NGEO APPLICATION

User Manual

JUNE 3 2021

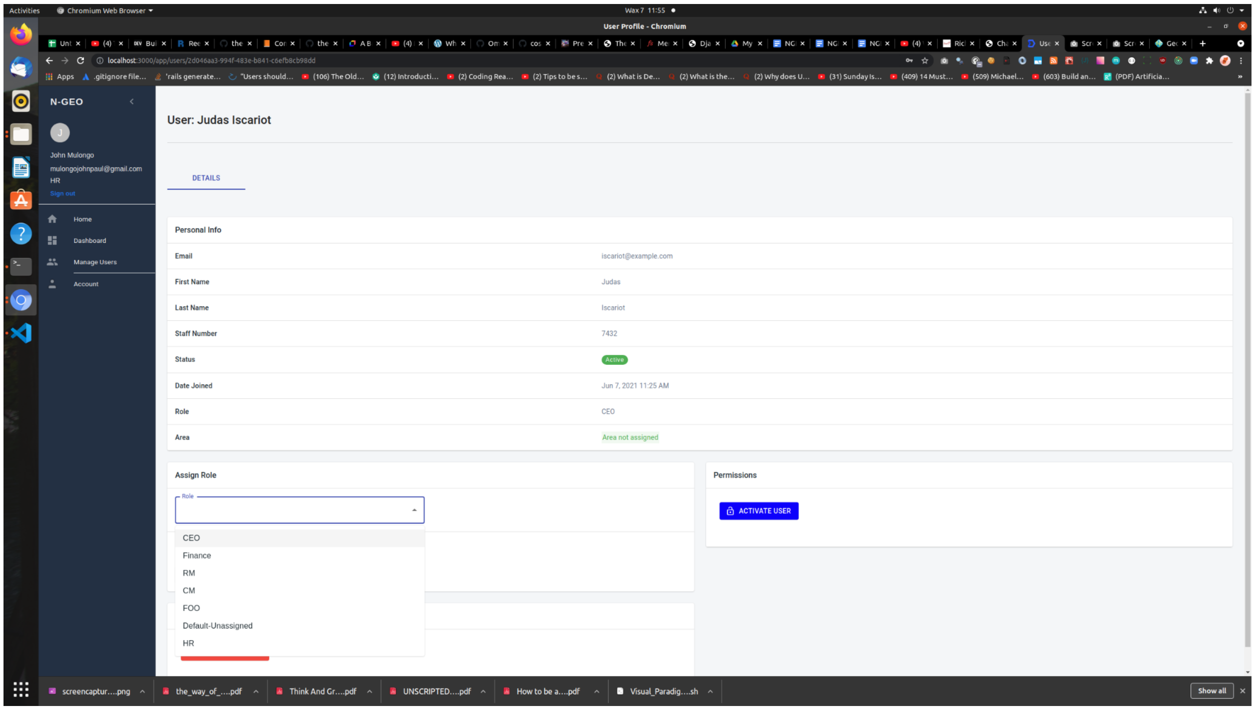
Table of Contents

Front-End

Use Case 1: Human Resource Operations

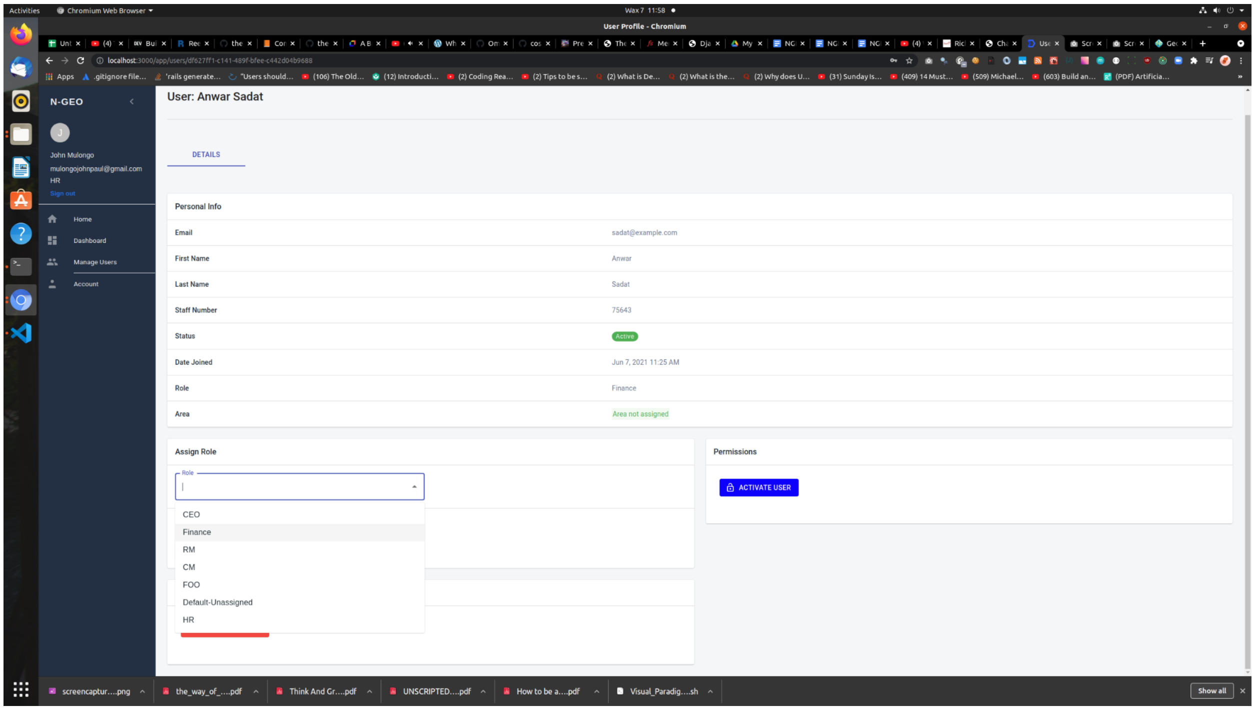
Use case 1.1: CEO Onboarding

Use Case ID:	1.1
Use Case Name:	Onboarding a CEO
Actors:	HR
Description:	To sign up as a CEO
Trigger:	CEO
Preconditions:	The user should be signed up into the system.
Post conditions:	The user details should be captured into the system. The user should be activated and have the role of CEO.
Normal Flow:	<table><tr><th>User</th><th>System</th></tr><tr><td>The User signs up into the system.</td><td></td></tr><tr><td></td><td>The user details should be captured into the system.</td></tr><tr><td></td><td>The user should be activated and given the role of CEO by the HR.</td></tr></table>
Exceptions:	None.
Assumptions:	None.
Notes and Issues:	None.


User Profile - Chromium
N-GEO
John Mulongo
mulongojohnpaul@gmail.com
HR
Sign out
Home
Dashboard
Manage Users
Account
User: Judas Iscariot
DETAILS
Personal Info
Email
iscariot@example.com
First Name
Judas
Last Name
Iscariot
Staff Number
7432
Status
Active
Date Joined
Jun 7, 2021 11:25 AM
Role
CEO
Area
Area not assigned
Assign Role
Role
CEO
Finance
RM
CM
FOO
Default-Unassigned
HR
Permissions
ACTIVATE USER
Show all

Use Case 1.2: Finance Officer Onboarding

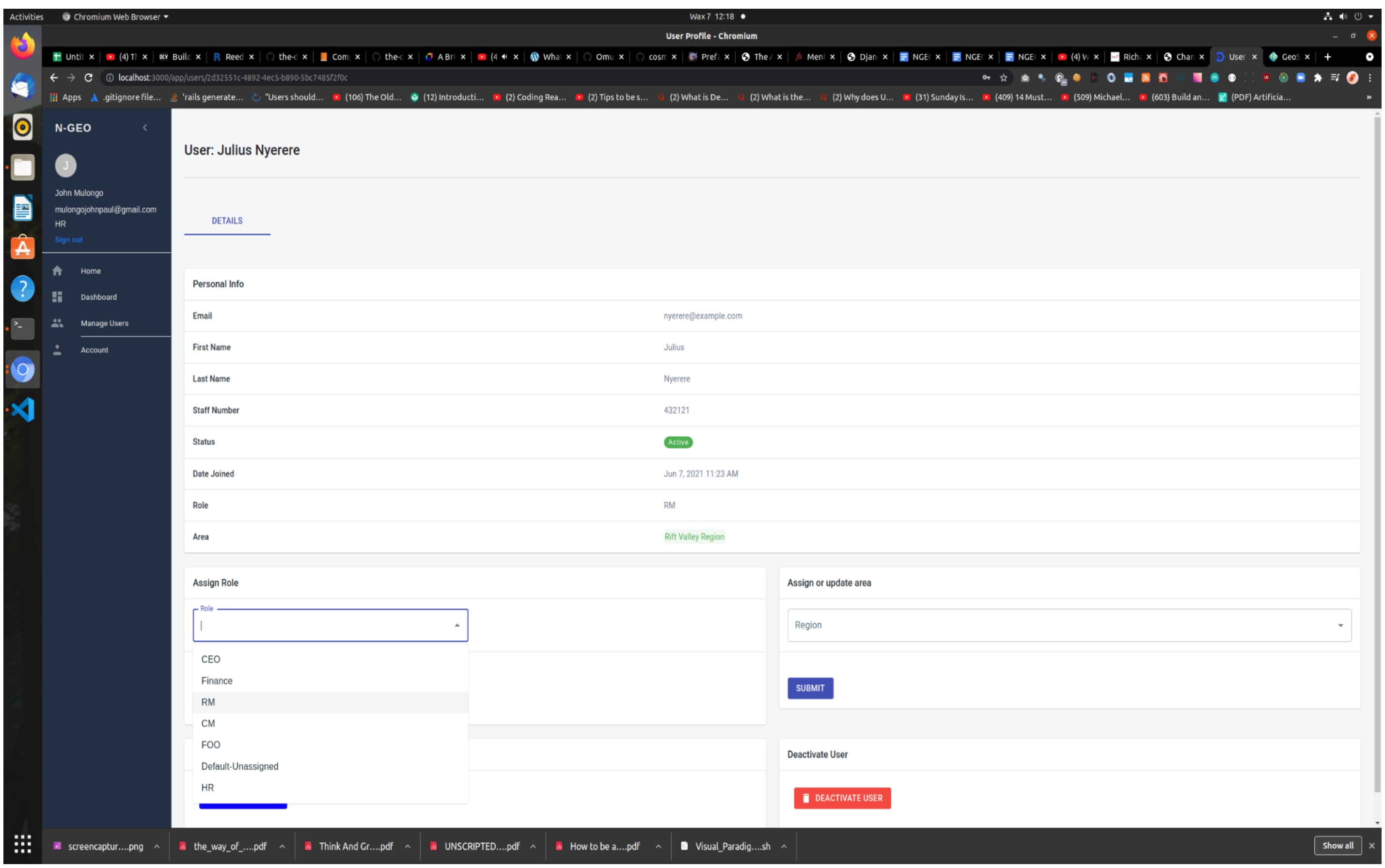
<table>
<tr><td>Use Case ID:</td><td>1.2</td></tr>
<tr><td>Use Case Name:</td><td>Onboarding a Finance Officer</td></tr>
<tr><td>Actors:</td><td>HR</td></tr>
<tr><td>Description:</td><td>To create an account for a Finance Officer.</td></tr>
<tr><td>Trigger:</td><td>Finance Officer</td></tr>
<tr><td>Preconditions:</td><td>The user should be signed up into the system.</td></tr>
<tr><td>Post conditions:</td><td>The Finance Officer’s details should be captured into the system. The Finance Officer should also be activated.</td></tr>
<tr><td>Normal Flow:</td><td>
<table>
<tr><th>User</th><th>System</th></tr>
<tr><td>The Finance Officer signs up into the system.</td><td></td></tr>
<tr><td></td><td>The Finance Officer’s details should be captured into the system.</td></tr>
<tr><td></td><td>The Finance Officer should be activated and given the role of ‘Finance’ by the HR.</td></tr>
</table>
</td></tr>
<tr><td>Exceptions:</td><td>None.</td></tr>
<tr><td>Assumptions:</td><td>None.</td></tr>
<tr><td>Notes and Issues:</td><td>None.</td></tr>
</table>



