



April 4th, 2024

Software Requirements Specification Document

NeoSOFT is a SEI-CMMI Level-5 Global IT
Consulting & Software Solutions Provider

Project Name

**Development of Contract
Management System**

Client Name

Jupiter Hospitals

Document Control Sheet

Current Version	1.1
Project Code	NS_JH_04042024
Project Name	Development of Contract Management System
Document Type	Software Requirement Specification Document
Author	Shubham / Viral
Reviewed By	-
Frequency of Document Review	Next Revision of Standard Documents
Document Creation Date	4/04/2024
Last Updated Date	4/04/2024

Revision History

Version	Date	Name	Comments
1.0	04/04/2024	Shubham / Viral	SRS Document
1.1	10/05/2024	Shubham / Viral	<ol style="list-style-type: none">1. Custodian details2. Posting Termination notice & Approvals process– Contact & MOU3. Withdrawal of Termination notice & Approvals process - Contact & MOU4. Emails notification for Termination Approval & Withdrawal5. Email Notifications6. Termination notice expiry revision provision based on mutual understanding7. Contract Renewal

Contents

Purpose of the Document.....	6
Summary	6
In-Scope Requirements.....	7
Scope of Work.....	7
Detailed Roles & Permissions	8
Wireframes for Contract Management System	11
Third-Party Integrations.....	11
Diagram & Flow Charts	12
Functional Requirement	15
1. Modules for End User (Web App).....	15
1.1 Login Page (Out of Scope – Handled in IAM).....	15
1.2 Dashboard.....	19
2. Modules for MOU User (Web App)	28
2.1 MOU Listing (MOU User)	28
2.2 Status – Active, Expired, Terminated, Pending Approval, Rejected (End User)	33
2.3 Create/ Read/ Update/ Delete MOUs	37
2.4 Approval / Rejection	54
2.5 Addendum	62
2.6 Posting Termination notice	69
2.7 Termination Notice Approval / Rejection.....	74
2.8 Terminate Action	82
2.9 Termination notice withdrawal	85
2.10 Termination Notice Withdrawal Approval / Rejection.....	91
2.11 Withdraw notice	99
2.12 Common Use Case: Detail Screen (MOU).....	102
2.13 MOU Renewal.....	108
3. Modules for Contract User (Web App).....	111

3.1	Contract Listing – (End User)	111
3.2	Create/Read/Update/Delete Contracts.....	116
3.3	Contract Approval.....	132
3.4	Contract Addendum	140
3.5	Contract Status – Active, Inactive – Expired, Inactive – Terminated, Pending Approval (End User)	150
3.6	Posting Termination notice	154
3.7	Termination Notice Approval / Rejection.....	161
3.8	Terminate Action	169
3.9	Termination notice withdrawal	172
3.10	Termination Notice Withdrawal Approval / Rejection.....	177
3.11	Withdraw notice	185
3.12	Common Use Case: Detail Screen (Contract)	188
3.13	Contract Renewal	193
4.	Module for Management User (Web App).....	195
4.1	Classified Contracts.....	195
5.	Modules for Super Admin (Web App)	198
5.1	Masters – Employee Master (Need to be confirmed).....	198
5.2	Masters – Company Master	206
5.3	Masters – Document Master.....	215
5.4	Masters – Approval Matrix for Contracts and MOU	220
5.5	Masters – Escalation Matrix for Contracts and MOU.....	225
5.6	Masters – Apostille Masters	231
5.7	Reports – Notifications	233
5.8	Reports – Notifications	236
5.9	Reports – Audit Logs	347
6.	References	352
7.	Non-Functional Requirement	352
8.	Technology/Environment Specifications	353

9. Project Specific Assumptions & Constraints.....355

Document Preamble

Purpose of the Document

This document specifies the functional specifications for the Development of Contract Management System. The document helps the business stakeholders to understand what to expect out of the project & technical stakeholders to understand what to deliver.

The Functional Requirements Specification will:

- Define the scope of business objectives, business functions and organizational units covered for the project.
- Identify the business processes that the solution must facilitate.
- Facilitate a common understanding of what the functional requirements are for all parties involved in the project.
- Establish a basis for defining the acceptance tests for the solution to confirm that what is delivered meets requirements.

Summary

The objective is to design & develop a web application for Contract & MOU Management. Jupiter Hospitals signs contracts and MOUs with other entities. The proposed application will streamline this process of creation, tracking, managing the contracts and MOUs. The system consists the below types of the users.

In-Scope Requirements

Scope of Work

User Types	Web Based Application	Mobile App
MOU User	Yes	No
Contract User	Yes	No
MOU Approver	Yes	No
Contract Approver	Yes	No
Management User	Yes	No
Administrator	Yes	No

Detailed Roles & Permissions

Role >>		MOU User	Contract User	MOU Approver	Contract Approver	Management User	Administrator
Module	Permission						
Dashboard							
MOU	View	Y (Access limited to their department & created by them)	N	Y	Y (Access limited to their department)	Y	Y
	Create	Y (Access limited to their department & created by them)	N	Y	N	Y	Y
	Edit	Y (Access limited to their department & created by them)	N	Y	N	Y	Y
	Delete	Y (Before Approval, Access based on department and created by)	N	N	N	N	N
Contract	View	N	Y (Access limited to their department & created by them)	N	Y (Access limited to their department)	Y (All departments)	Y

		N	Y (Access limited to their department & created by them)	N	Y (Access limited to their department)	Y (All departments)	Y
		N	Y (Access limited to their department & Created by them)	N	Y (Access limited to their department)	Y (All departments)	Y
		N	Y (Before Approval, Access limited to their department & Created by them)	N	N	N	N
Classified Contract	View	N	N	N	N	Y	Y
	Create	N	N	N	N	Y	Y
	Edit	N	N	N	N	Y	Y
	Delete	N	N	N	N	Y	Y
Reports - Notification	View	Y (MOU Only)	Y (Contract Only)	Y (MOU Only)	Y (Contract Only)	N (Classified Contract Only)	Y (All)

Reports - Audit Trail	View	N	N	Y (MOU Only)	Y (Contract Only)	Y	Y
Masters	View	N	N	Y (MOU Only)	Y (Contract Only)	Y	Y
	Create	N	N	N	N	Y	Y
	Edit	N	N	N	N	Y	Y
	Delete	N	N	N	N	Y	Y

Wireframes for Contract Management System

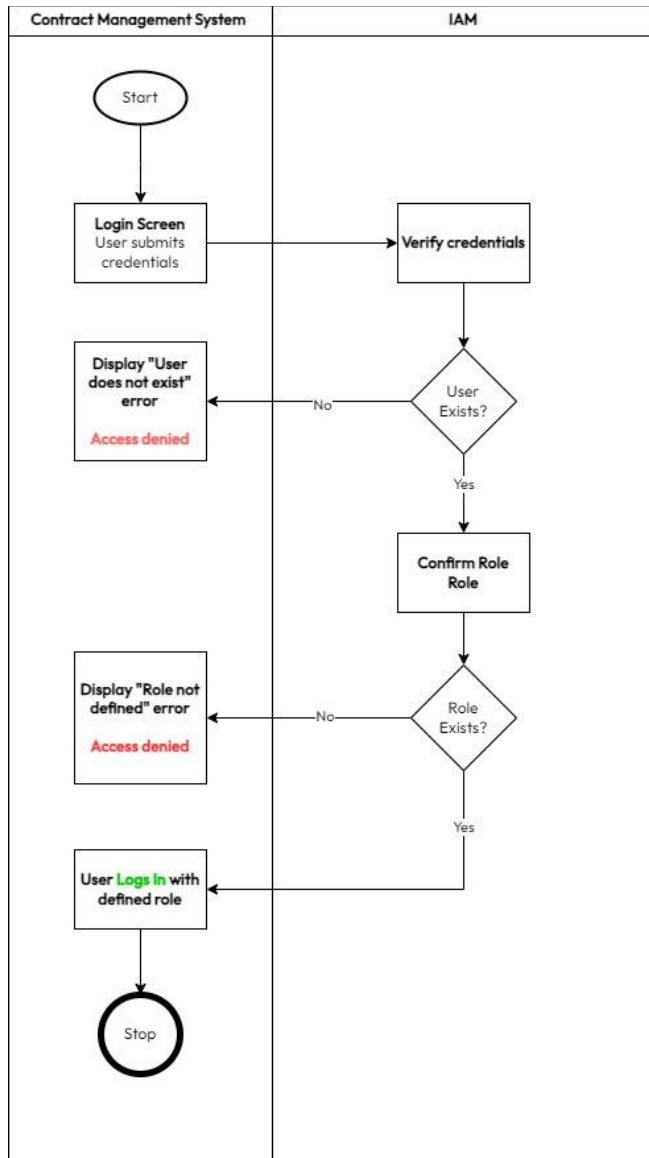
- Link :- <https://6c308v.axshare.com>

Third-Party Integrations

Sr No	Integration With	Required Data	Usecase
1	IAM	Authentication of User Account & Roles	1.1 Login 5.1 Employee Master
2	HMIS	Credit Companies	2.3 Create / Read / Update / Delete MOUs
3	HMIS	Insurance Companies	2.3 Create / Read / Update / Delete MOUs
4	HMIS	Tariffs	2.3 Create / Read / Update / Delete MOUs
5	HMIS	Departments	3.2 Create / Read / Update / Delete Contracts 5.4 Approval Matrix 5.5 Escalation Matrix
6	HMIS	Employees	3.2 Create / Read / Update / Delete Contracts
7	IAM	Employees	5.1 Employee Masters
8	IAM	User Roles	5.4 Approval Matrix
9	IAM	User Roles	5.5 Escalation Matrix
10	Email Gateway	Notifications	5.7 Notifications
11	HMIS	Location (Store Locations)	2.3 Create / Read / Update / Delete MOUs 3.2 Create / Read / Update / Delete Contracts

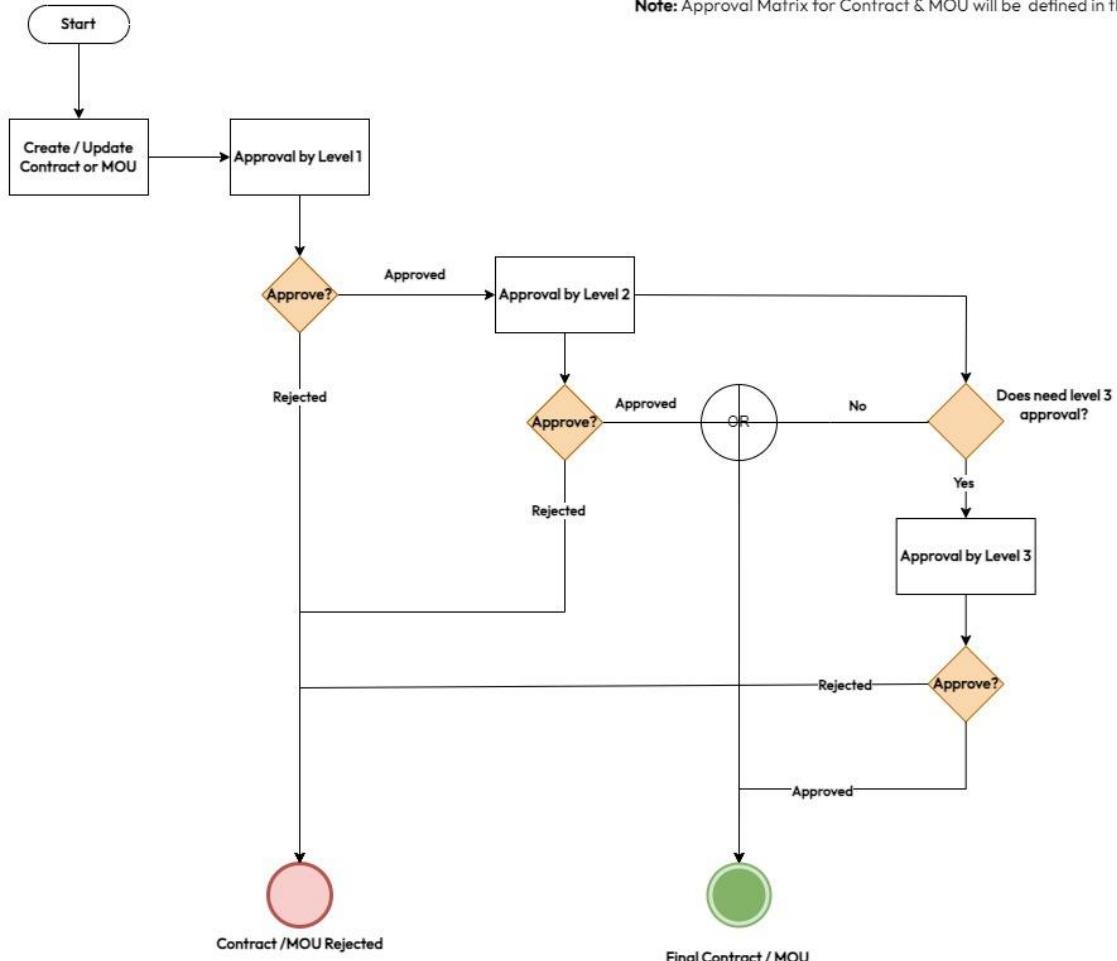
Diagram & Flow Charts

1. Login



2. Contract / MOU Approval

Note: Approval Matrix for Contract & MOU will be defined in the Master.



Functional Requirement

1. Modules for End User (Web App)

1.1 Login Page (Out of Scope – Handled in IAM)

Actor	End User
Description	This use case is used to define the Login process for the Contract Management System.
Pre-Condition	<ol style="list-style-type: none">1. The user should browse the valid URL.2. The user account should be created in IAM and role should be defined3. The user should have proper internet connectivity.
Post-Condition	When user enters valid login credentials and role is verified, users should land on dashboard.
Business Rules	Whenever user browse through the URL, they will be first navigated to the login screen where users will be able to enter following details to login. For login through web – Users can enter the following <ol style="list-style-type: none">1. Email ID2. Password (Hide/Show icon)3. Login>>

Contract Management System



Email ID

Password

Sign In

- On click of submit button, the system will look a match for the Email and Password in the IAM via API integration.
- If the match is found the system will proceed to check the role of the user defined for the user account in IAM.
- If the role is found, the user will be logged in successfully and will be able to access the modules with the permissions defined in IAM.
- Refer Validation and Rules section for error messages.

Logout

- Users will be able to Logout using the “Logout” button.
- After clicking the button, a Prompt will be shown to the users to confirm the Logout action.
- After confirming, users will be logged out.

	<ul style="list-style-type: none"> Auto Log off – Users will be automatically logged out of the system, after 15 mins of inactivity.
Validation & Rules	<p>Email ID</p> <ol style="list-style-type: none"> Email ID format - abcxx@Jupiterhospital.com. Error Message – “Invalid Email format”. Email Not found – Error Message – “User not found” Email Null Entry – “This Field is mandatory” <p>Password (Need Jupiter Team inputs for password policy)</p> <ol style="list-style-type: none"> Password must be <> to be defined. Error Message – “Password Invalid” Password Null Entry – “This field is mandatory” Renew Password 3 months
Integration	IAM – This integration will allow to authentication of user account & user role.

Form Elements

Description/Field Name	Type	Error Message
Email ID*	Alphanumeric (Text field should accept alphanumeric with max limit of 03-20 chars)	“Invalid Email format” “User not found” “This Field is mandatory”
Password*	Alphanumeric (Text field should accept alphanumeric with max limit of 08-30 chars)	“Please enter a valid Password” “This field is mandatory”

Buttons

Action	Description	Next Step	Message
Login	Clicking on “Login” button users will be re-direct to the Dashboard.	Dashboard	<Not Applicable>

Show/Hide icon	Clicking on show, users will be able to view the password. Clicking on hide, users will not be able to viewed entered password.	Show/hide	<Not Applicable>
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Wireframe – Login

Contract Management System

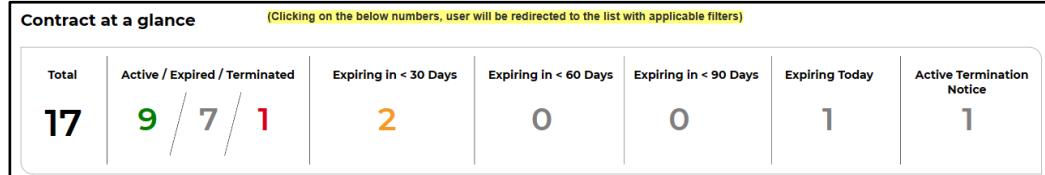


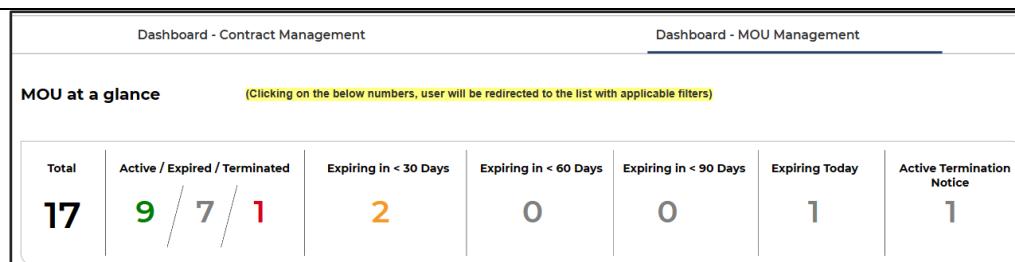
Email ID

Password

Sign In

1.2 Dashboard

Actor	End User																					
Description	This use case defines the landing screen i.e. Dashboard for the end user.																					
Pre-Condition	<ol style="list-style-type: none"> 1. The user should browse the valid URL. 2. The user account should be created. 3. The user should have proper internet connectivity. 4. User is logged In. 																					
Post-Condition	Once the user logs in successfully, the Dashboard should be displayed.																					
Business Rules	<p>Once the End user logs in, they should land on the Dashboard screen. The Dashboard will display the below Key information and elements.</p> <p>Separate Dashboard for MOU & Contract - The Dashboard will have two separate screens for MOU and contracts which will be accessible by clicking the “tab” option as displayed below.</p>  <p>Note: Based on the role of the user as Contract or MOU, only specific tab for contract or MOU will be accessible to the user.</p> <p>Contract / MOU at glance</p>  <table border="1"> <thead> <tr> <th colspan="7">Contract at a glance</th> </tr> <tr> <th colspan="7">(Clicking on the below numbers, user will be redirected to the list with applicable filters)</th> </tr> </thead> <tbody> <tr> <td>Total 17</td> <td>Active / Expired / Terminated 9 / 7 / 1</td> <td>Expiring in < 30 Days 2</td> <td>Expiring in < 60 Days 0</td> <td>Expiring in < 90 Days 0</td> <td>Expiring Today 1</td> <td>Active Termination Notice 1</td> </tr> </tbody> </table>	Contract at a glance							(Clicking on the below numbers, user will be redirected to the list with applicable filters)							Total 17	Active / Expired / Terminated 9 / 7 / 1	Expiring in < 30 Days 2	Expiring in < 60 Days 0	Expiring in < 90 Days 0	Expiring Today 1	Active Termination Notice 1
Contract at a glance																						
(Clicking on the below numbers, user will be redirected to the list with applicable filters)																						
Total 17	Active / Expired / Terminated 9 / 7 / 1	Expiring in < 30 Days 2	Expiring in < 60 Days 0	Expiring in < 90 Days 0	Expiring Today 1	Active Termination Notice 1																



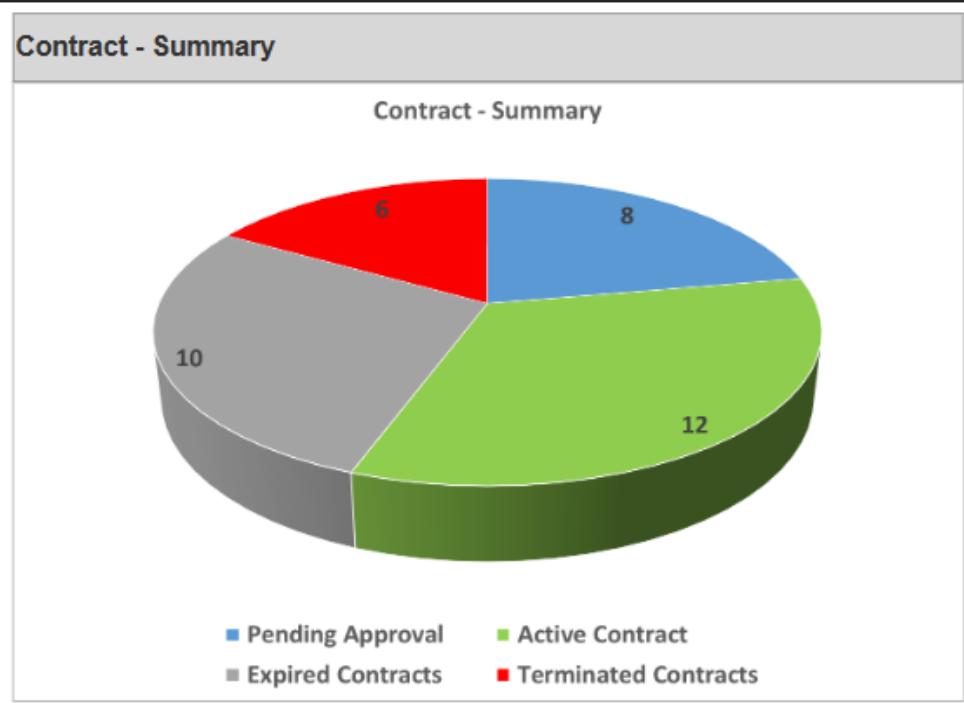
1. **Total Contracts / MOUs** – The dashboard will display the count of Contract and MOUs that are created in the application. This is common for Contract and MOU dashboard. **Total Contracts / MOUs = Active Contracts + Expired Contracts + Terminated Contracts.**
2. **Active, Expired & Termination Count** - The Count of Active & Expired Contracts based on the expiry date will be displayed.
3. **Expiring in < (less than) 30, 60 & 90 Days** – Count of Contracts and MOUs which is due to expire in less than 30, 60 & 90 days based on its expiry date will be displayed.
4. **Expiring Today** – Count of Contracts & MOUs that are schedule to expire today (On the current date).
5. **Active Termination Notice** - The count of Contract & MOUs having active termination notice displayed them.

Notes:

1. Clicking on the above counts will redirect the users to the list view of the Contract or MOU with the applicable filter.

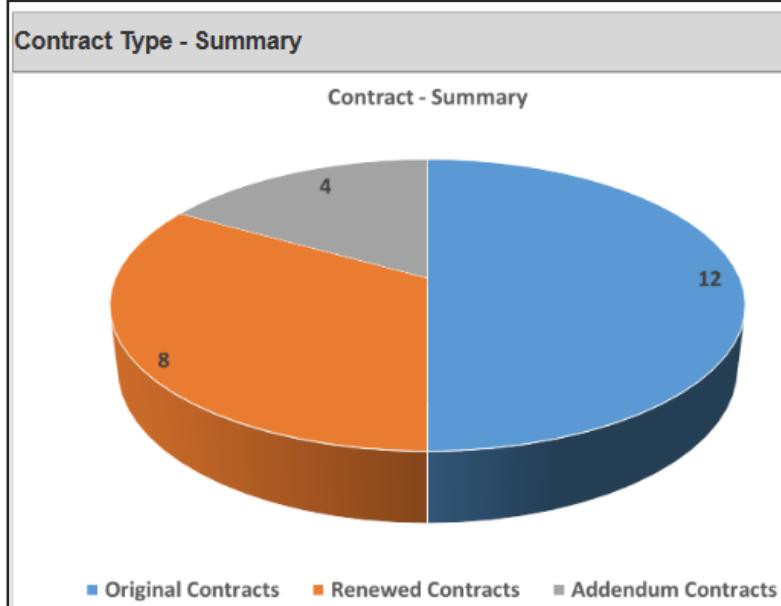
Contract Specific Charts & List

Category Breakdown – Contract Dashboard



Contract Summary – This will be a pie chart. Each slice of the pie chart will display the count following: -

- Pending Approval
- Active Contracts
- Expired Contracts
- Terminated



Contract Type Summary – This will be a pie chart. Each slice of the pie chart will display the count following: -

- Original Contract – The count of the contracts will be displayed which do not have any addendum or have not been renewed in the past.
- Renewed Contract – The count for the contracts which are renewed will be displayed.
- Addendum Contract - The contracts will be classified as the contract which has addendum. The count of such addendum contract will be taken into consideration.

Pending Approval Contracts List – The list of top 5 most recently created contracts pending for approval to the user will be displayed. Users can view list of all contracts pending for their approval by clicking the “View All” button. For Detailed listing, please refer Usecase: **Contracts Listing**

My Pending Approvals (7)										
Transaction ID	Contract Name	Contract Type	Contract Date	Expiry Date	Renewal Date	Addendum Date	Status	Approval Pending From	Renewal Contact Person	
#12345	Lorem Ipsum	Lorem Ipsum	11/01/2024	11/01/2024	11/01/2024	11/01/2024	Pending Approval	John Doe	John Doe	
#12345	Lorem Ipsum		11/01/2024	11/01/2024	11/01/2024	11/01/2024	Pending Approval	John Doe	John Doe	
#12345			11/01/2024	11/01/2024	11/01/2024	11/01/2024	Pending Approval	John Doe	John Doe	
#12345			11/01/2024	11/01/2024	11/01/2024	11/01/2024	Pending Approval	John Doe	John Doe	
#12345			11/01/2024	11/01/2024	11/01/2024	11/01/2024	Pending Approval	John Doe	John Doe	
View All										

MOU Specific Chart and List

Category Breakdown – Contract Dashboard

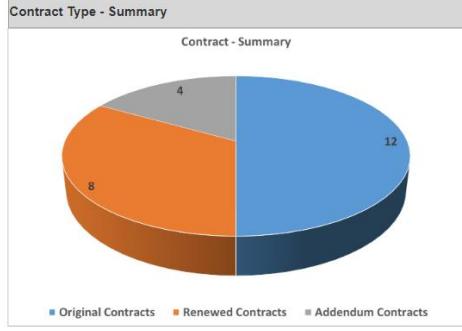
Category Breakdown

Contract - Summary



Category	Count
Pending Approval	8
Active Contracts	12
Expired Contracts	10

Contract Type - Summary



Category	Count
Original Contracts	12
Renewed Contracts	8
Addendum Contracts	4

Category Breakdown – MOU Dashboard

Contract Summary – This will be a pie chart. Each slice of the pie chart will display the count following: -

- Active
- Pending Approval
- Expired MOUs
- Terminated

Contract Type Summary – This will be a pie chart. Each slice of the pie chart will display the count following: -

- TPA Contract – The count of MOU classified as “TPA Contracts” will be displayed.

- Corporate Contract – The count of MOU classified as “Corporate Contracts” will be displayed.
- Aggregator Contract – The count of MOU classified as “Aggregator Contracts” will be displayed.
- Addendum Contract – The count of MOU which has Addendum will be displayed.

Recent MOU List – The list of top 5 most recently created MOUs pending for approval to the user will be displayed. Users can view list of all MOUs pending for their approval by clicking the “View All” button. For Detailed listing, please refer Usecase: **MOU Listing**

My Pending Approvals (6)									
Transaction ID	MOU Name	MOU Start Date	Expiry Date	Renewal Date	Addendum Date	MOU Category	Status	Approval Pending From	
#12345	Lorem Epsum	11/01/2024	11/01/2024	11/01/2024	11/01/2024	TPA	Pending Approval	John Doe	
#12345	Lorem Epsum	11/01/2024	11/01/2024	11/01/2024	11/01/2024	Corporate	Pending Approval	John Doe	
#12345	Lorem Epsum	11/01/2024	11/01/2024	11/01/2024	11/01/2024	Aggregator	Pending Approval	John Doe	
#12345	Lorem Epsum	11/01/2024	11/01/2024	11/01/2024	11/01/2024	TPA	Pending Approval	John Doe	
#12345	Lorem Epsum	11/01/2024	11/01/2024	11/01/2024	11/01/2024	Corporate	Pending Approval	John Doe	

[View All](#)

Note: Users can download the dashboard view in a PDF document using the “Download PDF Format” button.



Note:

1. The Contract User, MOU User, Contract Approvers & MOU Approvers will be able to view the data limited to their department.
2. The users having Contract User & MOU user access will be able to view the data only for the Contract or MOUs that are created by them.
3. The Management & Admin user will be able to view the data irrespective of the User and Department.

Validation & Rules	In case the application does not have sufficient data to be displayed on dashboard charts and recent list, the system will display a message as “No Data Available”.
Integration	<Not Applicable>

Buttons

Action	Description	Next Step	Message
Download PDF Format	Clicking on “Download PDF format” button will allow users to download the dashboard details in PDF format.	PDF document is downloaded automatically on the users system	In case of success “Document created successfully” In case of failure “Failed to create document”

Wireframe – Contract Dashboard

Good Afternoon!

John Doe
Administrator

Thane, Pune
Indore, Mumbai

Role: Administrator
Server: Test Environment
Version: 1.0

Contract Management System

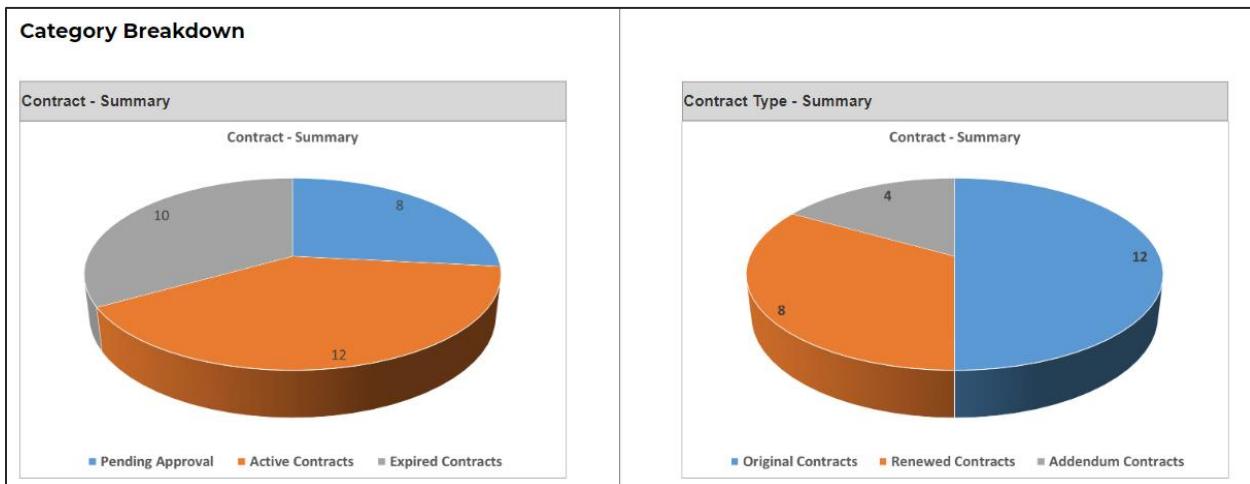
Dashboard

[Download PDF Format](#)

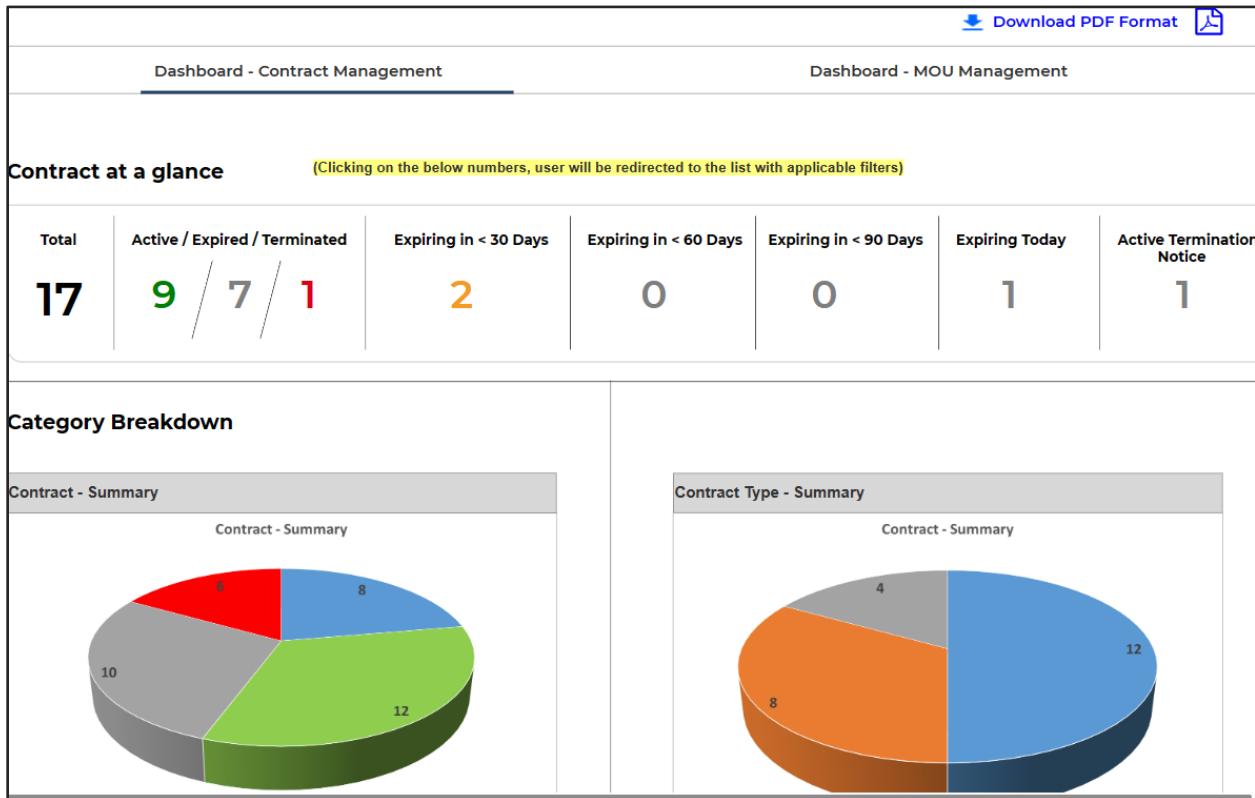
Dashboard - Contract Management Dashboard - MOU Management

Contract at a glance (Clicking on the below numbers, user will be redirected to the list with applicable filters)

Total	Active / Expired	Expiring in < 30 Days	Expiring in < 60 Days	Expiring in < 90 Days
17	09 / 08	02	00	00

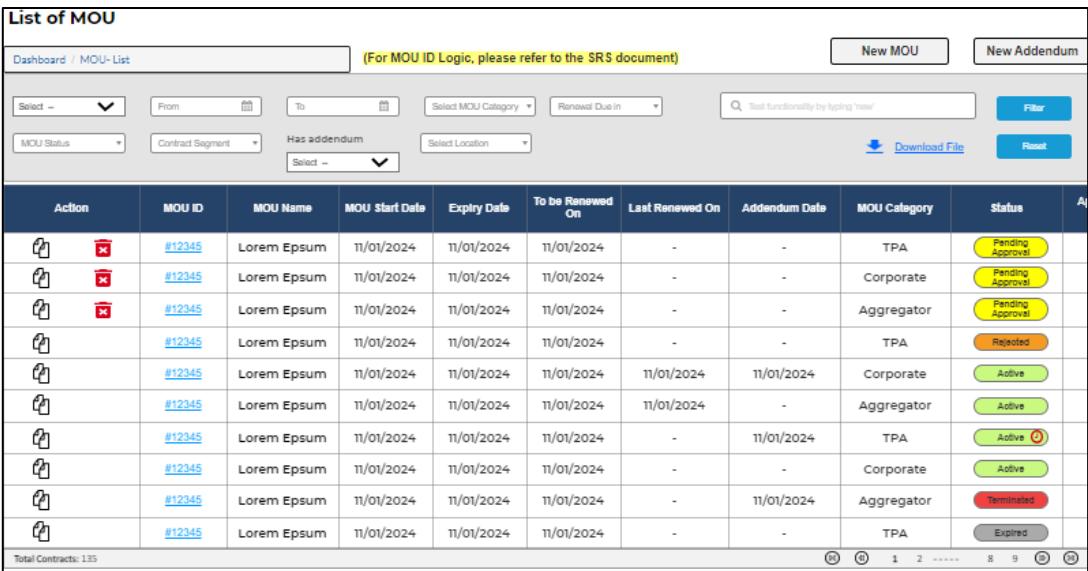


Wireframe – Contract Dashboard



2. Modules for MOU User (Web App)

2.1 MOU Listing (MOU User)

Actor	End User																																																																																																														
Description	This use case defines the elements in MOU Listing page.																																																																																																														
Pre-Condition	<ol style="list-style-type: none"> 1. The user should have proper internet connectivity. 2. The user should browse the valid URL. 3. The user account should be created. 4. User is logged In. 5. The user should have MOU User / MOU Approver / Management / Admin role in IAM. 6. User should click on “MOU List” from the MOU menu option in the Side menu. 																																																																																																														
Post-Condition	User will be able to view the list of MOUs																																																																																																														
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	<p>The MOU list will be displayed in the tabular format and will have below columns:</p> <ul style="list-style-type: none">• MOU ID – This will be clickable and will take the user to the detail screen. MOU ID will be generated once the MOU is created. Refer use case: Create / Read / Update / Delete MOU.• MOU Name – The credit company added in the MOU will be displayed as MOU name• MOU Start Date• Expiry Date• To be Renewed On – This column will be reflected only if the user has selected renewal opted during MOU creation and added the renewal dates.• Last Renewed On – This column will reflect the date when the MOU was last renewed on• Addendum Date – If the contract has addendum, this column will reflect the date when addendum is added.• MOU Category – User will be selecting the MOU category while creating the MOU; Categories will be as follows: TPA, Corporate & Aggregator.• Status – User will be able to view the following statuses: Active, Terminated, Expired, Pending Approval & Rejected. Wherein Active and Inactive contract status will be fetched from the dates selected during MOU creation, terminated will be fetched as per the user action to terminate the MOU and Pending Approval will be as per the approval matrix set in the masters.• Approval Pending from – User will be able to view the name of approver to whom the MOU is sent for the approval.• Renewal Due in – User will be able to view the number of days for the MOU based on the renewal days and will be displayed in this section• Action – User will be able to view and perform the following actions: View, Add Addendum and delete the contract<ul style="list-style-type: none">○ Clicking “files” will redirect users to the screen where the users will be able to view list of files uploaded to the MOU.• Location – User will be able to view the location where the MOU was created. <p>Note: Location column will be visible only to the user having all location access.</p> <ul style="list-style-type: none">• Add Addendum – Clicking the button will redirect the users to the “Add Addendum” screen.• Deleting a contract will be allowed only if the MOU status is still pending. Once it is approved the MOU cannot be deleted
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	<h2 style="color: #0070C0;">Filters on the listing</h2>  <p>User will be able to view the filters as follows:</p> <ul style="list-style-type: none"> • Select Date Filter from Dropdown: MOU Created Date, MOU Start Date and MOU Expiry date • From Date – After the date filter selection, user will be able to select a date • To Date – After the date filter selection, user will be able to select a date • Select MOU Category – User will be able to select the MOU category from the following: TPA, Corporate, Aggregator. These categories will be fixed. • Renewal Due in – User will be able to select the renewal due in from the following options: <30 days, <45 days, <60 days, <75 days, <90 days. • MOU Status – User will be able to select the MOU status from the following: Active, Inactive - Expired, Inactive – Terminated, Pending Approval, Rejected. • Contract Segment – User will be able to select the contract segment as follows: OP, IP, HC, Netralaya. These segments will be fixed values • Has Addendum – User will be able to filter the MOU with addendums by choosing “Yes” or “No” option • Location – User will be able to filter the MOU based on locations <p>Note: Location filter will be visible only to the user having all location access</p> <p>Action Options: -</p> <ol style="list-style-type: none"> 1. User will be able to use predictive search option to search the contract name. 2. User will be able to download the MOU list in a XLS format. 3. Based on the applied filters the user will be able to download the filtered MOU list in XLS format. 4. User will be able to click on filter to apply the filters 5. User will be able to click on reset to reset the filters 6. User will be able to view the total contracts in the system 7. User will be able to view the view pagination to navigate.
Validation	<ul style="list-style-type: none"> • In the MOU listing user will be able to view the MOU details created by the same user only and not by other users. Users having MOU Approver access will be able to view all MOUs limited to their department, Management & Admin roles will be able to view all MOUs.

	<ul style="list-style-type: none"> • Search bar – If the user does not find any result from the search, a message will be displayed “No results were found” • From Date and to Date filter – Users should not be allowed to select “From” Date greater than “To” date. • Delete Contract Action – User will be able to delete a MOU contract only if the status is in pending for approval state.
Integration	<Not Applicable>

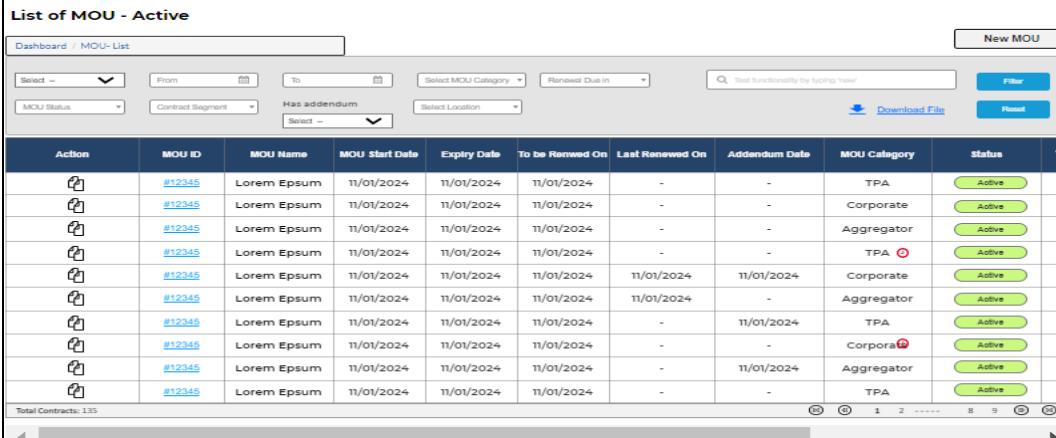
Buttons and Links

Action	Description	Next Step	Message Box
Filter	Clicking on filter button allows user to apply the selected filters on the MOU list	List values will be based on selected filter parameters	<Not Applicable>
Reset	Applied filters will be reset	Filters will be displayed to select	<Not Applicable>
Download File	Download the MOU List	Displayed MOU list will be downloaded in XLs format	<Not Applicable>
New MOU	Create new MOU	MOU creation page will be displayed	<Not Applicable>
MOU ID	Link will be clickable	Display the detail screen of the MOU	<Not Applicable>

Filter Options

Description / Filter Name	Filter Type	Source
Select Date Criteria	Drop Down	Fixed Values – MOU Created, MOU Start Date, MOU Expiry Date
From Date	Date Picker	<Not Applicable>
To Date	Date Picker	<Not Applicable>
Select MOU Category	Multi-Select Dropdown	Fixed Values – TPA, Corporate, Aggregator
Renewal Due In	Multi-Select Dropdown	Fixed Values - <30 days, <45 days, <60 days, <75 days, <90 days
MOU Status	Multi-Select Dropdown	Fixed Values – Active, Pending Approval, Terminated, Rejected, Expired
Contract Segment	Multi-Select Dropdown	Fixed Values – IP, OP, HC, Netralaya
Has Addendum	Dropdown	Fixed Values – Yes, No
Location	Multi-Select Dropdown	Fixed Values – Thane, Pune, Indore
Search	Predictive Search	Applicable Columns – MOU Name, Approval Pending From.

2.2 Status – Active, Expired, Terminated, Pending Approval, Rejected (End User)

Actor	End User																																																																																																														
Description	This use case defines the status in MOU Listing page.																																																																																																														
Pre-Condition	<ol style="list-style-type: none"> 1. The user should have proper internet connectivity. 2. The user should browse the valid URL. 3. The user account should be created. 4. User is logged In. 5. The user should have MOU User / MOU Approver / Management / Admin role in IAM 6. User should click on sub menu option “Active”, “Inactive”, “Pending Approval” from the MOU menu option in the Side menu. 																																																																																																														
Post-Condition	User will be able to view the list of MOUs as per the selection																																																																																																														
Business Rules	<p>The columns and filters will be same as per the use case for MOU listing. Refer Usecase: MOU Listing.</p> <p>The data displayed on the list will be changed based on the selection of the sub menu option.</p> <p>Status “Active” - The list will showcase the MOUs which are currently in the “Active” state.</p>  <table border="1"> <thead> <tr> <th>Action</th> <th>MOU ID</th> <th>MOU Name</th> <th>MOU Start Date</th> <th>Expiry Date</th> <th>To be Renewed On</th> <th>Last Renewed On</th> <th>Addendum Date</th> <th>MOU Category</th> <th>Status</th> </tr> </thead> <tbody> <tr> <td></td> <td>#12345</td> <td>Lorem Ipsum</td> <td>11/01/2024</td> <td>11/01/2024</td> <td>11/01/2024</td> <td>-</td> <td>-</td> <td>TPA</td> <td></td> </tr> <tr> <td></td> <td>#12345</td> <td>Lorem Ipsum</td> <td>11/01/2024</td> <td>11/01/2024</td> <td>11/01/2024</td> <td>-</td> <td>-</td> <td>Corporate</td> <td></td> </tr> <tr> <td></td> <td>#12345</td> <td>Lorem Ipsum</td> <td>11/01/2024</td> <td>11/01/2024</td> <td>11/01/2024</td> <td>-</td> <td>-</td> <td>Aggregator</td> <td></td> </tr> <tr> <td></td> <td>#12345</td> <td>Lorem Ipsum</td> <td>11/01/2024</td> <td>11/01/2024</td> <td>11/01/2024</td> <td>-</td> <td>-</td> <td>TPA </td> <td></td> </tr> <tr> <td></td> <td>#12345</td> <td>Lorem Ipsum</td> <td>11/01/2024</td> <td>11/01/2024</td> <td>11/01/2024</td> <td>11/01/2024</td> <td>11/01/2024</td> <td>Corporate</td> <td></td> </tr> <tr> <td></td> <td>#12345</td> <td>Lorem Ipsum</td> <td>11/01/2024</td> <td>11/01/2024</td> <td>11/01/2024</td> <td>11/01/2024</td> <td>-</td> <td>Aggregator</td> <td></td> </tr> <tr> <td></td> <td>#12345</td> <td>Lorem Ipsum</td> <td>11/01/2024</td> <td>11/01/2024</td> <td>11/01/2024</td> <td>-</td> <td>11/01/2024</td> <td>TPA</td> <td></td> </tr> <tr> <td></td> <td>#12345</td> <td>Lorem Ipsum</td> <td>11/01/2024</td> <td>11/01/2024</td> <td>11/01/2024</td> <td>-</td> <td>-</td> <td>Corporate </td> <td></td> </tr> <tr> <td></td> <td>#12345</td> <td>Lorem Ipsum</td> <td>11/01/2024</td> <td>11/01/2024</td> <td>11/01/2024</td> <td>-</td> <td>11/01/2024</td> <td>Aggregator</td> <td></td> </tr> <tr> <td></td> <td>#12345</td> <td>Lorem Ipsum</td> <td>11/01/2024</td> <td>11/01/2024</td> <td>11/01/2024</td> <td>-</td> <td>-</td> <td>TPA</td> <td></td> </tr> </tbody> </table> <p>Total Contracts: 135</p>	Action	MOU ID	MOU Name	MOU Start Date	Expiry Date	To be Renewed On	Last Renewed On	Addendum Date	MOU Category	Status		#12345	Lorem Ipsum	11/01/2024	11/01/2024	11/01/2024	-	-	TPA			#12345	Lorem Ipsum	11/01/2024	11/01/2024	11/01/2024	-	-	Corporate			#12345	Lorem Ipsum	11/01/2024	11/01/2024	11/01/2024	-	-	Aggregator			#12345	Lorem Ipsum	11/01/2024	11/01/2024	11/01/2024	-	-	TPA			#12345	Lorem Ipsum	11/01/2024	11/01/2024	11/01/2024	11/01/2024	11/01/2024	Corporate			#12345	Lorem Ipsum	11/01/2024	11/01/2024	11/01/2024	11/01/2024	-	Aggregator			#12345	Lorem Ipsum	11/01/2024	11/01/2024	11/01/2024	-	11/01/2024	TPA			#12345	Lorem Ipsum	11/01/2024	11/01/2024	11/01/2024	-	-	Corporate			#12345	Lorem Ipsum	11/01/2024	11/01/2024	11/01/2024	-	11/01/2024	Aggregator			#12345	Lorem Ipsum	11/01/2024	11/01/2024	11/01/2024	-	-	TPA	
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In Addition to the Active status, there can also be MOUs with Active Termination notice. Such statuses will be uniquely identified with the clock sign as below.

Active



After hovering or clicking above status, users will be able to view the notice expiry details.

	Active	<u>Termination Notice Active</u>	
	Active	End Date - 30/5/2024	24 Days
	Active	-	

Status “Expired” – The list will showcase the MOUs which are currently in “Expired” state. The Expiry date of such contracts in overdue.

Transaction ID	MOU Name	MOU Start Date	Expiry Date	Renewal Date	Addendum Date	MOU Category	Status	Approval Pending From	Renewal Contact Person
#12345	Lorem Ipsum	11/01/2024	11/01/2024	11/01/2024	-	TPA	Inactive / Terminated	-	John Doe
#12345	Lorem Ipsum	11/01/2024	11/01/2024	11/01/2024	-	Corporate	Inactive / Terminated	-	John Doe
#12345	Lorem Ipsum	11/01/2024	11/01/2024	11/01/2024	-	Aggregator	Inactive / Terminated	John Doe	John Doe
#12345	Lorem Ipsum	11/01/2024	11/01/2024	11/01/2024	11/01/2024	TPA	Inactive / Terminated	-	John Doe
#12345	Lorem Ipsum	11/01/2024	11/01/2024	11/01/2024	11/01/2024	Corporate	Inactive / Terminated	-	John Doe
#12345	Lorem Ipsum	11/01/2024	11/01/2024	11/01/2024	-	Aggregator	Inactive / Terminated	John Doe	John Doe
#12345	Lorem Ipsum	11/01/2024	11/01/2024	11/01/2024	11/01/2024	TPA	Inactive / Terminated	-	John Doe
#12345	Lorem Ipsum	11/01/2024	11/01/2024	11/01/2024	-	Corporate	Inactive / Terminated	-	John Doe
#12345	Lorem Ipsum	11/01/2024	11/01/2024	11/01/2024	11/01/2024	Aggregator	Inactive / Terminated	John Doe	John Doe
#12345	Lorem Ipsum	11/01/2024	11/01/2024	11/01/2024	-	Aggregator	Inactive / Terminated	-	John Doe

Status “Pending Approval” – The list will showcase the MOU which has the status as “Pending Approval”. Such MOUs start date is greater than the time it was approved. Once the start time of such MOUs matches the current date, the status of such MOUs will turn from “Pending Approval” to “Active”.

	Contract List									
	Transaction ID	MOU Name	MOU Start Date	Expiry Date	Renewal Date	Addendum Date	MOU Category	Status	Approval Pending From	Renewal Contact Person
#12345	Lorem Ipsum	11/01/2024	11/01/2024	11/01/2024	-	TPA	Pending Approval	John Doe	John Doe	
#12345	Lorem Ipsum	11/01/2024	11/01/2024	11/01/2024	-	Corporate	Pending Approval	John Doe	John Doe	
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#12345	Lorem Ipsum	11/01/2024	11/01/2024	11/01/2024	11/01/2024	TPA	Pending Approval	John Doe	John Doe	
#12345	Lorem Ipsum	11/01/2024	11/01/2024	11/01/2024	-	Corporate	Pending Approval	John Doe	John Doe	
#12345	Lorem Ipsum	11/01/2024	11/01/2024	11/01/2024	11/01/2024	Aggregator	Pending Approval	John Doe	John Doe	
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#12345	Lorem Ipsum	11/01/2024	11/01/2024	11/01/2024	-	Corporate	Inactive / Terminated	-	John Doe	
#12345	Lorem Ipsum	11/01/2024	11/01/2024	11/01/2024	-	Aggregator	Inactive / Terminated	John Doe	John Doe	
#12345	Lorem Ipsum	11/01/2024	11/01/2024	11/01/2024	11/01/2024	TPA	Inactive / Terminated	-	John Doe	
#12345	Lorem Ipsum	11/01/2024	11/01/2024	11/01/2024	11/01/2024	Corporate	Inactive / Terminated	-	John Doe	
#12345	Lorem Ipsum	11/01/2024	11/01/2024	11/01/2024	-	Aggregator	Inactive / Terminated	John Doe	John Doe	
#12345	Lorem Ipsum	11/01/2024	11/01/2024	11/01/2024	11/01/2024	TPA	Inactive / Terminated	-	John Doe	
#12345	Lorem Ipsum	11/01/2024	11/01/2024	11/01/2024	-	Corporate	Inactive / Terminated	-	John Doe	
#12345	Lorem Ipsum	11/01/2024	11/01/2024	11/01/2024	11/01/2024	Aggregator	Inactive / Terminated	John Doe	John Doe	
#12345	Lorem Ipsum	11/01/2024	11/01/2024	11/01/2024	-	Aggregator	Inactive / Terminated	-	John Doe	
Total Contracts: 135										

Status “Rejected” – The list will showcase the MOUs that are rejected in the approval.

