



MIR ADMIN USER MANUAL

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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
TXT:	TeXT
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.

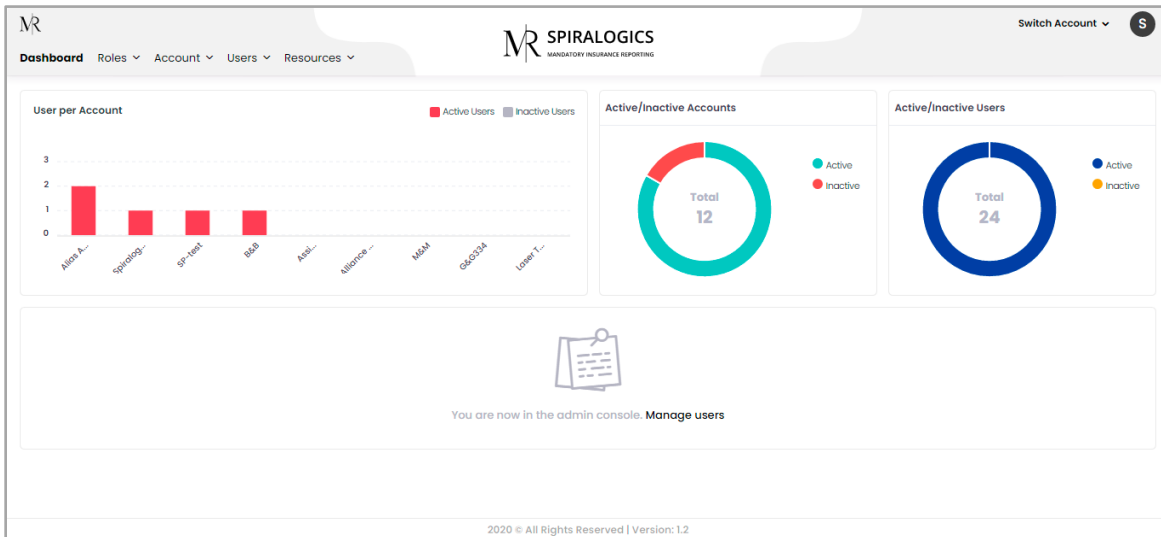


Figure 1: Landing Page of Application

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

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:



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.

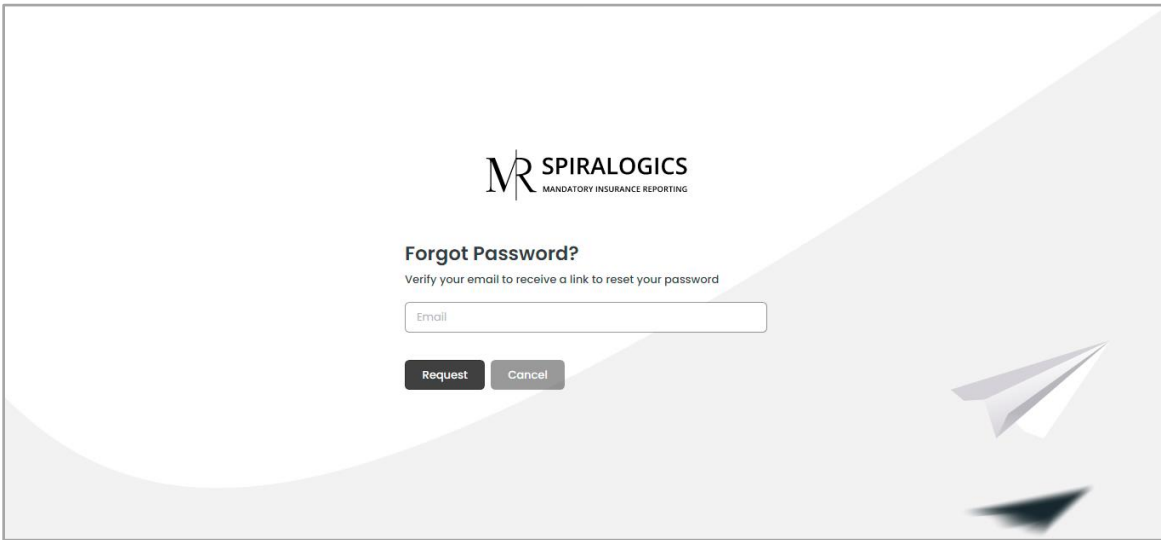


Figure 4: Forgot Password Page

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

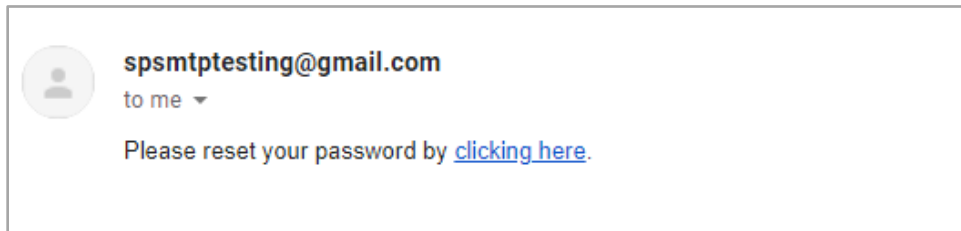


Figure 5: Sample Email Notification for Forgotten Password

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

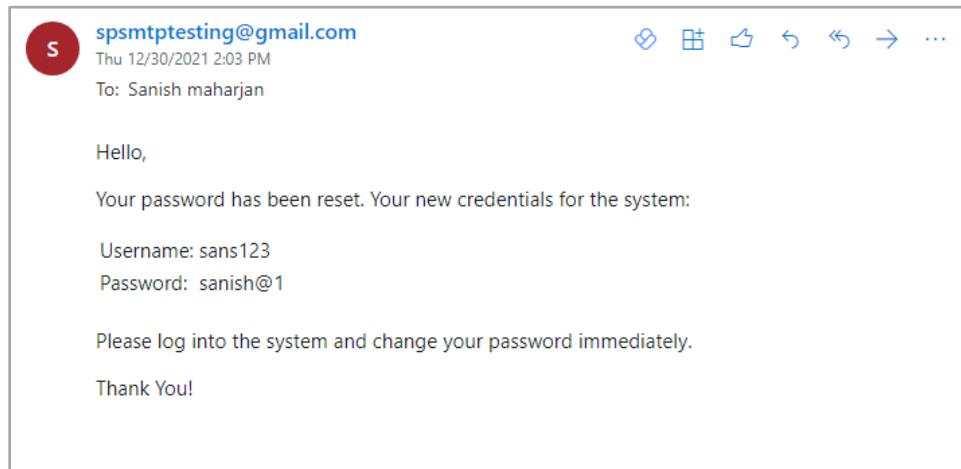


Figure 6: Email Notification for Password Reset

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.

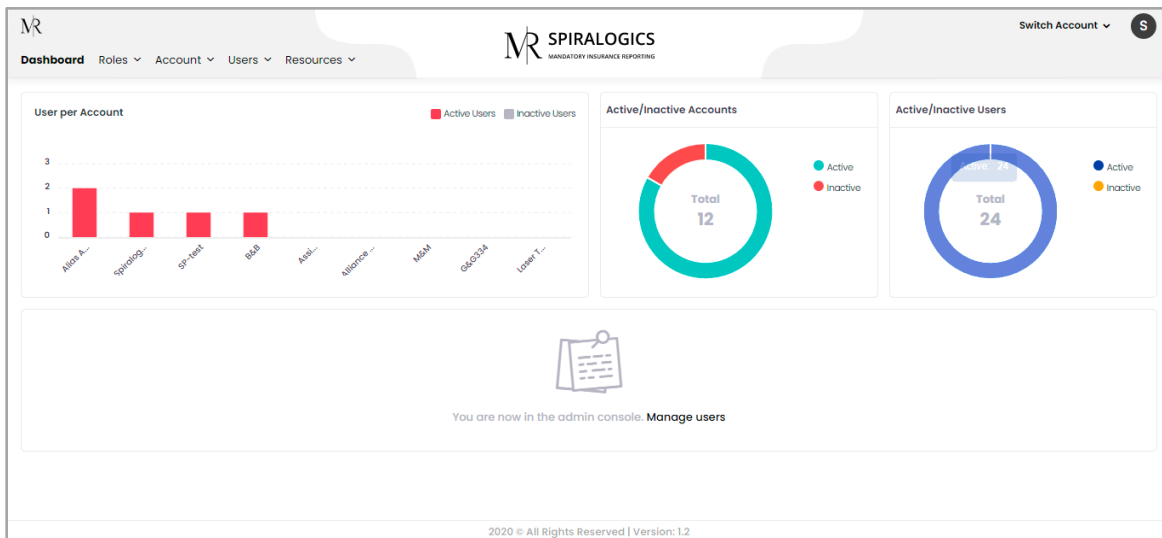


Figure 7: Admin Dashboard

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:

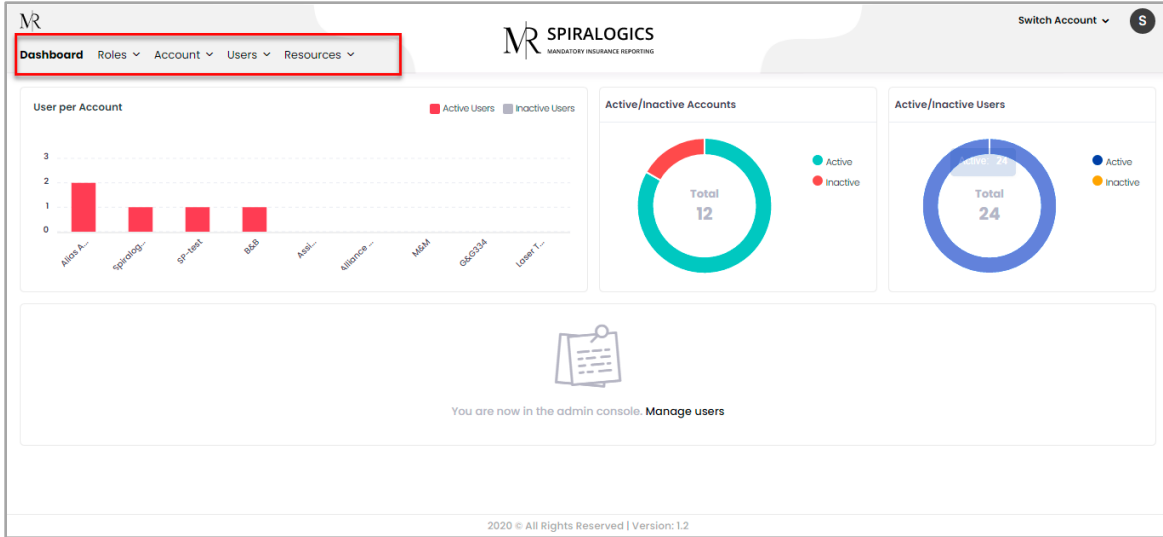


Figure 8: Application Modules

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:

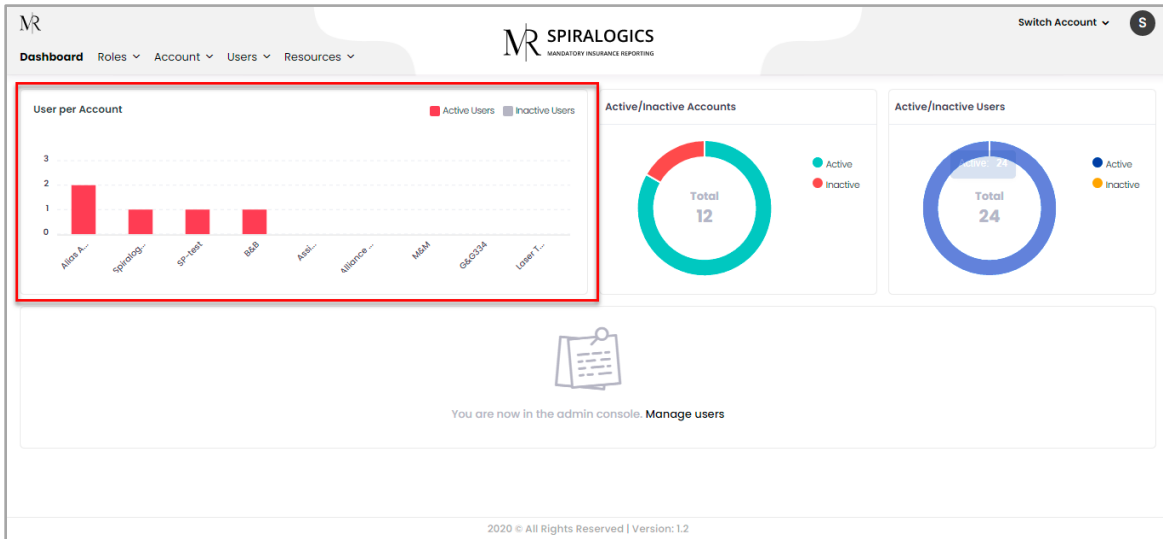


Figure 9: Active/Inactive Users per Account

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.

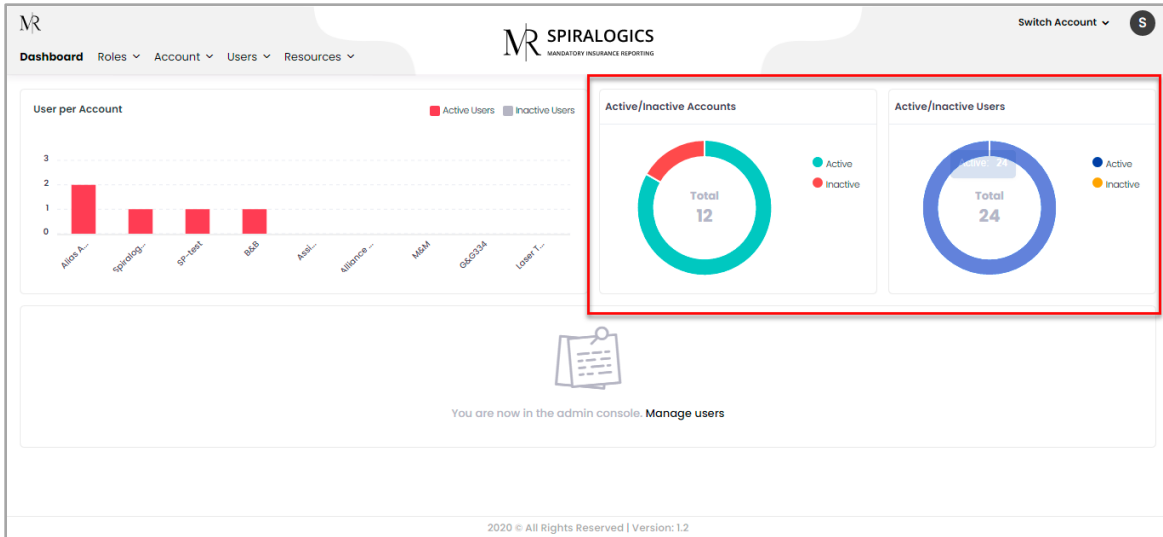


Figure 10: Active/Inactive Accounts and Users

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

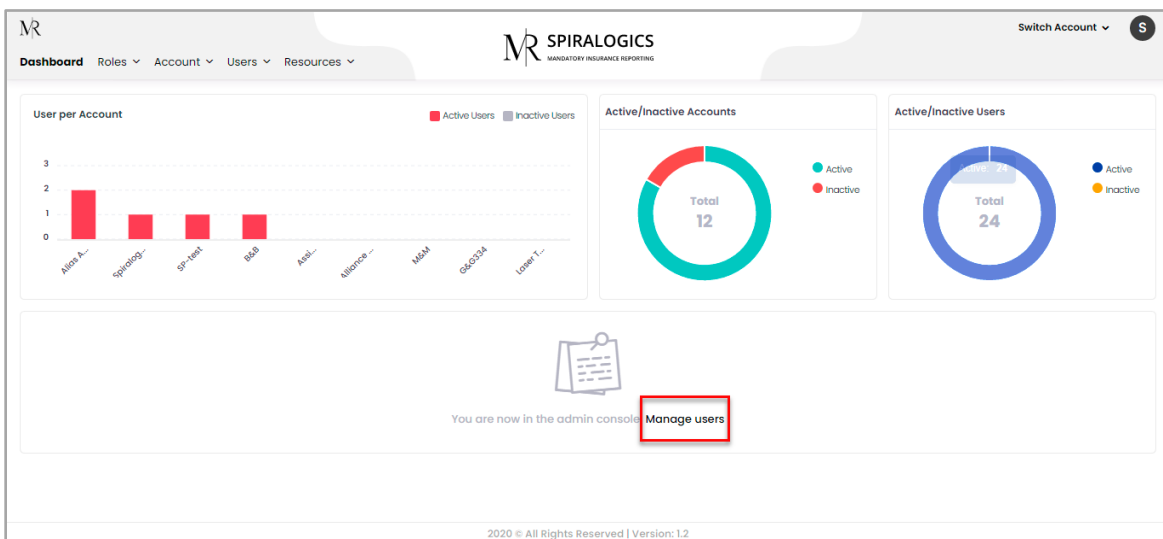


Figure 11: Manage Users

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.

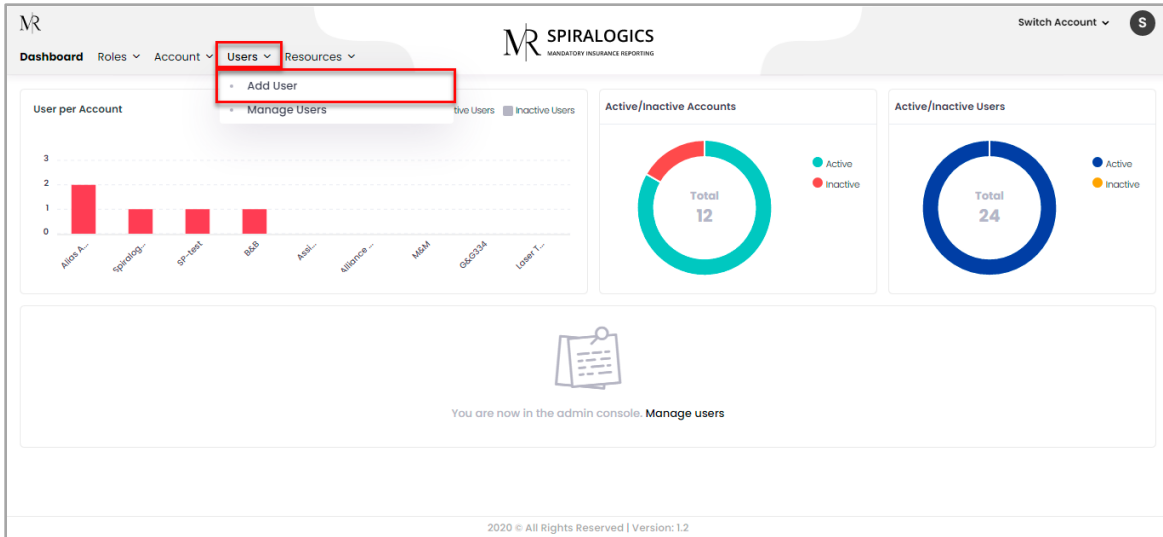


Figure 12: Users Menu

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

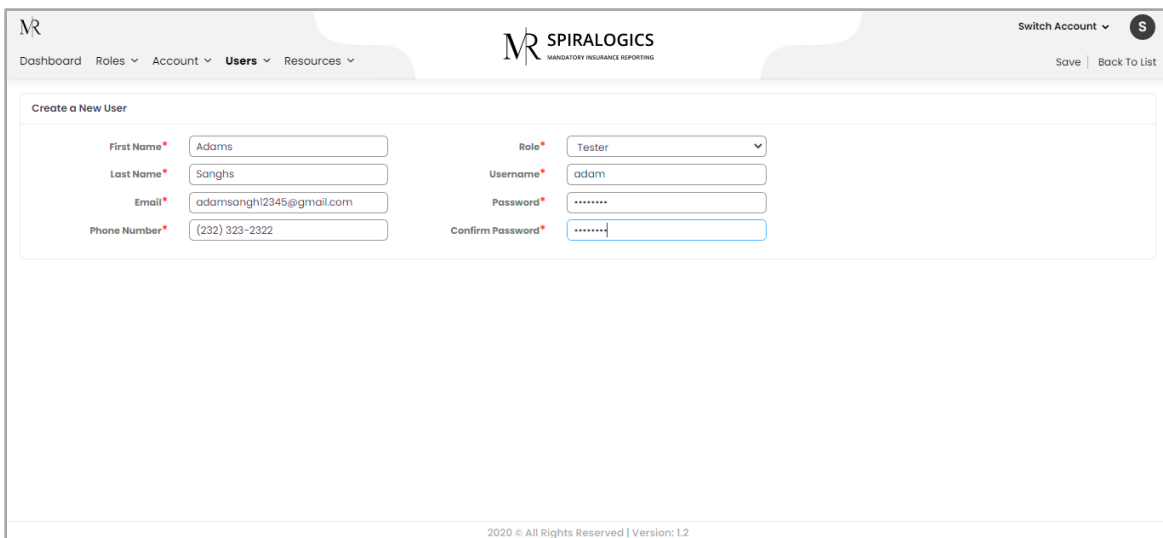


Figure 13: Add User Page

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.

