

# **LEAD LEARN UNIVERSITY**

## **Web-based security application system for Student Claim submission and process management System**

### **User guide**

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As user guide this document is provided how manage new web based claim submission and management process. Some impact are must gathered yourself in the system. Some issues will generate according to you access the system.

## 1. About Lean learn web based application

Student Claim submission and process management System is new web based security application. Mainly here process the student claim submission system and verification of all submission. Such as all processes are manage by modern technologies and methodologies. Thus claim upload, view own upload claim, edit claim system, login system, view reports ect... control by high security system, allowed for accurate data such as all unauthorized access are block from high checking system. Easy to use, user friendly and support for all flat form

## 2. Home page

Before load the welcome page.

home page you can see

Welcome To University of - Lead Learn



Figure 1 : welcome page

After click on welcome area you can visit home page. That controls the all between pages. Student login, staff login, about us, contact us are including.

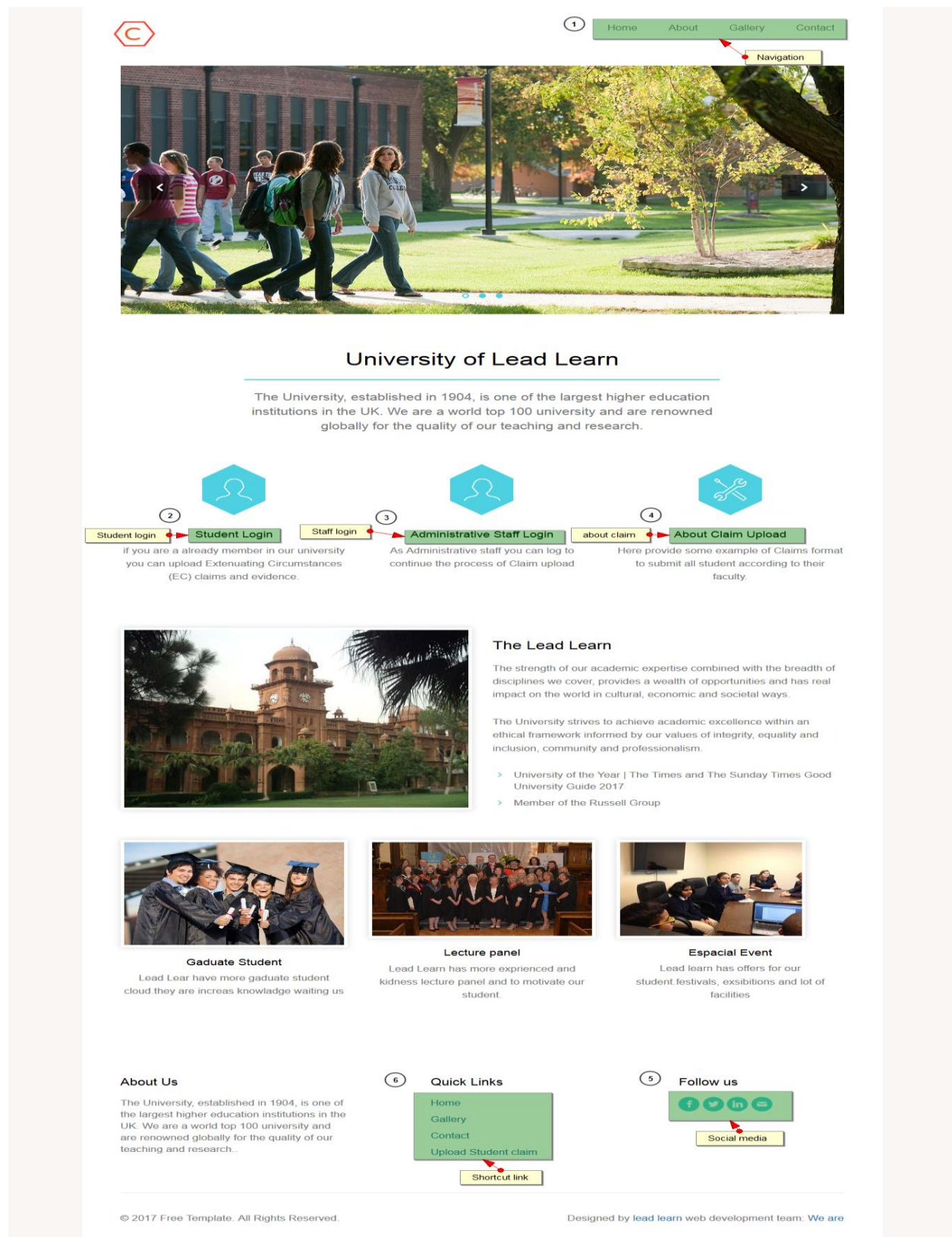


Figure 2 : Home Page

Click on gallery area you can visit gallery page. In here include student even images and claim submission format.

