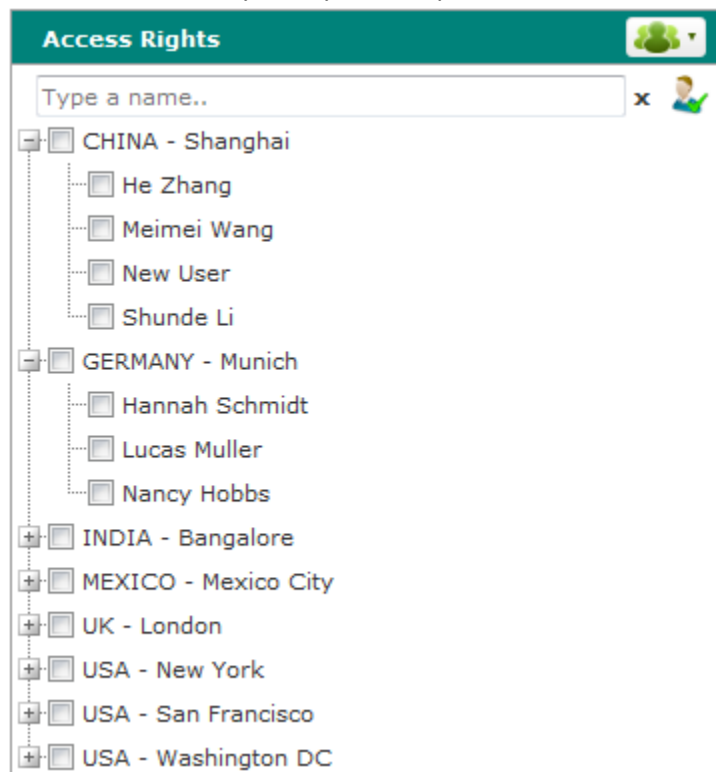4. Follow no. 2 in Add through the Credit Facility Module.

    Note: the Partner name field through this add page automatically selects the partner's name where you added the credit facility and is disabled.

3.3. Add Credit Facility Features and Functionalities

1. Attachment – you may attach files that are related to the credit facility. You are allowed to attach files up to a maximum size based on the size subscribed by your company. You can use drag and drop functionality in attaching the files.

| ✚ Add attachments...	🗑 Remove attachments	Maximum 25MB per file

Drop attachments here
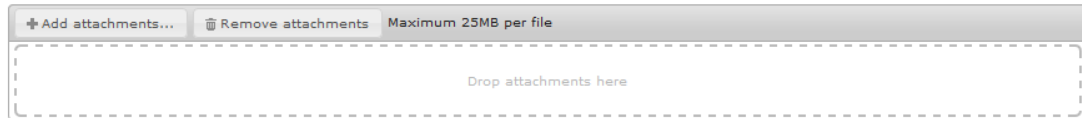
2. Access Rights – you may select other users to see your credit facility. Upon saving, the moderators, Initiator and Owner are automatically selected. In the event you removed your name in the access rights page and you're not selected as moderator, initiator or owner, you will not be able see the credit facility item you have posted.

Access Rights

Type a name..

- ☐ CHINA - Shanghai
  - ☐ He Zhang
  - ☐ Meimei Wang
  - ☐ New User
  - ☐ Shunde Li
- ☐ GERMANY - Munich
  - ☐ Hannah Schmidt
  - ☐ Lucas Muller
  - ☐ Nancy Hobbs
- ☐ INDIA - Bangalore
- ☐ MEXICO - Mexico City
- ☐ UK - London
- ☐ USA - New York
- ☐ USA - San Francisco
- ☐ USA - Washington DC

a. User Group – you can select users under a user group through this functionality.

- Click the user group icon on the upper rightmost part of the Access Rights column.


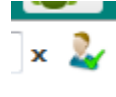- Default (company defined) and Customized (user defined) user groups will be shown.
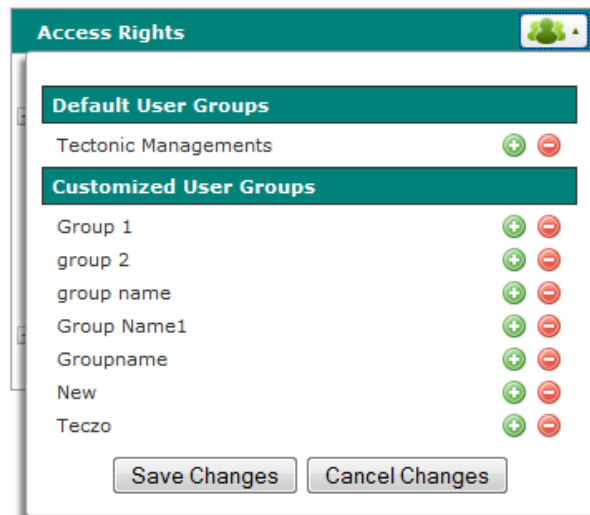
Tips: Hovering over the user group's name will show the names of the group members.

- Click the plus ⊕ icon to add the user group's members and negative ⊖ icon to remove the user group's members.
- Click the "Save Changes" button to add the members in the Access Rights list.

b. Type and Search – you can easily filter names from the list by using the type and search functionality. Simply typing one of more characters of the name will filter the list of users. In case one user is listed, pressing Enter will then automatically select that user in the access rights.
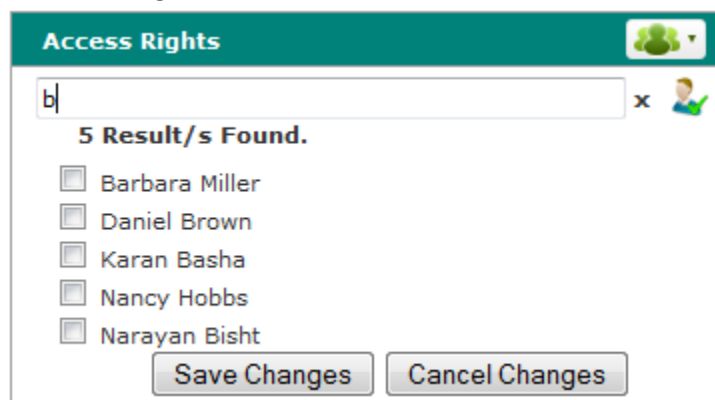
c. Preview selected users – you can preview the names of already selected users by clicking the icon besides the type and search text box.

3. Fields highlighted in yellow are required fields. You need to fill in those fields to be able to save the credit facility item successfully. In case no values are present in required drop-down fields, please contact your System Administrator.
4. You have the following options to save or close the page:
    a. Save & New – save the credit facility and create a new one. You will be directed to the new Add page.
    b. Save & Close – save the new credit facility and return to the summary table.
    c. Back – return to summary page without saving or posting the credit facility.

4. Where can I see credit facilities I have posted or I am included in?

The list of credit facility items posted by you or you have been given access to can be seen in the summary table. The summary table is located below the State Bar.

