Trueworths Minerals Solution Pvt. ltd. - End User Manual

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1. Introduction

Welcome to **Trueworths Minerals Solution!** This manual will guide you through using the website's features to ensure a smooth experience.

- **Website URL**: https://lims.trueworths.in/
- **Purpose**: Mineral Testing Software to record tested sample data and share report.

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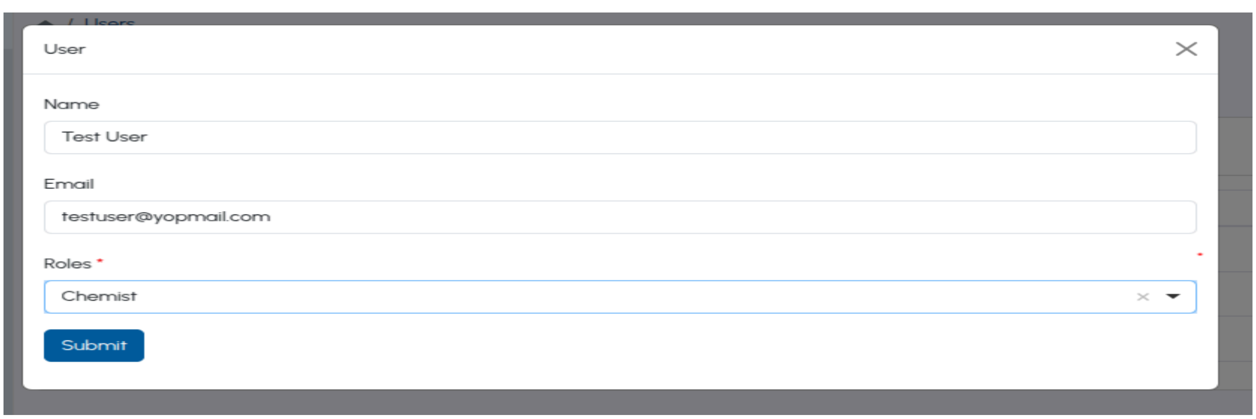
2. Getting Started

2.1 Account Registration

Steps:

1. Go to the homepage by Signing In using Admin Creds.
2. Select "Users" from "Users & Roles" in the top-right corner.
3. Add User from top right corner.
4. Fill in your details (Name, Email, Role).
5. Click "Submit"

📷 

2.2 Logging In

Steps:

1. Click “Log In.”
2. Enter your email and password.
3. Verify OTP sent on the email id.
4. Click “Submit.”

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3. Navigating the Website

3.1 Dashboard

- Access website preview of selected data such as Enquiry, Quotation, Work Orders etc. client added and reports graph

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4. Using Core Features

4.1 Customer Menu

1. Add New Customer for future use.
2. New Customer can be used to create enquiry at next.
3. Can export customers into a Spreadsheet

4.2 Enquiry Menu

1. Create Enquiry related to the Customer.
2. Select Comodity along with Quantity, Unit, No of Sample and Tests and Parameters
3. Select Enquiry assignee (Employee List)
4. Validity Date (after the selected date the enquiry will be invalidated)

4.3 Quotation Menu

The **Quotation Menu** allows users to generate and manage price quotations based on received enquiries. This section outlines how to create a new quotation, fill in product/service details, and define associated terms.

4.3.1 Opening the Add Quotation Form

Navigate to the **Quotation** section in the main menu and select **Add Quotation** to launch the quotation input form.

4.3.2 Basic Quotation Details

A. Enquiry and Customer Identification

Field	Description
Reference Enquiry ID	Select the enquiry related to this quotation (mandatory).
Customer ID	Auto-filled based on selected enquiry.
Customer Name	Auto-filled with the customer's name once the enquiry is selected.
Quotation Date	Select the date the quotation is being issued.

4.3.3 Terms and Description

B. Terms and Conditions

Field	Description
Terms & Condition	Enter standard or client-specific terms applying to this quotation.

C. Description of Products/Services

Field	Description

Commodity	Provide a brief description of the product or service being quoted.

