Customer Profile User Guide



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Pathway 3.09 (Thick Client Version)

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Overview

Customer Profile Parameters were initially developed for the operation of ePathway. ePathway is the Web enabled front end to Pathway. It allows interaction between Council and their customers. Currently, the following ePathway modules are available:

- ePathway Application Lodgement
- ePathway Application Pre-Lodgement
- ePathway Property Certificate requests
- ePathway Customer Service requests
- ePathway Bookings
- ePathway Payments
- ePathway My Accounts
- ePathway General Enquiry
- ePathway User Registration
- ePathway Worksmart Requests

Other modules which make use of the Customer Profile Parameters include the following:

- Pathway Bookings
- Pathway Applications
- Accounts Receivable
- Pathway Licensing
- Pathway Licence Renewals
- Pathway Property Certificate

Parameters

The Customer Profile Parameters are set up when the ePathway system is installed and can be modified to suit individual sites. This enables ePathway and Pathway to the point where Customers are registered into the Pathway system to allow ePathway to interact with Pathway.

The following topics are covered in this section:

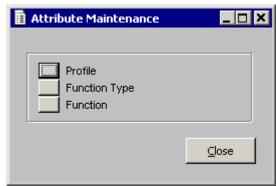
Attribute Maintenance
Application Function Maintenance
Customer Profile Maintenance
Customer Type Maintenance
System Parameters Maintenance

Attribute Maintenance

Attribute Maintenance Form

The Attribute Maintenance form has three options – Profile, Function Type and Function., which allow the user to set up various Attributes.

In the Function Type and Function Maintenance, the only option available is the ability to change the names of the various options.



Attribute Maintenance Form

Profile

Selection of the Profile Button displays the Profile Attribute Maintenance form where Profile Attributes and Profile Attribute Values may be set up and maintained.

Function Type

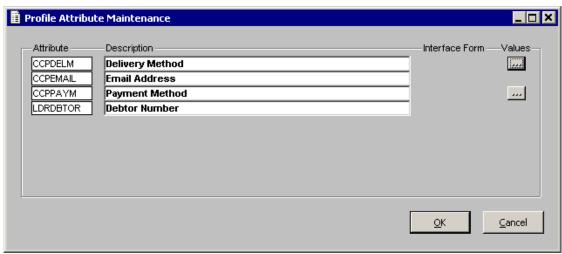
Selection of the Function Type Button displays the Function Type Attribute Maintenance form where Function Type Attributes and Function Type Attribute Values may be set up and maintained.

Function

Selection of the Function Button displays the Function Attribute Maintenance form where Function Attributes and Function Attribute Values may be set up and maintained.

Profile Attribute Maintenance Form

From this form, additional values can be modified for Delivery Method, Payment Method etc.



Profile Attribute Maintenance form

Attribute/Description

In the Function Type and Function Maintenance, the only option available is the ability to change the names of the various options.

Interface Form

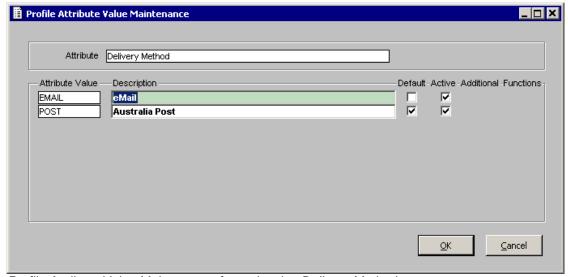
Internal Use Only

Values

Selecting the Values Button displays the Profile Attribute Value Maintenance form where Values may be set up and maintained for Delivery Method and Payment Method.

Profile Attribute Value Maintenance Form

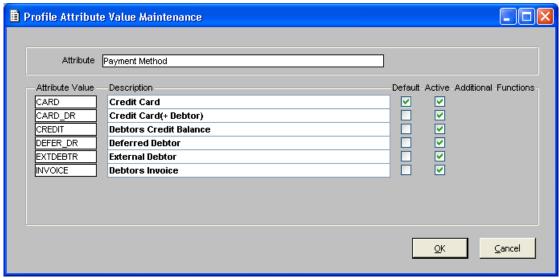
When a new user seeks registration in ePathway, the delivery method will default from this parameter.



Profile Attribute Value Maintenance form showing Delivery Method parameters

The following parameters define what payment methods will be available for ePathway users. The Debtors option should only be active if a site is using Property Certificates. Building/Planning Applications and Infringement payments can only be made by Credit card.

