

eBCP System User Manual



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Step # 01

User Registration

Group Coordinator
Department Coordinator

- Group Coordinator
 - Department Coordinator
- Select Your Role**

After complete filling form
Click on Register Button

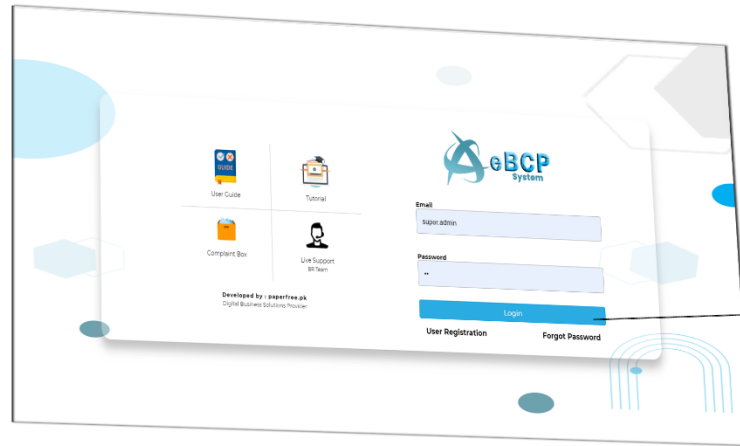


Credentials Send on the given email address
Check Your Mail Box

Step # 01

User Registration

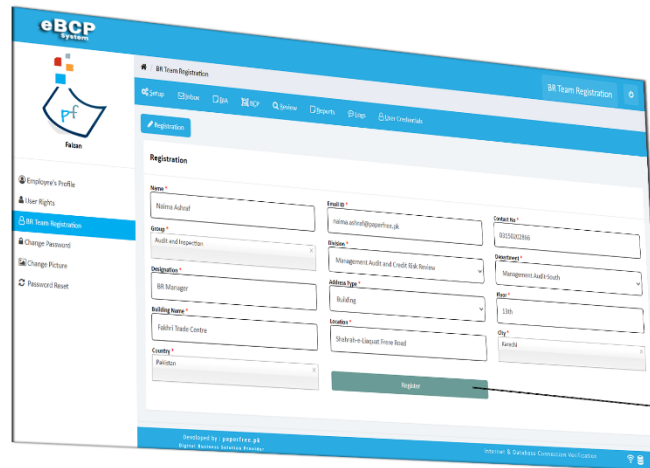
BR Team



Login With Super Admin or BR Team Login ID



Click on User Credentials



After Filling the Form Click on Register Button Credentials Send on Email

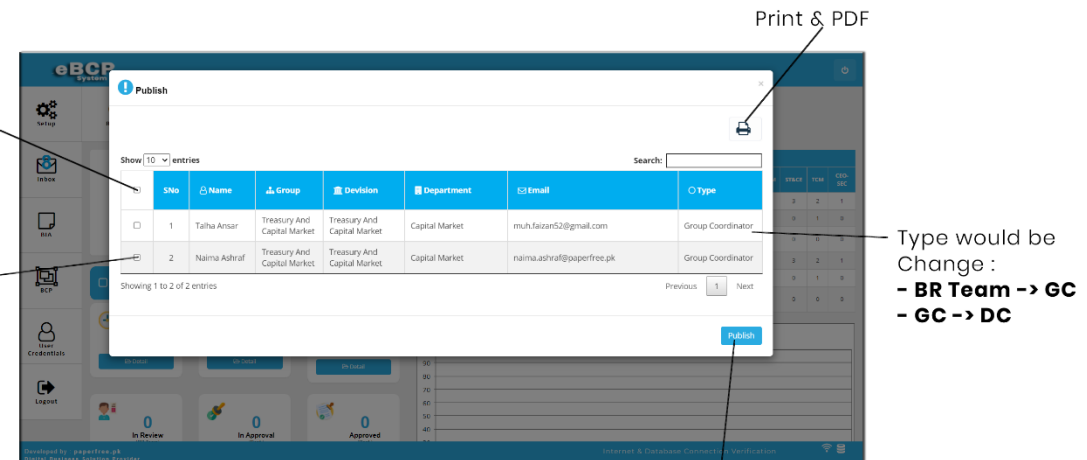
Step # 02

BIA & BCP Publish

**BR Team
Group Coordinator**

- BR Team would be Publish the BIA and BCP Document to Group Coordinator.
- Group Coordinator would be Publish the BIA and BCP Document to Department Coordinator.

Email Alert would be active during the publishing



Check for all Department

Check For Specific Department

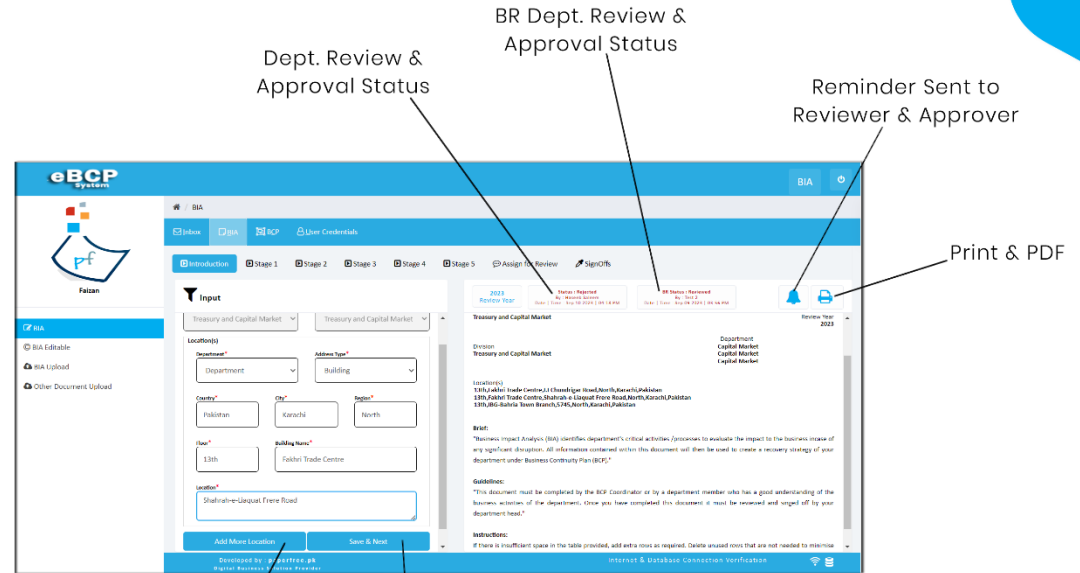
Print & PDF

Type would be Change :
 - BR Team -> GC
 - GC -> DC

- Group Coordinator (GC)
- Department Coordinator (DC)
- Business Resilience (BR)

- BR Team email sent to GC
- GC email sent to DC

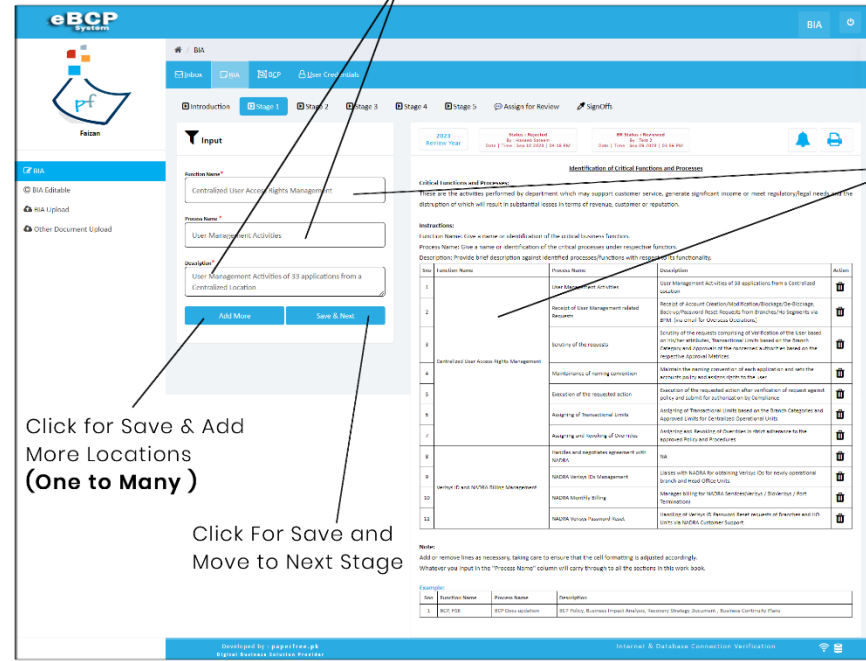
Step # 03



Click for Save & Add More Locations (One to Many)

Click For Save and Move to Next Stage

Can add multiple process name & description on one to more function name



Click for Save & Add More Locations (One to Many)

Click For Save and Move to Next Stage

Don't change the function name table row automatically margin, as change the function name margin would be stop.