Use Case 1.3: RM Onboarding

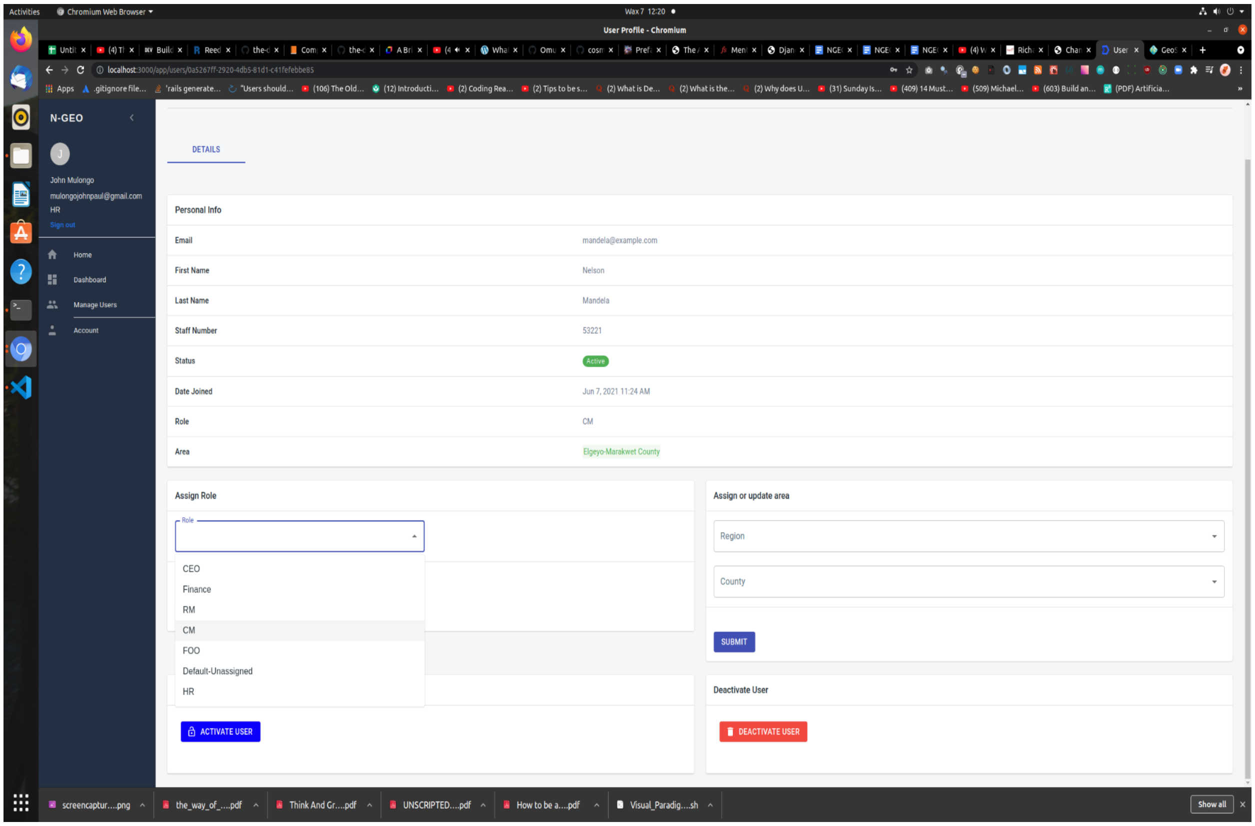
<table>
<tr><td>Use Case ID:</td><td>1.3</td></tr>
<tr><td>Use Case Name:</td><td>Onboarding an RM</td></tr>
<tr><td>Actors:</td><td>HR</td></tr>
<tr><td>Description:</td><td>To create an account for an RM.</td></tr>
<tr><td>Trigger:</td><td>RM</td></tr>
<tr><td>Preconditions:</td><td>The user should be signed up into the system.</td></tr>
<tr><td>Post conditions:</td><td>The RM’s details should be captured into the system. The RM should also be activated..</td></tr>
<tr><td>Normal Flow:</td><td><table><tr><th>User</th><th>System</th></tr></table></td></tr>
</table>

	The user signs up into the system.	
		The user’s details should be captured into the system.
		The user should be activated and given the role of RM by the HR.
Exceptions:	None	
Assumptions:	None	
Notes and Issues:	None.	



Use Case 1.4: CM Onboarding

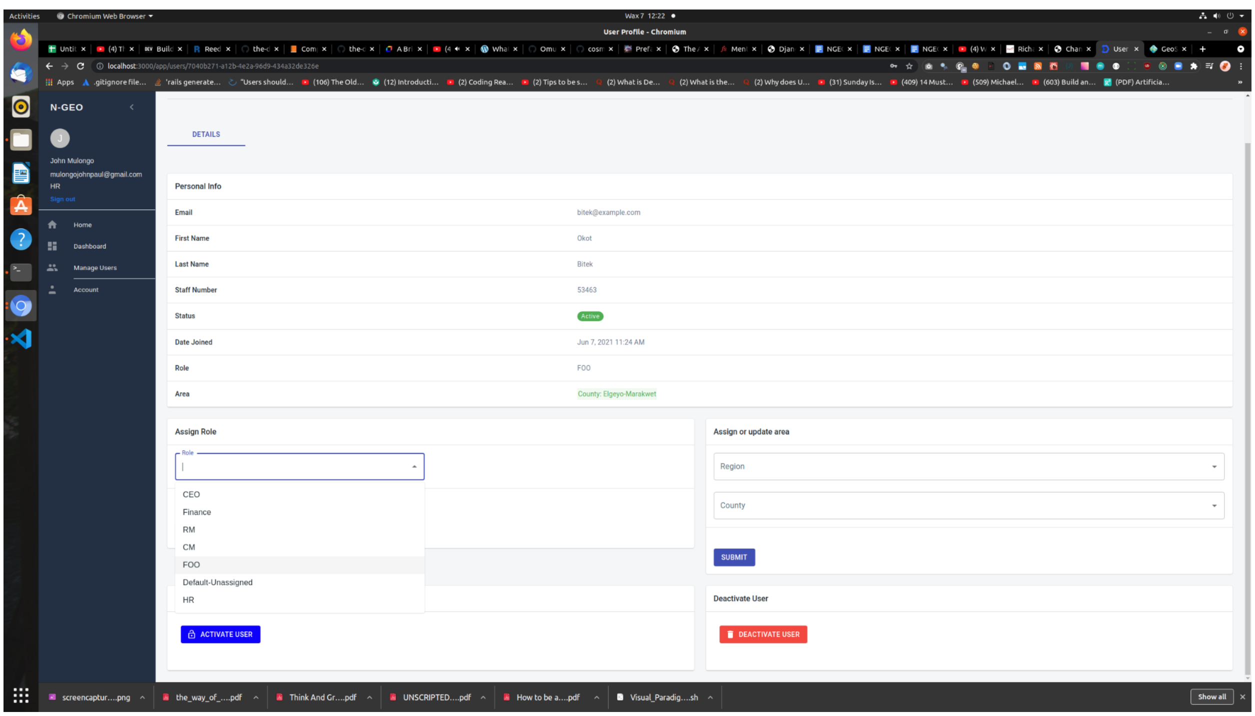
<table>
<tr><td>Use Case ID:</td><td>1.4</td></tr>
<tr><td>Use Case Name:</td><td>Onboarding CMs</td></tr>
<tr><td>Actors:</td><td>HR</td></tr>
<tr><td>Description:</td><td>To create an account for a CM.</td></tr>
<tr><td>Trigger:</td><td>CM</td></tr>
<tr><td>Preconditions:</td><td>The user should be signed up into the system.</td></tr>
<tr><td>Post conditions:</td><td>The user’s details should be captured into the system. The user should also be activated and given the role of CM.</td></tr>
<tr><td>Normal Flow:</td><td>
<table>
<tr><th>User</th><th>System</th></tr>
<tr><td>The user signs up into the system.</td><td></td></tr>
<tr><td></td><td>The user’s details should be captured into the system.</td></tr>
<tr><td></td><td>The user should be activated and given the role of CM by the HR.</td></tr>
</table>
</td></tr>
<tr><td>Exceptions:</td><td>None</td></tr>
<tr><td>Assumptions:</td><td>None</td></tr>
<tr><td>Notes and Issues:</td><td>None.</td></tr>
</table>



Use Case 1.5: FOO Onboarding

Use Case ID:	1.5
Use Case Name:	Onboarding FOO
Actors:	HR
Description:	To register an FOO
Trigger:	FOO
Preconditions:	The user should be signed up into the system.
Post conditions:	The user's details should be captured into the system. The user should also be activated and given the role of FOO.
Normal Flow:	**User** | **System**

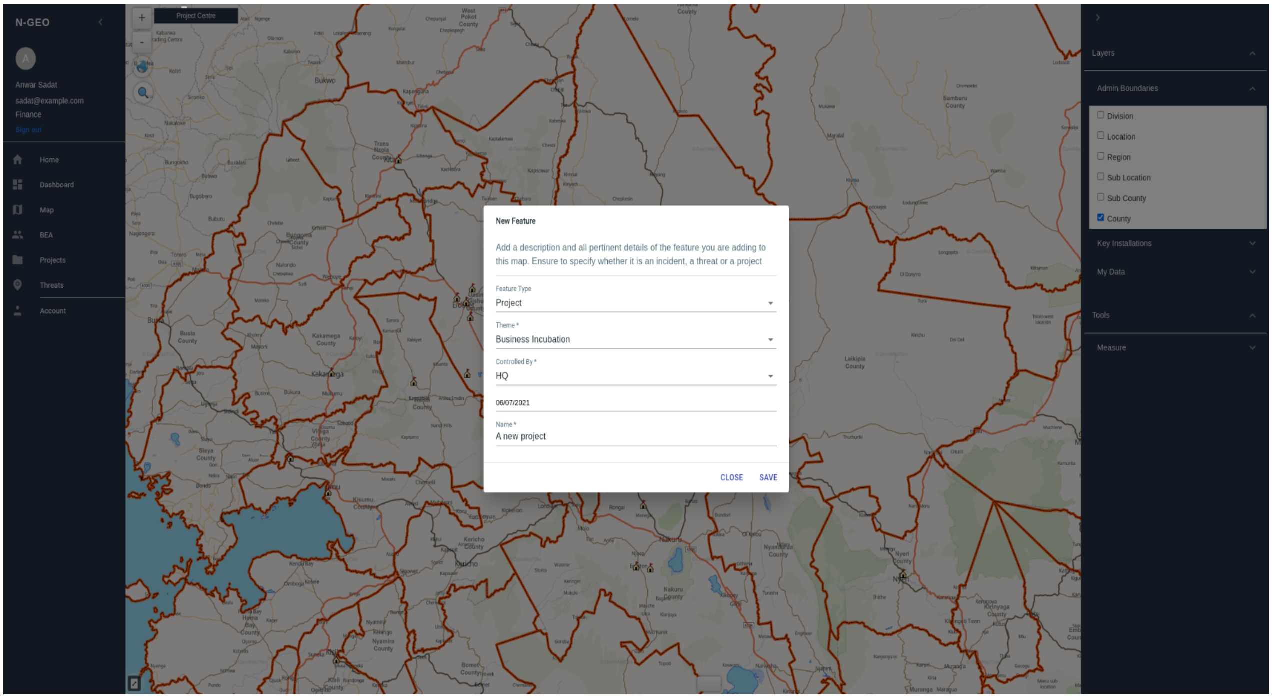
	The user signs up into the system.	
		The user's details should be captured into the system
		The user should be activated and given the role of FOO by the HR.
Exceptions:	None.	
Assumptions:	None	
Notes and Issues:	None.	



