

National Housing and Construction Company (NHCC)



National Housing & Construction Company Ltd
Titles Management System (TMS)

TMS

Title Management Systemsss

User Manual

Date	March 2020
Author	InfoTronics Business Systems



InfoTronics Business Systems

25 North-South Close

P.o. Box 16190,

Kampala Uganda

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Acronyms and Abbreviations

BI	-	Business Intelligence
HTML	-	Hypertext Markup Language
NHCC	-	National Housing and Construction Company Limited
ICT	-	Information and Communication Technology
IIS	-	Internet Information Services
IT	-	Information Technology
MB	-	Mega Bytes
TMS	-	Title Management System
URL	-	Uniform Resource Locator
SQL	-	Structured-Query-Language
UNC	-	Universal Naming Convention
URL	-	Uniform Resource Locator



1 Introduction

National Housing and Construction Company Limited (NHCC), is a Ugandan construction and real estate management company, partly owned by the Uganda government. The Company's mandate is to increase the housing stock in the country, rehabilitate the housing industry and encourage Ugandans to own homes in an organized environment. However, to manage housing and structures owned by NHCC, there is the Title Management System (TMS) which is computerized to provide NHCC with means of monitoring and tracking titles through six (6) main modules. This user manual will provide a step by step guide on how to use the web application designed by NHCC.

The software offers end-to-end tracking, meaning that it follows titles from the moment they are added into the system to the final moment when they are approved. However, before a title is approved, it may under go through a series of activities which include among: rejection, editing and unlocking as these will be explained in the subsequent sections of this manual guide document.



2 Getting Started

2.1 Log In

To access the TMS system, open your web browser from a desktop/laptop computer on the company (NHCC) network. In the URL address bar, type in the web address given to you by your system's administrator to access the application. For example; ***http://nhccldc4/TMS***

If the address entered is correct, the Login window shown in

Figure 1 will be launched requiring you to sign in with the Email and Password (**Represented by label 1 in**

Figure 1) you registered with on the system when creating an account.

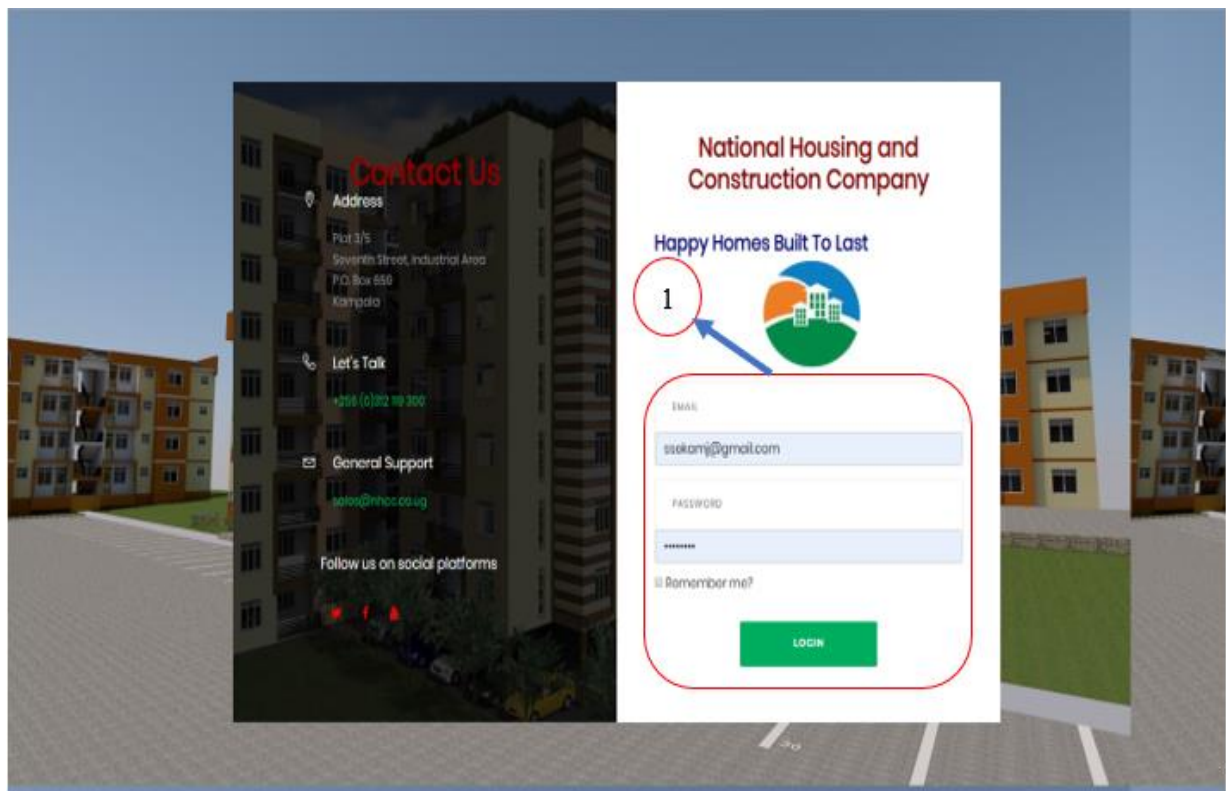


Figure 1: Login Window

To Login to the system:

- Enter your email in the email box provided.
- Enter your password associated with the email entered in the email field.
- After entering both the Email and Password, click on the Log In button.



Note: Emails and Passwords are case sensitive and any difference in the characters will render the log in unsuccessful.

Therefore, whatever is entered in the email and password fields should be exactly the same as what was registered with initially at the time an account on the system was created.

