August 22, 2017

TAWASAUL

Project Specification Document

AARA Consulting

SHUROOQ COMMUNICATION PORTAL

Table of Contents

1. Employee Process

1.1. Employee Registration Process

- AD Admin will be responsible to create Employee Account from the “AD Users & Computers” or “AD Administrator Center” panel in the AD Server.
- Every day at a certain point of pre-scheduled time, the TAWASAUL server will have a scheduler which will run at the pre-set time for syncing new user list from AD Server to TAWASAUL Server.
- If the scheduler finds new list of employees, it will be populated in the HR panel. We are assuming following fields from AD will be synced:
    - First Name
    - Middle Name / Initials
    - Last Name
    - Logon Name
    - Display Name
    - Full Name
    - Description
    - Office
    - Telephone Number
    - Email
    - Web Page
    - Street
    - PO Box
    - City
    - State/Province
    - Zip/Postal Code
    - Country
    - Country 2 Digit Code
    - Country code
    - Group
    - Home (Phone)
    - Pager
    - Mobile
    - Fax
    - IP Phone
    - Notes
    - Title
    - Department
    - Company

  Reference: https://www.manageengine.com/products/ad-manager/help/csv-import-management/active-directory-ldap-attributes.html

- Now, HR Employee Users will have section from where they will able to view all the new listed employee list.
- Now, there will be a “checkbox” beside each new employee list. HR Employee User will need to check the “checkbox” beside each of the individual new employee-user list and once done in checking, they will be clicking on a “Assign Role” button that will be placed at top of the page.

- Once clicked on “Assign Role” button, they will receive a popup in the page from where they will receive Dropdown with list of Pre-Defined Roles. From the same, they select one role and click on “Confirm” button to Assign the Role to the selected employees. However, if they want to create a new Role, there will a button “Create New Role Request” – if clicked, they will be redirected to Role Page for Role Definition Request Form. In the Form, they need to fill following Details:
    - Role Name
    - Purpose of the Role (brief description)
    - Role Matrix with list of Modules & Sub-Modules and Actions checkbox
- Once the Role has been assigned, the following user will receive a Welcome Mail with TAWASAUL link and login instructions.

1.2. Employee Login / Forgot Password Process

- New or Existing Employee irrespective of their Role have the common login process.
- They need to provide their respective AD username and AD password to login to the TAWASAUL.
- However, if a user forgot the password, there will be “Forgot Password” link in Login Page.
- The user need to click on the link and a Forgot Password form will open.
- In the form, they need to specify their Username; DOB; Full Name; Department Name and click on “Submit” button.
- Once the “submit” button is pressed, the AD Admin will receive the request to RESET the password for the user. The RESET password process verification/confirmation will work outside the TAWASAUL process.

1.3. Employee News Feed

- Employee after successful Login will able to view their respective “News Feed” Page (*Reference Design Screen - home-with-badge.jpg*)
- Now, the employees with or without special conditions will able to see all the latest updates. The updates hereby are as follows:
    - Current Day birthday of an Employee
    - A new post update related to the subscribed Groups
    - Subscription to an New Event
    - Any new post by other employees whom the logged in employee is following

  (*Special Conditions hereby refer to role to create group or events or poll/surveys; role to manage employees like HR Role; etc.*)

  Now, based on the post view, they will able to do the following activities:
    - ➢ Able to Comment - Text only
    - ➢ Able to Like – click only
    - ➢ Able to share with Other Employee (only in Followed List) or to a Group (if permission of sharing provided)
- Employees will able to post text or upload an image with image title or GPS tag their current location from the News Feed section. The Location Tagging will be used Google Geolocation API.

1.3.1. Track Our CEO

Every employee by default receive the post updates from company CEO. The update hereby called as “Track Our CEO”.

- The Admin will be creating a Role named as CEO.
- So, the users who will be assigned with this role, the system will track them as CEO.
- So whatever post or update, they do in the application will be posted to all employees across the web-application.
- However, while posting, there can be some post that the user can mark as “Private” and it will posted & shared to specific employees or groups.

1.3.2. SHUROOQ on Internet

- Employees will have the option to Share their post (if allowed) to Facebook, Twitter and Linkedin.
- However, if anything is posted in Facebook or Linkedin and if there is a unique URL related to that post, then the employee will be required to copy the URL and paste in their News Feed Section of TAWASAUL. There is no other way to push feeds from Facebook or Linkedin to TAWASAUL. This will be completely manual process.

