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**FLOODRE**



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Bordereaux Web Portal – System  
Enhancement Release Notes

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# 1. Purpose of the release note

As part of our commitment to continually improve we have made some changes to the Flood Re Portal to address user feedback and concerns.

Our primary goal is to improve the system’s performance, given the nature of these changes users will notice differences in the user journey.

This document will provide an overview of those changes.

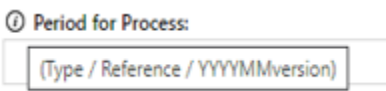

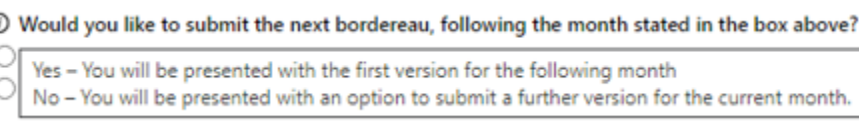
# 2. Important Changes

All users must clear their cache before they log in to the Flood Re portal, this is to ensure you are using the latest version of the platform.

## 2.1 [Overview of changes:](#)

The portal has changed so users do not have to click the “Next” button every time they select an option, there will now be cascading filters and the next filter will appear automatically based on the users’ selections.

Information icons have been added to three fields in the portal, the below screenshots show the additional information:

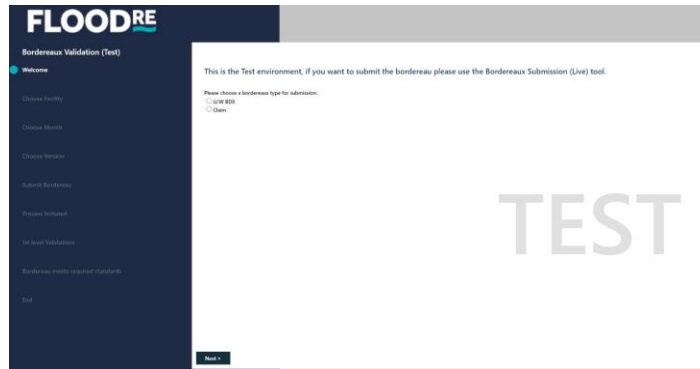
1. 
2. 
3. 

## 2.2 [User Journey:](#)

The Login process remains unchanged. We would like to remind everyone that they should use the Bordereaux Validation option to check the bordereau meets our criteria before enhancing to the Bordereaux Submission stage.



After selecting “Bordereaux Validation” or “Bordereaux Submission”, you will see the following screen

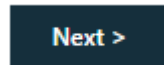


- Select the bordereaux type:

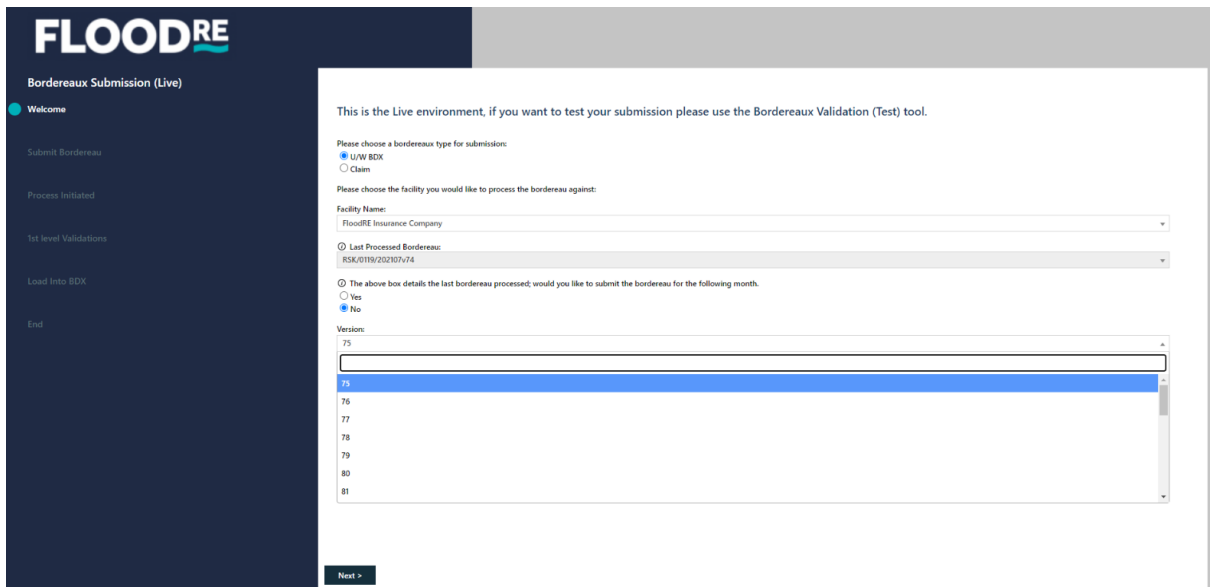
Please choose a bordereaux type for submission:

U/W BDX

Claim



- Click the “Next” button at the bottom of the page
- The page will load and spinning cogs will appear on the screen
- Chose your Facility from the dropdown list



- After you have chosen your facility, two new boxes will appear;

- “Last Processed Bordereau:” which is an automatically populated field

Last Processed Bordereau:

RSK/0005/202307v1

- The following question will appear: “The above box details the last bordereau processed, would you like to submit the bordereau for the following month.”
  - If submitting for the current month – Select “Yes”
  - If submitting for the following month – Select “No”

The screenshot shows a survey question: "The above box details the last bordereau processed; would you like to submit the bordereau for the following month." There are two radio button options: "Yes" and "No". The "No" option is selected. Below the radio buttons is a text input field labeled "Version:" with the value "75" entered.

If you select Yes, then the version dropdown list will appear; select the correct version of the file. The displayed versions are greater than those already processed

The screenshot shows a dropdown menu for the "Version:" field. The menu is open, showing a list of numbers from 2 to 8. The number 2 is currently selected.

If you select ‘No’ An additional field will appear on the screen this will be automatically populated with V1 since it will be the first time of this month to be processed

The screenshot shows a dropdown menu for the "Version:" field. The menu is open, showing a list of numbers from 2 to 8. The number 2 is currently selected.

As soon as the users select the version of the file, they have to click the “Next” button to proceed and the spinning cogs will appear on the screen

An additional question will appear.

Nil this bordereau entry?

- Yes
- No

To nil the bordereau select “Yes”, and the following will appear

Please note that the bordereau entry will be set as nil, the process will end and you will be prompted to close your browser's tab.

To upload a bordereau select 'No' and upload your file;

Attach a bordereau file to upload

Drag files here  
or Browse

All other functionality remains unchanged and the procedure remains the same.