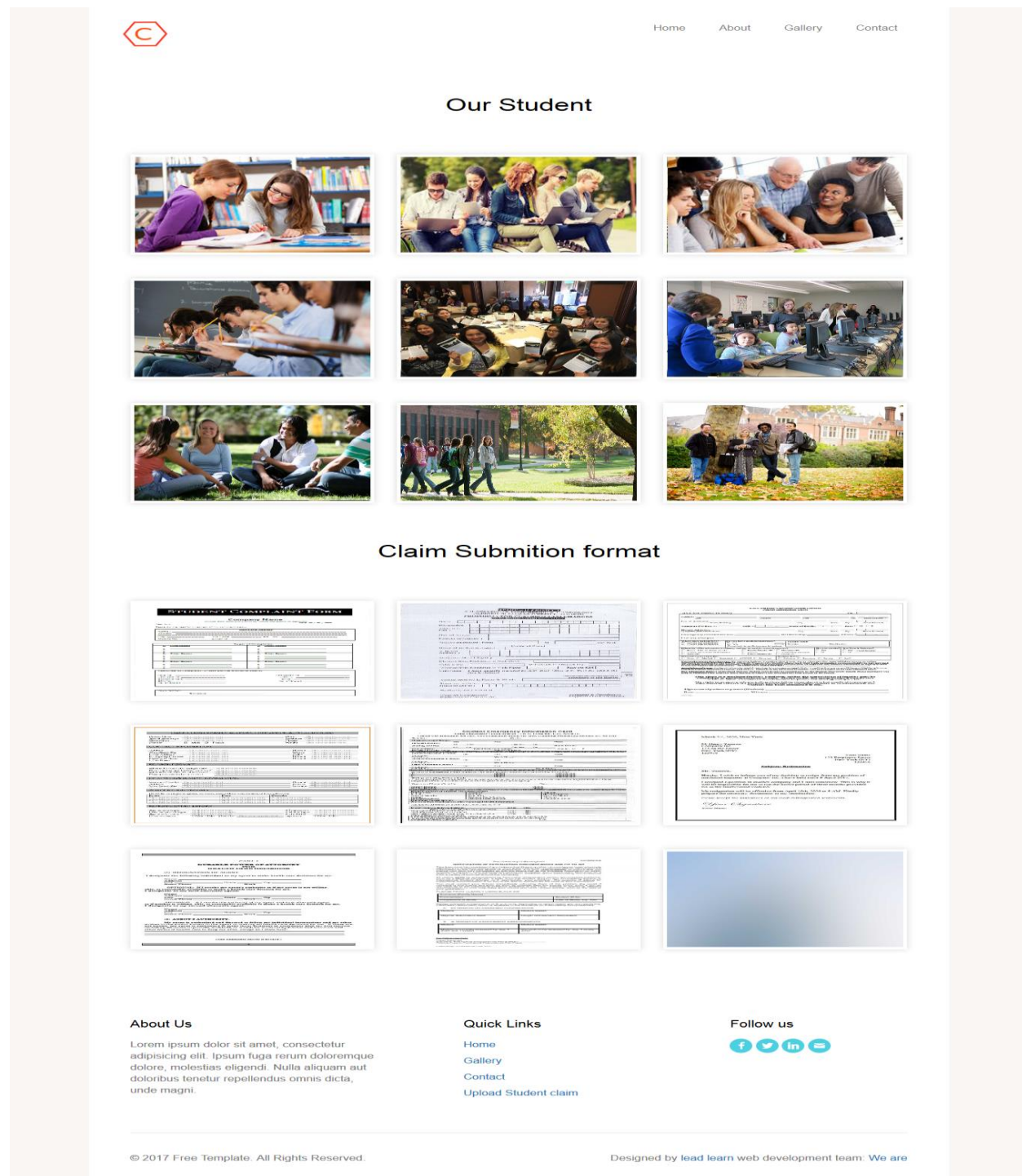


Figure 3 : Gallery page

### 3. Student login and submission of claim process

Student is main part of the system. Who can submit claims, view own claim submission in web system. Before manage the system by student who must confirm the identification of system access from user name and password. Below guide how act student role in the system.

#### 3.1. Login

To login system as student you must provide your own user name and password such as NIC Number correctly.

#### Login and Registration - CLAIM Submission

The screenshot shows a web form titled "Log in" with the following elements and numbered steps:

- 1. Points to the "NIC Number" label above the first input field.
- 2. Points to the "Your Username" label above the second input field.
- 3. Points to the "Your Password" label above the third input field.
- 4. Points to the "Login" button.
- 5. Points to the "REGISTER - Sign Up" button.

The form includes a "Keep me logged in" checkbox and a "Not a member yet ?" link.

Figure 4 : Login page

1. Correct username
2. Correct User Name
3. Correct password
4. Click on login button
5. Register link

After login to system will load profile page.

## University of Lead Learn

The University, established in 1904, is one of the largest higher education institutions in the UK. We are a world top 100 university and are renowned globally for the quality of our teaching and research.