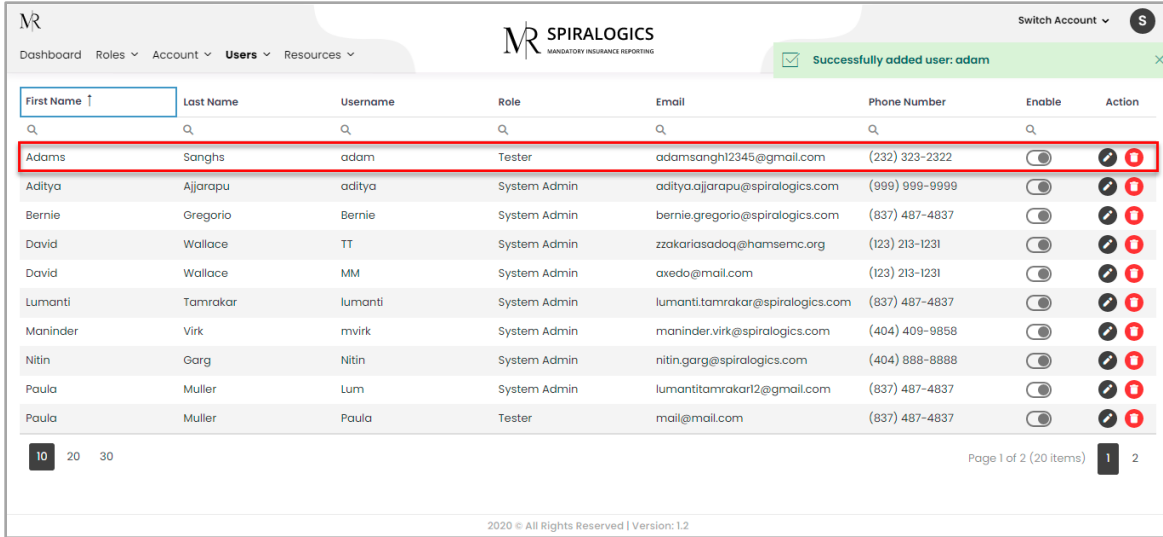


Figure 14: New User Added

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

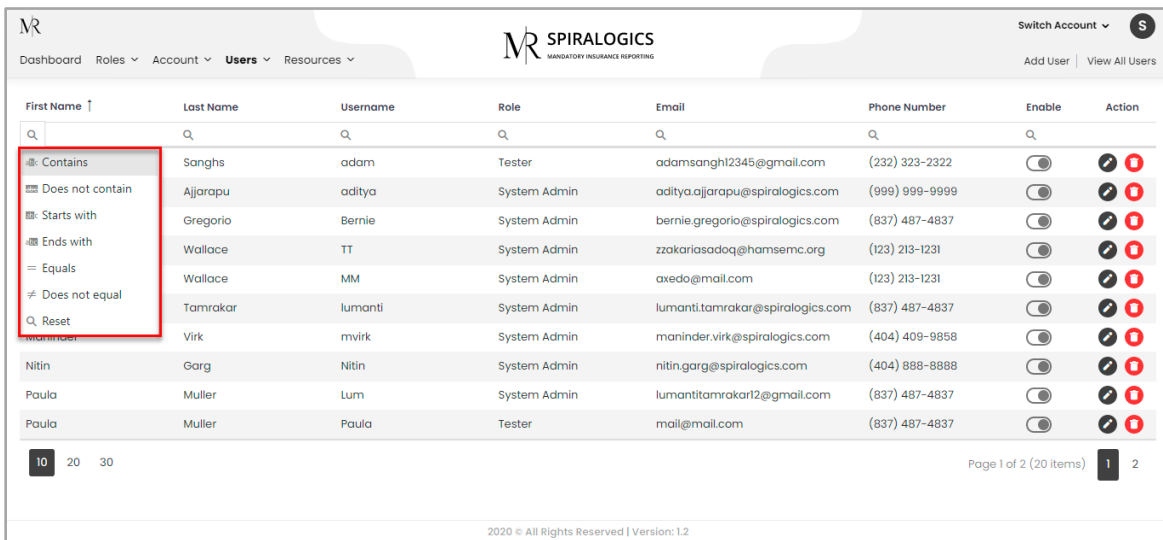


Figure 15: Filter Methods

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

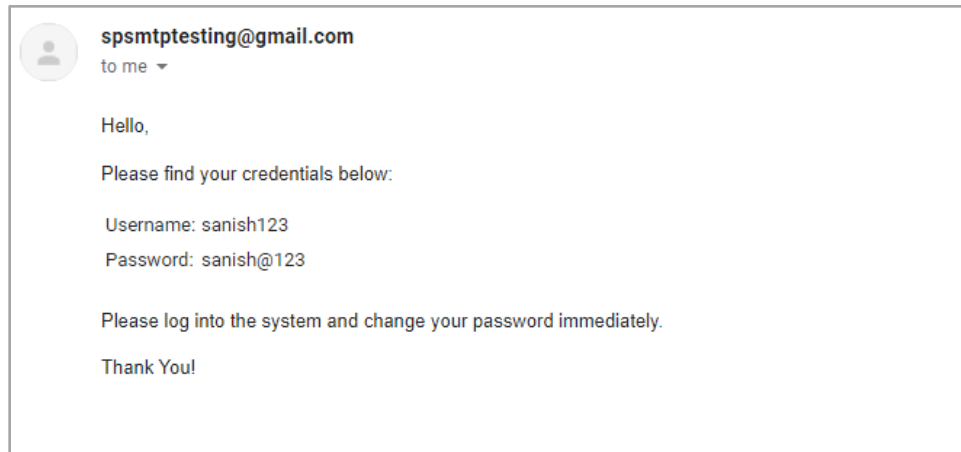


Figure 16: Email Notification from Application for New User with Login Credentials

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.

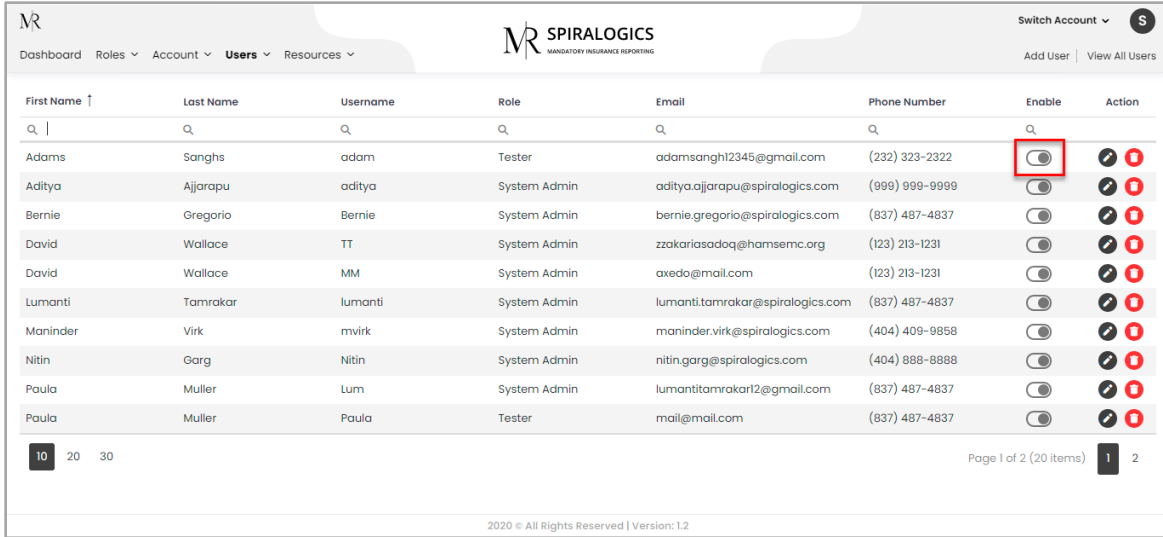


Figure 17: Toggle Button to Enable/Disable Users

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

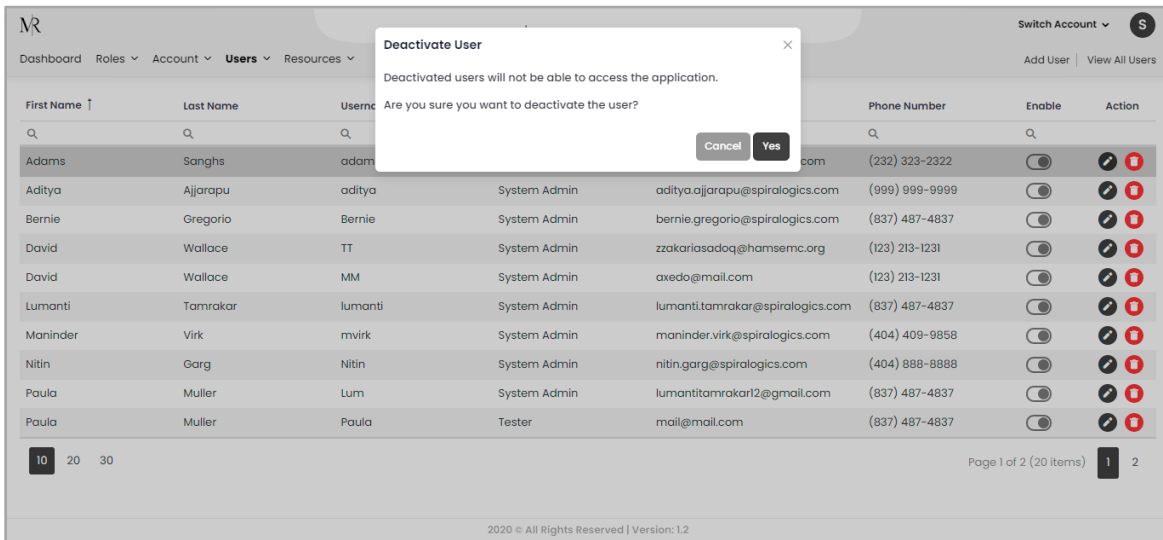


Figure 18: Deactivate Users Confirmation Dialog Box

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

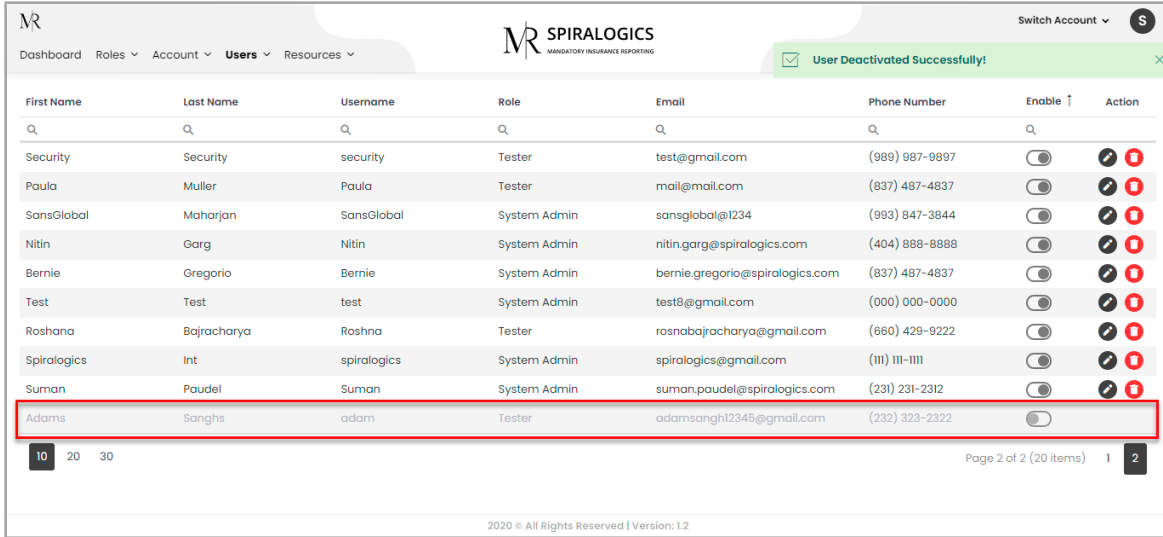


Figure 19: Deactivated User

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

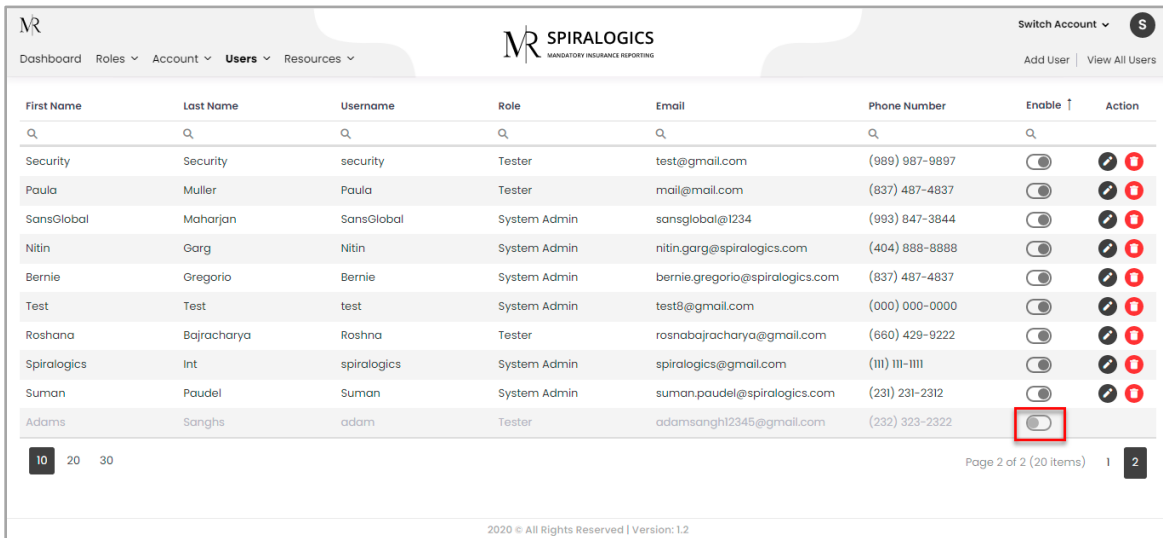


Figure 20: Enable User

Dialog Box Prompts to confirm the activation of the user.

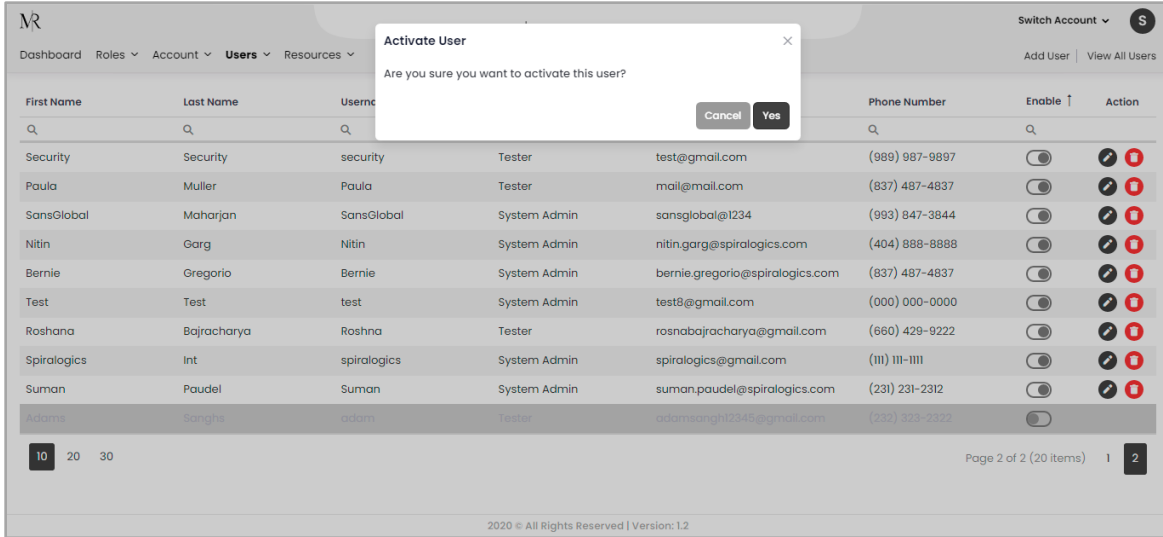


Figure 21: Activate User Confirmation Dialog Box

On clicking ‘Yes’, the user is enabled into the system.

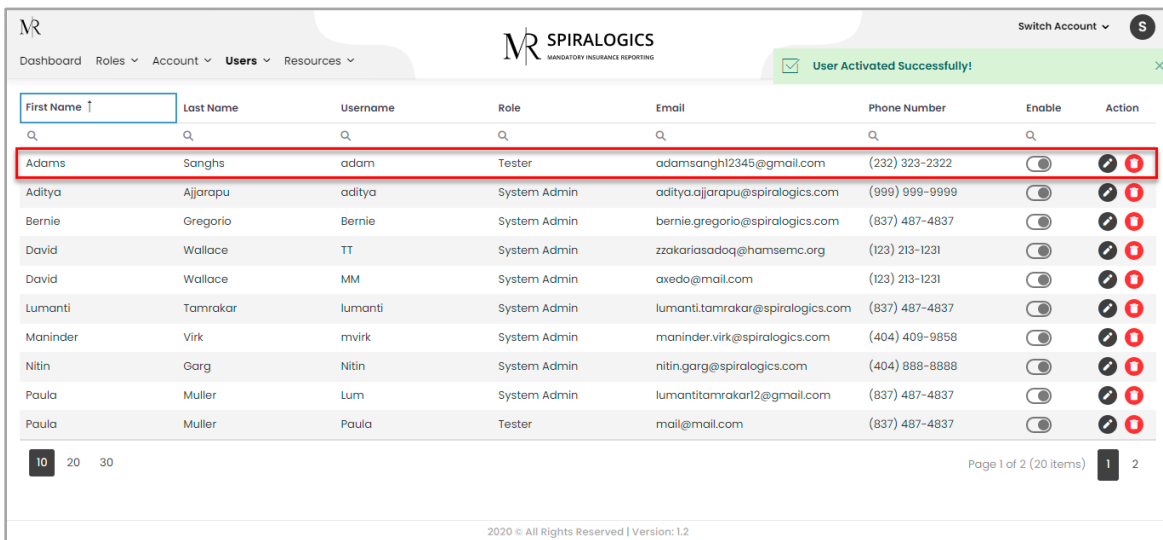


Figure 22: User Activated

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.

First Name ↑	Last Name	Username	Role	Email	Phone Number	Enable	Action
Adams	Sanghs	adam	Tester	adamsangh12345@gmail.com	(232) 323-2322	<input type="checkbox"/>	
Aditya	Ajarapu	aditya	System Admin	aditya.ajarapu@spiralogics.com	(999) 999-9999	<input type="checkbox"/>	
Bernie	Gregorio	Bernie	System Admin	bernie.gregorio@spiralogics.com	(837) 487-4837	<input type="checkbox"/>	
David	Wallace	TT	System Admin	zzakariasadoq@hamsemc.org	(123) 213-1231	<input type="checkbox"/>	
David	Wallace	MM	System Admin	axedo@mail.com	(123) 213-1231	<input type="checkbox"/>	
Lumanti	Tamrakar	lumanti	System Admin	lumanti.tamrakar@spiralogics.com	(837) 487-4837	<input type="checkbox"/>	
Maninder	Virk	mvirk	System Admin	maninder.virk@spiralogics.com	(404) 409-9858	<input type="checkbox"/>	
Nitin	Garg	Nitin	System Admin	nitin.garg@spiralogics.com	(404) 888-8888	<input type="checkbox"/>	
Paula	Muller	Lum	System Admin	lumantitamrakar12@gmail.com	(837) 487-4837	<input type="checkbox"/>	
Paula	Muller	Paula	Tester	mail@mail.com	(837) 487-4837	<input type="checkbox"/>	

Page 1 of 2 (20 items) 1 2

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Figure 23: Edit User Button

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

Reset Password | Delete User | Save | Back To List

Edit User

First Name* Email* Role*

Last Name* Phone Number* Username*

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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.

