

# MIR ADMIN USER MANUAL

Published on: December 30, 2021 Version: 1.7



Prepared by Technical Writing Team, Spiralogics, Inc.

# Table of Contents

ABBREVIATIONS i
DEFINITIONSii
1. Executive Summary1
1.1 Purpose of Document1
1.2 Identification1
1.3 Scope1
2. Design Overview1
2.1 Background Information1
2.2 Application Overview1
3. Getting into the System
4. Forgot Password2
5. Using the System4
5.1 Dashboard4
6. User Management6
6.1 Add User6
6.2 Enable/Disable User9
6.3 Edit User Information12
6.4 Delete User
6.5 Reset User Password15
6.6 View All User
7. Account Management
7.1 Add Account
7.2 Manage Accounts21
7.2.1 Enable/Disable Account24
7.2.2 Edit Account Information26
7.2.3 Delete Account27
8. Roles
8.1 Add Roles
8.2 Manage Roles
8.2.1 Edit Role

12. Session Timeout	47
11.3 Log Out	47
11.2 Change Password	
11.1 User Information	45
11. User Profile	43
10. Switch Account	42
9.2 Manage Resources	37
9.1 Add Resource	34
9. Resources	34
8.2.2 Delete Roles	33

# ABBREVIATIONS

CSV:	Comma-Separated Values
DOC:	DOCument
DOCX:	Document Extended
GIF:	Graphic Interchange Format
JPEG:	Joint Photographic Experts Group
JPG:	Joint Photographic Expert Group
MB:	MegaByte
MIR:	Mandatory Insurer Reporting
MOV:	QuickTime Vide Format
MP4:	Motion Picture Expert Group-4 Part 14
PDF:	Portable Document Format
PNG:	Portable Graphics Format
PPT:	PowerPoint Presentation
PPTX:	PowerPoint Open XML
TIFF:	Tagged Image File Format
тхт:	ТеХТ
UDF:	User Defined Fields
XLS:	Microsoft Excel Spreadsheet
XLSX:	Excel Microsoft Office Open XML Format Spreadsheet



# DEFINITIONS

**MIR:** The Mandatory Insurance Reporting System (MIR) is a comprehensive suite of modules that facilitates the recording, maintenance, reporting and response processing of Medicare insurance claims and claim payments in accordance with the guidelines set in the Medicare Secondary Payer (MSP) Non-Group Health Plan (NGHP) reporting requirements mandated by Section 111 of the Medicare, Medicaid and SCHIP Extension Act of 2007.

# 1. Executive Summary

# 1.1 Purpose of Document

The purpose of this document is to provide a step-by-step guide for managing systems in the Spiralogics MIR web portal. It includes instructions such as managing users, accounts and roles in the system.

The primary users of this manual are the individuals responsible for maintaining and managing the MIR system.

## 1.2 Identification

Application URL	https://qa.mir.spiralogics.net/Identity/Account/Login
OS	Windows
Version	1.7
Browser	Google Chrome

## 1.3 Scope

Spiralogics MIR is a web application, which provides a platform for recording, maintaining, reporting and response processing of Medicare insurance claims and claim payment. User can perform CRUD operation to the modules s/he has been given access to.

# 2. Design Overview

## 2.1 Background Information

The Mandatory Insurance Reporting System (MIR) is a comprehensive suite of modules that facilitates the recording, maintenance, reporting and response processing of Medicare insurance claims and claim payments in accordance with the guidelines set in the Medicare Secondary Payer (MSP) Non-Group Health Plan (NGHP) reporting requirements mandated by Section 111 of the Medicare, Medicaid and SCHIP Extension Act of 2007 (MMSEA) electronic reporting of claims - particularly to claims and claim payments related to any workers compensation, general liability, or no-fault claim where the claimant is also entitled to Medicare benefits.

Admin users are able to add roles, account, users and resources as well as switch to any accounts available in the application. Account users on the other hand, can add and manage claims, TIN, RRE, and users. As an account user s/he can also view different types of reports as well as add and view resources along with resources added by admin under global resources section, and use ICD lookup tool.

## 2.2 Application Overview

User can login to the application using the respective credentials and use it as per the access given. Logged in user is directed to home page, where one can view Dashboard along with other sub-menus depending on what you logged in as.

# 3. Getting into the System

This is the start page of the application which presents a user sign-in page.

R ashboard Roles × Account × Users × Res		ALOGICS		Switch Acc	sount 🗸
User per Account	Active Users inactive Users	Active/Inactive Accounts		Active/Inactive Users	
a 2 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1	de' generat generation	Total 12	Active     Inactive	Total 24	Active     Inactive
	11=	n console. Manage users			
	2020 © All Rights Re	served   Version: 1.2			

Figure 1: Landing Page of Application

You can sign into the application using the user login credentials.

Sogun
Sign In Forgot Password?

Figure 2: Enter User Credential Page

# 4. Forgot Password

To reset a lost or forgotten password, you can click on forgot password button as highlighted below:

Sagun	
Sign In Forgot Password?	
	-

Figure 3: Forgot Password Button

You can enter the email address associated with your account and click on request to get password reset information in the email.

Forgot Password? Verify your email to receive a link to reset your password	
Request Cancel	
	-

Figure 4: Forgot Password Page

The screenshot below provides a sample of an email notification from the system in the case of a forgotten password.

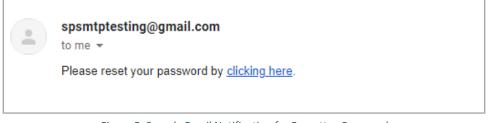


Figure 5: Sample Email Notification for Forgotten Password



s	spsmtptesting@gmail.com Thu 12/30/2021 2:03 PM To: Sanish maharjan	Ø	田	ᡌ	5	«	$\rightarrow$	
	Hello,							
	Your password has been reset. Your new credentials for the	syste	m:					
	Username: sans123 Password: sanish@1							
	Please log into the system and change your password imme	ediate	ely.					
	Thank You!							

An email notification is also sent to the users once the password has been reset.

Figure 6: Email Notification for Password Reset

# 5. Using the System

#### 5.1 Dashboard

Depending on the type of user or role associated with your account, you might see a different version of the dashboard.

For system users, after logging into the system, you will see the dashboard which is also the homepage of the application.

NR Dashboard Roles × Account × Users × Resources ×		Switch Account ~ S				
User per Account	Inactive Users Active/Inactive Accounts	s Active/Inactive Users				
3 1 1 1 1 1 1 1 1 1 1 1 1 1	Total 12	Active • Inactive Inactive Total 24 • Active • Inactive Total				
You are now in the admin console. Manage users						
2020	© All Rights Reserved   Version: 1.2					

Figure 7: Admin Dashboard

When a user is logged into the system as an admin, the color of the title bar is red.

From here, you can access the Admin Dashboard, Roles management, Account management, Users management, and Resources modules which are highlighted below:

Ŋ ■ Dashboard Roles ~ Account ~ Users ~ Resources ~				Switch Account ~ S
User per Account	Active Users Inactive Users	Active/Inactive Accounts		Active/Inactive Users
3 2 1 0 1 1 1 0 1 1 0 1 1 1 1 0 1 1 1 1 1	teen control to the tee	Total 12	Active	• Active • Inactive 24
	You are now in the admir			
	2020 © All Rights Ret	erved   Version: 1.2		

Figure 8: Application Modules

In admin dashboard, you can view Active and Inactive users per account in red and grey color respectively in a bar diagram as highlighted below:

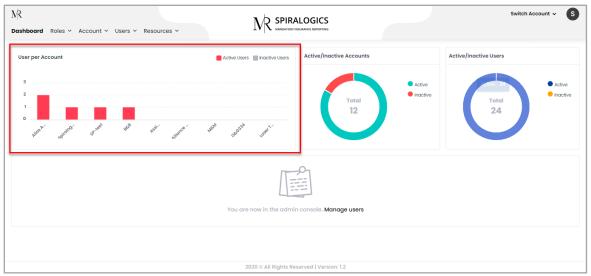


Figure 9: Active/Inactive Users per Account

On right side of bar-diagram, you can view the active/inactive accounts as well as users in separate donut charts representing active and inactive accounts and users in different colors.

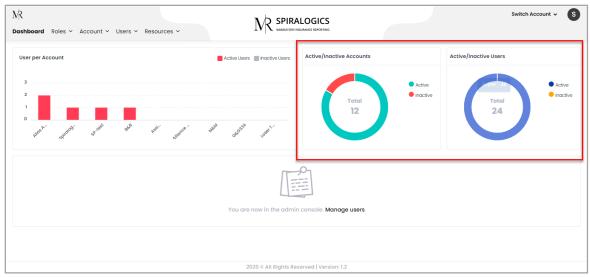


Figure 10: Active/Inactive Accounts and Users

From dashboard you can access 'Manage users' page as highlighted below:

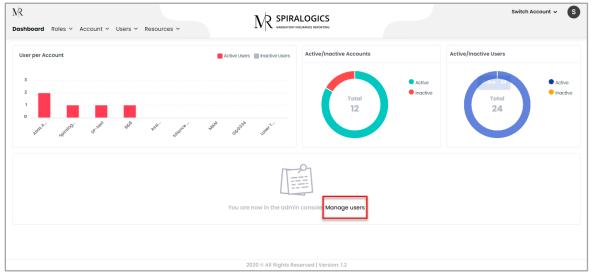


Figure 11: Manage Users

Once you click on the 'Mange users' you are presented with manage user page which has been explained in following section 5.

## 6. User Management

You are responsible for maintaining and monitoring the system. You can create new accounts, users and roles for users.

#### 6.1 Add User

As an admin of the system, you can add new users to the system by clicking on the Users menu as highlighted in the picture.

NR Dashboard Roles ~ Account ~	Vusers V Resources V		LOGICS SURANCE REPORTING		Switch Account 🗸 S
User per Account	<ul> <li>Add User</li> <li>Manage Users</li> </ul>	tive Users 🔲 Inactive Users	Active/Inactive Accounts		Active/Inactive Users
3 2 1 0 5 5 5 5 7 5 7 5 7 5 7 5 7 5 7 5 7 5 7	ti <sup>to</sup> to <sup>to</sup> so <sup>toto</sup>	ala	Total 12	Active     Inactive	Total 24
		2020 © All Rights Res	erved   Version: 1.2		

Figure 12: Users Menu

When you click on the 'Add User' button, you are provided with add user page with the following fields to be entered:

- First Name
- Last Name
- Email
- Phone No.
- Role
- Username
- Password

hboard Roles ~ Accor	oard Roles - Account - <b>Users</b> - Resources -		PIRALOGICS Datory insufance reporting	Switch Account v Save Back To Lis
reate a New User				
First Name*	Adams	Role*	Tester 🗸	
Last Name*	Sanghs	Username*	adam	
Email*	adamsangh12345@gmail.com	Password*		
Phone Number*	(232) 323-2322	Confirm Password*		
			ats Reserved   Version: 1.2	

Figure 13: Add User Page

After providing the required and valid data and clicking on the Save button, a new user is added to the system and you are presented with the list of all users in the system.

		esources ~	1	Success	fully added user: adam		
First Name 🕇	Last Name	Username	Role	Email	Phone Number	Enable	Action
۹	Q	۹	۹	Q	Q	Q	
Adams	Sanghs	adam	Tester	adamsangh12345@gmail.com	(232) 323-2322		00
Aditya	Ajjarapu	aditya	System Admin	aditya.ajjarapu@spiralogics.com	(999) 999-9999		0
Bernie	Gregorio	Bernie	System Admin	bernie.gregorio@spiralogics.com	(837) 487-4837		0 🕻
David	Wallace	Π	System Admin	zzakariasadoq@hamsemc.org	(123) 213-1231		0 🕻
David	Wallace	MM	System Admin	axedo@mail.com	(123) 213-1231		0 🕻
umanti	Tamrakar	lumanti	System Admin	lumanti.tamrakar@spiralogics.com	(837) 487-4837		0 🕻
Maninder	Virk	mvirk	System Admin	maninder.virk@spiralogics.com	(404) 409-9858		0 🕻
Nitin	Garg	Nitin	System Admin	nitin.garg@spiralogics.com	(404) 888-8888		0 🕻
Paula	Muller	Lum	System Admin	lumantitamrakar12@gmail.com	(837) 487-4837		0 🖸
Paula	Muller	Paula	Tester	mail@mail.com	(837) 487-4837		0

Figure 14: New User Added

Users in the list can be sorted in ascending or descending order on the basis of their details i.e. First Name, Last Name, Username, Role, Email, and Phone Number.