4.1. Summary Table Column Headers

	Updated On	Updated By	CF ID	Credit Facility Title	Partner Name	Date To Grant	Date To Review	Moderators

1. Check All box –upon checking the box, selects all the credit facility items currently displayed in the summary table.

2. Updated On – indicates the date when the credit facility details were last updated. If you see a time, it means the credit facility has been updated on the current date at that time.
3. Updated By – indicates the name of the last user who updated the credit facility by either updating the details or making a comment.
4. CF ID – a unique item identification of the credit facility.
5. Credit Facility Title – indicates the title of the credit facility item.
6. Partner Name – indicates the partner where the credit facility is related or linked.
7. Date to Grant –date when the credit facility was granted or planned to be granted.
8. Date to Review – date when the credit facility was reviewed or planned to be reviewed.
9. Moderators – owner and moderators of the credit facility item.

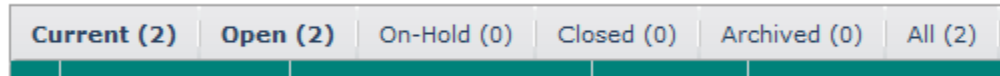## 4.2.   Summary Table Features and Functionalities

1. Hovering over the moderator's value will show the owner and moderators of the credit facility item.
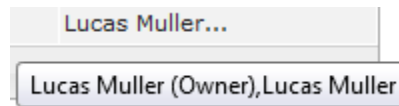
2. You can navigate to different pages through the paging feature below the summary table.
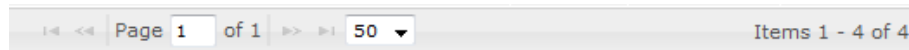
3. You can go through different states through the <u>state bar</u>.

Current (2)	Open (2)	On-Hold (0)	Closed (0)	Archived (0)	All (2)

4. Clicking the credit facility item row will open the details page in a pane below.   Double clicking the row will open the <u>details page</u> in new tab.

5. What is the Details Page?

The Details Page contains the details of the selected credit facility item. It consists of three sections, namely: the Details Column (which also includes the Credit Lines section), the Comments Column and the Access Rights Tab.

Details	Edit

CF000002 - Trust Receipt for Liaoma Dianqi

Tags

Immediate Respondents

Partner Name:	Liaoma Dianqi (溢馬電器) (PP000011)
Priority:	High
Date To Grant:	30Sep2014
Date To Review:	15Dec2014

Description

Trust receipt to for Liaoma Dianqi for the MP3 Players devices to be shipped by end of the year.

Miscellaneous

Submitted By:	Lucas Muller
Submitted On:	17Sep2014 03:37 PM
Initiated By:	Lucas Muller
Updated By:	Lucas Muller
Updated On:	17Sep2014 03:37 PM
Closed By:	
Closed On:	
State:	Open

Keywords

Trust Receipt, Credit Facility

Owner:	Lucas Muller

Moderated By

Lucas Muller

Update History List

Attachments

No records found.

Archived Attachments

No records found.

Credit Lines

Credit Line	Cur	Amount	Interest rate	Fee	Remarks
Trust Receipt	CNY	1,000,000.00	1% over LIBOR	1/6%	
Total	CNY	1,000,000.00			

Comments | **Partner Profile** | **Topics**

Add Comment

No comments posted.

Access Rights ▾

5.1. Details Column

1. Credit Facility Details – displays values selected or entered through the Add or Edit page. Additionally, it shows the following auto-generated fields:
   a. Submitted By – name of the user who submitted the credit facility item.
   b. Submitted On – date when the record was submitted.
   c. Updated By – name of the user who last updated the credit facility record.
   d. Updated On – date when the credit facility was last updated.
   e. Closed By – name of the user who moved the credit facility to the closed state.
   f. Closed On – date when the credit facility was moved to the closed state.
2. Edit Button - if you're the moderator or owner of the credit facility item, you can see an Edit button in the upper part.

3. Attachments – here you can see the different files attached to the topic. You can archive or remove attachments here if you have edit rights.
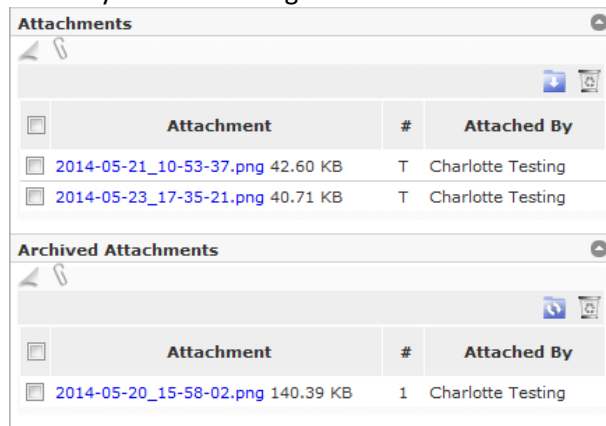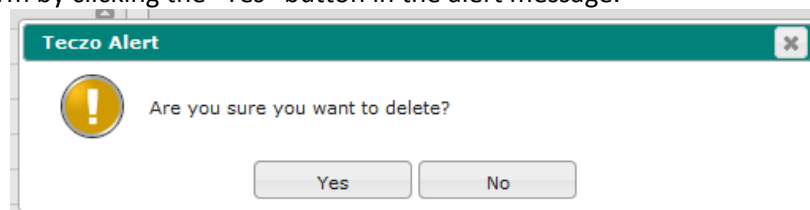

a. Delete Attachment
- Select one or more attachments to delete by clicking the checkbox in the first row.
- After checking the attachments to delete, click the recycle bin icon to delete the selected attachments.
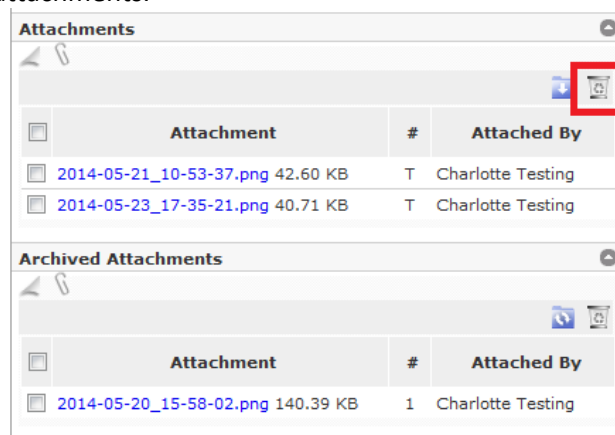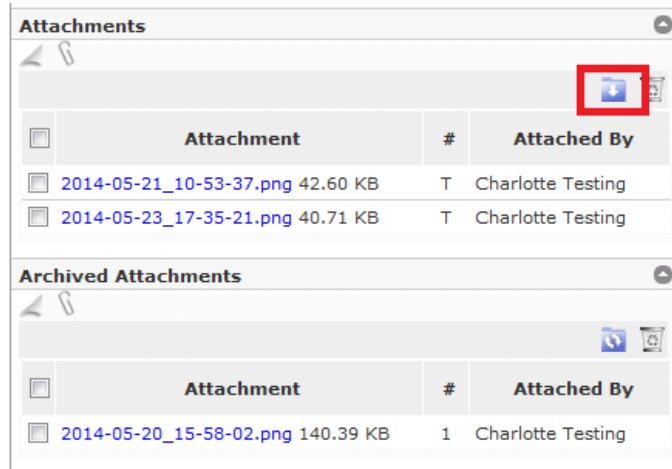

- Confirm by clicking the "Yes" button in the alert message.

b. Archive Attachment
- Select one or more attachments to archive by clicking the checkbox in the first row.
- After checking the attachments to archive, click the archive icon to move the selected attachments.