Use Case 2: Finance Officer Operations

Use Case 2.1: Adding Projects

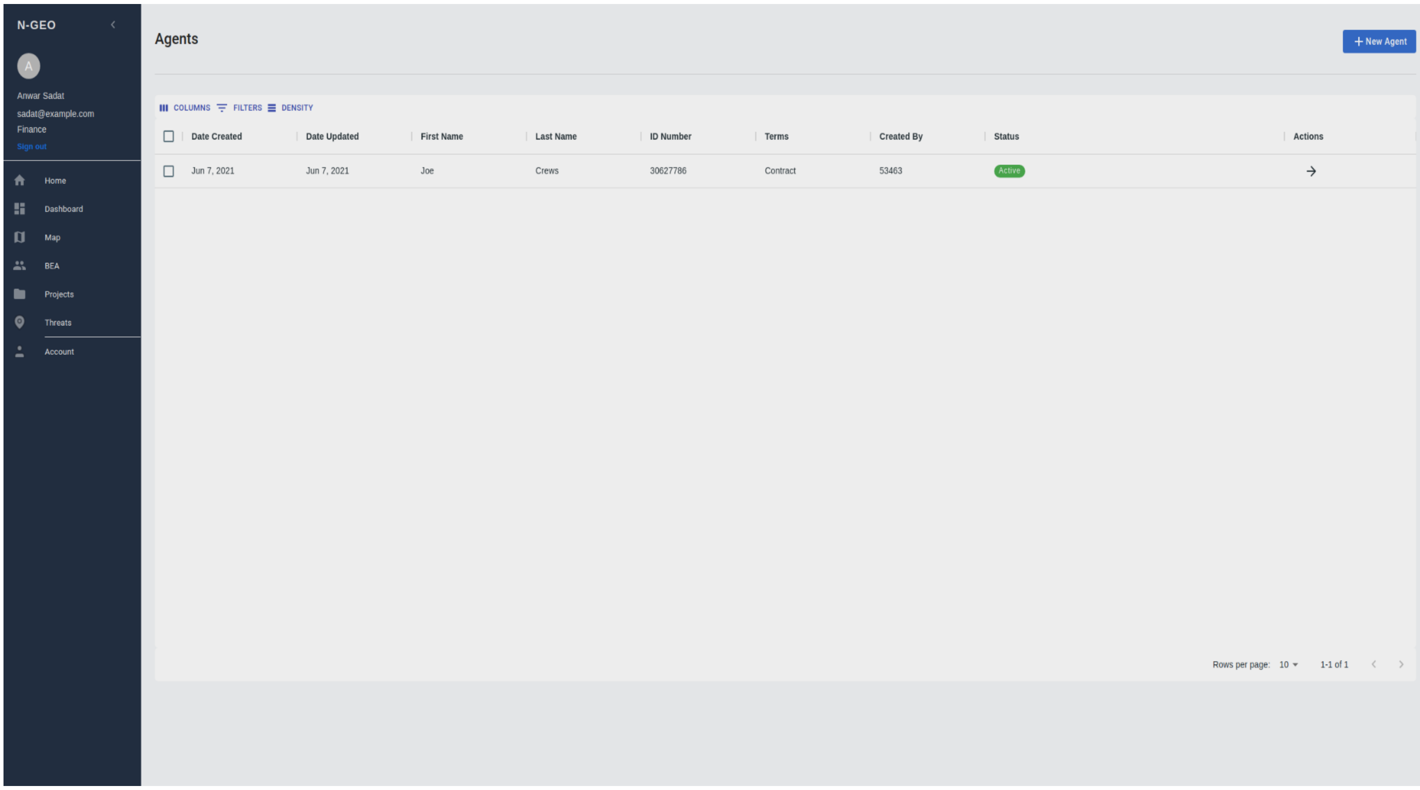
Use Case ID:	2.1
Use Case Name:	Adding projects.
Actors:	Finance Officer
Description:	To add a new project.
Trigger:	Finance Officer
Preconditions:	The user should be signed into the system as a Finance Officer.
Post conditions:	A new project with area coordinates should be added to the system. The project should be viewable on the map.
Normal Flow:	<table><tr><th>User</th><th>System</th></tr><tr><td>The Finance Officer right clicks on a location on the map where they want to add a project and selects the ‘Add Marker’ option.</td><td></td></tr><tr><td>The Finance Officer fills the form that appears with project details.</td><td></td></tr><tr><td></td><td>The project’s details should be captured into the system.</td></tr></table>
Exceptions:	None.
Assumptions:	None
Notes and Issues:	None.

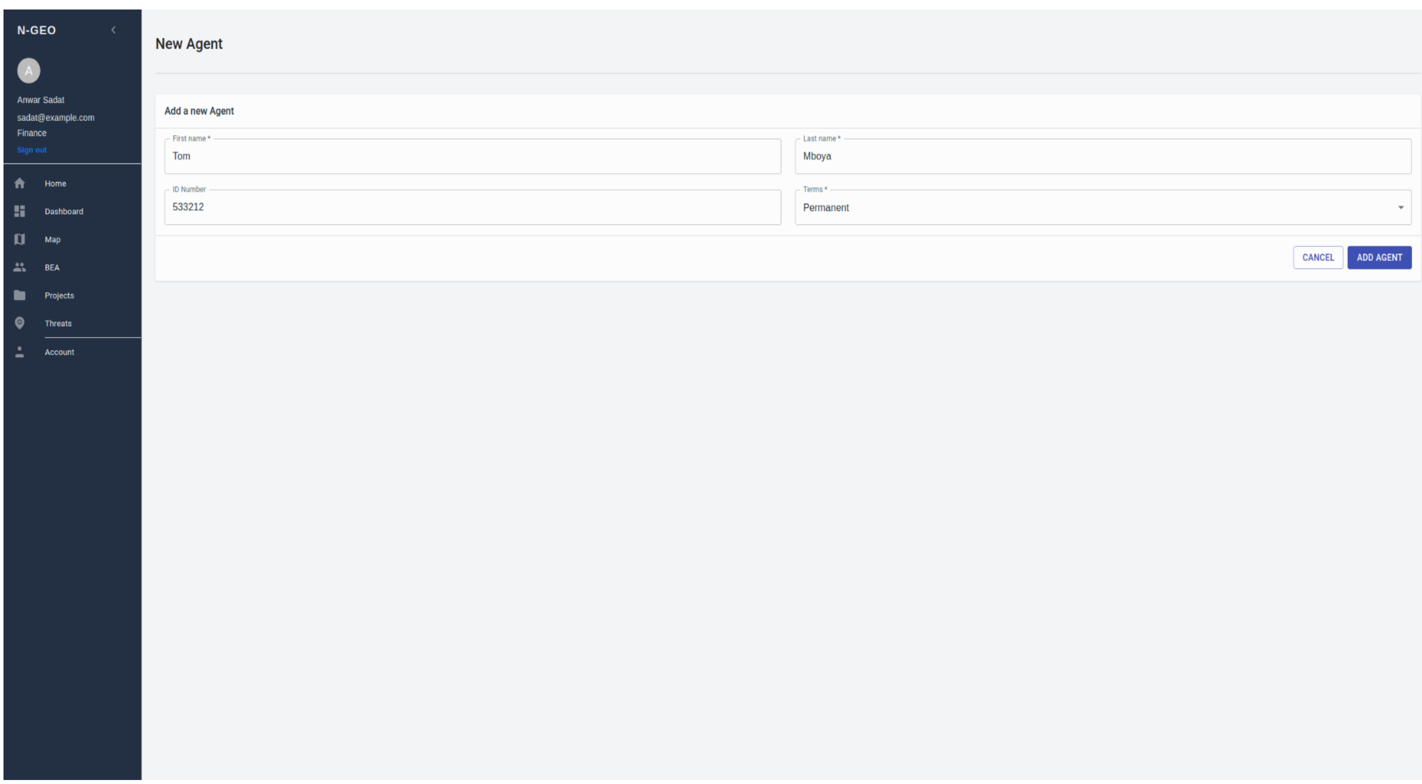


Use Case 2.2: Adding Permanent BEAs

<table>
<tr><td>Use Case ID:</td><td>2.2</td></tr>
<tr><td>Use Case Name:</td><td>Adding a Permanent Business Executive Agent</td></tr>
<tr><td>Actors:</td><td>Finance Officer</td></tr>
<tr><td>Description:</td><td>To add a permanent BEA</td></tr>
<tr><td>Trigger:</td><td>Finance Officer</td></tr>
<tr><td>Preconditions:</td><td>The user should be signed into the system and should have the role of Finance.</td></tr>
<tr><td>Post conditions:</td><td>A new Permanent BEA should be added to the system.</td></tr>
<tr><td>Normal Flow:</td><td>
<table>
<tr><th>User</th><th>System</th></tr>
<tr><td>The user opens the left hand side bar and selects ‘BEA’ option from the available options.</td><td></td></tr>
</table>
</td></tr>
</table>

	On the page that appears, the user clicks the 'New Agent' button and fills out the necessary details.	
	The user should select 'Permanent' among the options displayed under terms.	
	The newly added agent has a default employment term of 'Permanent' and is active.	
	The user navigates to the agent's profile page and assigns him/her a region and county.	
		The agent's details should be captured into the system.
Exceptions:	None.	
Assumptions:	None.	
Notes and Issues:	None	


N-GEO
A
Anwar Sadat
sadat@example.com
Finance
Sign out
Home
Dashboard
Map
BEA
Projects
Threats
Account
Agents
New Agent
COLUMNS
FILTERS
DENSITY
Date Created
Date Updated
First Name
Last Name
ID Number
Terms
Created By
Status
Actions
Jun 7, 2021
Jun 7, 2021
Joe
Crews
30627786
Contract
53463
Active
Rows per page: 10
1-1 of 1


N-GEO
A
Anwar Sadat
sadat@example.com
Finance
Sign out
Home
Dashboard
Map
BEA
Projects
Threats
Account
New Agent
Add a new Agent
First name *
Tom
Last name *
Mboya
ID Number
533212
Terms *
Permanent
CANCEL
ADD AGENT