1.4. Employee Self Desk

1.4.1. Follow List

1.4.1.1. Accepted

Here the employee will able to view all the employees from who they had accepted the “Follow” request.

1.4.1.2. Pending

Here the employee will able to view all the employees from who had sent them the “Follow” request. There will be a “accept” and “reject” button beside each “Follow” request.

Employee if click on “accept” button, the following member will become the part of “Accepted” list as mentioned above. The following employee will able to see all the post related to that employee in their respective “News Feed” section. Again, the request sender will also able to see the post of the accepter’s News Feed.

But, if they click on “reject” button, the following will be moved to “Rejected” list and no updates related to that account will be shown in the respective employees’ News Feed and vice versa.

1.4.1.3. Rejected

Here the employee will able to view all the employees from who they had not accepted the “Follow” request.

1.4.2. Tickets

Here the Employee will able to do the followings:

- **Create Ticket**
  There will be a “Create” Button. Upon clicking on the same, employee will be able to open the New Ticket Creation Form where they need to fill relevant details to send their grievance request:
  - Department (HR or IT or Admin, etc.)
  - Priority (High or Medium or Low)
  - Subject
  - Body
  - Attachment (maximum file size 5MB and filetypes will be only PDF, JPEG, DOC, DOCX)

  Upon submission of the ticket, a unique ticket ID will be generated along the other relevant details as filled in the form.

- **View Status of the Ticket**
  Here they will able to view the list of all tickets. There will be tab to show open; work-in-progress and closed tickets as separate section.
- **Reply to the Ticket**
  From the list of tickets, they will able to click on “Ticket ID” to view the details of the ticket. As well as able to view the comment provided by the employee of concerned department. Based on the comment, the logged-in employee will able to comment (in text only) back as reply to the ticket.
- **Close Ticket**
  In the list of all open ticket section as well as detail page of open ticket, there will be a button as “closed”, which if clicked, the application will understand, the issue has been resolved and the ticket can be closed.

Please note, for any new comments or status change, the ticket raiser will be receiving e-mail.

1.4.3. Knowledge Base

The entire sections of “Knowledge Base” will be manageable by Admin only. It will be a CMS based contents. There will be pre-defined categories for each section as mentioned below.

1.4.3.1. FAQ

- Here there will be list of Question & Answers based on different categories.
- The employee can search for any question from free-to-text search textbox.
- Or directly can check the Question by browsing the individual categories.

1.4.3.2. Help Articles

- Here there will be list of articles which will guide the employees in various aspects.

- The category of aspects will be pre-defined, the employee can search as per their requirement.

1.4.3.3. How to..?

- This section will guide the employees of how to use the TAWASAUL application.

1.4.4. Own Settings

1.4.4.1. Edit Profile

(only the fields which are allowed for Edit by the Employees)

1.4.4.2. Points

Employee will able to view the Points Earned details in respect to their various activities with Date; Activity Name; Point Earned and Total Points till date. As well as the Badge allocated based on Points Earned.

Please note, the list of activities has been defined in later section of Admin.

1.4.4.3. Notification Mail Frequency

The mail notification frequency can be set either on every hour or on every 24 hours (once a day) or on every 168 hours (once in a week) only.

1.4.4.4. Language Change

The user will able to save their language preference i.e. English or Arabic.

However, this language change will only effect the field titles or action buttons and have no link with any kind of:

- Post
- Comments
- Group Name or description
- Event Name or description
- E-Book
- Poll / Surveys
- and all types of inputs to the application

1.5. Employee Recent Update

In the Recent Update block, the logged-in employee will able to view last 10 recent updates related to:

- Their respective Ticket Replied
- Post from subscribed group or following employee-users
- Any change in Event
- New E-Book published in their Saved Favourite E-Book Category
- Any sharing from other employee
- Any present-day birthday of other followed employee-users
- Any replies or likes related to their own post
- Present-day event
- Change in profile by HR
- Change in their Role