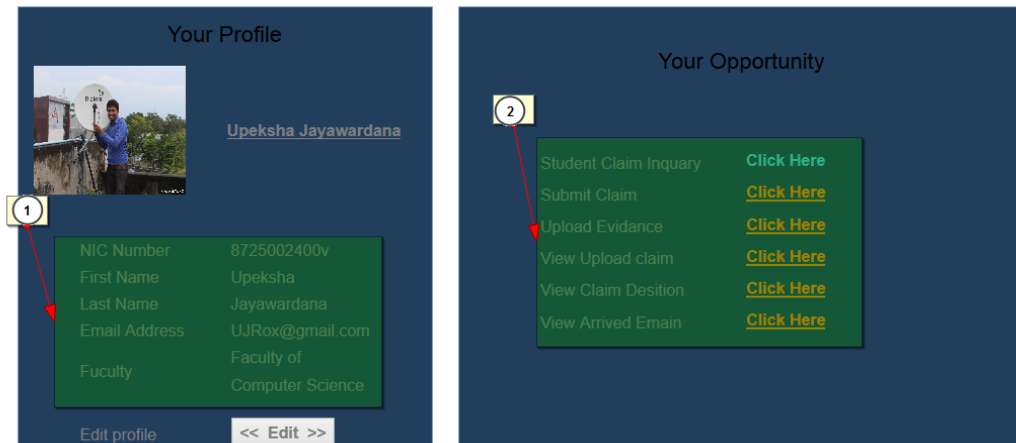


Figure 5 : Profile page

1. Profile detail
2. Student functionalities

### 3.2. Claim inquiry

As student you can get idea about claim submission report format visiting this page. Short descriptions are included to guide about claim. you can visit this page click on Claim inquiry area.





## University of Lead Learn

The University, established in 1904, is one of the largest higher education institutions in the UK. We are a world top 100 university and are renowned globally for the quality of our teaching and research.



Upeksha Jayawardana

Faculty Name - Faculty of Computer Science

Faculty Name - Section A

### About Claim submission

As a Student Health Plan (SHP) member, when you receive care at Gannett Health Services or another Aetna-participating provider, any claims that need to be submitted for reimbursement will be submitted directly to Aetna for you.

When a claim is submitted on your behalf, you will receive an Explanation of Benefits (EOB) in the mail after your visit that explains what your provider charged and what was covered under SHP. If you have any questions about your EOB, please contact the office of Student Health Benefits.