Use Case 2.3: Assigning a Project to a County

<table>
<tr><td>Use Case ID:</td><td>2.3</td></tr>
<tr><td>Use Case Name:</td><td>Assigning Project to a County</td></tr>
<tr><td>Actors:</td><td>Finance Officer</td></tr>
<tr><td>Description:</td><td>To assign a project to an FOO</td></tr>
<tr><td>Trigger:</td><td>Finance Officer</td></tr>
<tr><td>Preconditions:</td><td>The user should be signed into the system as a Finance Officer.</td></tr>
<tr><td>Post conditions:</td><td>A project should be assigned to a County.</td></tr>
<tr><td>Normal Flow:</td><td>
<table>
<tr><th>User</th><th>System</th></tr>
<tr><td>The user opens the left hand side bar and selects ‘Projects’ option from the available options.</td><td></td></tr>
<tr><td>The user selects a project from the list of projects displayed and navigates to the project’s details page.</td><td></td></tr>
<tr><td>Under the ‘Assign Area’ section, the user select the Region and County to assign the project</td><td></td></tr>
<tr><td></td><td>The project’s should be assigned to a County.</td></tr>
</table>
</td></tr>
<tr><td>Exceptions:</td><td>None.</td></tr>
<tr><td>Assumptions:</td><td>None</td></tr>
<tr><td>Notes and Issues:</td><td>None</td></tr>
</table>

Use Case 2.4: Discontinuing a Project

<table>
<tr><td>Use Case ID:</td><td>2.4</td></tr>
<tr><td>Use Case Name:</td><td>Discontinuing a project</td></tr>
<tr><td>Actors:</td><td>Finance Officer</td></tr>
<tr><td>Description:</td><td>To discontinue a project</td></tr>
<tr><td>Trigger:</td><td>Finance Officer</td></tr>
<tr><td>Preconditions:</td><td>The user should be signed into the system as a Finance Officer.</td></tr>
<tr><td>Post conditions:</td><td>A project should be discontinued/Deactivated.</td></tr>
<tr><td>Normal Flow:</td><td>
<table>
<tr><th>User</th><th>System</th></tr>
<tr><td>The Finance Officer opens the left hand side bar and selects ‘Projects’ from the list of available options.</td><td></td></tr>
<tr><td>The Finance Officer selects a Project they want to discontinue.</td><td></td></tr>
<tr><td>Under the ‘Discontinue’ section, the Finance Officer provides a reason for discontinuation and submits the form.</td><td></td></tr>
<tr><td></td><td>The Project should be discontinued - its status should be updated to ‘inactive’.</td></tr>
</table>
</td></tr>
<tr><td>Exceptions:</td><td>None.</td></tr>
<tr><td>Assumptions:</td><td>None</td></tr>
<tr><td>Notes and Issues:</td><td></td></tr>
<tr><td></td><td></td></tr>
</table>

Use Case 2.5: Activating a Project

Use Case ID:	2.5
Use Case Name:	Activating a project
Actors:	Finance Officer
Description:	To activate a project
Trigger:	Finance Officer
Preconditions:	The user should be signed into the system as a Finance Officer.
Post conditions:	The project should be activated.
Normal Flow:	(see table below)
Exceptions:	None.
Assumptions:	None
Notes and Issues:	

Normal Flow:

User	System
The Finance Officer opens the left hand side bar and selects ‘Projects’ from the list of available options.	
The Finance Officer selects a Project they want to activate.	
Under the ‘Activate Project’ section, the Finance Officer clicks ‘Activate’	
	The Project should be activated.

Use Case 2.6: Adding Themes

<table>
<tr><td>Use Case ID:</td><td>2.6</td></tr>
<tr><td>Use Case Name:</td><td>Adding Themes</td></tr>
<tr><td>Actors:</td><td>Finance Officer</td></tr>
<tr><td>Description:</td><td>To add a theme</td></tr>
<tr><td>Trigger:</td><td>Finance Officer</td></tr>
<tr><td>Preconditions:</td><td>The user should be signed into the system as a Finance Officer.</td></tr>
<tr><td>Post conditions:</td><td>A theme should be added to the system.</td></tr>
<tr><td>Normal Flow:</td><td>
<table>
<tr><th>User</th><th>System</th></tr>
<tr><td>The Finance Officer opens the left hand side bar and selects ‘Themes’ from the list of available options.</td><td></td></tr>
<tr><td>The Finance Officer clicks ‘New Theme’ on the top right hand corner</td><td></td></tr>
<tr><td>The Finance Officer fills the form that appears with appropriate theme details.</td><td></td></tr>
<tr><td></td><td>The new theme should be added to the system.</td></tr>
</table>
</td></tr>
<tr><td>Exceptions:</td><td>None.</td></tr>
<tr><td>Assumptions:</td><td>None</td></tr>
<tr><td>Notes and Issues:</td><td></td></tr>
<tr><td></td><td></td></tr>
</table>

Use Case 2.7: De-register a permanent BEA

Use Case ID:	2.7
Use Case Name:	De-register a permanent BEA
Actors:	Finance Officer
Description:	To de-register a permanent BEA
Trigger:	Finance Officer
Preconditions:	The user should be signed into the system as a Finance Officer.
Post conditions:	The permanent agent should be de-registered/deactivated.
Normal Flow:	(see table below)
Exceptions:	None.
Assumptions:	None
Notes and Issues:	

Normal Flow:

User	System
The Finance Officer opens the left hand side bar and selects 'BEA' from the list of available options.	
The Finance Officer selects an Agent they want to discontinue.	
Under the 'De-register' section, the Finance Officer provides a reason for deregistration and submits the form.	
	The Agent should be deactivated/de-registered.

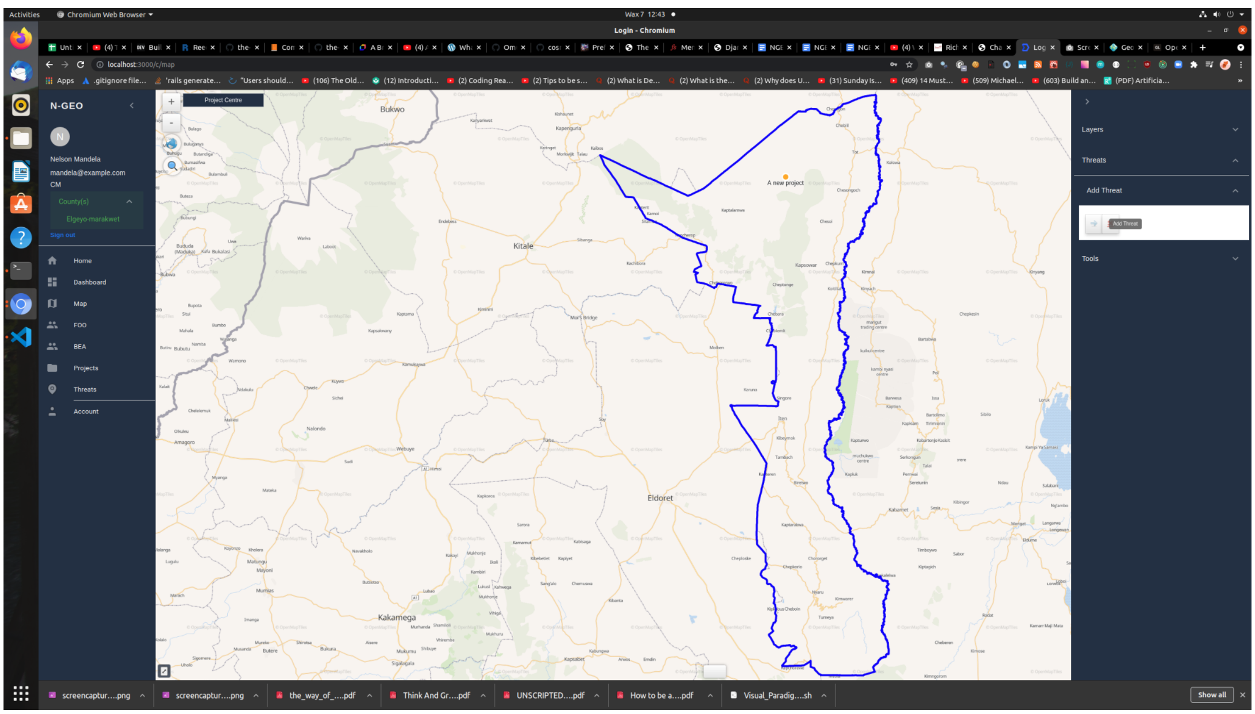
Use Case 3: CM Operations

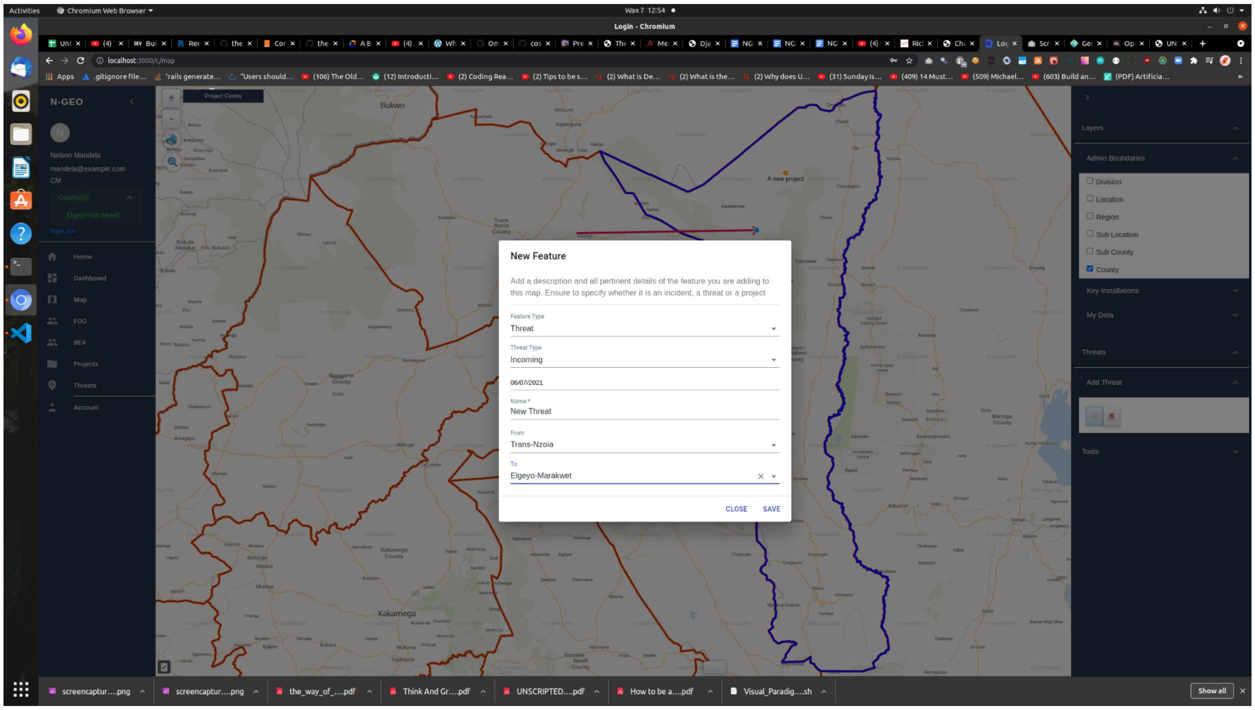
Use Case 3.1: Adding Threats

Use Case ID:	3.1
Use Case Name:	Adding Threats
Actors:	CM
Description:	To add a new threat.
Trigger:	CM
Preconditions:	The user should be signed into the system as a CM.
Post conditions:	A new threat should be added to the system.
Normal Flow:	