- Badge allocation

1.6. Employee Groups

- Employee will able to view list of 3 types of groups:
  - **Global Groups** – There will be list of groups which will be tagged by Admin as "Global Groups" and this will be by default associated to all types of employees irrespective of choice of joining or unjoining option.
  - **Departmental Groups** – There will be list of groups which will be tagged by Admin or Departmental Heads as "Departmental Groups" and this will be by default associated to all types of employees irrespective of choice of joining or unjoining option.
  - **Activity-based Groups** – These are the types of groups which will be created by any specific employees (who will have the access to create groups) and the group creator will send request to the respective users to join the group. Even if the employee will have joined, they will have the choice to unjoin the groups.
- In the Group Administrator has given the right to the employee for posting then the employees will able to:
  - post text
  - upload a video and video title in text (only MP4 format and maximum size will be 25MB) – 3rd party plugin will be integrated to play the same.
  - upload an image and image title in text (only JPEG, PNG, JPG format and maximum size will be 5MB)
  - upload an audio and audio title in text (only MP3, AAC format and maximum size will be 5MB) – 3rd party plugin will be integrated to play the same.
- Employee will have option to:
  - Comment of any type post as mentioned above
  - Like the post
  - Share the post to only among the List of Followed Users
- There will be Global Groups in respect to Support Department – IT; HR; Admin; etc. So, if any user posts any grievance in the group post, the employee related to Support Department will have option to self-allocate themselves by clicking on "own the task" button.
- There will be 3 ways to post *(Reference: group1.jpg)*:
  - **Message** – Normal Post in group
  - **Help Desk Request** – The employee by clicking on this will directly able to post ticket to the respective support department from the respective support department group.

1.7. Employee Directory

- The Employee will have the option to search other Employees.
- They can search Employee by Name and E-Mail ID only.
- Once the Search result populated, the Employee will able to see all the list of employees related to search keywords.
- This result will show both Follow & Unfollow list of employees.
- For the Follow list, the row will show the followings:
  - Employee Profile Image
  - Employee Name
  - Employee Designation

- Employee Department
- Employee Phone
- Employee E-Mail
- *"Following" button – if clicked, the relevant employee will be removed from the Followed list*
- *Message Button*

- For the Unfollow list, the row will show the followings:
  - Employee Profile Image
  - Employee Name
  - Employee Designation
  - Employee Department
  - Employee Phone
  - Employee E-Mail
  - *"Follow" button – once click, the follow request sent the desired employee*
  - *Message Button*

1.8. Employee Messages

- The followed group of employees from their list of Followings will able to send one-to-one messages to one another.
- From the directory search, the searching party (hereby the employee) will able to message the other employee from the list of searched directory.
- The Department (Group) Head or Support Department Group Head will also send messages to any employees.
- In the message section, 2 employees will able to share their communication via only text-mode.
- The messages can be deleted, archived or even schedule the messages with date & time.

1.9. Employee Chat

- Only employees who had accepted the follow request will able to chat with one another.
- Even there will be group chats for the employees who are associated with any groups.
- The Support Department (IT, HR, Admin) will able to chat with any users.
- We will be using Quickblox as the 3rd party chat plugin. So whatever default features will be provided the plugin, we will be integrating the same.
  Please Note: Quickblox also support Android / iOS App also. If client has something better that can support web; android and iOS, we are happy to integrate the same.

1.10. Employee Events

- Employee will able to view list of 5 types of events:
  - **Global Events** – There will be list of Events which will be tagged by Admin as "Global Events" and this will be by default associated to all types of employees irrespective of choice of joining or unjoining option.
  - **Departmental Events** – There will be list of Events which will be tagged by Admin or Departmental Heads as "Departmental Events" and this will be by default associated to all types of employees irrespective of choice of joining or unjoining option.

- **Activity-based Events** – These are the types of Events which will be created by any specific employees (who will have the access to create Events) and the group creator will send request to the respective list users for RSVP the event. There will be 2 options: Yes & No in respect to RSVP request from the moderator. Based on the acceptance from the employees, it will appear in their Event Calendar section. If rejected it will not be shown in the own Event Calendar section.
- **Personal Events** – This is type of Event Section, which will be restricted to own account view only. This means that the user will able to create events that will be viewable only for personal usage only. They if seeking for able to share with any of the followed group of employees.
- **Special Events** – These are the special types of events like Birthday or Wedding Anniversary. The list of these types of events will be restricted to the own Departmental Groups only, e.g. in an IT department, there are 100 employees, so all these 100 employees only able to view upcoming or present day special events among their department only.