Create BIA

Department Coordinator

Step # 03

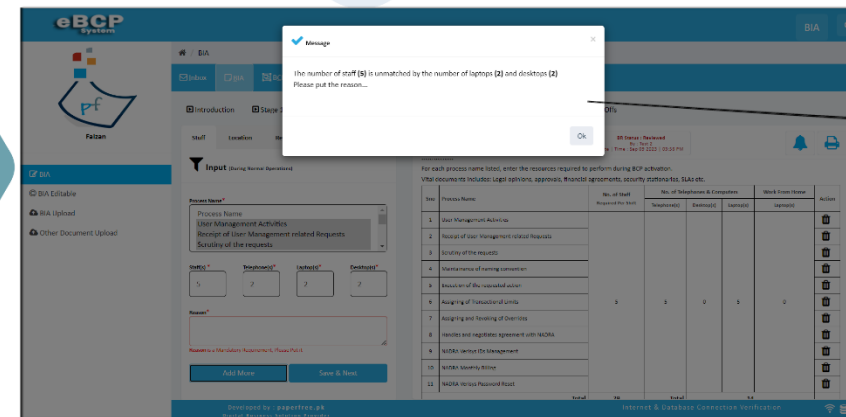
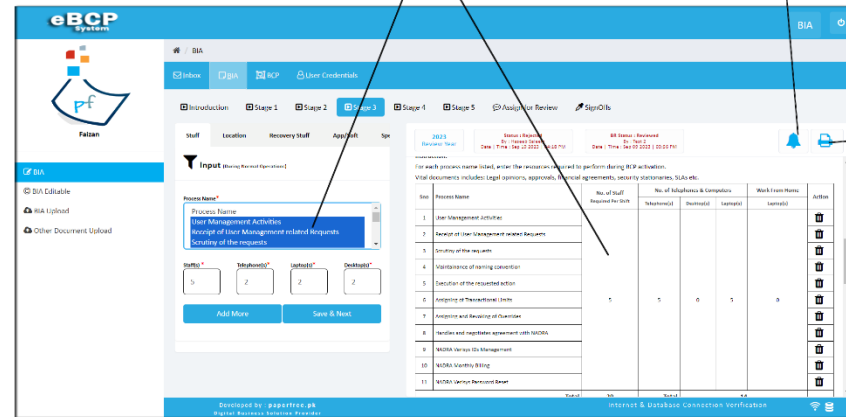
Create BIA

Department Coordinator

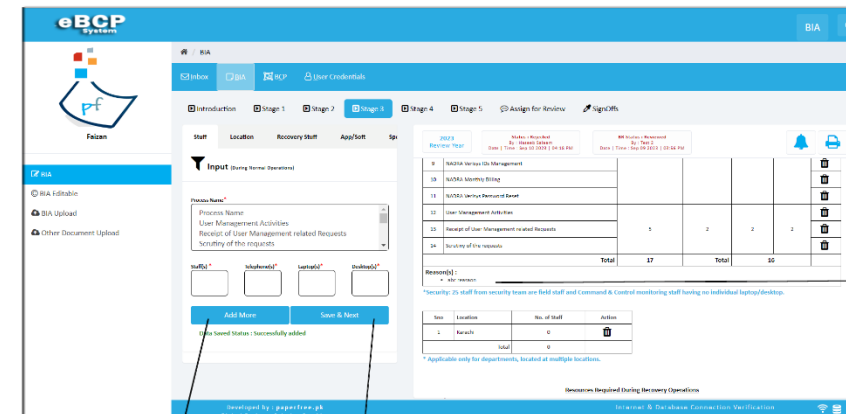
Selected Process Name shall margin the row in the table

Reminder Sent to Reviewer and Approver

Print & PDF



Unmatch no. Staff and Desktop, laptop Popup



Reason shall be displayed

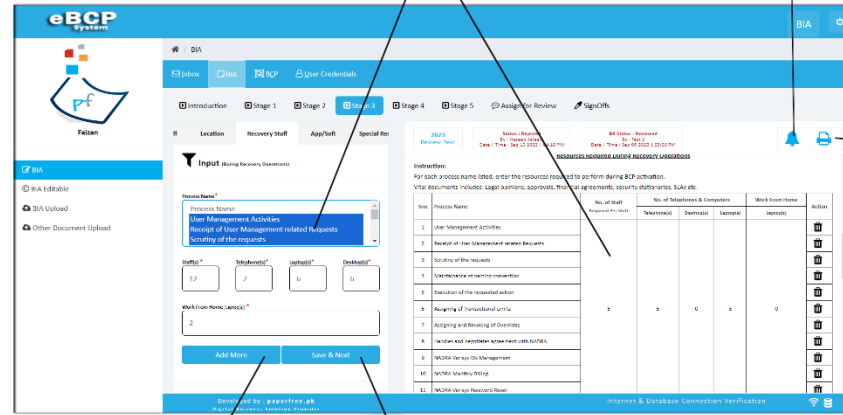
Save & Add More Process

Save & Move to Next Step

Reminder Sent to Reviewer and Approver

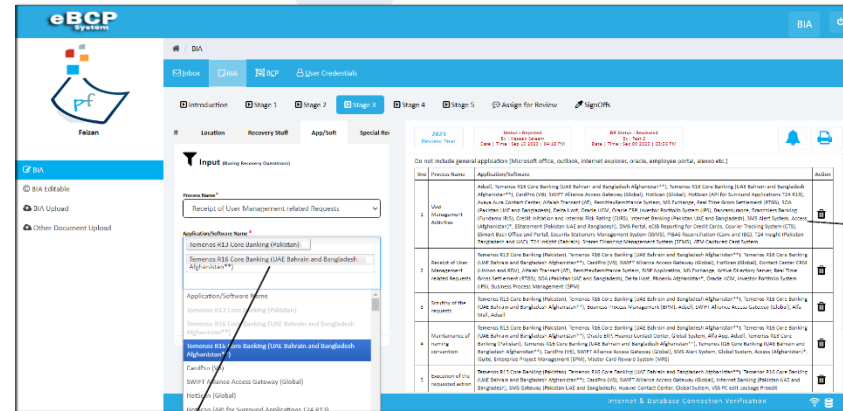
Selected Process Name shall margin the row in the table