On successful log in to the system, the user is redirected to the dashboard that summarises data contained in the NHCC database. All users that successfully Log in to system access the dashboard page first before viewing any other forms in the application.

2.2 Login Security Features

2.2.1 Failed Login Attempts

This security feature locks out a user from accessing the system if he/she has reached a defined number of failed (unsuccessful) log in attempts. It helps to prevent unauthorized users from trying random passwords to break into the system.

Incase the number of failed login attempts is reached, the user gets a message alerting them that their account has been deactivated and they should contact the System Administrator to re-activate the account.



3 Using the system

This section provides a detailed description and operation of system tab functions.

3.1 Home Tab

The tab provides a general summary in form of dashboards of data in the NHCC database regarding the NHCC titles. The dashboards are real time in that each time a change is made in the database, the changes are reflected on the dashboard.

To view the dashboards, the user clicks on the Home tab in the main menu and the dashboards will be loaded providing a summary of the data.

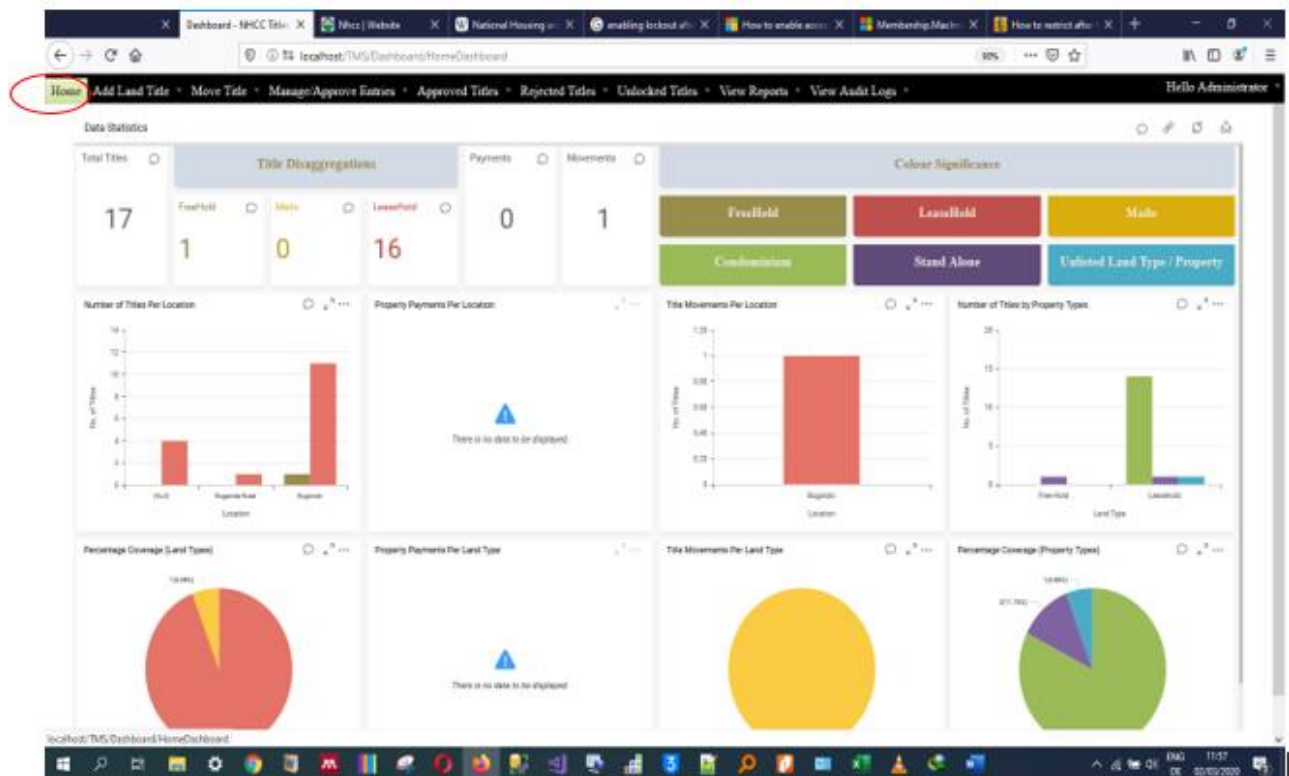


Figure 2: System Dashboard



3.2 Add Land Title Tab

This tab consists of two other modules (Land Titles and Payment) that help users to add new land titles and title payments to the system (*Represented by* 1 *in Figure 3*).

