



HODHOD Documentation

▲ Customer onboarding Journey

Super Admin - Organization Admin - company admin flow

▲ Roles :

super admin role :

- Create organizations
- Manage organizations
 - Create Organization Admin and its details
 - Create Company Admin and its credentials
 - Specify number of companies limit
 - Specify number of users limit
 - Assign Subscribed features to the organization
 - view organization
 - Activate organization
 - Deactivate organization
 - edit organization
 - edit organization and organization admin details
 - add or remove features
 - edit no of users / companies limit
 - full permission to **Organization Admin Role** :
 - Create Company Admin and its credentials
 - Assign Subscribed features to each company
 - delete company
 - deactivate company
 - edit company
 - view company
 - full permission to **Company Admin Role** :
 - Create users - Roles



- Assign permissions per each user

▲ Test data

Staging environment :

URL : <https://hodhod-dev-web-stage.azurewebsites.net/auth/sign-in>

Super User Admin Credentials:

Username : superadmin@hodhod.com.sa

Password : u4soO*N83Q84

Organization Admin Credentials:

Username : mariam.waheed@obeikan.com.sa

Password : Hodhod1234@

▲ Super admin Flow

- Open Hodhod portal
- Login using super user credentials (TD)
- **create new organization** from the btn **Add new**



- specify Organization name
- upload organization logo pic
- specify no. of companies
- specify no. of users
- write the organization description
- write Organization admin details
 - write first name and last name of organization admin
 - write the organization admin email
 - write the organization admin phone
- specify Organization Features



- click add btn. and confirm
- navigated to home page
- now we can view-edit-deactivate the created organization
- now also we can access the role of the organization admin and can login as company admin after confirm the email

▲ Organization admin Flow

- Open Hodhod portal
- Login using organization admin credentials (TD)
- from the settings button above choose companies



- **create new company** from the btn **Add new**



- specify Company name
- upload Company logo pic
- write the Company description
- write Company admin details
 - write first name and last name of Company admin
 - write the Company admin email
 - write the Company admin phone
- specify Company Features
- click add btn. and confirm
- navigated to home page
- now we can view-edit-deactivate-delete the created Company
- now also we can access the role of the Company admin and can login as company admin after confirm the email

▲ Company admin Flow

- Open Hodhod portal
- Login using Company admin credentials (TD)
- from the settings button above choose Manage users



- **add new user** from the btn **Add new**



- write User details
 - write first name and last name of User
 - write the User email
 - write the User phone
 - assign User role
 - select User department
 - select the one user will report to
 - write the ID no. of the User
- click add btn. and confirm
- navigated to home page
- now we can view-edit-deactivate-delete the created user
- user permission is selected according to default of the role chosen
- company admin have access to other features
 - PPE
 - Shifts
 - Departments
 - Machines and equipment
 - value types
 - unit of measurement

▲ Regression TC's

 Customer journey Regression TCs.xls 64.0KB

▲ Audit management

▲ Create Inspections

- **Navigation** : Side bar > Audit management > create inspections
- **purpose** : create scheduled inspections (daily-weekly...) like (housekeeping-inventory check...)
- **Access** : Company Admin and any user given the permission by the company admin



- flow :
 - create inspection shows the inspection plan calendar
 - you can view the calendar by Month or Week or Day views using the three buttons
 - click on **plan inspection** btn.
 - Add inspection pop-up page opened
 - contains fields

| field title | type | required |
|---------------------------------------|--------------------|----------|
| inspection title | text | yes |
| description | text | yes |
| checklist | single select list | yes |
| department | single select list | yes |
| machine | single select list | no |
| select user | single select list | yes |
| start date | date | yes |
| recurrence type | single select list | yes |
| repeated end date | date | yes |
| skip instances | number | yes |
| duration type | radio | yes |
| duration (if duration type is days) | number | yes |
| start time (if duration type is time) | time picker | yes |
| end time (if duration type is time) | time picker | yes |

- navigated to the inspections plan calendar and can find the bullet of the new inspection
- bullet colour is according to
 - red if
 - blue if
- click on the day of the created inspection
- a tab appears showing
 - inspection title
 - inspection description
 - edit button
 - delete button
- user can only edit/delete inspections that only in the future and created by the

same user

- **delete** btn. give you the option to delete the whole series or this round only
- **edit** btn. give you the option to edit the whole series or this round only
- edit pop up have the fields except (**repeated end date & skip instances**)

▲ Your Inspections

- **Navigation** : Side bar > Audit management > Your inspections
- **purpose** :
 - mobile view : Your inspections tab
 - shows the (present and future) inspections that is assigned to me (user)
 - mobile view : inspections tab
 - shows the past inspections that is assigned to me (user)
 - web view : shows the past inspections only that needed to be reviewed by me
- **Access** :
 - mobile view : the assigned person of these inspections
 - web view : the reviewer that has the (approve - reject permission)
- **web flow** :
 - your inspection shows the table of inspections details that needed to be reviewed
 - each inspection has view button
 - have search option
 - have filter columns option
 - has add inspection option
 - add inspection popup contains fields

| field title | type | required |
|-------------------|--------------------|----------|
| inspection title | text | yes |
| description | text | yes |
| checklist | single select list | yes |
| department | single select list | yes |
| machine | single select list | no |
| select user | single select list | yes |
| start date | date | yes |
| recurrence type | single select list | yes |
| repeated end date | date | yes |
| skip instances | number | yes |



| | | |
|---------------------------------------|-------------|-----|
| duration type | radio | yes |
| duration (if duration type is days) | number | yes |
| start time (if duration type is time) | time picker | yes |
| end time (if duration type is time) | time picker | yes |