	Contract List									
	Transaction ID	MOU Name	MOU Start Date	Expiry Date	Renewal Date	Addendum Date	MOU Category	Status	Approval Pending From	Renewal Contact Person
#12345	Lorem Ipsum	11/01/2024	11/01/2024	11/01/2024	-	TPA	Inactive / Terminated	-	John Doe	
#12345	Lorem Ipsum	11/01/2024	11/01/2024	11/01/2024	-	Corporate	Inactive / Terminated	-	John Doe	
#12345	Lorem Ipsum	11/01/2024	11/01/2024	11/01/2024	-	Aggregator	Inactive / Terminated	John Doe	John Doe	
#12345	Lorem Ipsum	11/01/2024	11/01/2024	11/01/2024	11/01/2024	TPA	Inactive / Terminated	-	John Doe	
#12345	Lorem Ipsum	11/01/2024	11/01/2024	11/01/2024	11/01/2024	Corporate	Inactive / Terminated	-	John Doe	
#12345	Lorem Ipsum	11/01/2024	11/01/2024	11/01/2024	-	Aggregator	Inactive / Terminated	John Doe	John Doe	
#12345	Lorem Ipsum	11/01/2024	11/01/2024	11/01/2024	11/01/2024	TPA	Inactive / Terminated	-	John Doe	
#12345	Lorem Ipsum	11/01/2024	11/01/2024	11/01/2024	-	Corporate	Inactive / Terminated	-	John Doe	
#12345	Lorem Ipsum	11/01/2024	11/01/2024	11/01/2024	11/01/2024	Aggregator	Inactive / Terminated	John Doe	John Doe	
#12345	Lorem Ipsum	11/01/2024	11/01/2024	11/01/2024	-	Aggregator	Inactive / Terminated	-	John Doe	
Total Contracts: 135										

Status “Terminated” – The list will showcase the MOUs that are terminated.

	Contract List									
	Validation	Integration	Contract List							
Pending Approval	• Pending Approval – Only the user who is an approver be able to view the listing	<Not Applicable>								
Not Applicable	<Not Applicable>	<Not Applicable>								

Buttons and Links

Action	Description	Next Step	Message Box
Filter	Clicking on filter button allows user to apply the selected filters on the contract list	List values will be based on selected filter parameters	<Not Applicable>

Reset	Applied filters will be reset	Filters will be displayed to select	<Not Applicable>
Download File	Download the contract List	Displayed contract list will be downloaded in XLS format	<Not Applicable>
New Contract	Create new Contract	Contract creation page will be displayed	<Not Applicable>
MOU ID	Link will be clickable	Display the detail screen of the contract	<Not Applicable>

Filter Options

Description / Filter Name	Filter Type	Source
From Date	Date Picker	<Not Applicable>
To Date	Date Picker	<Not Applicable>
Select contract type	Multi-Select Dropdown	Fixed Values – NDA, Service Agreements, AMC, HR
Renewal Due In	Multi-Select Dropdown	Fixed Values - <30 days, <45 days, <60 days, <75 days, <90 days
Contract Status	Multi-Select Dropdown	Fixed Values – Active, Inactive, Pending Approval, Terminated

Contract Department	Multi-Select Dropdown	Values will be fetched from HMIS
Has Addendum	Dropdown	Fixed Values – Yes, No
Search	Predictive Search	Applicable Columns – Contract Name, Approval Pending From.

2.3 Create/ Read/ Update/ Delete MOUs

Actor	End User
Description	This use case defines the creation of MOU.
Pre-Condition	<ol style="list-style-type: none"> 1. The user should have proper internet connectivity. 2. The user should browse the valid URL. 3. The user account should be created. 4. User is logged In. 5. The user should have MOU User / MOU Approver / Management / Admin role in IAM. 6. User should click “New MOU” from the listing screen or the side menu.
Post-Condition	The users will be able to create the MOU and share it for the Level 1 Approval.
Business Rules	<p>Definition of TPA & Corporate MOU -</p> <ul style="list-style-type: none"> • Jupiter Hospital signs MOUs with Third Party Administrators (TPA), & Corporates for the patients that are covered by the TPAs & Corporates. • The MOU form for TPA and Corporates has same input fields i.e. the form inputs are same however the MOU is classified differently as TPA and Corporate MOUs. <p>Definition of Aggregator MOUs –</p>

- Jupiter Hospital signs MOUs with Credit company that has contracts with multiple other Aggregators to provide services.
- Such details of aggregator their contracts against the credit company needs to be document.
- Users can select the MOU type as aggregator to Add the MOUs for the Aggregator with the Credit company.

Users will be able to create the MOU by clicking the “Create New MOU/Aggregator” button from the side menu under the MOU / Contracts menu option.



New MOU Form

The MOUs forms are classified into three types.

1. TPA
2. Corporate
3. Aggregator

Users will be able to select the type of MOU for creation of an MOU. Based on the selection of the MOU type, the forms fields for TPA, Corporate & Aggregator differ.

TPA

Corporate

Aggregator

TPA & Corporate Contracts

	<p>To create the MOU for TPA and Aggregator contract users need to add fill in below details.</p> <p>Note: Users will be able to create MOU for all 3 categories irrespective of their department</p> <p>Credit Company</p> <ul style="list-style-type: none">Users can search and select the Credit company. As users start typing, matching results will be displayed which the users can select. The values for the Credit company will be fetched from Credit Company Master in HMIS via API Integration.In case users do not find matching Credit company from the master, error message will be displayed as no matching records. <p>Insurance Company</p> <ul style="list-style-type: none">Similar to the credit company, Users can search and select the Insurance company using the predictive search field.The Insurance company fields will be fetched from the Insurance company master in HMIS via API integration.In case users do not find matching Insurance company from the master, error message will be displayed as no matching records.  <p>Note:</p> <ul style="list-style-type: none">Credit Company or Insurance company should be mandatory.If credit company is mapped with ins comp in HMIS, the ins company will be auto-populated based in selection of credit company.
--	--

Validity

Users can select the validity of the MOU as “From” and “To” date using the date picker. Users can Opt for Renewal using the renewal option using the checkbox. Once selected user will be able to add the Renewal “From” and “To” Dates.

The screenshot shows a user interface for setting validity and renewal dates. At the top, there is a section labeled "Validity" with two date pickers: "From" and "To". A checkbox labeled "Renewal Opted" is checked. Below this, there is a section labeled "Renewal Dates" with two date pickers: "From" and "To".

Discount on Tariff

- Users can add the discount to the MOU.
- To add the discount, users will select the Tariff that is applicable to the MOU.
- The tariff values for the dropdown will be fetched from HMIS.
- Users will select the transaction year as financial year. The financial year will start from 2008-2009. The financial year value will auto increment based on new year.
- Users will configure the discount percentage for Outpatient (OP), In Patient (IP), HC, & Netralaya.
- Percentage added by user in OP, IP, HC & Netralaya should total to 100%. In case users enters <100 or > 100 , System should show the error message as “Percentage should total to 100”.

Discount on Tariff

Tariff	--All--	Transaction Year	--All--
OP	%	IP	%
HC	%	Netralaya	%

Patient Deposit

- Users can choose if Patient deposit is applicable to the MOU.
- In case users select “Yes”, users will be able to add the deposit amount in Rupees.

Patient Deposit

Yes No

In Rupees

Contract Segment

The users can add the contract segment based on the type of patient.

- Users will select the segment as “OP”, “HC”, “IP”, “Netralaya”.
- For the Segment selected users will be able to add the Co-payment amounts.
- If users select Co-payments as “Yes”, users need to type in the % of Amount for Employee and Dependant.
- The total of co-payment % should be = 100.
- If the users select co-payment as “No”, users will not be able to add any % amounts.

Contract Segment

 OP IP HC Netralaya**Co-Payment in %** Yes No**Employee****Dependant** OP HC IP Netralaya**Approval Document**

- Approval documents are used in identification of patients covered under the MOU.
- Users can select multiple Approval documents. The values in the multi-select approval document will be fetched from Approval document master.

Approval Documents

Search for Documents ▾

 Doc 1 Doc 2**Non-Admissible Material Service**

- The MOU may not cover some non-admissible material and services under the contract. If users select, "Yes", Users can select multiple material and services from the dropdown which are non-admissible.

- The Material and Services Values in the dropdown will be fetched from HMIS.

Payment Terms

- Payment terms is the maximum days that the patient is allowed to pay the bill from the bill date. Users can add number of days in the numeric field.

Payment Terms Days (From days of Bill Submission)

Upload MOU

- Users can upload MOU document on the New MOU screen. Users can upload multiple documents for the MOU.

Custodian Details

- The Physical copies of MOU are stored at various locations with different custodians
- The user will be able to update custodian details of the MOU
- To update the custodian details, users will fill below information:
 - Custodian Name – User will be able search and select the custodian name (Employee Name). The employee names will be fetched from HMIS
 - File Location – User will be able to search and select the location (Location details will be fetched from HMIS).
 - Add Details

Custodian Details

Custodian Name

File Location

Add details

Aggregator Contracts

- The Aggregator Contracts are different than the TPA & Contract.
- The Aggregator contracts are created against credit company.
- Users Add Multiple Aggregator line items against a single credit company.
- Users can upload Aggregator MOU document against an Aggregator.
- To Add the Aggregator users will click “Add Aggregator” button to add aggregator against a credit company.

Add Aggregator

- In case users selects the credit company that already has aggregator contract, the contract details will be auto-populated.
- Users will only be able to add addendum on such contract.

Note: The Credit company list will be fetched from the HMIS via API integration.

The screenshot shows a user interface for creating a new contract. At the top, there's a breadcrumb navigation: 'Dashboard / New Contract'. Below it, there are three radio buttons for selecting the type of contract: 'TPA' (unchecked), 'Corporate' (unchecked), and 'Aggregator' (checked). A note below the radio buttons states: '(If Credit company has MOU; the details will be auto populated and users will add addendum on the existing details only)'. There is a search bar labeled 'Credit Company' with a placeholder 'Test functionality by typing "new"'.

Save Action

- Once the data is recorded in the above fields, users can click “Save”, to create a new MOU record. Users can click the “Cancel” button to cancel the new record creation.
- Once the MOU record is saved, it will be shared for the Level 1 Approval to the user who is configured for MOU Level 1 in the Approval matrix. The username configured for Level 1 approver will be displayed in the Popup which is displayed after clicking the save button to confirm the save action.



The following details will be sent for approval

Default Approver

John Doe

Close

Continue

- After clicking continue, the MOU will be created and user will be notified as below.
- Also the Save action will be recorded in the Audit trail.



<\$Contract Name\$> has been Sent for Approval

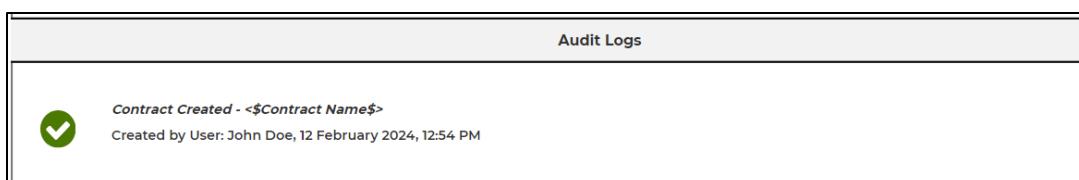
OK

- In case users click “Cancel”, the Save action on the MOU will be cancelled. Users will need to confirm the action before

- The Save action will be recorded in the progress bar with the username created by and Date and timestamp.



- A log will be created in the Audit trail once the MOU is saved.



Note:

- The users will be able to update, delete the MOU created before the MOU is approved by the Level 1 Approver.
- In case the MOU is deleted, an on screen notification will be displayed to the Approver notifying about the deletion of the MOU.
- The MOU will not be visible to the Approver in the pending approval listing screen.

Logic for creation of MOU ID for MOU (To be confirmed with Jupiter Team)

- The MOU ID will be the unique id created for MOUs. Once the MOUs is saved, a unique draft id will be created and assigned to the MOU draft.
- The draft id logic will be M+D+<current year>+<incremental number>, based on last number Draft MOU number>, E.g. MD20241, MD20242, MD20243
- Once the Draft will be approved by all users as per the approval matrix, a unique id will be created as M+<current year>+<incremental number>, based on MOU last number>. E.g. M20241, M20242, M20243.

Logic for creation of Addendum & Renewal MOU ID (To be confirmed with Jupiter Team)

- The MOU ID generated for Addendum MOU will have “A” as Initial to the MOU ID.
- The MOU ID generated for Renewal MOU will have “R” as Initial to the MOU ID.
- The MOU ID generated for MOU which has addendum and is renewed will have “AR” as initial to the MOU ID.

Read View

- The users will be able to view the MOUs in “Read-Only” mode. To view, users will need to click the view button or click on the MOU ID in the listing screen.

The screenshot displays the 'MOU Contract #1234' read view. At the top, there's a header with a back arrow, the contract number, and four green checkmark icons representing different approval levels. Below the header, a navigation bar includes 'Dashboard / New Contract'. The main content area is divided into several sections:

- Contract Segment:** Shows checkboxes for OP (unchecked), IP (checked), HC (unchecked), and Netralaya (unchecked).
- Co-Payment in %:** A radio button group for 'Yes' (selected) and 'No'.
- Employee and Dependant:** Grids for Employee and Dependant showing payment percentages: IP 20% and 80%.
- Approval Documents:** A section for ID Card with Company Email.
- Non Admissible Material / Service:** A radio button group for 'Yes' (selected) and 'No'.

Other visible sections include 'Credit Company' and 'Insurance Company' (both with placeholder text 'Lorem Ipsum'), 'Validity' (Renewal Opted, From 21/03/2024, To 21/03/2024), 'Renewal Dates' (From 21/03/2024, To 21/03/2024), and 'Discount on Tariff' (Tariff, Transaction Year 2023-2024, with OP, IP, HC, and Netralaya percentage fields).

Update MOU

- Users will be able to update MOU before the MOU is approved by the Approver at Level 1. All the changes will be logged in the Audit trail of the MOU with before and after details of the edited fields.

The screenshot shows a list of audit logs for a MOU. At the top, there is a message: "Patient Deposit Changed from No to Yes- Deposit Value Set to 10,000" followed by "Update by User: William Shatner, 12 February 2024, 12:54 PM". Below this, the "Audit Logs" section lists five entries:

- MOU Active
12 February 2024, 12:54 PM
- MOU Approved L2- <\$MOU Name\$>
Authorized by User: John Doe, 12 February 2024, 12:54 PM
- MOU Approved L1- <\$MOU Name\$>
Approved by User: William Shatner, 12 February 2024, 12:54 PM
- Patient Deposit Changed from No to Yes- Deposit Value Set to 10,000
Update by User: William Shatner, 12 February 2024, 12:54 PM
- MOU Created - <\$MOU Name\$>
Created by User: John Doe, 12 February 2024, 12:54 PM

- Once the changes are done, users will need to click the “Save” button to update the changes. System will prompt the user to confirm the update action before the changes are Saved. (“Are you sure you want to update the MOU?”)
- User can cancel the update by clicking the cancel button. A popup will be displayed to the user to confirm the cancel action. (“Are you sure you want to cancel the update action”)
- Once the user confirms, the MOU will be updated and the user will be redirected to the MOU listing screen.

Delete MOU

- Delete** – Clicking on “Delete” will give a popup to delete the MOU from the listing. Once the user confirms deletion the MOU will be deleted.

	<ul style="list-style-type: none"> • However, the entry will be soft deleted, (soft delete means that you set a flag on an existing data which indicates that a record has been deleted, instead of actually deleting the record. The values would always be saved in the database) • To delete the MOU, users will need to click the delete button on the MOU listing screen. • The delete button will be displayed for the MOU rows until the MOUs have not been approved for Level 1 approver. • On clicking the Delete button users will be prompted to confirm the delete action. (“Are you sure you want to delete the MOU?”) • Users can cancel or click delete on the Popup the proceed with the delete action.
Validation & Rules	<ol style="list-style-type: none"> 1. In case the Credit Company and Insurance Company is not found, the system will display a message “No Matching Records”. 2. In the validity field, the “From” date cannot be > (greater than) the “To” date & The “To” date cannot be < (less than) “From” date. Note: Same validation applied to from and to date in case users have opted for Renewal. Error Message – “From date cannot be greater than to date”. 3. In the discount and tariff details, the % values should not be greater than 100 %. Error Message - “Invalid Input” 4. The Patient Deposit if selected as “Yes”, should have a non-negative, non-zero value. Error Message – “Invalid Input” 5. In case users have opted for co-payment, and selects the type of treatment, users need to mandatorily add the co-payment details. Users will be able to add co-payment amounts only for selected treatments. Error Message – “This field is mandatory”.

	<p>6. Users need to add percentage of co-payment for Employee and Dependant. The total percent for Employee and dependant should match up to 100%. Users will not be able to save the record until the total matches to 100% and system will show error message as below. Users will not be able to add values greater than (>) 100 in the co-payment.</p> <p>Error Message – “Total % should match 100”, “Invalid Input”.</p> <p>7. File Upload - The Upload option will support below type of documents. Error Message – “File format not supported”.</p> <p>a. The Maximum file size supported will be <= 25 MB. Maximum 10 files will be permitted. Error Message – “File Size Limit exceeded, file should be less than 25 MB”. “Maximum count of files supported are 10”.</p> <ul style="list-style-type: none">○ .docx - Microsoft Word Document○ .doc - Older version of Microsoft Word Document○ .pdf - Portable Document Format○ .txt - Plain Text Document○ .rtf - Rich Text Format○ .odt - OpenDocument Text Document○ .pptx - Microsoft PowerPoint Presentation○ .ppt - Older version of Microsoft PowerPoint Presentation○ .xlsx - Microsoft Excel Spreadsheet○ .xls - Older version of Microsoft Excel Spreadsheet○ .csv - Comma-Separated Values○ .odp - OpenDocument Presentation○ .ods - OpenDocument Spreadsheet○ .odg - OpenDocument Graphics○ .odf - OpenDocument Formula○ .ods - OpenDocument Spreadsheet○ .xml - Extensible Markup Language○ .json - JavaScript Object Notation○ .html - Hypertext Markup Language○ .epub - Electronic Publication○ .md - Markdown Document
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Integration	HMIS – Credit Company, Insurance Company, Tariff.

Buttons

Action	Description	Next Step	Message
Download PDF Format	Clicking on “Download PDF format” button will allow users to download the dashboard details in PDF format.	PDF document is downloaded automatically on the users system	In case of success “Document created successfully” In case of failure “Failed to create document”
Save	Clicking “Save” will validate the form fields on the MOU creation screen.	Show validation messages on the fields as per criteria. If validations match, display Popup for Approval.	-
Save - Update	Clicking “Save” will validate the form fields on the MOU creation screen.	Display Popup to confirm the Save Action.	
Cancel	Clicking “Cancel” will cancel the creation action.	Display a Popup to confirm the cancel action.	-

Buttons

Action	Description	Next Step	Message
Add Aggregator	Clicking “Add Aggregator” will add a new form to add MOU details.	Add new form to add MOU details.	-

Form Elements

Description/Field Name	Type	Source	Error Message
Credit Company	Predictive search & Select	HMIS – Credit Company Master	Null Entry – “This field is mandatory” Entry not found – “No Records Found”
Insurance Company	Predictive search & Select	HMIS – Insurance Company Master	Null Entry – “This field is mandatory” Entry not found – “No Records Found”
Validity – From & To	Date Picker	Date	“This field is mandatory”
Tariff	Dropdown	HMIS	“This field is mandatory”

Description/Field Name	Type	Source	Error Message
Transaction Year	Dropdown	Financial year 2008-2009 onwards, Auto-Increment based on start of new financial year.	“This field is mandatory”
OP	Numeric	Valid Range – 0 to 100	“Invalid Input”
IP	Numeric	Valid Range – 0 to 100	“Invalid Input”
HC	Numeric	Valid Range – 0 to 100	“Invalid Input”
Netralaya	Numeric	Valid Range – 0 to 100	“Invalid Input”

Wireframe – MOU creation Screen

The wireframe shows the 'New MOU Contract' interface. On the left, a sidebar displays the user's name (John Doe, Administrator), location (Indore), and server information (Test Environment, Version 1.0). The main area has tabs for 'Contract Draft', 'Approval 1 Pending', 'Approval 2 Pending', and 'Contract Publish Pending'. Below these tabs is a breadcrumb navigation: Dashboard / New Contract. There are input fields for 'From' and 'To'. To the right, there are three radio buttons for 'TPA', 'Corporate', and 'Aggregator'. A section for 'Discount on Tariff' includes dropdowns for 'Tariff' (All) and 'Transaction Year' (All), and input fields for OP, IP, HC, and Netralaya percentages. An 'Approval Documents' section features a search bar. Below that is a 'Non Admissible Material / Service' section with 'Yes' and 'No' radio buttons. A 'Patient Deposit' section has 'Yes' and 'No' radio buttons. A 'Payment Terms' section includes a text input field and a note about days from bill submission. At the bottom is a blue 'Upload MOU' button.

2.4 Approval / Rejection

Actor	End User
Description	This use case defines the Approval process of MOU.
Pre-Condition	<ol style="list-style-type: none"> 1. The user should browse the valid URL. 2. The user should have proper internet connectivity. 3. The user should have MOU Approver role in IAM 4. User is logged In. 5. Users should be configured for approval in the Approval matrix.
Post-Condition	The users will be able to view the MOU and should be able to approve / reject the MOU.

- | | |
|----------------|---|
| Business Rules | <ul style="list-style-type: none">• Users will be configured for Approvals in the Approval matrix. Refer Usecase: Masters – Approval Matrix.• Approving users will receive an email notification as below once the MOU is submitted for their approval.• There will be three levels of approval for MOU based on the configuration in the Approval Matrix. |
|----------------|---|

Email Template

Email Notification for Approval on the MOU	
From [\$Jupiter Hospital Notification Email\$]	
To [\$Approver Email ID\$]	
Cc []	
Email Subject Pending Approval - MOU <\$Contract Name\$> - <\$MOU Creator Name\$>	
Email Body	
<p>Dear <\$Assignee Name\$> We wish to inform you that a contract has been sent you for approval MOU Name - Lorem Ipsum MOU Category - Lorem Ipsum MOU Created By - John Doe TAT - Pending Approval Should be done by <\$Date\$> Contract Link - https://www.ems.jupiterhospital.com/response224 Warm regards,</p> <p>Jupiter Hospital +91-1111111111</p> 	

Users will be able to click in the link in the email to redirect to the MOU details screen or users can access the MOUs from the pending Approvals listing. Refer Usecase: **MOU Status**

MOU Approval

Level 1 Approval

- On the MOU details screen, the approving user will be able to view the details of MOU in read only format.
- Approving user will be able to view “Approve” & “Delete” buttons.

MOU Contract #1234 - TPA

The screenshot shows a software interface for managing MOU contracts. At the top, there's a header with the contract number and a logo. Below the header, there's a progress bar with four green checkmarks and labels: 'Contract Created by John Doe 19/03/2024 12:02 PM', 'MOU Approval 1 Pending', 'MOU Approval 2 Pending', and 'Active MOU'. The main content area includes sections for 'Discount on Tariff' (with Tariff, Transaction Year, and various percentage fields), 'Approval Documents' (with a placeholder 'ID Card with Company Email'), and 'Non Admissible Material / Service' (with a 'Yes' radio button selected). There are also fields for 'Patient Deposit' (set to Yes) and 'Payment Terms' (set to 45 days). A 'View Attachment' button is present, along with 'Approve' and 'Reject' buttons at the bottom.

- On clicking the “Approve” button, the system will display a Popup to confirm the action. MOU Name will be displayed in the Popup for confirmation. In case of cancel, the Approval action will be cancelled.
- In case of a rejection, the approver user needs to add mandatory remark.
- On clicking approve, the MOU will be approved. Post the Level 1 approval, the MOU will be shared for Level 2 approval.
- The Approval & Rejection Log will be captured in the progress bar & Audit Trail on the details screen.

Progress Bar



Note: In progress bar, an additional step of Level 3 approval will be added in case Level 2 marks “Yes” for Level 3 approval during approval.

Audit Trail



MOU Approved L2- <\$MOU Name\$>

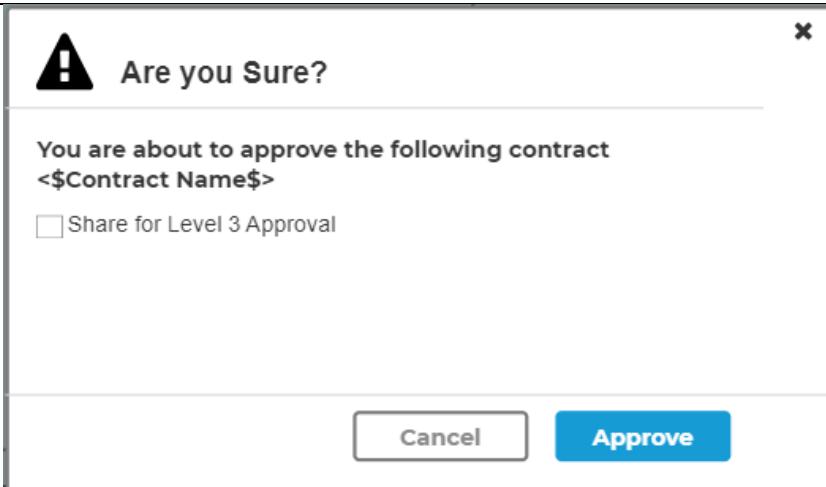
Authorized by User: John Doe, 12 February 2024, 12:54 PM

MOU Approved L1- <\$MOU Name\$>

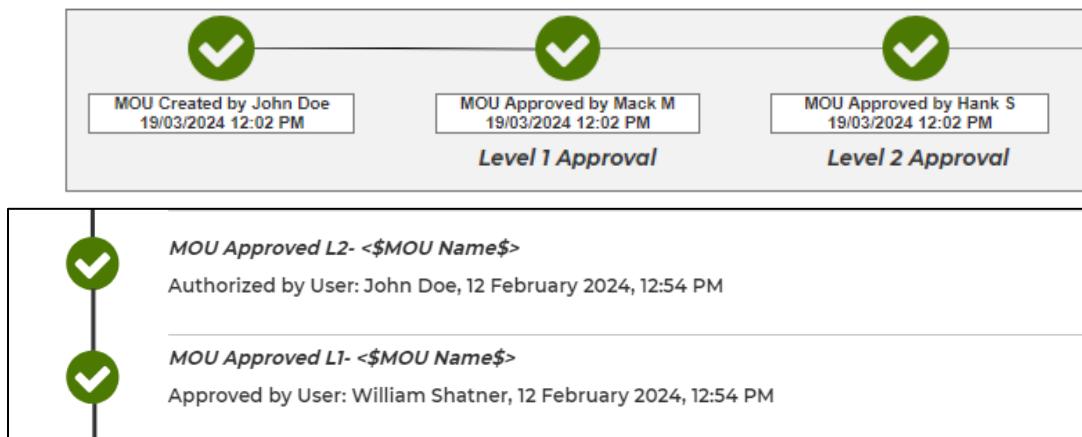
Approved by User: William Shatner, 12 February 2024, 12:54 PM

Level 2 Approval

- The level 2 user will receive email notification once the MOU has been approved by the Level 1 user for Level 2 approval.
- Level 2 user can approve or reject.
- In case of Rejection, the remark will be mandatory.
- Level 2 approving user can decide if the MOU needs to be sent to the Level 3 approval.
- In case the MOU needs to be sent to the Level 3 approval, Level 2 user can add the comment.
- The remarks added while rejecting or sending the MOU for Level 3 approval will be visible in the audit trail.
- Approving users can choose if the MOU should be shared for the level 3 approval.
- If the checkbox is selected as “Yes”, the Level 3 approval step will be added to the approval flow. Keeping it deselected will not include the Level 3 approval in the flow.
- The “Share for Level 3 Approval” option will only appear for selection if a user is added to Level 3 approval in the Approval Matrix. Refer UseCase: **Approval Matrix**.

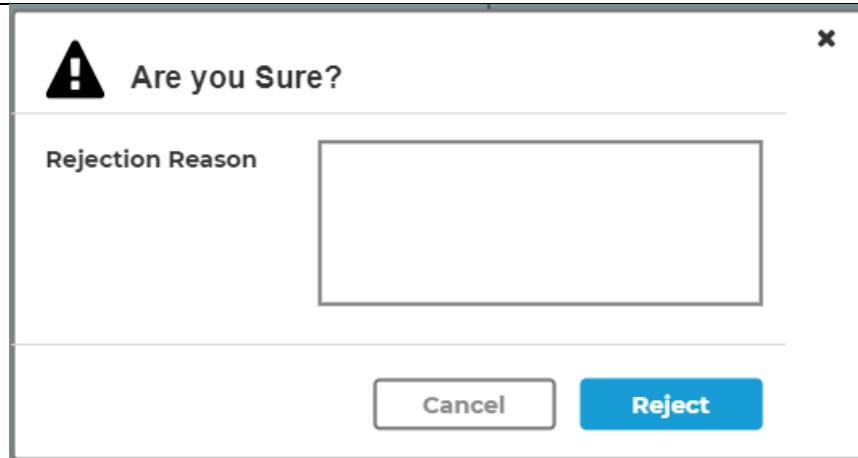


- Once Approved, the status will be updated in the Progress Bar as below.

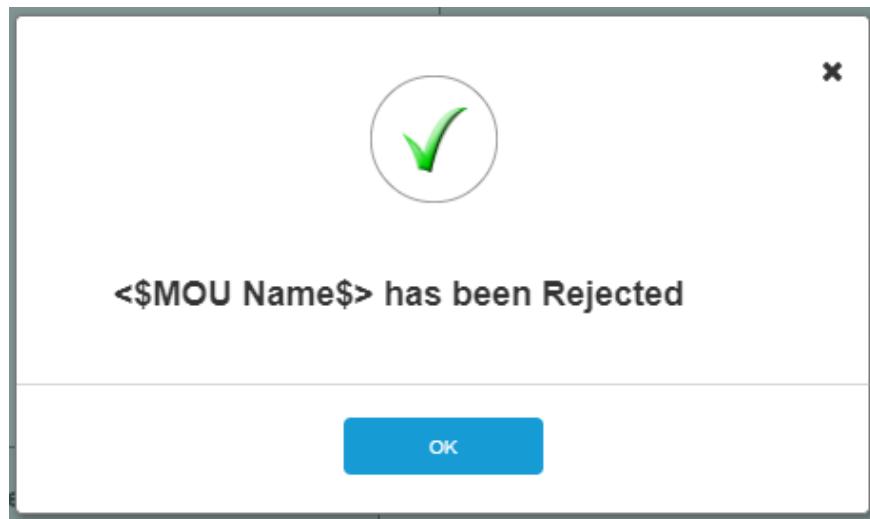


MOU Rejection

- Approving users can reject the MOUs when they receive it for the approval.
- To Reject the MOU, users will click "Reject" button.
- After clicking the Reject button, a Popup will be displayed where the users need to enter the rejection reason as below.



- After clicking “Reject”, the system will show a confirmation with the MOU name as below.



- After clicking “OK” on the above screen, users will redirect to the MOU listing screen.
- If Rejected, the rejection will be displayed progress bar and Audit trail as below. The Audit trail will display the rejection reason.

	<p>MOU Created by John Doe 19/03/2024 12:02 PM</p> <p>MOU Approved by Mack M 19/03/2024 12:02 PM</p> <p>MOU Rejected by Hank S 19/03/2024 12:02 PM</p> <p>Level 1 Approval</p> <p>Level 2 Approval</p>
	<p>Contract Rejected - With Remark</p> <p>Rejected by User: William Shatner, Today, 1 PM</p> <p>"Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam."</p>
	<ul style="list-style-type: none"> The Approval flow will be terminated if the MOU is rejected at Level 1, Level 2 or Level 3 approval. Users will need to create new contract and share for approval.
Validation & Rules	Rejection - In case approver rejects the MOU, the approver will need to fill in the reason for Rejection. In case of a null entry system will throw an error message. Error Message – “This field is mandatory”.
Integration	<Not Applicable>

Buttons

Action	Description	Next Step	Message
Download PDF Format	Clicking on “Download PDF format” button will allow users to download the dashboard details in PDF format.	PDF document is downloaded automatically on the users system	In case of success: - “Document created successfully” In case of failure: - “Failed to create document”

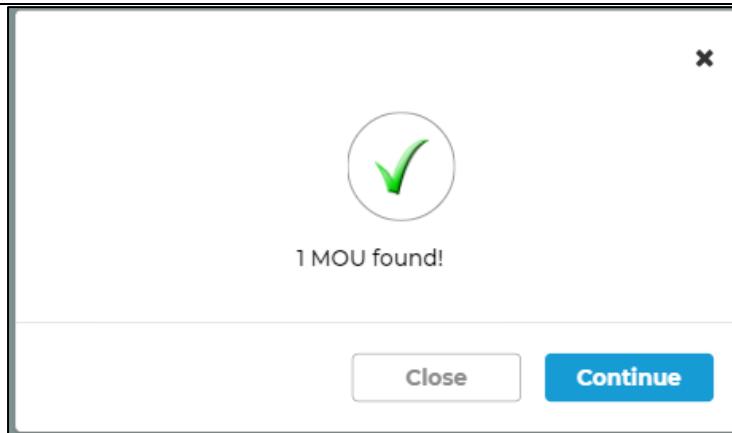
Approve	Clicking Approve will allow the approving user to approve the MOU.	Display the Popup for confirmation approval action.	Success: - “<\$MOU name\$> has been approved”
Reject	Clicking Reject will allow the approving user to Reject the MOU.	Display the Popup for adding reason for Reject action.	Reject: - “<\$MOU name\$> has been Rejected”

Form Elements

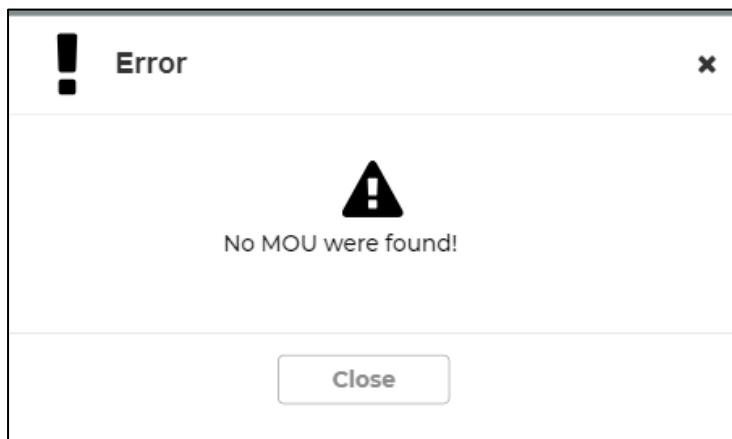
Description/Field Name	Type	Source	Error Message
Rejection Reason	Text Area	NA	Null Entry - “This field is mandatory”

2.5 Addendum

Actor	End User
Description	This use case defines the process of adding Addendum to the existing MOU.
Pre-Condition	<ol style="list-style-type: none"> 1. The user should browse the valid URL. 2. The user should have proper internet connectivity. 3. The user should have MOU User role in IAM 3. User is logged In. 4. The MOU on which the Addendum needs to be added should exist.
Post-Condition	An addendum will be added to the MOU.
Business Rules	<ul style="list-style-type: none"> • An MOU addendum is a document that is added after original MOU is signed, and it modifies, adds, or clarifies some of the terms of the original MOU. • Users will be able to add addendum on an existing MOU through below options. <p><u>Listing Screen – Add Addendum</u></p> <ul style="list-style-type: none"> • On clicking the Add addendum button on the listing screen, users will navigate to the Addendum form. • Users will need to type in the MOU ID to find the relevant MOU on which the addendum can be added. • Users will click on the search button after typing the MOU ID. • If the MOU is found, a popup will be displayed as below for the confirmation.



- If the MOU is not found below popup will be displayed.

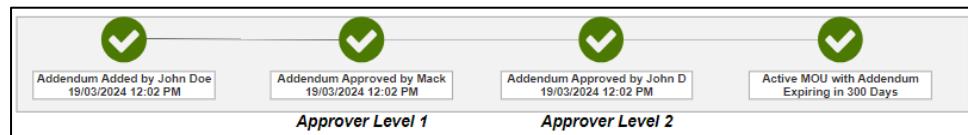


- Once the MOU is found users will redirect to the MOU Details screen in the edit mode.
- Users will not be allowed to change the Credit company on the MOU details screen for Addendum. Users will not be able to delete the documents uploaded to the MOU.
- Other than above attributes, users will be able to update all the fields for the MOU.
- Once users make the required changes, users will click "Save Addendum" to Save the changes and send the MOU Addendum for approval.

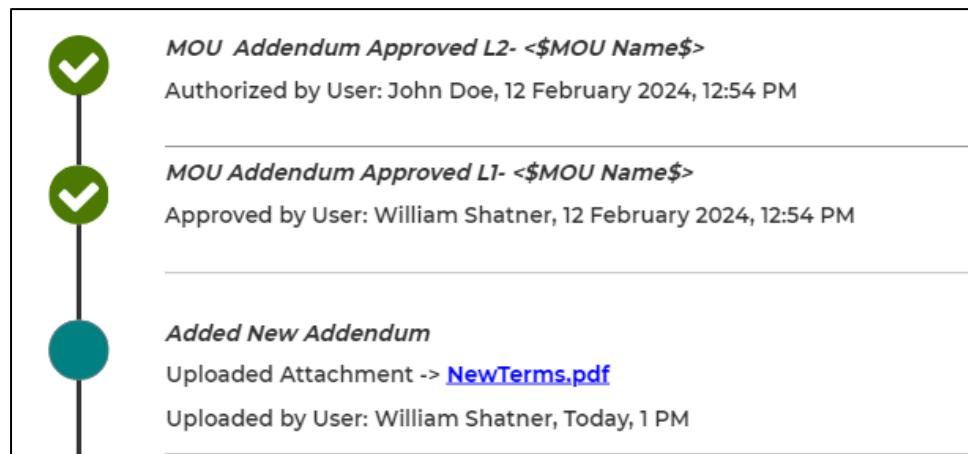
- The MOU Addendum will go through the approval workflow as configured in the approval matrix for MOU.
- The Approval / Rejection process will be same as mention in the Usecase: **MOU Approval**.
- Once approved the MOU will be active based on the start date and end date updates.
- If Start date and end date has not been updated in the MOU, the status will remain same as original MOU.

Changes to the screens based on MOU Addendums.

- Once addendum is added to the MOU, the changes will be visible in the progress bar for the addition, approval of the addendum.



- The addendum status with changes (Old & New) in the original MOU details will be visible in the Audit trail.



- Addendum date (When the user creates addendum) will be Populated on the listing screen once all the approvals are received.

	<table border="1"> <thead> <tr> <th>Addendum Date</th></tr> </thead> <tbody> <tr><td>-</td></tr> <tr><td>-</td></tr> <tr><td>-</td></tr> <tr><td>11/01/2024</td></tr> <tr><td>11/01/2024</td></tr> </tbody> </table> <p>Note: Unlike Renewal, the Addendum changes will be made in the same MOU, new MOU will not be created.</p>	Addendum Date	-	-	-	11/01/2024	11/01/2024
Addendum Date							
-							
-							
-							
11/01/2024							
11/01/2024							
Validation & Rules	<ol style="list-style-type: none"> 1. In the validity field, the “From” date cannot be > (greater than) the “To” date & The “To” date cannot be < (less than) “From” date. Note: Same validation applied to from and to date in case users have opted for Renewal. Error Message – “From date cannot be greater than to date”. 2. In the discount and tariff details, the % values should not be greater than 100 %. Error Message - “Invalid Input” 3. The Patient Deposit if selected as “Yes”, should have a non-negative, non-zero value. Error Message – “Invalid Input” 4. In case users have opted for co-payment, and selects the type of treatment, users need to mandatorily add the co-payment details. Users will be able to add co-payment amounts only for selected treatments. Error Message – “This field is mandatory”. 						

	<p>5. Users need to add percentage of co-payment for Employee and Dependant. The total percent for Employee and dependant should match up to 100%. Users will not be able to save the record until the total matches to 100% and system will show error message as below. Users will not be able to add values greater than (>) 100 in the co-payment.</p> <p>Error Message – “Total % should match 100”, “Invalid Input”.</p> <p>6. File Upload – File validation will be same as usecase: Create / Read / Update / Delete MOUs.</p>
Integration	<Not Applicable>

Buttons

Action	Description	Next Step	Message
Download PDF Format	Clicking on “Download PDF format” button will allow users to download the dashboard details in PDF format.	PDF document is downloaded automatically on the users system	In case of success “Document created successfully” In case of failure “Failed to create document”
Add Addendum	Clicking on Add Addendum Allows the user the save changes and proceed for approval	Share Addendum changes for Level 1 approval.	“MOU has been sent for approval”

		Trigger Email for approval for Level 1 approver	
Cancel	Cancels the add addendum action	Show Popup for confirming Cancel action	"Are you sure you want to cancel?"

Form Elements

Description/Field Name	Type	Source	Error Message
Credit Company	Predictive search & Select	Company Master	<p>Null Entry - "This field is mandatory"</p> <p>Entry not found – "Company not found, Please create the company in company master"</p>
Insurance Company	Predictive search & Select	Company Master	<p>Null Entry - "This field is mandatory"</p> <p>Entry not found – "Company not found, Please create the company in company master"</p>

Description/Field Name	Type	Source	Error Message
Validity – From & To	Date Picker	Date	“This field is mandatory”
Tariff	Dropdown	HMIS	“This field is mandatory”
Transaction Year	Dropdown	Financial year 2008-2009 onwards, Auto-Increment based on start of new financial year.	“This field is mandatory”
OP	Numeric	Valid Range – 0 to 100	“Invalid Input”
IP	Numeric	Valid Range – 0 to 100	“Invalid Input”
HC	Numeric	Valid Range – 0 to 100	“Invalid Input”
Netralaya	Numeric	Valid Range – 0 to 100	“Invalid Input”

2.6 Posting Termination notice

Actor	End User
Description	This use case defines the process of posting termination notice for an active MOU.
Pre-Condition	<ol style="list-style-type: none"> 1. The user should browse the valid URL. 2. The user should have proper internet connectivity. 3. The user should have MOU User in IAM 4. User is logged In. 5. The MOU which needs to be terminated needs to be Active.
Post-Condition	The MOU termination notice with the expiry time will be posted for the MOU.
Business Rules	<p>The MOU with the other party can be terminated after completing the formality of termination notice.</p> <p>The termination notice has an expiry date. Post the expiry of the notice, the Activate contract can be terminated.</p> <p>The posting of termination notice on active MOU will be as follows.</p> <ul style="list-style-type: none"> • To Post a termination notice, users will need to navigate to an active MOU. • On the active MOU screen, users will be able to click the button “Post Termination Notice”. <div style="text-align: center; margin-top: 20px;"> Renew Print Post Termination notice Add Addendum </div> <ul style="list-style-type: none"> • After clicking post termination notice button, the system will display a Popup where users will be able to add the termination notice details as below. <ul style="list-style-type: none"> ○ Termination notice file upload ○ Notice Duration – Users can add number of days for notice expiry or End date of the notice ○ Remark

Post Termination Notice

Upload Termination Notice

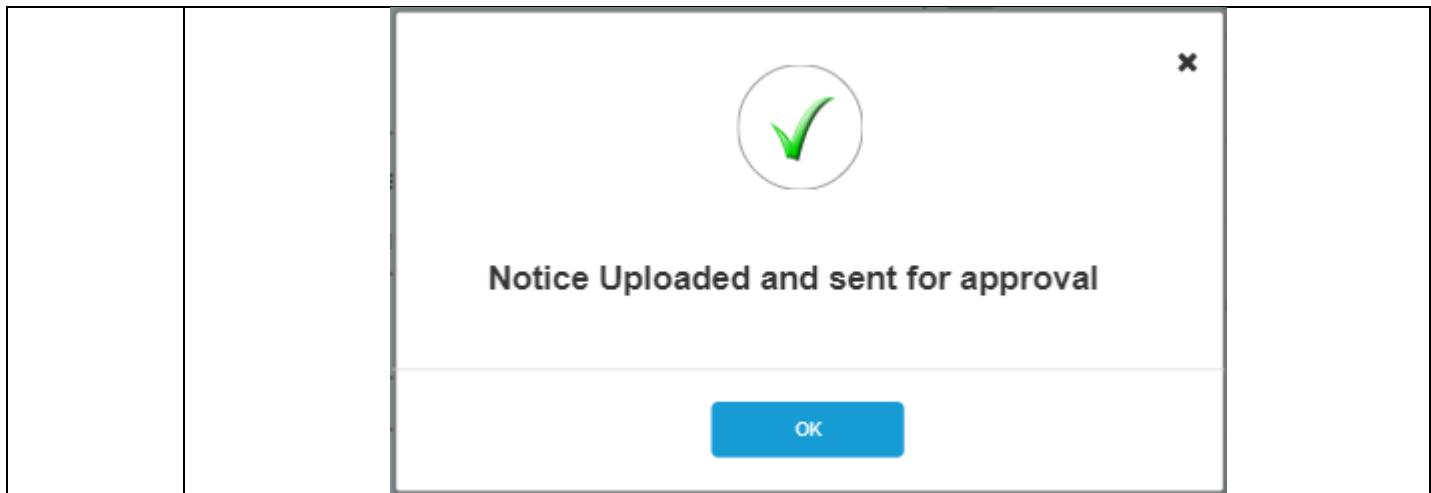
Notice Duration Or mm/dd/yyyy

Remark

- After adding the above details users can click the “Save” button to save the details.
- System will validate the information and show validation errors or error messages after Save action. Refer validation section for details.

Success Message: Post saving the details, the Termination notice will be sent for L1 approval as per the approval matrix. The termination details will be visible on the details screen. Please refer **use case – MOU – Termination Notice approval for details.**

Email Notification: An Email notification will be sent to the L1 approver about the upload and approval required for the termination notice. Refer **use case – Notifications.**



Details Screen: Once the details are Saved successfully, the termination details added will be visible on the details screen. The heading will be denoted in a colour code as indicated in the wireframe.

	Employee Name	Mack Miller
	File Location	IT Store
	Add details	Lorem Ipsum Dolar Sit Emit

Termination Notice

Upload Termination Notice [Terminationnotice.pdf](#)

Notice Duration 25 Days

Remark

 Lorem Ipsum is simply dummy text of the printing and typesetting industry. Lorem Ipsum has been the industry's standard dummy text ever since the 1500s, when an unknown printer took a galley of type and scrambled it to make a type specimen book.

Progress Bar:

Once the details are Saved successfully, the status as termination notice uploaded along with the user name, date & time.

	<p>Audit Log: The creation action will be captured in the audit log as below with action details, user name, date & time. The action will be displayed in the colour code as indicated in the wireframes.</p>
Validation & Rules	<ul style="list-style-type: none"> The termination notice can be posted on the “Active” MOUs. <p>File Upload</p> <ul style="list-style-type: none"> Users will be able to upload a single file. The file format supported will be as follows. <ul style="list-style-type: none"> Microsoft Word (.doc, .docx) Portable Document Format (.pdf) Rich Text Format, Text format (.rtf, .txt) HTML (.html) Markdown (.md) OpenDocument Format (.odt) CSV (Comma-Separated Values) Excel (xls, xlsx) JSON (JavaScript Object Notation) In case user uploads file other than above format system will throw an error message as “File format not supported, <list of file format supported>”. <p>Notice Duration</p> <ul style="list-style-type: none"> Users can input positive numerical value starting from 0 to 1,00,000.

	<ul style="list-style-type: none"> • In case users enter value beyond the number, system will throw an error message as “Value out of range, valid range is 0 to 100000”. • Users will not be allowed to select date lower than today's date. <p>Remark</p> <ul style="list-style-type: none"> • Users can enter characters ranging from 1-2000. Error message, “Characters allowed 1-2000” • In case of Null entry, system will show an error message as “This field is mandatory”.
Integration	<Not Applicable>

Buttons

Action	Description	Next Step
Post Termination Notice	Clicking on “Post termination notice” will allow users to upload the termination notice.	Show validation error or success message. Send Notice for L1 approval. Trigger Email notification.
Cancel	Cancels the Save action on Popup	Closes Popup
Save	Saves the termination notice details	Saves the termination notice details. Show validation error or success message. Send Notice for L1 approval. Trigger Email notification.

Form Elements

Description/Field Name	Type	Source
Upload Termination Notice	File Upload	-
Notice Duration - Days	Numeric	-
Notice Duration – End Date	Date Picker	-
Remark	Text Area	

2.7 Termination Notice Approval / Rejection

Actor	End User
Description	This use case defines the Approval process of MOU Termination Notice
Pre-Condition	<ol style="list-style-type: none"> 1. The user should browse the valid URL. 2. The user should have proper internet connectivity. 3. The user should have MOU Approver role in IAM. 4. User is logged In. 5. Users should be configured for approval in the Approval matrix.
Post-Condition	The users will be able to view the MOU Termination notice details and should be able to approve / reject the Termination Notice.
Business Rules	<ul style="list-style-type: none"> • Users will be configured for Approvals in the Approval matrix. Refer Usecase: Masters – Approval Matrix. • Approving users will receive an email notification as below once the MOU Termination notice is submitted for their approval. • There will be three levels of approval for MOU Termination based on the configuration in the Approval Matrix for MOU.

Email Template

Email Notification for Termination notice to Approver L1

From

<\$Jupiter Hospital Notification Email\$>

To

<\$Approver Email ID\$>

Cc

[Redacted]

Email Subject

Termination Notice Approval - <\$MOU Name\$>

Email Body

Dear <\$L1 Approver Name\$>
A termination of notice has been uploaded on MOU <\$MOU ID\$>. Request you to check and approve.
Contract Name - Lorem Epsum
Contract Type - Lorem Epsum
Contract Link - <https://www.ems.jupiterhospital.com/response224>

Warm regards,
Jupiter Hospital



Next

Users will be able to click in the link in the email to redirect to the MOU details screen or users can access the MOUs from the pending Approvals listing. Refer Usecase: **MOU Status**

MOU Termination Notice Approval

Level 1 Approval

- On the MOU details screen, the approving user will be able to view the details of MOU Termination in read only format.

Termination Notice

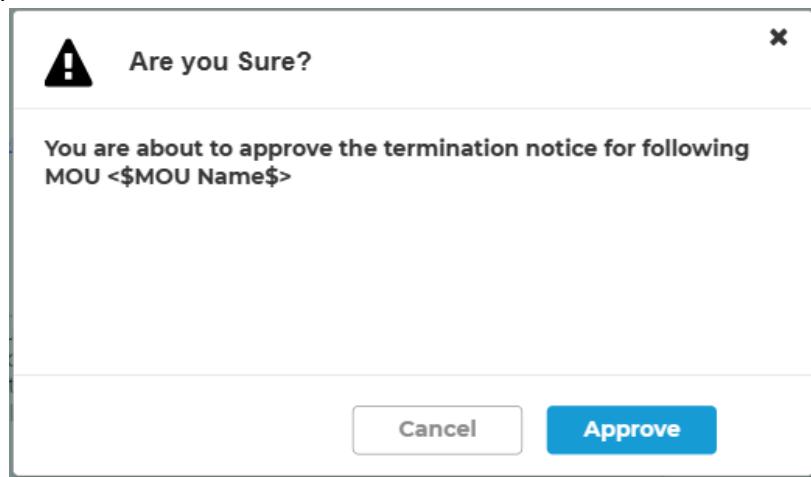
Upload Termination Notice [Terminationnotice.pdf](#)

Notice Duration 25 Days

Remark Lorem Ipsum is simply dummy text of the printing and typesetting industry. Lorem Ipsum has been the industry's standard dummy text ever since the 1500s, when an unknown printer took a galley of type and scrambled it to make a type specimen book.

