

PROGRAM WORKFLOW

ADMIN (MGB / PMRB Secretariat) WORKFLOW

Sand and Gravel (ISAG/CSAG) Online Permit System

1. System Access and Dashboard Management

- The Admin securely logs in using assigned credentials.
- Upon successful login, the system displays the **Admin Dashboard**, showing:
 - Pending, Approved, and Returned applications.
 - Summary counts for **ISAG** and **CSAG** permits.
 - Notifications for newly submitted applications and updates.
- Admin can also manage:
 - User accounts (view applicant profiles, reset credentials).
 - System logs (audit trail of admin actions).

2. Application Intake and Sorting

- The Admin views “**Applications Submitted**” from the dashboard.
- Each submission displays:
 - Applicant Name
 - Permit Type (ISAG / CSAG)
 - Date Submitted
 - Current Status
- The Admin assigns the application to an evaluator or reviewer, if applicable.
- Applications are automatically categorized under “**ISAG Applications**” or “**CSAG Applications**”.

3. Initial Check for Uploaded Requirements

(Corresponds to “Initial Check” box in your flowchart)

- Admin opens each submission and verifies uploaded documents using the **Admin Evaluation Checklist**.
- The system provides a checklist interface (with checkboxes) for:
 - Document completeness.
 - Proper file naming and format (PDF/JPEG).
 - Valid professional seals and signatures.
- If requirements are incomplete:
 - The Admin clicks “**Return to Applicant**”, adds remarks, and sets a revision deadline.
 - The system auto-notifies the applicant via email and dashboard alert.
- If complete:
 - The Admin sets status to “**For Technical Review**.”

4. Technical Review Phase

- The Admin or designated technical officer reviews:
 - Work Program (1-year or 5-year)
 - Environmental and Financial documents
 - ECC and EPEP (for ISAG only)
- The system allows uploading of **Technical Evaluation Notes** and attaching field verification results.
- Any deficiency found may trigger a **Return for Revision** action.
- Once technically sound, the application is tagged as “**For Final Approval Review**.”

5. Final Approval Decision

Admin consolidates findings from both **Initial** and **Technical Reviews**.

- The system prepares a **Summary Evaluation Report**, which includes:
 - Document verification results.

- Technical findings.
 - Environmental compliance status.
- The Admin forwards the digital file to the **Regional Director / PMRB** for final review.
- The PMRB/Regional Director selects a decision:
 - **Approved** → proceeds to payment and permit generation.
 - **Rejected** → requires reason input before notifying the applicant.
 - **Returned** → sent back to applicant for correction.

6. Notification of Decision

- Once a decision is finalized, the system automatically notifies the applicant:
 - **Approved:** Receives an email and dashboard alert with payment instructions.
 - **Returned:** Receives detailed remarks for document correction.
 - **Rejected:** Receives rejection notice with encoded reason from PMRB.
- The notification is logged in the system's audit trail.

7. Payment and Permit Issuance

For approved applications:

- Admin generates an **Order of Payment** and sends it to the applicant.
 - Upon confirmation of payment (official receipt upload), Admin proceeds to issue the permit.
- The system automatically generates a **Permit Number** and printable **Permit Form (PDF)**.
- Admin uploads the signed digital copy for the applicant to download.
- System archives the application under “**Approved Permits**”.

8. Post-Issuance and Archiving

- All approved, returned, and rejected applications are logged and archived for record-keeping.
 - Admin may:
 - Export reports of all processed applications (per month/quarter).
 - Monitor total active permits by type (ISAG/CSAG).
 - Print or download evaluation summaries for PMRB records.
 - System automatically backs up all data to a secure MGB server.
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9. Notifications and System Updates

- The system automatically sends notifications to:
 - Applicants – for application status and reminders.
 - Admins – for new submissions or pending reviews.
 - PMRB – for pending approval actions.
- Updates are reflected in both dashboard and email alerts.

10. Logout and Data Synchronization

- When logging out:
 - All data is synchronized with the central MGB server.
 - Session data is securely cleared.
 - Admin is redirected to the login splash screen.

ADDITIONAL FEATURES

- **Auto-Generated Evaluation Reports:** Printable PDF of the Admin Checklist results per applicant.
- **Smart Notification System:** Email and in-app alerts for status updates.
- **Compliance Dashboard:** Real-time statistics of ISAG vs. CSAG application progress.

- **Audit Trail & Security Logs:** Records all actions (uploads, approvals, returns).
- **Secure Archiving:** Backup of all submitted and approved documents.

