



VEICHL E INSURANCE MANAGEMENT SYSTEM

USER MANUAL DOCUMENT

	Prepared By / Last Updated By	Reviewed By	Approved By
Name	Mohammed Ammar, Maguluri Sri Sai Koteswara Pravallika, Mohan Venkata Sai Siddana, Kumar Abhishek, Kumari Shivani	Rajeev Kumar Mohan	
Role	Intern	Trainer	
Signature			
Date			

1.0 Introduction

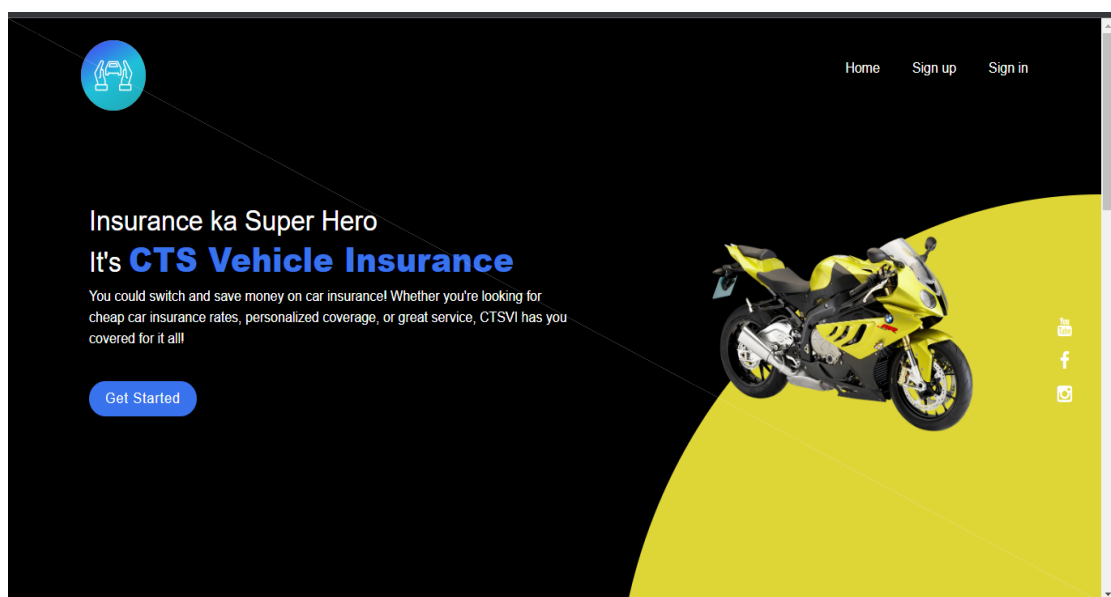
Vehicle Insurance Management System is the portal where the user(customer) who want to apply for any insurance policy for their vehicle can register themselves and apply for the insurance policy they want, the admin can view the policy request and will send to policy admin and field officer for further validation of vehicle, for which the insurance is applied for. And when the vehicle documents are verified from the field officer and policy admin's end, the policy will come for final evaluation from admin and upon approval, that policy will be shown in Approved policy section of customer, else if, at any stage, the documentation verification fails, that policy will be rejected and will be shown in rejected policy module of customer.

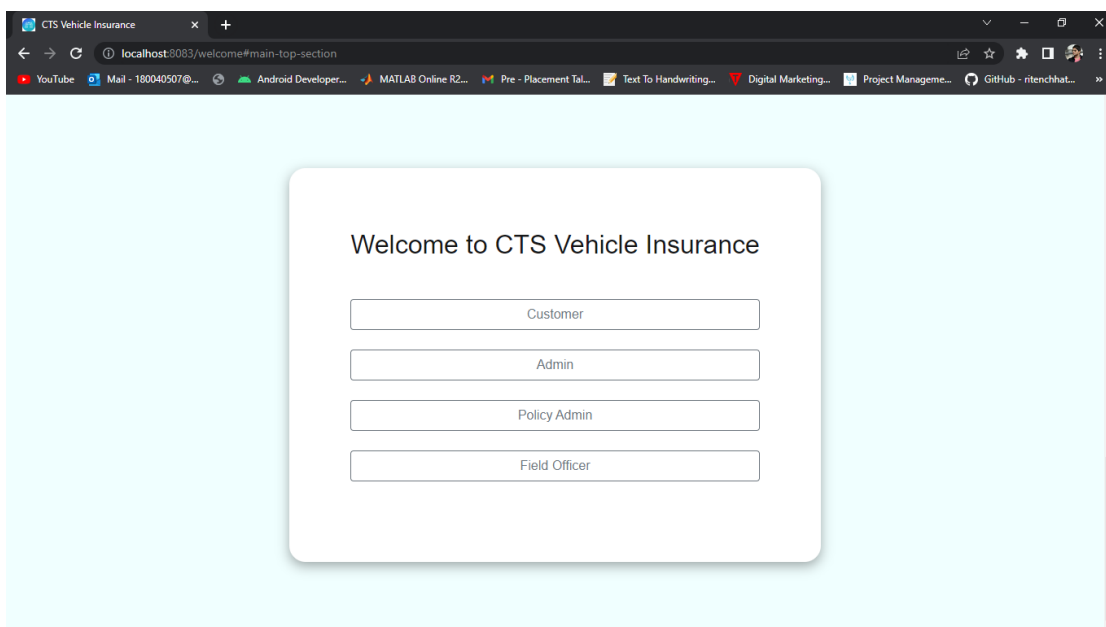
2.0 Purpose of this document

The main purpose of this document is to document every detail of the project. This manual serves as a reference guide for working of the web application. This document will give the complete knowledge on the working of the project and will also guide on how to use any module.

3.0 Working with Home Page

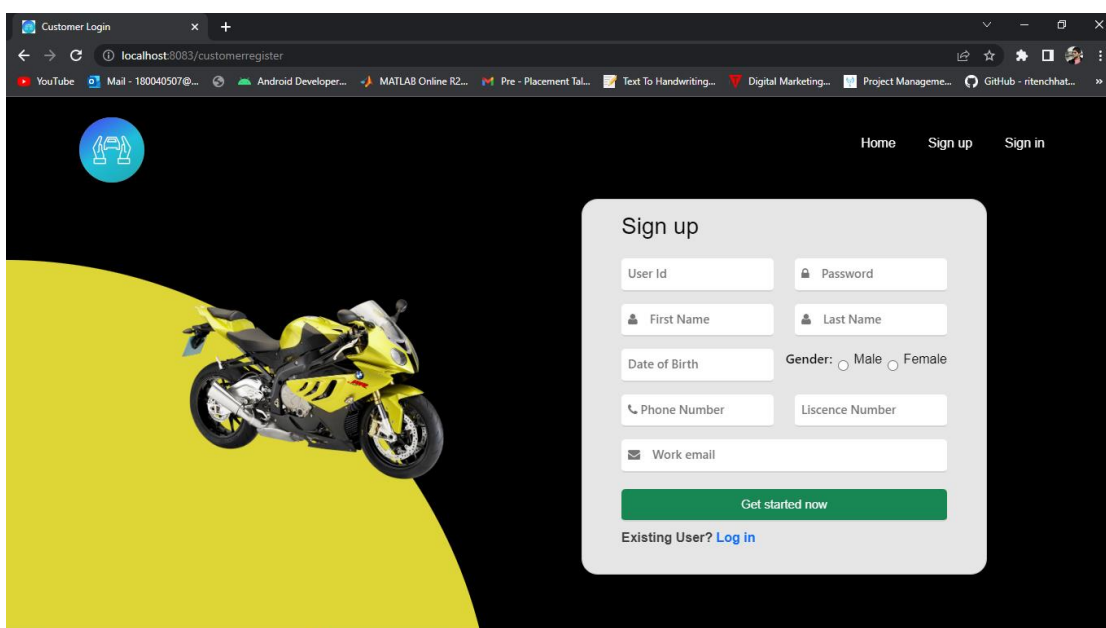
Upon starting the web application, every user accessing the site will be directed to a user interactive welcome page of Vehicle insurance management system web application, and they can register/login themselves based on the categories, they belong to. The categories of users accessing the site could be a Customer, Admin, Policy admin or Filed officer. Selecting any category of user will further redirect to the page asking for their login/signup credentials, created as per keeping in mind about user interactivity, so that user won't find any kind of difficulty in understanding the requirements being asked and whole smoothness in working of the web application.

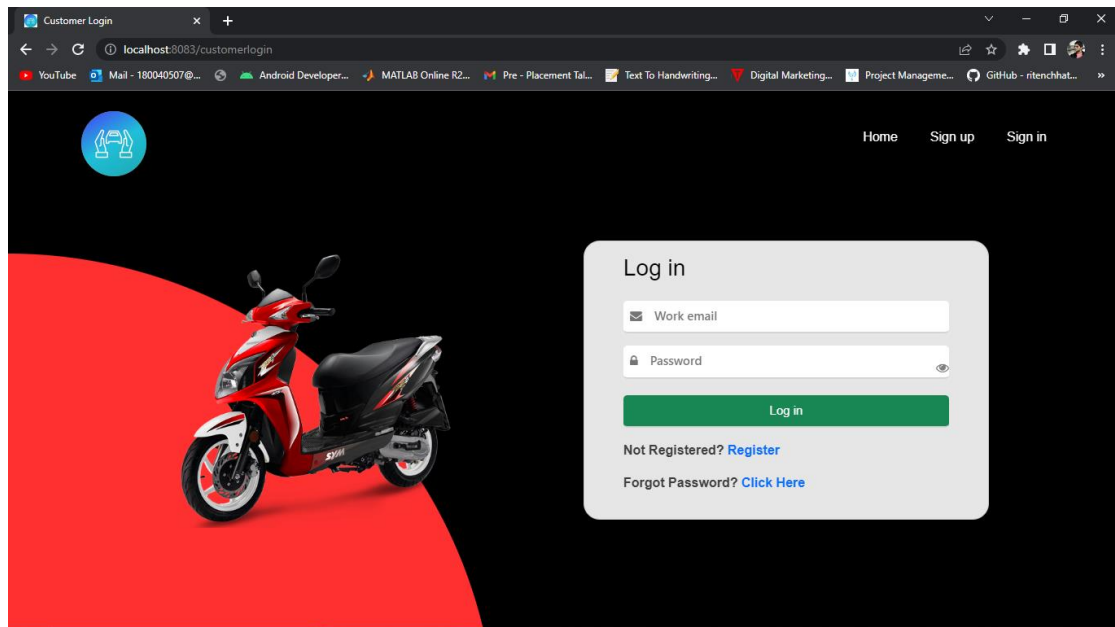




4.0 Working with Customer Page

Selecting the user as customer, user will be redirected to the sign up page, if the user is not register, they can register with the help of “sign up” form and if already registered then can login clicking on “Log in”, the form will be toggled and user can login to their profile by putting the required credentials in the form.