You can also use other filtering methods provided by the application to find the user you want.

Filtering Methods:

- Contains
- Does not Contain
- Starts With
- Ends With
- Equals
- Does not Equal

First Name 🏌	Last Name	Username	Role	Email	Phone Number	Enable	Action
Q	Q	Q	۹	Q	۹	Q	
Contains	Sanghs	adam	Tester	adamsangh12345@gmail.com	(232) 323-2322		0
📰 Does not contain	Ajjarapu	aditya	System Admin	aditya.ajjarapu@spiralogics.com	(999) 999-9999		0
■c Starts with	Gregorio	Bernie	System Admin	bernie.gregorio@spiralogics.com	(837) 487-4837		0
ill Ends with	Wallace	TT	System Admin	zzakariasadoq@hamsemc.org	(123) 213-1231		0
= Equals	Wallace	MM	System Admin	axedo@mail.com	(123) 213-1231		0
≠ Does not equal Q. Reset	Tamrakar	lumanti	System Admin	lumanti.tamrakar@spiralogics.com	(837) 487-4837		0
wannaer	Virk	mvirk	System Admin	maninder.virk@spiralogics.com	(404) 409-9858		0
Nitin	Garg	Nitin	System Admin	nitin.garg@spiralogics.com	(404) 888-8888		0
Paula	Muller	Lum	System Admin	lumantitamrakar12@gmail.com	(837) 487-4837		0
Paula	Muller	Paula	Tester	mail@mail.com	(837) 487-4837		0

Figure 15: Filter Methods

Users receive an email from the application along with the credentials that they can use to log in to the system.

	-	spsmtptesting@gmail.com to me ▼
		Hello,
		Please find your credentials below:
		Username: sanish123
		Password: sanish@123
		Please log into the system and change your password immediately.
		Thank You!
ľ		

Figure 16: Email Notification from Application for New User with Login Credentials

#### Password Complexity

To ensure safe and secure authentication, you are requested to choose a strong password. The password must comply with the following conditions:

- The password must be at least 8 character long
- It should contain both Uppercase and Lowercase letter
- It should have at least one special symbol like (\$, &, @, %, #)
- Last 5 password can't be reused in the system

#### 6.2 Enable/Disable User

You can enable or disable the user by clicking on a toggle button. Disabling the user will prevent that user from accessing the system and making any changes to the system.

You can click on the button, highlighted in the picture, to toggle between enable and disabled.

MR					Switch		Account 🗸 S	
Dashboard Roles ~	Account ~ Users ~ R	esources ~		2 REPORTING		Add User	View All User	
First Name 1	Last Name	Username	Role	Email	Phone Number	Enable	Action	
۹	۹	۹	Q	٩	۹	٩		
Adams	Sanghs	adam	Tester	adamsangh12345@gmail.com	(232) 323-2322		0	
Aditya	Ajjarapu	aditya	System Admin	aditya.ajjarapu@spiralogics.com	(999) 999-9999		0	
Bernie	Gregorio	Bernie	System Admin	bernie.gregorio@spiralogics.com	(837) 487-4837		0	
David	Wallace	тт	System Admin	zzakariasadoq@hamsemc.org	(123) 213-1231		0	
David	Wallace	MM	System Admin	axedo@mail.com	(123) 213-1231		0	
Lumanti	Tamrakar	lumanti	System Admin	lumanti.tamrakar@spiralogics.com	(837) 487-4837		0	
Maninder	Virk	mvirk	System Admin	maninder.virk@spiralogics.com	(404) 409-9858		0	
Nitin	Garg	Nitin	System Admin	nitin.garg@spiralogics.com	(404) 888-8888		0	
		Lum	System Admin	lumantitamrakar12@gmail.com	(837) 487-4837		0	
Paula	Muller							

Figure 17: Toggle Button to Enable/Disable Users

When clicking, the application shows you the confirmation dialog box about disabling the user. You can click on 'Yes' to disable the user.

ashboard Roles ~	Account ~ Users ~ R	esources ~ De	eactivated users will not be able to access th	e application.		Add osei	View All User
First Name 🕇	Last Name	Usernc Ar	e you sure you want to deactivate the user?		Phone Number	Enable	Action
Q	Q	Q		Cancel Yes	Q	Q	
Adams	Sanghs	adam		com	(232) 323-2322		0
Aditya	Ajjarapu	aditya	System Admin	aditya.ajjarapu@spiralogics.com	(999) 999-9999		00
Bernie	Gregorio	Bernie	System Admin	bernie.gregorio@spiralogics.com	(837) 487-4837		00
David	Wallace	TT	System Admin	zzakariasadoq@hamsemc.org	(123) 213-1231		00
David	Wallace	MM	System Admin	axedo@mail.com	(123) 213-1231		00
Lumanti	Tamrakar	lumanti	System Admin	lumanti.tamrakar@spiralogics.com	(837) 487-4837		00
Maninder	Virk	mvirk	System Admin	maninder.virk@spiralogics.com	(404) 409-9858		00
Nitin	Garg	Nitin	System Admin	nitin.garg@spiralogics.com	(404) 888-8888		00
Paula	Muller	Lum	System Admin	lumantitamrakar12@gmail.com	(837) 487-4837		00
Paula	Muller	Paula	Tester	mail@mail.com	(837) 487-4837		00
10 20 30					Ρ	age 1 of 2 (20 items	s) <b>1 2</b>
10 20 30					Ρ		

Figure 18: Deactivate Users Confirmation Dialog Box

After the user is deactivated, the user is marked as disabled in the list and the toggle button is greyed out.

ashboard Roles ~	Account ~ Users ~ Re	esources ~			activated Successfully!		
first Name	Last Name	Username	Role	Email	Phone Number	Enable †	Action
۹	۹	۹	Q	Q	۹	Q	
Security	Security	security	Tester	test@gmail.com	(989) 987-9897		0 🖸
Paula	Muller	Paula	Tester	mail@mail.com	(837) 487-4837		0
SansGlobal	Maharjan	SansGlobal	System Admin	sansglobal@1234	(993) 847-3844		0 🕻
litin	Garg	Nitin	System Admin	nitin.garg@spiralogics.com	(404) 888-8888		00
Bernie	Gregorio	Bernie	System Admin	bernie.gregorio@spiralogics.com	(837) 487-4837		0 🕻
fest	Test	test	System Admin	test8@gmail.com	(000) 000-0000		00
Roshana	Bajracharya	Roshna	Tester	rosnabajracharya@gmail.com	(660) 429-9222		0
Spiralogics	Int	spiralogics	System Admin	spiralogics@gmail.com	(111) 111–1111		00
Suman	Paudel	Suman	System Admin	suman.paudel@spiralogics.com	(231) 231-2312		00
Adams	Sanghs	adam	Tester	adamsangh12345@gmail.com	(232) 323-2322		
10 20 30					Page	2 of 2 (20 items)	1

Figure 19: Deactivated User

To enable the user, you can follow the same step of clicking the toggle button.

NR .		N SPIRALO	GICS		Switch Accou	Account ~ S	
Dashboard Roles ~	Account ~ Users ~ Re	esources ~		E REPORTING		Add User	View All User
First Name	Last Name	Username	Role	Email	Phone Number	Enable †	Action
Q	Q	Q	Q	۹	Q	Q	
Security	Security	security	Tester	test@gmail.com	(989) 987-9897		Ø 🚺
Paula	Muller	Paula	Tester	mail@mail.com	(837) 487-4837		0
SansGlobal	Maharjan	SansGlobal	System Admin	sansglobal@1234	(993) 847-3844		0
Nitin	Garg	Nitin	System Admin	nitin.garg@spiralogics.com	(404) 888-8888		00
Bernie	Gregorio	Bernie	System Admin	bernie.gregorio@spiralogics.com	(837) 487-4837		00
Test	Test	test	System Admin	test8@gmail.com	(000) 000-0000		0
Roshana	Bajracharya	Roshna	Tester	rosnabajracharya@gmail.com	(660) 429-9222		0
Spiralogics	Int	spiralogics	System Admin	spiralogics@gmail.com	(111) 111-1111		00
Suman	Paudel	Suman	System Admin	suman.paudel@spiralogics.com	(231) 231-2312		0
Adams	Sanghs	adam	Tester	adamsangh12345@gmail.com	(232) 323-2322		
10 20 30					Pag	e 2 of 2 (20 items)	1 2
						(,	
			2020 © All Rights Reserve	d Version: 1.2			

Figure 20: Enable User

Dialog Box Prompts to confirm the activation of the user.

ashboard Roles ~	Account ~ Users ~ Re	Are you sure	you want to activate this user?		Add User View All Use		
first Name	Last Name	Usernc		Cancel Yes	Phone Number	Enable †	Action
۹	Q	Q		Cancer Tes	Q	Q	
Security	Security	security	Tester	test@gmail.com	(989) 987-9897		00
Paula	Muller	Paula	Tester	mail@mail.com	(837) 487-4837		00
SansGlobal	Maharjan	SansGlobal	System Admin	sansglobal@1234	(993) 847-3844		00
litin	Garg	Nitin	System Admin	nitin.garg@spiralogics.com	(404) 888-8888		00
Bernie	Gregorio	Bernie	System Admin	bernie.gregorio@spiralogics.com	(837) 487-4837		00
fest	Test	test	System Admin	test8@gmail.com	(000) 000-0000		00
Roshana	Bajracharya	Roshna	Tester	rosnabajracharya@gmail.com	(660) 429-9222		00
Spiralogics	Int	spiralogics	System Admin	spiralogics@gmail.com	(111) 111-1111		00
Suman	Paudel	Suman	System Admin	suman.paudel@spiralogics.com	(231) 231-2312		00
10 20 30					Pag	e 2 of 2 (20 items)	) 1 2
20 30					Pag	9 2 01 2 (20 items)	

Figure 21: Activate User Confirmation Dialog Box

On clicking 'Yes'	', the user is	enabled into	the system.
-------------------	----------------	--------------	-------------

			1	EREPORTING User Act	ivated Successfully!		
First Name 🕇	Last Name	Username	Role	Email	Phone Number	Enable	Action
۹	۹	Q	۹	Q	Q	Q	
Adams	Sanghs	adam	Tester	adamsangh12345@gmail.com	(232) 323-2322		00
Aditya	Ajjarapu	aditya	System Admin	aditya.ajjarapu@spiralogics.com	(999) 999-9999		00
Bernie	Gregorio	Bernie	System Admin	bernie.gregorio@spiralogics.com	(837) 487-4837		00
David	Wallace	Π	System Admin	zzakariasadoq@hamsemc.org	(123) 213-1231		00
David	Wallace	MM	System Admin	axedo@mail.com	(123) 213-1231		00
Lumanti	Tamrakar	lumanti	System Admin	lumanti.tamrakar@spiralogics.com	(837) 487-4837		00
Maninder	Virk	mvirk	System Admin	maninder.virk@spiralogics.com	(404) 409-9858		00
Nitin	Garg	Nitin	System Admin	nitin.garg@spiralogics.com	(404) 888-8888		00
Paula	Muller	Lum	System Admin	lumantitamrakar12@gmail.com	(837) 487-4837		00
Paula	Muller	Paula	Tester	mail@mail.com	(837) 487-4837		0

Figure 22: User Activated

# 6.3 Edit User Information

You can also edit the user's account information. You can click on the edit icon, located right next to the toggle button, to edit the user information.

