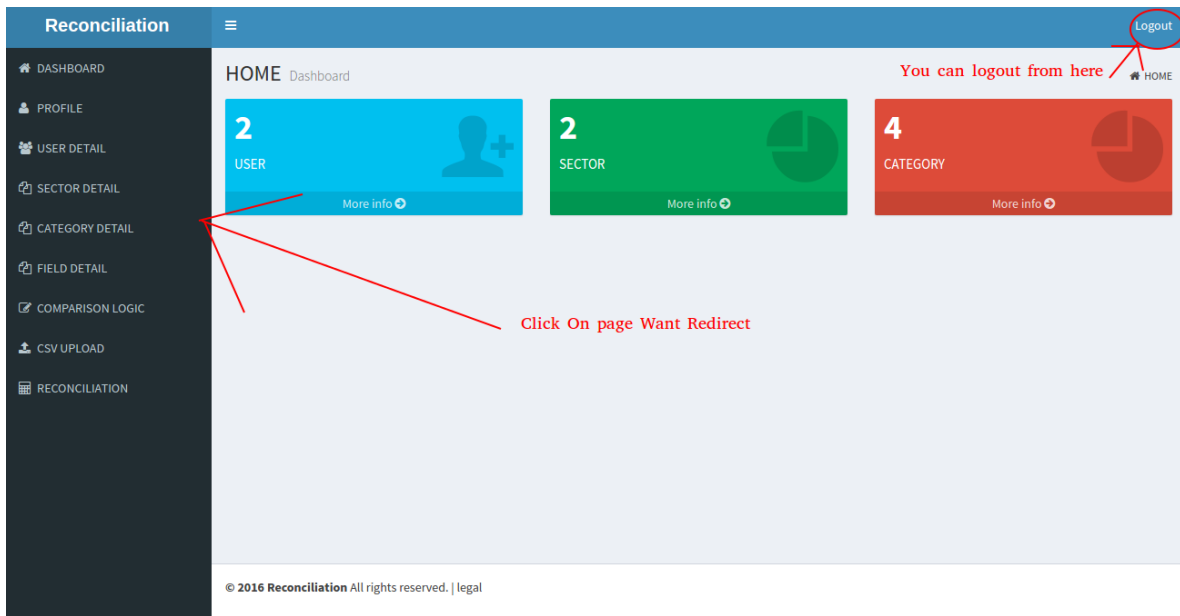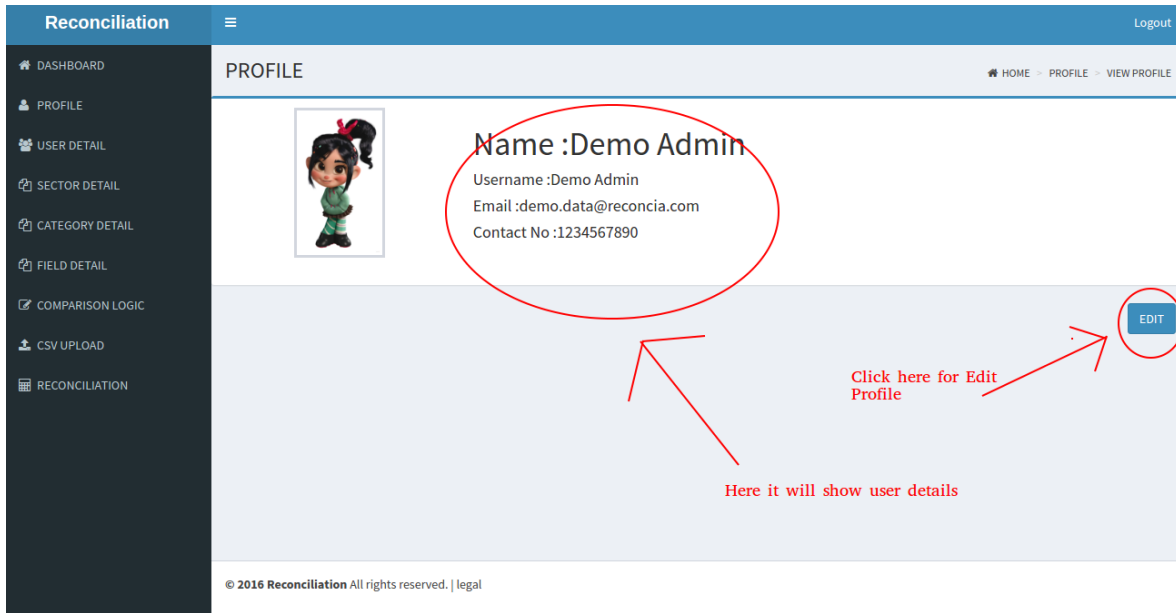