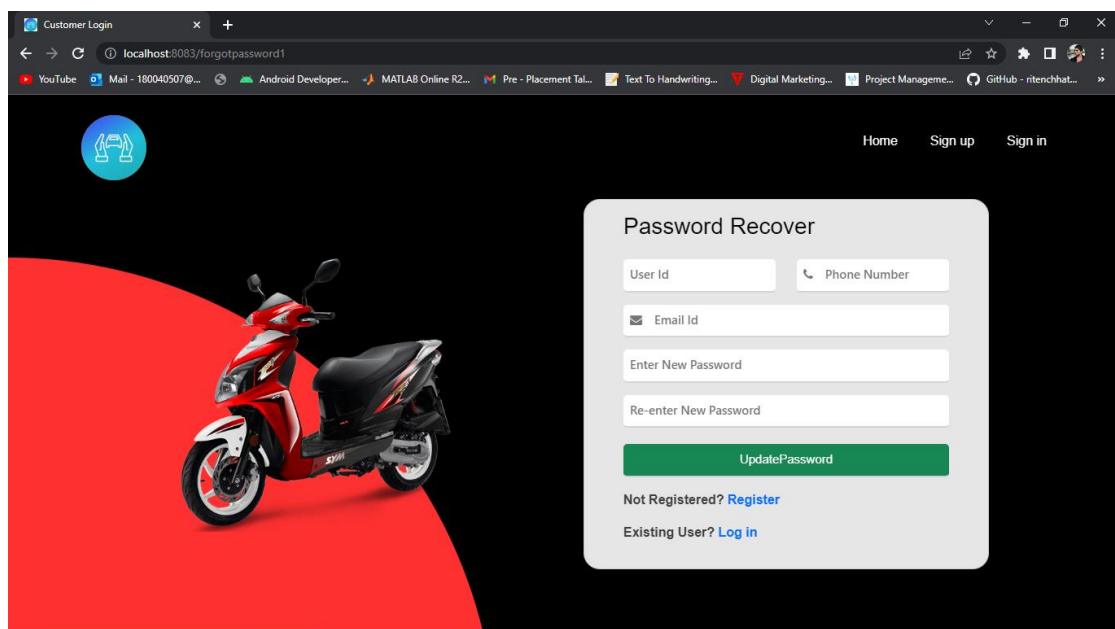




If any user has forgotten their password, they can reset their password by answering three personal information correctly, those three-information asked are:

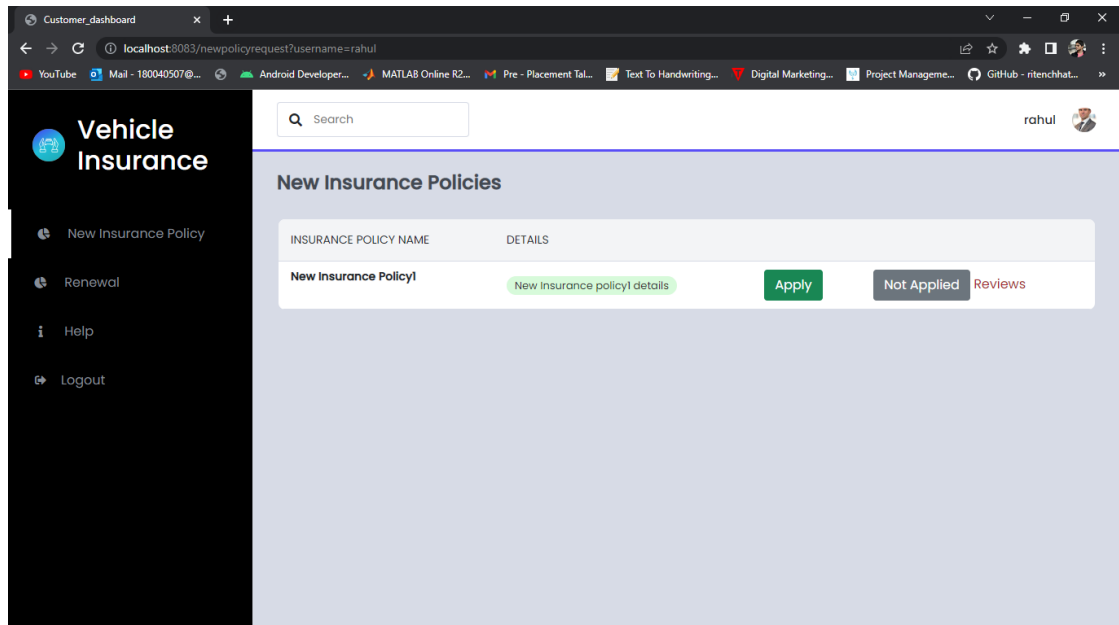
- User Id
- Phone Number (Contact)
- Email Id

Filling all these three credentials correctly, the user can reset their password and can “Log in” back using the updated password.

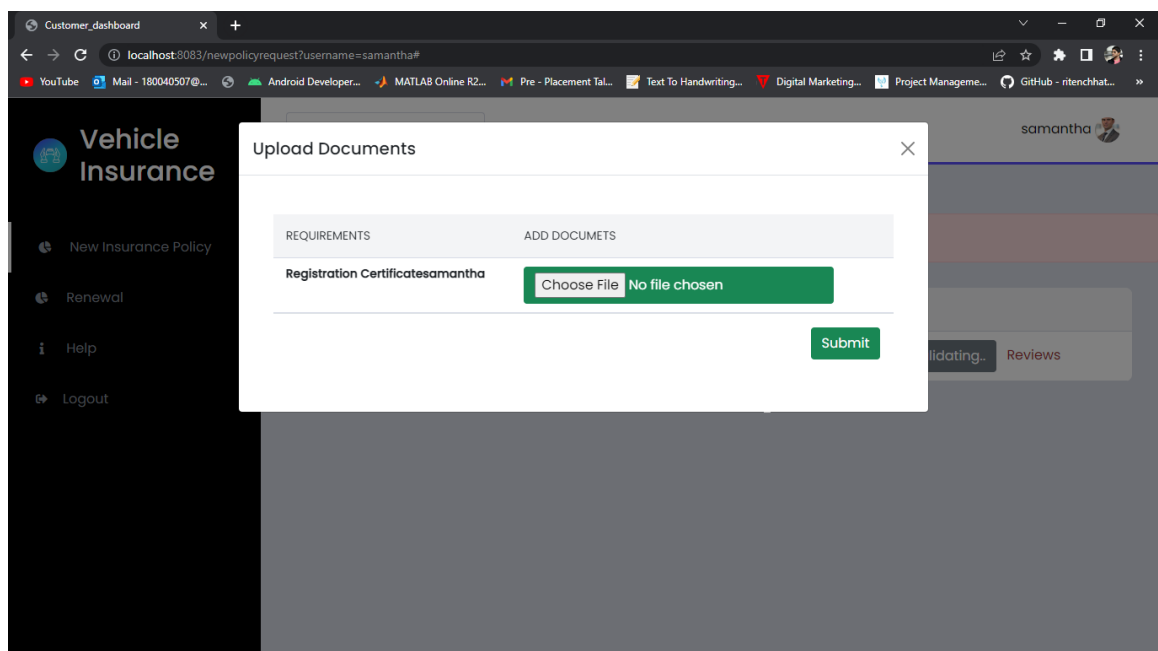


Design Document - HLD

After Login in correctly, the user as a customer will be redirected to their dashboard, where they can apply for new insurance policy for their vehicle or renew the old one.

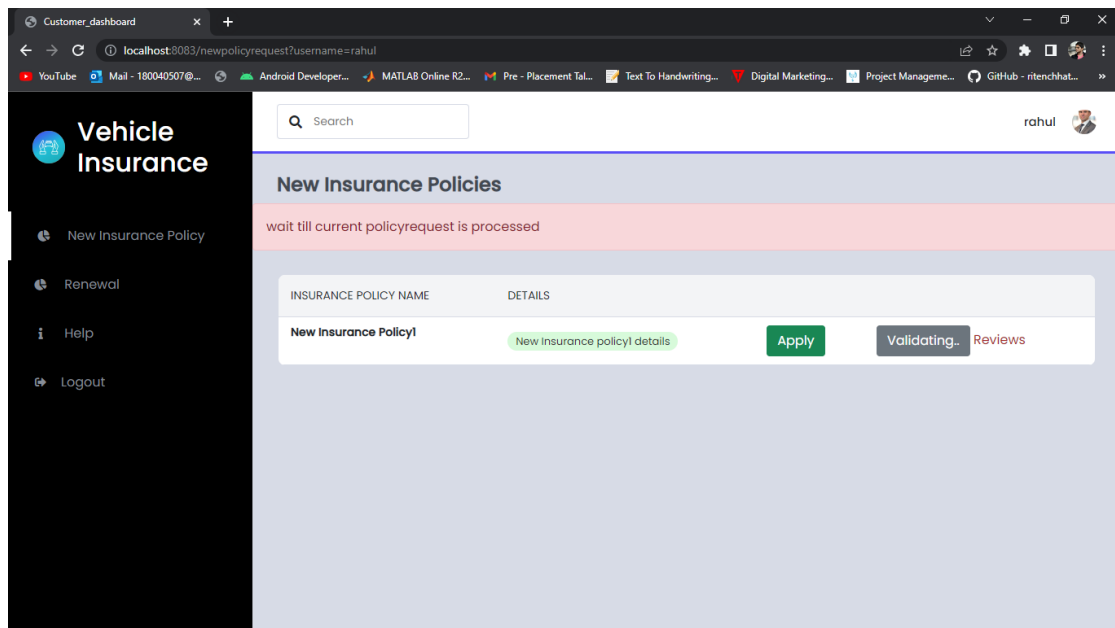


Here the customer can apply for New Insurance Policy using the “Apply” button and the modal will pop up asking for documents required for applying for the insurance policy.