Last Name Q Sanghs	Username Q	Role	Email	Phone Number	Enable	Action
		Q				
Sanghs			Q	Q	Q	
	adam	Tester	adamsangh12345@gmail.com	(232) 323-2322		00
Ajjarapu	aditya	System Admin	aditya.ajjarapu@spiralogics.com	(999) 999-9999		00
Gregorio	Bernie	System Admin	bernie.gregorio@spiralogics.com	(837) 487-4837		0
Wallace	TT	System Admin	zzakariasadoq@hamsemc.org	(123) 213-1231		0
Wallace	MM	System Admin	axedo@mail.com	(123) 213-1231		00
Tamrakar	lumanti	System Admin	lumanti.tamrakar@spiralogics.com	(837) 487-4837		00
Virk	mvirk	System Admin	maninder.virk@spiralogics.com	(404) 409-9858		0
Garg	Nitin	System Admin	nitin.garg@spiralogics.com	(404) 888-8888		00
Muller	Lum	System Admin	lumantitamrakar12@gmail.com	(837) 487-4837		0
Muller	Paula	Tester	mail@mail.com	(837) 487-4837		00
				Pag	e 1 of 2 (20 items	1 2
	Wallace Wallace Tamrakar Virk Garg Muller	Wallace     TT       Wallace     MM       Tamrakar     lumanti       Virk     mvirk       Garg     Nitin       Muller     Lum	WallaceTTSystem AdminWallaceMMSystem AdminTamrakarlumantiSystem AdminVirkmvirkSystem AdminGergNitinSystem AdminMullerLumSystem AdminMullerPaulaTester	Wallace         TT         System Admin         zzakariasadoq@hamsemc.org           Wallace         MM         System Admin         axedo@mail.com           Tamrakar         Iumanti         System Admin         lumanti.atmrakar@spiralogics.com           Virk         mvirk         System Admin         maninder.virk@spiralogics.com           Garg         Nitin         System Admin         nitingarg@spiralogics.com           Muller         Lum         System Admin         lumantitamrakarl2@gmail.com	Wallace     T     System Admin     zaakariasadoq@homsemc.org     (123) 213-1231       Wallace     MM     System Admin     axedo@mail.com     (123) 213-1231       Tamrakar     lumanti     System Admin     umanti.tamrakar@spiralogics.com     (837) 487-4837       Virk     mvirk     System Admin     maninder.virk@spiralogics.com     (404) 409-9858       Gorg     Nitin     System Admin     niting.grg@spiralogics.com     (404) 488-8888       Muller     Lum     System Admin     lumantitamrakar12@gmail.com     (837) 487-4837       Muller     Paula     Tester     mail@mail.com     (837) 487-4837	Wallace       TI       System Admin       zzakariasadoq@hamsemc.org       (123) 213-1231       Image: Constraint of the system Admin         Wallace       MM       System Admin       axedo@mail.com       (123) 213-1231       Image: Constraint of the system Admin         Tamrakar       lumanti       System Admin       lumanti.tamrakar@spiralogics.com       (837) 487-4837       Image: Constraint of the system Admin         Virk       mvirk       System Admin       maindervirk@spiralogics.com       (404) 089-8888       Image: Constraint of the system Admin         Garg       Nitin       System Admin       nitingar@spiralogics.com       (404) 888-8888       Image: Constraint of the system Admin         Muller       Lum       System Admin       lumantitamrakar@gipinalcom       (837) 487-4837       Image: Constraint of the system Admin         Muller       Paula       Tester       mail@mail.com       (837) 487-4837       Image: Constraint of the system Admin         Muller       Paula       Tester       mail@mail.com       (837) 487-4837       Image: Constraint of the system Admin         Muller       Paula       Tester       mail@mail.com       (837) 487-4837       Image: Constraint of the system Admin         Muller       Paula       Tester       mail@mail.com       (837) 487-4837       Image: Constraint of the sy

Figure 23: Edit User Button

After clicking the edit button, you can update the information about the user and click on Save.

NR Dashboard Roles ~ Account ~ U		SPIRALOGICS	Switch Account ~ Reset Password Delete User Save Bac	S
Edit User				
First Name*	Email*	Role*		
Adams	adamsangh12345@gmail.com	Tester	~	
Last Name*	Phone Number*	Username*		
Sanghs	(232) 323-2322	adam		
	2020 © All R	ights Reserved   Version: 1.2		

Figure 24: Edit User Page

On clicking 'Save', the information of the user is updated into the system.

## 6.4 Delete User

You can also delete the user from the system.

You can use the delete icon, located right next to the edit icon to delete the user from the system.

ashboard Roles ~	Account ~ Users ~ R	lesources ~	MANDATORY INSURANCE			Add User	View All User
First Name †	Last Name	Username	Role	Email	Phone Number	Enable	Action
۹	۹	Q	Q	Q	۹	Q	
Adams	Sanghs	adam	Tester	adamsangh12345@gmail.com	(232) 323-2322		00
Aditya	Ajjarapu	aditya	System Admin	aditya.ajjarapu@spiralogics.com	(999) 999-9999		00
Bernie	Gregorio	Bernie	System Admin	bernie.gregorio@spiralogics.com	(837) 487-4837		0
David	Wallace	TT	System Admin	zzakariasadoq@hamsemc.org	(123) 213-1231		00
David	Wallace	ММ	System Admin	axedo@mail.com	(123) 213-1231		00
Lumanti	Tamrakar	lumanti	System Admin	lumanti.tamrakar@spiralogics.com	(837) 487-4837		00
Maninder	Virk	mvirk	System Admin	maninder.virk@spiralogics.com	(404) 409-9858		00
Nitin	Garg	Nitin	System Admin	nitin.garg@spiralogics.com	(404) 888-8888		00
Paula	Muller	Lum	System Admin	lumantitamrakar12@gmail.com	(837) 487-4837		00
Paula	Muller	Paula	Tester	mail@mail.com	(837) 487-4837		0
10 20 30					Pag	e 1 of 2 (20 items	) 1 2

Figure 25: Delete User Button

Or you can also delete a user from 'Edit User' and click on 'Delete User' as highlighted below:

$M\!\!\!R$ Dashboard Roles $\sim$ Account $\sim$ Users $\sim$		PIRALOGICS DATORY INSURANCE INFORTING	Switch Account - S Reset Password Delete User Save Back To List
Edit User			
First Name* Adams Last Name* Sanghs	Email* adamsangh12345@gmail.com Phone Number* (232) 323-2322	Role*       Tester       Username*       adam	
	2020 © All Righ	ts Reserved   Version: 1.2	

Figure 26: Delete User Button in Edit User Page

You are presented with a delete user confirmation dialog box from either of delete user button. You need to confirm your deletion by clicking 'Yes' in the confirmation dialog box.

Ŵ					Switch Account 🗸 🚺
Dashboard Roles ~ Account ~ Users ~ Reso		lete User		×	Reset Password   Delete User   Save   Back To List
	Are	e you sure you want to delete this	s user?		
Edit User				Cancel Yes	
First Name*	Email*		кою		
Adams	adamsangh	12345@gmail.com	Tester	~	
Last Name*	Phone Number*		Username*		
Sanghs	(232) 323-23	322	adam		
		2020 © All Rights I	Reserved   Version: 1.2		

Figure 27: Delete User Confirmation Dialog Box

On clicking 'Yes', the user is deleted from the system.

## 6.5 Reset User Password

You can reset password from 'Edit User' and click on 'Reset Password' as highlighted below:

shboard     Roles × Account × Users × Resources ×     IV Meandormasamet Riverines     Reset Password     Delete User     Save     Back To U       Edit User       First Name*     Email*     Role*       Adams     adamsanghl/2345@gmail.com     Tester     v       tatt Name*     Phone Number*     Username*       (232) 323-2322     adam			$\mathbf{N}$ spiralogics		Switch Account 🗸 S
First Name*     Email*     Role*       Adams     adamsangh12345@gmail.com     Tester       Last Name*     Phene Number*     Username*	iboard Roles ~ Account ~	Users ~ Resources ~		Reset Password	Delete User   Save   Back To Lis
Adams     odamsangh12345@gmail.com     Tester       Last Name*     Phone Number*     Username*	Edit User				
Last Name* Phone Number* Username*	First Name*	Email*	Role*		
	Adams	adamsangh12345@gmail.c	om Tester	~	
Sanghs         (232) 323-2322         adam	Last Name*	Phone Number*	Username*		
	Sanghs	(232) 323-2322	adam		

Figure 28: Reset Password Button in Edit User Page

You are presented with a change password popup to enter a new password.

M				Switch Account 🗸 🚺
Dashboard Roles ~ Account ~ Users ~ Reso		Change Password	<	Reset Password   Delete User   Save   Back To List
		New Password*		
Edit User		New Password		
First Name*	Email*	Confirm Password®		
Adams	adams	Confirm Password	<b></b>	
Last Name*	Phone Nun			
Sanghs	(232) 32	Cancel Save		
	(202) 0			
		2020 © All Rights Reserved   Version: 1.2		

Figure 29: Change Password Popup Box

E-mail is also sent to the corresponding user after the password has been reset by admin.

The screenshot below provides a sample of such email notification.

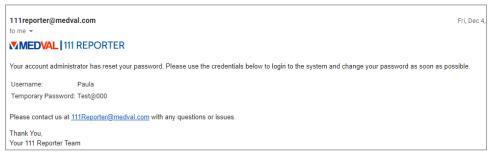


Figure 30: Email Notification for Password Reset by Admin

## 6.6 View All User

You can view all the users of the system including the users who are deleted from the system by clicking on the highlighted button.

