User Manual

Interactive Correspondence Editor (ICE)

Version 1.0

Contents

Document Update: January 25, 2019

Home Page

Launch Editor

When User click New Document Link from PC/BC and CC ICE home is displayed

In NJM ICE application is launched from GW Policy Center and Billing Center applications.

ICE application is used for creating ad hoc correspondence. ICE application is primarily used by CSR and Underwriter.

Following parameters are required to successfully launch ICE application from source systems

Editor URL Parameters for PC

Name	Definition
LOB	Line of business Commercial Auto: PC-CA General Liability: PC-CGL
AsofDate	Current Date – Policy Period as of Date
Env	Environment of PC , Example: PAD5, ISQ2
State	Base State of Policy
PolicyNumber or QuoteNumber	Policy Number or Quote Number

Top Navigation

| Interactive Correspondence Editor | Admin | Simulator | Monday, December 10, 2018 /USER: MB1412 |

Element Description

| Name	Description	Type
Screen Name	Should display the name of the screen: Interactive Correspondence Editor	Text
Navigation: Admin	Should open admin screen. Only accessible for ES team	Text Link
Navigation: Simulator	Should open test page. Only accessible for ES team	Text Link
Date	Should display current date	Text / System date
User ID	Should display windows user ID	Text : USER ID

UI Buttons

Following four buttons are displayed in UI for each letter.
- In QA AND DEV all four buttons are displayed
- In UAT AND PROD only Sample and Continue button is displayed

Blank Letter Template
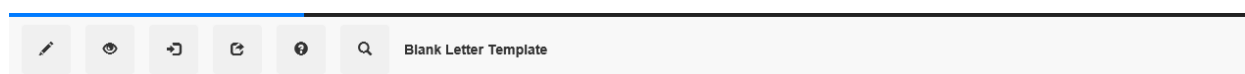
Name	Event	Function
Sample –	OnClick	On Click new window is opened with sample letter template with policy data as PDF
Input Data -	OnClick	On Click new window is open with Input data that being retrieved for policy from source system (This is xml data)
Output XML-	OnClick	On Click new window is open with output data xml, this data is send to Inspire Interactive for publishing letter.
Continue-	OnClick	On Click new window is opened in Inspire Interactive application with ticket id. User can then view letter and send for approval or Publish.

		On Click	This open the User Manual Link
User Manual -	❷		
Interactive -	🔍	On Click	This launch Inspire Interactive Dashboard page.

Category and Letter section

Category	Document
--Select-- ⌄	--Select-- ⌄

Element Description

Name	Description	Type	Validation
Category	List of Categories	Downtown	Required selection
Document	List of Documents/Letters	Dropdown	Required selection

After selecting category Document dropdown is populated as shown below

Category	Document
Cash Management Remittance ⌄	--Select-- Claim Settlement Direct Debit Letter Return Pymts

Event

Name	Behavior
On Selected Index Change for Category dropdown	When Category is selected following actions are performed • Policy data service call is invoked to get Policy data and also • Document dropdown is populated from correspondence database. Each category associated letters defined in database.
On Page Load	When Landing page Is launched from source systems (PC/BC) Passed URL parameters are saved as session variables in application. These parameters are used to pull policy data, select environment pointers while creating letters Category List is Loaded from database
On Selected Index Change for Document dropdown	Render letter UI based on selected letter name. Controls of letter UI are populated with data that is stored in session

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After document name is selected from Document dropdown respective Letter UI is rendered as shown below. Selected Letter Name is also displayed next search button.

Letter Controls

Addressee Name and Address

This control is a cascading dropdown control. Data available for this control is based on policy data that is retrieved.

Addressee Information	
* Addessee Name 1	* Addessee Address
--Select-- ⌄	-- Select -- ⌄

Element Description

Name	Description	Type	Validation
Addressee Name 1	List of Contacts from policy data	Downtown	Required selection
Addressee Address	List of addresses based on selection of Addressee name One or Many listed in dropdown If there is no data to load following message is displayed for the control Information not provided by source	Dropdown	Required selection

Addressee Name 2

This control is label control. This control is mapped to displaying secondary insured name on the policy.

Addressee Name 2   ☐ Information not provided by source

Element Description

Name	Description	Type	Validation
Addressee Name 2	Display Secondary Insured Name	Label	Optional

Dropdown

This control is a dropdown control. Data for this control is loaded from Policy File.

Return Payment	--Select-- ⌄

*Return payment is an example of collection (array) data.

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Name	Description	Type	Validation
Variable Label	Display list of values associated with Variable required for letter	Dropdown	Required Selection

Output Profile

This control is used for selecting different output distribution channels for letters.

This control is consisting of secondary controls such as Textbox, Dropdown, and Checkbox etc.

Element Description

Name	Description	Type	Validation
US Mail	Select Check box	Check box	Optional
Print	Select printer name	Dropdown	Optional
Email	Select or Enter 3 Email addresses	Check box and Text Box	Optional
Fax Number	Enter Fax Number	Text Box	Optional
Fax Subject	Enter Fax Subject	Text Area	Optional