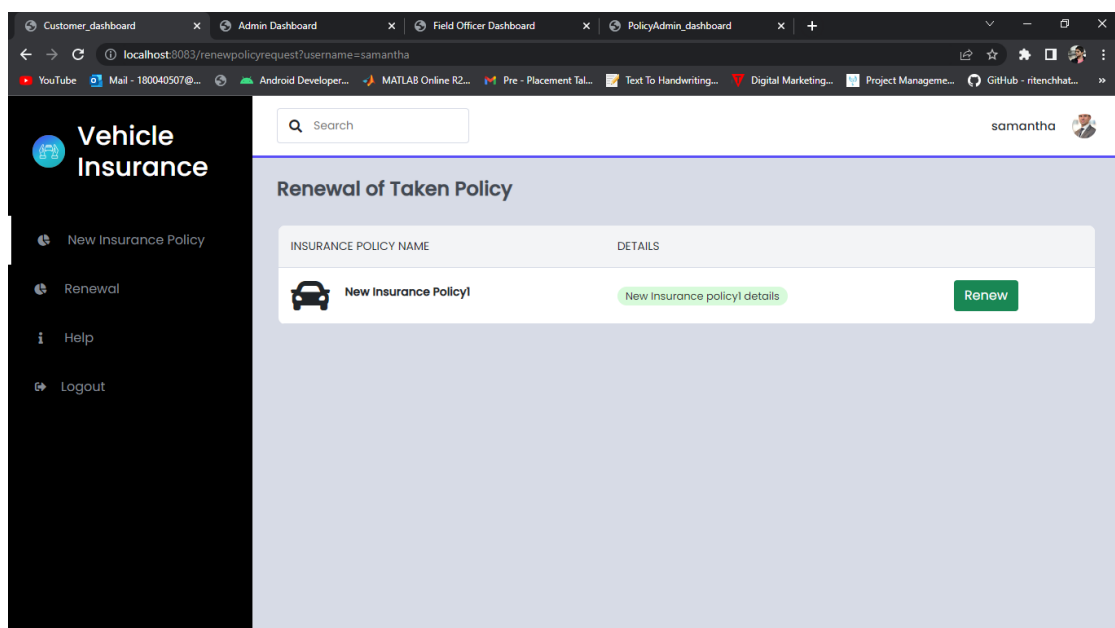


Design Document - HLD

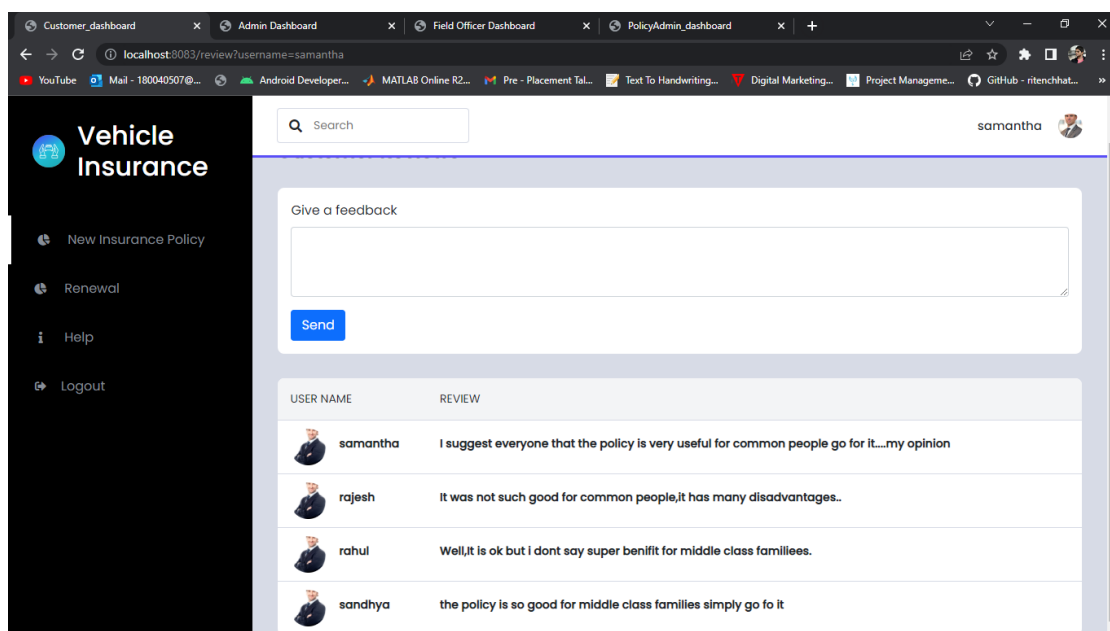
Once the insurance applying process is complete, submitting the required details, the further status of insurance will be shown, the time in which it is further being approved by admin, policy admin and field officer, if the required info is correct, the policy will be approved, else will be rejected



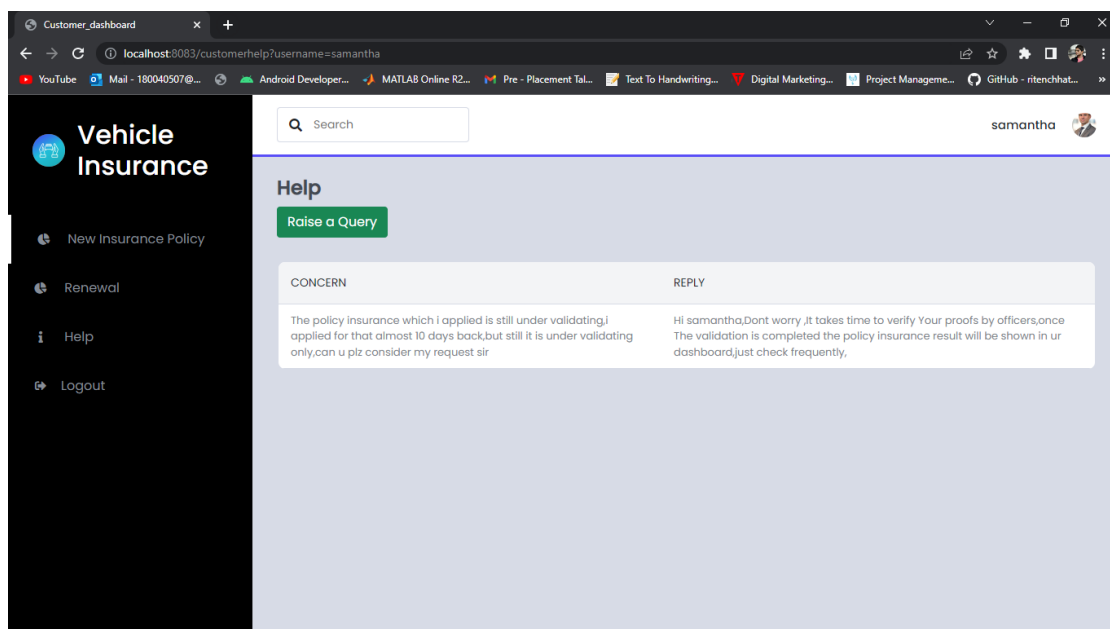
The customer can also renew the taken policy, once the period of taken policy ends, they can renew it going the "Renewal" section.



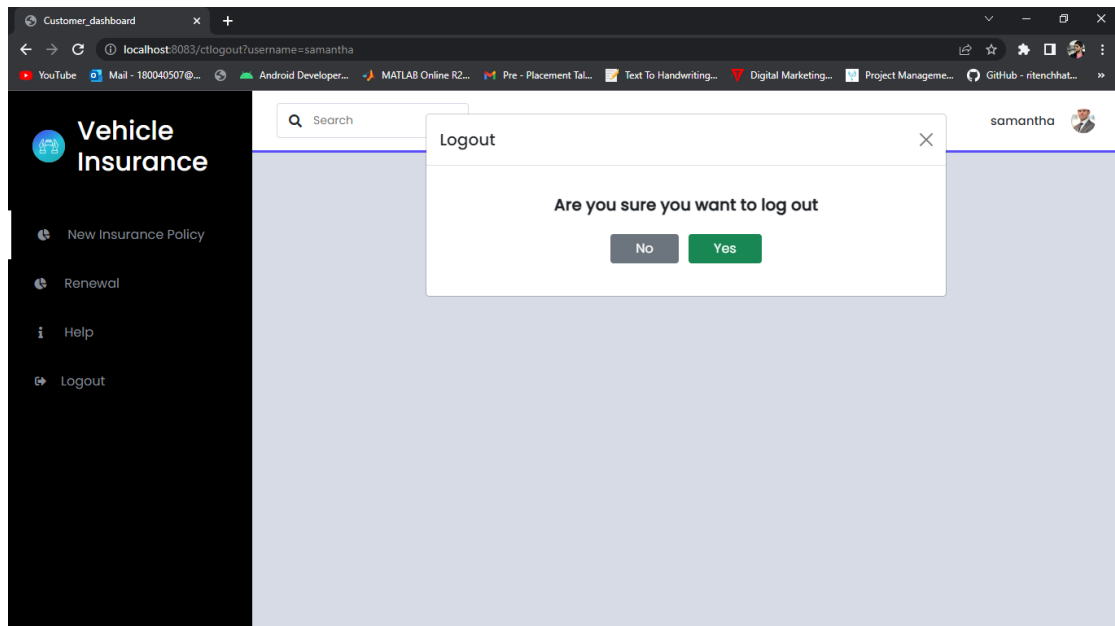
The customer can also read the reviews of any particular insurance policy in the review section of the insurance policy and once their application is approved, they can also add their reviews to the page.



The customer can also ask for help, if they get stuck at some point in applying the policy or any of another procedure. They can raise their query and their query will be replied as soon as possible by the concerned person.

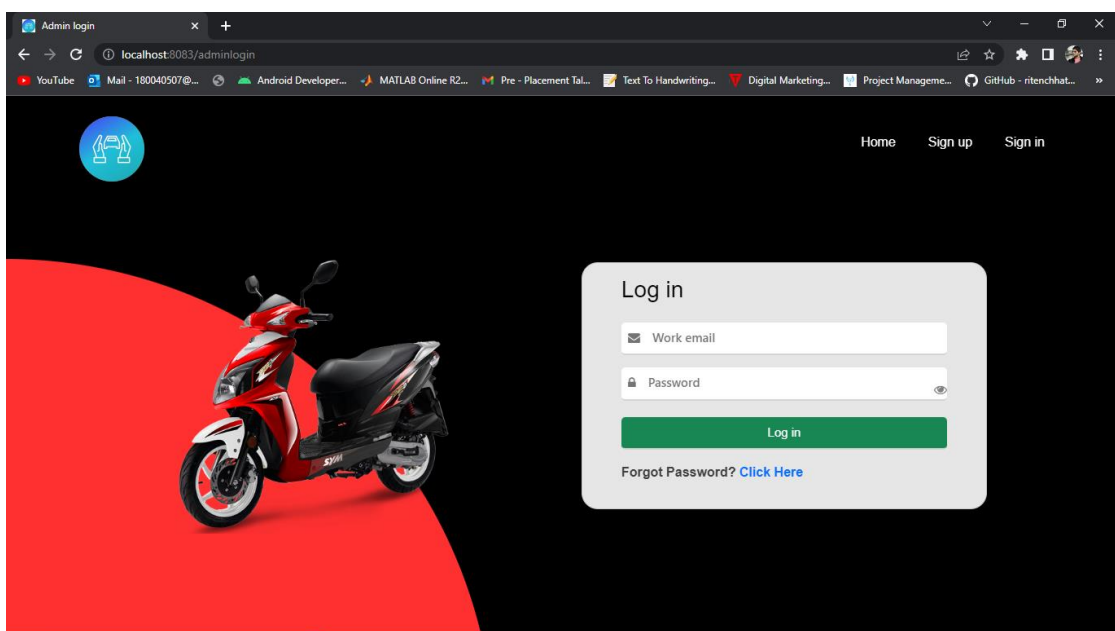


Clicking on “Logout” will make the customer logged out of the session.

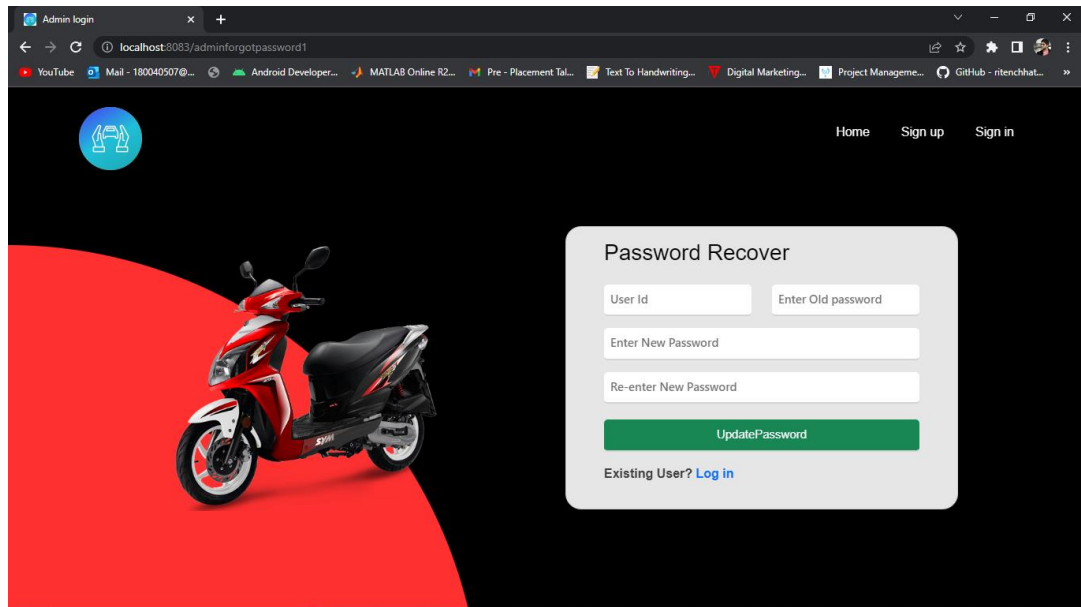


5.0 Working with Admin Login

The option of “login” for the admin is only there and no signup, the admin can Login to the portal providing the required credentials correctly.