Step # 03



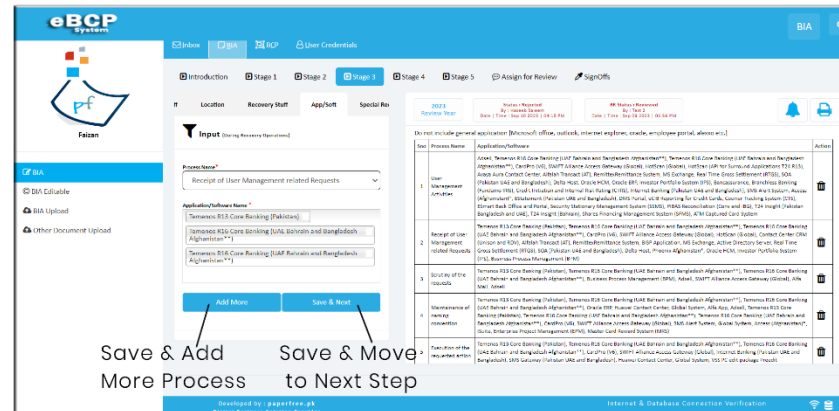
Save & Add More Process

Save & Move to Next Step



Select Multiple Applications & Software Name on one Process Name

Select Multiple Applications & Software Name on one Process Name



Save & Add More Process

Save & Move to Next Step

Create BIA

Department Coordinator

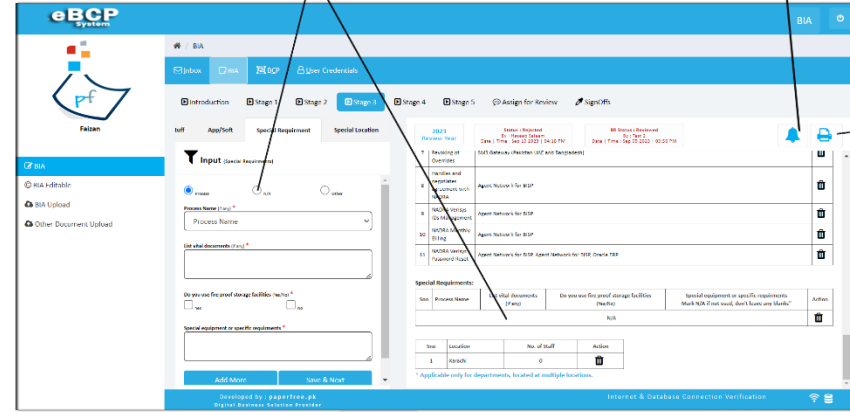
Step # 03

Create BIA

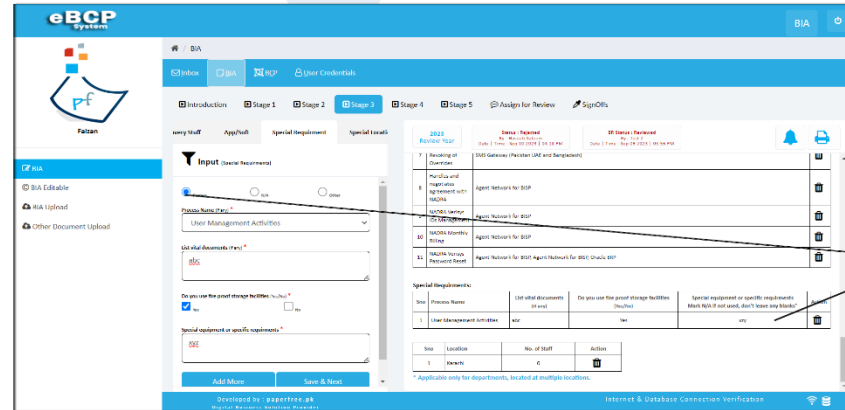
Department Coordinator

Column automate margin when select the N/A

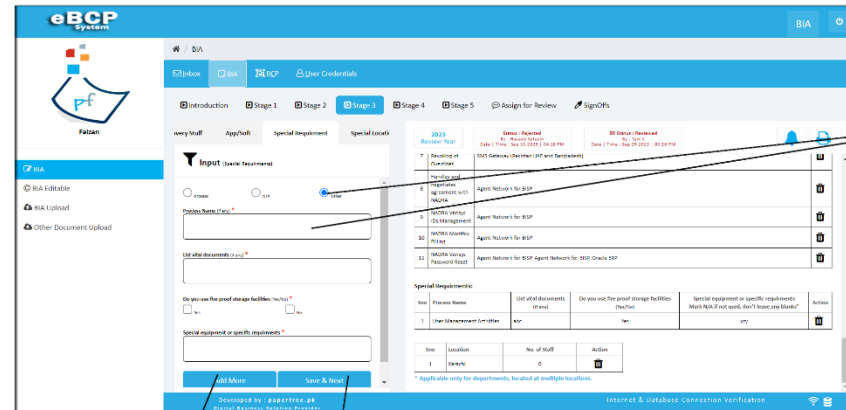
Reminder sent to Reviewer & Approver



Print & PDF



Add existence Process



Add Other Process

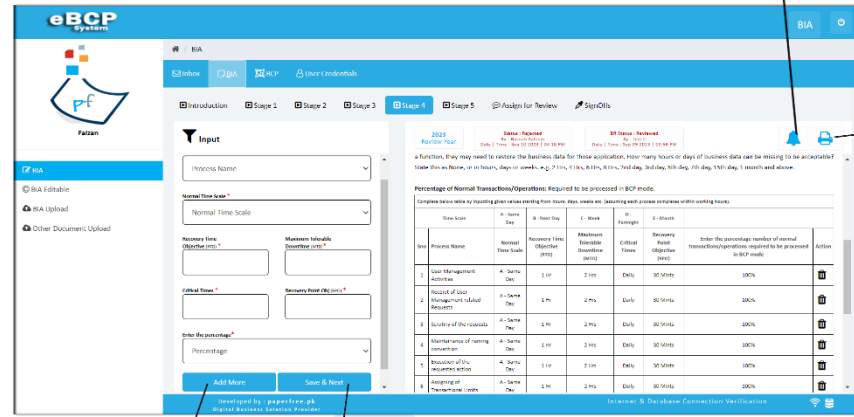
Save & Add More Process

Save & Move to Next Step

Reminder sent to Reviewer & Approver

Print & PDF

Step # 03



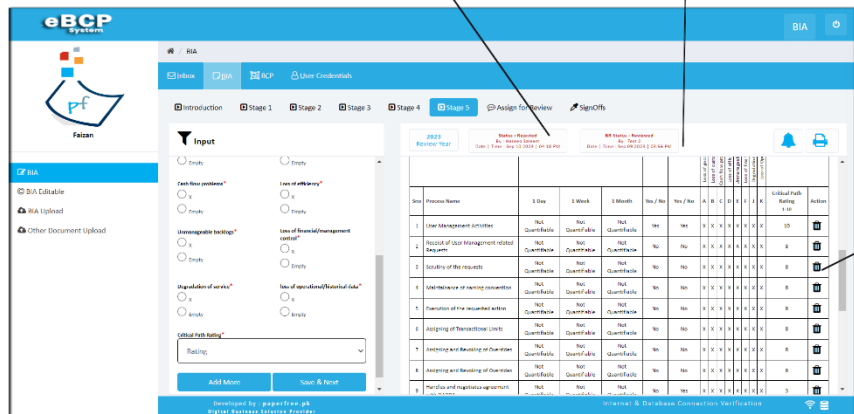
Save & Add More Process

Save & Move to Next Step

Dept. Status

BR Dept. Status

Record Delete

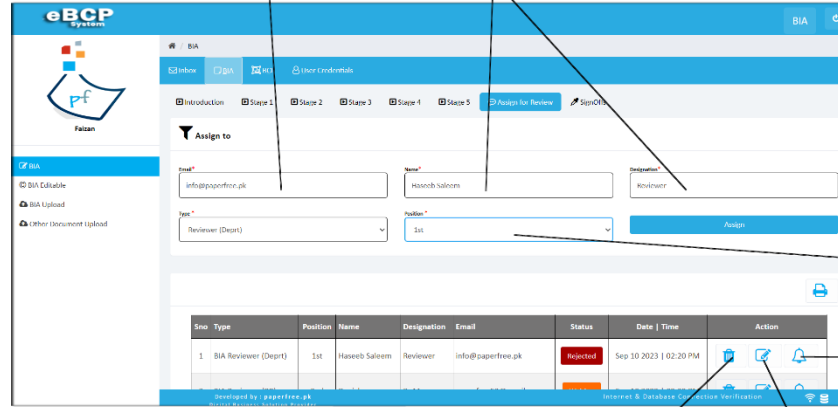


Create BIA

Department Coordinator

Step # 03

One time entry then email shall be display on drop down
Autofill on Focus out from email, if entry before

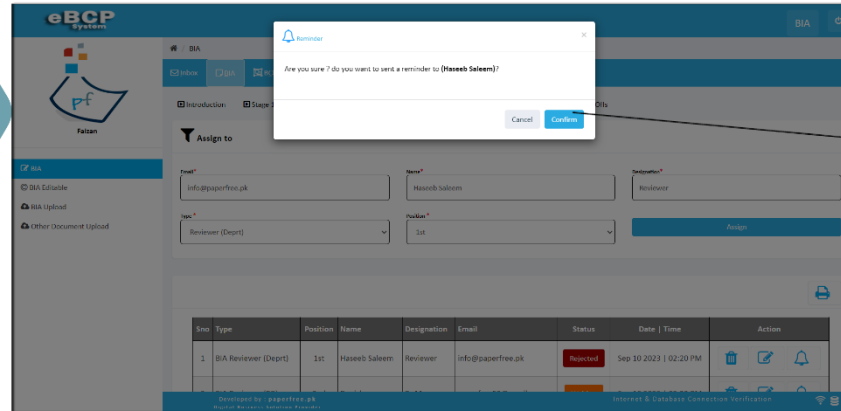


Set the position of reviewer and approver

Sent reminder to reviewer and approver

Delete reviewer & approver

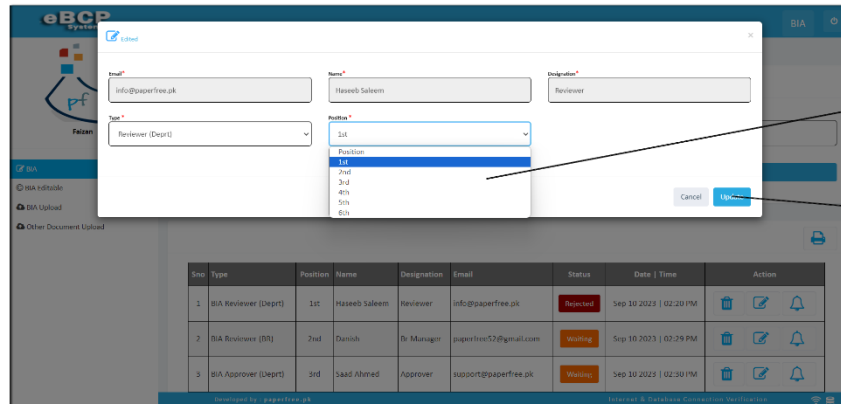
Reviewer & approver position & type



Click on Confirm button sent the reminder to reviewer and approver

Create BIA

Department Coordinator



Change the position

Click on update button

Step # 03

Create BIA

Department Coordinator

Print & PDF

The screenshot shows the 'BIA' page in the eBCP System. The 'Prepared By' table has one entry:

Sno	Name	Designation	Starting Date Time	Completion Date Time
1	alzan	Department Coordinator	Aug 18 2023 07:50 PM	Aug 18 2023 09:54 PM

The 'Review/Approval By' table has three entries:

Sno	Type	Position	Name	Designation	Remarks	Status	Assign Date Time	Review/Approval Date Time
1	BIA Reviewer (Dept)	1st	Haseeb Saleem	Reviewer	Bia Testing Rejection	Rejected	Sep 10 2023 02:20 PM	Sep 10 2023 04:18 PM
2	BIA Reviewer (MR)	2nd	Danish	Dr Manager		Waiting	Sep 10 2023 02:29 PM	
3	BIA Approver (Dept)	3rd	Saad Ahmed	Approver		Waiting	Sep 10 2023 02:30 PM	

Review & Approval Status

Select PDF

The screenshot shows the same BIA page with a print dialog box open. The dialog box has a 'Save as PDF' dropdown menu with the following options:

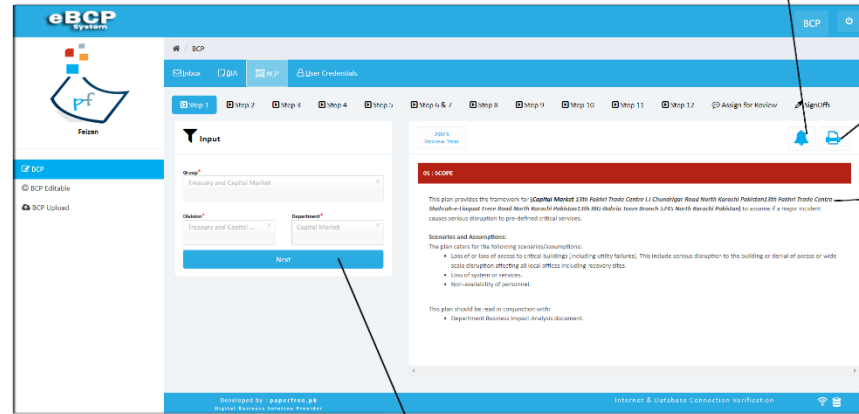
- HP LaserJet 3030
- HP LaserJet Pro MFP M521 PCUI6-Class Driver
- HP LaserJet CP 1025nw
- Save as PDF
- See more...