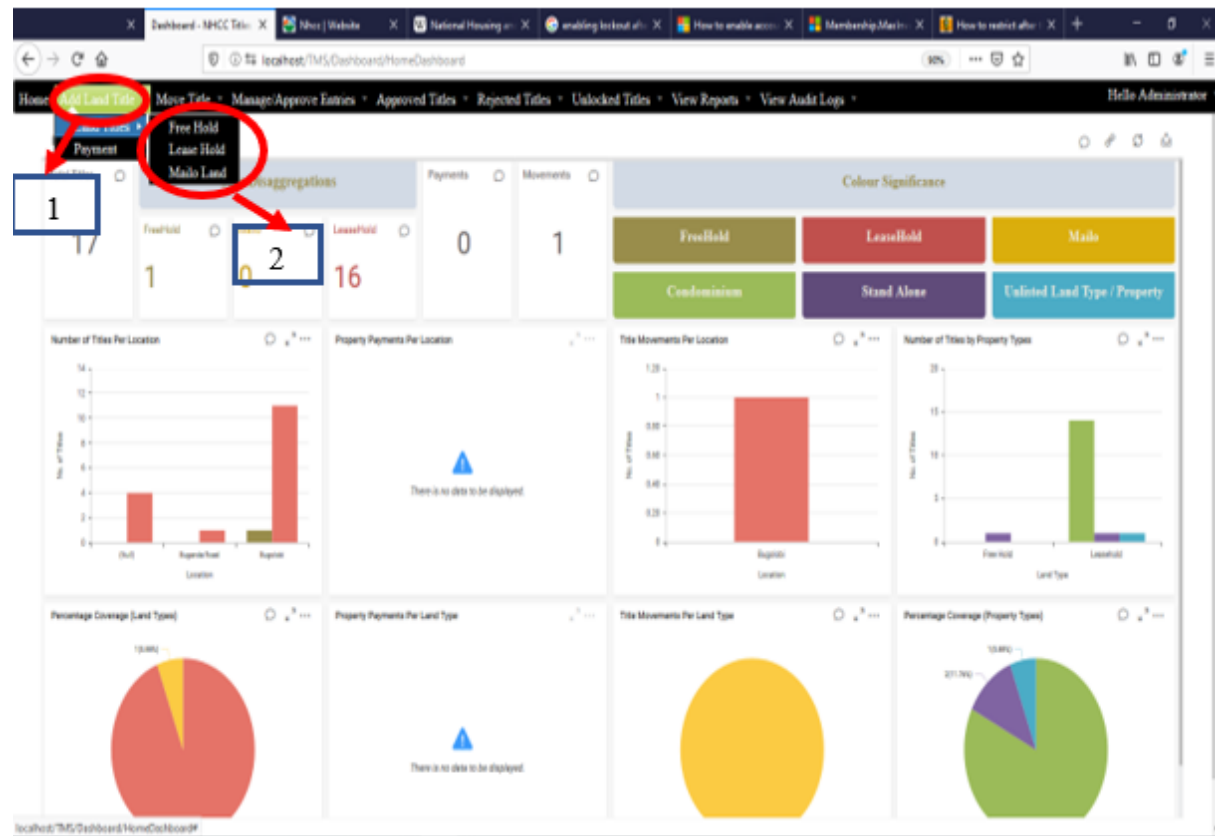


Figure 3: Add Land Titles

The land title module consists of three sub modules that is: Free Hold, Lease Hold and Mailo Land (*Represented by* 2 *in Figure 3*) that are used to add new titles to the system. All the forms provide different formats in which details about the titles are entered into the system.



3.2.1 Land Titles

3.2.1.1 Free Hold Titles

The form is used to capture details about Free Hold titles. However, the user is required to fill in all the mandatory fields (*marked with an asterisk (*)*) with data before saving the form. Incase any of the mandatory fields are left blank, a pop up informing the user about the required field (s) (**Figure 11**) will show up alerting them.

Add New Record

Free Hold Property Title Details

Free Hold Property Title Details

Fields marked with Asterisk(*) are required

Location *	Project Code	Parent Title *
No Parent Title? <input type="checkbox"/>	Volume *	Folio * Enter value
Lease Type Free Hold	Property Type	Unit Number
Block Number	Flat Number	Plot Number
Plan Number	Unit Factor	Area of Unit
District	County	Subcounty
Floor Area Leased	Plot Size	Plot Size (Units)
Sold or Transferred? <input type="checkbox"/>	Proprietor's Address	Board Minute Release
Value of Property	Valuer	Date of Valuation Select date
General Remarks		

Figure 4:Free Hold titles capture form

3.2.1.2 Lease Hold Titles

The form is used to capture details about Lease Hold titles. However, the user is required to fill in all fields (*marked with an asterisk (*)*) with data before saving the form. Incase any of the fields marked with the asterisk are left blank, a pop up informing the user about the required field (s) (**Figure 11**) will show up and the form will not be saved.



Leasehold Property Title

Lease Hold Property Title Details

Fields marked with Asterisk(*) are required

Location *	Project Code	Parent Title *
No Parent Title? <input type="checkbox"/>	Lease Type	Volume *
Folio * Enter value	Property Type	Unit Number
Flat Number	Block Number	Plan Number
Plot Number	District	County
Subcounty	Lease Start Date	Lease End Date
Lease Offered By	Number of Years (Lease)	Area of Unit
Floor Area Leased	Unit Factor	Plot Size
Plot Size (Units)	Proprietor's Address	Board Minute Release
Sold or Transferred? <input type="checkbox"/>	Value of Property	Valuer
Date of Valuation	General Remarks	

Save Cancel

Figure 5: Lease Hold titles capture form

3.2.1.3 Mailo Land Titles

The form is used to record details about Mailo Land titles. However, the user is required to fill in all fields (**marked with an asterisk (*)**) with data before saving the form. In case any of the fields marked with the asterisk are left blank, a pop up informing the user about the required field (s) (**Figure 11**) will show up and the form will not be saved.

More so, under the Mailo Titles form, there are a couple of checks on the form as explained below:

- All Condominium properties (*Under the Property Type*) require a Unit Number. Without entering a Unit Number for Condominium properties, the title will not be saved and a message alert (**Figure 7**) of what is required will be displayed on the screen.



- All Stand Alone properties or an Unlisted Land Types (*Under the Property Type*) require a Plot Number. Without a Unit Number for Stand Alone properties or an Unlisted Land Types, the title will not be saved and a message alert (**Figure 8 and Figure 9 respectively**) of what is required will be displayed on the screen.

