User

Manual

Dashboard

**Version 6.0**

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| ***Corporate Office*** | ***Offshore Development Center*** |
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| **Revision History** | | | | |
| **Version Number** | **Date of Release** | **Section/ Page # Changed** | | **Details of Changes** |
| 1.0 | 5 March 2015 | Created document for system admin module | | Whole document Created |
| 4.0 | 31st March 2015 | 23 / 115 | | Added upload module |
| 5.0 | 1 April 2015 | Whole document | | Changed sequence of Menus as per actual system admin master sequence. |
| 5.1 | 15 April 2015 | 5.1.4 Select Permission List Screen | | Updated as per latest requirement of security management |
| 5.2 | 11 May 2015 | Section 12, 13 and 28 | | FAL, Common master manual and LOG Request module’s user manual added |
| 6.0 |  | Section 1 | | Removed all sections and added Dashboard section |

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| **References** | | |
| **Document** | **Date Received** | **Author** |
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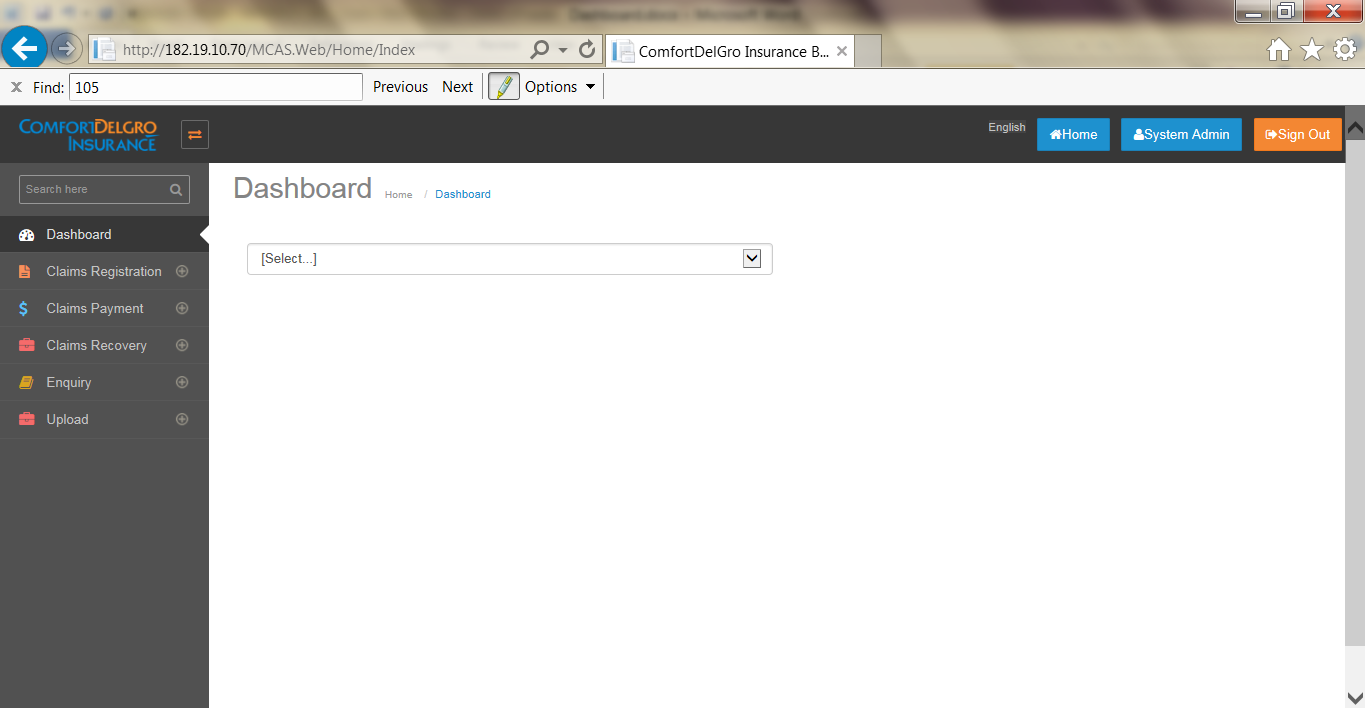
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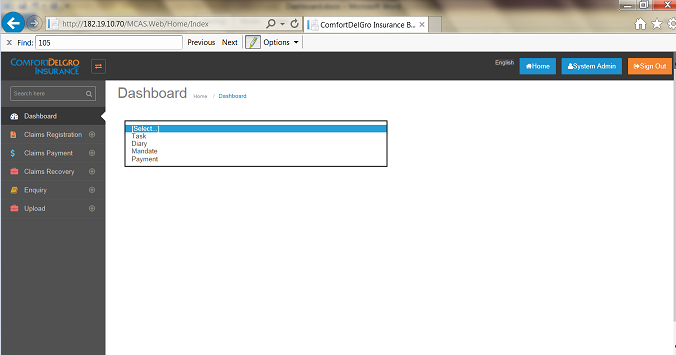
[1.1 Task section functionality 6](#_Toc423427813)

