BACK-END

<u>Admin *one only*</u>

- ✓ Unique access link
- ✓ Username/Password

<u>FEATURES</u>

<u>WELCOME LOGIN PAGE</u>

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

<u>USER LOGIN</u>

Admin able to create

- ✓ Username/Password

<u>USERS PERMISSIONS</u>

- ✓ 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

<u>Time and Date</u>
- ✓ Able to Setup / Update Time and Date

<u>BackUp Files</u>

- ✓ Able to perform Data BackUp offline

<u>Form Details</u>

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

<u>Auto Generated Numbers on the Forms</u>

- ✓ 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
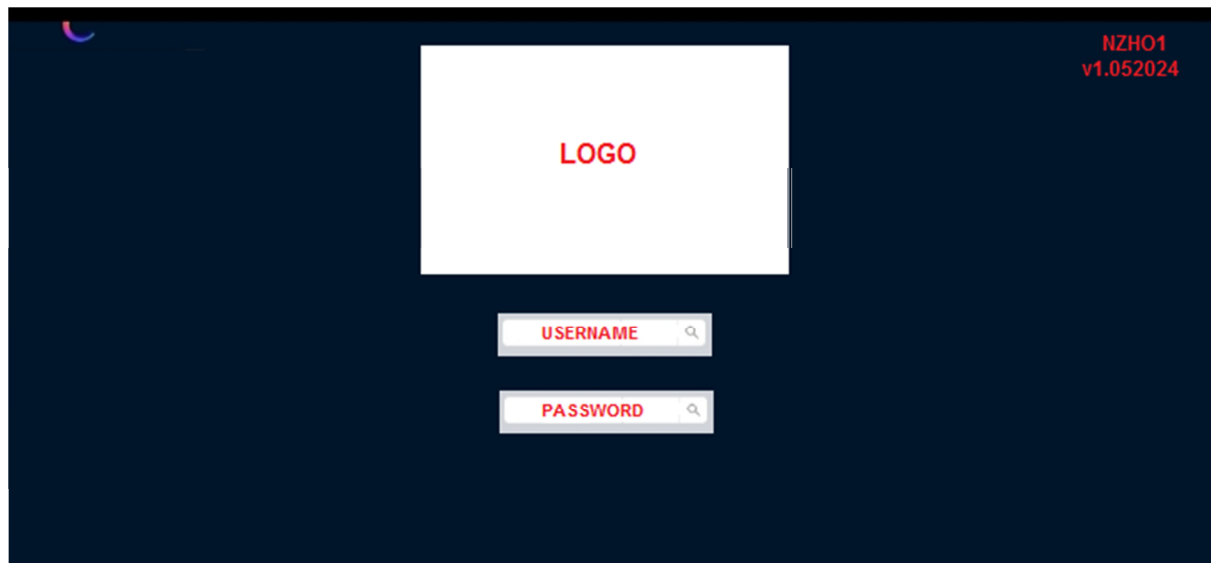
Disabilities – YES/NO

Land Use – RESIDENTIAL/BUSINESS

Business Type – As follows;

✓ B&B Rooms	✓ Hair Saloon	✓ Timber Yard
✓ Bottle Store	✓ Hardware	✓ Tarven
✓ Bus Company	✓ Hotel	✓ Taxi Rank
✓ Butchery	✓ Hospital	✓ Truck Stop
✓ Brickyard	✓ Market	✓ Truck Company
✓ Clinic	✓ Mechanic Shop	✓ Public Sec School
✓ Creche	✓ Mortuary	✓ Public Prim School
✓ Carwash	✓ Restaurant	✓ Private Comb School
✓ Church	✓ Rental Rooms	✓ Private Prim School
✓ Community Project	✓ Rental Offices	✓ Private Sec School
✓ College	✓ Rental Shops	✓ Workshop
✓ Event Park	✓ Retail Centre	✓ Other
✓ General Store	✓ Resort	
✓ Farm – Crop	✓ Sand Stone Yard	
✓ Farm - Livestock	✓ Stall Vegetable	
✓ Filling Station	✓ Spaza Shop	
✓ Food Stall	✓ Supermarkert	
✓ Factory – Steel	✓ Surgery	
✓ Factory – Clothes	✓ Sign Board	
✓ Factory – Timber	✓ Sport Ground	
✓ Factory - Stones		
✓ Funeral Parlour		