[Print](#) [Approve](#) [Reject](#)

- Approving user will be able to view “Approve” & “Delete” buttons.
- On clicking the “Approve” button, the system will display a Popup to confirm the action. MOU Name will be displayed in the Popup for confirmation. In case of cancel, the Approval action will be cancelled.



- In case of a rejection, the approver user needs to **add mandatory remark**.
- On clicking approve, the MOU will be approved. Post the Level 1 approval, the MOU will be shared for Level 2 approval.
- The Approval & Rejection Log will be captured in the progress bar & Audit Trail on the details screen.

Progress Bar



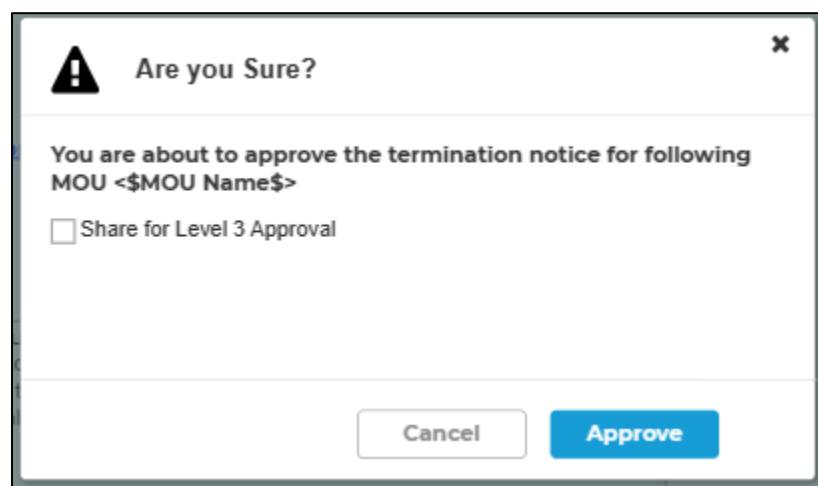
Note: In progress bar, an additional step of Level 3 approval will be added in case Level 2 marks "Yes" for Level 3 approval during approval.

Audit Trail

Audit Logs	
	<i>Notice of Termination Approved- L1 <\$MOU Name\$></i> Approved by User: William Shatner, 12 February 2024, 12:54 PM
	<i>Termination Notice Added</i> Added by User: John Doe, 12 February 2024, 12:54 PM

Level 2 Approval

- The level 2 user will receive email notification once the MOU Termination notice has been approved by the Level 1 user for Level 2 approval.
- Level 2 user can approve or reject.
- In case of Rejection, the remark will be mandatory.
- Level 2 approving user can decide if the MOU needs to be sent to the Level 3 approval.



- In case the MOU Termination notice needs to be sent to the Level 3 approval, Level 2 user can add the comment.
- The remarks added while rejecting or sending the MOU Termination notice for Level 3 approval will be visible in the audit trail.
- Approving users can choose if the MOU should be shared for the level 3 approval.
- If the checkbox is selected as “Yes”, the Level 3 approval step will be added to the approval flow. Keeping it deselected will not include the Level 3 approval in the flow.
- The “Share for Level 3 Approval” option will only appear for selection if a user is added to Level 3 approval in the Approval Matrix. Refer UseCase: **Approval Matrix**.
- Once Approved, the status will be updated in the Progress Bar as below.

Termination Notice Active

- Once all the approvals are received, the termination notice will be active, an indicator will be visible on the MOU details screen indicating that the Termination Notice is active.
- It will show the termination notice end date and the days remaining.



Update Termination Date ×

Notice Duration

Or Ends

Note: Level 2 Approvers will be able to update the Termination Time or Date once the termination notice is active.

MOU Termination Notice Rejection

- Approving users can reject the MOU Termination notice when they receive it for the approval.
- To Reject the MOU Termination Notice, users will click “Reject” button.
- After clicking the Reject button, a Popup will be displayed where the users need to enter the rejection reason as below.

! Are you Sure? ×

Rejection Reason

- After clicking “Reject”, the system will show a confirmation with the MOU name as below.
- After clicking “OK” on the above screen, users will redirect to the MOU listing screen.
- If Rejected, the rejection will be displayed progress bar and Audit trail. The Audit trail will display the rejection reason.



- The Approval flow will be terminated if the MOU Termination notice is rejected at Level 1, Level 2 or Level 3 approval.
- The termination notice will not be posted for rejection.

Validation & Rules	Rejection - In case approver rejects the MOU Termination notice, the approver will need to fill in the reason for Rejection. In case of a null entry system will throw an error message. Error Message – “This field is mandatory”.
Integration	<Not Applicable>

Buttons

Action	Description	Next Step	Message
Download PDF Format	Clicking on “Download PDF format” button will allow users to download	PDF document is downloaded automatically on the users system	In case of success: -

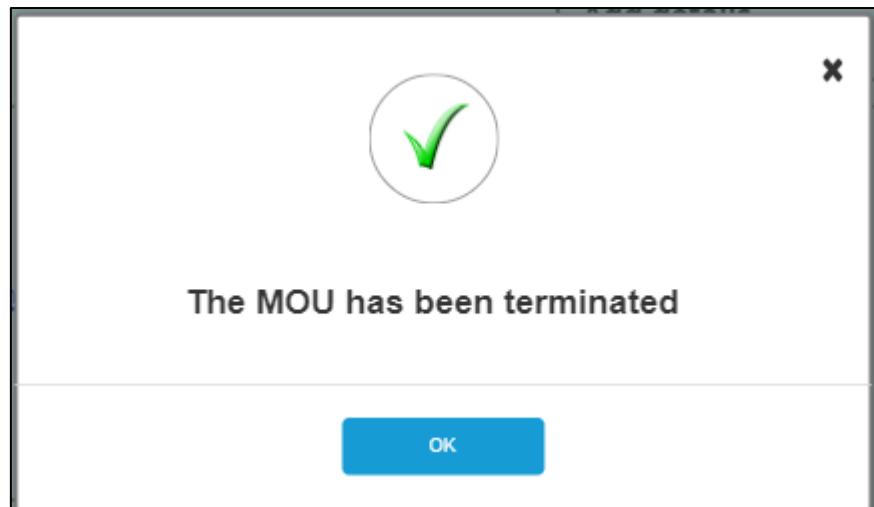
	the dashboard details in PDF format.		"Document created successfully" In case of failure: - "Failed to create document"
Approve	Clicking Approve will allow the approving user to approve the MOU.	Display the Popup for confirmation approval action.	Success: - "<\$MOU name\$> has been approved"
Reject	Clicking Reject will allow the approving user to Reject the MOU.	Display the Popup for adding reason for Reject action.	Reject: - "<\$MOU name\$> has been Rejected"

Form Elements

Description/Field Name	Type	Source	Error Message
Rejection Reason	Text Area	NA	Null Entry - "This field is mandatory"

2.8 | Terminate Action

Actor	End User
Description	This use case defines the process of termination of an Active MOU.
Pre-Condition	<ol style="list-style-type: none"> 1. The user should browse the valid URL. 2. The user should have proper internet connectivity. 3. The user should have MOU User, Approver role in IAM 4. User is logged In. 5. The MOU which needs to be terminated needs to complete the termination notice duration. Refer Usecase: 2.1, 2.2 related to termination notice.
Post-Condition	The MOU will be terminated.
Business Rules	<ul style="list-style-type: none"> • Once the Termination notice on an Active contract ends, the users will be able to terminate the MOU. • In case the termination notice is active, the terminate button will be disabled. <p>Terminate an MOU</p> <ul style="list-style-type: none"> • To terminate an MOU, users will need to navigate to the details screen of an Active, Inactive / Expired MOU. • On the detail screen, user can click the “Terminate” button. <div style="text-align: center; margin-top: 10px;">  </div> <ul style="list-style-type: none"> • After clicking the terminate button, a Popup will be shown to the user to add the termination reason (Mandatory) and upload the file (Optional). • Once confirmed, the status if the MOU will be updated as “Terminated”. • System will show a confirmation message once the MOU Is terminated.



- The Termination action will be recorded in the Progress bar and Audit Trail.

Progress Bar



Audit Trail

	<p>MOU Terminated - With Remark</p> <p>Terminated by User: William Shatner, Today, 1 PM</p> <p>"Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam."</p> <p> Terminationletter12.pdf</p>
--	--

Validation & Rules	<ul style="list-style-type: none">Only Active, & Inactive / Expired MOUs can be terminated.Users need to add the termination reason before confirming the termination action.If users attempt to proceed without adding the termination reason, system will throw an error as "This field is mandatory"
--------------------	---

Integration	<Not Applicable>

Buttons

Action	Description	Next Step	Message
Download PDF Format	Clicking on “Download PDF format” button will allow users to download the dashboard details in PDF format.	PDF document is downloaded automatically on the users system	In case of success “Document created successfully” In case of failure “Failed to create document”
Terminate	Allows users to terminate the MOU	Open a Popup for users to add the termination reason	-
Terminate - Popup	Terminated the MOU	Show Popup for confirming termination action	“<\$MOU Name has been terminated\$>”
Cancel - Popup	Cancels the termination action	Closes the Popup & retains the last status	-

Form Elements

Description/Field Name	Type	Source	Error Message
Terminate Reason	File Upload	-	<p>Success -</p> <p>“File uploaded successfully”</p> <p>Error –</p> <p>“Failed to upload file”</p>

2.9 Termination notice withdrawal

Actor	End User
Description	This use case defines the process of withdrawing active termination notice for an MOU.
Pre-Condition	<ol style="list-style-type: none"> 1. The user should browse the valid URL. 2. The user should have proper internet connectivity. 3. The user should have MOU User in IAM 4. User is logged In. 5. The MOU Termination notice which needs to be withdrawn needs to be Active.
Post-Condition	The MOU termination notice will be withdrawn.
Business Rules	<p>The termination notice has an expiry date. Users can terminate the MOU once the Termination notice expires.</p> <p>If the users wish to withdraw the active termination notice before its expiry, users can follow the below steps.</p> <p>Process to withdraw active termination notice will be as follows.</p> <ul style="list-style-type: none"> • To withdraw the termination notice, users will need to navigate to MOU with Active termination notice.

- Users will be able to view a button "Withdraw Notice".

The screenshot shows a form titled "Termination Notice". It includes fields for "Upload Termination Notice" (with a link to "Terminationnotice.pdf"), "Notice Duration" (set to "25 Days"), and a "Remark" section containing placeholder text about Lorem Ipsum. At the bottom are buttons for "Print", "Terminate MOU", and "Withdraw Notice".

- After clicking post notice withdrawal button, the system will display a Popup where users will be able to add the termination notice details as below.
 - file upload – Non mandatory
 - Remark - Mandatory

The screenshot shows a modal dialog titled "Withdraw termination notice". It has sections for "File Upload" (with an icon of an upward arrow) and "Remark" (with a large text input field). At the bottom are "Cancel" and "Save" buttons.

- After adding the above details users can click the “Save” button to save the details.
- System will validate the information and show validation errors or error messages after Save action. Refer validation section for details.

Success Message: Post saving the details, the Termination notice withdrawal will be sent for L1 approval as per the approval matrix. The termination notice withdrawal details will visible on the details screen. Please refer **use case – MOU – Termination Notice Withdrawal approval for details.**

Email Notification: An Email notification will be sent to the L1 approver about request for the termination notice withdrawal. Refer **use case – Notifications.**

Email Notification for Termination notice withdrawl to Approver L1

From
{\$Jupiter Hospital Notification Email\$}

To
{\$Approver Email ID\$}

CC
[Empty Input Field]

Email Subject
Termination Notice Withdrawl - {\$MOU Name\$}

Email Body

Dear {\$L1 Approver Name\$},
Termination notice withdrawl has been requested for {\$MOU ID\$}.
Request you to check and approve.
Contract Name - Lorem Epsum
Contract Type - Lorem Epsum
Contract Link - <https://www.ems.jupiterhospital.com/response224>
Warm regards,
Jupiter Hospital

 Jupiter Hospital
Patient First

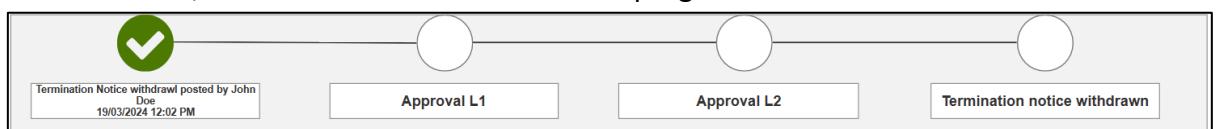
Next

Details Screen: Once the details are Saved successfully, the termination notice withdrawal details added will be visible on the details screen. The heading will be denoted in a colour code as indicated in the wireframe.

Termination Notice Withdrawl	
File	Terminationnoticewithdrawl.pdf
Remark	Lorem Ipsum is simply dummy text of the printing and typesetting industry. Lorem Ipsum has been the industry's standard dummy text ever since the 1500s, when an unknown printer took a galley of type and scrambled it to make a type specimen book.

Progress Bar:

Once the details are Saved successfully, the status as termination notice withdrawal along with the user name, date & time will be visible in the progress bar.



Audit Log: The creation action will be captured in the audit log as below with action details, user name, date & time. The action will be displayed in the colour code as indicated in the wireframes.

	 <i>Termination Withdrawl Notice Added</i> Added by User: John Doe, 12 February 2024, 12:54 PM
Validation & Rules	<ul style="list-style-type: none"> The termination notice withdrawal can be posted on the MOUs having active termination notice. <p>File Upload</p> <ul style="list-style-type: none"> Users will be able to upload a single file. The file format supported will be as follows. <ul style="list-style-type: none"> Microsoft Word (.doc, .docx) Portable Document Format (.pdf) Rich Text Format, Text format (.rtf, .txt) HTML (.html) Markdown (.md) OpenDocument Format (.odt) CSV (Comma-Separated Values) Excel (xls, xlsx) JSON (JavaScript Object Notation) In case user uploads file other than above format system will throw an error message as “File format not supported, <list of file format supported>”. <p>Remark</p> <ul style="list-style-type: none"> Users can enter characters ranging from 1-2000. Error message, “Characters allowed 1-2000” In case of Null entry, system will show an error message as “This field is mandatory”.
Integration	<Not Applicable>

Buttons

Action	Description	Next Step

Withdraw Notice	Clicking on “Withdraw notice” will allow users to withdraw the termination notice.	Show validation error or success message. Send Notice for L1 approval. Trigger Email notification.
Cancel	Cancels the Save action on Popup	Closes Popup
Save	Saves the termination notice withdrawal details	Saves the termination notice withdrawal details. Show validation error or success message. Send Notice for L1 approval. Trigger Email notification.

Form Elements

Description/Field Name	Type	Source
File Upload	File Upload	-
Remark	Text Area	

2.10 Termination Notice Withdrawal Approval / Rejection

Actor	End User
Description	This use case defines the Approval process of MOU Termination Notice withdrawal.
Pre-Condition	<ol style="list-style-type: none"> 1. The user should browse the valid URL. 2. The user should have proper internet connectivity. 3. The user should have MOU Approver role in IAM. 4. User is logged In. 5. Users should be configured for approval in the Approval matrix. 6. The termination notice withdrawal request should be generated against the MOU.
Post-Condition	The MOU Termination notice withdrawal request will be approved or rejected.
Business Rules	<ul style="list-style-type: none"> • Users will be configured for Approvals in the Approval matrix. Refer Usecase: Masters – Approval Matrix. • Approving users will receive an email notification as below once the MOU Termination notice withdrawal request is submitted for their approval. • There will be three levels of approval for MOU Termination notice withdrawal based on the configuration in the Approval Matrix for MOU. <p>Email Template</p>

Email Notification for Termination notice withdrawl to Approver L1

From

<\$Jupiter Hospital Notification Email\$>

To

<\$Approver Email ID\$>

Cc**Email Subject**

Termination Notice Withdrawl - <\$MOU Name\$>

Email Body

Dear <\$L1 Approver Name\$>
Termination notice withdrawl has been requested for <\$MOU ID\$>.
Request you to check and approve.
Contract Name - Lorem Epsum
Contract Type - Lorem Epsum
Contract Link - <https://www.ems.jupiterhospital.com/response224>
Warm regards,
Jupiter Hospital



Users will be able to click in the link in the email to redirect to the MOU details screen or users can access the MOUs from the pending Approvals listing. Refer Usecase: **MOU Status**

MOU Termination Notice Withdrawal Approval

Level 1 Approval

- On the MOU details screen, the approving user will be able to view the details of MOU Termination withdrawal in read only format.

Termination Notice Withdrawl

File

Terminationnoticewithdrawl.pdf

Remark

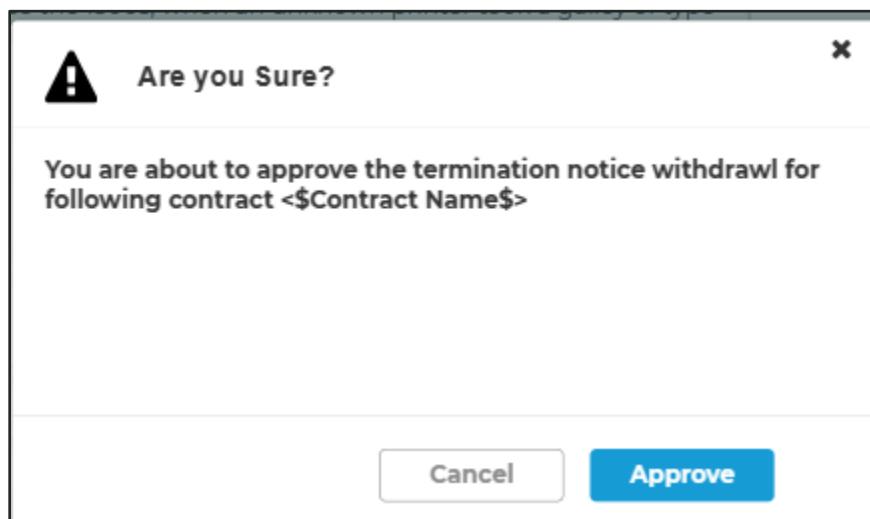
Lorem Ipsum is simply dummy text of the printing and typesetting industry. Lorem Ipsum has been the industry's standard dummy text ever since the 1500s, when an unknown printer took a galley of type and scrambled it to make a type specimen book.

Print

Approve

Reject

- Approving user will be able to view “Approve” & “Delete” buttons.
- On clicking the “Approve” button, the system will display a Popup to confirm the action. MOU Name will be displayed in the Popup for confirmation. In case of cancel, the Approval action will be cancelled.



- In case of a rejection, the approver user needs to **add mandatory remark**.
- On clicking approve, the MOU Termination withdrawal request will be approved. Post the Level 1 approval, the MOU will be shared for Level 2 approval.
- The Approval & Rejection Log will be captured in the progress bar & Audit Trail on the details screen.

Progress Bar



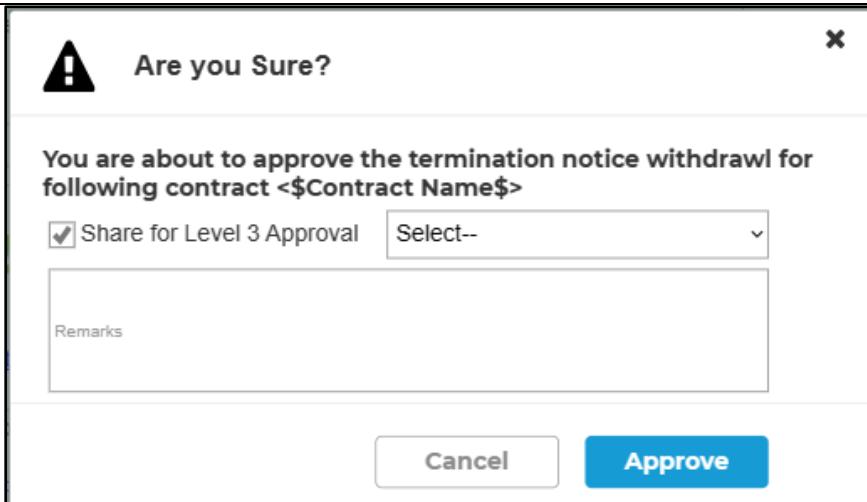
Note: In progress bar, an additional step of Level 3 approval will be added in case Level 2 marks “Yes” for Level 3 approval during approval.

Audit Trail

Audit Logs	
	<i>Termination Withdrawl notice Approved- L1 <\$Contract Name\$></i> Approved by User: William Shatner, 12 February 2024, 12:54 PM
	<i>Termination Withdrawl Notice Added</i> Added by User: John Doe, 12 February 2024, 12:54 PM

Level 2 Approval

- The level 2 user will receive email notification once the MOU Termination notice withdrawal has been approved by the Level 1 user for Level 2 approval.
- Level 2 user can approve or reject.
- In case of Rejection, the remark will be mandatory.
- Level 2 approving user can decide if the MOU needs to be sent to the Level 3 approval.



- In case the MOU Termination notice withdrawal needs to be sent to the Level 3 approval, Level 2 user can add the comment.
- The remarks added while rejecting or sending the MOU Termination notice withdrawal for Level 3 approval will be visible in the audit trail.
- Approving users can choose if the MOU should be shared for the level 3 approval.
- If the checkbox is selected as “Yes”, the Level 3 approval step will be added to the approval flow. Keeping it deselected will not include the Level 3 approval in the flow.
- The “Share for Level 3 Approval” option will only appear for selection if a user is added to Level 3 approval in the Approval Matrix. Refer Usecase: **Approval Matrix**.
- Once Approved, the status will be updated in the Progress Bar as below.

Termination Notice Withdrawn

- Once all the approvals are received, the withdraw termination notice button will be enabled for the users and the indicator visible on the MOU details screen for Notice expiry will be **removed**.
- For Withdrawal, refer usecase: MOU Termination notice withdrawal.



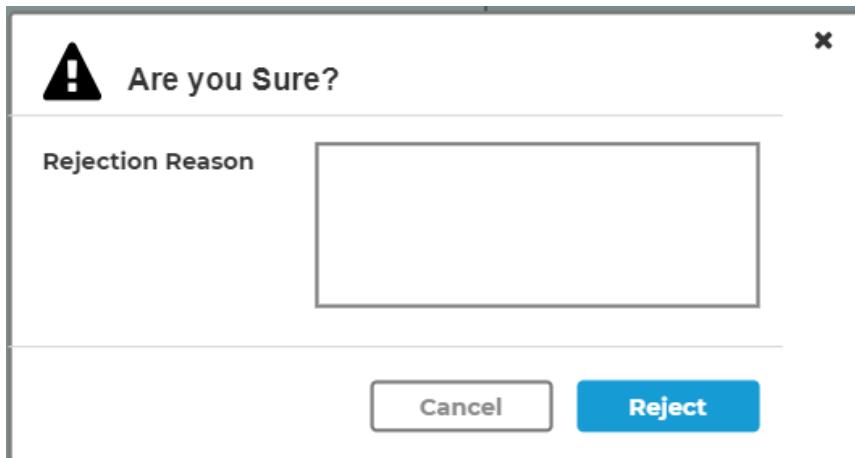
Termination Notice Active

End Date - 30/5/2024 24 Days



MOU Termination Notice Rejection

- Approving users can reject the MOU Termination notice withdrawal when they receive it for the approval.
- To Reject the MOU Termination Notice withdrawal, users will click “Reject” button.
- After clicking the Reject button, a Popup will be displayed where the users need to enter the rejection reason as below.



- After clicking “Reject”, the system will show a confirmation with the MOU name as below.
- After clicking “OK” on the above screen, users will redirect to the MOU listing screen.

	<ul style="list-style-type: none"> If Rejected, the rejection will be displayed progress bar and Audit trail. The Audit trail will display the rejection reason. <div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> × <p><i>MOU Termination Notice Rejected- <\$MOU Name\$></i> Rejected by User: John Doe, 12 February 2024, 12:54 PM <i>"Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam."</i></p> </div> <ul style="list-style-type: none"> The Approval flow will be terminated if the MOU Termination notice withdrawal is rejected at Level 1, Level 2 or Level 3 approval. The termination notice will not be posted for rejection.
Validation & Rules	Rejection - In case approver rejects the MOU Termination notice, the approver will need to fill in the reason for Rejection. In case of a null entry system will throw an error message. Error Message – “This field is mandatory”.
Integration	<Not Applicable>

Buttons

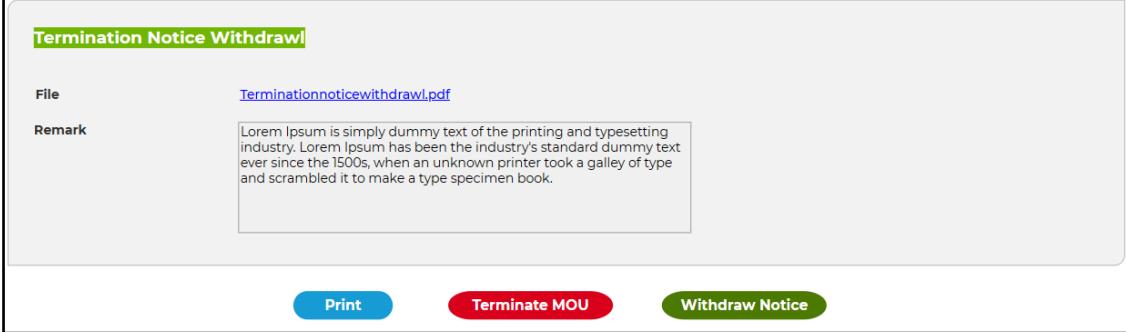
Action	Description	Next Step	Message
Download PDF Format	Clicking on “Download PDF format” button will allow users to download the dashboard details in PDF format.	PDF document is downloaded automatically on the users system	In case of success: - “Document created successfully” In case of failure: - “Failed to create document”
Approve	Clicking Approve will allow the approving user to approve the MOU.	Display the Popup for confirmation approval action.	Success: -

			"<\$MOU name\$> has been approved"
Reject	Clicking Reject will allow the approving user to Reject the MOU.	Display the Popup for adding reason for Reject action.	Reject: - "<\$MOU name\$> has been Rejected"

Form Elements

Description/Field Name	Type	Source	Error Message
Rejection Reason	Text Area	NA	Null Entry - "This field is mandatory"

2.11 Withdraw notice

Actor	End User
Description	This use case defines the process of withdrawal of the termination notice.
Pre-Condition	<ol style="list-style-type: none"> 1. The user should browse the valid URL. 2. The user should have proper internet connectivity. 3. The user should have MOU User, Approver role in IAM 4. User is logged In. 5. The MOU Termination notice which needs to be withdrawal should have all the approvals complete for Termination notice withdrawal process.
Post-Condition	The MOU Termination notice will be withdrawn.
Business Rules	<ul style="list-style-type: none"> • To withdraw an active termination notice, users need to complete with the approvals of the Termination notice withdrawal. Refer Usecase: 2.5 Termination Notice Withdrawal Approval / Rejection. <p>Withdraw Terminate notice on an MOU</p> <ul style="list-style-type: none"> • To withdraw the termination notice on an MOU, users will need to navigate to the details screen of an MOU having termination notice. • On the detail screen, user can click the “Terminate” button.  <ul style="list-style-type: none"> • After clicking the “Withdraw notice” button, a Popup will be shown to the user. • Users can click “Withdraw” on the Popup to terminate the notice.

- The Termination withdrawal action will be recorded in the Progress bar and Audit Trail and the MOU will remain active until its expiry.

Progress Bar



Audit Trail

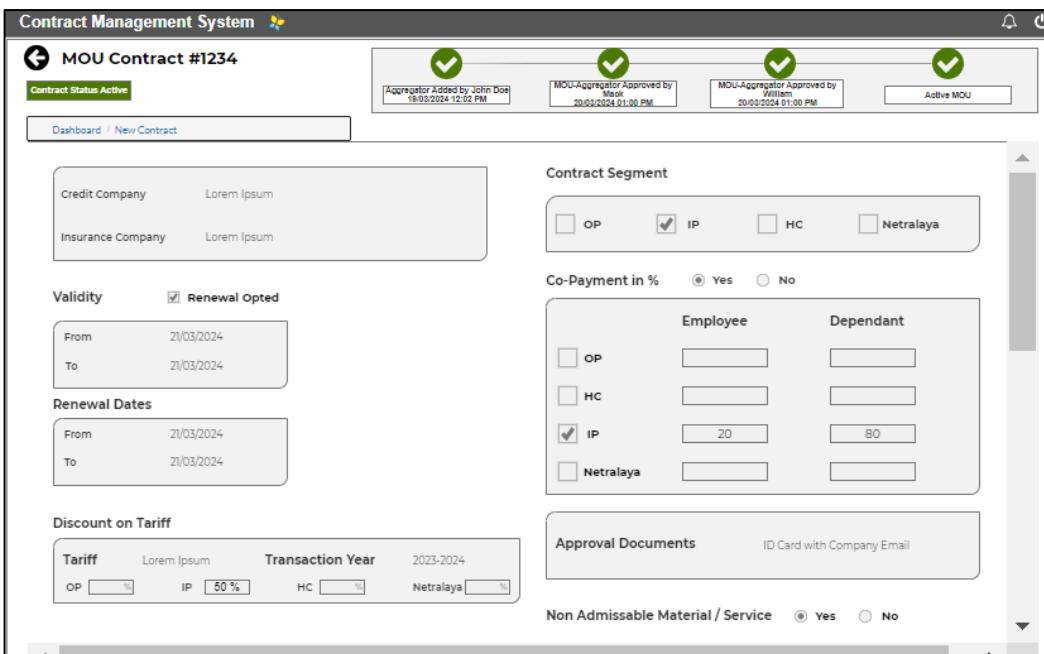
Audit Logs	
	Termination Notice is withdrawn Added User: John Doe, 12 February 2024, 12:54 PM
	Termination Withdrawl notice Approved- L2 <\$Contract Name\$> Approved by User: William Shatner, 12 February 2024, 12:54 PM

Validation & Rules	<ul style="list-style-type: none"> The notice can be withdrawn only once all the approvals are received
Integration	<Not Applicable>

Buttons

Action	Description	Next Step	Message
Download PDF Format	Clicking on “Download PDF format” button will allow users to download the dashboard details in PDF format.	PDF document is downloaded automatically on the users system	In case of success “Document created successfully” In case of failure “Failed to create document”
Withdraw Notice	Allows users to withdraw the notice on the MOU	Open a Popup for users to add the withdrawal reason	-
Withdrawal - Popup	Allows users to confirm withdrawal action	Show Popup for confirming withdrawal action	-
Cancel - Popup	Cancels the withdrawal action	Closes the Popup & retains the last status	-

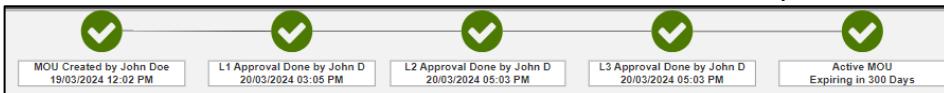
2.12 Common Use Case: Detail Screen (MOU)

Actor	Super Admin
Description	This use case defines the Audit Log Report
Pre-Condition	<ol style="list-style-type: none"> 1. The user should browse the valid URL. 2. The user account should be created. 3. The user should have proper internet connectivity. 4. User is logged In. 5. User should click on “MOU ID” from the Listing for MOU & Contracts.
Post-Condition	User will be able to view the detail screen for MOU & Contract
Business Rules	On clicking the “MOU ID” link, users will be navigated to this page where they will be able to view the detail screen for “MOU” and “Contracts”.
	<p>MOU</p>  <ul style="list-style-type: none"> • User will be able to view the details of the form in “Read-Only” mode. • User will be able to view the following options on the screen: <ul style="list-style-type: none"> ○ Renew – User will be able to renew the MOU

- Print – User will be able to print the detail screen
- Post Termination Notice – User will be able to initiate the termination process
- Add Addendum – User will be able to add new addendum

[Renew](#)[Print](#)[Post Termination notice](#)[Add Addendum](#)

- User will be able to view the progress bar with the following information:
 - MOU Created by <\$Creator Name\$>
 - L1 Approval done by <\$L1 Approver Name\$>
 - L2 Approval done by <\$L2 Approver Name\$>
 - L3 Approval done by <\$L3 Approver Name\$>
 - MOU Status
- User will be able to view the date and time of the activity done



- User will be able to view the MOU status on the detail screen

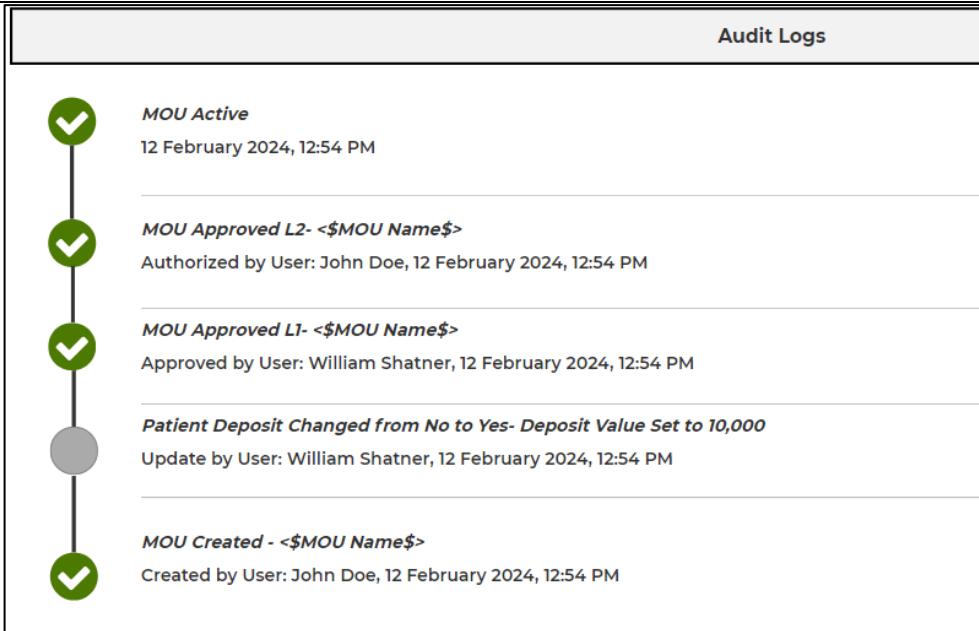
Contract Status Active

- User will be able to view the uploaded/attached documents

View Attachments (4)



- User will be able to view the Audit Logs on the detail screen

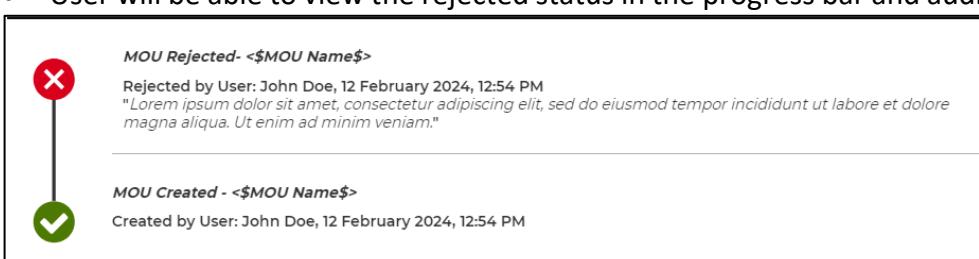


MOU Status – Rejected

- User will be able to view the Rejected MOU in the detail screen

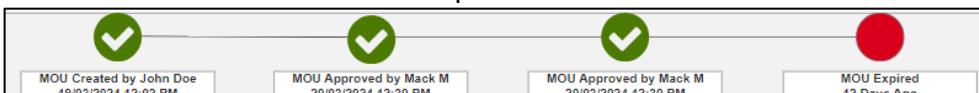


- User will be able to view the rejected status in the progress bar and audit logs

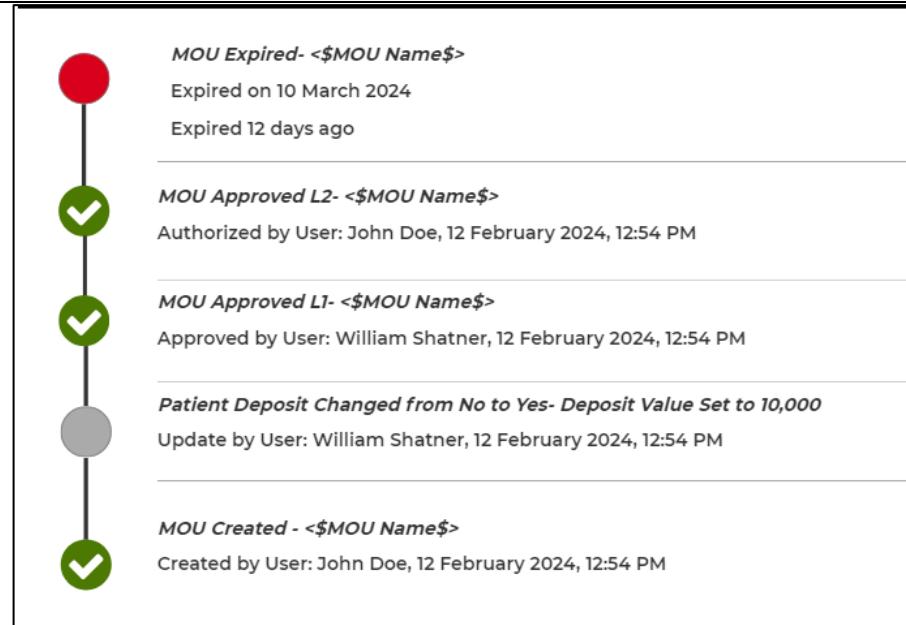


MOU Status – Expired

- User will be able to view the Expired MOU in the detail screen

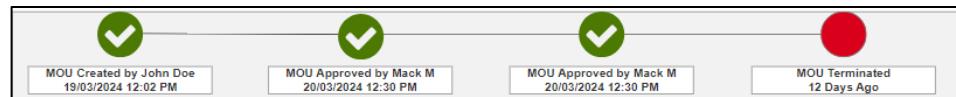


- User will be able to view the expired status in the progress bar and audit logs

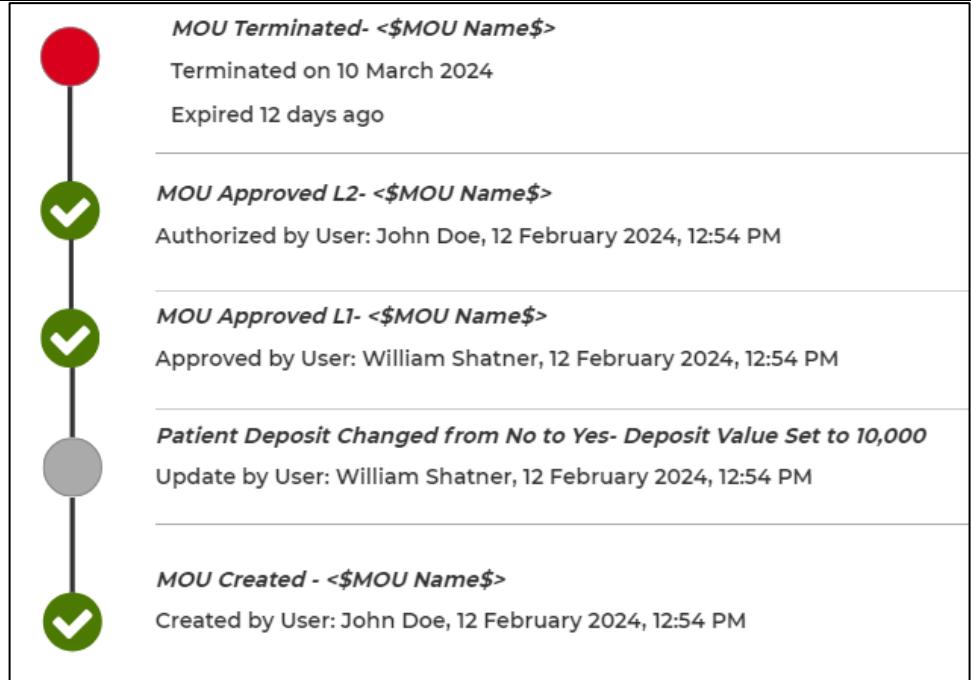


MOU Status – Terminated

- User will be able to view the terminated MOU in the detail screen

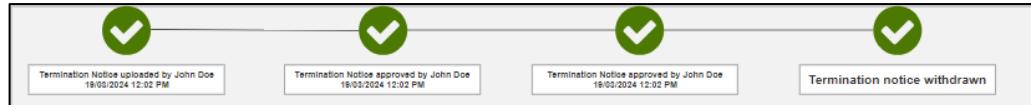


- User will be able to view the terminated status in the progress bar and audit logs



MOU Termination Notice – Withdrawal

- User will be able to view the MOU detail screen after the withdrawal of termination notice



- User will be able to view the withdrawal process in the progress bar and audit logs

	 <p>Termination Notice is withdrawn Added User: John Doe, 12 February 2024, 12:54 PM</p> <hr/> <p>Termination Withdrawl notice Approved- L2 <\$Contract Name\$> Approved by User: William Shatner, 12 February 2024, 12:54 PM</p> <hr/> <p>Termination Withdrawl notice Approved- L1 <\$Contract Name\$> Approved by User: William Shatner, 12 February 2024, 12:54 PM</p> <hr/> <p>Termination Withdrawl Notice Added Added by User: John Doe, 12 February 2024, 12:54 PM</p> <hr/> <p>Notice of Termination Approved- L2 <\$Contract Name\$> Approved by User: William Shatner, 12 February 2024, 12:54 PM</p> <hr/> <p>Notice of Termination Approved- L1 <\$Contract Name\$> Approved by User: William Shatner, 12 February 2024, 12:54 PM</p> <hr/> <p>Termination Notice Added Added by User: John Doe, 12 February 2024, 12:54 PM</p> <hr/> <p>MOU Active</p>
Validation	NA
Integration	<Not Applicable>

2.13 MOU Renewal

Actor	End User
Description	This use case defines the process of Renewal of the MOU.
Pre-Condition	<ol style="list-style-type: none">1. The user should browse the valid URL.2. The user should have proper internet connectivity.3. The user should have MOU User.4. User is logged In.5. User needs to click on “Renew” button on the MOU detail screen
Post-Condition	The MOU will be renewed
Business Rules	<ul style="list-style-type: none">• To Renew the MOU user need to click on the “Renew” button on the MOU Detail Screen to initiate the renewal process.

MOU Contract #1234

Contract Status Active

MOU Created by John Doe 10/03/2024 12:02 PM

L1 Approval Done by John D 10/03/2024 03:06 PM

L2 Approval Done by John D 10/03/2024 06:05 PM

L3 Approval Done by John D 10/03/2024 06:05 PM

Active MOU Expiring in 300 Days

Dashboard / New Contract

To 21/03/2024

Discount on Tariff

Tariff	Lore ipsum	Transaction Year	2023-2024
OP	5%	IP	50 %
HC	5%	Netralaya	5%

Patient Deposit Yes No 20000

[View Attachments \(4\)](#)

Approval Documents ID Card with Company Email

Non Admissible Material / Service Yes No

Lore ipsum

Payment Terms 45 Days (From days of Bill Submission)

Physical Document Details

Employee Name	Mack Miller
File Location	IT Store
Add details	Lore ipsum Dolor Sit Emit

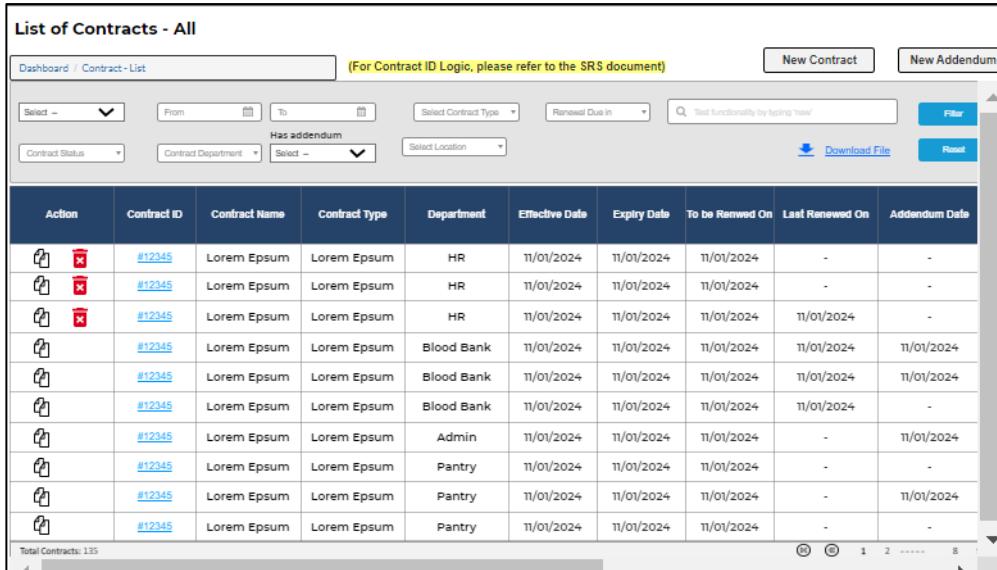
Renew **Print** **Post Termination notice** **Add Addendum**

- Once the user clicks on the renew button, user will be getting a popup for the user to confirm the renewal.
- User will be navigated to the renewal screen where they will be able to view a form with the fields being pre-populated.
- User will be able to modify the details of the MOU if required.
- User will be able to view the “MOU Renewed From” field with the link the original MOU.
- Once the user clicks on “Save” button, the process of approval will be followed same as “MOU-Creation”.

Validation & Rules	<ul style="list-style-type: none"> User should not be able to renew the MOUs with following statuses: <ul style="list-style-type: none"> Terminated Rejected Pending Approvals
Integration	<Not Applicable>

3. Modules for Contract User (Web App)

3.1 Contract Listing – (End User)

Actor	End User
Description	This use case defines the elements in Contract Listing page.
Pre-Condition	<ol style="list-style-type: none"> 1. The user should browse the valid URL. 2. The user account should be created. 3. The user should have proper internet connectivity. 4. User is logged In. 5. User should click on “Contract List” from the Contract menu option in the Side menu.
Post-Condition	User will be able to view the list of contracts
Business Rules	<p>Elements of the Contract listing table</p> 

	<p>The Contract list will be displayed in the tabular format and will have below columns:</p> <ul style="list-style-type: none">• Contract ID – This will be clickable and will take the user to the detail screen. Contract ID will be generated once the Contract is created. Refer use case: 3.2• Contract Name – The company (contract with field) added in the contract will be displayed as contract name• Contract Type – User will be selecting the contract type while creating the contract from the following: NDA, Service Agreements, AMC, HR, Other (To be confirmed with Falguni Ma'am)<ul style="list-style-type: none">○ Selecting other user will be able to give manual input in a textbox• Department – User will be selecting the department while creating the contract. Department masters will be fetched from HMIS• Effective Date – User will be selecting the effective date while creating the contract• Expiry Date – User will be selecting the expiry date while creating the contract• To be Renewed On – User will be Selecting the renewal date while creating the contract• Last Renewed On – This column will be reflecting the date when the contract was earlier renewed• Addendum Date – If the contract has addendum, this column will reflect the date when addendum is added.• Status – User will be able to view the following statuses: Active, Inactive / Terminated & Pending Approval. Wherein Active and Inactive contract status will be fetched from the dates selected during Contract creation, terminated will be fetched as per the user action to terminate the contract and Pending Approval will be as per the approval matrix set in the masters• Approval Pending from – User will be able to view the name of approver to whom the contract is sent for the approval.• Renewal Contact Person – User will be able to view the name of user mentioned in the field while creating the contract• Renewal Due in – User will be able to view the number of days for the contract based on the renewal days and will be displayed in this section• Action – User will be able to view and perform the following actions: View, Add Addendum and delete the contract
--	--

- Clicking “View” will redirect users to the screen where the users will be able to view list of files uploaded to the Contracts. Refer Usecase: **5.9 Common Usecase – View Document**
- Add Addendum – Clicking the button will redirect the users to the “Add Addendum” screen.
- Deleting a contract will be allowed only if the Contract status is still pending. Once it is approved the Contract cannot be deleted
- Location – User will be able to view the location where the contract was created.

Note: Location column will be visible only to the user having all location access

Filters on the listing

The screenshot shows a search and filter interface. At the top, there are dropdown menus for 'Select' (with a placeholder 'From' and a date picker), 'To' (with a date picker), 'Select Contract Type' (with a placeholder 'Renewal Due In'), and a search bar ('Search functionality by typing "new"'). Below these are two more dropdown menus: 'Has addendum' and 'Contract Status'. Further down, there are two more dropdown menus: 'Contract Department' and 'Select'. At the bottom right of the interface are three buttons: 'Filter' (blue), 'Download File' (with a file icon), and 'Reset' (blue).

User will be able to view the filters as follows:

- Select Date Filter from Dropdown: Contract Created Date, Contract Effective and Contract Expiry date
- From Date – After the date filter selection, user will be able to select a date
- To Date – After the date filter selection, user will be able to select a date
- Select Contract Type– User will be able to select the Contract Type from the following: NDA, Service Agreements, AMC, HR. These categories will be fixed values
- Renewal Due In – User will be able to select the renewal due in from the following options: <30 days, <45 days, <60 days, <75 days, <90 days.
- Contract Status – User will be able to select the Contract status from the following: Active, Inactive, Pending Approval, Terminated
- Contract Department – User will be able to select the Department. These values will be fetched from HMIS
- Has Addendum – User will be able to filter the contracts with addendums by choosing yes or no option
- Location – User will be able to filter the contract based on locations

Note: Location filter will be visible only to the user having all location access

- User will be able to use predictive search option to search the contract name
- User will be able to download the Contract list in a XLS format.

	<ul style="list-style-type: none"> Based on the applied filters the user will be able to download the filtered Contract list in XLS format. User will be able to click on filter to apply the filters User will be able to click on reset to reset the filters User will be able to view the total contracts in the system User will be able to view the view pagination to navigate.
Validation	<ul style="list-style-type: none"> In the Contract listing user will be able to view the Contract details created by the same user only and not by other users. Search bar – If the user does not find any result from the search, a message will be displayed “no results were found” From Date and To Date filter - Ensure that the 'from date' is before or equal to the 'to date'. If not, display an error message. Delete Contract Action – User will be able to delete a contract only if the status is in pending state.
Integration	<Not Applicable>

Buttons and Links

Action	Description	Next Step	Message Box
Filter	Clicking on filter button allows user to apply the selected filters on the contract list	List values will be based on selected filter parameters	<Not Applicable>
Reset	Applied filters will be reset	Filters will be displayed to select	<Not Applicable>
Download File	Download the contract List	Displayed contract list will be downloaded in XLS format	<Not Applicable>
New Contract	Create new Contract	Contract creation page will be displayed	<Not Applicable>

Edit	Add Addendum	Add Addendum to the contract	<Not Applicable>
Delete	Delete the Contract	Delete the contracts with pending approval status only	<Not Applicable>
Contract ID	Link will be clickable	Display the detail screen of the contract	<Not Applicable>

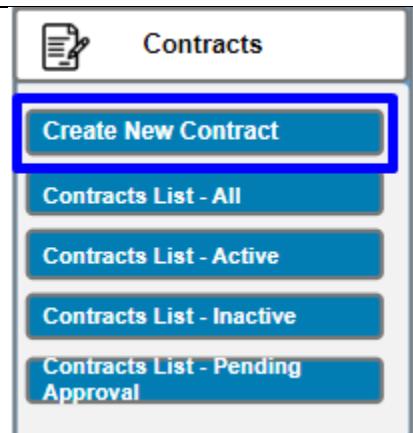
Filter Options

Description / Filter Name	Filter Type	Source
Select Date Criteria	Drop Down	Fixed Values – Contract Created, Contract Effective Date, Contract Expiry Date
From Date	Date Picker	<Not Applicable>
To Date	Date Picker	<Not Applicable>
Select contract type	Multi-Select Dropdown	Fixed Values – NDA, Service Agreements, AMC, HR
Renewal Due In	Multi-Select Dropdown	Fixed Values - <30 days, <45 days, <60 days, <75 days, <90 days
Contract Status	Multi-Select Dropdown	Fixed Values – Active, Inactive, Pending Approval, Terminated

Contract Department	Multi-Select Dropdown	Values will be fetched from HMIS
Has Addendum	Dropdown	Fixed Values – Yes, No
Search	Predictive Search	Applicable Columns – Contract Name, Approval Pending From.

