Administration module

It can be assessed by only two roles: Master Administrator (or short Master) and Administrator.

Master – is top level administrator, on the national level. It can access all the regions and districts.

Administrator – is on the district level. It can access only the district that is responsible for. It should be automatically logged to their district.

Master – can add new administrators and other users with all the roles.

Administrator – can add every role except for the Master administrator and Administrator.

Master – can add roles on the national / regional and district level.

Administrator – add role on the district level only.

Admin module should have the following functionalities:

**Labels:**

1. Labels can be active or passive.
2. Add new label. This has to be done in collaboration with application maintenance / programmer.
3. Change the label. Possibility to change the labels on the national level. Labels should be on the national level.
4. Make label inactive. This has to be done in collaboration with application maintenance / programmer. Because the position where the label was will remain empty and the layout of the page / report might not be correct.

**Regions, Districts, Sub-Districts, Zones**

1. They can be active or passive
2. Adding new Region (code and name). Only Master can do it.
3. Adding new District (code, name and parent Region). It can be done only if the Region exists. District cannot be self-contained. Only Master can do it.
4. Adding new Sub-District (code, name and parent District). It can be done only if the District exists. Sub-District cannot be self-contained. Master or Administrator can do it.

NEEDS CLARIFICATION: Does every District have sub-district?

1. Adding new Zone (code, name and parent Sub-District). It can be done only if the Sub-District exists. Zones cannot be self-contained. Master or Administrator can do it.

NEEDS CLARIFICATION: Does every sub-district have zones, are zones on district as well as on sub-district?

1. Modifying a Region (code and name). All the “children” will have their parent id changed. Done by Master.

Warning: In case of code change all the previous recorded revenue will point to the non-existent Region. In case of the name change all the previous records will point to the new name, history is lost.

Recommendation: 1. Write a one use script to change all the revenues in the DB to the new region. 2. Change the old name to Region\_OLD this way the old revenues will point to something that existed and all the new revenues will point to the new region. Make the Region\_OLD passive / inactive.

1. Modifying a District. The “parent” region and all the “children” will have their referring id changed. Done by Master.

Same Warning and Recommendation

1. Modifying a Sub-District. The “parent” district and all the “children” will have their referring id changed. Master or Administrator can do it. TO BE CLARIFIED !!!

Same Warning and Recommendation

1. Modifying a Zone. The “parent” sub-district will have their referring id changed. Master or Administrator can do it. TO BE CLARIFIED !!!

Same Warning and Recommendation

1. Make Region passive. This will make all the region’s districts and their subsequent sub-districts and zones passive. Done by Master.

Warning: All the previous revenue data will be passive i.e. not showing in reports.

Recommendation: Write a one use script to change all the revenues in the DB to the new region.

1. Make District passive. This will make all the district’s sub-districts and their subsequent zones passive. Done by Master. TO BE CLARIFIED !!!
2. Make Sub-District passive. This will make all the sub-district’s zones passive. Done by Master or administrator. TO BE CLARIFIED !!!
3. Make Zone passive. Done by Master or administrator.

**Land Evaluation Data:**

1. Import the land valuation data. Simple csv format data (or any other agreeable format) should be easy uploaded to the system by the administrator or master (if necessary).
2. Update the land valuation data. This will override the current land evaluation data for the designated district. E.g. District Ho does an update on the land evaluation data in January and in February the new file Ho.csv is uploaded, then the previous file Ho.csv will be overridden.

Recommendation. Create the back up of the previous land evaluation data by renaming it to xxxxxx\_old.csv and only then upload the new file. After the new file is tested successfully, administrator / master may delete the xxxxxx\_old.csv.

1. Delete / Remove land valuation data. It is not recommended to remove the land evaluation data since the top-rev application will not function otherwise.

**Rates and Rate impost**

1. Module for importing the agreed format for rates and rate imposts.
2. Adding new rates and rate imposts for code and name. Done by Master.
3. Adding new rate, rate impost values or modifying existing ones. Done by Administrator on individual district level.
4. Modifying code and name. Done by master.

Warning: All the old revenue that pointed to that rate code will not correspond in values.

Recommendation: Make the current rate into passive and then introduce the new rate

1. Making a rate/rate impost passive or change the value to 0 (zero). Done by master or administrator.

**business\_category**

**business\_class**

**business\_subclass**

**business\_location**

**business\_employees**

**business\_area**

**business\_pumps**

**business\_storage\_capacity**

**business\_nature**

**business\_environment\_impact**

**business\_type**

**business\_code – in the future this will substitute the above 11**

1. Module for importing the agreed format for individual above ones.
2. Adding new code and name. Done by Master.
3. Adding new values or modifying existing ones. Done by Administrator on individual district level.
4. Modifying code and name. Done by master.

Warning: All the old revenue that pointed to that code will not correspond in values.

Recommendation: Make the current XXXXX into passive and then introduce the new XXXXX

1. Making a XXXXX passive or change the value to 0 (zero). Done by master or administrator.

**Fees and Fines**

1. Module for importing the agreed format for fees and fines.
2. Adding new code and name. Done by Master. Automatic e-mail to other administrators for new addition.
3. Adding new values or modifying existing ones. Done by Administrator on individual district level.
4. Modifying code and name. Done by master.

Warning: All the old revenue that pointed to that code will not correspond in values.

Recommendation: Make the current XXXXX into passive and then introduce the new XXXXX

1. Making a XXXXX passive or change the value to 0 (zero). Done by master or administrator.

**Users and Roles**

1. Adding new role code and title. Done by Master and implemented by programmer.
2. Adding new users or modifying existing ones. Done by Administrator on individual district level. Auto populate district field (without the possibility to change) for the new user, based on the administrators’ district.
3. Making a user passive. Done by master or administrator.

**Export**

1. Agree on the export format with gifmis based on the chart of accounts.

**Back-up**

1. Automatic back-up of data, daily. Controlled by master and administrators.
2. Manual back-up of data, monthly. Controlled by master and administrators.
3. Manual back-up of previous month and data back-ups, monthly. Controlled by master and administrators.