Some sites may opt not to allow Debtor Invoices to be raised (as all Certificates should be prepaid) but could allow Debtor Credit Balances as a payment method.



Profile Attribute Value Maintenance form showing Payment Method parameters

Attribute

This field displays the Attribute selected from the previous form 'Profile Attribute Maintenance'.

Attribute Value/Description

A 100 character description of he function.

Default

Select the Payment Type that will be used as the default method for each module. This can be changed at the module level.

Active

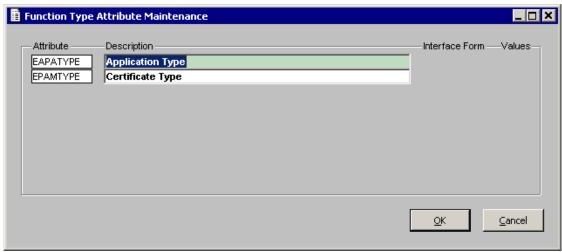
Makes the Payment Method Active or Inactive.

Additional Functions

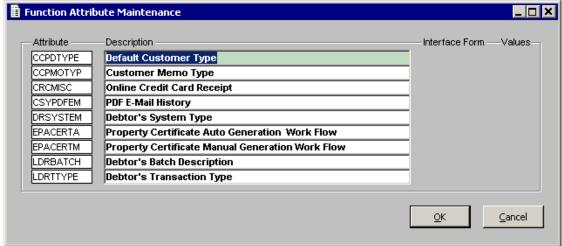
Not applicable to this function.

Function Type Attribute Maintenance Form

Internal use only



Function Type Attribute Maintenance form



Function Attribute Maintenance form

Attribute/Description

Internal use only.

Interface Form

Not applicable to this function.

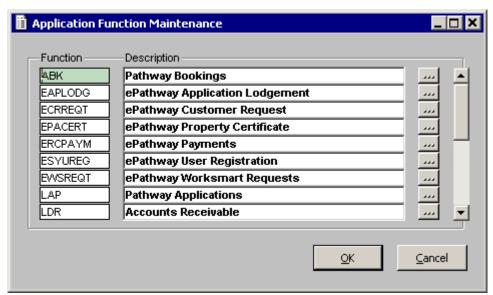
Values

Not applicable to this function.

Application Function Maintenance

Application Function Maintenance Form

The functions beginning with 'E' are the only ones that deal with ePathway. Drilling down on the **Details** button provides additional options to be set up.



Application Function Maintenance form

Function/Description

A 100 character free format description of the function.

Detail Button

This option allows you to setup the Profile and Function attributes for the Application Function.

Application Function Details Form

On this form, only the Description and the Active flag should be changed if required. The **Attribute Type Options** button displays another form with buttons marked **Profile** and **Function.**



Application Function Details Form

Function/Description

The internal Code and Description of the function.

Module

The ePathway module that utilises the function.

Display

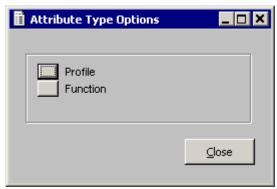
Active

Controls whether the function ca be used.

Attribute Type Options

The **Attribute Type Options** button displays another form with buttons marked **Profile** and **Function.**

Attribute Type Options Form



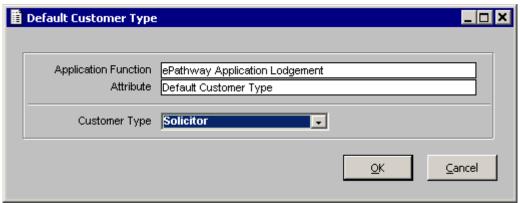
Attribute Type Options form

Profile/Function

Profile: There are no attributes available to be selected for ePathway Application Lodgement.