First Name ↑	Last Name	Username	Role	Email	Phone Number	Enable	Action
Adams	Sanghs	adam	Tester	adamsangh12345@gmail.com	(232) 323-2322	<input type="checkbox"/>	
Aditya	Ajarapu	aditya	System Admin	aditya.ajarapu@spiralogics.com	(999) 999-9999	<input type="checkbox"/>	
Bernie	Gregorio	Bernie	System Admin	bernie.gregorio@spiralogics.com	(837) 487-4837	<input type="checkbox"/>	
David	Wallace	TT	System Admin	zzakariasadoq@hamsemc.org	(123) 213-1231	<input type="checkbox"/>	
David	Wallace	MM	System Admin	axedo@mail.com	(123) 213-1231	<input type="checkbox"/>	
Lumanti	Tamrakar	lumanti	System Admin	lumanti.tamrakar@spiralogics.com	(837) 487-4837	<input type="checkbox"/>	
Maninder	Virk	mvirk	System Admin	maninder.virk@spiralogics.com	(404) 409-9858	<input type="checkbox"/>	
Nitin	Garg	Nitin	System Admin	nitin.garg@spiralogics.com	(404) 888-8888	<input type="checkbox"/>	
Paula	Muller	Lum	System Admin	lumantitamrakar12@gmail.com	(837) 487-4837	<input type="checkbox"/>	
Paula	Muller	Paula	Tester	mail@mail.com	(837) 487-4837	<input type="checkbox"/>	

Page 1 of 2 (20 items)

Figure 25: Delete User Button

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

Reset Password **Delete User** Save Back To List

Edit User

First Name* Email* Role*

Last Name* Phone Number* Username*

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.

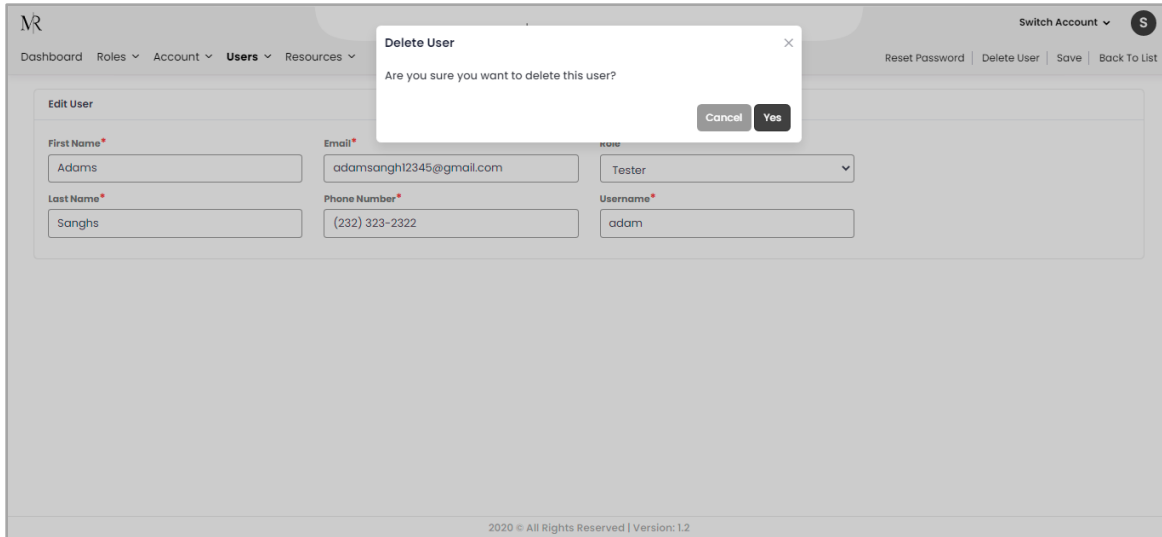


Figure 27: Delete User Confirmation Dialog Box

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:

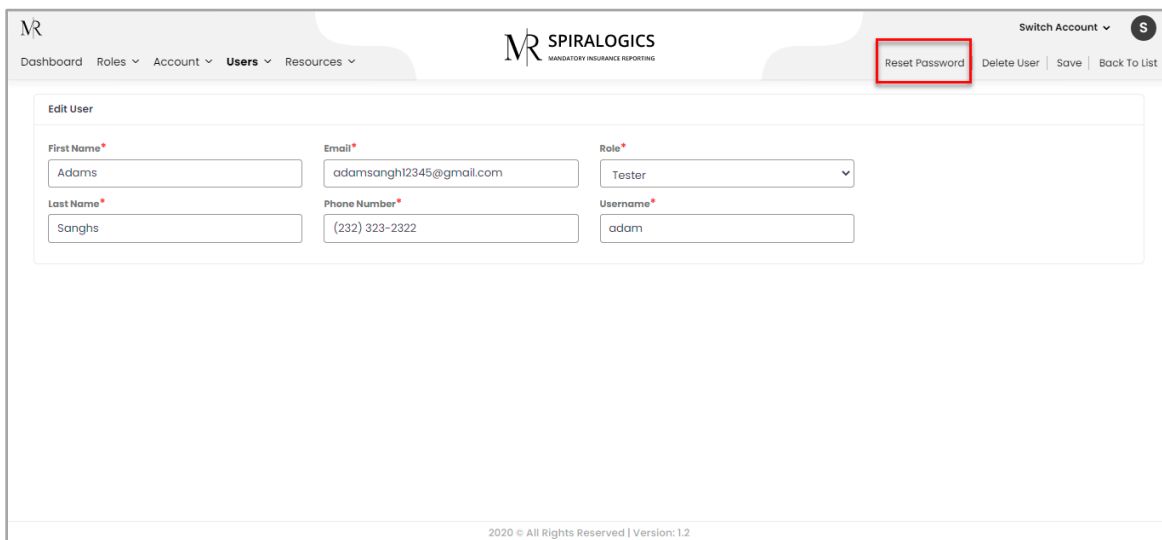


Figure 28: Reset Password Button in Edit User Page

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

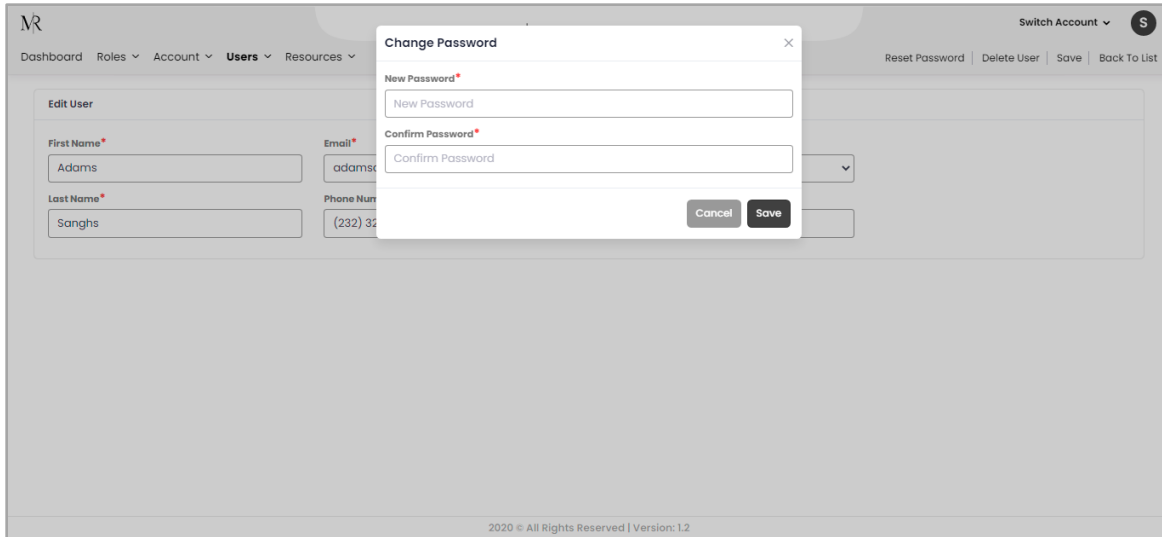


Figure 29: Change Password Popup Box

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.

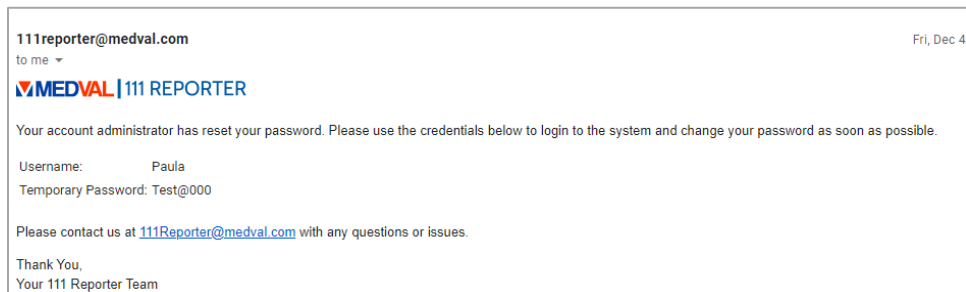


Figure 30: Email Notification for Password Reset by Admin

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.

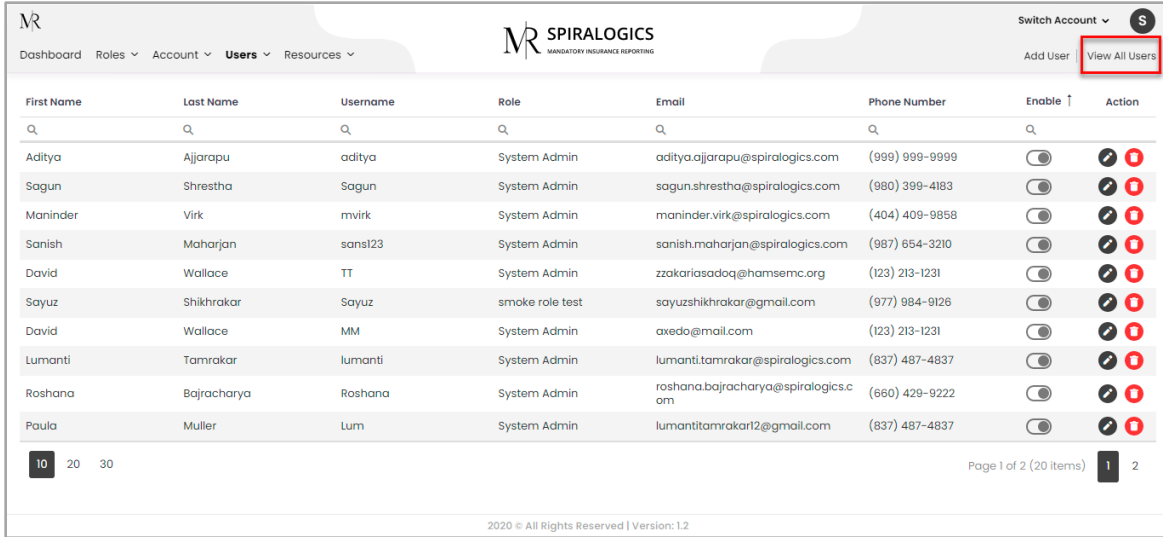


Figure 31: View All Users Button

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

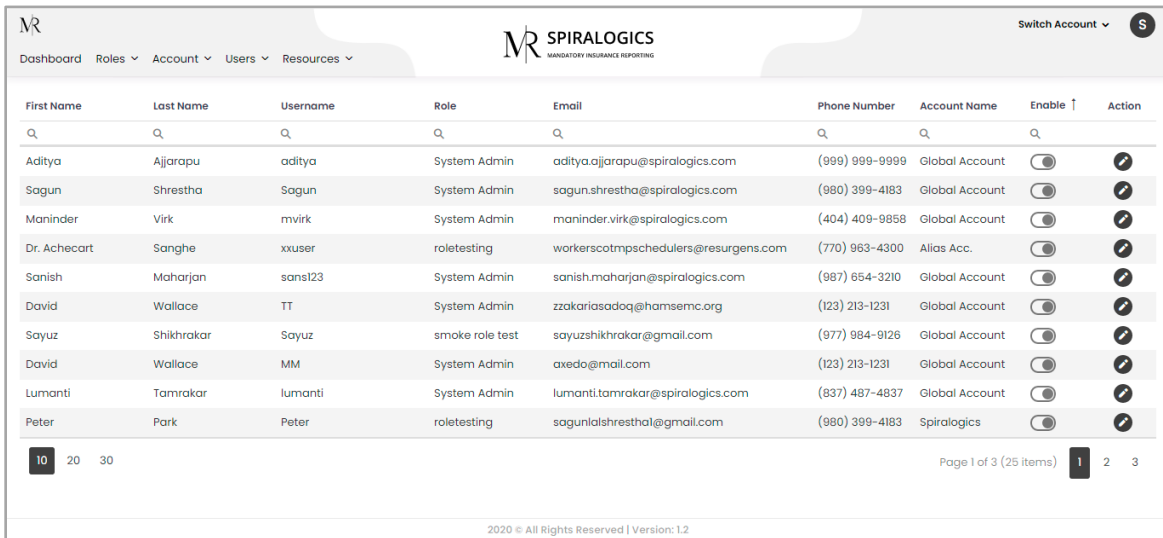


Figure 32: View All Users Page

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.

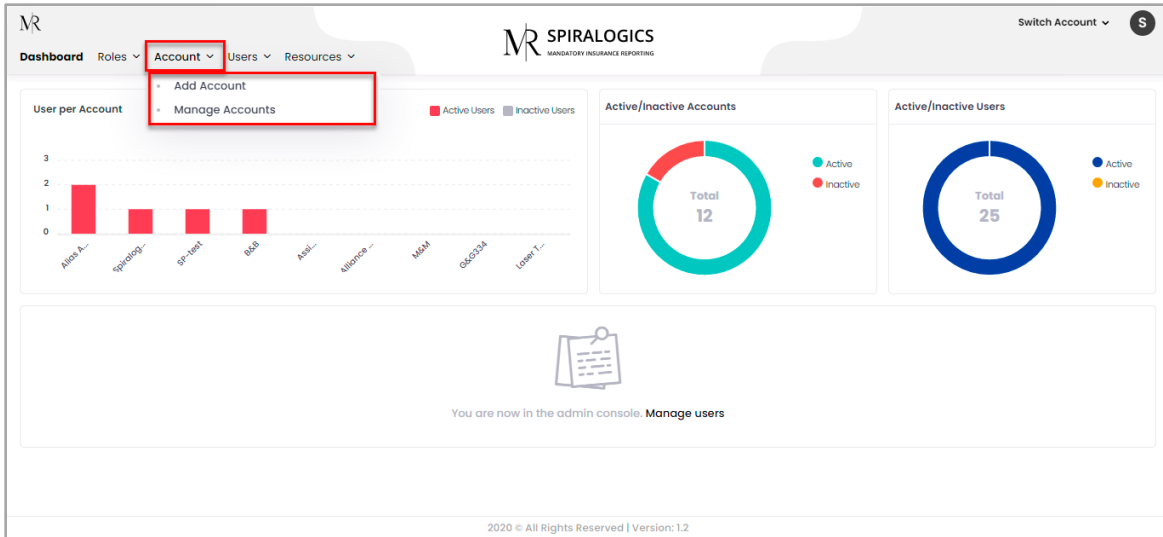


Figure 33: Account Management Menu

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.

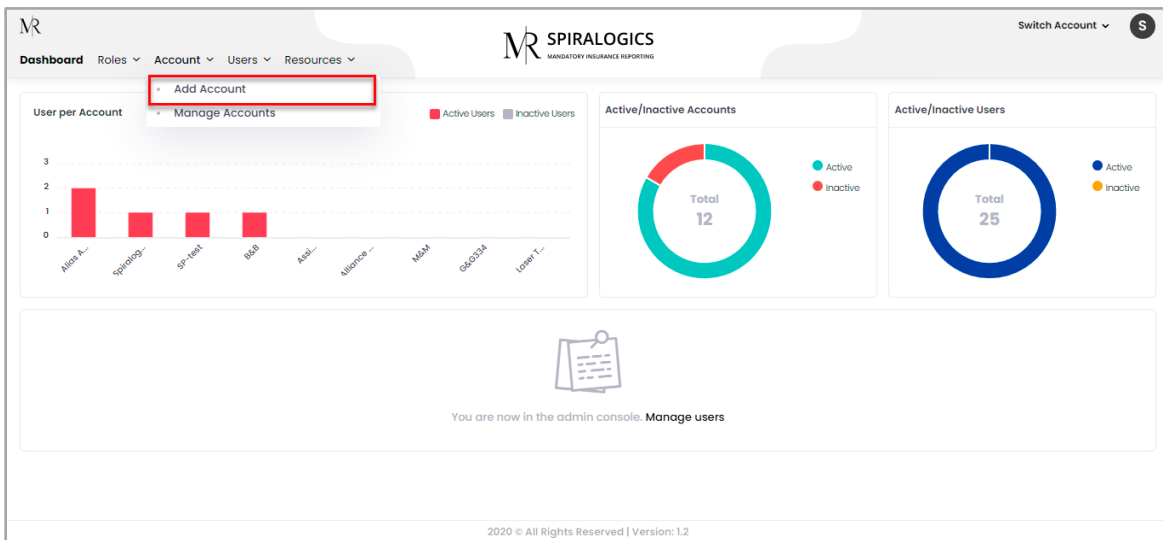


Figure 34: Add Account

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’.

The screenshot shows the 'Add Account' form with the following data:

- Account Name: Asia
- Contact First Name: Suns
- Contact Last Name: Marneys
- Contact Email: sunsways@gmail.com
- Contact Phone: (292) 299-2222
- Address: 645 New Street Ways
- City: New York City
- State: AK
- Zip: 23222
- Re-Query: Re-Query All
- UDF: (disabled)

Figure 35: Add Account Popup Box

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

The screenshot shows the 'Add Account' form with the UDF toggle button highlighted by a red box. The data is the same as in Figure 35, but the UDF toggle is now checked:

- UDF: (enabled)

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:

The screenshot shows the 'Edit Account' interface. At the top, there's a navigation bar with 'Dashboard', 'Roles', 'Account', 'Users', and 'Resources'. The account details include:

- Account Id: 2184
- Account Name: Spiralogics
- Contact First Name: Molly
- Contact Last Name: Venesa
- Contact Email: spiralogics@mail.com
- Contact Phone: (empty)
- Address: 4820 Main Street
- City: Ohio
- State: Select
- Zip: 98204
- Re-Query: Re-Query All
- UDF: (toggle off)

 The 'User Defined Fields' section is highlighted with a red box and contains:

- UDF 1: future field
- UDF 2: (empty)
- UDF 3: (empty)
- UDF 4: (empty)
- UDF 5: (empty)
- UDF 6: (empty)
- UDF 7: (empty)
- UDF 8: (empty)
- UDF 9: (empty)
- UDF 10: (empty)

Figure 37: User Defined Fields

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

The screenshot shows the 'Claim File' interface for a claim with Name 'John Halpert' and Status 'Query Pending'. The 'UDF' tab is selected and highlighted with a red box. The 'User Defined Fields' section shows:

- UDF 1 (future field): (empty)
- UDF 2: (empty)
- UDF 3: (empty)
- UDF 4: (empty)
- UDF 5: (empty)
- UDF 6: (empty)
- UDF 7: (empty)
- UDF 8: (empty)
- UDF 9: (empty)
- UDF 10: (empty)

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.