A Dashboard Roles	✓ Account ✓ Users ✓ Re	esources ~				Switch Accou	view All Use
First Name	Last Name	Username	Role	Email	Phone Number	Enable †	Action
Q	Q	Q	۹	Q	۹	Q	
Aditya	Ajjarapu	aditya	System Admin	aditya.ajjarapu@spiralogics.com	(999) 999-9999		0
Sagun	Shrestha	Sagun	System Admin	sagun.shrestha@spiralogics.com	(980) 399-4183		00
Maninder	Virk	mvirk	System Admin	maninder.virk@spiralogics.com	(404) 409-9858		00
Sanish	Maharjan	sans123	System Admin	sanish.maharjan@spiralogics.com	(987) 654-3210		00
David	Wallace	TT	System Admin	zzakariasadoq@hamsemc.org	(123) 213-1231		00
Sayuz	Shikhrakar	Sayuz	smoke role test	sayuzshikhrakar@gmail.com	(977) 984-9126		00
David	Wallace	MM	System Admin	axedo@mail.com	(123) 213-1231		00
Lumanti	Tamrakar	lumanti	System Admin	lumanti.tamrakar@spiralogics.com	(837) 487-4837		00
Roshana	Bajracharya	Roshana	System Admin	roshana.bajracharya@spiralogics.c om	(660) 429-9222		0
Paula	Muller	Lum	System Admin	lumantitamrakar12@gmail.com	(837) 487-4837		00
10 20 30					Pa	ge 1 of 2 (20 items)	1 2
			2020 © All Rights Reserve	d   Version: 1.2			

Figure 31: View All Users Button

After you click the button, you can see the list of all users of the system as shown below:

NR Dashboard Role:	s 🗸 Account 🗸 Users	Resources ~	$\mathbf{M}$				Switch Accoun	tv S
First Name	Last Name	Username	Role	Email	Phone Number	Account Name	Enable †	Action
Q	۹	Q	Q	۹	Q	Q	Q	
Aditya	Ajjarapu	aditya	System Admin	aditya.ajjarapu@spiralogics.com	(999) 999-9999	Global Account		0
Sagun	Shrestha	Sagun	System Admin	sagun.shrestha@spiralogics.com	(980) 399-4183	Global Account		Ø
Maninder	Virk	mvirk	System Admin	maninder.virk@spiralogics.com	(404) 409-9858	Global Account		Ø
Dr. Achecart	Sanghe	xxuser	roletesting	workerscotmpschedulers@resurgens.com	(770) 963-4300	Alias Acc.		Ø
Sanish	Maharjan	sans123	System Admin	sanish.maharjan@spiralogics.com	(987) 654-3210	Global Account		0
David	Wallace	TT	System Admin	zzakariasadoq@hamsemc.org	(123) 213-1231	Global Account		0
Sayuz	Shikhrakar	Sayuz	smoke role test	sayuzshikhrakar@gmail.com	(977) 984-9126	Global Account		0
David	Wallace	MM	System Admin	axedo@mail.com	(123) 213-1231	Global Account		0
Lumanti	Tamrakar	lumanti	System Admin	lumanti.tamrakar@spiralogics.com	(837) 487-4837	Global Account		0
Peter	Park	Peter	roletesting	sagunlalshrestha1@gmail.com	(980) 399-4183	Spiralogics		Ø
10 20 30						Page 1 of 3 (2	5 items) 1	2 3
			2020 © A	Il Rights Reserved   Version: 1.2				

Figure 32: View All Users Page

# 7. Account Management

Accounts are responsible for submitting the claims and managing the reports. You can navigate to account management by clicking on the 'Account' menu as shown in the picture below.

NR Dashboard Roles ~ Acc	count 🗸 Users 🗸 Resources 🗸		LOGICS SURANCE REPORTING		Switch Account 🗸 🚺
	Add Account Manage Accounts	Active Users 🔲 Inactive Users	Active/Inactive Accounts		Active/Inactive Users
3 2 1 0 500 <sup>11</sup> (1000)	di <sup>rted</sup> d <sup>20</sup> d <sup>20</sup> ge <sup>gege</sup>			Active	Total 25
		2020 © All Rights Res	erved   Version: 1.2		

Figure 33: Account Management Menu

# 7.1 Add Account

You can add new account in the application by clicking on the 'Add Account' button as highlighted in the picture below.

NR Dashboard Roles ~	Account Y Users Y Resources Y				Switch Account 🗸 S
	Add Account				
User per Account	<ul> <li>Manage Accounts</li> </ul>	Active Users 📄 Inactive Users	Active/Inactive Accounts		Active/Inactive Users
3 2 1 boot boo	srat <sup>a</sup> ato salara	1.000	Total 12	<ul> <li>Active</li> <li>Inactive</li> </ul>	• Active • Inactive 25
			n console. Manage users		
		2020 © All Rights Re	served   Version: 1.2		

Figure 34: Add Account

On clicking the 'Add Account' button, the application displays a form where you can fill in the information related to new accounts and click on 'Save'.

		νbs	PIRALOGICS		Switch Account 🗸 S
nboard Roles ~ Acco	ount 🗸 Users 🖌 Resources 🖌		IDATORY INSURANCE REPORTING		Save Back To Li
dd Account					
Account Name*	Asia	Contact Phone	(292) 299-2222	Zip	23222
Contact First Name*	Suns	Address	645 New Street Ways	Re-Query	Re-Query All
Contact Last Name*	Marneys	City	New York City	UDF	
Contact Email*	sunsways@gmail.com	State	AK 🗸	)	

Figure 35: Add Account Popup Box

You can also add additional fields as required by enabling the UDF toggle button as highlighted below:

NR Dashboard Roles ~ Acco	unt -> Users -> Resources ->		PIRALOGICS DATOM INSURANCE REPORTING		Switch Account V S
Add Account					
Account Name*	Asia	Contact Phone	(292) 299-2222	zip	23222
Contact First Name*	Suns	Address	645 New Street Ways	Re-Query	Re-Query All
Contact Last Name*	Marneys	City	New York City	UDF	
Contact Email*	sunsways@gmail.com	State	AK 🗸	)	
		2020 © All Righ	ts Reserved   Version: 1.2		

Figure 36: UDF Toggle Button

When UDF toggle button is enabled, you can add 10 other additional fields in UDF 1-10 fields as shown in screenshot below:

NR.			PIRALOGICS			Switch Account 🗸	
Dashboard Roles ~ Acco	unt v Users v Resources v	1 V   C MAN	DATORY INSURANCE REPORTING			Save Back To Li	st
Edit Account							
Account Id	2184	Contact Phone		)	Zip	98204	J
Account Name*	Spiralogics	Address	4820 Main Street	)	Re-Query	Re-Query All	J
Contact First Name*	Molly	City	Ohio	)	UDF		
Contact Last Name*	Venesa	State	Select V	)			
Contact Email*	spiralogics@mail.com						
User Defined Fields						~	
UDF 1:	future field)	UDF 6:					
UDF 2:		UDF 7:					
UDF 3:		UDF 8:					
UDF 4:		UDF 9:					
UDF 5:		UDF 10:					
		2020 © All Righ	nts Reserved   Version: 1.2				

Figure 37: User Defined Fields

UDF fields added will be displayed as headers under new tab 'UDF' in respective account's claim file.

M     Q. Enter your search text       Dashboard     Claims ~ Manage	na v. Danasla v. Danavysan v.	N					Spiralogics - S
Dashboara Claims V Mahag	ge v keports v kesources v				Claim Errors	Save & Close   Sa	we & Continue Cancel
Name Claim#	Claim Control #*	RRE*	Status Query Pending	TIN - Office Code*	Action Type*	Eligibility D	ate RPD 5
Claim Info Auxiliary Info	UDF Applied Fields MAP	History				* Required * C	conditionally Required
User Defined Fields							~
UDF 1 (future field1):		UDF 6					
UDF 2 :		UDF 7:					
UDF 3 :		UDF 8					
UDF 4 :	]	UDF 9	:				
UDF 5 :		UDF 10 :					
		2020 © All R	ights Reserved   Version:	1.2			

Figure 38: UDF added displayed under UDF tab in respective Account's Claim File

When you add a new account to the system, the system automatically redirects to add a new user in order to associate a user to that account.

NA Dashboard Roles ~ Accou	unt 🗸 Users Y Resources Y		PIRALOGICS		Account Added Successfully!	Switch Account 🗸	s ×
Create a New User							
First Name*		Role*	System Admin	~			
Last Name*		Username*					
Email*		Password*					
Phone Number*		Confirm Password*					
		2020 © All Righ	ts Reserved   Version: 1.2				

Figure 39: Add New User Page

After providing the required and valid data, a new user is added to the system and then displays the lists of available users.

vR .			N/D SPIRALO	GICS		Switch Accou	int v S
ashboard Roles ~	Account ~ Users ~ Re	sources ~		REPORTING Success	fully added user: john		
First Name	Last Name	Username	Role	Email	Phone Number	Enable †	Action
Q	Q	Q	Q	Q	Q	Q	
Aditya	Ajjarapu	aditya	System Admin	aditya.ajjarapu@spiralogics.com	(999) 999-9999		0
Sagun	Shrestha	Sagun	System Admin	sagun.shrestha@spiralogics.com	(980) 399-4183		0
Maninder	Virk	mvirk	System Admin	maninder.virk@spiralogics.com	(404) 409-9858		0
Sanish	Maharjan	sans123	System Admin	sanish.maharjan@spiralogics.com	(987) 654-3210		0
David	Wallace	Π	System Admin	zzakariasadoq@hamsemc.org	(123) 213-1231		00
John	Jin	john	Role View	john@gmail.com	(232) 323-2222		0
Sayuz	Shikhrakar	Sayuz	smoke role test	sayuzshikhrakar@gmail.com	(977) 984-9126		00
David	Wallace	MM	System Admin	axedo@mail.com	(123) 213-1231		0
Lumanti	Tamrakar	lumanti	System Admin	lumanti.tamrakar@spiralogics.com	(837) 487-4837		0
Roshana	Bajracharya	Roshana	System Admin	roshana.bajracharya@spiralogics.c om	(660) 429-9222		00
10 20 30					Page 1 o	f 3 (21 items) 1	2 3
			2020 © All Rights Reserve				

Figure 40: New User Added

# 7.2 Manage Accounts

You can manage the accounts that are in the system. To manage any account, click on 'Manage Account' button as highlighted below:

NR Dashboard Roles ~ Account	nt 🗸 Users 🗸 Resources 🗸				Switch Account 🗸 💧
	d Account nage Accounts	Active Users 📄 Inactive Users	Active/Inactive Accounts		Active/Inactive Users
3 2 1 	de all est	1=	Total 12	Active     Inactive	Total 25
		2020 © All Rights Re	served   Version: 1.2		

Figure 41: Manage Account Menu

You are taken to the following screen which displays all the accounts present in the system.

R		ND SPIRA	ALOGICS		Switch Accou	unt 🗸 🕓 S
Dashboard	Roles ~ Account ~ Users ~	✓ Resources ✓ IV \ MANDATORYI	NSURANCE REPORTING			Add Accour
Account Id	Account Name	Address	Email	Contact Number	Enable †	Action
Q	۹	Q	Q	Q	Q	
1038	B&B	135 park lane, Arzona, 99833	jeremy@mailme.com	(123) 466-7888		0
1068	Laser Tech	Some city in Delaware, Some city, Delaware, 12345	sagunlalshrestha1@gmail.com	(980) 399-4183		00
1071	Alias Acc.	Flander's Street, Homer Town, 54871	alias@alias.com	(676) 434-3333		0
2172	G&G334	134 park lane, Arzona, Arkansas, 99833	george@mailme.com	(222) 876-2522		00
2183	M&M	14220 SE 38th St, BELLEVUE, Washington, 98006	rosnabajracharya@gmail.com	(660) 429-9111		00
2184	Spiralogics	4820 Main Street, Ohio, 98204	spiralogics@mail.com			00
2185	Parser Test	12 th Dragon St, Redwood, OH, 98764	sagun.shrestha@spiralogics.com	(980) 399-4183		00
2186	Alliance Med	4820 Main Street, Everett, 98204	jim@abc.xom	(837) 487-4837		00
3209	SP-test	Adarshanagar,Sunwal-6,Nawalparsi,Nepal, Sunwa I, AK, 33000	suman@gmail.com	(986) 614-2700		0
4210	Assignment	Sanfransico, LA, TX, 12345	admin@gmail.com	(986) 512-3212		0
10 20	30			Page	e 1 of 2 (13 items)	) 1 2
		2020 © All Rights Re	served   Version: 1.2			

Figure 42: All Account List

You can also add a new account from manage account page by clicking on 'Add Account' page as highlighted below:

R ashboard	Roles - Account - User	VX ·····			Switch Accou	Add Accor
Account Id	Account Name	Address	Email	Contact Number	Enable †	Action
٦	۹	۹	Q	۹	Q	
1038	B&B	135 park lane, Arzona, 99833	jeremy@mailme.com	(123) 466-7888		0 🖸
1068	Laser Tech	Some city in Delaware, Some city, Delaware, 12345	sagunlalshrestha1@gmail.com	(980) 399-4183		0 🕻
1071	Alias Acc.	Flander's Street, Homer Town, 54871	alias@alias.com	(676) 434-3333		0 🕻
2172	G&G334	134 park lane, Arzona, Arkansas, 99833	george@mailme.com	(222) 876-2522		0 🕻
2183	M&M	14220 SE 38th St, BELLEVUE, Washington, 98006	rosnabajracharya@gmail.com	(660) 429-9111		0 🕻
2184	Spiralogics	4820 Main Street, Ohio, 98204	spiralogics@mail.com			0 🕻
2185	Parser Test	12 th Dragon St, Redwood, OH, 98764	sagun.shrestha@spiralogics.com	(980) 399-4183		0 🕻
2186	Alliance Med	4820 Main Street, Everett, 98204	jim@abc.xom	(837) 487-4837		0 🕻
3209	SP-test	Adarshanagar,Sunwal-6,Nawalparsi,Nepal, Sunwa I, AK, 33000	suman@gmail.com	(986) 614-2700		0
4210	Assignment	Sanfransico, LA, TX, 12345	admin@gmail.com	(986) 512-3212		0 🖸
10 20	30			Page	e 1 of 2 (13 items)	1 2
		0000 ÷ 411 pl-144 p	eserved   Version: 1.2			

Figure 43: Add Account Button

Accounts in the list can be sorted in ascending or descending order on the basis of their details i.e., Account Name, Address, Email and Contact Number.