Function: This gives the selection for the 'Default Customer Type'

Default Customer Type



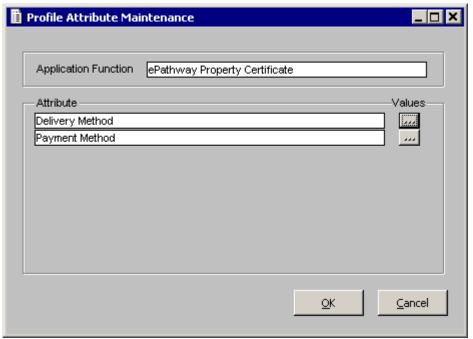
Default Customer Type

Application Function

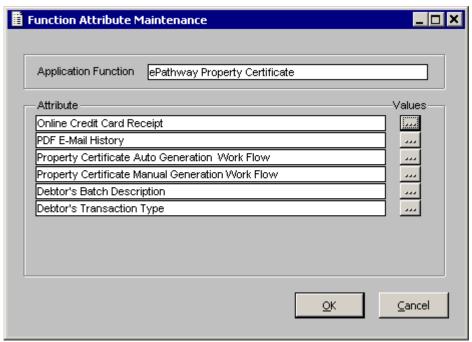
Attribute

Customer Type

Profile/Function Attribute Maintenance Form



Profile Attribute Maintenance form



Function Attribute Maintenance form

Application Function

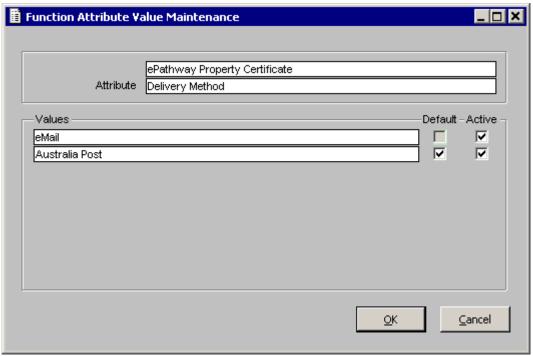
Attribute

Values

The Value button from the Function Attribute Maintenance form displays the respective Maintenance forms associated with the Attribute.

The Value button when selected from the Profile Attribute Maintenance form displays the Function Attribute Value Maintenance form.

Function Attribute Value Maintenance Form



Function Attribute Value Maintenance form

Application Function

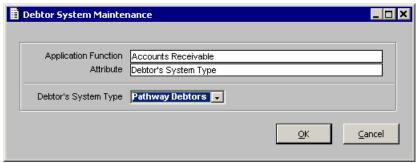
Attribute

Values

Default

Active

Debtor System Maintenance Form



Debtor System Maintenance form

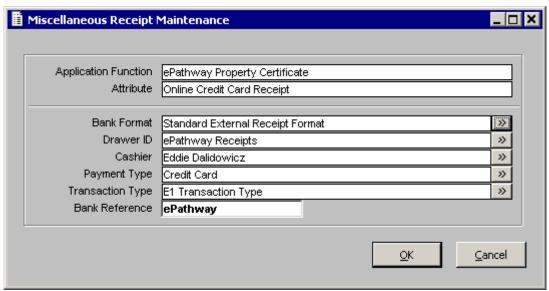
Application Function

Attribute

Debtor's System Type

Miscellaneous Receipt Maintenance

This form displays when the Values button for the Online Credit Card Receipt option is selected.



Miscellaneous Receipt Maintenance form

Application Function

Attribute

Bank Format

Drawer ID

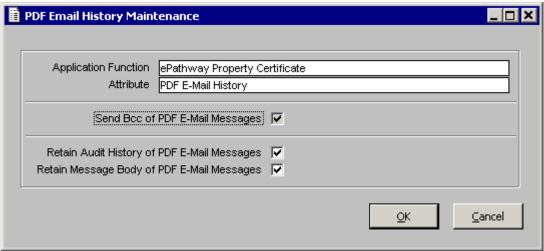
Cashier

Payment Type

Transaction Type

Bank Reference

PDF Email History Maintenance Form



PDF Email History Maintenance form

Application Function

Attribute

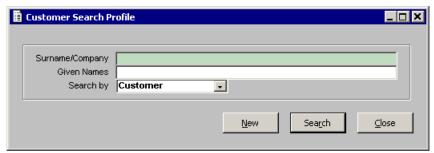
Send Bcc of PDF Email Messages

Retain Audit History of PDF email Messages

Retain Message Body of PDF Email Messages

Customer Profile Maintenance

Customer Search Profile Form



Customer Search Profile form

Surname/Company

Allows you to search by the Surname of the Link Name and Address record.