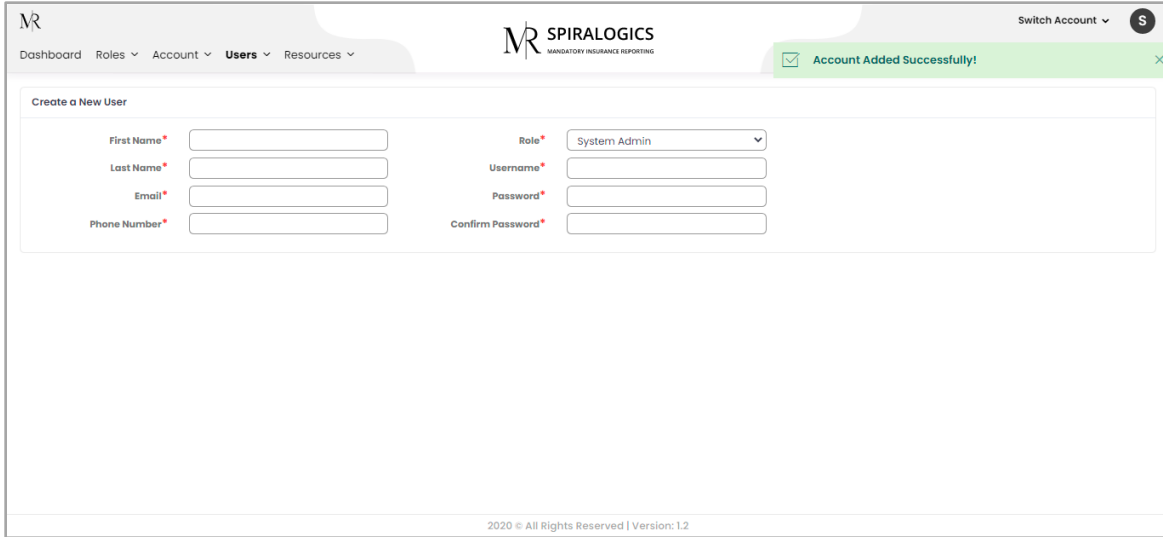


Figure 39: Add New User Page

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

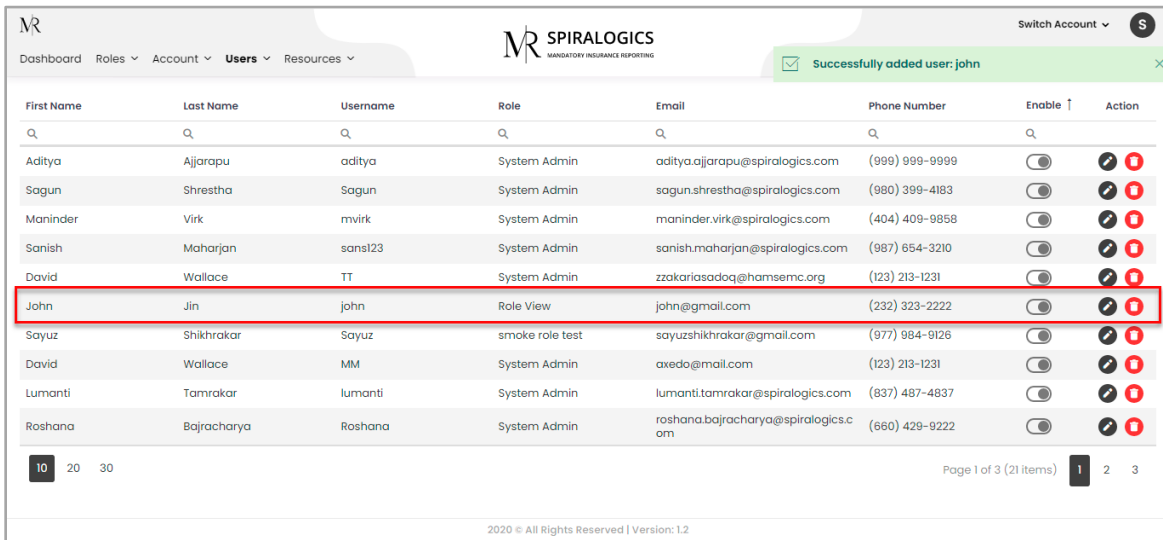


Figure 40: New User Added

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:

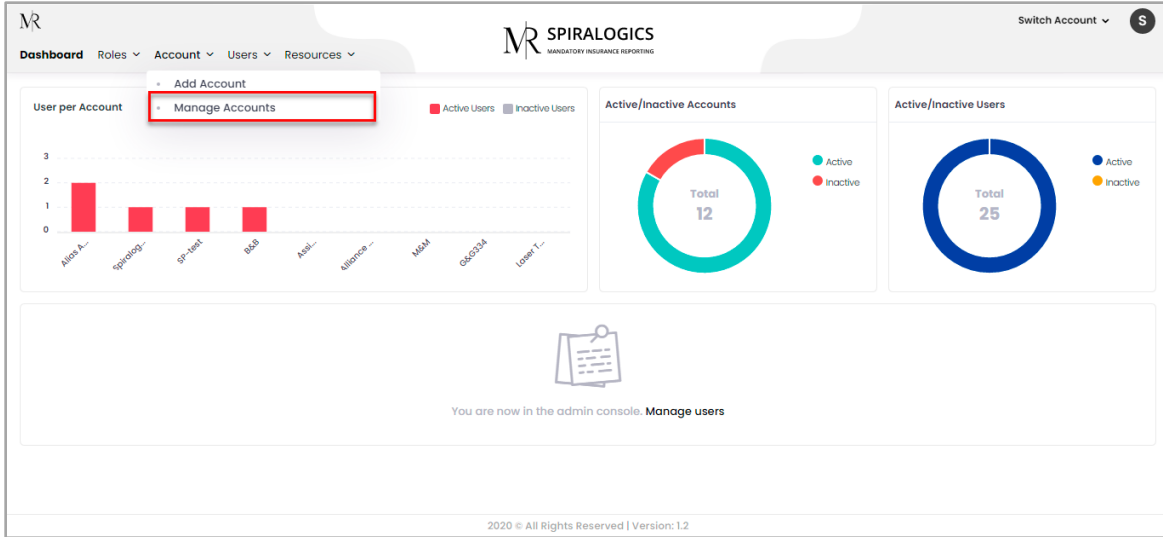


Figure 41: Manage Account Menu

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

The screenshot shows the 'All Account List' page. The table contains the following data:

Account Id	Account Name	Address	Email	Contact Number	Enable	Action
1038	B&B	135 park lane, Arizona, 99833	jeremy@mailme.com	(123) 466-7888	<input type="checkbox"/>	
1068	Laser Tech	Some city in Delaware, Some city, Delaware, 12345	sagunlalshresthal@gmail.com	(980) 399-4183	<input type="checkbox"/>	
1071	Alias Acc.	Flander's Street, Homer Town, 54871	alias@alias.com	(676) 434-3333	<input type="checkbox"/>	
2172	G&G334	134 park lane, Arizona, Arkansas, 99833	george@mailme.com	(222) 876-2522	<input type="checkbox"/>	
2183	M&M	14220 SE 38th St, BELLEVUE, Washington, 98006	rosnabajracharya@gmail.com	(660) 429-9111	<input type="checkbox"/>	
2184	Spiralogics	4820 Main Street, Ohio, 98204	spiralogics@mail.com		<input type="checkbox"/>	
2185	Parser Test	12 th Dragon St, Redwood, OH, 98764	sagun.shrestha@spiralogics.com	(980) 399-4183	<input type="checkbox"/>	
2186	Alliance Med	4820 Main Street, Everett, 98204	jim@abc.xom	(837) 487-4837	<input type="checkbox"/>	
3209	SP-test	Adarshanagar, Sunwal-6, Nawalparsi, Nepal, Sunwal I, AK, 33000	suman@gmail.com	(986) 614-2700	<input type="checkbox"/>	
4210	Assignment	Sanfransico, LA, TX, 12345	admin@gmail.com	(986) 512-3212	<input type="checkbox"/>	

At the bottom of the table, there is a pagination control showing '10' selected, '20' and '30' as options, and 'Page 1 of 2 (13 items)'.

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:

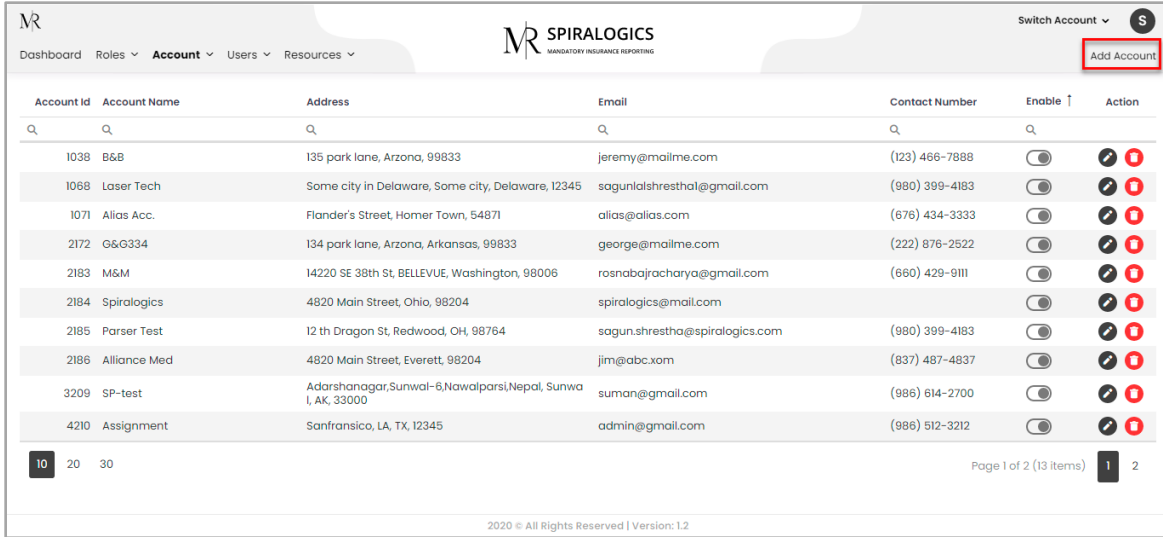


Figure 43: Add Account Button

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

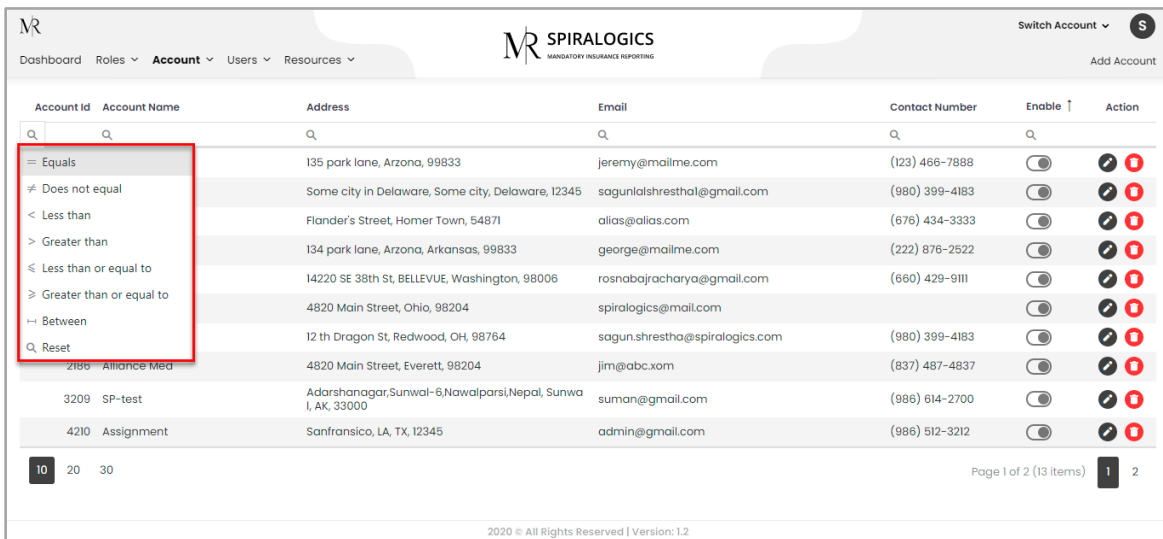


Figure 44: Filter Methods

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.

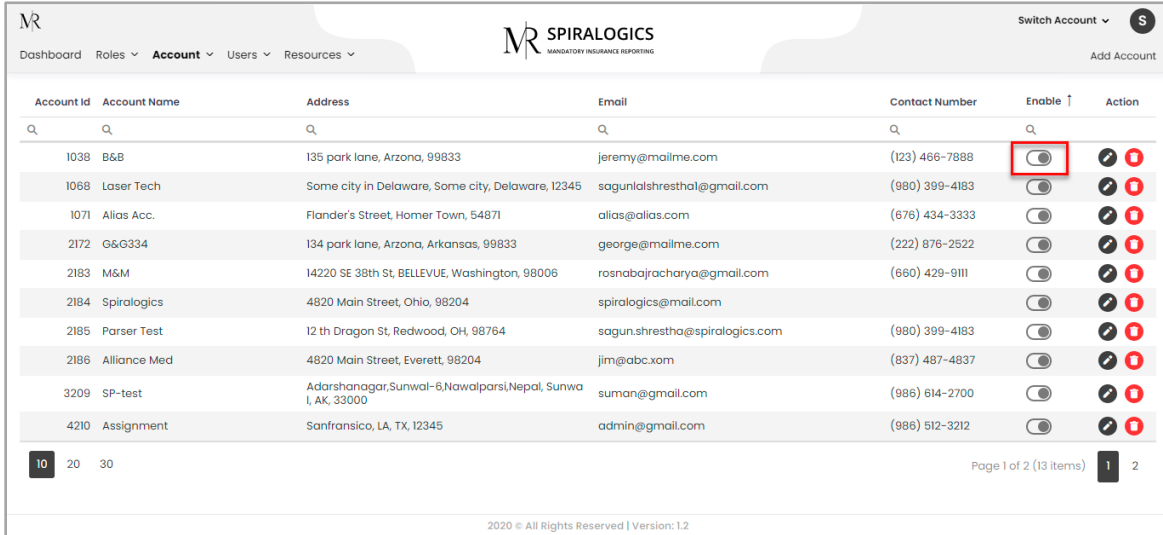


Figure 45: Toggle Button for Enable/Disable Account

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

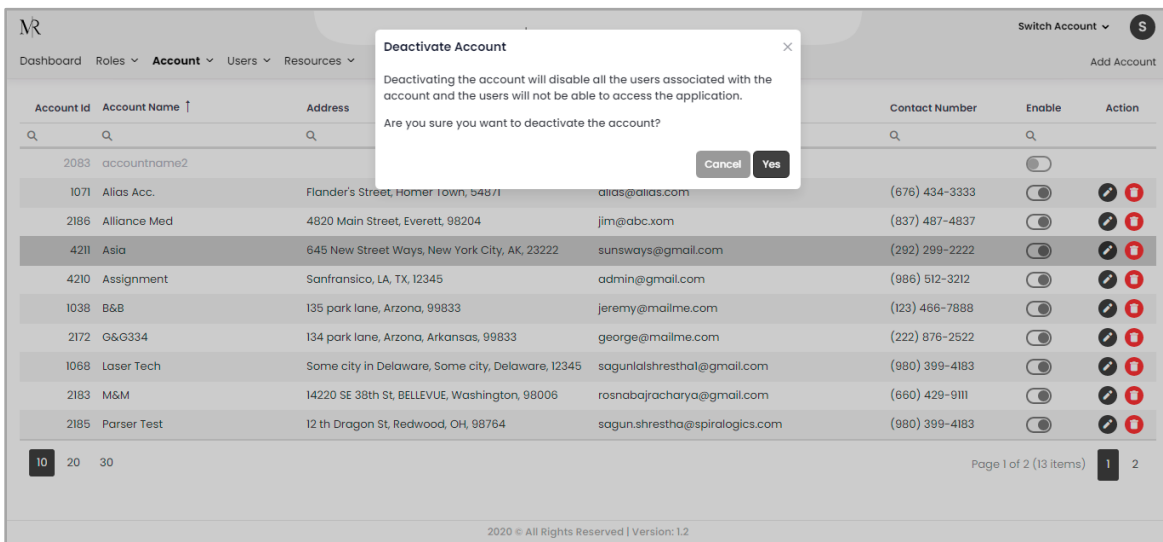


Figure 46: Deactivate Account Confirmation Dialog Box

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

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

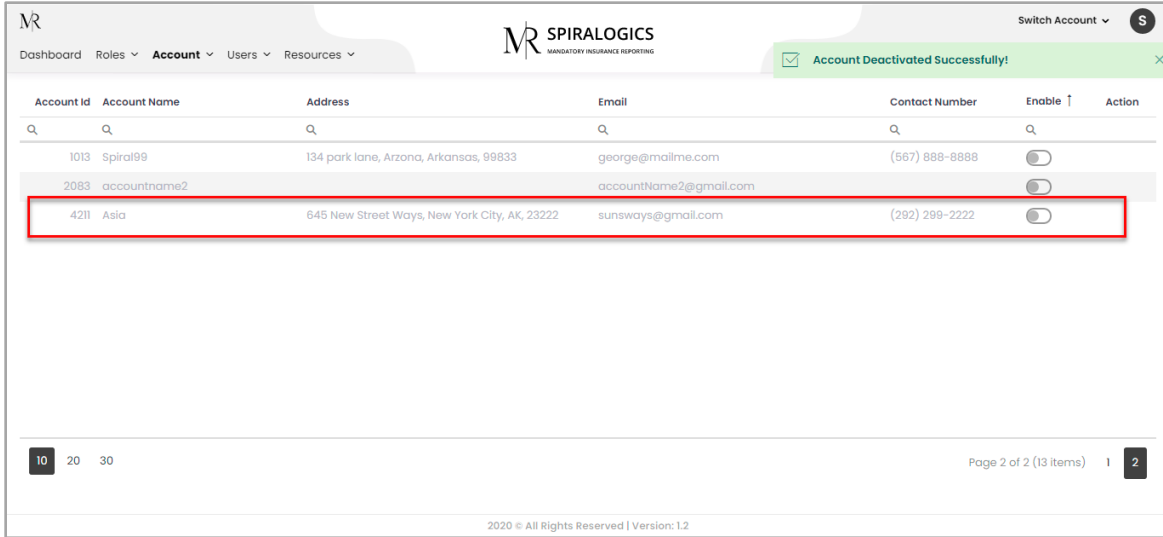


Figure 47: Disabled Account

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

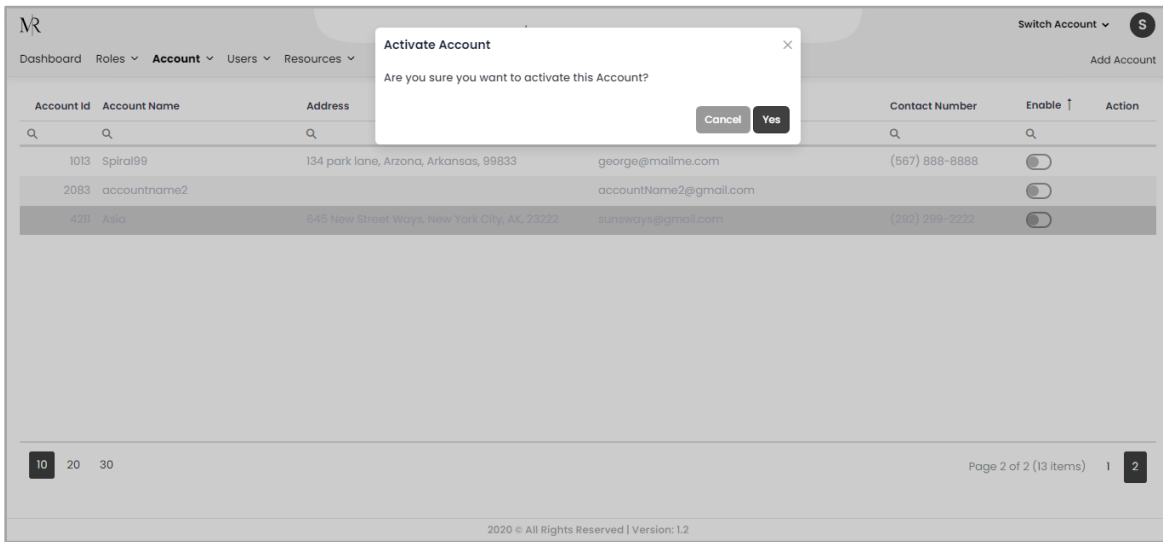


Figure 48: Activate Account Confirmation Dialog Box

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

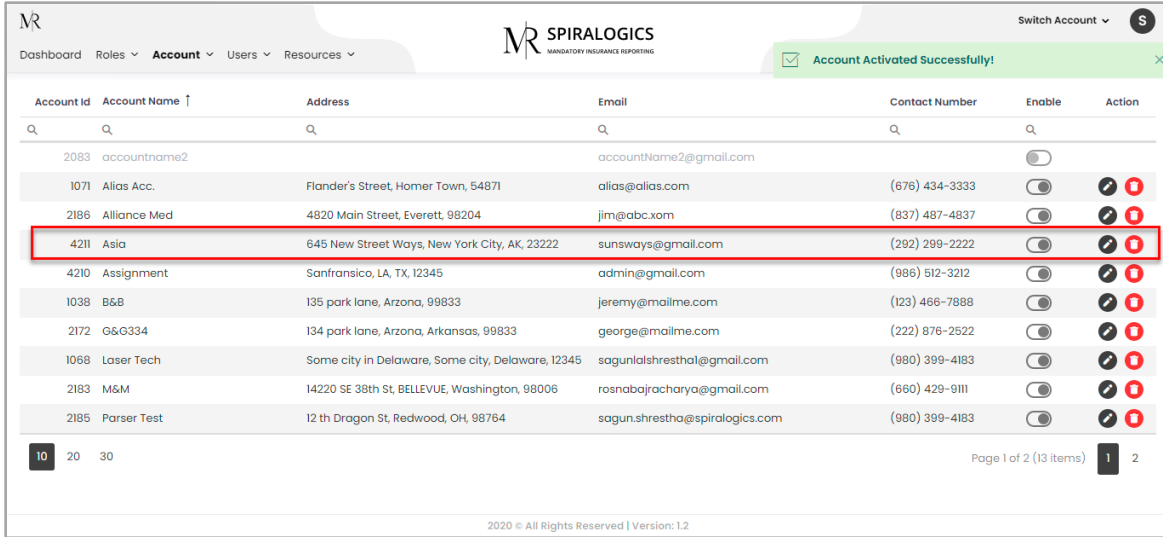


Figure 49: User Activated

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.