4.3.4 Tax and Pricing

D. Pricing and Taxation

Field	Description
Taxes	Select the applicable tax method (e.g., GST, VAT).
Final Amount	The total cost including taxes, auto-calculated or entered manually.

4.3.5 Customer Location

E. Contact and Address Information

Field	Description
Location	Select the appropriate location related to the customer.
GST IN	Enter the customer's GST Identification Number.
Name of Contact Person	Enter the name of the customer’s contact person.
Contact No	Provide a phone number for the contact person.
Email ID	Provide an email address for quotation follow-up.

Address	Enter the physical address associated with the customer.

4.3.6 Payment Terms

F. Payment Method and Schedule

Field	Description
Payment Method	Select the payment mode (e.g., Net Banking, Cheque).
Payment Schedule	Define when and how payments are expected (e.g., 50% advance).

4.3.7 Delivery Information

G. Delivery and Additional Notes

Field	Description
Estimated Delivery Date	Enter the tentative delivery date of the quoted product/service.
Delivery Terms	Select the terms under which delivery will be made (mandatory).
Other Terms and Conditions	Include any extended terms, such as warranty or returns.
Additional Notes / Remarks	Add clarifying comments or instructions.

4.3.8 Special Clauses

H. Special Instructions

Field	Description
Special Terms and Conditions	Enter any unique terms requested by the client or applicable to the project.

4.3.9 Saving the Quotation

- Ensure all required fields (marked with *) are filled in accurately.
- Click **Save** to generate and store the quotation.
- A notification will confirm successful creation.

4.3.10 Best Practices

- **Accurate Enquiry Linking:** Always confirm the correct enquiry is selected to avoid mismatches.
- **Transparent Pricing:** Ensure all taxes and charges are properly itemized.
- **Clarity in Terms:** Use the terms and special conditions fields to avoid future disputes.

4.4 Workorder Menu

The **Workorder Menu** is used to convert approved quotations into formal work orders. This section guides users through creating a new work order, entering all relevant contract, customer, and delivery information.

4.4.1 Opening the Add Work Order Form

Navigate to the **Workorder** section from the main menu and select **Add Work Order** to open the input form.

4.4.2 Work Order Entry Fields

A. Work Order Information

Field	Description
Customer Work Order No	Enter the unique reference number issued by the customer (mandatory).
Date of Order	Select the date when the work order was placed (mandatory).
Quotation ID	Choose a quotation from the dropdown list (mandatory).
Contract Start Date	Enter the start date for contract execution (mandatory).
Contract End Date	Enter the scheduled end date of the contract (mandatory).

4.4.3 Customer Details

B. Customer Identification

Field	Description
Customer ID	Automatically populated based on the quotation.
Customer Name	Automatically populated based on the quotation.

C. Customer Location

Field	Description
Location	Select the customer's address/location from the list.
GST IN	Input or auto-fill the GST number, if applicable.
Name of Contact Person	Enter the name of the primary contact at the location.
Contact No	Enter the contact person's phone number.
Email ID	Enter the email address for communication.

Address	Full address related to the work location or billing address.

4.4.4 Commodity and Cost Details

D. Description of Products/Services

Field	Description
Commodity	Specify the product or service to be delivered.
Shipping/Handling Costs	Enter applicable logistics or handling charges.
Taxes	Choose a tax method from the dropdown (e.g., GST, VAT).
Final Amount	Auto-calculated based on service cost, tax, and additional charges.

4.4.5 Payment Terms

E. Payment Details

Field	Description
Payment Method	Select how the customer will pay (e.g., Bank Transfer).
Payment Schedule	Define intervals for payment (e.g., milestone-based).

4.4.6 Delivery Information

F. Delivery & Result Handling

Field	Description
Estimated Delivery Date	Set the target date for final delivery.
Result Delivery Instructions	Specify how results/deliverables should be provided.
Result Sharing Method	Indicate the mode of result sharing (e.g., email, upload, printed copy).

4.4.7 Additional Information

G. Special Instructions & Terms

Field	Description
Special Instructions or Requests	Enter any project-specific or technical instructions from the customer.
Other Terms and Conditions	Mention additional clauses or legal disclaimers relevant to the contract.