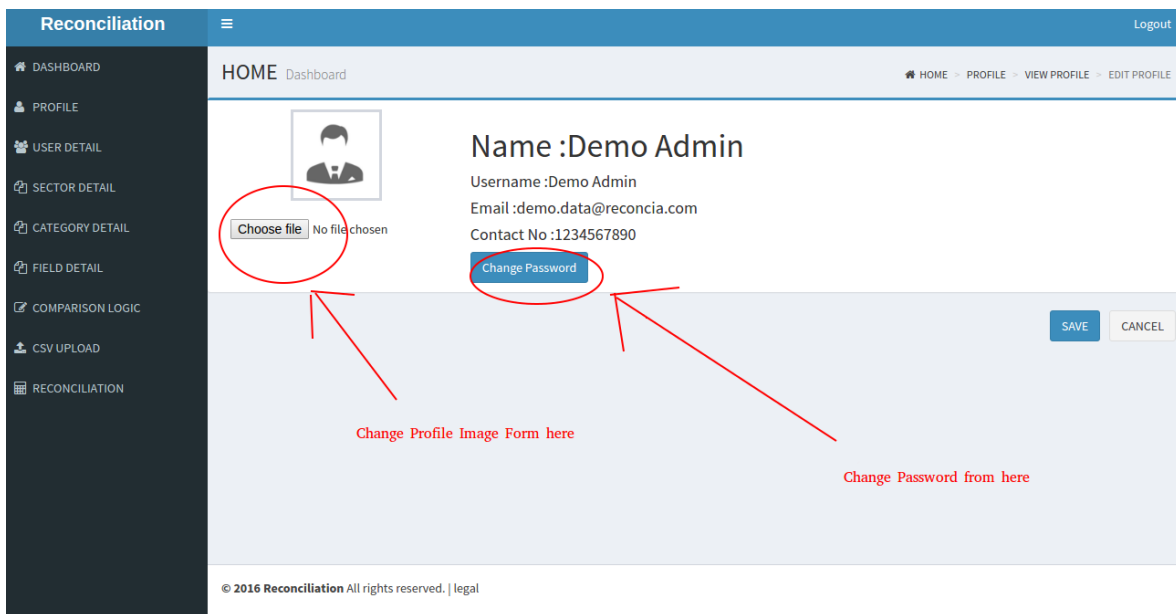# How to Use Reconcia Reconciliation Engine