You can also use other filtering method provided by the application to find the account you want.

Filtering Methods:

- Contains
- Does not Contain
- Starts With
- Ends With
- Equals
- Does not Equal

Account Id Account Name	Address	Email	Contact Number	Enable †	Action
L Q	Q	Q	۹	Q	
Equals	135 park lane, Arzona, 99833	jeremy@mailme.com	(123) 466-7888		0
Does not equal	Some city in Delaware, Some city, Delaware, 12345	sagunlalshrestha1@gmail.com	(980) 399-4183		0
Less than	Flander's Street, Homer Town, 54871	alias@alias.com	(676) 434-3333		0
Greater than	134 park lane, Arzona, Arkansas, 99833	george@mailme.com	(222) 876-2522		0
Less than or equal to	14220 SE 38th St, BELLEVUE, Washington, 98006	rosnabajracharya@gmail.com	(660) 429-9111		0
Greater than or equal to	4820 Main Street, Ohio, 98204	spiralogics@mail.com			00
Reset	12 th Dragon St, Redwood, OH, 98764	sagun.shrestha@spiralogics.com	(980) 399-4183		0
2186 Alliance Med	4820 Main Street, Everett, 98204	jim@abc.xom	(837) 487-4837		00
3209 SP-test	Adarshanagar,Sunwal-6,Nawalparsi,Nepal, Sunwa I, AK, 33000	suman@gmail.com	(986) 614-2700		0
4210 Assignment	Sanfransico, LA, TX, 12345	admin@gmail.com	(986) 512-3212		00

Figure 44: Filter Methods



#### 7.2.1 Enable/Disable Account

You can enable or disable each account. Disabling the account prevents the account from making any claims and accessing the system.

You can disable the account by clicking on the toggle button located after the account information.

R		N/D SPIRA	LOGICS		Switch Accou	int 🗸 🕓 S
ashboard	Roles ~ Account ~ Users ~ F	Resources ~	NSURANCE REPORTING			Add Accoun
Account Id	Account Name	Address	Email	Contact Number	Enable †	Action
۹	Q	Q	۹	Q	Q	
1038	B&B	135 park lane, Arzona, 99833	jeremy@mailme.com	(123) 466-7888		Ø 🚺
1068	Laser Tech	Some city in Delaware, Some city, Delaware, 12345	sagunlalshrestha1@gmail.com	(980) 399-4183		00
1071	Alias Acc.	Flander's Street, Homer Town, 54871	alias@alias.com	(676) 434-3333		00
2172	G&G334	134 park lane, Arzona, Arkansas, 99833	george@mailme.com	(222) 876-2522		00
2183	M&M	14220 SE 38th St, BELLEVUE, Washington, 98006	rosnabajracharya@gmail.com	(660) 429-9111		00
2184	Spiralogics	4820 Main Street, Ohio, 98204	spiralogics@mail.com			00
2185	Parser Test	12 th Dragon St, Redwood, OH, 98764	sagun.shrestha@spiralogics.com	(980) 399-4183		00
2186	Alliance Med	4820 Main Street, Everett, 98204	jim@abc.xom	(837) 487-4837		00
3209	SP-test	Adarshanagar,Sunwal-6,Nawalparsi,Nepal, Sunwa I, AK, 33000	suman@gmail.com	(986) 614-2700		0
4210	Assignment	Sanfransico, LA, TX, 12345	admin@gmail.com	(986) 512-3212		00
10 20	30			Page	1 of 2 (13 items)	1 2
		2020 © All Rights Re				

Figure 45: Toggle Button for Enable/Disable Account

After clicking on the toggle button, you need to confirm your decision by clicking 'Yes' in the confirmation dialog box.

			Deactivate Account	×			
Account Id	Account Name † Q	Address	Deactivating the account will disable account and the users will not be abl Are you sure you want to deactivate	le to access the application.	Contact Number Q	Enable Q	Add Accoun
1071	Alias Acc.	Flander's Str	eet, Homer Town, 548/I	alias@alias.com	(676) 434-3333		00
2186	Alliance Med	4820 Main S	treet, Everett, 98204	jim@abc.xom	(837) 487-4837		00
4211	Asia	645 New Str	eet Ways, New York City, AK, 23222	sunsways@gmail.com	(292) 299-2222		00
4210	Assignment	Sanfransico	, LA, TX, 12345	admin@gmail.com	(986) 512-3212		00
1038	B&B	135 park lan	e, Arzona, 99833	jeremy@mailme.com	(123) 466-7888		00
2172	G&G334	134 park lan	e, Arzona, Arkansas, 99833	george@mailme.com	(222) 876-2522		00
1068	Laser Tech	Some city in	Delaware, Some city, Delaware, 12345	sagunlalshrestha1@gmail.com	(980) 399-4183		00
2183	M&M	14220 SE 38t	h St, BELLEVUE, Washington, 98006	rosnabajracharya@gmail.com	(660) 429-9111		00
2185	Parser Test	12 th Dragon	St, Redwood, OH, 98764	sagun.shrestha@spiralogics.com	(980) 399-4183		00
10 20	30				Page	1 of 2 (13 items	5) 1 2
			2020 © All Rights Re	served   Version: 1.2			

Figure 46: Deactivate Account Confirmation Dialog Box

**NOTE:** Deactivating the account will disable all the users associated with the account and the users will not able to access the application.

After clicking 'Save', the account is disabled which can be confirmed by seeing the toggle button turned off.



Account Vame Address Email Contact Number Enable 1 Action	2		N/2 SPI	ALOGICS		Switch Account 🗸
Q     Q     Q     Q       1013     \$pira199     134 park lane, Arzona, Arkansas, 99833     george@mailma.com     (567) 888-8888     )       2083     accountname2     accountName2@gmail.com     )     )       4211     Asia     645 New Street Ways, New York City, AK, 23222     sunsways@gmail.com     (292) 299-2222     )	ishboard F	Roles ~ Account ~ Users ~	Resources ~	IV INSURANCE REPORTING	Account Deactivated Successfully!	
1013       SpiralB9       134 park lane, Arxansas, 99833       george@maillme.com       (567) 888-8888       )         2083       accounthame2@gmail.com       @       )       )       )         4211       Asia       645 New Street Ways, New York City, AK, 23222       sunsways@gmail.com       (292) 299-2222       )	Account Id	Account Name	Address	Email	Contact Number	Enable † Action
2083     accountName2@gmail.com       4211     Asia       645     New Street Ways, New York City, AK, 23222       sunsways@gmail.com     (292) 299-2222	L. C.	۹	Q	Q	Q	Q
4211 Asia 645 New Street Ways, New York City, AK, 23222 sunsways@gmail.com (292) 299-2222 🕥	1013	Spiral99	134 park lane, Arzona, Arkansas, 99833	george@mailme.com	(567) 888-8888	
	2083	accountname2		accountName2@gmail.com		
	4211	Asia	645 New Street Ways, New York City, AK, 23222	sunsways@gmail.com	(292) 299-2222	
0 20 30 Page 2 of 2 (13 items) 1 2						

Figure 47: Disabled Account

You can re-enable the account by toggling the switch back to enable, which presents a confirmation dialog box to enable the account.

shboard	Roles ~ Account ~ User		Are you sure you want to activate	this Account?			Add Accou
Account Id	Account Name	Address			Contact Number	Enable †	Action
	Q	Q		Cancel Yes	Q	Q	
1013	Spiral99	134 park lane,	Arzona, Arkansas, 99833	george@mailme.com	(567) 888-8888		
	accountname2			accountName2@gmail.com			

Figure 48: Activate Account Confirmation Dialog Box

After clicking on 'Yes', the account is enabled.

Account Id	Account Name †	Address	Email	Contact Number	Enable	Action
۹	Q	Q	۹	۹	Q	
2083	accountname2		accountName2@gmail.com			
1071	Alias Acc.	Flander's Street, Homer Town, 54871	alias@alias.com	(676) 434-3333		0 🤇
2186	Alliance Med	4820 Main Street, Everett, 98204	jim@abc.xom	(837) 487-4837		0
4211	Asia	645 New Street Ways, New York City, AK, 23222	sunsways@gmail.com	(292) 299-2222		0
4210	Assignment	Sanfransico, LA, TX, 12345	admin@gmail.com	(986) 512-3212		0
1038	B&B	135 park lane, Arzona, 99833	jeremy@mailme.com	(123) 466-7888		0
2172	G&G334	134 park lane, Arzona, Arkansas, 99833	george@mailme.com	(222) 876-2522		0
1068	Laser Tech	Some city in Delaware, Some city, Delaware, 12345	sagunlalshrestha1@gmail.com	(980) 399-4183		0
2183	M&M	14220 SE 38th St, BELLEVUE, Washington, 98006	rosnabajracharya@gmail.com	(660) 429-9111		0
2185	Parser Test	12 th Dragon St, Redwood, OH, 98764	sagun.shrestha@spiralogics.com	(980) 399-4183		0
10 20	30			Page 1	of 2 (13 items	

Figure 49: User Activated

# 7.2.2 Edit Account Information

You can edit the information associated with each account.

You can click on the edit icon, located right next to the toggle button, to edit the information associated with that account.

R			ALOGICS		Switch Accou	int v S
ashboard I	Roles ~ Account ~ Users ~ Re	esources ~ IV N MANDATORY II	NSURANCE REPORTING			Add Accour
Account Id	Account Name 1	Address	Email	Contact Number	Enable	Action
Q	۹	Q	Q	۹	Q	
2083	accountname2		accountName2@gmail.com			
1071	Alias Acc.	Flander's Street, Homer Town, 54871	alias@alias.com	(676) 434-3333		00
2186	Alliance Med	4820 Main Street, Everett, 98204	jim@abc.xom	(837) 487-4837		00
4211	Asia	645 New Street Ways, New York City, AK, 23222	sunsways@gmail.com	(292) 299-2222		00
4210	Assignment	Sanfransico, LA, TX, 12345	admin@gmail.com	(986) 512-3212		00
1038	B&B	135 park lane, Arzona, 99833	jeremy@mailme.com	(123) 466-7888		00
2172	G&G334	134 park lane, Arzona, Arkansas, 99833	george@mailme.com	(222) 876-2522		0
1068	Laser Tech	Some city in Delaware, Some city, Delaware, 12345	sagunlalshresthal@gmail.com	(980) 399-4183		00
2183	M&M	14220 SE 38th St, BELLEVUE, Washington, 98006	rosnabajracharya@gmail.com	(660) 429-9111		0
2185	Parser Test	12 th Dragon St, Redwood, OH, 98764	sagun.shrestha@spiralogics.com	(980) 399-4183		00
10 20	30			Page 1	of 2 (13 items)	1 2
		2020 © All Rights Re	served   Version: 1.2			

Figure 50: Edit Account Button

Application presents you with a form where you can make the necessary changes to the account information.