4.4.8 Saving the Work Order

- Ensure all required fields (marked with *) are filled in.
- Click **Save** to store the new work order entry.
- A confirmation message will appear, and the work order will be listed in the system.

4.4.9 Best Practices

- **Double-Check Dates:** Contract periods must be accurate to avoid disputes.
- **Detailed Instructions:** Use the “Special Instructions” field to document unique customer needs.
- **Consistent Communication:** Ensure email and contact details are correct for seamless updates.

4.5 Sample Registration Menu

The **Sample Registration Menu** enables users to log incoming samples against work orders, capture all relevant metadata, upload evidence, and track key dates.

4.5.1 Opening the Add Sample Registration Form

Navigate to **Sample Registration** in the main menu and click **Add Sample Registration** to launch the input form.

4.5.2 Sample Metadata

A. Sample Identification

Field	Description
Sample Type	Select the type of sample (e.g., Soil, Water, Food) (mandatory).
Work Order ID	Choose the related work order from the dropdown (mandatory).
Customer Category	Auto-filled classification (e.g., Corporate, Retail).
Customer Name	Auto-filled based on the chosen work order.

B. Sample Details

Field	Description
Category/Group	Enter the broader category or group for this sample.
Commodity	Specify the specific commodity or material being sampled.
Sample Size	Record the quantity or volume of the sample.
Unit	Select the unit of measure (e.g., g, mL, pieces).

Parameters	List the analytical parameters requested (e.g., pH, moisture).
Source Site	Describe the origin location of the sample.
Sampled By	Select the person or role who collected the sample.
Sampled Date	Choose the date the sample was taken.
Declared Grade	Enter any grade or quality level declared by the customer.

4.5.3 Preparation Details

C. Sample Form & Condition

Field	Description
Sample Form	Select how the sample was submitted (e.g., Prepared, As-Received).
Preparation Date	Pick the date the sample was prepared for testing.
Sample Condition	Choose the physical condition (e.g., Intact, Damaged).
Whether NABL Test Report (CoA)	Indicate if a Certificate of Analysis (CoA) is required by NABL standards (mandatory).

4.5.4 Evidence Upload

D. Sample Evidence

Field	Description
Image file of Sample Packet	Upload photos of the sample package (`.jpg`, `.png` only).
Document of SRF / TRF	Attach supporting forms (`.pdf`, `.xlsx`, `.docx` only).

4.5.5 Registration & Reporting Dates

E. Tracking Dates & Customer Details

Field	Description
Registration Date	Auto-filled with today’s date or select manually.
Result Reporting Date	Enter the expected date for reporting results.
Sample Retention Period	Auto-calculated or enter the period for which the sample will be kept.
Customer Sample Details	Capture any additional customer-provided information about the sample.

4.5.6 Saving the Sample Registration

- Ensure all **mandatory fields** (marked *) are completed.
- Click **Submit** to save the registration.
- A confirmation message will appear, and the sample record will be listed under **Sample Registration**.

4.5.7 Best Practices

- **Complete Metadata:** Fill in all classification and origin details to prevent mix-ups.
- **Clear Evidence:** Upload high-resolution, well-lit images of the sample package.
- **Accurate Dates:** Keep sampling and preparation dates precise for audit trails.
- **Retention Planning:** Verify retention period against regulatory or customer requirements.

4.6 Sample Dispatch Menu

The Sample Dispatch Menu is used to dispatch registered samples for processing, along with essential metadata and documentation.

4.6.1 Opening the Add Sample Dispatch Form

- Navigate to the **Sample Dispatch** section.
- Click on **Add Sample Dispatch** to open the dispatch entry form.

4.6.2 Dispatch Metadata

A. **Basic Information**

- **Sample ID** (Required): Select from the list of registered samples.
- **Registration Date** (Required): Auto-filled or selected manually.
- **Result Reporting Date**: Optional expected date for report availability.
- **Sample Retention Period**: Duration for which the sample will be preserved.