- There will be 3 ways to view the Event Lists:
  - **Weekly View** – Only the current running week will be shown by default. *Refer calendar.jpg*
  - **Daily View** – In a day, the events will be divided in the hourly divisions. However, the employee will have option to view "tomorrow" Event Calendar in "Daily View" mode; "this week" Event Calendar in "Weekly View" mode and "custom view" which is explained below. *Refer calendar-1.jpg*
  - **Custom View** – However, employee will able to select a date range within a current month only. Once they select the range of dates, they will able to all the events in "Daily View" mode with a multiple banner images on the top of the page (*please note, this banner images will be randomly populated from the images uploaded from the events that will show in custom date selection*). Upon the banner, the custom date range will show.
- Following will be the inputs for creation of any New Events:
  - **Event Name** – This will be textbox to define the Event Name.
  - **Event Type** –
    - **Global** – Admin will have option to create such Events, so they will only have dropdown to select the type.
    - **Departmental** - Admin will have option to create such Events, so they will only have dropdown to select the type. However, if the departmental head is creating the event, this will be pre-selected and will show in read-only mode. This type of event will be created from the Group Page only.
    - **Activity-based** - Admin will have option to create such Events, so they will only have dropdown to select the type. However, if the employee who has access to create such event, this will be dropdown and will show in read-only mode. This type of event will be created from the Employee's own account Page only. Once such event is created, the request of the same will be forwarded to the moderator's departmental head and admin for final publication of the same.
    - **Personal** – It will be pre-selected selected for the employees who only have access to create "Personal" events and will show in read-only

mode. However, the employees who have the access to create either Activity-based or Personal events, they will have dropdown to select among the two. This type of event will be created from the Employee's own account Page only.
        - **Special** – There will be no separate input field for creating special events, it will appear based on Employee's data.
    - **Event Banner Image** – option to upload one full-width image in JPEG or PNG format. The recommended width will be 1024px and height will be 768px.
    - **Event Location** – there will textbox where either user can type or populated using Google Geolocation API (please note, the Google Geolocation API should be provided by client, we will be integrating the same).
    - **Description** – brief description of the event.
    - **Guest List** – only applicable for Activity-based Event Calendar for RSVP.
- No past events will be viewed.

1.11. Employee Drawer

- Here the employee will have option to upload the followings:
    - **Images** – Only PNG or JPEG will be accepted for upload. The maximum size of any image upload will be maximum 5MB.
    - **Videos** – Only MP4 will be accepted for upload. The maximum size of any image upload will be maximum 50MB.
    - **Sounds** – Only MP3 will be accepted for upload. The maximum size of any image upload will be maximum 5MB.
- The uploaded content can either be kept as private or shared publicly or to a specific list of employees who are added in their Following List only. If shared "publicly", all the followed users will able to see the uploaded as notification in their own window. If shared to specific users, only the following user will receive notification.
- In the "drawer" section, employee-user will able to see all the media contents. They will able to filter among the same based on only image, video and sounds only. The filter will be listed on the left side of the desktop screen. By default, everything will be shown, sorted by latest addition only.

1.12. Employee Photos

This will only show Images uploaded in Drawer Section as well as Images shared with Employees by other Employees only.

1.13. Employee Saved

- Here the employee will be able to view all the list of eBooks Categories that they will be saving to track any new eBook upload for the same.
- For every category, they will able to view number of latest uploaded eBooks.
- The eBooks will have only "view" access for reading from the TAWASAUL portal only and there will be no "download" access.
- The employee will have option to publish their 5-star rating and 250-word limits review comments for any eBooks that they will have the access to view.
- Employee will also able to view eBook related to the allocated Training (Training Management will be outside the TAWASAUL application) that will be allocated

by either the Admin or the Departmental Head for a specific date and time range.