Mailo Property Title

Mailo Property Title Details

Mailo Property Title Details

Fields marked with Asterisk(*) are required

Location * Project Code Parent Title *

No Parent Title? ☐ Lease Type Property Type

Unit Number Block Number Flat Number

Plan Number Floor Area Leased Plot Number

District County Subcounty

Area of Unit Unit Factor Proprietor's Address

Board Minute Release Sold or Transferred? ☐ Plot Size

Plot Size (Units) Value of Property Valuer

Date of Valuation General Remarks

Figure 6:Mailo Land Titles form

All Condominium Properties require a Unit Number (Record Not Saved)!

Figure 7:Condominium Property message pop up.

All Stand Alone Properties require a Plot Number (Record Not Saved)!

Figure 8:Stand Alone Property message pop up.





Figure 9: Unlisted land types / Properties message pop up.

3.2.2 Payments

The payments module provides a form to record payment details of titles in the system. To add a title payment, the user has to ensure that all fields on the form (*marked with an asterisk (*)*) are filled in with information. In case any of these fields contains no data and the user continues to save the form, a pop up message (*Figure 11*) alerting him that the field(s) are required will show on the computer screen.

Figure 10: Title Payment Form

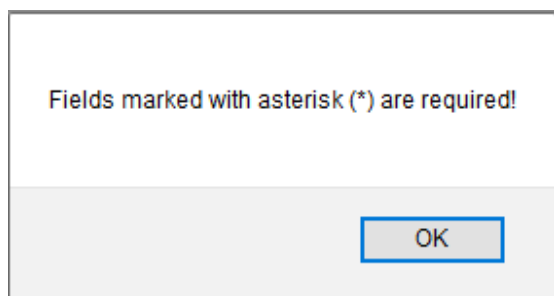


Figure 11: Pop up for required fields



3.3 Move Title Tab

3.3.1 Titles Movement

This module is used by NHCC to move already existing titles in the database. Fields that are marked with an asterisk (*) are required; and the form can not be saved without information in these fields.

The module helps to:

- Track the movement of land titles between NHCC and financial institutions.
- Track the movement of land titles between NHCC, legal firms and the lands office.
- Track land titles to properties offered.
- Track lease expiry and notifications for renewal.
- Track changes to land titles on large properties being sub divided.

The screenshot shows a web application window titled "Add New Record" with a close button (X) in the top right corner. Below the title bar, there is a tab labeled "Add Property Title Movement". A note states: "Fields marked with Asterisk(*) are required". The form is organized into several sections:

- Location *:** A dropdown menu.
- Folio *:** A dropdown menu.
- Movement Date:** A date picker with the text "Select date".
- Destination *:** A dropdown menu.
- Additional Information:** A section containing:
 - Unit Number:** A text input field.
 - Outward:** A checkbox.
- Parent Title *:** A dropdown menu.
- Project Code *:** A dropdown menu.
- Title Transfer In NHCC?:** A checkbox.
- Purpose *:** A dropdown menu.
- Flat Number:** A text input field.
- Destination Address:** A large text area.
- Directors:** A large text area.
- Volume *:** A dropdown menu.
- Movement Serial Number *:** A text input field with the placeholder "Enter value".
- Return Date:** A date picker with the text "Select date".
- Additional Information?:** A checkbox.
- Plot Number:** A text input field.
- Lawyers:** A large text area.
- Remark:** A large text area.

At the bottom of the form, there are two buttons: a green "Save" button with a disk icon and a red "Cancel" button with a close icon.

Figure 12: Title Movements form

3.4 Manage / Approve Entries Tab

The manage / approve entries module (**Represented by 1 in Figure 13**) is used by the title approver to perform specific actions on the entered titles. The approver takes action depending on what is reliable for a specific title. The actions taken might include, rejection of a title or approve the title as the final title (**as seen in Figure 14**).



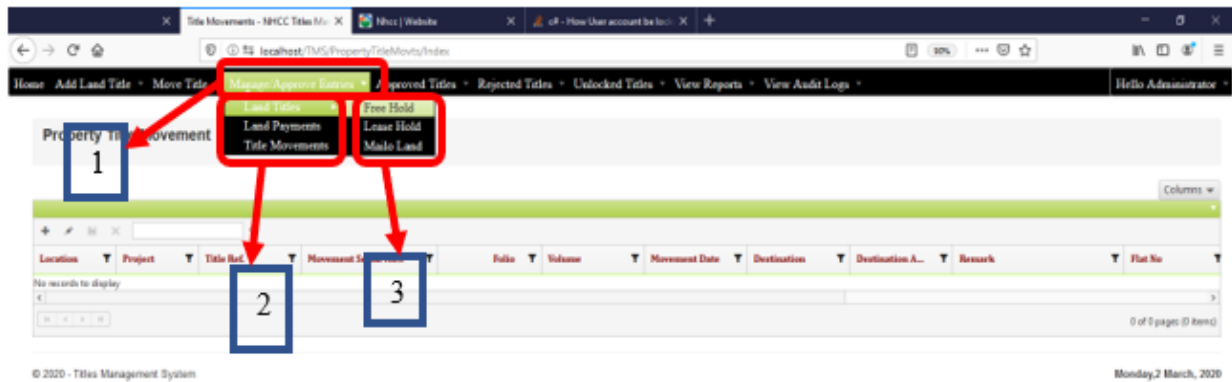


Figure 13: Manage / Approve Entries menu

However, when a title is rejected, the desired updates have to be made on that particular title depending on the reason for rejection from the approver. After the correction is made on the rejected title, the title is submitted back to the approver for review and take action.