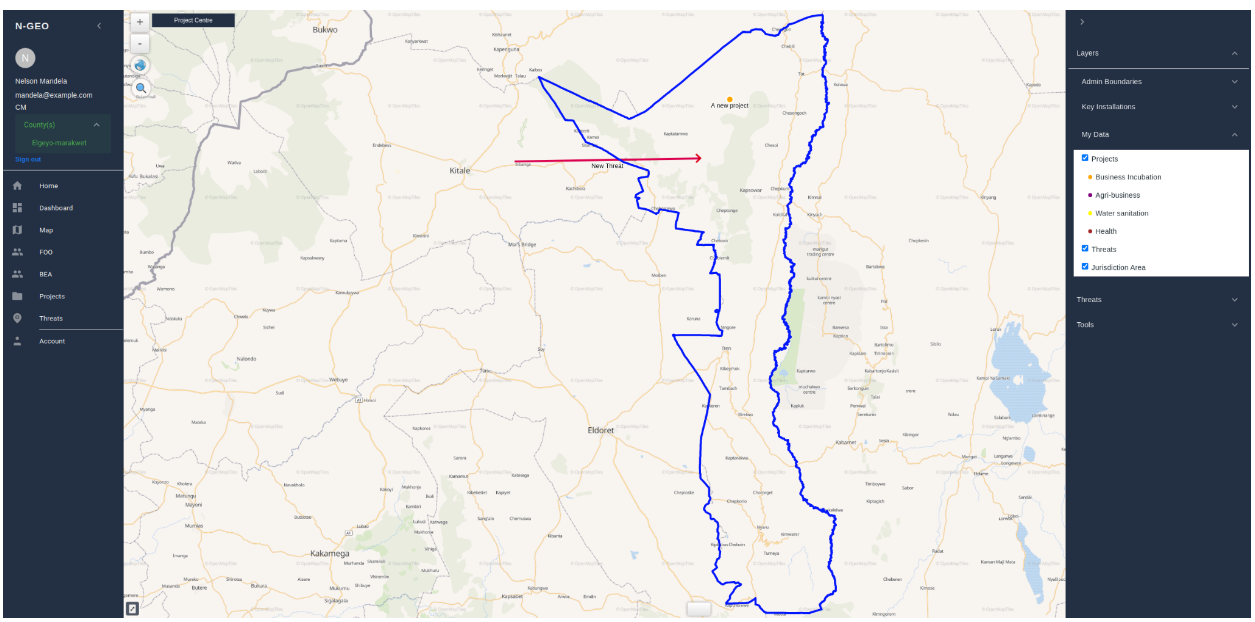
User	**System**
The user opens the right hand side bar and selects ‘Threats’ from the available options.	
The user clicks on the arrow icon and draws an arrow from the origin county to the destination county.	
To draw an arrow, click on a point of origin on the map, drag the pointer to the point of destination and double click to end the draw.	
The user fills the form that appears with threat details.	
To view the threat, the user opens the right hand side bar and selects Layers. From the options available, the user selects ‘My Data’ and toggles the ‘Threat’ checkbox to display/hide threats.	

	The threat’s details should be captured into the system.
Exceptions:	None.
Assumptions:	None.
Notes and Issues:	None.





Login - Chromium
localhost:3000/c/map
N-GEO
Nelson Mandela
mandela@example.com
CM
County(s)
Elgeyo-marakwet
Home
Dashboard
Map
FOO
BEA
Projects
Threats
Account
Project Centre
Bukwo
A new project
New Feature
Add a description and all pertinent details of the feature you are adding to this map. Ensure to specify whether it is an incident, a threat or a project
Feature Type
Threat
Threat Type
Incoming
06/07/2021
Name *
New Threat
From
Trans-Nzoia
To
Elgeyo-Marakwet
CLOSE
SAVE
Kakamega
Layers
Admin Boundaries
Division
Location
Region
Sub Location
Sub County
County
Key Installations
My Data
Threats
Add Threat
Tools
screencaptur....png
screencaptur....png
the_way_of_....pdf
Think And Gr....pdf
UNSCRIPTED....pdf
How to be a....pdf
Visual_Paradig....sh
Show all

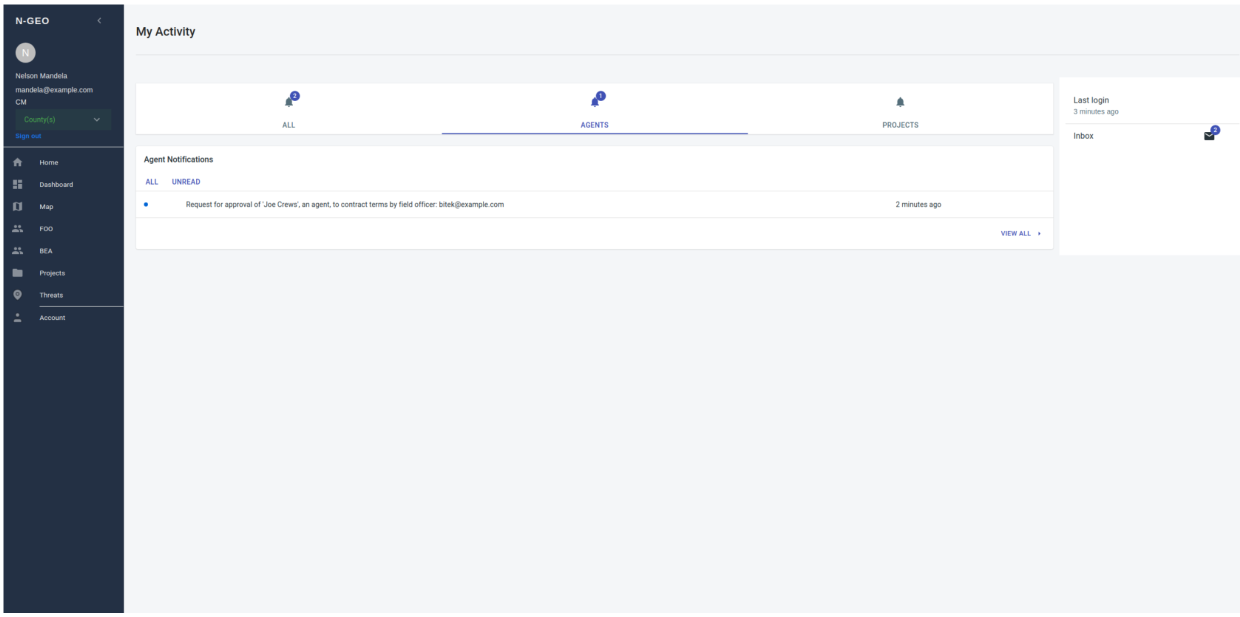


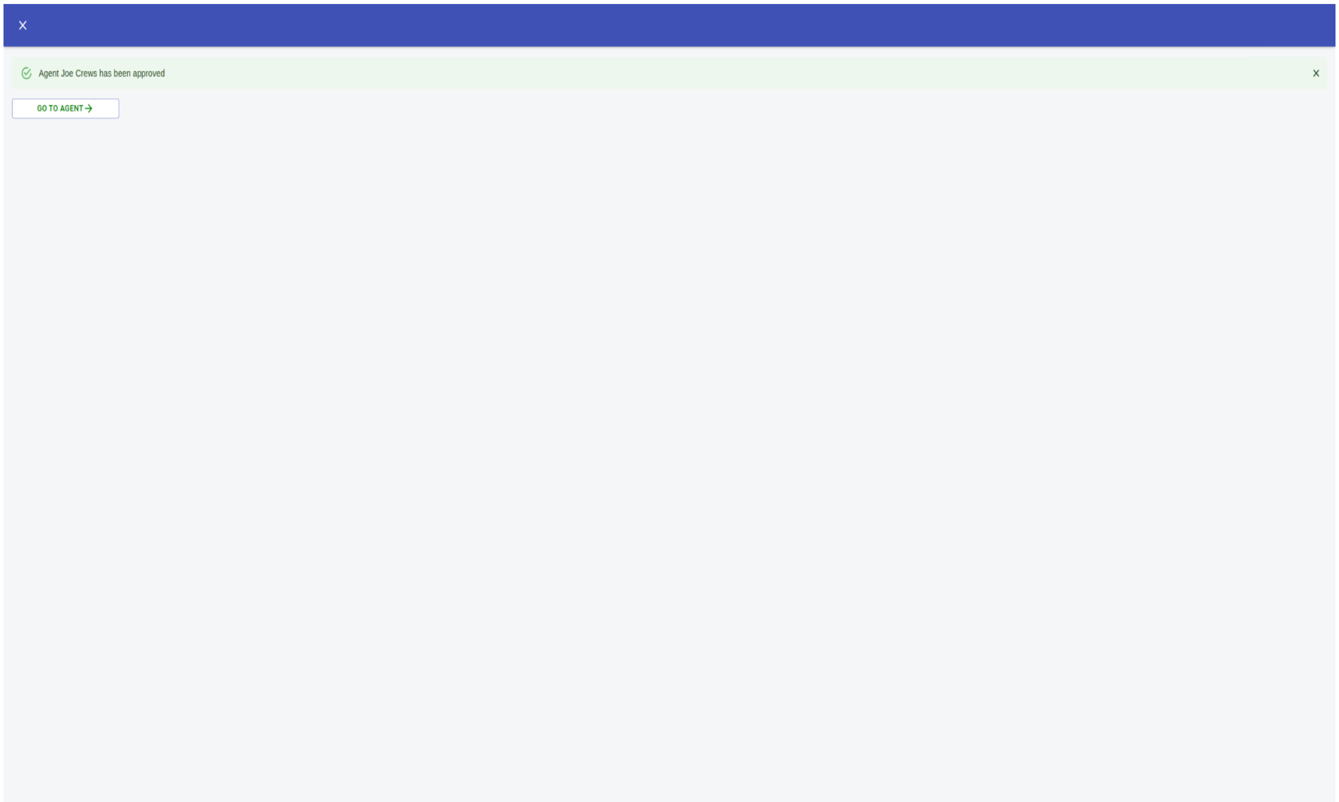
N-GEO
Nelson Mandela
mandela@example.com
CM
County(s)
Elgeyo-marakwet
Sign out
Home
Dashboard
Map
FOO
BEA
Projects
Threats
Account
Project Centre
Bukwo
A new project
Kitale
New Threat
Eldoret
Kakamega
Layers
Admin Boundaries
Key Installations
My Data
Projects
Business Incubation
Agri-business
Water sanitation
Health
Threats
Jurisdiction Area
Threats
Tools

Use Case 3.2: Approving Contract BEAs

<table>
<tr><td>Use Case ID:</td><td>3.2</td></tr>
<tr><td>Use Case Name:</td><td>Approving a Business Executive Agent</td></tr>
<tr><td>Actors:</td><td>CM</td></tr>
<tr><td>Description:</td><td>To approve/activate a BEA with Contract terms</td></tr>
<tr><td>Trigger:</td><td>FOO</td></tr>
<tr><td>Preconditions:</td><td>The user should be signed into the system and should have the role of CM.</td></tr>
<tr><td>Post conditions:</td><td>The BEA should be activated or remain deactivated if request is denied.</td></tr>
<tr><td>Normal Flow:</td><td>
<table>
<tr><th>User</th><th>System</th></tr>
<tr><td>The CM selects ‘Home’ from the sidebar and clicks the ‘Agents’ tab to view the notification for Agent approval.</td><td></td></tr>
<tr><td>The CM clicks on the notification to open a page for approvals.</td><td></td></tr>
<tr><td>The CM either approves the agent activation request or denies the request with a reason for doing so.</td><td></td></tr>
<tr><td>The FOO (the one that sent the request) navigates to the ‘Home’ page and selects the ‘Agents’ tab.</td><td></td></tr>
<tr><td>A notification indicating the status of agent activation request (accepted or denied) will be displayed.</td><td></td></tr>
<tr><td></td><td>A notification is sent to the FOO from whom the activation request issued.</td></tr>
</table>
</td></tr>
<tr><td>Exceptions:</td><td>None.</td></tr>
</table>

Assumptions:	None.
Notes and Issues:	None.