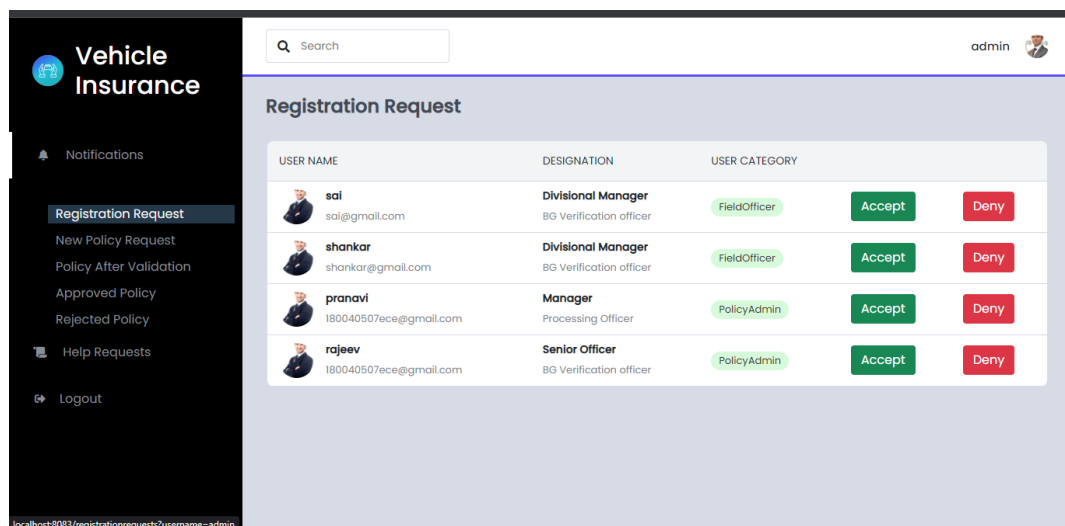
If the Admin forgets the password, he/she can reset their password following the same procedure as customer.



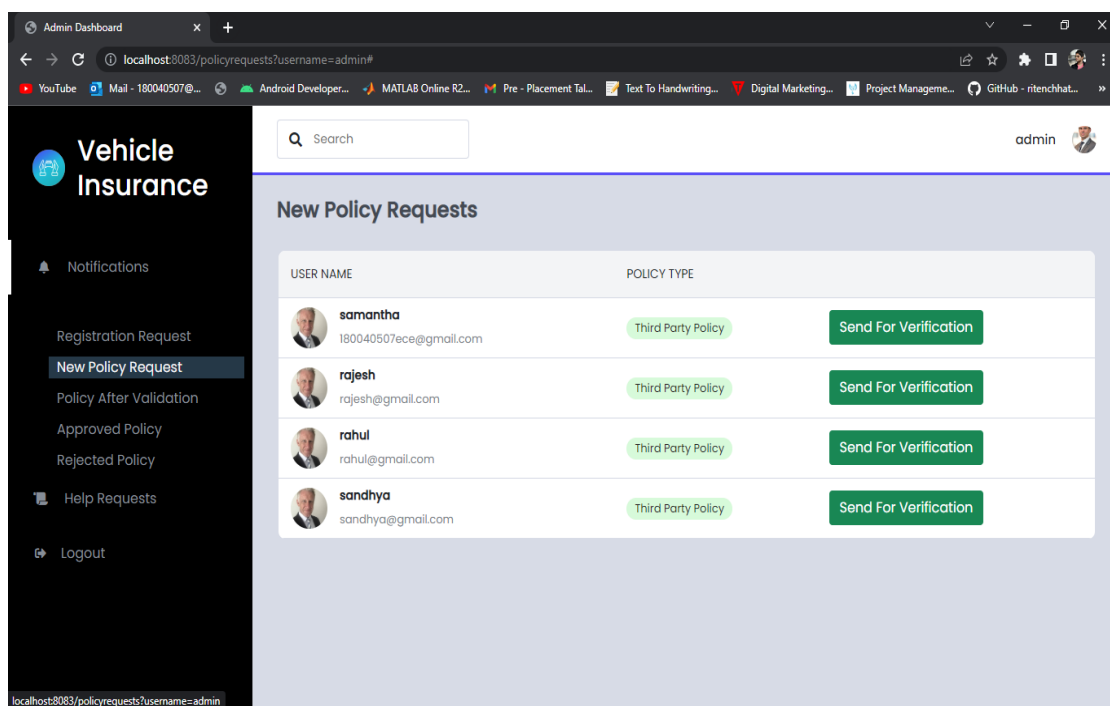
On successful Login of Admin, they will be redirected to their dashboard, the new Notification are waiting for them, which are:

- Registration Request
- New Policy Request
- Policy after Validation
- Approved Policy
- Rejected Policy

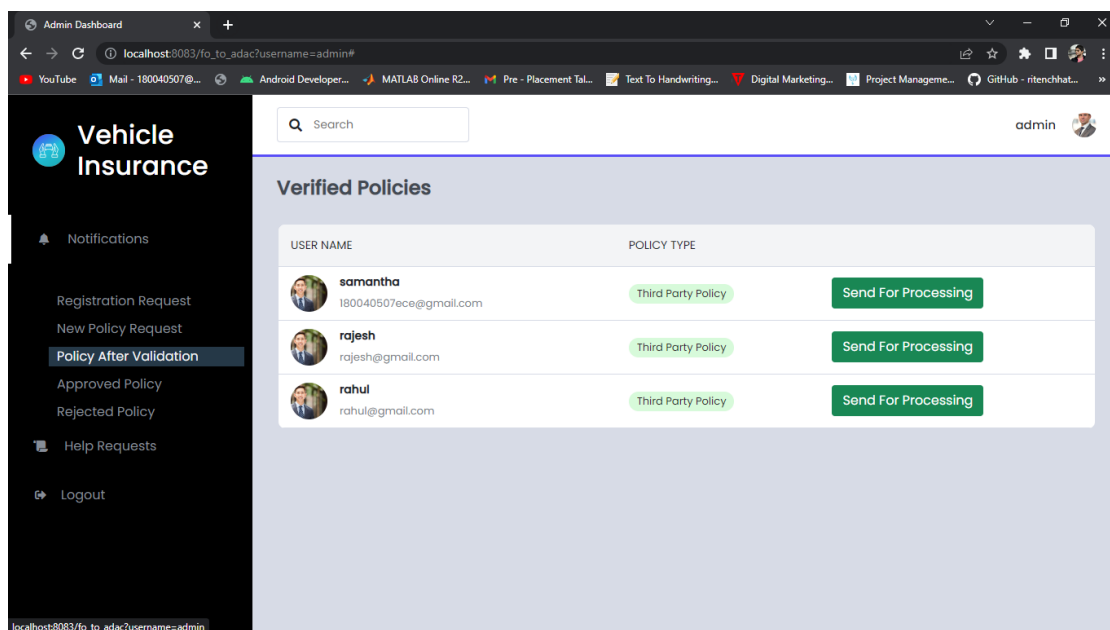
Clicking on “Registration Request”, all the new user who registered themselves as “Policy admin or field officer” will be shown waiting for admin approval, because after approval from admin, then only can login to their profiles.



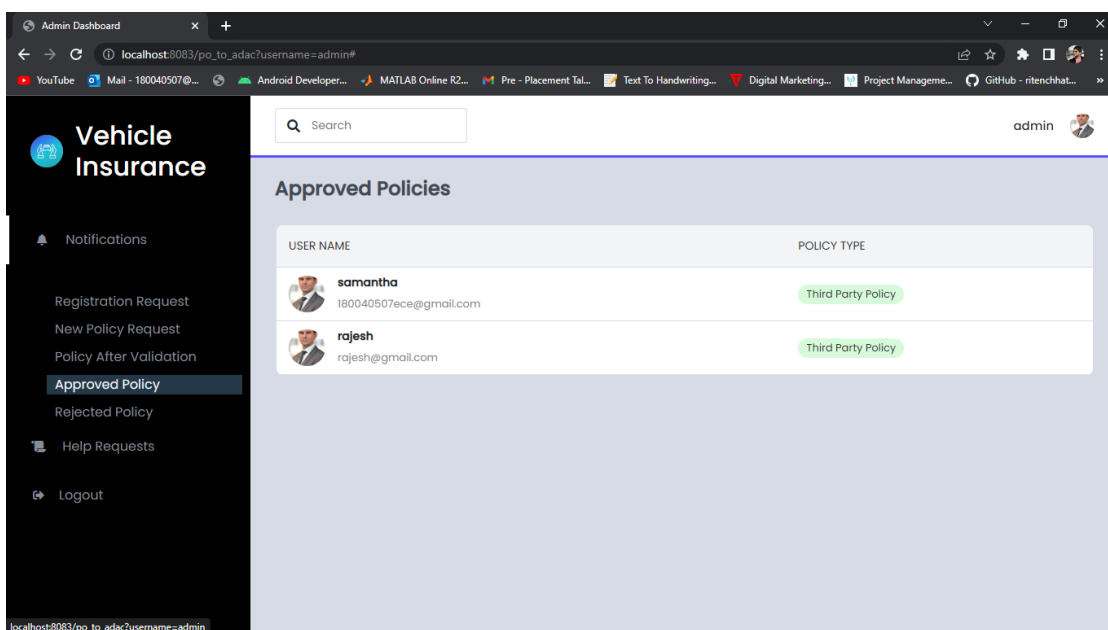
Clicking on “New Policy Request”, all the applied policy from different customers will be shown, and admin can send if for further processing policy admin.



