# EARACONNECT User Guide

## Committee Management System for East African Community (EAC)

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**\*\*Version:\*\*** 4.0

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**\*\*Author:\*\*** EARACONNECT Development Team

**\*\*Target Audience:\*\*** EAC Committee Members, Secretaries, Chairs, and Administrators

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## Introduction

### What is EARACONNECT?

EARACONNECT is a comprehensive committee management system designed specifically for the East African Community (EAC). It facilitates efficient management of committees, subcommittees, meetings, resolutions, and reports across all EAC member countries.

### Purpose

The system solves the following key problems:

- **\*\*Centralized Committee Management\*\***: Streamline committee operations across multiple countries

- **\*\*Meeting Coordination\*\***: Efficient scheduling and management of meetings

- **\*\*Resolution Tracking\*\***: Monitor progress of resolutions and assignments

- **\*\*Performance Analytics\*\***: Track committee performance and member participation

- **\*\*Document Management\*\***: Centralized storage and access to committee documents

### Target Audience

This system is designed for:

- **\*\*Administrators\*\***: System administrators managing user accounts and system configuration

- **\*\*Secretaries\*\***: Committee secretaries managing meetings and documentation

- **\*\*Chairs\*\***: Committee chairs overseeing subcommittee operations

- **\*\*Heads of Delegation\*\***: Senior officials managing delegation activities

- **\*\*Committee Members\*\***: Active participants in committee activities

- **\*\*Commissioner General\*\***: High-level officials with oversight responsibilities

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## Getting Started

### First-Time Setup

1. **\*\*Access the System\*\***

   - Open your web browser

   - Navigate to `http://localhost:3000`

   - You will see the EARACONNECT login page

2. **\*\*Default Admin Login\*\***

   - **\*\*Email\*\***: `admin@earaconnect.com`

   - **\*\*Password\*\***: `admin123`

   - Click "Login"

3. **\*\*Create User Accounts\*\***

   - After logging in as admin, navigate to "User Management"

   - Create accounts for all committee members

   - Assign appropriate roles and permissions

### Initial Configuration

1. **\*\*Set Up Countries\*\***

   - Add all EAC member countries

   - Configure country-specific settings

2. **\*\*Create Committees\*\***

   - Set up main committees

   - Create subcommittees as needed

3. **\*\*Assign Members\*\***

   - Assign users to appropriate committees

   - Set up role hierarchies

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## User Roles and Permissions

### Administrator (ADMIN)

**\*\*Responsibilities:\*\***

- System configuration and maintenance

- User account management

- Role assignment and permissions

- System monitoring and troubleshooting

**\*\*Key Features:\*\***

- Create, edit, and delete user accounts

- Manage committee structures

- Monitor system performance

- Access all system data

**\*\*Access Level:\*\*** Full system access

### Secretary (SECRETARY, COMMITTEE\_SECRETARY, DELEGATION\_SECRETARY)

**\*\*Responsibilities:\*\***

- Meeting management and coordination

- Document preparation and distribution

- Resolution assignment and tracking

- Communication with committee members

**\*\*Key Features:\*\***

- Create and manage meetings

- Send meeting invitations

- Assign resolutions to subcommittees

- Take meeting minutes

- Manage location-based restrictions

**\*\*Access Level:\*\*** Country-specific access

### Chair (CHAIR, VICE\_CHAIR)

**\*\*Responsibilities:\*\***

- Subcommittee leadership and oversight

- Report submission and review

- Member coordination

- Decision making

**\*\*Key Features:\*\***

- Submit progress reports

- Review member submissions

- Access to chair subcommittee dashboard

- Manage subcommittee tasks

**\*\*Access Level:\*\*** Subcommittee-specific access

### Head of Delegation (HOD)

**\*\*Special Note:\*\*** HOD privileges are automatically granted to Chairs of "Head of Delegation" subcommittees.

**\*\*Responsibilities:\*\***

- Delegation oversight and management

- High-level reporting

- Strategic decision making(Approval or Reject)