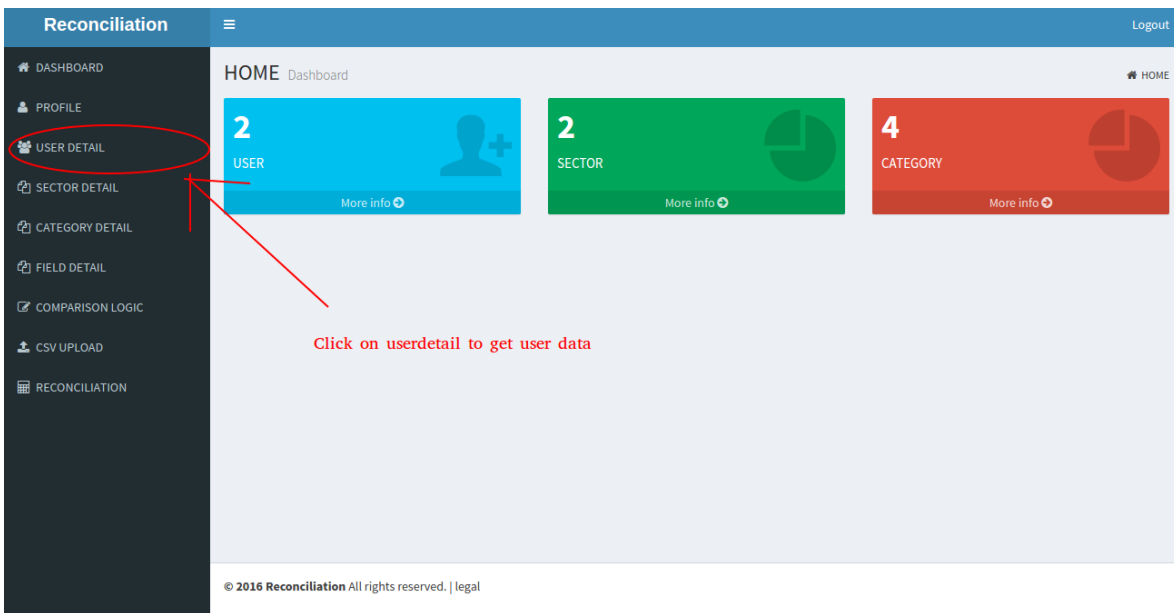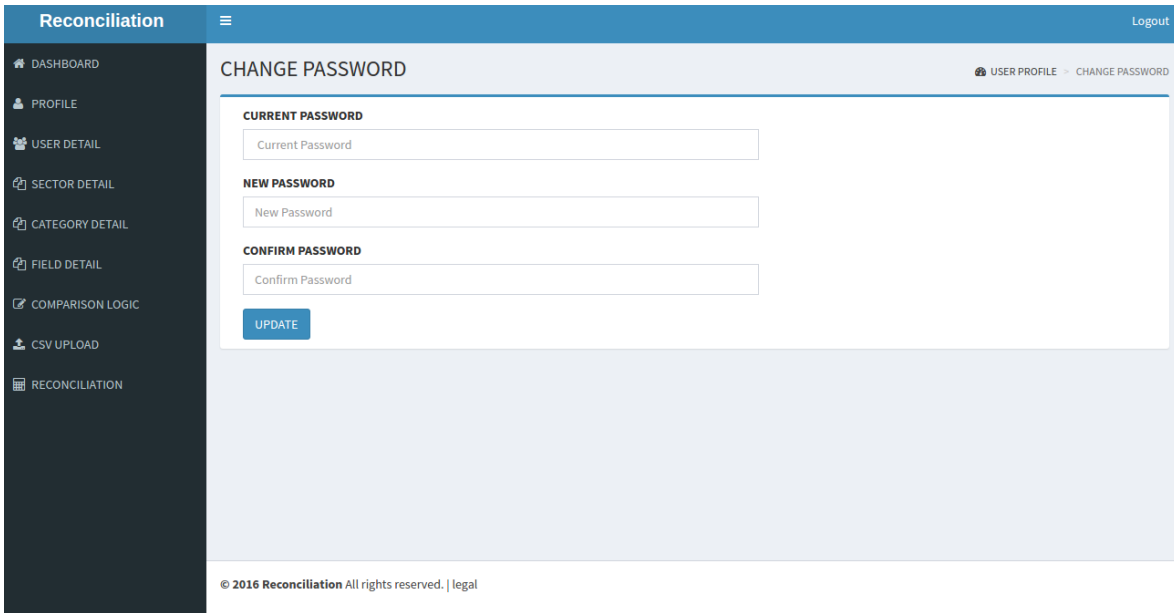- After Login It will Redirect to dashboard of admin panel



