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USA Corporate Office

4014 Gunn Highway, Suite 248

Tampa, FL 33618, USA

Phone: (813) 490-4260

Email: sales@shieldwatch.com

www.shieldwatch.com

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USER MANUAL – ADVANCED MICRO SYSTEMS

India Development Center  
Merlin Infinite, Office #609, 6th Floor,

DN 51, Sector - V, Salt Lake City,

Kolkata - 700 091, West Bengal, India

Phone: (813) 200-7229

Email: marketing@shieldwatch.com

**Table of Contents**

[1 INTRODUCTION 3](#_Toc470026442)

[1.1 DOCUMENT INFORMATION 3](#_Toc470026443)

[2 HOW TO REACH THE WEB APPLICATION 3](#_Toc470026444)

[3 OPERATIONAL DESCRIPTION 3](#_Toc470026445)

[3.1 ADMIN PANEL LOGIN PROCESS 3](#_Toc470026446)

[3.2 BATCH INFORMATION 6](#_Toc470026447)

[3.3 DOWNLOADED ASCII FILE 8](#_Toc470026448)

# INTRODUCTION

The Admin Manual documentation for Advanced Micro Systems can be presented systematically by a discussion on each of the various technical aspects incorporated into the system. The system is discussed in details below with modules as implemented.

## DOCUMENT INFORMATION

|  |  |  |  |
| --- | --- | --- | --- |
| **Date** | **Document Prepared By** | **Document Revised By** | **Document Version** |
| 12/20/2016 | Payel Mukherjee | Kausik Sarkar | 1.0 |

# HOW TO REACH THE WEB APPLICATION

The web application can be reached by entering the following URLs in the address bar of the browser. The Admin User will be able to login to the control panel using the admin panel credentials.

**Login Details:**

Admin URL: <http://stagingapi.spiceandtea.com/ams/web_master/>

User ID: sys\_admin

Password: $hld321#

WSDL-Generator: <http://stagingapi.spiceandtea.com/wsdl-generator/wsdl_server.php>

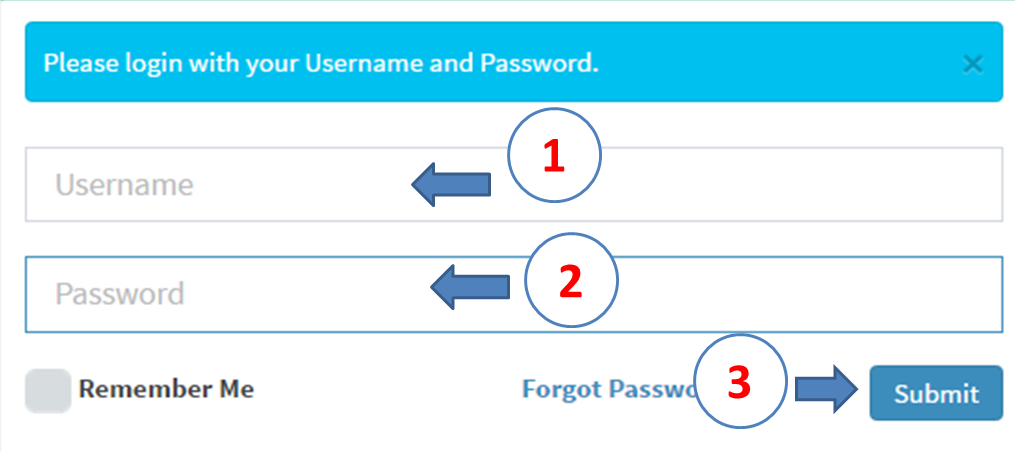
This is the Web Services Description Language (WSDL) generator system. The admin needs to use both the systems simultaneously.

# OPERATIONAL DESCRIPTION

## ADMIN PANEL LOGIN PROCESS

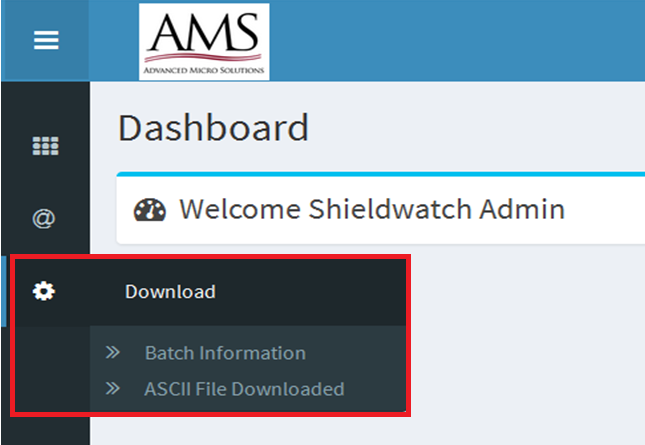
**Admin Panel Login:**

The web-app admin will be able to login to the admin panel using secure login credentials from the admin panel login page.