### Using the website you can:

- Submit your health claims for yourself and other members of your family who are covered by your plan
- Check the progress of claims
- Access your insurance plan information
- View and update your details

### Special Note:

If you wish to claim for several treatments for the same condition and the same claimant, there is no need to enter the whole claim for each treatment you can simply add additional treatments to the same claim by choosing the add treatment option.

Once you have entered all of the treatment information you will need to upload scanned copies of your receipts to support the claim for that treatment. In order to upload the copies of your receipts click on the + next to the treatment entry. Next click on "Add files" and find the scanned copy of your document, then click "Upload" and wait for the document to arrive in the treatment box. You may add here as many documents as you have for your claim submission. Clicking on the Bin will remove the document.

## Claim Submission format

### About Us

Lorem ipsum dolor sit amet, consectetur adipiscing elit. Ipsum fuga rerum doloremque dolor, molestias eligendi. Nulla aliquam aut doloribus tenetur repellendus omnis dicta, unde magni.

### Quick Links

[Profile](#)  
[Logout](#)

### Follow us



Figure 6 : Student inquiry page

### 3.3. Upload claim

As student you can submit you claim accessing this page. In the page you must agree to all condition which they ask before upload a claim. Example claim submission report format, size.

The screenshot shows a web form titled 'Submit Claim' on a dark blue background. The form has three input fields: 'NIC Number' with the value '8725002400v', 'Faculty Id' with the value 'SE001', and an empty 'Description' field. Below these is a section titled 'Upload your article' with a 'Browse...' button. To the right of the 'Browse...' button is a message 'No file selected.' with a small '3' in a circle. Below the 'Browse...' button is a '<< Submit Article >>' button. Below the 'Browse...' button is a section titled 'Upload images' with a '4' in a circle. Below the 'Upload images' section is a table with the following rows: 'File is an image -', 'Target file', 'File size', 'Image File Type', 'Image Upload result', and 'Upload Result'. The 'Target file' row shows 'Interface designing.pdf'. The 'File size' row shows '591151kb'. The 'Image File Type' row shows 'doc, pdf & docx files are allowed'. The 'Image Upload result' row shows 'The file Interface designing.pdf has been uploaded.' with a '5' in a circle. The 'Upload Result' row shows 'View your upload Article'.

Figure 7 : Claim submission page

1. Request for NIC number, Faculty and short description.
2. Browse you claim
3. Submit your uploaded claim
4. Conditions for upload
5. View you uploaded claim

### 3.4. View own claim

Using this page you can view you own uploaded claim since you registered in university.



Submit Claim

1	Claim Submit Id	Descripton	Submit Date
	<a href="#">img2017/03/2</a>	Education leave Claim	2017-03-24
	<a href="#">img2017/03/24CHC Guide for Teachers TEs.pdf</a>	Was Accident	2017-03-24
	<a href="#">img2017/03/24plaintiff 1.docx</a>	Medical Claim Submission	2017-03-24
	<a href="#">img2017/03/24U new.docx</a>	Education leave Claim	2017-03-24
	<a href="#">img2017/03/24Weerawansa V. The Attorney ...pdf</a>	Medical Claim Submission	2017-03-24
	<a href="#">img2017/03/29Interface designing.pdf</a>		2017-03-29

Figure 8 : view Claim page

1. To view your own submission of claim click on the claim submission id area. After that will load claim on you monitor.

## 2. Faculty coordinator functionality

As faculty coordinator you can process the download submission claim, edit claim and view report. In here login function provide the web security to identify the faculty coordinator as authorized person.

### 2.1. Login

#### Login and Registration - CLAIM Submission

The screenshot shows a login form titled "Log in" with the following fields and annotations:

- 1. Points to the "NIC Number" label.
- 2. Points to the "Your Username" label.
- 3. Points to the "Your Password" label.
- 4. Points to the "Login" button.

The form contains the following text and elements:

- NIC Number: N ECC023
- Your Username: u LEAD123
- Your Password: p .....
- ☐ Keep me logged in
- Not a member yet ? [REGISTER - Sign Up](#)

Figure 9 : Coordinator login page

3. Request for registration id
4. Request to correct user name
5. Request to password
6. Click to access coordinator page

Then load coordinator page. Here you can increase the process of claim submission of student.