		1 b s	PIRALOGICS		Switch Account 🗸
hboard Roles ~ Acc	ount 🗸 Users 🖌 Resources 🗸		IDATORY INSURANCE REPORTING		Save Back To L
dit Account					
AccountId	4211	Contact Phone	(292) 299-2222	Zip	23222
Account Name*	Asia	Address	645 New Street Ways	Re-Query	Re-Query All
Contact First Name*	Suns	City	New York City	UDF	
Contact Last Name*	Marneys	State	AK 🗸		
Contact Email*	sunsways@gmail.com				

*Figure 51: Edit Account Popup Box* 

After clicking on 'Save', all the information about that account is updated into the system.

You can click on 'Back to List' button to go back to manage account page.

	Account V Users V Resources V     VVV www.www.www.www.www.www.www.www.www.			۱b s	PIRALOGICS		Switch Account 🗸
Account Id     4211     Contact Phone     (292) 299-2222     Zip     2322       Account Name*     Asia     Address     645 New Street Ways     Re-Query All       Contact First Name*     Suns     City     New York City     UDF       Contact List Name*     Marrays     State     AK     V	Account Id     4211     Contact Phone     (292) 299-2222     Zip     23222       Account Name*     Asia     Address     645 New Street Ways     Re-Query     Re-Query All       antact First Name*     Suns     Chy     New York City     Upr     Image: Contact Name*       Marneys     State     Ak	oard Roles ~ Acco	ount 🗸 Users 🗸 Resources 🗸				Save Back 1
Account Name*     Asia     Address     645 New Street Ways     Re-Query     Re-Query All       Contact First Name*     Suns     City     New York City     UDF       Contact Last Name*     Marneys     State     AK     ✓	Account Name*     Asia     Address     645 New Street Ways     Re-Query All       Ontact First Name*     Suns     City     New York City     UDF       Ontact Last Name*     Marneys     State     AK     V	Account					
Contact List Name*     Suns     City     New York City     UDF       Contact List Name*     Marreys     State     AK     V	Interstantiality     Interstantiality     Interstantiality     Interstantiality       Interstantiality     Suns     City     New York City       Interstantiality     Marneys     State	Account Id	4211	Contact Phone	(292) 299-2222	Zip	23222
ContactLast Name* Marneys State AK	ontact Last Name's State AK	Account Name*	Asia	Address	645 New Street Ways	Re-Query	Re-Query All
		Contact First Name*	Suns	City	New York City	UDF	
Contact Emaîl* Sunsways@gmail.com	Contact Email* sunsways@gmail.com	Contact Last Name*	Marneys	State	AK 👻		
		Contact Email*	sunsways@gmail.com				

Figure 52: Back to List Button

## 7.2.3 Delete Account

You can delete an account from the system. Deleting an account from the system completely removes the account and all its information, including claims from the system.

To do so, you can click on the delete icon located right next to the edit button.

ashboard	Roles Y Account Y Use	VX	ALOGICS			Add Accou
Account Id	Account Name 1	Address	Email	Contact Number	Enable	Action
م	۹	٩	Q	۹	Q	
2083	accountname2		accountName2@gmail.com			
1071	Alias Acc.	Flander's Street, Homer Town, 54871	alias@alias.com	(676) 434-3333		00
2186	Alliance Med	4820 Main Street, Everett, 98204	jim@abc.xom	(837) 487-4837		00
4211	Asia	645 New Street Ways, New York City, AK, 23222	sunsways@gmail.com	(292) 299-2222		0
4210	Assignment	Sanfransico, LA, TX, 12345	admin@gmail.com	(986) 512-3212		0
1038	B&B	135 park lane, Arzona, 99833	jeremy@mailme.com	(123) 466-7888		0
2172	G&G334	134 park lane, Arzona, Arkansas, 99833	george@mailme.com	(222) 876-2522		0
1068	Laser Tech	Some city in Delaware, Some city, Delaware, 12345	sagunlalshrestha1@gmail.com	(980) 399-4183		0
2183	M&M	14220 SE 38th St, BELLEVUE, Washington, 98006	rosnabajracharya@gmail.com	(660) 429-9111		0
2185	Parser Test	12 th Dragon St, Redwood, OH, 98764	sagun.shrestha@spiralogics.com	(980) 399-4183		0
10 20	30			Page	e 1 of 2 (13 items	s) <b>1</b> 2

Figure 53: Delete Account Button

On clicking this button, a confirmation dialog box appears on the screen.

shboard	Roles V Account V Users V R	esources ~	Delete Account Deleting the account will delete all as	sociated users and the claims.			Add Accour
Account Id	Account Name	Address	Are you sure you want to proceed?		Contact Number	Enable †	Action
2	Q	Q		Cancel Yes	Q	Q	
1038	B&B	135 park lane		Cancel Yes	(123) 466-7888		00
1068	Laser Tech	Some city in	Delaware, Some city, Delaware, 12345	sagunlalshrestha1@gmail.com	(980) 399-4183		00
1071	Alias Acc.	Flander's Str	eet, Homer Town, 54871	alias@alias.com	(676) 434-3333		00
2172	G&G334	134 park lane	e, Arzona, Arkansas, 99833	george@mailme.com	(222) 876-2522		00
2183	M&M	14220 SE 38t	n St, BELLEVUE, Washington, 98006	rosnabajracharya@gmail.com	(660) 429-9111		00
2184	Spirologics	4820 Main S	treet, Ohio, 98204	spiralogics@mail.com			00
2185	Parser Test	12 th Dragon	St, Redwood, OH, 98764	sagun.shrestha@spiralogics.com	(980) 399-4183		00
2186	Alliance Med	4820 Main S	treet, Everett, 98204	jim@abc.xom	(837) 487-4837		00
3209	SP-test	Adarshanag I, AK, 33000	ar,Sunwal-6,Nawalparsi,Nepal, Sunwa	suman@gmail.com	(986) 614-2700		00
4210	Assignment	Sanfransico,	LA, TX, 12345	admin@gmail.com	(986) 512-3212		00
10 20	30				Page	1 of 2 (13 items)	) 1 2

Figure 54: Delete Account Confirmation Dialog Box

# 8. Roles

Each user in the application is assigned a particular role. Roles decide the type of access the user has on each module of the application.

#### 8.1 Add Roles

You can add new roles to the system. Each role can be created to give specific access to each module of the application.

You can add new role by clicking on 'Roles' menu located in the navbar which is shown in the picture below.

NR Dashboard Roles - Account - Users - Resources -		ALOGICS		Switch Account 🗸 S
Add Role User per Ac      Manage Roles	Active Users 🔲 Inactive Users	Active/Inactive Accounts		Active/Inactive Users
a 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1	und and a second and a second and a second a s	Total 13	Active     Inactive	• Active Total 26
	11=	n console. Manage users		
	2020 © All Rights Re	served   Version: 1.2		

Figure 55: Add Role Menu

After clicking on 'Add Role', you can fill the form to give specific access to the role you create.

nboard <b>Roles</b> ~ Account ~ Users ~ Resour	ces ~	KY INSURANCE REPORTING	Save C
reate Role and Set their Permissions			
ole Name*			
Test Admin Role			
Module Name	View Access	Create/Update Access	Full Access
Claim Management			
Reports			
Resource Management			
RE Management			
Submission Tracking			
'IN Management			
Account Management 🖉			
tole Management 🖉			
Jser Management 🖉			

Figure 56: Add Role Page

If you add a new role without providing access to any module then the role is not added.

ashboard Roles ~ Account ~ Users ~ Resource Create Role and Set their Permissions Role Name* Test Admin Role			Save   Clos
Role Name*			
Test Admin Role			
Please select any access for at least one module. Module Name	View Access	Create/Update Access	Full Access
Claim Management			
Reports			
Resource Management			
RRE Management			
Submission Tracking			
TIN Management			
Account Management 🖉			
Role Management 🖉			
User Management 🖉			

Figure 57: Error Notification for Add Role

After a new role is added, then you are re-directed to manage role page along with newly added role.

shboard <b>Roles</b> ~ Account ~ Users ~	Resources ~		Switch Account 🗸 S
letesting			Ø <b>O</b> +
noke role test			Ø O +
ystem Admin			Ø 🛈 +
est Admin Role			Ø <b>O</b> +
Module Name	View Access	Create/Update Access	Full Access
Claim Management	~	×	~
Reports	-		
Resource Management	-	-	-
RRE Management	-	-	-
Submission Tracking	-		
TIN Management	-	-	-
Account Management 🖉	-	-	-
Role Management 🖉			

Figure 58: New Role Added

## 8.2 Manage Roles

You can manage all the roles there are in the system. Each role can be managed to give specific access to each module of the application.

You can manage roles by clicking on 'Roles' menu located in the navbar and selecting the 'Manage Roles' which is shown in the picture below.

M Dashboard Roles ~ Account ~ Users ~ Resources ~				Switch Account 🗸 S
Add Role User per Ad     Manage Roles	Active Users 📄 Inactive Users	Active/Inactive Accounts		Active/Inactive Users
3 2 1 0 450 <sup>-10<sup>-1</sup></sup> 6 <sup>3</sup> 6 <sup>3</sup> 6 <sup>3</sup> 6 <sup>3</sup> 6 <sup>3</sup> 6 <sup>3</sup> 6 <sup>3</sup> 6 <sup>3</sup>	agen <sup>a tuga</sup> sa <sup>ba</sup> t	Total 13	Active     Inactive	Total 26
	2020 © All Rights Re	served   Version: 1.2		

Figure 59: Manage Roles Menu

By clicking on manage roles, following role list page is displayed:

M Dashboard Roles ~ Account ~ Users ~ Resources ~	Switch Account - S Add Role
Role Name	
Acc Admin	Ø <b>O</b> +
Account Admin	Ø <b>0</b> +
Assit .Admin	Ø 🗘 +
Delete	Ø O +
medrole	Ø O +
Role Manager	Ø O +
Role View	Ø O +
roletesting	Ø 🟮 +
smoke role test	Ø 🟮 +
System Admin	Ø O +

Figure 60: Role List

## 8.2.1 Edit Role

You can view the access of role provided to each module by clicking on required role name's '+' which expands the access provided to different module.

NR Dashboard Roles × Account × Users × Resources ×	Switch Account ~ S Add Role
Role Name	_
Acc Admin	Ø O 🕂
Account Admin	Ø <b>()</b> +
Assit .Admin	Ø <b>O</b> +
Delete	Ø O +
medrole	Ø O +
Role Manager	Ø O +
Role View	Ø O +
roletesting	Ø O +
smoke role test	Ø O +
System Admin	Ø O +

Figure 61: Role Expand Button

The roles with the icons next to it indicate that those are the admin roles, as highlighted in the following screenshot. If the users are already assigned to other non-admin roles, then they cannot be given the admin role. All the users must first be removed from the other non-admin roles, then only admin roles can be assigned to it.

ole Name			
Acc Admin			00
Module Name	View Access	Create/Update Access	Full Access
Claim Management	-	-	-
Reports	-		
Resource Management	-	-	-
RRE Management	~	-	-
Submission Tracking	-		
TIN Management	-	-	-
Account Management 🖉	-	-	-
Role Management 🖉	-	-	-
User Management 🖉	_	-	-

Figure 62: Admin Roles

You can edit the role by clicking on the edit icon as highlighted in the picture below.