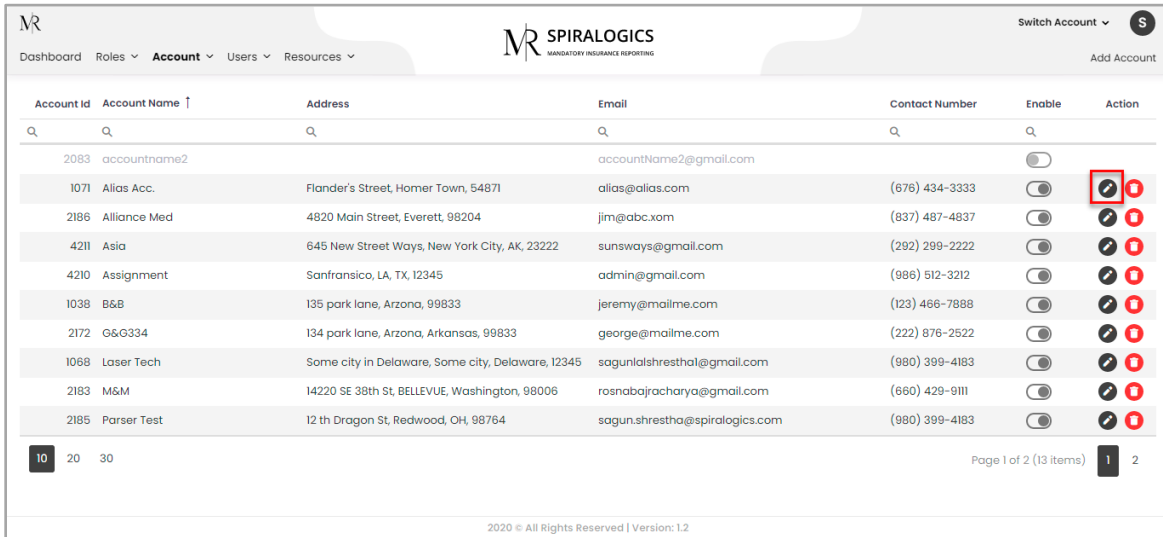


Figure 50: Edit Account Button

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

MR SPIRALOGICS MANDATORY INSURANCE REPORTING

Dashboard Roles Account Users Resources Switch Account S

Save Back To List

Edit Account

Account Id: 4211

Account Name*: Asia

Contact First Name*: Suns

Contact Last Name*: Marneys

Contact Email*: sunsways@gmail.com

Contact Phone: (292) 299-2222

Address: 645 New Street Ways

City: New York City

State: AK

Zip: 23222

Re-Query: Re-Query All

UDF:

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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.

MR SPIRALOGICS MANDATORY INSURANCE REPORTING

Dashboard Roles Account Users Resources Switch Account S

Save Back To List

Edit Account

Account Id: 4211

Account Name*: Asia

Contact First Name*: Suns

Contact Last Name*: Marneys

Contact Email*: sunsways@gmail.com

Contact Phone: (292) 299-2222

Address: 645 New Street Ways

City: New York City

State: AK

Zip: 23222

Re-Query: Re-Query All

UDF:

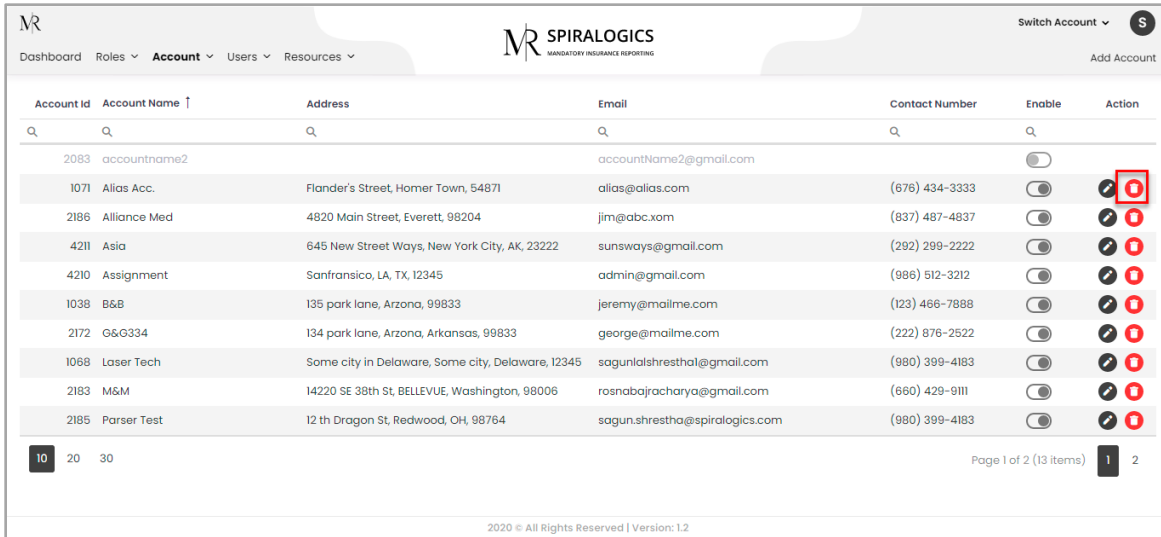
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Figure 52: Back to List Button

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.



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

Figure 53: Delete Account Button

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

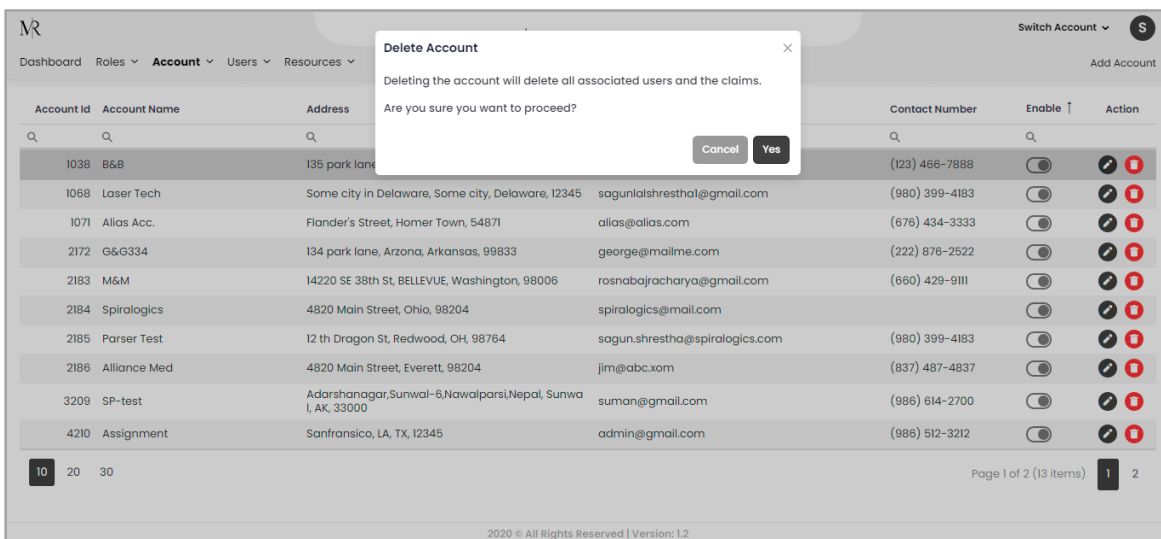


Figure 54: Delete Account Confirmation Dialog Box

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.

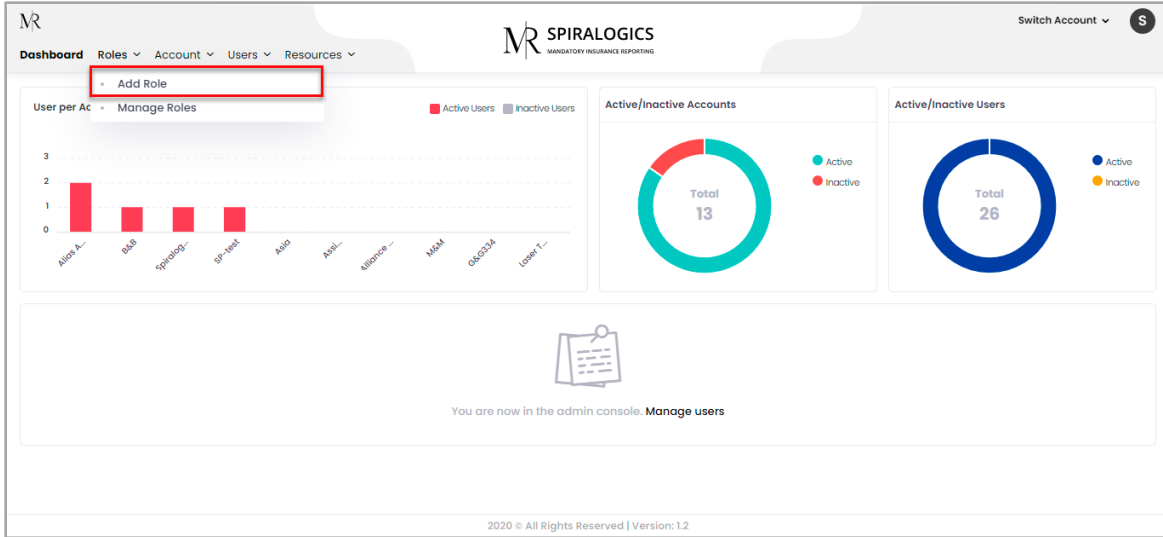


Figure 55: Add Role Menu

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

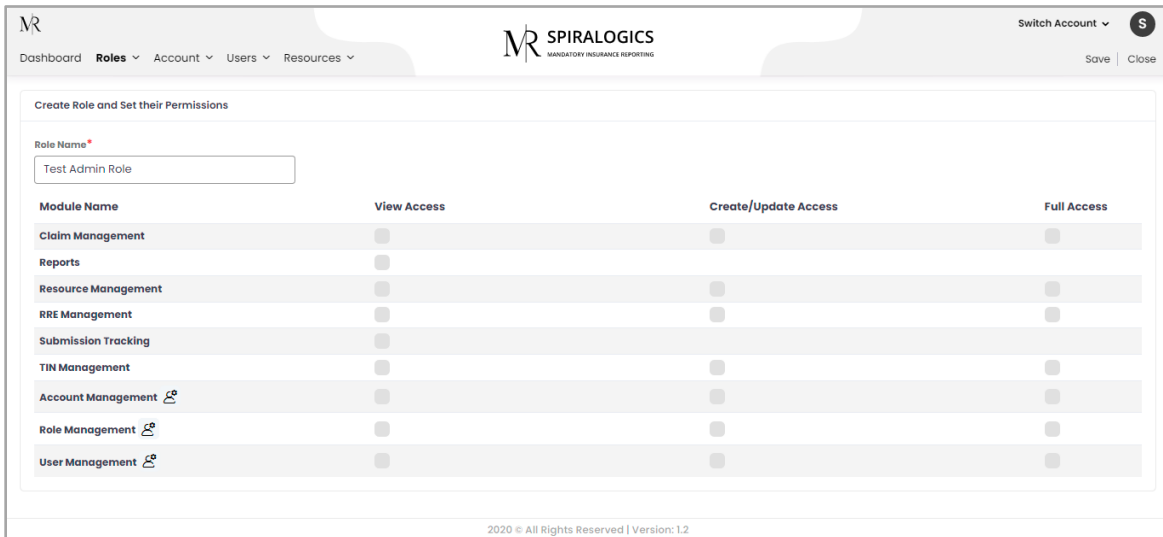


Figure 56: Add Role Page

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

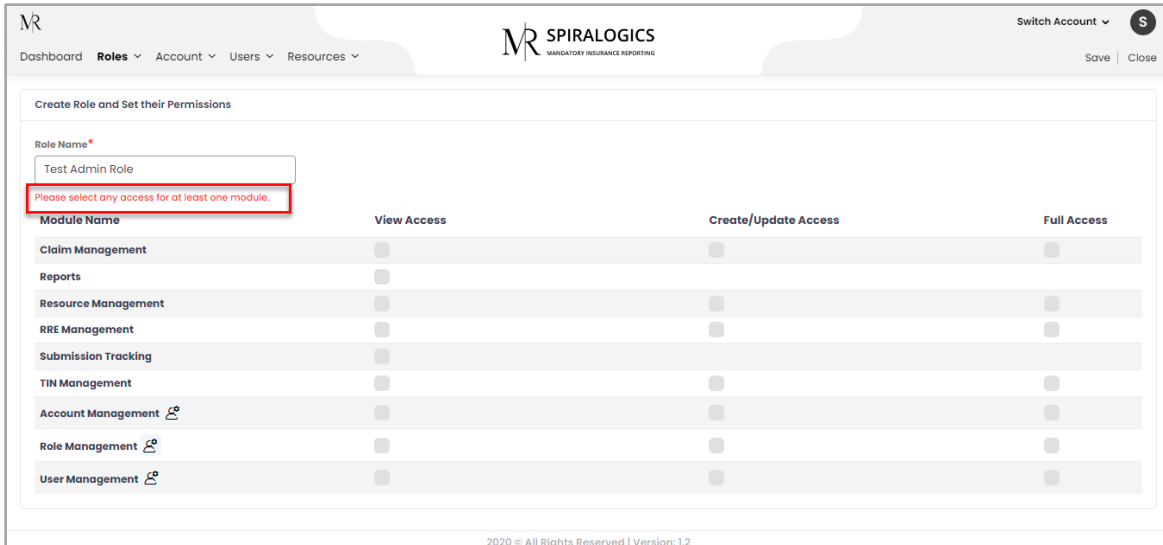


Figure 57: Error Notification for Add Role

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

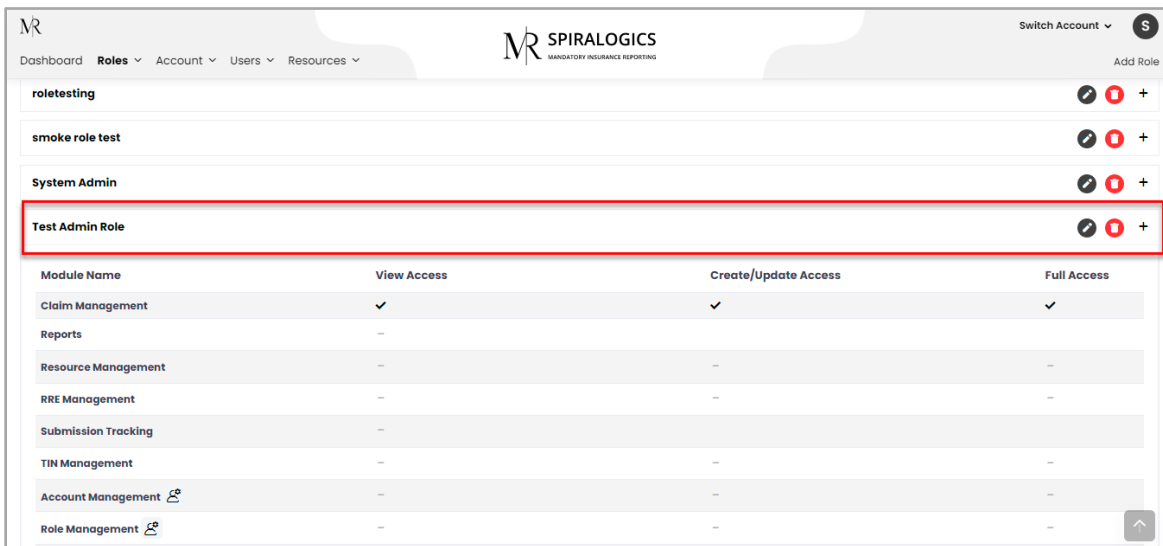


Figure 58: New Role Added

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.

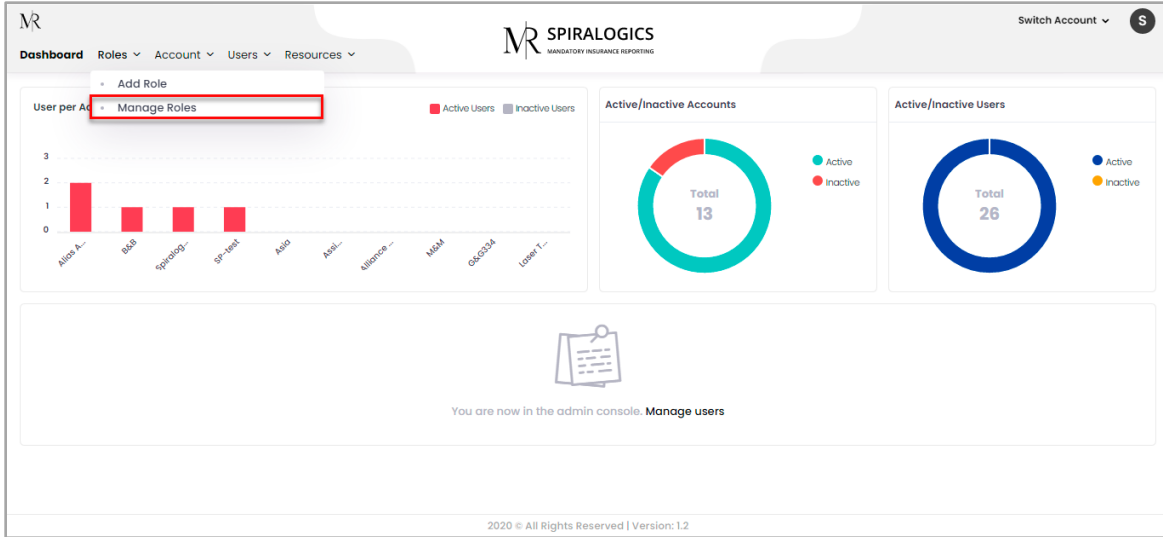


Figure 59: Manage Roles Menu

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

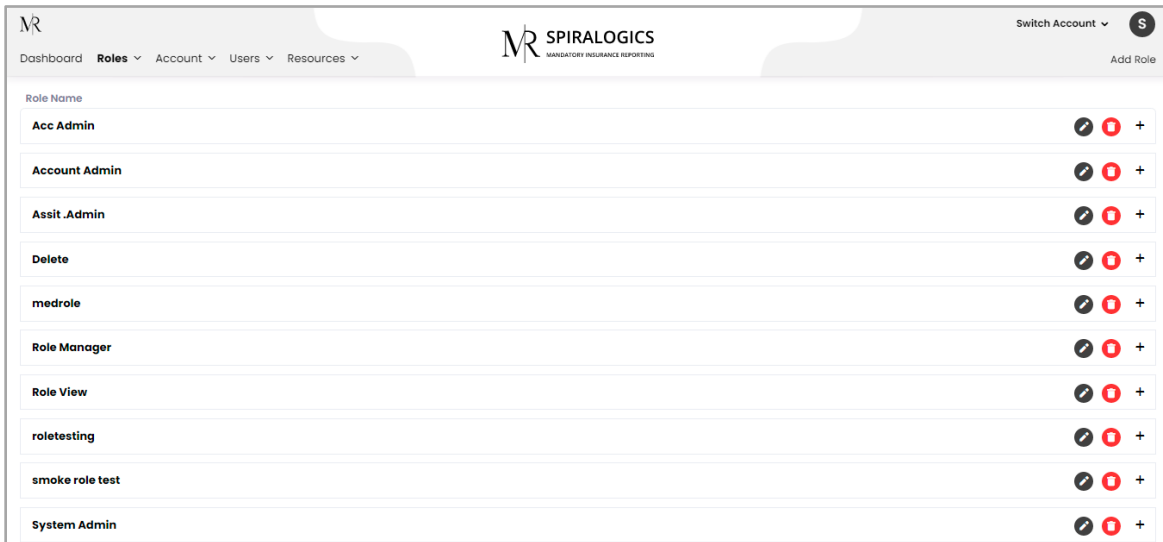


Figure 60: Role List

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.



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.