# Dashboard

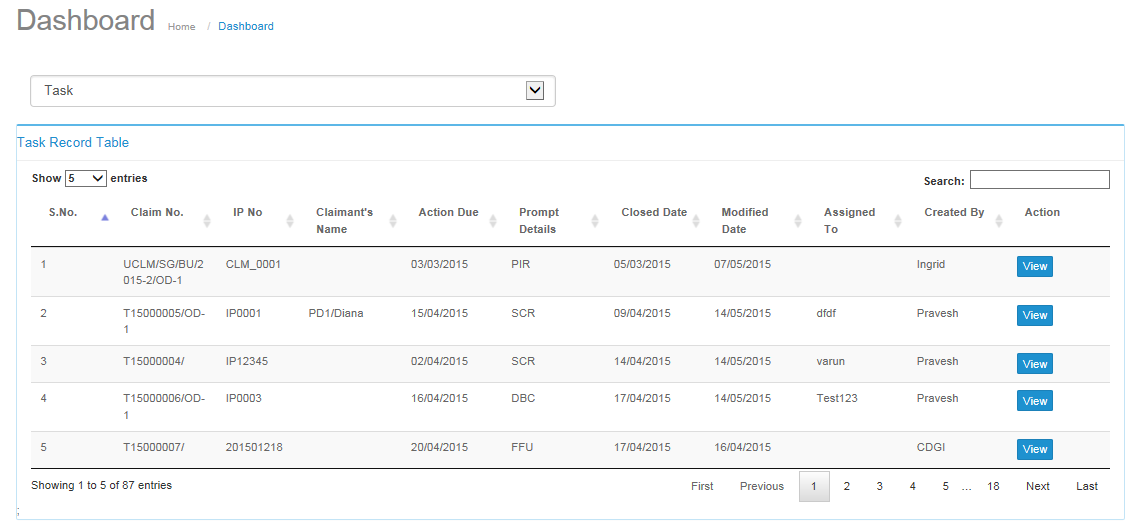
* After login user will see dashboard screen.
* Dashboard Screen will be used for viewing records related to all claims for particular selected section from the drop down list.
* Sorting can be performed on all columns of dashboard sections.
* User can click on header of column for viewing sorted list of increasing or decreasing order.



* On Dashboard user can select below mentioned transactions for which he/she wants to view records.
  + Diary
  + Tasks
  + Mandate
  + Payment