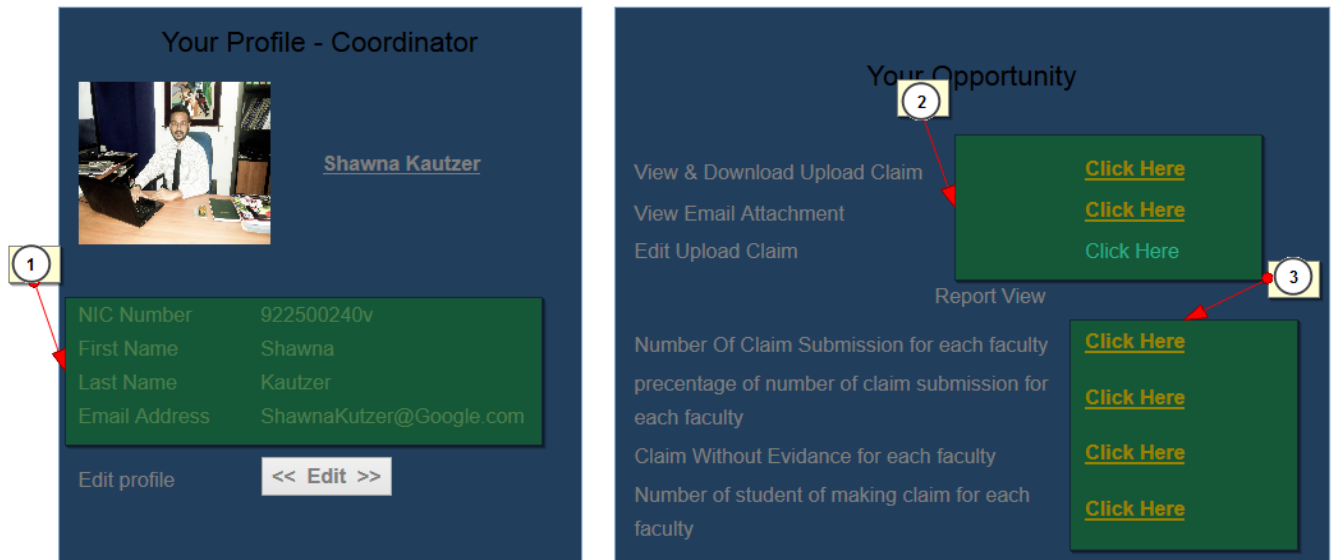


Figure 10 : Coordinator page

1. Profile details
2. Increase process of the claim submission
3. View report option

### 6.1. Download submitted claim

Download submitted claim describe the all faculty student submission claims. Those claims are displayed according to you faculty registration. No another viewing of another faculty claim submission to you.

## Submit Claim

>>> if you need to download any claim submission click on the claim submission id <<<  
>>>such as if you need to send email for any student click on the email address <<<

Student Name	Email Address	Claim Submit Id	Description	Submit Date	View Evidence
Upeksha Jayawardana	<a href="mailto:UJRox@gmail.com">UJRox@gmail.com</a>	<a href="#">img2017/03/24plaintiff 1.docx</a>	Medical Claim Submission	2017-03-24	<a href="#">Edit</a>
Upeksha Jayawardana	<a href="mailto:UJRox@gmail.com">UJRox@gmail.com</a>	<a href="#">img2017/03/24Weerawansa V. The Attorney ... pdf</a>	Medical Claim Submission	2017-03-24	<a href="#">Edit</a>

Figure 11 : edit claim page

1. Send email attachment and decision for student submission (click link area)
2. To download claim submission (click link area)
3. To view and edit evidence and claim submission. (click link area)

### 6.1.1. Email attachment

Here you can give a decision of claim submission for selected student.