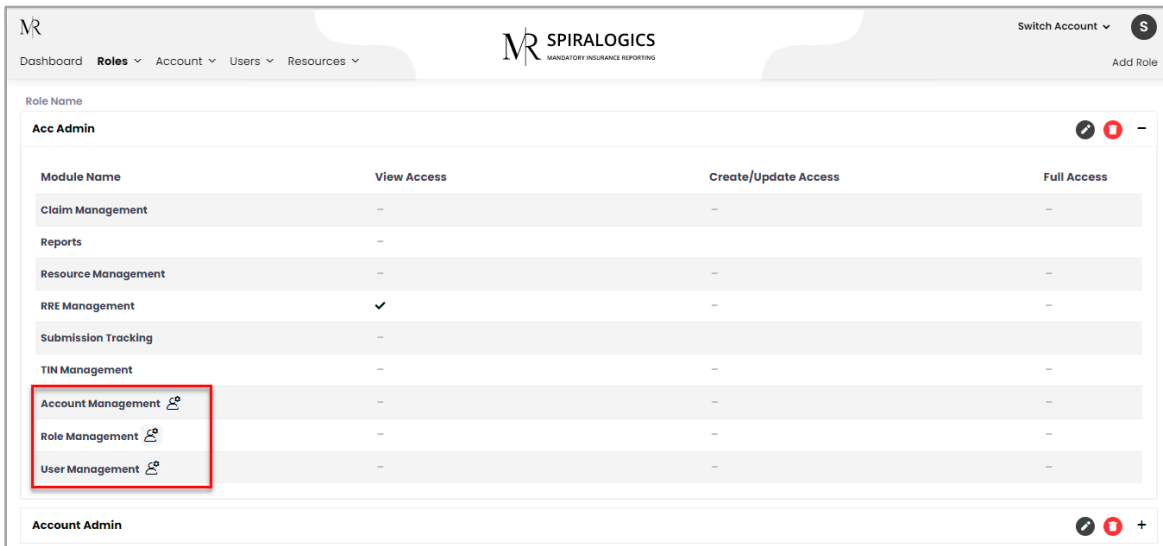


Figure 62: Admin Roles

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



Figure 63: Edit Role Button

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

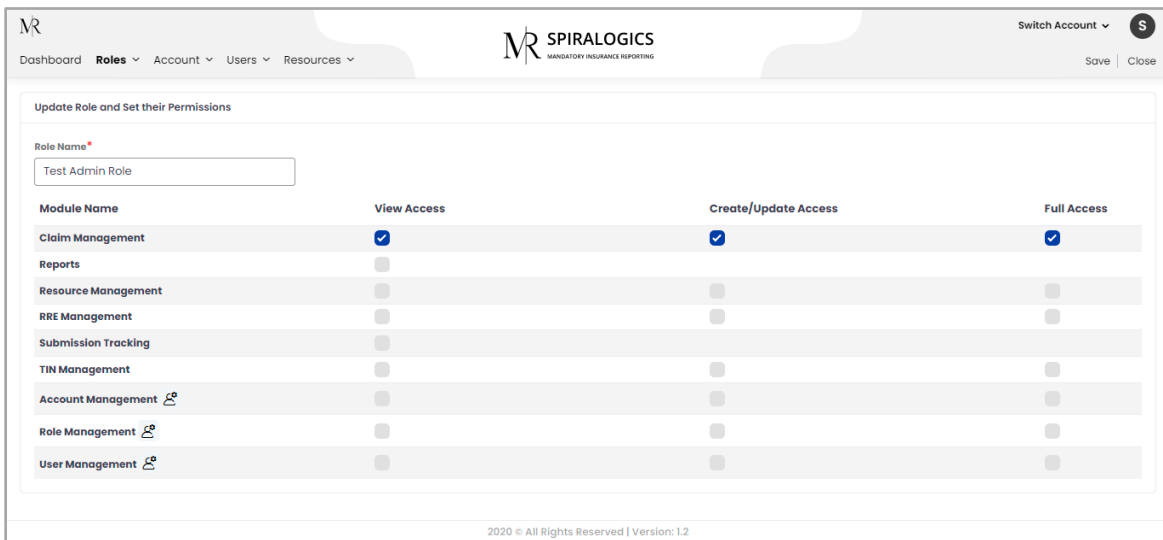


Figure 64: Edit Role Page

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.

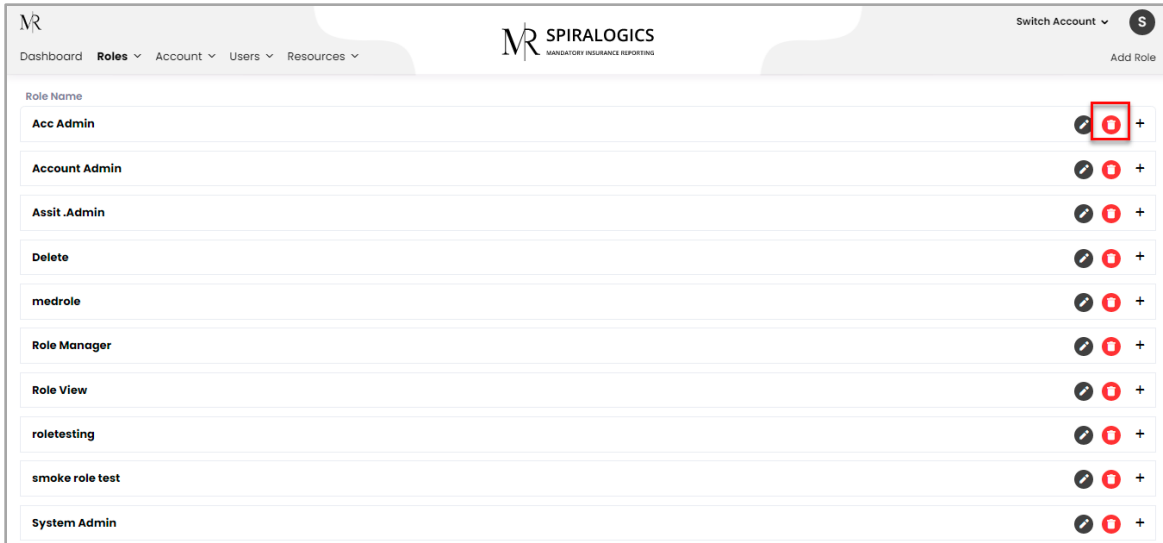


Figure 65: Delete Role Button

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

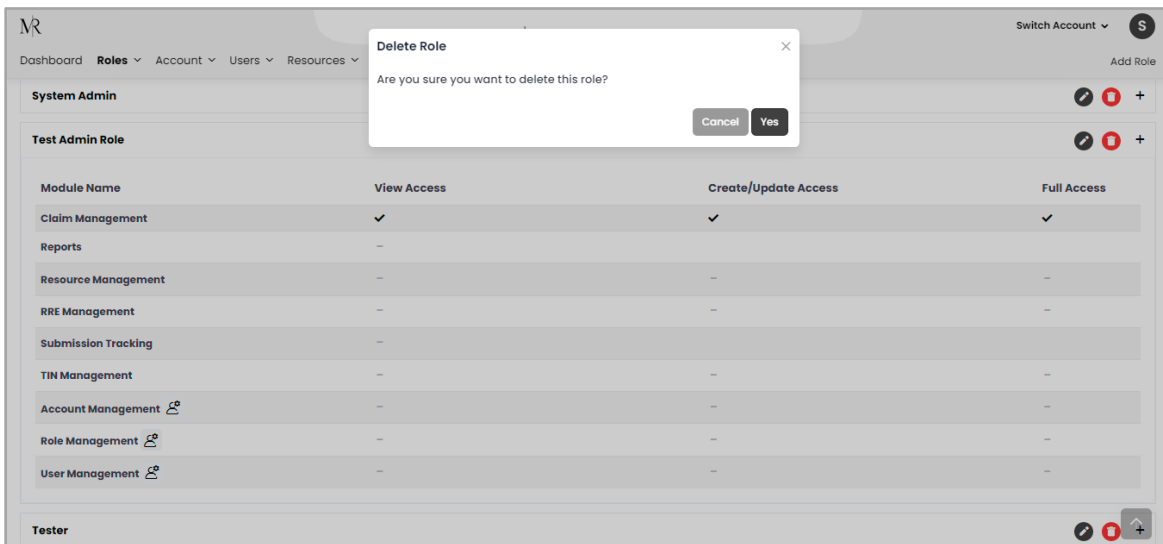


Figure 66: Delete Role Confirmation Dialog Box

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.

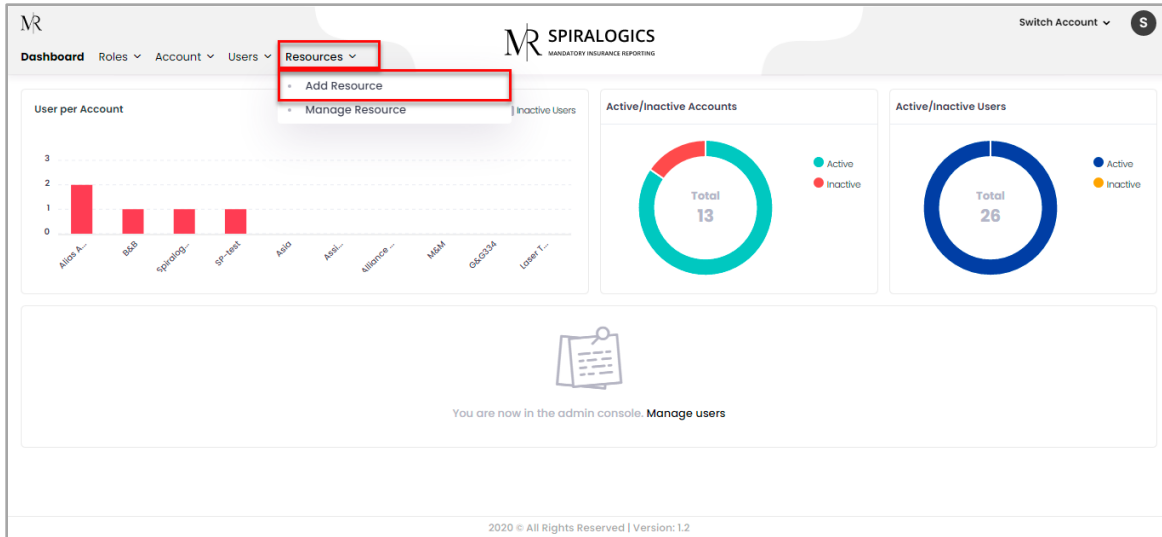


Figure 67: Add Resource Menu

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.

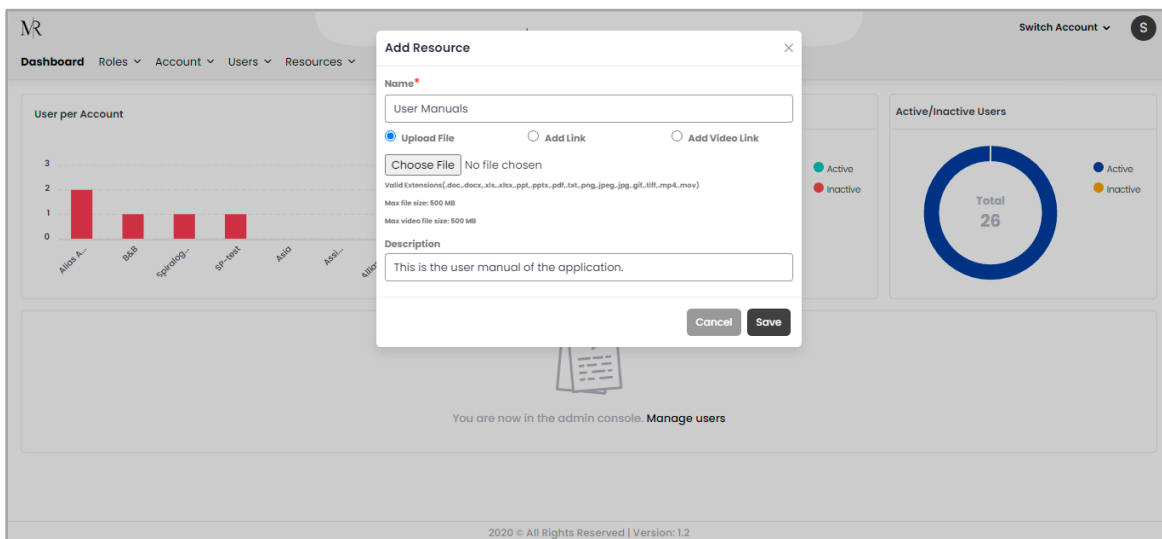


Figure 68: Upload File in Add Resource Popup

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

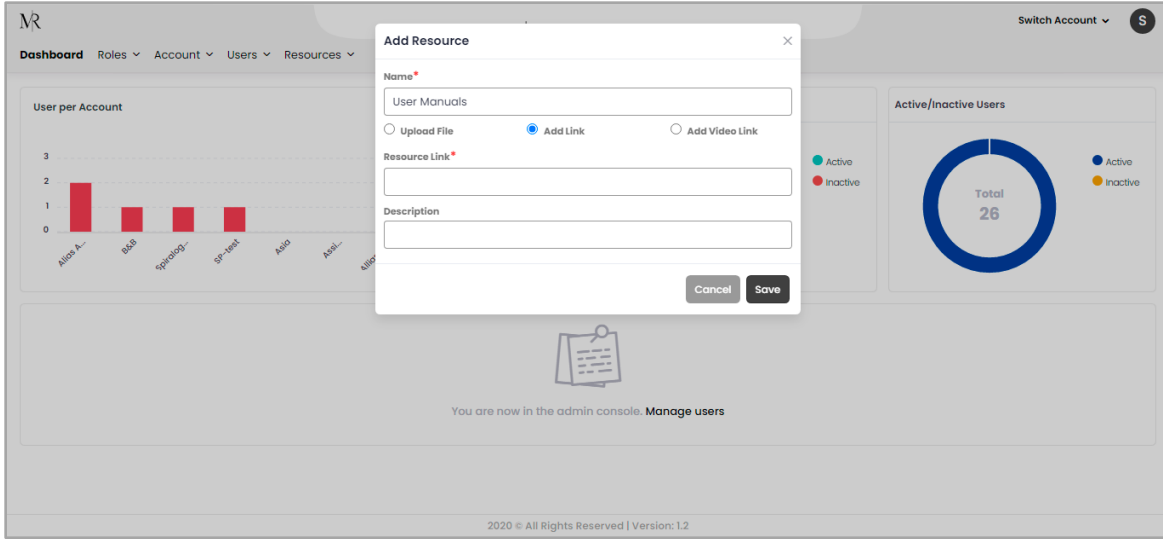


Figure 69: Add Link in Add Resource Popup

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

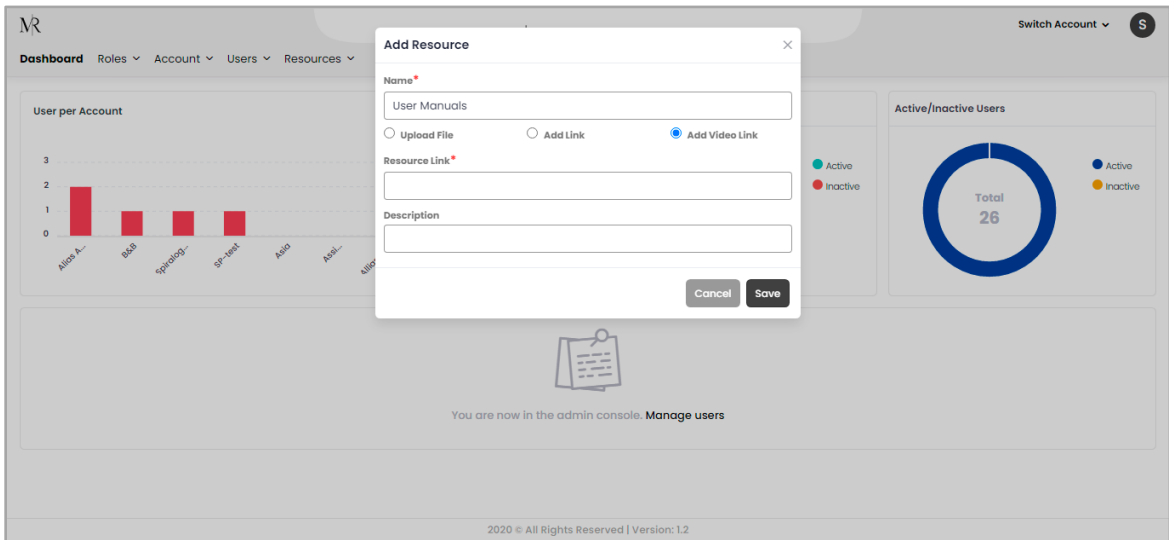


Figure 70: Add Video Link in Add Resource Popup

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:

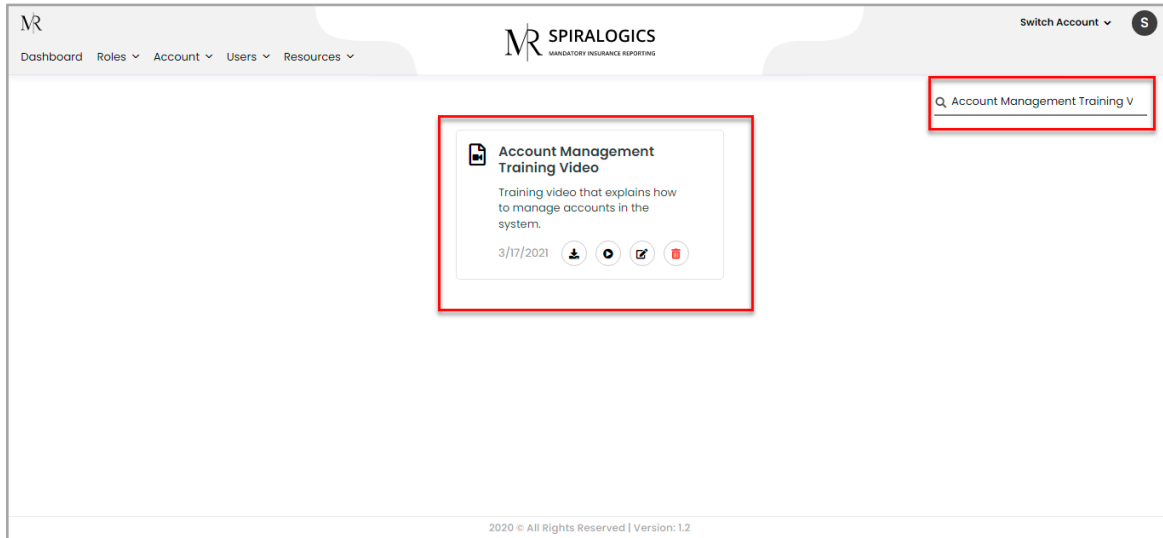


Figure 71: Search Bar for Resource

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.

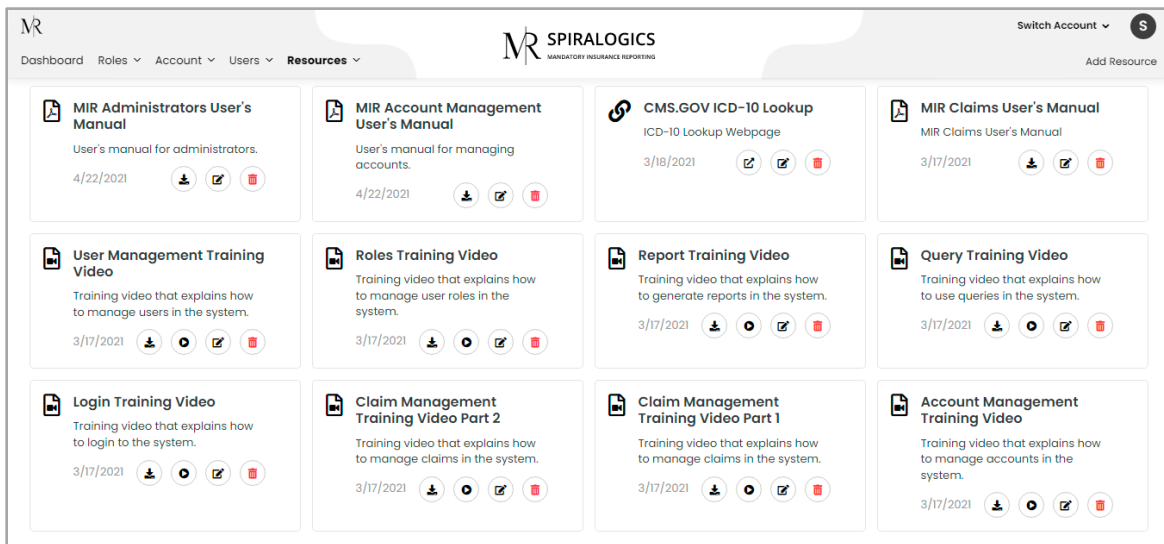


Figure 72: Manage Resources Page

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

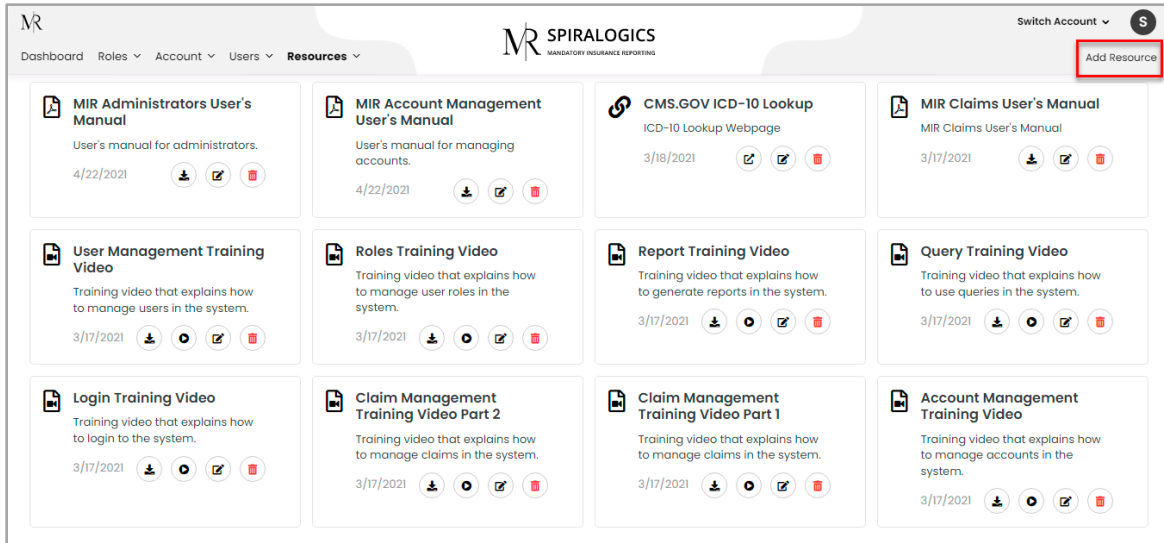


Figure 73: Add Resource Button in Manage Resource Page

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.