Use Case 3.3: Assigning a Permanent BEA to an FOO

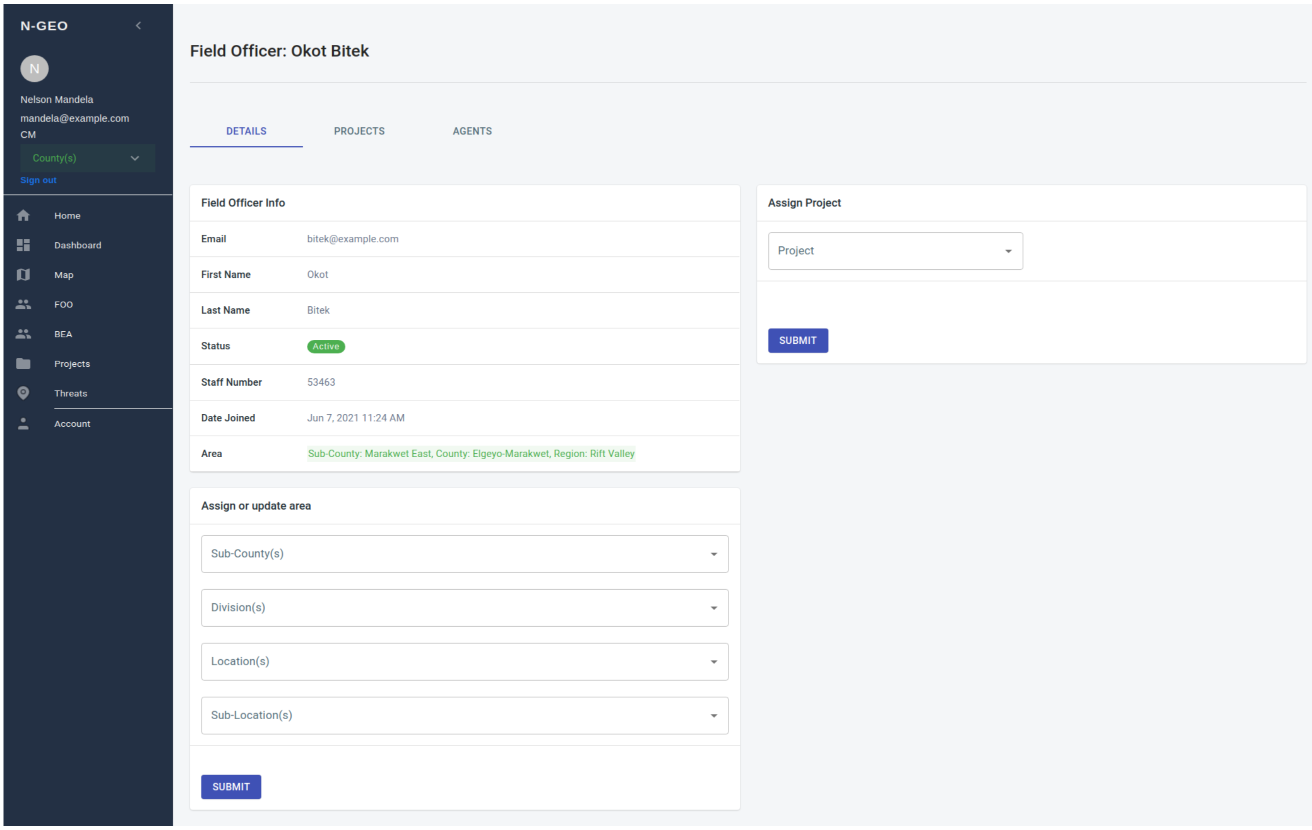
<table>
<tr><td>Use Case ID:</td><td>3.3</td></tr>
<tr><td>Use Case Name:</td><td>Assigning a Permanent BEA to an FOO</td></tr>
<tr><td>Actors:</td><td>CM</td></tr>
<tr><td>Description:</td><td>To assign a BEA to an FOO.</td></tr>
<tr><td>Trigger:</td><td>CM</td></tr>
<tr><td>Preconditions:</td><td>The user should be signed into the system and should have the role of CM.</td></tr>
<tr><td>Post conditions:</td><td>A BEA should be assigned to an FOO.</td></tr>
<tr><td>Normal Flow:</td><td><table><tr><th>User</th><th>System</th></tr></table></td></tr>
</table>

	The user opens the left hand side bar and selects 'BEA' option from the available options.	
	On the page that appears, the user selects a BEA and navigates to their profile page.	
	Under the 'Assign Area Section', the user selects the Area (Sub-County, Division, Location,Sub-Location) of the FOO in question.	
		The agent should be assigned to an FOO who controls the area he/she has been assigned.
Exceptions:	None.	
Assumptions:	None.	
Notes and Issues:	None	

Use Case 3.4: Assigning an area to an FOO

Use Case ID:	3.4
Use Case Name:	Assigning an area to an FOO
Actors:	CM
Description:	To assign an area to an FOO
Trigger:	CM
Preconditions:	The user should be signed into the system as a CM.

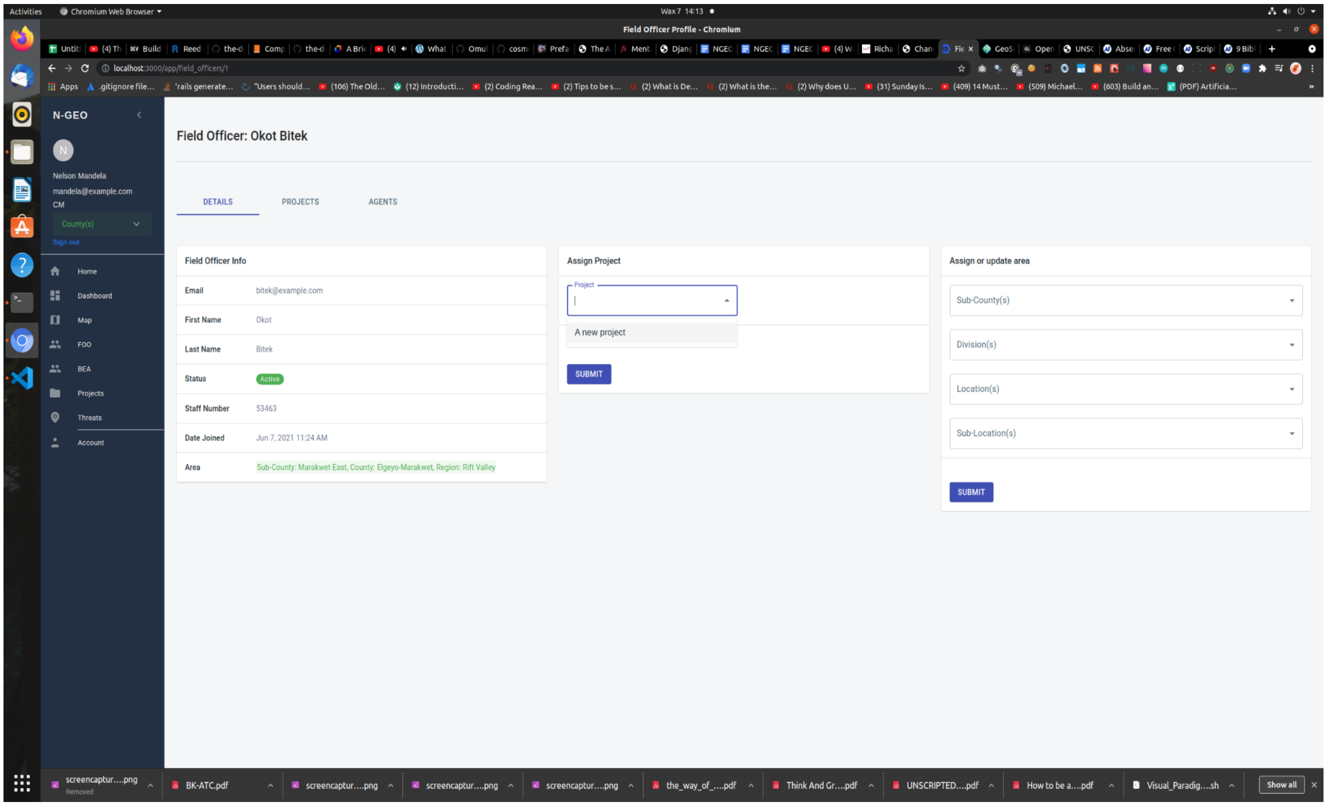
<table>
<tr><td>Post conditions:</td><td>An area should be assigned to the FOO.</td></tr>
<tr><td>Normal Flow:</td><td>
<table>
<tr><th>User</th><th>System</th></tr>
<tr><td>The CM opens the left hand side bar and selects ‘FOO’ from the list of available options.</td><td></td></tr>
<tr><td>The CM selects an FOO they want to assign an area to and navigates to their profile page.</td><td></td></tr>
<tr><td>Under the ‘Assign or Update area’ section, the CM selects an area to assign.</td><td></td></tr>
<tr><td></td><td>The FOO should be assigned to the area specified by the CM.</td></tr>
</table>
</td></tr>
<tr><td>Exceptions:</td><td>None.</td></tr>
<tr><td>Assumptions:</td><td>None.</td></tr>
<tr><td>Notes and Issues:</td><td>None.</td></tr>
<tr><td></td><td></td></tr>
</table>



Use Case 3.5: Assigning a Project to an FOO

<table>
<tr><td>Use Case ID:</td><td>3.5</td></tr>
<tr><td>Use Case Name:</td><td>Assigning Project to an FOO</td></tr>
<tr><td>Actors:</td><td>CM</td></tr>
<tr><td>Description:</td><td>To assign a project to an FOO</td></tr>
<tr><td>Trigger:</td><td>CM</td></tr>
<tr><td>Preconditions:</td><td>The user should be signed into the system as a CM.</td></tr>
<tr><td>Post conditions:</td><td>A project should be assigned to an FOO.</td></tr>
<tr><td>Normal Flow:</td><td><table><tr><th>User</th><th>System</th></tr></table></td></tr>
</table>

	The CM opens the left hand side bar and selects 'FOO' from the list of available options.	
	The CM selects an FOO they want to assign a project to and navigates to their profile page.	
	Under the 'Assign Project' section, the CM selects a project to assign.	
		The FOO should be assigned the project selected by the CM .
Exceptions:	None.	
Assumptions:	None	
Notes and Issues:		



Use Case 3.6: Approving Contract BEA's Deregistration

<table>
<tr><td>Use Case ID:</td><td>3.6</td></tr>
<tr><td>Use Case Name:</td><td>Approving a contract BEA deregistration</td></tr>
<tr><td>Actors:</td><td>CM</td></tr>
<tr><td>Description:</td><td>To approve deregistration of a BEA with contract terms</td></tr>
<tr><td>Trigger:</td><td>FOO</td></tr>
<tr><td>Preconditions:</td><td>The user should be signed into the system and should have the role of CM.</td></tr>
<tr><td>Post conditions:</td><td>The BEA should remain activated if the request is denied, otherwise they should be deregistered / deactivated.</td></tr>
<tr><td>Normal Flow:</td><td>
<table>
<tr><th>User</th><th>System</th></tr>
<tr><td>The CM selects 'Home' from the sidebar and clicks the 'Agents' tab to view BEA related notifications.</td><td></td></tr>
</table>
</td></tr>
</table>