**\*\*Key Features:\*\***

- Access HOD dashboard

- View delegation performance metrics

- Submit delegation reports

- Manage delegation tasks

**\*\*Access Level:\*\*** Delegation-wide access

### Commissioner General (COMMISSIONER\_GENERAL)

**\*\*Responsibilities:\*\***

- High-level oversight and governance

- Strategic planning and policy

- Performance monitoring

**\*\*Key Features:\*\***

- Access commissioner dashboard

- View system-wide performance metrics

- Generate comprehensive reports

- Monitor committee activities/ tasks

**\*\*Access Level:\*\*** System-wide read access

### Committee Members (SUBCOMMITTEE\_MEMBER, COMMITTEE\_MEMBER)

**\*\*Responsibilities:\*\***

- Active participation in committee activities

- Report submission

- Task completion

**\*\*Key Features:\*\***

- Access member dashboard

- Submit individual reports

- View assigned tasks

**\*\*Access Level:\*\*** Committee-specific access

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## Login and Authentication

### Login Process

1. **\*\*Access Login Page\*\***

   - You will see the EARACONNECT login interface

2. **\*\*Enter Credentials\*\***

   - **\*\*Email\*\***: Enter your assigned email address

   - **\*\*Password\*\***: Enter your password

   - Click "Login"

3. **\*\*Authentication\*\***

   - System validates your credentials

   - Checks your role and permissions

   - Redirects to appropriate dashboard

## Feature Usage Guide

### Dashboard Navigation

Each user role has a customized dashboard with relevant features:

#### Admin Dashboard Features

- **\*\*User Management\*\***: Create, edit, delete users

- **\*\*Committee Management\*\***: Manage committees and subcommittees

- **\*\*System Monitoring\*\***: View system performance metrics

#### Secretary Dashboard Features

- **\*\*Meeting Management\*\***: Create and manage meetings

- **\*\*Invitation System\*\***: Send meeting invitations

- **\*\*Resolution Assignment\*\***: Assign resolutions to subcommittees

- **\*\*Document Management\*\***: Upload and manage documents

#### Chair Dashboard Features

- **\*\*Report Submission\*\***: Submit progress reports

- **\*\*Member Management\*\***: View subcommittee members

- **\*\*Task Tracking\*\***: Monitor assigned tasks

- **\*\*Performance Metrics\*\***: View subcommittee performance

#### HOD Dashboard Features

- **\*\*Delegation Overview\*\***: View delegation status

- **\*\*Performance Analytics\*\***: Access delegation metrics

- **\*\*Strategic Planning\*\***: Access planning tools

### Meeting Management

#### Creating Meetings (Secretaries)

1. **\*\*Navigate to Meeting Management\*\***

   - Click "Meetings" in the main menu

   - Click "Create New Meeting"

2. **\*\*Fill Meeting Details\*\***

   - **\*\*Title\*\***: Enter meeting title

   - **\*\*Date\*\***: Select meeting date and time

   - **\*\*Location\*\***: Specify meeting location

   - **\*\*Hosting Country\*\***: Select hosting country

   - **\*\*Description\*\***: Add meeting description

3. **\*\*Assign Tasks\*\***

   - Select resolutions

   - Select subcommittees and assign contribution percentages. Total must equal 100%.

   - Assign and Send notifications

4. **\*\*Send Invitations\*\***

   - Preview invitation content

   - Click "Send Invitations"

   - Confirm sending

#### Managing Meeting Invitations

1. **\*\*View Sent Invitations\*\***

   - Navigate to "Invitations" section

   - View invitation status

2. **\*\*Resend Invitations\*\***

   - Select pending invitations

   - Click "Resend"

   - Confirm action

### Resolution Management

#### Assigning Resolutions (Secretaries)

1. **\*\*Access Resolution Management\*\***

   - Navigate to "Resolutions"

   - Click "Assign Resolution"

2. **\*\*Select Resolution\*\***

   - Choose resolution from list

   - Review resolution details

3. **\*\*Assign to Subcommittees\*\***

   - Select target subcommittees

   - Set contribution percentages

   - Ensure percentages total 100%

4. **\*\*Submit Assignment\*\***

   - Review assignment details

   - Click "Submit Assignment"

   - Confirm submission

#### Submitting Reports (Chairs/Members)

1. **\*\*Access Report Submission\*\***

   - Navigate to "Reports"

   - Click "Submit Report"

2. **\*\*Select Resolution\*\***

   - Choose assigned resolution

   - View resolution details

3. **\*\*Fill Report Details\*\***

   - **\*\*Progress Details\*\***: Describe progress (minimum 10 characters)

   - **\*\*Performance Percentage\*\***: Enter completion percentage (0-100%)

   - **\*\*Hindrances\*\***: Describe any obstacles

4. **\*\*Submit Report\*\***

   - Review report details

   - Click "Submit Report to HOD"

   - Confirm submission

### Performance Analytics

#### Viewing Performance Metrics

1. **\*\*Access Performance Dashboard\*\***

   - Navigate to "Performance" or "Analytics"