- Here you can select to go on particular page.

- Profile Page shows the particular users Details.

- Change Profile Picture and change password when you click on edit.



- Change your password by entering current password and new password.

- Click on user detail from sidebar menu.

- User detail page shows user details.

- Click On add New Button to add new user.

- Click on edit Button to edit user.

- Click on Delete Button to Delete user.



- Edit User data in Edit Page, fill the data in particular inputs.

- Click On  -> Sector Detail So it will Redirect n Sector Detail page

- Click on Sector Detail → Add new to add new sector.

- Click On sector detail → Edit Button to edit Sector.

- Enter Sector name In Sector Field.

▪ Enter Sector Name In Sector Detail → Add new Page



▪ Click On Delete Button To Delete Sector.
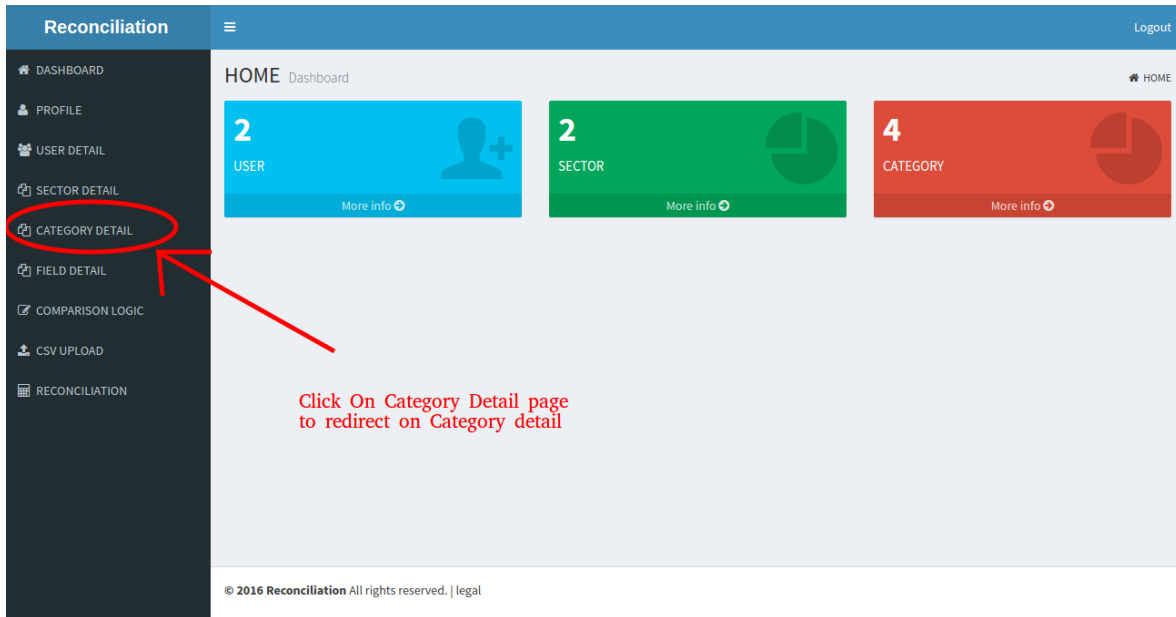
- Category Detail Page

- Here It will Display all the category.
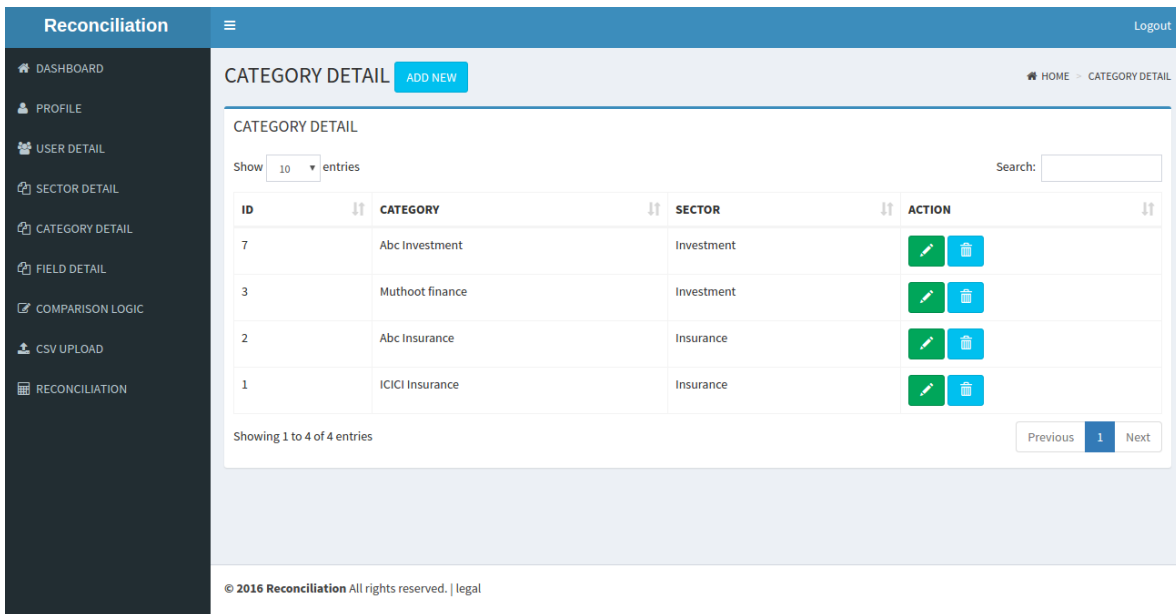
- Category Detail → Add New To Add New Category.



- Category Detail → Add New

- To add new Fill the following detail.

- Category Detail → Edit Category To Edit category

- Category Detail → Edit Category

- To Edit category Fill The following Details

- To Delete Category Click On Delete Category

- Field Detail page



- Here it will Display All The Field.

- Click On Add New Button To Add New Field.