The module consists of three sub modules that include: *Land Titles, Land Payments and Title Movements (Represented by 2 in Figure 13).*

For all the sub modules, the actions taken on the titles are: *Approving titles or Rejecting the titles* as shown in *Figure 14*. However, for all titles that are newly entered, they take on the *Pending Approval* action by default.

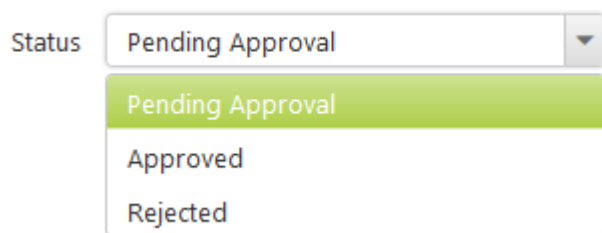


Figure 14: Title actions

3.4.1 Land Title

The Land Title module consists of three sub modules that is: Free Hold, Lease Hold and Mailo Land (*Represented by 3 in Figure 13*) that are used to apply action on the different land types by the approver/authorizer.

3.4.2 Land Payments

The module is used to apply action on title payments entered into the system.



3.4.3 Title Movements

The module is used to apply action on title movements entered into the system.

3.5 Approved Titles Tab

This module (**Represented by** 1 **in Figure 15**) is used to view titles that have been approved for final storage in the database. These are titles that have been checked thoroughly and proved error free and therefore they can be used for future reference. The module consists of three sub

modules namely: Land Titles, Payments and Title Movements (**Represented by** 2 **in Figure 15**).

Approved titles are non editable, they can only be viewed unless when the titles have been unlocked for editing.

Under the Land Title sub menu, the Land Titles are disaggregated into Free Hold, Lease Hold and Mailo Land titles (**Represented by** 3 **in Figure 15**).

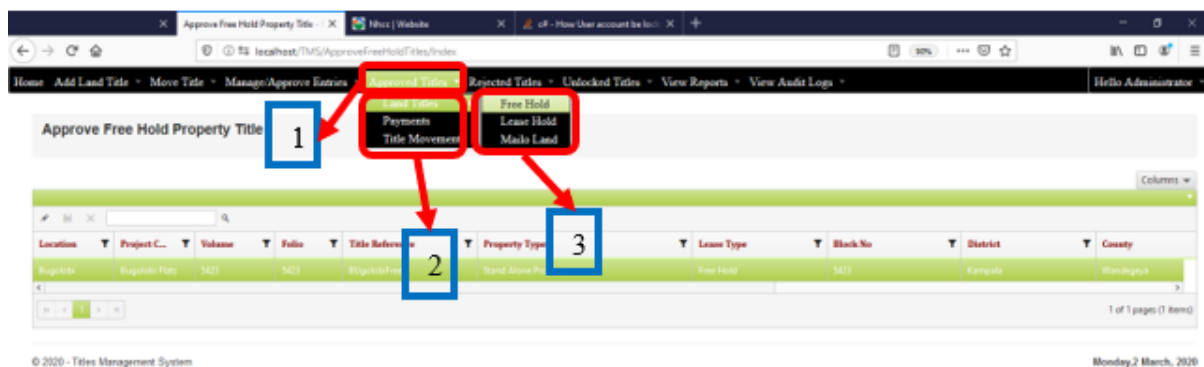


Figure 15: Approved Titles Menu

3.5.1 Land Title

The Land Title module consists of three sub modules that is: Free Hold, Lease Hold and Mailo

Land (**Represented by** 3 **in Figure 15**) that are used to apply action on the different land types by the approver/authorizer.

3.5.2 Land Payments

The module is used to view title payments entered into the system.

3.5.3 Title Movements

The module is used to view title movements entered into the system.



3.6 Rejected Titles Tab

This module (**Represented by** 1 **in Figure 16**) is used to view titles that have been rejected by the authorizer / approver of the titles entered. Titles rejected appear under this module with a comment detailing the reason why the title was rejected.

The module consists of three sub modules namely: Land Titles, Payments and Title Movements (**Represented by** 2 **in Figure 16**).

Under the Free Hold sub menu, the Land Titles are disaggregated into Free Hold, Lease Hold and Mailo Land titles.

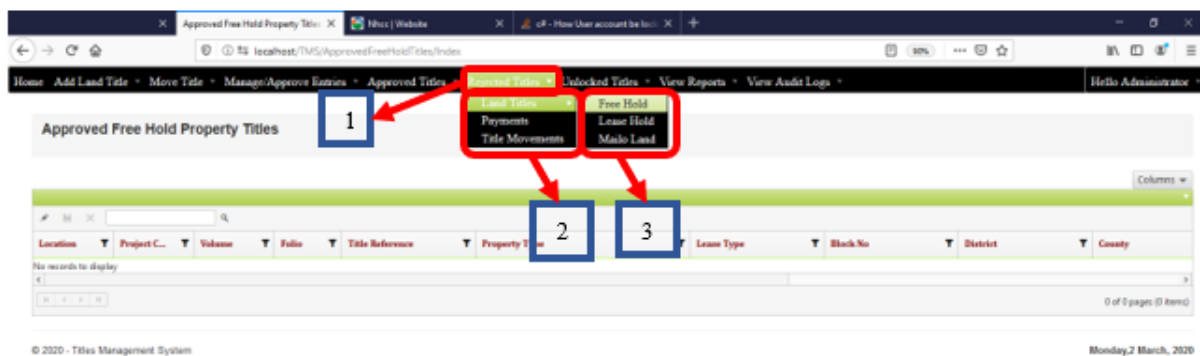


Figure 16:Rejected Titles Menu

3.6.1 Land Title

The Land Title module consists of three sub modules that is: Free Hold, Lease Hold and Mailo Land (**Represented by** 3 **in Figure 16**) that are used to make corrections to rejected titles.

