

BACK-END

Admin *one only*

- ✓ Unique access link
- ✓ Username/Password

FEATURES

WELCOME LOGIN PAGE

Admin to be able to ADD and EDIT the following to display on Welcome login page

- ✓ To add/edit a 5 character Site Code .eg ZNH01 to display on top right corner of screen
- ✓ To add/edit a 9 character Application version e.g v1.052024 to display on top right of screen
 - ✓ To add/delete LOGO for welcome page above LOGIN feature

USER LOGIN

Admin able to create

- ✓ Username/Password

USERS PERMISSIONS

- ✓ Users to have 3-tier access permissions
 - ✓ Permission 1 – Add/Edit All features
 - ✓ Permission 2 - Search/view/Print (All Features)
- ✓ Permission 3 – Add/Edit (Member +Joint Member details/Stand Number/Latlong/Size only)
 - ✓ Able to set 3-Tier access permissions for different Users

Time and Date

- ✓ Able to Setup / Update Time and Date

BackUp Files

- ✓ Able to perform Data BackUp offline

Form Details

- ✓ Add/Edit Logo for Forms
- ✓ Add/Edit Watermark on the Forms
- ✓ Add/Edit Organization Contact/Address details on the Forms

Auto Generated Numbers on the Forms

- ✓ The following forms should have auto created reference numbers and should begin with *site code * with unique reference numbers
 - ✓ New Entry – Personal
 - ✓ New Entry - Business
 - ✓ Recommendations - Personal

- ✓ Recommendations - Business
- ✓ Recommendations - General

Form Fields

- ✓ Feature to be able to Edit field Descriptions

Form Dropdown Names

- ✓ Feature to be able to Edit /Add Dropdown names

DROPDOWN DESCRIPTIONS

Gender - MALE/FEMALE

Disabilities – YES/NO

Land Use – RESIDENTIAL/BUSINESS

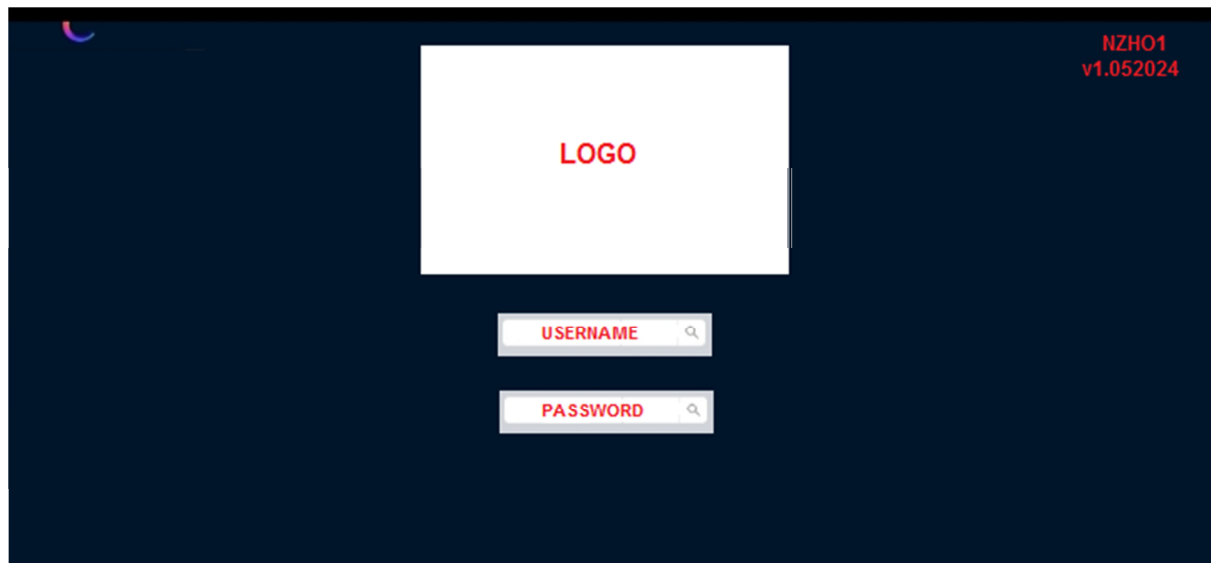
Business Type – As follows;