$N_{\rm c}^{\rm A}$ Dashboard Roles ${\rm \sim}$ Account ${\rm \sim}$ Users ${\rm \sim}$ Resources ${\rm \sim}$	Switch Account ~ S Add Role
Role Name	
Acc Admin	
Account Admin	Ø 🖸 +
Assit .Admin	Ø <b>O</b> +
Delete	Ø O +
medrole	Ø O +
Role Manager	Ø O +
Role View	Ø O +
roletesting	Ø <b>O</b> +
smoke role test	Ø O +
System Admin	Ø O +

Figure 63: Edit Role Button

You can edit the type of access the role has in each part of the application.

hboard <b>Roles</b> ~ Account ~ Users ~ Resou		PIRALOGICS Diatory insurance reporting	Save C
Ipdate Role and Set their Permissions			
tole Name*			
Test Admin Role			
Module Name	View Access	Create/Update Access	Full Access
Claim Management			<b>2</b>
Reports			
Resource Management			
RRE Management			
Submission Tracking			
TIN Management			
Account Management 🖉			
Role Management 🖉			
User Management 🖉			
		ts Reserved   Version: 1.2	

Figure 64: Edit Role Page

On clicking 'Save', the access of each role is changed.

#### 8.2.2 Delete Roles

You can also delete a role present in the system. If a role has an existing user in it then it cannot be deleted.

You can delete a role from the system by clicking on the delete icon located right after the edit icon.

M Dashboard Roles ~ Account ~ Users ~ Resources ~	Switch Account v S Add Role
Role Name	
Acc Admin	Ø <u>0</u> +
Account Admin	Ø O +
Assit .Admin	Ø O +
Delete	Ø O +
medrole	Ø O +
Role Manager	Ø <b>O</b> +
Role View	Ø O +
roletesting	Ø O +
smoke role test	Ø O +
System Admin	Ø O +

Figure 65: Delete Role Button

You need to confirm the deletion of the role by clicki006Eg 'Yes' in the confirmation dialog box.

shboard <b>Roles</b> ~ Account ~ Users ~ Resources ~	Delete Role	×	Switch Account ~
	Are you sure you want to delete this role?		
ystem Admin			Ø 🖸 🕂
est Admin Role		Cancel Yes	00
Module Name	View Access	Create/Update Access	Full Access
Claim Management	~	~	~
Reports	-		
Resource Management	-	-	-
RRE Management	-	-	-
Submission Tracking	-		
TIN Management	-	-	-
Account Management 🖉	-	-	-
Role Management 🖉	-	-	-
User Management 🖉	-	-	-
ester			0.01

*Figure 66: Delete Role Confirmation Dialog Box* 

On clicking 'Yes', the selected role is removed from the system.

## 9. Resources

This feature that allows a user to upload files into the system. A user can upload document and store it in the system so that other users of the system can download it for their reference.

### 9.1 Add Resource

You can add new resource by clicking on the 'Resource' menu and selecting add new resource.

NR Dashboard Roles ~ Account ~ Users ~	Resources ~				Switch	Account v S
User per Account	Add Resource     Manage Resource	) Inactive Users	Active/Inactive Accounts		Active/Inactive Users	
3 2 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1	te <sup>ga</sup> te <sup>gar</sup> geo <sup>rgar</sup> tegat georgar		Total 13	Active     Inactive	Total 26	Active     Inactive
	20	20 © All Rights R	eserved   Version: 1.2			

Figure 67: Add Resource Menu

After clicking add resource, you are presented with an 'Add Resource' popup box in which you can add either:

• **Upload File**: When 'Upload File' radio button is selected, then you need to choose file to upload from your local device with extensions doc, docx, xls ,xlsx, ppt, pptx, pdf, txt, png, jpeg, jpg, gif, tiff, mp4, mov. The max doc file size is 50MB and max video file size is 100MB.

Ŵ	-		Switch Account 🗸 🕥
Dashboard Roles V Account V Users V Resources V	Add Resource ×		· ·
	Name*		
User per Account	User Manuals		Active/Inactive Users
	Upload File     Add Link     Add Video Link		
3	Choose File No file chosen	Active	Active
2	Valid Extensions(.doc.,docx,.xls,.xlsx,.ppt,.pptx,.pdf,.txt,.png.jpeg.jpggif,.tiff,.mp4,.mov) Max file size: 500 MB	Inactive	Total
	Max hie tize: SVU MB Max video file size: S00 MB		26
	Description		
history, app chistory drage has has t	This is the user manual of the application.		
	Cancel Save		
	2020 © All Rights Reserved   Version: 1.2		

Figure 68: Upload File in Add Resource Popup

• Add Link: You can add external links in resource by selecting 'Add Link' radio button along with name, resource link and description.

NR			Switch Account 🗸 🔹 S
Dashboard Roles ~ Account ~ Users ~ Resources ~	Add Resource ×		•
	Name*		
User per Account	User Manuals		Active/Inactive Users
	O Upload File   Add Link   Add Video Link		
3	Resource Link*	Active	Active
2		Inactive	Total
	Description		26
5th' 85 <sup>25</sup> 205' 188 <sup>3</sup> 19 <sup>30</sup> 58'			
e <sup>ye</sup> e <sup>ye</sup> is			
	Cancel Save		
	You are now in the admin console. Manage users		
	2020 © All Rights Reserved   Version: 1.2		

Figure 69: Add Link in Add Resource Popup

• Add Video Link: You can also add YouTube video links by selecting 'Add Video Link' radio button along with name, resource link and description.

NR .			Switch Account 🗸 🕥
Dashboard Roles × Account × Users × Resources ×	Add Resource	×	•
	Name*		
User per Account	User Manuals		Active/Inactive Users
	O Upload File O Add Link I	Add Video Link	
3	Resource Link*	Active	Active
2		Inactive	• Total • Inactive
1 - 1	Description		26
super the state state of the state state			
		Cancel Save	
	0		
	T===]		
	You are now in the admin console. Manage	lisors	
	2020 © All Rights Reserved   Version: 1.2		

Figure 70: Add Video Link in Add Resource Popup

Click on 'Save' button uploads the document, link or video link into the system.

• **Search Resources:** You can search for any resource in resource list by its name or description by entering keywords in search bar as highlighted below:

Count Management Training V	NR Dashboard Roles ~ Account ~ Users ~ Resources ~		Switch Account 🗸 🚯
		Training video that explains how to manage accounts in the system.         3/17/2021 ▲ ● C ■	Q, Account Management Training V
2020 © All Rights Reserved   Version: 1.2		2020 © All Rights Reserved   Version: 1.2	

Figure 71: Search Bar for Resource

### 9.2 Manage Resources

You can manage all the available resource in the system. To manage any resource, click on 'Manage Resource' button which display following screen.

MIR Administrators User's Manual	MIR Account Management User's Manual	CMS.GOV ICD-10 Lookup	MIR Claims User's Manual
User's manual for administrators.	User's manual for managing accounts. 4/22/2021	3/18/2021	3/17/2021
User Management Training Video Training video that explains how to manage users in the system. 3/17/2021 (1) (2) (2) (8)	Roles Training Video Training video that explains how to manage user roles in the system. 3/17/2021 ( ) ( ) ( )	Report Training Video Training video that explains how to generate reports in the system. 3/17/2021 ( ) ( ) ( ) ( )	Query Training Video       Training video that explains how to use queries in the system.       3/17/2021
Login Training Video Training video that explains how to login to the system. 3/17/2021 & O C 1	Claim Management Training Video Part 2 Training video that explains how to manage claims in the system.	Claim Management Training Video Part 1 Training video that explains how to manage claims in the system. 3/17/2021 ( ) ( ) ( )	Account Management Training Video Training video that explains how to manage accounts in the system.

Figure 72: Manage Resources Page

You can also new resource by in manage resources page by clicking on 'Add Resource' page as highlighted below:

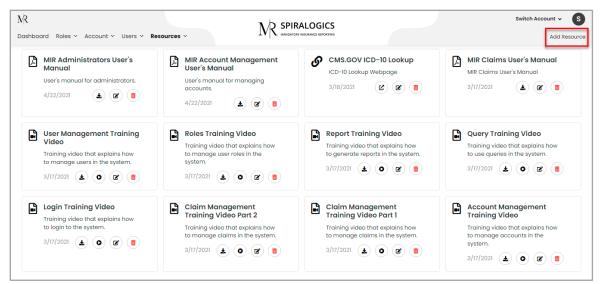


Figure 73: Add Resource Button in Manage Resource Page

Based on the resources uploaded you can manage resources accordingly.

• **Redirect to Link:** If a link is added in a resource file, then you can click on 'Redirect Link' icon as highlighted below which opens the link in new tab.

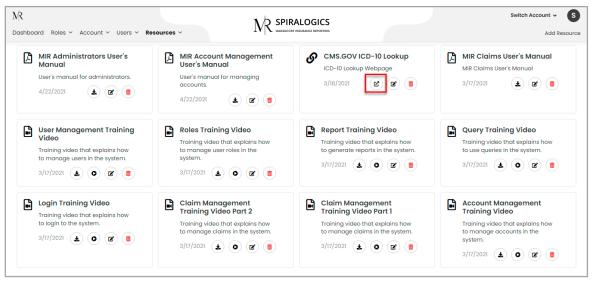


Figure 74: Redirect to Link Button

• Edit Resource: To edit a resource click on 'Edit' icon as highlighted below:

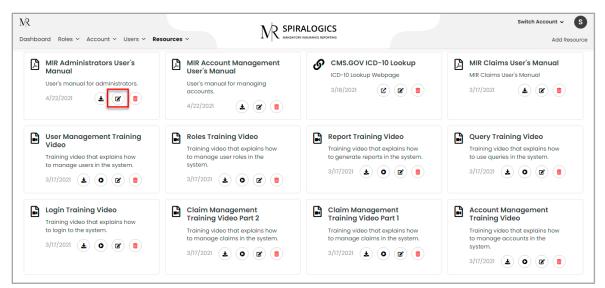


Figure 75: Edit Resource Button

Once you click on the 'Edit Resource' button, edit resource popup is displayed as follows to update the resource information:

MR					Switch Account ~ S
Dashboard Roles - Account - Users - Re	sources ~	Edit Resource	×		Add Resource
		Name*			
MIR Administrators User's Manual User's manual for administrators. 4/22/2021	Us ac 4/	MIR Administrators User's Manual Current Filename: Spiralogics MIR Adm Choose File No file chosen Valid Extensions(.decdecastastarpptpptspdltxt., Mas dec file size: too MB Description		يم الم	MIR Claims User's Manual MIR Claims User's Manual 3/17/2021
User Management Training Video           Training video that explains how to manage users in the system.           3/17/2021         ()         ()         ()	Trito sy 3/	User's manual for administrators.	Cancel Save	iow tem.	Query Training Video       Training video that explains how to use queries in the system.       3/17/2021
Login Training Video         Training video that explains how to login to the system.         3/17/2021       Image: Comparison of the system of the	Tr Tr to	aim Management aining Video Part 2 uining video that explains how manage claims in the system. 17/2021 ( ) ( ) ( )	Claim Management Training Video Part 1 Training video that explains to manage claims in the sys 3/17/2021		Account Management Training Video Training video that explains how to manage accounts in the system. 3/17/2021 ( ) ( ) ( )

Figure 76: Edit Resource Popup

• **Download Resource:** You can download resource file or video uploaded to application by clicking on 'Download' button as highlighted below:

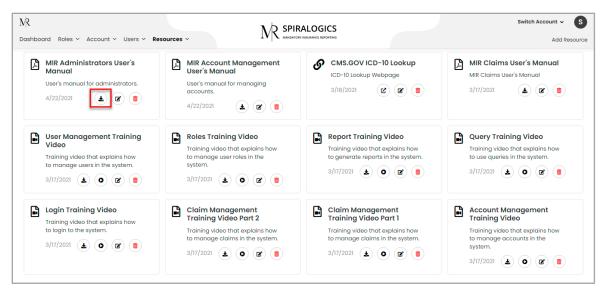


Figure 77: Download Resource Button

Once you click on the download button, the respective file or video is downloaded to your local device.