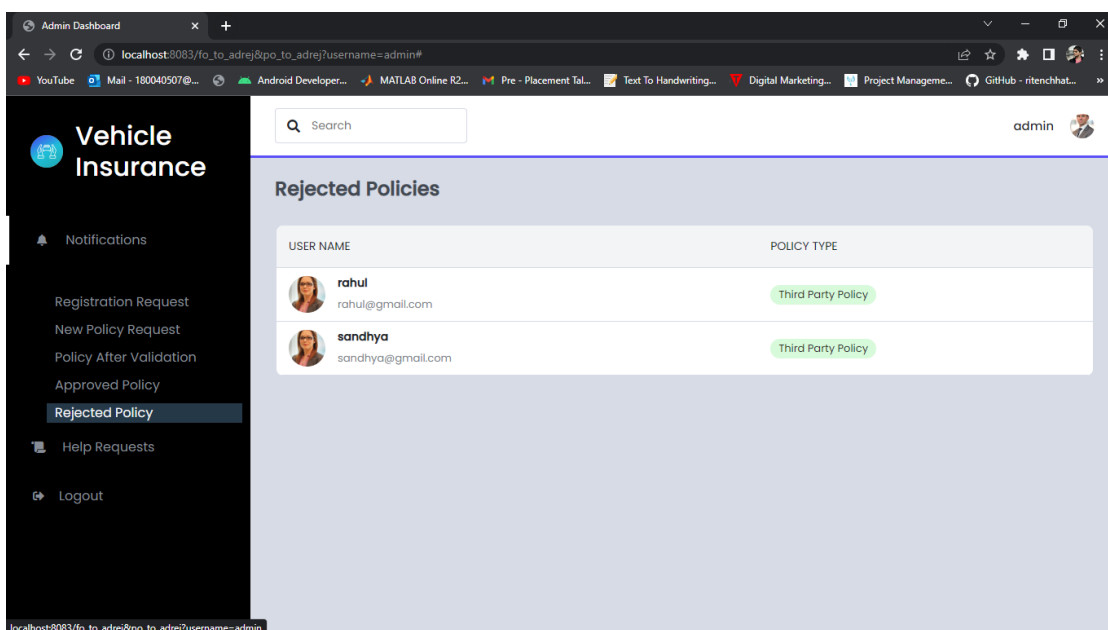
Clicking on “Policy After Validation”, Admin will get the insurance policies which are approved from Policy admin’s end, and the admin must send the policy request for further validation from field officer.



Clicking on “Approved Policy”, will show the policies which are reversed back after approval from field officer’s end, completing the insurance policy request.

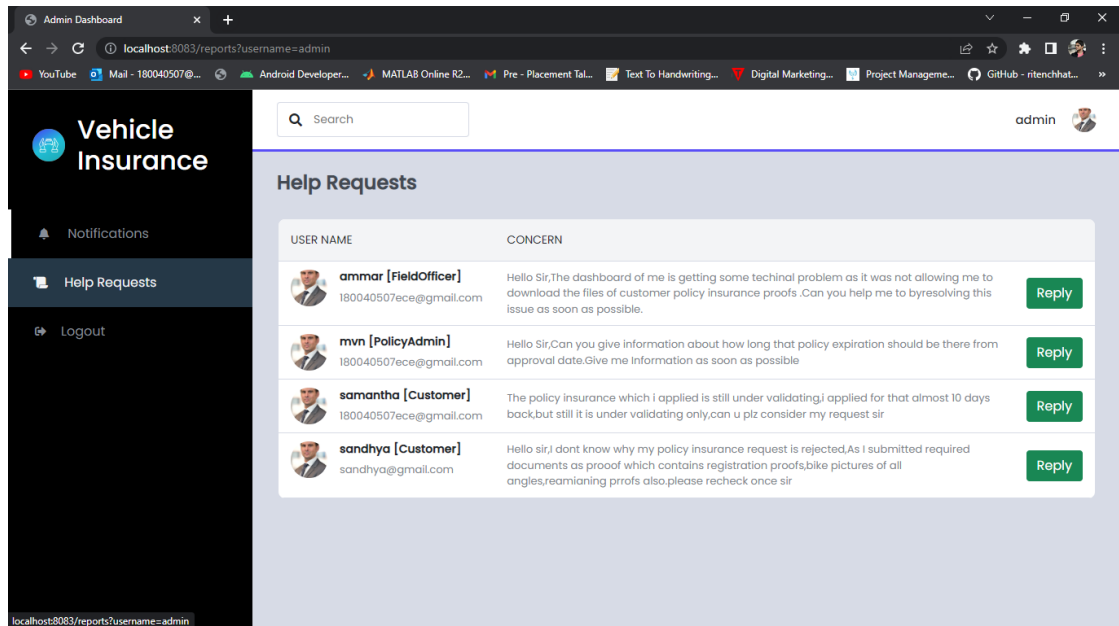


Clicking on “Rejected Policy”, those policies will be shown which are rejected at any stage, either from Policy admin’s end or Field officer’s end or Admin’s end.

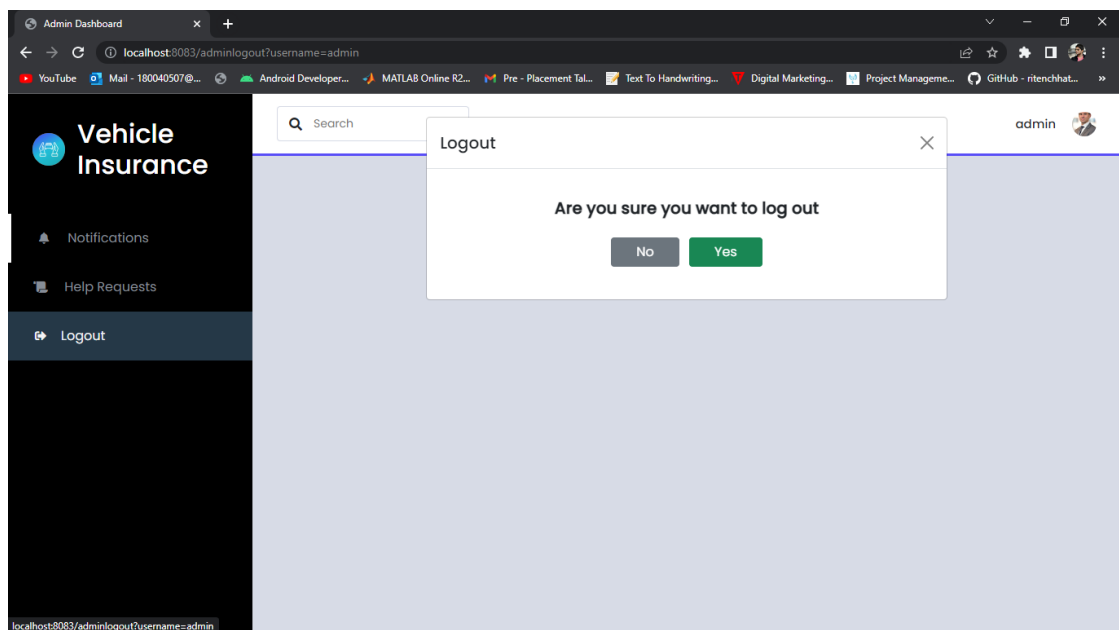


Design Document - HLD

Clicking on “Help Requests”, Admin can view all the query which are raised from different user, either from customer, filed officer or policy admin. The admin can answer their questions using the “Reply” section.

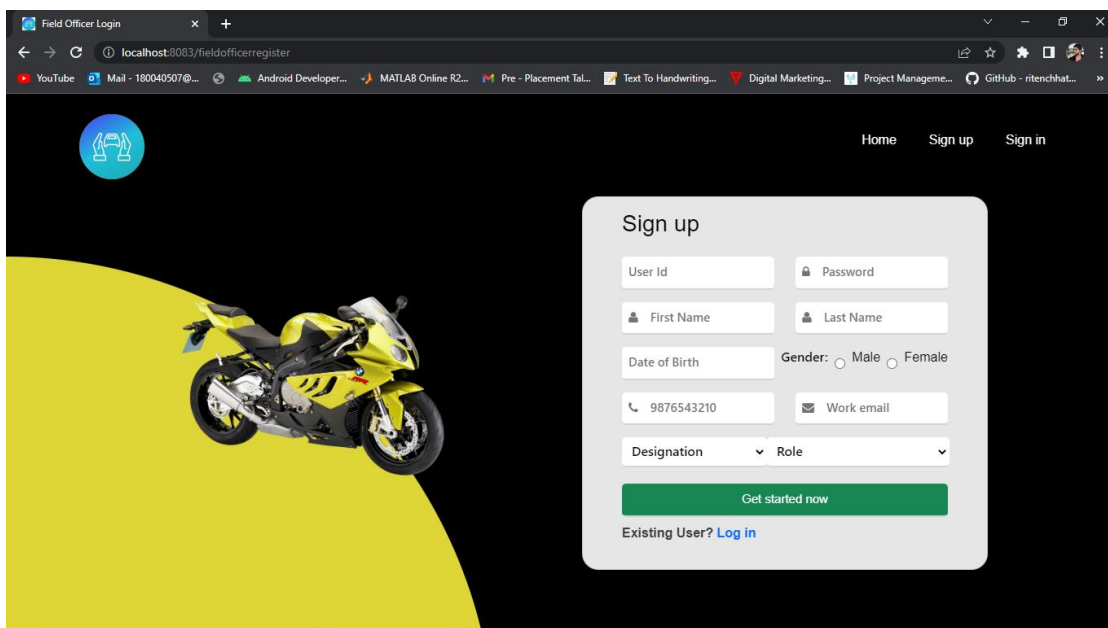


And same as Customer, the Admin can Logout of the session using the “Logout” button, the confirmation will be asked, and clicking on “Yes”, they will be logged out.



6.0 Working with field Officer Page

The user as a Field Officer can register themselves using the signup form, and



Field Officer Login

localhost:8083/fieldofficerregister

Home Sign up Sign in

Sign up

User Id Password

First Name Last Name

Date of Birth Gender: ☐ Male ☐ Female

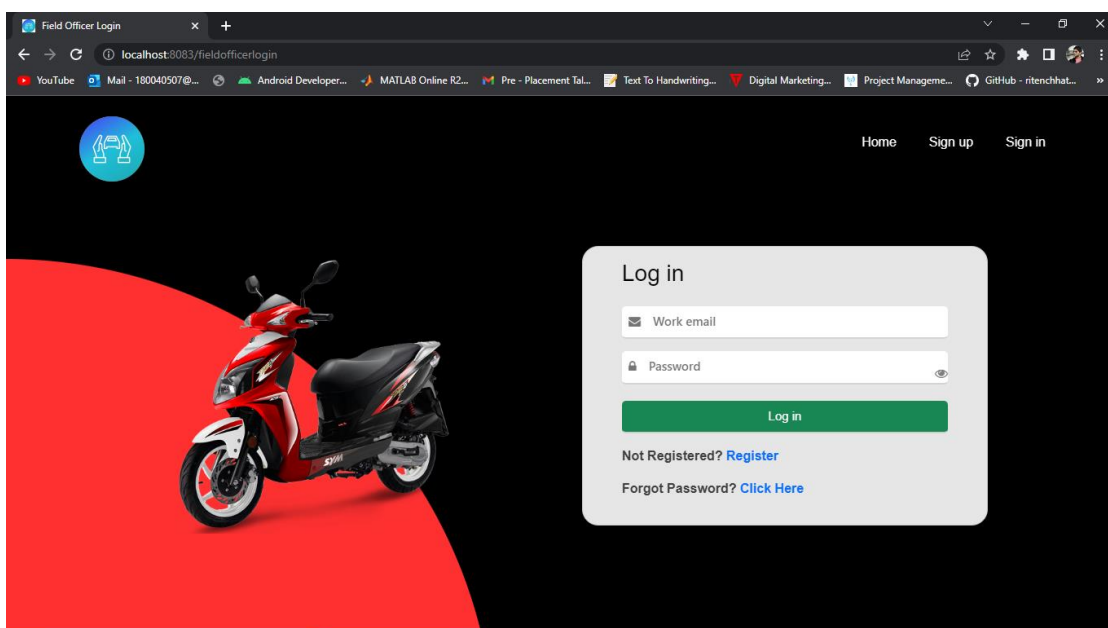
9876543210 Work email

Designation Role

[Get started now](#)

Existing User? [Log in](#)

Once the admin approves their registration request, they can login then.