3.2 Create/Read/Update/Delete Contracts

Actor	End User
Description	This use case defines the creation of Contracts.
Pre-Condition	<ol style="list-style-type: none"> 1. The user should browse the valid URL. 2. The user should have proper internet connectivity. 3. User is logged In. 4. User should have Role as Contract user
Post-Condition	The users will be able to create the Contracts and share it for the Level 1 Approval.
Business Rules	<p>Definition of Contracts -</p> <ul style="list-style-type: none"> • Jupiter Hospital Signs Contracts with companies to formalize agreements. • Users will be able to create and upload the contracts. <p>Users will be able to create the contract by clicking the “Create New contract” button from the side menu under the Contracts menu option.</p>



New Contract Form

Users will be able to select if they when wish to create a new contract and add an addendum on an existing contract.

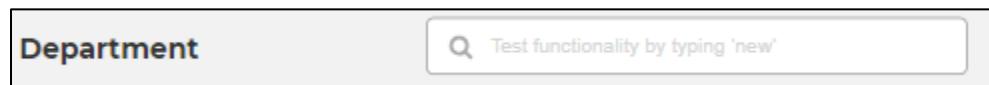


New Contract

To create a contract, user needs to add fill in below details.

Department

- User will select the department for which the contract is created using the Predictive Search field. The Department will be fetched from the department master from the HMIS via API Integration.



Note: Users will be able to create Contract for any department, users will be able to select the department from field given in the form

Contract Type

- Users can select the contract type from the contract type dropdown.
- The contract type values will be fixed.
- Users can select other in case of the Agreement type is unknown. In case user selects contract type as “Other”, users will be able to type in the type of Contract using the text field.

Contract Type List (Need the values for the list from Falguni Ma'am)

Contract with (To be confirmed with Falguni Ma'am if the values are to be fetched from company master of HMIS)

- Users can search and select the company using the predictive search field.
- The company fields will be fetched from the company master.

Apostille Type

- Apostille Type defines in what format the contract was signed with the company. Users will select the Apostille Type from the multi-select dropdown.
- The values for the dropdown will be fetched from Apostille Type master.

Reference Number

User will add the ID number of the actual document as reference number.

Retainer

- Users will select if the contract is retained Weekly, Monthly, Quarterly or yearly. If the users select Retainer = “Yes”, users will be able to select the type of retainer.

Terms and Conditions

- Users will be able to type in the terms and conditions in the text area.

Validity

Users can select the validity of the MOU as “From” and “To” date using the date picker. Users can Opt for Renewal using the renewal option using the checkbox. Once selected user will be able to add the Renewal “From” and “To” Dates.

The screenshot shows a user interface for managing document validity. At the top, there is a section titled "Validity" with a checked checkbox labeled "Renewal Opted". Below this are two sets of date pickers: "From" and "To" for the original document's validity period. Below the "Validity" section is another section titled "Renewal Dates", which also includes "From" and "To" date pickers for specifying a renewal period.

Upload Document

- Users will be able to upload multiple documents for the contracts for the file system.

Custodian Details

- The Physical copies of contracts are stored at various locations with different custodians
- The user will be able to update custodian details of the contract
- To update the custodian details, users will fill below information:
 - Custodian Name – User will be able search and select the custodian name (Employee Name). The employee names will be fetched from HMIS
 - File Location – User will be able to search and select the location (Location details will be fetched from HMIS).
 - Add Details

Custodian Details

Custodian Name

File Location

Add details

Contract Renewal Contact person

- Users will be able to Add the details of the Jupiter Employee who is the contact person for the renewal of the contract.
- Users will use the predictive search field to search using the employee name or employee ID.
- The employees will be fetched from the employee master in HMIS.
- After selecting the employee, the employee details will be auto populated in Employee Code, Contact No, Email ID, Designation, Department & Location.
- Users will be able to type in the fields manually if required.

2nd Party Details

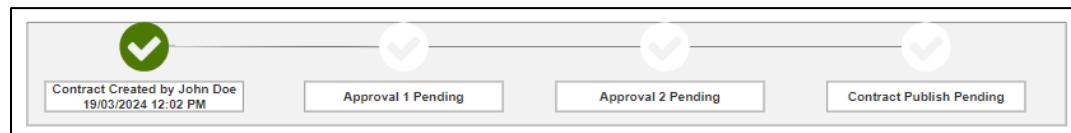
- Users can add the second party company details.
- Users will type the company name in the predictive name field. The matching companies will be fetched from the Company Master.
- Users will select the matching company. Once the company is selected, the system will populate the other company details from the company details in the company master.

Save Action

- Once the data is recorded in the above fields, users can click “Save”, to create a new contract record. Users can click the “Cancel” button to cancel the new record creation.

- On clicking Save, system will show a Popup to confirm the Save action. On Saving the contract it will be sent for the Level 1 approval.
- After clicking continue, the contract will be created and Approver 1 will be notified via Email. Please refer usecase: Email Notifications
- Also the Save action will be recorded in the Progress Bar & Audit trail.

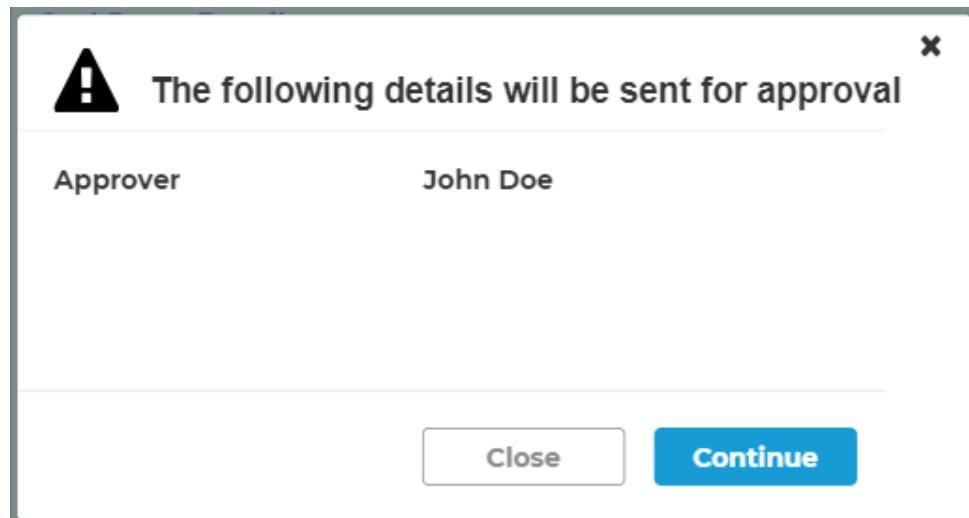
Progress Bar



Audit Trail



- The approver will be displayed on the popup based in the approval matrix.



- On Clicking “Cancel”, system will prompt user to confirm the cancel action as “Are you sure you want to cancel?”

Note:

- The users will be able to update, delete the contract created before the contract is approved by the Level 1 Approver.
- In case the contract is deleted, an on screen notification will be displayed to the Approver notifying about the deletion of the contract.
- The contract will not be visible to the Approver in the pending approval listing screen.

Logic for creation of Contract ID for Contract (To be confirmed with Jupiter Team)

- The contract id will be the unique id created for Contracts. Once the Contract is saved, a unique draft id will be created and assigned to the Contract draft.
- The draft id logic will be C+D+<current year>+<incremental number, based on last number>, E.g. CD20241, CD20242, CD20243
- Once the Draft will be approved by all users as per the approval matrix, a unique id will be created as C+<current year>+<incremental number, based on last number>. E.g. C20241, C20242, C20243.

Logic for creation of Addendum & Renewal Contract ID (To be confirmed with Jupiter Team)

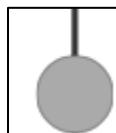
- The contract id generated for Addendum Contract will have “A” as Initial to the contract ID.
- The contract id generated for Renewal Contract will have “R” as Initial to the contract ID.
- The contract id generated for Contract which has addendum and is renewed will have “AR” as initial to the contract ID.

Read View

- The users will be able to view the Contracts in “Read-Only” mode. To view, users will need to click the “view” button or click on the contract ID in the listing screen.

Update Contract

- Users will be able to update Contracts before the Contracts are approved by the Approver at Level 1. All the changes will be logged in the Audit trail of the Contracts with before and after details of the edited fields.



Contract Type - Changed From Contract -> NDA

Changed by User: John Doe, 12 February 2024, 12:54 PM

- Once the changes are done, users will need to click the “Save” button to update the changes. System will prompt the user to confirm the update action before the changes are Saved. (“Are you sure you want to update the contract?”)
- User can cancel the update by clicking the cancel button. A popup will be displayed to the user to confirm the cancel action. (“Are you sure you want to cancel the update action”)
- Once the user confirms, the contract will be updated and the user will be redirected to the contract listing screen.

Delete Contract

- **Delete** – Clicking on “Delete” will give a popup to delete the Contracts from the listing. Once the user confirms deletion the Contracts will be deleted.
- However, the entry will be soft deleted, (soft delete means that you set a flag on an existing data which indicates that a record has been deleted, instead of actually deleting the record. The values would always be saved in the database)
- The users will be able to delete the Contract before it is approved by the Level 1 user.
- To delete the Contract, users will need to click the delete button on the Contract listing screen.
- The delete button will be displayed for the Contracts rows until the Contracts have not been approved for Level 1 approver.
- On clicking the Delete button users will be prompted to confirm the delete action. (“Are you sure you want to delete the Contract?”)
- Users can cancel or click delete on the Popup to proceed with the delete action.

Validation & Rules	<ol style="list-style-type: none"> 1. Department – If the department is not found for the search query, Error Message – “Department Not Found”. In case of Null Entry – Error Message - “This field is mandatory”. 2. Contract with – If the company is not found, Error Message – “Company Not Found”. In case of Null Entry – Error Message - “This field is mandatory”. 3. Apostille Type – In case of Null Entry – Error Message - “This field is mandatory”. 4. Terms and Conditions – <ul style="list-style-type: none"> • Minimum 2 characters & maximum 1000 Characters. Error Message – “Allowed minimum characters are 2 and maximum 1000”. • In case of Null Entry – Error Message - “This field is mandatory”. 5. Contract Type – In case of Null Entry – Error Message - “This field is mandatory”. 6. Ref No – In case of Null Entry – Error Message - “This field is mandatory”. <ul style="list-style-type: none"> • Minimum 2 characters & maximum 150 Characters. Error Message – “Allowed minimum characters are 2 and maximum 150” • In case of Null Entry – Error Message - “This field is mandatory”. 7. Retainer Contract – If selected “Yes”, users need to select value in dropdown. In case of Null Entry – Error Message - “This field is mandatory”. 8. Document Upload – It will be mandatory to upload at least one document– Error Message - “This field is mandatory”. 9. Jupiter Contract person – <ul style="list-style-type: none"> • It will be mandatory to add the contract person details. In case any fields in the contact details are empty, system will throw error message. Error Message - “This field is mandatory”.

- In case the employee or Employee ID is not found in predictive search, system will show the **error message** as “Employee not found”.

10. 2nd Party Details –

- It will be mandatory to add the 2nd Party Details. In case any fields in the contact details are empty, system will throw error message. **Error Message** - “This field is mandatory”.
- In case the company is not found in predictive search, system will show the **error message** as “Company not found”.

Jupiter Contact Person – Details Fetched from HMIS

11. Name –

- Minimum 2 characters & maximum 100 Characters. **Error Message** – “Allowed minimum characters are 2 and maximum 100”
- Special Characters will not be allowed. E.g. (!@#\$%^&*). **Error Message** – “Special Characters not allowed”.
- Null Entry - **Error Message** – “This field is mandatory”.

12. Employee Code

- The employee code will be 5 digits. In case the code is < 5 digits or > 5 digits, the system will show an error message as “The employee code should be 5 digits.”
- Null Entry - **Error Message** – “This field is mandatory”.

13. Contact No

- The number should be in 10-digit format. **Error Message** – “Invalid Contract Number”
- Null Entry - **Error Message** – “This field is mandatory”.

14. Email ID

- Email ID format - abcxx@Jupiterhospital.com. Error Message – “Invalid Email format”.
- Null Entry – **Error Message** – “This field is mandatory”.

15. Designation

- Minimum 2 and Maximum 100 characters allowed. **Error Message** – “Allowed minimum characters are 2 and maximum 100”.
- Special Characters will not be allowed E.g. (!@#\$%^&*).
- Null Entry – **Error Message** – “This field is mandatory”.

16. Department

- Minimum 2 and Maximum 100 characters allowed. **Error Message** – “Allowed minimum characters are 2 and maximum 100”.
- Special Characters will not be allowed E.g. (!@#\$%^&*).
- Null Entry – **Error Message** – “This field is mandatory”.

17. Location

- Minimum 2 and Maximum 100 characters allowed. **Error Message** – “Allowed minimum characters are 2 and maximum 100”.
- Special Characters will not be allowed E.g. (!@#\$%^&*).
- Null Entry – **Error Message** – “This field is mandatory”.

18. File Upload - The Upload option will support below type of documents. **Error Message** – “File format not supported”.

- b. The Maximum file size supported will be <= 25 MB. Maximum 10 files will be permitted. **Error Message** – “File Size Limit exceeded, file should be less than 25 MB”. “Maximum count of files supported are 10”.
- .docx - Microsoft Word Document
 - .doc - Older version of Microsoft Word Document
 - .pdf - Portable Document Format
 - .txt - Plain Text Document
 - .rtf - Rich Text Format
 - .odt - OpenDocument Text Document
 - .pptx - Microsoft PowerPoint Presentation
 - .ppt - Older version of Microsoft PowerPoint Presentation
 - .xlsx - Microsoft Excel Spreadsheet

	<ul style="list-style-type: none"> ○ .xls - Older version of Microsoft Excel Spreadsheet ○ .csv - Comma-Separated Values ○ .odp - OpenDocument Presentation ○ .ods - OpenDocument Spreadsheet ○ .odg - OpenDocument Graphics ○ .odf - OpenDocument Formula ○ .ods - OpenDocument Spreadsheet ○ .xml - Extensible Markup Language ○ .json - JavaScript Object Notation ○ .html - Hypertext Markup Language ○ .epub - Electronic Publication ○ .md - Markdown Document
Integration	HMIS – Department.

Buttons

Action	Description	Next Step	Message
Download PDF Format	Clicking on “Download PDF format” button will allow users to download the dashboard details in PDF format.	PDF document is downloaded automatically on the users system	In case of success “Document created successfully” In case of failure “Failed to create document”
Save	Clicking “Save” will validate the form fields on the Contract creation screen.	Show validation messages on the fields as per criteria	-

Cancel	Clicking “Cancel” will cancel the creation action.	Display a Popup to confirm the cancel action.	-
Upload Contract	Clicking “Upload Contract” will allow users to upload multiple contract soft copies.	Show Popup window to upload documents.	“This field is mandatory”.

Form Elements

Description/Field Name	Type	Source	Error Message
Department	Predictive search & Select	Department Master – HMIS	Null Entry - “This field is mandatory” Entry not found – “Department Not Found”.
Contract With	Predictive search & Select	Company Master	Null Entry - “This field is mandatory” Entry not found – “Company not found”
Validity – Effective Date & Expiry Date	Date Picker	Date	“This field is mandatory”
Apostille Type	Dropdown	Apostille Type Master	“This field is mandatory”
Retainer Contract	Checkbox	“Yes” or “No”	-

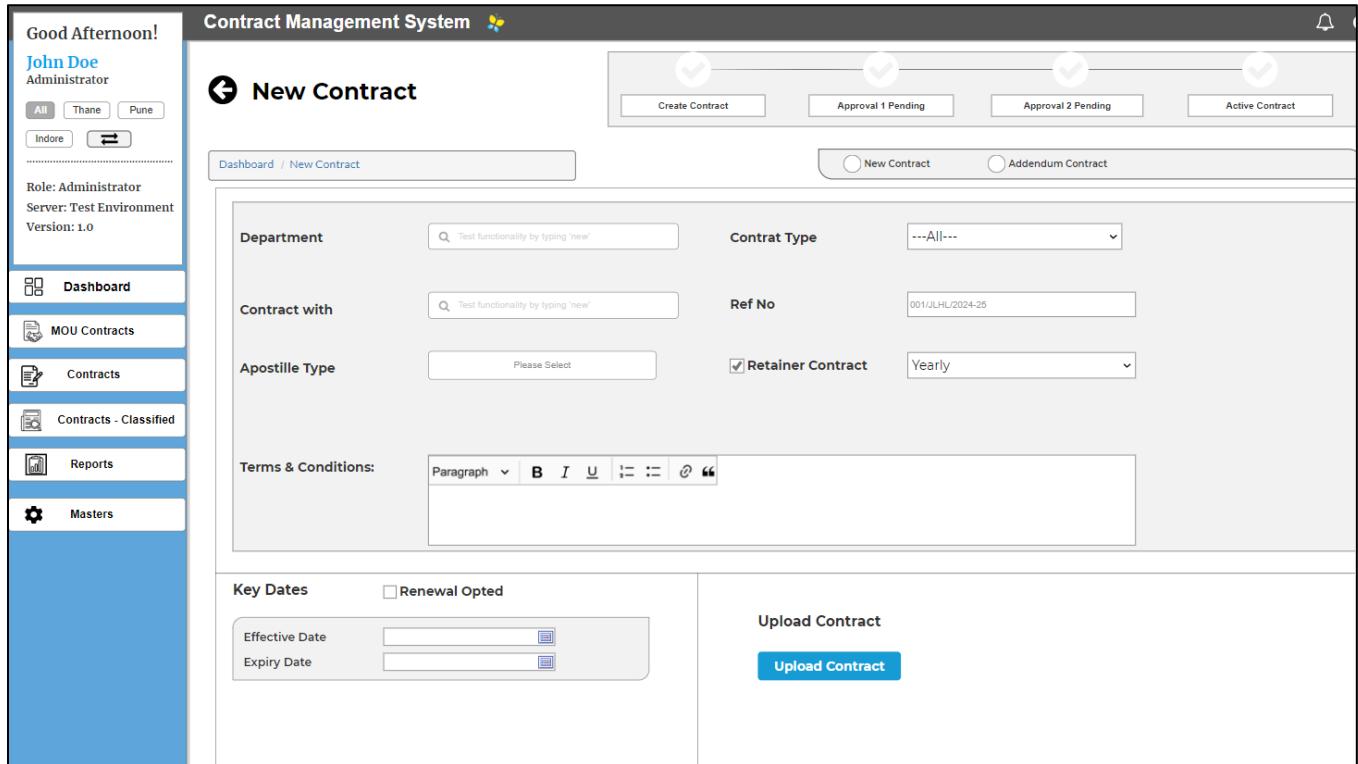
Description/Field Name	Type	Source	Error Message
If Retainer Contract = “Yes”	Dropdown	Values – Weekly, Monthly, Quarterly, Yearly	“This field is mandatory”
Ref No.	Text field	-	“Allowed minimum characters are 2 and maximum 150” “This field is mandatory”
Contract Type	Dropdown	Contract Type Master	“This field is mandatory”
If Contract Type = “Other”	Text field	-	“Allowed minimum characters are 2 and maximum 150” “This field is mandatory”
Terms & Conditions	Text Area	-	“Allowed minimum characters are 2 and maximum 1000” “This field is mandatory”

Form Elements – Jupiter Contact Person

Description/Field Name	Type	Source	Error Message
Employee Name	Predictive search & Select	Employee Master — HMIS	Refer Validation and Rules
Employee Code	Numeric	Employee Master — HMIS	Refer Validation and Rules
Contact No	Numeric	Employee Master — HMIS	Refer Validation and Rules
Email ID	Text Box	Employee Master — HMIS	Refer Validation and Rules
Designation	Text Box	Employee Master — HMIS	Refer Validation and Rules
Department	Text Box	Employee Master — HMIS	Refer Validation and Rules
Location	Text Box	Employee Master — HMIS	Refer Validation and Rules

Note: For Form and Validation for 2nd Party, please refer New Company details in Company Master.

Wireframe – New Contract



The wireframe for the 'New Contract' page of the Contract Management System. The interface includes a sidebar with user information and navigation links, a header with a back button and title, and a main form area for entering contract details.

Header: Contract Management System

User Sidebar:

- Good Afternoon!
- John Doe
Administrator
- Indore
- All, Thane, Pune
- Role: Administrator
- Server: Test Environment
- Version: 1.0

Main Content Area:

New Contract

Dashboard / New Contract

Contract Status: New Contract Addendum Contract

Contract Type: All

Department: Test functionality by typing 'new'

Contract with: Test functionality by typing 'new'

Ref No: 001JLHL/2024-25

Apostille Type: Please Select Retainer Contract Yearly

Terms & Conditions:

Key Dates: Renewal Opted

Effective Date:

Expiry Date:

Upload Contract:

3.3 Contract Approval

Actor	End User
Description	This use case defines the Approval process of Contracts.
Pre-Condition	<ol style="list-style-type: none">1. The user should browse the valid URL.2. The user should have proper internet connectivity.3. User is logged In.4. Users should have the contracts approver role in IAM.
Post-Condition	The users will be able to view the Contracts and should be able to approve / reject the Contracts.
Business Rules	<ul style="list-style-type: none">• Users will be configured for Approvals in the Approval matrix. Refer Usecase:• Approving users will receive an email notification as below once the Contract is submitted for their approval.• There will be three levels of approval for Contracts based on the configuration in the Approval Matrix.
	Email Template

Email Notification for Approval on the Contract

From

<\$Jupiter Hospital Notification Email\$>

To

<\$Approver Email ID\$>

Cc

<\$Contract Manager Email\$>

Email Subject

Pending Approval - <\$Contract Name\$> - <\$Contract Manager Name\$>

Email Body

Dear <\$Assignee Name\$>

We wish to inform you that a contract has been sent you for approval

Contract Name - Lorem Epsum
Contract Type - Lorem Epsum
Contract Manager - John Doe

TAT:- Pending Approval Should be done by <\$Date\$>

Contract Link - <https://www.ems.jupiterhospital.com/response224>

Warm regards,

Jupiter Hospital
+91-1111111111



Next

Users will be able to click in the link in the email to redirect to the MOU details screen or users can access the MOUs from the pending Approvals listing. Refer Usecase:

Contract Approval

Level 1 Approval

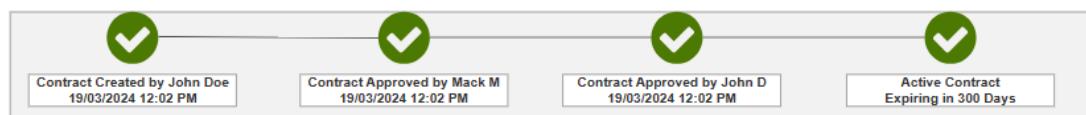
- On the Contract details screen, the approving user will be able to view the details of Contract in read only format.
- Approving user will be able to view “Approve” & “Delete” buttons.

Approve

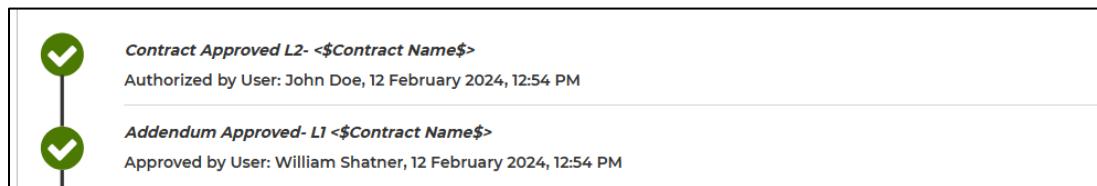
Reject

- On clicking the “Approve” button, the system will display a Popup to confirm the action. Contract Name will be displayed in the Popup for confirmation. In case of cancel, the Approval action will be cancelled.
- In case of a rejection, the approver user needs to add mandatory remark.
- On clicking approve, the contract will be approved. Post the Level 1 approval, the contract will be shared for Level 2 approval.
- The Approval & Rejection Log will be captured in the progress bar & Audit Trail on the details screen.

Progress Bar



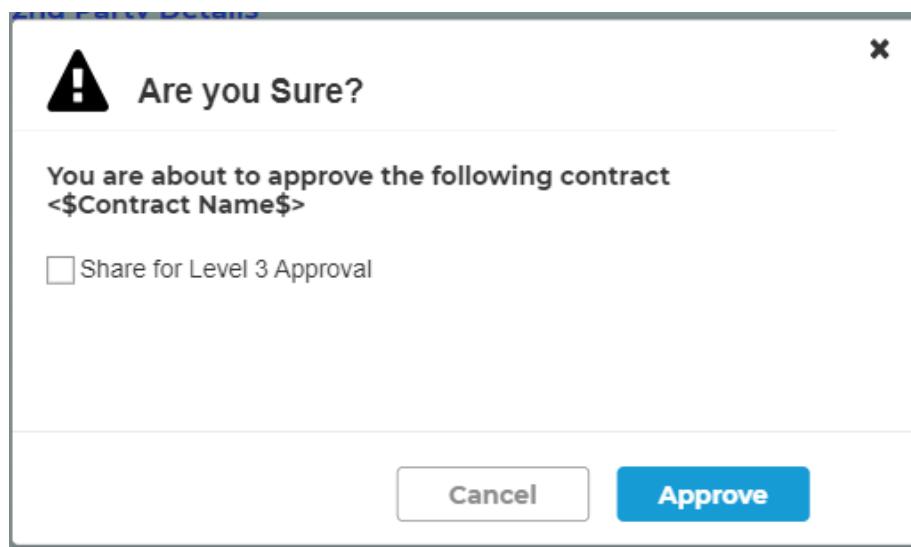
Audit Trail



Level 2 Approval

- The level 2 user will receive email notification once the contract has been approved by the Level 1 user for Level 2 approval.
- Level 2 user can approve or reject.
- In case of Rejection, the remark will be mandatory.
- Level 2 approving user can decide if the Contract needs to be sent to the Level 3 approval.
- In case the Contract needs to be sent to the Level 3 approval, Level 2 user can add the comment.

- The remarks added while rejecting or sending the Contract for Level 3 approval will be visible in the audit trail.
- Approving users can choose if the Contract should be shared for the level 3 approval.
- If the checkbox is selected as “Yes”, the Level 3 approval step will be added to the approval flow. Keeping it deselected will not include the Level 3 approval in the flow.
- The “Share for Level 3 Approval” option will only appear for selection if a user is added to Level 3 approval in the Approval Matrix. Refer Usecase: **Approval Matrix**.





Are you Sure?

x

You are about to approve the following contract
->\$Contract Name\$<

Share for Level 3 Approval

Cancel

Approve

- Once Approved, the status will be updated in the Progress Bar as below.



Contract Approved- <\$Contract Name\$>

Approved by User: William Shatner, 12 February 2024, 12:54 PM

Contract Rejection

- Approving users can reject the Contracts when they receive it for the approval.
- To Reject the Contract, users will click “Reject” button.
- After clicking the Reject button, a Popup will be displayed where the users need to enter the rejection reason as below.



Are you Sure?

Rejection Reason

Cancel

Reject

- After clicking “Reject”, the system will show a confirmation with the Contract name as below.



<\$Contract Name\$> has been Rejected

OK

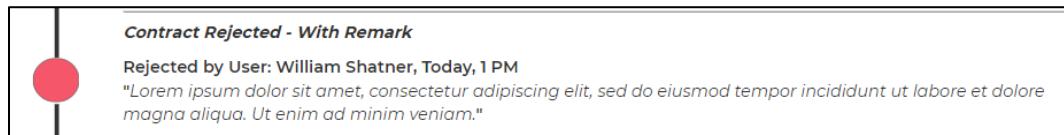
- After clicking “OK” on the above screen, users will redirect to the Contract listing screen.

- If Rejected, the rejection will be displayed progress bar and Audit trail as below. The Audit trail will display the rejection reason.

Progress Bar



Audit Trail



- If the contract is Rejected, the users will need to create new contract and share for approval.

Validation & Rules	Rejection - In case approver rejects the Contract, the approver will need to fill in the reason for Rejection. In case of a null entry system will throw an error message. Error Message – “This field is mandatory”.
Integration	<Not Applicable>

Buttons

Action	Description	Next Step	Message
Download PDF Format	Clicking on “Download PDF format” button will allow users to download the dashboard details in PDF format.	PDF document is downloaded automatically on the users system	In case of success: - “Document created successfully” In case of failure: -

			"Failed to create document"
Approve	Clicking Approve will allow the approving user to approve the Contract.	Display the Popup for confirmation approval action.	Success: - “<\$Contract name\$> has been approved”
Reject	Clicking Reject will allow the approving user to Reject the Contract.	Display the Popup for adding reason for Reject action.	Reject: - “<\$Contract name\$> has been Rejected”

Form Elements

Description/Field Name	Type	Source	Error Message
Rejection Reason	Text Area	NA	Null Entry - “This field is mandatory”

3.4 Contract Addendum

Actor	End User
Description	This use case defines the process of adding Addendum to the existing Contract.
Pre-Condition	<ol style="list-style-type: none"> 1. The user should browse the valid URL. 2. The user should have proper internet connectivity. 3. User is logged In. 4. The Contract on which the Addendum needs to be added should exist.
Post-Condition	An addendum will be added to the Contract.
Business Rules	<ul style="list-style-type: none"> • A Contract addendum is a document that is added after original Contract is signed, and it modifies, adds, or clarifies some of the terms of the original Contract. • Users will be able to add addendum on an existing Contact through below options. <p>Listing Screen –</p> <p>Add Addendum button</p> <ul style="list-style-type: none"> • On clicking the Add addendum button on the listing screen, users will navigate to the Addendum form. • Users will need to type in the contract ID to find the relevant contract on which the addendum can be added. • Users will click on the search button after typing the contract ID. • If the Contract is found, a popup will be displayed as below for the confirmation.



Error



No Contracts were found!

Close

- If the Contract is not found below popup will be displayed.

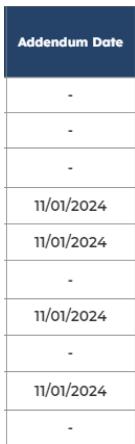


1 Contract found!

Close

Continue

- Once the Contract is found users will redirect to the contract Details screen in the edit mode.
- Users will not be allowed to change the Credit company on the Contract details screen for Addendum. Users will not be able to delete the documents uploaded to the Contract.
- Other than above attributes, users will be able to update all the fields for the Contract.

	<ul style="list-style-type: none"> Once users make the required changes, users will click “Save Addendum” to Save the changes and send the Contract Addendum for approval. The Contract Addendum will go through the approval workflow as configured in the approval matrix for Contract. The Approval / Rejection process will be same as mention in the Usecase: Contract Approval. Once approved the Contract will be active based on the start date and end date updates. If Start date and end date has not been updated in the Contract, the expiry will remain same as original Contract. <p>Changes to the screens based on Contract Addendums.</p> <ul style="list-style-type: none"> Once addendum is added to the contract, the changes will be visible in the progress bar for the addition, approval of the addendum. The addendum status with changes in the original contract details will be visible in the Audit trail. Addendum date (When the user creates addendum) will be Populated on the listing screen once all the approvals are received.  <p>Note: The Addendum changes will be made in the same Contract, new Contract will not be created</p>
Validation & Rules	

1. Department – If the department is not found for the search query,
Error Message – “Department Not Found”.
In case of Null Entry – **Error Message** - “This field is mandatory”.
2. Contract with – If the company is not found, **Error Message** – “Company Not Found. In case of Null Entry – **Error Message** - “This field is mandatory”.
3. Apostille Type – In case of Null Entry – **Error Message** - “This field is mandatory”.
4. Terms and Conditions –
 - Minimum 2 characters & maximum 1000 Characters. **Error Message** – “Allowed minimum characters are 2 and maximum 1000”.
 - In case of Null Entry – **Error Message** - “This field is mandatory”.
5. Contract Type – In case of Null Entry – **Error Message** - “This field is mandatory”.
6. Ref No – In case of Null Entry – **Error Message** - “This field is mandatory”.
 - Minimum 2 characters & maximum 150 Characters. **Error Message** – “Allowed minimum characters are 2 and maximum 150”
 - In case of Null Entry – **Error Message** - “This field is mandatory”.
7. Retainer Contract – If selected “Yes”, users need to select value in dropdown. In case of Null Entry – **Error Message** - “This field is mandatory”.
8. Document Upload – It will be mandatory to upload at least one document–
Error Message - “This field is mandatory”.
9. Jupiter Contract person –

- It will be mandatory to add the contract person details. In case any fields in the contact details are empty, system will throw error message. **Error Message** - “This field is mandatory”.
- In case the employee or Employee ID is not found in predictive search, system will show the **error message** as “Employee not found”.

10. 2nd Party Details –

- It will be mandatory to add the 2nd Party Details. In case any fields in the contact details are empty, system will throw error message. **Error Message** - “This field is mandatory”.
- In case the company is not found in predictive search, system will show the **error message** as “Company not found”.

Jupiter Contact Person – Details Fetched from HMIS

11. Name –

- Minimum 2 characters & maximum 100 Characters. **Error Message** – “Allowed minimum characters are 2 and maximum 100”
- Special Characters will be allowed. E.g. (!@#\$%^&*). **Error Message** – “Special Characters not allowed”.
- Null Entry - **Error Message** – “This field is mandatory”.

12. Employee Code

- The employee code will be 5 digits. In case the code is < 5 digits or > 5 digits, the system will show an error message as “The employee code should be 5 digits.
- Null Entry - Error Message – “This field is mandatory”.

13. Contact No

- The number should be in 10-digit format. **Error Message** – “Invalid Contract Number”
- Null Entry - **Error Message** – “This field is mandatory”.

	<p>14. Email ID</p> <ul style="list-style-type: none"> • Email ID format - abcxx@Jupiterhospital.com. Error Message – “Invalid Email format”. • Null Entry – Error Message – “This field is mandatory”. <p>15. Designation</p> <ul style="list-style-type: none"> • Minimum 2 and Maximum 100 characters allowed. Error Message – “Allowed minimum characters are 2 and maximum 100”. • Special Characters will not be allowed E.g. (!@#\$%^&*) • Null Entry – Error Message – “This field is mandatory”. <p>16. Department</p> <ul style="list-style-type: none"> • Minimum 2 and Maximum 100 characters allowed. Error Message – “Allowed minimum characters are 2 and maximum 100”. • Special Characters will not be allowed E.g. (!@#\$%^&*) • Null Entry – Error Message – “This field is mandatory”. <p>17. Location</p> <ul style="list-style-type: none"> • Minimum 2 and Maximum 100 characters allowed. Error Message – “Allowed minimum characters are 2 and maximum 100”. • Special Characters will not be allowed E.g. (!@#\$%^&*) • Null Entry – Error Message – “This field is mandatory”.
Integration	<Not Applicable>

Buttons

Action	Description	Next Step	Message
Download PDF Format	Clicking on “Download PDF format” button will allow users to download	PDF document is downloaded	In case of success

	the dashboard details in PDF format.	automatically on the users system	“Document created successfully” In case of failure “Failed to create document”
Save	Clicking “Save” will validate the form fields on the Contract creation screen.	Show validation messages on the fields as per criteria	-
Cancel	Clicking “Cancel” will cancel the creation action.	Display a Popup to confirm the cancel action.	-
Upload Contract	Clicking “Upload Contract” will allow users to upload multiple contract soft copies.	Show Popup window to upload documents.	“This field is mandatory”.

Form Elements

Description/Field Name	Type	Source	Error Message
Department	Predictive search & Select	Department Master – HMIS	Null Entry - “This field is mandatory”

Description/Field Name	Type	Source	Error Message
			Entry not found – “Department Not Found”.
Contract With	Predictive search & Select	Company Master	Null Entry - “This field is mandatory” Entry not found – “Company not found”
Validity – Effective Date & Expiry Date	Date Picker	Date	“This field is mandatory”
Apostille Type	Dropdown	Apostille Type Master	“This field is mandatory”
Retainer Contract	Checkbox	“Yes” or “No”	-
If Retainer Contract = “Yes”	Dropdown	Values – Weekly, Monthly, Quarterly, Yearly	“This field is mandatory”
Ref No.	Text field	-	“Allowed minimum characters are 2 and maximum 150” “This field is mandatory”
Contract Type	Dropdown	Contract Type Master	“This field is mandatory”
If Contract Type = “Other”	Text field	-	“Allowed minimum characters are 2 and maximum 150” “This field is mandatory”

Description/Field Name	Type	Source	Error Message
Terms & Conditions	Text Area	-	"Allowed minimum characters are 2 and maximum 1000" "This field is mandatory"

Form Elements – Jupiter Contact Person

Description/Field Name	Type	Source	Error Message
Employee Name	Predictive search & Select	Employee Master – HMIS	Refer Validation and Rules
Employee Code	Numeric	Employee Master – HMIS	Refer Validation and Rules
Contact No	Numeric	Employee Master – HMIS	Refer Validation and Rules
Email ID	Text Box	Employee Master – HMIS	Refer Validation and Rules

Description/Field Name	Type	Source	Error Message
Designation	Text Box	Employee Master – HMIS	Refer Validation and Rules
Department	Text Box	Employee Master – HMIS	Refer Validation and Rules
Location	Text Box	Employee Master – HMIS	Refer Validation and Rules

Wireframe – Addition of Addendum to Contract

The wireframe illustrates the 'Addendum Contract' interface. At the top, there's a header bar with 'Dashboard / New Contract' on the left, a radio button for 'New Contract' (unchecked), a radio button for 'Addendum Contract' (checked), and a reference number 'Ad-12-aD-21'. A search icon is also present.

The main form area contains the following fields:

- Department:** A search input field with placeholder 'Marketing'.
- Contract Type:** A dropdown menu set to 'NDA'.
- Contract with:** A search input field with placeholder 'Company'.
- Ref No:** A text input field containing '001/JLHL/2024-25'.
- Apostille Type:** A dropdown menu set to 'Stamp Paper'.
- Retainer Contract:** A checkbox that is unchecked.
- Select--:** A dropdown menu.
- View Attachment:** A blue link with a document icon.
- Terms & Conditions:** A text area containing placeholder text about labor laws and conditions.
- Key Dates:** A section with two date inputs: 'Effective Date' (02/06/2024) and 'Expiry Date' (02/06/2024). Next to it is a checkbox labeled 'Renewal Opted' which is unchecked.
- Upload Addendum:** A large text area for uploaded files.
- Upload Addendum:** A blue button with a document icon.

3.5 Contract Status – Active, Inactive – Expired, Inactive – Terminated, Pending Approval (End User)

Actor	End User																																																																																																														
Description	This use case defines the status in Contract Listing page.																																																																																																														
Pre-Condition	<ol style="list-style-type: none"> 1. The user should have proper internet connectivity. 2. The user should browse the valid URL. 3. The user account should be created. 4. User is logged in. 5. The user should have Contract User / Contract Approver / Management User / Admin role in IAM 6. User should click on sub menu option “Active”, “Inactive”, “Pending Approval” from the Contracts menu option in the Side menu. 																																																																																																														
Post-Condition	User will be able to view the list of contracts as per the selection																																																																																																														
Business Rules	<p>The columns and filters will be same as per the use case for Contract listing. Refer Use case: Contract Listing.</p> <p>The data displayed on the list will be changed as per user's status selection as follows.</p> <p>Contract List -> Active - The list will showcase the Contracts which are currently “Active”.</p> <table border="1"> <thead> <tr> <th>Transaction ID</th> <th>Contract Name</th> <th>Contract Type</th> <th>Department</th> <th>Effective Date</th> <th>Expiry Date</th> <th>Renewal Date</th> <th>Addendum Date</th> <th>Status</th> <th>Approval Pending From</th> </tr> </thead> <tbody> <tr> <td>#12345</td> <td>Lorem Ipsum</td> <td>Lorem Epsum</td> <td>HR</td> <td>11/01/2024</td> <td>11/01/2024</td> <td>11/01/2024</td> <td>-</td> <td>Active</td> <td>-</td> </tr> <tr> <td>#12345</td> <td>Lorem Ipsum</td> <td>Lorem Epsum</td> <td>HR</td> <td>11/01/2024</td> <td>11/01/2024</td> <td>11/01/2024</td> <td>-</td> <td>Active</td> <td>-</td> </tr> <tr> <td>#12345</td> <td>Lorem Ipsum</td> <td>Lorem Epsum</td> <td>HR</td> <td>11/01/2024</td> <td>11/01/2024</td> <td>11/01/2024</td> <td>-</td> <td>Active</td> <td>-</td> </tr> <tr> <td>#12345</td> <td>Lorem Ipsum</td> <td>Lorem Epsum</td> <td>Blood Bank</td> <td>11/01/2024</td> <td>11/01/2024</td> <td>11/01/2024</td> <td>11/01/2024</td> <td>Active</td> <td>-</td> </tr> <tr> <td>#12345</td> <td>Lorem Ipsum</td> <td>Lorem Epsum</td> <td>Blood Bank</td> <td>11/01/2024</td> <td>11/01/2024</td> <td>11/01/2024</td> <td>11/01/2024</td> <td>Active</td> <td>-</td> </tr> <tr> <td>#12345</td> <td>Lorem Ipsum</td> <td>Lorem Epsum</td> <td>Blood Bank</td> <td>11/01/2024</td> <td>11/01/2024</td> <td>11/01/2024</td> <td>-</td> <td>Active</td> <td>-</td> </tr> <tr> <td>#12345</td> <td>Lorem Ipsum</td> <td>Lorem Epsum</td> <td>Admin</td> <td>11/01/2024</td> <td>11/01/2024</td> <td>11/01/2024</td> <td>11/01/2024</td> <td>Active</td> <td>-</td> </tr> <tr> <td>#12345</td> <td>Lorem Ipsum</td> <td>Lorem Epsum</td> <td>Pantry</td> <td>11/01/2024</td> <td>11/01/2024</td> <td>11/01/2024</td> <td>-</td> <td>Active</td> <td>-</td> </tr> <tr> <td>#12345</td> <td>Lorem Ipsum</td> <td>Lorem Epsum</td> <td>Pantry</td> <td>11/01/2024</td> <td>11/01/2024</td> <td>11/01/2024</td> <td>11/01/2024</td> <td>Active</td> <td>-</td> </tr> <tr> <td>#12345</td> <td>Lorem Ipsum</td> <td>Lorem Epsum</td> <td>Pantry</td> <td>11/01/2024</td> <td>11/01/2024</td> <td>11/01/2024</td> <td>-</td> <td>Active</td> <td>-</td> </tr> </tbody> </table> <p>Total Contracts: 135</p> <p>Contract List -> Inactive – The list will showcase the Contracts which are currently in “Inactive” state. The Inactive Contracts include the Inactive – Terminated as well as Inactive – Expired.</p>	Transaction ID	Contract Name	Contract Type	Department	Effective Date	Expiry Date	Renewal Date	Addendum Date	Status	Approval Pending From	#12345	Lorem Ipsum	Lorem Epsum	HR	11/01/2024	11/01/2024	11/01/2024	-	Active	-	#12345	Lorem Ipsum	Lorem Epsum	HR	11/01/2024	11/01/2024	11/01/2024	-	Active	-	#12345	Lorem Ipsum	Lorem Epsum	HR	11/01/2024	11/01/2024	11/01/2024	-	Active	-	#12345	Lorem Ipsum	Lorem Epsum	Blood Bank	11/01/2024	11/01/2024	11/01/2024	11/01/2024	Active	-	#12345	Lorem Ipsum	Lorem Epsum	Blood Bank	11/01/2024	11/01/2024	11/01/2024	11/01/2024	Active	-	#12345	Lorem Ipsum	Lorem Epsum	Blood Bank	11/01/2024	11/01/2024	11/01/2024	-	Active	-	#12345	Lorem Ipsum	Lorem Epsum	Admin	11/01/2024	11/01/2024	11/01/2024	11/01/2024	Active	-	#12345	Lorem Ipsum	Lorem Epsum	Pantry	11/01/2024	11/01/2024	11/01/2024	-	Active	-	#12345	Lorem Ipsum	Lorem Epsum	Pantry	11/01/2024	11/01/2024	11/01/2024	11/01/2024	Active	-	#12345	Lorem Ipsum	Lorem Epsum	Pantry	11/01/2024	11/01/2024	11/01/2024	-	Active	-
Transaction ID	Contract Name	Contract Type	Department	Effective Date	Expiry Date	Renewal Date	Addendum Date	Status	Approval Pending From																																																																																																						
#12345	Lorem Ipsum	Lorem Epsum	HR	11/01/2024	11/01/2024	11/01/2024	-	Active	-																																																																																																						
#12345	Lorem Ipsum	Lorem Epsum	HR	11/01/2024	11/01/2024	11/01/2024	-	Active	-																																																																																																						
#12345	Lorem Ipsum	Lorem Epsum	HR	11/01/2024	11/01/2024	11/01/2024	-	Active	-																																																																																																						
#12345	Lorem Ipsum	Lorem Epsum	Blood Bank	11/01/2024	11/01/2024	11/01/2024	11/01/2024	Active	-																																																																																																						
#12345	Lorem Ipsum	Lorem Epsum	Blood Bank	11/01/2024	11/01/2024	11/01/2024	11/01/2024	Active	-																																																																																																						
#12345	Lorem Ipsum	Lorem Epsum	Blood Bank	11/01/2024	11/01/2024	11/01/2024	-	Active	-																																																																																																						
#12345	Lorem Ipsum	Lorem Epsum	Admin	11/01/2024	11/01/2024	11/01/2024	11/01/2024	Active	-																																																																																																						
#12345	Lorem Ipsum	Lorem Epsum	Pantry	11/01/2024	11/01/2024	11/01/2024	-	Active	-																																																																																																						
#12345	Lorem Ipsum	Lorem Epsum	Pantry	11/01/2024	11/01/2024	11/01/2024	11/01/2024	Active	-																																																																																																						
#12345	Lorem Ipsum	Lorem Epsum	Pantry	11/01/2024	11/01/2024	11/01/2024	-	Active	-																																																																																																						

Transaction ID	Contract Name	Contract Type	Department	Effective Date	Expiry Date	Renewal Date	Addendum Date	status	Approval Pending From
#12345	Lorem Ipsum	Lorem Ipsum	HR	11/01/2024	11/01/2024	11/01/2024	-	Inactive	-
#12345	Lorem Ipsum	Lorem Ipsum	HR	11/01/2024	11/01/2024	11/01/2024	-	Inactive	-
#12345	Lorem Ipsum	Lorem Ipsum	HR	11/01/2024	11/01/2024	11/01/2024	-	Inactive	-
#12345	Lorem Ipsum	Lorem Ipsum	Blood Bank	11/01/2024	11/01/2024	11/01/2024	11/01/2024	Inactive	-
#12345	Lorem Ipsum	Lorem Ipsum	Blood Bank	11/01/2024	11/01/2024	11/01/2024	11/01/2024	Inactive	-
#12345	Lorem Ipsum	Lorem Ipsum	Blood Bank	11/01/2024	11/01/2024	11/01/2024	-	Inactive	-
#12345	Lorem Ipsum	Lorem Ipsum	Admin	11/01/2024	11/01/2024	11/01/2024	11/01/2024	Inactive	-
#12345	Lorem Ipsum	Lorem Ipsum	Pantry	11/01/2024	11/01/2024	11/01/2024	-	Inactive	-
#12345	Lorem Ipsum	Lorem Ipsum	Pantry	11/01/2024	11/01/2024	11/01/2024	11/01/2024	Inactive	-
#12345	Lorem Ipsum	Lorem Ipsum	Pantry	11/01/2024	11/01/2024	11/01/2024	-	Inactive	-

Total Contracts: 135

1 2 ... 8

Contracts List -> Pending Approval – The list will showcase the Contracts which has the status as

Transaction ID	Contract Name	Contract Type	Department	Effective Date	Expiry Date	Renewal Date	Addendum Date	status	Contract Created By
#12345	Lorem Ipsum	Lorem Ipsum	HR	11/01/2024	11/01/2024	11/01/2024	-	Pending Approval	John Doe
#12345	Lorem Ipsum	Lorem Ipsum	HR	11/01/2024	11/01/2024	11/01/2024	-	Pending Approval	John Doe
#12345	Lorem Ipsum	Lorem Ipsum	HR	11/01/2024	11/01/2024	11/01/2024	-	Pending Approval	John Doe
#12345	Lorem Ipsum	Lorem Ipsum	Blood Bank	11/01/2024	11/01/2024	11/01/2024	11/01/2024	Pending Approval	John Doe
#12345	Lorem Ipsum	Lorem Ipsum	Blood Bank	11/01/2024	11/01/2024	11/01/2024	11/01/2024	Pending Approval	John Doe
#12345	Lorem Ipsum	Lorem Ipsum	Blood Bank	11/01/2024	11/01/2024	11/01/2024	-	Pending Approval	John Doe
#12345	Lorem Ipsum	Lorem Ipsum	Admin	11/01/2024	11/01/2024	11/01/2024	11/01/2024	Pending Approval	John Doe
#12345	Lorem Ipsum	Lorem Ipsum	Pantry	11/01/2024	11/01/2024	11/01/2024	-	Pending Approval	John Doe
#12345	Lorem Ipsum	Lorem Ipsum	Pantry	11/01/2024	11/01/2024	11/01/2024	11/01/2024	Pending Approval	John Doe
#12345	Lorem Ipsum	Lorem Ipsum	Pantry	11/01/2024	11/01/2024	11/01/2024	-	Pending Approval	John Doe

Total Contracts: 135

1 2 ... 8

“Pending Approval”.

Contracts List -> Rejected – The list will showcase the Contracts that are rejected in the approval.

Transaction ID	Contract Name	Contract Type	Department	Effective Date	Expiry Date	Renewal Date	Addendum Date	status	Approval Pending From
#12345	Lorem Ipsum	Lorem Ipsum	HR	11/01/2024	11/01/2024	11/01/2024	-	Rejected / Terminated	-
#12345	Lorem Ipsum	Lorem Ipsum	HR	11/01/2024	11/01/2024	11/01/2024	-	Rejected / Terminated	-
#12345	Lorem Ipsum	Lorem Ipsum	HR	11/01/2024	11/01/2024	11/01/2024	-	Rejected / Terminated	-
#12345	Lorem Ipsum	Lorem Ipsum	Blood Bank	11/01/2024	11/01/2024	11/01/2024	11/01/2024	Rejected / Terminated	-
#12345	Lorem Ipsum	Lorem Ipsum	Blood Bank	11/01/2024	11/01/2024	11/01/2024	11/01/2024	Rejected / Terminated	-
#12345	Lorem Ipsum	Lorem Ipsum	Blood Bank	11/01/2024	11/01/2024	11/01/2024	-	Rejected / Terminated	-
#12345	Lorem Ipsum	Lorem Ipsum	Admin	11/01/2024	11/01/2024	11/01/2024	11/01/2024	Rejected / Terminated	-
#12345	Lorem Ipsum	Lorem Ipsum	Pantry	11/01/2024	11/01/2024	11/01/2024	-	Rejected / Terminated	-
#12345	Lorem Ipsum	Lorem Ipsum	Pantry	11/01/2024	11/01/2024	11/01/2024	11/01/2024	Rejected / Terminated	-
#12345	Lorem Ipsum	Lorem Ipsum	Pantry	11/01/2024	11/01/2024	11/01/2024	-	Rejected / Terminated	-

Total Contracts: 135

1 2 ... 8

Validation	<ul style="list-style-type: none"> Pending Approval – Only the user who is an approver and has controlled access from the HMIS admin will be able to view the listing
Integration	<Not Applicable>

Buttons and Links

Action	Description	Next Step	Message Box
Filter	Clicking on filter button allows user to apply the selected filters on the contract list	List values will be based on selected filter parameters	<Not Applicable>
Reset	Applied filters will be reset	Filters will be displayed to select	<Not Applicable>
Download File	Download the contract List	Displayed contract list will be downloaded in XLs format	<Not Applicable>
New Contract	Create new Contract	Contract creation page will be displayed	<Not Applicable>
Edit	Add Addendum	Add Addendum to the contract	<Not Applicable>
Delete	Delete the Contract	Delete the contracts with pending approval status only	<Not Applicable>
Contract ID	Link will be clickable	Display the detail screen of the contract	<Not Applicable>

Filter Options

Description / Filter Name	Filter Type	Source
Select Date Criteria	Drop Down	Fixed Values – Contract Created, Contract Effective Date, Contract Expiry Date
From Date	Date Picker	<Not Applicable>
To Date	Date Picker	<Not Applicable>
Select contract type	Multi-Select Dropdown	Fixed Values – NDA, Service Agreements, AMC, HR
Renewal Due In	Multi-Select Dropdown	Fixed Values - <30 days, <45 days, <60 days, <75 days, <90 days
Contract Status	Multi-Select Dropdown	Fixed Values – Active, Inactive, Pending Approval, Terminated
Contract Department	Multi-Select Dropdown	Values will be fetched from HMIS
Has Addendum	Dropdown	Fixed Values – Yes, No
Search	Predictive Search	Applicable Columns – Contract Name, Approval Pending From.

