



USER MANUAL  
SELENIUM

# Index

Index .....	2
1 Login .....	3
2 Application Structure .....	4
3 New Payment .....	<b>Erro! Marcador não definido.</b>
4 Deposit Confirmation .....	6

# 1 Login

To be able to use the **Service Portal platform** , the user must be registered with the institution's AD . Access to the web application is via the following address: [10.1.13.180:8440](http://10.1.13.180:8440)

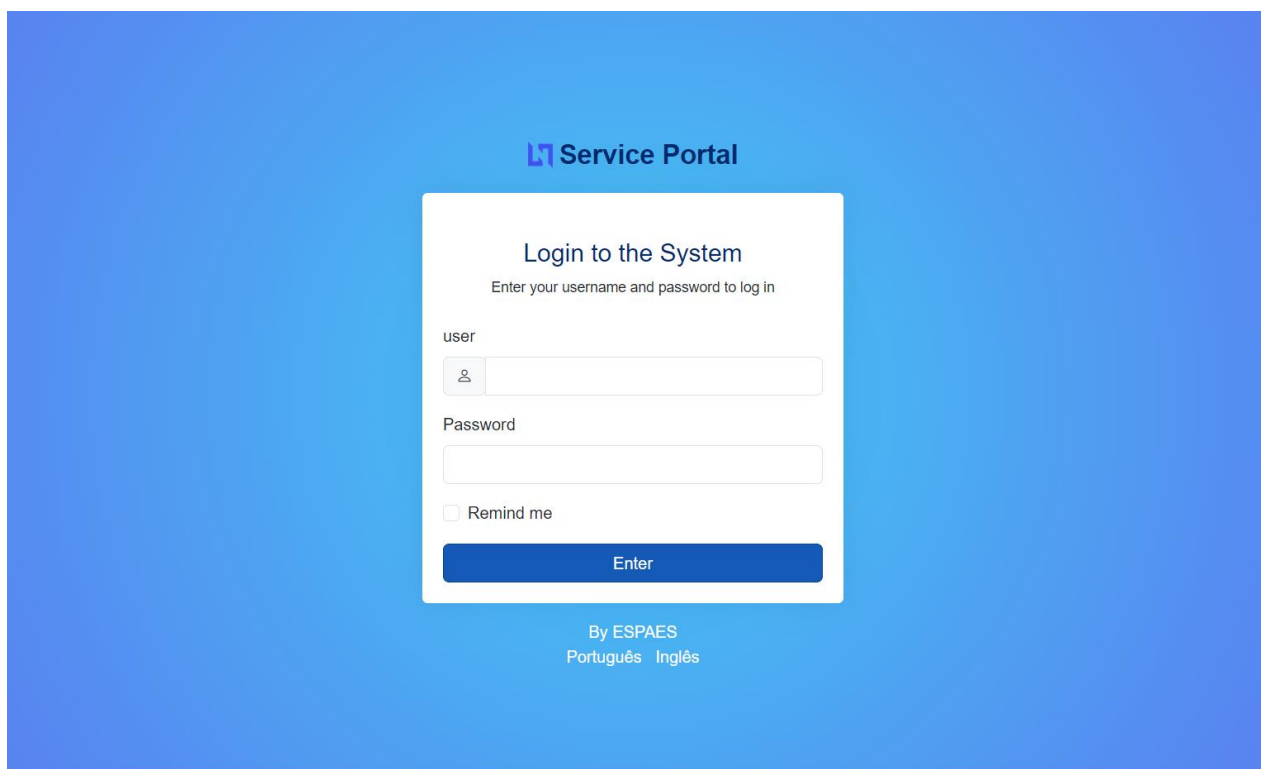


Figure 1 - Login Page

AD access credentials :

- Email
- Password

## 2 Application Structure

Structurally, the application is organized in order to simplify the visualization of information and make it easier for the user to perform tasks.

The page is divided into three main sections:

1. **Tab :**

Access to user-related information, the user manual, translation of the platform into other languages and logout of the application . This menu is located in the top bar of the page and is always visible to the user.

2. **Filter Panel :**

Panel with possible filter fields, which include date range, payment status, agent name, agent number and assistant name.

3. **Information Section:**

Place where you can start a new payment and where all information is presented. The statuses displayed in this section change depending on updates. It is also possible to view payment details, cancel operations in the started status or complete incomplete processes.