- You can restore archived attachments by selecting the attachment from the archived table by clicking the checkbox in the first row. Then click the restore attachment icon.
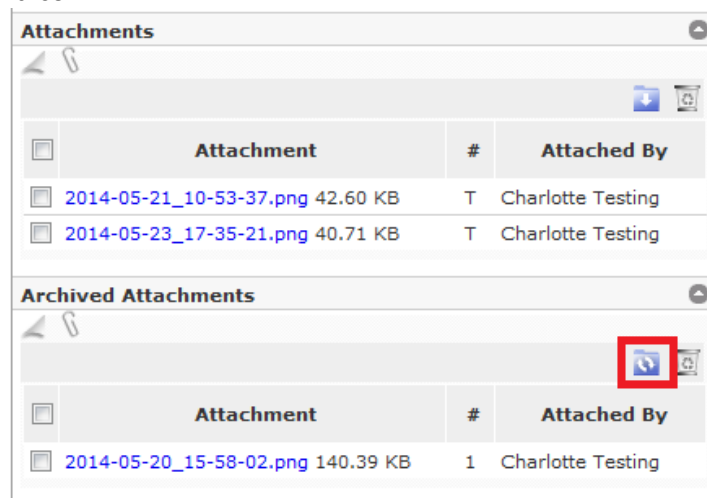
4. Update History List – all updates or changes made in the credit facility item details are recorded in the update history list; for example, adding or removing users, updating field values, attaching and removing files. To view, click the Update History List link located before the attachments.

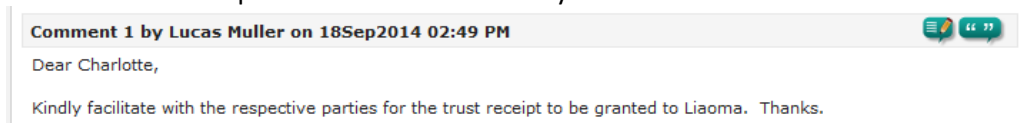5. Credit Lines – table where the credit lines for the Partner are listed.

Credit Lines					
Credit Line	Cur	Amount	Interest rate	Fee	Remarks
Trust Receipt	CNY	1,000,000.00	1% over LIBOR	1/6%	
Total	**CNY**	**1,000,000.00**			

5.2. Comments Column
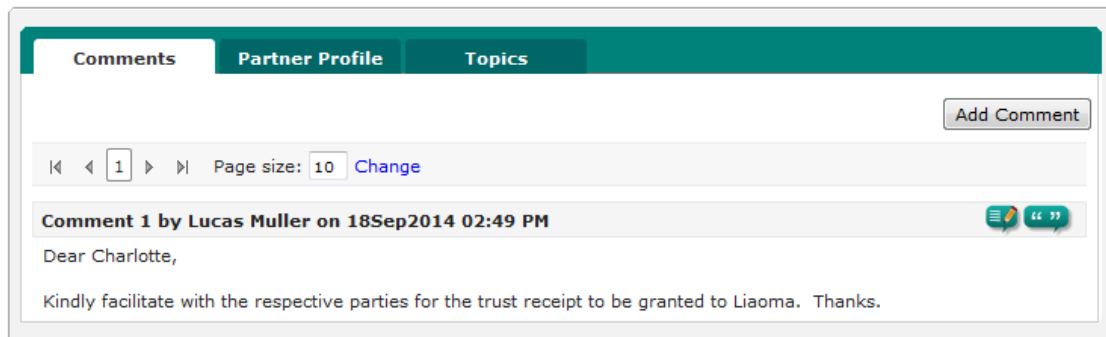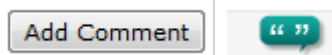

The Comment column includes three tabs:

1. Comment Tab
   a. Shows all comments posted for the credit facility item.

   b. You can Add a Comment or Quote a comment.

2. Partner Profile
   You can see the details of the partner profile linked to the credit facility.

3. Related Topics
   You can link items that relate to the credit facility through the Topics tab.

5.3. Access Rights Tab
All users that have access to the credit facility item are listed. Click the tab to show the names.

6. How can I add or quote a comment?

If you have questions or there is something you want to discuss about the credit facility, you can add or quote a comment on a credit facility item.

6.1. Add a comment

1. In the comment column you can see the "Add Comment" button. Clicking the button will open a comment box.
2. You can use the available editor to enter your comment.
3. You can also send your comment to other users by checking the option to send to email.

a. You can type and search the name of the users you want to include as recipient. By default the credit facility topic members are shown in the selection upon clicking the recipient box.

b. By default the credit facility title is the subject. You can change the subject anytime.

c. Type the comment you want to store and send.

4. You can attach files with the maximum size subscribed by your company. If you're not a moderator or owner, you can only remove the attachments that you've posted. Adding and removing attachments will be recorded in the update history list.

5. You have the option to save the comment and making the credit facility item Read or Unread to other members of the credit facility item by checking or un-checking the option.

6. Saving the comment successfully will show the credit facility depending on the selected option for other members in the summary table. Updated by and updated on will be changed as well.

6.2. Quote a comment
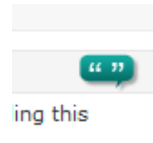
1. You can use this feature to quote a certain comment by clicking the quote icon.

