Allianz Insurance Pvt Ltd

Implement of Document Management System with Workflow

Version 1.0

02-DEC-2015

ModularFour Solution Pvt Ltd.

Revision History

Date	Description	Author	Comments
02-12-2015	Initial Version	ModularFour	

Document Approval

The following Software Requirements Specification has been accepted and approved by the following:

Signature	Printed Name	Title	Date

Table of Contents

1. Introduction

1.1 Purpose

Conversion of the existing system to a new system of which the structure is compatible with mobile-based applications:
- Increasing the efficiency and effectiveness of the document management system
- Designing a structure that is compatible with mobile technology
- Strengthen the revenue base
- Move towards environment friendly paperless environment

1.2 Scope

- Conversion of the existing system structure to accommodate mobile-based solutions

- Integration with Barcode scanning devices (the project excludes any development to third party SDKs)

- Train the users and central support center staff on administering the system.

- Integrating the new document creation with Endorsing, Reinstating and cancellation modules

- Design and development of a configurable workflow to smooth document management systems.

- Enabling mobile-based integration.

- Generating barcodes and integrating with bar code devices (Hardware not included)

1.3 Out of Scope

- Data Entry

  - Modular4 will not execute any data entry work except the initial data upload given in Modular4 data upload format.

- Deviations from Scope

  - Any significant deviations in scope and approach stated in RFP or SRS would be considered as a change request and hence might involve effort and commercial implications.

- Modular4 will not provide hardware or network resources for this project.

1.3 Definitions, Acronyms, and Abbreviations

N/A

1.4 References

N/A

1.5 Overview

- The proposed project comprise of the conversion of the existing system to a new system of which the structure is compatible with mobile-based applications.
- The conversion will take place with the addition of the following features:
- Integrating the new document creation with Endorsing, Reinstating and cancellation modules
- Design and development of a configurable workflow to smooth document management systems.
- Enabling mobile-based integration.
- Generating barcodes and integrating with bar code devices (Hardware not included)

2. General Description

N/A

2.1 Product Perspective

2.2 Product Functions

2.3 User Characteristics

N/A

2.4 General Constraints

N/A

2.5 Assumptions and Dependencies

N/A

3. Specific Requirements

Functional specification:

Seq	Description	Important
1.	Branch user open new document set	
2.	Mark all received document	
3.	Issue acknowledgment receipt to customer or respective party	
4.	New document set display as "Document Collecting" under branch dash-board	
5.	Scan and upload all received documents	
6.	When complete the uploading of all mandatory documents	
7.	Status of Branch Dash-board 　1. Document collecting 　2. Submit for Approval 　3. Policy Generate Pending	
8.	Status of Head Office Dash-board 　1. Approval Pending 　2. Policy generate Pending	
9.	Documents acceptance process – Head Office 　1. Accept – Tag each document with "Accepted" label 　2. Reject - Tag "Reject" with a reason which can see the branch and document push to the history	User should be able to see user statistics for history docs
10.	If any mandatory document rejected by the head office	
11.	Status of Head Office Dash-board 　1. Document set immediately disappear from the "Policy generate Pending"	
12.	Status of Branch Dash-board 　1. Document set immediately disappear from the "Policy generate Pending" 　2. Listed under "Rejected"	
13.	Branch upload correct document for rejected mandatory document	
14.	Follow the steps 7-13	
15.	When user goes to view any document, that particular object can retrieve all other documents related to the selected document set. This is very handy process to maintain the speed of the approval process	
16.	Head office user generate the IMS policy	
17.	Head office user input policy number for respective document set and mark(click) it as "Policy Generated"	
18.	Status of Head Office/Branch Dash-board 　1. Disappear from "Policy generate pending"	
19.	Status of Branch Dash-board 　1. Appear at "Certificate release pending"	
20.	Head office/Branch user can waive off some unrelated documents with a remark for all at once	
21.	Branch user also can see the document status through the action icon which can identify the pending documents	

22.	Branch user update balance documents	
23.	Head office user accept all documents	
24.	Head office user mark certificate release on IMS	
25.	Status of Head Office Dash-board 1. Disappear from "Certificate release pending"	
26.	Status of Branch Dash-board Appear from "Certificate print pending"	
27.	Branch officer release certificate from IMS and update the release status on DMS	
28.	Branch send the document through currier by marking sent docs	Head office need new option to view not received docs
29.	Head office user mark document receive status (Receive or not Receive)	
30.	Status of Branch Dash-board Appear from "Not received to head office"	
31.	Branch user resend and follow the steps 28-29	
32.	Head office user mark tally/not tally through manual verification with received documents with system scanned document. This will include "Tally" and not Tally tag as well. If not tally branch user has to resend the correct document and have to follow step 28-32	
33.	Head officer user start filing process	
34.	Head office user put box number with a remark	
35.	Head office user can get a new box number through the "Get New Box Number" option	
36.	Finally click "Submit with remark" to complete the filing	
37.	Under workflow action, all icon related user statistics will display as tooltip Eg. User, date, time	
38.	Branch user also has a option to mark mandatory document as "mark as pending" which not available but need the service from head office	
39.	Status of Head office Dash-board Head office user will display as step 8	
40.	Head office user also can mark it as "mark as pending" or rejecting the request	
41.	Amendments and cancellation also follow the same procedure but in order to mark the completion, it mark as "Job completed"	
42.	Unregistered number conversion done by head officer user through "Link vehicle number"	
43.	The present document sets are not connected to its new, endorsements, renewal and cancellations.	
44.	Branch user can alter upload branch	

Branch user can view transaction wise submit for approval, rejected, policy generated pending, certificate release pending for given period.

Head office user reports
Head Office user can view transaction wise approval pending, policy generated pending, certificate release pending, verification pending for given period.
Document Storage Report Box Number wise
User can view branch wise, transaction wise set of boxes
Statistic Report

Stakeholders:
Head of IT (Allianz Insurance), Head of Process (Modular4), Director Projects (Modular4)

Project Team Structure

The project team structure is shown in the figure below