3.6 Posting Termination notice

Actor	End User
Description	This use case defines the process of posting termination notice for an active Contract.
Pre-Condition	<ol style="list-style-type: none"> 1. The user should browse the valid URL. 2. The user should have proper internet connectivity. 3. The user should have MOU User in IAM 4. User is logged In. 5. The Contract which needs to be terminated needs to be Active.
Post-Condition	The Contract termination notice with the expiry time will be posted for the MOU.
Business Rules	<p>The Contract with the other party can be terminated after completing the formality of termination notice.</p> <p>The termination notice has an expiry date. Post the expiry of the notice, the Activate contract can be terminated.</p> <p>The posting of termination notice on active contract will be as follows.</p> <ul style="list-style-type: none"> • To Post a termination notice, users will need to navigate to an active Contract. • On the active contract screen, users will be able to click the button “Post Termination Notice”. <div style="text-align: center; margin-top: 20px;"> Print Add Addendum Post Termination notice </div>

- After clicking post termination notice button, the system will display a Popup where users will be able to add the termination notice details as below.

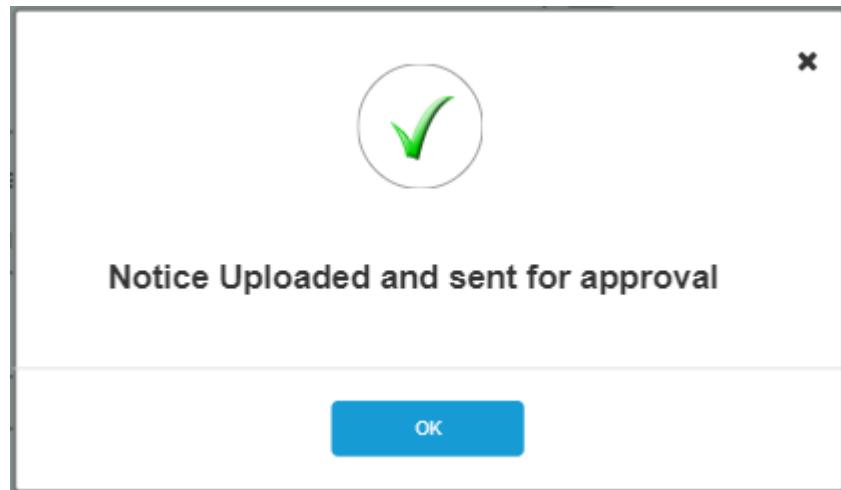
- Termination notice file upload
- Notice Duration – Users can add number of days for notice expiry or End date of the notice
- Remark

The screenshot shows a modal dialog box titled "Post Termination Notice". At the top left is a warning icon (exclamation mark). At the top right is a close button (X). The main area contains three sections: "Upload Termination Notice" with a file upload icon, "Notice Duration" with two input fields and an "Or" option, and "Remark" with a large text input field. At the bottom are "Cancel" and "Save" buttons.

- After adding the above details users can click the "Save" button to save the details.
- System will validate the information and show validation errors or error messages after Save action. Refer validation section for details.

Success Message: Post saving the details, the Termination notice will be sent for L1 approval as per the approval matrix. The termination details will be visible on the details screen. Please refer **use case – Contract – Termination Notice approval for details.**

Email Notification: An Email notification will be sent to the L1 approver about the upload and approval required for the termination notice. Refer **use case – Notifications.**



Email Notification for Termination notice withdrawal to Approver L1

From

<\$Jupiter Hospital Notification Email\$>

To

<\$Approver Email ID\$>

Cc

[Redacted]

Email Subject

Termination Notice Withdrawal - <\$Contract Name\$>

Email Body

Dear <\$Assignee Name\$>
Termination notice withdrawal has been requested for <\$Contract ID\$>.
Request you to check and approve.
Contract Name - Lorem Epsum
Contract Type - Lorem Epsum
Contract Link - <https://www.ems.jupiterhospital.com/response224>
Warm regards,
Jupiter Hospital



Details Screen: Once the details are Saved successfully, the termination details added will be visible on the details screen. The heading will be denoted in a colour code as indicated in the wireframe.

	<table border="1"> <tr> <td></td><td>Employee Name Mack Miller</td></tr> <tr> <td></td><td>File Location IT Store</td></tr> <tr> <td></td><td>Add details Lorem Ipsum Dolar Sit Emit</td></tr> </table> <p>Termination Notice</p> <p>Upload Termination Notice Terminationnotice.pdf</p> <p>Notice Duration 25 Days</p> <p>Remark</p> <p>Lore ipsum is simply dummy text of the printing and typesetting industry. Lore ipsum has been the industry's standard dummy text ever since the 1500s, when an unknown printer took a galley of type and scrambled it to make a type specimen book.</p>		Employee Name Mack Miller		File Location IT Store		Add details Lorem Ipsum Dolar Sit Emit	
	Employee Name Mack Miller							
	File Location IT Store							
	Add details Lorem Ipsum Dolar Sit Emit							
	<p>Progress Bar:</p> <p>Once the details are Saved successfully, the status as termination notice uploaded along with the user name, date & time.</p> 							
	<p>Audit Log: The creation action will be captured in the audit log as below with action details, user name, date & time. The action will be displayed in the colour code as indicated in the wireframes.</p> 							
Validation & Rules	<ul style="list-style-type: none"> The termination notice can be posted on the “Active” Contracts. <p>File Upload</p> <ul style="list-style-type: none"> Users will be able to upload a single file. The file format supported will be as follows. 							

	<ul style="list-style-type: none"> ○ Microsoft Word (.doc, .docx) ○ Portable Document Format (.pdf) ○ Rich Text Format, Text format (.rtf, .txt) ○ HTML (.html) ○ Markdown (.md) ○ OpenDocument Format (.odt) ○ CSV (Comma-Separated Values) ○ Excel (xls,xlsx) ○ JSON (JavaScript Object Notation) <ul style="list-style-type: none"> ● In case user uploads file other than above format system will throw and error message as “File format not supported, <list of file format supported>”. <p>Notice Duration</p> <ul style="list-style-type: none"> ● Users can input positive numerical value starting from 0 to 1,00,000. ● In case users enter value beyond the number, system will throw an error message as “Value out of range, valid range is 0 to 100000”. ● Users will not be allowed to select date lower than today’s date. <p>Remark</p> <ul style="list-style-type: none"> ● Users can enter characters ranging from 1-2000. Error message, “Characters allowed 1-2000” ● In case of Null entry, system will show an error message as “This field is mandatory”.
Integration	<Not Applicable>

Buttons

Action	Description	Next Step

Post Termination Notice	Clicking on “Post termination notice” will allow users to upload the termination notice.	Show validation error or success message. Send Notice for L1 approval. Trigger Email notification.
Cancel	Cancels the Save action on Popup	Closes Popup
Save	Saves the termination notice details	Saves the termination notice details. Show validation error or success message. Send Notice for L1 approval. Trigger Email notification.

Form Elements

Description/Field Name	Type	Source
Upload Termination Notice	File Upload	-
Notice Duration - Days	Numeric	-
Notice Duration – End Date	Date Picker	-
Remark	Text Area	

3.7 Termination Notice Approval / Rejection

Actor	End User
Description	This use case defines the Approval process of Contract Termination Notice
Pre-Condition	<p>6. The user should browse the valid URL.</p> <p>7. The user should have proper internet connectivity.</p> <p>8. The user should have Contract Approver role in IAM.</p> <p>9. User is logged In.</p> <p>10. Users should be configured for approval in the Approval matrix.</p>
Post-Condition	The users will be able to view the Contract Termination notice details and should be able to approve / reject the Termination Notice.
Business Rules	<ul style="list-style-type: none"> Users will be configured for Approvals in the Approval matrix. Refer Usecase: Masters – Approval Matrix. Approving users will receive an email notification as below once the Contract Termination notice is submitted for their approval. There will be three levels of approval for Contract Termination based on the configuration in the Approval Matrix for Contract. <p>Email Template</p>

	<p>Email Notification for Termination notice to Approver L1</p> <p>From</p> <p><\$Jupiter Hospital Notification Email\$></p> <p>To</p> <p><\$Approver Email ID\$></p> <p>Cc</p> <p></p> <p>Email Subject</p> <p>Termination Notice Approval - <\$MOU Name\$></p> <p>Email Body</p> <p>Dear <SL1 Approver Name\$> A termination of notice has been uploaded on MOU <\$MOU ID\$>. Request you to check and approve. Contract Name - Lorem Epsum Contract Type - Lorem Epsum Contract Link - https://www.ems.jupiterhospital.com/response224 Warm regards, Jupiter Hospital</p> <p style="text-align: right;"></p> <p style="text-align: center;">Next</p>
--	--

Users will be able to click in the link in the email to redirect to the Contract details screen or users can access the Contracts from the pending Approvals listing. Refer Usecase: **Contract Status**

Contract Termination Notice Approval

Level 1 Approval

- On the MOU details screen, the approving user will be able to view the details of Contract Termination in read only format.

Termination Notice

Upload Termination Notice [Terminationnotice.pdf](#)

Notice Duration 25 Days

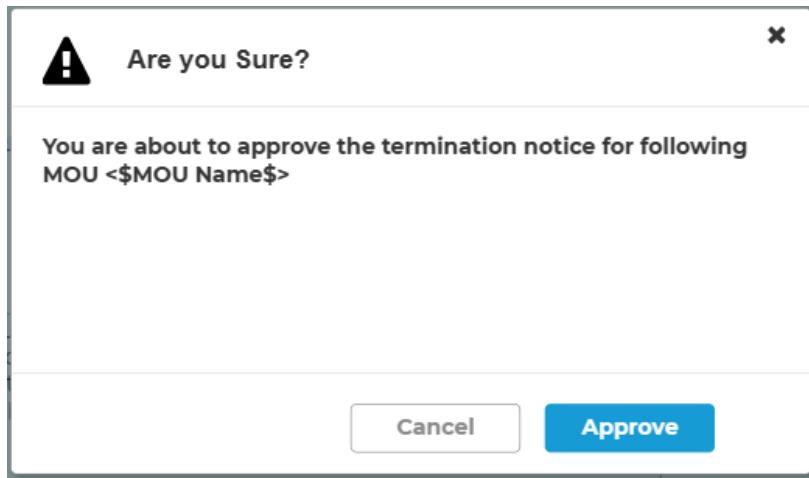
Remark
Lorem Ipsum is simply dummy text of the printing and typesetting industry. Lorem Ipsum has been the industry's standard dummy text ever since the 1500s, when an unknown printer took a galley of type and scrambled it to make a type specimen book.

Print

Approve

Reject

- Approving user will be able to view “Approve” & “Delete” buttons.
- On clicking the “Approve” button, the system will display a Popup to confirm the action. Contract Name will be displayed in the Popup for confirmation. In case of cancel, the Approval action will be cancelled.



- In case of a rejection, the approver user needs to **add mandatory remark**.
- On clicking approve, the Contract will be approved. Post the Level 1 approval, the Contract will be shared for Level 2 approval.
- The Approval & Rejection Log will be captured in the progress bar & Audit Trail on the details screen.

Progress Bar



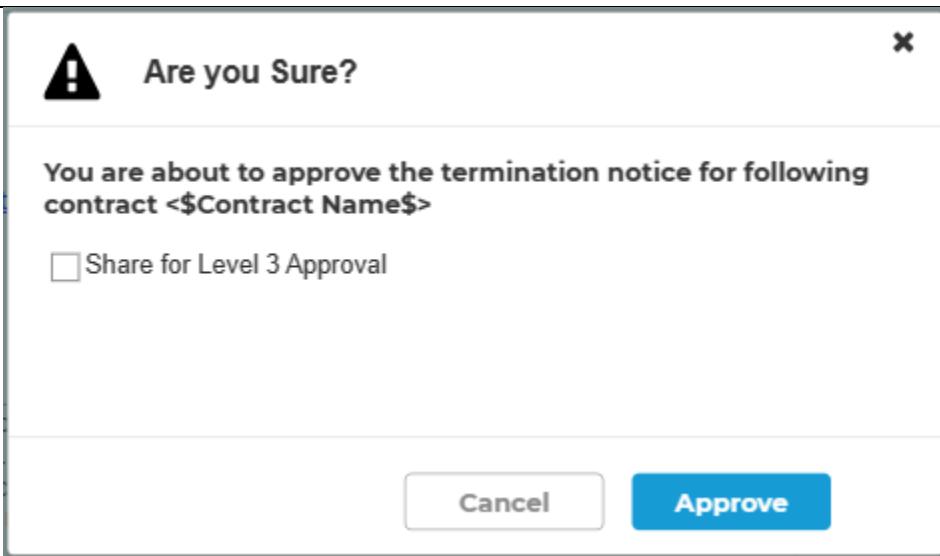
Note: In progress bar, an additional step of Level 3 approval will be added in case Level 2 marks "Yes" for Level 3 approval during approval.

Audit Trail

Audit Logs	
	Notice of Termination Approved- L1 <\$Contract Name\$> Approved by User: William Shatner, 12 February 2024, 12:54 PM
	Termination Notice Added Added by User: John Doe, 12 February 2024, 12:54 PM

Level 2 Approval

- The level 2 user will receive email notification once the Contract Termination notice has been approved by the Level 1 user for Level 2 approval.
- Level 2 user can approve or reject.
- In case of Rejection, the remark will be mandatory.
- Level 2 approving user can decide if the Contract needs to be sent to the Level 3 approval.



- In case the Contract Termination notice needs to be sent to the Level 3 approval, Level 2 user can add the comment.
- The remarks added while rejecting or sending the Contract Termination notice for Level 3 approval will be visible in the audit trail.
- Approving users can choose if the Contract should be shared for the level 3 approval.
- If the checkbox is selected as “Yes”, the Level 3 approval step will be added to the approval flow. Keeping it deselected will not include the Level 3 approval in the flow.
- The “Share for Level 3 Approval” option will only appear for selection if a user is added to Level 3 approval in the Approval Matrix. Refer UseCase: **Approval Matrix**.
- Once Approved, the status will be updated in the Progress Bar as below.

Termination Notice Active

- Once all the approvals are received, the termination notice will be active, an indicator will be visible on the Contract details screen indicating that the Termination Notice is active.
- It will show the termination notice end date and the days remaining.



Termination Notice Active

End Date - 30/5/2024 24 Days



Update Termination Date ×

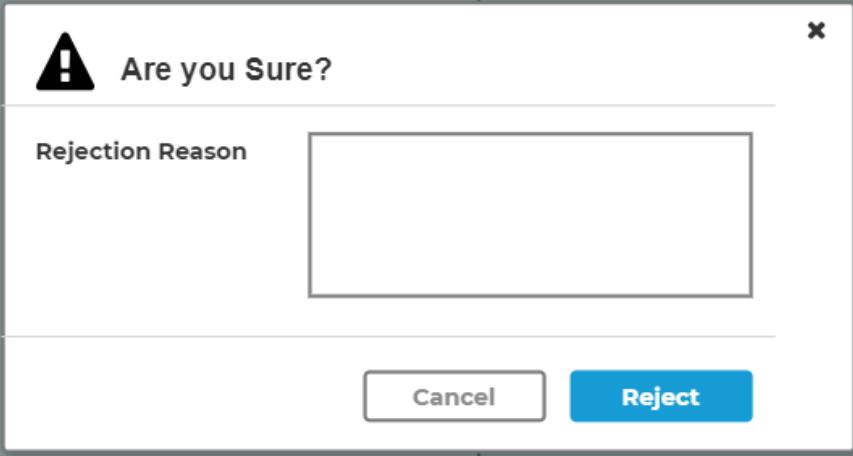
Notice Duration

Or Ends

Note: Level 2 Approvers will be able to update the Termination Time or Date once the termination notice is active.

MOU Termination Notice Rejection

- Approving users can reject the Contract Termination notice when they receive it for the approval.
- To Reject the Contract Termination Notice, users will click “Reject” button.
- After clicking the Reject button, a Popup will be displayed where the users need to enter the rejection reason as below.

	 <ul style="list-style-type: none"> After clicking “Reject”, the system will show a confirmation with the Contract name as below. After clicking “OK” on the above screen, users will redirect to the Contract listing screen. If Rejected, the rejection will be displayed progress bar and Audit trail. The Audit trail will display the rejection reason.  <div data-bbox="323 1425 1476 1531"> <p>MOU Termination Notice Rejected- <\$MOU Name\$> Rejected by User: John Doe, 12 February 2024, 12:54 PM <i>"Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam."</i></p> </div> <ul style="list-style-type: none"> The Approval flow will be terminated if the Contract Termination notice is rejected at Level 1, Level 2 or Level 3 approval. The termination notice will not be posted for rejection.
Validation & Rules	<p>Rejection - In case approver rejects the Contract Termination notice, the approver will need to fill in the reason for Rejection. In case of a null entry system will throw an error message.</p> <p>Error Message – “This field is mandatory”.</p>

Integration <Not Applicable>

Buttons

Action	Description	Next Step	Message
Download PDF Format	Clicking on “Download PDF format” button will allow users to download the dashboard details in PDF format.	PDF document is downloaded automatically on the users system	In case of success: - “Document created successfully” In case of failure: - “Failed to create document”
Approve	Clicking Approve will allow the approving user to approve the Contract.	Display the Popup for confirmation approval action.	Success: - “<\$Contract name\$> has been approved”
Reject	Clicking Reject will allow the approving user to Reject the Contract.	Display the Popup for adding reason for Reject action.	Reject: - “<\$Contract name\$> has been Rejected”

Form Elements

Description/Field Name	Type	Source	Error Message
Rejection Reason	Text Area	NA	Null Entry - "This field is mandatory"

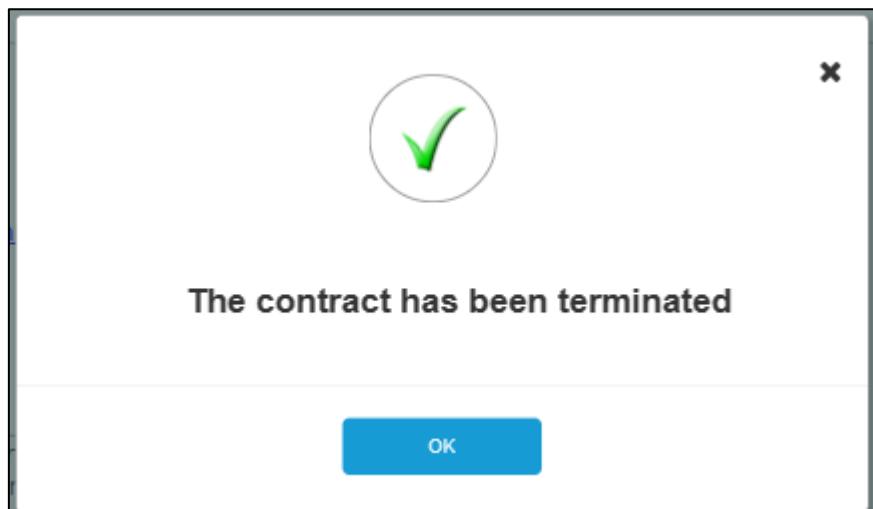
3.8 Terminate Action

Actor	End User
Description	This use case defines the process of termination of an Active Contract .
Pre-Condition	<ol style="list-style-type: none"> 1. The user should browse the valid URL. 2. The user should have proper internet connectivity. 3. The user should have Contract User, Approver role in IAM 4. User is logged In. 5. The Contract which needs to be terminated needs to complete the termination notice duration. Refer Usecase: 2.1, 2.2 related to termination notice.
Post-Condition	The Contract will be terminated.
Business Rules	<ul style="list-style-type: none"> Once the Termination notice on an Active contract ends (Expires), the users will be able to terminate the Contract. In case the termination notice is active, the terminate button will be disabled. <p>Terminate an MOU</p> <ul style="list-style-type: none"> To terminate a Contract, users need to navigate to the details screen of an Active Contract.

- On the detail screen, user can click the “Terminate” button.



- After clicking the terminate button, a Popup will be shown to the user to confirm the termination action.
- Once confirmed, the status if the Contract will be updated as “Terminated”.
- System will show a confirmation message once the Contract Is terminated.



- The Termination action will be recorded in the Progress bar and Audit Trail.

Progress Bar



Audit Trail

	<p style="text-align: right;">Audit Logs</p> <div style="border: 1px solid black; padding: 10px;">  <p><i>Contract Terminated <\$Contract Name\$></i> Terminated by User: William Shatner, 12 February 2024, 12:54 PM</p> <hr/>  <p><i>Notice of Termination Approved- L2 <\$Contract Name\$></i></p> </div>
Validation & Rules	<ul style="list-style-type: none"> Only Active contracts which have completed the termination notice duration can be terminated.
Integration	<Not Applicable>

Buttons

Action	Description	Next Step	Message
Download PDF Format	Clicking on “Download PDF format” button will allow users to download the dashboard details in PDF format.	PDF document is downloaded automatically on the users system	In case of success “Document created successfully” In case of failure “Failed to create document”
Terminate	Allows users to terminate the Contract	Open a Popup for users to add the termination reason	-
Terminate - Popup	Terminate the Contract	Show Popup for confirming termination action	“<\$Contract Name has been terminated\$>”

Cancel - Popup

Cancels the termination action

Closes the Popup & retains the last status

-

3.9 Termination notice withdrawal

Actor	End User
Description	This use case defines the process of withdrawing active termination notice for an Contract.
Pre-Condition	<ol style="list-style-type: none"> 1. The user should browse the valid URL. 2. The user should have proper internet connectivity. 3. The user should have Contract User in IAM. 4. User is logged In. 5. The Contract Termination notice which needs to be withdrawn needs to be Active.
Post-Condition	The Contract termination notice will be withdrawn.
Business Rules	<p>The termination notice has an expiry date. Users can terminate the Contract once the Termination notice expires.</p> <p>If the users wish to withdraw the active termination notice before its expiry, users can follow the below steps.</p> <p>Process to withdraw active termination notice will be as follows.</p> <ul style="list-style-type: none"> • To withdraw the termination notice, users will need to navigate to Contract with Active termination notice. • Users will be able to view a button “Withdraw Notice”.

Termination Notice

Upload Termination Notice [Terminationnotice.pdf](#)

Notice Duration 25 Days

Remark

Ipsum is simply dummy text of the printing and typesetting industry. Ipsum has been the industry's standard dummy text ever since the 1500s, when an unknown printer took a galley of type and scrambled it to make a type specimen book.

[Print](#)

[Terminate MOU](#)

[Withdraw Notice](#)

- After clicking post notice withdrawal button, the system will display a Popup where users will be able to add the termination notice details as below.
 - file upload – Non mandatory
 - Remark - Mandatory



Withdraw termination notice

File Upload



Remark

[Cancel](#)

[Save](#)

- After adding the above details users can click the “Save” button to save the details.
- System will validate the information and show validation errors or error messages after Save action. Refer validation section for details.

Success Message: Post saving the details, the Termination notice withdrawal will be sent for L1 approval as per the approval matrix. The termination notice withdrawal details will visible on the details screen. Please refer **Use case – Contract – Termination Notice Withdrawal approval for details.**

Email Notification: An Email notification will be sent to the L1 approver about request for the termination notice withdrawal. Refer **Use case – Notifications.**

Email Notification for Termination notice withdrawal to Approver L1

From
{\$Jupiter Hospital Notification Email\$}

To
{\$Approver Email ID\$}

Cc
[Empty field]

Email Subject
Termination Notice Withdrawl - {\$MOU Name\$}

Email Body

Dear {\$L1 Approver Name\$},
Termination notice withdrawl has been requested for {\$MOU ID\$}.
Request you to check and approve.
Contract Name - Lorem Epsum
Contract Type - Lorem Epsum
Contract Link - <https://www.ems.jupiterhospital.com/response224>
Warm regards,
Jupiter Hospital

The logo for Jupiter Hospital features the word "Jupiter" in a large blue serif font above the word "Hospital" in a smaller blue sans-serif font. Below "Hospital" is the tagline "Patient First" in a smaller orange sans-serif font. To the left of the text is a stylized yellow and green graphic element resembling a flower or a sun with rays.

Next

Details Screen: Once the details are Saved successfully, the termination notice withdrawal details added will be visible on the details screen. The heading will be denoted in a colour code as indicated in the wireframe.

Termination Notice Withdrawl

File [Terminationnoticewithdrawl.pdf](#)

Remark

Lorem Ipsum is simply dummy text of the printing and typesetting industry. Lorem Ipsum has been the industry's standard dummy text ever since the 1500s, when an unknown printer took a galley of type and scrambled it to make a type specimen book.

Print Approve Reject

Progress Bar:

Once the details are Saved successfully, the status as termination notice withdrawal along with the user name, date & time will be visible in the progress bar.



Audit Log: The creation action will be captured in the audit log as below with action details, user name, date & time. The action will be displayed in the colour code as indicated in the wireframes.



Validation & Rules	<ul style="list-style-type: none"> The termination notice withdrawal can be posted on the Contracts having active termination notice. <p>File Upload</p> <ul style="list-style-type: none"> Users will be able to upload a single file.
--------------------	--

	<ul style="list-style-type: none"> • The file format supported will be as follows. <ul style="list-style-type: none"> ○ Microsoft Word (.doc, .docx) ○ Portable Document Format (.pdf) ○ Rich Text Format, Text format (.rtf, .txt) ○ HTML (.html) ○ Markdown (.md) ○ OpenDocument Format (.odt) ○ CSV (Comma-Separated Values) ○ Excel (xls, xlsx) ○ JSON (JavaScript Object Notation) • In case user uploads file other than above format system will throw an error message as “File format not supported, <list of file format supported>”. <p>Remark</p> <ul style="list-style-type: none"> • Users can enter characters ranging from 1-2000. Error message, “Characters allowed 1-2000” • In case of Null entry, system will show an error message as “This field is mandatory”.
Integration	<Not Applicable>

Buttons

Action	Description	Next Step
Withdraw Notice	Clicking on “Withdraw notice” will allow users to withdraw the termination notice.	Show validation error or success message. Send Notice for L1 approval. Trigger Email notification.
Cancel	Cancels the Save action on Popup	Closes Popup

Save	Saves the termination notice withdrawal details	Saves the termination notice withdrawal details. Show validation error or success message. Send Notice for L1 approval. Trigger Email notification.
------	---	--

Form Elements

Description/Field Name	Type	Source
File Upload	File Upload	-
Remark	Text Area	

3.10 Termination Notice Withdrawal Approval / Rejection

Actor	End User
Description	This use case defines the Approval process of Contract Termination Notice withdrawal.
Pre-Condition	<ol style="list-style-type: none"> 1. The user should browse the valid URL. 2. The user should have proper internet connectivity. 3. The user should have Contract Approver role in IAM. 4. User is logged In. 5. Users should be configured for approval in the Approval matrix. 6. The termination notice withdrawal request should be generated against the Contract.

Post-Condition	The Contract Termination notice withdrawal request will be approved or rejected.
Business Rules	<ul style="list-style-type: none"> Users will be configured for Approvals in the Approval matrix. Refer Usecase: Masters – Approval Matrix. Approving users will receive an email notification as below once the Contract Termination notice withdrawal request is submitted for their approval. There will be three levels of approval for Contract Termination notice withdrawal based on the configuration in the Approval Matrix for Contract. <p>Email Template</p> <div style="border: 1px solid black; padding: 10px;"> <p>Email Notification for Termination notice withdrawal to Approver L1</p> <p>From <input type="text" value="<\$Jupiter Hospital Notification Email\$>"/></p> <p>To <input type="text" value="<\$Approver Email ID\$>"/></p> <p>Cc <input type="text"/></p> <p>Email Subject <input type="text" value="Termination Notice Withdrawal - <\$Contract Name\$>"/></p> <p>Email Body</p> <div style="border: 1px solid black; padding: 5px; margin-top: 5px;"> <p>Dear <\$Assignee Name\$> Termination notice withdrawal has been requested for <\$Contract ID\$>. Request you to check and approve. Contract Name - Lorem Epsum Contract Type - Lorem Epsum Contract Link - https://www.ems.jupiterhospital.com/response224 Warm regards, Jupiter Hospital</p>  </div> </div> <p>Users will be able to click in the link in the email to redirect to the Contract details screen or users can access the Contracts from the pending Approvals listing. Refer Usecase: Contract Status</p>

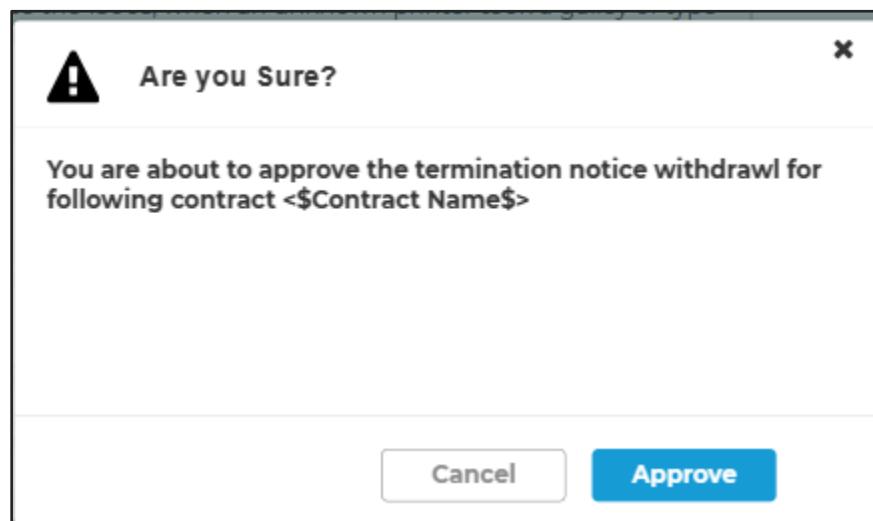
MOU Termination Notice Withdrawal Approval

Level 1 Approval

- On the contract details screen, the approving user will be able to view the details of contract Termination withdrawal in read only format.

The screenshot shows a software interface titled "Termination Notice Withdrawl". It displays a file named "Terminationnoticewithdrawl.pdf" and a remark section containing placeholder text about "Lorem Ipsum". At the bottom are three buttons: "Print", "Approve" (highlighted in blue), and "Reject".

- Approving user will be able to view “Approve” & “Delete” buttons.
- On clicking the “Approve” button, the system will display a Popup to confirm the action. Contract Name will be displayed in the Popup for confirmation. In case of cancel, the Approval action will be cancelled.



- In case of a rejection, the approver user needs to **add mandatory remark**.
- On clicking approve, the Contract Termination withdrawal request will be approved. Post the Level 1 approval, the Contract will be shared for Level 2 approval.
- The Approval & Rejection Log will be captured in the progress bar & Audit Trail on the details screen.

Progress Bar



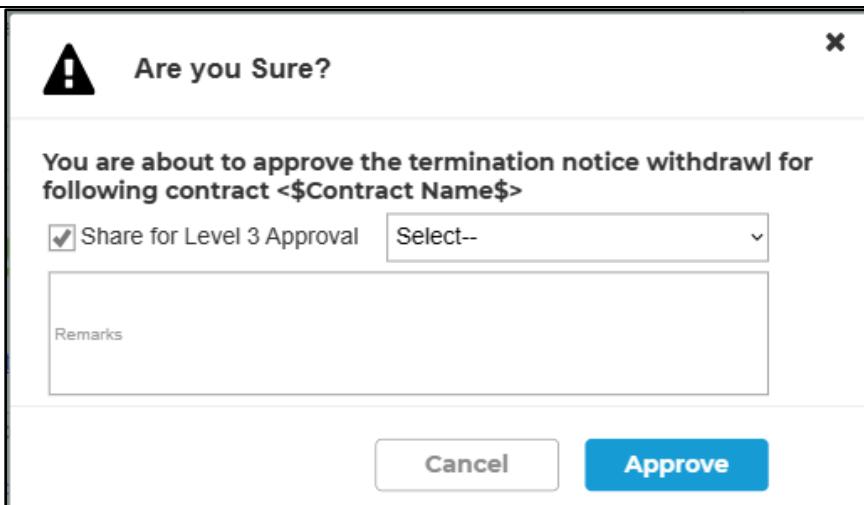
Note: In progress bar, an additional step of Level 3 approval will be added in case Level 2 marks “Yes” for Level 3 approval during approval.

Audit Trail

Audit Logs	
	<i>Termination Withdrawl notice Approved- L1 <\$Contract Name\$></i> Approved by User: William Shatner, 12 February 2024, 12:54 PM
	<i>Termination Withdrawl Notice Added</i> Added by User: John Doe, 12 February 2024, 12:54 PM

Level 2 Approval

- The level 2 user will receive email notification once the Contract Termination notice withdrawal has been approved by the Level 1 user for Level 2 approval.
- Level 2 user can approve or reject.
- In case of Rejection, the remark will be mandatory.
- Level 2 approving user can decide if the Contract needs to be sent to the Level 3 approval.



- In case the Contract Termination notice withdrawal needs to be sent to the Level 3 approval, Level 2 user can add the comment.
- The remarks added while rejecting or sending the Contract Termination notice withdrawal for Level 3 approval will be visible in the audit trail.
- Approving users can choose if the Contract should be shared for the level 3 approval.
- If the checkbox is selected as “Yes”, the Level 3 approval step will be added to the approval flow. Keeping it deselected will not include the Level 3 approval in the flow.
- The “Share for Level 3 Approval” option will only appear for selection if a user is added to Level 3 approval in the Approval Matrix. Refer Usecase: **Approval Matrix**.
- Once Approved, the status will be updated in the Progress Bar as below.

Termination Notice Withdrawn

- Once all the approvals are received, the withdraw termination notice button will be enabled for the users and the indicator visible on the Contract details screen for Notice expiry will be **removed**.
- For Withdrawal, refer usecase: **Contract Termination notice withdrawal**.



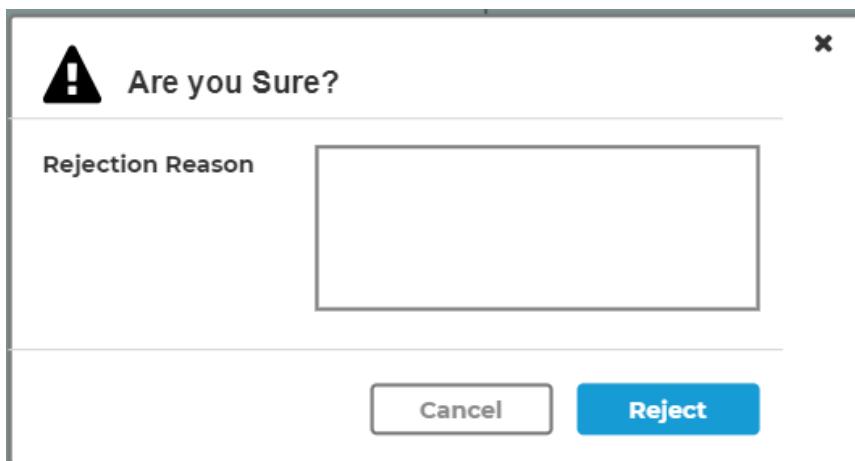
Termination Notice Active

End Date - 30/5/2024 24 Days



Contract Termination Notice Rejection

- Approving users can reject the Contract Termination notice withdrawal when they receive it for the approval.
- To Reject the Contract Termination Notice withdrawal, users will click “Reject” button.
- After clicking the Reject button, a Popup will be displayed where the users need to enter the rejection reason as below.



- After clicking “Reject”, the system will show a confirmation with the Contract name as below.
- After clicking “OK” on the above screen, users will redirect to the Contract listing screen.

	<ul style="list-style-type: none"> If Rejected, the rejection will be displayed progress bar and Audit trail. The Audit trail will display the rejection reason. <div style="border: 1px solid #ccc; padding: 5px; margin-top: 10px;">  MOU Termination Notice Rejected- <\$MOU Name\$> Rejected by User: John Doe, 12 February 2024, 12:54 PM <i>"Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam."</i> </div> <ul style="list-style-type: none"> The Approval flow will be terminated if the Contract Termination notice withdrawal is rejected at Level 1, Level 2 or Level 3 approval. The termination notice will not be posted for rejection.
Validation & Rules	Rejection - In case approver rejects the Contract Termination notice, the approver will need to fill in the reason for Rejection. In case of a null entry system will throw an error message. Error Message – “This field is mandatory”.
Integration	<Not Applicable>

Buttons

Action	Description	Next Step
Download PDF Format	Clicking on “Download PDF format” button will allow users to download the dashboard details in PDF format.	PDF document is downloaded automatically on the users system
Approve	Clicking Approve will allow the approving user to approve the Termination notice withdrawal.	Display the Popup for confirmation approval action.
Reject	Clicking Reject will allow the approving user to Reject the Contract Termination notice.	Display the Popup for adding reason for Reject action.

Form Elements

Description/Field Name	Type	Source	Error Message
Rejection Reason	Text Area	NA	Null Entry - "This field is mandatory"

3.11 Withdraw notice

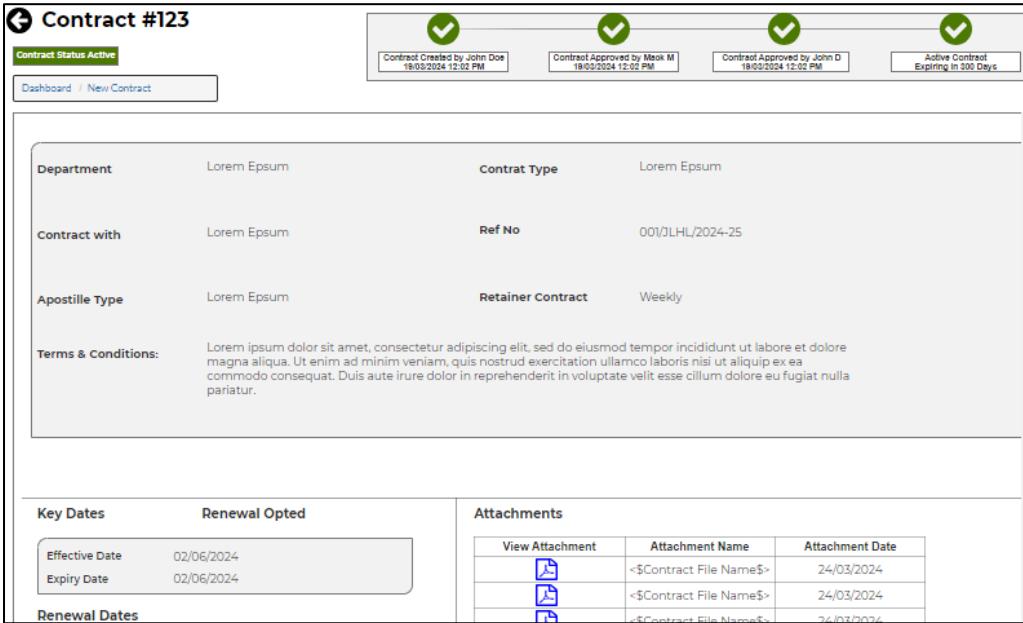
Actor	End User				
Description	This use case defines the process of withdrawal of the termination notice.				
Pre-Condition	<ol style="list-style-type: none"> 1. The user should browse the valid URL. 2. The user should have proper internet connectivity. 3. The user should have Contract User, Approver role in IAM 4. User is logged In. 5. The Contract Termination notice which needs to be withdrawal should have all the approvals complete for Termination notice withdrawal process. 				
Post-Condition	The Contract Termination notice will be withdrawn.				
Business Rules	<p>To withdraw an active termination notice, users need to complete with the approvals of the Termination notice withdrawal. Refer Usecase: 2.5 Termination Notice Withdrawal Approval / Rejection.</p> <p>Withdraw Terminate notice on a Contract</p> <ul style="list-style-type: none"> • To withdraw the termination notice on a Contract, users will need to navigate to the details screen of a Contract having termination notice. • On the detail screen, user can click the “Terminate” button. <div style="border: 1px solid #ccc; padding: 10px; margin-top: 10px;"> <p>Termination Notice Withdraw</p> <table border="0" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 15%;">File</td> <td style="width: 85%;">Terminationnoticewithdraw.pdf</td> </tr> <tr> <td>Remark</td> <td> <p>Lorum Ipsum is simply dummy text of the printing and typesetting industry. Lorum Ipsum has been the industry's standard dummy text ever since the 1500s, when an unknown printer took a galley of type and scrambled it to make a type specimen book.</p> </td> </tr> </table> <div style="text-align: center; margin-top: 10px;"> Print Terminate MOU Withdraw Notice </div> </div>	File	Terminationnoticewithdraw.pdf	Remark	<p>Lorum Ipsum is simply dummy text of the printing and typesetting industry. Lorum Ipsum has been the industry's standard dummy text ever since the 1500s, when an unknown printer took a galley of type and scrambled it to make a type specimen book.</p>
File	Terminationnoticewithdraw.pdf				
Remark	<p>Lorum Ipsum is simply dummy text of the printing and typesetting industry. Lorum Ipsum has been the industry's standard dummy text ever since the 1500s, when an unknown printer took a galley of type and scrambled it to make a type specimen book.</p>				

	<ul style="list-style-type: none"> The Termination withdrawal action will be recorded in the Progress bar and Audit Trail and the Contract will remain active until its expiry. <p>Progress Bar</p> <p>Audit Trail</p> <table border="1"> <thead> <tr> <th colspan="2">Audit Logs</th></tr> </thead> <tbody> <tr> <td></td><td><i>Termination Notice is withdrawn</i> Added User: John Doe, 12 February 2024, 12:54 PM</td></tr> <tr> <td></td><td><i>Termination Withdrawl notice Approved- L2 <\$Contract Name\$></i> Approved by User: William Shatner, 12 February 2024, 12:54 PM</td></tr> </tbody> </table>	Audit Logs			<i>Termination Notice is withdrawn</i> Added User: John Doe, 12 February 2024, 12:54 PM		<i>Termination Withdrawl notice Approved- L2 <\$Contract Name\$></i> Approved by User: William Shatner, 12 February 2024, 12:54 PM
Audit Logs							
	<i>Termination Notice is withdrawn</i> Added User: John Doe, 12 February 2024, 12:54 PM						
	<i>Termination Withdrawl notice Approved- L2 <\$Contract Name\$></i> Approved by User: William Shatner, 12 February 2024, 12:54 PM						
Validation & Rules	<ul style="list-style-type: none"> The notice can be withdrawn only once all the approvals are received. 						
Integration	<Not Applicable>						

Buttons

Action	Description	Next Step	Message
Download PDF Format	Clicking on “Download PDF format” button will allow users to download the dashboard details in PDF format.	PDF document is downloaded automatically on the users system	In case of success “Document created successfully” In case of failure “Failed to create document”
Withdraw Notice	Allows users to withdraw the notice on the Contracts	Open a Popup for users to add the withdrawal reason	-
Withdrawal - Popup	Allows users to confirm withdrawal action	Show Popup for confirming withdrawal action	-
Cancel - Popup	Cancels the withdrawal action	Closes the Popup & retains the last status	-

3.12 Common Use Case: Detail Screen (Contract)

Actor	Super Admin
Description	This use case defines the Audit Log Report
Pre-Condition	<ol style="list-style-type: none"> 1. The user should browse the valid URL. 2. The user account should be created. 3. The user should have proper internet connectivity. 4. User is logged In. 5. User should click on “Contract ID” from the Listing for Contracts.
Post-Condition	User will be able to view the detail screen for Contract
Business Rules	On clicking the “Contract ID” link, users will be navigated to this page where they will be able to view the detail screen for “Contracts”.
<p style="text-align: center;">Contracts</p>  <p>The screenshot shows the NeoSOFT Contracts detail screen. At the top, there's a summary card with icons for status (Active), creation (by John Doe, 18/03/2024 12:02 PM), approval (by Mask M, 18/03/2024 12:02 PM), and another approval (by John D, 18/03/2024 12:02 PM). Below this is a large table with columns for Department, Contract Type, Contract with, Ref No., Apostille Type, Retainer Contract, and Terms & Conditions. The Terms & Conditions section contains a long block of placeholder text. At the bottom, there are sections for Key Dates (Renewal Opted) and Attachments, showing a list of attachments with their names and dates.</p> <ul style="list-style-type: none"> • User will be able to view the details of the form in “Read-Only” mode. • User will be able to view the following options on the screen: 	

- Renew – User will be able to renew the Contract
- Print – User will be able to print the detail screen
- Post Termination Notice – User will be able to initiate the termination process
- Add Addendum – User will be able to add new addendum

[Renew](#)[Print](#)[Post Termination notice](#)[Add Addendum](#)

- User will be able to view the progress bar with the following information:
 - Contract Created by <\$Creator Name\$>
 - L1 Approval done by <\$L1 Approver Name\$>
 - L2 Approval done by <\$L2 Approver Name\$>
 - L3 Approval done by <\$L3 Approver Name\$>
 - MOU Status
- User will be able to view the date and time of the activity done



Contract Created by John Doe
19/03/2024 12:02 PM



Contract Approved by Mack M
19/03/2024 12:02 PM



Contract Approved by John D
19/03/2024 12:02 PM



Active Contract
Expiring in 300 Days

- User will be able to view the Contract status on the detail screen

Contract Status Active

- User will be able to view the uploaded/attached documents

View Attachments (4)



- User will be able to view the Audit Logs on the detail screen

Contract Approved by L2 Approver- <\$L2 Approver Name\$>
Authorized by User: John Doe, 12 February 2024, 12:54 PM

Contract Approved by L1 Approver- <\$L1 Approver Name\$>
Approved by User: William Shatner, 12 February 2024, 12:54 PM

Contract Type - Changed From Contract -> NDA
Changed by User: John Doe, 12 February 2024, 12:54 PM

Contract Rejected - With Remark
Rejected by User: William Shatner, Today, 1 PM
"Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam."

Contract Created - <\$Contract Name\$>
Created by User: John Doe, 12 February 2024, 12:54 PM

Contract Status – Rejected

- User will be able to view the Rejected MOU in the detail screen

Contract Created by John Doe 19/03/2024 12:02 PM	Contract Rejected by Mack M 19/03/2024 12:02 PM	-	Contract Rejected

- User will be able to view the rejected status in the progress bar and audit logs

Contract Rejected- <\$Contract Name\$>
Rejected by User: John Doe, 12 February 2024, 12:54 PM
"Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam."