2. The quoted comment will be included in the comment box which you can change before clicking Save.
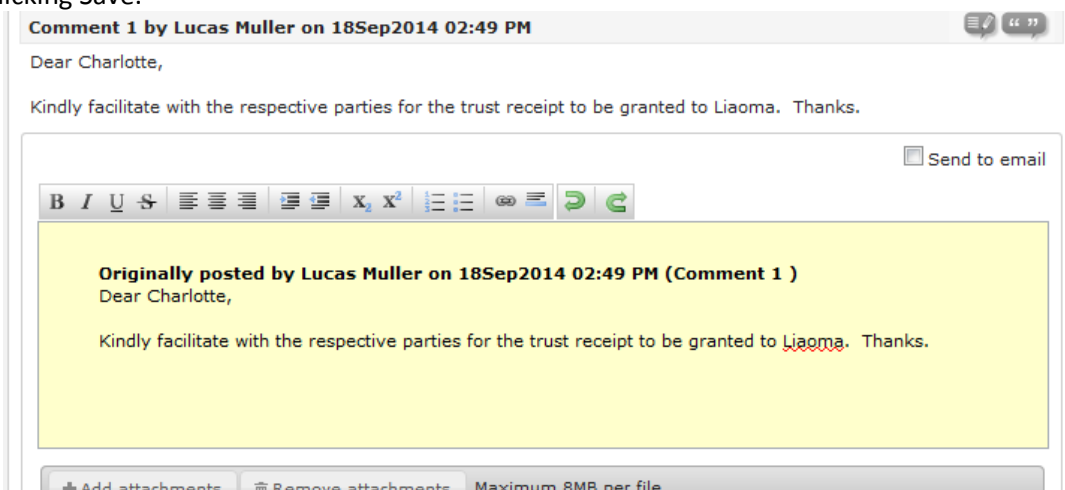
3. You can also send the quoted comment to email by checking the option Send to email.
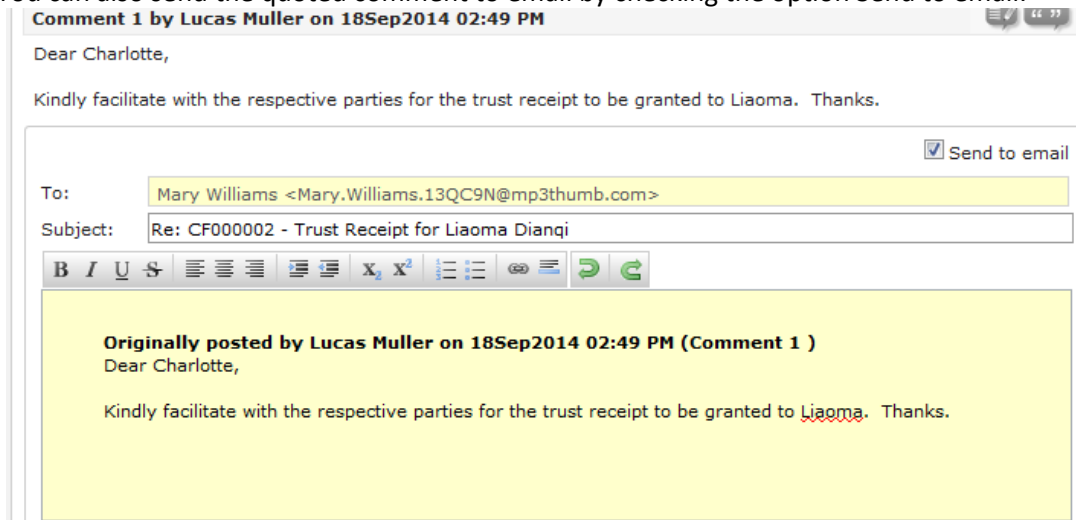
4. Upon saving successfully, it will be posted as a new comment for the item and the summary table will be updated just like when adding a comment.
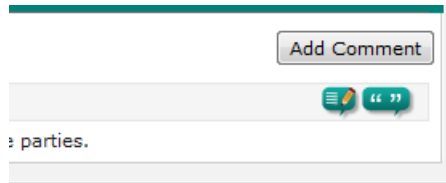
6.3. Edit a Comment

1. You can use this feature to edit a certain comment by clicking the edit icon beside the quote icon. It is only possible to edit the last posted comment on the topic and provided that you are the last user that posted it.

2. You have the option to send the comment to email as well, just like adding a new comment.
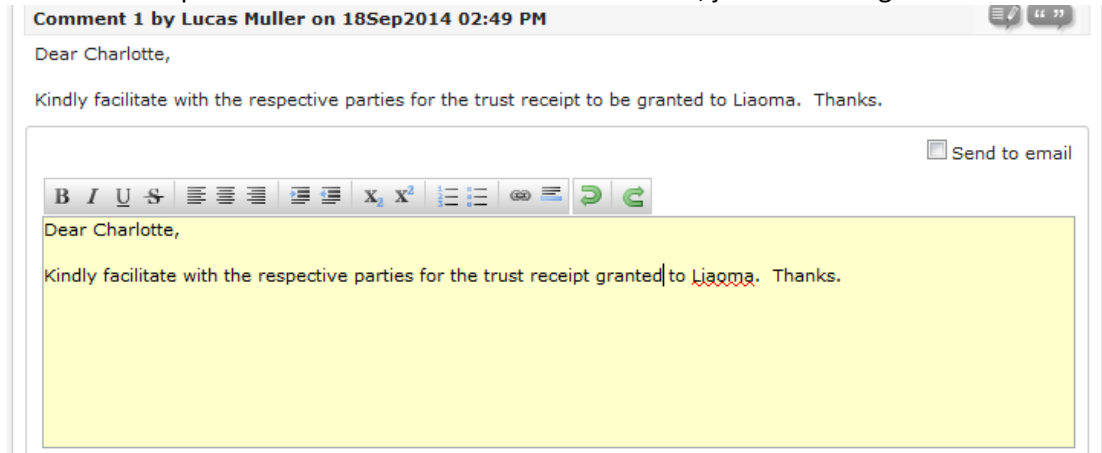
7. How can I edit a credit facility item?

Users with edit rights to the credit facility item, Owner, Moderators, and Module Administrators, are the only ones allowed to edit. If you're one of those, you can see an edit button through the header of the record details column.

Details	Edit
CF000002 - Trust Receipt for Liaoma Dianqi	
Tags	
Immediate Respondents	
Partner Name:	Liaoma Dianqi (溜馬電器) (PP000011)
Priority:	High
Date To Grant:	30Sep2014
Date To Review:	15Dec2014
Description	
Trust receipt to for Liaoma Dianqi for the MP3 Players devices to be shipped by end of the year.	
Miscellaneous	⊙
Update History List	
Attachments	⊙
Archived Attachments	⊙

Credit Lines					
Credit Line	**Cur**	**Amount**	**Interest rate**	**Fee**	**Remarks**
Trust Receipt	CNY	1,000,000.00	1% over LIBOR	1/6%	
Total	**CNY**	**1,000,000.00**			

1. Clicking the "Edit" button will direct you to the Edit page. The fields are the same as the Add page.
2. On the Edit page, the State field is already enabled. You can move your credit facility to On-Hold, Closed or Archived state. Choosing Closed will prompt you to enter closing remarks. Upon saving, the closing remarks will be posted as a new comment on the details page.
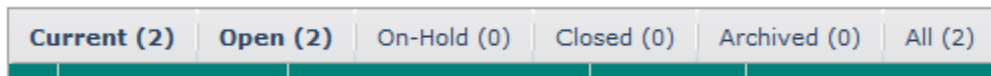
State	Closed ▼		Priority	High ▼
	☐ Send to email			
	B I U S ≡ ≡ ≡ ≡ ≡ ≡ x₂ x² ≣ ≣ ∞ ≡ ⊃ ⊂			
Closing Remark				

8.   What is the State Bar?

The State Bar is located below the Search feature on the summary page and consists of the following: State Headers, Actions Dropdown and Add Credit Facility button.

| Current (2) | Open (2) | On-Hold (0) | Closed (0) | Archived (0) | All (2) | Action ▼ | | Add Job Position |

8.1.   State Headers

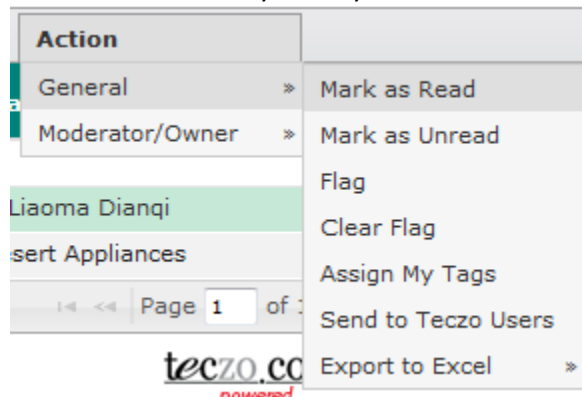| Current (2) | Open (2) | On-Hold (0) | Closed (0) | Archived (0) | All (2) |

1. Credit Facility items are grouped into different states such as Open, On-Hold, Closed, Archived and All. You can click the state headers to filter the items in the summary table aside from filtering through Advanced Search.
2. Number beside the state name reflects the following:
   a. Current (#) – number of items currently displayed or filtered in the summary list.
   b. Open (#) – number of items with Open state.
   c. On-Hold (#) – number of items with On-Hold state.
   d. Closed (#) – number of items with Closed state.
   e. Archived (#) – number of items moved to Archived state.
   f. All (#) – number of all items in different states, i.e. Open, On-Hold, Closed and Archived. Clicking "All" will show all credit facility items separated per state in the summary list.