4.6.3 Sample Details

B. **Detailed Sample Attributes**

- **Category/Group**: Define the sample's classification.
- **Commodity**: Name of the mineral or material.
- **Sample Size**: Enter the quantity or volume.
- **Unit**: Measurement unit (e.g., Kg, L, g).
- **Parameters**: Testing parameters required for this sample.

4.6.4 Condition and Documentation

C. **Sealing and Memo Details**

- **Sample Received in Sealed Condition**: Confirm whether the sample is sealed.
- **Memo Date** (Required): The date associated with sample dispatch or documentation.

4.6.5 Saving the Dispatch

- Ensure all required fields are filled out accurately.
- Click **Submit** to finalize the dispatch entry.

4.6.6 Best Practices

- Double-check that the selected Sample ID matches the sample in possession.
- Confirm correct memo documentation and parameter selection.
- Ensure result dates and retention periods are realistic and communicated.

4.7 Sample Receiving Menu

The **Sample Receiving Menu** allows users to manage the receipt of laboratory samples by capturing essential details, verifying submission status, assigning chemists, and exporting sample data for reporting purposes.

4.7.1 Opening the Add Received Sample Form

Navigate to **Sample Receiving** in the main menu and click **Add Received Sample** to launch the input form for entering new sample reception details.

4.7.2 Filtering and Searching Received Samples

Use the **Select Column** dropdown to choose a specific field to search against. Enter keywords into the **Search** field and click the **Search** button to filter the table based on your selection.

4.7.3 Table Overview

The sample table displays all received samples with the following columns:

- **Sample Id** – Unique identification code for each sample.
- **Receipt Date** – The date on which the sample was received.
- **Category/Group** – The classification of the sample.
- **Commodity** – The item or material represented by the sample.
- **Memo No** – Reference number for any accompanying documentation.
- **Accepted / Rejected** – Status indicating whether the sample was accepted or rejected.
- **Assign Chemist** – Action button to designate a chemist for the sample.
- **View** – Opens detailed sample information.

4.7.4 Exporting Data

Click **Export to Excel** to download the displayed sample data in an Excel format for reporting or recordkeeping.

4.8 Rejected Sample Menu

The **Rejected Sample Menu** allows users to view all samples that have been marked as rejected. This interface helps in tracking reasons for rejection, verifying data, and managing follow-up actions if necessary.

4.8.1 Accessing the Rejected Sample List

Navigate to **Sample Rejected** in the main menu to view a list of all rejected samples. This interface displays sample metadata, rejection status, and provides search and export options.

4.8.2 Filtering and Searching Rejected Samples

Use the **Select Column** dropdown to specify a field for search filtering. Enter a keyword in the **Search** field and click the **Search** button to display only the matching entries in the table.

4.8.3 Table Overview

The Rejected Sample table displays the following columns:

- **Sample Id** – Unique identifier for each sample.
- **Receipt Date** – The date the sample was initially received.
- **Category/Group** – The classification or group associated with the sample.
- **Commodity** – Type of material or product represented by the sample.
- **Memo No** – Associated memo or reference number.
- **Status** – Indicates the rejection status of the sample.
- **View** – Button to display full details of the rejected sample record.

If no samples are currently marked as rejected, a **"No data found"** message will be shown.

4.8.4 Exporting Data

Click the **Export To Excel** button to download the visible data in Excel format for reporting, auditing, or analysis purposes.

4.9 Results Menu

The **Results Menu** provides a centralized interface for viewing, managing, and entering test results for received samples. Users can track reporting progress, verify approval status, and submit final results for documentation and auditing.

4.9.1 Accessing the Results Menu

Navigate to **Results** from the main menu to open the results interface. This section displays a list of all samples with associated test data, approval statuses, and submission records.

4.9.2 Filtering and Searching Results

Use the **Select Column** dropdown to specify a field for targeted searching. Enter a search term in the **Search** bar and click the **Search** button to filter the result entries accordingly.