- Add Following Detail to Field Detail → Add New field

- click on Edit Field To Edit The Field.
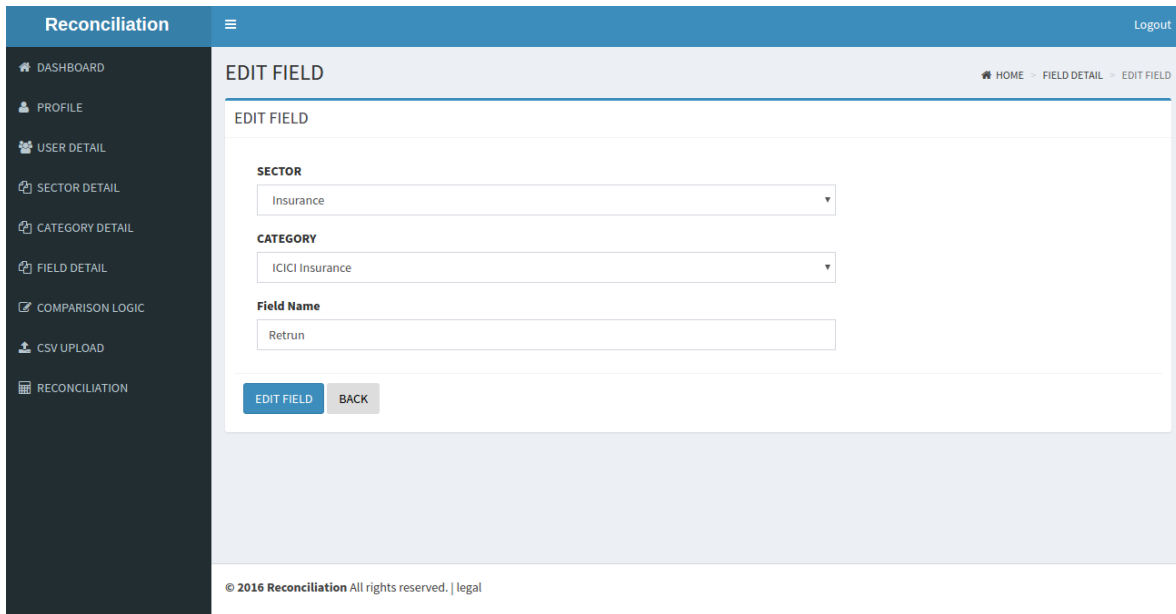
- Add Detail Of Field in Field Detail → Edit Field Page

- Click On Delete Button to Delete Field.

- Click On Comparison Logic To redirect On Comparison Logic page.

- Create Comparison Logic by following Steps.

- Select Sector from the DropDown.

- Select category from Dropdown.

- After Selecting Category, it will Show No. of field Dropdown and Operator to create Comparison Logic.



- Select Field From The choose Field Drop Down

**ADD COMPARASION LOGIC**

**CHOOSE SECTOR**

Insurance ▼

**CHOOSE CATEGORY**

ICICI Insurance ▼

**CHOOSE FIELD**                    **OPTION**

insurance1 ▼                        -- ▼

--Select Field--                    **OPTION**
insurance1
Retrun                              -- ▼

Apply Logic

---

**ADD COMPARASION LOGIC**

**CHOOSE SECTOR**

Insurance ▼

**CHOOSE CATEGORY**

ICICI Insurance ▼

**CHOOSE FIELD**                    **OPTION**

insurance1 ▼                        -- ▼

**CHOOSE FIELD**                    --
                                    +
--Select Field-- ▼                  -
                                    *
                                    /
Apply Logic                         =

- Select Operator From Option Dropdown.

- Do same Procedure for another field and Click On Apply Logic Button It will Display Comparison Logic.

- H
  e

**Comparison Logic**

| insurance | - | Retrun | = |

**Apply Logic**

i
l
 Show How Comparison Logic has been created.

- Click On Proceed To Next For Next Procedure.

- Here Upload Csv file of your Particular.

- Here it shows csv File format.

- Right now we have two field insurance1 and return so we include 2 column of data in csv file.

- When you upload csv file only after that Reconciliation Button would be unable before that it remain disable



- By clicking on Reconciliation It redirect to Reconciliation Report page which display total lost or total profit you have earned.



- You can also create print copy by clicking on print button.

## Reconciliation Report

### 🌐 Reconciliation

ICICI Insurance

| | |
|---|---|
| Total insurance1 (-) | 17000 |
| Total Retrun (=) | 31400 |
| **Total Loss** | -14400 |

🖨 Print

**Click On print Button to Generate print copy of reconciliation report**

- Generated Reconciliation Report.

23/03/2017                                    RECONCILIATION

## 🌐 Reconciliation

Date: 2017-03-23

ICICI Insurance

| | |
|---|---|
| Total insurance1 (-) | 17000 |
| Total Retrun (=) | 31400 |
| **Total Loss** | -14400 |