8.2.   Action Dropdown

Provides a dropdown list of different actions that can be applied to selected module items. Select one or more credit facility items from the list by checking the box in the first column of the summary table then select the desired action.

1. General - can be applied to all credit facility items you have access to

Action	
General	» Mark as Read
Moderator/Owner	» Mark as Unread
	Flag
Liaoma Dianqi	Clear Flag
sert Appliances	Assign My Tags
⏮ ◀◀ Page 1 of :	Send to Teczo Users
	Export to Excel »

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   a. Mark As Read – credit facility items marked as Read will have the rows not displayed in bold.
   b. Mark as Unread – credit facility items marked as Unread will have the rows displayed in bold.
   c. Flag – flagged credit facility items will have the rows displayed in red. This action helps to remind users of important items they need to follow up on.
   d. Clear Flag – non-flagged credit facility items have the rows displayed in black. Choosing this action reverts the status of items from flagged to non-flagged.

e. Assign My Tags – you can assign your personal tags to credit facility items. You can define personal tags through My Account.

Tag As:

☑ For Follow Up (F-UP)
☐ Important Decision Needed (IMPT)

Save   Cancel

f. Send to Teczo Users – you can send one or more credit facilities to other users in their messaging box and email.

- Select the Send to Teczo Users link in the dropdown selection.

Compose Message

To: Fernando Martinez <Fernando.Martinez.13R4W7@mp3thumb.com>,Mary Williams

Subject: Validate the credit facilities

Please validate the following items.

You are about to send the following items:
  CF000002 - Trust Receipt for Liaoma Dianqi   X   CF000001 - Term Loan for Desert Appliances   X

Warning: Some recipients might not have access to the topics. You can give them access via Action or Edit page.

☑ Send to email
Send   Cancel

- Select users through type and search functionality, enter a subject and compose your message.
- The message will automatically be sent to their messaging box which includes the links of the credit facilities you've selected.
- If you check the Send to Email checkbox, the message will also be sent to the recipient's email.
- Click "Send" button to send the message.
  Note that in the event that one or more of the recipients do not have access to the credit facilities linked to the message, they will be prompted with an "Access Denied" message upon clicking the credit facility link.

g. Export to Excel – you may use export to excel if you need to have copies of the credit facility items you have access to. Simply select the Export to Excel link in the Action dropdown selection. You have the following options to export to excel:

- Export All – export all credit facility items you have access to including their details.
- Export Selected – exports all the credit facility items checked in summary page including their details.

2. Moderator/Owner – actions that can be used by the Moderator, Owner or Module Administrator.
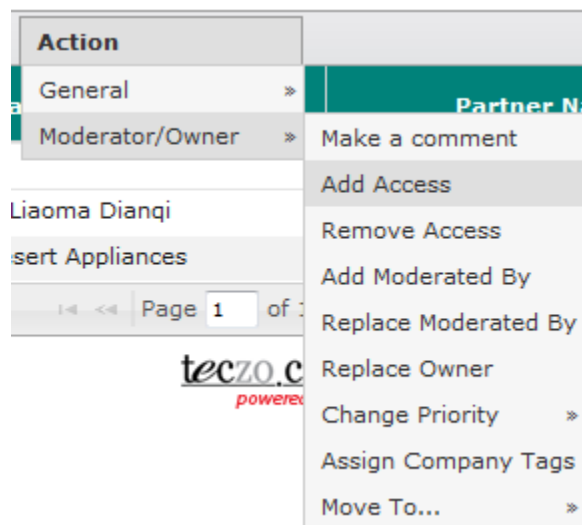
a. Make a comment – allows you to make a comment to one or more credit facility items.

- You will receive a prompt showing the list of items to which you have edit rights, Step 1 - Notice.

- After clicking the "Next" button, you will be directed to the Step 2 – Add a comment where you can compose your message.


- You have the option to mark the record as unread for other members. Enabling this will make the record unread or bold of other members of the selected credit facility items in their summary table of the Credit Facilities Module upon saving.
- Click "Save" to post the comment, "Back" to return to Step 1 – Notice, "Close" to return to the CF summary table without posting your comment.

b. Add or Remove Access – allows you to add or remove access rights to one or more credit facility items.

- Upon selecting the item/s, you can choose to either Add or Remove Access to such items.

| Add Access |
| Remove Access |
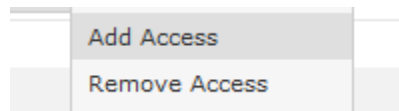
- Upon clicking either the Add or Remove Access from the dropdown list, you will receive a prompt showing the list of items to which you have edit rights. Step 1 – Notice.
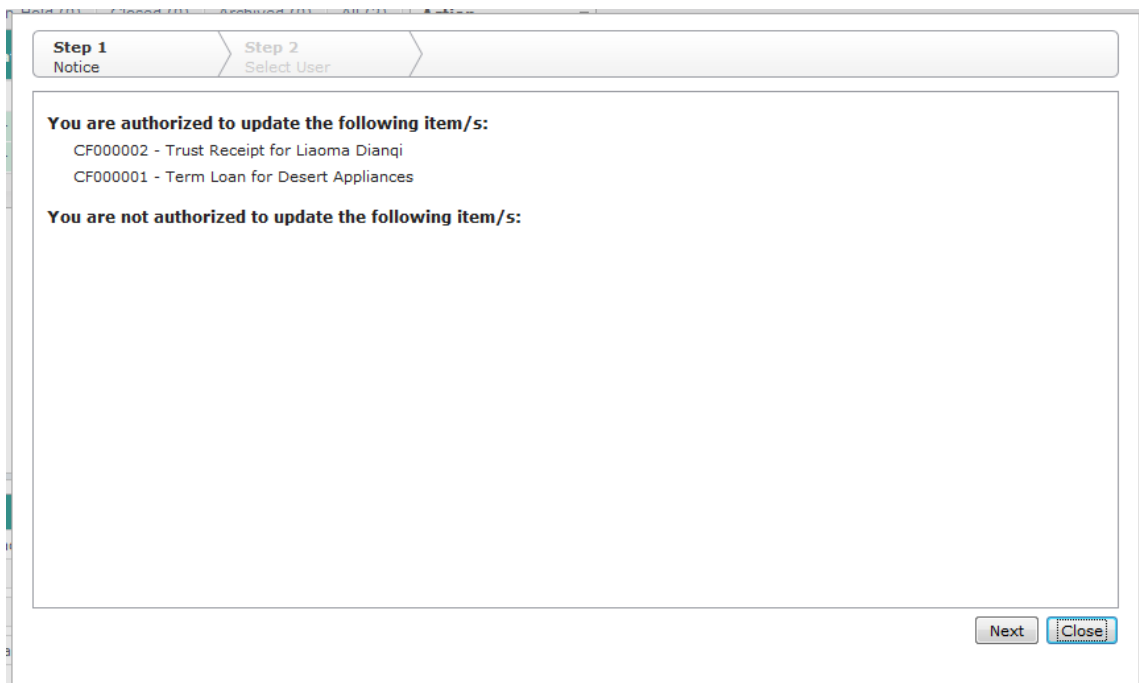