3.6.2 Land Payments

The module is used to make corrections to rejected title payments.

3.6.3 Title Movements

The module is used to make corrections to rejected title movements.



3.7 Unlocked Titles Tab

This module (*Represented by* 1 *in Figure 17*) is used to view titles that have been unlocked for editing by the authorizer / approver of the titles. Titles unlocked are titles that were approved but require editing to capture changes on these titles.

The module consists of three sub modules namely: Land Titles, Payments and Title Movements (*Represented by* 2 *in Figure 17*).

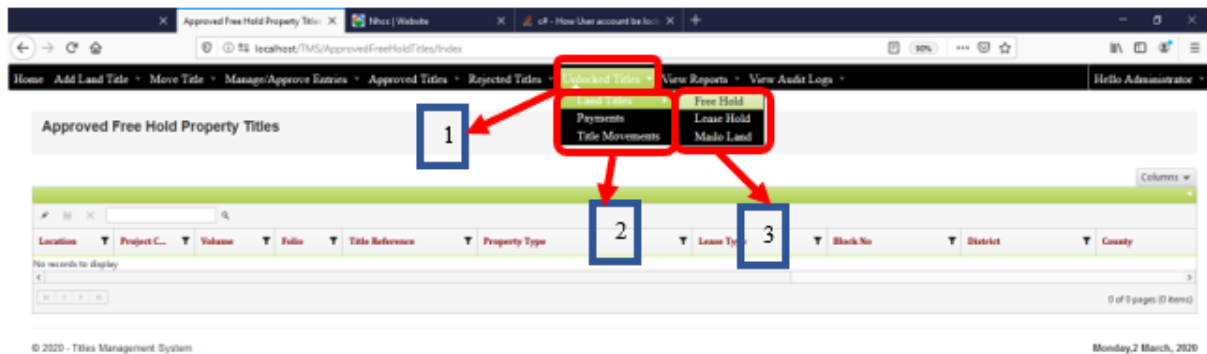


Figure 17: Unlocked Titles Menu

3.7.1 Land Title

The Land Title module consists of three sub modules that is: Free Hold, Lease Hold and Mailo Land (*Represented by* 3 *in Figure 16*) that are used to make corrections to unlocked titles.

3.7.2 Land Payments

The module is used to make corrections to unlocked title payments.

3.7.3 Title Movements

The module is used to make corrections to unlocked title movements.

3.8 View Reports Tab

The menu (*Represented by* 1 *in Figure 18*) is used to draw analytical reports from the available NHCC data in the database. It consists of nine (9) sub menus for the different reports (*Represented by* 2 *in Figure 18*).





Figure 18:View Reports Menu

The reports include:

3.8.1 Land Titles

The module consists of four sub modules (*Represented by* 3 *in Figure 18*) from which different reports are drawn according to the land types. The reports drawn under this module include:

3.8.1.1 All Titles

The sub module displays records of all titles regardless of the land type. It returns all the existing titles in the database. However, filters (*marked on Figure 19*) are provided in the module to select which land type results to view.

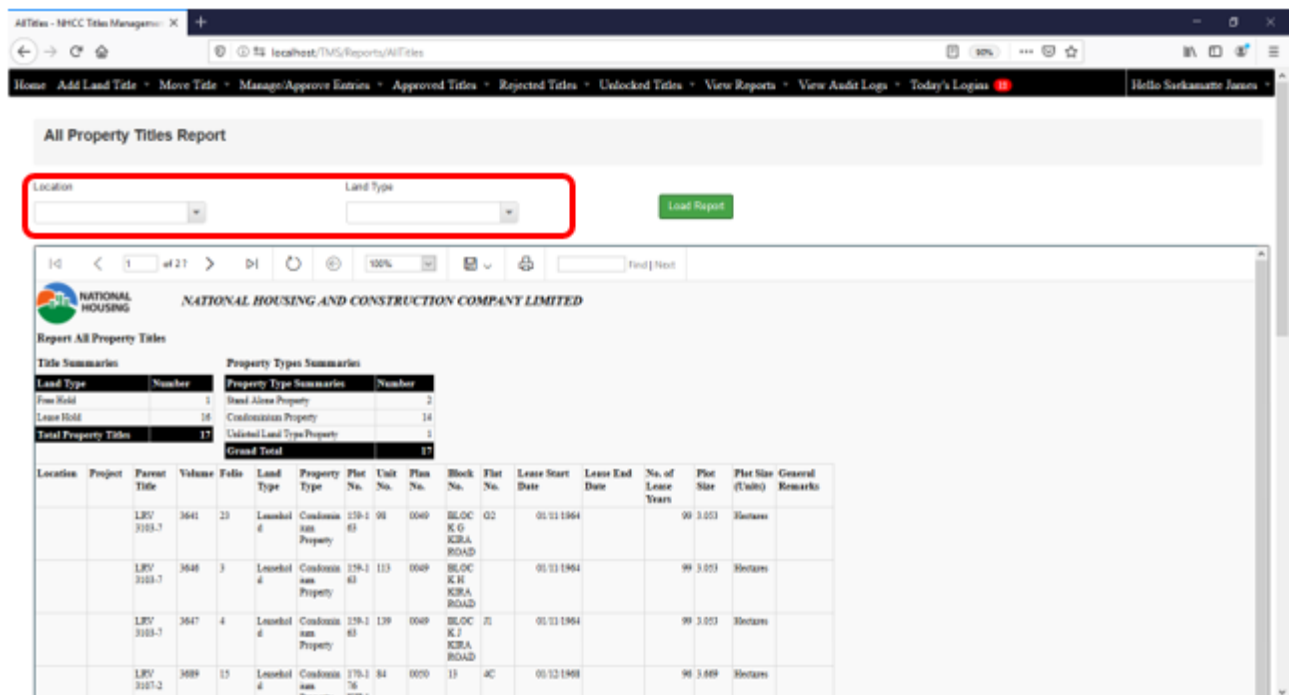


Figure 19:All Land Titles Report



3.8.1.2 Free Hold

The sub module displays records of only Free Hold titles.

