**User Management**

**Login users**

1. **System administrator – God access**
2. **Admin (Consultant)- full access**
3. **DDO (Dept Head: Who has 1..\* police users, who will maintain police data)**
4. **Employee (Police) – user specific**

**System admin**

**Admin (Consultant)**

**Role description: maintains multiple DDO/employee access who handles a project with full access, can’t create new project**

1. **DDO creation (generic: Dept creation, where users can be added)**
2. **He can add/import multiple DDO (depts)**
3. **Tax computation for all users under his project**
4. **Can provide permissions for DDO**
5. **Can upload documents for tax computation and others (HRMS)**
   1. **Form16**
   2. **Form 12BB**
6. **Provisional data generation**
   1. **A view to maintain provisional info, also can be selected by month wise to see tax computation of the FY.**
7. **How to maintain HRMS data where multiple DDO for user? – Ans: Any other DDO’s are mentioned in HRMS data, just consider as previous employer and don’t connect that DDO id’s with our DDO list**
8. **Form 16 upload (PAN card)**
9. **Recompute**

**DDO(Dept)**

**Role description: maintains multiple users.**

1. **Create users manually.**
2. **Upload of HRMS data**
3. **Can do Investment data view or approve**
4. **Can provide permissions to users for every page**
5. **Provide sub DDO user access to view and update as per permission provided by root user.**
   1. **Sub DDO user can add there station employee instead root DDO**

**User**

**Role Description:**

1. **Can login**
2. **Can see tax/provisional data**
3. **Can upload investment declarations and proof submission**
4. **Can download Form16**
5. **Can download Payslip**

**Technical documentation**

**Admin login**

**Pages:**

1. **Dashboard**
2. **DDO/Users**
3. **Provisions settings**
4. **Tax computation processing**
5. **Form 16 upload per DDO/Batch wise**
6. **Tax Configurations**
7. **Documents**

**DDO login**

**Pages:**

1. **Dashboard**
2. **HRMS data upload / Users’ list/detail**
3. **Investment declaration approval/rejection**

**User Login**

**Pages:**

1. **Dashboard**
2. **Investment declaration**
3. **Proof submission**
4. **Tax view**
5. **Form16/Payslip download**