Field Officer Login

localhost:8083/fieldofficerlogin

Home Sign up Sign in

Log in

Work email

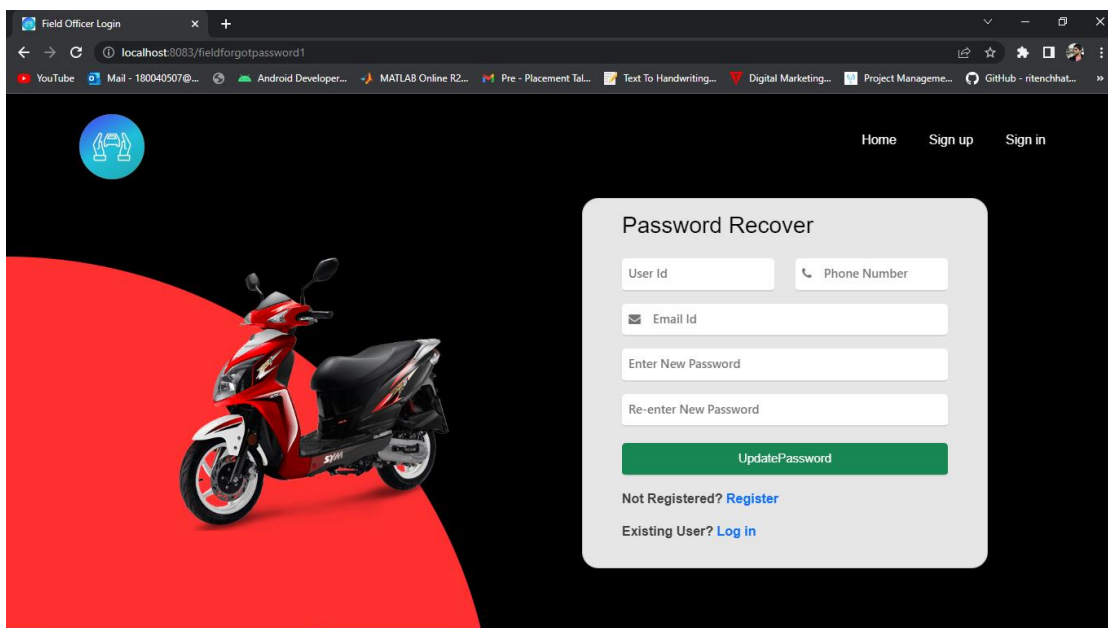
Password

[Log in](#)

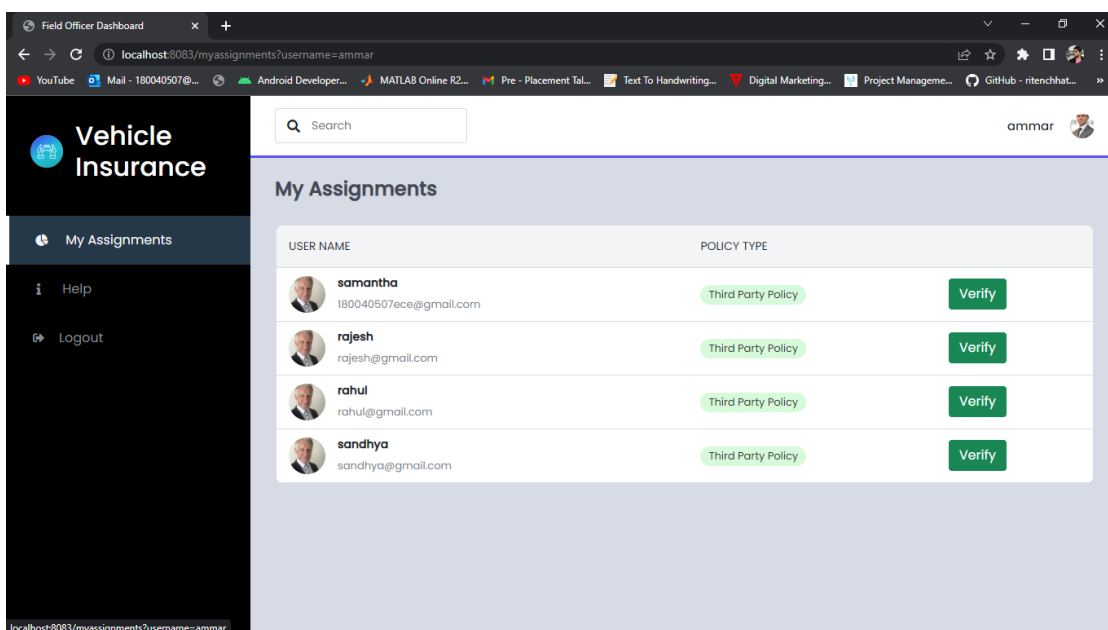
Not Registered? [Register](#)

Forgot Password? [Click Here](#)

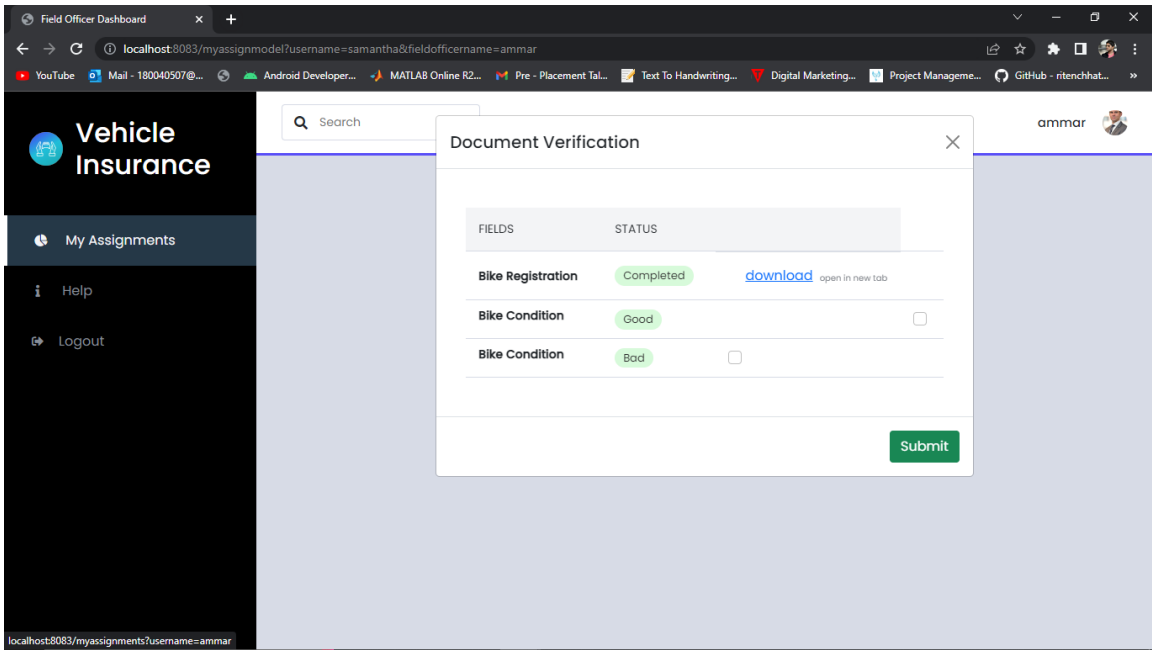
If the Filed Officer forgets the password, he/she can reset their password following the same procedure as customer.



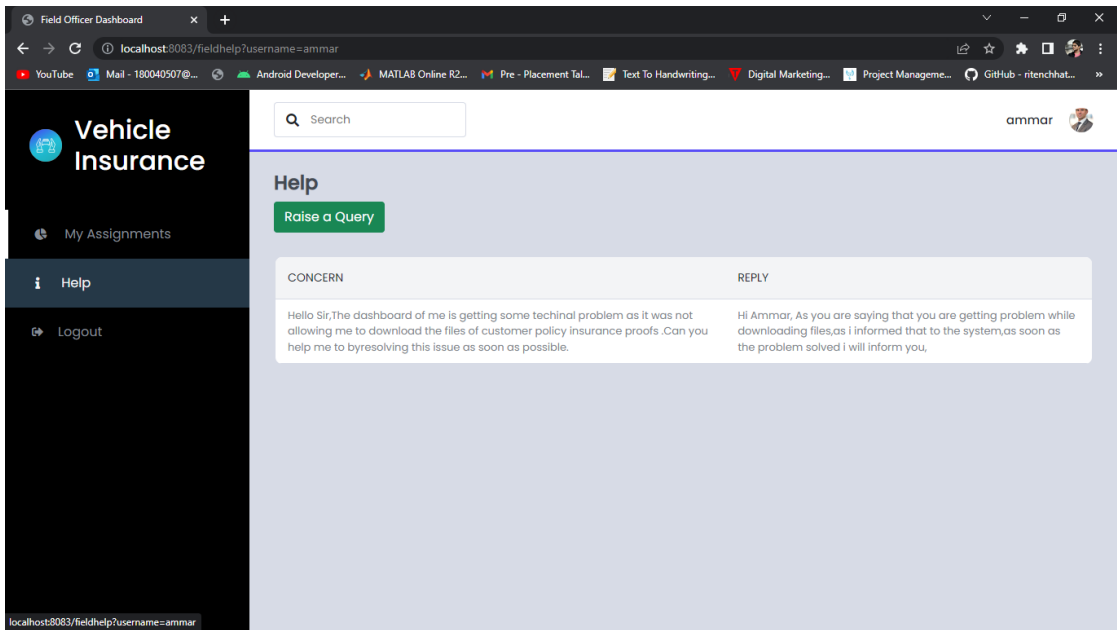
After Logging in successfully, the Policy requests from customer for getting verified from Field officer's end will be shown on dashboard in "My Assignments".



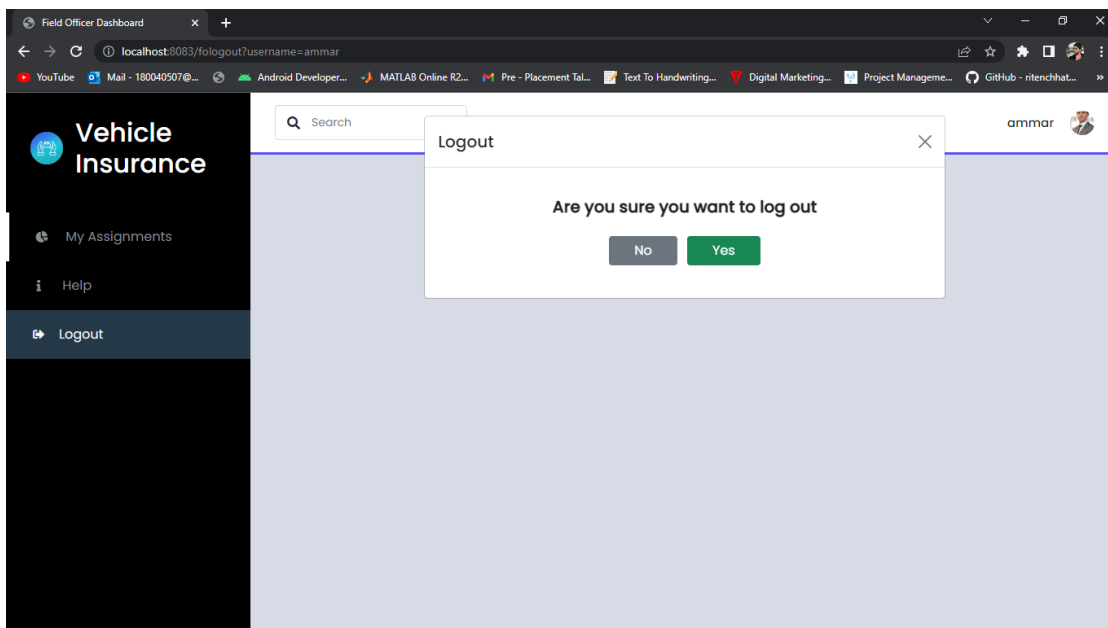
Clicking on “Verify”, the modal for viewing the documents will be popped up and the field officer can view them and verify them accordingly as satisfactory or not.