Save PDF

Step # 04

Create BCP

Department Coordinator



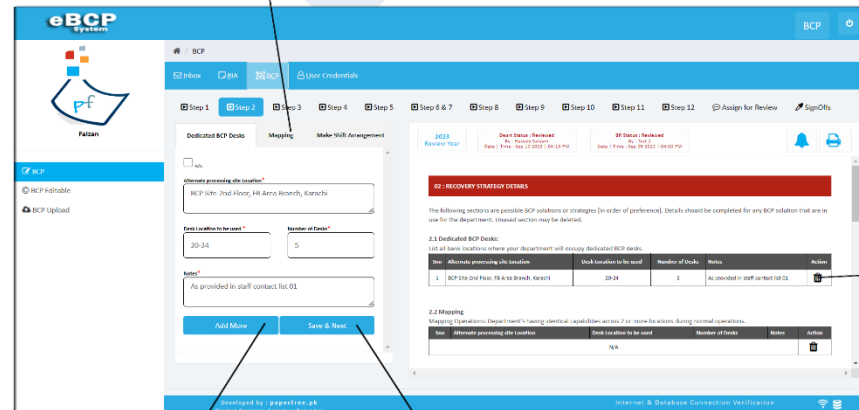
Reminder sent to Reviewer & Approver

Print & PDF

Address get from BIA

Next Tab

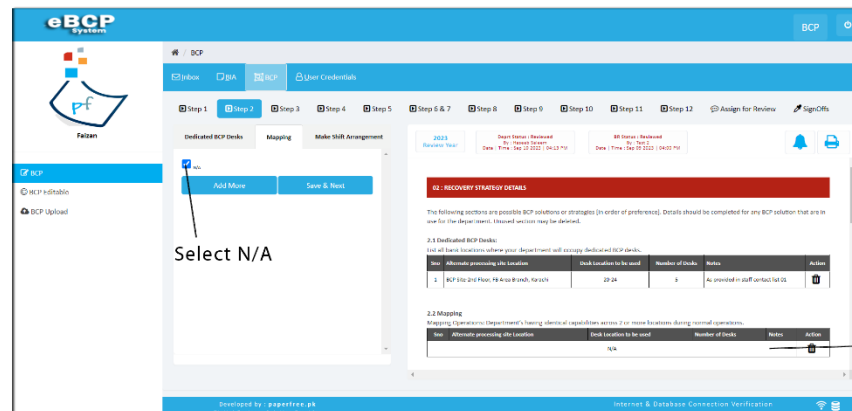
Move to Next Step



Delete Row

Save & Add More

Save & Move to Next Step



Select N/A

Column Automate Margin

Step # 04

Create BCP

Department Coordinator

Get No. of Staff from BIA

Reminder sent to reviewer & approver

Print & PDF

Check for N/A

Download uploading format excel

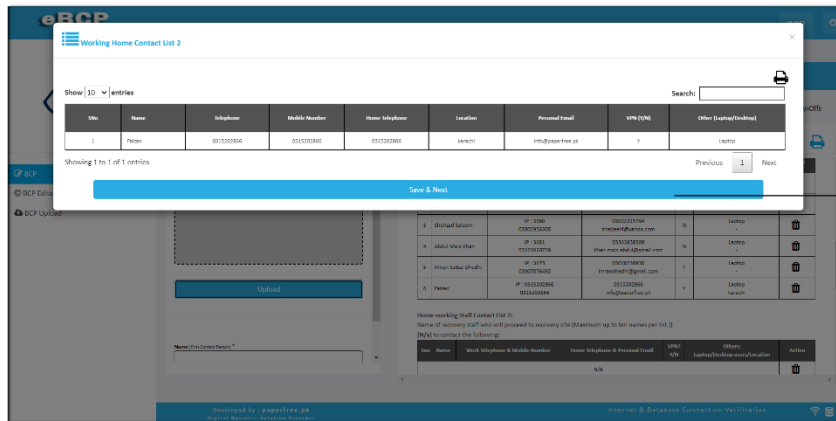
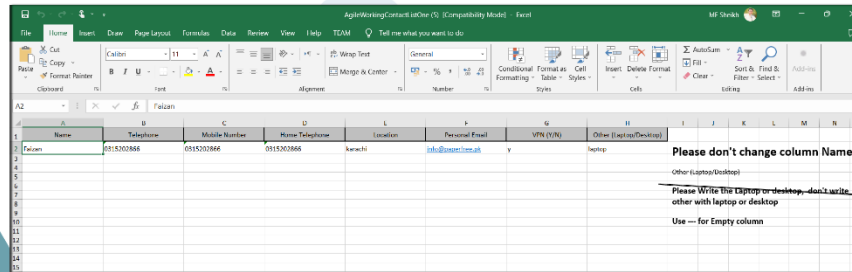
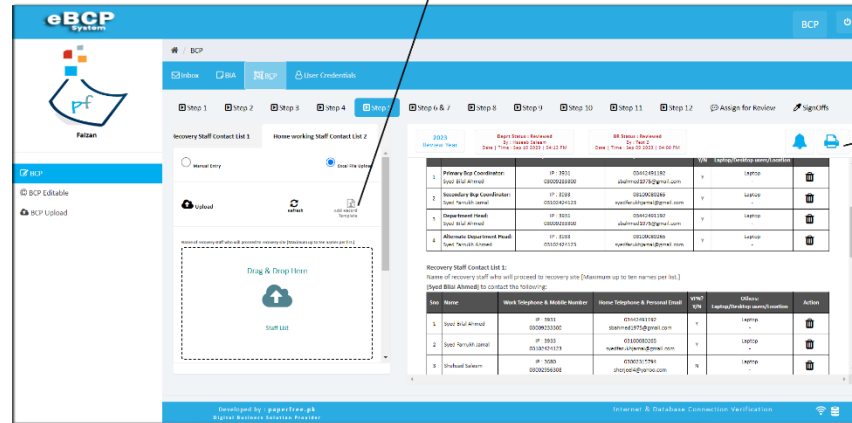
Column automate margin

Check manual entry form will display

Step # 04

Create BCP

Department Coordinator



Step # 04

Get Total Staff from BIA Stage

Get from BIA Stages

Reminder sent to reviewer & approver

Print & PDF

The screenshot shows the 'Input' section for Step 6 & 7. It includes fields for 'Total Staff' (value: 12), 'RPO - Max Allowable RPO', 'RTO - Max Allowable RTO', 'Make Staff Arrangement?', 'Skill Working?', 'Agile Working?', and 'Power Working (Monthly)'. Below this is a table titled '06: CRITICAL BUSINESS PROCESS'. The table has columns: SNo, Business Process, Recovery Strategy, Recovery Staff / Hours, and Indicates the Key Interdependencies (Name of dependent applications, dependent systems and/or other system). The table lists 13 business processes such as 'Risk Management Activities', 'Recruit of New Management Critical Personnel', and 'Maintenance of Banking Connection'.

Delete Row

Name of System selected RTO & RPO filled automatically

Reminder sent to reviewer & approver

Print & PDF

The screenshot shows the 'Input' section for Step 12. It includes fields for 'Name of System / Application' (value: SWIFT Alliance Access Gateway (Global)), 'RPO' (value: 7 Hrs), and 'RTO' (value: 30 Mins). Below this is a table titled '07: IT SERVICES'. The table has columns: SNo, Name of System / Application, RPO (availability when max. loss is allowed), RTO (in hours, days or month), and Developed at same location / Y/N. The table lists 18 IT services such as 'T24 Height (Internal)', 'Ternesse F&B Core Banking (Global)', and 'Car App (V6)'. Each row has a 'Delete Row' icon.