### Send Email -Claim Submission

## Email Attachment

1

NICNumber  
N 8725002400v

2

Email Address  
p UJRox@gmail.com

3

Claim Id  
p img2017/03/24plaintiff 1.docx

4

Content  
p Verify

Submit

Figure 12 : send email page

## 6.2. View report

You can see the exception and static report in report view. Under this can view Number Of Claim Submission for each faculty, percentage of number of claim submission for each faculty, Claim without Evidence for each faculty, Number of student of making claim for each faculty. Here provide meaningful data.

Firstly you must click area of link which you want to view.

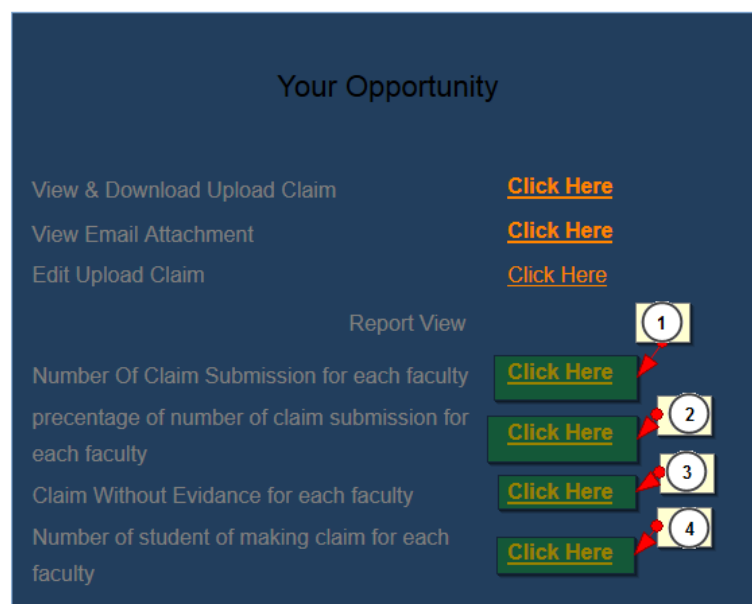


Figure 13 : Coordinator page

1. To view number of claim submission for each faculty

## NUMBER OF CLAIMS WITHIN EACH FACULTY FOR EACH ACEDAMIC YEAR



Faculty name	Section	Start Date	End Dte	ecc id
Faculty of Computer Science	Section A	2017-01-09	2017-12-10	4
Software Engineering	Section A	2016-08-09	2017-08-10	4

Figure 14 : number of claim submission for each faculty report

### 2. percentage of number of claim submission for each faculty

## NUMBER OF CLAIMS WITHIN EACH FACULTY FOR EACH ACEDAMIC YEAR



Faculty name	Section	Start Date	End Dte	ecc id
Faculty of Computer Science	Section A	2017-01-09	2017-12-10	50.00 %
Software Engineering	Section A	2016-08-09	2017-08-10	50.00 %

Faculty of Computer Science - : 37.50%
Software Engineering - : 37.50%

Figure 15 : percentage of number of claim submission for each faculty



3. Claim without Evidence for each faculty

## CLAIMS WITHOUT UPLOADED EVIDENCE



Faculty name	Section	Faculty Start Date	Faculty End Date	without evidence
Faculty of Computer Science	Section A	2017-01-09	2017-12-10	28
Software Engineering	Section A	2016-08-09	2017-08-10	28

Figure 16 : Claim without Evidence for each faculty page

4. Number of student of making claim for each faculty

## NUMBER OF STUDENTS MAKING A CLAIM WITHIN EACH FACULTY FOR EACH ACADEMIC YEAR.



Faculty name	Section	Start Date	End Date	Count of student
Faculty of Computer Science	Section A	2017-01-09	2017-12-10	8
Software Engineering	Section A	2016-08-09	2017-08-10	8

Figure 17 : Number of student of making claim for each faculty page

## 5. Administrator functionality

As administrator you can edit and process of all functionality. Under this login, edit faculty and academic year, Edit student access control system are available and report view. Here as administrator you confirm your authorization using login form.