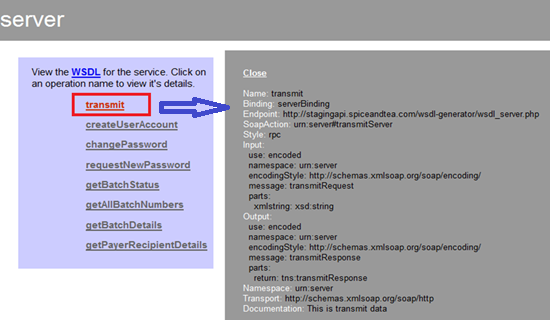
1. Enter the Username
2. Enter the password
3. Click on “**Submit**”

Once the admin logs-in, the Dashboard appears with the Menu Options listed on the left hand side.



In this manual, we shall discuss the two features under the “**Download**” section of the menu (highlighted in red).

Clicking on the WSDL-Generator link, the following page is displayed.



If the admin clicks on the “**Transmit**” function, the details populate as indicated on the right hand side of the image.

When the admin calls the “**Transmit**” function using the corresponding XML file, the data from the XML file is transferred to the database and is saved there. The **XML file** contains details of the **Company, Payer Information and Recipient Information**. There can be details of one or more than one Company, Payer or Recipient. A sample XML file has been demonstrated for your reference:

<?xml version="1.0" encoding="UTF-8"?>

<item>

<userName>shieldwatch</userName>

<passWord>test123</passWord>

<dataProcessFor>1</dataProcessFor>

<Company FormType='1099A'>

<PayerInfo>

<TIN>56679988</TIN>

<Year>2015</Year>

<TypeOfTIN>4</TypeOfTIN>

<TransferAgentIndicator>0</TransferAgentIndicator>

<CompanyName>ABC Company</CompanyName>

<CompanyNameLine2>ABC Company</CompanyNameLine2>

<CompanyAddress>123 Some Street</CompanyAddress>

<City>Some City</City>

<State>ST</State>

<Zipcode>123445</Zipcode>

<Phone>8152264352</Phone>

</PayerInfo>

<Recipient id="11">

<PayeeTIN>374476543</PayeeTIN>

<PayeeTypeOfTIN>1</PayeeTypeOfTIN>

<PayeeName>RONALDO TRUEDOE</PayeeName>

<PayeeName2>RE</PayeeName2>

<PayeeAddr>111 S PALMTREE CT</PayeeAddr>

<PayeeCity>SOMECITY</PayeeCity>

<PayeeState>OK</PayeeState>

<PayeeZipcode>743451111</PayeeZipcode>

<Box1>452.67</Box1>

<Box2>125.51</Box2>

<AcctNumber>0245896005</AcctNumber>

<DateofAcquisition>2014-04-18</DateofAcquisition>

<BalOfPrincipal>12598.00</BalOfPrincipal>

<BorrowerLiabInd>false</BorrowerLiabInd>

<DescrOne>2009 TOYOTA HIGHLANDER</DescrOne>

</Recipient>

<Recipient id="22">

<PayeeTIN>387576982</PayeeTIN>

<PayeeTypeOfTIN>1</PayeeTypeOfTIN>

<PayeeName>ALLENO CAPSTONE</PayeeName>

<PayeeName2>AC</PayeeName2>

<PayeeAddr>222 W STONEWAY PL</PayeeAddr>

<PayeeCity>RIGHTHERE</PayeeCity>

<PayeeState>OK</PayeeState>

<PayeeZipcode>733452222</PayeeZipcode>

<Box1>4520.67</Box1>

<Box2>1250.51</Box2>

<AcctNumber>0245865998</AcctNumber>

<DateofAcquisition>2014-04-18</DateofAcquisition>

<BalOfPrincipal>12598.00</BalOfPrincipal>

<BorrowerLiabInd>false</BorrowerLiabInd>

<DescrOne>2009 TOYOTA HIGHLANDER</DescrOne>

</Recipient>

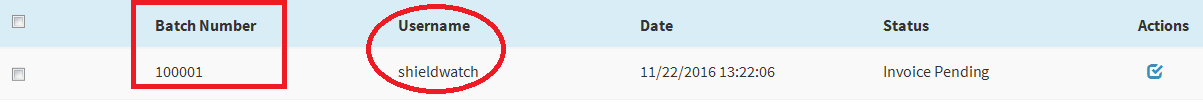
</Company>

</item>

Now, let’s discuss the two functions of the “**Download**” section in details.

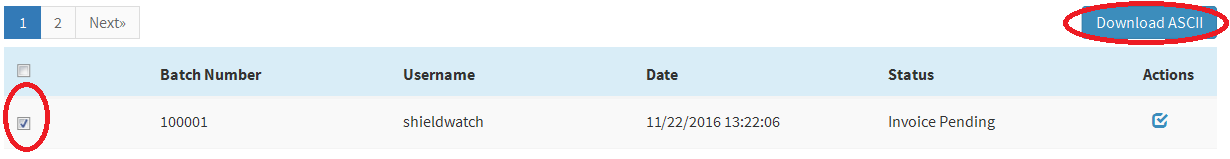
## BATCH INFORMATION

Clicking on the “**Batch Information**” option under the “**Download**” section of the menu brings up the following page, where the details of the companies are listed. The “**Batch Number**” corresponds to a particular company (which is mentioned as “**Username**”). The following image shows the “**Batch Number**” corresponding to a particular company.

