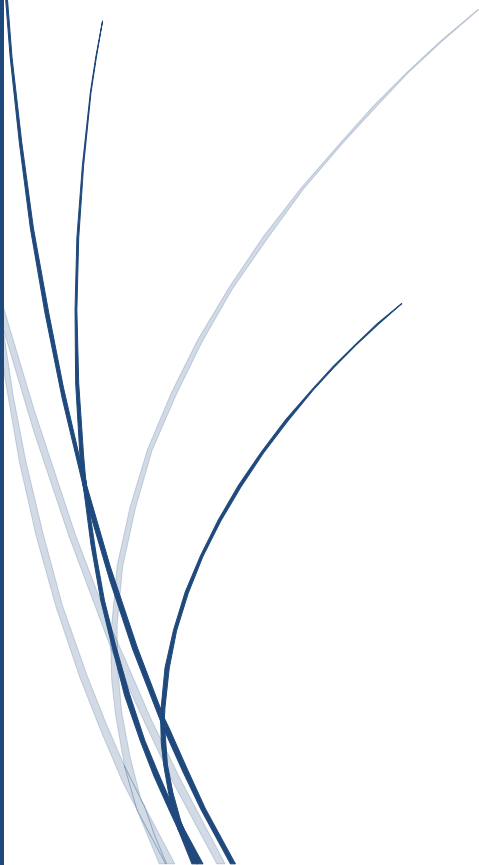


8/4/2017

Test Case 2

Records Management



Contents

ACTIVITIES AT BROADBAND SERVICE PROVIDER OFFICE **Error! Bookmark not defined.**

ACTIVITIES AT Records Management Provider **Error! Bookmark not defined.**

Process Flow Chart **Error! Bookmark not defined.**

Test Case -2

Activities at Record Management Provider

Freight Forwarder share dump of docket to Records Management Provider along with inventory. Records Management scanning team prepare for pre-scan and do scanning of all docket. Scan team will capture the mandate Data field in RDSOFT. Scan Images are transfer manually through FTP to Records Management Provider. Records Management QC team load the docket in to RDSOFT and validate data information and scan quality. Audit completed images are scheduled for migration in to Production Server. Records Management team will get Auto report based on the transfer and validate against the image availability in Production server. Mismatch images are scheduled for re transfer. Freight Forwarder is granted access to RDSOFT to view / Print Docket. Records Management team will share inventory to Freight Forwarder.

Process flow Chart