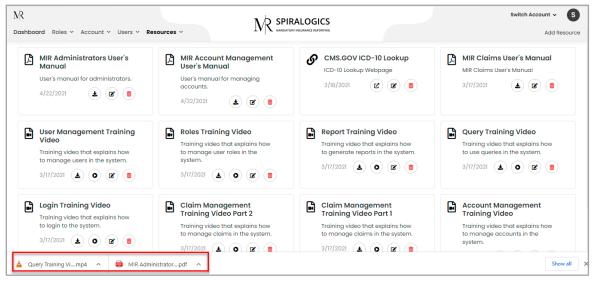


Figure 78: Resources Downloaded to Local Device

• **Play Video:** As videos can also be uploaded in resource, you can play the uploaded video by clicking on play button as highlighted below:

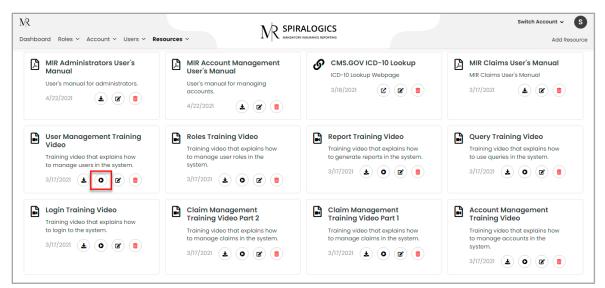


Figure 79: Play Video Button

Once you click on the 'Play' button, video is played on the same page where you can easily manage video settings such as pause, play, full screen, volume, playback speed and download.

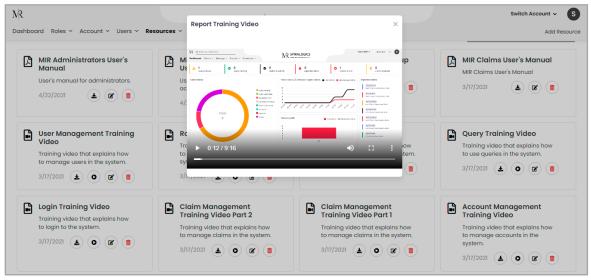


Figure 80: Resource Video Settings

• **Delete Resource:** To delete a resource, click on 'Delete' resource button as highlighted below:

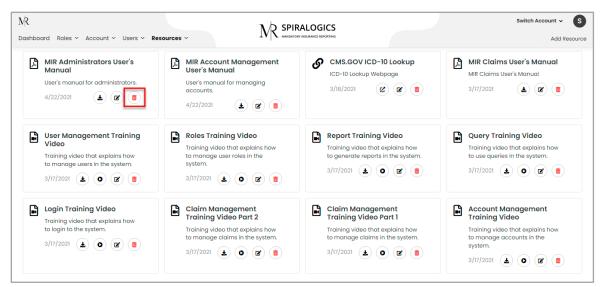


Figure 81: Delete Resource Button

Once you click on the delete resource button, a delete confirmation dialog box is displayed as follows:

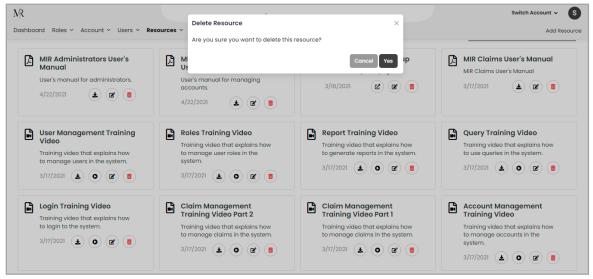


Figure 82: Delete Resource Confirmation Dialog Box

Click on 'Yes' button to delete the selected resource or click on 'Cancel' to cancel deletion of the resource.

## 10. Switch Account

You can switch between the different accounts by clicking on the 'Switch Account' dropdown and selecting one of the accounts from the list.

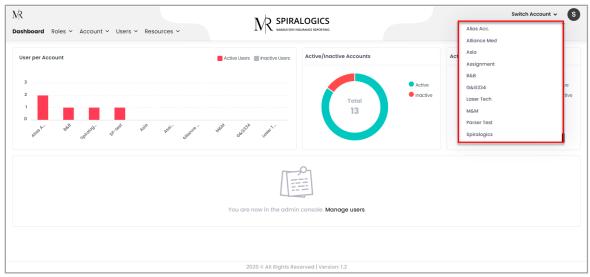


Figure 83: Switch Account Dropdown

Once the account is switched, it displays all the information related to that account.

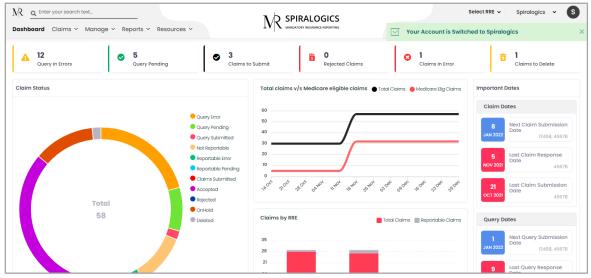


Figure 84: Switched to selected Account Dashboard

# 11. User Profile

You can view your profile or log out of the system by clicking on the user icon that displays your (the user's) initials. This is located on the top right of the page, right next to the switch account dropdown.

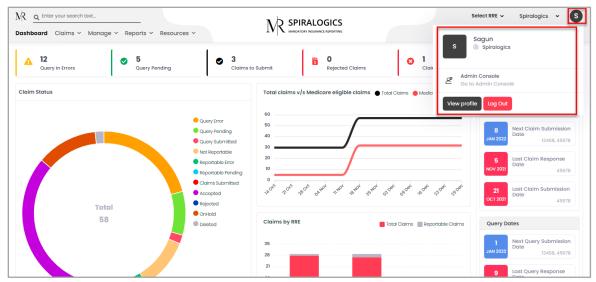


Figure 85: User Profile Section

You can switched to admin dashboard by clicking on 'Admin Console' button as highlighted below:

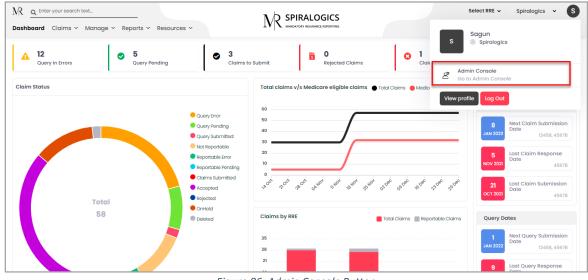


Figure 86: Admin Console Button

Once you click on the admin console, you are switched to admin dashboard.

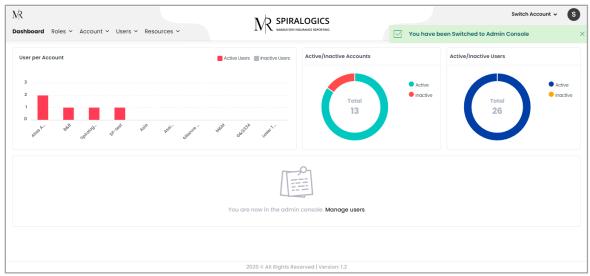


Figure 87: Switched to Admin Console

## 11.1 User Information

You can view your information by clicking on the 'View Profile' button as shown below.

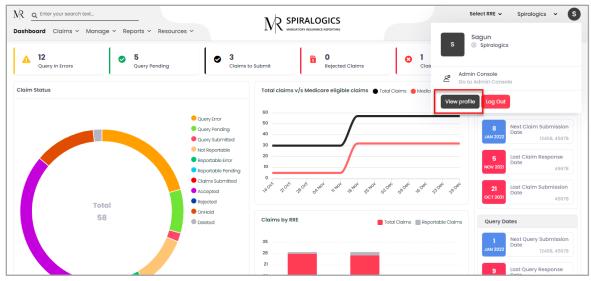


Figure 88: View Profile Button

By clicking on the view profile button, the following information of the logged-in user is displayed.

- Username
- Role
- Phone Number
- Email



NR <u>q Enter your search text.</u> Dashboard Claims × Manage × Reports × Resources ×		Select RRE 🗸	Spiralogics	× S
Sagun Shrestha Username: Sagun	Change Password			
Role: System Admin				
Phone Number: (980) 399-4183				
Email: sagun.shrestha@spiralogics.com				
	2020 © All Rights Reserved   Version: 1.2			

Figure 89: View Profile Page

## 11.2 Change Password

You can change your log in password by clicking on the 'Change Password' button which is highlighted in the screenshot below.

NR <u>a</u> Enter your search text       Dashboard     Claims ~ Manage ~ Reports ~ Resources ~		Select RRE 🗸 Spiralogics 🖌 S
Sagun Shrestha Username: Sagun Role: System Admin Phone Number: (980) 399-4183 Email: sagun.shrestha@spiralogics.com	Change Password	
	2020 © All Rights Reserved   Version: 1.2	

Figure 90: Change Password Button

Clicking on the change password button displays a popup with the fields that need to be filled up in order to change the password.

NR Q Enter your search text			Select RRE 🗸	Spiralogics	~ <b>S</b>
Dashboard Claims - Manage - Reports - Resources -	Change Password	×			•
	Old Password*	Old Password			
Sagun Shrestha	New Password*	New Password			
Username: Sagun	Confirm Password*	Confirm Password			
Role: System Admin					
Phone Number: (980) 399-4183		Cancel Save			
Email: sagun.shrestha@spiralogics.com					
	2020	© All Rights Reserved   Version: 1.2			

Figure 91: Change Password Button

## 11.3 Log Out

To log out of the application, click on 'Log Out' button as highlighted below:

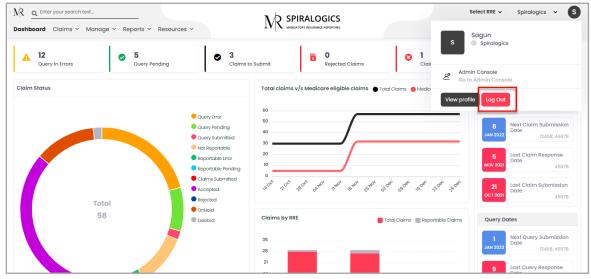


Figure 92: Log Out Button

## 12. Session Timeout

This is a feature of idle session timeout in the application for security related concerns. Any user who is logged into the system is automatically logged out after 30 min of inactivity in the application.

The user is prompted with a pop-up screen after 28 minutes with the option to continue the session or log out of the session. If users choose to continue, the session continues. If there is no response from the user, the user is logged out automatically and the session ends.

Dividos	53 Session Expired!	
	Logging Out You will be logged out in : 92 seconds	
	Continue Working Log out	

Figure 93: Session Timeout