Contract Created - <\$Contract Name\$>
Created by User: John Doe, 12 February 2024, 12:54 PM

Contract Status – Expired

- User will be able to view the Expired contract in the detail screen

Contract Created by John Doe 19/03/2024 12:02 PM	Contract Approved by Mack M 20/03/2024 12:30 PM	Contract Approved by Mack M 20/03/2024 12:30 PM	Contract Expired 12 Days Ago

- User will be able to view the expired status in the progress bar and audit logs

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P 190 of 355



Contract Expired- <\$Contract Name\$>

Expired on 10 March 2024

Expired 12 days ago

Contract Approved L2- <\$Contract Name\$>

Approved by User: John Doe, 12 February 2024, 12:54 PM

Contract Approved L1- <\$Contract Name\$>

Approved by User: William Shatner, 12 February 2024, 12:54 PM

Contract Created - <\$Contract Name\$>

Created by User: John Doe, 12 February 2024, 12:54 PM

Contract Status – Terminated

- User will be able to view the terminated MOU in the detail screen



Contract Created by John Doe
19/03/2024 12:02 PM



Contract Approved by Mack M
20/03/2024 12:30 PM



Contract Approved by Mack M
20/03/2024 12:30 PM



Contract Terminated
12 days ago

- User will be able to view the terminated status in the progress bar and audit logs



Contract Terminated- <\$Contract Name\$>

Terminated on 10 March 2024

Terminated 12 days ago



Contract Approved L2- <\$Contract Name\$>

Approved by User: John Doe, 12 February 2024, 12:54 PM



Contract Approved L1- <\$Contract Name\$>

Approved by User: William Shatner, 12 February 2024, 12:54 PM

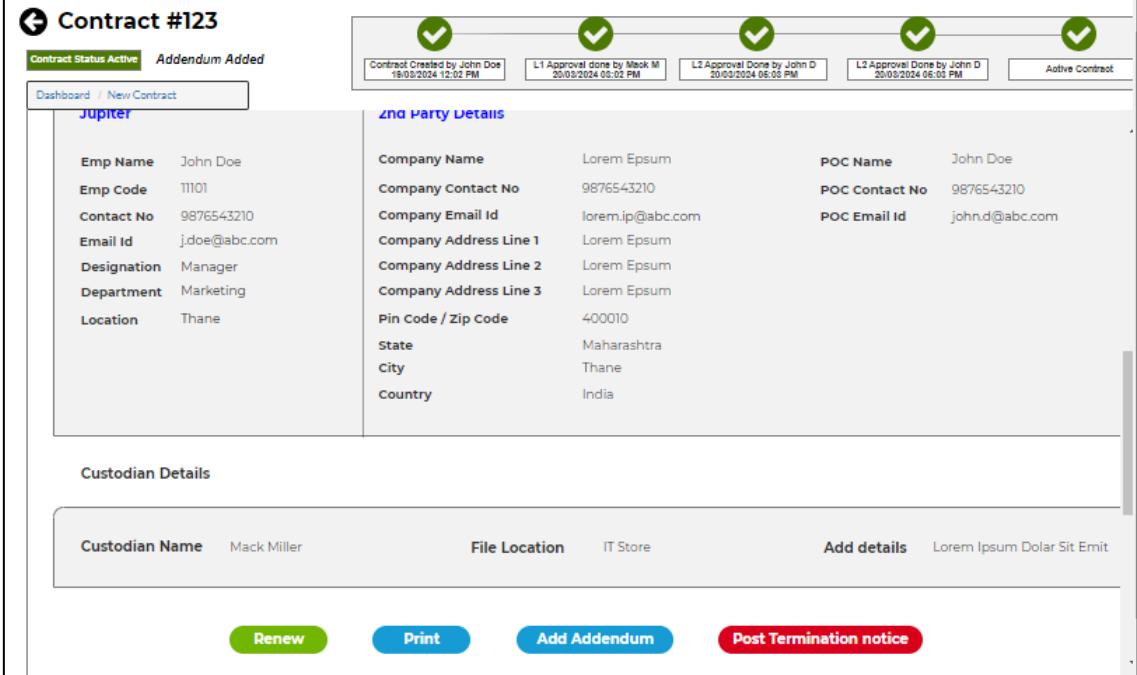


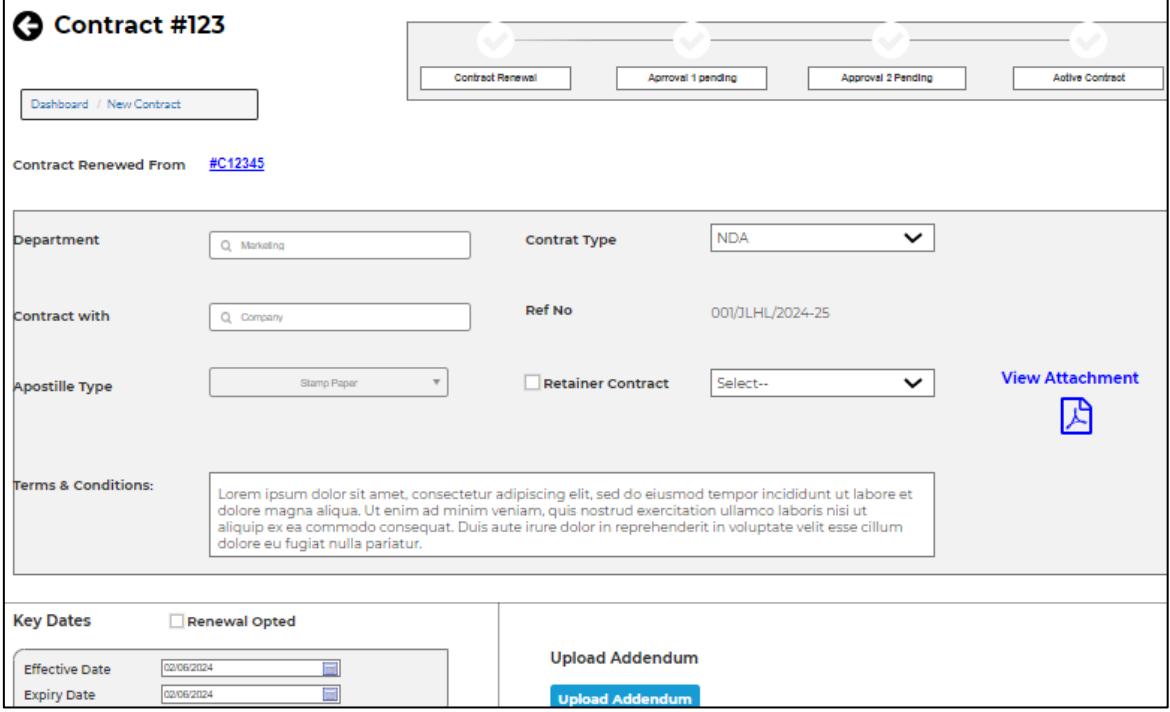
Contract Created - <\$Contract Name\$>

Created by User: John Doe, 12 February 2024, 12:54 PM

	<p>Contract Termination Notice – Withdrawal</p> <ul style="list-style-type: none"> User will be able to view the contract detail screen after the withdrawal of termination notice <ul style="list-style-type: none"> User will be able to view the withdrawal process in the progress bar and audit logs <table border="1"> <tbody> <tr> <td>Termination Notice is withdrawn</td> </tr> <tr> <td>Added User: John Doe, 12 February 2024, 12:54 PM</td> </tr> <tr> <td>Termination Withdrawl notice Approved- L2 <\$Contract Name\$></td> </tr> <tr> <td>Approved by User: William Shatner, 12 February 2024, 12:54 PM</td> </tr> <tr> <td>Termination Withdrawl notice Approved- L1 <\$Contract Name\$></td> </tr> <tr> <td>Approved by User: William Shatner, 12 February 2024, 12:54 PM</td> </tr> <tr> <td>Termination Withdrawl Notice Added</td> </tr> <tr> <td>Added by User: John Doe, 12 February 2024, 12:54 PM</td> </tr> <tr> <td>Notice of Termination Approved- L2 <\$Contract Name\$></td> </tr> <tr> <td>Approved by User: William Shatner, 12 February 2024, 12:54 PM</td> </tr> <tr> <td>Notice of Termination Approved- L1 <\$Contract Name\$></td> </tr> <tr> <td>Approved by User: William Shatner, 12 February 2024, 12:54 PM</td> </tr> <tr> <td>Termination Notice Added</td> </tr> <tr> <td>Added by User: John Doe, 12 February 2024, 12:54 PM</td> </tr> </tbody> </table>	Termination Notice is withdrawn	Added User: John Doe, 12 February 2024, 12:54 PM	Termination Withdrawl notice Approved- L2 <\$Contract Name\$>	Approved by User: William Shatner, 12 February 2024, 12:54 PM	Termination Withdrawl notice Approved- L1 <\$Contract Name\$>	Approved by User: William Shatner, 12 February 2024, 12:54 PM	Termination Withdrawl Notice Added	Added by User: John Doe, 12 February 2024, 12:54 PM	Notice of Termination Approved- L2 <\$Contract Name\$>	Approved by User: William Shatner, 12 February 2024, 12:54 PM	Notice of Termination Approved- L1 <\$Contract Name\$>	Approved by User: William Shatner, 12 February 2024, 12:54 PM	Termination Notice Added	Added by User: John Doe, 12 February 2024, 12:54 PM
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Notice of Termination Approved- L2 <\$Contract Name\$>															
Approved by User: William Shatner, 12 February 2024, 12:54 PM															
Notice of Termination Approved- L1 <\$Contract Name\$>															
Approved by User: William Shatner, 12 February 2024, 12:54 PM															
Termination Notice Added															
Added by User: John Doe, 12 February 2024, 12:54 PM															
Validation	NA														
Integration	<Not Applicable>														

3.13 Contract Renewal

Actor	End User
Description	This use case defines the process of Renewal of the Contract.
Pre-Condition	<ol style="list-style-type: none"> 6. The user should browse the valid URL. 7. The user should have proper internet connectivity. 8. The user should have Contract User. 9. User is logged In. 10. User needs to click on “Renew” button on the Contract detail screen
Post-Condition	The Contract will be renewed
Business Rules	<ul style="list-style-type: none"> • To Renew the Contract user, need to click on the “Renew” button on the Contract Detail Screen to initiate the renewal process.
	 <p>The screenshot shows a detailed view of a contract record. At the top, there's a header with a back arrow, the contract number 'Contract #123', and status indicators. Below the header, there are two main sections: 'JUPITER' (Employee details) and '2nd Party Details' (Company information). The 'JUPITER' section contains fields like Emp Name (John Doe), Emp Code (11101), Contact No (9876543210), Email Id (j.doe@abc.com), Designation (Manager), Department (Marketing), and Location (Thane). The '2nd Party Details' section contains fields like Company Name (Lorem Ipsum), Company Contact No (9876543210), Company Email Id (lorem.ip@abc.com), Company Address Line 1 (Lorem Ipsum), Company Address Line 2 (Lorem Ipsum), Company Address Line 3 (Lorem Ipsum), Pin Code / Zip Code (400010), State (Maharashtra), City (Thane), and Country (India). Below these sections, there's a 'Custodian Details' section with a custodian name (Mack Miller) and file location (IT Store). At the bottom, there are several buttons: 'Renew' (green), 'Print' (blue), 'Add Addendum' (blue), and 'Post Termination notice' (red).</p>

	<ul style="list-style-type: none"> Once the user clicks on the renew button, user will be getting a popup for the user to confirm the renewal. User will be navigated to the renewal screen where they will be able to view a form with the fields being pre-populated. User will be able to modify the details of the contract if required. User will be able to view the “Contract Renewed from” field with the link to the original contract. Once the user clicks on “Save” button, the process of approval will be followed same as “Contract-Creation”. 
Validation & Rules	<ul style="list-style-type: none"> User should not be able to renew the Contracts with following statuses: <ul style="list-style-type: none"> Terminated Rejected Pending Approvals
Integration	<Not Applicable>

4. Module for Management User (Web App)

4.1 Classified Contracts

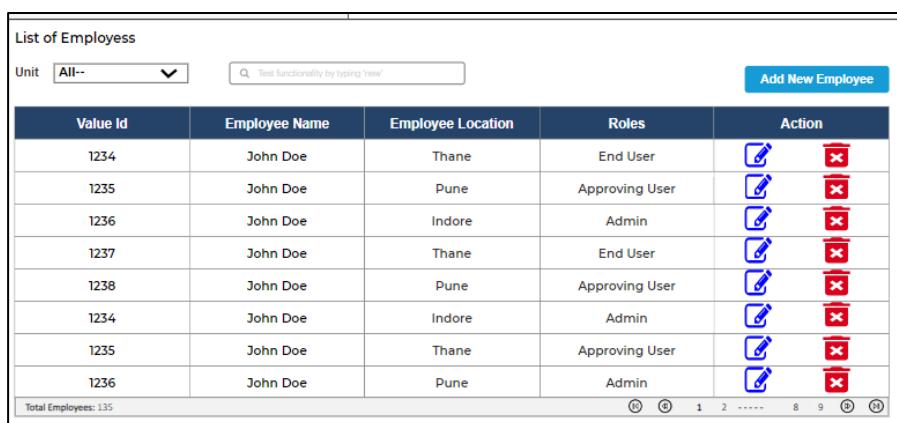
Actor	End User
Description	This use case defines the ability of the management users to view, create, update the Classified contracts.
Pre-Condition	<ol style="list-style-type: none">1. The user should browse the valid URL.2. The user should have proper internet connectivity.3. The user should have Management user role in IAM4. User is logged In.
Post-Condition	Management users will be able to view, create, update the Classified contracts.
Business Rules	<ul style="list-style-type: none">• Specific Contracts which are related to Land Agreements and other types are only accessed by specific set of users from the management.• Access to such contracts cannot be provided to normal users.• Classified Contracts module will allow management users the ability to view, create, update the Classified contracts along with the access to MOU and contracts module. <p>Classified Contract – Listing</p> <ul style="list-style-type: none">• The listing of the classified contract will be similar to the listing of other contract module. Refer UseCase: Contract Listing.• The only indication will be a label on the heading indicating the Contracts as classified. <div style="border: 1px solid black; padding: 10px; margin-top: 10px;"><p style="margin: 0;">List of Contracts</p><div style="text-align: right; margin-top: -20px;"></div></div>

	<p>Create / Read / Update / Delete</p> <ul style="list-style-type: none">• Users will be able to create / read / update / delete classified contracts similar to the other contracts.• The classified contracts once created, an indication that the contracts are classified will be visible on the contracts creation, update and delete screen.• The workflow and other elements of the contracts will be similar to that of the other contract. Refer UseCase: Create / Read / Update / Delete Contracts. <p>Approval Workflow (Jupiter Team to confirm the approval workflow)</p> <ul style="list-style-type: none">• For the Classified contracts, users will be able to skip approval process.• When the users save the Classified contracts, users will be able to select “Skip” approval through an option on the confirmation Popup as below.• Once the users “Save” the contract with the Skip approval button selected and the contract will be created.• The Skip approval step will be recorded in the Audit trail.
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	<div style="border: 1px solid #ccc; padding: 10px; width: fit-content; margin: auto;"><p>⚠ The Contract will be sent for approval</p><p>Default Approver John Doe</p><p>Skip Approval <input type="checkbox"/></p><p style="text-align: right;">Cancel Continue</p></div>
Terminate Contract	<ul style="list-style-type: none">• To terminate a Contract, users will need to navigate to the details screen of an Active, Inactive / Expired Contract.• On the detail screen, user can click the “Terminate” button.• The terminate flow will be similar to other contract.
Validation & Rules	<ul style="list-style-type: none">• The Validation and Rules for contract creation & update is same as that of the other contract. Refer Usecase: Create / Read / Update / Delete Contracts.
Integration	<Not Applicable>

5. Modules for Super Admin (Web App)

5.1 Masters – Employee Master (Need to be confirmed)

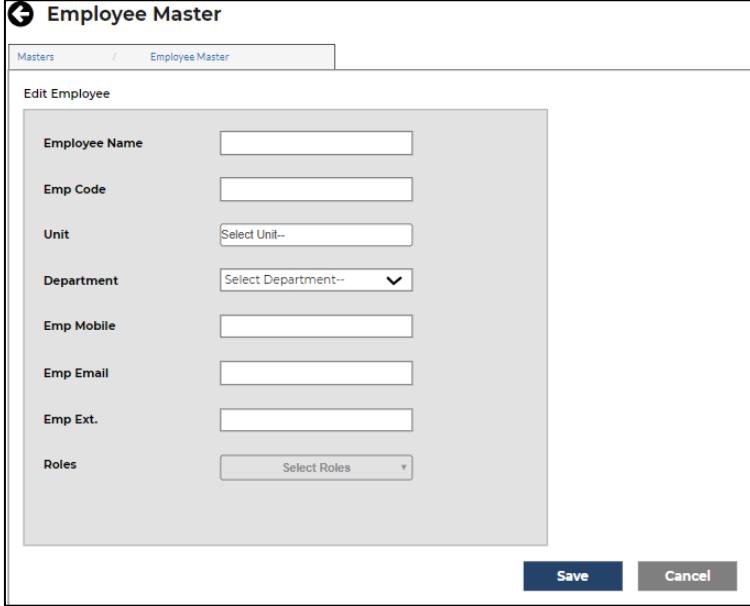
Actor	Super Admin
Description	This use case defines the Employee Master.
Pre-Condition	<ol style="list-style-type: none"> 1. The user should browse the valid URL. 2. The user account should be created. 3. The user should have proper internet connectivity. 4. User is logged In. 5. User should click on “Employee Master” from the Masters menu option in the Side menu.
Post-Condition	Admin will be able to view created employees and manage it from this section
Business Rules	<p>From this section Admin would be able to view and manage employees. This use case will define the process for employee management</p>  <p>Admin will be able to view the list in a tabular format with the following columns:</p> <ul style="list-style-type: none"> • Value Id • Employee Name • Employee Location • MOU Access • Contract Access • Classified Access

	<ul style="list-style-type: none">● Action<ul style="list-style-type: none">○ Edit○ Delete● Search by Units<ul style="list-style-type: none">○ All○ Thane○ Pune○ Indore● Predictive Search – Admin can search the employee name <p>Description:</p> <p>Add Employee – Clicking on “Add Employee” will redirect user to the Add Employee Screen where they can create new employee</p> <p>Edit Employee – Clicking on “Edit Employee” will redirect user to the Edit Employee Screen where user can view all the fields in an editable format</p> <p>Delete –</p> <ul style="list-style-type: none">● Clicking on “Delete” will give a popup to delete the employee from the listing. Once the user confirms deletion the user will be deleted● Admin will be able to edit and delete (soft delete users) on this page, (soft delete means that you set a flag on an existing data which indicates that a record has been deleted, instead of actually deleting the record. The values would always be saved in the database) <p>Pagination</p> <ul style="list-style-type: none">● User will be displayed with default top 10 records in listing page and user will be able to view rest records by clicking on the pagination.● Admin will be able to view the current page number previous and next page icon. <p>Add Employee</p>
--	--

The screenshot shows a web-based application window titled "Employee Master". At the top left is a back arrow icon. The main title "Employee Master" is displayed in bold black font. Below the title, there is a breadcrumb navigation bar with "Masters" and "Employee Master". The main content area is titled "Add Employee". It contains several input fields: "Employee Name" (text input), "Emp Code" (text input with a blue "HMIS" button to its right), "Unit" (text input with a "Select Unit--" dropdown), "Department" (text input with a "Select Department--" dropdown), "Emp Mobile" (text input), "Emp Email" (text input), "Emp Ext." (text input), and "Roles" (text input with a "Select Roles" dropdown). To the right of the "Emp Code" field, there is a note "(Sync with employee master in HMIS)". At the bottom right of the form are two buttons: "Save" (blue) and "Cancel" (grey).

Admin will be able to view and fill the following fields:

- Employee Name
- Employee Code – This field will have a button “HMIS” clicking on this will fetch the employee details and auto-populate the fields as per the employee code from HMIS
- Unit – Admin can select the unit (location of the employee) as follows: Thane, Pune and Indore
- Department – Admin can select the department of the employee. Department masters will be fetched from the HMIS
- Employee Mobile – Admin will be able to manually input the data
- Employee Email – Admin will be able to manually input the data
- Employee Extension – Admin will be able to manually input the data
- Roles – Admin will be able to select the roles for the employee to control the access across the system.

	<h2>Edit Employee</h2>  <p>The screenshot shows a form titled "Employee Master" under the "Edit Employee" section. The form contains the following fields:</p> <ul style="list-style-type: none"> Employee Name: Text input field. Emp Code: Text input field. Unit: Text input field with placeholder "Select Unit--". Department: Text input field with placeholder "Select Department--". Emp Mobile: Text input field. Emp Email: Text input field. Emp Ext.: Text input field. Roles: Text input field with placeholder "Select Roles". <p>At the bottom right of the form are two buttons: "Save" and "Cancel".</p>
Validation	<ol style="list-style-type: none"> 1. Department – If the department is not found for the search query, Error Message – “Department Not Found”. <ul style="list-style-type: none"> • In case of Null Entry – Error Message - “This field is mandatory”. 2. Employee Name – <ul style="list-style-type: none"> • Minimum 2 characters & maximum 100 Characters. Error Message – “Allowed minimum characters are 2 and maximum 100” • Special Characters will not be allowed. E.g. (!@#\$%^&*). Error Message – “Special Characters not allowed”. • Null Entry - Error Message – “This field is mandatory”. 3. Employee Code <ul style="list-style-type: none"> • The employee code will be 5 digits. In case the code is < 5 digits or > 5 digits, the system will show an error message as “The employee code should be 5 digits.” • Null Entry - Error Message – “This field is mandatory”. 4. Contact No

	<ul style="list-style-type: none"> The number should be in 10-digit format. Error Message – “Invalid Contact Number” Null Entry - Error Message – “This field is mandatory”. <p>5. Email ID</p> <ul style="list-style-type: none"> Email ID format - abcxx@Jupiterhospital.com. Error Message – “Invalid Email format”. Null Entry – Error Message – “This field is mandatory” <p>6. Roles – User should have at-least one role selected.</p> <ul style="list-style-type: none"> Null Entry – Error Message – “This field is mandatory” <p>7. Emp Ext - Minimum 1 digit & maximum 10 digits.</p> <ul style="list-style-type: none"> Error Message – “Allowed minimum digits are 1 and maximum 10” Special Characters will not be allowed. E.g. (!@#\$%^&*).Error Message – “Special Characters not allowed”. Null Entry - Error Message – “This field is mandatory”.
Integration	HMIS Integration, IAM Integration

Buttons and Links

Action	Description	Next Step	Message Box
Add Employee	Admin will be able to add new employee in the system	Admin users will redirect to “Add Employee” Form.	<Not Applicable>
Edit Employee	Edit Employee Details	Admin users will redirect to “Edit Employee” Form.	<Not Applicable>
Delete	Delete employee from listing	User will be soft deleted from listing	<Not Applicable>
Save	Clicking on save will validate the form fields with values	A prompt will be displayed for user to confirm the save action	“Are you sure you want to save the Employee Details?”

		and form details will be saved	“Employee Details saved successfully!”
Cancel	Clicking on cancel system will prompt user to confirm the cancel action.	A prompt will be displayed for user to confirm the “cancel” action.	“Are you sure you want to cancel the details filled?” “Employee Details cancelled successfully!”

Filter Options

Description / Filter Name	Filter Type	Source
Unit	Dropdown	Fixed Values: Thane, Pune Indore
Search bar	Search bar to enter keyword	Post entering keyword, the listing will be updated

Form Elements

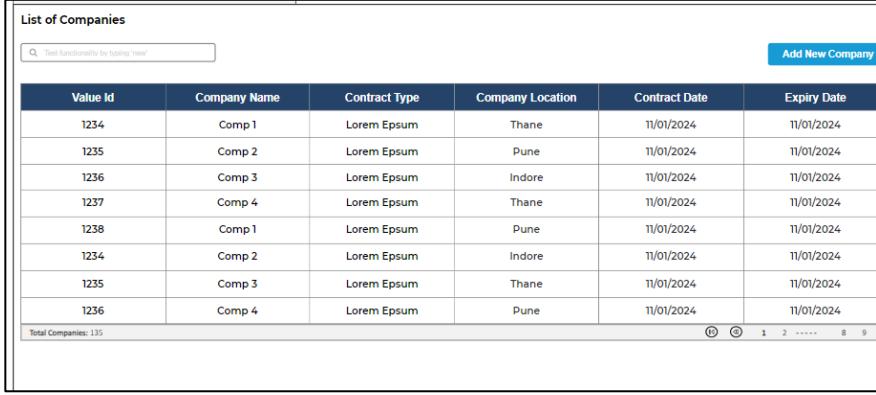
Description/Field Name	Type	Source	Error Message
Employee Name*	Text Box	Manual Input	<ul style="list-style-type: none"> • Minimum 2 characters & maximum 100 Characters. Error Message – “Allowed minimum characters are 2 and maximum 100” • Special Characters will be allowed. E.g.

			<p>(!@#\$%^&*).Error Message – “Special Characters not allowed”.</p> <ul style="list-style-type: none"> • Null Entry - Error Message – “This field is mandatory”.
Employee Code*	Text Box	Manual Input	<ul style="list-style-type: none"> • The employee code will be 5 digits. In case the code is < 5 digits or > 5 digits, the system will show an error message as “The employee code should be 5 digits. • Null Entry - Error Message – “This field is mandatory”.
Unit*	Multi-Select Dropdown	Values – Thane, Pune, Indore	“This field is mandatory”
Department*	Dropdown	HMIS– Department Masters	<ul style="list-style-type: none"> • Error Message – “Department Not Found”. • In case of Null Entry – Error Message – “This field is mandatory”.
Emp Mobile No*	Text Box	Manual Input	<ul style="list-style-type: none"> • The number should be in 10-digit format. Error

			<p>Message – “Invalid Contract Number”</p> <ul style="list-style-type: none"> • Null Entry - Error Message – “This field is mandatory”.
Emp Email*	Text Box	Manual Input	<ul style="list-style-type: none"> • Email ID format - abcxx@Jupiterhos pital.com. Error Message – “Invalid Email format”. • Null Entry – Error Message – “This field is mandatory”
Emp Ext*	Text Box	Manual Input	<ul style="list-style-type: none"> • Error Message – “Allowed minimum digits are 1 and maximum 10” • Special Characters will not be allowed. E.g. (!@#\$%^&*).Error Message – “Special Characters not allowed”. • Null Entry - Error Message – “This field is mandatory”.
Roles*	Multi-Select Dropdown	IAM–Role Management	<ul style="list-style-type: none"> • User should have at-least one role selected.

- Null Entry – **Error Message** – “This field is mandatory”

5.2 Masters – Company Master

Actor	Super Admin																																																												
Description	This use case defines the Company Master.																																																												
Pre-Condition	<ol style="list-style-type: none"> 1. The user should browse the valid URL. 2. The user account should be created. 3. The user should have proper internet connectivity. 4. User is logged In. 5. User should click on “Company Master” from the Masters menu option in the Side menu. 																																																												
Post-Condition	Admin will be able to view created companies and manage it from this section																																																												
Business Rules	<p>From this section Admin would be able to view and manage companies. This use case will define the process for company management</p>  <table border="1"> <thead> <tr> <th>Value Id</th> <th>Company Name</th> <th>Contract Type</th> <th>Company Location</th> <th>Contract Date</th> <th>Expiry Date</th> </tr> </thead> <tbody> <tr><td>1234</td><td>Comp 1</td><td>Lorem Ipsum</td><td>Thane</td><td>11/01/2024</td><td>11/01/2024</td></tr> <tr><td>1235</td><td>Comp 2</td><td>Lorem Ipsum</td><td>Pune</td><td>11/01/2024</td><td>11/01/2024</td></tr> <tr><td>1236</td><td>Comp 3</td><td>Lorem Ipsum</td><td>Indore</td><td>11/01/2024</td><td>11/01/2024</td></tr> <tr><td>1237</td><td>Comp 4</td><td>Lorem Ipsum</td><td>Thane</td><td>11/01/2024</td><td>11/01/2024</td></tr> <tr><td>1238</td><td>Comp 1</td><td>Lorem Ipsum</td><td>Pune</td><td>11/01/2024</td><td>11/01/2024</td></tr> <tr><td>1234</td><td>Comp 2</td><td>Lorem Ipsum</td><td>Indore</td><td>11/01/2024</td><td>11/01/2024</td></tr> <tr><td>1235</td><td>Comp 3</td><td>Lorem Ipsum</td><td>Thane</td><td>11/01/2024</td><td>11/01/2024</td></tr> <tr><td>1236</td><td>Comp 4</td><td>Lorem Ipsum</td><td>Pune</td><td>11/01/2024</td><td>11/01/2024</td></tr> <tr><td colspan="6">Total Companies: 135</td></tr> </tbody> </table> <p>Admin will be able to view the list in a tabular format with the following columns:</p> <ul style="list-style-type: none"> • Value Id • Company Name 	Value Id	Company Name	Contract Type	Company Location	Contract Date	Expiry Date	1234	Comp 1	Lorem Ipsum	Thane	11/01/2024	11/01/2024	1235	Comp 2	Lorem Ipsum	Pune	11/01/2024	11/01/2024	1236	Comp 3	Lorem Ipsum	Indore	11/01/2024	11/01/2024	1237	Comp 4	Lorem Ipsum	Thane	11/01/2024	11/01/2024	1238	Comp 1	Lorem Ipsum	Pune	11/01/2024	11/01/2024	1234	Comp 2	Lorem Ipsum	Indore	11/01/2024	11/01/2024	1235	Comp 3	Lorem Ipsum	Thane	11/01/2024	11/01/2024	1236	Comp 4	Lorem Ipsum	Pune	11/01/2024	11/01/2024	Total Companies: 135					
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1237	Comp 4	Lorem Ipsum	Thane	11/01/2024	11/01/2024																																																								
1238	Comp 1	Lorem Ipsum	Pune	11/01/2024	11/01/2024																																																								
1234	Comp 2	Lorem Ipsum	Indore	11/01/2024	11/01/2024																																																								
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1236	Comp 4	Lorem Ipsum	Pune	11/01/2024	11/01/2024																																																								
Total Companies: 135																																																													

- Contract Type
- Company Location
- Contract Date
- Expiry Date
- Action
 - Edit
 - Delete
- Predictive Search – Admin can search the company name

Description:

Add Company – Clicking on “Add Company” will redirect user to the Add Company Screen where they can create new company

Edit Company – Clicking on “Edit Company” will redirect user to the Edit Company Screen where user can view all the fields in an editable format

Delete –

- Clicking on “Delete” will give a popup to delete the company from the listing. Once the user confirms deletion the company will be deleted
- Admin will be able to edit and delete (soft delete companies) on this page, (soft delete means that you set a flag on an existing data which indicates that a record has been deleted, instead of actually deleting the record. The values would always be saved in the database)

Pagination

- User will be displayed with default top 10 records in listing page and user will be able to view rest records by clicking on the pagination.
- Admin will be able to view the current page number previous and next page icon.

Add Company

Add Company			
Company Name	<input type="text"/>	POC Name	<input type="text"/>
Company Location	<input type="text" value="Select--"/>	POC Contact Number	<input type="text"/>
Company Code	<input type="text"/>	POC Email ID	<input type="text"/>
Company Contact Details			
Company Address Line 1	<input type="text"/>	City	<input type="text" value="Select City--"/>
Company Address Line 2	<input type="text"/>	Country	<input type="text" value="Select Country--"/>
Company Address Line 3	<input type="text"/>	Company Contact No	<input type="text"/>
Pin Code / Zip Code	<input type="text"/>	Company Email Id	<input type="text"/>
State	<input type="text" value="Select State--"/>	Company Website URL	<input type="text"/>
Company Bank / Other Details			
Company Bank Name	<input type="text"/>	GST No.	<input type="text"/> 
Company Bank A/C No	<input type="text"/>	MSME Registration No.	<input type="text"/> 
IFSC Code	<input type="text"/>	Pan No.	<input type="text"/> 

Admin will be able to view and fill the following fields:

- Company Name
- Company Location
- Company code
- POC Name
- POC Contact Number
- POC Email ID

Company Contact Details

- Company Address Line 1
- Company Address line 2
- Company Address line 3
- Pin Code / Zip Code
- City
- State
- Country
- Company Contact No
- Company Email Id
- Company Website URL

Company Bank / Other Details

- Company Bank Name
- Company Bank A/C No
- IFSC Code
- GST No
- MSME Registration No
- Pan No

Edit Company

Edit Company

Company Name	<input type="text"/>	Company Code	<input type="text"/>
Company Location	<input type="text"/> Select--	POC Name	<input type="text"/>
POC Contact Number	<input type="text"/>	POC Email ID	<input type="text"/>
Company Contact Details			
Company Email	<input type="text"/>	City	<input type="text"/>
Company Address Line 1	<input type="text"/>	Country	<input type="text"/>
Company Address Line 2	<input type="text"/>	Company Contact No	<input type="text"/>
Company Address Line 3	<input type="text"/>	Company Website URL	<input type="text"/>
Pin Code / Zip Code	<input type="text"/>	<input type="checkbox"/> Retainer Contract	
State	<input type="text"/>		
Company Bank Details			
Company Bank Name	<input type="text"/>	GST No.	<input type="text"/>
Company Bank A/C No	<input type="text"/>	MSME Registration No.	<input type="text"/>
IFSC Code	<input type="text"/>	Pan No.	<input type="text"/>

Admin will be able to view and fill the following fields:

- Company Name
- Company Location
- Company code
- POC Name
- POC Contact Number
- POC Email ID

Company Contact Details

- Company Address Line 1

	<ul style="list-style-type: none"> • Company Address line 2 • Company Address line 3 • Pin Code / Zip Code • City • State • Country • Company Contact No • Company Email Id • Company Website URL <p>Company Bank / Other Details</p> <ul style="list-style-type: none"> • Company Bank Name • Company Bank A/C No • IFSC Code • GST No • MSME Registration No • Pan No <p>For Developers - Country-Region Dropdown Menu (Free) GeoDataSource</p>
Validation	<ol style="list-style-type: none"> 1. Company Name – <ul style="list-style-type: none"> • Minimum 2 characters & maximum 100 Characters. Error Message – “Allowed minimum characters are 2 and maximum 100” • Special Characters will not be allowed. E.g. (!@#\$%^&*).Error Message – “Special Characters not allowed”. • Null Entry - Error Message – “This field is mandatory”. 2. POC Name – <ul style="list-style-type: none"> • Minimum 2 characters & maximum 100 Characters. Error Message – “Allowed minimum characters are 2 and maximum 100” • Special Characters will not be allowed. E.g. (!@#\$%^&*).Error Message – “Special Characters not allowed”. • Null Entry - Error Message – “This field is mandatory”. 3. POC Contact No – <ul style="list-style-type: none"> • The number should be in 10-digit format. Error Message – “Invalid Contact Number” • Null Entry - Error Message – “This field is mandatory”.

	<ol style="list-style-type: none">4. Company Code<ul style="list-style-type: none">• Minimum <> characters & maximum <> Characters. Error Message – “Allowed minimum characters are <> and maximum <>”• Null Entry - Error Message – “This field is mandatory”.5. POC Email ID<ul style="list-style-type: none">• Email ID format - abcxx@Jupiterhospital.com. Error Message – “Invalid Email format”.• Null Entry – Error Message – “This field is mandatory”6. Company Address Line 1<ul style="list-style-type: none">• Minimum 2 characters & maximum 100 Characters. Error Message – “Allowed minimum characters are 2 and maximum 100”• Special Characters will not be allowed. E.g. (!@#\$%^&*).Error Message – “Special Characters not allowed”.• Null Entry - Error Message – “This field is mandatory”.7. Company Address Line 2<ul style="list-style-type: none">• Minimum 2 characters & maximum 100 Characters. Error Message – “Allowed minimum characters are 2 and maximum 100”• Special Characters will not be allowed. E.g. (!@#\$%^&*).Error Message – “Special Characters not allowed”.• Null Entry - Error Message – “This field is mandatory”.8. Company Address Line 3<ul style="list-style-type: none">• Minimum 2 characters & maximum 100 Characters. Error Message – “Allowed minimum characters are 2 and maximum 100”• Special Characters will not be allowed. E.g. (!@#\$%^&*).Error Message – “Special Characters not allowed”.• Null Entry - Error Message – “This field is mandatory”.9. Pin code / Zip Code –<ul style="list-style-type: none">• Minimum 5 digits & maximum 6 digits. Error Message – “Allowed minimum digits are 5 and maximum 6”• Null Entry - Error Message – “This field is mandatory”.10. Country – Country-Region Dropdown Menu (Free) GeoDataSource11. State – Ref Link- Country-Region Dropdown Menu (Free) GeoDataSource12. City
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	<ul style="list-style-type: none">• Minimum 2 characters & maximum 100 Characters. Error Message – “Allowed minimum characters are 2 and maximum 100”• Special Characters will not be allowed. E.g. (!@#\$%^&*). Error Message – “Special Characters not allowed”.• Null Entry - Error Message – “This field is mandatory”. <p>13. Company Contact No</p> <ul style="list-style-type: none">• The number should be in 10-digit format. Error Message – “Invalid Contact Number”• Null Entry - Error Message – “This field is mandatory”. <p>14. Company Email Id</p> <ul style="list-style-type: none">• Email ID format - abcxx@Jupiterhospital.com. Error Message – “Invalid Email format”.• Null Entry – Error Message – “This field is mandatory” <p>15. Company Website URL – Minimum 2 characters & maximum 100 Characters. “Not Mandatory”.</p> <p>16. Company Bank Name</p> <ul style="list-style-type: none">• Minimum 2 characters & maximum 100 Characters. Error Message – “Allowed minimum characters are 2 and maximum 100”• Special Characters will not be allowed. E.g. (!@#\$%^&*). Error Message – “Special Characters not allowed”.• Null Entry - Error Message – “This field is mandatory”. <p>17. Company Bank A/C No</p> <ul style="list-style-type: none">• Bank Account Number will be only in numeric form.• Minimum 5 digits & maximum 20 digits. Error Message – “Allowed minimum digits are 5 and maximum 20”.• Special Characters will not be allowed. E.g. (!@#\$%^&*). Error Message – “Special Characters not allowed”.• It contains numbers from 0 to 9.• Null Entry - Error Message – “This field is mandatory”. <p>18. IFSC Code</p> <ul style="list-style-type: none">• IFSC will be in alpha-numeric form.• Minimum 5 characters & maximum 20 characters. Error Message – “Allowed minimum characters are 5 and maximum 20”.
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	<ul style="list-style-type: none"> Special Characters will not be allowed. E.g. (!@#\$%^&*). Error Message – “Special Characters not allowed”. Null Entry - Error Message – “This field is mandatory”. <p>19. GST No.</p> <ul style="list-style-type: none"> GST No will be in alpha-numeric form. Mandatory 15 characters to be filled. Error Message – “Allowed only 15 characters”. Special Characters will not be allowed. E.g. (!@#\$%^&*). Error Message – “Special Characters not allowed”. Null Entry - Error Message – “This field is mandatory”. <p>20. MSME Registration No.</p> <ul style="list-style-type: none"> “MSME Registration No” will be in alpha-numeric form. Minimum 10 characters & maximum 15 characters. Error Message – “Allowed minimum characters are 10 and maximum 15”. Special Characters will not be allowed. E.g. (!@#\$%^&*). Error Message – “Special Characters not allowed”. Null Entry - Error Message – “This field is mandatory”. <p>21. Pan No.</p> <ul style="list-style-type: none"> “Pan No” will be in alpha-numeric form. Mandatory 10 characters to be filled. Error Message – “Allowed only 10 characters”. Special Characters will not be allowed. E.g. (!@#\$%^&*). Error Message – “Special Characters not allowed”. Null Entry - Error Message – “This field is mandatory”.
Integration	<Not Applicable>

Buttons and Links

Action	Description	Next Step	Message Box
Add New Company	Admin will be able to add new Company in the system	Admin users will redirect to “Add New Company” Form.	<Not Applicable>

Edit Company	Edit Company Details	Admin users will redirect to "Edit Company" Form.	<Not Applicable>
Delete	Delete Company from listing	Company will be soft deleted from listing	<Not Applicable>
Upload	Upload Documents in the Add and Edit Company Form	Documents will be uploaded	Documents upload option for fields: GST, MSME Reg No, Pan No.
Save	Clicking on save will validate the form fields with values	A prompt will be displayed for user to confirm the save action and form details will be saved	"Are you sure you want the save the Company Details?" "Company Details saved successfully!"
Cancel	Clicking on cancel system will prompt user to confirm the cancel action.	A prompt will be displayed for user to confirm the "cancel" action.	"Are you sure you want to cancel the details filled?" "Company Details cancelled successfully!"

Filter Options

Description / Filter Name	Filter Type	Source
Search bar	Search bar to enter keyword	Post entering keyword, the listing will be updated

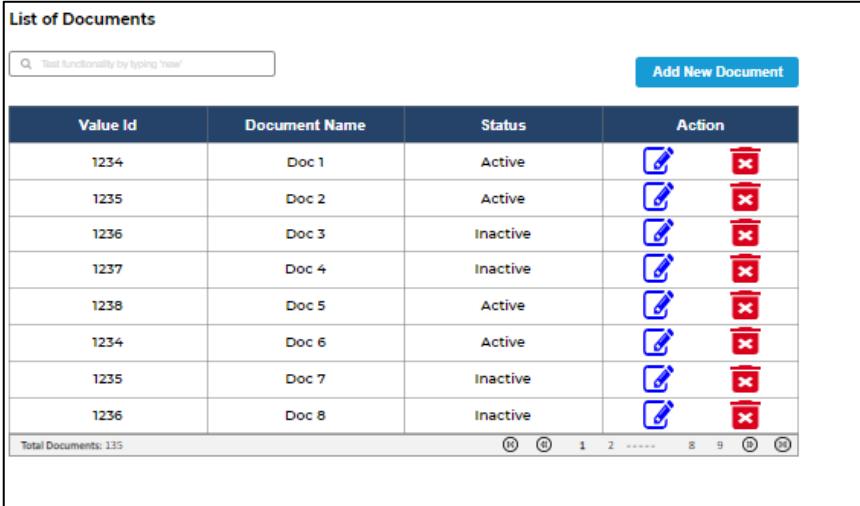
Form Elements

Description/Field Name		Type	Source
Company Name*		Text Box	Manual Input
Company Location*		Dropdown	Fixed Values
Company Code*		Text Box	Manual Input

POC Name*	Text Box	Manual Input
POC Contact No*	Text Box	Manual Input
POC Email ID*	Text Box	Manual Input
Company Address Line 1*	Text Box	Manual Input
Company Address Line 2*	Text Box	Manual Input
Company Address Line 3*	Text Box	Manual Input
Pin / Zip Code*	Text Box	Manual Input
City*	Dropdown	Fixed Values
State*	Dropdown	Ref Link- Country-Region Dropdown Menu (Free) GeoDataSource
Country*	Dropdown	Ref Link- Country-Region Dropdown Menu (Free) GeoDataSource
Company Contact No*	Text Box	Manual Input
Company Email ID*	Text Box	Manual Input
Company Website URL*	Text Box	Manual Input
Company Bank Name*	Text Box	Manual Input
Company Bank A/C No*	Text Box	Manual Input
IFSC Code*	Text Box	Manual Input
GST No*	Text Box	Manual Input
MSME Registration No*	Text Box	Manual Input
Pan No*	Text Box	Manual Input

5.3 Masters – Document Master

Actor	Super Admin
Description	This use case defines the Document Master.
Pre-Condition	<ol style="list-style-type: none"> 1. The user should browse the valid URL. 2. The user account should be created. 3. The user should have proper internet connectivity. 4. User is logged In. <p>5. User should click on “Document Master” from the Masters menu option in the Side menu.</p>

Post-Condition	Admin will be able to view created documents and manage it from this section
Business Rules	<p>From this section Admin would be able to view and manage documents. This use case will define the process for document management</p>  <p>Admin will be able to view the list in a tabular format with the following columns:</p> <ul style="list-style-type: none"> • Value Id • Document Name • Status • Action <ul style="list-style-type: none"> ○ Edit ○ Delete • Predictive Search – Admin can search the document name <p>Description:</p> <p>Add Document – Clicking on “Add Document” will redirect user to the Add Document Screen where they can create new document</p> <p>Edit Document – Clicking on “Edit Document” will redirect user to the Edit Document Screen where user can view all the fields in an editable format</p> <p>Delete – Clicking on “Delete” will give a popup to delete the document from the listing. Once the user confirms deletion the document will be deleted</p>

Admin will be able to edit and delete (soft delete documents) on this page, (soft delete means that you set a flag on an existing data which indicates that a record has been deleted, instead of actually deleting the record. The values would always be saved in the database)

Pagination

- User will be displayed with default top 10 records in listing page and user will be able to view rest records by clicking on the pagination.
- Admin will be able to view the current page number previous and next page icon.

Add Document

The screenshot shows a software interface for adding a new document. At the top, there's a navigation bar with 'Masters' and 'Document Master'. Below it is a title 'Add Document'. The main area contains two input fields: 'Document Name' with a text input box and 'Document Status' with a dropdown menu labeled 'Select Status'. At the bottom right of the form is a blue 'Save' button.

Admin will be able to view and fill the following fields

- Document Name
- Document Status

Edit Document

Admin will be able to view and fill the following fields

- Document Name
- Document Status

Validation	1. Document Name –
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	<ul style="list-style-type: none"> • Minimum 2 characters & maximum 100 Characters. Error Message – “Allowed minimum characters are 2 and maximum 100” • Special Characters will not be allowed. E.g. (!@#\$%^&*). Error Message – “Special Characters not allowed”. • Null Entry - Error Message – “This field is mandatory”. <p>2. Document Status –</p> <ul style="list-style-type: none"> • Null Entry - Error Message – “This field is mandatory”.
Integration	<Not Applicable>

Buttons and Links

Action	Description	Next Step	Message Box
Add New Document	Admin will be able to add new Document	Admin users will redirect to “Add Document” Form.	<Not Applicable>
Edit Document	Admin will be able to Edit Document details	Admin users will redirect to “Edit Document” Form.	<Not Applicable>
Delete	Delete Document from listing	Document will be soft deleted from listing	<Not Applicable>
Save	Clicking on save will validate the form fields with values	A prompt will be displayed for user to confirm the save action and form details will be saved	“Are you sure you want the save the Document Details?” “Document Details saved successfully!”
Cancel	Clicking on cancel system will prompt user to confirm the cancel action.	A prompt will be displayed for user to confirm the “cancel” action.	“Are you sure you want to cancel the details filled?”

			“Document Details cancelled successfully!”
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Filter Options

Description / Filter Name	Filter Type	Source
Search bar	Search bar to enter keyword	Post entering keyword, the listing will be updated

Form Elements

Description/Field Name	Type	Source	Error Message
Document Name*	Text Box	Manual Input	<ul style="list-style-type: none"> • Minimum 2 characters & maximum 100 Characters. Error Message – “Allowed minimum characters are 2 and maximum 100” • Special Characters will not be allowed. E.g. (!@#\$%^&*). Error Message – “Special Characters not allowed”.

Description/Field Name	Type	Source	Error Message
			<ul style="list-style-type: none"> • Null Entry - Error Message – “This field is mandatory”.
Document Status*	Dropdown	Fixed Values- Active, inactive	“This field is mandatory”

5.4 Masters – Approval Matrix for Contracts and MOU

Actor	Super Admin
Description	This use case defines the Approval Matrix for MOU and Contracts
Pre-Condition	<ol style="list-style-type: none"> 1. The user should browse the valid URL. 2. The user account should be created. 3. The user should have proper internet connectivity. 4. User is logged In. 5. User should click on “Approval Matrix” from the Masters menu option in the Side menu.
Post-Condition	Admin will be able to view and manage the Approval Matrix from this section
Business Rules	<p>Contracts</p> <p>From this section Admin would be able to view and manage Approval Matrix. This use case will define the process for Approval management</p>

Approval Matrix - Contract					
Masters / Approval Matrix					
Department wise Approval		(List of Department will be fetched from HMIS. Any new Department added in HMIS should get listed here)			
Action	Value Id	Department	Approver 1	Approver 2	Approver 3
	1234	IT	John Doe	John Doe	John Doe
	1235	HR	John Doe	John Doe	John Doe
	1236	Maintenance	John Doe	John Doe	John Doe
	1237	Finance	John Doe	John Doe	John Doe

Admin will be able to view the list in a tabular format with the following columns:

- Value Id
- Department
- Approver 1
- Approver 2
- Approver 3
- Action
 - Edit

Description:

Edit Approval – Clicking on “Edit Approval” will redirect user to the Edit Approval Screen where user can view all the fields in an editable format.

Pagination

- User will be displayed with default top 10 records in listing page and user will be able to view rest records by clicking on the pagination.
- Admin will be able to view the current page number previous and next page icon.

Admin will be able to view and fill the following fields

- Approval 1
- Approval 2
- Approval 3
- Skip Approval after no response for the number of days – Admin will be able to select the number of days from a dropdown

Edit Approval Matrix

Approval Matrix - HR

Master Management / Approval Matrix

	Person Responsible	Skip Approval after no response for the number of days
Approval 1	<input type="text" value="Test functionality by typing 'new'"/>	<input type="text" value="4"/>
Approval 2	<input type="text" value="Test functionality by typing 'new'"/>	
Approval 3	<input type="text" value="Test functionality by typing 'new'"/>	

Save **Cancel**

Admin will be able to view and fill the following fields

- Approval 1
- Approval 2
- Approval 3
- Skip Approval after no response for the number of days. Admin will be able to select the number of days from a dropdown

MOU

From this section Admin would be able to view and manage Approval Matrix. This use case will define the process for Approval management

Approval Matrix - MOU

Masters / Approval Matrix

Department wise Approval (Fixed Department for MOU - TPA, Corporate, Aggregator)

Action	Value Id	Department	Approver 1	Approver 2	Approver 3
	1234	TPA	John Doe	John Doe	John Doe
	1235	Corporate	John Doe	John Doe	John Doe
	1236	Aggregator	John Doe	John Doe	John Doe

Edit Approval Matrix

Approval Matrix - MOU

Master Management / Escalation Matrix

Approval 1	Person Responsible <input type="text" value="Test functionality by typing 'test'"/>	Skip Approval after no response for the number of days <input type="button" value="Select Days--"/>
Approval 2	<input type="text" value="Test functionality by typing 'test'"/>	
Approval 3	<input type="text" value="Test functionality by typing 'test'"/>	

Save **Cancel**

	<p>Admin will be able to view and fill the following fields</p> <ul style="list-style-type: none"> • Approval 1 • Approval 2 • Approval 3 • Skip Approval after no response for the number of days. Admin will be able to select the number of days from a dropdown
Validation	<ol style="list-style-type: none"> 1. Approval 1 – Mandatory Field; Error Message “This field is Mandatory” 2. Approval 2 – Non-Mandatory 3. Approval 3 – Non-Mandatory
Integration	HMIS Integration

Buttons and Links

Action	Description	Next Step	Message Box
Edit Approval	Admin will be able to Edit approval	Admin users will redirect to “Edit Approval” Form.	<Not Applicable>
Save	Clicking on save will validate the form fields with values	A prompt will be displayed for user to confirm the save action and form details will be saved	<p>“Are you sure you want the save the Approval Matrix Details?”</p> <p>“Approval Matrix Details saved successfully!”</p>
Cancel	Clicking on cancel system will prompt user to confirm the cancel action.	A prompt will be displayed for user to confirm the cancel action.	<p>“Are you sure you want to cancel the details filled?”</p> <p>“Approval Matrix Details cancelled successfully!”</p>

Form Elements

Description/Field Name	Type	Source	Error Message
Person Responsible			
Approval 1	Predictive Search	Employee Master	"This field is mandatory"
Approval 2	Predictive Search	Employee Master	
Approval 3	Predictive Search	Employee Master	
Skip Approval after no response for the number of days			
Select Days	Dropdown	Fixed Values	"This field is mandatory"

5.5 Masters – Escalation Matrix for Contracts and MOU

Actor	Super Admin
Description	This use case defines the Escalation Matrix for MOU and Contracts
Pre-Condition	<ol style="list-style-type: none"> 1. The user should browse the valid URL. 2. The user account should be created. 3. The user should have proper internet connectivity. 4. User is logged In. 5. User should click on "Escalation Matrix" from the Masters menu option in the Side menu.
Post-Condition	Admin will be able to view and manage the Escalation Matrix from this section
Business Rules	<p>Contracts</p> <p>From this section Admin would be able to view and manage Escalation Matrix. This use case will define the process for Escalation management</p>

Escalation Matrix - Contracts					
Masters / Escalation Matrix					
Department wise Escalation (List of Department will be fetched from HMIS. Any new Department added in HMIS should get listed here)					
Action	Value Id	Department	Escalation 1	Escalation 2	Escalation 3
<input checked="" type="checkbox"/>	1234	IT	John Doe	John Doe	John Doe
<input checked="" type="checkbox"/>	1235	HR	John Doe	John Doe	John Doe
<input checked="" type="checkbox"/>	1236	Maintenance	John Doe	John Doe	John Doe
<input checked="" type="checkbox"/>	1237	Finance	John Doe	John Doe	John Doe

Admin will be able to view the list in a tabular format with the following columns:

- Value Id
- Department
- Escalation 1
- Escalation 2
- Escalation 3
- Action
 - Edit

Description:

Edit Escalation – Clicking on “Edit Escalation” will redirect user to the Edit Escalation Screen where user can view all the fields in an editable format

Edit Escalation Matrix

The screenshot displays the 'Edit Escalation Matrix - HR' interface. It features a header bar with 'Master Management' and 'Escalation Matrix'. The main content area is titled 'Escalation Matrix - HR' and contains three rows for 'Escalation 1', 'Escalation 2', and 'Escalation 3'. Each row includes a 'Person Responsible' field (with a placeholder 'Test functionality by typing "new"') and a 'Trigger After' field (a dropdown menu labeled 'Select Days--'). At the bottom are 'Save' and 'Cancel' buttons.

Admin will be able to view and fill the following fields

- Escalation 1
- Escalation 2
- Escalation 3
- Trigger – Admin will be able to select the number of days from a dropdown

Logic for Escalation in the Contracts

- The escalation email will be triggered as per the configuration done in the escalation matrix department wise
- The email will be triggered based on the “Trigger After” duration configured for level 1, level 2 & level 3.
- Users will be able to configure the person responsible to whom the escalation will be sent.
- For email templates refer [use case: 5.7](#)

MOU

From this section Admin would be able to view and manage Escalation Matrix. This use case will define the process for Escalation management

Escalation Matrix - MOU					
Masters / Escalation Matrix					
List of Escalation			(Fixed Department for MOU - TPA, Corporate, Aggregator)		
Action	Value Id	Department	Escalation 1	Escalation 2	Escalation 3
	1234	TPA	John Doe	John Doe	John Doe
	1235	Corporate	John Doe	John Doe	John Doe
	1236	Aggregator	John Doe	John Doe	John Doe

Admin will be able to view the list in a tabular format with the following columns:

- Value Id
- Department
- Escalation 1
- Escalation 2
- Escalation 3
- Action
 - Edit

Description:

Edit Escalation – Clicking on “Edit Escalation” will redirect user to the Edit Escalation Screen where user can view all the fields in an editable format

	<h2>Edit Escalation Matrix</h2> <div style="border: 1px solid #ccc; padding: 10px;"> <p>Escalation Matrix - MOU</p> <p>Master Management / Escalation Matrix</p> <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 30%;"></th><th style="text-align: center; width: 40%;">Person Responsible</th><th style="text-align: center; width: 30%;">Trigger After</th></tr> </thead> <tbody> <tr> <td style="text-align: left;">Escalation 1</td><td style="text-align: center;"> <input type="text" value="Test functionality by typing 'new'"/> </td><td style="text-align: center;"> <input type="button" value="Select Days--"/> </td></tr> <tr> <td style="text-align: left;">Escalation 2</td><td style="text-align: center;"> <input type="text" value="Test functionality by typing 'new'"/> </td><td style="text-align: center;"> <input type="button" value="Select Days--"/> </td></tr> <tr> <td style="text-align: left;">Escalation 3</td><td style="text-align: center;"> <input type="text" value="Test functionality by typing 'new'"/> </td><td style="text-align: center;"> <input type="button" value="Select Days--"/> </td></tr> </tbody> </table> <p style="text-align: center; margin-top: 20px;"> <input type="button" value="Save"/> <input type="button" value="Cancel"/> </p> </div>		Person Responsible	Trigger After	Escalation 1	<input type="text" value="Test functionality by typing 'new'"/>	<input type="button" value="Select Days--"/>	Escalation 2	<input type="text" value="Test functionality by typing 'new'"/>	<input type="button" value="Select Days--"/>	Escalation 3	<input type="text" value="Test functionality by typing 'new'"/>	<input type="button" value="Select Days--"/>
	Person Responsible	Trigger After											
Escalation 1	<input type="text" value="Test functionality by typing 'new'"/>	<input type="button" value="Select Days--"/>											
Escalation 2	<input type="text" value="Test functionality by typing 'new'"/>	<input type="button" value="Select Days--"/>											
Escalation 3	<input type="text" value="Test functionality by typing 'new'"/>	<input type="button" value="Select Days--"/>											
Validation	<p>Admin will be able to view and fill the following fields</p> <ul style="list-style-type: none"> • Escalation 1 • Escalation 2 • Escalation 3 • Trigger – Admin will be able to select the number of days from a dropdown <p>Logic for Escalation in the MOU</p> <ul style="list-style-type: none"> • The escalation email will be triggered as per the configuration done in the escalation matrix department wise • The email will be triggered based on the “Trigger After” duration configured for level 1, level 2 & level 3. • Users will be able to configure the person responsible to whom the escalation will be sent. • For email templates refer use case: 5.7 												

	<p>3. Escalation 3 – Non-Mandatory</p> <p>4. Escalation 1: Number of Days should not be more than number of days for Escalation 2 & Escalation 3</p> <p>5. Escalation 2: Number of Days should not be less than number of days for Escalation 1. Number of Days should not be more than number of days for Escalation 3</p> <p>6. Escalation 3: Number of Days should be more than number of days for Escalation 1 & Escalation 2</p>
Integration	HMIS Integration

Buttons and Links

Action	Description	Next Step	Message Box
Edit Approval	Admin will be able to Edit Escalation	Admin users will redirect to “Edit Escalation” Form.	<Not Applicable>
Save	Clicking on save will validate the form fields with values	A prompt will be displayed for user to confirm the save action and form details will be saved	“Are you sure you want the save the Escalation Matrix Details?” “Escalation Matrix Details saved successfully!”
Cancel	Clicking on cancel system will prompt user to confirm the cancel action.	A prompt will be displayed for user to confirm the cancel action.	“Are you sure you want to cancel the details filled?” “Escalation Matrix Details cancelled successfully!”