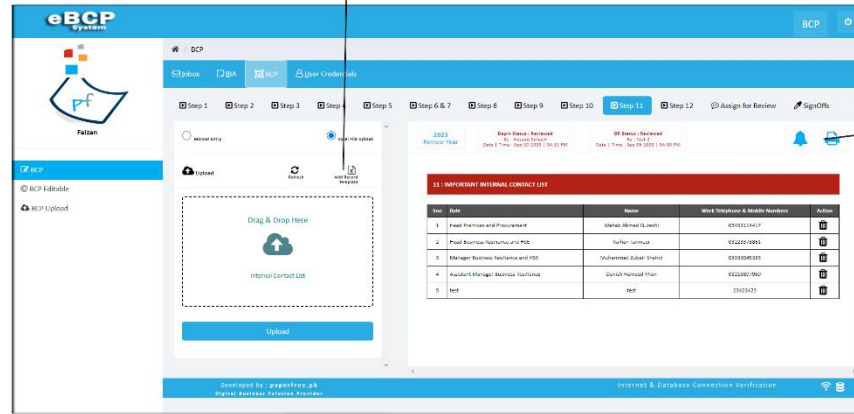
Delete Row

Create BCP

Department Coordinator

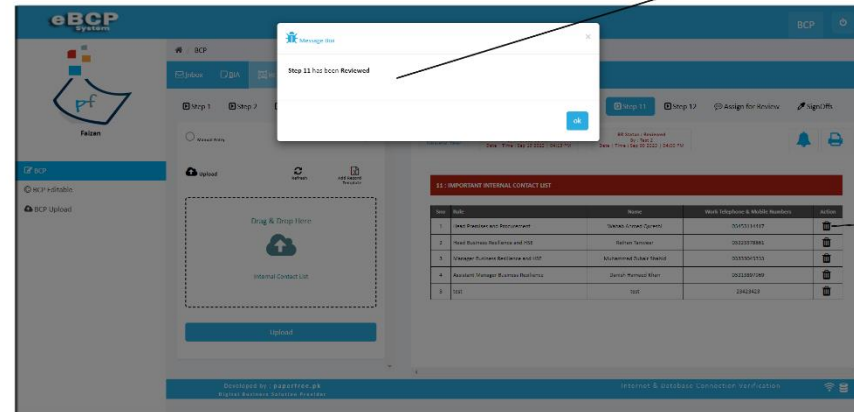
Step # 04

Download the uploading template



Print & PDF

Can't delete the status is reviewed and approved



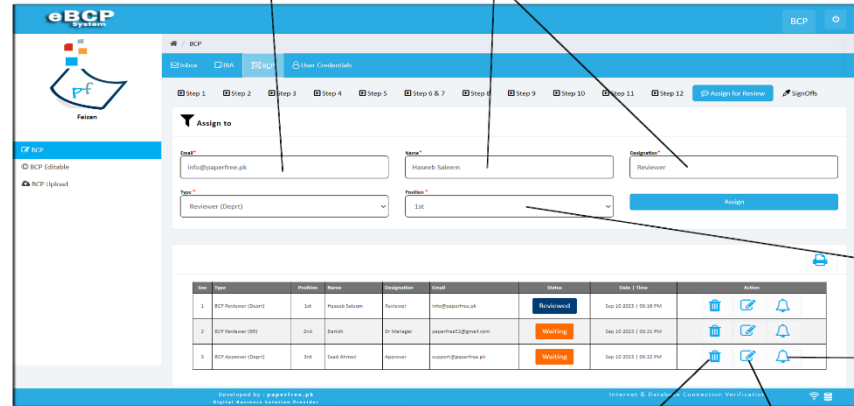
Row Delete

Create BCP

Department Coordinator

Step # 04

One time entry then email shall be display on drop down
Autofill on Focus out from email, if entry before

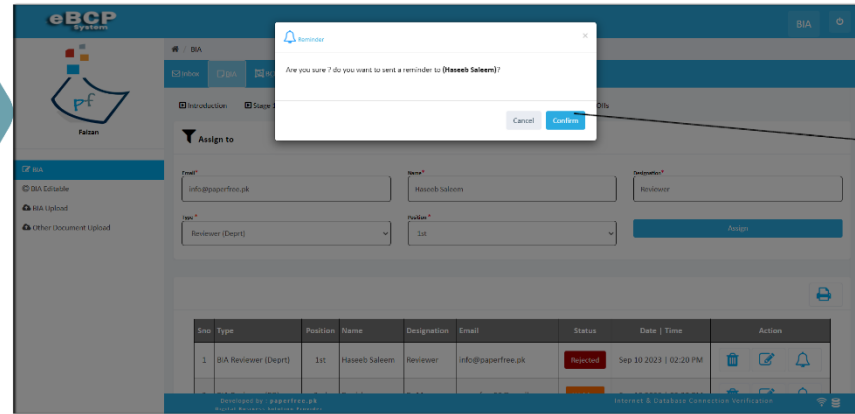


Set the position of reviewer and approver

Sent reminder to reviewer and approver

Delete reviewer & approver

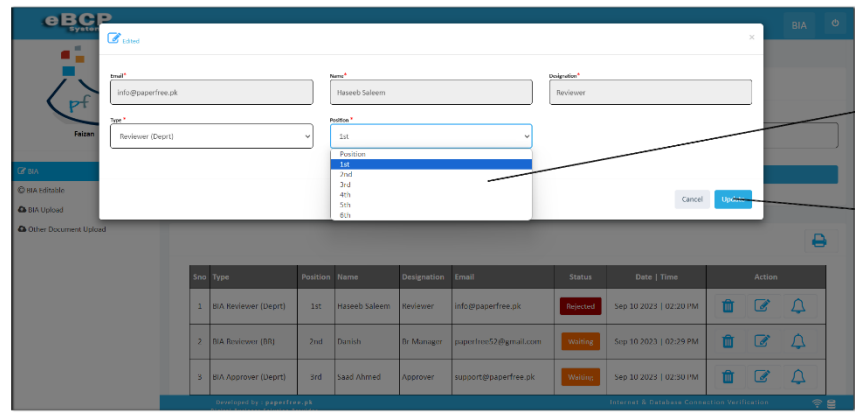
Reviewer & approver position & type



Click on Confirm button sent the reminder to reviewer and approver

Create BCP

Department Coordinator

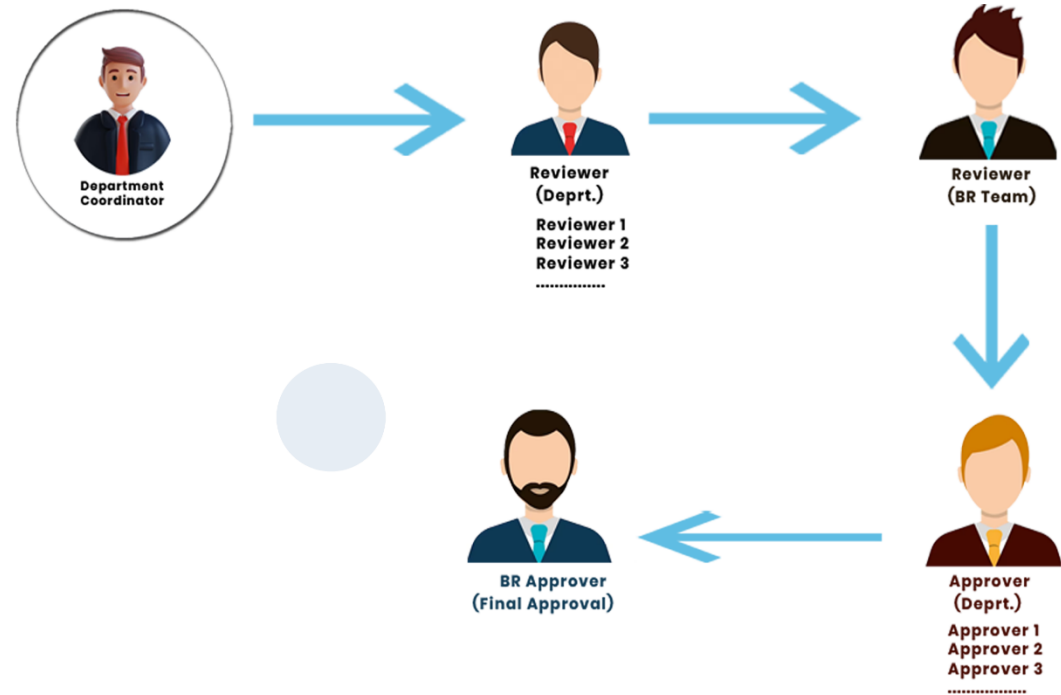


Change the position

Click on update button

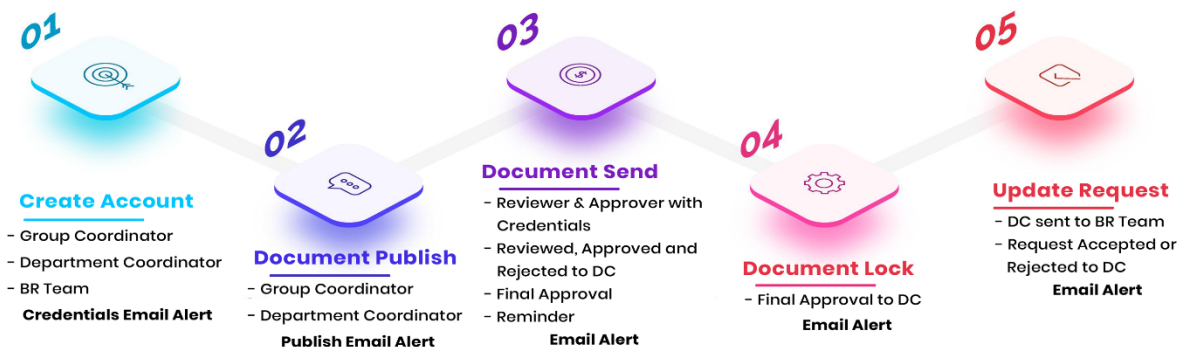
Step # 05

Review & Approval Cycle



Review & Approval Email Alert

- Department Coordinator (DC)