1.14. Employee Polls/Surveys

- Employees will be receiving notifications for any type of Polls or Surveys.
- The either of Polls or Survey will be created and published either by Admin or Departmental Head only.
- The employees will receive notification with date and time range to submit their poll or survey. They will be submitting the poll or survey within pre-defined date and time range only.
- For Poll, the moderator will either upload an Image or text and employee will need to submit “Yes” or “No” in response to the same.
- For Survey, the moderator will publish list of Multiple-Choice Questions (MCQs) with common comment box and define rating (e.g. 5-Star or 10-Star). The employee will need to submit their response accordingly.
- Now, if the moderator has given permission to publish result publicly, the employee after successful submission of their response will be able to view the results. The report will only show in Bar Graph and comments related to survey will not be shown to employee-users/

1.15. Employee Notification - 🔔

- Employee will be receiving notifications related to:
    - Any present-day Event inclusive of birthdays, global events, own events, etc.
    - Any new follow requests.
    - Any new post from the list of employees in Followed list.
    - Any new post from the groups associated with the employee
    - Any new eBook addition in Saved categories
    - Support Ticket reply update
    - Any new Media content uploaded by employees in Drawer and shared with the respective employee
    - Any comments, likes or post share for existing posts by other employees
- The employee will be able to see latest 10 lists of notifications and if click on “view all” then latest 100 lists of notifications only.

1.16. Employee Badge

- The individual employee will be earning points based on their activities in TAWASAUL application.
- Every point related to awarding a Badge for an employee. We assuming there can be 3 types of Badges (Admin can define other naming convention for the Badges but at most they can define 5 badges):
    - For New-Comer – There will be default New-Comer Badges
    - **Silver** – We assuming there will be Silver badge which will be awarded to employee when the point reached to 1000.
    - **Gold** – We assuming there will be Gold badge which will be awarded to employee when the point reached to 2000.
    - **Platinum** – We assuming there will be Platinum badge which will be awarded to employee when the point reached to 3000.

- The points will be earned on following activities:
  - Point for posting in own timeline
  - Point for joining a Group
  - Point for uploading any media content in Drawer
  - Point for participating in Poll
  - Point for participating in Survey
  - Point for uploading images related tan Activity-based Event
  - Point for marking themselves attending in a live Event and that will be tracked and verified using Geolocation Tracking
  - Point for commenting on any type of post of other employee or group
  - Point for liking on any type of post of other employee or group
  - Point for sending Follow Request
  - Point for accepting Follow Request
- The point for each activity should be pre-defined from Admin Section. However, admin can alter the same as or when required.

2. Departmental Head Process

2.1. Registration & Login

The Registration and Login process for any Departmental Head will be similar as mentioned in Section 1.1 and Section 1.2

2.2. Group & Events

- For every department, Admin will be defining the Departmental Head.
- Every Departmental Head will have the accessibility to manage Groups as well as create/manage Events.
- They can do the followings:
  - Manage content of the Groups or Events
  - Manage post of the Groups or Events
  - Manage list of employees associated to the Groups or Events. The can make an employee join or unjoin the Groups or Events
  - They can send group message tall employees belonging to the specific departmental group
  - They can add/edit/delete Events
- For any new event creation, the admin need to approve the new event request posted by any Departmental Head.
  - If accepted, the event will be published and by default all the employees related to the Department will be associated with the approved published event.
  - If rejected, the Departmental Head will simple receive a rejection mail with a reason of rejection.
- If any employee of an Department has the option to create Groups or Events, they need to create the same and the request for publication will be received by that employees' Department Head. They if accept then it will move to Admin for final publication approval. If rejected, the requester will receive a simple rejection mail with a reason of rejection.

2.3. Polls/Survey

- The Department Head will able to create Poll/Survey as or when required.
- When they published the same, it will be sent to the Admin for final publication approval:
    - If accepted, the poll/survey will be published and by default all the employees related to the Department will be associated with the approved published poll/survey at said date & time as notification.
    - If rejected, the Departmental Head will simple receive a rejection mail with a reason of rejection.
- If it is Poll, they will be required to provide either:
    - Poll Name
    - Description (if any)
    - Content
        - Image Upload and ask User to “Like/Dislike” OR
        - Text write-up and ask User either to “Like/Dislike” or “Yes/No” or “True/False”
    - Date & Time Range for Final Publication
    - Is Anonymous – Means if this is checked, the moderator will not able to track which user had clicked on which option. Else, vice versa.
- If it is Survey, they will be required to provide followings:
    - Survey Name
    - Description (if any)
    - Type of Rating – either 5-Star or 10-Star
    - List of Questions – can be multiple
    - Date & Time Range for Final Publication
    - Is Anonymous – Means if this is checked, the moderator will not able to track which user had clicked on which option and who had given which comments. Else, vice versa.
- Now based on the employee response, the report will be generated.
- The Report will be in Bar Graph for both Poll and Survey. However, for Survey, along with Bar Graph, they will also able to view comments of individual users. If “Is Anonymous” is checked, the comment for each employee will be shown from “guest01” by default for all employees.