Form Elements

Description/Field Name	Type	Source	Error Message
Person Responsible			
Escalation 1	Predictive Search	Employee Master	"This field is mandatory"
Escalation 2	Predictive Search	Employee Master	
Escalation 3	Predictive Search	Employee Master	
Trigger After			
Select Days	Dropdown	Fixed Values	"This field is mandatory"

5.6 Masters – Apostille Masters

Actor	Super Admin
Description	This use case defines the Apostille Master
Pre-Condition	<ol style="list-style-type: none"> 1. The user should browse the valid URL. 2. The user account should be created. 3. The user should have proper internet connectivity. 4. User is logged In. 5. User should click on "Apostille Master" from the Masters menu option in the Side menu.
Post-Condition	Admin will be able to view and manage the Apostille Masters from this section
Business Rules	From this section Admin would be able to view and manage Apostille Masters. This use case will define the process for Apostille management.

List of Apostille			
<input type="text" value="Q. Test functionality by typing 'new'"/> Add New Apostille			
Value Id	Apostille Name	Status	Action
1234	Stamp Paper	Active	
1235	Frankin	Active	
1236	Notary	Inactive	
1237	Affidavit	Inactive	
Total Documents: 135		(1) (2) 1 2 8 9 (10) (11)	

Admin will be able to view the list in a tabular format with the following columns:

- Value Id
- Apostille Name
- Status
- Action
 - Edit
 - Delete

Filter

- Predictive Search – Admin can search the Apostille name

Description:

Add New Apostille – Clicking on “Add New Apostille” will redirect user to the Add Apostille Screen where they can create New Apostille.

Edit Apostille – Clicking on “Edit Apostille” will redirect user to the Edit Apostille Screen where user can view all the fields in an editable format.

Delete –

- Clicking on “Delete” will give a popup to delete the Apostille from the listing. Once the user confirms deletion the Apostille will be deleted
- Admin will be able to edit and delete (soft delete documents) on this page, (soft delete means that you set a flag on an existing data which indicates that a record has been deleted, instead of actually deleting the record. The values would always be saved in the database)

Pagination

- User will be displayed with default top 10 records in listing page and user will be able to view rest records by clicking on the pagination.
- Admin will be able to view the current page number previous and next page icon.

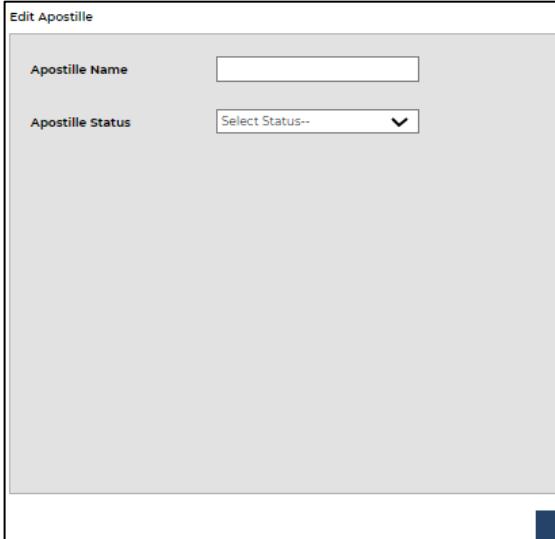
Add New Apostille

The screenshot shows a modal dialog titled 'Add Apostille'. It contains two input fields: 'Apostille Name' with a text input box and 'Apostille Status' with a dropdown menu labeled 'Select Status--'. At the bottom right of the modal are two buttons: 'Save' and 'Cancel'.

Admin will be able to view and fill the following fields

- Apostille Name
- Apostille Status

Edit Apostille

	 <p>Admin will be able to view and fill the following fields</p> <ul style="list-style-type: none"> • Apostille Name • Apostille Status 	
Validation	<ol style="list-style-type: none"> 1. Apostille Name – <ul style="list-style-type: none"> • Minimum 2 characters & maximum 100 Characters. Error Message – “Allowed minimum characters are 2 and maximum 100” • Special Characters will not be allowed. E.g. (!@#\$%^&*).Error Message – “Special Characters not allowed”. • Null Entry - Error Message – “This field is mandatory”. 2. Apostille Status – <ul style="list-style-type: none"> • Null Entry - Error Message – “This field is mandatory”. 	
Integration	<Not Applicable>	

Buttons and Links

Action	Description	Next Step	Message Box
Add New Apostille	Admin will be able to add new Apostille	Admin users will redirect to “Add New Apostille” Form.	<Not Applicable>

Edit Apostille	Admin will be able to Edit Apostille	Admin users will redirect to "Edit Apostille" Form.	<Not Applicable>
Delete	Delete Apostille from listing	Apostille will be soft deleted from listing	<Not Applicable>
Save	Clicking on save will validate the form fields with values	A prompt will be displayed for user to confirm the save action and form details will be saved	<Not Applicable>
Cancel	Clicking on cancel system will prompt user to confirm the cancel action.	A prompt will be displayed for user to confirm the cancel action.	<Not Applicable>

Filter Options

Description / Filter Name	Filter Type	Source
Search bar	Search bar to enter keyword	Post entering keyword, the listing will be updated

Form Elements

Description/Field Name	Type	Source	Error Message
Apostille Name	Text Box	Manual Input	<Not Applicable>

Description/Field Name	Type	Source	Error Message
Apostille Status	Dropdown	Fixed Values	<Not Applicable>

5.7 Reports – Notifications

Actor	System Admin
Description	This use case defines the Notification Reports
Pre-Condition	<ol style="list-style-type: none"> 1. The user should browse the valid URL. 2. The user account should be created. 3. The user should have proper internet connectivity. 4. User is logged In. 5. User should click on “Notification Reports” from the Reports menu option in the Side menu.
Post-Condition	User will be able to view the Notifications from this section
Business Rules	<p>Whenever user clicks on notification, they will be re-directed to the page where users can view list of notification.</p> <p>Notifications:</p> <ul style="list-style-type: none"> • Users will be able to receive notifications in this section. • User will be able to receive in-app notifications and email notifications • These notifications will be sent related to below mentioned events. • Users will be able to view all the received notifications and below information will be shown: • List of notifications: <ul style="list-style-type: none"> ○ Log Number ○ Notification Title ○ Notification Subject ○ Date ○ Time

Notifications

Reports Notifications

List of Notifications

Transaction No	Notification Title	Notification Subject	Date	Time
Contract #12345	MOU Name	John Doe has shared a new MOU for Approval L1	13/04/2024	01:00 PM IST
Contract #12345	MOU Name	Mark Mangolis has Rejected the MOU	11/04/2024	01:00 PM IST
Contract #12345	Contract Name	John Doe has shared a new Addendum for Approval L2	10/04/2024	01:00 PM IST
Contract #12345	Contract Name	Mack Miller has rejected the Contract	09/04/2024	01:00 PM IST
Contract #12345	Contract Name	Contract is getting expired in 30 days	08/04/2024	01:00 PM IST
Contract #12345	Contract Name	Contract is due for renewal in 15 days	07/04/2024	01:00 PM IST
Contract #12345	MOU Name	John Doe has shared a new Addendum for Approval L1	06/04/2024	01:00 PM IST
Contract #12345	MOU Name	MOU is getting expired in 7 days	01/04/2024	01:00 PM IST

Total Notifications: 112

1 2 8 9

MOU

- Email Notification for Approval Level 1 – Email will be sent to L1 Approver**

Email Notification for MOU Created - Approval L1

From

<\$Jupiter Hospital Notification Email\$>

To

<\$Approver L1 Email ID\$>

Cc

[Redacted]

Email Subject

Pending Approval L1 - <\$MOU Name\$> - <\$MOU Creator Name\$>

Email Body

Dear <\$L1 Approver Name\$>

This is to inform you that MOU has been sent to you for Level 1 approval

MOU Name - Lorem Ipsum
MOU Category - Lorem Ipsum
MOU Created By - John Doe

Please use the below link to view the contract

Contract Link - <https://www.ems.jupiterhospital.com/response224>

Warm regards,

Jupiter Hospital
+91-1111111111



Next

- Email Notification for Rejection by L1 Approver – MOU creator will be notified

Email Notification for Rejection by L1 Approver - Notify to Creator

From
[\$Jupiter Hospital Notification Email\$]

To
[\$Creator Email ID\$]

Cc
[]

Email Subject
Rejected - <\$MOU Name\$> - <\$L1 Approver Name\$>

Email Body

Dear <\$Creator Name\$>
This is to inform you that the MOU sent for approval has been rejected
MOU Name - Lorem Epsum
MOU Category - Lorem Epsum
MOU Rejected By - John Doe
Rejection Reason: Lorem Epsum Dolar Sit Emit
Please use the below link to view the contract
Contract Link - <https://www.ems.jupiterhospital.com/response224>
Warm regards,

Jupiter Hospital
+91-1111111111



Next

- Email Notification for L1 approval – MOU Creator will be notified

Email Notification for Approved by L1 Approver - Notify to Creator

From
[\$Jupiter Hospital Notification Email\$]

To
[\$Creator Email ID\$]

Cc
[Redacted]

Email Subject
Approved- <\$MOU Name\$> - <\$L1 Approver Name\$>

Email Body

Dear <\$Creator Name\$>
This is to inform you that the MOU sent for approval has been Approved and has been sent for L2 approval to <\$L2 Approver Name\$>.

Jupiter Hospital
Patient First

MOU Name - Lorem Epsum
MOU Category - Lorem Epsum
MOU Approved By - John Doe

Please use the below link to view the contract
Contract Link - <https://www.ems.jupiterhospital.com/response224>

Warm regards,

Jupiter Hospital
+91-1111111111

[Next](#)

- **Email Notification for L2 Approval after L1 Approval – L2 Approver will be notified**

Email Notification for L2 Approval after L1 Approval

From
{\$Jupiter Hospital Notification Email\$}

To
{\$Approver L2 Email ID\$}

Cc
[Empty input field]

Email Subject
Pending Approval L2- {\$MOU Name\$} - {\$MOU Creator Name\$} - {\$L1 Approver Name\$}

Email Body

Dear {\$L2 Approver Name\$}
This is to inform you that MOU has been sent to you for Level 2 approval.
MOU Name - Lorem Epsum
MOU Category - Lorem Epsum
MOU Created By - John Doe
L1 Approver Name - Mack Miller

Please use the below link to view the contract
Contract Link - <https://www.ems.jupiterhospital.com/response224>

Warm regards,

Jupiter Hospital
+91-1111111111

Next



- **Email Notification after Rejection by L2 Approver – Notify to MOU Creator**

Email Notification for Rejection by L2 Approver - Notify to Creator

From
{\$Jupiter Hospital Notification Email\$}

To
{\$Creator Email ID\$}

Cc
[Empty input field]

Email Subject
Rejected - {\$MOU Name\$} - {\$L2 Approver Name\$}

Email Body

Dear {\$Creator Name\$},
This is to inform you that the MOU sent for approval has been rejected.
MOU Name : Lorem Ipsum
MOU Category : Lorem Ipsum
MOU Rejected By : John Doe
Rejection Reason: Lorem Ipsum Dolor Sit Emit
Please use the below link to view the contract
Contract Link : <https://www.ems.jupiterhospital.com/response224>
Warm regards,

Jupiter Hospital
+91-1111111111



Next

- Email Notification after Rejection by L2 Approver – Notify to L1 Approver

Email Notification for Rejection by L2 Approver - Notify to Approver L1

From
{\$Jupiter Hospital Notification Email\$}

To
{\$L1 Approver Email ID\$}

Cc
[Empty input field]

Email Subject
Rejected - {\$MOU Name\$} - {\$L2 Approver Name\$}

Email Body

Dear {\$Approver L1 Name\$},
This is to inform you that the MOU approved by you has been rejected at Level 2.
MOU Name - Lorem Epsum
MOU Category - Lorem Epsum
MOU Rejected By - John Doe
Rejection Reason: Lorem Epsum Dolor Sit Emit
Please use the below link to view the contract
Contract Link - <https://www.ems.jupiterhospital.com/response224>
Warm regards,

Jupiter Hospital
+91-1111111111



Next

- Email Notification after L2 Approval – Notify to MOU Creator

Email Notification for Approved by L2 Approver - Notify to Creator

From

To

Cc

Email Subject

Email Body

Dear <\$Creator Name\$>
This is to inform you that the MOU sent for L2 approval has been Approved and has been sent for L3 approval to <\$L3 Approver Name\$>
MOU Name - Lorem Ipsum
MOU Category - Lorem Ipsum
MOU Approved By - John Doe

Please use the below link to view the contract
Contract Link - <https://www.ems.jupiterhospital.com/response224>

Warm regards,

Jupiter Hospital
+91-1111111111

[Next](#)

- Email Notification after L2 Approval – Notify to L1 Approver

Email Notification for Approved by L2 Approver - Notify to Approver L1

From

<\$Jupiter Hospital Notification Email\$>

To

<\$L1 Approver Email ID\$>

Cc

[Redacted]

Email Subject

Approved- <\$MOU Name\$> - <\$L2 Approver Name\$>

Email Body

Dear <\$Approver L1 Name\$>

This is to inform you that the MOU approved by you has been approved at Level 2.

MOU Name - Lorem Epsum
MOU Category - Lorem Epsum
MOU Approved By - John Doe

Please use the below link to view the contract

Contract Link - <https://www.ems.jupiterhospital.com/response224>

Warm regards,

Jupiter Hospital
+91-1111111111



Next

- **Email Notification for L3 approval after L2 Approval – Notify to L2 Approver (If Required)**

Email Notification for L3 Approval after L2 Approval (If Required)

From
[\$Jupiter Hospital Notification Email\$]

To
[\$Approver L3 Email ID\$]

Cc
[]

Email Subject
Pending Approval L3- <\$MOU Name\$> - <\$MOU Creator Name\$> - <\$L1 Approver Name\$> - <\$L2 Approver Name\$>

Email Body

Dear <\$L3 Approver Name\$>
This is to inform you that MOU has been sent to you for Level 3 approval.
MOU Name - Lorem Epsum
MOU Category - Lorem Epsum
MOU Created By - John Doe
L1 Approver Name - Mack Miller
L2 Approver Name - William Shatner
Please use the below link to view the contract
Contract Link - <https://www.ems.jupiterhospital.com/response224>
Warm regards,

Jupiter Hospital
+91-1111111111

Next



- **Email Notification after Rejection by L3 Approver – Notify to MOU Creator (If Required)**

Email Notification for Rejection by L3 Approver - Notify to Creator

From
{\$Jupiter Hospital Notification Email\$}

To
{\$Creator Email ID\$}

Cc
[Empty input field]

Email Subject
Rejected - {\$MOU Name\$} - {\$L3 Approver Name\$}

Email Body

Dear {\$Creator Name\$},

This is to inform you that the MOU sent for approval has been rejected.

MOU Name - Lorem Ipsum
MOU Category - Lorem Ipsum
MOU Rejected By - John Doe

Rejection Reason: Lorem Ipsum Dolor Sit Emit

Please use the below link to view the contract.

Contract Link - <https://www.ems.jupiterhospital.com/response224>

Warm regards,

Jupiter Hospital
+91-1111111111

The logo for Jupiter Hospital features the word "Jupiter" in a large blue serif font above the word "Hospital" in a smaller blue sans-serif font. Below "Hospital" is the tagline "Patient First" in a smaller orange sans-serif font. To the left of the text is a stylized graphic of three yellow leaves or petals arranged in a triangular shape.

Next

- **Email Notification after Rejection by L3 Approver – Notify to L1 Approver (If Required)**

Email Notification for Rejection by L3 Approver - Notify to Approver L1

From

<\$Jupiter Hospital Notification Email\$>

To

<\$L1 Approver Email ID\$>

Cc

[Redacted]

Email Subject

Rejected - <\$MOU Name\$> - <\$L3 Approver Name\$>

Email Body

Dear <\$Approver L1 Name\$>

This is to inform you that the MOU approved by you has been rejected at Level 3.

MOU Name - Lorem Ipsum
MOU Category - Lorem Ipsum
MOU Rejected By - John Doe

Rejection Reason: Lorem Ipsum Dolor Sit Emit

Please use the below link to view the contract

Contract Link - <https://www.ems.jupiterhospital.com/response224>

Warm regards,

Jupiter Hospital
+91-1111111111



Next

- **Email Notification after Rejection by L3 Approver – Notify to L2 Approver (If Required)**

Email Notification for Rejection by L3 Approver - Notify to Approver L2

From

<\$Jupiter Hospital Notification Email\$>

To

<\$L2 Approver Email ID\$>

Cc

[Redacted]

Email Subject

Rejected - <\$MOU Name\$> - <\$L3 Approver Name\$>

Email Body

Dear <\$Approver L2 Name\$>

This is to inform you that the MOU approved by you has been rejected at Level 3.

MOU Name - Lorem Epsum
MOU Category - Lorem Epsum
MOU Rejected By - John Doe

Rejection Reason: Lorem Epsum Dolor Sit Emitt

Please use the below link to view the contract

Contract Link - <https://www.ems.jupiterhospital.com/response224>

Warm regards,

Jupiter Hospital
+91-1111111111



Next

- **Email Notification after Approval by L3 Approver – Notify to MOU Creator (If Required)**

Email Notification for Approved by L3 Approver - Notify to Creator

From

<\$Jupiter Hospital Notification Email\$>

To

<\$Creator Email ID\$>

Cc

[Redacted]

Email Subject

Approved- <\$MOU Name\$> - <\$L3 Approver Name\$>

Email Body

Dear <\$Creator Name\$>

This is to inform you that the MOU sent for L3 approval has been Approved.
The MOU is in "Active" state.

MOU Name - Lorem Epsum
MOU Category - Lorem Epsum
MOU Approved By - John Doe

Please use the below link to view the contract

Contract Link - <https://www.ems.jupiterhospital.com/response224>

Warm regards,

Jupiter Hospital
+91-1111111111



Next

- **Email Notification after Approval by L3 Approver – Notify to L1 Approver (If Required)**

Email Notification for Approved by L3 Approver - Notify to Approver L1

From

<\$Jupiter Hospital Notification Email\$>

To

<\$L1 Approver Email ID\$>

Cc

[Redacted]

Email Subject

Approved- <\$MOU Name\$> - <\$L3 Approver Name\$>

Email Body

Dear <\$Approver L1 Name\$>

This is to inform you that the MOU approved by you has been approved at Level 3.
The MOU is in "Active" state

MOU Name - Lorem Ipsum
MOU Category - Lorem Ipsum
MOU Approved By - John Doe

Please use the below link to view the contract

Contract Link - <https://www.ems.jupiterhospital.com/response224>

Warm regards,

Jupiter Hospital
+91-1111111111



Next

- **Email Notification after Approval by L3 Approver – Notify to L2 Approver (If Required)**

Email Notification for Approved by L3 Approver - Notify to Approver L2

From

<\$Jupiter Hospital Notification Email\$>

To

<\$L2 Approver Email ID\$>

Cc

[Redacted]

Email Subject

Approved- <\$MOU Name\$> - <\$L3 Approver Name\$>

Email Body

Dear <\$Approver L2 Name\$>

This is to inform you that the MOU approved by you has been approved at Level 3.
The MOU is in "Active" state.

MOU Name - Lorem Epsum
MOU Category - Lorem Epsum
MOU Approved By - John Doe

Please use the below link to view the contract

Contract Link - <https://www.ems.jupiterhospital.com/response224>

Warm regards,

Jupiter Hospital
+91-1111111111



Next

- Email Notification for Renewal of the MOU in 30 days

Email Notification for Renewal of the MOU in 30 Days

From
{\$Jupiter Hospital Notification Email\$}

To
{\$Creator Email ID\$}

Cc
[Empty input field]

Email Subject
Renewal - {\$MOU Name\$} - <Renewal due in 30 days>

Email Body

Dear {\$Creator Name\$},
This is to inform you that the MOU is due for renewal in 30 days.
MOU Name - Lorem Epsum
MOU Category - Lorem Epsum
Please use the below link to view the contract
Contract Link - <https://www.ems.jupiterhospital.com/response224>
Warm regards,
Jupiter Hospital
+91-1111111111



Next

- Email Notification for Renewal of the MOU in 05 days

Email Notification for Renewal of the MOU in 05 Days

From
{\$Jupiter Hospital Notification Email\$}

To
{\$Creator Email ID\$}

Cc
[Empty input field]

Email Subject
Renewal - {\$MOU Name\$} - Renewal due in 05 days

Email Body

Dear {\$Creator Name\$},
This is to inform you that the MOU is due for renewal in 05 days.
MOU Name - Lorem Epsum
MOU Category - Lorem Epsum
Please use the below link to view the contract
Contract Link - <https://www.ems.jupiterhospital.com/response224>
Warm regards,
Jupiter Hospital
+91-1111111111



Next

- Email Notification for Renewal of the MOU due Today

Email Notification for Renewal of the MOU due Today

From
{\$Jupiter Hospital Notification Email\$}

To
{\$Creator Email ID\$}

Cc
[Empty input field]

Email Subject
Renewal - {\$MOU Name\$} - <Renewal due in Today>

Email Body

Dear {\$Creator Name\$}
This is to inform you that the MOU is due for renewal Today
MOU Name - Lorem Epsum
MOU Category - Lorem Epsum
Please use the below link to view the contract
Contract Link - <https://www.ems.jupiterhospital.com/response224>
Warm regards,
Jupiter Hospital
+91-1111111111



Next

- Email Notification for MOU due to Expire in 30 Days

Email Notification for MOU due to expire in 30 Days

From
{\$Jupiter Hospital Notification Email\$}

To
{\$Creator Email ID\$}

Cc
[Empty input field]

Email Subject
Expiry- {\$MOU Name\$} - <Due to Expire in 30 Days>

Email Body

Dear {\$Creator Name\$},
This is to inform you that the MOU is due to expire in 30 days.
MOU Name - Lorem Epsum
MOU Category - Lorem Epsum
Please use the below link to view the contract
Contract Link - <https://www.ems.jupiterhospital.com/response224>
Warm regards,
Jupiter Hospital
+91-1111111111



Next

- Email Notification for MOU due to Expire in 05 Days

Email Notification for MOU due to expire in 05 Days

From

To

Cc

Email Subject

Email Body

Dear <\$Creator Name\$>
This is to inform you that the MOU is due to expire in 05 days
MOU Name - Lorem Epsum
MOU Category - Lorem Epsum
Please use the below link to view the contract
Contract Link - <https://www.ems.jupiterhospital.com/response224>
Warm regards,

Jupiter Hospital
+91-1111111111



Next

- Email Notification for MOU due to Expire Today

Email Notification for MOU due to expire Today

From
[\$Jupiter Hospital Notification Email\$]

To
[\$Creator Email ID\$]

Cc
[]

Email Subject
Expiry- <\$MOU Name\$> - <Due to Expire Today>

Email Body

Dear <\$Creator Name\$>
This is to inform you that the MOU is due to expire Today
MOU Name - Lorem Epsum
MOU Category - Lorem Epsum
Please use the below link to view the contract
Contract Link - <https://www.ems.jupiterhospital.com/response224>
Warm regards,

Jupiter Hospital
+91-1111111111

 Jupiter Hospital
Patient First

[Next](#)

MOU- Addendum

- Email Notification for Addendum Added – Notification to L1 Approver

Email Notification for Addendum Added- Approval L1

From

<\$Jupiter Hospital Notification Email\$>

To

<\$Approver L1 Email ID\$>

Cc

[Redacted]

Email Subject

Pending Approval L1 - <\$MOU-Addendum Name\$> - <\$MOU-Addendum Creator Name\$>

Email Body

Dear <\$L1 Approver Name\$>

This is to inform you that MOU with addendum has been sent to you for Level 1 approval

MOU-Addendum Name - Lorem Epsum
MOU-Addendum Category - Lorem Epsum
MOU-Addendum Created By - John Doe

Please use the below link to view the contract

Contract Link - <https://www.ems.jupiterhospital.com/response224>

Warm regards,

Jupiter Hospital
+91-1111111111



Next

- **Email Notification after rejection by L1 approver – Notify to Creator**

Email Notification for Rejection by L1 Approver - Notify to Creator

From
{\$Jupiter Hospital Notification Email\$}

To
{\$Creator Email ID\$}

Cc
[Empty input field]

Email Subject
Rejected - {\$MOU-Addendum Name\$} - {\$L1 Approver Name\$}

Email Body

Dear {\$Creator Name\$},
This is to inform you that the MOU with Addendum sent for approval has been rejected.
MOU-Addendum Name - Lorem Epsum
MOU-Addendum Category - Lorem Epsum
MOU-Addendum Rejected By - John Doe
Rejection Reason: Lorem Epsum Dolar Sit Emit
Please use the below link to view the contract
Contract Link - <https://www.ems.jupiterhospital.com/response224>
Warm regards,

Jupiter Hospital
+91-1111111111



Next

- **Email Notification after L1 Approval – Notify to Creator**

Email Notification for Approved by L1 Approver - Notify to Creator

From

<\$Jupiter Hospital Notification Email\$>

To

<\$Creator Email ID\$>

Cc

[Redacted]

Email Subject

Approved- <\$MOU-Addendum Name\$> - <\$L1 Approver Name\$>

Email Body

Dear <\$Creator Name\$>

This is to inform you that the MOU with Addendum sent for approval has been Approved and has been sent for L2 approval to <\$L2 Approver Name\$>

MOU-Addendum Name - Lorem Epsum
MOU-Addendum Category - Lorem Epsum
MOU-Addendum Approved By - John Doe

Please use the below link to view the contract

Contract Link - <https://www.ems.jupiterhospital.com/response224>

Warm regards,

Jupiter Hospital
+91-1111111111



Next

- **Email Notification after L1 Approval – Notify to L2 Approver**

Email Notification for L2 Approval after L1 Approval

From

To

Cc

Email Subject

Email Body

Dear <\$L2 Approver Name\$>
This is to inform you that MOU-Addendum has been sent to you for Level 2 approval.
MOU-Addendum Name - Lorem Epsum
MOU-Addendum Category - Lorem Epsum
MOU-Addendum Created By - John Doe
L1 Approver Name - Mack Miller
Please use the below link to view the contract
Contract Link - <https://www.ems.jupiterhospital.com/response224>
Warm regards,

Jupiter Hospital
+91-1111111111



[Next](#)

- **Email Notification after rejection by L2 Approver – Notify to Creator**

Email Notification for Rejection by L2 Approver - Notify to Creator

From

<\$Jupiter Hospital Notification Email\$>

To

<\$Creator Email ID\$>

Cc**Email Subject**

Rejected - <\$MOU-Addendum Name\$> - <\$L2 Approver Name\$>

Email Body

Dear <\$Creator Name\$>

This is to inform you that the MOU with Addendum sent for approval has been rejected

MOU-Addendum Name - Lorem Epsum
MOU-Addendum Category - Lorem Epsum
MOU-Addendum Rejected By - John Doe

Rejection Reason: Lorem Epsum Dolor Sit Emt

Please use the below link to view the contract

Contract Link - <https://www.ems.jupiterhospital.com/response224>

Warm regards,

Jupiter Hospital
+91-1111111111



Next

- **Email Notification after rejection by L2 Approver – Notify to L1 Approver**

Email Notification for Rejection by L2 Approver - Notify to Approver L1

From

<\$Jupiter Hospital Notification Email\$>

To

<\$L1 Approver Email ID\$>

Cc

[Redacted]

Email Subject

Rejected - <\$MOU-Addendum Name\$> - <\$L2 Approver Name\$>

Email Body

Dear <\$Approver L1 Name\$>

This is to inform you that the MOU with Addendum approved by you has been rejected at Level 2.

MOU-Addendum Name - Lorem Epsum
MOU-Addendum Category - Lorem Epsum
MOU-Addendum Rejected By - John Doe

Rejection Reason: Lorem Epsum Dolor Sit Emit

Please use the below link to view the contract

Contract Link - <https://www.ems.jupiterhospital.com/response224>

Warm regards,

Jupiter Hospital
+91-1111111111



Next

- Email Notification after L2 Approval – Notify to Creator

Email Notification for Approved by L2 Approver - Notify to Creator

From
[\$Jupiter Hospital Notification Email\$]

To
[\$Creator Email ID\$]

Cc
[]

Email Subject
Approved- <\$MOU-Addendum Name\$> - <\$L2 Approver Name\$>

Email Body

Dear <\$Creator Name\$>
This is to inform you that the MOU with Addendum sent for L2 approval has been Approved and has been sent for L3 approval to <\$L3 Approver Name\$>
MOU-Addendum Name - Lorem Epsum
MOU-Addendum Category - Lorem Epsum
MOU-Addendum Approved By - John Doe
Please use the below link to view the contract
Contract Link - <https://www.ems.jupiterhospital.com/response224>
Warm regards,

Jupiter Hospital
+91-1111111111

 Jupiter Hospital
Patient First

Next

- **Email Notification after L2 approval – Notify to L1 approver**

Email Notification for Approved by L2 Approver - Notify to Approver L1

From

<\$Jupiter Hospital Notification Email\$>

To

<\$L1 Approver Email ID\$>

Cc

<>

Email Subject

Approved- <\$MOU-Addendum Name\$> - <\$L2 Approver Name\$>

Email Body

Dear <\$Approver L1 Name\$>

This is to inform you that the MOU with Addendum approved by you has been approved at Level 2.

MOU-Addendum Name - Lorem Epsum
MOU-Addendum Category - Lorem Epsum
MOU-Addendum Approved By - John Doe

Please use the below link to view the contract

Contract Link - <https://www.ems.jupiterhospital.com/response224>

Warm regards,

Jupiter Hospital
+91-1111111111



Next

- **Email Notification after L2 Approval – Notify to L3 Approver (If Required)**

Email Notification for L3 Approval after L2 Approval (If Required)

From

<\$Jupiter Hospital Notification Email\$>

To

<\$Approver L3 Email ID\$>

Cc

<>

Email Subject

Pending Approval L3- <\$MOU-Addendum Name\$> - <\$MOU Creator Name\$> - <\$L1 Approver Name\$> - <\$L2 Approver Name\$>

Email Body

Dear <\$L3 Approver Name\$>

This is to inform you that MOU with Addendum has been sent to you for Level 3 approval.

MOU-Addendum Name - Lorem Epsum
MOU-Addendum Category - Lorem Epsum
MOU-Addendum Created By - John Doe
L1 Approver Name - Mack Miller
L2 Approver Name - William Shatner

Please use the below link to view the contract

Contract Link - <https://www.ems.jupiterhospital.com/response224>

Warm regards,

Jupiter Hospital
+91-1111111111



Next

- **Email Notification after rejection by L3 approver – Notify to Creator**

Email Notification for Rejection by L3 Approver - Notify to Creator

From

<\$Jupiter Hospital Notification Email\$>

To

<\$Creator Email ID\$>

Cc

[Redacted]

Email Subject

Rejected - <\$MOU-Addendum Name\$> - <\$L3 Approver Name\$>

Email Body

Dear <\$Creator Name\$>

This is to inform you that the MOU with Addendum sent for approval has been rejected

MOU-Addendum Name - Lorem Epsum
MOU-Addendum Category - Lorem Epsum
MOU-Addendum Rejected By - John Doe

Rejection Reason: Lorem Epsum Dolor Sit Emt

Please use the below link to view the contract

Contract Link - <https://www.ems.jupiterhospital.com/response224>

Warm regards,

Jupiter Hospital
+91-1111111111



Next

- **Email Notification after rejection by L3 approver – Notify to L1 Approver**

Email Notification for Rejection by L3 Approver - Notify to Approver L1

From

<\$Jupiter Hospital Notification Email\$>

To

<\$L1 Approver Email ID\$>

Cc

[Redacted]

Email Subject

Rejected - <\$MOU-Addendum Name\$> - <\$L3 Approver Name\$>

Email Body

Dear <\$Approver L1 Name\$>

This is to inform you that the MOU with Addendum approved by you has been rejected at Level 3.

MOU-Addendum Name - Lorem Epsum
MOU-Addendum Category - Lorem Epsum
MOU-Addendum Rejected By - John Doe

Rejection Reason: Lorem Epsum Dolar Sit Emitt

Please use the below link to view the contract

Contract Link - <https://www.ems.jupiterhospital.com/response224>

Warm regards,

Jupiter Hospital
+91-1111111111



Next

- **Email Notification after rejection by L3 approver – Notify to L2 Approver**

Email Notification for Rejection by L3 Approver - Notify to Approver L2

From

To

Cc

Email Subject

Email Body

Dear <\$Approver L2 Name\$>
This is to inform you that the MOU with Addendum approved by you has been rejected at Level 3.
MOU-Addendum Name - Lorem Epsum
MOU-Addendum Category - Lorem Epsum
MOU-Addendum Rejected By - John Doe
Rejection Reason: Lorem Epsum Dolor Sit Emitt
Please use the below link to view the contract
Contract Link - <https://www.ems.jupiterhospital.com/response224>
Warm regards,

Jupiter Hospital
+91-1111111111

Next

- Email Notification after L3 Approval – Notify to creator

Email Notification for Approved by L3 Approver - Notify to Creator

From
[\$Jupiter Hospital Notification Email\$]

To
[\$Creator Email ID\$]

Cc
[]

Email Subject
Approved- <\$MOU-Addendum Name\$> - <\$L3 Approver Name\$>

Email Body

Dear \$Creator Name\$
This is to inform you that the MOU with Addendum sent for L3 approval has been Approved.
The MOU is in "Active" state
MOU-Addendum Name - Lorem Epsum
MOU-Addendum Category - Lorem Epsum
MOU-Addendum Approved By - John Doe
Please use the below link to view the contract
Contract Link - <https://www.ems.jupiterhospital.com/response224>
Warm regards,
Jupiter Hospital
+91-1111111111



Next

- **Email Notification after L3 Approval – Notify to L1 Approver**

Email Notification for Approved by L3 Approver - Notify to Approver L1

From

<\$Jupiter Hospital Notification Email\$>

To

<\$L1 Approver Email ID\$>

Cc

[Redacted]

Email Subject

Approved- <\$MOU-Addendum Name\$> - <\$L3 Approver Name\$>

Email Body

Dear <\$Approver L1 Name\$>

This is to inform you that the MOU with Addendum approved by you has been approved at Level 3.
The MOU is in "Active" state

MOU-Addendum Name - Lorem Epsum
MOU-Addendum Category - Lorem Epsum
MOU-Addendum Approved By - John Doe

Please use the below link to view the contract

Contract Link - <https://www.ems.jupiterhospital.com/response224>

Warm regards,

Jupiter Hospital
+91-1111111111



Next

- **Email Notification after L3 Approval – Notify to L2 Approver**

Email Notification for Approved by L3 Approver - Notify to Approver L2

From

<\$Jupiter Hospital Notification Email\$>

To

<\$L2 Approver Email ID\$>

Cc**Email Subject**

Approved- <\$MOU-Addendum Name\$> - <\$L3 Approver Name\$>

Email Body

Dear <\$Approver L2 Name\$>

This is to inform you that the MOU with Addendum approved by you has been approved at Level 3.
The MOU is in "Active" state.

MOU-Addendum Name - Lorem Epsum
MOU-Addendum Category - Lorem Epsum
MOU-Addendum Approved By - John Doe

Please use the below link to view the contract

Contract Link - <https://www.ems.jupiterhospital.com/response224>

Warm regards,

Jupiter Hospital
+91-1111111111



Next

- **Email Notification for MOU-Addendum Renewal due in 30 Days**

Email Notification for Renewal of the MOU-Addendum in 30 Days

From

<\$Jupiter Hospital Notification Email\$>

To

<\$Creator Email ID\$>

Cc**Email Subject**

Renewal - <\$MOU-Addendum Name\$> - <Renewal due in 30 days>

Email Body

Dear <SCreator Name\$>

This is to inform you that the MOU with Addendum is due for renewal in 30 days

MOU-Addendum Name - Lorem Epsum

MOU-Addendum Category - Lorem Epsum

Please use the below link to view the contract

Contract Link - <https://www.ems.jupiterhospital.com/response224>

Warm regards,

Jupiter Hospital
+91-1111111111



Next

- Email Notification for MOU-Addendum Renewal due in 05 Days

Email Notification for Renewal of the MOU-Addendum in 05 Days

From

<\$Jupiter Hospital Notification Email\$>

To

<\$Creator Email ID\$>

Cc

[Redacted]

Email Subject

Renewal - <\$MOU-Addendum Name\$> - <Renewal due in 05 days>

Email Body

Dear <\$Creator Name\$>

This is to inform you that the MOU with Addendum is due for renewal in 05 days

MOU-Addendum Name - Lorem Epsum
MOU-Addendum Category - Lorem Epsum

Please use the below link to view the contract

Contract Link - <https://www.ems.jupiterhospital.com/response224>

Warm regards,

Jupiter Hospital
+91-1111111111



Next

- Email Notification for MOU-Addendum Renewal due Today

Email Notification for Renewal of the MOU-Addendum due Today

From

<\$Jupiter Hospital Notification Email\$>

To

<\$Creator Email ID\$>

Cc

[Redacted]

Email Subject

Renewal - <\$MOU-Addendum Name\$> - <Renewal due in Today>

Email Body

Dear <\$Creator Name\$>

This is to inform you that the MOU with Addendum is due for renewal Today

MOU-Addendum Name - Lorem Epsum
MOU-Addendum Category - Lorem Epsum

Please use the below link to view the contract

Contract Link - <https://www.ems.jupiterhospital.com/response224>

Warm regards,

Jupiter Hospital
+91-1111111111



Next

- Email Notification for MOU-Addendum Expiry due in 30 Days

Email Notification for MOU-Addendum due to expire in 30 Days

From
[\$Jupiter Hospital Notification Email\$]

To
[\$Creator Email ID\$]

Cc
[]

Email Subject
Expiry- <\$MOU-Addendum Name\$> - <Due to Expire in 30 Days>

Email Body

Dear <\$Creator Name\$>
This is to inform you that the MOU with Addendum is due to expire in 30 days
MOU-Addendum Name - Lorem Epsum
MOU-Addendum Category - Lorem Epsum
Please use the below link to view the contract
Contract Link - <https://www.ems.jupiterhospital.com/response224>
Warm regards,

Jupiter Hospital
+91-1111111111

 Jupiter Hospital
Patient First

Next

- **Email Notification for MOU-Addendum Expiry due in 05 Days**

Email Notification for MOU-Addendum due to expire in 05 Days

From

<\$Jupiter Hospital Notification Email\$>

To

<\$Creator Email ID\$>

Cc

[Redacted]

Email Subject

Expiry- <\$MOU-Addendum Name\$> - <Due to Expire in 05 Days>

Email Body

Dear <\$Creator Name\$>

This is to inform you that the MOU with Addendum is due to expire in 05 days

MOU-Addendum Name - Lorem Epsum

MOU-Addendum Category - Lorem Epsum

Please use the below link to view the contract

Contract Link - <https://www.ems.jupiterhospital.com/response224>

Warm regards,

Jupiter Hospital
+91-1111111111



Next

- **Email Notification for MOU-Addendum Expiry due Today**

Email Notification for MOU-Addendum due to expire Today**From**

<\$Jupiter Hospital Notification Email\$>

To

<\$Creator Email ID\$>

Cc**Email Subject**

Expiry- <\$MOU-Addendum Name\$> - <Due to Expire Today>

Email Body

Dear <\$Creator Name\$>

This is to inform you that the MOU is due to expire Today

MOU-Addendum Name - Lorem Epsum

MOU-Addendum Category - Lorem Epsum

Please use the below link to view the contract

Contract Link - <https://www.ems.jupiterhospital.com/response224>

Warm regards,

Jupiter Hospital
+91-1111111111**Next**

MOU – Aggregator

- **Email Notification for MOU-Aggregator L1 Approval – Notify to L1 Approver**

Email Notification for MOU Created - Approval L1

From
->\$Jupiter Hospital Notification Email\$<-

To
->\$Approver L1 Email ID\$<-

Cc
->[empty]<-

Email Subject
Pending Approval L1 - <\$MOU Name\$> - <\$MOU Creator Name\$>

Email Body

Dear <\$L1 Approver Name\$>
This is to inform you that MOU has been sent to you for Level 1 approval
MOU Name - Lorem Epsum
MOU Category - Aggregator
MOU Created By - John Doe
Please use the below link to view the contract
Contract Link - <https://www.ems.jupiterhospital.com/response224>
Warm regards,

Jupiter Hospital
+91-1111111111

 Jupiter Hospital
Patient First

[Next](#)

- **Email Notification after Rejection by L1 Approver – Notify to Creator**

Email Notification for Rejection by L1 Approver - Notify to Creator

From

<\$Jupiter Hospital Notification Email\$>

To

<\$Creator Email ID\$>

Cc

[Redacted]

Email Subject

Rejected - <\$MOU Name\$> - <\$L1 Approver Name\$>

Email Body

Dear <\$Creator Name\$>

This is to inform you that the MOU sent for approval has been rejected

MOU Name - Lorem Epsum
MOU Category - Aggregator
MOU Rejected By - John Doe

Rejection Reason: Lorem Epsum Dolor Sit Emet

Please use the below link to view the contract

Contract Link - <https://www.ems.jupiterhospital.com/response224>

Warm regards,

Jupiter Hospital
+91-1111111111



Next

- **Email Notification after Approval by L1 Approver – Notify to Creator**

Email Notification for Approved by L1 Approver - Notify to Creator

From

<\$Jupiter Hospital Notification Email\$>

To

<\$Creator Email ID\$>

Cc

[Redacted]

Email Subject

Approved- <\$MOU Name\$> - <\$L1 Approver Name\$>

Email Body

Dear <\$Creator Name\$>

This is to inform you that the MOU sent for approval has been Approved and has been sent for L2 approval to <\$L2 Approver Name\$>

MOU Name - Lorem Epsum
MOU Category - Aggregator
MOU Approved By - John Doe

Please use the below link to view the contract

Contract Link - <https://www.ems.jupiterhospital.com/response224>

Warm regards,

Jupiter Hospital
+91-1111111111



Next

- **Email Notification after L1 Approval – Notify to L2 Approver**

Email Notification for L2 Approval after L1 Approval

From

<\$Jupiter Hospital Notification Email\$>

To

<\$Approver L2 Email ID\$>

Cc

<\$Approver L1 Email ID\$>

Email Subject

Pending Approval L2- <\$MOU Name\$> - <\$MOU Creator Name\$> - <\$L1 Approver Name\$>

Email Body

Dear <\$L2 Approver Name\$>

This is to inform you that MOU has been sent to you for Level 2 approval.

MOU Name - Lorem Epsum
MOU Category - Aggregator
MOU Created By - John Doe
L1 Approver Name - Mack Miller

Please use the below link to view the contract

Contract Link - <https://www.ems.jupiterhospital.com/response224>

Warm regards,

Jupiter Hospital
+91-1111111111



Next

- Email Notification after Rejection by L2 Approver – Notify to Creator

Email Notification for Rejection by L2 Approver - Notify to Creator

From

<\$Jupiter Hospital Notification Email\$>

To

<\$Creator Email ID\$>

Cc

Email Subject

Rejected - <\$MOU Name\$> - <\$L2 Approver Name\$>

Email Body

Dear <\$Creator Name\$>

This is to inform you that the MOU sent for approval has been rejected

MOU Name - Lorem Epsum
MOU Category - Aggregator
MOU Rejected By - John Doe

Rejection Reason: Lorem Epsum Dolar Sit Emit

Please use the below link to view the contract

Contract Link - <https://www.ems.jupiterhospital.com/response224>

Warm regards,

Jupiter Hospital
+91-1111111111



Next

- **Email Notification after Rejection by L2 Approver – Notify to L1 Approver**

Email Notification for Rejection by L2 Approver - Notify to Approver L1

From

<\$Jupiter Hospital Notification Email\$>

To

<\$L1 Approver Email ID\$>

Cc

[Redacted]

Email Subject

Rejected - <\$MOU Name\$> - <\$L2 Approver Name\$>

Email Body

Dear <\$Approver L1 Name\$>

This is to inform you that the MOU approved by you has been rejected at Level 2.

MOU Name - Lorem Epsum
MOU Category - Aggregator
MOU Rejected By - John Doe

Rejection Reason: Lorem Epsum Dolor Sit Emitt

Please use the below link to view the contract

Contract Link - <https://www.ems.jupiterhospital.com/response224>

Warm regards,

Jupiter Hospital
+91-1111111111



Next

- **Email Notification L2 Approval – Notify to Creator**

Email Notification for Approved by L2 Approver - Notify to Creator

From

<\$Jupiter Hospital Notification Email\$>

To

<\$Creator Email ID\$>

Cc

[Redacted]

Email Subject

Approved- <\$MOU Name\$> - <\$L2 Approver Name\$>

Email Body

Dear <\$Creator Name\$>

This is to inform you that the MOU sent for L2 approval has been Approved and has been sent for L3 approval to <\$L3 Approver Name\$>

MOU Name - Lorem Epsum
MOU Category - Aggregator
MOU Approved By - John Doe

Please use the below link to view the contract

Contract Link - <https://www.ems.jupiterhospital.com/response224>

Warm regards,

Jupiter Hospital
+91-1111111111



Next

- **Email Notification L2 Approval – Notify to L1 Approver**

Email Notification for Approved by L2 Approver - Notify to Approver L1

From

<\$Jupiter Hospital Notification Email\$>

To

<\$L1 Approver Email ID\$>

Cc

[Redacted]

Email Subject

Approved- <\$MOU Name\$> - <\$L2 Approver Name\$>

Email Body

Dear <\$Approver L1 Name\$>

This is to inform you that the MOU approved by you has been approved at Level 2.

MOU Name - Lorem Ipsum
MOU Category - Aggregator
MOU Approved By - John Doe

Please use the below link to view the contract

Contract Link - <https://www.ems.jupiterhospital.com/response224>

Warm regards,

Jupiter Hospital
+91-1111111111



Next

- **Email Notification after L2 Approval – Notify to L3 Approver (If Required)**

Email Notification for L3 Approval after L2 Approval (If Required)

From

<\$Jupiter Hospital Notification Email\$>

To

<\$Approver L3 Email ID\$>

Cc

[Redacted]

Email Subject

Pending Approval L3- <\$MOU Name\$> - <\$MOU Creater Name\$> - <\$L1 Approver Name\$> - <\$L2 Approver Name\$>

Email Body

Dear <\$L3 Approver Name\$>

This is to inform you that MOU has been sent to you for Level 3 approval.

MOU Name - Lorem Ipsum
MOU Category - Aggregator
MOU Created By - John Doe
L1 Approver Name - Mack Miller
L2 Approver Name - William Shatner

Please use the below link to view the contract

Contract Link - <https://www.ems.jupiterhospital.com/response224>

Warm regards,

Jupiter Hospital
+91-1111111111



Next

- Email Notification after Rejection by L3 Approver – Notify to Creator

Email Notification for Rejection by L3 Approver - Notify to Creator

From

<\$Jupiter Hospital Notification Email\$>

To

<\$Creator Email ID\$>

Cc

[Redacted]

Email Subject

Rejected - <\$MOU Name\$> - <\$L3 Approver Name\$>

Email Body

Dear <\$Creator Name\$>

This is to inform you that the MOU sent for approval has been rejected

MOU Name - Lorem Epsum
MOU Category - Aggregator
MOU Rejected By - John Doe

Rejection Reason: Lorem Epsum Dolar Sit Emit

Please use the below link to view the contract

Contract Link - <https://www.ems.jupiterhospital.com/response224>

Warm regards,

Jupiter Hospital
+91-1111111111



Next

- Email Notification after Rejection by L3 Approver – Notify to L1 Approver

Email Notification for Rejection by L3 Approver - Notify to Approver L1

From

<\$Jupiter Hospital Notification Email\$>

To

<\$L1 Approver Email ID\$>

Cc

[Redacted]

Email Subject

Rejected - <\$MOU Name\$> - <\$L3 Approver Name\$>

Email Body

Dear <\$Approver L1 Name\$>

This is to inform you that the MOU approved by you has been rejected at Level 3.

MOU Name - Lorem Epsum
MOU Category - Aggregator
MOU Rejected By - John Doe

Rejection Reason: Lorem Epsum Dolor Sit Emitt

Please use the below link to view the contract

Contract Link - <https://www.ems.jupiterhospital.com/response224>

Warm regards,

Jupiter Hospital
+91-1111111111



Next

- Email Notification after Rejection by L3 Approver – Notify to L2 Approver

Email Notification for Rejection by L3 Approver - Notify to Approver L2

From

<\$Jupiter Hospital Notification Email\$>

To

<\$L2 Approver Email ID\$>

Cc

[Redacted]

Email Subject

Rejected - <\$MOU Name\$> - <\$L3 Approver Name\$>

Email Body

Dear <\$Approver L2 Name\$>

This is to inform you that the MOU approved by you has been rejected at Level 3.

MOU Name - Lorem Epsum
MOU Category - Aggregator
MOU Rejected By - John Doe

Rejection Reason: Lorem Epsum Dolor Sit Emitt

Please use the below link to view the contract

Contract Link - <https://www.ems.jupiterhospital.com/response224>

Warm regards,

Jupiter Hospital
+91-1111111111



Next

- **Email Notification after L3 Approval – Notify to Creator**

Email Notification for Approved by L3 Approver - Notify to Creator

From

<\$Jupiter Hospital Notification Email\$>

To

<\$Creator Email ID\$>

Cc

[Redacted]

Email Subject

Approved- <\$MOU Name\$> - <\$L3 Approver Name\$>

Email Body

Dear <\$Creator Name\$>

This is to inform you that the MOU sent for L3 approval has been Approved.
The MOU is in "**Active**" state

MOU Name - Lorem Epeum
MOU Category - Aggregator
MOU Approved By - John Doe

Please use the below link to view the contract

Contract Link - <https://www.ems.jupiterhospital.com/response224>

Warm regards,

Jupiter Hospital
+91-1111111111



Next

- Email Notification after L3 Approval – Notify to L1 Approver

Email Notification for Approved by L3 Approver - Notify to Approver L1

From

<\$Jupiter Hospital Notification Email\$>

To

<\$L1 Approver Email ID\$>

Cc

Email Subject

Approved- <\$MOU Name\$> - <\$L3 Approver Name\$>

Email Body

Dear <\$Approver L1 Name\$>

This is to inform you that the MOU approved by you has been approved at Level 3.
The MOU is in "Active" state.

MOU Name - Lorem Epsum
MOU Category - Aggregator
MOU Approved By - John Doe

Please use the below link to view the contract

Contract Link - <https://www.ems.jupiterhospital.com/response224>

Warm regards,

Jupiter Hospital
+91-1111111111



Next

- Email Notification after L3 Approval – Notify to L2 Approver

Email Notification for Approved by L3 Approver - Notify to Approver L2

From

<\$Jupiter Hospital Notification Email\$>

To

<\$L2 Approver Email ID\$>

Cc

[Redacted]

Email Subject

Approved- <\$MOU Name\$> - <\$L3 Approver Name\$>

Email Body

Dear <\$Approver L2 Name\$>

This is to inform you that the MOU approved by you has been approved at Level 3.
The MOU is in "Active" state.