4.9.3 Table Overview

The Results table includes the following columns:

- **Sample Id** – Unique identifier for the sample.
- **Category/Group** – Sample classification group.
- **Commodity** – The type of product or item tested.
- **Chemist Name** – Name of the chemist responsible for testing.
- **Test Report No.** – Report number assigned to the test.
- **Test Date** – Date on which the test was conducted.
- **Reporting Date** – Date the results were reported.
- **Approval Status** – Indicates whether the test result has been approved.
- **Report Remarks** – Any additional comments or notes.
- **Submitted Report** – Indicates if the report has been submitted.
- **Last Submitted Report** – Shows the latest version/date of report submission.
- **Data Entry** – Displays a button or indicator for entering test results.

4.9.4 Adding a Test Result

If result data is pending for a sample, the **Data Entry** column will display an **Add Result** button.

To enter test results:

1. Locate the sample entry in the Results table.
2. Click the **Add Result** button in the **Data Entry** column.
3. Fill out the result entry form with the required details.
4. Submit the form to save the result and update the sample status.

4.9.5 Exporting Results

Click **Export To Excel** to download the currently displayed results in Excel format for documentation, analysis, or archiving.

4.10 Approved Report Menu

The **Approved Report Menu** allows designated users (such as supervisors or quality managers) to review test results submitted by chemists and either approve or reject the final reports. This step ensures validation and quality assurance before reports are finalized.

4.10.1 Accessing the Approved Report Menu

Navigate to **Approved Report** in the main menu to view a list of samples with submitted test reports pending review or already processed.

4.10.2 Table Overview

The Approved Report table displays the following columns:

- **Sample Id** – Unique identifier for the sample.
- **Commodity Name** – The tested product or item.
- **Status** – Current review status of the report (e.g., Pending, Approved, Rejected).
- **View** – Opens detailed report data for the selected sample.

- **Approved Report** – Displays options for report approval actions.

4.10.3 Reviewing and Approving Reports

When data is available in the **Approved Report** column:

- Two buttons will appear: **Approve** and **Reject**.
- Click **View** to examine the full report details before making a decision.
- Select **Approve** to finalize and confirm the test report.
- Select **Reject** if corrections or re-evaluation are needed.

> **Note:** Only authorized users can perform approval or rejection actions.

4.10.4 Filtering and Searching

Use the **Select Column** dropdown and **Search** bar to quickly locate reports by sample ID, commodity, or status.

4.11 Approve Report – Stage 2

The **Approve Report – Stage 2** screen represents the final level of validation for submitted test reports. This stage is typically reserved for senior reviewers or final authorities responsible for releasing approved results.

4.11.1 Accessing the Approve Report – Stage 2 Menu

To access, navigate to the **Approve Report – Stage 2** option from the main navigation. This opens a table listing samples whose reports have passed Stage 1 review and are awaiting final approval.

4.11.2 Table Overview

The interface provides the following columns:

- **Sample Id** – The unique identifier for each sample.
- **Commodity Name** – The name of the product or sample tested.
- **Status** – Current approval stage status (e.g., Pending, Approved).

- **View** – Opens a detailed report for review.
- **Approved Report** – This column includes action buttons when applicable.

4.11.3 Final Approval Process

When relevant data is available in the **Approved Report** column:

- Two action buttons will appear: **Approve** and **Reject**.
- Click **View** to examine the final report details before action.
- Click **Approve** to confirm the report for final release.
- Click **Reject** to send it back for revision or clarification.

> **Note:** Approval at this stage locks the report and may trigger final distribution or system-level status change.

4.11.4 Filtering and Search Tools

Use the **Select Column** dropdown and **Search** box to locate specific records quickly. The table is also paginated for ease of use.

4.12 Customer Approval

The **Customer Approval** screen is used by administrators to approve or reject newly registered customers in the system.

4.12.1 Accessing the Customer Approval Menu

Navigate to **Customerapproval** in the main menu to view pending customer registrations awaiting administrative action.

4.12.2 Table Overview

The customer approval table displays the following fields:

- **Customer ID** – Unique identifier assigned to each new customer.

- **Name** – Full name of the registered customer.
- **Email ID** – Customer’s registered email address.
- **View** – Option to view more details about the customer registration.
- **Action** – Contains action buttons to approve or reject the customer.