### 5.1. Login

#### Login and Registration - CLAIM Submission

The screenshot shows a 'Log in' form titled 'Log in' in a large blue font. The form has three input fields: 'NIC Number' with a green box containing 'N ECC023', 'Your Username' with a green box containing 'u LEAD123', and 'Your Password' with a green box containing 'p .....'. Below the password field is a checkbox labeled 'Keep me logged in'. A green 'Login' button is positioned to the right of the password field. At the bottom, there is a link 'Not a member yet ? REGISTER - Sign Up'. Four numbered yellow boxes with red arrows indicate the following steps: 1. Points to the NIC Number field. 2. Points to the Your Username field. 3. Points to the Your Password field. 4. Points to the Login button.

Figure 18 : Administrator login page

1. Request for registration id
2. Request to correct user name
3. Request to password
4. Click to access coordinator page

Then will load administrator profile page. in here has provided your role which do in system.

## 5.2. Edit faculty and academic year



Figure 19 : Administrator page

1. Increase process of the claim submission
2. View report option
3. Profile details

## 5.3. Control process of admin



Figure 20 : process of administrator

## 1. Create a schedule

This page use to add a schedule according to claim submission.

### Create shedule - CLAIM Submission

The screenshot shows a web form titled "Shedule" (sic) for creating a schedule. The form contains several input fields, each with a green dropdown menu. Numbered annotations (1-6) point to specific elements:

- 1: Points to the "Sedule Id" label.
- 2: Points to the "Claim Submission Id" label.
- 3: Points to the "Start Date" label.
- 4: Points to the "End Date" label.
- 5: Points to the "Claim type" label.
- 6: Points to the "Login" button.

The form fields are as follows:

- Sedule Id: S sh0006
- Claim Submission Id: u CI0009
- Start Date: p 2017-03-30
- End Date: p 2017-12-30
- Claim type: p Medical claim

Below the form fields, there is a checkbox labeled "Keep me logged in" and a "Login" button. At the bottom of the form, there is a link "go to administrator page ?" with a "click here" button.

Figure 21 : Create schedule page

- 1 Request to a schedule id
- 2 request to a claim submission id
- 3 request to start date
- 4 request End date
- 5 to add new record

## 2. Edit schedule

After you added new schedule. Any way you want to edit schedule. Then use this page to edit or delete schedule.

### UPDATE SCHEDULES



Shedule Id	Claim Id	Start Date	End Date	Current State	Shedule type	Edit
SH00001	CLAIM00001	2017-01-01	2017-02-02	Available	Good Managmet	<a href="#">Edit</a>
SH00002	CLAIM00002	0000-00-00	2017-03-03	Available	All are acheved	<a href="#">Edit</a>
SH00005	CLAIM00007	2017-01-23	2017-04-04	Available	Bussiness	<a href="#">Edit</a>
SH00007	CLAIM00005	2017-03-21	2017-03-30	Available	Languages Submission	<a href="#">Edit</a>
wwwwwwww	wwwwwwww	1111-11-11	0000-00-00	Available	dddddd	<a href="#">Edit</a>
ssssssss	wwwwwwww	1111-11-11	0000-00-00	Available	dddddd	<a href="#">Edit</a>
ddddddddd	wwwwwwww	1111-11-11	0000-00-00	Available	dddddd	<a href="#">Edit</a>
fffffftt	wwwwwwww	1111-11-11	0000-00-00	Available	dddddd	<a href="#">Edit</a>
ccvvvvvvvv	wwwwwwww	1111-11-11	0000-00-00	Available	dddddd	<a href="#">Edit</a>
cccvvvve	ccvxxzz	2017-12-12	2017-12-12	Available	dddd	<a href="#">Edit</a>
SH000022	CLAIM00002	0000-00-00	0000-00-00	Available		<a href="#">Edit</a>

To view Closed Shedule List

[Go Forward](#)

[Go to Admin Home page](#)

Figure 22 : view schedule page

1. To edit schedule
2. To view closed schedule date
3. Go to home page

After clicked on edit button load below page on your monitor.