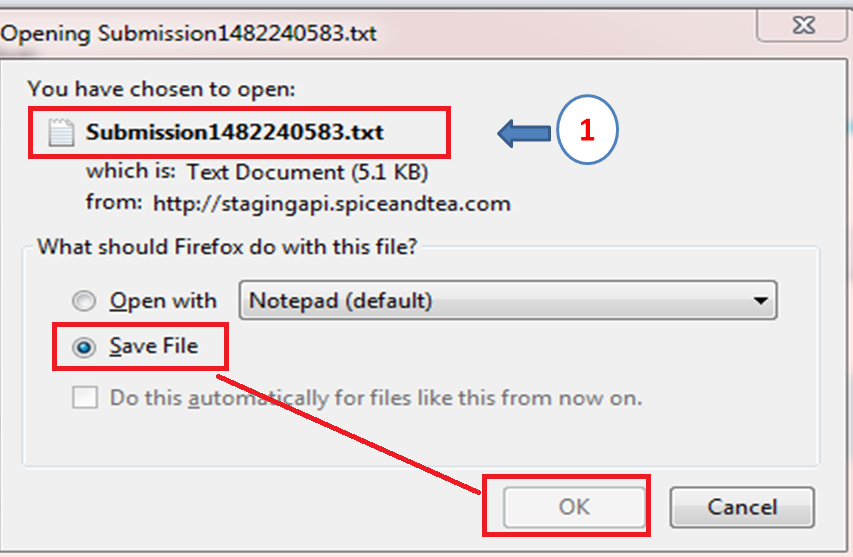


The information which is stored in the **XML file** has to be verified using the **ASCII file** through the **IRS Fire System**. In order to download the ASCII file corresponding

to a specific company, the admin first has to check the box beside the Batch Number and Name of the company and then click on “**Download ASCII**”. This is shown in the image below:



Once you click on “**Download ASCII**”, there is a pop-up to save the file. This is shown in the image below:

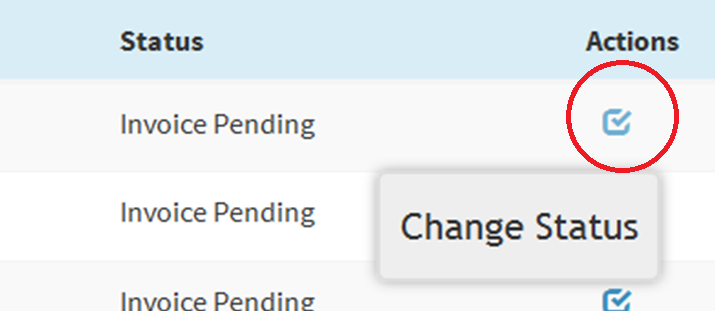


1. This is the **Name of the ASCII file** which has to be downloaded. It is a “**text**” file and the name consists of the “**Time Stamp**”.

Admin needs to select the option “**Save File**” and click on “**OK**”.

Once the file is downloaded, the admin can send it to the **IRS Fire System** for verification purpose.

The admin will be able to change the **Status of Payment** by clicking on the “**Change Status**” icon as shown below:



Clicking on this icon displays the following screen:

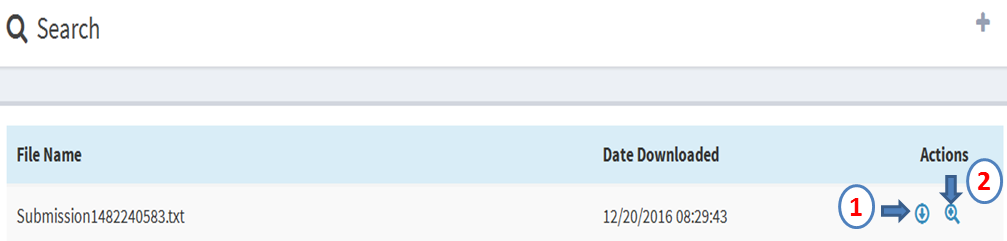


1. Admin needs to select the **Payment Status** from the dropdown list. The Status to be selected depends on the response received from the IRS Fire System post verification.
2. Admin can add any comment if required.
3. Click on “**Change Status**”.

**Please Note**: This is a manual process.

## DOWNLOADED ASCII FILE

Clicking on the “**ASCII File Downloaded**” option under the “**Download**” section of the menu populates the following page which lists all the ASCII files downloaded so far. Two actions can be performed from this screen. They have been described below:



1. “**DOWNLOAD ASCII**” – With the help of this icon, admin will be able to download the ASCII file corresponding to a particular company.
2. “**VIEW DETAILS**” – If the admin clicks on this icon, the details of the downloaded ASCII file will show up. This has been demonstrated in the image below:

