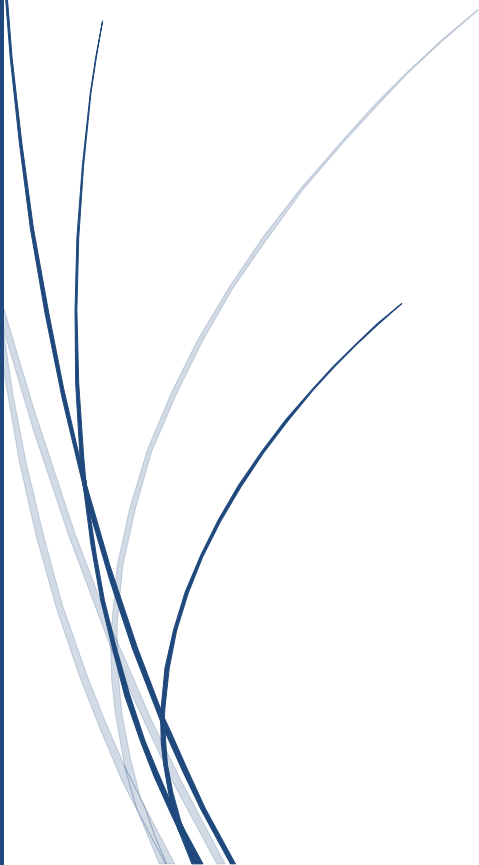


8/4/2017

Test Case 1

Records Management



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ACTIVITIES AT BROADBAND SERVICE PROVIDER OFFICE

Customer Send email with pickup list and handovers the Customer Application Form (CAF) with inventory to Record Management. Records management team checks mandate fields i.e, CAF NO, Name, Mobile NO, MQ ID and document annexure with physical file against the inventory. Records Management team will barcode against each CAFs. Records Management team will pack barcoded CAFs into boxes. Records Management team generates RIF & LC, and gets acknowledge from the customer and transport to Warehouse.

ACTIVITIES AT Records Management Provider

Records Management team will Segregate CAFs into Cartons. Barcoded CAFs are scanned through the PDT by Records Management team and uploaded in to Infolog RDSOFT software. Records Management team will audit picked up data on QC Application and Dump is uploaded into RDSOFT. After Pre - Scanning, Records Management team will scan all CAFs through ADF scanner by creating specific carton numbers into RDSOFT. Infolog application will display the data pertaining to the scanned CAF based on the file barcode stick to the application from database. Records Management team will do Image & Data Audit in RDSOFT.

Removing White pages

Cropping of the Image

Rotation of Image

Interchange the position of page

Delete page

Data Validation

If scanning is not proper repeat the step 3, till Quality control is passed. On completion of scanning of carton, Records Management team will move carton to the warehouse for storage. Audit completed CAF are moved immediately to Records Management Local Server and scheduled for cloud migration with Parity assigned. Daily parity enabled images will be scheduled and migrated to cloud through WAN. InfoLog IT team receives auto report on transferred images and validate that on actual transfer and push to Linux Storage Box and disputes are re scheduled for transferring. Provide access to users - View / Download / Print through RDSOFT. Records Management team Share inventory with customer after completion of Batch. Records Management team move Cartons to Warehouse for Storage. Application will be Used by Records Management Service Provide throughout PAN India locations of Broadband Service Provider.

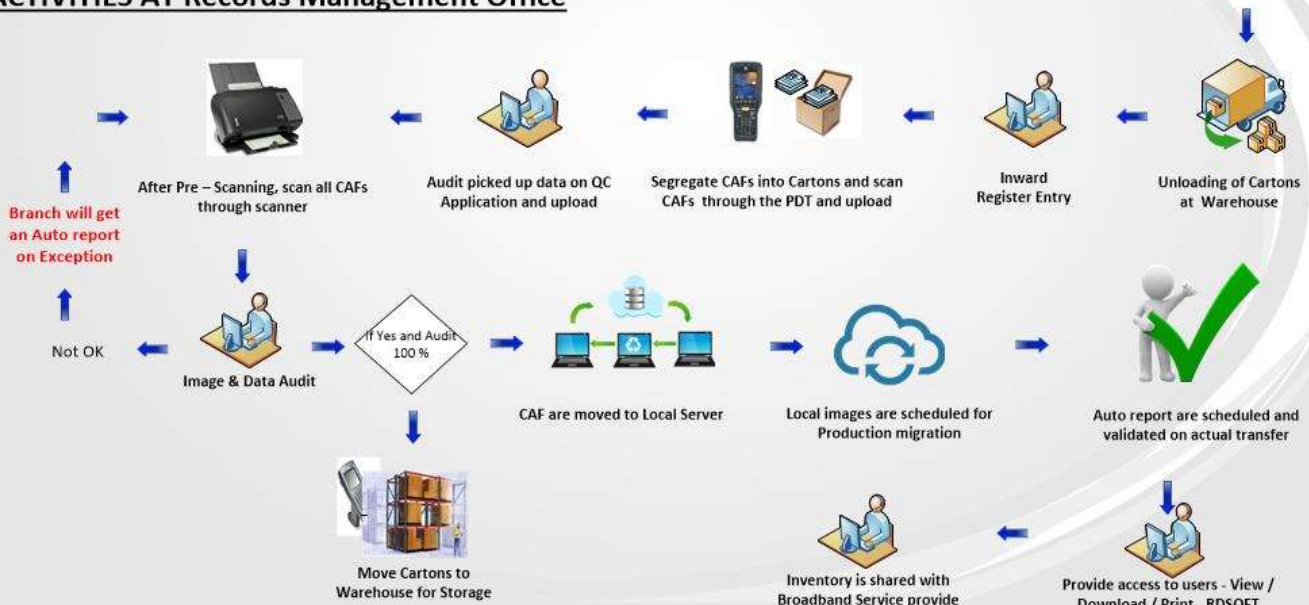
Process Flow Chart

Test Case -1

ACTIVITIES AT Broadband Service Provider Office



ACTIVITIES AT Records Management Office



31-JUL-2017

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