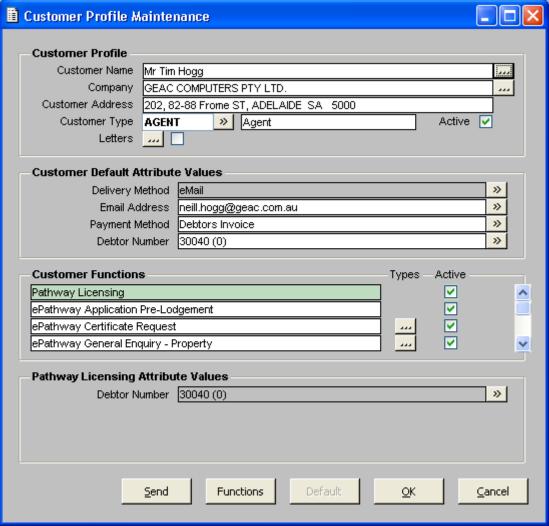
Given Names

Allows you to search by the Given name of the Link Name and Address record.

Search by

You can search for either a personal or company name by changing the drop down option.

Customer Profile Maintenance Form



Customer Profile Maintenance form

Customer Name

The Customer Name field displays the Name selected from the Search Profile. The Pop Up button allows the user to display the Name Maintenance form for this name and view or maintain the details within the Name and Address module.

Company

The Company field displays the Company Name selected from the Search Profile. The Pop Up button allows the user to display the Name Maintenance form for this name and view or maintain the details within the Name and Address module.

Customer Address

This field displays the formatted address for the Customer, as stored in the Name and Address module.

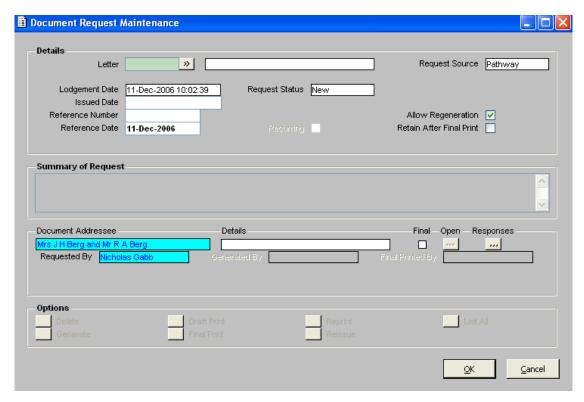
Customer Type

This field allows a Customer Type to be allocated to the customer from the defined list of Customer Types.

Active Indicator

Letters

The Letters option will initially be defaulted to OFF however it will be automatically switched ON if a document has been generated for the customer. This flag will not be user maintainable in any instance. Adjacent the 'Document Generated' flag will be a popup button which will be used to invoke a Document Request Maintenance screen. This will allow for standard document processing functionality.



Customer Default Attribute Values

Delivery Method

This displays the default delivery method define for the Customer Profile, it will be utilised by various ePathway modules; for example : ePathway Certificates

Email Address

This displays the default Email Address define for the Customer Profile, it will be utilised by various ePathway modules; for example : ePathway Certificates

Customer Functions/Active Indicator

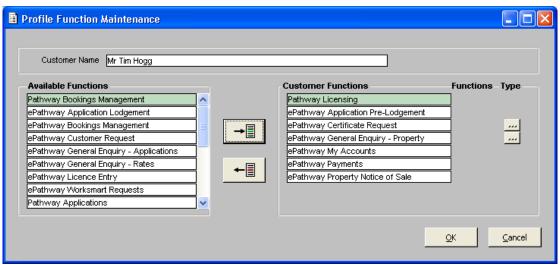
Pathway Attribute Values

Displays the list of Functions available for the Customer Profile

Functions Button

The Functions button on the Customer Profile screen, will invoke the existing User Profile Function Maintenance screen (now in either display mode or maintenance mode). A new 'Types' button will appear adjacent to each Customer Function (where Types are relevant).

Profile Function Maintenance Form



Profile Function Maintenance Form

Customer Name

Available Functions

If the Customer Type on the Customer Profile Maintenance screen is changed, it will always (irrespective of whether Customer Type has 'Auto Update Users' ON or OFF) update the Functions and Function Types available to the customer based upon parameters setup for the nominated Customer Type. A warning message will appear each time a Customer Type is changed as the action will ultimately affect the authorities of the customer.

NOTE: Previously changing the Customer Type had no effect on a customer's authorities. This has been viewed as a shortfall of the existing software and hence will be rectified.