2.4. eBook

- The Admin if give access permission, then the Department Head will have option to upload eBooks.
- However, for every upload, Admin need to provide final approval.
- There will be section of Training eBooks. The employee of any department will be seeking request to access those eBooks. Department Head will be approving the request but for a specific date and time range. And if rejected, a mail will to send to requester with rejection request.

3. Custom Moderator Process

3.1. Polls/Survey

- The Custom Moderator will able to create Poll/Survey as or when required.

- When they published the same, it will be sent to the respective Department Head and upon their approval, then to Admin for final publication approval:
    - If accepted, the poll/survey will be published and the moderator will be able to send request to the specific employees related to the Department will receive notification to access the same at said date & time as notification.
    - If rejected, the Custom Moderator will simple receive a rejection mail with a reason of rejection.
- If it is Poll, they will be required to provide either:
    - Poll Name
    - Description (if any)
    - Content
        - Image Upload and ask User to "Like/Dislike" OR
        - Text write-up and ask User either to "Like/Dislike" or "Yes/No" or "True/False"
    - Date & Time Range for Final Publication
    - Is Anonymous – Means if this is checked, the moderator will not able to track which user had clicked on which option. Else, vice versa.
- If it is Survey, they will be required to provide followings:
    - Survey Name
    - Description (if any)
    - Type of Rating – either 5-Star or 10-Star
    - List of Questions – can be multiple
    - Date & Time Range for Final Publication
    - Is Anonymous – Means if this is checked, the moderator will not able to track which user had clicked on which option and who had given which comments. Else, vice versa.
- Now based on the employee response, the report will be generated.
- The Report will be in Bar Graph for both Poll and Survey. However, for Survey, along with Bar Graph, they will also able to view comments of individual users. If "Is Anonymous" is checked, the comment for each employee will be shown from "guest01" by default for all employees.

3.2. Group & Events

- Same as mentioned in Section 2.2
- The differences in respect to above mentioned section as follows:
    - Once the moderator send request for publication, it will first be send to their respective Department Head.
    - If they approved, then it will be send to Admin for final approval for final publication.
    - The moderator hereby required to send the list of employees to be associated with the group or attend the events. Employee will have the ability to unjoin the groups.

4. Support Department Process

4.1. Registration & Login

- The Registration and Login process for any Support Department will be similar as mentioned in Section 1.1 and Section 1.2

- The Support Department will consist of HR, IT, Admin. More can be defined by the Admin on later stage.

4.2. Managing Tickets

- Once ticket submitted by the employee, the one of the member will be required to accept the ticket.
- Henceforth, the ticket will be assigned to them.
- The assignee will be required to work on the ticket and based on the ticket progress, post comment based on the ticket.
- They will able to close the ticket, if status from employee will “Confirm”, else not or change the ticket status from “Pending” to In-Progress” to “Done”.

5. HR Process

The syncing process of Employee Details from Active Directory to TAWASAUL has already been mentioned in Section 1.1, so hereby defining roles of HR after that process.

5.1. Employee Role Management

- HR will be able to assign role to specific Employees or bulk employees.
- This can be done during New Employee Registration
- This can be done updating from existing role to another Role for an existing Employee Account.

5.2. Employee Profile Management

- The Employee is sent request or raise ticket to HR to make some changes in their profile.
- Based on the same, the HR will be manually editing the changes for any employees.

5.3. Employee Profile Image Management

- Same as Section 5.2
- Only one Profile Image will be managed and only existing employee image will be updated.

6. Admin (Super-Admin) Process

- Admin User Management
- Admin User Role Management
- Admin User Group Management
- Front-End User Management
- Front-End Role Management
- Company Master
- Department Master
- Designation Master
- Language Master
- Country Master
- City Master
- Group Module
- Event Module
- Poll Module

- Survey Module
- Drawer Module
- Chat Module
- Message Module
- Banner Module
- Notification Module
- E-Mail Template Module
- CMS Pages
- Menu Management
- Knowledge Base Management
- Global Settings
- Basic Settings

--The End--