RELEASE NOTE FOR THE DEPLOYMENT OF POST GO-LIVE

Q-DEPOSITORY ONBOARDING PORTAL

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Table of Contents

1. Introduction

The automation of participant onboarding process is a strategic intent to contribute significantly to FMDQ Depository Limited's ("FMDQD") drive to improve service delivery and improved/assure customer satisfaction.

2. About This Release

SN	Section	Module/Task
1	User Authentication	**Register as a New User**: Prospective participants will find a seamless onboarding experience by clicking on the prominent "Register as a New User" button featured on the landing page. Registration process ensures a quick and hassle-free setup. Simply follow the intuitive steps to create account. **Sign In for Existing Participants**: Returning participants can easily access their accounts by clicking on the "Sign In" option located on the landing page. The system provides a seamless password recovery process to help you regain access to your account quickly. Click on the "Forgot Password" link, enter your registered email address, and follow the instructions to reset your password securely.
2	Participant Dashboard	Once registered, participants gain access to their personalized dashboard, serving as the central hub for managing and tracking their application. Track the status of application in real-time, providing transparency and visibility into each step of the process. Receive email notifications and updates on the progress of application.

3	Onboarding Forms	As part of the onboarding process, participants can access onboarding forms directly from their dashboard.
4	Admin Portal	Admin Portal serves as the command center for managing and overseeing the entire participant onboarding process. Access a comprehensive overview of participant data, application statuses, and key metrics at a glance, providing valuable insights for efficient decision-making. Utilize robust filtering and search functionalities to quickly find specific participant information or identify trends within the onboarding process.
5	All Participants Section	Quickly browse through a comprehensive list of participants, each profile offering key details such as names, contact information, and current status in the onboarding process. Leverage intuitive filtering and sorting options to organize participants based on criteria such as application status or other relevant parameters. Access individual participant profiles to gain deeper insights, review application details, and track their progress through the onboarding journey. Administrators can easily initiate actions, send communications, or make updates directly from the Admin Portal.
6	User management	The User Management module provides administrators with powerful tools to oversee and control user accounts efficiently. Add new internal users seamlessly by initiating add new user directly from the admin interface.

		User Roles and Permissions: Administrators can define different user roles within the system, each with specific permissions and access rights. The module enables administrators to assign roles to users, modify existing roles, and manage the permissions associated with each role.
7	Email Notifications	Administrators are notified of important events, such as new participant registrations, completed applications, and pending approvals, allowing for quick and informed decision-making.

4. Known Bugs and Limitations

N/A

Deployment Steps

SN	Type	Action
1	Database	- Create a new database and name it: **db_onboarding** - Import – db_onboarding.sql to **db_onboarding**
2	Program Files	- Extract the content of **onboarding_portal.zip** - Drop the folder **onboarding_portal** in the root folder (wamp/www/) - Locate wamp/www/onboarding_portal /config/app.php in lines 58 and 59, change (https://adgtest.fmdqgroup.com) to the (https://qdonboarding.fmdqgroup.com)
3	Install Certificates	Install a certificate for security
4	Test	Log in to the application Navigate all the modules to confirm the availability of all pages
5	Communication	Advise the requesting Group of the deployment and confirm the deployment

Revision History

Version	Date	Summary of Changes	Author
1	March 27, 2024	Post go-live Q-Depository Onboarding Portal	Emmanuel Aboajah