

System Dashboards & Role-Based Functionalities Document

1. Super Admin Dashboard

The Super Admin oversees the entire platform, ensuring smooth operation, transparency, and integrity.

They handle cooperative onboarding, monitor activity, and manage overall system performance.

Key Functionalities

- Approve or reject **cooperative registration** requests.
- Manage system users (RCA officers, cooperatives, and buyers).
- View and monitor all cooperatives' reports and financial summaries.
- Oversee platform-level transactions and technical health.
- Suspend or deactivate suspicious cooperatives.
- Generate **platform-wide analytics and insights**.

Accountability

- Every Super Admin action (approval, deactivation, role assignment) is logged.
- Reports available for audit purposes.

2. RCA Regulator Dashboard

Purpose

Used by the Rwanda Cooperative Agency (RCA) to monitor registered cooperatives, verify compliance, and ensure adherence to legal standards.

Key Functionalities

- View **all registered cooperatives** and their profiles.
- Access **performance reports**.
- Communicate updates or notices to cooperatives via announcements.

Accountability

- RCA has read-only cannot modify cooperative data.
- All audit activities logged for transparency.

3. Cooperative Dashboard

Purpose

The central hub for cooperative operations.

This dashboard serves the **admin, committees** (Accountant, Secretariat), each with different access rights.

We can keep a single cooperative dashboard with internal role layers and permission-based access control to manage different user responsibilities within the cooperative.

a. Cooperative Admin Role

Key Functionalities:

- Register and manage **members** and **committee members**.
- Upload cooperative documents (registration certificate, constitution, etc.).
- Manage cooperative profile and contact info.
- Publish internal announcements and job postings.
- View and approve member requests (membership, withdrawal, loans, etc.).
- Initiate financial operations (with committee approval).
- Manage product listings in the marketplace.

Accountability:

- All new entries (members, products, etc.) trigger a notification to committee members for verification.
- Admin actions are logged with timestamps.

b. Secretary Member Role

Key Functionalities:

- Review and **approve/reject** cooperative transactions (e.g., loans, expenditures, member approvals).
- Oversee financial summaries and member activities.
- Generate committee reports for RCA or internal review.

Accountability:

- Requires at least **2–3 approvals** for sensitive actions (multi-signature-like mechanism).
- Committee activity logs accessible by RCA and Super Admin.

c. Accountant

Key Functionalities:

- Record and manage income, expenses, and contributions.
- Prepare and submit **financial reports** for committee review.
- Track members' shares, dividends, and savings.
- Manage cooperative wallet (mobile money or Web3-based).
- View transaction history and reconcile reports.

Accountability:

- All transactions require admin or committee acknowledgment.
- Monthly financial reports automatically generated and stored.

Shared Cooperative Tools

All internal roles (Admin, Secretary, Accountant) can:

- Access **dashboard analytics** (members, finances, products).
- Send messages or notices to members.
- Download reports in PDF or Excel.

4. Member Dashboard

Purpose

To provide transparency and access for cooperative members.

Members can view their contributions, profits, and cooperative updates.

Key Functionalities

- View **personal financial record** (shares, savings, dividends).
- Submit **requests** (loan, withdrawal, complaint, resignation).
- View announcements, upcoming meetings, or job opportunities.
- View cooperative documents and reports shared with members.

Accountability

- Members cannot alter data.

- Every transaction or request they submit is logged and traceable.

5. Marketplace & Buyer Dashboard

Purpose

This dashboard connects cooperatives to local and international buyers. Buyers can browse, order, and track agricultural or handmade products.

Key Functionalities

- Browse listed cooperative products (with quality info, location, and prices).
- Place orders and make secure payments (via Mobile Money or blockchain).
- Track delivery status and transaction history.
- Rate cooperatives and provide feedback.
- Save favorite cooperatives or products.

Accountability

- All purchases recorded on the blockchain or verified system ledger.
- Buyer reviews require order verification (no fake reviews).
- Cooperatives can't edit buyer feedback.

Accountability & Transparency Mechanisms Across All Dashboards

In General the aim of this is to ensure **Accountability & Transparency**

- **Activity logs** (who did what and when).
- **Multi-approval** for critical actions (loan approval, registration, transactions).
- **Traceable transactions** (blockchain or audit record).
- **Document verification** (uploaded certificates, signatures).
- **Secure communication** channels between roles (no external leakage).