# Manage Resolution

## Create a resolution / proceeding

In the GBC meeting various topics are discussed and resolutions are passed. The meeting is conducted at regular intervals. The resolutions are updated in the portal for the users to access.

The following details are captured:

* Topic Number
* Month and the Year in which the meeting is conducted
* Preamble: a brief description about the topic being discussed
* Proposed By - Seconded By
* Resolution passed on the particular topic
* Voting: Can be passed unanimously (everyone agrees) or through voting (need to capture votes)
* Srila Prabhupada Vani citations that form the basis for the topic / resolution
* Any special note (text field to capture any special note)
* Implementation Agency (a text field to capture the implementation agency)
* Disseminate To (a text field to capture who should be informed about this resolution)

The resolution can be saved or published. Only resolutions that are published can be viewed by the portal users. Sometimes the topics are discussed but no resolutions are passed. In such case, the proceedings will be stored (there will be no resolution and no voting).

## Categorize the Resolution

The resolutions are assigned a particular category and sub-category. The list of categories and sub categories shall be provided by the GBC Secretariat.

## Attach a Document

The resolution / proceeding can have an attachment. Currently restrict this to a single attachment. If there are multiple files, then it can be zipped into a single file and uploaded in the site.

## Tag the Resolution

Sometimes the resolutions are applicable to a specific center or a specific trust. Or it may be applicable to all the centers or all the trusts. The resolution may address the specific ministry or a department.

The resolutions can be tagged with the following:

* Specific Trust Names (if not tagged it is applicable to all trusts)
* Specific Centers (if not tagged it is applicable to all centers)
* Specific Ministries

## Set visibility of the resolution

The resolutions shall be viewed only by specific group of people as decided by the secretariat.

* Public resolutions are accessible to all and are also published in the website.
* Internal resolutions are accessible to all the users who have access to the portal and are also shared with the devotee community by publishing in notice boards or doing an announcement.
* Private resolutions are accessible to all the users who have access to the portal.
* Restricted resolutions are accessible only to specific groups.
* Confidential resolutions get encrypted and not available for access (remains unpublished)

The following are the groups of users:

* GBC - Governing Body Commissioners
* TP - Temple Presidents
* TC - Temple Commanders (who are in-charge of the ashram)

## Edit the resolution

The secretary can edit the resolution for making any correction. This can happen before publishing the resolution. Once published, any edits or changes to the resolution goes for approval (offline process) and then updated in the portal. A copy of the old version shall be stored and made accessible.

The resolution settings also can be changed. In this case a change log can be maintained. No need for changing the version in case of changes to the settings.

## Amend the Resolution

A resolution can be amended by another resolution passed later. When the user views the resolution, if there is an amendment to a resolution, it should be indicated and a link shall be available to access the latest resolution on that topic.

## Validate the resolution

The resolutions are automatically marked for validity check after 6 months. The secretariat user will get an option to set the next validation date (snooze option) or to dismiss the notification. Once dismissed the resolution will be marked as valid and will never be shown up for validity check thereafter.

# Manage Tasks

## Create a Task

The secretariat can create a task and assign it to the action owners. Each task can have multiple action owners. The target date will be specified by the creator of the task.

**Recurrence:** Task may recur. In this case, the recurrence pattern (monthly, quarterly, yearly) is captured. The target date of the first occurrence can be specified by the creator of the task. The recurring tasks can be created automatically by the system based on the recurrence pattern. The target dates are automatically computed based on the target date for the first occurrence.

## Edit a Task

The task can be edited to add or remove action owners or to change the target date. The recurrence pattern also may change sometimes.

## Track the Task Completion Status

The secretariat user can view the list of all tasks and the status of the same. If the task is assigned to multiple action owners, then the user can see the status for each action owner so that he can follow up with the respective action owners to get the task completed. The secretariat user can also cancel a specific task for a specific action owner.

## View the tasks

The action owner can view all the tasks assigned. Once the task is completed, the action owner can update the status of the task as completed and also update the date of completion. The action owner cannot cancel any task, but should contact the secretariat to get it canceled.

## Create an Action Item for a Resolution

An action item is a task that is attached to a resolution. A resolution can have multiple action items attached to it. These action items are created along with the resolutions. When these action items are shown in the task list a link to the corresponding resolution is also provided.

# Search Resolution

## Search the Resolution (text based search)

In the GBC Portal, the search user interface should allow a text based search.

* The resolutions in which the text pattern appears shall be shown in the search results page.
* The search results page displays the topic, the relevant portion of the resolution that contains the search text, the category, sub category and any tags attached to it.
* The user can click on the topic (which is a hyper link) to open the resolution and read it fully.
* Clicking on the category, sub category or the tags (which are all displayed as hyperlinks) shall display the resolutions that belong to that specific category / sub category / tag in the search results page.

## Advanced Search for the Resolutions

Advanced search allows the user to search with the combination of the following:

* Topic Number
* Month & Year
* Category & Sub category
* Tags attached to the resolution

# Manage User

## Crete user

GBC Portal is a confidential so, if someone has to access it, they should be a part of users of portal.

Users detail has to be captured based on the various parameters such as:

* Name
* Email – Id
* Login id to use while logging into the portal
* Password to login into portal
* Role to specify the access of portal to the user

Assign the access of portal to the user based on the role.

## Create group

## In GBC Portal users are to be grouped to provide the visibility of portal. The accesses of GBC Portal have to be divided based on the group.

## Assign users to a Group

Assign users of GBC portal to the groups to set the access for them. Each group is having the different level of access to the portal.