   - Select time period

   - View sub-committee members performance

2. **\*\*Available Metrics\*\***

   - **\*\*Approval Rate\*\***: Percentage of approved resolutions

   - **\*\*Task Completion\*\***: Percentage of completed tasks

   - **\*\*Average Resolution Time\*\***: Time to resolve issues

   - **\*\*Member Participation\*\***: Active member percentage

## Dashboard Overview

### Common Dashboard Elements

All dashboards include:

- **\*\*Navigation Menu\*\***: Access to all features

- **\*\*User Profile\*\***: Current user information

- **\*\*Notifications\*\***: System notifications and alerts

- **\*\*Quick Actions\*\***: Common tasks shortcuts

- **\*\*Statistics Cards\*\***: Key metrics display

### Role-Specific Dashboards

#### Admin Dashboard

- **\*\*System Overview\*\***: Total users, committees, meetings

- **\*\*User Management\*\***: Create and manage users

- **\*\*Committee Management\*\***: Manage committee structure

#### Secretary Dashboard

- **\*\*Meeting Statistics\*\***: Upcoming and completed meetings

- **\*\*Resolution Status\*\***: Pending and completed resolutions

- **\*\*Location Validation\*\***: Country assignment status

- **\*\*Quick Actions\*\***: Create meeting, assign resolution

#### Chair Dashboard

- **\*\*Subcommittee Overview\*\***: Member count and activities/tasks

- **\*\*Report Status\*\***: Submitted and pending reports

- **\*\*Task Progress\*\***: Assigned task completion

- **\*\*Performance Metrics\*\***: Subcommittee performance

#### HOD Dashboard

- **\*\*Delegation Overview\*\***: Cross-committee activities/tasks

- **\*\*Performance Analytics\*\***: Comprehensive metrics

- **\*\*Strategic Reports\*\***: High-level reporting

- **\*\*Planning Tools\*\***: Strategic planning features

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### Dashboard Access Issues

#### "Access Denied" Error

**\*\*Problem\*\***: Cannot access certain features

**\*\*Solutions\*\***:

1. Verify role permissions

2. Contact administrator for role updates

3. Check if feature requires specific subcommittee assignment

#### Dashboard Not Loading

**\*\*Problem\*\***: Dashboard appears blank or doesn't load

**\*\*Solutions\*\***:

1. Refresh the page

2. Clear browser cache

3. Check internet connection

4. Try different browser

### Meeting Management Issues

#### Cannot Create Meetings

**\*\*Problem\*\***: Meeting creation fails

**\*\*Solutions\*\***:

1. Verify country assignment (for secretaries)

2. Check required fields completion

3. Ensure hosting country is selected

4. Contact administrator for permissions

#### Invitations Not Sending

**\*\*Problem\*\***: Meeting invitations fail to send

**\*\*Solutions\*\***:

1. Check email configuration

2. Verify recipient email addresses

3. Ensure internet connection

4. Contact system administrator

### Report Submission Issues

#### Cannot Submit Reports

**\*\*Problem\*\***: Report submission fails

**\*\*Solutions\*\***:

1. Verify resolution assignment

2. Check required field completion

3. Ensure progress details meet minimum length

4. Verify performance percentage is valid (0-100%)

#### Reports Not Saving

**\*\*Problem\*\***: Reports disappear after submission

**\*\*Solutions\*\***:

1. Check internet connection

2. Verify database connectivity

3. Contact administrator for data recovery

4. Try resubmitting report

### Performance Issues

#### Slow Loading Times

**\*\*Problem\*\***: System responds slowly

**\*\*Solutions\*\***:

1. Check internet connection speed

2. Close unnecessary browser tabs

3. Clear browser cache

4. Try different browser

#### Data Not Updating

**\*\*Problem\*\***: Information appears outdated

**\*\*Solutions\*\***:

1. Refresh the page

2. Check internet connection

3. Verify database connectivity

4. Contact administrator

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## Support Information

### Getting Help

**\*\*System Administrator Contact:\*\***

- **\*\*Email\*\***: admin@earaconnect.com

- **\*\*Phone\*\***: [Contact your local administrator]

- **\*\*Office Hours\*\***: [Contact your local administrator]

**\*\*Technical Support:\*\***

- **\*\*Email\*\***: [Contact your local administrator]

- **\*\*Response Time\*\***: Within 24 hours during business days

**\*\*End of User Guide\*\***

*\*This document is maintained by the EARACONNECT Development Team. For updates and revisions, contact your system administrator.\**

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**\*\*Document Version History:\*\***

- **\*\*v4.0\*\*** (January 2025): Initial comprehensive user guide

- **\*\*Previous versions\*\***: Available through administrator