- After clicking the "Next" button, you will be provided with a list of all users with access to the Credit Facilities module. The list of all users appears on the left side, while the list of selected users appears on the right side. You can choose to add or remove access for one or more users. You can also click the name of the selected users in the right side to remove them from the list of users to be given or denied access. You can filter the list by typing characters in the search box.
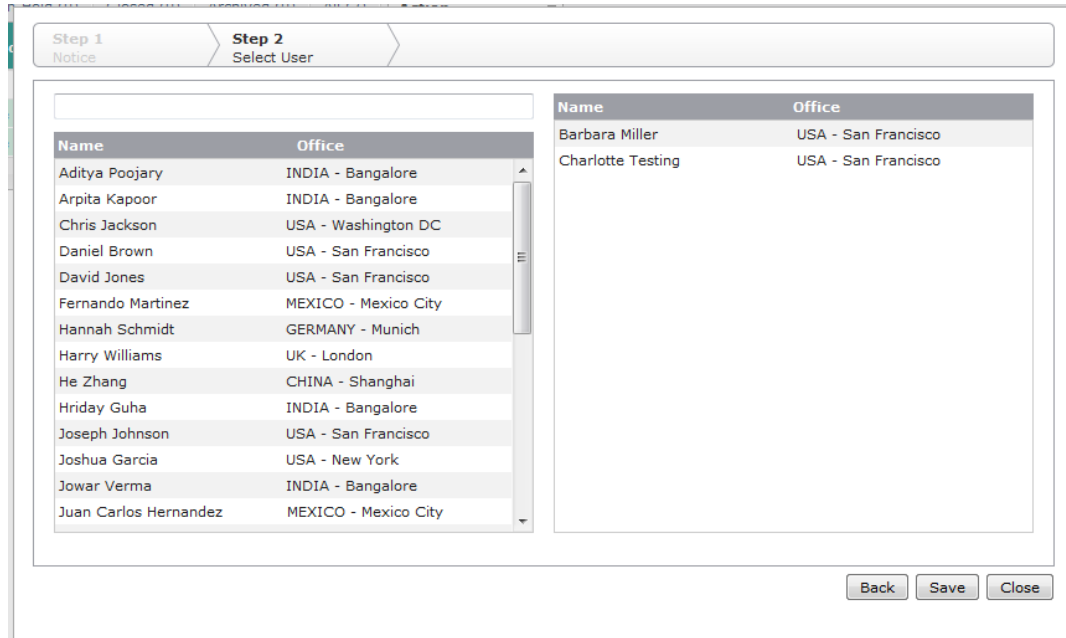
- Click "Save" to add or remove access of the selected users, "Back" to return to Step 1 – Notice, or "Close" to return to the summary table without making any change.

c. Change Assigned Fields – instead of opening the edit page of each item, you can use this action which enables you to change the following:

- Add Moderated By – add one or more moderators to the selected credit facility items.
- Replace Moderated By – replace the moderators of the selected credit facility items.

d. Change Priority – you can change the priority of one or more credit facility items. Available values depend on the specified values in DM module.
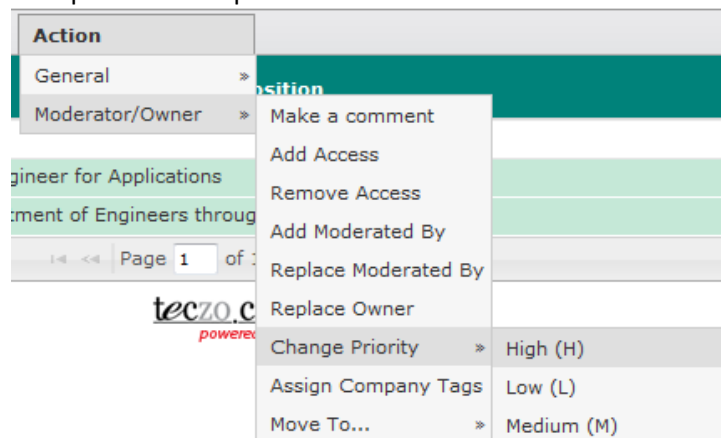
e. Assign Company Tags – you can assign company tags to one or more credit facility items. Company tags are defined by the system administrator.

f. Move To… – This allows users to easily move one or more credit facilities to other states, either Active, Inactive, Closed or Archived. Choosing the Closed state will prompt you to enter closing remarks.
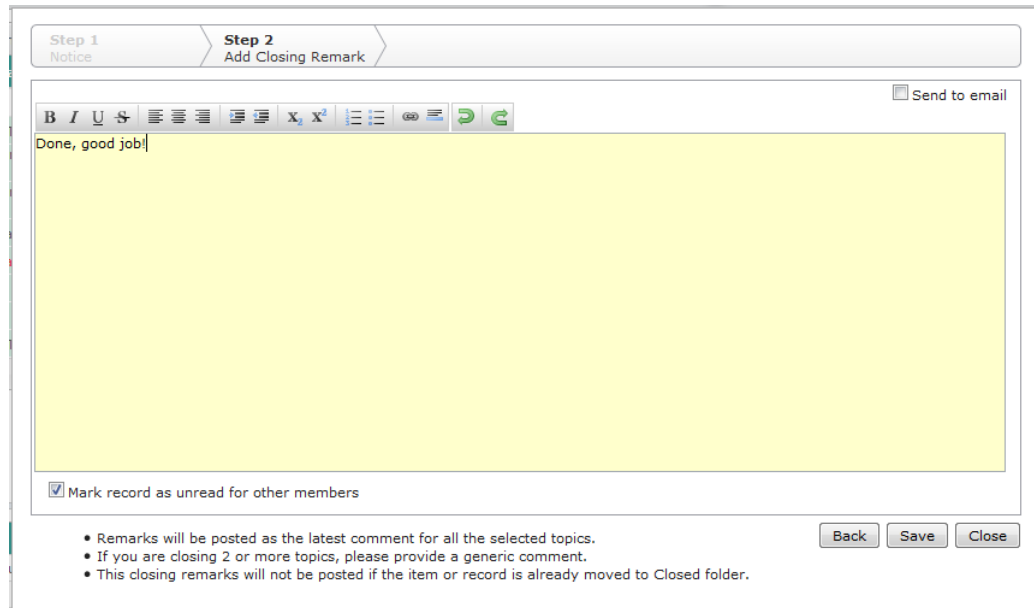
Tip: Provide generic remarks or comments if you're selecting more than one item.