WELCOME PAGE

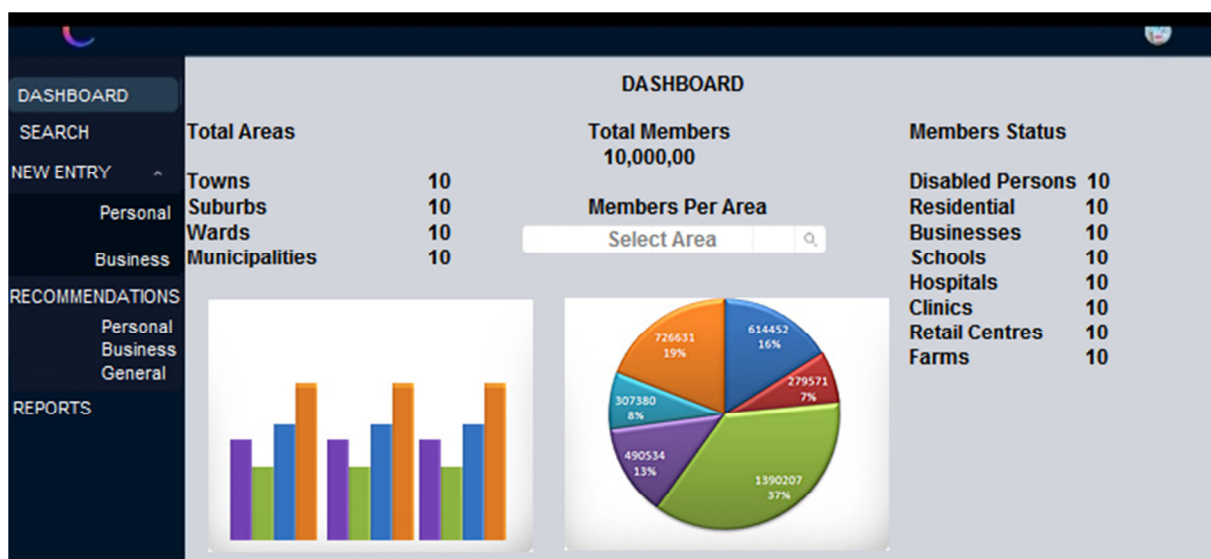Must display 5 character Site code on top right > Refer to Backend features

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

Dashboard

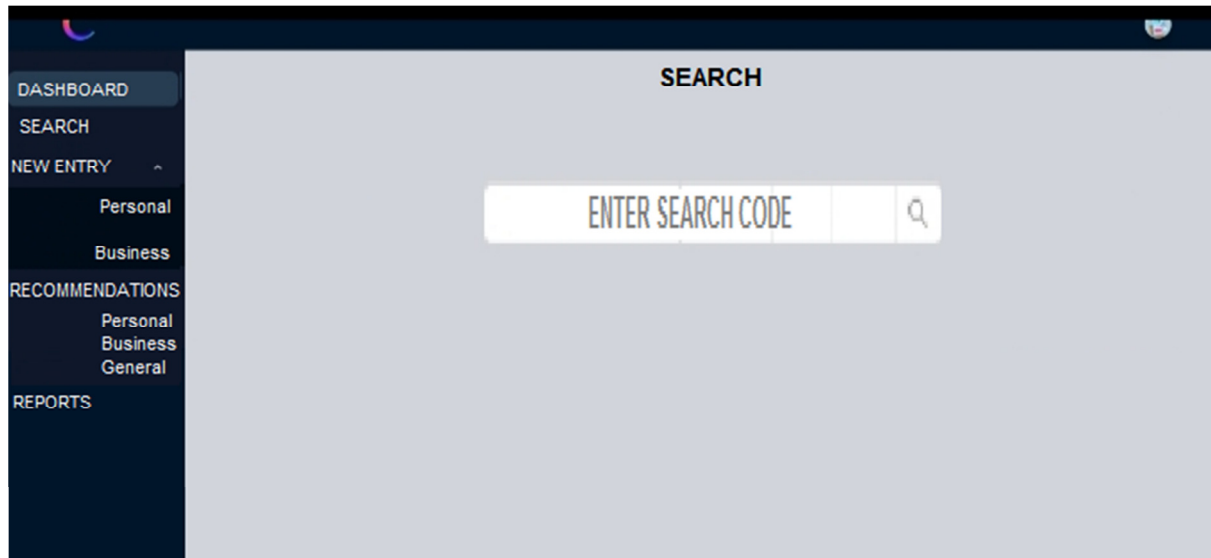Dashboard to include graph displaying to represent dashboard data .

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)

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

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

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)

Business

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

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)

RECOMMENDATION LETTER

DASHBOARD
SEARCH
NEW ENTRY ^
  Personal

  Business
RECOMMENDATIONS
  Personal
  Business
  General

REPORTS

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 .