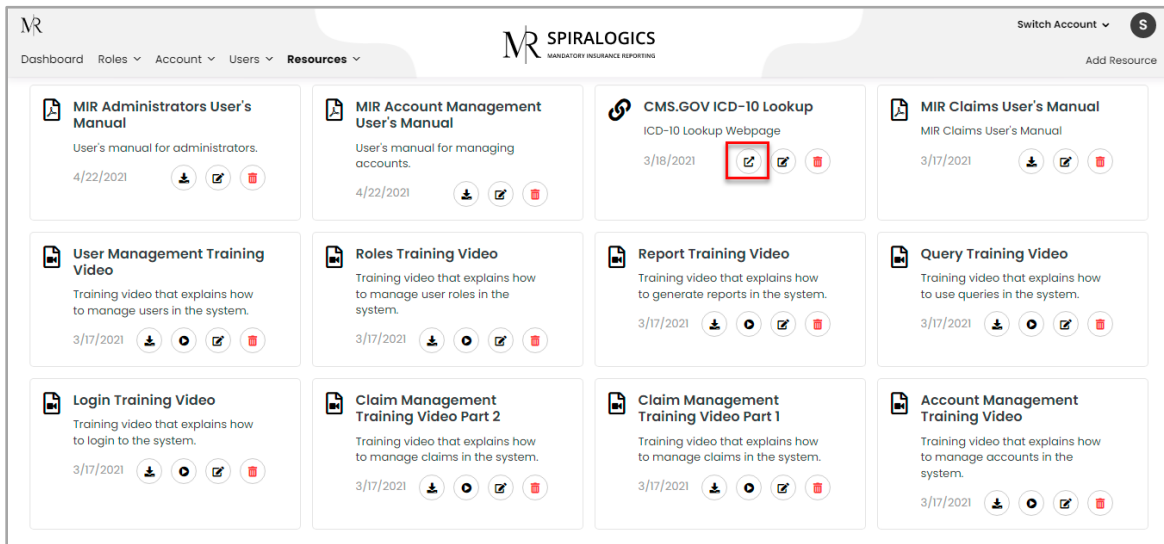


Figure 74: Redirect to Link Button

- **Edit Resource:** To edit a resource click on ‘Edit’ icon as highlighted below:

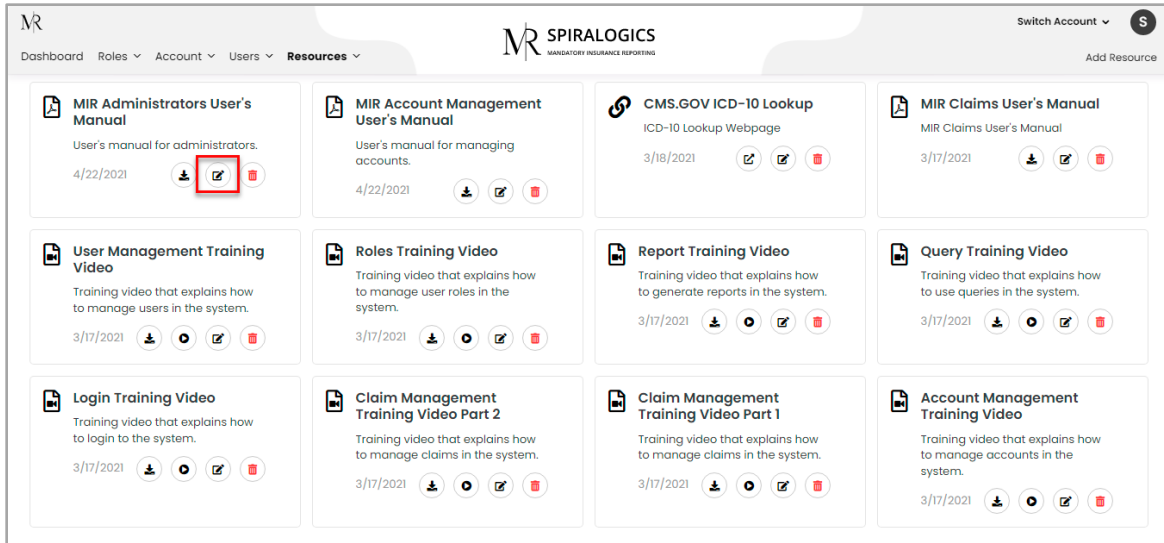


Figure 75: Edit Resource Button

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

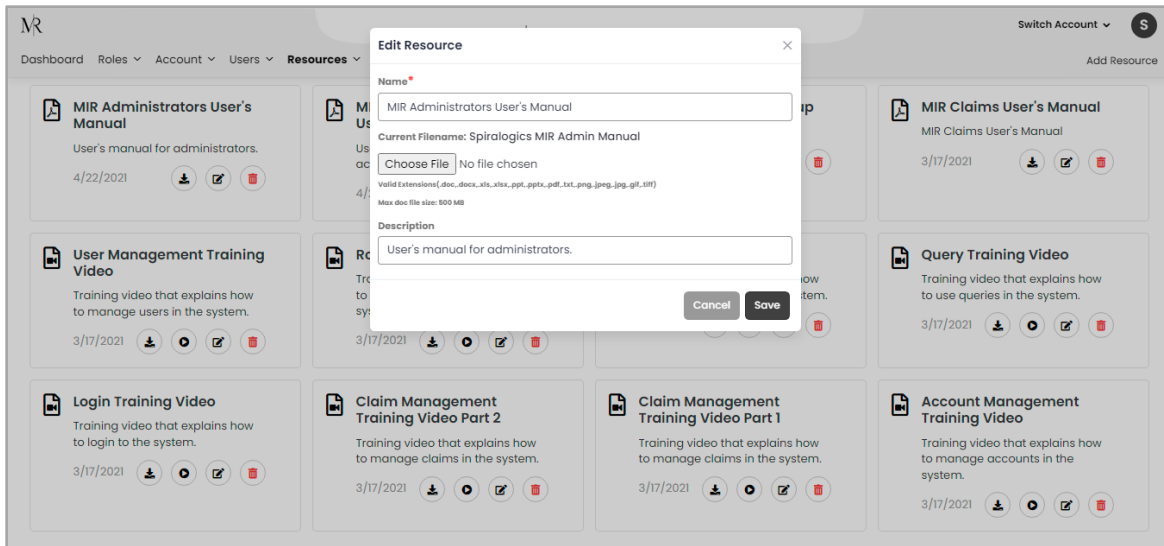


Figure 76: Edit Resource Popup

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

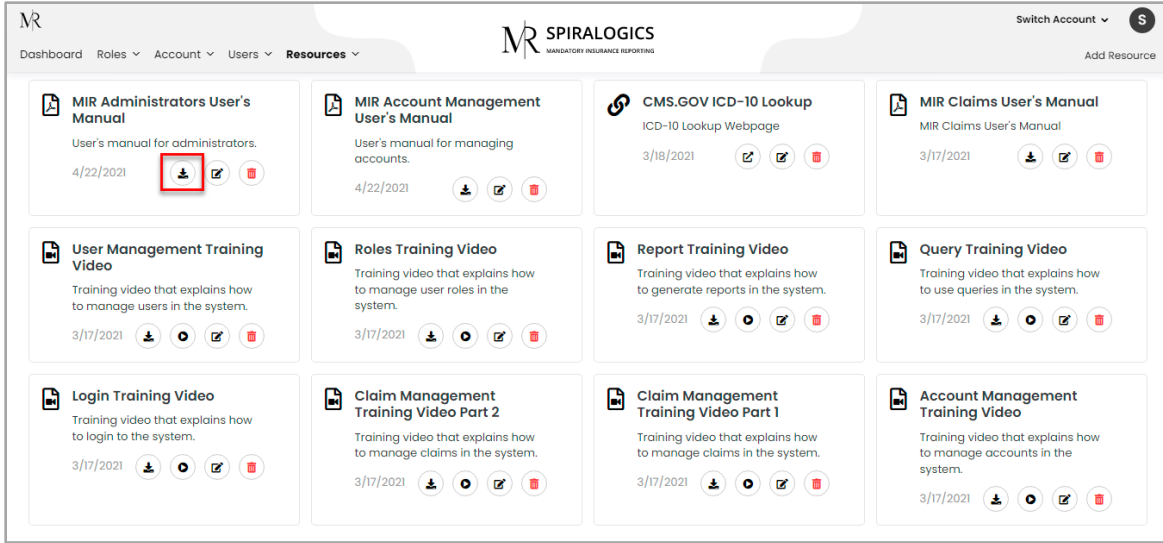


Figure 77: Download Resource Button

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

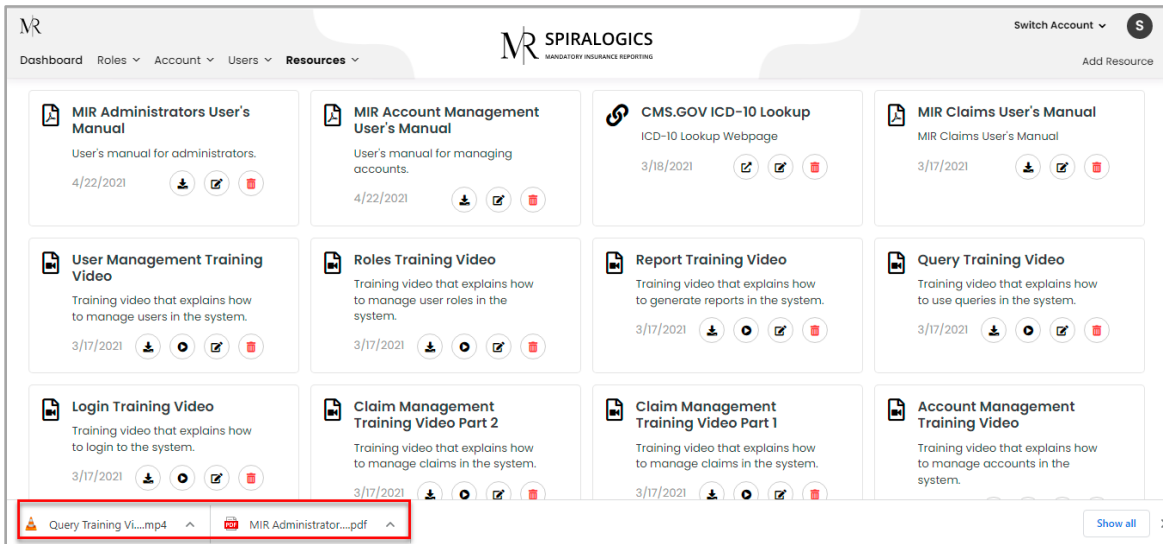


Figure 78: Resources Downloaded to Local Device

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

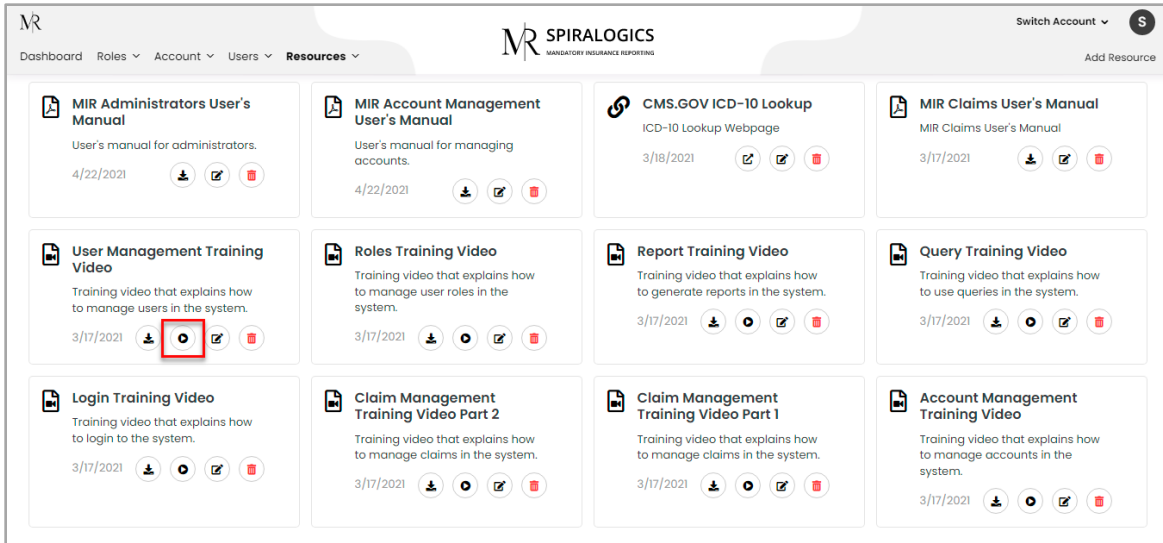


Figure 79: Play Video Button

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.

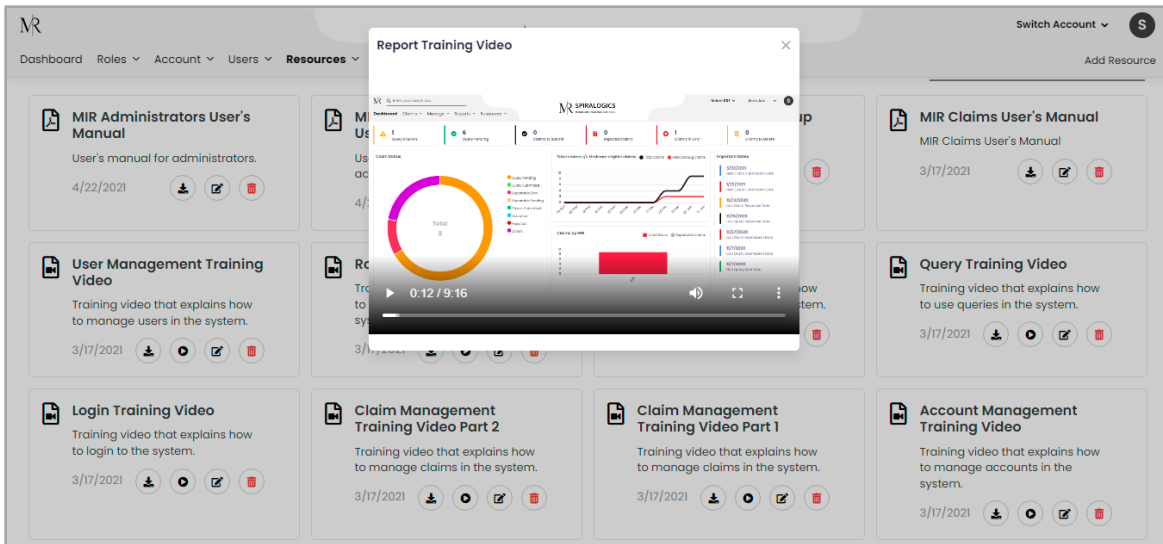


Figure 80: Resource Video Settings

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

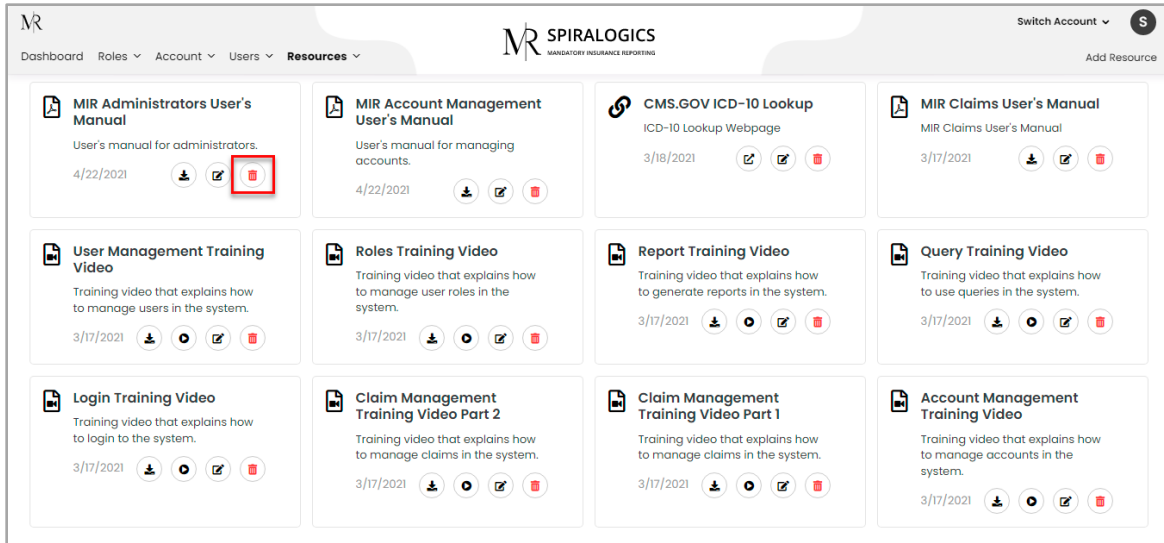


Figure 81: Delete Resource Button

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

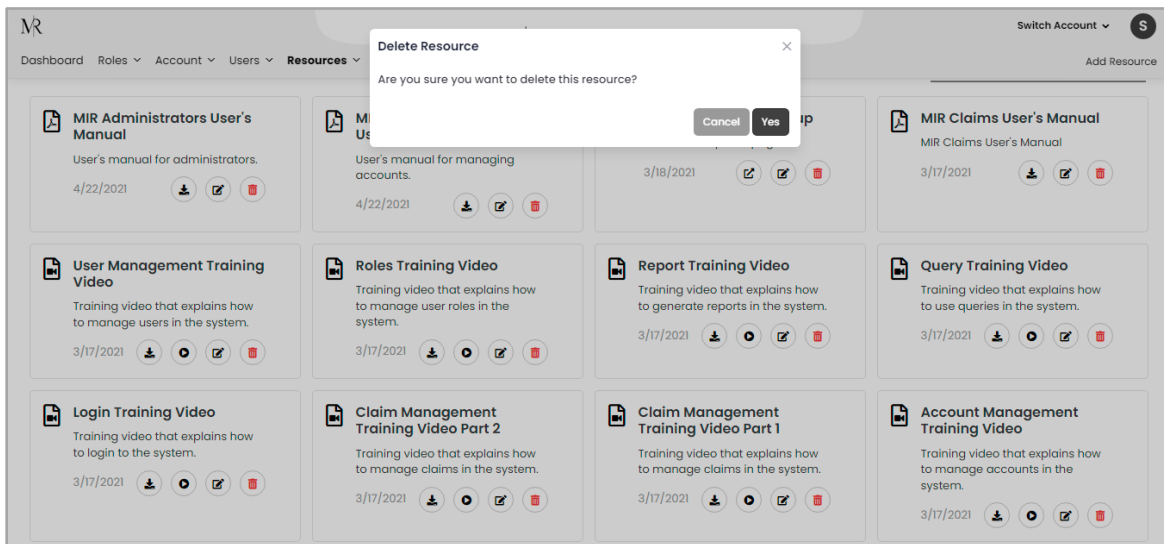


Figure 82: Delete Resource Confirmation Dialog Box

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.