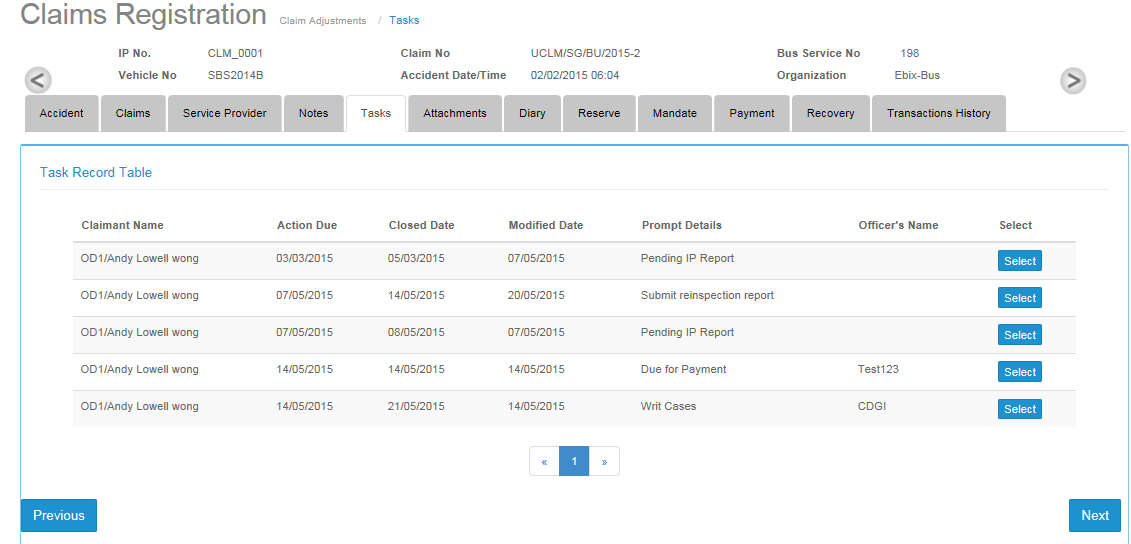


## Task section functionality

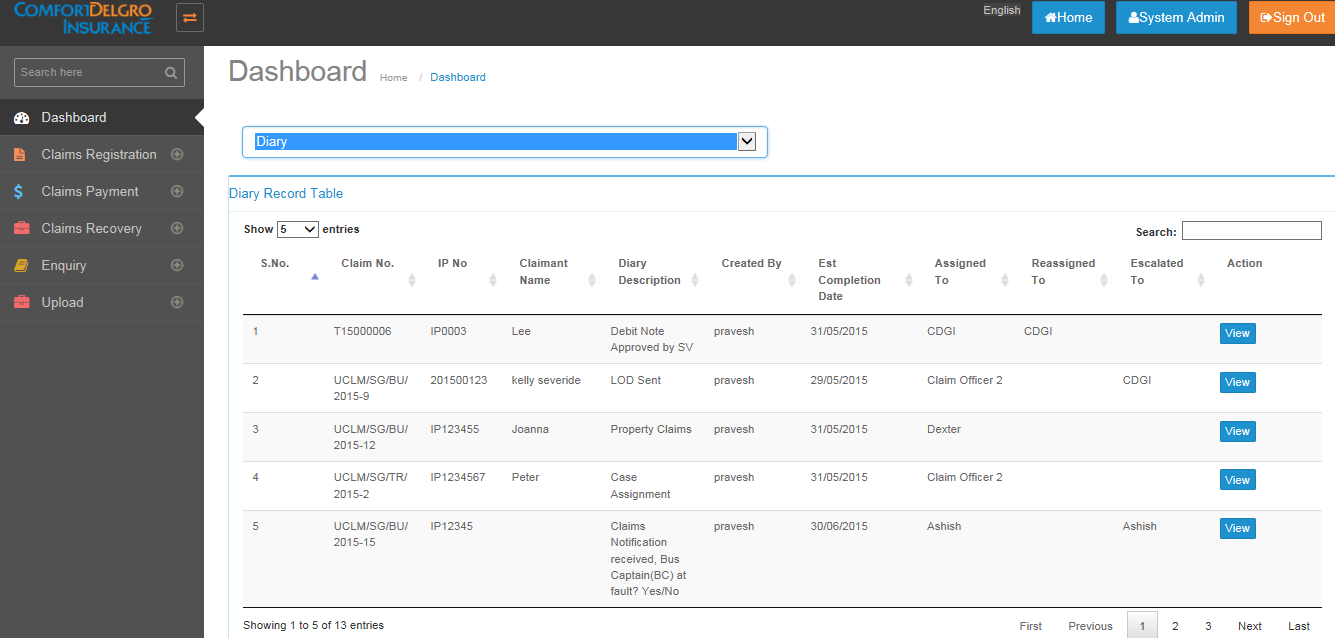


* Clicking on View Button will bring user the task screen.
* User can view Task records corresponding to all existing claims.