The filed officer can also raise any query, if they find any trouble in any of the policy request or anything else.

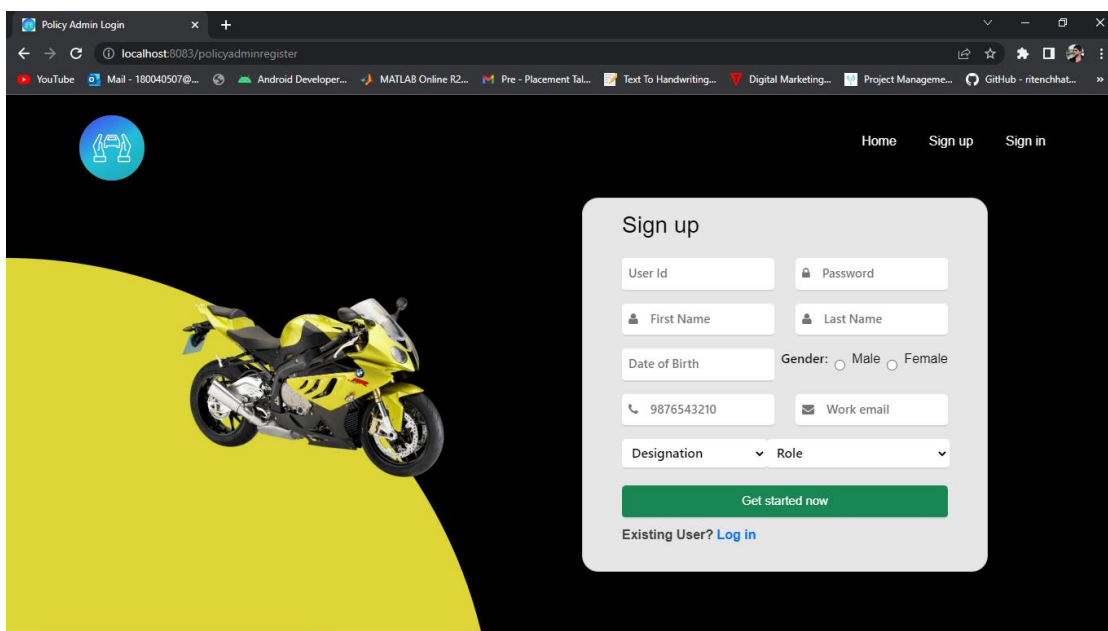


And same as Customer, the Filed Officer can Logout of the session using the “Logout” button, the confirmation will be asked, and clicking on “Yes”, they will be logged out.

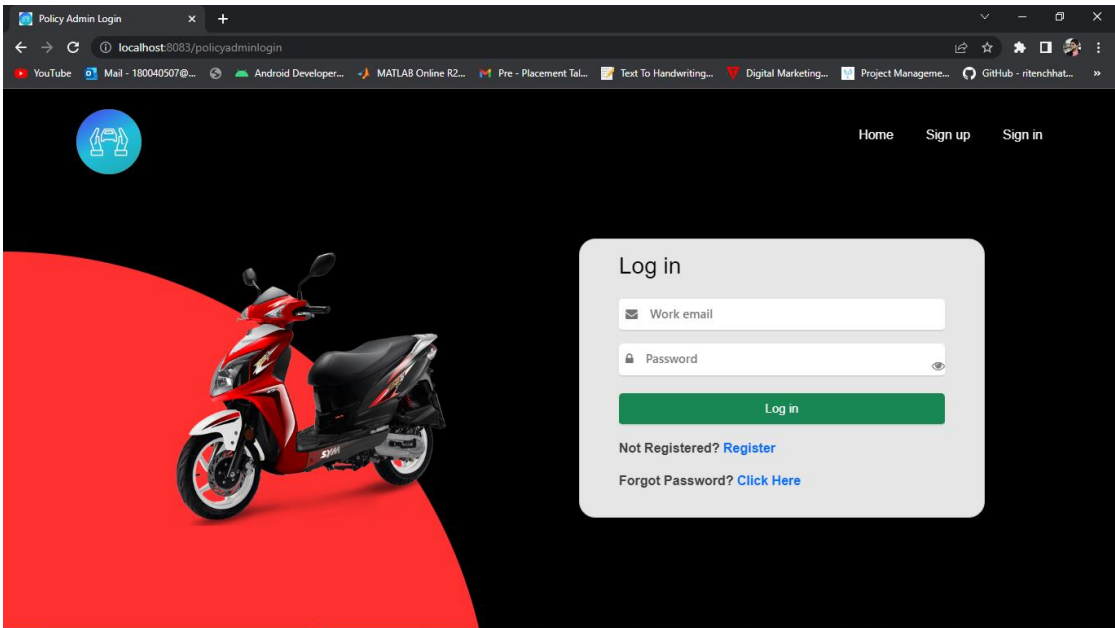


6.0 Working with Policy Admin Page

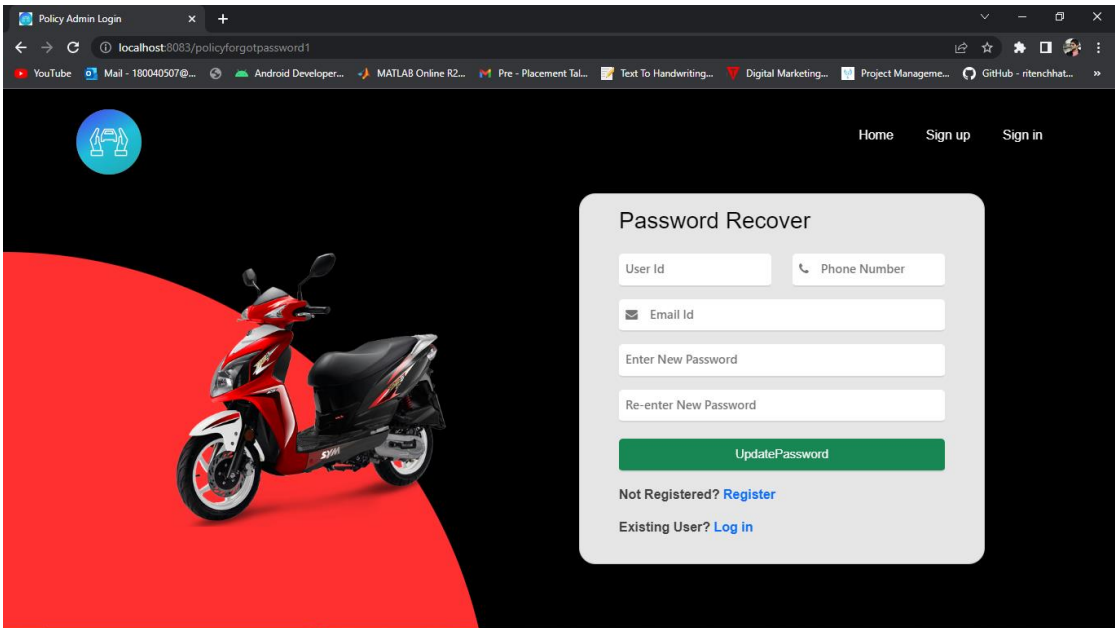
The user as a Policy Admin can register themselves using the signup form, and



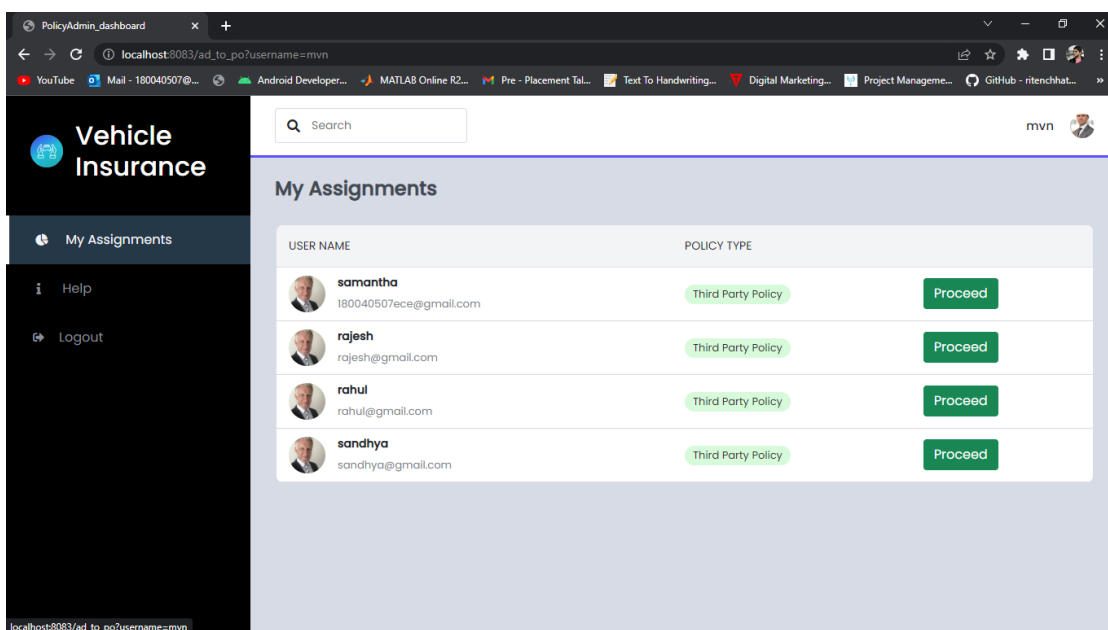
Once the admin approves their registration request, they can login then.