The screenshot displays the 'Service Portal' interface. At the top, there is a header bar with the 'Service Portal' logo, a tab indicator '1', and user information 'Domingos Francisco (Consultor)'. Below the header, a filter panel (labeled '2') contains input fields for 'Initial date' (10/11/2023), 'Final date' (dd/mm/aaaa), 'Status' (dropdown), 'Agent Name', 'Agent Number', and 'Assistant name', along with a 'Filter' button. The main section (labeled '3') is titled 'Payment History of the Day' and includes a 'New Payment' button. It contains a table with the following data:

Operation Number	Agent Number	Operation type	Amount	Status	Action
64	0030008287	Transfer	Akz 800.00	INFORMADO	Action
63	0030005165	Transfer	Akz 600.00	INFORMADO	Action
62	0030005165	Deposit	Akz 500.00	INICIADO	Action
61	0008018375	Deposit	Akz 300.00	INICIADO	Action
60	0008018375	Deposit	Akz 200.00	INICIADO	Action
59	0008018375	Deposit	Akz 100.00	INICIADO	Action

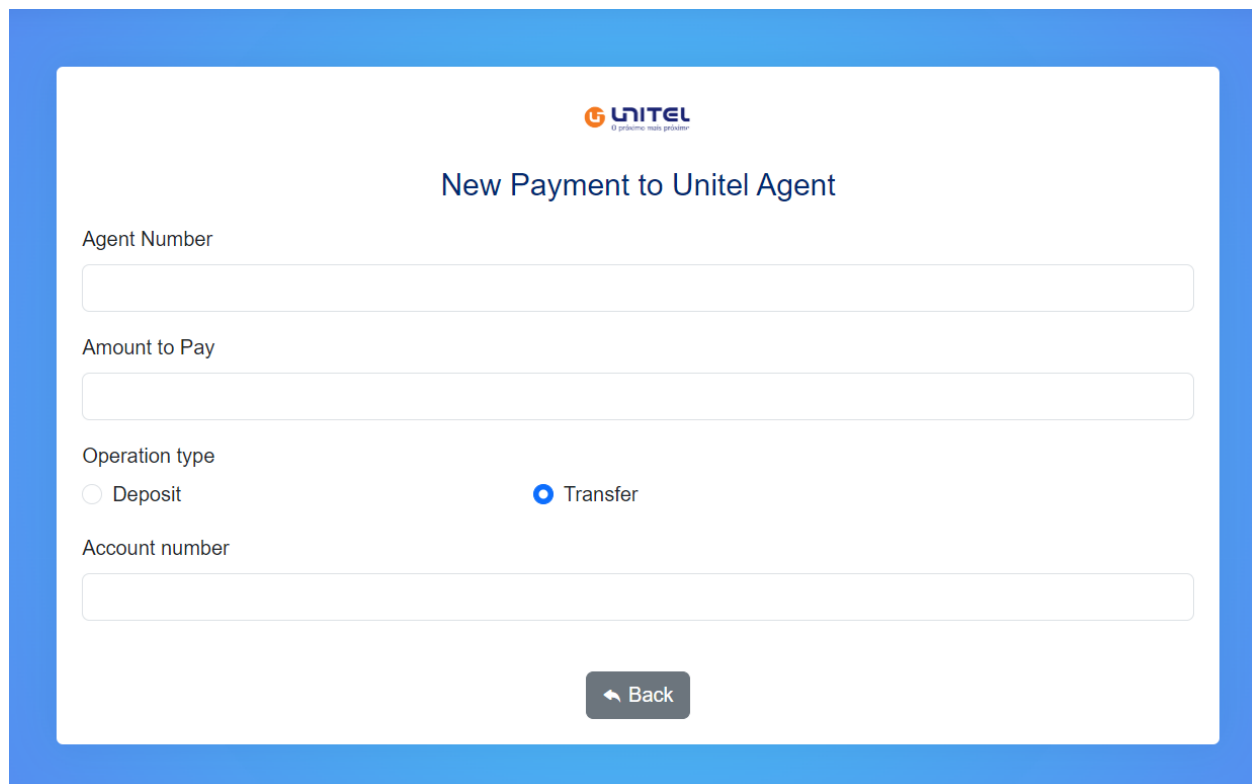
At the bottom of the table, there is a pagination control with 'Previous', '1', '2', and 'Next' buttons.

Figure 2 – Application Structure

### 3 New Payment

In the information session, when clicking on the **New Payment button** , the user is directed to the new payment screen.

In this section of the application, the user can pay agents:



The screenshot shows a web form titled "New Payment to Unitel Agent". At the top center is the Unitel logo with the tagline "O primeiro mais próximo". Below the title, there are four input fields: "Agent Number", "Amount to Pay", "Account number", and "Operation type". The "Operation type" field has two radio buttons: "Deposit" and "Transfer", with "Transfer" selected. At the bottom right of the form is a "Back" button with a left-pointing arrow.