<ul style="list-style-type: none"> ✓ B&B Rooms ✓ Bottle Store ✓ Bus Company ✓ Butchery ✓ Brickyard ✓ Clinic ✓ Creche ✓ Carwash ✓ Church ✓ Community Project ✓ College ✓ Event Park ✓ General Store ✓ Farm – Crop ✓ Farm - Livestock ✓ Filling Station ✓ Food Stall ✓ Factory – Steel ✓ Factory – Clothes ✓ Factory – Timber ✓ Factory - Stones ✓ Funeral Parlour 	<ul style="list-style-type: none"> ✓ Hair Saloon ✓ Hardware ✓ Hotel ✓ Hospital ✓ Market ✓ Mechanic Shop ✓ Mortuary ✓ Restaurant ✓ Rental Rooms ✓ Rental Offices ✓ Rental Shops ✓ Retail Centre ✓ Resort ✓ Sand Stone Yard ✓ Stall Vegetable ✓ Spaza Shop ✓ Supermarkert ✓ Surgery ✓ Sign Board ✓ Sport Ground 	<ul style="list-style-type: none"> ✓ Timber Yard ✓ Tarven ✓ Taxi Rank ✓ Truck Stop ✓ Truck Company ✓ Public Sec School ✓ Public Prim School ✓ Private Comb School ✓ Private Prim School ✓ Private Sec School ✓ Workshop ✓ Other
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WELCOME PAGE

Must display 5 character Site code on top right > Refer to Backend features

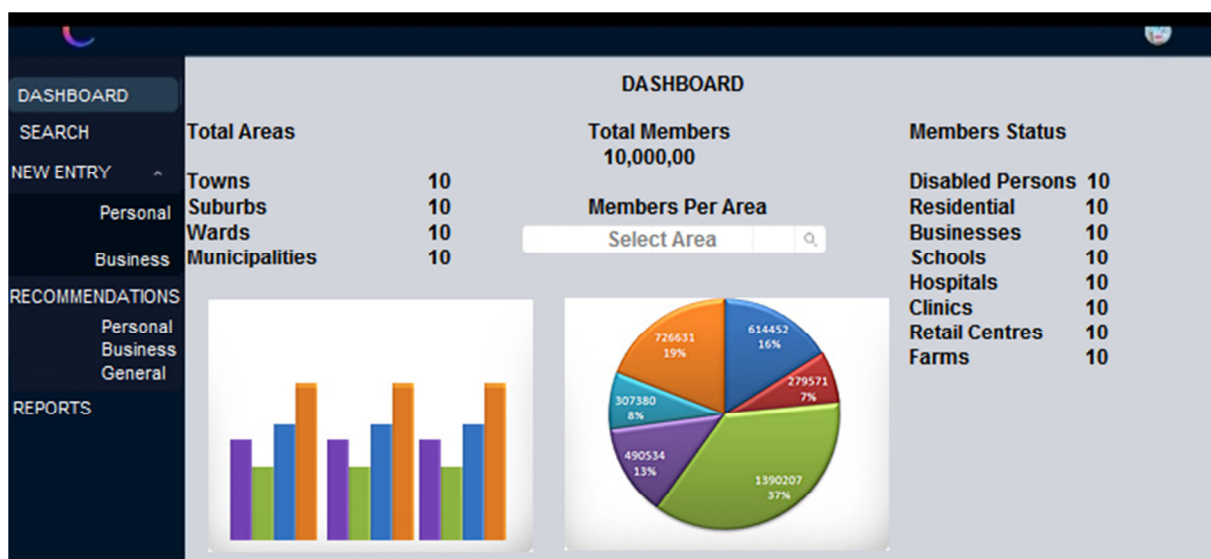
Must display 9 character Application Version on top right below site code > Refer to Backend features



Dashboard

Dashboard to include graph displaying to represent dashboard data .