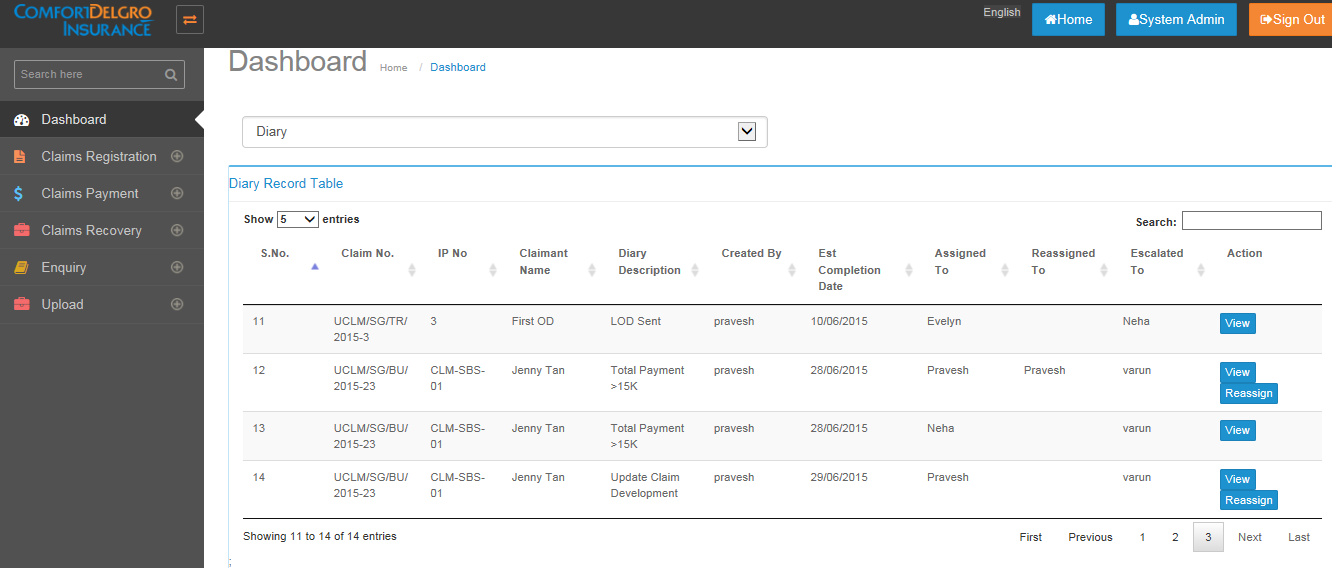
### Task screen after click on task section