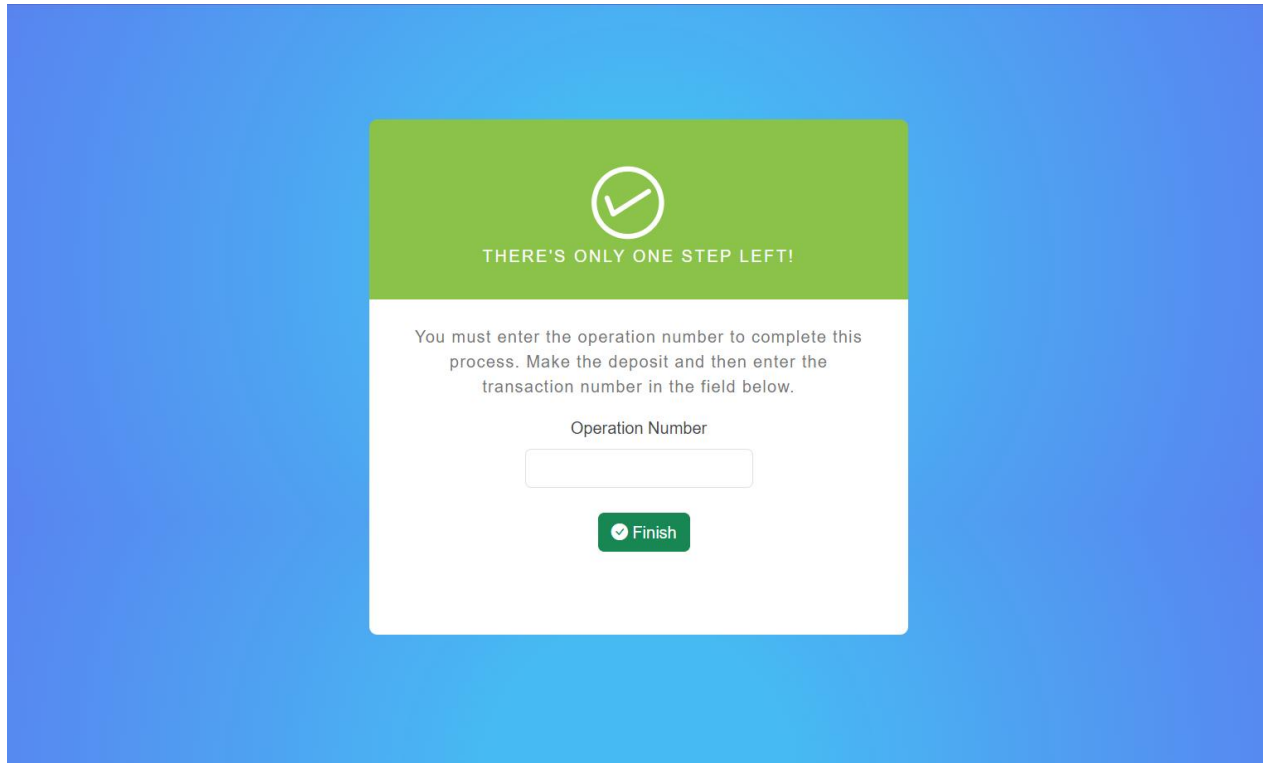
Figure 3 – New Payment Section

After the user enters the agent number, the system will perform an evaluation of the entered agent number in order to check whether it is blocked or not by the UNITEL agent system. **If** the agent is not blocked, its name will be returned with the status verified, if it is blocked, the status of unverified will be returned.

Having all fields duly filled out. The next button will appear, if it is a transfer and there are no communication failures, the process will be terminated, if any failure occurs then, subsequently, the user must return to the information session and continue the process. If it is a deposit, the user will be directed to the **deposit confirmation screen** and from there, they must continue the operation.

## 4 Deposit Confirmation

On this screen, after making the deposit, the user must therefore enter the operation number in the blank field and click finish. This time, payment is finalized regarding human intervention.

The image shows a mobile application screen for deposit confirmation. The background is a blue gradient. In the center is a white card with a green header. The header contains a white checkmark icon and the text "THERE'S ONLY ONE STEP LEFT!". Below the header, the card contains the text: "You must enter the operation number to complete this process. Make the deposit and then enter the transaction number in the field below." Underneath this text is a label "Operation Number" followed by a white text input field. At the bottom of the card is a green button with a white checkmark icon and the text "Finish".

THERE'S ONLY ONE STEP LEFT!

You must enter the operation number to complete this process. Make the deposit and then enter the transaction number in the field below.

Operation Number

✓ Finish

## SERVICE PORTAL v1.0.0

### SELENIUM

Area: Application Governance

Responsible: Domingos Dias Francisco

Team Leader: Braúlio Domingos