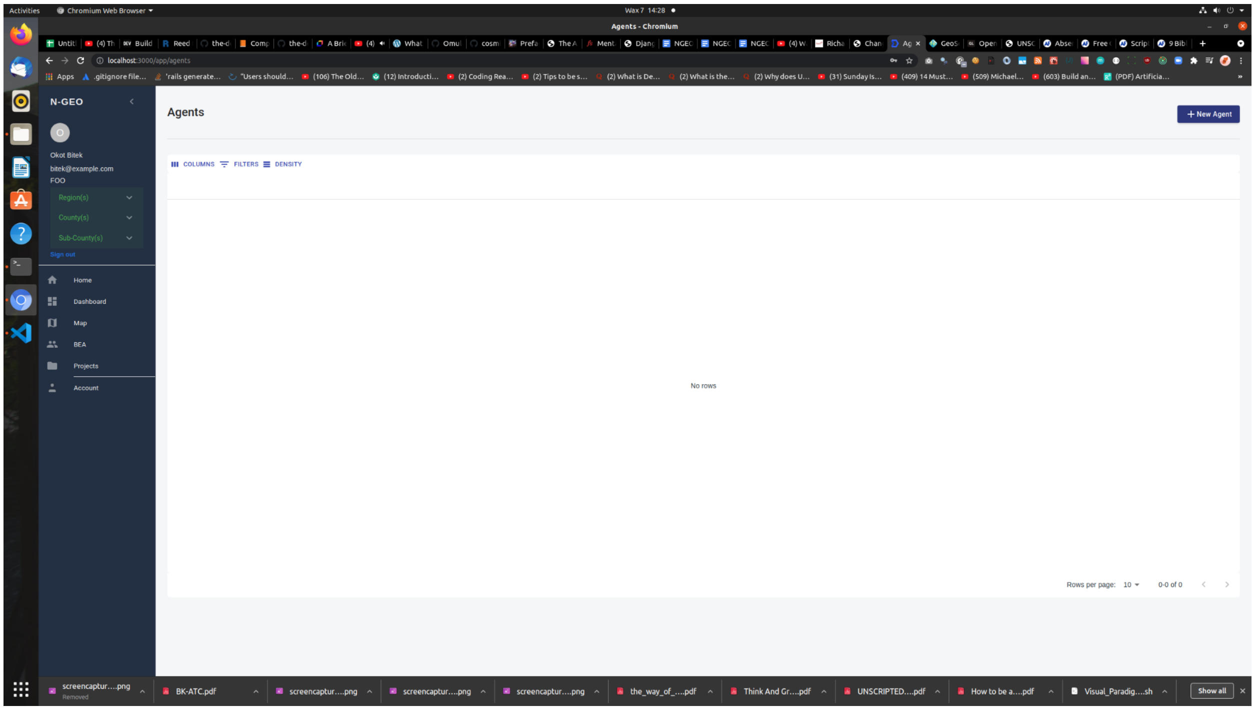
	The CM clicks on a notification that requests the approval of a BEA's deregistration.	
	The CM navigates to the profile page of the BEA in question.	
	Under the 'BEA De-registration' section, the user either approves or denies the request.	
		A notification is sent to the FOO from whom the deregistration request originated.
Exceptions:	None.	
Assumptions:	None.	
Notes and Issues:	None.	

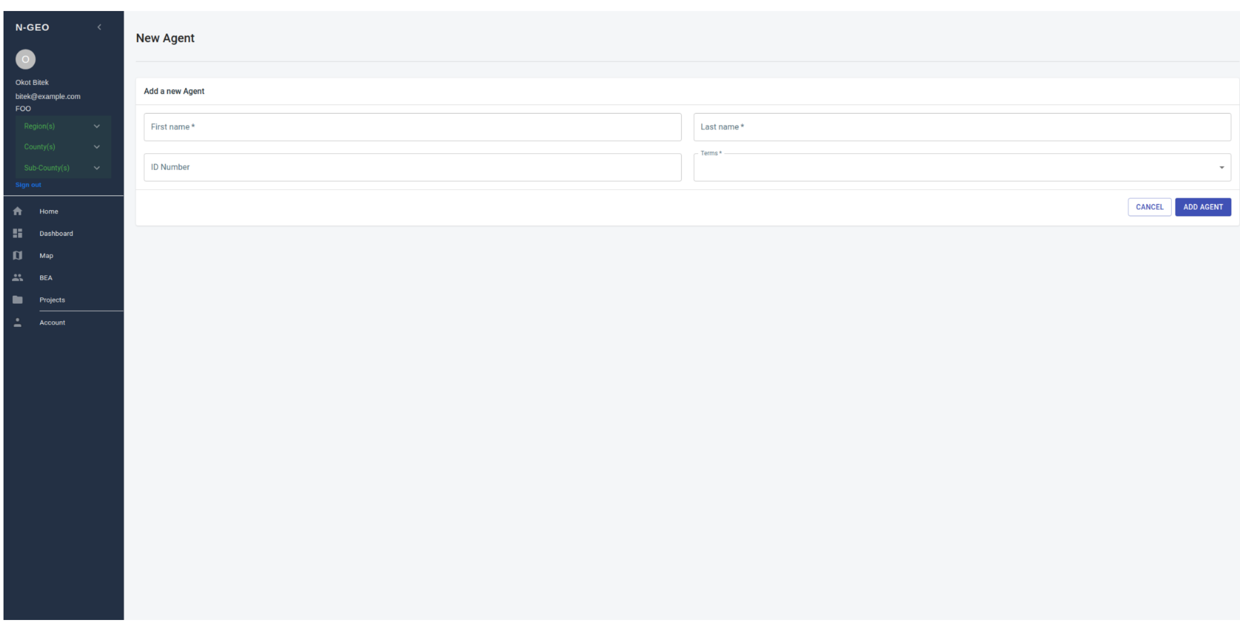
Use Case 4: FOO Operations

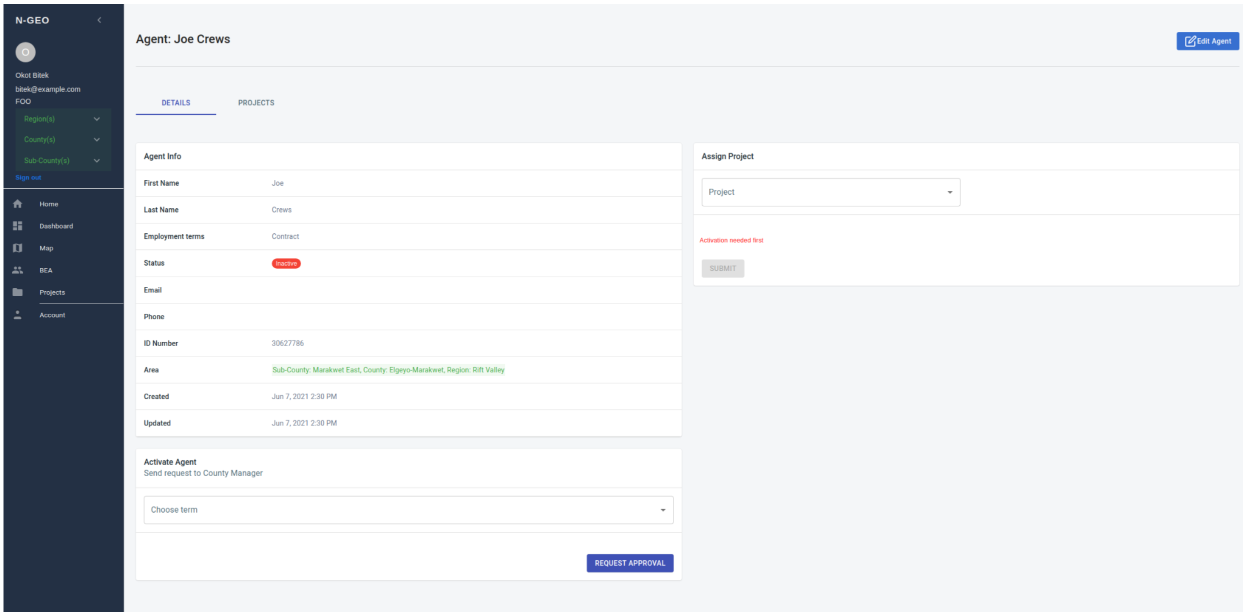
Use Case 4.1: Adding Contract BEAs

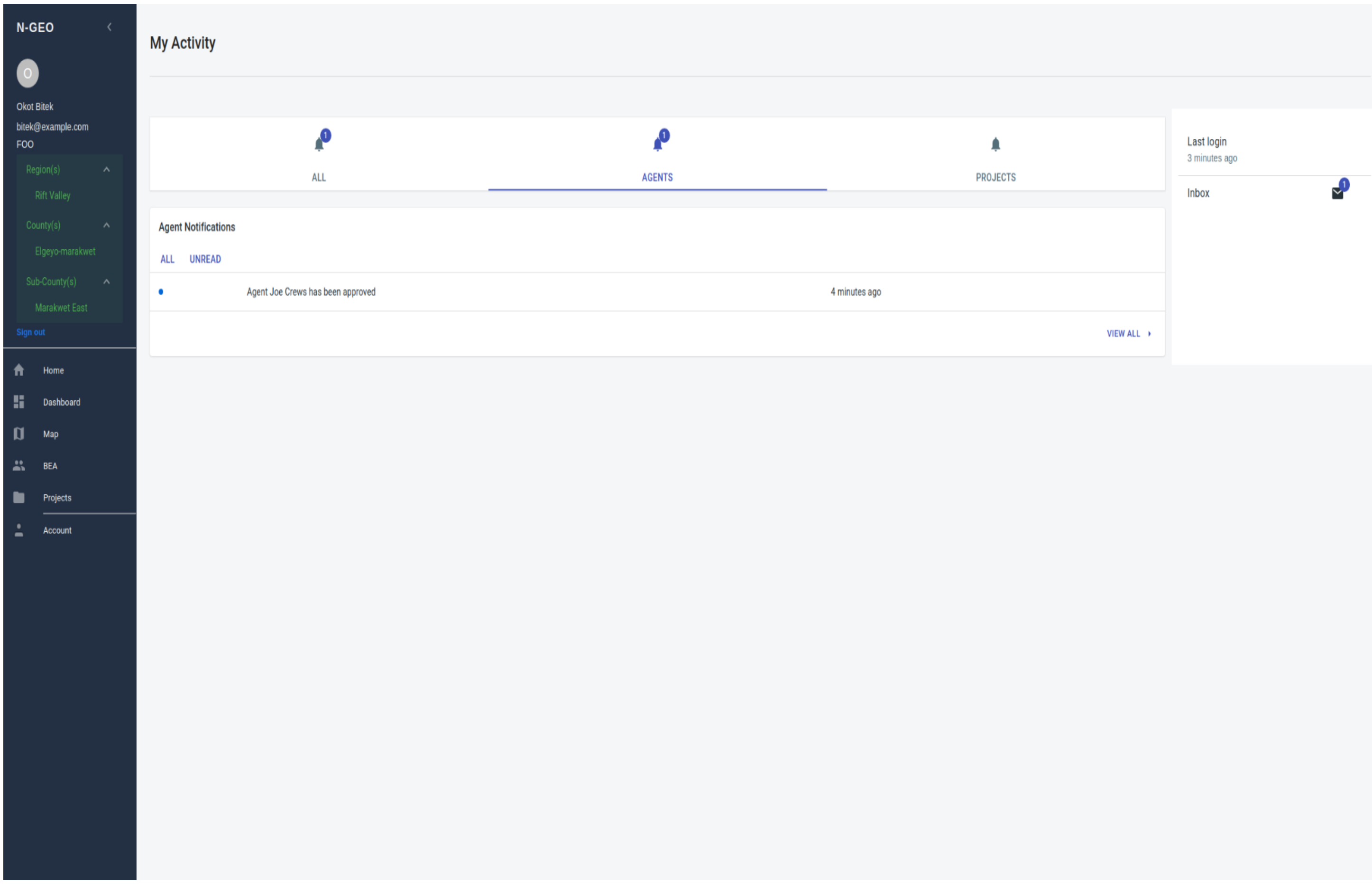
Use Case ID:	4.1
Use Case Name:	Adding a Business Executive Agent
Actors:	Field Outreach Officer, CM
Description:	To add new BEAs with Contract terms
Trigger:	Field Outreach Officer
Preconditions:	The user should be signed into the system as an FOO.
Post conditions:	A new BEA should be added to the system.