## Dairy Section Functionality

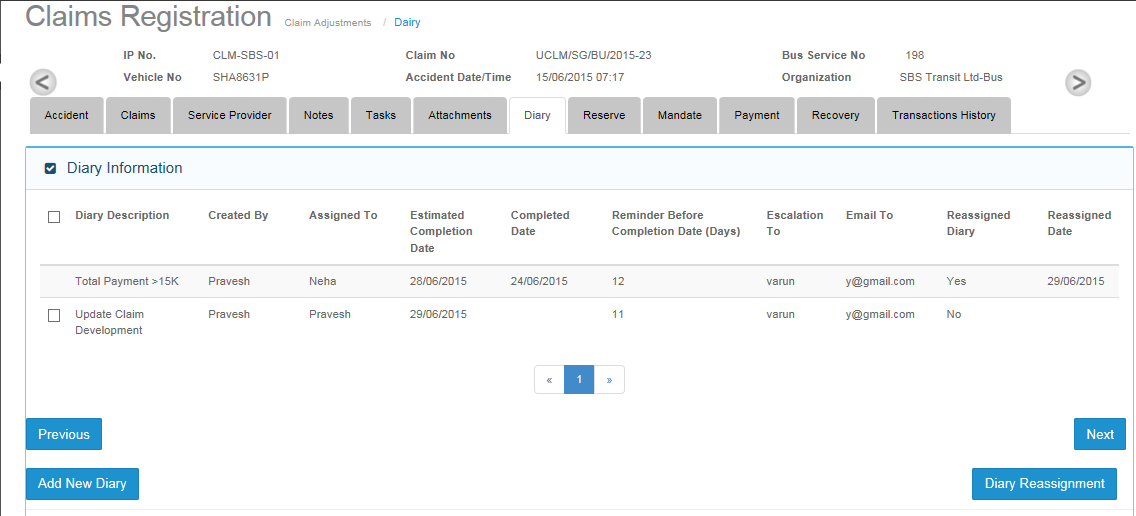


* User can directly go to particular diary tab screen by clicking on view button.
* Dairy can be reassigned by clicking on reassigned button which appears below on view button. ( Note: Reassign button will appear : if logged in user is original user or has special permission).

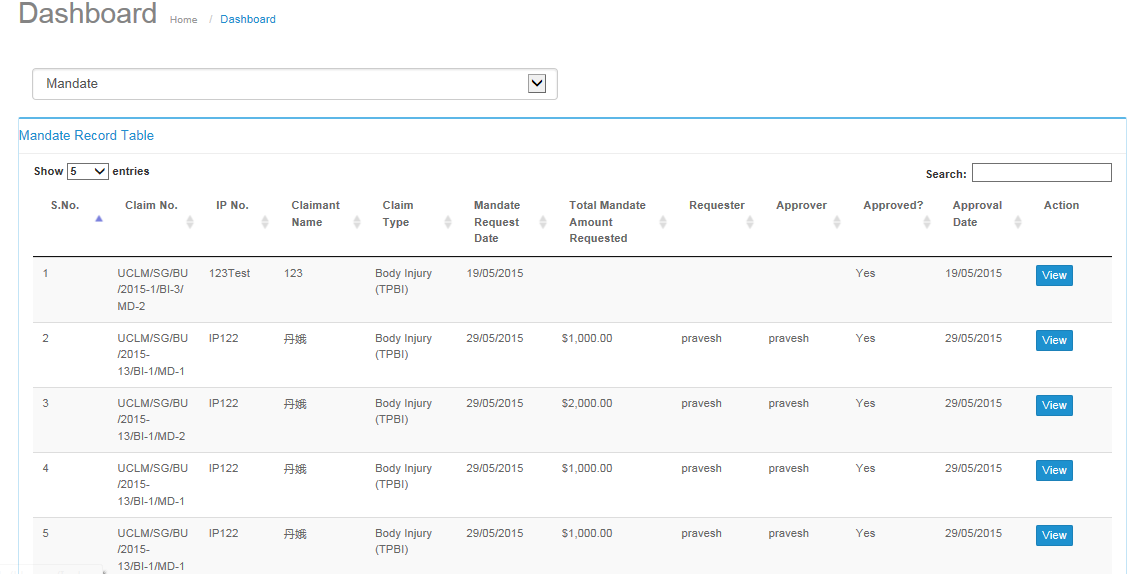


* User will see below screen for related diary , after click on reassign button.