- there is status column of the inspection which is one of
 - new
 - in review
 - missed
 - closed
 - rejected
 - late closed
 - rescheduled

▲ Manage checklist

- **Navigation** : checklist btn above > Manage checklist
- **purpose** : manage checklist that is related to another features (ex: inspections...)
- **Access** : any one has permission to manage check list feature
- web flow :
 - page shows list of check list created
 - each CHECKLIST has view/edit/deactivate/delete buttons
 - have search option
 - have filter columns option
 - has add checklist button
 - has bulk upload checklists button
 - there is status column of the inspection which is one of
 - active
 - inactive
 - add checklist popup contains fields

| field title | type | required |
|----------------|--------------------|----------|
| checklist name | text | yes |
| checklist type | single select list | yes |

- after creating the new checklist is added to the list
- the new checklist has new option button **add section**



- click on add section navigated to add section page which contains
 - section name
 - section type (yes or no - value vs target)
 - can add questions and verifying answer or range or target
- after saving the checklist > navigated to the checklist list again and add sector button disappeared now after the first add

▲ Work Permits

▲ Create Work Permit

- **Navigation** : Side bar > Work permits > Add new btn
- **purpose** : create work permits for the non ordinary activities that needs an approval by another people
- **Access** : any user has permission to create work permits
- flow :
 - click on Work permits from side bar
 - you can view the permits that you already created and created assigned to you that needs approval in the same list
 - click on add new btn
 - navigated to Request new page
 - contains fields

| section | field title | type | required |
|------------------|----------------------------------|--------------------|----------|
| work permit info | title | text | yes |
| | PPE | Multi select list | no |
| | work condition | Multi select list | yes |
| | department | single select list | yes |
| | work permit approvers | Multi select list | no |
| | additional work permit approvers | Multi select list | yes |
| | start date | date | yes |
| | end date | date | yes |
| | start time | time picker | yes |
| | end time | time picker | yes |
| | description of planned activity | radio | yes |



| | | | |
|-----------------------|-----------------------|---------------|-----|
| | equipment description | number | yes |
| | drag and drop files | file uploader | no |
| worker info | worker name | text | yes |
| | worker role | text | yes |
| | add button | button | |
| job safety analysis | add button | button | |
| hazardous info | info tabs | not clickable | |
| work condition checks | multiple checklists | checklists | yes |

- hazardous info and work condition are generated according the work condition selected
 - so to create work condition you must link it with a created checklist and hazards
- after filling the required fields and click submit
- navigated to the work permits list page and the created permit appears in the list

▲ Manage Work Permit

- **Navigation** : Side bar > Work permits > Add new btn
- **purpose** : manage work permits for the non ordinary activities that needs an approval by another people like (View-approve-reject-close-extend-edit-delete)
- **Access** : the ones who was assigned to approve or the creator to process the permit
- flow :
 - click on Work permits from side bar
 - you can view the permits that you already created and created by other that are assigned to you that needs approval in the same list

▲ view permit / reply

- if you are an approver you can approve/reject/print the work permit
- if you approve then view again you have the options print/extend/close
- if you are the creator only you can just view and print
- the view shows this fields details (not editable)

| section | field title |
|------------------|-----------------------|
| work permit info | title |
| | PPE |
| | department |
| | work permit approvers |



| | |
|---------------------------|-------------------------------------|
| | additional work permit approvers |
| | start date |
| | end date |
| | start time |
| | end time |
| | description of planned activity |
| | equipment description |
| | end time (if duration type is time) |
| | code |
| | status |
| | update at date |
| | no of workers |
| worker info | worker name |
| | worker role |
| job safety analysis table | name |
| | job steps |
| | hazards |
| | risk level |
| | mitigating steps |
| | residual risk |
| | tools and equipments |
| hazardous info | info tabs |
| work condition checks | multiple checklists |
| | response score |
| approver status | approver |
| | status |
| history | requested by |
| | created date and time |
| | status |
| | comments |

- also you can edit permits you created by clicking on the edit button on the right



▲ edit permit

- before replying on the permit (approve/refuse/close) one can edit the permit
- click on the edit button on the right
- navigated to the edit page which shows some of the fields like the create new permit page
- contains fields

| section | field title | type | required |
|-----------------------|----------------------------------|-------------------|----------|
| work permit info | title | text | yes |
| | PPE | Multi select list | no |
| | work condition | Multi select list | yes |
| | additional work permit approvers | Multi select list | yes |
| | start time | time picker | yes |
| | end time | time picker | yes |
| | description of planned activity | radio | yes |
| | equipment description | number | yes |
| | drag and drop files | file uploader | no |
| worker info | worker name | text | yes |
| | worker role | text | yes |
| | add button | button | |
| job safety analysis | add button | button | |
| hazardous info | info tabs | not clickable | |
| work condition checks | multiple checklists | checklists | yes |

- and last you can delete the permit by clicking on the delete button on the right