## Edit shedule - Managment of Claim

The screenshot shows a web form titled "Shedule" (sic) for editing a claim schedule. The form contains several input fields, each with a green dropdown menu showing a selected value. A red arrow points from a numbered yellow circle to each field. The fields and their values are: 1. Schedule Id: S SH00001; 2. Claim Submission Id: u CLAIM00001; 3. Start Date: p 2017-01-01; 4. End Date: p 2017-02-02; 5. Claim type: p Medical Claim; 6. Current State: p Good. Below these fields is a checkbox labeled "Keep me logged In" which is unchecked. To the right of the checkbox are two green buttons: "Update" (annotated with 7) and "Delete" (annotated with 8). At the bottom of the form is a link "go to administrator page ?" with a red arrow pointing to a green button labeled "click here" (annotated with 9).

Annotation	Field	Value
1	Schedule Id	S SH00001
2	Claim Submission Id	u CLAIM00001
3	Start Date	p 2017-01-01
4	End Date	p 2017-02-02
5	Claim type	p Medical Claim
6	Current State	p Good
7	Update Button	Update
8	Delete Button	Delete
9	Go to administrator page ?	click here

Figure 23 : Edit schedule page

1. Request to Schedule id
2. Request to claim submission id
3. Request to start date
4. Request to end date
5. Request to claim type
6. Request to current state
7. To update record
8. To delete record
9. To go administrator

Especially you click on go forward button can be loaded closed schedule. Then you can delete selected record from system.



## CLOSED SHEDULES LIST



Schedule Id	Claim Id	Start Date	End Date	Current State	Schedule type	Edit	1
SH00003	CLAIM00001	2016-10-10	2017-01-10	Closed	Low entrance	To Delete	
SH00004	CLAIM00006	2017-01-02	2017-01-30	closed	No Submission	To Delete	
SH00006	CLAIM00004	2017-01-01	2017-01-29	Closed	English submission	To Delete	

2

Cancel

Figure 24 : closed schedule list view page

### 3. To Add faculty

This page describes the how to add new faculty for the system.

## Register New Faculty -University System

### New faculty

1 Faculty Id  
S fac007

2 Add Faculty Coordinator  
u ECC012  
Serch available Faculty coordinator [Search](#)

3 Name  
p Software engineering

4 Section  
p Section A

☐ Keep me logged in

5 Submit

go to administrator page ? [click here](#)

Figure 25 : add faculty page

1. Request to faculty id
2. Request to add faculty coordinator
3. Request to faculty name
4. Request to section
5. To confirm record added

#### 4. To edit faculty

After you added new faculty you will need to update any faculty details which you selected. This page will guide to you how to update any record using this page.

### View Faculty Details



Faculty Id	Coordinator Id	Faculty Name	Section	
SE001	SE0012016	Software Engineering	Section A	<a href="#">Edit</a>
NE001	SE0012016	Network Engineering	Section A	<a href="#">Edit</a>
DipE001	AY003221	Diploma In English	Section B	<a href="#">Edit</a>
DipE001	SE0012016	Diploma In English	Section C	<a href="#">Edit</a>
DipNet006	AY003333	Diploma In network	Section D	<a href="#">Edit</a>
FOM001	AY003019	faculty of Medicine	Section A	<a href="#">Edit</a>
FOMTH010	AY003019	Faculty of Mathematic	Section C	<a href="#">Edit</a>
SE001	SE002017	Faculty of Computer Science	Section A	<a href="#">Edit</a>
	ECC023			<a href="#">Edit</a>
vvvvvvvv	ECC012	vvv	vv	<a href="#">Edit</a>

1

[To view Closed Shedule List](#)

[Go Forward](#)

[Go to Admin Home page](#)

Figure 26 : view faculty page

1. Click to edit button to load edit page

After you clicked on edit button below page appear on your screen.

## Edit shedule - Edit faculty Details

The screenshot shows a web form titled "Faculty Details" with the following elements:

- 1**: Faculty Id input field containing "S SE001".
- 2**: Faculty Coordinator Id input field containing "u SE001".
- 3**: Name input field containing "p Software Engineering".
- 4**: Section input field containing "p Section A".
- ☐ Keep me logged in
- 5**: Update button.
- 6**: Delete button.
- Footer: go to administrator page ? [click here](#)

Figure 27 : faculty edit page

1. Request to faculty id
2. Request to faculty coordinator id
3. Request to faculty name
4. Request to section of faculty