MOU Name - Lorem Ipsum
MOU Category - Aggregator
MOU Approved By - John Doe

Please use the below link to view the contract

Contract Link - <https://www.ems.jupiterhospital.com/response224>

Warm regards,

Jupiter Hospital
+91-1111111111



Next

Contract

- Email Notification after contract is created – Notify to L1 Approver

Email Notification for Contract Created - Approval L1

From

<\$Jupiter Hospital Notification Email\$>

To

<\$Approver L1 Email ID\$>

Cc

[Redacted]

Email Subject

Pending Approval L1 - <\$Contract Name\$> - <\$Contract Creator Name\$>

Email Body

Dear <\$L1 Approver Name\$>

This is to inform you that a contract has been sent to you for Level 1 approval

Contract Name - Lorem Epsum
contract Type - Lorem Epsum
Contract Created By - John Doe

Please use the below link to view the contract

Contract Link - <https://www.ems.jupiterhospital.com/response224>

Warm regards,

Jupiter Hospital
+91-1111111111



Next

- Email Notification after Rejection by L1 approver – Notify to Creator

Email Notification for Rejection by L1 Approver - Notify to Creator

From

<\$Jupiter Hospital Notification Email\$>

To

<\$Creator Email ID\$>

Cc

[Redacted]

Email Subject

Rejected - <\$Contract Name\$> - <\$L1 Approver Name\$>

Email Body

Dear <\$Creator Name\$>

This is to inform you that the contract sent for approval has been rejected

Contract Name - Lorem Epsum
Contract Type- Lorem Epsum
Contract Rejected By - John Doe

Rejection Reason: Lorem Epsum Dolar Sit Emitt

Please use the below link to view the contract

Contract Link - <https://www.ems.jupiterhospital.com/response224>

Warm regards,

Jupiter Hospital
+91-111111111



Next

- **Email Notification after Approval by L1 approver – Notify to Creator**

Email Notification for Approved by L1 Approver - Notify to Creator

From

<\$Jupiter Hospital Notification Email\$>

To

<\$Creator Email ID\$>

Cc

[Redacted]

Email Subject

Approved- <\$Contract Name\$> - <\$L1 Approver Name\$>

Email Body

Dear <\$Creator Name\$>

This is to inform you that the contract sent for approval has been Approved and has been sent for L2 approval to <\$L2 Approver Name\$>

Contract Name - Lorem Epsum
Contract Type- Lorem Epsum
Contract Approved By - John Doe

Please use the below link to view the contract

Contract Link - <https://www.ems.jupiterhospital.com/response224>

Warm regards,

Jupiter Hospital
+91-1111111111



Next

- Email Notification after Approval by L1 approver – Notify to L2 Approver

Email Notification for L2 Approval after L1 Approval

From

<\$Jupiter Hospital Notification Email\$>

To

<\$Approver L2 Email ID\$>

Cc

[Redacted]

Email Subject

Pending Approval L2- <\$Contract Name\$> - <\$Contract Creater Name\$> - <\$L1 Approver Name\$>

Email Body

Dear <\$L2 Approver Name\$>

This is to inform you that a contract has been sent to you for Level 2 approval.

Contract Name - Lorem Epsum
Contract Type- Lorem Epsum
Contract Created By - John Doe
L1 Approver Name - Mack Miller

Please use the below link to view the contract

Contract Link - <https://www.ems.jupiterhospital.com/response224>

Warm regards,

Jupiter Hospital
+91-1111111111



Next

- Email Notification after Rejection by L2 approver – Notify to Creator

Email Notification for Rejection by L2 Approver - Notify to Creator

From

<\$Jupiter Hospital Notification Email\$>

To

<\$Creator Email ID\$>

Cc

Email Subject

Rejected - <\$Contract Name\$> - <\$L2 Approver Name\$>

Email Body

Dear <\$Creator Name\$>

This is to inform you that the contract sent for approval has been rejected

Contract Name - Lorem Epsum
Contract Type- Loram Epsum
Contract Rejected By - John Doe

Rejection Reason: Lorem Epsum Dolor Sit Emitt

Please use the below link to view the contract

Contract Link - <https://www.ems.jupiterhospital.com/response224>

Warm regards,

Jupiter Hospital
+91-1111111111



Next

- Email Notification after Rejection by L2 approver – Notify to L1 Approver

Email Notification for Rejection by L2 Approver - Notify to Approver L1

From

<\$Jupiter Hospital Notification Email\$>

To

<\$L1 Approver Email ID\$>

Cc

[Redacted]

Email Subject

Rejected - <\$Contract Name\$> - <\$L2 Approver Name\$>

Email Body

Dear <\$Approver L1 Name\$>

This is to inform you that the contract approved by you has been rejected at Level 2.

Contract Name - Lorem Epsum
Contract Type- Lorem Epsum
Contract Rejected By - John Doe

Rejection Reason: Lorem Epsum Dolor Sit Emit

Please use the below link to view the contract

Contract Link - <https://www.ems.jupiterhospital.com/response224>

Warm regards,

Jupiter Hospital
+91-1111111111



Next

- Email Notification after L2 Approval – Notify to Creator

Email Notification for Approved by L2 Approver - Notify to Creator

From

<\$Jupiter Hospital Notification Email\$>

To

<\$Creator Email ID\$>

Cc

[Empty text input field]

Email Subject

Approved- <\$Contract Name\$> - <\$L2 Approver Name\$>

Email Body

Dear <\$Creator Name\$>

This is to inform you that the Contract sent for L2 approval has been Approved and has been sent for L3 approval to <\$L3 Approver Name\$>

Contract Name - Lorem Epsum
Contract Type- Lorem Epsum
Contract Approved By - John Doe

Please use the below link to view the contract

Contract Link - <https://www.ems.jupiterhospital.com/response224>

Warm regards,

Jupiter Hospital
+91-1111111111



Next

- Email Notification after L2 Approval – Notify to L1 Approval

Email Notification for Approved by L2 Approver - Notify to Approver L1

From

<\$Jupiter Hospital Notification Email\$>

To

<\$L1 Approver Email ID\$>

Cc

[Redacted]

Email Subject

Approved- <\$Contract Name\$> - <\$L2 Approver Name\$>

Email Body

Dear <\$Approver L1 Name\$>

This is to inform you that the Contract approved by you has been approved at Level 2.

Contract Name - Lorem Epsum
Contract Type- Lorem Epsum
Contract Approved By - John Doe

Please use the below link to view the contract

Contract Link - <https://www.ems.jupiterhospital.com/response224>

Warm regards,

Jupiter Hospital
+91-1111111111



Next

- Email Notification after L2 Approval – Notify to L3 Approver (If Required)

Email Notification for L3 Approval after L2 Approval (If Required)

From

<\$Jupiter Hospital Notification Email\$>

To

<\$Approver L3 Email ID\$>

Cc

[Redacted]

Email Subject

Pending Approval L3- <\$Contract Name\$> - <\$Contract Creator Name\$> - <\$L1 Approver Name\$> - <\$L2 Approver Name\$>

Email Body

Dear <\$L3 Approver Name\$>

This is to inform you that Contract has been sent to you for Level 3 approval.

Contract Name - Lorem Epsum
Contract Type- Lorem Epsum
Contract Created By - John Doe
L1 Approver Name - Mack Miller
L2 Approver Name - William Shatner

Please use the below link to view the contract

Contract Link - <https://www.ems.jupiterhospital.com/response224>

Warm regards,

Jupiter Hospital
+91-1111111111



Next

- Email Notification after Rejection by L3 Approver – Notify to Creator

Email Notification for Rejection by L3 Approver - Notify to Creator

From

<\$Jupiter Hospital Notification Email\$>

To

<\$Creator Email ID\$>

Cc

[Redacted]

Email Subject

Rejected - <\$Contract Name\$> - <\$L3 Approver Name\$>

Email Body

Dear <\$Creator Name\$>

This is to inform you that the contract sent for approval has been rejected

Contract Name - Lorem Epsum

Contract Type - Lorem Epsum

Contract Rejected By - John Doe

Rejection Reason: Lorem Epsum Dolar Sit Emit

Please use the below link to view the contract

Contract Link - <https://www.ems.jupiterhospital.com/response224>

Warm regards,

Jupiter Hospital
+91-1111111111



Next

- Email Notification after Rejection by L3 Approver – Notify to L1 Approver

Email Notification for Rejection by L3 Approver - Notify to Approver L1

From

<\$Jupiter Hospital Notification Email\$>

To

<\$L1 Approver Email ID\$>

Cc

[Empty input field]

Email Subject

Rejected - <\$Contract Name\$> - <\$L3 Approver Name\$>

Email Body

Dear <\$Approver L1 Name\$>

This is to inform you that the contract approved by you has been rejected at Level 3.

Contract Name - Lorem Epsum

Contract Type - Loram Epsum

Contract Rejected By - John Doe

Rejection Reason: Lorem Epsum Dolar Sit Emit

Please use the below link to view the contract

Contract Link - <https://www.ems.jupiterhospital.com/response224>

Warm regards,

Jupiter Hospital
+91-1111111111



Next

- Email Notification after Rejection by L3 Approver – Notify to L2 Approver

Email Notification for Rejection by L3 Approver - Notify to Approver L2

From

<\$Jupiter Hospital Notification Email\$>

To

<\$L2 Approver Email ID\$>

Cc**Email Subject**

Rejected - <\$Contract Name\$> - <\$L3 Approver Name\$>

Email Body

Dear <\$Approver L2 Name\$>

This is to inform you that the contract approved by you has been rejected at Level 3.

Contract Name - Lorem Epsum
Contract Type - Lorem Epsum
Contract Rejected By - John Doe

Rejection Reason: Lorem Epsum Dolar Sit Emit

Please use the below link to view the contract

Contract Link - <https://www.ems.jupiterhospital.com/response224>

Warm regards,

Jupiter Hospital
+91-1111111111



Next

- Email Notification after L3 Approval – Notify to Creator

Email Notification for Approved by L3 Approver - Notify to Creator

From

<\$Jupiter Hospital Notification Email\$>

To

<\$Creator Email ID\$>

Cc**Email Subject**

Approved- <\$Contract Name\$> - <\$L3 Approver Name\$>

Email Body

Dear <\$Creator Name\$>

This is to inform you that the contract sent for L3 approval has been Approved.
The contract is in "Active" state.

Contract Name - Lorem Epsum
Contract Type- Lorem Epsum
Contract Approved By - John Doe

Please use the below link to view the contract

Contract Link - <https://www.ems.jupiterhospital.com/response224>

Warm regards,

Jupiter Hospital
+91-1111111111



Next

- Email Notification after L3 Approval – Notify to L1 Approver

Email Notification for Approved by L3 Approver - Notify to Approver L1

From

<\$Jupiter Hospital Notification Email\$>

To

<\$L1 Approver Email ID\$>

Cc

[Redacted]

Email Subject

Approved- <\$Contract Name\$> - <\$L3 Approver Name\$>

Email Body

Dear <\$Approver L1 Name\$>

This is to inform you that the contract approved by you has been approved at Level 3.
The contract is in "Active" state

Contract Name - Lorem Epsum
Contract Type - Lorem Epsum
Contract Approved By - John Doe

Please use the below link to view the contract

Contract Link - <https://www.ems.jupiterhospital.com/response224>

Warm regards,

Jupiter Hospital
+91-1111111111



Next

- **Email Notification after L3 Approval – Notify to L2 Approver**

Email Notification for Approved by L3 Approver - Notify to Approver L2

From

<\$Jupiter Hospital Notification Email\$>

To

<\$L2 Approver Email ID\$>

Cc

[Redacted]

Email Subject

Approved- <\$Contract Name\$> - <\$L3 Approver Name\$>

Email Body

Dear <\$Approver L2 Name\$>

This is to inform you that the contract approved by you has been approved at Level 3.
The contract is in "Active" state

Contract Name - Lorem Epsum
Contract Type - Lorem Epsum
Contract Approved By - John Doe

Please use the below link to view the contract

Contract Link - <https://www.ems.jupiterhospital.com/response224>

Warm regards,

Jupiter Hospital
+91-1111111111



Next

- Email Notification for contract Renewal due in 30 Days

Email Notification for Contract Renewal Due in 30 Days

From

<\$Jupiter Hospital Notification Email\$>

To

<\$Creator Email ID\$>

Cc

[Redacted]

Email Subject

Renewal - <\$Contract Name\$> - <\$Renewal Due in 30 Days\$>

Email Body

Dear <\$Creator Name\$>

This is to inform you that the Contract is due for renewal in 30 days

Contract Name - Lorem Epsum
Contract Type- Lorem Epsum

Contract Link - <https://www.ems.jupiterhospital.com/response224>

Warm regards,

Jupiter Hospital
+91-1111111111



Next

- Email Notification for contract Renewal due in 05 Days

Email Notification for Contract Renewal Due in 05 Days

From

<\$Jupiter Hospital Notification Email\$>

To

<\$Creator Email ID\$>

Cc**Email Subject**

Renewal - <\$Contract Name\$> - <\$Renewal Due in 05 Days\$>

Email Body

Dear <\$Creator Name\$>

This is to inform you that the Contract is due for renewal in 05 days

Contract Name - Lorem Epsum
Contract Type- Lorem Epsum

Contract Link - <https://www.ems.jupiterhospital.com/response224>

Warm regards,

Jupiter Hospital
+91-1111111111



Next

- Email Notification for contract Renewal due Today

Email Notification for Contract Renewal Due Today

From

<\$Jupiter Hospital Notification Email\$>

To

<\$Creator Email ID\$>

Cc**Email Subject**

Renewal - <\$Contract Name\$> - <\$Renewal Due Today\$>

Email Body

Dear <\$Creator Name\$>

This is to inform you that the Contract is due for renewal Today

Contract Name - Lorem Epsum
Contract Type- Lorem Epsum

Contract Link - <https://www.ems.jupiterhospital.com/response224>

Warm regards,

Jupiter Hospital
+91-111111111



Next

- Email Notification for Contract Expiring in 30 Days

Email Notification for Contract Expiring in 30 Days

From

<\$Jupiter Hospital Notification Email\$>

To

<\$Creator Email ID\$>

Cc**Email Subject**

Expiry- <\$Contract Name\$> - <\$Due to Expire in 30 Days\$>

Email Body

Dear <\$Creator Name\$>

This is to inform you that the Contract is due to expire in 30 days

Contract Name - Lorem Epsum
Contract Type- Lorem Epsum

Contract Link - <https://www.ems.jupiterhospital.com/response224>

Warm regards,

Jupiter Hospital
+91-1111111111



Next

- Email Notification for Contract Expiring in 05 Days

Email Notification for Contract Expiring in 05 Days

From

<\$Jupiter Hospital Notification Email\$>

To

<\$Creator Email ID\$>

Cc**Email Subject**

Expiry- <\$Contract Name\$> - <\$Due to Expire in 05 Days\$>

Email Body

Dear <\$Creator Name\$>

This is to inform you that the Contract is due to expire in 05 days

Contract Name - Lorem Epsum
Contract Type- Lorem Epsum

Contract Link - <https://www.ems.jupiterhospital.com/response224>

Warm regards,

Jupiter Hospital
+91-1111111111



Next

- Email Notification for Contract Expiring in Today

Email Notification for Contract Expiring Today

From

<\$Jupiter Hospital Notification Email\$>

To

<\$Creator Email ID\$>

Cc

[Redacted]

Email Subject

Expiry- <\$Contract Name\$> - <\$Due to Expire Today\$>

Email Body

Dear <\$Creator Name\$>

This is to inform you that the Contract is due to expire Today

Contract Name - Lorem Epsum
Contract Type- Lorem Epsum

Contract Link - <https://www.ems.jupiterhospital.com/response224>

Warm regards,

Jupiter Hospital
+91-1111111111



Next

Contracts - Addendum

- Email Notification Created with Addendum for Approval L1 – Notify L1 Approver

Email Notification for Contract with Addendum Created - Approval L1

From

<\$Jupiter Hospital Notification Email\$>

To

<\$Approver L1 Email ID\$>

Cc**Email Subject**

Pending Approval L1 - <\$Contract-Addendum Name\$> - <\$Contract Creator Name\$>

Email Body

Dear <\$L1 Approver Name\$>

This is to inform you that a contract with addendum has been sent to you for Level 1 approval

Contract-Addendum Name - Lorem Epaum
contract-Addendum Type - Lorem Epaum
Contract-Addendum Created By - John Doe

Please use the below link to view the contract

Contract Link - <https://www.ems.jupiterhospital.com/response224>

Warm regards,

Jupiter Hospital
+91-1111111111



Next

- Email Notification after Rejection L1 Approver – Notify creator

Email Notification for Rejection by L1 Approver - Notify to Creator

From

<\$Jupiter Hospital Notification Email\$>

To

<\$Creator Email ID\$>

Cc**Email Subject**

Rejected - <\$Contract-Addendum Name\$> - <\$L1 Approver Name\$>

Email Body

Dear <\$Creator Name\$>

This is to inform you that the contract with addendum sent for approval has been rejected

Contract-Addendum Name - Lorem Epsum
contract-Addendum Type - Lorem Epsum
Contract-Addendum Rejected By - John Doe

Rejection Reason: Lorem Epsum Dolar Sit Emit

Please use the below link to view the contract

Contract Link - <https://www.ems.jupiterhospital.com/response224>

Warm regards,

Jupiter Hospital
+91-1111111111



Next

- Email Notification after L1 Approval – Notify creator

Email Notification for Approved by L1 Approver - Notify to Creator

From

<\$Jupiter Hospital Notification Email\$>

To

<\$Creator Email ID\$>

Cc

[Redacted]

Email Subject

Approved- <\$Contract-Addendum Name\$> - <\$L1 Approver Name\$>

Email Body

Dear <\$Creator Name\$>

This is to inform you that the contract with addendum sent for approval has been Approved and has been sent for L2 approval to <\$L2 Approver Name\$>

Contract-Addendum Name - Lorem Epsum
Contract-Addendum Type- Lorem Epsum
Contract-Addendum Approved By - John Doe

Please use the below link to view the contract

Contract Link - <https://www.ems.jupiterhospital.com/response224>

Warm regards,

Jupiter Hospital
+91-1111111111



Next

- **Email Notification after L1 Approval – Notify L2 Approver**

Email Notification for L2 Approval after L1 Approval

From

<\$Jupiter Hospital Notification Email\$>

To

<\$Approver L2 Email ID\$>

Cc**Email Subject**

Pending Approval L2- <\$Contract-Addendum Name\$> - <\$Contract Creator Name\$> - <\$L1 Approver Name\$>

Email Body

Dear <\$L2 Approver Name\$>

This is to inform you that a contract with Addendum has been sent to you for Level 2 approval.

Contract-Addendum Name - Lorem Epsum
Contract-Addendum Type- Lorem Epsum
Contract-Addendum Created By - John Doe
L1 Approver Name - Mack Miller

Please use the below link to view the contract

Contract Link - <https://www.ems.jupiterhospital.com/response224>

Warm regards,

Jupiter Hospital
+91-1111111111



Next

- **Email Notification after Rejection from L2 Approver – Notify Creator**

Email Notification for Rejection by L2 Approver - Notify to Creator

From

<\$Jupiter Hospital Notification Email\$>

To

<\$Creator Email ID\$>

Cc**Email Subject**

Rejected - <\$Contract-Addendum Name\$> - <\$L2 Approver Name\$>

Email Body

Dear <\$Creator Name\$>

This is to inform you that the contract with addendum sent for approval has been rejected

Contract-Addendum Name - Lorem Epsum
Contract-Addendum Type- Lorem Epsum
Contract-Addendum Rejected By - John Doe

Rejection Reason: Lorem Epsum Dolor Sit Emitt

Please use the below link to view the contract

Contract Link - <https://www.ems.jupiterhospital.com/response224>

Warm regards,

Jupiter Hospital
+91-1111111111



Next

- Email Notification after Rejection from L2 Approver – Notify L1 Approver

Email Notification for Rejection by L2 Approver - Notify to Approver L1

From

<\$Jupiter Hospital Notification Email\$>

To

<\$L1 Approver Email ID\$>

Cc**Email Subject**

Rejected - <\$Contract-Addendum Name\$> - <\$L2 Approver Name\$>

Email Body

Dear <\$Approver L1 Name\$>

This is to inform you that the contract with addendum approved by you has been rejected at Level 2.

Contract-Addendum Name - Lorem Epsum
Contract-Addendum Type- Lorem Epsum
Contract-Addendum Rejected By - John Doe

Rejection Reason: Lorem Epsum Dolar Sit Emit

Please use the below link to view the contract

Contract Link - <https://www.ems.jupiterhospital.com/response224>

Warm regards,

Jupiter Hospital
+91-111111111



Next

- Email Notification after L2 Approval – Notify Creator

Email Notification for Approved by L2 Approver - Notify to Creator

From

<\$Jupiter Hospital Notification Email\$>

To

<\$Creator Email ID\$>

Cc**Email Subject**

Approved- <\$Contract-Addendum Name\$> - <\$L2 Approver Name\$>

Email Body

Dear <\$Creator Name\$>

This is to inform you that the Contract with Addendum sent for L2 approval has been Approved and has been sent for L3 approval to <\$L3 Approver Name\$>

Contract-Addendum Name - Lorem Epsum
Contract-Addendum Type- Lorem Epsum
Contract-Addendum Approved By - John Doe

Please use the below link to view the contract

Contract Link - <https://www.ems.jupiterhospital.com/response224>

Warm regards,

Jupiter Hospital
+91-1111111111



Next

- **Email Notification after L2 Approval – Notify L1 Approver**

Email Notification for Approved by L2 Approver - Notify to Approver L1

From

<\$Jupiter Hospital Notification Email\$>

To

<\$L1 Approver Email ID\$>

Cc

[Redacted]

Email Subject

Approved- <\$Contract-Addendum Name\$> - <\$L2 Approver Name\$>

Email Body

Dear <\$Approver L1 Name\$>

This is to inform you that the Contract with Addendum approved by you has been approved at Level 2.

Contract-Addendum Name - Lorem Epsum
Contract-Addendum Type- Lorem Epsum
Contract-Addendum Approved By - John Doe

Please use the below link to view the contract

Contract Link - <https://www.ems.jupiterhospital.com/response224>

Warm regards,

Jupiter Hospital

+91-1111111111



Next

- **Email Notification after L2 Approval – Notify L3 Approver (If Required)**

Email Notification for L3 Approval after L2 Approval (If Required)**From**

<\$Jupiter Hospital Notification Email\$>

To

<\$Approver L3 Email ID\$>

Cc**Email Subject**

Pending Approval L3- <\$Contract-Addendum Name\$> - <\$Contract Creator Name\$> - <\$L1 Approver Name\$> - <\$L2 Approver Name\$>

Email Body

Dear <\$L3 Approver Name\$>

This is to inform you that Contract with Addendum has been sent to you for Level 3 approval.

Contract-Addendum Name - Lorem Epsum
Contract-Addendum Type- Lorem Epsum
Contract-Addendum Created By - John Doe
L1 Approver Name - Mack Miller
L2 Approver Name - William Shatner

Please use the below link to view the contract

Contract Link - <https://www.ems.jupiterhospital.com/response224>

Warm regards,

Jupiter Hospital
+91-1111111111

**Next**

- Email Notification after Rejection from L3 Approver– Notify Creator

Email Notification for Rejection by L3 Approver - Notify to Creator

From

<\$Jupiter Hospital Notification Email\$>

To

<\$Creator Email ID\$>

Cc**Email Subject**

Rejected - <\$Contract-Addendum Name\$> - <\$L3 Approver Name\$>

Email Body

Dear <\$Creator Name\$>

This is to inform you that the contract with addendum sent for approval has been rejected

Contract-Addendum Name - Lorem Epsum
Contract-Addendum Type- Lorem Epsum
Contract-Addendum Rejected By - John Doe

Rejection Reason: Lorem Epsum Dolar Sit Emitt

Please use the below link to view the contract

Contract Link - <https://www.ems.jupiterhospital.com/response224>

Warm regards,

Jupiter Hospital
+91-1111111111



Next

- **Email Notification after Rejection from L3 Approver– Notify L1 Approver**

Email Notification for Rejection by L3 Approver - Notify to Approver L1

From

<\$Jupiter Hospital Notification Email\$>

To

<\$L1 Approver Email ID\$>

Cc**Email Subject**

Rejected - <\$Contract-Addendum Name\$> - <\$L3 Approver Name\$>

Email Body

Dear <\$Approver L1 Name\$>

This is to inform you that the contract with addendum approved by you has been rejected at Level 3.

Contract-Addendum Name - Lorem Epsum
Contract-Addendum Type - Lorem Epsum
Contract-Addendum Rejected By - John Doe

Rejection Reason: Lorem Epsum Dolar Sit Emit

Please use the below link to view the contract

Contract Link - <https://www.ems.jupiterhospital.com/response224>

Warm regards,

Jupiter Hospital
+91-1111111111



Next

- Email Notification after Rejection from L3 Approver– Notify L2 Approver

Email Notification for Rejection by L3 Approver - Notify to Approver L2

From

<\$Jupiter Hospital Notification Email\$>

To

<\$L2 Approver Email ID\$>

Cc

<>

Email Subject

Rejected - <\$Contract Name\$> - <\$L3 Approver Name\$>

Email Body

Dear <\$Approver L2 Name\$>

This is to inform you that the contract with addendum approved by you has been rejected at Level 3.

Contract-Addendum Name - Lorem Epsum
Contract-Addendum Type - Lorem Epsum
Contract-Addendum Rejected By - John Doe

Rejection Reason: Lorem Epsum Dolar Sit Emit

Please use the below link to view the contract

Contract Link - <https://www.ems.jupiterhospital.com/response224>

Warm regards,

Jupiter Hospital
+91-1111111111



Next

- Email Notification after L3 Approval – Notify Creator

Email Notification for Approved by L3 Approver - Notify to Creator

From

<\$Jupiter Hospital Notification Email\$>

To

<\$Creator Email ID\$>

Cc**Email Subject**

Approved- <\$Contract-Addendum Name\$> - <\$L3 Approver Name\$>

Email Body

Dear <\$Creator Name\$>

This is to inform you that the contract with addendum sent for L3 approval has been Approved.
The contract is in "Active" state

Contract-Addendum Name - Lorem Epsum
Contract-Addendum Type- Lorem Epsum
Contract-Addendum Approved By - John Doe

Please use the below link to view the contract

Contract Link - <https://www.ems.jupiterhospital.com/response224>

Warm regards,

Jupiter Hospital
+91-1111111111



Next

- Email Notification after L3 Approval – Notify L1 Approver

Email Notification for Approved by L3 Approver - Notify to Approver L1

From

<\$Jupiter Hospital Notification Email\$>

To

<\$L1 Approver Email ID\$>

Cc

<>

Email Subject

Approved- <\$Contract-Addendum Name\$> - <\$L3 Approver Name\$>

Email Body

Dear <\$Approver L1 Name\$>

This is to inform you that the contract with addendum approved by you has been approved at Level 3.
The contract is in "Active" state

Contract-Addendum Name - Lorem Epsum
Contract-Addendum Type - Lorem Epsum
Contract-Addendum Approved By - John Doe

Please use the below link to view the contract

Contract Link - <https://www.ems.jupiterhospital.com/response224>

Warm regards,

Jupiter Hospital
+91-1111111111



Next

- Email Notification after L3 Approval – Notify L2 Approver

Email Notification for Approved by L3 Approver - Notify to Approver L2

From

<\$Jupiter Hospital Notification Email\$>

To

<\$L2 Approver Email ID\$>

Cc

<>

Email Subject

Approved- <\$Contract-Addendum Name\$> - <\$L3 Approver Name\$>

Email Body

Dear <\$Approver L2 Name\$>

This is to inform you that the contract with addendum approved by you has been approved at Level 3.
The contract is in "**Active**" state

Contract-Addendum Name - Lorem Epsum
Contract-Addendum Type - Lorem Epsum
Contract-Addendum Approved By - John Doe

Please use the below link to view the contract

Contract Link - <https://www.ems.jupiterhospital.com/response224>

Warm regards,

Jupiter Hospital
+91-1111111111



Next

- Email Notification for Contract Renewal due in 30 Days

Email Notification for Contract Renewal Due in 30 Days

From

<\$Jupiter Hospital Notification Email\$>

To

<\$Creator Email ID\$>

Cc

<>

Email Subject

Renewal - <\$Contract-Addendum Name\$> - <\$Renewal Due in 30 Days\$>

Email Body

Dear <\$Creator Name\$>

This is to inform you that the Contract is due for renewal in 30 days

Contract-Addendum Name - Lorem Epsum
Contract-Addendum Type- Lorem Epsum

Contract Link - <https://www.ems.jupiterhospital.com/response224>

Warm regards,

Jupiter Hospital
+91-1111111111



Next

- Email Notification for Contract Renewal due in 05 Days

Email Notification for Contract Renewal Due in 05 Days

From

<\$Jupiter Hospital Notification Email\$>

To

<\$Creator Email ID\$>

Cc

<>

Email Subject

Renewal - <\$Contract-Addendum Name\$> - <\$Renewal Due in 05 Days\$>

Email Body

Dear <\$Creator Name\$>

This is to inform you that the Contract is due for renewal in 05 days

Contract-Addendum Name - Lorem Epsum
Contract-Addendum Type- Lorem Epsum

Contract Link - <https://www.ems.jupiterhospital.com/response224>

Warm regards,

Jupiter Hospital
+91-1111111111



Next

- Email Notification for Contract Renewal due Today

Email Notification for Contract Renewal Due Today

From

<\$Jupiter Hospital Notification Email\$>

To

<\$Creator Email ID\$>

Cc**Email Subject**

Renewal - <\$Contract-Addendum Name\$> - <\$Renewal Due Today\$>

Email Body

Dear <\$Creator Name\$>

This is to inform you that the Contract is due for renewal Today

Contract-Addendum Name - Lorem Epsum
Contract-Addendum Type- Lorem Epsum

Contract Link - <https://www.ems.jupiterhospital.com/response224>

Warm regards,

Jupiter Hospital
+91-1111111111



Next

- Email Notification for Contract Expiry due in 30 Days

Email Notification for Contract Expiring in 30 Days

From

<\$Jupiter Hospital Notification Email\$>

To

<\$Creator Email ID\$>

Cc**Email Subject**

Expiry- <\$Contract-Addendum Name\$> - <\$Due to Expire in 30 Days\$>

Email Body

Dear <\$Creator Name\$>

This is to inform you that the Contract is due to expire in 30 days

Contract-Addendum Name - Lorem Epsum
Contract-Addendum Type- Lorem Epsum

Contract Link - <https://www.ems.jupiterhospital.com/response224>

Warm regards,

Jupiter Hospital
+91-1111111111



Next

- Email Notification for Contract Expiry due in 05 Days

Email Notification for Contract Expiring in 05 Days

From

<\$Jupiter Hospital Notification Email\$>

To

<\$Creator Email ID\$>

Cc

[Redacted]

Email Subject

Expiry- <\$Contract-Addendum Name\$> - <\$Due to Expire in 05 Days\$>

Email Body

Dear <\$Creator Name\$>

This is to inform you that the Contract is due to expire in 05 days

Contract-Addendum Name - Lorem Epsum
Contract-Addendum Type- Lorem Epsum

Contract Link - <https://www.ems.jupiterhospital.com/response224>

Warm regards,

Jupiter Hospital
+91-1111111111



Next

- Email Notification for Contract Expiry due Today

Email Notification for Contract Expiring Today

From

<\$Jupiter Hospital Notification Email\$>

To

<\$Creator Email ID\$>

Cc**Email Subject**

Expiry- <\$Contract-Addendum Name\$> - <\$Due to Expire Today\$>

Email Body

Dear <\$Creator Name\$>

This is to inform you that the Contract is due to expire Today

Contract-Addendum Name - Lorem Epsum
Contract-Addendum Type- Lorem Epsum

Contract Link - <https://www.ems.jupiterhospital.com/response224>

Warm regards,

Jupiter Hospital
+91-1111111111



Next

- Email Notification for L1 Escalation – MOU

Email Notification for Level 1 Escalation- MOU

From

<\$Jupiter Hospital Notification Email\$>

To

<\$Escalation L1 Email ID\$>

Cc

[Redacted]

Email Subject

<\$MOU Name\$>- Approval Pending

Email Body

Dear <\$L1 Escalation Name\$>

This is to inform you that the <\$MOU Name\$> is pending L1 approval for 5 days. (This will be captured based on the no of days mentioned in the Matrix)

MOU Name - Lorem Epsum
MOU Category - Lorem Epsum
MOU Created By - John Doe
L1 Approver Name - Mack Miller

Please use the below link to view the MOU

MOU Link - <https://www.ems.jupiterhospital.com/response224>

Warm regards,

Jupiter Hospital
+91-1111111111



Next

- Email Notification for L2 Escalation – MOU

Email Notification for Level 2 Escalation- MOU

From

<\$Jupiter Hospital Notification Email\$>

To

<\$Escalation L2 Email ID\$>

Cc

Email Subject

<\$MOU Name\$>- Approval Pending

Email Body

Dear <\$L2 Escalation Name\$>

This is to inform you that the <\$MOU Name\$> is pending L2 approval for 10 days. (This will be captured based on the no of days mentioned in the Matrix)

MOU Name - Lorem Ipsum
MOU Category - Lorem Ipsum
MOU Created By - John Doe
L2 Approver Name - Mack Miller

Please use the below link to view the MOU

MOU Link - <https://www.ems.jupiterhospital.com/response224>

Warm regards,

Jupiter Hospital
+91-1111111111



Next

- Email Notification for L3 Escalation – MOU

Email Notification for Level 3 Escalation- MOU

From

<\$Jupiter Hospital Notification Email\$>

To

<\$Escalation L3 Email ID\$>

Cc

[Redacted]

Email Subject

<\$MOU Name\$>- Approval Pending

Email Body

Dear <\$L3 Escalation Name\$>

This is to inform you that the <\$MOU Name\$> is pending L3 approval for 15 days. (This will be captured based on the no of days mentioned in the Matrix)

MOU Name - Lorem Epsum
MOU Category - Lorem Epsum
MOU Created By - John Doe
L3 Approver Name - Mack Miller

Please use the below link to view the MOU

MOU Link - <https://www.ems.jupiterhospital.com/response224>

Warm regards,

Jupiter Hospital
+91-1111111111



[Next](#)

- Email Notification for L1 Escalation – Contract

Email Notification for Level 1 Escalation- Contracts

From

<\$Jupiter Hospital Notification Email\$>

To

<\$Escalation L1 Email ID\$>

Cc

[Redacted]

Email Subject

<\$Contract Name\$>- Approval Pending

Email Body

Dear <\$L1 Escalation Name\$>

This is to inform you that the <\$Contract Name\$> is pending L1 approval for 5 days. (This will be captured based on the no of days mentioned in the Matrix)

Contract Name - Lorem Epsum
Contract Type - Lorem Epsum
Contract Created By - John Doe
L1 Approver Name - Mack Miller

Please use the below link to view the contract

Contract Link - <https://www.ems.jupiterhospital.com/response224>

Warm regards,

Jupiter Hospital
+91-1111111111



Next

- Email Notification for L2 Escalation – Contract

Email Notification for Level 2 Escalation- Contracts

From

<\$Jupiter Hospital Notification Email\$>

To

<\$Escalation L2 Email ID\$>

Cc

[Redacted]

Email Subject

<\$Contract Name\$>- Approval Pending

Email Body

Dear <\$L2 Escalation Name\$>

This is to inform you that the <\$Contract Name\$> is pending L2 approval for 10 days. (This will be captured based on the no of days mentioned In the Matrix)

Contract Name - Lorem Epsum
Contract Type - Lorem Epsum
Contract Created By - John Doe
L2 Approver Name - Mack Miller

Please use the below link to view the contract

Contract Link - <https://www.ems.jupiterhospital.com/response224>

Warm regards,

Jupiter Hospital
+91-1111111111



Next

- Email Notification for L3 Escalation – Contract

Email Notification for Level 3 Escalation- Contracts

From

<\$Jupiter Hospital Notification Email\$>

To

<\$Escalation L3 Email ID\$>

Cc

[Redacted]

Email Subject

<\$Contract Name\$>- Approval Pending

Email Body

Dear <\$L3 Escalation Name\$>

This is to inform you that the <\$Contract Name\$> is pending L3 approval for 15 days. (This will be captured based on the no of days mentioned in the Matrix)

Contract Name - Lorem Epsum
Contract Type - Lorem Epsum
Contract Created By - John Doe
L3 Approver Name - Mack Miller

Please use the below link to view the contract

Contract Link - <https://www.ems.jupiterhospital.com/response224>

Warm regards,

Jupiter Hospital
+91-1111111111



Next

Notifications for MOU

List of Notification triggers for MOU approval and rejection will be as follows:

1. MOU Created - Approval 1
2. Approval L1 rejected- Notify to creator
3. Approval L1 approves - Notify to creator
4. Approval L1 approves -Notify to Approval L2
5. Approval L2 rejects - Notify to creator
6. Approval L2 rejects- Notify to approval L1
7. Approval L2 approves - Notify Creator
8. Approval L2 approves - Notify approval L1
9. Approval L2 approves - Notify to approval L3 (If required)
10. Approval L3 rejects - Notify to creator
11. Approval L3 rejects - Notify to approval L1
12. Approval L3 rejects - Notify to approval L2
13. Approval L3 approves - Notify to creator
14. Approval L3 approves - Notify to approval L1
15. Approval L3 approves - Notify to approval L2

List of Notification triggers for MOU Expiry and MOU Renewal will be as follows:

Expiry

1. Expiry due in 30 days
2. Expiry due in 5 days
3. Expiring due today

Renewal (If Renewal is opted)

1. Renewal due in 30 days
2. Renewal due in 5 days
3. Renewal due today

Notifications for MOU-Addendum

List of Notification triggers for MOU-Addendum approval and rejection will be as follows:

1. MOU Addendum Added - Approval 1
2. Approval L1 rejected- Notify to creator
3. Approval L1 approves - Notify to creator
4. Approval L1 approves -Notify to Approval L2
5. Approval L2 rejects - Notify to creator
6. Approval L2 rejects- Notify to approval L1
7. Approval L2 approves - Notify Creator
8. Approval L2 approves - Notify approval L1
9. Approval L2 approves - Notify to approval L3 (If required)
10. Approval L3 rejects - Notify to creator
11. Approval L3 rejects - Notify to approval L1
12. Approval L3 rejects - Notify to approval L2
13. Approval L3 approves - Notify to creator
14. Approval L3 approves - Notify to approval L1
15. Approval L3 approves - Notify to approval L2

Notifications for adding Aggregator in MOU

List of Notification triggers for MOU-Aggregator approval and rejection will be as follows:

1. MOU Addendum Added - Approval 1
2. Approval L1 rejected- Notify to creator
3. Approval L1 approves - Notify to creator
4. Approval L1 approves -Notify to Approval L2
5. Approval L2 rejects - Notify to creator
6. Approval L2 rejects- Notify to approval L1
7. Approval L2 approves - Notify Creator
8. Approval L2 approves - Notify approval L1
9. Approval L2 approves - Notify to approval L3 (If required)
10. Approval L3 rejects - Notify to creator
11. Approval L3 rejects - Notify to approval L1
12. Approval L3 rejects - Notify to approval L2
13. Approval L3 approves - Notify to creator
14. Approval L3 approves - Notify to approval L1

15. Approval L3 approves - Notify to approval L2

Escalation Matrix – MOU: Escalation Notification will be triggered as per the selection done by the Admin in the escalation matrix

	Person Responsible	Trigger After
Escalation 1	<input type="text" value="Test functionality by typing 'new'"/>	<input type="button" value="Select Days--"/>
Escalation 2	<input type="text" value="Test functionality by typing 'new'"/>	<input type="button" value="Select Days--"/>
Escalation 3	<input type="text" value="Test functionality by typing 'new'"/>	<input type="button" value="Select Days--"/>

Notification for Contracts

List of Notification triggers for Contracts approval and rejection will be as follows:

1. Contract Created - Approval 1
2. Approval L1 rejected- Notify to creator
3. Approval L1 approves - Notify to creator
4. Approval L1 approves -Notify to Approval L2
5. Approval L2 rejects - Notify to creator
6. Approval L2 rejects- Notify to approval L1
7. Approval L2 approves - Notify Creator
8. Approval L2 approves - Notify approval L1
9. Approval L2 approves - Notify to approval L3 (If required)
10. Approval L3 rejects - Notify to creator
11. Approval L3 rejects - Notify to approval L1
12. Approval L3 rejects - Notify to approval L2
13. Approval L3 approves - Notify to creator
14. Approval L3 approves - Notify to approval L1
15. Approval L3 approves - Notify to approval L2

List of Notification triggers for Contract Expiry and Contract Renewal will be as follows:

Expiry

1. Expiry due in 30 days
2. Expiry due in 5 days
3. Expiring due today

Renewal (If Renewal is opted)

1. Renewal due in 30 days
2. Renewal due in 5 days
3. Renewal due today

Notifications for MOU-Addendum

List of Notification triggers for Contract-Addendum approval and rejection will be as follows:

1. Contract Addendum Added - Approval 1
2. Approval L1 rejected- Notify to creator
3. Approval L1 approves - Notify to creator
4. Approval L1 approves -Notify to Approval L2
5. Approval L2 rejects - Notify to creator
6. Approval L2 rejects- Notify to approval L1
7. Approval L2 approves - Notify Creator
8. Approval L2 approves - Notify approval L1
9. Approval L2 approves - Notify to approval L3 (If required)
10. Approval L3 rejects - Notify to creator
11. Approval L3 rejects - Notify to approval L1
12. Approval L3 rejects - Notify to approval L2
13. Approval L3 approves - Notify to creator
14. Approval L3 approves - Notify to approval L1
15. Approval L3 approves - Notify to approval L2

Escalation Matrix – Contracts: Escalation Notification will be triggered as per the selection done by the Admin in the escalation matrix

	<table border="1"> <thead> <tr> <th style="text-align: center;">Person Responsible</th><th style="text-align: center;">Trigger After</th></tr> </thead> <tbody> <tr> <td>Escalation 1</td><td> <input type="text" value="Q Test functionality by typing 'new'"/> <div style="border: 1px solid #ccc; padding: 2px; margin-top: 5px;"> Select Days-- ▼ </div> </td></tr> <tr> <td>Escalation 2</td><td> <input type="text" value="Q Test functionality by typing 'new'"/> <div style="border: 1px solid #ccc; padding: 2px; margin-top: 5px;"> Select Days-- ▼ </div> </td></tr> <tr> <td>Escalation 3</td><td> <input type="text" value="Q Test functionality by typing 'new'"/> <div style="border: 1px solid #ccc; padding: 2px; margin-top: 5px;"> Select Days-- ▼ </div> </td></tr> </tbody> </table>	Person Responsible	Trigger After	Escalation 1	<input type="text" value="Q Test functionality by typing 'new'"/> <div style="border: 1px solid #ccc; padding: 2px; margin-top: 5px;"> Select Days-- ▼ </div>	Escalation 2	<input type="text" value="Q Test functionality by typing 'new'"/> <div style="border: 1px solid #ccc; padding: 2px; margin-top: 5px;"> Select Days-- ▼ </div>	Escalation 3	<input type="text" value="Q Test functionality by typing 'new'"/> <div style="border: 1px solid #ccc; padding: 2px; margin-top: 5px;"> Select Days-- ▼ </div>
Person Responsible	Trigger After								
Escalation 1	<input type="text" value="Q Test functionality by typing 'new'"/> <div style="border: 1px solid #ccc; padding: 2px; margin-top: 5px;"> Select Days-- ▼ </div>								
Escalation 2	<input type="text" value="Q Test functionality by typing 'new'"/> <div style="border: 1px solid #ccc; padding: 2px; margin-top: 5px;"> Select Days-- ▼ </div>								
Escalation 3	<input type="text" value="Q Test functionality by typing 'new'"/> <div style="border: 1px solid #ccc; padding: 2px; margin-top: 5px;"> Select Days-- ▼ </div>								
User will be able to view all latest notifications on top and past ones in the bottom.									
Validation	NA								
Integration	Email Gateway								

Buttons and Links

Action	Description	Next Step	Message Box
Log Number	User will be able to view the contract and MOU detail screen	User will be redirected to the Contract or MOU detail screen as per the notification	<Not Applicable>

5.8 Reports – Audit Logs

Actor	Super Admin																									
Description	This use case defines the Audit Log Report																									
Pre-Condition	<ol style="list-style-type: none"> 1. The user should browse the valid URL. 2. The user account should be created. 3. The user should have proper internet connectivity. 4. User is logged In. 5. User should click on “Audit Logs” from the Reports menu option in the Side menu. 																									
Post-Condition	User will be able to view and manage the Audit Logs from this section																									
Business Rules	<p>On clicking the “Audit log” button, users will be navigated to this page where they will be able to view the list of activities on the Contract Management System.</p> <p>Audit Log listing</p> <ul style="list-style-type: none"> • MOU / Contract ID – Clicking on this link, user will be redirected to the contract or MOU detail screen • Contract Name • Date & Time • User Name • Action Description – Any kind of change done by the user or any change in the status of the contract will be displayed in this section • Action Trigger – Action is due to the user or system will be displayed in this section  <table border="1" data-bbox="434 1300 1310 1706"> <thead> <tr> <th>Transaction ID</th> <th>Contract / MOU Name</th> <th>Date & Time</th> <th>Name</th> <th>Action Description</th> </tr> </thead> <tbody> <tr> <td>Contract #12345</td> <td>MOU Name</td> <td>2023-03-20 11:20:12</td> <td>Joe Stout</td> <td>Contract Created - <\$Contract Name\$></td> </tr> <tr> <td>Contract #12345</td> <td>MOU Name</td> <td>2023-03-20 11:20:12</td> <td>Joe Stout</td> <td>Contract Rejected - With Remark "Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua."</td> </tr> <tr> <td>Contract #12345</td> <td>Contract Name</td> <td>2023-03-20 11:20:12</td> <td>Joe Stout</td> <td>Contract Type - Changed From Contract -> NDA</td> </tr> <tr> <td>Contract #12345</td> <td>Contract Name</td> <td>2023-03-20 11:20:12</td> <td>James Jones</td> <td>Contract Authorized - <\$Contract Name\$></td> </tr> </tbody> </table> <p>Total Contracts: 135</p>	Transaction ID	Contract / MOU Name	Date & Time	Name	Action Description	Contract #12345	MOU Name	2023-03-20 11:20:12	Joe Stout	Contract Created - <\$Contract Name\$>	Contract #12345	MOU Name	2023-03-20 11:20:12	Joe Stout	Contract Rejected - With Remark "Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua."	Contract #12345	Contract Name	2023-03-20 11:20:12	Joe Stout	Contract Type - Changed From Contract -> NDA	Contract #12345	Contract Name	2023-03-20 11:20:12	James Jones	Contract Authorized - <\$Contract Name\$>
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Contract #12345	Contract Name	2023-03-20 11:20:12	Joe Stout	Contract Type - Changed From Contract -> NDA																						
Contract #12345	Contract Name	2023-03-20 11:20:12	James Jones	Contract Authorized - <\$Contract Name\$>																						

- Any activity performed by the user will be captured in the Audit trail.
- These activities will be displayed based on the date & Time.
- Users will be able to view the user name who performed that activity.
- Users will be able to view the specific field where the action is performed.
- The Action description will contain the information about the specific module name (hyperlink), what changes they have done and previous information and latest details.
- On click of a specific module they will be navigated to the specific page where the changes are made.

Filter & Search

Users will be able to **filter** option where following parameter can be selected from dropdown

- Select Employee
- Select Action Trigger

On selection of specific type, the listing will be updated and shown the appropriate result.

Search- Users will be able to view search bar above the listing, which will help them to enter the keyword like User Name or action description and get the desired result

Pagination

- CMS Admin will be displayed with the default top 20 records on the listing page, and the user will be able to view the rest records by clicking on the pagination.
- CMS Admin will be able to view the current page number previous and next page icon.

Audit Trails

List of trails to be captured for below actions in MOU:

- MOU Creation
- MOU Approval L1

	<ul style="list-style-type: none"> • MOU Approval L2 • MOU Approval L3 • MOU Rejection L1 (With Comments) • MOU Rejection L2 (With Comments) • MOU Rejection L3 (With Comments) • MOU Active after L3 Approval • MOU Addendum Added • MOU Aggregator Added • MOU deleted before approval (Admin & User) • MOU Renewal • MOU Expired • MOU Terminated • MOU Withdrawal Notice Posted <p>List of trails to be captured for below actions in Contract:</p> <ul style="list-style-type: none"> • Contract Creation • Contract Approval L1 • Contract Approval L2 • Contract Approval L3 • Contract Rejection L1 (With Comments) • Contract Rejection L2 (With Comments) • Contract Rejection L3 (With Comments) • Contract Active after L3 Approval • Contract Addendum Added • Contract deleted before approval (Admin & User) • Contract Renewal • Contract Expired • Contract Terminated • Contract Withdrawal Notice Posted <p>Note: The above triggers will be applicable for the “Classified” module as well.</p>
Validation	NA
Integration	<Not Applicable>

Buttons and Links

Action	Description	Next Step	Message Box
MOU / Contract ID	User will be able to view the contract and MOU detail screen	User will be redirected to the Contract or MOU detail screen as per the notification	<Not Applicable>
Filter	Clicking on filter button allows user to apply the selected filters on the Audit Log list	List values will be based on selected filter parameters	<Not Applicable>
Reset	Applied filters will be reset	Filters will be displayed to select	<Not Applicable>
Download File	Download the Audit Log List	Displayed Audit Log list will be downloaded in XLS format	<Not Applicable>

Filter Options

Description / Filter Name	Filter Type	Source
From Date	Date Picker	<Not Applicable>
To Date	Date Picker	<Not Applicable>

Select Employee	Dropdown	Fixed Values – Employee Names
Select Action Trigger	Dropdown	Fixed Values – User, System
Search	Predictive Search	Applicable Columns – Contract Name, Employee Name.

6. References

7. Non-Functional Requirement

Website

NFA - Non-Functional/ Aspects & Features	Our Implementation

Security	
Web application will be followed free from following vulnerabilities.	<ul style="list-style-type: none">• Broken Access Control• Injection• SSRF• Vulnerable and outdated components• System data must be encrypted.• Traffic between the system and end users must be encrypted with end-to-end connections.
• Login and Accessibility	
Access permissions	<ul style="list-style-type: none">• Access permissions for application data may only be changed by the system's data administrator.• Create, Read, Update, and Delete (CRUD) levels.• Users will be able to access the application depends on access level of users
• Performance	
	<ul style="list-style-type: none">• Real-time API response depends on Hosting Environment Network Latency + User Network• The whole platform will be depending on socket.io to be able to receive Real-time instant data (bidding data).

8. Technology/Environment Specifications

Technology/Environment Stacks
<ul style="list-style-type: none">• Environment<ul style="list-style-type: none">○ AWS• Platforms

- Web Application
- Web & Mobile Application Development
 - Programming Languages
 - Frontend – React Js
 - Backend – Dot Net Core
 - Database – AWS
- Third-party Tools/Connectors/SDKs
 - Email: This integration will help to send email on various events. The client will provide SMS gateway details/APIs.
- Browser Versions supported

Browser	Version	Operating System
Microsoft Edge	87.0.664.52	Windows
Mozilla Firefox	Firefox 81 and above	Windows
Google Chrome	Google Chrome 83 and above	Windows
Safari	Safari 12 and above	Mac OS

9. Project Specific Assumptions & Constraints

- Web Application will support only English language.
- Static Content (Text, Images & PDF Documents) in required languages, branding guidelines and logo will be provided by client.
- We have considered custom based design for web app and admin.
- The 3rd party APIs integrations will be limited to the APIs which are listed in the technology and environment specification section. If any additional APIs integration which will be identified as part of the analysis phase, will be considered as additional scope and same will be charged accordingly.
- All the above such 3rd Party APIs that would be integrated with the proposed system will be provided by the client during analysis phase. (Since the actual API details are not shared at this point in time, implementation time of such APIs maybe differed depends upon the complexity and if it is beyond our proposed timeline, the same will be charged accordingly).
- Client will have to provide and bear the cost of all the third-party APIs/ plugins/ extensions/ libraries/ licenses required for the development of the proposed system. Any credentials required for 3rd party integration will be shared by the client. The integration will be done by NeoSOFT.
- If the client asks for suggestions on email and SMS gateway NeoSOFT will suggest a gateway, the client has to bear the cost of the gateway.
- We have not considered any specific NFRs apart from the default ones for web.
- We are assuming a single environment i.e. AWS. Client will take care of procuring Hosting environment, NeoSOFT will take care of hosting the website on client procured environment. The cost of website hosting is not included in the proposal price.
- As per our current understanding, we have considered limited features listed in functional understanding section, and apart from this any additional modules or workflow will result in additional time & cost.