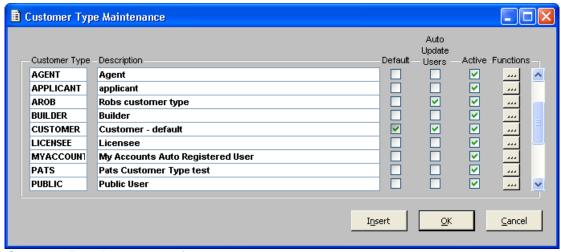
When the new 'Auto Update Users' flag is switched ON for the Customer Type the Function 'Active' flags will be unavailable (i.e. dimmed) and whilst access to the 'Functions' button will be allowed, the Profile Function Maintenance screen will be available in display mode only. When the new 'Auto Update Users' flag is switched OFF for the Customer Type, this screen will function as per existing functionality. This is, it will allow for Functions to be selected (or removed) for a customer.

Customer Functions

When the new 'Auto Update Users' flag is switched ON for the Customer Type the Function 'Active' flags will be unavailable (i.e. dimmed) and whilst access to the 'Functions' button will be allowed, the Profile Function Maintenance screen will be available in display mode only. When the new 'Auto Update Users' flag is switched OFF for the Customer Type, this screen will function as per existing functionality. This is, it will allow for Functions to be selected (or removed) for a customer.

Customer Type Maintenance

Customer Type Maintenance Form



Customer Type Maintenance form

Customer Type/Description

This parameter allow for the creation of Customer Types which are then linked to the various functions within Pathway and ePathway. Council can if they prefer set up just one Customer Type that has access to all installed modules of ePathway – this is now the usual process.

Default Indicator

The default indicator is used when a new customer requests registration via ePathway. The 'default' customer type will be displayed, with the option to override and select another type.

Auto Update Users

If a Function is selected (or de-selected) a bulk update of all customers belonging to the Customer Type will be applied. This is, all customers within the Customer Type being maintained will be updated and authorised to this Function. Conversely, if a Function is deselected, all customers within the Customer Type being maintained will be updated and will no longer have authorisation to this Function.

Due to the nature of these updates, a warning message will appear each time a Function is selected or (de-selected).

It should be noted that these bulk updates not only update the customer data in Pathway but they will also update the customer details stored in ePathway.

Active Indicator

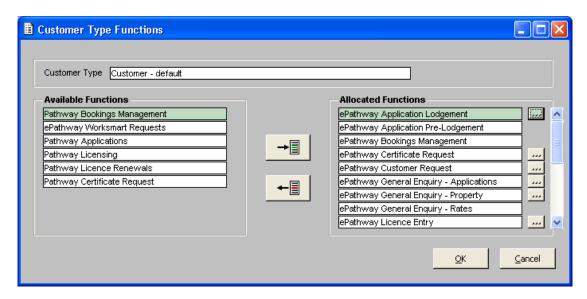
This controls whether the Customer Type is available for use. Inactive profiles will not be displayed for selection.

Functions

This option will control which Functions are available to which Customer Type and will ultimately control which Functions (i.e. ePathway Services) a customer has access to. This feature is intended to restrict access to services based on a customer's credentials. This

allows sites to set up different hierarchical levels of access for different Customers. For example, the lowest level may allow 'Bookings' and 'General Enquiry - Applications' whereas the next level may include both of these functions as well as 'Application Pre-Lodgement'. Alternatively, Customer Types may just group services and not necessarily inherit services from preceding groups. For example, Customer Type A may allow may allow 'Bookings' and 'General Enquiry - Applications' whereas Customer Type B may only allow 'Application Pre-Lodgement'.

Customer Type Functions



Customer Type Functions form

Customer Type

Displays the Description for the Customer Type selected on the previous screen.

Available Functions

This screen allows the user to nominate which Function Types are relevant to the Customer Type/Function combination. This new Customer Type Function Types Maintenance screen will allow a user to select and de-select Function Types.

Independent of whether or not 'Auto Update Users' flag is ON or OFF, the Function Types assigned to a new customer upon registration will be based upon this new Function Types parameter. This replaces the need for the current functionality whereby Function Types allow for maintenance of an 'Auto Allocate to new Users' flag.

Allocated Functions

Displays the list of functions that are available for the Customer Type.