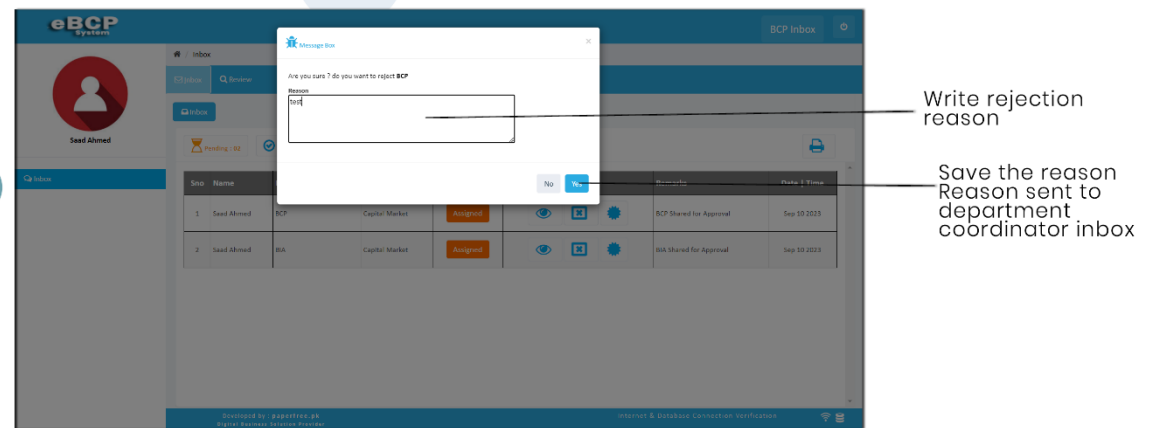
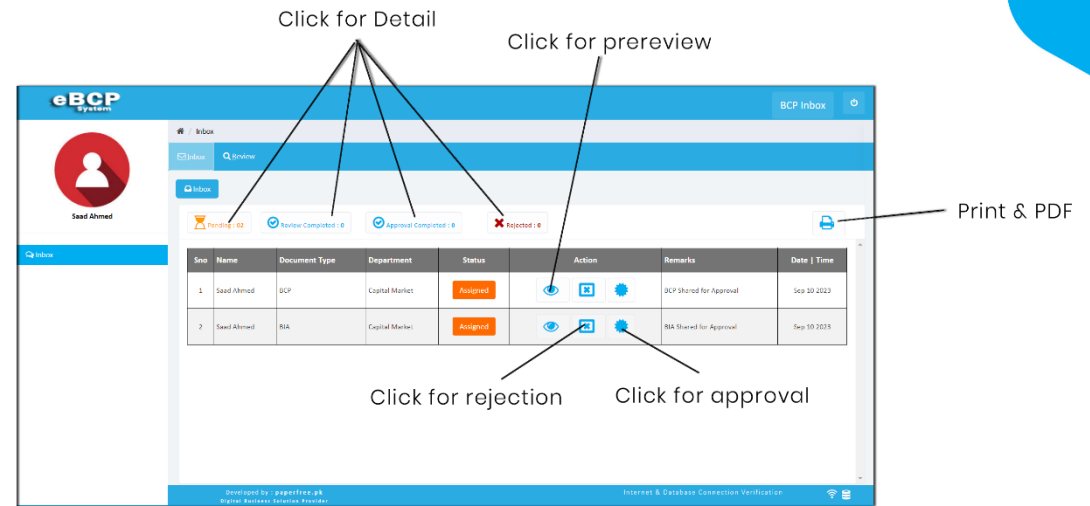
BIA & BCP Review and Approve Cycle

Department Coordinator
Reviewer
Approver

Step # 05

BIA & BCP Review and Approval

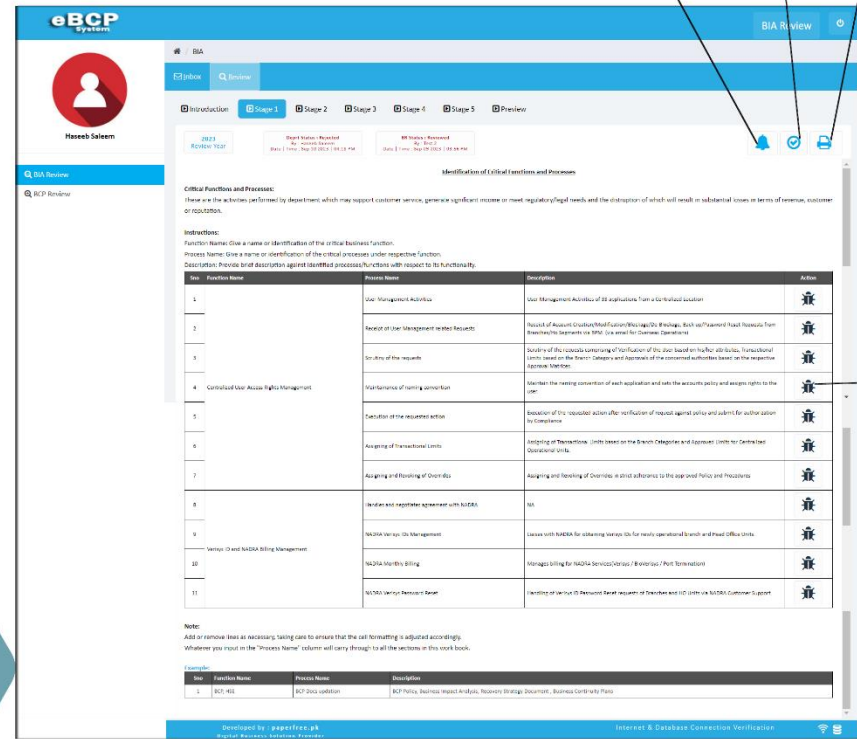
Department Coordinator
Reviewer
Approval