4.12.3 Approving or Rejecting a Customer

When a new customer is added to the system, their information appears in this table. The following actions are available under the **Action** column:

- **Approve** – Confirms the registration and activates the customer account.
- **Reject** – Denies the registration request, and the account will not be created or activated.

Click **View** to review customer details before making a decision.

> **Note:** Once approved, the customer gains access to relevant system modules and functionalities.

4.13 Deletion Approval List

The **Deletion-Approvallist** page is used to review and manage requests for entity deletions from the system. This allows administrators to either **confirm deletion** or **reject the request**, restoring the data.

4.13.1 Accessing the Deletion Approval List

Navigate to **Deletion-Approvallist** from the sidebar or menu. This section displays all pending and processed deletion requests.

4.13.2 Table Overview

The following columns are shown:

- **Entity Name** – The name of the data entity (e.g., Sample, Customer).
- **Requested By** – The user or admin who initiated the deletion request.
- **Deleted By** – The user who executed the deletion if already approved.

- **Deletion Of Request** – Displays status such as *Pending*, *Accepted*, or *Rejected*.
- **Created On** – Date when the deletion request was submitted.
- **Deleted On** – Date when the deletion was confirmed.
- **View** – Eye icon to view detailed information about the entity.
- **Action** – Indicates current status, such as `Data removed from system` or prompts to approve/reject.

4.13.3 Approving or Rejecting a Deletion

- **Approve** – Permanently removes the data entity from the system. The status changes to `Data removed from the system`.
- **Reject** – Cancels the deletion request and restores the data to its original state.

> **Note:** This action is critical and cannot be undone once confirmed. Ensure data validation before approval.

4.14 Master Menu

The **Master** menu serves as the central configuration hub for managing foundational data in the system. Each submodule within this section allows administrators to create, view, and manage static reference data used throughout the application.

4.14.1 Department

- Used to add and manage various departments within the organization (e.g., Chemical, Microbiology).
- Fields typically include: *Department Name*, *Description*, *Status*.

4.14.2 Designation

- Allows creation of job titles or designations assigned to employees.
- Examples: *Lab Technician*, *Manager*, *Chemist*.
- Essential for role-based access and approval routing

4.14.3 Units for Lab

- Manage measurement units applicable to lab results and data entry.
- Examples: *mg/L*, *ppm*, *ml*, *µg/m³*.
- Used across parameters and reporting modules.

4.14.4 Sample Names

- Create and manage sample types handled in the lab.
- Examples: *Water*, *Air*, *Soil*, *Food Sample*.
- This list is used in sample creation and test assignment workflows.

4.14.5 Unit of Scale

- Define scale units used for measuring different parameter results.
- Example: *0–100 scale*, *percentage (%)*, *score-based units*.
- Useful when results must be interpreted against custom scales.

4.14.6 Parameter

- Add and manage test parameters such as *pH*, *Turbidity*, *Lead Content*, etc.
- Each parameter may be linked with applicable units, methods, and limits.
- Parameters are used in sample testing and report generation.

4.14.7 Employee

- Register and manage employee profiles.
- Fields may include: *Name*, *Department*, *Designation*, *Contact Info*, *Login Access*.
- Used for workflow management, assignments, and approvals.

4.15 Report Menu

The **Report Menu** provides a consolidated view of all finalized test reports that have successfully passed through the Stage 2 approval process. From here, users can filter, search, view, and export completed reports.

4.15.1 Accessing the Report Menu

Navigate to **Report** in the main menu to open the report interface. Only samples whose reports have been approved in Stage 2 will appear in this list.

4.15.2 Filtering, Searching, and Date Range

- **Select Column** – Choose a specific field (e.g., Sample Id, Client) to target your search.
- **Search** – Enter keywords to filter the table on the selected column.
- **From Date / To Date** – Specify a date range for **Report Date** to narrow results to a particular period.
- Click the **Search** (magnifying glass) button to apply all filters.

