**USER REGISTRATION**

**NOTES FOR DEVELOPER**

1. AA systems users ;

* Directors
* Managers
* Compliance officers
* Editors
* Adjusters
* Staffs

1. Perhaps the user creation should be a module itself known as HR module to enable future enlargement to include leave application and etc. The users will be at HQ and branch level. Respective HQ department managers and compliance officers must be given access to the dashboard of **HQ and Branch Level**. However the branch managers will not have the access to the HQ dashboard.
2. Users such as staff / manager / adjuster will have access to one particular department or multiple departments. At user creation level the admin must assign the staff to;

* HQ or Branch
* After which the user will be given access right to the department

Kindly take note that a user will be promoted to any level or demoted to any level, inter-branch transfer must be allowed.

When an adjuster resigns or promoted, his assignments to the cases remains intact, the name id remains. However the user must be removed from the adjusters list. This is to prevent wrongful assignment of new cases to the adjuster by the staff. There are cases where the adjuster after resigning had re- joined the company.

There are scenarios where the manager will act as adjuster as well, the manager and the editor will be of the same person (please refer to **TPBI DEPARTMENT PROCESS FLOW** number 7 & 8)

The managers and editors will have the rights to edit / approve other branches reports. Case scenario, recently a manager of a particular branch fell sick and he was unable to perform his duties, as such another branch manager had to help to edit and approve the reports.

Case scenario 2, we have an editor who is editing 3 branch reports; once the reports have been edited a particular branch level manager will approve the report.

1. Previously we had a huge difficulty when the developer ignored this and created multiple ids for each user to access different departments.
2. Details needed for the creation of the user;

* Full name as per NRIC
* Short name (some people have a long name, as such short name will be ideal for **TPBI - LIST OF CASES VIEW** (adjuster))
* NRIC number
* Email address – (can be used as their login id) and for communication purpose
* Tel Number – for communication purpose
* Date joined
* Position
* Password
* Employment ID
* Special AA initial code (example: VDM) – this code will be used for invoicing and claims
* House address
* Emergency contact number and person
* Reset password
* Reset user id

1. The user should be able to change/update his password; no other details allowed to be edited by the user, only the admin should be able to do that.
2. When there is an inactivity for more than 15 minutes, the user should be automatically logged out by the system.