Step # 05

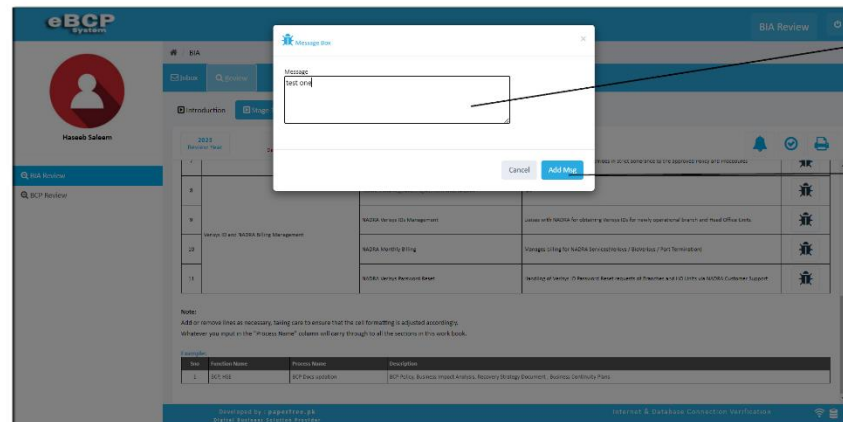
BIA & BCP Review and Approval

Department Coordinator
Reviewer
Approval



Reminder sent to department coordinator
Each stage review
Print & PDF

Click for correction



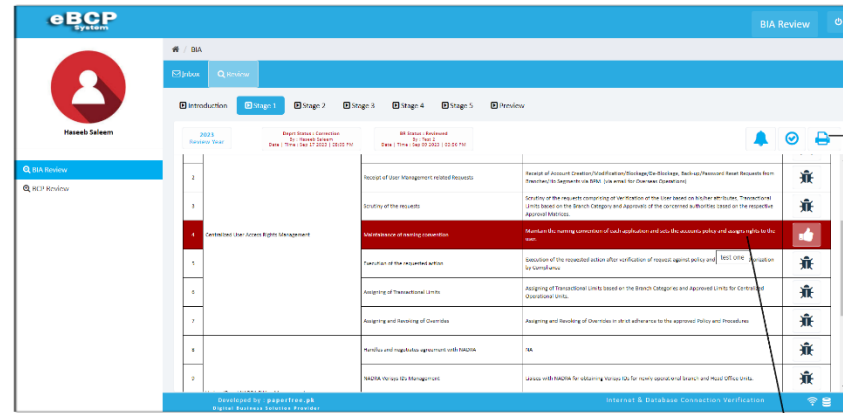
Write correction msg in the box

Click on add msg button to save the msg

Step # 05

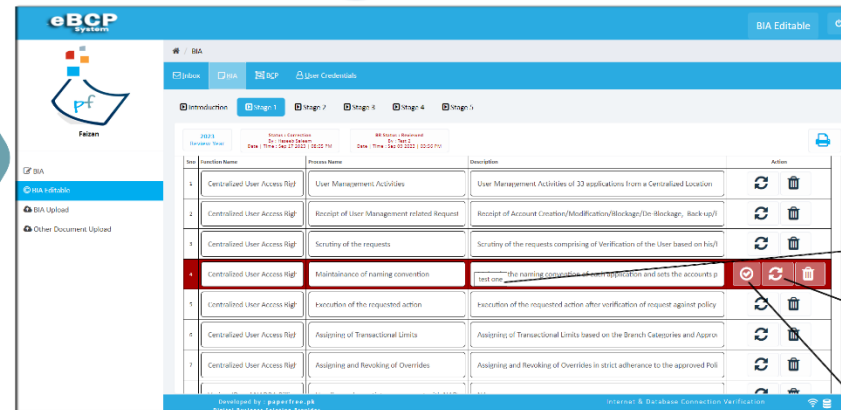
BIA & BCP Review and Approval

Department Coordinator
Reviewer
Approval



Print & PDF

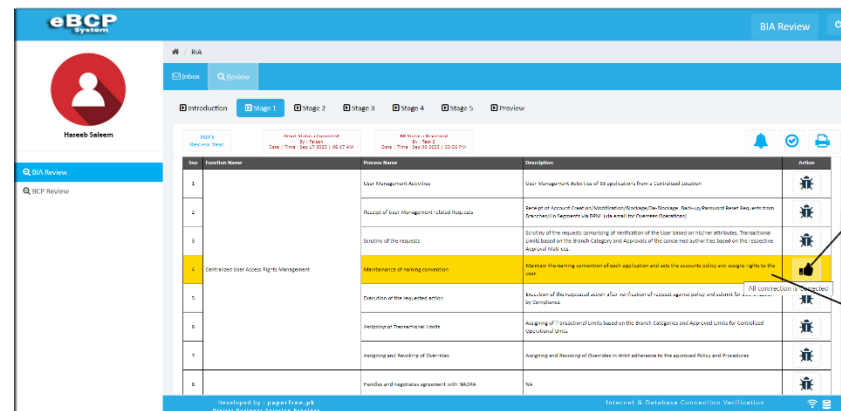
Row shall be highlighted Red color means need to correction on this row



Mouse over red color correction msg shall be display

Click the update button

Click for corrected



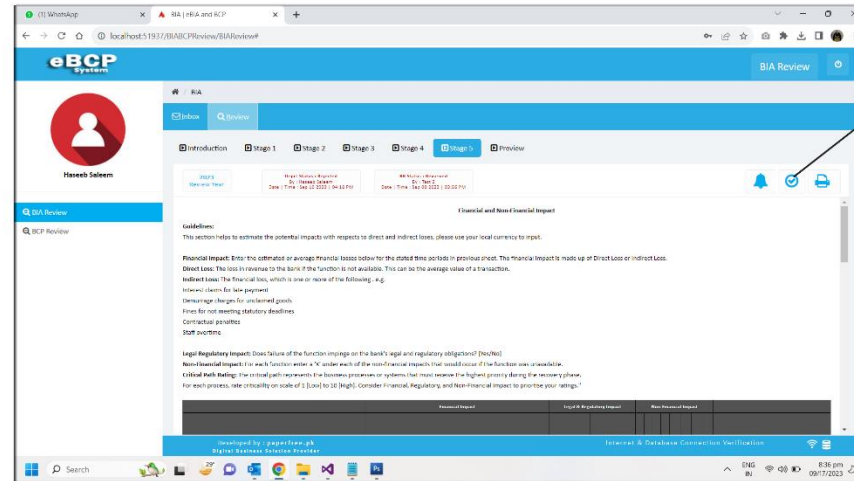
Click all correction has been done

Yellow color means correction has done

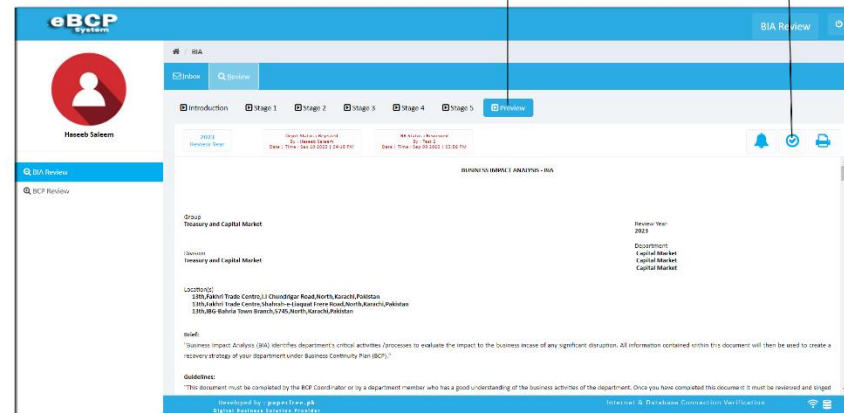
Step # 05

BIA & BCP Review and Approval

Department Coordinator
Reviewer
Approval



After stage 5 review document automate sent to 2nd review, approver or final approver



Preview all stages

Review all stages after all review document automate sent to 2nd review, approver or final approver

Step # 05

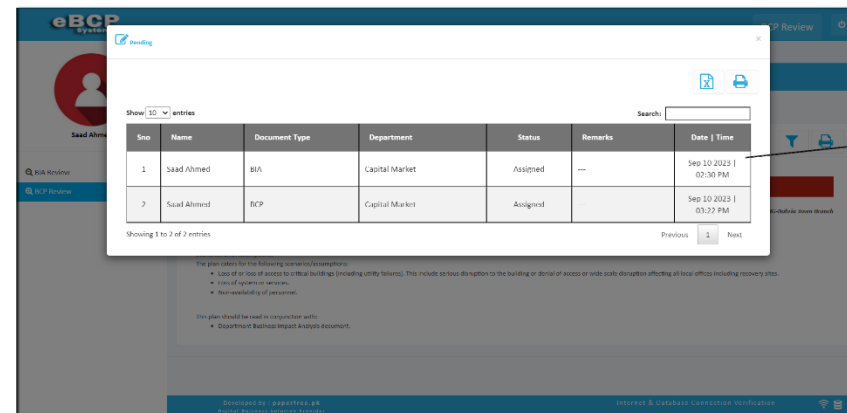
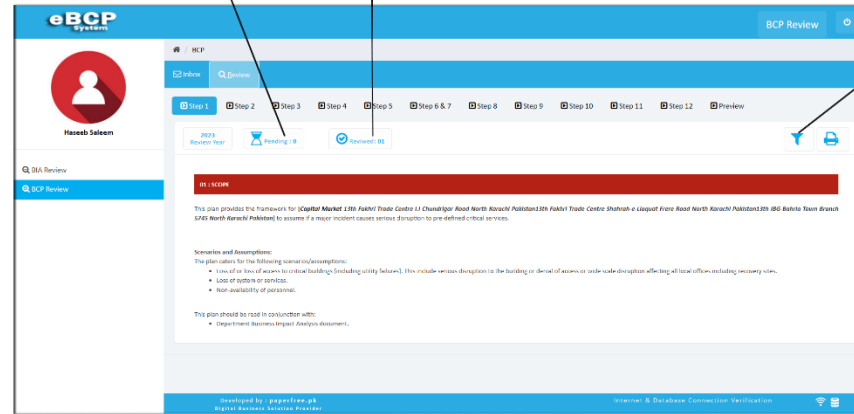
BIA & BCP Review and Approval

Department Coordinator
Reviewer
Approval

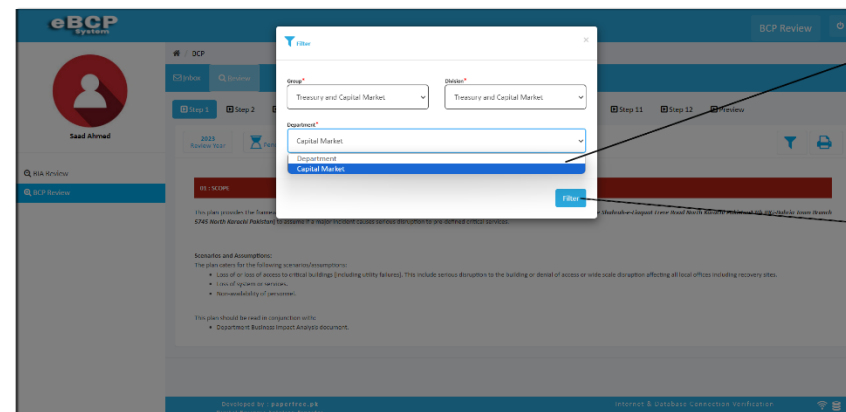
Total Number document in queue,click for detail

Total Number document reviewed, click for detail

Click for check the document queue



Document queue list



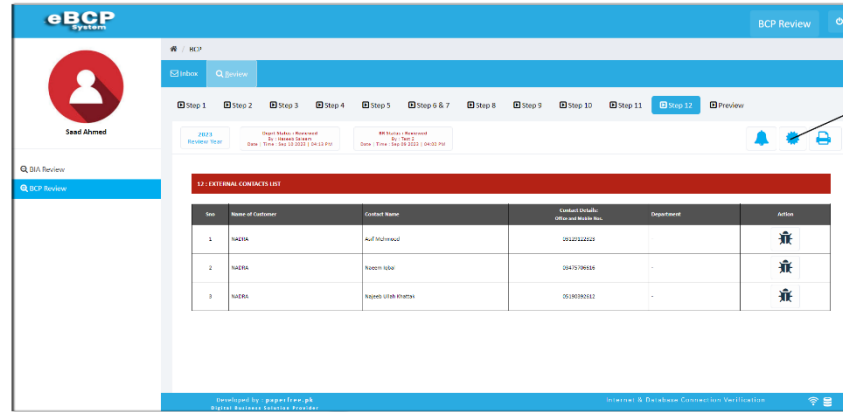
Assigning document in queue when document has been reviewed department shall be eliminated.