<table>
<tr><td>Normal Flow:</td><td>
<table>
<tr><th>User</th><th>System</th></tr>
<tr><td>The user opens the left hand side bar and selects ‘BEA’ from the list of available options.</td><td></td></tr>
<tr><td>On the page that appears, the user clicks the ‘New Agent’ button and fills out the necessary details in the form that appears.</td><td></td></tr>
<tr><td>The newly added agent has a default employment term of ‘Contract’ and is inactive. An inactive agent cannot be assigned new projects.</td><td></td></tr>
<tr><td>To activate the new agent, the user sends a request to their CM from the agent’s profile page.</td><td></td></tr>
<tr><td>Under the ‘Activate Agent’ section, select the ‘Contract’ term option and send the activation request to the CM.</td><td></td></tr>
<tr><td></td><td>The agent activation request should be sent to the area CM.</td></tr>
</table>
</td></tr>
<tr><td>Exceptions:</td><td>None.</td></tr>
<tr><td>Assumptions:</td><td>None.</td></tr>
<tr><td>Notes and Issues:</td><td>None</td></tr>
<tr><td></td><td></td></tr>
</table>


N-GEO
Okot Bitek
bitek@example.com
FOO
Region(s)
County(s)
Sub-County(s)
Sign out
Home
Dashboard
Map
BEA
Projects
Account
Agents
+ New Agent
COLUMNS
FILTERS
DENSITY
No rows
Rows per page: 10
0-0 of 0


N-GEO
Okot Bitek
bitek@example.com
FOO
Region(s)
County(s)
Sub-County(s)
Sign out
Home
Dashboard
Map
BEA
Projects
Account
New Agent
Add a new Agent
First name *
Last name *
ID Number
Terms *
CANCEL
ADD AGENT


N-GEO
Okot Bitek
bitek@example.com
FOO
Region(s)
County(s)
Sub-County(s)
Sign out
Home
Dashboard
Map
BEA
Projects
Account
Agent: Joe Crews
Edit Agent
DETAILS
PROJECTS
Agent Info
First Name Joe
Last Name Crews
Employment terms Contract
Status Inactive
Email
Phone
ID Number 30627786
Area Sub-County: Marakwet East, County: Elgeyo-Marakwet, Region: Rift Valley
Created Jun 7, 2021 2:30 PM
Updated Jun 7, 2021 2:30 PM
Activate Agent
Send request to County Manager
Choose term
REQUEST APPROVAL
Assign Project
Project
Activation needed first
SUBMIT



Use Case 4.2: De-register a contract BEA

Use Case ID:	4.2
Use Case Name:	Deregister a Business Executive Agent with contract terms
Actors:	Field Outreach Officer, CM
Description:	To deregister a permanent BEA and make them inactive.
Trigger:	Field Outreach Officer
Preconditions:	The user should be signed into the system as an FOO.
Post conditions:	The BEA should be deregistered.
Normal Flow:	

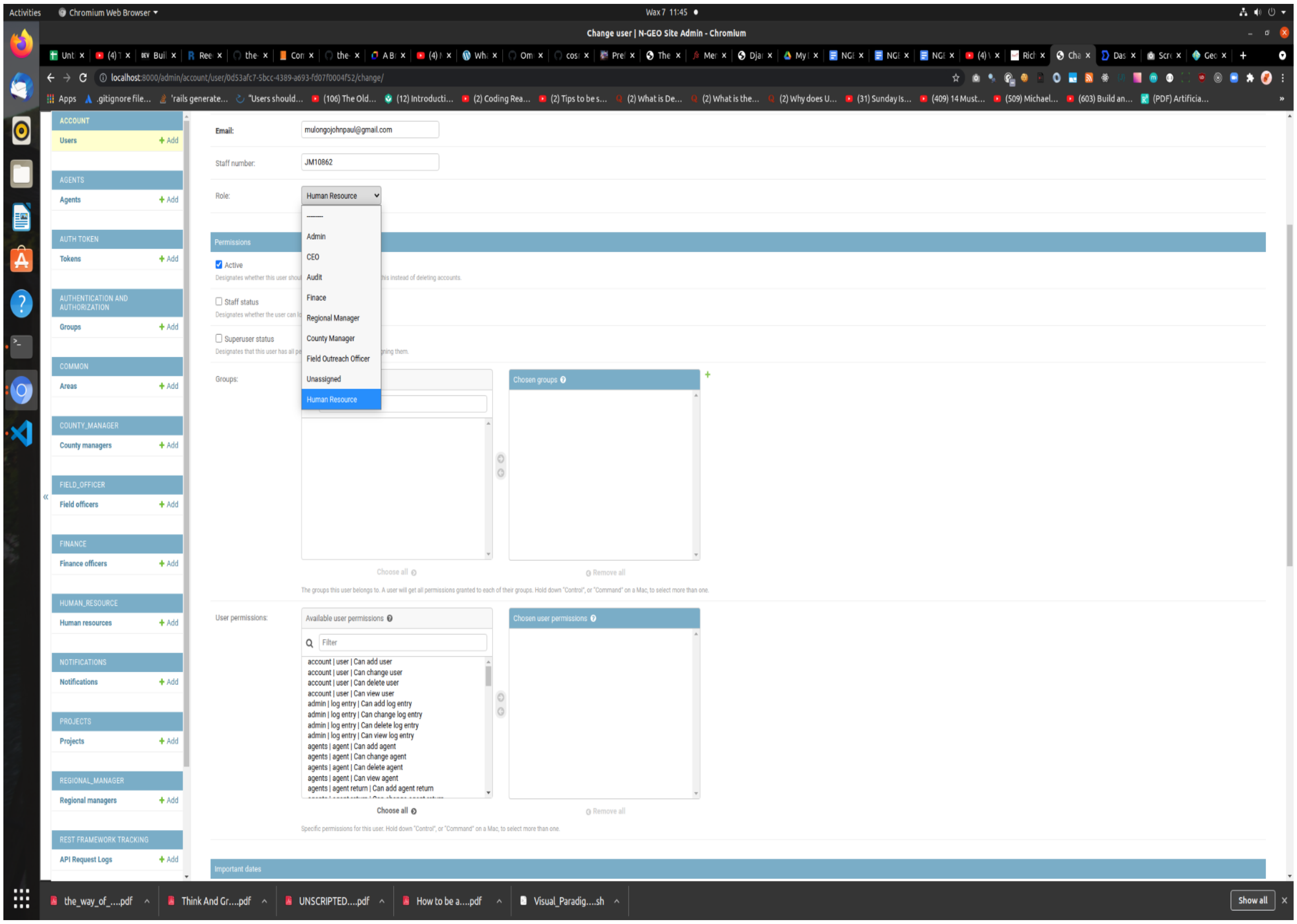
	<table><tr><th>User</th><th>System</th></tr><tr><td>The user opens the left hand side bar and selects ‘BEA’ from the list of available options.</td><td></td></tr><tr><td>On the page that appears, the user selects the BEA they want to deregister.</td><td></td></tr><tr><td>On the profile page that appears, under the ‘De-register’ section, the user supplies the reason for registration and submits the form.</td><td></td></tr><tr><td>To activate the new agent, the user sends a request to their CM from the agent’s profile page.</td><td></td></tr><tr><td>Under the ‘Activate Agent’ section, select the ‘Contract’ term option and send the activation request to the CM.</td><td></td></tr><tr><td></td><td>The deregistration request is sent to the user’s CM.</td></tr></table>
Exceptions:	A reason for deregistration should always be supplied. The request cannot be sent to the CM with this field empty.
Assumptions:	None.
Notes and Issues:	None

Admin Interface

Use Case 1: Admin Operations

Use Case 1.1: HR onboarding

<table>
<tr><td>Use Case ID:</td><td>1.1</td></tr>
<tr><td>Use Case Name:</td><td>Onboarding HR</td></tr>
<tr><td>Actors:</td><td>Admin</td></tr>
<tr><td>Description:</td><td>To activate a user and assign them the role of HR.</td></tr>
<tr><td>Trigger:</td><td>HR user</td></tr>
<tr><td>Preconditions:</td><td>The user should be signed up into the system.</td></tr>
<tr><td>Post conditions:</td><td>The user should be activated and have the role of HR.</td></tr>
<tr><td>Normal Flow:</td><td><table>
<tr><th>HR</th><th>System</th></tr>
<tr><td>The User signs up into the system</td><td></td></tr>
<tr><td></td><td>The user details should be captured into the system.</td></tr>
<tr><td></td><td>The User should be activated and have the role of HR by the Admin.</td></tr>
</table></td></tr>
<tr><td>Exceptions:</td><td>None</td></tr>
<tr><td>Assumptions:</td><td>None.</td></tr>
<tr><td>Notes and Issues:</td><td>None.</td></tr>
</table>



Use Case 2.1: Activate/Deactivate Users

Use Case ID:	2.1
Use Case Name:	Activate/Deactivate Users
Actors:	Admin
Description:	To activate/deactivate users.
Trigger:	Users
Preconditions:	The admin should be signed into the system. The initial admin credentials are: Email: admin@ngeo.com Password: **password**

<table>
<tr><td></td><td>The password should be updated to a more secure value after the initial log in.</td></tr>
<tr><td>Post conditions:</td><td>A user should either be activated/deactivated.</td></tr>
<tr><td>Normal Flow:</td><td>
<table>
<tr><th>User</th><th>System</th></tr>
<tr><td>The Admin logs in</td><td></td></tr>
<tr><td>The Admin selects ‘Users’ under the ‘Account’ module.</td><td></td></tr>
<tr><td>The Admin selects the user they want to activate/deactivate.</td><td></td></tr>
<tr><td>The Admin toggles the activate checkbox on the user’s details page.</td><td></td></tr>
<tr><td></td><td>The user in question should be activated/deactivated</td></tr>
</table>
</td></tr>
<tr><td>Exceptions:</td><td></td></tr>
<tr><td>Assumptions:</td><td>None.</td></tr>
<tr><td>Notes and Issues:</td><td></td></tr>
</table>