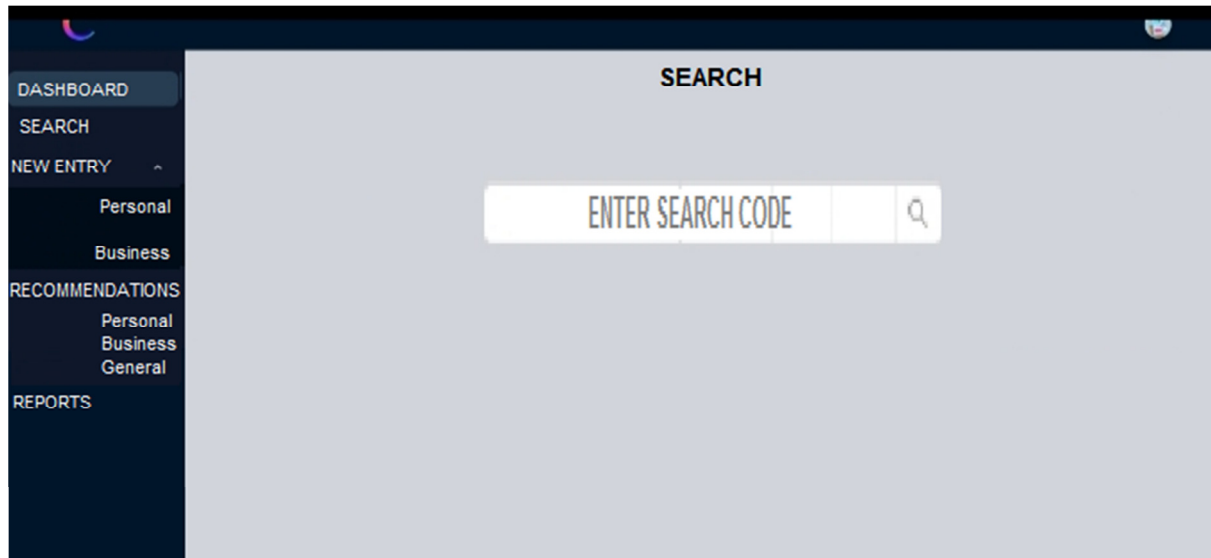
Use PIE or Graph to display data of all members (Residential/Business Type) category selected from "Members Per Area" field



Search feature

User should search data by using one of the following ;

- ✓ Personal ID number ,
- ✓ Business Registration number ,
- ✓ Stand number
- ✓ Reference number (Auto generated)



The screenshot displays a web application interface with a dark blue sidebar on the left and a light gray main content area. The sidebar contains the following menu items: DASHBOARD, SEARCH, NEW ENTRY (with a dropdown arrow), Personal, Business, RECOMMENDATIONS (with sub-items: Personal, Business, General), and REPORTS. The main content area is titled 'SEARCH' and features a large white input field with the placeholder text 'ENTER SEARCH CODE'. A magnifying glass icon is positioned to the right of the input field, indicating a search function.

New Entry for Personal data

Form data to print out in certificate format with pre-type text (to provide sample)

DASHBOARD		PERSONAL		Auto Generate Acc Number		
NEW ENTRY	Member	Gender	DropDown	Disabilities	DropDown	
	Personal	1st Name		2nd Name		
		Surname		ID Number		
		Joint Member				
	Business	Gender	DropDown	Disabilities	DropDown	
		1st Name		2nd Name		
		Surname		ID Number		
	RECOMMENDATIONS	Beneficiary	Gender	DropDown	Disabilities	DropDown
		Personal	1st Name		2nd Name	
			Surname		ID Number	
Land Use			DropDown			
Business		Stand Number		Ward Number		
		LatLong	-00.123456,11.0123456	Suburb		
		Town		Municipal		
		Region		VD Number		
		Area Size				
		ID Copies	Upload			
	Authority Letter	Upload				
REPORTS	Notes					
	SAVE CLEAR ADD JOINT MEMBER ADD BENEFICIARY					

New Entry for Business data

Form data to print out in certificate format with pre-type text (to provide sample)

DASHBOARD		BUSINESS		Auto Generate Acc Number	
NEW ENTRY	Business Type	Dropdown			
	Personal	Business Name		Registration Number	
		Joint Member			
		Business Type	Dropdown		
	Business	Business Name		Registration Number	
		Stand Number		Land Use	DropDown
		LatLong	-00.123456,11.0123456	Ward Number	
	RECOMMENDATIONS	Town		Suburb	
		Region		Municipal	
		Area Size		VD Number	
Registration Certificate		Upload			
Authority Letter		Upload			
ID Copy		Upload			
Notes					
REPORTS	SAVE CLEAR ADD JOINT MEMBER				

Recommendations

POA (Selection of Personal/Business)

✓ Personal

Feature to require personal ID number to pull data from New Entry Personal data then display members details on pre-typed document and make ready to print.

✓ Business

Feature to require personal ID number to pull data from New Entry Business data then display members details on pre-typed document and make ready to print Other Features functions

How User input data

1. User input mandatory information on required fields
2. System pulls data and display on Document preview in a pre-typed letter format with member details ,Current date , organization Logo ,Contact details , watermark and pre-typed letter text , signature details and empty square space for manual rubber stamp after document is printed.