3.8.1.3 Lease Hold

The sub module displays records of only Lease Hold titles.

3.8.1.4 Mailo Land

The sub module displays records of only Mailo Land titles.

3.8.2 Property Types

The sub module (*Represented by* 1 *in Figure 20*) consists of three sub modules namely: Stand Alone Properties, Condominium and the Unlisted Land Types/ Properties as shown in (*Represented by* 2 *in Figure 20*)

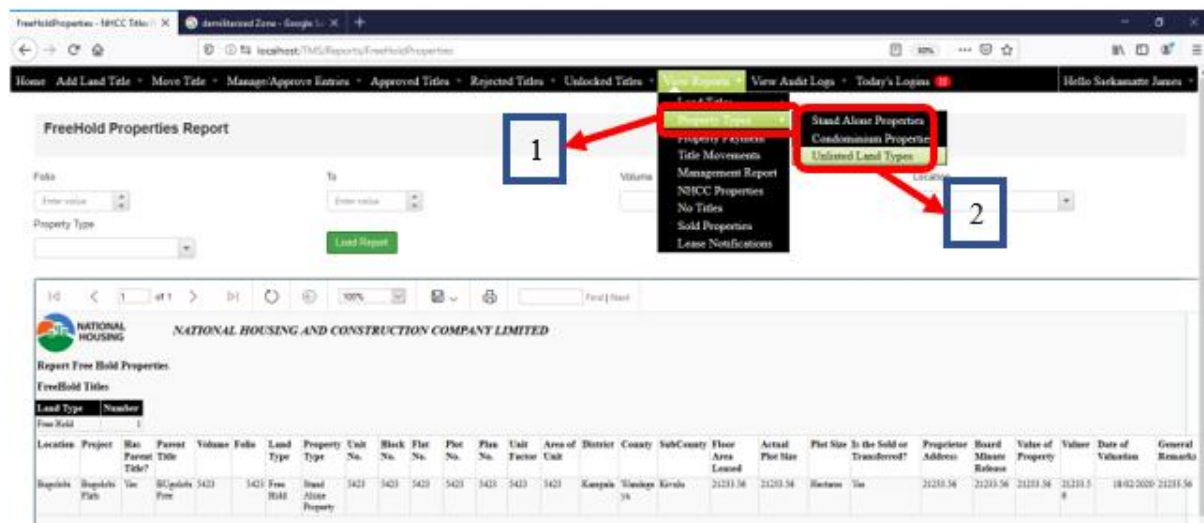


Figure 20:Property Types Report Menu

The sub module is then disaggregated into three different property types (*Represented by* 2 *in Figure 20*) namely:

3.8.3 Stand Alone Properties

The report returns only titles that are Stand Alone Properties.



Figure 21: Stand Alone Properties Menu

3.8.4 Condominium Properties:

The report returns only records that are Condominium Properties.

Figure 22: Condominium Properties Menu

3.8.5 Unlisted Land Types

The report returns only records that are Unlisted Land Types.

Figure 23: Unlisted Land Types Menu

3.8.6 Property Payments

The module displays records of all existing titles on which payments have been made. It consists a number of filter parameters as shown in **Figure 24** that the user specifies what information he would want to view in the report.

After the filter parameters are set, the user clicks on the Load Report button to view the report details from the database.



Figure 24:Property Payments Menu

3.8.7 Title Movements

The module draws a report of titles that have been moved by National Housing. It consists of filter parameters as shown in **Figure 25** that the user specifies what information he would want to view in the report.

After the filter parameters are set, the user clicks on the Load Report button to view the report details from the database.

Figure 25:Title Movements Menu

3.8.8 Management Report

The report is used to provide a summary of titles in NHCC different locations. The report provides results of the total number of titles existing in a particular National Housing location.

However, it consists of filters as shown in **Figure 26** to specify which location and the property type's summary the user might want to view.

Figure 26:Management Report Menu



3.8.9 NHCC Properties

The NHCC properties report draws a report regarding information about all the National Housing properties that have been entered in the database. The title information can be filtered according to the Location, Title Reference and the Land Type.

Depending on what information the user wants, he can filter out the information using these filters.

Figure 27: NHCC Properties Report

3.8.10 No Titles

The report shows records of titles that do not have Title References under them. The title reference is recorded as “*No Title*” for such kind of titles. Records can be filtered out using the Location and Land Type parameters shown in *Figure 28*.

Figure 28: No Titles Report

3.8.11 Sold Properties

The report contains details of National Housing properties that have been sold off from the company premises. It contains filters a user can use to specify which information he would like to view in the report. The existing parameters on the report are: Location, Title Reference and the Land Type as shown in *Figure 29*.

Figure 29: Sold Properties Report



3.8.12 Lease Notifications

The report is used to display a summary of titles' lease start dates and the lease end dates. It is used for easy tracking of the lease offers in NHCC to their clients.

The report summarizes the number of days for the title lease to end, the number of hours and the number of years remaining for the lease to end.