8.3. Add Credit Facility button

This is the link where you can add a credit facility item. If you don't see this button, it means you don't have Add rights to the module. You may contact the System Administrator in order to get Add / Edit rights to the Credit Facilities module.
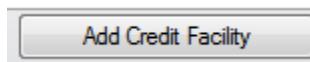

9. How can I filter the list of credit facility items?

The Search/ Filter bar is where you can search certain keywords or use certain fields to filter the list in the summary table. It consist of two parts: Basic Search and Advanced Search
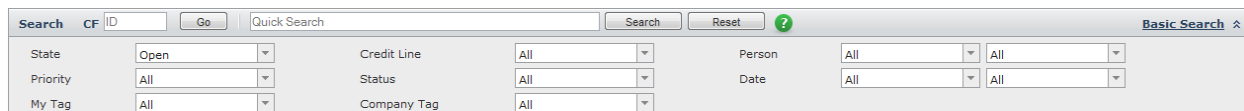
9.1. Basic Search

1. Direct Search – you can enter the CF ID of a certain credit facility item and see its details right away. Pressing Enter or Clicking the "Go" button will filter the list.
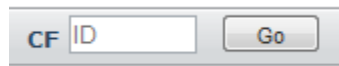
2. Quick Search – you can enter keywords in the search box and click the "Search" button to filter the summary list. This functionality searches basic fields such as ID, Title, Partner Name, Description and Keywords. By default, it only searches the credit facility items in the Open state. You can return the summary list to its default view by clicking the "Reset" button.
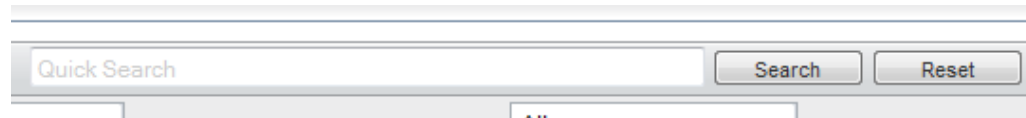
9.2. Advanced Search

1. You can refine your search through the Advanced Search. The list can be filtered using different fields such as State, Credit Line, Person, Priority, Status, Date, My Tag and Company Tag.   Click the Advanced Search link in the top right side of the of the Basic Search row to see the available fields.
2. Simply select the desired field values and click the "Search" button. You are allowed to select multiple values per field.
3. You can return the summary list to its default values by clicking the "Reset" button.

10. How to see a linked partner profile to the credit facility item?

1. Through the comment column, open the Partner Profile tab.
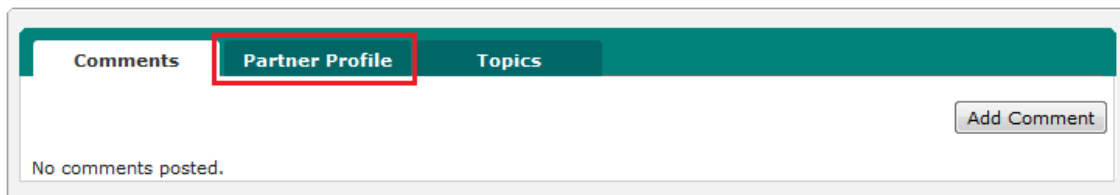
2. Double clicking the partner name will open the partner details in a new tab page.

11. How to link topics to the credit facility item?

Users with edit rights to a credit facility item (Owner, Moderator or Module Administrator) can link one or more related topics to that credit facility item.
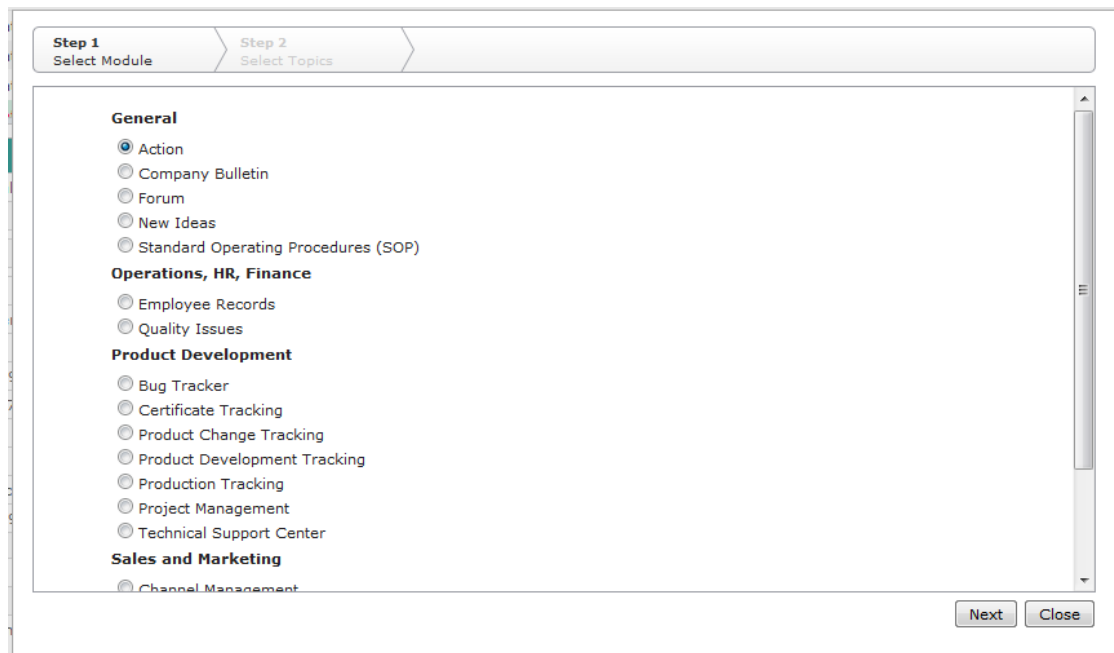
11.1. Link topics from other modules