4.15.3 Table Overview

Column	Description

Sample Id	Unique identifier for each sample.
Commodity Name	The product or material tested.
Report Date	Date the report was generated.
Client	Name of the client or customer associated with the work order.
Memo Number	Reference document number tied to the sample.
Work Order	Work order identifier under which the sample was processed.
Approved By	Name of the user who gave final approval (Stage 2).
Action	Contains links or buttons to **View** or **Download** the final report.

If no reports match your criteria, a **“No data found”** message will be displayed.

4.15.4 Viewing and Exporting Reports

- **View** – Click the view icon to open the full report detail in a new window or panel.
- **Download** – If available, click the download link to save a PDF or other formatted report.
- **Export To Excel** – Use the **Export To Excel** button to download the currently displayed list as an Excel file for further analysis or archiving.

4.16 Users Menu

The **Users Menu** provides administrators with the ability to manage system user accounts, including creating new users, viewing details, assigning roles, toggling account status, and performing edits or deletions.

4.16.1 Accessing the Users Menu

Navigate to **Users** in the main menu to display the list of all registered user accounts.

4.16.2 Adding a New User

- Click the **Add User** button to open the user registration form.
- Complete the required fields (e.g., Name, Email, Role, Password) and submit to create a new account.

4.16.3 Filtering and Searching

- **Select Column** – Choose a column (e.g., User Id, Name, Email) to filter by.
- **Search** – Enter a keyword and click the **Search** icon to display matching user entries.

4.16.4 Table Overview

Column	Description
User Id	System-generated unique identifier (e.g., USER20250003).

Name	Full name of the user.
Email	User’s login email address.
Roles	Assigned role(s) (e.g., Admin, Chemist, Data Entry).
Status	Toggle switch to activate (on) or deactivate (off) the user account.
View	Eye icon to view detailed user profile and permissions.
Action	• **Edit** (pencil icon) – Modify user details or roles. • **Delete** (trash icon) – Remove the user account (with confirmation prompt). |

4.16.5 Managing User Status

- Use the **Status** toggle to enable or disable a user’s access without deleting their account.
- Disabled users will be prevented from logging in until reactivated.

4.16.6 Editing and Deleting Users

- **Edit**
  - Click the pencil icon in the **Action** column.
  - Update fields as needed and save changes.

- **Delete**
    - Click the trash icon.
    - Confirm the deletion in the prompt to remove the user permanently.

4.17 Roles & Permissions Menu

The **Roles & Permissions Menu** enables administrators to define custom roles and assign specific permissions to control user access throughout the system.

4.17.1 Accessing the Roles & Permissions Menu

To manage roles and their permissions:

- Navigate to the **Roles & Permissions** section from the sidebar or admin control panel.
- A list of all configured roles and their assigned permissions will be displayed.

4.17.2 Creating a New Role

Click the **Add Role** button to open a modal for entering role details.

Modal Fields:

Field	Type	Description
Title	Text	Enter the name of the new role (e.g., Chemist, Manager).
Description	Textarea	Provide a short description for the role's purpose.

Select Permission	Dropdown (multi-select)	Choose one or more permissions from the available list (e.g., View Reports, Edit Users, Approve Deletion).

✅ **Tip:** Use Ctrl (Windows) or Command (Mac) to select multiple permissions.

After completing the form:

- Click **Save** to create the new role.
- The new role will appear in the roles table below.

4.17.3 Roles Table Overview

Column	Description
Role Title	Name of the role (e.g., Admin, Analyst).
Description	Summary of the role's purpose and scope.
Permissions	List of permissions granted to the role.
Actions	Edit (✏️) or Delete (🗑️) the role.

4.17.4 Editing or Deleting a Role

- **Edit** – Click the ✏️ icon to update the role's title, description, or permissions.
- **Delete** – Click the 🗑️ icon to remove the role. A confirmation prompt will appear.

⚠️ **Note:** Deleting a role will revoke that role from all users who have it assigned.

4.17.5 Assigning Roles to Users

Roles created here can be assigned to users via the **Users Menu** (see section 4.16). Each user may have one or more roles depending on system configuration.