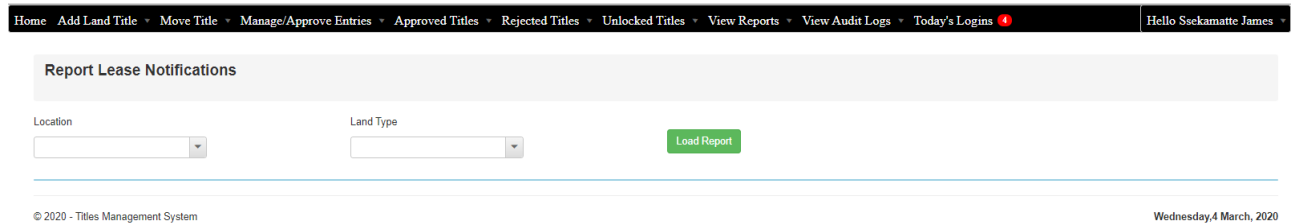


Figure 30: View Reports Menu

3.9 View Audit Logs Tab

The Audit Logs Tab is used by the TMS system administrator to keep track of all actions performed on the system. The actions include Adding titles, Approving titles, Editing Titles and Unlocking titles. The system maintains a record of the system activity which helps the NHCC team to easily know in case there is any interrupted usage of the system like hacking or if there are any technical problems.



Figure 31: Audit Logs Menu

The View Audit Logs tab is disaggregated into four sub menus to easily keep track of the different actions on the system. The sub menus include:

3.9.1 Added Titles

The module (**Represented by** 1 **in Figure 32**) is used to draw audit log reports for Added Land Titles, Title Payments and Title Movements.





Figure 32: Audit Log Added Titles Menu

The module is disaggregated into three (3) sub modules (*Represented by* 2 *in Figure 32*) namely: Land Titles, Title Payments and Title Movements to draw reports for added titles.

3.9.2 Approved Titles

The module (*Represented by* 1 *in Figure 33*) is used to draw audit log reports for Approved Land Titles, Title Payments and Title Movements.



Figure 33: Audit Log Approved Titles Menu

The module is disaggregated into three (3) sub modules (*Represented by* 2 *in Figure 33*) namely: Land Titles, Title Payments and Title Movements to draw reports for approved titles.

3.9.3 Edited Titles

The module (*Represented by* 1 *in Figure 34*) is used to draw audit log reports for Edited Land Titles, Title Payments and Title Movements.

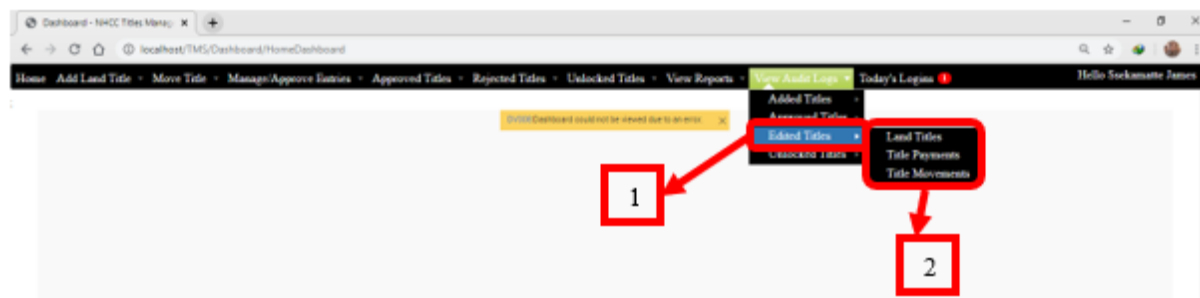


Figure 34: Audit Log Edited Titles Menu



The module is disaggregated into three (3) sub modules (*Represented by* 2 *in Figure 34*) namely: Land Titles, Title Payments and Title Movements to draw reports for edited titles.

3.9.4 Unlocked Titles:

The module (*Represented by* 1 *in Figure 35*) is used to draw audit log reports for Unlocked Land Titles, Title Payments and Title Movements.

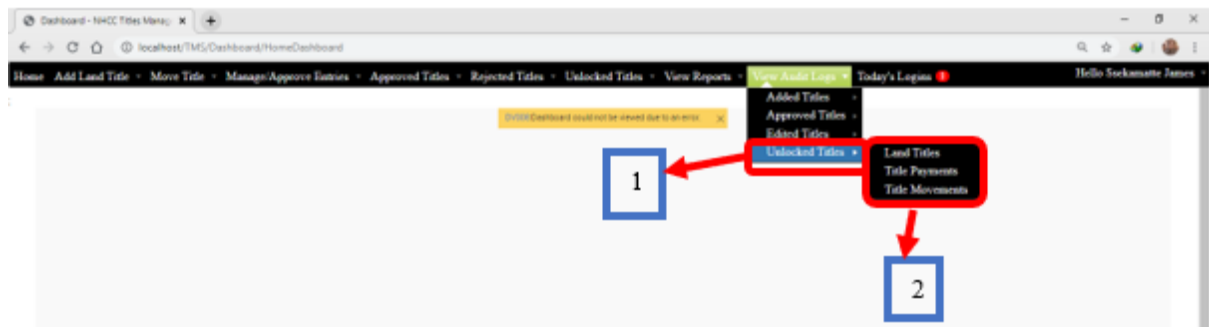


Figure 35: Audit Log Unlocked Titles Menu

The module is disaggregated into three (3) sub modules (*Represented by* 2 *in Figure 35*) namely: Land Titles, Title Payments and Title Movements to draw reports for unlocked titles.



END