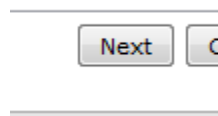1. Go to the Topics tab in the comment column.
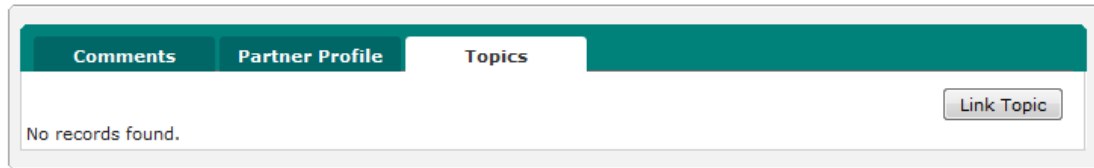
2. Click the "Link Topic" button to open the modal page which shows different steps in linking the topic.
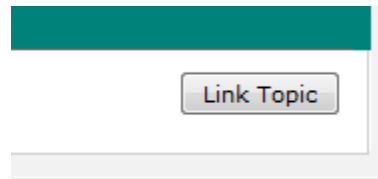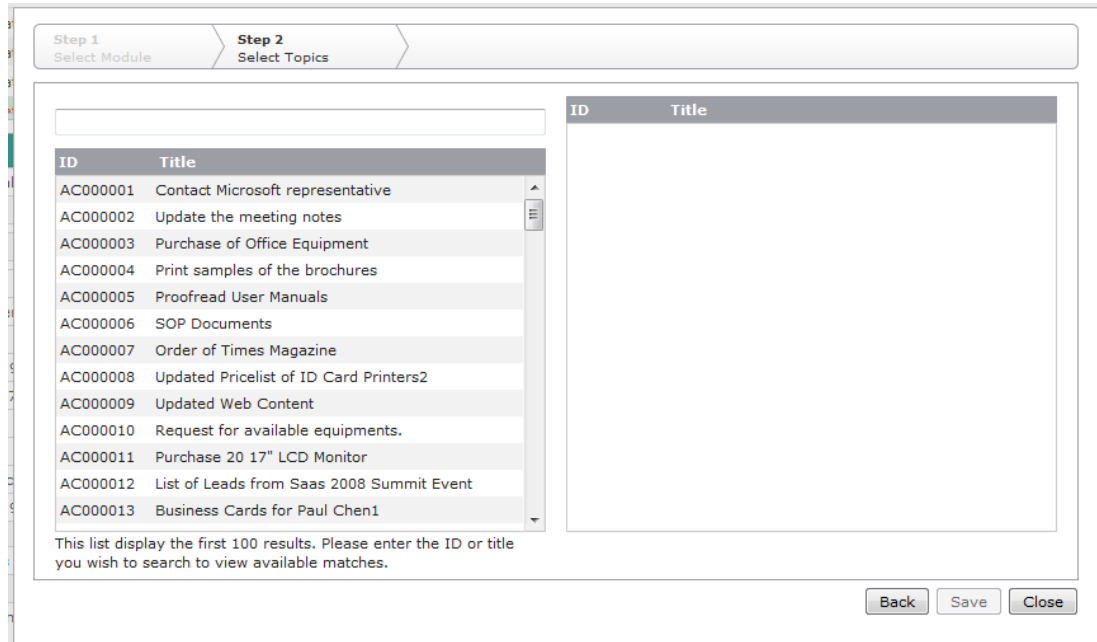

3. In Step 1 – Select Module modal page, select a module where the related topic is located. You will see all modules that you have right to access.
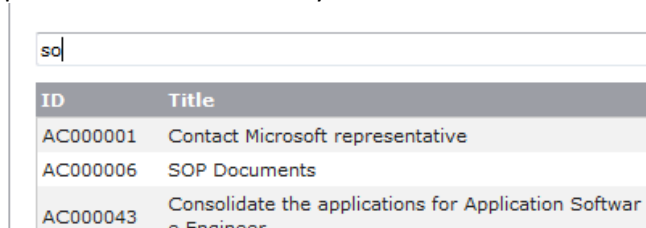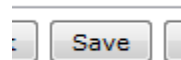

4. Click the "Next" button to go to the next step.

5. In Step 2 – Select Topics modal page, select the related topics from the left table selection. All the topics you have access to in the selected module will be available.
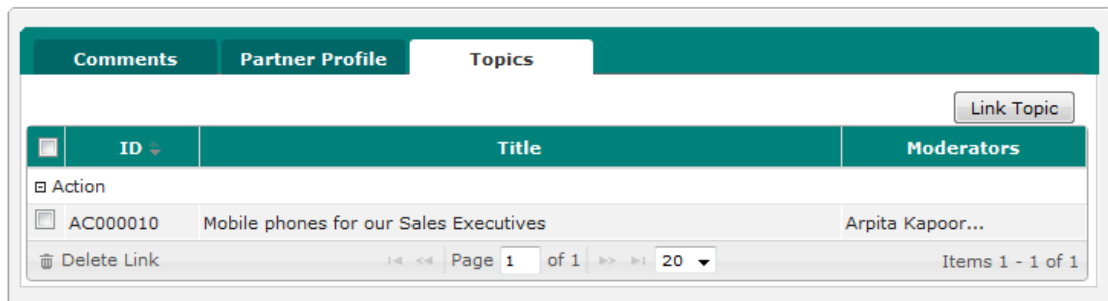
You can use the type and search functionality to filter the list.

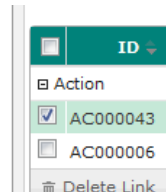6. Click the "Save" button to link the topics.

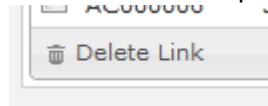7. Related topics will now be displayed in the tab's summary table.

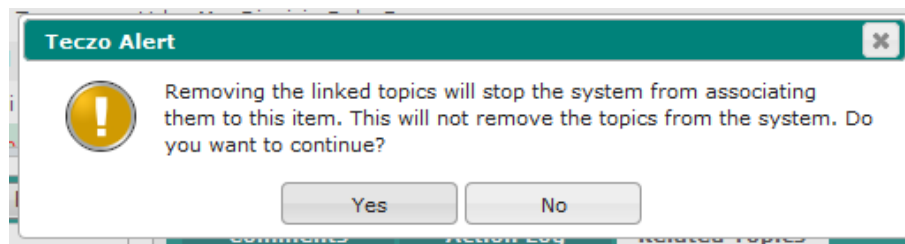### 11.2. Removing linked topics

1. Select one or more related topics to be removed by checking the box in the first column of the row.

2. Click the "Delete Link" button on the leftmost bottom part of the table.

3. Confirm the action by clicking the "Yes" button in the alert message.

12. What are the record indicators in the summary table?

Notification icons or indicators are designed so that individual users can quickly see what the record updates are. For example, if I am not interested in any access rights changes of a certain credit facility item, I can just ignore it. Similarly, if I am interested in people's comments, I can choose to view credit facility items where there have been new comments added.

When an item is updated, you will see Notification Icon(s) displayed in the Credit Facility title column.

Definitions of the Notifications Icons

Icon	Meaning	Icon disappears
	The item is marked as sticky. The topic will be shown in the first row regardless of what sorting has been applied by the user.	When the item has been removed as sticky by the module administrator
	The credit facility item has one or more attachments	When all attachments have been removed
	This is a newly created credit facility item	3 days after the credit facility was created
	Changes have been made to the details of this credit facility item	When you view the credit facility details
	Comments have been added to this credit facility item The number indicates how many new comments were added since you last accessed the credit facility item	When you view the credit facility details
	Access rights have been changed for this credit facility item	When you view the credit facility details
	You have been added to the credit facility item	When you view the credit facility details

13. Who are the module users?

User Type	Rights to Item
Owner	• User who needs to work on the credit facility item • Can edit the credit facility item, i.e. Add/Remove Access, Edit Details, Close the credit facility • One per credit facility item • Can comment to the credit facility item • Can attach files
Moderator	• Assigned to moderate the credit facility item • Can edit the credit facility item, i.e. Add/Remove Access, Edit Details, Close the credit facility • One or more users • Can comment to the credit facility item • Can attach files
Item Member (usually called Topic Member)	• Can view the credit facility item details • Can comment to the credit facility item • Can attach files
Initiator	• User who initiates the credit facility item • Can comment to the credit facility item • Can attach files • Can be removed as item member
Submitter	• User who submitted the credit facility item • Can comment to the credit facility item • Can attach files • Can be removed as item member
Module Administrator	• Can access all credit facility items in the CF module • Can edit all credit facility items in the CF Module • Can comment on all credit facility items in the CF module • Can attach files