Allocated Functions Details Button

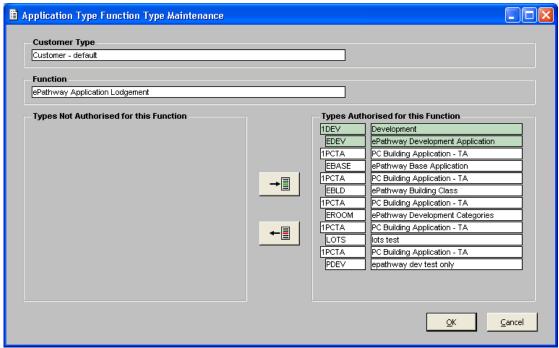
Clicking the detail button (for relevant Functions only) invokes a new screen that allows the user to nominate which Function Types or Enquiry Lists are relevant to the Customer Type/Function combination. The new Customer Type Function Types Maintenance screen allows a user to select and de-select Function Types.

Independent of whether or not 'Auto Update Users' flag is ON or OFF, the Function Types assigned to a new customer upon registration are based upon this new Function Types parameter. This has replaced the need to have 'Auto Allocate to new Users' flags on the Function Types Maintenance forms.

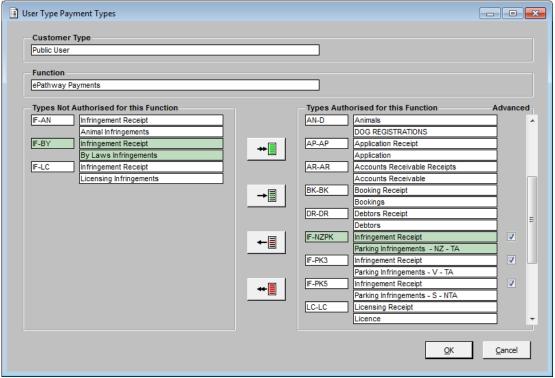
Application Type Function type Maintenance

Z ERCG9004

This form allows the user to authorise which types of payments the selected Customer Type may make.



Application Type Function Type Maintenance form



Application Type Function Type Maintenance form – Payments showing Advanced Search column.

Customer Type

This is the Customer Type selected to maintain.

Function

This is the Function Type selected to maintain.

Types Not Authorised for this Function - Class Code

This is the Class Code that has not been selected for use by this group/user.

Types Not Authorised for this Function – Description

This is the Description of the Class that has not been selected for use by this group/user.

Types Not Authorised for this Function - Type

This is the description of the Type that has not been selected for use by this group/user.

Types Authorised for this Function - Class Code

This is the Class Code that has been selected for use by this group/user.

Types Authorised for this Function - Description

This is the Description of the Class that has been selected for use by this group/user.

Types Not Authorised for this Function - Type

This is the description of the Type that has not been selected for use by this group/user.

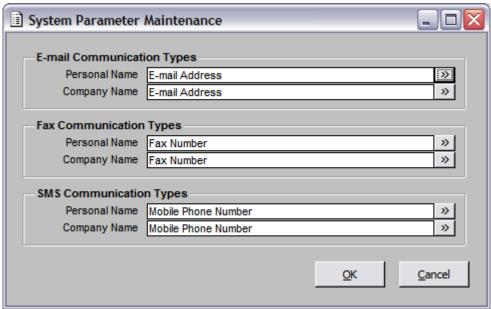
Advanced

Z_ERCG9004_CCPTFTY_ADVSRCH

This feature is available to allow the customer advanced searching capabilities on some Payments Forms. For example, the ability to Search for all Parking Tickets for a given Registration Number.

System Parameters Maintenance

System Parameter Maintenance Form



System Parameter Maintenance form

Email Communication Types

This allows you to nominate the Name and Address Communication Types that will automatically be created when a new user registration record is created. The communication type is also used when Confirmation emails are sent to the customer.

Fax Communication Types

This function now includes a new *Fax Communication Types* field group. These indicate which of a name's communication details contains the fax number to be used when sending correspondence electronically via a fax server. There is one communication type for personal names, and one for companies.

The *Personal Name* field allows selection of one communication type from all communication types set up in the Name and Address Parameters >> Communication Type Parameters option as 'Applies to' either *Personal Name* or *Person & Company*.

The Company Name field allows selection of one communication type from all communication types set up in the Name and Address Parameters >> Communication Type Parameters option as 'Applies to' either Company Name or Person & Company.