Click for filter and get the document

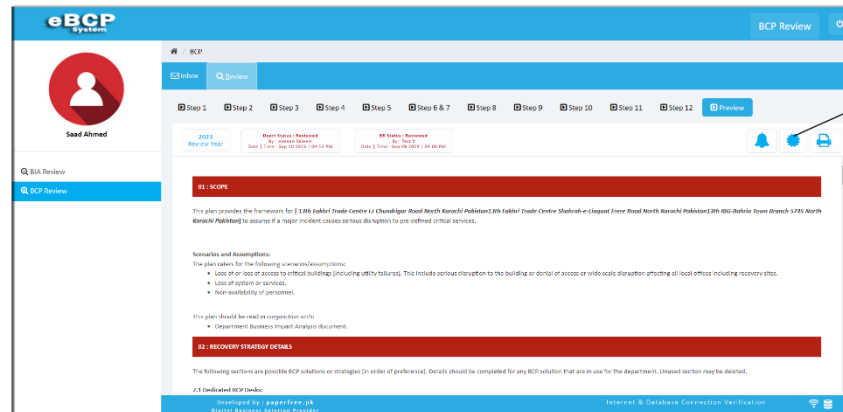
Step # 05

BIA & BCP Review and Approval

Department Coordinator
Reviewer
Approval



Click for approval after step 12 approval document automate sent to queue approver or final approver

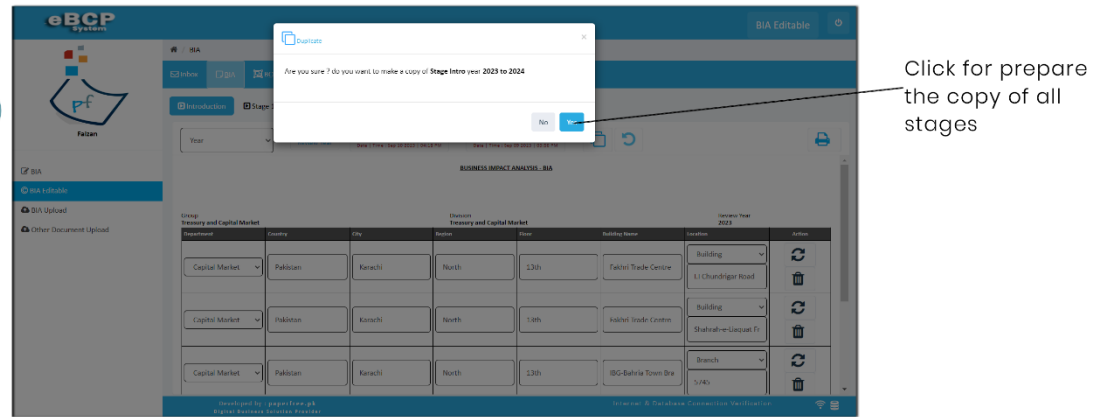
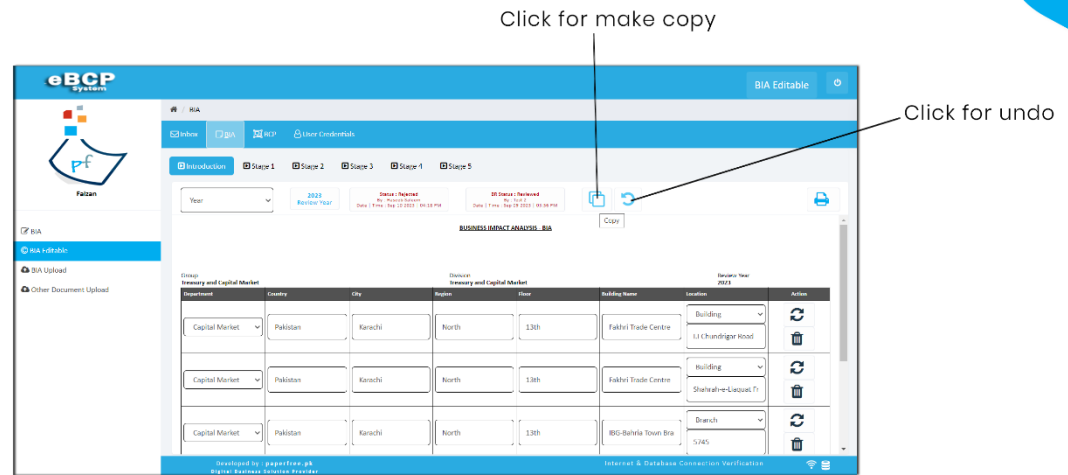


Click for approval after all step approval document automate sent to queue approver or final approver

Step # 06

Make Copy BIA & BCP

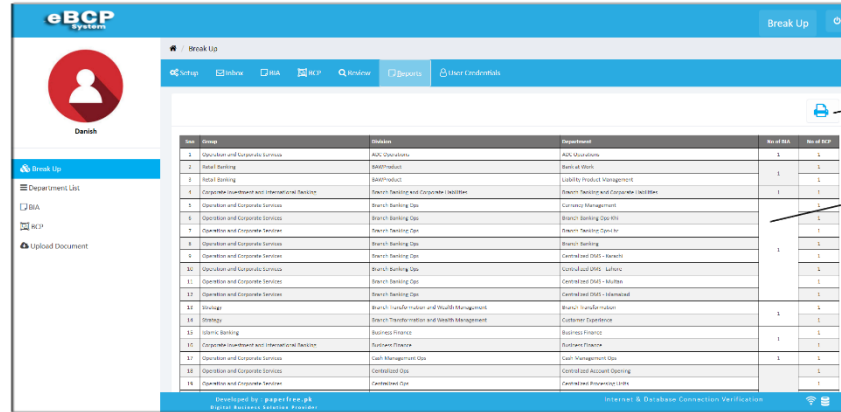
Department Coordinator



Step # 07

Reports

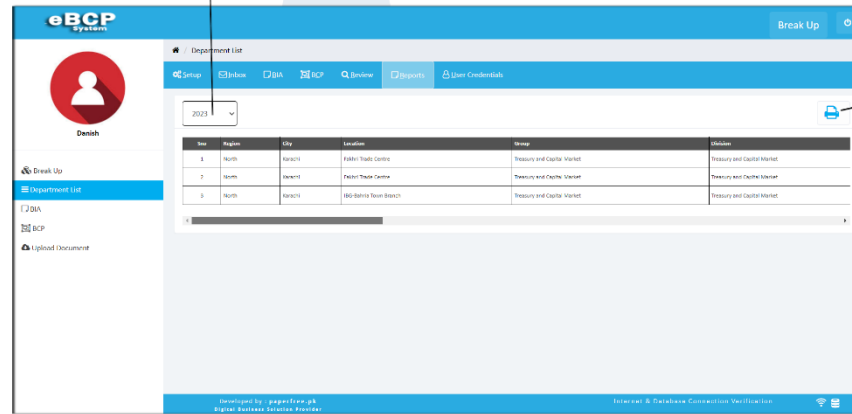
BR Team



Print & PDF

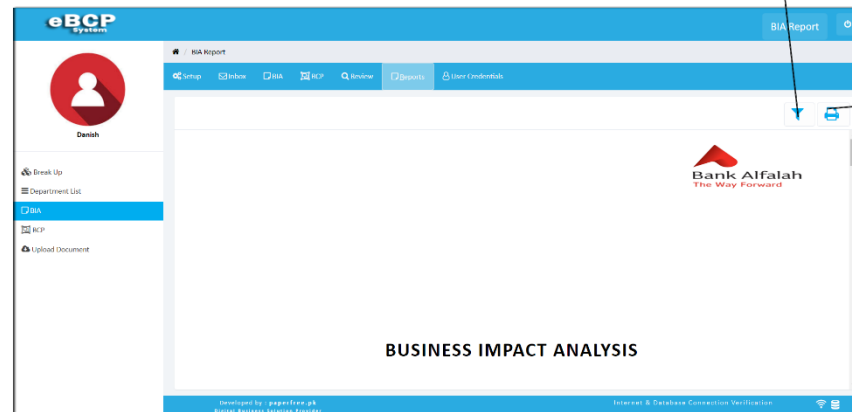
Automate margin

Select year



Print & PDF

Filter by Group, Division and Department



Print & PDF

Step # 07

Reports

BR Team