### Dairy screen after click on view/reassign button

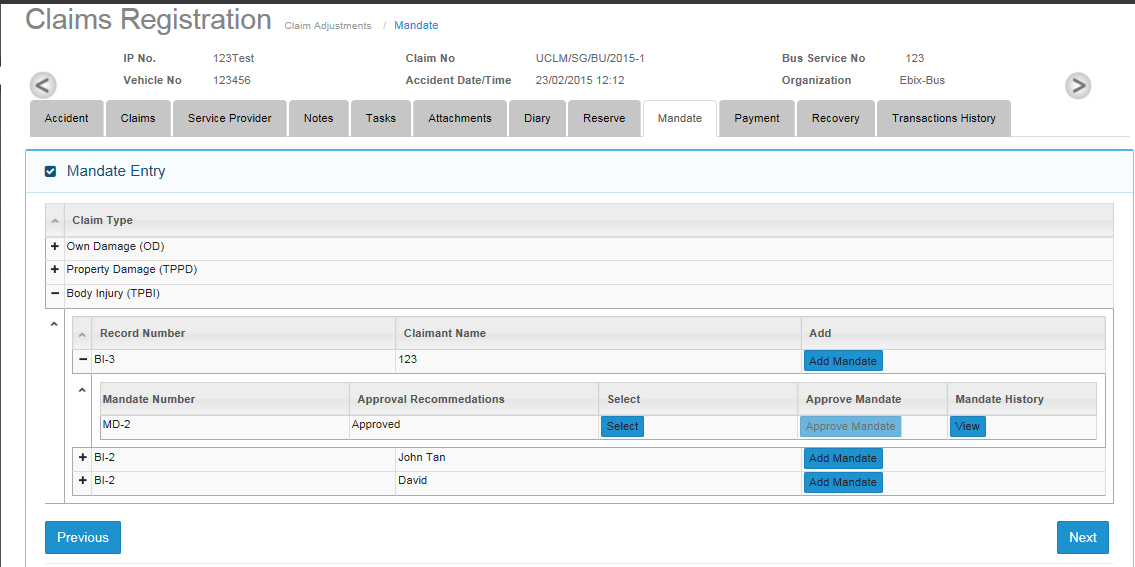


## Mandate Screen section

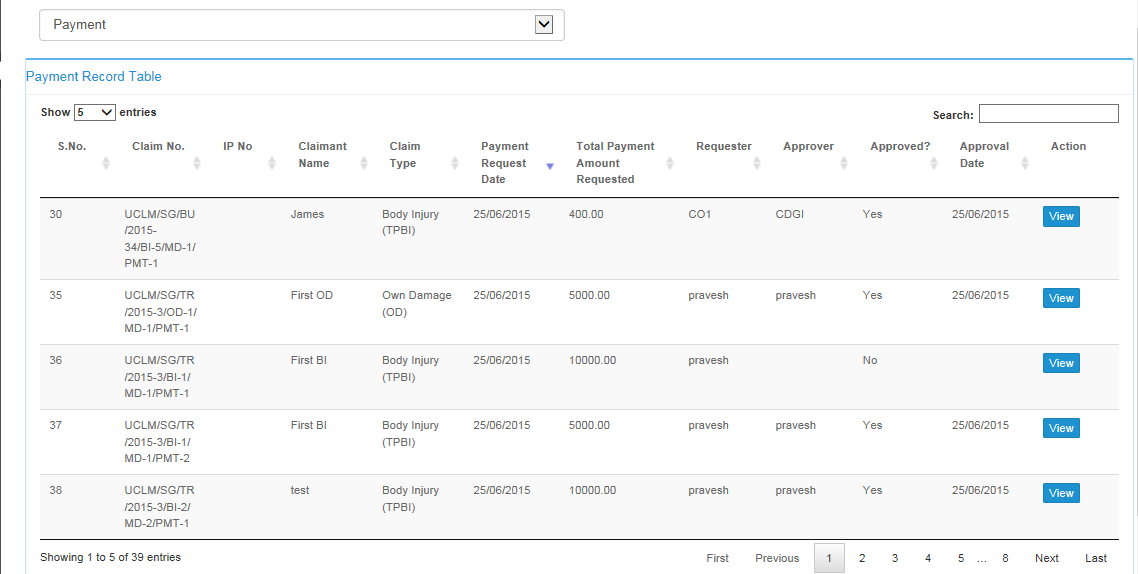


* All Requested and approved mandate will be shown when user selects “mandate” from the list.
* By Clicking on View button user will see mandate screen on claim adjustment menu.

### Mandate Screen after click on mandate section



## Payment section



* All Requested and approved payment entries will be shown when user selects “Payment” from the list.
* By Clicking on View button user will see Payment screen from claim payment processing menu.

### Payment screen after payment record click.