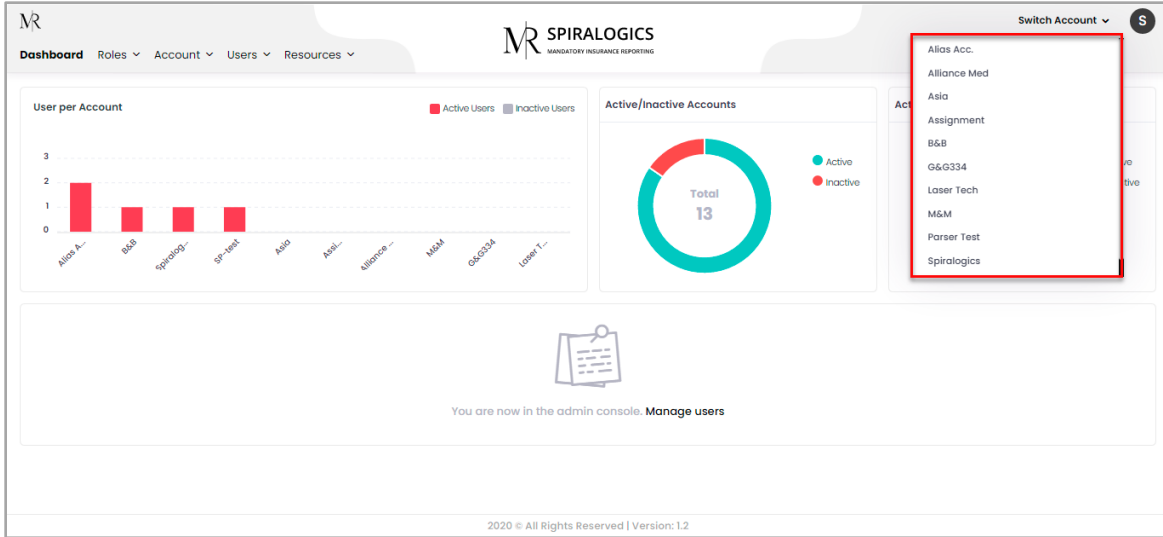


Figure 83: Switch Account Dropdown

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

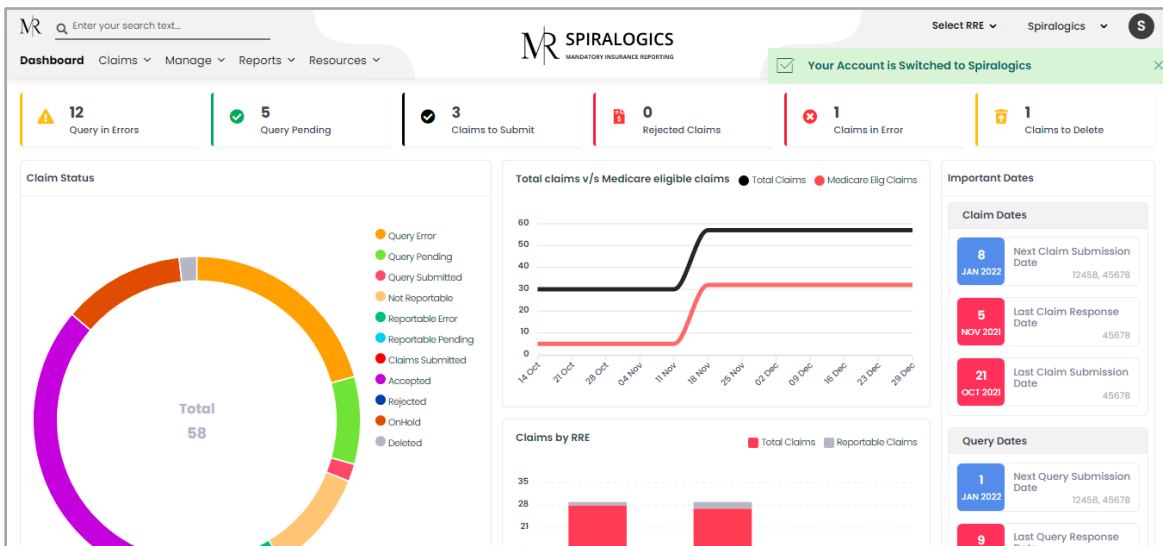


Figure 84: Switched to selected Account Dashboard

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.

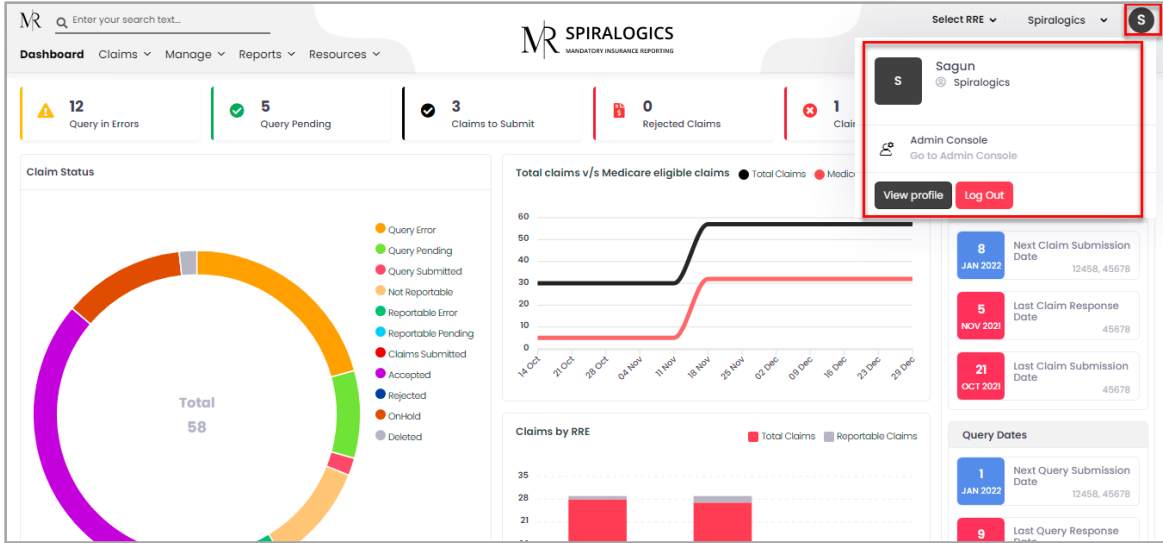


Figure 85: User Profile Section

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

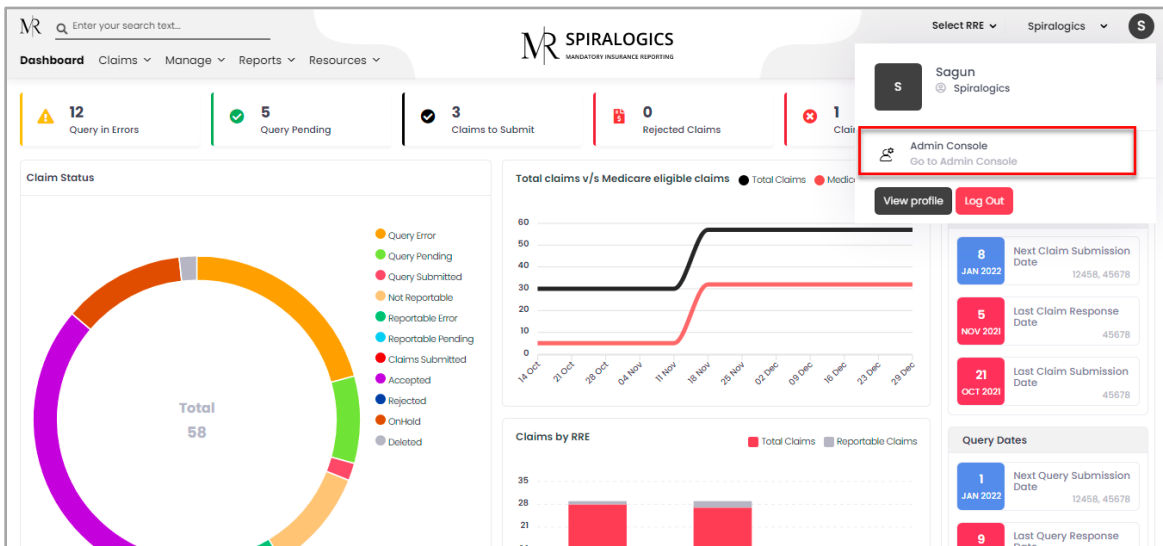


Figure 86: Admin Console Button

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

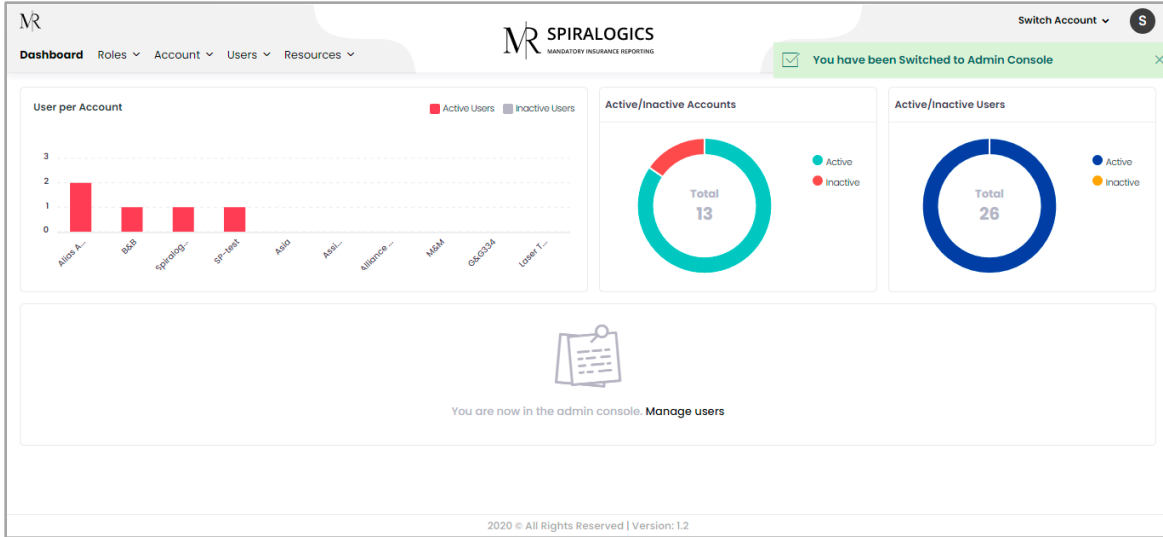


Figure 87: Switched to Admin Console

11.1 User Information

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

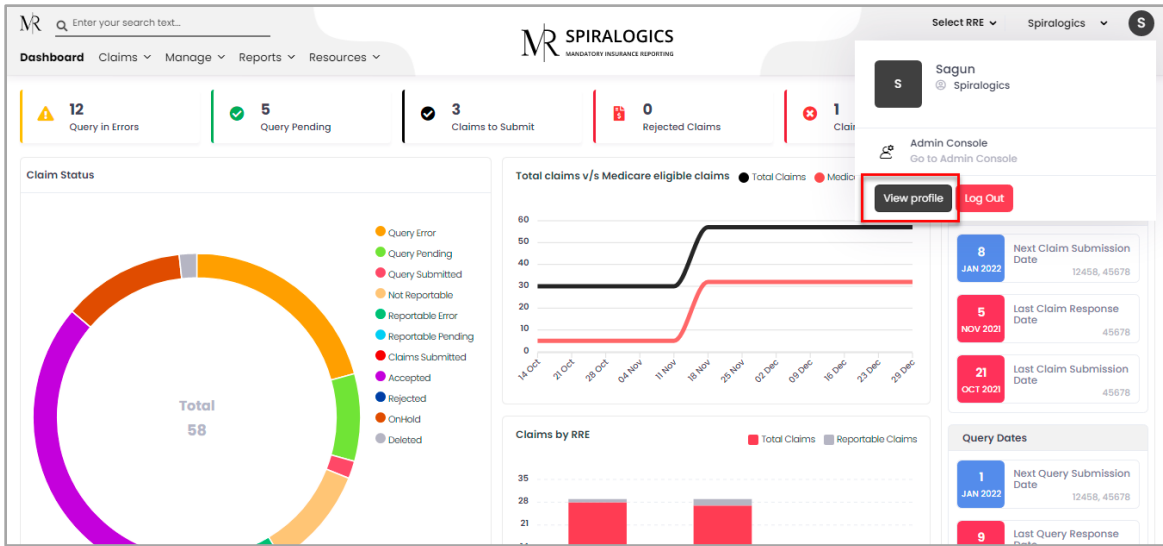


Figure 88: View Profile Button

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

- Username
- Role
- Phone Number
- Email



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.

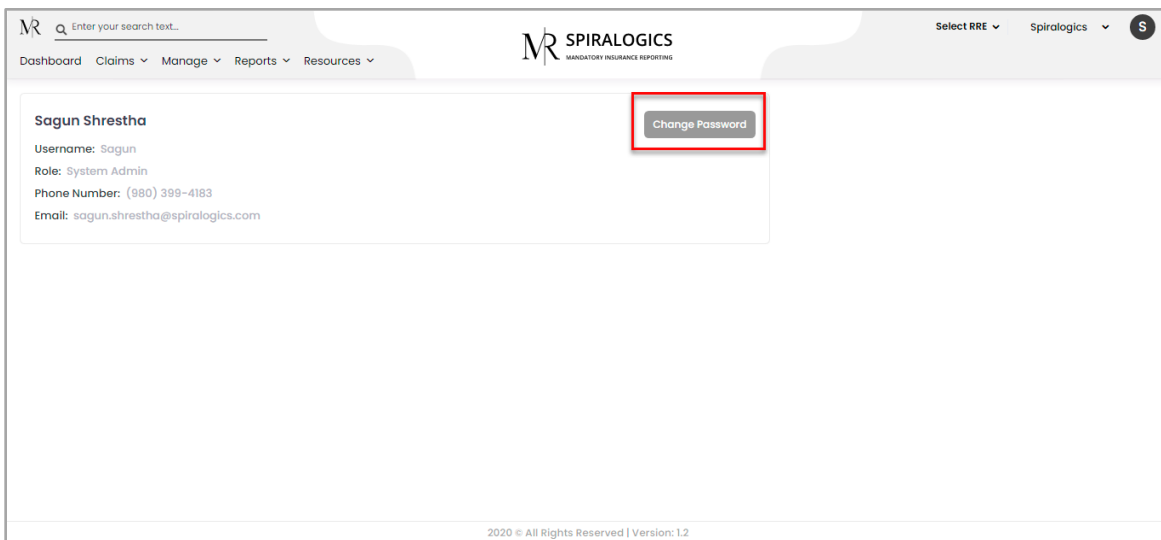


Figure 90: Change Password Button

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

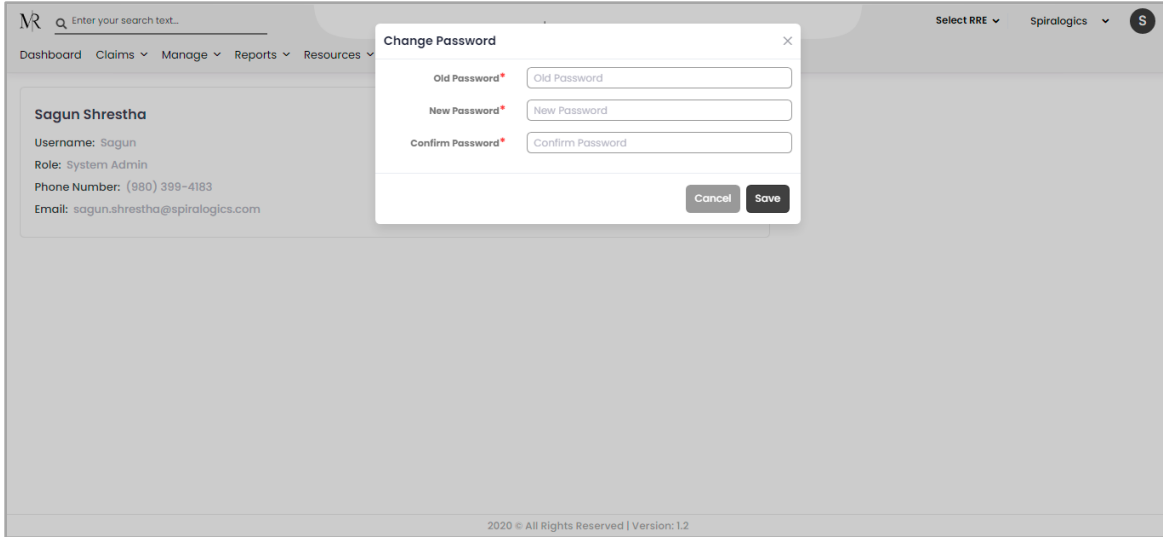


Figure 91: Change Password Button

11.3 Log Out

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

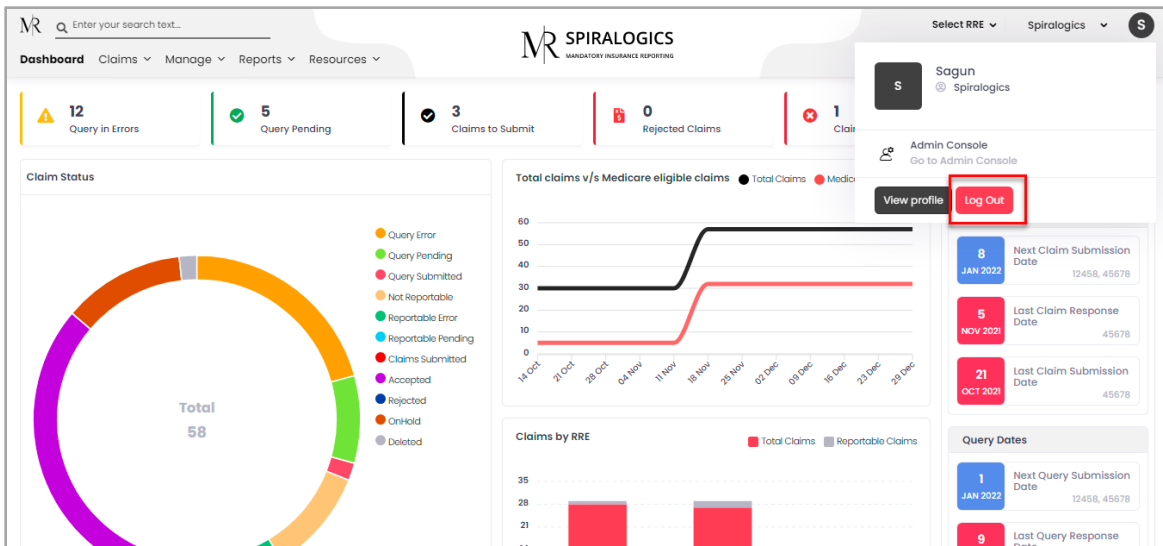


Figure 92: Log Out Button

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.

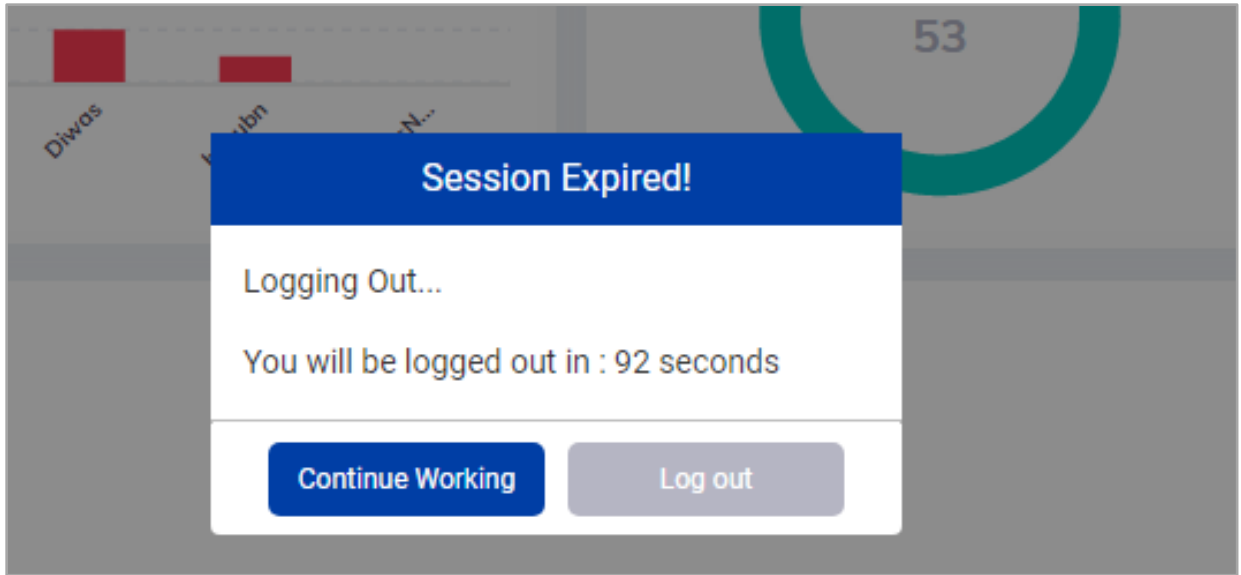


Figure 93: Session Timeout