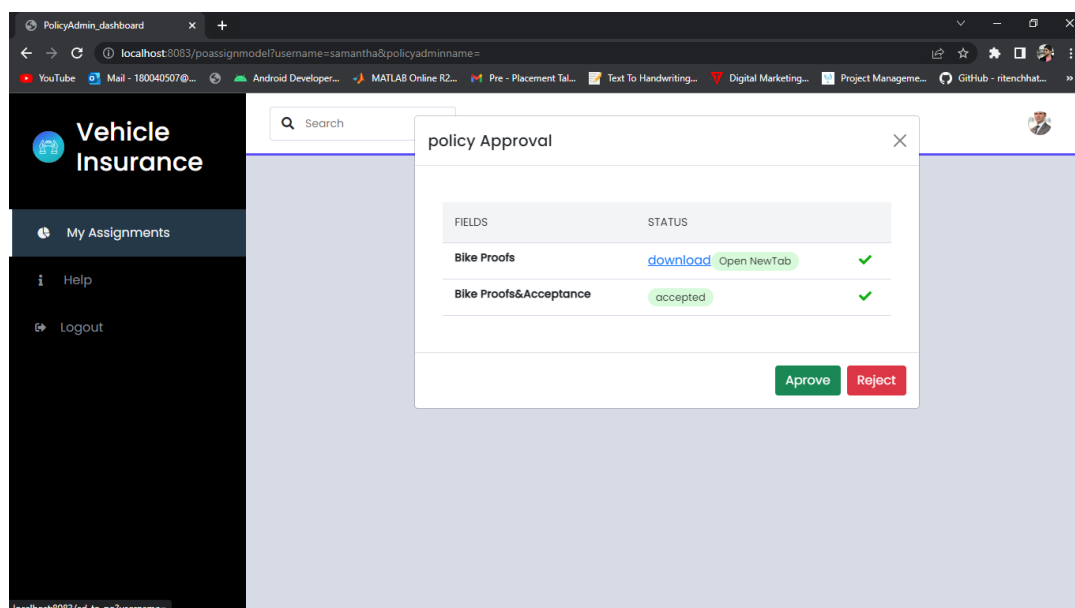
If the Policy Admin forgets the password, he/she can reset their password following the same procedure as customer.



After Logging in successfully, the Policy requests from customer for getting verified from Policy Admin's end will be shown on dashboard in "My Assignments".

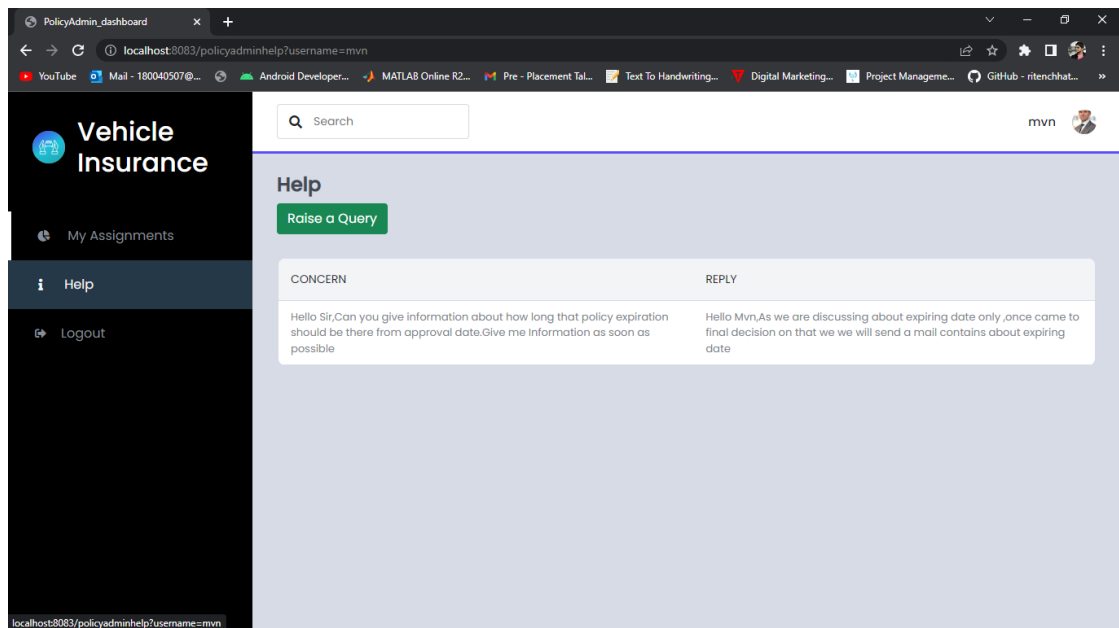


Clicking on "Proceed", the modal for viewing the documents will be popped up and the Policy admin can view them and verify them accordingly as Accepted or Rejected.

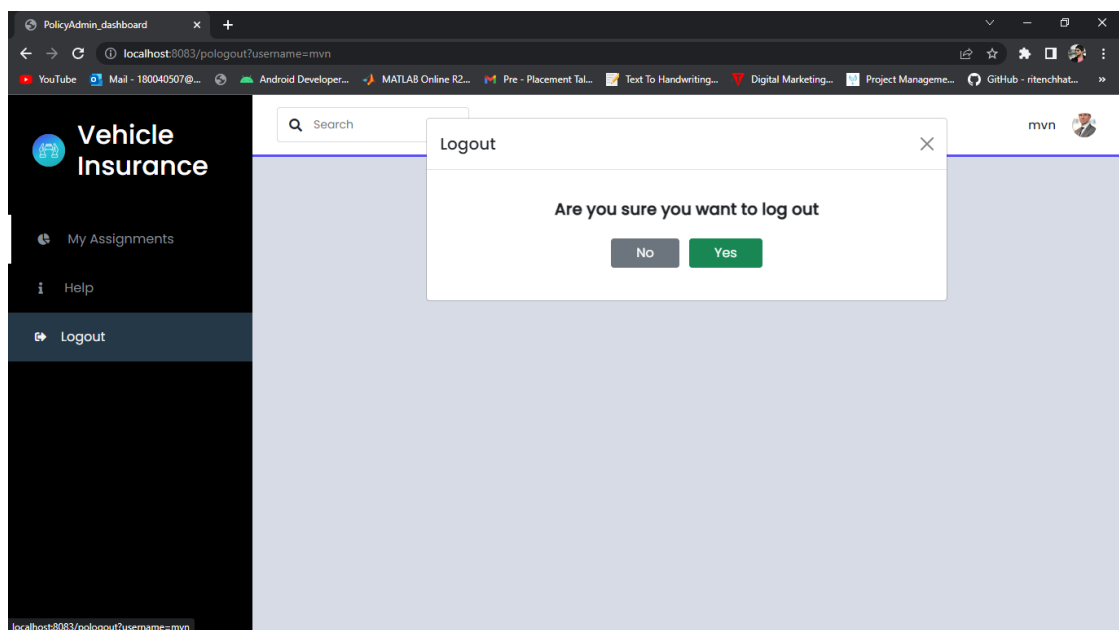


Design Document - HLD

The Policy Admin can also raise any query, if they find any trouble in any of the policy request or anything else.

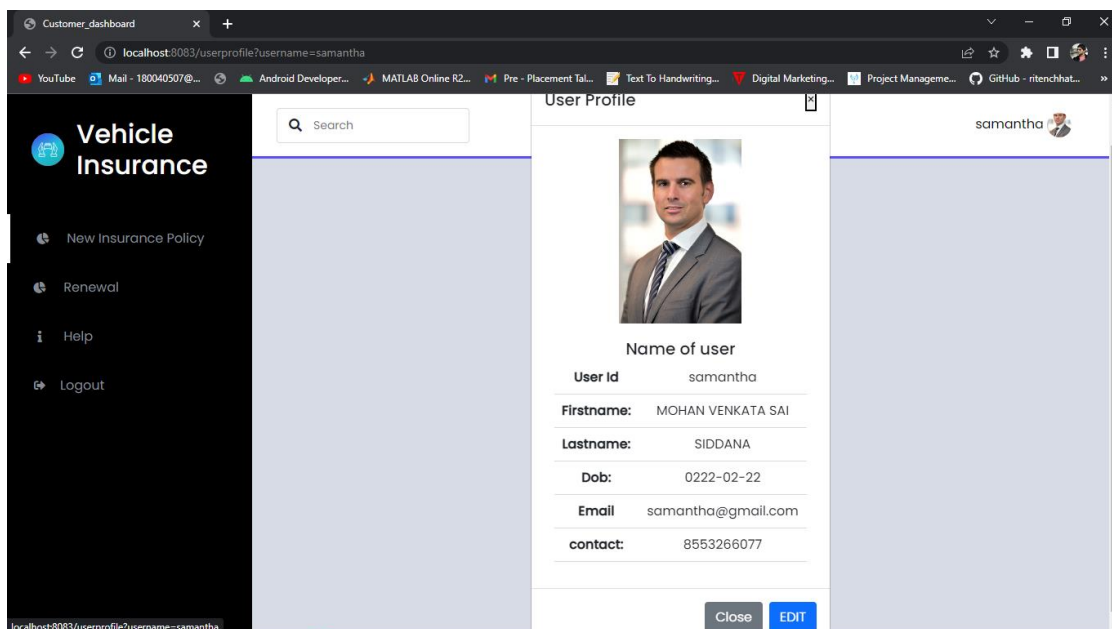


And same as Customer, the Policy admin can Logout of the session using the “Logout” button, the confirmation will be asked, and clicking on “Yes”, they will be logged out.

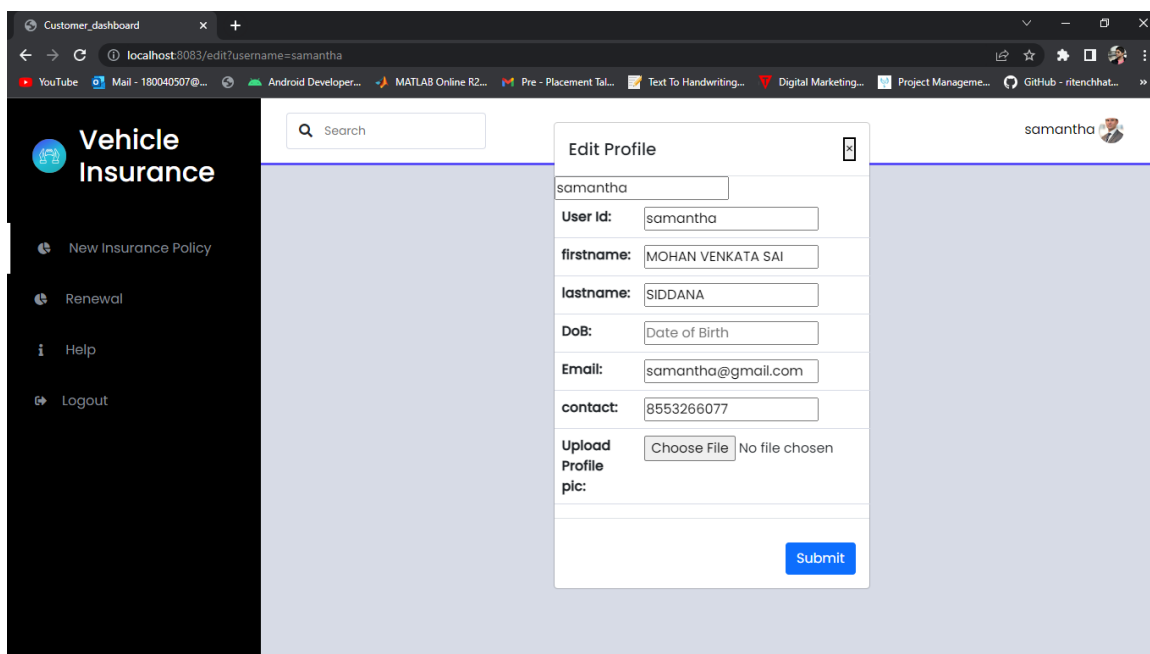


7.0 Work on User Profile.

Clicking on the Profile, the modal with user's personal information will be popped up.



And when the user wants to edit the information shown in profile modal, then can click on “EDIT”, and do the required changes.



8.0 Terms & Conditions

Disclaimer: Please do not circulate or distribute this document outside of Cognizant Network, We have a Zero Tolerance Policy. Kindly adhere to 100% Compliance at all times.