Personal Forms

Form data to print out in a letter format with pre-type text (to provide sample)

PROOF OF ADDRESS

Reference Number

Date

Subject : TO WHOM IT MAY CONCERN

I, the undersigned in my capacity as , hereby confirm that the following information is true and correct from my knowledge of the present status of the following person,

that Mr/Mrs

Identity Number

that the said person resides at stand number at in , in under the jurisdiction of

We therefore recommend him/her for any undertaking that would in turn benefit him or her.

Hoping that you will find this order.

Yours in service.

Signed by

Capacity :

SAVE PREVIEW PRINT CANCEL

Business

Form data to print out in a letter format with pre-type text (to provide sample)

The screenshot shows a web application interface for a 'PROOF OF ADDRESS' form. On the left is a dark blue sidebar with navigation links: DASHBOARD, SEARCH, NEW ENTRY (with a dropdown arrow), Personal, Business, RECOMMENDATIONS (with a dropdown arrow), and REPORTS. The main content area has a title 'PROOF OF ADDRESS' and a reference number field with an 'AUTO CREATE' button. Below this is a date field, also with an 'AUTO CREATE' button. The form text begins with 'Subject : TO WHOM IT MAY CONCERN' followed by a paragraph: 'I, the undersigned in my capacity as [Enter Capacity], hereby confirm that the following information is true and correct from my knowledge of the present status of the following business; that [Business Name] Business Registration Number [Enter Business Registration Number] hat the said business operate at stand number 00500 at [SUBURB NAME] in [TOWN NAME], [REGION NAME] in [MUNICIPAL NAME] under the jurisdiction of [ENTER OFFICE OF AUTHORITY]'. Below this is a paragraph: 'We therefore recommend it for any undertaking that would in turn benefit it. Hoping that you will find this order. Yours in service.' The form concludes with a signature section: 'Signed by [ENTER NAME AND SURNAME] Capacity : [CAPACITY]'. At the bottom right are four buttons: SAVE, PREVIEW, PRINT, and CANCEL.

PROOF OF ADDRESS

Reference Number

Date

Subject : TO WHOM IT MAY CONCERN

I, the undersigned in my capacity as , hereby confirm that the following information is true and correct from my knowledge of the present status of the following business; that Business Registration Number hat the said business operate at stand number at in , in under the jurisdiction of

We therefore recommend it for any undertaking that would in turn benefit it.

Hoping that you will find this order.

Yours in service.

Signed by
Capacity :

SAVE PREVIEW PRINT CANCEL

General

User complete form as per sample below and system display data on pre-designed letter format document with auto created Reference number , Current date , organization Logo ,Contact details , watermark and text typed by the user and signature details added by the User.

Form data to print out in a letter format with pre-type text (to provide sample)

DASHBOARD

SEARCH

NEW ENTRY

Personal

Business

RECOMMENDATIONS

Personal

Business

General

REPORTS

RECOMMENDATION LETTER

Reference Number AUTO CREATE

To Which Organization Date AUTO CREATE

Address

Attention of :

Re: Subject :

Letter Body

Signed by :

Title :

Organization :

SAVE CLEAR EXIT PREVIEW

REPORT

Report structure

DASHBOARD

SEARCH

NEW ENTRY

Personal

Business

RECOMMENDATIONS

POA

General

REPORTS

REPORTS

Town

Suburb

Ward Number

Residential

Business Type

Municipal

Select Date

to

Select Date

Account Number	Member Name	Joint Member Name	Stand Number	Land Use	Business Type	Sub-Village	Village	Ward Number	Municipal
1234567890	ABCDEFGHUK	ABCDEFGHUK	00500	Residential		Southview	Seaside	07	Ocean City
1234567890	ABCDEFGHUKLM	ABCDEFGHUKLM	00501	Business	Care Centre	Northview	Mountainview	10	Ocean City
1234567890	ABCDEFGHUKL	ABCDEFGHUKL	00503	Business	Church	Westview	Lakeside	05	Ocean City

Report Filter options

User may filter selection of data by;

- ✓ **Date Range with default to current 30 days.**
- ✓ **Town**
- ✓ **Suburb**
- ✓ **Ward number**
- ✓ **Residential**
- ✓ **Business Type**
- ✓ **Municipal**

Report should allow preview and be able to be printed .