Project Scope: Land Records Management CRM

User Side (Data Entry/Legal Team)

1. **Login and Authentication:**
   - Users must log in using their unique credentials.
   - Secure access to ensure only authorized users can view and upload documents.
2. **Dashboard:**
   - After login, users will see a personalized dashboard.
   - Display key statistics such as the number of documents they have uploaded, recent activity, and a quick access area for recently uploaded or viewed files.
3. **Document Upload:**
   - **One-by-One Upload Only:**
     - Users will upload a single PDF at a time.
     - Input relevant metadata for each document during upload, including:
       - Farmer Name
       - Khasra Number
       - Village Name
       - Mobile Number
       - Date of Registration
       - Plot Number
     - A clear, step-by-step process to ensure accurate tagging of each document before uploading.
4. **Document Management:**
   - View a list of all uploaded documents in a tabular or grid format.
   - Users can sort or filter documents by:
     - Farmer Name
     - Khasra Number
     - Village Name
     - Mobile Number
     - Plot Number
   - The table/grid should also show the upload date and the person who uploaded the document.
5. **Search Functionality:**
   - Users can search for specific documents using one or more of the following filters:
     - Farmer Name
     - Khasra Number
     - Village Name
     - Mobile Number
     - Plot Number
   - Advanced search options to refine results based on multiple criteria.

6. **Document Viewing:**
   - Users can click on any document to view the full PDF in a new window or tab.
   - Option to download or print the document (if they have permission).
7. **Notifications:**
   - Receive notifications for important document updates or activities.

Admin Side

1. **Admin Dashboard:**
   - A high-level dashboard displaying key metrics:
     - Total number of documents uploaded.
     - Number of documents uploaded in the last week or month.
     - Total number of users in the system and their activity.
     - Plots/lands organized by village, khasra number, or farmer.
     - Option to view trends over time (documents uploaded, documents by village, etc.).
2. **User Management:**
   - **Role Assignment:**
     - Admins can create new user accounts or manage existing ones.
     - Assign roles (e.g., Admin, Data Entry, Legal) and control permissions (e.g., who can view, upload, edit, or delete documents).
   - **Access Control:**
     - Set restrictions for specific users or roles regarding which documents they can view or edit.
3. **Document Upload Oversight:**
   - Admins can upload documents just like regular users but can also:
     - Edit document metadata if needed (Farmer Name, Khasra Number, etc.).
   - Admins can track and review all uploaded documents, regardless of who uploaded them.
4. **Document Version Control:**
   - **Version Tracking:**
     - Admins can see the history of changes made to any document.
     - Keep records of previous versions and changes, with the ability to restore older versions if necessary.
5. **Search and Retrieval:**
   - Admins have access to the same search functionality as regular users but can also:
     - Search across all documents, regardless of who uploaded them.
     - Use advanced search filters such as:
       - Documents uploaded by specific users.
6. **Audit Logs and Reporting:**
   - Admins can view an audit log of all activities, including:

- - - - ■ Who uploaded, edited, viewed, or deleted documents.
      - ■ When these actions took place.
  - ○ **Generate Reports:**
    - ■ Admins can generate reports for any specific farmer/seller.
    - ■ The report will include all basic details:
      - ■ Farmer Name
      - ■ Khasra Number
      - ■ Village Name
      - ■ Mobile Number
      - ■ Date of Registration
      - ■ Plot Number
    - ■ **Hyperlink to Download PDF:**
      - ■ The report will provide a hyperlink to download the PDF of the registry document.
  - ○ Reports can be exported in CSV or PDF formats for external analysis or documentation.

7. **Data Security and Backup:**
   - ○ Ensure that all documents and metadata are securely stored with regular backups.
   - ○ Admins can access and manage the backup system to restore data if needed.

8. **System Notifications and Alerts:**
   - ○ Set system-wide notifications for:
     - ■ System updates or backups.
     - ■ Large document uploads.
   - ○ Admins can configure alerts for unusual activity, such as multiple failed login attempts or large numbers of document deletions.

Key Differences Between User Side and Admin Side:

1. **User Side:**
   - ○ Focus on one-by-one document upload, search, and viewing.
   - ○ Basic document management with limited permissions.
   - ○ Personal dashboard showing their own activities.

2. **Admin Side:**
   - ○ Full control over user management and system settings.
   - ○ Advanced features like version control, audit logs, and reporting with document download links.
   - ○ The ability to generate reports and oversee the entire document management process.